REPORTING TERMINATION DATE

PHOENIX

- In Phoenix, the termination date represents the first day of non-employment or the day after the last day worked. *E.g. Last day of work and pay is January 31, termination date in payroll file is February 1.*

- If the payroll file shows an employee has at least one day of active service during a pay period, Phoenix will expect payroll unless member is reported to be on leave or terminated.

All errors/discrepancies must be resolved prior to Phoenix accepting payroll data.

Questions: employers@mosers.org

SAM II Employers – Daily File Feed

HR/Payroll Rep
- Changes employee's ESMT employment status to inactive (2 or T).
- SAM II generates daily file feed populated with termination (inactive status) date.

Phoenix
- Automatically updates employee's service record to reflect termination date reported in daily file feed.

SAM II Employers – Payroll File

Phoenix
- Reads payroll file twice per month as part of the SAM II payroll cycle.
- Compares payroll file termination date to ESMT termination date reported in daily file feed and notifies HR/Payroll Rep. of payroll errors.
  - Identifies active employees who have no payroll reported.
  - Identifies inactive employees who have payroll reported.

HR/Payroll Rep
- Resolve errors.
Suggestions to the cause of payroll errors, such as a missed or incorrect termination date or failure to enter unpaid leave, will be displayed.

Non-SAM II Employers – Payroll File

HR/Payroll Rep
- Enters employee termination date into employer payroll system and uploads file to Phoenix.

Phoenix
- Reads uploaded employer payroll file.
- Notifies HR/Payroll Rep. of payroll errors.
  - Identifies active employees who have no payroll reported.
  - Identifies inactive employees who have payroll reported.

HR/Payroll Rep
- Resolve errors.
Suggestions to the cause of payroll errors, such as a missed or incorrect termination date or failure to enter unpaid leave, will be displayed.

June 2022

MOSERS