GUS HR

Terminating Assignments for Hourly Employees with No Benefits

(Updated 10/28/2018)

To end an assignment for an **hourly employee with no benefits**, the Line Manager or Department Admin sends an email to payroll@pittstate.edu with the following details:

Hourly Employee Name:	
Person Number (PSU ID@):	
Department:	
Position/Assignment #:	
Last Day Worked:	

Line Managers will use the process to end assignments for in the following Assignment Categories:

- Staff Unclassified-Temporary-No Benefits-Non Exempt
- Staff USS-Temporary-No Benefits-Non Exempt
- Graduate Assistant-Administrative-No Benefits-NonExempt
- Graduate Assistant-Research-No Benefits-NonExempt
- Students-No Benefits-Non Exempt

If you need additional positions created, please email a request to payroll@pittstate.edu and include the position number of the current position that you need to fill, the description, and include any updates to supervisors (line managers).

As always, please feel free to contact HRS (x. 4191 or payroll@pittstate.edu) if you have questions or need more information.

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