Payroll has developed an end date notification report for departments to use when managing their employees’ various end dates. This report will be sent directly from Core-CT, once a pay cycle, and will come from the email address “corect@po.state.ct.us”. This is a system-generated email and replies to this email will not be received; however, we have provided a Payroll Department contact in the spreadsheet. Please note the following:

- Visa expiration dates and probationary period end dates will be shared in separate reports.
- This report does not include employees in the Classified bargaining units. Human Resources will notify departments of end dates for this population.
- This report does not include end dates for student work-study appointments.

The employee(s) listed in the spreadsheet have end-date(s) in Core-CT that are approaching or have elapsed, and may require action to be taken. The information contained in the spreadsheet is based on the Core-CT record(s) as of the date listed in Column M. If a Smart HR transaction was recently submitted, it may not be reflected in this report. Employees may be listed more than once if they have multiple date codes and/or if they have multiple jobs as denoted by a unique value in the Empl Rcd # column. The appropriate Smart HR template must be completed and approved by the closest processing deadline posted on the Payroll Department’s website. If the deadline has passed, please submit the template immediately.

Departments are responsible for submitting a separation template for all employees in the Unclassified and Classified bargaining units, and any other employees who will be leaving prior to the specified end date. The Payroll Department will process separations for employees in the following groups if no action is taken by the department: Special Payroll Non-Time Reporter; Special Payroll Time Reporter; Special Payroll Gratis; Student Labor: and Graduate Assistant/Intern.

Below is a description of the fields contained in this report. The first row in the report indicates that the query has run to completion. Please note that if this is the only row on your report, you are not required to take any action.

- Name – Employee Name
- ID – Employee ID
- Empl Rcd # – Employee Record Number
- Employee Category – Employee’s Payment Association, either Gratis (no payment received) or Employee (payment received)
- Bargaining Unit – Employee Group – Unclassified, Special Payroll Non-Time Reporter, Special Payroll Time Reporter, Student Labor and Grad Assistant and Intern
- Department – Department Number
- Deptid Descr – Department Name
- Job Cd Descr - Title
- UOC Date Code – Date Code Description
- End Date – End Dates for Date Dodes with a Prefix of “UOC”
- Stipend End Date – End Date for Date Code of “Stipend End Date”
- Contact(s) – Payroll Staff Member Responsible for Payments to Employee Group
- Run Date – Date the Report was Run