

TAR Process for Terminating or Retiring Workers Where Replacement Will Occur



This QRC should be used when a worker is terminating or retiring, but there is a need for them to remain TAR, and someone will be hired to the original FT/PT position. The further in advance the processes listed below can occur, the less likely approvals will delay the ability for a smooth transition between the two jobs. Note: system access/permissions are tied to the position. When the individual is rehired into the TAR position, if access/permissions are needed, a new request should be made.

Process

1. **Create a New TAR Position** with a unique position number before the person terminates or retires.
 - A. Typically, the job profile details remain the same as the old position except for the time type and pay. Adjust all job details as needed.
 - B. In the comments sections, note that the position is needed for the terminated/retired person who will stay on TAR. Make sure to use today's date for the anticipated hire date (**do not use future date or initiation of process can not occur until that date**).
 - C. Reference the [Create Position QRC](#) or [Create Position -Faculty QRC](#) for further assistance with creating a position.
2. Initiate the **termination-retirement** process for the individual and use the appropriate reason code. *Note: if this individual has multiple jobs all other jobs(including additional jobs in other departments) must end before initiating the termination business process.*
 - A. Ensure this is done well in advance of the termination-retirement date to allow for all approvals and benefit retirement processing.
 - B. Choose **Yes** to the question of **overlapping** the position. This will allow the initiation of a replacement prior to the term/retirement date if needed.
 - C. Reference the [End Additional Job QRC](#) or [Termination QRC](#) for further assistance with the termination/retirement process.
3. Once the termination-retirement process is fully complete:
 - A. Initiate the **Rehire** process into the vacant TAR job using the day after the last day worked (*rehire will not work if the termination-retirement is not fully complete*).
 1. Ensure there is enough time for approvals prior to the termination/retirement rehire date if a transition to TAR is needed immediately.
 2. Reference the [Hire QRC](#) as needed.
 3. Security access is tied to the position. Since the person is moving into a new position, access may need to be requested via the Authorization Request Application for any Workday and myURHR UKG access needs.

Note: Please do not terminate or retire faculty members who are entering the Faculty Senior Associates Program (FSAP). Please contact FacultyAffairs@rochester.edu for more information on how to proceed