

INSTRUCTIONS FOR GENERATING A LIST OF EMPLOYEES HAVING AN "END DATE" IN ANY GIVEN MONTH

1. From the HRM Primary Menu **press F8** to select the Miscellaneous/Department Menu.

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HRMMENU          Louisiana State University
Human Resources Management System Primary Menu
Function Key     Description
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PF1              Academic & Unclassified Menu
PF2              Classified Menu
PF3              Graduate School Menu
PF4              Budget and Planning Menu
PF5              Payroll Menu
PF6              Payroll Assist/Additional Comp Menu
PF7              HRM Code Tables Menu
PF8           Miscellaneous/Department Menu
PF9              Insurance Main Menu
PF10             SPIN Menu
PF11             Return to System Menu
PF12            Logoff of IMS
    
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2. Type in **I CONT** from the Miscellaneous Menu and enter.

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HRM07              HRM Misc/Dept Menu
OPT I CONT PA      SSN          POSN          EFFDT          FORM
I Inq A Add C Chg D Del S Select  NAME
Option Tran Description Key Required
I CALC --- Class New Rate Calc Screen SSN
A,C,D,I TARD --- Treas Accts Receivable SN
A,C,I TRAM --- Traffic Payroll Deducts SSN
S EXCO --- Additional Compensation SSN
C,I CERT --- Stu/GA Immigration Cert SSN
I EMPL --- Employee Personnel Data SSN/NAME
I DSGT --- Student/Grad Assist Menu SSN
I DTRN --- Stu/Grad Asst Trans Screen SSN
I FORM --- EZ Employee Form Entry SSN
I CSCR --- Compensation Score POSN
I CONT --- List Empls Needing XCNA MO/YR
V,A,C,D PFBN --- Employee Fringe Benefits SSN
    
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3. You will be prompted to enter the month and year. When that is done you will be given a list of employees who have a Personnel Action End Date or a Funds End Date for the month entered.

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HRM22              EMPL CONTINUATION LISTING
OPT I CONT PA      SSN          POSN          EFFDT          FORM
MONTH/YEAR: 06 2001
EMPLOYEE NAME      END DATE          SSN
ADAMS              JOHN              06/30/2000      989-60-2768
BUSH               GEORGE            06/30/2000      988-56-9091
CLINTON            WILLIAM           06/30/2000      999-54-7037
FORD               GERALD            06/30/2000      977-15-0406
LINCOLN            ABRAHAM           06/30/2000      988-33-9233
NIXON              RICHARD           06/30/2000      999-76-4204
WASHINGTON         GEORGE            06/30/2000      976-54-3376
    
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Continuations, changes in source of funds, changes in percent effort, pay adjustments, leave and separations may be done on a PER2 Form or you may use the EZ Form System (I FORM). See instructions for EZ Form Processing.