



Termination/Retirement Code Use for EPA Completion

This information is provided for Texas A&M University Employee Payroll Action (EPA) creators and terminating authorities to assist in determining the appropriate termination code when completing the EPA. Entering the appropriate code is important as it will determine other human resource and payroll actions to be taken. The EPA creator may request clarification about the code, but should not select or change a code unless directed by the terminating authority. This information does not provide instruction on how to access or to complete an EPA within the Canopy system.

Termination from employment with Texas A&M University is documented through an administrative removal of the position occupant from a current position. The action may be voluntary, involuntary or by retirement. The following codes are authorized for use by Texas A&M University EPA creators and terminating authorities:

Voluntary Termination (VT): is separation from work initiated by action taken by the employee.		
59	Resignation/ Reasons known or unknown	Used to report that the employee voluntarily terminated or resigned and the stated reason was due to personal reasons related or unrelated to the job, or employee did not offer a reason for the resignation.
65	Transfer to a non-A&M System agency or institution of higher education with no break in service.	Used to report that an employee transferred directly to a non-A&M System agency or institution of higher education with no break in employment or service. The termination date and hire date will be consecutive dates. In most cases, an employee's leave balances upon termination will transfer directly to the employee's position at the new agency or institution.
66	End or expiration of contract or grant	Used to report that an employee was terminated due to the end or expiration of a contract or a grant as accepted by the employee and detailed in the job offer letter, (re)appointment letter, or position description.
Note: If the employee directly transfers to another Texas A&M University department or Texas A&M University System agency/institution, it is handled as a transfer action and not coded as a resignation. This action is important to avoid any negative impact to the employee's benefits.		

Involuntary Termination (IT): is separation from work initiated by action taken by the employer or by employee death. The following involuntary terminations require coordination with the designated HR offices prior to taking action.	
63 Termination at will	Used to report that an employee was terminated under the employment at will doctrine in Texas and in accordance with discipline and dismissal procedures under System Regulation 32.02.02. This may include job abandonment where the employee has failed to maintain contact with the employer or business necessity termination where the employee no longer meets qualifications of the job. Terminations at will require Human Resources Employee Relations (862-4027) review and System Office of General Counsel review and approval prior to the action.
64 Reduction in force	Used to report that an employee's termination was due to the employer's decision to reduce the workforce. These terminations require prior consultation with Human Resources Policy & Practice Review (862-3331).
66 End or expiration of contract or grant	Used to report that an individual employed under contract or a grant was terminated due to the end or expiration of a contract or a grant. This is applicable if the offer letter did not include appropriate contingency language. Termination will require Human Resources Employee Relations (862-4027) review and System Office of General Counsel review and approval prior to the action.
69 Death	Used to record or report a termination due to the death of an employee. Contact Human Resources Benefits Services (862-1718) to ensure additional and appropriate action is taken.

Retirement: is a separation from work initiated by action taken by the employee when employee meets requirements under TRS or ORP.	
68 Retirement	Used to report that an employee retired from state employment.

FOR ASSISTANCE

- Termination code questions should be directed to Human Resources Employee Relations at employee-relations@tamu.edu or 979-862-4027.
- General EPA questions should be directed to Payroll Services at payroll@tamu.edu or 979-845-2711.