How to Run an Appointments Ending Report in PeopleSoft
The Appointments Ending Report provides departments with a list of their employees that have an Expected Job End Date; typically for Employee Classes 3, 4, 6, 7, 8, and 9. This report will assist the department's HCM Preparer with timely submission of a Reappointment or Termination.

It is important to remember that automatic terminations are processed on a monthly schedule. It is the responsibility of the employing department to have their departmental HCM Preparer run reports to determine the expected end dates and terminate employees who are not anticipated to continue employment or reappoint employees they wish to maintain before the automatic termination is processed according to the monthly schedule. To view the automatic termination schedule visit the HCM Blog.

Navigation:
HCM Preparers must first log in to PeopleSoft. Once logged in, please follow the instructions outlined below to run the report.

Main Menu >Rutgers Reports >Appointments Ending Report

You may leave the fields blank or populate using your department's Org ID Number/Description.

Click the Search button on the bottom left to run the report.