

## 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

The screenshot shows the search interface for the Appointments Ending Report. At the top is a red header with the Rutgers logo. Below it is a breadcrumb trail: Favorites | Main Menu > Rutgers Reports > Appointments Ending Report. The main heading is "Appointments Ending Report". Below the heading is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a blue button labeled "Find an Existing Value". Below this are several input fields: "Maximum number of rows to return (up to 300):" with a text box containing "300"; "Department:" with a dropdown menu set to "begins with" and a text box containing "11043"; "Description:" with a dropdown menu set to "begins with" and an empty text box. There is an unchecked checkbox labeled "Case Sensitive". At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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.

The screenshot shows the results table for the Appointments Ending Report. At the top is a red header with the Rutgers logo. Below it is a breadcrumb trail: Favorites | Main Menu > Rutgers Reports > Appointments Ending Report. The main heading is "Appointments Ending". Below the heading is the text: "Department: 11043 Human Capital Management". The table has the following columns: Name, Empl ID, Empl Record, Employee Class, Job Code, Job Title, and Expected Job End Date. There is one row of data:

Name	Empl ID	Empl Record	Employee Class	Job Code	Job Title	Expected Job End Date
1 [REDACTED]	[REDACTED]	0	Coadjutants	99912	COADJUTANT-CASUAL NONTEACHING	02/28/2023