



Separations, Dates and 41's, 416's & 27's

May 4, 2010

Miscellaneous Topics



- **Adverse Weather** to be corrected before PY Finalization May 25
- **Comments** – Agency approvers should spot check system to be sure comments are in system and not just on PCR.
- **New Position effective date** should be discussed with Budget prior to cutting OM PCR to obtain position number to give to Budget to generate BD606. Position effective date cannot be changed. If BD606 different, PCR must be cancelled and then a new position number will be generated that does NOT match the BD606. Talk on the front end.
- **Agency benefits** should be discussed with employee when moving employee from perm to temp to remind them of those that the employee must change or handle.

2

Separations and Last Day Worked



- Separation PCR should be dated last day employee is to be paid
 - Last Day Worked if not retiring
 - Holiday if immediately following the last day worked
 - Annual leave, bonus leave, etc. if burning as part of retirement
- Complete PCR with last day paid and last day worked.
 - Effective on = last day paid
 - Dates – last day actually worked
- Kick off PA 40 with last day to be paid... IT 00 IT 01 etc will be dated the next day – the first day of the separation. Do NOT change these dates to match the last day to be paid.....

3

Separations and 41's Date Specifications



- IT 41 – Date Specifications appears as part of the Separation action. **SAVE IT!**
- Last day actually worked defaults from PCR to IT 41.
 - It IS the last day actually worked.
 - It has nothing to do with payroll or action date.
 - Example – Retiree burns 3 months of leave and then retires.
 - Last day worked is Jan. 15, 2010 (PCR last day worked)
 - Effective date of PCR is March 31, 2010
 - Separation action date is March 31, 2010
 - Retirement date is April 1, 2010 IT 00, 01 etc.



Separations and 416's Time Quota Compensation

- IT 416 – Time Quota Compensation can be done after the Separation action is completed....
- When creating any 416, use the separation PCR effective date as the start date for the 416.
- Current date defaults and MUST be changed to separation PCR effective date.
- Payroll will pick it up because you have SAVED the IT 27 – Cost Distribution and it knows where to charge.



Separations and 416's Example

- May 14 Employee gives notice
- May 28 Last day worked
- May 31 Holiday
- Separation PCR Date = May 31
- PCR box Last Day Worked = May 28
- Last Day Worked on IT 41 = May 28
- Dates on IT 00, 01 etc = June 1
- Date action entered should be = May 14 or later
- When can 416 be created? When HR comfortable with Time entry and approval
- What should date of 416 be? May 31



Separations and 416's Time Quota Compensation continued

- Many of you have not changed the 416 to the separation date... 1300 out there to be corrected
- We will be getting with you to make these corrections
- Don't jump in to correct yet – for now, make sure you are completing separations correctly
- They will have to be corrected eventually because they could cause overpayment by paying out twice.
- We will develop correction process, identify those to be corrected and get back with you.



QUESTIONS??????????