



## Separation Pay Continuation Action

**Change Record:**

Change Date: 10/18/16	Changed by: R. McPherson
Changes:	<ul style="list-style-type: none"> <li>• Important - Action History Update.</li> </ul>

**Trigger:**

There is a need to process a separation with pay continuation for one of the reasons listed in the Business Process Procedure Overview section.

**Business Process Procedure Overview:**

Separation with Pay Continuation from state service occurs when an employee Retires as a Law Enforcement Officer that qualifies for LEO Retirement supplement, or when a reduction in Force with severance has occurred. The HR Administrator gathers the approved employee data and executes the Separation Pay Continuation Action Personnel Change Request (PCR) form within workflow using transaction ZPAA076.

- **01- Retirement (Law Enforcement Supplement)** – paid to eligible LEOs until they reach 62nd birthday. (Only for eligible LEOs who are currently contributing to the LEO Retirement system.)

***NOTE*** Create the Separation Action the next business day after you have completed the Separation Pay Continuation Action.

- **02 - Reduction in Force Severance and/or Health Insurance** – employee is reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization; the Office of State Budget has determined that the employee is eligible for severance (Requires OSHR approval). This action and reason will be used for paying severance; action and reason also used for employee until he or she is no longer eligible for health insurance (normally 12 months unless the employee is provided health coverage on a non-contributory basis by a subsequent employer). The agency will separate the employee after the 12 months (ZG-Separation), but they must coordinate with BEST HR/Benefits prior to processing the Action.
- **04 - Separation – Short-Term Disability** – employee is separated but still receiving Short-Term Disability benefits.

**NOTE** The following are the current comment requirements for RIF Separation Actions:

- If the agency is requesting approval to pay either of the severances to an employee, the PCR for Separation Pay Continuation Action must include calculations for each payment type and a statement that reemployment for the employee that would satisfy the State’s obligation to pay severance is not available.
- If the position occupied by the employee being separated is being abolished, the PCR for Separation Pay Continuation Action must include a statement to that effect. If a position other than the position occupied by the employee is being abolished, the PCR for Separation Pay

Continuation Action must include the position number, including the position’s classification and salary grade. If severance is being requested for the employee and no position is being abolished, the PCR for Separation Pay Continuation Action must include an explanation as to how “economies in the State Budget” are being achieved.

- The PCR for Separation Pay Continuation Action must also include a statement that “adequate funding is budgeted in appropriate line item for cost of severance. Reference 606# \_\_\_\_\_. This request submitted consistent with GS 143-27.2.”

**Tips and Tricks:**

See the **PA Tips and Tricks Job Aid** for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids*

- Notes may be attached to the PCR to aid in the approval decisions by those in the approval workflow chain. These notes will not transfer to the Action, but may be copied and pasted into new notes within the Action.
- Personnel actions are date sensitive. Dates can be entered for an event in the future and will not take effect until that date, but will show in the system as soon as they are entered (for future-dated actions you will not be able to see the action unless you search within that date range – the default date range for searches is the current date).



**Information**

**Important!**

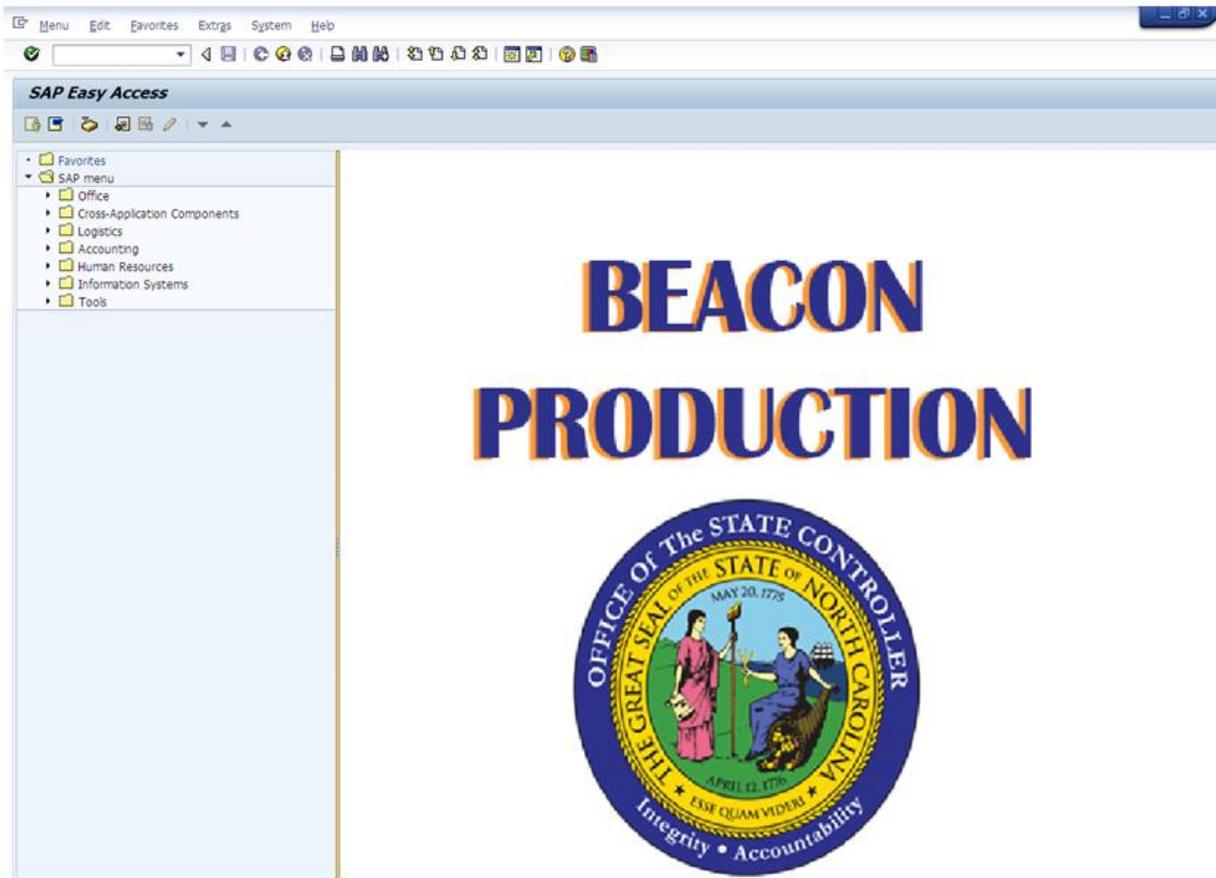
Please review the employee’s action history prior to creating the Separation PCR to ensure that the Action/Reasons below have been canceled.

- ZC – Salary Adjustment / 07 – Acting Pay
- ZC – Salary Adjustment / 04 – Temp In-Range for Job Change
- Z1 – Promotion / 03 – Acting Promotion

**Access Transaction:**

<b>Via Menu Path:</b>	Your menu path may contain this custom transaction code depending on your security roles.
<b>Via Transaction Code:</b>	ZPAA076

## PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> ZPAA076

2. Click the **Enter**  button.

 **Information**

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

### Employee Action Request

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Existing PCR No.

Personnel No.

Last 4 digits (SSN)  First  Last

Effective on

Action Type

Reason

3. Update the following field:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 80000227

4. Click the **Enter** button.

Enter the Personnel Number of the individual to be separated with pay continuation. Click Enter to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** You only enter the SSN and name for New Hires.

**Employee Action Request**

Existing PCR No.

Personnel No.  Inez Hayes02

Last 4 digits (SSN)  First  Last

Effective on

Action Type  SeparationPayContinuation(NC)

Reason  RIFSeverance and/or Health Ins

5. Update the following fields:

Field Name	Description	Values
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. <b>Example:</b> ZF
Reason	Reason for the action, such as RIF Severance and/or Health Ins	Enter value in Reason. <b>Example:</b> 02

6. Click the **Enter**  button.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click **Enter** and verify the information is correct before proceeding.

**Employee Action Request**

Existing PCR No.

Personnel No.  Inez Hayes02

Last 4 digits (SSN)  First  Last

Effective on

Action Type  SeparationPayContinuation(NC)

Reason  RIFSeverance and/or Health Ins

7. Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

\*Fields with ✓ check marks are mandatory.

**Employee Action Request**

Initiate WF

PCR Number

Personnel Number  Inez Hayes02 Action:  SeparationPayContinuation(NC)

Last 4 digits(SSN)   Reason:  RIFSeverance and/or Health Ins

Effective on   Chng   St:

CURRENT		PROPOSED	
Pers.Area	<input type="text" value="4601"/> Cultural Resources	Pers.Area	<input type="text" value="4601"/> Cultural Resources
Subarea	<input type="text" value="NC01"/> 7day Norm	Subarea	<input type="text" value="NC01"/> 7day Norm
EE Group	<input type="text" value="B"/> SPA Law Enforcement	EE Group	<input type="text" value="B"/> SPA Law Enforcement
EE Subgroup	<input type="text" value="B1"/> FT S-FLSAOT Perm	EE Subgrp	<input type="text" value="B1"/> FT S-FLSAOT Perm
Org. Unit	<input type="text" value="20010333"/> CR CDS A&H MOH MUS OF AL...	Org. Unit	<input type="text" value="20010333"/> CR CDS A&H MOH MUS OF AL...
Job	<input type="text" value="30003103"/> Highway Patrol Trooper (M	Job	<input type="text" value="30003103"/> Highway Patrol Trooper (M
EE Position	<input type="text" value="65002548"/> Security Guard	EE Position	<input type="text" value="65002548"/> Security Guard

**Basic Pay**

Pay Scale type	<input type="text" value="01"/> Graded	Pay Scale type	<input type="text" value="01"/> Graded
Pay Scale Area	<input type="text" value="01"/> Annual Salaries	Pay Scale Area	<input type="text" value="01"/> Annual Salaries
Pay Scale Group	<input type="text" value="GR68"/> Level <input type="text" value="GR"/>	Pay Scale Group	<input type="text" value="GR68"/> Level <input type="text" value="GR"/>
Annual Salary	<input type="text" value="36,500.00"/> Hrly Sal <input type="text" value="0.00"/>	Annual Salary	<input type="text" value="36,500.00"/> Hourly Salary <input type="text" value="0.00"/>
	<input type="text" value="Calc Step - -MP"/>		<input type="text" value="Calc Step - -MP"/> <input type="text" value="0.00"/>
		Min	<input type="text" value="35,337.00"/>
		Max	<input type="text" value="56,330.00"/> Next Inc Date <input type="text"/>

**Dates**

Last day worked

8. Update the following field:

Field Name	Description	Values
Last day worked	Employee's last day of work	Enter value in Last day worked. <b>Example:</b> 06/26/2008

9. Click the **Enter**  button.

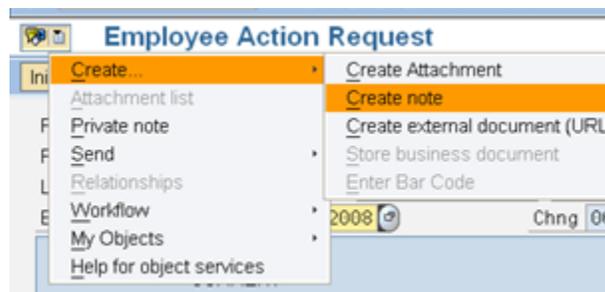
10. Click the **Save (Ctrl+S)**  button.

The system will not allow you to enter a date past the current date for the separation.



11. Click the **Continue (Enter)**  button.

You may save this information as many times as you like, each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



12. Click the **Services for Objects**  button.
13. Click **Create... >> Create note**.

You may enter any information that would be useful to the approvers downstream using the notes area, or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

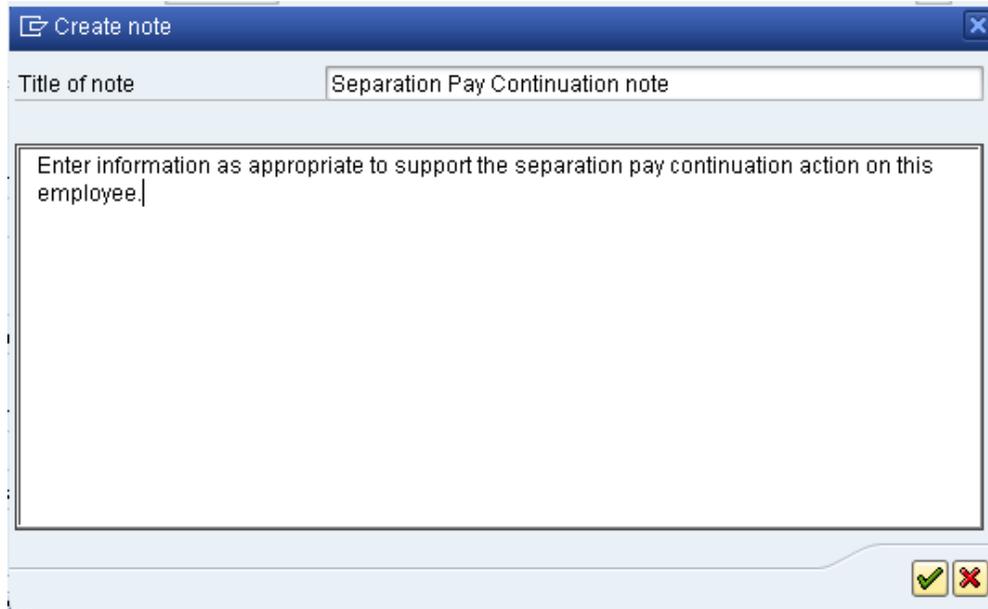
This note and attachment area only gets attached to this specific PCR. It will follow the PCR through the approval/rejection process, and live with the PCR into the future. When the PCR has been approved, and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

Follow the OSH or Agency-specific guidelines on notes and attachments to be added.

**NOTE:** The following are the current comment requirements for RIF Separation Actions:

- If the agency is requesting approval to pay either severance to an employee, the PCR for Separation Pay Continuation Action must include calculations for each payment type and a statement that reemployment for the employee that would satisfy the State's obligation to pay severance is not available.
- If the position occupied by the employee being separated is being abolished, the PCR for Separation Pay Continuation Action must include a statement to that effect. If a position other than the position occupied by the employee is being abolished, the PCR for Separation Pay Continuation Action must include the position number, including the position's classification and salary grade. If severance or DSR is being requested for the employee and no position is being abolished, the PCR for Separation Pay Continuation Action must include an explanation as to how "economies in the State Budget" are being achieved.

- The PCR for Separation Pay Continuation Action must also include a statement that “adequate funding is budgeted in appropriate line item for cost of severance (or DSR). Reference 606# \_\_\_\_\_. This request submitted consistent with GS 143-27.2.”



14. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.  <b>Example:</b> Separation Pay Continuation note
Long text	An open text field	Enter value in long text.  <b>Example:</b> appropriate information

15. Click the **Copy (Enter)**  button.

**Employee Action Request**

Initiate WF

PCR Number: 1000005282  
 Personnel Number: 80000227 Inez Hayes02  
 Last 4 digits(SSN): [ ] [ ] [ ] [ ]  
 Effective on: 06/30/2011 Chng: 06/03/11 ZWFINOMPA031 St: D Created

Action: ZF SeparationPayContinuation(NC)  
 Reason: 02 RIFSeverance and/or Health Ins

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	B SPA Law Enforcement	EE Group	B SPA Law Enforcement
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010333 CR CDS A&H MOH MUS OF AL...	Org. Unit	20010333 CR CDS A&H MOH MUS OF AL...
Job	30003103 Highway Patrol Trooper (M)	Job	30003103 Highway Patrol Trooper (M)
EE Position	65002548 Security Guard	EE Position	65002548 Security Guard

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	6R68 Level 6R	Pay Scale Group	6R68 Level 6R
Annual Salary	36,500.00	Hrly Sal	0.00
Calc Step	-MP	Annual Salary	36,500.00
		Hourly Salary	0.00
		Min	35,337.00
		Max	56,330.00
		Next Inc Date	[ ]

**Dates**

Last day worked: 06/30/2011

16. Click the **Save (Ctrl+S)**  button.

17. Click the **Initiate WF**  button.

Select the Initiate Workflow button to send the Separation Pay Continuation Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



18. Click the **Continue (Enter)**  button.

The next steps show how to display the data for any PCR, including notes and/or attachments. *No changes can be processed on any PCR which is in the approval process, or has been approved.*

19. Update the following field:

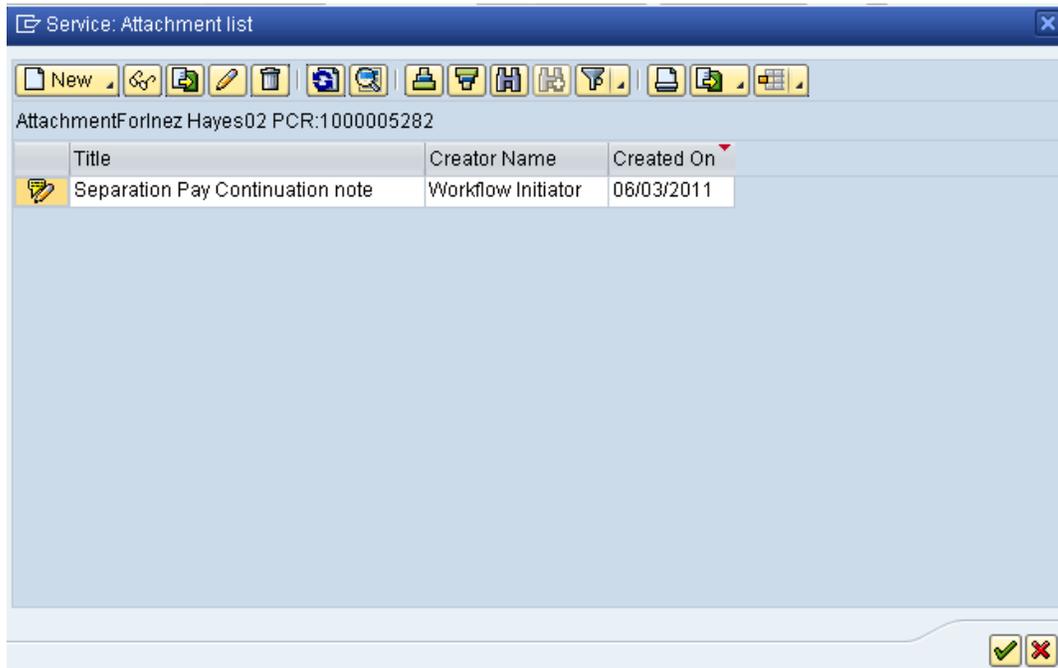
Field Name	Description	Values
Existing PCR No.	Personnel Change Request number	Enter value in Existing PCR No.  <b>Example:</b> 1000005282

20. Click the **Display (F7)**  button.

Notice that you are not able to change a PCR if it has already been submitted to workflow via the Initiate Workflow button. An error message will appear at the bottom of the screen. Once the PCR has been submitted, you will only be able to display the data (including any notes and attachments which may have been saved on the PCR).

21. Click the **Services for Objects**  button.
22. Click the **Attachment list**.

The PCR information is displayed. At any time, to display the notes/attachments on this PCR, choose the Services for Objects button and if the Attachments option is valid, there is at least 1 attachment available.



23. Select the **Title**  row.
24. Click the Display  button.

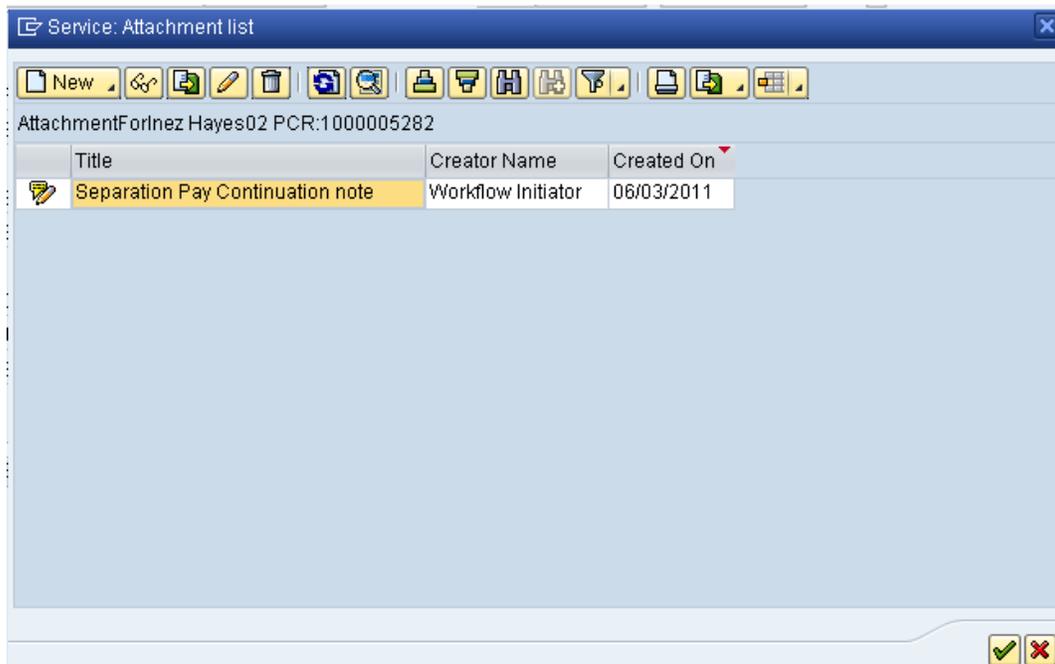
If you receive a window requesting you to choose between PCR attachments, choose the attachment corresponding to the PCR number with which you are working. This extra window does not normally display.

If multiple notes and/or attachments have been added to this PCR, they will be listed here. This is where you would display and copy the data if you wanted to also attach the notes/attachments to the corresponding Action once approved.



25. Click the **Copy (Enter)**  button.

Review the information as appropriate and close the window when complete. This text may be copied using CTRL+C and then pasted into another note attachment to an Action.



26. Click the **Continue (Enter)**  button.

**Employee Action Request**

PCR Number: 1000005282  
 Personnel Number: 80000227 Inez Hayes02 Action: ZF SeparationPayContinuation(NC)  
 Last 4 digits(SSN): Reason: 02 RIFSeverance and/or Health Ins  
 Effective on: 06/30/2011 Chng: 06/03/11 ZWFINOMPA031 St: N In Process

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	B SPA Law Enforcement	EE Group	B SPA Law Enforcement
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010333 CR CDS A&H MOH MUS OF AL...	Org. Unit	20010333 CR CDS A&H MOH MUS OF AL...
Job	30003103 Highway Patrol Trooper (M)	Job	30003103 Highway Patrol Trooper (M)
EE Position	65002548 Security Guard	EE Position	65002548 Security Guard

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR68 Level GR	Pay Scale Group	GR68 Level GR
Annual Salary	36,500.00 Hrly Sal 0.00	Annual Salary	36,500.00 Hourly Salary 0.00
	Calc Step - -MP		Calc Step - -MP 0.00
	Min 35,337.00		Max 56,330.00 Next Inc Date

**Dates**

Last day worked: 06/30/2011

27. Click the **Back (F3)**  button.

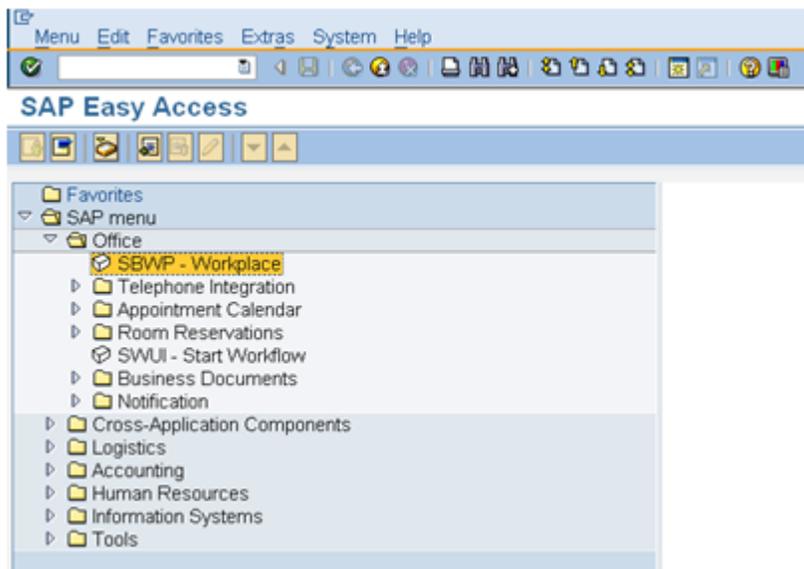
28. Click the Back (F3)  button.

29. Now proceed to completing the Action.

## INSTRUCTIONS FOR COMPLETING THE ACTION

**Access Transaction:**

<b>Via Menu Path:</b>	SAP menu >> Office >> SBWP - Workplace
<b>Via Transaction Code:</b>	SBWP, PA40



30. Click the SAP Business Workplace (Ctrl+F12)  button.

These instructions assume you have already initiated the Separation Pay Continuation Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Separation Pay Continuation in the system. If you do not have an approved PCR, please follow the instructions to initiate a Separation Pay Continuation action, "PA Workflow\_ Initiate Separation Pay Continuation Action".

You will always begin the Separation Pay Continuation action by using transaction code [ZPAA076] (initiate PA workflow), which results in a Personnel Change Request (PCR) number. After all of the approvals have been completed, you will execute the PCR from the SAP inbox. Only the initiator of the Separation Pay Continuation PCR will receive the PCR back in their inbox for further processing. When you process the approved PCR from your inbox, the system automatically takes you to the Separation Pay Continuation Action screen.



31. Select **Inbox >> Workflow**.

**Business Workplace of Workflow Initiator**

Workflow 1

Ex	Title	Status	Creation Da	Creation	P	Att	Co	W
4601	Create PA Action - SeparationPayContinuation(NC) for Inez		06/03/2011	09:45:54	5			

**4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282**

**Description**  
 PCR Initiator,  
 Please complete all data for the new personnel action for Employee Inez Hayes02 ~ Personnel #80000227 based on the attached request.  
 \* Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until

**Objects and attachments**

- PA PCR: Inez Hayes02 PCR:1000005282
- PCR\_List: Workflow Tracker

32. Select the **Title**

4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282 row.

33. Click the **Execute**  button (or double-click on the line).

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You may view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once executing the PCR the Separation Pay Continuation action will be launched.

If you are not able to complete the entire Separation Pay Continuation action, you may complete the workflow or update single infotypes using PA30, but you must re-execute the action via transaction code PA30 in the future to complete the remaining infotype screens, or some of the data will not have been created on their record. By not completing the infotypes in the order presented you risk background processing to not create data correctly.

PCR List:

- All columns can be sorted and adjusted based on your personal preference for viewing the data.
- Execute column – you may either click the Execute button to enter a PCR for processing, or double-click anywhere on the PCR line.

- Title column
  - Agency
  - Type of action (what it is requesting)
  - REJECTED = this PCR has been rejected
  - PCR #
  - Personnel # (if applicable)
- Status column – contains the reserved box – if it’s white, everyone within the approval bucket can view the PCR in their inbox; if it’s gray/blue, you have reserved this PCR, and no one else can see it in their inbox (until you release it)
- Creation Date – the date the PCR was created
- Creation Time – the time of day the PCR was created
- Priority – the priority of the PCR set by the approvers. Initiators do not have the ability to set the priority unless it has returned to their inbox for further processing. Approvers can set priority for workflow items in their inbox. Once the priority is set, all approvers will see the priority assignment for a workflow item. By default, all workflow items are set to “5” Medium. Priorities are a global setting, and are denoted with a color ledger.
  - 1 = Highest – Express
  - 2 = Very high
  - 3 = Higher
  - 4 = High
  - 5 = Medium
  - 6 = Low
  - 7 = Lower
  - 8 = Very low
  - 9 = Lowest

34. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.  <b>Example:</b> 06/30/2011

35. Highlight the **SeparationPayContinuation(NC)** action type.

36. Click the **Execute (F8)**  button.

The effective date is the last day worked. The SAP system will automatically add a day to your date. For example: Employee is separating 6/30/2011. This is the date you enter. The system will add the one day to make it 07/01/2011.

When you have received approval to process the action, you will enter the effective date on the first Action screen IT0000. The next screen, IT0001 defaults one day after. This date should not be changed except for IT0416 (Time Quota Compensation), which should be changed to 06/30/2011. If the date is changed for any other infotype, the employee will not receive the last day of pay.

### Copy Actions (0000)

  Execute info group  Change info group

Pers.No.   
Name   
EEGroup  SPA Law Enforcement    PersA  Cultural Resources  
EESubgroup  FT S-FLSAOT Perm  
Start  to

**Personnel action**

Action Type   
Reason for Action  RIFSeverance and/or Health Ins

**Status**

Customer-specific   
Employment   
Special payment

**Organizational assignment**

Position  Security Guard  
Personnel area  Cultural Resources  
Employee group  SPA Law Enforcement  
Employee subgroup  FT S-FLSAOT Perm

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

37. Click the **Save (Ctrl+S)**  button.

38. Click the **Enter**  button.

Notice at the top of this screen the title includes the word Copy. This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word Create in the title indicates that this infotype is being created on this employee's record for the first time.

Best practice is to review all data, and click Enter to allow the system to validate the data.

### Copy Organizational Assignment (0001)

Org Structure

Personnel No: 80000227      Name: Inez Hayes02

EEGroup: B SPA Law Enforcement      PersA: 4601 Cultural Resources

EESubgroup: B1 FT S-FLSAOT Perm      Statu: Inactive

Start: 07/01/2011 to 12/31/9999

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**Enterprise structure**

CoCode: NC01 STATE OF NC

Pers.area: 4601 Cultural Resources      Subarea: NC01 7day Norm

Cost Ctr: 4699999999 CULTURE RESOU...      Bus. Area: 4600 Cultural Resources

Fund: 4699999999 CULTURE- SUSP...

Func. Area: 6000000000000001 General Government

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**Personnel structure**

EE group: B SPA Law Enforcement      Payr.area: 01 NC Monthly

EE subgroup: B1 FT S-FLSAOT Perm      Contract: [dropdown]

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**Organizational plan**

Percentage: 100.00       Assignment

Position: 65002548      800904000395  
Security Guard

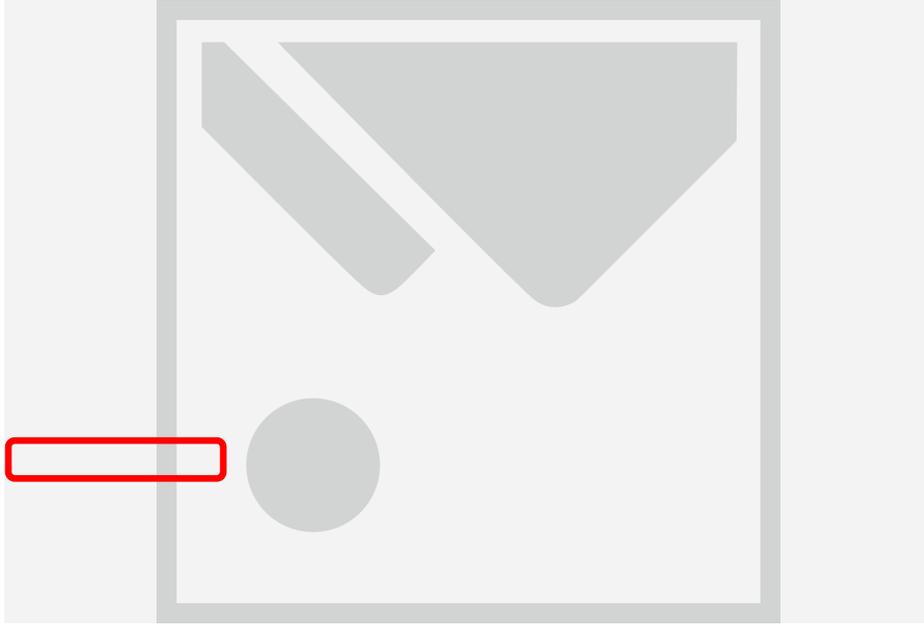
Job key: 30003103      Hwy Ptl Tr (  
Highway Patrol Troop...

Org. Unit: 20010333      48080202809  
CR CDS A&H MOH M...

Org.key: 46014699999999

39. Click the **Assignment**  **Assignment** button.

For record purposes, when processing a Separation Pay Continuation action, the employee and position will be attached to the existing organizational unit or special created org unit within the Agency.



40. Click the **Organizational unit**  Organizational unit radio button.



Do not click the *No Assignment* button.

**Information**

41. Update the following field:

Field Name	Description	Values
Organizational unit	Code identifying the organizational unit.	Enter value in Organizational unit.  <b>Example:</b> 20010333

You may type the appropriate organizational unit code for the Agency in the field, or click on the matchcode search button and choose the Structure search tab to locate the appropriate organizational unit code for the Agency.

42. Click the **Continue**  button.



43. Click the **Save (Ctrl+S)**  button.

The system changes the Position to 99999999 (eight 9's).



45. Click the **Yes**  button.

This will open the position as vacant when the Separation Pay Continuation action is complete.

**Copy Date Specifications (0041)**

Personnel No  Name

EEGroup  SPA Law Enforcement PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu

Start  to

Date Specifications			
Date type	Date	Date type	Date
<input type="text" value="01"/> Original Hire Date	<input type="text" value="01/01/2008"/>	<input type="text" value="02"/> Agency Hire Date	<input type="text" value="01/01/2008"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="03"/> Last Day Worked	<input type="text" value="06/30/2011"/>

46. Click the **Save (Ctrl+S)**  button.

The Last Day Worked field should fill in by default. If not, enter the type 03 for the Last Day Worked and enter the date of the last day worked.

**NOTE for RIF:** For RIF, create an infotype 0041 for RIF notification if this was not already done. Also create infotype 0019, subtype #22 RIF Eligibility ends.

**Copy Date Specifications (0041)**

Personnel No  Name

EEGroup  SPA Law Enforcement PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu

Start   to

Date Specifications			
Date type	Date	Date type	Date
<input type="text" value="01"/> Original Hire Date	<input type="text" value="01/01/2008"/>	<input type="text" value="02"/> Agency Hire Date	<input type="text" value="01/01/2008"/>
<input type="text" value="03"/> Last Day Worked	<input type="text" value="06/30/2011"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

47. Click the **Enter**  button.

The system will provide a yellow warning message informing you the existing record will be delimited. Click **Save** past this warning message.



The system will provide a information message asking you to verify last day worked. Click Enter once verified.

**Create Cost Distribution (0027)**

Org. Management info

Personnel No 80000227 Name Inez Hayes02  
EEGroup B SPA Law Enforcement PersA 4601 Cultural Resources  
EESubgroup B1 FT S-FLSAOT Perm Statu Inactive  
Start 07/01/2011 To 12/31/9999  
Distrib. 01 Wage/salary  
Master cost center

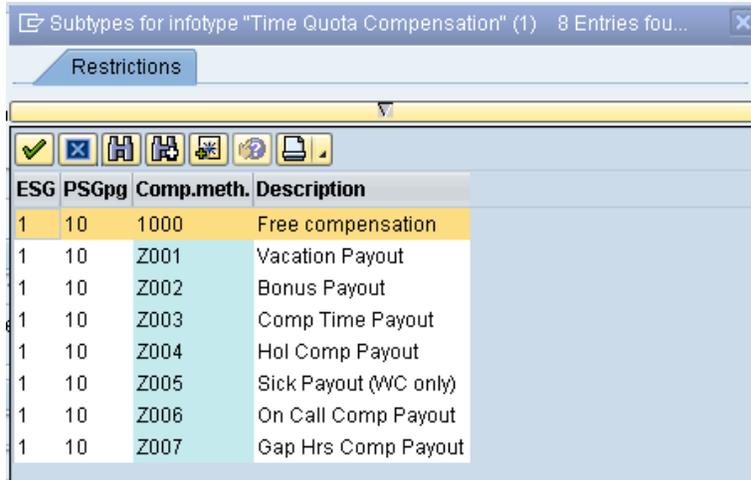
Co...	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	4627200000	100000005439		ALBEMARLE/MUS OF HI	100.00	4601150

New entries Entry 1 / 1

48. Click the **Save (Ctrl+S)**  button.

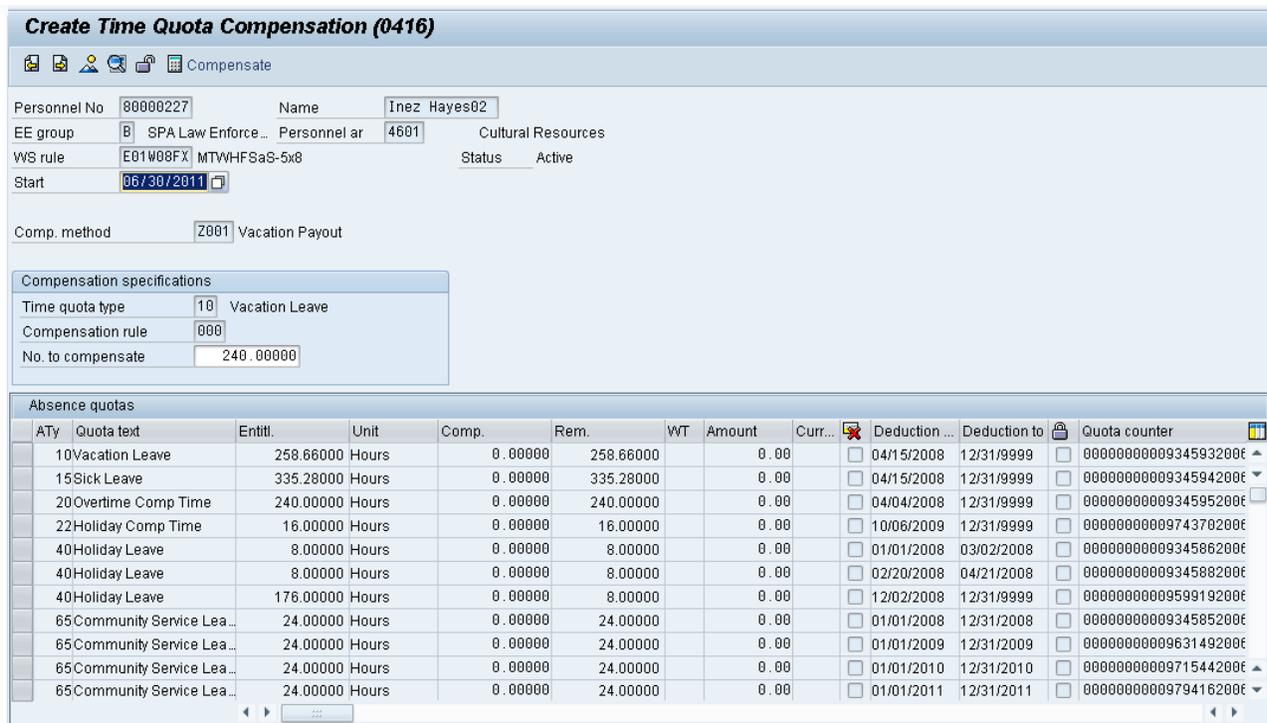
This information is automatically copied from IT1018. No entry is required here. This information is required for Payroll to have the necessary information if they need to generate a check after the employee has separated.

 **CRITICAL!** Even though the system defaults the entry from IT1018, it is critical that you save the infotype again.



49. Select the **Vacation Payout** code in the list box.

50. Click the **Copy (Enter)**  button.



51. Update the following field:

Field Name	Description	Values
No. to compensate	The number of hours to compensate.	Enter value in No. to compensate.  <b>Example:</b> 240

52. Click the **Enter**  button.

53. Click the **Save (Ctrl+S)**  button.

The system will show you the number of hours per quota type available for compensation. Enter the total number of hours to be paid out for the quota type chosen here.

NOTES:

You will need to change the date to the effective date of separation, otherwise the system will not pay out the vacation since the person is no longer active.

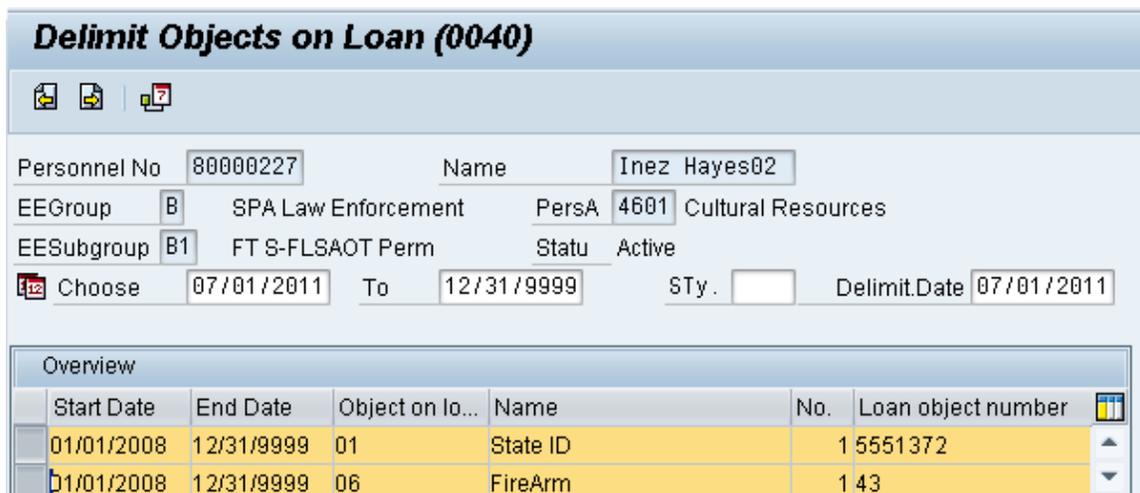
Time evaluation is run nightly, so the balances should be current each day.

The balances are current based on the time the Time Supervisor has approved.

If the balances are not ready to payout, skip and create by using transaction code PA30.

If employee has vacation, bonus or eligible for overtime payout you will prepare one payout here and when action is completed you will need to prepare the others using transaction code PA30, infotype 0416.

Longevity is calculated by a rule in Time in the background and submitted to Payroll for payout.



Start Date	End Date	Object on lo...	Name	No.	Loan object number
01/01/2008	12/31/9999	01	State ID	1	5551372
01/01/2008	12/31/9999	06	FireArm	1	43

54. Highlight and Click the **01/01/2008** row.

55. Highlight and Click the **01/01/2008** row.

56. Click the **Delimit (Shift+F1)**  button.

The list of Objects on Loan will display. Highlight all items to be delimited (creates an end date on the record), and click Delimit. Verify the supervisor has collected the items prior to delimiting.

Skip items that have not been collected yet. Use transaction code PA30 infotype 0040 to delimit the objects on loan when they have been collected.

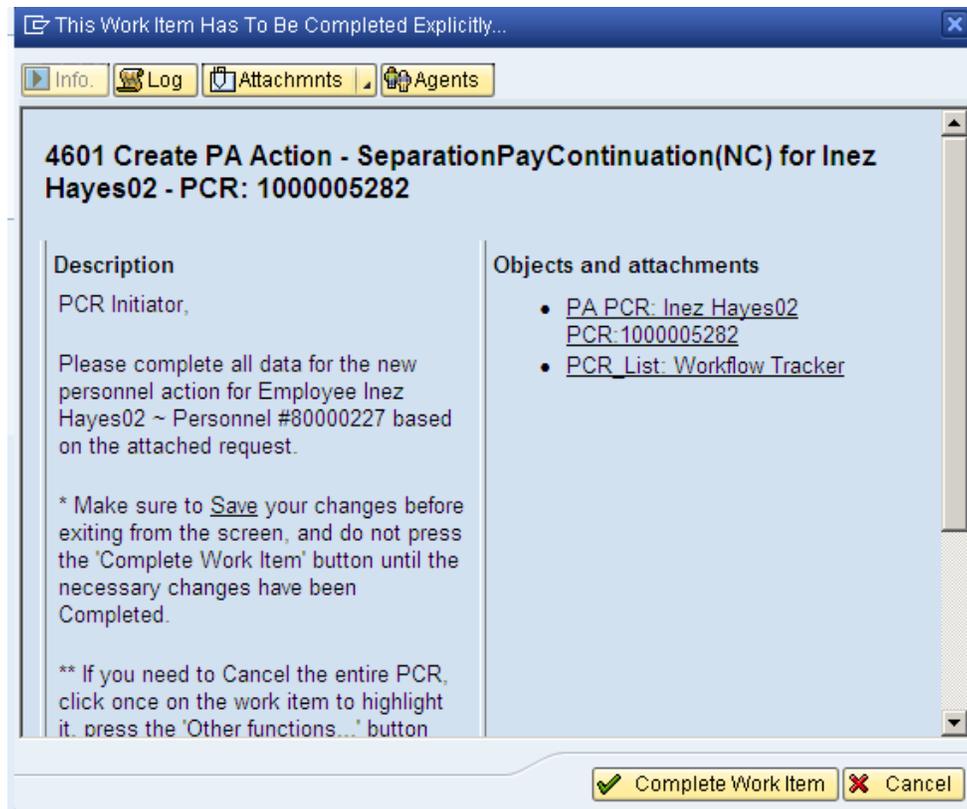
**Personnel Actions**

Object manager scenario: EMPLOYEE

Personnel no. 80000227  
 Name Inez Hayes02  
 EEGroup B SPA Law Enforcement PersA 4601 Cultural Resources  
 EESubgroup B1 FT S-FLSAOT Perm CostC 4699999999 CULTURE RESOUR...  
 From 06/30/2011

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory WPay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
Salary Adjustment (NC)			
Cancel Salary Adjustment(NC)			
Range Revision (NC)			
SeparationPayContinuation(NC)			
Separation (NC)			
Career Progression (NC)			
Band Revision (NC)			

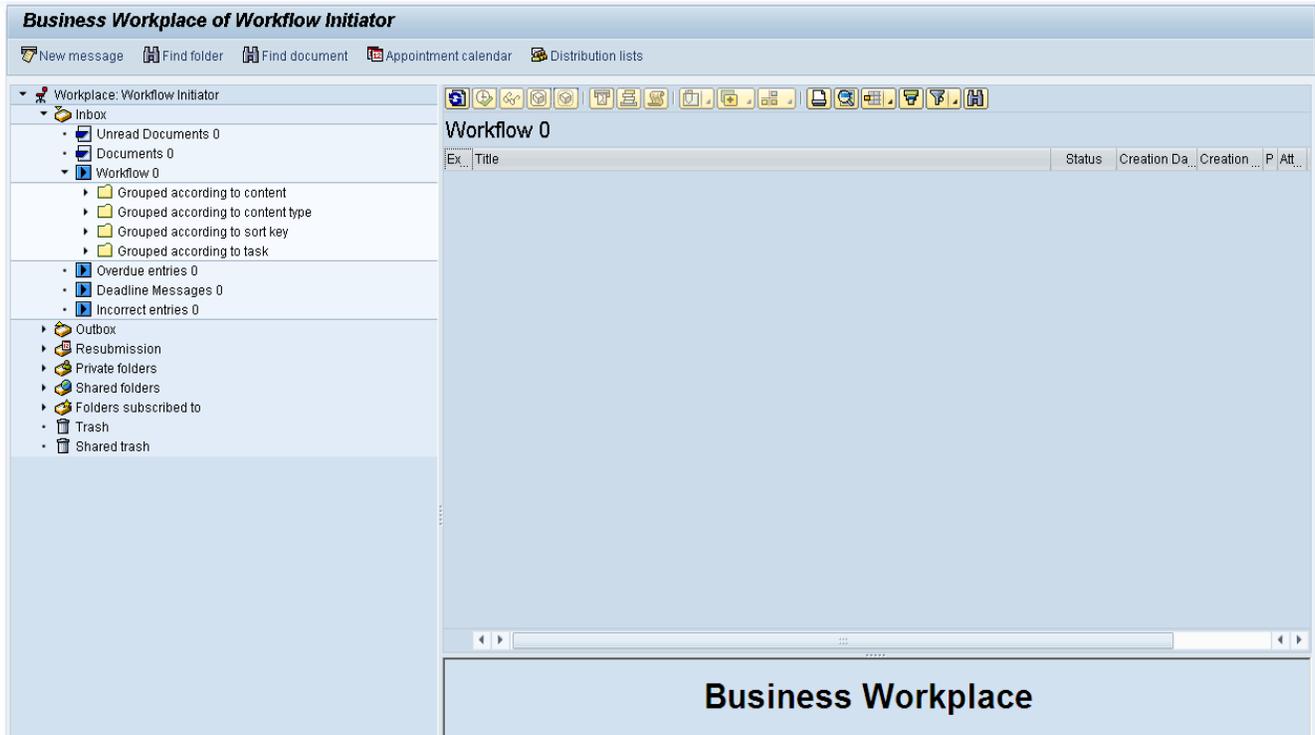
57. Click the **Back (F3)**  button.



58. Click the **Complete Work Item**  button.

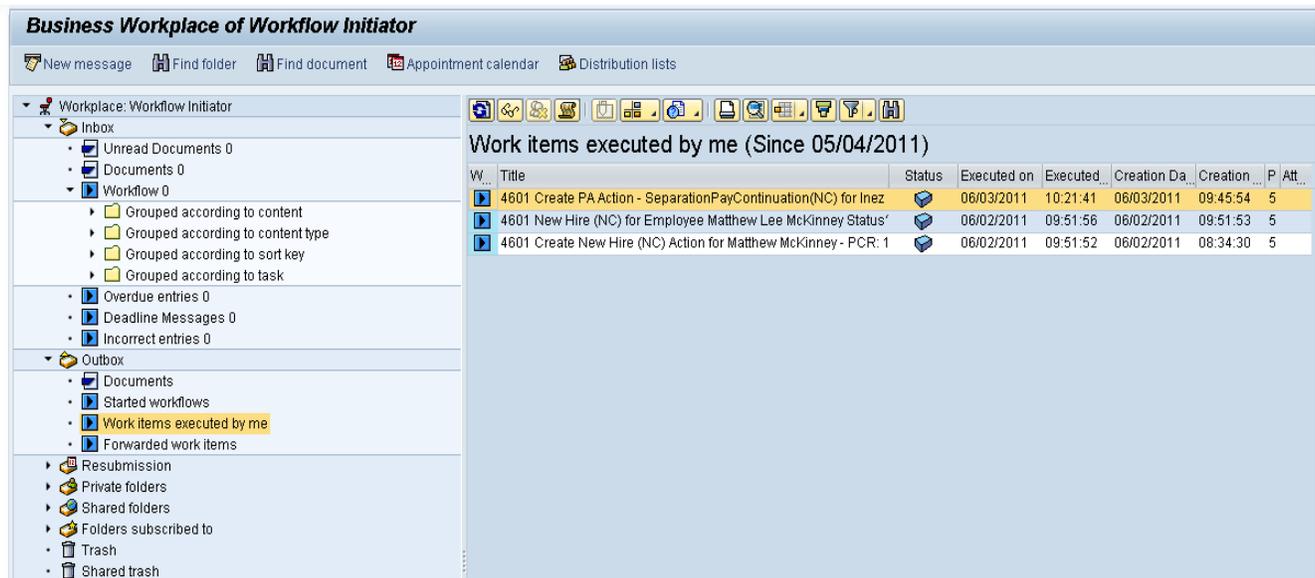
The Complete Work Item button will only be visible once all of the infotype screens within the action have been processed and the system has returned you to the main screen. Now you may complete the PCR in workflow.

Only choose Complete Work Item if you have completed all steps of the Separation Pay Continuation process, including additional payout types if appropriate. This will mark the Separation Pay Continuation PCR as complete.



59. Select the **Outbox >> Work items executed by me** folder in the directory tree.

Since you initiated this workflow item, the PCR will be in your **Started workflows** folder, as well as your **Work Items Executed by me** folder.



60. Click the **Title** 4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282 row.

**Business Workplace of Workflow Initiator**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Workflow Initiator

Inbox

- Unread Documents 0
- Documents 0
- Workflow 0
  - Grouped according to content
  - Grouped according to content type
  - Grouped according to sort key
  - Grouped according to task
- Overdue entries 0
- Deadline Messages 0
- Incorrect entries 0

Outbox

- Documents
- Started workflows
- Work items executed by me**
- Forwarded work items

Resubmission

Private folders

Shared folders

Folders subscribed to

Trash

Shared trash

Work items executed by me (Since 05/04/2011)

W...	Title	Status	Executed on	Executed...	Creati
▶	4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282	☑	06/03/2011	10:21:41	06/03/2011
▶	4601 New Hire (NC) for Employee Matthew Lee McKinney Status?	☑	06/02/2011	09:51:56	06/02/2011
▶	4601 Create New Hire (NC) Action for Matthew McKinney - PCR: 1000005272	☑	06/02/2011	09:51:52	06/02/2011

Tips & tricks: Group Work Items According to Content...

**4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282**

Description

PCR Initiator.

Please complete all data for the new personnel action for Employee Inez Hayes02 ~ Personnel #80000227 based on the attached request.

\* Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until

Objects and attachments

- PA PCR: Inez Hayes02 PCR 1000005282
- PCR\_List: Workflow Tracker

61. Click the "PCR\_List: Workflow Tracker" **PCR\_List Workflow Tracker** hyperlink.

**Workflow actions**

Heading

Request ID	1000005282	Status	M	Completed	Approval Level	CAPR	Complete - Approved
Action Type	ZF	SeparationPayContinuation(NC)			Reason	RIFSeverance and/or Health Ins	
Agency	4601	Cultural Resources			Org. Unit	20010333 CR CDS A&H MOH MUS OF ALBE Maintenance	
Creator	80001133	Lisa Richardson11					
Employee	80000227	Inez Hayes02			Position	65002548 Security Guard	

S...	Role	Mand	Ptype	Atype	Agent ID	Name / Description	Act	Desc	C...	Actual	Name	ACT DATE	ACT TIME	CR DATE
200	FA1	X	A	P	80001080	Earl Gutierrez18	0	N/A				06/03/2011	09:43:40	06/03/2011
200	FA1	X	A	P	80001081	Earl Gutierrez19	0	N/A				06/03/2011	09:43:40	06/03/2011
200	FA1	X	A	P	80001082	Earl Gutierrez20	0	N/A				06/03/2011	09:43:40	06/03/2011
▶			P	P	80001133	Lisa Richardson11	P	Processed		80001133	Lisa Richardson11	06/03/2011	10:21:41	06/03/2011

62. Highlight and Click the **last row**.

Notice the PCR now has the last step documented as Processed by you. The PCR is complete.

63. Click the **Back (F3)**  button.

**Business Workplace of Workflow Initiator**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Workflow Initiator

- Inbox
  - Unread Documents 0
  - Documents 0
  - Workflow 0
    - Grouped according to content
    - Grouped according to content type
    - Grouped according to sort key
    - Grouped according to task
  - Overdue entries 0
  - Deadline Messages 0
  - Incorrect entries 0
- Outbox
  - Documents
  - Started workflows
  - Work items executed by me
  - Forwarded work items
- Resubmission
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash

Work items executed by me (Since 05/04/2011)

W...	Title	Status	Executed on	Executed...
	4601 Create PA Action - SeparationPayContinuation(NC) for Inez Hayes02 - PCR: 1000005282		06/03/2011	10:21:41
	4601 New Hire (NC) for Employee Matthew Lee McKinney Status?		06/02/2011	09:51:56
	4601 Create New Hire (NC) Action for Matthew McKinney - PCR: 1000005272		06/02/2011	09:51:52

64. Click the **Back (F3)**  button.

65. The system task is complete.