

SEPARATION ACTION PER-81 | TRANSACTIONS ZPAA076, SWBP, PA30

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The purpose of this Business Process Procedure is to explain how to process a Separation Action in the Integrated HR-Payroll System.

Trigger: There is a need to process a Separation for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Separation - from State service occurs when an employee leaves for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.

- An employee provides notice that they will be leaving the State of North Carolina employment or an appointing department issues a letter to an employee telling them they will no longer be employed and the reason why.
- HR receives employee data and gathers additional information if needed.
- HR initiates PCR for approval via Workflow.
- HR receives approval via Inbox.
- HR executes Separation Action.

NOTE: If the individual is retiring, and has requested a one-time deferral, the deferral MUST be processed after the separation action has been completely processed in the system, including all payouts. If it is processed prior to the separation process being active in the system, the deferral will be taken from their last check, and potentially the entire check will be sent to their retirement system.

This action automatically converts the direct deposit to a check in 90 days from the Separation Action effective date. It is important to verify that the address is correct.

The following reasons are available for Separation:

- **01 Better Employment** accepted employment from private company.
- 02 -Personal Reasons leaving for personal reasons.
- **03 Involuntary Separation** (1) the employee's inability to return to all of his/her work schedule due to a medical condition or the vagueness of a medical prognosis; or (2) the employee and the agency cannot reach agreement on a return to work arrangement that meets both the operating needs of the agency and the employee's medical/health needs.
- 04 Did not Report no show
- **05** Voluntary resigned without Notice employee who is absent from work and does not contact the employer for three consecutive scheduled workdays can be separated from employment as a voluntary resignation.
- **06 Reduction in Force (RIF)** employee reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization (Requires OSHR approval).
- 07 -No Reason Given employee didn't give a reason.

- **08** Long-Term Disability employee has exhausted short-term disability and has been approved by the Retirement System to be separated to Long-Term Disability.
- **09 Retirement** The last day of work shall be the date separated, except in cases where an employee is exhausting leave prior to retirement. If the last day of work is the last workday in the month, the employee shall be paid for the full month. SEE NOTE ABOVE ABOUT DEFERRALS.
- **10 Retirement Disability** employee receives disability until they meet retirement eligibility.
- **11 Contract Ended** end of contract.
- **12 Time Limited Appt. Term** end of time-limited appointment.
- 13 Supplemental Appt. Term end of temporary appointment.
- **14 Appointment Ended** separation occurs when an employee is terminated for reasons other than just cause from one of the following positions:
 - Exempt positions appointed by the Governor,
 - Policy-making positions,
 - Confidential assistants and secretaries, or
 - Chief deputy or chief administrative assistant.
 - Certain Judicial Branch positions.
- **15 Not Re-Elected** employee wasn't re-elected.
- **16 Dismissed Gross Inefficiency** separated for gross-inefficiency.
- **17 Dismissed Conduct** separated for conduct.
- **18 Dismissed Unsatisfactory Performance** separated for unsatisfactory performance.
- **20 Prior to achieving perm status** employee involuntarily separated during probation at the initiation of management.
- **21 Pay in lieu of notice** employee is paid for notice instead of working the notice (Requires OSHR approval).
- **22 Death** The last day of work or the day of death shall be the date separated. If the last day of work is the last workday in the month, the employee shall be paid for the full month.
- **23 Other** no other reason is applicable.
- 24 Terminate while on FMLA employee did not return from FMLA.
- **25 Beacon to Non-Beacon Agency** employee transfers to a Non-Beacon Agency. Note-- IT2012 (Time Transfer Specifications) has been added so pro-rated longevity will not be paid.
- **26 Cancel Separation Pay Continuation** moves separated employee from inactive to withdrawn status and will no longer receive pay from the Integrated HR-Payroll System.
- **27 Removal from Office AOC Only** This reason should be used only by the Judicial Branch for elected/appointed officials removed from office.
- **28 RIF Discontinued Service Retirement** employee is reduced in force and has been approved by the Office of State Budget and Management to receive discontinued service retirement. (Requires OSHR Approval).
- **29 Unavailable to Work** Employee becomes or remains unavailable for work after all applicable leave credits have been exhausted and agency management does not grant a leave without pay, or does not extend a leave without pay period, for reasons deemed sufficient by the agency.
- 40 115C Dismissal Dismissal of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system. Note—Specific reason for the dismissal as outline in G.S. 115C-325[©] (1) must be placed in the comments section.

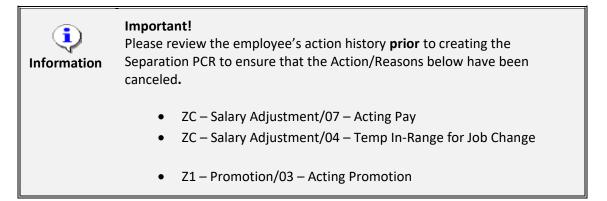
Tips and Tricks:

- Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Separation action, ensure the individual is currently listed as a valid employee (and not already separated).
- Ensure the following have been completed:
 - o all timesheets have been entered, released and approved

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076



Procedure

E SAP Easy Access		
0		
SAP Easy Access		
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Bavorites SAP Menu Cross-Application Components Logistics Logistics Logistics Logistics Information Systems Tools WebClient UI Framework	INTEGRATED HR-PAYROLL SYSTEM HR I PAYROLL I BENEFITS I TRAINING I TIME TRAINING	

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.
		Example: ZPAA076

2. Click the Enter Sutton.

i Information	 You may want to enter this transaction code in your Favorites folder. Choose Favorites > Insert Favorites Type in ZPAA076 Click Enter.
 Click Enter. To see the transaction code displayed in front of the link in your favorites: Choose Edit > Settings Place a check next to Display Technical Name Click Enter 	

Employee Action Request		
D 🖉 🛷 🗊		
Existing PCR No.		
Personnel No.	80000610 Susan Castro	
Last 4 digits (SSN) Effective on	First Last 06/30/2011	
Action Type	Z6 Separation (NC)	
Reason	01 Better Employment	

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.
		Example: 80000610
Effective on	The date on which the action will be effective	Enter value in Effective on.
		Example: 6/30/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will	Enter value in Action Type.
	prompt you for the Infotypes required to complete the task.	Example: ZG
Reason	Reason for the action, such as Better Employment	Enter value in Reason.
		Example: 01

4. Click the Enter Solution.

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

Although the **Effective Date** is the next day **after** the last working day, the system will take this into account automatically, so you must enter the last day worked. For example, if my last day worked was 6/30/11, then the date entered would be 6/30/11, and the system will change the date to 7/01/11 when processing the action.

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

There are several available **Reasons** from which 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.

NOTE: Enter the SSN and name for New Hire Actions only.

Employee Action Request		
Existing PCR No.		
Personnel No. 80000610 Susan Castro		
Last 4 digits (SSN) First Last		
Effective on 06/30/2011		
Action Type Z6 Separation (NC)		
Reason 01 Better Employment		

5. Click the **Create** 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.

Employee Action Request		
Initiate WF		
PCR Number 80000610 Susan Castro Last 4 digits(SSN) 66/30/2011 Chng	Action: Z6 Separation (NC) Reason: 01 Better Employment St.	
Subarea NC01 7 day Norm State EE Group A SPA Employees I EE Subgroup A1 FT N-FLSAOT Perm I Org. Unit 20010310 CR CDS A&H MOH Design Sec O Job 30001528 Museum Specialist O	PROPOSEDPers.Area4601Cultural ResourcesSubareaNC017day NormEE GroupASPA EmployeesEE SubgrpA1FT N-FLSAOT PermOrg. Unit20010310CR CDS A&H MOH Design SecJob30001528Museum SpecialistEE Position65001875Lighting And Interactive Design	
Basic Pay		
Pay Scale Area 81 Annual Salaries	Pay Scale type 01 Graded Pay Scale Area 01 Annual Salaries Pay Scale Group 6R66 Level 6R	
Calc Step - 0	Annual Salary 31,959.00 Hourly Salary 0.00 Ca1c Step - 0 0.00 Min 32,796.00 Max 51,446.00 Next Inc Date	
Dates		
	Last day worked 06/30/2011	

6. Update the following field:

Field Name	Description	Values
Last day worked	Individual's last day of work	Enter value in Last day worked.
		Example: 06/30/2011

7. Click the Save (Ctrl+S) 📕 button.

The only field which requires entry on this Employee Action Request screen is the **Last day worked** field. Enter the date of the last day the individual was physically at work.

You may need to scroll down the screen to view this field.

NOTE: DO NOT change the EE Position field to 99999999. The system will change it within the processing of the action after it has been approved.



8. Click the (Enter) 🗹 button.

Information

You can save this information as many times as you wish. 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 submitted the PCR to workflow already, you will not be able to change the details, nor save any new information, only display the existing details.

Employee Action Request			
Init	Create	1.1	Create Attachment
-	Attachment list		Create note
Ef	Private note		Create external document (URL)
	Send		Store business document
	Relationships		Enter Bar Code
F S	Workflow	1	Subare
-	My Objects		ousare
ε	Help for object services		Staff EE Gro

9. Click the Services for Objects witton.

10. Click **Create... >> Create note**.

You can 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 gets attached to this specific PCR only. 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.

Notes entered during PA Workflow must follow OSHR's Action Notes Template: https://www.osc.nc.gov/documents/action-notes-template

🖙 Create note	×	/
Title of note	reason for separation note	
information on reason for se	paration as appropriate	
 ✓ X 		

11. 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.
		Example : reason for separation note
Long text	An open text field	Enter value in Long text.
		Example : the appropriate note

12. Click the **(Enter)** what button.

👦 🔎 Employee Action Request	
Initiate WF	
PCR Number 1000005322 Personnel Number 80000610 Last 4 digits(SSN)	Action: ZG Separation (NC) Reason: 01 Better Employment 9/11 ZWFINOMPA031 St : D Created
Org. Unit 20010310 CR CDS A&H MOH Design Sec Job 30001528 Museum Specialist	PROPOSEDPers.Area4601Cultural ResourcesSubareaNC017day NormEE GroupASPA EmployeesEE SubgrpA1FT N-FLSAOT PermOrg. Unit20010310CR CDS A&H MOH Design SecJob30001528Museum SpecialistEE Position65001875Lighting And Interactive Design
Basic Pay	
Pay Scale type Ø1 Graded Pay Scale Area Ø1 Annual Salaries Pay Scale Group GR66 Level GR	Pay Scale type 01 Graded Pay Scale Area 01 Annual Salaries Pay Scale Group 6R66 Level
Annual Salary 31,959.00 Hrly Sal 0.00 Ca1c Step - 0	Annual Salary 31,959.00 Hourly Salary 0.00 Calc Step - 0 0.00 0.00 Min 32,796.00 0.00 Max 51,446.00 Next Inc Date
Dates	
	Last day worked 06/30/2011

13. Click the Save (Ctrl+S) 🕒 button.

	C Information	×
t	PCR 1000005322 saved	
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14. Click the **(Enter)** 🗹 button.

tiate WF									
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CURR	ENT				PROPO	Seen			
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15. Click the **Initiate WF** button.

Select the **Initiate Workflow** button to send the Separation 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).



16. Click the Enter 🗹 button.

Employee Action Request		
D 🖉 🛠 🖬		
Existing PCR No.	Ō	
Personnel No.		
Last 4 digits (SSN)	First	Last
Effective on 067	09/2011	
Action Type		
Reason		

- 17. Click the Back (F3) Solution.
- 18. The Initiation of the Separation Action is complete.

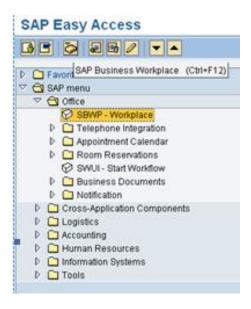
After Workflow Approvals have been received, proceed with the complete Separation action process.

Instructions for Completing the Action

Access Transaction:

Via Menu Path: SAP menu ==> Office ==> SBWP – Workplace

Via Transaction Code: SBWP, PA40



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

These instructions assume you have initiated the Separation Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as a Separation in the system.

Business Workplace of Workflow Initiator									
🐬 New message	聞 Find folder	聞 Find document	🔤 Appointment calendar	🔗 Distribution lists					
Vorkplace: Workplace:	sion Jers ders Ibscribed to				Business Workplace				

20. Select Inbox >> Workflow.

Process using step 22 or step 23.

Business Workplace of Workflow Initiator				
👦 New message 🛗 Find folder 🛗 Find document 🔖 Ag	pointment calendar 🛛 🐵 Distribution lists			
Workplace: Workflow Initiator Workplace: Workflow Initiator Unread Documents 0 Documents 0 Vorkflow 1 Overdue entries 0 Deadline Messages 0 Incorrect entries 0 Outbox Shared folders Shared folders Shared trash	pointment calendar			

4601 Create PA Action - Separation (NC) for Susan Castro - PCR: 1000005322

Double Click on row

21. Select the **PCR**

A list of your approved (or rejected) PCRs are listed on the right side of the screen. You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. After the PCR is executed the Separation action will be launched.

row.

22. Click the Execute (F8) 🕒 button.

Personnel Actions						
⊕						
Object manager scenario: EMPLOYEE						
▼ In Person	Personnel no. 80	000610				
Gollective search help		san Castro				
• 🛗 Search Term			David 480	14	D	
• 🛗 Free search		'A Employees		01 Cultural		
		N-FLSAOT Perm	CostC 469	199999999	OULTURE R	ESOUR.
	From 06	/30/2011				
	Personnel Actions					
	Action Type		Personn	EE group	EE subg	
	New Hire (NC)					-
	Promotion (NC)					-
	Reinstatement/Reer	nployment(NC)				33
	Leave of Absence (N	IC)				_
	Quick Entry (NC)					
	Investigatory W/Pay ((NC)				
	Suspension (NC)					
	Non-Beacon to Beac	con(NC)				
	Transfer (NC)					
	Appointment Change	e (NC)				
	Reallocation (NC)					
	Demotion (NC)					
	Salary Adjustment (N	NC)				
	Cancel Salary Adjust					
	Range Revision (NC					
	SeparationPayContin	•				
	Beparation (NC)					
	Career Progression	(NC)				
	Band Revision (NC)					

23. Update the following field:

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

24. Highlight the **Separation NC** action type.

25. 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 7/01/2011.

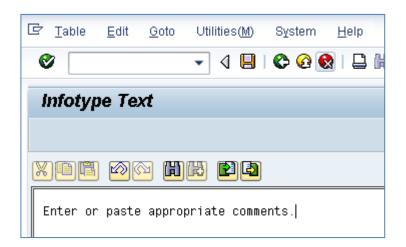
When you have received approval to process the action, you will enter the effective date on the first Personnel Actions screen. The next screen, IT0000 defaults one day after. This date should not be changed except for IT0416 (Time Quota Compensation), which should be changed to effective date of the action (06/30/2011 on this example). 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. 80000610 Name Susan Castro EEGroup A SPA Employees PersA 4601 Cultural Resources EESubgroup A1 FT N-FLSAOT Perm Start 07/01/2011 to 12/31/9999
Personnel action
Action Type ZG Separation (NC)
Reason for Action 01 Better Employment
Status
Customer-specific
Employment O Withdrawn
Special payment O No special payment
Organizational assignment
Position 65001875 Lighting And Interactive
Personnel area 4601 Cultural Resources
Employee group A SPA Employees
Employee subgroup A1 FT N-FLSAOT Perm
Additional actions
Start Date Act. Action Type ActR Reason for action
▼ ×

Employment status should always be withdrawn.

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 person's record for the first time.

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



26. Click Edit, >> Maintain text.

To add your comment based on agency or OSHR Policy/Guidelines. Remember you can cut and paste from the PCR.

- 27. Click the Enter 🥙 button.
- 28. Click the Save (Ctrl+S) 📕 button.
- 29. Click the Enter 🥙 button.
- 30. Click the Save (Ctrl+S) 📕 button.



31. Click the **Yes** button.

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

Copy Organizational Assignment (0001)						
😼 🗟 🤽 🛛 Org Structure						
Personnel No 80000610 Name EEGroup A SPA Employees PersA EESubgroup A1 FT N-FLSAOT Perm Statu Start \$770172011 to 12/3179999	Susan Castro 4601 Cultural Resources Withdrawn					
Enterprise structure						
CoCode NC01 STATE OF NC						
Pers.area 4601 Cultural Resources S	Subarea NCO1 7day Norm					
Cost Ctr 4699999999 CULTURE RESOU E	Bus. Area 4600 Cultural Resources					
Func. Area 600000000000000 General Gen	Fund 469999999 CULTURE- SUSP overnment					
Personnel structure						
EE group A SPA Employees	Payr.area 01 NC Monthly					
EE subgroup A1 FT N-FLSAOT Perm	Contract 🔹					
Organizational plan						
Position 99999999 Integration: default po						
Job key 30001528 Museum Specialist						
Org. Unit 20010310 CR CDS A&H MOH D						
Org.key 46014699999999						
Supervisor						

32. Click the Enter 🥙 button.

Notice that the Position number will change to all 9s.

33. Click the Save (Ctrl+S) 📕 button.

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

Copy Date Specifi	cations (004	£1)		
6 B 🔽				
Personnel No80000610EEGroupASPA EmployedEESubgroupA1FT N-FLSStart0770172011	AOT Perm	PersA Statu 79999	Susan Castro 4601 Cultural Resources Withdrawn	
Date Specifications				
Date type	Date		Date type	Date
01 Original Hire Date	01/01/2008		02 Agency Hire Date	01/01/2008
			03 Last Day Worked	06/30/2011

- 34. Click the Enter 🥙 button.
- 35. 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.

🔄 In	nformation	×
0	Please verify last day worked	
Click +	the Enter 🥙 button.	

Crea	ate Cost E	Distribution	o (0027)			
6 6] 🕴 Org. Mana	agement info				
Personr EEGrou EESubg Start	p A Si Iroup A1 F	0610 PA Employees T N-FLSAOT Peri 1/2011 🗇 To	Name Susan Ca PersA 4601 Cul m Statu Withdrawn 12/31/9999	tural Resources		
Distrib.	01	Wage/salary				
	ost center	469999999	9 CULTURE RESOURCES			
	distribution				1	
	Cost ctr	Order	WBS element	Name	Pct.	Name of 🛅
NC01	4611000000	100000005437		DIRECTOR'S OFFICE	100.00	4601150
						* *
• •						4 F
F	New entries	s	E	Entry 1 / 1		
	the Enter					
8. Click	the Save (C	trl+S) 🖳 but	ton.			
	•	It is critical t	a sava this infatura			
		it is critical t	o save this infotype.			
CR	TICAL!					

This information is copied from IT1018 automatically. No entry is required here.

🖻 Subtypes for infotype "Time Quota Compensation" (1) 8 Entries fou 🛛 💌									
Restrictions									
∇									
ESG	PSGpg	Comp.meth.	Description						
1	10	1000	Free compensation						
1	10	Z001	Vacation Payout						
1	10	Z002	Bonus Payout						
1	10	Z003	Comp Time Payout						
1	10	Z004	Hol Comp Payout						
1	10	Z005	Sick Payout (WC only)						
1	10	Z006	On Call Comp Payout						
1	10	Z007	Gap Hrs Comp Payout						

- 39. Select the Vacation Payout code in the list box.
- 40. Click the **(Enter)** which button.

Choose the appropriate type of leave to be paid out.

Create Time Quota Compensation (0416)								
🔓 🗟 🤽 🕄 🖨 🖩 Compe	nsate							
WS rule D01N086N MTWH Start 0673072011 Image: Comp. method Z001 Compensation specifications Time quota type 10 Minimized on the second secon	group A SPA Employees Personnel ar 4601 Cultural Resources rule D01N086N MTWHF-8,SaS-O Status Active t D673072011 T np. method Z001 Vacation Payout mpensation specifications T ne quota type 10 Vacation Leave							
Absence quotas								
ATy Quota text	Entitl.	Unit	Comp.	Rem.				
10Vacation Leave	267.99000	Hours	0.0000	267.99000				
15 Sick Leave	317.11000	Hours	0.0000	317.11000				
40 Holiday Leave	8.00000	Hours	0.0000	8.00000				
40 Holiday Leave	8.00000	Hours	0.0000	8.00000				
65 Community Service Lea	24.00000	Hours	0.0000	24.00000				
65 Community Service Lea	24.00000	Hours	0.0000	24.00000				
65 Community Service Lea	24.00000	Hours	0.0000	24.00000				
65Community Service Lea	24.00000	Hours	0.0000	24.00000				
	▲ ▶ ::::							

41. Update the following field:

Field Name	Description	Values		
No. to compensate	The number of hours to compensate.	Enter value in No. to compensate.		
		Example: 240		
Start	Effective date of action	Enter value		
		Example: 06/30/2011		

- 42. Click the Enter 🥙 button
- 43. 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.

44. Click the Next record (Shift+F7) 🗟 button.

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

Notes:

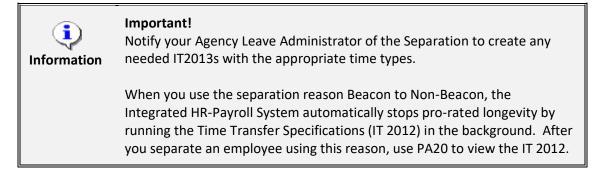
You will need to change the date to the effective date of separation, otherwise the system will not pay out the vacation since the person is no longer active.

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

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

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.



Delimit Objects on Loan (0040)									
Personnel No 8000061	0 Nar	ne	Susan Castro]					
EEGroup A SPA	Employees	PersA	4601 Cultural R	esour	ces				
EESubgroup A1 FT N	-FLSAOT Perm	Statu	Active						
107/01/2 Choose	011 To 127	31/9999	STy.	D	elimit.Date 07/01/20)11			
Overview									
Start Date End Dat	e Object on Io	Name		No.	Loan object number	111			
01/01/2008 12/31/99	99 01	State ID		1	5551735	-			
						-			

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 PA30 infotype 0040 to delimit the objects on loan when they have been collected.

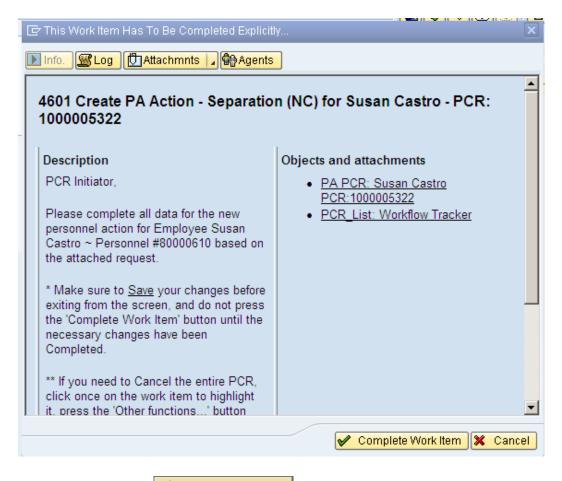
- 45. Highlight and click the **01/01/2008** row.
- 46. Click the **Delimit (Shift+F1)** ¹ button.

Delimit Related	Experienc	e (9822)					
🔉 🕞 🖉								
Personnel No		Name					- Committee	
EEGroup A SPA	Employees	Pe	ersA	460	01 N	atur	al and Cultural Resources	
EESubgroup A1 FT N	FLSAOT Perm	St	atu	Act	ive			
to Choose	То	12/31/99	99		ST	y. [Delimit.Date 08/11	7/2018
B Start Date End Date	Position	Job	R	Rel	Rel	L.,		1
08/10/2018 12/31/99	99 60083605	30001528	10	10	48			

- 47. Delimit Related Experience (IT9822) will display. Highlight the correct row.
- 48. Click the **Delimit (Shift+F1)** ¹ button.

Personnel Actions					
€					
 ◆ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Personnel no. 80000610 Name Susan Castro EEGroup A SPA Employees EESubgroup A1 FT N-FLSAOT Perm From 06/30/2011		01 Cultural 999999999	Resources CULTURE F	ESOUF
	Personnel Actions				
	Action Type	Personn	. EE group	EE subg	
	New Hire (NC)				-
	Promotion (NC)				-
	Reinstatement/Reemployment(NC)				##
	Leave of Absence (NC)				
	Quick Entry (NC)				
	Investigatory W/Pay (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)				

49. Click the Back (F3) 🙆 button.



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

Only once all of the infotype screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.

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

Business Workplace of Workflow Initiator	ointment calendar 🛛 🗃 Distribution lists
 New message H Find folder Find document Appr Workplace: Workflow Initiator Unread Documents 0 Documents 0 Crouped according to content Grouped according to content type Grouped according to sort key Grouped according to task Overdue entries 0 Documents 0 Incorrect entries 0 Outbox Shared folders Shared trash 	ointment calendar
	Business Workplace

51. Click the Back (F3) 🙆 button.

You can remain in this SAP Business Workplace and process additional PCRs, or click **Back** to return to the main SAP screen.

52. The Separation action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 3/13/24 – Changed by D. Parrish Changes: Updated for screenshots and clarity.