

Deceased Employee Action

Transaction Code:
PA40

- Purpose** Use this procedure to process payments for a deceased employee using the Separation Action.
- Trigger** Perform this procedure when you have received a death certificate for an employee.
- Prerequisites** The death date is known. Remove any time and compensation entries past the date of death. See **Helpful Hints** below for additional information before beginning the action.
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administrator Processor, Payroll Processor Time and Attendance Processor and Benefits Processor

Change History	Change Description
8/16/06	Procedure created.
12/15/08	Procedure updated to include additional information in the Prerequisites and Helpful Hints sections. User roles have been identified. Overall process has been updated.
1/7/2010	Updated screen shot to highlight sick leave buyout no-tax
7/9/2010	Update to step 46 to change the example start date from 8/1/2008 to 8/11/2008. Update on screenshot on step 48 to show the correct dates.
8/17/2011	Updated step 44 to include adding FED into the Subtype field when selecting <i>Withholding Info W4/W5 US (IT 0210)</i> . Updated screen shot of <i>Withholding Info W4/W5 US</i> to include infotype number
11/21/2011	Removed Savings bonds detail.
11/20/2012	Updated <i>Personnel Actions</i> selection screen shots
5/3/2013	Added steps 44-52 for adding wage type 3102 to the employee's <i>Additional Payment (0015)</i> to move funds directly to the General Ledger 5145.
1/29/2014	Updated step 32 – if employee already had a warrant users will skip to step 37

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code PA40

Helpful Hints	<p>Related links: Office of Financial Management (OFM) payroll Resources http://www.ofm.wa.gov/resources/payroll.asp and Policy 25.70 Payment Methods http://www.ofm.wa.gov/policy/25.70.htm</p> <p>Related links: Department of Retirement Systems (DRS) Employer Support Services.</p> <p> HRMS only sends status codes A and B to DRS. Annual leave buyouts should</p>
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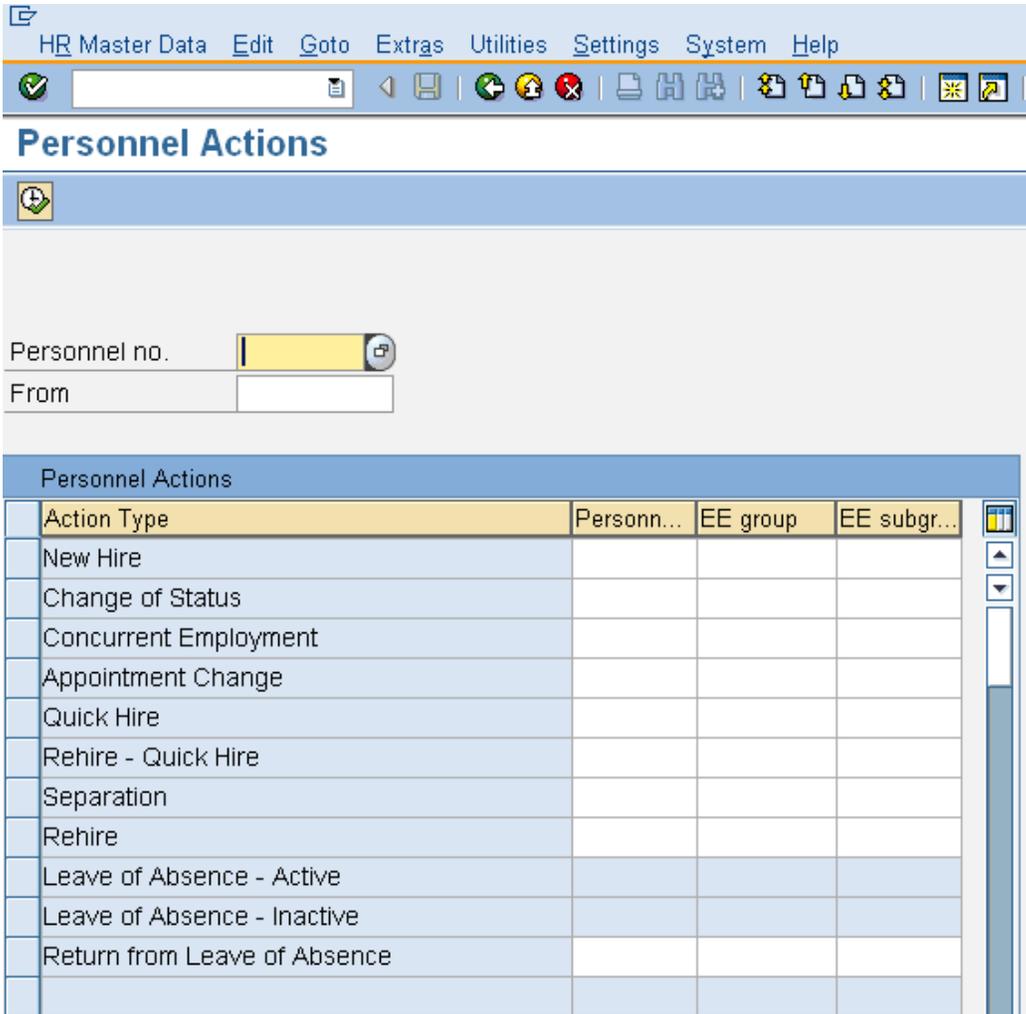
	<p>be reported as status codes N for non-retirees or T (up to 240 hours) for retirees. Excess vacation leave cash buyouts for retirees should be reported using status code U. After the information is sent to DRS, you will have to go to DRS Web-based Services to logon, create and submit a report via the Web-Based Employer Transmittal (WBET) application. Change the status code on the leave buyouts to N, T or U. For more information on this process contact DRS.</p> <ul style="list-style-type: none"> • If the employee has active status in multiple (concurrent) positions they will need to be separated from each position. • Delete any entries past the death date from infotypes such as Employee Remuneration Info (2010) or Absences (2001). <ul style="list-style-type: none"> ○ Determine if the employee entitled to an accrual. ○ Verify any leave has been entered for the pay period. ○ PT50 and ZCAT6 should be run on the employee to make sure the employee has the correct leave balance when compensating for unused leave.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	<p>Example:  Make an entry in all required fields.</p> <p>Action: Fix the problem(s) and then click  (Enter) to validate and proceed.</p>
Warning 	<p>Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p>Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.</p>
Confirmation  or 	<p>Example:  Save your entries.</p> <p>Action: Perform the required action to proceed.</p>

Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.

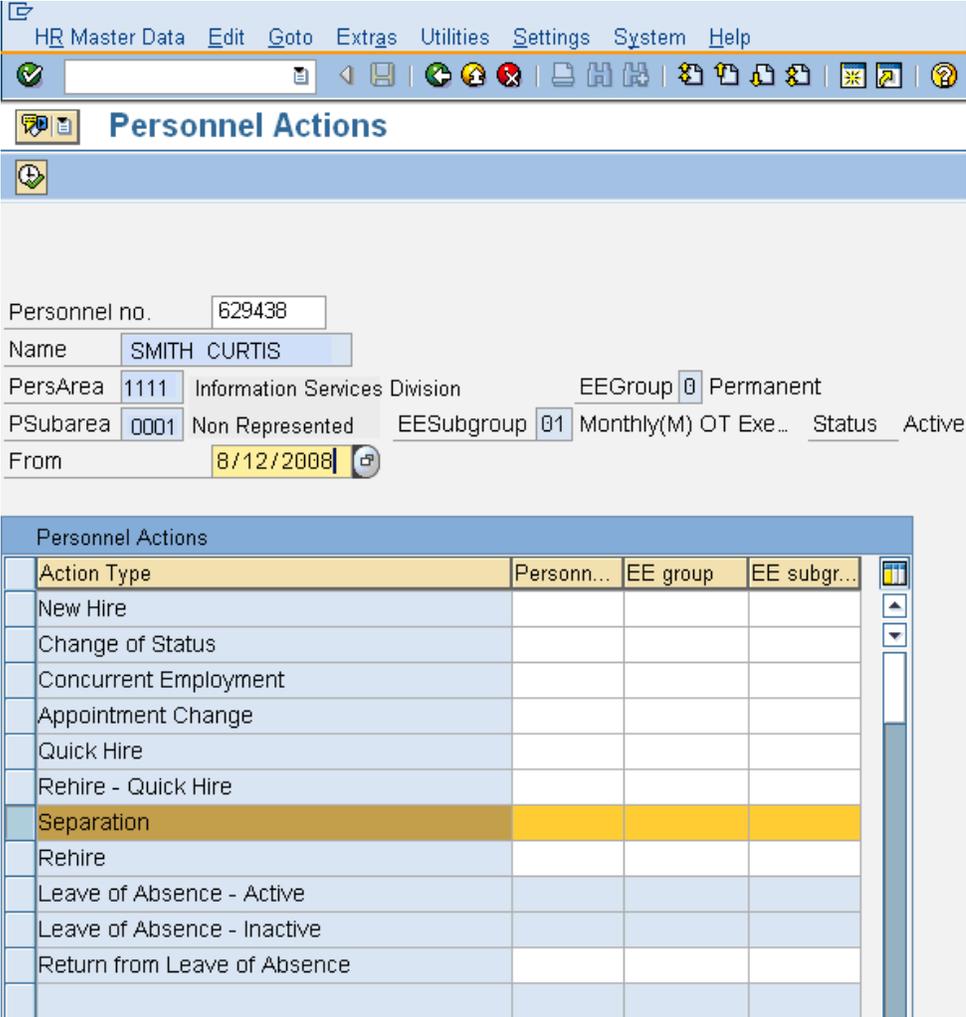


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee’s unique identifying number. Example: 629438
From	R	The effective date for the action.  The date entered here is the employee’s last working day they should be compensated for.

Example: The employee's date of death is 8/12/2008. Enter 8/12/2008 in the From field.

- 3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
- 4. Select the blue box to the left of to select.



The screenshot shows the HR Master Data application window. The menu bar includes HR Master Data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The title bar reads "Personnel Actions". Below the title bar, there is a search bar and a toolbar with various icons. The main area displays employee information:

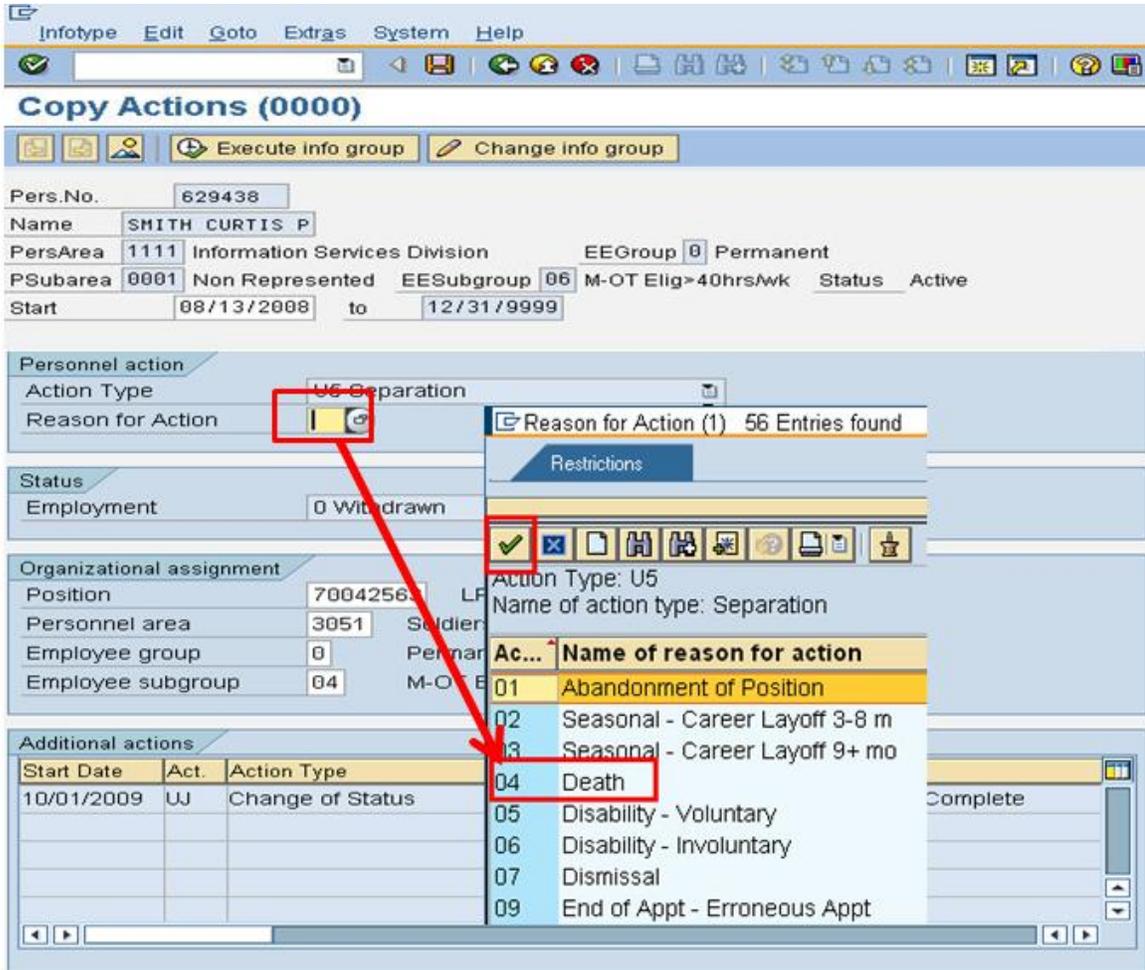
Personnel no.
 Name
 PersArea Information Services Division EEGroup Permanent
 PSubarea Non Represented EESubgroup Monthly(M) OT Exe... Status
 From 

Below the form is a table titled "Personnel Actions":

Action Type	Personn...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

- 5. Click  (Execute) to begin the separation action.

- In the **Reason for Action** field, click  (Matchcode) to open the selection list. Select the reason code of **04 Death**.



The screenshot shows the 'Copy Actions (0000)' window. The 'Reason for Action' field is set to 'U5 Separation'. A dropdown menu is open, showing a list of reasons for action. The '04 Death' option is selected. The 'Start Date' field is set to '08/13/2008'. The 'Additional actions' table is also visible.

Start Date	Act.	Action Type
10/01/2009	UJ	Change of Status

 Notice the **Start** date has been changed to 08/13/2008, one day after the date of death. This indicates the first day the employee is placed into withdrawn status.

- In the Selection list, click  (Enter) to continue.
- Click  (Enter) to validate the information.



You may receive a Warning or Error message(s) in the status bar. Below are three examples.

This error message is generated because the employee has time entries that occur after the separation date. These will need to be deleted before continuing the action.

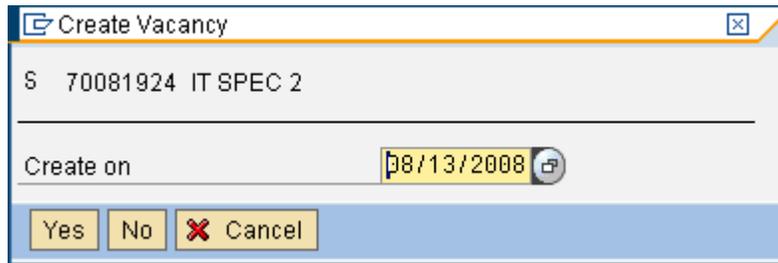
Employee 629438 has 4 future CATS entries, Please Delete HINT: Open a new window to delete the entries without leaving your Separation action.

This warning is generated because we are processing this employee's separation in a prior payroll Enter data for payroll past (retroactive accounting). After clicking (Enter) to continue, another warning message was received letting us know that the active Actions (0000) infotype is being delimited. Record valid from 07/16/2007 to 12/31/9999 delimited at end. The Personnel Action we are performing now is creating a new Action (0000) infotype with a start date of 08/13/2008 placing the employee in **withdrawn Status**, with a Reason for action type of **Death**.

- Click (Save) to save.



A **Create Vacancy** message screen will appear if the position is vacant.



Perform one of the following:

	If	Then
	The position is not filled	Click Yes
	The position is multi-filled	Click No

- Click (Enter) to validate the information.

- Click (Save) to save.



For the **Personnel Administration Processor**, this will mark the end of the Separation Action. After saving, click  (Exit) to exit the action and transfer the Separation Information Packet to the **Payroll Processor** who will complete the action.



If you also have the **Payroll Processor** role, then you may skip this step and continue to the next infotype (step 18).

12.



The **Payroll Processor** will need to verify and correct quota balances before starting their portion of the Separation Action.

The **Payroll Processor** begins the action from Personnel Actions (PA40), and enters the employee's personnel number.



Do not put a "from" date in the field prior to executing the transaction. If you entered a "from" date click  (back) and delete the date.

13.



Click  (Enter) to validate the information.

14.

Select the blue box to the left of  to select.

15.



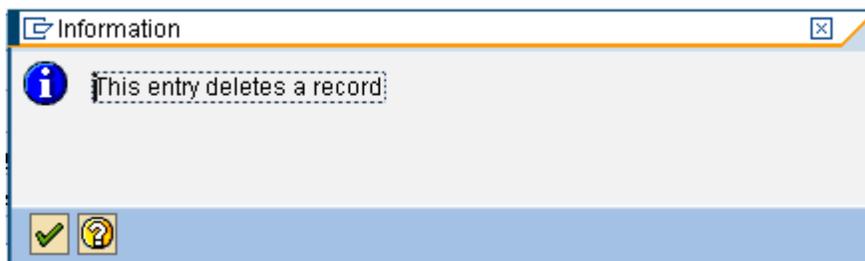
Click  (Execute) to execute the separation action.

16.

From *Change Actions* (0000), click  **Execute info group**.



An **Information** message screen will appear. Click  (Enter) to continue.



- 17. An Execute info group pop up box will appear “Warning: Personnel action infotype not saved with ‘execute info group’ function! Click  (Continue) to continue.



The **Personnel Processor** has already saved this infotype so it is ok to continue.

- 18. If the employee has recurring deductions, you will be taken to the *Delimit Recurring Payments/Deduction* (0014) infotype.
- 19. Click the blue box to the left of the payment or deduction to delimit.



If there are multiple payments or deductions to delimit, they may all be selected at this time and this will delimit everything in one step.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
1010	Base Rate for shared I...	06/01/2008	12/31/9999		34.55	USD
2646	WASH ST EMPL CR UN	01/16/2008	12/31/9999	A	250.00	USD
2661	Ct	2007	12/31/9999	A	25.00	USD

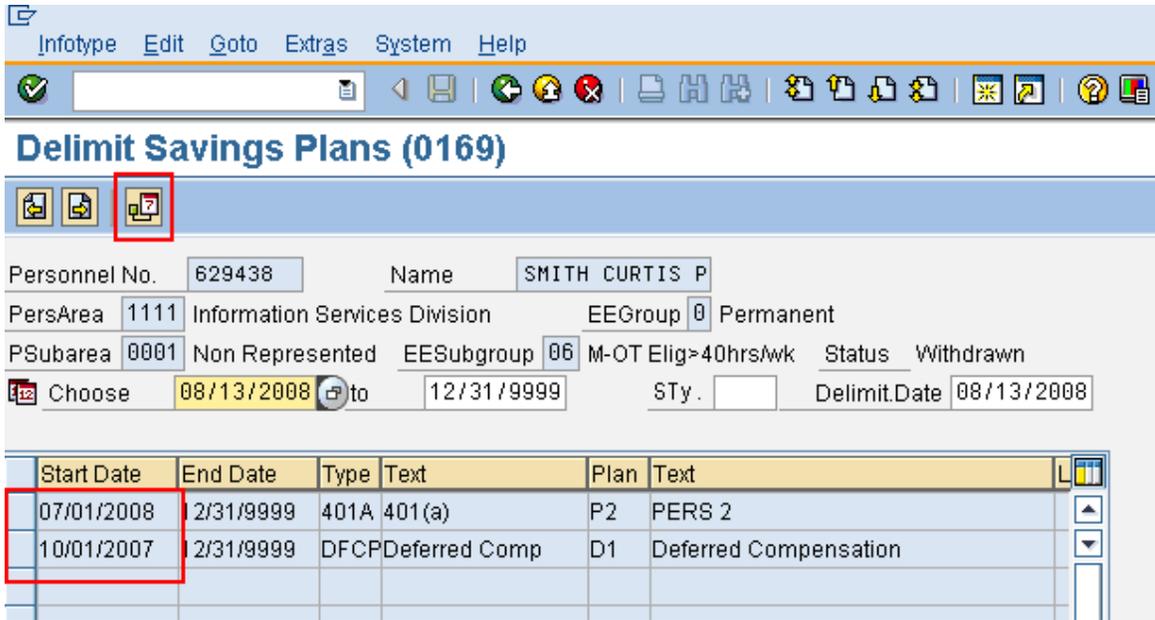
- 20. Click  (Delimit) to assign the delimitation date to the record(s).



You may receive a Warning message(s) in the status bar. Click  (Enter) to continue.

This will take you to the *Delimit Savings Plans* (0169) infotype.

- 21. Click the blue box to the left of the plan(s) to delimit. If there is other savings plans (i.e. deferred compensation) select all plans and this will delimit everything in one step.



- 22. Click  (Delimit) to assign the delimitation date to the record.



Health Insurance will need to be terminated in the PAY1 system. Use the A.41 screen and enter an 'N' in the ELIG CODE field and in the ELIG EFF DATE field enter the last day of the month in which the employee last had eight hours of pay status. Press F10 to update.

PAY1 will update HRMS with the delimit date.



You may receive a Warning message(s) in the status bar. Click  (Enter) to continue.

- 23. A Subtypes for infotype "Time Quota Compensation" pop up box will appear. Click the appropriate quota type to be compensated to select.



Before processing the buy-out for the employee, verify all leave taken and hours worked was entered into CATS. Run the ZCAT6 transaction to update HRMS. If the employee did not receive their accruals and is entitled, create a Quota Correction for the employee.

ESG	PSG...	Comp.me...	Description
1	50	1000	Free compensation
1	50	9001	Sick Leave Buyout - Tax
1	50	9002	Sick Leave Buyout -No Tax
1	50	9003	Annl Leave Buyout-Ret
1	50	9004	Annl Leave Buyout -No Ret
1	50	9005	Sick Leave Buyout-Annual
1	50	9006	Comp Time Buyout
1	50	9007	Sick Leave Buyout - VEBA
1	50	9008	Comp Time Buyout-No Ret
1	50	9009	Holiday Credit Buyout WSP
1	50	9010	Settl LV Buyout WSP-NoRet
1	50	9011	Settl Lv Buyout WSP-Ret
1	50	9012	Hol. Cr. Buyout WSP-NoRet
1	50	9999	YTD Sick Lv Taken - Conv

- 24. Click  (Copy) to accept.

- In the **No. to compensate** box, enter the number of hours to compensate for the leave type chosen.

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction f...	Deduction to	Quota counter
30	Sick Leave	166.40000	Hours	0.00000	95.40000		0.00		01/16/2006	12/31/9999	000000000001700200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		02/16/2006	12/31/9999	0000000000009819200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		03/16/2006	12/31/9999	0000000000017799200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		04/16/2006	12/31/9999	0000000000122234200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		05/16/2006	12/31/9999	0000000000162971200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		06/16/2006	12/31/9999	0000000000207661200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		07/16/2006	12/31/9999	00000000000822984200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		08/16/2006	12/31/9999	0000000001070836200€
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		09/16/2006	12/31/9999	0000000001327404200€

VERY IMPORTANT: If this is not dated correctly, the quota compensation will not be paid out and will have to be corrected after the fact.

- On the toolbar, click **Compensate** to process the compensation.
- Click (Enter) to validate the information.
- Click (Save) to save.



You can only buyout one type of quota during the PA40 action. If an employee has additional quota balances to buy out, you will do this at the end of the PA40 action. Use the PA30 transaction code and create a new *Time Quota Compensation (0416)* infotype.



This completes the payroll portion of the PA40 action. The following infotypes will be updated using PA30 Maintain HR Master Data.

29. Click  (Back) to return to the PA40 Actions screen. Type /nPA30 into the command field.

30. Click  (Enter) to validate the information and be taken to the Maintain HR Master Data screen.

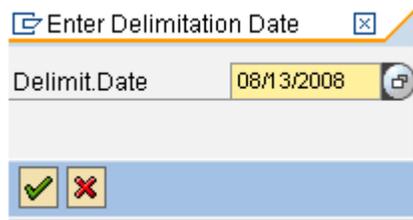
31. Click the **Payroll** tab  to select.

32. Click the blue box to the left of  to select.



If the employee's paycheck is automatically deposited (ACH) with their financial institution, their *Bank Details* (0009) infotype needs to be delimited. This will cause a warrant to be printed for the final payment. If the employee already receives a warrant skip ahead to step 37.

33. Click  (Delimit) to assign an end date to the Bank Details (0009) infotype.



34. Enter the date of death for the employee plus one day.



For example, the employee's date of death is 8/12/2008, enter the delimit date of 8/13/2008.

35. Click  (Transfer (Enter)) to continue.

36. Click  (Save) to save.

37. Click the blue box to the left of  to select and enter **FED** into the Subtype field under the **Direct Selection**.

38. Click  (Copy) to copy and continue.

39. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	<p>The start date of the record.</p> <p> Enter the day after the last pay date.</p> <p>Example: The employee died on 8/12/2008. Enter 8/11/2008 as the start date.</p>
To	R	<p>The end date of the record.</p> <p> Enter the next pay date.</p> <p>Example: 8/25/2008</p>

40. Click in the **Tax Exempt Indicator** field and the click  (Matchcode) to open the selection list.

41. Click on Y to select and click  (Continue) to continue.



Using Tax Exempt indicator Y will make the wages exempt from taxation and not reportable to the IRS.
 Using Tax Exempt indicator R will make the wages exempt from taxation and earnings are reported to the IRS.



If payment is made in the year after the date of death, you may need to establish the Fed Sub type excluding the OASI and Medicare from EE and ER. Refer to OFM’s [State Administrative and Accounting Manual](#) (SAAM) for current regulations.

Copy Withholding Info W4/W5 US (0210)

Personnel No. 629438 Name SMITH CURTIS
 PersArea 1111 Information Services Division EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 08/11/2008 to 08/25/2008

Status
 Tax authority FED Federal Tax level A Federal
 Filing Status 01 Single

Exemptions
 Allowances 0
 Tax Exempt Indicator Y IRS mandates

Withholding adjustments
 Add withholding 0.00 USD Non-resident tax calculation
 Default formula 1 PCT MTHD-RES. U Alternative formula

W-5 filing status
 EIC status 0 Not applicable

Overrides (from Infotype 0234)

From date	End Date	Supplemental method	Tax override	Em
01/01/2006	12/31/9999		0.00	0035

42. Click (Enter) to validate the information.

43. Click (Save) to save.

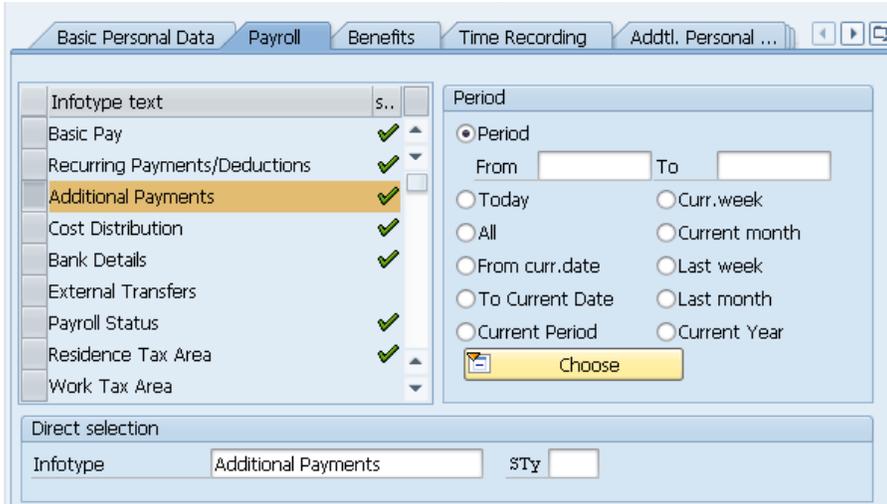
If time or compensation entries were made in advance for *Employee Remuneration Info* (2010) or *Absences* (2001) those records dated after the death date should be deleted.

If time or compensation entries were made in advance in CATS for this employee, go to CATS (/nCAT2) and delete any records dated after the death date.

44. To move payroll funds directly to General Ledger (GL) 5145 create an *Additional Payments* (0015) using wage type 3102 (Deceased Net To GL 5145).

Refer to HRMS Communication [New Wage Type for deceased employees](#) for questions.

- 45. Run a [Payroll Simulation](#) to find the employee's **net pay (/560)** for the final payment.
- 46. Access the employee's *Additional Payments (0015)* to enter the wage type.
- 47. Select the box to the left of **Additional Payments (0015)**.



- 48. Click  (Create).
- 49. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	<p>This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time unites in different ways during the payroll run.</p> <p> Enter wage type 3102 (Deceased NET to GL 5145).</p> <p>Example: 3102</p>
Amount	R	<p>Enter the amount of the payment which needs to be directed to the GL 5145.</p> <p> This will be the net amount (/560) from the payroll simulation.</p> <p>Example: 2000</p>
Date of origin	R	<p>Enter a date within the current pay period.</p> <p>Example: 8/15/2008</p>

50. Click  (Enter) to validate entries.
51. Click  (Save) to save record.
52. Run a *Payroll Simulation* to verify entires.

Results
You have successfully separated a deceased employee, delimited any recurring payments, delimited their retirement benefits, compensated them for unused leave, and deleted any time or compensation entries past the death date.
Comments
None.