

Separation Action

Transaction Code:
(PA40)

Purpose Use this procedure to separate an employee from the State. The procedure is broken down by role, since multiple people are responsible for performing portions of this procedure.

Trigger Perform this procedure when an employee has voluntary or involuntarily decided to separate from state service and the separation date is known.

- Prerequisites**
- The separation date is known.
 - See Helpful Hints section for additional information.

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration (PA) Processor, Payroll Processor, Benefits Processor, and Time & Attendance Processor

Change History	
Date	Change Description
8/4/2009	Update procedure template, screenshots and added information in Helpful Hints.
9/4/2009	Step 21- Critical information has been deleted.
2/3/2012	Updated the PA40 selection screen- screen shots
12/26/2012	Updated step 4 description of field.
03/25/2013	Updated step 12 to show how to delimit an employee's <i>email address</i> .

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

Transaction Code PA40

Helpful Hints	<ul style="list-style-type: none"> • If the employee has separated from state service prior to the completion of six continuous months and has accrued annual leave, the accrued amount will need to be removed so it is not accessible to the employee if they do return to state service at a later date. Follow OLQR procedure, Quota Removing Accrued Leave. • If the employee has separated from the agency before the system generates the employee's last accruals, the agency will need to create a Quota Correction (2013) to force the accruals. <ul style="list-style-type: none"> •  The Quota Correction (2013) and ZT60 execution will need to be completed before the Separation action can begin. If this is not done, the employee will have incorrect end dates for their last month's accruals. • If the employee has multiple concurrent Positions and is only being separated from one position, be careful to delimit only infotypes related to the separated position.
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- Leave buyout information to PERS Plan 1, TRS Plan 1, and WSPRS Plan 1 members commissioned prior to July 1, 2001 should be reported to DRS. In creating the Time Quota Compensation (0416) leave buyout for PERS Plan 2 employees, the compensation method 9004 (Annl Leave Buyout – No Ret) should be used. If an incorrect infotype is created, the buyout will be reported to DRS and will need to be deleted.
- This procedure may require hand-offs to other roles (payroll processor and/or benefits processor) depending on the structure of your agency and your role at your agency.
 - The **Personnel Administration Processor**, the **Payroll Processor**, the **Benefits Processor**, and the **Time & Attendance Processor** will use this procedure to separate an employee from their current position, terminate an employee’s retirement benefits, compensate them for unused leave, delimit their personal holiday, and delete any time/compensation entries past the separation date.

Personnel Administration Processor tasks:

- Perform the Separation Action (PA40)

Payroll Processor tasks:

- Delimit recurring payments
- Delimit bond purchases
- Compensate for unused leave

Benefits Processor tasks:

- Delimit Savings Plan and Miscellaneous Plans

Time & Attendance Processor tasks:

- Delete any time/compensation entries in CATS that were entered past the separation date.



This will need to be completed prior to the PA Processor starting the Separation Action. The following message will appear if not done,

“ Employee 40000058 has 4 future CATS entries, Please Delete.”

- Delete any entries past the separation date from infotypes such as *Employee Remuneration Info* (2010) or *Absences* (2001).



Questions to think about:

- Is the employee entitled to an accrual?
- Has leave been taken for the pay period?
- ZT60 and ZCAT6 should be ran on the employee to ensure the employee has the correct leave balance.
- Correct leave buyout codes reported to DRS.

- HRMS only sends status codes A and B to DRS. Annual

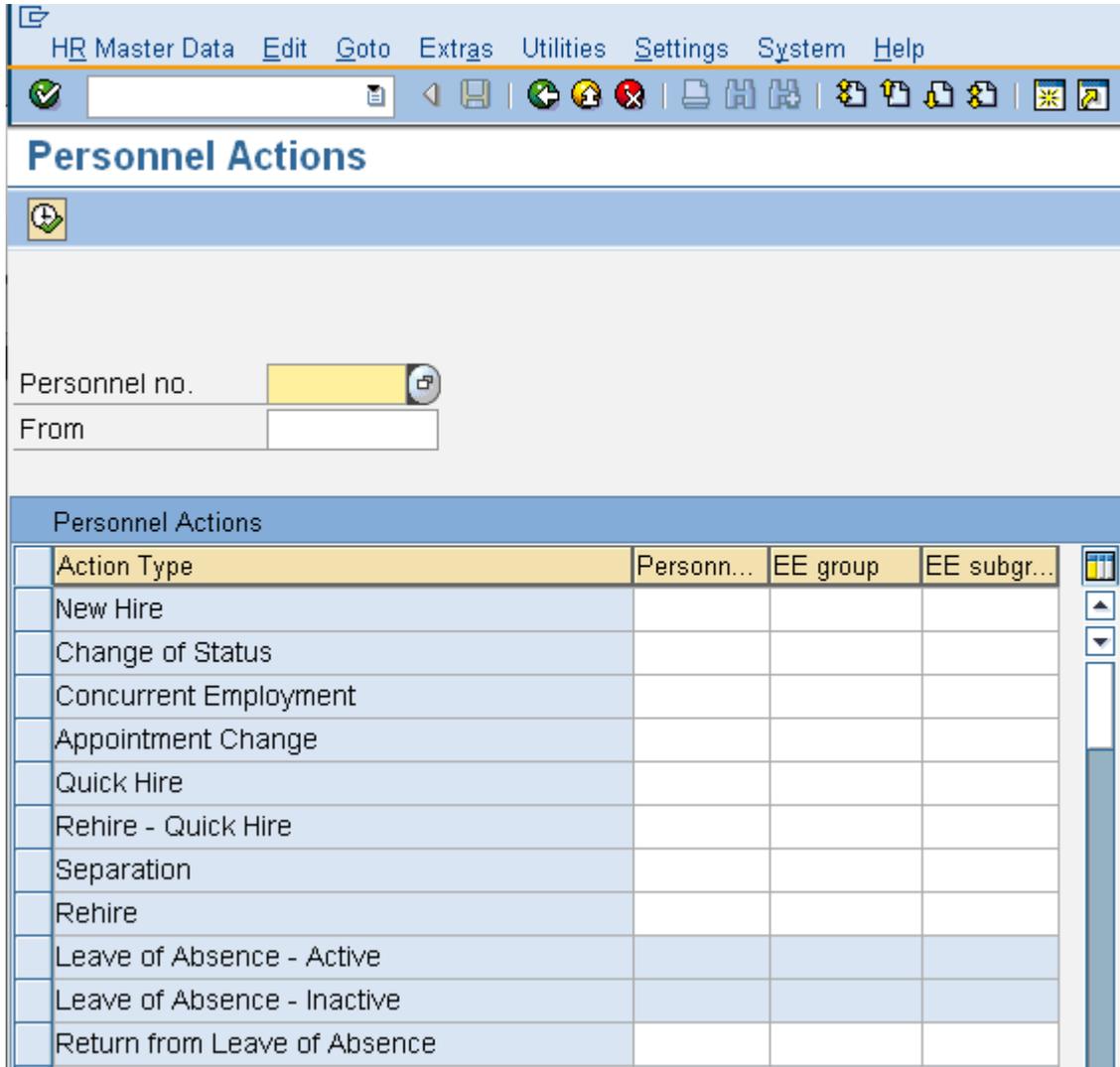
	<p>leave buyouts should be reported as status codes <i>N</i> for non-retirees or <i>T</i> (up to 240 hours) for retirees.</p> <ul style="list-style-type: none"> ○ Excess Vacation leave cash buyouts for retirees should be reported using status code <i>U</i>. ○ After the information is sent to DRS, you 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 <i>N</i>, <i>T</i> or <i>U</i>. For more information on this process, see Correct Leave Buyout Reporting to DRS. <ul style="list-style-type: none"> ● Change the Payroll Status (if required) ● If the Separation is a result of a Reduction in Force (RIF), the employee has the option of deferring the payment of their annual leave buyout for 30 working days. If they elect to do that, you will need to change the Payroll Status to continue running payroll for that employee until the date of the deferred buyout.
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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:

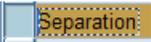
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000063

3. Perform one of the following:

IF	Go To
You are the Personnel Administration Processor	Step 4
You are the Payroll Processor	Step 12
You are the Benefits Processor	Step 40

4. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
From	R	<p>The effective date of the action. For the separation action you would enter the last day the employee worked. The actions infotype will change the start date to the first day the employee is separated.</p> <p> Only enter the <i>From</i> date if you are the Personnel Administration Processor initiating the appointment change action.</p> <p>Example: 07/31/2009</p>

5. Click the box to the left of  to select.

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

Personnel Actions

Personnel no. 40000063
 Name FOCHT JEFFERSON
 PersArea 1550 EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status
 From 7/31/2009

Action Type	Personnel...	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			

6. Click  (Enter) to validate the information.

7. Click  (Execute) to execute the action.

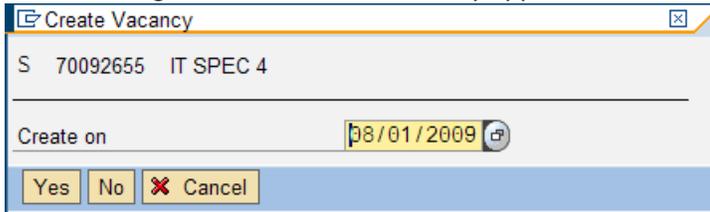
8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	<p>It stores the reason that an action has been performed. For guidance for reason codes refer to the HRMS Data Definitions Website: http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx</p> <p> Click the  (Matchcode) to open the selection list. Example: 21 Resign</p>

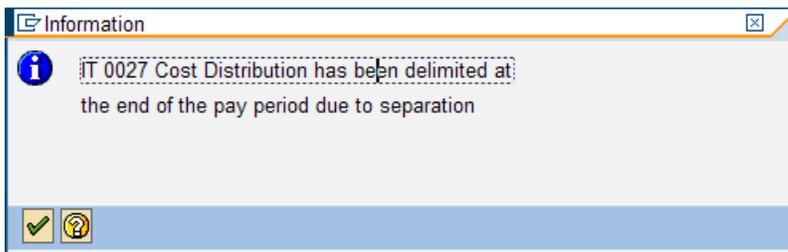
9. Click  (Enter) to validate the information.

10. Click  (Save) to save.

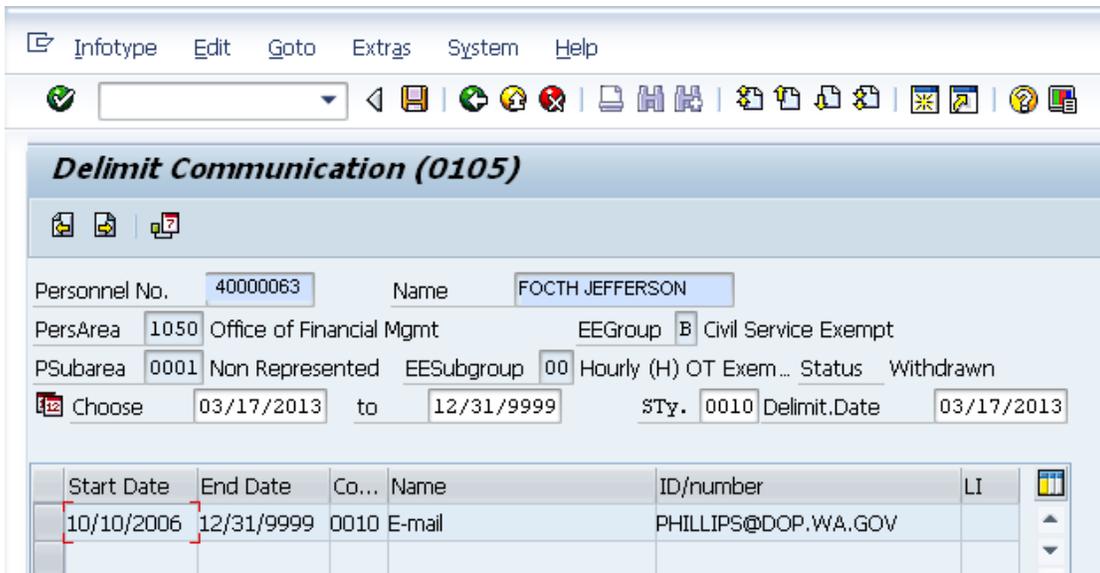
11. The following Information windows may appear:



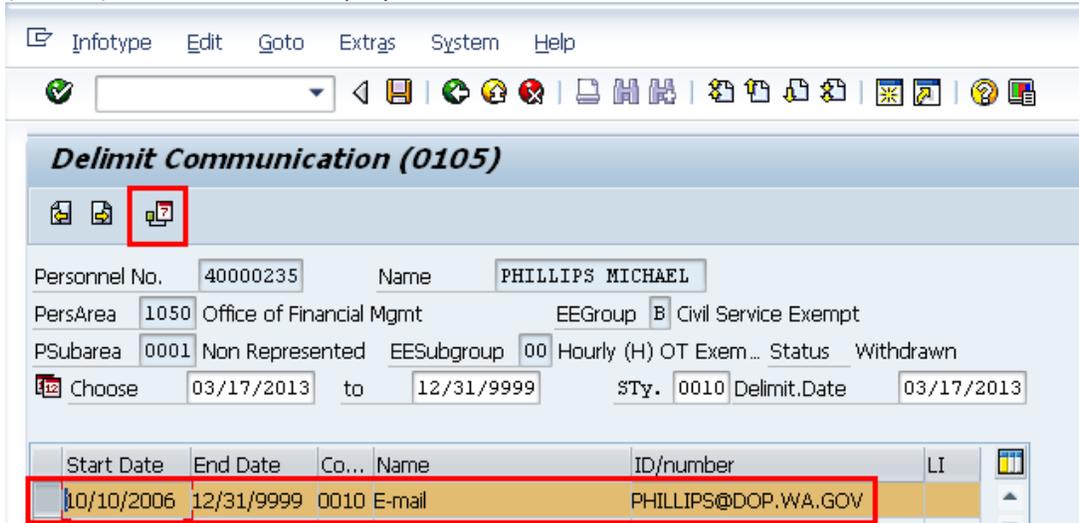
 If a **Create Vacancy** screen displays. Click  to proceed.



 'The IT 0027 Cost Distribution has been delimited at the end of the pay period due to separation' message may appear. Click  (Continue) to proceed.



12. Select the box to left of the employee's *email* address to delimit and click  (Delimit) to end date the employee's email address.



Start Date	End Date	Co...	Name	ID/number	LI
10/10/2006	12/31/9999	0010	E-mail	PHILLIPS@DOP.WA.GOV	



For the **Personnel Administration Processor**, this marks the end of the Separation action.

After saving, click  (Exit) to exit the action and transfer the Separation information to the **Payroll Processor** who will continue the action.



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

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

Personnel no. 40000063

Name FOCHT JEFFERSON

PersArea 1550 Dept () Group 0 Permanent

PSubarea 0001 Non Represent... ly(M) OT Exe... Status

From ()

Action Type	Personnel...	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			



Payroll Processor –Do not put a “From” date in the field prior to executing the transaction.

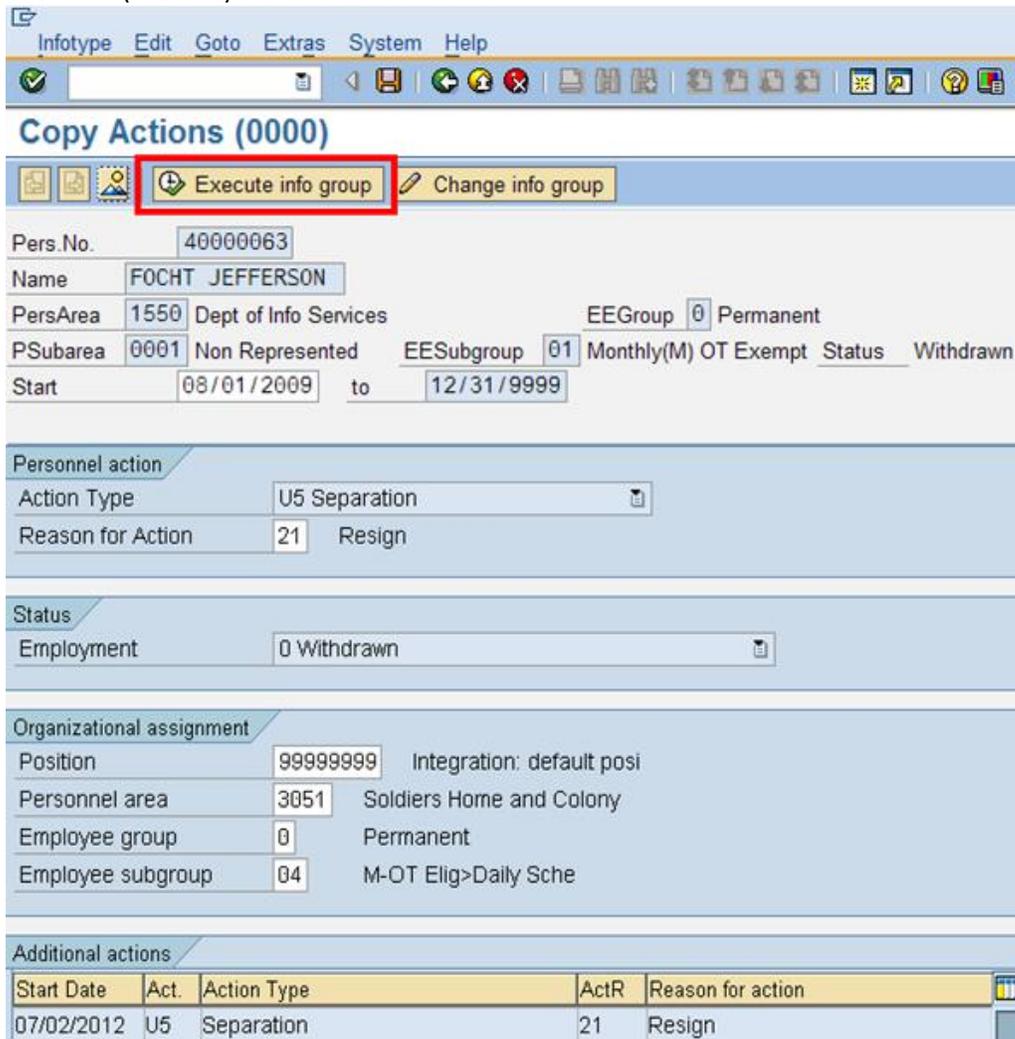
14. Complete the following fields:

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: 40000063

15. Click  (Enter) to validate the information.

16. Click the box to the left of to select.

17. Click  (Execute) to start the transaction.



Copy Actions (0000)

Execute info group | Change info group

Pers.No. 40000063
 Name FOCHT JEFFERSON
 PersArea 1550 Dept of Info Services EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn
 Start 08/01/2009 to 12/31/9999

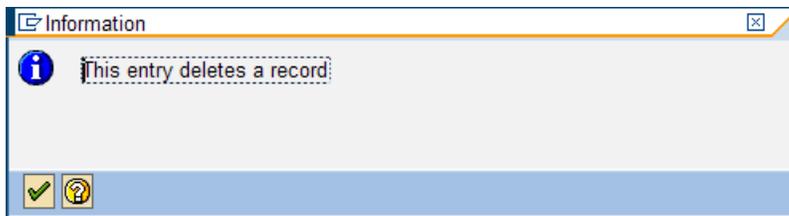
Personnel action
 Action Type U5 Separation
 Reason for Action 21 Resign

Status
 Employment 0 Withdrawn

Organizational assignment
 Position 99999999 Integration: default posi
 Personnel area 3051 Soldiers Home and Colony
 Employee group 0 Permanent
 Employee subgroup 04 M-OT Elig>Daily Sche

Start Date	Act.	Action Type	ActR	Reason for action
07/02/2012	U5	Separation	21	Resign

18. Click  Execute info group.

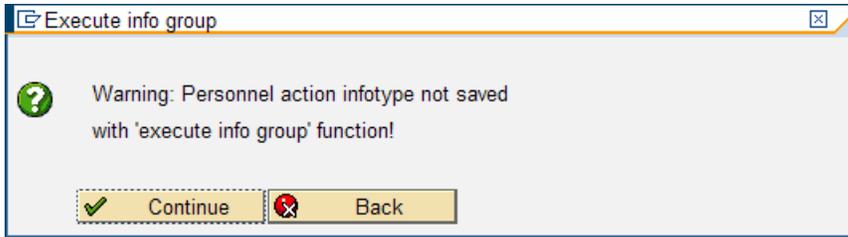


Information

i This entry deletes a record:

✓ ?

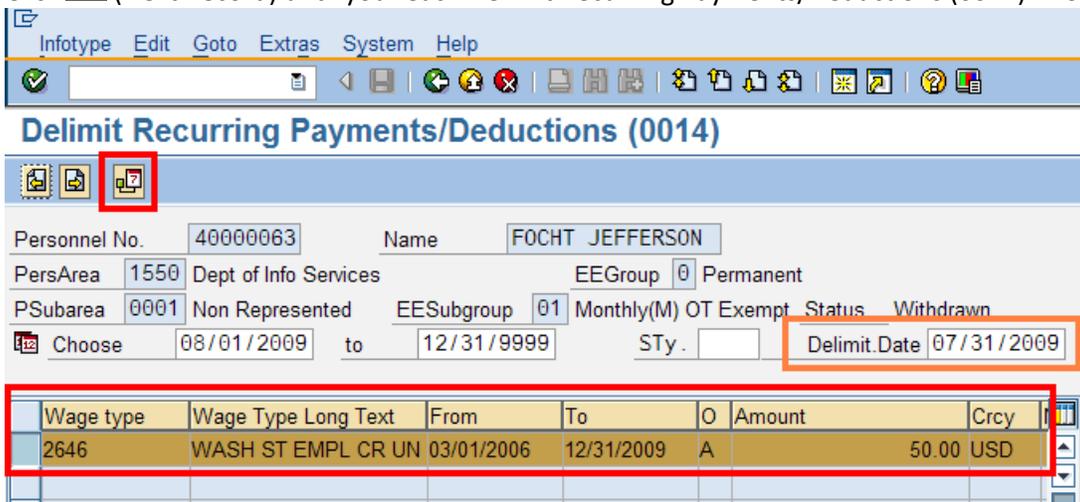
19. An Information window will appear. Click  (Continue) to continue.



This infotype was already saved and it is okay to continue.

20. An Execute info group window will appear. Click  **Continue** (Continue) to continue.

21. Click  (Next Record) until you reach Delimit Recurring Payments/Deductions (0014) infotype.



You can select more than 1 record to delimit.



Verify the Delimit Date. This should be the last day of the pay period (15th or last day of month)

22. Click the box to the left of the payment or deduction to delimit.



23. Click  (Delimit) once again to assign an end date to the record.

24. Repeat Steps 21-22 for additional deductions and payments. (Such as Bond Purchases (0103))

25. Continue to click  (Next Record) until you reach the Subtypes for infotype "Time Quota Compensation pop-up window.

Subtypes for infotype "Time Quota Compensation" (1)

Restrictions

ESG	PSG...	Comp.m...	Description
2	15	1000	Free compensation
2	15	9001	Sick Leave Buyout - Tax
2	15	9002	Sick Leave Buyout -No Tax
2	15	9003	Annl Leave Buyout-Ret
2	15	9004	Annl Leave Buyout -No Ret
2	15	9005	Sick Leave Buyout-Annual
2	15	9006	Comp Time Buyout
2	15	9007	Sick Leave Buyout - VEBA
2	15	9008	Comp Time Buyout-No Ret
2	15	9009	Holiday Credit Buyout WSP
2	15	9010	Settl LV Buyout WSP-NoRet
2	15	9011	Settl Lv Buyout WSP-Ret
2	15	9012	Hol. Cr. Buyout WSP-NoRet
2	15	9999	YTD Sick Lv Taken - Conv

26. Click on the appropriate Compensation Method to select.

27. Click  (Copy) to accept.

Infotype Edit Goto Extras System Help

Create Time Quota Compensation (0416)

Personnel No. 40000063 Name FOCHT JEFFERSON

PersArea 1550 Dept of Info Services EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn

Start 08/01/2009

Comp. method 9004 Annl Leave Buyout -No Ret

Compensation specifications

Time quota type 00

Compensation rule 031 Annual Holiday/Vacation

No. to compensate

Do not account

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curre.	<input type="checkbox"/>	Deduction fr.	Deduction to	<input type="checkbox"/>	Quota counter
	30Sick Leave	8.00000	Hours	0.00000	6.00000		0.00		<input type="checkbox"/>	09/16/2008	12/31/9999	<input type="checkbox"/>	00000000000032002006
	30Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		<input type="checkbox"/>	10/16/2008	12/31/9999	<input type="checkbox"/>	00000000000032962006
	31Annual Leave/Vacation	10.66667	Hours	0.00000	9.36675		0.00		<input type="checkbox"/>	08/16/2008	12/31/9999	<input type="checkbox"/>	00000000000031952006
	31Annual Leave/Vacation	10.66667	Hours	0.00000	10.66667		0.00		<input type="checkbox"/>	09/16/2008	12/31/9999	<input type="checkbox"/>	00000000000032972006
	31Annual Leave/Vacation	10.66667	Hours	0.00000	10.66667		0.00		<input type="checkbox"/>	10/16/2008	12/31/9999	<input type="checkbox"/>	00000000000032982006
	41Shared Leave	32.80000	Hours	0.00000	8.20000		0.00		<input type="checkbox"/>	12/21/2007	12/31/9999	<input type="checkbox"/>	00000000000030852006
	41Shared Leave	13.30000	Hours	0.00000	13.30000		0.00		<input type="checkbox"/>	01/07/2008	12/31/9999	<input type="checkbox"/>	00000000000033032006

28. Click the box to the left of the quota to compensate.



Prior to activating the buyout, verify the employee's eligibility. Make sure that the start date is the last day of employment so the employee will be paid on their last day.

29. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
No. to compensate	R	This allows the user to enter the number of hours or days of a quota type to be paid out to an employee. Example: 30.70009



Tip: For information on the Sick leave annual buy-out process, please refer to the HRMS Message Center (<http://www.dop.wa.gov/HRMS/Customersupport/Messages/>) and select the communication titled **Annual Sick Leave Buy-out** sent on 1/15/2009. This communication provides the necessary steps for processing the buyout and the calculations methods.

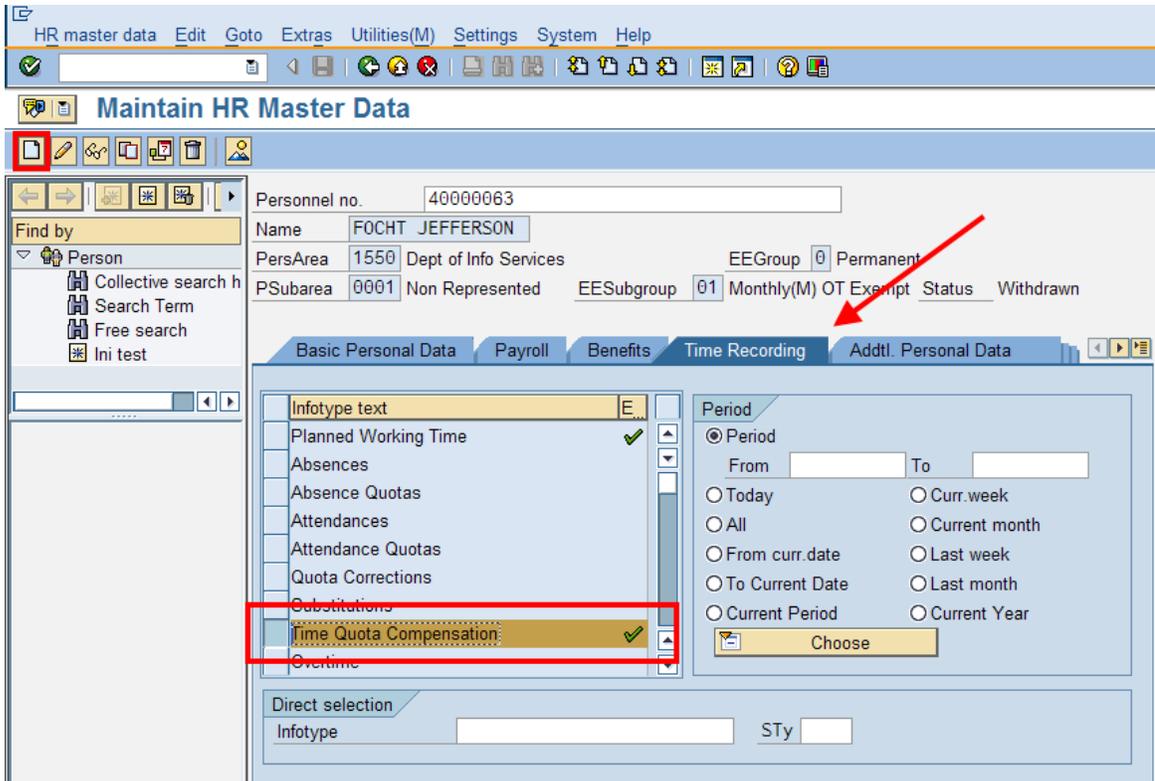
30. Click  (Enter) to validate the information.

31. Click  (Save) to save.

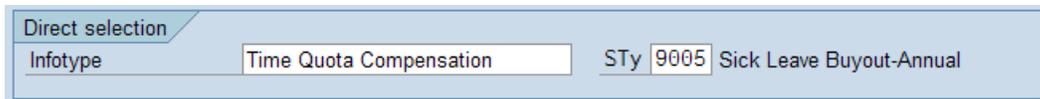
32. Perform one of the following:

IF	Go To
The employee has additional quota types to buyout,	Step 32
The employee has no additional quota types to buyout,	Step 39

33. Enter /nPA30 in the command field.



34. Click the  tab to select.
35. In the Direct selection field, enter the Time Quota Compensation (0416) infotype and select the appropriate Subtype to compensate in the Sty field. Click  (Enter) to validate the information.



36. Click  (Create) to create a new record.

Create Time Quota Compensation (0416)

Personnel No. 40000063 Name FOCHT JEFFERSON
 PersArea 1550 Dept of Info Services EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn
 Start 08/01/2009
 Comp. method 9005 Sick Leave Buyout-Annual

Compensation specifications

Time quota type 30 Sick Leave
 Compensation rule 000
 No. to compensate 14
 Do not account

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	W/T	Amount	Curre.	Deduction fr	Deduction to	Quota counter
30	Sick Leave	8.00000	Hours	0.00000	6.00000		0.00		09/16/2008	12/31/9999	00000000000032062006
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		10/16/2008	12/31/9999	00000000000032962006
41	Shared Leave	32.80000	Hours	0.00000	8.20000		0.00		12/21/2007	12/31/9999	00000000000036852006
41	Shared Leave	13.30000	Hours	0.00000	13.30000		0.00		01/07/2008	12/31/9999	00000000000033032006
90	Sick Leave Conversion	56.50000	Hours	0.00000	10.50000		0.00		03/16/2006	12/31/2006	00000000000030262006

37. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 08/01/2009
No. to compensate	R	This allows the user to enter the number of hours or days of a quota type to be paid out to an employee. Example: 14

38. Click (Enter) to validate the information.

39. Click (Save) to save. Repeat Steps 35 – 39, if you need to compensate additional quota types.



When reducing hours for the employee’s Personal Holiday, check the ‘Do no account’ box. This will reduce the balance and will not compensate them for the hours.

40. You have completed this portion of the transaction.

- To remove accrued annual leave when an employee separates from state service prior to completing six continuous months of employment, follow the OLQR procedure, [Quota – Removing Accrued Leave – Quota Corrections](#).
- If required, correct the leave buyout codes report to the Department of Retirement Systems. (See Helpful Hints section)



For the **Payroll Processor**, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the person who sets up employee benefits in HRMS (Retirement). This role is the **Benefits Processor**.

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

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

Personnel Actions

Personnel no. 40000063

Name FOCHT JEFFERSON

PersArea 1550 Dept 0001 Group 0 Permanent

PSubarea 0001 Non Representatively(M) OT Exe... Status

From

Do not enter a From date

Action Type	Personnel...	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			



Benefits Processor –Do not put a “From” date in the field prior to executing the transaction.

- 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: 4000063
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43. Click  (Enter) to validate the information.

44. Click the box to the left of to select.

45. Click  (Execute) to execute a process or action

Copy Actions (0000)

Execute info group | Change info group

Pers.No. 4000063
 Name FOCHT JEFFERSON
 PersArea 1550 Dept of Info Services EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn
 Start 03/01/2009 to 12/31/9999

Personnel action
 Action Type U5 Separation
 Reason for Action 21 Resign

Status
 Employment 0 Withdrawn

Organizational assignment
 Position 99999999 Integration: default posi
 Personnel area 3051 Soldiers Home and Colony
 Employee group 0 Permanent
 Employee subgroup 04 M-OT Elig>Daily Sche

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
07/02/2012	U5	Separation	21	Resign

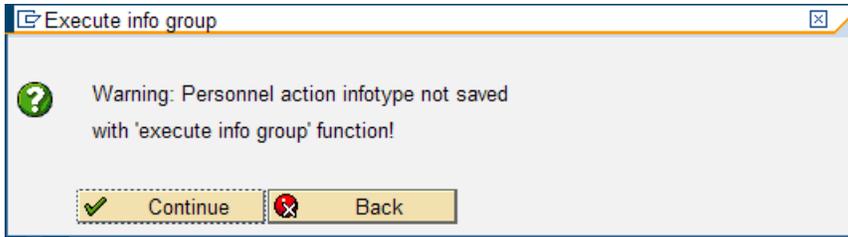
46. Click  Execute info group.

Information

i This entry deletes a record:

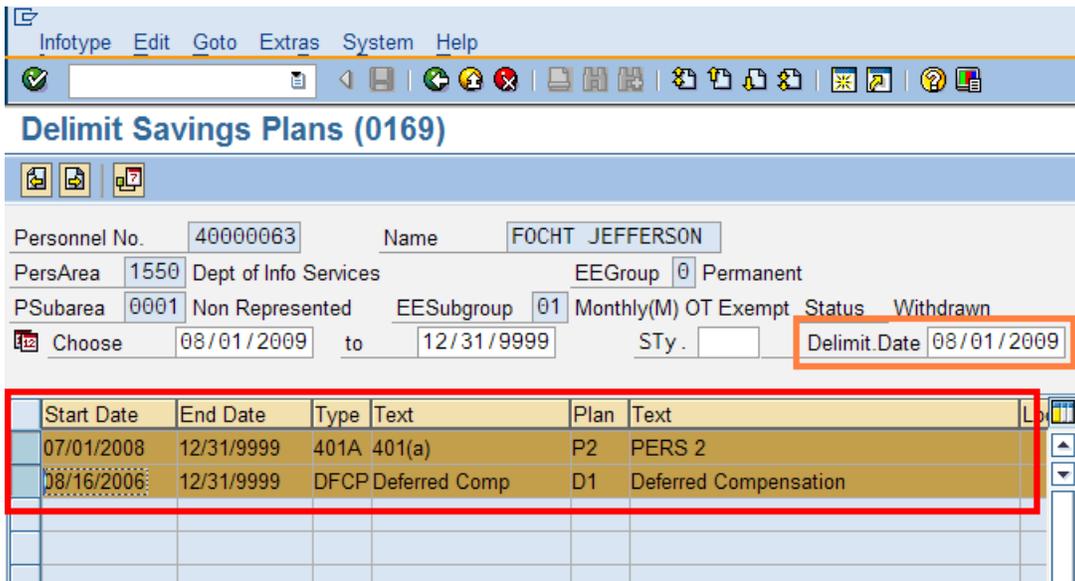
 

47. An Information window will appear. Click  (Continue) to continue.



This infotype was already saved and it is okay to continue.

48. An Execute info group window will appear. Click  (Continue) to continue.



You can select more than one record to delimit. Delimit the employee's Retirement Plan, and Deferred Compensation if applicable.

49. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Delimit Date	R	<p>This involves setting an end date for a record when it will no longer be valid. Delimited records are retained as an historical record.</p>  <p>The delimit date entered for Savings Plan (0169) will be the 16th or the 1st of the month.</p> <p>Example: 08/01/2009</p>

50. Click the box to the left of the payment or deduction to delimit.

07/01/2008	12/31/9999	401A 401(a)	P2	PERS 2
08/16/2006	12/31/9999	DFCP Deferred Comp	D1	Deferred Compensation

51. Click  (Delimit) to assign an end date to the record.



This is the end of the Separation action using **PA40** (Personnel Actions). The next step is to delimit the employee's Health Insurance plans.

52. Enter **/nPA30** in the command field.

The screenshot shows the 'Maintain HR Master Data' window for employee FOCHT JEFFERSON. The 'Benefits' tab is selected. In the 'Infotype text' list, 'Health Plans' is highlighted with a red box. To the right, the 'Period' section is also highlighted with a red box, showing 'From 08/01/2009' and various selection options. A red arrow points from the 'Health Plans' row to the 'Period' section.

53. Click the **Benefits** tab to select.

54. Click the box to the left of **Health Plans** to select.

55. In the Time period section, click Period and enter the From date as the delimit date of the Health Plans (0167) infotype.

Time period

Period

From 08/01/2009 to 12/31/9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

56.  (Delimit) to assign an end date to the record.

Infotype Edit Goto Extras System Help

Delimit Health Plans (0167)



Personnel No. 40000063 Name FOCHT JEFFERSON

PersArea 1550 Dept of Info Services EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn

Choose 08/01/2009 to 12/31/9999 STy . Delimit.Date 08/01/2009

Start Date	End Date	Type	Text	Plan	Text	Loc
03/16/2006	12/31/9999	DENT	Dental	DELTA	Delta Dental	
03/16/2006	12/31/9999	MEDI	Medical	UMP	Uniform Medical Plan PPO	

 You can select more than one record to delimit. Delimit the employee's dental and medical plan. Also verify you have entered the correct Delimit Date.

 Health Plans (0167) infotype should have an end date of the last day of the month. When the records have been delimited, the system will minus a day. For our employee, the date of 08/01/2009 was used, and the end date will be set as 07/31/2009.

57.  (Delimit) once again to assign an end date to the record.

Infotype Edit Goto Extras System Help

List Health Plans (0167)

Personnel No. 40000063 Name FOCHT JEFFERSON

PersArea 1550 Dept of Info Services EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Withdrawn

Choose 01/01/1800 to 12/31/9999 STy .

Start Date	End Date	Type	Text	Plan	Text
03/16/2006	07/31/2009	DENT	Dental	DELT	Delta Dental
03/01/2006	03/15/2006	DENT	Dental	DELT	Delta Dental
03/16/2006	07/31/2009	MEDI	Medical	UMP	Uniform Medical Plan PPO
03/01/2006	03/15/2006	MEDI	Medical	UMP	Uniform Medical Plan PPO



Health Insurance Premiums are collected each pay period.



For the **Benefits Processor**, this marks the end of the Separation action.

58. You have completed this transaction.

Results
You have successfully separated an employee, terminated any recurring payments, delimited their retirement benefits, compensated them for unused leave, and deleted any time/compensation entries that were dated after the separation date.
Comments
None.