

SECTION 7: SEPARATION OR INACTIVE STATUS

Separating from a Non-Perm or Lower Job Class Position and Returning the Employee to Layoff

INTRODUCTION

When an employee in layoff status in a permanent position separates from a non-permanent or lower job class position, it is necessary to show a separation comment in AKPAY and to transfer the employee back to layoff status in the original position. This assists in identifying the layoff status and tracking on the X15 screen.

PROCEDURES

Receive and review the separation paperwork to verify the separation package is complete and forms have been signed or approved in the non-perm or lower job class position.

An **Employer Charge/Deduction Worksheet** must be completed and sent to the Department of Administration, Division of Finance (DOF) to stop any pre-tax deferred compensation (E521/E522) or post-tax deductions to the employee's banking institutions (V600/V602). Other earnings or deductions from the non-perm or lower job class position may need to be shut off if they do not apply to the layoff position. For example, if the employee is on layoff in a Supervisory position and was rehired in a General Government (GGU) position, the GGU legal trust, health insurance (HI) and dues must be shut off. Note on the worksheet that the employee is returning to layoff status.

Calculate final pay and terminal leave pay. Issue an online warrant with detail lines for final pay and terminal leave pay. For detail leave lines (i.e. E404, E405 and E403) enter **760100xx**, where xx = department number, in the override labor distribution field.

Complete a **Leave Balances for Employees in Layoff Status** form with the number of hours that were deleted from Sick, Excess Sick and/or Donated leave balances. Forward the completed form to DOF, Payroll Section to be placed in employee files. A copy should also be kept in the technical service group employee file.

Complete the AKPAY Screen Transactions

On the 103 - Employee Base I screen, add a separation **comment** with an **IC** action in the STATUS segment to show the reason for the separation from the non-perm or lower job class position. Then process a transfer (**TR**) or a transfer out (**TO**) action in the STATUS, COMPENSATION and POSITION segments of the 103 screen to transfer the employee back to the layoff position. The employee is then placed back in Layoff Status (**LF**) in the original job class.

Access the 103 screen. Enter data in the following fields:

1. Record the separation from the lower or non-perm position with an informational comment.

EMPLOYEE NUM - Enter the employee's social security number. Press <Enter> to display the employee's current 103 screen.

EFF DATE - Enter the **next** calendar day after the employee's last day in pay status as **MMDDYYYY**.

DOC NUM - Enter the agency source document number for this action.

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STATUS segment:

ACTION - Enter **IC**.

COMMENTS - Enter a comment to note the reason for the separation from the lower or non-perm position (e.g., resignation, non-retention, dismissal, end of non-perm, etc.).

Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter>. Press <Enter> again to return to update mode.

For a transfer between departments proceed to Step 2. For a transfer within a department proceed to Step 4.

2. Transfer the employee out of the lower or non-perm position and return to the layoff department (change departments).

EFF DATE - Refresh the same date as previous date.

DOC NUM - Enter the agency source document number for this action.

STATUS segment:

ACTION - Enter **IC**.

COMMENTS - Enter custom comment **TRANS TO DEPT xx RTN TO LAYOFF**
(xx = department number where the employee is transferring to).

POSITION segment:

ACTION - Enter **TO** (Transfer Out) if employee is transferring between departments.

DEPT - Enter **xx** (xx = department number where the employee is transferring to).

REGION - Enter **01**.

DIV - Enter **01**.

SECT - Enter **01**.

Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter>. Press <Enter> again to return to update mode.

Proceed to Step 3 to complete the Transfer In actions.

3. Transfer the employee in to the new department. For those employees transferring back to the layoff department, enter the following action:

EFF DATE - Refresh the same date as previous date.

DOC NUM - Enter the agency source document number for this action.

STATUS segment:

ACTION - Enter **IC**.

COMMENTS - Enter custom comment **TRANS FR DEPT xx RTN TO LAYOFF**
(xx = department number where the employee is transferring to).

COMPENSATION segment:

ACTION - Enter **TR** (Transfer) to transfer within the same department.

Update compensation fields to reflect layoff position.

POSITION segment:

ACTION - Enter **TR** (Transfer).

PCN - Enter PCN of layoff position (enter **999991** if the PCN has been abolished).

Refresh or update all other fields except DEPT and PAY ENT.

Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter> again. Press <Enter> again to return to update mode.

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Proceed to Step 5 to enter the Layoff action.

4. Transfer the employee out of the lower or non-perm position and return to the layoff position within the same department.

EFF DATE - Refresh the same date as previous date.

DOC NUM - Enter the agency source document number for this action.

STATUS segment:

ACTION - Enter **IC**.

COMMENTS - Enter custom comment **TRANSFER BACK TO LAYOFF**.

COMPENSATION segment:

ACTION - Enter **TR** (Transfer) to transfer within the same department.

Refresh or update necessary fields.

POSITION segment:

ACTION - Enter **TR** (Transfer).

PCN - Enter PCN of layoff position (enter 999991 if the PCN has been abolished).

Refresh or update other fields as necessary.

Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter>. Press <Enter> again to return to update mode.

Proceed to Step 5 to enter the Layoff action.

5. Return the employee to layoff status in the original position.

EFF DATE – Refresh the same date as previous date.

DOC NUM - Enter the agency source document number for this action.

STATUS segment:

ACTION - Enter **LF** (Layoff Separation).

COMMENTS - Enter **L** in the comment code field.

POSITION segment:

ACTION - Enter **LF** (Layoff Separation).

PCN - 999991 (refresh if already entered).

DEPT - Enter 99.

REGION - Enter 99.

DIV - Enter 99.

SECT - Enter 99.

Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter> again.

6. Verify and update the 12x - Employee Base II screen and the 27x - Address History screen.

If necessary, access the employee's 12x screen to change the address to the employee's designated permanent address. Update the mailing address on the 27x screen if applicable.

7. Inactivate health insurance and retirement eligibility on the A1x - Payroll Base screen.

If the employee is being separated from a retirement and/or a health insurance eligible position, health insurance and retirement eligibility are suspended on the A13 screen in two actions unless the last day worked is the last day of the month, then it is entered in one action with an effective

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date of the first day of the following month. If the employee is separating from a non-retirement and/or non-health eligible position, no action to the OCC code and/or health insurance is necessary. Only the WRT DIST would be changed to AGEN (agency) per State policy.

A. Access the A13 screen and enter data in the following fields to suspend the occupational code.

EMPLOYEE NUM - Enter the employee's social security number. Press <Enter> to display the employee's most current A13 screen.

VIEW DATE - Enter the effective date, the same date entered on the 10 screen – the next calendar day after the last day in pay status, as **MMDDYYYY**.

DOC NUM - Enter the agency-assigned source document number for this action.

ACTION - Enter **IC** (Information Change).

OCCUP CODE - Enter **Z** (Inactive Status). The Z reports suspended retirement eligibility for the employee to the Division of Retirement and Benefits and records a non-work segment for State service time. It prevents the employee from receiving distribution of retirement contributions.

PERS/TRS EFF DT - Enter the same date as entered in the VIEW DATE field.

WRT DIST - Enter **AGEN**.

Press <Enter> to process the transaction. Press <Enter> to return to update mode on the A13 screen and enter data in the following fields to end-date health insurance eligibility:

B. Enter data in the following fields to suspend health insurance eligibility.

VIEW DATE - Enter the view date of the first day of the month following the month in which the employee was last working, as **MMDDYYYY**. This is the first day of the month the employee is no longer eligible for health insurance.

DOC NUM - Enter the agency-assigned source document number for this action.

ACTION - Enter **IC** (Information Change).

HI RATE CD - Refresh the first character of the code displayed and enter **L** for the second character. The L code reports suspended health insurance coverage to the Division of Retirement and Benefits or a health trust, and does not remove the dependents from the dependent file.

HI ELIG DATE - Enter the same date as entered in the view date.

Press <Enter> to process the transaction.

File and distribute paperwork.