

SECTION 7: SEPARATION OR INACTIVE STATUS

Layoff Rights End by Resignation or Expiration

INTRODUCTION

Layoff Right's end by Resignation – The employee signs a letter of resignation to relinquish rights to the job class from which they were laid off and are separated on the 103 screen.

Layoff Rights End Due To Expiration of 2 or 3 Year Period From Lay Off Date – Based on information received from agencies, DOP maintains a list of employees in layoff status (with the exception of LTC). Human Resource TSG's or agencies are notified by an email informing them of the employee's effective date of expiration. The employee is removed from the layoff list and separated on the 103 screen.

AKPAY SCREENS

The following screens are updated when an employee is placed on layoff:

103	Employee Base I
A13	Payroll Base

Other screens are reviewed and updated only if changes are necessary:

12x	Employee Base II
27x	Address History
A5x	Automatic Earnings
A7x	Deduction Control

PROCEDURES

I. Receive and review resignation paperwork.

Receive and review the resignation paperwork to verify the resignation is complete and forms have been signed.

II. Prepare an Employer Charge/Deduction Worksheet to stop employee pre and post-tax deductions.

An Employer Charge/Deduction Worksheet is completed to stop any pre-tax set-ups on the A5 screen and post-tax deductions on the A7 screens that would require an authorization or a waiting period if the employee were re-hired by the State.

III. Review Screens for any residual pay due the employee.

- A. Access the B2x for hours remaining to be paid to the employee. Some contracts allow the employee to elect at time of layoff, to have 37.5 hours remain on the books.
- B. Calculate terminal leave pay as stipulated by the employee's collective bargaining agreement or personnel rules.
- C. Enter time and attendance detail for final pay and terminal leave and pay with an online warrant.

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IV. Separate the employee on the 103 – Employee Base I screen.

If pay is not due, a separation (SP) action is processed in the STATUS and POSITION SEGMENTS of the 103 screen to separate the employee and end layoff rights.

- A. Access the 103 screen. Enter data in the following fields:
1. **EMPLOYEE NUM** – Enter the employee’s social security number. Press <Enter> to display the employee’s current 103 screen.

NOTE: In the following fields new data is entered over the data displayed on the screen.
 2. **EFF DATE** - Enter the date the employee’s Layoff Rights Expired or the date of the letter of resignation.
 3. **DOC NUM** - Enter the agency source document number for this action.
 4. In the **STATUS SEGMENT** enter data as follows:
 - a. **ACTION** - Enter **SP** (Separation).
 - b. **COMMENTS** – **G** (Resignation) or **EX** (Layoff Rights Expired) or **S** (Separation, if appointment offer is declined).
 5. Tab to the **POSITION SEGMENT** and enter the following data:
 - a. **ACTION** - Enter **SP** (Separation).
 - b. **PCN** – Enter **999999** (removes employee from X15 Layoff PCN).
 - c. **DEPT** - Enter **99**.
 - d. **REGION** - Enter **99**.
 - e. **DIV** - Enter **99**.
 - f. **SECT** - Enter **99**.
 6. Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

V. Verify and update the 12x – Employee Base II screen.

If necessary, access the employee’s 12x screen and change the address to the employee’s designated permanent address. Refer to *SECTION 13: SPECIAL PROCESSES, Entering Address Data in AKPAY*, for more information on processing address changes.

VI. Terminate health insurance and retirement eligibility on the A1x - Payroll Base screen.

The employee’s health insurance and retirement eligibility is stopped on the A13 screen in one action, with same effective date as on the 103 screen. For more information regarding this screen, refer to *Screens and Field Entry Tables* in this Section.

- A. Access the A13 screen and enter data in the following fields to end-date the occupational code:

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

NOTE: In the following fields new data is entered over the data displayed on the screen.

- a. **VIEW DATE** - Enter the effective date, the same date entered on the 10 screen – the date of separation, resignation or end of layoff rights, as **MMDDYYYY**.
 - b. **DOC NUM** - Enter the agency-assigned source document number for this action.
 - c. **ACTION** - Enter **IC** (Information Change).
 - d. **HI RATE CD** – Refresh the first character of the code displayed and enter **Z** (non-participant) for the second character. The **Z** code notifies the Division of Retirement and Benefits and Health Trusts to remove the employee's dependents from the dependent file.
 - e. **HI ELIG DATE** - Enter the effective date as entered in the view date.
 - f. **OCCUP CODE** - Enter **N** (non-participant). This notifies Retirement & Benefits of the termination to allow a refund of PERS/TRS contributions if requested.
 - g. **PERS/TRS EFF DT** - Enter the effective date as entered in the VIEW DATE field.
 - h. **WRT DIST** - Verify **AGEN** per State policy.
2. Press <Enter> to process the transaction. Correct any errors displayed at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

VII. File and distribute paperwork.

- A. Forward the following forms to the Department of Administration, Division of Finance, Payroll Section, Mail Stop 0204:
 - Online Warrant Request Form – if necessary
 - Employee/Employer Charge/Deduction Worksheet – if necessary
- B. Forward the following forms to Department of Administration, Division of Personnel, Mail Stop 0201:
 - Certified computer generated Personnel Action
 - The letter of resignation if applicable
- C. File and distribute other separation paperwork according to State procedures.