

**Payroll Procedures Manual, Section 7: Separations or Inactive Status**  
**Date: 02/23/2004**

**10x Screen Time & Attendance Generator (T&A)**

When an employee terminates, the T&A generator should be turned off to prevent new batches from being processed. Prior to separating an employee, an **IC** action is entered in the Status segment with a comment of, "**Turn off T&A**". An **IC** is entered in the Position segment with an **N** in the T&A generation field. The effective date of the action is the last actual date worked, not the 10 screen separation date. This will ensure that if the separation is reversed to process a clean-up batch, the T&A will still be inactive.

If the employee is being paid for more than one pay period, the effective date entered should be the date of the last pay period processed. For example, the employee's last day worked is 03/02. An online warrant is created for both pay periods, 02/29/04 and 03/02/04. The effective date to shut off the T&A would be 02/15/04.

**A1x Screen Warrant Distribution**

When an employee terminates, the warrant distribution should be changed to **AGENCY** to prevent incorrect warrants from being automatically mailed to a terminated employee. Prior to shutting off the OCC code record, enter an effective date of the last actual date worked, an **IC** action and change the WRNT DIST to **AGEN**.

If the employee is being paid for more than one pay period, the effective date entered should be the date of the last pay period processed. For example, the employee's last day worked is 03/02. An online warrant is created for both pay periods, 02/29/04 and 03/02/04. The effective date would be 02/15/04.