HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY HR GENERALIST - PROCESSING A SEPARATION

AGENCY HR GENERALIST - PROCESSING A SEPARATION

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Introduction

Separations include voluntary resignation, involuntary termination, retirement, expiration of assignment (appointment), and death of an employee. All of these occurrences require an update to employee information in the HRIS system.

Human Resources completes a personnel action using the Individual Action Form (XP52.1). The Individual Action Form (XP52.1) displays the current information stored on the employee's record, along with fields to enter updated information.

Processing separations requires two SEPARATION personnel actions:

- Personnel Action 1 - places the employee into a Pending Status (T1, R1, and U1) to ensure that all available monies owed can be paid. The Termination date **MUST** be placed in this action. It must be the **same as the effective date** of this action. Be careful when keying effective dates and term dates!

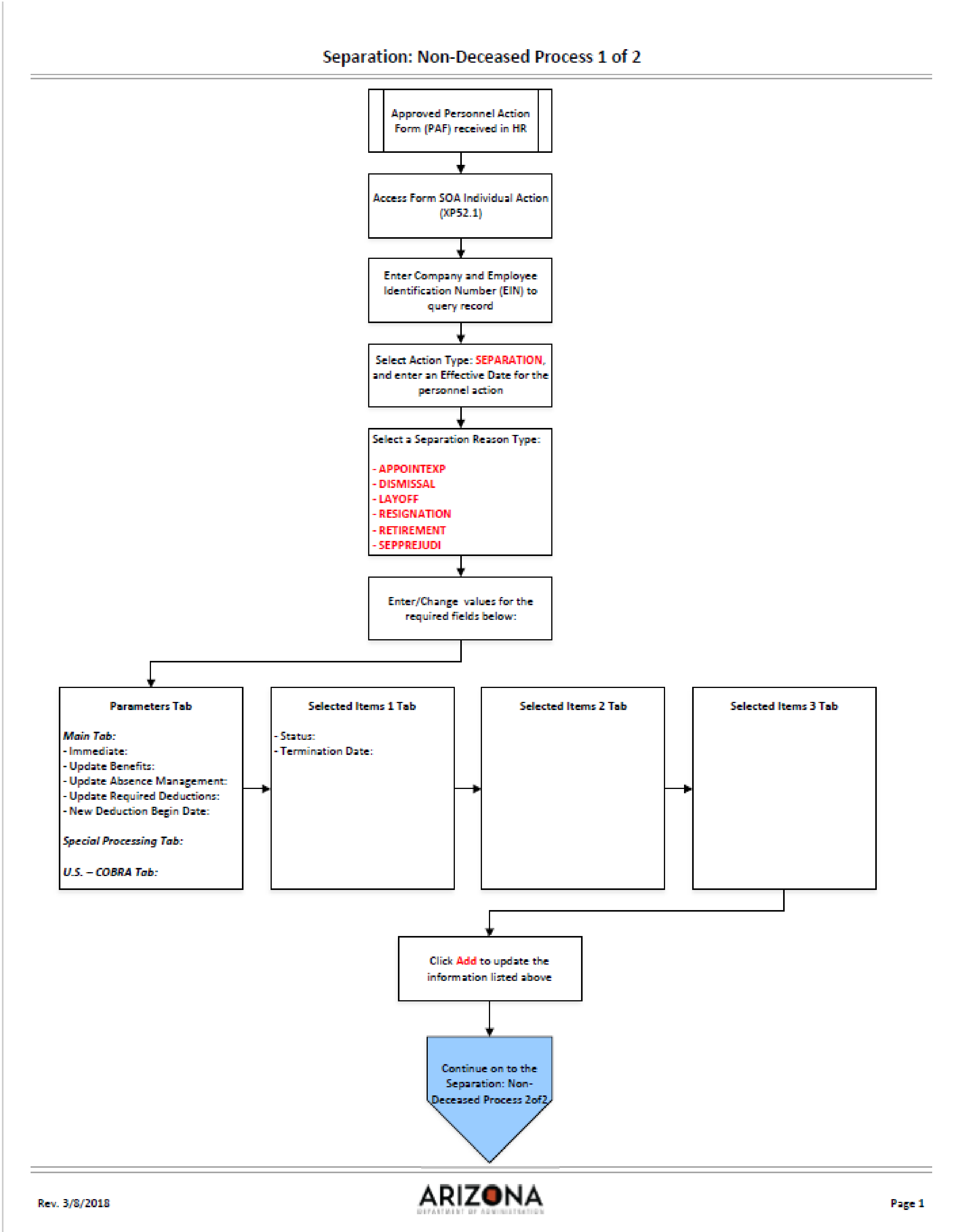
- Personnel Action 2 – places the employee into a Final terminated status code (T2, T3, R2, U2). This action can be processed at the same time as Personnel Action 1, but the effective date of the transaction **must be the day after as the eff date**. Coordination with your Agency Payroll Office on the date of this action may be required to ensure sufficient time to process the final payout to the employee.

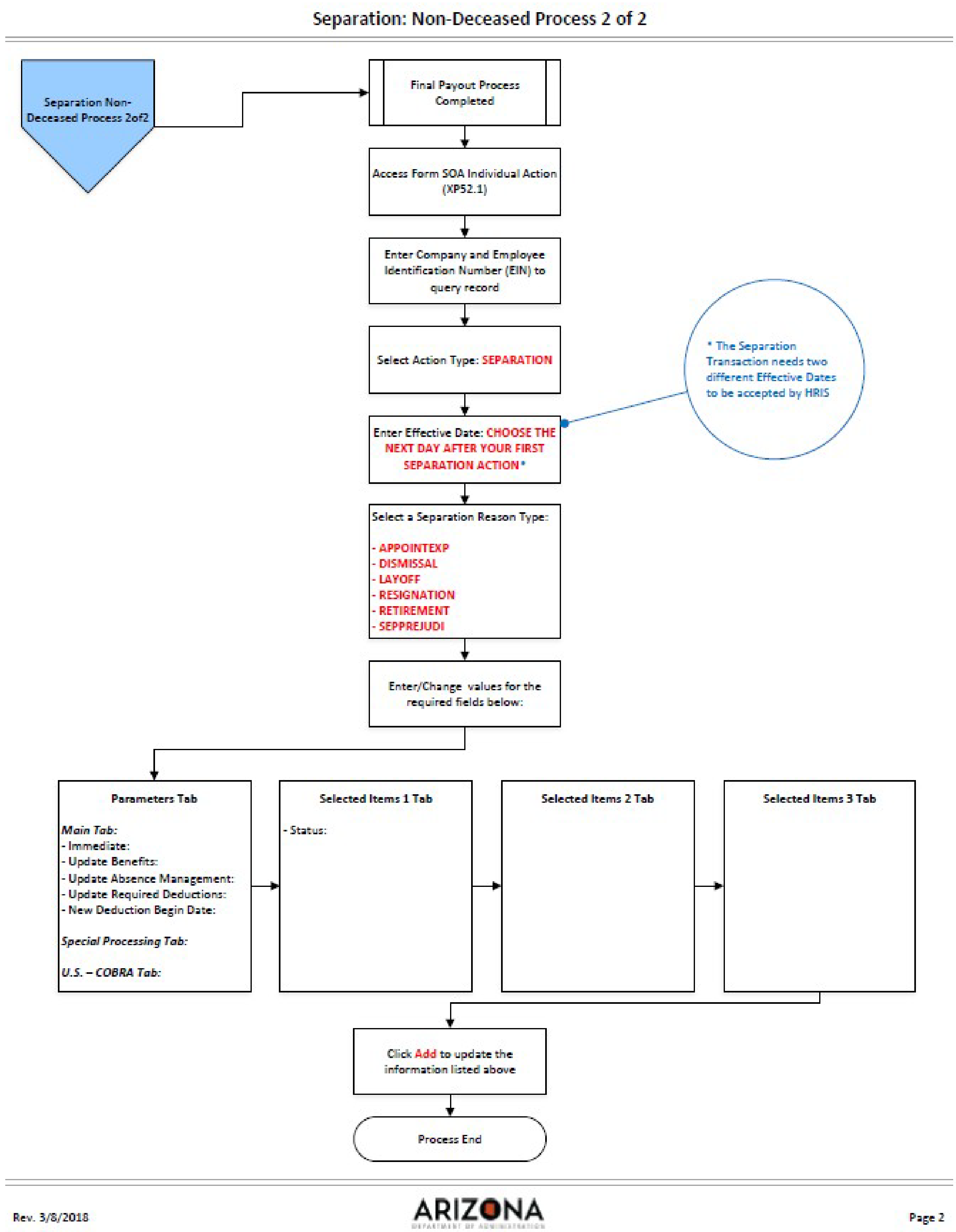
Once this transaction takes place the employee is in a final separation status, allowing for **no additional** payments to be made.

Notes

- ***Refer to Separation Process Update (Intermediate Steps), regarding employees with stipends.***
- ***When processing the Separation Action, HR needs to contact Payroll and Central Benefits to ensure the employee receives their final pay and to turn off voluntary deductions such as bus card, health benefits. Central Benefits may be reached via e-mail to benefitsissues@azdoa.gov to end-date the health plans.***
- ***Information on dismissed employees and their final paycheck review Arizona Revised Statutes, Payment of Wages ARS 23-353 on site azleg.gov/arstitle/.***
- ***For information, pertaining to manual payments (handwrites), contact your Agency Payroll Office.***
- ***See Page 23 for information regarding Separations for retirees and RASL payouts. See Separation Checklist on page 25 for a list of critical items that should be addressed for each separation.***

Processing A Separation Process Flows




Separation: Non-Deceased Process 2 of 2
Separation Non-Deceased Process 2of2
Final Payout Process Completed
Access Form SOA Individual Action (XP52.1)
Enter Company and Employee Identification Number (EIN) to query record
Select Action Type: SEPARATION
Enter Effective Date: CHOOSE THE NEXT DAY AFTER YOUR FIRST SEPARATION ACTION*
* The Separation Transaction needs two different Effective Dates to be accepted by HRIS
Select a Separation Reason Type:
- APPOINTEXP
- DISMISSAL
- LAYOFF
- RESIGNATION
- RETIREMENT
- SEPPREJUDI
Enter/Change values for the required fields below:
Parameters Tab
Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:
Special Processing Tab:
U.S. – COBRA Tab:
Selected Items 1 Tab
- Status:
Selected Items 2 Tab
Selected Items 3 Tab
Click Add to update the information listed above
Process End
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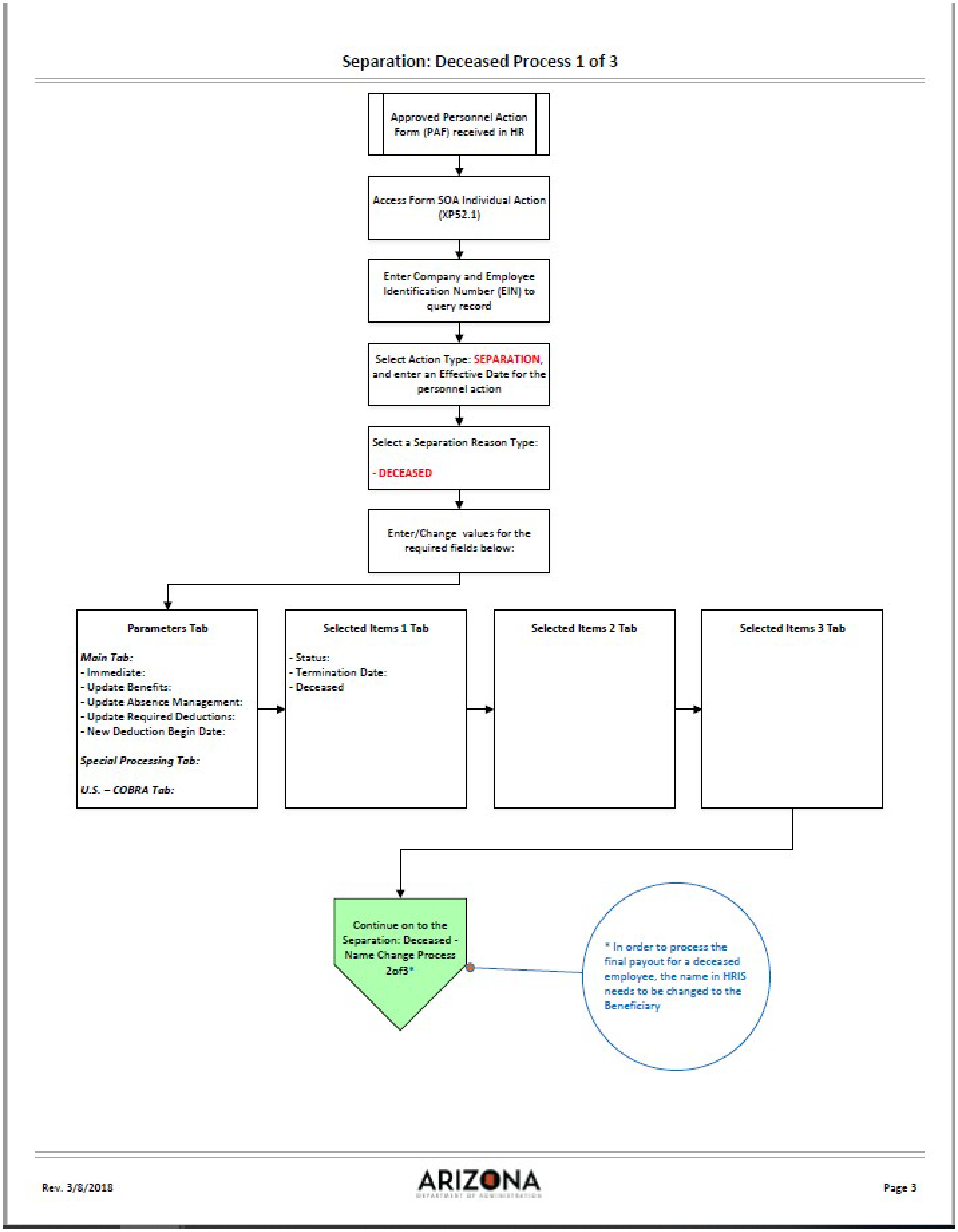
Separation: Deceased Process 1 of 3
Approved Personnel Action Form (PAF) received in HR
Access Form SOA Individual Action (XP52.1)
Enter Company and Employee Identification Number (EIN) to query record
Select Action Type: SEPARATION, and enter an Effective Date for the personnel action
Select a Separation Reason Type:
- DECEASED
Enter/Change values for the required fields below:
Parameters Tab
Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:
Special Processing Tab:
U.S. – COBRA Tab:
Selected Items 1 Tab
- Status:
- Termination Date:
- Deceased
Selected Items 2 Tab
Selected Items 3 Tab
Continue on to the Separation: Deceased - Name Change Process 2of3*
* In order to process the final payout for a deceased employee, the name in HRIS needs to be changed to the Beneficiary
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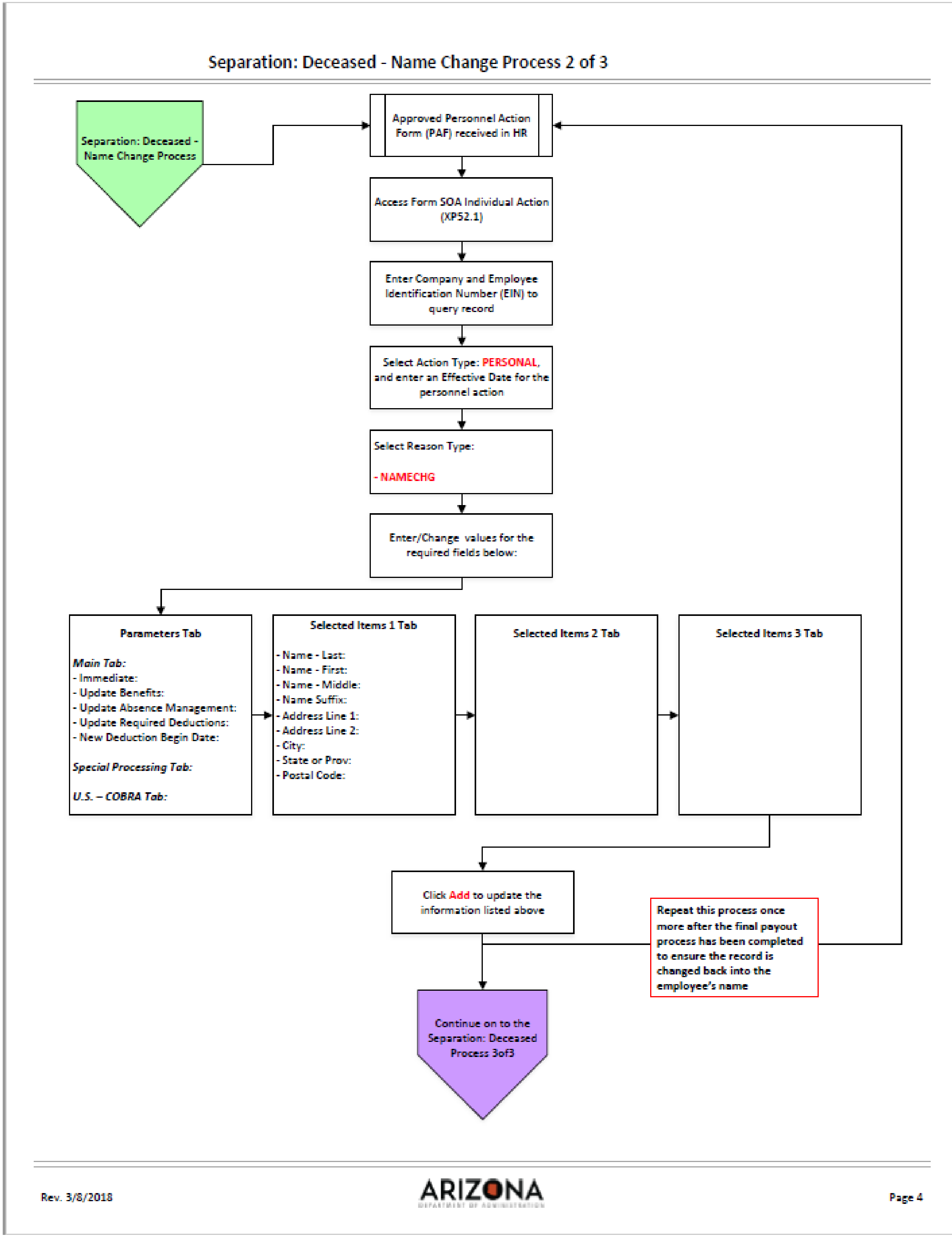
Separation: Deceased - Name Change Process 2 of 3
Separation: Deceased - Name Change Process
Approved Personnel Action Form (PAF) received in HR
Access Form SOA Individual Action (XP52.1)
Enter Company and Employee Identification Number (EIN) to query record
Select Action Type: PERSONAL, and enter an Effective Date for the personnel action
Select Reason Type:
- NAMECHG
Enter/Change values for the required fields below:
Parameters Tab
Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:
Special Processing Tab:
U.S. – COBRA Tab:
Selected Items 1 Tab
- Name - Last:
- Name - First:
- Name - Middle:
- Name Suffix:
- Address Line 1:
- Address Line 2:
- City:
- State or Prov:
- Postal Code:
Selected Items 2 Tab
Selected Items 3 Tab
Click Add to update the information listed above
Repeat this process once more after the final payout process has been completed to ensure the record is changed back into the employee's name
Continue on to the Separation: Deceased Process 3of3
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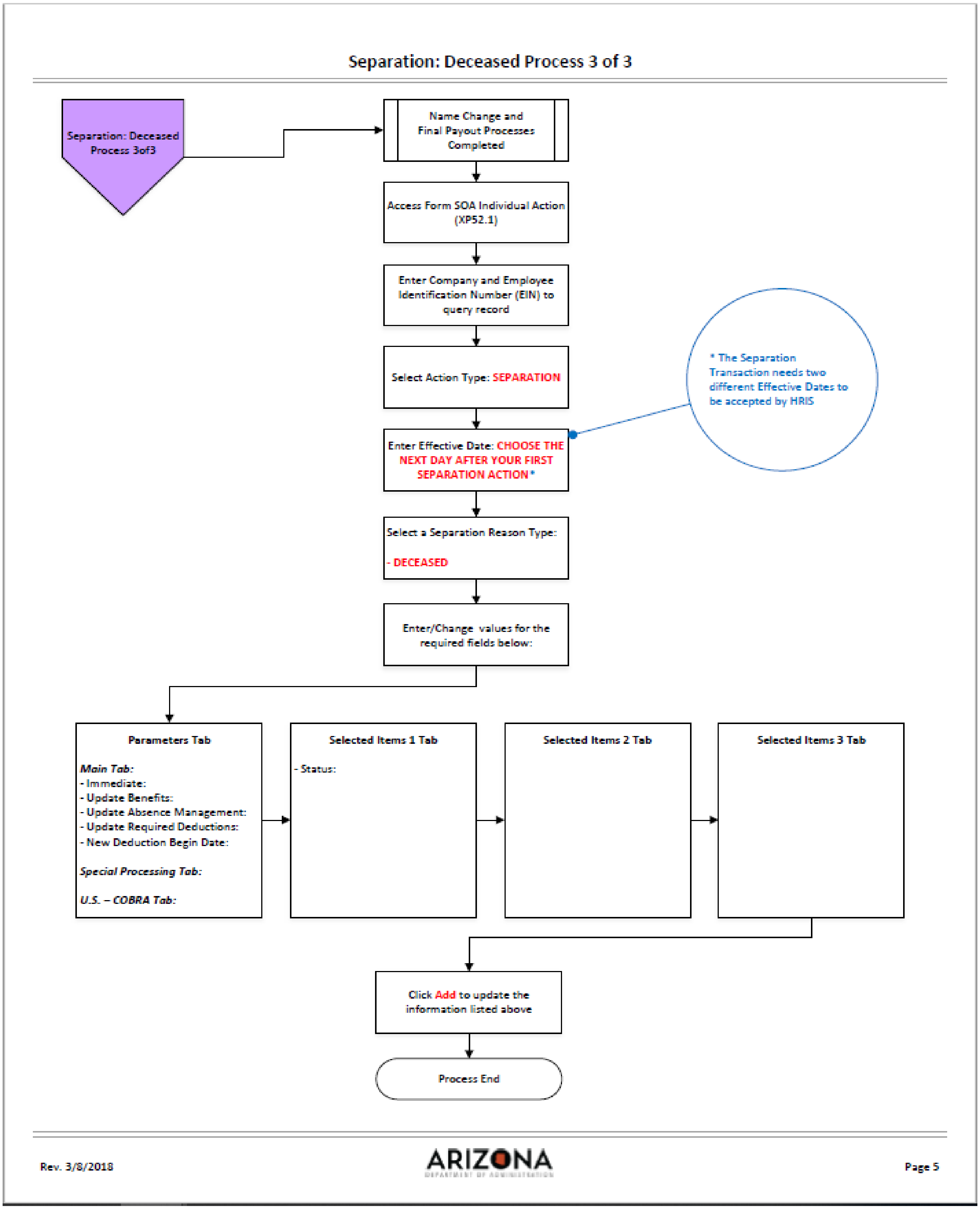
Separation: Deceased Process 3 of 3
Separation: Deceased Process 3of3
Name Change and Final Payout Processes Completed
Access Form SOA Individual Action (XP52.1)
Enter Company and Employee Identification Number (EIN) to query record
Select Action Type: SEPARATION
Enter Effective Date: CHOOSE THE NEXT DAY AFTER YOUR FIRST SEPARATION ACTION*
* The Separation Transaction needs two different Effective Dates to be accepted by HRIS
Select a Separation Reason Type:
- DECEASED
Enter/Change values for the required fields below:
Parameters Tab
Main Tab:
- Immediate:
- Update Benefits:
- Update Absence Management:
- Update Required Deductions:
- New Deduction Begin Date:
Special Processing Tab:
U.S. – COBRA Tab:
Selected Items 1 Tab
- Status:
Selected Items 2 Tab
Selected Items 3 Tab
Click Add to update the information listed above
Process End
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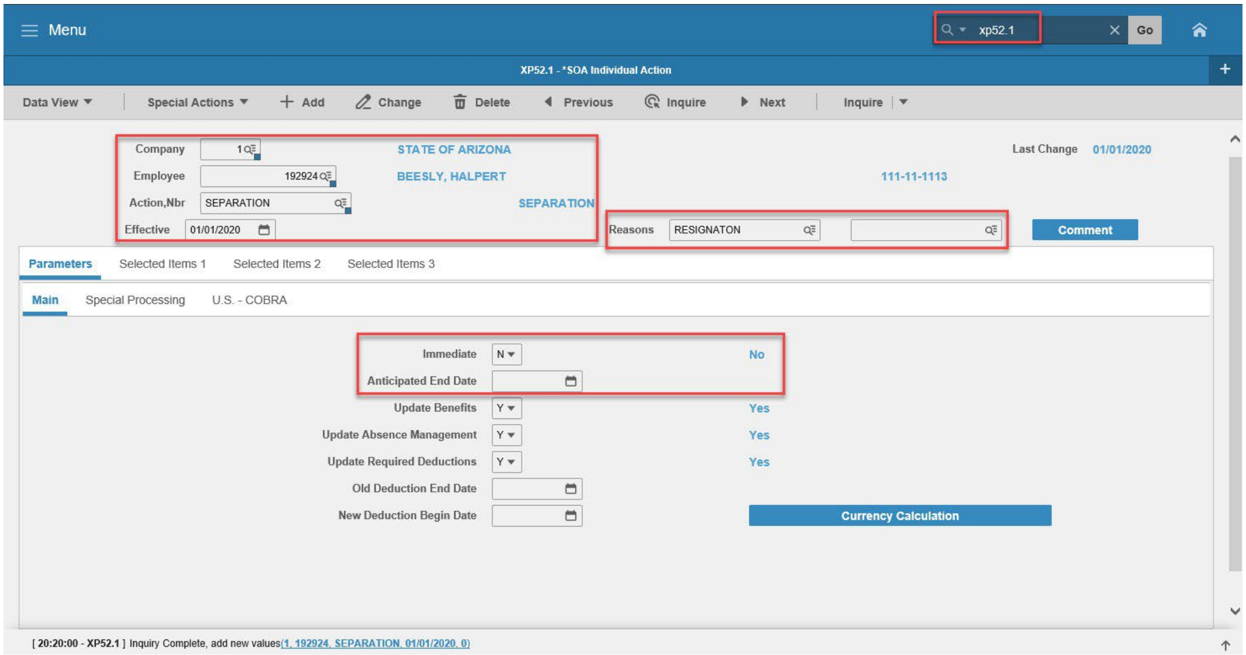
Individual Action (XP52.1) – Parameters Tab (PENDING SEPARATION)



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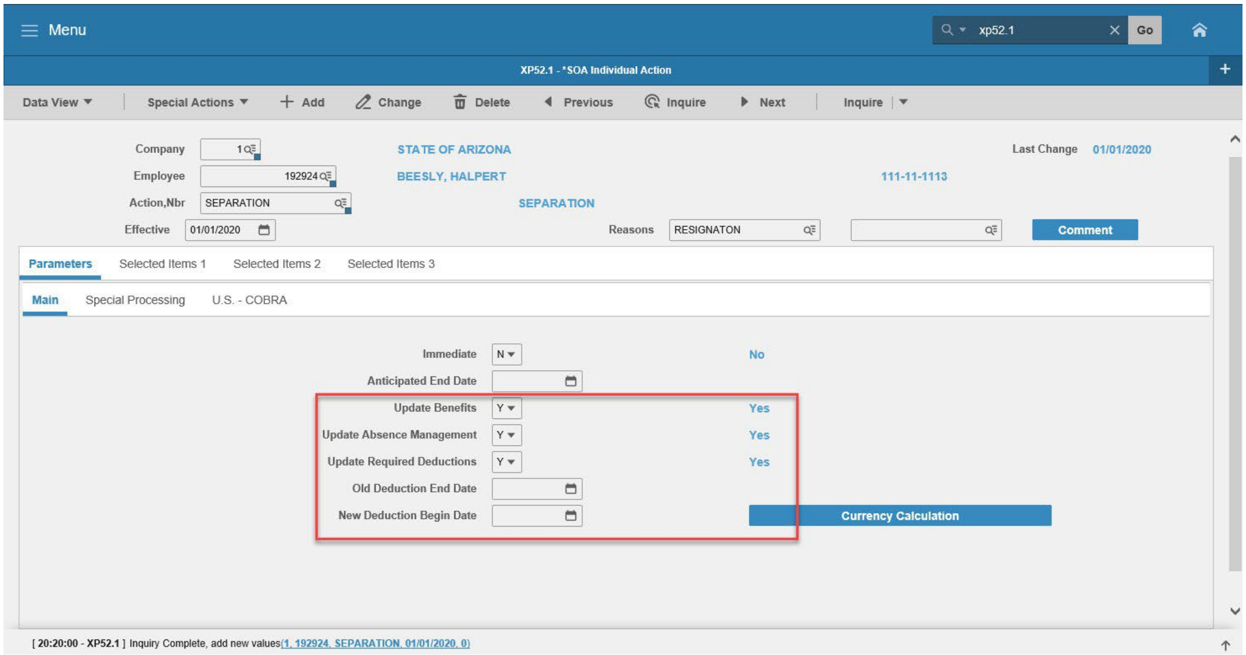
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **XP52.1** in the Search Box.	The Individual Personnel Action (XP52.1) opens.	
2	**Company** Field	R	Type 1 in Company	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	**Employee** Field	R	Type the Employee's EIN.	System will bring up Employee's information.	You must enter the correct EIN. After you enter the EIN verify Employee's Name to ensure you have the right EIN.
4	**Action Nbr** Field	R	Type or use the Drop Down to enter action '**SEPARATION**'.	Based on the Action Nbr. selected, the system will populate the appropriate fields that are needed to complete this action.	Do NOT use the Action Nbr field of Status Change for a Separation

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	**Effective** Field	R	Type the Effective Date of the action.	The Effective Date of the Separation will be in this field. This must be the same as the actual Term Date.	Date is formatted as MDDYYYY
6	**Reasons** – First Box Field	R	Type or use the Drop Down to enter the reason code for the Separation Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2nd Reason Code for the Separation.		The 2nd Reason Code is not required, however, it can be used to better define the reason for the Separation Action. It can be useful for reporting purposes.
7	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's record.	DO NOT CLICK Add at this point!
8	**Immediate** Field	R	Type N in the Immediate Field.	Action will process with the nightly batch.	**Only New Hire and Rehire Actions are processed immediately.** All other HRIS Actions are processed during the nightly batch.
9	**Anticipated End Date** Field	R	Leave Blank	This field must be blank.	

Individual Action (XP52.1) – Parameters Tab (PENDING SEPARATION)



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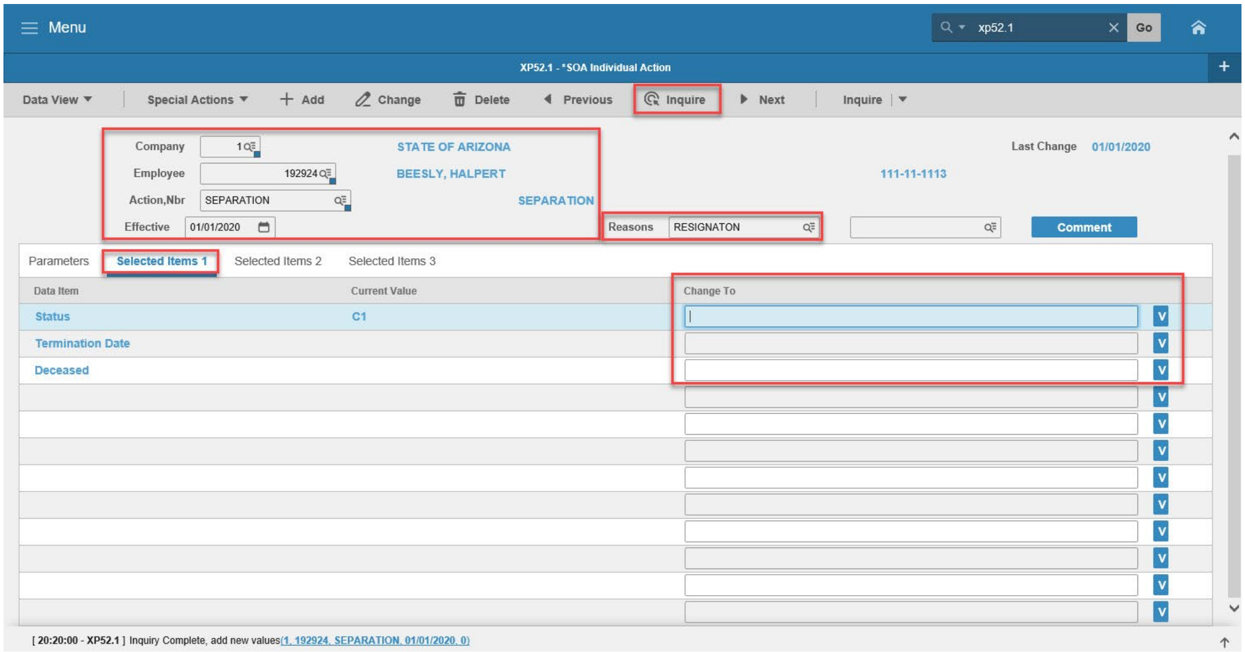
No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Update Benefits** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	**Update Absence Management** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
12	**Update Required Deductions** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
13	**OldDeduction End Date**Field	R	Leave Blank	When the action is processed, the system will default in the right date.	
14	**New Deduction Begin Date** Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

Individual Action (XP52.1) – Selected Items 1 Tab (PENDING SEPARATION)



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No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Selected Items 1**	R	Click on the **Selected Items 1** tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear in the Current Value Field.
2	**Company** field **Employee** Field **Action, Nbr** Field **Effective Date** Field **Reasons** Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
3	**Status** Field	R	Type or Select from the drop down the Employee's Pending Terminated Status.	Once information is entered, it will be displayed in the Change To column.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			The status depends on whether the employee is terminating (T1), retiring (R1) or is deceased. (U1).		
4	**Termination Date** Field	R	Type the termination date for the Employee.	The date is identical to the **effective** date on the Parameters page.	Format is MMDDYYYY
5	**Deceased** Field	R	Type or select when the action is the result of a death of an Employee.	If status = U1 then Deceased must = Y. Otherwise, LEAVE BLANK.	Do NOT fill in this field unless the Employee is deceased. If employee is alive, leave this field blank.
6	**Add** button	R	Click Add	You will receive a message in the lower left corner "Warning, Req Deds will be updated for term emp Press OK".	There is no OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Add Complete; continue	
7	**Selected Items 2** **Selected Items 3**	O	There are no items on these two related pages. You do not have to click on them to complete this action.		

Separation Process Update (Intermediate Steps in the Process)

After the completion of the first (Pending) Separation action, the following items must be updated before the Employee is placed into the second (Final) Separation status. See the HRIS Separation Process Chart (Page 4):

- Creation of the final timesheet (including all eligible leave balances). This may be done on the handwrite form **ONLY** if the Employee is being terminated involuntarily. Voluntary separations must be processed through the regular pay cycle.

- Final payment to the employee. This may be processed using the handwrite system **ONLY** if the Employeeis being terminated involuntarily.

    - Agencies using stipends. If the employee is supposed to receive stipends on his/her final warrant, youmust wait until the payment has processed and closed before placing the employee in a final terminated status code (T2, T3, R2, U2). If the employee is placed in any of these status codes prior to that time, he/she will not receive the stipend on the final payment.

    - All stipends are calculated using the Friday date of each workweek. If the termination effective date isprior to Friday, the stipends must be manually calculated and entered at the time of the employee's final time entry.

- Update the Employee's Voluntary Deductions (PR14.1) to include a stop date that is after the final payroll compute date.

- Update the Individual Standard Time Record (ZR30.1) to include a stop date that is no later than the termination date. If the employees' stipends were setup as a Recurring Additional Payment on the Standard Time Record Form (ZR30.1), Agency Payroll must be notified to place an end-date on the stipend. **If this stipend is notend- dated it will continue to be paid.**

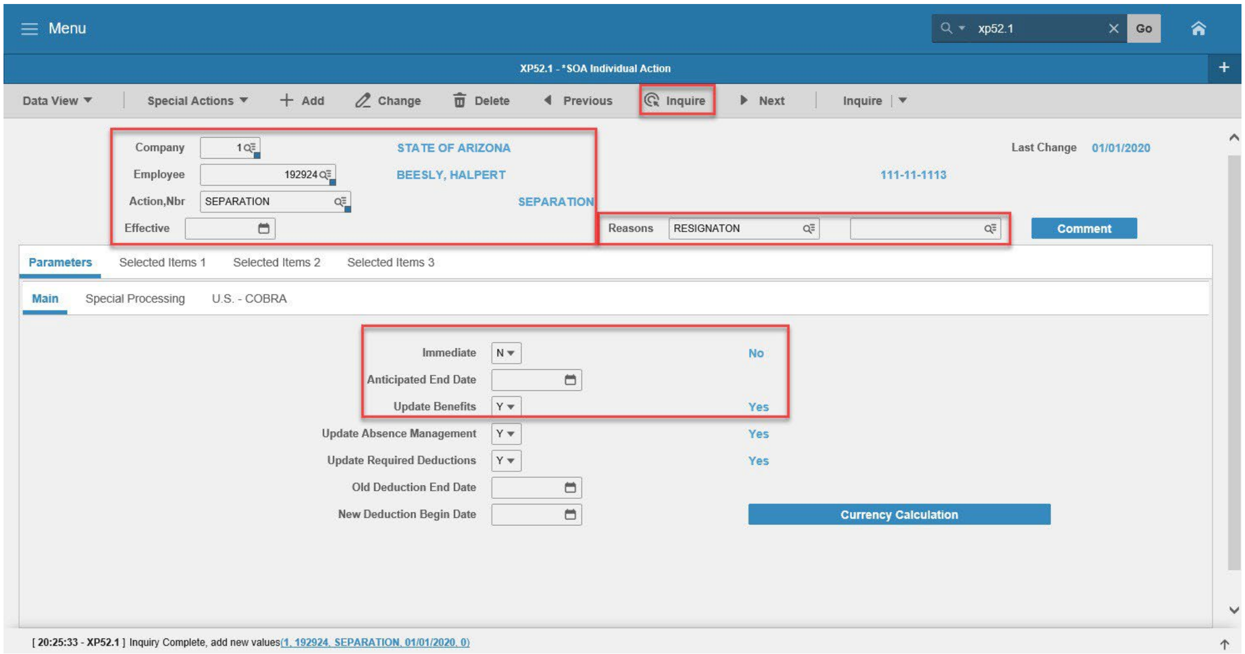
- Update the Time Accrual plans using the Employee Plan Inquiry form (TA60.1) to include a stop date that is after the date of the last payment.

After all of these actions have been processed, the second separation action should be processed to move the employee into a final separation status. The second separation action can be keyed in before these items are completed, but the effective date of the final separation MUST be future dated to provide enough time for these items to be completed.

If both separation actions are being keyed in on the same day, use the following steps to clear the form before keying in the second action.

- Click in the White Search box, type XP52.1 Click Go.
- Click in the Action, Nbr field on the Parameters screen and press Ctrl+Shift+K. This step will clear the form.

Individual Action (XP52.1) – Parameter Tab (FINAL SEPARATION) – Action



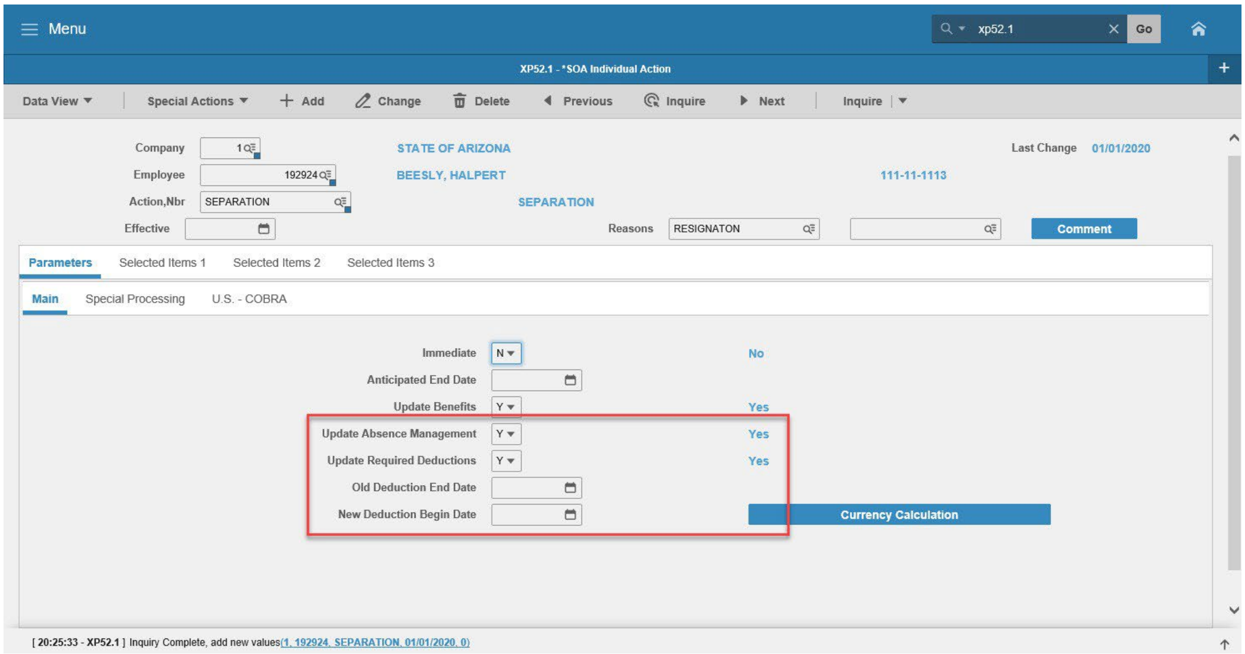
Steps 1-9 of 13

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Company** Field	R	Verify 1 appears in the Company field. If not, then Type 1.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	**Employee** Field	R	Verify the applicable Employee EIN appears in the Employee field. If not, then Type the Employee's EIN.	System will bring up the Employee's information.	You must enter the correct EIN. After you enter the EIN verify Employee's Name to ensure you have the correct EIN.
3	**Action Nbr** Field	R	Type or use the Drop Down to enter action '**SEPARATION**'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	**Effective** Field	R	Type the Effective Date of the action. If this action is being keyed in the same day as the first Separation action, it should be effective the day after the separation date in this field.		Date is formatted as MMDDYY Please coordinate with your Agency Payroll Office when determining this date to ensure that enough time is given to process the required termination actions (final payment, etc).
5	**Reasons** – First Box Field	R	Type or use the Drop Down to enter the reason code for the Separation Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2nd Reason Code for the Separation.		The 2nd Reason Code is not required however it can be used to better define the reason for the Separation Action. It can be useful for reporting purposes.
6	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's Record.	DO NOT CLICK Add at this point!
7	**Immediate** Field	R	Type N in the Immediate Field.	Action will process with the nightly batch.	Only New Hire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.,
8	**Anticipated End** Field	R	Leave Blank	This field must be blank.	
9	**Update**	R	Type or Select	This field must	Whether the employee is

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Benefits Field		from the Drop Down 'Y – Yes'.	contain a Y.	eligible for benefits or not, a 'Y' must be put in this field.

Individual Action (XP52.1) – Parameter Tab (FINAL SEPARATION) – Action

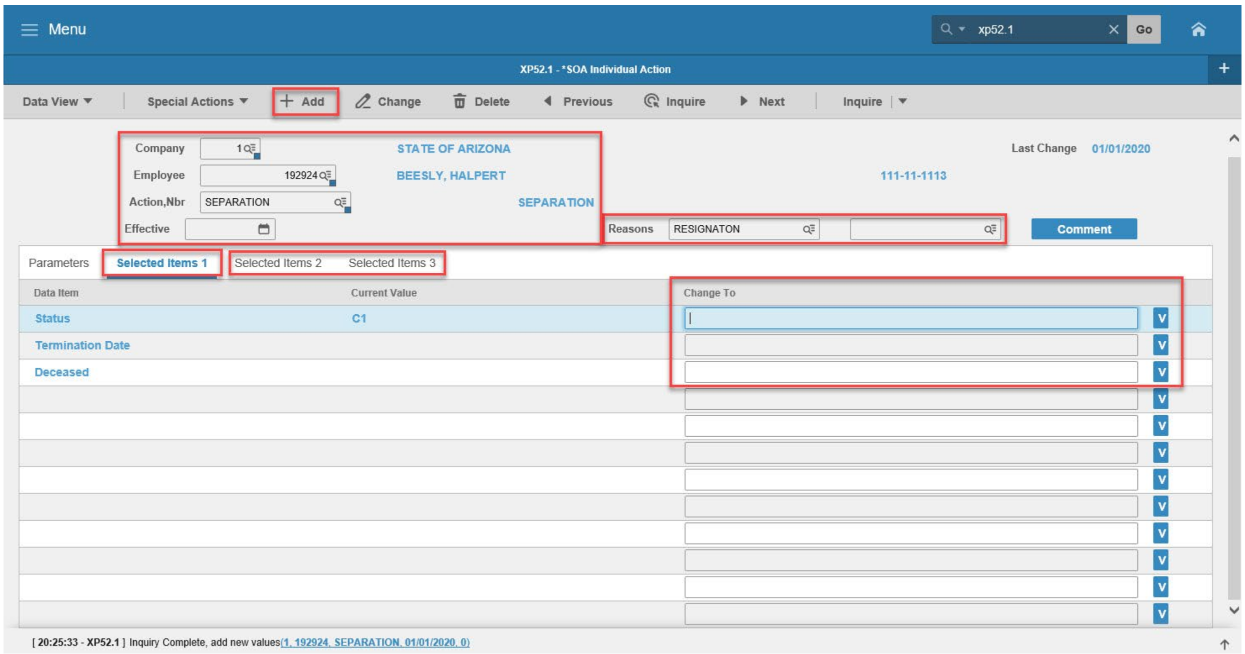


Steps 10-13 of 13

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Update Absence Management** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
11	**Update Required Deductions** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
12	**Old Deduction End Date** Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
13	**New**	R	Leave Blank	When the action	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Deduction Begin Date Field			is processed, the system will default in the correct date.	

Individual Action (XP52.1) – Selected Items 1 Tab (FINAL SEPARATION) – Action



Steps 1-7 of 7

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	**Selected Items 1**	R	Click on the **Selected Items 1** tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from the Employee's record will appear.
2	**Company** field **Employee** Field **Action, Nbr** Field **Effective**	R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Date Field **Reasons** Fields	R			
3	**Status** Field	R	Type or Select from the drop down the Employee's Terminated Status. The status depends on whether the employee is terminating, retiring or isdeceased.	Once information is entered, it will be displayed in the Change To column.	The status should be the 'final' status for the type of separation. Valid values are: T2 – Termination T3 – Approved for LTD R2 – Retirement U2 – Death
4	**Termination Date** Field	R	The termination date should already appear in the Current Value column. **Do NOT** enter a different Termination Date in the "Change To" field.		If there is no date in the Current Value Column for Termination Date, contact HRIS. Do NOT try to change a termination date; again, contact HRIS.
5	**Deceased** Field	R	The deceased field should already contain a value in the Current Value column, if applicable.	There should be a ""Y in the Current Value column for Deceased if the employee is deceased.	If a "Y" is not appearing but should be, contact HRIS. Otherwise, leave field BLANK.
6	**Add** button	R	Click Add	You will receive a message in the lower left corner "Warning, Req Deds will be updated for term emp Press OK"	There is no OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Add Complete; continue	
7	**Selected Items2 Selected Items3**	O	There are no items on these two related pages. Action not necessary.		

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Appendix A – Retiree Processing Procedure

Agency HR

When an employee is retiring, complete the following steps:

- Process a **Pending Personnel Action** utilizing **XP52.1**:
  - **Action Nbr**: SEPARATION
  - **Reason**: Retirement
  - **Effective Date** of **Retirement**
  - **Status Code**: R1,
  - **Termination Date**: Date of Retirement.
- Verify the Employee/Retiree doesn't have any pending one time deductions (this can be verified on his/her drill around record). If he/she does, assure that these will be processed on the final payment. The employee cannot be placed in the final terminated/retired status with an active one-time deduction.
- Process a **Personnel Action** utllizing **XP52.1**,
  - **Action Nbr**: SEPARATION
  - **Reason**: Retirement
  - **Effective Date**: should be the day after the previous separation action but should not be keyed until the day after the pay day in which the employee received final pay off,
  - **Status Code**: R2,
  - **Termination Date**: Leave this field blank (do not change the termination date).
- Notify Benefits that the Employee is/has retired so they can end the benefit deductions.
- These actions need to be processed right away, as the employee's record needs to be copied into Company 7 in order for them to access their retiree benefits. In addition, if the Retiree applies for Retiree Accumulated Sick Leave (RASL) there is a time line for completing their request and issuing the 1stpayment.
- If applicable, work with RASL to complete the Inter-Agency Transfer Request Form to transfer the employee to the RASL Process Level.

Agency Payroll

When an employee is retiring, complete the following steps:

- Verify the Employee/Retiree doesn't have any pending one time deductions (this can be verified on his/her drill around record). If he/she does, assure that these will be processed on the final payment. The employee cannot be placed in the final terminated/retired status with an active one-time deduction.
- Ensure the Employee/Retiree is in an R2 Status. If not, contact your Agency HR office and request the actionbe completed.
- Place a stop date on all deductions, with the exception of benefits, garnishments, and tax deductions. Stopdate will be the day after final pay is issued.
- On the PR14.1 State Tax, input the Employee's EIN, click Inquire, click Next, place an end date on the deduction, Click Change, Click Next again and continue the process until a stop date has been placed on all deductions.
- If the Employee/Retiree has a Bus Card Deduction, an amount will be required. In order to obtain the correct dollar amount, contact ADOA/GAO, at 602-542-2098.

- If the Employee/Retiree has a ZR30 Individual Standard Time Record, PR must put an end date on the Stipend.
- If an Employee/Retiree completes a RASL application, do not forward to the RASL Administrator until HR and PR have completed the above steps.

RASL Administrator

If a Retiree applies and qualifies for RASL, complete the following steps:

- Check the ZH11 Social Security Look-Up screen to see if the Employee/Retiree has been placed in an R2 Status and what Agency they are retiring from.
- If the Retiree has not been placed in a R2 Status, contact the agency and request that the action be completed as required.
- Complete the Inter-Agency Transfer Request Form through the Cherwell Ticketing system
- Once the Retiree's transfer has been completed, process for RASL.

ADOA Central HR Inter-Agency Transfer Processor

When you receive an Inter-Agency Transfer Request Form, complete the following steps:

- If the Employee/Retiree is in an R2 Status, process the transfer.

State Employee Separation Checklist

☐ Does employee have existing (AZ10.1) **Voluntary Deductions**, such as dues or SECC? If yes, enter stop dates on *Employee Deduction form (PR14.1)*.

☐ Does employee have any **Additional Payments** that have been set up by the Agency Payroll Initiator (on *Standard Time Record ZR30.1*) that should be stopped?

- If yes, enter stop date on *Standard Time Record (ZR30.1)*.

☐ Enter stop dates for existing **direct deposits** using *Direct Deposit Distribution form (XR12.1)*.

☐ Ensure Employee remains in a "pending" **status code** (R1, T1, or U1) until all monies due the Employee are paid. After all monies are paid, place the Employee in a No-Pay status code, which indicates Final Separation from State service. Payments cannot be made after Employee is placed in a "final" separation status (R2, T2, and U2). Both the "pending" and "final" actions are performed using an *Individual Action form (XP52.1).*

☐ Enter stop dates for **Time Accrual plans**, such as Annual Covered or Sick-Standard plans using *Employee Plan Inquiry (TA60.1)*. The ending-date must be after the date of the last payment.

☐ Collect or inactivate other items as defined by Agency, such as:

1. Company property (PA16.1)
2. Security cards (PA16.1)
3. Keys (PA16.1)
4. Exit Interview
5. Close-out Evaluation (ZM90)
6. Employee Badge
7. Parking Permit