

Separations Workgroup

Tools to ensure accurate, efficient processing
between systems



Separations

- Large topic
 - Broken down into workable sessions
- SAAM
- HRMS / PAY 1
- IRS
- DRS
- HCA
- OST

Separations

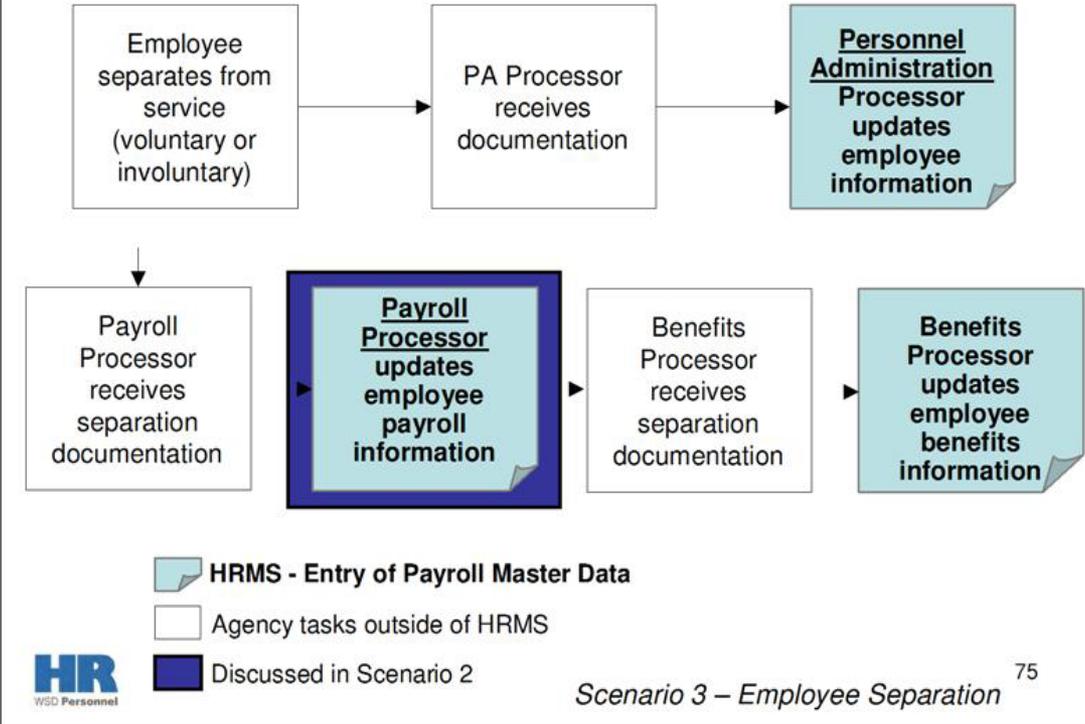
- COBRA Subsidy – **May**
- Separation out of State Service – **June**
 - Lay-Off
 - Disciplinary
 - Voluntary
 - Retirement
- Transfers to another agency – **July**
- Deceased employee – **August**

Separations

- CAT screen entries / GAP load
- HRMS entries
- Manual items
- Teamwork between
 - HR
 - Payroll
 - Attendance Keepers
- Data complete prior to final processing and leaving the agency

Process Flow - Teamwork

Separation Process Flow



Additional Resources

- RCWs <http://apps.leg.wa.gov/rcw/>
- WACs <http://apps.leg.wa.gov/wac/>
- SAAM <http://ofm.wa.gov/policy/default.asp>
- IRS <http://www.irs.gov/>
- OLQR dop.wa.gov/payroll/OLQR
 - Separation Action
 - Separation Action Change Leaving Date
 - Separation Action Leave Buy-out

Separations

- What are some areas where you would like further details
- Suggestions
- Joining one of our workgroups
- Thank you to all the CORE agencies that are assisting