

Separations Workgroup Points to Remember



Separations

- Employee is leaving state service with six months continuous state service
- Employee does not have continuous six months of service
- Employee is retiring
- Employee is leaving to go to another agency

Separations

- Do the following for any separation
 - Post all leave taken prior to leaving agency
 - CAT2 processing
 - Internal leave loading by GAP
 - Run ZCAT6 to move leave to HRMS master data
 - Verify IT2006 actions
 - 084 Attendance Report / leave available
- Reconcile employee leave balances

Separations

- Accruals that are earned/not received
 - added if employee is eligible
 - Process a Quota Correction to add the accrual
 - Reduce the automatic accrual entry following the current DOP HRMS quota class manual
- If the accruals are not processed the employee may be
 - Underpaid for their annual leave buy-out
 - Overpaid causing an overpayment issue (SAAM 25.80)

Separations

- Comp Time Cash-out (if eligible)
- Exchange Time cash out or usage (for participating agencies)
- Run ZT60 once all infotypes have been end dated
- Remove future leave entries that are past the separation date
- Transmittal in file for a later date (if applicable)

Separations

- Overpayment for the agency if all leave is not handled timely
 - Employee is no longer easily available
- Retirement
 - Use proper annual leave buy-out wage type per retirement plan requirements
 - OLQR - Time Quota Compensation
 - OLQR - Leave Buy-out Reporting to DRS
 - Add T code into WBET for terminal leave

Separations

- Shared Leave
 - Check for pending reversions of donated shared leave to separating employee
 - Revert separating employee's shared leave balances
- Child Support
 - Complete card prior to separation
 - Continue on a transfer out

Separations

- Garnishments
 - Check name of garnishee defendant
 - If “State of Washington”
 - continue at the new agency
 - forward file.
 - If specific agency is named
 - End garnishment
 - Complete final second answer

Retirement Separation Service Credit Rules

PERS Plan 1 On or after September 1, 1991

A member employed in an eligible position earns service credit as follows:

- *70 hours or more of compensation in a month = one month of service credit*
- *Some compensation, but less than 70 hours*
- *in a month = 1/4 month of service credit*

Retirement Separation Service Credit Rules

PERS Plan 2 / Plan 3 On or after September 1, 1991

A member employed in an eligible position earns service credit as follows:

- *90 hours or more of compensation in a month = one month of service credit*
- *At least 70 hours but less than 90 hours of compensation in a month = 1/2 month of service credit*
- *Some compensation, but less than 70 hours in a month = 1/4 month of service credit*

Retirement Separation Service Credit Rules

PSERS Plan 2 On or after July 1, 2006

A member earns service credits as follows:

- *90 hours or more of compensation in a month = one month of service credit*
- *At least 70 hours but less than 90 hours of compensation in a month = 1/2 month of service credit*
- *Some compensation, but less than 70 hours in a month = 1/4 month of service credit*

Leaving with six months of state service

- Do not remove employee Sick Leave balances.
 - Reinstated if employee returns to the state
 - 5 years eligible
- Deferred Compensation uploaded by DRS
 - Run simulation
 - Verify employee intent
 - Coordinate with employee and DRS

No continuous six months of state service

- Date specifications are very important
 - Removal of annual leave
 - No Buy-out not eligible
 - OLQR -Time Quota Compensation
 - Removal of personal holiday
 - Do not leave open personal holiday on books
 - OLQR -Time Quota Compensation

No continuous six months of state service

- Removal of other leave types
 - Exchange, recognition, other
 - OLQR -Time Quota Compensation
- Do not remove employee Sick Leave balances.
 - Reinstated if employee returns to the state
 - 5 years eligible

Retiring

- Ensure the employee is actually going to be retiring with DRS otherwise
 - they are not eligible for VEBA Buy-Out
 - It does not matter whether they are going to retire at a later date the leave is lost once you do not retire from the state
- Employee can be underpaid or overpaid for their final annual leave buy-out if
 - leave is not processed fully and accruals are not up to date.

Retiring

- VEBA/sick leave account (agency specific)
 - Remove sick if they do not turn in their VEBA paperwork.
 - Do not remove sick leave if they are not actually going into full retirement
- Deferred Comp numbers may be incorrect
 - before final leave occurs verify totals

Transfer to another agency

- No buy-out if going to another agency
- Transmittal sent to other agency
- **LNI coding end date with pay date**
- Ensure whether the employee is no longer considered an EE by the state
- Child support will transfer to other agency
- Sub-agency transfer is usually processed the same as any transfer

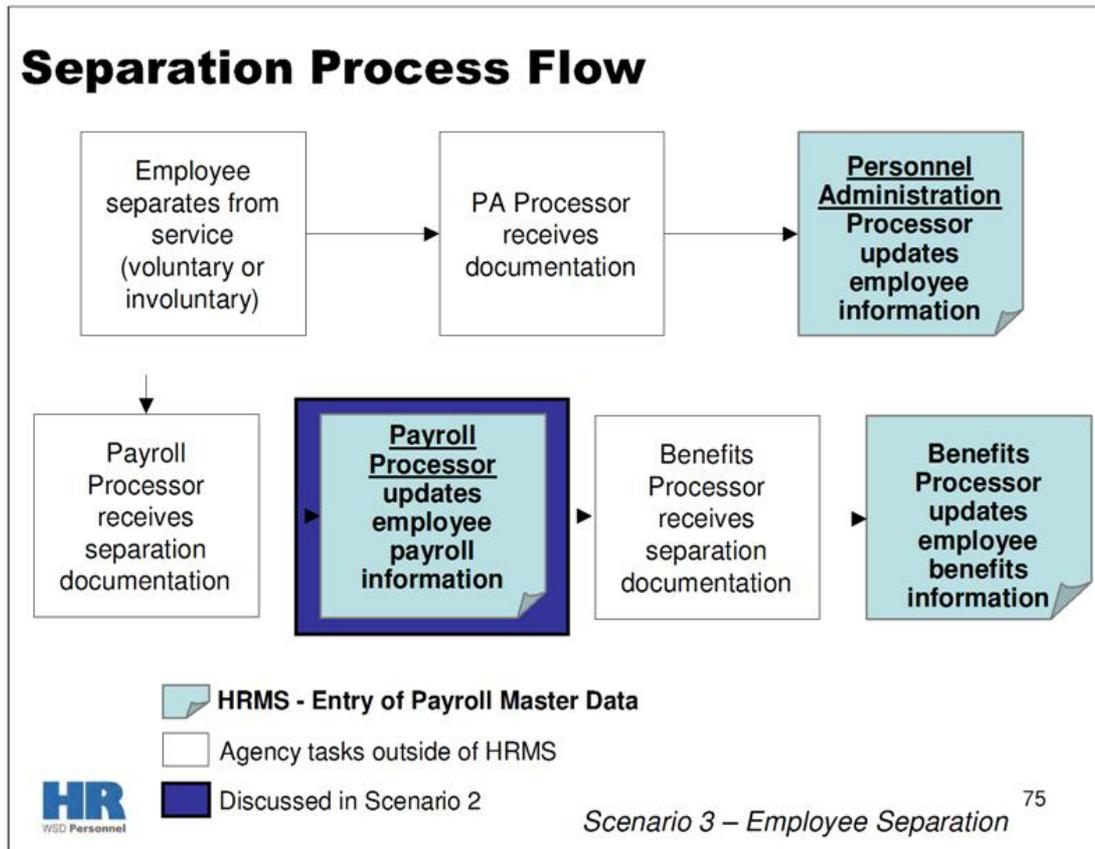
Transfer to Higher Ed

- Annual leave, sick leave or other
 - Pay out the annual leave
 - If the employee is not going to be accruing leave at the Higher Ed facility.
 - Transfer leave balances by transmittal rather than pay-out
 - If the employee is going to be accruing leave with the Higher Ed facility
 - Verify specific leave rules with the facility

Mid Period Transfer

- Transfer on any day other than the 1st or 16th is highly discouraged
 - Reconciliation of general ledgers
 - Verify wages
 - Verify planned working time
- Internal sub-agency transfers will cause the same issues

Process Flow - Teamwork



Additional Resources

- On Line Quick Reference
 - Time Quota Compensation Buy-out
 - Quota-Removing Annual Leave-Quota Corrections
 - Separations Action PA40/PA30
 - Leave Buy-out Reporting to DRS
 - Separation Action Change Leave Date

Additional Resources

- DOP Training Manuals
 - Forced accruals and renewals
 - Quota Correction to reduce the automatic accrual when accrual has been forced earlier
 - ZCAT6
 - ZT60
 - 084 Attendance System Change Report
- OFM SAAM Chapter 25
- WAC 357

Separations

- Has this presentation been helpful
- 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

PAY1 Reason Codes

- Enrollment and Termination Reason Codes added to the PAY1 system, beginning June 30th
- The A.41, A.43, and A.44 screens will be affected
- Will allow HCA to:
 - Suppress COBRA packets to the deceased
 - Allow more accurate tracking and reporting of enrollments and terminations

PAY1 Reason Codes

- A.41 screen changes

```
***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR      : ██████████      NAME           : ██████████
HOME AGENCY     : 360              HOME SUB AGENCY :
TRANSFER REASON :                  TRANSFER EFF DT :
HOME PHONE      : ██████████      BUSINESS/MSG PH : ██████████
MAIL STOP       : HK20            COUNTY          : 17 KING

ELIGIBILITY CODE : Y ACTIVE        ELIG      EFF DATE:
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER
QUALIFY REASON   :                  COBRA/SELF END DT:
PENDING ELIG CODE :                  PENDING EFF DATE:
SUBSIDY END DATE:
ORIG SOC SEC NUM :                  ORIG AGENCY   :
APPT STATUS      :                  AGY EFF/END DATE: 04 01 2009
PAY METHOD        : D PAYROLL DEDUCT MONTHLY SALARY : 0.00

MARITAL STATUS   : M              DECEASED      DATE:
MARRIAGE DATE    : ██████████      RETIRED       DATE:
SPOUSE DIV/DEC DATE: ██████████      SPOUSE DIV/DEC REASON:

NEXT FUNCTION: A 43 TYPE: I SSA: ██████████ AGY: 360 SUB:      PAY ACTION:
INQUIRY ONLY    ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```



PAY1 Reason Codes

- A.43 screen changes

```
***** A.43 - SPOUSE AND DEPENDENTS DATA ***** MAPA431

SUBSCR SOC SEC : ██████████ SUBSCR NAME : ██████████
----- DEPENDENT DATA -----
DEPEND SOC SEC : 003 44 5065 DEPEND NAME : ██████████
GENDER : M RELATIONSHIP : S SPOUSE
MEDICARE - A : N BIRTHDATE : ██████████
MEDICARE - B : N QUAL REASON :
CERTIFICATION IND: CERT EFF DATE: CERT END DATE:
----- CURRENT ----- PENDING -----
ENR EFF DATE PREM DATE REASON ENR EFF DATE
HEALTH: N 05 31 2009 05 31 2009 43 LEGAL SEPARATION ←
DENTAL: N 05 31 2009 05 31 2009 43 LEGAL SEPARATION
PHYS/CLINIC : DENTAL/CLINIC :
ADDRESS (IF DIFFERENT FROM SUBSCRIBER):
  ADDR LINE 1 :
  ADDR LINE 2 :
  ADDR LINE 3 :
  CITY : STATE : ZIP :
NEW DEPEND SSA :
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: ██████████ DEPEND SSA: ██████████
AGENCY: 360 SUB: PAY ACTION:
INQUIRY ONLY ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

PAY1 Reason Codes

- A.44 screen changes

```
***** A.44 - HEALTH AND DENTAL COVERAGE ***** MAPA441

SOCIAL SECURITY NUMBER: ██████████ NAME : ██████████
ELIGIBILITY TYPE : Y EMPLOYER CONTRIBUTION : 561.00
===== HEALTH INSURANCE =====
SUBSCRIBER ENROLLED: D HEALTH CHANGE DATE :
HEALTH ENR REASON : 40 WAIVED
HEALTH CARRIER : U UNIFORM ME PHYSICIAN CLINIC ID :
HEALTH MEDICARE A : N HEALTH MEDICARE B : N
HEALTH EFF DATE : 01 01 2006 HEALTH END DATE : 05 31 2009
PREMIUM EFF DATE : 05 31 2009 PREMIUM - EMPLOYEE : 0.00
NEW HEALTH CARRIER : NEW CARRIER EFF DATE:
PENDING ENROLLMENT : PENDING EFF DATE :
===== DENTAL INSURANCE =====
SUBSCRIBER ENROLLED: Y DENTAL CHANGE DATE :
DENTAL ENR REASON :
DENTAL CARRIER : 3 WILLAMETTE DENTAL CLINIC ID :
DENTAL EFF DATE : 01 01 2008 DENTAL END DATE :
PREMIUM EFF DATE : 01 01 2009 PREMIUM - EMPLOYEE : 0.00
NEW DENTAL CARRIER : NEW CARRIER EFF DATE:
PENDING ENROLLMENT : PENDING EFF DATE :
NEXT FUNCTION: A 45 TYPE: I SSA: ██████████ AGY: 095 SUB: PAY ACTION:
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```



PAY1 Reason Codes

- Enrollment Reason Codes

Reason Code:	Enrollment Reason:	Available for Screen:
01	Newly Eligible Member	A.41; A.43
03	Retiree Rehire	A.41
04	Return to work from Layoff	A.41
05	Return to work from LWOP	A.41
07	Domestic Partnership	A.43
08	Marriage	A.43
10	Return from Waive/Defer	A.41; A.43; A.44 (HCA only except during annual open enrollment)

PAY1 Reason Codes

- Termination Reason Codes

Reason Code:	Termination Reason:	Available for Screen:
31	Termination – Employment Ending	A.41
32	Termination – Due to Gross Misconduct	A.41
33	Approved LWOP	A.41
34	Layoff	A.41
35	Death	A.41; A.43
36	Retirement	A.41
38	Applying for Disability Retirement	A.41
39	Voluntary Termination of Coverage	A.43; A.44
40	Waived	A.43; A.44
41	Loss of Eligibility	A.41; A.43; A.44
42	Divorce / Dissolution	A.41
43	Legal Separation	A.43

COBRA Subsidy Accounting Process Update

- Agencies will not receive a bill from HCA for the 65% COBRA subsidy
- Agencies will not pay 65% of the COBRA premium
- Agencies will not need to adjust their quarterly IRS 941 forms
- Refer to June 9th ListServ

COBRA Subsidy Accounting Process Update

- Agencies will identify involuntarily terminated employees in PAY1
- Maintain payroll records (including the reason for termination) for all terminated employees for audit purposes