

Separations Workgroup Points to Remember



Appointment Change/Transfer

- Terminology –Separation from your agency /Appointment Change
- Checklists for each section
- Transmittals
- Health Care Payments Losing-Gaining
- LNI Coding
- Garnishments-Child Support
- Voluntary Deductions –Savings Bonds
- Involuntary –Retirement

More to Remember for any Separation

- Transmittal (SAAM 25.20.50)
 - Basic details from HRMS 084 Report
 - ZCAT6 to ensure all leave has been adjusted
 - Although agencies have a clear report from HRMS they must complete a transmittal when an employee is transferring to another agency.
 - Employee Personnel/Payroll Records Transmittal (DOP website)

Transmittal Form from DOP



EMPLOYEE PERSONNEL/PAYROLL RECORDS TRANSMITTAL

INSTRUCTIONS: This form replaces the SF-314. Use when an employee terminates state service or transfers to another agency or sub-agency. The losing agency completes this form and forwards to the gaining agency OR retains according to your agency's records retention schedule.

Employee Last Name [REDACTED]		First Name [REDACTED]		Middle Name [REDACTED]	Employee ID Number [REDACTED]	Agency/Sub-Agency/Division [REDACTED]				
Last Day Carried By Losing Agency/Sub-Agency [REDACTED]		Termination Action Code [REDACTED]		Are Accruals Included In Leave Balance For Month Of Separation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Personal Holiday Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Date Taken? [REDACTED]		
LEAVE BALANCE: AS OF LAST DAY OF EMPLOYMENT - Enter the balance reflected in the Leave System making the necessary adjustments for leave accrued and taken during the month of separation/termination. Also show any corrections not reflected in the system. Ensure buyout is in balance: $V + Z - X = S$										
A - Annual Leave Balance	S - Sick Leave Balance	V - YTD Accrued Sick Leave Balance	X - YTD Sick Leave Taken	Z - Sick Leave Balance End of Prior Year	M - Military Leave Balance	G - Shared Leave Balance	Career Shared Leave Balance	W - LWOP Leave Balance	FMLA Used & Related Timeframes	
Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	Hours [REDACTED]	[REDACTED]	
Remarks - Payroll [REDACTED]										
Preparer's Phone [REDACTED]		Date [REDACTED]	Preparer's Email Address [REDACTED]		Preparer's Title [REDACTED]		Preparer's Name [REDACTED]			
Last Job Assignment Class Title [REDACTED]					Office or Division [REDACTED]					
Reason for Leaving [REDACTED]										
Remarks - Personnel [REDACTED]										
FROM										

Transfer to Another Agency

- Send transmittal to the Gaining Agency – Appointment Change
- Keep in Files for other Separations
- If you are not an agency who uses HRMS/CATs for leave
 - Reconcile employee balances prior to preparing transmittal
 - Gaining agency reconcile accruals then create earned and taken

Transfer to Another Agency

- If the employee is transferring to another agency, the gaining agency will perform the appointment change process and agency transfer.
- The losing agency will need to enter/change any remaining master data prior to the gaining agency performing the appointment change action.
- Example: leave to enter or delete in CATS, garnishments, or anything pending master data for the employee.

Employees Enrolled in Health Insurance

- When a transfer occurs at any time prior to the end of the month, the **losing** agency is **responsible for paying the state share for the entire month.**
- The **gaining** agency will not be billed for state share until the month following the transfer.

Losing Agency Pay 1 Adjust

- The **losing agency** must enter **401** (transfer out code) in the TRANSFER REASON field, and the last day of the month in the TRANSFER EFF DATE field. Press PF10 to update.
- Both the employer /employee premiums will be taken by HCA automatically from the losing agency GL 5181
 - WT2983-Health Adjustment pretax (EE)
 - WT2550-Health (ER)

Gaining Agency Pay 1 Adjust

- The **gaining agency** must enter the new HOME AGENCY/SUB-AGENCY (move the cursor to the home agency field), enter **201** (transfer in code) in the TRANSFER REASON field and the transfer-in date (the first day of the month in which the new agency is responsible for premiums) in the TRANSFER EFF DATE field. Press F10 to update.

Gaining Agency Adjustment

- This will set the home agency lock to the new agency. Do not update any other fields on this screen until after the transfer transaction. Additional changes to the A.41 screen fields will require a separate transaction.
- In HRMS the process is dependent on the date the employee transfers

Health Care Premiums

- Employee transfers out on the 15th or in on the 16th
 - No adjustments in HRMS needed the GL's will process correctly between agencies
- Employee transfers out on the 30th or in on the 1st.
 - Gaining agency key positive adjustments on their first payroll so that the 25th payroll collects the double premiums
 - ER (WT2550) EE (WT2983)

Health Care Premium Appointment Change

Search Term
search

Subarea: Non-Represented Employee Group: Monthly(M) OT Exempt: Status: Name:
 Start: to: Chng:

Personnel action

Action Type: 
 Reason for Action: Exempt Appointment

Status

Employment: 

Organizational assignment

Position: ASST ATTY GEN
 Personnel area: Attorney General
 Employee group: Civil Service Exempt
 Employee subgroup: Monthly(M) OT Exempt

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
06/01/2009	U3	Appointment Change	24	Exempt Appointment

  

Health Care Premium Adjust

EE and ER adjustments must be processed under Additional Payments in HRMS under the Payroll Tab

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text	E...
Basic Pay	✓
Recurring Payments/Deductions	✓
Additional Payments	✓
Cost Distribution	✓
Bank Details	✓
External Transfers	
Payroll Status	✓
Residence Tax Area	✓
Work Tax Area	

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy

Losing /Gaining Agency (ER)

PSubarea Non Represented EESubgroup Monthly(M) OT Exem... Status
Chng

Additional Payments

Wage Type	<input type="text" value="2550"/>	Health - ER Share		
Amount	<input type="text" value="280.50"/>	USD	<input type="text" value=""/>	<input type="text" value=""/>
Number/unit	<input type="text" value="0.00"/>			
Date of origin	<input type="text" value="05/31/2009"/>			
Default Date	<input type="text" value="00"/>			
Assignment Number	<input type="text" value=""/>			
Reason for Change	<input type="text" value=""/>			

Additional Payments

Wage Type	<input type="text" value="2550"/>	Health - ER Share		
Amount	<input type="text" value="280.50"/>	USD	<input type="text" value=""/>	<input type="text" value=""/>
Number/unit	<input type="text" value="0.00"/>			
Date of origin	<input type="text" value="06/10/2009"/>			
Default Date	<input type="text" value="00"/>			
Assignment Number	<input type="text" value="ER PREM FOR 6/10/09"/>			
Reason for Change	<input type="text" value=""/>			

Losing /Gaining Agency (EE)

Chng 05/29/2009 00545115

Additional Payments

Wage Type	2983	Health Adjustment Pretax
Amount	A	117.00- USD <input type="checkbox"/>
Number/unit	0.00	<input type="text"/>
Date of origin	05/31/2009	
Default Date	00	<input type="text"/>
Assignment Number	<input type="text"/>	
Reason for Change	<input type="checkbox"/>	

Try to process in current period. If processed in retro you must ensure GL posting is complete.

Additional Payments

Wage Type	2983	Health Adjustment Pretax
Amount	A	117.00 USD <input type="checkbox"/>
Number/unit	0.00	<input type="text"/>
Date of origin	07/16/2009	
Default Date	00	<input type="text"/>
Assignment Number	EE PREM FOR 6/10/09	
Reason for Change	<input type="checkbox"/>	

Appointment Change/Transfer

- Shared Leave
 - Check for pending reversions of donated shared leave to separating employee
 - Revert separating employee's shared leave balances
 - Shared Leave does not transfer between agencies
- Child Support
 - Complete card prior to separation
 - Continue on a transfer out

Appointment Change/Transfer

- 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
- End dating of Infotypes worksheet

Appointment Change/Transfer

- Savings bonds are pay date driven
 - What will happen when the employee leaves with the gaining agency GL and the losing agency GL (reserve balance in losing agency etc)
- Personal Leave day (union shop only)
 - How should this be removed if they have not used it
 - Time Quota Comp (do not account) or
 - Absence Quota 2006 end dating

LNI - IT0234

Display Add. Withh.Info. US

- Gaining agency will:
 - Process the employee with the BEGIN date of the first pay period the employee will be paid from their agency
- Losing agency should not have to end date.
- If the losing agency end dates they will
 - End date the IT with the last day of the pay period the employee will be at their new agency

HRMS automatically transfers

- Retirement (PERS 1-3)
 - PERS 1-3 transfers without any action
 - Other plans may need to be processed by the gaining agency
 - PSERS (only available at some agencies)
 - LEOFF
 - State Patrol
- Health Benefits
 - Medical
 - Dental

HRMS automatically transfers

- Deferred Comp
- Life Insurance
- LTD
- FSA / DCAP
- GET
- IRS
 - W-4
 - Exempt

HRMS automatically transfers

- Bank details
 - Some agencies may still require a last pay check rather than the transfer of EFT that happens automatically in HRMS.
- Recurring Payments
 - Union Dues
 - If end dated the losing agency must have something in writing from the employee
 - Parking
 - If it is directly for your agency it should be end dated

HRMS automatically transfers

- Associations or Agency specific deductions
 - If it is directly for your agency it should be end dated
- Foundations / Charity
 - These would not be end dated unless requested by the employee
- Auto / Home – Liberty Mutual
 - Do not end date unless requested in writing

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

Additional Resources

- On Line Quick Reference
 - Quota Create YTD Sick Leave Balances
 - Separations Action PA40/PA30
 - Appointment Change Action Transfer

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



QUESTIONS

