

Terminations Checklist

Prior to Submitting P1s

- Send a copy of the completed Employee Separation form to Pre-Audit (Velma Matchinsky and Elise Mullen).
- Send a copy of the resignation or discharge letter to Pre-Audit (Velma Matchinsky and Elise Mullen).
- Employee's timesheet has been completed and is pending processing. All banked Comp, Holiday Comp, and Banked Holiday hours (per D7 screen of Employee Information) have been paid out on the timesheet.
- For a permanent employee who terminated with less than six (6) months of employment: If the agency wants to recover the IPERS employee contributions and State shares, send an email to DAS-SAE (Central Payroll) to ask for IPERS Refund processing.

Completing the 401 Termination P1

Term reason field:

- Term reason code matches the reason for the separation as indicated in the resignation or discharge letter, or Employee Separation form. Refer to the Termination Codes document for guidance if you are unsure which termination code to use.
- If the employee was discharged, the correct term reason code matching the employee's status (permanent or probationary, and merit or non-merit) was selected.

Term date field:

- Term date matches the date listed in the resignation or discharge letter.
- Term date is in the current pay period.
 - If the employee's term date is in a prior pay period, set the term date on the P1 to the first day of the current pay period and write a 490 Termination Correction P1 for the following pay period to set the term date back to the correct date. An employee will not be paid if the termination date is in a prior pay period.

Last work day field:

- Last work day is set to the last day the employee physically worked.

Date deceased:

- Leave blank unless the employee has passed away and has a term code of 72 Death. To ensure accurate wage reporting, the termination P1 must process in the pay period the final payout will be made.

Completing the 846 Term Leave Pay P1

- Use the Pre-Audit Calculator called "Regular Vac-Sick Payout" to calculate the employee's vacation payout.
 - Find the employee's biweekly salary on the main page of Employee Information and enter it in the "Biweekly Salary" field on the calculator.
 - If the employee receives shift differential pay, enter the biweekly shift amount in the "Shift Differential" field on the calculator.

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- Verify that the employee has received shift differential for at least three (3) of the last six (6) pay periods. If not, do not include shift differential in the payout calculation.
 - Exception:** If the employee has not yet worked three pay periods, but they have received shift in each pay period worked, then shift differential should be included.
- If the employee receives a different amount of shift differential pay each pay period, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit Calculators to determine the average over the last six pay periods and enter that amount in the "Shift Differential" field on the calculator.
 - Exception:** If the employee did not work 80 hours each pay period, but received shift differential for all hours worked, then the shift differential pay does not need to be averaged. For example, if an employee works 60 hours one pay period, and 64 hours the next pay period, and receives shift on all hours worked, the shift differential amounts will be different simply because the employee worked a different number of hours each pay period. As long as shift differential was received on all hours worked, i.e. the shift differential pay received divided by the number of hours worked comes to the \$0.60 or \$0.65 (depending on the employee's shift) per hour rate after rounding, then biweekly shift amount based on 80 hours (\$48.00 or \$52.00) should be entered in the "Shift Differential" field on the calculator.
- If the employee receives med passer pay, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit calculators to determine the average over the last six pay periods and enter that amount in the "Med Passer" field on the calculator.
 - Verify that the employee has received med passer pay for at least three (3) of the last six (6) pay periods. If not, do not include med passer in the payout calculation.
 - Exception:** If the employee has not yet worked three pay periods, but has received med passer in each pay period worked, then med passer should be included.
- If the employee receives standby pay, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit calculators to determine the average over the last six pay periods and enter that amount in the "Other Pays" field on the calculator.
 - Verify that the employee has received standby pay for at least three (3) of the last six (6) pay periods. If not, do not include standby pay in the payout calculation.
 - Exception:** If the employee has not yet worked three pay periods, but has received standby in each pay period worked, then standby should be included.
- Check to see if the employee is receiving any other special pay by going to the main page of Employee Information. Type "sp" in the action field and press Enter. This will take you to the special pays screen where you can see whether the employee is receiving any special pay. Total up any special pays received (except for Insurance Incentive, Commute Miles, and Federal and State Taxable Benefits), including standby pay from the step above, and enter that amount in the "Other Pays" field on the calculator.

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- Go to the D7 screen of Employee Information and enter the employee’s vacation balance and accrual rate into the corresponding fields on the calculator.
- If the employee is close to their vacation ceiling (which can be calculated by adding together the “Vac Conversion Ceil” and “Vac Accrual Maximum” fields on the D7 screen), then enter that number in the “Vacation Ceiling” field on the calculator.
- If the employee has any other remaining balances listed on the D7 screen (comp, holiday comp, or banked holiday), make sure these hours have been entered on the timesheet or PAYN for payout. These hours should **not** be paid out on the P1.
- Go to the employee’s timesheet or PAYN screen and record the total hours paid for the pay period in the “Hrs in Final PP” field on the calculator.
 - If the employee has less than 80 total hours paid, but has more than 40 hours one week, include all hours, even those that are overtime hours, in the “Hrs in Final PP” field.
- Enter any vacation leave used in the corresponding field on the calculator.
- If the employee is converting sick leave to vacation, enter four (4) hours in the “Converted” field in the “Vacation Payout Calculation” box.
- Enter remarks in the P1 showing the calculations for the final payout. Include the employee’s biweekly and hourly rate; the number of hours paid in the final pay period, including any vacation or sick leave used; the balances and accrual rates from the D7 screen; and the calculations for the payout. There is a template included in the calculator that can be copied and pasted into the P1 remarks, and then the applicable fields just need to be filled in.
- Enter the vacation payout amount from the calculator in the “**Term Leave Pay**” field on the P1.