Instructions for processing the Terminal Leave Request Form

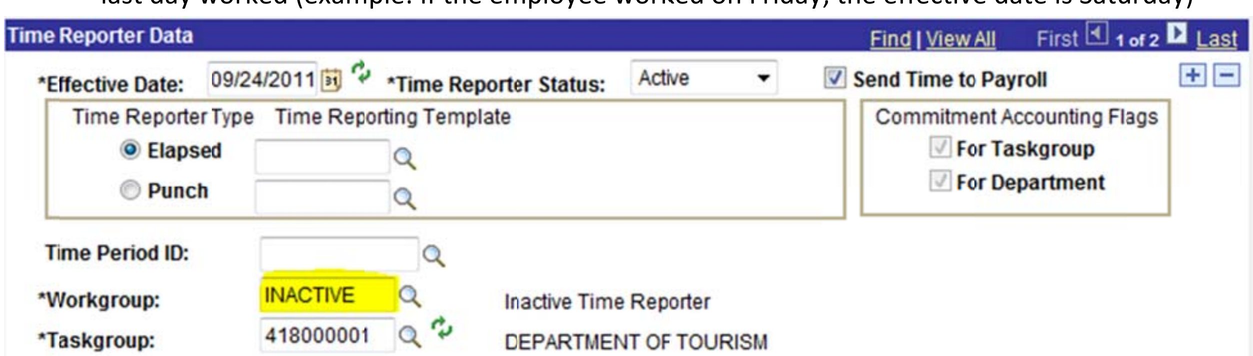
This is a fillable form. To fill out the form, you can use your mouse to navigate between fields, or you can press the [Tab] key to move between fields. You can also print this form and fill it out by hand. We ask that you make attempts to fill out this form electronically to avoid illegible handwriting.

1. It is important to fill out all fields in the top section of this form. These fields include:
    a. Today's date (the date you are filling out the form)
    b. Requested by (The name of the person filling out the form)
    c. Business Unit (the business unit that the employee is being paid out of)
    d. Telephone # (The telephone number of the person filling out the form in case we have questions)
    e. Employee ID
    f. Pay Group (choose the correct value from the drop down box)
    g. Employee Name
    h. Effective date of termination in job data (this date should match the date used in job data when inserting the termination row—remember that this day is the day *after* the employee's last day worked—if the employee worked Friday, the termination date is Saturday)

2. If the employee has *transferred* to another agency or pay group (not by way of a termination), and the receiving agency will not accept all of the employee's leave balances, and your salary plan has provisions to pay out the employee's non-transferrable leave balances, then <u>skip</u> Box 1 and complete the payout section (Earn Type, Hours and Rate of Pay) and Box 2.

3. If the employee has terminated, then it is required that all of the procedures in Box 1 have been completed in HCM before submitting the form to Central Payroll. If Central Payroll finds that you have submitted the form and have not completed all of the steps, the form will not be processed. These steps include:

    a. Update the workgroup in Maintain Time Reporter Data to 'INACTIVE'. This stops further payable time from being created and prevents accidental approval of the time, which will result in overpayment to the employee. The effective date of this action is the day after the last day worked (example: If the employee worked on Friday, the effective date is Saturday)



b. Verify that there is no payable time after the last day worked that has 1)been approved, or is 2)available for approval. Verify that all leave has been accrued and that the balances on the form are accurate and reflect the balances from the employee's timesheet.

c. Process the termination or retirement event in Job Data. Ensure that the effective date is the day after the last day worked (example: employee worked Friday, Saturday is the termination date)

d. Process the termination event in benefits. If the employee is being immediately rehired and is not losing benefits coverage, ensure that the event has been voided and disconnected.

4. Enter the types of leave, the number of hours (using the balances on the timesheet), and the rate of pay for all leave and comptime paid at termination. Under the Earn Type header, there is a drop-down box with the available earnings codes. When entering the number of hours, cutoff the number at 2 decimal places. DO NOT ROUND (example: if the employee has 86.365 TLV hours, put 86.36 hours on the form. Do not put 86.37 hours of TLV as this will cause the employee to go into a negative balance situation).

5. Only fill out box 2 if the employee is now working at another agency, and the hours requested on the form are being charged to the employee's previous agency. All fields in box 2 are required.

This form must be submitted to Central Payroll by noon Friday on the pay period end date.

For questions, please contact Central Payroll.