



## SEPARATION ACTIONS – Vaccine Mandate

To support agencies, State HR has compiled a list of things to consider/check when performing a separation action.

### Prior to initiating the Separation Action in HRMS

- ☐ Execute ZT60 and ZCAT6 to ensure the employee has accurate leave accruals with correct end dates.
- ☐ Delete any future-date time, compensation, and leave entries beyond the employee's separation date from CATS, the Employee Remuneration Info (2010) infotype, and the Absences (2001) infotype.
- ☐ Consider notifying separating employees they will have access to MyPortal for 30 days after separation. If they don't know their password, they should consider resetting it to something they know and will remember before their Communication (0105) email address record is delimited.

### During/After initiating the Separation Action in HRMS

- ☐ Check if system-generated accruals have processed yet or if the system has removed generated accruals (this is a known HRMS possibility when an employee separates before the last day of the month). Manually generate leave accruals if the employee has earned leave but is separating before HRMS generates their last accruals or if the system has removed the accrual. (Refer to the [Quotas Generate Accruals Manually](#) procedure.)
- ☐ If the employee has separated from state service prior to the completion of six continuous months and has accrued vacation leave, the accrued amount will need to be removed so it is not accessible to the employee if they return to state service at a later date. (Refer to the [Quota-Removing Accrued Leave](#) procedure.)
- ☐ Determine if employee is eligible for [Quota Buyouts](#) or if [Quotas should be removed](#):

#### Non-Represented Employees:

- [Sick Leave](#)
- [Vacation Leave](#)
- [Comp Time](#)
- [Exchange Time](#)
- Personal Holiday
- [Recognition Leave](#)
- [Shared Leave](#) – Use [Shared Leave Returning Leave Donation](#) or [Returning Donation Cross Agency](#)

#### Represented Employees: Please see applicable [Collective Bargaining Agreement](#)

- ☐ When cashing out vacation leave, watch for employees in PERS 1 retirement plan; compensation for the first 240 hours are subject to retirement, compensation for hours above 240 are not.
- ☐ If the employee has comp time that needs to be cashed out, refer to the [Compensatory time cash-out payments for terminating employees](#) document to determine whether the system-calculated regular rate or the average regular rate should be used to calculate a comp time payment.



- ☐ Check to see if the employee has any active garnishment records. If they do, follow the [Garnishments – Standard Processing – Delimit Garnishment](#) procedure to end the record. If it is a child support order, notify DSHS of the separation.
- ☐ Check for outstanding travel reimbursements owed to the employee or travel advances that need to be reconciled.
- ☐ Check for any taxable items that need to be taxed such as awards or prizes. If they do, follow the [Recording Cash Recognition Awards](#) procedure.
- ☐ Terminate health insurance in PAY1. Use the A.41 screen and enter “N” in the ELIG CODE field. In the ELIG EFF DATE field, enter the last day of the month in which the employee last had eight hours of pay status. Use termination reason 31 – Employment Ending/Ineligible Position. Also complete the appropriate HCA “C” series worksheet to notify the employee of loss of employer health insurance.
- ☐ [Delimit all deductions/recurring payments](#) (union deductions, allowances, parking, optional benefits, etc.)
- ☐ [Delimit any tax exemptions](#) on the Other Taxes (0235) infotype. End the record with the final check date.
- ☐ Check Additional Payments and Recurring Payments/Deductions infotypes to see if the employee is currently paying back an overpayment. If there is an active Overpayment Recovery, end date the record with the last day of the pay period.
- ☐ Delimit the employee’s General Benefits Information record. Use the final check date.
- ☐ Delimit active records on the Savings Plans (0169) infotype (such as retirement and deferred compensation plans and Health Savings Accounts). Use the last day of the pay period.
- ☐ Delimit active records on the Health Plans (0167) infotype (such as medical and dental plans). Use the last day of the employed month.
- ☐ If the employee’s final pay is more than \$25,000, enter the Gross pay Override Flag (1199) wage type on their Additional Payments (0015) infotype.
- ☐ [Delimit active Cost Distribution](#) (0027) infotype, if one exists. Typically completed during the Personnel Administration Processor’s portion of the separation action.
- ☐ Check for any active Objects on Loan (0040) infotype records. Work with the employee to return equipment, if applicable, and [delimit the infotype record](#). (PA processor)
- ☐ Run the [Attendance System Change Report](#) ZHR\_RPTTM084 after all leave adjustments have been made and complete the [Employee Payroll Records Transmittal](#).