

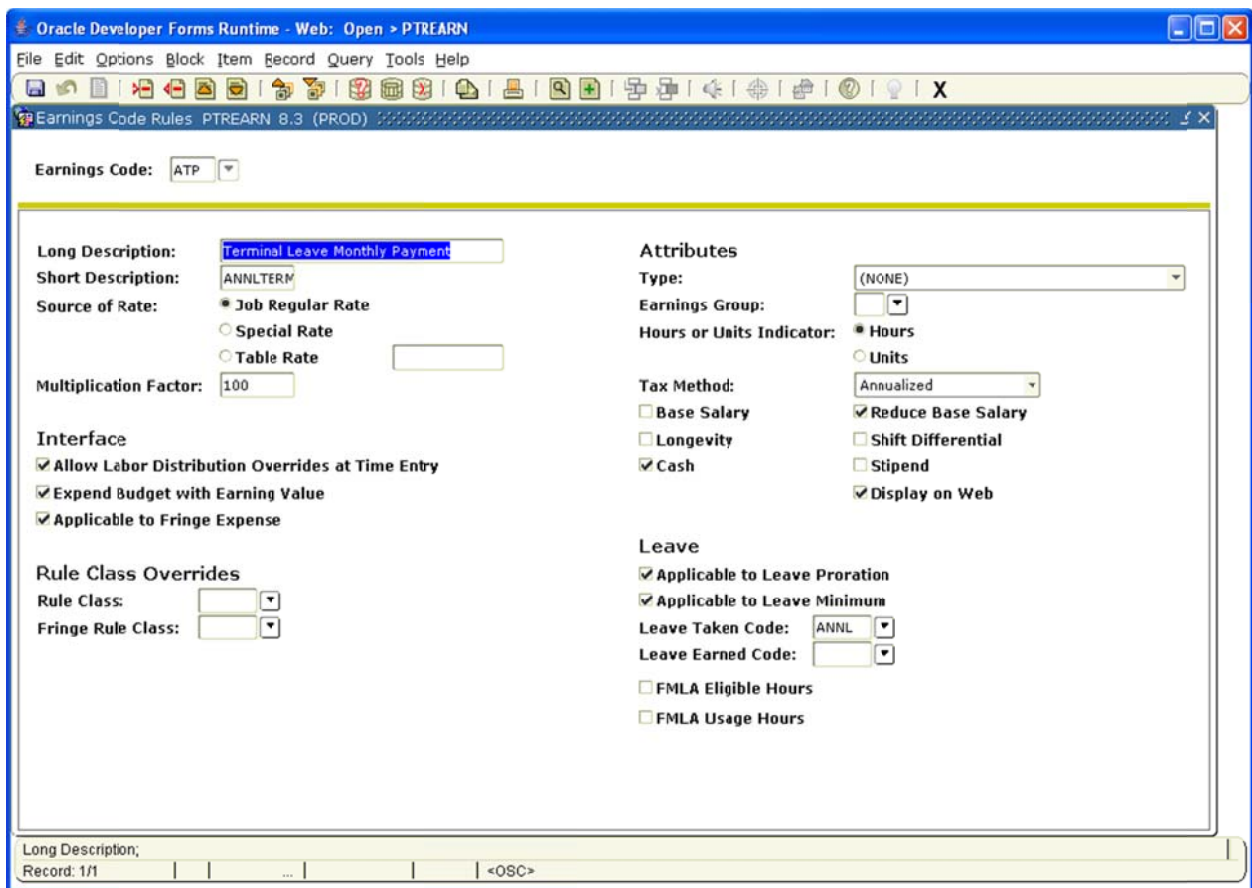
| | |
|-----------------------------------|---|
| Title | Terminating Employee for Leave Payout – Extension – (Terminal Leave of ANNL) |
| Version | 1.1 |
| Date | 20100917 |
| Created by | Janice Minder, SDBOR |
| Edited by | Minder |
| Copyright | South Dakota Board of Regents |
| Process Owner | Human Resources |
| Dept/Division | Human Resources |
| Get help with this process | Arlys Janssen, Brenda Ferguson, Janice Minder |
| Processes | NBAJOBS |

Description:

Employees have the option of using out their leave to extend their benefits after they are completed with their position. This option is protected under SDCL and ARSD. When utilizing this feature, HR has to ensure that the correct life insurance premium is paid as well as the leave balances are reduced.

Reference Information:

The rule form impacted is PTREARN with the earnings code of ATP. This earnings code can only be used for employees that are using their annual leave balance out after their last physical worked day. This will extend out their termination date.



The application form is NBAJOBS or PHAHOUR, PDAEDN and PEAMPL.

The following steps must be followed:

1. Terminal Leave Pay Out.
 - a. If employee is going to have Terminal Leave Pay Out (Earnings Code ATP must be used).
 - b. The first form that will be impacted is NBAJOBS.

- c. To ensure this process works, leave the employee as an active employee. This rule form of PTREARN will allow no Regular Pay to be paid and will allow ATP to reduce the regular base pay (Therefore, REG must be present for ATP to reduce regular and pay out the annual leave. You will want to insert the REG for the hourly employee or if you do not you will have to go to PHAHOUR and enter the hours manually).
- d. Go to NBAJOBS.
- e. Go to the Default Earnings Tab in NBAJOBS
 - i. Select Options, Select “Add and New Effective Date”
 - ii. Enter Start of Pay Period
 - iii. Save
 - iv. Enter ATP in earnings type
 - v. Total hours for leave to be paid
 - vi. End at end of pay period
 - vii. Remember - Enter any ATP if applicable for entire pay period and number of hours.
 - viii. If this exceeds more than one pay period then do this for each pay period.
 - ix. (Reason to do entire pay period is to avoid proration – if proration occurs the payment will not be correct).
 - x. Save
- f. Go to NBAJOBS, terminate job as of the last day of the pay period or at the appropriate termination date (however, if you do not use the last day of pay period, then the proration may impact the payout balance. If payout is not right, corrections can be made in PHAHOUR).
- g. If employee has life insurance, go to PDADEDN for the final pay period and complete a ADD/REPLACE.
 - i. Calculate life insurance by going to PPAIDEN (Biographical and get age), Go to PTRPREM and get rate.
- h. Be sure to check PHICHEK to ensure correct pay out and correct life insurance rate. IF YOU HAVE QUESTIONS, CONTACT SHARED PAYROLL CENTER.
- i. ***Prior to Termination on PEAEMPL - May desire to calculate Leave for the last pay period and if need to adjust, Go to PEALEAV. This is because the employee terminates and will not accrue the last period of their employment. If changes are made, HR needs to place comments on the comments field in PEALEAV. The PZRDLEV will remove any leave that accrued after the fact since it was manually changed.
 - i. Calculate hours accrued,
 - ii. Enter hours accrued in the accrued field (prior to PHPLEAV process)
- j. Once completed with leave payout, Go to PEAEMPL and Terminate Employment.
 - i. Place Last worked date of last physical worked day
 - ii. Place in termination block the reason and actual last day of employment due to the terminal leave payout.

- iii. PHPUPDT will change the status to Terminated if completed prior to payroll. If not, Shared Payroll runs a process to change status with a banner delivered process.

Process is completed.

Related Documents:

NA

Links:

NA