

TERMINATION CHECKLIST

NOTE: (If **TRANSFERRING** an employee: Please use **TRANSFER out Checklist Worksheet** located on 'P' Drive, rather than this checklist)

Employee Name: _____ SS#: _____

OR# _____ Termination Date: _____

RDC/Crew: _____ Benefit pkg: _____ (CO, XX, CU, etc)

entered on P: Drive? Termination processed by: _____

Check reason for termination:

- Retirement (530) Temporary (567) Death (540) Layoff (510)
 Termination (520) Trial Svc Removal (570) Dismissal (550)

Contact supervisor & employee to forecast time up thru termination date. If paper timesheet, have manager sign off & send to Payroll. If online, have supervisor review & lock time.

Confirmation that time is locked (P006) or have final timesheet in hand

Verify that Personnel has entered termination date on P030. Make screen print

P010 Add final check date (date check actually paid) and period end date.

P010 If terminating, turn off PERS contribution, the month following term, changing the S & D to N & N. Also: If worked in current month, even a small portion, change effective date in the Fed/State Portion to following month. Ex: If worked in June, set effective date to 7/31/06 in the W-4 Section. If a permanent employee has changed to a temp position, leave the S&D or N&N alone. EXCEPTION to this is if a retiree is going to a temporary position.

P190 Set corrective flag if paying from a prior period

P435 Prorate current mo accrual & add as advance, even if transferring to another state agy. Note: SEIU perm. employees must have wrked 32 hrs or more in mo to earn SL or VA accrual. Check for Holiday eligibility. For SEIU, need 32 hrs. For XX & CU, prorate SL and VA.
 Formula for SL: _____/_____ x 8 = _____ SL
 Formula for VA: _____/_____ x _____ = _____ VA

Advance **prior** mo accrual if not posted yet & add as advance. Note: SEIU perm. employees, must have worked 32 hours or more in month to earn SL or VA accrual. For XX & CU: prorate
 Formula for SL: _____/_____ x 8 = _____ SL
 Formula for VA: _____/_____ x _____ = _____ VA

Transfer balances to Clearing Account:
 SL: _____ ; (For Retirees, exp date is 2 months)
 PB: _____ (Note: even if zero bal, still need to trnsfr PB bal w/06/30/YY date). VA: _____ -
 (Retirees VA has a 2 yr expiration date, same as others)
 PR: _____ and other misc leaves: Type: _____ , Hrs: _____

Balances for payoff:
 CTP: _____ ; VAP _____ (check for VA eligibility)
 250 hour maximum allowed to payoff. Remainder goes into P420 with 2 year holding time. Also, employees must have completed a full six calendar months.

Zero out current balances on all non-compensable leave. (example: MP, GL, etc.) & also all Lost Leave, using comment "clear" & term code.

P050 Enter VAP & CTP. Add comment: VAP, term code & final day

Delete IR code in the mo following termination unless hrs are under 80. If so, delete entry in current month. Delete and/or prorate other pay adjustments on the screen as required

Make screen print of P420 showing leave balances transferred

Make screen print of P435 showing VAP and/or CTP

PEBB Go into the Pebb website, <https://pebb.benefits.oregon.gov>. The username is your RACF# For password, the 1st letter is capitalized & must include at least 1 number. Ex: Oregon2006. Go to Home Page & click Alerts. Find the employee you are terminating. Hit the column *Status* to either approve or reject & it will automatically do rest of dependents. Send COBRA notice. NOTE: **Hit the save button before exiting.** To dbl-chk that entries were done, click: Enrollment Management located on the left-hand side. Enter the employee's SS#, & hit "TAB". Check end dates. To print out, printer must be set for 'landscape' & legal.

P070 **NOTE: This should happen with PEBB.Benefits. You shouldn't have to Delete the current P070 entries unless PEBB fails**

If hours worked plus paid leave is less than 80 hours, delete all Standard, Medical and Dental insurance in current month. If more than 80 hours, delete The following month. (Example: If 80 hrs or more in June, delete in July). If they have savings bond (see notes on last page).

If employee leaves in partial month, notify Parking to receive proration. Make A A entry for prorated amt in current mo. Motorcycle parking is not prorated. Also note PINN entries

Delete ACH: Net Deposit 3 mo. prior; Fixed deposit current or following mo.

Delete Union Dues/Fair Share in applicable month. If employee worked less than 32 hours in the month, they are not subject to union dues for that month

Deduct Def. Comp % - Delete the following mo. Note: contact Kathy Peterson only if the def. comp is a lrg fixed amt, causing a negative amt.

Recalculate garnishable wage and notify garnishor if applicable (ask Cathy)

Cancel all P070 the month following termination.

Make screen prints of P070 to show end dates

Send letter explaining Benefit Help Solutions will be contacting employee, *except* for following conditions: transferring, temporary, or P/T employee working less than 50%. If employee opts to port, also send out Standard & UNUM LongTerm Care Insurance forms. Note date letter sent: _____

P370 Verify info & request manual check(s) if appropriate. If previous month is not closed, verify Net Pay Adjustment or Net Pay due.

PSEC If on-line daily time capture, delete from PSEC after manager has locked time and after the payroll month has officially closed (After Run 2). Once deleted, go into P006 and place a "X" in the field that says "verify time". Hit Enter to remove the employee from PSEC table.

Pull employee file(s) and process closure.

IF SAVINGS BOND ENTRY ON P070

Check to see if entry is split between two pay periods (ex: \$50 bond w/two \$25 pymts). If know of termination in time, can delete the \$25.00 pymt to avoid refund.

TO FORCE PAY INSURANCES

Make print outs of P070 from the prior month. Also get the Pay Register of prior mo. Use cheat sheet showing medical/dental plan codes & do 'AA' entries. Enter in employee share, looking at the Pay Register under the 'current amt' column. The ones you force pay are: LTD, STD, medical, dental, VSP (except Kaiser), SLNN, AD&D, Employee/spouse life, UNUM etc. For health/dental insurances, use 'employer share' rather than 'fixed share amt'. Board = Adm/Stab Fee. Make comment like "June 06 coverage". Be sure & enter 'vendor share' amounts (it should be the 'employer amount' minus the 'board share'). For SLNN, use A A SLNN 001, emp share 1.10, vendor share 1.10. (Note: key full code (i.e KMNN AAA) for A A entries to work). For optional insurances, you will need a print-out of Pay Register from previous mo, showing you with the Employee Share Fixed Amt. Use same amt for the Vendor Share. To dbl-chk, print P370 when done to see if insurances & optionals show up.