

Terminations
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Introduction

Terminations are processed as Separation, Retirements, Termination-Appt In., etc. For instructional purposes, this lesson will concentrate on a voluntary retirement which is processed on the Data Control page with a NOA 302-0. Information on life insurance reduction, survivor elections, etc. will not be tracked/entered into EHRP except in the SF-50 remarks. We will also do a termination-expiration of appointment.

Retirement/Termination

Terminations are processed as Separation, Retirements, Termination-Appt In.,etc. For instructional purposes, this lesson will concentrate on a voluntary retirement which is processed on the Data Control page with a NOA 302-0. Information on life insurance reduction, survivor elections, etc. will not be tracked/entered into EHRP except in the SF-50 remarks. We will also do a termination-expiration of appointment.

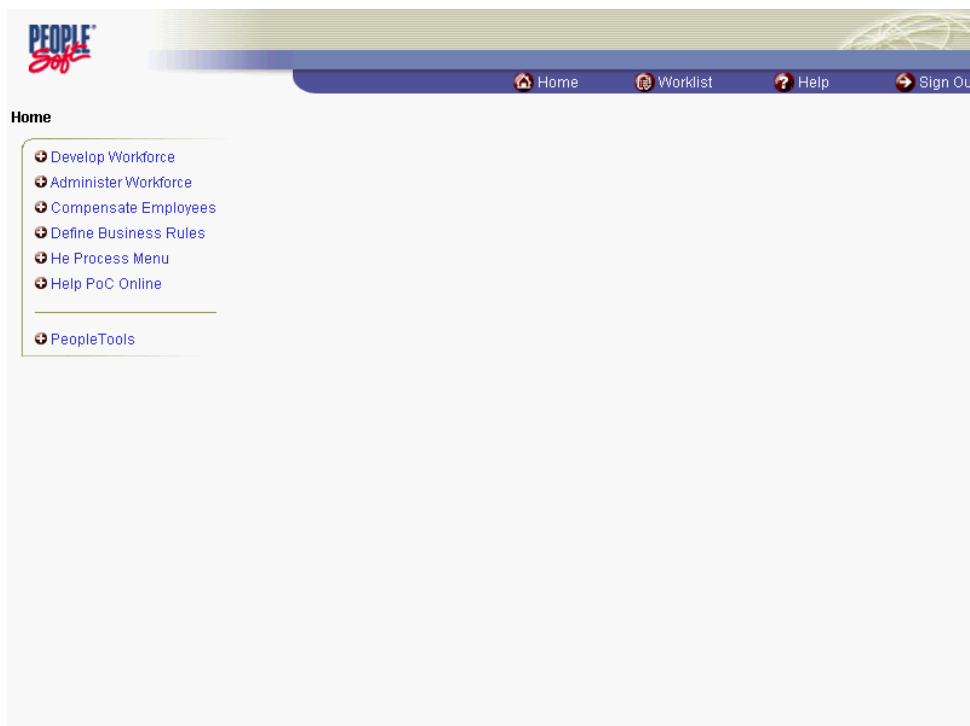
Retirement - Voluntary


Introduction

In EHRP, the personnel action performed for a voluntary retirement is processed on the Data Control page with a NOA 302-0.

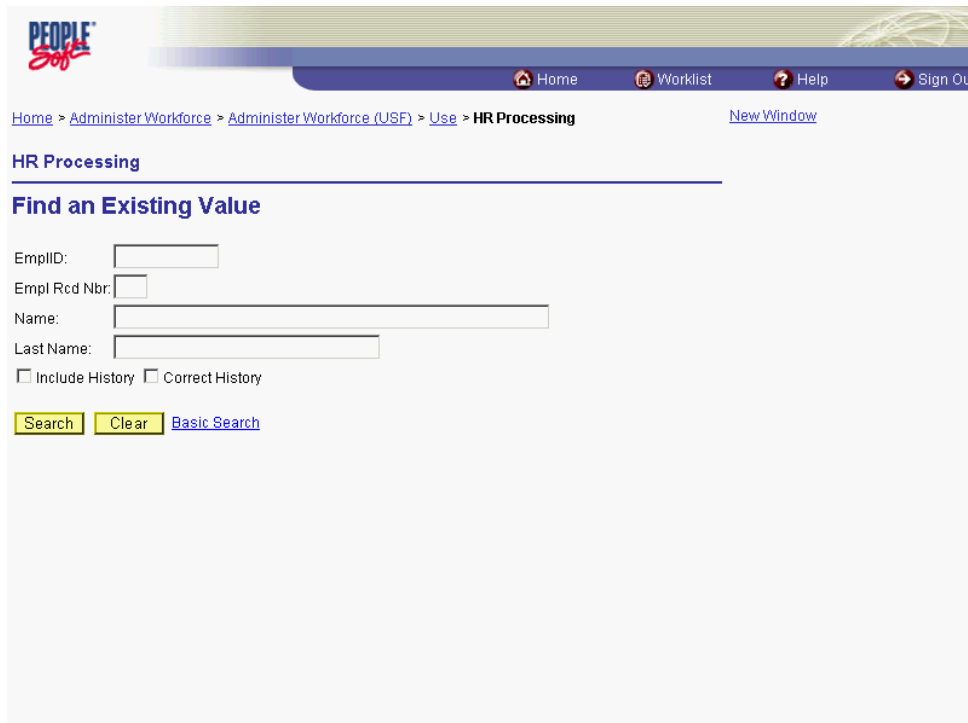
Procedure

The following steps detail the procedure for processing a retirement in EHRP.




Step	Action
1.	Click the Administer Workforce link. 


Step	Action
2.	Click the Administer Workforce (USF) link.
3.	Click the Use link.
4.	Click the HR Processing link.



Step	Action
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field.
6.	Select the appropriate employee. Enter the desired information into the Last Name field. Enter " ROMANO ".
7.	Click the Search button.

The screenshot shows the 'Data Control' window for employee ROMANO JR., FELIX J. (EmpID: 00083396). The 'Actual Effective Date' is set to 12/12/2003. The 'Proposed Effective Date' is also 12/12/2003. The 'Action' is 'REC' (Return from Suspension/Furlough) and the 'Reason Code' is 'REC' (Recall from Suspension/Layoff). The 'NOA Code' is '292' (RTD). There are buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'. Navigation buttons like 'Save', 'Return to Search', and 'Next tab' are visible at the bottom.

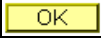
Step	Action
8.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
9.	Triple-click the Actual Effective Date object.

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
10.	Enter the Actual Effective Date of the employee's retirement. Enter the desired information into the Actual Effective Date field. Enter "12/31/2003" .
11.	Click in the *Action field. <input type="text"/>
12.	In the Action field, enter "RET" (Retirement). Enter the desired information into the *Action field. Enter "RET" .
13.	Click in the *Reason Code field. <input type="text"/>

Step	Action
14.	In the Reason Code field, enter "VRE" (Voluntary Retirement). Enter the desired information into the *Reason Code field. Enter " VRE ".
15.	Click in the NOA Code field. <input type="text"/>
16.	Enter the desired information into the NOA Code field. Enter " 302 ".
17.	Click in the NOA Ext field. <input type="text"/>
18.	Enter the desired information into the NOA Ext field. Enter " 0 ".
19.	Click in the Authority (1) field. <input type="text"/>
20.	For Authority (1) , enter the correct legal authority. Enter the desired information into the Authority (1) field. Enter " SRM ".
21.	If applicable enter Authority (2) . Click in the PAR Request# field. <input type="text"/>
22.	In the PAR Request # field, enter the applicable PAR Request number. Enter the desired information into the PAR Request# field. Enter " 0000070362 ".
23.	Click the PAR Remarks link. PAR Remarks



Step	Action
24.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter " B60 ".
25.	Press [Tab] .
26.	Click the Ok button. 



NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

NOTE: If the **Remark CD** contains a "*****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.



NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.



The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

ROMANO JR., FELIX J EmpID: 00083396 Empl Rcd#: 0

Data Control [View All](#) < 1 of 3 >

Actual Effective Date: 12/31/2003 Proposed Effective Date: 12/31/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: RET Retirement PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: VRE Voluntary Retirement Contact Empl:

NOA Code: 302 Retirement-Voluntary NOA Ext: 0

Authority (1): SRM Reg 831.501. Vol retire- CSRS (health reason).

Authority (2):

PAR Request#: 0000070362 Print SF-52 [PAR Remarks](#) Award Data [Tracking Data](#) Severance Pay Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
27.	Click the Tracking Data link. Tracking Data

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

ROMANO JR., FELIX J EmplID: 00083396 Empl Rcd#: 0

Data Control View All < 1 of 3 >

Actual Effective Date: 12/31/2003 Proposed Effective Date: 12/31/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: RET Retirement PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: VRE Voluntary Retirement Contact Emplid:

NOA Code: 302 Retirement-Voluntary NOA Ext: 0

Authority (1): SRM Reg 831.501. Vol retire- CSRS (health reason).

Authority (2):

PAR Request#: 0000070362 Print SF-52 Print SF-50 PAR Remarks Award Data Tracking Data Severance Pay

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
31.	Click the Save button.
32.	The information is saved. End of Procedure.

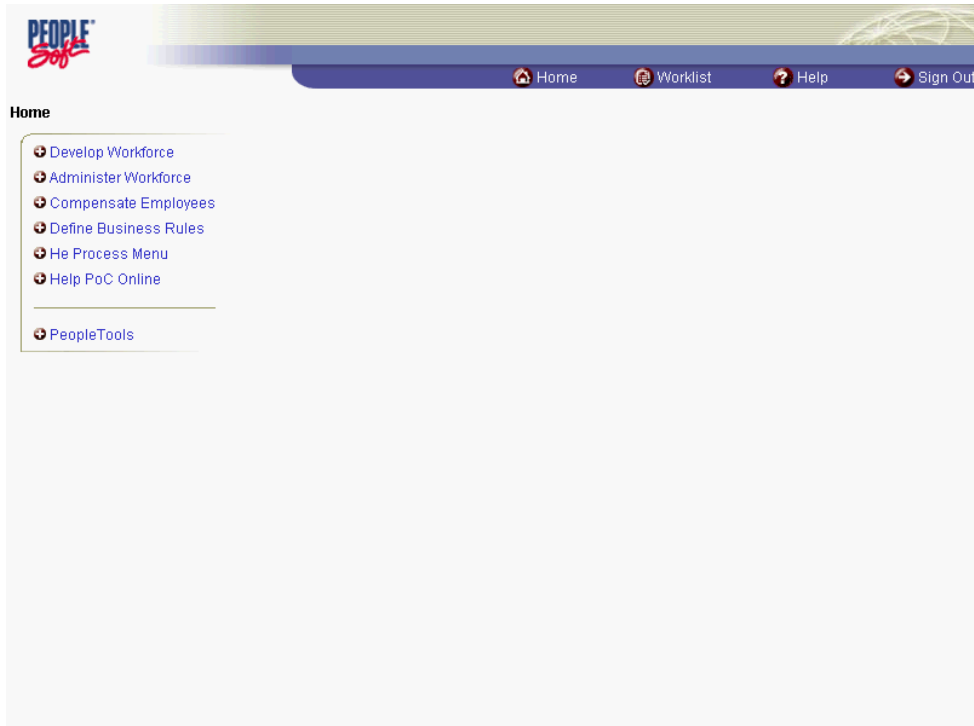
Termination - Expiration of Appointment




Introduction

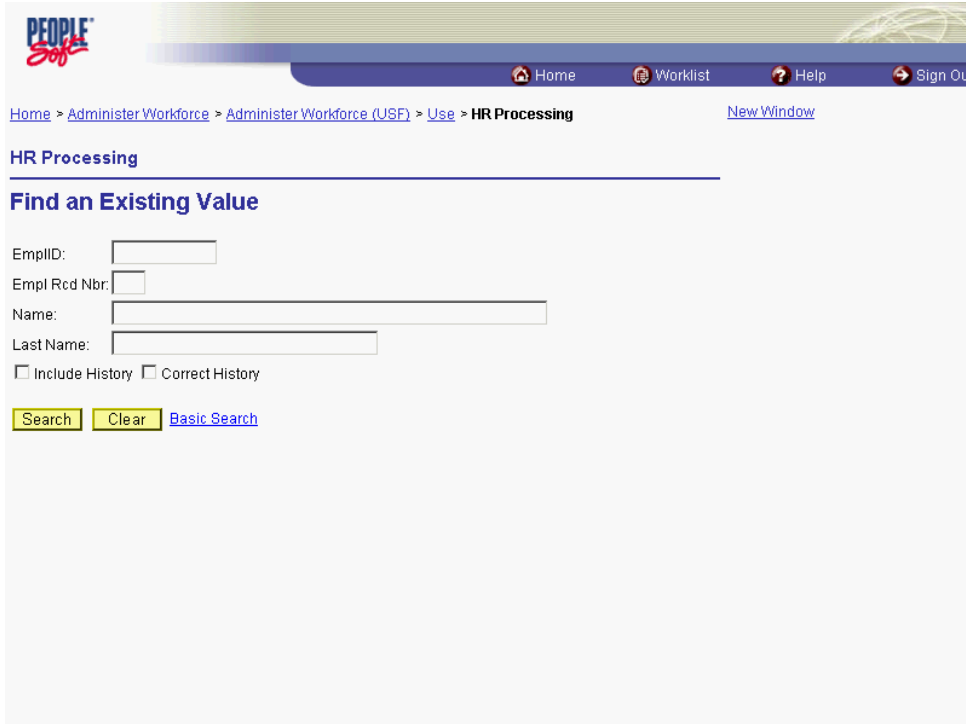
When a temporary appointment has reached its not to exceed (NTE) date, the termination must be processed in EHRP. In EHRP, the termination due to appointment expiration is performed with a personnel action on the Data Control page of HR Processing page group. If HR does not process the action by the end of the pay period, an automatic termination will be processed. Any extension or conversion must be processed on or before the appointment expiration date to avoid the automatic termination.

Procedure

The following steps detail the procedure for processing a termination - expiration of appointment in EHRP.



Step	Action
1.	Click the Administer Workforce link.  Administer Workforce
2.	Click the Administer Workforce (USF) link.  Administer Workforce (USF)
3.	Click the Use link.  Use
4.	Click the HR Processing link. HR Processing



Step	Action
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " WINTER ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the appropriate employee. Click WINTER, CHRIS <input type="text" value="0013 @ WINTER,CHRIS WINTER"/>

PEOPLE SOFT
Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, CHRIS EmpID: 0013 Empl Rcd#: 0

Data Control View All |< 1 of 2 >|

Actual Effective Date: 06/12/2002 Proposed Effective Date: 06/12/2002

Transaction # / Sequence: 1 2 Not To Exceed Date: 12/10/2003

*Action: XFR Reassignment/Conversion PAR Status: COR CORRECTED

*Reason Code: MRR Manager Request Contact Empl: []

NOA Code: 721 Reassignment NOA Ext: 0


Authority (1): J8M Reg 307.103. VRA placement.

Authority (2): [] []

PAR Request#: [] Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay Print SF-50


Save Return to Search Previous Tab Next Tab Update/Display Include History Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Enter the Actual Effective Date of the termination action.



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
11.	Click in the *Action field. 




The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
12.	Enter the desired information into the *Action field. Enter " LOF ".

Training Guide

Terminations

Step	Action
13.	Click in the *Reason Code field. <input type="text"/>
14.	Enter the desired information into the *Reason Code field. Enter " TMP ".
15.	Click in the NOA Code field. <input type="text"/>
16.	Enter the desired information into the NOA Code field. Enter " 471 ".
17.	Click in the NOA Ext field. <input type="text"/>
18.	Enter the desired information into the NOA Ext field. Enter " 0 ".
19.	Click in the Authority (1) field. <input type="text"/>
20.	For Authority (1) , enter the correct legal authority. Enter the desired information into the Authority (1) field. Enter " PNM ".
21.	Enter Authority (2) , if applicable. Click in the PAR Request# field. <input type="text"/>
22.	In the PAR Request # field, enter the applicable PAR Request number. Enter the desired information into the PAR Request# field. Enter " 00000320988 ".
23.	Click the PAR Remarks link. PAR Remarks

Step	Action
24.	Enter the applicable Remark CD (Code). Enter the desired information into the Remark CD field. Enter " E37 ".
25.	Press [Tab] .
26.	Click the Ok button. 




NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

NOTE: If the **Remark CD** contains a "*****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.



NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

 The system does not generate or suggest mandatory remarks that need to be made on this page in accordance with the NOA Code you have entered. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific comments for entry. Only OPM mandated remark codes are available in EHRP.

WINTER, CHRIS EmpID: 0013 Empl Rcd#: 0

Data Control View All 1 of 3

Actual Effective Date: 12/10/2003 Proposed Effective Date: 06/12/2002

Transaction #/ Sequence: 1/1 Not To Exceed Date:

*Action: LOF Furlough PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: TMP Temporary Closure Contact Emplid:

NOA Code: 471 Furlough NOA Ext: 0

Authority (1): PNM Reg 351.603. RIF placement/separation.

Authority (2):

PAR Request#: 0000032098 Print SF-52 **PAR Remarks** Award Data [Tracking Data](#) Severance Pay Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
27.	Click the Tracking Data link. Tracking Data

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, CHRIS EmpID: 0013 Empl Rcd#: 0

Data Control View All < 1 of 3 >

Actual Effective Date: 12/10/2003 Proposed Effective Date: 06/12/2002

Transaction #/ Sequence: 1 1 Not To Exceed Date:

*Action: LOF Furlough PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: TMP Temporary Closure Contact Empl:

NOA Code: 471 Furlough NOA Ext: 0

Authority (1): PNM Reg 351.603. RIF placement/separation.

Authority (2):

PAR Request#: 0000032098 Print SF-52 Print SF-50

PAR Remarks Award Data Tracking Data Severance Pay

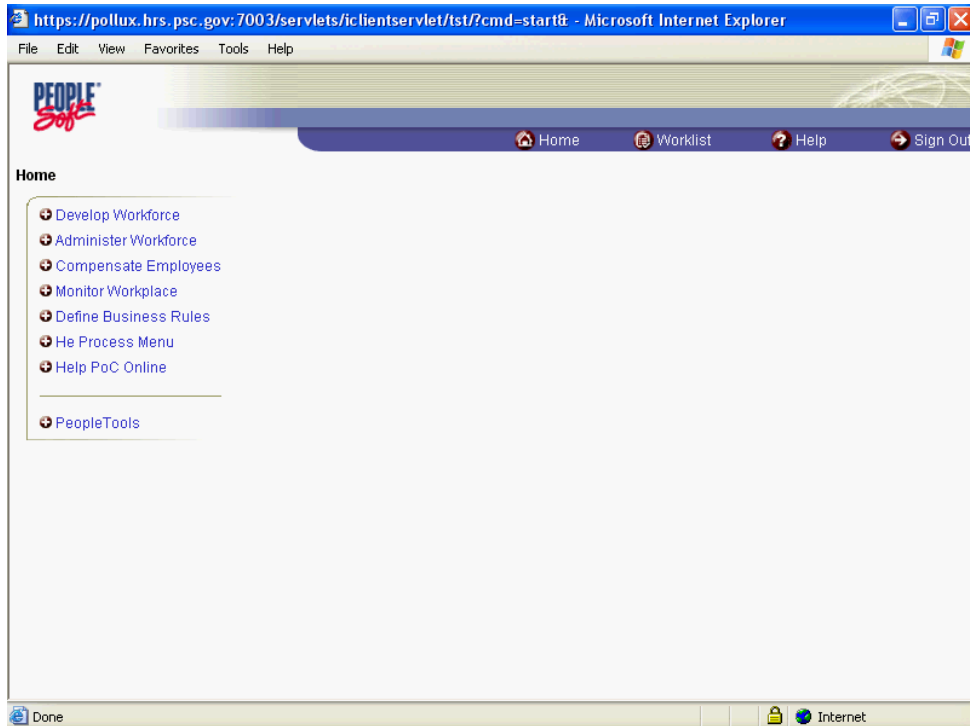
Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

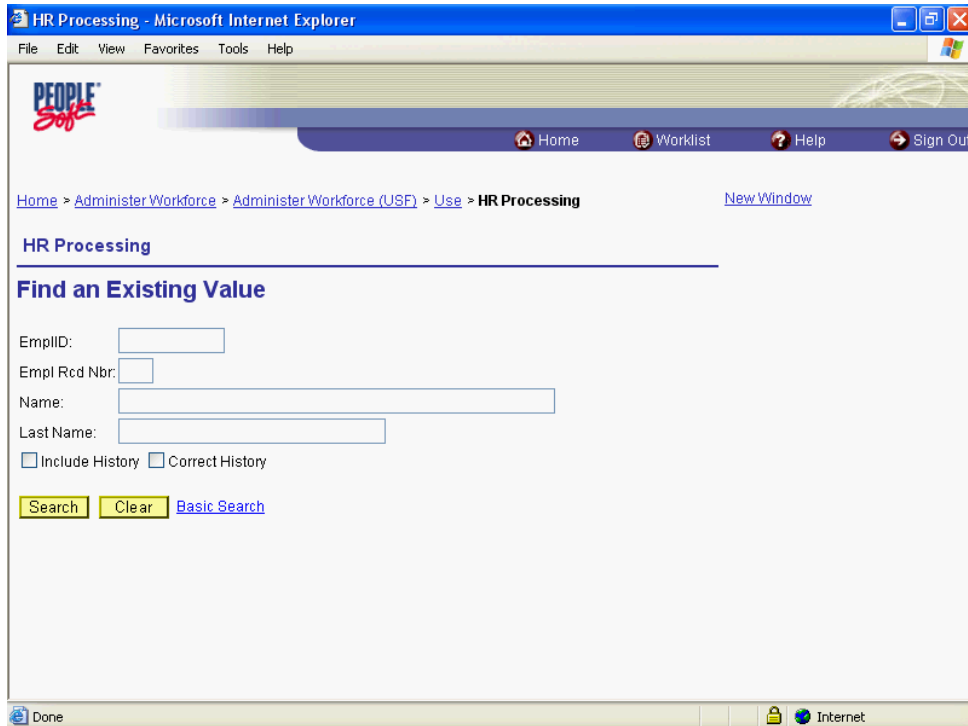
Step	Action
32.	Click the Save button.
33.	End of Procedure.

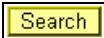
Separation with Severance Pay

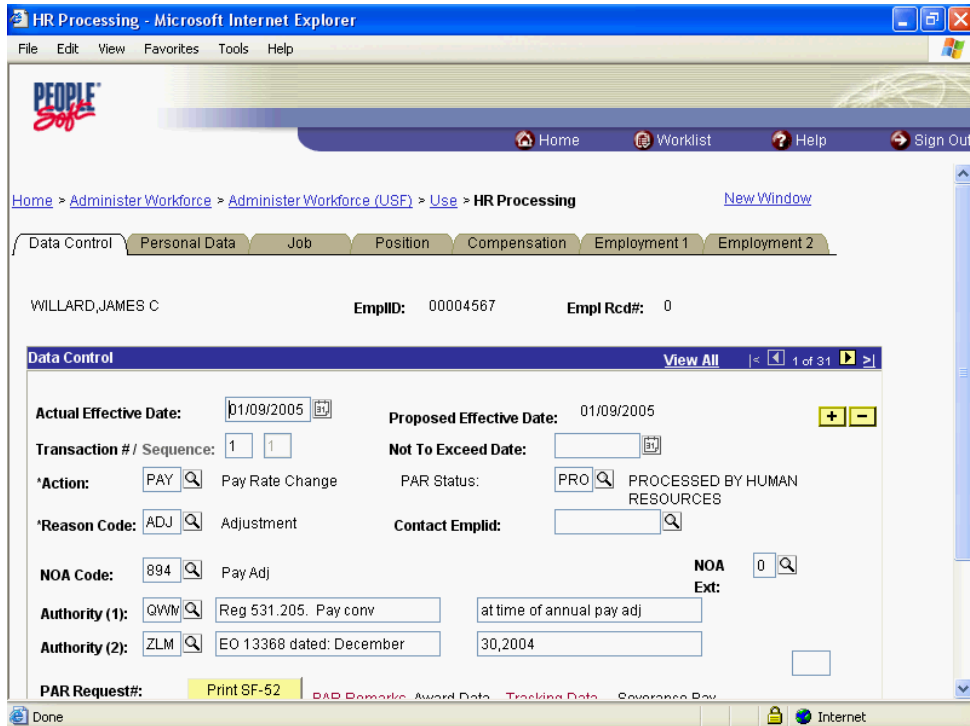
Procedure





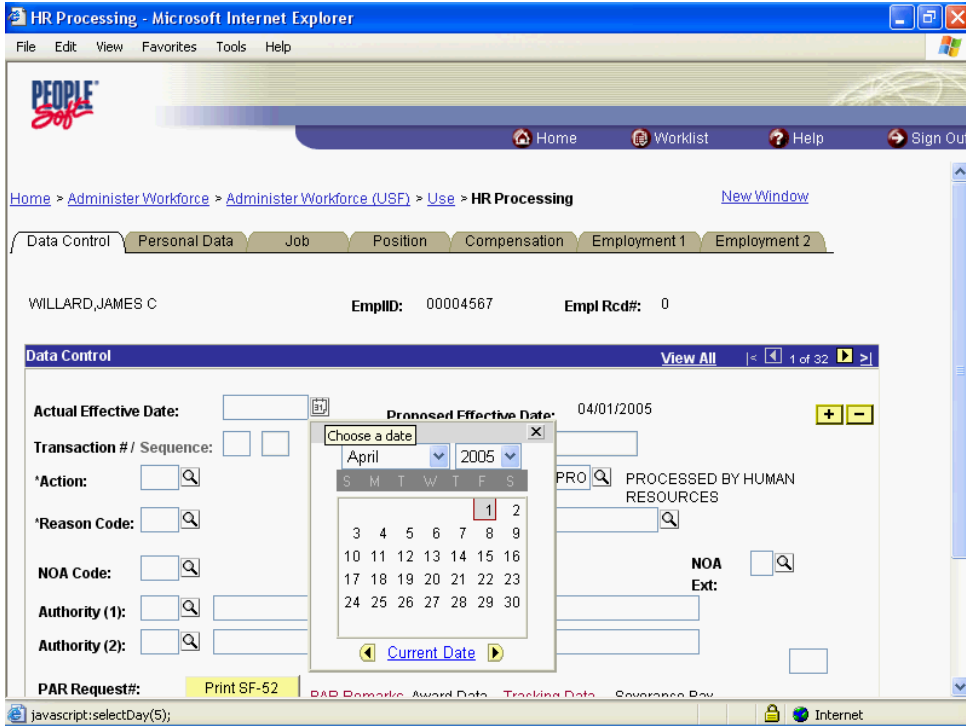
Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
3.	Click the Use link. Use
4.	Click the HR Processing link. HR Processing



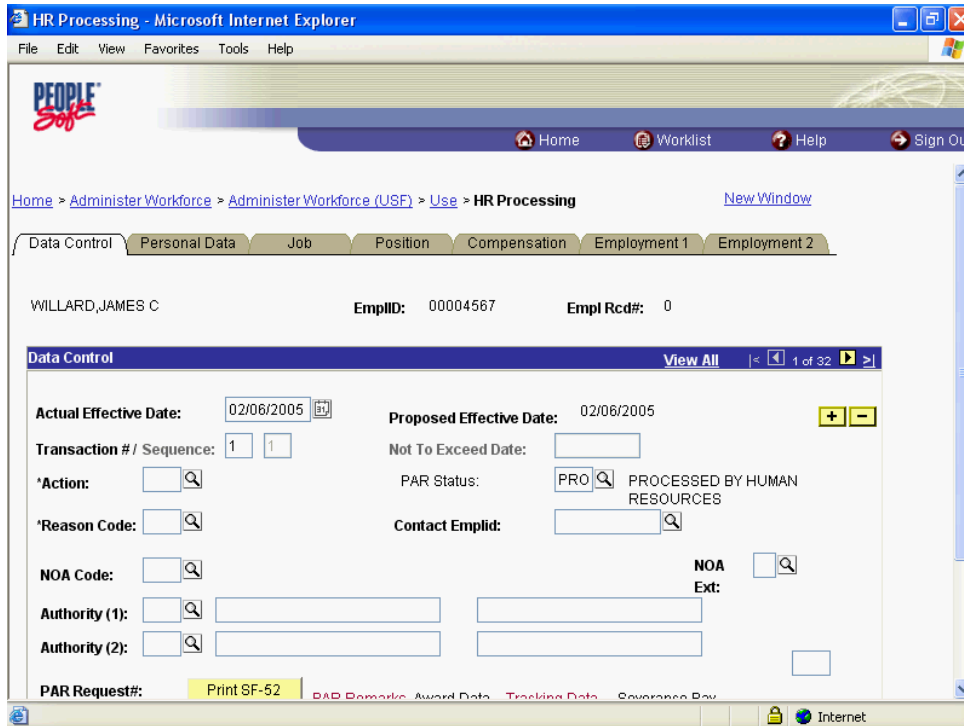
Step	Action
5.	Enter the desired information into the EmplID field. Enter " 00004567 ".
6.	Click the Search button. 



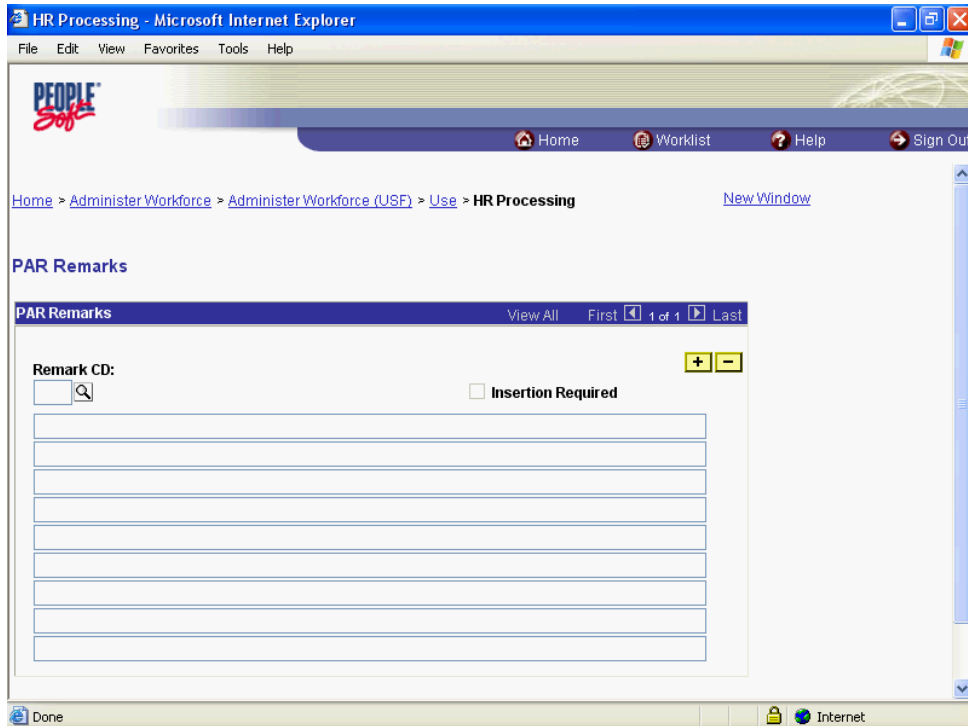
Step	Action
7.	Click the Add a new row at row 1 button. 
8.	Click the Calendar icon button. 




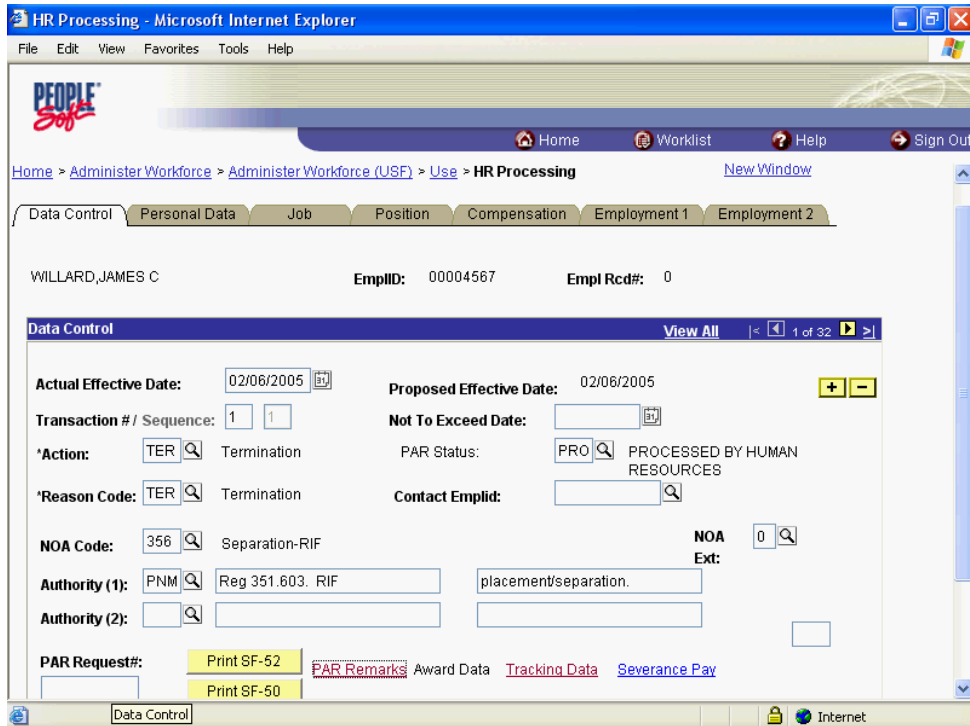
Step	Action
9.	Click the desired date.



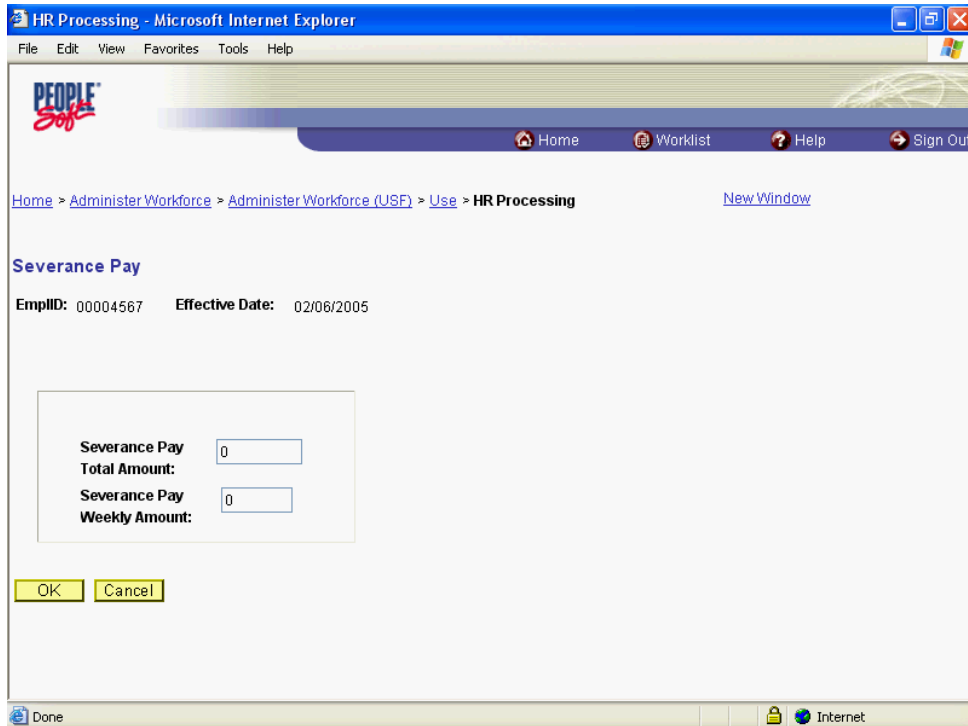
Step	Action
10.	Enter the desired information into the *Action field. Enter " TER ".
11.	Press [Tab] .
12.	Enter the desired information into the *Reason Code field. Enter " TER ".
13.	Press [Tab] .
14.	Enter the desired information into the NOA Code field. Enter " 356 ".
15.	Press [Tab] .
16.	Enter the desired information into the NOA Ext field. Enter " 0 ".
17.	Press [Tab] .
18.	Enter the desired information into the Authority (1) field. Enter " PNM ".
19.	Click the PAR Remarks link. <input type="text"/>

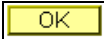


Step	Action
20.	Enter the desired information into the Remark CD field. Enter "N22".
21.	Click in the Remark CD field.
22.	Click the Ok button. 



Step	Action
23.	Click the Severance Pay link. Severance Pay



Step	Action
24.	Enter the desired information into the Severance Pay Total Amount field. Enter "60000" .
25.	Press [Tab] .
26.	Enter the desired information into the Severance Pay Weekly Amount field. Enter "2600" .
27.	Click the Ok button. 

Step	Action
28.	Click the Save button. <input type="button" value="Save"/>
29.	End of Procedure.