Terminations Created on April 4, 2005

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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.

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Develop Workforce				
Administer Workforce				
 Compensate Employees Define Business Rules 				
He Process Menu				
Help PoC Online				
O PeopleTools				

Step	Action
1.	Click the Administer Workforce link.
	Administer Workforce



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

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200	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > HR	Processing		New Window	
HR Processing				
Find an Existing Value				
EmpliD:				
Empl Rod Nbr:				
Name:				
Last Name:				
🗆 Include History 🗖 Correct History				
Search Clear Basic Search				

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.



PEOPLE					13	
200		6	Home	📵 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Workforce	> Administer Workforce (U	JSF) > Use > HR Proce	ssing	1	New Window	
Data Control Personal D	ata Job Pi	osition Compensa	ation Emp	loyment 1 Err	ployment 2	
ROMANO JR., FELIX J	Empl	ID: 00083396	Empl Rc	d#: 0		
Data Control				<u>View All</u>	< 🗹 1 of 2 🕨 🚬	
Actual Effective Date:	1 2/1 2/2003 🔝	Proposed Effective Da	te: 12/12/3	2003	+ -	
Transaction #/ Sequence:	1 1	Not To Exceed Date:		31,		
*Action: REC Q	Return from Suspension/Furloug	PAR Status:	PRO Q	PROCESSED BY RESOURCES	(HUMAN	
*Reason Code: REC Q	Recall from Suspension/Layoff	Contact Emplid:		٩		
NOA Code: 292 Q	RTD			NOA	0 9	
Authority (1): DAM 🔍	Reg 630.101. LWOP.			Ext:		
Authority (2):						
	rint SF-52 PAR Remainstration PA	<u>rks</u> Award Data <u>Track</u>	<u>king Data</u> <u>Re</u>	etroactive TSP T	ransfer In Data?	
(Save) (QReturn to Search) (Data Control Personal Data ;		_			Include History) (🖉 Correc	t History)

Step	Action
	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.
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.

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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.
16.	Enter the desired information into the NOA Code field. Enter " 302 ".
17.	Click in the NOA Ext field.
18.	Enter the desired information into the NOA Ext field. Enter " 0 ".
19.	Click in the Authority (1) field.
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.
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

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Home > Administer Work	force > Administer Workforce (USF) > Use > HR Process	ng	Ne	ew Window	
PAR Remarks					
PAR Remarks	View Al	I 🛛 First 🗹] 1 of 1 💽 Last		
Remark CD:			+ -		
<u> </u>	Insertion	Required			
OK Cancel					

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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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000		🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workforce	Administer Workforce (USF) > Use >	HR Processing	<u>N</u>	ew Window	
/ Data Control / Personal E	Data Job Position	Compensation Compensation	ployment 1 Emp	oloyment 2	
ROMANO JR., FELIX J	EmpliD: 00083	396 Empl R	cd#: 0		
Data Control			<u>View All</u>	< 🗹 1 of 3 🕨 <u>></u>	
Actual Effective Date:	12/31/2003 🗊 Proposed E	ffective Date: 12/31	/2003	+ -	
Transaction #/ Sequence	: 1 1 Not To Exce	ed Date:	31,		
*Action: RET Q	Retirement PAR Statu	s: PRO 🔍	PROCESSED BY	HUMAN	
*Reason Code: VRE	Voluntary Retirement Contact En	nplid:			
NOA Code: 302 Q	Retirement-Voluntary		NOA Ext:	0 9	
Authority (1): SRM Q	Reg 831.501. Vol retire-	CSRS (health reaso			
Authority (2):					
	Print SF-52 PAR Remarks Award D Print SF-50	iata <u>Tracking Data</u>	Severance Pay		
Bave) (QReturn to Search) Data Control Personal Data	I (@ Previous tab) I Job Position Compensation Emplo			nclude History) (Ø Corre	ot History)

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



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OCESSED BY HU	JMAN RESOURCES		
untary Retiremen	t		
	Comment		
0	OCESSED BY HU	OCESSED BY HUMAN RESOURCES	OCESSED BY HUMAN RESOURCES untary Retirement

Step	Action
28.	Click in the Comment field.
29.	In the Comment field, enter the employee's contact name and phone number. NOTE: There is a 30 character limit in the Comment field. Enter the desired information into the Comment field. Enter " RUTH T. ROMANO 555-432-9876 ".
30.	Return to the Data Control tab and change the PAR Status according to your role. Click the Ok button.



🔗 Home 🌘 Worklist 💡 Help	😔 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing New Window	
/ Data Control V Personal Data / Job / Position / Compensation / Employment 1 / Employment 2	
ROMANO JR.,FELIX J EmpliD: 00083396 Empl Rcd#: 0	_
Data Control <	1
Actual Effective Date: 12/31/2003	1
Transaction #/ Sequence: 1 1 Not To Exceed Date:	
*Action: RET C Retirement PAR Status: PRO C PROCESSED BY HUMAN RESOURCES	
*Reason Code: VRE Q Voluntary Retirement Contact Emplid:	
NOA Code: 302 Q Retirement-Voluntary Ext:	
Authority (1): SRM 🔍 Reg 831.501. Vol retire- CSRS (health reason).	
Authority (2):	
PAR Request#: Print SF-52 00000070362 Print SF-50	
(E) Save) (Q Return to Search) (III) Previous tab) (III) Next tab) (III) (IIII) (III) (III) (III) (III) (III) (III) (III) (III) (III) (IIII) (II	ect History)

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.



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ome				_
O Develop Workforce				
Administer Workforce				
Compensate Employees				
O Define Business Rules				
O He Process Menu				
O Help PoC Online				
O PeopleTools				

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



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000		🙆 Home	📵 Worklist	🕜 Help	😔 Sign Out
Home > Administer V	Vorkforce > Administer Workforce (USF) > <u>Use</u> > HR Processing		New Window	
HR Processing					
Find an Exis	ting Value			-	
EmplID:					
Empl Rod Nbr:					
Name:					
Last Name:					
🗆 Include History 🛙	Correct History				
Search Clear	Basic Search				

Step	Action	
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field.	
6.	Enter the desired information into the Last Name field. Enter "WINTER".	
7.	Click the Search button.	
8.	Select the appropriate employee. Click WINTER, CHRIS 0013 0 WINTER, CHRIS WINTER	



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Home > Administer Workforce > A	dminister Workforce (USF) > Use :	- HR Processing	Ы	lew Window	
/ Data Control / Personal Data	Job Position	Compensation Emp	ployment 1 🔰 Em	ployment 2	
WINTER, CHRIS	EmpliD: 0013	Empl Ro	:d#: 0		
Data Control			<u>View All</u>	< 🚺 1 of 2 🕨 <u>></u>	
Actual Effective Date:	6/12/2002 🗐 Proposed E	ffective Date: 06/12/	2002	+ -	
Transaction #/ Sequence: 1	2 Not To Exce	eed Date: 12/10/200	3		
*Action: XFR 🔍 Re	eassignment/ConversionPAR Statu	IS: COR Q	CORRECTED		
*Reason Code: MRR 🔍 Ma	anager Request Contact Er	nplid:	٩		
NOA Code: 721 C Re	eassignment		NOA Ext:	0 9	
Authority (1): J8M 🔍 Re	g 307.103. VRA	placement.			
Authority (2):					
	SF-52 PAR Remarks Award D	Data <u>Tracking Data</u>	Severance Pay	7	
. QReturn to Search)	Previous tab) 🕮 Next tab)	æ	🖲 Update/Display) 🔏	Include History) 🕼 Correc	t History)
Data Control <u>Personal Data Jot</u>	0 Position Compensation Empl	oyment 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".

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Step	Action
13.	Click in the *Reason Code field.
14.	Enter the desired information into the *Reason Code field. Enter "TMP ".
15.	Click in the NOA Code field.
16.	Enter the desired information into the NOA Code field. Enter "471".
17.	Click in the NOA Ext field.
18.	Enter the desired information into the NOA Ext field. Enter " 0 ".
19.	Click in the Authority (1) field.
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.
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



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PAR Remarks PAR Remarks View All First 1 or 1 D Last Remark CD:	200-	🙆 Home 🌘	Worklist	🕜 Help	😔 Sign Out
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Remark CD:					
	PAR Remarks	View All First 🗹 1 a			
Insertion Required		E	+ -		
		Insertion Required			
OK Cancel	OK Cance				
		-			

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.

Training Guide Terminations

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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.

PEOPLE			15	
200	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Workforce > Administer Workforce (<u>USF)</u> > <u>Use</u> > HR Processing	4	New Window	
Data Control Personal Data Job I	Position Compensation	Employment 1 Em	ployment 2	
WINTER,CHRIS Em	oliD: 0013 Em	pl Rcd#:		
Data Control		View All	< 🖪 1 of 3 🕨 <u>></u>	
Actual Effective Date: 12/10/2003	Proposed Effective Date: 0	6/12/2002	+ -	
Transaction #/ Sequence: 1 1	Not To Exceed Date:	<u>.</u>		
*Action: LOF C Furlough	PAR Status: PRO		HUMAN	
*Reason Code: TMP (Temporary Closure	Contact Emplid:			
NOA Code: 471 Q Furlough		NOA	0 9	
Authority (1): PNM Q Reg 351.603. RIF	placement/sepa	Ext: ration.		
Authority (2):				
PAR Request#: Print SF-52 PAR Rem 0000032098 Print SF-50 PAR Rem	<mark>arks</mark> Award Data <u>Tracking Da</u> t	<u>a</u> Severance P	ay	
I QReturn to Search) (Previous tab (Next 1	ab)	(週 Update/Display) (週	Include History) 🕼 Correc	et History)
Data Control Personal Data Job Position Compens	sation Employment 1 Employr	nent 2		

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



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Home > Administer Workforce > Administe	er Workforce (USF) > <u>Use</u> > HR	Processing	<u>N</u>	ew Window	
Job Tracking Info					
EmpliD:	Empl Rcd#:	0			
Effective Date: 12/10/2003	Current Status:	PROCESSED BY H	HUMAN RESOURC	ES	
Action: Furlough	Reason Code:	Temporary Closure	e		
*Action Taken Status User ID 0	Xverride Emplid of Operator Tracking Name Emplid Row		Comment		
12/10/2003 Processed SCASSIDY					
OK Cancel					

Step	Action
28.	Click in the Comment field.
29.	In the Comment field, enter the employee's contact name and phone number. NOTE: There is a 30 character limit in the Comment field. Insert additional rows to add comments beyond 30 characters. Enter the desired information into the Comment field. Enter " MARTHA WINTER 555-312-1234 ".
30.	Click the Ok button.
31.	Change the PAR Status according to your role.



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🖉 Home 🌘 Worklist 😗 Help	\ominus 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 EmpliD: 0013 Empl Rcd#: 0	
Data Control View All < 🗹 1 of 3 🕨	<u>></u>
Actual Effective Date: 12/10/2003 II Proposed Effective Date: 06/12/2002 +	-
Transaction # / Sequence: 1 1 Not To Exceed Date:	
*Action: LOF G Furlough PAR Status: PRO PROCESSED BY HUMAN RESOURCES	
*Reason Code: TMP Q Temporary Closure Contact Emplid:	
NOA Code: 471 G Furlough NOA 0 G	
Authority (1): PNM C Reg 351.603. RIF placement/separation.	
Authority (2):	
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay 0000032098 Print SF-50	
Bave QReturn to Search) Previous tab Mext tab @ Update/Display Include History @ Data Control Personal Data Job Position Compensation Employment 1 Employment 2 Image: Compensation Employment 2	Correct History)

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

Separation with Severance Pay

Procedure



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	🙆 Home	📵 Worklist	🕜 Help	😔 Sigr
ne				
Develop Workforce				
Administer Workforce				
Compensate Employees				
Monitor Workplace				
Define Business Rules				
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O PeopleTools				

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

HR Processing - Microsoft Internet Explorer			- 7 🛛
File Edit View Favorites Tools Help			
PEOPLE		1	¥ C
🙆 Home	😥 Worklist	🕜 Help	😔 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing	!	New Window	
HR Processing			
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Search Clear Basic Search			
Done		🔒 🥥 Intern	

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



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Home > Administer Workforce > Administer Workforce (USF) > Use > HR	Processing New Window
Data Control Personal Data Job Position Con	pensation Employment 1 Employment 2
WILLARD, JAMES C EmpliD: 00004567	Empl Rcd#: 0
Data Control	<u>View All</u> < ◀ 1 of 31 ▶ ≥
Actual Effective Date: 01/09/2005	
Transaction #/ Sequence: 1 1 Not To Exceed I	Date:
*Action: PAY 🔍 Pay Rate Change PAR Status:	PRO S PROCESSED BY HUMAN RESOURCES
'Reason Code: ADJ Q Adjustment Contact Employ	
NOA Code: 894 Q Pay Adj	NOA 0 Q Ext:
Authority (1): QWW C Reg 531.205. Pay conv at	time of annual pay adj
Authority (2): ZLM Q EO 13368 dated: December 30	,2004
PAR Request#: Print SF-52 PAD Domories Award Data	Tracking Data Covarance Day
😂 Done	🔒 🥑 Internet

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

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PEOPLE					la	
300			🙆 Home	📵 Worklist	🕜 Help	ᅌ Sign Ou
ome > <u>Administer Wo</u>	urkforce > <u>Administe</u>	<u>r Workforce (USF)</u> > <u>Use</u>	> HR Processing	Nev	v Window	-
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WILLARD, JAMES C		EmpliD: 0000	04567 Empl	Rcd#: 0		
Data Control				<u>View All</u>	< 🖪 1 of 32 🕨 >	
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*Action:	<u> </u>	SMTW			HUMAN	
*Reason Code:	٩	3456	12			
*Reason Code:	Q Q	10 11 12 13 1 17 18 19 20 2	7 8 9 4 15 16 21 22 23		٩	
		10 11 12 13 1	7 8 9 4 15 16 21 22 23 28 29 30	Q	<u> </u>	

Step	Action
9.	Click the desired date.



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Home > Administer Workforce > Administer Workforce (USE) > Use > HF	Processing New Window
Data Control Personal Data Job Position Con	npensation Y Employment 1 Y Employment 2
WILLARD, JAMES C EmpliD: 0000456	' Empl Rcd#: 0
Data Control	<u>View All</u> < . ▲ 1 of 32 ▶ >
Actual Effective Date: 02/06/2005	tive Date: 02/06/2005 + -
Transaction #/ Sequence: 1 1 Not To Exceed	Date:
*Action: PAR Status:	PRO C PROCESSED BY HUMAN RESOURCES
*Reason Code: Contact Empli	
NOA Code:	NOA Q Ext:
Authority (1):	
Authority (2):	
PAR Request#: Print SF-52 DAR Request#: Data	Tracking Data Reverance Day

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.

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Insertion Require			
	R Processing View All Fir	R Processing <u>New</u>	R Processing New Window View All First I of 1 D Last + -

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.



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🙆 Home (🔞 Worklist 💡 Help	📀 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing New Window	~
Data Control V Personal Data Job V Position V Compensation V Employment 1 V Employment 2	
WILLARD, JAMES C EmpliD: 00004567 Empl Rcd#: 0	
Data Control View All < 1 of 32	<u>></u> 기
Actual Effective Date: 02/06/2005 II Proposed Effective Date: 02/06/2005 +	
Transaction #/ Sequence: 1 1 Not To Exceed Date:	
Action: TER C Termination PAR Status: PRO PROCESSED BY HUMAN	
RESOURCES	
*Reason Code: TER Q Termination Contact Emplid:	
NOA Code: 356 Q Separation-RIF NOA 0 Q	
Authority (1): PNM Q Reg 351.603. RIF placement/separation.	
Authority (2):	
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay	
Print SF-50	~
E Data Control	net

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

HR Processing - Microsoft Internet Explorer				- 7 🛛
File Edit View Favorites Tools Help				
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Home > Administer Workforce > Administer Workforce (USF)	> Use > HR Processing	N	ew Window	
Severance Pay				
EmpliD: 00004567 Effective Date: 02/06/2005				
Severance Pay 0 Total Amount: Severance Pay 0 Weekty Amount:				
OK Cancel				
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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.



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WILLARD, JAMES C	EmpliD: 00004567 Empl Rcd#: 0	
Data Control	<u>View All</u> < ◀ 1 of 32 ▶ <u>></u>	
	te: 02/06/2005	
Actual Effective Da	Proposed Effective Date.	
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Authority (2):	٩	
PAR Request#:	Print SF-52 PAR Remarks Award Data Tracking Data Severance Page	
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Step	Action
28.	Click the Save button.
29.	End of Procedure.