



Enterprise Human Resources and Payroll (EHRP) Instructional Letter

Number: EHRP05-10

Date: April 17, 2005

Subject: Severance Pay

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some changes in the processing of severance pay. This letter provides information on these changes in processing.

Changes

A new online page has been built in EHRP where users can key in severance pay data. This page will appear as a hyperlink off of the Data Control page. The page will include the employee's emplid, effective date of the action, the total amount of severance pay an employee is to receive, and the weekly amount of severance pay that employee is to receive. No calculations will be performed in EHRP for severance pay, so the user entering the data will have to accurately calculate the total and weekly amounts before keying them into EHRP. The hyperlink to the page will only be made visible on a 356 NOA because that is the only NOA for which it should be passed to DFAS via the Personnel Daily interface. Once a 356 action has been saved, the fields on the Severance Pay page will be grayed out, so that the user may view them and not alter them.

The user will need to do a 002/Correction to the 356 NOAC to correct the severance pay amounts once the original separation action has been accepted by DFAS.

For further assistance or for questions regarding the information in this letter, please contact the HRS Help Desk at 301-504-3000.