

Processing Employee Separation

UA - Staff Development

Employee Separation Processing for Dept.

Objectives:

- Explain the responsibilities for various components of the separation process.
- Review the processing procedure for a separation.
- Describe the processing of data through the HR systems

Employee Separation Processing for Dept.

Objectives:

- Discuss policies and procedures relating to various types of separation.
- Identify support groups for assistance.

Employee Separation Processing for Dept.

Assumption:

- A Separation occurs when an employee leaves (no longer working in any capacity) the University due to a number of reasons which could include:
 - Retirement
 - Dismissal
 - Layoff
 - Resignation
 - Discharge
 - Death

Employee Separation Processing for Dept.

- Overview of Responsibilities



Overview of Responsibilities

Areas of Responsibilities:

- Employee
- Home Unit/Department/College
- HR Offices
- Payroll

<https://hrnet.uihr.uillinois.edu/dart-cf/separation/index.cfm>

Overview of Responsibilities

Employee:

- Submit written letter of resignation or retirement to immediate supervisor:
 - Or provide an electronic notice from an e-mail address where the sender can be clearly identified
- Complete required paperwork
- Provide necessary documentation



Overview of Responsibilities

Employee:

- Ensure address and contact information is correct in NESSIE (W-2 and last paycheck)
- Complete Employee's section of the Exit Checklist
- In the case of retirement, contact State University Retirement System (SURS)



Overview of Responsibilities

Home Unit/Department/College:

- Obtain written letter of resignation or retirement from employee
- Complete Department section of Exit Checklist
- Forward copy of resignation or retirement letters to appropriate HR office



Overview of Responsibilities

Home Department/Unit:

- Complete **DART** and **PITR** transactions at earliest time possible
- Process adjustments for vacation and sick time payouts in Banner, if necessary.
- Insure completion and closing of all transactions



Overview of Responsibilities

■ Policies



Overview of Responsibilities

Home Unit/Department/College:

- In cases of dismissal during Probationary Period:
 - Refer to UIC HR Probationary Policy #1201

- In cases of Support Staff Position Elimination:
 - Refer to UIC HR Policy #1202



https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=1174

Overview of Responsibilities

Home Unit/Department/College:

- In cases of Suspension Notice Pending Discharge:
 - inform HR Employee Relations Officer of pending discharge:
 - Refer to UIC HR Suspension Notice policy #1203

- In cases of Non-reappointment/Terminal Contract for Tenure-Track and Non-Tenured Faculty:
 - Refer to UIC HR Notice policy #1204



https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=1174

Overview of Responsibilities

Home Unit/Department/College

- In the case of Non-Reappointment for Academic Professional Employees
 - Refer to UIC HR policy on Non-reappointment of AP Employees #1205
- In the case of Involuntary Termination of Academic Professional Employees:
 - Refer to UIC HR Policy #1206 on Involuntary Termination of AP Employees



https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=1174

Overview of Responsibilities

■ HR Departments

Human Resources Office



Processing Employee Separations
for Departments and Units

Overview of Responsibilities

Appropriate HR Offices:

- Process/review DART, PITR, and Banner transactions
- Notify SURS of employee termination, retirement, separation.



Overview of Responsibilities

HR – Benefits Center

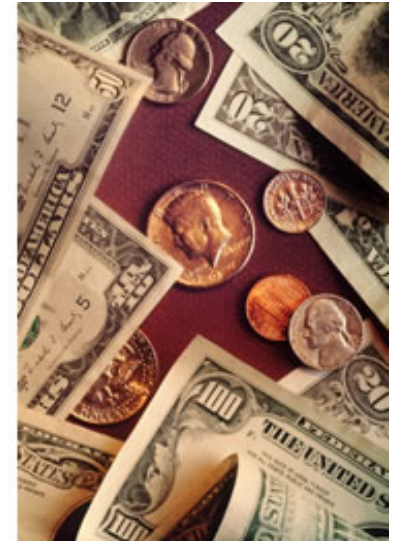
- Advise employee of Benefit alternatives
- Notify CMS of discontinued contributions.
- Review DART transactions to end deductions in Banner



Overview of Responsibilities

Payroll:

- Check for terminated jobs in BANNER
- Process Banner/DART transactions
- Process any payroll adjustments.



Employee Separation Processing for Dept.

Processing a Separation through the HR System



Processing a Separation

- ✓ Exit Checklist
- ✓ Terminate Employee in HR Systems
- ✓ Adjusting Vacation and Sick time
- ✓ Determining Payroll adjustments
- ✓ Terminating Benefits
- ✓ Notifying SURS of Separation



Processing a Separation

Exit Checklist:

Assist department and employees on transactions needed to complete the termination process.

Ensures a smooth exit process for employee, department and HR offices.

Website address:

<http://www.uic.edu/depts/hr/quicklinks/hrforms/ExitChecklistfinal.pdf>



Processing a Separation

Home Department:

- Initiates online DART Separation form.
- Initiate Pitr; routes through Dept. or College to appropriate HR office
- Updated PEALAV in Banner for Academics
- Reviews Civil Services accrued balances
- Submit ANA for any adjustments, if necessary.

Processing a Separation - DART

DART Separation Form:

- Assist Units in the calculation and authorization of vacation and sick payouts.
- Notifies various HR departments of an upcoming separation.
- **NOTE:** Dart Separation Form is not used for Academic Hourly employees or those who are neither eligible for vacation/sick time and who are not participants in SURS.



Processing a Separation - DART

Employee Leave Balances PEALEAV 7.2 [MC:40.0] (BANPROD) (DNONE)

ID:

Leave Balance Totals

Leave Code	Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available	Total Banked
FLHL FloatHol	H	.00	.00	.00	.00	.00
SHBN ShBen	H	.00	.00	.00	.00	.00
SICC CompSick	H	.00	.00	.00	.00	.00
SICK Sick	H	30.01	56.00	.00	86.01	.00
SICN NoncSick	H	.00	60.69	.00	60.69	.00
VACA Vacation	H	31.28	112.00	.00	143.28	.00
VACC VacBal	H	.00	.00	.00	.00	.00

Processing a Separation - DART

DART Process Status:

- In Progress: home unit is processing the application
- Unit Submitted: submitted for College or department approval
- College Approved: Approved and forwarded to Central HR or Service Center
- HR Approved: Central HR or Service Center Approved

Processing a Separation – PITR

PITR Form: Submitted to appropriate HR Office for notification to end employees job.

Employee Information Section:

- Last Work Date – last day actual work performed.
- Termination Code – Identifies reason for separation
- Termination Reason – See list in Termination Rules Table (**PTRTREA**)

Processing a Separation – PITR

9 Employee Information										
10	Last Name	First Name	Middle Name	E-Class	E-Class Desc	COA-Home Dept Code	COA-Home Dept Desc	COA & Org Check Distribution Code	COA & Org Check Distribution Desc	Employee Status
11	Current Smith	Jane	(blank)	BA	Acad/Pro 12mth Ben Elig	2-9100000	OBFS	2-9100000		A
12	New									
13										
14	Employee FTE	Benefit Category (Code & Description)	Leave Category (Code & Description)	Current Hire Date	First Work Day	Last Work Day	Termination Date	Termination Code	Termination Reason	
15	Current 0									
16	New					04/14/06		TQ	Employee Resign	
17										
18	VISA Expiration Date									
19	Current (blank)									

Processing a Separation - PITR

PITR Form:

Job Information Section:

- Job End Date – End date of the job (termination date)
- Job Change Reason Desc – Should be the same as the termination reason in Employee Information section

Memo Information Section:

- All comments pertaining to resignation; any exceptions to dates and codes.
- Include originator name and userid.

Processing a Separation - PITR

Job Information--Position No./Suffix: -								
	Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Title	Job Change Reason Code	Job Change Reason Desc
Current	(blank)	-	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
New					4/14/06		EJO 10	Resignation
	Job Type	Job FTE	Job Appt%	COA-Timesheet Org	Timesheet Org Title	Job Leave Category	Job E-Class	Job E-Class Desc
Current	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
New								

Processing a Separation - PITR

PITR Form: Job Change Reasons codes:

Use of the correct code for separation from the University (examples):

- **EJ001 (End Job):** is used when an employee is leaving the job (but staying in the University system)
- **EJ002 or EJ010 (Employee Resigned):** is used when an employee is leaving the University.

http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_JobChangeCodes.pdf

Processing a Separation – PITR

A	B	C	D	E	F	G	H	I	J	K	
1	Personnel Information Transmittal Report										
2											
3	View Date: Sep 3, 2005										
4	Are there future dated job records? No										
5											
6	Banner ID: @01553704		Name: Jane Smith		Home Org Code: 9-100000		Home Dept: Control-OBFS Cash Mgmt & Invest				
7											
8	MEMO: Employee resigned 3/27/06; Last work day 4/14/06. Leaving University for position at XYZ Corporation. I Rayborn (irayborn@uic.edu)										
9	Employee Information										
10		Last Name	First Name	Middle Name	E-Class	E-Class Desc	COA-Home Dept Code	COA-Home Dept Desc	COA & Org Check Distribution Code	COA & Org Check Distribution Desc	Employee Status
11	Current	Smith	Jane	(blank)	BA	Acad/Pro 12mth Ben Elig	2-9100000	OBFS	2-9100000		A
12	New										
13											
14		Employee FTE	Benefit Category (Code & Description)	Leave Category (Code & Description)	Current Hire Date	First Work Day	Last Work Day	Termination Date	Termination Code	Termination Reason	
15	Current	0									
16	New						04/14/06		EJ002	Resignation	
17											
18		VISA Expiration Date									
19	Current	(blank)									
20											
21											
22	Job Information--Position No./Suffix: -										
23		Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Title	Job Change Reason Code	Job Change Reason Desc		
24	Current	(blank)	-	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	
25	New					4/14/06			Resignation		
26											
27		Job Type	Job FTE	Job Appt %	COA-Timesheet Org	Timesheet Org Title	Job Leave Category	Job E-Class	Job E-Class Desc		
28	Current	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	
29	New										

Processing a Separation - PITR

For Civil Service: resignation date must be the last day of work; cannot be extended by use of vacation or sick leave.

For Academic staff members: vacation days can be used to extend the date of official separation beyond last day of actual work.

For benefit purposes, your coverage terminates on the last day of active employment

Processing a Separation - Banner

Banner forms used by:

Home Units: **PZAADJT** used for payroll adjustments of vacation and sick payouts.

Home Units*
and **PEALEAV** used to adjust leave balances before and after payout



Central HR –
Service Center: **NBAJOBS*** used to terminate job for Academic Hourly and Graduate Hourly & Unpaid

Central HR: **PEAESCH** terminates employee from Banner system

* Check with appropriate HR Office or Service Center on usage.

Processing a Separation - Banner

Banner forms used by the HR Offices:

-  ■ **PEALEAV** used to adjust leave balances
-  ■ **NBAJOBS** used to terminate all jobs

Processing a Separation - Banner

Terminal Benefits: To determine the need for an adjustment:

- Was the employee overpaid during the last pay period?
- Is employee eligible for payout of unused vacation and sick leave?
 - o Yes – Process Pay Adjustment and send to Department Approver
 - o No – Adjustment not needed

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=jobaids&xmldata=jobaids#ana>

Processing a Separation

After **DART** transaction is *HR Approved*:

- Payroll checks for a termination on **NBAJOBS** and processes any **PZAADJT**. Changes status to '*Payroll processed*'.
- Appropriate HR Office terminates the employee (**PEAESCH**) and changes the status to '*Separation completed*'.



Processing a Separation

- **“SURS Notified”** status transactions along with updated salary history and other information is feed to **SURS** on Wednesday’s after bi-weekly calc.
- The appropriate HR Office zeros the leave balances on **PEALEAV**.
- **DART** Separation Forms are uploaded to Document Management



Processing a Separation

Academic Hourly, Graduate Hourly, Graduate Assistant, Students and Extra Help

- Dart Separation Form not applicable
- Approved Pitr sent to appropriate HR Office:
 - Students – Student Employment Office
 - Extra Help – HR Extra Help Office
 - Grad. Asst. – Academic HR Records or Service Center
 - Acad. Hourly and Grad Hourly – Appropriate HR office w/separation information in Memo section along w/documentation.



Processing a Separation



- Payroll checks all Terminal Benefits for overpayment before payout.
- It should be noted to the employee that final payout will be made only when there is **no outstanding balance** owed by the employee.

Processing a Separation

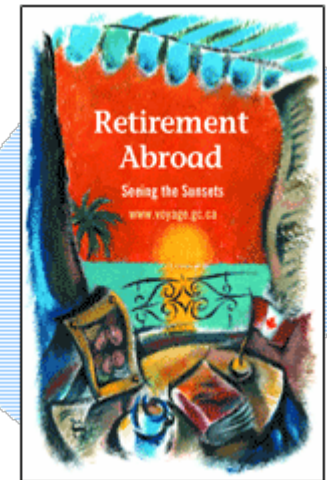
■ Retirement



Processing a Separation - Retirement

Retirement Eligibility:

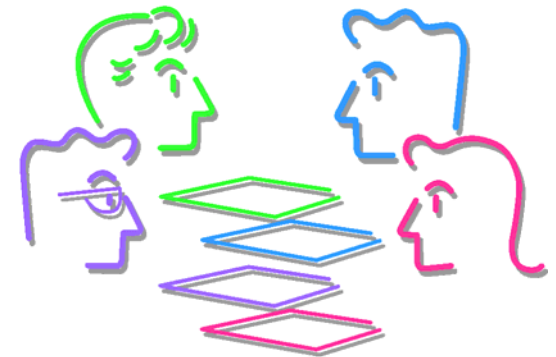
- At age 55 with 8 years of service
- At age 62 with 5 or more years of service
- At any age with 30 or more years of service



Processing a Separation – Retirement

Employee Responsibilities:

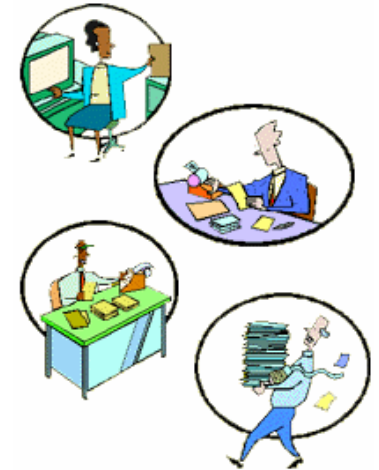
- Notifies supervisor or department head of intent to retire, within 60 days of retirement date.



Processing a Separation – Retirement

Home Department Responsibilities:

- Refers employee to Benefit Center to complete Application for Retirement Annuity form (within 60 days before retirement).
- Submit **PITR** and **DART** to appropriate HR Office (before retirement date).
- For all employees, calculate the terminal benefit pay.



Processing a Separation - Retirement

HR Officer:

- For Academic and Faculty retirees, updates information relating to compensation on **SURS** website.



Processing a Separation - Retirement

Benefits Center Counselor

- Assist employee in completing application for retirement.
- Advises on SURS retirement income and insurance benefits after retirement.
- Forward retirement application to SURS.



Processing a Separation - Retirement

Payroll Officer:

- Forward Termination Report to SURS.



Processing a Separation - Retirement

SURS Counselor:

- Process retirement claim
- Provide preliminary benefit payment
- More information on retirement benefits available on SURS website:

<http://www.surs.com/shepard.surs?flk=AcMbr&shp=99>

Processing a Separation - Retirement

Payouts: Unused Vacation time

- **Civil Service:** Paid for any accumulated and not used time as of the last scheduled workday.
- **Academic:** Paid for any accumulated and unused days up to a maximum of 48 days.
 - If retirement occurs before the termination of contract, the payout will be prorated for the portion of the year worked.



Processing a Separation – Retirement

Payouts: Sick Leave

- Paid for one-half of all unused, accumulated compensable leave earned between 1/1/1984 and 12/31/1997.
 - Remainder is utilized for establishing service credit in **SURS**
 - Non-compensable balance is automatically applied toward **SURS** service credit.



Processing a Separation - Floating Holidays

Floating Holidays:

- Earned Unused floating holidays are forfeited and are not paid out to the employee (except for Nurses).
- Overused floating holidays are repaid or applied towards unused vacation time.

Processing a Separation

Emeritus Status



*Emeritus
Members*

Processing a Separation – Emeritus Status

Faculty Emeritus Status is granted to retiring faculty and senior administrative staff members **based on merit.**

Eligibility:

- Those in the professional ranks, i.e., professors and associate professors.
- Research and Clinical faculty.
 - Ordinarily not granted to an individual with less than seven (7) years service.
 - May be granted prior to retirement for eligible administrative positions for at least five (5) years and who resign such positions to return to the faculty.

Processing a Separation – Emeritus Status

- Criteria:** Letter of Justification and recommendations are submitted to the Review Committee from the following:
- Unit/Department Head
 - Administration/Dean
 - Provost
 - Chancellor
- If granted, Board of Trustees sends letter to individual confirming the designation of Emeritus Status.

Processing a Separation – Emeritus Status

- Information on procedures and requirements can be obtained from the Faculty Affairs HR website:

<http://www.uic.edu/depts/oaa/Docs/emeritus.pdf>

Processing a Separation

- **Death Benefits**

*Payment In Case
of Death*

Processing a Separation - Death Benefits

Department Procedure:

The department for which the deceased employee was employed must end complete the following steps to initiate the payment of death benefits:

- Submit **PITR** to the appropriate HR office indicating date of death.
- Complete the **DART Separation Form**
- Submit **Payroll Adjustment (PZAADJT)** for final pay and terminal benefits due to the Estate



Processing a Separation - Death Benefits

Benefit Center:

- Needs notification of death from family member or employing department
- Sends to family member a letter stating the required documentation needed for processing of final payout:
 - Estate Affidavit or copy of Will
 - W-9 form completed by Beneficiary
 - Certified Copy of Original Death Certificate
 - Copy of Beneficiary's government issued photo identification, Driver's License, State ID, Passport or Employment ID.



Processing a Separation – SURS Survivor Benefits

Benefits Center Counselor:

- Notifies beneficiaries of State Life Insurance Benefits
- Provides beneficiary's information to:
 - Payroll
 - SURS



Processing a Separation - Death Benefits

Payroll Office:

- Check for pay record of hours worked for last regular payroll.
- Logs all information for Operations processing.
- Scan all documentation into employee Document Management File (BXS).
- Verify receipt of the employees **DART** form from HR and process the **PZAADJT**.
- **Operations** will process the final payout upon receipt of the **DART** and approved **PZAADJT**.



Processing a Separation - Death Benefits

Appropriate HR Office:

- **PEAEASCH** to terminate the employee records in Banner and enter the termination reason and date.
- In **PPAIDEN**, toggle the deceased indicator
- Send termination report to **SURS**.



Processing a Separation - Death Benefits

University Policy and processing procedures for Death Benefits can be found on the DART website

https://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_DECEASED_Departmental_040505.pdf

Processing a Separation

Separations Benefit Policies



Processing a Separation - Benefit Policies

Medical and Insurance Benefits:

Employees may be eligible for the following at their expense:

- Medical – If elected, Cobra coverage becomes effective the first full day after separation or termination occurs.
- Life Insurance – may be continued at the employee's expense.

Processing a Separation - Benefit Policies

Benefits:

- Long-Term Disability – may not be continued after termination.
- Flexible Spending Account - no longer eligible to continue making pre-tax contributions.

Processing a Separation - Benefit Policies - Final Paycheck



Final Paycheck:

- Final payout is made only when there is no outstanding balance **owed** by the employee

Processing a Separation - Benefit Policies – Unemployment Compensation

Unemployment Compensation:



- All employees are eligible to apply for unemployment compensation in accordance with the Illinois Unemployment Compensation Act.
- Employee is required to apply at the State Unemployment Compensation office nearest to the home.

More information available on website:

<http://www.ides.state.il.us/individual/default.asp>

For UIC Policy check the NESSIE website:

https://nessie.uihr.uillinois.edu/pdf/ben_and_unemp_during_sep.pdf

Processing a Separation

Support Groups

Processing a Separation – Support Groups

Academic HR - Academic Records

Website: <http://www.uic.edu/depts/hr/ahr/index.html>

Phone: 312-413-3490

- Final Review of appointment for accuracy and eligibility for retirement and insurance benefits.
- Interacts with internal and external agencies and institutions with regards to retirement, unemployment, workers compensation

Processing a Separation – Support Groups

Benefit Center

Website:

<http://www.uic.edu/depts/hr/benefits/index.html>

Phone: 312-996-6471

- Processing changes in status, termination, **CMS** discrepancies, and death claims, etc.
- Counseling employees in any of the above activities
- Liaison between employees and **SURS**
- Responds to questions concerning benefits publication, CMS policies, etc.

Processing a Separation – Support Groups

Office of Faculty Affairs - HR

Website:

<http://www.uic.edu/depts/oaa/oaahome.html>

Phone: 312-355-2412

- Develops and oversees academic policies pertaining to Faculty separation, termination and retirement.
- Final Review of appointment for accuracy and eligibility for retirement and insurance benefits.
- Interacts with internal and external agencies and institutions with regards to retirement, unemployment, workers compensation

Processing a Separation – Support Groups

Labor & Employee Relations

Website:

<http://www.uic.edu/depts/hr/relations/relations.html>

Phone: 312-355-3055

- Engages in activities and services in the area of labor/management relations, counseling and support services to managers and employees:
 - Grievance hearings and investigations for Civil Service
 - Advice and consultations w/managers and administrators
 - Counseling with employees on policies and rules (not faculty)
 - Advise managers on job behavior and performance; implementation of corrective/progressive discipline system.
 - Schedule and conduct pre-disciplinary hearings and reconciliations meetings.

Processing a Separation – Support Groups

Information and Employment Center

Phone: (312) 413-4848

Website: <http://www.uic.edu/depts/hr/hrsc/index.html>

- Assist with accessing and navigating HR systems; DART, NESSIE, UOHR and Banner.

Processing a Separation – Support Groups

University Payroll

Website: <http://www.obfs.uillinois.edu/obfshome.cfm>

Phone: 866-476-3586

- Provides services pertaining to earnings, and deductions with regards to separations and retirements.

Processing a Separation – Support Groups

School of Public Health:

- **Phone:** 312-996-6601
- <http://ness2.uic.edu/htbin/ulist/az?dispatch=find&style=az&orgid=99497>

College of Medicine:

- **Phone:** 312-996-3732
- <http://ness2.uic.edu/htbin/ulist/az?dispatch=find&style=az&orgid=99507>

Student Employment:

- **Phone:** 312-996-3130
- <http://jobs.studemp.uic.edu>

Processing a Separation – Support Groups



State Universities Retirement System

For information pertaining to retirement benefits contact a **SURS** representative at:

- **Website:** <http://www.surs.com/homepage.surs>
- **Phone:** 800-ASK-SURS (800-274-7877)
- **Mail Address:** SURS

P.O. Box 2710

Champaign, IL 61825-2710

Processing an Employee Separation



- Questions?