9.1 Start Employment User Guide for Separating SPA Employees

Denise Jimenez
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Introduction

An SPA separation occurs when a University employee is dismissed, resigns, transfers, retires, dies, and/or separated due to unavailability when leave is exhausted, or is subject to a Reduction in Force, (RIF).

Probationary SPA employees, temporary employees, or employees with time-limited appointments may be released with limited notice and without reference to the University’s RIF procedures. These employees are not eligible for priority reemployment or severance pay.

For more information on SPA separations, please visit this link:
http://www.ncsu.edu/human_resources/er/separations.php#SPA.

Separation Scenario

In this scenario we process a separation action for a permanent 12-month SPA employee due to voluntary resignation.
Job Data
To process a separation action for an employee you will need to locate the employee in Job Data. To navigate to this screen follow the path below.

Once you click on the Job Data Link, the screen below will appear. Type in the employee’s ID number or name and click **Search**.

Hint: To search by NAME type in the full first and last name then click Search.
Once the employee’s information has been located in Job Data you can now proceed with processing the action.

To process the action click on the plus sign in the right hand corner of the “Work Location” screen. Update the effective date of the separation. Please note that the effective separation date in PeopleSoft should be after the last actual date the employee worked. Example: If an employee resigns on November 14 then the date of the separation action will be November 15. Once the date has been entered then select the appropriate action and reason. If you should need to review the complete list of reasons, click on the .
It is a best business practice to record the final leave balances of an employee separating from the University. To do so, go to the Appointment Info tab and record the leave amounts under the Vacation/Sick Leave Balances section. Once this is complete, click Save.

Separation Paperwork Check-List

1. Resignation / Separation Letter
2. Annual Leave & Bonus Payment Authorization Form (EPA & SPA)
3. Signed Final Leave Balances
4. EPA-Non Faculty / Post-Doc / SPA last 5 years of Monthly Breakdown Reports (or all annual leave records if employed less than 5 years)
5. SPA performance Appraisals (or all annual appraisals if employed less than 5 years)

The separation action has been saved and is now in PeopleSoft. The next step is to scan and email the appropriate paperwork to your designated HRM Specialist.

Reminders:

❖ Pay-out penalty applies to EPA employees who have been employed an aggregate of 24 months or less (See PRR 8.2.4.2 Payout of Accrued Annual Leave)

❖ Post Doc’s are not paid out for their annual leave

**Edited by EM