

The Separation Process for Academic Professional, Faculty and Civil Service Employees

2008

When do I do the separation process?

When the employee was eligible for vacation or sick leave or a participant in SURS and appointed in one of the following employee groups

- Faculty/Other Academics
 - Employee class begins with A (AA, AC, etc.)
- Academic Professional
 - Employee class begins with B (BA, BC, etc.)
- Postdoctoral Research Associates
 - Employee class begins with P (PA, PB)
- Civil Service
 - Employee class begins with C or D (CA, CC, DA, DK, etc.)
- Graduate Assistants – only if paid on a 12 month basis
 - Employee class is GA

Why do we need a separation process?

- To stop paying the employee
- To pay any compensable benefits the employee has earned (vacation and/or compensable sick leave)
- To report to the State Universities Retirement System (SURS) that the employee will no longer be making contributions.
- To report the amount of unpaid sick leave that the employee may use for additional SURS service credit upon retirement from the University. The employee should contact SURS for additional information.

Overview of Separation Steps

1. The Home Org Unit starts the HR Transaction Checklist to end the job(s) and *initiates* the DART Separation form (**DO NOT SUBMIT DART SEPARATION FORM YET**).
2. The Home Org Unit provides a copy of the Employee Exit Form (for faculty/other academic, academic professional or graduate assistant)
3. Unit routes HR Transaction Checklist with supporting evidence of separation of employee from the University (such as a resignation letter) through all units with jobs, to the College/Administrative Unit(s) and on to Central HR (AHR for Academics and SHR for Civil Service employees)

Overview of Separation Steps (cont'd)

4. Based on HR Transaction Checklist and other information, Central HR ends the job(s). There are additional steps that need to be taken if the employee has a job that is a 9/12 or 10/12 and is leaving before the end of their contract. Refer to step by step instructions for more detail.
5. Final Regular Pay occurs – no Unit action required for final regular pay
6. **For an academic employee:** Unit adjusts academic vacation and sick leave balance on PEALEAV by checking accruals and entering leave Taken to obtain the Final Balance at Separation.
For a civil service employee: change to PEALEAV come through time reporting (PHATIME) and any additional adjustments are made by Staff Human Resources.

Overview of Separation Steps (cont'd)

7. Dart Form – Unit enters all required information and
 - Verifies hourly rate (or enters a manual rate). This is the rate that will be used for vacation and/or sick leave payout calculation. If you need assistance call 265-6549.
 - Note that only jobs active within the past 60 days will be displayed
 - Zero percent jobs will display in a separate section of the form and the unit should determine whether to calculate and enter a manual rate including a zero percent job.
 - Indicate whether or not the employee is due a vacation and/or compensable sick leave payout by clicking on the appropriate radio button for the question “Does this employee require a payout for which a pay adjustment will be initiated through Banner?” as well as indicate the payout or no payout information in the comments
 - If there is compensable leave to be paid out (vacation, compensable sick leave or Civil Service comp time), indicate in the Comments section the number of hours, hourly rate and total amount being paid. Note that these Comments, PEALEAV and the comments on the Pay Adjustment need to be consistent.
 - If there is to be no payout, PEALEAV must also reflect zero in the Current Available
 - If the employee is going to waive payment of any compensable sick leave for SURS service credit, this must be in the Comments section.
 - Unit changes Status to “Unit Submitted” and clicks SUBMIT
 - Unit notifies College of separation form waiting in DART for approval

Overview of Separation Steps (cont'd)

8. Dart Form – College reviews for accuracy and, if correct, changes status to “College Approved” and clicks SUBMIT (if corrections are necessary, College returns form to unit by changing status to “In Progress” and clicks SUBMIT. College will need to notify unit that the form has been returned).
9. Dart Form – Once in College Approved status, HR reviews, ensures jobs are ended and PEALEAV matches the Comments section, changes status to “HR Approved.”
10. Dart Form – Once in HR Approved status, Unit processes Payroll Adjustment (PZAADJT) through Workflow for final leave payouts using the applicable earn code (Vacation = ATV, Sick Leave = ATS, Sick Leave Waived = ATW, Comp Time = PCM). In the Comments section the unit needs to indicate the number of hours, hourly rate and total amount being paid for each leave category. The Unit needs to also note if the employee is waiving any compensable sick leave for service credit. If the employee is Civil Service and has a comp time balance in PEALEAV, the balance will need to be reflected in the Dart Comments and an adjustment will need to be done using the earn code of PCM. The DART hourly rate must equal the rate used on the Payroll Adjustment and hours reflected on the Payroll Adjustment must match hours on PEALEAV. If the employee is less than full time, indicate max vacation payout in comments on PEALEAV, Separation form and Payroll Adjustment. Also need to indicate in comments if employee is due VACC.
11. Pay Adjustment – Payroll reviews Dart for hourly rate to be paid and Banner for PEALEAV balances. If all matches, Payroll processes pay adjustment. If not, adjustment will be returned to Unit for correction.

Overview of Separation Steps (cont'd)

The Unit is now finished with their portion of the Separation process.

Steps 12 through 16 will be taken by Central HR and Payroll.

Overview of Separation Steps (cont'd)

The following steps are informational only,
no action is required on the part of the Unit.

12. Dart Form – After the pay adjustment is paid, Payroll inputs Last Paid Information and changes status to Payroll Processed
13. Dart Form – Once Payroll Processed, HR makes any required adjustments to PEALEAV for reporting to SURS
14. Banner – HR terminates (PEAESCHs) employee and ends all deductions
15. Dart Form – HR changes status to Separation Complete
16. SURS Notification - An automated process sends Separation data to SURS based on Dart form and Banner data.
17. Banner – Central HR does any required final PEALEAV cleanup

Separation Process

Step by Step Detail

Step 1– Home Org Unit completes HR Transaction Checklist to end the Job(s)

Important Notes

- If the employee has multiple jobs, please note in Memo area of Checklist “End all jobs, leaving University” and give end date of job(s) along with reason for separation.
- If employee is in a 9/12 or 10/12 job and is leaving before the end of their contract, indicate this in the Transaction Comments. Step 4 describes how Central HR and Payroll will work with the Unit to ensure correct payment of the remainder of contract.

Step 2 – Home Org provides a copy of the Employee Exit Form to the Employee (if employee is faculty/other academic, academic professional or graduate assistant)

<http://www.ahr.uiuc.edu/ExitInfo/index.htm>

Step 3 – Home Org Unit routes HR Transaction Checklist

- Home Org Unit routes HR Transaction Checklist through all Units with active jobs and through the College/Administrative Unit(s) and on to Central HR
- Include supporting evidence (such as a letter of resignation)
- Initiate DART Separation Form (***BUT DO NOT SUBMIT YET***)

Step 4 – Central HR ends the job(s)

- Based on the HR Transaction Checklist and supporting documentation, Central HR ends the job(s), to stop the regular pay.

If employee has a job with deferred pay (9/12 or 10/12) and is leaving before the end of their contract:

- Central HR will need to set up a deferred pay job with a DP suffix to be used for the remainder of the pay owed to the employee.
- Unit solicits the assistance of Academic Human Resources (244-2400) to determine the amount to be paid then initiates payroll adjustment(s) for the remainder of the pay owed on that DP suffix job.

(NOTE: Payment of Deferred Pay is considered part of the final regular pay)

Step 5 – Final regular pay occurs

- **Note:** No action required by the Unit at this step. The employee must receive final regular pay **before** proceeding to Step 5
- The final regular pay process affects leave balances because the accruals will be updated
- Payout of compensable leave balances **cannot be done prior** to the employee receiving the final regular pay and the resulting final accruals occurring in PEALEAV

Step 6 – After the final regular pay, Unit Enters PEALEAV data

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANPROD) (1UIUC)

ID: 65555555 Jimmy Buffet

Leave Balance Totals

Leave Code	Day or Hour	Total Begin Balance
FLHL FloatHol	H	.00
SHBN ShBen	H	.00
SICC CompSick	H	302.00
SICK Sick	H	546.52
SICN NoncSick	H	.00
VACA Vacation	H	384.00
VACC VacBal	H	32.00

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANPROD) (1UIUC)

ID: 65555555 Jimmy Buffet

Position: U94089 01 C COORD OF PRGMS (16-APR-2005 to 15-MAY-2005)
 > U94089 00 C COORD OF PRGMS (16-DEC-2003 to 30-JUN-2006)

Time Sheet Organization: 9 630001 Academic Human Resources
 9 630002 Personnel Services

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked	Maximum Amount
SICK Sick	15-MAY-2006	H	546.52	80.01	11.25	615.28	.00	9,999.99
Change Reason:			Final Balance at Separation					
SICK Sick		D	68.32	10.00	1.41	76.91	.00	1,250.00
SICN NoncSick	24-AUG-1987	H	.00	86.69	.00	86.69	.00	104.00
SICN NoncSick		D	.00	10.84	.00	10.84	.00	13.00
Change Reason:								
VACA Vacation	15-MAY-2006	H	384.00	160.00	96.00	448.00	.00	576.00
Change Reason:			Final Balance at Separation					
VACA Vacation		D	48.00	20.00	12.00	56.00	.00	72.00

Academic: On PEALEAV, Home Org Unit inputs hours of leave **Taken** on appropriate job(s), enter actual date of separation in the Date Available field and enters the Change Reason of 'Final Balance at Separation', save the changes. Go back to Employee Leave Balance Totals to ensure the final numbers are correct.

Civil Service: PEALEAV will update through normal time reporting, any adjustments will be made by Staff Human Resources.

Step 6 (cont'd)– After the final regular pay, Unit adjusts PEALEAV

For Academic PEALEAV information:

- The SURS automated program will report the appropriate amount of vacation and sick leave to SURS after the DART Separation Form reaches “Separation Complete” status.
- Any further PEALEAV adjustments required will be handled by Central HR.

What numbers should the employee know?

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANPROD) (1UIUC)

ID: 656069371 Catherine L Menacher
655555555 Jimmy Buffet

Leave Balance Totals

Leave Code	Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available
FLHL FloatHol	H	.00	.00	.00	.00
SHBN ShBen	H	.00	.00	.00	.00
SICC CompSick	H	302.00	.00	.00	302.00
SICK Sick	H	546.52	80.01	11.25	615.28
SICN NoncSick	H	.00	86.69	.00	86.69
VACA Vacation	H	384.00	160.00	96.00	448.00
VACC VacBal	H	32.00	.00	.00	32.00

Example of benefits paid out and information reported to SURS:

SICK = 615.28 hours unpaid

SICC = 151 hours (302/2) to be paid (if hours were not waived for SURS credit)

TOTAL = 766.28 unpaid sick leave reported to SURS

VACA = 384 hours to be paid

VACC = 32 hours to be paid

Vacation (VACA): Employee will be paid for all unused hours of vacation up to a maximum of 384 hours/48 days (for Academic full-time); for Civil Service employees, maximum will vary, balance shown in PEALEAV should be paid.

Vacation (VACC): Employee will be paid for all unused hours of VACC

Non-compensable sick leave (SICK):

University will report to SURS unpaid/unused, cumulative sick leave

Compensable sick leave (SICC): Employees hired between January 1, 1984 and December 31, 1997 may be paid for up to half of their compensable sick leave, or they may waive the compensable half and use for SURS credit in lieu of payment. The unpaid half is reported to SURS and can be used for SURS credit if the employee retires within 60 days of separating from the University.

Step 7 - DART –Start the Separation Form

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**University Office of Human Resources
Departmental Transaction Web Site**

Welcome to DART, the **Department Accessible Region** for Transactions interface for completing department level Human Resource transactions. To submit transactions within DART, you must have the appropriate Banner security level.

DART is available 24 hours a day, seven days a week, except from 6:00 a.m. to noon on Sunday. Times outside the hours of operation are reserved for system maintenance which may cause applications within DART to be unavailable.

We are currently enhancing the look and functionality of DART. During the transition, parts of the web site will appear in the old look. This will not affect the functionality of your ability to process transactions.

Primary sections currently in DART, as listed in the left margin and the tabs above, include:

- [Administrative Transactions](#) - links to the transactions available in DART.
- [Announcements](#) - informational updates about Benefits, Careers, Compensation, Policies, Training.
- [Banner Resources](#) - job aids, instructions, and information for Banner processes.

Select
**Administrative
Transactions**

Step 7 (cont'd) Dart – From Administrative Transactions select the Separation link

DART Home >

Administrative Transactions

This section includes links to the online administrative transactions in DART. The transactions with an asterisk (*) will appear in the old look.

- [Create New Hire/Change Employee Group Logon](#) - allows you to create a new hire logon. User must have Banner submitter or approver level access. View the [i-card Program Office memo](#) for important information about the DART process and obtaining an i-card.
- [Department Profile](#) - this section provides information about your department to prospective candidates, such as department or college purpose, and types of positions that exist within your unit. User must have Banner submitter or approver level access to create, edit, or view profiles.
- [Employee Requisition](#) - this form is used to begin the hiring process for Civil Service staff.
- [Job Postings](#) - allows you to create, edit, or delete Academic Professional job postings. User must have Banner submitter or approver level access.
- [Notification of Appointment \(NOA\)](#) - allows you to view an NOA. User must have Banner submitter level access or above for the employee's home department and employee group.
- [Pay Calculator](#) - this is an online calculator to determine the monthly salary for an employee on a nine-month appointment being paid over a 12-month period.
- [Principal Administrative Position Exemption \(PAPE\)](#) - this form is required when requesting a new Academic Professional position or when refilling an existing one that has significant revisions to title, duties, qualifications, or organizational relationship.
- [Reclassification](#) - this form is used to request that the classification of a position be changed if the job duties have changed. Only the department or the incumbent employee of the position can make this request.
- [Retrieve Civil Service resume](#) - allows you to view and print Civil Service resumes once candidates have been referred to your department.
- [Search Applicant Database](#) - allows you to search the database for potential Academic Professional candidates.
- [Search New Hire Status](#) - allows you to track the progress of new hire information. User must have Banner submitter or approver level access.
- [Separation](#) - this form is completed by departments when an employee is separating.
- [Training Course Postings](#) - allows you to post training opportunities offered by your college or department.

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Select
Separation

Step 7 (cont'd) - DART Separation Form

The screenshot shows the DART (Digital Access to Resources and Tools) interface for the University of Illinois Human Resources. The top navigation bar includes links for Home and Index. Below this, a menu contains Admin Transactions, Announcements, Banner Resources, Policies/Labor, Separation, and Training. The main content area is titled "DART" and "Separations Main Menu". It includes a sidebar with various HR information and application links. The main menu text instructs users to select an option to initiate or carry out the separation process. A note emphasizes the importance of completing the separation process. A red box highlights a form field for entering a UIN and a "Create" button. Below the form, a "Back" button is visible.

University of Illinois
Human Resources

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Separations Main Menu

Select one of the options below to initiate or carry out the separation process.

Note: It is imperative that you complete the separation process to ensure that the employee is correctly separated from the University. Failure to complete this process may result in the employee continuing to receive a paycheck.

- Create a new separations record by entering a UIN and clicking **Create**.

Create

- Search for current employee using the [Separation Status Search Form](#).

Back

Unit enters the employee's UIN and clicks on Create to start the Separation form (Name, Home Org, Eclass, Position information will default into Separation form)

Step 7 (cont'd) - DART Separation form-Unit Completes/Submits

1. Unit enters required information
2. Verifies the calculated hourly rate(s) for leave payout.
3. If necessary they enter a manually calculated hourly rate.
4. Use Comments area to reflect vacation/compensable sick leave payout information

UIN: 65555555
 First Name: Jimmy
 Middle Name: Buffet
 Last Name:
 E-Class: BA Acad/Pro 12mth Ben Elig
 Home Organization: Services
 Separation Date: 05/16/2006
Last day in pay status, including vacation and sick leave taken. This may differ from the employee's Last Work Day in Banner.
 Separation Reason: Employee Resigned
 Last Paid Date: N/A
 Status: Unit Submitted
 Does this employee require a payout for which a pay adjustment will be initiated through Banner?: Yes No

Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/> U94089-00	\$5,804.18	1.00	5,804.18	\$33.49	\$33.49	\$33.49
Total Weighted Hourly Rate					\$33.49	\$33.49

Calculate new total weighted hourly rates Calculate

Manually Calculated Hourly Rate (Justification In Comments Section) \$ \$
(xxx.xx) (xxx.xx)

Comments: Employee resigned 5/16/06.
(ex. Date, Name: Comments)
 Noncomp sick leave = 615.28
 Comp sick leave = 302/2 = 151 x 33.49 = \$5,056.99
 V&CA = 448 hours reduced to 384 max = 384 x 33.49 = \$12,860.16

Once this form is submitted and is in **Unit Submitted** status, you will no longer be allowed to update this information.

Submit
Back

5. Unit changes Status to **Unit Submitted**
6. At bottom of form click on **Submit**
7. Unit notifies the College to approve.

If corrections need to be made after the form has been submitted, the unit should contact the College approver to have the form put back in "In Progress" status

- Note that only jobs active within the past 60 days will be displayed
- Zero percent jobs will display in a separate section of the form and the unit should determine whether to create a manual rate including a zero percent job.

Step 7 (cont'd)

An employee may have had a 0% job that needs to be used in the determination of the weighted hourly rate to be used for vacation and sick leave payout.

The user should review the following 0% FTE jobs, earnings codes, shift or premium pay for this employee. In the event any are considered a permanent part of the employee's salary they should be used in calculating the rate for payout. This information should be entered into the manual rate field and the supporting information entered into the comments section.

Position/Suffix	Per Pay Salary	FTE
U74582-00	\$1,041.67	0.00

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/> U74583-00	\$10,815.00	1.00	10,815.00	\$62.40	\$62.40	\$62.40
Total Weighted Hourly Rate					\$62.40	\$62.40

Manually Calculated Hourly Rate (Justification In Comments Section)	\$68.41	\$68.41
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Comments: Administrative supplement \$6.01 per hour + \$62.40 for a total of \$68.41 per hour.
 (ex. Date, Employee retiring effective 12/31/2004. Paying 1/2 of compensable sick leave: 1354
 Name: hours / 2 = 677 hours ; 677 hours x \$68.41/hour = \$46313.57 Plus paying vacation
 Comments) balance: 288.80 hours (after accrual is posted on 1/16/05) x \$68.41/hour = \$19756.81.

0% job

Manually calculated rate

Step 8 (cont'd)- DART form - College uses Separation Status Search Form (Unit should also track the Separation Form by going to the Separation Status Search Form)

The screenshot shows the DART (Digital Access to Resources and Tools) interface for the University of Illinois Human Resources. The page title is "Separations Main Menu". The navigation menu includes "Admin Transactions", "Announcements", "Banner Resources", "Policies/Labor", "Separation", and "Training". The "Separation" menu item is highlighted. The main content area contains a "Separations Main Menu" section with a "Note" and two options: "Create a new separations record by entering a UIN and clicking Create" and "Search for current employee using the Separation Status Search Form". A red box highlights the "Separation Status Search Form" link. A "Back" button is located at the bottom center.

UIHR University of Illinois Human Resources

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Separations Main Menu

Select one of the options below to initiate or carry out the separation process.

Note: It is imperative that you complete the separation process to ensure that the employee is correctly separated from the University. Failure to complete this process may result in the employee continuing to receive a paycheck.

- Create a new separations record by entering a UIN and clicking **Create**.

- Search for current employee using the [Separation Status Search Form](#).

Step 8 (cont'd) - DART form - College enters Name or UIN and clicks **Search** to access the Separation Form

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Separation Status Search Form

Enter at least one of the criteria below. Click the **Search** button to search.

A "wildcard" search on last name can be done by entering a partial last name followed by the percent sign, %. For example entering S% will search for anyone whose last name begins with S.

To exit the Separation Status Search Form, click the **Exit** button.

First Name:

Last Name:

UIN: (xxxxxxxx)

SSN: (xxxxxxxx)

Separation Date Prior to: (mm/dd/yyyy)

Separation Reason:

HR Campus:

Separation Status:

Payout Status: (Does this employee require a payout for which a pay adjustment will be initiated through Banner?)

Benefits Status:

Sort Results By:

Search **Exit**

Step 8 (cont'd) - DART form - College changes to College Approved

If corrections need to be made after the form has been approved, the College approver will need to contact HR to have the form put back in "In Progress" status

UIN: 65555555
 First Name: Jimmy
 Middle Name: Buffet
 Last Name: mth Ben Elig
 E-Class: 9-630002 Personnel Services
 Home Organization: 05/16/2006
 Separation Date: (mm/dd/yyyy) Last day in pay status, including vacation and sick leave taken. This may differ from the employee's Last Work Day in Banner.
 Separation Reason: Employee Resigned
 Last Paid Date: N/A
 Status: College Approved
 Does this employee require a payout for which a pay adjustment will be initiated through Banner?: Yes No

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

	Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/>	U94089-00	\$5,804.18	1.00	5,804.18	\$33.49	\$33.49	\$33.49
Total Weighted Hourly Rate						\$33.49	\$33.49
Calculate new total weighted hourly rates						<input type="button" value="Calculate"/>	

Manually Calculated Hourly Rate (Justification In Comments Section)
 \$
\$
(xxx.xx)
(xxx.xx)

Comments: Employee resigned 5/16/06.
 (ex. Date, Name: Noncomp sick leave = 615.28
 Comments) Comp sick leave = 302/2 = 151 x 33.49 = \$5,056.99
 V&CA = 448 hours reduced to 384 max = 384 x 33.49 =
 \$12,860.16

Separation Form Status History Information

	Status	User ID	Date
1	Unit Submitted	tkerber	07/05/2006 11:18:27 AM

Step 9 – DART - HR changes to HR Approved status

UIN: 65555555
 First Name: Jimmy
 Middle Name: Buffet
 Last Name:
 E-Class: 9-mnth Ben Elig
 Home Organization: 9.630002 Personnel Services
 Separation Date: 05/16/2006
(mm/dd/yyyy) Last day in pay status, including vacation and sick leave taken. This may differ from the employee's Last Work Day in Banner.
 Separation Reason: Employee Resigned
 Last Paid Date: N/A
 Status: HR Approved
Does this employee require a payout for which a pay adjustment will be initiated through Banner?:
 Yes No

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

	Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/>	U94089-00	\$5,804.18	1.00	5,804.18	\$33.49	\$33.49	\$33.49
Total Weighted Hourly Rate						\$33.49	\$33.49
Calculate new total weighted hourly rates						<input type="button" value="Calculate"/>	

Manually Calculated Hourly Rate (Justification In Comments Section)
 \$ (xxx.xx)
 \$ (xxx.xx)

Comments: (ex. Date, Name: Comments)
 Employee resigned 5/16/06.
 Noncomp sick leave = 615.28
 Comp sick leave = 302/2 = 151 x 33.49 = \$5,056.99
 V&CA = 448 hours reduced to 384 max = 384 x 33.49 = \$12,860.16

HR checks that all jobs have ended and changes status of DART form to **HR Approved**

Step 10 –Payroll Adjustment for compensable leave payouts – same for Academic or Civil Service

Once **final regular pay** has been received and the Dart form is in **HR Approved** status.....

- Unit should initiate Payroll Adjustment for any vacation and compensable sick leave payout, indicating in the PZAADJT comments:
 - hourly rate
 - hours paid for each appropriate Earn code
 - Terminal Vacation payout – ATV
 - Terminal Compensable Sick Leave (SICC) payout – ATS
 - Sick Leave Waived (SICC) – ATW
 - CompTime (for Civil Service only) - PCM
 - total amount being paid

Note: when preparing the adjustment, you must enter the same total hours in one of the “day” columns as is in the total hours column; failure to enter this amount in a day column will result in an error message. Do not enter “1” in the day field, representing a unit or one hour, again, an error message will result indicating “totals do not match.”

- If over-payment has occurred, the Unit works with the employee and Payroll on repayment of money owed the University.

Step 11 –Payroll Adjustment for compensable leave payouts – same for Academic or Civil Service

Pay Adjustment (PZAADJT) – Payroll reviews the payroll adjustment, compares to DART separation form for hourly rate to be paid and PEALEAV balances in Banner.

If all matches, Payroll processes payroll adjustment.

If there is a discrepancy, the payroll adjustment will be returned to Unit to make necessary corrections. Once corrections have been made, Unit will need to resubmit the payroll adjustment through Workflow. (For assistance with payroll adjustments call the Urbana Payroll Customer Service at 265-6363.)

The Unit is now finished with the Separation
Process

Steps 12 through 16 will be taken by Central
HR and Payroll