



Separation

In this guide:

Exceptions	2
Guidelines	3
Transaction—PA40	6

By Infotype

IT0000	IT0014
IT0021	IT0006
IT0006, subtype US01	IT2001
IT0001	IT0105
IT0041	IT0552

	Addi- tional	10
Infotypes		12
SERS received After the Fact		13
References		

Overview

An employee can separate from the Commonwealth for a number of different reasons (see [Reason Codes and Qualifications](#)). The most common separations are:

- Resignation
- Retirement (regular or disability)
- Furlough
- Death

There are specific exceptions to consider before processing a separation. You should utilize the [Separation Checklist](#) in conjunction with this guide to ensure that all known exceptions are accounted for.

If an employee was receiving benefits, their separation action needs to be processed within 30 business days from the actual separation effective date. If you receive an e-PAR that has an effective date that is more than 30 business days in the past and the employee had benefits, please see your supervisor before processing. If the employee had benefits we can't take them away from them if the separation wasn't submitted timely. The separation effective date would need to be changed and a LWOP action would be input for the time between the original date of separation and the new effective date of separation and AW absences would be input on IT2001.

Exceptions

Department of Transportation (DOT) - Check employee's IT0007 to see if they are in a CMR work schedule. If yes, move PAR to a specialist to review the ZIPY and CAT **prior** to processing separation action. The specialist will review and determine if there are future dated absences. The specialist will move the PAR back to the rep letting them know if it is okay to process or if they need to move the PAR back to the agency to have future dated absences removed. We are not to be removing the future dated absences from the ZIPY anymore.

PSERS/TIAA-CREF—If an employee is retiring from PSERS or TIAA-CREF we will not receive a retirement notification like we do from SERS. We count on what the agency gives us for these employee's.

Clothing Allowance—If the employee is to receive a clothing allowance upon separation, you will need to process a [Supplemental One-Time Payment](#) (ZQ) action with an effective date two (2) days prior to the separation effective date. Clothing allowances typically pertain to State Police, Corrections, Game Commission and Fish & Boat.

Corrections/Probation and Parole—If the employee is separating from the Dept of Corrections in the [IOCMS Project](#) (Org 00111000) with any job title, or from the PA Board of Probation and Parole in [Philadelphia County](#) (Orgs 00255100-00255199 ONLY) with at least two years as a:

- Parole Agent 2
- Parole Supervisor
- Deputy District Director
- District Director

There will be an 1101 override record on IT0008. Escalate the PAR to a specialist so that a [Pay Decrease](#) action can be processed effective the employee's last day worked. The specialist will then create a CM ticket to James Austin of BCPO indicating that the employee is to be paid the higher monies for the last day of work. **Note:** if the employee is on LWOP (pay level 'ZN') the override should not be removed and a CM ticket should not be created.

Resident Worker B— Action reason to use for these types of separations should be 80 (completion of special employment period).

Effective Dates

For a permanent employee, the effective date of a **regular separation** should be the last compensable day (last day the employee was scheduled to work). For a non-permanent employee (including annuitants and interns) the effective date should be the last actual day worked.

The effective date of a **disability separation** (if the employee is on paid or unpaid leave) must be within the same pay period in which the disability was approved. Otherwise, the effective date is the date of separation. If the employee has a worker's comp claim and is on WRI (work-related injury) leave, the effective date should be the date that the *Compromise and Release* was signed. The agency should provide this information on the PAR (refer to [MD530.24](#)).

The effective date of a **death separation** should be the same date as the employee's death even if the date of death is a scheduled day off

The effective date for a **seasonal employee** that resigns while on **LWOP** should be the date the resignation was received instead of the day the employee last worked.

If an employee is working overnight shift and start of shift is effective 10/11/2013 but ends morning of 10/12/2013 you would use 10/11/2013 as the effective date of the separation which is when the shift begins.

** Exceptions are granted when the off-days are the last two days of the pay period (in a 24/7 work environment); consult with a specialist.*

Compromise and release attached to PAR and a Disability Retirement approval which reason code should be used 32—Retire-sett/griev-sick pay or 30—Retire-work rel dis—sick pay? The reason code needs to be 24—Retire-Cont-Frmr-Agcy-sick pym with a QDIS record on IT2012. You can either code it as 30 then change it to 24 so the QDIS generates or you can code it as 24 and change the QRET to reflect QDIS.

Separation Guidelines

Things to consider when processing the following types of separations:

Disability Retirement

Tara Long from OA Benefits informed us that if an employee who is dually hired (active under 2 personnel numbers) applies for disability retirement, they must be placed on paid leave, unpaid leave or separated under both personnel numbers. Under [Management Directive 530.24](#), Retired Employees Health Program, their customer specific status cannot show as 'Active'

If a disability approval is received after an employee has resigned, change the reason code to reflect the appropriate disability retirement code even if the approval is issued after 90 days from the date of separation. Maintain text on the employee's IT0000 (Actions) to document the date the approval was received.

Resignation

If you receive a SERS notification via CM or e-PAR that indicates the employee is 'vesting,' you **must** process the separation as a resignation, not as a retirement. Employees who are vesting are not entitled to receive their sick payout.

Employees who **resign** on a holiday are not entitled to that paid holiday, and the effective date of the separation must be the day before that holiday.

Retirement

You **must** receive a SERS notification via CM or e-PAR in order to process the separation as a retirement. Without the SERS notice, you will process as a resignation and notate the closed PAR that a SERS notice was not received.

Employees who **retire** on a holiday are entitled to that paid holiday, so long as they were in a compensable pay status (meaning they worked or used paid leave) on that day and during the last half shift prior to the holiday.

If a **Dual Hire** employee **retires**, the employee **must separate from all positions**. If the employee is listed as a non-permanent employee in one of the positions **and** does not earn leave in that position, the reason code must reflect '**no sick pymt**'.

If the employee retires from a position where the job is coded as non-accruing, the reason code must reflect '**no sick pymt**'. If employee has frozen leave to be paid, use reason code 90 "manual leave payout".

Dismissal

NO CORRESPONDENCE IS NECESSARY FOR A DISMISSAL SEPARATION (prepared by Labor Relations).

Furlough

NO CORRESPONDENCE IS NECESSARY FOR A FURLOUGH SEPARATION (prepared by the agency)

Death

When you receive a Death separation e-PAR, the first thing you need to do is email:

- Commonwealth Payroll Operations RA-OBBCPOSPECPROC@pa.gov
- OA Benefits—RA-BENHELP@pa.gov to notify them that a request has been received to process a separation due to death. Include:

- Employee name, personnel #
- PAR Access Code
- Attach Survivor Assistance Worksheet

You will then need to create a CM ticket to Employee Services with the Survivor Assistance Worksheet attached, which will notify them to contact the estate survivor with benefits-related information. **Please Note:** If a CM case is already created, you don't need to create a new case. Just add notes to the existing case and add the survivor worksheet.

For all employees in the L1 (State Police) or H1 (Corrections) bargaining unit for which you process a Death separation, you must use an action reason that reflects "**with sick payment.**" This is based on State Police and Corrections collective bargaining agreements that state that any employee who separates due to death is not required to meet the minimum required years of service to receive a sick payment.

If the employee dies before their scheduled start time—regardless of whether that day was a scheduled work day or a scheduled absence—you must input an **AO-UnPd-Absence (Approved)** on IT2001, effective the date of the death, IF the agency Time Advisor has not already done so.

Death (cont'd)

The HR Service Center will not receive a Survivor Assistance Worksheet for **Vital Statistics Registrars**, as they are not Commonwealth employees. A CM ticket does not need to be created for anyone assigned to this job. The agency is responsible for forwarding form STD-142, Affidavit to Procure Salary/Wages, Employee Benefits Due Deceased Employees to BCPO. For **Vital Statistics Registrars** please use action reason 61. For Resident Worker A's and B's, please use reason code 80.

NO CORRESPONDENCE IS NECESSARY FOR A DEATH SEPARATION (prepared by Employee Services).

There are times where an employee dies after the date of separation, but before the final pay is actually received. In this case, although the HR Service Center is not involved in the final processing, BCPO must pull back the final pay and process it according to their deceased processing procedures. Because the "death" reason code was not used on the separation, the IT0006, US01 (Paycheck Location) was set to 0008888 (Mail to employee's home mail address). Ed Brenner will contact the HR Service Center to have this changed to 7777777 (BCPO Special/Deceased Processing). Follow the steps below to make the update:

1. Using PO13, create a new 9105 Position Attribute record with a Start Date/End Date which reflects the first day in withdrawn status and set the CDC to 7777777 (BCPO Special Deceased Processing).
2. Using PA30, create IT0006 subtype US01 using Start Date which reflects the first day in withdrawn status with the 0008888 (Mail to employee's home mail address) save the record.
3. Using PA30, change IT0006 subtype US01 using the Pencil. IT0006 subtype displays and the CDC is now open for entry. You can enter 7777777 and Save.

Processing a Separation during the correction window

If processing the separation during the correction window, be sure to check IT0235 for a 'Y' indicator next to Medicare and Social Security taxes. If the 'Y' indicator is there, immediately notify Robert Shank of BCPO. If he isn't available contact Matt Ramble. This action should NOT be processed if the effective date is before the [Earliest Retroactivity Date](#).

Effective immediately, please notify James Austin, BCPO, via email, whenever you process a separation action during the Open Correction Window for an employee with an active record on IT0014 for the following wage types:

4409	Payrl Adv Recvry-BCPO	4410	Commonwealth Deduction
4414	Property/NonPayroll Clms	4441	Travel Rec-Lodging
4442	Travel Rec-Subsistence	4443	Travel Rec-Mileage
4444	Travel Rec-Transportation	4445	Travel Rec-Other
4900	Overpayment recovery Amt	4903	Misc Ovrpmt Recovery Amt
4905	Non-Txbl Ovpmt Rcvry Amt	4920	Adjustment Ovpmt Rcvry
4940	Travel Sub Rec Taxable		

BCPO needs to be notified right away so they can take the existing overpayment balance before final payroll runs.

Transaction—PA40

In this example, the employee is separating effective 3/23/2012 in the Z3 pay area.

1

On the home screen of SAP, under the Personnel Administration folder, double-click **PA40—Personnel Actions**.



2

Enter the employee's personnel number, the effective date and select **Separation**.

Remember: For a permanent employee, the effective date of a **regular separation** should be the last compensable day (last day the employee was scheduled to work). For a non-permanent employee (including annuitants and interns) the effective date should be the last actual day worked.

Click Execute



3

INFOTYPE 0000

SAP will automatically default the effective date to the next calendar day.

Enter the action reason code.

Reason Code 90—There are various circumstances under which you will need to use reason code 90 during the separation action, the two most common being:

- Frozen Leave

An employee may have a frozen leave balance from their previous employer that needs factored into their current leave balance. A statutory employee—whose work schedule begins with BSTAT—will typically have a frozen leave balance. Be sure to check the e-PAR, IT0000 and IT0001 for comments related to frozen leave. Text will only be on these infotypes if the employee converted from the old system to SAP and was in a non-accruing job prior to SAP. You should also check IT2006 for their balances. After the separation action, a CM ticket will need to be created to notify BCPO; they will then process a leave payment with the correct hourly rate. Agency Time Advisors are responsible for reducing actual and anticipated quotas to equal zero.

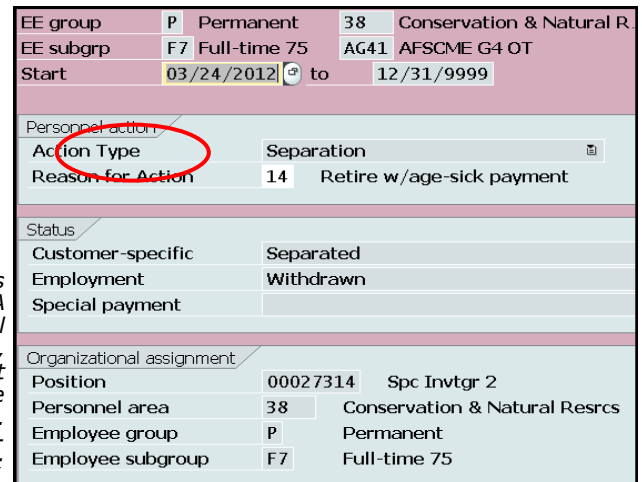
Maintain the following text in the PAR comments: Action reason code used was 90—manual leave payout due to employee's frozen leave. There is no Q record to be reviewed or unlocked, as BCPO will process the payout manually.

- Reciprocal Leave

An employee transferring to an independent agency that has a reciprocal leave agreement will need their leave quotas adjusted. Agency Time Advisors are responsible for making such adjustments. Check the e-PAR for comments related to reciprocal leave. [Time Alert 2011-08](#)

Maintain text (you can maintain text on IT0000 during the action). If using reason code 90, be sure to indicate that the action is either a transfer to a reciprocal agency, a resignation or a retirement.

Click Enter
Save



Note: If Reason Code is 07- Resign Contact Former Agency, and we receive a Disability Retirement Approval, reach out to agency before changing the Reason Code. The Agency needs to confirm that the EE is okay to be separated with the Disability Retirement Reason Code. If Agency is not okay with this, then Reason Code needs to be either:

23– Retire-Cont Fmr-Agcy- no sick

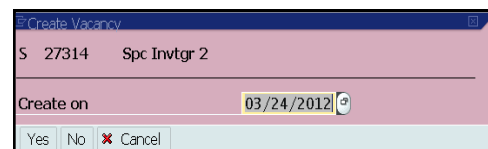
OR

24– Retire-Cont Fmr-Agcy- Sick Pymt. You will then need to manually create the QDIS and maintain text.

4

Pop-Up: SAP will ask if you want the position to become vacant on a specific date; YES. Be sure the date is the next calendar day after the separation.

Click



After you save IT0000 if this screen pops up “! Plan is locked” you will need to bypass. After the transaction is complete you have to go back in and delimit the SERS record.

The screenshot displays the SAP 'Change Savings Plans (0169)' interface. At the top, there is a toolbar with various icons. Below the title bar, there are icons for document, print, and user. The main data area contains the following information:

Personnel No	358678	Judith A Talyai	Active	Payr.area	Z3
EE group	P Permanent	2103 Human Services Pysl Area 3	PW Dela CAO Crosby Dstr		
EE subgrp	F7 Full-time 75	FF41 PSSU F4 OT	Inc Mntnc Csewrkr		
Start	01/09/2004	to	06/26/2015	Chng	12/17/2003 CONVERS4

Plan: SAAS Full Cov/SSI Class AA/Cat-0

Navigation tabs: Plan data (selected), Administration, Regular contrib., Bonus contribution, Benefi...

General plan data

Benefit area	PA	CoPA
Plan type	SERS	State Emp Ret
Benefit plan	SAAS	Full Cov/SSI Class AA/Cat-0

Planning Parameters

EE Contr. Variant	SAAS	SERSFull/SSI AA 0
ER Contr. Variant	SAAS	SERSFull/SSI AA 0
Vesting rule		
Investment Group		


! Plan is locked

If the separation is a death, the next Infotypes presented will be IT0021 and IT0006, subtype US01; otherwise SAP will present IT0001.

5

INFOTYPE 0021

Use the Survivor Assistance Worksheet to complete this section.

Click Enter 
 Save 

Member		Estate Contact	
Personal data			
Last name	Mcjilton	Initials	
First name	<input checked="" type="checkbox"/>		
Title			
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male		
Street		Telephone number	
Addr Line 2			
City/State			
Zip/country			

6

INFOTYPE 0006, subtype US01

The Check Distribution Code should default to all 7's, which will direct any checks issued after the date of death to BCPO.

Click Enter 
 Save 



Address type		Paycheck Location	
CDC Data			
Check Distribution Code	777777	BCPO Special/Deceased Processing	
Delivery Location Name	BCPO Survivor/Estate Payments		
Address Line 1	333 Market Street		
Address Line 2	19th Floor		
City	Harrisburg		
Region	PA	Postal Code	17105

7

INFOTYPE 0001

Make sure the position number is reflecting all 9's (if the actual position number is still showing, you will need to re-execute the action via PA30).

Maintain text.
 If IT0040 (Objects on Loan) appears, BYPASS.

Click Enter 
 Save 

Enterprise structure			
CoCode	COPA	COMMONWEALTH OF PA	
Pers.area	38	Conservation & Natural R...	
Cost Ctr	38PYRLDFLT	PAYROLL DEFAULT	
Personnel structure			
EE group	P	Permanent	
EE subgroup	F7	Full-time 75	
Organizational plan			
Position	99999999	Default position	
Job key	00708200	Spc Invtgr 2	
Org. Unit	00388150	CN Fors Fire Pro Div	

If the separation is a death, the next Infotypes presented will be IT0041 and IT0014 (if appropriate); otherwise SAP will present IT0006.

8

INFOTYPE 0041

Make sure the Z7 date matches the date of death.

Click Enter 
 Save 

Date Specifications (0041)		
Date type	Date	
Z1 Current Service date	10/01/1987	
Z3 Longevity Date	01/01/2012	
Z7 Date of Death	03/23/2012	

For volunteers, IT2012 may appear next; BYPASS.

9

INFOTYPE 0014

Check all appropriate records.

DO NOT delimit overpayments.

*Note: If the EE is separating due to death, end the deduction on the last day of the pay period, not the last day worked.

EE group	P	Permanent	38	Conservation & Natural R...	CN
EE subgrp	F7	Full-time 75	AG41	AFSCME G4 OT	Sp
Choose	01/01/1800	to	12/31/9999	STy.	
Wage type	Wage Type Long Text	From	To		O
4900	Overpayment recovery A.	05/23/2009	06/05/2009	A	
4900	Overpayment recovery A.	02/02/2007	03/02/2007	A	


Infotype 0057: Note: Union Dues should not be delimited for BU employees.

Click Delimit 

10

INFOTYPE 0006

Always bypass the permanent address screen; if there is a mailing address indicated on the PAR or on the employee's record, save; otherwise bypass.

Click Bypass 

EE group	P	Permanent	38	Conservation & Natural R...	CN
EE subgrp	F7	Full-time 75	AG41	AFSCME G4 OT	Sp
Start	03/24/2012	to	12/31/9999		
Address					
Address type	Permanent residence				
Care Of					
Address line 1	1234 Anywhere Place				
Address line 2					
City/county	Anywhere				
State/zip code	PA	Pennsylvania	17001		
Country Key	USA				
Telephone Number	717 555-5555				


EE group	P	Permanent	38	Conservation & Natural R...	CN
EE subgrp	F7	Full-time 75	AG41	AFSCME G4 OT	Sp
Start	03/24/2012	to	12/31/9999		
Address					
Address type	Mailing address				
Care Of					
Address line 1	<input checked="" type="checkbox"/>				
Address line 2					
City/county	<input checked="" type="checkbox"/>				
State/zip code	<input checked="" type="checkbox"/>				
Country Key	USA				
Telephone Number					

11


INFOTYPE 2001

Select all absences dated after the separation date (*SPF absences cannot be delimited here, in which case you will bypass*).

SPF Absences—In most cases, SPF absences (Y*) will be linked to an FMLA request. These absences cannot be delimited during the action; notate the closed PAR letting the SPF coordinator know that future-dated SPF absences exist, and to have

Click Delimit  them unlinked and deleted.

OR

Bypass 

Start Date	End Date	Abse	Att./abs. type text
12/25/2012	12/25/2012	H	Holiday/Comp lieu Holiday
11/23/2012	11/23/2012	H	Holiday/Comp lieu Holiday
11/22/2012	11/22/2012	H	Holiday/Comp lieu Holiday
11/12/2012	11/12/2012	H	Holiday/Comp lieu Holiday
10/08/2012	10/08/2012	H	Holiday/Comp lieu Holiday
09/03/2012	09/03/2012	H	Holiday/Comp lieu Holiday
07/11/2012	07/11/2012	P	Pd-Personal
07/04/2012	07/04/2012	H	Holiday/Comp lieu Holiday
05/28/2012	05/28/2012	H	Holiday/Comp lieu Holiday
04/06/2012	04/06/2012	A	Pd-Annual
02/27/2012	02/27/2012	A	Pd-Annual
02/24/2012	02/24/2012	S	Pd-Sick

12

INFOTYPE 0105

Select the record.

Click Delimit 

This will de-activate the employee's CWOPA email Account.

EE group	P	Permanent	38	Conservation & Natural R...	CN
EE subgrp	F7	Full-time 75	AG41	AFSCME G4 OT	Sp
Choose	03/24/2012	to	12/31/9999	STy.	
Start Date	End Date	Com...	Name	ID/nu	
01/09/2004	12/31/9999	0001	System user name (SY-U...	P000	

13

INFOTYPE 0552

Select the record.

Click Delimit 

This will stop the accrual of seniority (*will only be presented for BU-covered employees*).

DO NOT delimit union dues on IT0057 for BU-covered employees.

EE group	P	Permanent	38	Conservation & Natural R...	CN Fors Fire
EE subgrp	F7	Full-time 75	AG41	AFSCME G4 OT	Sp Invtr 2
Choose	03/24/2012	To	12/31/9999	STy.	JOB Delimit.D
TimeData Ent./Empl.Per					
Start Date	End Date	Tim...	Name	Lock	Re Do ... Years Months Days
01/09/2004	12/31/9999	JOB	Job Se...	0	0 0 6,833

Military seniority entered on IT0552 should not be end dated due to an EE separating. The EE is always entitled to Military seniority, if entered.

Additional Infotypes

These Infotypes may be presented during the separation action:

INFOTYPE 0015 (Additional Payments)

For After the Fact Conversion records, open the record and change the date of origin to the separation date. Any payments the employee is not entitled to, delete via PA30.

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	MA33	MGT A3 NPOT
Choose	01/01/1800	to	12/31/9999	STy
Wag...	Wage type long text	Date	O Amount	
5995	After the Fact Conversion	06/19/2004		

INFOTYPE 2002 (Attendances)

If there are future-dated attendances, this Infotype will be presented after IT2001 (Absences). You will need to reach out to the agency to determine if the employee worked or will be working the date of the attendance. If they are the effective date of the action will need changed.

Start Date	End Date	Atte...	Att./abs. type text	From	to
11/20/2008	11/20/2008	DIFF	Differentials	09:00	11:00
11/14/2008	11/14/2008	DIFF	Differentials	08:00	10:00
11/13/2008	11/13/2008	DIFF	Differentials	10:00	11:30
11/07/2008	11/07/2008	RT	Regular Time	11:00	16:00
11/06/2008	11/06/2008	CLE1	Comp Earned 1.0	16:00	23:00
11/06/2008	11/06/2008	RT	Regular Time	07:30	16:00

INFOTYPE 2003 (Substitutions)

If there are future-dated substitutions, this Infotype will be presented after IT2002 (Attendances).

Highlight all future-dated substitutions.

Start Date	End Date	ST	From	To	P	Hours	Brk	Start	End
07/24/2006	07/28/2006	03	07:30	15:30		7.50		12:00	12:30
07/19/2006	07/21/2006	03	07:30	15:30		7.50		12:00	12:30
10/18/2004	10/21/2004	03	07:30	15:30		7.50		13:30	14:00
10/11/2004	10/15/2004	03	07:30	15:30		7.50		13:30	14:00

Click Delimit 

INFOTYPE 0040 (Objects on Loan) - If this infotype presents itself, **bypass**. The agency should be delimiting this infotype.

Infotypes processed in the background:

INFOTYPE 0027, subtype 01-Wage/Salary (Cost Distribution)

- Created effective the separation date to override position funding

INFOTYPE 0167 (Health Plans)

- Delimited at the end of the pay period in which the employee separated

INFOTYPE 0168 (Insurance Plans)

- Delimited at the end of the pay period in which the employee separated

INFOTYPE 0169 (Savings Plan)

- Delimited at the end of the pay period in which the employee separated

INFOTYPE 0170 (Flexible Spending Account)

- Delimited at the end of the pay period in which the employee separated

INFOTYPE 2012 (Time Transfer Specifications)

- Created as a locked record (QSEP, QRET, QDIS) which the agency will have to unlock. Please note that there should be only one Q-record on IT2012 for a Separation action. Make sure when changing reason code that you remove prior Q-record that was created.

INFOTYPE 0329 (Supplementary Employment)

- Delimited in the background

Check for a CM to see if a Deferred Comp Rollover form was received for ALL employee's regardless if they have Deferred Comp deductions on IT0169. There are employee's who have had deductions taken out prior to SAP.

SERS is received After the Separation has been processed and e-PAR has been closed

Employee has **90 days** after separation date to file for retirement, except a furlough which has **36 months** to file for retirement. If the SERS notification is received **after** the 90 days or 36 months you would just notate on the closed e-PAR that notification was received. Maintain text on IT0000 and IT0001 indicating that the date the notification was received.

If you receive the SERS notification within 90 days of the separation, but after the separation has been processed and the e-PAR has been closed, the e-PAR will be reopened. Change the reason code, if required, and maintain text to indicate the date the notification was received.

The calculation for the 90 days for sick leave entitlement is based on the date the employee signed the SERS notice with SERS.

For disability retirements, if the approval is received after an employee has resigned, change the reason code to reflect the appropriate disability retirement code even if the approval is issued after 90 days from the date of separation. Maintain text on the employee's IT0000 (Actions) to document the date the approval was received.

Process either a PA30 or PA40 action

- If there will be no sick leave payout, do a PA30 and change the reason code, maintain text on IT0000.
- If there will be a sick leave payout, reprocess the Separation action via PA40. On IT0000 you will change the action reason code to the appropriate retirement code.
- Continue with the action as usual, saving and bypassing as normal.
- **Change to procedure**—If payroll has processed on the original transaction **delete** the old QSEP record and **unlock** the QRET record that created when the reason code was updated.

Process the **After the Fact Letter** and attach to the e-PAR before you close. Do not generate a letter for employees where an employee was dismissed or furloughed and the agency generated the dismissal or furlough letter.

For employee's who were separated under reason code 80 (Comp Spec Emp Period) or 81 (Comp Spec Emp Period without notice) and you generated the original "your services are no longer required" letter, be sure to generate the **After the Fact Letter**.

If linked properly, the SERS notification e-PAR will close when you reclose the separation e-PAR.

References

[Time Alert 2011-08](#)

[Management Directive 530.27](#)

[Personnel Rules](#), page 72 section 8.10

[Management Directive 530.24](#)