***Please distribute this alert to any users within your agency who are responsible for absence and attendance entry in SAP.***

**Separating Employees**

* Guidance and clarification regarding time and attendance errors for employees that are separating or have already separated

An employee’s “Q” separation record should not be unlocked until a review and certification of the separating employee’s time records are complete. Agency time staff are responsible for ensuring that ALL errors for separating employees are reviewed and corrected **PRIOR TO UNLOCKING** the employee’s “Q” record (QSEP, QRET, QDIS, QDNW, etc.) on IT2012. This includes the review and correction of any errors and warning messages on

* Time Evaluation Messages Display report (Y\_DC1\_32000670)
* Time Transfer Report (Y\_DC1\_32000598)
* HR Error Reporting Tool
* Open help desk tickets
* Any BCPO audits/Bureau of Quality Assurance post audits

Using the [E-PAR Guidelines](http://www.hrm.oa.pa.gov/Leave/policies-laws/Pages/default.aspx) will ensure that you don’t miss one of these steps. Reminder: Only errors for dates after the Earl.pers.rec.date” should be corrected.

Absence and attendance errors for separated employees **should not** be reviewed or corrected after the “Q” record has been unlocked **unless** the error was identified because of a BCPO audit or a post audit completed by Bureau of Quality Assurance. Errors identified by BCPO or the Bureau of Quality Assurance must be resolved even if the “Q” separation record was unlocked. If only **attendance** records need to be corrected, the “Q” separation record does not need to be locked to make the corrections. Attendance corrections can be made to the timesheet (CAT2) even if there is an unlocked “Q” separation record.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.