

SEPARATION EPAR SUBMISSION GUIDE

Overview/Tips

Use this form for the following employee changes: resignation, retirement, termination, death, furlough, completion of specific employment period (seasonal, annuitant, etc.), transfer to agency not under the governor's jurisdiction (independent agency).

If the employee is moving out of one position and into another position within 14 days, a separation action should not be requested.

Death Separations: Be sure to attach a completed Survivor Assistance Worksheet.

Was a SERS notification (retirement notification) received? If so, use the appropriate retirement code. If not, a resignation code should be used.

- If the HRSC receives a SERS notification at a later time, the action reason code will be updated accordingly.

For requests that include 10 or more employees, click [here](#) for MASS EPAR information.

****See complete list of Separation Reason Codes at the end of this document.****

EPAR Form

The screenshot shows the EPAR form interface. On the left, the 'Position Action:' dropdown menu is open, listing options such as 'Change Supervisor Position', 'Create a Position', 'Delimit a Position', 'Fill a Vacant Position', 'Reclassify/Reallocate a Filled Position', 'Reclassify/Reallocate a Vacant Position', 'Request to Fill (Post Vacancy)', 'Update Roles', and 'Other - Please Explain'. On the right, the 'Employee Action:' dropdown menu is open, with 'Separation' selected. Below this, the 'Other/Please Explain:' dropdown menu is set to 'Select One'. At the bottom right, the 'Personnel Number:' field contains '00603690' and a 'Submit' button is visible. Red boxes with numbers 1 and 2 highlight the 'Separation' selection and the 'Personnel Number' field, respectively.

1 Under Employee Action, select Separation

2 Enter 8-digit personnel number of separating employee and click Submit.

Employee Information

Commonwealth of PA E-PAR

Separation

PAR ID: **Separation - 00813045 - Hr Anl 3 (Gen) - 50359170**

Name: Courtney *Proposed Effective Dt: **1**
(mm/dd/yyyy)

Pers No: 00603690 Pos No: 50359170

Org ID: 00813045 Org Name: EX HRSC Agcy Srvs Div

Job Cd: 0503A Job Name: Human Resource Analyst 3 (General)

Emp Grp: P Emp Sub Grp: F7 Pay Area: Z3

Pay Grp: ST08 Pay Lvl: Pers Subarea: MA33

Action Type: ZH Action Reason: Select One **2**

Earl RA Dt: 12/10/2016

This E-PAR is being submitted as part of a Mass E-PAR request.

Permanent Residence

Street 1: Tax Area: PAUL

Street 2:

City: State: PA Zip:

*Indicates a required field

Comments: **3**

- 1** Proposed Effective Dt: Enter last day worked/in compensable status
- Cannot be a holiday (unless a retirement notification has been received)
- 2** Action Reason: Did the employee resign or retire? (Determines sick leave payout)

Separation Reason Code Examples

- Standard resignation with notice – Use 01
- Annuitants/End of Temporary Employment with Notice – Use 80
- Transfer to Independent Agency/freeze sick leave – Use 90

See complete list of Separation Reason Codes at the end of this document.

- 3** Comments: Include mailing address changes

Status: **Requester**

Submit to:

Your email:

Spw/Mgr email:

HR email:

- 1 Attachments: Letters from employees, agency generated letters, termination letters, survivor assistance worksheet, etc.
- 2 Choose appropriate option based on your agency's chain of approval and click Submit.

References

[Personnel Rules \(MD 505.7 Amended\)](#)
[Personnel Administration Alert 2011-04 \(Appointment, Transfer, Leave Without Pay and Separation Action Effective Dates\)](#)
[Time Alert 2011-08 \(Separation Reason Code 90 – Manual Leave Payment\)](#)
[List of Independent Agencies with reciprocal leave agreements](#)
[Survivor Assistance Worksheet](#)

Separation Reason Codes and Qualifications

Superannuation:

The age at which an employee is eligible to receive an unreduced annuity (pension payment) AND has the required years of retirement service credit (years of service); OR any age with 35 years of service.

Class of Service:

Determines superannuation age and years of service required to receive an unreduced annuity. Typically, the class of service is based on an employee's original hire date. IT0169 in SAP provides the class code, also referred to as "retirement plan code"

Sick Payment Eligibility:

- Superannuation retirement with at least 5 years of service
- Other retirement with at least 25 years of service
- Disability retirement (regardless of age and years of service) - use disability reason code
- Death after 7 years of service (regardless of age) - use death reason code

Employees with less than 25 years of service are considered superannuated for purposes of sick leave payment eligibility if they meet the criteria below for their class of service

Class of Service	Age AND Years of Service (must meet both criteria)	
	Superannuation Age	Years of Service
A/AA	Age 50 or 60	5 or more
A3/A4	Age 55 or 65	10 or more
A5/A6	Age 67	10 or more
401a/DC*	N/A	25 or more

*This is a defined contribution plan; superannuation age is irrelevant. Employees in this plan must have 25+ years of service to qualify for sick leave payment.

Special Note: Sick leave is paid if the employee submits completed retirement forms either before the last day of employment or within 90 days after the last day of employment.

Action Reason Code	Name of reason for Action	Action Reason Qualifications
01	Resign With Notice	Employee has given a written resignation notice prior to the resignation date or when a SERS retirement approval letter has not been received.
03	Resigned Without Notice	Employee has not given a written resignation notice prior to the resignation date or when a SERS retirement approval letter has not been received.
05	Resign In Lieu of Furlough	Employee resigned in lieu of being furloughed.
07	Resign Contact Former Agency	Employee resigned in lieu of discharge.
15	Retire-Years Serv - no sick payment	<p>Class A/AA - Employee is not superannuation age and has 5 to 24.9999 years of service. Class A3/A4/A5/A6/DC – Employee is not superannuation age and has 10 to 24.9999 years of service.</p> <p>All PSP Enlisted Members (BU L1) are eligible for a sick payment upon retirement. Must have received SERS Retirement Notice via E-PAR. If EE falls in this category, use action reason 16.</p>
16	Retire-Years Serv-sick payment	<p>All Classes - Employee is not superannuation age and has 25 or more years of service.</p> <p>All PSP Enlisted Members (BU L1) are eligible for a sick payment upon retirement. Must have received SERS Retirement Notice via E-PAR.</p>
17	Retire-Age/Years-no sick pymt	<p>All Classes - Employee is superannuation age and has 3 to 4.9999 years of service</p> <p>All PSP Enlisted Members (BU L1) are eligible for a sick payment upon retirement. Must have received SERS Retirement Notice via E-PAR. If EE falls in this category, use action reason 18.</p>
18	Retire-Age/Years-sick pymt	<p>All Classes - Employee is superannuation age and has 5 or more years of service.</p> <p>All PSP Enlisted Members (BU L1) are eligible for a sick payment upon retirement. Must have received SERS Retirement Notice via E-PAR.</p>
19	Retire-Spec Legis-no sick payment	<p>Employee retires due to special legislation passed by the General Assembly related to eligibility requirements for retirement. Refer to reason Codes 15 through 18 to determine sick payment eligibility.</p> <p>Must have received SERS Retirement Notice via E-PAR</p>

20	Retire-Spec Legis- sick payment	Employee retires due to special legislation passed by the General Assembly related to eligibility requirements for retirement. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
21	Retire-in lieu of furl-no sick	Employee retires in lieu of furlough or if the employee is furloughed and subsequently retires within 90 days after the recall period expires. (<i>Recall Period-36 months or longer per contract language</i>) Refer to reason Codes 15 through 18 to determine sick payment eligibility Must have received SERS Retirement Notice via E-PAR
22	Retire-in lieu of furl-sick py	Employee retires in lieu of furlough or if the employee is furloughed and subsequently retires within 90 days after the recall period expires. (<i>Recall Period-36 months or longer per contract language</i>) Refer to reason Codes 15 through 18 to determine sick payment eligibility Must have received SERS Retirement Notice via E-PAR
23	Retire-Cont Frmr-Agcy-no sick	Employee retires in lieu of discharge. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
24	Retire-Cont Frmr-Agcy-sick pym	Employee retires in lieu of discharge. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
25	Retire-WRI Cant Ret FT-no sick	Employee has a work-related injury and cannot return to full duty. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Disability Retirement Approval via E-PAR
26	Retire-WRI Cant Ret FT-sick py	Employee has a work-related injury and cannot return to full duty. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Disability Retirement Approval via E-PAR
27	Retire-Non WorkRelDis-no sick	Employee has a non-work-related disability and retires from a job that does not earn leave accrual. <i>Eligibility to apply for disability retirement is a minimum of 5 years credited service, regardless of age. State Police and Enforcement Officers do not have a disability retirement minimum service requirement.</i> Must have received SERS Disability Retirement Approval via E-PAR

28	Retire-Non WorkRelDis-sick pmt	Employee has a non-work-related disability and has 5 or more years of service, regardless of age. <i>Eligibility to receive for disability retirement is a minimum of 5 years credited service, regardless of age. State Police and Enforcement Officers do not have a disability retirement minimum service requirement.</i> Must have received SERS Disability Retirement Approval via E-PAR
29	Retire-Work Rel Dis-no sick	Employee has a work-related disability and retires from a job that does not earn leave accrual. <i>Eligibility to apply for disability retirement is a minimum of 5 years credited service, regardless of age. State Police and Enforcement Officers do not have a disability retirement minimum service requirement.</i> Must have received SERS Disability Retirement Approval via E-PAR
30	Retire-Work Rel Dis-sick pymt	Employee has a work-related disability and has 5 or more years of service, regardless of age. <i>Eligibility to apply for disability retirement is a minimum of 5 years credited service, regardless of age. State Police and Enforcement Officers do not have a disability retirement minimum service requirement.</i> Must have received SERS Disability Retirement Approval via E-PAR
31	Retire-Sett/Griev -no sick	Employee retired as part of a settlement / grievance. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
32	Retire-Sett/Griev -sick pymt	Employee retired as part of a settlement/ grievance. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
41	Dis/Rem-Abandon Position	Employee has been dismissed/removed from their position due to abandoning their position.
43	Dis/Rem-Unsatisfactory Perform	Employee has been dismissed/removed from their position due to unsatisfactory performance.
44	Dis/Rem-Unath Abs/No Lv Entlmt	Employee has been terminated due to period(s) of unauthorized absences that resulted from exhausting their paid leave and FMLA/SPF entitlement.
45	Dis/Rem-Unsat Perf Att/Depend	Employee has been dismissed/removed from their position due to unsatisfactory performance, attendance, and/or dependability.
47	Dis/Rem-Civil Service Order	Employee has been dismissed/removed from their position due to a civil service order
48	Dis/Rem- Conduct	Employee has been dismissed/removed from their position due to employee conduct
49	Dis/Rem-Criminal Charges	Employee has been dismissed/removed from their position due to criminal charges

50	Dis/Rem-Chg to Retire-sick py	Employee is dismissed/removed from their position and subsequently retires. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
51	Dis/Rem-Chg to Rtre-no sick py	Employee is dismissed/removed from their position and subsequently retires. Refer to reason Codes 15 through 18 to determine sick payment eligibility. Must have received SERS Retirement Notice via E-PAR
53	Dis/Rem-Fail/Loss of Job Quals	Employee has been dismissed/removed from their position due to failure or loss of job qualifications.
55	Dis/Rem-Default PHEEA Loan	Employee has been dismissed/removed from their position due to a default status on a student loan serviced by PHEEA.
57	Dis/Rem-Court Martial	Employee has been dismissed/removed from their position due to violations associated with their military service conduct.
59	Dis/Rem-WRI Cant Ret Full Duty	Employee has a work-related injury and cannot return to full duty. Employee has been dismissed/removed from their position upon the expiration of injury leave benefits.
61	Death-Non Work Related-no sick	Employee has a death which is non-work related and has less than 7 years of service, regardless of age. All H1 and L1 Bargaining Unit employees are eligible for a sick payment upon separations due to death.
62	Death-Non Work Rel-sick pymt	Employee has a death which is non-work related and has at least 7 years of service, regardless of age. All H1 and L1 Bargaining Unit employees are eligible for a sick payment upon separations due to death.
64	Death-Work Related-Act 101	Death occurs to an emergency or law enforcement employee in the performance of their duties.
66	Death-Work Related-100%	Employee has a work related death and is due 100% of their sick leave payout.
71	Furlough-Lack of Funds-lv pymt	Employee is furloughed due to lack of program funds and employee has not requested to freeze quota. QSEP will be generated on IT2012 and will pay quota. Employees have <u>14 days from the date furlough to request to freeze quotas. Refer to Action Reason 80 for Non-Civil Service Management Employees.</u>
72	Furlough-Lack of Funds-freeze	Employee is furloughed due to lack of program funds and has positive annual/combined and sick quota which they requested to have frozen. QSEP will not be generated on IT2012 and will not pay quota. Employees have <u>14 days from the date furlough to request to freeze quotas. Refer to Action Reason 80 for Non-Civil Service Management Employees</u>

73	Furlough-Lack of Work- lv pymt	Employee is furloughed due to lack of work and employee has not requested to freeze quota. QSEP will be generated on IT2012 and will pay quota. Employees have <u>14 days from the date furlough to request to freeze quotas.</u> Refer to Action Reason 80 for Non-Civil Service Management Employees
74	Furlough-Lack of Work- freeze	Employee is furloughed due to lack of work and has positive annual/combined and sick quota which they requested to have frozen. QSEP will not be generated on IT2012 and will not pay quota. Employees have <u>14 days from the date furlough to request to freeze quotas.</u> Refer to Action Reason 80 for Non-Civil Service Management Employees
80	Comp Spec Emp Period	Temporary employee is separating and has completed the specific employment period Special Note: Non-Civil Service management employees do not have furlough rights. Those separations may only be coded with Action Code 80
81	Comp Spec Emp Per w/o notice	Temporary employee is separating and has not completed their specific employment period.
90	Manual Leave Payment	Separation action requires manual calculation to determine the payment of applicable remaining quota balances. Examples include: An employee is transferring to an agency we have a reciprocal leave agreement with. Separating an employee who has frozen quota, which needs to be paid at a rate other than the current rate or paid at multiple rates. Processing a retirement of a part-time employee who had previously worked as a full-time employee.