Separation Roles & Responsibilities

HR Service Center
March 2018

Please note, these processes are not applicable to furloughs. Contact the Bureau of Labor Relations for additional support.

Resignations & Retirements

Agency HR Office
- ☐ Receives notification of resignation or retirement

- ☐ Files notification in e-OPF

- ☐ Sends acceptance of resignation or retirement letter to the separating employee and files in e-OPF
  - Agency may ask HR Service Center (HRSC) to generate letter by noting in the comments of the E-PAR or calling the center

- ☐ Files acceptance letter in e-OPF

- ☐ Initiates E-PAR to HRSC to include:
  - Employee's written separation notice, if received
  - Acceptance of resignation letter, if applicable
  - If separation is retroactive provide explanation
  - Generates exit survey

- ☐ Contacts Bureau of Commonwealth Payroll Operations, via email at RA-OBBCPOSPECPROC@pa.gov, if applicable due to an action being taken that will affect pay

- ☐ Notifies IT to terminate access to all IT systems or requests extension and/or capture of e-mail account

- ☐ Cancels badge access

- ☐ Notifies security to deny building access, if applicable

- ☐ Conducts exit interview and collects commonwealth property, including parking tag if applicable

- ☐ Distribute HRSC separation letter with completed UC-1609 form attached

Agency Time Advisor
- ☐ Ensures all absences and attendances are correctly entered and approved, and consults with other approvers as needed (FMLA specialist, work related injury specialist, military leave specialist)

- ☐ Reviews and follows E-PAR Guidelines for Time Advisors for a complete list of tasks

HRSC, Agency Services
- ☐ Receives E-PAR and completes separation transaction (must be done by date of separation or pay processing date for employee's payroll area)
  - Generates confirmation letter
  - Files letter in e-OPF

- ☐ Provides explanation to Bureau of Employee Benefits if resignation date is retroactive

- ☐ Notifies agency time advisor if corrections are outstanding, absences need to be unlocked, quota corrections remain, etc.

- ☐ Creates deferred compensation rollover, if appropriate

- ☐ Coordinates with agency time advisor to ensure the timing of unlocking quota payout coincides with the leave rollover

- ☐ Verifies that benefit plans have been terminated in SAP (health care, life insurance, etc.)

HRSC, Employee Services
- ☐ Provides support to separated employees for questions and refers to the agency HR office when necessary

Terminations

Agency HR Office

- ☐ Receives notification of termination notice from Labor Relations

- ☐ Generates and sends or hand delivers separation letter with attached Form UC-1609

- ☐ Files separation letter in e-OPF

- ☐ Initiates E-PAR to HRSC to include separation notice

- ☐ Contacts Bureau of Commonwealth Payroll Operations, via email at RA-OBBCPOSPECPROC@pa.gov, if applicable due to an action being taken that will affect pay

- ☐ Notifies IT to terminate access to all IT systems or requests extension and/or capture of e-mail account

- ☐ Cancels badge access

- ☐ Notifies security to deny building access, if applicable

- ☐ Collects commonwealth property, including parking tag if applicable

- ☐ If termination is due to Gross Misconduct (SAP Reason Code 48 or 49), send the information listed below to the PEBTF at cobramisconduct@pebtf.org:
  - Employee data –employee's name, SSN, and bargaining unit
  - Date of termination
  - Reason(s) for termination, including any supporting documentation
  - Agency contact information

- ☐ Notifies SERS if reason for termination involves criminal charges

Agency Time Advisor

- ☐ Ensures all absences and attendances are correctly entered and approved, and consults with other approvers as needed (FMLA specialist, work related injury specialist, military leave specialist)

- ☐ Reviews and follows E-PAR Guidelines for Time Advisors for a complete list of tasks

HRSC, Agency Services

- ☐ Receives E-PAR and completes separation transaction (must be done by date of separation or pay processing date for employee's payroll area)

- ☐ Notifies agency time advisor if corrections are outstanding, absences need to be unlocked, quota corrections remain, etc.

- ☐ Creates deferred compensation rollover, if appropriate

- ☐ Coordinates with agency time advisor to ensure the timing of unlocking quota payout coincides with the leave rollover

- ☐ Verifies that benefit plans have been terminated in SAP (health care, life insurance, etc.)

HRSC, Employee Services

- ☐ Provides support to separated employees for questions and refers to the agency HR office when necessary

Deaths

Agency HR Office
- Receives notification of death

- Generates and sends condolence letter

- Notifies Bureau of Commonwealth Payroll operations, via email at RA-OBBCPOSPECPROC@pa.gov to stop pay

- Notifies IT to terminate access to all IT systems or requests extension and/or capture of e-mail account

- Cancels badge access

- Arranges for collection of commonwealth property, including parking tag if applicable

Agency Time Advisor
- Ensures all absences and attendances are correctly entered and approved and consults with other approvers as needed (FMLA specialist, work related injury specialist, military leave specialist)

- Reviews and follows E-PAR Guidelines for Time Advisors for a complete list of tasks

HRSC, Agency Services
- Receives E-PAR and completes separation transaction

- Submits email to Bureau of Employee Benefits at RA-BENHEP@pa.gov, RA-BENWC@pa.gov, RA-SPFabsence@pa.gov and RA-WorkplaceSupportServices@pa.gov including:
  - employee name and personnel number
  - date of death
  - notice of work-related death (if applicable)
  - name of spouse or partner (if known and not listed in SAP)
  - names and ages of dependent children (if known and not listed in SAP)

- Verifies that benefit plans have been terminated in SAP (health care, life insurance, etc.)

HRSC, Employee Services
- Completes Deputy Secretary for Human Resources and Management condolence letter, providing assistance and direction on benefits and requesting required documentation to release monies owed to the estate and mails to survivor (copy to agency HR office)

- Forwards required documents to BCPO upon receipt from survivor; BCPO will notify SERS to release money owed