BULLETIN

Number 145

Payroll/Personnel Services Division

December 11th, 2006

SEPARATIONS

This Bulletin affects **Personnel Offices**. This procedure updates your *Procedures Manual, Section 1- The PAR*.

About this Bulletin

PPSD has partnered with DHR to streamline the processing of terminations, and this information will be updated into the payroll system from PeopleSoft as of December 11th 2006

Therefore, with exception of SFCCD or SFUSD transfers, effective with receipt of this Bulletin, you will no longer need to submit a PAR when terminating an employee.

The PAR will need to be submitted when transferring an employee to SFCCD or SFUSD, because these are not considered separations in DHR-PeopleSoft.

Please follow the instructions in your Procedures Manual – The PAR, Turnaround PAR – Transfers page 1: 1 4-0 2, [Managing transfer from your department to SFCCD or SFUSD].

Payroll System Update of Data from DHR

DHR will provide the following data in their file to PPSD:

1. Employee Number
2. Termination Date (the day after the last day of active service)
3. Termination Reason

The termination data from DHR will be processed on a daily basis, as received, and turn-around PARS will not be generated.

Lump Sum Payments

If a terminated employee is eligible for lump sum payments of vested sick, vacation, compensatory time, or wellness pay, submit the Lump Sum Payout Form (Form 2020E) and Report C121 (if applicable) to PPSD's Adjustment Unit. **Reminder: Do not submit a PAR.**

Report C252

Report C252 will be generated to list all terminated employees after the pay run. The report will be available on the WEB the Monday before pay day.

This report will list the following information:

1. Employee Number (last six digits)
2. Employee Name
3. Roster Code
4. Job Class
5. Termination Date
6. Termination Reason
7. Last Check Date

Error Correction

If an employee was separated in error or the termination date is incorrect, please request a print PAR from your designated Audit Unit staff personnel. After you have made the corrections on the PAR, submit it to PPSD for processing to update the payroll system. A turn-around PAR will be generated. In addition, your department should follow your standard procedure for corrections to People Soft.

File This Bulletin

Please file this Bulletin in your Payroll and Personnel Procedures Manual, on top of page 1: 1 3-0 1, [turnaround PAR-separations].

Additional Information

This Bulletin is also available on the controller's intranet web page at URL:http://intranet/controller. When you get to this page, scroll down to Payroll and Personnel, click on Bulletins, then on Bulletin 145-Separations.

Questions

If you have any questions about this Bulletin, please contact your designated Audit Unit staff personnel.