



Separations

Business Process

- Enter a separation PAR with the appropriate NOA code and extension. Reference EHRP HR Manual Chapter 7.
- If the separation is a retirement, use the Retirement Separation component. Reference the EHRP HR Manual Chapter 7.
- If there is an address change, enter a 999-5 NOA. Reference the EHRP HR Manual Chapter 12.
- Terminate health benefits and TSP contributions. Reference the EHRP HR Manual Chapter 15.
- Terminate any pay actions (net direct deposit, federal and state taxes, general deductions, and savings bonds).

Use the procedure below to enter the separation PAR.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
2	Use the Find an Existing Value page to retrieve the employee.
3	Click  to add a new row.
4	Enter the Actual Effective Date , Action , Reason Code , NOA Code , and NOA Ext .
5	Enter any other required fields.
6	 Click Save .

If the separation is a retirement, use the procedure below to enter the retirement information. Reference Chapter 7 of the EHRP HR Manual.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > HHS > Retirement Separation
2	Use the Find an Existing Value page to retrieve the employee.
3	Enter the applicable information for the retiring employee.
4	 Click Save .

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Separations, continued



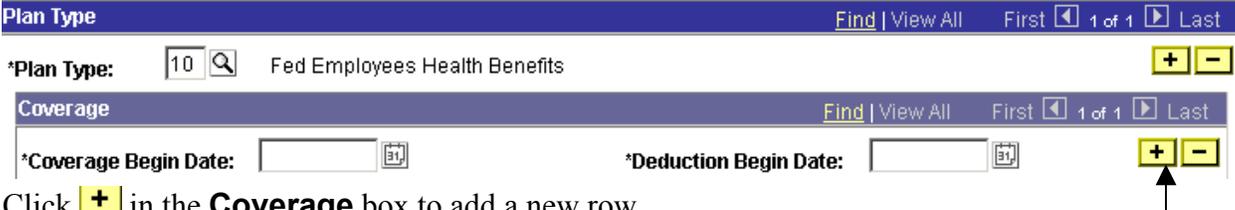
If there is an address change for the separating employee, use the procedure below to enter an Address Change. Reference Chapter 12 of the EHRP HR Manual.

1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
2	Use the Find an Existing Value page to retrieve the employee.
3	Click  to add a new row.
4	Enter the Actual Effective Date, Action, Reason Code, NOA Code, and NOA Ext.
5	Navigate to the Personal Data page.
6	Click the Address Information hyperlink at the bottom of the page.
7	Enter the separating employee's new address.
8	Click OK to exit the Address Information sub-page and save the information entered.
9	 Click Save .



Use this procedure to terminate health benefits. Reference Chapter 15.

Note: Do **not** enter a PAR with the “stop” NOA code.

1	Navigate to Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits
2	Use the Find an Existing Value page to retrieve the employee.
3	 <p>Click  in the Coverage box to add a new row.</p>
4	Enter the employee's separation date in Coverage Begin Date and Election Date . Deduction Begin Date defaults from the Coverage Begin Date.
5	For Coverage Election, select the Terminate radio button.
6	 Click Save .

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Separations, continued



Use this procedure terminate savings plan contributions. Reference Chapter 15 of the EHRP HR Manual.

NOTE: Do **not** enter a PAR with the “stop” NOA code.

	ACTION
1	Navigate to Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans
2	Use the Find an Existing Value page to retrieve the employee.
3	 <p>Click + in the Coverage box to add a new row.</p>
4	Enter the employee’s separation date in Coverage Begin Date and TSP Status Date . Deduction Begin Date defaults from the Coverage Begin Date.
5	For Coverage Election, select the Terminate radio button.
6	 Click Save .
	Use this procedure terminate the direct deposit. Reference page Chapter 16 of the EHRP HR Manual.
	Note: Do not enter a PAR with the “stop” NOA code.
1	Navigate to Home > Compensate Employees > Maintain Payroll Data (USF) > Use > Direct Deposit
2	Use the Find an Existing Value page to retrieve the employee.
3	 <p>Click + in the Deposit Information box to add a new row.</p>
4	Enter the Effective Date .
5	Use the drop down arrow of the Status field to select the value ‘Inactive’.
7	 Click Save .



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Separations, continued



Use this procedure to terminate federal and state taxes. Reference page Chapter 16 of the EHRP HR Manual.

Note: Do **not** enter a PAR with the “stop” NOA code.

	ACTION
1	Navigate to Home > Compensate Employees > Maintain Payroll Data (USF) > Use > Employee Tax Data
2	Use the Find an Existing Value page to retrieve the employee.
3	Click  add a new row.
4	Enter the Effective Date .
5	Navigate to the State Tax Data 1 page. Clear all fields and select all radio buttons as ‘Not Applicable’ or ‘None’ as appropriate.
6	Navigate to the State Tax Data 2 page. Clear all fields and select all radio buttons as ‘Not Applicable’ or ‘None’ as appropriate.
7	Navigate to the Local Tax Data page. Clear all fields and select all radio buttons as ‘Not Applicable’ or ‘None’ as appropriate.
8	 Click Save .



Use this procedure to terminate all savings bonds. Reference Chapter 16 of the EHRP HR Manual.

1	Navigate to Home > Compensate Employees > Maintain Payroll Data (USF) > Use > U.S. Savings Bond Spec
2	Use the Find an Existing Value page to retrieve the employee.
3	 <p>Click  in the Effective Date box and enter the effective date of the separation.</p>
4	 <p>To cancel the bond, click the  in the Priority box. You must cancel each bond.</p>
5	 Click Save .