

## Quick Reference Card | Separations Checklist

### Step-by-Step Guide to Processing Complete Employee Separations

When processing an employee separation of any type, take the following important steps to ensure that your actions are applied to the system and not counteracted by invalid data that remains in the National Finance Center's (NFC's) systems.

#### Separation Action

1. Enter separation action in your Human Resources (HR) data entry system. It could be the Entry, Processing, Inquiry, And Correction System (EPIC), EmpowHR, or your Agency's system.
2. Ensure the appropriate effective date is assigned and the appropriate separation nature of action code (NOAC). *There are a number of separation actions ranging from retirement to death; ensure that you have chosen the NOAC associated with the correct action.*

Remember to verify that:

- The separation action is correct in Information/Research Inquiry System (IRIS).
- The final time card was transmitted with a final flag.

3. Check **Screens 101 and 125 in IRIS** to verify that a separation action processed successfully in the current pay period.

#### Leave Action

1. Process an AD 717 (Leave Audit) verifying the employee's annual, sick and compensatory leave balances, if applicable.
2. Check **Screen 136 in IRIS** to verify the employee's annual and sick leave balances. Once the balance is confirmed, process an AD 581 (Lump Sum and Compensatory Leave Payment) document in your Agency's personnel system. Verify payment on **Screen 032 in Payroll/Personnel Inquiry System (PINQ)**.
3. Check **Screen 139 in IRIS**. Verify the regular current compensation time balance. Once the balance is confirmed, process an AD 581 (Payment for Annual or Compensatory Leave ) document in your Agency's personnel system. Verify payment on **Screen 032 in PINQ**.

#### Final Time and Attendance (T&A)

1. Check **Screen 023 in PINQ** to ensure the T&A coded was final.

#### Check Screen 032 in PINQ

→ If the lump sum payment was made and the system did not zero-out the hours for annual and compensatory leave, the Agency must manually zero-out these hours.

→ If the lump sum payment was not made, process an AD581 (lump sum payment document for annual and compensatory leave) in your Agency's personnel system.

After separation transactions are processed, the employee record remains in the **active database for 6 pay periods** following the processing of the last transaction and is **then transferred to history**.