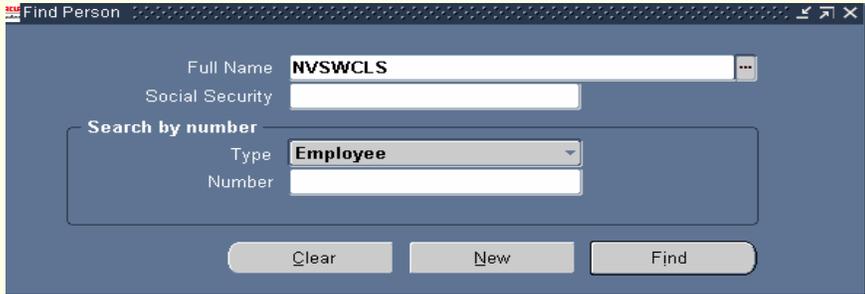
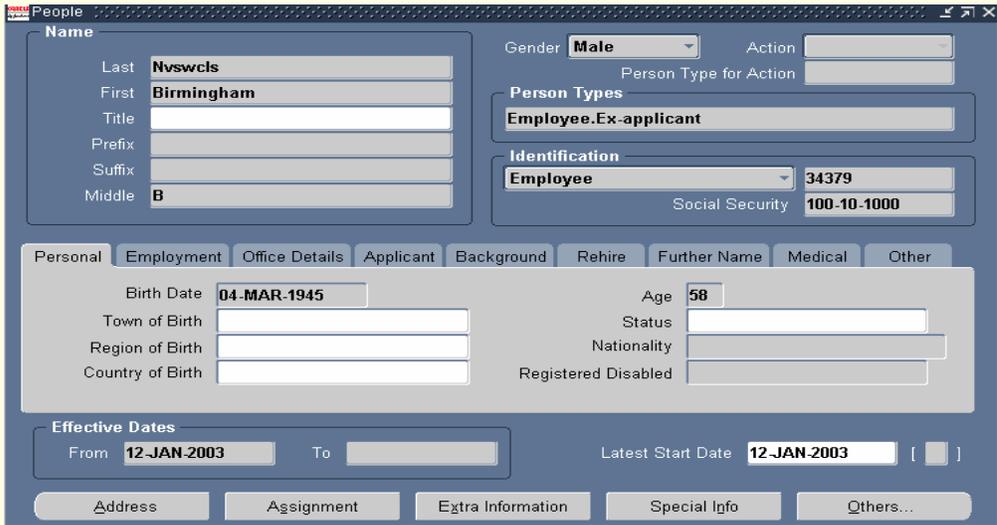


SEVERANCE PAY CALCULATION

This section outlines the steps users must take to process a severance pay calculation for individual employees.

STEP	ACTION
1	From the Navigation List – Click on People → Enter and Maintain → <Open>
2	<p>The Find Person Window displays.</p> <ul style="list-style-type: none"> Click in the Full Name data field and type in all or part of the last name, and then press Tab. Select the appropriate employee. Click <OK>. Click <Find>. 
3	<p>The People Window displays.</p> <ul style="list-style-type: none"> Click <Assignment>. 

4

The **Assignment** Window displays.

- Click **<Entries>**.

Assignment(Nvswcls, Birmingham B)

Organization: **NAVAL WEAPONS STATION SEAL BEAC** Group: _____
 Job: **0201.Human Resources Management (02** Position: **97CLS.HR SPECIALIST.56743.NV70.APPR**
 Grade: **GS-05** Payroll: **Biweekly**
 Location: **063633059** Status: **Active Appointment**

Assignment Number: **34379** Collective Agreement: _____
 Assignment Category: _____ Employee Category: _____

Supervisor: _____ Probation & Notice Period: _____ Standard Conditions: _____ Statutory Information: _____ Miscellaneous: _____

Name: _____
 Number: _____

Effective Dates
 From: **06-APR-2003** To: _____

Buttons: **Entries** **Extra Information** **Others...**

5

The **Element Entries** Window displays.

- Click on a blank line (or add a blank line by clicking on the green plus sign).
- Click on the LOV and select **Severance Pay Calculation**.
- Click **<OK>**.
- Click **<Entry Values>**.

Element Entries(Nvswcls, Birmingham B)

Period: **15 2003 Bi-Week (13-JUL-2003 - 26-JUL-2003)**
 Classification: _____

Processing Types:
 Recurring
 Nonrecurring
 Both
 Additional
 Disposed

Element Name	Processing Type	Cost
Total Pay	Recurring	
Basic Salary Rate	Recurring	
Adjusted Basic Pay	Recurring	
Locality Pay	Recurring	
TSP	Recurring	
Health Benefits	Recurring	
FEGLI	Recurring	
Retirement Plan	Recurring	
Within Grade Increase	Recurring	

Buttons: **Entry Values** **Balance Grossup**

Elements List:
 Find %: _____

Element Name	Processing Type
Representational Time	Nonrecurring
Retention Allowance	Recurring
Retention Allowance NAF	Recurring
Retirement Annuity	Recurring
Salary Information Italy	Recurring
Salary Left to Earn	Recurring
Separate Maintenance Allowance	Recurring
Severance Pay	Nonrecurring
Severance Pay Calculation	Nonrecurring
Shift Differential	Nonrecurring
Shift Differential NAF	Recurring
SII 1 General Difficult Conditions	Recurring
SII 10 Cutting Trees on Ladders	Recurring
SII 2 Extreme Physical Labor	Recurring

 Buttons: **Find** **OK** **Cancel**

6

The **Entry Values** Window displays.

- Complete the data fields.

Data Field	Action
Date Requested	Enter Projected Date of Separation
SCD Severance	Enter Service Computation Date
Salary	Enter Salary
Sev Pay Weeks Paid	Enter any if paid previously
Sev Pay Avg Hours	Enter Avg Hours

7



- Click the **Save** icon  on the Toolbar.

Note: When you click on Save, this sends the Severance Pay Calculation work sheet to the user's default printer. The worksheet is also available if the user goes to **View** → **Requests** and opens the report in GhostView.

8

- Element **Severance Pay Calculation** is a non-recurring element and is stored under the Pay Period in which it was created. In the example below, the element was created and saved under the Period 15 2003 Bi-Week (13-JUL-2003 – 26-JUL-2003) and the element is automatically end-dated with the last day of the pay period. This element will not show when the pay period changes.

Element Entries(Nswcls, Birmingham B)

Period: 15 2003 Bi-Week (13-JUL-2003 - 26-JUL-2003)

Classification: []

Processing Types:
 Recurring
 Nonrecurring
 Both

Element Name	Processing Type	Costing	Reason	Additional	Processed	Effective Dates
						From To
Total Pay	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
Basic Salary Rate	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
Adjusted Basic Pay	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
Locality Pay	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
TSP	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	04-MAY-2003
Health Benefits	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
FEGLI	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	26-JAN-2003
Retirement Plan	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	12-JAN-2003
Within Grade Increase	Recurring			<input type="checkbox"/>	<input type="checkbox"/>	10-APR-2003
Severance Pay Calculation	Nonrecurring			<input type="checkbox"/>	<input type="checkbox"/>	13-JUL-2003 26-JUL-2003

Buttons: Entry Values, Balance Grossup, Others...

9

- Users can change the information in the Severance Pay Calculation Entry Value screen and save the changes. A new report will be generated (except when the bottom status line says there's nothing to save – just reinput the same request date and save again to make the system think something new has been added).

10

- Only one Severance Pay Calculation Element Entry should be created during any given pay period. If a user creates a second entry in the same pay period, it will appear to work, but instead of generating a printed report when it is saved, the report will error.

11

- Users can create a Severance Pay Calculation Element Entry while they are in different pay periods and reports will generate. For example, user creates a Severance Pay Calculation Element Entry on 24 Jan 2003 and receives a report. On Monday, 27 Jan 2003, because it is a new pay period, the user would create another Severance Pay Calculation Element Entry and receive a report.