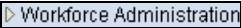
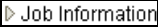



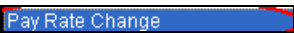







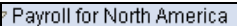
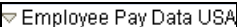
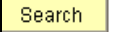
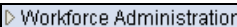
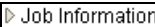
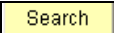










Termination - Layoff





1.	<p>STEP 1: Set up Severance pay (if applicable).</p> <p>Click the Workforce Administration link.</p> 
2.	<p>Click the Job Information link.</p> 
3.	<p>Click the Job Data link.</p>
4.	<p>To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with','contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.</p>
5.	<p>Click the Search button.</p> <p>If multiple employee records are listed, click on the appropriate employee record.</p> 
6.	<p>Click the Plus (+) key to add a new job row.</p> 
7.	<p>Enter Effective Date of lay off.</p> <p>The effective date should be the first day that the employee will not be paid.</p>
8.	<p>Sequence defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.</p>
9.	<p>Click the Drop down arrow to select from the Action list.</p> 
10.	<p>Click the Pay Rate Change list item.</p> 
11.	<p>Click the Drop down arrow to select from the Action/Reason list.</p> 
12.	<p>Click the Severance list item.</p> <p>NOTE: This Action/Reason will trigger a LOF benefits event. The employee record will remain active while they receive severance pay.</p> 
13.	<p>Click the Compensation tab.</p> 
14.	<p>Enter 0.00 or blank out rate in Comp Rate field.</p>

15.	<p>Click the Calculate Compensation button. This will re-calculate the amounts in the Pay Rates section.</p> 
16.	<p>Click the Benefits Program Participation link.</p> 
17.	<p>Review Annual Benefits Rate for accuracy, click the Manual Override ABBR box, and make sure the ABBR Override Date field is blank. This will maintain the benefits base rate even if the comp rate is set to zero.</p> <p>Click the Manual Override ABBR option.</p> 
18.	<p>Click the Save button.</p> 
19.	<p>Click the Payroll for North America link.</p> 
20.	<p>Click the Employee Pay Data USA link.</p> 
21.	<p>Click the Create Additional Pay link.</p>
22.	<p>Enter employee's EmplID in the EmplID field.</p>
23.	<p>Click the Search button.</p> 
24.	<p>Set up Severance Pay in Additional Pay (See Additional Pay process for details). Use Severance Earnings Code 012 so that benefits will not be deducted.</p> <p>NOTE: You may want to set up the initial lump sum on a One-time Adjustment and the remainder in Additional Pay. Remember to add the position to the Additional Pay record.</p>
25.	<p><u>STEP 2:</u></p> <p><u>After the entire amount of severance has been paid or if the employee did not receive any severance</u></p> <p>Click the Workforce Administration link.</p> 
26.	<p>Click the Job Information link.</p> 
27.	<p>Click the Job Data link.</p>
28.	<p>Enter the employee's EmplID into the EmplID field.</p>
29.	<p>Click the Search button.</p> 

30.	<p>Click the Plus (+) key to add a new job row.</p> <p>NOTE: If this row is set up prior to the complete payout of severance pay, the payout will be stopped with the effective date of the layoff. In this example, the balance of the severance payments will be paid in October, November, and December. The Layoff action row (with effective date of 10/1/2008) cannot be entered before January 1, 2009.</p> 
31.	<p>Enter Effective Date of the actual lay off date.</p> <p>NOTE: The layoff date will be before the end of the severance payout. However, the row should not be entered until the severance amount is <u>completely paid</u>. Entering the row prior to the final payout will result in the severance pay being discontinued.</p>
32.	<p>Sequence field defaults to '0'. The row added should have the same effective date as the prior row and will have to be changed to the next higher number.</p>
33.	<p>Click the Drop-down arrow to select from the Action list.</p> 
34.	<p>Click the Termination list item.</p> 
35.	<p>Click the Drop-down arrow to select from the Action/Reason list.</p> <p>NOTE: Once the Termination Action has been selected:</p> <ol style="list-style-type: none"> 1) HR Status changes to 'Inactive' 2) Payroll Status changes to 'Terminated' 3) 'Termination Date' and 'Last Date Worked' fields are populated with the day prior to the effective date of the job row added. 
36.	<p>Select the appropriate Layoff reason from the list.</p> 
37.	<p>Click the Save button.</p> 
38.	<p>STEP 3:</p> <p><u>At the end of the layoff period, the employee's Benefits record must be changed to Terminated.</u></p> <p><u>Add a 'Future-Dated' benefits termination row:</u></p> <p>Click the Plus (+) key to add a new job row.</p> 
39.	<p>Enter the Effective Date - Date of Benefits termination (12 months after the Layoff date)</p>
40.	<p>Click the Drop-down arrow to select from the Action list.</p> 

Quick Guide



41.	Click the Data Change list item. 
42.	Click the Drop-down arrow to select from the Action/Reason list. 
43.	Click the Benefits Termination list item. 
44.	Click the Save button. NOTE: If the employee has multiple jobs and the layoff is for more than one job, repeat this process for all appropriate employee records. 
45.	End of Procedure.