

**DOD GUIDE
TO
PROCESSING**

**SEVERANCE
PAY
CALCULATION**

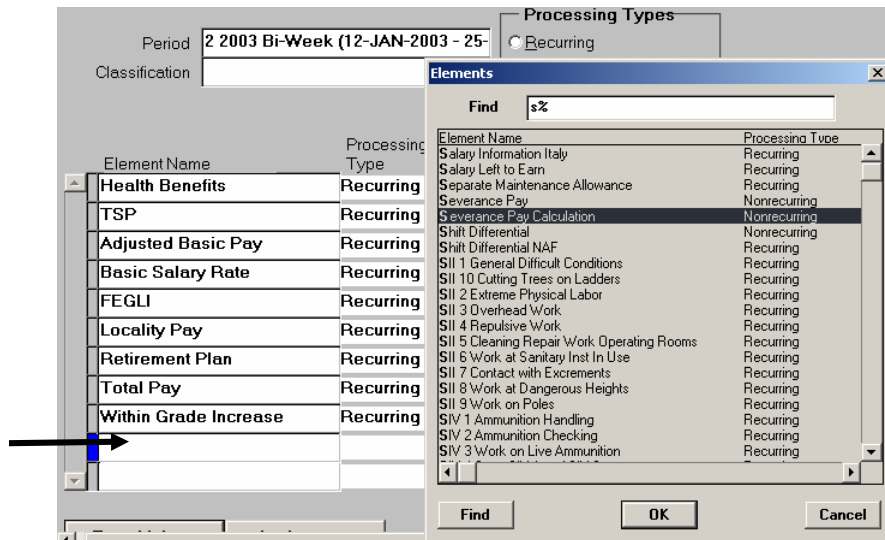
27 JAN 2003

CPMS-AMD

Severance Pay Calculation Process

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

1. Query and pull up the employee's record (*People > Enter and Maintain*)
2. Navigate to the **Element** Entries (*Assignment > Entries*)
3. Under **Element Name**, click on a blank line (or add a blank line by clicking on the green plus sign). Then click on LOV and select **Severance Pay Calculation** and click OK.



4. Click **Entry Values**.
5. Complete the data fields

Element Entries: 24-JAN-2003 (Taylor, Detail A Mitzzy)

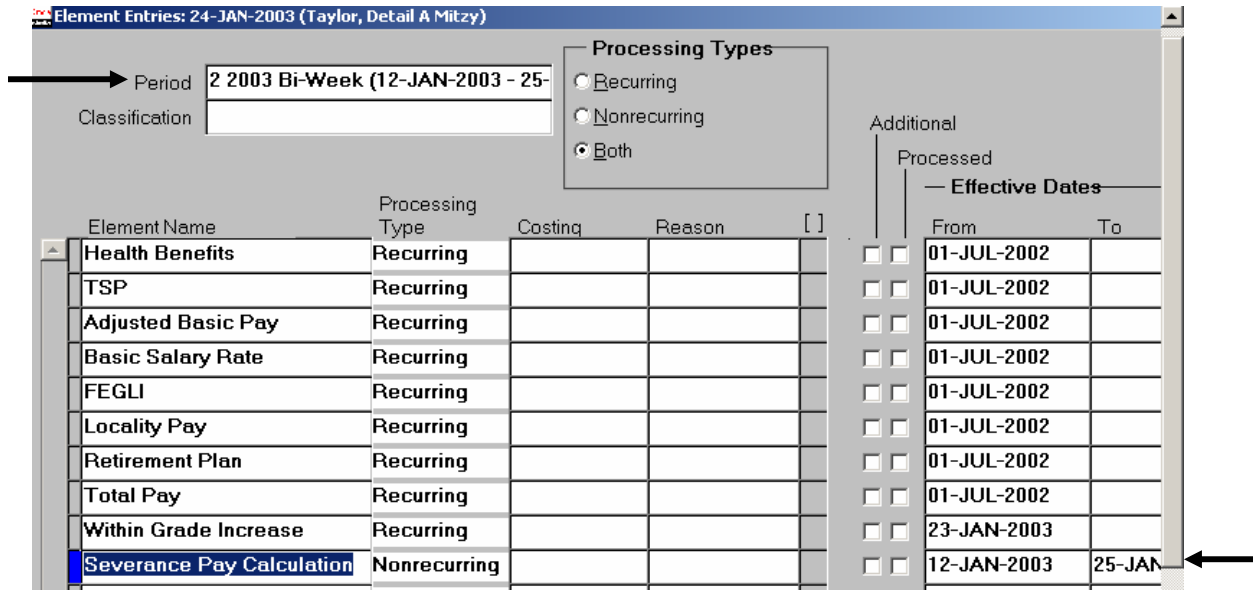
Period: 2 2003 Bi-Week (12-JAN-2003 - 25-JAN-2003) Processing Types: Recurring

Classification: [] Entry Values: 24-JAN-2003 (Taylor, Det...)

Element Name	Date Requested	Entry Value	Additional	Processed	Effective Dates
Health Benefits	30-JUN-2003		<input type="checkbox"/>		From To
TSP	SCD Severance	01-JUL-1995	<input type="checkbox"/>		01-JUL-2002
Adjusted Basic Pay	Salary	26852.	<input type="checkbox"/>		01-JUL-2002
Basic Salary Rate	Sev Pay Weeks Paid	0.	<input type="checkbox"/>		01-JUL-2002
FEGLI	Sev Pay Avg Hours	40.	<input type="checkbox"/>		01-JUL-2002
Locality Pay			<input type="checkbox"/>		01-JUL-2002
Retirement Plan			<input type="checkbox"/>		01-JUL-2002
Total Pay			<input type="checkbox"/>		01-JUL-2002
Within Grade Increase			<input type="checkbox"/>		23-JAN-2003
Severance Pay Calculation			<input type="checkbox"/>		12-JAN-2003 25-JA

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

- Click **Save** on the Toolbar. This sends the worksheet to the user's default printer. The worksheet is also available if the user goes to *Help, View My Requests* and opens the report in Ghostview.
- 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 2 2003 Bi-Week (12-JAN-2003 – 25-JAN-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.



8. 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).
9. 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.
10. 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.

Element Entries (Taylor, Detail A Mitzy)

Period: **3 2003 Bi-Week (26-JAN-2003 - 08-FEB-2003)**

Classification:

Processing Types

Recurring

Nonrecurring

Both

Additional Processed

Effective Dates

Element Name	Process Type	Entry Value	From	To
Health Benefits	Recurring		01-JUL-2002	
TSP	Recurring		01-JUL-2002	
Adjusted Basic Pay	Recurring		01-JUL-2002	
Basic Salary Rate	Recurring		01-JUL-2002	
FEGLI	Recurring		01-JUL-2002	
Locality Pay	Recurring		01-JUL-2002	
Retirement Plan	Recurring		01-JUL-2002	
Total Pay	Recurring		01-JUL-2002	
Within Grade Increase	Recurring		23-JAN-2003	
Severance Pay Calculation	Nonrecurring		26-JAN-2003	08-FEB-2003

Field	Value
Date Requested	31-MAY-2003
SCD Severance	01-JUL-1995
Salary	26852.
Sev Pay Weeks Paid	0.
Sev Pay Avg Hours	40