

## Terminations

### Reminders

- Managers can also terminate employees for some situations and HR Coordinators need to review and approve terminations submitted by managers.
- Do not select anything for “Regrettable” or “Eligible for Rehire” during termination transaction.
- **Termination effective date** will be the employee’s last day worked/paid.
- Ensure termination reason matches documentation.

### Reasons

#### MS-106

- MS 106 is not in Workday. To mark an employee’s file HRCs *must select a disciplinary primary reason*, then “**Unsatisfactory Report of Service**” **must be chosen as a secondary reason**.

#### Retirement

- Retiree reminders:
  - Voluntary>Retired
  - Cannot work any time in the month they retire.
  - They cannot be rehired within 45 days of retirement.
  - Under Add Retiree Status:
    - Effective Date is the first day of the month after termination
    - Select the correct reason
    - Retiree Organization: State of Maryland – Retiree Org

#### Non-SPMS Transfers

- When an employee is transferring to a NON-SPMS or Benefits Only agency, they must be terminated using the reason Termination – Transfer to Non-SPMS Agency.

#### No Show

- When using the No Show reason, agencies need to first enter **UNPAID leave** for that first day before terminating. Otherwise, the system will generate 8 hrs of pay for the terminated employee. It doesn't always get caught by the agencies or payroll so it increases risk of overpayments.

### Pay through Date

- The pay through date is *ALWAYS the last day of a pay period*.
- The pay through date is the *pay period in which unused Annual and Compensatory time is paid*, when applicable.
- The pay through date should be *two full pay periods AFTER the employee’s termination date* on payroll.

- When entering a *Retro Termination*, use *two full pay periods* from the date entered, not from the termination date.
- If the termination is not processed within the pay period of the term date, then **it's a manual process for the pay out through input.**

***\*\*Please see your payroll team for processing\*\****

### **Overlap Decision**

- Agencies can decide to allow for an overlap of the current incumbent and the new incumbent, usually if the current incumbent gives enough notice for the selection to take place.
- The decision to use an overlap must be made at the time the pin will be future vacated (**through transfer, end additional job or termination event**), overlap is a check box on the termination event.
- After it has been approved then you can create a job req for that pin, **note: the job profile cannot be changed.**
- Additional rules pertaining to overlaps:
  - Any changes to the Position (PIN) must be completed before the **transfer, end additional job or termination event** and Overlap Hire are completed (i.e., reclass to the current incumbent).
  - The new incumbent must start before the termination date of the current incumbent.
  - The Job Profile and Grade must be the same for the current and new incumbent.
  - The Step may be different for the current and new incumbent.
  - Any changes to the PIN not completed before the Termination and Overlap events must have an effective date that is after the overlap period and termination date. **(No retro overlap)**
- Checking the overlap box will do no harm if "overlap" does not happen.
- The incumbent will still be in the pin 123456 and the new employee will be in 123456 (*overlap*) once the employee is termed the "(overlap)" will drop. No changes can be made to the employees during the overlap, they will be in the same Sup Org with the same job.

## Termination Checklist

- ✓ Make sure all leave requests have been submitted and approved, prior to pay through date.
- ✓ Ensure any time or leave corrections have been submitted and approved prior to pay through date.
- ✓ Ensure salary is correct, any allowances, acting pay stopped.
- ✓ Do not remove leave balances until you confirm via check register that the leave was paid out properly; once confirmed, remove all balances.
- ✓ Retirements cannot be effective in a month where an employee was active and received compensation for work or paid leave time.

**Report:** SPMS Leave Payouts Report *(run by Payroll or Timekeeper)*

### **4 Things Can Prevent Payouts:**

- Retro termination
- Incorrect pay through date
- No beginning balance for annual leave
- Not returned from unpaid LOA