Separations

1. Determine vacation time left using transactions Z_TIMERPT.
   a. Enter fiscal year dates in Data Selection Period
   b. Enter Personnel Number (can search using F4)
   c. Uncheck Daily box
   d. Enter the following for the three white boxes:
      i. Vacation 7170
      ii. TDL 7180
      iii. Holiday 7150
   e. Vacation hours available for payout are located on Vacation Hrs line under the Daily Hrs. The other two Vacation lines show when vacation hours expire and are already part of the total above.
2. Separation Form – all the information on this sheet can be found in PA20.
   a. Separation Date is the day after the last working day
   b. Save resignation letter as a pdf to submit with the separation form.
   c. If you can't see info for First Day title because it pre dates SAP, just leave it blank
   d. Send to employee and supervisor for signature
   e. If they don't return it to you in time to submit in workflow and meet payroll end date, just type "Employee Not Available for Signature"
   f. You sign as Official Authorized to Remove Employee from Payroll
3. Enter Vacation Payout in PA30 on UK Time Data infotype
   a. Click gray box for Time Quota Compensation
   b. Click white paper icon to create new
   c. Choose Vacation Payout. It will have exempt or non-exempt next to it. Don't choose the one with Legacy in it.
   d. In Time Quota Type field, click & then click drop down icon. Choose Vacation from the list. Do not use Legacy option.
   e. Enter number of hours from Z_TIMERPT in the No. to compensate field.
   f. Click save.
4. Enter separation action using PA40
   a. Enter the persons name
   b. Enter the day after their last working day
   c. Click the gray box by Separations and execute
   d. Click through the screens (hit enter then click save when you get green at the bottom)
5. Submit the Separation action in workflow
   a. Go to Enterprise Services tab
   b. Click on Workflow
   c. Click on Separation item in workflow queue
   d. Click on Import
   e. Click on green check
   f. Find separation form and click Open
   g. Click on Import
   h. Click green check
   i. Find resignation letter and click Open
   j. Click Proceed, Attachments Added

k. Click X in upper right hand corner of window to exit