TERMINATION CHECKLIST FOR UNCLASSIFIED LEAVE PAYOUT

FORMS COMPLETED BY THE EMPLOYEE

☐ Remaining Leave Reports (make every attempt to collect these prior to the leave entry deadline for the month that the employee will last be paid. For example: Employee terminated 06/30/2011. Leave Reports were to be submitted and entered by 06/15/2011.)

ENTRY COMPLETED BY THE DIVISION

☐ Enter outstanding leave reports for employees
☐ Enter Payout/Payback Rows for employee (Enter row using employee’s last day worked – do not enter a number of hours; system will automatically calculate)
  o Vacation
  o Vacation Carryover
  o Personal Holiday
  o ALRA

NOTE – IF EMPLOYEE WANTS TO DEFER LEAVE PAYOUT TO TAX SHELTERED ANNUITY/WISCONSIN DEFERRED COMPENSATION

The outstanding leave reports and payout must be entered prior to the leave deadline in the month of the employee’s last paycheck. Once an employee is no longer Active in HRS, the payout cannot be deferred.

HRS SPECIFIC FORMS COMPLETED BY THE DIVISION

☐ Funding Data Form
  o Submit this form only if you want to have the leave payout come out of different funding than the employee is paid.
  o Top section of form should have employee funding for regular pay
  o Bottom section of form should have employee funding for regular pay plus funding for leave payout
  o Make notation on the form that the change is a result of having the leave come out of different funding

NOTE – SECTION BELOW IS ONLY IF LEAVE PAYOUT IS NOT PROCESSED ON THE EMPLOYEE’S LAST PAYCHECK

FORMS COMPLETED BY THE EMPLOYEE

☐ Remaining Leave Reports

ENTRY COMPLETED BY THE DIVISION – ENTRY MAY HAVE TO BE DONE FROM ABSENCE EVENT PAGE IF EMPLOYEE IS NOT ACCESSIBLE ON UWS ABSENCES

☐ Enter outstanding leave reports for employees

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□ Enter Payout/Payback Rows for employee (Enter row using employee’s last day worked – **do not enter a number of hours**; system will automatically calculate)
   ○ Vacation
   ○ Vacation Carryover
   ○ Personal Holiday
   ○ ALRA

**HRS specific forms completed by the Division**

□ Additional Pay Form
   ○ Fill out one column on the form per leave payout needed to be made
     • Earnings Code Field
     • TVA – Vacation
     • TVA – Vacation Carryover
     • TFH – Personal Holiday
     • TAL – ALRA

□ Funding Change
   ○ If you want to change the funding for the leave payout after the employee is terminated, you will have to process a Direct Retro Funding Distribution form once the payout has been processed.

**UNCLASSIFIED ABSENCE MANAGEMENT KNOWLEDGE BASE REFERENCE LINKS**

□ Full Day Absence: [http://kb.wisc.edu/hrs/page.php?id=16842](http://kb.wisc.edu/hrs/page.php?id=16842)
□ Partial Day Absence: [http://kb.wisc.edu/hrs/page.php?id=16847](http://kb.wisc.edu/hrs/page.php?id=16847)
□ Full/Part-Time Employee Entry: [http://kb.wisc.edu/hrs/page.php?id=17318](http://kb.wisc.edu/hrs/page.php?id=17318)
□ Leave Entry Workaround: [http://kb.wisc.edu/hrs/page.php?id=17853](http://kb.wisc.edu/hrs/page.php?id=17853)
□ Voiding a Previous Entry: [http://kb.wisc.edu/hrs/page.php?id=16661](http://kb.wisc.edu/hrs/page.php?id=16661)

**ACTION FOLLOWING FORM COMPLETION**

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

**CONTACT FOR HELP**

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.