

# TERMINATION CHECKLIST

\_\_\_ Termination  
\_\_\_ Retirement  
\_\_\_ Transfer to other  
Agy # \_\_\_\_\_

Name \_\_\_\_\_

OR# \_\_\_\_\_

Term Date (Last Day) \_\_\_\_\_

Ask for written instructions from employee as to how they want the last check.  
Have employee send in final time sheet one week prior to last day.  
Verify HR has processed termination in PBED.

- 
- P030: Get hourly rate and vacation accrual rate. hr wage \_\_\_\_\_ /accrual \_\_\_\_\_
- 
- P001: set time sheet end date
- 
- P003: enter timesheet hours to last day worked
- 
- P010: final check date and period end date, unless transfer to another agency.  
(If retiree returns as temp, change retirement elig code to "N" for next month)
- 
- P190: set corrective flag if paying form a prior month
- 
- P435: Advance Prior month accrual if not posted: SL \_\_\_\_\_ VA \_\_\_\_\_  
Pro-rate current month accrual and add as advance: SL \_\_\_\_\_ VA \_\_\_\_\_  
(Formula: Hours worked, divided by hours available, times accrual rate.)  
Balances for Payout VAP \_\_\_\_\_ (max 250) CTP \_\_\_\_\_  
Balances to Clearing Account SL \_\_\_\_\_ PB \_\_\_\_\_  
(if pb has been used, transfer 0 to clearing account.)
- 
- P050: Enter VAP and CTP (rate from P030) Include comment.  
if more than 80 hours worked, delete IR code in following month.
- 
- P070: If transferring, do not delete deductions until gaining agy has cloned.  
If hours plus paid leave is less than 80, delete all standard, medical and dental  
in current month. if more than 80, delete in following month. Delete ACH for  
current month 3 months prior and following month. Delete deferred comp %,  
delete union dues. **Do not take FSA from last paycheck.**
- 
- print** P370: Verify info and request manual check, fax to OSPS 503-378-3518
- 
- Fax or hand "Personal Inventory" form to employee to fill out.
- 
- PEBB.COM (check termination approval screen in member management, be  
sure to SAVE the record, check yes, to send Cobra notice)