

Regular Retirements Checklist

Prior to Submitting P1s

Send a copy of the completed Employee Separation form to Pre-Audit (Velma Matchinsky and Elise Mullen).

Send a copy of the retirement letter to Pre-Audit (Velma Matchinsky and Elise Mullen).

Contact ipers@ipers.org for the employee's IPERS file date. If the employee did not file for IPERS, or elected to take a refund, then the employee is not eligible to retire from the State. The employee is not eligible for retiree insurance or a sick leave payout (up to \$2,000). The employee should be treated like a regular resignation (refer to the Terminations Checklist).

Verify the employee is age 55 or older on their last work day. If the employee is younger than 55, they are not eligible to retire from the State, unless the employee has been approved for IPERS Disability.

Employee's timesheet has been completed and is pending processing. All banked Comp, Holiday Comp, and Banked Holiday hours (per D7 screen of Employee Information) have been paid out on the timesheet.

Completing the 402 Retirement P1

Remarks:

Include the IPERS file date in the remarks.

Term reason field:

Term reason code is set to 89 Retirement (Voluntary), 95 Retirement - IPERS Disability, or 63 Peace Officer Retirement.

Term date field:

Term date matches the date listed in the retirement letter.

Term date is in the current pay period.

If the employee's term date is in a prior pay period, set the term date on the P1 to the first day of the current pay period and write a 490 Termination Correction P1 for the following pay period to set the term date back to the correct date. An employee will not be paid if the termination date is in a prior pay period.

Last work day field:

Last work day is set to the last day the employee physically worked.

Completing the 846 Term Leave Pay P1

Use the Pre-Audit Calculator called "Regular Vac-Sick Payout" to calculate the employee's vacation and sick payouts.

Find the employee's biweekly salary on the main page of Employee Information and enter it in the "Biweekly Salary" field on the calculator.

If the employee receives shift differential pay, enter the biweekly shift amount in the "Shift Differential" field on the calculator.

Verify that the employee has received shift differential for at least three (3) of the last six (6) pay periods. If not, do not include shift differential in the payout calculation.

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If the employee receives a different amount of shift differential pay each pay period, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit Calculators to determine the average over the last six pay periods and enter that amount in the "Shift Differential" field on the calculator.

Exception: If the employee did not work 80 hours each pay period, but received shift differential for all hours worked, then the shift differential pay does not need to be averaged. For example, if an employee works 60 hours one pay period, and 64 hours the next pay period, and receives shift on all hours worked, the shift differential amounts will be different simply because the employee worked a different number of hours each pay period. As long as shift differential was received on all hours worked, i.e. the shift differential pay received divided by the number of hours worked comes to the \$0.60 or \$0.65 (depending on the employee's shift) per hour rate after rounding, then biweekly shift amount based on 80 hours (\$48.00 or \$52.00) should be entered in the "Shift Differential" field on the calculator.

If the employee receives med passer pay, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit calculators to determine the average over the last six pay periods and enter that amount in the "Med Passer" field on the calculator.

Verify that the employee has received med passer pay for at least three (3) of the last six (6) pay periods. If not, do not include med passer in the payout calculation.

If the employee receives standby pay, look at the employee's warrants to get the amount received each pay period. Use the "Average 6PPs" calculator of the Pre-Audit calculators to determine the average over the last six pay periods and enter that amount in the "Other Pays" field on the calculator.

Verify that the employee has received standby pay for at least three (3) of the last six (6) pay periods. If not, do not include standby pay in the payout calculation.

Check to see if the employee is receiving any other special pay by going to the main page of Employee Information. Type "sp" in the action field and press Enter. This will take you to the special pays screen where you can see whether the employee is receiving any special pay. Total up any special pays received (except for Insurance Incentive, Commute Miles, and Federal and State Taxable Benefits), including standby pay from the step above, and enter that amount in the "Other Pays" field on the calculator.

Go to the D7 screen of Employee Information and enter the employee's vacation and sick balances and accrual rates into the corresponding fields on the calculator.

If the employee is close to their vacation ceiling (which can be calculated by adding together the "Vac Conversion Ceil" and "Vac Accrual Maximum" fields on the D7 screen), then enter that number in the "Vacation Ceiling" field on the calculator.

If the employee has any other remaining balances listed on the D7 screen (comp, holiday comp, or banked holiday), make sure these hours have been entered on the timesheet or PAYN for payout. These hours should **not** be paid out on the P1.

Go to the employee's timesheet or PAYN screen and record the total hours paid for the pay period in the "Hrs in Final PP" field on the calculator.

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If the employee has less than 80 total hours paid, but has more than 40 hours one week, include all hours, even those that are overtime hours, in the “Hrs in Final PP” field.

Enter any vacation or sick leave used in the corresponding field on the calculator.

If the employee is converting sick leave to vacation, enter four (4) hours in the “Converted” field in the “Vacation Payout Calculation” box, and the applicable number of hours (based on the employee’s sick leave balance) in the “Converted” field in the “Sick Payout Calculation” box.

Enter remarks in the P1 showing the calculations for the final payout. Include the employee’s biweekly and hourly rate; the number of hours paid in the final pay period, including any vacation or sick leave used; the balances and accrual rates from the D7 screen; and the calculations for the payout. There is a template included in the calculator that can be copied and pasted into the P1 remarks, and then the applicable fields just need to be filled in.

Enter the vacation payout amount from the calculator in the “Term Leave Pay” field on the P1.

Enter the sick leave payout amount from the calculator in the “Sklv Payoff Pay” field on the P1.