TEMPORARY SEPARATION PROCEDURES

When a PAR transaction for a Temporary Separation is keyed into Employment History (PIMS/CSUC), the transaction will interface with the California Leave Accounting System (CLAS). The PAR will update the P64 – Leave Benefit Non-Accrual Maintenance Screen. The various PAR transactions that affect the CLAS include: S49, S50, S51, S52, S53, S54, S55, S56, and S57.

Once the P64 - Leave Benefit Non-Accrual Maintenance Screen is updated, it will display Leave Period Dates that identify the active Temporary Separation timeframe in which **No Automated** Accruals will be posted for State Service and Leave Benefits.

Example of the P64- Leave Benefit Non-Accrual Maintenance Screen:

P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE

SSN: 123-45-6789   NAME: SO SICK

PSN SEQ: 01

NON-WORK STATUS FIRST MONTH:
NON-WORK STATUS SECOND MONTH:
NON-WORK STATUS THIRD MONTH:

NON-PAYROLL STATUS BEGIN LEAVE PERIOD:
NON-PAYROLL STATUS END LEAVE PERIOD:

TEMPORARY SEPARATION BEGIN LEAVE PERIOD: ____
TEMPORARY SEPARATION END LEAVE PERIOD: ____

ACTN: SSN: LB: LV PRD:

The Temporary Separation Begin Leave Period field will display the leave period month after the effective date of the PAR. The Temporary Separation End Leave Period will be displayed as 99/99 to indicate an ongoing Temporary Separation.

Example of a PAR keyed effective 10/05/09 for an S49:

P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE

SSN: 123-45-6789   NAME: SO SICK
                          PSN SEQ: 01

            NON-WORK STATUS FIRST MONTH:
            NON-WORK STATUS SECOND MONTH:
            NON-WORK STATUS THIRD MONTH:

            NON-PAYROLL STATUS BEGIN LEAVE PERIOD:
            NON-PAYROLL STATUS END LEAVE PERIOD:

            TEMPORARY SEPARATION BEGIN LEAVE PERIOD: 11/09
            TEMPORARY SEPARATION END LEAVE PERIOD: 99/99

  ACTN: SSN: LB: LV PRD:

The CLAS will automatically update the Temporary Separation Begin Leave Period as 11/09 when the effective date of the PAR is 10/05/09.

> **NOTE:** If the month of 10/09 is non-qualifying, you must manually update the Temporary Separation Begin Leave Period date on the P64 - Leave Benefit Non-Accrual Maintenance Screen from 11/09 to 10/09. If the PAR transaction is keyed retroactively and the Monthly Accrual Cycle has taken place for the 11/09 leave period, *no automated updates to P64 will occur* and the Temporary Separation Begin and End Leave Period dates must be keyed manually. The Begin Leave Period date should represent the first Leave Period the employee was not eligible for State Service and Leave Benefit Accruals. The End Leave Period should be 99/99. The CLAS will not accept a future date in either the Begin Leave Period or End Leave Period fields.

Return to Work

When a PAR is keyed to return the employee to work, such as an A03, the PAR transaction will interface with the CLAS updating the Temporary Separation End Leave Period with the month prior to the effective date on the PAR. The End Leave Period date should represent the last Leave Period the employee was not eligible for State Service and Leave Benefit Accruals.

Example of a PAR keyed effective 01/03/10 for an A03:

P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE

SSN: 123-45-6789   NAME: SO SICK
                                PSN SEQ: 01

NON-WORK STATUS FIRST MONTH:
NON-WORK STATUS SECOND MONTH:
NON-WORK STATUS THIRD MONTH:

NON-PAYROLL STATUS BEGIN LEAVE PERIOD:
NON-PAYROLL STATUS END LEAVE PERIOD:

TEMPORARY SEPARATION BEGIN LEAVE PERIOD: <u>11/09</u>
<mark>TEMPORARY SEPARATION END LEAVE PERIOD: 12/09</mark>

ACTN: SSN: LB: LV PRD:

The CLAS will automatically enter 12/09 as the Temporary Separation End Leave Period when the effective date of the PAR is 10/03/10.

> **NOTE:** If the effective month on the PAR is non-qualifying for 01/10 you must manually update the Temporary Separation End Leave Period date on the P64 - Leave Benefit Non-Accrual Maintenance Screen to display 01/10 instead of 12/09. If the PAR transaction is keyed retroactively and the Monthly Accrual Cycle has taken place for the 12/09 leave period, ***no automated updates to P64 will occur*** and the Temporary Separation End Leave Period date must be keyed manually. The CLAS will not accept a future date in either the Begin Leave Period or End Leave Period fields.

Voiding a Temporary Separation

When a PAR is keyed to void a temporary separation, such as an S57V, the PAR will *not* update the P64 - Leave Benefit Non-Accrual Maintenance screen. If the employee is entitled to State Service and Leave Benefit accruals, the Temporary Separation Begin and End Leave Periods can be deleted from the P64 - Leave Benefit Non-Accrual Maintenance Screen. If the Begin and End Leave Period dates are deleted prior to the CLAS Monthly Accrual Cycle scheduled for the Leave Period, the automated accruals will be posted, if the dates are deleted after the CLAS Monthly Accrual Cycle, State Service and Leave Benefits Accruals will need to be keyed manually.

P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE

SSN: 678-91-2345   NAME: IM TIRED
PSN SEQ: 01

NON-WORK STATUS FIRST MONTH:
NON-WORK STATUS SECOND MONTH:
NON-WORK STATUS THIRD MONTH:

NON-PAYROLL STATUS BEGIN LEAVE PERIOD:
NON-PAYROLL STATUS END LEAVE PERIOD:

TEMPORARY SEPARATION BEGIN LEAVE PERIOD: _____
TEMPORARY SEPARATION END LEAVE PERIOD: _____
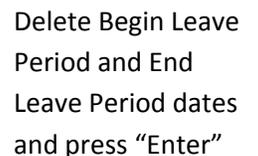
> Delete Begin Leave Period and End Leave Period dates and press "Enter"

ACTN: SSN: LB: LV PRD:

> **NOTE:** Until the Temporary Separation Begin and End Leave Periods are deleted, *No Automated* State Service Credits or Leave Benefit Accruals will post for the employee.

For further information regarding Temporary Separation Procedures, please reference the Processes Section in the CLAS Workbook. An online version of the CLAS Workbook can be found at: http://sco.ca.gov/Files-PPSD/clas_pdf_cswrkbk.pdf.