

SEPARATION CHECKLIST FOR PERSONNEL SPECIALISTS - Updated 10/05/2023

This checklist is based on SCO separation requirements for Personnel Specialists. Use this checklist to complement existing department-specific separation processes. Do not use this checklist when separating exempt positions. When separating exempt positions, defer to this checklist: [reference the Exempt Salary Schedule](#).

1. VERIFY INFORMATION AND PROCESS DOCUMENTS FOR SEPARATING EE

<input type="checkbox"/>	Verify Separation Dates (resignation letter, retirement notice, etc.) Retirement: Verify with CalPERS (ref. 1.1). <ul style="list-style-type: none">○ IMPORTANT: The EE's separation date is one day before their retirement date.
<input type="checkbox"/>	Update STD 672
<input type="checkbox"/>	Collect Final Timesheet(s)
<input type="checkbox"/>	Cancel Direct Deposit - RECOMMENDED <ul style="list-style-type: none">○ Contact the SCCC – Direct Deposit at (916) 372-7200, option 1.
<input type="checkbox"/>	Provide COBRA Notice (non-retirement separation) <ul style="list-style-type: none">○ Review Benefits Administration Manual: COBRA.○ Retirement Exception: You must offer COBRA for certain dental coverage for retiring EE's.○ Common forms: Sample Initial General COBRA Election Notice, Sample COBRA Election Notice, COBRA Election Form (CalHR 767)
<input type="checkbox"/>	Process Health Insurance (retirement only) <ul style="list-style-type: none">○ Have EE contact CalPERS at (888) 225-7377 (ref. State Health Benefits Guide pg. 89).
<input type="checkbox"/>	Process Dental Insurance (STD 692) (retirement only) <ul style="list-style-type: none">○ Review Benefits Administration Manual: Retiring Employees for instructions.○ Key STD 692 into myCalPERS prior to separation date (ref. 1.2).<ul style="list-style-type: none">- If you don't key prior to EE's separation date, you must send STD 692 to CalPERS (ref. BAM). Do not send dental documents to SCO.○ If EE is enrolled into Delta Dental PPO plus Premier Enhanced, you must offer COBRA for Retirees. This enhanced plan is not offered in retirement.
<input type="checkbox"/>	Process Vision Insurance (CalHR 695) (retirement only) <ul style="list-style-type: none">○ Review Benefits Administration Manual: Vision Instructions for instructions.
<input type="checkbox"/>	Process Group Legal (ARAG) Services Insurance (retirement only) <ul style="list-style-type: none">○ Have EE enroll directly or call ARAG at (800) 511-4007 (ref. Retiree Group Legal Plan).
<input type="checkbox"/>	Verify Account Receivables (ARs) are established <ul style="list-style-type: none">○ If not established, submit an STD 674 A/R via SCO ConnectHR for processing. Once uploaded to ConnectHR, contact the SCCC at (916) 372-7200 to expedite the form.
<input type="checkbox"/>	Process Miscellaneous Paid Owed (overtime, recruitment & retention, special pay, etc.)
<input type="checkbox"/>	Collection of Departments Assets (badge, laptop, keys, etc.)

2. DETERMINE FINAL PAYMENT OF UNUSED COMPENSABLE LEAVE

IF EE IS CASHING OUT UNUSED COMPENSABLE LEAVE UNITS:

<input type="checkbox"/>	Calculate Lump Sum Payout using Lump Sum Worksheet and STD 640 <ul style="list-style-type: none">○ You must calculate on both documents and verify totals match.
<input type="checkbox"/>	Key PAR(s) (STD 680A) <ul style="list-style-type: none">○ If EE is cashing out into two tax years, you must submit two (2) PARs – one for each tax year. Only EEs with separation dates after November 1st (or retirement dates after November 2nd) are eligible to cash out into two tax years.

IF EE IS DEFERRING INTO 401(K)/457(B), SUBMIT LUMP SUM PAR PACKAGE TO SCO:

Necessary Preparation

<input type="checkbox"/>	Review SCO Lump Sum Separation Toolkit, specifically Lump Sum Guide for Avoiding Common Errors and FAQ
<input type="checkbox"/>	Calculate Lump Sum Balances <ul style="list-style-type: none">○ Review Step 4: Processing Lump Sum Balances in Lump Sum Processing Guide, page 4○ Calculate totals on these worksheets and verify totals match: Lump Sum Worksheet, SCO Lump Sum Pre-Tax Calculator, and STD 640
<input type="checkbox"/>	Submit PAR package via ConnectHR <ul style="list-style-type: none">○ Only send documents to SCO via ConnectHR. Email, mail or fax are not available.○ Reminder: Do not upload duplicate PAR packages. If you received a ConnectHR email confirmation, SCO has the package on file. For inquiries on any PAR packages uploaded prior to Weekly Processing Dates, contact SCCC based on the following:<ul style="list-style-type: none">- If the PAR has not been keyed and the Weekly Processing Date has passed the upload date, call SCCC - CS Audits at (916) 372-7200 options 2, 2.- If the PAR has been keyed but Lump Sum pay has not been issued, then call SCCC – CS Payroll at (916) 372-7200 options 2, 4, 1.

Required Documents

Only submit these four (4) documents below per PAR package. **Do not** send any other documents.

<input type="checkbox"/>	Lump Sum PAR Package Coversheet <ul style="list-style-type: none">○ SCO does not use the coversheet notes for processing Election Forms. You must ensure the Elections Forms are filled correctly.
<input type="checkbox"/>	PAR(s) (STD 680A) <ul style="list-style-type: none">○ Review Step 3: "Documenting the PAR" in Lump Sum Processing Guide, page 3○ Deferring into two tax years is only eligible for separation dates after November 1st.○ For deferring into two tax years, two (2) PAR Packages are required. The PAR Packages must be submitted separately via ConnectHR.<ul style="list-style-type: none">- 1st PAR enter only time for 1st Tax Year (example)- 2nd PAR enter employee's total accrued time (example)○ For PAR related questions, call the SCCC at (916) 372-7200 options 2, 2 for CS Audits.

<input type="checkbox"/>	<p>Savings Plus Lump Sum Election Form</p> <ul style="list-style-type: none"> ○ The Savings Plus Election Form must be signed and submitted by EE five (5) workdays prior to their separation date in accordance with California Labor Code sections 201(b) and 202(b) (ref. 2.1). Once submitted to SCO this form is irrevocable. ○ Verify Election Form is completed correctly: <ul style="list-style-type: none"> - Review Step 2: “Review the Submitted Election Form” in Lump Sum Processing Guide, page 3 - Do not use “Max” or “Remainder” on the Election Form. SCO <u>will not</u> process Election Forms with words in the 401(k)/457(b) section. (ref. 2.2)
<input type="checkbox"/>	<p>457(b) Traditional Catch-Up Approval Letter (if applicable)</p> <ul style="list-style-type: none"> ○ Catch-Up amount must be included in Section II on the Election Form (ref. 2.3)

3. HELPFUL HR CHECKS AND BALANCES

<input type="checkbox"/>	<p>Save a Copy of Year-To-Date (TAXI) screen [401(k)/457(b) Deferrals Only]</p>
<input type="checkbox"/>	<p>Save PIMS History</p>
<input type="checkbox"/>	<p>Save Pay History</p>
<input type="checkbox"/>	<p>Save a Copy of Final Warrant with Deduction Screen (Regular Wages, Lump Sum, MISC)</p>
<input type="checkbox"/>	<p>Save CLAS screens (or save screens to alternative leave accounting program)</p>

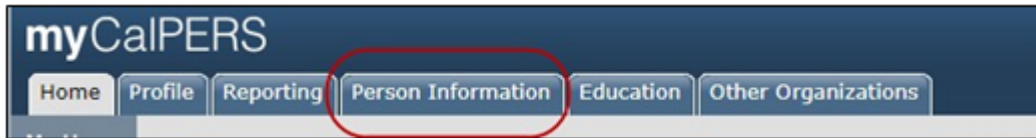
4. DAY AFTER PAR WAS KEYED

<input type="checkbox"/>	<p>Verify that PAR and EE Separation were keyed correctly in PIMS</p> <ul style="list-style-type: none"> ○ If a redeposit is needed, you must contact SCO prior to requesting a redeposit or returning a live warrant. Please contact the SCCC at (916) 372-7200 options 2, 4, 1 for CS Payroll.
<input type="checkbox"/>	<p>Verify Lumps Sum amounts</p> <ul style="list-style-type: none"> ○ For questions on Lump Sum pay, please contact the SCCC at (916) 372-7200 options 2, 4, 1 for CS Payroll.
<input type="checkbox"/>	<p>Verify position is separated in ACAS – separations require ACA Status Code 6A</p>
<input type="checkbox"/>	<p>Verify in myCalPERS that the Permanent Separation (S70 for Retirement) was reported</p>
<input type="checkbox"/>	<p>Update CLAS (or alternative leave accounting program) to reflect lump sum hours paid</p>
<input type="checkbox"/>	<p>Maintain Garnishments and AR documents (keep per retention schedule)</p>

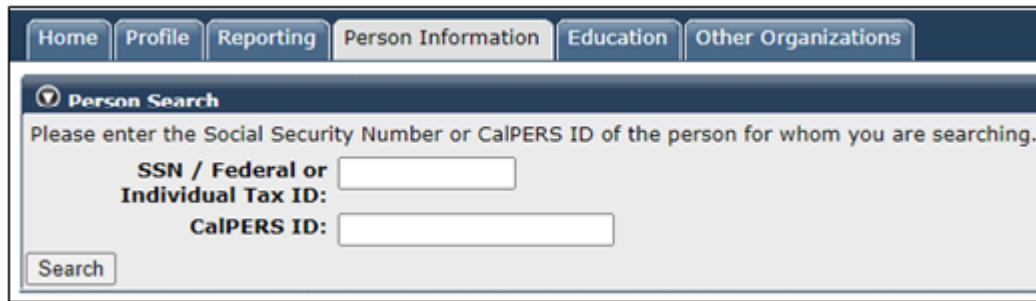
SUPPORTING REFERENCE GUIDE & HOW-TO STEPS

1.1 VERIFYING RETIREMENT DATE IN MYCALPERS

1. Login to myCalPERS and select Person Information.



2. Enter EE's SSN, Tax ID, or CalPERS ID, and then select **Search**.

A screenshot of the 'Person Search' form in the myCalPERS system. The form is titled 'Person Search' and contains the instruction: 'Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.' Below this instruction are three input fields: 'SSN / Federal or Individual Tax ID:', 'CalPERS ID:', and a 'Search' button.

3. Retirement Date is located on the lower right side of the **Profile** section. Since the EE Retirement Date is July 16, 2022, their Separation Date would be July 15, 2022.

A screenshot of the 'Profile' section in the myCalPERS system. The section is titled 'Profile' and contains various fields for personal information. The fields include: 'SSN: xxx-xx-1234', 'Name: [input field]', 'Date of Birth: 01/08/1958', 'Prior School Membership: No', 'Membership Date: 01/01/1992', 'CalPERS ID: 123456789', 'Optional Member: No', 'Date of Death:', 'Prior School Membership Date:', and 'Retirement Date: 07/16/2022'. The 'Retirement Date' field is circled in red.

1.2 ENTERING DENTAL INFORMATION IN MYCALPERS


Follow these steps on how to enter Dental Information into myCalPERS or refer to the [myCalPERS Health Enrollment](#) student guide, Unit 9, Scenario 3: State Dental Enrollment into Retirement:

1. Log in to **myCalPERS** and select the **Reporting tab**.
2. Under Create or Edit Report, locate **Method**. From the drop down, select **Add or Edit Health Enrollment** and press **Continue**.
3. Enter EE's SSN, Tax ID, or CalPERS ID, and select **Search**.
4. On this first summary page, take note that the Event Date = Retirement Date. To verify that date of coverage is correct, select **View Effective Date**. After the retirement date and date of coverage is verified as correct, select **Save & Continue**.
5. This next page should show the employee's contact information and employer information. No entry is required on this page. Select **Save & Continue**.
6. The third page should show a list of the employee's dependents (Dependents Summary Page).
 - a. If there are dependents to add, you will have to add each new dependent individually. Note: If you skip this step and there are dependents, you will need to contact CalPERS to correct the enrollment.
 - i. Select **Add New** to add new dependent.
 - ii. You will be directed to a new page. On this new page, you may see dependents that were previously covered. If the dependent you are adding is already listed, choose that dependent to add. For all dependents not listed, manually key in the required information for each dependent. For a spouse, you must provide a date of marriage/partnership.
 - iii. Select **Save & Continue**.
 - iv. You will be directed back to the initial **Dependents Summary Page**. This summary page will generate after each dependent is added. Continue through the **Add New** process until all dependents are added.
 - v. Once all dependents are added and showing on the Dependent Summary Page, select **Save & Continue**.
 - vi. Again, if you skip this step and did not properly update the dependents, you will need to contact CalPERS to correct the enrollment.
 - b. If there are no dependents, select **Save & Continue**.
7. On this next page, select **the Dental Plan**. After you have selected the dental plan, click **Save & Continue**.
8. You will receive a Health Transaction Confirmation message stating that the transaction has been processed. Click on **Print the Health Transaction Confirmation** to generate a pop-up with the retiree's dental enrollment information. It is recommended to save the Health Transaction Confirmation sheet for your records.


2.1 FORM DATED & SIGNED WITHIN FIVE (5) WORKDAY THRESHOLD

This section explains how to verify that the EE has signed and dated within the five (5) workday threshold.

In [this example](#), per Section I, Tom Fong separated on December 01, 2021. Per California Labor Code sections [201\(b\)](#) and [202\(b\)](#), the latest Tom Fong could have signed this document was November 22, 2021. Remember, when counting workdays, do not include weekends or holidays (November 25 and 26 were holidays).



SECTION I Participant Information	Last Name, First Name, MI Tom Fong	
	Mailing Address 123 Controller Lane	
	City, State, Zip Code Sacramento, CA, 95822	Daytime Telephone Number (916) 111-1234
	Separation Date (mm/dd/yyyy) 12/01/2021 	Alternate Contact Telephone Number (916) 123-1111
	Please provide your primary email address so that your department can contact you. TomFong@email.com	

In Section III (shown below), Tom signed on October 25, 2021. This document is acceptable. If Tom signed and dated after the five (5) day threshold, such as November 23, 2021, SCO would not process this form.

SECTION III Certification	Signature Tommy Fong	Digitally signed by Tommy Fong Date: 2021.10.25 17:01:31 -07'00' 
	Personnel Office Use Only <i>Refer to SCO personnel</i>	California Department of Human Resources Privacy Notice on Information Collection (rev. 7/16) This notice is provided pursuant to the Information Practices Act of 1977. The California Department of Human Resources (CalHR), Savings Plus Program, is requesting the information specified on this

2.2 ELECTION FORM DOLLAR AMOUNT EXAMPLE





INCORRECT EXAMPLE: The example below shows Section II of the Election Form being filled with the word “Max”. This is incorrect. SCO will only accept the accurate dollar amount on this form. Words, such “Max” or “Remainder”, cannot not be used. SCO cannot process this request.

Plan Year	401(k)		457(b)	
	Pre-tax	Roth	Pre-tax	Roth
2021	\$ 20,500	\$	\$ 20,500	\$
2022	\$ Max 	\$	\$ Max 	\$

If Lump Sum Separation Pay is not sufficient to contribute the maximum to both plans, I elect to contribute the maximum to:

Pre-tax 401(k) Pre-tax 457(b) Roth 401(k) Roth 457(b)

CORRECT EXAMPLE: In the example below, the 401(k) and 457(b) fields are filled with dollar amounts. This is correct and can be processed by SCO.

Plan Year	401(k)		457(b)	
	Pre-tax	Roth	Pre-tax	Roth
2021	\$ 20,500 	\$	\$ 20,500 	\$
2022	\$ 10,000 	\$	\$ 15,000 	\$

If Lump Sum Separation Pay is not sufficient to contribute the maximum to both plans, I elect to contribute the maximum to:

Pre-tax 401(k) Pre-tax 457(b) Roth 401(k) Roth 457(b)

2.3 TRADITIONAL 457(B) CATCH UP

Using [SCO 1st Tax Year Lump Sum PAR Package Example](#), below shows how the Election Form includes the 457(b) Traditional Catch-Up dollar amount that was pre-approved by Savings Plus.

Per the letter from Savings Plus (page 4), Tom Fong was approved to catch up the following dollar amounts:

Approved Catch Up Amount	Contribution Year
\$19,500.00	2021
\$19,500.00	2022

The max contribution amount for 457(b) in 2021 was \$19,500. For 2022, the max contribution is \$20,500. Per the Savings Plus Approval Letter, Tom was approved \$19,500 in addition to the annual deferral limits for both 2021 and 2022. This means Tom could defer up to \$39,000 in 2021 and \$40,000 in 2022 in his 457(b) account.

In the example below, Tom is contributing \$38,950 in 2021 and \$39,000 in 2022. These totals are above the maximum annual contribution because he included his Traditional Contribution Catch-Up dollars within these totals. Tom filled out this form correctly.

You must verify that EE has included the 457(b) traditional catch-up funds within the totals on the Election Form as shown below.

Plan Year	401(k)		457(b)	
	Pre-tax	Roth	Pre-tax	Roth
2021	\$ 25,950	\$	\$ 38,950	\$
2022	\$ 26,000	\$	\$ 39,000	\$

* The total amount of Section II item A and the amount in item B that is applicable to this tax year cannot exceed the maximum annual contribution limits. Contributions to the 403(b) must be included when calculating 401(k) limits.

If Lump Sum Separation Pay is not sufficient to contribute the maximum to both plans, I elect to contribute the maximum to:

Pre-tax 401(k) Pre-tax 457(b) Roth 401(k) Roth 457(b)