SEPARATION CHECKLIST FOR PERSONNEL SPECIALISTS
Updated 9/20/24

ABOUT THIS CHECKLIST: 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, refer to the Exempt Salary Schedule.

TIMELINES

- The Savings Plus Lump Sum Separation Pay Contribution Election Form (Election Form) must be signed, dated, and officially submitted by the employee at least five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to the separation effective date.
- For November & December separations, see the dates in the appropriate year's Lump Sum Separation Payroll Letter.

REFERENCES – FORMS

- Lump Sum Separation Pay Contribution Election Form
- PPSD Weekly Processing Dates

TOOLS – OTHER INFORMATION

- Lump Sum Separation Toolkit
- ConnectHR
- Statewide Customer Contact Center (SCCC)

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1. VERIFY INFORMATION AND PROCESS DOCUMENTS FOR THE SEPARATING EMPLOYEE (EE)

- **Verify Separation Dates** (resignation letter, retirement notice, etc.)
  Retirement: Verify with CalPERS (ref. 1.1).
  - IMPORTANT: The EE's separation date is typically one day before their retirement date. (Note: The earliest retirement date must be the day after the EE's last day worked or day compensated by their employer – see CalPERS Service Retirement FAQ).
- **Update STD. 672**
- **Collect Final Timesheet(s)**
- **Cancel Direct Deposit** – RECOMMENDED
  - Contact the Statewide Customer Contact Center (SCCC) at (916) 372-7200, select #1 for the Statewide Direct Deposit Program.
- **Provide COBRA Notice** (non-retirement separation)
  - Review the Benefits Administration Manual: COBRA
  - Retirement Exception: You must offer COBRA for certain dental coverage for retiring EEs.
  - Common forms: Sample Initial General COBRA Election Notice, Sample COBRA Election Notice, COBRA Election Form (CalHR 767)
- **Process Health Insurance** (retirement only)
  - Have the EE contact CalPERS at (888) 225-7377 (ref. State Health Benefits Guide pg. 89).
- **Process Dental Insurance** (STD. 692) (retirement only)
  - Review Benefits Administration Manual: Retiring Employees for instructions.
  - Key STD. 692 into myCalPERS prior to the separation date (ref. 1.2).

        - If you don't key prior to the EE's separation date, you must send STD. 692 to CalPERS (ref. BAM). Do not send dental documents to SCO.
    - If the EE is enrolled in Delta Dental PPO plus Premier Enhanced, you must offer COBRA for Retirees. This enhanced plan is not offered in retirement.
- **Process Vision Insurance** (CalHR 695) (retirement only)
    - Review Benefits Administration Manual: Vision Instructions for instructions.
- **Process Group Legal (ARAG) Services Insurance** (retirement only)
    - Have the EE enroll directly or call ARAG at (800) 511-4007 (ref. Retiree Group Legal Plan).
- **Verify Account Receivables (ARs) are established**
    - If not established, submit an STD. 674 A/R via SCO ConnectHR for processing. Once uploaded to ConnectHR, to expedite the form contact the SCCC at (916) 372-7200, select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.
- **Process Miscellaneous Pay Owed** (overtime, recruitment & retention, special pay, etc.)
- **Collection of Department Assets** (badge, laptop, keys, etc.)

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2. DETERMINE UNUSED COMPENSABLE LEAVE FOR TOTAL PAYOUT OR CONTRIBUTION TO SAVINGS PLUS

Necessary Preparation

Review the SCO Lump Sum Separation Toolkit, especially the Lump Sum Guide for Avoiding Common Errors and FAQ.

IF THE EE IS CASHING OUT ALL UNUSED COMPENSABLE LEAVE UNITS:

- **Determine total accrued leave using the Lump Sum Worksheet and STD. 640**
    - You must calculate leave on both documents and verify that the totals match.
- **Key the PAR(s) (STD. 680)**
    - Review PAM Section 10.2 – Do Not Key List to determine if the PAR(s) must be submitted to SCO for processing.
    - If the EE is cashing out ALL compensable leave, and the situation is not included in the Do Not Key List, then the PS keys the PAR(s).
    - If the EE is contributing to a Savings Plus account (with or without cashing out any compensable leave), the PAR(s) must be submitted to SCO for processing.
    - Note: Only EEs with separation dates in November or December are eligible to cash out or contribute to a Savings Plus account in the following tax year.

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

- **Calculate Lump Sum Balances**
    - Review Step 4 in the Lump Sum Guide for Avoiding Common Errors (page 4).
    - Calculate and verify that accrued leave totals from the Lump Sum Worksheet and STD. 640 match. Then enter those leave totals and other required information into the SCO Lump Sum Pre-Tax Calculator, to determine total lump sum payout to the EE, as well as the maximum contribution amount available.
- **Submit PAR package via ConnectHR**
    - Only send documents to SCO via ConnectHR. Email, mail, and fax options 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 the SCCC based on the following:
     - If the PAR has not been keyed and the Weekly Processing Date has passed the upload date, call the SCCC at (916) 372-7200 and select #2 for Civil Service, and then #2 for Civil Service Audits.
     - If the PAR has been keyed but Lump Sum pay has not been issued, then call the SCCC at (916) 372-7200 and select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.

Required Documents
Only submit to SCO these four (4) documents below per PAR package. Do not send any other documents.

- **Lump Sum PAR Package Coversheet**
  - SCO does not use the coversheet notes for processing Election Forms. You must ensure the Elections Forms are filled correctly.
- **PAR(s) (STD. 680)**
  - Review Step 3 "Documenting the PAR" in the Lump Sum Guide for Avoiding Common Errors (page 3).
  - Deferring into the following tax year is only available to employees separating in November or December.
  - For deferring into two tax years, two (2) PAR Packages are required. The PAR Packages must be submitted separately via ConnectHR.
    - 1st PAR enter only time for 1st Tax Year (example)
    - 2nd PAR enter the EE's total accrued time (example)
  - For PAR related questions, call the SCCC at (916) 372-7200 and select #2 for Civil Service, and then #2 for Civil Service Audits.
- **Savings Plus Lump Sum Separation Pay Contribution Election Form**
  - The Savings Plus Election Form must be signed, dated, and officially submitted by the employee at least five workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to the separation effective date, in accordance with California Labor Code sections 201(b) and 202(b) (ref. 2.1). This form is irrevocable once officially submitted to the EE's personnel office.
  - Verify the Election Form is completed correctly:
    - 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 will not process Election Forms with words in the 401(k)/457(b) section. (ref. 2.2)
- **457(b) Traditional Catch-Up Approval Letter (if applicable)**
  - The catch-up amount must be included in Section 3 on the Election Form (ref. 2.3).

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3. HELPFUL HR CHECKS AND BALANCES

- **Save a Copy of the PAR package**
- **Save a Copy of Year-To-Date TAXI Screen** (401(k)/457(b) Deferrals Only)
- **Save PIMS History**
- **Save Pay History**
- **Save a Copy of Final Warrant with Deduction Screen** (Regular Wages, Lump Sum, MISC)

- **Save CLAS screens** (or save screens to alternative leave accounting program)

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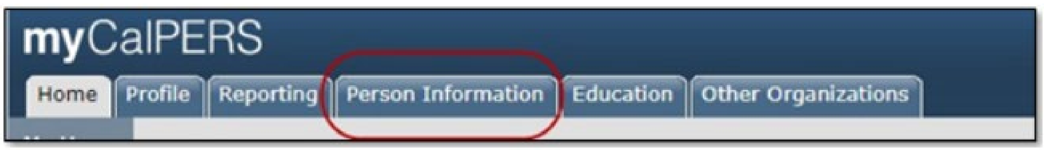
4. DAY AFTER THE PAR IS KEYED

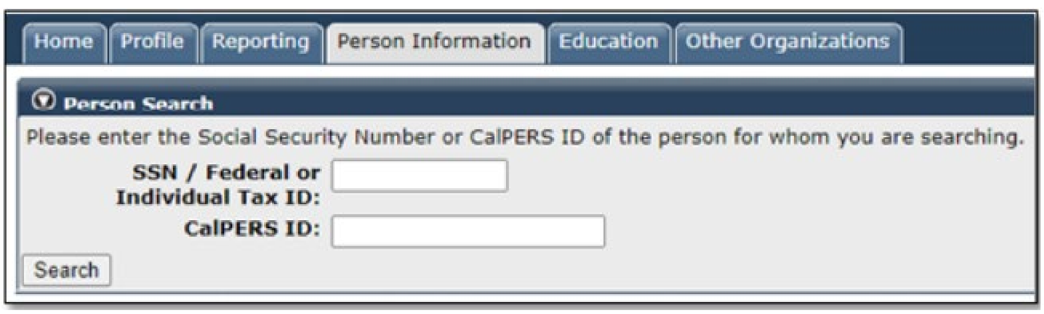
- **Verify that the PAR and EE Separation were keyed correctly in PIMS**
  - If a redeposit is needed, you must contact SCO prior to requesting a redeposit or returning a live warrant. Please contact the SCCC at (916) 372-7200 and select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.
- **Verify Lumps Sum amounts**
  - For questions on Lump Sum pay, please contact the SCCC at (916) 372-7200 and select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.
- **Verify position is separated in ACAS – separations require ACA Status Code 6A**
- **Verify in myCalPERS that the Permanent Separation (S70 for Retirement) was reported**
- **Update CLAS (or alternative leave accounting program) to reflect lump sum hours paid**
- **Maintain Garnishments and AR documents (keep per retention schedule)**

1.1 VERIFY RETIREMENT DATE IN MYCALPERS

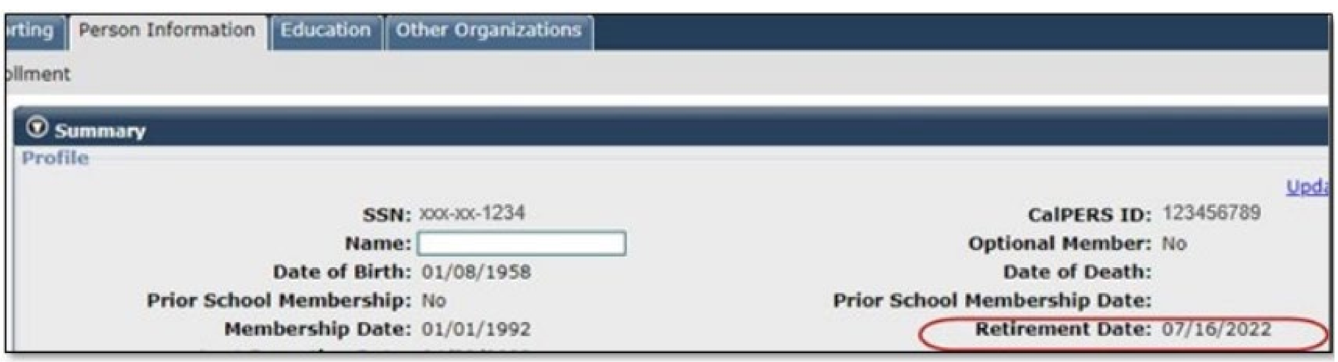
1. Log in to myCalPERS and select **Person Information**.



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



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 typically would be July 15, 2022 (see [CalPERS Service Retirement FAQ]).



1.2 ENTERING DENTAL INFORMATION INTO 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 the 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 ELECTION FORM DATED & SIGNED WITHIN THE FIVE (5) WORKDAY THRESHOLD

This section explains how to verify that the EE signed, dated, and officially submitted the Savings Plus Lump Sum Separation Pay Contribution Election Form to meet the five (5) workday threshold.

Looking at Section 1 of the Election Form in this example (also shown on p. 6 below), Tom Fong will separate on December 01, 2024.

Per California Labor Code sections 201(b) and 202(b), the latest date that Tom Fong can sign and officially submit his Election Form to his personnel office is November 21, 2024, as shown in the calendar on p. 6 (submitted any later, and the five workday threshold would be violated). Remember, when counting workdays, do not include weekends or holidays (November 28 and 29 are holidays in 2024).

NOVEMBER - 22 DAYS 176 HRS							DECEMBER - 22 DAYS 176 HRS						
				31	1	2	$\boxed{1}$	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	$\boxed{21}$	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SECTION 1: PARTICIPANT INFORMATION

Last Name, First Name, MI	Fong, Tom
Mailing Address	123 Controller Lane
City, State, ZIP	Sacramento
Daytime Telephone Number	916-111-1234
Separation Date (mm/dd/yyyy)	12/01/2024 ✓
Date of Birth (mm/dd/yyyy)	03/01/1970
Please provide your personal email address so that your department can contact you.	TomFong@email.com

Section 4 (shown below) of Tom's Election Form shows that he signed and dated it October 25, 2024. If he then submitted the Election Form no later than November 21, 2024, this form is acceptable. If Tom had signed, dated, and officially submitted his Election Form less than five workdays (excluding weekends and holidays) before his separation effective date, such as November 22, 2024, SCO could not process the form due to Labor Codes 201 and 202.

SECTION 4:

Signature	Date
Tom Fong	10/25/24 ✓

2.2 ELECTION FORM DOLLAR AMOUNT EXAMPLE

INCORRECT EXAMPLE: The example below shows Section 3 of the Election Form being filled with the word "Max" entered under Amount. This is incorrect. SCO will only accept dollar amounts entered in Section 3 under Amount; words, such "Max" or "Remainder", may not be used. SCO cannot process the request below because "Max" was entered.

Plan Year 1		
2024	Amount	Priority
457(b) Pre-tax	38,950	
457(b) Roth		
401(k) Pre-tax	25,950	
401(k) Roth		

Plan Year 2	Complete this table only if retiring in November or December	
2025	Amount	Priority
457(b) Pre-tax	Max	
457(b) Roth		
401(k) Pre-tax	Max	
401(k) Roth		

CORRECT EXAMPLE: In the example of Section 3 of the Election Form below, the 401(k) and 457(b) fields are filled with dollar amounts. This is correct, and the Election Form can be processed by SCO.

Plan Year 1		
2024	Amount	Priority
457(b) Pre-tax	38,950	1
457(b) Roth		
401(k) Pre-tax	25,950	2
401(k) Roth		

Plan Year 2	Complete this table only if retiring in November or December	
2025	Amount	Priority
457(b) Pre-tax	39,000	1
457(b) Roth		
401(k) Pre-tax	26,000	2
401(k) Roth		

2.3 TRADITIONAL 457(B) CATCH UP

Continuing with SCO’s 1st Tax Year Lump Sum PAR Package Example, Tom was pre-approved by Savings Plus for the 457(b) Traditional Catch-Up dollar amounts shown below (and shown in his 457(b) Traditional Catch-Up Approval Letter, which he must submit to his personnel office with his completed Election Form).

Contribution Year	Approved Catch-Up Amount
$19,500.00	2024
$19,500.00	2025

When reviewing Section 3 of the Election Form, confirm that the amounts entered include the catch-up amounts (when applicable), and do not exceed the IRS contribution limits for those specific plans and year.

Plan Year 1		
2024	Amount	Priority
457(b) Pre-tax	38,950 ✓	
457(b) Roth		
401(k) Pre-tax	25,950	
401(k) Roth		

Plan Year 2	Complete this table only if retiring in November or December	
2025	Amount	Priority
457(b) Pre-tax	39,000 ✓	
457(b) Roth		
401(k) Pre-tax	26,000	
401(k) Roth		

Contact

- Statewide Customer Contact Center (916) 372-7200
  - For NOPA-related questions: Select #2 for Civil Service, and then #2 for Civil Service Audits
- ConnectHR Help connecthrhelp@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

SCO Key Initiatives

- Cal Employee Connect Project
- California State Payroll System Project

Updates to this Guide

This guide will be updated as procedures and policies change. To ensure that you are using the most up-to-date version, always access it via SCO's website.