



# SEVERANCE PAY CALCULATIONS

## REPORT DESCRIPTION B0072 | CRYSTAL REPORT



The purpose of this Report Description is to explain how to generate a severance pay calculations report in the Integrated HR-Payroll System.

### Report Description:

This report displays severance pay calculations for employees by Personnel Area and Organizational Unit. Amounts for current active employees' severance are based on projected age and length of service calculated from the RIF Date input on the prompt screen.

### Report Location:

PA: RIF Planning

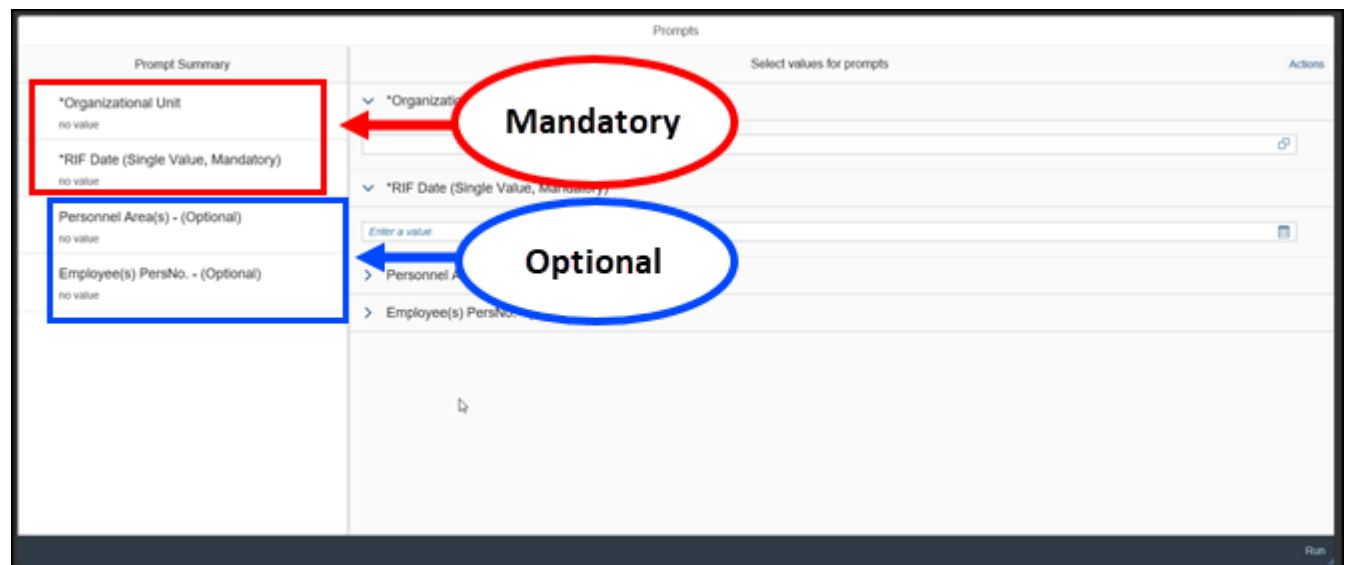
### Report Uses:

Agencies can generate this report to project cost for RIF planning.

## Quick Links

<b>How to generate this report</b>	<b>1</b>
<b>Mandatory Prompts</b>	<b>2</b>
<b>Optional Prompts</b>	<b>3</b>
<b>Report Layout</b>	<b>7</b>
<b>Special Report Considerations/Feature</b>	<b>8</b>

### How to generate this report



### Mandatory Prompts

Mandatory prompts have an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, a green check mark (✓) will appear to the left.

Prompt Summary

✓	*Organizational Unit 0ORGUNIT/20000000 - State of North Carolina
✓	*RIF Date (Single Value, Mandatory) 9/1/2020

**\*Organizational Unit:** To select data for this prompt:



- Click the “Matchbox” icon to see the list of Org Units (1).

▼ \*Organizational Unit

 1

- Navigate down to the desired Org Unit, check the box to select (2).
- Click the OK to accept your selection (3).

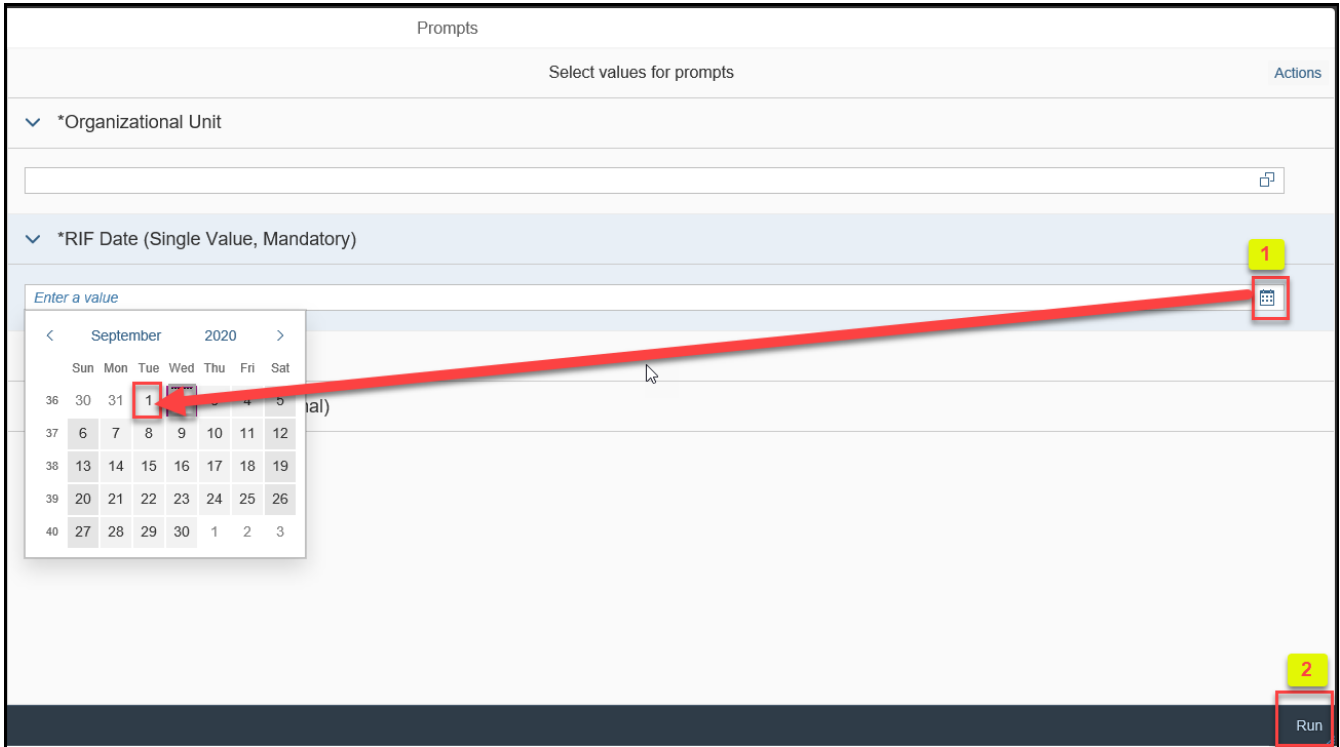
Choose Values ZHMMM\_ORGUNIT

Search    1

- ▼  0ORGUNIT/20000081 - Governor's Cabinet & Agencies
  - 20000081 - Governor's Cabinet & Agencies
- >  0ORGUNIT/20000001 - Governor's Office
- >  0ORGUNIT/20000035 - Juvenile Justice Delinquency
- >  0ORGUNIT/20000036 - State Personnel
- 2**  0ORGUNIT/20000037 - Administration
- >  0ORGUNIT/20000039 - Environment Natural Resources
- >  0ORGUNIT/20000040 - Wildlife Resources Commission
- >  0ORGUNIT/20000041 - Health and Human Services
- >  0ORGUNIT/20000042 - Correction
- >  0ORGUNIT/20000043 - Commerce

**3** OK Cancel

- \* **RIF Date:** To enter data for this prompt,
  - Click the calendar icon (1) to select date.
  - If no other prompts are required, click the run button to execute the report (2).



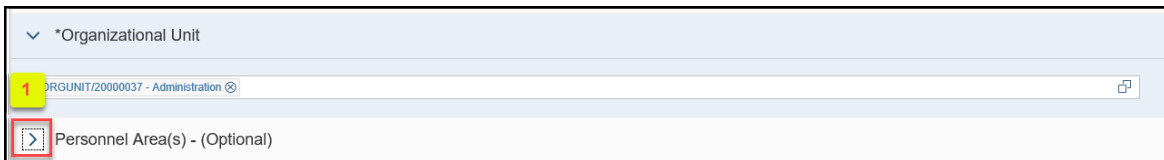
**NOTE:** The date entered always must be the 1st of month or the report will not bring back any results and will return to the prompt screen.

**Optional Prompts**

Optional prompts do not have an asterisk (\*) to the left of the prompt name. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

**Personnel Area(s) - (Optional):** To select data for this prompt,

- Click the right arrow to the left of the prompt name (1).



- Click the "Matchbox" icon (2) to see the list of Personnel Areas.



- Navigate down to select the desired Personnel Area (3).
- Click the “OK” button to select (4).

Choose Values pmPersonnel Area(s) - (Optional)

Search Q ✓ 1

Value	Description
<input checked="" type="checkbox"/> 1301	Administration
<input type="checkbox"/> 1601	Environmental Quality
<input type="checkbox"/> 4001	Military and Veterans Affairs

4 OK Cancel

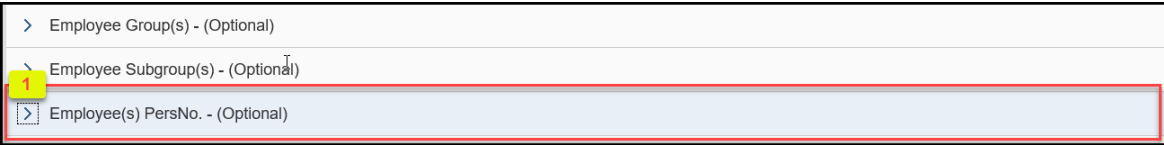
- **OR**, if the Personnel Area is known, skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Personnel Area(s) - (Optional) 6

Enter a value 5 +

**\*Employee(s) PersNo. - (Optional):** To select data for this prompt:

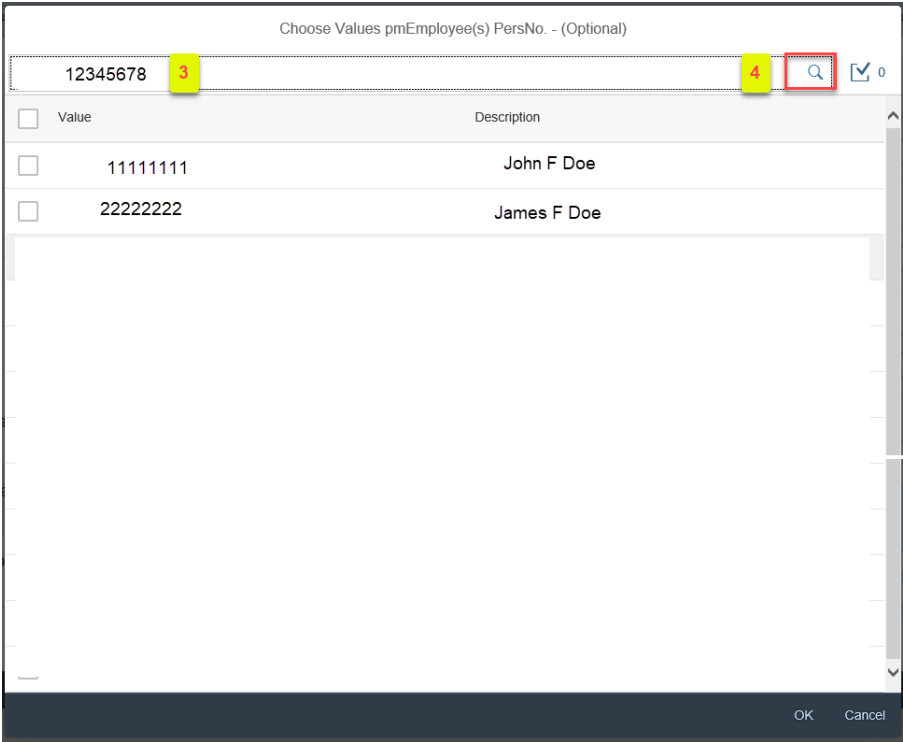
- Click the right arrow to the left of the prompt name (1).



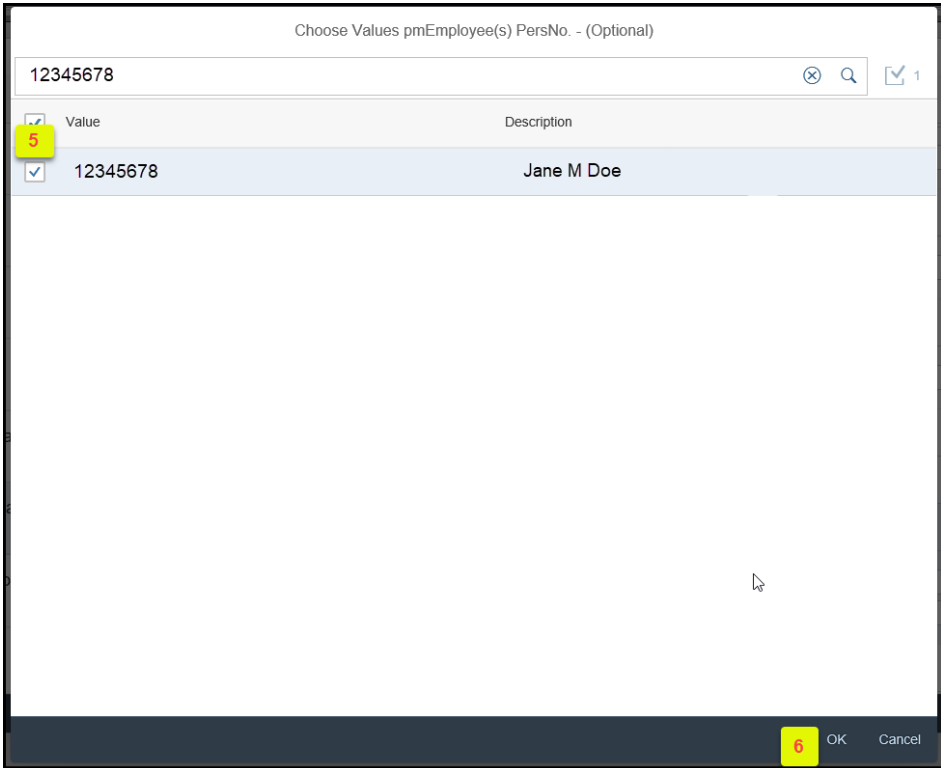
- Click the “Matchbox” icon (2) to see the list of Employees.



- Search for the employee number in the search bar (3).
- Click on the magnifying glass (4).



- Navigate down and check the box to select the desired Employee (5).
- Click the “OK” button (6).



- **OR**, if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
- Click the “+” icon (8) to select.




**Report Layout**

The report lists the Severance calculations for employees based on the prompt criteria entered. Below is a sample rendering.

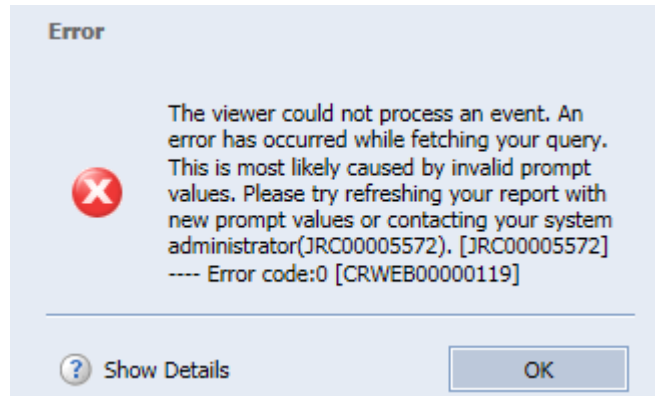
State of North Carolina B0072: Severance Pay Calculations for RIF Date 5/1/20								
* Service factor amount replaced Age factor amount.								
Employee's Name	Employee	Position	Position Desc	Teacher?	Employee Salary	Projecte d Length of Service (yrs)	Projecte d Length of Service (mths)	Service Factor
<b>Administration</b>								
<b>00000001 Creative Services I</b>								
DOE, JOHN	12345678	55555555	Basket Weaver	N	25,000.00	1.33	16	10,880.00
<b>00000002 Creative Services II</b>								
DOE, JANE	12345679	33333333	Doll Repair	N	15,100.00	20.67	248	11,614.00
<b>Personnel Area - Administration</b>					<b>35,100.00</b>			<b>22,494.00</b>
<b>Total</b>					<b>35,100.00</b>			<b>22,494.00</b>

Continued...

						
				Execution Date:	9/2/20	
Projecte d Age	Age Factor	Total Severance Pay	Number of Months to Distribute	Severance Pay Per Month	Age Factor > Service Factor ?	
67	10,880.00	21,760.00	1	21,760.00	Yes*	
64	11,614.00	23,228.00	4	5,807.00	Yes*	
	<b>22,494.00</b>	<b>44,988.00</b>		<b>27,567.00</b>		
	<b>22,494.00</b>	<b>44,988.00</b>		<b>27,567.00</b>		

### Special Report Considerations/Feature

- Only active employees are selected.
- Temporary employees are excluded.
- The date selection must be based on 1st of month. If something else is entered, the following error will display, and you must close the report and re-execute from the original report folder.



### Change Record

- 4/4/2016 – Initial report creation to convert from BI to BOBJ
- 9/24/2020 – Updated the screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- 10/8/2020 – Updated format, assigned reference number, and made accessible – C. Ennis
- 10/14/2020 – Added Alt text to images - L. Lee