TIME RECORDING & EMPLOYEE SEPARATIONS
JOB AID TM-28

The purpose of this job aid is to explain time recording and employee separations and what the Time Admin needs to do.

Separation Dates

The Time Admin should ensure that all time records have been entered for the employee.

- View CATS_DA and check for entry/approval.

The Time Admin should verify that there are no entries beyond the specified separation date.

- View CATS_DA and check the date of the last entry.

- Any time records beyond separation date must be deleted, OR the separation date must be changed to the last day of actual work.
    - Go to CAT2 – delete entries and save.
    - Time Evaluation must be run before completing the separation. It runs daily (overnight).
    - BEST Shared Services can run Time Evaluation on demand.

Leave Quotas

The Leave Admin must:

- Determine Vacation Leave that is due and payable.

- Determine Comp Time that is due and payable.

- Determine Holiday Leave that may be payable.

    NOTE: Holiday Leave is owed to the employee if the date of the Holiday has passed and the employee has not recorded the holiday absence. This only applies to positive time recording people and is only relevant in the 30 days after any given holiday if the employee still has a holiday leave balance.

- Determine Holiday Comp that may be payable.

- Determine any outstanding liabilities that need to be recovered in the final check.
    - Enter an Infotype 2010 for the amount that needs to be docked.