



COP SEPARATION CHECKLIST & OFF-CYCLE CHECK REQUEST

Complete required actions and forward this form and all required documents electronically to the Inbox, SAP BHR, attention Central Time Administrator, no later than **10:00 AM** to receive a check the same business day. If you are requesting an early pickup, please indicate the time in your email.

Required Documents from Bureau:

- Signed resignation or termination document(s). Send to Inbox, SAP BHR

Required Actions:

OPERATING BUREAU PERSONNEL ADMINISTRATOR (OBPA)

- Personnel Action Completed in SAP
- Remove any entries on the timesheet after the employee's effective separation date before submitting an off cycle check request

Indicate the status of the employee's Termination Date:

- Reason for separation: _____
- Employee's last day in paid status: _____
- First day of non-work for the PA action: _____
- Status Change _____ Date of return to work: _____
- Returning Retiree – Weekly SPTH hours _____

TIMEKEEPER

- Final timesheet entries done in CAT2
- Total timesheet hours to be paid on final check at 1.0 _____ Total hours at 1.5 _____
- Employee wants final check via: ___ Pick up at City office ___ Mail (Confirm address in SAP)
- Basic Pay Rate _____ Premium/WOC Rate _____
- If applicable, indicate any employee deductions or additional payments that **have not been previously reported** to Central Payroll. Amounts subject to Central Payroll calculation and audit. (Attach documentation)

Deduction or Earnings Type	Amount
	\$
	\$
	\$

CENTRAL TIME ADMIN

- Notify Benefits Processor to enter final benefits in IT0015
- Run Time Evaluation
- Run PT_BAL00 and print the results
- Processes IT0416 Quota Compensation, print overview

BENEFITS

- Enter benefits and email Central Payroll

CENTRAL PAYROLL

- Central PY enters all final IT0015 payments and deductions
- Central PY runs the Off-cycle process and sends spool file by 2:00PM

EMPLOYEE: _____ **PERNR:** _____

BUREAU TIMEKEEPER: _____ **BUREAU:** _____ **PHONE:** _____

BUREAU APPROVAL AUTHORIZATION (All requests for payment must contain the appropriate approval)

PRINTED NAME

SIGNATURE

DATE