

## Create Termination Request: Using the *Calculation of Annual Leave to be Paid* Feature

The **ZPTERM000 – Termination Request** transaction includes a **Calc** button that provides assistance in calculating the number of annual leave hours to be paid at termination or retirement. These instructions are for using the *Calculation of Annual Leave to be Paid* feature when creating a termination or retirement request.

Total Annual Leave Balance: The total number of annual leave hours as of the *Last Day To Be Paid*.

- This consists of:
  - Annual Leave accruals including accruals for partial months and/or whole months added for future-dated terminations or reversed for retroactive terminations.
  - Annual Leave entered into CATS, approved, and processed through time evaluation. Time evaluation is normally an overnight process.
  - Any excess annual leave that was rolled over to sick leave if the termination date is retroactive to a date before the rollover occurred.
- But, it does not include:
  - Annual Leave not yet entered into CATS.
  - Annual Leave entered into CATS but not yet approved.
  - Annual Leave entered into CATS and approved but not yet processed through time evaluation. Time evaluation is normally an overnight process.

Anticipated Leave Taken: The amount of annual leave that will be used prior to the termination effective date but was not previously included in the *Total Annual Leave Balance*.

- You should include in this amount:
  - Annual Leave not yet entered into CATS.
  - Annual Leave entered into CATS but not yet approved.
  - Annual Leave entered into CATS and approved but not yet processed through time evaluation. Time evaluation is normally an overnight process.

Annual Leave To Be Paid: The number of annual leave hours that should be paid to the employee – calculated by subtracting the *Anticipated Leave Taken* from the *Total Annual Leave Balance*.

The maximum number of hours that can be paid at termination is also displayed. If the *Annual Leave To Be Paid* is greater than the maximum, change it to the maximum and press **Continue**. When the **Continue** button is pressed, the hours in *Annual Leave To Be Paid* will be defaulted into the *Annual Leave Hours To Be Paid* field on the e-form screen.

**NOTE:** If this e-form is a CHANGE to a prior termination request, the value in the *Annual Leave Hours To Be Paid* field should be the total number of hours to be paid – NOT the difference between the hours already processed and the new amount. The amount processed using this e-form will overlay the previous number of hours.