



National Finance Center Customer Notification

Corrective Action for Separated Employees

February 7, 2018

Dear Customer:

Currently, there are numerous separated employee records in Payroll/Personnel (PPS) database, which should have moved to the ADJP history database. The move to history normally occurs six (6) pay periods following the processing of the last transaction. However, if certain conditions are not met, the records are unable to move to history. In order to meet the requirements to move separated employee records, Agencies have to make the appropriate corrections.

Agencies are able to access the Bear56 Report, "Listing of Employees on Rolls Separated", located in the Administrative Reports category of the Reporting Center. Agency Security Officers must request permission for the authorized users to access the Bear56 Report.

Separation Personnel Action will terminate an employee from active duty due to retirement, resignation, termination, or death. In order for the employee's separated PPS database record to be moved to history, certain conditions must be met:

- 1) a separation personnel action request (PAR) must be processed, setting the Separation Accession Code to a 1 (normal separation) or 2 (death) (IRIS 101, Salary Data)
- 2) a final time and attendance (T&A) record must be processed, setting the final T&A flag to a "Y" (IRIS 132, Separation Information)
- 3) the Annual Leave Current Balance must be equal to zero (IRIS 136, Annual / Sick Leave)
- 4) the Sick Leave Current Balance cannot have a negative balance (IRIS 136, Annual / Sick Leave)
- 5) the Compensatory Leave Total Balance must be equal to zero (IRIS 139, Compensatory Leave & Rate)
- 6) ALL Receipt Account Balances must be equal to zero (IRIS 114, Receipt Accounts)

- 7) if an employee is receiving Severance Pay, when the Severance Pay Code (IRIS 102, Dates & MISC SAL/PERS Data, second page) is equal to a 3 (stop severance pay), the severance fund balance must be zero

- 8) when the Record Status Code [SEPARATION-RCD-STATUS-CODE] (IRIS 132, Separation Information) is a "7," the Bi-Weekly Examination and Analytical Reporting (BEAR) system will move the employee's current PPS database record to ADJP History (IRIS 2XX) and erase the PPS database record.
 - a. Record Status Code [SEPARATION-RCD-STATUS-CODE] Values:
 - i. 0 = Not Separated
 - ii. 1 = Separation Commenced
 - iii. 2 = Separation in Process
 - iv. 3 = Separation Complete and over 90 days
 - v. 4 = Separation Complete and over 120 days
 - vi. 5 = Separation Complete and over 180 days
 - vii. 6 = Separation Complete and SEPARATION-PREP-LEAVE-RCD = C (Record of Leave Data Transfer (SF-1150) has been completed)
 - viii. 7 = When Record Status Code = 6, BEAR will change code to a 7 in order to drop the PPS master the next pay period

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at 1-855-NFC-4GOV (1-855-632-4468), or via ServiceNow Customer Service Portal (CSP) or via email to NFCcontactcenter@nfc.usda.gov.