

## **Quick Reference Card for Managers INVOLUNTARY SEPARATIONS**

**All leave balance must be paid and cleared out on the timesheet on the day before the separation effective date.**

<b>Time Reporting Code</b>	<b>Time Reporting Code Description to Pay Employee</b>
FLSAP	To Pay FLSA Overtime Balance
<b>Time Reporting Code</b>	<b>Time Reporting Code Description to Clear Balances</b>
SICKL	To clear Sick Leave Balance
COMPL	To clear Regular Compensatory Time Balance <b>(Per policy, Regular Comp Time balance will not be paid)</b>
HCMPO	To clear Holiday Compensatory Time Balance <b>(Per policy, Holiday Comp Time balance will not be paid)</b>
SCKBL	To clear Sick Leave Bonus Balance
ADMLL	To clear Administrative Leave Balance
ESCKR	To return Extended Sick Leave Balance
SCKPR	To return Sick Leave Pool Balance
SPECO	To clear Special Leave Balance
EDSLL	To clear Donated Sick Balance
18CPL	To clear 18 Exempt Compensatory Time Balance
12CPL	To clear 12 NonExe Compensatory Time Balance

Note: You can enter the separation effective date up to thirty days in advance of the date of separation. You can approve leave and continue to manage leave until the effective date of separation. Once the separation effective date is reached, you will not have access to the employee on the timesheet.