

## Quick Reference Card for Managers VOLUNTARY SEPARATION / RETIREMENT (Lump Sum Payout)

**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
COMPP	To Pay Regular Compensatory Time Balance (Use ONLY for DADS and DSHS Eligible Employees)
HCMPP	To Pay Holiday Compensatory Time Balance (Use ONLY for DADS and DSHS Eligible Employees)
<b>Time Reporting Code</b>	<b>Time Reporting Code Description to Clear Balances</b>
SCKPD	To Donate Sick Leave Hours to the Sick Leave Pool (Requires Employee Consent) (Balance will NOT be reinstated if eligible Employee is rehired)
SICKL	To Clear Sick Leave Balance (Balance WILL be reinstated if eligible Employee is rehired)
COMPL	To clear Regular Compensatory Time Balance
HCMPO	To clear Holiday Compensatory Time Balance
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
EDSL	To clear Donated Sick Leave Balance
18CPL	To clear 18 Exempt Disaster Compensatory Time Balance
12CPL	To clear 12 NonExe Disaster 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.