

Weekly Update

August 3, 2015

Subject: Help Documents Regarding the Separation of Employees in SCEIS

Audience: HR Directors, HR Master Data Maintainers, Time and Leave Administrators

On Friday, June 26, 2015, the SCEIS Team implemented changes to improve the way the system responds when a Separation action is completed using transaction PA40. Based on the employee's leave records at the time of separation, you may see a hard stop error during the Separation action. Additionally, if leave balances are not equal to 0.00 after Time Evaluation runs on a separated employee, a payroll error will occur when a payroll simulation or a payroll run is completed.

The SCEIS Team has created the following help documents to assist in preventing and resolving these errors. Simply click the document title to display the information.

[Important Changes Regarding the Separation of Employees in SCEIS](#) - Weekly Update message from June 29, 2015 with tips for correcting and avoiding the errors.

[Separation Action Hard Stop Errors](#) - Help Document with explanations of the errors and how to avoid them.

[Using PT50 When Processing Separation Actions](#) - Help Document with instructions on how to research leave balances in PT50 Quota Overview when you receive the payroll error "Quota balances for ALL leave types must be zero!"

[Employees Separating and Being Rehired Within 15 Days](#) - Help Document explaining what to do if a state employee is separating then being rehired with the state within 15 days

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at

<http://www.sceis.sc.gov/requests/>.