

## ePAF – Layoff without the signed TAP agreement and release

This is the ePAF process to follow if an employee fails to sign the TAP agreement by the effective date of the lay-off.

### PROCESS SUMMARY

The ePAF Initiator will process an unpaid LOA and a TER. If the employee later submits the signed TAP agreement, the PLOA should be processed using an effective date that matches the date the agreement was received by the department. This will result in the pay commencing based on the date the agreement was received. The length of the lay-off leave stays the same. The only thing that changes is when the TAP payment commences. The department will need to indicate on the ePAF if the employee would like to delay vacation payout by 60 days. Otherwise, it will be processed by CAPS at the time of the original LOA (step 1 below).

### PROCESSING STEPS

**Step 1:** Process the ePAF as a LOA/RED. Enter a termination date. The termination effective date will be either 3 months or one year from the original LOA date depending on the length of service. This termination date is necessary so Total Rewards can send the employees COBRA information. A copy of the Layoff Letter will need to be attached to the ePAF.

Status Change Data	
*Action:	Leave of Absence    LOA
*Reason:	Staff Reduction    RED
*Effective Date:	06/01/2015
Last Date Worked:	05/31/2015
If Applicable	
TER Effective Date:	06/01/2016

**Step 2:** Once you have the signed Transition Assistance Program Agreement and Release is received, process the PLOA/TAP in ePAF. The effective date for the PLOA will be the date the agreement was received by the department. Because the ePAF will automatically make the Last date Worked (LDW) the day after the date of the PLOA, the actual LDW must be changed to match the LDW on the first LOA processed (step 1). Enter the LOA effective date as the day after the last day of TAP. Enter the TER effective date the same as the originally submitted with the LOA (step 1). The signed agreement and a copy of the layoff letter must be attached to the ePAF.

Status Change Data	
Action:	Paid Leave of Absence    PLA
Reason:	Transition Assistance    TRN    FTE:    1.000000
	Comp Rate:    4747.470000
Effective Date:	06/15/2015
Last Date Worked:	05/31/2015
If Applicable	
LOA Effective Date:	11/01/2015
TER Effective Date:	06/01/2016

**Step 3:** CAPS will handle all the T&L entry associated with a layoff including any required TWK (2weeks in lieu of notice) or SEB (transition assistance).