

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's if the employee would like to delay the 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 benefits can send the employee 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 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 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 T&L entry associated with a layoff including any required TWK (2 weeks in lieu of notice) or SEB (transition assistance).