

## **PROCESSING TRANSITION ASSISTANCE, LAYOFF LEAVE OF ABSENCE AND TERMINATION (updated May 2017)**

Documents explaining the Transition Assistance Program can be found on the UM Human Resource services web page at

[https://www.umsystem.edu/ums/hr/transition\\_assistance](https://www.umsystem.edu/ums/hr/transition_assistance)

**HOSPT, KCITY, ROLLA, STLOU:** Departments fund

**MU:** CAMPUS POOL funds - MU has established a pool to cover transition assistance paid to employees in grant funded or GO funded positions. After the payment has been made, departments can request reimbursement from the Division of Finance. Requests for reimbursement should be made to Nicole Kilgore. The request should include how the amount (both the salary and the FICA portion of the benefit rate) was calculated, the chartfield to which the funds should be transferred, as well as the emplid and name of the laid off employee. A transfer of funds may only be made to a Fund 0000 DeptID.

The following information provides instructions for processing a layoff. The transition paid layoff leave, unpaid layoff leave of absence and termination should be processed at the same time within ePAF if known. *(COLUM/UMSYS: If the Paid Leave is unknown, please follow the instructions found on the MU HRS [website](#) for processing the Leave and Termination.)*

Action	Reason	Earn code	Attachments
PLOA (Paid leave of absence)	TRN (Transition Assistance)	SEV (Monthly) SEB (Biweekly)	Transition Assistance Payment Agreement and Release (REQUIRED) Copy of Layoff Letter provided to Employee (REQUIRED)
LOA (Unpaid leave of absence)	RED (Reduction in force – layoff)	N/A	N/A
TER (Termination)	WKR (Workforce Reduction)	N/A	N/A

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## **EFFECTIVE DATES**

- PLOA/TRN: The effective date is the day after the last day worked or the day after the two weeks pay in lieu of notice.
- LOA/RED: The effective date of the unpaid layoff leave of absence depends on the number of weeks of transition pay. The effective date of the unpaid LOA should be the date following the last day of transition pay, regardless of the day of the week.
- TER/WKR: The effective date of the termination depends on the employee's length of service.
  1. For employees with a minimum of five years of continuous regular employment, the termination date will be one year from the begin date of the PLOA/TRN.
  2. For employees with less than five years of continuous regular employment the termination date will be 3 months from the begin date of the PLOA/TRN.

NOTE: If an employee fails to sign the TAP agreement by the effective date of the lay-off, an unpaid LOA should be processed instead of a paid LOA. If the employee later submits the signed TAP agreement, the paid LOA should be processed using an effective date that matches the date the agreement was received by the department. The pay will commence based on the date the agreement was received (i.e. there will be a period of time where the employee remains unpaid). The length of the lay-off leave stays the same. The only thing that changes is when the TAP payment commences.

## **TRANSITION ASSISTANCE PAYMENTS**

- Monthly employees: These employees will automatically receive payment if the PLOA/TRN is entered in Peoplesoft. The pay will automatically stop based on the effective day of the unpaid leave of absence.
  - SEV is the earnings code
- Biweekly employees: Payment to these employees will occur only if hours\* are entered in Time & Labor, KRONOS for HOSPT employees. *(COLUM/UMSYS: CAPS will process these entries)*
  - SEB is the earnings code

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- \*As of 4/27/17 the Transition Assistance Program was revised to allow for lump sum payment of SEB at the discretion of the university.
- TAP payments are a minimum of 4 weeks and a maximum of 26 weeks depending on the number of years of continuous, benefit eligible service.

### **VACATION PAYOUT PROCESSING**

Hours of vacation to be paid out lump sum – Departments are responsible for paying out the vacation lump sum on the last regular earnings paycheck.

1. When calculating the accruals, the vacation that will be accrued during the 2 weeks pay in lieu of notice should be included (if applicable).
2. In reference to tax withholding, vacation payouts will be annualized with the last wage payment, which will result in additional withholding. The employee should be made aware of this.

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**ePAF PROCESSING**

PLOA/TAP, LOA/RED & TER/WKR processed at same time

<b>PAID LEAVE OF ABSENCE/TRANSITION ASSISTANCE</b>	<i>Process on ePAF</i>	
<b><i>FIELD NAME</i></b>	<b><i>ePAF DATA</i></b>	<b><i>EXPLANATION</i></b>
Action	PLOA (Paid leave of absence)	
Reason	TRN (Transition Assistance)	
Effective Date	Date the paid leave commences	The date the layoff leave starts and transition assistance begins to be paid. This date will generally be the day after the last day worked unless the employee receives 2 weeks pay in lieu of notice. In the event of 2 weeks pay in lieu of notice, the effective date for the paid leave of absence is the day after the 2 weeks of pay ends, regardless of the day of the week.
Last Date Worked	Enter actual last day worked	If employee is paid two weeks pay in lieu of notice, you should still enter the actual last day worked.
Compensation Rate	Monthly – Do not change  Hourly – Do not change unless employee is eligible for shift differential. If title is authorized for shift diff, add the hourly amount of shift diff to employee's hourly pay	Transition assistance payment includes shift differential if it has been normally included in the employee's compensation. For an employee working different shifts, the transition assistance payment will be based on the average weekly pay during the two preceding pay periods.
FTE	Accept default unless there is a change	

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ABSENCE AND TERMINATION (updated May 2017)**

Appt End Date	No entry	
Auto Term Date	No entry	
LOA Effective Date	Date the unpaid leave commences – enter if known	The date the unpaid layoff leave starts depends on how many weeks of transition assistance the employee is entitled to receive. This date will be the day after the last day the employee should be in pay status for transition payments.
TER Effective Date	Date the termination is effective	Depending on the years of continuous benefit eligible service, the employee is terminated either 3 months or 1 year from the begin date of the PLO/TRN.
Comments	Include: <ol style="list-style-type: none"> <li>1. # of years of continuous benefit eligible service</li> <li>2. Notation if employee received 2 weeks pay in lieu of notice</li> </ol>	
Attachment	In order to process transition payments, the employee must sign the “Transition Assistance Payment Agreement and Release” and have it notarized.	This form MUST be attached to the ePAF when submitted.