

Amending a Separation Order

Introduction

Separation Orders that have already been approved by a SPO Supervisor and are in a 'Ready' or 'Finished' status may be amended.

Any amendments to Separation Orders MUST be re-submitted for approval.

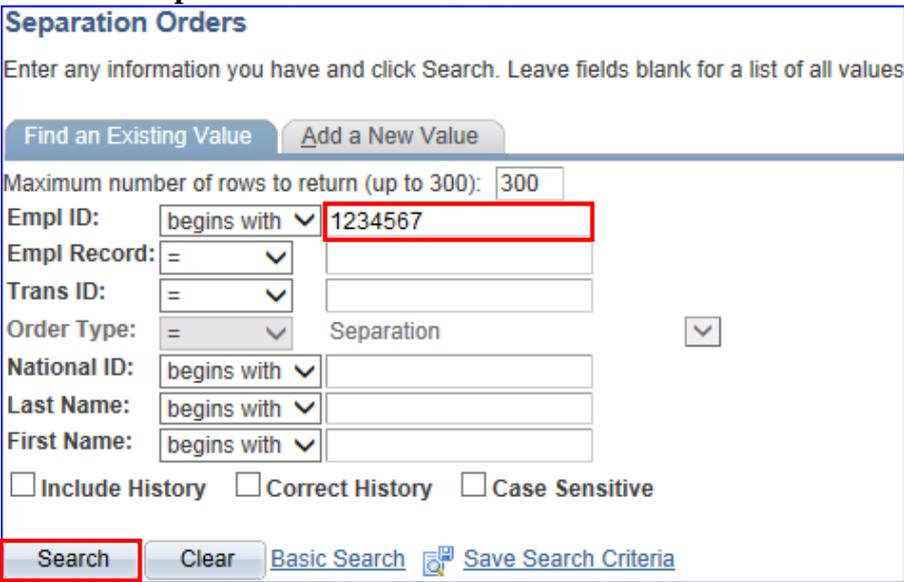
Note: You **CANNOT** amend an effective date on orders that are in a finished status. They must be cancelled and resubmitted with the correct date (preferably within 10 minutes of each other to prevent over/under payments). See the [Cancelling a Separation Order](#) guide for specific details.

Timing

If the order has already processed to Job (within 5 days of Effective Date), the Separation Order may still be amended, but PPC-SEP must be notified for updates that may be needed in the Job and Payroll records.

Procedures

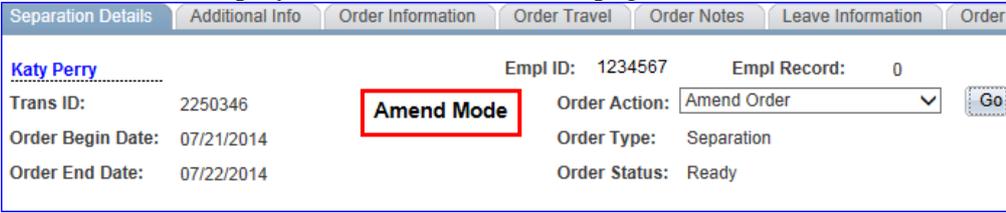
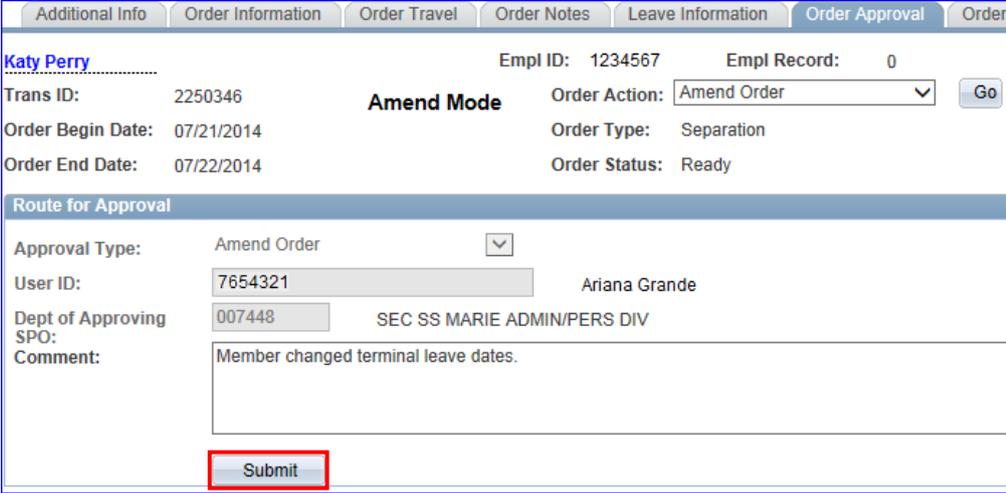
Follow these steps to Amend a Separation Order.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p> 
2	<p>Enter the Empl ID and then click Search.</p> 

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Amending a Separation Order, Continued

Procedures,
continued

Step	Action
3	<p>On the Separation Details tab, select Amend Order from the Order Action drop-down list, then click Go.</p>  <p>The screenshot shows the 'Separation Details' tab selected. The employee name is 'Katy Perry' with Empl ID: 1234567 and Empl Record: 0. The Trans ID is 2250346. The Order Action dropdown menu is open, showing 'Amend Order' selected. The 'Go' button is highlighted in red.</p>
4	<p>The order now displays Amend Mode on the page.</p>  <p>The screenshot shows the 'Separation Details' tab. The 'Amend Mode' text is highlighted in a red box. The Order Action dropdown menu is still set to 'Amend Order' and the 'Go' button is visible.</p>
5	<p>Perform any updates necessary to the order. When the changes are complete, click the Order Approval tab.</p>
6	<p>The Approval Type will default to Amend Order. Comments are required to explain what was amended. Now click Submit.</p>  <p>The screenshot shows the 'Order Approval' tab selected. The 'Amend Mode' text is highlighted in a red box. The 'Approval Type' dropdown menu is set to 'Amend Order'. The User ID is 7654321 (Ariana Grande) and the Dept of Approving SPO is 007448 (SEC SS MARIE ADMIN/PERS DIV). The Comment field contains 'Member changed terminal leave dates.' The 'Submit' button is highlighted in a red box.</p>

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Amending a Separation Order, Continued

Procedures,
continued

Step	Action
7	<p>Once submitted, this will appear to show it's been routed for approval.</p> <div data-bbox="363 524 1369 987" style="border: 1px solid black; padding: 5px;"> <p>Sep Order Amend Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>← Sep Order Amend:Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <div style="display: flex; align-items: center;"> 🕒 <div> <p>Multiple Approvers</p> <p>SPO Supervisor</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>← Comments</p> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;"> <p>Ariana Grande at 07/15/14 - 9:52 AM</p> <p>Member changed terminal leave dates.</p> </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Notify Add Update/Display Inclu </div> </div>
8	Now return to the Home screen.
