

Cancelling a Separation Order

Introduction

Cancelling an order should be performed if the Separation will no longer take place. Orders cannot be deleted in 9.1. The Cancel action will inactivate the Separation order, keeping the record in the system for future reference.

Before you begin

When a situation requires a Separation Order to be completely cancelled, the process depends on how the order was initiated and the current status of the order.

In all cases where a Separation Request was created, the Separation Request must be cancelled by PSC before the Separation Order can be cancelled.

Results of Cancellation

Once the cancellation has been approved by a SPO Supervisor, the Order Status will update to 'Cancelled.'

If the initial Separation Order was already Finished (processed) and a Separation JOB row exists in Job Data, the cancellation will delete that JOB row.

Note: The PPC (MAS) branch must be notified via Customer Care ticket to manually update any remaining Leave or Global Payroll information. They will manually adjust the leave accumulators and will set up an in-service debt to collect the Lump Sum Leave sale (if necessary).

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Cancelling a Separation Order , Continued

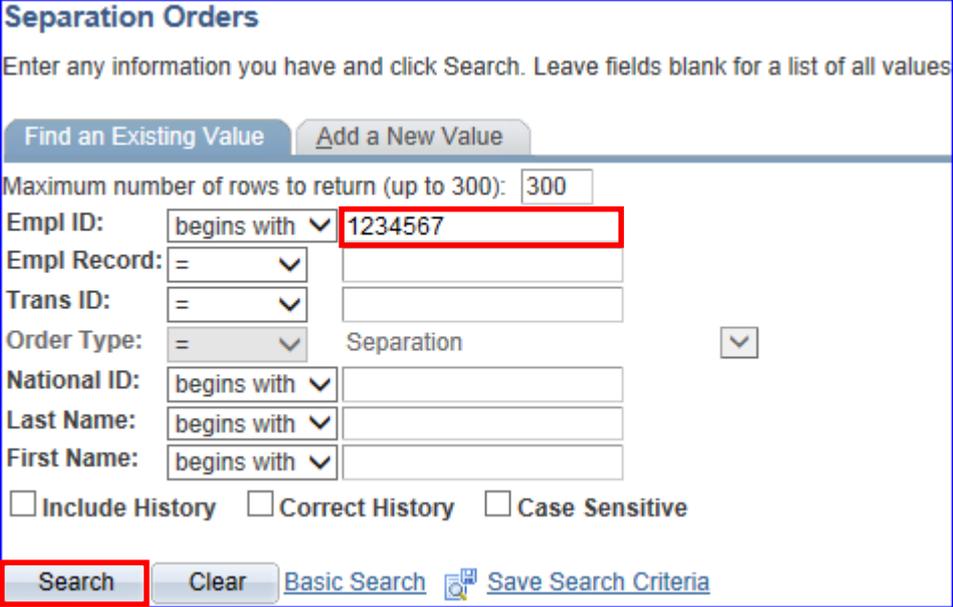
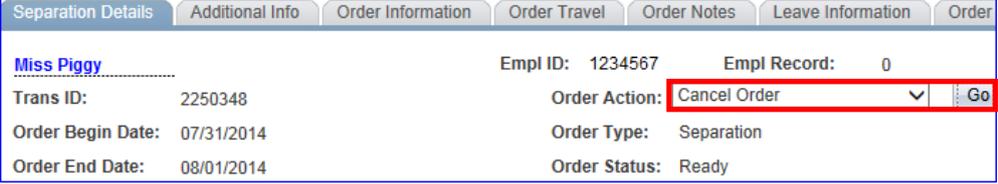
Process The following chart explains the Cancellation process based on the User roles involved and the Order status.

Sep Request	Order Status	PSC User	SPO User	SPO Sup	PPC-MAS
Yes	Authorized	Cancels Sep Req, Sep Order is automatically cancelled			
Yes	Ready	Cancels Sep Req, Contacts SPO to cancel Sep Order	Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order	
Yes	Finished	Cancels Sep Req, Contacts SPO to cancel Sep Order	Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order, Job row is removed	Cleans up any leave or Global Pay Information
No	Authorized		Cancels Sep Order, No Approval required		
No	Ready		Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order	
No	Finished		Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order, Job row is removed	Cleans up any leave or Global Pay Information

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Cancelling a Separation Order , Continued

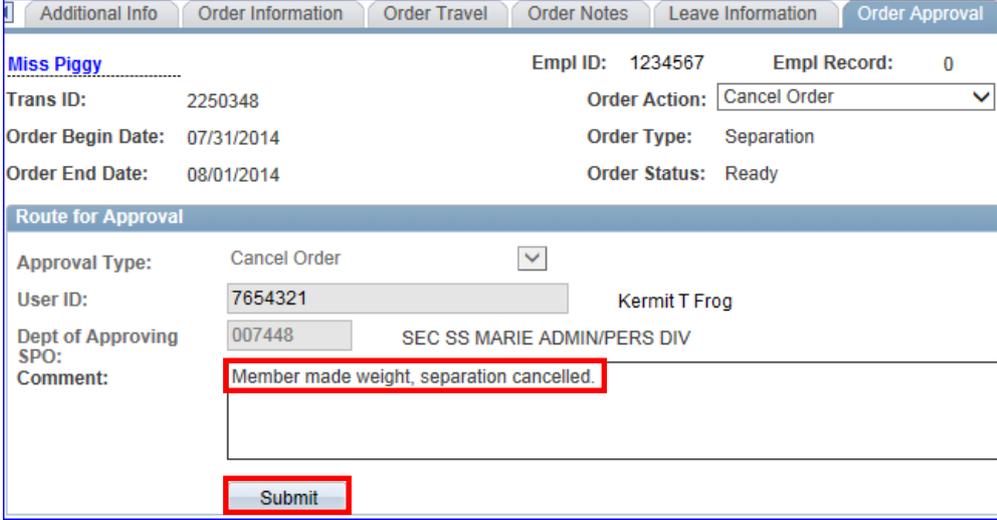
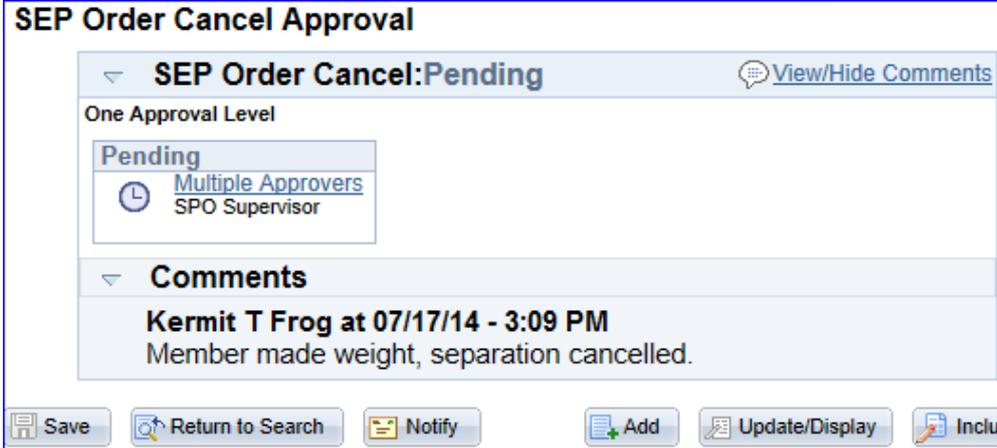
Procedures Follow these steps to Cancel a Separation order.

Step	Action
<p>1</p>	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled "Separations" with a list of links. The link "Separation Orders" is highlighted with a red rectangular box. Other links include "DD214 Form", "Separations Summary Report", "Separation Requests by Status", "Separation Request Extract", "Separations By AD Term Date", "Separation Orders Extract", and "Separations 30-year Retirement".</p>
<p>2</p>	<p>Enter the Empl ID and then click Search.</p>  <p>The screenshot shows the "Separation Orders" search page. It includes a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values". Below the search bar are buttons for "Find an Existing Value" and "Add a New Value". A dropdown menu for "Maximum number of rows to return (up to 300):" is set to "300". The "Empl ID:" field has a dropdown menu set to "begins with" and a text input field containing "1234567", which is highlighted with a red box. Other fields include "Empl Record:", "Trans ID:", "Order Type:" (set to "Separation"), "National ID:", "Last Name:", and "First Name:". There are checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, the "Search" button is highlighted with a red box, along with "Clear", "Basic Search", and "Save Search Criteria" buttons.</p>
<p>3</p>	<p>On the Separation Details tab, select Cancel Order from the Order Action drop-down list, then click Go.</p>  <p>The screenshot shows the "Separation Details" tab for "Miss Piggy". It displays fields for "Trans ID: 2250348", "Order Begin Date: 07/31/2014", and "Order End Date: 08/01/2014". On the right side, it shows "Empl ID: 1234567", "Empl Record: 0", "Order Type: Separation", and "Order Status: Ready". The "Order Action:" dropdown menu is set to "Cancel Order" and is highlighted with a red box. The "Go" button next to the dropdown is also highlighted with a red box.</p>

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Cancelling a Separation Order, Continued

Procedures,
continued

Step	Action
4	<p>This will automatically route to the Order Approval tab. Comments are required before clicking Submit. Since these orders are in a Ready status, they must be approved by a SPO Supervisor.</p> 
5	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
6	<p>Now return to the Home screen.</p>