



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Separations Processing

Standard Operating Procedures Version 1.0

Updated April 2013

Overview

Purpose

The Office of Human Capital's (OHC) Human Resources (HR) Division is responsible for processing all employee separations in PeopleSoft. This Standard Operating Procedures (SOP) document is intended to provide an overview of the procedures used to execute resignations and terminations in HR.

Prerequisites for resignation or termination

One of the following must be received by the HR Division in order to process a resignation or termination.

- Letter or email from resigning employee, or
- Letter of termination from an OHC team (RIF, Performance, Compliance, etc.)

Business Process Overview

The following processes apply to **Resignations, Retirements, and Involuntary Separations**:

Voluntary Separations (Resignations and Retirements)

Separations for employees that are voluntarily resigning from DCPS are processed in the following way:

- The employee submits resignation notification to his/her supervisor and/or to the HR Answers team in HR. Should the notification be sent to the supervisor, the supervisor forwards the notification to HR Answers via email.
- The HR Answers team drafts a coversheet that outlines key separation details, attaches the coversheet to the letter, and then submits to the HR Processing team.
- The HR Processing team processes the separation in PeopleSoft.
- The HR Answers team also keys in data to the new Separations Database (a new online tool to be launched May 2013). The online Separations Database will provide resigning employees with real-time information on their benefits, compensation, retirement, and remaining access to DCPS technology (PeopleSoft, email, DC STARS). Until the new database is launched, the HR Answers team contacts each resigning employee via telephone to review all of the pertinent aforementioned information, and sends a comprehensive Separations Guide.
- The HR Answers team provides weekly separations reports from the database to the other HR teams.
- On the effective date of the separation, the employee's technology access is terminated, including email, network, and PeopleSoft access.

Involuntary Separations (RIF, Performance, Compliance, etc.)

Separations for employees that are involuntarily terminated from DCPS are processed in the following way:

- The OHC team responsible for the termination sends copies of the termination letters sent to employees to the HR Answers team.
- The HR Answers team drafts a coversheet that outlines key separation details, attaches the coversheet to the letter, and then submits to the HR Processing team.
- The HR Processing team processes the separation in PeopleSoft.

In order to ensure employees are properly processed out of PeopleSoft, all separations in PeopleSoft are checked by a team member who was not responsible for processing the separation.