Syssero® Solution Packet

Severance Worksheet Creation Guide

Solution Overview

Continued from the Severance BP Creation Guide.

Impacted Functional Areas

- **Core HCM**

Step 1: Create Severance Worksheet & Reason

In order to create the Worksheet, follow these steps:

1. Enter the Effective Date of the Worksheet
2. Choose the Severance Package applicable to the Employee
3. Enter the Employee name
4. Enter the Target Termination Date

Next, choose the reason for Severance through search.

Step 2: Choose Termination Reason (Optional) & Dates (Required)

Although these 2 fields are marked "optional", they should be utilized/completed for presentation to the employee:

- Choose reason for Termination
- Choose option for Regrettable

These steps are required, and are calculated based on the dates entered in the Create Severance Worksheet screen:

- Last Day of Work
- Target Termination Date
- Pay Through Date

Step 3: Calculate Severance

These next sections need to be filled-out in the process of calculating Severance for the terminated Employee:

- **Wage Continuation Days**: Wage Continuation Days are entered and calculated in the first area of the section.

Payment Type	Dates	Duration Units
Wage Continuation	**Duration** 12 **Start Date** 11/02/2021 📅 **End Date** 11/13/2021	Days

Pay Rate	Total	Plan	Comments
195.34	2,344.08		

The Pay Rate shown is the per day rate and the Total is the product of the Duration (days) entered multiplied by the Pay Rate (per day). The dates shown are the start and end dates of the continuation. If Wage Continuation days are entered in this section, the dates above in the worksheet under the Severance Payout and Termination Dates section(s) are automatically updated accordingly.

- **Bonus Payout**: Bonus Payout can be entered in the next area of the section. This is not an automatic calculation; this is a free-form field that can be completed and will be added to the Severance Payout section above in the Worksheet. (Example below: $2,500 bonus added).

Bonus Payout			195.34	2,500.00

- **Ongoing Severance Pay:** Ongoing Severance pay is calculated based on the Severance Matrix with condition rules tied to the Severance Package. (Example below: 8 weeks payout calculated for NEX Employee with Wage Continuation of 12 days).

Ongoing Severance Pay	Duration	Weeks
	8	
	Default	
	8	
	Start Date	
	11/14/2021	
	End Date	
	01/08/2022	

1,371.16	10,969.28		
	Default Amount $10,969.28 is $1,371.16 for 8 week(s)	Search ☰ ← Salary Plan ● Ongoing Severance	

Above, the Pay Rate is the weekly pay rate and the Total is the product of the Duration (weeks) multiplied by the Pay Rate (per week). The Salary Plan "Ongoing Severance" will need to be selected for the flow to payroll and the appropriate earnings calculation.

Step 4: Finalize & Review

Before submitting for the Worksheet for a second level review, be sure to double check the calculations and dates at the top of the Worksheet. (Example below: Wage continuation of 12 days, calculated severance pay of 8 weeks, other payouts of the entered bonus of $2500).

Effective Date	07/01/2021	Continuing Pay Amount 2,344.08 USD	Severance Pay Amount 10,969.28 USD	Other Payouts Amount 2,500.00 USD	Total Amount 15,813.36 USD
Termination	11/13/2021				

Once submitted, the Worksheet will route for review and approval, per the business process. At this point, the reviewer can make edits (if needed) or send back to Initiator. Upon approval, the worksheet will route to the Deliver Severance Worksheet step.

The Deliver Severance Worksheet contains the Send to Payroll checkbox that must be checked to route to payroll. This is also the worksheet that needs to be completed with the dates (see below):

Severance Action

Send to Payroll	✔
Notified Employee	09/01/2021
Severance Response Due	09/06/2021
Worksheet Delivered	09/01/2021
Worksheet Signed	MM/DD/YYYY
Worksheet Declined	MM/DD/YYYY

Edit Severance Worksheet Dates

Employee *

[OK]   [Cancel]

Note: All of the dates may not be known at the time of this step. In order to complete all of the date fields, access the task Edit Severance Worksheet Dates (see above).

We hope this helps! For help or more info, reach out to info@syssero.com