

Amending a Separation Order

Introduction This guide provides the procedures for amending a Separation Order in Direct Access (DA).

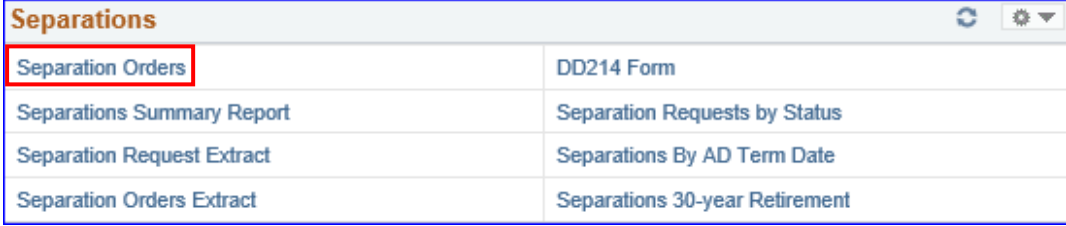
Information Separation Orders that have already been approved by a SPO Supervisor and are in a 'Ready' or 'Finished' status may be amended.

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

NOTE: You **CANNOT** amend an **Effective Date** or the **Separation Type** (RELAD to Discharge) 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.

If the order has already processed to Job Data (within 4 days of the Effective Date), the Separation Order may still be amended, but PPC-SEP **must** be notified via Trouble Ticket for updates that may be needed in the Job Data and Payroll records.

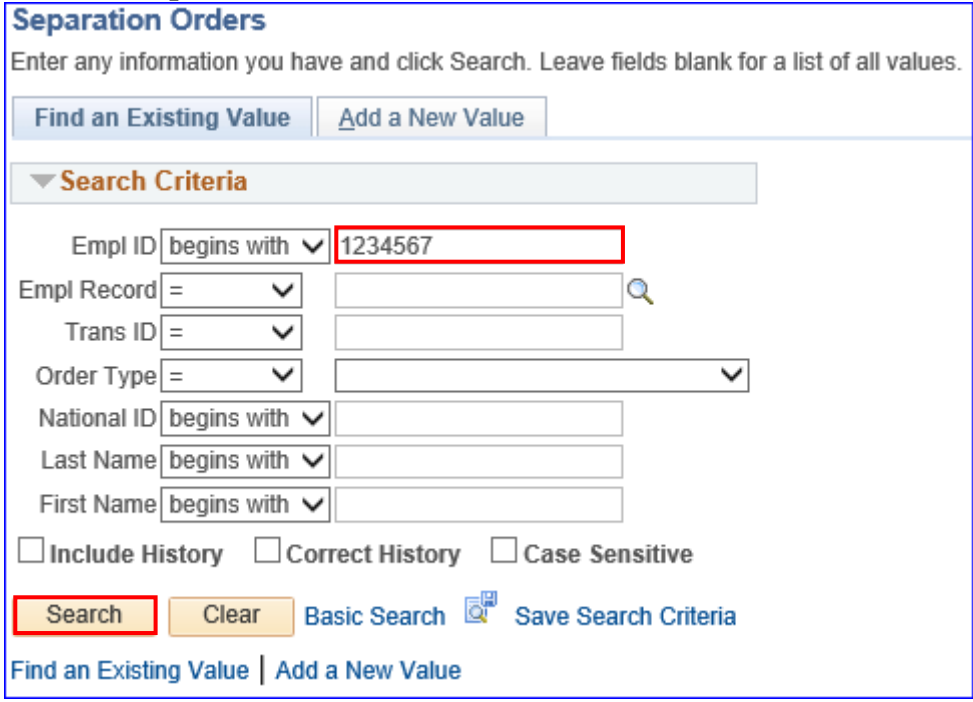
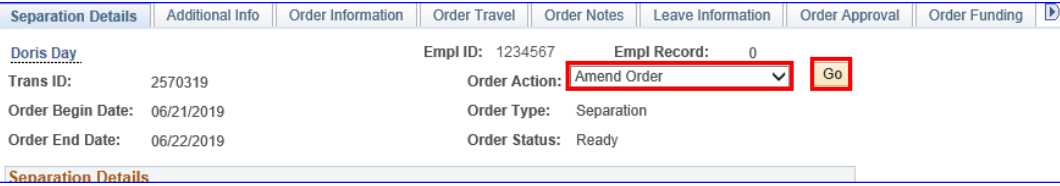
Procedures See below.

Step	Action
1	<p>Select Separation Orders from the Separations pagelet.</p> 

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Amending a Separation Order, Continued

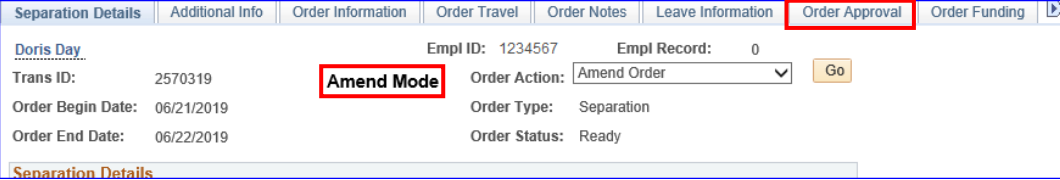
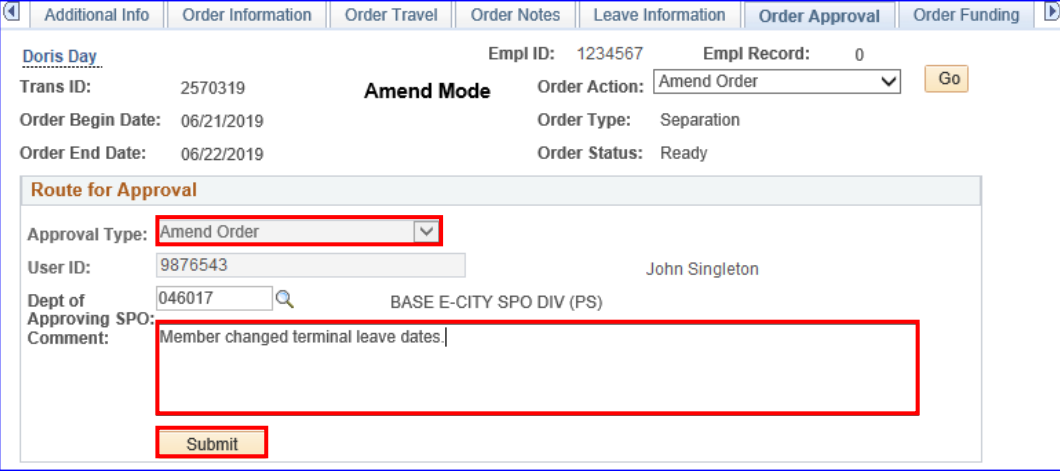
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Search.</p>  <p>Separation Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Trans ID = ▼</p> <p>Order Type = ▼</p> <p>National ID begins with ▼</p> <p>Last Name begins with ▼</p> <p>First Name begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p>
3	<p>On the Separation Details tab, select Amend Order from the Order Action drop-down and click Go.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding</p> <p>Doris Day Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2570319 Order Action: Amend Order Go</p> <p>Order Begin Date: 06/21/2019 Order Type: Separation</p> <p>Order End Date: 06/22/2019 Order Status: Ready</p> <p>Separation Details</p>

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Amending a Separation Order, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>The order now displays Amend Mode on the page. Perform any updates necessary to the order. When complete, click the Order Approval tab.</p> 
<p>5</p>	<p>The Approval Type will default to Amend Order. Comments are required to explain what was amended. Click Submit.</p> 
<p>6</p>	<p>Once submitted, the amended order will be Pending approval.</p> 