

# Amending a Separation Order

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

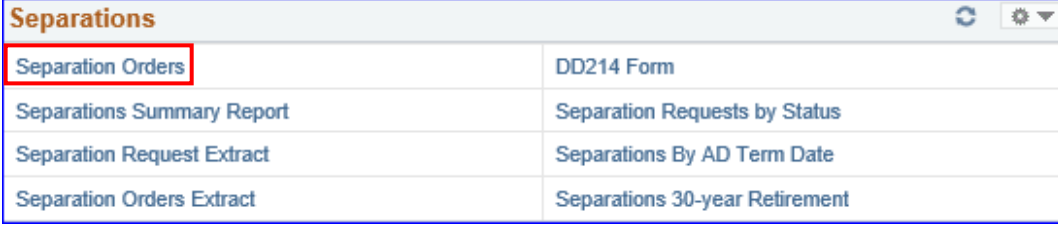
**Information** Separation Orders that have already been approved by a SPO Supervisor and are in a ‘Ready’ or ‘Finished’ status may be amended.

**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.

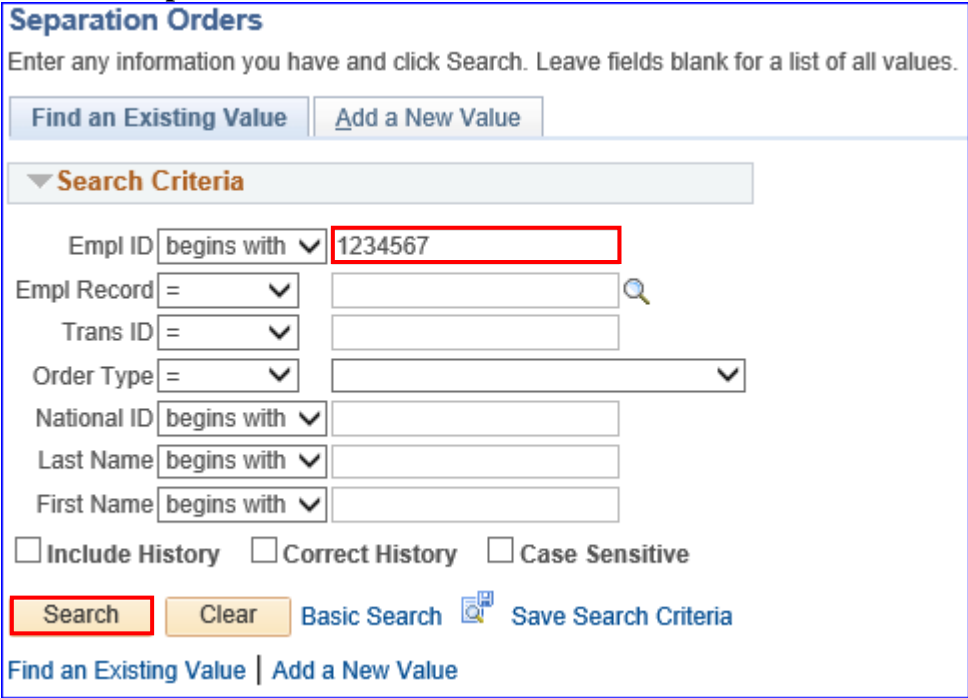
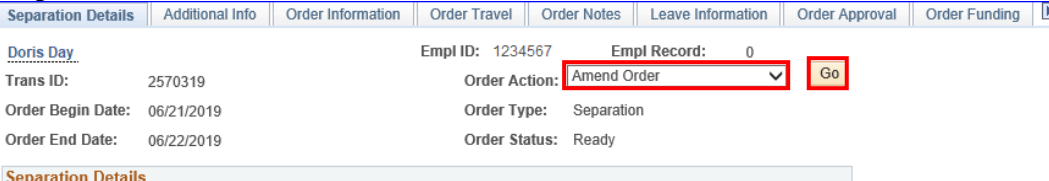
**Procedures** See below.

Step	Action								
1	<p>Select <b>Separation Orders</b> from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table containing the following items:</p> <table border="1"> <tr> <td>Separation Orders</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separation Orders Extract</td> <td>Separations 30-year Retirement</td> </tr> </table>	Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separation Orders Extract	Separations 30-year Retirement
Separation Orders	DD214 Form								
Separations Summary Report	Separation Requests by Status								
Separation Request Extract	Separations By AD Term Date								
Separation Orders Extract	Separations 30-year Retirement								

*Continued on next page*

## Amending a Separation Order, Continued

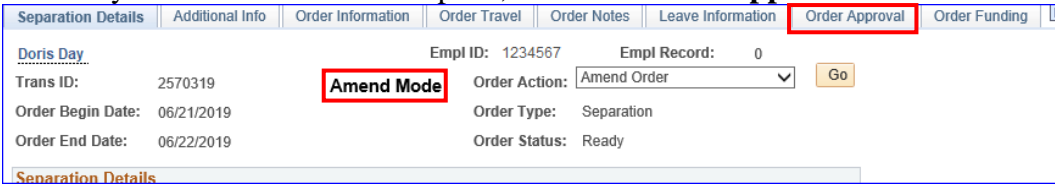
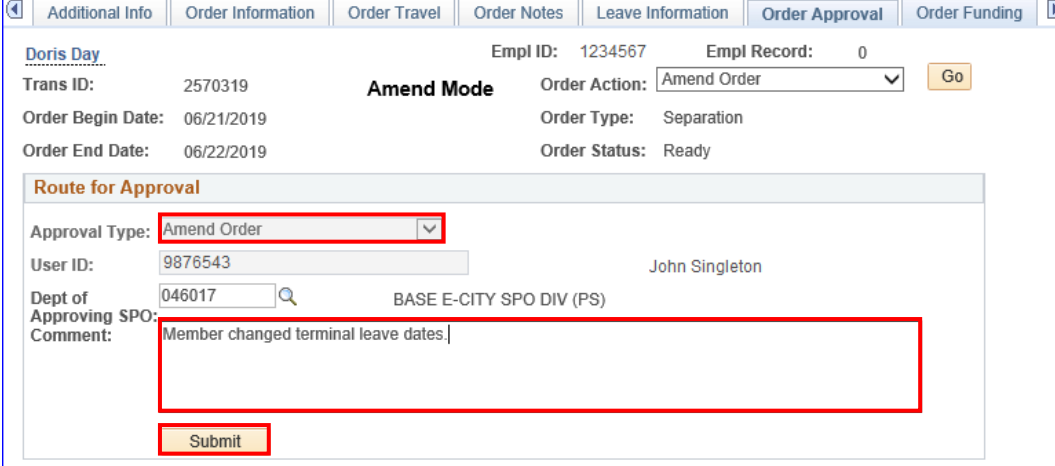
Procedures,  
continued

Step	Action
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Separation Orders</b> 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 <b>Separation Details</b> tab, select Amend Order from the <b>Order Action</b> drop-down and click <b>Go</b>.</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>

*Continued on next page*

## Amending a Separation Order, Continued

Procedures,  
continued

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