

Cancelling a Separation Order

Introduction Cancelling an order should be performed if the Separation will no longer take place. Orders cannot be deleted in Direct Access (DA). 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 a 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 a 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

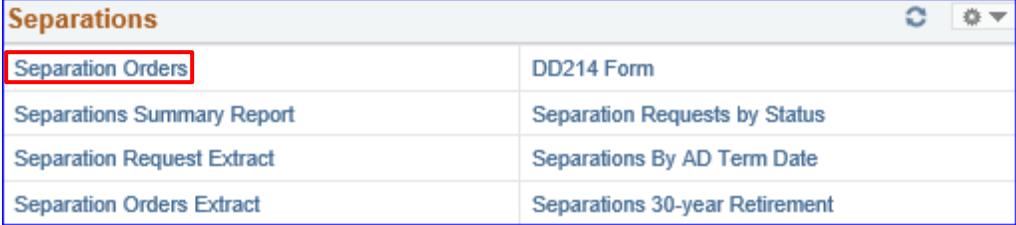
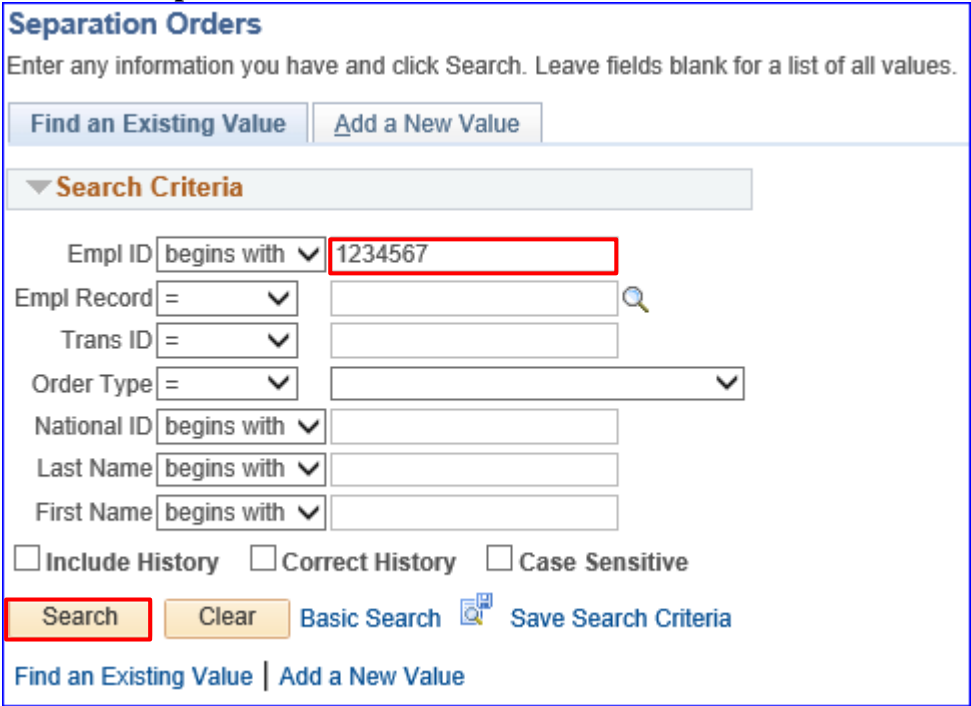
Process The following chart explains the Cancellation process based on the User roles involved and the Order status.

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 DA 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 DA Information

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Cancelling a Separation Order, Continued

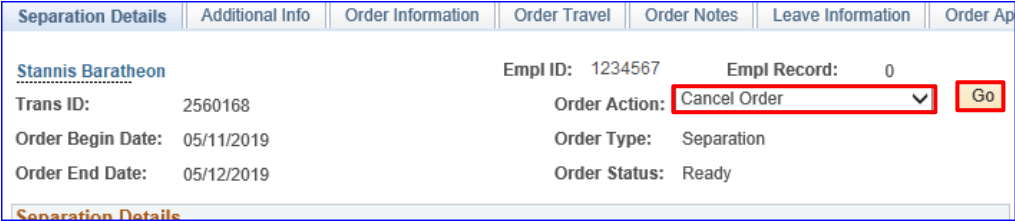
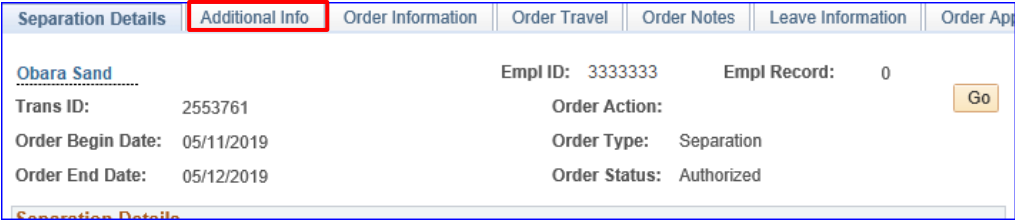
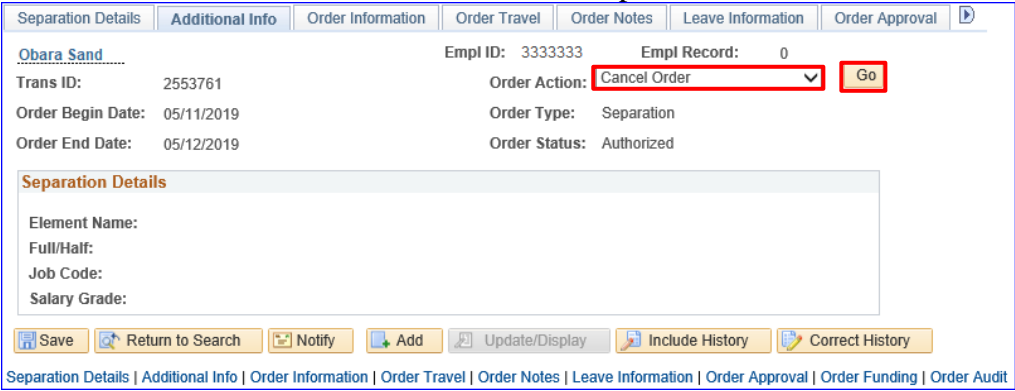
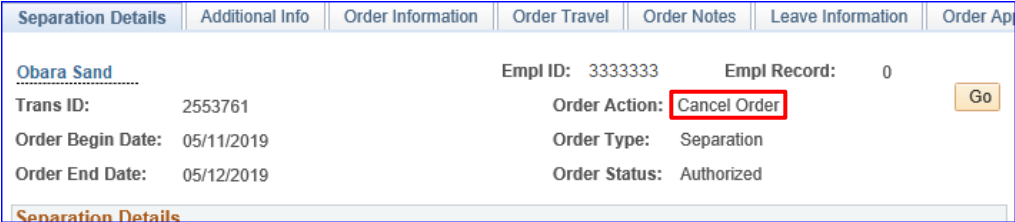
Procedures See below.

Step	Action								
1	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a pagelet titled "Separations" 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								
2	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the "Separation Orders" search interface. It includes a search criteria section with the following fields:</p> <ul style="list-style-type: none"> Empl ID: begins with [1234567] Empl Record: [=] [] Trans ID: [=] [] Order Type: [=] [] National ID: begins with [] Last Name: begins with [] First Name: begins with [] <p>Below the search criteria are three checkboxes: <input type="checkbox"/> Include History, <input type="checkbox"/> Correct History, and <input type="checkbox"/> Case Sensitive. At the bottom, there are buttons for "Search" (highlighted in red), "Clear", "Basic Search", and "Save Search Criteria".</p>								

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Cancelling a Separation Order, Continued

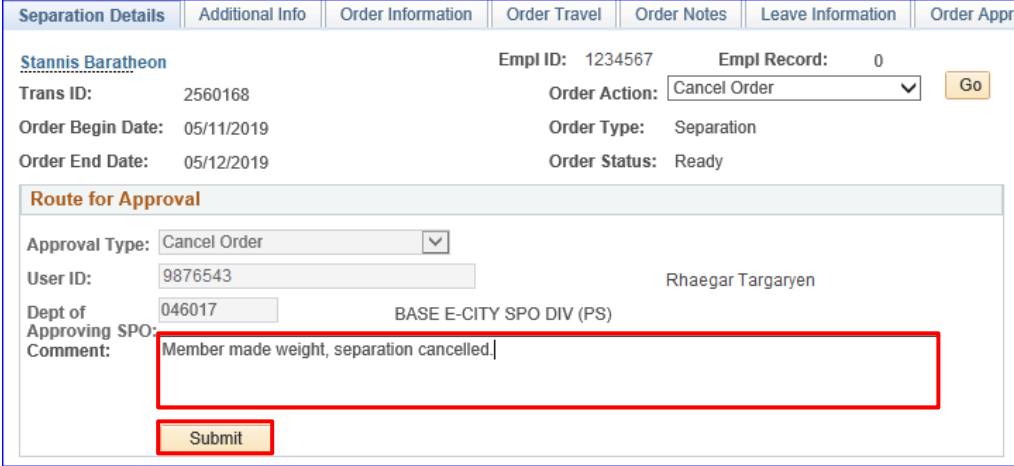
Procedures,
continued

Step	Action
<p>3</p>	<p>On the Separation Details tab, select Cancel Order from the Order Action drop-down list, then click Go and go to Step 6.</p> <p>If the Order Action is not available on this tab as shown below (in an Authorized status), select another tab that has that field available (in this example, the Additional Info tab).</p>  
<p>4</p>	<p>Select Cancel Order from the Order Action drop-down list, then click Go.</p> 
<p>5</p>	<p>When you return to the Separations tab, the Cancel Order will be filled in for the Order Action field (still un-editable). This does not require approval.</p> 

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Cancelling a Separation Order, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>This will automatically open the Route for Approval section. Comments are required before clicking Submit. Since these orders are in a Ready status, they must be approved by a SPO Supervisor.</p> 
<p>7</p>	<p>Once submitted, the cancelled order will be Pending approval.</p> 