

## LEAVE FINALIZATION CONFIRMATION

To ensure payroll receives all necessary documentation to accurately process the employee's final pay and Record of Employment, and to avoid overpayments, the employee's Manager/Supervisor or Ministry designate needs to complete this form and send to AskMyHR (along with applicable attachments) on or before employee's final day of pay.

If this form is not received by the end of the employee's final pay period, the employee's final pay will be processed, including the payout of all applicable leave balances as per PeopleSoft (CHIPS). Payroll will not contact the office to confirm leave balances.

### Leave Finalization Process:

1. Receive notification of employee's last day.
2. **Notify BCPSA** of employee's last day on pay (including vacation).
3. In final pay period, run employee attendance report (EAR).
4. Review EAR with employee prior to last day.
5. Confirm employee has keyed any outstanding current pay period leave in Time On Line (TOL).
6. Approve outstanding leave forms and TOL prior to last day of work.

**NOTE:** It is recommended that leave in TOL be approved prior to last day of work. After termination, the employee's timecard can be viewed in the Genie/Hyperfind: Inactive EE-1\_Inactive Employees. For assistance, go to <https://timepay.gov.bc.ca/> TOL Help, Job Aids, Leave Approvers, 'Applying Leave Approval and or Sign-Off for Inactive Employees'.

**NOTE:** Annual vacation entitlement is adjusted (decreased) proportionally when employee ends employment before calendar year-end (except on retirement).

7. Check E-Forms Initiative site for any outstanding leave forms and submit to Payroll Services.
8. Terminating employee/supervisor must identify, on the form below, any outstanding payroll issues such as current overpayments, relocation allowance, ministry accounts receivable, cash payout of OSS, etc.
9. Complete the form below and send along with any outstanding leave forms (other than E-Forms), to AskMyHR via online [service request](#). Please include in the subject line 'End Employment - *reason for end of employment* i.e. Resignation, Retirement, Lay Off, etc.'
10. Confirm that the employee's home address in CHIPS is up-to-date. Prior to last day, employee can update in ESS. The employee is responsible for contacting BCPSA to update their address after termination (for final T4).
11. Review final pay on payroll expenditure report to ensure it is correct.
12. Run final EAR to ensure all leave banks are at nil.
13. File documents as per ministry procedures.



# LEAVE FINALIZATION CONFIRMATION FORM

**Send to AskMyHR**

**Subject Line: End Employment – \_\_\_\_\_**  
(specify reason for end of employment i.e. Resignation, Retirement, Lay Off, etc.)

<b>EMPLOYEE NAME:</b>	<b>EMP #:</b>
<b>MINISTRY/AGENCY #:</b>	<b>DEPARTMENT ID#:</b>
<b>LAST DAY OF WORK:</b>	<b>LAST DAY OF PAY:</b>

The above named employee has:

- Resigned/Terminated
- Retired
- Laid off
- Other (specify) \_\_\_\_\_

An **Employee Attendance Report** for the current calendar year, along with outstanding leave forms, has been signed by the employee/supervisor and is attached to this document.

**Outstanding payroll issues** (e.g. overpayments, relocation allowances, ministry accounts receivable, etc) are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**Ministry/Agency sign off:**

\_\_\_\_\_  
Manager/Supervisor Contact (Print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date