



# SEVERANCE PAY CALCULATIONS

## REPORT DESCRIPTION B0072 | CRYSTAL REPORT



The purpose of this Report Description is to explain how to generate a severance pay calculations report in the Integrated HR-Payroll System.

### REPORT DESCRIPTION

This report displays severance pay calculations for employees by Personnel Area and Organizational Unit. Amounts for current active employees' severance are based on projected age and length of service calculated from the RIF Date input on the prompt screen.

### REPORT LOCATION

PA: RIF Planning

### REPORT USES

Agencies can generate this report to project costs for RIF planning.

### QUICK LINKS

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**How to generate this report**

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found at <https://www.osc.nc.gov/documents/files/crystal-prompts>.

The Mandatory prompts for this report are:

- Organizational Unit
- RIF Date (Single Value, Mandatory)

The date entered always must be the 1<sup>st</sup> of month or the report will not bring back any results and will return to the prompt screen.

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Personnel Area(s) – (Optional)
- Employee(s) PersNo. – (Optional)

Prompts

Prompt Summary	Select values for prompts	Actions
*Organizational Unit no value	∨ *Organizational Unit	
*RIF Date (Single Value, Mandatory) no value		
Personnel Area(s) - (Optional) no value		
Employee(s) PersNo. - (Optional) no value	∨ *RIF Date (Single Value, Mandatory)	
	Enter a value	
	> Personnel Area(s) - (Optional)	
	> Employee(s) PersNo. - (Optional)	

Run

**Initial Layout**

The report lists the Severance calculations for employees based on the prompt criteria entered. Below is a sample rendering.

State of North Carolina  
B0072: Severance Pay Calculations  
for RIF Date 5/1/20

\* Service factor amount replaced Age factor amount.

Employee's Name	Employee	Position	Position Desc	Teacher?	Employee Salary	Projecte d Length of Service (yrs)	Projecte d Length of Service (mths)	Service Factor
<b>Administration</b>								
00000001	Creative Services I							
DOE, JOHN	12345678	55555555	Basket Weaver	N	25,000.00	1.33	16	10,880.00
00000002	Creative Services II							
DOE, JANE	12345679	33333333	Doll Repair	N	15,100.00	20.67	248	11,614.00
<b>Personnel Area - Administration</b>					<b>35,100.00</b>			<b>22,494.00</b>
<b>Total</b>					<b>35,100.00</b>			<b>22,494.00</b>

Continued...

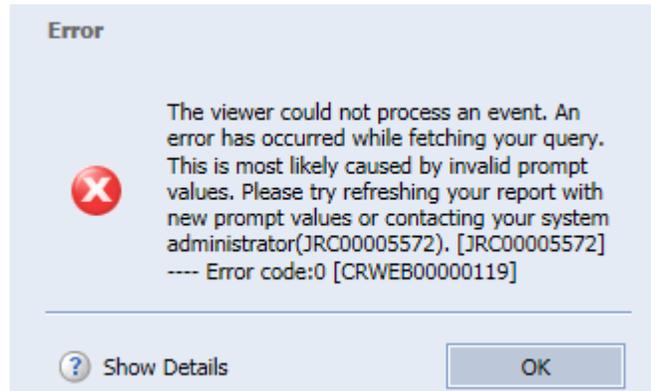


Execution Date: 9/2/20

Projecte d Age	Age Factor	Total Severance Pay	Number of Months to Distribute	Severance Pay Per Month	Age Factor > Service Factor ?
67	10,880.00	21,760.00	1	21,760.00	Yes*
64	11,614.00	23,228.00	4	5,807.00	Yes*
	<b>22,494.00</b>	<b>44,988.00</b>		<b>27,567.00</b>	
	<b>22,494.00</b>	<b>44,988.00</b>		<b>27,567.00</b>	

### Special Report Considerations/Feature

- Only active employees are selected.
- Temporary employees are excluded.
- The RIF date for the prompt selection must be based on 1st of month. If something else is entered, the following error will display, and you must close the report and re-execute from the original report folder.



### CHANGE RECORD

#### Effective 4/4/2016

- Initial report creation to convert from BI to BOBJ

#### Effective 9/24/2020

- Updated the screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.

#### Effective 10/8/2020

- Updated format, assigned reference number, and made accessible – C. Ennis

#### Effective 10/14/2020

- Added Alt text to images - L. Lee

#### Effective 10/7/2024

- Update for Business Object 4.3 - LAS