



RIGHT AND WRONG WAYS TO PROCESS A SEPARATION

Your employee submitted written resignation five business days or more before their last day on employee payroll.

Did you process their separation within 72 hours of their desired last day on employee payroll?



YES

The employee will get their final paycheck on their last day at work.

If the employee is retiring and has met the pension and retiree medical deadlines:



Their pension will start on time.



Their retiree medical coverage will start on time.

NO

The employee's final paycheck may not be available on their last day at work.

The employee would need to consent to have their final paycheck mailed to them.

If the employee is retiring—AND:

You get a timely, written resignation



You don't process the separation before the employee's last day on employee payroll



This delay causes the employee's pension to be delayed

THEN:

The employee's pension will not start on time (on the desired date). The employee will have to complete a new pension kit, including notarized forms, for a later pension start date.

The employee's pension will be recalculated to include the 30 to 60 days of time off with permission with pay.



The employee's retiree medical elections may be canceled. If the elections are canceled, the employee will have to call the PG&E Benefits Service Center to report a new Intent to Retire and make new retiree medical elections for a later retirement date.



The employee's final paycheck will be available after the 30 to 60 days of time off with permission with pay is completed.

The employee's benefits will continue uninterrupted until after the 30 to 60 days of time off with permission with pay is completed.



Your organization may be required to pay the employee's wages, salary and other costs related to the delay for **30 to 60 days** while the employee is on time off with permission with pay.

