

Terminated Probationary Employee, Supervisor, and Timekeeper Guidance

To ensure a smooth transition for probationary employees who have been terminated, the Benefits Retirement & Leave Programs and Payroll and Payments Branches are providing the guidance below for managers, supervisors, and timekeepers to close out the separation actions in a timely manner.

The Human Resources Division will be processing all probationary separations with the use of a BOT that will generate all SF-52s and process all the termination actions. Therefore, you will not be required to prepare or submit the SF-52 for your impacted employees. The Benefits team will be in direct contact with each employee and will provide all benefits paperwork and packages. However, the Benefits team will need managers, supervisors, and timekeepers to finalize timesheets and initiate an ECC ticket for the following line items identified below:

Manager/Supervisor:

1. Please submit ECC ticket. (See ECC Tickets Benefit document)
2. Leave Audit (coordinated between the supervisor, timekeeper, and/or agency POC)
 - a. The employee's timekeeper will need to mark the employee's T&A "Final" in the pay period the employee is separated (PP03, February 13th – in most cases). Then complete the leave audit for employee for all credit, annual, sick and compensatory leave balances. Please make sure to sign/date the documents. Please remind your timekeepers not to code the timesheet past the employee's last day.
 - b. For the leave audit please include the following documents along with the [AD-343](#) and [AD-581](#) forms:
 - 1) Annual leave WebTA report
 - 2) Credit leave WebTA report
 - 3) Comp leave WebTA report.
 - 4) Sick Leave WebTA report
 - c. The supervisor should sign all forms for the leave payout. Sign and date in Block 33 of the [AD-581](#) and block 19 of the [AD-343](#) form. Submit annual and compensatory leave on the [AD-581](#) form and submit credit leave on the [AD-343](#). Once the documents are completed please forward documentation to: FPAC ECC portal website link: [ECC Portal - Employee Care Center \(ECC\) Portal \(servicenowservices.com\)](#)
 - d. There is no cash value associated with Time Off Awards or Compensatory Time for Travel. These balances are forfeited upon separation.
 - e. Full-time employees do not accrue leave if they are not in a work status the entire pay period, therefore the full-time employees terminated on February 13th will not accrue leave for PP03 unless they completed 80 hours prior to their termination.

Timekeeper:

1. Before the validation and certification of the T&A, mark the T&A “Final” by following the Final Time and Attendance Guide. Once the T&A is marked “Final” and the T&A and personnel action are processed, the employee will no longer appear in WebTA.
2. Prepare and complete a manual leave audit using the FPAC-HR-358 from the beginning of the current leave year (Pay Period 01/2025) unless there is a discrepancy. If there is a leave discrepancy, the leave audit shall start from the beginning of the leave year in which the error occurred. *Note: The timekeeper and supervisor shall sign in block 8, Certified Correct.*
3. Complete the highlighted sections of the Lump-Sum Leave/Compensatory Time Payments form ([AD-581](#)). *Note: The supervisor shall be the approver for block 33 (Approval’s Signature, Title and date), electronic signature will suffice.*
4. In coordination with the supervisor, please ensure the manual leave audit and AD-581 form are completed and submitted here: [ECC Portal: Benefits - Leave - Lump Sum Payment](#).

Special Instructions for Terminated Probationary Employees:

1. Employees who received a probation termination notice
 - a. For most employees, the last day in which worked or leave time can be included on the timesheet is February 13th
 - b. The PP03 (February 9 – February 22, 2025) timesheet should be marked as “Final” (see Final Time and Attendance Guide)
 - c. If an employee was in an official travel status on February 13th and had to return to their duty location on Friday, February 14th; an email should be sent to the CHCO inbox (FPAC.BC.HR.CHCOMail@usda.gov) to explain the situation and ask for a termination date allowing for the travel home.
2. Employees who received a termination letter dated February 13th and their termination has since been rescinded
 - a. The workdays between February 14th and the date of the rescission should be coded as administrative leave (TC66-Administrative Leave).

Notes:

1. If you need help preparing the leave audit, instructions are located under Timekeepers and Supervisors here: [Leave Audits](#)
2. If you are unable to pull the employee up in WebTA contact our Payroll and Payments team via [ECC Portal - Compensation - WebTA Inquiries - WebTA Leave Inquiries](#) to reactivate the employee’s WebTA account. Once you have pulled the employee’s leave audits inform Payroll and Payments team to deactivate the WebTA account.