

**PAYMENT INFORMATION and TIME LINE
AFSS EMPLOYEES UPON SEPARATION**

Payroll Operations, AMZ-400, 10-1-05

Pay Period 2005-22

Pay date is 10/25/05

- October 2 thru October 15
- Tentative separation date, 10/03/05

Final check should include:

- Salary earned for 10/2 and 10/3
- Prorated bi weekly Severance Pay if applicable
- Unused compensatory time
- Credit leave up to 24 hour balance

Deductions for anything other than regular and severance pay will include:

- 25% Federal Withholding
- 2 % State Withholding
- 6.2% FICA
- .0145 Med

Pay Period 2005-23

Pay date is 11/08/05

Payment will be made for:

- Annual Leave Lump Sum
- Sick Leave balance @40% of value if applicable
- Credit hour balance over 24 hour if applicable
- Severance Pay if applicable (continues until entire amount paid out)

Deductions for anything other than severance pay will include:

- 25% Federal Withholding
- 2 % State Withholding
- 6.2% FICA
- .0145 Med

Lump sum Annual Leave check will not be released until the Employee Clearance record is received.

Employees who are indebted:

- If payroll is aware of indebtedness prior to separation, amount of debt will be withheld from final salary check.
- If final salary check is issued before notification of debt, Payroll will issue debt letter and Accounting will notify OPM so it may be withheld from annuity.

*Above dates and pay out's are dependant on Personnel processing and no **extensive** research on pay files required.*