

## Human Resources Branch Memorandum

<b>SUBJECT:</b>  Lump Sum Payouts	<b>NUMBER:</b> HRB 19-020
	<b>DATE ISSUED:</b> 7/17/19
<b>DISTRIBUTION:</b> Personnel Specialists, Senior Personnel Specialists, Personnel Supervisors II's and Transactions Managers	<b>EXPIRES:</b> Until Superseded

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform Transactions Staff that all retirements and separations with a lump sum payout must be validated by the Budget Branch, Federal Assistance Section to assure compliance with the authorities referenced below. This process is effective on July 1, 2019.

### Authorities

- [2 C.F.R. § 225, Appendix A\(C\)\(1\)\(a\), \(b\), and \(j\)](#)
- [2 C.F.R. § 225, Appendix B\(8\)\(d\)\(2\)](#)

### Process

The detailed process and applicable form(s) will be forthcoming.

### Contact

For questions, please contact your direct Supervisor.