2019 GUIDANCE FOR PAY ADJUSTMENTS

Final Revision: August 19, 2019

The National Finance Center (NFC) will process the 2019 Federal pay raise in accordance with the Office of Personnel Management (OPM) guidelines as described in Executive Order Number 13866, dated March 28, 2019, which authorizes an average 1.9 percent increase (combination of the base of 1.4 percent and a locality of 0.5 percent, for a total of 1.9 percent), depending upon locality, effective January 6, 2019, for employees under the General Schedule (GS) and Foreign Service Schedule statutory pay systems.

NFC will auto-generate Pay Adjustments (Nature of Action Code 894) with an effective date of 01/06/19 and an authentication date of 03/28/19 for all employees entitled to receive it.

Note: Please refer to the 2019 Retroactive Pay Raise Activities Timeline, listed on the NFC web site Retroactive Pay Raise page, for other important dates.

Current Employees

1. **Those without intervening actions**
   - Employees that do NOT have personnel actions applied to the mainframe with 2019 effective dates will receive their pay adjustments in Pay Period (PP) 07, and can verify the increase on their Earnings and Leave statements via EPP and in their direct deposit accounts by April 22, 2019.
   - Additionally, manual payments may be needed for the following scenarios to complete retroactive processing:
     - 14 Liner Time & Attendance (T&A)'s payments made between PP01 and PP06. Agencies will need to submit a manual payment request to pay the employees the difference between the previously paid 2018 rate and the new pay rate.
     - Consider any manual payment requests submitted to NFC for actions between PP01 and PP06, 2019 (pay related adjustments previously calculated at the old rate). These must be resubmitted with calculations that include the new pay rate.

2. **Those with intervening actions (EPIC HCUP required)**
   - Employees with personnel actions applied to the mainframe with 2019 effective dates may receive their retro pay adjustment payments post PP07 as they will require history correction actions to apply the pay adjustment retroactively. (Note: They will continue to be paid at the old rate until the history correction package with the adjustment included applies.)
   - NFC will provide HR offices with a notice to share with affected employees to make them aware of a potential delay in processing. Notice will be placed on EPP as well.
   - Follow the EPIC HCUP Processing Guidance on processing retroactive adjustments in this document.
   - Consider any manual payments as defined in number 1 above (manual payments such as 14 liners and other pay related adjustments submitted to NFC).

- NFC deliverables to prepare for adjustment processing:
  - List with number of employees requiring History Correction Update Processing System (HCUP), and the number of actions associated to include NOA, Auth and effective dates (anyone with 2019 actions applied since PP01) on Monday, April 8, 2019
  - List of employees with manual payments paid since PP01 (manual T&A's paid) (SPPS Web providing) no later than Thursday, April 18, 2019.
  - Link to OPM pay tables
  - List of employees with Entry, Processing, Inquiry and Correction (EPIC) access, and confirmation that NFC is ready to handle urgent requests for additional users no later than Thursday, April 18, 2019.

3. Accessions – Employees hired on or after 01/06/19

- Agencies will need to correct the pay on the accession/hire actions (may or may not require HCUP actions). These employees will not have a pay adjustment (894) action, as they were hired on or after the effective date of the pay raise.

Transferred Employees

History Correction (HCUP) Package Process across Sub-Agencies within the same Department:

The following step-by-step instructions are provided to correct an employee's record when two agencies are involved:

1. The current agency should initiate the HCUP package to cancel their actions on the database.
2. When the HCUP package applies the record becomes available to the prior agency.
   - Receivables will be generated in ADJP based on the cancellation of the current agencies actions when BEAR runs. The receivables will be sent to ABCO to generate a bill for any overpayments with the first and second pass of PAYE. **Requests for receivables to be pulled from ADJP should be received no later than close of business on Tuesday, April 16, 2019 to be pulled in time for the first pass of PAYE.
   - Agencies can contact NCC to have receivables deleted from ADJP, prior to the first and second pass of PAYE.
3. Per GPPA- the gaining Agency is responsible for the completion of all actions and should coordinate with the prior agency to assure these actions are processed.
4. The next pay period the prior agency is able to initiate a new 894 action or HCUP package to correct/adjust their actions on the database. (Only one HCUP can be processed per employee per pay period.)
   - If the 894 or HCUP actions result in money due to the employee, the prior agency should submit an SPPS manual payment request to pay the employee monies due.
5. Immediately following the prior agencies correction or adjustments, the current agency can commence processing personnel actions to restore the employee's record.

Note: it is imperative that Agencies coordinate these actions to assure they are completed timely with no adverse action on the employee.

Agencies that have users with global access have the ability to view and correct all actions for all employees within the Department. They do not need to follow steps 1-5 above as they can perform all corrective actions within a HCUP package.

History Correction (HCUP) Package Process across two different Departments:

The following step-by-step instructions are provided to correct an employee's record when two Departments are involved:

1. For Departmental Transfers each Agency will process its own corrective action.
2. The current agency will process a 894 document or HCUP package, as appropriate, to correct salary rate.
3. The current agency does not need to cancel their actions to enable the prior agency to make the pay adjustment.
4. The former Agency will need to cancel the 3XX action before processing the 894 action or HCUP package as appropriate.

Separated Employees (only applies if separated after 01/06/19)

1. **Retired employees – Employees who retired after pay period one**
   - Retroactive processing to correct accounts will be required – please follow the EPIC HCUP Processing Guidance.
   - Employees due a lump sum adjustments will receive a Dual Rate Lump Sum Payment for the leave that would have been carried over to 2019. They will receive the difference between the old amount and the pay raise amount. This will be handled by NFC's Payroll Operations Branch.
   - Updates will be made to the Electronic Official Personnel Folder (eOPF).
   - The HCUP action adjusts the salary and deductions and generates a supplemental Individual Retirement Record (IRR) that NFC submits to OPM.

2. **Resignations**
   - **Agencies must** submit an SPPS request for adjustment for any payment that is due that employee based on the retroactive adjustment.
     - Retroactive processing to correct accounts will be required – please follow the EPIC HCUP Processing Guidance.
     - Employees due a lump sum adjustments will receive a Dual Rate Lump Sum Payment for the leave that would have been carried over to 2019. They will receive the difference between the old amount and the pay raise amount. This will be handled by NFC's Payroll Operations Branch.
     - Updates will be made to the eOPF.
     - The HCUP action adjusts the salary and deductions and generates a supplemental Individual Retirement Record (IRR) that NFC submits to OPM.

3. **Death of employee**
   - **Agencies must** submit a SPPS request for adjustment for any payment that is due that employee based on the retroactive adjustment.

- Retroactive processing to correct accounts will be required – please follow the EPIC HCUP Processing Guidance.
- Employees due a lump sum adjustments will receive a Dual Rate Lump Sum Payment for the leave that would have been carried over to 2019. They will receive the difference between the old amount and the pay raise amount. This will be handled by NFC's Payroll Operations Branch.

4. **Terminations**
   - **Agencies must** submit a SPPS request for adjustment for any payment that is due that employee based on the retroactive adjustment.
     - Retroactive processing to correct accounts will be required – please follow the EPIC HCUP Processing Guidance.
     - Employees due a lump sum adjustments will receive a Dual Rate Lump Sum Payment for the leave that would have been carried over to 2019. They will receive the difference between the old amount and the pay raise amount. This will be handled by NFC's Payroll Operations Branch.
     - Updates will be made to the eOPF.
     - The HCUP action adjusts the salary and deductions and generates a supplemental Individual Retirement Record (IRR) that NFC submits to OPM.

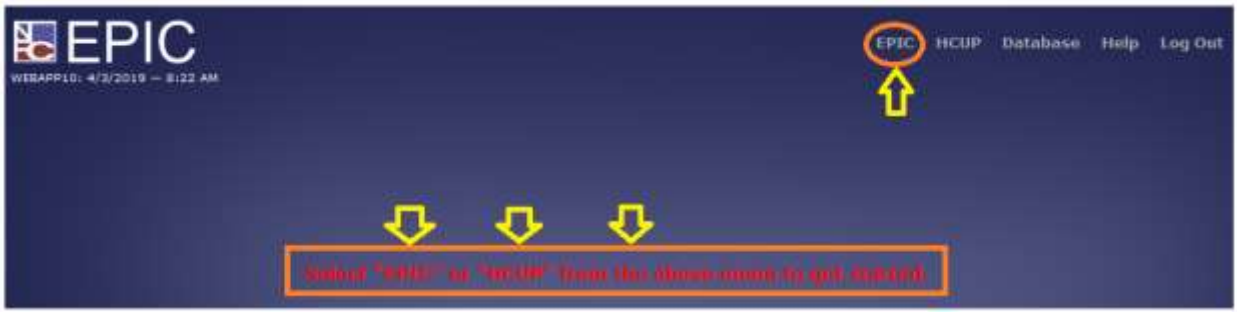
NOTE: Additionally, manual payments may be needed for the following scenarios to complete retroactive processing:

- 14 Liner T&A's payments made between PP01 and PP06. Agencies will need to submit a manual payment request to pay the employees the difference between the previously paid 2018 rate and the new pay rate.
- Consider any manual payment requests submitted to NFC for actions between PP01 and PP06, 2019 (pay related adjustments previously calculated at the old rate). These must be resubmitted with calculations that include the new pay rate.

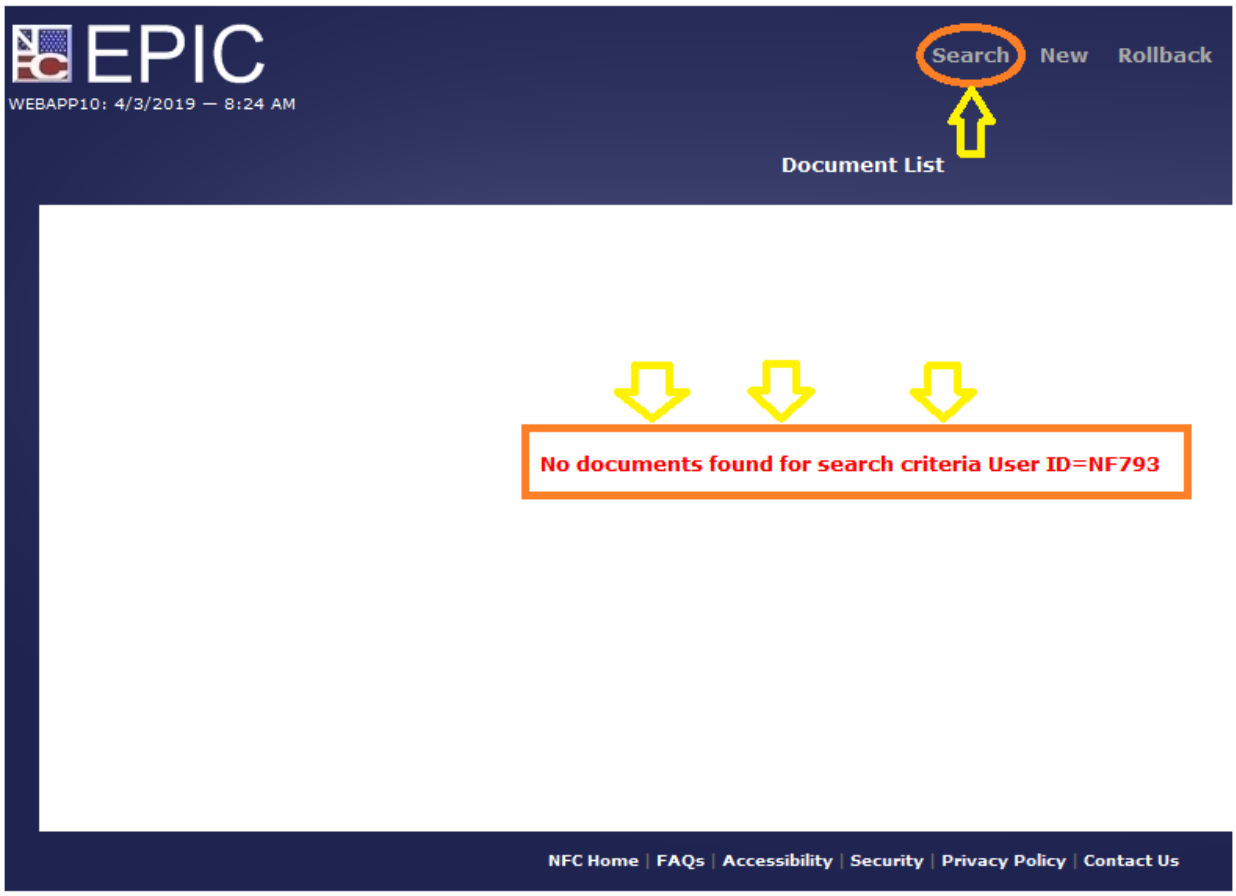
EPIC HCUP Processing Guidance

This series of screen prints portrays the interaction required by an EPIC user to go from one personnel action in EPIC suspense to the creation of a HCUP package.

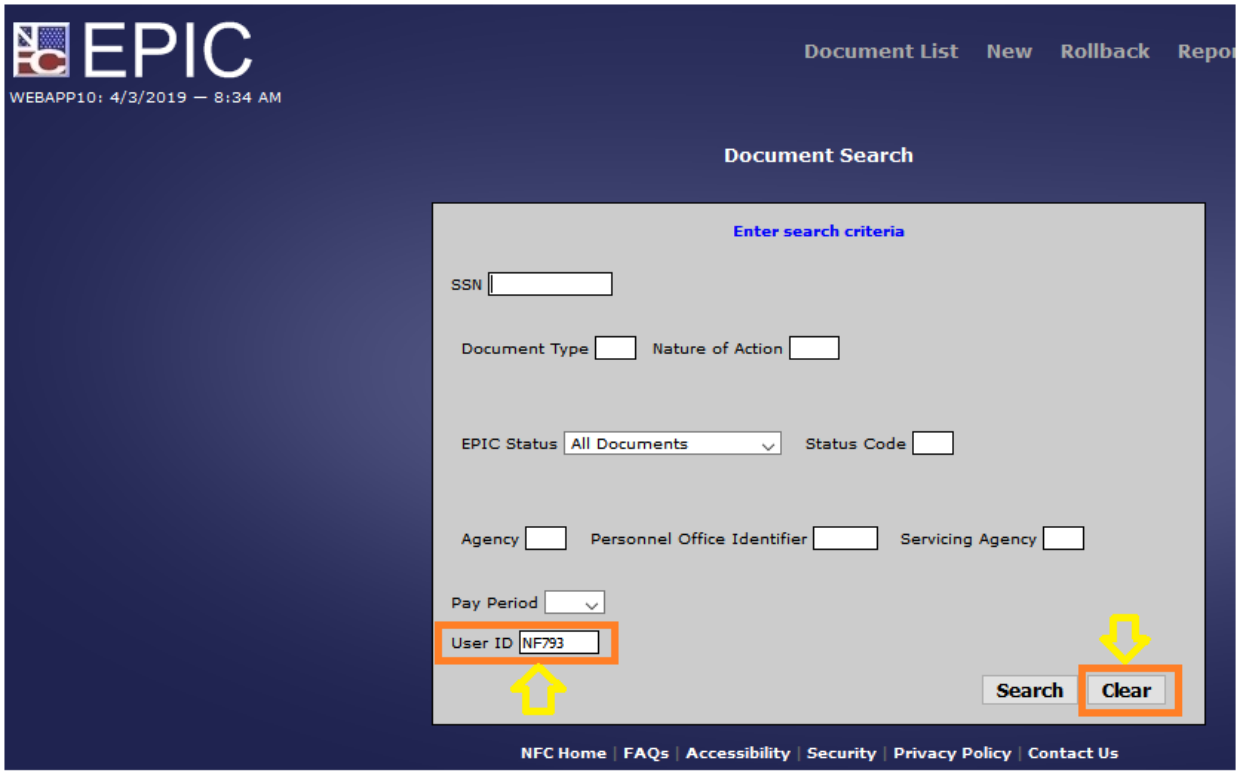
Main Menu – Select EPIC



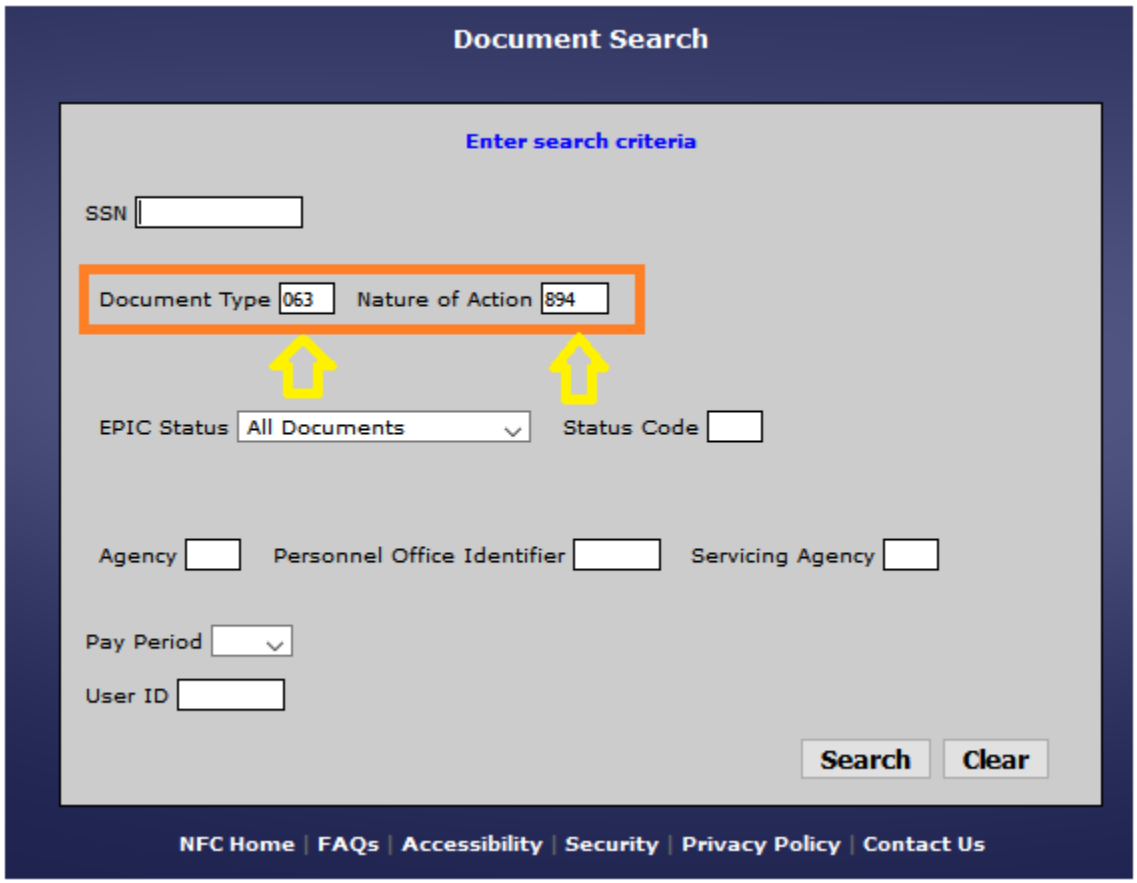
The system defaults to display documents created with the user's USERID. The system displays a message stating no documents are found for the USERID. The user should click the SEARCH button to find the NFC system-generated Personnel Action Request (PAR).



Select Clear to blank-out all fields.



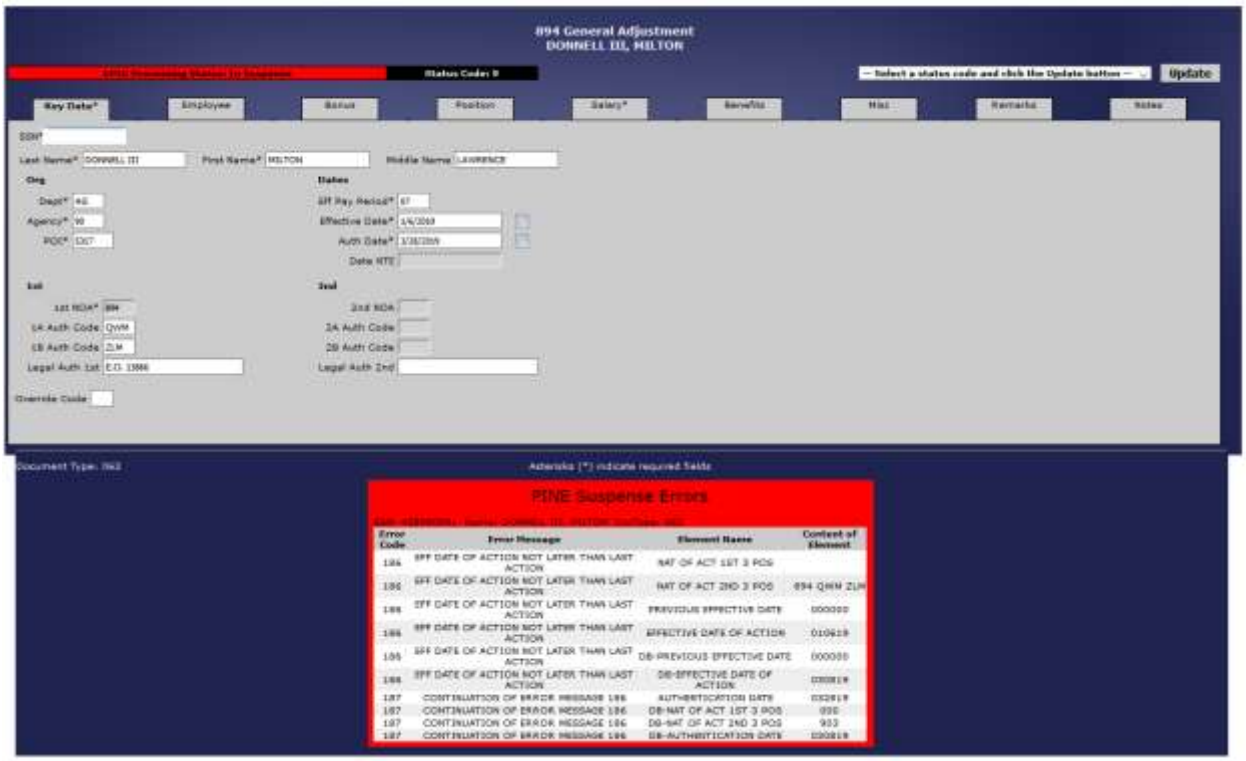
Type “063” for Document Type; “894” for Nature of Action (NOA).



The system will return these results from the search. The NFC system-generated NOA 894 (PAY ADJ) PAR’s will have an EPIC Stats = Suspense, Status Code = 9 (Released) “Entered UserID = BEAR60 or BEAR62, Last Changed Date = spaces (meaning no other user has touched the PAR in suspense).

SSN	Name	Description	Doc Type	EPIC Status	Status Code	Roll Back Ind	Agency	POI	Origin System	Entered Date	Entered UserID	Last Changed Date	Last Changed UserID
	D. SCHLANDA	General Adjustment	063	Suspense	9		90	5317		4/2/2019	BEAR60		
	FFREY	General Adjustment	063	Suspense	9		90	5026		4/2/2019	BEAR60		
	KIZZIE	General Adjustment	063	Suspense	9		90	5317		4/2/2019	BEAR60		
	HEILA	General Adjustment	063	Suspense	9		90	5317		4/2/2019	BEAR60		
	III, MILTON	General Adjustment	063	Suspense	4		90	5317		4/2/2019	BEAR60	4/2/2019	NF793
	ASMINE	General Adjustment	063	Suspense	4		EH	4230		3/29/2019	BEAR60	4/1/2019	NF793

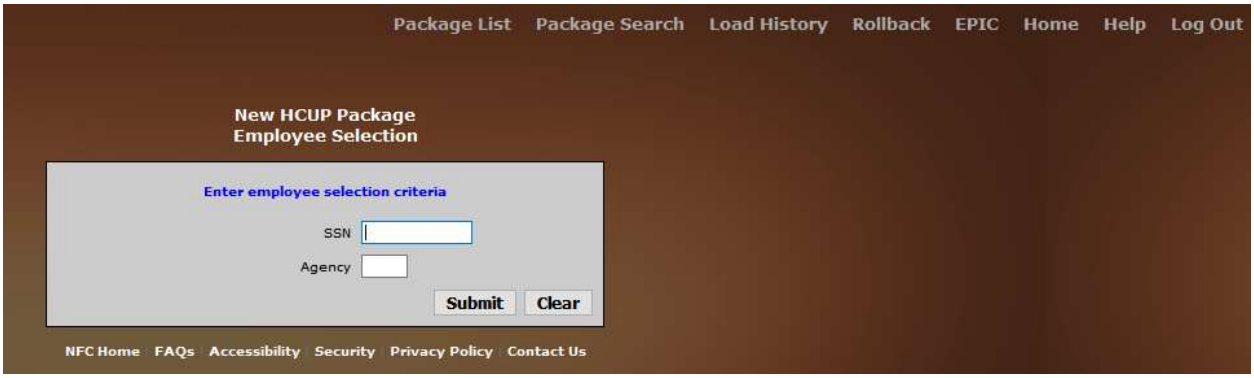
Click a suspense row. The following screen will appear.



The suspense errors indicated there are personnel actions that are intervening (have an effective date after the effective date of the NOA 894 action). A HCUP package is required - user will click HCUP at the top of the screen.

The system responds there are no HCUP packages. The user will select the "new package" option at the top of the screen.

User is prompted to put in an SSN and Agency.



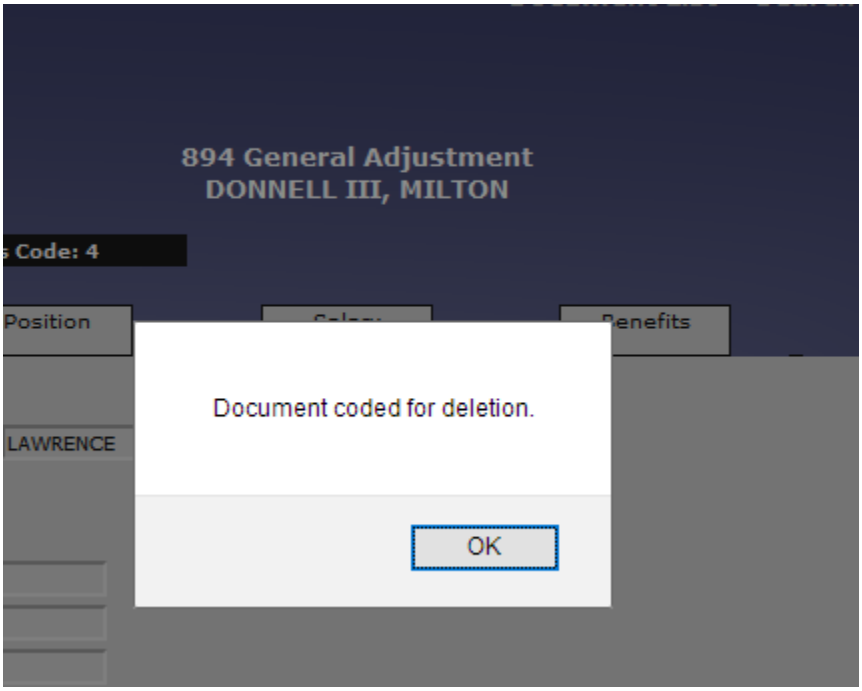
The user is warned that an action is in suspense for the SSN and that the action in suspense should be deleted before creating the HCUP package.

After selecting OK, the user is directed into EPIC (not HCUP) to take the appropriate action on the PAR that is in suspense, preventing the creation of HCUP.

From here, the user will “select a status code and click the update button” and select “4 – mark for deletion.”

Select 4, click update

The system returns a message box that says “Document coded for deletion.”

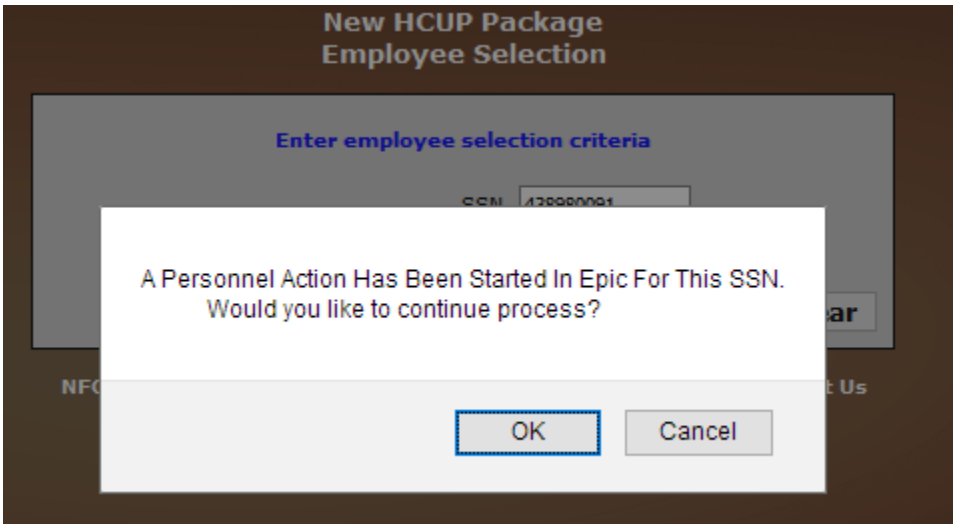


The user will click OK. It looks like the status code changed from 9 (release) to 4 (deleted). User will now click HCUP.

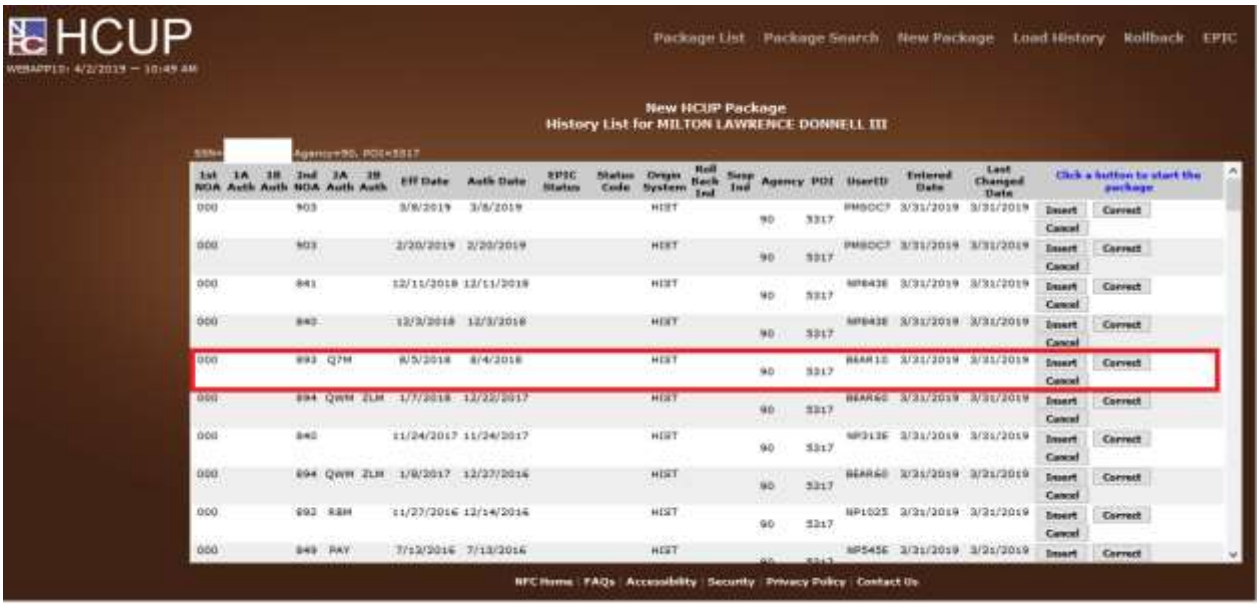
User is prompted that there are no HCUP packages found. Click “New Package” at the top of the screen.

User is prompted to enter SSN and Agency

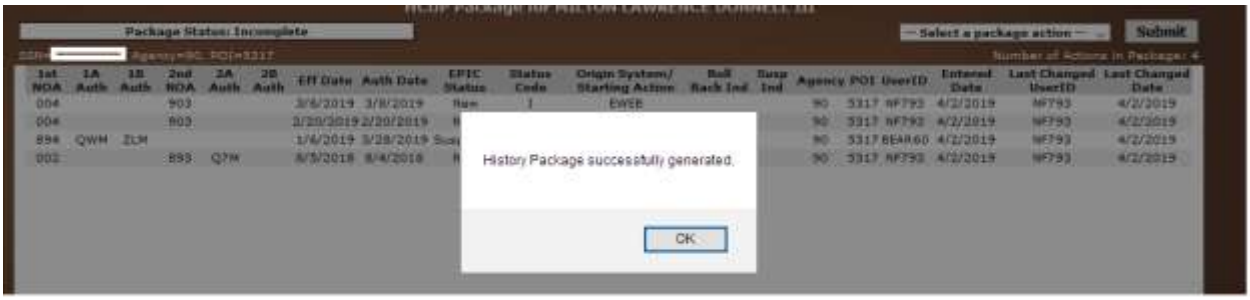
User enters SSN and Agency, the system returns a message stating a personnel action has been started in EPIC. User clicks OK.



A bundle of actions is delivered to the screen. The user wants to select "correct" for the 1st PAR < 20190106 (the date of the NOA 894 in suspense). That action is the starting point of the HCUP package.



The system delivers the message "History Package successfully generated."

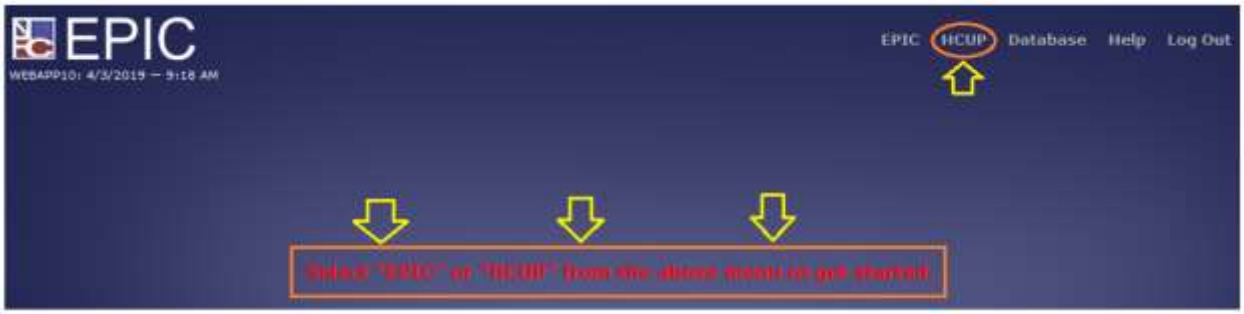


An HCUP package was created and here is what it looks like.

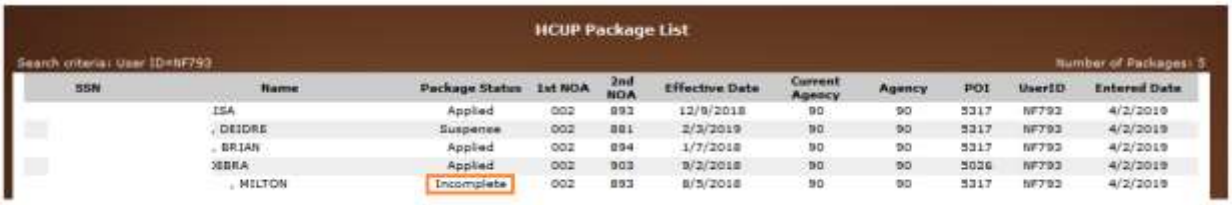
There are additional steps to take on each line of the HCUP package. A separate document has been created showing how to complete the HCUP package and release it for processing.

This group of slides starts after the NOA 894 that was in suspense was introduced into a new HCUP package. The HCUP package – containing the NOA 894 and multiple other PAR's – has to be worked and released. The steps to follow are:

Choose HCUP from the main menu.



The system returns a list of HCUP Packages. The package is in incomplete status.



HCUP Package List

Search criteria: User ID=NF793 — Number of Packages: 5

SSN	Name	Package Status	1st NOA	2nd NOA	Effective Date	Current Agency	Agency	POI	UserID	Entered Date
	ISA	Applied	002	893	12/9/2018	90	90	5317	NF793	4/2/2019
	, DEIDRE	Suspense	002	881	2/3/2019	90	90	5317	NF793	4/2/2019
	, BRIAN	Applied	002	894	1/7/2018	90	90	5317	NF793	4/2/2019
	XBRA	Applied	002	903	9/2/2018	90	90	5026	NF793	4/2/2019
	, MILTON	Incomplete	002	893	8/5/2018	90	90	5317	NF793	4/2/2019

Click on the package. The system will return the list of PAR's that were included in the HCUP package. Each action has to be clicked, worked, and released.

HCUP Package for MILTON LAWRENCE DONNELL III

Package Status: Incomplete — -- Select a package action -- — Submit

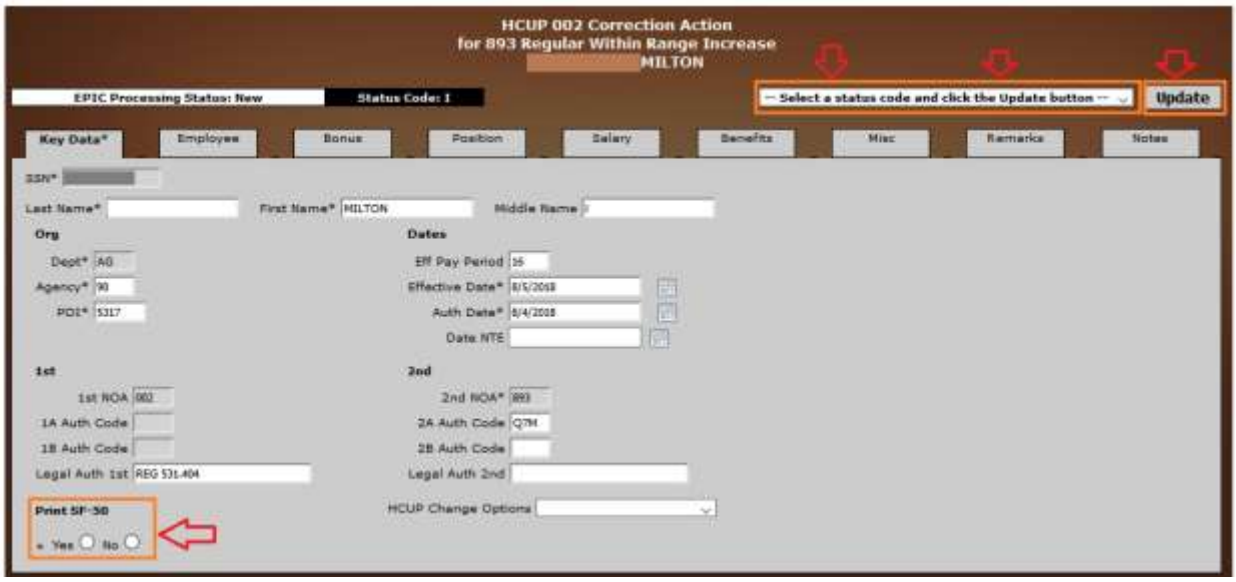
SSN= Agency=90, POI=5317 — Number of Actions in Package: 4

1st NOA	1A Auth	1B Auth	2nd NOA	2A Auth	2B Auth	Eff Date	Auth Date	EPIC Status	Status Code	Origin System/ Starting Action	Roll Back Ind	Susp Ind	Agency	POI	UserID	Entered Date	Last Changed UserID	Last Changed Date
004			903			3/8/2019	3/8/2019	New	I	EWEB			90	5317	NF793	4/2/2019	NF793	4/2/2019
004			903			2/20/2019	2/20/2019	New	I	EWEB			90	5317	NF793	4/2/2019	NF793	4/2/2019
894	QWM	ZLM				1/6/2019	3/28/2019	Suspense	4				90	5317	BEAR60	4/2/2019	NF793	4/2/2019
002			893	Q7M		8/5/2018	8/4/2018	New	I	STRT			90	5317	NF793	4/2/2019	NF793	4/2/2019

The first action taken by the user to start the HCUP package was to change the SF50 flag to "yes" then change the status to "R" to release for processing.

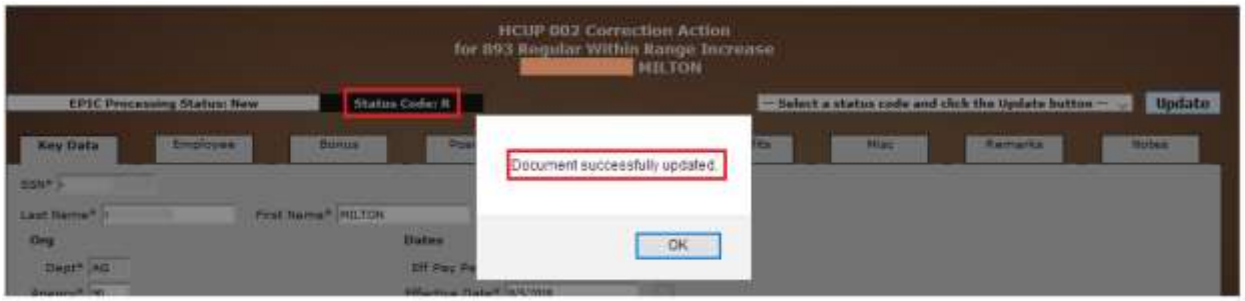
Click on the PAR which is on the bottom row of the package. The actions required by the user for each PAR will vary, but the minimum action required is select whether:

- SF-50 should be created for the action
- Select a status of release from the drop down and click the update button



Select "release for processing" – click update.

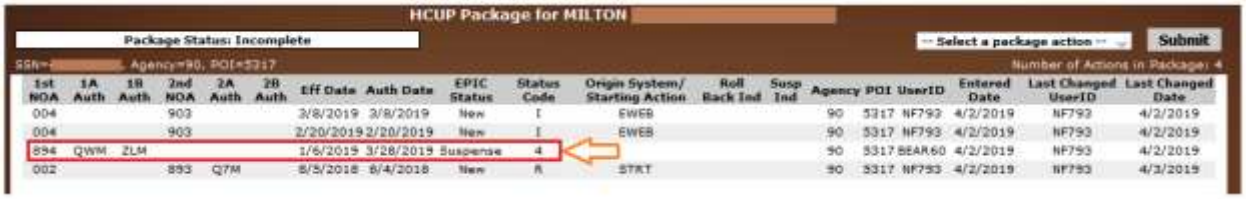
The system returns the message "Document Successfully Updated" and the Status Code of the PAR changed from "I" to "R."



Click Package from the list of menu choices across the top of the screen.

In each package, when the user gets to the row for NFC's system-generated NOA 894, which had to be marked deleted, the system will issue the message "Cannot make any changes to a deleted action in an HCUP package. Click OK. The user must change the status to "9 – released."

THERE IS ANOTHER SET OF SLIDES AT THE BOTTOM THAT SHOWS A SITUATION WHERE AN INTERVENING ACTION WITH EFF-DATE 01/06/19 WAS PART OF THE PACKAGE.

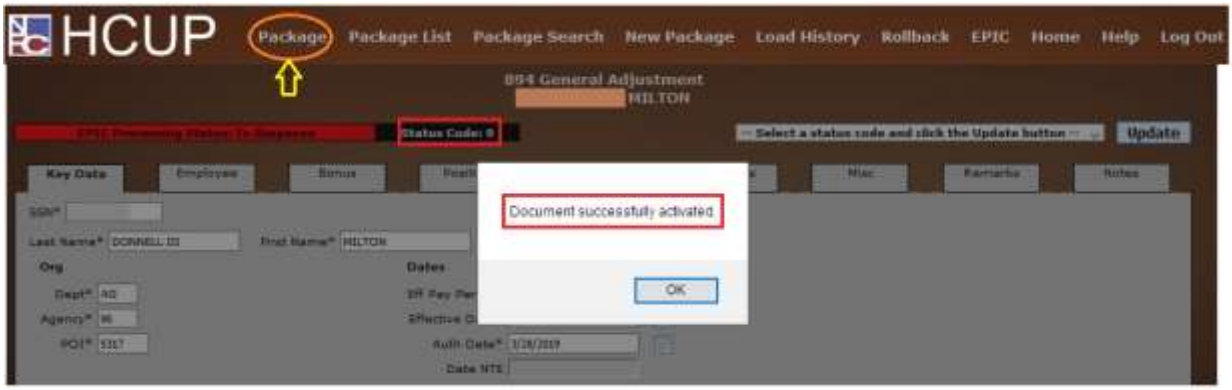


Click OK. The user must change the status to "9 – released."

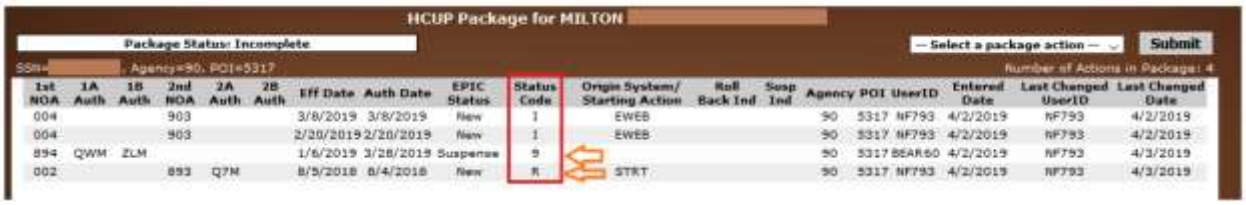
Choose "9 – released" and click update.

Status changes to 9 (released) and a message is displayed "document successfully activated."

- Click OK.
- Click Package.



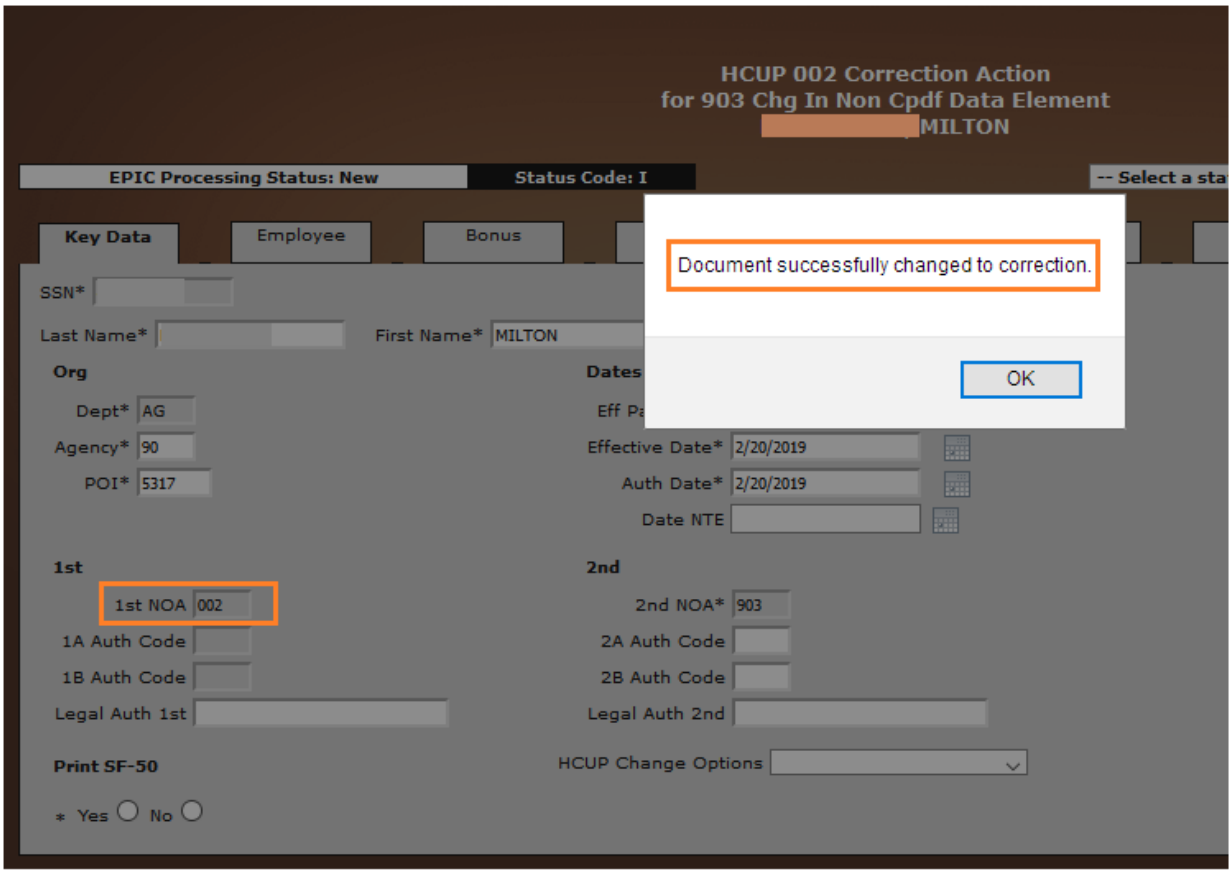
Each time the user completes one of the PAR's in the HCUP package, the Status Code changes:



The rows with 1st NOA "004" require slightly different handling than the rows that were "002." The user must click the drop-down list for "HCUP Change Options."

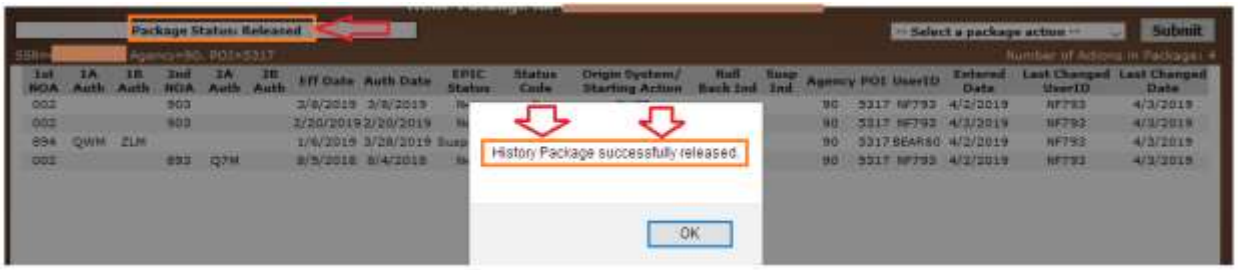
- Select Change to Correction.

This opens the action up for correction if necessary. Click OK, select an option for creation of SF-50, and select a status code of R – release.



Repeat the above steps for all PAR's in the HCUP package. Once all of the PAR's have been worked, the entire HCUP package has to be released. The Package Status is still "incomplete." The Status code of each PAR is "released."

Select Release Package – Click Update

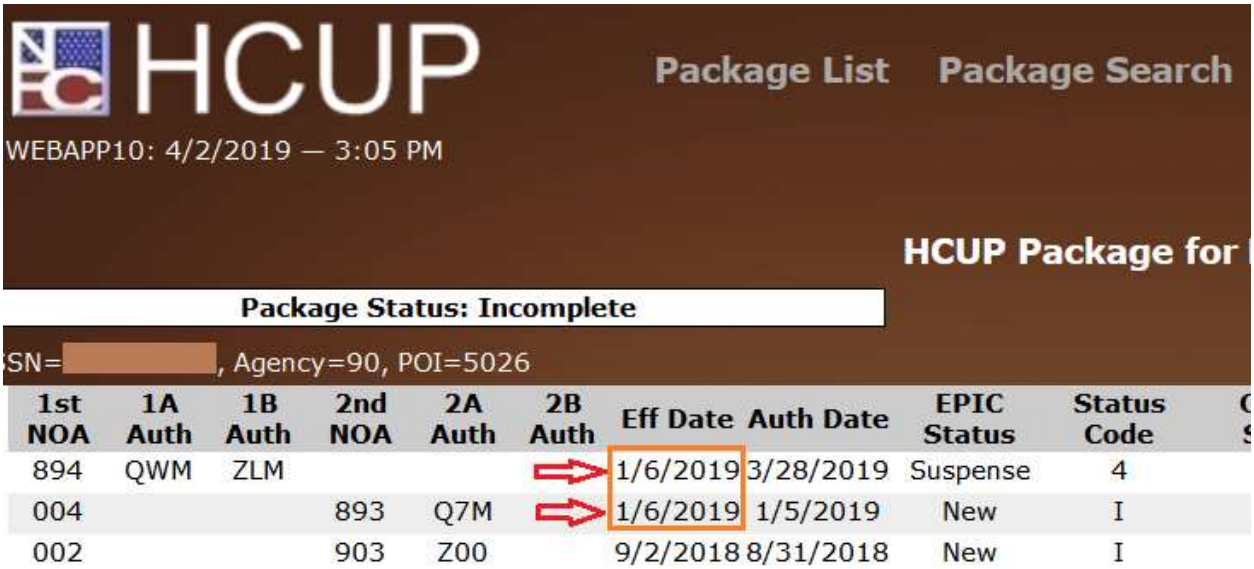


Click Package List

The HCUP package is complete and will be released to the mainframe for processing in the nightly batch (PINE) processing.

THIS IS A SET OF SLIDES THAT SHOWS A SITUATION WHERE AN INTERVENING ACTION WITH EFF-DATE 01/06/19 WAS PART OF THE PACAKGE.

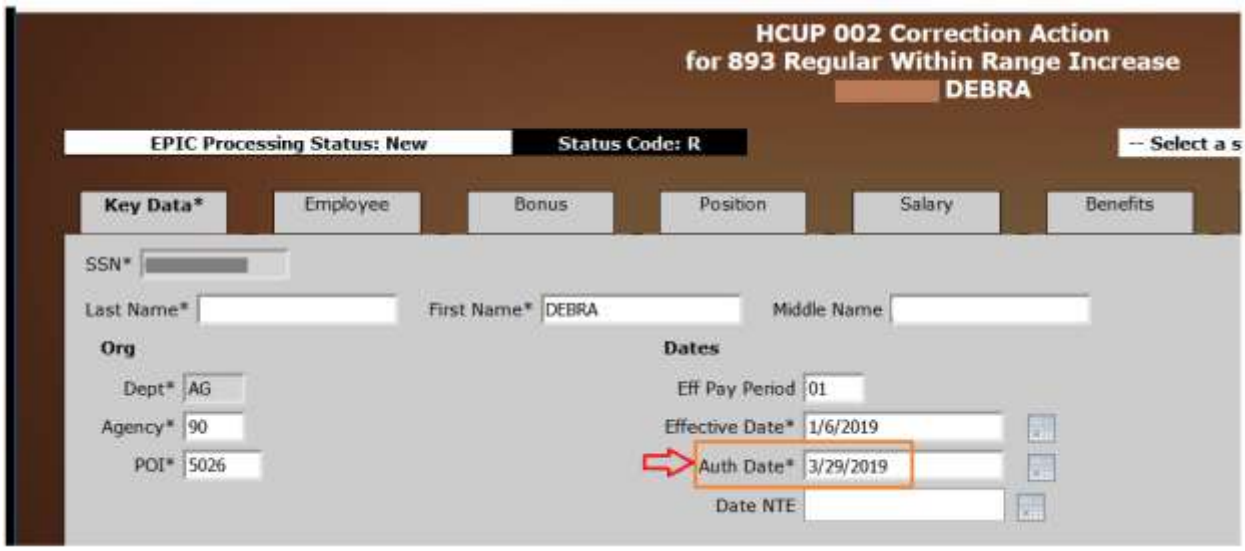
In this HCUP package the employee had a NOA 893 already applied with an effective date = 01/06/19, which is the same effective date as the system-generated NOA 894. This is how the EPIC system presents this situation.



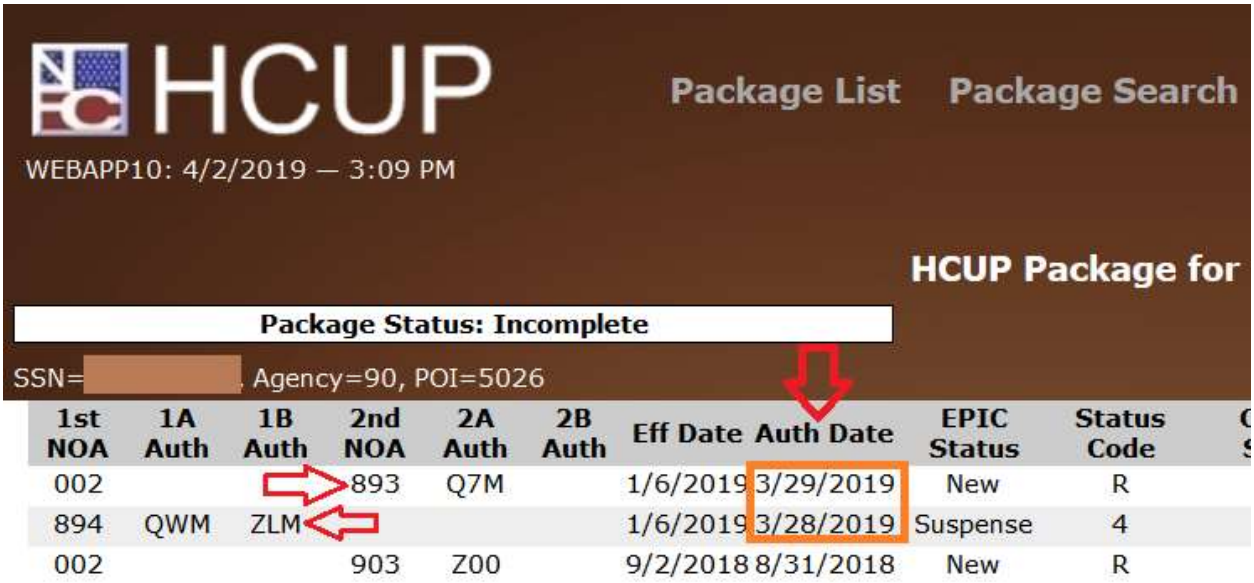
1st NOA	1A Auth	1B Auth	2nd NOA	2A Auth	2B Auth	Eff Date	Auth Date	EPIC Status	Status Code
894	QWM	ZLM				1/6/2019	3/28/2019	Suspense	4
004			893	Q7M		1/6/2019	1/5/2019	New	I
002			903	Z00		9/2/2018	8/31/2018	New	I

So the NOA 893 would sequence before the NOA 894, we changed the authentication date to be one day after the authentication date of the system generated NOA 894.

- NOA 894 ➔ eff-date = 01/06/19; auth-date = 01/28/19
- NOA 893 ➔ eff-date = 01/06/19; auth-date (changed from 01/05/19 to 03/29/19)

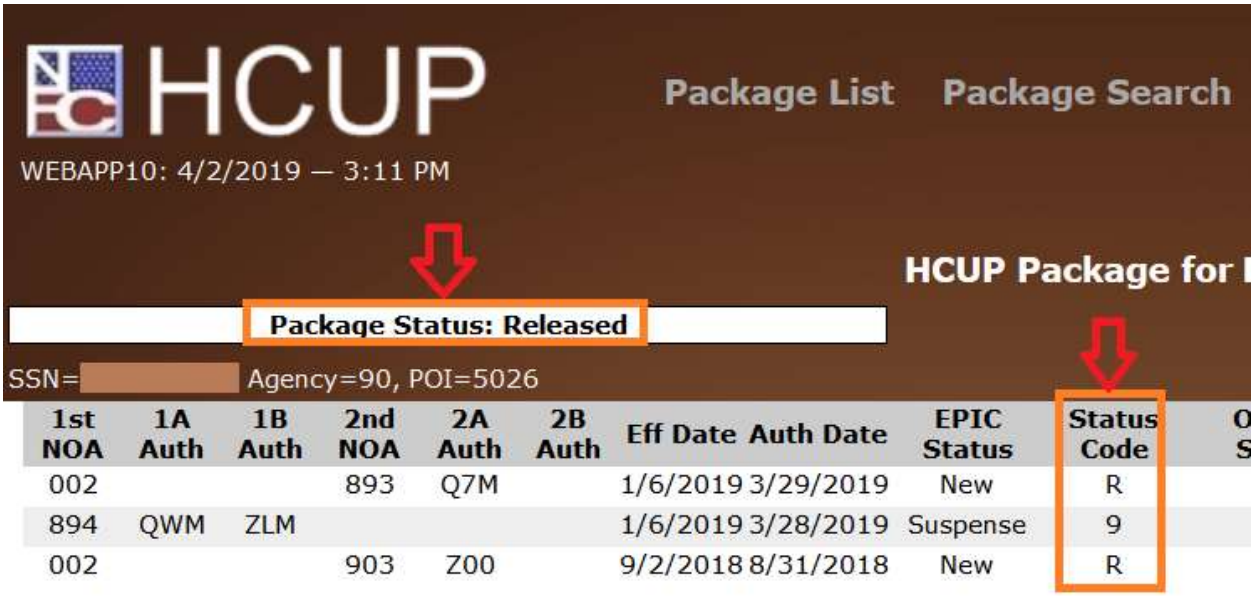


After changing the authentication date, the PAR's in the HCUP package have changed sequence.



1st NOA	1A Auth	1B Auth	2nd NOA	2A Auth	2B Auth	Eff Date	Auth Date	EPIC Status	Status Code
002			893	Q7M		1/6/2019	3/29/2019	New	R
894	QWM	ZLM				1/6/2019	3/28/2019	Suspense	4
002			903	Z00		9/2/2018	8/31/2018	New	R

Continue to work each PAR in the HCUP package - release the package.



1st NOA	1A Auth	1B Auth	2nd NOA	2A Auth	2B Auth	Eff Date	Auth Date	EPIC Status	Status Code	O S
002			893	Q7M		1/6/2019	3/29/2019	New	R	
894	QWM	ZLM				1/6/2019	3/28/2019	Suspense	9	
002			903	Z00		9/2/2018	8/31/2018	New	R	