



National Finance Center
CAPPS Notification

UPDATE - 2019 Guidance for Pay Adjustments (For Transferred Employees)

May 28, 2019

Reference Number NFC-1558710971

Dear Customer:

This Customer Notification provides an update for the 2019 Guidance for Pay Adjustments document dated April 12, 2019. The 2019 Guidance for Pay Adjustments document is currently posted on the Pay Raise webpage (https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/) and will be updated accordingly.

This guidance addresses the processing of retroactive pay adjustments for transferred employees as follows:

A. History Correction Update Processing (HCUP) System 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 sub-Agencies within the same Department 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 the Adjustment Processing System (ADJP) based on the cancellation of the current Agency's actions when Biweekly Examination Analysis and Reporting System (BEAR) runs. The receivables will be sent to Administrative Billings and Collections (ABCO) to generate a bill for

any overpayments with the first and second pass of the Payroll Computation System (PAYE).

Note: Requests for receivables to be pulled from ADJP should be received no later than close of business the Tuesday before the first pass of PAYE for the current processing Pay Period (PP).

Agencies can contact the National Finance Center's (NFC) Contact Center to have receivables deleted from ADJP, prior to the first and second pass of PAYE.

3. Per the Guide to Processing Personnel Actions, the current (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 PP, 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 PP.

If the 894 or HCUP actions result in money due to the employee, the prior Agency should submit a Special Payroll Processing System manual payment request to pay the employee monies due.

5. Immediately following the prior Agency's correction or adjustments, the current agency can commence processing personnel actions to restore the employee's record.

Note: It is imperative that Agencies coordinate and synchronize completion of these actions to assure they are executed timely, with no adverse action on the employee.

Departments/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.

B. HCUP System 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 an 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.

Please be reminded that, since many Agencies are still working to process HCUP packages, NFC has extended the May 17, 2019, deadline for three additional pay periods (PP). Agencies can continue processing HCUP packages through week 1 of PP13, 2019 (i.e., June 28, 2019). Please note that this is the last week of processing for PP12, 2019.

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov.

Thank You,
2019 Retroactive Pay Raise Team