

## Edit Messages in *EmpowHR*

Error Message Number	Error Message Text
054	The data entered in the 1st NOA indicates the data entered in the Special Employment Programs field must be 59 = Veterans Readjustment Program (VRA) and the information displayed in the Veterans Info link must indicate an eligible veteran.
088	When the SCD-Leave is less than 3 years from the effective date of the processing personnel action, the Annual Leave Category must be 4. When the SCD-Leave field is more than 3 years but less than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be 6. When the SCD-Leave field is more than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be 8.
165	<p>When a date is entered in the NTE Date field, data entered in the Type of Appointment field must be one of the following codes: 03 (Competitive - Indefinite or Taper), 04 (Competitive - Temporary or Special Need), 08 (Excepted - Indefinite), 09 (Excepted -Temporary). If the data entered in the Type of Appointment field is 08, the data entered in the 1st NOA Code field must indicate an excepted appointment - NTE, or a conversion to an excepted appointment -NTE. The date entered in the Type of Appointment field may be different than the codes listed above if the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> <li>■ a suspension, leave without pay (LWOP) or extension of LWOP, furlough or extension of furlough, or sabbatical - NTE.</li> <li>■ a promotion, extension of promotion, detail, or extension of detail - NTE.</li> <li>■ a position change, extension of position change, or continuance - NTE.</li> </ul>
179	<p>The Type of Appointment must be Competitive-Career, SES Career when the 1st NOA Code is:</p> <ul style="list-style-type: none"> <li>■ a career or conversion to a career appointment</li> <li>■ a reinstatement career or conversion to reinstatement appointment</li> </ul> <p>The Type of Appointment must be Competitive-Career-Conditional when the 1st NOA Code is:</p> <ul style="list-style-type: none"> <li>■ a career-conditional or reinstatement career-conditional appointment</li> <li>■ a career-excepted assignment conditional appointment</li> </ul>
221	Tenure 0 - Type of Appointment Must Be 04 or 09. When the Tenure Group is "Not in a Retention Group," the Type of Appointment must be "Competitive-Temporary, Special Need" or "Excepted-Temp, SES-Time Limited."
222	Tenure 1 - Type of Appointment Must Be 01 or 06. When the Tenure Group is "Group I", the Type of Appointment must be Competitive-Career, SES Career" or "Excepted-Permanent, SES Non-Career."
223	Tenure 1 - Probationary Period Start Date cannot be Present. When the Tenure Group is "Group I", the Probationary Period Start Date cannot be present.
224	Tenure 1 - Career Tenure Date cannot be Present. When the Tenure Group is "Group I", the Career Tenure Date cannot be present.

Error Message Number	Error Message Text
225	Tenure 2 - Type of Appointment must be 01, 02, 06, or 07. When the Tenure Group is "Group II", the Type of Appointment must be: "Competitive-Career", SES Career, Competitive-Career-Conditional", "Excepted-Permanent, SES-Non-Career," or "Excepted-Conditional."
227	Tenure 2 - Career Tenure Date must be present. When the Tenure Group field is "Group II" and the Type of Appointment field is "Competitive-Career-Conditional", there must be a Career Tenure Date.
281	The Grade Entry Date cannot be later than the Effective Date.
319	<p>Special Employee Codes 45 and 46 are limited for use by Forest Service (Sub-Agency 11). When the Special Employee Code is 45 or 46, the following data is required:</p> <ol style="list-style-type: none"> <li>1. Plan field must equal AD</li> <li>2. Grade and Step must both equal 00</li> <li>3. Occupational Series must equal 0000</li> <li>4. FEGLI Code field must equal A</li> <li>5. FEHB Eligibility must equal 2</li> <li>6. FLSA must equal E</li> </ol> <p>When the processing personnel action is an accession and the Special Employee Code is 45, the 1st NOA Code must equal 911. When the processing personnel action is an accession and the Special Employee Code field is 46, the 1st NOA Code field must equal 906 or 907.</p>
340	<p>When data is entered in the Quarters Deduction Amount field, the data entered in the Quarters Deduction Code field must equal one of the following:</p> <ul style="list-style-type: none"> <li>■ Per day deduction-tax exempt</li> <li>■ Per day deduction-not tax exempt</li> <li>■ Per pay period-tax exempt</li> <li>■ Per pay period-not tax exempt</li> </ul>
375	<p>When the Uniform Service Status is:</p> <ul style="list-style-type: none"> <li>■ 4) Retired Military-Regular</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>■ 5) Retired Military-Nonregular</li> </ul> <p>the Military Service End Data must be entered.</p>
405	The data entered in the SCD-WGI field cannot occur later than the Effective Date.
411	The SCD-WGI Data field is required when the employee is not in the top (last) step of the grade.
507	When a date is entered in the SPVR/MGRL Prob Period Data field, the Supervisor Level must be "Supervisor".

Error Message Number	Error Message Text
549	When a TSP date is entered, the Retirement Plan must be one of the following FERS Retirement coverage codes: I, K, L, M, N, P.
598	The Previous Class Action field provides a status for the position an employee is vacating. The Previous Class Action field must be blank when the employee did not move to a new position.
599	<p>The Previous Class Action field provides a status for the position an employee is vacating. When the employee moves to a new position, the Previous Class field must be one of the following:</p> <ul style="list-style-type: none"> <li>■ Inactive Position</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>■ Leave Position Vacant/Active</li> </ul>
827	<p>When NOA 916, Court Ordered FEHB Change is processed with Authority BEG, the FEHB Eligibility must be one of the following:</p> <ul style="list-style-type: none"> <li>■ 6-court ordered-enrolled</li> <li>■ 7-court ordered eligible pend</li> <li>■ 8-court ordered-self to family</li> </ul> <p>When canceling NOA 916 with Authority END, the FEHB Eligibility must also be one of the following:</p> <ul style="list-style-type: none"> <li>■ 6-court ordered-enrolled</li> <li>■ 7-court ordered eligible pend</li> <li>■ 8-court ordered-self to family</li> </ul>
850	This field is used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). Per OPM, if the comparable full-time position requires the employee to work a tour of duty other than 80 hours per biweekly pay period, or if the employee is paid on a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. For NFC purposes, enter the number of hours equal to the hours an employee would work if he or she were in a full time position work schedule; for example, enter 008000 for an 80 hour work schedule.
857	Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). If the comparable full-time position requires the employee to work a tour of duty other than 80 hours per biweekly pay period, or if the employee is paid on a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position.