NFC Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

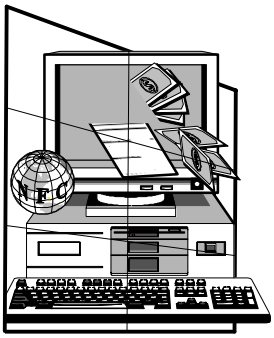
January 2008

Entry, Processing, Inquiry, And Correction System (EPIC)

Version 2.09

TITLE I
Payroll/Personnel Manual

CHAPTER 23
Entry, Processing, Inquiry, And Correction System (EPIC)



Entry, Processing, Inquiry, And Correction System (EPIC)

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

This publication is an illustrated version of EPIC **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about EPIC.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Government Employees Services Branch (GESB). Instructions for contacting GESB and other support sources are provided in the **About This Procedure** section of this publication.

Published and printed by the Directives and Analysis Branch
National Finance Center, U.S. Department of Agriculture
New Orleans, Louisiana

Latest Update Information

The following change has been made to the EPIC procedure:

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Correcting A Social Security Number And Employee Name	3:14
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Heading Index . . . . . Index – 1

About This Procedure

This procedure provides instructions for accessing and operating the Entry Processing Inquiry and Correction System (EPIC). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of EPIC and the Payroll/Personnel System (PPS), including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using EPIC.

Personnel Actions provides a brief description of the various personnel actions and includes entry guidelines and steps for entering data to facilitate processing personnel actions with a minimal rejection rate.

Payroll Documents describes the various payroll documents and includes entry guidelines and steps for entering data to facilitate processing payroll documents with a minimal rejection rate.

Requesting EPIC Reports And Correcting Data includes instructions for correcting payroll documents and personnel actions that failed the EPIC front-end errors and PINE database errors.

Field Instructions contains instructions for completing each EPIC window.

Reference Tables includes valid values for personnel action and payroll document processing.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC External Publications Index, issued semiannually.

If you receive this procedure after it has been amended, you will receive the publications with all bulletins.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example	
Messages displayed by the system are printed in *italics*.		The message *Changes have been made. Save changes?* is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	Note	If the transaction is coded **I** (incomplete), no edits are performed.
Figure references link figures with the text. These references are printed in bold sans serif font.		The Logon pop-up (**Figure 1.1**) is displayed.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.		To obtain information on help text and windows display, see **EPIC Menu Bar**.
References to menu options are printed in ***bold italics***.		To view EPIC status and suspense reports select: ***File > Reports***
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.		To return to the previous window, click **[Close].**
		At any time during the entry process, you can get help with completing a field by pressing **[F1]**.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required*[1], *conditional*[2], *optional*[3], *optional default*[4], or *no entry*[5].	**Last Character Of Job Name**	*Required, alphanumeric, 3 positions* The sixth character of the job name (e.g., NFC03A). Type *A, B,* or *C* to identify the report from other reports being requested.

[1]***Required***	*You must enter data in the field. (Note: All mandatory fields on EPIC screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)*
[2]***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]***Optional default***	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
[5]***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Payroll/Personnel Call Center personnel at **504–255–5230.**

For questions about NFC payroll processing, contact the Payroll/Personnel Operations Section at **504–255–4630.** For questions about Personnel processing, contact your agency CAPPS Representative.

For access to EPIC, contact your agency's ADP security officer.

PART 1.

Introduction

This part is divided into the following sections:

EPIC Overview
Getting Started In EPIC

EPIC Overview

This section presents the following topics:

About EPIC
Payroll/Personnel External Processing Systems
Payroll/Personnel Internal Processing Systems
Payroll/Personnel Processing Cycle
Agency/NFC Responsibilities
Access, Security, And Installation
Reports Of EPIC Data

About EPIC

EPIC is a Windows-based payroll/personnel database entry, processing, correction, and inquiry application of the National Finance Center (NFC). This system allows customers to:

1. Enter payroll and personnel transactions for processing in the Payroll/Personnel System (PPS).
2. Correct transactions that have failed the database edits.
3. Execute status and suspense reports.
4. Delete and restore transactions.
5. View future and current payroll/personnel transactions to be processed.
6. Cancel and change history records.
7. Roll back applied documents.

EPIC runs on Microsoft **Windows 95, 98, 2000, NT, and XP** platforms and requires a secured telecommunications link to NFC.

Payroll/Personnel External Processing Systems

The PPS is an integrated system that links payroll and personnel transactions through subsystems that interface with each other. Below is a list of systems available to PPS users.

Administrative Billings And Collections (ABCO). An entry system used for the automatic handling of bills which, once recorded, are monitored until collected through and automated system

Dispatch

Employee Personal Page (EPP). The Employee Personal Page (EPP) allows employees serviced by NFC to view their payroll, leave, travel, health and life insurance, savings bond, W−2, and other personal information.

Employee Self Service (ESS). This option of the EPP provides employees the ability to make online change request to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bonds, and Thrift Savings Plan (TSP) contribution information effective for the current or future pay period.

Entry Processing Inquiry And Correction (EPIC). An entry system deployed in a Windows environment that allows agencies to enter, correct, and inquire key data, and execute payroll/personnel status and suspense reports.

FOCUS Reporting System (FOCUSRPT). An online reporting system used to create and generate on an as-needed basis, ad hoc reports using database elements.

Information/Research Inquiry System (IRIS). An online system used to view by social security number, current and historical payroll, personnel, and position data contained in the PPS database. Most of the data displayed in IRIS is the result of payroll/personnel transactions entered through an entry system or transmitted by magnetic tape; other data is system generated based on processed transactions.

Locator Information System (LIST). An online entry system used to enter the exact location of an employee's workplace.

Position Management System (PMSO). An online entry system used to add, change, inactivate, reactivate, and delete position data.

Remote Forms Queuing System (RFQS). An online system used to obtain processed forms and tickler reports at agency sites.

Report Generator System (CULPRPT). An online reporting system used to generate formatted payroll and personnel related reports.

Reduction In Force Register (RIFR). An online reporting system that produces retention registers based on selected criteria. This report is available on the Workforce Reports menu of the Reporting Center.

Reporting Center. An interactive Web site that enables agencies to produce predefined and customized reports.

Retirement Tracking System (RETM). An online entry system used to track the processing of retirement applications and death cases.

Special Payroll Processing System (SPPS). An online data processing system used to process quick service payments, final salary payments for indebted employees, and payments to the estate of a deceased employee and requests for manual processing.

SPPS Web. Is a Web−based application that allows establishment, adjustment, inquiry, retrieval, and deletion of certain manual payment and adjustment transactions.

Statement of Earnings and Leave (EARN). An inquiry system deployed in a Windows environment used to view and print Form AD–334, Statement of Earnings and Leave, for employees payrolled by NFC included in the Reporting Center.

Table Management System (TMGT). A menu-driven database management system used to inquire and update data used in application programs and to request predefined reports. Certain tables are accessible to customers while others are for NFC use only. Table 001, Personnel Office Identifier Name and Address, includes the field, EPIC Indicator, which identifies EPIC records in the PPS.

Time Inquiry System (TINQ). An online leave entry and correction system used to update leave data in lieu of submitting a leave audit to NFC. It is also used to transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program.

Training Information System (TRAI). An online entry system used for entering and tracking employee training records and for processing training payments to vendors for employee training.

Unemployment Compensation For Federal Employees (UCFE). An online entry system used for entering unemployment data needed by the state to pay unemployment compensation benefits.

W–2 (Yr.). An online inquiry system used to view employee's W–2, Wage And Tax Statement, data. Two years of data are maintained on the Reporting Center.

Payroll/Personnel Internal Processing Systems

The data transmitted from agencies to NFC's internal processing systems. These systems edit, reject/accept, retain/release transactions then update the database. Other internal systems (1) calculate payroll, (2) process adjustments, (3) produce output data that is disseminated to agencies and the Office of Personnel Management (OPM) and (4) prepare the database for the next pay period's processing. Below is a list of the internal data processing systems.

Adjustment Processing System (ADJP). The PPS automatic adjustment system that revalidates T&A's and late personnel actions, performs the debit and credit routine, calculates the difference, and compensates or collects accordingly. The automatic adjustment period is 26 pay periods.

Bi-weekly Examination Analysis & Reporting System (BEAR). A system that sets up the current pay period for payroll- and personnel-related information and closes out the prior pay period. BEAR generates notifications that affect employees' database records.

Central Accounting System (CAS). A database system that produces a complete range of financial management reports for agencies to control budget and operating plans, obligations, accrued expenditures, disbursements, and accomplishments.

MASC

Payroll Accounting System (PACS). A financial management data collection and reporting system. It also has the capability to correct forced released accounting data. PACS is a feeder system that interfaces with other subsystems.

Payroll Processing System (PAYE). A calculation system that performs complicated computation routines required to produce net salary data for disbursement and transmission to the Department of the Treasury. PAYE computes employees' gross salary, makes applicable deductions, applies adjustments from the Adjustment Processing System (ADJP), develops the net amount due, and prepares data for subsequent issuance of salary payments by Treasury. PAYE updates the database to reflect salary payments as well as leave. It also creates accounting records that are processed and reported through the payroll accounting system.

Personnel Edit Subsystem (PINE). A system that performs edits on all payroll and personnel transactions processed in the PPS. Errors are corrected in EPIC, or an agency's front-end system.

Personnel Processing System (PEPL). Updates the personnel areas of the database. All documents successfully processed are released to PEPL, which updates the PPS database. PEPL also produces a log of all transactions applied to the database as well as statistics and management reports.

T&A On-line Suspense Correction and Document Addition System (TSUS). A correction system used by NFC personnel to correct time and attendance (T&A) reports that failed the TIME edits.

T&A Validation System (TIME). An edit system for time and attendance data transmitted for processing. The errors are corrected by NFC personnel through TSUS.

Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle consists of:

- The entry and transmission of payroll/personnel data by the agency
- The processing of this data by NFC through the PPS

For more information, see:

Entry And Release Of Data By The Agency
Processing Of Data By NFC

Entry And Release Of Data By The Agency

During each 2-week pay period, agencies enter payroll and personnel transactions using a variety of entry systems:

- Payroll and personnel transactions may be entered through EPIC or the agency's front-end system (FESI) that interfaces with the PPS. Selected payroll documents are entered through Employee Express (EEX) and Employee Self Service (ESS).

- Position data is entered through PMSO, or a FES.
- Time and attendance (T&A) data is entered in NFC's time and attendance remote entry system or an agency's time and attendance FES.

Transactions may be entered and transmitted at any time; however, to be applied in the processing pay period, the transactions must be entered and transmitted before the **last** PAYE pass. All errors resulting from edits must be corrected before transactions are released and transmitted for further processing.

Warning: Waiting until the end of the processing cycle to transmit data increases the chance of the transactions rejecting in PINE and not applying to the database, which could result in inaccurate or late salary payments.

Transactions should be released when entered unless there is a need to place the transaction in a hold or incomplete status. For example, an accession action should not be released without the associated payroll documents (e.g., DD/EFT or check mailing address, applicable tax documents, time and attendance data, etc.).

Prior and future payroll and personnel transactions can be released when entered regardless of the effective pay period. The PPS automatically processes prior actions in the processing pay period and sends future actions to the future file.

Processing Of Data By NFC

As transactions are transmitted, NFC processes them through its internal systems PINE, TIME, PAYE, and BEAR. The table below shows when these systems run during the processing cycle.

Pay Period	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
XX/Week 1		PINE 1	PINE 2	PINE 3	PINE 4	PINE 5	
YY/Week 2		PINE 6 TIME	PINE 7 TIME	PINE 8 TIME	PINE 9 TIME/PAYE	PINE 10 TIME/PAYE	PINE 11 TIME/PAYE
YY/Week 3	BEAR						

Note: PAYE runs on Thursday and Friday **or** Saturday, depending on the number of suspended transactions and/or the number of unpaid employees.

PINE Processing

The processing cycle begins with the editing of payroll documents and personnel actions in PINE, where the data transmitted is compared to the employee's database record. Data transmissions pass through PINE daily during the first 2 weeks (except Saturdays and Sundays) of the processing cycle. This schedule allows agencies ample time for correcting transactions so the data can apply to the database.

Transactions that fail PINE edits are placed in suspense and must be corrected by the agency in EPIC or the agency's front-end system. Every attempt should be made to correct all errors with each PINE pass to ensure the employee receives his/her salary timely.

The following sources are used to correct PINE errors:

- **PINE Edit Messages procedure** (Title I, Chapter 10, Section 2). This procedure lists all the PINE errors by document type with a description of each error and other helpful information for correcting suspense.
- **Suspense reports**. These reports are available through EPIC. The suspense reports provide the actual errors that are preventing the document from applying to the database as well as other suspense-related information. Agencies that user their own front-end system must run their own reports. EPIC suspense reports are produced for EPIC users only.

After all errors have been corrected, personnel and payroll transactions are reedited and, based on the effective pay period, either apply to the database or the future file.

TIME Processing

On the Friday of the close of the pay period (week 1), agencies should begin T&A transmission, completing all transmissions by the following Tuesday (week 2) unless instructed otherwise by NFC. T&A data is edited in TIME through the Saturday, which ends the pay period processing of transactions before applying to the PPS database. Like PINE, TIME edits data before it applies to the database comparing the employee's database record to the data transmitted.

T&A's that fail the TIME edits are corrected by NFC during this timeframe. TIME edit messages are published under Title I, Chapter 7, Section 6. Each edit message is provided with the error and the NFC action taken to release the error. Transactions released from TIME are sent to PAYE for calculation.

PAYE Processing

On the first Thursday and Friday or Saturday after the pay period (week 2), PAYE produces net salary data for disbursement and transmission to the Department of the Treasury. PAYE also produces the data for disbursement of Thrift Savings Plan (TSP) garnishments, Federal Employees Health Benefits (FEHB), retirement, taxes, etc. This data is submitted biweekly. Customers can access IRIS to confirm that the data processed correctly and applied to the database.

BEAR Processing

On the Sunday of week 3, BEAR generates output and notification to agencies based on the data processed during the pay period.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance.

The agency:

- Enters, transmits, and corrects transactions.

- Communicates with timekeepers and other applicable staff when processing transactions that affect time and attendance, positions, etc.
- Uses NFC procedures and online help as needed to assist in entering and correcting transactions.

The National Finance Center:

- Provides adequate security to prevent access from unauthorized personnel.
- Accepts payroll and personnel transactions from agencies for processing in the PPS.
- Provides agencies with the capability to view and modify payroll and personnel transactions that have been transmitted.
- Maintains suspense transactions in the database until they have been corrected or deleted.
- Applies all successfully processed transactions to the PPS database.
- Provides a tutorial and help screen text to assist users in operating the system, entering data, and correcting suspense.
- Provides reporting capabilities either on demand or automatically.
- Develops regularly scheduled back-ups and recovery procedures.
- Provides documentation of the system.

Access, Security, And Installation

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

Requesting Access To EPIC
Database Security
Installation

Requesting Access To EPIC

To access EPIC, you must have:

- A PC with a secured telecommunications link to NFC
- Authorized security clearance

For information about connecting and disconnecting from your telecommunications network, see instructions for your specific network.

Users must request access through their agency's security officer. The request should provide the following information:

- User name
- User social security number
- User ID
- Agency name
- User access request level (payroll; personnel)
- Telephone number
- Application name (EPIC and EPIC History Correction)

The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Database Security

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use EPIC. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.).*

Validation Process. To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during a logon to EPIC.

1. CA TOP SECRET validates the user ID, password, and access authorization to EPIC.
2. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into EPIC.
3. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the access or identification (ACID) name) in order to proceed.
4. The user is allowed to execute the EPIC program which will perform his/her assigned function as long as his/her security access for the program match.
5. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

6. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

   SAC: E1XXAABBBBCC Where XX=Department, AA=Servicing agency, BBBB=Personnel Office Identifier (POI), CC=Agency serviced.

The SAC entry in the user's TOP SECRET profiles is read to determine if the access should be allowed.

Note: Steps 3 through 6 are transparent to the user.

Installation

Instructions for installing EPIC are provided with the software. Be sure to read the hardware and software requirements to ensure you have the proper equipment and adequate disk space for successful installation.

If you encounter problems after installation, see the NFC Support Center technical guides on the NFC Website for troubleshooting tips and/or contact your Information Technology office.

Reports Of EPIC Data

EPIC data is available through reports generated in EPIC and system-generated recurring reports. For information about the methods for obtaining reports, see:

Reports Through EPIC

System-Generated Recurring Reports

Reports Through EPIC

EPIC includes an option for requesting statistical and suspense reports that can be printed at agency locations. For information about EPIC reporting, see **Requesting EPIC Reports**. This is for use only by agencies using EPIC, not agencies using their own entry system.

System-Generated Recurring Reports

The PPS generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. For exhibits of the reports, see the Payroll/Personnel Output procedure (Title I, Chapter 20, Section 5). The reports are sent to printers/locations identified in the Dispatch System.

Getting Started In EPIC

This section presents the following topics:

Learning About EPIC
Starting EPIC
Changing Your Password
The EPIC Navigation Window
Exiting EPIC
Using Online Help
EPIC Operating Features
Processing Functions

Learning About EPIC

To use EPIC, you must have some knowledge of Microsoft Windows. Use your Windows user guide or Windows online help for help with the Windows environment.

For help with the EPIC application, consult this procedure and/or one of the following online sources:

Online Tutorial
Online Help

Online Tutorial

An online tutorial is included with EPIC to help you to learn how to use the application. The tutorial walks you through EPIC's functions and navigating features, including how to use tool buttons, command buttons, special function keys, and directional keys.

Through hands-on examples, you will learn how to:

- Enter a transaction for one or more employees
- Change, delete, and reactivate transactions
- Complete the entry of a payroll or personnel transaction
- Generate reports
- View EPIC transactions

The tutorial can be run directly from CD–ROM, or installed to individual PCs or a shared LAN drive. Both installation methods create icons on the Start Programs menu under a specified folder. To access the tutorial, at your Windows desktop, click the icon or select ***Start > Programs > National Finance Center > EPIC Tutorial***

Online Help

The online help feature is available as a reference tool when you are processing data in EPIC. To use online help, select ***Help*** from the menu bar at any window or place the cursor in a field and press **[F1]**. For more information, see **Using Online Help**.

Starting EPIC

To start EPIC, at your Windows desktop:

1. Select ***Start*** > ***Programs*** > ***National Finance Center*** > ***NFC Logon***. The NFC logon banner (**Figure 1:1**) is displayed.

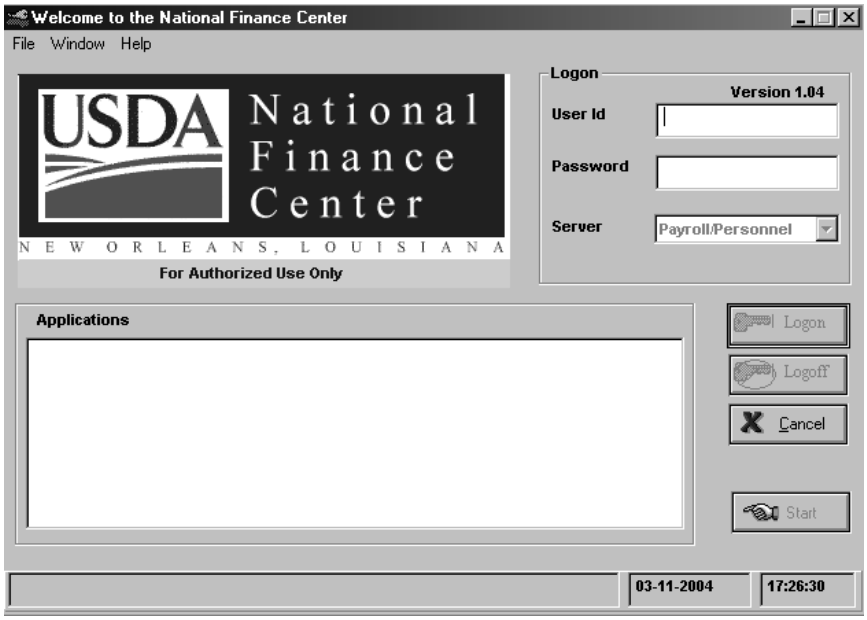

Figure 1:1. NFC logon banner

2. Complete the fields in the Logon box as indicated under **NFC Logon Banner Field Instructions**.

3. After completing the fields, click **[Logon]**. A list of payroll/personnel applications is displayed.

   The Password Check pop-up (**Figure 1:2**) appears when your password is near expiration. Click **[OK]** to close the pop-up. As needed, change your password using the instructions under **Changing Your Password**.

Figure 1:2. Password Check pop-up

4. Select ***EPIC (Entry, Processing, Inquiry, and Correction System)*** and click **[Start]**. The EPIC Navigation window (**Figure 1:4**) is displayed.

   Note: If the current version is not installed, a message appears indicating that access is denied and the current version must be installed. You cannot access the application with the prior version software.

Changing Your Password

You may change your password at any time but not more than once a day.

To change your password:

1. At the NFC Logon banner (**Figure 1:1**), select ***File > Change Password***. The Change Password pop-up (**Figure 1:3**) appears.

Figure 1:3. Change Password pop-up

2. Complete the fields on the Change Password pop-up (**Figure 1:3**) as indicated under **Change Password Pop-up Field Instructions**.

3. After completing the fields, click **[OK]** to save the change and exit the pop-up.

EPIC Navigation Window

After you start EPIC, the EPIC Navigation window (**Figure 1:4**) is displayed with a list of all transactions associated with your user-ID.

Note: If you need to perform a specific search (e.g., all new documents, all deleted documents, etc.), use the Search pop-up.

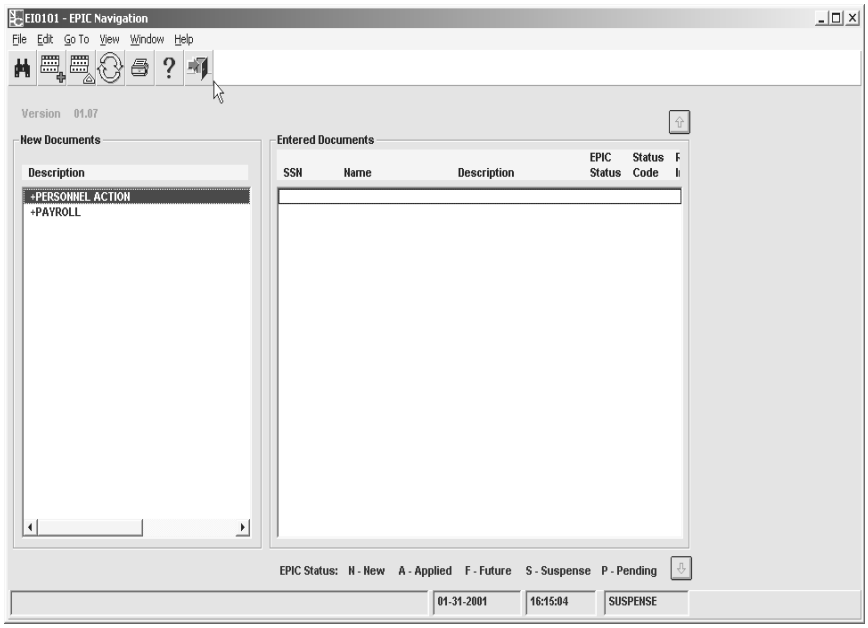

Figure 1:4. EPIC Navigation window

The Entered Documents list is updated after:

- A new document is successfully added. It appears on the list after you select ***View > Refresh Entered Documents*** on the EPIC Navigation menu.
- A pending document remains on the list for 30 days. The document is automatically deleted.
- PINE processes. All documents coded released that failed the PINE edits are suspended. Those documents that cleared PINE are coded as applied.
- A document is rolled back. The status changes from applied to new.
- BEAR processes. All applied and deleted documents are deleted from the list.

The menu bar on the EPIC Navigation window displays the following options:

- ***File***. Used to access a different database (NFC only), request reports, print, and exit EPIC.
- ***Edit***. Used to add or update a personnel action or payroll document and rollback documents in EPIC.
- ***Go To***. Used to go to the History Correction Navigation window.
- ***View***. Used to:
  - Search for existing transactions
  - Refresh to the last-entered transaction(s) on the EPIC Navigation window, Entered Document list.

- ***Window***. Used to arrange the display of windows. For more information about this option, see your Windows user's guide.
- ***Help***. Provides online help for using the system. For more information, see **Using Online Help**.

The above options appear on the menu bar in most EPIC windows. For more information about the menu bar, see the **EPIC Menu Bar**.

Exiting EPIC

To exit EPIC:

1. At any EPIC menu bar, select ***File > Close*** to return to the EPIC Navigation window.
2. Click **[X]** on the EPIC Navigation window (**Figure 1:4**) to return to your Windows desktop.
3. To disconnect from NFC, click the NFC Logon banner button on your task bar to display the NFC Logon banner (**Figure 1:1**) and click **[Logoff]**.

Using Online Help

When you need help with processing EPIC data, click ***Help*** at any EPIC menu bar. A drop-down menu is displayed with the following options:

- ***Help For This Window***. Provides instructions for the current window.
- ***Help Contents***. Provides complete online documentation for EPIC.
- ***Help For Help***. Provides instructions for using online help.

Note: When you select ***Help Contents***, the EPIC Help window (**Figure1:5**) is displayed.

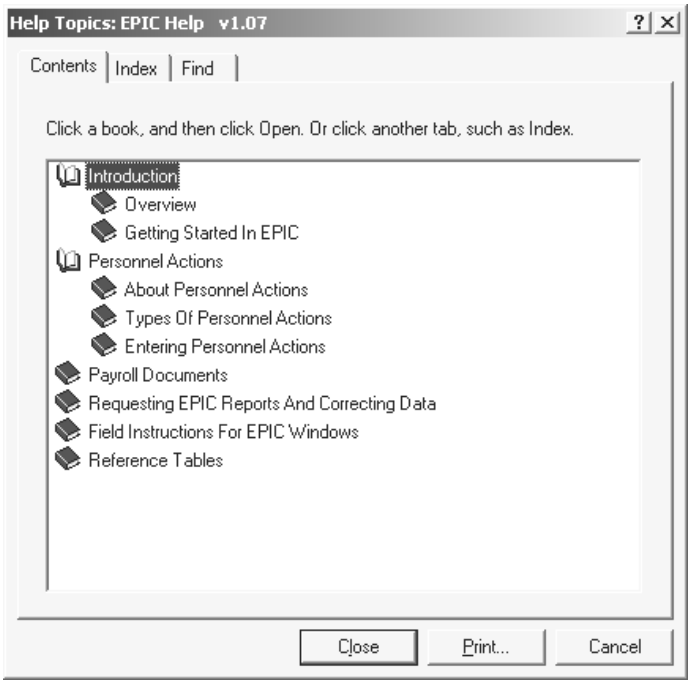

Figure 1:5. EPIC Help

This window provides three methods for locating information:

- ***Contents***. Displays the table of contents for online documentation.
- ***Index***. Provides an index of key words.
- ***Find***. Provides word search capability.

For instructions on using these features, select ***Help > Help For Help*** at the menu bar.

For help with a field at any EPIC window, press **[F1]**.

EPIC Operating Features

EPIC operates in a Windows environment, providing mouse-driven, point-and-click functionality; command buttons; and other windows features. Use your Windows user guide or Windows online help for information about basic Windows features. For descriptions of operating features that are specific to EPIC, see:

EPIC Menu Bar
EPIC Toolbar
EPIC Pop-up Command Buttons
EPIC Functional/Directional Keys

EPIC Menu Bar

The menu bar appears below the title bar on all EPIC windows except pop-ups. Each option on the menu bar displays other options for viewing and/or processing transactions. Options may vary depending on the window. For more information, see **EPIC Navigation Window**.

EPIC Toolbar

The toolbar includes buttons to initiate activities. Each tool button displays an icon that depicts its processing function. In most cases, the tool button can be used in lieu of the menu bar. The toolbar includes the following tool buttons used throughout EPIC. Those that are unique to the particular transaction are discussed where they apply.

Tool Buttons For Multiple Or Specific EPIC Windows

Button	Description
	Used to enter the same transaction for a different social security number.
	Used to create a new transaction.
	Used to update a transaction or data.
	Used to delete a transaction or data.
	Used to perform a search.
	Used to refresh to display the last entered transaction(s).
	Used to save a document or data.
	Used to print a window.
	Used to display a list of EPIC front-end errors.
	Used to enter notes pertaining to the transaction.
	Used to scroll to the previous record or to scroll up a list.
	Used to scroll to the next record or to scroll down a list.
	Used to display help about the window.
	Used to exit a window.

Tool Buttons For Personnel Actions

Button	Description
Award	Used to display the Award Data pop-up of a personnel action which includes all data required to process various awards.
Bonus	Used to display the Bonus pop-up of a personnel action which includes all data required to process various bonuses.
Employee	Used to display the Employee Data window of a personnel action which includes employee data such as gender, date of birth, education, etc.

Tool Buttons For Personnel Actions

Button	Description
Position	Used to display the Position Data window of a personnel action which includes the employee's master record, individual position number, and other position-related data.
Salary	Used to display the Salary Data window of a personnel action which includes quarters deductions, appointment limitation totals and balances, retained grade data, and rates for cooperative type employees.
Benefits	Used to display the Benefits window of a personnel action which includes Federal Employees Group Life Insurance (FEGLI), FEHB, TSP, and other benefit-related data.
Misc	Used to display the Miscellaneous window of a personnel action which includes data elements such as probationary period, supervisory/managerial, career tenure start dates, service computation dates for leave and RIF, leave data, etc.
Remark	Used to display the Remark window of a personnel action to enter remarks codes.
	Used to scroll to the previous set/window of a personnel action.
	Used to scroll to the next set/window of a personnel action.
	Used to enter the same transaction for a different social security number.
	Used to display the Edit Error Listing pop-up.
	Used to refresh the Remark Code field.
	Used to copy PMSO data.
	Used to update position data.

Tool Buttons For Payroll Documents

Tool Button	Tool Button Description	Document	Purpose
	Family Member	Health Benefit	Enter family members data
Remark	Remark	Health Benefits	Enter remarks applicable to the transaction
	Owner	Savings Bond	Enter owner information
	Coowner	Savings Bond	Enter coowner information

Tool Buttons For Payroll Documents

	Accounting Data	Lump Sum Payments	Enter accounting data.
	Edit Error Listing pop-up	All	Used to display the Edit Error Listing pop-up.

EPIC Pop-Up Command Buttons

EPIC pop-ups do not have a menu bar or tool bar. However, they do have command buttons that usually carry out an action described in the button's name. The following command buttons are used throughout EPIC.

EPIC Command Buttons

Button	Description
Yes	Used to close the window and save the data.
No	Used to close the window without saving the data.
X Cancel	Used to cancel an exit from an active window and save the entries at the active window or close a window where no entries were made.
? Help	Used to display help text.
OK	Used to advance to the next window.
Close	Used to close the error pop-up listing.
Save	Used to save entered data.

EPIC Functional/Directional Keys

Your keyboard includes the following function keys that can be used in EPIC.

Key	Description
Enter	Used to accept/process data.
Delete	Used to delete data.
Tab	Used to move to the next field.
Space Bar	Used to create a space or tab to the next field.
→	Used to move to the next character within a field.
←	Used to move the previous character within a field.
F1	Used to display help.
F3	Used to close a window.
F7	Used to scroll backward.
F8	Used to scroll forward.

Processing Functions

During processing, EPIC users can search for, modify, delete, and activate transactions. Users also employ transaction status codes to indicate the transaction's processing status. For instructions on these functions, see:

Saving Data
Using Transaction Status Codes
Searching For/Viewing EPIC Transactions
Modifying EPIC Transactions
Deleting EPIC Transactions
Activating EPIC Transactions
Refreshing A Window For Another Entry

Saving Data

EPIC includes a Save Changes pop-up(**Figure 1:6**) which displays when ***File*** > ***Close*** is selected.

Figure 1:6. Save Changes pop-up

To use the Save Changes pop-up:

1. On the applicable EPIC window/pop-up click . The Save Changes pop-up (**Exhibit 1:6**) appears.
2. On the Save Changes pop-up (**Exhibit 1:6**), click **[Yes]** to save the changes.

   OR

   Click **[No]** to exit the Save Changes pop-up (**Exhibit 1:6**) and not save the changes.

   OR

   Click **[Cancel]** to return to the previous window/pop-up.

Using Transaction Status Codes

The status of a transaction is identified by a status code and generated by PINE and the EPIC status. For a list of status codes, see **Status Codes**.

Status Codes

The status code indicates if the transaction is:

- Held until released by the agency.
- Released for PINE processing.
- Placed in suspense when failed edits.
- Released to the future file.
- Deleted from the system.
- Applied to the database.

Certain status codes are entered by the user when the transaction is initially entered; others are entered or system generated when the transaction fails PINE edits. The status code appears on the EPIC Navigation window (**Exhibit 1:4**) and on each personnel action and payroll document window.

New documents can be modified or released in the **hold**, **waiting remarks**, **incomplete**, or **released** status. Suspense documents can be modified in a **9** status. Applied transactions can be viewed but cannot be changed.

EPIC Status

An EPIC status code indicates the status of a personnel action or payroll document after it has been entered for processing. The EPIC status appears in the bottom right corner of the status bar of each personnel action and payroll document, on the EPIC Navigation window (**Exhibit 1:4**), and the Search pop-up (**Exhibit 1:7**).

The table below depicts the EPIC Status with the compatible PINE Status Codes as they appear on the EPIC Navigation window (**Exhibit 1:4**). See **Status Codes** for definitions of the status codes.

Searching For/Viewing EPIC Transactions

The search function allows you to locate transactions that were entered for processing in the PPS, regardless of the entry system. These transactions are listed on the EPIC Navigation window (**Exhibit 1:4**). You may scroll through the list or use the Search pop-up (**Exhibit 1:7**) to narrow the search.

To search for a transaction:

1. Select ***View > Search*** at the EPIC Navigation window (**Figure 1:4**). The Search pop-up (**Figure 1:7**) appears.

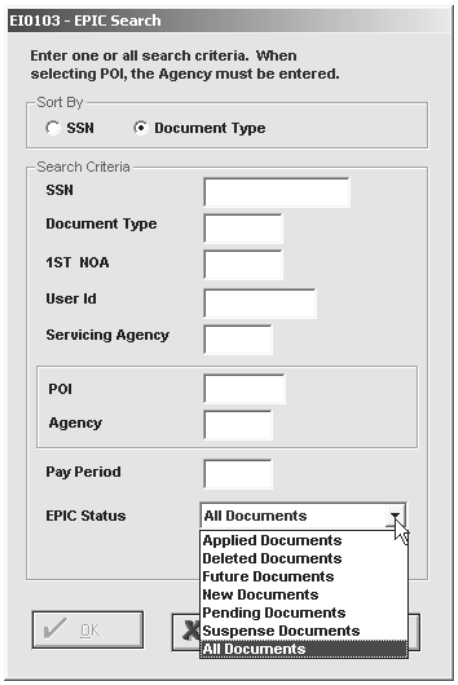

Figure 1:7. Search pop-up

2. Complete the Search Criteria fields as indicated under **Search Pop-up Field Instructions**. You must complete at least one field; completing more fields narrows the search.

   If you are searching for multiple transactions and want them sorted by document type, click ***Document Type***. If you want them sorted by SSN, leave ***SSN*** selected.

3. After completing the applicable fields, click **[OK]**. The EPIC Navigation window appears with a list of transactions based on the selection criteria.

   The EPIC Navigation window (**Figure 1:4**) is used to view all payroll and personnel transactions entered for processing in the PPS. The Orig System column identifies the entry system.

To view transaction details:

1. At the EPIC Navigation window (**Figure 1:4**), double-click the transaction listing to display the detail window. (See the example in (**Figure 1:8**)

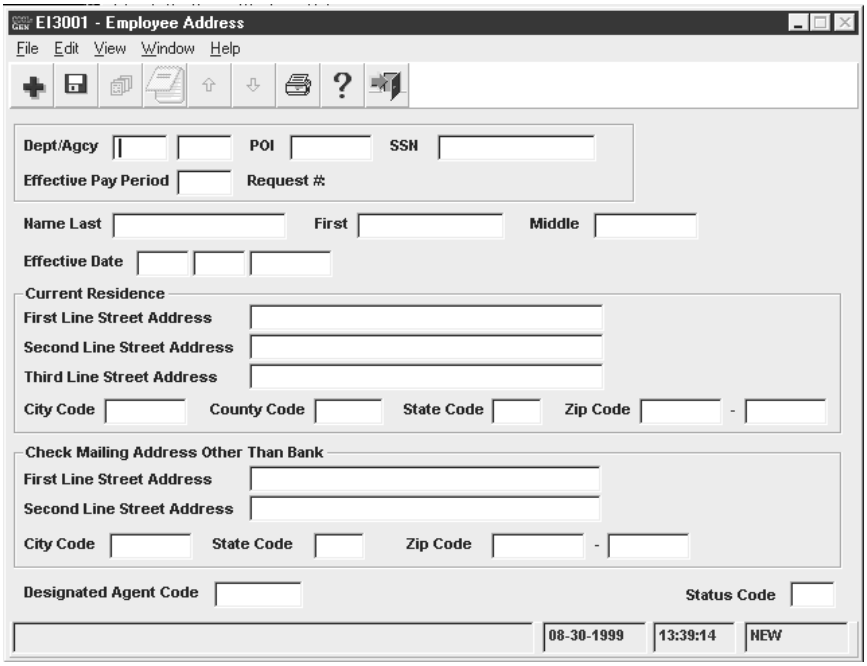

Figure 1:8. Detail Window *(Sample of Employee Address)*

2. After viewing the data:
   - To display the previous document, click ↑.
   - To display the next document, click ↓.
   - To close the window and return to the EPIC Navigation window, select ***File > Close***.
   - To change the search criteria, at the EPIC Navigation window, select ***View > Search***.

Modifying EPIC Transactions

During the processing cycle, you can modify a transaction in EPIC at any point prior to the transaction applying to the database.

Caution: If the status code is **X,** Applied, see **Rollback Action Types** for instructions.

To modify a personnel action or payroll document:

1. At the EPIC Navigation window, select ***View > Search*** to display the Search pop-up (**Exhibit 1:7**). Complete the fields as indicated under **Search Pop-up Field Instructions**.
2. Double click to select the personnel action to be updated from the list of personnel and payroll transactions.
3. At the transaction detail window, modify the data.
4. Click **[Save]**.
5. Click **[Close]** to save the changes and exit the window.

   Note: When an EPIC transaction is modified, deleted, or activated, a message is displayed on the status bar indicating the action was successful.

After the processing cycle is completed:

- To modify an original personnel action, enter an official correction or cancellation action in EPIC History Corrections.
- To modify a payroll document, enter a corrected payroll document in EPIC.

Deleting EPIC Transactions

During the processing cycle, a personnel action or payroll document can be deleted depending on the status of the transaction. The processor may delete all transactions except those that are in pending status waiting to apply to the database (EPIC Status code **P**). If an action has applied, the action must be rolled back before it can be deleted.

To delete a personnel action or payroll document:

1. At the EPIC Navigation window, select ***View > Search*** to display the Search pop-up (**Exhibit 1:7**). Complete the fields as indicated under **Search Pop-up Field Instructions**.
2. Select the personnel action or payroll document to be deleted from the list.
3. At the transaction window, click ***Edit > Delete***. The status code changes to **4** (delete) and the data in the fields change to light gray.
4. Click ***File > Close*** to save the delete and exit the window.

To confirm the deletion:

1. At the EPIC Navigation window (**Figure 1:4**), select ***View > Search***. The Search pop-up (**Exhibit 1:7**) appears.
2. Complete the fields as indicated under **Search Pop-up Field Instructions**.
   - Enter the SSN and/or document type for the document that was deleted.

- At the EPIC Status field, select Deleted Documents.

3. Click **[OK]**. The deleted document(s) appears in the document list box.

After the processing cycle is completed:

- To delete an original personnel action, enter a correction or cancellation action. For more information on deleting a personnel action after the processing cycle is completed, see **Rollback Applied Documents And Correcting History Data**.
- A payroll document cannot be deleted. To change payroll data, enter a new payroll document in EPIC to replace the original document.

Activating EPIC Transactions

A payroll or personnel transaction that was deleted or a transaction that is in the future file can be activated/restored for modification during the processing pay period.

To activate a transaction:

1. At the EPIC Navigation window (**Figure 1:4**), select ***View*** > ***Search*** from the menu bar. The Search pop-up (**Figure 1:7**) is displayed.
2. Complete the applicable fields (see instructions under **Searching For/Viewing EPIC Transactions**) and click **[OK]**.
3. Select the transaction to be activated. The window for the selection is displayed.
4. Click ***Edit*** > ***Activate***. The gray fields are converted to black and are accessible for entry. A message is displayed on the message line indicating the transaction is activated. If necessary, modify the transaction before going to the next step.
5. Click ***File*** > ***Close*** and exit the window.

To verify the activation:

1. Return to the Search pop-up (**Figure 1:7**) and select ***New Documents*** at the EPIC Status field.
2. Complete the applicable fields using the instructions under **Searching For/Viewing EPIC Transactions**, entering the SSN and/or document type for the transaction that was activated. Click **[OK]**. The EPIC Navigation window is displayed with the restored transaction on the list.

Refreshing A Window For Another Entry

After successfully entering a transaction, you may enter the same transaction for another employee.

To enter the same type personnel action for another employee:

1. Select ***File*** > ***Save*** at the applicable Personnel Action window. A message displays indicating the action was successfully added.

2. Select ***File > New > Current Action*** . The applicable fields are refreshed for the next entry. The 1st NOA field retains the NOAC.

To enter the same payroll document for another employee:

1. Select ***File > New*** at the payroll document menu bar. The key data is retained and all other entries are refreshed.

2. Type the applicable data for the employee.

To enter another personnel action or payroll document for the same or another employee:

1. Select ***File > Save*** at the document window. A message displays indicating the document was successfully added.

2. Select ***File > Close***. You are returned to the EPIC Navigation window.

After a document has processed, you may confirm that it successfully applied to the database by viewing the applied documents. Use the Search pop-up (**Figure 1:7**) to select documents that applied in the processing pay period. You may also view applied documents in the various Reporting Center or IRIS programs.

PART 2.

Personnel Actions

This section presents the following topics:

About Personnel Actions
Types Of Personnel Actions
Entering Personnel Actions

About Personnel Actions

This section presents the following topics:

Nature Of Action Codes
Official And Unofficial Personnel Actions
Effective Date Of Personnel Actions
Using IRIS To Research Personnel Actions
Processing Tips For Personnel Actions
About Agency-Entered Personnel Actions
About System-Generated Personnel Actions
Entry Guidelines For Personnel Actions

Nature Of Action Codes

OPM uses nature of action codes (NOAC) to identify the different types of personnel actions. NOACs in the 9XX series facilitate certain payroll/personnel processes and agency unique requirements. All NOAC's are listed in TMGT Table 061, NOAC.

Personnel processing manuals provide guidance for preparing personnel actions. This procedure does not include the requirements and instructions for processing individual personnel actions. Therefore, it does not include instructions for each NOAC. It does, however, include special processing instructions for certain personnel actions and unique processes that may occur due to the PPS design.

Official And Unofficial Personnel Actions

Personnel actions are entered in EPIC to establish and update an employee's database record. After the record is established by processing an accession action or conversion to USDA's PPS, it is updated as other personnel actions are processed.

Personnel actions may be official or unofficial. An **official action** is an OPM required personnel action. Guidelines for processing all personnel actions are provided in OPM's Guide To Processing Personnel Actions. An **unofficial action** is a personnel action that updates a non-CPDF element in the employee's database record and is not reported to OPM.

Effective Date Of Personnel Actions

The effective date of a personnel action determines the pay period the action will be processed. If the effective date is prior or equal to the processing pay period number, the action is processed in the current processing pay period. (See Correcting History Data for instructions on processing late actions.) If the effective date is after the processing pay period inclusive dates (i.e., a future pay period), the action is edited, corrected if necessary, then released to the future file until the effective pay period's processing.

Note: The system does not automatically make adjustments in salary payments when the 002 correction process is used to correct the effective date. It is recommended that the cancellation process be used and the document reentered with the correct effective date.

The system automatically compensates or collects from the employee's salary for personnel actions that are effective within the last 26 pay periods, as appropriate. Any personnel action after this timeframe must be entered in EPIC History Correction in addition to processing an SPPS document for the adjustment.

When a retroactive personnel action is processed that affects an employee's salary (e.g., promotion, change to lower grade, within-grade increase), the salary is recomputed and the system compensates or collects, in accordance with the Debt Collection Act, in the pay period the retroactive action is processed. The system also automatically adjusts the employee's pay record when a retroactive personnel action affects allowances and deductions (retirement coverage, cost of living allowance, post differential, quarters deduction rate, relocation/recruitment bonuses, etc.) or salary.

Using IRIS To Research Personnel Actions

IRIS contains data from personnel action processing and can be used to research actions before and after they are processed.

IRIS Programs IR122, SF−50B Data Elements; IR123 Personnel Supplements; and IR125, Personnel Actions Summary, display current personnel action data that have been processed. IRIS Programs IR522, SF−50B Data Elements, IR523, Personnel Supplements, and IR525, Personnel Actions Summary, are the history counterparts of the IRIS current data programs.

Processing Tips For Personnel Actions

Review this checklist before entering a personnel action.

1. **Establish the position.** Check the status of the position. Enter the data in PMSO for new positions and ensure that new and existing positions are vacant, active, and all information is current. For position-related instructions, see the Position Management System procedure, Title I, Chapter 3.

2. **Determine if the employee should be paid in the automated system.** Certain employees must be paid manually due to the type of appointment or other conditions. These employees are paid manually every pay period; however, their records exist on the PPS database for reporting purposes. The special employee code on the personnel action identifies manually paid employees and prevents payment in the automated system in the event the time and attendance data is inadvertently entered in the system for processing. For more information on manual processes, see Title I, Chapter 11, Nonautomated Processing.

3. **Enter the required/optional payroll transactions, as applicable.** The following payroll transactions are the minimum required when processing personnel actions.

   - **Residence address** (required). The Earnings and Leave Statement and Personal Benefits Statement are mailed to the residence address.

- **Direct Deposit/Electronic Funds Transfer (DD/EFT)**. Used for salary deposits and voluntary allotment deposits in an employee's checking or savings account.
- **Federal/local tax**. The system withholds the maximum amount if this data is not entered. Further, local taxes are based on the duty station unless the duty station taxing entity has been waived.
- **Health/life insurance.** Health and life insurance eligibility codes are entered on the personnel action; however, the health insurance and non-Federal life insurance coverage types must be processed to begin premium withholdings or to waive election.
- **Thrift Savings Plan.** TSP is an optional tax-deferred investment for Federal employees. The TSP Status Code is required on all accession actions. This code indicates the employee's eligibility and participation. The TSP election form must be processed to begin contributions.
- **Charitable contributions.** Voluntary charitable contributions through payroll deductions to the Combined Federal Campaign (CFC) organizations are initiated by processing the CFC form. The uncollected balance of an employee's pledge through payroll deductions can be continued when an employee transfers from one department to another by processing a voluntary charitable contribution transaction.
- **Union/association membership dues.** Union/association dues are collected each pay period through payroll deductions. TMGT Table 010, Union and Association Code Address, lists the valid unions/associations in the PPS. If the organization is not listed in TMGT, refer to the TMGT procedure for instructions. The position record must include the bargaining unit status code.
- **U. S. savings bonds**. The PPS facilitates up to nine bond authorizations and up to nine co-owners/beneficiaries.
- **Transfer leave balances.** The system begins annual and sick leave accruals based on employee eligibility and information entered in the leave related fields on the accession action. Leave balances from prior service, as applicable, should be transferred to prevent leave discrepancies.
- **Debt collection.** Any outstanding debts collected through salary offset from the previous employer can continue without interruption by entering the transaction in DOTSE. For child support and alimony payments, see the child support and alimony document in EPIC. For employee indebtedness, see Chapter 11, Nonautomated Processing.
- **Transfer-In.** Re-enter payroll documents in effect when an employee separates and is rehired by different departments serviced by NFC (e.g., transfer from USDA to DOJ).

Other payroll-related transactions (e.g., education and professional certification documents, alimony deductions, etc.) may also need to be processed.

To enter payroll documents, at the EPIC menu, select:

***File* > *New Payroll Documents* >** *[applicable document]*

4. **Enter year-to-date (YTD) totals.** YTD cumulative totals, counters, and certain processing indicators should be transferred to the PPS for new employees with prior

Federal service to assure balances, calculations, etc., are current and accurate. To enter this data, select ***File > New Payroll Documents > Master File Change***.

5. **Ensure time and attendance is reported.** The timekeeper should transmit the time and attendance (T&A) data for the effective pay period of the accession. The effective dates for both the T&A report and the accession must be the same to prevent the T&A report from rejecting in the system.

6. **Verify the data on the database.** Access the applicable IRIS program to ensure the action being processed is not currently on the database. Also, if a specific field is being changed, verify the data on the database and on the action are not the same.

About Agency-Entered Personnel Actions

Agency human resource offices enter personnel actions for processing in the PPS to establish and update employees database records. Most manually paid employees personnel actions are entered in the system to record their personnel record in the database. All personnel actions listed on the New Personnel Action menu are used for entry of agency-entered personnel actions.

The PPS automatically processes certain personnel actions in lieu of agencies entering the data (e.g., within-grade increase). Occasionally, agencies send NFC a file for processing personnel (and payroll) data in the PPS (e.g., conversion file for new customers). Though these types of actions are automatically processed, they also appear on the New Personnel Action menu in EPIC for agency entry, as needed.

About System-Generated Personnel Actions

Personnel actions are processed each pay period from actions entered and transmitted by agencies. Other personnel actions are system generated and require little or no action by the agency. This section describes the general processing of system-generated actions and certain unique personnel action processes.

The PPS generates the following official actions. Agencies are not required to enter these actions, except for a few special category employees.

- **Federal Pay Increase/Locality-Based Comparability Payment.** For information on the pay adjustment for the Federal pay increase and locality pay, see **Federal Pay Increase And Locality Pay**.
- **Federal Wage System Area Increase.** For information on the Federal Wage System (FWS) area increase, see **Federal Wage System Area Increase**.
- **Conversion To Career Tenure.** For information on career tenure, see **Conversion To Career Tenure**.
- **Service Computation Date Adjustments.** For more information see **Change In SCD (Service Computation Date)**.

For more information on system generated actions, see:

System-Generated Change In PMSO

System-Generated Mass Actions

System-Generated Change In PMSO

The PPS generates a Change In Non-CDPF Data Element (NOAC 903) personnel action when the position sensitivity code or official title code changes in PMSO. If a personnel action is being processed in the pay period of the change, the system will not generate the Change in PMSO Element personnel action.

System-Generated Mass Actions

Mass changes for 50 or more employees can be system generated with a special request from an agency and may result in a reimbursable agreement. The mass action request must be based upon a singular item such as all employees in a specific occupational series code, duty station, organizational structure, etc. NFC will not process any mass action requests that are based strictly on selected social security numbers, names, etc.

The system-generated mass change process is as follows:

- Agency submits the request to USDA, OCFO, NFC, ASD.
- The agency provides any special requirements needed to process the mass change and the following data for the personnel action:
  - Nature of action code
  - Authority code and authority code description
  - Effective date
  - Authentication date
  - Selected criteria being changed
- The agency updates the employees' Master Record or Individual Position in PMSO, if applicable **before** the mass action is processed.
- NFC updates PMSO (as applicable) and generates the personnel actions in the first pass of PINE for the effective processing pay period.

Entry Guidelines For Personnel Actions

You must enter the four-digit year.

In general, the pay plan, grade, and step must be compatible as shown below.

Pay Plan	Grade	Step
AD	00	00
AD (Agency AR)	01–10	01–28
AD (Agency AQ)	01	01–99
	02, 03, 04	00–99
	05	01–32
AD (Agency 63)	60–80	00–10
E (space)	01–05	00
ES (Agency 97)	00	01–08
ES, VE	00	01–06
EX, IE	02–05	00
FC	01–12	01–10
	13	01–07
	14	01–06
FE	01	06
	02	04–05
	03	01–03
FP	01–09	01–14
	10–14	01–05
FS, FO	01–09	01–14
GH, GM, VH	13–15	00
GG, GS, GT, GW, IS, LG, NF, VG	01–15	01–10
	16	01–09
	17	01–05
	18	01
IJ	00	00–04
SP	01 – 04; 06, 08, 10, 12, 14, 16	01–16
TG	01–30	01–04
ZP	07–10	01–05

Note: If the special employment programs code is **V8**, Americorps Volunteer, the pay plan field is **AD**, and the grade is **00**, the step can be **00,03**, or **04**.

Types Of Personnel Actions

This section presents the following topics:

Accession Actions
Awards
Benefits
Bonuses And Incentives
Changes
Conversions
Extensions
Nonpay/Nonduty
Pay
Position Changes
Return To Duty
Separations
Within-Grade Increase

Accession Actions

An accession action establishes an employee's database record in the PPS. For PPS purposes, an accession can be a new hire to a department or a department converting to USDA's PPS from another payroll/personnel system. When a department converts to USDA's PPS, NOAC 900, Conversion to USDA, establishes an employee's database record in the PPS. The 900 NOAC is listed under Conversions on the List of Personnel Actions menu.

All associated documentation must be processed before an employee's database record is established. After the record is established, it is updated as other personnel actions are processed.

Payroll documents are processed to establish and update payroll data in the employee's database record.

Pay day for a specific pay period falls on Thursday of the second week following the close of the pay period. For example, if Pay Period 1 closes on Friday, January 17, payday falls in the week of January 25. If a new employee will experience hardship awaiting the interval between the enter on duty date and the pay date, an advance in pay may be authorized by the agency. For more information on advances, see Title I, Chapter 11, Nonautomated Processing.

For more information see, Entry Guidelines For Accession Actions.

Entry Guidelines For Accession Actions

Following are guidelines that apply to processing accession actions.

- The pay plan must be ES when processing an SES career appointment.

- Do not enter an accession action if the employee has a dual appointment with the same agency and the first appointment has been established in the system; the second appointment must be paid manually. For instructions, see Title I, Chapter 11, Nonautomated Processing.
- The birthdate must be at least 16 years but not more than 90 years prior to the effective date.
- The Agency field must be identical to the PMSO key agency code and the first level of the organizational structure code in PMSO.
- Process a multielement update payroll document for law enforcement and firefighter retirement plans to establish a 6C retirement date. The 6C retirement date identifies the retirement service computation date for employees appointed to law enforcement and firefighter positions entailing a special retirement deductions rate. The personnel action remains in suspense for three PINE passes as a reminder to process the multielement update document. After the third PINE pass if no other errors exist, the personnel action is released and applied to the database. Any subsequent action entered or generated for the employee will reject in PINE until the multielement document is processed.

  Reminder: If the 6C retirement date is not established, the employee will not receive a Benefits Statement For Law Enforcement Officers and Firefighters.
- If an employee is transferring from one department to another and both departments are serviced by NFC, the losing department must process the transfer-out separation action before the gaining department processes the transfer-in accession action. The losing and gaining departments cannot be the same as on the database.

Awards

Employees are granted awards as determined by the agency. All award NOAC's are listed on the List of Personnel Actions menu. This list is updated, as appropriate, when TMGT Table 061 is updated. All awards are discussed in the Federal personnel manuals.

For more information on awards, see:

Entry Guidelines For Awards

Time Off Awards

Entry Guidelines For Awards

Following are entry guidelines for processing award actions.

- Enter only one time off award per pay period for an employee.
- For USDA employees, the performance rating must be superior, outstanding, or equivalent in rating pattern (e.g., pass or fail) to receive a performance award.
- For DOJ employees, the performance rating must be outstanding to receive a performance award.
- For USDA employees, the performance rating must be outstanding or equivalent in rating pattern to receive a quality step increase (QS).

- The bottom part of the Awards pop-up (**Figure 2:9**) must be completed if the Pay Code is process award.
- The award amount must be between $10 and $10,000. If the amount is outside this range and is approved, type **H** in the Status Code field when the action fails the PINE edits.
- When the Accounting Station Charge field is completed, the Agency Charged field must also be completed and vice versa.
- For USDA agencies the Accounting Station Charge field and the Agency Charge field must be blank.
- If a cash award must be entered for a separated employee, the separation action must be entered before any SPPS record is established and the award must be entered after the SPPS record is established.
- Do not enter a case number that already exists for this employee.
- The cash award amount is disbursed to the database check mailing/DD/EFT address. The address for the cash award can be changed to a specified address or designated agent. To change the cash award address to a street address, post office box, or designated agent, go to **Specification Of Mailing Address Pop-up Field Instructions**.

  Reminder: Changing the cash award address **does not** change the employee's salary address in the database. The salary will continue to be mailed or electronically transmitted based on the address in the database until an address change or DD/EFT document is processed.
- The accounting data for the payment must be located in the Management Account Structure Codes System (MASC) or must be valid for the agency.
- Tangible Benefits or Intangible Benefits field must be completed for employee suggestion and special act or service awards. If tangible, the First Year Savings field must be completed; if intangible, the First Year Savings field must be blank.
- The cash award "from date" must be equal to, or earlier than the cash award "to date".
- The cash award "to date" and "from date" must be completed for sustained superior performance and special act or service awards.

  Note: State income tax is grossed up at the rate of 2% on all individual and group spot cash awards and bonuses.

Time Off Awards

A time off award is an excused absence that may be granted to an employee without charge to leave or loss of pay. Time off eligibility and usage during a leave year is at the discretion of the agency.

Unused time off hours cannot be converted to a cash payment upon separation from Federal service. Time off awards cannot be transferred when an employee transfers between Federal agencies.

Entry Guidelines For Time Off Awards

Following are guidelines for processing time off award actions.

- If time off hours are on the database and a time off action is being entered, the combined hours cannot exceed the maximum allowed for the leave year for the agency.
- Time off hours must be in the database to cancel or correct the hours.
- Enter the whole hours in the first 3 positions; enter fractional hours in the last 2 positions.
- Do not enter a time off award for a separated or deceased employee.

Benefits

Federal benefits include life, health, TSP, etc. The Benefits option includes living benefits for life insurance and health insurance coverage only. For instructions on Federal benefits, see **Entering Personnel Actions**.

For more information on benefits, see:

Living Benefits

Health Benefits Coverage

Living Benefits

Living benefits is payment of the life insurance coverage amount to an employee before death rather than disbursing the monies to a survivor or beneficiary after the death of the employee. Living benefits can be paid in full or in part in multiples of $1000. For detailed information, see Title I, Chapter 11, Nonautomated Processing.

After the Office of Federal Employees Group Life Insurance (FEGLI) approves the request, process the personnel action.

FEGLI premiums will continue to be deducted in the PPS. To reimburse the employee for the withholdings, enter Form AD−343, Payroll Action Request, in DOTSE.

Health Benefits Coverage

The Federal Employees Health Benefits Program (FEHB) coverage code is initially entered on an accession action to indicate eligibility and participation in the FEHB program. The code entered on the personnel action does not start or end premium withholdings; processing the applicable FEHB form does. To enter health benefits documents, see **Federal Benefit: Health Document**.

Bonuses And Incentives

The Bonus/Incentive option includes foreign language bonus, recruitment incentive, recruitment bonus, relocation bonus, retention allowance, and separation incentive. These bonuses/incentives are offered to recruit, retain, reward, and encourage employees to accept and retain Federal employment, or retire from Federal service.

For more information on bonuses and incentives, see:

Foreign Language Bonuses
Recruitment Bonuses
Relocation Bonuses
Retention Allowances
Separation Incentives
Student Loan Repayment

Foreign Language Bonuses

A foreign language bonus is an incentive offered to bilingual law enforcement officers in addition to basic pay. This bonus is a **one-time payment** of up to 5 percent of basic pay.

Entry Guidelines For Foreign Language Bonuses

Following are guidelines for foreign language bonuses:

- Must be a law enforcement officer.

Recruitment Bonuses

Recruitment incentive is used to hire a Federal employee while competing with the salary offered for comparable positions in the private sector.

Entry Guidelines For Recruitment Bonuses

- The recruitment incentive is computed based on the employee's adjusted salary.
- For employee's on pay retention (J, K, U, V, 3, or R), the adjusted salary is not used in the computation. For these employees, the relocation incentive is computed on step 10 of the employee's current grade on the locality pay table or the special rate table, whichever is higher.
- This bonus is a **one-time payment** of up to 25 percent of basic pay, and may be offered to newly-appointed employees or individuals to whom a written offer of employment has been made by the agency. This incentive may be used only if the absence of such a bonus would make it difficult to fill the position with a highly qualified candidate.
- The recruitment incentive may not exceed 25 percent of an employee's adjusted salary (including locality pay or special rate supplement) in effect at the beginning of the service period multiplied by the number of years in the service period. With OPM approval, the payment may be increased not to exceed 50 percent of the employee's adjusted salary (including locality pay or special rate supplement) at the beginning of the service period multiplied by the number of years in the service period.
- The recruitment incentive may be paid as a lump sum, in installment payments, or a combination of the two. The payment may be made in installment payments, in balloon payments, or a combination thereof.
- Political appointees (Presidential appointees, Noncareer Senior Executive Service (SES), and Schedule C employees) are not eligible to receive recruitment incentive.

- The annual reporting requirement for Calendar Year 2005 thru Calendar Year 2009 is the number and dollar amount for the calendar year.
- If the recruitment incentive is less than or equal to 25% of the adjusted salary, NOAC 815 with Authority Code VPF is used.
- If the recruitment incentive is greater than 25% of the adjusted salary, NOAC 815 with Authority Code VPO is used.
- If the recruitment incentive is terminated and the percentage equals zero, NOAC 815 with Authority Code VPT is used.

Relocation Bonuses

Relocation incentive is used to hire an individual to work in the Federal sector who currently lives outside of commuting distance from the duty station.

Entry Guidelines For Relocation Bonuses

- The relocation incentive is computed based on the employee's adjusted salary.
- For employee's on pay retention (J, K, U, V, 3, or R), the adjusted salary is not used in the computation. For these employees, the relocation incentive is computed on step 10 of the employee's current grade on the locality pay table or the special rate table, whichever is higher.
- The relocation incentive may not exceed 25 percent of an employee's adjusted salary (including locality pay or special rate supplement) in effect at the beginning of the service period multiplied by the number of years in the service period. With OPM approval, the payment may be increased not to exceed 50 percent of the employee's adjusted salary (including locality pay or special rate supplement) at the beginning of the service period multiplied by the number of years in the service period.
- The relocation incentive may be paid as a lump sum, in installment payments, or a combination of the two. The payment may be made in installment payments, in balloon payments, or a combination thereof.
- The employee receiving the relocation incentive must have a fully successful or higher performance rating.
- Political appointees (Presidential appointees, Noncareer Senior Executive Service (SES), and Schedule C employees) are not eligible to receive relocation incentive.
- The annual reporting requirement for Calendar Year 2005 thru Calendar Year 2009 is the number and dollar amount for the calendar year.
- If the relocation incentive is less than or equal to 25% of the adjusted salary, NOAC 816 with Authority Code VPF is used.
- If the relocation incentive is greater than 25% of the adjusted salary, NOAC 816 with Authority Code VPO is used.
- If the relocation incentive is terminated and the percentage equals zero, NOAC 815 with Authority Code VPW is used.

Retention Allowances

Retention incentive is used to hire a Federal employee while completing with the salary offered for comparable positions in the private sector.

Entry Guidelines For Retention Allowances

Following are guidelines for processing retention allowance actions.

- The recruitment incentive is computed based on the employee's adjusted salary.
- For employee's on pay retention (J, K, U, V, 3, or R), the adjusted salary is not used in the computation. For these employees, the relocation incentive is computed on step 10 of the employee's current grade on the locality pay table or the special rate table, whichever is higher.
- The retention incentive may not exceed 25 percent of the employee's adjusted salary (including locality pay or special rate supplement) in effect at the beginning of the service period multiplied by the number of years in the service period. With OPM approval, the payment may be increased not to exceed 50 percent of the employee's adjusted salary (including locality pay or special rate supplement) at the beginning of the service period multiplied by the number of years in the service period.
- The retention incentive may be paid as a lump sum, in installment payments, or a combination of the two;however, it may not be paid as an initial lump sum at the start of the service period. If the retention incentive is paid in installment payments, the installments may be computed at the full retention percentage rate or at a reduced rate with the excess deferred to be paid at the end of the service period. The payment may be made in installment payments, in balloon payments, or a combination thereof.
- Excess retention incentive payments that exceed the applicable aggregate pay limitation may be deferred and paid in subsequent calendar year.
- The employee receiving the retention incentive must have a fully successful or higher performance rating.
- Political appointees (Presidential appointees, Noncareer Senior Executive Service (SES), and Schedule C employees) are not eligible to receive relocation incentive.
- The annual reporting requirement for Calendar Year 2005 thru Calendar Year 2009 is the number and dollar amount for the calendar year.
- If the retention incentive is where the employee receives biweekly payments in equal percentages and no service agreement is required, the incentive must be 25% or less or individuals and 10% or less for a group.
- If the NOAC 827/VPN is terminated, and the percentage equals zero, NOAC 827 is used with Authority Code VPX.
- If the retention incentive is where a service agreement is required, the retention incentive must be 25% or less for individuals and 10% or less for a group.
- If the retention incentive is greater than 25% for individuals or greater than 10% for a group, NOAC 827 with Authority Code VPS is used.
- If the NOAC 827 with Authority Code VPR or NOAC 827 with Authority Code VPS and the percentage equals zero, NOAC 827 with Authority Code VPY is used.

Separation Incentives

A separation incentive is a **one-time payment** offered to an employee to encourage retirement or resignation from Federal service.

Entry Guidelines For Separation Incentives

Following are guidelines for processing separation incentive actions.

- A separation incentive cannot be processed for a deceased employee nor for an involuntary separation.
- The amount of the award cannot be less than $10,000 nor exceed $25,000. If the amount is less than $10,000 and is approved, type **H** in the Status Code field when the action fails the PINE edits.
- The separation action must be processed before the separation incentive action can be processed.
- The effective date of the separation incentive personnel action must be equal to, or later than, the effective date of the separation personnel action.
- If the amount entered on the original action was incorrect, enter Form AD−343 in DOTSE.
- To verify the separation action processed, access IRIS Program IR132, Separation Information. If no separation record exists, process the separation personnel action then process the separation incentive action.

Student Loan Repayment

NOAC 817, Student Loan Repayment, is used when a Federal Government agency pays back an employee's student loan. EPIC is only used to record student loan repayments for agency recordkeeping/documentation purposes. SPPS Web must be used to enter and process the payment of a student loan.

Entry Guidelines For Student Loan Repayments

Following are guidelines for recording student loan repayments.

- The dollar amount of the repayment is entered in the Recruitment Bonus field.
- The amount in the field is the amount to be paid for the calendar year.
- The maximum annual amount is $10,000 with a maximum total amount of $60,000.
- To verify the dollar amount access IRIS Program IR123, Personnel Supplements; IRIS Program IR223, Personnel Supplements Transaction; or IRIS Program IR523, PERHIS Personnel Supplements.

Changes

An official change action is a required OPM personnel action. The Changes option in EPIC includes a list of multiple change actions not listed on other menus.

For more information about changes, see:

Change In Data Element
Change In Duty Station
Change In FEGLI
Change In Hours
Change In PMSO Element
Change In Retirement Plan
Change In SCD (Service Computation Date)
Change In Tenure Group
Change In Title
Change In Veterans Preference
Change In Work Schedule
Name Change
Realignment

Change In Data Element

A change in data element is processed to change the data in the database for the specific data elements. These are optional fields on the applicable data set.

Agency Code	Occupational Code
Annuitant Indicator	Pay Rate Determinant
BUS	Personnel Office Identifier (POI)
FLSA Category	Position Occupied

Change In Duty Station

A change in duty station is processed to change an employee's duty station in the database.

The duty station does not appear on any window for a change action. The change in PMSO (in conjunction with the processing of the personnel action) updates the duty station in the database.

Entry Guidelines For Change In Duty Station

Following are guidelines for processing change in duty station actions.

- Before entering the personnel action in EPIC, change the duty station in PMSO.

Change In FEGLI

A change in FEGLI is processed when the FEGLI coverage code changes.

Entry Guidelines For Change In FEGLI

Following are guidelines for processing FEGLI change actions.

- Type **AO** in the FEGLI Coverage field only if the employee (including reemployed annuitants) is excluded from coverage by law or regulation (no deductions for life insurance will be made) or if the employee is eligible for non-Federal life insurance. For instructions on non-Federal life insurance, see **Non-Federal Benefit: Life Insurance Document**.
- Type **BO** only if the employee (including reemployed annuitants) elects to waive all insurance coverage or has previously waived all insurance coverage during prior employment and the waiver is still in effect.
- Type **CO** when the employee (including reemployed annuitants) is not excluded from coverage by law or regulation, has not waived coverage, and has elected not to be covered by any of the optional insurance coverage plans.
- Type **90** or **DO** through **Z1** if the employee:
  - Is not excluded from coverage by law or regulation.
  - Has not waived coverage.
  - Has elected to be covered by one of the optional insurance plans in addition to the basic coverage.

Change In Hours

A change in hours is processed when a part-time employee's duty hours change (e.g. 32 hours per pay period changes to 64 hours per pay period). The system generates 80 hours for full-time employees; therefore, duty hours are not required for full-time employees. Intermittent employees usually work on an as-needed basis; therefore, the duty hours are not required for intermittent employees.

Entry Guidelines For Change In Hours

Following is the guideline for change in hours.

- Type the new pay period duty hours in the Tour Of Duty Hours field of the Salary Data pop-up (**Figure 2:8**).

Change In PMSO Element

A PMSO change is processed to update the position record.

Entry Guidelines For PMSO Changes

Following are guidelines for PMSO element changes:

- An official change action is required when any of the following PMSO data elements change.

Bargaining unit status (BUS) code	Occupational function code
Duty station code	Organizational structure code
FLSA code	PATCO code
Interdisciplinary assigned series code	Pay plan
LEO indicator	Pay table code
Occupational series code	Supervisory code

- The following data elements must be entered in PMSO and EPIC to link position data to personnel data. If an action is not processed, a message will display on the suspense report indicating that a personnel action is required.
  - Agency
  - Department
  - Grade
  - Individual Position Number
  - Master Record Number
  - Personnel Office Identifier

Change In Retirement Plan

A change in retirement plan is processed when a change from one retirement plan to another retirement plan occurs.

Adjusting Sick Leave Balances For Late Transfers

The frozen sick leave balance that is reported to OPM when an employee transfers to Federal Employees Retirement System (FERS) should correspond to the employee's sick leave balance as of the day before the effective date of the personnel action. If the action will be processed later than the effective pay period, the sick leave current balance may need to be adjusted.

To ensure the correct balance is reported to OPM, follow the steps below:

1. Enter the sick leave balance as of the day before the effective date of the personnel action in TINQ. This is a temporary adjustment until the action applies to the database (see **Step 3** below).
2. Enter the action that allows participation in FERS. Access IRIS Program IR125 to verify that the transfer action applied to the database.
3. After the action has applied to the database, enter the current sick leave balance in TINQ.

   Note: The Sick Leave Current Balance field in TINQ can be corrected only by adjusting one or more of the following fields:

- Sick Leave Carryover Balance
- Sick Leave Accruals Year To Date
- Sick Leave Used Year To Date
- Sick Leave Accrual Reduction

If the transfer action is processed and the frozen sick leave balance reported to OPM is **not** the correct balance, the following steps must be taken:

1. Correct the frozen sick leave balance in TINQ.
2. Process a correction to the transfer action (NOAC 002/803).
3. Submit Form AD–343 to NFC at the following addresses requesting a manual correction of the frozen sick leave balance on the employee's closeout Civil Service Retirement System (CSRS) retirement card.

   For regular mail submission send to:

   Payroll Accounting Section
   Fringe Benefits Processing Unit
   National Finance Center, USDA
   P.O. Box 29310
   New Orleans, LA 70189

   For express mail submission send to:

   Payroll Accounting Section
   Fringe Benefits Processing Unit
   National Finance Center, USDA
   13800 Old Gentilly Road
   New Orleans, LA 70129

Change In SCD (Service Computation Date)

A change in an SCD is processed when an SCD for leave, reduction in force (RIF), wage grade increase (WGI), TSP, or retirement requires changing due to creditable or noncreditable service. The PPS stores service computation dates in the database for creditable/noncreditable service, salary changes, and appointment related processes. SCD's are automatically adjusted during the year or at the end of the leave year.

For more information on service computation date adjustments, see:

Adjustments During The Year

End-Of-Leave Year Adjustments

Change In Probationary Period Start Date/Supervisory–Managerial Probationary Period Required

Remarks Codes For SCD Adjustments

Adjustments During The Year

The **SCD for leave** is automatically adjusted when an intermittent employee changes to full-time or part-time.

The **SCD−WGI** is automatically adjusted based on creditable and noncreditable service. Each pay period the PPS performs the calculation below to adjust the SCD−WGI.

- Intermittent days worked are converted to the equivalent elapsed calendar days. The difference between the two is used to extend the waiting period until such time as no difference occurs.
- Nonpay status is creditable in the computation of the required waiting period for full-time and part-time employees when it does not exceed:

  80 hours if the waiting period is 260 days/52 weeks

  160 hours if the waiting period is 520 days/104 calendar weeks

  240 hours if the waiting period is 780 days/156 calendar weeks

  If the nonpay status hours (excluding military furlough and compensable injury) exceed the amounts shown above, the waiting period is extended for every 80 hours in nonpay status depending on the step of the grade. If the nonpay status hours do not exceed the number of hours that are forgiven for the waiting period, the PPS will not adjust the WGI service computation date.

  If the number of nonpay hours exceed the forgiven hours, the SCD−WGI is adjusted as follows:

  1. Total all nonpay hours for the calendar year since the last WGI.
  2. Subtract the hours forgiven from the nonpay status hours.
  3. Divide the result of the above step by 8 to convert to days.
  4. Adjust the SCD−WGI to reflect the converted calendar days in accordance with the 2087−Hour Work Year Chart located in the Guide To Processing Personnel Actions. The adjusted SCD appears in IRIS Program IR122.

End-Of-Leave Year Adjustments

The **SCD for leave, RIF, retirement, and TSP** are automatically adjusted at the end of each leave year for employees who are on the agency rolls at the time of the adjustment. When a SCD is adjusted a personnel action is generated, NOAC 882, Change In SCD, in Pay Period 1.

The SCD's for **full-time and part-time employees** are adjusted for all nonpay status (excluding military furlough or compensable injury time) that exceeds 6 months and which occurred during the calendar year (January through December).

The SCD's for **intermittent employees** are adjusted to record the number of days worked under the intermittent appointment during the calendar year as follows:

1. Convert the number of intermittent hours worked since the last adjustment in SCD (if applicable) to calendar days using the 2087−Hour Work Year Chart located in the Guide To Processing Personnel Actions (hours do not include premium pay).
2. Subtract the calendar days from the intermittent elapsed calendar days worked since the last adjustment in SCD (if applicable).

3. Adjust the SCD's by the total obtained from the above step.
4. Compute the total number of intermittent days worked and intermittent elapsed calendar days worked since the last recorded WGI.
5. Convert the total number of intermittent days worked to calendar days.
6. The total number of calendar days are subtracted from the total number of intermittent elapsed calendar days.

Example:

The following is an example of how the PPS adjusts the SCD−WGI for an intermittent employee whose rate of basic pay is less than the rate of basic pay at step 4. In this example, the employee must have 52 calendar weeks in pay status to receive a within-grade increase, and the number of nonpay status hours creditable in the computation of the employee's required waiting period cannot exceed 80 hours.

The total number of intermittent days worked and intermittent elapsed calendar days worked since the last recorded WGI are computed (125 intermittent elapsed calendar days and 50 calendar days worked).

The total number of intermittent days worked are converted to calendar days (50 days worked x 7 = 350 ÷ 5 = 70).

The total number of calendar days are subtracted from the total number of intermittent elapsed calendar days (125 − 70 = 55).

The employee's SCD is adjusted by 55 days.

The PPS adjusts the SCD's for leave, RIF, retirement, and TSP for **full-time and part-time employees** as follows:

1. Total all nonpay hours for the calendar year.
2. Subtract 1044 (6 months) from the total number of nonpay hours. If the result is zero or minus, no adjustment is made.
3. Convert the number of excess hours to days (divide the total by 8).
4. Multiply the total number of days by 7 then divide that total by 5 to convert to calendar days.
5. Divide the total number of calendar days by 30 to convert to months.
6. The SCD's are then adjusted by the total number of months and/or calendar days.

Change In Probationary Period Start Date/Supervisory−Managerial Probationary Period Required

When the probationary period start date or the Supervisory-Managerial Probationary Period Required date is initially furnished, the PPS begins maintaining two records, creditable service and nonpay status, as shown on the time and attendance report and as recorded on

personnel actions. If previous service is unknown, enter the effective date of the accession personnel action. Creditable service is recorded on the employee's database intermittent record (IRIS Program IR129, Intermittent), and nonpay status is recorded on the employee's leave record (IRIS Program IR140, Non Pay Leave).

If a personnel action is processed to change or correct these dates, the PPS disregards the previous record of creditable service stored on IRIS Program IR129 and begins (during the pay period in which the personnel action is processed) maintaining a new record. However, the excess nonpay status recorded on IRIS Program IR140 will remain the same.

If a personnel action is processed to remove this date, both the creditable service and excess nonpay status records are removed from the employee's database record.

The PPS automatically removes the probationary period start date or the Supervisory - Managerial Probationary Period Required date at the completion of the required time of creditable service. Do not process a personnel action to remove this date upon completion of the probationary or trial period for those employees who are on the agency rolls at the time the waiting period expires.

Employees who have previous service which is creditable toward these dates may not be required to serve the complete probationary period. Agency personnel offices must maintain manual records for these employees.

The PPS credits full calendar time for periods of full-time and part-time service, and 7 days of calendar time for every 5 days of intermittent service. Creditable service is reduced for each workday in nonpay status (other than for military furlough or compensable injury) which exceeds 22 workdays (e.g., up to 22 days of nonpay is considered creditable service since it is forgiven).

Report Number AECO36T2, Notification of Expiration of Probationary or Trial Period, is produced each pay period and distributed to agency personnel offices to identify those employees approaching expiration of probationary or trial periods. This report is produced 4 months prior to the expiration date.

Remarks Codes For SCD Adjustments

The following remarks code(s) are shown on the Standard Form (SF)−50−B output indicating that the SCD was adjusted.

Remarks Code	Description
B31	Changes SCD from (date) to reflect (number) hours worked under intermittent appointment(s)
B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (XX)
G29	Intermittent employment totaled (number) hours in pay status from (date) to (date)
G30	Intermittent employment totaled (number) hours in work status from (date) to (date)
540	SCD Dates for Leave, RIF, Retirement, and TSP adjusted by (number) days computed from (number) intermittent hours worked during (number) elapsed calendar days. Previous dates were leave (date), RIF (date), and/or retirement (date).

Change In Tenure Group

A change in tenure is processed when the tenure group changes. The PPS generates a conversion to career tenure for most employees once the waiting period has been met. The PPS adjusts the tenure and type of appointment codes based upon the completion of the required waiting period. For more information, see **Conversion To Career Tenure**.

Entry Guidelines For Tenure Group

If Tenure is:	Then:
0	Career Tenure Start Date must be blank. Type Appointment must be 04 or 09. Type Appointment must be 08 or 09 when current appointing authority is ANM (presidential appointment with advice and consent of Congress).
1	Type Appointment must be 01 or 06. Probationary Period Start and Career Tenure Start dates must be blank.
2	Career Tenure Start Date must be present. Type Appointment must be 01, 02, 06, or 07.
3	Type Appointment must be 03, 08, or 09.
3 and Type Appointment is 08	Career Tenure Start Date must be blank.
3 and Type Appointment is 09	SCD–RIF must be completed**.**
Tenure must be:	**If:**
0	Pay Plan is ES.
0 or **3**	Auth Code is WXM, W5M, or W7M or begins with M or N (except NUM).
1	Pay Pan is VM, VN, or VP.

Entry Guidelines For Tenure Group

Tenure must be:	If:
1 or **3**	Auth Code begins with K (except KLM).
2	Auth Code is J8M, YAM, Y1M, Y2M, Y3M, or Y4M.

Change In Title

A change in title is processed to change the official title of a position. Before entering the personnel action in EPIC, change the official title in PMSO.

Only the Personnel Action window (**Figure 2:2**) and the Agency Use field of the Benefits pop-up (**Figure 2:3**) are accessible for a Change in Title since the element being changed is in PMSO, not on the personnel action.

Entry Guidelines For Change In Title

Following are guidelines for processing change in title actions.

- Official title code and the occupational series must be compatible.
- Pay plan and official title code must be compatible.
- Official title must be completed in PMSO if the official title code is Z8888 or Z9999.

Change In Veterans Preference

A change in Veterans Preference is processed when the veterans preference changes.

Entry Guidelines For Change In Veterans Preference

Following are guidelines for processing change in veterans preference actions.

- The veterans preference must be **6** for Special Employment Programs Code 60.
- The veterans preference RIF must be different than the veterans preference RIF on the database.

Change In Work Schedule

A change in work schedule is processed when an employee's work schedule changes (e.g., full-time to full-time seasonal; part-time to full-time, etc.).

Entry Guidelines For Change In Work Schedule

Following are guidelines that apply to processing change in work schedule actions.

- Type the new work schedule code in the Work Schedule field on the Salary Data pop-up (**Figure 2:8**).

- If the employee is changing to part-time, enter the duty hours in the Tour Of Duty Hours field.
- Enter **I** in the Work Schedule field if the employee is hired without compensation.
- Have the timekeeper prepare a split time and attendance report if the change is effective other than the first Sunday of the pay period.

Name Change

A name change is processed when an employee's name changes due to marriage, divorce, etc. A name change is entered to change the employee's name on the database. A name change is not to be confused with a name correction. A name correction is processed to correct the name on the database because it was entered incorrectly.

Entry Guidelines For Name Change

- Type the new name in the Name Last, First, and Middle fields.

Realignment

A realignment is the movement of an employee and employee's position within the organization as defined in the Guide To Processing Personnel Actions.

Entry Guidelines For Realignment

Following are guidelines for processing realignment actions.

- Before entering the realignment, be sure to update the position data in PMSO.
- Type the new data for the realignment at the applicable window(s). A realignment for 50 or more employees can be system generated with a special request from the agency. For more information, see **System-Generated Mass Actions**.

Conversions

Conversions are processed to convert an employee from one type of appointment to another.

For more information on conversions, see:

Entry Guidelines For Conversions
Conversion To Career Tenure

Entry Guidelines For Conversions

Following are guidelines for processing conversion actions.

- The last 2 digits of the occupational series must be **99** for authority codes **YAM** and **Y1M**.
- The occupational series code must be **3506** for authority codes **WVM** and **ZVM**.

- The pay plan must be ES when processing an SES conversion.
- Tenure cannot be `0` for a conversion to a permanent appointment.
- Type Appointment must be `01` for conversion to career.
- Type Appointment must be `02` for conversion to career-conditional.
- The Date NTE field must be more than 1 year but less than 5 years from the effective date of the action for a conversion to the senior foreign service non-career appointment–NTE.
- Do not process a conversion for Special Employee Code 45 or 46.
- The position occupied must be 3 for a conversion to SES career appointment.

Conversion To Career Tenure

The employee is converted to career tenure after the required waiting period is served. The PPS automatically processes a conversion to career tenure once the waiting period has been met. The PPS adjusts the tenure and type of appointment code based upon the completion of three years of creditable calendar time. This adjustment does not apply to Taper or indefinite appointments since there is no change in tenure group under a taper or indefinite appointment.

The PPS credits full calendar time for periods of full-time and part-time service, and seven days of calendar time for every 5 days of intermittent service. When the career/permanent tenure start date is initially entered on a personnel action, the PPS begins maintaining two records, creditable service and nonpay status, as recorded on time and attendance reports and personnel actions. If the date is unknown because of previous service, the effective date of the accession action should be entered.

If a personnel action is processed to change or correct this date, the PPS disregards the previous record of creditable service and begins (the pay period in which the personnel action is processed) maintaining a new record. However, the excess nonpay status recorded in the database will remain the same. If a personnel action is processed to remove this date, both the creditable service and excess nonpay status records are removed from the database.

For each period of nonpay status (except military furlough or compensable injury), creditable service is reduced for each calendar day of nonpay status which is in excess of 30 calendar days. For example, if an employee was in a continuous nonpay status for 90 calendar days and then returned to duty, this period of nonpay status would extend the waiting period by 60 calendar days.

When a period of nonpay status is terminated by pay status, the PPS examines the total amount of nonpay status to see if it exceeds 30 calendar days. The total amount of nonpay status is then removed from the employee's database record so that a new period of nonpay status (if it occurs) can be recorded. If the period of nonpay status exceeds 30 calendar days, the excess time is placed in a separate record and is used in determining completion of the waiting period. This separate record of excess nonpay status is increased accordingly each time a period of nonpay status exceeds 30 days. If the period of nonpay status is 30 days or less, the record of nonpay status is not changed.

Extensions

Extensions are processed to extend an appointment, detail, or nonpay status. The Extensions option includes a list of extension actions, and includes NOAC's ***750 Continuance NTE***, and ***755 Exception To RIF Release***.

Entry Guidelines For Extensions

Following are guidelines for processing extension actions.

- The last 2 digits of the occupational series must be **99** for authority codes **YAM** and **Y1M**.
- The occupational series code must be **3506** for authority codes **WVM** and **ZVM**.
- An extension cannot be processed if the applicable initiating personnel action has not processed (e.g., processing an extension to a temporary promotion when the temporary promotion was not processed).
- Complete the Date NTE field on the Personnel Action window (**Figure 2:2**) and other required fields.

Nonpay/Nonduty

Nonpay/nonduty actions are processed to place an employee in nonpay/nonduty status for 30 days or more.

Entry Guidelines For Nonpay/Nonduty

Following are guidelines for processing nonpay/nonduty actions.

- Adverse remarks codes are required for suspension actions.
- T&As are not submitted for employees placed in nonpay status via a personnel action.

Pay

Pay actions are processed when a salary change or adjustment occurs as a result of an executive order or regulation, change in step, entitlement to allowances or differentials, etc.

For more information on payments, see:

Administratively Uncontrollable Overtime
Availability Pay
Grade Retention
Federal Pay Increase And Locality Pay
Federal Wage System Area Increase

Administratively Uncontrollable Overtime

Administratively Uncontrollable Overtime (AUO) is premium pay on an annual basis for hours of duty that cannot be administratively controlled and which require substantial amounts of irregular, unscheduled overtime duty.

Entry Guidelines For Administratively Uncontrollable Overtime

Following are guidelines for processing AUO actions.

- The personnel action establishes entitlement to AUO; coding the T&A begins the actual payment of AUO. Process the personnel action in the same (or prior) pay period that the T&A is coded, otherwise the T&A will reject indicating that the employee is ineligible.
- Type the applicable special employee code (i.e., `02` [nonexempt from FLSA]; `03` Scheduled Standby–AUO exempt/nonexempt from FLSA]; `08` [AUO other than law enforcement personnel]) in the Special Employee field at the Miscellaneous pop-up (**Figure 2:7**).
- To permanently terminate AUO entitlement, process an action, NOAC 818, and enter `00`, or the applicable special employee code that terminates entitlement, in the Special Employee field.
- To temporarily terminate AUO entitlement, do not process a personnel action. Code the T&A as instructed under **Coding The Time And Attendance Report** to generate an SF-50–B.

  Note: AUO must be terminated before availability pay can begin.

Coding The Time And Attendance Report

The timekeeper should follow the guidelines below for coding the T&A to begin, change, or terminate AUO.

- Enter the hours and percentage rate on the T&A in the AUO Hours/Percent fields.
- To change the AUO hours and/or percentage rate, process a T&A for the effective pay period, entering the new hours/percent in the AUO Hours/Percent fields. An SF–50B, NOAC 818, will be generated.
- To terminate AUO payments, process a T&A for the effective pay period and enter `99` in the Percent field.
- To retroactively begin AUO, correct AUO hours and/or percentage rate, or retroactively terminate AUO, process a corrected T&A for each pay period that the correction applies. Enter the correct hours/percent in the AUO Hours/Percent fields or enter `99` in the Percent field to terminate AUO. If the corrected T&A is starting, changing, or correcting AUO hours and/or percentage rate, the database must be coded eligible for the pay period of the corrected T&A. If the T&A is terminating entitlement by deleting the AUO hours and percentage rate, the database must be coded ineligible for the pay period of the corrected T&A. For the eligibility code, see IRIS Program IR102, Dates & Misc Sal/Pers Data.

For detailed instructions for recording AUO on the T&A, see Title I, Chapter 7 Section 1, Time and Attendance Instructions.

Availability Pay

Availability pay is a form of premium pay for covered criminal investigators. Availability pay is fixed at 25 percent of basic pay.

Note: AUO must be terminated before availability pay can begin.

For more information, see **Entry Guidelines For Availability Pay**.

Entry Guidelines For Availability Pay

Following are guidelines for processing availability pay actions.

- Type 26 in the Special Employee field at the Miscellaneous pop-up (**Figure 2:7**) to begin payment.
- To terminate payment and entitlement, process a personnel action, NOAC 819 and type 00 or the applicable special employee code that terminates entitlement, in the Special Employee field.
- The T&A is coded only for unique cases. For instructions, see the T&A chapter.

Grade Retention

Grade retention applies when the employee's position is reduced in grade as a RIF, reclassification, or reorganization, and the employee is eligible to retain the current grade.

The **Grade And Pay Retention Tables** show which PRD code(s) can be used when certain NOAC's are processed for employees whose database salary data record indicates grade and/or pay retention. Also included are definitions for the nature of action codes and remarks codes. For examples of how to determine the rate of basic pay, see **Examples of Grade Retention**.

For more information on grade retention, see:

About Grade Retention
Processing Tips For Determining The Retained Grade
Processing Tips For Determining The Applicable Rate Schedule
Processing Tips For Determining The Rate Of Basic Pay
Entry Guidelines For Grade And Pay Retention
Examples Of Grade Retention

About Grade Retention

The instructions for grade retention are based upon OPM regulations, which are contained in Part 536 of Title 5, Code of Federal Regulations, and OPM's Guide to Processing Personnel Actions, Chapters 14 and 17. To determine the applicable pay rate determinant (PRD) code for grade and/or pay retention, refer to OPM's Guide to Processing Personnel Actions, Chapter 4, Table 4.

Once the appropriate personnel action to establish grade and/or pay retention has been successfully processed (NOA 740) and applied to the database, the retained grade data is recorded on IRIS Program IR128, Retained Grade Data. The PRD Code is recorded on IRIS Program IR101, Salary Data. The retained grade data recorded on IRIS Program IR128 displays data for the position the employee is **currently** occupying during the period of grade retention and data for the pay plan, occupational series, and grade being retained.

An employee who meets specific eligibility requirements is eligible to retain his/her grade for a period of 2 years if:

- The employee is placed in a lower-graded position as a result of reduction-in-force procedures.
- The employee's position is reduced in grade as a result of a reclassification process.
- The agency offers grade retention to employees who are placed in lower-graded positions as a result of a reclassification or reorganization decision which is announced by management in writing as defined in 5 CFR 536.103(b).

An employee placed in a lower-graded position as a result of a reduction-in-force procedure or reorganization decision (which was announced by management in writing) is eligible for grade retention only if the employee served 52 or more consecutive weeks in a grade or grades higher than the grade of the lower-graded position. The requirement for 52 or more consecutive weeks may be in one or more positions, in one or more agencies, and at more than one grade level.

An employee placed in a lower-graded position as a result of a reclassification process is eligible for grade retention only if the previous position had been classified at a higher level grade(s) for a continuous period of at least 1 year prior to the reclassification process. The previous position may have been classified at more than one higher grade level during the 1-year period, and in any pay schedule. (The employee is not required to have 52 consecutive weeks or more in the previous position to be eligible for grade retention as a result of a reclassification process.)

Grade and pay retention will not apply if the employee:

- Moves from a position that is not in an agency defined in U.S.C. 5102.
- Is identified under 5 U.S.C. 2105(c), except prevailing rate employees included under 5 U.S.C. 5361.
- Is reduced in grade or pay for personal cause or at the employee's request.
- Is removed from a supervisory or managerial position because the probationary period for the position was not successfully completed.
- Is other than a prevailing rate employee under 5 U.S.C. 5342(a)(2)(B) and is paid from nonappropriated funds under the jurisdiction of the Armed Forces.
- Is entitled to receive basic pay under 5 U.S.C. 3594(c) because of removal from the Senior Executive Service (SES) and placement in a civil service position (other than an SES position) under 5 U.S.C. 3594(b)(2).

Processing Tips For Determining The Retained Grade

Before a personnel action is processed to establish grade retention, the employee's retained grade, the applicable rate schedule, and the rate of basic pay must be determined.

Note: For purposes of grade and pay retention in this section, rate schedule refers only to (1) the General Schedule (or equivalent pay plan), (2) special salary rate schedules for employees who are paid at a special salary rate (e.g., PRD Code 6), and (3) Federal Wage System schedules. It does not include areas designated as locality pay areas; therefore, the rate of basic pay must not include locality-based comparability payments.

An employee entitled to grade retention retains the grade of the position held immediately prior to the position change **if** the position was under a covered pay schedule immediately **prior** to the position change.

If the position held immediately prior to the position change was **not** under a covered pay schedule immediately **prior** to the position change, the employee retains:

- The lowest grade of the covered pay schedule for the position (in which the employee is placed) which has a representative rate equal to, or higher than, the representative rate of the grade held immediately prior to the position change,

OR

- The highest grade of the covered pay schedule for the position (in which the employee is placed) if there is no grade in the covered pay schedule that has a representative rate equal to, or higher than, the representative rate of the grade held immediately prior to the position change.

Processing Tips For Determining The Applicable Rate Schedule

Careful review of the eligibility requirements that entitle the employee to grade retention is necessary to determine the applicable rate schedule during the period of grade retention.

When an employee entitled to grade retention is placed in a lower-graded position in a different geographical area, the employee is covered by the rate schedule for the position in the new geographical area.

Note: The rate schedule for the position in the new geographical area refers only to: (1) the General Schedule (or equivalent pay plan), (2) special salary rate schedules for employees who are paid at a special salary rate (e.g., PRD Code 6), or (3) Federal Wage System schedules.

If the employee is paid under the General Schedule or a special salary rate schedule (e.g., PRD Code 6), and is placed in a lower-graded position that is **not** covered by a special salary rate schedule, the applicable rate schedule will be the General Schedule.

If the employee is paid under the General Schedule or a special salary rate schedule (e.g., PRD Code 6), and is placed in a lower-graded position that **is** covered by a **special salary rate,** the applicable rate schedule will be the special salary rate schedule for the **new** geographical area.

When an employee entitled to grade retention is placed in, or the position is changed to, a different occupational series code, the applicable rate schedule is generally the rate schedule for the new occupational series code.

If the employee is paid under the General Schedule or a special salary rate schedule (i.e., PRD Code 6, etc.), and is placed in a lower-graded position under the Federal Wage System, the applicable rate schedule will be under the General Schedule or the special salary rate schedule that applies to the **retained** occupational series code and grade, and new geographical area (if changing).

If the employee is paid under the Federal Wage System, and is placed in a lower-graded position in a new geographical area, the applicable rate schedule will be the Federal Wage System schedule for the new geographical area.

If the employee is paid under the Federal Wage System and is placed in a lower-graded position under the General Schedule or a special salary rate schedule, the applicable rate schedule will be the Federal Wage System schedule for the new geographical area (if changing).

Processing Tips For Determining The Rate Of Basic Pay

When an employee becomes eligible for grade retention or moves to another position during a period of grade retention under circumstances that permit the continuation of grade retention, the employee is entitled to the **greatest** of:

- The **rate** of basic pay **before** the position change.
- The **rate** of basic pay from the **applicable rate schedule** for the grade and step held by the employee **before** the position change. (See **Processing Tips For Determining the Applicable Rate Schedule**.)
- The **lowest rate** of basic pay from the **applicable rate schedule** for the retained grade which **equals** or **exceeds** the rate of basic pay **before** the position change. For more information, see **Processing Tips For Determining The Applicable Rate Schedule**.

When a GM employee becomes eligible for grade retention, the employee no longer retains the GM pay plan. Under 5 CFR 536.308, the retained grade cannot be used "to determine whether an employee retains status as a GM employee (as defined in 5 CFR 531.202)." The GM employee must be placed in the GS pay plan at the retained grade and placed in a step of that grade that equals or exceeds the existing rate of basic pay. See **Examples Of Grade Retention**.

Entry Guidelines For Grade And Pay Retention

Following are guidelines for processing grade and pay retention actions.

- The following processing instructions are based upon the requirements of the PPS when certain types of personnel actions are processed for an employee who is in grade retention or grade and pay retention. These edits will apply **only** if the following conditions are present:
  - The NOAC for the processing personnel action is listed on the **Grade And Pay Retention Tables**.
  - The PRD code on the employee's database salary data record (IRIS Program IR101) is A, B, E, F, U, or V and/or the PRD code on the processing action is A, B, E, F, U, or V.
- If any of the PMSO key fields (i.e., Dept, Agency, POI, etc.) are changing, the NOAC for the processing action must be a grade retention NOAC or NOAC 790, 800, or 903.
- When the NOAC for the processing action is **770**, the following data elements must **not** change:
  - The PRD Code, occupied series, and occupied grade, which are recorded on the employee's database salary data record (IRIS Program IR101).
  - The occupied position, which is recorded on the employee's retained grade data record (IRIS Program IR128).
- The pay rate determinant code must be **U** or **V** to receive retained grade and pay.
- The pay rate determinant code must be **2**, **3**, **4**, **J**, **K**, or **R** to receive retained pay.
- When the NOAC on the processing action is one of the NOAC's listed below, the grade of the occupied position recorded on the employee's retained grade data record (IRIS Program IR128) must not change.

NOAC	Description
790	Realignment
892	Quality Increase
893	Within-Grade Increase
894	Pay Adjustment
888	Denial Of Within-Grade Increase

- Before a promotion, position change, or reassignment is processed for an employee who is currently in grade and/or pay retention, it is very important to determine the appropriate PRD code that will be used on the processing action. In addition, certain data **must** also **be established** in the employee's database.
- A personnel action with NOAC 721, Reassignment, or NOAC 713, Change to Lower Grade (without Remarks Code X37) **cannot** be processed to:
  - Place an employee into grade retention
  - Place an employee into grade and pay retention
  - Terminate grade retention
  - Terminate grade and pay retention
- In addition, when a cancellation of NOAC 721, Reassignment, or NOAC 713, Change to Lower Grade (without Remarks Code X37), is processed, the employee **cannot** be placed into grade retention or grade and pay retention (PRD Code A, B, E, F, U,or V). Refer to OPM's Guide To Processing Personnel Actions, Table 14G, Rule 2, and Table 14H, Rule 5, for additional information on the exceptions that apply to NOAC 713.
- When the pay plan recorded in the employee's database salary data record (IRIS Program IR101) indicates a Federal Wage System pay plan**,** a personnel action **cannot** be processed with a PRD Code of 2, 4, 5, 6, 7, E, F, R, or S.
- An employee is entitled to grade retention with a PRD Code of E or F **only if** the geographical location the employee is actually assigned to and the occupational series code of the position the employee is occupying is covered by a special salary rate schedule.

  Note: If the pay plan on the processing personnel action indicates a change to another pay system, then the employee would be entitled to grade retention with a PRD Code of E or F if the geographical location in which the employee is assigned to and the occupational series of the position employee is retaining is covered by a special salary rate schedule.
- Remarks Code X36 must be present when the NOAC and PRD code indicate termination of grade retention except for NOAC 866/VKJ for another period of grade retention or 866/VRJ for entitlement to pay retention.

Examples Of Grade Retention

Examples Of Grade Retention

The following are examples of how to determine the rate of basic pay using the criteria outlined above. The examples also contain guidance on determining the PRD code that would apply for each example.

Employee Entitled To Receive Rate Of Basic Pay Before Position Change.

A WS–09/05 employee, whose duty station is located in San Francisco, California, is paid $24.32 per hour (Federal Wage System Pay Table 0607).

The employee is placed in a lower-graded position as a WS–08, in Santa Barbara, California (Federal Wage System Pay Table 0608).

The **rate** of basic pay **before** the position change was **$24. 32** per hour.

The **rate** of basic pay for a WS–09/05 (the grade and step held by the employee **before** the position change) in Santa Barbara, California (Federal Wage System Pay Table 0608), is **$20.00** per hour.

There is **no lower** rate of basic pay from the Federal Wage System Pay Table 0608 for the retained grade (WS–09/05, in this example) which **equals** or **exceeds** the rate of basic pay **before** the position change (**$24. 32** per hour).

Because there is no rate at the WS–09 level in the Federal Wage System Pay Table 0608 that equals or exceeds $24.32 per hour, the employee would be entitled to retain **$24. 32** per hour, which is the basic pay before the position change. PRD Code **V** would be used in this example, because the employee is moving to a different position and will receive retained pay while in grade retention, and the employee's step should be changed to **00**.

Employee Entitled To Receive Rate Of Basic Pay From Applicable Rate Schedule For Grade And Step Held Before Position Change

A GS–0462–04/08 employee, whose duty station is located in San Francisco, California, is paid a special salary rate of $24,037 per annum (Special Salary Rate Schedule 0256).

The employee is placed in a lower-graded position as a WG–3502, Grade 03, in San Francisco, California.

The **rate** of basic pay **before** the position change was **$24,037** per annum.

The rate of basic pay for a GS–0462–04/08 (the grade and step held by the employee **before** the position change) in San Francisco, California, is **$24,037** per annum (Special Salary Rate Schedule 0256).

The **lowest** rate of basic pay from the Special Salary Rate Schedule 0256 for the retained grade (GS–04/08, in this example) which **equals** or **exceeds** the rate of basic pay **before** the position change is **$24,037** per annum.

The employee would be entitled to retain the special salary rate of a GS–0462–04/08, which is **$24,037** per annum. PRD Code **E** would be used for this example, because the employee is moving to a different position and **is** entitled to a special salary rate in the new position while in grade retention.

Employee Entitled To Receive Lowest Rate Of Basic Pay Equal To Or Exceeds Rate Of Basic Pay Before Position Change

A GS–0303–06/04 employee, whose duty station is located in San Francisco, California, is paid a special salary rate of $24,814 per annum (Special Salary Rate Schedule 0024).

The employee is placed in a lower-graded position as a GS–0303, Grade 05, in Missoula, Montana.

Note: The employee will be paid under the General Schedule because there is no special salary rate schedule for a GS–0303, Grade 06, in Missoula, Montana.

The **rate** of basic pay **before** the position change was **$24,814** per annum.

The **rate** of basic pay from the General Schedule for a GS–0303–06/04 (the grade and step held by the employee **before** the position change) in Missoula, Montana, is **$23,396 per annum**. (A GS–0303–06 position is not covered by a special salary rate schedule in Missoula, Montana.)

The **lowest** rate of basic pay from the General Schedule for the retained grade (GS–06, in this example) which **equals** or **exceeds** the rate of basic pay **before** the position change is **$24,814** per annum (the basic pay for a GS–06/06 under the General Schedule).

The employee would be entitled to receive **$24,814** per annum, and **should be placed in step 6**. PRD Code **A** would be used for this example, because the employee is moving to a different position and is **not** entitled to a special salary rate in the new position and duty station.

Multiple Downgrades During 2-Year Grade Retention Period

As a result of reduction-in-force procedures, a GS–9 employee is placed in a lower-grade position as a GS–7, which entitles the employee to grade retention for 2 years. A year later, ***during*** the 2-year period of grade retention, the employee is placed in a lower-graded position as a GS–5. The employee continues to retain the GS–9 position for the remainder of the original 2-year period of grade retention.

After the original 2-year period of grade retention has expired, the employee is eligible to retain the GS–7 position for 1 year. However, the salary data in the employee's database salary record (IRIS Program IR101) reflects the data for the **GS–9** position.

A personnel action (Nature of Action Code 866/VKJ) to terminate the employee's grade retention at GS–9 would be processed, and the data entered in the Retain: Info fields should be the data for the GS–7 position. (The data in these fields should reflect data for the grade the employee will retain during grade retention.)

GM Employee Placed In Grade Retention

A GM–13/00 employee with a scheduled rate of pay of $58,000 per annum is downgraded and otherwise eligible for grade retention. The scheduled rate of pay for GS–13/03 is $57,379; for GS–13/04 is $59,172. In establishing the employee's grade retention, the pay plan is changed to GS, the step is changed to 04, and the employee is entitled to retain the GS13/04 rate. The employee's $1,172 increase in pay ($59,172 – $58,000) is not considered an equivalent increase for within-grade purposes and no change should be made to the SCD–WGI.

Federal Pay Increase And Locality Pay

Legislative Acts and Executive Orders mandate the Federal pay increases and locality-based comparability payments (a.k.a. locality pay or locality payment) for Federal employees.

IRIS Program IR101 displays the adjusted salary amount, the scheduled salary amount, and the locality payment amount, after the pay adjustment is processed.

Once the percentages for the increases are known, the following occur in the PPS:

- TMGT tables are updated with the revised salary rates.
- Monetary appointment limitation balances are increased by 40% of GS 3 Step 1 salary for employees on the database.
- Prior actions entered after the first pass of PINE are rolled off the database. This occurs because personnel actions are sorted and processed by effective date. To avoid the rollback, the prior action should be entered before the first pass of PINE.

For more information, see:

System-Generated Federal Pay Increase And Locality Pay
Agency-Entered Federal Pay Increase And Locality Pay
Processing Tips For Federal Pay Increase/Locality-Based Comparability Payment
Other Pay Changes During The Pay Period

System-Generated Federal Pay Increase And Locality Pay

The PPS automatically generates the Federal pay increase and locality payment personnel action (NOAC 894, Pay Adjustment; Authority Code QWM/ZLM, Reg. 531.205), for most employees. This single action is produced for both the Federal pay increase and the locality payment. If only locality payment is authorized, the system generates a personnel action, NOAC 895, Locality Payment; Authority Code VGR, 5 U.S.C. 5304. The system automatically processes the Federal pay increase for the employees listed below.

- Employees in Pay Plans AL, CO, DN, ES, EX, FC, FE, FO, FP, FS, GG, GH, GM, GS, GT, IR, IS, LE, MG, MS, NF, NX, PA, PE, TM, and TS
- Employees in Pay Plan ES who are at levels ES–1 through ES–4
- Employees who are paid at administratively determined rates (Pay Plan AD) as requested by the agency
- Reemployed annuitants whose salaries are offset by annuities from CSRS or FERS. Although the PPS will automatically generate the Federal pay increase pay adjustment action for the existing scheduled salaries of these annuitants, the personnel office must prepare a personnel action for the annuity cost-of-living adjustment. The increased amount of the annuity must be recorded in the Salary Share Amount field.

If the Federal pay increase was not generated for an employee, informational message 100 *Unable to generate pay raise–process personnel action* or 117 *LEO pay rate determinant code not equal 0, 5, 6–process personnel action* displays on the suspense listing. If the employee is eligible for the pay increase, enter the personnel action for processing. In certain situations the PPS is coded to bypass the Federal pay increase for an employee. Informational message 111 *Record entered to bypass pay raise for employee* is displayed on the suspense listing for these employees.

Agency-Entered Federal Pay Increase And Locality Pay

The agency personnel office must enter the Federal pay increase for the following employees; the PPS does not automatically process these increases.

- Experts and consultants (Pay Plans CG, EC, ED, EE, EF, EG, EH, EI, IC).
- Employees in Pay Plans CP, FA, IJ, IL, LP, RE, SL, ST, TF, TR, and TW.

- Do not abolish a position held by an employee on a detail or a temporary promotion until the employee has returned to the permanent position.
- A temporary detail or promotion must be terminated before the POI can be changed.
- Employees paid at statutory rates (Pay Plan SR).
- Employees paid in Pay Plans IL, SL, ST, with the exception of employees in those agencies that have notified NFC to automatically process the pay increase. The Federal pay increase for these pay plans are made at the discretion of the department/agency.
- Employees in Pay Plans AD (except for those that agencies requested NFC to automatically process), AE, DB, FN, HA, NB, PD, RA, and SB.
- Employees being paid under Pay Rate Determinant Code 2, 3, 4, M, or S.
- Employees in Pay Plan GS and GM who are being paid under cooperative agreements and for whom the Federal government does not pay all the salary.
- Employees in Pay Plans GG and GH who are being paid under cooperative agreements.
- Employees who are Americorps members (Special Employment Program Code V8)

  Note: NFC mails lists to the agencies for employees in the above categories prior to the effective pay period of the Federal pay increase. The lists are usually produced at the end of Pay Period 25. Agencies should review the lists, verify eligibility for the Federal pay increase, and enter the Federal pay increase action, if applicable.
- Employees hired or reappointed in the pay period prior to the Federal pay increase in any of the above categories. The agency must determine eligibility for these employees.
- Employees in any of the above categories whose status changes after the lists are produced.
- Employees listed on the suspense listing under Document Type 999.

The PPS calculates and processes the locality payment for employees who receive the Federal pay increase. The following GS employees **do not** receive locality pay:

- Special salary rate employees whose scheduled salary exceeds the locality pay for the locality pay area
- Law enforcement officers receiving geographic special pay adjustments higher than the locality pay in the locality pay area

The scheduled salary/basic pay is the OPM pay table base salary before addition of any allowance, adjustment, or differential. The adjusted salary includes the scheduled salary plus any allowance, adjustment, or differential. Locality pay is included in the adjusted salary amount. The cooperative and/or annuitant share of salary amount is also included in the adjusted salary amount.

Locality pay is based on the employee's duty station. When the duty station changes to another locality pay area, the locality pay rate changes to the new duty station rate on the effective date of the duty station change. When the duty station changes to one that is not a

locality pay area, the locality pay terminates. Most employees working in the 48 contiguous states (including Washington, D.C.; excluding Alaska and Hawaii) receive locality pay. Employees who are in retained pay status receive full locality pay.

Processing Tips For Federal Pay Increase/Locality-Based Comparability Payment

TMGT Table 029, Salary Table, displays the scheduled and adjusted salary by pay plan, grade, and step for each OPM table. To display the scheduled salary, type **0000** in the OPM Pay Table Number field; to display the adjusted salary, enter the occupational special pay area code (e.g., 4RUS) in the OPM Pay Table Number field.

To acquire the locality pay rate and locality pay table code for a location, access TMGT Table 016, Geographical Location Codes. This table lists all geographical locations and the locality pay data, as applicable. You may execute a report with a range of locations instead of scrolling through the table.

Other Pay Changes During The Pay Period

If a pay change (e.g., within-grade increase, promotion, etc.) or any action that results in an entry in the Basic Pay field is processed in the pay period of the pay adjustment, enter the new salary in the Basic Pay field. Do not include the locality payment.

Federal Wage System Area Increase

FWS employees receive a periodic wage area increase based on locality. TMGT Table 058, Wage Area, is a report that contains the wage area codes with their production schedules in selected pay areas used for current month processing of population reports on FWS employees. TMGT Table 029, Pay Table, and Table 033, Wage Grade Pay Converter, include information for the generation of FWS area increases.

Position Changes

Position changes are actions that affect the employee's position and/or salary (i.e., reassignment, promotion, etc.). When a position change action is entered, it is likely that some type of action must be taken in PMSO. Several of the position change actions listed on the Position Changes menu may be used for processing grade retention or pay retention. For NOAC's, pay rate determinant codes, and expiration dates for grade retention, see the **Grade And Pay Retention Tables**.

For more information, see:

Entry Guidelines For Position Changes
Intergovernmental Personnel Act (IPA) Details

Entry Guidelines For Position Changes

Following are guidelines for processing position change actions.

- The previous agency code and current agency code cannot be the same when an employee changes agencies within the department.

- When entering a detail action, the individual position number must be different than the position the employee currently occupies.
- A temporary detail or promotion must be terminated before another detail or temporary promotion can be processed.
- The detail position must be established in PMSO to enter a detail, correction, extension, cancellation, or termination to a detail. Verify in PMSO if the position is permanent or a detail.
- Position occupied must be **2** for a promotion to excepted service.
- When entering a promotion, the grade must be greater than the grade on the database.
- The position occupied must be 1 for a reinstatement from excepted service to competitive service.
- The position occupied must be 1 for a position change.
- The position occupied must be 1 or 2 for a position change due to a RIF, which entitles the employee to grade retention.
- The position occupied must be 2 for a position change back to the retained grade in the excepted service.
- The employee must have a saved grade record on the database for a position change under the executive assignment system.
    - When the action moves the employee back to a position at the retained grade, the grade must be the same as the grade on the save grade record as shown on IRIS Program IR128.
    - When a promotion, reassignment, or change to lower grade is entered for an employee in grade retention, the grade on the saved grade record must be greater than the grade on the personnel action being entered.

Intergovernmental (IPA) Details

NOAC 730, Detail NTE; NOA 731, Ext Detail NTE; and NOA 732, Term of Detail NTE are used to document an SF−50, Notification of Personnel Action, for employees on an IPA detail.

Entry Guidelines For IPA Details

Following are guidelines for entering IPA Details.

- The expiration date is displayed on the Detail Detail Assignment Expires field on IRIS Program IR127, Detail Assign/Temporary Promotion; IRIS Program IR227, Detail/Temp Promotion; and IRIS Program IR527, Detail Assign/Temporary Promotion.

Return To Duty

Return to duty actions are actions that place employees in pay status only when a personnel action was processed to place the employee in a nonpay status.

For more information, see **Entry Guidelines For Return To Duty Actions**.

Entry Guidelines For Return To Duty Actions

Following are guidelines for processing return to duty actions.

- Process the return to duty before the nonpay status not-to-exceed (NTE) date expires.
- The effective date of the return to duty should be the day after the NTE date of the nonpay status NTE date.
- The return to duty personnel action must apply before the T&A will processed and subsequently be paid.

Separations

Separation actions are actions that remove employees from the rolls by retirement, resignation, termination, or death.

For more information on separations, see:

Processing Tips For Separations
Entry Guidelines For Separations
Retirement
Resignation
Removal
Death
Termination
Other Separations

Note: For separation incentive processing, see **Bonuses And Incentives**.

Processing Tips For Separations

Following are tips for processing separation actions.

Ensure that:

- The final time and attendance report (or the final code) is entered;
- Lump sum payments for leave have been made and there is no annual or compensatory leave balance on the database;
- The separation action is processed;
- Bond refunds are disbursed;
- All payments due the Government are satisfied.

After these transactions are processed the record remains on the active database for 6 pay periods following the processing of the last transaction then is transferred to the history

database which stores up to 10 years of history data. To correct or cancel an action that has transferred to history, use EPIC History Correction. For instructions, see **Correcting History Data**.

Entry Guidelines For Separations

Following are guidelines for separation actions:

- Only an accession, a correction to the separation, a separation incentive, or a cash award can be processed if a separation action is the last action on the database.
- Complete the FEHB Cov Code field for retirement, death, resignation in lieu of involuntary action, or involuntary termination personnel actions.
- Be sure to complete the severance pay data when Remarks Code N22 is entered.
- If the processing action is a retirement or death action, and the FEHB code is `1`, enter one of the following remarks codes in the Remarks window (**Figure 2:11**):

Remarks Code	Definition
388	Terminate FEHB enrollment. (Employee ineligible to continue FEHB coverage.)
389	Transfer FEHB enrollment to OPM. (Employee eligible to continue FEHB coverage.)
390	Transfer FEHB enrollment to DC Retirement System. (Employee under Retirement Coverage Code Y or Z and eligible to continue FEHB coverage.)
564	Terminate FEHB – Not enrolled since first opportunity
565	Terminate FEHB – Not enrolled five years
566	Terminate FEHB – No survivor eligible to continue health benefits

- Employees who are asked to resign involuntarily or are terminated involuntarily may be eligible for discontinued service retirement. These employees may be eligible to transfer their FEHB coverage to OPM if the conditions required for continuation of FEHB enrollment have been met. Enter Remarks Code 388, 389, or 390 on the resignation/termination action to indicate if FEHB coverage will be continued.

Retirement

A retirement action is processed when an employee has contributed to a retirement system and is eligible to retire and collect an immediate annuity. For detailed instructions for processing retirement transactions, see the Processing Retirement Documents procedure, (Title I, Chapter 9). Use RETM to track the processing of applications for retirement benefits in the event an employee retires, is deceased, or separates with a request for a refund of retirement contributions.

Entry Guidelines For Retirement Actions

Following are guidelines for processing retirement actions.

- If the employee is enrolled in FEHB and remark code **390** is entered on a retirement action, the retirement plan code must be **Y** or **Z**.
- If the employee is enrolled in FEHB and remark code **391** is entered on a retirement action, the retirement plan code must be **8** or **9**.

Resignation

A resignation action is processed when an employee voluntarily elects to leave the organization.

Entry Guidelines For Resignation Actions

Following are guidelines for processing resignation actions.

- FEHB remarks codes **388** and **389** must be entered for a resignation in lieu of involuntary action.
- Remarks code **388,389,390,391,564,565**, or **566** must be entered on retirement, death, resignation in lieu of involuntary action, and involuntary termination actions, if the employee was enrolled in FEHB.

Removal

A removal action is processed when an agency removes an employee from the rolls because of misconduct, false statements at the time of appointment, unacceptable performance, etc.

Entry Guidelines For Removal Actions

Following are guidelines for processing removal actions.

- Adverse remarks codes are required for removal actions.

Death

A death action is processed to remove a deceased employee's record from the database and settle the deceased employee's accounts as required by 5 USC 5581–5584. For detailed information on processing death claims, see Title I, Chapter 8, Special Payroll Processing System, and Title I, Chapter 11, Nonautomated Processing. All death cases must have an SPPS record established to enable payments to beneficiaries.

Entry Guidelines For Death Actions

Following are guidelines for processing death actions.

- Remarks code **388,389,390,391,564,565**, or **566** must be entered on retirement, death, resignation in lieu of involuntary action, and involuntary termination actions, if the employee was enrolled in FEHB.
- If the employee is enrolled in FEHB and remark code **390** is entered on a death action, the retirement plan code must be **Y** or **Z**.

- If the employee is enrolled in FEHB and remark code `391` is entered on a death action, the retirement plan code must be `8` or `9`.

Termination

A termination action is processed when an agency terminates the employee (through no fault of the employee) because of a nondisciplinary action such as expiration of appointment, lack of work, lack of funds, etc.

Entry Guidelines For Termination Actions

Following are guidelines for processing termination actions.

- FEHB remarks code `389` must be entered for an involuntary termination.
- Remarks code `388,389,390,391,564,565`, or `566` must be entered on retirement, death, resignation in lieu of involuntary action, and involuntary termination actions, if the employee was enrolled in FEHB.

Other Separations

The List of Personnel Actions includes other separation actions not included in the above categories (e.g., Separation Military, Separation RIF, etc.). For information pertaining to these separations, see the OPM Guide To Processing Personnel Actions.

Within-Grade Increase

A WGI is an increase to the next step within a grade. The WGI is system-generated for most employees. For more information on WGI's, see:

System-Generated WGI
Agency-Entered WGI
Processing Tips For Within-Grade Increases
Entry Guidelines For Within-Grade Increases
WGI Denial
Quality Increases

System-Generated WGI

Based on the SCD–WGI, the number of days worked, and the performance rating, the PPS generates Form AD–658, Within-Grade Increase Record, for GS and equivalent pay plans.

For more information on system-generated WGI, see:

Waiting Period
Creditable Service And Non-Creditable Service
System-Generated Form AD–658
Agency Notifications

Waiting Period

The employee must meet the required time in step to advance to the next step. The PPS counts calendar days in pay status for granting a WGI. A full day is counted if the employee is in pay status any part of the day. The PPS projects the WGI due date based on the number of **weeks** in the step of a grade as follows:

Step	Calendar Weeks
1 – 3	52
4 – 6	104
7 – 10	156

The PPS credits actual intermittent days worked for intermittent employees. The WGI due date is based on the number of **days** in pay status over a period of 52 calendar week intervals in the step of the grade as follows:

Step	Calendar Days	Calendar Weeks
1 – 3	260	52
4 – 6	520	104
7 – 10	780	156

Creditable Service and Non-Creditable Service

Days worked are counted toward generation of the WGI. Excessive nonpay status or elapsed calendar days during the year could prolong eligibility of the WGI. The PPS records creditable service by the the number of days in pay status. This information is obtained from hours, days, and paid leave recorded on the T&A.

The PPS records the number of days an intermittent employee works plus the equivalent elapsed calendar days based on data recorded on the T&A. If a T&A is not processed for an intermittent employee, 14 days will be recorded as elapsed calendar days for the pay period. When the calendar time requirements for the waiting period are met, this period of time may be extended by any noncreditable time on the rolls.

System-Generated Form AD–658

NFC generates Form AD–658 according to the following schedule:

- **Full-time and part-time employees.** 14 weeks prior to the actual due date of the WGI.
- **Intermittent employees.** When the database indicates the employee has completed:

  260 days in pay status in not less than 52 calendar weeks

  520 days in pay status in not less than 104 calendar weeks

  780 days in pay status in not less than 156 calendar weeks

The PPS automatically generates the AD–658 for Federal Wage System employees at the beginning of the first applicable pay period following completion of the required waiting period, provided the employee's performance evaluation is fully successful and the employee has not received an equivalent increase during the waiting period.

If the agency agrees that the WGI is due, no action is necessary. The system automatically processes the WGI in the effective pay period. If however, the WGI should not be processed as indicated, the agency must take the necessary action to prevent the WGI from processing.

Agency Notifications

The PPS produces several reports for the agency personnel offices regarding WGI processing. Each report and Form AD−658 display data contained in the database as of the ending date of the pay period in which the report is prepared. Error conditions on the reports must be corrected by processing personnel actions for all columns except Non Pay Status Hours. Nonpay status hours must be corrected in TINQ. For detailed information on TINQ, see the TINQ procedure. For report exhibits, see Title I, Chapter 20, Section 5, Payroll/Personnel Output.

Classified Employee Within-Grade Increase Sixteen Week Listing. Lists employees whose WGI's will be generated based on their latest performance appraisal rating, which is fully successful or higher. Produced 16 weeks prior to the projected date of the WGI,

Classified Employee Within-Grade Increase Four Week Notification. Lists employees whose WGI will be generated in 4 weeks based on their latest performance appraisal rating, which is fully successful or higher. Produced every pay period. This report updates the 16-week report previously issued (Report AECO36S1).

Classified Employee Control Listing of Within-Grade Increase Forms For F/T And P/T Employees. Lists classified employees whose WGI's are not automatically processed by the PPS. Produced each pay period. **Agencies must enter the WGI's for these employees.**

Classified Employee WGI Status Sixteen Week Listing. Lists employees whose WGI will not be generated unless action is taken to change the performance appraisal rating to fully successful or higher before the effective date of the WGI. Produced 16 weeks prior to the projected date of the WGI.

Federal Wage System WGI Status Eight Week Notification. Lists Federal Wage System employees whose WGI's will not be processed because of unsatisfactory performance evaluations. Produced eight weeks prior to the projected date of the WGI. The PPS will **not** automatically process the WGI until a new performance evaluation is processed indicating the employee has met the acceptable level of performance requirements.

In addition to the agency notifications, the following WGI-related reports are produced:

- Annual Report Of Within Grade Increase By Race And National Origin
- Annual Report Of Within Grade Increase By Series And Grade
- Certification For Within Grade Increase
- Notification Of WGI Overdue
- Quality Step Increase By PATCO & Pay Level
- Quality Step Increase By PATCO, Series, & Pay Level
- Semi-Annual (Or Annual) Report On Quality Increase

IRIS Program IR303, WGI Information, include data pertaining to WGI processing. The following data elements apply to the generation of the WGI.

***WGI Notification Given Code/Pay Period/Year**. Indicates if an AD−658 has been prepared for processing within 4 or 16 weeks as listed on the applicable notification reports and the pay period and year of the notification.

Code	Description
0	Notification Prepared
1	AD−658 Will Be Prepared In 6 Weeks
2	AD−658 Will Be Prepared In 4 Weeks

WGI Due Code. Indicates if a WGI is due or has been given. The WGI due code can be changed by using the Master File Change document under the New Payroll Documents option for processing a retroactive WGI.

Code	Description
0	WGI Not Due
1	WGI Due
2	WGI Processed
3	Intermittent Projected Due
4	Process Intermittent WGI When Due

Agency-Entered WGI

The actions listed under Within-Grade Increase on the EPIC List of Personnel Actions menu are used to process or deny step increases.

IRIS Program IR123 includes indicators regarding WGI processing. IRIS Program IR303 displays the counters since the last WGI. This program contains sensitive data and requires special access.

Processing Tips For Within-Grade Increases

Following are tips for processing within-grade increase actions.

The SCD for the WGI is entered on the personnel action (e.g., accession action) or generated by the PPS from the processing of a personnel action (e.g., promotion). Agencies should correct or adjust this date when previous service and/or nonpay status was not considered at the time this date was initially furnished for such service nonpay status. Output Forms SF−50−B, issued while the employee is in a waiting period for a WGI, record the SCD−WGI furnished by the agency, or the system-adjusted date based on creditable service and nonpay status.

The WGI's that are not automatically generated by the PPS must be entered by the agency. In addition, there may be other conditions that the agency must enter the WGI.

To process a delayed WGI as a result of favorable reconsideration:

1. Change the performance appraisal rating to fully successful or higher.

2. Access IRIS Program IR123 to view the WGI Due Code.
3. If necessary, change the WGI Due Code to `1` then enter the WGI (NOAC 893) for processing in the PPS. For instructions on changing the WGI Due Code, see **Master File Change Document.**

Entry Guidelines For Within-Grade Increases

Following are guidelines for processing WGI actions.

- The grade must be equal to the grade on the database.
- The step on the database cannot be 10.
- The pay plan cannot be FO, FP, or FS and the step cannot be 14.
- A denial cannot be processed if the WGI was processed.
- Must be effective on the first day of the processing pay period.
- Must be effective the pay period after the employee serves the designated waiting period.
- The performance evaluation rating must be fully successful or greater for a WGI to be processed.
- The WGI Due code must equal `1` (Due).
- The step for a WGI or quality step increase must be one step above the step on the database.
- Employees in pay plans OC, PA, PE, ZP, ZS, and ZT are not eligible for a WGI.
- AE employees with Pay Plans SL and SP are not entitled to a quality step increase.

WGI Denial

The Payroll/Personnel System will **not** generate a denial of a WGI for an employee who has failed to meet the acceptable level of competence requirements (i.e., unsatisfactory performance). Agencies must enter the denial for processing prior to the effective pay period the WGI is due. It is the agency's responsibility to maintain the WGI due date for Federal Wage System employees. The next AD−658 will not be produced until approximately one year and fourteen weeks from the date the initial waiting period was completed.

Quality Increases

Following are guidelines for processing Quality Increase Actions.

- The performance evaluation rating must be outstanding for a QSI to be processed.

  Reminder: Ensure the effective date is at least 52 weeks from the last QSI.

Entering Personnel Actions

This section presents the following topics:

About Entering Personnel Actions
Selecting A Specific Personnel Action
Entering A Personnel Action

About Entering Personnel Actions

Personnel actions are entered to establish and update an employee record in the PPS database. A personnel action consists of **key data** on the Personnel Action window (**Figure 2:2**) and the other data (e.g., **employee, position, salary, benefits, miscellaneous, award, and bonus** (includes retention and incentive data)) displayed on associated pop-ups.

Personnel actions also include **Remarks data**, which may be viewed and entered at the Remarks window (**Figure 2:11**).

For instructions on selecting and entering personnel actions, see:

Selecting A Specific Personnel Action
Entering A Personnel Action
Employee Data Pop-up Field Instructions
Position Data Pop-up Field Instructions
Salary Data Pop-up Field Instructions
Benefits Pop-up Field Instructions
Miscellaneous Pop-up Field Instructions
Award Pop-up Field Instructions
Bonus Pop-up Field Instructions

At each window or pop-up, only fields applicable to the selected NOAC are accessible; those not applicable are “grayed out” to prevent entry. **Required** field names are highlighted in **black** to ensure completion; **optional** field names are highlighted in **blue**. The action is released (or held) from the Personnel Action window (**Figure 2:2**) using the applicable status code.

Selecting A Specific Personnel Action

To select a personnel action to be processed in EPIC:

1. Select a personnel action from the New Documents menu at the EPIC Navigation window (**Figure 1:4**). A list of personnel actions by category appears (**Figure 2:1**). This list includes all NOAC’s in the database for the type of action selected. The list is updated as the NOAC tables in the Table Management System are updated.

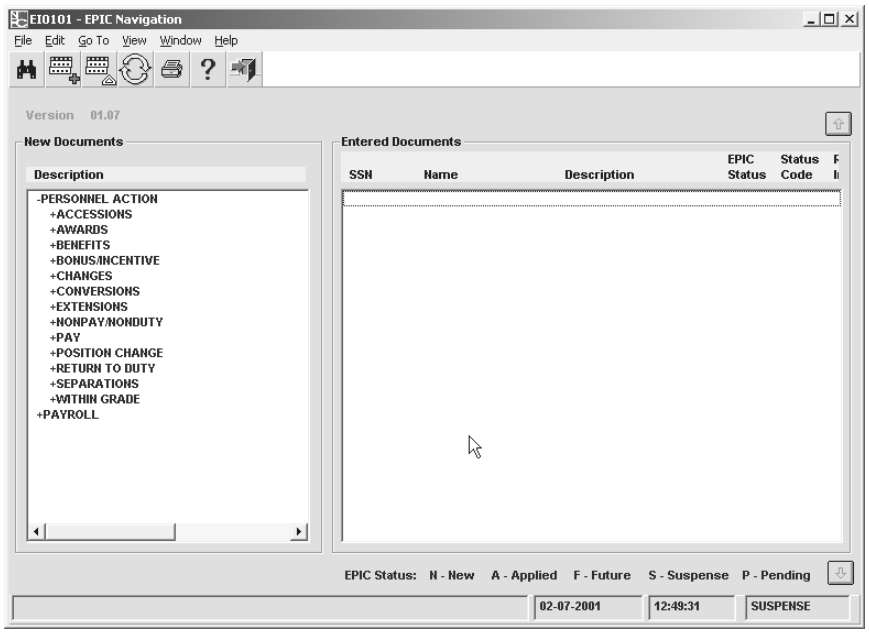

Figure 2:1. EPIC Navigation window *[personnel action menu]*

2. Click the appropriate action and select ***Edit > Add New Document*** at the menu bar. The Personnel Action window (**Figure 2:2**) is displayed. For instructions on the entry process, see **Entering A Personnel Action**.

Entering A Personnel Action

After you select a personnel action from the EPIC Navigation window (**Figure 1:4**), the Personnel Action window (**Figure 2:2**) is displayed with an associated data set for the selected NOAC. The type of action appears in the window title bar, and the NOAC is generated in the 1st NOA field of the Personnel Action window (**Figure 2:2**).

Note: The cursor is positioned at the first field of the associated data pop-up. You may begin entry at the pop-up, or you may move your cursor and begin entry in the key data area.

To enter the action:

1. Complete the key data and other fields as indicated under the following topics:

Personnel Action Window Key Data Field Instructions

Award Pop-up Field Instructions

Benefits Pop-up Field Instructions

Bonus Pop-up Field Instructions

Employee Data Pop-up Field Instructions

Miscellaneous Pop-up Field Instructions

Position Data Pop-up Field Instructions

Salary Data Pop-up Field Instructions

(For illustrations of these windows, see **Figures 2:2 – 2:11**.)

Reminder: Field names in black must be completed; field names in blue are optional; field names in gray are inaccessible.

2. After completing the fields, click >|, <| or the applicable data set tool button to display and complete the next window.

3. After completing all applicable sets, click ***File > Close*** to save the entries and exit the window. The Save Changes pop-up (**Figure 1:4**) appears.

4. At the Save Changes pop-up (**Figure 1:4**), choose one of the following responses:
   - Click **[Yes]** to save the entries and edit the action.
   - Click **[No]** to exit the window and not save the entries.
   - Click **[Cancel]** to return to the Personnel Action window (**Figure 2:2**).

   If you click **[Yes]** and front-end errors exist, an error list is displayed. Correct the errors as indicated under **Correcting EPIC Front-end Errors**.

Illustrations Of Personnel Action Key Data Window And Data Set Pop-ups

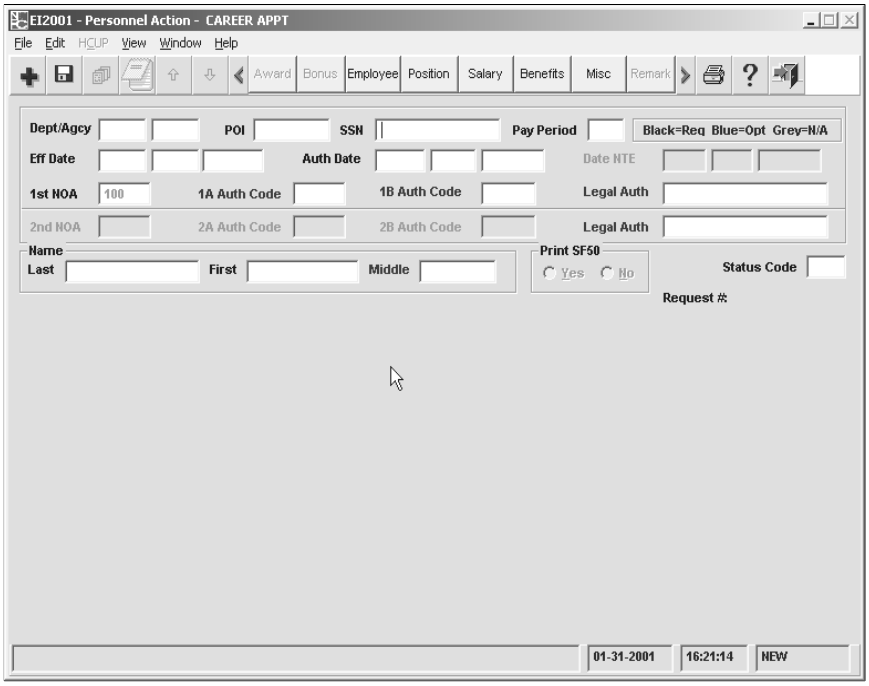

Figure 2:2. Personnel Action *(key data)*

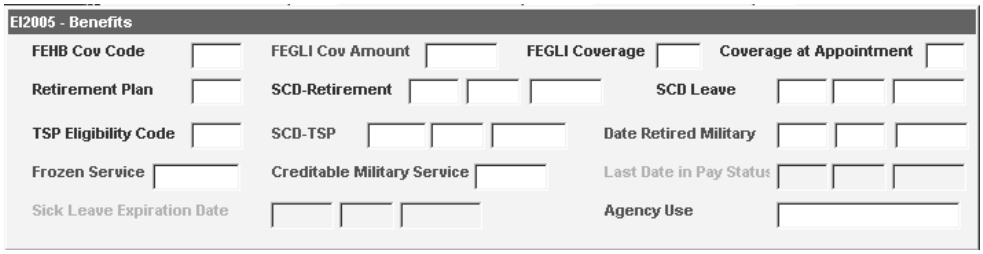

Figure 2:3. Benefits pop-up

EI2010 - Bonus

Relocation Bonus
Recruitment Bonus
Supervisory Percent
Retention Percent

Figure 2:4. Bonus pop-up

EI2002 - Employee Data

Gender
RNO
Date of Birth
Handicap
Veterans Preference RIF
Veterans Status
Veterans Preference
Uniform Service Status
Citizenship
Annuitant Indicator
Education Level
Year Degree Attained
Instructional Program

Figure 2:5. Employee Data pop-up

EI2003 - Position Data

Position Classification Code
Position Occupied

PMSO Key
Dept
Agency
POI
Grade
MR Numb
IP Numb

History Position Data
Occ Series
Occ Ser Func
Official Title Pf/ CD/ SF
Supv Cd
Prof Category
MR-Agy-Use
Official Title
FLSA CD
Pay Tbl
Pos Sens
PATCO Cd
Comp Lev
Work Title Code
Work Title
Accounting Station Code
Org Structure Code
Duty Station Code-State/ City/ County
IP-Agy-Use
Bargaining Unit Status
COPR ST
LEO Indicator
Position Status Budget

Figure 2:6. Position Data pop-up

EI2007 - Miscellaneous

Tenure
SCD-RIF
Sup/Managerial Probationary Period Required
Sup/Managerial Start Date
Probationary Period Start Date
Career Tenure Start Date
Date Entered Present Grade
Losing/Gaining Department
Special Employment Program

Annual Leave
Category
45 Day
Earning Status

Special Employee
Type Appointment

Previous
Agency
NOA
1A Cd
2A Cd
Date
Correct SSN
Name Correction

Clear Error Codes
1 2 3 4 5 6 7 8 9

Figure 2:7. Miscellaneous pop-up

EI2004 - Salary Data

Pay Plan | Grade | Step | Basic Pay | Pay Basis
Pay Rate Determinant | Verify Basic Pay | Adjusted Basic Pay
COLA/ Post Differential | Salary Share Amount | Salary Share Code
Coop: Overtime Rate | Holiday Rate
Quarters Deduction: Rate | Amount
Work Schedule | Tour of Duty Hours
Date Service Year Starts: Mo/Da/Yr | SCD-WGI
Appointment Limit: Dollar Total | Hours Total | Days Total | Dollar Balance | Hours Balance | Days Balance
Retained Information: Pay Plan | Grade | Occ Series | Occ Ser Func | Rate Expd

Figure 2:8. Salary Data pop-up

For instructions on entering award data and remarks, see:

Entering Award Data

Entering Foreign Language Bonus Data

Entering Remarks Data

Entering Award Data

The Awards pop-up (**Figure 2:9**) is used to enter cash awards and time off awards. For processing information, see **Awards**.

EI2006 - GAINSHARING AWARD

Case Number | Award Code | Award Amount | Hours
Tangible Benefits | Intangible Benefits | Verify Amt | Verify Hrs
First Year Savings | Number of Persons | Amount Paid External Source
Pay Code
Dates: From | To
Accounting to generate payment: Code | Station | Agency
Address Indicator

Figure 2:9. Awards pop-up *(Gainsharing Award)*

To enter award data:

1. After the award NOAC is selected, the Personnel Action window(**Figure 2:9**) is displayed. For entry instructions on the Personnel Action window (**Figure 2:2**), see **Entering A Personnel Action**.

2. Complete the Personnel Action window (**Figure 2:2**) and click the awards tool button to display the Awards pop-up (**Figure 2:9**).

3. Complete the fields as indicated under **Awards Pop-up Field Instructions**.

4. Click the envelope button to display the Specification Of Mailing Address pop-up (**Figure 2:10**).

5. Complete the fields as indicated under **Specification Of Mailing Address Pop-up Field Instructions**.

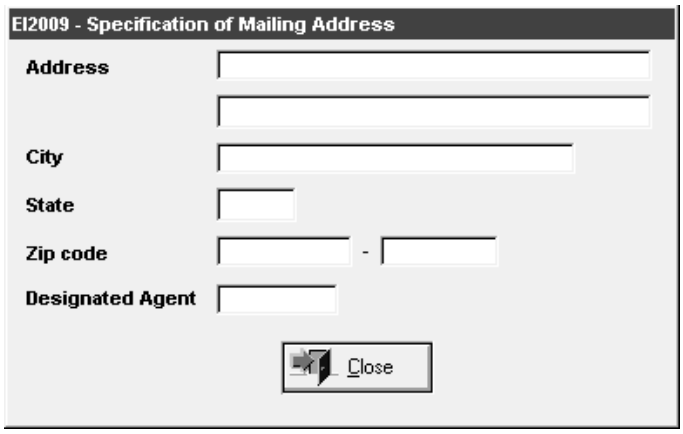

Figure 2:10. Specification Of Mailing Address pop-up

6. After completing the fields, click **[Close]** to exit.

Entering Foreign Language Bonus Data

The Awards pop-up (**Figure 2:9**) is used to enter cash awards and time off awards. For processing information, see **Awards**.

Entering Remarks Data

The Remarks window (**Figure 2:11**) is used to enter and display remarks codes for personnel actions. All remarks codes are listed in TMGT Table 052, Remarks Codes.

After you save and release an action at the Personnel Action window (**Figure 2:2**), the **[Remark]** button is activated.

- If the action has a mandatory remark that needs more data to complete the remark description (*fill-in text*), the message *Document Successfully Saved (W=wait for remark)* is displayed and the status code changes from **R** to **W**.
- If the action has an optional remark that needs to be added, the status code remains **R**.

To enter remarks data:

1. At the Personnel Action window (**Figure 2:2**) menu bar, click **[Remark]**. The Remarks window (**Figure 2:11**) is displayed.

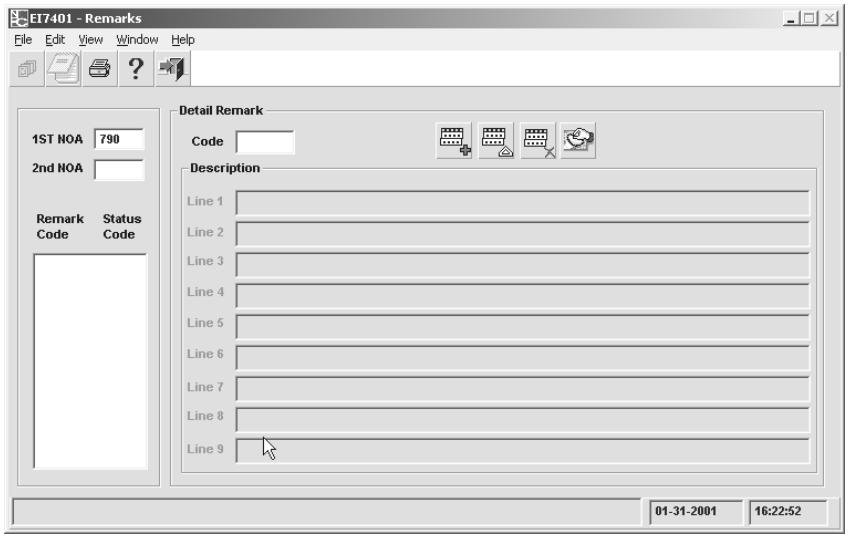

Figure 2:11. Remarks window

2. Complete the fields as indicated under **Remarks Window Field Instructions**.

PART 3.

ROLLBACK APPLIED DOCUMENTS AND CORRECTING HISTORY DATA

This section presents the following topics:

Rollback Personnel Actions

Correcting History Data

Creating A History Correction Update Package

Rollback Personnel Actions

This section presents the following topics:

About Rollback Actions
Rollback Action Types
Processing Rollback Documents

About Rollback Actions

A rollback can be initiated by the user (user-generated rollback), or by the system (system-generated rollback) for actions that applied during the current processing pay period.

A user may rollback actions if the employee's salary for that pay period has not been computed by PAYE. If the employee has been paid the rollback feature is unavailable

A system-generated rollback occurs automatically when a personnel action has already applied to the employee's database and another personnel action with an earlier effective date(s) is processed in a later PINE pass during the same processing pay period and prior to the processing of PAYE. As a result, all personnel and payroll actions applied to the employee's database during that pay period are rolled off the database and placed in EPIC or EPIC History Correction as new documents with the Status Code of **(H)** hold or **(R)** release.

Rollback Action Types

This section describes the three action types that are used to rollback documents. These action types must be performed before PAYE has run (first Thursday and Friday, or Saturday after the end of the processing pay period).

Rollback Database – Hold Documents

The primary purpose of this action type is to retrieve personnel data that has applied to the employee's database record during the current processing pay period. This eliminates the need to process a cancellation or correction of a personnel action. The timing of a rollback is very important. A personnel action can only be rolled back during the same pay period it is processed and applied to the Payroll/Personnel database. After PAYE is processed, a correction or cancellation to a personnel action must be processed in the following pay period.

When a personnel action is rolled back, payroll and personnel actions processed and applied to the employee's database during the current processing pay period are rolled back and placed on the EPIC Navigation window (**Figure 1:4**). A rollback of a personnel action will result in the rollback of the payroll documents that applied after the personnel action. The exception is the Master File Change document when it applies the same pay period as the personnel action.

A rollback for an award will remove the personnel action from the database, but not the award payment that has processed through ADJP. A written request submitted through DOTSE is required to delete the award payment from ADJP.

If the personnel action and all payroll documents must be reprocessed after the rollback occurs, the status code on each document to be reprocessed must be changed to **R**. These documents are identified on the EPIC Navigation window (**Figure 1:4**) or, in the case of a History package, History Correction List window (**Figure 3:5**). If the action must be deleted, the status codes on each document must be changed to **4**.

Note: The rolled back document(s) remains on the applicable EPIC Navigation window (**Figure 1:4**) until action is taken by the user. Therefore, FESI users must delete the action if they plan to resend the actions via FESI.

Rollback Database – Release Documents

Used to roll off a personnel action that applied to the database in the current processing pay period and to process another action with an earlier effective date in the same pay period and the same pass of PINE.

Processing Rollback Documents

To search for a personnel action to perform a rollback option:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Edit > Rollback Personnel Action***. The Rollback Search pop-up (**Figure 3:1**) appears.

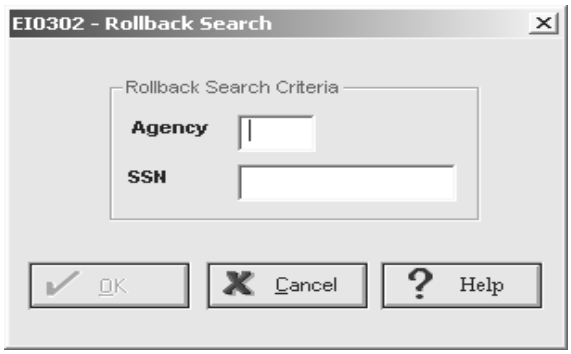

Figure 3:1. Rollback Search pop-up

2. Complete the fields as indicated under **Rollback Search Pop-up**.

3. Click **[OK]**. The Rollback Personnel Action window (**Figure 3:2**) is displayed with a list of all personnel actions for the SSN entered on the Rollback Search pop-up (**Figure 3:1**) that were applied in the current processing pay period (including documents released to the future file).

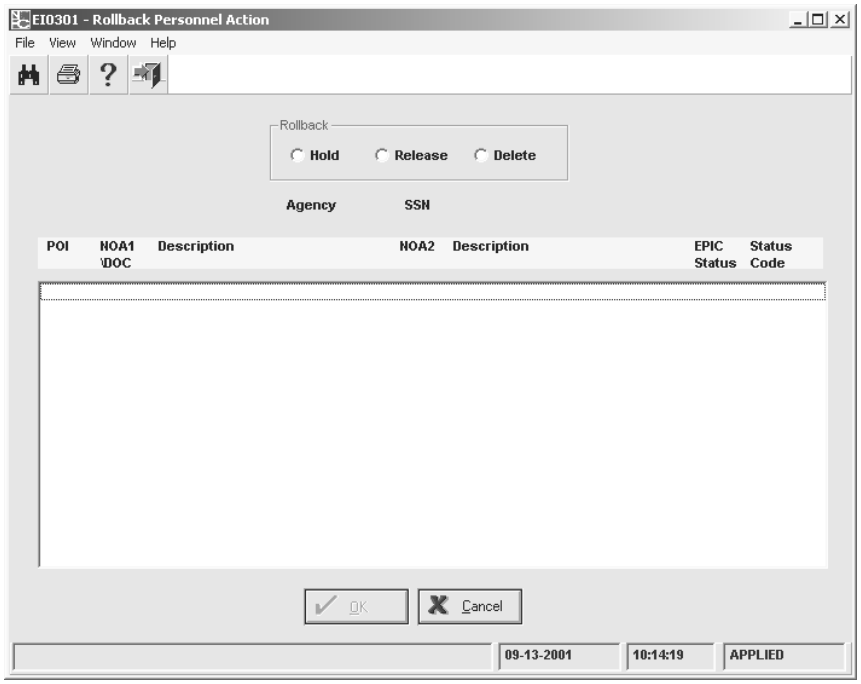

Figure 3:2. Rollback Personnel Action window

Note: When using the rollback option from the History Correction Navigation window (**Figure 3:3**), the complete package is rolled back.

4. Highlight the action to be retrieved. Choose the rollback action to be taken on the document/package.

   Hold. Rollback from the database and hold in EPIC until positive action is taken.

   Release. Release from the database to EPIC.

5. The message *Rollback Successful* is displayed. Click **[OK]**.

6. The document/package is then brought back to the EPIC Navigation window (**Figure 1:4**).

7. Select and double-click the action to begin the editing process.

   Note: Each document must be saved after the document is reviewed and the status code is changed. The message *Document Successfully Saved* is displayed.

Correcting History Data

This section presents the following topics:

About Correcting History Data
Employment With Different Agencies Within A Department
Employment With Different Departments
Retroactive Adjustments For 25 Pay Periods Or Less
Retroactive Adjustments Exceeding 25 Pay Periods
Exception Actions
Grade Retention
History Records That Are Not On The History Database
Cancellation Actions
Correction Actions

About Correcting History Data

The History Correction Update Processing System (History) is designed for correcting personnel history data. History allows the correction and cancellation of personnel actions which exist in the employee's personnel history database. It also allows for the entry of late, newly required, and replacement personnel actions in the employee's personnel history database. History actions are processed as a package. If one action in the History package is suspended, all other actions in the History package will also be suspended until the erroneous action is corrected.

Employment With Different Agencies Within A Department

The current agency has read access to all history data on the personnel history database for their employees. The history data includes history for all previous employment (within a department) with organizations serviced by NFC. The current agency is responsible for assuring all corrections, cancellations, or any other type of modification to the employee's history record are processed.

Note: If an action must be added for the previous agency, the previous agency must process a History package. The pay period after that package applies, the current agency enters correction actions in EPIC, as necessary, based on the added action.

Employment With Different Departments

The Payroll/Personnel System uses four databases (5,6,7, 8) to process transactions for the different departments serviced by NFC. Based on the user's security access, the system defaults to the appropriate department database.

If an employee was previously employed by another department (serviced by NFC), and a change to the previous department's history record is required, cancellations for the current department should be processed using the history correction process. Changes to the previous department's history must be processed through EPIC after the database is restored to the previous department or processed manually. For more information on manual processing, see Title I, Chapter 11, Nonautomated Processing.

Retroactive Adjustments For 25 Pay Periods Or Less

The system automatically adjusts an employee's pay record for retroactive actions that are effective within the last 25 pay periods. If a correction or cancellation action is processed that affects the employee's salary data, retirement coverage, cost of living allowance, post differential, or quarters deductions rate, etc., the system will automatically disburse or collect (in accordance with the Debt Collection Act), as appropriate. The system retroactively adjusts an employee's pay record, recomputes payments, collects and/or bills for overpayments, and compensates for underpayments. The system uses the accounting data from the T&A.

Note: An SPPS request may be required for certain adjustments (e.g., back pay with interest, Thrift Savings Plan Adjustments, back pay for service prior to migrating to NFC, etc.). See Title I, Chapter 11, Nonautomated Processing, for more information. Also, an SPPS request must be processed for adjustments to pay for employment with a previous agency regardless of the adjustment period. The system will not automatically recompute these adjustments.

Retroactive Adjustments Exceeding 25 Pay Periods

If the adjustment period exceeds 25 pay periods, whether the employee was underpaid or overpaid by the current or previous agency, each agency involved must enter or submit an SPPS for processing. All parties involved should be in agreement with the changes made to history.

Exception Actions

The following actions are **not** included in the History package and will not display on the History Correction List window (**Figure 3:5**) unless corrected or canceled. Use IRIS to do the necessary research if one of these actions needs to be corrected or canceled.

NOAC	Description
730–732	Detail
815	Recruitment Bonus
816	Relocation Bonus
825	Separation Incentive
840	Individual Cash Award
841	Group Cash Award
842	Individual Suggestion/Invention Award
843	Group Suggestion/Invention Award
844	Foreign Language Award
845	Travel Savings Incentive Award
846	Individual Time Off Award
847	Group Time Off Award
878	SES Rank Award
879	SES Performance Award
889	PRMS Performance Award
922–924	Detail
970	Foreign Language Bonus
982	Recruitment Allowance (USDA Only)
983	Retention Allowance (USDA Only)

Grade Retention

Employees in grade retention could possibly be downgraded a second time during the initial two-year grade retention period due to downsizing, etc. If a subsequent downgrade is processed in a History package, the employee is entitled to a new period of grade retention. The Salary Data pop-up (**Figure 2:8**) is used to enter the information for the subsequent change in grade.

History Records That Are Not On The History Database

If the document to be corrected is older than 10 years, process all changes prior to 10 years manually. If the field(s) to be corrected impacts subsequent documents, process a correction to the first impacted document, then follow OPM's instructions on processing corrections that affect Central Personnel Data Files (CPDF) files.

Cancellation Actions

A cancellation action is an official action that rescinds an earlier action that was improper, or was proper and contained references to an improper action or contained inappropriate or erroneous remarks that should not have been recorded.

This section provides information relative to processing corrections and cancellations of historical personnel actions which exist in the personnel history database. History correction allows entry of late, newly required, and replacement personnel actions. Completion instructions for each personnel data element are provided in Part 5, **Field Instructions For EPIC Windows**.

Cancellation of personnel actions in the personnel history database are entered via the Create New Package pop-up (**Figure 3:4**).

Reminder: When canceling an action, consider the status of the position. The permanent position of the employee must be established in PMSO. For example, if a cancellation to a separation is processed for an employee whose job was abolished, the position must be re-established in PMSO.

For more information on cancellation actions, see:

Canceling Accession Actions

Canceling A Cash Award

Canceling A Time Off Award

Canceling A Separation Action

Canceling Accession Actions

There are three basic scenarios which require the cancellation of an accession action:

- The cancellation of an unpaid accession for reasons such as the employee not reporting for duty;
- The cancellation of a current appointment (paid accession) in connection with a correction to a previous appointment within the same executive department or independent agency;, or
- The cancellation of a current appointment (paid accession) to your executive Department or independent agency in connection with a correction to a previous appointment with another executive Department or independent agency.

Note: Do not cancel accession actions for the purpose of correcting their NOA's and/or authority codes. For instructions on correcting NOAC's and/or authority codes for accession actions, see **Correcting An Effective Date Or Authority Code** or **Correcting A Nature Of Action (NOA)**.

Canceling An Unpaid Accession

If the agency has processed an accession for an employee, the employee has never reported for duty, and processing has been completed for the pay period in which the accession was processed, the accession action should be cancelled.

Make the Starting Action an official cancellation of the accession action. If the History Package contains any replacement actions, such as a subsequent 894 action, convert that 004 action to an official cancellation (001) action.

To allow the employee's database master to pass to history, use the Master File Change Document to set the SEPARATION-FINAL-T&A-RECEIVED flag.

Cancelling A Current Appointment Back To A Previous One With The Same Department Or Independent Agency

There will be times when an Agency must correct or cancel actions processed while an employee was serving on a previous appointment within their executive department or independent agency.

When choosing the Starting Action, an action which falls prior to the separation under the previous appointment, History will generate (004) actions for the intervening separation and accession actions. If on the basis of the correction, these actions are no longer valid, the unofficial replacement (004) actions must be converted to official cancellation actions.

Note: If the package is in suspense, because of an error in the system the 007 cancellation action(s) will appear on the Suspense Report and the History Correction List window (**Figure 3:5**).

If the Starting Action is a cancellation of the separation from the previous appointment, History will generate an unofficial cancellation (007) action for the subsequent accession action. The unofficial (004) replacement of the subsequent accession action must be converted to an official cancellation.

Cancelling A Current Appointment Back To A Previous One With Another Executive Department Or Independent Agency

A History package cannot be established when the Starting Action would be one where the employee belonged to another executive Department or independent agency. The processing of such a case requires the establishment of two separate History packages.

The current employing office must establish a package with a cancellation of the current appointment action as the Starting Action. All unofficial replacement (004) actions must be converted to official cancellation actions. This will effectively delete all PERHIS records for the current executive Department or independent agency at the end of the processing pay period in which the package applies to the database.

The following pay period, History will allow the employing office in the former executive Department or independent agency to establish a History package to correct history for the period the employee belonged to that executive Department or independent agency. Once this History package has applied to the database, the current employing office can immediately process the new appointment and all subsequent actions. They are to be processed as brand new actions.

Canceling A Cash Award

To process a cancellation of a cash award in History, enter the cancellation at the History Create New Package pop-up (**Figure 3:4**). Once the package is regenerated, the cash award

action is the only action that is displayed on the History Correction List window (**Figure 3:5**). An SPPS request must also be processed to collect the amount of the award and reverse the tax withholdings.

Canceling A Time Off Award

If a time off award was processed and the time off hours were not used and the agency wishes to rescind the actions, process a cancellation action (NOAC 001/872) in History to cancel the time off award. Enter zeros in the Basic Pay and Verify Basic Pay fields.

If a time off award was processed and time off hours were used, and the agency wishes to rescind the action:

- Submit corrected T&A's charging the used award hours to a paid leave category.
- Process a cancellation action to cancel the time off award and enter zeros in the Basic Pay and Verify Basic Pay fields.

Canceling A Separation Action

Canceling a separation action in History does not require reprocessing payroll documents that were in affect at the time of separation; the system automatically restores this data if the employee's information displays in the IRIS Current Data program (IR100 series). However, circumstances may require personnel Offices to process the appropriate benefit documents to assure the employee is properly enrolled.

If the employee's information displays in the IRIS history program (IR500 series) only, process the cancellation and reprocess all applicable payroll documents. Follow your agency instructions for compensation as a result of the cancellation.

Note: Adding a retroactive separation action in a History package may require canceling all subsequent actions in the History package.

Correction Actions

A correction action is an official action that changes information shown on an earlier action which was in error, or adds information that was omitted from an earlier action.

To process a correction action in History, select the action to be corrected from the History Correction List window (**Figure 3:5**). If more than one correction action is needed, select the earliest action from the History Correction List window (**Figure 3:5**) then correct the other subsequent action(s) in the History package.

For more information on Correction Actions, see:

Correcting A Cash Award
Correcting A Time Off Award
Correcting A Nature Of Action (NOA)
Correcting An Effective Date, Or Authority Code
Correcting An Unofficial (Updating) Action

Correcting A Cash Award

To process a correction to a cash award in History, enter the correction at the History Correction List window (**Figure 3:5**). The effective date and the authority are the only elements that may be corrected. The cash award action is the only action that displays on the History Correction List window (**Figure 3:5**).

Prepare an SPPS request for any cash award adjustment.

Correcting A Time Off Award

If a time off award was processed with an incorrect number of hours, process a correction to the time off award. Enter the correct number of hours in the Base Salary and Verify Salary fields.

If the hours reported were less than the number granted, enter the correct number of hours on the correction action. A corrected T&A is not required if the hours used did not exceed the amount granted or no hours were used.

If the hours reported were more than the number granted and the hours used exceeded the amount granted:

- Process a correction to the time off award (NOAC 002/872).
- Process a corrected T&A.
- Change the erroneous hours charged to TC 66, prefix 61, to the appropriate leave on the T&A.

Correcting A Nature Of Action (NOA)

To correct an NOA for separations and accessions only.

- Choose the action with the incorrect data.
- Make a selection from the History drop down menu.
- Choose the NOA from the list of Personnel Actions.
- Click **[OK]**.
- The message *Document Changed 2nd Nation of Action* is displayed.

Note: If you need to correct the NOAC that is neither an accession or separation, you must officially cancel the action and reprocess it.

Correcting An Effective Date Or Authority Code

To correct an effective date or Authority Code:

- Choose the action with the incorrect data.
- When the action is displayed, enter the correct data.

If the effective date is being changed to a **later date** and affects pay-related data, do not process a 002 correction. Instead, process a cancellation, then process the action with the correct effective date. For information on processing cancellation actions, see **Cancellation Actions**.

An adjustment may be required if the effective date is being changed to an earlier date and pay is affected. The system will adjust if with the automatic adjustment timeframe, otherwise, submit an SPPS request.

Correcting A Social Security Number And Employee Name

An employee's ssn and name are corrected by entering corrections to the last non-exception action.

To correct an ssn and employee name:

- On the Miscellaneous pop-up, type the correct ssn in the Correct SSN field.
- If the employee name is being corrected, select the Name Correction box. A check mark will appear in this box if selected.

The employee's name or ssn will be automatically changed in historical, as well as, current records.

Correcting An Unofficial (Updating) Action

The non-CPDF elements processed as unofficial/updating actions are not reported to OPM, nor are they included in History. Process another unofficial action through EPIC to change these fields.

Creating A History Correction Package

This section presents the following topics:

About The History Package
History Starting Action
Selecting "Insert" Action As A Starting Action
Changing/Deleting A History Package

About The History Package

When a History package is established, History adds the starting action and all subsequent personnel actions in the EPIC database. All these personnel actions, along with any others you might choose to add, make up the History package. Personnel actions generated by History and new actions inserted into History go into the EPIC database. Once a History package has been generated, the current servicing POI can alter information on any personnel action within the History package.

History Starting Actions

The History Correction Navigation window (**Figure 3:3**) is the first entry window in the History process and is used to establish a History package. The starting action is the personnel action to be corrected, cancelled, or added to the employee's history record. History adds your starting action along with applicable cancellation and replacement action(s) for all subsequent personnel actions to the EPIC database.

For more information on History Starting Actions, see Selecting The Starting Action.

Selecting The Starting Action

The starting action feature allows you to select from the history database the action to begin the correction/cancellation process. If more than one action needs to be corrected or canceled, select the action with the earliest effective date from the History Correction List window (**Figure 3:5**) or, if adding more than one action, add the action(s) at the Create New Package pop-up (**Figure 3:4**).

Note: If the starting action is a correction action or a cancellation of an exception action, it cannot be earlier than the oldest history action or later than the most recent history action.

Reminder: The date on a starting action may be changed provided the sequence of the document does not change, i.e., you can change the date higher or lower as long as the starting action remains in sequence. If the change in effective date will result in a sequence change, then the starting action must be dated prior to the action you are changing.

The Create New Package pop-up (**Figure 3:4**) is used to indicate the earliest personnel action to be affected by the History Correction process. The starting action option selected is the starting action to be inserted (new action), corrected (existing action), or canceled (removed from history database).

To select a starting action

1. At the EPIC Navigation window (**Figure 1:4**), select ***Go To*** > ***History Correction Navigation***. The History Correction Navigation window (**Figure 3:3**) is displayed.

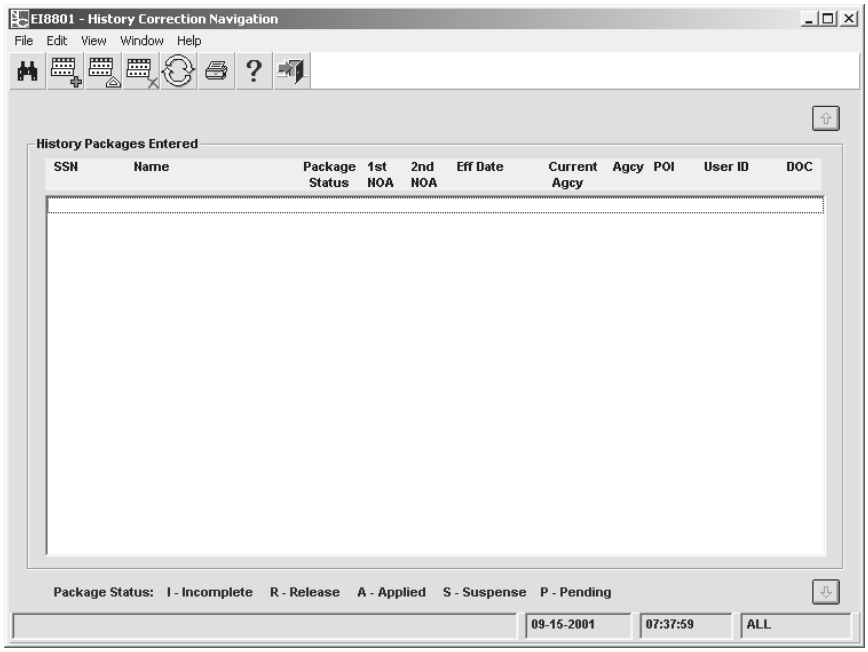

Figure 3:3. History Correction Navigation window

2. From the History Navigation window (**Figure 3:3**), select ***Edit*** > ***Create New Package***. The Create New Package pop-up (**Figure 3:4**) appears.

Figure 3:4. Create New Package pop-up

3. Complete the fields according to the instructions under **Create New Package Pop-up Field Instructions**.

   Reminder: Choose **Correct** on the Create New Package pop-up (**Figure 3:4**).

4. Click **[OK].** The History Correction List window (**Figure 3:5**) is displayed with a list of all personnel actions that have applied to the personnel history database (IR525).

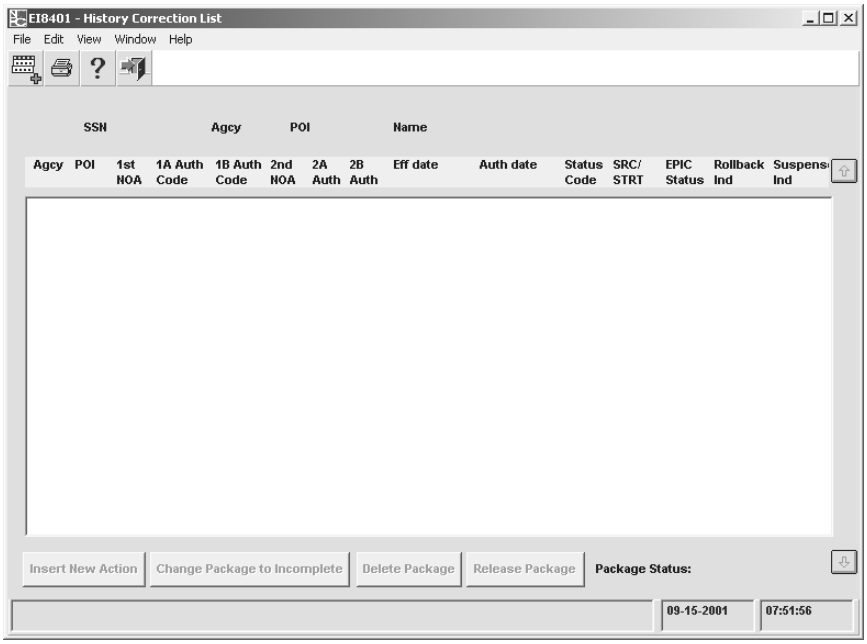

Figure 3:5. History Correction List window

5. Select and double-click the applicable action to start the History package.

6. The message, *History Package Successfully Generated,* is displayed.

7. Click **[OK]**. The History Correction List window (**Figure 3:5**) is refreshed to remove all actions prior to the starting action. The starting action and all subsequent personnel actions remain in the package.

8. Select and double-click the action to begin editing the personnel action to be corrected.

9. After the personnel action to be corrected is completed, change the status code from **(I)**incomplete to **(R)**elapse. Review each of the remaining documents in the package. At a minimum, the status code on each must be changed to **(R)**elapse. For NOAC 001 and 002 documents, the Print SF-50b field must be completed.

   Reminder: Each document must be saved after the document is reviewed and the status code is changed. The message *Document Successfully Saved* is displayed.

10. The History Correction List window (**Figure 3:5**) is refreshed to indicate that the package is ready to be released to EPIC.

11. Select ***Edit > Release Package for Processing***

12. The message *History Package Successfully Released* is displayed.

    Note: The package status is changed from Incomplete to Released.

Selecting “Insert” As A Starting Action

When a retroactive, replacement, or newly required action is entered in History, all subsequently processed actions (except for “exception” actions and unofficial actions) are displayed on the History Correction List window (**Figure 3:5**) in descending order by effective date. The inserted action and all subsequent actions must be reviewed and updated from the History Correction List window (**Figure 3:5**).

Reminder: Process an SPPS request if an adjustment is required and the adjustment period exceeds 25 pay periods.

Note: Do not add an action to History for a previous agency. See **Special Processing** for more information.

Note: An 006 Update action can be processed through EPIC and not History. If an 006 action is added to History, the message, *Cannot Insert Unofficial Action To History Package*, is displayed.

To insert a starting action:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Go To> History Correction Navigation***. The History Correction Navigation window (**Figure 3:3**) is displayed.
2. From the History Navigation window (**Figure 3:3**), select ***Edit > Create New Package***. The Create New Package pop-up (**Figure 3:4**) appears.
3. Complete the fields according to the instructions under **Create New Package Pop-up Field Instructions**.
4. Choose **Insert** on the Create New Package pop-up (**Figure 3:4**).
5. Click **[OK]**. The Insert New Action pop-up (**Figure 3:6**) appears.

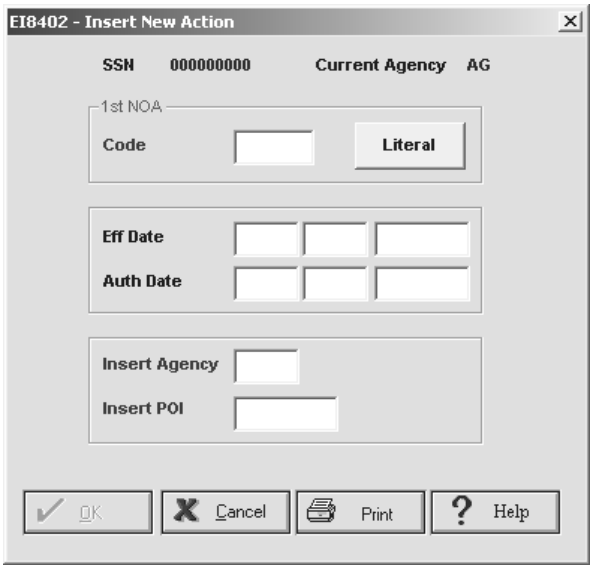

Figure 3:6. Insert New Action pop-up

6. Complete the fields according to the instructions under **Insert New Action Pop-up Field Instructions**.

   Reminder: If the effective date of the retroactive, replacement, or newly required action is equal to an action already in the personnel history database, and the new action needs to apply **before** the action in the personnel history database, the authentication date on the inserted starting action must be **earlier** than the authentication date on the action in personnel history.

7. Select and double-click the action to begin editing the inserted personnel action.

8. The History Correction List window (**Figure 3:5**) displays the inserted action and all subsequent actions.

9. After the inserted personnel action is completed, change the status code from **(I)**incomplete to **(R)**elapse. Review each of the remaining documents in the package. At a minimum, the status code on each document must be changed to **(R)**elapse. For NOAC 001 and 002 documents, the Print SF-50b field must be completed.

   Reminder: Each document must be saved after the document is reviewed and the status code is changed. The message *Document Successfully Saved* is displayed.

10. The History Correction List window (**Figure 3:5**) is refreshed to indicate that the package is ready to be released.

11. Select ***Edit > Release Package for Processing***

12. The message *History Package Successfully Released* is displayed. The package status is changed from *Incomplete* to *Released*.

To cancel a starting action:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Go To > History Correction Navigation***. The History Correction Navigation window (**Figure 3:3**) is displayed.

2. From the History Navigation window (**Figure 3:3**), select ***Edit > Create New Package***. The Create New Package pop-up (**Figure 3:4**) appears.

3. Complete the fields according to the instructions under **Create New Package Pop-up Field Instructions**.

   Reminder: Choose **[Cancel]** on the Create New Package pop-up (**Figure 3:4**).

4. Click **[OK]**. The History Correction List window (**Figure 3:5**) is displayed with a list of all personnel actions that have applied to the personnel history database.

5. Highlight and double-click the applicable action to start the History package.

6. The message *History Package Successfully Generated* is displayed.

7. Click **[OK]**. The History Correction List window (**Figure 3:5**) displays all actions prior to the canceled action.

   Note: An SPPS request may be required for certain adjustments (e.g., back pay with interest, Thrift Savings Plan Adjustments, etc.). Also, an SPPS request must be

processed for adjustments to pay for employment with a previous agency regardless of the adjustment period. The system will not automatically recompute these adjustments.

8. Change the status code from **(I)**incomplete to **(R)**elapse. Review each of the remaining documents in the package. At a minimum, the status code on each document must be changed to (**R**)elapse. For NOAC 001 and 002 documents, the Print SF-50b field must be completed.

   Reminder: Each document must be saved after the document is reviewed and the status code is changed. The message *Document Successfully Saved* is displayed.

9. The History Correction List window (**Figure 3:5**) is refreshed to indicate that the package is ready to be released.

10. Select ***Edit > Release Package for Processing.***

11. The message *History Package Successfully Released* is displayed. The package status is changed from *Incomplete* to *Released*.

Changing/Deleting A History Package

To edit documents in a package or delete a package that has been released for processing, you must change the status of the package from *Released* to *Incomplete*. If the package is in suspense, it can be changed during the current processing pay period. If it has applied to the database during the current processing pay period, it can be changed by using the Rollback process. For more information on rollback documents, see **Processing Rollback Documents**.

Garnishments Document

Federal employees' salaries and wages are subject to garnishment for bankruptcy, educational loans, tax levies, commercial garnishments and/or other debts. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

NFC is authorized to collect commercial garnishments from employee(s) who are indebted to commercial organizations and are having his/her wages garnished. Public Law 130–94 allows NFC to collect these funds. The agency must first have the garnishment orders reviewed by the legal department (or other authorizing office) in order to ensure that the orders conform to current regulations. Commercial garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the agency sends the employee a letter of notification with the garnishment order attached. The letter must be mailed within 15 days after the order is received. The letter must contain:

- the total amount owed
- the pay period in which the garnishment will begin
- the amount to be garnished each pay period

Note: The pay period that the garnishment is set to begin is the pay period designated by the agency provided that the order is received at NFC one week prior to the end of the effective pay period. Garnishments received after that date will be processed the following pay period.

Commercial garnishments may be no more than 25 percent of the employee's total disposable earnings for any pay period, unless it is for a state or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for child care and/or alimony payments, the total disposable earnings are calculated prior to the child care and/or alimony garnishment. If a garnishment for child care and/or alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the agency if this occurs.

In case of multiple commercial garnishments, if the first received commercial garnishment received is 25 percent or greater of the employee's total disposable income, only that commercial garnishment is processed until that debt is paid. The second-received commercial garnishment is returned to the agency. After the first received commercial garnishment is paid, the second commercial garnishment can be processed. Personnel offices are responsible for monitoring the balance of the garnishment in IRIS Program IR114, Receipt Accounts.

If the first received commercial garnishment is less than 25 percent of the employee's total disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first commercial garnishment).

If an overpayment is made to a third party, NFC cannot refund the overpayment to the indebted employee. The employee must collect these funds directly from the third party.

Steps for processing a commercial garnishment:

1. At the EPIC Navigation window (**Figure 1:4**) select, ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Deductions Due To Indebtedness***.

3. At the menu bar select, ***Edit > Add New Document***. The Deductions Due To Indebtedness window (**Figure 3:7**) is displayed.

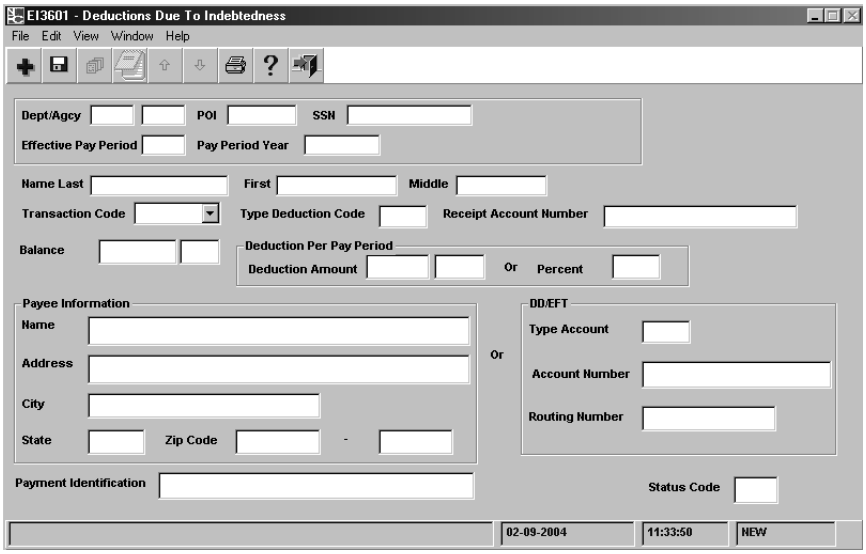

Figure 3:7. Deductions Due To Indebtedness window

4. Complete the indebtedness fields as indicated under **Deductions Due To Indebtedness Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

PART 4.

Payroll Documents

This section presents the following topics:

About Payroll Documents
Entering Payroll Documents
Entering Payroll Documents (A–E)
Entering Payroll Documents (F–O)
Entering Payroll Documents (P–Z)

About Payroll Documents

This section presents the following topics:

Purpose For Processing Payroll Documents
Order Of Precedence For Payroll Deductions
Processing Tips For Payroll Documents
Payroll Document Transaction Field
Effective Date Of Payroll Documents

Purpose For Processing Payroll Documents

Payroll documents are processed to:

- Withhold mandatory and voluntary deductions such as health and life insurance, child support and alimony payments, allotments, taxes, etc.
- Disburse payments such as annual leave and compensatory time payments
- Transfer data to the PPS from another payroll system (e.g., leave data transfer)
- Process performance appraisals
- Disburse payments through Direct Deposit/Electronic Funds Transfer (DD/EFT)
- Update the database with payroll-related miscellaneous elements (e.g., restored annual leave, education and professional certification, etc.)

If an employee separates from one department to another department within the PPS, the payroll documents in affect at separation must be reentered by the gaining department when the accession action is entered.

Order Of Precedence For Payroll Deductions

The law mandates the order in which deductions are to be made from gross salary. The table below lists the order in which voluntary and mandatory deductions are made in the PPS. If a mandatory deduction on the list precedes another mandatory deduction, and the salary is not sufficient to cover both/all mandatory deductions, the deduction(s) with the highest hierarchy will take precedence.

Order Of Precedence For Payroll Deductions

1. Uniform Service COLA
2. Retirement (Deferred)
3. Retirement (Non-deferred)
4. TSP (Deferred)
5. TSP (Non-deferred)
6. Health Benefits Deductions (Deferred)
7. Health Benefits Deductions (Deferred–Receipt Account)
8. Long Term Disability (FDIC Only)
9. Social Security
10. Medicare
11. Federal Income Tax
12. Health Benefits Deductions (Non-deferred)
13. Flexfund
14. FEGLI (excluding optional) /Non-Federal Life Insurance
15. State/Panama Income Tax Federal Income Tax
16. City Tax
17. City Tax (Extra)
18. Federal Income Tax (Extra)
19. State/Panama Income Tax (Extra)
20. Receipt Account (adjustments)
21. County Tax (Extra)County Tax
22. Travel Advances
23. Travel (Separated Employees)
24. Bankruptcy (Established Indebtedness)
25. Receipt Account Deductions (Adjustments)
26. Meals
27. Quarters
28. Commissary
29. Imprest Fund
30. Occupational Privilege Tax
31. Other Deductions (Salary Overpayments and Salary Offset)
32. Garnishment for Alimony and Child Support Court Cost Amount
33. Garnishment for Alimony and Child Support Deduction Amount
34. Garnishment for Alimony and Child Support Arrears Deduction Amount
35. Garnishment for Commercial Debt
36. Optional Life Insurance Premium (1)
37. Optional Life Insurance Premium (2)
38. Optional Life Insurance Premium (3)
39. Membership Dues (Including Parking Fees)
40. Charitable Contributions
41. Receipt Account (Separated Employees or Less Than $10)
42. U. S. Savings Bonds
43. Discretionary Allotments
44. Financial Organization Allotments
45. TSP Loan Collections

Processing Tips For Payroll Documents

Because of the integrated PPS, certain payroll documents cannot process without the interface of a personnel action or other type action (e.g., a final annual leave lump sum payment cannot process until the separation personnel action is processed). The applicable action and/or payroll document should be entered in the same pass of PINE to avoid rejection in the PPS. Processing of payroll documents also generates data on certain output files produced by NFC.

The following table provides hints for processing certain payroll documents and describes the end result when a payroll document is processed.

Payroll Document	Affect/Result
Residence Address	Voluntary local taxing entity on tax form must agree with residence address. The Personal Benefits Statement and Earnings and Leave Statement is mailed to the residence address.
State/local tax	Mandatory deductions are based on the duty station of the position in PMSO; voluntary deductions are based on the residence. The state, city, or county on the tax form must agree with duty station in PMSO for mandatory withholding. The residence state, city, or county on the address form must agree with the duty station in PMSO for voluntary withholding.
TSP Election Form	TSP Eligibility Code on the personnel action identifies whether the employee is eligible to participate in TSP. The TSP Election indicates the employee selections.
Health Benefits Registration Form	FEHB Coverage Code must be coded on personnel action.
Union Dues	Bargaining Unit Status Code must be coded in PMSO.
Annual Leave/Compensatory Time Final Payments	Separation action must be processed.
Quarters Allowance (per day)	T&A must be coded to disburse payment.
Uniform Allowance	Entry allowed on the T&A or in EPIC but not both.
Separate Maintenance Allowance	T&A must be coded for per day allowance.
Parking	Entry allowed on the T&A or in EPIC but not both.
Severance Pay	Remarks Code N22 must be shown on the personnel action for severance payment disbursement.

Before entering data:

1. Read the information under **Introduction** (**Part 1**) to become familiar with using the operating features and general processing functions in EPIC.
2. Use the EPIC tutorial to learn how to operate and navigate through EPIC using command buttons, tool buttons, special function keys, etc. These instructions are **not** included in this part of the documentation.
3. Consider the impact of processing the payroll document on another payroll document (e.g., residence change and voluntary taxes); a personnel action (e.g., separation action and final lump sum payment); or position data (e.g., duty station change and local taxes).

You may enter the 4-digit year or the 2-digit year in a year field. If the 2-digit year is entered, the system automatically generates the century.

Payroll Document Transaction Field

Several payroll documents include a Transaction field. This field identifies the action being taken relative to the PPS database. In most cases, the transactions are add/new, change, and delete. For example, Transaction **`Add`** applies to a new document being added to the database; **`C`** changes the document on the database; **`D`** deletes the document from the database.

When entering a transaction, consider if the action being taken requires an adjustment. If an adjustment is required, enter the data in DOTSE. Also review if the action affects the amount being deducted and/or the balance.

Effective Date Of Payroll Documents

The payroll document includes an effective pay period field. Most payroll documents are effective on the first day of the pay period entered in the Effective Pay Period field. If a prior pay period is entered in the Effective Pay Period field, the document is effective in the current processing pay period. If a future pay period is entered in the Effective Pay Period field, the document is effective in the pay period of the effective date and is held in the future file until the processing pay period.

Note: Certain payroll documents include an effective date field (e.g., FEHB, bonds, union dues). The effective date on the document should be compatible with the effective pay period in the Effective Pay Period field.

The system does not automatically adjust the employee's pay record when a late payroll document is processed. For more information, see **New Transfer Enrollment**. To collect for the under-deduction, enter the adjustment data in DOTSE.

Entering Payroll Documents

This section presents the following topics:

About Entering Payroll Documents
Steps For Entering Payroll Documents

About Entering Payroll Documents

Payroll documents are entered to establish and update payroll data in the database. These documents are required to make disbursements or collections as well as provide other pertinent information pertaining to the employee's record.

Certain payroll documents are grouped according to a category (e.g., Federal and non-Federal Benefits, Leave Payment, Performance Appraisal, Taxes, etc.). Other payroll documents are grouped according to the action taken (e.g., savings bond new allotment, change in inscription, etc.; union dues, new authorization, dues change between locals, etc.).

EPIC payroll document design facilitates multiple processes for a specific type of document using a single window. For example, the union dues window is used to enter a new authorization, a change between locals, a revocation, a cancellation, and a mass change. Those fields that are not applicable to the transaction appear in grey and are not accessible. The entry instructions for these types of documents include all fields in the window and indicate the type of transaction that they may apply to.

EPIC lists the various payroll documents alphabetically on the EPIC Navigation window (**Figure 4:1**). Certain payroll documents are grouped by category or action.

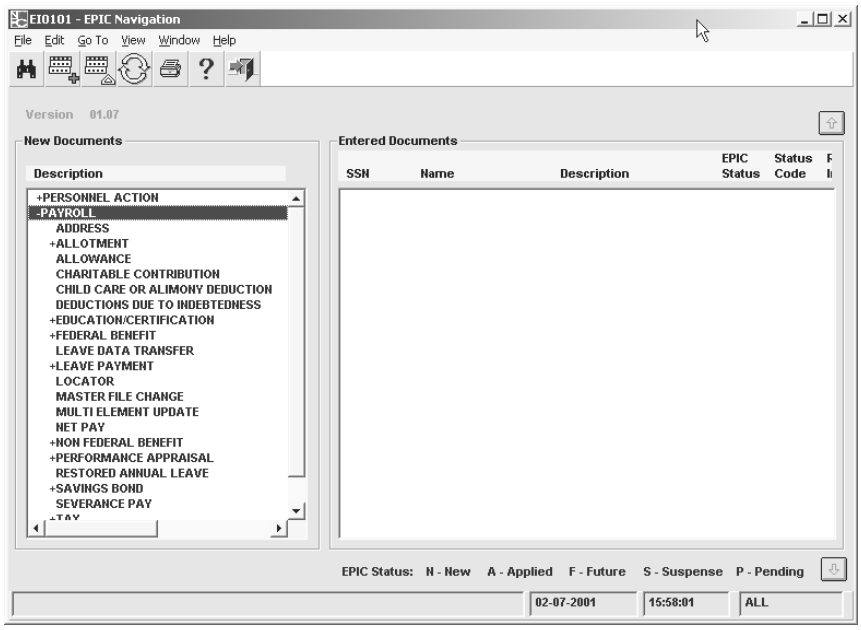

Figure 4:1. EPIC Navigation *(payroll document menu)*

Note: The following documents are for **NFC use only** and will be documented in the internal procedure:

- Deductions Due To Indebtedness
- TSP Collections
- Cancellation Of Employee Organizational Dues
- TSP loan allotment for Federal employees

Each payroll document window includes key fields that are common to all payroll documents. Entry instructions and specifications for the key fields are **not** repeated for each document. see **Payroll Document Key Data Field Instructions**.

For information and instructions on a specific payroll document, see:

Entering Payroll Documents (A–E)

Entering Payroll Documents (F–O)

Entering Payroll Documents (P–Z)

Steps For Entering Payroll Documents

To enter any payroll document:

1. At the EPIC Navigation window (**Figure 4:1**), select ***Payroll Document*** at the New Document menu. An alphabetic list appears.
2. Select the document to be entered then select at the menu bar, ***Edit > Add New Document***. The applicable payroll document window is displayed.
3. At the payroll document window, complete the key fields as indicated under **Payroll Document Key Data Field Instructions**.
4. After completing the key data fields, complete the remaining fields according to the instructions for the specific document. For field instructions on specific documents, see **Field Instructions For Payroll Documents**.

Entering Payroll Documents (A–E)

This section presents the following topics:

Address Document
Allotment Documents
Allotment:: Discretionary
Allotment:: Financial
Allotment:: TSP Loan
Allowance Document
Charitable Contribution Document
Child Care Or Alimony Deduction Document
Deductions Due To Indebtedness Document
Education/Certification Document

Address Document

The Address document is used to add and update **residence** and **check mailing** addresses. (Other address information may be specified on certain other payroll documents.) For entry steps, guidelines, and field instructions, see:

About The Residence Address
About The Check Mailing Address Other Than Bank
Entry Guidelines For Address Documents
Steps For Entering Address Documents

Reminder: Following the entry guidelines helps prevent database errors during PINE processing. Following the field instructions helps prevent front-end errors in EPIC.

About The Residence Address

This address is used for mailing the W–2, the personal benefits statement, and the earnings and leave statement. It is also used for voluntary state or local tax processing in conjunction with the applicable form. The city, county, or state code on the Employee Address window (**Figure 4:2**) must agree with the city, county, or state code for the taxing entity on the tax document to successfully process the voluntary tax withholding. An employee address is required for all accessions.

About The Check Mailing Address Other Than Bank

All salary payments including annual leave lump sum, compensatory time, etc., are sent to the salary address in the database. The check mailing address is used for employees who are authorized by their agency to receive paper checks through the mail in lieu of DD/EFT. See Net Pay Document for DD/EFT transmissions.

A Government check must be cashed within 12 months after the date of issuance, or it will be canceled. Effective January 2, 1999, the Department of the Treasury discontinued issuing paper checks (excluding approved waivers); all Federal payments are disbursed electronically in accordance with the Debt Collection Improvement Act of 1996. To initiate electronic funds transfer (DD/EFT payments) through a financial organization, process a Direct Deposit Sign-Up Form.

When the employee contacts the personnel office about nonreceipt of payment, a replacement payment can be issued. For recertification procedures, see Title I, Chapter 18, DOTSE.

Warning: A salary payment address must be established in the database; otherwise, the employee will not be paid.

Entry Guidelines For Address Documents

Following are guidelines for successfully processing address data.

Condition	Action
If an address change is entered in the same pay period as a personnel action to change the employee's SSN, name, or agency code	Enter the personnel action first.
To change from a paper check to DD/EFT	Process a net pay allotment. It is not necessary to process an address change with blanks in the check mailing address fields.
To change any data previously processed	Enter another Address document, as applicable. This is particularly important if the employee separates and changes addresses. A change might be required for a final salary payment or severance payments to prevent delivery to an erroneous address.

Caution: If a check mailing address is entered inadvertently for an employee receiving DD/EFT disbursements, the check mailing address entry overrides the DD/EFT disbursement. Hence, the employee would receive a paper check in lieu of direct deposit to a financial organization.

Steps For Entering Address Documents

To enter an Address document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetic list appears.
2. Select ***Address***.
3. At the menu bar select, ***Edit > Add New Document]***.The Employee Address window (**Figure 4:2**) is displayed.

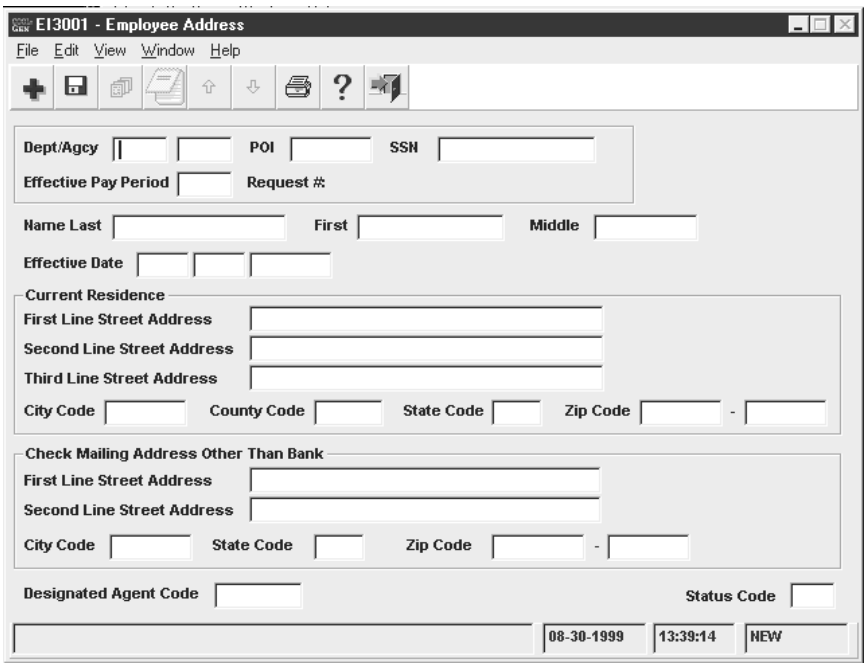

Figure 4:2. Employee Address window

4. Complete the Employee Address fields as indicated under **Employee Address Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

   After residence and check mailing address data is processed, it is displayed in IRIS Program IR124, Address/Check Information. Residence addresses that were processed in the pay period are listed in CULPRPT Report P0101, Mailing List of Residence Addresses.

Allotment Documents

Allotments are recurring deductions from employees salaries for voluntary payments to a financial organization. There are several types of allotments:

- **Discretionary Allotment.** Recurring deduction authorized by the employee and the agency for any purpose deemed appropriate. The maximum allowed is 99. For more information, see **Allotment: Discretionary**.

- **Financial Allotment.** Recurring deduction authorized by the employee for direct deposit in a checking or savings account. The maximum allowed is **2**. For more information, see **Allotment: Financial**.
- **TSP Loan Allotment.** Recurring deduction to repay a TSP loan borrowed from the employee's personal TSP account. For more information, see **Allotment: TSP Loan**.

For more information on allotments, see:

How Allotments Are Disbursed

Merger Or Takeover Of A Financial Organization

How Allotments Are Disbursed

Direct Deposit/Electronic Funds Transfer System transfers payments electronically from the Department of the Treasury, through the Federal Reserve System, to the payee. Discretionary allotment payments can be disbursed electronically in accordance with the Debt Collection Improvement Act of 1996.

Check disbursement is not recommended due to fraud, loss, destruction, etc. For nonreceipt of a check (or DD/EFT payment), follow the replacement procedures. See Title I, Chapter 8, SPPS.

Merger Or Takeover Of A Financial Organization

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies NFC of the change in the financial organization's routing number. Treasury also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits the changes to NFC on a daily basis. These changes are edited and processed through PINE and then processed in PEPL to update or modify the financial organization's routing number and/or account number in the PPS database for those employees who are affected by a merger or takeover.

Note: When a routing number and/or account number is changed, **PINE58** is displayed in the User-ID field on IRIS Program IR126, Last Payroll Action.

If the routing number and/or account number received from the Department of the Treasury does not agree with the routing number and/or account number currently on the database, NFC mails Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take action to correct the report or the database as appropriate.

If the employee elects to change to another financial organization, the employee must submit a new direct deposit sign-up form.

Allotment: Discretionary

The discretionary allotment is used to enter and update a recurring deduction authorized by the employee and the agency. The head of the agency may allow discretionary allotments for

any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company. Discretionary allotment data is displayed in IRIS Program IR112, Discretionary Allotment.

The PPS divides the monthly payment into two deductions. Deductions are withheld twice a month effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it will not take affect until the beginning of the following month. For the months in which there are three pay periods, deductions are not withheld for the third payday.

The Discretionary Allotment window (**Figure 4:3**) is used to enter and update residence addresses and check mailing addresses (other than a bank). For step-by-step entry instructions, entry guidelines, and field instructions for the Employee Address window (**Figure 4:2**), see:

When There Are Insufficient Funds For A Discretionary Allotment

Changing Discretionary Allotments

Canceling Discretionary Allotments

Entry Guidelines For Discretionary Allotments

Steps For Entering Discretionary Allotment Documents

When There Are Insufficient Funds For A Discretionary Allotment

Discretionary allotment payments are made either as a full payment, half of the payment, or nothing is paid. The order of precedence for paying monthly allotments is the same order in which they were established.

If an employee is on extended nonpay status, deductions cannot be made. If an employee is in nonpay status for a partial pay period, half of the monthly payment is deducted, if possible. If half cannot be deducted, no deduction is made.

Changing Discretionary Allotments

Agency personnel offices should be notified of all changes regarding discretionary allotments. Verify the correct allotment number before making a change to either the amount or payee information if the employee has multiple allotments; otherwise, erroneous data could affect another allotment.

Canceling Discretionary Allotments

Employees may request the cancellation of an allotment. Once an allotment is canceled, the number can be used again for another allotment. Discretionary allotments are automatically canceled once an employee separates. The PPS refunds any outstanding balances.

If an employee transfers to another department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancellation for all discretionary allotments.

Entry Guidelines For Discretionary Allotments

Following are guidelines for processing discretionary allotments.

- Number the allotments sequentially beginning with number 01, 02, 03 ... up to a maximum of 99. Before entering an allotment, access IRIS Program IR112 to assure the allotment is not already in effect.
- The total amount of discretionary allotments may not exceed 70 percent of the employee's gross salary. If an allotment exceeds 70 percent of gross salary, it will reject. If the excess amount is valid, use Status Code **L** to release the document from suspense.

  Warning: Force releasing the document could result in no salary payment for the pay period.
- The allotment cannot be processed if the effective pay period is for payments that will be made on the second or third payday of the month. If the effective pay period is correct, either delete the document from suspense or use Status Code **G** to send the allotment to the future file.
- To cancel a discretionary allotment, complete the applicable fields and select **Delete** at the Transaction drop-down menu.

Steps For Entering Discretionary Allotment Documents

To enter a discretionary allotment:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Allotment > Discretionary Allotment***.
3. At the menu bar select, ***Edit > Add New Document***. The Discretionary Allotment window (**Figure 4:3**) is displayed.

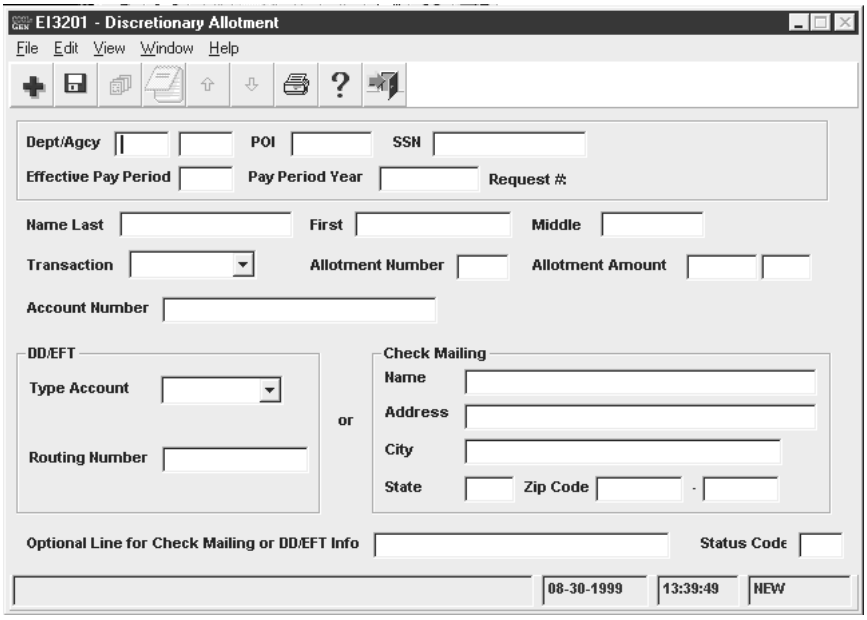

Figure 4:3. Discretionary Allotment window

4. Complete the Discretionary Allotment fields as indicated under **Discretionary Allotment Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Allotment: Financial

A financial allotment is the deposit into a checking or savings account at a financial institution, a portion of an employee's salary, deducted through recurring payroll deductions. This allotment is deposited through DD/EFT. Financial allotment data is displayed in IRIS Program IR110, Financial Allotment.

Note: Allotments for bill paying purposes are considered to be discretionary allotments. For more information, see **Allotment: Discretionary**.

Report PINE5801, Notification of Change (NOC) Suspense Report lists, DD/EFT account numbers and routing transit numbers of financial institutions that cannot be updated automatically in the PPS and may need to be corrected by the agency. This report is mailed to the agency personnel office.

For more information, see:

When There Are Insufficient Funds For A Financial Allotment
Changing A Financial Allotment
Canceling A Financial Allotment
Entry Guidelines For Financial Allotments
Steps For Entering Financial Allotment Documents

When There Are Insufficient Funds For A Financial Allotment

The employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net pay due the employee after applying all required payroll deductions is less than the amount of the allotment authorized, the allotment will automatically be nullified for that particular pay period. If the employee has two allotments and the net pay is insufficient to cover the aggregate of both authorizations, both allotments will be automatically nullified for that pay period.

Changing A Financial Allotment

Changes are processed to:

- Decrease or increase the amount of the allotment
- Change the routing number, account number, and type of account
- Change financial organizations

Warning: If the routing number, account number, and type of account are not entered exactly as they are in the database and the employee has only one allotment in effect, a second allotment will be created with the new (incorrect) data. Deductions will be made for the existing allotment and for the new allotment that was established in error.

Canceling A Financial Allotment

An allotment is canceled when the employee elects to permanently discontinue deductions for the allotment or to replace the allotment with a new allotment.

Allotments are automatically canceled in cases of separation, retirement, death, or transfer to another Department; therefore, it is not necessary to enter a financial allotment document.

Entry Guidelines For Financial Allotments

Following are guidelines for processing financial allotments.

- The savings/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount which will be deducted from the employee's salary. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than $1.00.
- The maximum financial allotments in effect at one time is 16. If the employee has more than one allotment, each may be directed to a different financial organization. A separate transaction must be entered for each financial allotment.

- The allotment amount cannot exceed 70 percent of the biweekly gross salary. If the excess is allowed, type **L** in the Status Code field to release the document from suspense.
- When processing a change, the unchanged data must be exactly as that currently established in the database.
- To change the financial organization or account number, process a cancellation and a new allotment. First, process the cancellation of the financial allotment currently established in the database. Enter zeroes in the Allotment Amount field. The remaining allotment data must be exactly as that currently established in the database for the allotment. Verify that the first allotment has been canceled by accessing IRIS Program IR110 (usually the following day) **before** entering the new allotment. Process the new allotment with the changed information.

Steps For Entering Financial Allotment Documents

These steps are also used for net pay documents. For more information about net pay documents, see Net Pay Document.

To enter a financial allotment (or net pay) document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Allotment*** > ***Financial Allotment*** or ***Net Pay***.
3. At the menu bar select, ***Edit*** > ***Add New Document***. The Financial Allotment or Net Pay window (**Figure 4:4**) is displayed. The fields for both types of documents are the same, except the Allotment Amount field is not applicable for net pay.

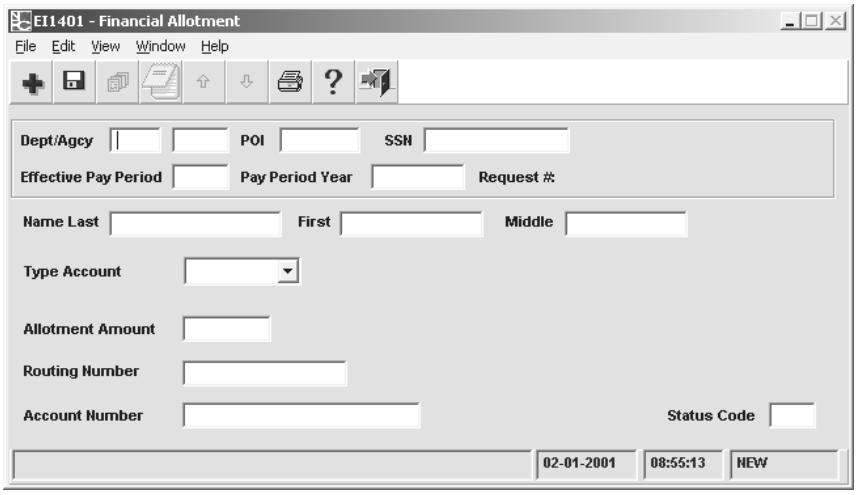

Figure 4:4. Financial Allotment or Net Pay window

4. Complete the Financial Allotment window (**Figure 4:4**) fields as indicated under Financial Allotment Window Field Instructions.
5. After completing the fields, select ***File*** > ***Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries

   OR

   Click **[Cancel]** to reopen the window.

Allotment: TSP Loan

TSP loan allotment is the repayment through payroll deductions of a loan made by a TSP participant against his/her TSP account. Refer to TSP BK04, TSP Loan Program, for restrictions. These allotments are deposited electronically through DD/EFT. Eligible employees may elect in-service withdrawals in lieu of a loan allotment. See Title I, Chapter 11, Nonautomated Processing.

The TSP Loan Allotment window (**Figure 4:5**) is used to enter the TSP–22, Thrift Savings Plan Loan Payment Allotment Form, for Federal and non-Federal employees. The TSP Service Office enters the TSP–22 for **Federal** employees; agencies enter the TSP–22 for **non-Federal** employees. TSP loan allotment data is displayed in IRIS Program IR120, Thrift Savings Loans.

Loan amounts available are limited to the participant's contributions to TSP and the earnings attributable to such contributions.

For more information, see:

Types Of TSP Loans
Processing Tips For TSP Loan Allotment
Steps For Applying For A TSP Loan
Steps For Entering TSP Loan Allotment Documents

Types Of TSP Loans

By law, loan application requests are restricted to the following:

- **General Purpose Loan.** General purpose loans can be obtained for any purpose. The repayment period for general purpose loans is from 1 to 4 years. Documentation to support requests for general purpose loans is not required.
- **Residential Loan.** Residential loans can be obtained for the purpose of purchasing a primary residence. The repayment period is from 1 to 15 years. Documentation to support requests for residential loans is required.

Processing Tips For TSP Loan Allotment

Before a loan is approved, the participant must complete the required documentation to request the loan.

Steps For Applying For A TSP Loan

To apply for a loan:

1. The participant completes and submits Form TSP−20, Loan Application, or TSP−20−H, Hardship Loan Application, to the TSP Service Office.
2. Upon receipt of the loan application, the TSP Service Office sends the participant a loan package which includes:
   - TSP−21, Thrift Savings Plan Loan Agreement/Promissory Note
   - TSP−22, Thrift Savings Plan Loan Payment Allotment Form
   - TSP−21−R, Residential Loan Documentation Form, for residential loans only. The participant must provide copies of the purchase contract, settlement sheet, or other documents to show the cost of the residence.
3. If the terms of the loan are not acceptable by the participant, the loan agreement may be canceled by checking the appropriate block on the TSP−21 and returning it to the TSP Service Office within 45 days.
4. If the terms of the loan are acceptable by the participant, the forms should be completed and returned to the TSP Service Office within 45 days for approval.
5. A check is issued to the participant after the loan is approved, and NFC enters the TSP−22 in the PPS for **Federal employees only**; agencies enter the TSP−22 for non-Federal employees.
6. Once the TSP−22 is processed, it is forwarded to the appropriate personnel office. An acknowledgement notice is also provided to the TSP Service Office verifying that Form TSP−22 was processed.

Steps For Entering TSP Loan Allotment Documents

To enter a TSP loan allotment:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Allotment > TSP Loan***.
3. At the menu bar select, ***Edit > Add New Document***. The TSP Loan Allotment window (**Figure 4:5**) is displayed.

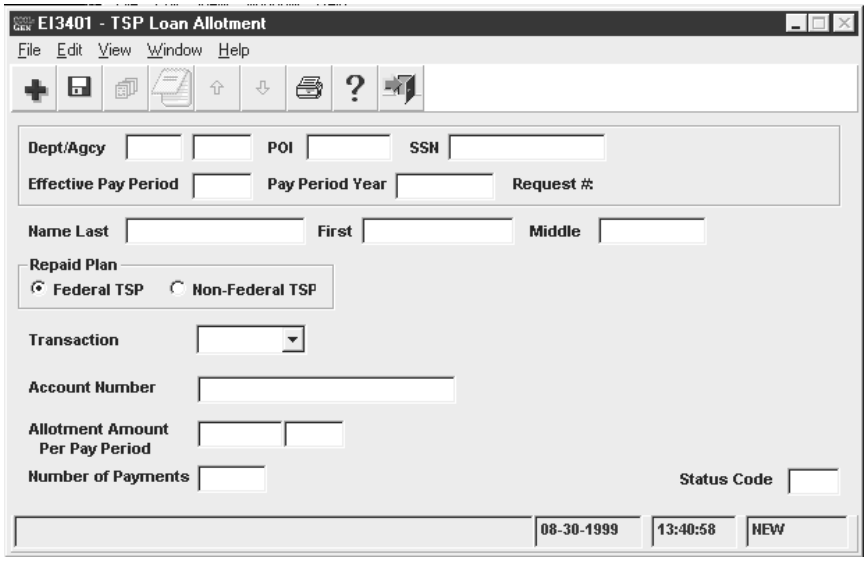

Figure 4:5. TSP Loan Allotment window

4. Complete the TSP Loan Allotment fields as indicated under **TSP Loan Allotment Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Allowance Document

Allowances are payments made to eligible employees in addition to the basic pay. These allowances are paid in addition to the cost-of-living allowance (COLA) or a post differential as provided for duty stations in certain nonforeign areas, a foreign post differential in certain foreign areas, and TDY post differential. COLA and post differential are entered on a personnel action; TDY is entered using the Multi Element Update option.

The allowances discussed in this section are paid as a one-time lump sum payment or paid per day or per pay period. Allowance data is displayed in IRIS Program IR109, Allowances/COLA/Post Differential.

For more information, see:

Types Of Allowances

Entry Guidelines For Allowances

Steps For Entering Allowance Documents

Types of Allowances

There are several types of allowances. Each allowance is listed alphabetically under the field **Allowance Description** and is discussed in detail with its entry guidelines. Certain allowances are paid by entering the data in EPIC; others are paid by entering the data on the time and attendance report. For information, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Warning: Duplicate payment could result if the allowance is reported on the T&A and in EPIC.

Entry Guidelines For Allowances

Following are guidelines for processing allowances.

- The allowance total can only be changed for comparability and education allowances. When changing or deleting these allowances, ensure the allowance total does not result in a negative balance.
- If the uniform allowance is to be processed as a lump sum payment, the Allowance Rate field and the Allowance Total field must be the same amount.
- If more than one allowance is being entered for an employee, complete the fields for the first allowance then click ***File > Save*** then ***File > New***. The window is refreshed for the next entry. A document must be entered for each type of allowance.

Steps For Entering Allowance Documents

To enter an allowance:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Allowance***.
3. At the menu bar select, ***Edit > Add New Document***. The Allowance window (**Figure 4:6**) is displayed.

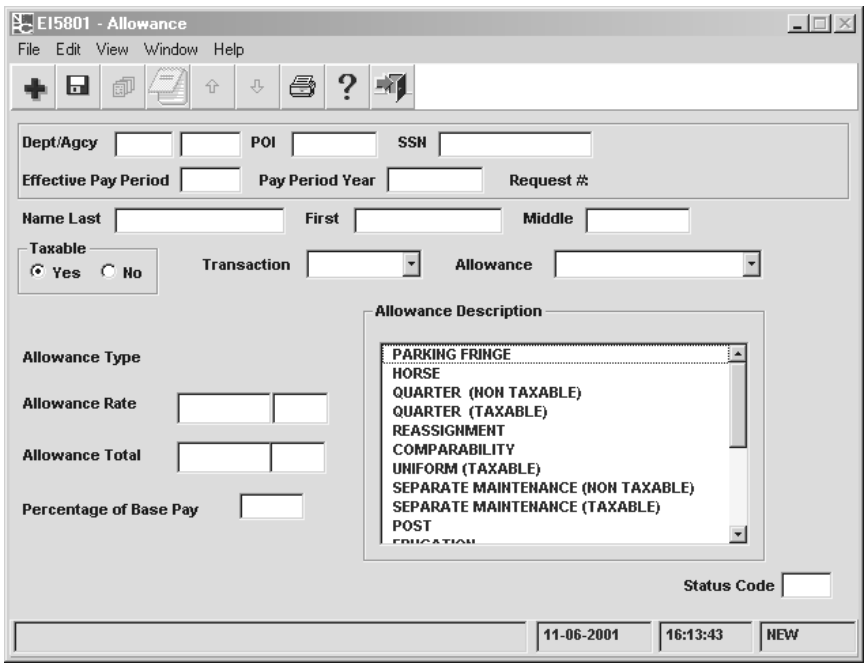

Figure 4:6. Allowance window

4. Complete the Allowances window (**Figure 4:6**) fields as indicated under **Allowance Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Charitable Contribution Document

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the CFC. Form CFC–804, Combined Federal Campaign, is completed by the employee to authorize the deductions. Charitable contributions are displayed in IRIS Program IR111, Charitable Contribution.

For more information, see:

About Charitable Contributions

Entry Guidelines For Charitable Contributions

Steps For Entering Charitable Contribution Documents

About Charitable Contributions

Any employee whose duty station is located within an approved CFC area, and whose net pay is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. Employees may choose to have CFC contributions submitted to two different campaign areas. Included are employees whose appointments are limited to 1 year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum $1.00). The allotment will be for a term of 1 year beginning with the first pay period which begins in January and ending with the last pay period that begins in December.

No deductions are made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction is made, or they may request the employee to designate the order in which deductions are made. No adjustments are made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

All CFC contributions are automatically discontinued only upon expiration of the 1-year withholding period, in the event of death or retirement, or upon separation from Federal service.

Entry Guidelines For Charitable Contributions

Following are guidelines for processing charitable contribution data.

- Since most of the CFC documents are processed for Pay Period 1, enter the CFC data as soon as possible. It is not necessary to hold CFC cards with future effective dates; these can be entered at anytime after receipt of the CFC card from the employee (especially during the Combined Federal Campaign Drive).
- Do not enter one-time cash contributions in EPIC; send the contribution directly to the designated charity or federated group.
- An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to the personnel office. The document must include the employee's name, the amount, and the organization from which the contribution is being revoked. The cancellation is effective in the pay period it is entered into the system.
- The Office of Personnel Management regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different payroll office. Enter a new authorization form or enter the adjustment data in SPPS only if an authorization was in effect with the losing department on the date of transfer.
- The maximum number of charitable contribution records allowed is two.

Steps For Entering Charitable Contribution Documents

To enter charitable contribution data:

1. At the EPIC Navigation window (**Figure 1:4**) select, ***Payroll Document*** at the New Documents menu. An alphabetical list appears(**Figure 4:7**).

2. Select ***Charitable Contribution***.

3. At the menu bar select, ***Edit > Add New Document***. The Charitable Contribution window (**Figure 4:7**) is displayed.

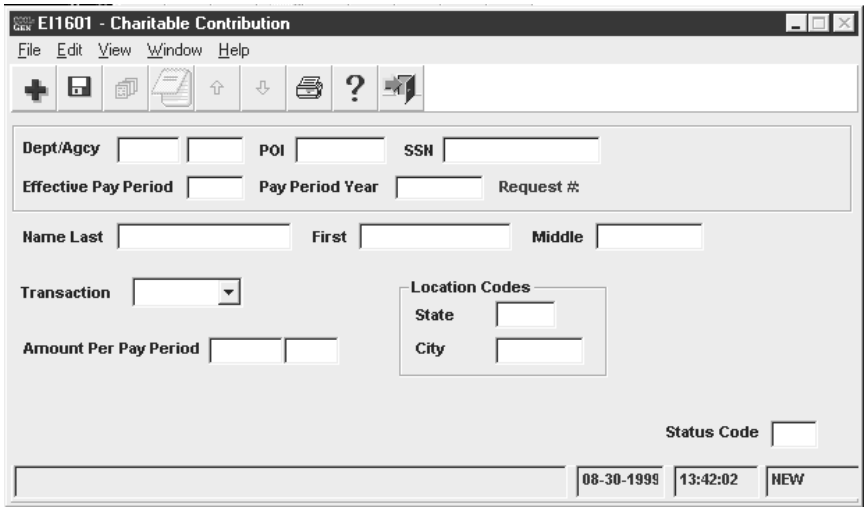

Figure 4:7. Charitable Contribution window

4. Complete the Charitable Contribution fields as indicated under **Charitable Contribution Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Child Care Or Alimony Deduction Document

Child care or alimony deduction is the withholding of court ordered or voluntary child care or alimony payments through payroll deductions. Child care and alimony data is displayed in IRIS Program IR306, Child Support and Alimony.

Federal employees' salaries and wages are subject to garnishment for child support and/or alimony payments. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation of providing child support and/or making alimony payments. If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments.

For more information, see:

Deductions From Disposable Income

Steps For Entering Child Care/Alimony Deduction Documents

Deductions From Disposable Income

This section addresses the entry of child care and alimony payments based on a dollar amount or a percentage of **disposable income**. If the payment is based on a percentage of gross wages or if more than three child care/alimony deductions are to be made, the data should not be entered in the PPS. For more information, see Chapter 11, Nonautomated Processing.

A maximum of three child care/alimony deductions may be entered in the system based on the specific dollar amounts or percentages of **disposable income**. Enter a separate document for each child care/alimony deduction. Maintain and use as required the AD–747 and all copies for 3 years after the deductions have been completed. Maintain sufficient internal files so that all inquiries concerning garnishment cases can be promptly answered.

Once established, cancellations of the garnishment must be ordered by the legal process. Voluntary deductions may be canceled at any time.

Steps For Entering Child Care/Alimony Deduction Documents

To enter child care or alimony document:

1. At the EPIC Navigation window (**Figure 1:4**) select, ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Child Care or Alimony Deduction***.
3. At the menu bar select, ***Edit > Add New Document***. The Child Care or Alimony Deductions window (**Figure 4:8**) is displayed.

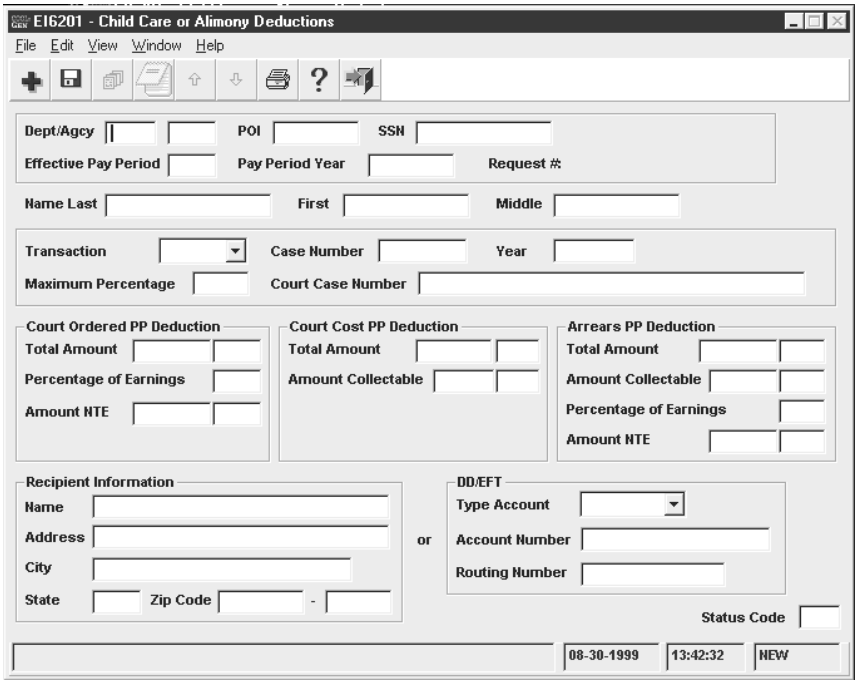

Figure 4:8. Child Care Or Alimony Deductions window

4. Complete the Child Care or Alimony Deductions fields as indicated under **Child Care Or Alimony Deductions Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Deductions Due To Indebtedness Document

Federal employees' salaries and wages are subject to garnishment for bankruptcy, educational loans, tax levies, commercial garnishments and/or other debts. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

NFC is authorized to collect commercial garnishments from employee(s) who are indebted to commercial organizations and are having his/her wages garnished. Public Law 130–94 allows NFC to collect these funds. The agency must first have the garnishment orders reviewed by the legal department (or other authorizing office) in order to ensure that the orders conform to current regulations. Commercial garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the agency sends the employee a letter of notification with the garnishment order attached. The letter must be mailed within 15 days after the order is received. The letter must contain:

- the total amount owed
- the pay period in which the garnishment will begin
- the amount to be garnished each pay period

Note: The pay period that the garnishment is set to begin is the pay period designated by the agency provided that the order is received at NFC one week prior to the end of the effective pay period. Garnishments received after that date will be processed the following pay period.

Commercial garnishments may be no more than 25 percent of the employee's total disposable earnings for any pay period, unless it is for a state or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for child care and/or alimony payments, the total disposable earnings are calculated prior to the child care and/or alimony garnishment. If a garnishment for child care and/or alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the agency if this occurs.

In case of multiple commercial garnishments, if the first received commercial garnishment received is 25 percent or greater of the employee's total disposable income, only that commercial garnishment is processed until that debt is paid. The second-received commercial garnishment is returned to the agency. After the first received commercial garnishment is paid, the second commercial garnishment can be processed. Personnel offices are responsible for monitoring the balance of the garnishment in IRIS Program IR114, Receipt Accounts.

If the first received commercial garnishment is less than 25 percent of the employee's total disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first commercial garnishment).

If an overpayment is made to a third party, NFC cannot refund the overpayment to the indebted employee. The employee must collect these funds directly from the third party.

Steps for entering a third party debt:

1. At the EPIC Navigation window (**Figure 1:4**) select, ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Deductions Due To Indebtedness***.

3. At the menu bar select, ***Edit > Add New Document***. The Deductions Due To Indebtedness window (**Figure 4:9**) is displayed.

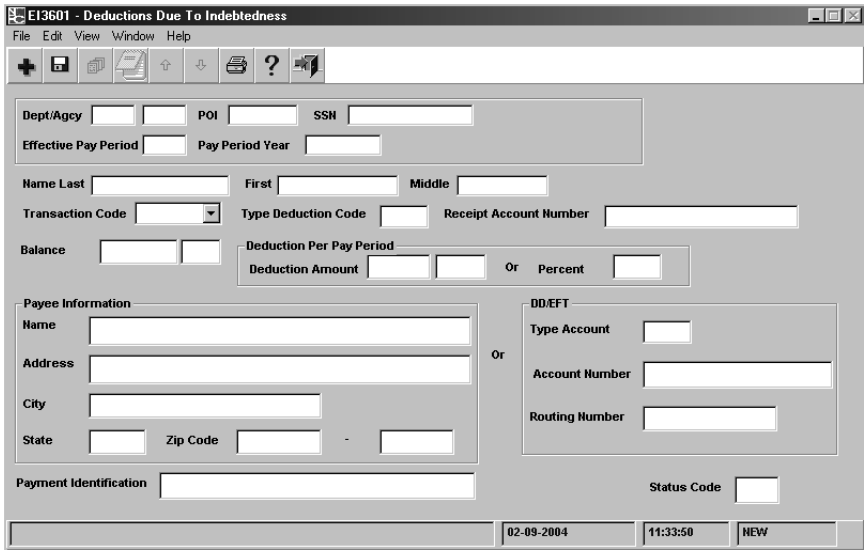

Figure 4:9. Deductions Due To Indebtedness window

4. Complete the indebtedness fields as indicated under **Deductions Due To Indebtedness Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Education/Certification Document

Education and certification data records the highest education level attained based on years of formal schooling and/or academic degrees or certificates conferred. The educational level codes assigned to define the level of education and certification entered on the personnel action in the Employee Data record is the official education record that is reported to CPDF. The personnel action should be coded in addition to entering the education/professional certification, as applicable. Education and certification data is displayed in IRIS Program IR130, Education and Certificate.

For more information, see:

Entry Guidelines For Education/Certification Documents

Steps For Entering Education And Professional Certification Documents

Entry Guidelines For Education/Certification Documents

The institution where a degree was acquired, the type of professional certification attained, and the year the degree or certification was received are entered in EPIC using the Education and Certification windows.

Education data records the highest educational level attained. The first education record entered is considered the official education record. The school code at which the degree or certificate was received for the first education record is entered in the School Code field. Secondary education records can also be entered separately.

An employee is allowed a maximum of five professional certificates in any of the following areas:

- Lawyer (member of the bar)
- Certified Public Accountant (CPA)
- Certified Professional Manager (CPM)
- Certified Internal Auditor (CIA)
- Certified Information System Auditor (CISA)

Steps For Entering Education And Professional Certification Documents

To enter education or professional certification data:

1. At the EPIC Navigation window (**Figure 1:4**) select, ***Payroll Document***. at the New Documents menu. An alphabetical list appears.
2. Select ***Education/Certification > Education*** or ***Professional Certification***.
3. At the menu bar select, ***Edit > Add New Document***. The Education window (**Figure 4:10**) is displayed.

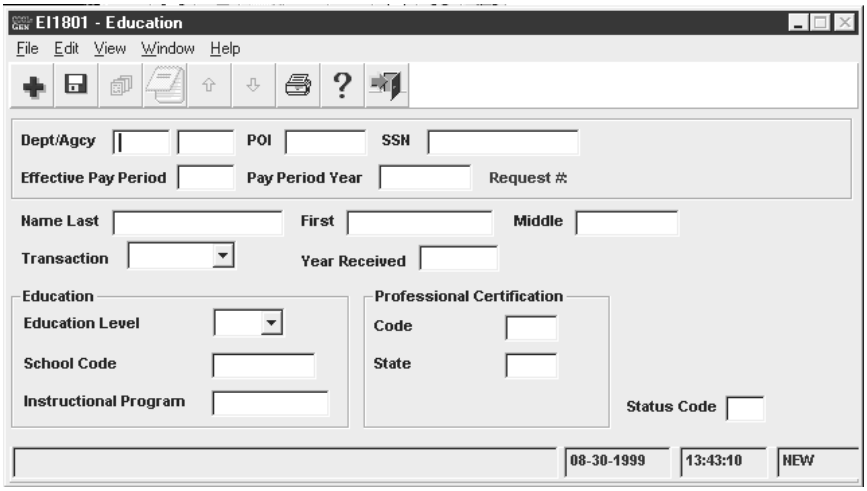

Figure 4:10. Education window *(for Education or Professional Certification)*

4. Complete the Education fields as indicated under **Education Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Entering Payroll Documents (F–O)

This section presents the following topics:

Federal Benefit Documents
Federal Benefits Forms
Federal Benefit:: Health Document
Federal Benefit:: TSP Election Document
Leave Documents
Leave Payment Documents
Locator Document
Master File Change Document
Multi Element Update Document
Net Pay Document
Non-Federal Benefit Documents
Non-Federal: Flexible Spending Account Document
Non-Federal: Health Document
Non-Federal: Life Insurance Document
Non-Federal: Retirement Document
Non-Federal: Thrift Savings Document

Federal Benefit Documents

Federal employees benefits include health insurance, life insurance, TSP, etc. Health insurance and TSP data are processed using payroll documents. Life insurance data is processed using a personnel action. For information on life insurance, see **Entering Personnel Actions**. The Federal Retirement Thrift Investment Board publishes TSP bulletins about TSP processing by the TSP service office.

For more information, see:

Federal Benefit Forms
Federal Benefit:: Health Document
Federal Benefit:: TSP Election Document

Federal Benefit Forms

The SF–2809 and SF–2810 are used for processing health insurance coverage under FEHB program.

The SF–2809 is used to enter a new enrollment, and to waive, change, or cancel enrollment.

- A new enrollment is entered when an employee is hired or an employee elects to enroll during an open season.

- A waiver is entered when an employee elects to waive coverage.
- A change is entered for qualified events.

The SF−2810 is used to enter enrollment changes (termination, reinstatement, and transfer of health benefits coverage).

- A termination is entered due to 365 consecutive days in nonpay status or coverage is terminated by the carrier due to nonpayment of dues.
- A reinstatement is entered when:
  - An employee returns from military service

    OR
  - A correction is required to rescind an erroneous termination of enrollment
- A transfer is entered to transfer FEHB coverage:
  - From one department to another department
  - Back to the employing agency

    OR
  - To OWCP for employment compensation

Federal Benefit: Health Document

Federal employees may enroll in FEHB to obtain health insurance coverage. IRIS Program IR115, Health Benefits, displays health insurance data. The PPS generates the effective date of the FEHB document in the Date Effective field of IRIS Program IR115.

For more information, see:

Health Benefits Processing
FEHB Children's Equity Act
Public Law 106–394
Agency Personnel Office Responsibilities
Non-Federal Health Benefits
Employees In Non-Pay Status
Termination By Carrier
Restricted Enrollment Changes
Exceptions To Restricted Enrollment Changes
Nature Of Action Code/Authority Codes
Remarks Codes
Premium Conversion
FEHB Open Season
New/Transfer Enrollment
Nonpay Status For On-The-Job Injury
FEHB Premiums During Nonpay Status
System-Generated SF–2810
Direct Premium Remittance System (DPRS)
Before Entering The FEHB Data
FEHB Remarks Codes
Steps For Entering Federal Health Documents
Adding A Family Member
Entering FEHB Free-Form Remarks And Notes

Health Benefits Processing

Health benefits processing uses specific enrollment codes that are assigned by OPM. These codes consist of three numbers: the first two identify the plan and the third identifies the option and type of enrollment (e.g., Enrollment Code 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self and family).

After a FEHB document has been successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards. Destroy the new carrier copy, old carrier copy, and the payroll office copy of the SF–2809. Distribute the remaining copies in accordance with agency instructions. Do not send to NFC. FEHB deductions begin during the pay period in which the health benefits enrollment is processed and applied to the database. When FEHB is cancelled, deductions stop at the end of the effective pay period.

The enrollment code is the only type of correction that can be made in the system. To correct an enrollment code, enter a health benefits registration form. Select ***Change In Enroll (SF−2809)*** at the ***Transaction*** drop-down menu and Correction at the Event Code drop-down menu. All other corrections (e.g., correcting effective date) must be sent to NFC. The correction should be indicated in the Remarks block of the SF−2809. To adjust for the erroneous deductions, enter the information in SPPS.

FEHB Children's Equity Act

The Federal Employees Children's Equity Act requires FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits coverage for their children. An employee subject to such an order must enroll in self and family coverage in a plan that provides full benefits to his/her child(ren) in the area where they live or provide documentation that he/she has other health coverage for the children.

Public Law 106−394

Public Law 106−394, the Federal Health Benefits Children Equity Act of 2000, enacted October 30, 2000, requires mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their child/children.

Agency Personnel Office Responsibilities

When a court or administrative order is received for an individual, the agency personnel office must review the employee's records to determine whether he/she is eligible for FEHB and, if so, whether he/she is enrolled in a self family plan that provides full benefits in the location where the child/children live. Listed below are the specific actions that **must** be taken by the agency personnel office to ensure compliance with the court or administrative order.

If the employee has FEHB self and family coverage, notify the employee that when a court order has been received requiring the employee to provide health benefits for his/her children. If the child/children named on the court or administrative order is **not** identified as a member of the employee's self and family coverage, submit a copy of the individual's SF-2809 or SF-2810, along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify the additional family member being covered under the self and family enrollment. Inform the appropriate contact for the court or administrative order of the FEHB coverage and that action has been taken to ensure the child/children is covered.

If the employee has FEHB self-only coverage, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to make a change from self only to self and family coverage. If the individual does not make a change to self and family coverage, the agency personnel office must enroll them in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (*Enrollment Code 112, Self and Family*). The effective date of coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as

stated on the court or administrative order. Submit a copy of the individual's SF-2809 or SF-2810 along with a copy of the court or administrative order to NFC. NFC will forward all the appropriate documentation to the FEHB carrier identifying the family members covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Enter in SPPS for processing of the retroactive FEHB personal action indicating:

- The enrollment is retroactive to the beginning of the pay period that includes the effective date, but no further back than 2 years.
- The total adjustment amount due.
- The collection frequency for the amount due (e.g., one-time payment pr payment each pay period).

Inform the appropriate contact for the court or administrative order of the FEHB *self and family* coverage and that action has been taken to ensure the child/children is covered.

If the employee is not enrolled in an FEHB health plan that provides full benefits in the location where the child/children live, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to enroll in a health plan or provide documentation that he/she has other health benefits for the child/children. If the individual does not enroll in a plan or provide documentation of coverage, enroll the child/children in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (*Enrollment Code 112, Self and Family*). Complete an SF-2809 with remarks to identify that the employee is being enrolled for FEHB self and family coverage under P.L. 106–394. The effective date of the coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit the SF-2809 along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify each family member being under the *self and family* enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage once action has been taken to ensure the child/children is covered.

Non-Federal Health Benefits

Agencies that employ non-Federal employees who are eligible for FEHB coverage, should review P.L. 106–394 to determine the impact on their employees.

Employees In Nonpay Status

When an employee under a court or administrative order to provide FEHB coverage for his/her child/children is in a nonpay status, he/she must either make direct premium payments or incur a debt to the Federal Government to be repaid when he/she returns to pay status. **Note:** This applies only during the first year in nonpay status. Coverage terminates after 365 days in nonpay status, even for employees with a court or administrative order. For additional information, see 5 CFR 890.502(b).

Termination By Carrier

When an individual under court or administrative order to provide FEHB coverage for his/her child/children has FEHB coverage terminated by a FEHB carrier, it is the responsibility of the employee's personnel office to ensure that the individual continues to provide s*elf and family* FEHB coverage under an alternative plan.

Restricted Enrollment Changes

During open season or when there is an event allowing an enrollment change, employees who are under court or administrative order are restricted as to the type of enrollment changes they may select while enrolled in FEHB. An employee who is under court or administrative order **can** change to a different fee for service plan or an HMO that provides full benefits where the child/children live. However, the employee **cannot** cancel enrollment, change to self only, or change to an HMO that doesn't provide coverage in the area where the child/children live, as long as the court or administrative order is still in effect and the child/children are eligible under FEHB. This applies whether the employee enrolled voluntary or involuntarily. If an SF-2809 is received making such an enrollment change, do **not process it**. If the SF-2809 is processed by mistake, a corrective action must be processed immediately, even retroactively, if applicable. Notify the employee that he/she cannot make the change and that the existing self and family will remain in effect.

Exceptions To Restricted Enrollment Changes

The following exceptions are allowed for enrollment changes when an employee is under a court or administrative order.

- For employees who participate in the HB-Premium Conversion (HB–PC), if a court or administrative order states that the FEHB coverage for the child/children must continue until a specific age below 22, an employee may cancel coverage or change to *self-only*(1) **within 60 days after the date the last child turned 22**, regardless of what the court or administrative order says (FEHB provides coverage until age 22); or (2) **during the open season after the last child reaches the age stated in the court or administrative order**.
- For employees who waived HB-PC, the cancellation of coverage or change to *self-only* may occur **any time after the last child reaches the age specified in the court or administrative order or age 22**.
- When a court or administrative order states that health coverage for the child/children must continue over age 22, the employee must provide proof of health benefits coverage either Temporary Continuation of Coverage (TCC) or a private health plan. A child/children cannot be covered by FEHB beyond age 22, regardless of what the court or administrative order states unless the child/children meet the requirements for being *incapable of self-support*.

Nature of Action Code/Authority Codes

NOAC ***916, Court Ordered FEHB Change***, must be processed to indicate a court-or administrative order.

The employee is required to enroll in FEHB due to following new authority codes have been established for use with NOAC 916.

- **BEG** - The Beginning Effective Date authority should be used to reflect that an FEHB court-ordered action is in effect for the employee.
- **END** - The Ending Effective Date authority should be used to reflect that an FEHB court-ordered action is no longer in effect for an employee.

In addition, one of the following FEHB coverage codes must be included on the action.

- **6** – Court Order – Enrolled
- **7** – Court Order – Eligible-Pending Family Coverage
- **8** – Court– Order – Self-Only – Pending Family Coverage

Remarks Codes

The following remark codes will be generated automatically with NOAC 916 for processing court-or administratively-ordered FEHB actions:

- **FE1** – FEHB Family Coverage Required By P.L. 106-394
- **FE2** – Employees FEHB Coverage is No Longer Subject To P.L. 105-394

The messages for remarks Codes FE1 and FE2 will be reflected on Form SF-50B, Notification of Personnel Action, when a court-or administratively-ordered action is processed.

Premium Conversion

Most employees whose agency has an Approved Adoption Agreement with OPM are eligible to have their FEHB premiums paid under the premium conversion plan. Reemployed annuitants enrolled in the FEHB will automatically participate in the premium conversion, provided they are employed:

- in a position that conveys FEHB eligibility; and
- by an agency covered by premium conversion

Participation in the Health Benefits Premium Conversion Plan (HB-PC) is automatic unless an employee chooses to waive coverage. The part of an employee's salary that is deducted for health insurance premiums is non-taxable. As a result, health benefits premiums are not subject to Federal income, Medicare, or Social Security taxes. In most cases, state and local taxes are also not applicable.

Agencies must deduct FEHB premiums on a pre-tax basis from the pay of these individuals unless they waive participation in premium conversion. Health Benefits Premium Conversion has no effect on the:

- Amount of an employee's health insurance premiums.
- Amount of the Government's share towards the FEHB premium on behalf of any employee.

- Base pay for retirement, life insurance and/or Thrift Saving Plan purposes.

Changes in participation in premium conversion may be affected during the annual FEHB open enrollment period, or during the calendar year upon experiencing a qualifying life event. Qualifying life events include:

- Change in Family Status (e.g., birth/death of child, foster, adoption, child ages up, etc.)
- Change in Legal Marital Status (e.g., married, divorce, annulled, legal separation, death)
- Change in Employment Status(e.g., RTD from leave without pay (LWOP), Work Schedule, Re-employment after three days break-in-service, transfer to/from overseas, RTD from Military Service, Temp Appt becomes permanent, spouse's eligibility changes)
- Loss of Other Coverage (e.g., termination, cancellation, change to self only, FEHB plan closes out, lost of coverage from spouse's health insurance)
- Other (e.g., coverage under spouse's health insurance and they have a different open season that affects your coverage, employee in an HMO that moves to a non-covered area, cost of health insurance under spouse's non-federal health increase significantly, (i.e., 20%) when you become eligible for medicare)

Error Corrections. If administrative errors occur in the precessing of employee elections to participate or waive participation in health benefits, or errors occur in FEHB withholdings, the IRS rules prohibit retroactive adjustments to taxable income even if it is clear that the agency is at fault. In such cases, the agency is responsible for taking the appropriate actions to correct the errors.

FEHB Open Season

FEHB open season occurs annually. New enrollments and changes for the open season are effective the first pay period of the calendar year. All open season data should be entered as early as possible. The data will be retained in the future file until the designated effective pay period's processing.

If an employee plans to retire and requests an open season change on or before the effective date for an open season enrollment period, do not enter the health benefits data in the PPS; include the SF−2809 with the employee's retirement package. The employee should complete the SF−2809 but the agency certifying office should only initial and date Part G to show timely submission. The name of the agency and the signature of its certifying officer should not appear on the SF−2809. OPM uses the SF−2809 to complete the processing of the employee's retirement request. Also include a memorandum with the retirement package to verify the employee's eligibility to transfer health benefits coverage from the PPS to OPM.

New/Transfer Enrollment

Certain temporary employees are eligible to participate in the FEHB program. Agencies must verify the employee's eligibility for FEHB coverage. The PPS produces Report AEC037U4, Temporary Employees−−FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply them with the Enrollment Information Guide And Plan Comparison Chart, RI 70−5, and the SF−2809.

To verify the FEHB−Temp−SCD recorded in the database, use IRIS Program IR115. If the FEHB effective date requires an adjustment, complete the FEHB−TEMP−SCD field in the Multi Element Update window (**Figure 4:25**). For additional information, see **Multi Element Update Document**.

When a new employee enters on duty in the middle of a biweekly pay cycle from another Federal department having a different biweekly pay cycle, the employee is not charged for benefits from both departments. The PPS automatically adjusts the employee's FEHB on a prorated basis based on the effective date. The cost for part-time career employees is also prorated depending on agency regulations. If an employee has a dual appointment, both agencies contribute to the cost of FEHB. See Title I, Chapter 11, Nonautomated Processing for information on setting up payment of premiums by the employee.

If the effective date of the SF−2809 is prior to the effective date of the processing pay period and the employee is not currently enrolled, the uncollected premiums can be paid in a lump sum in one pay period or prorated. The "Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB?" field is used to indicate the choice of payment. For more information, see **Health Benefits Window Field Instructions**.

Nonpay Status For On-The-Job Injury

When an employee is in a nonpay status as a result of an on-the-job injury, follow the steps below when health insurance premiums are paid by the Office of Workmen's Compensation (OWCP).

To process FEHB premiums paid by OWCP:

1. After OWCP notifies the agency to approve the claim, enter the LWOP personnel action.
2. Enter the health benefits enrollment change. Select ***Transfer Out (SF−2810)*** at the Transaction drop-down menu and ***Other*** at the Event Code drop−down menu to indicate a transfer to OWCP.
3. After the employee returns to duty on a full-time basis, enter the health benefits enrollment change. Select ***Transfer In (SF−2810)*** at the Transaction drop-down menu for a transfer and ***Other*** at the Event Code drop-down menu to transfer enrollment back to the employing agency.

FEHB Premiums During Nonpay Status

There are three cases when employees on LWOP should **not** be billed for health benefits premiums.

- LWOP pending approval of the OWCP claim, and the application is approved.

  When entering the personnel action for OWCP use NOAC 460, LWOP NTE, Authority Code Q3K. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **7** (OWCP−LWOP) on IRIS Program IR102, Dates & Misc Salary/Personnel Data.

- LWOP pending OPM approval of disability retirement and the application is approved.

  When entering the personnel action for preliminary disability retirement, use NOAC 976, Preliminary Disability Retirement with Remark Code 211, LWOP Pending Approval of Disability. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **8** (LWOP Pending Approval Of Disability Retirement Application) on IRIS Program IR102.

FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP pending OWCP. For more information, see **Federal Benefit Forms**.

Note: When FEHB coverage is canceled due to 365 days of LWOP status, the FEHB coverage code changes to 5 (canceled) after the personnel action is processed and the employee is automatically billed.

If a personnel action was processed for LWOP in excess of 30 days, timekeepers should not transmit a T&A after the 30 days. A bill is generated for the health benefits premiums if T&A's are transmitted.

If an employee in nonpay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed. When the employee returns to duty, either the entire amount may be paid or an additional premium (in addition to the regular premium deduction) will be automatically deducted each pay period, until the debt is repaid. For more information, see Title I, Chapter 11, Nonautomated Processing, Employee Indebtedness.

If an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If this amount is insufficient, it will be considered an indebtedness due the United States. Recovery of the funds are made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government. For more information, see Title I, Chapter 8, Special Payroll Processing System.

System-Generated SF–2810

Information on the SF–2810 should **not** be entered in the PPS under certain conditions. The PPS generates the SF–2810 when one of the following personnel actions is processed. The carrier copy is sent to the carrier.

- Separation (except termination due to nonpay status for 365 consecutive days). The personnel action separating the employee will cancel the FEHB coverage.
- Death
- Retirement
- Name Change (Enter NOAC 780, Name Change From, to change the employee's name in the database).
- Transfer Out (except to OWCP)

Direct Premium Remittance System (DPRS)

DPRS is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in the FEHB program (e.g., former spouses). DPRS is a **Federal plan** used by **non-Federal enrollees.** These transactions are **not** entered in the PPS by the agency. Agency personnel offices should refer to Title III, Billings And Collections Manual, Chapter 5, DPRS, procedure for completing the SF–2809. Forward the SF–2809 and related documents to:

USDA NFC
DPRS Billing Unit
P.O. Box 61760
New Orleans, LA 70161–1760

Before Entering The FEHB Data

Employees have up to 31 days from their entry on duty date to either enroll in a plan or waive enrollment. Code the personnel action as follows with the applicable FEHB code to begin deductions, waive election, or cancel prior coverage.

Type **4** (Eligible Pending) in the FEHB Coverage field of the personnel action **before** the FEHB enrollment document is entered. After the personnel action and the FEHB document successfully process, withholdings from the employee's salary begin and the system generates **1** (Enrolled) in the FEHB Coverage Code field on IRIS Program IR115. Enrollment Code **1** cannot be entered on a personnel action nor can it be changed to **4**. If the database reflects FEHB Coverage Code **1** and the Enrollment Code field is blank, contact NFC, Fringe Benefits Unit, to change code **1** to code **4**. Due to system configuration, this could occur when a separation and accession are processed. After the code is changed the SF–2809 can be entered in the PPS.

CULPRPT Report P0059, Employees With FEHB Eligibility Pending, lists employees with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment. Personnel offices should run this report each pay period and remind employees to register before the end of the 31-day eligibility period. AEC037U4, Temporary Employees FEHB Coverage Eligibility, lists employees who will become eligible to participate in FEHB in two pay periods.

Type **3** (Waive) in the FEHB Coverage field of the personnel action if the employee elects not to participate in the FEHB Program.

Type **5** (Change) in the FEHB Coverage field of the personnel action when the enrollment changes because of (1) open season; (2) marital status changes from self to family or vice versa within the same plan; (3) enrollment is rejected by the carrier.

Type **6** (Cancellation by employee) in the FEHB Coverage field of the personnel action if the employee cancels after being enrolled. The losing carrier is notified and the cancellation becomes effective on the last day of the pay period in which the SF–2809 is received in the personnel office.

FEHB Remarks Codes

Remarks codes applicable to FEHB coverage after separation are entered on the personnel action. For a list of the FEHB remarks codes that are applicable to separation actions, see **Entry Guidelines For Separations**.

Steps For Entering Federal Health Documents

To enter a health benefit registration or enrollment change document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll*** at the New Documents menu. An alphabetical list appears.

2. Select ***Federal Benefit > Health Benefits Registration*** or ***Health Benefits Change Enrollment***.

3. At the menu bar select, ***Edit > Add New Document***. The Health Benefits window (**Figure 4:11**) is displayed. If Health Benefits Change Enrollment is chosen, the Change in FEHB Enrollment window is displayed.

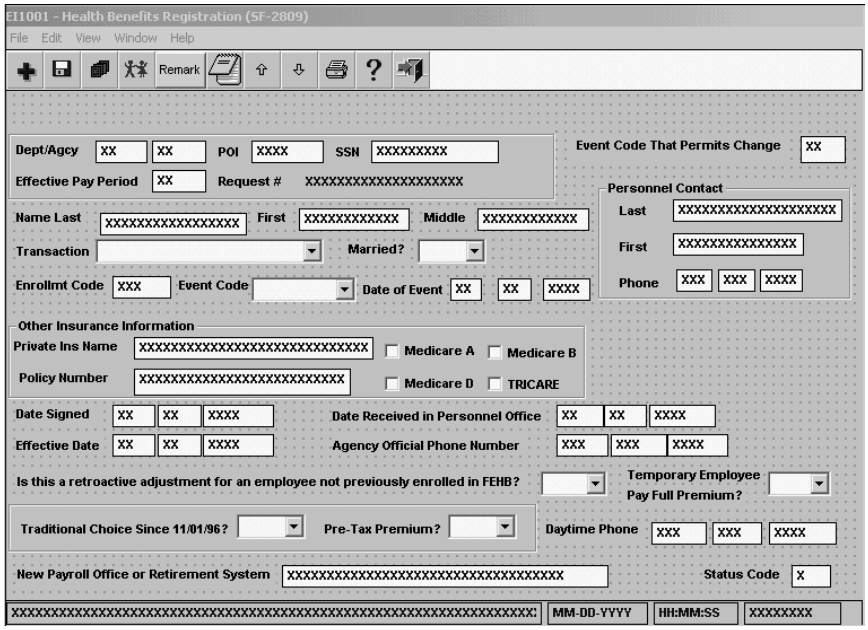

Figure 4:11. Health Benefits window (for Registration Form or Change Enrollment)

4. Complete the Health Benefits fields as indicated under **Health Benefits Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Adding A Family Member

To add a family member:

1. After the document is successfully added, click ***View > Family Member***. The List Family Members pop-up (**Figure 4:12**) appears.

Figure 4:12. List Family Members pop-up

2. Click **[Add]**. The Family Member pop-up (**Figure 4:13**) appears.

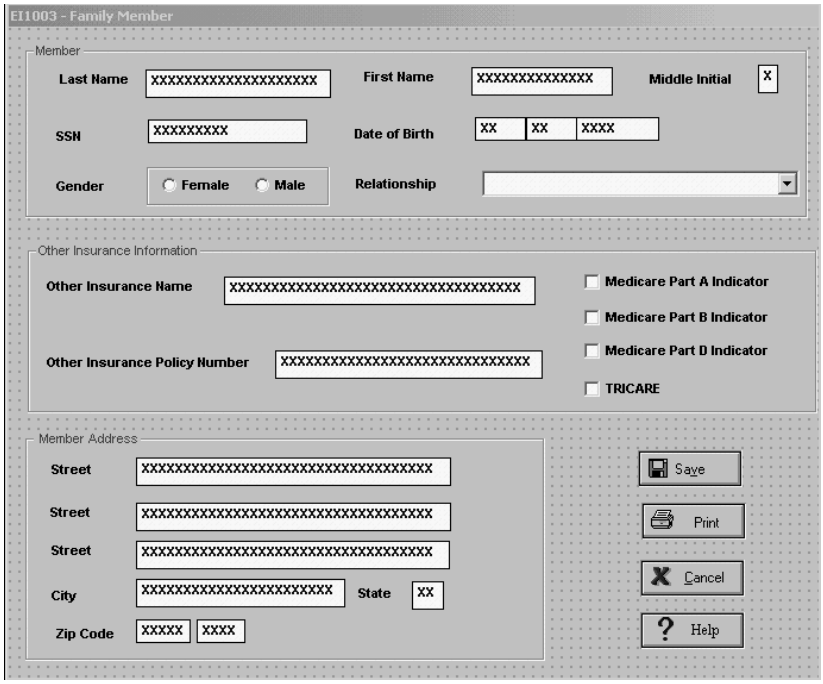

Figure 4:13. Family Member window

3. Complete the fields as indicated under **Family Member Window Field Instructions**.

4. After completing the fields, click **[Save]** to close the Family Member window (**Figure 4:13**) and return to the List Family Members pop-up (**Figure 4:12**). The family member's data appears in the box.

5. To add more family members click **[Add]**.

6. To update a family member's data:

a. Select the family member's name and click **[Update]**. The Family Member window (**Figure 4:12**) is displayed.

b. Update the data and click **[Save]** to save the data and return to the List Family Members pop-up (**Figure 4:13**).

7. To delete a family member, click the name and click **[Delete]**. The Confirm Deletion pop-up appears with the message, *Continue With Delete?*.

8. Click **[OK]** to save the deletion and return to the List Family Members pop-up (**Figure 4:12**). The family member's data disappears from the box.

9. To view a family member's detail record, select the name and click **[Detail]**. The Family Member window (**Figure 4:13**) is displayed with the family member's information. No changes can be made in the ***View*** mode.

Entering FEHB Free-Form Remarks And Notes

A Remarks pop-up (**Figure 4:14**) is used to enter remarks that pertain to the FEHB document (e.g., *Erroneously enrolled in Enrollment Code 103; should be Enrollment Code 104)*; a Notes pop-up (**Figure 4:15**) is used to enter notes that the agency deems applicable to the transaction.

To enter remarks or notes from a Registration window or a Change Enrollment window:

1. Click ***View > Remark*** or ***View > Notes***. The Remark pop-up (**Figure 4:14**) or Notes pop-up (**Figure 4:15**) appears.

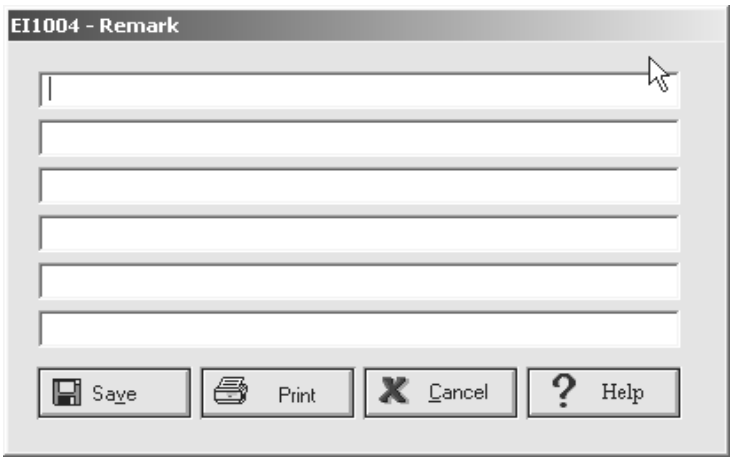

Figure 4:14. Remark pop-up

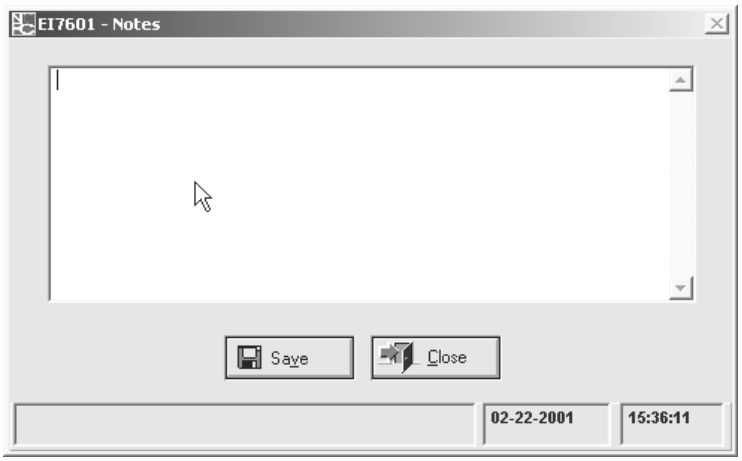

Figure 4:15. Notes pop-up

2. Enter the applicable remarks or notes and click **[Save]** to return to the previous window. The remarks/notes can be printed and attached to the agency copy of the FEHB form.

   Note: Click **[Save]** > **[Close]** to close the Notes pop-up (**Figure 4:15**).

Federal Benefit: TSP Election Document

TSP is a retirement savings and investment plan for Federal employees. Employees covered by FERS and CSRS can contribute to TSP. Employees hired on or after January 1, 1984, are generally FERS employees. The Foreign Service Pension System (FSRS) and other equivalent Government retirement plans are also included in FERS. CSRS includes the CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans. For detailed information regarding TSP, refer to publications and bulletins published by the Federal Retirement Thrift Investment Board.

Form TSP–1, Thrift Savings Plan Election Form, is completed by the employee to start, change, waive, or terminate TSP contributions. Employees may elect to participate, change, or stop contributions to the TSP during open season, as well as designate the 1–percent automatic agency contribution (FERS employees only). An open season is held every six months: May 15 – July 31 and November 15 – January 31.

Caution: Employee Express will not allow employees to reenroll prior to the second open season; therefore, if the reenrollment is allowed, and must be overridden, enter the TSP data in EPIC; do not allow the employee to attempt to enter the data in Employee Express.

For more information, see:

Processing Tips For TSP Election
Entry Guidelines For Coding The Personnel Action For TSP Elections
TSP Transfer
TSP Adjustments
TSP Catch-up Contributions
Steps For Entering TSP Election Documents

Processing Tips For TSP Election

Below is a list of *things-to-do* before entering TSP data.

1. **Verify in IRIS that the employee is eligible to participate or is participating in TSP.** To participate, the retirement plan code must be **1**, **6**, **C**, **E**, **G**, **K**, **L**, **M**, **N**, **P**, **R**, **T**, or **W** (for code definitions, see the **Retirement Plan Table**) and the TSP status code must be **Y** (yes) or **E** (eligible). If the status code is not **Y** or **E** but is correct, the TSP document will reject. To release the document from suspense, type **D** in the Status Code field. TSP Override Codes are for NFC Use Only.

2. **Code the personnel action.** The personnel action includes the TSP Eligibility Code that identifies whether or not the employee is eligible to participate in FERS TSP for FERS, CSRS, Offset, or FSRS employees.

   The effective date of the status change is system generated and is the first day of the pay period in which the TSP information is processed to begin employee contributions. However, if the employee cancels the TSP contributions, the first day of the pay period in which the cancellation is processed will be generated in the Eff Date Of Status Change field in IRIS Program IR118, Thrift Savings Plan Funds. This field is also changed when FERS employees start receiving the 1-percent agency contribution if they are not participation in TSP.

   The effective date of the status change will not change if the employee elects to change the percentage rate or dollar amount of the contribution. For detailed information regarding TSP, refer to the TSP bulletins published by the Federal Retirement Thrift Investment Board. For a list of TSP Eligibility codes, see **TSP Eligibility Code Table**.

Entry Guidelines For Coding The Personnel Action For TSP Elections

Type the code that identifies whether or not a FERS, CSRS, Offset, or FSRS employee is eligible to participate in FERS TSP. For a list of valid codes, see the **TSP Eligibility Table**. For detailed information regarding TSP, refer to publications and bulletins published by the Federal Thrift Investment Board.

- The TSP Eligibility Code is automatically changed to 9 when a TSP enrollment document is processed or when a FERS employee begins receiving the 1-percent Government basic contribution. Once code 9 has been established, it cannot be changed. If an employee stops contributing, the employee's eligibility to again contribute is determined by the Change Status Code and Effective Date of Status Change fields in IRIS Program IR119, Reserved For Future Use.

- The effective date of Status Change is generated and is the first day of the pay period in which the Form TSP-1 is processed to begin employee contributions, the first day of the pay period in which the cancellation is processed will be generated as the Effective Date of Status Change.

- The Effective date of Status Change will not change if the employee elects to change the percentage rate or dollar amount of the contribution or investment allocation.

The following are guidelines for processing Status Changes:

- Must be completed for an accession action and a change to FERS retirement coverage if the employee is not enrolled in TSP.
- Must be blank for a change to FERS retirement coverage if the employee is currently enrolled in TSP.
- Retirement plan must be K, L, M, N, or P for TSP eligibility code 4 and 5.
- Retirement plan must be 2, 5, or Y for TSP eligibility code 6.
- Retirement plan must be 4 for TSP eligibility code 6. If the employee is a reemployed annuitant, another valid code can be entered in this field.

The Change Status Codes are as follows:

Code	Purpose
Y (Yes)	Employee has elected to participate in TSP. A FERS employee coded **Y** is eligible for matching funds as well as the 1–percent Government basic contribution.
W	Waiting to receive agency contributions. A FERS employee who is contributing to TSP but who is not yet eligible to receive agency contributions.
S	Stopped employee contributions. A FERS employee who terminate their own contributions before they become eligible to receive agency contributions.
T	Employee has elected to terminate participation in TSP outside an election period. A FERS employee coded **T** is eligible for the 1-percent Government basic contribution.
E	Employee is eligible to participate in TSP but has not submitted a TSP–1 to contribute or waive. A FERS employee coded **E** is eligible for the 1-percent Government basic contribution.
I	Employee is ineligible to contribute to TSP. A FERS employee coded **I** is not eligible for the 1-percent Government basic contribution.

Code the TSP Eligibility field as follows:

- Code 1 applies to FERS employees only. These employees are eligible to participate immediately in employee contributions; however, the agency 1-percent basic Government contribution and the Agency matching funds will not be applied until the first open season. (This applied to new hires; transfers or rehires not yet eligibility for 1-percent basic contribution.
- Code 2 applies to FERS employees only. These employees are eligible to participate immediately in employee contribution, however the agency 1-percent basic Government contribution and the agency matching funds will not be applied until the second open season. (This applies to new hires, transfers or rehires not yet eligible for the 1-percent basic Government contributions.)
- Code 3 applies to:
  - all CSRS and CSRS-Offset transfers (except if they terminated their TSP contributions);

- CSRS and CSRS-Offset rehires;
- FERS employees who transfer from another Federal agency/payroll system without a break in service who were making TSP contributions and receiving the 1-percent basic Government contribution and matching funds;
- FERS employees who are rehired with a break in service of less than 31 days who were making TSP contributions, receiving the 1-percent basic Government contributions and receiving the 1-percent matching funds immediately prior to their separation; and,
- FERS employees who transfer from another Federal agency/payroll system without a break in service who are not making employee contributions but are receiving the 1-percent basic Government contribution (except if they terminated their TSP contribution),
- FERS employees who are rehired after a break in service of 31 days or more, who were previously eligible to receive agency contributions, agency contributions will be begin immediately.

Employees are eligible to participate immediately in employee contributions.

Note: FERS, CSRS, and CSRS-Offset employees with a break in service of less than 31 days are considered transfers and TSP contributions must be based on their last TSP-1.

- Code 4 applies to:
  - FERS employees who had terminated TSP contributions during the last TSP open season before transferring to a new Federal agency/payroll system, and are eligible immediately for the agency 1-percent basic Government contribution and eligible to contribute to TSP during the first TSP Open Season, or,
  - CSRS or CSRS-Offset employees who terminated TSP contributions during the last TSP Open Season before transferring to a new Federal agency/payroll system, and are eligible to contribute to TSP during the first TSP Open Season.
- Code 5 applies to
  - FERS employees who transferred from another agency/payroll system and had terminated TSP contributions after the last TSP Open Season and are eligible immediately for the agency 1-percent basic Government contribution and eligible to contribute to TSP during the second TSP Open Season, or,
  - CSRS or CSRS-Offset employees who terminated TSP contributions after the last TSP Open Season before transferring to a new Federal agency/payroll system, and are eligible to contribute to TSP during the second TSP Open Season.
- Code 6 applies to employees that are not eligible. Employees with retirement coverage codes of **2** (FICA); **4** (none, except for re-employed annuitants who have an annuity code of 1, 4, or 5); **5** (other retirement system); **J** (FICA and other Retirement – Partial Rate); or **X** (FICA and Other Retirement – Full Rate).

  Note: FERS employees include FSPS employees, and FSRS and CSRS-Offset employees include Foreign Service Retirement and Disability Service (FS) employees.

SCD-TSP

Type the beginning date of the vesting period for the 1-percent Government contribution to TSP. Must be completed for FERS and FSPS employees participating in TSP; do not complete for CSRS-Offset (Congressional)(FICA) retirement plan; cannot be prior to January 1, 1984; and cannot be later than effective date of action.

TSP Transfer

When a TSP contributing employee (1) transfers into the PPS or (2) transfers from one department to another and both departments are serviced by NFC, abstract and enter as a new enrollment, the data from SF–75, Request For Preliminary Employment Data. Timely entry is important to prevent interruption of participation in TSP.

A TSP election form should be processed when a TSP participant separates and is rehired with a break in service of less than 31 full calendar days to continue coverage and contributions. Enter the TSP data that was in effect at separation.

If a new enrollment is not entered, TSP contributions will not resume.

TSP Adjustments

When TSP data is not processed timely or an error is discovered after contributions begin, TSP deductions must be adjusted using Form AD–343, Payroll Action Request. Enter the AD–343 data in SPPS. For detailed information, see Title I, Chapter 8, SPPS.

TSP Catch-up Contributions

Public Law 107–304 permits eligible TSP participants age 50 or older to make tax-deferred "catch-up" contributions from basic pay to their TSP accounts. The catch-up contributions are a supplement to the participant's regular TSP contributions and do not count against either the statutory contribution percentage limitations or the IRS deferral limit.

Participants must meet the following criteria in order to make catch-up contributions:

- Be in pay status.
- Be at least 50 years or older in the year the catch-up contributions are made.
- Not be in the 6-month non-contribution period following a financial hardship in-service withdrawal.
- Be contributing the maximum amount allowed according to TSP/IRS regulations and not exceeding the TSP catchup contribution limit.

There are no matching government contributions when making catch-up contributions. Allocations for the catch-up contributions will be made in accordance with the employee's current allocations.

Steps For Entering TSP Election Documents

To enter a TSP election document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Federal Benefits > TSP Election*** .

3. At then menu bar select, ***Edit > Add New Document***. The Thrift Savings Plan Election Form window (**Figure 4:16**) is displayed.

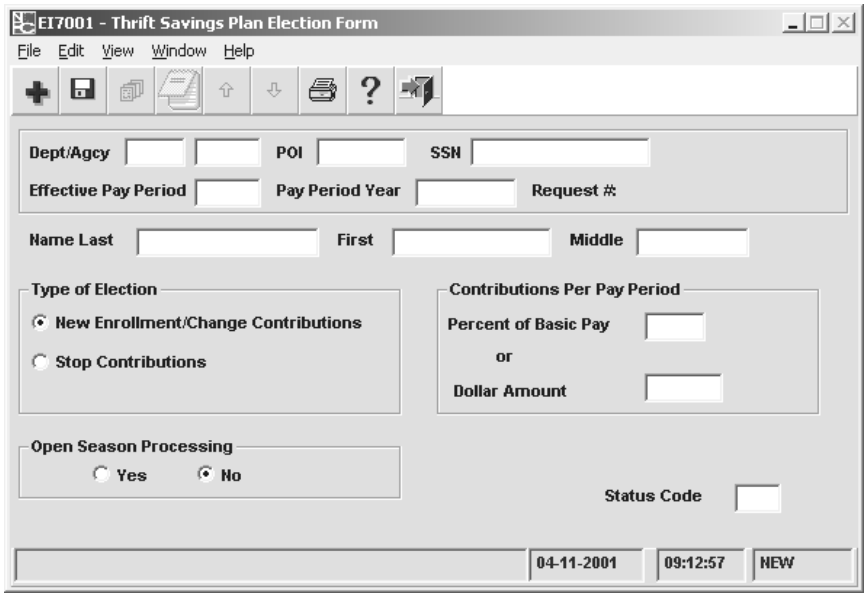

Figure 4:16. Thrift Savings Plan Election Form window

4. Complete the fields as indicated under **Thrift Savings Plan Election Form Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Leave Documents

Leave documents are used to enter transferred leave, restored annual leave, interim and final compensatory leave, and annual leave lump sum payments. This leave data is displayed in the following IRIS Programs:

- IR133, Separated Leave
- IR136, Annual/Sick Leave
- IR138, Other Leave
- IR139, Compensatory Leave And Rates
- IR140, Nonpay Leave

Leave discrepancies are resolved by the agency by submitting corrected time and attendance records or entering the correction in TINQ. CULPRPT includes reports that pertain to annual

leave, compensatory leave, etc., processing and discrepancies. For exhibits of all CULPRPT reports, see Title I, Chapter 20, Section 1. Several reports that pertain to leave processing are mailed to agency locations upon agency request. For exhibits of all payroll/personnel reports, see Title I, Chapter 20, Section 5.

For more information, see:

Leave: Leave Data Transfer Document
Leave: Restored Annual Leave Document

Leave: Leave Data Transfer Document

Leave data is transferred in accordance with Federal regulations to record an employee's leave record when the employee separates and is rehired. The SF−1150, Record Of Leave Data, is used to credit the employee's leave account for annual and/or sick leave, and nonpay status. The SF−1150 is processed (in conjunction with the accession action) to enter leave data when an employee transfers into the PPS from a department not serviced by NFC or from one department to another department in the PPS. The gaining department enters the data to transfer the leave data into the PPS when an employee is rehired and has leave that is creditable.

The system generates the SF−1150 to transfer the leave data to another department when:

- A separation transfer personnel action is processed
- The final code is recorded in the database via T&A or master file change document
- The lump sum leave payments have been disbursed, when applicable

The SF−1150 is forwarded to the losing department via dispatch or through RFQS. That department reviews the SF-1150 for accuracy and then forwards it to the gaining department.

For more information, see:

Adjustments To Transferred Leave Data
Steps For Entering Transferred Leave Documents

Adjustments To Transferred Leave Data

If the original SF−1150 contained an error, send a leave audit and enter the data in SPPS. NFC enters the correct data and produce a corrected SF−1150.

If the SF−1150 has processed to transfer leave data into the PPS and it should not have been processed, adjust the leave data in the applicable fields in TINQ based on leave accruals and usage since employment.

If the SF−1150 was generated for a separated employee and the leave balances should be deleted, TINQ cannot be used. Send a leave audit to NFC.

Steps For Entering Transferred Leave Documents

To enter a leave data transferred document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document***. at the New Documents menu. An alphabetical list appears.

2. Select ***Leave Data Transfer***.

3. At the menu bar select, ***Edit > Add New Document***. The Leave Data Transferred window (**Figure 4:17**) is displayed.

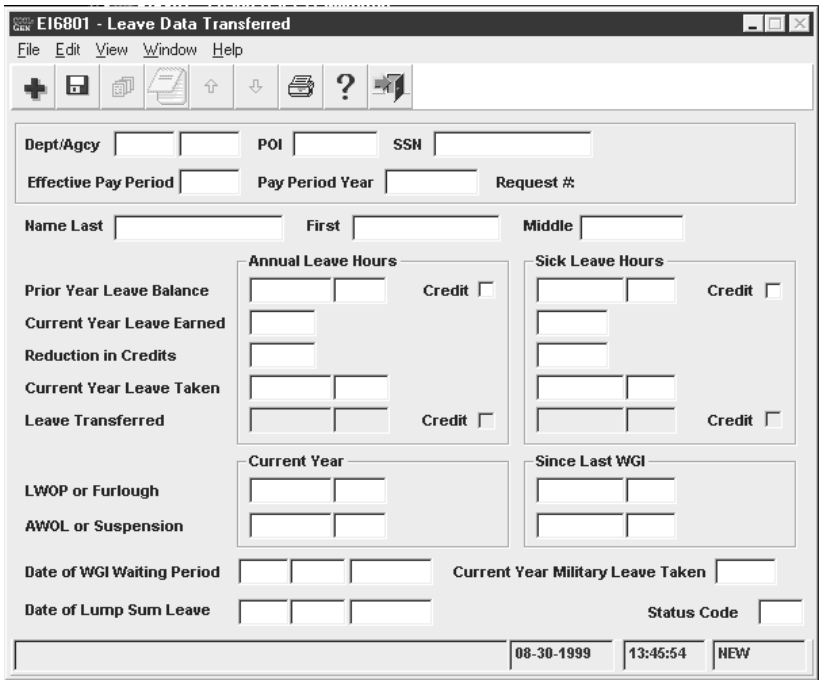

Figure 4:17. Leave Data Transferred window

4. Complete the Leave Data Transferred fields as indicated under **Leave Data Transferred Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Leave: Restored Annual Leave Document

Restored annual leave is annual leave that has been returned to the employee instead of forfeited due to administrative error, exigencies of the public business, or sickness. Restored annual leave displays on IRIS Program IR136, Annual Leave.

For more information, see:

Timekeepers Recordkeeping Of Restored Annual Leave
Correcting And Canceling Restored Annual Leave
Steps For Entering Restored Annual Leave Documents

Timekeepers Recordkeeping Of Restored Annual Leave

The PPS calculates restored annual leave used and balances. Timekeepers should maintain the restored annual leave record in a separate leave account from regular annual leave.

Restored annual leave used is recorded on the T&A report under TC63. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

Timekeepers should establish adequate record keeping and administrative procedures to properly identify in a separate leave account:

- The date the annual leave was restored for use
- The amount credited
- The specific schedule established for use
- The amount of usage and balance

Correcting And Canceling Restored Annual Leave

If the correction or cancellation of restored annual leave documents is for the current year, enter the data in EPIC. If the correction is for a prior year, enter the data in TINQ Program TI07, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&A's.

Steps For Entering Restored Annual Leave Documents

To enter a restored annual leave document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Restored Annual Leave***.
3. At the menu bar select, ***Edit > Add New Document***. The Restored Annual Leave window (**Figure 4:18**) is displayed.

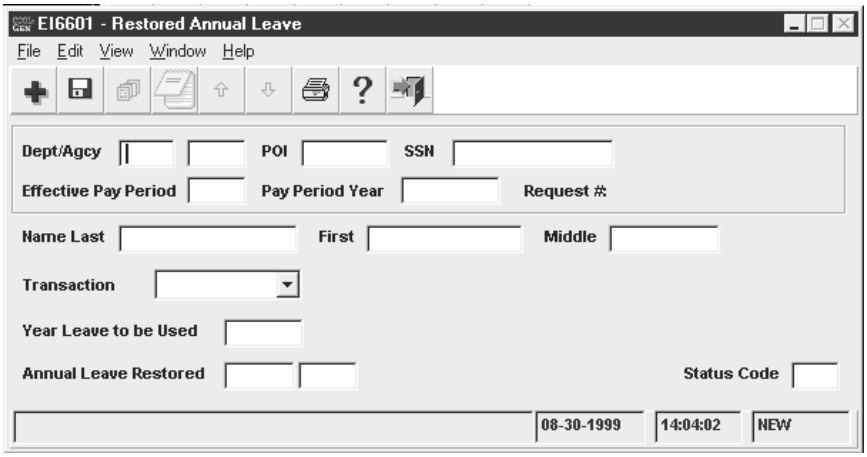

Figure 4:18. Restored Annual Leave window

4. Complete the Restored Annual Leave fields as indicated under **Restored Annual Leave Window Field Instructions**.
5. After completing the fields, click **[Yes]** to save the entries and exit the action.

OR

Click **[No]** to exit the window and not save the entries.

OR

Click **[Cancel]** to reopen the window.

Leave Payment Documents

Leave payment documents include two basic types: **compensatory leave** and **annual leave** (or other lump sum leave payments). An interim compensatory leave or annual leave payment is made when an employee converts to a work schedule that terminates leave earning eligibility (i.e., from full-time or part-time to intermittent) or other cases where the compensatory leave expires, depending on agency policy. A final compensatory leave or annual leave payment is made when an employee separates from the rolls.

Processing Tips For All Lump Sum Leave Payments

Below is a list of *things-to-do* before entering lump sum payments.

1. Before entering the leave transaction, access TINQ Program 05 and/or IRIS Programs IR136 and IR139 to assure the leave balance on the payment document agrees with the leave balance on the database. If a discrepancy exists, correct the discrepancy before entering the payment document. Agencies without TINQ access must send NFC Form AD−717, to correct the leave discrepancy.

2. Determine if the lump sum payment should be processed manually. For more information, see Title I, Chapter 11, Nonautomated Processing. Also, for information regarding repayment of lump sum leave, see Chapter 11. The following lump sum transactions should not be entered in the PPS for processing:

   - The lump sum payment amount is over $99,999.99.
   - A terminated employee is rehired with a break in service.
   - The employee has dual rates (except for pp26 separations).
   - Credit hours.

For more information, see:

Leave Payment: Compensatory Leave Payment Document
Leave Payment: Annual Leave Payment Document

Leave Payment: Compensatory Leave Payment Document

Compensatory time is hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay. Compensatory time earned is recorded on the time and attendance report using Transaction Code 32, Compensatory Time Worked. Compensatory leave may be liquidated by the end of the leave year, carried to the following year, or paid in full, etc., in accordance with agency policy.

Compensatory leave payments are paid at the rate of overtime pay applicable at the time the work was performed. Payments must be charged to the current fiscal year appropriation

regardless of the fiscal year in which the overtime work was performed. The system currently store only the Title V rate. If employees need to be paid at the FLSA rate a request for manual payment must be processed via SPPS.

Compensatory leave data (including rates at which compensatory time was earned) can be viewed in IRIS Program IR139, Compensatory Leave and Rates and TINQ Program 05, Compensatory Leave & Compensatory Other Rate. TINQ is also used to correct any compensatory time discrepancies. For TINQ instructions, see Title I, Chapter 7, Section 4.

For more information, see:

Entry Guidelines For Compensatory Leave
Steps For Entering Compensatory Leave Payment Documents
Steps For Entering Accounting Data

Entry Guidelines For Compensatory Leave

If the employee's Fair Labor Standards Act (FLSA) overtime rate is higher than the Title V overtime rate, enter the compensatory payment in SPPS.

Steps For Entering Compensatory Leave Payment Documents

To enter a compensatory leave lump sum payment document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Leave Payment > Compensatory Time Payments***.
3. At the menu bar select, ***Edit > Add New Document***. The Compensatory Time Payment window (**Figure 4:19**) is displayed.

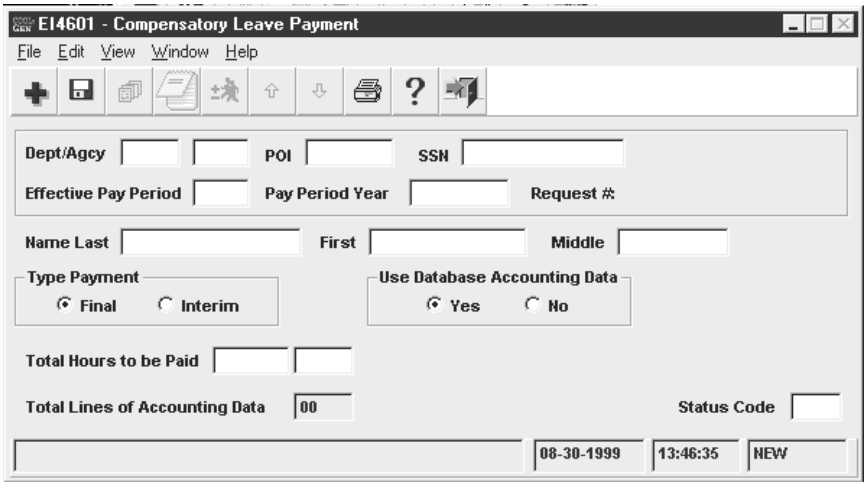

Figure 4:19. Compensatory Time Payments window

4. Complete the Compensatory Time Payments fields as indicated under Compensatory Time Payments Window Field Instructions.
5. After completing the fields, click **[Yes]** to save the entries and exit the action.

OR

Click **[No]** to exit the window and not save the entries.

OR

Click **[Cancel]** to reopen the window.

Steps For Entering Accounting Data

The Use Database Accounting Data field must be coded **No** to enter accounting data.

To enter accounting data:

1. Select ***File > Save*** at the menu bar. The List Accounting Data pop-up (**Figure 4:20**) appears.

Figure 4:20. List Accounting Data pop-up

2. Click **[Add]**. The Accounting Data pop-up (**Figure 4:21**) appears.

Figure 4:21. Accounting Data pop-up

3. Complete the Accounting Data fields as indicated under **Accounting Data Pop-up Field Instructions**.

4. After completing the fields, click **[Save]** to save the entries and close the window. The entries appear on the List Accounting Data pop-up (**Figure 4:20**).

5. To update, delete, or display the accounting data, select the applicable command button at the List Accounting Data pop-up (**Figure 4:20**).

6. To close the window, click **[Close]**.

Leave Payment: Annual Leave Payment Document

Full-time and part-time employees earn annual leave based on their appointment. The Annual Leave Category on the personnel action determines the biweekly accruals. Annual leave accruals are recorded on the T&A each pay period. Annual leave used is recorded using Transaction Code 61, Annual Leave. Based on this data, the PPS maintains employees leave records in the database. IRIS Program IR136 displays annual leave data.

For more information, see:

About Lump Sum Annual Leave Payments
Steps For Entering Lump Sum Leave Payment Documents

About Lump Sum Annual Leave Payments

A final lump sum payment is normally processed when an employee separates from Federal service. Under certain conditions a lump sum payment can be made when NOAC 352, Termination Appointment-In, is processed. If the lump sum payment is appropriate for NOAC 352, enter Status Code **C** to release the action from suspense.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain their annual leave to their credit
- Employees who transfer to positions not under a leave system to which annual leave may be transferred
- PT/FT employees who change to an intermittent work schedule
- Intermittent employees for whom there have not been established regular tours of duty during each administrative workweek
- Temporary employees engaged in construction work at hourly rates
- Employees of the Senate or House of Representatives
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests

A lump sum is not payable to an employee who transfers to a position to which his/her annual leave is transferable, or to a student trainee employed continuously with intermittent duty status between full-time tours of duty.

The lump sum payment to which an employee is entitled is equal to the pay that would have been received had the employee remained in service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at that time which would have affected pay had the employee remained in service for the period covered by the leave. In some cases this may result in the lump sum being paid at a dual rate.

If the employee is indebted to the Government at the time of separation and the final salary is insufficient to recover the debt, the annual or compensatory leave payment (or other payable leave) will be offset to collect for the indebtedness. For more information, see the SPPS (Title I, Chapter 8) procedure.

Steps For Entering Lump Sum Leave Payment Documents

To enter a lump sum leave payment:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Leave Payment*** > ***Lump Sum Leave Payment*** .

3. At the menu bar select, ***Edit*** > ***Add New Document***. The Lump Sum Leave Payment window (**Figure 4:22**) is displayed.

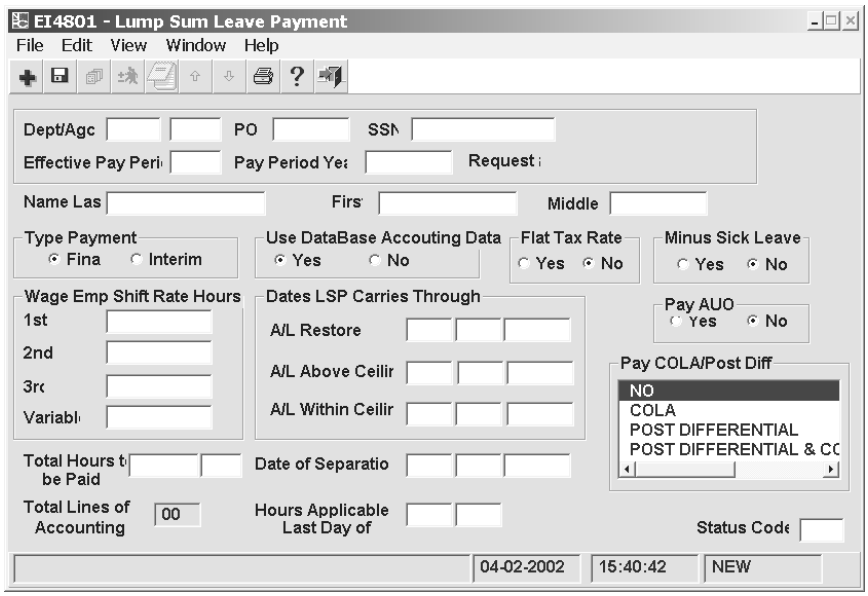

Figure 4:22. Lump Sum Leave Payment window

4. Complete the Lump Sum Leave Payment fields as indicated under **Lump Sum Leave Payment Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

6. Click **[No]** to exit the window and not save the entries.

   OR

7. Click **[Cancel]** to reopen the window.

Locator Document

Locator data includes the location of employees. Based on the information entered in the Work Building Location field in EPIC, the PPS generates the building abbreviation, name, and address in the database. IRIS Program IR146, Building Locator Information, displays locator information. CULPRPT Report P0055, GAO Employee Locator Listing is a report of the data entered for each employee.

For more information, see:

Steps For Entering Locator Documents

Steps For Entering Locator Documents

To enter a locator document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Locator***.
3. At the menu bar, select ***Edit > Add New Document***. The Locator window (**Figure 4:23**) is displayed.

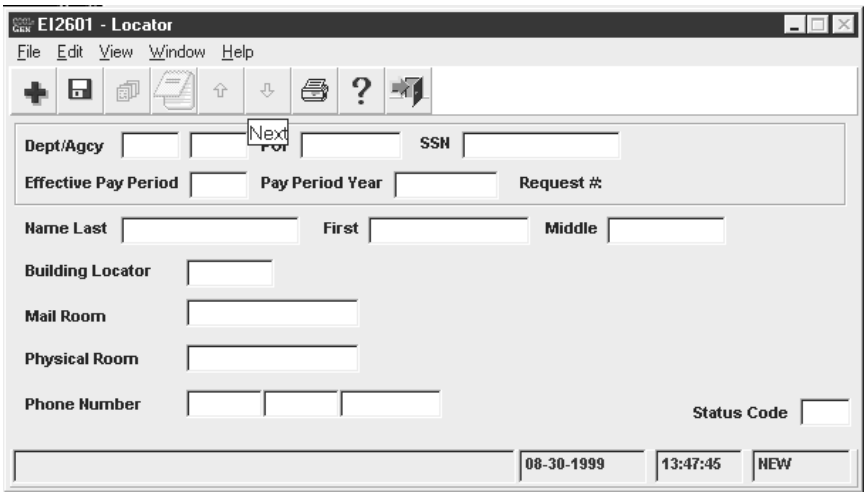

Figure 4:23. Locator window

4. Complete the Locator fields as indicated under **Locator Window Field Instructions**.
5. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Master File Change Document

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of the employee. The IRIS programs that display these elements are listed with the entry instructions.

For more information, see:

Steps For Entering Master File Change Documents

Steps For Entering Master File Change Documents

To enter a master file change document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Master File Change***.
3. At the menu bar select, ***Edit > Add New Document***. The Master File Change window (**Figure 4:24**) is displayed with a selection list of fields that you can update.

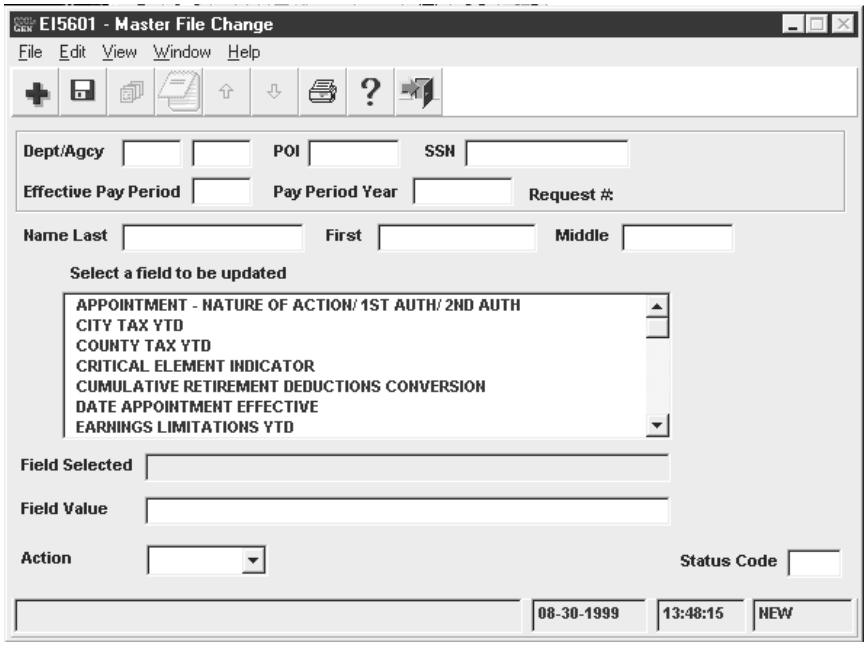

Figure 4:24. Master File Change window

4. From the selection list, click the field (data element) to be updated. The field name appears in **Field Selected**.
5. At **Field Value**, type the value for the selected field as indicated under **Master File Change Window Field Instructions**.
6. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Multi Element Update Document

Multi element update data includes miscellaneous database elements that are not entered on a personnel action or payroll document but used for reporting requirements as well as to denote expertise in various fields. The IRIS programs that display these elements are listed with the entry instructions.

For more information, see:

Steps For Entering Multi Element Update Documents

Steps For Entering Multi Element Update Documents

To enter a multi element update document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Multi Element Update***.

3. At the menu bar select, ***Edit > Add New Document***. The Multi Element Update window (**Figure 4:25**) is displayed with a selection list of fields that you can update.

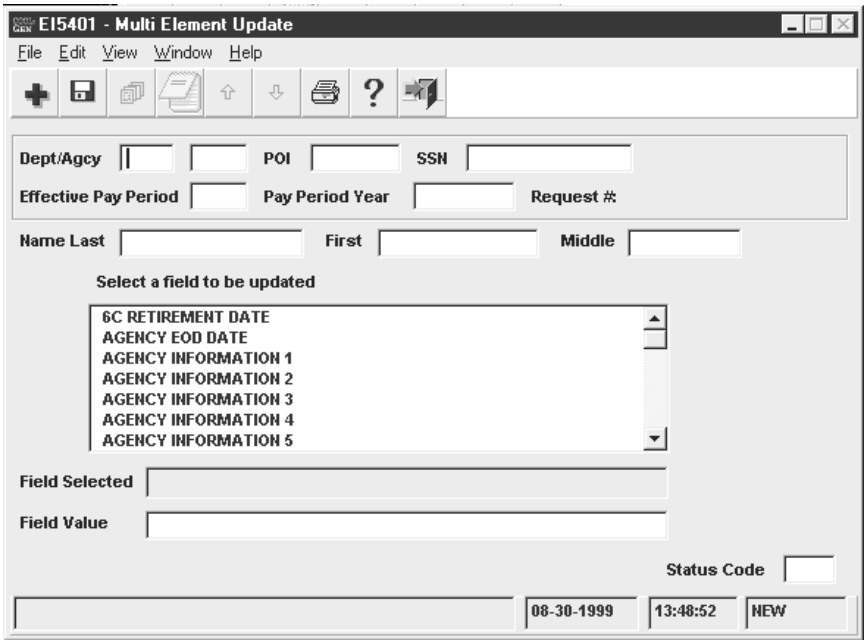

Figure 4:25. Multi Element Update window

4. From the selection list, click the field (data element) to be updated. The field name appears in **Field Selected**.

5. At **Field Value**, type the value for the field selected as indicated under **Multi Element Update Window Field Instructions**.

6. After completing the fields, click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Net Pay Document

Net pay is the employee's pay after deductions, which is transmitted through DD/EFT to a financial organization. A net pay allotment is the direct deposit of net pay into a checking or savings account at a financial organization through DD/EFT. Net pay is displayed in PINQ Program 32, Payroll Listing.

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or account number currently on the database, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take action to correct this report or the database record as appropriate.

For more information, see:

Changing Net Pay
Canceling Net Pay
Steps For Entering Net Pay Documents

Changing Net Pay

Once the employee is participating in direct deposit, an SF−1199A must be processed to:

- Change the employee's depositor account number
- Change from a checking to a savings account or vice versa
- Change from one financial organization to another
- Change the routing number of a financial organization

Canceling Net Pay

To cancel a direct deposit authorization, enter the new check mailing address data or designated agent code in the Employee Address window (**Figure 4:2**). You must enter the new check mailing address or designated agent number, otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

Steps For Entering Net Pay Documents

For instructions on entering Net Pay Documents, see **Steps For Entering Financial Allotment Documents**.

Non-Federal Benefit Documents

Non-Federal benefits include non-Federal life insurance, flexible spending account, retirement, thrift savings, and health benefits for eligible employees. For more information about non-Federal benefits plans, see your agency's instructions.

For information about specific non–Federal benefit documents, see:

Non-Federal Benefit: Flexible Spending Account Document
Non-Federal Benefit: Health Document
Non-Federal Benefit: Life Insurance Document
Non-Federal Benefit: Retirement Document
Non-Federal Benefit: Thrift Savings Document

Non–Federal Benefit: Flexible Spending Account Document

Sections 125 and 129 of the Internal Revenue Code have authorized the Flexfund Flexible Spending Account Program (a.k.a. Flexfund). The Flexfund Flexible Spending Account Program allows employees to arrange for payment of qualifying expenses through biweekly payroll deductions. This arrangement results in the deferral of the following taxes on these payments: Federal income tax, Social Security (formerly OASDI), Medicare (formerly HIT), and all state income taxes except New Jersey and Pennsylvania.

Flexible spending applies to the following agencies only. Refer to your agency instructions for eligibility requirements.

- Office of the Comptroller of the Currency (OCC)
- Appalachian Regional Commission (ARC)
- Federal Deposit Insurance Corporation/Resolution Trust Corporation (FDIC/RTC)
- Farm Credit Administration/Farm Credit System Insurance Corporation (FCA/FCSIC)
- Office of Thrift Supervision (OTS)

For more information, see:

Flexfund Deductions
Insufficient Funds
Dependent Care And Health Care Expenses
Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)
Steps For Entering Flexible Spending Account Documents

Flexfund Deductions

Eligible employees may elect to participate in Flexfund at the time of accession or during the open season enrollment period. A separate document must be processed for each Flexfund account. Flexfund deductions are for a term of 1 year beginning with the first pay period in the tax year and ending with the last pay period of the tax year (usually Pay Period 25 through Pay Period 24). A new document must be processed at the beginning of each plan year (tax year) indicating the plan code and the total annual amount to be deducted.

Biweekly deductions are the total annual amount divided by the number of pay periods in the plan year. If an employee enrolls after the beginning of the plan year, biweekly deductions are the total annual amount divided by the number of pay periods remaining in the plan year. If the annual amount is not evenly divisible by the number of pay periods in the plan year, the balance is deducted in the last pay period of the plan year.

Flexfund deductions may be canceled at any time. The cancellation becomes effective the first day of the pay period in which the cancellation is processed, and no Flexfund deduction is made for that pay period. All Flexfund deductions are terminated automatically only upon expiration of the one-year withholding period.

Insufficient Funds

If an employee is in nonpay status, deductions continue when the employee returns to duty. One missed payment is deducted in the last pay period of the plan year along with the final payment. If two or more payments are missed, the employee must contact the contractor to make arrangements for the payments missed.

Flexfund deductions are considered voluntary allotments for the purpose of establishing priority of deductions in accordance with OPM rules and the Treasury Fiscal Requirements Manual. If an employee has both health care and dependent care deductions and pay is insufficient to take both deductions, the health care deductions are taken first.

Dependent Care And Health Care Expenses

The Flexfund Flexible Spending Account (FSA) Program consists of two accounts: dependent care expenses and health care expenses.

Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)

All employees that are eligible for FEHB participation are eligible to participate in the FSA Program. The FSA Program allows participants to have tax-free money for out-of-pocket health care and dependant care expenses (i.e., deductibles, co-payments, dental care, orthodontics, etc.) deducted from their pay. This money is put into an account and upon receipt of the proper documentation, is reimbursed to the participant after the services are rendered. There are two parts to the FSA Program, DCFSA and HCFSA.

DCFSA is money used for the care of dependant children under age 13 while the employee is working. DCFSA also covers the care of an adult dependent who is physically or mentally incapable of caring for himself/herself. In the case of adult care, the adult being cared for must be claimed as a dependent on the participant's income tax return. A minimum of $250 and a maximum of $5000 per year ($2500 per year if the employee is married and filing a separate income tax return) may be contributed to a DCFSA account.

HCFSA is money used to cover health care expenses not paid by the employee's FEHB or other health insurance carrier. A minimum of $250 and a maximum of $4000 per year may be contributed to an HCFSA account.

Participants must first determine the total annual amount to be deducted. The amount is then divided by the number of pay periods for that year to determine the deduction(s) to be taken each pay period. The total amount to be deducted must be carefully considered because any unused money is forfeited at the end of each year. Employees have 90 days after the end of the plan year to claim reimbursements for DCFSA transactions and 120 days after the end of the plan year to claim reimbursements for HCFSA transactions.

Note: Insurance premiums of any kind (i.e., FEHB, Medicare Part B, Tricare, etc.) do not qualify for the FSA Program. Furthermore, any reimbursements received do not qualify for deductions on an employee's Federal income tax return.

OPM has contracted with Sykes Health Plan Services (SHPS) who will serve as the administrator of the FSA Program. SHPS will handle all FSA transactions. Agency personnel offices will not handle FSA transactions. Transactions should be directed to *www.fsafeds.com* (24 hours per day, seven days per week) or **1–877FSAFEDS (1–877–372–3337)** (between 9:00 a.m. and 9:00 p.m. Eastern Standard Time). All submitted claims must be accompanied by proper documentation.

*** *** Elections made during an open seasons will be effective January 1 of the year following the election. Participants will not be allowed to make an election outside of the open season unless a qualifying life event occurs. Employees must re-enroll each year. If the employee fails to re-enroll, the employee will not be allowed to participate in the FSA Program the following year.

Other than reducing participating employees' taxable income, there is no other impact on pay or benefits as a result of Flexfund. Health care and dependent care amounts are not included in the employee's taxable income on the employee's W–2, Wage and Tax Statement. Health care expenses are included in the NT Health Ins (Not in Wages). Dependent care expenses are listed separately on the W–2.

Steps For Entering Flexible Spending Account Documents

To enter a flexible spending account document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Non-Federal Benefit > Flexible Spending Account***.
3. At the menu bar select, ***Edit > Add New Document***. The Flexible Spending Account window (**Figure 4:26**) is displayed.

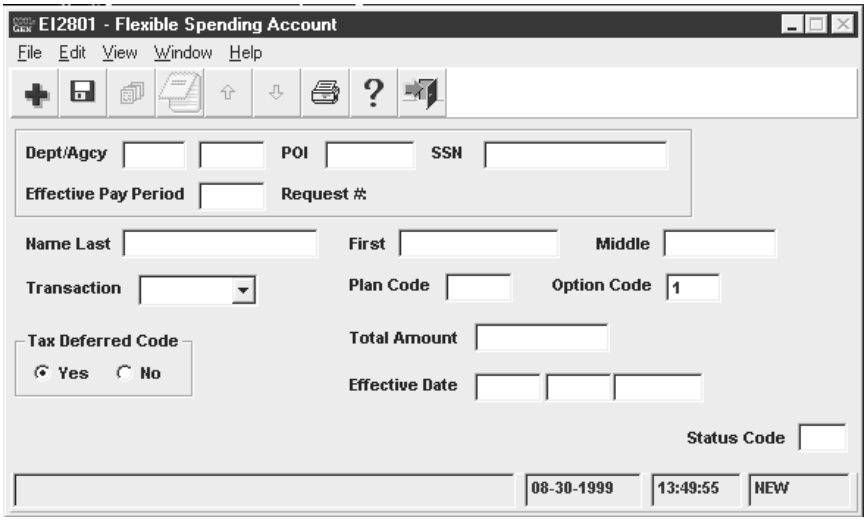

Figure 4:26. Flexible Spending Account window

4. Complete the Flexible Spending Account fields as indicated under **Flexible Spending Account Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Non–Federal Benefit: Health Document

Non-Federal health includes health insurance plans for certain eligible employees. DPRS is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in the FEHB program (e.g., former spouses). DPRS is a **Federal plan** used by **non-Federal enrollees.** These transactions are **not** entered in the PPS by the agency. For more information, see **Federal Benefit: Health**.

For more information, see:

Entry Guidelines For Non-Federal Health

Steps For Entering Non-Federal Health Documents

Entry Guidelines For Non-Federal Health

- To change from a Federal plan to a non-Federal plan or vice versa, enter a cancellation for the current plan and a new enrollment. Process the cancellation before the new enrollment.
- Do not enter a new enrollment, reinstatement, or transfer-in if the employee is on military furlough.
- The plan code must be a non-Federal health plan code. TMGT Table 085 displays non-Federal health benefit codes.
- The plan code must be compatible with the enrollment code.
- The plan code, type of appointment, and work schedule must be compatible.
  - If the first 2 positions of the enrollment code is 47, 50, or 51, the type of appointment code must be 01, 02, 06, or 07, and the work schedule must be full-time or part-time.
- The Effective Date field must be:
  - Equal to or later than the accession effective date
  - Equal to or later than the last day of the processing pay period
  - 90 days earlier than the first day of the effective pay period. If approved, Status Code C or L will release the document from suspense.
- Do not enter a document for Trust intermittent employees (agencies 71, 73, and 77).
- Agencies 66, 68, 71, 73, and 77 must enter Y in the Tax Deferred Code field.

- If the first two positions of the enrollment code is 19, and the last digit is 2 or 5, the employee must be full-time.
- If the first 2 positions of the enrollment code is 19, 43, 68, or 70, the work schedule must be full-time or part-time.
- If the first 2 positions of the enrollment code is 43, the appointment must be greater than 180 days.
- If the first 2 positions of the enrollment code is 68 or 70, the appointment must be greater than 364 days.
- Do not enter a waiver after a new enrollment has been processed.

Steps For Entering Non-Federal Health Benefit Documents

To enter a non-Federal health document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Non-Federal Benefit > Health Benefits.***
3. At the menu bar select, ***Edit > Add New Document***. The Non-Federal Health Benefits window (**Figure 4:27**) is displayed.

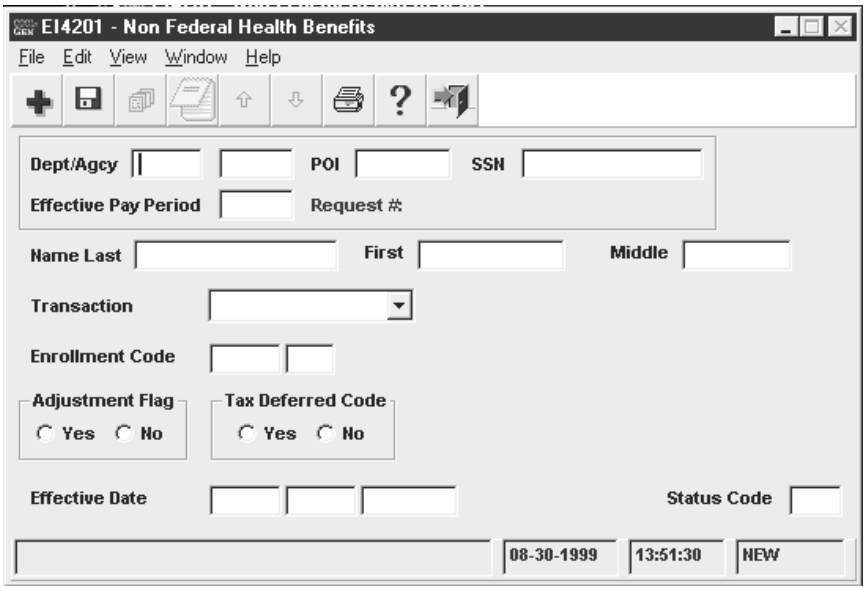

Figure 4:27. Non-Federal Health Benefits window

4. Complete the Non-Federal Health Benefits fields as indicated under **Non-Federal Health Benefits Window Field Instructions**.
5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

Click **[Cancel]** to reopen the window.

Non-Federal Benefit: Life Insurance Document

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees. Life insurance data is displayed in IRIS Program IR116, Life Insurance.

For more information, see:

Entry Guidelines For Non-Federal Life Insurance

Steps For Entering Non-Federal Life Insurance Documents

Entry Guidelines For Non-Federal Life Insurance

Use the following guidelines to enter non-Federal life insurance documents.

- Certain plan codes require the completion of the Option 1, Option 2, or Option 3 field, while others require the field to be blank. Review your agency instructions.
- The plan code must be compatible with the agency.
- Certain plans require part-time employees to work at least 40 hours per pay period.
- The employee cannot participate in both Federal and non-Federal life insurance plans.
- The work schedule code must be F, P, or I and the type of appointment code must be 01, 02, 06, or 07 for plan code 45. All other type of appointment codes must have a work schedule code of F.
- The appointment must be career or career conditional and the type of appointment code must be 01, 02, 06, or 07 for plan code 46.
- The employee must be younger than 70 years of age for plan code 46.

Steps For Entering Non-Federal Life Insurance Documents

To enter a non-Federal life insurance document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Non-Federal Benefit > Life Insurance***.
3. At the menu bar select, ***Edit > Add New Document***. The Non-Federal Life Insurance window (**Figure 4:28**) is displayed.

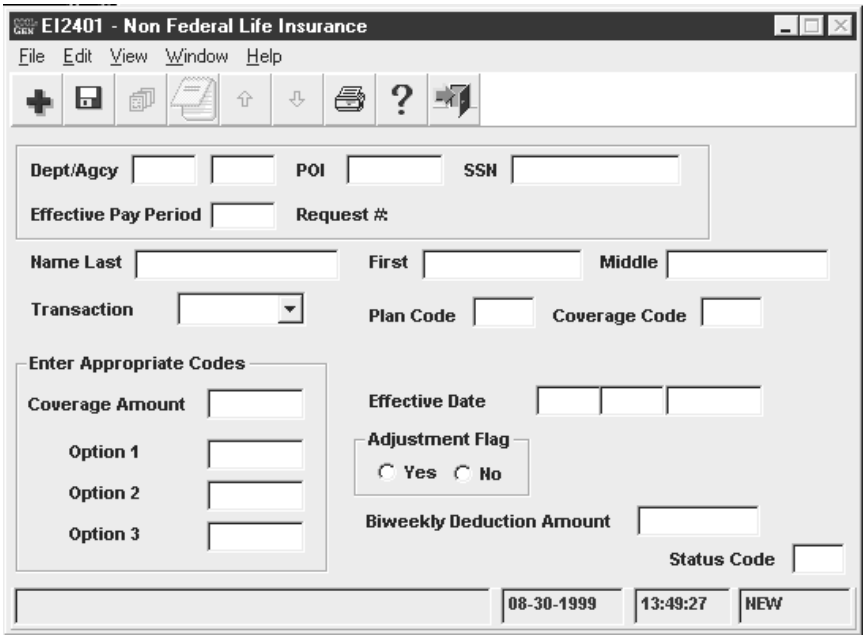

Figure 4:28. Non-Federal Life Insurance window

4. Complete the Non-Federal Life Insurance fields as indicated under **Non-Federal Life Insurance Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Non-Federal Benefit: Retirement Document

Non-Federal retirement is a retirement savings and investment plan for certain eligible employees.

For more information, see:

Entry Guidelines For Non-Federal Retirement

Steps For Entering Non-Federal Retirement Documents

Entry Guidelines For Non-Federal Retirement

- The maximum number of retirement plan enrollments is two.
- The appointment must exceed 90 days for plan code 23.

Steps For Entering Non-Federal Retirement Documents

To enter a non-Federal retirement document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Non-Federal Benefit > Retirement***.

3. At the menu bar select, ***Edit > Add New Document***. The Non-Federal Retirement window (**Figure 4:29**) is displayed.

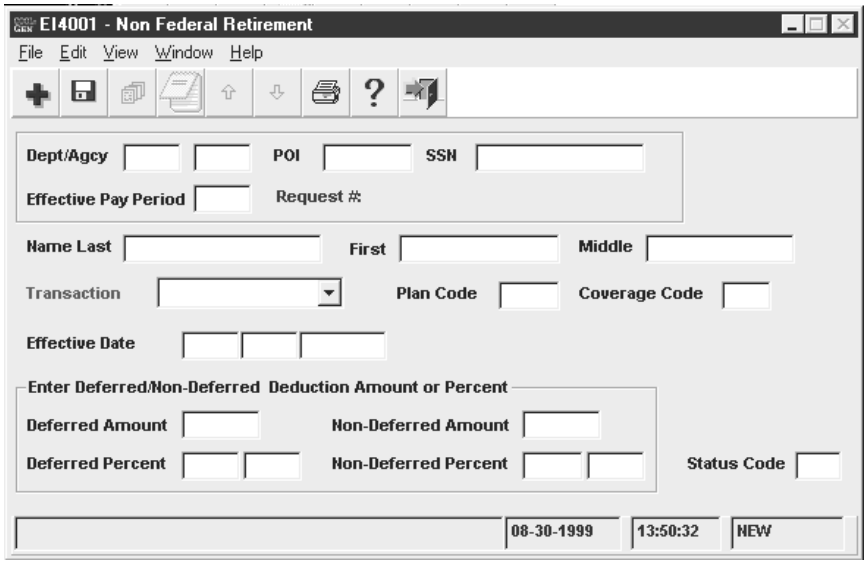

Figure 4:29. Non-Federal Retirement window

4. Complete the Non-Federal Retirement fields as indicated under **Field Instructions For Payroll Documents**, **Non-Federal Retirement Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Non-Federal Benefit:Thrift Savings Document

Non-Federal thrift savings is a savings and investment plan for certain eligible employees. The employee must be employed at least 180 days to participate.

For more information, see:

Steps For Entering Non-Federal Thrift Saving Documents

Steps For Entering Non-Federal Thrift Saving Documents

To enter a non-Federal thrift savings document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.

2. Select ***Non-Federal Benefit > Thrift Savings.***

3. At the menu bar select, ***Edit > Add New Document***. The Non-Federal Thrift Savings window (**Figure 4:30**) is displayed.

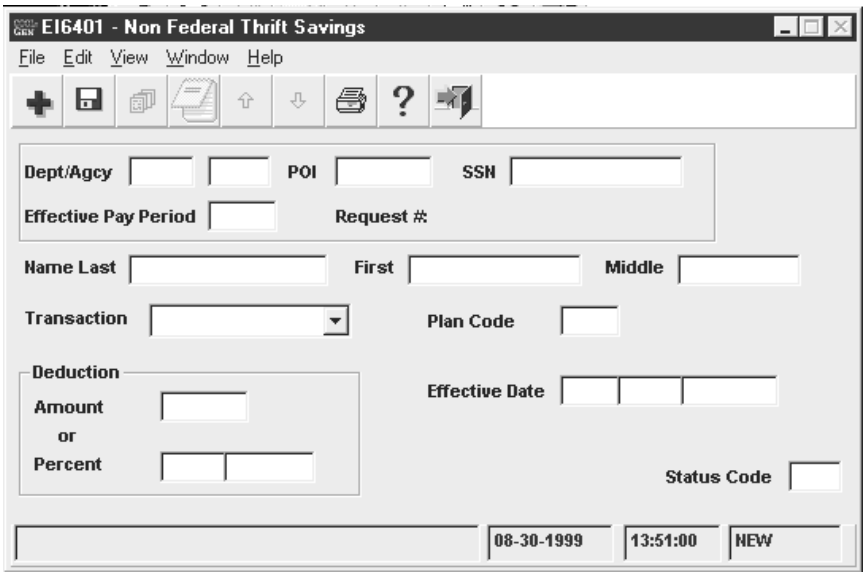

Figure 4:30. Non-Federal Thrift Savings window

4. Complete the Non-Federal Thrift Savings fields as indicated under **Non-Federal Thrift Savings Window Field Instructions**.

5. After completing the fields, click **[Yes]** to save the entries and exit the action

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Entering Payroll Documents (P–Z)

This section presents the following topics:

Performance Appraisal Documents
Savings Bond Documents
Savings Bond: Overview
Savings Bond: Document Processing
Severance Pay Document
Tax Documents
Tax: City
Tax: County
Tax: State
Tax: Territorial
Tax: Foreign Country (Republic Of Panama)
Tax: Earned Income Credit
Tax: Federal Income Tax
Union Dues Documents
Union Dues: Overview
Union Dues: Authorization Of Labor Organization Dues
Union Dues: Change Between Locals
Union Dues: Cancellation/Revocation Of Membership

Performance Appraisal Documents

Performance appraisals act as a guide to (1) recognize and reward quality work performance, and (2) develop those employees that are not performing proficiently by providing training and counseling. These transactions are processed for all employees.

The following IRIS Programs display performance appraisal data for users with access to sensitive data:

IR304, Performance Evaluation Data

IR305, History Performance Evaluation Data

IR313, SES Performance Data

IR314, History Senior Executive Performance Data

A maximum of five performance appraisal records (IRIS Program IR313, SES Performance Data) are stored in the database for SES employees. Four performance appraisals records are stored for all other employees. BEAR must process for the current pay period before another change to the same performance appraisal rating period can be entered.

For more information, see:

Processing Tips For Performance Appraisals

Performance Appraisal: Non SES

Performance Appraisal: SES

Processing Tips For Performance Appraisals

CULPRPT includes several reports that pertain to performance appraisal processing. For exhibits of all CULPRPT reports, see Title I, Chapter 20, Section 1. Several reports and correspondence that pertain to performance appraisal processing are sent to agency locations. See Title I, Chapter 20, Section 5, for exhibits of all payroll/personnel reports.

RFQS provides the Control Listing of Performance Evaluation Forms Prepared For Full Time and Part Time Employees. This report should be verified by the agency personnel office for accuracy. If the report is not accurate, an employee may be reported in error or not reported at the proper time.

Performance Appraisal: Non SES

Performance appraisals are used to evaluate an employee's performance. Form AD–435, Performance Appraisal, is generated in advance of the rating period for all employees except Senior Executive Service employees and those employees for whom their agencies have made other arrangements. This advanced notification is sent to the agency personnel office for evaluation of employees who are nearing completion of the agency established rating period.

For more information, see **Steps For Entering Non-SES Performance Appraisal Documents**.

Steps For Entering Non-SES Performance Appraisal Documents

To enter a performance appraisal document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetical list appears.
2. Select ***Performance Appraisal*** > ***Performance Appraisal***.
3. At the menu bar select, ***Edit*** > ***Add New Document***. The Performance Appraisal window (**Figure 4:31**) is displayed.

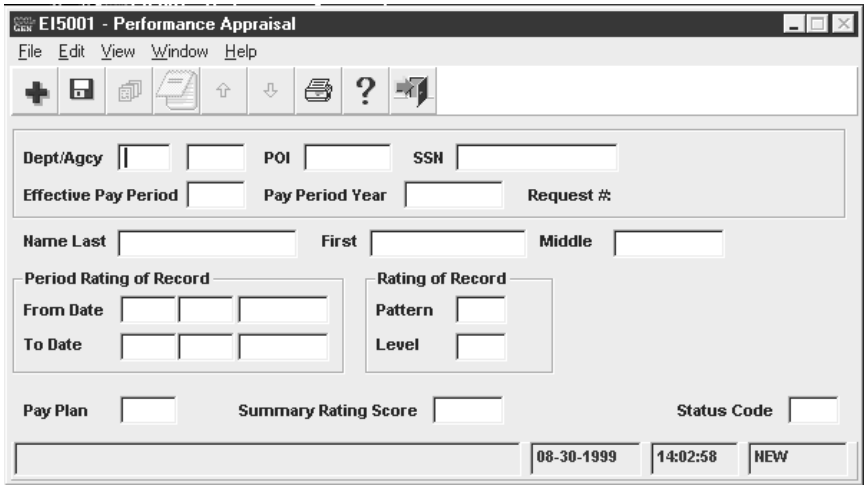

Figure 4:31. Performance Appraisal window

4. Complete the fields as indicated under **Field Instructions For Payroll Documents**, **Performance Appraisal Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Performance Appraisal: SES

SES Performance Appraisal is used to enter SES performance appraisals and bonuses. Review the RFQS control listing to confirm the employee's evaluation is due before entering the SES performance appraisal. An SF–50–B, NOAC 879, SES Performance Award, is generated after the data is processed.

For more information, see **Steps For Entering SES Performance Appraisal/Bonus Documents**.

Steps For Entering SES Performance Appraisal/Bonus Documents

To enter a performance appraisal and bonus:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents window. An alphabetical list appears.

2. Select ***Performance Appraisal > SES Performance Appraisal***

3. At the menu bar select, ***Edit > Add New Document***. The SES Performance Appraisal window (**Figure 4:32**) is displayed.

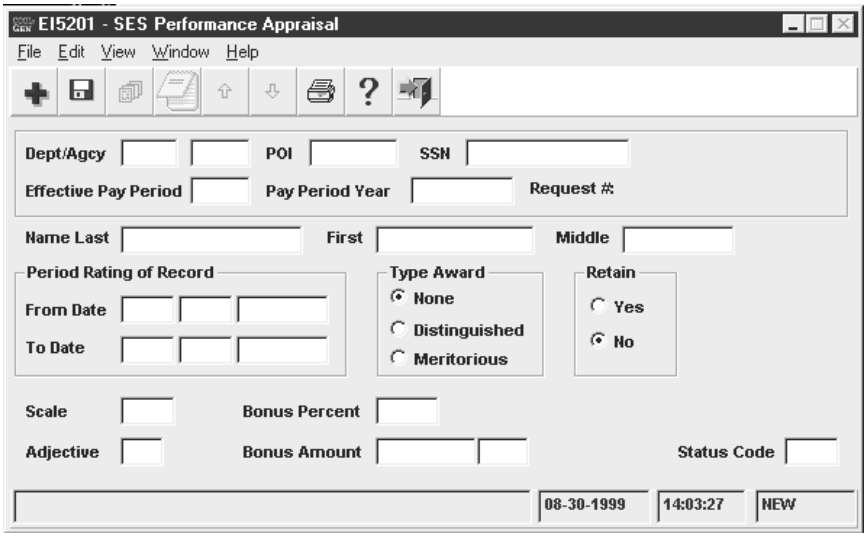

Figure 4:32. SES Performance Appraisal window

4. Complete the fields as indicated under **SES Performance Appraisal Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Savings Bond Documents

Savings bonds documents are used to enter U.S. Series EE and Series I Savings Bonds data for deductions through the Payroll Savings Plan. Bond data is displayed in IRIS Program IR108, Bonds. PAYE4704, Data For Preparation Of Semi-Annual Bond Report, provides statistics pertaining to bond deductions. The bond account is reflected on the employee's AD–334, Statement of Earnings and Leave, and in the EARN system.

Savings Bond: Overview

Employees may purchase a maximum of 9 allotments for U.S. Series EE and Series I Savings Bonds combined through voluntary participation in the Payroll Savings Plan. The Payroll Savings Plan is an automatic system for installment purchases of Series EE and Series I Savings Bonds through regular allotments (authorizations) set aside each pay period. Employees may elect to enroll in the Payroll Savings Plan at any time.

NFC electronically transmits savings bond information to the Federal Reserve Bank (FRB) on the official Thursday payday. FRB prints and distributes savings bonds the following week. Bond owners should receive their bonds within 10 working days after the official payday in which the savings bond was purchased.

For more information on savings bonds, see:

Bond Account
Bond Purchase Price
Bond Inscriptions
Bond Authorization Number
Bond Transfer And Cancellation
Bond Nonreceipt
Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds
Undeliverable/Returned Savings Bonds
Bond Address Change

Bond Account

The allotment amount specified by the employee is established when the initial bond is entered. This amount is deducted from the employee's salary each pay period. The allotments are accrued in the employee's bond account established in the PPS database until the full purchase price of the bond has been accumulated. At that time, the bond is issued and mailed to the designated bond owner. This cycle continues until the employee cancels the allotment or terminates employment. Upon cancellation of the allotment or termination of employment, the employee's savings bond account is closed in the database.

If the accumulated amount exceeds the purchase price of the bond, the balance is carried forward in the employee's bond account and applied toward the next bond purchase. If any portion of the amount cannot be equally applied toward the purchase of another bond, it is refunded.

Bond Purchase Price

The purchase price of the Series EE bond is one-half of its face value as shown on the bond card. Series EE Savings bonds may be purchased in the following denominations for the respective purchase price as indicated.

Bond Denomination	Purchase Price
$100.00	$50.00
$200.00	$100.00
$500.00	$250.00
$1000.00	$500.00

The purchase price of Series I is 100 percent of the face value. The denominations are $50, $75, $100, $200, $500, and $1000.

Bond Inscriptions

The savings bond inscription is the owner and/or coowner/beneficiary information printed on the savings bond. This information is dictated by the employee. For each savings bond allotment, the savings bond may be issued to a single owner inscription or with a rotating inscription.

Single Owner Inscription Option

The single owner inscription option permits the employee to designate one savings bond owner and zero or one coowner/beneficiary for a savings bond allotment. Each savings bond purchased from one allotment will be issued to the designated bond owner. The owner and coowner or beneficiary inscription will remain constant until the employee changes the inscription, cancels that savings bond allotment, or terminates employment. The employee may:

- Designate an adult or minor as the owner and/or coowner/beneficiary.
- Designate a fiduciary or an organization, private or public, as the owner. If the institution is an employer, the employer identification number assigned to the Internal Revenue Service must be entered on the bond card in lieu of the owner's social security number (SSNO).

Rotating Inscription Option

The rotating inscription option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different coowners or beneficiaries on a recurring, sequential cycle. The employee may designate one to nine owners and zero to nine coowners and/or beneficiaries. The coowners or beneficiaries designations may be: zero to nine coowners, zero to nine beneficiaries, or a combination of coowners and beneficiaries totaling a maximum of nine (i.e., five coowners and four beneficiaries, three coowners and six beneficiaries, etc.). Many issuing combinations are possible through the rotating inscription option.

Each employee may have a maximum of nine separate savings bond accounts for Series EE and Series I combined. Each savings bond account has two subdivisions (a savings bond owner section and a coowner/beneficiary section).

For a new savings bond allotment under the rotating inscription option, as many as nine bond cards may be required. Even though multiple bond cards are required to transact the rotating inscription option, it is only assigned one authorization number.

The bond owner section may designate a total of nine separate savings bond owners. Savings bonds are issued to a designated owner in a rotating sequential order. The owner rotation is accomplished independently with the savings bond account.

The coowner/beneficiary section may have a total of nine coowners or nine beneficiaries, or a combination of coowners and beneficiaries totalling a maximum of nine. The coowner/beneficiary inscription is rotated with each savings bond issued and is also accomplished independently with the bond account.

Naming multiple savings bond owners and/or multiple coowners/beneficiaries causes both the savings bond owners and coowner/beneficiary inscriptions to change with each savings

bond issued. Because the savings bond owner and coowner/beneficiary designation both rotate independently with the employee's savings bond account, the employee can determine the issuing order and sequence by the procedure illustrated below.

1. List the savings bond owners in order of designation (savings bond owner Number 1, 2, etc.).
2. List the coowners/beneficiaries in a second column in order of designation, if applicable.
3. List the savings bond to be issued and the inscription to be reflected on that savings bond as the owner and coowner/beneficiary designation are rotated. Remember the savings bond owner designation rotates independently as does the coowner/beneficiary designation. (The table below depicts an example of a rotating inscription with six bond owners and four coowners/beneficiaries.)

Savings Bond Owner	Coowner/Beneficiary
1–John Snow	1–Karen Rain (coowner)
2–Susan Snow	2–Betty Rain (beneficiary)
3–Billy Snow	3–Sharon Rain (beneficiary)
4–Sally Snow	4–Randy Rain (coowner)
5–Mary Snow	
6–Bob Snow	

Inscription Reflected On Savings Bond When Issued

Savings Bond Issued	Savings Bond Owner	Coowner/Beneficiary
1	1–John Snow	1–Karen Rain
2	2–Susan Snow	2–Betty Rain
3	3–Bill Snow	3–Sharon Rain
4	4–Sally Snow	4–Randy Rain
5	5–Mary Snow	1–Karen Rain
6	6–Bob Snow	2–Betty Rain
7	1–John Snow	3–Sharon Rain
8	2–Susan Snow	4–Randy Rain
9	3–Bill Snow	1–Karen Rain
10	4–Sally Snow	2–Betty Rain
11	5–Mary Snow	3–Sharon Rain
12	6–Bob Snow	4–Randy Rain

Bond Authorization Number

An authorization number is assigned to each savings bond allotment. The authorization number identifies the employee's savings bond account in the database. The assigned

authorization number will remain with that particular savings bond allotment until the savings bond allotment is canceled. All future transactions affecting a specific savings bond allotment must show the original assigned authorization number.

Each employee may establish a maximum of nine separate savings bond authorizations for Series EE and Series I in the database. Individually, the savings bond allotment may be for any amount equal to or greater than $3.75. For each authorization, the resultant savings bond may be issued to a single owner or issued with a rotating inscription.

The authorization number assigned to each savings bond allotment plays an important role when the employee wishes to enroll in the Payroll Savings Plan for savings bonds, change any information for the savings bond allotment, or wishes to cancel the savings bond allotment. Verify the authorization number in IRIS Program IR108 when processing a savings bond allotment for an employee.

This includes new allotments to ensure that the employee has no savings bond allotments established in the database and that Authorization Number 1 can be used. If the new savings bond allotment is for an employee who has established savings bond allotments in the database, the next sequential number should be used for the authorization number.

Bond Transfer And Cancellation

An employee who transfers from one department to another department is treated as an accession (this includes departments serviced by the USDA PPS). If the new employee wishes to continue and/or start savings bond allotment(s), enter the bond data from the bond card.

Once established, a savings bond authorization continues until the employee cancels the allotment or terminates employment with the department. Intradepartmental movement (changes in personnel office, agency, duty, station, etc.) does not effect the savings bond allotment(s). The employee's savings bond record in the database is automatically updated when the payroll/personnel changes are processed. No action is required at the time of the intradepartmental reassignment unless the reassignment results in a change of address of a designated bond owner. In such cases, enter the data to change the bond inscription(s).

If an employee is transferring to an agency outside the department, retiring, or resigning, the savings bond allotment(s) are automatically canceled. Any balance remaining in the employee's bond account will be included in the final salary payment. If the employee transfers and wishes to continue voluntary participation in the Payroll Savings Plan, a bond card must be completed and submitted to the gaining organization (this includes departments serviced by the USDA PPS).

In the event of death, the balance remaining in the savings bond account is included in the balance paid to the survivors or an estate.

Bond Nonreceipt

If a savings bond has not been received within 30 days after the expected delivery date, the employee should contact the agency personnel office. If the bond has not been returned to the

agency personnel office, the agency personnel office should request the savings bond serial number from NFC through SPPS. The serial numbers are needed to complete the Department of the Treasury's claim form.

If the savings bond has not been received between 31 and 120 days after the expected delivery date, Form PDF 3062, Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue but Prior to Receipt by Owner, Coowner, or Beneficiary, must be completed. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Federal Reserve Bank
Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15219

OR

Federal Express Form PDF 3062 to the following address:

Federal Reserve Bank
Pittsburgh Branch
717 Grant Street
Pittsburgh, PA 15230

Claims routed to the Federal Reserve Bank, Pittsburgh Branch with issue dates of more than 120 days old are returned to the agency since these claims are handled by the Bureau of the Public Debt. The agency should assist the employee in completing Form PDF 3062–4, Claims for Relief on Account of the Nonreceipt of United States Savings Bonds. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Bureau of the Public Debt
Parkersburg, WV 26106–1328

If the original savings bond is received in the interim before relief is granted, the claimant should promptly notify Treasury in writing at the address mentioned above. If the application can be canceled in time, no replacement savings bond will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return.

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

A request for a replacement savings bond must be prepared only if the savings bond was received by the owner or representative and was subsequently destroyed, lost, stolen, mutilated, or defaced.

To initiate the replacement of a savings bond, the owner must prepare Form PDF 1048, Application for Relief on Account of Loss, Theft, or Destruction of United States Savings and Retirement Securities. This form can be obtained from the local servicing Federal

Reserve Bank. The employee should follow the instructions attached to the form and submit the form and the defaced savings bond and all available fragments of a mutilated savings bond, in any form whatsoever, to the following address:

Bureau of the Public Debt
Parkersburg, WV 26106–1328

A replacement bond request because of loss or theft ordinarily is not issued by the Department of the Treasury until 6 months after the date of receipt of the notice of loss or theft.

If a savings bond reported lost, stolen, or destroyed is subsequently recovered before the replacement savings bond is received, the claimant should promptly notify the Department of the Treasury in writing. If the application can be canceled in time, no replacement is issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return. In all cases, if a replacement savings bond has been issued for an original savings bond, the replacement savings bond is the only one honored by the Department of the Treasury for redemption purposes.

Undeliverable/Returned Savings Bonds

All undeliverable savings bonds are returned to the Department of the Treasury. The Department of the Treasury returns the original savings bond to NFC for handling.

Upon receipt of undeliverable savings bond, NFC will determine which agency personnel office services the employee. The original savings bond is then forwarded to the employee's agency personnel office with a memorandum that provides instructions for sending the savings bond to the employee and asking that the employee's savings bond address be corrected. A bond card must be completed to change an address for savings bond allotments. An employee address document will not change an address for a savings bond allotment.

The agency personnel office should give the original savings bond to the employee, if possible. If the savings bond cannot be given to the employee (e.g., the employee is at another location, separated, etc.) the agency should make every effort to notify the employee of the undeliverable/returned bond so that arrangements can be made to deliver the bond to the employee.

Have the employee complete a bond card to correct the address and enter the address in the system. If a subsequent savings bond is issued before the inscription is changed, it is also returned to the Department of the Treasury and then to NFC. This procedure continues until the address is corrected; therefore, it is important to correct the employee's address in the PPS as soon as possible.

If the agency personnel office is unable to contact the employee within 90 days after the savings bond issue date, forward the savings bond to the Bureau of the Public Debt, Parkersburg, WV 26106–1328, using Form PD 4581 ABC, Forwarding Item Transmittal – U.S. Savings Bonds/Notes – Retirement Plan Bonds – Individual Retirement Bonds. The

Remarks block should be annotated with a description of the efforts made to deliver the bond (e.g., "Attempted to contact employee at last known address."). This form can be obtained from the local servicing Federal Reserve Bank.

Forward a deceased employee's bond to the coowner or beneficiary, if any, and obtain a receipt. If the savings bond cannot be delivered within 30 days to a coowner or beneficiary, or it is in a single ownership form, it should be returned to NFC with a statement indicating why the bond cannot be delivered. NFC will then forward this information to the Bureau of the Public Debt. A 90-day waiting period is not necessary in this case.

Bond Address Change

Enter a change in inscription to change an address for a savings bond allotment.

Note: Processing an employee address document does not change an address for a savings bond allotment.

Savings Bond: Document Processing

Savings bonds documents are used to add new bonds, update bond data, and cancel existing bonds. For more information, see:

Adding A New Bond
Changing An Inscription/Denomination/Allotment
Canceling A Bond
Canceling An Owner/Coowner

Adding A New Bond

The initial bond establishes the bond record and account. After the record is established, subsequent bonds update the bond account as applicable.

Entry Guidelines For A New Bond

- The initial bond authorization number should be `1` indicating the first bond to be processed. Multiple bond authorizations are numbered sequentially (i.e., 2, 3, etc.).
- Verify the authorization number in IRIS before entering the bond data to ensure the correct bond is being entered or updated.

Changing An Inscription/Denomination/Allotment

Bond changes in inscription, denomination, and allotment are the result of a change to the (1) coowner/owner information, and/or (2) bond denomination, or (3) bond allotment. Employees may change their inscriptions for a savings bond at any time.

Changing An Authorization Number

The authorization number of the savings bond on which the owner and/or coowner/beneficiary is being changed must be identical to the original savings bond

allotment established in the database. The owner number and/or coowner/beneficiary number to be changed must also be identical to the original savings bond established in the database. Verify the authorization, owner, and coowner/beneficiary number(s) on IRIS Program IR108.

Correcting An Inscription

Upon receipt of a U.S. Savings Bond, the owner should examine the savings bond to ensure the social security number and the names of the owner and coowner/beneficiary are correct.

If any portion of the inscription is incorrect, the owner should immediately report the error(s) to the agency personnel office for proper handling with NFC. Upon being notified that an error has occurred in the savings bond inscription(s), agency personnel offices should take one of the following actions:

- If the savings bond is not received due to an erroneous savings bond inscription, contact the Payroll Personnel Operations Section at NFC for the following information: the inclusive number series in which the savings bond was issued, the issue date, the SF−1166, Voucher and Schedule of Payments, schedule number, the pay period in which issued, and the correct inscription. Forward the signed letter with the additional data to the Department of the Treasury.

OR

- If the bond is received with an erroneous inscription, submit the original savings bond under cover of Form AD−354, Request For Information, to the Payroll/Personnel Operations Section at NFC. Annotate on the Form AD−354 the correct savings bond inscription(s) and request a replacement bond be issued. Make a copy of the original bond for your files.

Have the employee complete a bond card to correct the inscription for any future savings bonds and enter the inscription change to update the database.

Upon being notified by the agency personnel office on receipt of the original savings bond, NFC will begin replacement procedures by preparing Treasury Form RO−258, Request For Issuance or Cancellation of U.S. Savings Bond, to accomplish bond corrections. The RO−258 will be certified and submitted to the Federal Reserve Bank, Pittsburgh Branch, with the original savings bond. The RO−258 is to be completed by NFC only.

For denomination and allotment changes, see **Changing An Inscription/Denomination/Allotment**.

Canceling A Bond

A bond is canceled when an employee elects to discontinue deductions for a specific bond. Employees may cancel their savings bond allotment(s) at any time. Savings bond deductions will normally discontinue in the pay period selected. However, if the deduction amount for the pay period will complete the purchase price of the savings bond, the allotment amount for that pay period will be withheld and a savings bond will be issued. The cancellation will take effect at the beginning of the next pay period. If the savings bond allotment for each pay period amounts to the full purchase price of the bond, no deduction will be withheld and the cancellation will be effective as of the beginning of the pay period selected.

Entry Guidelines For Canceling A Bond

- The authorization number for the savings bond being canceled must be identical to the original savings bond allotment established in the database. Verify the authorization number on IRIS Program IR108.
- If the employee has authorized two or more savings bond allotments, do not attempt to change the authorization numbers if one of them should be canceled. For example, if an employee has three savings bond allotments and cancels Authorization Number 2, the remaining authorization numbers would be 1 and 3.

Canceling An Owner/Coowner

The employee may elect to cancel an owner, coowner, or beneficiary for a bond authorization. Access IRIS Program IR108 to ensure the correct bond is being updated.

Entry Guidelines For Canceling An Owner/Coowner

The authorization number of the savings bond for which the owner, coowner, or beneficiary is being canceled must be identical to the original savings bond authorization.

Savings Bond: Document Entry

The Savings Bond Authorization window (**Figure 4:33**) is used for all savings bond document entry. Owner, coowner, and beneficiary data is entered on related pop-ups. For entry instructions on savings bond documents, see:

Steps For Entering Savings Bond Documents
Adding Owner, Coowner, And Beneficiary Information
Viewing Owner Or Coowner/Beneficiary Detail Data
Updating Owner Or Coowner/Beneficiary Data
Deleting An Owner Or Coowner/Beneficiary

Steps For Entering Savings Bond Documents

To enter a savings bond document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetic list appears.
2. Select ***Savings Bond*** > *[applicable authorization]*.
3. At the menu bar, select ***Edit*** > ***Add New Document*** . The Savings Bond Authorization window for the selected authorization (**Figure 4:33**) is displayed.

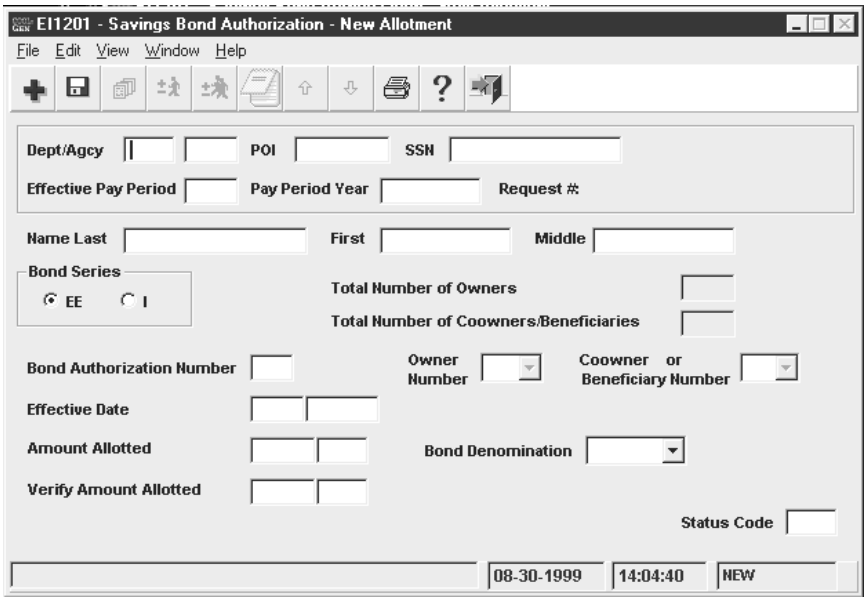

Figure 4:33. Savings Bond Authorization window (for new, change, and cancellation)

4. Complete the fields as indicated under **Savings Bond Authorization Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Adding Owner, Coowner, And Beneficiary Information

To add owner or coowner/beneficiary information after saving bond data is entered:

1. At the Savings Bond Authorization window (**Figure 4:33**), click ***View > Owners*** or ***View > Coowners/Beneficiaries***. The applicable List pop-up (Owner or Coowners/Beneficiaries appears. (See the example in **Figure 4:34**).

Figure 4:34. List pop-up (for Coowners/Beneficiaries)

2. Click **[Add]**.

   - If you selected ***View > Owners*** at the Savings Bond Authorization window (**Figure 4:33**), the Owner Information pop-up (**Figure 4:35**) appears.

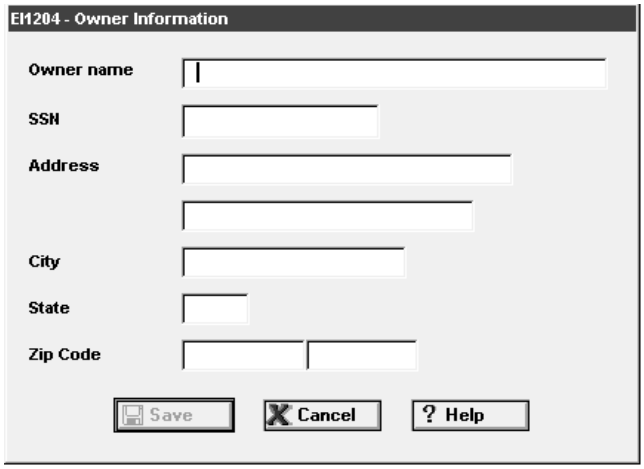

Figure 4:35. Owner Information pop-up

   - If you selected ***View > Coowners/Beneficiaries*** at the Savings Bond Authorization window (**Figure 4:33**), the Coowner/Beneficiary Information pop-up (**Figure 4:36**) appears.

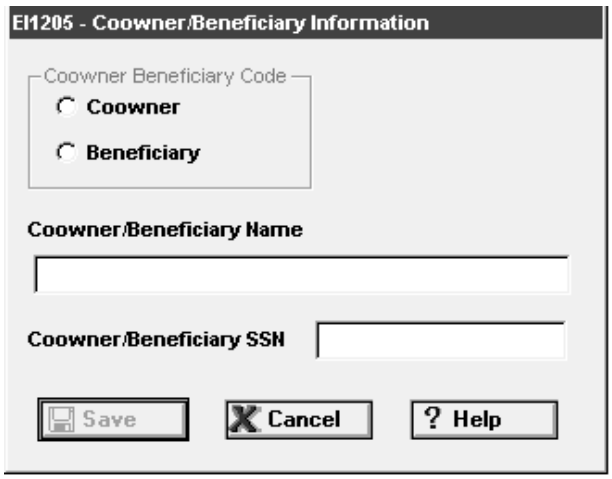

Figure 4:36. Coowner/Beneficiary Information pop-up

3. Complete the fields according to the applicable instructions. (See **Owner Information Pop-up Field Instructions** or **Coowner/Beneficiary Information Pop-up Field Instructions**).

4. After completing the fields, click **[Save]** to save the entries and return to the List pop-up (**Figure 4:34**). The bond owner or coowner/beneficiary name and SSN are now displayed.

   Note: The Total Number Of Owners and the Total Number Of Coowners/Beneficiaries fields on the Savings Bond Authorization window (**Figure 4:33**) are system generated based on the number of owners and/or coowners/beneficiaries entered.

5. To add another record, click **[Add]** at the List pop-up (**Figure 4:34**) to display the applicable entry pop-up.

   OR

   To return to the Savings Bond Authorization window (**Figure 4:33**), click **[Close]**.

Viewing Owner Or Coowner/Beneficiary Detail Data

To view detail data for an owner or coowner/beneficiary:

1. At the Savings Bond Authorization window (**Figure 4:33**), click ***View > Owners*** or ***View > Coowners/Beneficiaries***. The applicable List pop-up (Owner or Coowners/Beneficiaries) appears. (See **Figure 4:34**).
2. Click **[Detail]** to view owner or coowner/beneficiary bond detail data.
3. After viewing the data, click **[Cancel]** to return to the List pop-up (**Figure 4:34**).
4. To view another record, click **[Detail]** at the List pop-up (**Figure 4:34**) to display the applicable entry pop-up.

   OR

   To return to the Savings Bond Authorization window (**Figure 4:33**), click **[Close]**.

Updating Owner Or Coowner/Beneficiary Data

To update data **after saving** a bond **and exiting** the bond record, select ***View > Update Document*** at the EPIC Navigation window (**Figure 1:4**). To update after PINE processes, display the Search pop-up (**Figure 1:7**) and select ***All Documents*** at the EPIC Status field. Select the bond to be updated from the document list. If the bond has not applied, the data can be updated using the following instructions.

To update owner and coowner names and SSNs:

1. At the Savings Bond Authorization window (**Figure 4:33**), click ***View > Owners*** or ***View > Coowners/Beneficiaries***. The applicable List pop-up (Owner or Coowners/Beneficiaries) appears. (See **Figure 4:34**).
2. Select the name and click **[Update]**.
   - If you selected ***View > Owners*** at the Savings Bond Authorization window (**Figure 4:33**), the Owner Information pop-up (**Figure 4:35**) appears.
   - If you selected ***View > Coowners/Beneficiaries*** at the Savings Bond Authorization window (**Figure 4:33**), the Coowner/Beneficiary Information pop-up (**Figure 4:36**) appears.
3. Update the fields according to the applicable instructions. (See **Owner Information Pop-up Field Instructions** or **Coowner/Beneficiary Information Pop-up Field Instructions**).
4. After updating the fields, click **[Save]** to save the entries and return to the List pop-up (**Figure 4:34**).

5. To update another record, click **[Update]** at the List pop-up (**Figure 4:34**) to display the applicable entry pop-up.

   OR

   To return to the Savings Bond Authorization window (**Figure 4:33**), click **[Close]**.

Deleting An Owner Or Coowner/Beneficiary

To delete an owner or coowner/beneficiary:

1. At the Savings Bond Authorization window (**Figure 4:33**), click ***View > Owners*** or ***View > Coowners/Beneficiaries***. The applicable List pop-up (Owner or Coowners/Beneficiaries) appears. (See **Figure 4:34**).
2. Select the record to be deleted and click **[Delete]**. The Confirm Deletion pop-up appears with the message *Continue With Delete?*.
3. Click **[OK]** to delete the record. The name and SSN disappear from the list.

Severance Pay Document

Severance pay applies to employees who are involuntarily separated from service other than removal for cause on charges of misconduct, delinquency, or inefficiency. IRIS Program IR134, Severance Payment, displays severance payments made in the PPS; IRIS Program IR135, Severance Pay Computation, displays a computation of severance pay based on the salary data in the database.

For more information, see:

Entry Guidelines For Severance Pay
Steps For Entering Severance Pay Documents

Entry Guidelines For Severance Pay

Following are guidelines for processing severance pay data.

- Once it has been determined that the employee is entitled to severance pay, process the personnel action and enter Remarks Code ***N22,*** *Entitled to $ (amount) severance pay fund to be paid at the rate of $ (amount) per week over (number) weeks beginning (date)*. The Severance Pay window (**Figure 4:37**) is displayed when remark code N22 is entered on the personnel action. To update severance pay data after the action has been entered, use the payroll document option.
- Calculate the severance payment and/or access IRIS Program IR135 to obtain and/or verify the calculation.

Steps For Entering Severance Pay Documents

To enter a severance pay document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetic list appears.

2. Select ***Severance Pay***.

3. At the menu bar, select ***Edit > Add New Document***. The Severance Pay window (**Figure 4:37**) is displayed.

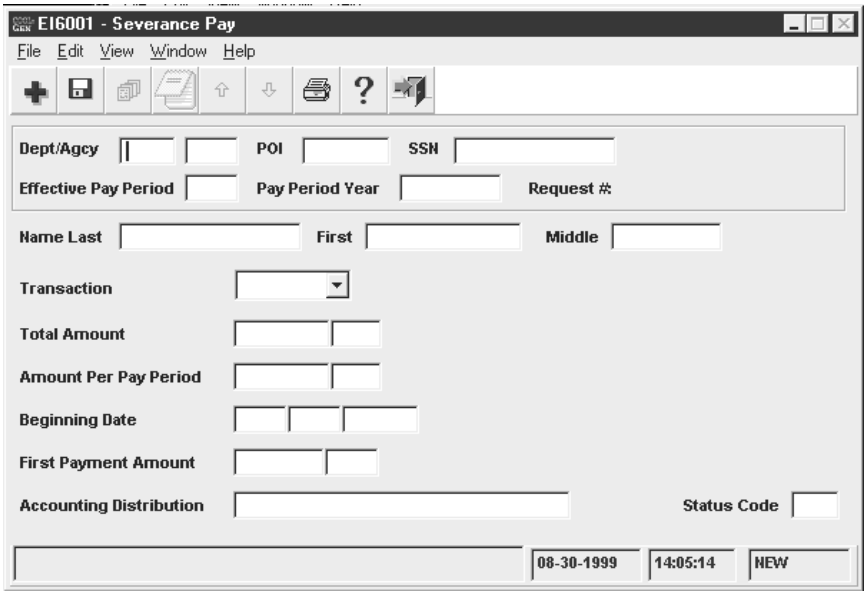

Figure 4:37. Severance Pay window

4. Complete the fields as indicated under **Severance Pay Window Field Instructions**.

5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.

6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Tax Documents

Tax documents are processed for local, Federal, and foreign taxes. Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings.

The Department of the Treasury has entered into an agreement with local taxing entities (city, county, state, territorial, and the Republic of Panama) for mandatory tax withholding based on place of employment (i.e., duty station). The employee should complete the applicable tax form to authorize withholding and claim exemptions, as applicable. In most cases, taxes are withheld each pay period based on the processing of a tax document. If a document is not processed, the PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

A tax record is established at the time the accession personnel action and/or tax form are processed. Some local taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the taxing entity and do not require the declaration of exemption information. In these cases, the entry of a tax certificate is not required.

For more information, see:

Processing Tips For Taxes
Steps For Entering Tax Documents

Processing Tips For Taxes

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24 because payments made during this timeframe are payments made within one year. All taxes withheld for those inclusive pay periods are reported on the W–2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT
- The mandatory duty station tax is waived (if allowed)
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate window.

Note: Exemptions must be claimed when indicating additional withholding.

Viewing Processed Data For Taxes

To view biweekly tax withholdings, access PINQ Program PQ032, Payroll Listing. To view year-to-date tax withholding data for the tax year, access EARN. To view tax data after the document is processed, access the following IRIS programs:

- IR104, Earned Income Credit and Federal Tax
- IR105, State and territorial taxes
- IR106, City Tax
- IR107, County Tax

TMGT Tax Tables

The following TMGT tables validate tax data for processing tax documents in the PPS:

- Table 007, City Tax, City Name and Address
- Table 008, County Tax, County Name And Address
- Table 009, State Tax Name And Address

Steps For Entering Tax Documents

One window is used to process all types of taxes (Federal, state, local); however, the window heading changes and fields become inactive, based on the type of tax being processed.

Reminder: Inactive fields are gray and protected from entry.

To enter a local, state, or Federal income tax certificate, or an earned income credit:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetic list appears.
2. Select ***Tax*** > *[City Tax, County Tax, Earned Income, Federal Tax,* or *State Tax]*.
3. At the menu bar, select ***Edit*** > ***Add New Document***. The applicable window (**Figure 4:38**) is displayed.

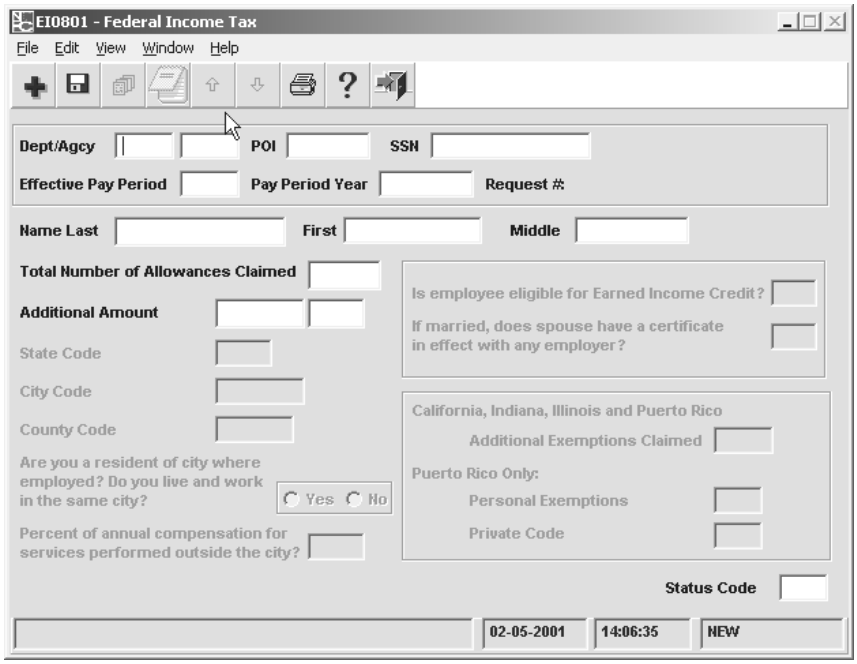

Figure 4:38. Tax Certificate window (for local, state, and Federal taxes and earned income credit)

4. Complete the fields as indicated under **Tax Certificate Window Field Instructions**.
5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.
6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Tax: City

City tax is withheld for the city in which an employee works or resides. City tax data is required if:

- Exemption status (marital status and/or number of exemptions) is required in the computation of the tax
- The employee is exempt from withholding
- The employee authorizes additional withholding
- The employee reduces the tax withholding by estimating a percentage of work performed outside the duty station city
- The employee is voluntarily electing city tax

For more information, see **Processing Tips For City Tax**.

Processing Tips For City Tax

If an employee is transferring into the PPS or transferring from one Department to another within the PPS, the city taxes deducted YTD should be carried forward to the PPS to prevent overpayment of city tax for cities that have maximum annual tax amounts. For information about entry of YTD data, see **Master File Change Document**.

Mandatory Withholding Of City Tax

Withholding of city tax may be based on (1) duty station only, (2) residence only, or (3) both duty station and residence. This is determined by the city taxing authority. If an employee's duty station and residence have mandatory city taxes, the duty station city tax will take precedence.

Exemption Status For City Tax

If the city ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS−7311 must be processed indicating the employee is not liable for the tax. Enter the duty station city tax document to waive liability **before** entering the city tax document for the residence city. Type **`XT`** in the Total Number of Allowances Claimed field.

Reduced City Tax For Work Performed Outside The Duty Station

A city tax reduction is allowed if the employee performs 25 percent or more of their work outside the duty station city and wishes to have the withholding amount reduced to the appropriate tax liability. Enter the percentage of time the employee works outside the duty station city in the percent of annual compensation for services performed outside the city? field. If this data is not entered, taxes will be withheld on the total wage amount.

Tax: County

County tax is withheld for the county in which an employee works or resides. County tax data must be entered if:

- The employee is exempt from withholding
- The employee wants to authorize additional withholding
- The employee wants to reduce the amount of tax withholding by estimating a percentage of work performed outside the duty station county
- The employee resides or works in Clay or Greene county in Indiana
- The employee is voluntarily electing county tax withholding

For more information, see **Processing Tips For County Tax**.

Processing Tips For County Tax

If an employee is transferring into the PPS or transferring from one Department to another within the PPS, the county taxes deducted YTD should be carried forward to the PPS to prevent overpayment of county tax for counties that have maximum annual tax amounts. For information regarding entry of YTD data, see **Master File Change Document**.

Mandatory Withholding For County Tax

Mandatory withholding is based on the county code in the database. If a county tax document is not entered, withholding will be based on the highest rate applicable for the county. Most mandatory county taxes are computed based on a percentage of gross wages and do not allow for the declaration of exemptions (except Clay and Greene Counties in Indiana); therefore, the processing of county tax data is not required. If a tax certificate is not processed, withholding is based on zero exemptions.

Voluntary County Taxes

Employees whose duty station or residence is located in certain counties may voluntarily elect county tax withholding. A county income tax certificate must be processed to declare the dollar amount or a number of exemptions.

If an employee is subject to mandatory withholding in another county, a waiver must be processed for the mandatory county **before** election can be made for the voluntary county.

Refer to the tax formulas on the NFC home page for a list of voluntary counties.

Waiver/Exemption From Withholding For County Tax

If the county ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS−7311 must be processed indicating the employee is not liable for the tax. Enter the duty station county tax document to waive liability **before** entering the county tax document for the voluntary residence county. Type **`XT`** in the Total Number Of Allowances Claimed field.

Reduced County Tax For Work Performed Outside The Duty Station

A county tax reduction is allowed if the employee performs 25 percent or more of their work outside the duty station county and wishes to have the withholding amount reduced to the appropriate tax liability. Enter the percentage of time the employee works outside the duty station city in the “Percent Of Annual Compensation For Services Performed Outside The County/City” field. If this data is not entered, taxes will be withheld on the total wage amount.

Tax: State

State income tax is withheld on a mandatory basis when the duty station state is one that has entered into a withholding agreement with the Secretary of the Treasury. A state tax certificate should be entered to begin withholding; otherwise, the system will automatically withhold based on the duty station at the highest rate applicable for the state. For state tax formulas go to the NFC home page at *www.nfc.usda.gov* under Pubs and Forms.

The basis for state tax withholding are as follows as shown on the state withholding formulas, as applicable:

- Marital status and number of exemptions/ allowances/dependents
- Wage bracket
- Percentage of Federal tax
- Percentage of annual wages

For more information, see:

Processing Tips For State Tax
Entry Guidelines For State Tax

Processing Tips For State Tax

An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type **ONL** in the Total Number Of Allowances field, to indicate the employee is exempt from withholding.

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a IRS Form W–4 , Withholding Certificate, is not processed, Federal and state income taxes will be automatically withheld at the rate of single with zero exemption until a W–4 is entered for processing.

If an employee is reassigned or changes duty stations to a new state, city, etc., tax documents must be processed.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemptions recorded in the database.

Note: State income tax is grossed up at the rate of 2% on all individual and group spot cash awards and bonuses.

Certificate Of Nonresidence For State Tax

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes will not be withheld for the duty station state. A certificate of nonresidence allows an employee to declare nonresidency for the duty station state to have taxes withheld for the residence state.

State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a certificate of nonresidence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of their duty station state.

If an employee's duty station changes, the certificate of nonresidence in effect at that time will become void, and a new certificate is required for the new duty station state (if applicable).

Each certificate of nonresidence is to be completed following the instructions on the individual form. Enter the duty station state tax document to waive liability **before** entering the state tax document for the residence state. Type **WAV** (waiver) in the Total Number of Allowances Claimed field.

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. If state income tax is currently being withheld based on the duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions. To release the document, type **C** in the Status Code field.

The AD−304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate. The AD−304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the AD−304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Cancellation Of Voluntary Withholding

Voluntary state tax withholding will terminate if:

- An employee's duty station state changes (the certificate of nonresidence is now void).
- The state revokes its tax withholding law.
- An exemption from withholding certificate is processed (**ONL** in the Total Number Of Allowances field).
- A cancellation of voluntary withholding is processed (**CAN** in the Total Number Of Allowances field).

Coding State Tax Forms

Data from individual state tax certificates is entered in the system. Since each state has its own form, special coding instructions may be required for entry of the data. Individual state tax formulas and coding instructions can be found on the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

Those states that use form W−4 as the state tax form should annotate the state name and code on the W−4 to not confuse it with the actual Federal form W−4. Follow the instructions on the W−4 to determine the employee's Total Number of Allowances (marital status and total number of allowances), Additional Amount (additional amount to be deducted each pay period), and other data needed for entry.

Entry Guidelines For State Tax

Following are guidelines for entering state tax data.

- State code on tax document and duty station must agree to begin tax deductions.
- The state code on a waiver or a cancellation to voluntary state tax must be the same as the duty station state code on the database.
- The state code on a voluntary withholding state tax document must be the same as the residence state code on the database. A waiver must be processed for the duty station if the duty station state is a taxable state and not the same as the residence state.
- Verify in IRIS Program IR105 that the Status Duty State field reflects **1** or **3** which indicates the state has an agreement with Treasury. If the code is other than **1** or **3**, a state tax document cannot be processed to begin or update tax data except for presidential appointees, NOAA field employees, DoC wage marine employees, and overseas employees payrolled by NFC.
- Cannot enter an additional amount for certain states (e.g., Mississippi).
- Type **C** in the Status Code field to release an approved dual state tax document from suspense. If not approved, type **4** in the Status Code field to delete the erroneous document. If the state tax record on the database is to be deleted, enter a waiver for this record.

Tax: Territorial

Territorial income tax is withheld on a mandatory basis for the following duty stations:

- Virgin Islands
- Guam
- Northern Mariana Islands

The Federal income tax formula is used to compute the territorial income tax for the Virgin Islands, Guam, and Commonwealth of Puerto Rico Northern Mariana Islands. The proceeds are remitted to the respective governments.

For more information, see:

Entry Guidelines For Territorial Tax
Entry Guidelines For Puerto Rico Tax

Entry Guidelines For Territorial Tax

- To begin tax withholdings for these entities, use form W–4 coded as a territorial income tax document and enter the data in the State Income Tax Certificate window. If a tax document is not processed at the time of accession, withholding will be made on the basis of single with zero exemptions until the territorial income tax data is entered.
- A new W–4 can be processed at any time to change an employee's exemption status. If the employee's duty station changes, process a new tax document for the appropriate

territory. If an employee's duty station changes from the Virgin Islands, Guam, or the Northern Mariana Islands, to a state within the United States, enter a W–4 Federal income tax document to begin withholding.

- Employees having income tax withheld for the Virgin Islands, Guam, and the Northern Mariana Islands *may* be exempt from Federal income tax withholding. Contact the appropriate territorial taxing authority to determine if the employee is exempt from Federal income tax.
- If the employee is qualified to be exempt, enter a W–4 coding the Total Number Of Allowances Claimed field with **XT**. A new W–4 must be processed before February 15 each tax year to prevent Federal income tax withholding in the first pay period of the new tax year.

Entry Guidelines For Puerto Rico Tax

The Commonwealth of Puerto Rico and the Secretary of the Treasury have an agreement for mandatory tax withholding for employees whose duty station is Puerto Rico. Puerto Rico tax is withheld in accordance with the withholding formula. The withholding formula is located on the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

Special coding is required to identify public employees who contribute to a government retirement system and private employees who do not contribute to a government retirement system. For more information, see **Tax Certificate Window Field Instructions**.

Federal tax can be withheld in addition to Puerto Rico taxes. If an employee is exempt from Federal tax, a Federal tax exemption certificate must be filed prior to February 14 each year to retain the exemption status; otherwise, withholdings will be based on the maximum withholding rate.

Tax: Foreign Country (Republic Of Panama)

The Republic of Panama and the Secretary of the Treasury have entered into an agreement for the mandatory withholding of foreign country tax withholding Currently, the Republic of Panama is the only foreign country income tax being withheld by NFC. In order for the Republic of Panama income tax to be withheld, the employee's duty station in the database must be Panama. For the Republic of Panama tax formula, go to the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

For more information, see **Processing Tips For Foreign Country Tax**.

Processing Tips For Foreign Country Tax

Foreign country tax data should be established at the time of the accession personnel action or at the time an employee changes duty stations. If at the time these actions are processed the employee has not filed the appropriate foreign country tax certificate, withholding will automatically begin at the rate of single with no exemptions.

Employees whose duty station is in the Republic of Panama *may* be exempt from Federal income tax withholding. If so, a Form W–4 must be processed coding the Total Number Of Allowances Claimed field with **XT**. A new certificate must be processed prior to February 15 of each year to ensure the employee's exempt status for Federal income tax.

Tax: Earned Income Credit

Earned income credit (EIC) is a special tax credit for certain employees with a qualifying child and is based on the processing of Form W–5, Earned Income Credit. The credit reduces the amount of Federal tax an employee owes and is intended to offset increases in living expenses and social security taxes.

The EIC consists of the basic credit for qualifying children, the health insurance credit, and the extra credit for a child born in the tax year. Only the basic credit for one qualifying child is payable in advance.

For more information, see **Processing Tips For Earned Income Credit**.

Processing Tips For Earned Income Credit

Eligible employees have the option of receiving a refund after filing their individual tax returns (Forms 1040 or 1040–A, U.S. Individual Income Tax Return) or in advance payments. Those who choose the EIC advance payments must file a Form W–5, Earned Income Advance Payment Certificate each year. The W–5 expires December 31 of each calendar year with payments through Pay Period 24 (or the last pay period of the tax year). The advance payment amount is computed using an IRS formula. The formula is located on the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

Tax: Federal Income Tax

Federal tax is withheld through payroll deductions based on the processing of form W–4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax withholding table for marital status. From this calculation the tax amount is determined based on the taxable income amount and the tax percentage. The formula is located on the NFC home page at *www.nfc.usda.gov* under NFC Pubs and Forms.

For more information, see **Processing Tips For Federal Income Tax**.

Processing Tips For Federal Income Tax

Federal income tax is withheld based on the processing of form W–4. If a W–4 is not processed, Federal income tax will be automatically be withheld at the rate of single with zero exemption until a W–4 is processed.

A Federal income tax certificate does not need to be processed for employees reassigning, etc., to another agency serviced by NFC within the same department. However, employees transferring from one department to another department serviced by NFC must submit a new W–4 at the time the accession action is processed.

Employees claiming 10 or more allowances and employees claiming total exemption from withholding (with wages exceeding $200 a week) will be reported to the Internal Revenue Service (IRS). Once under IRS control, the number of allowances cannot increase without the approval of IRS and a W–4 cannot be processed in the PPS. The original W–4 must be submitted to:

USDA, National Finance Center
Government Employees Services Division
P.O. Box 29310
New Orleans, LA 70129

If the number of allowances decreases while under IRS control, the change can be processed in the PPS. The IRS control is only released upon notification from the IRS.

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W–4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the Republic of Panama, Virgin Islands, Guam or the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W–4 indicating *Exempt* status.

Federal income tax is withheld at the rate of 25% on all cash awards and bonuses. For annual leave and compensatory time lump sum payments, an employee can choose to have Federal income tax withheld based on the Federal income tax withholding exemption code in the PPS or at the 25% rate.

Note: Spot awards are grossed up 25%.

Union Dues Documents

Union (i.e., organization or association) dues are deducted based on the processing of a union dues document in the PPS. Authorization of parking fees for Smithsonian Institution employees who are obligated to pay parking fees to the Harvard Parking Office, Harvard University in Cambridge, Massachusetts are also processed based on the entry of a union dues document.

The following IRIS Programs display union/association data:

- IR308, Union/Association Dues
- IR309, Union/Association Dues Transactions
- IR311, History Union/Association Dues
- IR122, SF–50–B, Data Elements (Bus Code)

For more information, see **Steps For Entering Union (Organization) Dues**.

Union Dues: Overview

Eligible employees may authorize payments of dues to labor organizations, professional associations, or other organizations through payroll deductions. A maximum of two union/associations dues in effect at the same time is allowed. If the employee has two union/association dues withheld, each may be for different unions/associations.

The amount of dues a member pays is a matter for determination by the labor organization, professional association, or other organization. However, the authorized withholding must be compatible with the established pay periods and procedures of NFC.

For more information on union dues, see:

TMGT Table 010, Union And Association Code Address

Bargaining Unit Status (BUS) Code

Cancellation Of Employee Organization Dues

Incorrect Union Dues Membership

TMGT Table 010, Union And Association Code Address

TMGT Table 010 lists all the valid union, association, and organization codes and addresses for dues deductions. Also included on the table is the dues withholding amount or percentage for calculating dues, to avoid over/under payment to a local or chapter.

Bargaining Unit Status (BUS) Code

A BUS Code is a 4-digit code that is entered in the position data record when the position is established and identifies the bargaining unit status for each position. The employee's bargaining unit status code is the last four digits of the Office of Labor Management Relations (OLMR) number. An employee with BUS Code 7777 or 8888 is not entitled to dues withholding for labor organization dues but is entitled to dues withholding for a professional association and other organizations.

Cancellation Of Employee Organization Dues

The PPS automatically cancels employee organization dues for:

Movement To A Nonbargaining Position. A bargaining unit employee who is moved to a nonbargaining unit position is ineligible for inclusion in a bargaining unit. When a promotion, reassignment, position change, conversion, or change to lower grade personnel action is processed, the dues deductions will discontinue.

Temporary Promotion To A Nonbargaining Position. A temporary promotion to a position in a nonbargaining unit will temporarily stop dues deductions and store the membership authorization. To restore deductions and membership authorization, process a change to lower grade.

If an employee in a bargaining unit position is temporarily promoted to a nonbargaining unit position, and a change to lower grade is processed moving the

employee to another nonbargaining unit position, membership is canceled and no longer stored in the database.

If a permanent promotion is processed for the nonbargaining unit position, the PPS cancels membership.

The above automatic cancellations and reinstatements are effective no earlier than the end of the processing effective pay period (deductions start or stop the following pay period). If any of these actions are processed late, the PPS only stops or starts the membership dues; it does not automatically adjust for over/under deductions. Enter the adjustment in SPPS.

Incorrect Union Dues Membership

If you enter the wrong organization code, contributions will be made to the wrong organization. In this case, cancel the incorrect union/association using the instructions under, **Union Dues Window Field Instructions**. Enter the correct data in EPIC and PMSO, and enter the adjustment in SPPS.

Union Dues: Authorization Of Labor Organization Dues

The employee authorizes the deduction of labor Organization dues by completing the appropriate form to begin dues deduction.

For more information, see:

Processing Tips For Authorization Of Labor Organization Dues
Entry Guidelines For Authorization Of Labor Organization Dues
Steps For Entering Union (Organization) Dues

Processing Tips For Authorization Of Labor Organization Dues

Following are tips for processing labor organization dues authorizations.

The SF–1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form must be completed by the employee and the union/association to authorize dues deduction when:

- The employee is a member of a labor organization which holds exclusive recognition (Memorandum of Understanding established with the agency) for employees in the unit in which employed.
- The employee is a supervisor or management official and is a member of a supervisory or managerial association, and the agency has agreed in writing with the association to deduct for payment of fees to maintain membership.
- The employee is a member of a professional association or organization, and the agency has agreed in writing with the association or organization to deduct for payment of dues.

Enter the BUS code before processing the payroll document. The BUS code is entered in PMSO or a FESI.

Access TMGT Table 010 to verify the organization and applicable rates exist in the PPS. Access the applicable IRIS programs to ensure the dues allotment data being entered is accurate and to ensure the allotment to be entered is not currently on the database.

Entry Guidelines For Authorization Of Labor Organization Dues

- Do not enter more than two union/local or association records for an employee.
- Prior Pay Period Adjustment field must be blank except if dues have been deducted in error or if the cancellation was entered prior to the first full pay period following March 1st or September 1st and not processed.
- Process a new authorization after a cancellation; do not process a change.
- The Effective Pay Period and Pay Period Year fields must be at least 1 year later than the effective pay period/pay period year of the authorization.
- Enter either a dues dollar amount or percent based on the union deduction indicator in TMGT Table 010.
- Do not enter a deduction amount for union dues that require special handling for processing. Special calculations are performed based on certain criteria.
- The national amount for USDA, Foreign Agricultural Services and Office Of Operations, is based on a percentage of basic pay; the chapter amount is based on a flat dollar amount.

Steps For Entering Union (Organization) Dues

To enter a union/organization dues or parking fee document:

1. At the EPIC Navigation window (**Figure 1:4**), select ***Payroll Document*** at the New Documents menu. An alphabetic list appears.
2. Select ***Union Dues*** > *[applicable dues transaction]* .
3. At the menu bar, select ***Edit*** > ***Add New Document***. The applicable window (**Figure 4:38**) is displayed.

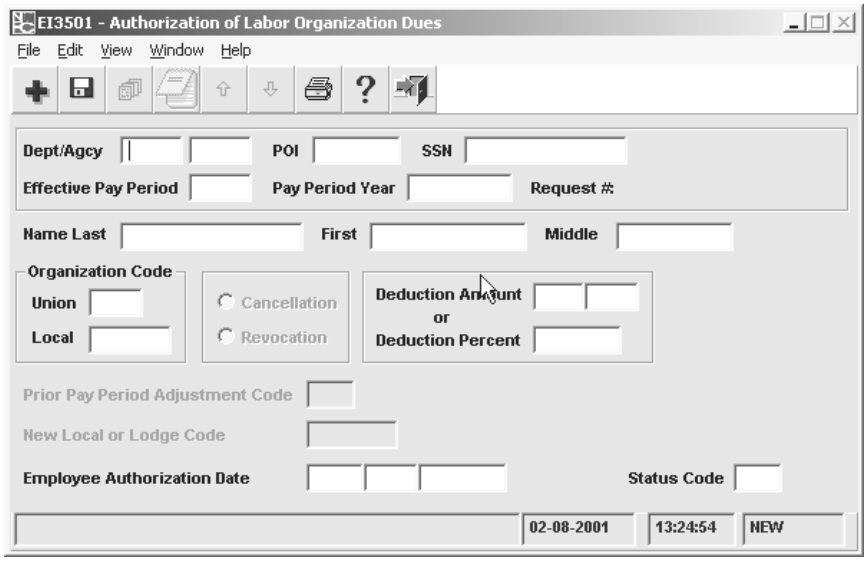

Figure 4:39. Union Dues window (authorization, change, cancellation, revocation, or mass change)

4. Complete the fields as indicated under **Union Dues Window Field Instructions**.
5. After completing the fields, select ***File > Save***. The Save Changes pop-up (**Figure 1:6**) appears.
6. Click **[Yes]** to save the entries and exit the action.

   OR

   Click **[No]** to exit the window and not save the entries.

   OR

   Click **[Cancel]** to reopen the window.

Union Dues: Change Between Locals

Dues change between locals window is a transfer of dues deduction when an employee transfers to another agency within the same Department or a different labor organization/association within the same agency. If an employee is reassigned or transferred to a location represented by a different local or chapter of the same labor organization and the employee continues to hold a bargaining unit position, the membership dues record may be changed to show the new local/chapter and the amount of the membership dues.

For more information, see **Steps For Entering Union (Organization) Dues**.

Union Dues: Cancellation/Revocation Of Union Dues

The cancellation/revocation of union dues is the discontinuance of dues deduction when the employee is no longer eligible or voluntarily elects to cancel membership. The SF–1188, Cancellation of Payroll Deduction for Labor Organization Dues, or other appropriate form is used to enter the data.

For more information, see:

Union Dues Cancellation

Union Dues Revocation

Union Dues Cancellation

Cancellation of employee union/organization dues applies when:

- A reassignment to a location not represented by the labor organization or professional association for which dues were withheld prior to the reassignment occurs
- The employee is no longer a member in good standing
- The employee is reassigned or transferred to a bargaining unit represented by a different local of the same labor organization and does not wish to continue dues withholding

A cancellation is effective immediately or in the pay period in which it is entered. For example, if the cancellation was entered in Pay Period 19, deductions will stop in Pay Period 19.

Union Dues Revocation

Certain labor organizations designate when an employee may revoke labor organization withholding; other organizations permit revocations at any time. TMGT Table 010 includes the Revocation Eff Date field which indicates when revocation of membership is allowed. Revocation Eff Date code **0** indicates that membership can be canceled at any time. If the organization permits revocation at any time, enter the revocation at any time prior to the effective pay period.

Note: The revocation code does not change until BEAR processes which is after the processing of PAYE. Therefore, deductions will be withheld in the pay period the revocation was entered and will stop in the following pay period (or the established revocation pay period).

Example:

The revocation request is for dues to discontinue in Pay Period 18. Enter the document in Pay Period 17. Dues will be withheld (one last time) in Pay Period 17 and discontinued in Pay Period 18.

If the labor organization designates when to revoke and the revocation date falls on the first day of the pay period, the revocation can be entered in any pay period prior to the revocation date.

Example:

The revocation date is September 1, the first day of Pay Period 18. The revocation will be effective Pay Period 18. Enter the revocation prior to or for the processing of Pay Period 17. Dues will be deducted in Pay Period 17 and discontinue in Pay Period 18.

If the revocation date is not specified by the organization and the date falls on any day of a given pay period, the revocation may be entered at any time before or during the pay period of the revocation date. However, the revocation will not be effective until the designated pay period.

Example:

The revocation date is September 1, the middle of Pay Period 18. The revocation will be effective in Pay Period 19. Enter the revocation prior to or for the processing of Pay Period 18. Dues will be deducted in Pay Period 18 and discontinue in Pay Period 19.

Caution: When entering a revocation of employee union dues, use the current pay period as the effective pay period. The PPS will stop dues deductions based on the first approved revocation date following the end of the current pay period. The pay period the revocation is to be effective should never be used as the effective pay period. If it is, the document will apply to the database too late to stop deductions for the pay period intended. Instead the PPS will stop deductions based on the approved revocation date.

Union Dues: Mass Change

A union dues mass change is used to enter multiple union dues transactions that are alike. If more than 100 employees are affected, NFC can provide special assistance with entering these documents. Submit these requests in writing to NFC, Applications Systems Division.

Steps For Entering Union Dues Mass Change Documents

1. Follow the entry instructions under **Steps For Entering Union (Organization) Dues**.
2. For field instructions, see **Union Dues Window Field Instructions**.
3. After completing the fields, click ***File > Save***. The applicable fields are refreshed.
4. Complete the fields for the next social security.
5. Click ***File > Save***.
6. Repeat this process for each social security number.
7. After the last social security number is entered, click ***File > Close***.

PART 5.

Requesting EPIC Reports And Correcting Data

This section presents the following topics:

Requesting EPIC Reports
Correcting Suspense

Requesting EPIC Reports

This section presents the following topics:

About EPIC Reports
Steps For Requesting A Report

About EPIC Reports

EPIC includes a Report option for viewing and requesting status and suspense reports for transactions entered for processing. These reports are available for printing at agency locations.

Note: EPIC reports are not available to FESI users.

Steps For Requesting An EPIC Report

To request an EPIC report:

1. At the EPIC Navigation window (**Figure 1:4**), select ***File > Report***. The PINE Status pop-up (**Figure 5:1**) appears.

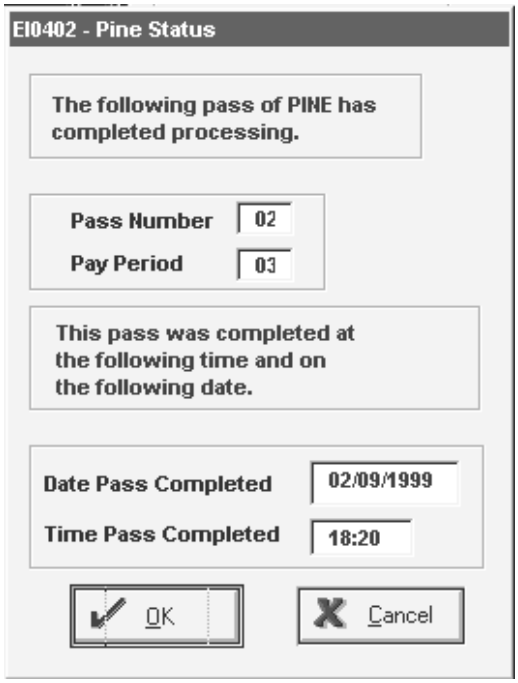

Figure 5:1. PINE Status pop-up

This pop-up provides information about the latest PINE pass processed. For information about the PINE process, see **Correction Process Overview**.

2. Click **[OK]** The Reports window (**Figure 5:2**) is displayed.

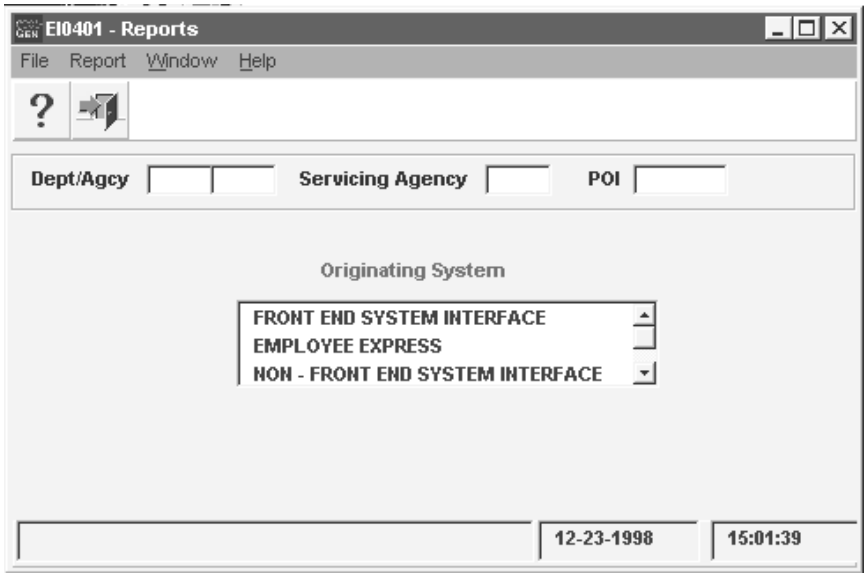

Figure 5:2. Reports window

3. Click ***Report*** at the Reports window menu bar. A drop-down menu is displayed with the following options.
   - ***Processing Status List***
   - ***Processing Status Totals***
   - ***Suspense Error Counts***
4. Click the applicable report option. A selection criteria pop-up for that report appears. To enter selection criteria, see the instructions under the applicable topics, as follows:
   - If you selected the ***Processing Status List*** report, see **Processing Status Report Request Criteria**.
   - If you selected the ***Processing Status Totals*** report, see **Processing Status Totals Report Request Criteria**.
   - If you selected the ***Suspense Error Counts*** report, go to Step **6** below to complete the JCL Requirements pop-up (**Figure 5:3**).
5. After completing the applicable pop-up, click **[OK]**. The JCL Requirements pop-up (**Figure 5:3**) appears.

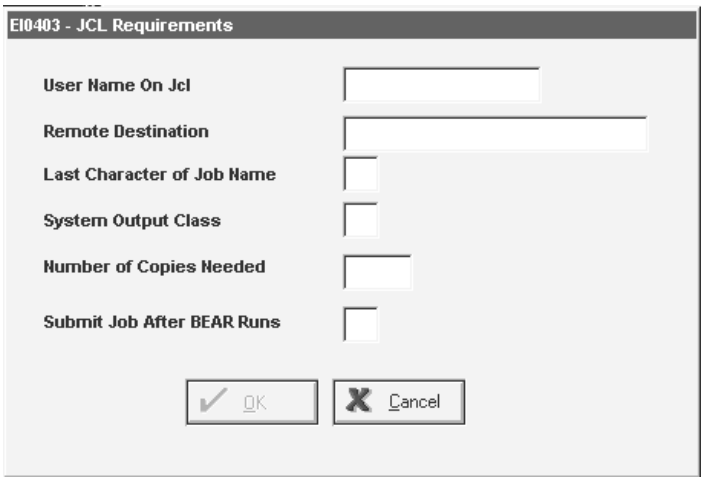

Figure 5:3. JCL Requirements

6. Complete the fields as indicated under **JCL Requirements Pop-up Field Instructions**.
7. Click **[OK]** to execute the report. You are returned to the Reports window (**Figure 5:2**).
8. To request another report, repeat the above process.

Processing Status Report Request Criteria

The Processing Status Report pop-up (**Figure 5:4**) appears from the Reports window (**Figure 5:2**) and is used to enter selection criteria when requesting a Processing Status report.

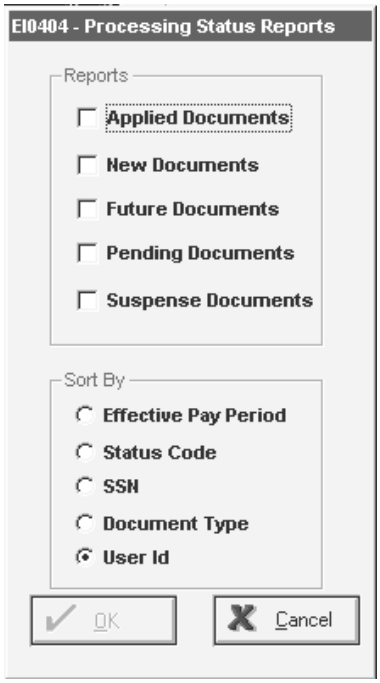

Figure 5:4. Processing Status Report

To enter selection criteria for a Processing Status report:

1. Select the applicable report criteria.
2. Click **[OK]**.
3. To cancel a selection, click the box to remove the checkmark. The JCL Requirements pop-up (**Figure 5:3**) appears. For completion instructions on the JCL Requirements pop-up (**Figure 5:3**), go to Step **6** under **Steps For Requesting An EPIC Report**.

Processing Status Totals Report Request Criteria

The Processing Status Totals pop-up (**Figure 5:5**) appears from the Reports window (**Figure 5:2**) and is used to enter selection criteria when requesting the Processing Status Totals report.

Figure 5:5. Processing Status Totals

To complete the Processing Status Totals pop-up:

1. At the **Reports** field, click the applicable box(es) to select the type of documents to be included in the report. To cancel a selection before exiting the pop-up, click the box again to remove the checkmark. A report is produced based on the selection criteria.

   Note: For documents in hold, incomplete, or waiting remarks status, select ***Pending***.

2. After selecting the document(s), click **[OK]**. The JCL Requirements pop-up (**Figure 5:3**) appears. For completion instructions on the JCL Requirements pop-up (**Figure 5:3**), go to Step **6** under **Steps For Requesting An EPIC Report**.

Correcting Suspense

This section presents the following topics:

About Correcting Suspense
Document Type
Status Codes
Correcting EPIC Front-end Errors
Correcting Database (PINE) Errors

About Correcting Suspense

This section describes how to correct payroll and personnel transactions that rejected because they failed the EPIC front-end edits or PINE database edits. Every effort should be made to correct all suspense transactions to ensure accurate and timely salary payments to your employees.

This part describes the front-end and database edits that are performed in EPIC and PINE. A FESI should include the EPIC front-end edits also to avoid rejecting database (PINE) errors.

Document Type

Each personnel action or payroll document is identified in the PPS by a system-generated document code known as document type. This code identifies the type of document or type of activity for a document and is carried throughout the system from the beginning to the end of the processing cycle. The document type displays on the List EPIC Document window in the Type column. For a list of document types, see Document Type Codes Table (**Appendix C**).

Document Type 998 (FESI Position Data)

Document Type **998** identifies position discrepancies for position data that was entered through FESI and processed in PMSO. Position data entered through a FESI that failed the edits is placed in suspense for one pass and coded for deletion. FESI users must either correct the position data in the FESI and transmit a new record or use PMSO to update or establish the position data. PMSO errors cannot be corrected using the ***View > Suspense Documents*** option.

Document Type 999 (Informational Messages)

Document Type **999** includes informational messages that pertain to (1) the need to process a personnel action or other document; (2) actions rolled off the database that must be re-entered; and (3) transactions deleted from the future file.

The processing of certain personnel actions require an update to the position data and vice versa.

Example:

The pay plan on the master record is changed in PMSO. A personnel action must be processed with the new pay plan to update the employee's personnel record. If a personnel action is not processed, the message *PMSO Pay Plan Changing – Submit Personnel Action* will appear on the suspense error listing.

The agency deletion of a document from the future file causes informational message, *Document Deleted From Future File*, to display on the suspense error listing.

A system-generated rollback displays the message *In SINQ Due To Rollback – Take Appropriate Action* to display on the suspense error listing. The PPS sorts and processes personnel actions by effective date. A system-generated rollback occurs automatically when a personnel action(s) has applied to the database in the current processing pay period and another personnel action(s) with an earlier effective date is processed in a later PINE pass during the same processing pay period and prior to the processing of PAYE. As a result, all actions are rolled back and deleted from the database and placed in suspense.

Example:

In PINE Pass 02, a reassignment effective 4/17 is processed and applies to the database. In PINE Pass 03, a name change effective 4/11 is entered. Since the name change has an earlier effective date, it must be applied before the reassignment. The PPS rolls back both actions off the database, sorts according to effective date, and places them in suspense. To release from suspense, type **9** in the Status Code field.

Status Codes

Status codes are used to release, hold, delete, override certain error messages, and send personnel actions and payroll documents to the future file. Most codes are entered by the user; others are system generated. See **Status Code Table**.

Correcting EPIC Front-end Errors

EPIC performs front-end edits that validate data entered in each field before releasing the transaction for PINE editing. The fields are edited for size, characters, and validity of data. Certain fields are edited against TMGT tables and PPS relational databases for validation. For example, the employee name and social security number are validated against the Employee Name database; the department and agency codes are edited against TMGT tables. EPIC edits a personnel action or payroll document after all data is entered and the transaction is coded hold or release. All front-end edits must be corrected before the transaction can be released to PINE.

After completing all applicable fields of the personnel action or payroll document, type **H** (hold) or **R** (release) in the Status Code field for EPIC to edit and validate data.

Caution: If the transaction is coded `I` (incomplete), no edits are performed.

If errors are detected, the Edit Error Listing pop-up (**Figure 5:6**) appears.

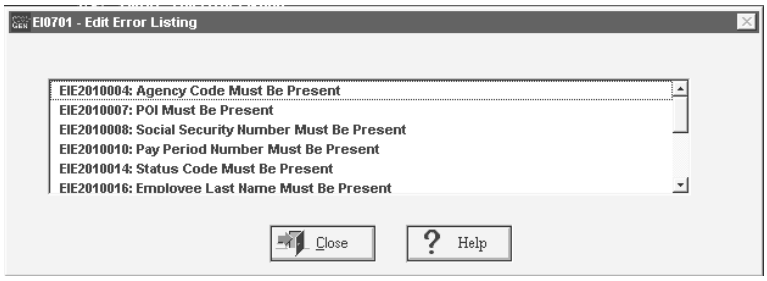

Figure 5:6. Edit Error Listing

To correct EPIC front-end errors:

1. Review the errors and click **[Close]** to return to the Personnel Action window (**Figure 2:2**). All fields in error on the Personnel Action window (**Figure 2:2**) are highlighted in red.
2. Correct the data as indicated under **Field Instructions For Personnel Actions** or **Field Instructions For Payroll Documents**.
3. After correcting the errors, click ***File*** > ***Close***. The Save Changes pop-up (**Figure 1:4**) appears.
4. Click **[Yes]** to release the action for PINE processing.

   Note: All EPIC documents are picked up by PINE and edited during each PINE run except those coded with EPIC status code `I`.

Correcting Database (PINE) Errors

PINE is a subsystem that edits personnel actions and payroll documents before they apply to the PPS database, comparing the employee's database record to the data being entered. PINE edits all transactions regardless of the entry system. For an overview of the entry, correction, and processing of payroll and personnel transactions, see **Payroll/Personnel Processing Cycle**.

This section presents the following topics:

Correction Process Overview
Viewing And Correcting Suspense Transactions
Clear Error Codes
Confirming Corrections Applied

Correction Process Overview

The first PINE pass begins on the first Monday (week 1) of the processing pay period and executes daily (except Saturdays and Sundays) through the second Friday (week 2). This

allows agencies ample time for correcting transactions so they can apply to the database. Transactions must be corrected before the last pass of PAYE to be applied in the processing pay period.

Transactions can be corrected with each PINE process and must be corrected before the first pass of PAYE which is the first Thursday of the following pay period (week 2), otherwise the error will rollover to the next pay period(s) until corrected or deleted.

Payroll and personnel transactions that fail PINE edits are placed in suspense and must be corrected by the agency. Every attempt should be made to correct all errors with each PINE pass to ensure the employee receives the correct salary timely. The PINE Edit Messages procedure, Title I, Chapter 10, Section 2, is documentation that should be used when correcting suspense. The PINE procedure includes all PINE edit messages and an explanation of each message to assist in resolving PINE discrepancies. The PINE procedure lists all the PINE edits by document type.

PINE consists of many edits that pertain to correcting all types of personnel actions. Edits are performed on (1) individual field specifications (e.g., field requirement, size, and validity); (2) *field-to-field* compatibility (e.g., service computation date for leave must be compatible with annual leave category); (3) validity of action being processed (e.g., promotion grade is the same as the grade on the database; and (4) many other miscellaneous edits pertaining to processing personnel actions. Also, PINE associates personnel actions and payroll documents by editing the validity or need to process a transaction (e.g., processing an accession requires a residence/salary address).

Suspense reports are available that provide the actual errors that are preventing the document from applying to the database as well as other suspense-related information.

After all errors have been corrected, personnel and payroll transactions are reedited and based on the effective pay period, either apply to the database or the future file.

Transactions that pass the PINE edits with a current or prior effective pay period are sent to PEPL to update the PPS database. Actions that are effective in a future pay period are sent to the future file, edited through PINE each pay period and applied in the appropriate pay period.

Viewing And Correcting Suspense Transactions

The PPS performs hundreds of PINE edit checks when a transaction processes. To view and/or correct a suspense document:

1. Locate the document using the Search pop-up (**Figure 1:7**). For instructions, see **Searching For/Viewing EPIC Transactions**.

   Note: After entering search criteria in the Search pop-up (**Figure 1:7**), the EPIC Navigation window (**Figure 1:4**) is displayed with a list of suspense documents based on the selection criteria. The EPIC Status column displays **S**, and the Status Code column displays **9** indicating the transaction is in suspense because it failed the PINE edits.

2. At the EPIC Navigation window (**Figure 1:4**), double-click the applicable document line to display the suspense document and the Suspense Error Listing pop-up (**Figure 5:7**).

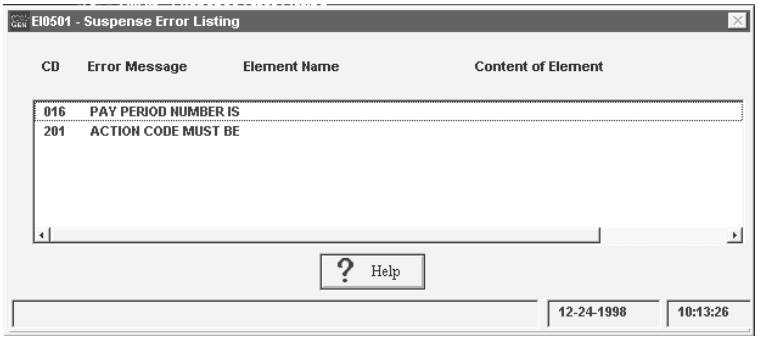

Figure 5:7. Suspense Error Listing pop-up

3. At the applicable personnel action or payroll document window, correct the data according to the applicable instructions under **Field Instructions For Personnel Actions** or **Field Instructions For Payroll Documents**. For help in correcting errors, use the PINE procedure.

4. After correcting the errors, click ***File > Save*** to save the corrections.

   - To display the next suspense transaction, at the document window click ***File > Next***.
   - To display the previous suspense transaction, at the document window click ***File > Previous***.

   Correct as many errors as possible for all transactions in document list of the EPIC Navigation window (**Figure 1:4**). Those not corrected will be repeated in the next PINE process and remain until corrected or deleted.

   Note: If the error requires entering a new personnel action, select ***File > New Personnel Action >*** *[applicable action]* to enter the action.

5. After resolving all corrections, click ***File > Close*** to save the corrections and exit the window. The Save Changes pop-up (**Figure 1:4**) appears.

6. At the Save Changes pop-up (**Figure 1:4**), choose one of the following responses:

   - Click **[Yes]** to save the entries and edit the action.
   - Click **[No]** to exit the window and not save the entries.
   - Click **[Cancel]** to return to the personnel action or payroll document window.

   Note: Do not change the status code from **9** unless and override code is necessary.

Clear Error Codes

Clear error codes are used to release certain PINE messages for specific data elements. Clear error codes apply to personnel actions only.

To release the action from suspense:

1. Review the data element in error.
2. Do one of the following:
   a. Enter the correct data at the applicable Personnel Action data pop-up.

   OR

   b. Do not change the data and enter the appropriate clear error code. For a list of PINE edit messages and applicable clear error codes, see the **Clear Error Codes Table**.
3. After correcting the errors or entering the clear error code, save the action and close the window.

   Note: Do not change the status code from **9** unless and override code is necessary.

For complete instructions on correcting suspense transactions, see **Viewing And Correcting Suspense Transactions**.

Confirming Corrections Applied

To confirm a transaction successfully processed and applied to the database:

1. Select ***View > Search***. The Search pop-up (**Figure 1:7**) appears.
2. Complete the fields as indicated under **Search Pop-up Field Instructions**.
3. Select ***Applied Documents*** or ***All Documents*** at the EPIC Status field.
4. Click **[OK]**. The EPIC Navigation window (**Figure 1:4**) is displayed. All successfully processed transactions listed reflect **A** in the EPIC Status column and **X** in the Status Code column.

To view deleted transactions select:

1. Select ***View > Search*** . The Search pop-up (**Figure 1:7**) appears.
2. Complete the fields as indicated under **Search Pop-up Field Instructions**.
3. Select ***Deleted Documents*** or ***View > All Documents*** at the EPIC Status field.
4. Click **[OK]**. The EPIC Navigation window (**Figure 1:4**) is displayed. The deleted transactions reflect an EPIC Status column and **4** (delete) in the Status Code on the EPIC Navigation window (**Figure 1:4**).

PART 6.

FIELD INSTRUCTIONS FOR EPIC WINDOWS

This part presents the following topics:

Field Instructions For Getting Started In EPIC
Field Instructions For Personnel Actions
Field Instructions For Rollback Actions And Correcting History Data
Field Instructions For Payroll Documents
Field Instructions For Requesting Reports

Field Instructions For Getting Started In EPIC

This section presents field instructions for getting started in EPIC under the following topics:

Change Password Pop-up Field Instructions
NFC Logon Banner Field Instructions
Search Pop-up Field Instructions

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 1:3**) is used to change your password.

User Id
Required, alphanumic, 6 – 8 positions
Type your user identification number.

Old Password
Required, alphanumeric, 6 – 8 positions
Type your current password.

New Password
Required, alphanumeric, 6 – 8 positions
Type your new password.

Confirm New Password
Required, alphanumeric, 6 – 8 positions
Type the new password again to confirm it was entered as intended.

NFC Logon Banner Field Instructions

The NFC logon banner (**Figure 1:1**) is used to logon to EPIC.

User Id
Required, alphanumeric, 8 positions max.
Type your user identification number.

Password
Required, alpha, 6 – 8 positions
Type your unique password.

Server

Required, alphanumeric

Click the down arrow to display the drop down menu and select ***Payroll/Personnel***.

Search Pop-up Field Instructions

The Search pop-up (**Figure 1:7**) is used to search for transactions.

Search Criteria

SSN

Optional, numeric, 9 positions

To search for **one or all transactions for a specific employee**, type the social security number.

Document Type

Optional, numeric, 3 positions

Complete this field as follows:

To search for:	Type:
A specific personnel action for an employee	063
A specific payroll document for an employee	The applicable document type code
All transactions for a specific employee or personnel office	No entry. Leave blank

For a list of document type codes, see **Document Type Code Table**.

1st NOA

Optional, numeric, 3 positions

To search for transactions by **NOA**, type the nature of action code, or type only hte first digit. If you type only hte first digit, all NOA's beginnign with that number are dsiplayed.

User Id

Optional, alphanumeric, 8 positions max.

To search for transactions **entered or last updated by a specific user**, type the user's identification number.

If you enter:	Then:
The full user ID	All transactions entered by that user ID are displayed.
Only the first 2 positions of the user ID (agency identifier)	All SSN's (based on the user's security access) that were entered for the agency personnel office are displayed (e.g., **NF** would list all SSN's entered for NFC).
The first 2 digits and the next digit(s)	All SSN's for the user ID's within the number series are displayed (e.g., **NF5** would list all SSN's for user-ID's that begin with NF5).
The first digit	All SSN's (based on security access) entered by a user Id beginning with **N** (e.g., **NF**, **NC**, **NP**)

Servicing Agency

Optional, alphanumeric, 2 positions

To search for transactions for **an agency serviced by another agency**, type the agency code of the serviced agency.

POI

Conditional, numeric, 4 positions

To search for transactions for **a specific personnel office**, type the POI.

Agency

Conditional, alphanumeric, 2 positions

To search for transactions for **a specific agency**, type the agency code.

Pay Period

Optional, numeric, 2 positions

Type the processing pay period number. Valid values are **01** through **27**.

Status Code

Alpha, 1 position

Type the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (severance); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**.

EPIC Status

Optional, system default

The EPIC status indicates the status of a personnel action or payroll document after it has been entered for processing. See **EPIC Status Codes** for a list of codes and definitions. The EPIC Status field default is **All Documents**, which allows you to view all transactions entered. To view other EPIC status transactions, click the down arrow.

Field Instructions For Personnel Actions

This section presents field instructions for personnel action windows under the following topics:

Awards Pop-up Field Instructions
Benefits Pop-up Field Instructions
Bonus Pop-up Field Instructions
Employee Data Pop-up Field Instructions
Miscellaneous Pop-up Field Instructions
Personnel Action Window Key Data Field Instructions
Position Data Pop-up Field Instructions
Remarks Window Field Instructions
Salary Data Pop-up Field Instructions
Specification Of Mailing Address Pop-up Field Instructions

Awards Pop-up Field Instructions

The Awards window (**Figure 2:9**) is used to enter cash awards and time off awards. For instructions on the entry process, see Entering A Personnel Action.

Case Number

Alphanumeric, 8 positions

Type the cash award case number assigned by the agency.

- Enter the same case number on each action for a group award.

Award Code

Alphanumeric, 4 positions

Type the code that identifies the type of award.

Award Amount

Numeric, 7 positions

Type the monetary amount of the award.

Hours

Conditional, numeric, 5 positions max.

Type the number of hours granted for a time off award.

- Cannot exceed the maximum allowed per leave year for a time off award.

Tangible Benefits

Numeric, 1 position

Type **1** if the value of the award is based on tangible benefits; otherwise, go to the next field.

Intangible Benefits

Numeric, 1 position

Type **1** if the value of a cash award is based on intangible benefits.

Verify Amt

Conditional, numeric, 7 positions max.

Type the monetary amount of the award for verification.

Verify Hrs

Conditional, numeric, 5 positions max.

Type the number of hours granted for a time off award for verification.

First Year Savings

Numeric, 10 positions max.

Type the monetary amount of the first year savings as a result of implementing the suggestion. Required field for tangible benefits only.

Number Of Persons

Awards window: Numeric, 2 positions max.

Type the number of persons included in the award.

Amount Paid External Source

Numeric, 7 positions

Type the amount paid by a *non-government* external source.

Pay Code

Alphanumeric, 1 position

Click the down arrow to display the drop-down menu to select the action being taken. Valid Values are:

Process Award	Issue payment if applicable, update W-2, update Earnings & Leave Statement, Updates IRIS/PINQ/Reporting Center, updates SF-50b. (NOAC840/841 auth V3F will **not** generate payment)
Document Award	Updates IRIS/PINQ/Reporting Center and SF-50b. Use this option if payment has already been issued by NFC Manual Pay/SPPS. This option will **not** update an employee's W-2 or Earnings & Leave Statement.

Accounting To Generate Payment

Complete the following accounting-related fields if payment is to be generated.

Code

Alphanumeric, 27 positions max.

Type the accounting data that will be charged for payment of an award.

Station

Numeric, 4 positions

Type the accounting station that will be charged for payment when the employing agency is not charged.

Agency

Alphanumeric, 2 positions

Type the agency code of the agency granting the award.

- For USDA agencies, complete the code field only to generate payment.
- For USDA agencies, if another agency is granting the award, process the personnel action pay code as Document Award and submit through SPPS with agency and accounting code of granting agency to NFC for payment.

Dates

The inclusive dates of the period covered by the award.

From

Numeric, 8 positions

Type the beginning date of the period covered by the award.

To

Numeric, 8 positions

Type the ending date of the period covered by the award.

Address Indicator

Numeric, 1 position

Type the award address indicator.

Code	Description
1	Send payment to POI address
2	Use database address
3	Enter specific address
4	Enter designated agent code

Note: If you enter **1**, **3**, or **4**, the envelope icon is highlighted for completion of the Specification Of Mailing Address window.

Benefits Pop-up Field Instructions

The Benefits pop-up (**Figure 2:3**) displays data elements that relate to employee benefits (e.g., health, life, retirement, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

FEHB Cov Code

Numeric, 1 position

Type the code that identifies the employee's eligibility for participation in FEHB, and if eligible, whether they are participating.

Employees who resign or terminate under NOAC 312, Resignation In Lieu of Involuntary Action, or NOAC 356, Termination – Involuntary, may be eligible for discontinued service retirement. These employees may be eligible to transfer their FEHB coverage to OPM if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Code Table**.

- FEHB Coverage code **1** is system-generated after the FEHB document is processed and cannot be entered on a personnel action. Do not attempt to enter Code 1 even if the option is known at the time of the accession.
- Type **2** if the employee is excluded from coverage by FEHB law or regulations. Type **2** if the employee is eligible for non-Federal health insurance. Enter the appropriate non-Federal plan code by selecting ***File > New > Payroll Documents > Non-Federal Benefits > Health***.
- Type **3** or **5** only if the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than 3 days, and has canceled or waived coverage under prior Federal employment.
- Type **4** if the employee elects to enroll and in all other cases. If the FEHB document is processed during the same pay period as the accession personnel action, the output SF–50–B is displayed code **1** even though **4** was entered. FEHB deductions will begin during the pay period in which the SF–2809 or SF–2810 is processed and applied to the database.
- Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Conversely, must be blank for other separation actions.
- Enter the required remarks codes. See **Remarks Window Field Instructions**.

FEGLI Cov Amount

Numeric, 4 positions

Type the amount of basic insurance coverage for an employee who is covered under FEGLI. The amount recorded in this field does not include additional optional insurance coverage amount.

- The FEGLI coverage amount is required for employees who have not waived and:

  Are paid at different rates of pay during the year and the PPS cannot calculate the FEGLI amount

  Are paid on a piecework basis

  Are FWS employees paid at different rates
- Must be in multiples of $1,000 (e.g., $10,000 is entered as **0010**; $100,000 is entered as **0100,**, etc.).

- If the annual salary is less than $8,000, the amount is $10,000.

FEGLI Coverage

Alphanumeric, 1 position

Type the code that identifies if the employee is eligible for participation in FEGLI as authorized on the SF–2817, Life Insurance Election. If eligible, the code indicates whether:

- The employee waived coverage
- Is covered by basic life only

OR

- Has elected coverage under one of the optional insurance plans as well as the basic life. For a list of valid codes, see the **FEGLI Coverage Table**.

Enrollment in FEGLI is automatic unless:

- The employee is appointed to a position or is under a type of appointment or employment which is excluded from coverage by law or regulation
- The employee voluntarily waives coverage by completing an SF–2817
- The employee previously waived coverage under a prior Federal appointment, and such waiver is still in effect

  Note: A previous waiver of coverage is automatically canceled if the employee is reinstated following a break in service of at least 180 days.

- Must be completed and different than the code on the database for a FEGLI Change action.
- Type **A0** only if the employee (including reemployed annuitants) is ineligible for insurance coverage (no deductions for life insurance will be made).
- Type **A0** if the employee is eligible for non-Federal life insurance. Enter the appropriate plan code by selecting at the EPIC Navigation window, New Document menu ***Payroll Document > Non-Federal Benefits > Life Insurance***. At the menu bar, select ***Edit > Add New Document***.
- If both FEGLI and non-Federal life insurance are elected, enter the appropriate code in this field and enter the non-Federal life insurance data using the payroll document option. To enter the data, select at the EPIC Navigation window under New Documents ***Payroll Document > Non Federal Benefit > Insurance***. At the menu bar, select ***Edit >Add New Document***.
- Type **B0** only if the employee (including reemployed annuitants) elects to waive all insurance coverage or has previously waived all insurance coverage during prior employment and the waiver is still in effect.
- Type **C0** when the employee (including reemployed annuitants) has elected Basic coverage only.
- If the employee has not submitted the SF–2817 to the agency when the accession action is ready for processing, type **C0** on the accession personnel action, because the employee must be considered as being covered by basic

life insurance. Process a personnel action when the SF–2817 is received in the personnel office and the employee has either waived coverage or has indicated that he/she wants the optional insurance coverage as well as the regular coverage.

- Type **90** or **D0** through **Z5** if:

  The employee is not excluded from coverage by law or regulation

  Has not waived coverage

  Has elected to be covered by one of the optional insurance plans in addition to the basic coverage

- Do not complete for employees with alternating tours of duty who are in an intermittent status at the time of hire. These employees are not eligible for FEGLI coverage.

Coverage At Appointment

Alpha, 1 position

Type the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by CSRS or FERS. Valid values are:

Code	Definition
N	Never covered by CSRS or FERS
P	Previously covered by CSRS or FERS regardless of whether or not the employee withdrew previous contributed funds
R	Previously covered by CSRS and eligible for a refund

Retirement Plan

Alphanumeric, 1 position

Type the code for the civilian retirement system(s), to which deductions from an employee's pay are credited, based on civilian employment by the U.S. Government or the District of Columbia. For a list of valid codes, see the **Retirement Plan Table**.

- A split T&A may be required if the effective date of the personnel action is other than the first Sunday of the pay period.
- Must be **1**, **3**, **6**, **8**, or **9** when type appointment is 01 or 02.
- Agency code must be 10, 34, 51, 55, 58, or 67 for retirement plan **3**, **G**, **P**, or **W**.
- Must be **4** (none) when the employee is not eligible for coverage under any retirement system.
- SCD–Leave and SCD–Retirement must be completed for retirement plan **4**.
- Must be **5** only when the employee is to be covered by a retirement plan other than CSRS, FERS, FICA, or Foreign Service.
- Department code must be AQ or AR for retirement plan **7**, **D**, or **I**.

- Must be **7**, **D**, or **I** for agency codes AQ and AR.
- Must be **8** or **9** only for CVA judges who are eligible to convert, or have converted to the CVA Judges Retirement Plan.
- Agency code must be 74 for retirement plan **8** or **9**.
- Must be **C**, **E**, **G**, or **K** if type appointment is 01 or 02.
- Must be **M**, **P**, **R**, **T**, **W**, **Y**, or **Z** when type appointment is 01 or 02.
- Must be P or 6 when Agency is USAID and Special Employment Program Code is AM.
- Pay plan must be EX, ES, FE, or IE with retirement plan **R**, **T**, **W**, or **X**; SR with retirement plan **8** or **9**; DB with retirement plan **2**.
- Department code must be AC for retirement plan **Y** or **Z**.
- Must be **Z** only for CSRS employees who are eligible to convert, or have converted to, the DC Retirement Plan.
- The retirement plan cannot be changed to **Z** if the current retirement plan is not **1** (CSRS).
- Process a change in retirement plan code (NOAC 803) to change retirement plans; process an official correction action to correct the retirement coverage code.
- Must be **2** if the employee is eligible for non-Federal retirement coverage.
- For codes **6**, **E**, **M**, and **T**, enter a Multielement Update [payroll] Document to establish the 6C Retirement Date in the database. If not processed, the personnel action will remain in suspense for three processes of PINE or until the payroll document is processed.

SCD–Retirement

Numeric, 8 positions

Type the date which reflects all service creditable for retirement purposes.

- Must be blank for retirement plans other than CSRS or FERS (coverage codes 2, 4, 5, J, X).
- Must be completed for all retirement coverage codes except 2, 4, 5, J, N, and X.
- Must be completed if different than SCD–Leave.
- Cannot be later than effective date of action.
- System-generated for NOAC's 100, 101, 140, 141, and 170.

SCD Leave

Numeric, 8 positions

Type the date which reflects all service creditable for earning annual leave.

This date is used by the PPS to generate various external reports such as:

- The projected number of annual leave hours an employee has in excess of the maximum carryover to either use, lose, or have restored by the end of the leave year.
- Notification when the employee's leave category changes.

The PPS automatically adjusts the SCD Retirement and SCD Leave dates at the end of the leave year for:

- All excess nonpay status (exclusive of military furlough or compensable injury leave) which occurred during the calendar year provided the employee is on the rolls of the Department at that time. An SF−50−B, Notification of Personnel Action, is produced with Remarks Code B32, Changes SCD from (date) to reflect excess time in nonpay status during calendar year XX.
- All intermittent employees to record the days worked under the intermittent appointment during the calendar year. An SF−50−B is produced with Remarks Code B31, Changes SCD from (date) to reflect number of days worked under intermittent appointments.

The Payroll/Personnel System automatically adjusts this date for:

- Days of creditable intermittent service whenever an action is processed which changes an employee from intermittent to full-time or part-time. An SF−50−B is produced with Remarks Code G29 or G30 to document the most current period of intermittent service.
- Any excess nonpay status whenever a return to duty personnel action is processed.

If a personnel action is processed only to adjust this date, all related counters (e.g., intermittent time recorded on the database intermittent record (IRIS Program IR129) or nonpay status recorded on the database nonpay leave record (IRIS Program IR140) are zeroed out by the PPS. However, when a return to duty is processed, or a corrected T&A is processed to change or correct hours previously charged as leave without pay, the related counters are not adjusted or zeroed out by the PPS.

- Complete this field for official change actions only if the date must be corrected because:

  The agency has determined that the date originally furnished included prior noncreditable service.

  The agency has determined that the date originally furnished must be adjusted to include prior creditable service and/or nonpay status from a previous calendar year(s).
- Complete when the annual leave category is other than 0.
- Must be compatible with the annual leave category.
- Cannot be later than effective date of personnel action.
- Must be completed and different than SCD−Leave on database for a Change in SCD action.

- Enter the date of the accession action if the date is unknown.
- System generated for NOAC's 100, 101, 140, 141, and 170.

TSP Eligibility Code

Numeric, 1 position

Type the code that identifies whether or not a FERS, CSRS, Offset, or FSRS employee is eligible to participate in FERS TSP. For a list of valid codes, see the **TSP Eligibility Table**. For detailed information regarding TSP, refer to publications and bulletins published by the Federal Retirement Thrift Investment Board.

The TSP Eligibility Code is automatically changed to 9 when a TSP enrollment document is processed or when a FERS employee begins receiving the 1-percent Government basic contribution. Once Code 9 has been established, it cannot be changed. If an employee stops contributing, the employee's eligibility to again contribute is determined by the Change Status Code and Effective Date of Status Change fields in IRIS Program IR118.

The Effective Date of Status Change is generated and is the first day of the pay period in which the Form TSP–1 is processed to begin employee contributions. However, if the employee cancels the TSP contributions, the first day of the pay period in which the cancellation is processed will be generated as the Effective Date of Status Change.

Note: The Effective Date of Status Change will not change if the employee elects to change the percentage rate or dollar amount of the contribution.

SCD–TSP

Numeric, 8 positions

Type the beginning date of the vesting period for the 1 percent Government contribution to TSP.

- Complete for FERS
- and FSPS employees participating in TSP.
- Do not complete for CSRS Offset (Congressional) (FICA) retirement plan.
- Cannot be prior to January 1, 1984.
- Cannot be later than effective date of action.

Date Retired Military

Numeric, 8 positions

Type the date an employee retired from military service.

- Must be completed if annuitant indicator is 4, 5, or C through F.
- Must be completed if uniform service status is 4 or 5.

Frozen Service

Numeric, 4 positions

Type the total years and months of civilian and military service, creditable for calculation of the SCD for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by FERS and FICA (retirement coverage codes K, L, M, or N).

- First two positions must be **00** through **99**(number of years); last two positions must be **01** through **12** (number of months).
- Must be completed for veterans only.
- Retirement Plan code cannot be 4 or 5.

Creditable Military Service

Numeric, 4 positions

Type the total number of years and months of military service.

- The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12**(number of months).

Last Day In Pay Status

Numeric, 8 positions

Type the projected final date in pay status for a retiring or deceased employee.

- Complete for retirement and death actions. Conversely, must be blank for other actions.
- Enter the date the annual leave extends if the employee is on annual leave.
- Complete when sick leave expiration date is completed.
- If the employee is on annual leave and has sick leave available, confer with the employee to determine if annual leave will be continued to be used or if sick leave will be used.

Sick Leave Expiration Date

Numeric, 8 positions

Type the projected expiration date of sick leave for a retirement or death action for a part-time employee with an uncommon tour of duty. This date applies if the employee meets the criteria and the tour has not changed 180 days prior to retirement or death.

- Must be completed for death and retirement actions.
- Must be completed when last date in pay status is completed.

Agency Use

Alphanumeric, 12 positions max.

For accessions/official changes, complete in accordance with agency instructions. Check with agency for specific instructions. For separations, type the individual agency requirements for processing retirement cases as described below.

- **Position 1, Refund of retirement deductions received (SF–2801/SF–3107)**. Valid values are **Y** (yes), **N** (no), and **U** (unknown). Type the applicable code to indicate if the employee previously received a retirement refund.
- **Position 2, Military retired pay recipient (SF–2801/SF–3107)**. Valid values are **Y** (yes), **N** (no), and **U** (unknown). Type the applicable code to

indicate if the employee is receiving retirement payments based on military service.

- **Position 3, Military waiver received (SF–2801/SF–3107)**. Valid values are **Y** (yes), **N** (no), and **U** (unknown). Type the applicable code to indicate a military waiver was received declining military pay. If the employee is not a retired military recipient, type **N**.
- **Position 4, Survivor election (SF–2801/SF–3107)**.Valid values are **Y** (yes) and **N** (no). Type the applicable code to indicate if the employee elected the survivor option.
- **Position 5, Post–1956 military deposit paid (SF–2801/SF–3107), Survivor election (SF–2801/SF–3107)**. Valid values are **Y** (yes/not applicable) and **N** (no). Type the applicable code to indicate if the employee paid Post–1956 military deposit. Type **Y** if the employee does not have military service.
- **Position 6, Part-time after April 7, 1986 (SF–2801–1/SF–3107–1)**. Valid values are **Y** (yes) and **N** (no). Type the applicable code to indicate if the employee has any part-time service after April 7, 1986.
- **Position 7, Administrative Fee**. Valid values are **Y** (yes) and **N** (no). Type the applicable code to indicate if the agency has to pay OPM a 9-percent or 15-percent administrative fee.
- **Position 8, Life insurance reduction (SF–2818)**. Valid values are **0** (no life insurance), **1** (75 percent reduction), **2** (50 percent reduction), and **3** (no reduction). Type the applicable code to indicate if the employee is selecting a reduction in life insurance.
- **Position 9, FERS disability applicant–applied for SSA benefits**. Valid values are **Y** (yes) and **N** (no). Type the applicable code to indicate if a FERS employee applying for disability retirement has also applied for social security benefits.

Note: If the NOAC applies to one of the codes listed above and data is not entered in this field, the pay plan must be FE, FO, or FP. NOAC 312 has been removed from PINE Edit 478. If you are processing a 312 for discontinued service retirement, you must complete these data elements in the Agency Use field. If you are processing a 312 for Resignation-ILIA, this block must remain blank.

Bonus Pop-up Field Instructions

The Bonus pop-up (**Figure 2:4**) is used to enter bonus and incentive amounts and percentages. For instructions on the entry process, see **Entering A Personnel Action**.

Relocation Bonus

Numeric, 8 positions max.

Type the amount of the relocation bonus.

Recruitment Bonus

Numeric, 8 positions max.

Type the amount of the recruitment bonus.

Supervisory Percent

Numeric, 2 positions

Type the percentage rate for the supervisory allowance.

Retention Percent

Numeric, 2 positions

Type the percentage rate for the retention allowance.

Employee Data Pop-up Field Instructions

The Employee Data pop-up (**Figure 2:5**) includes data elements that relate to the employee (e.g., gender, date of birth, race and national origin, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

Gender

Alpha, 1 position

Type the employee's sex identity. Valid values are **F** (female) and **M** (male).

RNO Code

Alpha, 1 position

Type the employee's race and national origin. For valid codes, see the **RNO Code Table**.

- Duty station cannot be Puerto Rico for RNO codes **A**, **C**,or **E**.
- Duty station must be Puerto Rico for RNO code **D** or **Y**.
- Duty station cannot be Puerto Rico or Hawaii for RNO code **B**.
- Duty station must be Hawaii for RNO codes **F**, **G**, **H**, **J**, **K**, **L**, **M**, **N**, **P**, or **Q**.
- RNO code **0** (zero) is valid for: citizenship code O; special employee code 45 or 46; duty station Panama.

Date Of Birth

Numeric, 8 positions

Type the employee's date of birth.

- The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.

Handicap Code

Numeric, 2 positions

Type the code that identifies physical or mental disabilities, or history of such disabilities. For a list of valid codes, see the **Handicap Code Table**.

- Must be **05** through **94** for authority codes WTM, YKM, or WUM.

Veterans Preference RIF

Numeric, 1 position

Type the code that identifies employees who are entitled to veterans preference for RIF purposes. For a list of valid codes, see the **Veterans Preference RIF Table**.

- Veterans preference must be 6 if veterans preference RIF is **1**.
- Veterans preference must be 2 through 5 if veterans preference RIF is **2**.
- Veterans preference must be 1 or 7 if veterans preference RIF is **3**.
- Veterans preference cannot be 1, 5, or 7 if veterans preference RIF is **4**.
- Veterans preference cannot be 1 if veterans preference RIF is **5**.

Veterans Status

Alpha, 1 position

Type the code that identifies veterans who served during the Vietnam Era (August 6, 1964 through May 7, 1975). For a list of valid codes, see the **Veterans Status Table**.

- Veterans preference must be 2, 3, 4, or 6 for veterans status code **V**.

Veterans Preference

Numeric, 1 position

Type the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably. For a list of valid codes, see the **Veterans Preference Table**.

- Must be completed for a change in veterans preference action.
- Must be **6** for special employment programs code 60.
- Must be **2**, **3**, **4**, or **6** for Veterans Status V.
- Complete the Agency Use field as follows for NOAC's 300 through 304, 312, 350, 356, and 976.

If military retired pay recipient is:	The military retired waiver is:
Y	**Y, N, U**
N	**N**
U	**U**

- If the NOAC applies to one of the codes listed above and data is not entered in the Agency Use field, the pay plan must be FE, FO, or FP.

Uniform Service Status

Numeric, 1 position

Type the employee's current military status. For a list of valid codes, see the **Uniform Service Status Table**.

- A date must be entered in the Date Retired Military field when uniform service status is **4** or **5**.

Citizenship

Numeric, 1 position

Type the code that identifies whether the employee is a U.S. Citizen. Valid values are **1** (citizen by birth or naturalization) or **8** (other).

Annuitant Indicator

Alphanumeric, 1 position

Type the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service. For a list of valid codes, see the **Annuitant Indicator Table**.

- A date must be entered in the Date Retired Military field when the annuitant indicator is **4**, **5**, or **C** through **F**.
- Must be **1**, **4**, **5**, or **A** through **F** if salary share code is 3, 4, or 5.
- Must be **1**, **4**, **5**, or **A** through **F** if retirement plan is 4 or the work schedule is I.
- Salary share amount must be completed for annuitant codes **1**, **4**, **5**, **A**, **C**, **E**, **G**, **H**, or **J**.

Education Level

Numeric, 2 positions

Type the code that identifies the highest level of the employee's educational attainment based on years of formal schooling and/or academic degrees or certificates conferred. For a list of valid codes, see the **Education Level Table**. To enter the school code for the degree or certificate, select at the New Documents menu of the EPIC Navigation window ***Payroll Document > Education/Certification > Education***. At the menu bar, select ***Edit > Add New Document***. TMGT Table 032, School Identification, lists the instructional program codes.

- Complete Year Degree Attained field when education level is **06**, **10**, or **13** and above.
- Complete the Instructional Program field when the education level is **06**, **10**, or **13** and above.

Year Degree Attained

Numeric, 4 positions

Type the calendar year during which the employee received the academic degree or certificate for the education level.

- Must be 17 years later than date of birth.
- Complete when the educational level is **06**, **10**, or **13** and above.

Instructional Program

Numeric, 6 positions

Type the employee's official education record which includes the major field of study beyond high school. Refer to OPM instructions for valid codes.

- Complete when education level is `06`, `10`, or `13` and above.
- To enter the school code for the primary and secondary education records select at the EPIC Navigation window, New Document menu ***Payroll Document*** > ***Education/Certification*** > ***Education***.

Miscellaneous Pop-up Field Instructions

The Miscellaneous pop-up (**Figure 2:7**) displays miscellaneous data elements (e.g., tenure, special employee code, SCD leave, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

Tenure

Numeric, 1 position

Type the retention group (for RIF purposes) in which the employee is placed, based on the type of appointment. For a list of valid codes, see the **Tenure Table**.

- Cannot be `0` for an excepted appointment or a conversion to a permanent appointment.
- Must be `0` for pay plan ES.
- Career tenure date must be blank for tenure `0`.
- Type appointment must be 04 or 09 for tenure `0`.
- Authority code ZNM requires the tenure to be `0` with type appointment 08.
- Must be `0` or `3` if authority code is WXM, W5M, or W7M or begins with M or N (except NUM).
- Must be `1` for pay plans VM, VN, and VP.
- Must be `1` for NOAC 502/JMM.
- Type appointment must be 01 or 06 for tenure `1`.
- Probationary period and career tenure start dates must be blank for tenure `1`.
- Must be `1` or `3` if authority code begins with K (except KLM).
- Must be `2` if authority code is J8M, YAM, Y1M, Y2M, Y3M, or Y4M.
- Career tenure date must be present for tenure `2`.
- Type appointment must be 01, 02, 06, or 07 for tenure `2`.
- Type appointment must be 03, 08, 09 for tenure `3`.
- Type appointment 08 with tenure `3` requires the career tenure to be blank.

SCD–RIF

Numeric, 8 positions

Type the SCD for RIF purposes.

- Cannot be later than effective date of action.
- Complete if the type appointment is changing from temporary to permanent.
- Complete if the tenure is changing to **3** and the type appointment is changing to **9**.
- Must be at least 16 years but not more than 90 years from the date of birth.
- Must be blank for type appointment codes 04 and 09.
- Do not complete if same as SCD−Leave; the system will generate the date from the SCD−Leave field. Conversely, complete the SCD−RIF if different than SCD−Leave.

Sup/Managerial Probationary Period Required

Numeric, 1 position

Type the code that indicates whether a supervisory/managerial probationary period is required, served, or waived. For a list of valid codes, see the **Supervisory/Managerial Probationary Period Required Table**.

Sup/Managerial Start Date

Numeric, 8 positions

Type the starting date for the supervisory/managerial probationary period, or for an SES probationary period.

- If previous service is unknown, enter the effective date of the action. An additional probationary period may not be required if previous service is creditable. A manual record should be recorded in these cases.
- Must not be later than the effective date of the personnel action.
- Supervisory code must be **1** or **3** if this field contains a date.

Probationary Period Start Date

Numeric, 8 positions

Type the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service.

When this date is initially furnished, the PPS begins maintaining two records, creditable service and nonpay status, as shown on the T&A and as recorded on personnel actions. Creditable service is recorded on the employee's database intermittent record (IRIS Program IR129) and nonpay status is recorded on the employee's nonpay leave record (IRIS Program IR140).

If a personnel action changes or corrects the date previously furnished, the creditable service is disregarded, and beginning with the processing pay period in which the personnel action was processed, a new record of creditable service is started. However, the nonpay status record maintained since the date was originally furnished remains unchanged.

The PPS credits full calendar time for periods of full-time and part-time service, and 7 days calendar time for every 5 days of intermittent service. Creditable service is reduced for each workday in nonpay status (other than for military furlough or compensable injury) which exceeds 22 workdays (e.g., up to 22 days of nonpay is considered creditable service since it is forgiven).

Report Number AECO36T2, Notification of Expiration of Probationary or Trial Period, is produced each pay period and distributed to agency personnel offices to identify those employees approaching expiration of probationary or trial periods. This report is produced four months prior to the expiration date.

Employees who have previous service which is creditable toward this date may not be required to serve the complete probationary period. Agency personnel offices must maintain manual records for these employees.

- Complete when tenure is `2` and type appointment is `01`.
- Complete for type appointments `01`, `02`, `03`, and `06` through `09`.
- Complete when the type appointment `01` or `06` and the tenure is `2`.
- Must be blank for tenure `0` or `1`.
- Must be blank for tenure `3` with type appointment `08`.
- Do not process a personnel action to remove the date.
- Enter the effective date of the accession if previous service is unknown.
- Cannot be later than effective date of action.
- The PPS generates the effective date of the action as the probationary period start date if a date is not entered for the following NOAC's.

Code	Description
100	Career Appointment
101	Career Conditional Appointment
140	Reinstatement–Career Appointment
141	Reinstatement–Career Conditional Appointment
170	Excepted Appointment

- If this date is **prior** to the effective date of the accession, adjust the date to include any previous service which is creditable toward the probationary or trial waiting period. Do not adjust this date to include prior periods of nonpay status; this data must be entered as an SF−1150, Record of Leave Data Transferred, payroll document. To enter the SF−1150, select at the EPIC Navigation window, New Document menu ***Payroll Document > Leave Data Transferred***. At the menu bar, select ***Edit > Add New Document***.

Career Tenure Start Date

Numeric, 8 positions

Type the beginning date for counting service toward career or permanent tenure.

When initially entered, the PPS begins maintaining two records; creditable service and nonpay status as shown on the time and attendance report and as recorded on personnel actions. If a date is not entered on the accession action, the PPS will not establish any record of creditable service and/or nonpay status.

- Cannot be more than three years from the effective date of the accession action.
- Enter effective date of accession action if previous service is unknown.
- Cannot be later than the effective date of the personnel action.
- Do not complete for career appointment/conversion actions.
- Do not complete if service is not creditable (e.g., Schedule B student and VRA appointments). The PPS automatically removes this date once a minimum of three years of creditable service has been completed.
- For Taper and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under P. L. 90−105.
- When adjusting the date, include previous service that is creditable toward the career tenure waiting period. Do not include prior periods of nonpay status; this data is entered on the leave data transferred payroll document.
- Must be blank for tenure `0` and `2`.
- Must be blank for type appointment `08` with tenure `3`.
- Complete when the tenure is `2` and the type appointment is `02`.

Date Entered Present Grade

Numeric, 8 positions

Type the date when the employee was most recently assigned to the current grade.

- Must be completed when grade changes.
- Cannot be later than the effective date of the personnel action.
- Must be completed for grade retention actions.

Losing/Gaining Department

Alphanumeric, 2 positions

Type the Federal department or place of employment for an employee moving into or out of a Federal department. See TMGT Table 014 for a list of department codes. For a list of valid codes, see the **Losing/Gaining Department Table**.

- Complete for a transfer in accession or transfer out separation NOAC.
- If the transfer is for departments serviced by NFC, enter the losing department code on the accession action and the gaining department code on the separation action.

Special Employment Program

Alphanumeric, 2 positions

Type the code that identifies employees in special employment programs. For a list of valid codes, see the **Special Employment Program Table**.

- Special Employment Programs codes **42** through **46** are for USDA only.
- Veterans preference must be 6 for special employment programs code **60**.
- Pay plan must be EX or SR for special employment programs code **91**.
- Grade must be 05 through 09 for special employee codes **IP** and **HT**.
- Grade must be 05 through 15 for special employee code **PP**.
- Must be **PZ** for agency code JA.
- Special Employment Programs Code **EH** is for Department of Labor only.
- Below is a table of the special employment programs code with the appropriate work schedule and type appointment code.

Special Employment Program	Work Schedule	Type of Appointment	Employee Type
00, G1, G2	F, G	06, 07	A
G7	F, G	08	
00, 12, 59, 69, 97, G4, G5	F, G	08, 09	B
G6	F, G	08, 09	
00, G1, G2, G6	P, Q, S, T	06, 07	C
00, G3	I, J		D
67 or 77	F, G, I, J, P, Q, S, T		F or G
00	F, G, P, Q, S, T	09	H
67 or 77			I , L
GR	F, G	08	R
GS	F, G	08	S
00	F, G, I, J, P, Q, S, T	09	V

Note: Employee type applies to agencies 85 (CSCE) and 97 (GAO) only.

Special Employee

Numeric, 2 positions

Type the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of the PPS. Data in this block also assists agency personnel offices in the preparation of certain output listings and reports. For a list of valid codes, see the **Special Employee Table**.

- A split T&A may be required if the action is effective other than the first Sunday of the pay period.
- Special employee codes **01**, **02**, **03**, and **08** are invalid for Senior Executive Service.
- The following applies to special employee code **04**:

  Agency code must be 07

  Pay plan must be AD

  Grade and step must be 00

  Pay basis must be PD or WC (PD salary must be in TMGT Table 055)

  Pay rate determinant code must be **0**

  Remarks code 273 must be shown for pay plan WC
- The following applies to special employee code **05**:

  Agency code must be FA

  Pay plan must be AD

  Occupational series must be 0301

  Pay basis must be PH

  Agency code must be 07

  Pay plan must be AD

  Occupational series must be 0301

  Grade and step must be 00

  Pay basis must be PD or WC (PD salary must be in TMGT Table 055)

  Remark code 273 must be shown for WC pay plan
- Agency code must be 74, retirement plan must be 8 or 9 for special employee code **05**.
- Pay plan must be AD, EH, EI, EX, FE, FO, GS (grade 16 – 18), or SR for special employee code **05**.
- Pay plan must be EC, ED, EE, EF, EG, EH, or EI for special employee code **07**.

- Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to agency 11 only.
- For agency 57, the supervisory code must be 2 for special employee codes **12**, **16**, **18**, and **19**.
- Special employee code **13** applies to Agency 03 only.
- Occupational series code must be 1811 or 1812 for special employee code **26**.
- Pay plan must be ES for special employee code **26**.
- Cannot change special employee code **26** to special employee code **01**, **02**, **03**, or **08**.
- Occupational series code must be 1811 or 1812 for special employee code **26**.
- The FLSA code in PMSO must be E or N for special employee code **26**.
- The pay plan cannot be ES for special employee code **26**.
- Special employee code **30** applies to agencies 03, 10, 34, and 37 only.
- Special employee code **31** applies to agency 02 only.
- Special employee code **33** applies to agency 34 and 37 only.
- To record the mileage in the pay period that the travel is performed, the timekeeper must code the T&A with Transaction Code (TC) 17 Prefix 50 (Travel Reimbursement).
- Special employee code **45** requires a YCC enrollee NOAC and agency code 11 (Forest Service).
- Accession NOAC for special employee code **45** is 911.
- Accession NOAC for special employee code **46** is 906.
- Cannot process a conversion action for special employee codes **45** and **46**.
- The following apply to special employee codes **45** and **46**:

  Agency code must be 11

  Pay plan must be AD

  Grade and step must be 00

  Occupational series must be 0000

  FEGLI code must be A

  FEHB code must be 2

  FLSA code must be E
- Special employee code **60** applies to agency 83, occupational series codes 0510 and 0511.

- Special employee code **81** applies to agencies 02 and 11 only.

Type Appointment

Numeric, 2 positions

Type the type appointment code for which the employee has accepted the position. This code is used in reporting employment statistics to the Office of Management and Budget (OMB) and OPM, particularly for the SF–113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**.

- A split T&A may be required if the effective date of the action is other than the first Sunday of the pay period.
- Must be **01** for career actions.
- Must be **01** or **06** for tenure 1.
- Must be **01**, **02**, **06**, or **07** for tenure 2.
- Probationary period start date must be completed for type appointment **01**, **02**, **03**, and **06** through **09**.
- Must be **02** for career-conditional actions.
- Must be **03**, **08**, **09** for tenure 3.
- Must be **04** or **09** for tenure 0.
- Type appointment **08** with tenure 3 requires the career tenure to be blank.
- Must be **09** for Smithsonian Institution intermittent employees.
- Complete the SCD RIF if the tenure is changing to 3 and the type appointment is changing to **09**.
- If change is from temporary to permanent type appointment, complete the SCD RIF.

Annual Leave

A type of leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.

Category

Numeric, 7 positions

Type the employee's annual leave earning status. For a list of valid codes, see the **Annual Leave Category Table**.

- Must be completed for full-time and part-time employees who are eligible to earn annual leave.
- Must be compatible with the service computation date for leave.
- SCD for leave must be completed when annual leave category is other than 0.
- Must be completed when SCD for leave is changed, as applicable.

45 Day

Alpha, 1 position

Type the code that identifies employees who are stationed at an overseas foreign post of duty that are entitled to carry over from one leave year to another for a maximum of 45 days annual leave accumulation.

- Applicable when an employee is in a foreign duty station.
- Must be **Y** for foreign duty stations.
- Adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.

Earning Status

Alpha, 1 position

The code that identifies if an employee is entitled to leave accruals for the first pay period of leave eligibility or for the last pay period of employment. Valid values are **N** (not entitled to earn leave) and **Y** (entitled to earn leave).

- Must be completed on accession and separation actions for alternating tour of duty and part-time employees.
- Must be blank if Annual Leave Category is **0**.

Previous/Correction

The following fields are used to correct/update documents when processing history correction packages.

Agency

Alphanumeric, 2 positions

Type the previous agency code in this field.

NOA

Numeric, 3 positions

Type the previous nature of action code.

1A Cd

Alphanumeric, 3 positions

Type the first authority code for the previous NOA.

2A Cd

Alphanumeric, 3 positions

Type the second authority code for the previous NOA.

Date

Numeric, 8 positions

Type the effective date of the previous NOA.

Correct SSN

Numeric, 9 positions

If correcting the SSN, type the correct SSN in this field.

Name Correction

Check this box if correcting the name.

Clear Error Codes

Conditional, Alpha, 1 position each

For instructions on Clear Error Codes, see **Requesting EPIC Reports And Correcting Data**.

Personnel Action Window Key Data Field Instructions

The Personnel Action window (**Figure 2:2**) is displayed after you select the NOAC at the List Of Personnel Actions window. This window includes key data that identifies the employee (SSN, name, etc.) and the action (NOAC, authentication date, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

Dept/Agcy

Alphanumeric, 4 positions

Type the department and agency codes.

POI (Personnel Office Identifier

Numeric, 4 positions

Type the assigned code that identifies an agency personnel office. The POI identifies the personnel office to which the employee is assigned.

- Must be completed for change in POI.

SSN

Numeric, 9 positions

Type the employee's social security number.

Pay Period

Numeric, 2 positions

Type the number of the pay period in which the personnel action is entered.

Eff Date

Numeric, 8 positions

Type the effective date of the personnel action.

Note: When more than one personnel action is processed during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order.

- May require a split T&A if the effective date is not the first day of the pay period:

  The employee's rate of pay is changing.

The employee is being moved either within an agency or between agencies in a department, except where it is an inter-agency move which does not change the employee's grade or salary, T&A contact point, organizational structure code, position number, or duty station.

The employee is being terminated and rehired within the same pay period.

The employee's type of retirement coverage is being changed from FICA to Civil Service Retirement, or vice versa.

The employee's work schedule is being changed and the change will affect the employee's leave accrual.

The employee's service year beginning date is being changed and employment is subject to an hourly, daily, and/or monetary limitation.

Any change not listed in the above situations that would impact the employee's leave accrual.

- Required for all personnel actions.
- Should be the first day of the effective pay period for certain actions.
- Must be the same or later than the last action.
- Must be equal to or earlier than the effective date of the processing pay period when the retirement code is changed.
- Must be earlier or equal to SCD−Retirement, RIF, WGI.

Auth Date

Numeric, 8 positions

Type the authentication date for the personnel action. If two actions with identical effective dates are entered in the same pay period, the system sorts based on the authentication date.

- Must be earlier than effective date.
- For the Federal pay increase, type the date the Executive Order the Federal pay increase was signed.

Date NTE

Numeric, 8 positions

Type the not-to-exceed (NTE) date for an appointment, nonpay status, extension or other action for which the action will expire unless extended, renewed, or removed.

For payroll and timekeeping purposes, this date is considered to be effective at the close of business on the date entered in this field.

- Must be completed for temporary-type actions (temporary promotion, temporary appointments, extensions, LWOP, etc.). Conversely do not complete this field for permanent-type action (permanent promotion, career appointment, etc.)
- Must be completed for type of appointment codes:

Code	Definition
03	Competitive–taper
04	Competitive–temporary
08	Excepted–indefinite
09	Excepted–temporary

- Must be 10 or more days later than the effective date of the action.
- Must be one year later than the effective date for competitive–indefinite (03) term appointments/conversions.
- Must be completed only for those NOAC's that require a NTE date.
- Must be completed for a promotion when the pay plan is PA or PE and the grade is 00.
- Must be more than 1 year and less than 5 years from the effective date of a senior foreign service non-career appointment–NTE.
- Must be completed for Special Employee Code 81 (temporary employee–FS pilot units).

1st NOA

Numeric, 3 positions

The first NOAC is system generated from the personnel action selected at the List Of Personnel Actions window.

1A Auth Code

Alphanumeric, 3 positions

Type the first authority code for the first NOAC.

- For the Federal pay increase, type **QWM**.
- Enter the authority code for all official actions, as applicable.
- Enter one or both authority codes based on the NOAC.

1B Auth Code

Alphanumeric, 3 positions

Type the second authority for the first NOAC.

- For Federal pay increase, type **ZLM**.
- The occupational series code must be **0099**, if the authority code is **YAM** or **Y1M**.
- The occupational series code must be **3506**, if the authority code is **WVM** or **ZVM**.
- The occupational series code must be **3506**, if the authority code is **WVM** or **ZVM**.
- Appointing authority must be valid.
- The pay plan must be compatible with the appointing authority.

Legal Auth [1A]

Alphanumeric, 20 positions max.

Type the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action.

- For Federal pay increase, type the regulation (e.g., Reg.531.205) and the Executive Order Number (EON). **Note:** Agencies with special authorities must use the agency-cited authority. For SES employees, Levels ES–1 through ES–5, the authority code is ZLM and the EON; Pay Plans SL and ST, the authority is ZLM, Reg. 534.504 and the EON.

2nd NOA

Numeric, 3 positions

The data in this field is system generated from the original personnel action that is corrected or cancelled.

2A Auth Code

Alphanumeric, 3 positions

The data in this field is system generated from the original personnel action that is corrected or cancelled.

2B Auth Code

Alphanumeric, 3 positions

The data in this field is system generated from the original personnel action that is being corrected or cancelled.

Legal Auth [1B]

Alphanumeric, 20 positions max.

Type the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action.

Name Last, First, Middle

Alphanumeric, last 17 positions max., first 12 positions max., middle 12 positions max.

Type the name by which an employee is known or designated on all official transactions.

A total of 25 characters are actually printed on the salary payment. If the name exceeds 25 characters, the first name will be reduced and printed as an initial.

When the SF–50-B is printed, the entire name is limited to 35 characters; the name will be adjusted as described above.

Once the employee is established in the database, the name will be generated on all actions entered. If the name is not generated, either the Employee Name database is unavailable, the incorrect social security number was entered, or the employee is not established in the Payroll/Personnel database. Always verify the generated name agrees with the social security number that is entered.

- Complete for accession actions and name change/correction actions.
- Last name must contain at least two alpha characters; first and middle names at least one alpha character each.
- Enter items such as Jr, Sr, III, etc. one space after the last name. If more than one space, the additional item will not print on the SF–50–B.

- If the employee has a two-part last name (e.g., Smith Martin), use a space to separate the two parts.
- If the employee has two or more first names or initials (e.g., John Paul or J P) and each is to be shown, use a space to separate the two names.
- If the employee has two or more middle names or initials (e.g., Ann Marie or A M) and each is to be shown, use a space to separate the two names or initials. Leave the middle name blank if the employee has no middle name or initial.
- Do not use any type of punctuation (e.g., hyphen, period, etc.) in any part of the name.
- A space counts as one character. For long names, ask the employee to decide on an abbreviation.
- Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name.
- To **change the name**, at the EPIC Navigation window, New Documents menu, select ***Personnel Action > Change > 780 Name Change***. At the menu bar, select ***Edit > Add New Document***.

Print SF50

Optional

This field is used to print SF–50's when working with history correction packages.

Status Code

Alpha, 1 position

Type the code that indicates the disposition of a document. Certain status codes are entered by the user; others are system generated. The status code also appears on the List EPIC Document window and on each payroll document window. The valid status codes for a personnel action are **H** (hold); **I** (incomplete); **R** (release); **S** (severance); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**.

Note: The transactions in hold, waiting remarks, or incomplete status are accessible in EPIC for modification and release. Applied actions can only be viewed.

Position Data Pop-up Field Instructions

The Position Data pop-up (**Figure 2:6**) includes data elements that relate to the position (e.g., master record number, individual position number, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

Position Classification Code

Numeric, 1 position

Type the code that defines the disposition of the individual position in PMSO. For a list of valid codes, see the **Position Classification Code Table**.

The entry of the position classification code sets the status of the position in PMSO after the employee is removed from the position. All other changes to the individual position must be performed in PMSO or a FESI.

- When an employee is reassigned (1) from one agency to another or (2) to another personnel office within the same agency, the losing office should advise the gaining office of the action to be taken with the employee's former position (i.e., abolish, inactivate, etc.)
- If a cancellation of a previous position change is processed, a vacant and active individual position number must exist in PMSO. It may be necessary to establish a temporary individual position if the employee's former position is no longer vacant or was abolished.
- If a temporary position is established to process a cancellation, enter the position classification code as follows:

  On the cancellation, type `0` to leave that position vacant and active.

  On the restored action, type `1` to abolish the temporary position.
- Must be `0`, `1`, or `2` (inactivate former position) if the position is being vacated.

Position Occupied

Numeric, 1 position

Type the code that indicates if the position is in the competitive service, excepted service, or senior executive service. For valid values, see the **Position Occupied Table**.

- Codes `1` and `2` are system generated for all accession personnel actions based on the NOAC.
- Must be `3` or `4` for SES employees.
- Verify the type appointment and tenure codes are compatible with the position occupied code when changing this code.

PMSO Key

The PMSO key consists of the department, agency, POI, position classification code, grade, master record number, and individual position number for a position.

- All data elements in the PMSO key must be identical to the PMSO key data elements in PMSO except for the position classification code, which is entered on the personnel action only.

(Dept) Department

Alpha, 2 positions

Type the unique identification of the Department to which the employee is assigned.

Agency

Alphanumeric, 2 positions

Type the agency to which the employee is assigned. The agency code may be different than the OPM assigned agency code. If different, the OPM assigned code is reported in CPDF and printed on the SD−50B; the NFC assigned code is shown on all other output.

- A split T&A may be required if the effective date of the change action is other than the first Sunday of the pay period.
- Must match first level of organizational structure code.

POI *(Personnel Office Identifier)*

Numeric, 4 positions

Type the assigned code that identifies an agency personnel office. The POI identifies the personnel office to which the posiiton is assigned.

Grade

Numeric, 2 positions

Type the grade of the position.

Master Record Number

Alphanumeric, 6 positions max.

Type the master record number for the position the employee is occupying.

Individual Position Number

Alphanumeric, 8 positions max.

Type the individual position number for the position the employee is occupying.

- The detail individual position number must be different than the incumbent position individual number in PMSO.
- The position must be active and vacant in PMSO when an employee is being placed in the position.

History Position Data

Occ Series

Required, numeric, 4 positions

Type in the applicable occupational series code. For a list of valid values, see TMGT Table 018, Occupational Series Alpha Description.

Occ Ser Func

Required, numeric, 2 positions

Type in the applicable function code if the occupational series code requires a occupational function code.

Official Title PF/CD/SF (Prefix/Code/Suffix)

Required, alphanumeric, 8 positions: PF=2, CD=4, SF=2

Type the prefix, position code, and suffix code for the official title.

Supv Cd

Required, numeric, 1 position

Type in the applicable supervisory code. Valid values are:

Code	Definition
2	Supervisor or manager
4	Supervisory (CSRA)
5	Management Official (CSRA)
6	Leader under work leader grade evaluation guide
8	All other positions

Prof Category

Optional, alphanumeric, 1 position

Type the applicable professional category code. Valid values are:

Code	Definition
1	SES or equivalent
2	Professional – audit related
3	Professional – other
4	Clerical support staff
5	Wage
6	Expert/consultant

MR–Agy–Use

Optional, alphanumeric, 10 positions

This is a multipurpose field which agencies may enter agency specific data.

Official Title

Required

Type the official title in this position.

FLSA CD

Required, alphanumeric, 1 position

This field indicates if the position is exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act. Valid values are **`E-Exempt`**, position is exempt from the minimum wage and overtime provisions of FLSA; or **`N-Nonexempt`**, position is subject to the minimum wage and overtime provision of FLSA.

Pay Tbl

Optional, alphanumeric, 6 positions

Type the code assigned by OPM.

Note: The Pay Table code is required for position whose official title suffix is **B** (data-transcriber), **C** (official automation, **E** (stenographer/office automation), **T** (typing), or **Y** stenography, and the duty station state is **11** District of Columbia).

Pos Sens

Required, alphanumeric, 2 positions

Type the code that indicates whether or not the position is sensitive and the extent of the sensitivity.

Valid values are:

1st Position Code	Definition	2nd Position Code	Definition
1	Nonsensitive/low risk	C	Computer – ADP
2	Noncritical sensitive	N	Noncomputer – ADP
3	Critical sensitive		
4	Special sensitive		
5	Moderate risk		
6	High risk		

PATCO Cd

Optional, alphanumeric, 1 position

The professional category code is system generated to this field. Valid values are: **P** Professional, **A**. Administrative, **T** Technical, **C** Clerical, **O** Other, **B** Blue Collar, amd **M** Mixed Collar.

Comp Lev

Required, alphanumeric, 4 positions max

Type the code that identifies positions so alike as to be interchangeable during a reduction-in-force.

Work Title Code

Optional, numeric, 4 positions

Type the 4-digit code working title code and the system will generate the description of the working title.

Work Title

Optional, alphanumeric, 38 positions

Type the working title of the position in this field if working title code is not listed in TMGT Table 076, Working Position Title.

Accounting Station Code

Required, numeric, 4 positions

Type the agency-assigned accounting station code in this field.

Org Structure Code

Required, numeric, 18 positions max.

Type the organizational structure code that identifies the location of an employee's position by each level of organizational structure.

Duty Station Code (state, city, county)

Required, alphanumeric 9 positions: state=2, city=4, county=3

Type in the state, city and country codes in which the position is located. See the OPM Web site or Table Management Table 016, Geographical Location Codes with Names, for valid location codes.

IP–Agy–Use

Optional, alphanumeric 12 positions max

This is a multipurpose field into which agencies may enter agency specific data.

Bargaining Unit Status

Required, numeric, 4 positions

Type the bargaining unit status code applicable for the position. Valid values are:

Code	Definition
7777	Person is eligible but not in a bargaining unit status.
8888	Person is ineligible for inclusion in a bargaining unit.
Last 4 digits of OLMR number	Position is represented by a bargaining unit. The Office of Labor Management Relations (OLMR) number is established by OPM and contained in the Union Representation in the Federal Government publication.

COPR ST

Optional, alpha, 1 position

Click to select this field if the employee is eligible to be covered and paid by the provisions of the Customs Officer Pay Reform Act.

LEO Indicator

Optional, alpha, 1 position

Type in the applicable law enforcement officer (LEO) indicator to indicate that the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA).

Note: This field must be completed on all law enforcement positions to ensure correct pay entitlement.

Position Status Budget

Required, alphanumeric, 1 position

Type in the code that indicates whether the position is permanent.

Remarks Window Field Instructions

The Remarks window (**Figure 2:11**) is used to enter, update, view, and delete remarks data after a personnel action has been entered and saved. For instructions on the entry process, see **Entering A Personnel Action**.

1st NOA

No entry

The nature of action code is system generated from the Personnel Action window.

2nd NOA

No entry

The nature of action code is system generated from the Personnel Action window.

Remark Code

No entry

The required remarks codes are system generated based on the NOAC; agency-entered optional remarks codes are system generated from the remark code entered in the Detail area.

Note: Remark code 499+ can only be used once per document.

Status Code

No entry

The status codes are system generated to indicate if the remark description is complete or requires a literal fill-in.

- If the status code is **W** (waiting remarks literal fill-in description), click the code to display the remark code and description in the Detail area of the window. Then go to the detail area and add the fill-in text in the Remark Description field. Repeat this process for each code with Status Code **W**.
- If the status code is **R** (remark is ready for release), no action is needed.

Detail

This area is used to add, update, or delete remarks data.

Remark Code

Conditional, alphanumeric, 3 positions

Complete this field as described below:

- To **add or update** a required remark, select a code from the code list in the above area. The code appears in this field and the description is generated in the Remark Description field below. **Exception:** Remark Code 499 is free form and does not generate a description. Go to the Remark Description field to add/update the description.
- To **add** an optional remark code, click in this field and type the code. (If the field is not blank, select ***Edit > Clear*** at the menu bar to clear the field before typing the code.) After typing the code, select ***Edit > Add***. The message *Remark successfully added* is generated. If applicable, go to the Remark Description field to add the remark description or fill-in text.
- To **delete** a remark code, select a code from the code list in the above area. The code appears in this field and the description is generated in the Remark Description field. Click ***Edit > Delete***. The message *Remark successfully deleted* is displayed. Required remark codes cannot be deleted.

Remark Description

Required, alphanumeric, 74 positions max.

Add or edit the description, then select ***Edit > Update*** at the menu bar. The message *Remark successfully changed* is displayed and the status code changes to **R**.

Caution: A personnel action remains in EPIC until the remarks status code changes to **R**.

Salary Data Pop-up Field Instructions

The Salary Data pop-up (**Figure 2:8**) displays data elements that relate to the salary record (e.g., grade, step, basic pay, etc.). For instructions on the entry process, see **Entering A Personnel Action**.

Pay Plan

Alpha, 2 positions

Type the plan prescribed by law or other authoritative source that governs the compensation paid an employee. Each plan provides for a separate wage/pay scale that determines the scheduled rate(s) of pay which the employee is to receive, according to the grade and step. For a list of valid codes, see TMGT, Table 025, AD−350, Personnel Block and Description.

- The grade and step must be 00 for pay plan **AD**.
- For agency code 63, the grade can be **60**, **70**, or **80** and the step must be **00** through **10**.
- For agency code JA the step must be **00**.
- Complete the Grade field for Pay Plan **DB**. Type **00** in the Step field.
- Base salary must be within the range of TMGT Table 098 for applicable pay plan.
- Pay Plan **EC** not valid for an accession action.
- The following apply to Pay Plan **ZZ**:

  Salary rate code must be WC

  Scheduled salary must be blank

  Grade and step must be 00

  Pay rate determinant code must be 0

  Retained rate expired date must be blank
- Tenure must be 0 for pay plan **ES**.
- Must be **EX**, **ES**, **FE**, or **IE** with retirement plan code **R, T**, **W**, or **X**; **SR** with retirement plan code 8 or 9; **DB** with retirement plan code 2.

- Must be **EX** or **SR** for special employment programs code 91.
- Pay Plans **FO**, **FP**, or **FS** with step 14 are not entitled to a within-grade increase.
- For Pay Plans **GG**, **GS**, **GT**, **IS**, **LG**, **NF**, or **VG**, the grade must be greater than 08.
- The basic pay for pay plan **GM** must be equal to or greater than the amount of step 01 of TMGT Table 029.
- Pay plan must be **GS** to receive supervisory differential.
- FLSA code for pay plan **GS** must be N for grades 01 through 04.
- FLSA code for pay plan **GS** must be E for grade 12 and above for occupational series codes 1980 and 2181.
- Pay plan must be **GS** or an FWS pay plan for PRD 4.
- Pay plans **GS**, **GM**, and **VH**, basic pay must be within the range of step 01 through 10 for the grade unless the pay rate determinant code is 2, 3, 4, J, K, R, U, or V.
- FLSA code can be either E or N for pay plans **GS**, **GT**, **IS**, **LG**, and **NF**.
- Pay plan **PA** grade must be **11**, **12**, or **20**.
- Pay plan **PE** grade must be **11**, **12**, **20**, or **30**.
- Pay plans **PG**, **PL**, **PS**, **XD**, **XL**, **XN**, **XP**, and **XS** occupational series code must be in the range of 4400 through 4499.
- Pay plan **PA** for GAO pay for performance effective date must be June 17, 1989 or later and the occupational series code must be 0904 or 0905.
- Pay plan **PE** for GAO pay for performance effective date must be June 17, 1989 or later and the professional category code must be **2**.
- Pay plan cannot be **PA**, **PE**, or **ZP** for PRD 6, E, or F.
- Pay plan **RG** grade and step must be **01** through **05**.
- Pay plan **RW** grade must be **01** through **15** and step **01** through **15**.
- Pay plan **TG** Special Employee Code must be **85** for OTS employees who exceed the pay cap.
- For agency 17 **WB** pay plan, the grade must be **00** and the step must be **01** through **09** for Occupational Series Code 2601. The step may be **00** if the employee is being paid at a higher prevailing rate.
- Step must be **01** through **05** for FWS wage grade (**WG**) pay plan.
- The grade and step may be zeros for pay plan **WM**.
- Step must be **01** through **08** for FWS wage grade (**WT**) pay plan.

- Pay plans **ZA**, **ZP**, **ZS**, **ZT** grade must be between **00** and **06**.
- Must be compatible with the appointing authority.
- Pay plan must be compatible with quality step increase.
- FWS pay plan must be compatible with occupational series code in PMSO.
- Must be same as saved grade pay plan for grade retention termination.

Grade

Numeric, 2 positions

Type the grade of the position.

- A split T&A may be required if the effective date is other than the first Sunday of the pay period for a change action.
- Must be **00** if step is 00 for FWS pay plan; if position has no grade level for ES pay plan
- Must be between **00** and **05** for pay plans ZA, ZP, ZS, and ZT.
- Must be between **00** and **25** for pay plan OC.
- Must be between **01** and **32** for FWS employees.
- Must be between **01** and **05** for pay plan RG.
- Must be between **01** and **15** for pay plan RW.
- Must be between **01** through **32** for FWS pay plans.
- Must be greater than **04** for pay plans GG, GS, GT, IS, LG, NF, and VG if supervisory code is 1.
- Must be **05** through **09** for special employment programs codes IP and HT.
- Must be greater than **08** for pay plans GG, GS, GT, IS, LG, NF, and VG if supervisory code is 3.
- Must be **11**, **12**,or **20** for pay plan PA.
- Must be **11**, **12**, **20**, or **30** for pay plan PE.
- Must be between **01** and **30** for pay plan TG.
- Must be **60**, **70**, or **80** with step 00 through 10 for agency code 63.
- Must be at least one grade higher than current grade for promotion action except promotion from a temporary promotion.
- Must be same as grade on database for system-generated pay raise.
- Do not complete for a QSI.
- For executive level employees (Pay Plan EX), enter the level as the grade (e.g., Executive Level IV, type **04**).
- Grade retention under 5 U.S.C. 5362, enter the retained grade as shown on IRIS Program IR128; do not enter the grade for pay and benefit purposes.

- For termination of grade retention, enter the grade shown on IRIS Program IR128.

Step

Numeric, 2 positions

Type the specific step within a grade, level, class, rank, or pay band.

- A split T&A may be required if the effective date is other than the first Sunday of the pay period.
- Must be greater than step on database for a quality step increase.
- Must be one step greater than step on database for a WGI.
- Must be `00` for PRD codes J, K, U,V, 2, 3, and 4.
- Must be `00` for pay plan DB.
- Must be `00` if grade is 00 for FWS pay plan.
- Must be `00` for grade retention action.
- Must be `00` through `20` for agency code JA.
- Must be between `01` and `05` for pay plan RG.
- Must be between `01` and `04` for pay plan TG.
- Must be between `01` and `05` for FWS wage grade pay plan.
- Must be between `01` and `08` for WT pay plan.
- Must be between `01` and `15` for pay plan RW.
- Must be two steps higher than step on database for FWS wage step increase.
- Must be same as step on database for system-generated pay raise.

Basic Pay

Numeric, 8 positions

Type the scheduled salary amount the employee is receiving for the position held and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.

The following TMGT tables include salary data:

- TMGT Table 029, Pay Table Rates
- TMGT Table 031, Special Pay Converters With Occupational Series and Duty Stations
- TMGT Table 033, Special Pay Converters For Wage Board Employees
- For the **Federal pay increase**, enter the new scheduled salary amount which includes the current Federal pay increase. **Do not include the locality payment.** The PPS automatically increases the basic pay amount for employees who are entitled to the locality payment based on the duty station.
- A split T&A may be required if the action is effective other than the first Sunday of the pay period.

- Must be annual salary for General Schedule employees regardless of the work schedule.
- Must be 6 percent more than database salary for promotion for agency JA, pay plan AD.
- Does not include premium pay, allowances, or differentials (e.g., locality pay adjustment or interim geographic adjustment (IGA), etc.)
- Must be scheduled salary shown on the database when processing a locality pay adjustment or interim geographic adjustment.

  Locality-based comparability payments are computed automatically based on the pay plan and official duty stations for areas authorized to receive locality payments. Employees in Pay Plan AD do not receive locality pay unless the system is specifically programmed to allow it based on an agency request. The amount of locality pay is recorded in the Geographic−Adj Rate field on IRIS Program IR101. The amount of the scheduled salary and locality pay is recorded in the Adjusted−Salary field of IRIS Program IR101.

  The IGA is computed automatically based on the the occupational series code and duty station. The IGA is recorded on IRIS Program IR101 in the Geographic−Adj−Rate field; the total amount of the scheduled salary and IGA is recorded in the Adjusted−Salary field.
- Cannot exceed or be less than the high or low salary range recorded in TMGT Table 055, Minimum and Maximum Salaries.
- Must be greater than database salary on a promotion.
- Must be blank for pay plan WC.
- Must be prior salary when processing a cancellation to a pay change type action.
- Must be more than current salary for a promotion.
- Must be compatible with grade and step.
- Must be blank on grade retention action.
- Must be more than current salary for saved pay (PRD 2, 3, 4, J, K, R).
- Must be first shift per hour salary for Federal Wage System employees.
- Must be basic salary for cooperative-type employees and reemployed annuitants. Do not subtract the salary share amount from this amount; the PPS automatically does this when both the basic pay and salary share amount are entered.
- For agency code JA, pay plan AD, the scheduled salary must be 6 percent greater than database salary when entering a promotion.
- The following apply to agency code **57**:

  If the special employee code is 12, the supervisory code must be 2.

  If the special employee code is 16, the supervisory code must be 2, working title code 2110, and pay plan ZP.

If the special employee code is 19, the supervisory code must be 2 and pay plan ZP.

If the special employee code is 20 the supervisory code must be 2, working title code 2110, and pay plan ZA.

If the special employee code is 10, 12, or 16 through 20, the pay plan must be ZA, ZP, ZS, or ZT and the step 04, 05, or 06.

If the special employee code is 17 or 19, the pay plan must be ZA or ZP and the step 05. The scheduled salary must not exceed step 3 for pay plan ZA and step 4 for pay plan ZP.

If the special employee code is 10 or 12, the pay plan must be ZA or ZP and the step 05. The scheduled salary must not exceed step 3 for pay plan ZA and step 4 for pay plan ZP.

Cannot change from special employee code 26 to special employee code 01, 02, 03, or 08 and vice versa.

- Must be the same or more than step 01 of the grade for medical officers (occupational series code 0602). Cannot be more than step 10 of the grade.

  Note: Under certain circumstances, the amount can be less than step 01.

- Enter the appropriate salary based on the effective date of the personnel action; do not enter the current salary if the action is for a prior year.

Pay Basis

Alpha, 2 positions

Type the pay basis for the salary the employee is receiving for the position being held, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table**.

- Must be blank for grade retention action.
- Must be **BW** for special employee code 36.
- Must be **BW**, **FB**, **PM**, or **PW** for biweekly, monthly, piece work, and fee basis work schedules (except FWS, alternating tour of duty, and FmHA county committee persons).
- Salary share code must be 0 for salary rate codes **BW**, **FB**, **PM**,or **PW**.
- Must be **PA** for General Schedule (and equivalent) pay plan, regardless of work schedule.
- Must be **WC** for employees serving without compensation.
- Must be compatible with Basic Pay field (e.g., per annum salary must have PA pay basis, etc.)

Pay Rate Determinant

Alphanumeric, 1 position

Type the code that identifies whether the employee is receiving a rate of pay other than the regular rate for the position, and, if so, identifies the legal and/or regulatory basis. For a list of valid codes, see the **Pay Rate Determinant Table**.

- The Rate Expired field must be blank for PRD codes **0**, **2** through **8**, **J**, **K**, **R**, or **S**.
- PMSO Pay Table field cannot be zeroes for PRD codes **5**, **6**, **E**, **F**, or **M**.
- Enter PRD Codes **5** and **7** on accession actions only. When a change action is processed, change PRD 7 to another PRD code.
- Pay plan cannot be PA, PE, or ZP for PRD **6**, **E**, or **F**.
- The occupational series code and duty station in PMSO must indicate special rate of pay for PRD codes **E** and **F**.
- Must be **A**, **B**, **E**, **F**, **U**, or **V** for grade retention action.
- The rate expired date must be blank for PRD codes **J** and **K**.
- Step must be 00 for PRD codes **J**, **K**, **U**, and **V**.
- PRD **M** requires entry of the adjusted salary for a salary change action.
- PRD **M** cannot be entered when the pay table code on the database is blank.

Verify Basic Pay

Numeric, 8 positions

Type the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (e.g., AD, SR, etc.) cannot be verified in TMGT and must be reentered in the Verify Basic Pay field.

- Complete this field if the basic pay field is not table driven.

Adjusted Basic Pay

Numeric, 8 positions

Type the basic pay (scheduled salary) plus any allowance, adjustment, or differential. Locality pay is included in the adjusted basic pay. The cooperative and/or annuitant share of salary amount is also included in the adjusted basic pay.

COLA/Post Differential *Numeric, 1 position*

Type the code that identifies whether the employee is entitled to receive COLA and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.

COLA is a special pay entitlement for an employee in a high cost of living area. Non-foreign post differential is a special pay entitlement for an employee whose duty station is in a non-foreign area. Foreign post differential is a special pay entitlement for an employee whose duty station is in a foreign area.

Non-foreign COLA or post differential and foreign post differential are considered pay which an employee receives in addition to the basic pay. It is not included in the basic pay. Payments for both non-foreign and foreign differential are included in gross income for Federal income tax purposes. Payment for COLA is not included in gross income for Federal income tax purposes.

Note: FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations (Government civilians, foreign areas) establishes regulations and post classifications for the payment of foreign post differential. Actual payment of COLA or foreign differential for FWS employees is based upon information recorded on the employee's T&A.

- TC 45 (start cost of living allowance) and TC 46 (start post differential) must both be recorded on the employee's T&A to begin actual payment of both non-foreign COLA and post differential. TC 47 (stop cost of living allowance) and TC 48 (stop post differential) must both be recorded on the employee's T&A to discontinue payment of non-foreign COLA and post differential. For information on TC 45 through48, see the T&A Procedure, Title I, Chapter 7.

- Type **0** if the employee's duty station:

  Is not within one of the designated non-foreign or foreign areas for which a post differential has been established, thus automatically excluding the employee from these payments.

  Is within one of the designated non-foreign or foreign areas for which a post differential has been established, but the employee will not be eligible to receive payments because of a disqualifying factor.

- Type **2** if the employee's duty station is in one of the following non-foreign areas for which a post differential has been established, and the employee is eligible to receive non-foreign post differential:

Code	Definition
AQ	American Samoa
CQ	Northern Mariana Islands
GQ	Guam
JQ	Johnston Atoll
MQ	Midway Islands
WQ	Wake Island

- Type **3** if the employee's duty station is in a non-foreign area for which both COLA and a post differential rate have been established, and the employee is eligible to receive both non-foreign COLA and post differential.
- Type **4** if the employee's duty station is in a foreign area classified for payment of a foreign post differential and the employee is entitled to receive foreign post differential only.
- Type **5** or if the duty station is one of the following non-foreign areas and the employee is eligible to receive non-foreign COLA only:

Code	Definition
02	Alaska
15	Hawaii
CQ	Northern Mariana Islands
GQ	Guam
RQ	Puerto Rico
VQ	Virgin Islands (St. Croix, St. Thomas, and St. John only)

- Do not complete for Federal Wage System employees.

Salary Share Amount

Numeric, 7 positions

Type the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement fund, or the Federal Employee Retirement System fund.

The PPS automatically reduces the amount of the annual basic pay by the amount entered in this field and computes the amount to be paid. An employee whose salary is paid entirely by a source other than the agency or whose salary is insufficient to meet the deductions for personal benefits is paid manually.

- Must be less than annual scheduled salary amount.
- Must be **1**, **2**, **4**, or **5** for cooperative type employees.
- Must be entered as an hourly amount for the 22 days of military offset leave. (**999.99** maximum). The salary share amount is calculated by subtracting the Department of Defense (DOD) hourly salary rate from the hourly salary rate paid by the NFC Payroll/Personnel System. The agency personnel office can obtain the DOD hourly salary rate from the employee's military orders in the employee's Official Personnel File. The NFC hourly salary rate is displayed on PINQ Program PQ32, Payroll Inquiry, in the Hourly Rate field for each pay period affected by the calculation. This calculation is made by the agency personnel office. The employee's timekeeper should use TC68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.

Salary Share Code

Numeric, 1 position

Type the source which shares with the agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Code Table**.

- Complete the Salary Share Amount field if the salary share code is other than **0**. Conversely, the Salary Share Amount field must be blank if the salary share code is **0**.
- Must be **0** for salary rate codes BW, FB, PM, or PW.
- Pay plans GG and GH require salary share code **1**, **2**, **3**, or **4**.
- The salary share amount and cooperative overtime rate must be completed for salary share code **3**.
- Must be **3**, **4**, or **5** if annuitant indicator is 1, 4, 5, or A through F.
- Must be **9** for the 22 days of military offset leave.

Coop

A cooperative entity that shares the salary of an employee with the government.

Overtime Rate

Numeric, 4 positions

Type the hourly overtime rate for a cooperative type employee when the overtime rate is not based on the basic pay because the cooperator pays part of the overtime.

Holiday Rate

Numeric, 4 positions

Type the hourly holiday rate for a cooperative type employee when the holiday rate is not based on basic pay because the cooperator pays part of this rate.

- Do not complete either field if the agency has agreed to pay all overtime or holiday pay.
- Do not complete for reemployed annuitants.

Quarter Deduction

An amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**.

Rate

Numeric, 1 position

Type the code that identifies whether the quarters deduction amount is to be taxable or tax exempt. For a list of valid codes, see the **Quarter Deduction Table**.

- Complete if Amount field is completed.
- Quarters deductions are applicable to the following agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71.
- Complete the quarters deduction amount and rate for a change in quarters personnel action.

Amount

Numeric, 5 positions

Type the amount to be deducted per day or per pay period.

- Must be completed if Rate field is completed.

Work Schedule

Alpha, 1 position

Type the code that identifies the basis for which an employee is scheduled to work. For a list of valid codes, see the **Work Schedule Table**.

- A split T&A may be required if the effective date is other than the first Sunday of the pay period.
- Intermittent work schedule applies to temporary accessions and conversions or extensions of temporary appointments.
- Complete the tour of duty hours for part-time employees.
- If the employee is intermittent, the FEGLI and FEHB Coverage Code fields must both denote ineligible, unless the employee is eligible to continue this coverage due to continuity of service.
- Enter **I** if the employee is hired without compensation.
- Must be different than the Work Schedule in the database for a change in work schedule personnel action.
- Must be **F** or **P** when the SCD leave and annual leave category are entered. May be **I** for an alternating tour of duty.
- For Smithsonian Institution employees, the type appointment must be 09 if the work schedule is intermittent.

Tour Of Duty Hours

Numeric, 4 positions

Type the scheduled number of hours an employee is to work per pay period.

- A split T&A may be required if the effective date is other than the first Sunday of the pay period.
- Type the whole hours in the first 2 positions and zeroes (or fractions) in the last 2 positions.
- Complete for part-time work schedules.
- Must be greater than 1 and less than 79.
- Must be blank for full-time and intermittent work schedules.
- Must be different than database duty hours when processing a change in duty hours action.

Date Service Year Starts (Mo/Da/Yr)

Numeric, 8 positions

Type the date on which the employee's service year begins. A service year is a 12 to 24 month period beginning with the date of the first appointment under an authority that establishes a dollar, hour, or day limitation which cannot be exceeded within the service year.

- A split T&A may be required if the service year date is other than the first Sunday of the pay period.
- Cannot be later than effective date of action.
- Do not complete if Appointment Limit fields are blank.

SCD–WGI

Numeric, 8 positions

Type the date from which service is to be credited toward the employee's next within-grade salary increase.

- Must be at least 16 years but not more than 90 years from the date of birth.
- Cannot be later than effective date of personnel action.
- Must be blank for pay plans AL, CA, EC, ED, EE, EF, EH, EI, GG, GS, ST, IS, LE, LG, NF, SP, TR, and VG when the type appointment is 04 or 09.

  Note: Exception: This does not apply for accessions with authority code XAM.
- Must be blank for FWS employees in pay plans HG, HL, or HS and the type of appointment code is 04 or 09.
- Complete when the employee is not in the top of the step.
- If previous service is unknown, enter the effective date of the action.
- Must be zeros for grade retention if the employee is ineligible for a WGI.
- System generated for NOAC's 100, 101, 102, 103, 104, 140, 141, and 170.

Appointment Limit

The limitation of the appointment. The PPS updates the balance each pay period when the T&A processes. The appointment limitation data is displayed in IRIS Program IR102.

- A split T&A may be required if the action is effective other than the first Sunday of the pay period.
- When correcting a balance field, enter the balance as of the end of the pay period prior to the one in which the correction is being processed.
- See TMGT Table 030, Payroll Constants, for the minimum and maximum amounts for each limitation.

Dollar Total

Numeric, 7 positions max.

Type the appointment limitation full dollar amount.

Dollar Balance

Numeric, 7 positions max.

Type the appointment limitation remaining balance dollar amount.

Hours Total

Numeric, 7 positions max.

Type the appointment limitation total hour amount.

Hours Balance

Numeric, 3 positions max.

Type the appointment limitation remaining hour balance.

Days Total

Numeric, 7 positions max.

Type the appointment limitation total day amount.

Days Balance

Numeric, 3 positions max.

Type the appointment limitation remaining day balance.

- Enter only one limitation type.
- Balance must be equal to or less than full limitation.
- Total limitations are as follows:

Limitation Type	Value
Day	130, 180
Hour	700, 1039, 1040, 1280, 1300, 2000
Monetary	Changes based on Federal pay increase

- If the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- Applies to the following type of appointment codes:

Code	Description
03	Competitive–indefinite or taper
04	Competitive–temporary or special need
07	Excepted–conditional
08	Excepted–indefinite
09	Excepted–temporary

Retained Information

Information pertaining to the position being retained when the employee is eligible for grade retention.

- Complete these fields when the salary record (IRIS Program IR101) does not reflect the retained information.

Pay Plan

Alpha, 2 positions

Type the pay plan the employee will retain during the period of grade retention.

Grade

Numeric, 2 positions

Type the grade the employee will retain during the period of grade retention.

- Must be equal to or less than the grade currently on the database.

Occ Series

Numeric, 4 positions

Type the occupational series code the employee will retain during the period of grade retention.

Occ Ser Func

Numeric, 4 positions

Type the function code (if applicable) for the occupational series code the employee will retain during the period of grade retention.

Rate Expd

Numeric, 8 positions

Type the expiration date of an employee's entitlement to grade retention.

- Must be blank for pay rate determinant codes 0, 2, through 8, J, K, R, or S.
- Must be later than effective date of action.
- Must be blank for pay rate determinant codes J and K.

Specification Of Mailing Address Pop-up Field Instructions

The Specification Of Mailing Address pop-up (**Figure 2:10**) is used to enter the award mailing address data. For instructions on the entry process, see **Entering A Personnel Action**.

Address

Alphanumeric, 35 positions max. for each line

Type the first and/or second line address.

City

Numeric, 20 positions max.

Type the city code for the address. For a complete list of codes, see TMGT Table 016, Geographical Location Codes With Names. For APO and FPO addresses, type:

Code	Description
0001	APO address
0002	FPO address

Designated Agent

Numeric, 4 positions

Type the code assigned for check pick up.

State

Alphanumeric, 2 positions

Type the state code for the address. For a complete list of codes, see TMGT Table 015, State Code And Zip Range. For APO and FPO addresses, type:

Code	Description
91	America
92	Europe
93	Pacific
98	Other foreign areas

Zip Code

Alphanumeric, 9 positions max.

Type the 5-digit required ZIP code plus optional ZIP+4 code (TMGT Table 015).

Field Instructions For Rollback Documents and Correcting History Data

Rollback Search Pop-up
Rollback Personnel Action Window
History Correction Navigation Window Field Instructions
History Correction List Window Field Instructions
Insert New Action Pop-up Field Instructions
Create New Package Pop-up Field Instructions

Rollback Search Pop-up

The Rollback Search pop-up (**Figure 3:1**) is used to search for personnel actions and history correction packages.

Rollback Search Criteria

Agency

Required, alphanumeric, 2 positions

Type the agency to which the employee is assigned.

SSN

Required, numeric, 9 positions

Type the employee's ssn.

Rollback Personnel Action Window

The Rollback Personnel Action window (**Figure 3:2**)is used to display and identify documents and history packages that were applied to the database in the current processing pay period (including documents to the future file).

Rollback

Click the applicable radio button to select the type of rollback to perform on the action selected. Each type of rollback is described below. For more detailed instructions on rollback types, see **Rollback Action Types**.

Hold. Rollback from the database and hold in EPIC until positive action is taken.

Release. Release from the database to EPIC.

Personnel Office Identifier (POI)

No entry

The Personnel Office Identifier is displayed in this field.

NOA1

No entry

The first nature of action code is displayed in this field.

Description

No entry

The description of the first nature of action code is displayed in this field.

NOA2

No entry

The second nature of action code is displayed in this field.

Description

No entry

The description of the second nature of action code is displayed in this field.

EPIC Status

No entry

The EPIC status indicates the status of a personnel action or payroll document after it has been entered for processing. See **EPIC Status Codes** for a list of codes and definitions.

Status Code

No entry

The status of the action is displayed in this field. See **Personnel Action Input Status Codes** for a list of codes and definitions.

History Correction Navigation Window Field Instructions

The History Correction Navigation window (**Figure 3:3**) is used to display a list of history correction packages that have been entered into the History Correction System. This window can also be used to navigate to history correction packages, create new packages, or insert documents into existing packages.

SSN

No entry

The employee's social security number is displayed in this field.

Name

No entry

The employee's name is displayed in this field.

Package Status

No entry

This field displays the status of the history correction package. Valid values are **`I-Incomplete`**, **`R-Released`**, **`A-Applied`**, **`S-Suspense`**, and **`P-Pending`**.

1st NOA (Nature of Action)

No entry

The first nature of action code for each personnel action on the History Correction Navigation window is displayed in this field.

2nd NOA (Nature of Action)

No entry

The OPM or agency specific NOAC for each personnel action on the History Correction Navigation window is displayed in this field.

Eff Date (Effective Date)

No entry

The effective date of the personnel action displayed on the History Correction Navigation window is displayed in this field.

Current Agency

No entry

The code for the agency processing the action is displayed in this field.

Agcy (Agency)

No entry

The agency code, as of the effective date of the action, is displayed in this field.

POI (Personnel Office Identifier)

No entry

The personnel office identifier code for the employee is displayed in this field.

User ID

No entry

Identifies the user who entered or last updated a specific transaction.

DOC

No entry

The document type number is displayed in this field.

Orig System

No entry

The system the document was originally entered is displayed in this field (e.g., EPIC, HIST).

Strt Actn

No entry

This field indicates if the document displayed is the starting action of the correction package.

Date Document Entered

No entry

The date the document was entered into the History Correction System is displayed in this field.

Date Last Changed

No entry

The date the document was last changed in the History Correction System is displayed in this field.

Last Changed User ID

No entry

The User ID of the person who last updated the action shown on the History Correction navigation window is displayed in this field.

History Correction List Window Field Instructions

The History Correction List window (**Figure 3:5**)is used to view all personnel actions in a package, insert new actions into the package, change a package to incomplete, delete a package, and release a package for processing.

The following fields are system generated for data entered on the Starting Action window.

SSN

No entry

The employee's social security number is displayed in this field.

Agcy (Agency)

No entry

The agency code is displayed in this field.

POI (Personnel Office Identifier)

No entry

The personnel office identifier code of the employee is displayed in this field.

Name

No entry

The employee's name is displayed in this field.

The following fields display information generated from the personnel history database or from data entered on the Starting Action window.

Agcy (Agency)

No entry

The agency code of the agency that processed the action is displayed in this field.

POI (Personnel Office Identifier)

No entry

The personnel office identifier code of the employee is displayed in this field.

1st NOA (Nature of Action)

No entry

The first nature of action code for each personnel action in the History package.

Note: `000` is displayed if a newly added action (i.e., newly required, late, and replacement) and for a history action before the action is released to the EPIC database. `001` is displayed for a cancellation action. `002` is displayed for a correction action. `004` is the system generated action waiting to be changed to `002` or `001` and is displayed after the starting action is selected**.**

1A Auth Code (Authority Code)

No entry

The first authority code for the first NOAC for each personnel action in the History package is displayed in this field.

1B Auth Code (Authority Code)

No entry

The second authority code for the first NOAC for each personnel action in the History package is displayed in this field.

2nd NOA (Nature of Action)

No entry

The OPM or agency specific NOAC for each personnel action in the History package is displayed in this field.

2A Auth Code (Authority Code)

No entry

The first authority code for the second NOAC for each personnel action in the History package is displayed in this field.

2B Auth Code (Authority Code)

No entry

The second authority code for the second NOAC for each personnel action in the History package is displayed in this field.

Eff Date (Effective Date)

No entry

The effective date of each personnel action in the History package is displayed in this field.

Auth Date (Authentication Date)

No entry

The authentication date of each personnel action in the History package is displayed in this field.

Status Code

No entry

The status of the action is displayed in this field. See **Personnel Action Input Status Codes** for a list of codes and definitions.

SRC/STRT

No entry

This field indicates the source of the documents displayed on the History Correction List window. If the package has not been generated, the source will be HIST (history data base), if the package has been generated the source will be EPIC (EPIC data base).

EPIC Status

No entry

The EPIC status indicates the status of a personnel action or payroll document after it has been entered for processing. See **EPIC Status Codes** for a list of codes and definitions.

Rollback Ind

No entry

This field indicates if the document has been rolled back.

Suspense Ind

No entry

This field indicates if the document is in suspense. **Y** indicates that the document is in suspense. The field is blank if the document is not in suspense.

User ID

No entry

Identifies the user who entered or last updated a specific transaction.

Date Document Entered

No entry

Date document entered into package.

Date Last Changed

No entry

Date document last changed/modified in package.

Insert New Action Pop-up Field Instructions

The Insert New Action pop-up (**Figure 3:6**) is used to insert a newly required action in the History package. For more information on inserting new actions, see **Inserting A Retroactive, Replacement, Or Newly Required Action in History**.

1st NOA Code

No entry

The nature of action code for the action to be inserted in the History package.

Note: Click the **Literal** button to display the description of the nature of action code.

Effective Date

Required, numeric, 8 positions

Type the effective date of the action to be inserted in the History package.

Note: If the effective date is being corrected, enter the **original (incorrect)** effective date.

Authentication Date

Required, numeric, 8 positions

Type the effective date of the starting personnel action in month, day, and year order.

Insert Agency

Required, alphanumeric, 2 positions

Type the agency code for the agency inserting the action.

Insert POI

Required, numeric, 4 positions

Type the personnel office identifier for the agency inserting the action.

Create New Package Pop-Up Field Instructions

The Create New Package pop-up (**Figure 3:4**) is used to indicate the earliest personnel action to be affected by the History Correction process. The action entered is the starting action to be corrected, canceled, or added to the employee's history record.

SSN

Required

The employee's social security number is displayed in this field.

Current Agency

Conditional

The code for the agency processing the action is displayed in this field.

Starting Action

Choose one of the following radio buttons to select the action to be taken to create a new package.

Insert	An original action with an effective date that is earlier than the last action in EPIC History.
Correct	An official action that changes information shown on an action.
Cancel	An official action that rescinds an earlier action that was improper, or was proper and contained references to an improper action or contained inappropriate or erroneous remarks that should have not been recorded.

Field Instructions For Payroll Documents

This section presents field instructions for payroll document windows under the following topics:

Accounting Data Pop-up Field Instructions
Allowance Window Field Instructions
Charitable Contribution Window Field Instructions
Child Care Or Alimony Deductions Window Field Instructions
Compensatory Time Payments Window Field Instructions
Coowner/Beneficiary Information Pop-up Field Instructions
Deductions Due To Indebtedness Window Field Instructions
Discretionary Allotment Window Field Instructions
Education Window Field Instructions
Employee Address Window Field Instructions
Family Member Window Field Instructions
Financial Allotment Window Field Instructions
Flexible Spending Account Window Field Instructions
Health Benefits Window Field Instructions
Leave Data Transferred Window Field Instructions
Locator Window Field Instructions
Lump Sum Leave Payment Window Field Instructions
Master File Change Window Field Instructions
Multi Element Update Window Field Instructions
Non-Federal Health Benefits Window Field Instructions
Non-Federal Life Insurance Window Field Instructions
Non-Federal Retirement Window Field Instructions
Non-Federal Thrift Savings Window Field Instructions
Owners Information Pop-up Field Instructions
Payroll Document Key Data Field Instructions
Performance Appraisal Window Field Instructions
Restored Annual Leave Window Field Instructions
Savings Bond Authorization Window Field Instructions
SES Performance Appraisal Window Field Instructions
Severance Pay Window Field Instructions
Tax Certificate Window Field Instructions
Thrift Savings Plan Catchup Form Window Field Instructions
Thrift Savings Plan Election Form Window Field Instructions
TSP Loan Allotment Window Field Instructions
Union Dues Window Field Instructions

Accounting Data Pop-up Field Instructions

The Accounting Data pop-up (**Figure 4:21**) is used to enter accounting data for leave lump sum payments. For instructions on the entry process, see **Steps For Entering Accounting Data**.

Accounting Data

Required, numeric, 27 positions max. each line

Type the accounting code to which the payment is to be charged. The accounting code must be valid for the agency.

Hours To Be Charged

Required, numeric, 5 positions max.

Type the number of hours to be paid for the accounting code entered. The hours must agree with the number of hours on the database.

Allowance Window Field Instructions

The Allowance window (**Figure 4:6**) is used to enter allowance data. For instructions on the entry process, see **Steps For Entering Allowance Documents**.

Taxable

Required

Click the applicable radio button that indicates if the allowance is taxable or tax exempt. Click **[Yes]** if the allowance is taxable; click **[No]** if the allowance is tax exempt.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **`Add`**, **`Change`**, and **`Delete`**.

Allowance

Required, numeric 1 position

Click the down arrow to display the allowance code that identifies the basis of deductions. Valid values are **`Per Day`**, **`Per Pay Period`**, **`Per Year`**, and **`Percent Of Base Pay`**. The code for each allowance is as follows:

Allowance	Frequency
Comparability	Per pay period or annual
Choice Credits (Taxable)	Per pay period
Education	Per pay period or full amount
Foreign Language	Blank
Hazardous Duty	Per pay period
Horse	Per pay period (one time only)
Parking	Per pay period
Parking Fringe	Per pay period
Post	Per pay period
Professional Liability	Per pay period (one time only)
Quarters	Per day or per pay period
Reassignment	Per pay period (one time only)
Recruitment	Per pay period (one time only)
Separate Maintenance	Per day or per pay period
Transit	Per Pay Period
Uniform	Per pay period or full amount

Allowance Type

No entry

This field is generated from the Allowance Description field.

Allowance Rate

Required, numeric, 7 positions max.

Type the per day, per pay period, annual, percentage of base pay, or full amount rate to be paid in dollars and cents.

Note: If entering a 2-year agreement, the amount shown should reflect the annual amount for the first year of the 2-year agreement.

Allowance Description

Required

Select the applicable allowance description. Each type is described in the alphabetic list below.

Comparability. The per pay period or annual amount for employees officially stationed in the continental United States or in a foreign area, whose rates of basic pay are fixed by statute or, without taking into consideration the allowances and differentials for work of comparable level of difficulty and responsibility. The payment is taxable.

- To obtain the pay period deduction, the system divides the amount entered in the Allowance Rate field by 80 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.

- To obtain the annual amount, the system divides the amount entered in the Allowance Rate field by 2087 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.

Choice Credits. For FDIC use only. An FDIC employee may choose various benefit options in FDIC Choice, including electing a low option or waiving dental, vision, or life benefits. If an employee chooses a low option or waives benefits, the employee will receive a predefined amount of taxable cash (Choice Credits) paid through NFC's Payroll/Personnel System. Once the employee has elected the Waiver Option, the Third Party Administrator (TPA) will determine the full amount to be applied to the Choice Credits allowance. These taxable payments are processed on a calendar year basis in 25 equal installments.

Education. The per pay period or lump sum payment amount for assistance in meeting extraordinary and necessary expenses in providing adequate elementary and secondary education for an employee's children while serving in a foreign area. The payment is tax exempt.

- Enter the full amount in the Allowance Rate and Allowance Total fields for a lump sum payment. This amount will be paid in a single pay period.
- For per pay period payments, enter the amount in the Allowance Rate field to be paid each pay period. This amount will be paid until the IRIS Program IR109 Total field indicates full payment has been made.

Foreign Language. The percentage of basic pay that is paid each pay period for employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts. The payment is taxable. The percentage entered in the Allowance Rate field will be paid each pay period until **`Delete`** is used to stop the allowance.

Hazardous Duty. The per pay period amount for hazardous duty for U. S. Capitol Police only. For detailed information, refer to your agency's publications. The amount entered in the Allowance Rate field will be paid each pay period until **`Delete`** is used to stop the allowance. The payment is taxable.

Horse. The lump sum payment amount for furnishing a horse and the necessary equipment for use on the job. The payment is taxable.

Parking. The per pay period amount for parking on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit. The payment is tax exempt.

- Cannot exceed $80.76 per pay period.
- Cannot exceed $2100 per year.

Parking Fringe. The per pay period amount for employee parking. The employee is taxed on the cash value for parking in excess of $185 per month. The amount entered in the Allowance Rate field will be paid each pay period until **`Delete`** is used to stop the allowance.

Post. The per pay period amount for assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, D.C. The amount

is tax exempt. The amount entered in the Allowance Rate field will be paid each pay period until **Delete** is used to stop the allowance.

Professional Liability Insurance. The lump sum payment amount paid to eligible management officials, supervisors, and law enforcement officers for up to one-half the cost of their Professional Liability Insurance. The amount is tax exempt.

- Enter the data each time the policy is renewed so that the Allowance Total field can be adjusted for the necessary pay period.
- Enter the full amount in the Allowance Rate and Allowance Total fields.

Quarters. The per day or per pay period amount for the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U. S. Government. The amount may be taxable or tax exempt.

- If the payment is based on per day, the timekeeper must record on the T&A (TC 49 Suffix 3 or Suffix 4) the number of days for which quarters allowance is to be paid. If the payment is based on per pay period, no entry on the T&A is required.

Reassignment. The lump sum payment amount for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishment at a post or assignment in a foreign area (including costs incurred in the United States prior to departure for a post assignment in a foreign area) or the United States between assignment to post in a foreign area. The amount is taxable.

Reminder: Timekeepers may record parking on the T&A report **in lieu of** entering the payment in EPIC. Do not enter parking fringe in EPIC and on the T&A; the T&A will reject.

Recruitment Incentive. The lump sum payment amount for recording cash payments offered to selectees of the USDA Demonstration Project. The amount is taxable.

- Do not complete the Allowance Total field.

Separate Maintenance. The per day or per pay period amount for additional expenses of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. The amount may be taxable or tax exempt.

- If payment is based on per day, the timekeeper must record on the T&A (TC 51 Suffix 2, Separate Maintenance Allowance–Tax Exempt, or TC 51, Suffix 3, Separate Maintenance Allowance–Taxable), the number of days for which the allowance is to be paid.
- If payment is based on per pay period, no entry is required on the T&A. The amount entered in the Allowance Rate field will be paid each pay period until TC **D** (delete) is entered in EPIC to stop the allowance.

Transit Benefits. The per pay period amount of transit or eligible vanpools. The payment is tax exempt.

- Cannot exceed $50 per pay period.
- Cannot exceed $1200 per year.

Uniform. The per pay period or lump sum payment amount for the additional expense of wearing a uniform required by regulation or statute in the performance of official duty. The amount entered in the Allowance Rate field will be paid each pay period until TC **D** (delete) is entered to stop the allowance.

- Enter the full amount in the Allowance Rate and Allowance Total fields for a lump sum payment.

Reminder: Do not enter uniform allowance in EPIC and on the T&A; the T&A will reject.

Allowance Total

Required, numeric, 7 positions max.

Type the maximum amount of the allowance in dollars and cents. The system will reduce the allowance total each pay period by the allowance rate until the allowance total reaches zero.

Note: If entering a 2-year agreement, the amount shown should reflect the 2-year agreement amount.

Percentage Of Base Pay

Required, numeric, 2 positions max.

The percentage of base pay to be paid for foreign language allowance. Type **05**, **10**, or **15**.

- Leave blank for all other allowances.

Charitable Contribution Window Field Instructions

The Charitable Contribution window (**Figure 4:7**) is used to enter charitable contribution data. For instructions on the entry process, see **Steps For Entering Charitable Contribution Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **New**, **Change**, and **Delete**.

Location Codes

The campaign area state and city codes.

State

Required, numeric, 2 positions

Type the state code.

City

Required, numeric, 4 positions

Type the city code.

Amount Per Pay Period

Required, numeric, 5 positions

Type the amount to be deducted each pay period in dollars and cents.

- Do not enter the total amount of the contribution.

Child Care Or Alimony Deductions Window Field Instructions

The Child Care Or Alimony Deductions window (**Figure 4:8**) is used to enter child care and alimony data. For instructions on the entry process, see **Steps For Entering Child Care Or Alimony Deduction Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **`Add`**, **`Change`**, and **`Cancel`**.

- If the garnishment payment changes from an address to a financial organization, select Change and complete the financial organization information in the recipient address information fields.

Case Number

Required, numeric, 4 positions

Type the assigned sequential case number. This case number is assigned by the agency and should appear on all documents prepared for the same garnishment case. A recommended numbering system is to have the first 2 digits represent the year (i.e., 1999 would be “99”) and the last 2 digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 1999 would be typed as 9901.

Year

Required, numeric, 4 positions

Type the year of the effective pay period for which the deductions are to begin.

Maximum Percentage

Required, numeric, 2 positions

Type the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. Valid values are `50`, `55`, `60`, and `65` (see 5 CFR Chapter 1,Subpart D, Paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, type `99`.

Court Case Number

Required, alphanumeric, 35 positions max.

Type the court-ordered assigned case number.

- If the allotment is on a voluntary basis, type **`voluntary`**.

Court Ordered PP Deduction

The payment rate established for deductions.

Total Amount

Required, numeric, 6 positions

Type the amount to be deducted each pay period in dollars and cents if the deduction is based solely on a dollar amount.

- Complete only if a dollar amount is specified either voluntarily or in the legal process. If monthly payments are ordered, multiply the monthly amount by 12 and divide the results by 26 to obtain the amount to be deducted each pay period.
- If weekly payments are specified, multiply the weekly amount by two to determine the pay period amount. If the deduction is a dollar amount that includes a not to exceed percentage, complete the Percentage Of Earnings and the Amount NTE fields. Do not complete this field.

Percentage Of Earnings

Required, numeric, 2 positions max.

Type the percentage of disposable income to be deducted each pay period.

- If a dollar amount is specified instead of a percent, leave this field blank. Deductions based on percentages of **gross earnings** must be processed manually. Submit these cases to the Administrative Billings and Collections Section at NFC.

Amount NTE

Required, numeric, 6 positions max.

Type the maximum dollar amount that may be deducted each pay period.

Complete this field only if the legal process stipulates the payment is not to exceed a certain dollar amount.

Court Cost PP Deduction

The court costs as stipulated by the court.

Total Amount

Required, numeric, 6 positions max.

Type the total amount of the court cost in dollars and cents. Type zeros if no court costs were specified.

Amount Collectable

Required, numeric, 5 positions max.

Type the dollar amount of the court costs to be deducted each pay period.

- Complete this field if the legal process stipulates a specific amount is to be collected until total court costs are paid. If a monthly amount has been

specified, convert to 26 pay periods. To make this conversion, follow the procedures in the Dollar Amount field under Court Ordered PP Deduction. If this field is left blank, the amount in the Total Amount field is deducted in full in one pay period.

Arrears PP Deduction

The arrears deductions as stipulated by the court.

Total Amount

Required, numeric, 7 positions max.

Type the total arrears amount as specified in the court order.

- Complete this field if there is an entry in the Court Ordered PP Deduction group fields.

Amount Collectable

Required, numeric, 6 positions max.

Type the dollar amount to be collected each pay period if the deduction is based solely on a dollar amount.

- If the deduction is a dollar amount that includes a not to exceed percentage, complete the Percentage of Earnings and Amount NTE fields. Do not complete this field.

Percentage Of Earnings

Required, numeric, 2 positions max.

Type the percentage of disposable income to be deducted each pay period.

Amount NTE

Required, numeric, 6 positions max.

Type the amount if the percentage cannot exceed a certain dollar amount each pay period.

Recipient Information

The name and mailing address information of the recipient.

Name

Optional, alpha, 35 positions max.

Type the name of the court official or recipient of the deduction.

Address

Optional, alphanumeric, 35 positions max.

Type the street address of the court official or recipient of the deduction.

City

Optional, alpha, 20 positions max.

Type the city for the street address.

- Do not include punctuation, such as periods, commas, or parentheses in the name, address, and city.

State

Optional, alpha, 2 positions

Type the state abbreviation.

Zip Code

Optional, numeric, 9 positions max.

Type the 5-digit required ZIP Code plus the optional ZIP+4 Code.

DD/EFT

Type Account

Optional, alpha, 1 position

Identifies the type of account in which the monies are to be deposited. Valid values are checking and savings. Click the down arrow to display the drop-down menu and select **Checking** or **Savings**.

Account Number

Optional, alphanumeric, 17 positions max.

Type the account number of the checking or savings account.

Note: Scroll to view the entire number if it exceeds 13 positions.

Routing Number

Optional, numeric, 9 positions

Type the routing number of the financial organization. The first 2 positions of the routing number must be **01** – **12**, **21** – **32**, or **90** and **91**.

Compensatory Time Payment Window Field Instructions

The Compensatory Time Payment window (**Figure 4:19**) is used to enter compensatory time payments. For instructions on the entry process, see **Steps For Entering Compensatory Leave Payment Documents**.

Type Payment

No entry

Click the appropriate radio button to select the type payment being made. The system defaults to **Final** for a final compensatory time payment for an employee separating from Federal service. The separation action must be entered to pay a final payment. Click the **Interim** radio button if an interim payment is being entered for an employee who is not separating but must be paid the compensatory time lump sum payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

Use Database Accounting Data

No entry

Select Yes in the Use Database Accounting Data box if the database accounting is used for the payment. The accounting data must be stored on the database if Yes is selected. Select No if the accounting data is being entered on the document. The accounting data must be valid for the agency and located in MASC.

Total Hours To Be Paid

Required, numeric, 5 positions max.

Type the total amount of compensatory leave hours to be paid.

Total Lines Of Accounting Data

No entry

The system-generated number of lines of accounting data listed on the Accounting Data window. If the Use Database Accounting Data field is coded **`Yes`** (use database accounting), **`00`** appears in this field.

Coowner/Beneficiary Information Pop-up Field Instructions

The Coowner/Beneficiary Information pop-up (**Figure 4:36**) is used to update coowner/beneficiary data. For instructions on the entry process, see **Steps For Entering Savings Bond Documents**.

Coowner Beneficiary Code

Required

Click the applicable radio button to indicate if the transaction refers to the bond coowner or the beneficiary.

Coowner/ Beneficiary Name

Required, alphanumeric, 28 positions max.

Type the coowner or beneficiary name.

- The name must be entered even if the employee is the coowner or beneficiary. See the Owner Name field Entry Guidelines above for entering the name.

Coowner/ Beneficiary SSN

Required, numeric, 9 positions

Type the coowner/beneficiary social security number.

Discretionary Allotment Window Field Instructions

The Discretionary Allotment window (**Figure 4:3**) is used to enter discretionary allotment data. For instructions on the entry process, see **Steps For Entering Discretionary Allotment Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the TC that identifies the action being taken. Valid values are **`Add`**, **`Change`**, **`Delete`**, and **`Cancel All`**.

Allotment Number

Required, numeric, 2 positions

Type the number that identifies the individual allotments. Maximum number of allotments allowed is **99**.

Allotment Amount

Required, numeric, 6 positions max.

Type the monthly amount of the allotment in dollars and cents. The PPS divides this monthly amount by two to determine the bimonthly deduction.

Account Number

Required, alphanumeric, 17 positions

Type the account number for the savings or checking account to which the allotment amount is sent.

DD/EFT

The type of account and routing number for direct deposit/electronic funds transfer.

Type Account

Required, alpha, 1 position

Click the down arrow to display the drop-down menu and select the type of account in which the allotment amount is being deposited. Valid values are **Checking** and **Savings**.

Routing Number

Required, alphanumeric, 9 positions

The financial organization's routing number. The first 2 positions must be **01** through **12**, **21** through **32**, or **90** through **91**.

Check Mailing

The name and address identifying to whom which the payment is to be disbursed.

Name

Required, alphanumeric, 35 positions max.

Type the name of the payee receiving the discretionary allotment.

Address

Required, alphanumeric, 35 positions max.

Type the payee's address.

- Do not include punctuation, such as periods, commas, or parentheses when entering the name or address.

City

Required, alpha, 16 positions max.

Type the city name.

State

Required, alpha, 2 positions

Type the standardized abbreviation for the state.

Zip Code

Required, alphanumeric, 9 positions max.

Type the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

Optional Line for Check Mailing or DD/EFT Info

Optional, alphanumeric, 25 positions max.

Type any remark applicable to the allotment. This data is transmitted to the financial organization or printed on the check along with the payee's name and address, and the employee's name at the bottom of the check indicating an allotment check.

Deductions Due To Indebtedness Window Field Instructions

The Deductions Due To Indebtedness window (**Figure 3:7**) is used to enter third party indebtedness. For instructions on the entry process, see **Steps For Entering A Third Party Debt**.

Depy/Agcy

Required, alpahnumeric, 4 positions

Type the applicable department/agency code. The first two positions are the department code, and the second two positions are the agency code. For a list of department and/or agency codes, go to *www.nfc.usda.gov* and click the **Pubs & Forms** icon.

POI

Required, numeric, 4 positions

Type the employee's 4-position POI.

SSN

Required, numeric, 9 positions

Type the indebted employee's 9-digit ssn.

Effective Pay Period

Requried, numeric, 2 positions

Type the pay period number of the pay period in which to begin the deductions.

Pay Period Year

Conditional, numeric, 4 positions

Type the 4-digit year that corresponds to the pay period in which to begin the deductions.

Name: Last

Required, alphanumeric, 17 positions max.

Type the last name of the employee or press **[Enter]** in order for the application to generates the name.

First

Required, alphanumeric, 12 positions max.

Type the first name of the employee or press **[Enter]** in order for the application to generate the name.

Middle

Optional, alphanumeric, 12 positions max.

Type the middle name of the employee or press **[Enter]** in order for the application to generate the name.

Transaction Code

Required, alpha, 2 positions

Click the down arrow to select the applicable type of transaction. Valid values are **`New`**, **`Change`**, and **`Delete`**.

Type Deduction Code

Required, numeric, 2 positions

Type the applicable code to indicate the deduction type. Valid values are:

- **`30-Bankruptcy`**
- **`33-Education Loan`**
- **`40-IRS 2159 Payroll Deduction`**
- **`50-Commercial Garnishment`** (which includes state or local tax levies)
- **`57-Travel Credit Cards-Other Than Agriculture Agencies`**
- **`90-Other Departmental Debt`**
- **`94-Military Service for CSRS`**
- **`96-Military Service for FERS`**

Receipt Account Number

Conditional, numeric, 12 positions

Type the receipt account number for the garnishment in the following format:

Position	Data
1–3	**`000`** (3 zeroes)
4–5	Type Deduction Code
6–12	Agency assigned sequential number.

NOTE: If the garnishment is for state or local tax levy, type **`ST`** or **`LO`** in positions 11–12.

Balance

Required, numeric, 9 positions max.

Type the balance of the money owed in dollars and cents. If **`30`** is entered in the Type Deduction Code field, type **`999,999.000`** in this field.

Deduction Per Pay Period

Conditional, numeric, 6 positions max.

The type of deduction (amount or percent) to be made each pay period.
NOTE: You must complete either the Deduction Amount field or the Percent field. You cannot complete both fields.

Deduction Amount

Conditional, numeric, 6 positions max.

If the garnishment is based on an amount per pay period, type the amount in dollars and cents.
NOTE: If data is entered in the Percent field, this field is left blank.

OR

Percent

Conditional, numeric, 2 positons max.

If the garnishment is based on a percent each pay period, type the applicable percentage.
NOTE: If data is entered in the Deduction Amount field, this field is blank.

Payee Information

If a check is issued for the debt payment, complete the Name, Address, City, State, and Zip Code fields.

NOTE: If the debt payment is sent to a financial institution through DD/EFT, do not complete the Name, Address, City, State, and Zip Code fields.

Name

Optional, alphanumeric, 35 positions max.

Type the name of the entity to whom the debt is to be paid. This field is only completed if a check is mailed.

Address

Optional, alphanumeric, 35 positions max.

Type the street address of the entity to whom the debt is paid. This field is only completed if a check is mailed.

City

Optional, alphanumeric, 16 positions max.

Type the city of the entity to whom the debt is paid. This field is only completed if a check is mailed.

State

Optional, alpha, 2 positions

Type the 2-position alpha state abbreviation of the entity to whom the debt is paid. This field is only completed if a check is mailed.

Zip Code

Optional, numeric, 9 positions max.

Type the zip code of the entity to whom the debt is paid. The first five positions of the field are the zip code, and the last four positions are the zip+4 code. This field is only completed if a check is mailed.

DD/EFT

If the debt payment is to be sent to a financial institution through DD/EFT, complete the Type Account, Account Number, and Routing Number fields.

NOTE: If a check is being issued for the debt payment, do not complete the Type Account, Account Number, and Routing Number fields.

Type Account

Optional, alpha, 1 position

Type the applicable code for the type of account for the entity receiving payment if the payment is made through DD/EFT. Valid values are **C** (checking) and **S** (savings). This field is only completed if the payment is made by DD/EFT.

Account Number

Optional, alphanumeric, 17 positions max.

Type the account number for the entity receiving payment if the payment is made through DD/EFT. This field is only completed if the payment is made by DD/EFT.

Routing Number

Optional, numeric, 9 positions max.

Type the routing number for the financial institution of the entity receiving payment if the payment is made through DD/EFT. This field is only completed if the payment is made by DD/EFT.

Payment Identification

Optional, alphanumeric, 25 positions max.

Type any applicable payment information in this field.

Status Code

Required, alpha, 1 position

Type the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (severance); **W** (waiting).

Education Window Field Instructions

The Education window (**Figure 4:10**) is used to enter the highest education level attained based on years of formal schooling and/or academic degrees or certificates conferred. For instructions on the entry process, see **Steps For Entering Education/Professional Certification Documents**.

Transaction

Required

Click the down arrow to display the drop–down menu and select the action being taken. Valid values are **Add**, **Change**, and **Delete**.

Year Received

Required, numeric, 4 positions

Type the year the employee received the degree or certificate.

- The Year Received must be entered for professional certification codes **01** and **02**.
- The Year Received must be blank for professional certification codes **03**, **04**, and **05**.

- If the education level is **04**, **07**, **08**, **09**, **11**, or **12**, this field must be blank or zeros.

Education

Information pertaining to the employee's education attainment.

- The maximum records allowed is five.

Education Level

Required

Click the down arrow to select the academic level code for education attained for the degree or certificate being recorded. For a list of code definitions, see the **Education Level Table**.

- Must be **06**, **10**, and **13** through **22** for GAO.

School Code

Required, numeric, 5 positions

Type the code for the school from which the employee received the degree or certificate being recorded.

Instructional Program

Required, numeric, 6 positions

Type the employee's instructional program code.

Note: For a list of the education level codes, see TMGT Table 036; for a list of school codes, see TMGT, Table 025, field AD–350–Blk–Number 097 through 101 and 390.

Professional Certification

The type of professional certification.

Code

Required, numeric, 2 positions

Type the professional certification code. For a complete list of codes, see (**Appendix E**).

State

Required, numeric, 2 positions

Type the state code where the employee received the professional certification.

- The state code must be entered for professional certification codes **01** and **02**.
- The state code must be blank for professional certification codes **01**, **03**, **04**, and **05**.

Employee Address Window Field Instructions

The Employee Address window (**Figure 4:2**) is used to enter residence and check mailing addresses. For instructions on the entry process, see **Steps For Entering Address Documents**.

Effective Date

Required, numeric, 8 positions

Type the date the current address became effective.

Current Residence

Type the employee's current residence address. Do not include punctuation, such as periods, commas, or parentheses in the street address.

First Line Street Address

Required, alphanumeric, 25 positions max.

Type the first line street address.

Second Line Street Address

Optional, alphanumeric, 25 positions max.

Type the second line street address, if applicable.

Third Line Street Address

Optional, alphanumeric, 25 positions max.

Type the third line street address, if applicable.

City Code

Required, numeric, 4 positions

Type the city code (TMGT Table 016). For APO addresses, type `0001`; for FPO addresses, type `0002`.

County Code

Required, numeric, 3 positions

Type the county code (TMGT Table 016). For APO and FPO addresses, type `000`.

State Code

Required, alphanumeric, 2 positions

Type the state code (TMGT Table 015). For APO and FPO addresses, type `91` for America; `92` for Europe; `93` for Pacific; `98` for other foreign areas.

Zip Code

Required, alphanumeric, 9 positions max.

Type the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

Check Mailing Address Other Than Bank

The employee's current check mailing address. This field does not apply to financial organizations.

Do not include punctuations, such as periods, commas, or parentheses in the street address.

First Line Street Address

Required, alphanumeric, 35 positions max.

Type the first line street address.

Second Line Street Address

Optional, alphanumeric, 35 positions max.

Type the second line street address, if applicable.

City Code

Required, numeric, 4 positions

Type the city code (TMGT Table 016). For APO addresses, type `0001`; for FPO addresses, type `0002`.

State Code

Required, alphanumeric, 2 positions

Type the state code (TMGT Table 015). For APO and FPO addresses, type `91` for America; `92` for Europe; `93` for Pacific; `98` for other foreign areas.

Zip Code

Required, alphanumeric, 9 positions max.

Type the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

Designated Agent Code

Optional , numeric, 4 positions

Type the 4-digit designated agent code (TMGT Table 004), if the salary check is to be delivered to a designated agent. Do not enter a designated agent code **and** a check mailing address.

Family Member Window Field Instructions

The Family Member window (**Figure 4:13**) is used to enter family member data for health benefits documents. For instructions on the health benefits entry process, see **Steps For Entering Federal Health Benefits Documents**. For information on adding a family member, see **Adding A Family Member**.

Member

Last Name

Required, alpha, 20 positions max.

Type the last name of the family member.

First Name

Required, alpha, 14 positions max.

Type the first name of the family member.

Middle Initial

Optional, alpha, 1 position

Type the middle initial of the family member, if applicable.

SSN

Optional, numeric, 9 positions

Type the family member's SSN.

Date of Birth

Required, numeric, 8 positions

Type the family member's date of birth.

Gender

Required, alpha, 1 position

Click the applicable radio button. Valid values are **`Male`** and **`Female`**.

Relationship

Required, alpha

Click the down arrow to display the drop-down menu and select the relationship of the family member to the employee.

Other Insurance Information

Other Private Insurance Ind

Optional, 1 position

Click this field if the family member has another private insurance. The default is blank.

Other Insurance Name

Conditional, alpha, 35 positions max.

Type the name of the family member's other insurance carrier, if applicable. This field must be completed if the Other Private Insurance Ind field is selected.

TRICARE

Required, 1 position

Click this field if the family member is covered by TRICARE. The default for this field is blank.

Other Insurance Policy Number

Optional, alphanumberic 30 positions max.

Type the policy number of the insurance carrier listed in the Other Insurance Name field, if applicable.

Medicare Part A Indicator *Required, 1 position*

Click this field if the family member is covered by Medicare Part A. The default for this field is blank.

Medicare Part B Indicator *Required, 1 position*

Click this field if the family member is covered by Medicare Part B. The default for this field is blank.

Medicare Part D Indicator *Required, 1 position*

Click this field if the family member is covered by Medicare Part D. The default for this field is blank.

Address

Street *Required, alphanumeric, 35 positions max.*

Type the first line of the FEHB member's (employee's) address.

Street *Required, alphanumeric, 35 positions max.*

Type the second line of the FEHB member's (employee's) address, if applicable.

Street *Required, alphanumeric, 35 positions max.*

Type the third line of the FEHB member's (employee's) address, if applicable.

City *Required, alpha, 23 positions max.*

Type the city name.

State *Required, alpha, 2 positions*

The 2-character state abbreviation.

Zip Code *Optional, numeric, 9 positions max.*

Type the zip code of the family member's address.

Financial Allotment Window Field Instructions

The Financial Allotment window (**Figure 4:4**) is used to enter data for financial allotment and net pay documents. For instructions on the entry process for financial allotment documents and net pay documents, see **Steps For Entering Financial Allotment Documents**.

Type Account

Required

Click the down arrow to display the drop-down menu and select the type of account to which the money is being deposited. Valid values are **Checking**, **Savings**, and **Health Savings**.

Allotment Amount

Conditional, numeric, 4 positions max.

Type the amount allotted each pay period in whole dollars for a financial allotment.

- To increase or decrease an allotment, enter the new amount of the allotment.
- To cancel an allotment, type **0000**.

Routing Number

Required, alphanumeric, 9 positions

Type the financial organization's routing number. The first 2 positions must be **01–12**, **21–32**, or **90–91**.

Account Number

Required, alphanumeric, 17 positions max.

Type the account number of the savings or checking account.

Flexible Spending Account Window Field Instructions

The Flexible Spending Account window (**Figure 4:26**) is used to enter flexfund data. For instructions on the entry process, see **Steps For Entering Flexible Spending Account Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **Enroll**, **Change**, and **Cancel**.

Plan Code

Required, alphanumeric, 2 positions

The plan code for the flexible spending account. A document must be entered for each account. For a list of valid codes, see **Plan Code Table**.

Option Code

No entry

The system generates **1** in this field.

Tax Deferred

Required

Click the applicable radio button to indicate if the deductions are taxable or tax deferred. Valid values are **Yes** and **No**.

Total Amount

Required, numeric, 6 positions max.

Type the total yearly flexfund amount in dollars and cents, designated by the employee.

- If the amount is a whole dollar amount, type 00 in the last two positions of the field. Biweekly deductions will be the total amount divided by the number of pay periods remaining in the plan year.

The table below lists the minimum and maximum annual amounts for each dependent care account:

Agency Code	Dependent Care Minimum	Dependent Care Maximum
ARC	$ 1	$ 5,000
FCA	130	5,000
FCSIC	130	5,000
FDIC	100	5,000
OCC	100	5,000
* *		

The table below lists the minimum and maximum annual amounts for each health care account:

Agency Code	Health Care Minimum	Health Care Maximum
ARC	$ 1	$ 5,000
FCA	130	5,000
FCSIC	130	5,000
FDIC	100	2,500
OCC	100	2,500
RTC	100	2,500

NOTE: The above amounts (in both tables) apply to non-Federal benefits. The minimum amount for an account for most Federal agencies is $250, and the maximum is $5000.

Effective Date

Required, numeric, 8 positions

Type the effective date of the Flexfund account.

Health Benefits Window Field Instructions

The Health Benefits window (**Figure 4:11**) is used to enter health benefits data. For instructions on the entry process, see **Steps For Entering Federal Health Benefit Documents**.

- After processing the return to duty personnel action when enrollment is reinstated, enter the health benefits enrollment change in the Health Benefits Enrollment window. Select ***Reinstatement*** at the Transaction drop-down menu and ***Reinstatement*** at the Event Code drop-down menu.
- Event Code must be present with all TC's.
- If Event Code is Correction or Other then a Remark is required.
- Effective Date is required for all transaction Codes.
- No Enrollment Code if the TC is Waived or Cancel.
- If Event Code that Permits Change is blank then date of Event is also blank.
- New Payroll Office or Retirement System is required when TC is Transfer Out.

Event code that permits change

Required

Type the appropriate event code as listed on the instructions for the SF–2809. For a list of valid values, see the **Event Code Table**.

Transaction

Required

Click the down arrow. to display the drop-down menu to select the action being taken. Only the codes applicable to the document (Health Benefits Registration or Change in FEHB Enrollment) being entered will appear in the drop down box. Valid values are:

Description	Reason For Processing
Administrative (SF–2809)	Corrections to pre-tax coverage only
New Enrollment (SF–2809)	New hire or open season
Term Due To LWOP (SF–2810)	365 consecutive days in nonpay status
Waived (SF–2809)	New hire
Cancel (by carrier) (SF–2810)	Nonpayment of dues
Change in Enroll (SF–2809)	Open season/marital status/carrier rejection
Cancel (by employee) (SF–2809)	Employee cancels
Reinstatement (SF–2810)	Return from military status or correction of erroneous termination
Transfer In (SF–2810)	Transfer from department to department and coverage continues
Transfer Out (SF–2810)	Transfer enrollment to OWCP

Married

Required

Indicates married or not married. Click the down arrow to display the drop-down menu. Valid values are **Yes** and **No**.

Enrollmt Code

Required, alphanumeric, 3 positions

Type the OPM-assigned enrollment code. For a list of valid codes, see TMGT Table 012.

Event Code

Required

The code that identifies the reason for the event. Click the down arrow to select the reason.

Date of Event

Required, numeric, 8 positions

Type the date of the event.

Personnel Contact

Information pertaining to the person to be contacted for questions.

Last

Required, alphanumeric, 20 positions max.

Type the last name of the personnel office contact person.

First

Required, alphanumeric, 15 positions max.

Type the first name of the personnel office contact person.

Phone

Required, numeric, 10 positions

Type the area code and phone number of the personnel office contact person.

Other Insurance Information

Information pertaining to other/supplementary insurance coverage.

Medicare A

Optional, alpha, 1 position

Click the box if the employee is enrolled in medicare hospital insurance.

Medicare B

Optional, alpha, 1 position

Click the box if the employee is enrolled in a supplementary medicare hospital insurance.

Policy Number

Required, alpha, 30 positions max.

Type the policy number of the other insurance policy.

Medicare Part D Indicator *Optional, 1 position*

Click this field if the person is covered by Medicare Part D. The default for this field is blank.

TRICARE *Optional, alpha, 1 position*

Click the box if the employee is enrolled in TRICARE.

NOTE: To cancel a selection, click the checkmark.

Date Signed *Required, numeric, 8 positions*

Type the date the employee signed the form.

Date Received In Personnel Office *Required, numeric, 8 positions*

Type the date the personnel office received the form from the employee.

Effective Date *Required, numeric, 6 positions*

Type the date the transaction is effective.

Agency Official Phone Number *Required, numeric, 10 positions*

Type the area code and phone number of the authorized agency official.

Is this a retroactive adjustment for an employee not previously enrolled in FEHB? *Optional*

Click the down arrow to display the drop-down menu. Select **Yes** if the effective date of the registration or change is prior to the processing pay period and the employee is not enrolled in FEHB. **Yes** indicates an automatic deduction for a lump sum payment in one pay period for the total FEHB debt owed.

Caution: The PPS only adjusts back to the effective date of the last action. If a personnel action with a date after the effective date of the FEHB enrollment has been processed, the system will only adjust back to the date of the personnel action. Automatic adjustments are not made back to the date of enrollment. Hence, enter the AD–343 in DOTSE for the period prior to the last personnel action.

Select **No** if the employee was ever enrolled in FEHB and requires a retroactive adjustment. **No** indicates the past due FEHB costs will be prorated. Enter the adjustment and indicate the amount to be deducted each pay period until the debt is repaid.

Temporary Employee–Pay Full Premium

Conditional, alpha, 1 position

Indicates a temporary employee is required to pay both the Government share and employee share of FEHB premiums. Leave blank if the employee is not in a temporary position.

Click the down arrow to select **Yes** or **No**. Select **Yes** if the employee is in a temporary position and must pay both the employee share and Government share of the health benefits premium.

Select **No** if the employee is in a temporary position and previously held a permanent position which makes the employee eligible to pay only their share of the health benefit premium. If **No** is selected, the document rejects in PINE for verification of full premium payments. When the document rejects, enter **I** in the Status Code field if the employee is eligible to pay only the employee share of the health benefit premium. If the field was entered incorrectly, contact the Payroll/Personnel Operations Section to change the pay full premium indicator.

Traditional Choice Since 11/01/96

Conditional, alpha, 1 position

Indicates if an FDIC employee was enrolled prior to November 1, 1996. This field applies to FDIC only.

Click the down arrow to select **Yes** or **No**. Select **Yes** if the employee was enrolled continuously in the plan since November 1, 1996.

Select **No** if the employee was not enrolled in the plan, or was not enrolled continuously in the plan since November 1, 1996.

Pre-Tax Premium

Conditional, alpha, 1 position

Indicates if premium is deducted before or after tax deductions.

Click the down arrow to select **Yes** or **No**. The default is **Yes**.

Once an employee elects **Yes** for PC–HB, the employee can only change this option (from **Yes** to **No**) during the annual Open Season or via a Qualified Life Event (QLE). For more information on Qualified Life Events see **Premium Conversion**.

Open season usually runs from mid-November to mid-December with an effective date in early January of each year.

Daytime Phone

Required, numeric, 10 positions

Type the area code and phone number where the employee can be reached during the daytime.

Other Private

Optional, alphanumeric, 35 positions max.

Type the name of the insurance company in which enrolled.

New Payroll Office Or Retirement System

Optional, alphanumeric, 35 positions max.

Type the new payroll office or retirement system when FEHB is transferred to OWCP.

Note: This field does not apply to system-generated SF–2810's.

Leave Data Transferred Window Field Instructions

The Leave Data Transferred window (**Figure 4:17**) is used to enter transferred leave data. For instructions on the entry process, see **Steps For Entering Transferred Leave Documents**.

Anual Leave Hours

The annual leave record.

Prior Year Leave Balance

Required, numeric, 6 positions max.

Type the prior year annual leave balance(s).

Credit

Conditional

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Current Year Leave Earned

Required, numeric, 3 positions max.

Type the number of annual leave hours earned during the current leave year.

Reduction In Credits

Required, numeric, 3 positions max.

Type the number of hours the annual leave is to be reduced.

Current Year Leave Taken

Required, numeric, 6 positions max.

Type the total number of annual leave hours used during the current leave year.

Leave Transferred

No entry

The system generates this data from the agency-entered data. If the leave transferred amount is a negative balance, the Credit box contains a checkmark.

Credit

No entry

If the leave transferred is a negative balance, the system generates a checkmark.

Sick Leave Hours

The sick leave record.

Prior Year Leave Balance *Required, numeric, 6 positions max.*

Type the prior year sick leave balance(s). If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Credit *Conditional*

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Current Year Leave Earned *Required, numeric, 3 positions max.*

Type the number of sick leave hours earned during the current leave year.

Reduction In Credits *Required, numeric, 3 positions max.*

Type the number of hours the sick leave is to be reduced.

Current Year Leave Taken *Required, numeric, 6 positions max.*

Type the total number of sick leave hours used during the current leave year.

Leave Transferred *No entry*

The system generates this data from the agency-entered data. If the leave transferred amount is a negative balance, the Credit box contains a checkmark.

Credit *No entry*

If the leave transferred is a negative balance, the system generates a checkmark.

Current Year

The current year nonpay status record.

LWOP Or Furlough *Optional, numeric, 6 positions max.*

Type the number of LWOP or furlough hours during the leave year.

AWOL Or Suspension *Optional, numeric, 6 positions max.*

Type the number of absence without leave (AWOL) or suspension hours during the leave year.

Since Last WGI

Nonpay status record since the last WGI.

LWOP Or Furlough

Optional, numeric, 6 positions max.

Type the number of LWOP or furlough hours since the last WGI.

AWOL Or Suspension

Optional, numeric, 6 positions max.

Type the number of AWOL or suspension hours since the last WGI.

Date Of WGI Waiting Period

Optional, numeric, 8 positions

Type the beginning date of the WGI waiting period.

Date Of Lump Sum Leave

Optional, numeric, 8 positions

Type the date the lump sum payment carried through.

Current Year Military Leave Taken

Optional, numeric, 2 positions max.

Type the number of days of military leave used during the current leave year.

Locator Window Field Instructions

The Locator window (**Figure 4:23**) is used to enter employee location data. For instructions on the entry process, see **Steps For Entering Locator Documents**.

Building Locator

Required, numeric, 3 positions max.

Type the employee's work building location code. For a list of work building location codes (building codes), see TMGT, Table 096.

Mail Room

Required, numeric, 6 positions max.

Type the employee's work mail room location code.

Physical Room

Required, numeric, 6 positions max.

Type the employee's work physical room location code.

Phone Number

Required, numeric, 10 positions

Type the employee's work telephone number starting with the area code.

Lump Sum Leave Payment Window Field Instructions

The Lump Sum Payments window (**Figure 4:22**) is used to enter lump sum leave payments. For instructions on the entry process, see **Steps For Entering Lump Sum Leave Payment Documents**.

Type Payment

Required

Select the type payment being entered in the Type Payment box. The system defaults to **Final** for a final lump sum payment for an employee separating from Federal service. The separation action must be entered to pay a final payment. Click the **Interim** radio button if an interim lump sum payment is being entered for an employee who is not separating but must be paid the lump sum payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

Use Database Accounting Data

Required

Select **Yes** in the Use Database Accounting Data box if the database accounting is to be used for the payment. The accounting data must be stored on the database if **Yes** is selected. Select **No** if the accounting data is being entered on the document. For instructions on the entry process, see **Steps For Entering Accounting Data**. The accounting data must be valid for the agency and located in MASC.

Flat Tax Rate

Required

This field is defaulted to **No,** do not pay flat tax rate, pay at the database withholding rate. If Federal income tax is based on the 27 percent withholding rate, click the **Yes** radio button. If Federal tax is based on the database withholding rate click the **No** radio button.

Caution: If the **No** radio button is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based on the current W–4.

Minus Sick Leave

Conditional

If the employee is indebted for sick leave that is forgiven, click the **Yes** radio button; if the employee is indebted and the sick leave is not forgiven and the debt must be paid, click **No**. The sick leave balance on the database must be negative hours. If a sick leave indebtedness does not exist, do not make a selection.

Pay AUO

Required

Click the **[Yes]** radio button if the employee is eligible for administratively uncontrollable overtime (AUO); click the **[No]** radio button if the employee is ineligible for AUO.

Pay COLA/Post Diff

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are:

- **`No`** – Do not pay COLA or Post Differential
- **`COLA`** – Pay COLA only
- **`Non-Foreign Post Differential`** – Pay Non-Foreign Post Differential Only
- **`Non-Foreign Post Differential COLA`** – Pay both Non-Foreign Post Differential and COLA

Note: Foreign Post Differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized but the system cannot pay it automatically. Must submit an SPPS request for payment.

Wage Emp Shift Rate Hours

The shift rates for FWS employees. Complete at least one field for a FWS employee.

1st

Required for wage grade employees, numeric, 5 positions max.

Type the first shift rate hours for an FWS employee.

2nd

Conditional, numeric, 5 positions max.

Type the second shift rate hours for an FWS employee.

3rd

Conditional, numeric, 5 positions max.

Type the third shift rate hours for an FWS employee.

Variable

Conditional, numeric, 5 positions max.

Type the varied shift rate hours for an FWS employee.

Dates LSP Carries Through

The projected dates all payable annual leave would have carried through had it not been paid.

- When the A/L Within Ceiling field is blank, the A/L Restored and A/L Above Ceiling must also be blank.
- Do not complete for an interim lump sum payment.
- The annual leave balance must be greater than the annual leave ceiling and the annual leave carryover on the database if the A/L Above Ceiling is

completed. Conversely, the A/L Above Ceiling must be blank if the annual leave balance is less than the annual leave carryover on the database.

- The dates must be later than the separation action effective date.
- When projecting the dates, project the A/L Restored first, the A/L Above second, and the A/L Within Ceiling third.
- The A/L Above Ceiling date must be later than the A/L Restored date and the A/L Within Ceiling date must be later than the A/L Above Ceiling date.
- Holidays are included as regular work days in the projected dates.

A/L Restored

Optional, numeric, 8 positions

Type the date the restored annual leave carries through. A restored annual leave balance must exist on the database.

A/L Within Ceiling

Optional, numeric, 8 positions

Type the date the annual leave within ceiling carries through.

A/L Above Ceiling

Optional, numeric, 8 positions

Type the date the annual leave above ceiling carries through.

If the employee is indebted for sick leave that is forgiven, click ***Yes*** in the Minus Sick Leave box; if the employee is indebted and the sick leave is not forgiven and the employee is expected to pay for the indebtedness, click ***No***. The sick leave balance on the database must be negative hours. If a sick leave indebtedness does not exist, do not make a selection. An SPPS indetbedness record must be estimated before hte lump sum action is processed.

If the employee is eligible for COLA, click ***Yes*** under **Pay COLA**; if the employee is ineligible for COLA, click the No radio button.

If the employee is eligible for authorized unscheduled overtime (AUO), click the Yes radio button under **Pay AUO**; if the employee is ineligible for AUO, click ***No***.

Total Hours To Be Paid

Required, numeric, 5 positions max.

Type the total number of hours to be paid. The hours must agree with the hours on the database.

Date Of Separation

Required, numeric, 8 positions

Type the date the employee separated. This field applies to final payments only and must be the same as the effective date of the personnel action.

Total Lines Of Accounting Data

No entry

The number of lines of accounting data listed on the Accounting Data window. If the Use Database Accounting Data field is coded `Yes` (use database accounting), `00` appears in this field.

Hours Applicable To Last Day Of LSP

Required, numeric, 4 positions max.

Type the number of hours that are applicable to the last day of the lump sum payment.

Master File Change Window Field Instructions

The Master File Change window (**Figure 4:24**) is used to enter miscellaneous database elements that are not entered on a personnel action or payroll document. For instructions on the entry process, see **Steps For Entering Master File Change Documents**.

Field Selected

No entry

This field is system generated. After you select a data element from the field selection list, the field name appears in this field.

Field Value

Required, alphanumeric, 35 positions max

Type the value for the selected field according to the instructions for the data elements listed below.

Action Code

Required, alpha, 1 position

Click the down arrow to select the code that identifies the type of action to be taken. Valid values are **0** (Replace), **1** (Add), and **2** (Subtract).

Following are field instructions for the data elements that can be selected from the field selection list.

Appointment Nature Of Action/1st Auth/2nd Auth

Alphanumeric, 9 positions max.

The appointment NOAC and authority codes, if applicable. This field is only used to correct the current appointing authority on the original personnel action. This data displays in IRIS Program IR123.

- For those appointments without authority codes(s), enter the NOAC only. The new data will supersede what is currently in the PPS database.

Position	Data
1 – 3	Appointment NOAC
4 – 6	Appointment authority (first) code
7 – 9	Appointment authority (second) code

City Tax YTD

Numeric, 12 positions max.

The monetary amount of year-to-date city tax deductions for the current taxing authority. A city tax record must exist. This data displays in IRIS Program IR106.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Position	Data
1 – 2	State code
3 – 6	City code
7 – 12	YTD city tax deducted

County Tax YTD

Required, alphanumeric, 11 positions

The monetary amount of year-to-date county tax deductions for the current taxing authority. A county tax record must exist. This data displays in IRIS Program IR107.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Position	Data
1 – 2	State code
3 – 5	County code
6 – 11	YTD county tax deducted

Critical Element Indicator

Numeric, 1 position

The code that indicates the performance appraisal is used to control the granting of a WGI. This data displays in IRIS Program IR303. Valid values are:

Position	Data
1	Eligible for WGI
2	Composite rating less than 3.0
3	Critical element less than 3.0
4	Composite rating and critical element less than 3.0

Cumulative Retirement Deductions Conversion

Numeric, 7 positions max.

The monetary amount of retirement deductions an employee had prior to being payrolled by the USDA PPS. This field only updates the Retirement Deductions This Appointment field on the AD–334, Statement of Earnings and Leave; it does not update the SF2806/SF3100A, Individual Retirement Record. This data displays in IRIS Program IR117, Retirement Data.

Date Appointment Effective

Numeric, 8 positions

The appointment date. This data displays in IRIS Program IR102.

- Date must be entered as **YYYYMMDD**.

Earnings Limitation YTD

Numeric, 8 positions max.

The monetary amount of compensation a non-executive level or SES employee has received to date up to the FEPCA imposed limit. This amount includes the employee's base salary, awards, allowances, differentials, bonuses, or other similar payments. This data displays in IRIS Program IR102.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

FEHB Part Time Coverage Code

Numeric, 1 position

Type the FEHB Part Time Coverage Code. Valid values are:

Code	Description
0	Not applicable
1	Prorated based on tour of duty
2	Part time employee paying as a full time employee
3	Temporary employee paying both the employee and agency contribution

Hospital Insurance Tax Deduction YTD

Numeric, 6 positions max.

The monetary amount of year-to-date medicare deductions. This data displays in IRIS Program IR103, Salary Data YTD.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Hospital Insurance Tax Wages YTD

Numeric, 7 positions max.

The monetary amount of year-to-date medicare wages. This data displays in IRIS Program IR103.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Intermittent Days Worked Calendar Year SCD

Numeric, 4 positions max.

The number of days worked while serving an intermittent work schedule during the calendar year appointment. This data displays in IRIS Program IR129.

Intermittent Days Worked Last WGI

Numeric, 3 positions max.

The number of intermittent days worked since the last WGI. This data displays in IRIS Program IR303.

Intermittent Days Worked Probation Period

Numeric, 3 positions max.

The number of intermittent days worked while serving an intermittent work schedule for an appointment that was subject to a one year probationary or trial period. This data displays in IRIS Program IR129.

Intermittent Days Worked This Appointment

Numeric, 4 positions max.

The number of intermittent days worked during the current appointment. This data displays in IRIS Program IR129.

Intermittent Days Worked While On Rolls

Numeric, 4 positions max.

The number of days worked while employed by the department. This data displays in IRIS Program IR129.

Intermittent Elapse Calendar Days Career Tenure

Numeric, 4 positions max

The number of intermittent elapsed calendar days towards conversion to career tenure. This data displays in IRIS Program IR129.

Intermittent Elapse Calendar Days Probation

Numeric, 4 positions max

The number of calendar days that have elapsed during an intermittent work schedule for an appointment that is subject to a 1-year probationary or trial period. This data displays in IRIS Program IR129.

Intermittent Elapse Calendar Days SCD

Numeric, 6 positions max

The number of intermittent elapsed calendar days toward the service computation date for leave, retirement, RIF, and TSP. This data displays in IRIS Program IR129.

Intermittent Elapse Calendar Days WGI

Numeric, 4 positions max

The number of calendar days that have elapsed while serving in an intermittent work schedule and in a waiting period for a WGI. This data displays in IRIS Program IR303.

Intermittent Hours Worked Leave Retirement RIF

Numeric, 4 positions max

The number of hours an intermittent worked for the leave year. The PPS automatically adjusts the SCD for leave, retirement, RIF, and TSP at the end of the leave year for all intermittent employees to reflect the number of hours worked. This data displays in IRIS Program IR129.

Intermittent Paid Days To Career Tenure

Numeric, 3 positions max

The number of paid intermittent days of creditable service towards career tenure. This data displays in IRIS Program IR129.

No Pay Due Indicator

Alpha, 1 position

Type a **Y** in the No Pay Due Indicator field.

OASDI Deductions YTD

Numeric, 6 positions max

The monetary amount of year-to-date social security deductions. This data displays in IRIS Program IR103.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

OASDI Wages YTD

Numeric, 7 positions max

The monetary amount of year-to-date social security wages. This data displays in IRIS Program IR103.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Overpayment Carryover YTD

Numeric, 8 positions max

The monetary amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitations. This amount is carried to the next year so payment can be made to the employee in the first pay period in the calendar year. This data displays in IRIS Program IR103.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Pay Adjustment Pay Period Elapsed Counter

Numeric, 3 positions max

The number of pay periods that have elapsed since the first pay period the employee was paid. It is used to generate automatic pay adjustments for Census decennial employees. For use by the Department of Commerce, Bureau of the Census (decennial employees) only. This data displays in IRIS Program IR123.

Performance Evaluation Pay Period

Numeric, 2 positions max

The pay period for which the performance evaluation is prepared. This data displays in IRIS Program IR304, Performance Evaluation Data.

Performance Evaluation Rating Code

Numeric, 2 positions max

The employee's performance evaluation rating for the current rating period.

Performance Evaluation Year

Numeric, 4 positions

The year for which the performance evaluation is prepared. This data displays in IRIS Program IR304.

Performance Penalty Status

Alpha, 1 position

Indicates whether an employee has been placed in a warning status. Type **Y** (yes) or **N** (no). This data displays in IRIS Program IR123.

- For use by the Department of Commerce, Bureau of the Census (decennial employees) only. The pay plan must be **AD** and the grade must be **60**, **70**, or **80**.

Premium Pay YTD

Numeric, 8 positions max

The monetary amount of premium pay the employee has received year to date. This data displays in PINQ Program PQ22, Pay History.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Retirement YTD Retirement Earnings

Numeric, 7 positions max

The monetary amount of year-to-date retirement earnings. This data displays in IRIS Program IR117.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Separation Final T&A Received

Alpha, 1 position

Indicates separated status. Type **Y** (yes) or **N** (no). This code indicates if the final T&A has been processed for an employee in separated status. This data displays in IRIS Program IR132, Separation Information.

- If the timekeeper fails to code the Final field on the T&A to indicate that an employee is in separated status, type **Y**.
- If the timekeeper erroneously coded this field for an employee who is not separating, type **N** to indicate that the employee is not separating.

TSP Deduction YTD Def Catchup

Numeric, 8 positions

Type the year to date amount of the TSP catchup contributions.

TSP Deduction YTD Def Plan Specific

Numeric, 10 positions

Type the year to date amount of the TSP plan specific contributions.

Thrift Saving Deduction YTD Deferred

Numeric, 7 positions max

The monetary amount of year-to-date Thrift Savings Plan deductions. This data displays in IRIS Program IR118, Thrift Savings Data.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

Thrift Saving YTD Thrift Earnings

Numeric, 7 positions max

The monetary amount of year-to-date Thrift Savings Plan earnings. This data displays in PINQ Program PQ56, PACS Thrift Savings.

- Must be completed by new customers converting to the USDA PPS and when an employee transfers from one department to another within the PPS.

W–4 Controlled By IRS

Alpha, 1 position

Type **Y** to indicate yes if the W–4 is controlled by the IRS, or type **N** to indicate if the W–4 is not controlled by the W–4.

WGI Due Code

Numeric, 1 position

Indicates if a WGI is due. Type **0** (no) or **1** (yes). The system tracks when the next WGI is due based on the time in step and generates the WGI personnel action accordingly. This field is used to update the database so that the WGI can or cannot be processed. This data displays in IRIS Program IR303.

Multi Element Update Window Field Instructions

The Multi Element Update window (**Figure 4:25**) is used to enter miscellaneous database elements that are not entered on a personnel action or payroll document but are used for reporting requirements as well as to denote expertise in various fields. For instructions on the entry process, see **Steps For Entering Multi-Element Update Documents**.

Field Selected

No entry

After you select a data element from the selection list, the name appears in this field.

Field Value

Required, alphanumeric, 20 positions max.

Type the value for the selected field according to the instructions for the data elements listed below.

Following are field instructions for the data elements that can be selected from the field selection list.

6C Retirement Date

Numeric, 8 positions

The retirement service computation date for employees appointed to law enforcement or firefighter positions entailing a special retirement deductions rate (Retirement Coverage Code **6**, **E**, **M**, and **T**). This data displays in IRIS Program IR102.

- Must be completed for employees to receive a Benefits Statement for Law Enforcement Officers and Firefighters.

Note: When an entry is made in this field, the data will be recorded in IRIS Program IR102. Even though completing this field will update IRIS, include Remarks Code B05, Employee became subject to 7 1/2 percent CSR deduction effective (date), on the personnel action appointing the employee to a law enforcement or firefighter position. When the retirement date is entered for Remarks Code B05, the date is recorded in RETM to update the employee's SF−2806/SF−3100, Individual Retirement Record. The date entered for Remarks Code B05 is not recorded in IRIS; therefore, complete this field in order to establish this date in IRIS.

- If an incorrect date was entered when Remarks Code B05 was completed, enter a correction to the personnel action using Remarks Code B05 with the correct date. If an incorrect date appears on IR102, enter the correct date in this field.
- If the employee moves from a law enforcement or firefighter position, enter Remarks Code 619, 7 1/2 percent retirement discontinued (date) under PL 93−350.

Agency EOD Date *Numeric, 8 positions*

The date the employee entered on duty with the agency. For new appointments, the system uses the effective date of the accession action to generate the agency EOD Date; no entry is required. This data displays in IRIS Program IR102.

Agency Information 1 *Alphanumeric, 20 positions max*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Information 2 *Alphanumeric, 20 positions max*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Information 3 *Alphanumeric, 20 positions max*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Information 4 *Alphanumeric, 20 positions max*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Information 5 *Alphanumeric, 20 positions max*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Use 1 *Alphanumeric, 1 position*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Use 2 *Alphanumeric, 2 positions*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Use 3 *Alphanumeric, 4 positions*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Use 4 *Alphanumeric, 5 positions*

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Agency Use 5

Alphanumeric, 6 positions

Free-form agency specific information used in accordance with agency instructions. This data displays in IRIS Program IR123.

Approved Leave Recipient

Alpha, 1 position

Identifies employees who are approved by their personnel office to receive annual leave from other Federal employees through the Leave Transfer Program for a medical or family emergency or other hardship situation. Type **Y** (yes) or **N** (no). This data displays in IRIS Program IR136.

Computer Equipment Ability Code 1

Alpha, 1 position

The code that identifies the employee's experience with a specific type of computer equipment. This data displays in IRIS Program IR123. Valid values are:

Code	Description
B	Burroughs
H	Honeywell
I	IBM
R	Fosdic
U	Univac
O	Other

Computer Equipment Ability Code 2

Alpha, 1 position

The code that identifies the employee's experience with a specific type of computer equipment. For valid values, see the Computer Equipment Ability Code 1 field. This data displays in IRIS Program IR123.

Computer Equipment Ability Code 3

Alpha, 1 position

The code that identifies the employee's experience with a specific type of computer equipment. For valid values, see the Computer Equipment Ability Code 1 field. This data displays in IRIS Program IR123.

Computer Equipment Ability Code 4

Alpha, 1 position

The code that identifies the employee's experience with a specific type of computer equipment. For valid values, see the Computer Equipment Ability Code 1 field. This data displays in IRIS Program IR123.

Date EOD Foreign Service

Numeric, 8 positions

The date the employee converted to or entered foreign service. This date is used to generate a correction to the Your Personal Statement of Benefits output to determine eligibility for foreign service retirement. This data displays in IRIS Program IR117.

Note: Employees who entered foreign service after January 1988 are not eligible to retire from foreign service unless they complete a minimum of 5 years in the foreign service.

- Pay plan must be **FC**, **FE**, **FO**, **FP**, or **FS**.

Date Entered POI

Numeric, 8 positions

The date the employee began to be serviced by the personnel office. For new appointment personnel actions or personnel actions that transfer the jurisdiction of an employee's personnel record from one servicing personnel office to another, the system uses the effective date of the personnel action to generate the Date Entered POI. No entry is required. Refer to agency instructions in completing this field. This data displays in IRIS Program IR102.

Date Of Investigation

Numeric, 8 positions

The initial date the security investigation was completed. This data displays in IRIS Program IR312.

Date Of Reinvestigation

Numeric, 8 positions

The date the reinvestigation needs to be initiated to assure security clearance is updated. This data displays in IRIS Program IR312.

FEHB Temp SCD

Numeric, 8 positions

The date a temporary employee becomes eligible for the FEHB program. This data displays in IRIS Program IR115.

- This field must be completed for:

  Temporary employees who have a break in service of 5 days or less. The PPS will generate the effective date of the new appointment as the FEHB Temp SCD. Since a break in service of 5 days or less does not interrupt a temporary employee's length of service for FEHB eligibility, adjust the FEHB Temp SCD field to reflect the correct SCD.

  Newly hired employees. The PPS will generate the effective date of the temporary appointment as the SCD for FEHB eligibility. Since this date will be automatically generated, verify the accuracy of the date for temporary employees who may have had previous creditable service for FEHB eligibility (transferred to the agency without a break in service of more than five days).

Financial Disclosure Submitted

Alpha, 1 position

Denotes whether the employee occupies a position subject to conflict of interest or financial disclosure reporting requirements and whether the required statement has been submitted. Type **Y** (yes) or **N** (no). This data displays in IRIS Program IR123.

Flexfactor Participation Code

Alpha, 1 position

Type **Y** (yes) participate in the Flexfactor program, **N** (no) waive participation, or **C** (cancel participation). **Y** is generated for accessions.

Section 125 of the Internal Revenue Code permits health insurance premiums to be deducted from employees' pay on a pre-tax basis. Flexfactor participation allows non-Federal and Federal employees FEHB premiums to be deducted from their pay prior to the computation of Federal income tax, social security, medicare, and all state income taxes except New Jersey and Pennsylvania. OCC, ARC, FDIC ******, and FCA/FCSIC employees may elect to participate in Flexfactor at anytime.

Other than reducing participating employee's taxable income, there is no other impact on pay or benefits as a result of Flexfactor. The health premium amounts will not be included in the employee's taxable income on the W–2, Wage and Tax Statement. This data displays in IRIS Program IR113, Flexfund.

Law Bar Membership And State Of Bar

Numeric, 3 positions max

Indicates that the employee has a law degree and is a member of the Bar. Type **0** (not applicable), **1** (has a law degree), or **2** (has a law degree and is a member of the Bar). This data displays in IRIS Program IR123.

- Type the state abbreviation in the last two positions.
- The State of Bar must be blank if the Law Bar Membership is **0** or **1**.
- If **2** is entered as the law bar membership, enter the state code also.

Longevity Date

Numeric, 6 positions

The longevity SCD for employees appointed to the U.S. Secret Service Uniformed Division (Pay Plan **LE**). The PPS will use this date to determine the percentage of longevity pay the employee will receive each pay period. The percentage of longevity pay earned each pay period will appear on Form AD–334, Statement of Earnings and Leave, as TC 51, Suffix 2, Longevity. When a personnel action is processed to change the pay plan from LE to another pay plan, the PPS will place zeros in the Longevity Date field in the PPS. This data displays in IRIS Program IR102.

- Pay plan must be LE.

Primary Fund Code

Numeric, 2 positions

Relates to specific projects within the appropriation code structure. Type the code that is assigned to employees as they are hired and is based on the project on which the employee is expected to work at least 50 percent of the time. This data displays in IRIS Program IR102.

Programming Language Code 1

Numeric, 1 position

The first computer programming language for which the employee has experience. This data displays in IRIS Program IR123. For a list of valid codes, see the **Programming Language Code 1 Table**.

- A total of five codes may be entered.

Programming Language Code 2

Numeric, 1 position

The second computer programming language for which the employee has experience. This data displays in IRIS Program IR123. A total of five codes may be entered. See the **Programming Language Code 1 Table**.

Programming Language Code 3

Numeric, 1 position

The third computer programming language for which the employee has experience. This data displays in IRIS Program IR123. A total of five codes may be entered. See the **Programming Language Code 1 Table**.

Programming Language Code 4

Numeric, 1 position

The fourth computer programming language for which the employee has experience. This data displays in IRIS Program IR123. A total of five codes may be entered. See the **Programming Language Code 1 Table**.

Programming Language Code 5

Numeric, 1 position

The fifth computer programming language for which the employee has experience. This data displays in IRIS Program IR123. A total of five codes may be entered. See the **Programming Language Code 1 Table**.

SES Recertification Date

Numeric, 8 positions

The date an SES career employee was recertified for duty. This data displays in IRIS Program IR102.

- The pay plan must be an SES pay plan and the type of appointment must be 01.

TDY Post Differential

Numeric, 2 positions

The TDY post differential percent. Valid values are **0000** through **2500.** This data displays in IRIS Program IR102.

- If an employee is temporarily detailed to a foreign post of duty and is eligible for post differential, enter the percentage for the post differential in whole percentages.
- An employee cannot receive both TDY and COLA/post differential.

Note: TC 46, Post Differential, must be entered by the timekeeper on the T&A for the pay period in which payment is to begin. After initial entry, the TC will not have to be reentered for the subsequent pay period(s).

Type Of Investigation

Numeric, 2 positions

The type of security clearance investigation completed. This data displays in IRIS Program IR312. For a list of valid codes, see the **Type Of Investigation Table**.

Non-Federal Health Benefits Window Field Instructions

The Non-Federal Health Benefits window (**Figure 4:27**) is used to enter non-Federal health benefits data. For instructions on the entry process, see **Steps For Entering Non-Federal Health Benefit Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken.

Enrollment Code

Required, numeric, 3 positions

Type the assigned enrollment code. Specific enrollment codes are assigned by NFC.

- Type the plan code in the first two positions; type the option code in the third position.

Adjustment Flag

Conditional

Click the Yes or No radio button to indicate the effective date is prior to the current processing pay period and an adjustment is required. Bypass the selection if the effective date is the same as the processing pay period

- Select **Yes** if the effective date is prior to the current processing pay period and the employee is not presently enrolled in a non-Federal health plan.

- Select **No** if the employee was/is enrolled in a non-Federal health plan and requires a retroactive adjustment.

Tax Deferred Code

Required

Click the **Yes** or **No** radio button to indicate if the deductions are taxable or tax deferred. Click the down arrow to select yes or no. Select **Yes** (tax deferred) or **No** (tax exempt).

Effective Date

Required, numeric, 8 positions

Type the effective date of enrollment.

Non-Federal Life Insurance Window Field Instructions

The Non-Federal Life Insurance window (**Figure 4:28**) is used to enter non-Federal life insurance data. For instructions on the entry process, see **Steps For Entering Non-Federal Life Insurance Documents**. For information on non-Federal life insurance documents, see **Non-Federal Benefits: Life Insurance**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **New**, **Change**, and **Cancel**.

Plan Code

Required, numeric, 2 positions

Type the plan code of the insurance plan. For a list of valid codes, see **Non-Federal Life Insurance Plan Code Tables**.

Coverage Code

Required, numeric, 2 positions

Type the coverage code for the insurance plan. For a list of valid codes, see **Non-Federal Life Insurance Coverage Codes Table**.

Enter the appropriate codes for Smithsonian Institution employees only.

Coverage Amount

Required for SI only, numeric, 4 positions max.

Type the amount of coverage in whole dollars.

- The minimum coverage amount is $10,000; the maximum coverage amount is $500,000.
- Must be in $10,000 increments.

Option 1

Optional, numeric, 4 positions max.

Type the amount of Option 1.

- Must be in multiples of $25,000 and cannot exceed $300,000.
- Cannot exceed five times the adjusted salary.
- For FDIC only, this field cannot exceed $125,000 if the coverage amount is less than $25,000.
- If the coverage amount is between $25,000 and $50,000, this field cannot exceed $250,000.

Option 2

Optional, numeric, 4 positions max.

Type the amount of Option 2.

Option 3

Optional, numeric, 4 positions max.

Type the amount of Option 3.

Effective Date

Required, numeric, 8 positions

Type the effective date of the non-Federal life insurance.

Adjustment Flag

Conditional

Click the Yes or No radio button to indicate the effective date is prior to the current processing pay period and an adjustment is required. Bypass the selection if the effective date is the same as the processing pay period.

- Select **`Yes`** if the effective date is prior to the current processing pay period and the employee is not presently enrolled in a non-Federal life plan. (The system automatically adjusts deductions for up to 26 pay periods.)
- Select **`No`** if a retroactive adjustment is not necessary.

Biweekly Deduction Amount

Required for ATF only, numeric, 5 positions max.

The amount to be deducted each pay period. Type the appropriate amount depending on the option(s) selected from the life insurance plan.

Non-Federal Retirement Window Field Instructions

The Non-Federal Retirement window (**Figure 4:29**) is used to enter non-Federal retirement data. For instructions on the entry process, see **Steps For Entering Non-Federal Retirement Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **`New Enrollment`**, **`Change`**, and **`Cancel`**.

Plan Code

Required, numeric, 2 positions

The plan code of the retirement savings and investment plan. For a list of valid codes, see the **Non-Federal Retirement Plan Code Table**.

- Plan Code **23** requires the employee to be at least 35 years of age and 3 years of service with agency 71, 73, or 77. The accession date is used to certify the length of service requirement. However, since any prior service as a Trust employee can be used in determining eligibility, the accession date cannot be the sole standard for meeting the length of service requirement. Therefore, if it has been determined that the 3-year service requirement has been met and that the retirement plan code entered in the Plan Code field is correct, enter Status Code **C** when the document rejects in PINE.
- When a Trust employee becomes eligible for the TIAA Retirement Program, the specific retirement plan for enrollment should be determined based on the employee being hired prior to January 3, 1988 for Plan Code **23**.
- The tour or duty must exceed 39 hours for Plan Codes **23** and **24**.
- Plan Codes **23**, **34**, and **37** apply to agencies 71, 73, and 77 only.
- Plan Code **34** requires the employee to be at least 35 years of age and have at least 2 years of service with Agency 71, 73, or 77. The accession date is used to certify the length of service requirement. However, since any prior service as a Trust employee can be used in determining eligibility, the accession date cannot be the sole standard for meeting the length of service requirement. Therefore, if it has been determined that the 2-year service requirement has been met and that the retirement plan code entered in the Plan Code field is correct, enter Status Code **C** when the document rejects in PINE.
- When a Trust employee becomes eligible for the TIAA Retirement Program, the specific retirement plan for enrollment should be determined based on the employee being hired after January 2, 1988, for Plan Code **34**.
- The appointment must be at least 365 days for Plan Code **34**.
- The deduction is tax deferred for Plan Codes **23**, **34**, and **37**.
- Certain plan codes do not allow for a change in the tax deferred amount or percent.

Coverage Code

Required for SI and ARC only, numeric, 1 position

The coverage code of the retirement plan. Type **0** (no voluntary allotment), **1** (additional retirement account – taxable or tax deferred) or **2** (supplemental retirement annuity – tax deferred only).

- Type **1** or **2** for Plan Codes 23 and 24 if the amount or percent is taxable or tax deferred. Type **0** if it is not.
- When **1** is entered, additional retirement deductions can be either tax deferred or taxable for plan codes 23 and 24.

- When **2** is entered, additional retirement deductions are taxable for plan codes 23 and 24.
- Type **2** for Plan Code 37.
- If **2** is entered in this field, the deduction must be coded tax deferred for plan codes 23 and 24.

Effective Date

Required, numeric, 8 positions

Type the effective date of the non-Federal retirement benefit.

Enter Deferred/Non Deferred Deduction Amount Or Percent

The taxable or tax deferred amount or percent to be deducted. Select one option.

- Should not exceed maximum allowed. Enter Status Code **D** when the document rejects in PINE and the excess is allowed.

Deferred Amount

Optional, numeric, 3 positions max

Type the tax deferred amount for non-Federal benefits in whole dollars.

OR

Non Deferred Amount

Optional, numeric, 3 positions max

Type the taxable amount for non-Federal benefits in whole dollars.

OR

Deferred Percent

Optional, numeric, 4 positions max

Type the tax deferred percent for non-Federal benefits.

OR

Non Deferred Percent

Optional, numeric, 4 positions max

Type the taxable percent for non-Federal benefits.

Non-Federal Thrift Savings Window Field Instructions

The Non-Federal Thrift Savings window (**Figure 4:30**) is used to enter non-Federal thrift savings data. For instructions on the entry process, see **Steps For Entering Non-Federal Thrift Savings Documents**.

Transaction

Required

Click the down arrow to display the drop-down menu and select the action being taken. Valid values are **New Enrollment**, **Change**, **Cancel**, and **Non Participating**.

Plan Code

Required, numeric, 2 positions

Identifies the thrift savings plan. For a list of valid values, see **Non-Federal Thrift Savings Plan Code Table**.

Effective Date

Required, numeric, 6 positions max.

The effective date of the non-Federal TSP.

Deduction Type

The deduction amount or percent. Complete one field.

Amount

Conditional, numeric, 3 positions

Type the amount to be deducted each pay period in whole dollars.

Note: A deduction amount must be entered for Plan Code 05.

OR

Percent

Conditional, numeric, 5 positions

Type the deduction percent if the amount to be deducted each pay period is to be based on a percentage. For a list of valid values, see **Non-Federal Thrift Savings Plan Deduction Code Table**.

Note: A percentage can not be entered for Plan Code 05.

Owners Information Pop-up Field Instructions

The Owners Information pop-up (**Figure 4:35**) is used to enter owner data for a savings bond. For instructions on the entry process, see **Steps For Entering Savings Bond Documents**.

Owner Name

Required, alphanumeric, 31 positions max.

Type the name of the bond owner.

- Type exactly as desired to print on the savings bond. This field must be completed even if the owner is the employee.
- Use a space to separate two-part names and to separate items such as **Jr, Sr,** or **III**. If there is more than one space after **Jr, Sr,** or **III, the additional item will not print on the bond.**
- Do not use any type of punctuation (e.g., dash, hyphen, period, etc.) in any part of the name.

SSN

Required, numeric, 9 positions

Type the owner's social security number.

Address

Required, alphanumeric, 1st line–24 positions max. 2nd line–21 positions max.

Type the owner's first line and second line mailing address.

- The only special characters allowed are the ampersand sign (&), dash or hyphen (–), and pound sign (#).
- Do not use any type of punctuation (e.g., dash, hyphen, etc.) to separate the two names (e.g., N First St).

City

Required, alpha, 16 positions max.

Type the city name.

- Do not use any type of punctuation (e.g., dash, hyphen, etc.) to separate the two names (e.g., St Louis).

State

Required, alpha, 2 positions

Type the standardized state abbreviation.

Zip Code

Required, numeric, 9 positions max.

Type the 5-digit required Zip Code plus the optional Zip+4 code.

Payroll Document Key Data Field Instructions

The payroll document key data is entered on each payroll document. For instructions on the entry process, see **Steps For Entering Payroll Documents**.

Dept/Agcy

Alphanumeric, 4 positions

Type the department and agency codes.

Effective Pay Period

Numeric, 2 positions

Type the number of the pay period in which the payroll document is entered.

Pay Period Year

Numeric, 4 positions

Type the effective year of the payroll document.

Request #

No entry

The request number for a personnel action initiated in PODS.

Name Last, First, Middle

Alphanumeric, Last=17 max., First=12 max., Middle=12 max.

Type the name by which an employee is known or designated on all official transactions.

A total of 25 characters are actually printed on the salary payment. If the name exceeds 25 characters, the first name will be reduced and printed as an initial.

When the SF–50-B is printed, the entire name is limited to 35 characters; the name will be adjusted as described above.

Once the employee is established in the database, the name will be generated on all actions entered. If the name is not generated, either the Employee Name database is unavailable, the incorrect social security number was entered, or the employee is not established in the Payroll/Personnel database. Always verify that the generated name agrees with the social security number that is entered.

POI (Personnel Office Identifier

Numeric, 4 positions

Type the assigned code that identifies an agency personnel office. The POI identifies the personnel office to which the employee is assigned.

SSN

Numeric, 9 positions

Type the employee's social security number.

Status Code

Alpha, 1 position

Type the code that indicates the disposition of a document. Certain status codes are entered by the user; others are system generated. The status code also appears on the List EPIC Document window and on each payroll document window. The valid status codes for entering a payroll document are **H** (hold); **I** (incomplete); **R** (release). For a complete list and explanation of status codes, see **Status Code Tables**.

Note: The transactions in hold, waiting remarks, or incomplete status are accessible in EPIC for modification and release. Applied actions can only be viewed.

Performance Appraisal Window Field Instructions

The Performance Appraisal window (**Figure 4:31**) is used to enter performance appraisal data (except for SES employees). For instructions on the entry process, see **Steps For Entering Non–SES Performance Appraisal Documents**.

Period Rating Of Record

The inclusive dates of the rating of record period.

- Cannot be greater than current date.
- Must be greater than the last performance evaluation anniversary date in the database by 90 days.

From Date

Required, alpha, 8 positions

Type the beginning date of the rating of record period.

To Date

Required, alpha, 8 positions

Type the ending date of the rating of record period.

Note: The data entered in these fields will remain when the document is successfully added. This will allow the consecutive entry of performance appraisal without having to retype the date. If either date is different from the performance appraisal previously entered, type the new date over the date displayed in the window.

Rating Of Record

The rating of record pattern and level.

- The rating of record pattern and rating of record level must be compatible. For a list of valid codes, see **Performance Appraisal Rating Of Record Table**.

Pattern

Required, alpha, 1 position

Type the rating of record pattern. For a list of valid codes, see the **Performance Appraisal Rating Of Record Table**.

Level

Required, alphanumeric, 1 position

Type the rating of record level. For a list of valid codes, see the **Performance Appraisal Rating Of Record Table**.

Pay Plan

Required, alpha, 2 positions

Type the employee's pay plan. The data entered in this field will remain when the document is successfully added. This will allow the consecutive entry of performance appraisal without having to retype the date. If the pay plan is different from the performance appraisal previously entered, type the new date over the date displayed in the window.

Summary Rating Score

Required, alphanumeric, 3 positions max

Type the rating of score. For a list of valid codes, see the **Performance Appraisal Summary Rating Score Table (DoC only)**.

- This field is for the Department of Commerce employees only.
- Must be `10` through `70` for DoC and `10`, `20`, or `95` for the National Institute of Standards and Technology.

Restored Annual Leave Window Field Instructions

The Restored Annual Leave window (**Figure 4:18**) is used to enter restored annual leave data. For instructions on the entry process, see **Steps For Entering Restored Annual Leave Documents**.

Transaction

Required

Click the down arrow to display the drop–down menu and select the action being taken.

- Select **New** to establish restored annual leave in the database, or to add to the existing total due to an additional restoration of leave.
- Select **Replacement** to replace an amount previously established. Show the new amount for the total hours.
- Select **Delete** to delete an amount previously established.

Year Leave To Be Used

Required, numeric, 4 positions

Type the beginning year of annual leave restoration.

Annual Leave Restored

Required, numeric, 5 positions

Type the total amount of annual leave hours to be restored in whole and quarter hours.

Payment will automatically continue until TC 48, Stop Post differential, is entered on the T&A to discontinue the payments. Type **0000** in this field the pay period after the T&A is coded to stop the post differential. **0000** indicates an employee is no longer entitled to TDY Post Differential. The actual payment of the differential is stopped via the T&A.

Savings Bond Authorization Window Field Instructions

The Savings Bond Authorization window (**Figure 4:33**) is used to enter savings bond data. For instructions on the entry process, see **Steps For Entering Savings Bond Documents**.

Bond Series

Required

Select the bond series for the bond record. The system defaults to EE for series EE bond. Click **I** for the series I bond.

Bond Authorization Number

Required, numeric, 1 position

Type the bond authorization number that identifies the bond. Valid values are **1** through **9**.

Effective Date

Required, numeric, 6 positions

Type the effective month and year of the savings bond authorization.

- Enter the bond data as soon as possible in the effective pay period specified on the reverse of the bond. It is not necessary to hold bond cards with future effective dates; these are held in the future file until the processing pay period.

Amount Allotted

Required, numeric, 5 positions max.

Type the amount in dollars and cents to be deducted each pay period for the savings bond allotment.

Verify Amount Allotted

Required, numeric, 5 positions max.

Type the amount to be deducted each pay period for verification.

Bond Denomination

Required, numeric, 4 positions max.

The savings bond denomination in whole dollars. Click the arrow and select the bond denomination amount.

Owner Number

Required, numeric, 2 positions

The owner number of the bond. This data is displayed on IRIS IR108.

Coowner Or Beneficiary Number

Required, numeric, 2 positions

Type the coowner or beneficiary number of the bond as shown on IRIS IR108 for bond updates.

SES Performance Appraisal Window Field Instructions

The SES Performance Appraisal window (**Figure 4:32**) is used to enter SES performance appraisals and bonuses. For instructions on the entry process, see **Steps For Entering SES Performance Appraisal/Bonus Documents**.

Period Rating Of Record

The inclusive dates of the rating of record period.

- Must be greater than the last performance evaluation anniversary date in the database by 90 days.

From Date

Required, numeric, 8 positions

Type the beginning date of the rating of record period.

To Date

Required, numeric, 8 positions

Type the ending date of the rating of record period.

Type Award

Required

Click the applicable radio button to select the type of award.

`None`	If the employee did not receive an award.
`Distinguished`	If the employee received a distinguished award.
`Meritorious`	If the employee received a meritorious award.

Retain

Select the applicable retention indicator.

`Yes`	If the employee is retaining the position.
`No`	If the employee is not retaining the position.

Scale

Required, alpha, 2 positions max.

Type the appraisal scale rating code.

Bonus Percent

Optional, numeric, 2 positions

Type the percent of the SES bonus. Valid values are **`01`** through **`20`**.

- The bonus amount must also be entered.

Adjective

Optional, alpha, 1 position

Type the adjective rating **`P`**, **`FS`**, or **`U`**.

- Type **`P`** only if **`P`** was entered in the Scale field; otherwise, leave blank.

Bonus Amount

Optional, numeric, 7 positions max.

Type the amount of the SES bonus in dollars and cents.

- The bonus percent must also be entered.
- Cannot be greater than 20 percent of the adjusted salary.

Severance Pay Window Field Instructions

The Severance Pay window (**Figure 4:37**) is used to enter severance pay data. For instructions on the entry process, see **Steps For Entering Severance Pay Documents**.

Transaction

Required

The code that identifies the type of action being taken. Click the down arrow to select the action taken. Select **Add**, **Correct**, or **Stop**.

Total Amount

Required, numeric, 7 positions max.

Type the total severance pay amount in dollars and cents the employee is entitled to receive.

Amount (Per Pay Period)

Required, numeric, 7 positions max.

Type the biweekly severance pay amount in dollars and cents the employee is entitled to receive.

Beginning Date

Required, numeric, 8 positions

Type the beginning date for severance pay.

- This date should be the same as the beginning date entered for Remarks N22.

First Payment Amount

Required, numeric, 7 positions max.

Type the first severance payment amount in dollars and cents only if it differs from the Severance Amount (Per Pay Period) field; otherwise, leave blank. If the employee separates in the middle of a pay period, the first payment would be a partial payment. If a late action is processed, the first payment may include multiple payments.

Accounting Distribution

Required, numeric, 27 positions max.

Type the accounting code to which the severance payments are to be charged.

Tax Certificate Window Field Instructions

The Tax Certificate window (**Figure 4:38**) is used to enter local and federal taxes. For instructions on the entry process, see **Steps For Entering Tax Documents**.

Total Number Of Allowances Claimed

Required, alphanumeric, 3 positions max.

Type the total number of allowances claimed.

- Total Number of Allowances Claimed must be **00** except for cities in Michigan and New York, and Philadelphia, PA.
- For Indiana counties: In the first position, type the alpha (**A–Z**) to represent the number of additional exemptions claimed. (**A=1, B=2, C=3**, etc., up to **Z=26**). Otherwise, enter **0** (zero). In the second and third positions, enter the number of exemptions claimed. If less than **10**, precede with a zero.

- For Federal tax, type the marital status code **S** (single), **M** (married), or **X** (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal taxes, then type **XT**.
- For Arizona state tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**.

Additional Amount

Optional, numeric, 6 positions max.

Type the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

State Code

Required, numeric, 2 positions

Type the state code for the city tax to be withheld.

- State code on tax document and duty station must agree to begin tax deductions.

City Code

Required, alphanumeric, 4 positions

Type the city code for the city tax to be withheld.

- City code on tax document and duty station must agree to begin tax deductions.

County Code

Required, alphanumeric, 4 positions

Type the county code for the county tax to be withheld.

- County code on tax document and duty station must agree to begin tax deductions.

Are you a resident of city where employed? Do you live and work in the same city?

Required, numeric, 1 position

Click the appropriate radio button to select **Yes** or **No**. Select **Yes** if the employee resides in the city where employed; select **No** if the employee is a nonresident of the duty station.

Percent of annual compensation for services performed outside the city?

Optional, numeric, 2 positions

Type the percentage of time spent outside the city if the employee performs 25 percent or more of the work outside the duty station city.

Is employee eligible for Earned Income Credit?

Required, alpha, 1 position

Choose **Y** (yes) if the employee is married, and both spouses are claiming EIC. Choose **N** (no) if the employee is only claiming EIC (this field includes Single, Head of Household and Married), spouse not claiming EIC.

Filing Status

Conditional, alpha

Choose one of the following advance payment options:

- Single, Head of Household or Qualifying Widow(er)
- Married, Both Employee and Spouse Claim EIC
- Married, employee only (not spouse) Claiming EIC

If married, does spouse have a certificate in effect with any employer?

Optional, alpha, 1 position

Click the arrow to indicate the spouse filed a certificate with his/her employer. Select yes if the employee is married and the spouse has filed a W–5 with his/her employer; select no if the spouse has not filed with his/her employer or if the employee is not married.

California, Illinois, Indiana, Puerto Rico, and Virginia Only

Special instructions for California, Illinois, Indiana, Puerto Rico, and Virginia.

Additional Exemptions Claimed

Required, numeric, 2 positions

Type the number of additional exemptions being claimed. If no additional exemptions are claimed, type **00**.

- For California state tax, type the number of additional exemptions claimed. If less than **10**, precede with zero. If no additional exemptions are claimed, type **00**.
- For Illinois, state tax, type in the number of additional exemptions claimed from Line 2 on the IL-W-4. Type the number of additional allowances chosen for the employee and/or spouse. If less than **10**, precede with zero. Valid values are **00** through **99**.
- For Indiana state tax, type the number of additional exemptions claimed on Line 5 of Form WH-4. If less than **10**, precede with zero. Valid values are **00** through **99**.
- For Commonwealth of Puerto Rico income tax, type the number of additional exemptions claimed. If the employee chooses the automatic method (Section C, Allowances Based on Deduction, of the exemption

form), type `00`. If the employee chooses the optional method, enter the number of allowances. If less than `10`, precede with zero.

- For Virginia state tax, type the number of additional exemptions claimed on Line 1(b) of Form VA–4. If less than `10`, precede with `0`. If no additional exemptions are claimed, type `00`.

Puerto Rico Only

Special entry instructions for Puerto Rico.

Personal Exemptions

Required, numeric, 1 position

Type the personal exemption being claimed.

- Type `0` if the employee marked none in Section A, Personnel Exemptions, of the exemption form.
- Type `1` if the employee marked *Complete* or *Half*. Only Martial Status `N` can claim *Half* personal exemption.

Private Code

Required, numeric, 1 position

Indicates if the employee contributes to a government retirement system.

- Type `1` for private employees who do not contribute to a government retirement system.
- Type `2` for public employees who contribute to a government retirement system.

Thrift Savings Plan Catchup Form Window Field Instructions

The Thrift Savings Plan Catchup Form window (**Figure NO TAG**) is used to enter TSP catchup contributions for employees age 50 or older wishing to make catchup contributions to their TSP account. For instructions on entering TSP catchup contributions, see **TSP Catchup Contributions**.

Type Of Election

Required

Select ***New Enrollment***, ***Change Contributions***, or ***Stop Contributions***. (The system defaults to New Enrollment.)

Contribution Per Pay Period

Dollar Amount

Required, numeric,

Enter the **dollar amount** that is to be deducted each pay period for the catchup contribution. Enter only whole dollar amounts. No cents or decimals are to be entered in this field.

Thrift Savings Plan Election Form Window Field Instructions

The Thrift Savings Plan Election Form window (**Figure 4:16**) is used to enter TSP election data. For instructions on the entry process, see **Steps For Entering TSP Election Documents**.

Type Of Election

Required

Select ***New Enrollment/Change Contributions*** or ***Stop Contributions***. (The system defaults to New Enrollment/Change Contributions.)

Contributions Per Pay Period

Enter either the **percentage rate OR dollar amount** that is to be deducted each pay period for the investment fund(s).

Percent of Basic Pay

Conditional, numeric, 2 positions

If you do not enter the dollar amount, type the percentage rate.

- Must be in 5-percent increments.
- Must be up to 10 percent for CSRS employees and up to 15 percent for FERS employees.
- The total percentage between each allocation must equal 100.

Dollar Amount

Conditional, numeric, 3 positions max.

If you do not enter the percentage rate, type the whole dollar amount.

- The maximum percent allowed is 15 percent of adjusted salary for FERS employees and 10 percent for CSRS employees. When the special employee code is `01`, `02`, `03`, or `08`, 25% is calculated into the adjusted salary before determining the maximum deduction.
- Dollar amount must be whole dollars.

TSP Loan Allotment Window Field Instructions

The TSP Loan Allotment window (**Figure 4:5**) is used to enter TSP loan data. For instructions on the entry process, see **Steps For Entering TSP Loan Allotment Documents**.

Repaid Plan

Required

Click the non-Federal TSP radio button. NFC enters Federal TSP loans.

Transaction

Required

Click the down arrow to display the drop-down menu and select the TC that identifies the action being taken. Valid values are **`Add`**, **`Change`**, and **`Delete`**.

Account Number

Required, alphanumeric, 17 positions

Type the TSP loan allotment account number established for the TSP loan.

Allotment Amount Per Pay Period

Required, numeric, 6 positions max.

Type the amount to be deducted each pay period in dollars and cents.

Number Of Payments

Required, numeric, 3 positions max.

Type the number of payments required to repay the loan based on the non-Federal loan agreement.

Union Dues Window Field Instructions

The Organization Dues window (see the example in **Figure 4:39**) is used to enter organization dues data. For instructions on the entry process, see **Steps For Entering Union (Organization) Dues**.

Organization Code

The union/association and local codes.

Union

Required, numeric, 2 positions

Type the union/association code to be established, changed, or canceled/revoked in the database. Verify the union/association code by accessing IRIS Program IR308.

Local

Required, numeric, 4 positions

Type the local code to be established, changed, or canceled/revoked in the database.

Cancellation/Revocation

Required

Click the applicable radio button to indicate a cancellation or revocation. The system default is cancellation.

For **cancellations**, deductions are withheld for the effective pay period entered and stop the following pay period.

For **revocations**, the union/association has an established revocation–eff–code in TMGT; the dues stop the pay period of the authorized revocation date as established in TMGT, Table 010.

Deduction Amount

Optional, numeric, 4 positions max.

Type the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. No entry is necessary if the deduction amount is established in TMGT.

OR

Deduction Percent

Optional, numeric, 4 positions max.

Type the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. No entry is necessary if the percent amount is established in TMGT.

Note: Do not enter both a deduction amount and a deduction percent.

Prior Pay Period Adjustment

Conditional, numeric,1 position

Type **9** if deductions were made in error or if cancellation notification was received after the revocation date; otherwise, leave blank.

New Local or Lodge Code

Required, numeric, 4 positions

Type the code for the new local or lodge for the transfer.

Employee Authorization Date

Required, numeric, 8 positions

Type the date the employee authorized the membership dues deduction.

Field Instructions For Requesting Reports

This section presents field instructions for report request windows under the following topics:

Reports Window Field Instructions
JCL Requirements Pop-Up Field Instructions
Processing Status Reports Pop-Up Field Instructions

Reports Window Field Instructions

The Reports window (**Figure 5:2**) is displayed when you Click **[OK]** on the PINE Status pop-up. The Reports window is used request reports from various originating system (i.e., Employee Express). For instructions on the request process, see **Steps For Requesting An EPIC Report**.

Dept/Agcy

Required, alphanumeric, 4 positions

Type the assigned department code and agency code.

Servicing Agency

Optional, numeric, 4 positions

Type the agency code for the serviced agency if the agency is serviced by the agency entered in the Dept/Agcy field.

POI

Required, Numeric, 4 positions

Type the personnel office identifier that identifies the personnel office for processing and reporting purposes.

Originating System

Required

Select the applicable originating entry system from the list.

Front End System Interface *[FESI]* for an agency's front-end entry system whereby the data is batch transmitted to NFC.

Employee Self Service for OPM that allows current employees to enter payroll transactions and update their payroll record via telephone, Internet, or kiosk.

Non-Front End System Interface for all other entry systems excluding a FESI and Employee Express (EEX).

JCL Requirements Pop-Up Field Instructions

The JCL Requirements pop-up (**Figure 5:3**) appears when you click **[OK]** on the PINE status pop-up. The JCL Requirements pop-up is used to enter the name on the JCL, the Remote Destination, the Last Character of the Job Name, and the System Output Class. For instructions on the request process, see **Steps For Requesting An EPIC Report**.

User Name On JCL

Required, alphanumeric, 15 positions max.

Type the user's name or other information to identify the report destination.

Remote Destination

Required, alphanumeric, 16 positions max.

Type the printer number where the report is to be printed.

Last Character Of Job Name

Required, alphanumeric, 1 position

The sixth character of the job name (e.g., NFC03A). Type **A**, **B**, or **C** to identify the report from other reports being requested.

System Output Class

Required, alpha, 1 position

A code that indicates if the report is to be viewed and/or printed. Type **A** to direct the output to a designated printer and to generate a hard copy computer printout of the report or **X** to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report prior to printing, see Title VI, Chapter 2, Section 2, Interactive System Productive Facility (ISPF).

Processing Status Reports Pop-Up Field Instructions

The Processing Status Reports pop-up (**Figure 5:4**) appears from the Print Reports window. The Processing Status Reports window is used to enter selection criteria when requesting a Processing Status report. For instructions on the request process, see **Processing Status Report Request Criteria**.

Reports

Required

Click the documents to be included in the report. A checkmark displays at the selected report. If a report was inadvertently selected, click the checkmark to cancel the selection.

A report is produced based on the selection criteria. Select ***Pending*** for documents in hold or incomplete status or waiting remarks status and for documents awaiting the release of a suspended transaction.

Sort By

Required

Click one of the radio buttons to select the report sort. (The default is user-ID.)

PART 7.

REFERENCE TABLES

This part contains the following topics:

A. Status Code Tables
B. Personnel Data Element Code Tables
C. Document Type Code Table
D. Grade And Pay Retention Tables
E. Payroll Document Code Tables

A. Status Code Tables

There are two types of status codes: EPIC status codes and status codes. The EPIC status code is system generated to indicate the status of a personnel action or payroll document after it has been entered for processing. The status codes are entered by the user or system generated when the transaction fails PINE edits. This appendix presents tables for each type of status code. Each table is identified by the document type name, as follows:

EPIC Status Codes
Personnel Action Input Status Codes
Master File Change Document Status Codes
Lump Sum Leave Payments Status Codes
Performance Appraisal Status Codes
Voluntary Charitable Contributions Status Codes
TSP Loan Allotment Form Status Codes
Discretionary Allotment Status Codes
Non-Federal Health Benefits Form Status Codes
Non-Federal Life Insurance Form Status Codes
Non-Federal Retirement Benefits Status Codes
Non-Federal Thrift Savings Plan Form Status Codes
Incentive Awards Status Codes
Thrift Savings Plan Election Form Status Codes
Authorization For Restored Annual Leave Status Codes
Savings Bond Authorization – New Allotment Status Codes
Employee Address Status Codes
Status Codes For Other Payroll Documents

The following status code tables apply to Federal and state income tax documents. For a list of tax certificate status codes, choose one of the following tables:

Federal Incomes Tax Certificate Status Codes
State Income Tax Certificate Status Codes

Note: When processing City and County Income Tax Certificates and Earned Income Credit Advance Payment Certificate, use the following status code table for a list of valid values:

Status Codes for Other Payroll Documents

The following status code tables apply to processing health benefits documents. For a list of health benefits status codes, choose one of the following tables:

Health Benefits Registration Form Status Codes
Change In Health Benefits Enrollment Status Codes

The following status code tables apply to the processing of financial allotment and net pay documents. For a list of financial allotment and net pay status codes, choose one of the following tables:

Financial Allotment Status Codes
Net Pay Status Codes

EPIC Status Codes

Status Code	Description
N (New)	A transaction that has not released from EPIC for PINE processing (Status Code I, H, R, or W)
A (Applied)	A transaction that has released and applied to the payroll/personnel database
F (Future)	A transaction that is effective in a future pay period and is held in EPIC until the processing of the effective pay period.
S (Suspense)	A transaction that failed the PINE edits and is held in suspense
P (Pending)	A transaction pending release and processing from PINE

Input Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
H (Hold)	Used when entering a transaction. The transaction is completed and edited but held in EPIC until the status code is changed to **R** (release). If the status code is not changed, the system will automatically delete the action after 60 days.
I (Incomplete)	Used when entering a transaction. The transaction is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** (release) or **H** (hold). If the status code is not changed, the system will automatically delete the action after 60 days.
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
S (Severance Pay)	System generated when entering a separation personnel action with Remarks Code N22 and the severance pay information has not been entered.
W (Waiting)	System generated; when entering a personnel action. The action has been edited however, the required and/or optional remark code needs the *fill-in* information for the literal description to complete the remark. The action will remain in EPIC until the remarks are completed.
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
3	A transaction has been processed through PINE, but PEPL cannot update the database.
4	Delete action
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
I	Release error 503, Adjustment needed
Q/Z	Release error 749, Personnel history record not on database
R	Release error 440, Promotion more than one grade Release error 105, Pay plan must = ES, EX, FE, IE with retirement code

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

NOTE**: For a list of award status codes see **Incentive Awards Status Codes.

*For an explanation of the Status Code field, see **Status Code** under **Personnel Action Key Data.***

Input Status Codes

Code	Description
S	Release error 370, Manual payment document
U	Release error 255, Pay plan or grade or step not = to data base
V	Release error 190, Minimum or maximum salary invalid Release error 253, Limitation hours invalid
X	Release error 441, Salary must not equal data base
Y	Release error 706, Nature or action must be 702
N	Release error 088, invalid SCD leave for leave category
Z	Release error 800, Invalid Performance rating for range
M	Release error 445, Invalid cash award amount on document
K	Release error 256, AD grade/step not valid for accession
C	Release error 092, FEHBA coverage code invalid
L	Release error 539, TSP Eligibility code incompatible with retirement code
T	Release error 806, New base contract salary invalid – Less than 6 percent
W	Release error 106, Possible residence zip code error – verify Release error 107, Possible check mail zip code error – verify
H	Release error 175, Nature of action 130 – invalid for employee Release error 069, Cash award amount greater than $10,000 Release error 108, Invalid cash award code – must be C024 Release error 112, Spot award must be multiple of $25.00 Release error 128, Separation incentive award already processed Release error 133, Separation incentive award invalid Release error 118, Maximum hours per award exceeded Release error 119, Maximum hours per award leave year exceeded

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

NOTE**: For a list of award status codes see **Incentive Awards Status Codes.

*For an explanation of the Status Code field, see **Status Code** under **Personnel Action Key Data.***

Master File Change Document Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
T	Release error 061 – HITS tax or FICA amount over maximum

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Lump Sum Leave Payments Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 119 – Lump sum payment may not be appropriate for NOA 352
D	Release error 094 – Sick leave incompatible with minus sick leave code. The use of this override code indicates that the employee has negative sick leave that will not be forgiven. This override code requires that the negative sick leave balance is forwarded for entry into the special pay processing system (SPPS) so that the collection of the funds may be made through SPPS.

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Performance Appraisal Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
J	Release error 106 – Invalid pay plan for this document
M	Release error 120 – Summary rating score invalid

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Voluntary Charitable Contributions Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 052, Amount of deduction must be numeric Release error 065, Amount per pay period must be at lease $1.00 Release error 066, Verify accuracy of amount per pay period
R	Release error 064, Conversion document release required

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

DD/EFT For Financial Allotment Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense **1**/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. **2**/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
L	Release error 058, Amount of financial allotment exceeds 70 percent of gross salary
D	Release error 066, TSP Loan allotment amount must be numeric Release error 069, TSP loan allotment amount greater than 70 percent of gross salary Release error 072, Number of payments required invalid

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

DD/EFT For Net Pay Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
L	Release error 058, Amount of financial allotment exceeds 70 percent of gross salary

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

TSP Loan Allotment Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
L	Release error 069, TSP loan allotment amount greater than 70 percent of salary

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Payroll Document Key Data****.*

Discretionary Allotments Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
L	Release error 065, Amount of total discretionary allotments exceeds 70 percent of gross salary

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Non-Federal Health Benefits Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 060, Effective date 90 days earlier than effective pay period
I	Release error 063, Enrollment invalid with type of employment Release error 074, Plan code incompatible with type of appointment
L	Release error 060, Effective date 90 days earlier than effective pay period Release error 063, Enrollment invalid with type of employment Release error 074, Plan code incompatible with type of appointment

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Non-Federal Life Insurance Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 064, Trust employee ineligible for disability or life insurance
D	Release error 082, Plan code and type of appointment incompatible

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Non-Federal Retirement Benefits Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 069, Plan code 23 requires age 35 or 3 yrs of service Release error 075, Plan code 34 requires age 35 or 2 yrs of service Release error 076, Plan code 23 – invalid eligibility date Release error 077, Plan code 23 – invalid database date agency EOD Release error 078, Plan code and entry on duty date incompatible
D	Release error 082, Maximum employee contributions exceeded

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Payroll Document Key Data****.*

Non-Federal Thrift Savings Plan Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 068, Plan code Invalid with type of appointment code

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Incentive Awards Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
H	Release error 069, Cash award amount greater than $10,000 Release error 108, Invalid cash award code – must be C024 Release error 112, Spot award must be multiple of $25.00 Release error 133, Award amount less than $15,000

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Thrift Savings Plan Election Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
D	Release error 050, Thrift savings plan transaction code must be 1, 2, 3, or 5 Release error 058, Employee not eligible to participate in Thrift Savings Plan Release error 072, Effective date of TSP election form not in open season Release error 070, Employee must wait two open seasons to re–enroll Release error 069, Employee not eligible for Thrift Savings Plan

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Federal Income Tax Certificate Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

State Income Tax Certificate Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 070, Document will result in dual state tax deductions

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Authorization For Restored Annual Leave Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 054, Year leave to be used invalid Release error 058, Leave restored greater than yearly accrual

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Payroll Document Key Data****.*

Savings Bond Authorization – New Allotment Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
D	Release error 065, Zip code error for foreign countries
W	Release error 087, possible zip code error ––please verify

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Health Benefits Registration Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense **1**/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. **2**/
X (Edited In PINE)	System generated after the transaction is coded **R**, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 060, Effective date of election 90 days earlier than effective date of action
D	Release error 051, FEHB transaction code not compatible with current employment status status operation desert shield only Release error 054, Employee ineligible for health benefits
I	Release error 129, Temporary appointment – method of payment required Release error 131, Verify pay full premium indicator is correct as an “N”
V	Release error 060, Effective date of election 90 days earlier than effective date of action Release error 129, Temporary appointment – method of pay required Release error 131, Verify pay full premium indicator is correct as an “N”

*1/ To delete the duplicate, type **4** in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Change In Health Benefits Enrollment Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
C	Release error 060, Effective date of election 90 days earlier than effective date of action
D	Release error 051, FEHB transaction code not compatible with current employment status status operation desert shield only
I	Release error 131, Verify pay full premium indicator is correct as an “N”
V	Release error 060, Effective date of election 90 days earlier than effective date of action Release error 131, Verify pay full premium indicator is correct as an “N”

1/ To delete the duplicate, type 4 in the Status Code field.

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

*For an explanation of the Status Code field, see **Status Code** under **Payroll Document Key Data**.*

Employee Address Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only
F	Hold document in suspense indefinitely. Positive action must be taken to release this override.
G	Send document to future file
W	Release error 106, Possible residence zip code error – please verify Release error 107, Possible ck mail zip code error – please verify

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Payroll Document Key Data****.*

Status Codes For Other Payroll Documents

This table applies to the following documents:

- Allowances
- Authorization of Labor Organization Dues
- Cancellation/Revocation of Employee Union Dues
- City Income Tax Certificate
- Compensatory Time Payments
- County Income Tax Certificate
- Court Ordered Child Care Or Alimony Deduction
- Deductions Due To Indebtedness Document
- Dues Change Between Locals in National Lab Org
- Earned Income Credit Advance Payment Certificate
- Education Document
- Employee Union Dues Mass Change
- Flexfund Flexible Spending Account
- GAO Locator Input Screen
- Multielement Update Document
- Professional Certification Document
- Record Of Leave Data Transferred
- Thrift Savings Plan Catch Up Form
- Savings Bond Authorization – Change Denomination/Allotment
- Savings Bond Authorization – Change Inscription/Denomination/Allotment
- Savings Bond Authorization – Cancel Bond
- Savings Bond Authorization – Cancel Owner/Co-Owner/Beneficiary
- SES Performance Appraisal
- Severance Pay
- USDA Demonstration Project Record

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense 1/
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing. 2/
X (Edited In PINE)	System generated after the transaction is coded R, has cleared all EPIC edits, and has been edited in PINE, is pending the release of a suspended document, or has applied to the database.
9	System-generated on all payroll document and personnel action windows and all suspense transactions except duplicates.
4	Delete action
B	Process duplicate document
E	Hold document in suspense for one pass only

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Personnel Action Key Data.*** *or* ***Payroll Document Key Data****.*

Status Codes For Other Payroll Documents

Code	Description
F	Hold document in suspense indefinitely. Positive action must be taken to release this override
G	Send document to future file

1/ To delete the duplicate, type **4** *in the Status Code field.*

2/ The transaction can be modified only if PINE has not processed. If PINE has processed, it must be corrected using the activate option, rollback option, or by processing an official correction (or cancellation) action.

For an explanation of the Status Code field, see ***Status Code*** *under* ***Personnel Action Key Data.*** *or* ***Payroll Document Key Data****.*

B. Personnel Data Element Code Tables

This appendix provides the code lists for personnel action data elements that have four or more possible values, except for certain very lengthy lists. For these exceptions, the data element instructions in the procedure refer you to either the TMGT tables or a Federal manual for codes and definitions.

Note: If a data element has only two or three possible values, the codes are shown in the procedure with the instructions for that data element.

Annual Leave Category Table

Code	Definition
0	Ineligible to earn annual leave
4	Earn 4 hours of annual leave per 80 hours of regular time in pay status
6	Earn 6 hours of annual leave per 80 hours of regular time in pay status
8	Earn 8 hours of annual leave per 80 hours of regular time in pay status

Annuitant Indicator Table

Code	Definition
A	Reemployed FERS annuitant whose annuity under FERS continues after appointment and is subject to salary offset
B	Former FERS annuitant whose FERS annuity is discontinued after appointment
C	Retired uniform service officer and reemployed FERS annuitant subject to salary offset
D	Retired uniformed service officer and former FERS annuitant whose FERS annuity is discontinued after appointment
E	Retired uniformed service enlisted member and reemployed FERS annuitant subject to salary offset
F	Retired uniformed service enlisted member and former FERS annuitant whose FERS annuity is discontinued after appointment
G	Reemployed FERS annuitant whose annuity under FERS continues after appointment and is not subject to salary reduction under 5 U.S.C. 8468
H	Retired uniform service officer and reemployed FERS annuitant not subject to salary reduction under 5 U.S.C. 8468
J	Retired uniformed service enlisted member and reemployed FERS annuitant whose FERS annuity is discontinued after appointment

Annuitant Indicator Table

Code	Definition
1	Reemployed CSRS whose CSRS annuity continues after appointment
2	Retired uniform service officer receiving retired or retainer pay as commissioned or warrant officer
3	Retired uniform service enlisted member receiving retired or retainer pay for nonofficer (or enlisted) service
4	Retired uniform service officer (commissioned or warrant officer) and reemployed CSRS annuitant
5	Reemployed uniformed service enlisted member and reemployed CSRS annuitant
6	Reemployed CSRS annuitant whose annuity under CSRS continues after appointment and salary is not subject to reduction under 5 U.S.C. 8344
7	Retired uniformed service officer (commissioned or warrant officer) and reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344
8	Retired uniformed service enlisted member and reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344
9	Not applicable. None of the above applies.

Clear Error Codes Table

Message No	Description	Clear Error Code	Value
058	Employee is under 16 or over 90 years of age	1	Y
091	SCD–leave not valid with birth date	2	Y
401	SCD–retirement must be 16 years from date of birth	3	Y
402	SCD WGI must be 16 years from date of birth	4	Y
403	SCD RIF must be 16 years from date of birth	5	Y
149	Only one alpha authority required	6	Y

COLA/Post Differential Table

Code	Definition
0	None
2	Non-foreign post differential
3	COLA – Local retail with post differential
4	Foreign post differential
5	COLA – Local retail

Education Level Table

Code	Definition
01	No formal education or some elementary school–did not complete. Elementary school means grades 1 through 8, or equivalent, not completed.
02	Elementary school completed – no high school. Grade 8 or equivalent completed.
03	Some high school – did not graduate. High school means grades 9 through 12, or equivalent.
04	High school graduate or certificate of equivalency.
05	Terminal occupational program – did not complete. Program extending beyond grade 12, usually no more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
06	Terminal occupational program – certificate of completion, diploma or equivalent. See Code 05 above for definition of terminal occupational program. Two levels are recognized: (1) the technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level of training artisans, skilled operators, and clerical workers.
07	Some college – less than 1 year. Less than 30 semester hours completed
08	1 year of college. 30–59 semester hours or 45–89 quarter hours completed
09	2 years of college. 60–89 semester hours or 90–134 quarter hours completed
10	Associate degree. 2-year college degree program completed
11	3 years of college. 90–119 semester hours or 135–179 quarter hours completed

Education Level Table

Code	Definition
12	4 years of college. 120 or more semester hours or 180 or more quarter hours completed – no baccalaureate (Bachelor's) degree
13	Bachelor's degree. Requires completion of at least four, but not more than 5, years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.
14	Post-Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree
15	First professional. Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D..), Law (L.L.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional. Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	Post-master's. Some work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	Sixth-year degree. Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	Post-sixth degree. Some work beyond (at higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-doctorate. Work beyond the Doctorate.

FEGLI Coverage Table

Code	Definition
A0	Ineligible for life insurance coverage
B0	Waived all life insurance
C0	Basic only
D0	Basic plus Standard Option
E1	Basic plus 1 time Family Option
E2	Basic plus 2 times Family Option
E3	Basic plus 3 times Family Option
E4	Basic plus 4 times Family Option
E5	Basic plus 5 times Family Option
F1	Basic plus Standard with 1 time Family Option
F2	Basic plus Standard with 2 times Family Option
F3	Basic plus Standard with 3 times Family Option
F4	Basic plus Standard with 4 times Family Option
F5	Basic plus Standard with 5 times Family Option
G0	Basic plus Additional with 1 time pay
H0	Basic plus Additional with 1 time pay and Standard Option
I1	Basic plus Additional with 1 time pay and 1 time Family Option
I2	Basic plus Additional with 1 times pay and 2 times Family Option
I3	Basic plus Additional with 1 times pay and 3 times Family Option
I4	Basic plus Additional with 1 times pay and 4 times Family Option
I5	Basic plus Additional with 1 times pay and 5 times Family Option
J1	Basic plus Additional with 1 time pay and Standard Option, and 1 time Family Option
J2	Basic plus Additional with 1 times pay and Standard Option, and 2 times Family Option
J3	Basic plus Additional with 1 times pay and Standard Option, and 3 times Family Option
J4	Basic plus Additional with 1 times pay and Standard Option, and 4 times Family Option
J5	Basic plus Additional with 1 times pay and Standard Option, and 5 times Family Option
K0	Basic plus Additional with 2 times pay
L0	Basic plus Additional with 2 times pay and Standard Option
M1	Basic plus Additional with 2 times pay and 1 time Family Option

FEGLI Coverage Table

Code	Definition
M2	Basic plus Additional with 2 times pay and 2 times Family Option
M3	Basic plus Additional with 2 times pay and 3 times Family Option
M4	Basic plus Additional with 2 times pay and 4 times Family Option
M5	Basic plus Additional with 2 times pay and 5 times Family Option
N1	Basic plus Additional with 2 times pay, Standard Option, and 1 time Family Option
N2	Basic plus Additional with 2 times pay, Standard Option, and 2 times Family Option
N3	Basic plus Additional with 2 times pay, Standard Option, and 3 times Family Option
N4	Basic plus Additional with 2 times pay, Standard Option, and 4 times Family Option
N5	Basic plus Additional with 2 times pay, Standard Option, and 5 times Family Option
90	Basic plus Additional with 3 times pay
P0	Basic plus Additional with 3 times pay and Standard Option
Q1	Basic plus Additional with 3 times pay and 1 time Family Option
Q2	Basic plus Additional with 3 times pay and 2 times Family Option
Q3	Basic plus Additional with 3 times pay and 3 times Family Option
Q4	Basic plus Additional with 3 times pay and 4 times Family Option
Q5	Basic plus Additional with 3 times pay and 5 times Family Option
R1	Basic plus Additional with 3 times pay, Standard Option, and 1 time Family Option
R2	Basic plus Additional with 3 times pay, Standard Option, and 2 times Family Option
R3	Basic plus Additional with 3 times pay, Standard Option, and 3 times Family Option
R4	Basic plus Additional with 3 times pay, Standard Option, and 4 times Family Option
R5	Basic plus Additional with 3 times pay, Standard Option, and 5 times Family Option
S0	Basic plus Additional with 4 times pay
T0	Basic plus Additional with 4 times pay and Standard Option
U1	Basic plus Additional with 4 times pay and 1 time Family Option
U2	Basic plus Additional with 4 times pay and 2 times Family Option
U3	Basic plus Additional with 4 times pay and 3 times Family Option
U4	Basic plus Additional with 4 times pay and 4 times Family Option
U5	Basic plus Additional with 4 times pay and 5 times Family Option

FEGLI Coverage Table

Code	Definition
V1	Basic plus Additional with 4 times pay, Standard Option, and 1 time Family Option
V2	Basic plus Additional with 4 times pay, Standard Option, and 2 times Family Option
V3	Basic plus Additional with 4 times pay, Standard Option, and 3 times Family Option
V4	Basic plus Additional with 4 times pay, Standard Option, and 4 times Family Option
V5	Basic plus Additional with 4 times pay, Standard Option, and 5 times Family Option
W0	Basic plus Additional with 5 times pay
X0	Basic plus Additional with 5 times pay and Standard Option
Y1	Basic plus Additional with 5 times pay and 1 time Family Option
Y2	Basic plus Additional with 5 times pay and 2 times Family Option
Y3	Basic plus Additional with 5 times pay and 3 times Family Option
Y4	Basic plus Additional with 5 times pay and 4 times Family Option
Y5	Basic plus Additional with 5 times pay and 5 times Family Option
Z1	Basic plus Additional with 5 times pay, Standard Option, and 1 time Family Option
Z2	Basic plus Additional with 5 times pay, Standard Option, and 2 times Family Option
Z3	Basic plus Additional with 5 times pay, Standard Option, and 3 times Family Option
Z4	Basic plus Additional with 5 times pay, Standard Option, and 4 times Family Option
Z5	Basic plus Additional with 5 times pay, Standard Option, and 5 times Family Option

FEHB Coverage Table

Code	Definition
1	Enrolled (System generated based on processing of FEHB form) 1/
2	Ineligible (Excluded from coverage under FEHB law or by regulations) Ineligible for FEHB program but eligible for non-Federal health benefits
3	Waived (Transfer into the department; reemployment without a break in service of more than 3 days and canceled or waived coverage under prior Federal employment) Eligible for non-Federal health benefits and elects to waive coverage.
4	Eligible – pending (Eligible–pending processing of FEHB form)
5	Canceled (Conditions same as Code 3)
6	Court Order – Enrolled
7	Court Order – Eligible Pending Family Coverage
8	Court Order – Self-Only – Pending Family Coverage

1/ This code is not entered on the personnel action. Code ***1*** is generated by the PPS after the appropriate form (SF–2809 or SF–2810) is entered and applies to the employee's database salary record. Output SF–50–B will display code ***1*** even though ***4*** was entered. FEHB deductions will begin during the pay period in which the SF–2809 or SF–2810 is processed and applied to the database.

Handicap Code Table

Code	Definition
	No Handicap or Not Listed or Reported
01	Individual does not wish to have handicap status officially recorded, or has misidentified himself/herself
05	No handicap
06	Handicap not listed
	Speech Impairment
13	Severe speech malfunction or inability to speak, but has normal hearing
	Hearing Impairment
15	Hard-of-hearing
16	Total deafness in both ears, with understanding speech
17	Total deafness in both ears, and unable to speak clearly

Handicap Code Table

Code	Definition
	Vision Impairment
22	Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision
23	Inability to read ordinary size print, not correctable by glasses
24	Blind in one eye
25	Blind in both eyes
	Absences of Extremities (missing)
27	One hand
28	One arm
29	One foot
32	One leg
33	Both hands or arms
34	Both feet or legs
35	One hand or arm and one foot or leg
36	One hand or arm and both feet or legs
37	Both hands or arms and one foot or leg
38	Both hands or arms and both feet or legs
Nonparalytic Orthopedic impairments, chronic pain, stiffness, or weakness	
44	One or both hands
45	One or both feet
46	One or both arms
47	One or both legs
48	Hip or pelvis
49	Back
57	Any combination of two or more parts of the body
61	One hand
62	One arm, any part
63	One leg, any part
64	Both hands
65	Both legs, any part
66	Both arms, any part
67	One side of body, including one arm and one leg
68	Three or more major parts of the body

Handicap Code Table

Code	Definition
	Complete Paralysis
70	One hand
71	Both hands
72	One arm
73	Both arms
74	One leg
75	Both legs
76	Lower half of body, involving legs
77	One side of body, including one arm and one leg
78	Three or more major members of the body (arms, legs)
	Other Impairments
80	Heart Disease – with no limitation or restriction of activity
81	Heart disease – with limitation or restriction of activity
82	Convulsive disorders, for example: epilepsy
83	Blood diseases, examples: sickle cell diseases, leukemia, hemophilia, etc.
84	Diabetes – controlled diabetes with no restriction of activity
86	Pulmonary or respiratory disorders
87	Kidney dysfunctioning
88	Cancer – complete recovery
89	Cancer
90	Mental retardation
91	Mental or emotional illness
92	Severe distortion of limbs and/or spine
93	Disfigurement of face, hands, or feet
94	Learning disability

Losing/Gaining Department Table

Code	Definition
1A	Military
2A	University employee
3A	Student
4A	Self-employed
5A	Retirement
6A	Foreign country or corporation
7A	Private industry
8A	Unemployment
9A	State or local government
1B	Unknown
1C	Death

Pay Basis Table

Code	Definition
PA	Per annum
PD	Per day
PH	Per hour
PM	Per month
PW	Piece work
FB	Fee basis
WC	Without compensation
BW	Biweekly

Pay Plan Table

Plan	Agency
AD	Administratively determined rates not elsewhere specified
AE	Determined by the Secretary
AL	Administrative Law Judge, PL 101–509
CA	Contract Appeals, PL 101–509
CP	Capitol Police Civilian Pay
DB	Davis Bacon Act

Pay Plan Table

Plan	Agency
E	Executive, FDIC
ED	Experts, 5 USC 3109
EE	Experts, Other
EF	Consultant, 5 USC 3109
EG	Consultant, Other
LP	Capitol Police Law Enforcement Pay
MG	
MK	
MS	
MX	
NB	Office of the Comptroller of the Currency
NF	Non-Federal
NX	Executive Level/Managerial – NS PL 103-82 Subtitle G Sec195 (B)
NY	All Other Positions– NS PL 103-82 Subtitle G Sec 195 (B)
OC	Office of the Comptroller of the Currency only
OF	Office of Federal Housing Enterprise Office
PA	Attorneys under GAO's Pay for Performance
PD	Treasury Demonstration Project Positions
PE	Evaluators and related occupations in professional category 2 under GAO's Pay for Performance
PG	Printing & Lithographic (Hourly) (Washington, D.C. only)
PI	
PJ	
PL	Printing & Lithographic (Hourly) (Washington, D.C. only)
PQ	
PR	
PS	Printing & Lithographic (Hourly) (Washington, D.C. only)
RA	Approved by the Board of Regents (No table)
RE	General Schedule Positions in the United States Senate Restaurants
RF	Reading Is Fundamental Employees
RG	Garage Attendants
RP	
RS	Senior Biomedical Service
RW	U.S. Senate Restaurant Workers
SA	
SB	Determined by the Secretary (No table)
SL	Senior Level Positions Code Definition
SP	Special Pay for Local Police
SR	Statutory Rates
SS	Office of Federal Housing Enterprise Office

Pay Plan Table

Plan	Agency
ST	Scientific and Technical (5USC 3104 – formerly PL–313)
SV	
SW	
TG	Office of Thrift Supervision
TF	P.L. 101–73–FIRREA (Federal Housing Finance Board, Grades 01–05)
TM	P.L. 101–73–FIRREA (Federal Housing Finance Board, Grades 13–15)
TR	Police Forces – U.S. Mint and Bureau of Engraving and Printing
TS	P.L. 101–73–FIRREA (Federal Housing Finance Board, Grades 01–12)
TW	BEP Police Officers in Washington, D.C. (Bureau of Engraving and Printing only)
UB	
UT	
VE	Reserved for FCA
VG	FCA equivalent to Pay Plan GG but at a higher rate scale
VH	FCA equivalent to Pay Plan GH but at a higher rate scale
WB	All other wage board positions
WD	Wage board–production facilitating–nonsupervisory
WE	Craft (Bureau of Engraving and Printing only)
WG	Nonsupervisory pay schedules–Federal Wage System
WI	Wage board–printing and lithographic pay schedules (Washington, D.C. Metropolitan area only)
WL	Wage board–leader pay schedules
WM	Wage board–maritime pay schedules
WN	Wage board–production facilitating supervisory
WP	
WQ	
WR	
WS	Wage board–supervisory pay schedules
WT	Wage apprentice and shop trainee
WU	
WW	
XD	Printing schedule–leader jobs 1/
XI	
XJ	
XK	
XL	Printing schedule–leader jobs
XN	Printing schedule–supervisory production facilitating jobs 1/
XP	Printing schedule–nonsupervisory jobs 1/
XS	Printing schedule–supervisory jobs 1/

Pay Plan Table

Plan	Agency
YV	
YW	
ZA	National Zoological Park Police (SI)
ZP	Scientific and engineering career path (NIST demo project) **2**/
ZS	Administrative support career path (NIST demo project) **2**/
ZT	Scientific and engineering technician career path (NIST demo project) **2**/
ZZ	Use only with pay basis without compensation (WC)

1/ Applicable to printing and lithographic employees in the 4400 family and the 5330 series in the following designated wage areas:

- Kansas City, MO
- St. Louis, MO
- Philadelphia, PA
- Washington, DC

Employees in the 4400 family and the 5330 series in areas other than those listed above are paid under the regular wage schedules for their wage areas under GS, WL, or WS pay plans. (There are only three steps in the regular wage schedules).

2/ Takes the place of GS and GM for the Department of Commerce, National Institute of Standards and Technology (NIST) Personnel Management Demonstration Project only.

Pay Rate Determinant Table

Code	Definition
0	This code is used for employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.
2	**Saved Rate – Indefinite.** Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade when: ▪ on or before June 30, 1984, the Foreign Service domestic employee was converted to the General Schedule in accordance with P.L.96–465 **OR** ▪ prior to January 11, 1979 (the effective date of section 801 (a) of the Civil Service Reform Act (CSRA) P.L. 95–454,92 Stat.1111), (1) the employee and his or her position had been converted from one pay plan to another under appropriate authority; and (2) the employee was not entitled to either grade or pay retention (codes A, B, J, K, U, or V) on the effective date of the CSRA.

Pay Rate Determinant Table

Code	Definition
3	**Retained Pay – Special Rate Adjustment.** Employee is receiving retained pay due to: ▪ a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range **OR** ▪ abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of grade. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.104(a)(3).
4	**Saved Rate – Other.** Employee is receiving saved rate pay at a pay rate above the regular rate and no other code is applicable. (This code is not applicable for saved rates under the Federal Wage System and is not applicable for saved rates under the General Schedule <u>except</u> when authorized by 5 CFR 531.205(a)(3), e.g., for employees promoted from special rate positions to non-special rate positions.)
5	**Special and Superior Qualifications Rates.** For use when PRD codes 6 and 7 are both applicable. Code 5 is used only on the action that appointed the employee at a superior qualifications rate within a special rate range; code 6 is used on subsequent actions while the employee continues to receive a special rate of pay.
6	**Special Rate**. Employee is paid at a special rate, established under appropriate authority to recruit well qualified individuals in selected occupations and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate). References: 5 U.S.C. 5305, 5 U.S.C. 5343(a)(1)(A)ii), and 5 U.S.C. 5343(a)(1)(B)(ii).
7	**Superior Qualifications Rate.** Employee is hired at a pay rate above the minimum rate of the grade. Note: 7 is used only on the action that appointed the employee at a superior qualifications rate; code 0 or another appropriate code is used on actions subsequent to the appointment action. References: 5 U.S.C. 5333 and 5 CFR 531.203(b).
A	**Retained Grade – Different Position.** Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (if employee is also entitled to a special rate in the retained grade, use code E.) References: 5 U.S.C. 5362 and 5 CFR 536.103.
B	**Retained Grade – Same Position.** Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. If employee is also entitled to a special rate in the retained grade, use code F. References: 5 U.S.C. 5362 and 5 CFR 536.103.
E	**Retained Grade and Special Rate – Different Position**. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.

Pay Rate Determinant Table

Code	Definition
F	**Retained Grade and Special Rate – Same Position.** Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying the same position held before the grade reduction.
J	**Retained Pay – Same Position.** Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except S536.104(a)(3), and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.
K	**Retained Pay – Different Position**. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except S536.104(a)(3), but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.
M	**Continued IGA/LEO Pay**. Employee continues to receive an adjusted annual rate of pay based on a nationwide or worldwide special salary rate. The employee should be paid the dollar amount of the General Schedule increase at the time of an ECI adjustment. Reference: 5 CFR 531.106 or 5 CFR 531.307.
R	**Retained Pay – SES Removal**. A former career Senior Executive Service (SES) employee is receiving a retained rate of pay under 5 U.S.C. 3594 and 5 CFR 359.705 following removal from the SES.
S	**Continued SES Basic Pay**. A career Senior Executive Service (SES) employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR Part 317, Subpart H.

U **Retained Grade and Pay – Same Position**. The employee: (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediately before the action that othe rwise would have resulted in a reduction in basic pay; i.e., use this code only when J would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and CFR Part 536.

V Retained Grade and Pay – Different Position. The employee: (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when K would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and CFR Part 536.

Position Classification Table

Code	Definition
0	Leave former position vacant and active
1	Abolish former position
2	Inactivate former position

Position Occupied Table

Code	Definition
1	Competitive Service
2	Excepted Service
3	Senior Executive Service – General
4	Senior Executive Service–Career Reserved

Quarter Deduction Table

Code	Definition
1	Per day deduction – tax exempt
2	Per day deduction – not tax exempt
3	Per pay period deduction – tax exempt
4	Per pay period deduction – not tax exempt

Race and National Origin (RNO) Table

Code	Definition
A	American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through community recognition or tribunal affiliation. (This code must not be used for employees in Puerto Rico.)
B	Asian or Pacific Islander. A person having origins in any of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.
C	Black, not of Hispanic origin. A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)
D	Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E	White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Also includes persons not included in other categories. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)
F	Asian Indian. A person having origins in any of the original peoples of the Indian subcontinent; i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)
G	Chinese. A person having origins in any of the original peoples of China. (This code is for use in Hawaii only.)
H	Filipino. A person having origins in any of the original peoples of the Philippines. (This code is for use in Hawaii only.)
J	Guamanian. A person having origins in any of the original peoples of Guam (e.g., Chamorro). (This code is for use in Hawaii only.)
K	Hawaiian. A person having origins in any of the original peoples of Hawaii. Includes persons who are part Hawaiian and identify most closely with the Hawaiian Category. (This code is for use in Hawaii only.)
L	Japanese. A person having origins in any of the original peoples of Japan. (This code is for use in Hawaii only.)
M	Korean. A person having origins in any of the original peoples of Korea. (This code is for use in Hawaii only.)
N	Samoan. A person having origins in any of the original peoples of Samoa. (This code is for use in Hawaii only.)
P	Vietnamese. A person having origins in any of the original peoples of Vietnam. (This code is for use in Hawaii only.)

Race and National Origin (RNO) Table

Code	Definition
Q	All Other Asian or Pacific Islanders. A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)
Y	Not Hispanic in Puerto Rico. A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.)

Retirement Plan Table

Single System Deductions

Code	Definition
1	Civil Service Retirement System (CSRS)
2	Social Security System (FICA)
3	Foreign Service Retirement and Disability System (FS)
4	None
5	Other Retirement System
6	Civil Service Retirement System–Special (CSRS–Special). For law enforcement officers and firefighters (If used with Special Employment Program Code AM (USAID), F is generated for reporting purposes only)
7	CSRS (Congressional)
Y	DC Retirement – Offset
Z	DC Retirement Plan

Retirement Plan Table

FICA And Partial Deductions

Code	Definition
8	CVA Judges Retirement Plan (1%). Covered by FICA and the Court of Veterans Appeals (CVA) Retirement Plan.
9	CVA Judges Retirement Plan (4.5%). Covered by FICA and the Court of Veterans Appeals (CVA) Retirement Plan.
C	FICA and CSRS. Covered by FICA and by the Civil Service Retirement System.
D	CSRS Offset (Congressional) (FICA)
E	FICA and CSRS. Covered by FICA and by the Civil Service Retirement System. For law enforcement and firefighter personnel.
G	FICA and FS. Covered by FICA and by the Foreign Service Retirement and Disability System

Retirement Plan Table

FICA And Partial Deductions

Code	Definition
I	Federal Employees Retirement System (FERS) (Congressional) (FICA)
J	FICA and other retirement system. Covered by FICA and by another Federal Government Retirement System
K	FERS and FICA. Covered by the Federal Employee's Retirement System and FICA
L	FERS and FICA – Air Traffic Controllers
M	FERS and FICA – Special
N	FERS and FICA – Reserve Technicians
P	Foreign Service Pension Systems (FSPS) and FICA (If used with Special Employment Program Code AM (USAID), D is generated for reporting purposes only)

Retirement Plan Table

FICA And Full Deductions

Code	Definition
R	FICA and CSRS. Covered by FICA and the Civil Service Retirement System
T	FICA and CSRS – Special. For law enforcement and firefighter personnel
W	FICA and FS
X	FICA and Other Retirement System

Salary Share Table

Code	Definition
0	Not applicable
1	State co-operator
2	Other type co-operator
3	Annuitant under CSRS or FERS
4	Annuitant and state co-operator
5	Annuitant and other type co-operator
9	Military Hourly Rate-Used In Off-set

Special Employee Table

Code	Definition
00	Not applicable
01	Scheduled standby – nonexempt from FLSA
02	AUO – nonexempt from FLSA
03	Scheduled standby – AUO – exempt/nonexempt from FLSA
04	FMHA County Committeeman
05	Presidential Appointee
06	CSRS Offset–Reemployed Annuitant
07	Experts and Consultants
08	AUO other than law enforcement personnel
09	Mixed Tour (FEHB not prorated)
10	Other employees, spec. appr/PMB, exceed band by 6%
12	Supervisory/managerial employees, exceed band by 6%
13	FSIS Veterinary Medical Officer True Overtime
14	Schedule C employee
15	NOAA Field Parties
16	ZP Division Chiefs, supervisory differential 6% NTE range 5
17	Supervisory/managerial, other employees, spec. appr/PMB, 3% differential
18	Supervisory/managerial, other employees, spec. appr/PMB 6% differential
19	ZP Supervisory/managerial, other than Division Chiefs, 3% differential
20	ZA Division Chiefs, exceed maximum rate by 6%
21	1990 Census Decennial Reemployed Annuitants
22	AFDC Recipient
23	Forest Service Job Corps
24	Panamanian National
25	FS Job Corps MT (FEHB not prorated)
26	Availability Pay
27	OCC Geopay Rate 2
28	ASCS Committeeman

Special Employee Table

Code	Definition
29	Employed on U.S. Saudi Arabian Joint Commission on Economic Cooperation
30	Overseas employee not payrolled by NFC
31	AMS Milk Marketing Employee
32	Law Enforcement – Ineligible for AUO
33	Non-wage grade employee exempt from the earnings limitation in Reg. 550.105
34	Travel Reimbursement
35	Manually paid employee
36	Manually paid employee paid on a semi-monthly basis
37	Employee paid 8% Hazardous Duty Pay (Land based work above 3900 meters)
38	FP Contract Employee
39	Office of Technology Assessment (OTA) Board Member Staff
40	Overseas employee payrolled by NFC
44	Other NFP – Title II and Title IV dollars (Agency 11 only)
45	Forest Service YCC enrollee
46	Older American
47	Hires into MEL position tracked in the NFMAS database (Agency 11 only)
48	Hires into the 500 development position (Agency 11 only)
49	Alaska local hire program
52	Semi-monthly Coop
53	Paid under 2/3 rule
54	Without compensation employee paid for holidays and overtime
55	Surface Mining Control/Reclamation Act of 1977
56	Federal Summer Intern
57	Federal Junior Fellowship
58	Work Release Program
59	Veteran's Readjustment
60	Entry Level Auditors – Rapid Promotion Plan
61	FCA Employee – No Differential

Special Employee Table

Code	Definition
62	Non-resident alien (F–1, J–1, M–1 visas)
64	Trainee for higher position
70	Summer Aide
71	F1 Preparedness Fire Plan Position, Temporary
72	F2 Preparedness Fire Plan Position, Permanent Career Seasonal
73	F3 Preparedness Fire Plan Position, Permanent Full Time
74	F4 Fuel Fire Plan Position, Temporary
75	F5 Fuels Fire Plan Position, Permanent Career Seasonal
76	F6 Fuels Fire Plan Position, Permanent Full Time
80	FMHA Economic Emergency Loan Repayment
81	Temporary Employee–FS Pilot Units
82	Employee Appt Less Than 90 Days
85	Office of Thrift Supervision employees Pay Plan TG–Exceeds Pay Cap
89	Council Member
90	Disaster Area Cadre Employee
91	Disaster Temporary Employee
99	Library of Congress – Register of Copyrights

Special Employment Program Table

Code	Definition
00	Not applicable
01	Applied Physical Science
02	Chemical Engineering
03	Electrical Engineering
04	General Engineering
05	General Chemistry
06	Electronics
07	Mechanical Engineering
08	Organic Chemistry
09	Physics

Special Employment Program Table

Code	Definition
10	Civil Engineering
11	Metallurgical Engineering
12	IPA Ceiling Exempt
13	Agricultural Engineering
14	Food Technology
15	Mining Engineering
16	Industrial Engineering
17	Geological Engineering
18	Aeronautical Engineering
19	Marine Technology
20	Ceramic Engineering
21	Petroleum Engineering
22	Nuclear Engineering
23	Engineering Physics
24	Horticulture
25	Biology
26	Biomedical Engineering
39	Apprentice Trainee Program
40	Mixed Tour
41	Schedule A 213.3102 (LL)
42	Schedule A 5 CFR 213.3102 (T)
43	Schedule A 5 CFR 213.3102 (U)
44	700–hour Trial, 5 CFR 316.402 (a) & 316
45	Temp, 5 CFR 316.402 (b) (5)
46	Schedule B, 5 CFR 213.3202 (k)
47	Summer Intern–College
48	National Scholars Program
54	Stay In School
55	Summer Aid
56	Federal Summer Intern
57	Federal Junior Fellowship
58	Work Release Program
59	Veterans Readjustment Program

Special Employment Program Table

Code	Definition
60	Appointment of Veterans (30% disabled) under 5 U.S.C. 3112
61	Vietnam Era Veteran
62	Employee Cooperative Education Program
63	Worker Trainee Program Employee
64	Trainee
65	Rehab/Rehire
66	Reemployed Annuitant
67	Special Handicap Appointment
68	700 hour handicap appointment
69	Presidential Management Intern Program (PMIP)
70	Worker Trainee In Development
71	Air Traffic Controller–Second Career Training
73	Cooperative Education Program–High School
74	Cooperative Education Program–Associates Degree
75	Students
76	Upward mobility – assigned to same series
77	Upward mobility – assigned to different series
78	Summer Employment Program
80	SES Candidate Development Program
81	SES Sabbatical
82	Development SES Mobility Assignment
88	IPA Out–Less Than 50% Reimbursable
90	Long Term Training Over 120 Days Complete
91	Secretaries and Department Heads
93	Long Term Training–Competing Agency or Department
94	Junior Technician
95	Computer Science Fellowship Program
96	Federal Executive Institute (FEI)
97	President's Executive Exchange Program
98	IPA–In
99	IPA–Out 50% or More Reimbursable
9A	Special Government Employee

Special Employment Program Table

Code	Definition
9B	Displaced Employee
9C	Vocational Office
9D	Worker Trainee Opportunity Program
9E	Worker Trainee Opportunities
9F	Group III–Summer Faculty
9G	Scientific Technician, Professional Aids
9H	Administrative Fellowship Program (NOAA)
9I	EEO Recognition
9J	Group II–Summer Noncritical 1–4
9K	Group III–Summer Other
9L	Group IV–Trades and Labor
9M	Summer Exam Employment
9N	Student Trainee
9P	Public Service Career (Entry)
9Q	Public Service Career (Upgrade)
9R	Graduate Intern
9S	Meteorological Intern
9T	Science Intern
9U	Science Technician
9V	20/20 Work Study
9W	Graduate Scientist
9X	Group I–Summer Clerical Group 1–4
AD	Asst Director 320 Hours Ceiling
AM	USAID Foreign Service Retirement (Plans D and F)
AT	Assistant United States Trustee
BC	FP Contract Employee
C1	Cooperative Associates Degree–Program Schedule A
C2	Cooperative High School Program Schedule A
C3	Cooperative Baccalaureate–Schedule B
C4	Cooperative Graduate Masters–Schedule B
C5	Cooperative Associates Degree–Schedule B
C6	Cooperative Graduate PhD–Schedule B

Special Employment Program Table

Code	Definition
C7	Cooperative Graduate Other–Schedule B
C8	Cooperative High School–Schedule B
C9	Cooperative VoTech–Schedule B
D1	Upward Mobility Program
D2	Detail Non–reimbursable
D3	Detail Reimbursable
D4	Detail to International Organization
D5	District Director Candidate Development Program
F1	Prepared Fire Plan Position, Temporary
F2	Preparedness Fire Plan Position, Permanent Career Seasonal
F3	Preparedness Fire Plan Position, Permanent Full Time
F4	Fuels Fire Plan Position, Temporary
F5	Fuels Fire Plan Position, Career Seasonal
F6	Fuels Fire Plan Position, Permanent Full Time
G1	Attorney
G2	Law Clerk
G3	Expert/Consultant
G4	Accounting Fellow
G5	Outstanding Scholar
G6	Consultant under 31 USC 731 (E) (1)
G7	Comptroller General
G8	Student Intern
GR	Retired Comptroller General
GS	Survivor of Retired Comptroller General
HT	Housing Technician
IJ	Immigration Judge
IP	Intern Program
MC	Marshals Service Contractor
NR	NAFI Retirement Coverage
OA	DEA Agents hired under Sch. A (C) (1)
OB	DEA Agents (1811) hired under Sch. B
OC	USA/USM serving temporary court appointment

Special Employment Program Table

Code	Definition
OG	Employee hired under SCh. A (G) – 40%/GS03/01
OH	Attorneys hired under agency's Honor Recruit Program
OU	Attorneys hired as Special Assistants to the agency
P1	Student–Section 213.3102(P)
PC	Schedule C Position Excepted FR Competitive Service
PD	Worker Trainee Opportunity Program
PN	GS 16, 17, 18 Formerly Reported under Schedule C
PP	Part Time Professional
PZ	Presidential Appointee By/With Senate Consent
Q1	Student–Section 213.3102(Q)
S1	Faculty Member College or University
S2	High School Teacher (212.3102(A))
S4	Summer Others Including Science Competition Winners
S7	Group III–Summer Graduate Student
S8	Mentally Retarded (Sepo) (212.3102(T))
S9	Severely Handicapped (Sepo) (212.3102(U))
SB	Junior Professional Staff Training Program
SC	Post Doctoral Research Program
SH	Summer Hires
SL	Summer Law Clerk
T2	Trained Under Initial Procurement Control
TP	U.S. Secret Service Uniformed Division Technician Pay
UT	United States Trustees
V1	Volunteer–High School
V2	Volunteer–Trade School
V3	Volunteer–Vocational or Technical School
V4	Volunteer–2 Year College
V5	Volunteer–College
V6	Volunteer–Graduate School
V7	Volunteer–Other

Special Employment Program Table

Code	Definition
V8	Americorps Member
ZZ	Unique Tax Processing

Supervisory/Managerial Probationary Period Table

Code	Definition
0	Not required
1	Required
2	Served
3	Waived

Tenure Table

Code	Definition
0	Not in a retention group
1	Group I
2	Group II
3	Group III

TSP Eligibility Table

Code	Definition
1	For FERS employees only. These employees are eligible for immediate participation in the employee contributions; however, the agency 1-percent basic Government contribution and the Agency matching funds will not be applied until the first open season. (This is applied to new hires; transfers or rehires not yet eligible for the 1-percent basic contribution.)
2	For FERS employees only. These employees are eligible for immediate participation in the employee contributions; however, the agency 1-percent basic Government contribution and the agency matching funds will not be applied until the second open season. (This applies to new hires, transfers, or rehires not yet eligible for the 1-percent basic Government contribution.)

TSP Eligibility Table

Code	Definition
3	Applies to: CSRS and CSRS-Offset transfers (except if they terminated their TSP contributions). CSRS and CSRS-Offset rehires. FERS employees who transfer from another Federal agency/payroll system without a break in service who were making TSP contributions and receiving the 1-percent basic Government contributions and matching funds. FERS employees who were rehired with a break in service of less than 31 days who were making TSP contributions, receiving the 1-percent basic Government contributions and receiving the 1-percent matching funds immediately prior to their separation; and, FERS employees who transfer from another Federal agency/payroll system without a break in service who are not making employee contributions but are receiving the 1-percent basic Government contribution (except if they terminated their TSP contribution).\ FERS employees who are rehired after a break in service of 31 days or more, who were previously eligible to receive agency contributions, agency contributions will begin immediately. Employees are eligible to participate immediately in employee contributions. **Note:** FERS, CSRS, and CSRS-Offset employees with a break in service of less than 31 days are considered transfers and TSP contributions must be based on their last TSP−1.
4	Applies to: FERS employees who had terminated TSP contributions during the last Open Season before transferring to a new Federal agency/payroll system, and are eligible immediately for the 1-percent basic Government contribution and eligible to contribute to TSP during the first TSP Open Season, or, CSRS or CSRS-Offset employees who terminated TSP contributions during the last TSP Open Season before transferring to a new Federal agency/payroll system, and are eligible to contribute to TSP during the first TSP Open Season.

TSP Eligibility Table

Code	Definition
5	Applies to: FERS employees who transferred from another agency/payroll system and had terminated TSP contributions after the last TSP Open Season and are eligible immediately for the agency 1-percent basic Government contribution and eligible to contribute to TSP during the second TSP Open Season, or CSRS or CSRS-Offset employees who terminated TSP contributions after the last TSP Open Season before transferring to a new Federal agency/payroll system, and are eligible to contribute to TSP during the second TSP Open Season.
6	For employees that are ineligible. Employees with retirement coverage codes of 2 (FICA); 4 (none, except for re-employed annuitants who have an annuity code of 1, 4, or 5); 5 (other retirement system); J (FIC and other Retirement-Partial Rate); or X (FICA and Other Retirement-Full Rate). Note: FERS employees include FSPS employees, and FSRS and CSRS-Offset employees include Foreign Service Retirement and Disability Service (FS) employees coverage codes may not be eligible to participate in TSP.

Type Appointment Table

Code	Definition
01	Competitive–Career, SES–Career
02	Competitive–Career–Conditional
03	Competitive–Term, Taper, Indefinite SES–Military Term or Emergency
04	Competitive–Temporary, Special Need, SES–Time Limited/Career
06	Excepted–Permanent, SES–Noncareer
07	Excepted–Conditional
08	Excepted–Indefinite, Excepted–Limited (More than 1 year)
09	Excepted–Temporary, SES–Time–Limited–Noncareer

Uniform Service Status Table

Code	Definition
0	None
1	Ready Reserve
2	Standby Reserve
3	National Guard
4	Retired Military–Regular
5	Retired Military–Non regular
6	Retired Military–Regular and Reserve/National Guard
7	Retired Military – Non regular and Reserve/National Guard
8	Retired Military and DC National Guard
9	DC National Guard

Veterans Preference Table

Code	Definition
1	None
2	5-point
3	10-point disability
4	10-point compensable
5	10-point other
6	10-point/30 percent compensable
7	Dishonorable discharge

Veterans Preference–RIF Table

Code	Definition
1	30% disabled or more
2	Veteran
3	Non-veteran (no retention rights)
4	Ineligible
5	Non–veteran (retention rights)

Veteran Status Table

Code	Definition
B	Pre-Vietnam-era veteran. A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). Use only for an employee whose accession was after September 30, 1991.
N	Not a Vietnam-era veteran. Employee may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964 through May 7, 1975). Use only for an employee whose accession was prior to October 1, 1991.
P	Post-Vietnam-era veteran. A veteran whose service began after the Vietnam era (i.e., May 7, 1975). Use only for an employee whose accession was after September 30,1991.
V	Vietnam-era veteran. A veteran who served during the Vietnam era (i.e., from August 5, 1964 through May 7, 1975).
X	Not a veteran. Use only for an employee whose accession was after September 30, 1991.

Work Schedule Table

Code	Definition
F	Full-time. A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class.
G	Full-time seasonal. A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.
I	Intermittent. A schedule that usually requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
J	Intermittent–seasonal. A schedule that usually requires an employee to work less than 12 months each year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
P	Part-time. A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 13–32 per administrative work week) on a prearranged scheduled tour of duty.
Q	Part-time–seasonal. A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.

Work Schedule Table

Code	Definition
S	Part-time–job sharer. A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16–32 per administrative work week) on a prearranged scheduled tour of duty.
T	Part-time–seasonal job sharer. A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year on an annually recurring basis.

C. Document Type Code Table

A document type identifies the type of document being processed in the PPS. An alphabetical list is provided by the EPIC document name for each document type. The document type is listed on the List EPIC Document window.

EPIC Document	Doc Type
Address	349
Allotment–Financial Allotment	095
Allotment–Net Pay	096
Allotment–TSP Loan Allotment	097
Allowances	127
Authorization of Labor Organization Dues	086
Cancellation Revocation of Union Dues	085
Cancellation of Employee Organization Dues	087
Charitable Contributions	088
Child Care or Alimony Deduction	195
City Tax	150
Compensatory Leave	056
County Tax	151
Deductions Due To Indebtedness	088
Discretionary Allotment	100
Dues Change Between Locals	084
Earned Income Credit	130
Education	123
Flexible Spending Account	185
Federal Tax	130
Health Change Enrollment	181
Health Registration Form	180
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Leave Data Transfer	160
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Multi Element Update	120
Non Federal Health	101

Non Federal Life Insurance	102
Non Federal Retirement	103
Non Federal Thrift Savings	104
Non Federal Flexible Spending Account	185
Performance Appraisal	075
Personnel Action	063
Restored Annual Leave	165
Savings Bond – New Allotment	170
Savings Bond – Change Denomination/Allotment	171
Savings Bond – Change Inscription/Denomination/Allotment	172
Savings Bond – Cancellation	173
Savings Bond – Cancel Owner/Coowner	174
SES Performance Appraisal	770
Severance Pay	128
State Tax	140
TSP Collection	129
TSP Election	125
Union Dues Mass Change	083

D. Grade And Pay Retention Tables

The table below exhibits the pay rate determinant (PRD) code for grade and pay retention related NOAC's. It compares the PRD on the database with the PRD that should be entered on the personnel action for the NOAC. Also, it indicates if the Rate Expired field should be completed on the personnel action.

NOAC	Database PRD	Personnel Action PRD	Personnel Action Rate Expired
5XX (remark X37)	A, B, E, F, J, K, R, S, U, V, 0, 2, 3, 4, or 6	A, B, E, F, U, or V	Date required
702/703	A, B, E, F, U, or V	K, 4, 6 or 0	Blank
713 (remark X37)	K, R, 0, 2, 3, 4, or 6	A, B, E, F, U, or V	Date required
740	A, B, E, F, J, K, R, S, U, V, 0, 2, 3, 4, or 6	A, B, E, F, U, or V	Date required
740 (remark X36/X65)	A, B, E, F, U or V	0 or 6	Blank
740 (remark X40/X65)	A, B, E, F, U, or V	K, R, 2, 3, or 4	Blank
741 (remark X36)	A, B, E, F, U, or V	K, R, 0, 2, 3, 4, or 6	Blank
741 (remark X37)	A, B, E, F, K, R, U, V, 0, 2, 3, or 4	A, B, E, F, U, or V	Date required
770	A, B, E, F, J, K, R, S, U, V, 0, 2, 3, 4, or 6	A, B, E, F, J, K, R, U, V, 0, 2, 3, 4, or 6	Blank
866	A, B, E, F, U, or V	0 or 6	Blank
866 (remark X37)	A, B, E, F, U, or V	A, B, E, F, U, or V	Date required
866 (remark X40)	A, B, E, F, U, or V	J, R, S, 2, 3, or 4	Blank

NOAC	Definition
5___	Conversion
702	Promotion
703	Promotion NTE
713	Change to Lower Grade
740	Position Change
741	Position Change–NTE
770	Extension of Position Change–NTE
866	Termination of Grade Retention
899	Step Adjustment
950	Change in Shift

Remarks Code	Definition
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention
X37	Employee is entitled to retain grade of (pay plan and grade) through (date)
X40	Employee is entitled to pay retention
X65	Grade retention entitlement terminated

E. Payroll Document Code Tables

The following tables provide the codes for payroll documents:

Non-Federal Flexible Spending Account Table
Non-Federal Life Insurance Coverage Code Table
Non-Federal Life Insurance Plan Codes Table
Non-Federal Thrift Savings Plan Code Table
Non-Federal Retirement Savings And Investment Plan Codes Table
Performance Appraisal Rating Of Record Table (Description)
Performance Appraisal Rating Of Record Table (Level Description)
Performance Appraisal Rating Of Record Table (Pattern/Level)
Performance Appraisal Rating Of Record Table (Pattern)
Performance Appraisal Summary Rating Score Table (DoC Only)
Professional Certification Table
Event Code Table
Programming Language Code 1 Table
Type Of Investigation Table

Non-Federal Flexible Spending Account Table

Code	Description	Agcy/Dept
48	Dependent care account	OCC
49	Health care account	OCC
52	Dependent care expenses	ARC
53	Unreimbursed medical expenses	ARC
54	Dependent care account	FDIC **
55	Health care account	FDIC **
72	Health care account	FCA/FCSIC
73	Dependent care account	FCA/FCSIC
82	Health care account	OTS
83	Dependent care account	OTS
FD	Used to process DCFSA transactions	all agencies
FH	Used to process HCFSA transactions	all agencies

Non-Federal Life Insurance Coverage Code Table

Agcy/Dept	Coverage Code	Plan Code
ARC	00	11
ATF	00	38
DOJ	00	38
FCA	01 through 08	44
FDIC	01 through 18	10
FDIC	00	LH
FDIC	00	LS
OCC	01 through 08	45
OCC	01 through 28	46
OTS	01 through 14	P0, P1, P2, P3, P4, P5
SI	01 through 04	17
SI	00	15, 16, 35
NASCOE	00	36

Non-Federal Life Insurance Plan Code Table

Code	Description
10	FDIC
LD	Long Term Care – Other Dependents
LE	Long Term Care – Employee and/or Spouse
LH	FDIC
LS	FDIC
11	ARC
15	Smithsonian Institution
16	Smithsonian Institution
17	Smithsonian Institution
35	Smithsonian Institution
36	FSA–CO
38	SAMBA Life Insurance Plan
44	FCA
45	OCC
46	OCC

Non-Federal Retirement Plan Code Table

Agency	Code	Description
ARC	14	Pennsylvania State Retirement Fund
ARC	76	Principle Financial Group
SI	23	TIAA/CREF (employees hired on or before 1/2/1988)
SI	34	TIAA/CREF (employees hired on or after 1/3/1988)
SI	37	TIAA/CREF – SRA
TE	84	Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA–CREF)

Non-Federal Thrift Savings Plan Deduction Percent Table

Deduction Percent	Plan Code
01 through 10	04,13
01 through 19	77

Non-Federal Thrift Savings Plan Deduction Percent Table

Deduction Percent	Plan Code
00 through 19	78
01 through 10	75
01 through 12	79

Non-Federal Thrift Savings Plan Code Table

Agency	Code	Description
FDIC	04	T. Rowe Price – eligible for immediate participation in employee contributions
FDIC	13	T. Rowe Price
ARC	77	Non-matching agency contributions
ARC	78	Matching agency contributions
OCC	75	OCC 401(k)
OTS	T1	Pre-tax (FIRF)
OTS	T2	Post-tax (FIRF)
OTS	T3	Pre-tax (CSRS, CSRS/Offset, FERS)
OTS	T4	Post-tax (CSRS, CSRS/Offset, FERS)
ARC, FCA, FCSIC, FDIC, OCC, OTS	05	Catch-up contributions for individuals age 50 or over
FCA, FCSIC	79	401(k)

Performance Appraisal Rating Of Record Table
(Description)

Rating of Record	Description
1	Unacceptable
2	Level between fully successful and unacceptable
3	Fully successful or equivalent
4	Level between outstanding and fully successful
5	Outstanding or equivalent

Performance Appraisal Rating Of Record Table
(Level Description)

Code	Description
1	Unacceptable
2	Level between fully successful and unacceptable
3	Fully successful or equivalent
4	Level between outstanding and fully successful
5	Outstanding or equivalent
X	Not rated–this code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the performance appraisal system (e.g., new hire)
Z	Excludes those employees from the performance appraisal requirements in 5 CFR 430 by law or by OPM

Performance Appraisal Table
(Rating Of Record Pattern/Level)

Rating of Record Pattern	Rating of Record Level
A	1 or 3
B	1, 3, or 5
C	1, 3, or 4
D	1, 2, or 3
E	1, 3, 4, or 5
F	1, 2, 3, or 5
G	1, 2, 3, or 4
H	1, 2, 3, 4, or 5
Blank	Z

Performance Appraisal Rating Of Record Table
(Pattern)

Code	Rating of Record
A	1, 3
B	1, 3, 5
C	1, 3, 4
D	1, 2, 3
E	1, 3, 4, 5
F	1, 2, 3, 5
G	1, 2, 3, 4
H	1, 2, 3, 4, 5

Performance Appraisal Summary Rating Score Table
(DoC only)

Summary Rating	Rating Codes	Rating
475–500	5.1, 5.3, 5.9, 7.0, 7.4, O	Outstanding
460–474	5.0, 5.3, 5.8, 7.0, 7.4, O	Outstanding
380–459	4.0, 4.3, 4.8, 7.1, 7.5, S	Superior
350–379	3.1, 3.3, 3.9, 7.2, 7.6, FS	Fully Successful
290–349	3.1, 3.3, 3.9, 7.2, 7.6, FS	Fully Successful
290	3.5, 3.6, 3.7, FS	Fully Successful
200–289	2.0, 2.3, 2.8, M	Marginal
100–199	1.0, 1.3, 1.8, U	Unsatisfactory
000	6.0, 6.1, 6.2, 6.3	Unratable

Professional Certification Table

Code	Description
01	Lawyer–bar
02	Certified public accountant (CPA)
03	Certified professional manager (CPM)
04	Certified internal auditor (CIA)
05	Certified information system auditor (CISA)

Event Code Table

Code	Description
1	**Employee electing to receive or receiving premium conversion tax benefits.**
1A	Initial opportunity to enroll
1B	Open season
1C	Change in family status that results in increase or decrease in number of eligible family members.
1D	Any change in employee's employment status that could result in entitlement to coverage.
1E	Any change in employee's employment status that could affect cost of insurance.
1F	Employee restored to civilian position after serving in uniformed services.
1G	Employee, spouse, or dependent: –begins nonpay status or insufficient pay –ends nonpay status or insufficient pay if coverage continued **NOTE**: If employee's coverage is terminated, see 1D. **NOTE**: If spouse's or dependent's coverage is terminated, see 1M.
1H	Salary of temporary employee insufficient to make withholdings for plan in which enrolled.
1I	Employee (or covered family member) enrolled in FEHB health maintenance organization (HMO) moves or becomes employed outside the geographic area from which the FEHB carrier accepts enrollments, or, if already outside the area, moves further from this area.
1J	Transfer from post of duty within a State of the United States or the District of Columbia to a post of duty outside of the United States or District of Columbia, or reverse.
1K	Separation from Federal employment when the employee or employee's spouse is pregnant.
1L	Employee becomes eligible for Medicare and wants to change to another plan or option.
1M	Employee or eligible family member loses coverage under FEHB or another group insurance plan including the following: –Loss of coverage under another FEHB enrollment due to termination, cancellation, or change to Self Only of the covering enrollment. –Loss of coverage due to termination of membership in employee organization sponsoring the FEHB plan. –Loss of coverage under another Federally sponsored health benefits program, including TRICARE, MEDICARE, Indian Health Service. –Loss of coverage under Medicaid or similar State-sponsored program of medical assistance for the needy. –Loss of coverage under a non-Federal health plan, including foreign, state, or local government, private sector. –Loss of coverage due to change in worksite or residence.
1N	Loss of coverage under a non-Federal group health plan because an employee moves out of the commuting area to accept another position and the employee's non-Federally employed spouse terminates employment to accompany the spouse.
1O	Employee or eligible family member loses coverage due to discontinuance in whole or part of FEHB plan.

Event Code Table

1P	Enrolled employee or eligible family member gains coverage under FEHB or another group insurance plan, including the following: –Medicare –TRICARE for life, due to enrollment in Medicare –TRICARE due to change in employment status, including (1) entry into active military service, or (2) retirement from reserve military service under Chapter 67, Title 10. –Medicaid or similar State-sponsored program of Medical assistance for the needy. –Health insurance acquired due to change of worksite or residence that affects eligibility for coverage. –Health insurance acquired due to spouse's or dependent's change in employment status.
!Q	Change in spouse's or dependent's coverage option under a non-Federal health plan.
5	**Employees who are not participating in premium conversion.**
5A	Initial opportunity to enroll.
5B	Open season
5C	Change in family status; for example: marriage, birth or death of family member, adoption, legal separation, or divorce.
5D	Change in employment status.
5E	Separation from Federal employment when the employee is or the employee's spouse is pregnant.
5F	Transfer from a post of duty within the United States to a post of duty outside the United States, or reverse.
5G	Employee or eligible family member loses coverage under FEHB or another group insurance plan.
5H	Enrollee or eligible family member loses coverage due to the discontinuance, in whole or part, of a FEHB plan.
5I	Loss of coverage under a non-Federal group health plan because an employee moves out of the commuting area to accept another position, and the employee's spouse terminates employment to accompany the employee.
5J	Employee or covered family member in an HMO moves or becomes employed outside the geographic area from which the carrier accepts enrollments, or if already outside the area, moves or becomes employed further from this area.
5K	On becoming eligible for Medicare. **NOTE**: This change may be made only once in a lifetime.
5L	Temporary employee completes one year of continuous service in accordance with 5U.S.C. Section 8906a.
5M	Salary of temporary employee insufficient to make withholdings for plan in which enrolled.

Programming Language Code 1 Table

Code	Description

Programming Language Code 1 Table

Code	Description
0	Not applicable
1	Algol
2	Fortran
3	Sleuth
4	ALC
5	Cobol
6	RPG
7	Basic
8	Other
9	Reserved

Type Of Investigation Table

Code	Description
01	Preplacement investigation
02	National agency check (NAC)
03	National agency check and inquiries (NACI)
04	Minimum background investigation
05	Limited background investigation (LBI)
06	Background investigation (BI)
07	Special background investigation (SBI)
08	Reimbursable suitable investigation (RSI)
09	Periodic investigation
10	Upgrade investigation (SGI, BI upgrade/BGI)
11	Upgrade investigation (SDI, BI upgrade/BDI, LDI) 19

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