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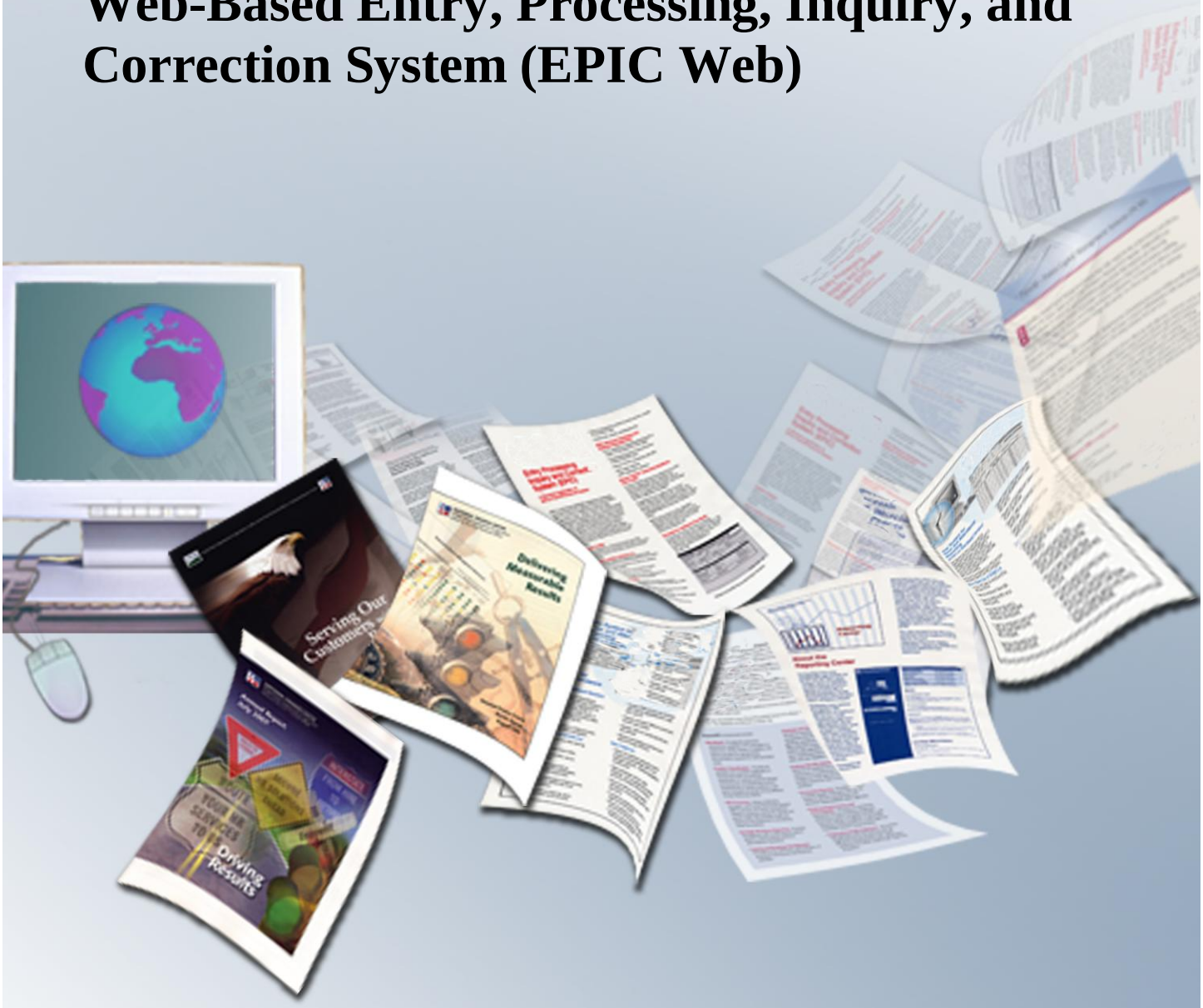
Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web)



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web)

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Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web)

The Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web) is an application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PC) running with Internet Explorer 9.0 or greater and Firefox or any compatible Web browser. This application allows customers to:

- Enter payroll and personnel transactions for processing in the Payroll/Personnel System (PPS).
- Correct transactions that have failed the Personnel Input and Edit System (PINE) edits.
- Execute suspense and status reports.
- Delete and restore transactions.
- View and/or edit future and current payroll/personnel transactions to be processed.
- Cancel and change history records.
- Roll back applied documents.

This section includes the following topics:

Payroll/Personnel Processing Cycle 2
Agency/NFC Responsibilities 6
Security Access 7
Reports of EPIC Web Data 8

Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle consists of the entry and release of payroll/personnel data by the Agency for processing through PPS. As transactions are transmitted, NFC processes them through its internal systems PINE, Time and Attendance Validation System (TIME), Payroll Computation System (PAYE), and Bi-Weekly Examination Analysis and Reporting System (BEAR). The table below shows when these systems run during the processing cycle.

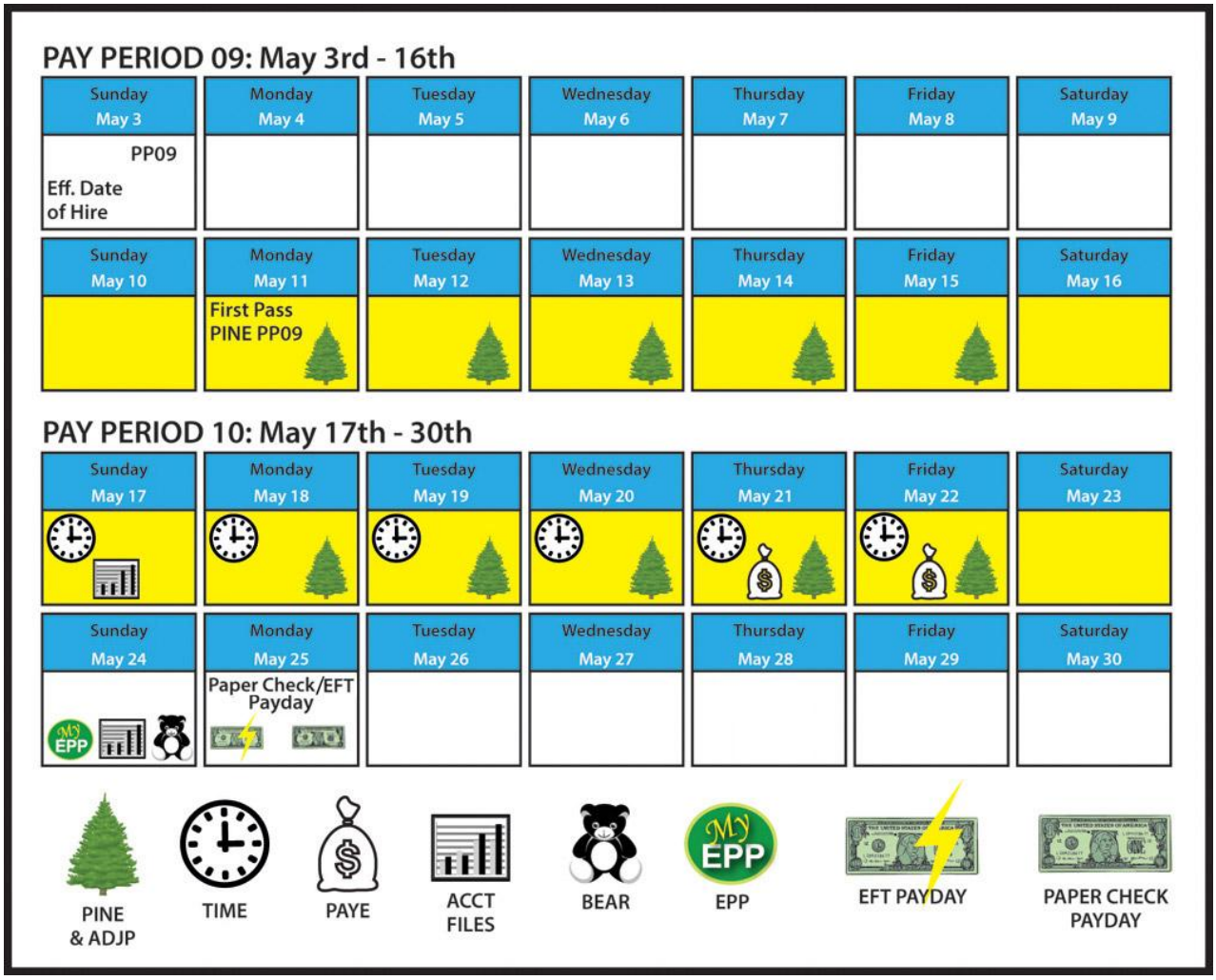

Figure 1: PP Processing Cycle

The Payroll/Personnel Processing Cycle is illustrated below. This particular sample diagram illustrates the daily processing of the payroll/personnel transactions which revolves around a 2-week cycle. Listed below are the symbols and descriptions to the Payroll/Personnel Processing Cycle.

Note: The official payday is the second Thursday of the following pay period.

Symbol	Description
PINE	Payroll/Personnel transactions are processed through the Personnel Input and Edit System (PINE) every Monday through Friday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Note: These transactions must be entered before the first pass of the Payroll Computation System (PAYE) which is the first Thursday or Friday of the following pay period.
TIME	Time and Attendance (T&A) Reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through the first Friday of the following pay period. Note: All T&As should be transmitted to the National Finance Center (NFC) no later than the Tuesday following the last day of the pay period.
PAYE	PAYE is processed on the first Thursday and Friday.
BEAR	Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday of the pay period.
DD/EFT	Direct Deposit/Electronic Funds Transfer (DD/EFT) settlement date is the second Monday of the following pay period.
Paper Check	Paper Check date is the second Monday of the following pay period.

For more information see:

Entry and Release of Data by the Agency 3
PINE Processing 4
TIME Processing 5
PAYE Processing 5
BEAR Processing 5
Status Codes 5

Entry and Release of Data by the Agency

During each two week pay period, Agencies enter payroll and personnel transactions using a variety of entry systems:

- Payroll and personnel transactions may be entered through EPIC Web or the Agency's Front-End System Interface (FESI) that interfaces with PPS. Selected payroll documents are entered through Employee Express (EEX) and Employee Self-Service (ESS).
- Position data is entered through the Position Management System Online (PMSO), *EmpowHR*, or FESI.
- T&A data is entered via NFC's T&A remote entry system or an Agency's T&A FESI.

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 PINE edits must be corrected before transactions are released and transmitted for further processing.

Note: Waiting until the end of the processing cycle to release 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 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, T&A data).

Prior and future payroll and personnel transactions can be released when entered regardless of the effective pay period. PPS automatically processes prior actions in the processing pay period and holds future actions until the effective date.

PINE Processing

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

Transactions that fail PINE edits are placed in suspense and must be corrected by the Agency in EPIC Web 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** (under the HR & Payroll and Processing publication category). This procedure lists all the PINE error messages by document type with a description of each error and other helpful information for correcting suspense.
- **Suspense reports**. These reports are available through EPIC Web. 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 use their own front-end system must run their own reports. EPIC Web suspense reports are produced for EPIC Web 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 PPS database or the future file.

TIME Processing

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

T&As that fail the TIME edits are corrected by NFC during this timeframe. TIME edit messages are published under the publication category T&A Processing on the Publications page of the NFC Web site. 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 after the pay period, PAYE produces net salary data for disbursement and transmission to the Department of the Treasury (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 the Information Research/Inquiry System (IRIS) to confirm that the data processed correctly and applied to the database.

BEAR Processing

On Sunday after the processing of PAYE, BEAR generates output and notification to Agencies based on the data processed during the pay period.

Status Codes

There are two types of status codes: EPIC status code 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.

For a list of status codes, see **A. Status Code Tables** (on page 589).

Status Codes

The status codes indicate 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 application.
- 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 list is displayed on the Document List page and on each personnel action and payroll document window.

New documents can be modified or released in the **`H-Hold Until Release`**, **`Waiting Remarks`**, **`I-Save As Incomplete`**, or **`R-Release For Processing`** status. Suspense documents can be modified in a **`9`** status. Applied transactions can be viewed but cannot be changed.

EPIC Web Status

An EPIC Web status code indicates the status of a personnel action or payroll document after it has been entered for processing. The EPIC Web status appears in the bottom right corner of the status bar of each personnel action and payroll document, on the Document List page and the Document Search page.

Agency/NFC Responsibilities

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

Agency:

- Enters, releases, and corrects transactions.
- Communicates with timekeepers and other applicable staff when processing transactions that affect T&As, positions, etc.
- Uses NFC procedures and online help as needed to assist in entering and correcting transactions.

NFC:

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

Security Access

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification (user ID) numbers, passwords, and obtaining access to a specific system, contact your Agency NFC security officer.

For more information see:

Requesting Access to EPIC Web 7

Requesting Access to EPIC Web

To access EPIC Web, you must have:

- A PC with Internet capabilities.
- A browser of Internet Explorer 9.0 or higher, Firefox or a comparable Web browser.
- 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 (SSN)
- User ID
- Agency name
- User access request level (payroll, personnel)
- Telephone number
- Application name (EPIC Web)

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

Reports of EPIC Web Data

EPIC Web includes an option for requesting statistical and suspense reports that can be printed at Agency locations. For information about EPIC reporting, see **Reports** (on page 579). This is for use only by Agencies using EPIC Web, not Agencies using their own entry system.

PPS generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. For examples of the reports, see the Payroll/Personnel Output procedure located under the Reporting publication category on the Publications page of the NFC Web site. The reports are sent to printers/locations identified in the Dispatch System.

Getting Starting in EPIC Web

For more information see:

Starting EPIC Web 9
Exiting EPIC Web 11
Changing Your Password 11
EPIC Web New Document Selection Menu 13
EPIC Web Operating Features 13
Online Help 15
Processing Functions 15

Starting EPIC Web

1. Log on to the Internet and go to the NFC Web site (*www.nfc.usda.gov*).
2. Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu.
3. Select the EPIC icon on the Application Launchpad. A Warning message is displayed.

Figure 2: Warning Message Page

4. Click **Accept**. The Welcome to EPIC page is displayed.

Note: Users should read the News and Announcements section of the page for up-to-date EPIC Web information.

Figure 3: Welcome to EPIC Page

5. Enter your User ID and Password in the Log In box.

Field	Instruction/Description
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.
Password	Enter your password.

6. Click **Log In** or click **Change Password**. For instructions on using the Change Password option, see Changing Your Password. EPIC Web will prompt you to select either EPIC or History Correction Update Processing System (HCUP) from the top menu bar.

7. Select EPIC from the menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with information about the latest

PINE pass process. For information about the PINE process, see ***Correction Process Overview*** (on page 25). If no documents have been processed, the Document List page is blank.

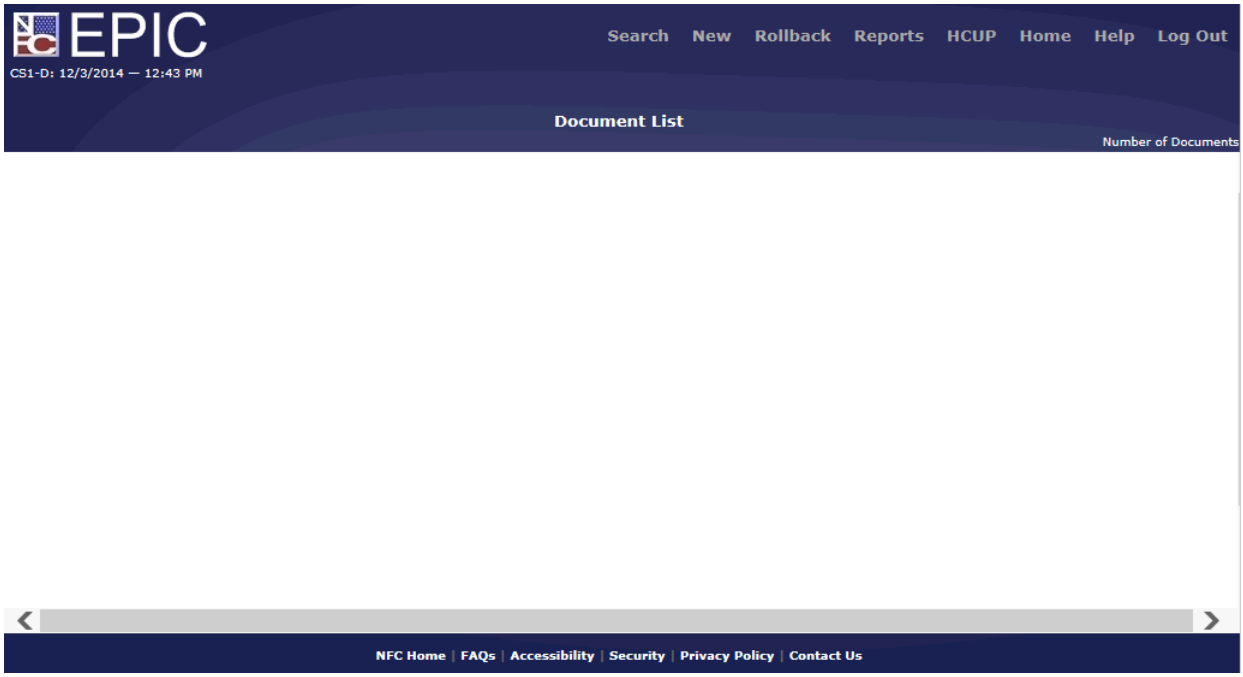

Figure 4: Document List Page

Exiting EPIC Web

To exit EPIC Web, select **Log Out** on any page.

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 Welcome to EPIC page, click **Change Password**. The fields necessary to change your password are displayed in the Log In box.

Figure 5: Change Password Page

2. Enter your User Name, Password, New Password, and Confirm New Password fields.

3. Click **Change Password** to save the change and exit the page.

OR

Click **Cancel** to cancel the action.

EPIC Web New Document Selection Menu

The New Document Selection menu is used to enter documents in EPIC Web and is accessible from multiple pages in EPIC Web. This menu displays a list of all documents available for entry. To display the menu, select **New** from any page where **New** is an option.

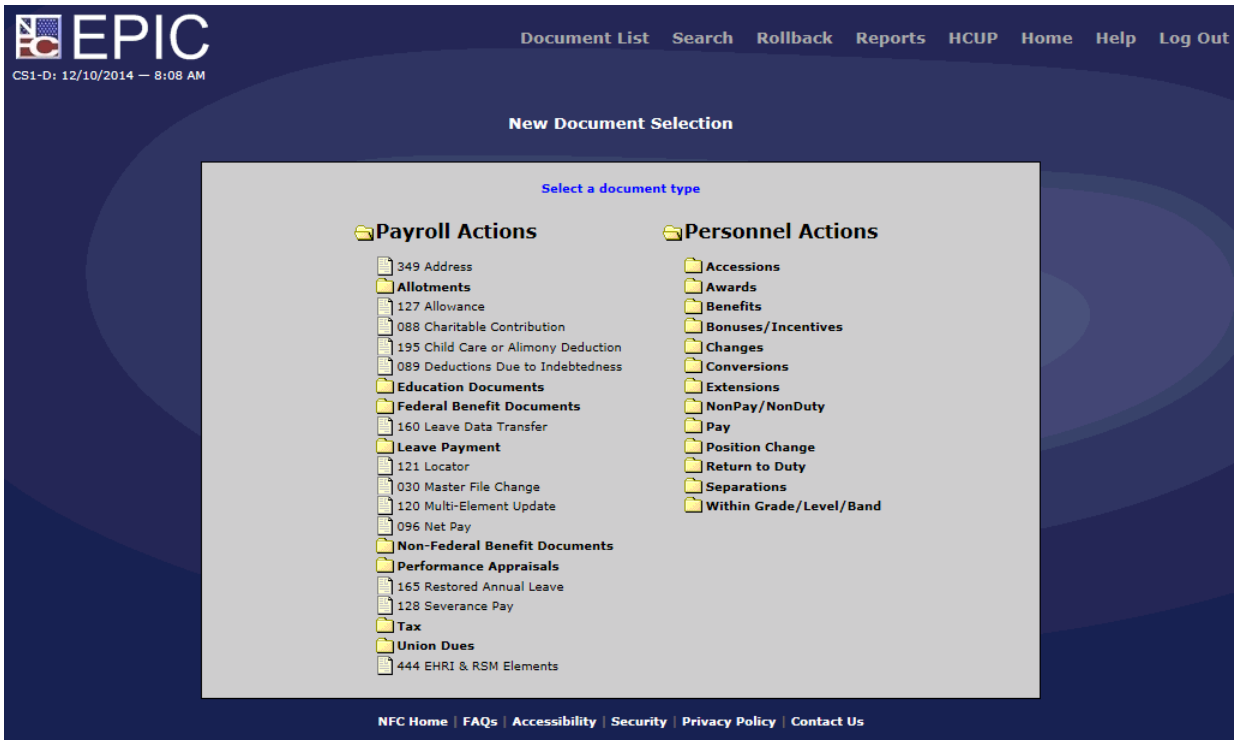

Figure 6: New Document Selection Page

Note: Some documents are grouped in folders. To open a group of documents in a folder, select the applicable folder to display the group of related documents.

EPIC Web Operating Features

EPIC Web utilizes many of the standard Web navigation features such as drop-down menus and top navigational menu bars. In addition, online help is also available from each page. These features and their specific use in EPIC Web are described below.

EPIC Web Drop-Down Menus

EPIC Web field values are accessed by drop-down menus. The values in each drop-down menu vary depending on the page and type of transaction.

Menu Bars

The EPIC Web or HCUP menu bar is displayed below the title bar at the top of each page. These menus allow you to perform main functions such as searching; creating new documents; creating a roll back action; generating reports; and accessing HCUP, EPIC, or Help.

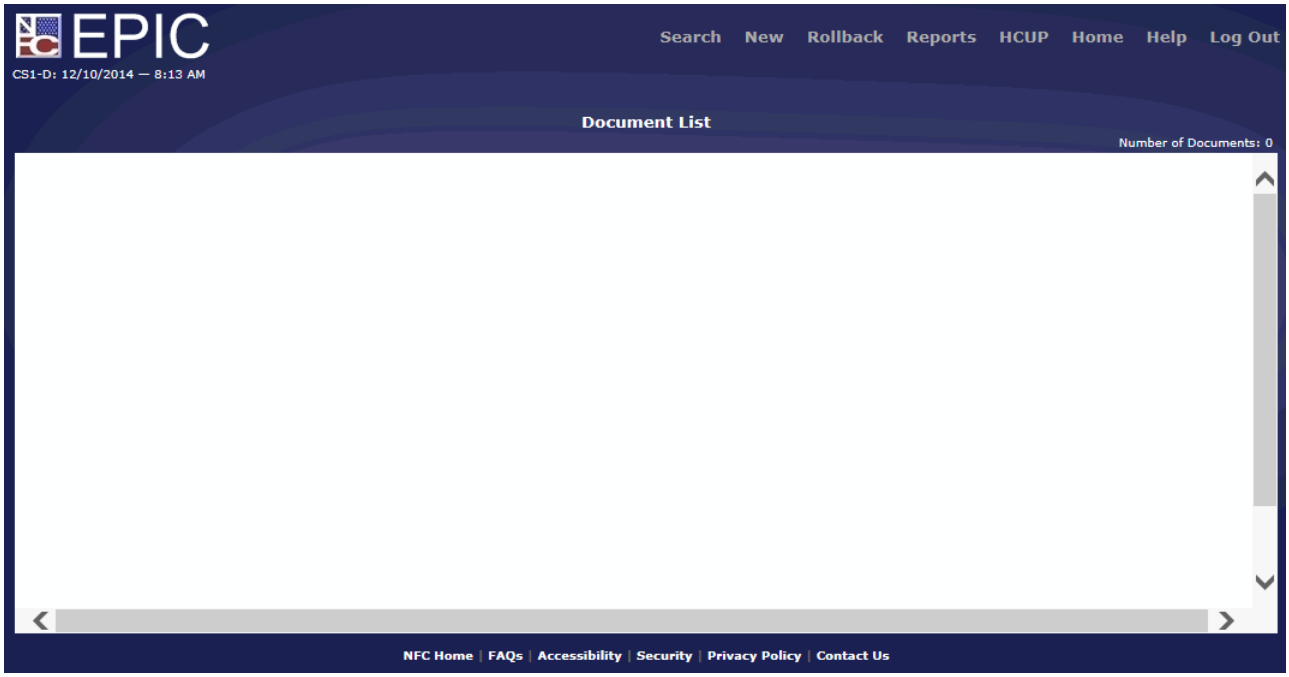

Figure 7: EPIC Web Menu Bar Page

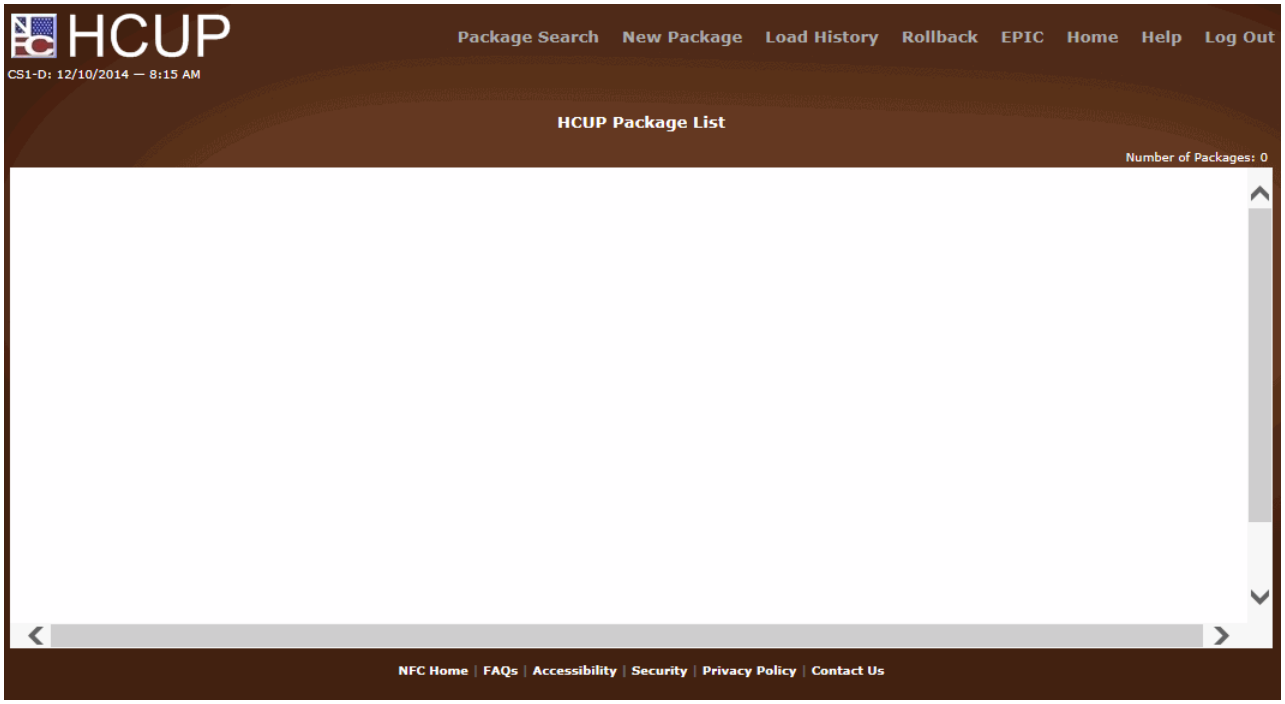

Figure 8: HCUP Menu Bar Page

Entry Fields

Each tab within EPIC Web contains both required and optional fields. Required fields are tagged with an asterisk and must be completed.

Online Help

The online help feature is available as a reference tool when you are processing data in EPIC Web and provides complete documentation on processing EPIC Web data. To use online help, select **Help** from the menu bar on any page.

Processing Functions

During processing, EPIC Web users can search, modify, delete, and activate transactions. Users also employ transaction status codes to indicate the transactions processing.

After completing the fields on a document, select the applicable status in which to place that document. After selecting the status, click **Update** to save the entries.

For more information see:

Saving Data **16**
Searching for EPIC Web Transactions **16**
Modifying EPIC Web Transactions **19**
Deleting EPIC Web Transactions **20**
Activating EPIC Web Transactions **21**
Refreshing a Page for an Additional Entry **22**

Saving Data

After completing the fields on a document, select the applicable status in which to place that document. After selecting the status, click **Update** to save the entries.

Searching for EPIC Web Transactions

The search function allows you to locate transactions that were entered for processing. These transactions are listed on the Document List page. Scroll through the list or use the Document Search page to narrow the search.

To search for a transaction:

1. Click **Search** on any EPIC Web menu bar. The Document Search page is displayed.

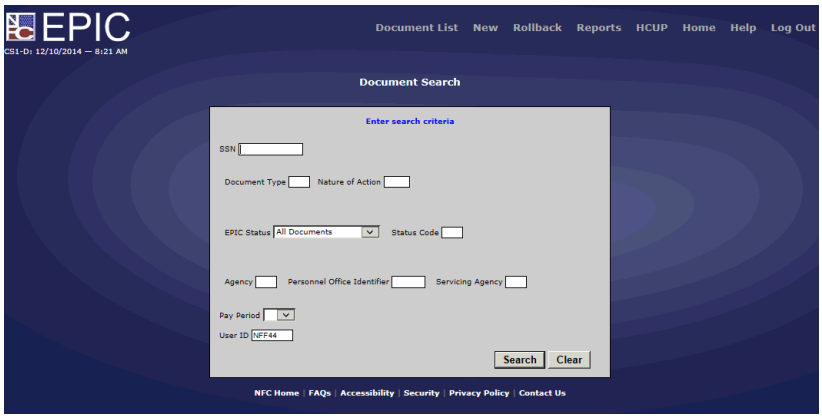

Figure 9: Document Search Page

2. Complete the fields on the Document Search page.

Field	Instruction/Description
SSN	Enter the employee's Social Security number.
Document Type	Complete this field as follows: To search for a specific personnel action, enter **063**. To search for a special payroll document for an employee, enter applicable document type. To search for all transactions for a specific employee, or specific personnel office, leave this field blank.
Nature of Action	To search for transactions by nature of action code (NOAC), enter the NOAC, or enter only the first digit. If you enter only the first digit, all NOACs beginning with that number will be displayed.
EPIC Status	To select an EPIC status, select the down arrow. 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.
Status Code	Enter the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (suspense); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**. **Reports** Click this radio button to sort the report by status code period. **Remarks** The status codes are system generated to indicate if the remark description is complete or requires a literal. If the status code is **W** (waiting remarks literal fill-in description), click 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.
Agency	Enter the Agency code.
Personnel Office Identifier	Enter the Personnel Office Identifier (POI) to search for transactions for a specific personnel office.
Servicing Agency	Enter the Agency code of the servicing Agency to search for transactions for an Agency serviced by another Agency.

Field	Instruction/Description
Pay Period	Select the processing pay period number from the down arrow. Valid values are **01** through **27** .
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.

3. After completing the applicable fields, click **Search**. The Document List page is displayed with a list of transactions based on the selection criteria.

4. On the Document List page select the applicable document. The applicable document is displayed. Each type of document has the standard Key Data* tab.

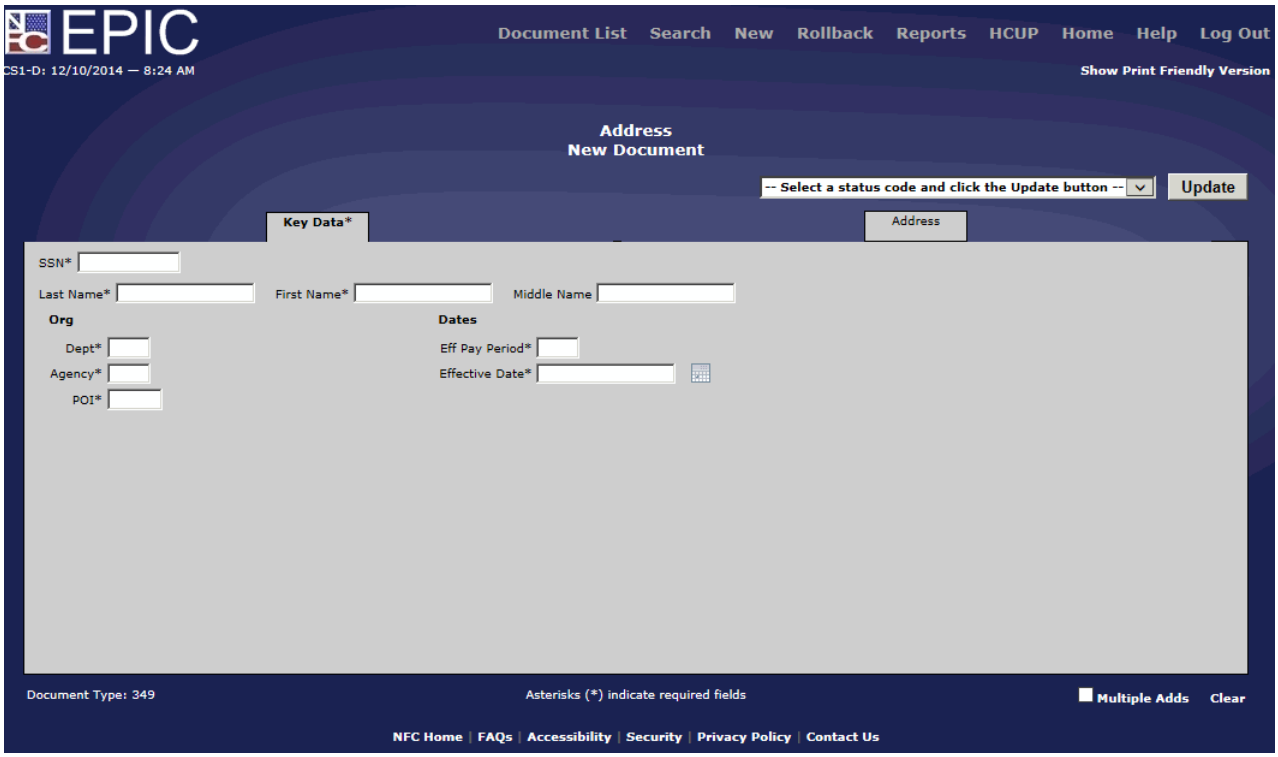

Figure 10: Key Data Tab Page

5. After viewing the data, select the applicable menu option at the top of the page.

Note: To perform another search, click **Search** on the menu bar.

Modifying EPIC Web Transactions

During the processing cycle, you can modify a transaction in EPIC Web before the first pass of PAYE. After the processing cycle is completed, the original personnel action must be modified through an official correction or cancellation action in HCUP. To modify a payroll document, enter a corrected payroll/personnel document in EPIC Web.

To modify a personnel action or payroll document:

1. Select **Search** on the Document List page. The Document Search page is displayed.
2. Complete the fields as indicated under **Searching For** EPIC Web **Transactions**.
3. Select the applicable transaction from the list. The selected transaction is displayed.
4. Modify the data.

5. Select the status.

6. Click **Update** to save the changes.

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

Deleting EPIC Web 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 Web 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. Select **Search** on the Document List page. The Document Search page is displayed.

2. Complete the fields as indicated under **Searching For/Viewing** EPIC Web **Transactions**.

3. Select the personnel action or payroll document to be deleted from the list.

4. Select the down arrow to select **4-Mark For Deletion** as the status.

5. Click **Update**. A *Document successfully updated* message is displayed.

Figure 11: Document Successfully Updated Message

6. Click **OK**. The status code changes to **4** (delete) and the data in the fields is grayed out and can no longer be modified.

To confirm the deletion:

1. Select **Search** on the Document List page. The Document Search page is displayed.

2. Complete the fields as indicated under **Searching For/Viewing** EPIC Web **Transactions**.

- Enter the SSN and/or document type for the document that was deleted.
- At the EPIC Status field, select the down arrow and select **`Deleted Documents`**.

3. Click **Search**. The deleted document(s) are displayed on the Document List page.

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 Personnel Action** and **Creating a History Corrections Package**.
- To change payroll data, enter a new payroll document in EPIC Web to replace the original document. A payroll document cannot be deleted.

Activating EPIC Web 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. Select **Search** on the Document List page. The Document Search page is displayed.
2. Complete the applicable fields (see instructions under **Searching For/Viewing** EPIC Web **Transactions**).
3. Click **Search**.
4. Select the transaction to be activated. The applicable selection is displayed.
5. Select the down arrow to change the status. 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.

To verify the activation:

1. Select **`New Documents`** from the EPIC Status field on the Document Search page.
2. Complete the applicable fields using the instructions under **Searching For/Viewing** EPIC Web **Transactions**, entering the SSN and/or document type for the transaction that was activated.
3. Click **Search**. The Document List page is displayed with the restored transaction on the list.

Refreshing a Page for an Additional Entry

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

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

- Click **Multiple Adds** on the applicable document.

After a document has processed, you may confirm that it successfully applied to the database by viewing the applied documents. Use the Document Search page to select documents that applied in the processing pay period. You may also view applied documents in the various Reporting Center or IRIS programs.

Correcting EPIC Web Transactions

This section describes how to correct payroll and personnel transactions that rejected because they failed EPIC Web 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 section includes the following topics:

Correcting EPIC Front-End Errors 23
Correcting Database (PINE) Errors 24

Correcting EPIC Front-End Errors

EPIC Web 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 Table Management System (TMGT) tables and PPS relational databases for validation. For example, the employee name and SSN are validated against the Employee Name database; the Department and Agency codes are edited against TMGT tables. EPIC Web edits a personnel action or a 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, select the drop-down list to select the applicable status code. Valid status codes are:

Status Input Codes
I- Save as Incomplete
R-Release
H-Hold until Release
C-Cancel

Note: If the transaction is coded **`I-Save as Incomplete`**, no edits are performed.

If errors are detected in the document after **Update** has been clicked, a *Please correct the following errors* box is displayed at the bottom of the page with the error(s) listed in the box.

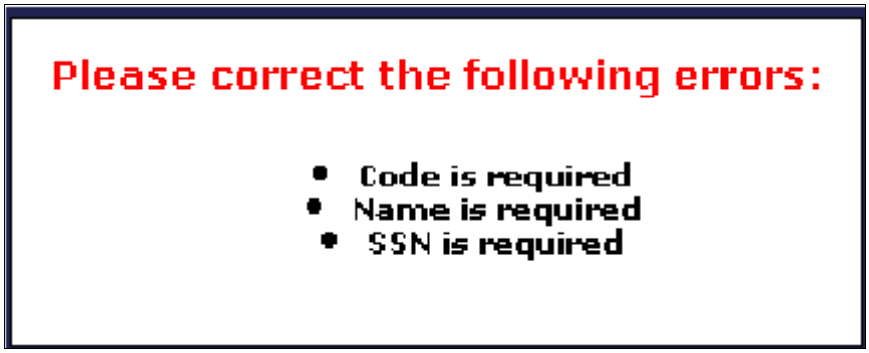

Figure 12: Edit Error Listing

To correct EPIC Web front-end errors:

1. Review the errors. All fields in error are highlighted in red.
2. Correct the data as applicable.
3. Select the applicable status again after correcting the errors.
4. Click **Update** to save the entries.

Note: All EPIC documents are picked up by PINE and edited during each PINE run except those coded with EPIC Web status code **`I - Save As Incomplete`**.

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** (on page 2).

For more information see:

Correction Process Overview 25
Viewing and Correcting Suspense Transactions 25
Override Codes 27
Confirming Corrections Applied 27

Correction Process Overview

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 manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site is the 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 (i.e., service computation date for leave must be compatible with annual leave category); (3) validity of action being processed (i.e., 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 (i.e., processing an accession requires a residence/salary address).

Suspense reports are available to 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 re-edited 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 Personnel Processing System (PEPL) to update the PPS database. Actions that are effective in the 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

To view and/or correct a suspense document::

1. Locate the document using the Document Search page. For instructions, see **Searching For** EPIC Web **Transactions**.

Note: After entering search criteria on the Document Search page, the Document List is displayed with a list of suspense documents based on the selection criteria. The EPIC Status column displays *Suspense*, and the Status Code column displays **9** indicating the transaction is in suspense because it failed the PINE edits.

2. On the Document List page, select the applicable document line to display the suspense document and the Suspense Errors.

Figure 13: Suspense Document and Suspense Errors Page

3. On the applicable personnel action or payroll document, correct the errors. For help in correcting errors, select the **SINQ Addendum** link at the bottom of the page to link to the PINE procedure.

4. After correcting the errors, select the applicable status.

5. Click **Update** to save the corrections.

   - To return to the suspense transaction(s), select the **Document List** option at the top of the page.

Note: Correct as many errors as possible for all transactions on the Document List. 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 the applicable personnel action from the New Document Selection menu.

Note: Do not change the status code from **9** unless an override code is necessary.

Override Codes

Override codes are used to release certain PINE messages for specific data elements. Override codes apply to personnel actions only.

To release the action from suspense:

1. Review the document in error.
2. Enter the correct data on the applicable Personnel Action document.

OR

3. Select the applicable status after correcting the errors or entering the override code.
4. Click **Update** to save the entries.

Note: Do not change the status code from **9** unless an override code is necessary.

For complete instructions on correcting suspense transactions, see **Viewing and Correcting Suspense Transactions** (on page 25).

Confirming Corrections Applied

To confirm a transaction successfully processed and applied to the database:

1. Select **Search** on the Document List page. The Document Search page is displayed.
2. Complete the fields as indicated under **Searching For** EPIC Web **Transactions**.
3. Select the down arrow to select **Applied Document** in the EPIC Status field.
4. Click **Search**. The Document List page is displayed with a list of applied document(s). All successfully processed transactions are displayed as *Applied* in the EPIC Status column and *X* in the Status Code column.

To view deleted transactions:

1. Select **Search** on the Document List page. The Document Search page is displayed.

2. Complete the fields as indicated under **Searching For** EPIC Web **Transactions**.
3. Select the down arrow to select **Deleted Documents** in the EPIC Status field.
4. Click **Search**. The Document List page is displayed with a list of deleted document(s). All successfully processed transactions listed reflect **A** in the EPIC Status column and **X** in the Status Code column.

Personnel Actions Overview

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

Personnel actions may be official or unofficial. An official action is an Office of Personnel (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-Central Personnel Data File (CPDF) element in the employee's PPS database record and is not reported to OPM.

This section includes the following topics:

Nature of Action Codes 29
Effective Date of Personnel Actions 29
Using IRIS to Research Personnel Actions 30
Processing Tips for Personnel Actions 30
About Agency-Entered Personnel Actions 32
About System-Generated Personnel Actions 32

Nature of Action Codes

OPM uses NOACs to identify the different types of personnel actions. NOACs in the (XX series facilitate certain payroll/personnel processes and Agency unique requirements. All NOACs are listed in TMGT Table 061, NOAC.

OPM's 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.

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 held in a future file until the effective pay period's processing.

When a retroactive personnel action is processed that affects an employee's salary (e.g., promotion, change to lower grade, within-range 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 (e.g., retirement coverage, cost-of-living allowance, post differential, quarters deduction rate, relocation/recruitment bonuses) or salary.

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 time frame must be entered in EPIC Web History Correction in addition to processing a Special Payroll Processing System (SPPS) document for the adjustment.

Note: The application 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.

Using IRIS to Research Personnel Actions

After an action is processed, IRIS can be used to research the employee's PPS database records, to view applied transactions, or research information related to the action.

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 manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

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 that T&A data is inadvertently entered in the system for processing. For more information on manual processes, see the Nonautomated Processing procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

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

   - **Residence address** (required).
   - **Direct Deposit/Electronic Funds Transfer (DD/EFT)**. Process 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 or Roth 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 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 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.
   - **Transfers 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 SPPS Web. For child support and alimony payments, see the 195 Child Care or Alimony Deduction document in EPIC Web. For employee indebtedness, see the Nonautomated Processing procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.
   - **Transfer-in.** Reenter payroll documents in effect when an employee separates and is rehired by different Departments serviced by NFC (i.e., transfer from USDA to Department of Justice (DOJ)).

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

To enter payroll documents at the EPIC Web main menu, select the applicable document or folder to enter the document.

4. Enter year-to-date (YTD) totals. YTD cumulative totals, counters, and certain processing indicators should be transferred to PPS for new employees with prior Federal service to assure that balances, calculations, etc., are current and accurate.

   At the EPIC Web main menu, select **30 Master Field Change** to enter this data.

5. Ensure T&A is reported. The timekeeper should transmit the T&A data for the effective pay period of the accession. The effective dates for both the T&A and the accession must be the same to prevent the T&A from rejecting.

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 that the data on the database and on the action are not the same.

About Agency-Entered Personnel Actions

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

PPS automatically processes certain personnel actions in lieu of Agencies entering the data (i.e., within-range increase). Occasionally, Agencies send NFC a file for processing personnel (and payroll) data in PPS (i.e., conversion file for new customers). Though these types of actions are automatically processed, they also appear on the Personnel menu in EPIC Web.

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.

PPS generates the following official actions. Agencies are not required to enter these actions, except for a 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 more information on the Federal Wage System area increase, see **Federal Wage System Area Increase**.
- **Conversion to Career Tenure.** For information on career tenure, see ***Conversion to Career Tenure*** (on page 119).
- **Service Computation Date Adjustments.** For more information, see Change in SCD (Service Computation Date).

For more information see:

System-Generated Change in PMSO 33
System-Generated Mass Actions 33

System-Generated Change in PMSO

PPS generates a Change in Non-CPDF 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 single item such as all employees in a special occupational series code, duty station, organizational structure, etc. NFC will not process any mass action requests that are based strictly on selected SSNs, names, etc.

The system-generated mass change process is as follows:

- Agency submits the request to USDA, Office of the Chief Financial Officer (OCFO), NFC, Government Employees Services Division (GESD).
- 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 generate the personnel actions in the first pass of PINE for the effective processing pay period.

Entering Personnel Actions

This section includes the following topics:

Accession Actions 35
Awards 60
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Accession Actions

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, the NOAC 900, Conversion to USDA, establishes an employee's database record in PPS. The NOAC 900 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 established and update payroll data in the employee's database record.

Processing Tips

The following are tips that apply to processing accession actions:

- The pay plan must be ES (Executive Service) when processing an Senior Executive Service (SES) career appointment.
- If the employee has a dual appointment with the same Agency and the first appointment has been established in the system, do not enter an accession action. The second appointment must be paid manually. For instructions, see the Nonautomated Processing

procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

- The birth date of the employee must be at least 16 years but not more than 90 years prior to the effective 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 multi-element 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 multi-element document is processed.

Note: 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 data in the Losing/Gaining Department field on the transfer personnel action cannot be the same as the data in the Gain/Lose Dept field on IRIS Programs IR122, SF50-B Data Elements, IR123, Personnel Supplements Transactions, IR522, Per-His SF50-B Data Elements, and IR523, Per-His Personnel Supplements. The two must be different.
- The Agency field must be identified in the PMSO Key Agency Code and the first level of the Organizational Structure Code in PMSO.

For more information see:

Entering Accession Actions **36**

Entering Accession Actions

To Enter an Accession:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Accessions** folder. The Accessions folder will expand to display the different accession types.

4. Select the applicable accession type. The Key Data* tab is displayed along with the other associated tabs for the selected accession type.

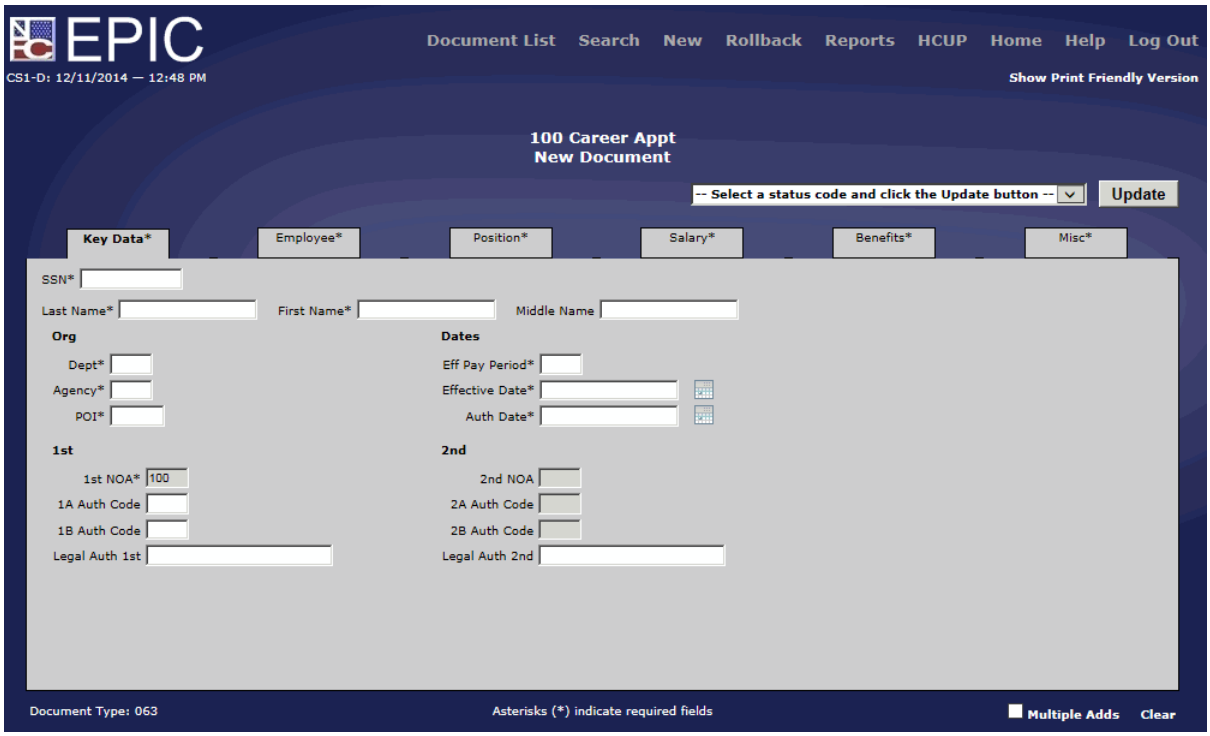


Figure 14: Kay Data* Tab Page

5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. Select the **Employee*** tab. The **Employee*** tab page is displayed.

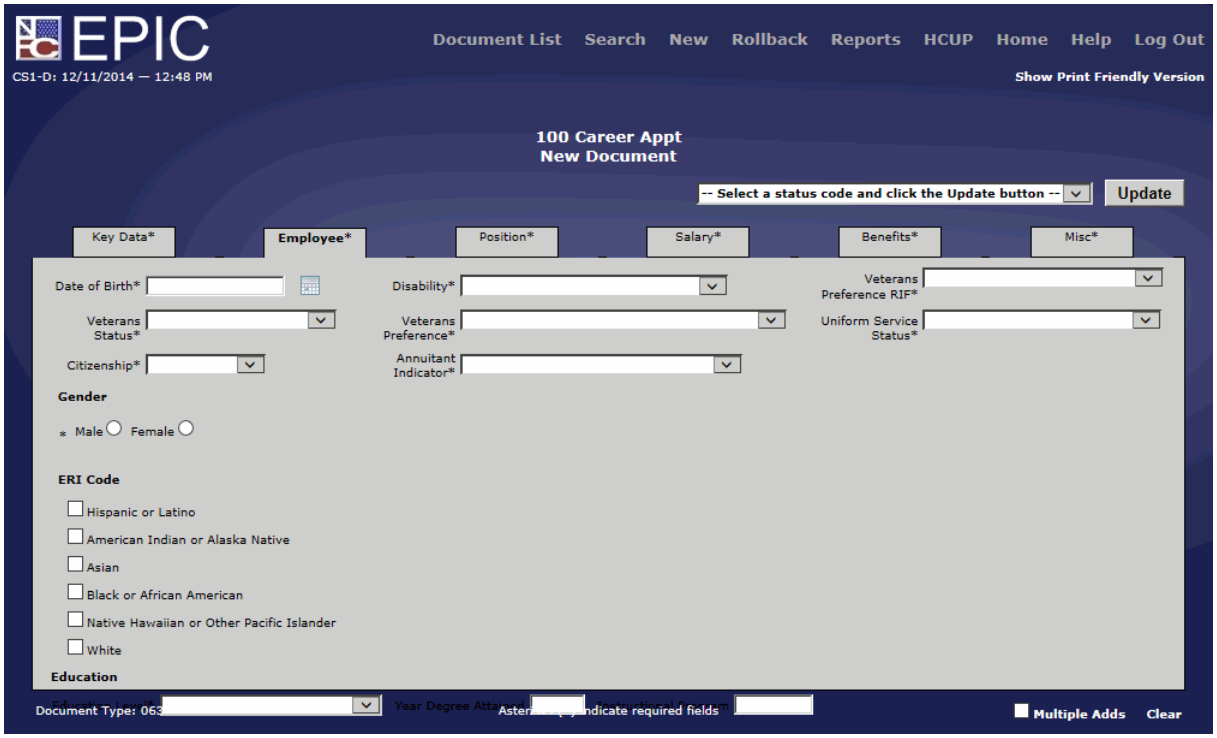


Figure 15: Employee* Tab Page

7. Complete the applicable fields on the Employee* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.

Field	Instruction/Description
Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)	Select the code that identifies employees who are entitled to veterans preference for reduction-in-force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference RIF Table**.
Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.
Veterans Preference	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOACs 300 through 304, 312, 350, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.
ERI Code	Check the box to indicate the employee's race and national origin.

Field	Instruction/Description
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to Office of Personnel Management instructions for valid codes. Table Management System (TMGT) Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Select the **Position*** tab. The Position* tab page is displayed.

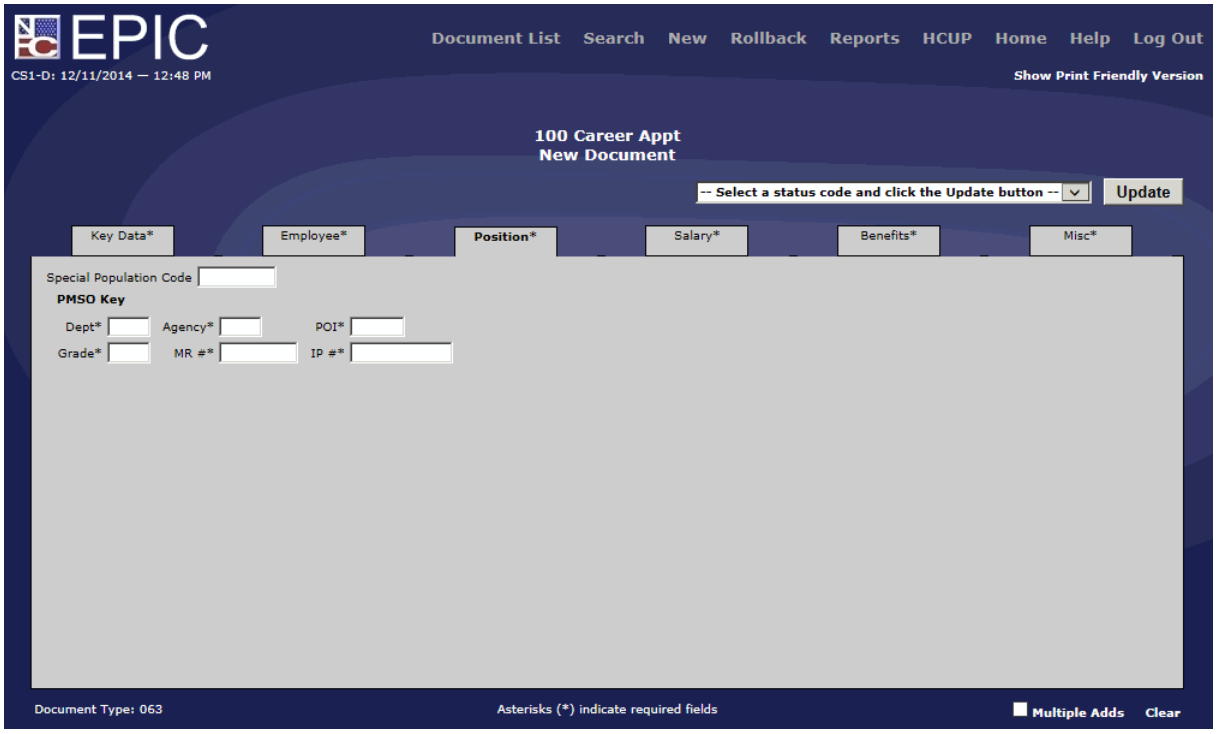


Figure 16: Position* Tab Page

9. Complete the applicable fields on the Position* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Position Occupied	Enter 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.
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.

Field	Instruction/Description
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code to which the employee is assigned.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR#	Enter the master record number for the position the employee will occupy.
IP#	Enter the individual position number for the position the employee will occupy. 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	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

10. Select the **Salary*** tab. The Salary* tab is displayed.

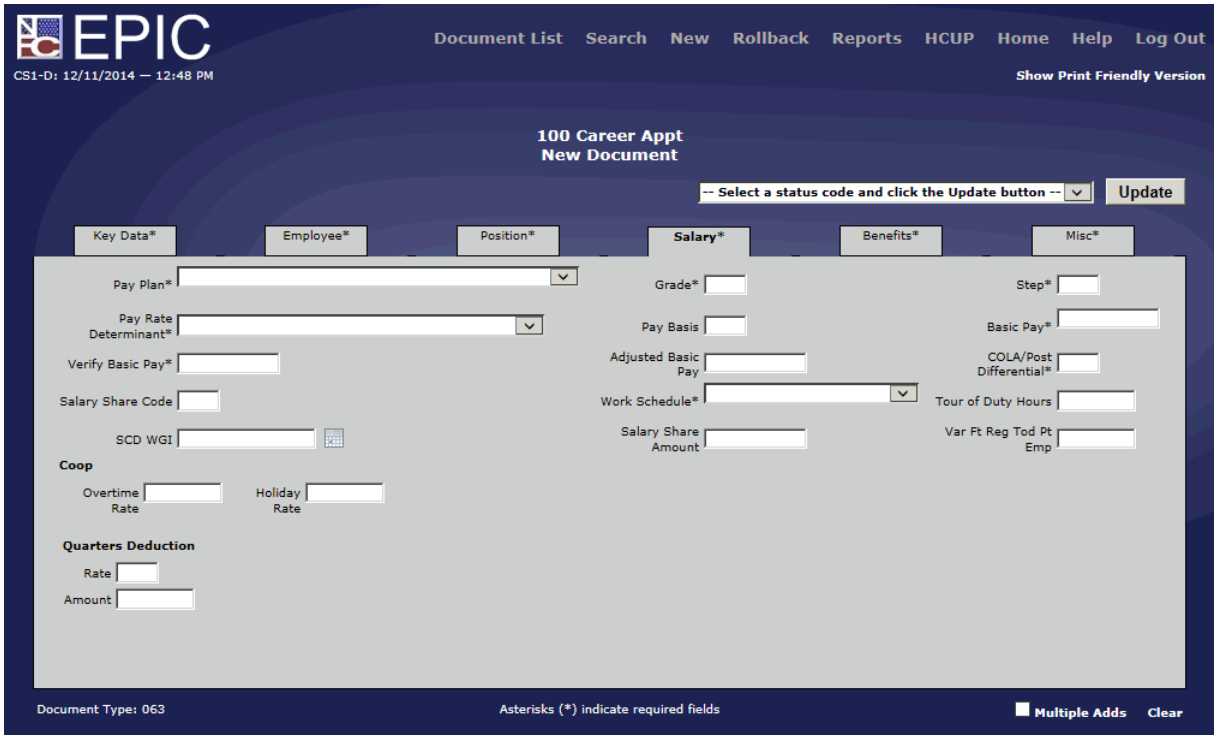


Figure 17: Salary* Tab Page

11. Complete the applicable fields on the Salary* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.

Field	Instruction/Description
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.

Field	Instruction/Description
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.

Field	Instruction/Description
Retained Expd	Enter the date the rate expires. You can also select the calendar icon to select the date.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

12. Select the **Benefits*** tab. The Benefits* tab is displayed.

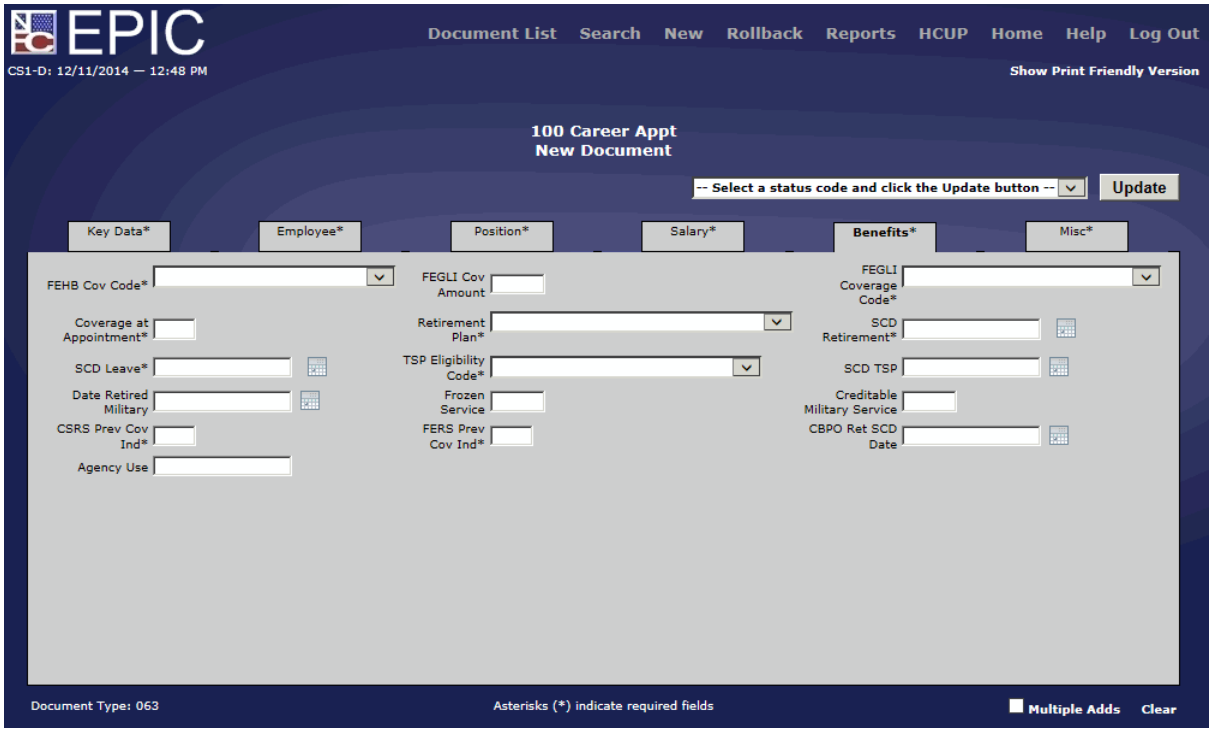


Figure 18: Benefits* Tab Page

13. Complete the applicable fields on the Benefits* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.

Field	Instruction/Description
FEGLI Cov Amount	Enter the amount of basic insurance coverage for an employee who is covered under Federal Employees' Group Life Insurance. The amount recorded in this field does not include additional optional insurance coverage amount.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Field	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Field	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

14. Select the **Misc*** tab. The Misc* tab is displayed.

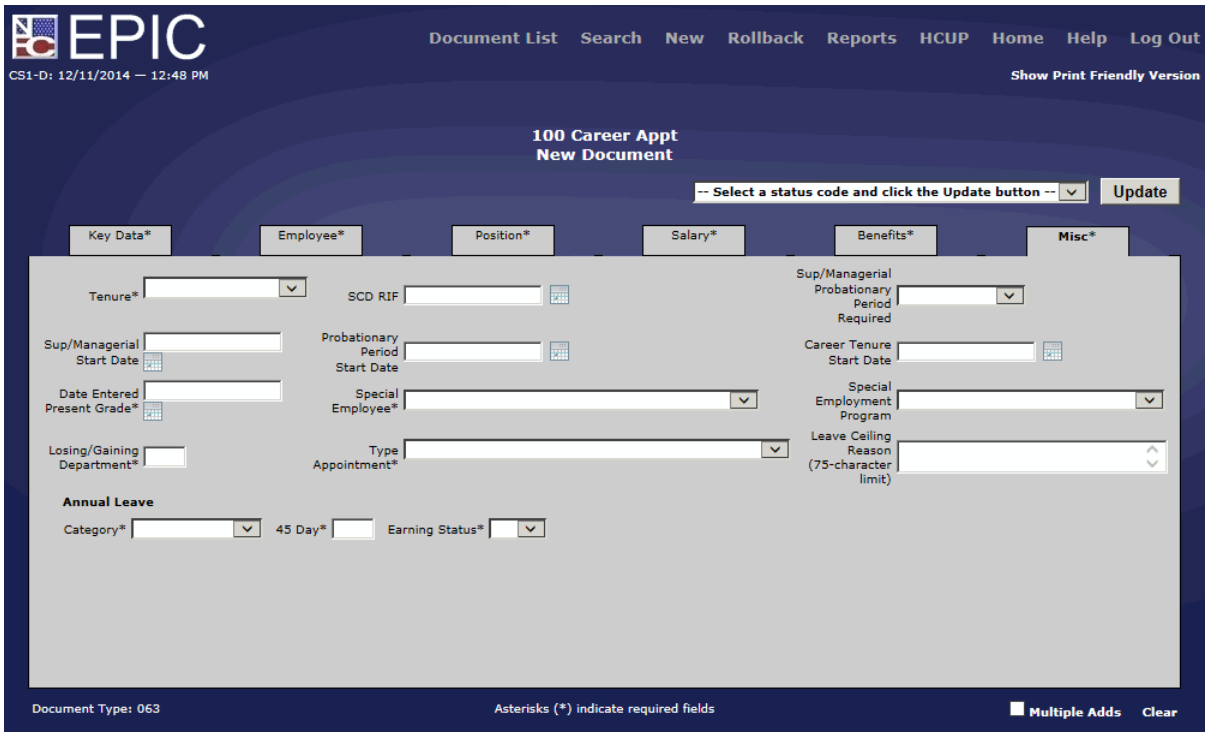


Figure 19: Misc* Tab page

15. Complete the applicable fields on the Misc* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Field	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

16. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

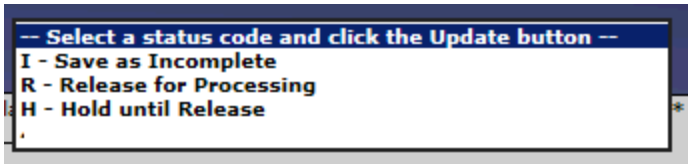


Figure 20: Status Drop-Down Menu Page

17. Click **Update** to save.

Awards

Employees are granted awards as determined by the Agency. All award NOACs are listed on the expanded folder under Awards on the Personnel Actions menu. This list is updated, as appropriate, when TMGT Table 061, Nature of Action Conversion is updated. All awards are discussed in the Federal personnel manuals.

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 are 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.

Processing Tips for all Award Types

Following are processing tips for processing award actions.

- Only one time-off award can be entered 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 (QSI).
- The Awards tab 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, select **`H-Hold Until Release`** on the Status Code drop-down 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 SPPSrecord is established.
- A case number that already exists cannot be entered 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 **349 Address**.

  Note: 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 Dates From field must be equal to, or earlier than, the cash award Dates To field.
- The cash award Dates To field and Dates From field 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 percent on all individual and group spot cash awards and bonuses.

Processing Tips 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 three positions; enter fractional hours in the last two positions.
- Do not enter a time-off award for a separated or deceased employee.

For more information see:

Entering Awards **62**

Entering Awards

To enter an award:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Awards** folder. The Awards folder will expand to display the different award types.
4. Select the desired award type. The Key Data* tab is displayed along with the other associated tabs for the selected award type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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.

Field	Instruction/Description
1B Auth Code	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. Select the **Award*** tab. The Award* tab is displayed.

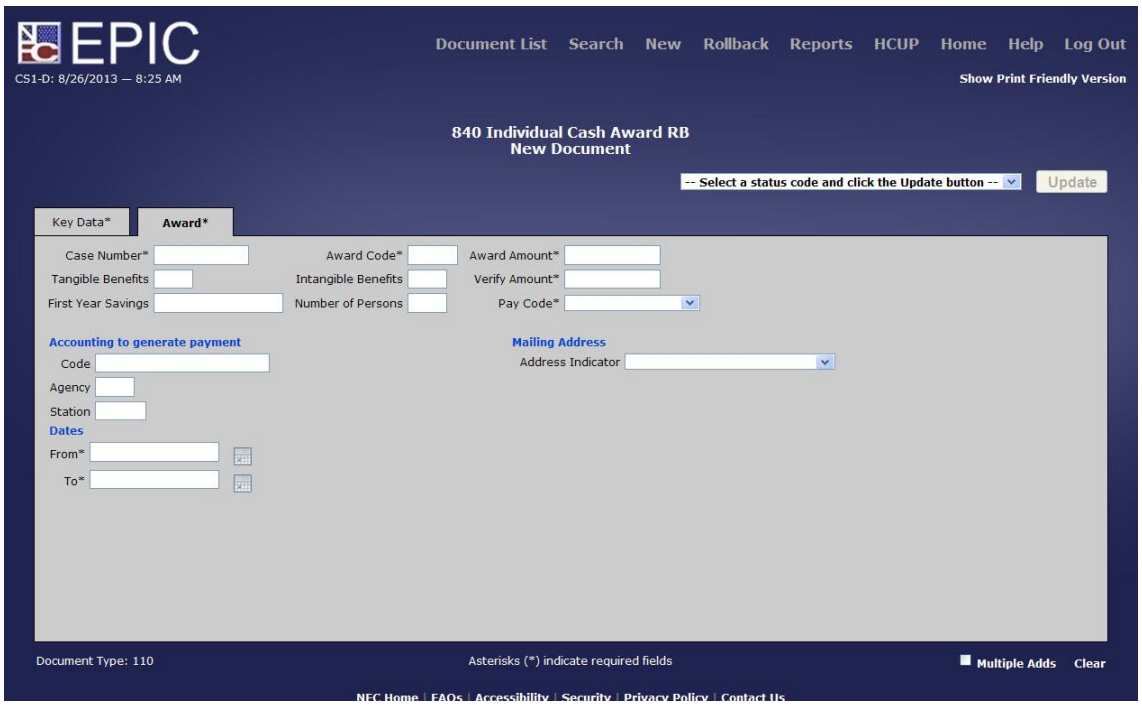


Figure 21: Award* Tab Page

7. Complete the applicable fields on the Award* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Case Number	Enter the cash award case number assigned by the Agency. Enter the same case number on each action for a group award.
Award Code	Enter the code that identifies the type of award.
Award Amount	Enter the monetary amount of the award.
Tangible Benefits	Enter **1** if the value of the award is based on tangible benefits; otherwise, go to the next field.
Intangible Benefits	Enter **1** if the value of a cash award is based on intangible benefits.
Verify Amount	Enter the monetary amount of the award for verification.
First Year Savings	Enter the monetary amount of the first year savings as a result of implementing the suggestion. Required field for tangible benefits only.

Field	Instruction/Description
Number of Persons	Enter the number of persons included in the award.
Pay Code	Select the drop-down list to display the drop-down menu to select the action being taken. Valid Values are: **Process Award**-Issue payment if applicable, updates Form W-2, Earnings & Leave Statement, IRIS/PINQ/Reporting Center, and 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 Form W 2, Wage and Tax Statement, or Earnings & Leave Statement.
Accounting To Generate Payment	Complete the following accounting-related fields if payment is to be generated.
Code	Enter the accounting data that will be charged for payment of an award.
Agency	Enter the Agency code of the Agency granting the award. For United States Department of Agriculture (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 Special Payroll Processing System with Agency and accounting code of granting Agency to National Finance Center for payment.
Station	Enter the accounting station that will be charged for payment when the employing Agency is not charged.
Address Indicator	Select the address indicator from the drop-down list. Valid values are: **1-Send Payment to POI Address** **2-Use Database Address** **3-Enter Specific Address** **4-Enter Designated Agent Code**
From Date*	Enter the date or select a date from the calendar icon.
To Date*	Enter the date or select a date from the calendar icon.

8. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

9. Click **Update** to save.

Benefits

The Benefits option includes data elements that relate to employee benefits. Federal benefits include life, health, and TSP. The Benefits option includes living benefits for life insurance and health insurance coverage only. Court-ordered FEHB coverage is also included.

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 Non-automated Processing manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

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 PPS. To reimburse the employee for the withholdings, enter Form AD-343, Payroll Action Request, in SPPS Web.

Health Benefits Coverage

The FEHB coverage code is initially entered on an accession action to indicate eligibility and participation in the FEHB program. Processing the applicable FEHB form starts or ends premium withholdings; not the code entered on the personnel action. To enter health benefits documents, see **Federal Benefit: Document**.

For more information see:

Entering Benefits **67**

Entering Benefits

To enter a benefit:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Benefits** folder. The Benefits folder will expand.

4. Select the desired benefit. The Key Data* tab is displayed along with the other associated tabs for the selected benefit type.

5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.

Field	Instruction/Description
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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.

Field	Instruction/Description
Legal Auth 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. Select the **Salary*** tab.

7. Complete the applicable fields on the Salary* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.

Field	Instruction/Description
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.

Field	Instruction/Description
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.

Field	Instruction/Description
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.

8. Select the **Benefits*** tab. The Benefits* tab for the applicable document is displayed.

Note: Not all fields are displayed on all Benefits* tabs.

9. Complete the fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter the amount of basic insurance coverage for an employee who is covered under Federal Employees' Group Life Insurance. The amount recorded in this field does not include additional optional insurance coverage amount.

Field	Instruction/Description
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Field	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Field	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

10. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

11. Click **Update** to save.

Bonuses and Incentives

The Bonuses/Incentives 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 see:

Foreign Language Bonus 78
Recruitment Bonuses 78
Relocation Bonuses 79
Retention Allowances 80
Separation Incentives 81
Student Loan Repayment 81
Entering a Bonus/Incentive 82

Foreign Language Bonus

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.

Recruitment Bonuses

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

- The recruitment incentive is computed based on the employee's adjusted salary.
- For employees 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 SES, and Schedule C employees) are not eligible to receive recruitment incentive.
- If the recruitment incentive is less than or equal to 25 percent of the adjusted salary, NOAC 815 with Authority Code VPF is used.
- If the recruitment incentive is greater than 25 percent of the adjusted salary, NOAC 815 with Authority Code VOP 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 service sector who currently lives outside of commuting distance from the duty station.

- The relocation incentive is computed based on the employee's adjusted salary.
- For employees 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 SES, and Schedule C employees) are not eligible to receive relocation incentive.
- If the relocation incentive is less than or equal to 25 percent of the adjusted salary, NOAC 816 with Authority Code VPF is used.
- If the relocation incentive is greater than 25 percent of the adjusted salary, NOAC 816 with Authority Code DPS is used.
- If the relocation incentive is terminated and the percentage equals zero, NOAC 815 with Authority Code DPS 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.

Following are guidelines for processing retention allowance actions.

- The recruitment incentive is computed based on the employee's adjusted salary.
- For employees 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 SES, and Schedule C employees) are not eligible to receive relocation incentive.
- 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 percent or less or individuals and 10 percent 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 percent or less for individual and 10 percent or less for a group.
- If the retention incentive is greater than 25 percent for individuals or greater than 10 percent 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.

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, select **`H-Hold Until Release`** on the Status Code drop-down 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 SPPS Web.
- 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 Web is only used to record student loan repayments for Agency record keeping/documentation purposes. SPPS Web must be used to enter and process the payment of a student loan.

Following are guidelines for recording student loan repayments.

- The dollar amount of the repayment is entered in the Student Loan 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.

Entering a Bonus/Incentive

To enter a bonus or incentive:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Bonus/Incentives** folder. The Bonuses/Incentives folder will expand to display the different bonus/incentive types.
4. Select the applicable bonus/incentive type. The Key Data* tab is displayed along with the other associated tabs for the selected bonus/incentive type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.

Field	Instruction/Description
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. Select the **Salary*** tab (if applicable). The Salary* tab is displayed.

Note: Only Recruitment Incentive and Retention Incentive documents contain the **Salary*** tab.

7. Complete the applicable fields on the Salary* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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.

Field	Instruction/Description
COLA/Post Differential*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.

Field	Instruction/Description
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.

8. Select the **Award*** tab. The Award* tab is displayed.

Note: Only Separation Incentive and Foreign Language Bonus documents contain the **Award*** tab.

9. Complete the applicable fields on the Award* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Case Number	Enter the cash award case number assigned by the Agency. Enter the same case number on each action for a group award.
Award Code	Enter the code that identifies the type of award.
Award Amount	Enter the monetary amount of the award.
Tangible Benefits	Enter **1** if the value of the award is based on tangible benefits; otherwise, go to the next field.
Intangible Benefits	Enter **1** if the value of a cash award is based on intangible benefits.
Verify Amount	Enter the monetary amount of the award for verification.
First Year Savings	Enter the monetary amount of the first year savings as a result of implementing the suggestion. Required field for tangible benefits only.
Number of Persons	Enter the number of persons included in the award.

Field	Instruction/Description
Pay Code	Select the drop-down list to display the drop-down menu to select the action being taken. Valid Values are: **Process Award**-Issue payment if applicable, updates Form W-2, Earnings & Leave Statement, IRIS/PINQ/Reporting Center, and 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 Form W 2, Wage and Tax Statement, or Earnings & Leave Statement.
Accounting To Generate Payment	Complete the following accounting-related fields if payment is to be generated.
Code	Enter the accounting data that will be charged for payment of an award.
Agency	Enter the Agency code.
Station	Enter the accounting station that will be charged for payment when the employing Agency is not charged.
Address Indicator	Select the address indicator from the drop-down list. Valid values are: **1-Send Payment to POI Address** **2-Use Database Address** **3-Enter Specific Address** **4-Enter Designated Agent Code**
From	Enter the beginning date of the period covered by the award. You can also select the calendar icon to select the date.
To	Enter the ending date of the period covered by the award. You can also select the calendar icon to select the date.

10. Select the **Bonus*** tab. The Bonus* tab (for the applicable action) is displayed.

Note: Only Recruitment Incentive, Relocation Incentive, Student Loan, and Retention Incentive documents contain the **Bonus*** tab.

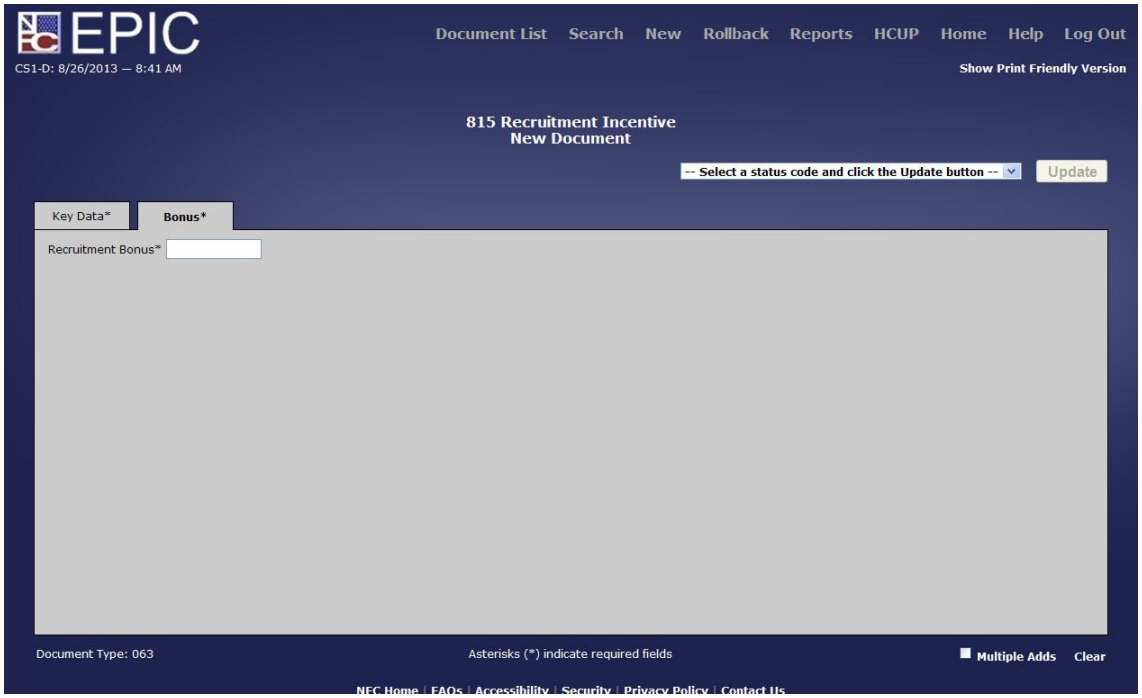


Figure 22: Bonus* Tab Page

11. Complete the applicable fields on the Bonus* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
Recruitment Bonus	Enter the dollar amount of the recruitment bonus and/or student loan. This field is displayed on the following documents: 815 Recruitment Incentive 817 Student Loan Repayment 984 Share of Equivalent Increase
Relocation Bonus	Enter the dollar amount of the relocation bonus. This field is displayed on the following document: 816 Relocation Incentive
Student Loan	Enter the amount of the student loan. This field is displayed on the following document: 817 Student Loan Repayment

Field	Instruction/Description
Retention Percent	Enter the percentage rate for the retention bonus. This field is displayed on the following documents: 827 Retention Incentive 810 Change in Differential 890 Misc Pay Adj 894 General Adjustment 896 Group Increase 897 Pay Reduction

12. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

13. Click **Update** to save.

Changes

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

For more information see:

Change in Data Element 92
Change in Duty Station 92
Change in FEGLI 92
Change in Hours 93
Change in PMSO Element 93
Change in Retirement Plan 94
Change in SCD (Service Computation Date) 95
Change in Tenure Group 99
Change in Title 100
Change in Veterans Preference 100
Change in Work Schedule 100
Name Change 100
Realignment 101
Entering Changes 101

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	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 page for a change action. The change in PMSO (in conjunction with the processing of the personnel action) updates the duty station in the database.

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

Change in FEGLI

A change in FEGLI is processed when the FEGLI coverage code changes. Following are some 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 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 (i.e., 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.

To enter a change in hours, type the new pay period duty hours in the Tour Of Duty Hours field of the Salary* tab.

Change in PMSO Element

A PMSO change is processed to update the position record. 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	Professional, Administrative, Technical, Clerical, and Other (PATCO) code
Interdisciplinary assigned series code	Pay plan
law enforcement officer (LEO) indicator	Pay table code
Occupational series code	Supervisory code

- The following data elements must be entered in PMSO and EPIC Web 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

- POI

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 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 current balance of sick leave may need to be adjusted.

To ensure the correct balance is reported to OPM:

1. Enter the sick leave balance as of the day before the effective date of the personnel action in Time Inquiry System (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 CSRS retirement card.

   For regular mail submission send to:

National Finance Center, USDA
Attn: Retirement Section
Fringe Benefits Processing Unit
P.O. Box 29310
New Orleans, LA 70189

For express mail submission send to:

National Finance Center, USDA
Attn: Retirement Section
Fringe Benefits Processing Unit
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, RIF, within-rate increase (WRI), TSP, or retirement requires changing due to creditable or noncreditable service. PPS stores SCDs in the database for creditable/non-creditable service, salary changes, and appointment related processes. SCDs 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

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

SCD-WRI is automatically adjusted based on creditable and noncreditable service. Each pay period PPS performs the calculation below to adjust SCD-WRI.

- 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/150 calendar weeks

- If the nonpay status hours (excluding military furlough and compensable inquiry) 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, PPS will not adjust the WRI service computation date.
- If the number of nonpay hours exceed the forgiven hours, the SCD-WRI is adjusted as follows:

1. Total all nonpay hours for the calendar year since the last WRI.
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 SCD-WRI 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

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 an SCD is adjusted a personnel action is generated, NOAC 882, Change In SCD, in Pay Period 1.

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

SCDs 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-Hours 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 SCDs 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 WRI.
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.

The following is an example of how PPS adjusts SCD-WRI 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 WRI, 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 WRI 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.

PPS adjusts SCDs 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 a negative number, 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. SCDs 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, PPS begins maintaining two records, creditable service and nonpay status, as shown on the T&A 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, 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.

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 service the complete probationary period. Agency personnel offices must maintain manual records for these employees.

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 inquiry) which exceeds 22 workdays (i.e., 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 SF 50B output indicating that 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. PPS generates a conversion to career tenure for most employees once the waiting period has been met. 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 Table:

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.
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 Web, change the official title in PMSO.

Only the Personnel Action document and the Agency Use field on the Benefits* tab are accessible for a Change in Title since the element being changed is in PMSO and not on the personnel action. 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. 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). Following are guidelines that apply to processing change in work schedule actions:

- Select the new work schedule code from the Work Schedule drop-down on the Salary* tab.
- If the employee is changing to part time, enter the duty hours in the Tour of Duty Hours field.
- Select **I-Intermittent** in the Work Schedule field if the employee is hired without compensation.
- Have the timekeeper prepare a split T&A 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. Type the new name in the Last Name, First Name, and Middle Name 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. 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.

Entering Changes

To enter a change:

1. From the EPIC Web menu bar, select **EPIC**. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Changes** folder. The Changes folder will expand to display the different change types.
4. Select the applicable change type. The Key Data tab is displayed along with the other associated tabs for the selected change type.
5. Complete the applicable fields on the Key Data tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Key Data Tab

Option	Instruction/Description
SSN*	Enter the employee's Social Security number.

Option	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Dept*	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency*	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period*	Enter the effective pay period for the transaction.
Effective Date*	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

Option	Instruction/Description
Auth Date*	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.

Option	Instruction/Description
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of change you are making, complete the applicable fields on the Employee tab, Position tab, Salary tab, Benefits tab, and Misc tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

Employee Tab

Option	Instruction/Description
Date of Birth*	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Disability*	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)*	Select the code that identifies employees who are entitled to veterans preference for reduction in force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference** RIF **Table**.
Veterans Status*	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.
Veterans Preference*	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOAC 300 through 304, 312, 350, 354, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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.

Option	Instruction/Description
Uniform Service Status*	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship*	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator*	Select the code that identifies whether the employee is receiving retired or retained pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.
ERI Code	Check the box to indicate the employee's race and national origin.
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to Office of Personnel Management instructions for valid codes. Table Management System (TMGT) Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

Position Tab

Option	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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*	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency*	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade*	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.

Salary Tab

Option	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade*	Enter the grade of the position.
Step*	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant*	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay*	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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.

Option	Instruction/Description
COLA/Post Differential*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule*	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Option	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.

Option	Instruction/Description
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.

Benefits Tab

Option	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter the amount of basic insurance coverage for an employee who is covered under Federal Employees' Group Life Insurance. The amount recorded in this field does not include additional optional insurance coverage amount.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.

Option	Instruction/Description
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Option	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Option	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

Misc Tab

Option	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Option	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Option	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Option	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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*	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.

Option	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Option	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day*	Enter 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*	Select 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 from the drop-down list. 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**.

7. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

8. Click **Update** to save.

Conversions

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

For more information see:

Conversion to Career Tenure **119**
Entry Guidelines for Conversions **120**
Entering Conversions **120**

Conversion to Career Tenure

The employee is converted to career tenure after the required waiting period is served. PPS automatically processes a conversion to career tenure once the waiting period has been met. 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.

PPS credits full calendar time for periods of full-time and part-time service and seven days of calendar time for every five days of intermittent service. When the career/permanent tenure start date is initially entered on a personnel action, PPS begins maintaining two records, creditable service and nonpay status, as recorded on T&As 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, 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 inquiry), 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, 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.

Entry Guidelines for Conversions

Following are guidelines for processing conversion actions:

- The last two digits of the occupational series must be **99** for Authority Code **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 one year but less than five 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 542 Conv To SES Career Appointment.

Entering Conversions

To enter a conversion:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Conversions** folder. The Conversions folder will expand to display the different conversion types.
4. Select the applicable conversion type. The Key Data* tab is displayed along with the other associated tabs for the selected conversion type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

Field	Instruction/Description
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of conversion you are making, complete the applicable fields on the Employee* tab, Position* tab, Salary* tab, Benefits* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Employee* tab.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)	Select the code that identifies employees who are entitled to veterans preference for reduction-in-force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference RIF Table**.
Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.

Field	Instruction/Description
Veterans Preference	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOACs 300 through 304, 312, 350, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.
ERI Code	Check the box to indicate the employee's race and national origin.
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.

Field	Instruction/Description
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to Office of Personnel Management instructions for valid codes. Table Management System (TMGT) Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.

Field	Instruction/Description
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

9. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).

Field	Instruction/Description
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.

Field	Instruction/Description
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).

Field	Instruction/Description
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.

Field	Instruction/Description
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

10. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter the amount of basic insurance coverage for an employee who is covered under Federal Employees' Group Life Insurance. The amount recorded in this field does not include additional optional insurance coverage amount.

Field	Instruction/Description
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Field	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Field	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

11. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Field	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

12. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

13. Click **Update** to save.

Extensions

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

For more information see:

Processing Tips for Extensions 139
Entering Extensions 139

Processing Tips for Extensions

Following are guidelines for processing extension actions.

- The last two 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 (i.e., processing an extension to a temporary promotion when the temporary promotion was not processed).
- Complete the Date NTE field on the Key Data* tab and other required fields.

Entering Extensions

To enter an extension:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.

2. Select **New** from the menu bar.

3. Select the **Extensions** folder. The Extensions folder will expand to display the different extension types.

4. Select the applicable extension type. The Key Data* tab is displayed along with the other associated tabs for the selected extension type.

5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.

Field	Instruction/Description
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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.

Field	Instruction/Description
2nd NOA	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of extension you are entering, complete the applicable fields on the Salary* tab, Benefits* tab, Bonus* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).

Field	Instruction/Description
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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.

Field	Instruction/Description
Date Service Year Starts	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.

Field	Instruction/Description
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

8. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter 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.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).

Field	Instruction/Description
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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.

Field	Instruction/Description
SCD TSP	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. 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	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

9. Complete the applicable fields on the Bonus* tab.

Field	Instruction/Description
Recruitment Bonus	Enter the dollar amount of the recruitment bonus and/or student loan. This field is displayed on the following documents: 815 Recruitment Incentive 817 Student Loan Repayment 984 Share of Equivalent Increase
Relocation Bonus	Enter the dollar amount of the relocation bonus. This field is displayed on the following document: 816 Relocation Incentive
Retention Percent	Enter the percentage rate for the retention bonus. This field is displayed on the following documents: 827 Retention Incentive 810 Change in Differential 890 Misc Pay Adj 894 General Adjustment 896 Group Increase 897 Pay Reduction
Supervisory Percent	Enter the percentage rate for the supervisory allowance. This field is displayed on the following document: 810 Change In Differential

10. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Field	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

11. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

12. Click **Update** to save.

Nonpay/Nonduty

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

For more information see:

Processing Tip for Nonpay/Nonduty **156**
Entering NonPay/NonDuty **156**

Processing Tip 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.

Entering NonPay/NonDuty

To enter a nonpay or nonduty:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **NonPay/NonDuty** folder. The NonPay/NonDuty folder will expand to display the different types.
4. Select the applicable NonPay/NonDuty type. The Key Data* tab is displayed along with the other associated tabs for the selected NonPay/NonDuty type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.

Field	Instruction/Description
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of nonpay or nonduty you are making, complete the applicable field on the Position* tab, Benefits* tab, and Misc* tabs. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.

Field	Instruction/Description
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

8. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEGLI Cov Amount	Enter 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.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.

Field	Instruction/Description
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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.

Field	Instruction/Description
SCD TSP	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. 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	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.

Field	Instruction/Description
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

9. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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**.

Field	Instruction/Description
Sup/ Managerial Start Date	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

10. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

11. Click **Update** to save.

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 see:

Administratively Uncontrollable Overtime 168
Availability Pay 169
Grade Retention 170
Entering Pay 172

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.

Processing Tips 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.
- Click the drop-down list to select the applicable Special Employee Code (e.g., `02` [nonexempt from FLSA]; `03` Scheduled [Standby-AUO exempt/nonexempt from FLSA]; `08` [AUO other than law enforcement personnel]) in the Special Employee field on the Miscellaneous* tab.
- To permanently terminate AUO entitlement, process an action, NOAC 818, and select `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 50B.

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 processing 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 Time and Attendance Instructions, Title I, Chapter 7, Section 1.

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.

Processing Tips for Availability Pay

Following are guidelines for processing availability pay actions.

- Select **26-Availability Pay** on the Special Employee drop-down on the Misc* tab to begin payment.
- To terminate payment and entitlement, process a personnel action, NOAC 819 and select **00-Not Applicable** 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 Time and Attendance Instructions procedure manual located under the T&A Processing publication category on the Publications page of the NFC Web site.

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 pay rate determinant (PRD) code(s) can be used when certain NOACs are processed for employees whose database salary data record indicates grade and/or pay retention. Also included are definitions for the NOACs and remarks codes. For examples of how to determine the rate of basic pay, see **About 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 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 (NOAC 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 two years if:

- The employee is placed in a lower-graded position as a result of RIF 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 RIF 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 a least one year prior to the reclassification process. The previous position may have been classified at more than one higher grade level during the one-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 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 GS (or equivalent pay plan), (2) special salary rate schedules for employees who are paid at a special salary rate (i.e., 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.

Entering Pay

To enter pay:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Pay** folder. The Pay folder will expand to display the different Pay types.
4. Select the applicable Pay type. The Key Data* tab is displayed along with the other associated tabs for the selected accession type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.

Field	Instruction/Description
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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.

Field	Instruction/Description
1B Auth Code	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of pay you are making, complete the applicable fields on the Employee* tab, Position* tab, Salary* tab, Benefits* tab, Bonus* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Employee* tab.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)*	Select the code that identifies employees who are entitled to veterans preference for reduction in force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference** RIF **Table**.
Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.
Veterans Preference*	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOAC 300 through 304, 312, 350, 354, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.

Field	Instruction/Description
ERI Code	Check the box to indicate the employee's race and national origin.
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to OPM instructions for valid codes. TMGT Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.

Field	Instruction/Description
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

9. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.

Field	Instruction/Description
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.

Field	Instruction/Description
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

10. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter 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.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).

Field	Instruction/Description
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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.

Field	Instruction/Description
SCD TSP	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. 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	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.

Field	Instruction/Description
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

11. Complete the applicable fields on the Bonus* tab.

Field	Instruction/Description
Recruitment Bonus	Enter the dollar amount of the recruitment bonus and/or student loan. This field is displayed on the following documents: 815 Recruitment Incentive 817 Student Loan Repayment 984 Share of Equivalent Increase
Relocation Bonus	Enter the dollar amount of the relocation bonus. This field is displayed on the following document: 816 Relocation Incentive
Retention Percent	Enter the percentage rate for the retention bonus. This field is displayed on the following documents: 827 Retention Incentive 810 Change in Differential 890 Misc Pay Adj 894 General Adjustment 896 Group Increase 897 Pay Reduction
Supervisory Percent	Enter the percentage rate for the supervisory allowance. This field is displayed on the following document: 810 Change In Differential

12. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

13. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

Figure 23: Status Drop-Down Menu

14. Click **Update** to save.

Position Change

Position changes are actions that affect the employee's position and/or salary (e.g., reassignment, promotion). 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 NOACs 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 191
Intergovernmental Personnel Act (IPA) Details 192
Entering Position Changes 192

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 a **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 a **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 Personnel Act (IPA) Details

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

Entry Guidelines for IPA Details

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

Entering Position Changes

To enter a position change:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Position Change** folder. The Position Change folder will expand to display the different Position Change types.

4. Select the applicable Position Change type. The Key Data* tab is displayed along with the other associated tabs for the selected position change type.

5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.

Field	Instruction/Description
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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.

Field	Instruction/Description
Legal Auth 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of change you are making, complete the applicable fields on the Employee* tab, Position* tab, Salary* tab, Benefits* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Employee* tab.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)*	Select the code that identifies employees who are entitled to veterans preference for reduction in force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference** RIF **Table**.

Field	Instruction/Description
Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.
Veterans Preference*	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOAC 300 through 304, 312, 350, 354, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.
ERI Code	Check the box to indicate the employee's race and national origin.

Field	Instruction/Description
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to OPM instructions for valid codes. TMGT Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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.

Field	Instruction/Description
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

9. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.

Field	Instruction/Description
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.

Field	Instruction/Description
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.

Field	Instruction/Description
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.

Field	Instruction/Description
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

10. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter 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.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).

Field	Instruction/Description
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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.

Field	Instruction/Description
SCD TSP	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. 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	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

11. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

12. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

Figure 24: Status Drop-Down Menu

13. Click **Update** to save.

Return to Duty

Return to duty actions are actions that place employees back in pay status after a personnel action was processed to place the employee in a nonpay status. For more information see **Entering Return to Duty**.

For more information see:

Entering Return to Duty 211

Entering Return to Duty

To enter a return to duty:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Return to Duty** folder. The Return to Duty folder will expand to display the different Return to Duty types.
4. Select the applicable Return to Duty type. The Key Data* tab is displayed along with the other associated tabs for the selected Return to Duty type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.

Field	Instruction/Description
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of change you are making, complete the applicable fields on the Employee* tab, Position* tab, Salary* tab, Benefits* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Employee* tab.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.
Veterans Preference (RIF)*	Select the code that identifies employees who are entitled to veterans preference for reduction in force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference** RIF **Table**.
Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.

Field	Instruction/Description
Veterans Preference*	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOAC 300 through 304, 312, 350, 354, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.
Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).
Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.
Gender*	Click the applicable radio button to select the employee's gender.
ERI Code	Check the box to indicate the employee's race and national origin.
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.

Field	Instruction/Description
Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is **06**, **10**, or **13** and above. Must be 17 years later than date of birth.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to OPM instructions for valid codes. TMGT Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.

Field	Instruction/Description
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

9. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).

Field	Instruction/Description
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.

Field	Instruction/Description
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).

Field	Instruction/Description
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.

Field	Instruction/Description
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

10. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter 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.

Field	Instruction/Description
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Field	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Field	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

11. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Field	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

12. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

Figure 25: Status Drop-Down Menu

13. Click **Update** to save.

Separations

For more information see:

Processing Tips for Separations 230
Entry Guidelines for Separations 231
Retirement 231
Resignation 231
Removal 232
Death 232
Termination 232
Other Separations 233
Entering Separations 233

Processing Tips for Separations

Following are tips for processing separation actions:

Ensure that:

- The final T&A (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.
- All payments due to the Government are processed.

After these transactions are processed, the record remains on the active database for six pay periods following the processing of the last transaction that transferred to the history database which stores up to 10 years of 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.
- Be sure to complete the severance pay data when Remarks Code N22 is entered.
- 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.

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 on processing retirement transactions, see the Processing Retirement Documents procedure, Title I, Chapter 9. Use Retirement Processing System (RETM) to track the processing of applications for retirement benefits in the event an employee retires, is deceased, or separates with the a request for a refund of retirement contributions.

Entry Guidelines for Retirement Actions

Following are guidelines for processing retirement actions:

- In 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 an involuntary action.
- Remarks Codes **388**, **389**, **390**, **391**, **564**, **565**, or **566** must be entered on retirement, death, resignation in lieu of involuntary action, and involuntary termination actions, 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

Adverse Remarks Codes are required for removal actions.

Death

0A 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 U.S.C. 5581-5584. For detailed information on processing death claims, see Special Payroll Processing System (SPPS 1.0 Web-Based Version), Title I, Chapter 8, Section 3, and Nonautomated Processing,Title I, Chapter 11. 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 Codes **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.
- In 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 Codes **389** must be entered for involuntary termination.
- Remarks Codes **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 **Separations** folder includes other separation actions not included in the above categories (e.g., Retirement Mandatory, Retirement Disability). For information pertaining to these separations, see the OPM Guide to Processing Personnel Actions.

Entering Separations

To enter a separation:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Separations** folder. The Separations folder will expand to display the different separation types.
4. Select the applicable separations type. The Key Data* tab is displayed along with the other associated tabs for the selected Separations type.
5. Complete the applicable fields on the Key Data* tab.

Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.

Field	Instruction/Description
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of separation you are entering, complete the applicable fields on the Position* tab, Benefits* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.

Field	Instruction/Description
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

8. Complete the applicable fields on the Benefits* tab.

Field	Instruction/Description
FEGLI Cov Amount	Enter 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.
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).

Field	Instruction/Description
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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.

Field	Instruction/Description
SCD TSP	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. 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	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

9. Complete the applicable fields on the Misc* tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

10. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

Figure 26: Status Drop-Down Menu

11. Click **Update** to save.

Within Grade/Level/Band

A WRI is an increase to the next step within a grade. The WRI is system-generated for most employees.

For more information see:

System-Generated WRI **245**
Agency-Entered WRI **248**
Processing Tips for WRI **249**
Entry Guidelines for Within-Rate Increases **249**
WRI Denial **250**
Quality Step Increases **250**
Entering Within Grade/Level/Band **250**

System-Generated WRI

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

Waiting Period

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

Step	Calendar Weeks
1-3	52

Step	Calendar Weeks
4-6	104
7-10	156

PPS credits actual intermittent days worked for intermittent employees. The WRI 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 WRI. Excessive nonpay status or elapsed calendar days during the year could prolong eligibility of the WRI. PPS records creditable service for the number of days in pay status. This information is obtained from hours, days, and paid leave recorded on the T&A.

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. Fourteen weeks prior to the actual due date of the WRI.
- Intermittent employees. When the database indicates the employee has completed:

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

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

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

PPS automatically generates the Form 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 WRI is due, no action is necessary. The system automatically processes the WRI in the effective pay period. If however, the WRI should not be processed as indicated, the Agency must take the necessary action to prevent the WRI from processing.

Agency Notifications

PPS produces several reports for the Agency personnel offices regarding WRI processing. Each report and Form AD-658 displays 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 Nonpay Status Hours. Nonpay Status Hours must be corrected in TINQ. For detailed information on TINQ, see the TINQ procedure. For report exhibits, see Payroll/Personnel Output, Title I, Chapter 20, Section 5.

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

Classified Employee Within-Rate Increase Four Week Listing. Lists employees whose WRI will be generated in four 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-Rate Increase Forms for F/T and P/T Employee. Lists classified employees whose WRIs are not automatically processed by PPS.

Note: Agencies must enter the WRI for these employees.

Classified Employee WRI Status Sixteen Week Listing. Lists employees whose WRI 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 WRI. Produced 16 weeks prior to the projected date of the WRI.

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

In additional to the Agency notifications, the following WRI-related reports are produced:

- Annual Report of Within Rate Increase by Race and National Origin
- Annual Report of Within Rate Increase by Series and Grade
- Certification for Within Rate Increase

- Notification of WRI Overdue
- Quality Step Increase (QSI) by Position Supervisory Pay Table Code Code (PATCO) and Pay Level
- QSI by PATCO, Series, and Pay Level
- Semi-Annual (or Annual) Report on Quality Increase

IRIS Program IR303, WRI Information, includes data pertaining to WRI processing. The following data elements apply to the generation of the WRI:

WRI 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

WRI Due Code. Indicates if a WRI is due or has been given. The WRI due code can be changed by using the Master File Change document under the Payroll Actions menu in EPIC Web.

Code	Description
0	WRI not due
1	WRI due
2	WRI processed
3	Intermittent projected due
4	Process intermittent WRI when due

Agency-Entered WRI

The actions listed in the Within Grade/Level/Band folder are to process or deny step increases.

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

Processing Tips for WRI

Following are tips for processing WRI actions:

- The SCD for the WRI is entered on the personnel action (i.e., accession action) or generated by PPS from the processing of a personnel action (i.e., 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 as nonpay status. Output Forms SF-50-B issued while the employee is in a waiting period for a WRI, record the SCD-WRI furnished by the Agency, or the system-adjusted date based on creditable service and nonpay status.
- The WRIs that are not automatically generated by PPS must be entered by the Agency. In addition, there are may be other conditions that the Agency must enter the WRI.
- To process a delayed WRI 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 WRI Due Code.
3. If necessary, change the WRI Due Code to **1** then enter the WRI (NOAC 893) for processing in PPS. For instructions on changing the WRI Due Code, see 030 Master File Change.

Entry Guidelines for Within-Rate Increases

Following are guidelines for processing WRI 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 WRI was processed.
- Must be effective on the first day of the processing pay period.
- Must be effective on the the pay period after the employee serves the designated waiting period.
- The performance evaluation rating must be fully successful or greater for a WRI to be processed.
- The WRI Due Code must equal **1** (Due).
- The step for a WRI 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 WRI.
- AE employees with Pay Plans **SL** and **SP** are not entitled to WRI.

WRI Denial

PPS will not generate a denial of WRI 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 WRI is due. It is the Agency's responsibility to maintain the WRI 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 Step Increases

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

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

Entering Within Grade/Level/Band

To enter a within grade, level, or band:

1. From the EPIC Web menu bar, select EPIC. The Document List page is displayed.
2. Select **New** from the menu bar.
3. Select the **Within Grade/Level/Band** folder. The Within Grade/Level/Band folder will expand to display the different Within Grade/Level/Band types.
4. Select the applicable within Grade/Level/Band type. The Key Data* tab is displayed along with the other associated tabs for the selected Return to Duty type.
5. Complete the applicable fields on the Key Data* tab.

   Note: Required fields are marked with an asterisk. All other fields are optional.

Field	Instruction/Description
SSN	Enter the employee's SSN.

Field	Instruction/Description
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
1st NOA*	The first Nature of Action is system generated from the personnel action selected at the List of Personnel Actions.
1A Auth Code	Enter 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	Enter the second authority for the first Nature of Action Code. 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 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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	System generated from the original personnel action that is corrected or cancelled.
2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

Field	Instruction/Description
2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.
Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

6. At this point, depending on the type of within grade, level or band you are entering complete the applicable fields on the Employee* tab, Position* tab, Salary* tab, Benefits* tab, and Misc* tab. Field instructions for these fields follow below.

Note: Required fields are marked with an asterisk. All other fields are optional.

7. Complete the applicable fields on the Position* tab.

Field	Instruction/Description
Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.
PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Grade	Enter the grade of the position.
MR #*	Enter the master record number for the position the employee is occupying.

Field	Instruction/Description
IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.
History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

8. Complete the applicable fields on the Salary* tab.

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Grade	Enter the grade of the position.
Step	Enter the specific step within a grade, level, class, rank, or pay band.
Pay Rate Determinant	Enter 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** (on page 645).
Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).

Field	Instruction/Description
Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.
Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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	Enter 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*	Enter the code that identifies whether the employee is entitled to receive cost-of-living adjustment (COLA) (COLA is a special pay entitlement for an employee in a high cost of living area.) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.
Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).
Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.
Tour of Duty Hours	Enter the scheduled number of hours an employee is to work per pay period. A split time and attendance may be required if the effective date is other than the first Sunday of the pay period. Type the whole hours in the first two positions and zeros (or fractions) in the last two 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	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.

Field	Instruction/Description
SCD WGI	Enter the date from which service is to be credited toward the employee's next within-range 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. Exception: This does not apply for accessions with authority code XAM. Must be blank for Federal Wage System 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a within-range increase. System generated for Nature of Action Codes 100, 101, 102, 103, 104, 140, 141, and 170.
Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.
Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).

Field	Instruction/Description
Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.
Overtime Rate	Enter 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	Enter 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.
Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.
Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.
Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.
Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.
Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.
Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.
Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.

Field	Instruction/Description
Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.
Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.
Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.
Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

9. Complete the applicable fields on the Benefits* Tab.

Field	Instruction/Description
FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.
FEGLI Cov Amount	Enter 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.

Field	Instruction/Description
FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.
Co (on page 619)verage At Appointment*	Enter the code that identifies whether an employee has, at the time of the most recent appointment to Federal service, previously been covered by Civil Service Retirement System (CSRS) or Federal Employees Retirement System (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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.
Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).
SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.
SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

Field	Instruction/Description
TSP Eligibility Code*	Select the code that identifies whether or not a Federal Employees Retirement System (FERS), Civil Service Retirement System, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. For a list of valid codes, see the TSP **Eligibility Table**. For detailed information regarding Thrift Savings Plan (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 Information/Research Inquiry System 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	Enter the beginning date of the vesting period for the one percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. Complete for FERS and Foreign Services Pension System (FSPS) employees participating in TSP. Do not complete forCSRS Offset (Congressional) Federal Insurance Contribution Act retirement plan. Cannot be prior to January 1, 1984. Cannot be later than effective date of action.
Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Field	Instruction/Description
Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.
Creditable Military Service	Enter 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).
CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.
FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.
CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.
Agency Use	This field is for Agency use only. Note: If the Nature of Action Code (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 Personnel Input and Edit System Edit 478. If you are processing NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank, and the action must include Remark Code N22 to bypass the edits.

10. Complete the applicable fields on the Misc* Tab.

Field	Instruction/Description
Tenure*	Select the retention group (for reduction in force purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Field	Instruction/Description
SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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	Enter 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	Select the starting date for the supervisory/managerial probationary period, or for an Senior Executive Service probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Field	Instruction/Description
Probationary Period Start Date	Enter the beginning date of a one year probationary (or trial) period. The system automatically removes the date after one year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. The Payroll/Personnel System generates the effective date of the action as the probationary period start date if a date is not entered for the following Nature of Action Codes: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 Standard Form (SF) 1150, Record of Leave Data Transferred, payroll document. To enter SF 1150, select **160 Leave Data Transfer** on the list of Payroll documents.

Field	Instruction/Description
Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, Payroll/Personnel System (PPS) begins maintaining two records, creditable service and nonpay status as shown on the time and attendance and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. 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 veterans readjustment program appointments). PPS automatically removes this date once a minimum of three years of creditable service has been completed. For temporary appointment pending establishment of a register (taper) and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under Public Law 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	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.
Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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.

Field	Instruction/Description
Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.
Losing/ Gaining Department*	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **Losing/Gaining Department Table**. Complete for a transfer in accession or transfer out separation Nature of Action Code. If the transfer is for Departments serviced by the National Finance Center, enter the losing Department code on the accession action and the gaining Department code on the separation action.

Field	Instruction/Description
Type Appointment*	Select the type appointment code for which the employee has accepted the position from the drop-down list. This code is used in reporting employment statistics to the Office of Management and Budget and Office of Personnel Management, particularly for the Standard Form 113 series on work force statistics. For a list of valid codes, see the **Type Appointment Table**. A split time and attendance may be required if the effective date of the action is other than the first Sunday of the pay period. If the change is from temporary to permanent type appointment, complete the Service Computation Date Reduction in Force.
Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.
Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.
Category*	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field for full-time and part-time employees who are eligible to earn annual leave. Must be compatible with the service computation date for leave. Service Computation Date for leave must be completed when annual leave category is other than 0. Must be completed when Service Computation Date for leave is changed, as applicable.
45 Day	Enter 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	Select 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 from the drop-down list. 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**.

11. After entering the necessary information in the tabs, select the applicable status code from the status code drop-down menu.

Figure 27: Status Drop-Down Menu

12. Click **Update** to save.

Remarks Tab

The Remarks tab is used to enter and display remarks codes for personnel actions. All remarks codes are listed in TMGT Table 052, Remarks Codes. The Remarks tab is not displayed until all other tabs have been completed and a status has been selected from the drop-down.

After you save and release an action on a Personnel Action document, the **Remarks** tab is displayed.

- 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. On the applicable Personnel Action document, select **Remarks** The Remarks tab is displayed.

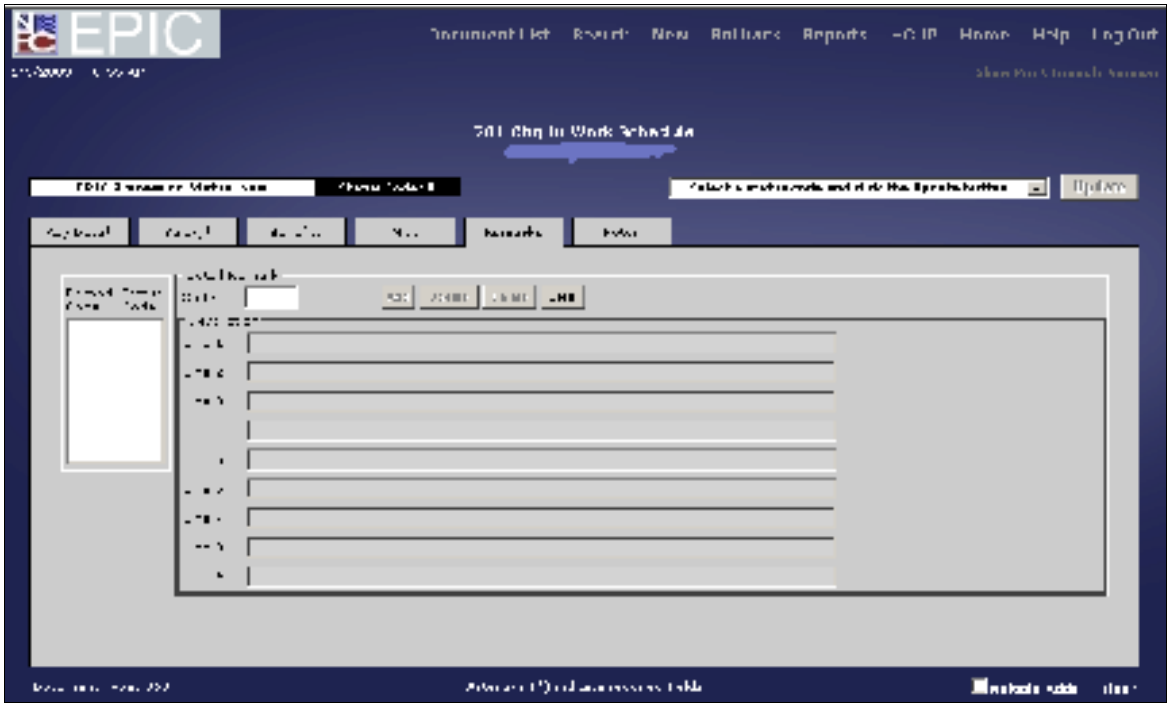


Figure 28: Remarks Tab

2. Complete the fields on the Remarks tab.

Field	Instruction/Description
Remark Code	The required remarks codes are system generated based on the NOAC entered in the Code field; Agency-entered optional remarks codes are system generated from the remark code entered in the Detail Remark field. Note: Remark code 499 + can only be used once per document.

Field	Instruction/Description
Status Code	Enter the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (suspense); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**. **Reports** Click this radio button to sort the report by status code period. **Remarks** The status codes are system generated to indicate if the remark description is complete or requires a literal. If the status code is **W** (waiting remarks literal fill-in description), click 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 Remark Code	This area is used to add, update, or delete remarks data. Based upon the entry in this field, the Remark Code and Status Code fields are system-generated. Complete this field as described below: To add or update a required remark, select a code from the code list. The code is displayed in this field and the description is generated in the Description field. Exception: Remark Code 499 is free form and does not generate a description. In the Description field, add/update the description. To add an optional remark code, click this field and enter the code. (If the field is not blank, click **Clear** to clear the field before typing the code). After typing the code, click **Add**. The message *Remark Successfully Added* is generated. If applicable, in the Description field, add the remark description or fill-in-text. To delete a remark code, select the applicable code from the list. The code is displayed in this field, and the description is generated in the Description field. Click **Delete**. The message *Remark Successfully Deleted* is generated. To update a remark code, select the applicable code from the list. The code is displayed int this field, and the description is generated in the Description field. Click **Update**. If the remark code is a code that can be updated, update the data. If the code cannot be updated, an applicable message is generated.
Description	This field is used for additional information.

3. Click **Add** to add remarks.

   OR

   Click **Update** to update existing remarks.

   OR

   Click **Delete** to delete remarks.

   OR

   Click **Clear** to clear the fields.

Note: If entering remarks, a period is required at the end of the remarks.

Rollback Personnel Actions

This section includes the following topics:

About Rollback Actions 271
Rollback Action Types 271
Processing Rollback Documents 272

About Rollback Actions

A rollback can be initiated by the user (user-generated rollback), or by the application (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 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 Web or EPIC Web History Correction as new documents with the status Code of **`H-Hold Until Release`** or **`R-Release For Processing`**.

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 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 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 record during the current processing pay period are rolled back and placed on the Document List. 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 SPPS Web 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 Document List or, in the case of a History package, HCUP Package List. 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 Document List page 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. On any EPIC Web page, select **Rollback**. The Rollback Documents page is displayed. The Rollback Documents page is used to search for personnel actions and history correction packages.

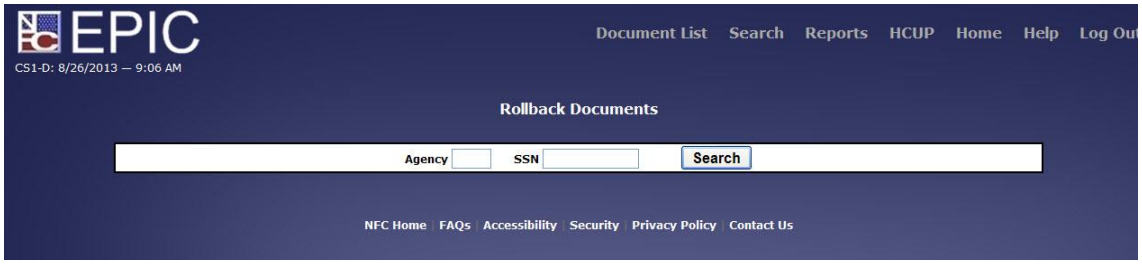


Figure 29: Rollback Documents Page

2. Complete the fields on the Rollback Documents Page.

Field	Instruction/Description
Agency	Enter the Agency code.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

3. Click **Search**. The Rollback Documents (with criteria) page is displayed.

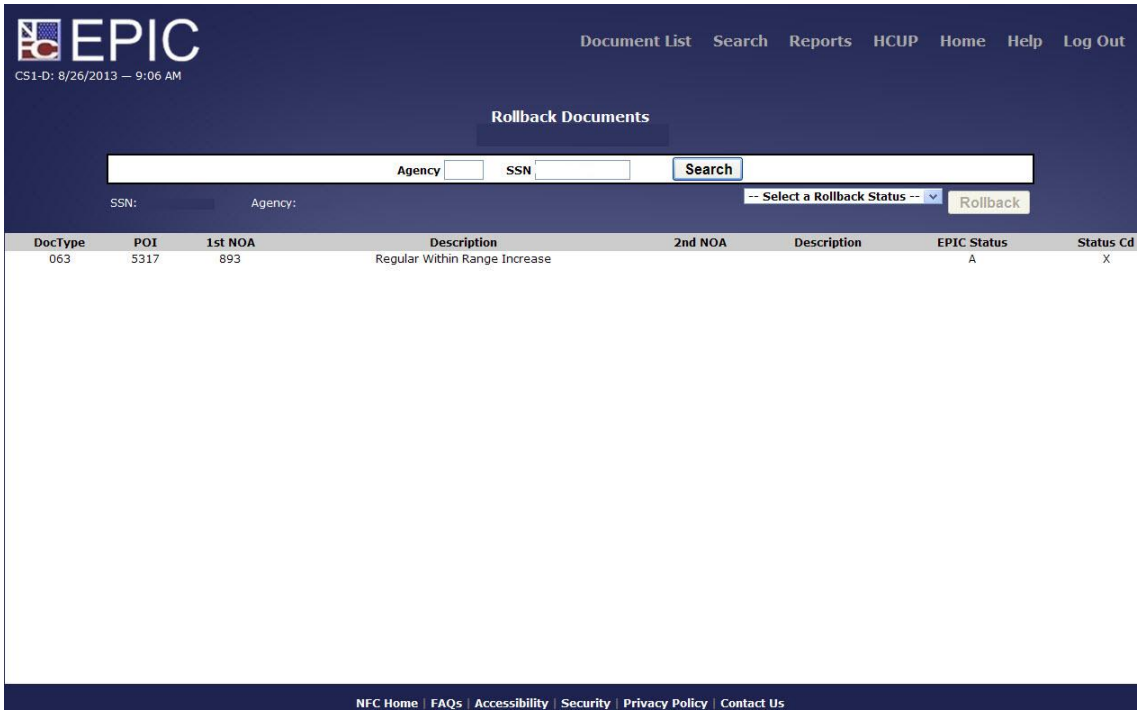


Figure 30: Rollback Document (with criteria) page

4. Select the applicable Rollback Status from the drop-down. Valid values are **`Hold`** (Rollback from the database and hold in EPIC Web until positive action is taken) and **`Release`** (Release from the database to EPIC Web).

5. Click **Rollback**. The *Documents Successfully Rolled Back* message is displayed. The Roll Back Ind status is updated with a **`Y`** on the Document List page.

Figure 31: Documents Successfully Rolled Back message

6. Click **OK**. The Document List page is displayed with a list of all personnel actions for the SSN entered on the Rollback Documents page that were applied in the current processing pay period (including documents released to the future file).

   Note: When using the rollback option from the HCUP Package List or, the complete package is rolled back.

7. Select the applicable action to be retrieved from the Document List page to begin the editing process.

   Note: Each document must be updated after the document is reviewed and the status code is changed.

Correcting History Data

This section includes the following topics:

About Correcting History Data 275
Employment with Different Agencies within a Department 275
Employment with Different Departments 275
Retroactive Adjustments For 25 Pay Periods or Less 276
Retroactive Adjustments Exceeding 25 Pay Periods 276
Exception Actions 276
Grade Retention (for Correcting History Data) 278
History Records that Are Not on the History Database 278
Cancellation Actions 279
Correction Actions 282

About Correcting History Data

HCUP 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 its employees. The history data includes history for all previous employment within a Department for organizations serviced by NFC. The current Agency is responsible for assuring all corrections, cancelations, 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 Web, 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 application

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, cancelations for the current Department should be processed using the history correction process. Changes to the previous Department's history must be processed through EPIC Web after the database is restored to the previous Department or processed manually. For more information on manual processing, see the Nonautomated Processing manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

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). See the Nonautomated Processing manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site, 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 request 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 HCUP Package List or unless corrected or canceled. Use IRIS or the Reporting Center to do the necessary research if one of these actions needs to be corrected or canceled.

NOAC	Description
730-732	Details

NOAC	Description
815	Recruitment Bonus
816	Relocation Bonus
817	Student Loan
825	Separation Incentive
827	Retention Incentive
840	Individual Cash Ward RB
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
848	Applicant Referral Award
849	Individual Cash Award NRB
878	Presidential Rank Award
879	SES Performance Award
885	Lump Sum Perform Pay (RB-ILPA)
886	Lump Sum Perform Pay (RB-NILPA)
887	Lump Sum Perform Pay (NRB)
889	Group Award Other
922-924	Details
950	Change in Shift (GPO Only)
970	Foreign Language Bonus
972	Applicant Referral (IRS Only)
973	Lump Sum Retention (IRSOnly)

NOAC	Description
982	Recruitment Allowance (USDA Only)
983	Retention Allowance (USDA Only)
984	Share of Equivalent Increase
994	Honorary

While these NOACs are not part of a History Correction package, the user can correct or cancel each of them except:

- NOAC 730, Detail NTE
- NOAC 731, Ext of Detail NTE
- NOAC 732, Term of Detail NTE
- NOAC 817, Student Loan Repayment
- NOAC 922, Detail NTE
- NOAC 923, Ext of Detail NTE
- NOAC 924, Term of Detail
- NOAC 950, Change in Shift
- NOAC 984, Share of Equivalent Increase

The above actions are exception actions, but they are applied in date sequence and cannot be corrected or canceled. New actions documenting these NOACs cannot be inserted in a History Correction package.

Grade Retention (for Correcting History Data)

Employees in grade retention could possibly be downgraded a second time during the initial two-year grade retention period due to events such as downsizing. If a subsequent downgrade is processed via a History package, the employee is entitled to a new period of grade retention. The Salary* tab 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 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.

Cancellation of personnel actions in the personnel history database are entered via the New HCUP Package Employee Selection page.

Note: 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 see:

Canceling Accession Actions **279**
Canceling a Cash Award **281**
Canceling a Time Off Award **281**
Canceling a Separation Action **281**

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 an 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 NOACs and/or authority codes. For instructions on correcting NOACs and/or authority codes for accession actions, see Correcting An Effective Date Or Authority Code or Correcting a Nature Of Action Code (NOAC).

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 canceled.

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.

Canceling 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.

Choose the Starting Action when an action fails 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 HCUP Package List .

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. The unofficial (004) replacement of the subsequent accession action must be converted to an official cancellation.

Canceling 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.

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 the following pay period. Once this History package has applied to the database, the current employing office can immediately process the new appointment and all subsequent actions. New appointment and all subsequent actions 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 HCUP New Package Employee Selection page. Once the package is regenerated, the cash award action is the only action that is displayed on the HCUP Package List. 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&As 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 HCUP Package List. If more than one correction action is needed, select the earliest action from the History Correction List window then correct the other subsequent action(s) in the History package.

For more information see:

Correcting a Time Off Award 282
Correcting a Nature of Action Code (NOAC) 282
Correcting an Effective Date or Authority Code 283
Correcting a Social Security Number and Employee Name 283
Correcting an Unofficial (Updating) Action 284

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. Type the correct number of hours in the Award Hours and Verify Award Hours fields.

If the hours reported were more than the number granted and hours used exceed 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 Code (NOAC)

To correct an NOAC for separations and accessions only:

- Choose an action with the incorrect data.

- Choose the NOAC from the List Of Available Personnel Actions.
- Click **OK**.
- The message, *Document Changed 2nd Nature 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 Auth Code:

- Select the applicable action with the incorrect data.
- Type the correct data.

If the Effective Date is being changed to a later date and it affects pay-related data, do not process a 002 Correction. Rather, process a cancellation, then process the action with the correct Effective Date. For information on processing cancellation action, see **Cancellation Actions**.

An adjustment may be required if the Effective Date is being changed to an earlier date and PAYE is affected. The system will adjust the Effective Date with the automatic adjusted time frame; 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:

- Type the correct SSN in the Correct SSN field on the Misc* tab.
- Select the Name Correction box if the employee name is being corrected. A check mark will appear in the box.

When the package applies, the employee's name or SSN will be automatically changed in History, as well as, current records.

Correcting an Unofficial (Updating) Action

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

Creating a History Correction Package

This section includes the following topics:

About the History Package 285
Logging on to HCUP 285
Searching for a HCUP Package 287
Starting a New Package 288
Selecting a Starting Action 290
Changing/Deleting a History Package 295

About the History Package

When a history package is established, the package includes the Starting Action and all subsequent personnel actions in the EPIC Web database. A user is able to correct or cancel these actions and insert new actions. The corrected and canceled personnel actions and new actions inserted into history go into the EPIC Web database after the package applies.

Logging on to HCUP

On any EPIC page, select **HCUP** to log on to HCUP.

To log on to HCUP:

1. From any EPIC page, select **HCUP**. The HCUP Package List (with no documents) or HCUP Package List (with documents) is displayed.

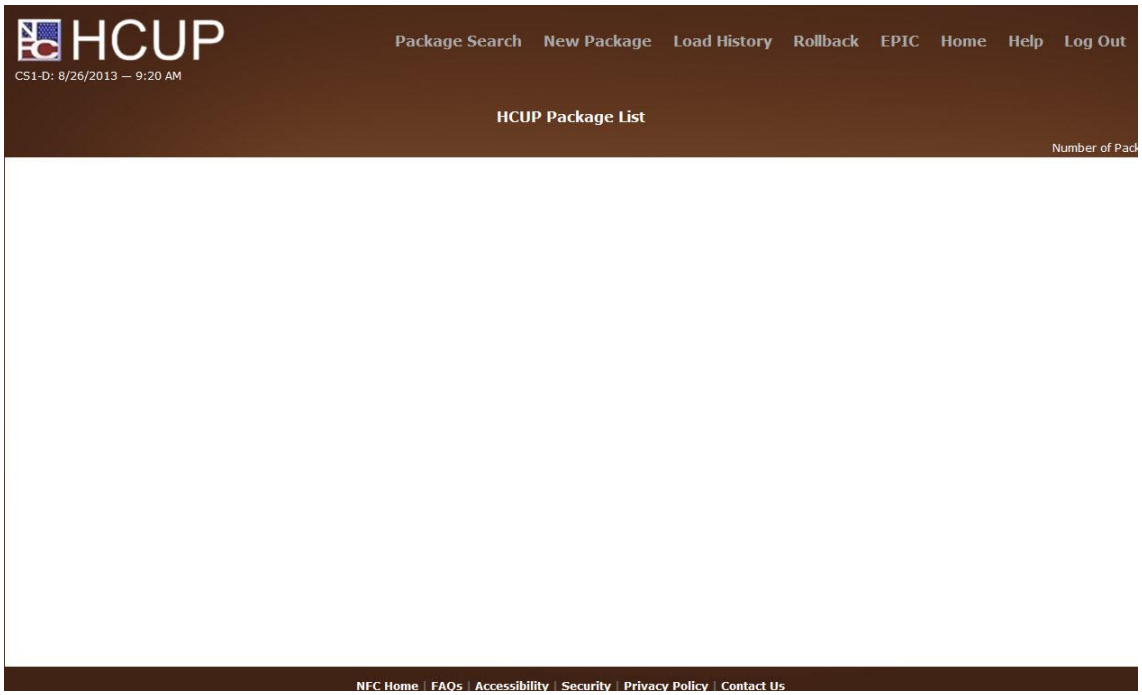


Figure 32: HCUP Pakage List (with no documents) Page

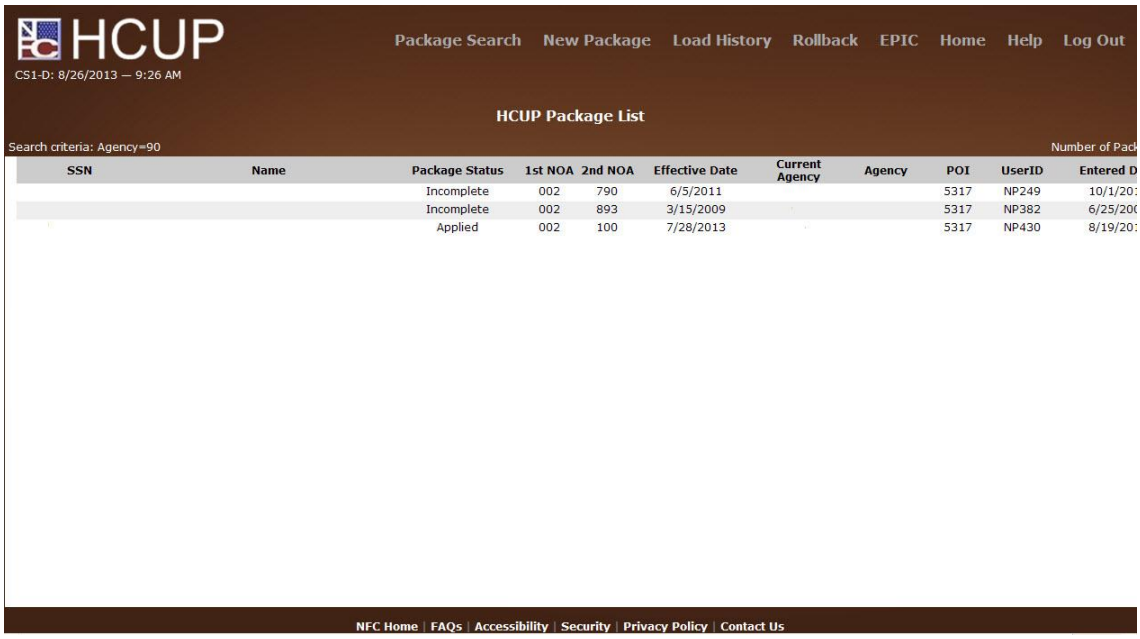


Figure 33: HCUP Package List (with documents) Page

Searching for a HCUP Package

Users are able to search for an existing HCUP package from any HCUP page.

To search for a HCUP package:

1. On any HCUP page, select **Package Search**. The HCUP Package Search page is displayed.

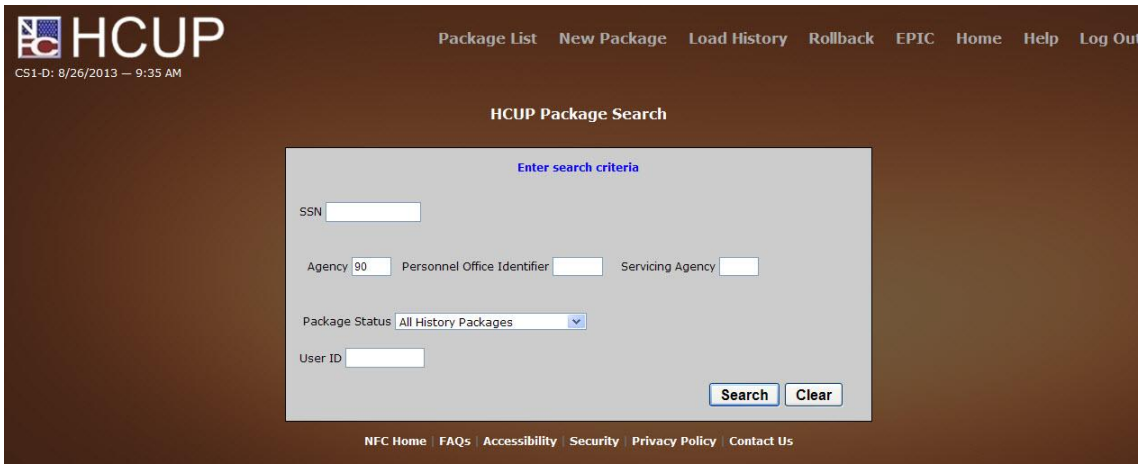


Figure 34: HCUP Package Search Page

2. Complete the fields on the HCUP Package Search Page.

Note: All of the fields on this page are optional. The user completes the fields. That allows the user to retrieve HCUP package(s) for a certain user ID, organization, and so forth.

Field	Instruction/Description
SSN	Enter the employee's SSN.
Agency	Enter the two-position servicing Agency code.
Personnel Office Identifier	Enter the four-position POI.
Servicing Agency	Enter the two-position servicing Agency code.

Field	Instruction/Description
Package Status	Click the down arrow to select the applicable package status. Valid values are: **All History Packages** **Applied History Packages** **Incomplete History Packages** **Released History Packages** **Pending History Packages** **Suspense History Packages** This field defaults to **All History Packages**.
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.

3. Click **Search** to search for the package.

   OR

   Click **Clear** to clear the fields.

Starting a New Package

The New HCUP Package Employee Selection page is used to start a new HCUP Package.

To start a new package:

1. On the Select EPIC Or HCUP message, select HCUP. The HCUP Package List is displayed.

2. Select **New Package**. The New HCUP Package Employee Selection page is displayed.

Note: A user is able to select **New Package** from any HCUP page.

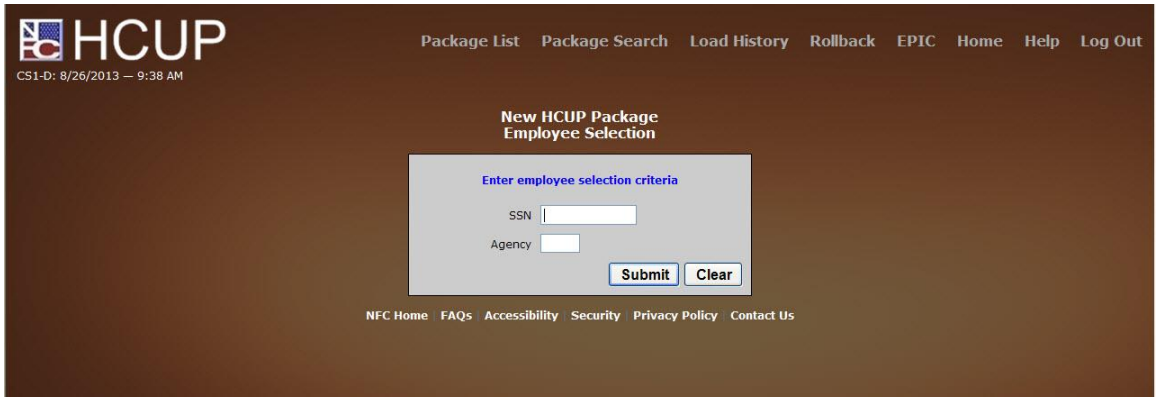


Figure 35: New HCUP Package Employee Selection Page

3. Complete the fields on the new HCUP Package Employee Selection page.

Field	Instruction/Description
SSN	Enter the employee's SSN.
Agency	Enter the two-position servicing Agency code.

4. Click **Submit** to submit the action.

OR

Click **Clear** to clear the fields.

Note: When there is a future action(s) for the selected employee, a popup appears informing the user the future action(s) must be deleted before the package is created.

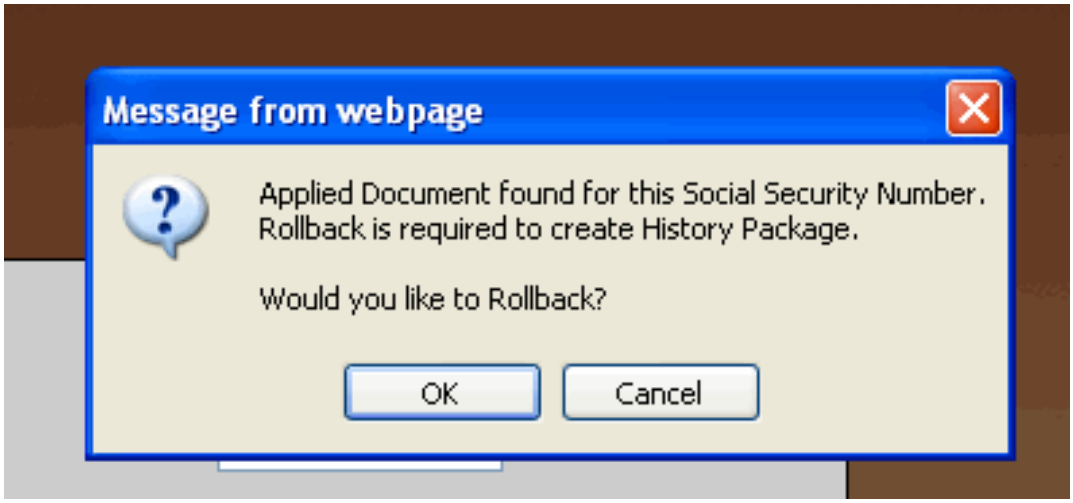


Figure 36: Document Successfully Rolled Back Message Page

5. On the popup, click **OK** to return to the EPIC Web document. The Document List is displayed.

   OR

   Click **Cancel** to close the popup and return to the New HCUP Package Employee Selection page.

Selecting a Starting Action

The Origin System/Starting Action column allows the user to select from the history database the action to begin the correction/cancellation process from the history database. When more than one action needs to be corrected or canceled, select the action with the earliest effective date from the HCUP Package List, if adding more than one action, add the action(s) at the New HCUP Package Employee Selection page.

Note: The date on a starting action may be changed provided the sequence of the document does not change, (i.e., the user is able to change the date before or after the effective date on the starting action as long as the starting action remains in sequence). When the change in effective date results in a sequence change, the starting action must be dated prior to the action that is changing.

The HCUP Package List is used to select the earliest effective dated personnel action affected by the history correction process. The selected starting action is the action to be inserted (new action), corrected (existing action), or canceled (removed from history database).

To cancel a starting action:

1. On the Select EPIC Or HCUP message, select **HCUP**. The HCUP Package List is displayed.
2. Select **New Package**. The New HCUP Package Employee Selection page is displayed.
3. Select the applicable action to be canceled.
4. Click **Cancel** to cancel the action. The message *History Package Successfully Generated* is displayed.
5. Click **OK**. The HCUP package is refreshed to remove all actions with effective dates prior to the starting action. The starting action and all subsequent personnel actions remain in the package.
6. Select the starting action to begin working the package.
7. Make the appropriate changes.
8. Click the down arrow to change the status code from **`I-Save as Incomplete`** to **`R-Release for Processing`**.
9. Review each of the remaining document(s) in the package and modify as appropriate.
10. At a minimum, on the HCUP Change Options drop-down menu, a selection must be made and the status code on each remaining document(s) must be changed to **`R-Release for Processing`**.

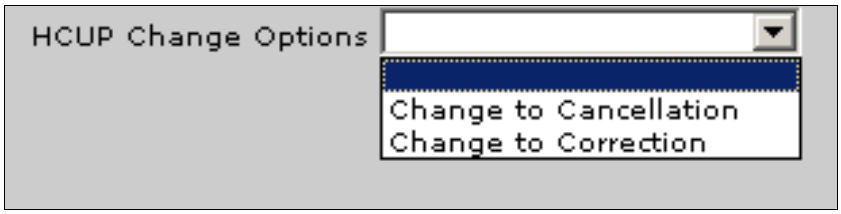


Figure 37: HCUP Change Options Drop-down Menu

Note: An SPPS request is required for certain adjustments (e.g., backpay with interest, Thrift Savings Plan Adjustments). Also, an SPPS request is processed for adjustments to pay for employment with a previous Agency regardless of the adjustment period. The system will not automatically recompute these adjustments.

To correct a starting action:

1. Select **HCUP** on the EPIC Or HCUP message. The HCUP Package List is displayed.
2. Select **New Package**. The New HCUP Package Employee Selection page is displayed.

3. Select the applicable document to correct.

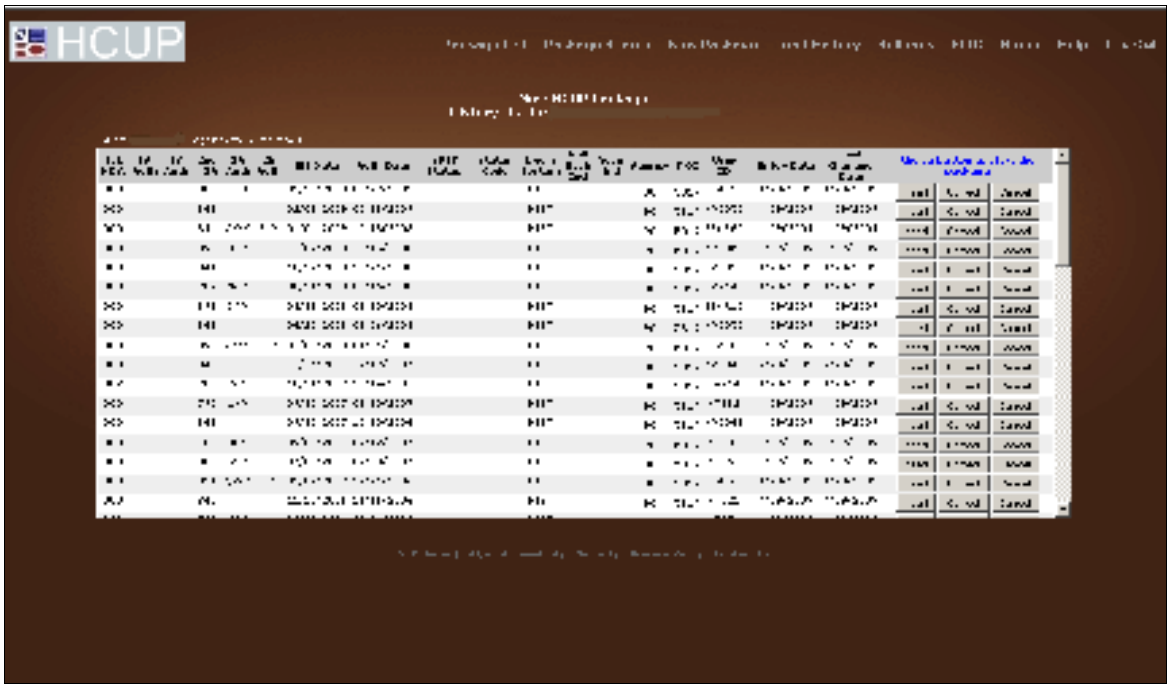


Figure 38: HCUP Package for (Applicable Employee)

4. Click **Correct** to correct the action. The message, *History Package Successfully Generated*, is displayed.

5. Click **OK**. The HCUP Package for (Applicable Employee) is refreshed to remove all actions with effective dates prior to the starting action. The starting action and all subsequent personnel actions remain in the package.

6. Select the starting action to begin working the package.

7. Make the appropriate changes.

8. Click the down arrow to change the status code from **`I-Save as Incomplete`** to **`R-Release for Processing`**.

9. Review each of the remaining document(s) in the package and modify as appropriate.

10. At a minimum, on the HCUP Change Options drop-down menu, a selection must be made, and the status code on each must be changed to **`R-Release for Processing`**.

Note: The Print SF 50B field must be completed for NOAC 001 and 002 actions.

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

12. The HCUP Package for (Applicable Employee) page is refreshed to indicate that the package is ready for release for editing by PINE.

13. Click the down arrow to select **`R-Release for Processing`**.

14. The message *History Package Successfully Released* is displayed, and the Package status is changed from *Released* to *Incomplete*.

To insert 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 HCUP Package List in descending order by effective date. The inserted action and all subsequent actions are reviewed and updated from the HCUP Package List.

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

Note: Do not add an action to History for a previous Agency.

Note: An 006 Update action is processed through EPIC Web, not EPIC HCUP. When an 006 action is added to History, the message, *Cannot Insert Unofficial Action To History Package*, is displayed.

1. Select **HCUP** n the Select EPIC Or HCUP message. The HCUP Package List is displayed.

2. Select the applicable action to be corrected.

3. Click **Insert** on the applicable package. The HCUP Insert Action For (Applicable Employee) is displayed.

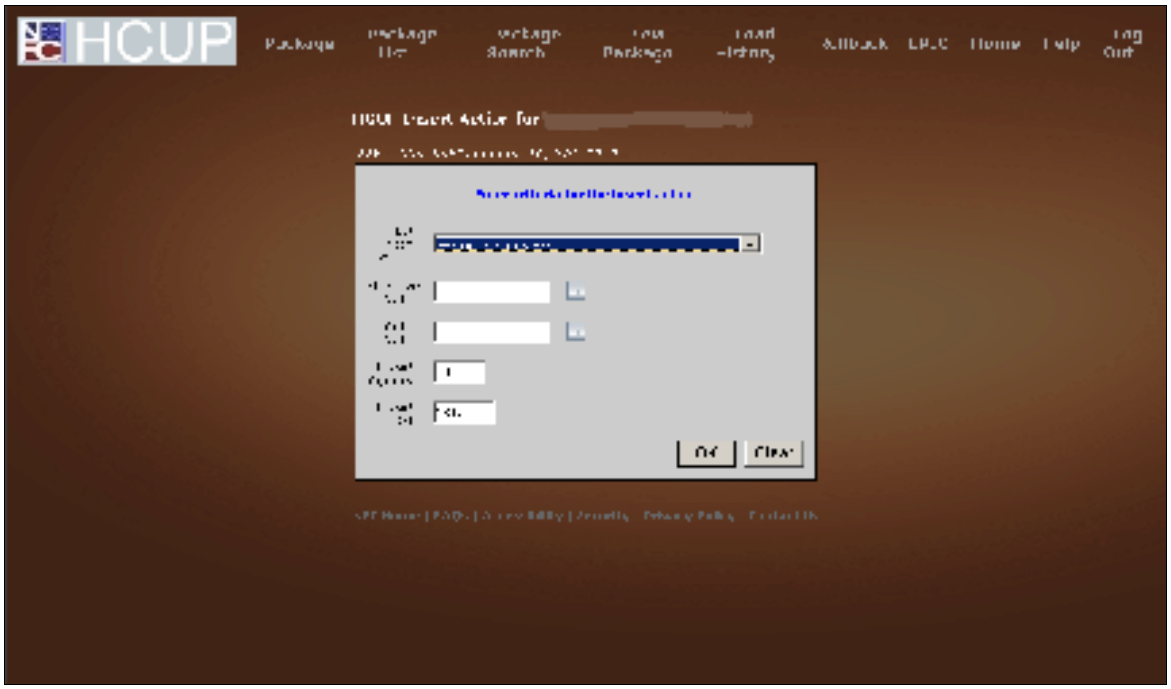


Figure 39: HCUP Insert Action for (Applicable Employee)

4. Complete the fields as follows:

HCUP Insert Action for (Applicable Employee)

Option	Instruction/Description
1st NOA	The first NOAC is system generated from the personnel action selected at the List of Personnel Actions.
Effective Date*	Enter the number of the pay period in which the personnel action is entered for new personnel actions.
Auth Date*	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.
Agency*	Enter the Agency code.
POI	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

5. Click **OK** to insert the action.

   OR

   Click **Clear** to clear the fields.

   Note: When the effective date of the retroactive, replacement, or newly required action is equal to an action already 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 if the new action needs to apply before the action in the personnel history database.

6. To begin working the packing, select the inserted action to make desired changes.
7. Enter all the required data on the inserted action.
8. Click the down arrow to change the status code from **`I-Save as Incomplete`** to **`R-Release for Processing`**.
9. Review each of the remaining document(s) in the package and modify as appropriate.
10. At a minimum, on the HCUP Change Options drop-down menu, a selection must be made, and the status code on each must be changed to **`R-Release for Processing`**. For NOAC001 and 002 documents, the Print SF 50-B field must be completed.
11. Each document must be saved after the document is reviewed and the status code is changed. The message *Document Successfully Saved* is displayed.
12. The HCUP Package for (Applicable Employee) is refreshed to indicate the package is ready to be released.
13. Click the down arrow to select **`R-Release for Processing`**.
14. The message *History Package Successfully Released* is displayed. The package status is changed from *Incomplete* to *Released*.

Changing/Deleting a History Package

To edit a package released for processing, change the selection on the Select a Package Action drop-down menu from *Released* to *Incomplete*. A user is able to change a package to *Incomplete* at any time after the package is started and before the end of the processing pay period in which it applies. The Rollback process is used when the package is applied. For more information on rollback documents, see **Processing Rollback** Documents.

To delete a history package released for processing, change the selection on the Select a Package Action drop-down menu from *Released* to *Delete Package*. A user is able to delete a package at any time after the package is started and before the end of the processing pay period in which it applies.

The Rollback process is used when the package is applied. For more information on rollback documents, see **Processing Rollback Documents**.

Payroll Action Overview

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). Other payroll documents are grouped according to the action taken (e.g., Union Dues - new authorization, dues change between locals).

EPIC Web lists the various payroll documents alphabetically on the New Document List page. Certain payroll documents are grouped (in folders) by category or action.

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 PPS from another payroll system (i.e., 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).

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

Certain payroll documents cannot process without the interface of a personnel action (i.e., 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 the Personnel Input Edit System (PINE) to avoid rejection in 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	Effect/Result
349 Address (Current Residence)	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.
Tax (State or County)	Mandatory deductions are based on the duty station of the position in the Position Management System (PMSO); voluntary deductions are based on the residence.

Payroll Document	Effect/Result
Thrift Savings Plan Election	The Thrift Savings Plan (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 Registration Form (SF 2809)	Federal Employees Health Benefits (FEHB) Coverage Code must be coded on personnel action.
Union Dues	Bargaining Unit Status Code must be coded in PMSO.
Lump Sum Leave	Separation action must be processed.
Allowance (Parking)	Entry allowed on the T&A or in EPIC Web but not both.
Allowance (Quarters-per day)	T&A must be coded to disburse payment.
Allowance (Separate Maintenance)	T&A must be coded for per day allowance.
Allowance (Uniform)	Entry allowed on the T&A document or in EPIC Web but not both.
Severance Pay	Remarks Code N22 must be shown on the personnel action for severance payment disbursement.

Several payroll documents include a Transaction field with a drop-down list. This drop-down list identifies the action taken. The transaction valid values are **`Add`**, **`Change`**, **`Delete`**, and **`Cancel All`**. Transaction value **`Add`** applies to a new document being added to the database; **`Change`** changes the document in the database; **`Delete`** deletes the document from the database.

When an employee separated and/or is indebted to the Government, the law mandates that deductions are secured from the employee's gross salary. Payroll document data is included in these deductions. The table below lists the order in which voluntary and mandatory deductions are made in 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.

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

Order of Precedence for Payroll Deductions	
1. Retirement	26. Health Benefits (Dental)
2. OASDI (Social Security Tax)	27. Health Savings Account (HSA)
3. HITS (Hospital Insurance Tax)	28. Life Insurance Option A

Order of Precedence for Payroll Deductions	
4. Federal Tax	29. Life Insurance Option B
5. Health Benefits Deductions (basic)	30. Life Insurance Option C
6. Federal Employee Life Insurance (FEGLI) (basic)	31. Long Term Care
7. State Tax	32. Flexfund (Dependent Care)
8. City Tax	33. Long Term Disability (FDIC)
9. County Tax	34. Extra Federal Income Tax
10. Meals	35. Extra State Tax
11. Quarters	36. Extra City Tax
12. Commissary	37. Extra County Tax
13. Imprest Fund	38. TSP (Financial Allotment)
14. Occupational Privilege Tax	39. TSP Deductions
15. Tax Levy	40. TSP Deductions (Catch-up)
16. Receipt Accounts	41. Military Service Deposits
17. Child Support and Alimony (Court Costs)	42. Association Dues
18. Child Support and Alimony (Deductions)	43. Union Dues
19. Child Support and Alimony (Arrears)	44. Charitable Contributions
20. Bankruptcy	45. Receipt Account (Separated Employees or Less Than $10)
21. Commercial Garnishment	46. Discretionary Allotments
22. Demand Letter Flexfund (Healthcare)	47. Financial Allotments
23. Travel Separation	48. TSP (Collections)
24. Flexfund (Healthcare)	
25. Health Benefits (Vision)	

This section includes the following topics:

Notes **300**
Effective Date of Payroll Action Documents **301**

Notes

The notes page is displayed after a Status Code is selected and the **Update** button is clicked on a Payroll Actions document. This note is used in EPIC Web only and is not sent to NFC.

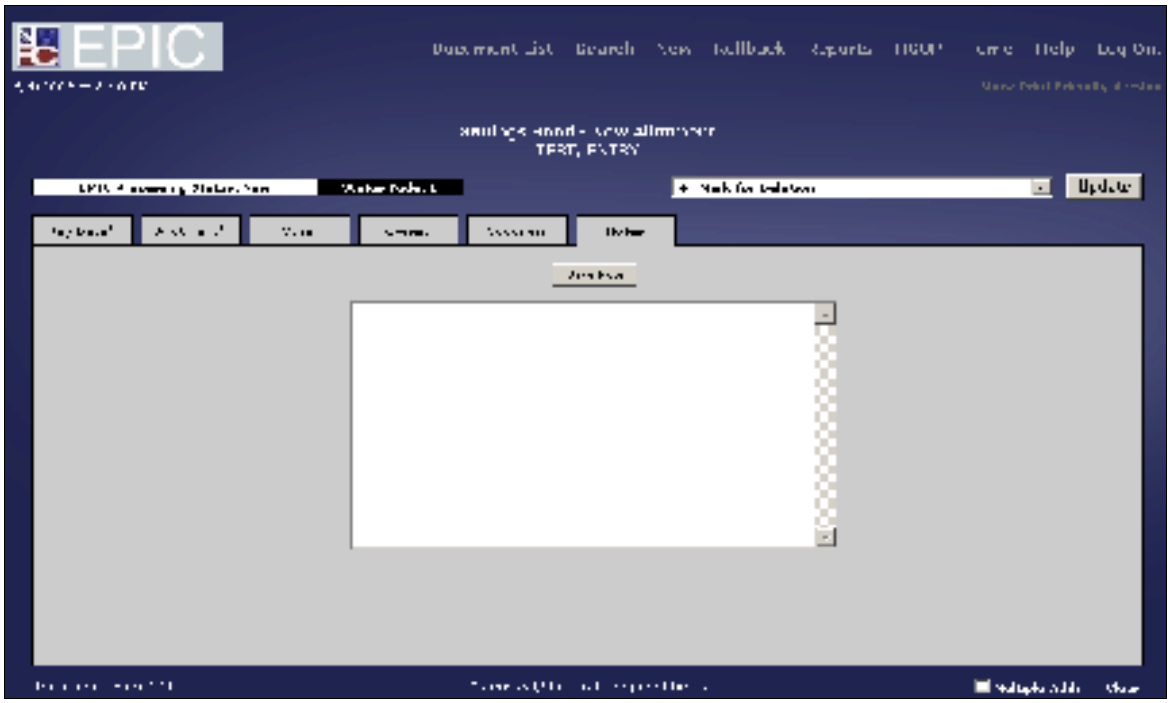


Figure 40: Example of a Notes Tab

1. Enter any applicable notes.
2. Click **Save Note**. A *Notes Saved* message is displayed.

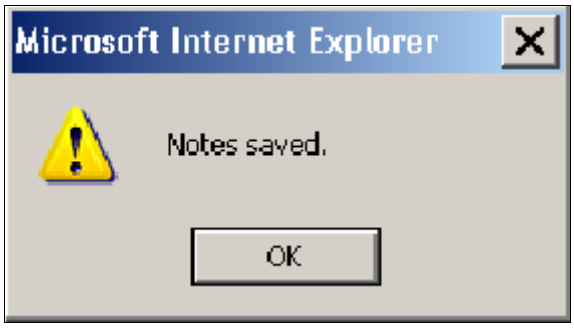


Figure 41: Notes Saved Message

3. Click **OK** and return to the Notes tab of the applicable document.

Effective Date of Payroll Action Documents

Payroll Action documents include an Effective Pay Period field. Most payroll documents are effective on the first day of the pay period. 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 EPIC Web until the processing pay period.

Certain payroll documents include an Effective Date field (e.g., FEHB, Union Dues). The effective date on the document should be compatible with the effective pay period in the Effective Pay Period field.

The application does not automatically adjust the employee's pay record when a late payroll document is processed.

Entering Payroll Actions

The following payroll action documents should be completed (at a minimum) when a Personnel Action is processed.

- **349 Address (required).** The Statement Of Earnings And Leave and the 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.
- **139 Federal Tax/150 City Tax/151 County 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.
- **180 Health Benefits Registration.** 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.
- **125 Thrift Savings Plan (TSP)/Roth Election.** TSP is an optional tax-deferred or Roth after-tax 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.
- **088 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 Dues.** Union/Association dues are collected each pay period through payroll deduction. TMGT Table 010, Union and Association Code Address, lists the valid unions/associations in PPS. The position record must include the bargaining unit status code. If the organization is not listed in TMGT, refer to the Table Management System (TMGT) manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.
- **160 Leave Data Transfer.** 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.
- **089 Deductions Due to Indebtedness.** Any outstanding debts collected through salary offset from the previous employer can continue without interruption by entering the transaction in SPPS Web. For child support and alimony payments, see the child support and alimony document in EPIC. For employee indebtedness, see Nonautomated Processing manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

- **Transfer-In.** Reenter payroll documents in effect when an employee separates and is rehired by different Departments serviced by NFC (i.e., transfer from USDA to DOJ).

This section includes the following topics:

349 Address 304
Allotments 311
127 Allowance 330
088 Charitable Contribution 336
195 Child Care or Alimony Deduction 342
089 Deductions Due to Indebtedness 350
Education Documents 358
Federal Benefit Documents 368
160 Leave Data Transfer 416
Leave Payment 423
121 Locator 441
030 Master File Change 445
120 Multi-Element Update 449
096 Net Pay 453
Non-Federal Benefit Documents 457
Performance Appraisals 488
165 Restored Annual Leave 499
128 Severance Pay 504
Tax Documents 510
Union Dues Documents 538
444 EHRI & RSM Elements 568
Modifying Payroll Actions 575
Deleting/Canceling Payroll Actions 576

349 Address

The 349 Address document is used to add, modify, or delete address information.

The current address is used for mailing the employee's W-2, Personal Benefits Statement, and the Statement of Earnings and Leave. In addition, it is used for voluntary State, city, and county tax processing in conjunction with the applicable form. The city, county, or State code on the Address tab of the address document 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 Personnel Actions request for accessions.

Salary payments, including annual leave lump sum, compensatory time, etc. are sent to the check mailing address in the database.

A Government check must be cashed within 12 months after the date of issuance or it will be canceled. Effective January 2, 1999, 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.

Note: 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.

When the employee contacts the personnel office about nonreceipt of payment, a replacement payment can be issued.

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 096 Net Pay. 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.

For more information see:

Entering 349 Address Action **305**
Modifying a 349 Address **310**
Deleting/Canceling a 349 Address **311**

Entering 349 Address Action

To enter a 349 Address Action:

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

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **349 Address** folder. The Key Data* tab is displayed.

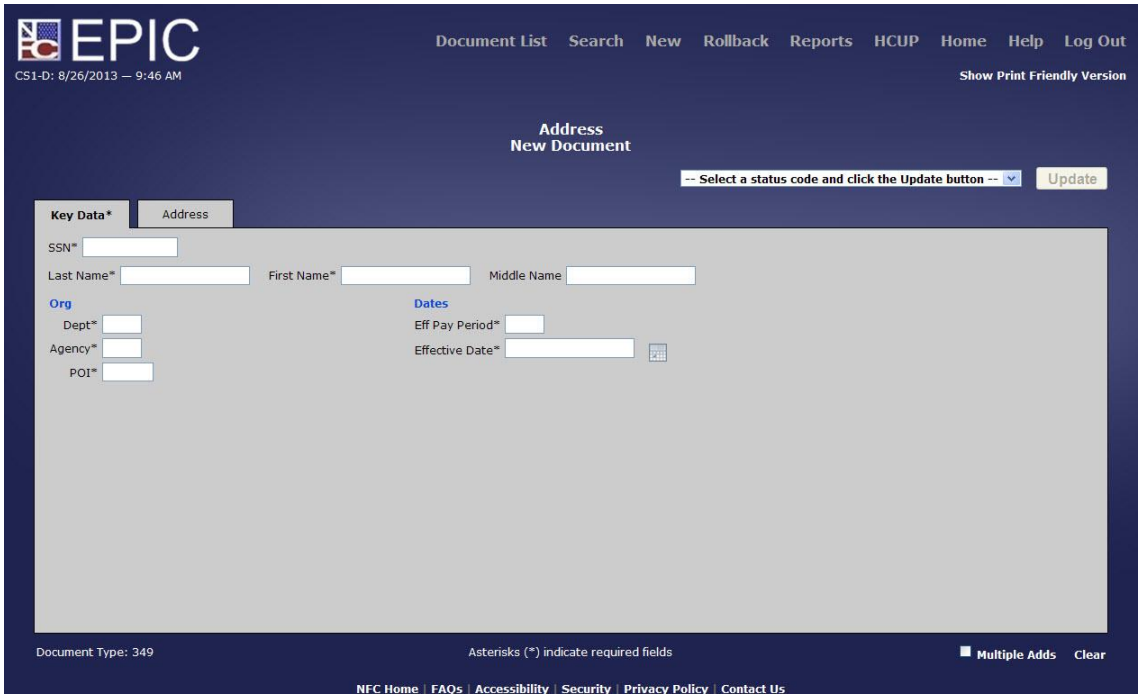


Figure 42: Address - Key Data* Tab

4. Complete the fields on the Key Data* tab.

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

5. Click the **Address** tab. The Address tab is displayed.

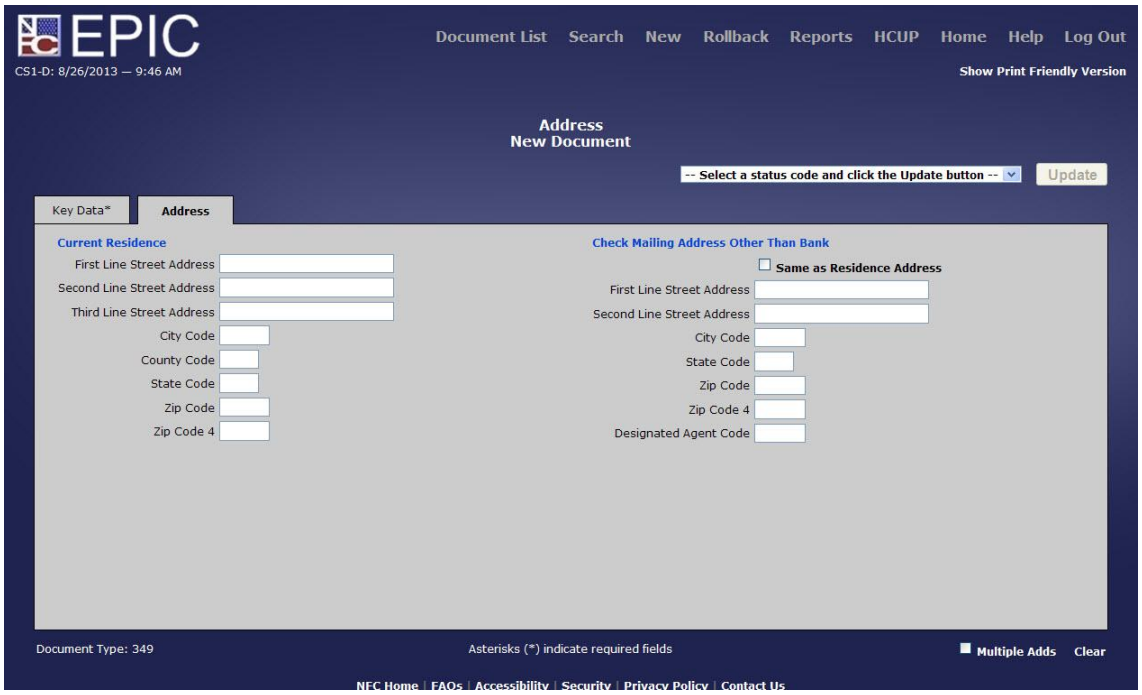


Figure 43: Address - Address Tab Page

6. Click the fields on the Address tab (349 Address).

Field	Instruction/Description
Current Residence	Enter the employee's current residence address. Do not include punctuation, such as periods, commas, or parenthesis in the street address.
First Line Street Address	Enter the first line street address.
Second Line Street Address	Enter the second line street address, if applicable.
Third Line Street Address	Enter the third line street address, if applicable.
City Code	Enter the city code. To search for a city code, go to www.gsa.gov and search for Geographic Location Codes. For ADP Addresses, type **0001**; for FPO addresses, type **0002**; and for DPO addresses, type **0003**.

Field	Instruction/Description
County Code	Enter the county code. The country code can be found on TMGT, Table 016. For APO, FPO, and DPO address, type **000**.
State Code	Enter the State code. The State code can be found on TMGT, Table 015, For APO, FPO, and DPO addresses, type **91** for America; **92** for Europe; **93** for Pacific.
ZIP Code	Enter the five-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.
ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.
Check Mailing Address Other Than Bank	This is the employee's current check mailing address. This field does not apply to financial organizations. Do not include punctuations, such as periods, commas, or parenthesis in the street address.
First Line Street Address	Enter the first line street address.
Second Line Street Address	Enter the second line street address, if applicable.
City Code	Enter the city code. To search for a city code, go to www.gsa.gov and search for Geographic Location Codes. For ADP Addresses, type **0001**; for FPO addresses, type **0002**; and for DPO addresses, type **0003**.
State Code	Enter the State code. The State code can be found on TMGT, Table 015, For APO, FPO, and DPO addresses, type **91** for America; **92** for Europe; **93** for Pacific.
ZIP Code	Enter the 5-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.
ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.
Designated Agent Code	Enter the four-digit designated agent code if the salary check is to be delivered to a designated agent. The designated Agency code can be found on TMGT, Table 004. Do not enter both the designated agent code and a check mailing address on the same transaction.

7. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available.:

Code	Description

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of address.

8. Click **Update** to save the entries.

   The residence and check mailing address data may be verified in IRIS Program IR124, Address/Check Information. The addresses that are processed in the pay period are also listed on the Payroll/Personnel Report Generator System (CULPRPT) Report P0101, Mailing List of Residence Addresses.

Modifying a 349 Address

To modify an address, enter the address with the modification. When the transaction is processed, the new address will overlay the previous address entered. The modified address becomes the address of record.

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 096 Net Pay. 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.

The residence and check mailing address data may be verified in IRIS Program IR124. The addresses that are processed in the pay period are also listed on the CULPRPT Report P0101.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting/Canceling a 349 Address

The Current Address or a Check Mailing Address Other Than Bank cannot be canceled. Both addresses must be present on the PPS database.

Allotments

The EPIC Web Document List includes an Allotments folder as part of the Payroll Actions menu. Listed are multiple types of Allotments in the folder:

- 100 Discretionary Allotment
- 095 Financial Allotment
- 097 TSP Loan Allotment
- 095 Health Savings Account

Direct Deposit/Electronic Funds Transfer System transfers payments electronically from 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**.

Allotments are recurring deductions from the employee's salary for voluntary payments to a financial organization. There are several types of allotments.

When a merger or takeover of a financial organization occurs, Treasury notifies NFC of the change in the financial organization's routing 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, PINE 58 is displayed in the User ID field on IRIS Program IR126, Last Payroll Action.

If the routing number and/or account number is currently on the database, NFC mails Reports 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.

For more information see:

100 Discretionary Allotment **312**
Entering 100 Discretionary Allotment Actions **313**
097 TSP Loan Allotment **319**
Entering 097 TSP Loan Allotment Actions **321**
095 Financial Allotment or 095 Health Savings Account **325**
Entering 095 Financial Allotment or 095 Health Savings Account Document Actions **326**
Modifying Allotments **329**
Deleting Allotments **330**

100 Discretionary Allotment

A Discretionary Allotment is recurring deduction authorized by the employee and the head of the Agency for any purpose deemed appropriate.

A discretionary allotment is used to enter and update a recurring deduction authorized by the employee and the Agency. Recurring deductions are commonly used for paying the employee's monthly bills to a designated payee, either an individual or company. Discretionary allotment data is displayed in IRIS Program IR112, Discretionary Allotment. PPS divides the monthly payment into two deductions and 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 document is used to enter and update check mailing addresses and residence addresses (other than a bank). For step-by-step entry instructions, entry guidelines, and field instructions for addresses, see **349 Address**.

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.

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. 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.

Following are guidelines for processing a discretionary allotment:

- View IRIS Program IR112 to ensure the allotment is not already in effect.
- The total amount of the discretionary allotment may not exceed 70 percent of the employee's gross salary. If the 70 percent is valid, use Status Code on override **L** to release the document from suspense.

  Note: Force releasing the document could result in no salary payment for the pay period.

- The maximum financial allotments in effect at one time is 99. 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 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 **4-Mark for Deletion** on the Status Code drop-down menu.

Entering 100 Discretionary Allotment Actions

A Discretionary Allotment is a recurring deduction authorized by the employee and the Agency for any purpose deemed appropriate. Below are the steps to enter the recurring deduction.

To enter a 100 Discretionary Allotment:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Click **Allotments** folder to open the Allotments folder. A list of available Allotments documents is displayed.

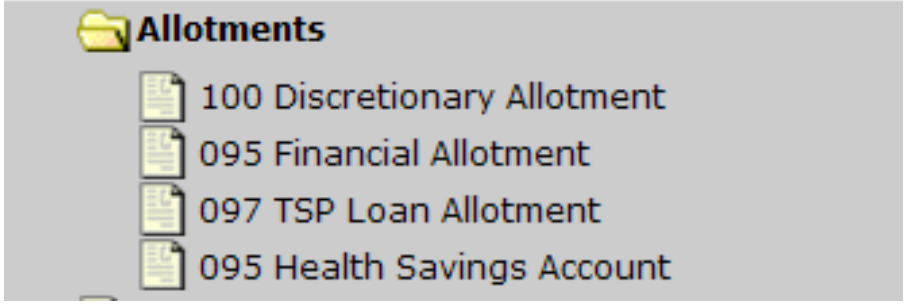


Figure 44: Allotment Folder

4. Select **100 Discretionary Allotment**. The Key Data* tab is displayed.

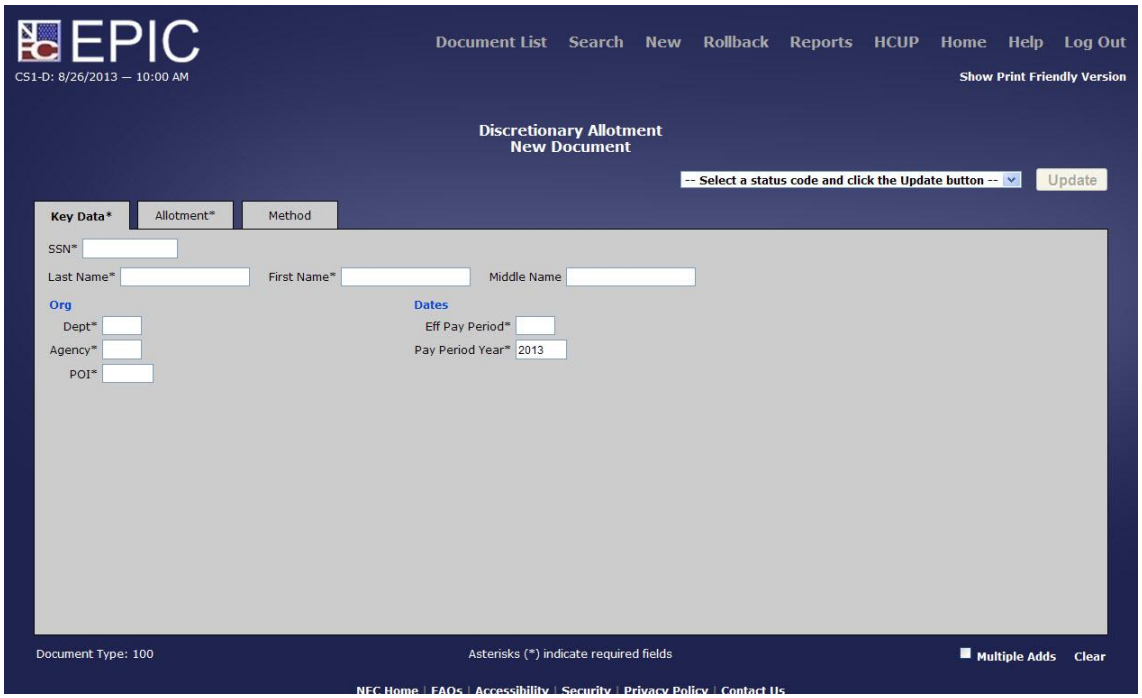


Figure 45: Discretionary Allotment* - Key Data* Tab Page

5. Complete the fields on the Key Data* tab (100 Discretionary Address).

Field	Instruction/Description
SSN	Enter the employee's SSN.

Field	Instruction/Description
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Allotment*** tab. The Allotment* tab is displayed.

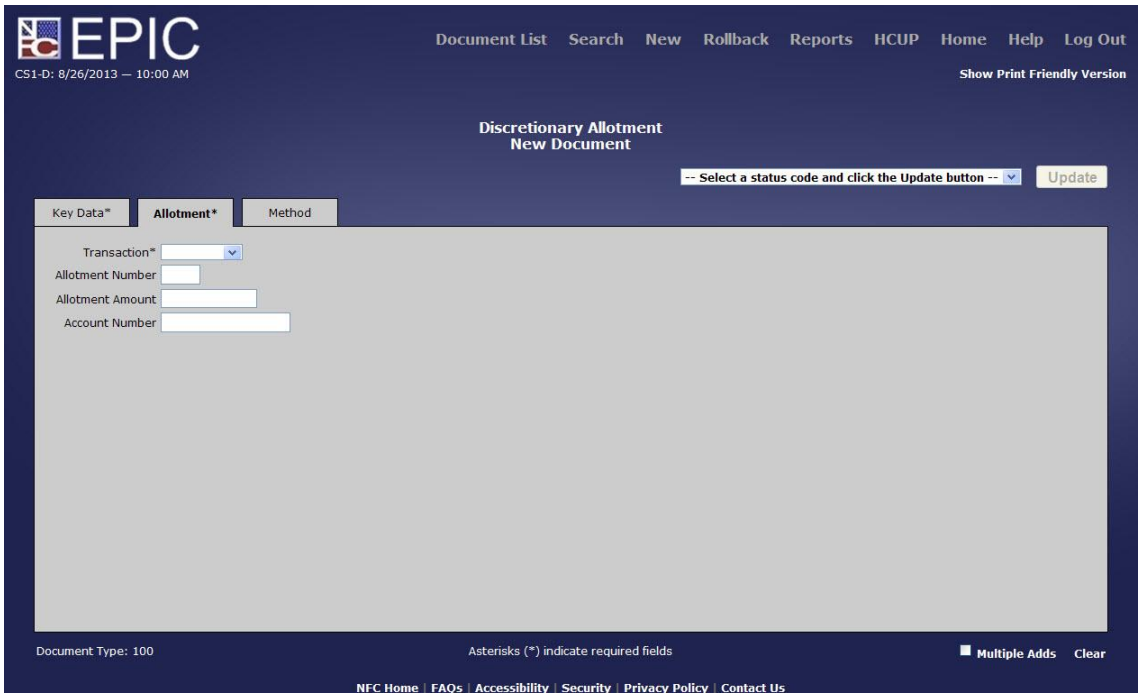


Figure 46: Discretionary Allotment - Allotment* Tab page

7. Complete the fields on the Allotment* tab (100 Discretionary Allotment).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Allotment Number	Enter the number of the allotment. For example: If this number is the 2nd allotment for the employee, enter **02**.
Allotment Amount*	Enter the allotment amount. **Or** Enter the amount to be deducted each pay period.
Account Number*	Enter the account number.

8. Select the **Method** tab. The Method tab is displayed.

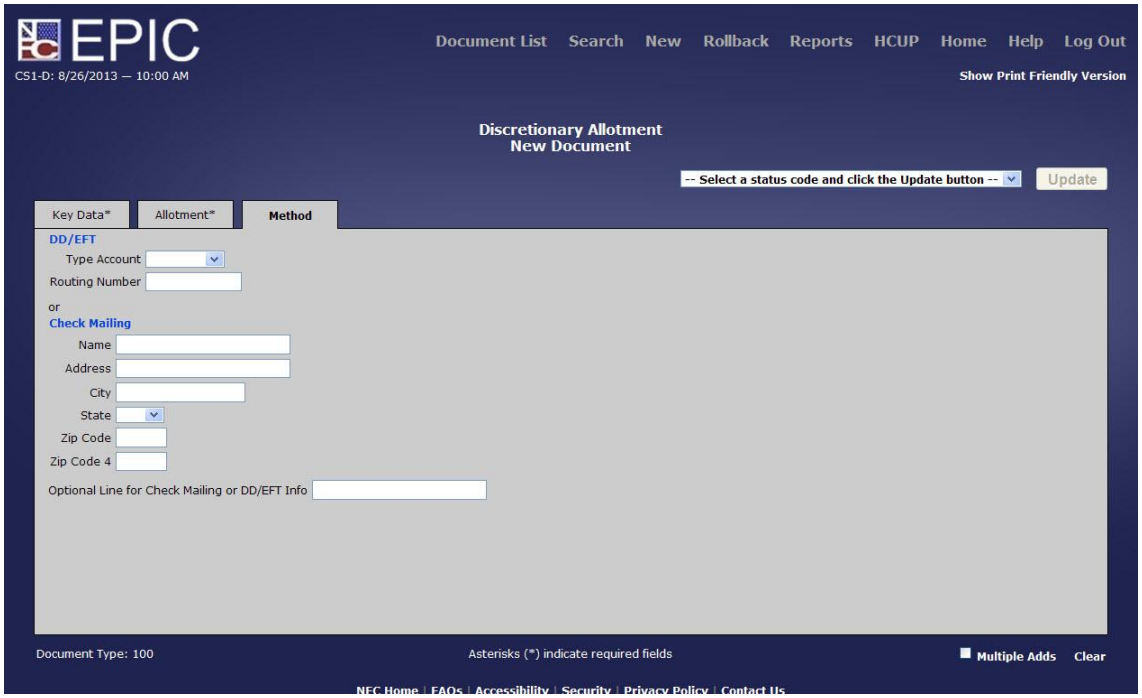


Figure 47: Discretionary Allotment - Method Tab Page

9. Complete the fields on the Method tab (100 Discretionary Allotment).

Field	Instruction/Description
DD/EFT	This group is the account and routing number for direct deposit/electronic funds transfer.
Type Account*	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.
Routing Number*	Enter the financial organization's routing number. The first 2 positions must be **`01`** through **`12`**, **`21`** through **`32`**, or **`90`** through **`91`**.
Name	Enter the name of the payee receiving the allotment. Do not include punctuations, such as periods, commas, or parenthesis when entering the name.
Address	Enter the payee's address. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

Field	Instruction/Description
City	Enter the payee's city name. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
State	Enter the standardized abbreviation for the state or select the state from the drop-down list. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
ZIP Code	Enter the five-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.
ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.

10. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of allotment.

11. Click **Update** to save the entries.

097 TSP Loan Allotment

The TSP Allotment is a deduction made through payroll deduction for a loan made by a TSP participant against his/her TSP account. For more information refer to TSP **BK04, Loans**, for restrictions.

These allotments are deposited electronically through DD/EFT. Eligible employees may elect in-service withdrawals in lieu of a loan allotment. See Nonautomated Processing manual located

under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

The TSP Loan Allotment 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 Loan.

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

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

- General Purpose Loan. General purposes 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.

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

Note: The TSP Loan Allotment TSP 22 entry is for NFC personnel only.

To apply for a loan:

- The participant completes and submits Form TSP-20, Loan Application to the TSP Service Office.
- Upon receipt of the loan application, the TSP Service Office sends the participant a loan package which includes:
  - TSP-21-G, Thrift Savings Plan Loan Agreement/Promissory Note
  - 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.
- If the term of the loan is 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.
- 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.
- A check is issued to the participant after the loan is approved.

- Once the allotment is processed, it is forwarded to the appropriate personnel office. An acknowledgment notice is also provided to the TSP Service Office verifying the allotment was processed.

Entering 097 TSP Loan Allotment Actions

The TSP Loan Allotment is a deduction entered for a loan made by a TSP participant against his/her TSP account.

Note: The 097 TSP Loan Allotment is entered by NFC Personnel only.

To enter a 097 TSP Loan Allotment:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Click **Allotments** to open the Allotments folder. A list of available Allotments documents is displayed.

4. Select **097** TSP **Loan Allotment**. The Key Data* tab is displayed.

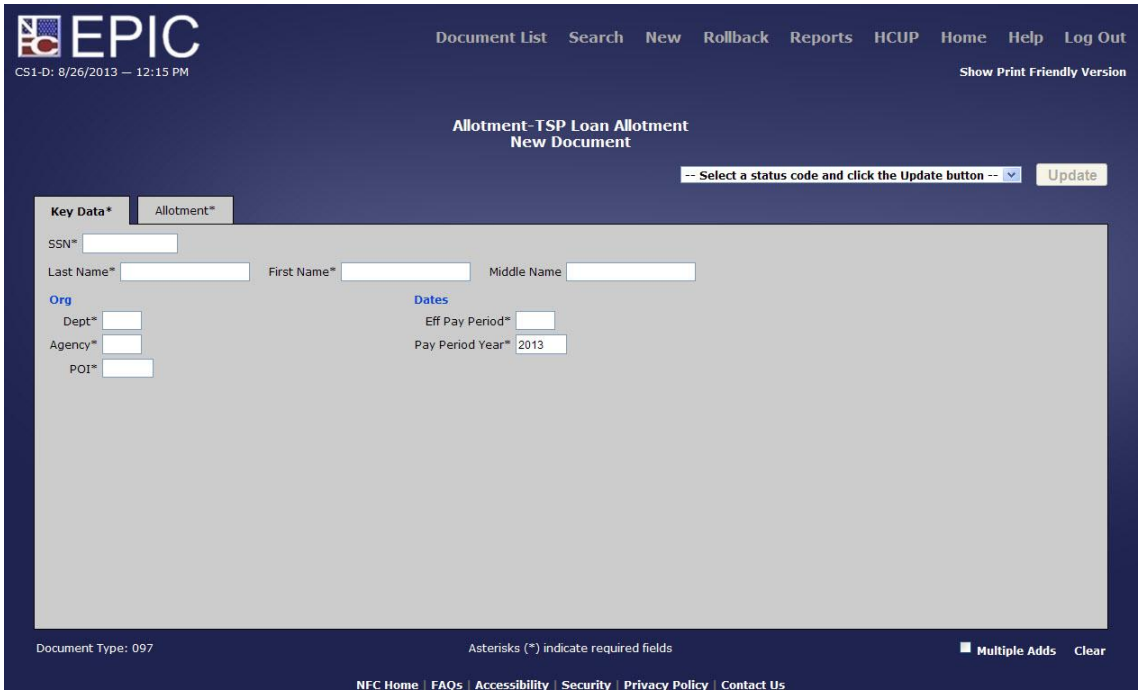


Figure 48: Allotment* - TSP Loan Allotment - Key Data Tab

5. Complete the fields on the Key Data* tab (097 TSP Loan Allotment).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

Field	Instruction/Description
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Allotment*** tab. The Allotment* tab is displayed.

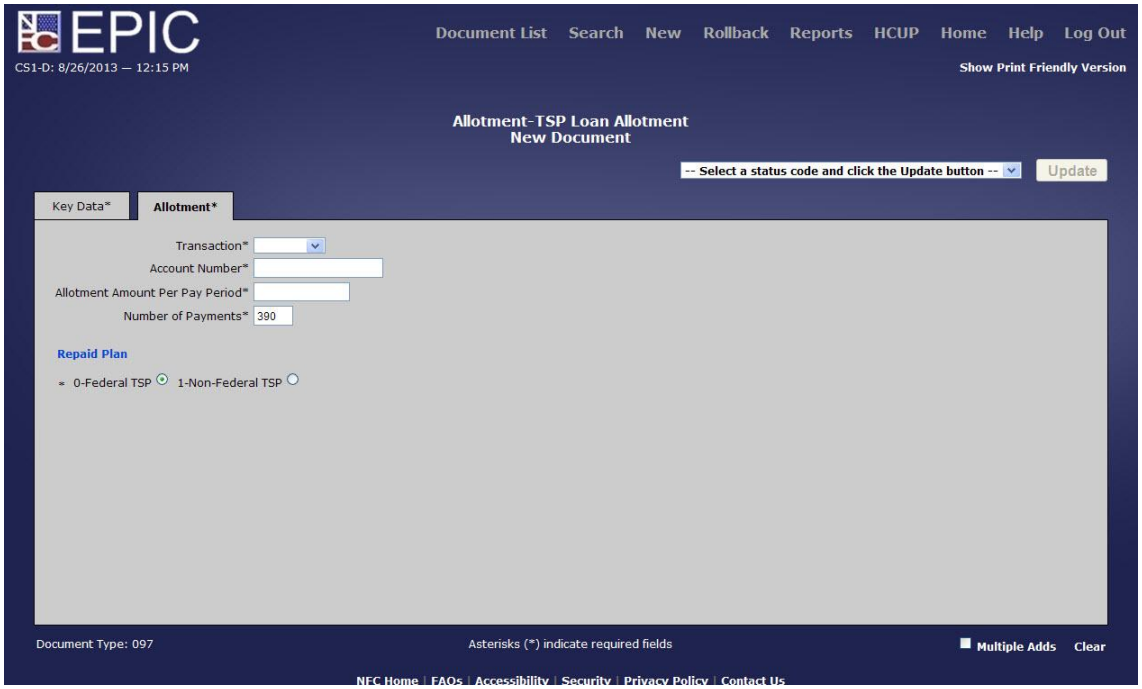


Figure 49: Allotment* - TSP Loan Allotment - Allotment Tab

7. Complete the fields on the Allotment* tab (097 TSP Loan Allotment).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Account Number	Enter the account number.
Allotment Amount	Enter the allotment amount. **Or** Enter the amount to be deducted each pay period.
Number Of Payments	Enter the number of payments to repay the loan.
0-Federal TSP	Click this radio button if the repaid plan is from a Federal employee. This radio button is selected as the default.
1-Non-Federal TSP	Click this radio button if the repaid plan is from a non-Federal employee.

8. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.

Code	Description
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of loan allotment.

9. Click **Update** to save the entries.

095 Financial Allotment or 095 Health Savings Account

A 095 Financial Allotment/095 Health Savings Account Allotment is a recurring deduction authorized by the employee for direct deposit in a checking or savings account at a financial institution. This allotment is deposited through DD/EFT. Financial allotment data is displayed in IRIS Program IR110, Financial Allotment. The maximum allowed is **2**.

Note: Allotments for bill paying purposes are considered to be discretionary allotments.

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.

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 allotment amount cannot exceed 70 percent of the biweekly gross salary. If the excess is allowed, select **L** on the Status Code drop-down menu to release the document from suspense.
- 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.

  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 PPS that may need to be corrected by the Agency. This report is mailed to the Agency personnel office.

Entering 095 Financial Allotment or 095 Health Savings Account Document Actions

The 095 Financial Allotment and the 095 Health Savings Account Payroll Action documents share the same Key Data* tab and the Allotment* tab fields. The two documents are listed separately in the Allotments folder list, however; they are combined as one on the pages.

To enter a 095 Financial Allotment:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Click **Allotments** folder to open the Allotments folder. A list of available Allotments documents is displayed.

4. Select **095 Financial Allotment** or **095 Health Savings Account**. The Key Data* tab is displayed.

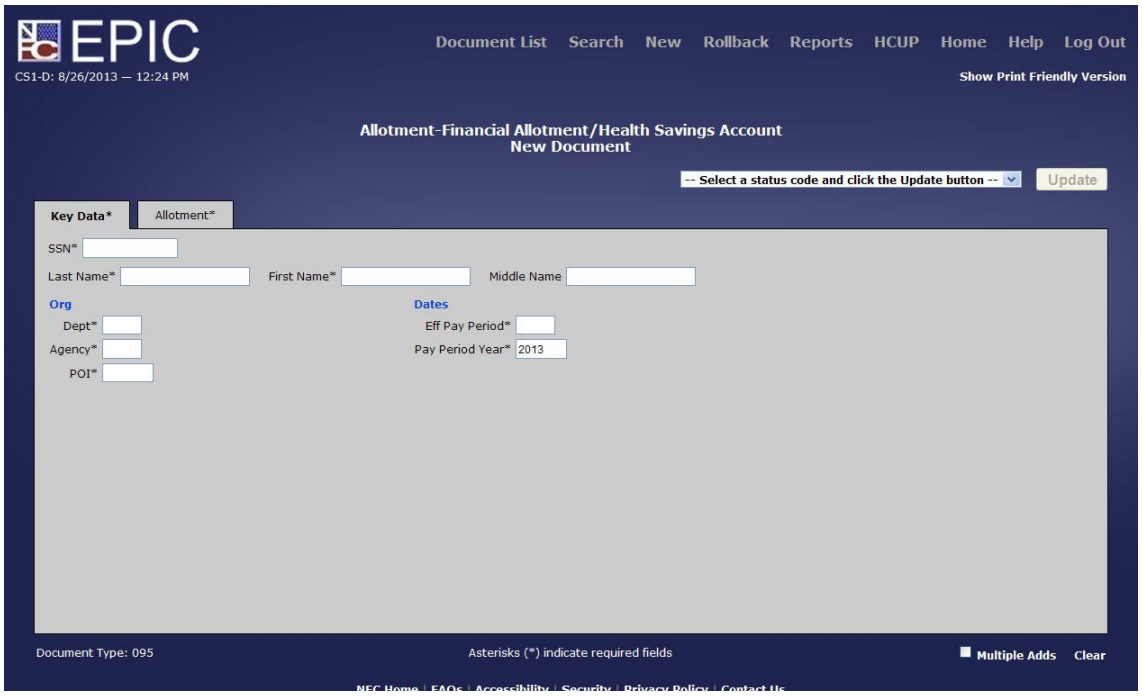


Figure 50: Allotment*-Financial Allotment/Health Savings Account Key Data Tab

5. Complete the fields on the Key Data* tab (095 Financial Allotment).

Field	Instruction/Description
SSN	Enter the employee's SSN.
Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

Field	Instruction/Description
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Allotment*** tab. The Allotment* tab is displayed.

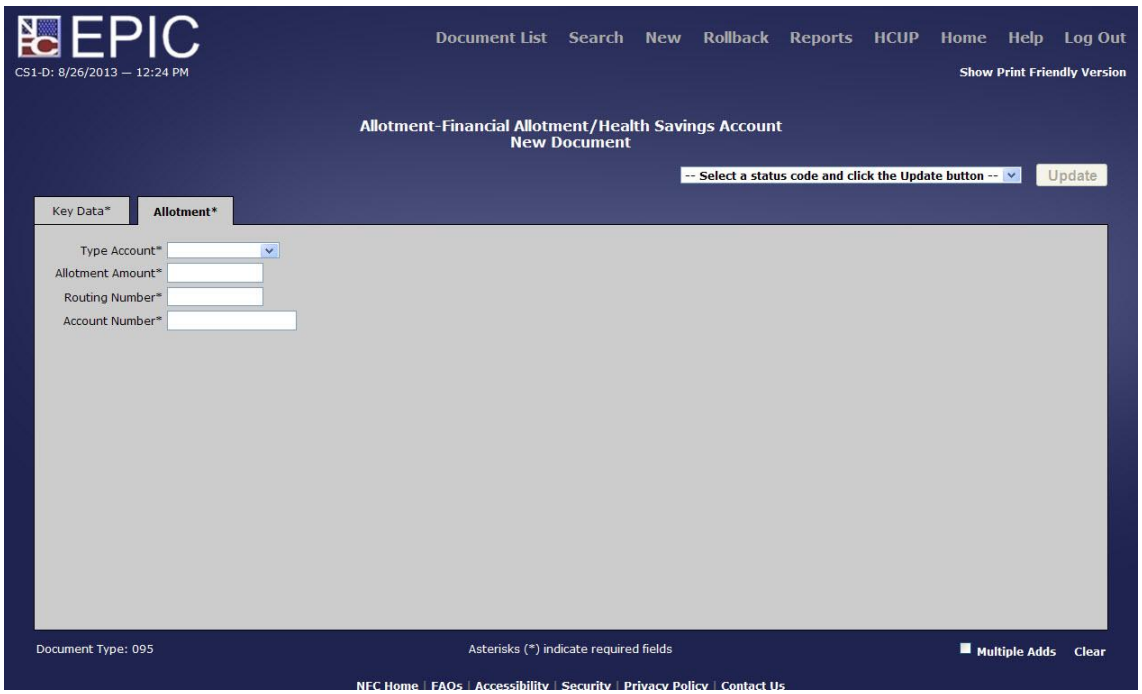


Figure 51: Allotment*-Financial Allotment/Health Savings Account - Allotment Tab

7. Complete the fields on the Allotment* tab (095 Financial Allotment or 095 Health Savings Allotment).

Field	Instruction/Description
Type Account*	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.
Allotment Amount*	Enter the allotment amount. **Or** Enter the amount to be deducted each pay period.
Routing Number*	Enter the financial organization's routing number. The first 2 positions must be **`01`** through **`12`**, **`21`** through **`32`**, or **`90`** through **`91`**.

Field	Instruction/Description
Account Number*	Enter the account number.

8. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an transit transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of allotment.

9. Click **Update** to save the entries.

Modifying Allotments

When processing an allotment, 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 zeros 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.

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

Changes are processed for:

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

- Change financial organizations

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 effect another allotment.

Note: 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 data. Deductions will be made for the existing allotment and for the new allotment that was established in error.

To modify an allotment, enter the number of the allotment with the modification. When the transaction is processed, the new allotment information will overlay the previous allotment number entered. The modified allotment becomes the allotment of record.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting Allotments

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.

To change the financial organization or account number, process a cancellation and a new allotment. First, process the cancelation of the financial allotment currently established in the database. Enter zeros 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.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

127 Allowance

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 non foreign areas, a foreign post differential in certain foreign areas, and Temporary Duty (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, by per day, or by per pay period. Allowance data can be verified using the IRIS Program IR109, Allowances/COLA/Post Differential.

For more information see:

Entering 127 Allowance Actions 331
Modifying a 127 Allowance 336
Deleting a 127 Allowance 336

Entering 127 Allowance Actions

There are several types of allowances. Each type of allowance is located on the **Allowance*** tab in the **`Allowance Type`** drop-down list. Certain allowances are paid by entering the data in EPIC Web; others are paid by entering the data on the T&A. For information, see the Time and Attendance Instructions manual located under the T&A Processing publication category on the Publications page of the NFC Web site.

Note: A duplicate payment could result if the allowance is reported on the T&A and in EPIC Web.

To enter a 127 Allowance:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Click **127 Allowance**. The Key Data* tab is displayed.

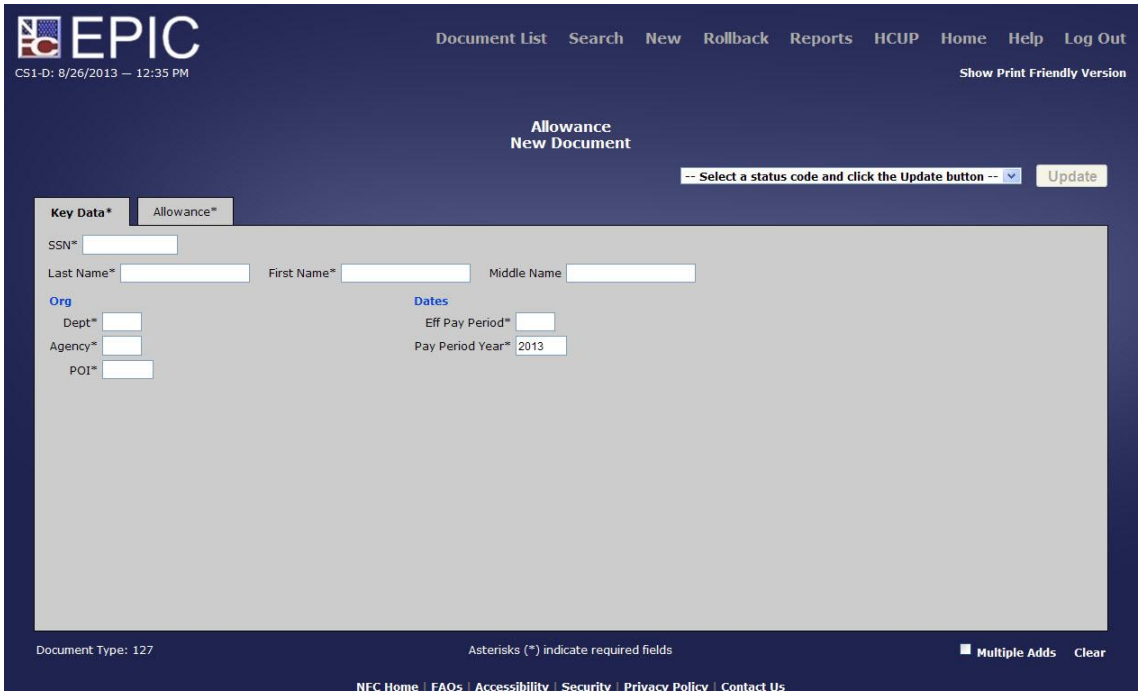


Figure 52: Allowance* - Key Data Tab

4. Complete the fields on the Key Data* tab (127 Allowance).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Allowance*** tab. The Allowance* tab is displayed.

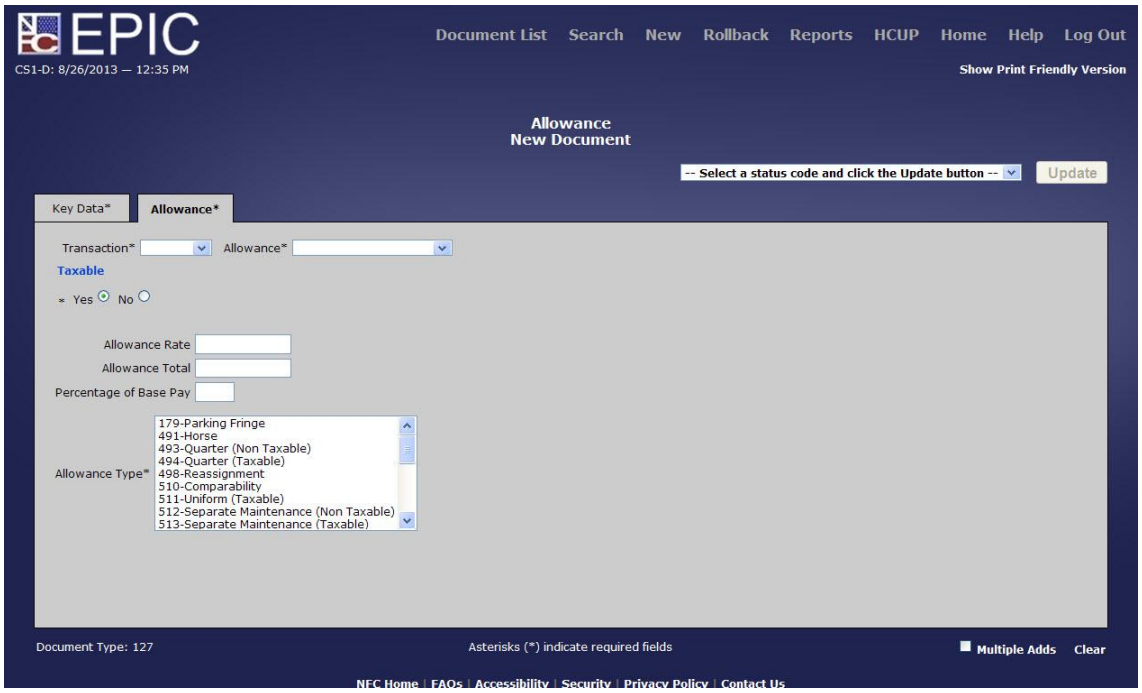


Figure 53: Allowance* - Allowance Tab

6. Complete the fields on the Allowance* tab.

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Allowance	Click the drop-down list to display the allowance code that identifies the basis of deductions. Valid values are **Per Day**, **Per Pay Period**, **Per Year**, and **Percent of Basic Pay**.
Taxable	Click the applicable radio button that indicates if the allowance is taxable or tax exempt. Click the **Yes** radio button if the allowance is taxable; click the **No** radio button if the allowance is tax exempt.
Allowance Rate	Enter the per day, per pay period, annual percentage of base pay, or full amount rate to be paid in dollars and cents. Type the allowance rate in dollars and cents. This rate corresponds to the value selected in the allowance field.
Allowance Total	Enter 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 two-year agreement, the amount shown should reflect the two-year agreement amount.
Percentage of Base Pay	Enter the percentage of base pay to be paid for foreign language allowance. The valid values are **05**, **10**, or **15**.
Allowance Type	Use the scroll bar to find the applicable value. Select a value from the list to populate the field.

7. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of allotment.

8. Click **Update** to save the entries.

Modifying a 127 Allowance

When modifying an allowance, 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.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting a 127 Allowance

When deleting an allowance, the allowance total can only be changed for comparability and eduction allowances. When changing or deleting these allowances, ensure the allowance total does not result in a negative balance.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

088 Charitable Contribution

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the Combined Federal Campaign (CFC). Form CFC-1654, is completed by the employee to authorize the deductions. Charitable contributions can be viewed in IRIS Program IR111, Charitable Contribution.

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 appointment are limited to one 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 equal to the amount deducted each pay period (minimum $1.00). The allotment will be for a term of one year beginning with the first pay period which begins in January and end 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 deductions are 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 one-year withholding period, in the event of death or retirement, or upon separation from Federal service.

When an employee wishes to make a one-time cash contribution, the Agency personnel office should send the contribution directly to the designated charity or federated group. These documents are not entered into the system.

Following are guidelines for processing contribution data:

- Since most of the CFC documents are processed for Pay Period 01, 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 CFC drive).
- Cash/check donations should not be processed through EPIC. These should be given to the CFC keyworker/coordinator for the employee's office to be forwarded to the local campaign administrator.
- 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.
- OPM regulations provide the 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 contributions records allowed is four.

For more information see:

Entering 088 Charitable Contribution **337**
Modifying a 088 Charitable Contribution **341**
Deleting/Canceling a 088 Charitable Contribution **342**

Entering 088 Charitable Contribution

To enter a 088 Charitable Contribution Action:

1. Select EPIC from the EPIC menu bar. The Document List page is displayed. If a document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll documents appear on this menu.

3. Select **088 Charitable Contribution**. The Key Data* tab is displayed.

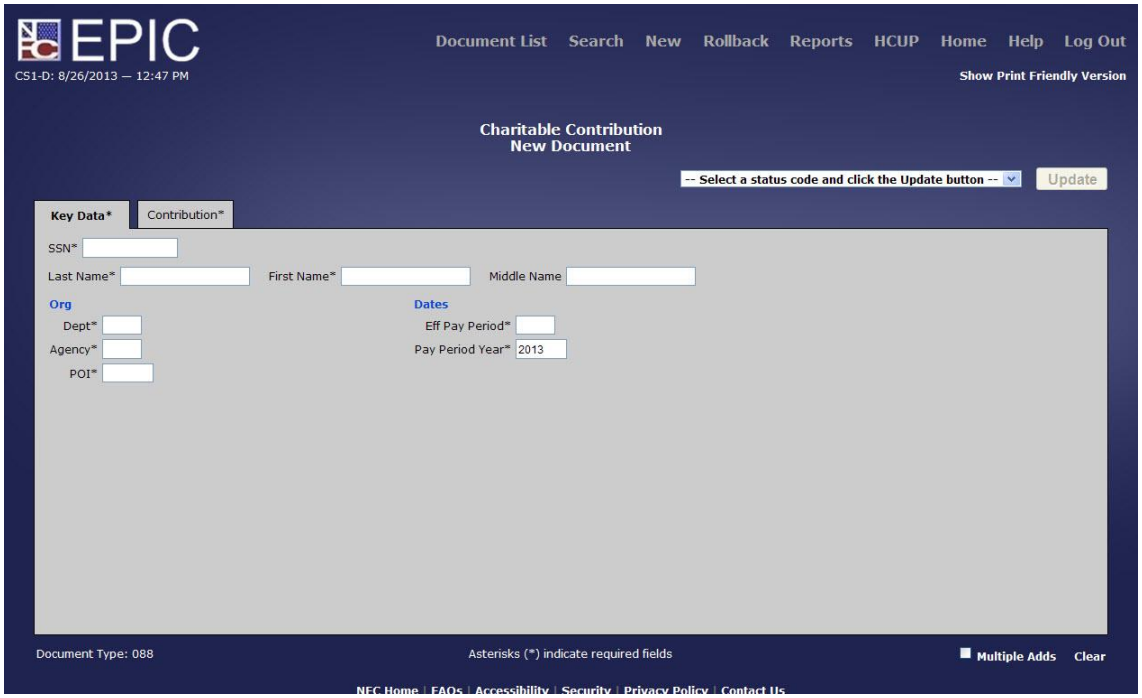


Figure 54: Charitable Contribution - Key Data* Tab

4. Complete the fields on the Key Data* tab (088 Charitable Contribution).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Contribution*** tab. The Contribution* tab is displayed.

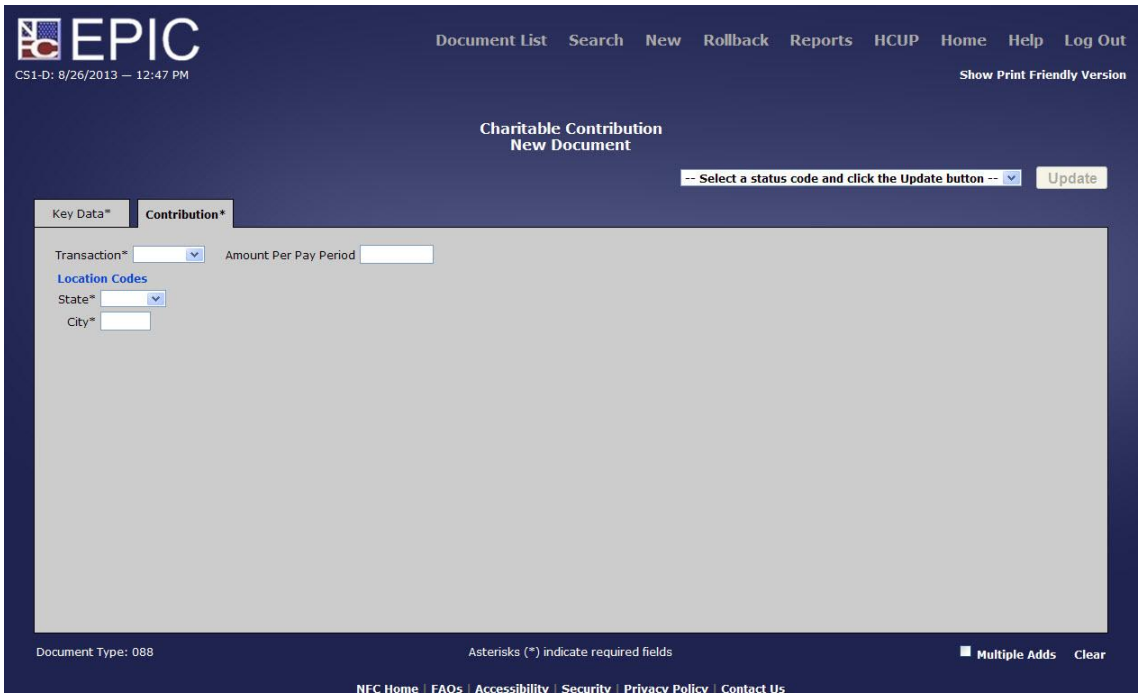


Figure 55: Charitable Contribution - Contribution* Tab

6. Complete the fields on the Contribution* tab (088 Charitable Contribution).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Amount Per Pay Period	Enter the amount to be deducted each pay period in dollars and cents.
Location Codes	This group identifies the location of the charitable contribution.
Location Codes State	Click the drop-down arrow to select the applicable State.
City Code	Enter the city code. To search for a city code, go to www.gsa.gov and search for Geographic Location Codes. For ADP Addresses, type **0001**; for FPO addresses, type **0002**; and for DPO addresses, type **0003**.

7. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of 088 charitable contributions.

8. Click **Update** to save the entries.

Modifying a 088 Charitable Contribution

An employee can request a charitable contribution to be modified for the amount of deduction.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting/Canceling a 088 Charitable Contribution

An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to their personnel office.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

195 Child Care or Alimony Deduction

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 can be viewed 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 for 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.

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 PPS. For more information, see Nonautomated Processing, Title I, Chapter 11.

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**. Maintain and use as required the AD-747, Court-Ordered Child Care or Alimony Deductions and all copies for three years after the deductions have been completed. Maintain sufficient internal files so that all inquires 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.

For more information see:

Entering 195 Child Care or Alimony Deduction Actions 343
Modifying a 195 Child Care or Alimony Deduction 350

Entering 195 Child Care or Alimony Deduction Actions

To enter 195 Child Care or Alimony Deduction Actions:

Note: Enter a separate document for each child care/alimony deduction.

1. Select EPIC from the EPIC menu bar. The Document List page is displayed. If a document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll documents appear on this menu.

3. Select **195 Child Care or Alimony Deduction**. The Key Data* tab is displayed.

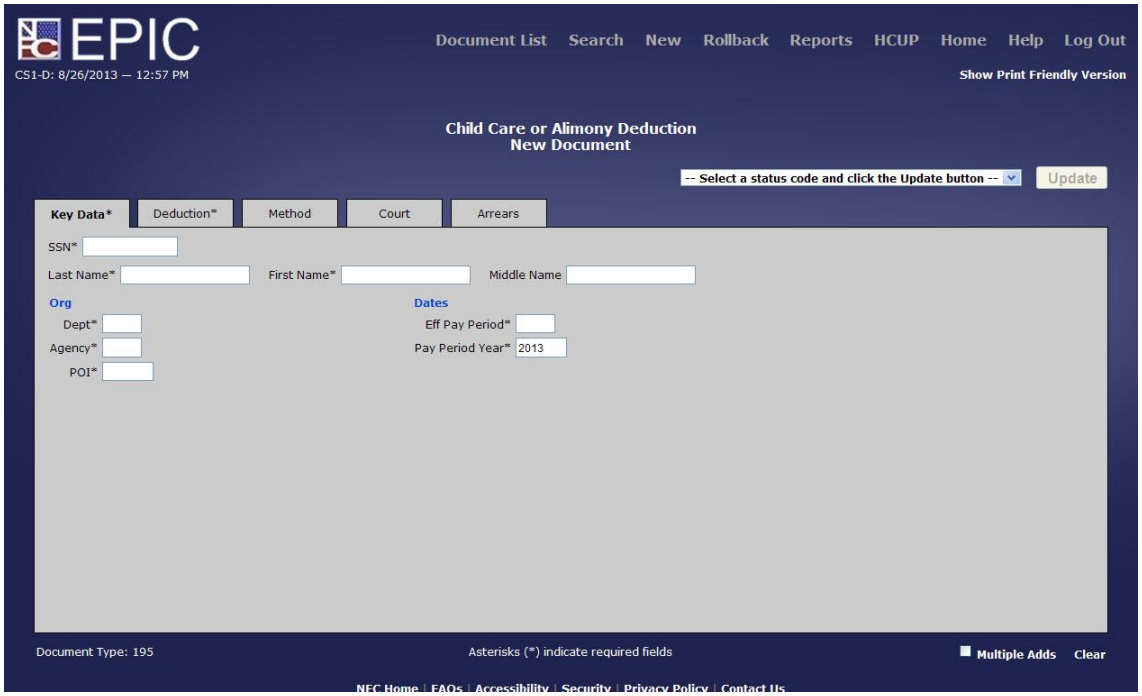


Figure 56: Child Care or Alimony Deduction - Key Data* Tab

4. Complete the fields on the Key Data* tab (195 Child Care or Alimony Deduction).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Deduction*** tab. The Deduction* tab is displayed.

Figure 57: Child Care or Alimony Deduction - Deduction* Tab

6. Complete the fields on the Deduction* tab (195 Child Care or Alimony Deduction).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Case Number (Deduction Tab)	Enter 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 to have the first two digits represent the year (i.e., 2009 would be "09") and the last two digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 2009 would be typed as 0901.
Year	Enter the year of the effective pay period for which the deductions are to begin.
Maximum Percentage	Enter the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. Valid value are **50**, **55**, **60**, and **65**, (see 5 CFR Chapter1, subpart D, Paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, type **99**.
Court Case Number	Enter the court-ordered assigned case number. If the deduction is on a voluntary basis, type **Voluntary.**

7. Select the **Method** tab. The Method tab is displayed.

Figure 58: Child Care or Alimony Deduction - Method Tab

8. Complete the fields on the Method Tab (195 Child Care or Alimony Deduction).

Field	Instruction/Description
Type Account	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.
Account Number	Enter the account number.
Routing Number	Enter the financial organization's routing number. The first 2 positions must be **`01`** through **`12`**, **`21`** through **`32`**, or **`90`** through **`91`**.
Name	Enter the name of the court official or recipient of the deduction. Do not include punctuations, such as periods, commas, or parenthesis when entering the name.
Address	Enter the street address of the court official or recipient of the deduction. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

Field	Instruction/Description
City	Enter the city. Do not include punctuation, such as periods, commas, or parenthesis in the city.
State	Enter the standardized abbreviation for the state or select the state from the drop-down list. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
ZIP Code	Enter the five-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.
ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.

9. Select the **Court** tab. The Court tab is displayed.

Figure 59: Child Care or Alimony Deduction - Court Tab

10. Complete the fields on the Court tab (195 Child Care or Alimony).

Field	Instruction/Description
Total Amount	Enter the court order amount ($0.00).

Field	Instruction/Description
Percentage of Earnings	Enter the court ordered percentage.
Amount NTE	Enter the amount ($0.00) if the percentage cannot exceed a certain dollar amount each pay period.
Amount Collectible	Enter the court cost or arrears court cost per pay period.

11. .Select the **Arrears** tab. The Arrears tab is displayed.

Figure 60: Child Care or Alimony - Arrears Tab

12. Complete the fields on the Arrears tab (195 Child Care or Alimony Deduction).

Field	Instruction/Description
Total Amount	Enter the total amount in arrears.
Amount Collectible	Enter the court cost or arrears court cost per pay period.
Percentage of Earnings	Enter the arrears percentage of disposable income to be deducted each pay period
Amount NTE	Enter the amount ($0.00) if the percentage cannot exceed a certain dollar amount each pay period.

13. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of child care or alimony deduction.

14. Click **Update** to save the entries.

Modifying a 195 Child Care or Alimony Deduction

If the garnishment payment changes from an address to a financial organization, select **Change** and complete the financial organization information and the recipient address information field on the Method tab.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

089 Deductions Due to Indebtedness

Federal employee's 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 an employee who is indebted to commercial organizations and are having 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 can be viewed 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 following information:

- 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 designed 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 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 the 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 the 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 by using IRIS Program IR114.

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 than 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.

Note: This Payroll Action document is entered by NFC Personnel only:

For more information see:

Entering 089 Deduction Due to Indebtedness Action 352

Entering 089 Deduction Due to Indebtedness Action

To enter 089 Deduction Due to Indebtedness Actions:

1. Select EPIC from the EPIC menu bar. The Document List page is displayed. If a document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetic list of Payroll Actions documents appear on this menu.

3. Select **089 Deduction Due to Indebtedness**. The Key Data* tab is displayed.

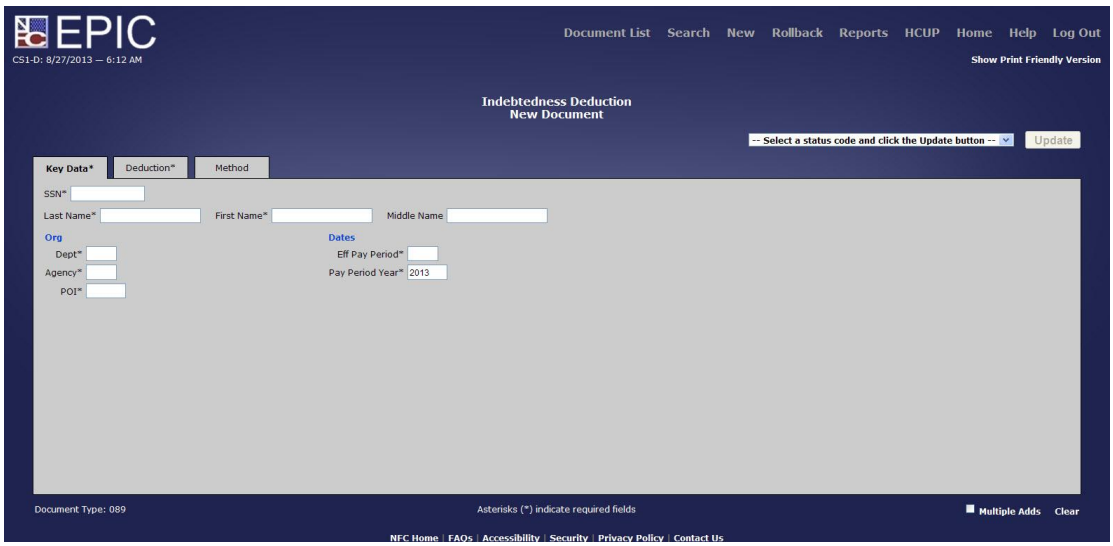


Figure 61: Indebtedness Deduction - Key Data* Tab

4. Complete the fields on the Key Data* tab (089 Deduction Due to Indebtedness).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

5. Select the **Deduction*** tab. The Deduction* tab (Deduction Due To Indebtedness) is displayed.

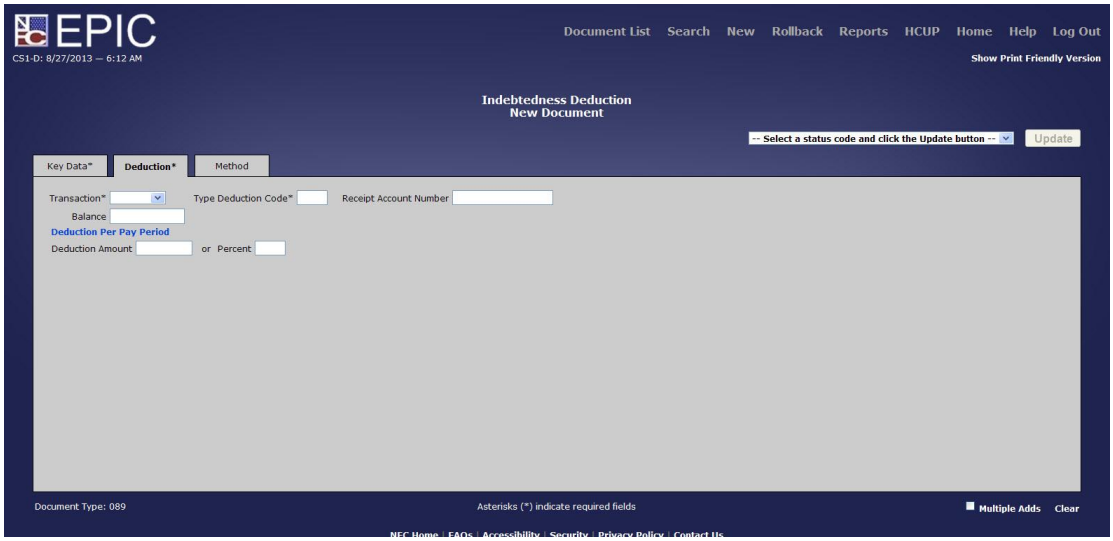


Figure 62: Indebtedness Deduction - Deduction* Tab

6. Complete the fields on the Deduction* tab (089 Deduction Due to Indebtedness).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Type Deduction Code	Enter the applicable code to indicate the deduction type. For a list of valid values, see **Type Deduction Code Table**.
Receipt Account Number	Enter the receipt account number for the garnishment in the following format: Position 1 - 3 - 000 Position 4-5 - Type the deduction code Select **New** from the drop-down list to enter a new Charitable contribution. Position 6-12 - Agency Assigned Sequential Number Note: If the garnishment is for a State or local levy, type **ST** or **LO** in positions 11-12.
Balance	Enter the balance of the money owed in dollars and cents. If the Type Deduction Code is **30**, type **999,999.00** in this field.
Deduction Amount	Enter the deduction amount per pay period if the deduction is to be made in dollars and cents. If this field is completed, leave the Percent field blank. **Or** Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Note: Do not enter both a deduction amount and a deduction percent.

Field	Instruction/Description
Percent	Enter the deduction amount per pay period if the deduction is to be made as a percent. If this field is complete, leave the Deduction Amount field blank. **Or** Enter the deduction percent if the amount to be deducted each pay period is to be based on a percentage. If this field is completed, do not enter an amount in the Amount field. Note: A percentage can not be entered for Plan Code 05. For a list of values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.

7. Select the **Method** tab. The Method tab is displayed.

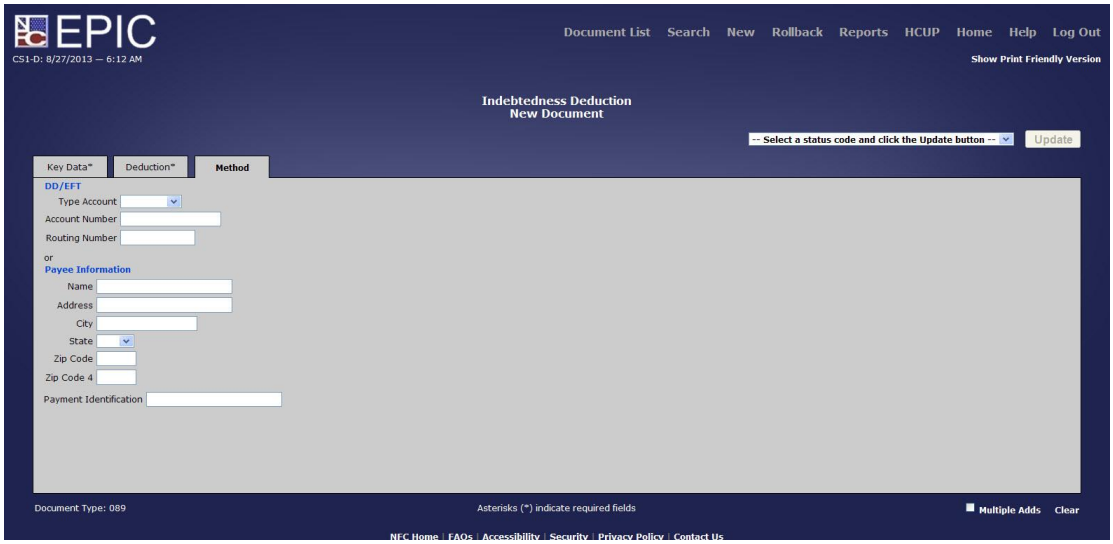


Figure 63: Indebtedness Deduction - Method Tab

8. Complete fields on the Method tab (089 Deduction Due to Indebtedness).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Type Account	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.
Routing Number	Enter the financial organization's routing number. The first 2 positions must be **`01`** through **`12`**, **`21`** through **`32`**, or **`90`** through **`91`**.
Name	Enter the name of the payee receiving the allotment. Do not include punctuations, such as periods, commas, or parenthesis when entering the name.
Address	Enter the payee's address. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
City	Enter the payee's city name. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
State	Enter the standardized abbreviation for the state or select the state from the drop-down list. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
ZIP Code	Enter the five-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.

Field	Instruction/Description
ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.
Payment Identification	Enter any applicable payment information in this field.

9. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of indebtedness.

10. Click **Update** to save the entries.

Note: When Modifying a 089 Deductions Due to Indebtedness, complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**. When Deleting/Canceling a 089 Deductions Due to Indebtedness, complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

Education Documents

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 and is the official education record that is reported to Central Personnel Data File (CPDF). 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. The personnel action should be coded in addition to entering the education/professional certification,

as applicable. Education and certification data can be viewed in the IRIS Program IR130, Education and Certificate.

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)

For more information see:

Entering 123 Education Actions **359**
Entering 124 Professional Certification Actions **364**

Entering 123 Education Actions

To enter a 123 Education Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If a document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Click the **Education Document** folder. A list of available Education documents is displayed.

Figure 64: List Of Available Education documents

4. Select **123 Education**. The Key Data* tab is displayed.

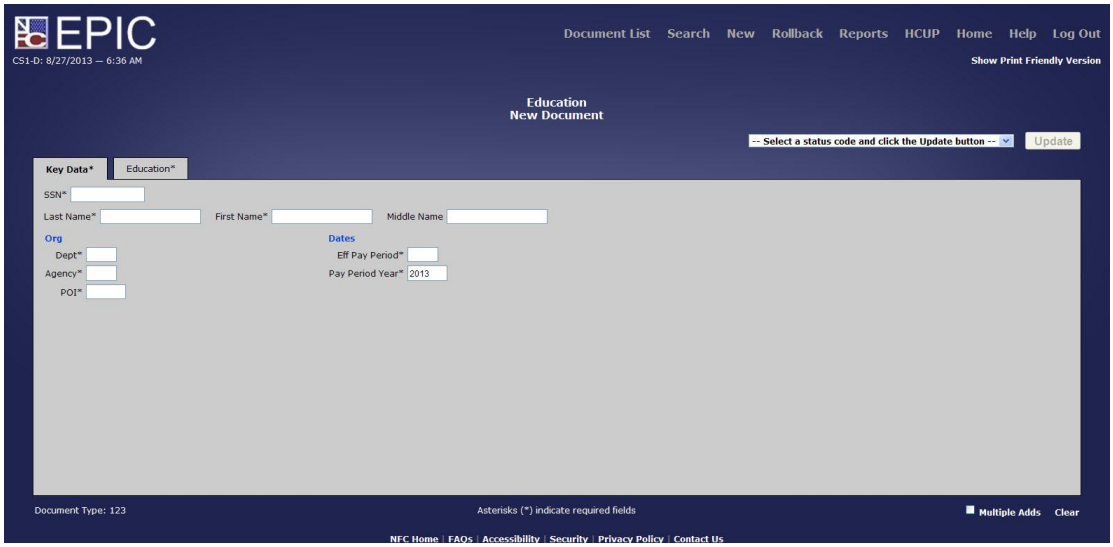


Figure 65: Education* - Key Data* Tab

5. Complete the fields on the Key Data* tab (123 Education).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Education*** tab. The Education* tab for 123 Education is displayed.

Figure 66: Education - Education* Tab

7. Complete the fields on the Education* tab (123 Education).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Year Received	Enter the year the employee received the degree. If the Education Level is **04**, **07**, **08**, **09**, **11**, or **12**, this field must be blank or zeros. Type the year the employee received the professional certification. 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**.
Education Level*	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. Table Management System 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.
School Code	Enter the school code for the degree or certificate. For a list of school codes, see TMGT Table 036, School Identification. A report may be run by using the **R** option on TMGT Table 036.
Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to Office of Personnel Management instructions for valid codes. Table Management System (TMGT) Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

8. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If

Code	Description
	the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each education.

9. Click **Update** to save the entries.

Entering 124 Professional Certification Actions

To enter a 124 professional certification action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.
2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.
3. Select the **Education Documents** folder. A list of available Education documents is displayed.
4. Select **124 Professional Certification**. The Key Data* tab is displayed.

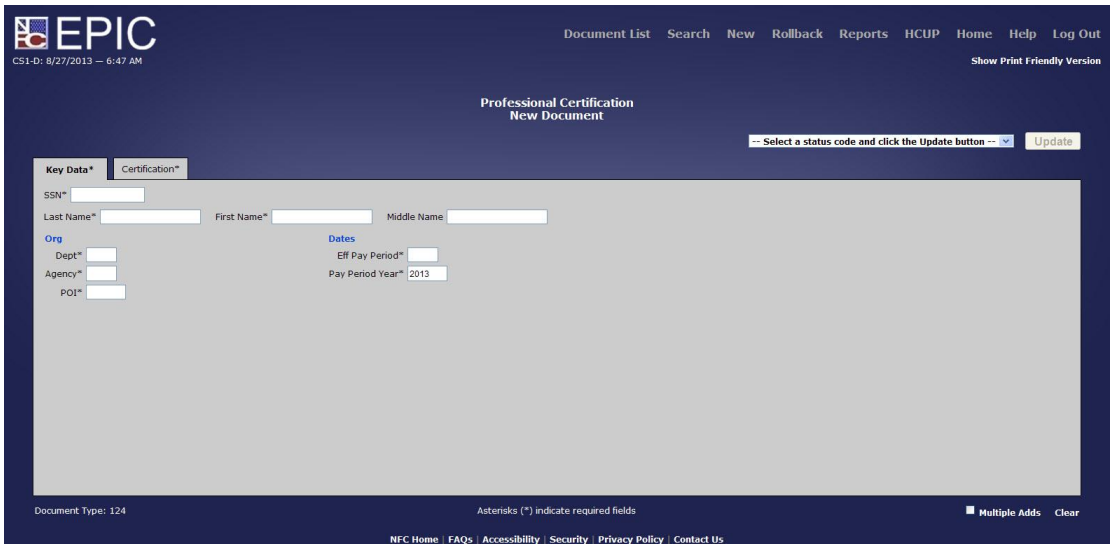


Figure 67: Professional Certification - Key Data* Tab Page

5. Complete the fields on the Key Data* tab (124 Professional Certification).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.

Field	Instruction/Description
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Certification*** tab. The Certification* tab is displayed.

Figure 68: Professional Certification - Certification* Tab

7. Complete the fields on the Certification* tab (124 Professional Certification).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Year Received	Enter the year the employee received the degree. If the Education Level is **04**, **07**, **08**, **09**, **11**, or **12**, this field must be blank or zeros. Type the year the employee received the professional certification. 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**.
Code	Enter the professional certification code. For more information see **Professional Certification Table**.
State	Select a State code from the drop-down list. The State field must be completed for Professional Certification Codes **01** and **02**. The State field must be blank for Professional Certification Codes **01**, **03**, **04**, and **05**.

8. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.

Code	Description
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each professional certification.

9. Click **Update** to save the entries.

Note: For information on Modifying Education, complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**. For information on Deleting/Canceling Education, complete the steps used to Deleting/Canceling a Payroll Action, see **Deleting/Canceling Payroll Actions**.

Federal Benefit Documents

Federal 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.

The CULPRPT Report P0059, Employees With FEHBA 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. AECO37U4, Temporary Employees FEHB Coverage Eligibility report, 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 self plus one or self and 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, Employee Health Benefits Election Form is received in the personnel office.

The Federal Benefits Documents folder includes the following list types of documents:

- 180 Health Benefits Registration
- 181 Health Benefits Change Enrollment

- 129 Thrift Savings Plan Collections
- 125 Thrift Savings Plan Election
- 126 Thrift Savings Plan Catchup

For more information see:

FEHB Children's Equity Act 369
Health Benefits Premium Conversion 371
Open Season 372
New/Transfer Enrollment 372
Nonpay Status for on-the-Job Injury 373
Premiums for Nonpay Status for on-the-Job Injury 373
180 Health Benefits Registration 375
Entering 180 Health Benefits Registration Actions 376
Deleting a Family Member 390
181 Health Benefits Change Enrollment 391
Entering 181 Health Benefits Change Enrollment Actions 393
129 Thrift Savings Plan/Roth Collections 398
Entering 129 Thrift Savings Plan/Roth Collections Actions 399
125 Thrift Savings Plan/Roth Election 406
Entering 125 Thrift Savings Plan/Roth Election Actions 407
126 Thrift Savings Plan/Roth Catchup 411
Entering 126 Thrift Savings Plan/Roth Catchup Actions 412
Modifying Federal Benefit Documents 416
Deleting/Canceling Health Benefit Documents 416

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. This act is in accordance with Public Law 106-394, Federal Health Benefits Children Equity Act of 2000, enacted October 30, 2000, which 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.

An employee subject to such an order must enroll in self plus one or self and family coverage in a plan that provides full benefits to his/her child/children in the area where they live or provide documentation that he/she has other health coverage for the child/children.

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 only, the personnel office will notify the employee that a court order has been received requiring health benefits coverage 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 plus one or self and family coverage, the Agency submits a copy of the individual's SF 2809 or SF 2810, Notice of Change in Health Benefits Enrollment, along with a copy of the court or administrative order to NFC. The employee has until the end of the pay period following the delivery of the court order to make a change from self only to self plus one or self and family coverage. NFC will forward the appropriate documentation to the FEHB carrier to identify the additional family member covered under the self plus one or self and family enrollment. The Agency's personnel office will 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 individual does not make a change to self plus one or self and family coverage, the Agency personnel office must enroll them in the Basic Option of the Blue Cross/Blue Shield Benefit Plan (Enrollment Code 112, Self and Family/Enrollment Code 113, Self Plus One). The effective date of coverage is the first day of the pay period following the one is which the SF 2809 is completed or the effective date as stated on the court or administrative order. The Personnel Office submits a copy of the individual's SF 2809 or SF 2810 along with a copy of the court or administrative order to NFC. Authorized enrollment changes must be processed retroactively, if necessary to comply with the effective date of the court or administrative order. A retroactive FEHB document is entered in SPPS for processing indicating:

- The enrollment is retroactive to the beginning of the pay period that includes the effective date, but no further back than two years.
- The total adjustment amount due.
- The collection frequency for the amount due (e.g., one-time payment or payment each pay period).

If the employee is not enrolled in a 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, the Personnel Office will enroll the child/children in the Basic Option of the Blue Cross/Blue Shield Service Benefit Plan (Enrollment Code 112, Self and Family/Enrollment Code 113, Self Plus One). Complete an SF 2809 with remarks to identify that the employee is being enrolled for FEHB self plus one or 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 of 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 plus one or 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 plus one or self and family coverage once action has been taken to ensure the child/children is covered.

If the employee is in a nonpay status and an employee is under a court or administrative order to provide FEHB coverage for his/her children 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 5CFR 890.502(b).

Health Benefits 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 Health Benefits Premium Conversion. Health Benefits Premium Conversion has no effect on the following:

- The amount of an employee's health insurance premiums.
- The amount of the Government's share towards the FEHB premium on behalf of any employee.
- The base pay for retirement, life insurance, and/or Thrift Savings Plan.

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 age up)
- Change in Legal Marital Status (e.g., married, divorce, annulled, legal separation, death)

- Change in Employment Status (e.g., return to duty (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 with a different open season that affects your coverage, employee in a Health Maintenance Organization (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).

Note: If administrative errors occur in the processing of employee elections to participate or waive participation in health benefits, or errors occur in FEHB withholdings, Internal Revenue Service (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.

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; 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 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. PPS produces Report AEC0374U4, Temporary Employees-FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply these employees 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, select **`FEHB Temp`** SCD on the Select a Field To Be Updated

field on the 120 Multi Element Update. For additional information, see **120 Multi-Element Update** (on page 449).

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. PPS automatically adjusts the employee's FEHB on a prorated 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 the Nonautomated Processing procedure manual 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 premium 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.

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 Workman's Compensation Programs (OWCP).

To process FEHB premiums paid by OWCP:

1. Enter the LWOP personnel action, after OWCP notifies the Agency to approve the claim.
2. Select the **Federal Benefits Documents** folder under the Payroll Actions menu.
3. Select **181 Health Benefits Change Enrollment** to display the Health Change Enrollment document.
4. Select the **Insurance*** tab. The Insurance* tab is displayed.
5. Click the down arrow to display the Transaction drop-down.
6. Select **9-Transfer Out (SF 2810)** for a transfer.
7. Click the down arrow to display the Event Code drop-down.
8. Select **6-Other** to transfer enrollment back to the employing Agency.

Premiums for Nonpay Status for on-the-Job Injury

There are four 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 **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 **8** (LWOP Pending Approval of Disability Retirement Application) on IRIS Program IR102.
- LWOP approved for general reasons such as personal absence (Family Medical Leave Act, etc.) for more than 30 consecutive days but equal to or less than 365 consecutive days of nonpay status. If a personnel action is processed for the LWOP, timekeepers can temporarily suspend the preparation of T&As, otherwise an FEHB will be generated if T&As are transmitted.
- LWOP-US when employee is called up to active duty (or active duty for training) for more than 30 days and military orders do not indicate support of a military campaign or contingency. The employee pays for the first 12 months of FEHB (employee's share). This enrollment may be extended for an additional 12 months. During the second 12 month period, the employee must pay both the employee and Government shares of the premium when the employee is not in support of a contingency operations.

  If employee's military orders indicate he/she is being deployed in support of military campaign or contingency, they can keep their FEHB coverage for up to 24 months. The employee pays for the first 12 months of FEHB (employee's share). This enrollment may be extended for an additional 12 months. During the second 12 month period, the employee must pay both the employee and Government shares of the premium plus an additional 2 percent of the total premium. Federal law allows the employing Agency to waive the requirement that an employee pay their share of FEHB premiums and the Agency pay for all employee cost for the 24 month period. In this instance, all NFC-serviced Agencies have agreed to pay the employee's FEHB costs for up to 24 months.

FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP pending OWCP.

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 premium if T&As 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 Nonautomated Processing, Employee Indebtedness located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

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 to 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 the Special Payroll Processing System manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

Note: These Payroll Actions document are entered by NFC Personnel only.

180 Health Benefits Registration

Federal employees may enroll in FEHB to obtain health insurance coverage. Agencies that employ non-Federal employees who are eligible for FEHB coverage, should review Public Law (P.L.), 106-394, to determine the impact on their employees. The health insurance information on the employee can be viewed in the IRIS Program IR115, Health Benefits.

SF 2809 is used for the following reasons:

- To enter a new enrollment when an employee is hired or an employee elects to enroll during an open season.
- To enter a waiver when an employee elects to waive coverage.
- To enter a change due to qualified events.

Direct Premium Remittance System (DPRS) is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in the FEHB program (i.e., former spouses), is a **Federal plan** used by **non-Federal enrollees**. These transactions are not entered in PPS by the Agency. Agency personnel offices should refer to the DPRS procedure manual located under the Insurance Processing publication category on the Publications page of the NFC Web sitefor 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

Entering 180 Health Benefits Registration Actions

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 (i.e., Enrollment Code 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self plus one or self and family).

Before a FEHB document can be entered, a personnel action must be processed with an eligibility code of **4** (Eligible Pending) in the FEHB Coverage field. After the personnel action and the FEHB document successfully process, withholdings from the employee's salary begins. The PPS database will then reflect the FEHB Coverage of **1** (Enrolled) in the FEHB Coverage Code field on IRIS Program IR115. After the code is changed, the SF-2809 can be entered in PPS.

If an employee cancels enrollment due to a separation of employment, and the employee returns to duty, the enrollment can be reinstated.

To create a 180 health benefits document:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select the **Federal Benefit Documents** folder. A list of available Federal Benefits Documents is displayed.

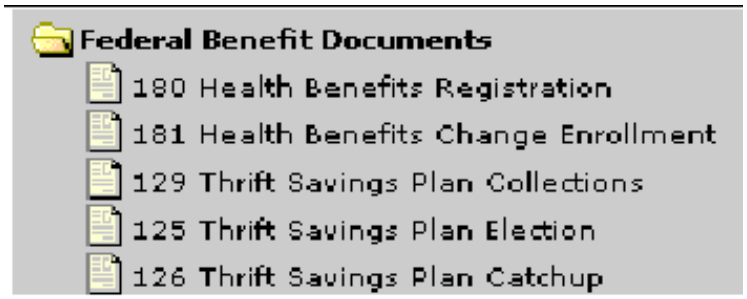


Figure 69: List Of Available Federal Benefits documents

4. Select **180 Health Benefits Registration**. The Key Data* tab is displayed.

Figure 70: Health Registration Form (SF-2809) - Key Data* Tab Page

5. Complete the fields on the Key Data* tab (180 Health Benefits Registration).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Select the **Insurance*** tab. The Insurance* tab is displayed.

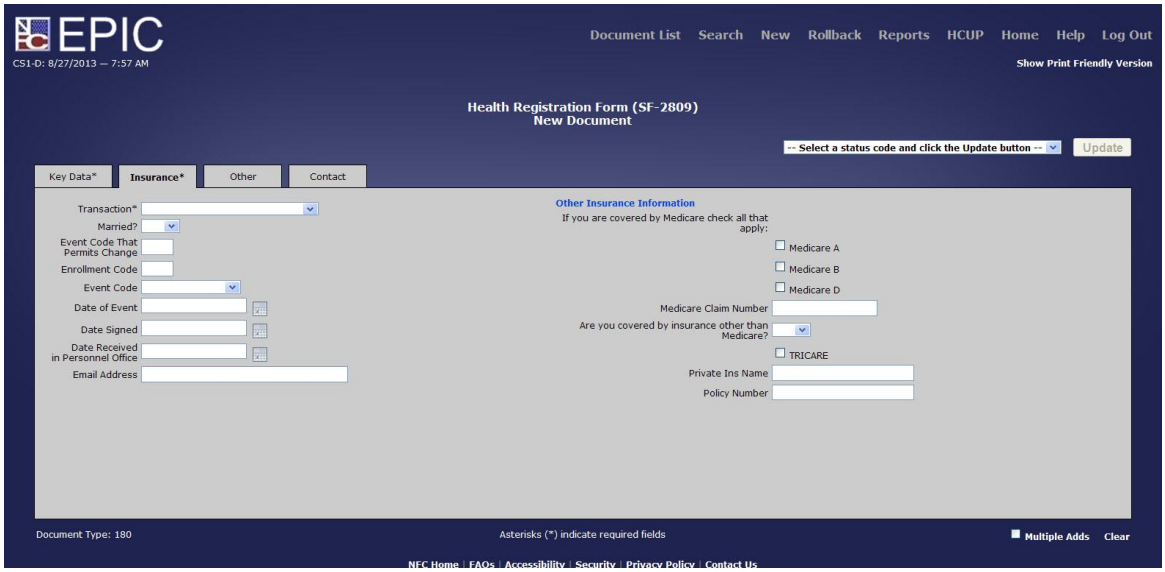


Figure 71: Health Registration Form (SF-2809) - Insurance* Tab

7. Complete the fields on the Insurance* tab (180 Health Benefits Registration).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Married?	Select a value from the drop-down list. Select **Yes**, if married, or **No**, if not married.

Field	Instruction/Description
Event Code That Permits Change	Enter the appropriate event code. For a list of valid values, see the **Event Code That Permits Change Table**.
Enrollment Code	Enter the OPM-assigned enrollment code. For a list of codes, see TMGT, Table 012. **Or** Enter 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.
Event Code	Select an event code from the drop-down list. This field is the code that identifies the reason for the event. For a list of valid values, see the **Event Code Table**.
Date Of Event	Enter the date of the event or select a date from the calendar icon.
Date Signed	Enter the date the employee signed the form or select a date from the calendar icon.
Date Received In Personnel Office	Enter the date or select a date from the calendar icon. This date is when the personnel office received the form from the employee.
Other Insurance Information	This group is information pertaining to other/supplementary insurance coverage.
Medicare A	Click this check box if the other insurance is Medicare A. **Or** Click this check box if the family member is covered by Medicare Part A.
Medicare B	Click this check box if the other insurance is Medicare B. **Or** Click this check box if the family member is covered by Medicare Part B.
Medicare D	Click this check box if the other insurance is Medicare D. **Or** Click this check box if the family member is covered by Medicare Part D.

Field	Instruction/Description
TRICARE	Click this check box if the other insurance is TRICARE. **Or** Click this check box if the family member is covered by TRICARE.
Private Ins Name	Enter the name of the private insurance company in which the employee is enrolled.
Policy Number	Enter the policy number of the other private insurance policy.

8. Select the **Other** tab. Other tab is displayed.

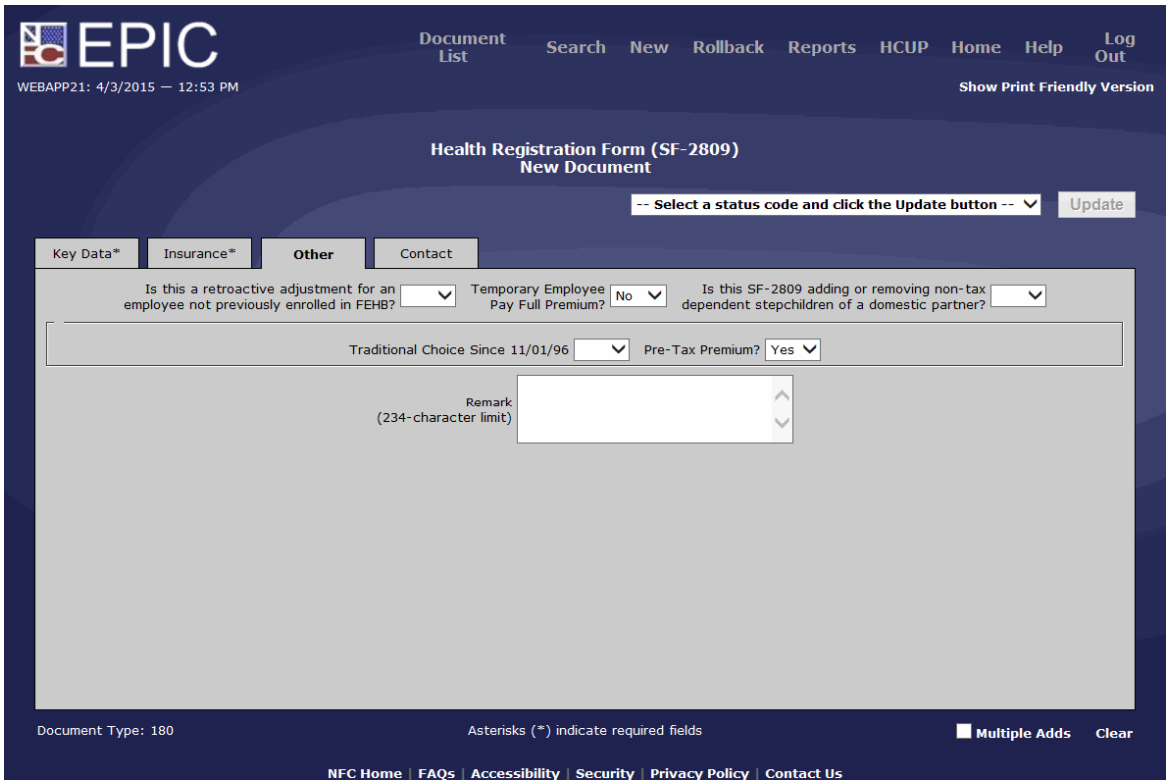


Figure 72: Health Registration Frrm (SF-2809) - Other Tab

9. Complete the fields on the Other tab (180 Health Benefits Registration).

Field	Instruction/Description
Is this a retroactive adjustment for an employee not previously enrolled in FEHB?	Select data from the drop-down list. 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. 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. 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, an AD-343 in DOTSE for the prior prior to the last personnel action must be entered.
Temporary Employee Pay Full Premium?	Select **Yes** or **No** from the drop-down list. This field indicates that a temporary employee is required to pay both the Government share and employee share of FEHB premiums. If the employee is in a temporary position and must pay both the employee share and Government share of the health benefits premium, select **Yes**. 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, select **No**. If **No** is selected, the document rejects in PINE for verification of full premium payments. When the document rejects, select **I** (Override Code) on the drop down if the employee is eligible to pay only the employee share of the health benefits premium. If the field was entered incorrectly, process payroll document type 030, Master File Change, and update the FEHB Part Time Coverage Code field. Leave blank if the employee is not in a temporary position.
Is this SF-2809 adding or removing non-tax dependent stepchildrenof a domestic partner?	Click **Yes** or **No** from the drop-down list.

Field	Instruction/Description
Traditional Choice Since 11/01/96	Select **Yes** or **No** from the drop-down list. This field indicates if an FDIC employee was enrolled prior to November 1, 1996. This field applies to FDIC only. If the employee was enrolled continuously in the plan since November 1, 1996, select **Yes**. If the employee was not enrolled in the plan, or was not enrolled continuously, select **No**.
Pre-Tax Premium?	This field defaults to **Yes** (the employee elects for PC-HC). The employee can only change this option to **No** during the annual Open Season or via a Qualified Life Event (QLE). This field indicates if the premium is deducted before or after tax deductions. For more information on Qualified Life Events, see **Health Benefits Premium Conversion**. The Open Season usually runs from mid-November to mid-December with an effective date in early January each year.
Remark	Enter remarks if an Event Code is entered.

10. Select the **Contact** tab. The Contact tab is displayed.

Figure 73: Health Rergistration Form (SF-2809) - Contact Tab

11. Complete the fields on the Contact tab (180 Health Benefits Registration).

Field	Instruction/Description
Last Name	Enter the last name of the contact in the personnel office. The personnel contact information pertains to the person that should be contacted for questions.
First Name	Enter the first name of the contact in the personnel office. The personnel contact information pertains to the person that should be contacted for questions.
Personnel Contact	Enter the area code and phone number of the personnel office contact.
Agency Official	Enter the area code and phone number of the authorized Agency official.
Employee	Enter the area code and phone number where the employee can be reached.

12. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each type of address.

13. Click **Update** to save the entries. The Family Members tab and Notes tab are displayed.

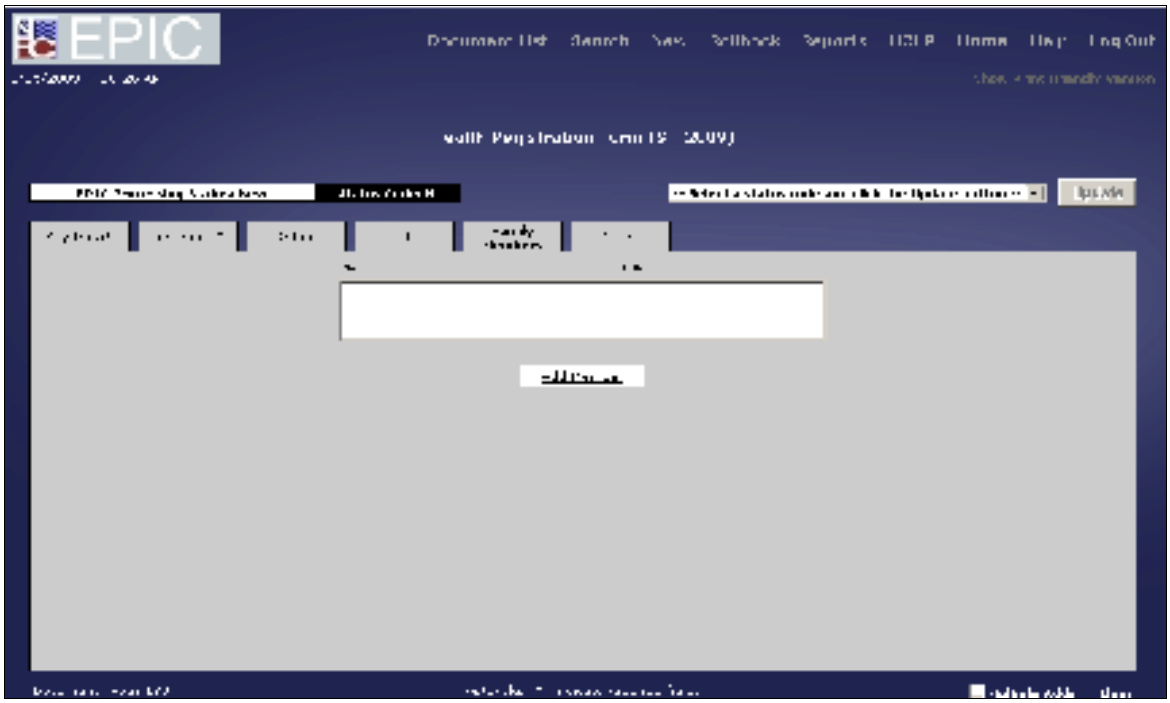


Figure 74: Family Members Tab (180 Health Benefits Registration)

14. Select the **Family Members** tab.

15. Click the **Family Members** link. The Family Members tab expands with additional fields. The information on this tab is sent to the carrier and is not stored on PPS database.

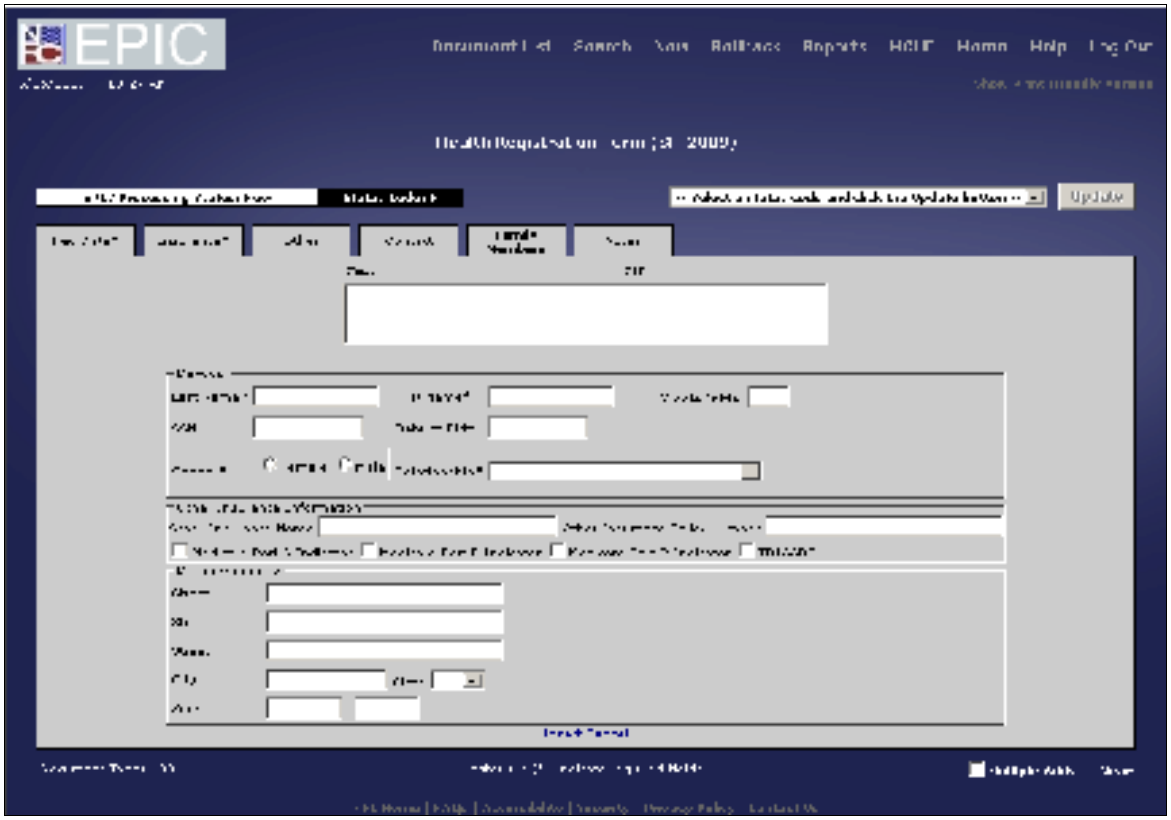


Figure 75: Family Members Tab - Expanded Fields

16. Complete the fields on the Family Members tab (180 Health Benefits Registration).

Field	Instruction/Description
Name	This field is populated when the remaining fields are entered and the Insert link is clicked.
SSN Participant	This field is populated when the remaining fields are entered and the Insert link is clicked.
Last Name	Enter the last name of the family member.
First Name	Enter the first name of the family member.
Middle Initial	Enter the middle initial of the family member, if applicable.
SSN Family Member	Enter the family member's Social Security number.

Field	Instruction/Description
Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.
Gender	Click the gender of the family member.
Relationship	Select data from the drop-down list. This field is the relationship of the family member to the employee. The valid values are: **Spouse** **Adopted Child** **Foster Child** **Step Child** **Unmarried Dependant Child Under 22** **Unmarried Disabled Child Over 22**
Other Insurance Name	Enter the name of the family member's other insurance carrier, if applicable.
Other Insurance Policy Number	Enter the policy number of the insurance carrier listed in the Other Insurance Name field, if applicable.
Medicare A	Click this check box if the other insurance is Medicare A. **Or** Click this check box if the family member is covered by Medicare Part A.
Medicare B	Click this check box if the other insurance is Medicare B. **Or** Click this check box if the family member is covered by Medicare Part B.
Medicare D	Click this check box if the other insurance is Medicare D. **Or** Click this check box if the family member is covered by Medicare Part D.

Field	Instruction/Description
TRICARE	Click this check box if the other insurance is TRICARE. **Or** Click this check box if the family member is covered by TRICARE.
First Line Street Address	Enter the first line street address.
Second Line Street Address	Enter the second line street address, if applicable.
Third Line Street Address	Enter the third line street address, if applicable.
City	Enter the payee's city name. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
State	Enter the standardized abbreviation for the state or select the state from the drop-down list. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.
ZIP Code	Enter the 5-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.

17. Click the **Insert** link to add family member. If additional family members need to be entered, complete the Family Member tab, and click the **Insert** link.

18. Select the **Notes** tab. The Notes tab is displayed.

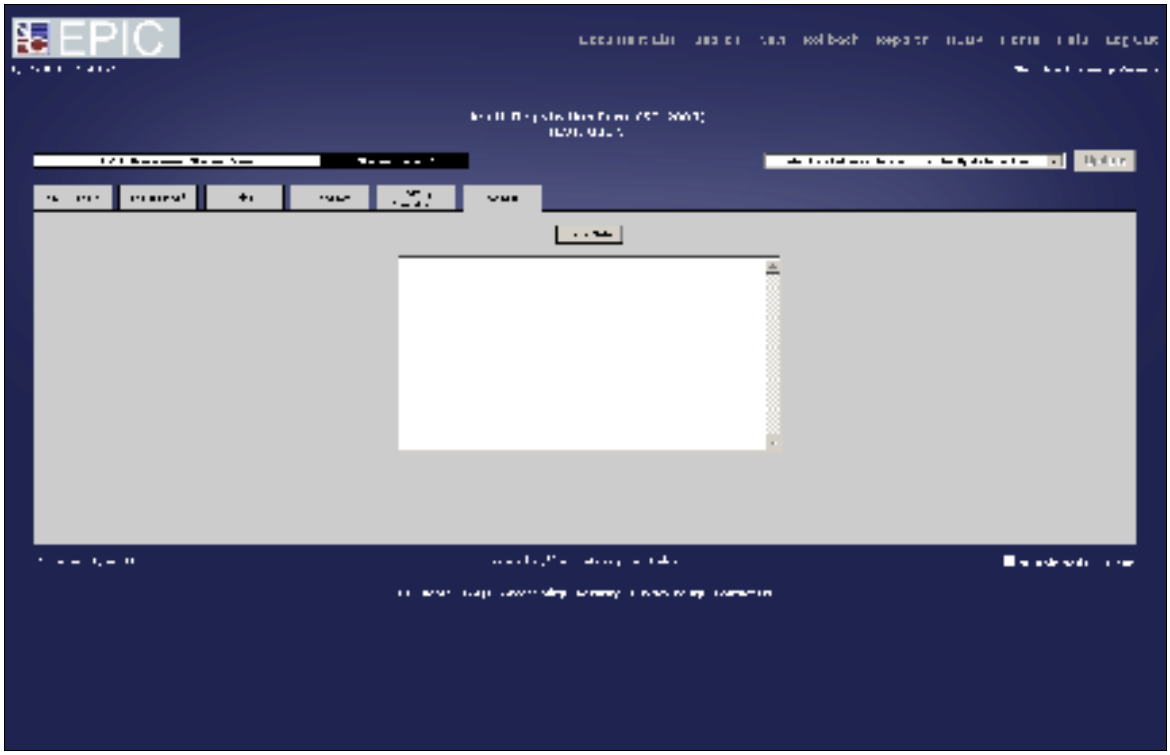


Figure 76: Notes Tab

19. Enter any notes, as applicable.

20. Select the applicable Status Input Code from the drop-down menu. At this point, the following status input codes are available.:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

21. Click **Update** to save the entries.

Deleting a Family Member

If a family member should be deleted prior to sending the transaction to NFC for processing, complete the following step:

To delete a family member before the transaction is sent to NFC:

1. Complete the fields as instructed under **Entering 180 Health Benefits Registration Actions**
2. On the Family Members tab, select the family name from the Name field.
3. Click the **Cancel** link. To Confirm Deletion message, *Continue With Delete?* is displayed.

Figure 77: Confirm Deletion Message

4. Click **OK** to save the deletion and return to the Health Registration Form (SF 2809) (Family Members tab. The family member's data is deleted from the Name SSN field.
5. Select the applicable **`Status Input Code`** from the drop-down list on the top of the page. At this point, the following input codes are available:

Code	Description
`H` (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
`I` (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **`R`** or **`H`**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
`R` (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

6. Click **Update**.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

181 Health Benefits Change Enrollment

The following is information regarding when information entered on a 180 Health Benefits document needs to be modified.

The enrollment code on 181 Health Benefits Change Enrollment is the only type of correction that can be made in the system. To correct an enrollment code, enter a health benefits registration form. All other corrections (i.e., correcting effective date) must be sent to NFC. The correction should be indicated in the Remarks block of the SF 2810.

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 does not 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. 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 plus one or self and family will remain in effect. 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 plus one or self and family will remain in effect.

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 that 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 administrator 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.

When an individual is under court or administrative order to provide FEHB coverage for his/her child/children and 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 self plus one or self and family FEHB coverage under an alternative plan.

EPIC Web Entered SF 2810

The SF 2810 is used for the following reasons:

- When the employee is terminated due to 365 consecutive days in nonpay status or coverage is terminated by the carrier due to nonpayment of dues.
- When employee is reinstated:
  - And returns from military service

    OR

  - A correction is required to rescind an erroneous termination of enrollment
- When 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

After OWCP notifies the Agency to approve the claim, enter the LWOP personnel action. Enter the health benefits enrollment change. Select **Transfer Out (SF 2809)** at the Transaction drop-down menu and **Other** at the Event Code drop-down menu to indicate a transfer to OWCP. After the employee returns to duty on a full-time basis, enter the health benefits enrollment change. Select **Transfer In (SF 2809)** 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.

System-Generated SF 2810

The information on the SF 2810 should not be entered in PPS under certain conditions. PPS generates the SF 2810 when one of the following personnel actions is processed. A copy of the generated SF 2810 is then 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 Form, to change the employee's name in the database).

Entering 181 Health Benefits Change Enrollment Actions

To enter a 181 Health Benefits Change Enrollment Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.
2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.
3. Select **Federal Benefit Documents** folder. A list of available Federal Benefits Documents is displayed.
4. Select **181 Health Benefits Change Enrollment**. The Key Data* tab is displayed.

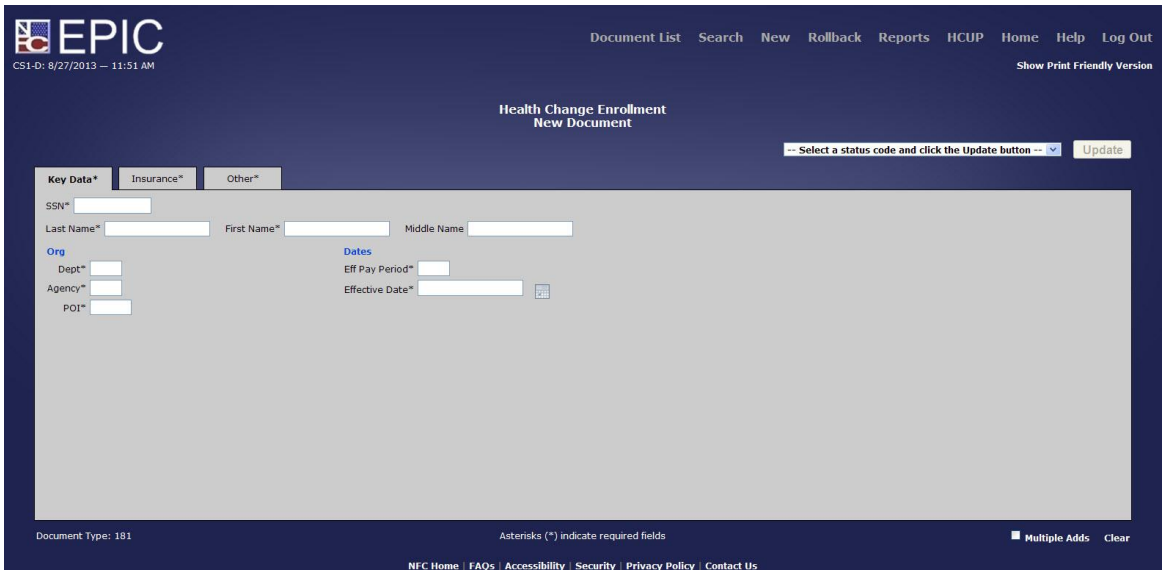


Figure 78: Health Change Enrollment - Key Data* Tab

5. Complete the fields on the Key Data* tab (181 Health Benefits Change Enrollment).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Insurance*** tab. The Insurance* tab is displayed.

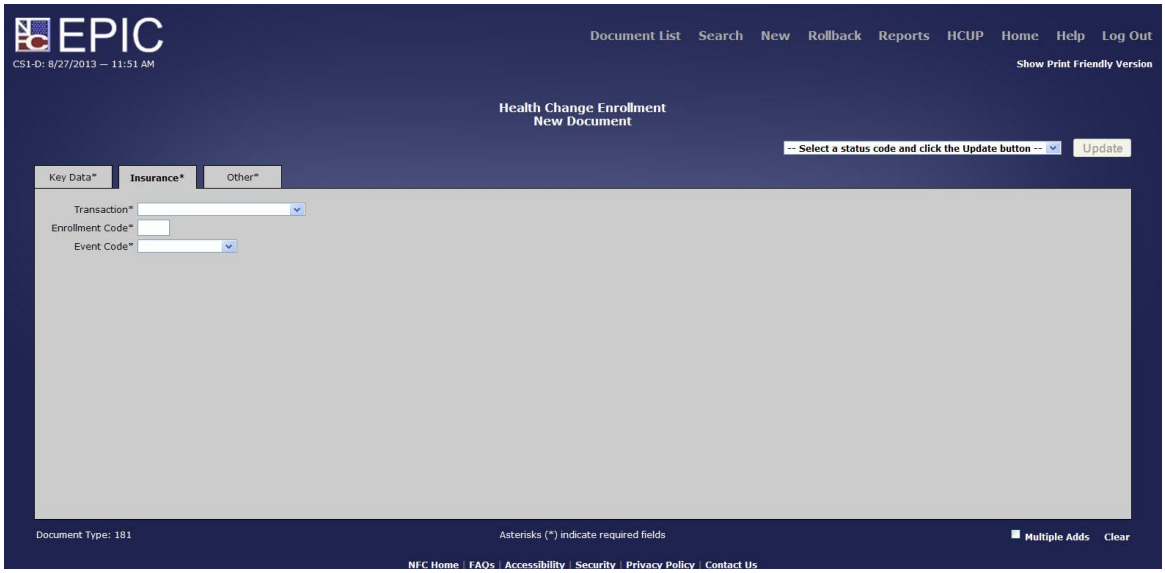


Figure 79: Health Change Enrollment - Insurance* Tab

7. Complete the fields on the Insurance* tab (181 Health Benefits Change Enrollment).

Field	Instruction/Description
Transaction	Select data from the drop-down list. Only the applicable options will be displayed. The valid values are as follows: **0** - Administrative (Corrections to pre-tax coverage only) **1** - New enrollment (New hire or open season) (SF-2809) **2** - Term Due to LWOP (SF-2810) **3** - Waived (New hire) (SF-2809) **4** - Cancel (by Carrier) (nonpayment of dues) (SF-2810) **5** - Change in enrollment (Open season, marital status, career rejection) (SF-2809) **6** - Cancel (by Employee) (Employee cancels.) (SF-2809) **7** - Reinstatement (Return from military status or correction of erroneous termination.) (SF-2810) **8** - Transfer In (Transfer from department to department and coverage continues) (SF-2810) **9** - Transfer Out (Transfer enrollment to OWCP) (SF-2810)

Field	Instruction/Description
Enrollment Code	Enter the OPM-assigned enrollment code. For a list of codes, see TMGT, Table 012. **Or** Enter 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.
Event Code	Select an event code from the drop-down list. This field is the code that identifies the reason for the event. For a list of valid values, see the **Event Code Table**.

8. Select the **Other*** tab. The Other* tab is displayed.

Figure 80: Health Change Enrollment - Other* Tab

9. Complete the fields on the Other* tab (181 Health Benefits Change Enrollment).

Field	Instruction/Description
Is this a retroactive adjustment for an employee not previously enrolled in FEHB?	Select data from the drop-down list. 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. 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. 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, an AD-343 in DOTSE for the prior prior to the last personnel action must be entered.
Temporary Employee Pay Full Premium?	Select **Yes** or **No** from the drop-down list. This field indicates that a temporary employee is required to pay both the Government share and employee share of FEHB premiums. If the employee is in a temporary position and must pay both the employee share and Government share of the health benefits premium, select **Yes**. 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, select **No**. If **No** is selected, the document rejects in PINE for verification of full premium payments. When the document rejects, select **I** (Override Code) on the drop down if the employee is eligible to pay only the employee share of the health benefits premium. If the field was entered incorrectly, process payroll document type 030, Master File Change, and update the FEHB Part Time Coverage Code field. Leave blank if the employee is not in a temporary position.
Traditional Choice Since 11/01/96	Select **Yes** or **No** from the drop-down list. This field indicates if an FDIC employee was enrolled prior to November 1, 1996. This field applies to FDIC only. If the employee was enrolled continuously in the plan since November 1, 1996, select **Yes**. If the employee was not enrolled in the plan, or was not enrolled continuously, select **No**.

Field	Instruction/Description
Pre-Tax Premium?	This field defaults to **Yes** (the employee elects for PC-HC). The employee can only change this option to **No** during the annual Open Season or via a Qualified Life Event (QLE). This field indicates if the premium is deducted before or after tax deductions. For more information on Qualified Life Events, see **Health Benefits Premium Conversion**. The Open Season usually runs from mid-November to mid-December with an effective date in early January each year.
New Payroll Office or Retirement System	Enter the new payroll office or the retirement system, if applicable.
Remark	Enter remarks if an Event Code is entered.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

129 Thrift Savings Plan/Roth Collections

Note: The 129 Thrift Savings Plan/Roth Collection is entered by NFC personnel only:

TSP allows participants to make-up contributions that were not previously deducted from their pay. The following are reasons for requesting make-up contributions and the documentation required to process the 129 TSP/Roth Collection action:

Reason	Documentation Required
FERCCA - Retirement Correction	• A Request for Information, AD-343, or SPPS entry requesting make-up contributions. • The base wages for each applicable pay period. • A copy of the OPM TSP Estimate. • A Letter of FERCCA Eligibility. • The employee's FERCCA Election Form. • The number of pay periods included in the re-payment of the make-up collection.
USERRA - Military LWOP	• A Request for Information, AD-343, or SPPS entry requesting make-up contributions. • The civilian base wages by pay period. • A military W-2 for prior years and the last Leave and Earnings Statement (LES) of the current year, if the employee contributed to Uniformed Services TSP. • The total amount of any deferred/exempt military contributions that originated from Bonus, Incentive, or Special Pay. • The number of pay periods that are included in the re-payment of the make-up collection.
Administrative	• Administrative errors on the Agencies' part that caused the employee not to contribute to TSP timely. • The base wages for each applicable pay period. • The number of pay periods included in the re-payment of the make-up collection.

Note: When requesting missed TSP Contribution(s), the Agency should not request a bill be established. Instead, the Agency should request a "Make-up Collection" or "Retro Collection".

Entering 129 Thrift Savings Plan/Roth Collections Actions

To enter a 129 Thrift Savings Plan/Roth Collections Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select the **Federal Benefit Documents** folder. A list of available Federal Benefits Documents is displayed.

4. Select **129 Thrift Savings Plan/Roth Collections**. The Key Data* tab is displayed.

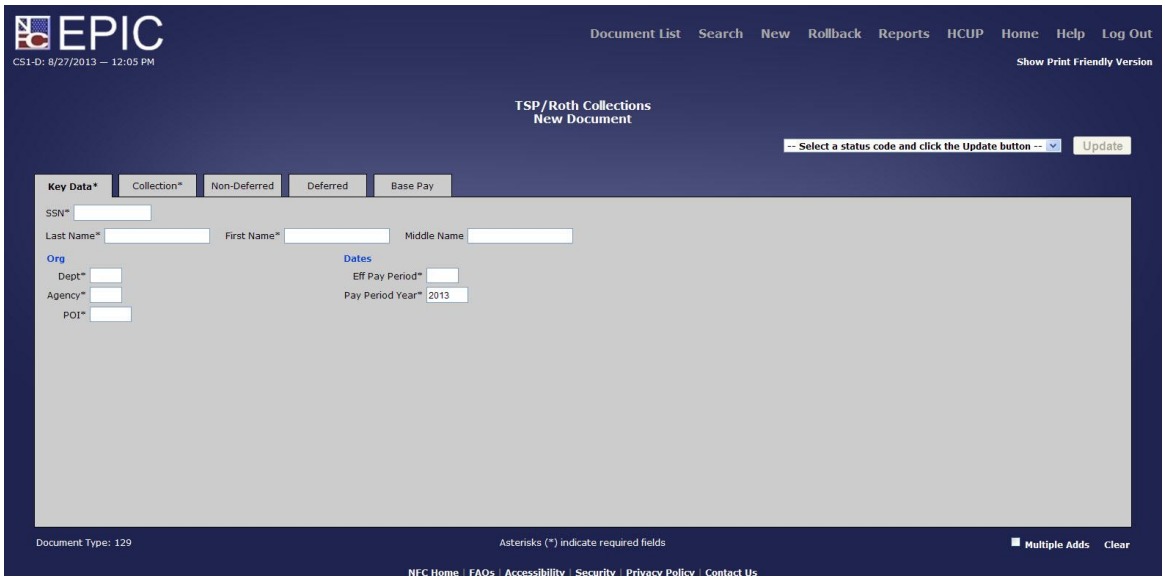


Figure 81: TSP/Roth Collections - Key Data* Tab

5. Complete the fields on the Key Data* tab (129 Thrift Savings Plan/Roth Collections).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Collection** tab. The Collection tab is displayed.

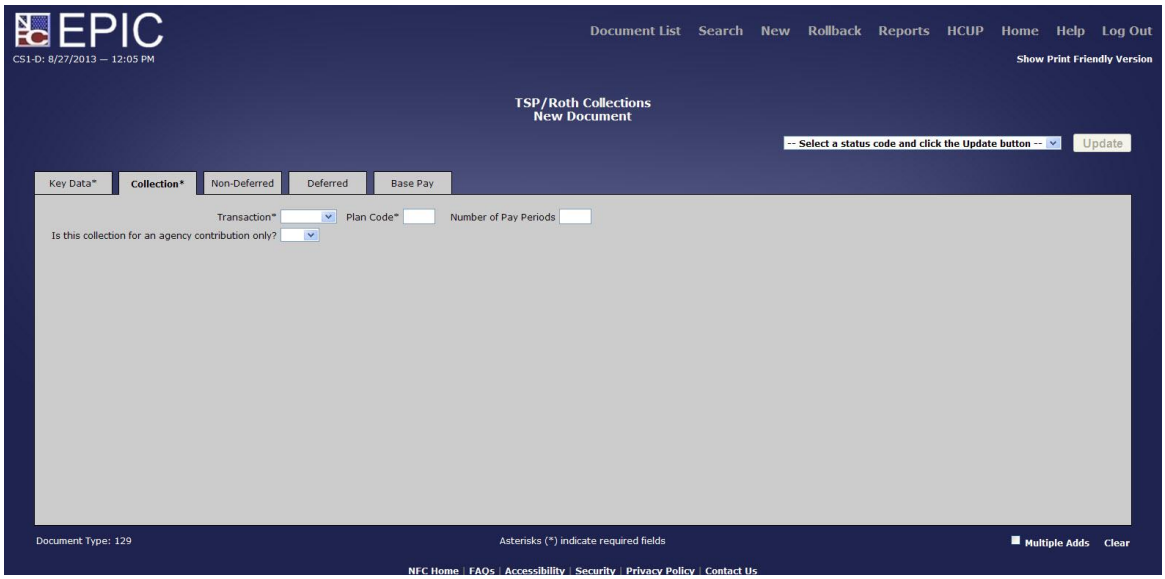


Figure 82: TSP/Roth Collections - Collection* Tab

7. Complete the fields on the Collections* tab (129 Thrift Savings Plan/Roth Collections).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**
Number of Pay Periods	Enter the number of pay periods that the collection should be deducted.
Is this collection for an Agency contribution only?	Click **Yes** or **No** from the drop-down list.

8. Select the **Non-Deferred** tab. The Non-Deferred tab is displayed.

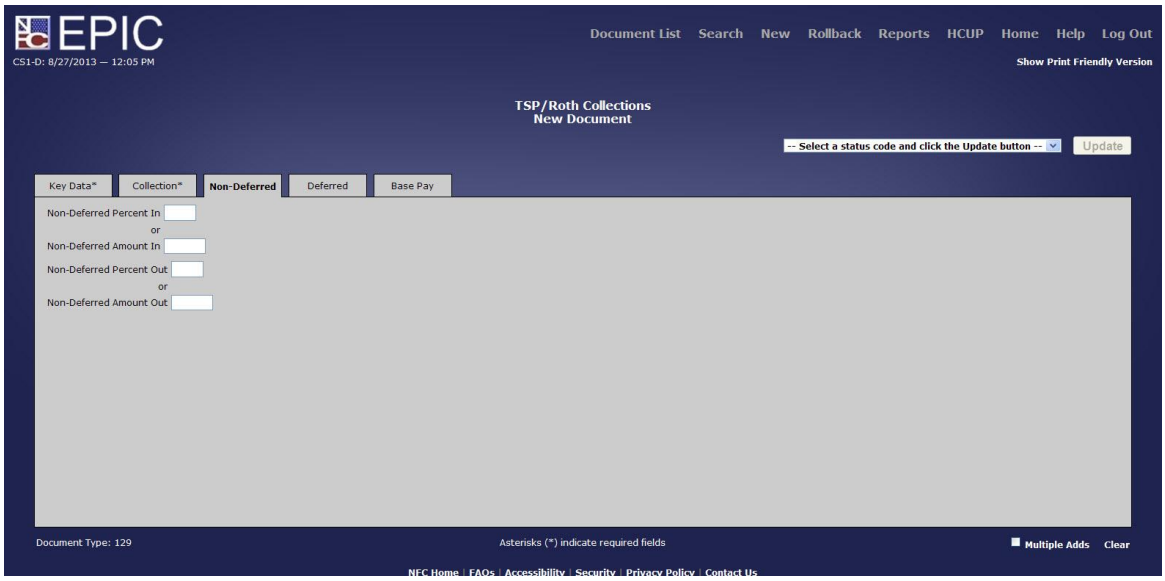


Figure 83: TSP/Roth Collections - Non-Deferred Tab

9. Complete the fields on the Non-Deferred tab (129 Thrift Savings Plan/Roth Collections).

Field	Instruction/Description
Non-Deferred Percent In	Enter the percent in this field or type an amount in the Non-Deferred Amount field.
Non-Deferred Amount In	Enter the non-deferred amount in this field or type the percent in the Non-Deferred Percent field.

Field	Instruction/Description
Non-Deferred Percent Out	Enter the percent out in this field or type an amount in the Non-Deferred Amount field.
Non-Deferred Amount Out	Enter the non-deferred amount out in this field or type the percent in the Non-Deferred Percent field.

10. Select the **Deferred** tab. The Deferred tab is displayed.

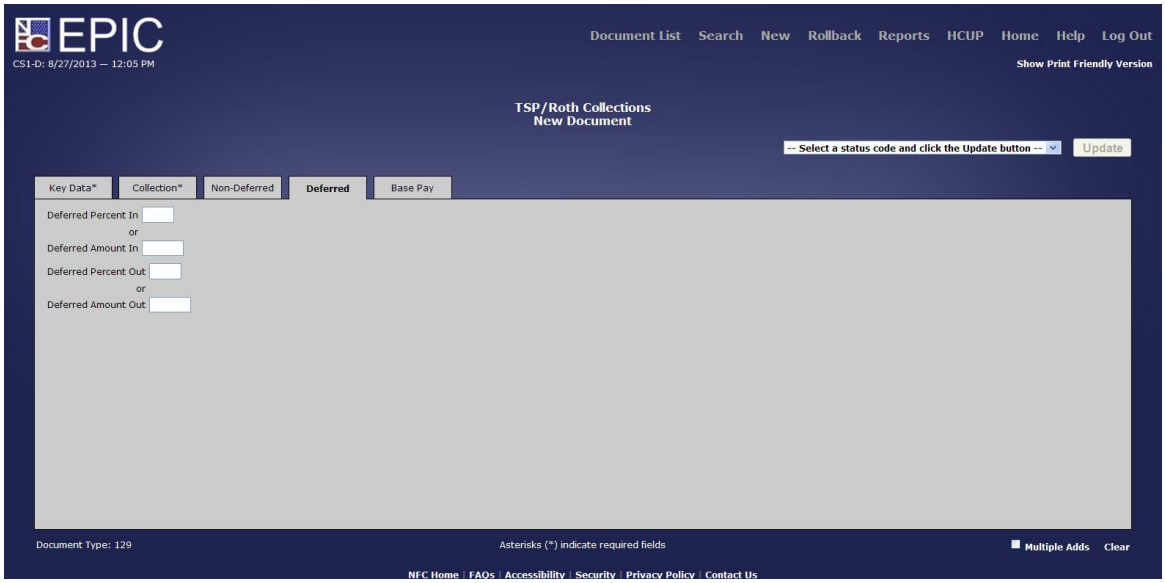


Figure 84: TSP/Roth Collections - Deferred Tab

11. Complete the fields on the Deferred tab (129 Thrift Savings Plan/Roth Collections).

Field	Instruction/Description
Deferred Percent In	Enter the percent in this field or type an amount in the Deferred Amount field.
Deferred Amount In	Enter the non-deferred amount in field this field or type the percent in the Deferred Percent field.
Deferred Percent Out	Enter the percent out in this field or type an amount in the Deferred Amount field.
Deferred Amount Out	Enter the non-deferred amount out in this field or type the percent in the Deferred Percent field.

12. Select the **Base Pay** tab. The Base Pay is displayed.

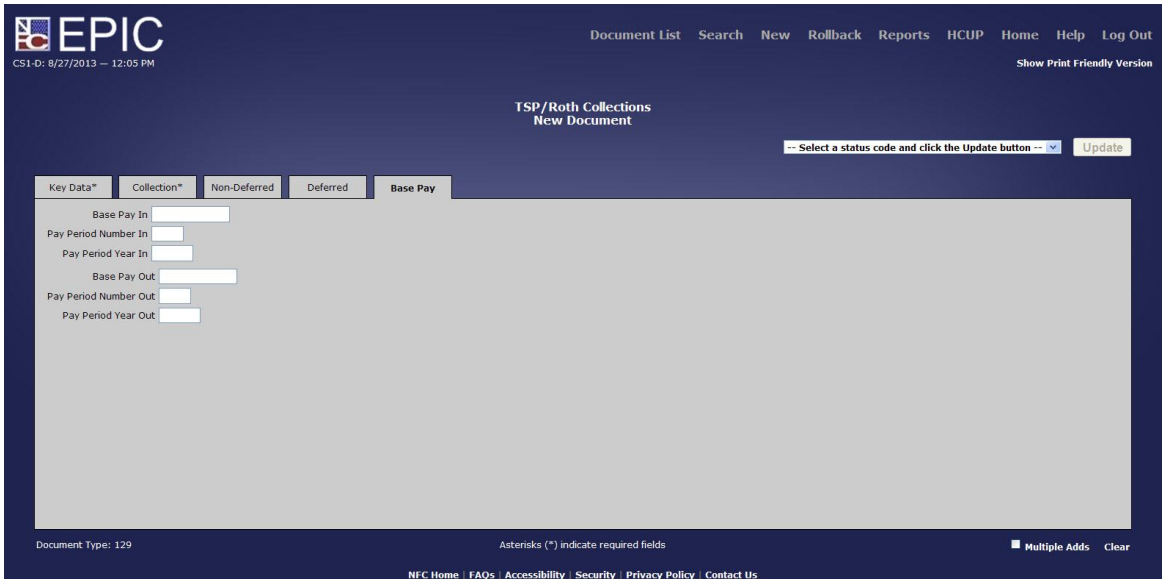


Figure 85: TSP/Roth Collections - Base Pay Tab

13. Complete the fields on the Base Pay tab (129 Thrift Savings Plan/Roth Collections).

Field	Instruction/Description
Base Pay In	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)
Pay Period Number In	Enter the pay period number.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.
Base Pay Out	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)
Pay Period Number Out	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)
Pay Period Year Out	Enter the pay period year.

14. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

15. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

125 Thrift Savings Plan/Roth Election

TSP is a retirement savings plan for civilians who are employed by the U.S. Government and members of the uniformed Services. Federal employees or members of the uniformed services that are covered under FERS or CSRS may elect to start, stop, or change their TSP contributions by completing a Form TSP-1, Thrift Savings Plan Election Form. 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.

Effective Pay Period 16, 2010, all new hires and all re-hires (not transfers) will automatically be enrolled into TSP at the contribution rate of 3 percent unless the employee opts out or chooses a different percentage or flat rate. FERS employees will also receive the basic 1 percent and matching immediately. The 31-Days rule still applies, but NFC cannot determine a re-hires break in service, so all re-hires will be set up automatically. Agencies should verify that the employee wishes to participate because there are specific rules from TSP on refunds from the first 90 days of participation that can result in loss to the Agency of Agency funds, and W-2 implications to the employee.

The Thrift Savings Plan (TSP) Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorized the Federal Retirement Thrift Investment Board (FRTIB) to add a Roth 401(k) feature to the plan. This benefit allows participants to contribute on an after-tax basis to their TSP accounts and receive tax-free earnings when they withdraw the funds (assuming certain criteria are met). For more information on Roth requirements, see the TSP website at *www.tsp.gov*.

When a TSP participant separates from service and is rehired with a break in service of less than 31 full calendar days, a TSP-1 should be processed with the data that was in effect at the time of separation to continue coverage and contributions. If a new enrollment is not entered, the employee's TSP contributions will not resume.

Employees are immediately eligible to participate; however, the participant's election amount should not exceed 65% of their base pay to ensure all mandatory deductions are met.

TSP participants who (1) transfer into PPS or (2) transfer from one Department to another and both Departments are serviced by NFC, are entered as a new enrollment with the data from the SF-75, Request For Preliminary Employment Data. Entering the data timely is important to prevent the interruption of the employee's participation in TSP.

Processing Tips for TSP Elections:

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, select **D** on the Status Code drop-down. 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 TSP.

Entering 125 Thrift Savings Plan/Roth Election Actions

To enter a 125 Thrift Savings Plan/Roth Election Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select the **Federal Benefit Documents** folder. A list of available Federal Benefits Documents is displayed.

4. Select **125 Thrift Savings Plan Election**. The Key Data* tab is displayed.

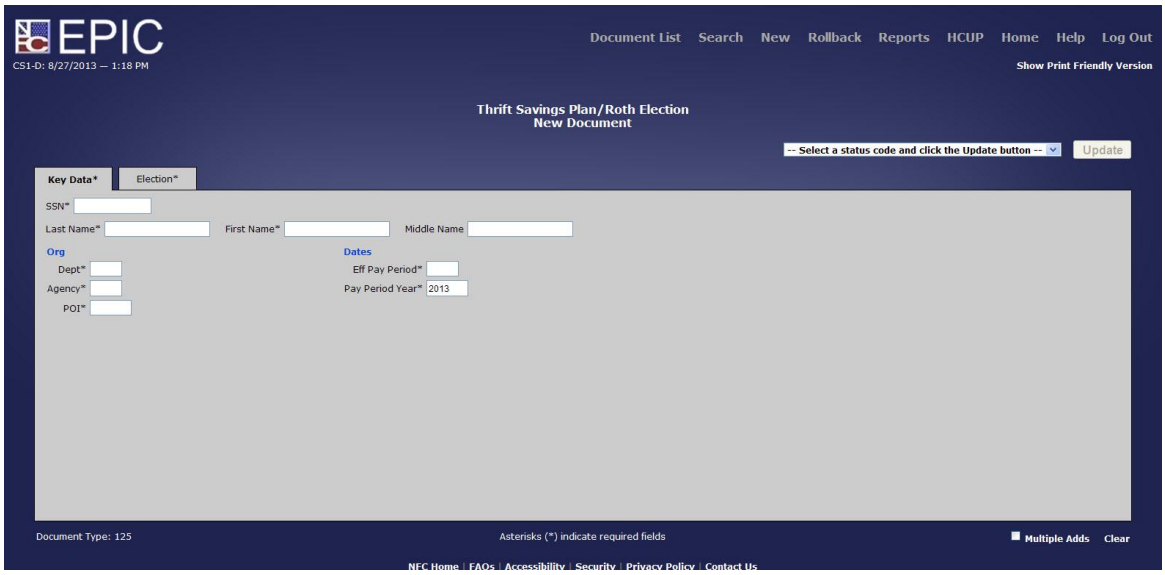


Figure 86: Thrift Savings Plan/Roth Election - Key Data* Tab

5. Complete the fields on the Key Data* tab (125 Thrift Savings Plan/Roth Election).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Election*** tab. The Election* tab is displayed.

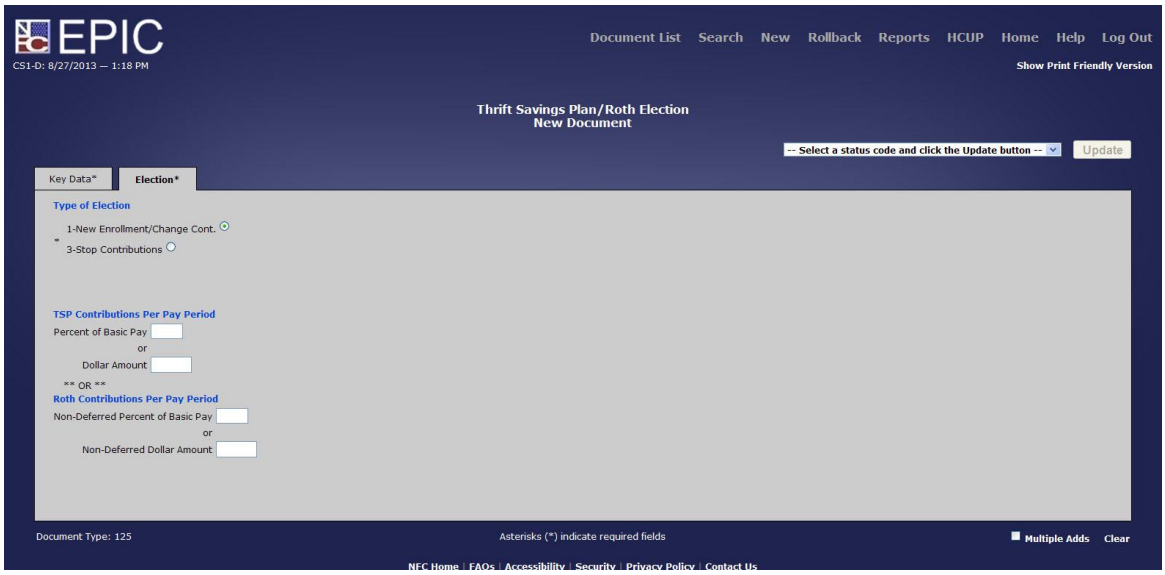


Figure 87: Thrift Savings Plan/Roth Election - Election* Tab

7. Complete the fields on the Election* tab (125 Thrift Savings Plan/Roth Election).

Field	Instruction/Description
1-New Enrollment/ Change Cont.	Click this radio button if this is a new or change in enrollment.
3-Stop Contributions	Click this radio button to stop contributions.
Percent of Basic Pay	Enter the percent of basic pay. If the percent is not applicable, enter the amount in the Dollar Amount field.
Dollar Amount	Enter the dollar amount of basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. When the Special Employee Code is **01**, **02**, **03**, or **08**, **25%** is calculated into the adjusted salary before determining the maximum deduction. **Or** Enter the dollar amount of TSP catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field.
Non-Deferred Percentage of Basic Pay	Enter the percent of Roth basic pay. If the percent is not applicable, enter the amount in the Dollar Amount field.

Field	Instruction/Description
Non-Deferred Dollar Amount	Enter the dollar amount of the Roth basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. **Or** Enter the dollar amount of TSP Roth catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field. When the Special Employee Code is **01**, **02**, **03**, or **08**, **25** percent is calculated into the adjusted salary before determining the maximum deduction.

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

126 Thrift Savings Plan/Roth Catchup

TSP allows eligible participants to make tax-deferred or Roth after-tax catchup contributions from this basic pay to their TSP account. Catchup contributions are supplemental tax-deferred or Roth after-tax employee contributions that exceed the maximum amount through regular contributions. The combination of regular and catchup TSP contributions cannot exceed the total IRScontribution limit for the year.

A participant is eligible to make catchup contributions if they meet the following:

- The participant is age 50 or older (or turning age 50 during the calendar year) in which the catchup contributions are made;
- The participant is currently employed in pay status; and

- The participant is making regular contributions to a civilian and/or uniformed service TSP account, and/or equivalent employer plan that will equal the maximum allowed by the IRS.

Entering 126 Thrift Savings Plan/Roth Catchup Actions

To enter a 126 Thrift Savings Plan/Roth Catchup Action:

1. Select **EPIC** from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select the **Federal Benefit Documents** folder. A list of available Federal Benefits Documents is displayed.

4. Select **126 Thrift Savings Plan Catchup**. The Key Data* tab is displayed.

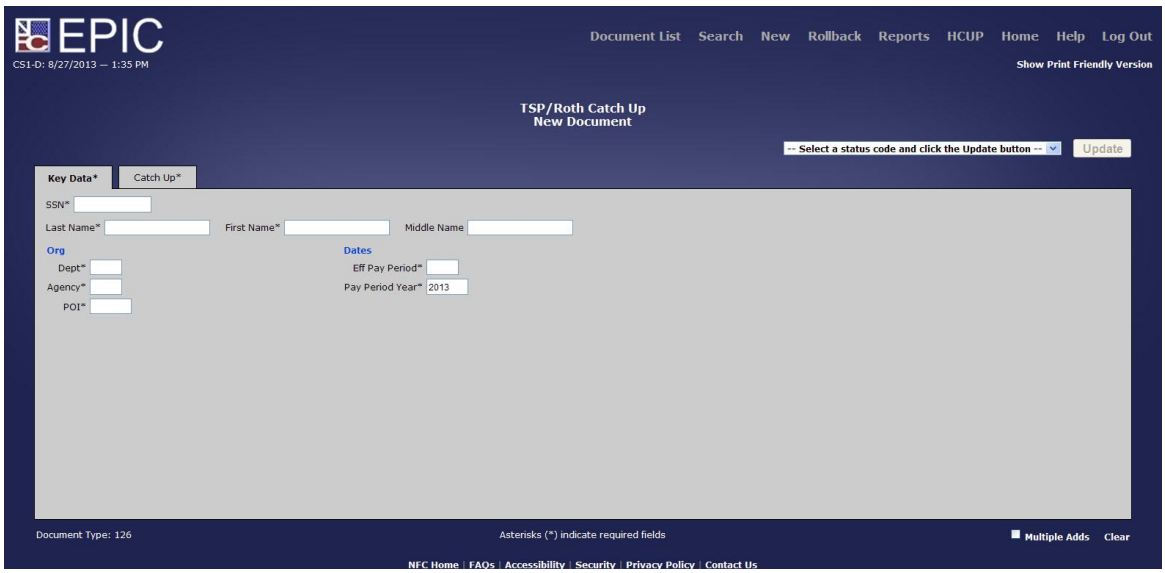


Figure 88: TSP/Roth Catch Up - Key Data* Tab

5. Complete the fields on the Key Data* tab (126 Thrift Savings Plan/Roth Catchup).

Option	Instruction/Description
SSN*	Enter the employee's Social Security number.

Option	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Option	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Catch Up*** tab. The Catch Up tab is displayed.

Figure 89: TSP/Roth Catch Up - Catch Up* Tab

7. Complete the fields on the Catch Up* tab (126 Thrift Savings Plan/Roth Catchup).

Option	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Dollar Amount	Enter the dollar amount of basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. When the Special Employee Code is **01**, **02**, **03**, or **08**, **25%** is calculated into the adjusted salary before determining the maximum deduction. **Or** Enter the dollar amount of TSP catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field.
Non-Deferred Dollar Amount	Enter the dollar amount of the Roth basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. **Or** Enter the dollar amount of TSP Roth catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field. When the Special Employee Code is **01**, **02**, **03**, or **08**, **25** percent is calculated into the adjusted salary before determining the maximum deduction.

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the

Code	Description
	system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Modifying Federal Benefit Documents

For information to complete the steps used to modify a Federal Benefit Document, see **Modifying Payroll Actions** (on page 575).

Deleting/Canceling Health Benefit Documents

PPS generates an NFC-1125, Notice to Cancel FEHB Enrollment, when an employee reaches 26 consecutive pay periods of non-pay status and there are no personnel actions to justify LWOP for OWCP or military service. The notice continues to generate each pay period until the FEHB situation is resolved. Personnel offices should take the proper steps to resolve the issue.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

160 Leave Data Transfer

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 processed (in conjunction with the accession action) and is used to credit the employee's leave account for annual and/or sick leave, and nonpay status, and to enter leave and when an employee transfers into PPS from a Department and serviced by NFC or from one Department to another Department in 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 Remote Forms Queuing System (RFQS). That Department reviews the SF 1150 for accuracy and then forwards it to the gaining Department.

If the original SF 1150 contained an error, the losing Agency sends a leave audit (or the original SF 1150 with corrections noted) and enters the data in SPPS. NFC enters the correct data, produces a corrected SF 1150, and sends it to the losing Agency.

If the SF 1150 has been processed to transfer leave data into PPS, and it should not have been processed, adjust the leave data in the applicable fields in TINQ based upon 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. The Agency needs to send a leave audit to NFC.

For more information see:

Entering 160 Leave Data Transfer Actions 417

Entering 160 Leave Data Transfer Actions

To enter a 160 Leave Data Transfer Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.
2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select the **160 Leave Data Transfer** tab. The Key Data* tab is displayed.

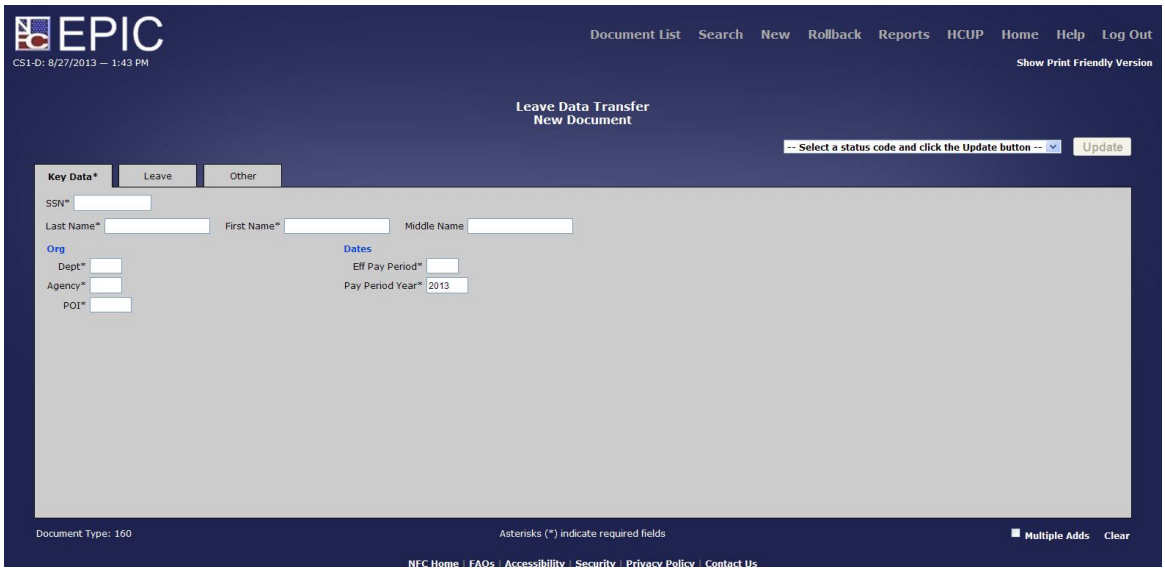


Figure 90: Leave Data Transfer - Key Data Tab

4. Complete the fields on the Key Data* tab (160 Data Transfer).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Leave** tab. The Leave tab is displayed.

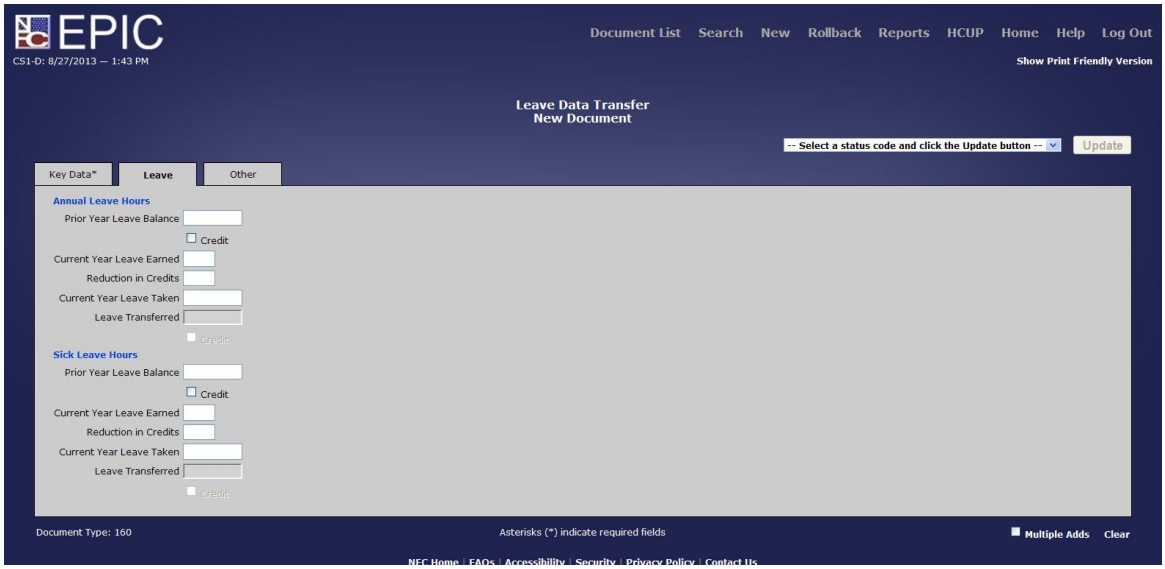


Figure 91: Leave Data Transfer - Leave Tab

6. Complete the fields on the Leave tab (160 Leave Data Transfer).

Field	Instruction/Description
Prior Year Leave Balance	Enter the prior year annual or sick leave balance.
Credit (Prior Leave Balance)	Check this box if the prior leave balance is negative. If the prior leave balance is not negative, uncheck the box. The default is this box blank.
Current Year Leave Earned	Enter the number of annual or sick leave hours earned during the current leave year.
Reduction in Credits	Enter the number of hours the annual or sick leave is to be reduced.
Current Year Leave Taken	Enter the total number of annual or sick leave hours used during the current leave year.
Leave Transferred	This field is populated with the calculation based on the (Annual or Sick Leave). Prior Year Leave Balance, Current Year Leave Earned, Reduction in Credits, and Current Year Leave Taken fields. This field is read only and cannot be modified.
Credit	If the leave transferred is a negative balance, the system generates a checkmark. This field is read only and cannot be modified.
Prior Year Leave Balance	Enter the prior year annual or sick leave balance.

Field	Instruction/Description
Credit (Prior Leave Balance)	Check this box if the prior leave balance is negative. If the prior leave balance is not negative, uncheck the box. The default is this box blank.
Current Year Leave Earned	Enter the number of annual or sick leave hours earned during the current leave year.
Reduction in Credits	Enter the number of hours the annual or sick leave is to be reduced.
Current Year Leave Taken	Enter the total number of annual or sick leave hours used during the current leave year.
Leave Transferred	This field is populated with the calculation based on the (Annual or Sick Leave). Prior Year Leave Balance, Current Year Leave Earned, Reduction in Credits, and Current Year Leave Taken fields. This field is read only and cannot be modified.
Credit	If the leave transferred is a negative balance, the system generates a checkmark. This field is read only and cannot be modified.

7. Click the Other tab. The Other tab is displayed.

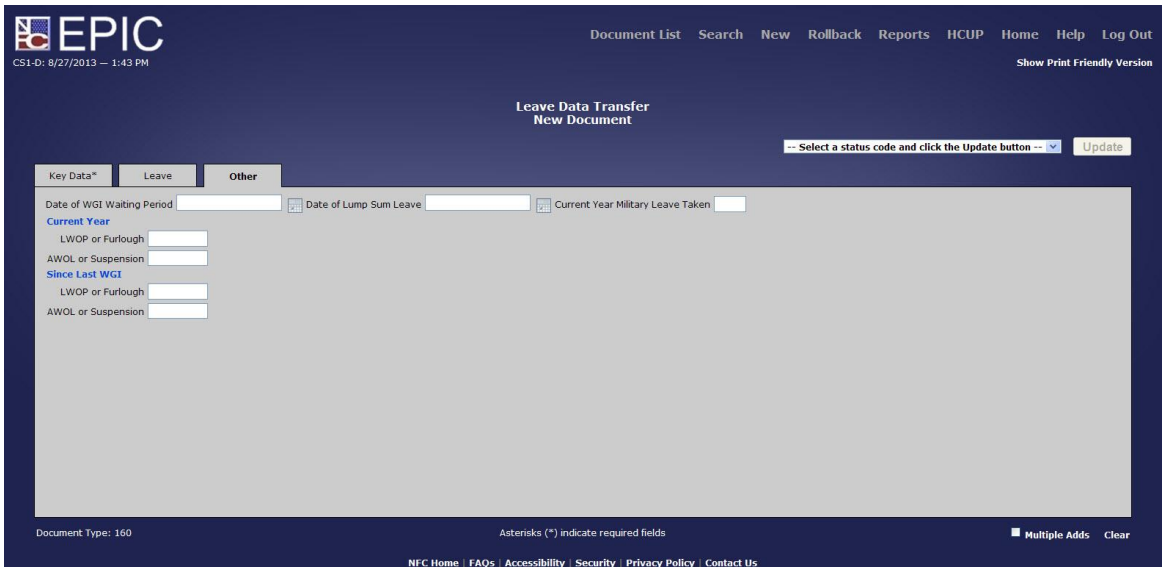


Figure 92: Leave Data Transfer - Other Tab

8. Complete the fields on the Other tab (160 Leave Data Transfer).

Field	Instruction/Description
Date of WGI Waiting Period	Enter the beginning date of the Within Grade Increase waiting period or select a date from the calendar icon.

Field	Instruction/Description
Date of Lump Sum Leave	Enter the date the lump sum leave payment or select a date from the calendar icon.
Current Year Military Leave Taken	Enter the number of days of military leave used during the current leave year.
LWOP or Furlough	Enter the number of Leave Without Pay (LWOP) or furlough hours during the leave year. The field quarter hour valid values are **.00**, **.25**, **.50**, and **.75**.
AWOL or Suspension	Enter the number of Absence Without Leave (AWOL) or suspension hours during the leave year. The field quarter hour valid values are **.00**, **.25**, **.50**, and **.75**.
LWOP or Furlough	Enter the number of LWOP or furlough hours since the last WRI. The field quarter hour valid values are **.00, .25, .50,** and **.75**.
AWOL or Suspension	Enter the number of AWOL or suspension hours since the last WRI. The field quarter hour valid values are .**00,**.**25,**.**50,** and **.75**.

9. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

10. Click **Update** to save the entries.

Leave Payment

Leave documents are used to enter transferred leave, restored annual leave, interim and final compensatory leave, and annual leave lump sum payments. Leave data can be viewed in the following IRIS programs:

- IRIS Program IR133 Separated Leave
- IRIS Program IR136, Annual/Sick Leave
- IRIS Program IR138, Other Leave
- IRIS Program IR139, Compensatory Leave & Rate
- IRIS Program IR140, Non Pay Leave

Full-time and part-time employees can earn annual leave based upon 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 TC61, Annual Leave. Based on this data, PPS maintains employee leave records in the database. IRIS Program IR136 displays annual leave data.

Leave discrepancies are resolved by the Agency by submitting corrected T&As or entering the correction in TINQ. Reporting tools such as, CULPRPT and the Reporting Center, include reports that pertain to annual leave, compensatory leave, etc., processing and discrepancies. For exhibits of CULPRPT reports see the CULPRPT procedure manual and for Reporting Center reports see the Reporting Center procedure manual.

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.

The Leave Payment folder includes the following list of document types:

- 056 Compensatory Time Payments
- 054 Lump Sum Leave Payments

For more information see:

056 Compensatory Time Payments **424**
Entering 056 Compensatory Leave Payment Actions **424**
054 Lump Sum Leave Payment **430**
Entering 054 Lump Sum Leave Payment Actions **432**

056 Compensatory Time Payments

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 T&A using TC 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 & Rates and TINQ Program 05, Compensatory Leave & Compensatory Other Rate. TINQ is also used to correct any compensatory time discrepancies. For TINQ instructions, see the procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

If the employee's FLSA overtime rate is higher than the Title V overtime rate, enter the compensatory payment in SPPS.

Entering 056 Compensatory Leave Payment Actions

To enter a 056 compensatory leave payment action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **Leave Payment** folder. A list of available Leave Payment documents is displayed.

Figure 93: Leave Payment Document List

4. Select **056 Compensatory Time Payment**. The Key Data* tab is displayed.

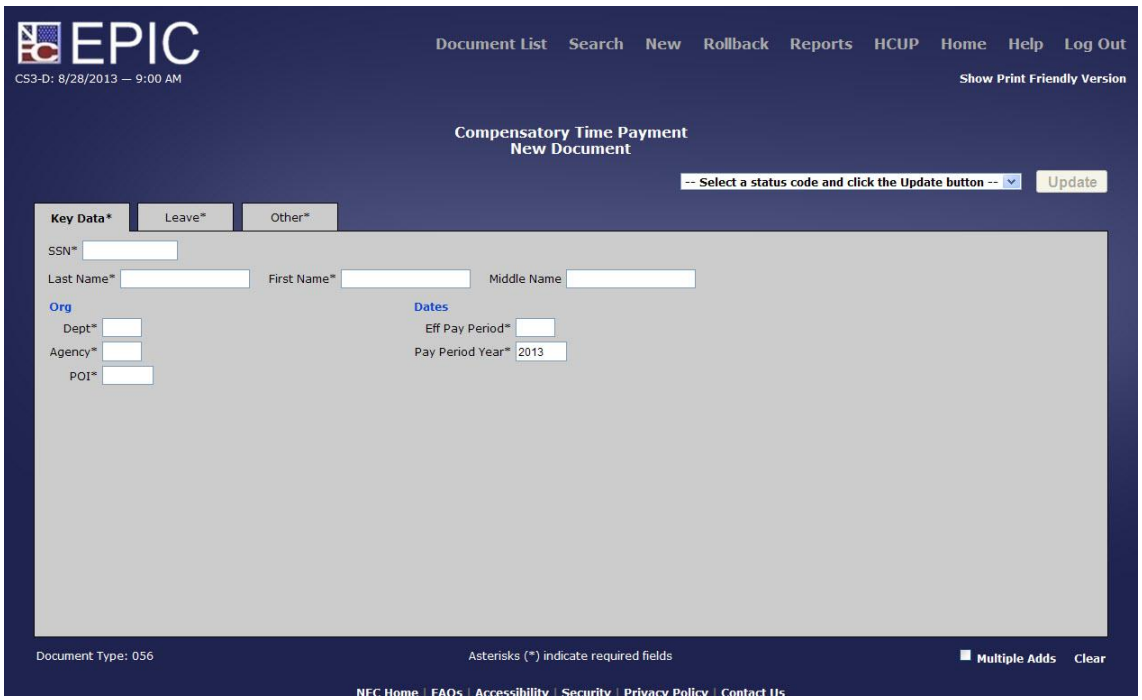


Figure 94: Compensatory Time Payment - Key Data* Tab

5. Complete the fields on the Key Data* tab (056 Compensatory Time Payment).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Click the **Leave*** tab. The Leave* tab is displayed.

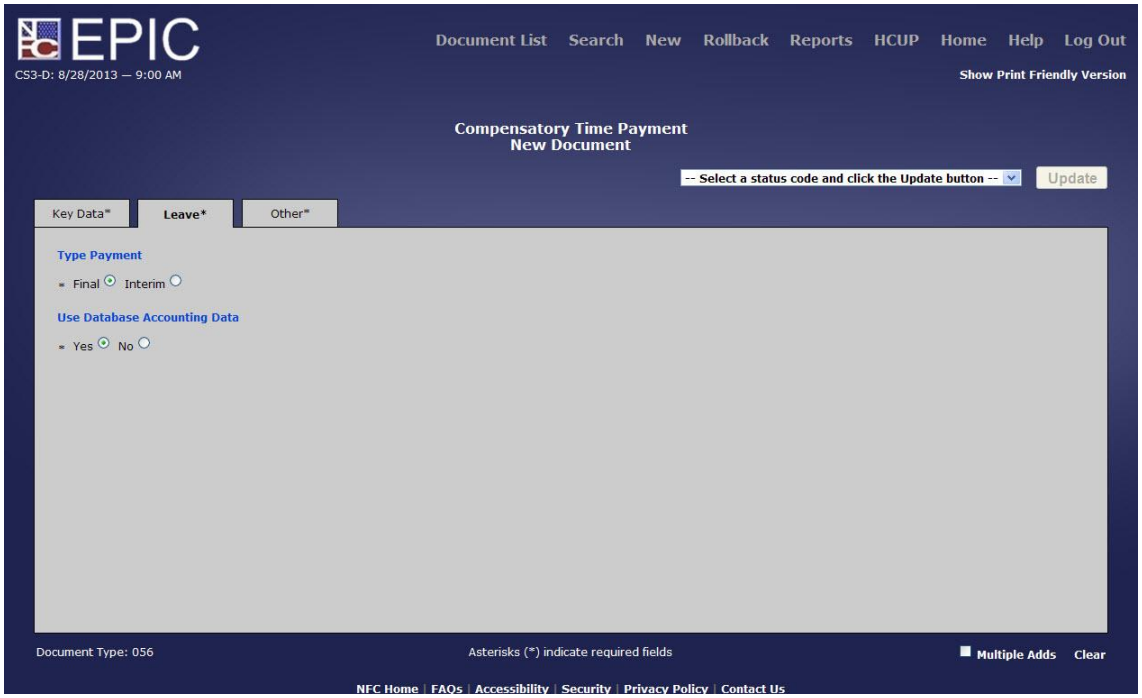


Figure 95: Compensatory Time Payment - Leave* Tab

7. Complete the fields on the Leave* tab (056 Compensatory Time Payments).

Field	Instruction/Description
Final	This radio button is selected as a default or 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 payment due to regulation and/or policy. This field designates that a final compensatory time payment will be processed for an employee separating from Federal service. The separations action must be entered to pay a final payment.
Interim	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 payment due to regulation and/or policy. A separation action should not be processed for an interim payment.
Yes	Click this radio button if the database accounting is used for the payment. The accounting data must be stored on PPS database if **Yes** is selected. The accounting data must be valid for the Agency and must be stored in Management Accounting Structure Codes (MASC) Table.
No	Click this radio button if the accounting data is being entered on the document. The accounting data must be valid for the Agency and located in MASC.

8. Select the **Other*** tab. Other* tab is displayed.

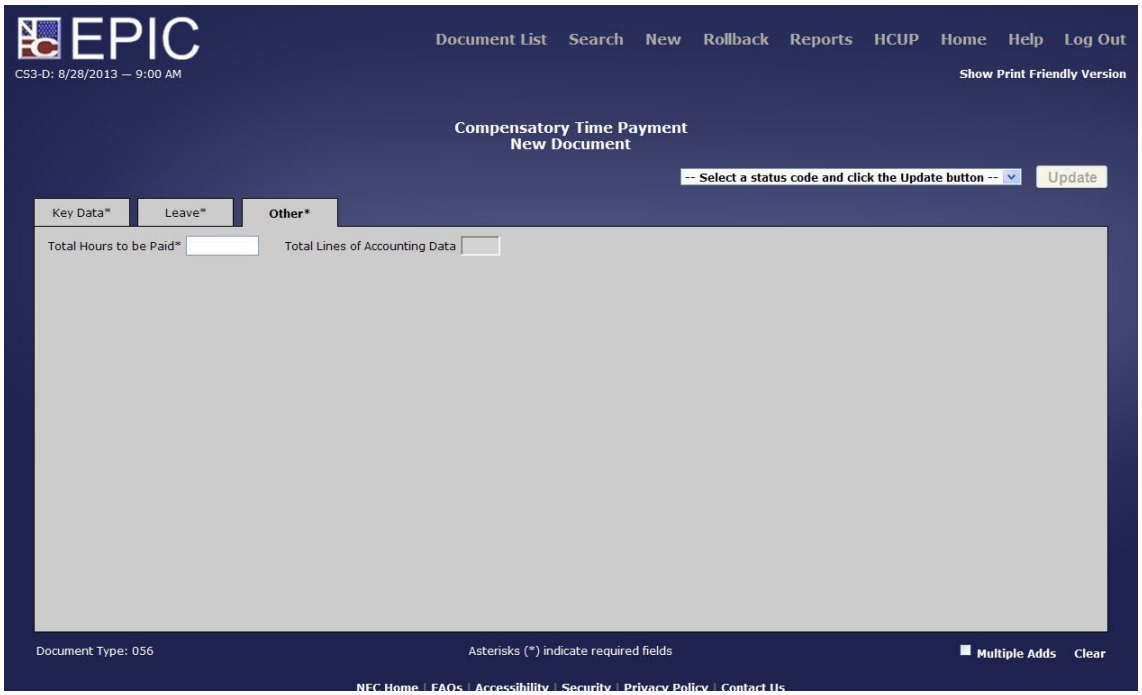


Figure 96: Compensatory Time Payment - Other* Tab

9. Complete the fields on the Other* tab (Compensatory Time Payment).

Field	Instruction/Description
Total Hours to be Paid	Enter the total amount of leave hours to be paid. The hours must agree with the hours on the database. This field is entered as hours and quarter hours. The quarter hour valid values are `.00`, `.25`, `.50`, or `.75`.
Total Lines of Accounting Data	This field is populated with the number of lines of accounting data listed on the Accounting Data page. If the Use Database Accounting Data field is coded **Yes** (use database accounting), **000** is displayed in this field.

10. Click **Update** to save the entries. The Accounting tab will be displayed. The fields on this tab will populate when data is added.

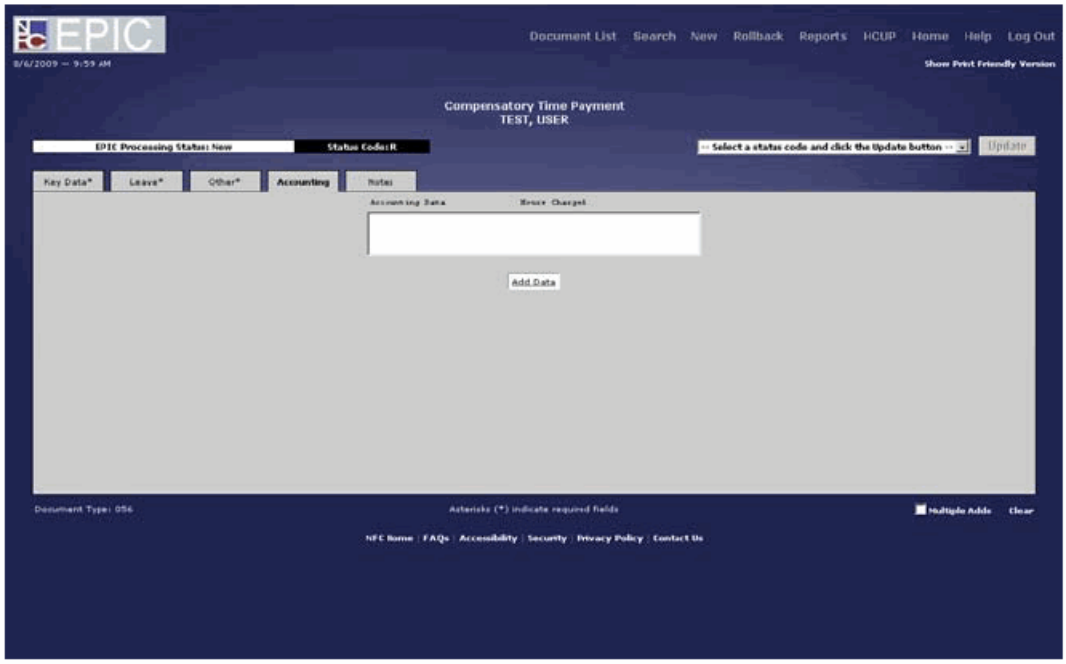


Figure 97: Compensatory Time Payment - Accounting Tab

11. Click **Add Data** link. The Accounting tab is displayed with additional fields.

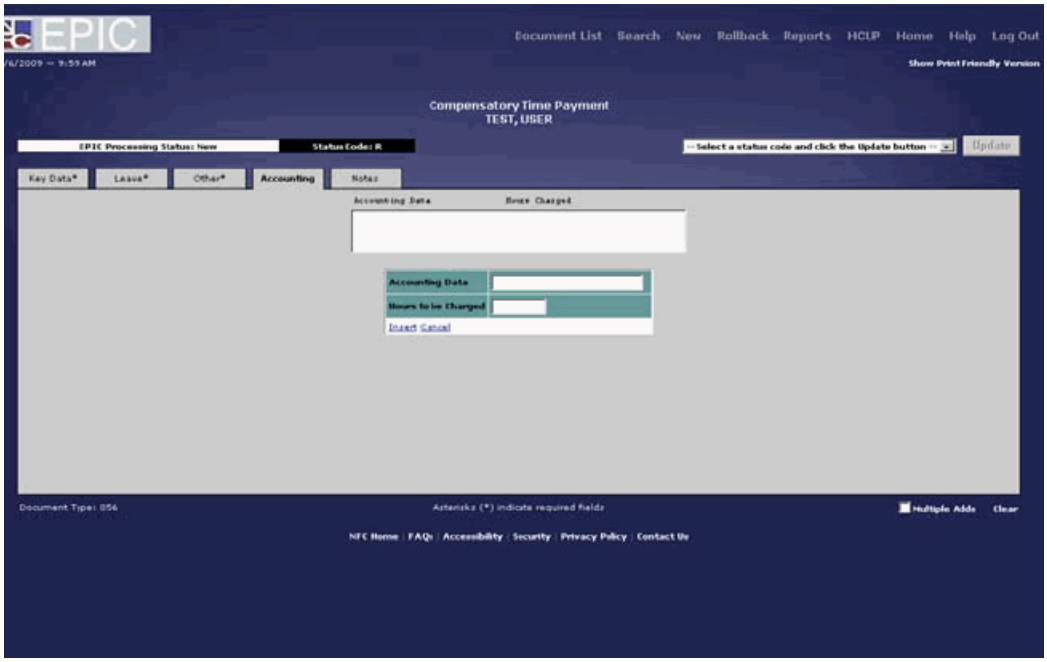


Figure 98: Compensatory Time Payment - Accounting Tab with Additional Fields

12. Complete the fields on the Compensatory Time Payment - Accounting tab.

Field	Instruction/Description
Accounting Data	Enter the accounting data to be charged for the payment.
Hours Charged	Enter the hours of time that should be paid.

13. Click **Insert**. The accounting information entered will populate as a list in the Accounting Data/Hours Charged field. If multiple accounting data and hours are entered, the list will include all entries.

14. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

15. Click **Update** to save the entries.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each leave payment.

054 Lump Sum Leave Payment

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, select **C** from the Status Code drop-down to release the document 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.

- Part Time/Full Time (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 Representative.
- 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 payments to which an employee is entitled to are 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 procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

FT and PT 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 TC 61, Annual Leave. Based on this data, PPS maintains employees leave records in the database. IRIS Program IR136 displays annual leave data.

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.

Agency timekeepers, without TINQ access, must send NFC Form AD-717, Audit for Leave Year, to correct the leave discrepancy.

The Agency should determine if the lump sum payment should be processed manually. For more on information on lump sum leave payment and repayment, see Nonautomated Processing manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

The following lump sum transactions should not be entered in PPS for processing:

- The lump sum payment amount is over $999,999.99.
- A terminated employee is rehired with a break in service.
- The employee has dual rates (except for PP26 separations).
- Credit hours

Entering 054 Lump Sum Leave Payment Actions

To enter a 054 lump sum leave payment action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.
2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.
3. Select **Leave Payment** folder. A list of available Leave Payment documents is displayed.
4. Select **054 Lump Sum Leave Payment**. The Key Data* tab is displayed.

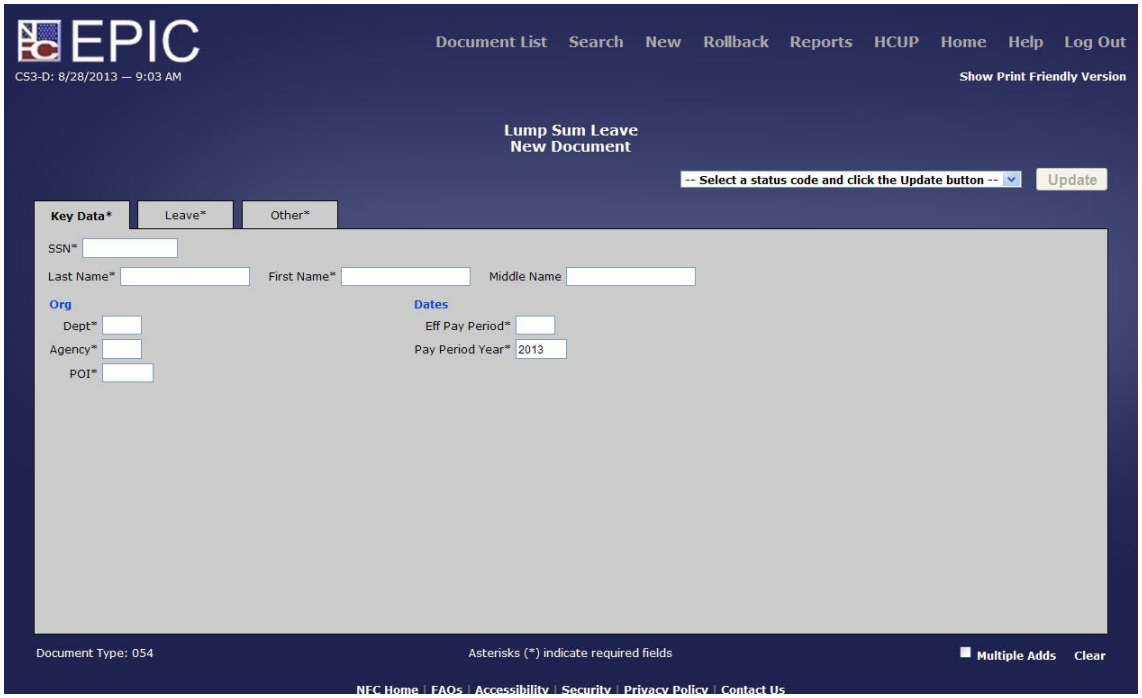


Figure 99: Lump Sum Leave - Key Data* Tab

5. Complete the fields on the Key Data* tab (054 Lump Sum Leave Payment).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

Field	Instruction/Description
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Leave*** tab. The Leave* tab is displayed.

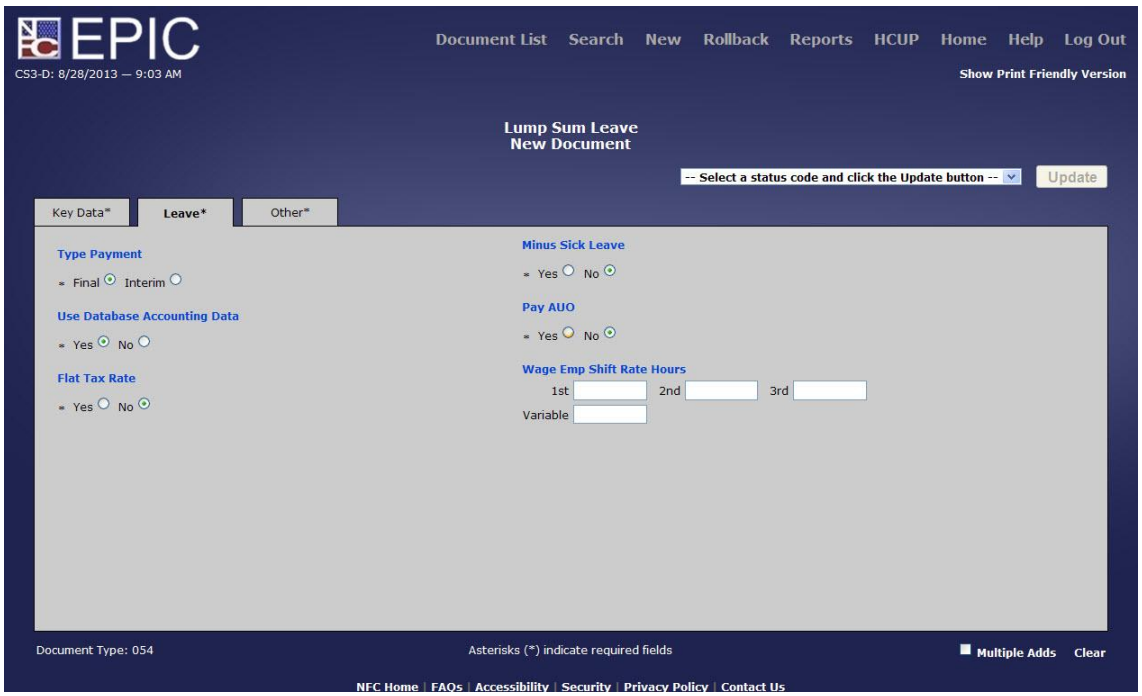


Figure 100: Lump Sum Leave - Leave* Tab

7. Complete the fields on the Leave* tab (054 Lump Sum Leave Payment).

Field	Instruction/Description
Final	This radio button is selected as a default or 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 payment due to regulation and/or policy. This field designates that a final compensatory time payment will be processed for an employee separating from Federal service. The separations action must be entered to pay a final payment.
Interim	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 payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

Field	Instruction/Description
Yes	Click this radio button if the database accounting is used for the payment. The accounting data must be stored on PPS database if **Yes** is selected. The accounting data must be valid for the Agency and must be stored in Management Accounting Structure Codes (MASC) Table.
No	Click this radio button if the accounting data is being entered on the document. The accounting data must be valid for the Agency and located in MASC.
Yes	Click this radio button if the employee is indebted for sick leave that is forgiven. This sick leave balance on the database must be negative hours.
No	Click this radio button if the employee is indebted and the sick leave is not forgiven, and the debt must be paid. The default is this field selected.
Yes	Click this radio button if the database accounting is used for the payment. The accounting data must be stored on PPS database if **Yes** is selected. The accounting data must be valid for the Agency and must be stored in Management Accounting Structure Codes (MASC) Table.
No	Click this radio button if the accounting data is being entered on the document. The accounting data must be valid for the Agency and located in MASC.
Yes	Click this radio button if the employee is eligible for AUO.
No (AUO)	Click this radio button if the employee is ineligible for AUO. The defaults is this field selected.
Yes	Click this radio button if Federal income tax is based on the 27 percent withholding rate.
No (Flat Tax Rate)	Click this radio button if Federal tax is based on the database withholding rate, do not pay flat tax rate, pay at the database withholding rate. The default is this field selected. If this field is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based upon the current Form W-4.
1st	This field is the first shift rate for Federal Wage Shift (FWS) employee. Complete at lease one shift for a FWS employee.
2nd	This field is the second shift rate for Federal Wage Shift (FWS) employee. Complete at least one shift for a FWS employee.
3rd	This field is the third shift rate for Federal Wage Shift (FWS) employee. Complete at least one shift for a FWS employee.

Field	Instruction/Description
Variable	This field is the variable shift rate for Federal Wage Shift (FWS) employee. The variable field is entered as hours and quarter hours. the quarter hour valid values are `.00`, `.25`, `.50`, and `.75`. Complete at least one shift for a FWS employee.

8. Click the **Other*** tab. The Other* tab is displayed.

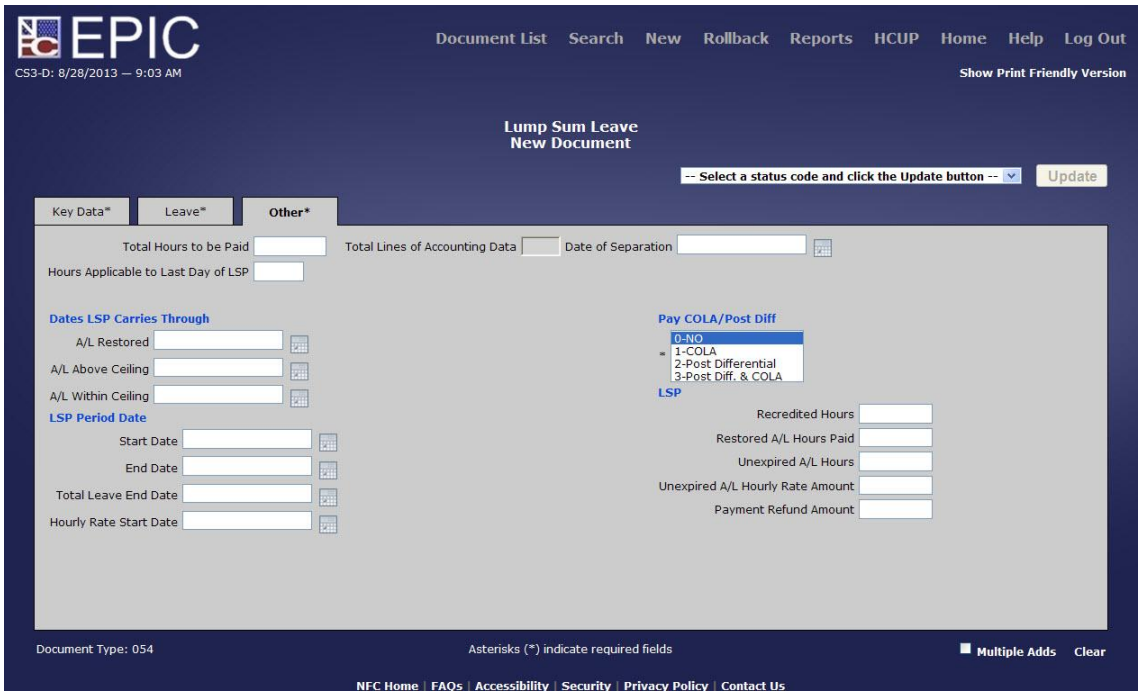


Figure 101: Lump Sum Leave - Other* Tab

9. Complete the fields on the Other* tab (054 Lump Sum Leave Payment).

Field	Instruction/Description
Total Hours to be Paid	Enter the total amount of leave hours to be paid. The hours must agree with the hours on the database. This field is entered as hours and quarter hours. The quarter hour valid values are `.00`, `.25`, `.50`, or `.75`.
Total Lines of Accounting Data	This field is populated with the number of lines of accounting data listed on the Accounting Data page. If the Use Database Accounting Data field is coded **Yes** (use database accounting), **000** is displayed in this field.
Date of Separation	Enter the data or select a date the employee separated from the calendar icon. This field applies to final payments only and must be the same as the effective date of the personnel action.

Field	Instruction/Description
Hours Applicable to Last Day of LSP	Enter the number of hours that are applicable to the last day of the lump sum payment. This field is entered as hours and quarter hours. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.
A/L Restored	Enter the date the restored annual leave carries through or select a date from the calendar icon. The following are conditions for A/L Restored: • A restored annual leave balance must exist on the database. • The dates must be later than the separation action effective date. • Do not complete for an interim lump sum payments. When the A/L Restored is blank, the A/L Above Ceiling and Within Ceiling field must also be blank.
A/L Above Ceiling	Enter the date the annual leave above ceiling carries through or select a date from the calendar icon. The following are conditions for A/L Above Ceiling: 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 that the annual leave carryover on the database. The A/L Above Ceiling date must be later than the A/L Restored date. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment. When the A/L Above Ceiling is blank, the A/L Restored and A/L Within Ceiling field must also be blank.
A/L Within Ceiling	Enter the date the annual leave within ceiling carries through or select a date from the calendar icon. The A/L Within Ceiling date must be later than the A/L Above Ceiling date. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment. When the A/L Within Ceiling field is blank, the A/L Restored and A/L Above Ceiling field must also be blank.

Field	Instruction/Description
Pay COLA/Post Diff	Select the applicable value from the list. the valid values are: **0-No** - Do not pay COLA or Post Differential. **1-COLA** - Pay COLA only. **2-Post Differential** - Pay Non-Foreign Post Differential Only. **3-Post Diff & COLA** - Pay both Non-Foreign Post Differential and COLA. Foreign Post differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized by the system cannot pay it automatically. Must submit an SPPS request for payment.
Start Date	Enter the start day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: • Holidays are included as regular works days in the projected dates. • The dates must be later that the separation action effective date. • Do not complete for an interim lump sum payment.
End Date	Enter the end day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.
Total Leave End Date	Enter the total leave end day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.
Hourly Rate Start Date	Enter the hourly rate start day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.

Field	Instruction/Description
Recredited Hours	Enter the number of recredited hours. This field is entered as hours and quarter hour. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.
Restored A/L Hours Paid	Enter the total number of hours to be paid. The hours must agree with the hours on the database. This field is entered as hours and quarter hour. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.
Unexpired A/L Hours	Enter the number of unexpired annual leave hours. This field is entered as hours and quarter hour. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.
Unexpired A/L Hourly Rate Amount	Enter the hourly rate of the unexpired annual leave hours.
Payment Refund Amount	Enter the amount of the payment.

1. Click **Update** to save the entries. The Accounting tab will be displayed. The fields on this tab will populate when data is added.

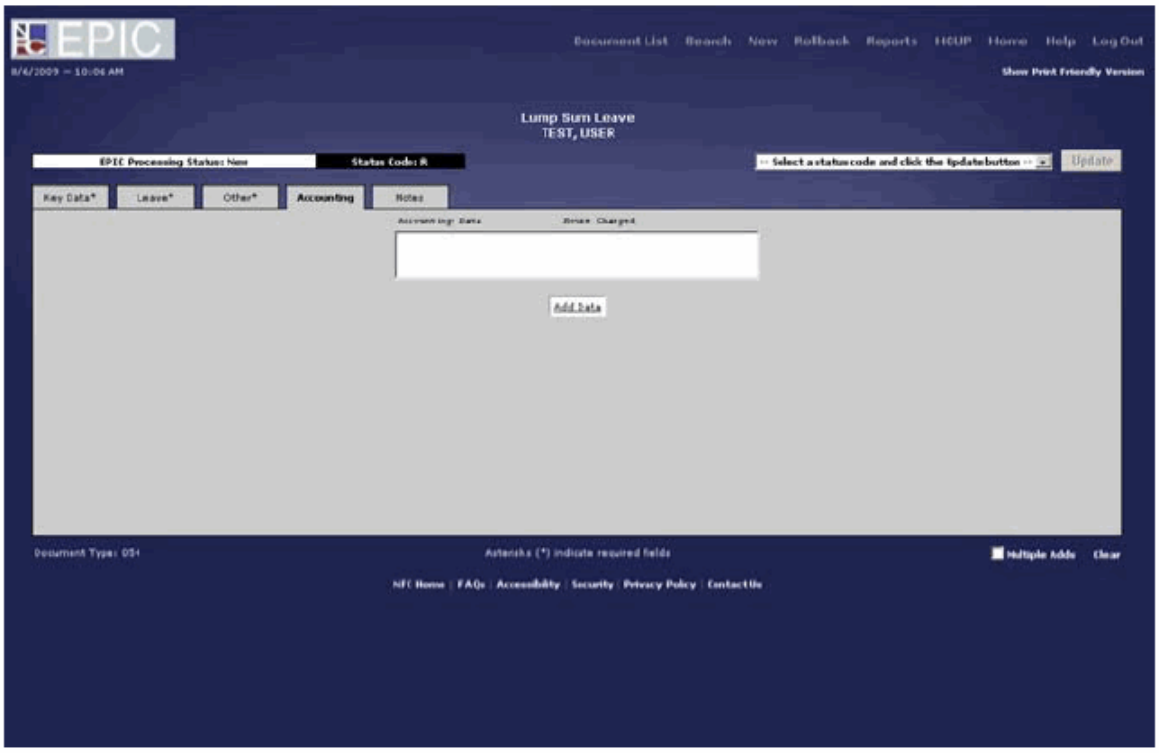


Figure 102: Lump Sum Leave - Accounting Update Tab

2. Click **Add Data** link. The Accounting tab is displayed with additional fields.

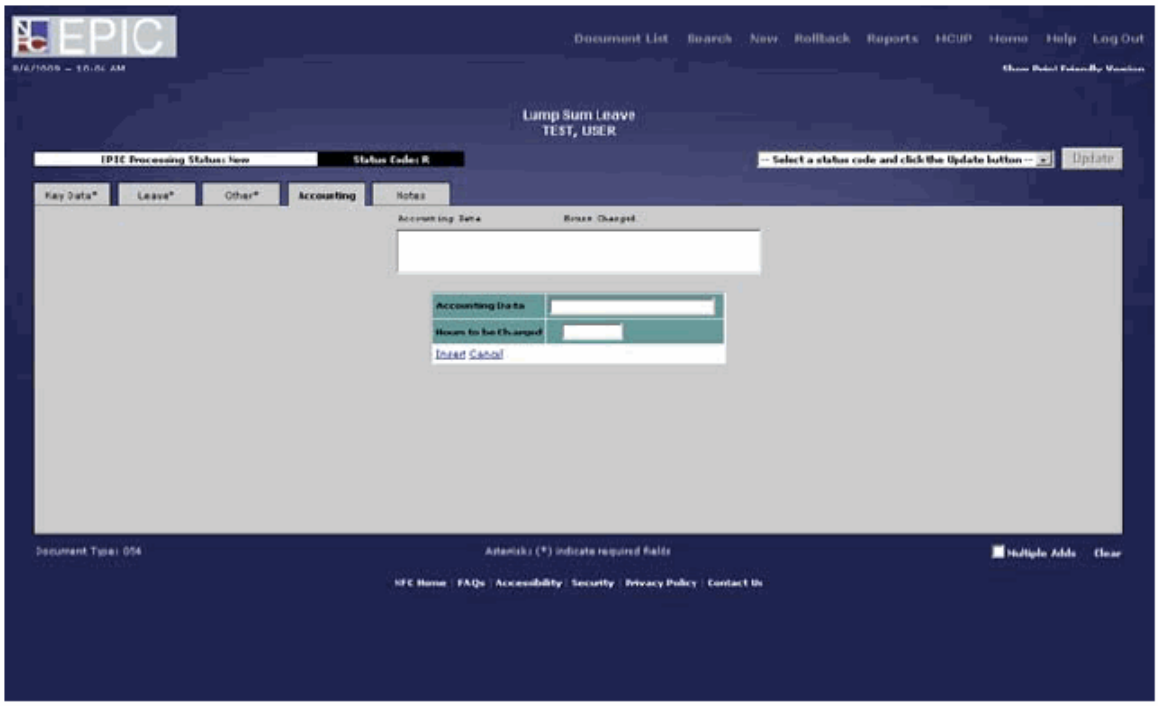


Figure 103: Lump Sum Leave - Accounting Tab with Additional Fields

3. Complete the fields on the Accounting tab (054 Lump Sum Leave Payment).

Field	Instruction/Description
Accounting Data	Enter the accounting data to be charged for the payment.
Hours Charged	Enter the hours of time that should be paid.

4. Click **Insert**. The accounting information entered will populate on the list in the **Accounting Data/Hours Charged** field. If multiple accounting data and hours are entered, the list will include all entries.

5. Select the applicable **Status Input Code** from the drop-down list on the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete

Code	Description
	the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry. A new transaction must be entered for each leave payment.

6. Click **Update** to save the entries.

Note: To Modify, Delete or Cancel a 054 Lump Sum Leave Payment see ***Modifying Payroll Actions*** (on page 575).

121 Locator

The 121 Locator data is the location of employees within a building. Based upon the information entered in the Building Locator field in EPIC Web, PPS generates the building abbreviation, name, and address in the database. The 121 Locator can be viewed in the IRIS Program IR146, Building Locator Information. The CULPRPT Report P0055, GAO Employee Locator Listing, is a report of the data entered for each employee.

For more information see:

Entering 121 Locator Actions 441

Entering 121 Locator Actions

To enter a 121 locator action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **121 Locator**. The Key Data* tab is displayed.

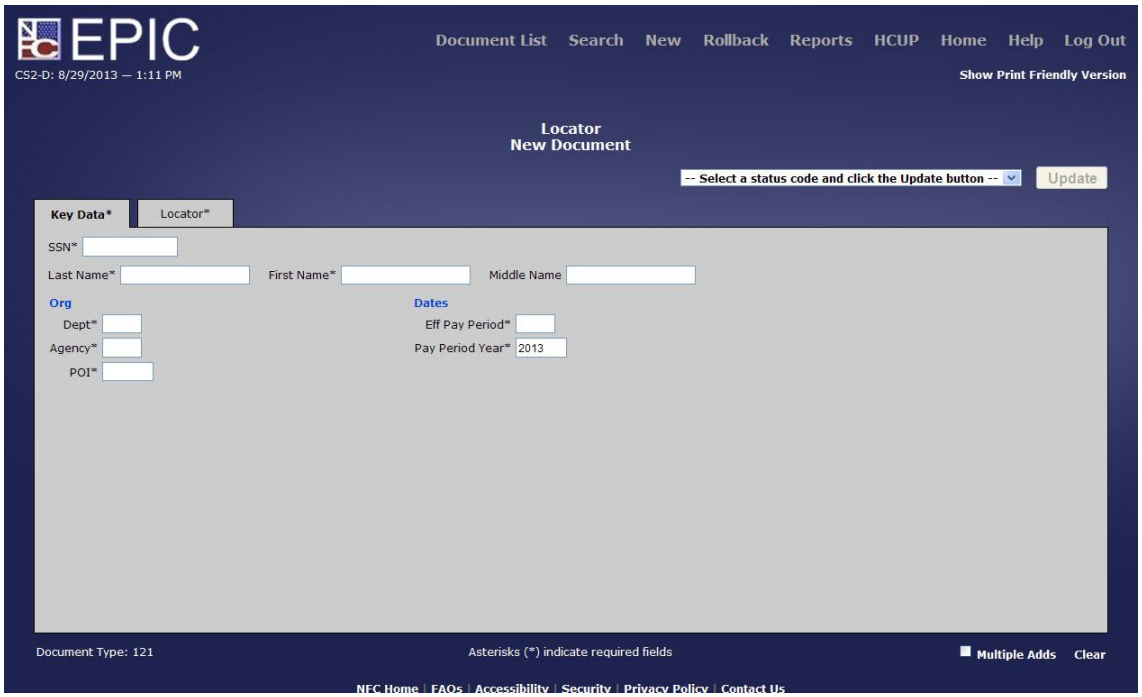


Figure 104: Locator - Key Data* Tab

4. Complete the field on the Key Data* tab (121 Locator).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Locator*** tab. The Locator* tab is displayed.

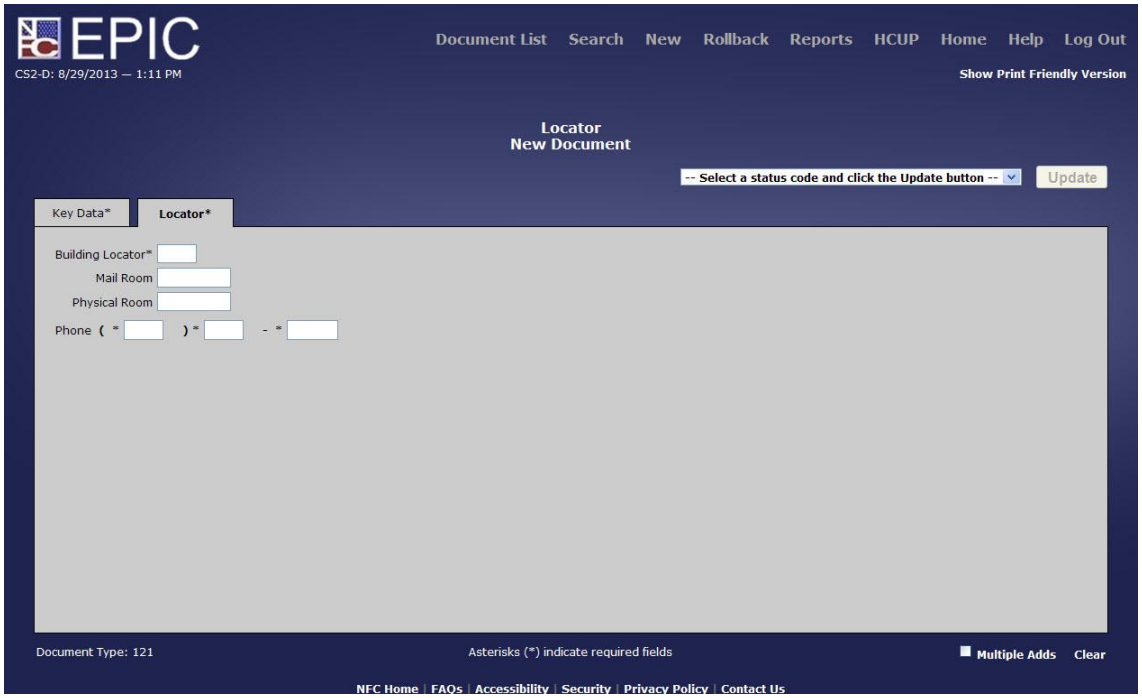


Figure 105: Locator - Locator* Tab

6. Complete the field on the Locator* tab (121 Locator).

Field	Instruction/Description
Building Locator	This field is the record location for Government employees. Enter the employee's six-position Department building location code. For a list of Department building location codes see TMGT, Table 096, Department Building Codes.
Mail Room	This field is the mail room number for the employee. Enter the employee's work mail room location.
Physical Room	Enter the employee's work physical room number.
Phone	Enter the employee's work telephone number starting with the area code.

7. Select the applicable **Status Input Code** from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

030 Master File Change

Master Field Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may effect pay and personnel eligibilities of the employee. The IRIS program that display these elements are listed with the entry instructions.

Note: There are currently 36 Master Field Update Actions that can be performed with this module. Multiple fields can be processed. A new transaction is required per field. Click the **Multiple Adds** link to add a new transaction.

For more information see:

Entering 030 Master File Change Actions 445

Entering 030 Master File Change Actions

To enter a 030 master file change action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **030 Master File Change**. The Key Data* tab is displayed.

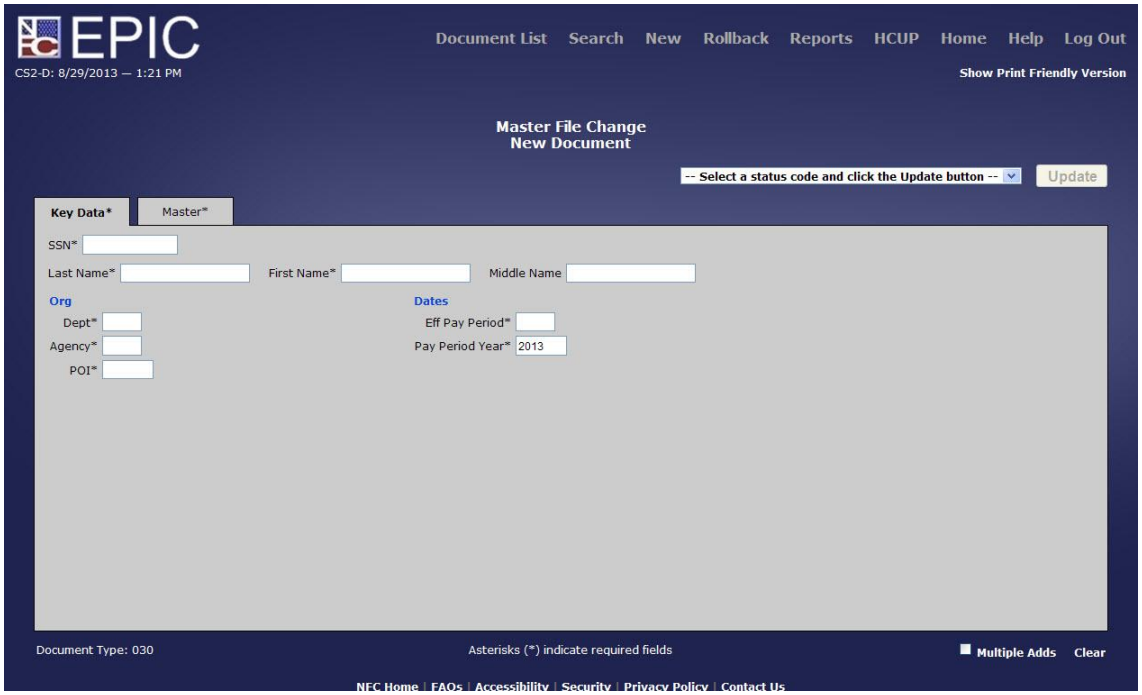


Figure 106: Master File Change - Key Data* Tab

4. Complete the field on the Key Data* tab (030 Master File Change).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Click **Master**. The Master* tab is displayed.

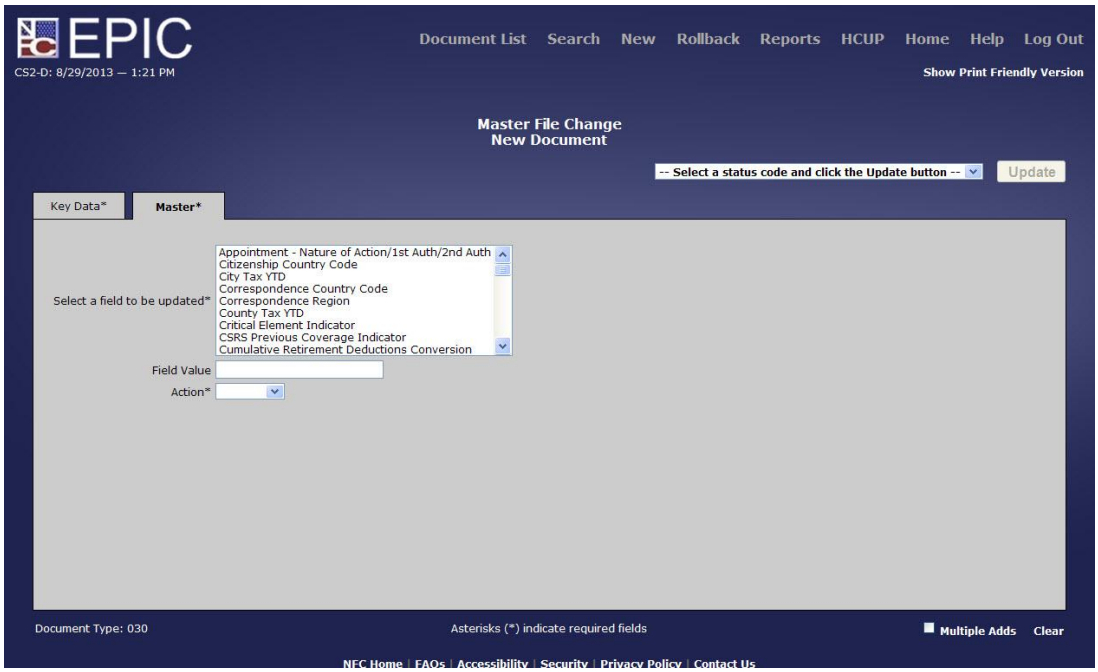


Figure 107: Master File Change - Master* Tab

6. Complete the fields on the Master* tab (030 Master File Change).

Field	Instruction/Description
Select A Field To Be Updated	Use the scroll bar to find the applicable value.
Field Value	**030 Master File Change** General rules will be shown in this field and may be enough to help you to enter data in the Not Applied and New Data field. **120 Multi-Element Update** Enter the value that corresponds with the selection made on the Select a Field to be Updated field.
Action	Select Add from the drop-down arrow.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

To modify, delete, or cancel a 121 Locator see, ***Modifying Payroll Actions*** (on page 575).

120 Multi-Element Update

Multi Element Update data includes miscellaneous database elements that are not reflected on a personnel action or payroll document but are used for reporting requirements as well as to denote expertise or experience in various fields.

Note: The IRIS Programs that display this data are listed in the entry instructions.

For more information see:

Entering 120 Multi-Element Update Actions.....449

Entering 120 Multi-Element Update Actions

To enter a 120 multi-element update action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **120 Multi-Element Update**. The Key Data* tab is displayed.

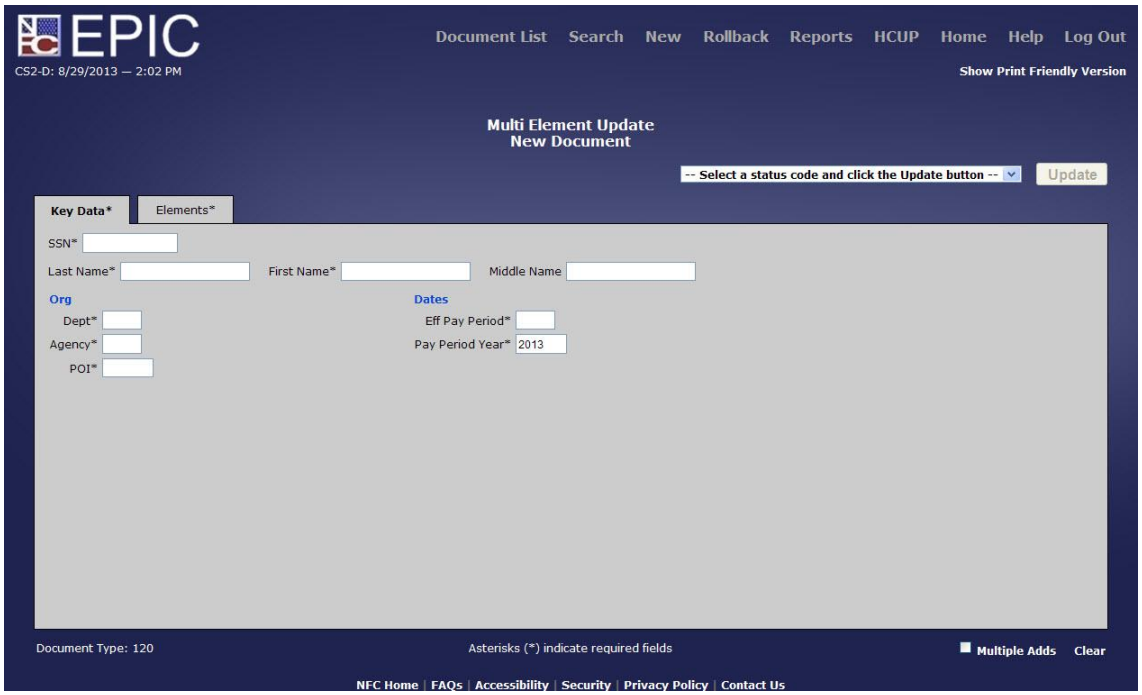


Figure 108: Master File Change - Key Data* Tab

4. Complete the fields on the Key Data* tab (120 Multi-Element Change).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Elements*** tab. The Elements* tab is displayed.

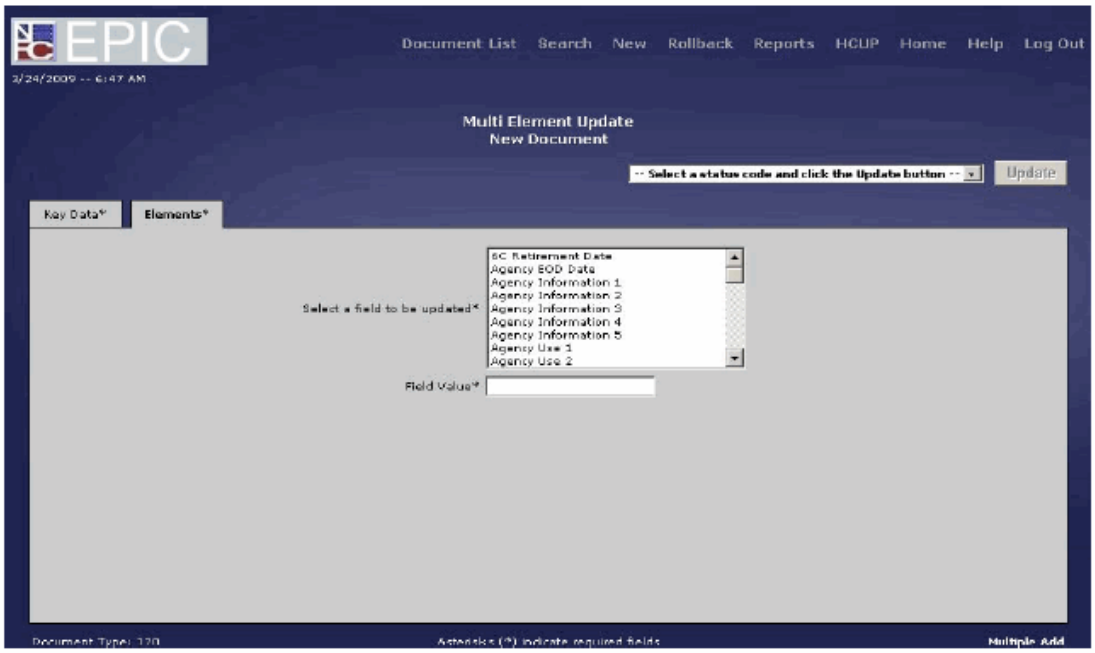


Figure 109: Elements* Tab

6. Complete the fields on the Elements* tab (120 Multi-Element Update).

Field	Instruction/Description
Select A Field To Be Updated	Use the scroll bar to find the applicable value.
Field Value	**030 Master File Change** General rules will be shown in this field and may be enough to help you to enter data in the Not Applied and New Data field. **120 Multi-Element Update** Enter the value that corresponds with the selection made on the Select a Field to be Updated field.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete

Code	Description
	the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

To modify, delete, or cancel a 120 Multi-Element Update see, ***Modifying Payroll Actions*** (on page 575).

096 Net Pay

Net pay is the employee's pay after deductions, which is transmitted through Direct Deposit/Electronic Funds Transfer (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 Payroll/Personnel Inquiry System (PINQ) Program PQ32, Payroll Listing.

Before you can begin to complete a direct deposit for an employee, the following information is needed (found on the SF-1199A, Direct Deposit Sign-Up Form or EFT Election Letter, as complete by the employee):

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit will be made.

If the routing number and/or account number that is received from Treasury does not agree with the routing number and/or account 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:

Entering 096 Net Pay Actions **454**
Modifying a 096 Net Pay **457**
Deleting/Canceling a 096 Net Pay **457**

Entering 096 Net Pay Actions

To enter a 096 net pay action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. An alphabetical list of Payroll Actions documents appear on this menu.

3. Select **096 Net Pay**. The Key Data* tab is displayed.

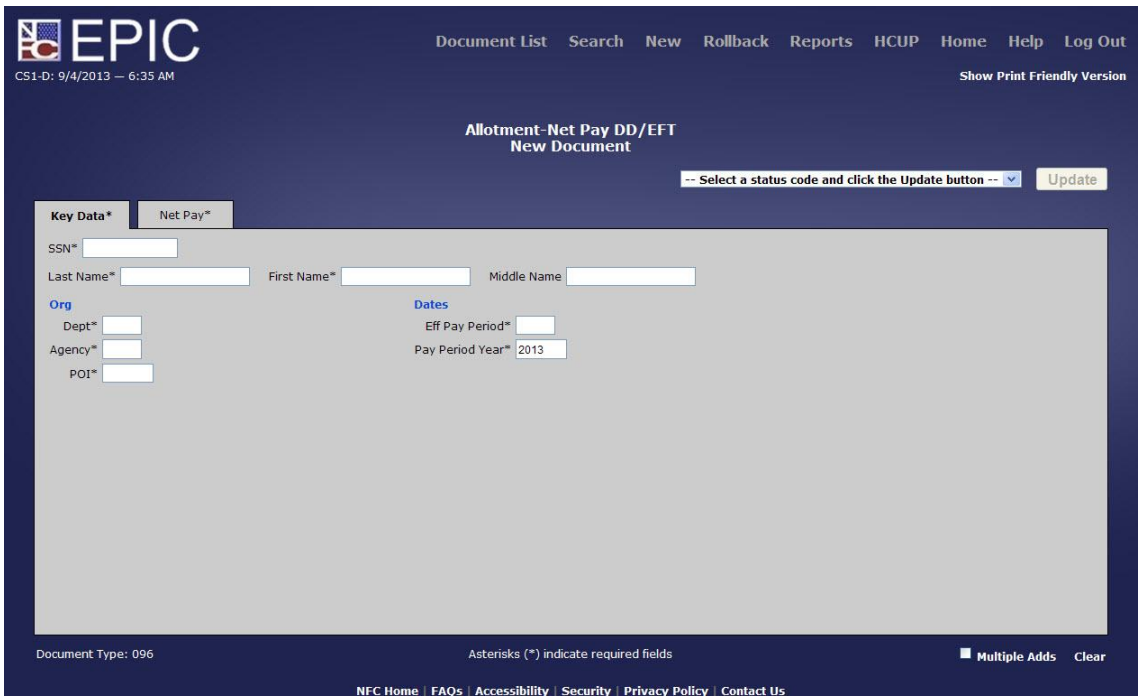


Figure 110: Allotment-Net Pay DD/EFT Key Data* Tab

4. Complete the fields on the Key Data* tab (096 Net Pay).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Click the **Net Pay*** tab. The Net Pay* tab is displayed.

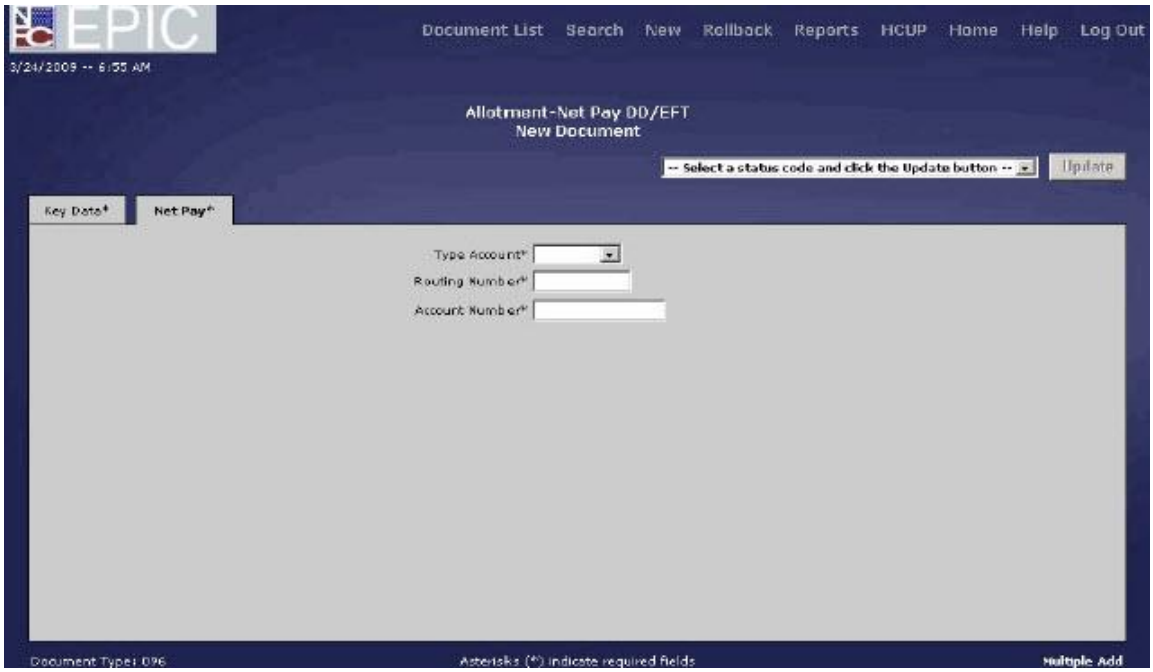


Figure 111: Allotment-Net Pay DD/EFT Net Pay* Tab

6. Complete the fields on the Net Pay* tab (096 Net Pay).

Field	Instruction/Description
Type Account	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.
Routing Number	Enter the financial organization's routing number. The first 2 positions must be **`01`** through **`12`**, **`21`** through **`32`**, or **`90`** through **`91`**.
Account Number	Enter the account number.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. if the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

Note: To add an additional transaction without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

Modifying a 096 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.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting/Canceling a 096 Net Pay

To cancel a direct deposit authorization, enter the new check mailing transaction data or designated agent code in the Employee transaction document. Also enter the new checking mailing transaction or designated Agency number; otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

Non-Federal Benefit Documents

Non-Federal benefits include non-Federal life insurance, flexible spending account, retirement, Thrift Savings Plan, and health benefits for eligible employees. For more information about non-Federal benefits plans, see your Agency's instructions.

For more information see:

Entering 102 Life Insurance Actions 458
Entering 185 Flexible Spending Account Actions 465
Entering 103 Retirement Actions 472
Entering 104 Thrift Savings Plan Actions 478
Entering 101 Health Benefits Actions 483

Entering 102 Life Insurance Actions

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees. Life insurance data may be viewed in IRIS Program IR116, 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 for further guidance.
- The plan code must be compatible with the Agency.
- Certain plans require part-time employees to work at least 40 hours per pay period.
- Eligible employees can 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**.

To enter a life insurance action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click the **Non-Federal Benefit Documents** folder. The expanded Non-Federal Benefit Documents folder is displayed.

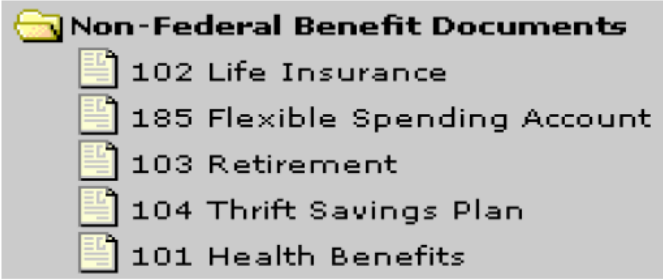


Figure 112: Non-Federal Benefit Documents Folder

4. Select **102 Life Insurance**. The Key Data* tab for 102 Life Insurance is displayed.

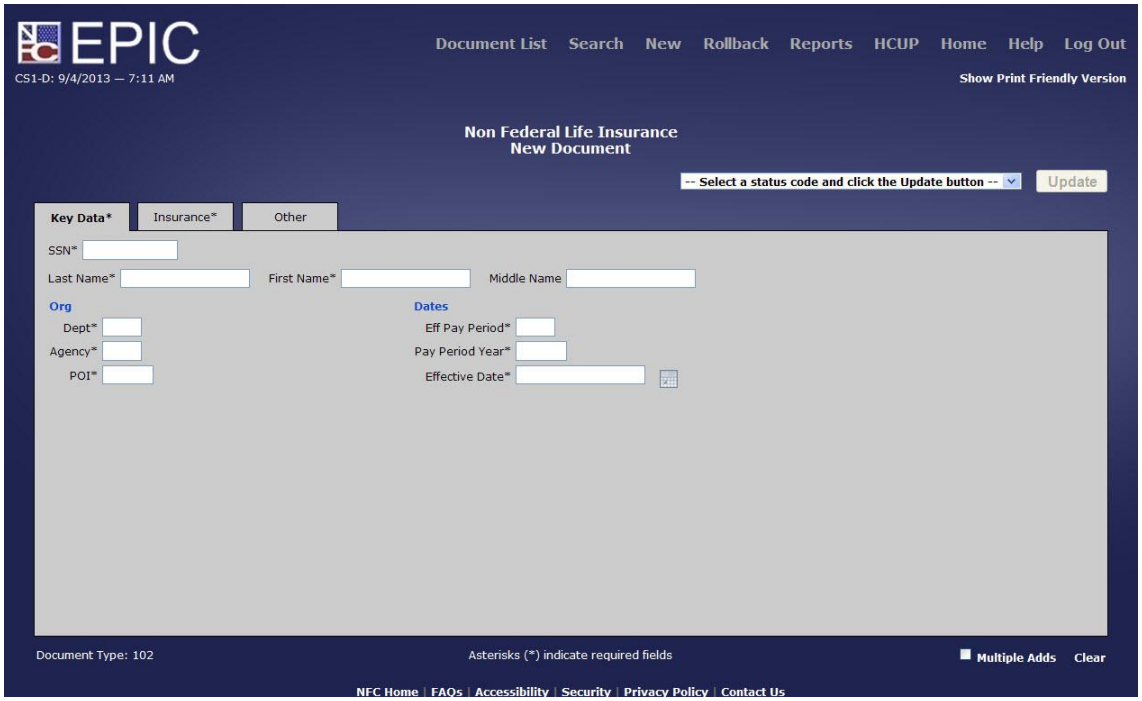


Figure 113: Non Federal Life Insurance Key Data* Tab

5. Complete the fields on the Key Data* tab (102 Life Insurance).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Click **Insurance***. The Insurance* tab is displayed.

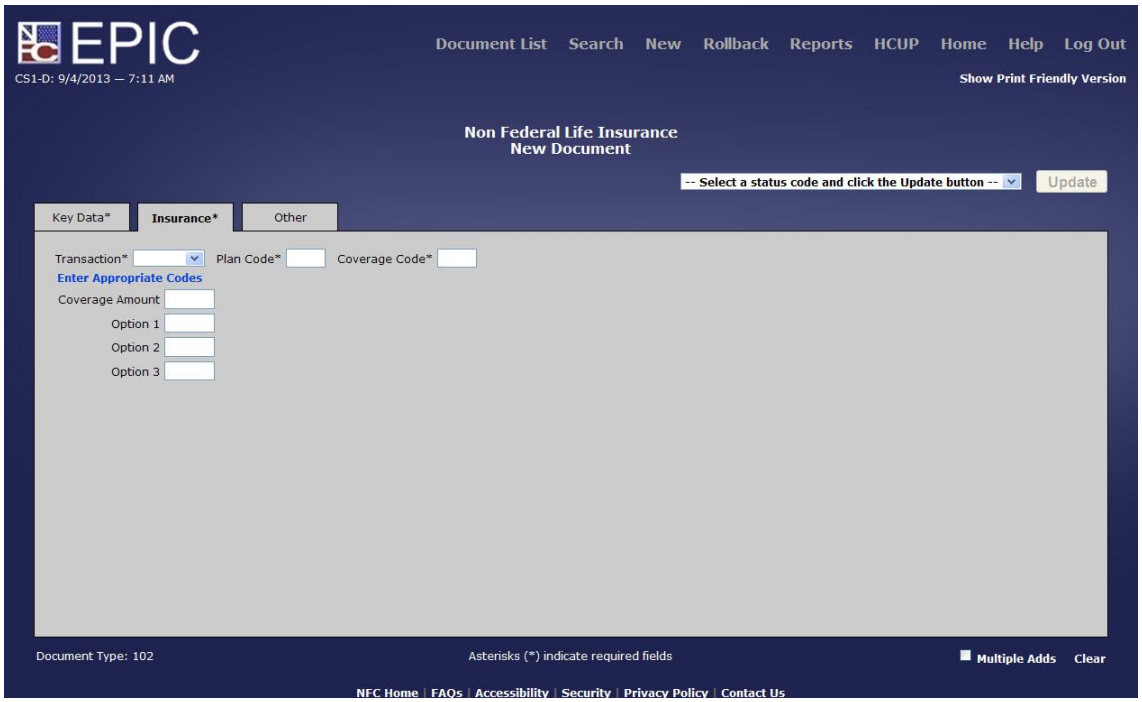


Figure 114: Non Federal Life Insurance Insurance* Tab

7. Complete the fields on the Insurance* tab (102 Life Insurance).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**

Field	Instruction/Description
Coverage Code	**102 Life Insurance** Enter the coverage code for the insurance plan. For a list of valid values see **Non-Federal Life Insurance Coverage Code Table**. **103 Retirement** The coverage code of the retirement plan. Enter **0** (no voluntary allotment), **1** (additional retirement account - taxable or tax deferred) or **2** (supplemental retirement annuity - tax deferred only). Enter **1** or **2** for Plan Codes 23 and 24 if the amount or percent is taxable or tax deferred. Enter **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. Enter **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.
Coverage Amount	Enter the amount of coverage in whole dollars. The following conditions apply: The minimum coverage amount is $10,000; the maximum coverage amount is $500,000. Must be in $10,000 increments.
Option 1	Enter 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. If the coverage amount is between $25,000 and $50,000, this field cannot exceed $250,000.
Option 2	Enter the amount of Option 2.
Option 3	Enter the amount of Option 3.

8. Select the **Other** tab. The Other tab is displayed.

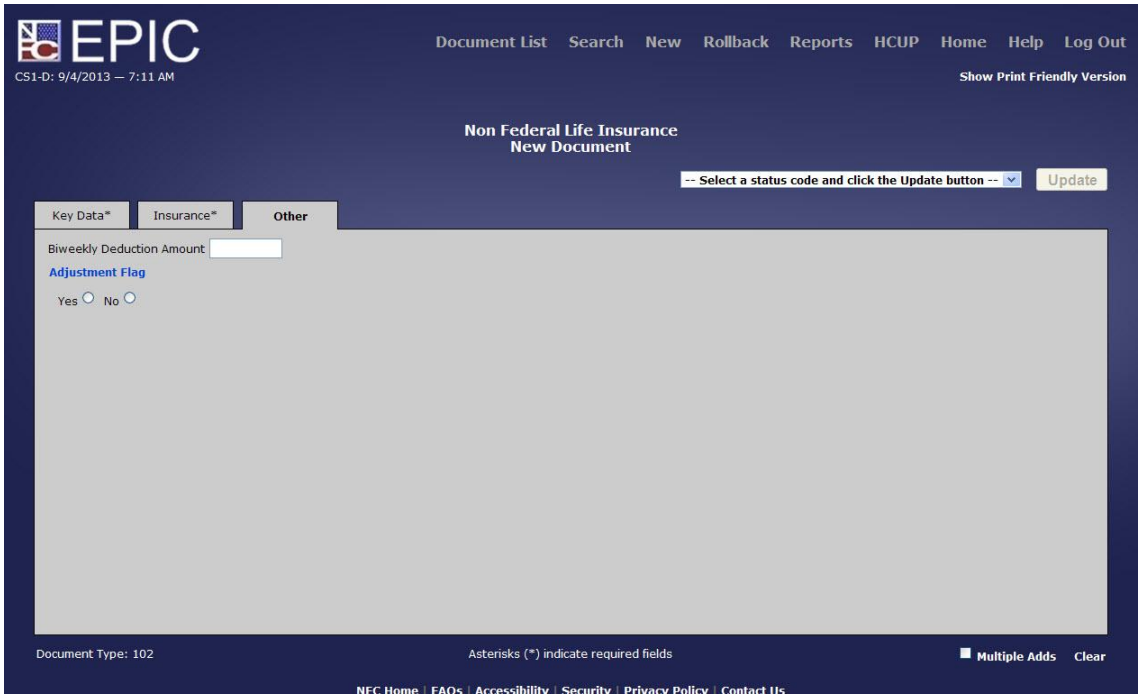


Figure 115: Non Federal Life Insurance Other Tab

9. Complete the fields on the Other tab (102 Life Insurance).

Field	Instruction/Description
Biweekly Deduction Amount	Enter the amount to be deducted each pay period. Type the appropriate amount depending on the option(s) selected from the Insurance tab.
Yes	**101 Health Benefits** Click this radio button 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. Bypass the selection if the effective date is the same as the processing pay period. **102 Life Insurance** Click this radio button 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.)

Field	Instruction/Description
No	**101 Health Benefits** Click this radio button if the employee was/is enrolled in a non-Federal health plan and requires a retroactive adjustment. **102 Life Insurance** Click this radio button if a retroactive adjustment is not necessary.

10. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update**.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Entering 185 Flexible Spending Account Actions

The Flexible Spending Account (FSA) is used to enter allotment data for eligible employees who wish to set aside an annual amount of salary to be contributed to a flexfund flexible spending account. The FSA 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.

Note: Refer to your Agency instructions for eligible requirements.

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 one year beginning with the first pay period in the tax year and ending with the last pay period of the tax year. 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 amount divided by the number of pay periods remaining in the plan year. If annual amount is not evenly divisible by the number of pay periods in the plan year, the balances are 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 non Flexfund deduction is made for the pay period. All Flexfund deductions are terminated automatically only upon expiration of the one-year withholding period.

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 the pay is insufficient to take both deductions, the health care deductions are taken first.

The FSA program allows employees to pay for certain health and dependent care expenses with pre-taxed dollars. The FSA's Program consists of two accounts: Dependent Care expenses and Health Care expenses.

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 dependent care expenses (e.g., deductibles, co-payments, dental care, orthodontics) deducted from their pay. The money is put into an account and upon receipt of proper documentation, is reimbursed to the participant after the services are rendered. There are two parts to the FSA Program, Dependent Care Flexfund Spending Account (DCFSA) and Health Care Flexible Spending Account (HCFSA).

- DCFSA is money used for the care of dependent 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 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 $2500 per year may be contributed to an HCFSA account.

Participants must first determine the total amount to be deducted. The amount is then divided by the number of pay periods for that year to determine the deductions 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 1-877-FSAFEDS (1-877-372-3337) (between (9:00 a.m. and 9:00 p.m. Easter Standard Time). All submitted claims must be accompanied by proper documentation.

Elections made during an open season 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 Form 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 Form W-2.

To enter a 185 Flexible Spending Account Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click the **Non-Federal Benefit Documents** folder. The expanded Non-Federal Benefit Documents folder is displayed.

4. Select **185 Flexible Spending Account**. The Key data* tab for 185 Flexible Spending Account is displayed.

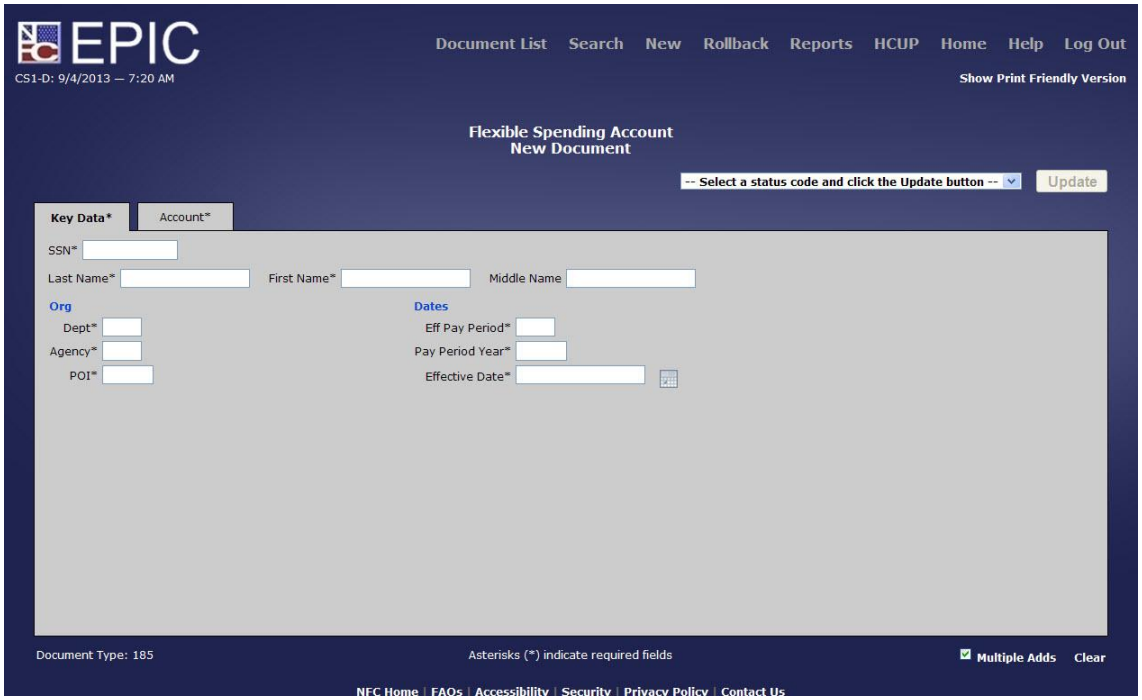


Figure 116: Flexible Spending Account Key Data* Tab

5. Complete the fields on the Key Data* tab (185 Flexible Spending Account).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Select the **Account*** tab. The Account* tab for 185 Flexible Spending Account is displayed.

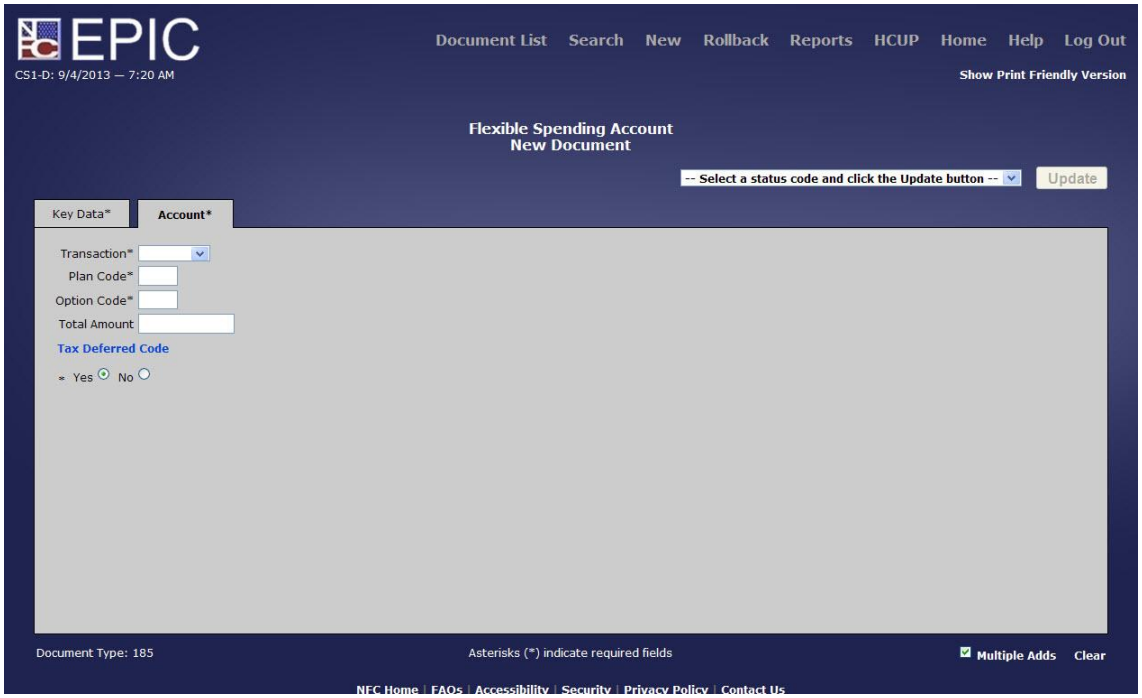


Figure 117: Flexible Spending Account Account* Tab

7. Complete the fields on the Account* tab (185 Flexible Spending Account).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**
Option Code	Enter the applicable option code.
Total Amount	**185 Flexible Spending Account** Enter 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 positions of the field. Bi-weekly deductions will be the total amount divided by the number of pay periods remaining in the plan year. The amounts below apply to non-Federal benefits. The minimum amount for an account for most Federal Agencies is $250, and the maximum is $5000. Below is a list of the minimum and maximum annual amounts for each dependent care account. Agency-Department Care Minimum-Department Care Maximum ARC - $1 - $5000 FCA - $130-$5000 FCSIC - $130-$5000 FDIC - $100-$5000 OCC- $100-$5000 Below is a list of the minimum and maximum annual amounts for each health care account. Agency-Health Care Minimum - Health Care Maximum ARC-$1-$5000 FCA-$130-$5000 FCSIC-$130-$5000 FDIC-$100-$2500 OCC-$100-$2500 RTC-$100-$2500 **128 Severance Pay** Enter the total severance pay amount in dollars and cents. This field is the amount the employee is entitled to receive.

Field	Instruction/Description
Yes	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax deferred. **185 Flexible Spending Account** Click this radio button if the amount is taxed deferred.
No	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax exempt. **185 Flexible Spending Account** Click this radio button if the amount is taxed.

8. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update**.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Entering 103 Retirement Actions

Non-Federal Retirement is a retirement savings and investment plan for certain eligible employees. The maximum number of retirement plan enrollments is two and the appointment must exceed 90 days for plan code 23.

To enter a 103 Retirement Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click the **Non-Federal Benefit Documents** folder. The expanded Non-Federal Benefit Documents folder is displayed.

4. Select **103 Retirement**. The Key Data* tab for 103 Retirement is displayed.

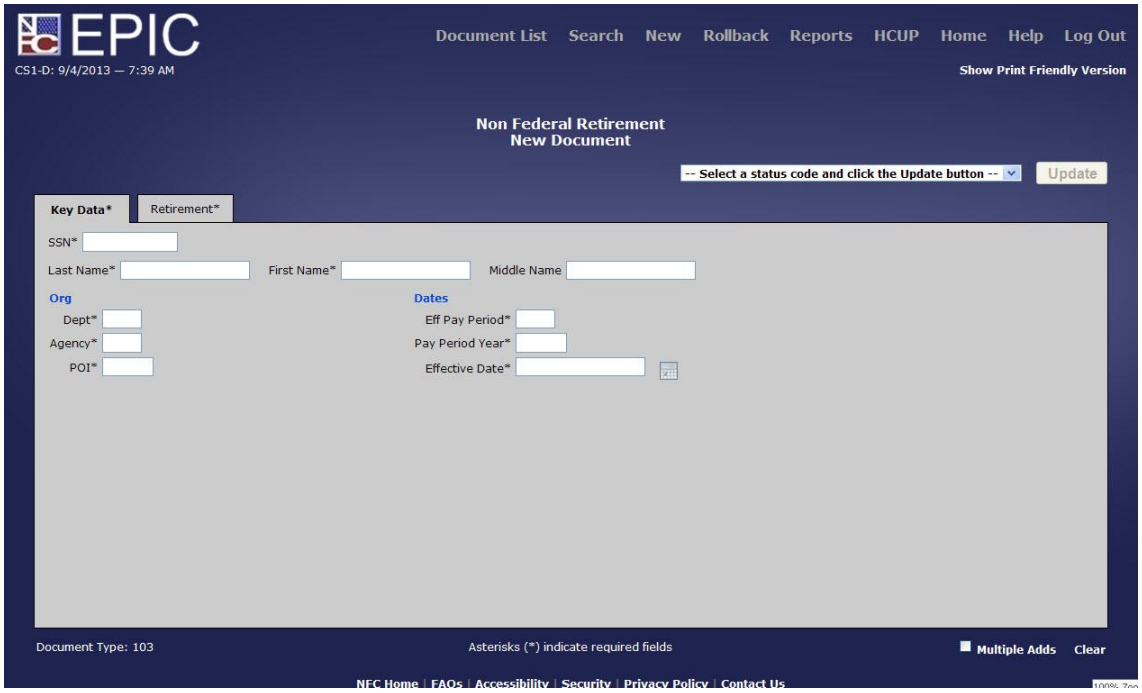


Figure 118: Non Federal Retirement Key Data Tab

5. Complete the fields on the Key Data* tab (103 Retirement).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Select the **Retirement*** tab. The Retirement* tab for 103 Retirement is displayed.

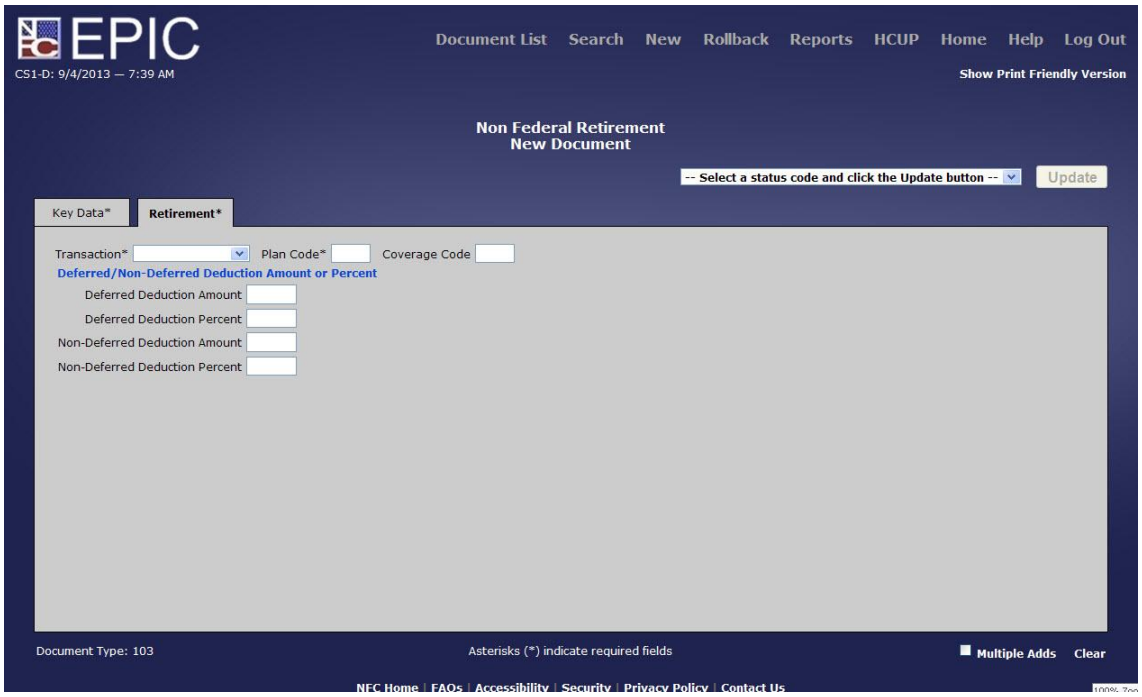


Figure 119: Non Federal Retirement Retirement Tab

7. Complete the fields on the Retirement* tab (103 Retirement).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**

Field	Instruction/Description
Coverage Code	**102 Life Insurance** Enter the coverage code for the insurance plan. For a list of valid values see **Non-Federal Life Insurance Coverage Code Table**. **103 Retirement** The coverage code of the retirement plan. Enter **0** (no voluntary allotment), **1** (additional retirement account - taxable or tax deferred) or **2** (supplemental retirement annuity - tax deferred only). Enter **1** or **2** for Plan Codes 23 and 24 if the amount or percent is taxable or tax deferred. Enter **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. Enter **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.
Deferred Deduction Amount	Enter the tax deferred amount for non-Federal benefits in whole dollars. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.
Deferred Deduction Percent	Enter the tax deferred percent for non-Federal benefits. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.
Non-Deferred Deduction Amount	Enter the taxable amount for non-Federal benefits in whole dollars. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.PINE
Non-Deferred Deduction Percent	Enter the taxable percent for non-federal benefits. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.

8. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically

Code	Description
	delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update**.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Entering 104 Thrift Savings Plan Actions

Non-Federal Thrift Savings Plan is a savings and investment plan for certain eligible employees.

To enter a 104 Thrift Savings Plan Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. lick the **Non-Federal Benefit Documents** folder. The expanded Non-Federal Benefit Documents folder is displayed.

4. elect **104 Thrift Savings Plan**. The Key Data* tab for 104 Thrift Savings Plan is displayed.

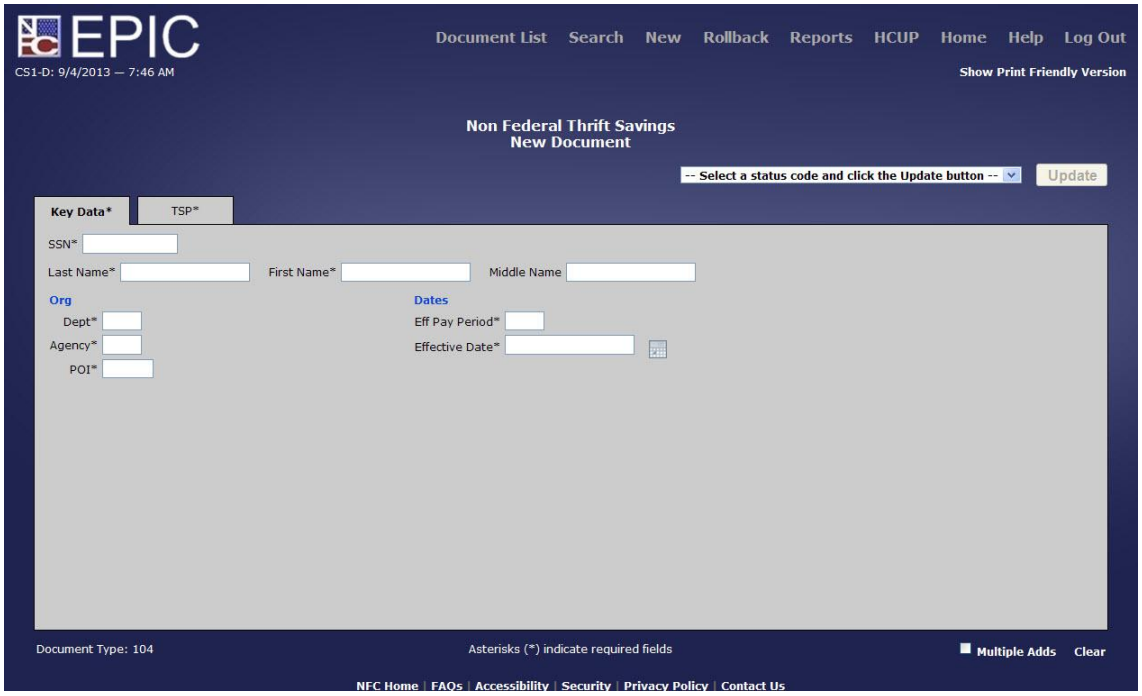


Figure 120: Non Federal Thrift Savings Key Data* Tab

5. Complete the fields on the Key Data* tab (104 Thrift Savings Plan).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Select the TSP* tab. The TSP* tab for 104 Thrift Savings Plan is displayed.

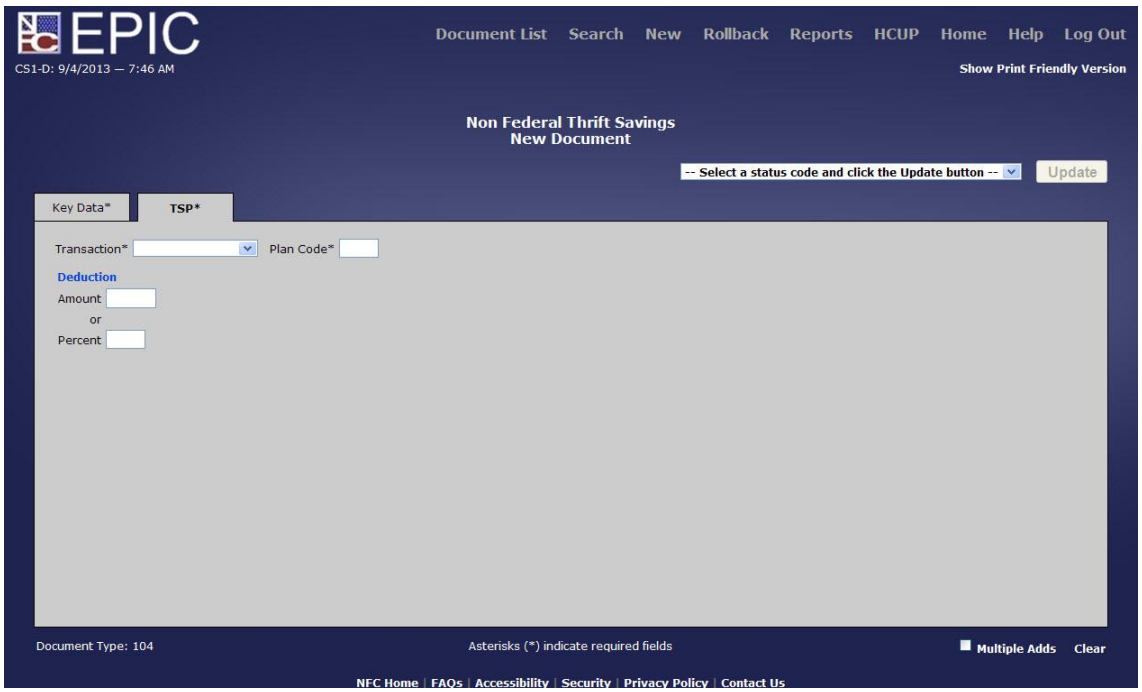


Figure 121: Non Federal Thrift Savings TSP* Tab

7. Complete the fields on the TSP* tab (104 Thrift Savings Plan).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**
Amount	Enter the amount to be deducted each pay period in whole dollars. If this field is completed, do not enter a percent in the Percent field. Note: A deduction amount must be entered for Plan Code 05. For a list of valid values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.
Percent	Enter the deduction amount per pay period if the deduction is to be made as a percent. If this field is complete, leave the Deduction Amount field blank. **Or** Enter the deduction percent if the amount to be deducted each pay period is to be based on a percentage. If this field is completed, do not enter an amount in the Amount field. Note: A percentage can not be entered for Plan Code 05. For a list of values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.

8. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update**.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Entering 101 Health Benefits Actions

Non-Federal Health Benefits 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 souses). DPRS is a Federal plan used by non-Federal enrollees. These transactions are not entered in PPS by the Agency.

Entry Guidelines for Non-Federal Health:

- Enter a cancellation for the current plan and a new enrollment to change from a Federal plan to a non-Federal plan or vice versa. 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 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**, **07**, and the Work Schedule must be full-time or part-time.
- The Eff Date field must be:
  - Equal to or later than the Accession Effective Date.
  - Equal to or later than the last day of the precessing pay period.
  - 90 days earlier than the first day of the Eff Pay Period. If approved, Status **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 two positions of the Enrollment Code is **19**, **43**, **68**, or **70**, the Work Schedule must full-time or part-time.
- If the first two positions of the Enrollment Code is **43**, the appointment must be greater than 180 days.
- If the first two 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.

To enter a 101 Health Benefits Action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click the **Non-Federal Benefit Documents** folder. The expanded Non-Federal Benefit Documents folder is displayed.

4. Select **101 Health Benefits**. The Key Data* tab for 101 Health Benefits is displayed.

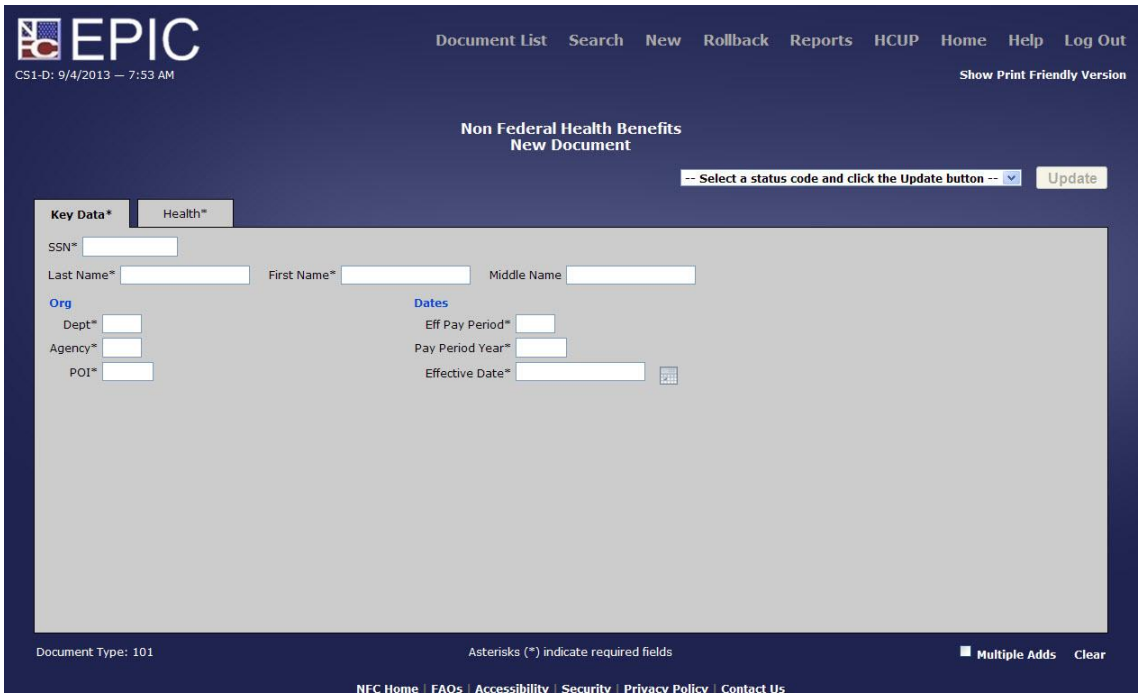


Figure 122: Non Federal Health Benefits Key Data* Tab

5. Complete the fields on the Key Data* tab (101 Health Benefits).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.
Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

6. Select the **Health*** tab. The Health* tab for 101 Health Benefits is displayed.

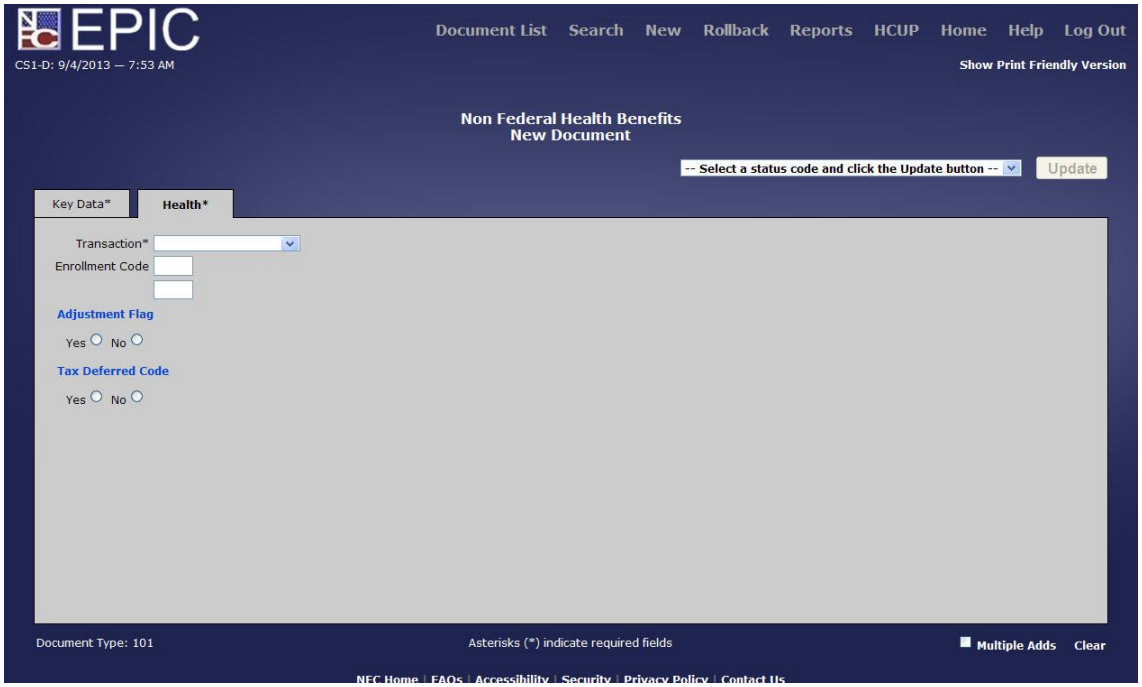


Figure 123: Non Federal Health Benefits Health* Tab

7. Complete the fields on the Health* tab (101 Health Benefits).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Enrollment Code	Enter the OPM-assigned enrollment code. For a list of codes, see TMGT, Table 012. **Or** Enter 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.
Yes	**101 Health Benefits** Click this radio button 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. Bypass the selection if the effective date is the same as the processing pay period. **102 Life Insurance** Click this radio button 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.)
No	**101 Health Benefits** Click this radio button if the employee was/is enrolled in a non-Federal health plan and requires a retroactive adjustment. **102 Life Insurance** Click this radio button if a retroactive adjustment is not necessary.

Field	Instruction/Description
Yes	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax deferred. **185 Flexible Spending Account** Click this radio button if the amount is taxed deferred.
No	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax exempt. **185 Flexible Spending Account** Click this radio button if the amount is taxed.

8. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update**.

Performance Appraisals

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 SES 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.

Performance appraisals are used for the following reasons:

- To evaluate employee's performance.
- To recognize and reward quality work performance.
- To develop those employees that are not performing proficiently by providing training and counseling.

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.

The following IRIS Programs display performance appraisal data for users with access to sensitive data:

IRIS Program IR304, Performance Evaluation Data

IRIS Program IR305, PERHIS Performance Evaluation Data

IRIS Program IR313, SES Performance Data

IRIS Program IR314, PERHIS SES Performance Data

Remote Forms Queuing System (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.

CULPRPT includes several reports that pertain to performance appraisal processing. For exhibits of all CULPRPT reports, see the CULPRPT manual located under the Reporting publication category on the Publications page of the NFC Web site. Several reports and correspondence that pertain to performance appraisal processing are sent to Agency locations.

For more information see:

Entering 075 Performance Appraisal Actions **489**
Performance Appraisal: SES **494**
Entering 770 SES Performance Appraisal Actions **494**

Entering 075 Performance Appraisal Actions

To enter a 075 Performance Appraisal:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click the **Performance Appraisals** folder. The expanded Performance Appraisals folder is displayed.

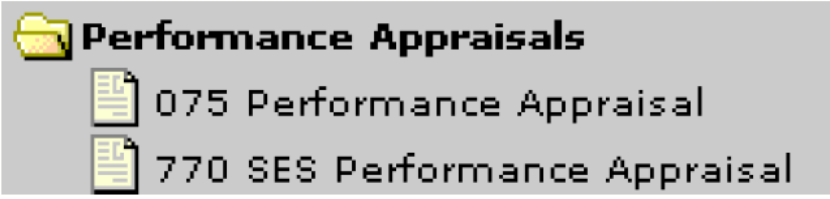


Figure 124: Performance Appraisals Folder

4. Click **075 Performance Appraisal** The Key Data* tab is displayed.

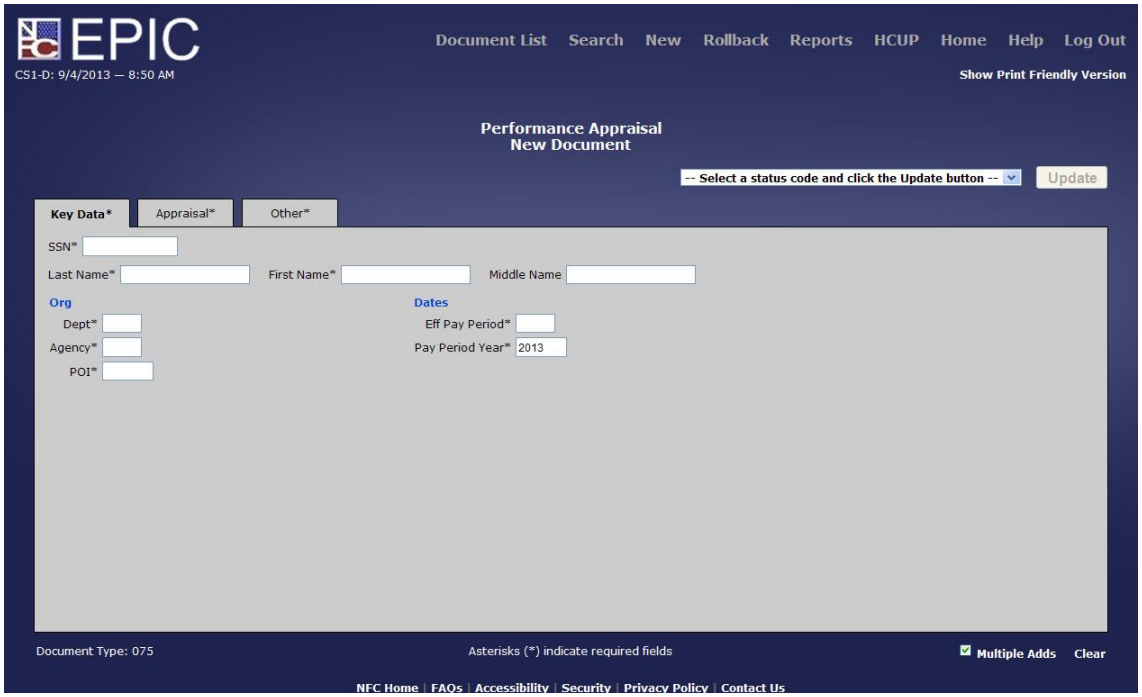


Figure 125: Performance Appraisal Key Data* Tab

5. Complete the fields on the Key Data* tab (075 Performance Appraisal).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Appraisal*** tab. The Performance Appraisal* tab is displayed.

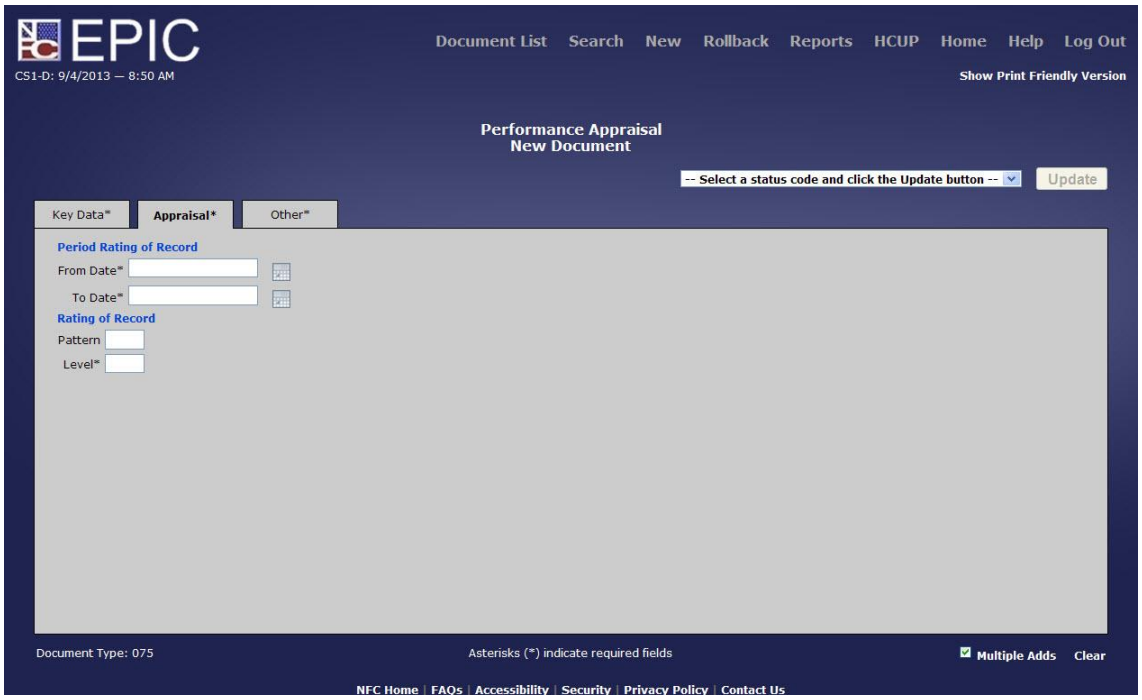


Figure 126: Performance Appraisal Appraisal* Tab

7. Complete the fields on the Appraisal* tab (075 Performance Appraisal).

Field	Instruction/Description
From Date*	Enter the date or select a date from the calendar icon.
To Date*	Enter the date or select a date from the calendar icon.
Pattern	Enter the rating pattern. The rating Pattern value and level value must be compatible. For a list of valid values, see the **Rating of Record Table (Pattern)**.
Level*	Enter the rating level. The rating Level value and Pattern value must be compatible. For a list of values values, see the **Rating of Record Table (Level)**.

8. Select the **Other*** tab. The Other* tab is displayed.

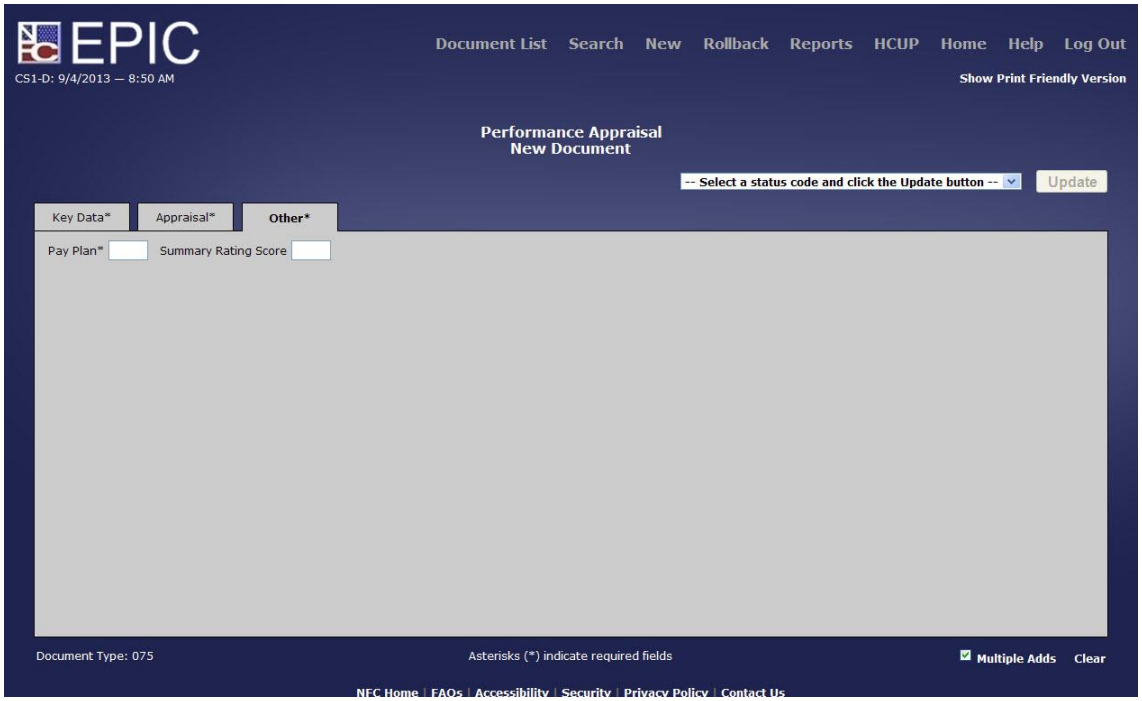


Figure 127: Performance Appraisal Other* Tab

9. Complete the fields on the Other* tab (075 Performance Appraisal).

Field	Instruction/Description
Pay Plan*	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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 Table Management System, Table 025, AD-350, Personnel Block and Description. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in Position Management System Online. Must be same as saved grade pay plan for grade retention termination.
Summary Rating Score	Enter the rating of score. Must be **10** through **70** for DoC and **10**, **20**, or **95** for the National Institute of Standards and Technology. For a list of valid values, see the **Performance Appraisal Summary Rating Score Table (DOC Only)**.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and help in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To delete a performance appraisal, the processor should enter the original date in the To Date field and **0** (all zeros) in the From Date field one pay period and correctly resubmit the performance appraisal the following pay period.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

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-50B, NOAC 879, SES Performance Award, is generated after the data is processed.

Entering 770 SES Performance Appraisal Actions

SES Performance Appraisal is used to enter SES performance Appraisals and bonuses.

To enter a SES performance appraisal action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu displayed. Payroll documents are listed alphabetically.

3. Click the **Performance Appraisals** folder. The expanded Performance Appraisals folder is displayed.

4. Select **770 SES Performance Appraisal**. The Key Data* tab is displayed.

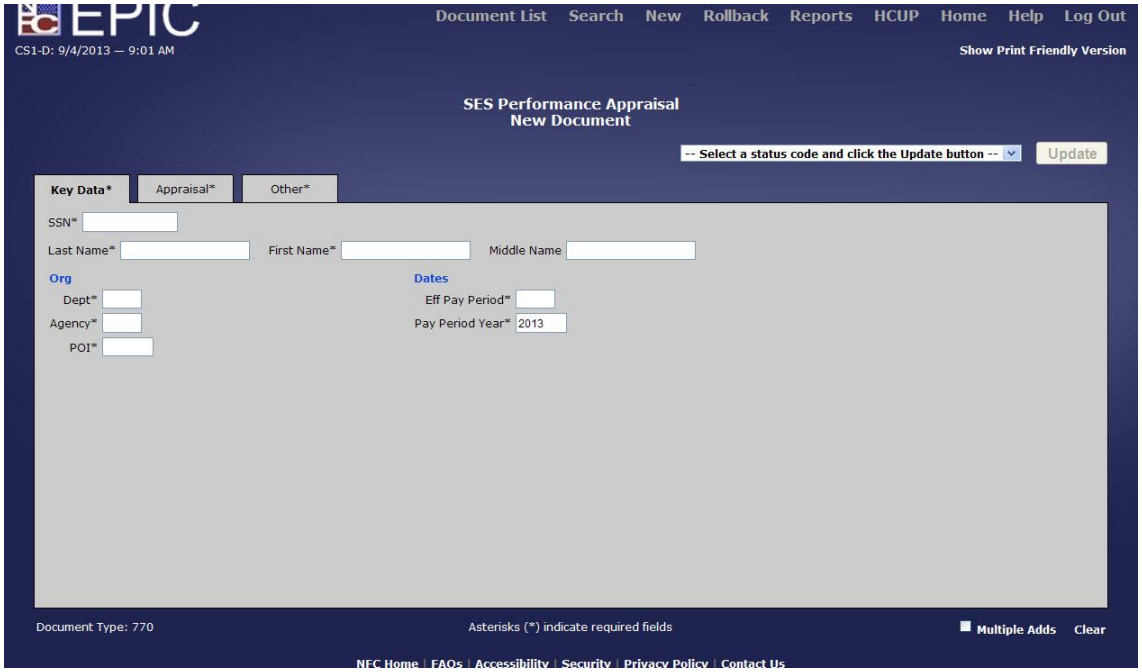


Figure 128: SES Performance Appraisal Key Data Tab

5. Complete the fields on the Key Data* tab (770 SES Performance Appraisal).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Appraisal***tab. The Appraisal* tab is displayed.

Figure 129: SES Performance Appraisal Appraisal Tab

7. Complete the fields on the Appraisal* tab (770 SES Performance Appraisal).

Field	Instruction/Description
None	Click this radio button if the employee did not receive an award. The default is this field selected.
Distinguished	Select this radio button if the employee received a distinguished award.
Meritorious	Click this radio button if the employee received a meritorious award.
Yes	Click this radio button if the employee is retaining the position.
No	Click this radio button if the employee is not retaining the position. The default is this field selected.
From Date*	Enter the date or select a date from the calendar icon.
To Date*	Enter the date or select a date from the calendar icon.

8. Select the **Other***tab. The Other* tab is displayed.

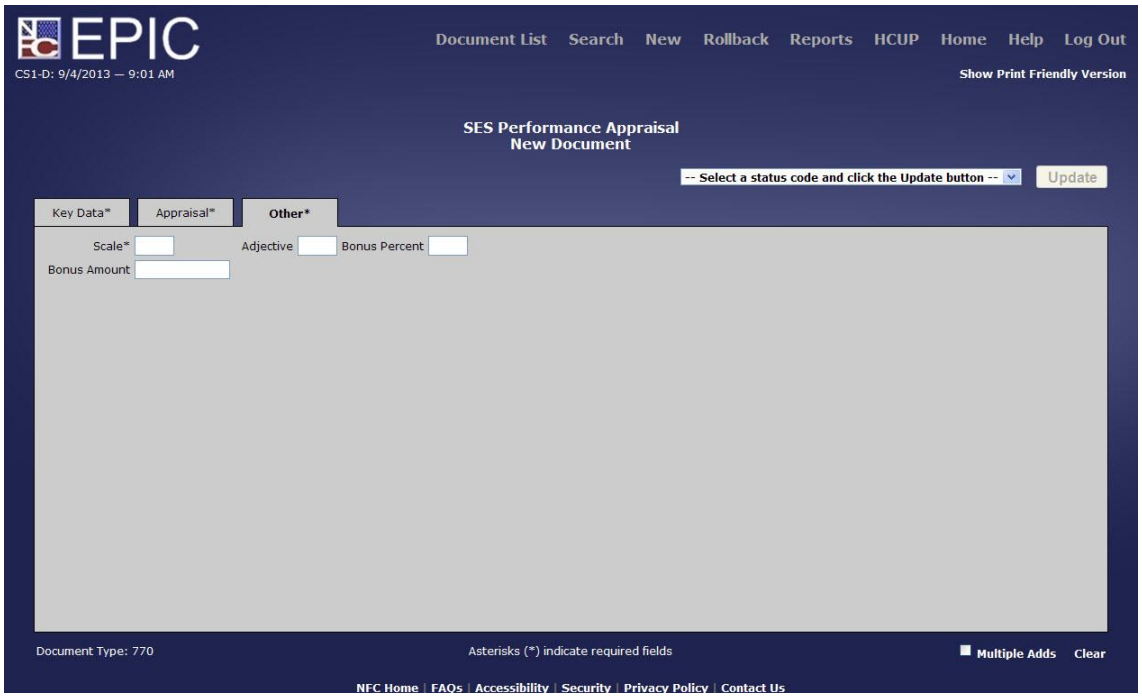


Figure 130: SES Performance Appraisal Other Tab

9. Complete the fields on the Other* tab (075 SES Performance Appraisal).

Field	Instruction/Description
Scale*	Enter the appraisal scale rating code. Valid values are **D1**, **D2**, **D3**, **F1**, **F2**, **F3**, **F5**, **G1**, **G2**, **G3**, **G4**, **H1**, **H2**, **H3**,**H4**,or **H5**. See the **Record of Rating (Pattern)** status code table for further description of the values.
Adjective	Enter the adjective rating **P**, **FS**, **U**. Enter **P** only if P was entered in the Scale field, otherwise, leave blank.
Bonus Percent	Enter the percent of the SES bonus. The valid values are **01** through **20**.
Bonus Amount	Enter the amount of the SES bonus in dollars and cents. The bonus percent must also be entered.

10. Select the applicable Status Input Code from the drop-down list on the top of the page.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will

Code	Description
	automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and help in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To delete a performance appraisal, the processor should enter the original date in the To Date field and **0** (all zeros) in the From Date field one pay period and correctly resubmit the performance appraisal the following pay period.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

To modify or delete a 770 SES Performance Appraisal, see:

Modifying Payroll Actions **(on page 575)**
Deleting/Canceling Payroll Actionss

165 Restored Annual Leave

Restored annual leave is annual leave that is credited to the employee instead of forfeited due to administrative error, exigencies of the public business, or sickness. Restored annual leave can be viewed on IRIS Program IR136, Annual/Sick Leave.

If the leave on the restored annual leave document is for the current year, enter the data in EPIC Web. If the leave is to be restored for a prior year, enter the data in TINQ Program T107, Annual Leave Restored.

PPS calculates restored annual leave used and leave balances. The Timekeeper 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 recordkeeping and administrative procedures to properly identify the following 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 balances

For more information see:

Entering 165 Restored Annual Leave Actions **500**
Modifying 165 Restored Annual Leave **504**
Deleting/Canceling 165 Restored Annual Leave **504**

Entering 165 Restored Annual Leave Actions

To enter a restored annual leave action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select **165 Restored Annual Leave**. The Key Data* tab is displayed.

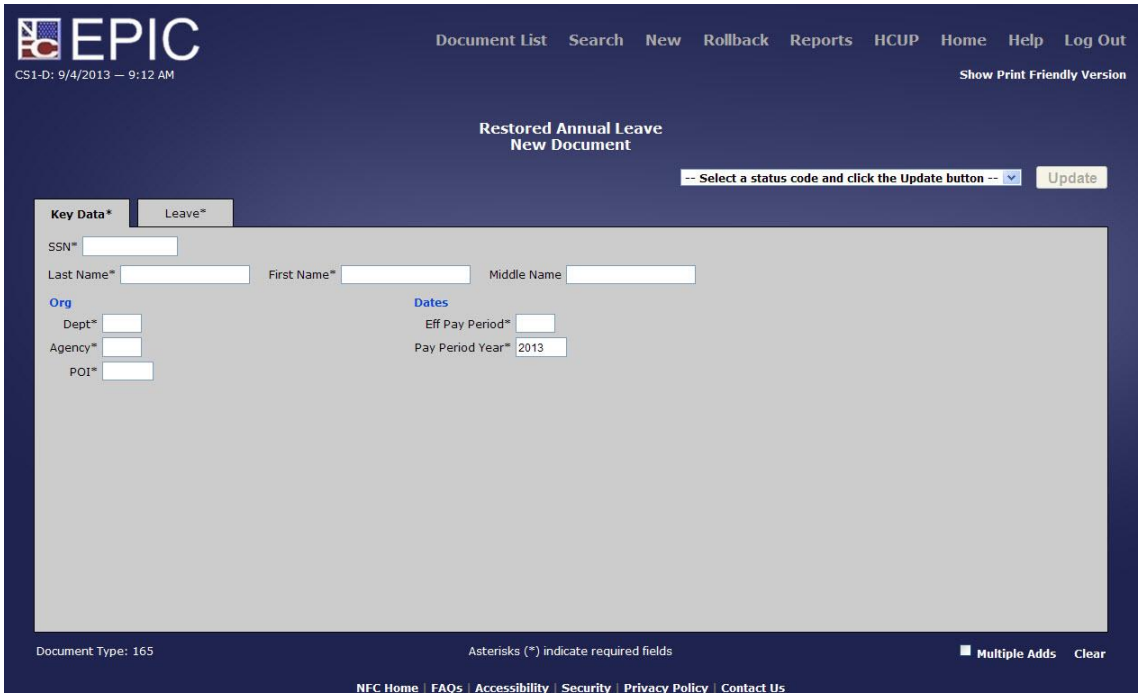


Figure 131: Restored Annual Leave Key Data* Tab

4. Complete the fields on the Key Data* tab (165 Restored Annual Leave).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.

Field	Instruction/Description
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Leave*** tab. The Leave* tab is displayed.

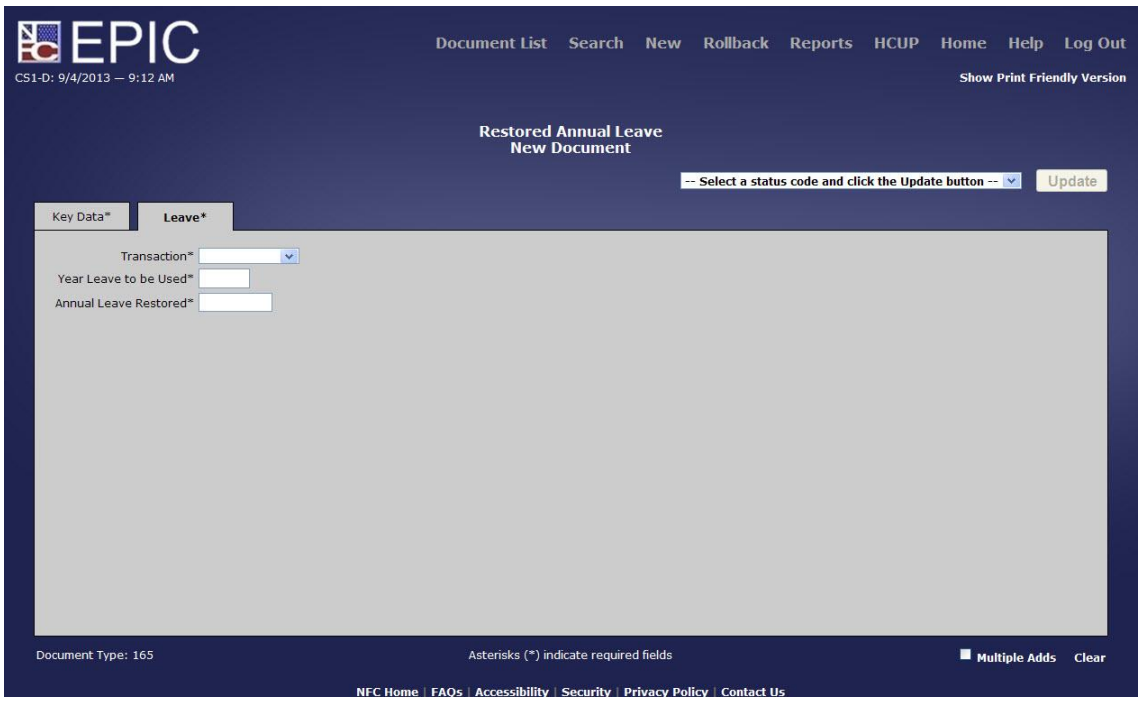


Figure 132: Restored Annual Leave* Tab

6. Complete the fields on the Leave* tab.

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.
Year Leave to be Used*	Enter the beginning year of annual leave restoration.
Annual Leave Restored*	Enter the total annual leave hours to be restored in whole and quarter hours. Payment will automatically continue until TC48, Stop Post Differential, is entered on the employee's T&A to discontinue payment. Type **0000** in this field the pay period after the T&A is coded to stop the post differential. **0000** indicates that an employee is no longer entitled to TDY post differential. The actual payment is stopped via the T&A.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and help in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

8. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Modifying 165 Restored Annual Leave

If the correction or cancellation of restored annual leave documents is for the current year, enter the data in EPIC Web. If the correction is for a prior year, enter the data in TINQ Program T107, Annual leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

Note: To modify a 165 Restored Annual Leave, select **Replacement** from the Transaction field drop-down list. This value replaces the amount previously established.

For information to complete the steps used to modify a Payroll Action, see **Modifying Payroll Actions**.

Deleting/Canceling 165 Restored Annual Leave

Note: To modify a 165 Restored Annual Leave, select **Delete** from the Transaction field drop-down list to delete an amount previously established.

For information on the steps used to delete/cancel a Payroll action, see **Deleting/Canceling Payroll Actions**.

128 Severance Pay

Severance pay applies to employees who are involuntarily separated from service rather than removal for cause on charges of misconduct, delinquency, or inefficiency. Published Severance Payment and Hexadecimal bulletin. Program IR135, Severance Pay Computation, displays a computation of severance pay based on the salary data in the database.

For more information see:

Entering 128 Severance Pay Actions **505**

Entering 128 Severance Pay Actions

To enter a 128 severance pay action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click **128 Severance Pay**. The Key Data* tab is displayed.

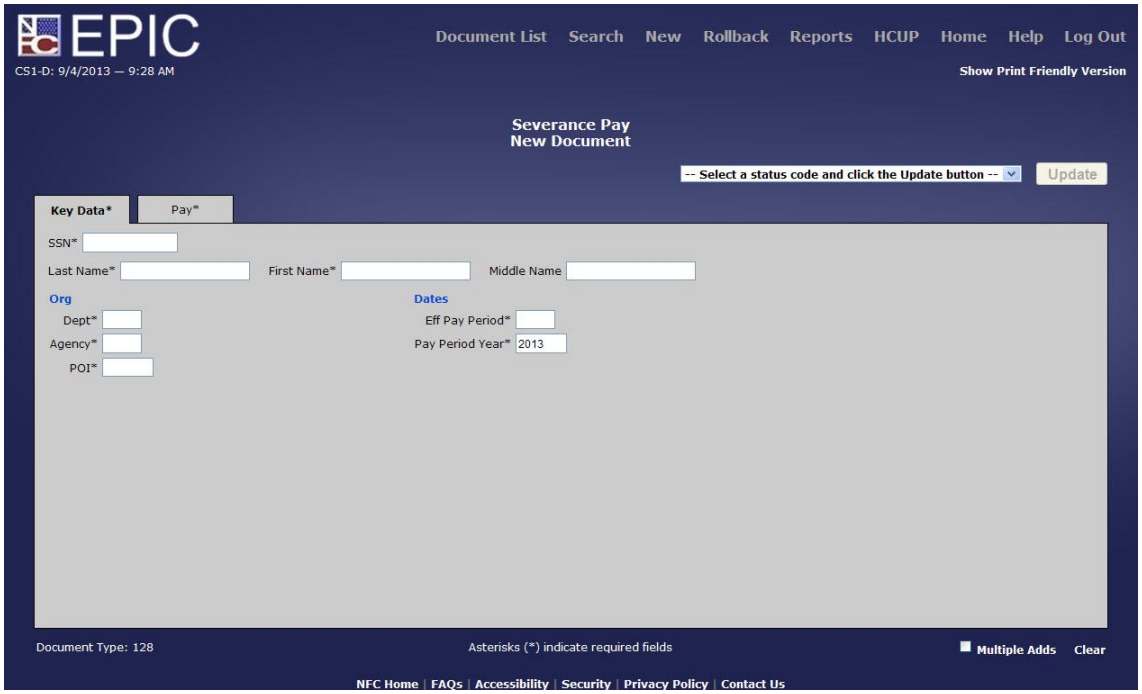


Figure 133: Severance Pay Key Data* Tab

4. Complete the fields on the Key Data* tab (128 Severance Pay).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the **Pay*** tab. The Pay* tab is displayed.

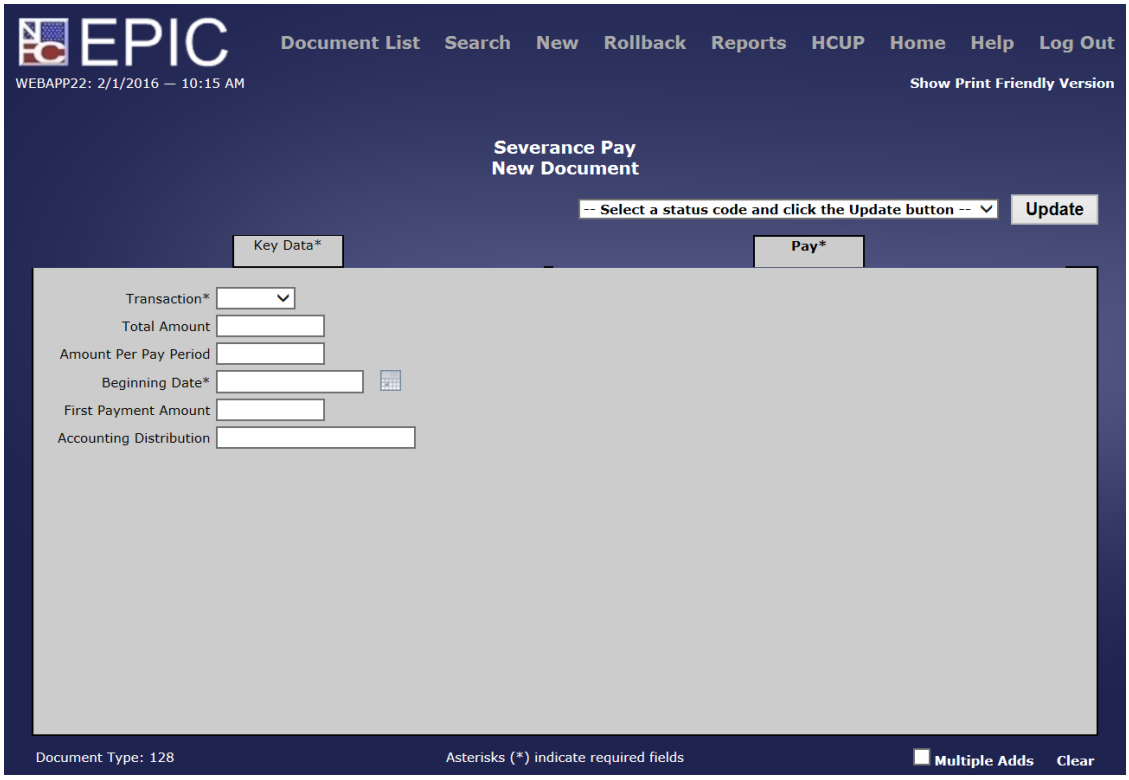


Figure 134: Severance Pay Pay* Tab

6. Complete the fields on the Pay* tab (128 Severance Pay).

Field	Instruction/Description
Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Field	Instruction/Description
Total Amount	**185 Flexible Spending Account** Enter 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 positions of the field. Bi-weekly deductions will be the total amount divided by the number of pay periods remaining in the plan year. The amounts below apply to non-Federal benefits. The minimum amount for an account for most Federal Agencies is $250, and the maximum is $5000. Below is a list of the minimum and maximum annual amounts for each dependent care account. Agency-Department Care Minimum-Department Care Maximum ARC - $1 - $5000 FCA - $130-$5000 FCSIC - $130-$5000 FDIC - $100-$5000 OCC- $100-$5000 Below is a list of the minimum and maximum annual amounts for each health care account. Agency-Health Care Minimum - Health Care Maximum ARC-$1-$5000 FCA-$130-$5000 FCSIC-$130-$5000 FDIC-$100-$2500 OCC-$100-$2500 RTC-$100-$2500 **128 Severance Pay** Enter the total severance pay amount in dollars and cents. This field is the amount the employee is entitled to receive.
Amount Per Pay Period	Enter the biweekly severance pay amount in dollars and cents. This field is the amount per pay period the employee is entitled to receive.
Beginning Date	Select a date from the calendar icon. This field is the beginning date for severance pay.
First Payment Amount	Enter the first severance payment amount in dollars and cents only if it differs from the Severance Amount (per pay period) field; otherwise, leave blank. When an employee separates in the middle of a pay period, the first payment is a partial payment. If a late action is processed, the first payment may include multiple payments.

Field	Instruction/Description
Accounting Distribution	Enter the accounting code. This field is where the severance payment should be charged.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and help in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

8. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

Tax Documents

Tax documents are processed for city, county, State, and Federal taxes. Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings.

1. Treasury has entered into an agreement with 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 employees 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, PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the ***HR and Payroll Clients*** page. Log on to the Internet and go to the NFC Web site (*www.nfc.usda.gov*). Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu. Select the ***Publications*** icon and ***U.S. Income Tax Formulas*** to view the Tax Information links. 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.

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 form agrees with the residence tax locality of the duty station.

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 previous 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.

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 25 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.

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.

Note: Exemptions must be claimed when indicating additional withholding.

To view tax information refer to the following:

PINQ Program PQ032, Payroll Listing

- IRIS Program IR104, Federal Tax
- IRIS Program IR105, State Tax
- IRIS Program IR106, City Tax
- IRIS Program IR107, County Tax

The following TMGT validate tax data for processing:

- TMGT Table 007, City Tax, City Name and Address
- TMGT Table 008, County Tax, County Name and Address
- TMGT Table 009, State Tax Name and Address

For more information see:

150 City Tax **512**
Entering 150 City Tax Actions **512**
151 County Tax **517**
Entering 151 County Tax Actions **518**
130 Federal Tax **523**
Entering 130 Federal Tax Actions **525**
140 State Tax **530**
Entering 140 State Tax Actions **531**
Terminating Voluntary State Tax Withholding **537**
Territorial Tax Information **537**

150 City Tax

City tax is withheld for the city where the employee works and/or resides. 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.

If the city ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate of FMS-7311, Employee's Withholding Certificate for Local Taxes (City or County) must be processed indicating the employee is not liable for the tax.

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. The percentage of time the employee works outside the duty station city should be entered. If not entered, the percent of taxes will be withheld on the total wage amount.

If an employee is transferring into PPS or transferring from one Department to another within PPS, the city taxes deducted YTD should be carried forward to 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 Status Codes**.

Entering 150 City Tax Actions

To enter a 150 City Tax action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click **Tax** folder. The Tax folder will expand to display the available tax documents.

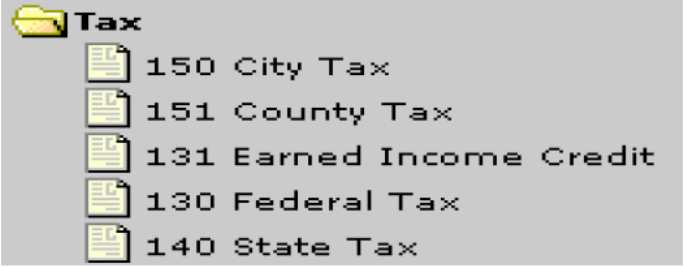


Figure 135: List of Available Tax Documents

4. Select **150 City Tax**. The Key Data* tab is displayed.

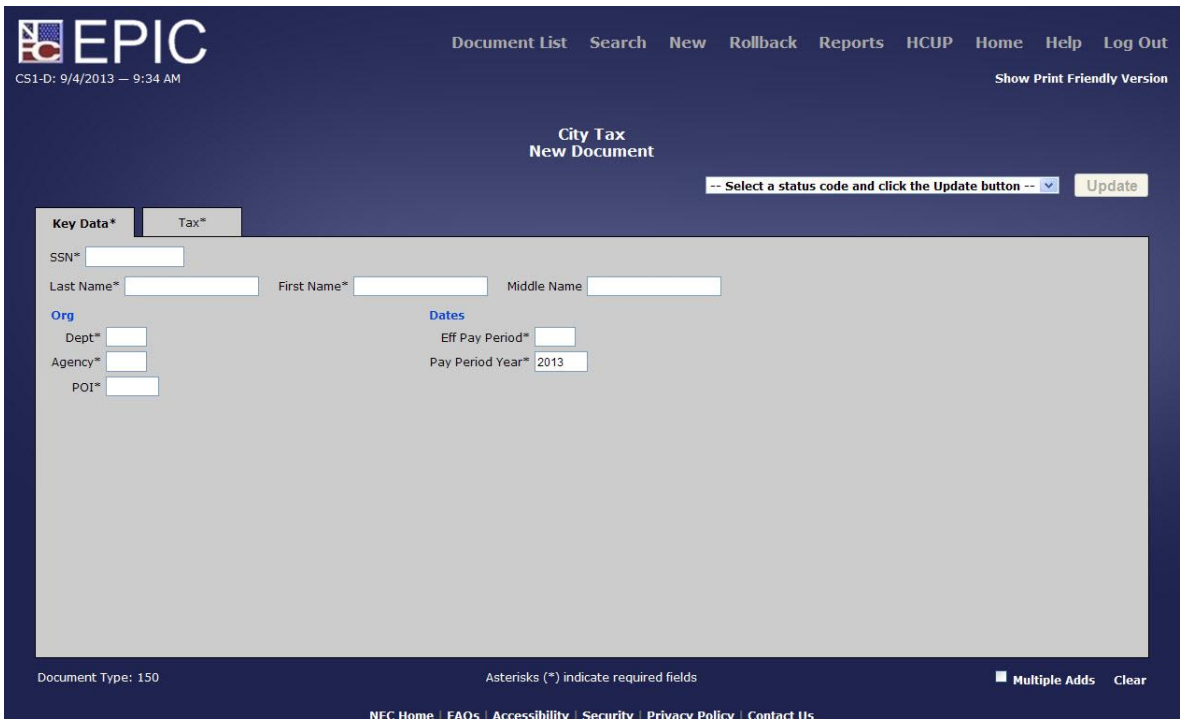


Figure 136: City Tax Key Data* Tab

5. Complete the fields on the Key Data* tab (150 City Tax).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.

Field	Instruction/Description
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.

Field	Instruction/Description
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Tax*** tab. The Tax* tab is displayed.

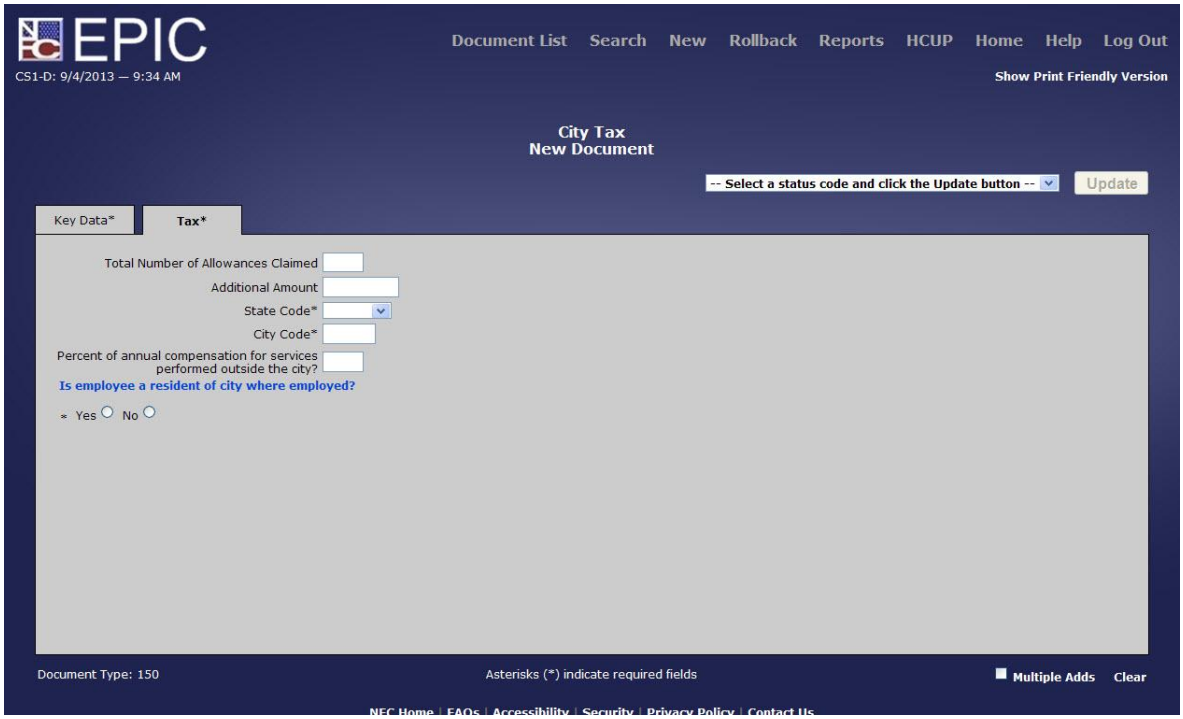


Figure 137: City Tax Tax* Tab

7. Complete the fields on the Tax* tab (150 City Tax).

Field	Instruction/Description
Total Number of Allowances Claimed	**City** Enter 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, type the alpha (**A-Z**) to represent the number of additional exemptions claimed (e.g., **A=1**, **B=2**, **C=3**, etc., up to **Z=26**). Otherwise, type **0** (zero). In the second and third positions, type the number of exemptions claimed. If less than **10**, proceed with **0** (zero). **State** Enter the total number of allowances claimed. For Arizona State tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**. **Federal** Enter the total number of allowances claimed. 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**.
Additional Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.
State Code	Select a State code from the drop-down list. The two-position numeric code and the 2-position alpha code are both displayed in this field. Note: The State code on tax documents and duty station State must agree to begin tax deduction.
City Code	Enter the city code. To search for a city code, go to www.gsa.gov and search for Geographic Location Codes. For ADP Addresses, type **0001**; for FPO addresses, type **0002**; and for DPO addresses, type **0003**.
Percent of Annual Compen. for Services Performed Outside the City?	Enter 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 Resident of City Where Employed?

Field	Instruction/Description
Yes	Click this radio button if the employee is a resident of the city where employed. The default is this field blank (neither button is selected).
No	Click this radio button if the employee is not a resident of the city where employed. The default is this field blank (neither button is selected).

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

To modify, delete or cancel a 150 City Tax action, see:

Modifying Payroll Actions **(on page 575)**

Deleting/Canceling Payroll Actions

151 County Tax

County tax is withheld for the county in which an employee works or resides.

Mandatory county tax 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 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.

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.

Employees whose duty station 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.

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. If this data is not entered, taxes will be withheld on the total wage amount.

If an employee is transferring into PPS or transferring from one Department to another within PPS, the county taxes deducted YTD should be carried forward to 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 Status Codes**.

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.

Refer to the tax formulas under Tax Information for a list of voluntary counties. Withholding formulas are located on the ***HR and Payroll Clients*** page. Log on to the Internet and go to the NFC Web site (*www.nfc.usda.gov*). Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu. Select the ***Publications*** icon and ***U.S. Income Tax Formulas*** to view the Tax Information links.

Entering 151 County Tax Actions

To enter a 151 County Tax action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click **Tax** folder. The Tax folder will expand to display the available tax documents.

4. Select **151 County Tax**. The Key Data* tab is displayed.

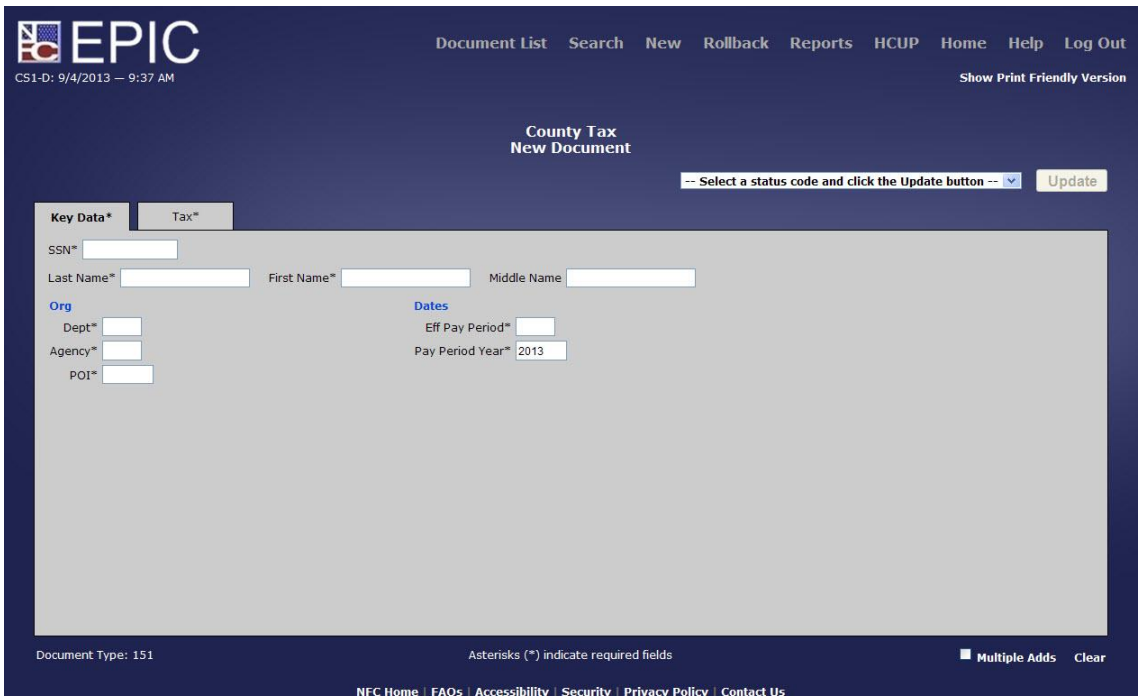


Figure 138: County Tax Key Data* Tab

5. Complete the fields on the Key Data* tab (151 County Tax).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Tax*** tab. The Tax* tab is displayed.

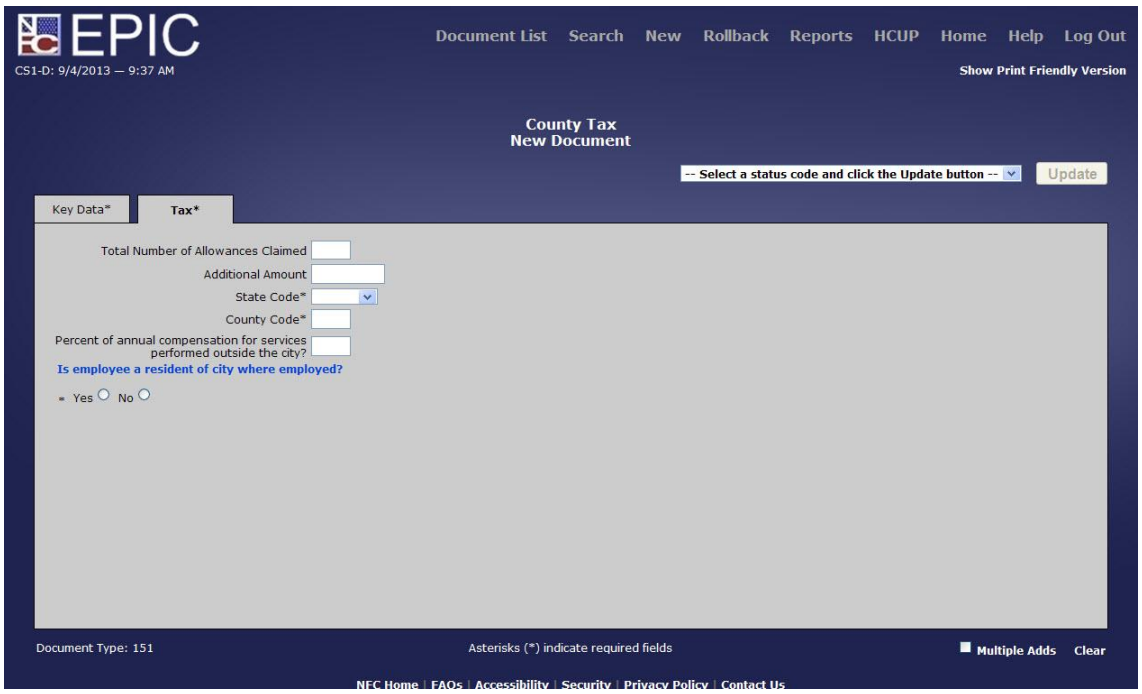


Figure 139: County Tax* Tab

7. Complete the fields on the Tax* tab (151 County Tax).

Field	Instruction/Description
Total Number of Allowances Claimed	**City** Enter 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, type the alpha (**A-Z**) to represent the number of additional exemptions claimed (e.g., **A=1**, **B=2**, **C=3**, etc., up to **Z=26**). Otherwise, type **0** (zero). In the second and third positions, type the number of exemptions claimed. If less than **10**, proceed with **0** (zero). **State** Enter the total number of allowances claimed. For Arizona State tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**. **Federal** Enter the total number of allowances claimed. 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**.
Additional Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.
State Code	Select a State code from the drop-down list. The two-position numeric code and the 2-position alpha code are both displayed in this field. Note: The State code on tax documents and duty station State must agree to begin tax deduction.
City Code	Enter the City Code for the city tax to be withheld. The City Code can be found on www.gsa.gov (Geographical Location Codes) The City Code on tax documents and duty station must agree to begin tax deductions.
Percent of Annual Compen. for Services Performed Outside the City?	Enter the percentage of time spent outside the city if the employee performs 25 percent or more of the work outside the duty station city.

8. Is Employee a Residence of City Where Employed?

Field	Instruction/Description
Yes	Click this radio button if the employee is a resident of the city where employed. The default is this field blank (neither button is selected).
No	Click this radio button if the employee is not a resident of the city where employed. The default is this field blank (neither button is selected).

9. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

10. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

To modify, delete or cancel a 151 City Tax action, see:

Modifying Payroll Actions **(on page 575)**
Deleting/Canceling Payroll Actions

130 Federal Tax

Federal tax is withheld through payroll deductions based on the processing of Form W-4. Federal income tax withholding according to 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.

A Federal income tax certificate does not need to be processed for employees being reassigned 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 IRS. Once under IRScontrol, the number of allowances cannot increase without the approval of IRS and a W-4 cannot be processed in PPS.

The number of allowances decreases while under IRS control, the change can 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 its control, the change can be processed in PPS. The IRS control is only released upon notification from the IRS.

An employee may choose to claim exempt if no Federal tax owed the prior year and the employees 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.

Note: Since resident and nonresident aliens are taxed differently, it is important to determine the correct status. Once an employee has been determined to be a nonresident alien subject to wage withholding, they must complete a Form W-4, Employee's Withholding Allowance Certificate for Nonresident Alien. A nonresident alien cannot claim exemption from withholding on Form W-4. They must use Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual to claim a tax treaty exemption from withholding.

In completing Form W-4, nonresident aliens should use the following instructions instead of the instructions on Form W-4:

- Elect Single marital status on line 3 (regardless of actual marital status).
- Claim only one withholding allowance under total number of allowances on line 5, unless a resident of Canada, Mexico, South Korea, or a U.S. national.
- Write "Nonresident Alien" or "NRA" above the additional withholding amount.
- Elect an additional amount withheld, if applicable (nonresident alien employees are not required to request an additional withholding amount).
- Do not claim "Exempt" withholding status on line 7.

Nonresident alien students and business apprentices from India are not subject to this special withholding. Students and business apprentices who are eligible for the benefits of Article 21(2) of the United States-India income tax treaty can claim additional withholding allowances on line 5 for their spouses. In addition, they can claim an additional withholding allowance for each dependent who has become a resident alien.

To enter the Form W-4 into the entry systems reflected above, the following instructions apply:

- Select N (Nonresident Alien - Single) from the filing status field.
- Enter only one withholding allowance under total number of allowances claimed.
- Enter any additional amount withheld.

Federal income tax is withheld at the rate of 25 percent 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 percent.

Refer to the tax formulas under Tax Information. Withholding formulas are located on the ***HR and Payroll Clients*** page. Log on to the Internet and go to the NFC Web site (*www.nfc.usda.gov*). Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu. Select the ***Publications*** icon and ***U.S. Income Tax Formulas*** to view the Tax Information links.

Entering 130 Federal Tax Actions

To enter a 130 Federal Tax action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click **Tax** folder. The Tax folder will expand to display the available tax documents

4. Select **130 Federal Tax**. The Key Data* tab is displayed.

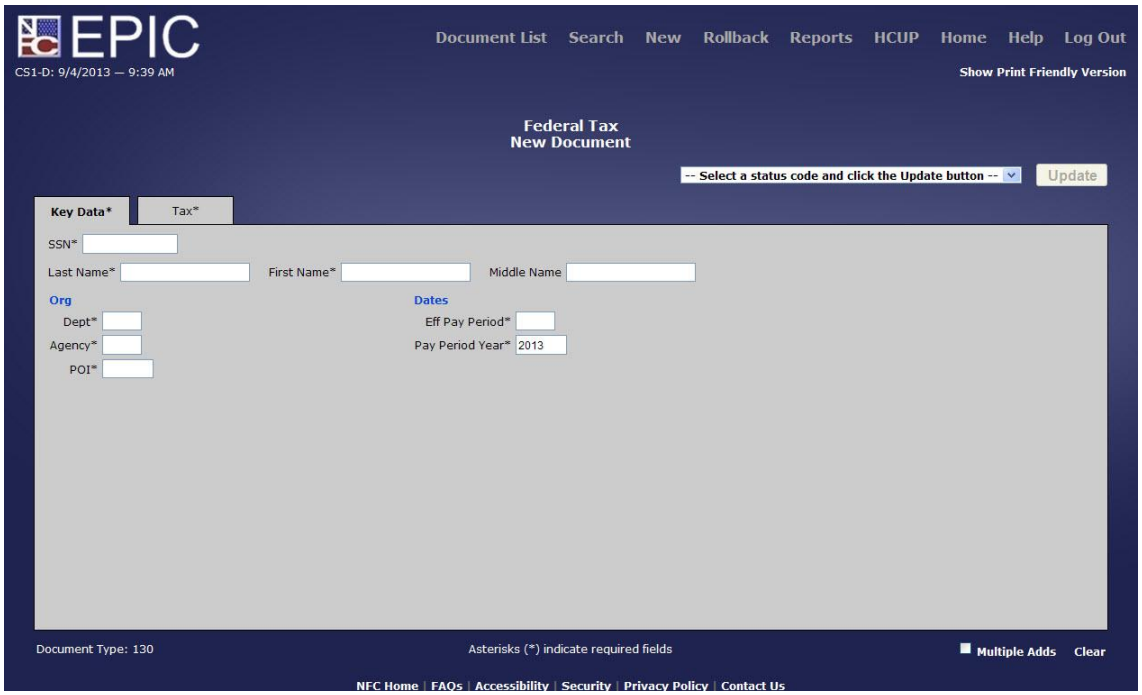


Figure 140: Federal Tax Key Data* Tab

5. Complete the fields on the Key Data* tab (130 Federal Tax).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Tax*** tab. The Tax* tab is displayed.

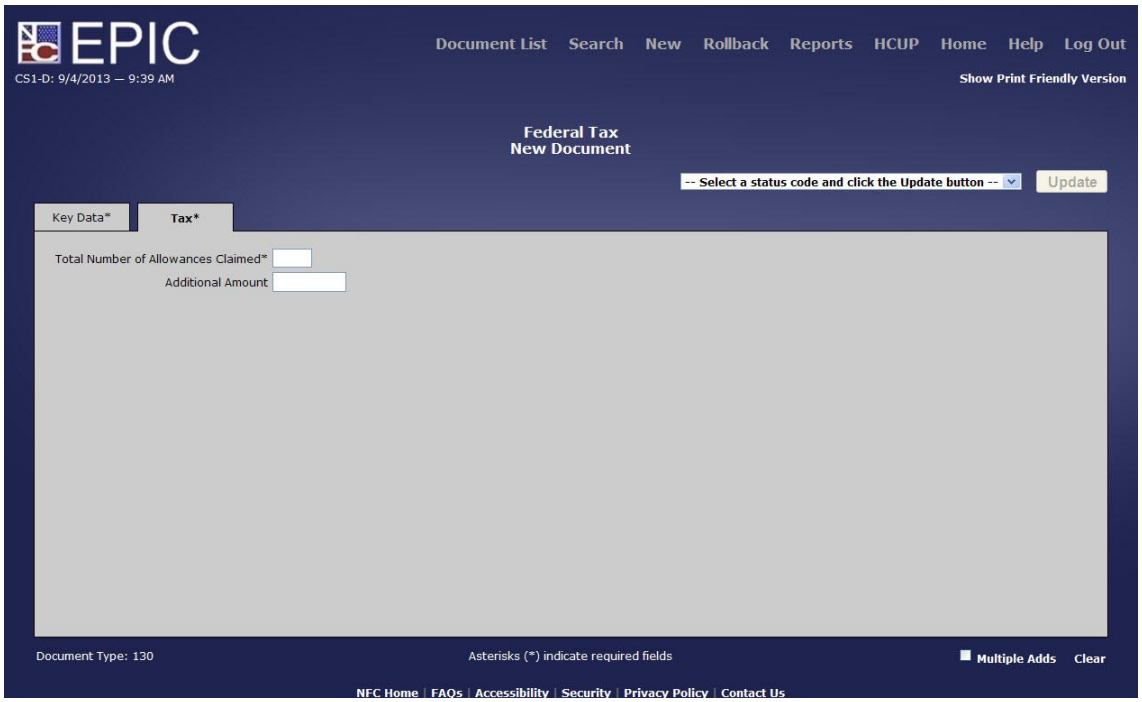


Figure 141: Federal Tax Tax* Tab

7. Complete the fields on the Tax* tab (130 Federal Tax).

Field	Instruction/Description
Total Number of Allowances Claimed	**City** Enter 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, type the alpha (**A–Z**) to represent the number of additional exemptions claimed (e.g., **A=1**, **B=2**, **C=3**, etc., up to **Z=26**). Otherwise, type **0** (zero). In the second and third positions, type the number of exemptions claimed. If less than **10**, proceed with **0** (zero). **State** Enter the total number of allowances claimed. For Arizona State tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**. **Federal** Enter the total number of allowances claimed. 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**.
Additional Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

To modify, delete or cancel a 130 Federal Tax action, see:

Modifying Payroll Actions **(on page 575)**
Deleting/Canceling Payroll Actions

140 State Tax

State income tax 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 taxes based on the duty station at the highest rate applicable for the State.

Some States do not provide State withholding exemption certificates for establishing an exemption status. Other States do not require the processing of State tax withholding 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 an IRS Form W-4 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 or city, tax documents must be processed.

Unless otherwise indicated, State tax deduction 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 percent on all individual and group spot cash awards and bonuses.

The basis for State tax withholding are 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:

Certificate of Nonresidence for State Tax
Dual State Tax Withholding

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. to have taxes withheld for the residence State.

State laws and regulations should be checked to determine if reciprocal agreement 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, select **C-Cancel** on the Override Code drop-down after the action passes PINE edits.

The AD-304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a certificate 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 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.

Refer to state tax formulas under Tax Information. Withholding formulas are located on the ***HR and Payroll Clients*** page. Log on to the Internet and go to the NFC Web site (*www.nfc.usda.gov*). Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu. Select the ***Publications*** icon and ***U.S. Income Tax Formulas*** to view the Tax Information links.

Entering 140 State Tax Actions

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.
- IRIS Program IR105 must be verified 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.
- An additional amount for certain States cannot be entered (i.e., Mississippi).
- The Override Code drop-down selection must be **C-Cancel** (Release Error Code) to release an approved dual State tax document from suspense. If not approved, the Status Code drop-down selection must be **D- Delete** to delete the erroneous document. If the State tax record on the database is to be deleted, a waiver must be entered for this record.

To enter a State tax document:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Click **Tax** folder. The Tax folder will expand to display the available tax documents.

4. Select **140 State Tax**. The Key Data* tab is displayed.

Figure 142: State Tax Key Data* Tab

5. Complete the fields on the Key Data* tab (140 State Tax).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Tax*** tab. The Tax* tab is displayed.

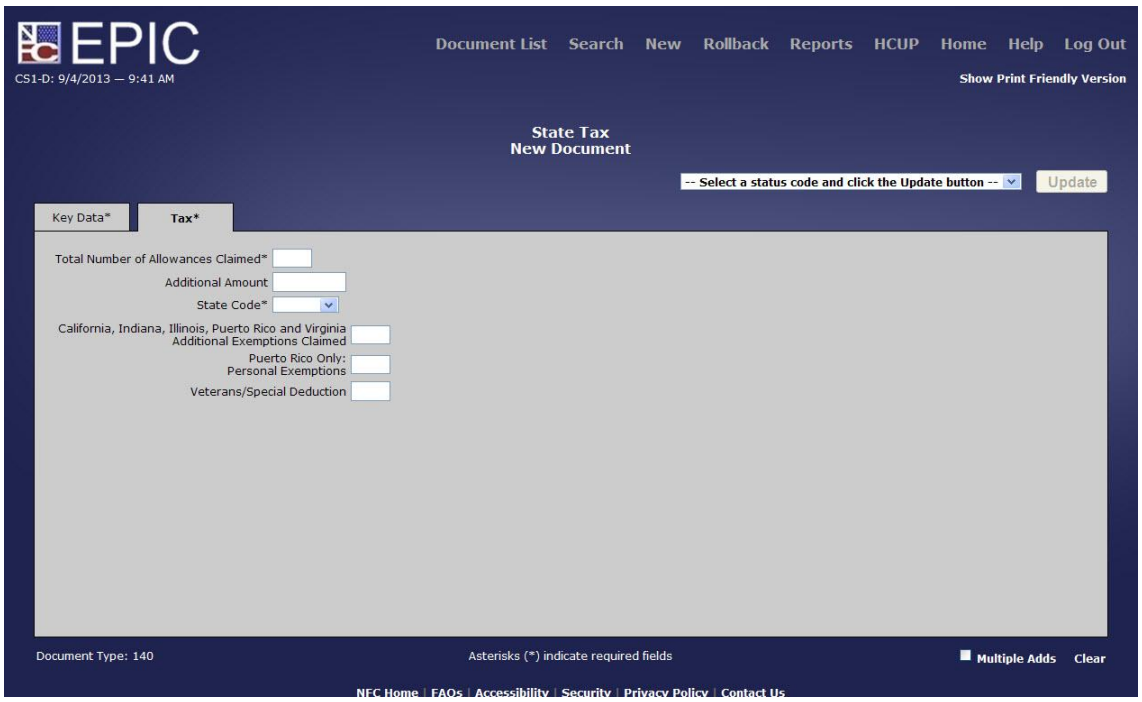


Figure 143: State Tax Tax* Tab

7. Complete the fields on the Tax* tab (140 State Tax).

Field	Instruction/Description
Total Number of Allowances Claimed*	Enter the total number of allowances claimed. For Arizona state tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**.
Additional Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.
State Code	Select a State code from the drop-down list. The two-position numeric code and the 2-position alpha code are both displayed in this field. Note: The State code on tax documents and duty station State must agree to begin tax deduction.

Field	Instruction/Description
California, Indiana, Illinois, Puerto Rico, and Virginia Additional Exemptions Claimed	Special instructions for California, Illinois, Indiana. Puerto Rico, and Virginia. Enter the number of additional exemptions being claimed. If no additional exemptions are claimed, type **00**. For California State tax, enter the number of additional exemptions claimed. If less than 10, precede with a zero. If no additional exemptions are claimed, enter **00**. For Illinois, State tax, enter the number of additional exemptions claimed from Line 2 on the IL-W-4. Enter the number of additional allowances chosen for the employee and/or spouse. If these than 10, precede with zero. Valid values are **00** through **99**. For Indiana State tax, enter the number of additional exemptions claimed on Line 5 of Form WH-4. If less than 10, precede with a zero. Valid values are **00** through **99**. For Commonwealth of Puerto Rico income tax, enter 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, enter the number of additional exemptions claimed on Line 1(b) of Form VA-4. If less than 10, precede with a zero. If no additional exemptions are claimed, enter **00**.
Puerto Rico Only: Personal Exemptions	Enter the personal exemption being claimed. Enter **0** if the employee marked none in Section A, personal Exemptions, of the exemption form. Enter **1** if the employee marked **Complete** or **Half**. Only Marital Status **N** can claim **Half** personal exemption.
Private Code	Enter **1** for private employees who do not contribute to a Government retirement system. Enter **2** for public employees who contribute to a Government retirement system. This field indicates if the employee contributes to a Government retirement system.

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Note: To add or delete/change another transaction without returning to the menu, click the **Multiple Adds** link. The page is refreshed for the next transaction.

To modify, delete or cancel a 150 City Tax action, see:

Modifying Payroll Actions **(on page 575)**

Terminating Voluntary State Tax 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 a withholding certificate is 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).

For information to complete the steps used to delete/cancel a Payroll Action, see **Deleting/Canceling Payroll Actions**.

Territorial Tax Information

Territorial 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.

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.

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.

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.

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.

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 country tax certificate, withholding will automatically begin at the rate of single with no exemptions.

Employees whose duty station 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.

Union Dues Documents

Union (e.g., organization or association) dues are deducted based on the processing of a union dues document in PPS. Authorization of parking fees for Smithsonian Institution employees 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.

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 determined by each labor organization, professional association, or other organization. However, the authorized withholding must be compatible with the established pay periods and procedures of NFC.

The following IRIS Programs display union/association data:

- IR308, Union/Association Dues
- IR309, Union/Association Dues Transactions
- IR311, PERHIS Union/Association Dues
- IR122, SF-50B Data Elements (BUS Code)
- TMGT Table 010. Union and Association Code Address 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.

For more information see:

TMGT Table 010, Union and Association Code Address 539
Bargaining Unit Status (BUS) Code 540
Cancellation of Employee Organization Dues 540
Incorrect Union Dues Membership 540
086 Authorization of Labor Organization Dues 541
Entry Guidelines for Authorization of Labor Organization Dues 541
Entering 086 Authorization of Labor Org Dues Actions 542
084 Dues Change Between Locals 547
Entering 084 Change Between Locals Actions 547
085 Cancel/Revocation of Union Dues 552
Entering 085 Cancel/Revocation of Union Dues Actions 553
087 Cancellation of Employee Org Dues 558
Entering 087 Cancellation of Employee Org Dues Actions 558
083 Employee Union Dues Mass Change 562
Entering 083 Employee Union Dues Mass Change Actions 562
Deleting/Canceling Union Dues 567

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 four-digit code that is entered in the position data record when the position is established and identifies the BUS for each position. The employee's BUS code is the last four digits of the Office of Labor Management Relations (OLMR) number. An employee with a 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

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 a 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 a lower grade.
- If an employee in a bargaining unit position is temporarily promoted to a nonbargaining unit position, and a change to a 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, 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, PPS only stops or starts the membership dues; it does not automatically adjust for over/under deductions. Enter the adjustment in SPPS Web.

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 **85 Cancel/Revocation of Union Dues**. Enter the correct data in EPIC Web and PMSO and enter the adjustment in SPPS Web.

086 Authorization of Labor Organization Dues

The employee authorizes the deduction of labor Organization dues by completing the appropriate form to begin dues deduction.

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 supervisory 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 FESI.

Access TMGT Table 010 to verify that the organization and applicable rates exist in PPS.

Access the applicable IRIS programs to ensure that the dues allotment data being entered is accurate and to ensure that the allotment to be entered is not currently on the database.

Entry Guidelines for Authorization of Labor Organization Dues

The following are 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 Code 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 Eff Pay Period and Pay Period Year fields must be at least one 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.

For more information, see Entering 086 Authorization of Labor Org Dues Actions.

Entering 086 Authorization of Labor Org Dues Actions

No more than two union/local or association transactions should be entered for an employee.

To enter a 086 authorization of labor org dues action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank. The New Document Selection menu is displayed. This menu displays a list of all document available for entry.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select the **Union Dues** folder. The folder expands to display the available union dues actions.

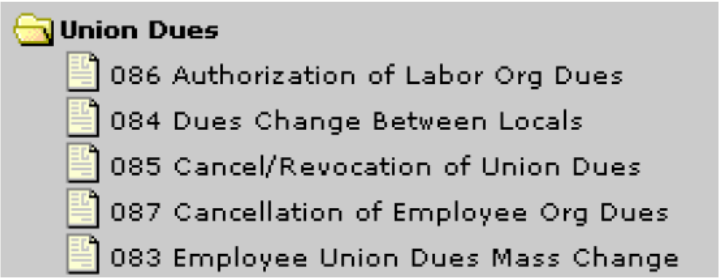


Figure 144: List of Available Union Dues

4. Select **086 Authorization of Labor Org Dues**. The Key Data* tab is displayed.

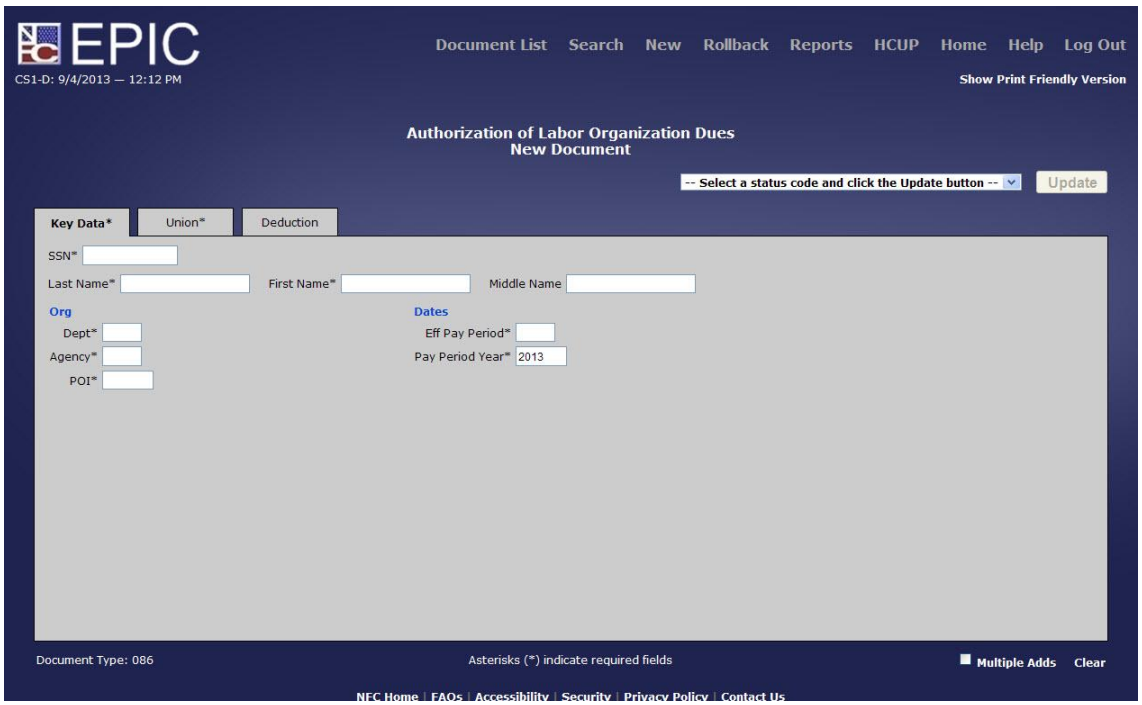


Figure 145: Orthorization of Labor Organization Dues Key Data* Tab

5. Complete the fields on the Key Data* tab (086 Authorization of Labor Org Dues).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Union*** tab. The Union* tab is displayed.

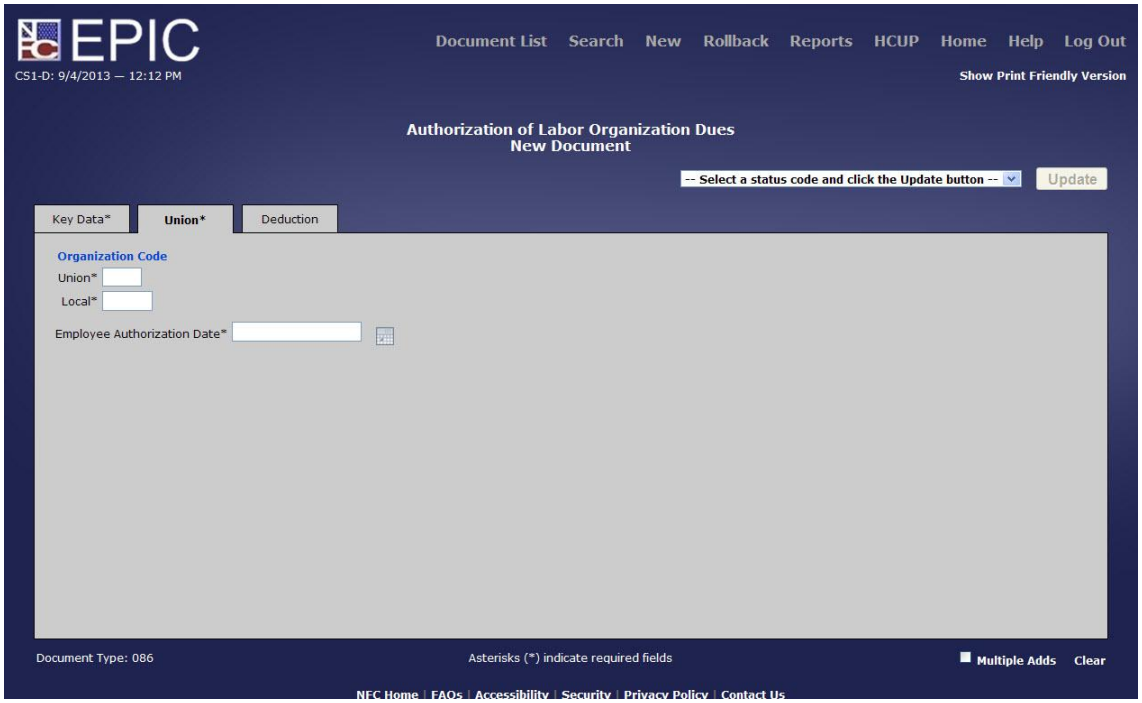


Figure 146: Authorization of Labor Organzation Dues Union* Tab

7. Complete the fields on the Union* tab (086 Authorization of Labor Organization Dues).

Field	Instruction/Description
Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.
Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.
Employee Authorize Date	Enter a date or select a date from the calendar icon.

8. Select the **Deduction** tab. The Deduction tab is displayed.

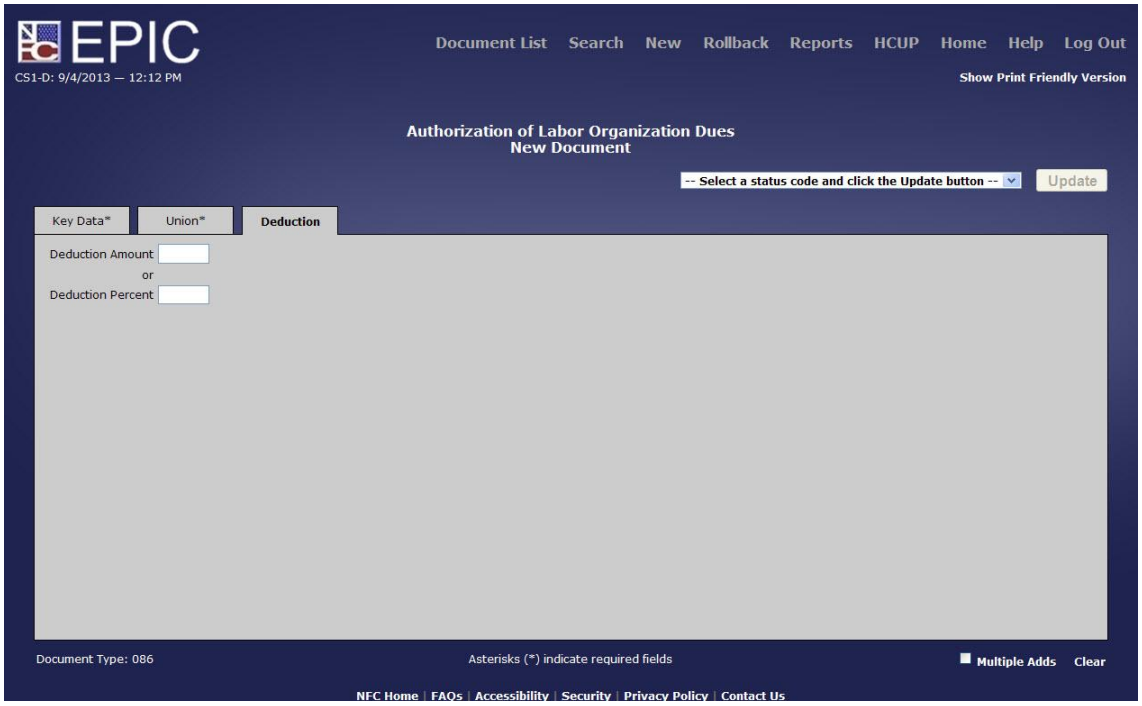


Figure 147: Authorization of Labor Organization Dues Deduction Tab

9. Complete the fields on the Deduction tab (086 Authorization of Labor Org Dues).

Field	Instruction/Description
Deduction Amount	Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. **Note:** Do not enter both a deduction amount and a deduction percent.
Deduction Percent	Enter the percent to be deducted each pay period for membership if the deduction is based on a percentage. No entry is necessary if the Deduction Percent is established in TMGT. Note: Do not enter both a deduction amount and a deduction percent.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.Union

084 Dues Change Between Locals

Dues change between locals 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 Entering 084 Change Between Locals Actions

Entering 084 Change Between Locals Actions

To enter a 084 Change Between Locals action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select the **Union Dues** folder. The folder expands to display the available union dues actions.

4. Select **084 Dues Change Between Locals**. The Key Data* tab is displayed.

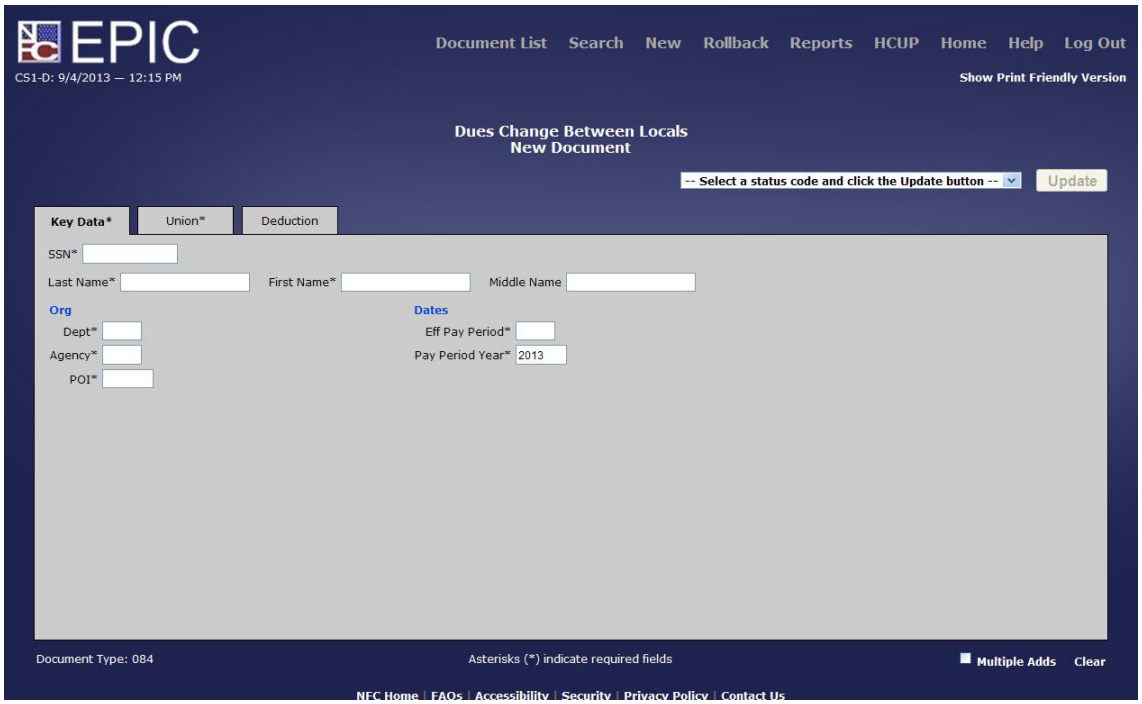


Figure 148: Dues Change Between Locals Key Data* Tab

5. Complete the fields on the Key Data* tab (084 Dues Change Between Locals).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Union*** tab. The Union* tab is displayed.

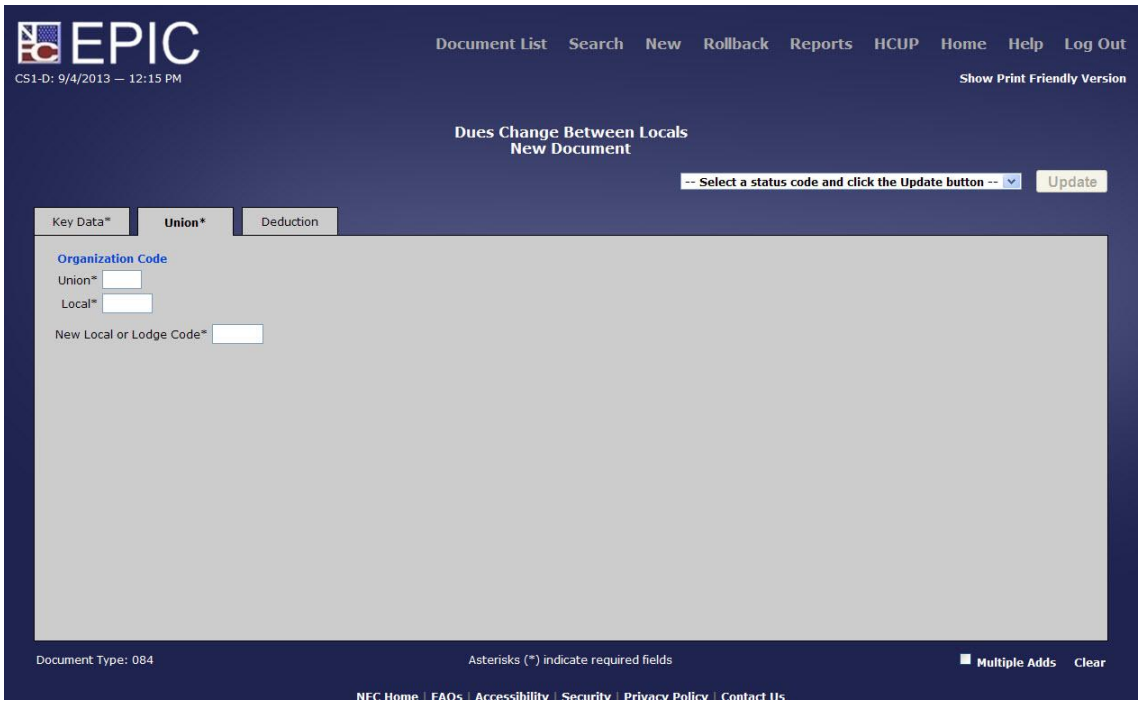


Figure 149: Dues Change Between Locals Union* Tab

7. Complete the fields on the Union* tab (084 Dues Change Between Locals).

Field	Instruction/Description
Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.
Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.
New Local Or Lodge Code	Enter a code for the new local or lodge for the transfer.

8. Select the **Deduction** tab. The Deduction tab is displayed.

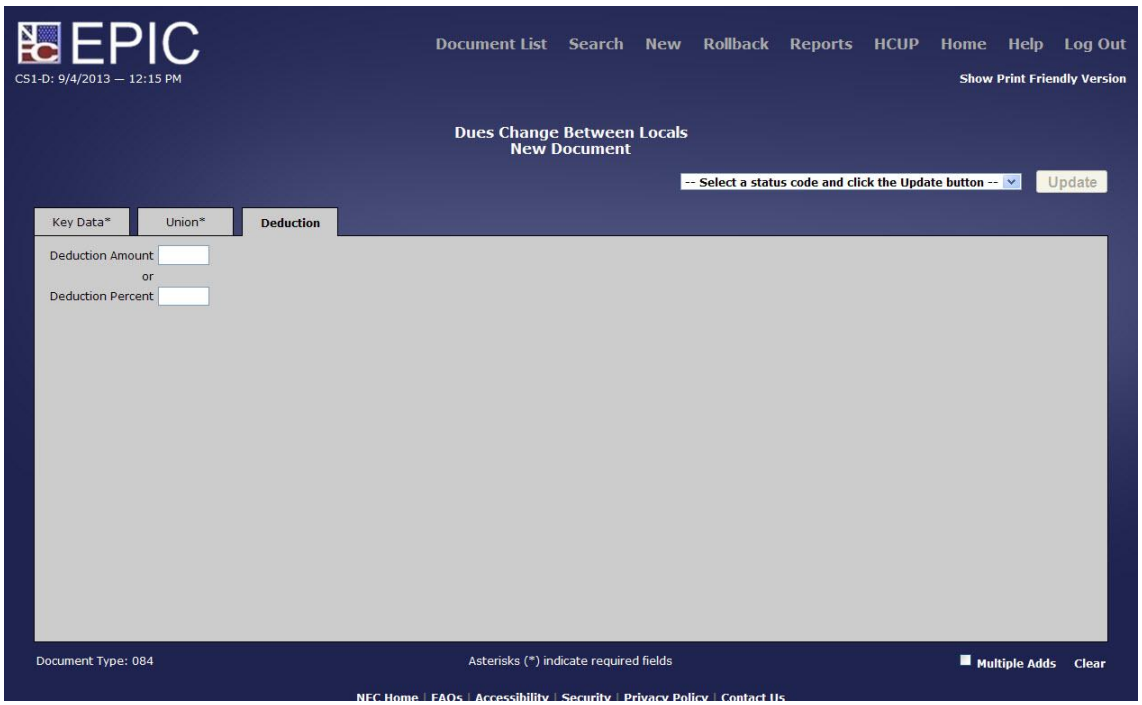


Figure 150: Dues Change Between Locals Deduction Tab

9. Complete the fields on the Deduction tab (Union Dues - Dues Change Between Locals).

Field	Instruction/Description
Deduction Amount	Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. **Note:** Do not enter both a deduction amount and a deduction percent.
Deduction Percent	Enter the percent to be deducted each pay period for membership if the deduction is based on a percentage. No entry is necessary if the Deduction Percent is established in TMGT. Note: Do not enter both a deduction amount and a deduction percent.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being

Code	Description
	edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

085 Cancel/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 Form SF-1188, Cancellation of Payroll Deduction for Labor Organization Dues, or other appropriate form is used to enter the data.

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 local 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 that 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).

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.

When entering a revocation of employee union dues, use the current pay period as the effective pay period. 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 PPS will stop deductions based on the approved revocation date.

Entering 085 Cancel/Revocation of Union Dues Actions

To enter a 085 cancel/revocation of union dues action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select the **Union Dues** folder. The folder expands to display the available union dues actions.

4. Select **085 Cancel/Revocation Of Union Dues**. The Key Data* tab is displayed.

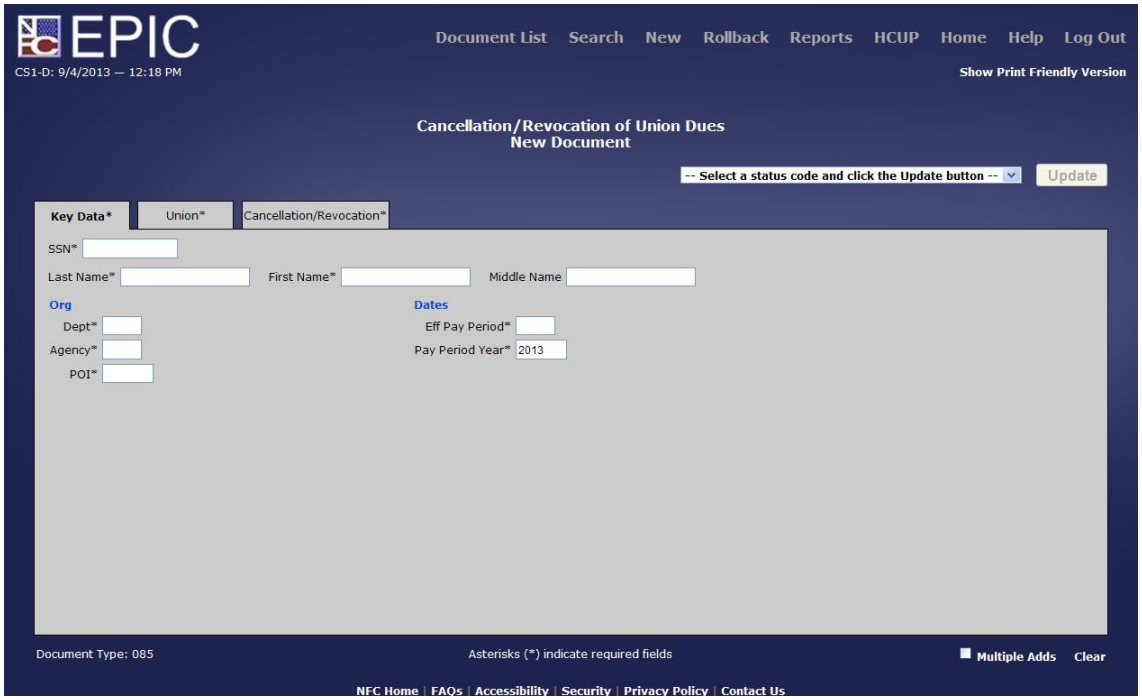


Figure 151: Cancellation/Revocation of Union Dues Key Data* Tab

5. Complete the fields on the Key Data* tab (085 Cancel/Revocation of Union Dues).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Union*** tab. The Union* tab is displayed.

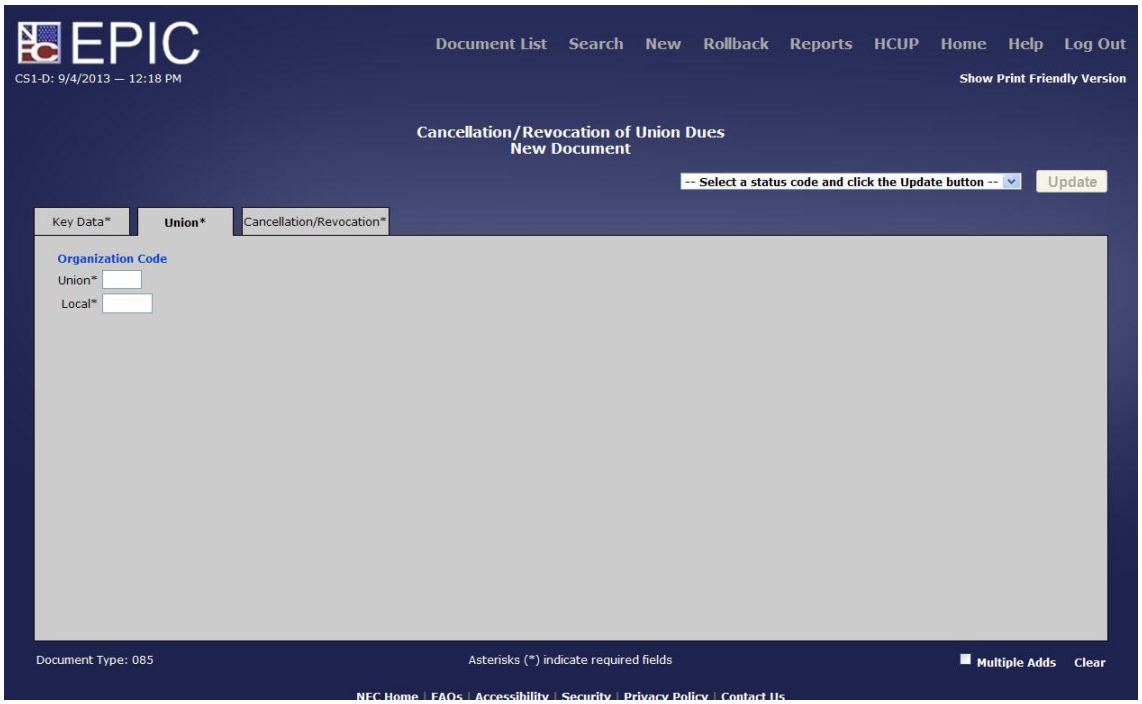


Figure 152: Cancellation/Revocation of Union Dues Union* Tab

7. Complete the fields on the Union* tab (085 Cancellation/Revocation of Union Dues).

Field	Instruction/Description
Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.
Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.

8. Select the **Cancellation/Revocation*** tab. The Cancellation/Revocation* tab is displayed.

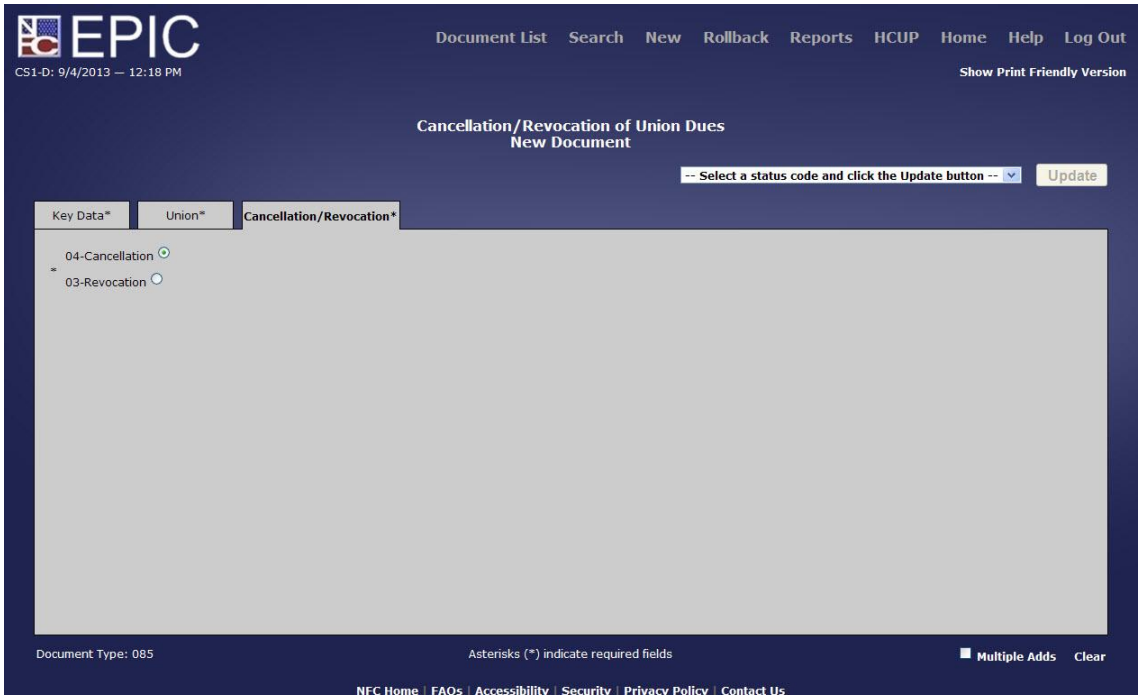


Figure 153: Cancellation/Revocation of Union Dues Cancellation/Revocation* Tab

9. Complete the fields on the Cancellation/Revocation* tab (085 Cancel/Revocation of Union Dues).

Field	Instruction/Description
04-Cancellation	Click this radio button to cancel union dues. The default is this field selected. For cancellations, deductions are withheld for the effective pay period entered and stopped the following pay period.
03-Revocation	Click this radio button to revoke union dues. For revocations, the union/associate 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.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If

Code	Description
	the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

087 Cancellation of Employee Org Dues

The cancellation of employee organizational dues is the discontinuance of dues deduction when the employee no longer elects to have dues deducted for membership fees for organizations (other than Union). Form SF-1188 is used to enter the data.

Entering 087 Cancellation of Employee Org Dues Actions

To enter a 087 cancellation of employee org dues action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select the **Union Dues** folder. The folder expands to display the available union dues actions.

4. Select **087 Cancellation of Employee Org Dues**. The Key Data* tab is displayed.

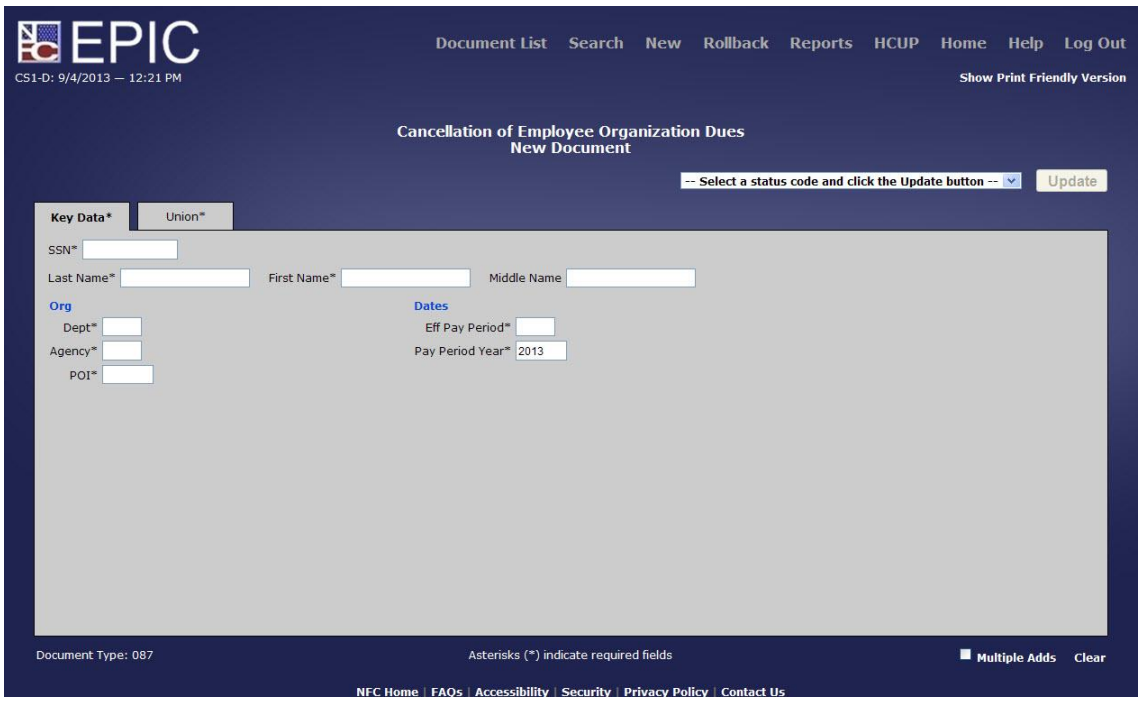


Figure 154: Cancellation of Employee Organzation Dues Key Data* Tab

5. Complete the fields on the Key Data* tab (087 Cancellation of Employee Org Dues).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Union*** tab. The Union* tab is displayed.

Figure 155: Cancellation of Employee Organization Dues Union Tab

7. Complete the fields on the Union* tab (087 Cancellation of Employee Org Dues).

Field	Instruction/Description
Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.
Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.
Prior Pay Period Adjustment Code	Enter **9** if deductions were made in error or if the cancellation notification was received after the revocation date; otherwise, leave blank.

8. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.

Code	Description
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

9. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

083 Employee 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 reports in writing to NFC, Applications Systems Division.

Entering 083 Employee Union Dues Mass Change Actions

To enter a 083 employee union dues mass change action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If document has been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select the **Union Dues** folder. The folder expands to display the available union dues actions.

4. Select **083 Employee Union Dues Mass Change**. The Key Data* tab is displayed.

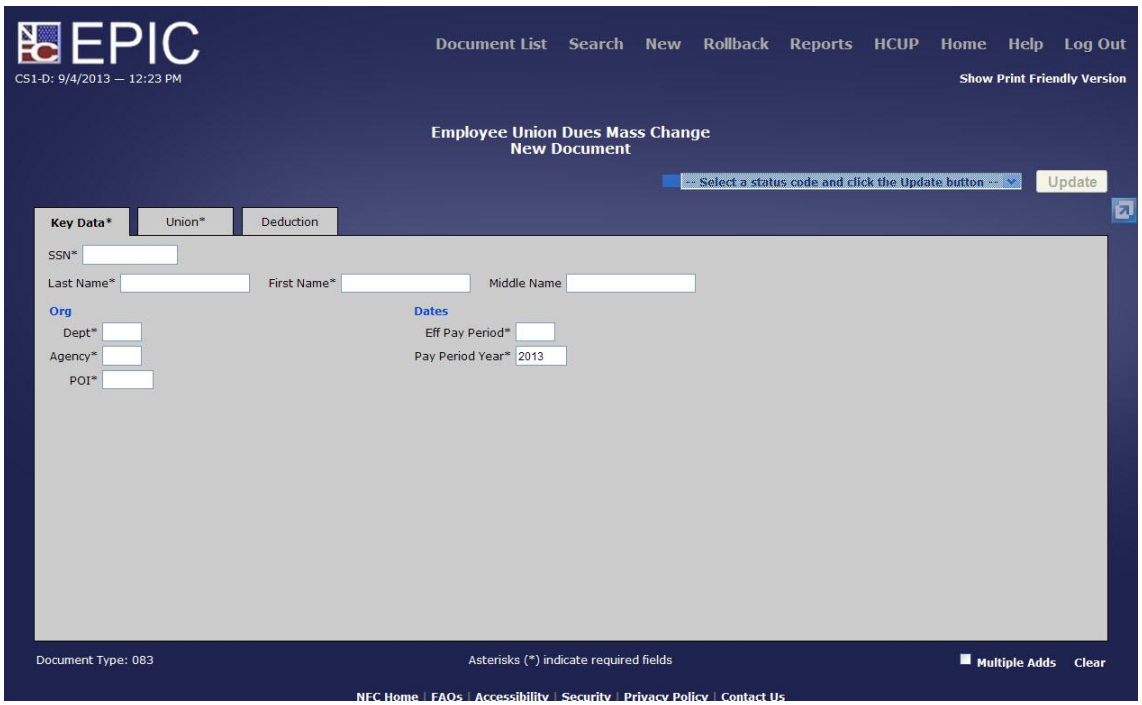


Figure 156: Employee Union Dues Mass Change Key Data* Tab

5. Complete the fields on the Key Data* tab (083 Employee Union Due Mass Change).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

6. Select the **Union*** tab. The Union* tab is displayed.

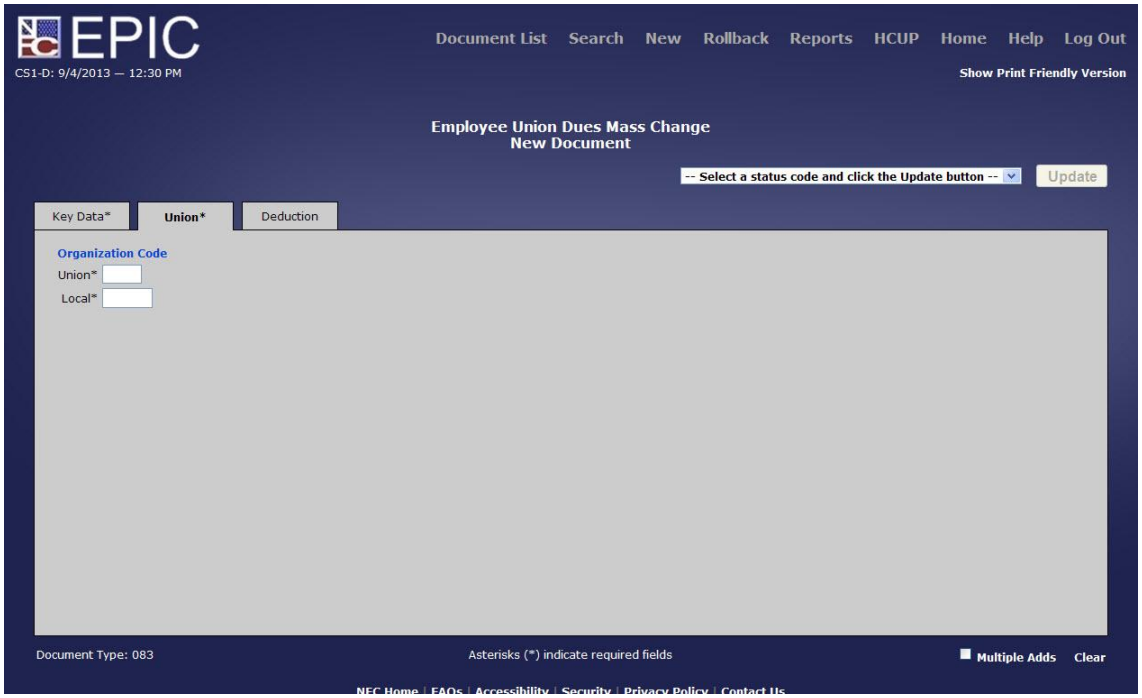


Figure 157: Employee Union Dues Mass Change Union* Tab

7. Complete the fields on the Union* tab (083 Employee Union Dues Mass Change).

Field	Instruction/Description
Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.
Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.

8. Select the **Deduction** tab. The Deduction tab is displayed.

Figure 158: Employee Union Dues Mass Change Deduction Tab

9. Complete the fields on the Deduction tab (083 Employee Union Dues Mass Change).

Field	Instruction/Description
Deduction Amount	Enter the deduction amount per pay period if the deduction is to be made in dollars and cents. If this field is completed, leave the Percent field blank. **Or** Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Note: Do not enter both a deduction amount and a deduction percent.
Deduction Percent	Enter the percent to be deducted each pay period for membership if the deduction is based on a percentage. No entry is necessary if the Deduction Percent is established in TMGT. Note: Do not enter both a deduction amount and a deduction percent.

10. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

11. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

Deleting/Canceling Union Dues

A bargaining unit employee 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.

When an employee receives a temporary promotion to a position in a nonbargaining unit, the deductions for dues will temporarily stop and store the membership authorization. The dues will be restored when the employee returns to the lower grade.

When 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.

When the employee receives a permanent promotion is processed for the nonbargaining unit position, the membership is canceled.

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, PPS only stops or starts the membership dues; it does not automatically adjust for over/under deductions. Enter the adjustment in SPPS.

When the wrong organization code is entered, contributions will be made to the wrong organization. In this case, cancel the incorrect union/association and enter the correct date. Enter the adjustment in SPPS.

Note: Process a new authorization after a cancellation; do not process a change.

Note: The 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.

444 EHRI & RSM Elements

Document type 444, EHRI (Enterprise Human Resources Initiative) & RSM (Retirement Systems Modernization) Elements was established to allow multiple elements to enter and/or change at the same time. The program is used by OPM to build complete service history for all Federal employees by using historical Individual Retirements Records (IRRS) submitted to OPM along with historic service data being maintained by Agency in both paper and electronic format. Data is sent biweekly to OPM via the EHRI.

For more information see:

Entering EHRI and RSM Elements Actions 568

Entering EHRI and RSM Elements Actions

To enter a 444 EHRI & RSM Elements action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **New**. The New Document Selection menu is displayed. Payroll documents are listed alphabetically.

3. Select **444** EHRI **&** RSM **Elements**. The Key Data* tab is displayed.

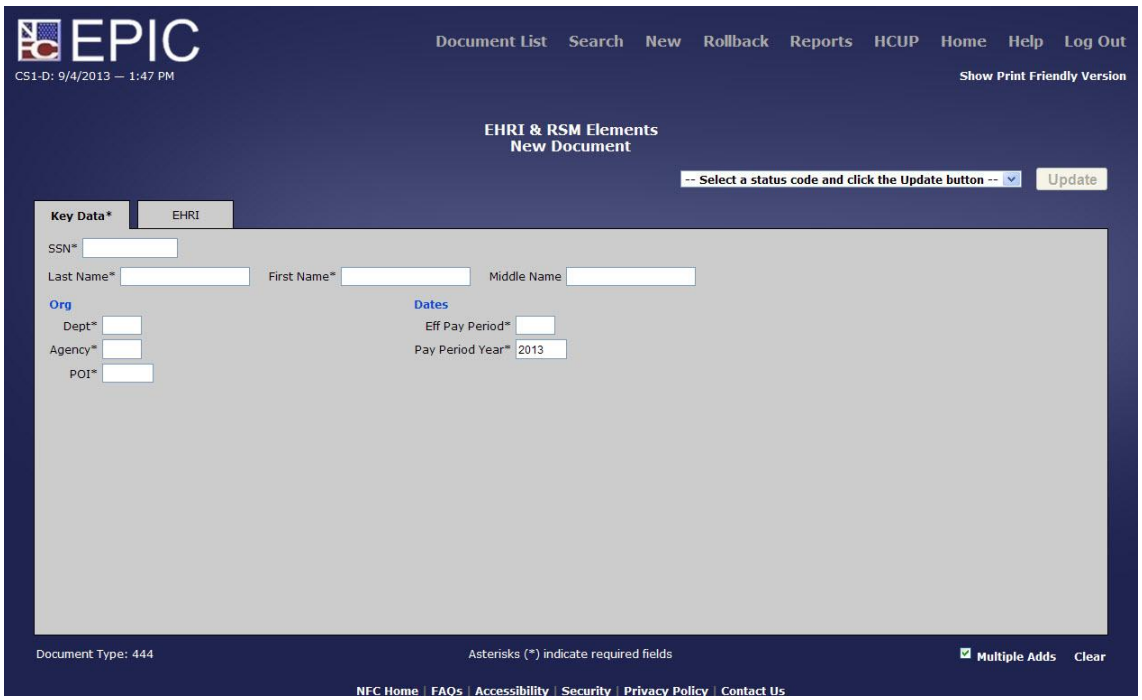


Figure 159: EHRI & RSM Elements Key Data* Tab

4. Complete the fields on the Key Data* tab (083 Employee Union Dues Mass Change).

Field	Instruction/Description
SSN*	Enter the employee's Social Security number.
Last Name*	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) 50-B, Notification of Personnel Action. If the employee has a two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Field	Instruction/Description
First Name*	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, the employee should decide on an abbreviation.
Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the Agency code.
POI* (Personnel Office Identifier)	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.
Eff Pay Period	Enter the effective pay period for the transaction.
Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

5. Select the EHRI tab. The EHRI tab is displayed.

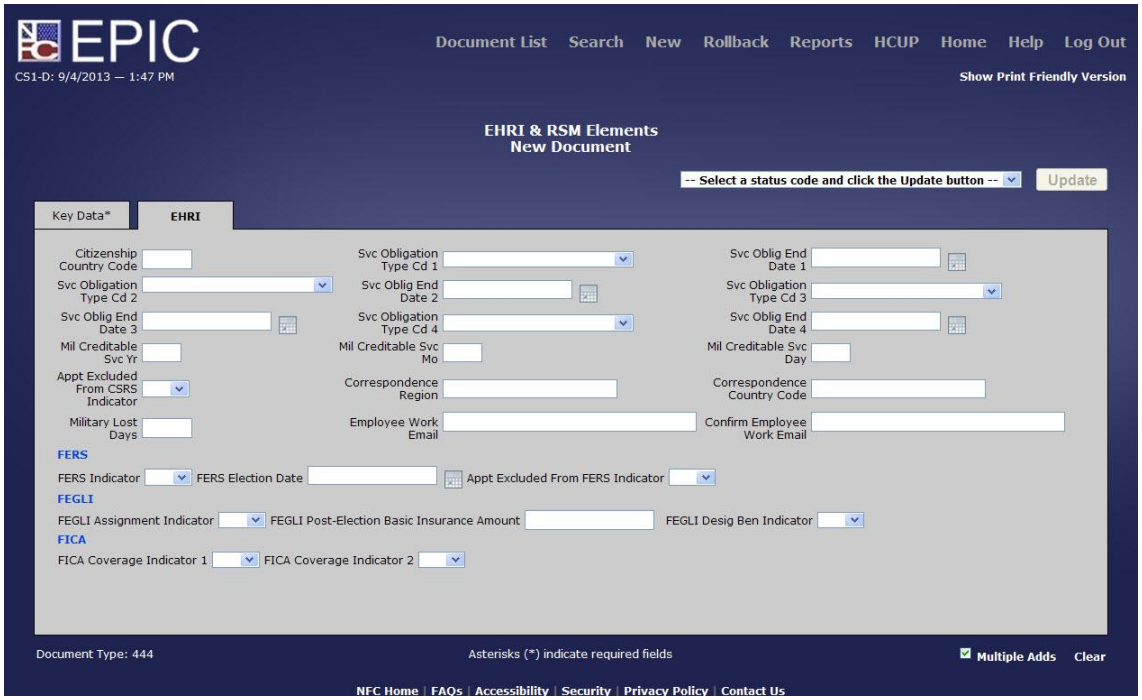


Figure 160: EHRI & RSM Elements EHRI Tab

6. Complete the fields on the EHRI tab (444 EHRI & RSM Elements).

Field	Instruction/Description
Citizenship Country Code	Enter the 3 position citizenship country code. For a list of country codes see www.gsa.gov, Geographic Location Codes.
Svc Obligation Type Cd 2	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid values are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**
Svc Obling End Date 3	Select a date from the calendar icon. This field is the date the service ends.
Mil Creditable Svc Yr.	Enter the 2 position year of creditable military service. This field is the number of years of creditable military service used for annual leave accrual purposed.

Field	Instruction/Description
Appt Excluded From CSRS Indicator	Click **Yes** or **No** from the drop-down list. This field indicates if an employee's appointment is not covered under the FERS plan as described by law and regulation. This field will be used for retirement coverage determinations.
Military Lost Days	Enter the number of military lost day.
Svc Obligation Type Cd 1	Select a code and reason from the drop-down menu. This field is the reason for the employee's service obligation. The valid values are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**
Svc Oblig End Date 2	Select a date from the calendar icon. This field is when the employee's service obligation is completed.
Svc Obligation Type Cd 4	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid value are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**
Mil Creditable Svc Mo	Enter the number of months of creditable service. This field is added for annual leave accrual purposes.
Corres Region	Enter the correspondence region. This field must be completed if the correspondence country code is completed. This field indicates the region, province, or other first administrative district or division of a country other than the U.S. for the organization or person's address.

Field	Instruction/Description
Svc Oblig End Date 1	Select a date from the calendar icon. This field is the date the employee's obligation date expires. Complete this field if the Service Obligation Type 4 field is completed.
Svc Obligation Type Cd 3	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid value are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**
Svc Oblig End Date 4	Select a date from the calendar icon. This field is the date the employee's obligation date expires. Complete this field if the Service Obligation Type 4 field is completed.
Mil Creditable Svc Da	Enter the 2 position number of military creditable service days.
Corres Country Code	Enter the country code. The country code can be found on *www.gsa.gov*, Geographic Location Codes. This field is the International Country Codes as defined by the United States Postal Service.
FERS Indicator	Select data from the drop-down list. This field is used to indicate an employee's election or non election of FERS coverage. This field applies to employees not automatically covered by FERS, but are eligible under certain circumstances. The valid values are: **Yes** **No** **0 through 09**
FERS Election Date	Select the date from the calendar icon. This field is the date on which the employee who is not automatically covered by FERS chooses to elect FERS coverage. This field only applies to employees who are not automatically covered by FERS under certain circumstances. This field is related to the FERS indicator field.

Field	Instruction/Description
Appt Excluded From FERS Indicator	Click **Yes** or **No** from the drop-down list. This field indicates if an employee's appointment is not covered under the CSRS plan as described by law and regulation. This field will be used for retirement coverage determinations.
FEGLI Assignment Indicator	Select **Yes** or **No** from the drop-down list. This field indicates whether an employee has completed or has an RI 76-10, Assignment Form, on file.
FEGLI Post-Election Basic Insurance Amount	This field indicates the FEGLI Post-election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future. This field is populated when living benefits partial NOAC 806 is provided. Enter the amount (XXXXXX.XX).
FEGLI Desig Ben Indicator	Select **Yes** or **No** from the drop-down list. This field indicates whether an employee has a Form SF-2823, Designation of Beneficiary, on file.
FICA Coverage Indicator 1	Select **Yes** or **No** from the drop-down list. This field indicates if an employee is (1) an inmate working in the US Penal Institution, (2) a student as defined in 5 U.S.C. 5351, or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.
FICA Coverage Indicator 2	Select **Yes** or **No** from the drop-down list. This field indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being re-employed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provision of Chapter 43 of Title 38, US Code, after performing service as a member of a uniformed service is being re-employed after employment by a tribal organization to which Section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.

7. Select the applicable Status Input Code from the drop-down list on the top of the page. At this point, the following status input codes are available.

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC without being edited. After completing the action, change the status code to **R** or **H**. If the status code is not changed, EPIC Web will automatically delete the action

Code	Description
	after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

8. Click **Update** to save the entries.

Note: To add an additional address without returning to the menu, click the **Multiple Adds** link on the bottom right corner of the page. The page is refreshed for the next entry.

Modifying Payroll Actions

All payroll actions may be modified if the information on the PPS database is incorrect or insufficient. The steps for modifying payroll actions are the same for each type of payroll transaction; however, the tabs within each payroll action could be different.

Specific information on modifying a specific payroll action will be explained in detail for each type of payroll action, if applicable.

Below are the steps used to modify a payroll action.

To modify a payroll action:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from.
2. From the Document List, select the document to be modified.
3. Complete the fields to be changed on the Key Data* tab, if applicable.
4. Select the next tab at the top of the page.
5. Enter the modified information for that tab, if applicable. Repeat with each available tab.
6. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.

Code	Description
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

7. Click **Update**.

Deleting/Canceling Payroll Actions

All payroll actions may be deleted/canceled if the information on the PPS database should be deleted/canceled. The steps for deleting/canceling payroll actions are the same for each type of payroll transaction; however, the tabs within each payroll action could be different.

Specific information on deleting/canceling a specific payroll action will be explained in detail for each type of payroll action, if applicable.

Below are steps used to modify a payroll action.

To delete/cancel payroll actions:

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents to choose from.

2. From the Document List, select the document to be deleted.

3. Select the applicable tab at the top of the page.

4. Select **Delete** or **Cancel All** from the Transaction drop-down menu. Transaction values may be different depending on the type of payroll action however, the value still represents a change.

5. Select the applicable Status Input Code from the drop-down list at the top of the page. At this point, the following status input codes are available:

Code	Description
H (Hold until Release)	To place a transaction on hold. If the status is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	To save the transaction that is partially completed and held in EPIC Web without being edited. If the status is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	To release the transaction from EPIC Web to be edited in PINE.

6. Click **Update**.

Reports

EPIC Web includes a report option for viewing and requesting status and suspense reports for transactions entered in EPIC Web for processing. These reports are available for printing at Agency locations.

The **Reports** option in EPIC Web allows you to run reports while in EPIC Web.

This section includes the following topics:

Running the Processing Status List 579
Running the Processing Status Total Report.....583
Running the Suspense Error Counts Report 586

Running the Processing Status List

This report reflects the status of transaction in EPIC Web. The Reports page allows the user to select the criteria for the report.

To run the Processing Status List report::

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **Reports** from the EPIC Web menu bar. The Reports page is displayed.

Figure 161: Reports Page

3. Complete the fields on the Reports page.

Field	Instruction/Description
Processing Status List	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.
Processing Status Totals	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.
Suspense Error Counts	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.

4. Select the **Processing Status List** radio button. The select a report - processing status list report page is displayed.

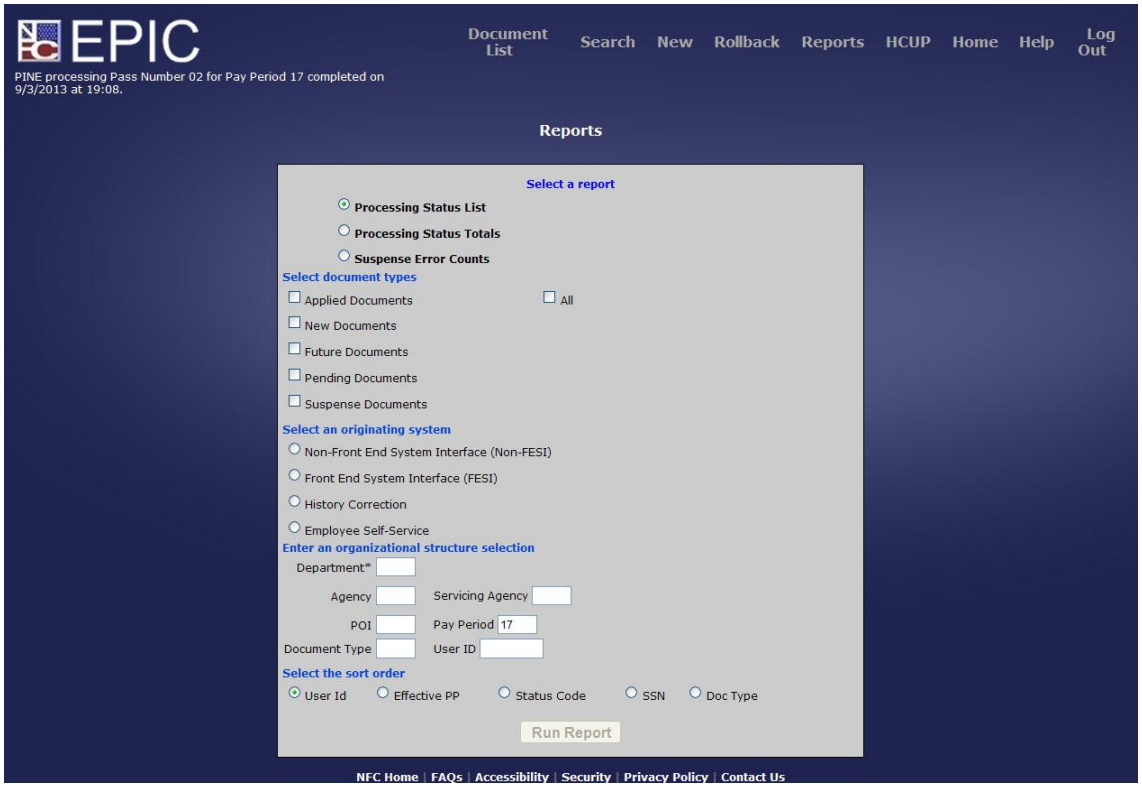


Figure 162: Processing Status List Page

5. Complete the fields on the reports page.

Field	Instruction/Description
Applied Documents	Select this box to run a report on all transactions that have applied in PPS database.
New Documents	Select this box to run a report on all new transactions that are entered. These transactions are still in the **`Hold`**, **`Pending`**, or **`Incomplete`** in EPIC Web.
Future Document	Select this box to run a report on all transactions that were entered with a future date.
Pending Document	Select this box to run a report on all transactions that are *Pending* in EPIC Web.
Suspense Document	Click this box to run a report on all transactions that have failed the PINE edits and have the status of *Unapplied*.
Non-Front End System Interface (Non-FESI)	Click this radio button if applicable.
Front End System Interface (FESI)	Select this radio button if the report should reflect transactions that originated at the Agency that batch transmits data to PPS for processing.
History Correction	Click this radio button if the report should reflect transactions created from HCUP.
Employee Self-Service	Click this radio button to run a report of transactions entered through Employee Self-Service (ESS).
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the two-position Agency code. This field allows the report to be run at the Agency level.
POI	Enter the 4-position POI. This field allows the report to be run at the POI level.
Servicing Agency	Enter two-position servicing Agency code. This field allows the report to run at the Servicing Agency level when the Agency is serviced by another Agency.

Field	Instruction/Description
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.
Effective PP	Select this radio button to sort the report by effective pay period.
Status Code	Enter the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (suspense); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**. **Reports** Click this radio button to sort the report by status code period. **Remarks** The status codes are system generated to indicate if the remark description is complete or requires a literal. If the status code is **W** (waiting remarks literal fill-in description), click 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.
SSN	Click this radio button to sort report by SSN of the employee on the transaction.
Doc Type	Select this radio button to sort the report by type of transaction.

6. Click **Print Report** to print the report.

   OR

   Click **Save As Spreadsheet** to save the report as an Excel spreadsheet.

OR

Click **Run Report** to run the report. The Processing Status List Report (with criteria) is displayed.

OR

Click **Cancel**. You are returned to the Reports page.

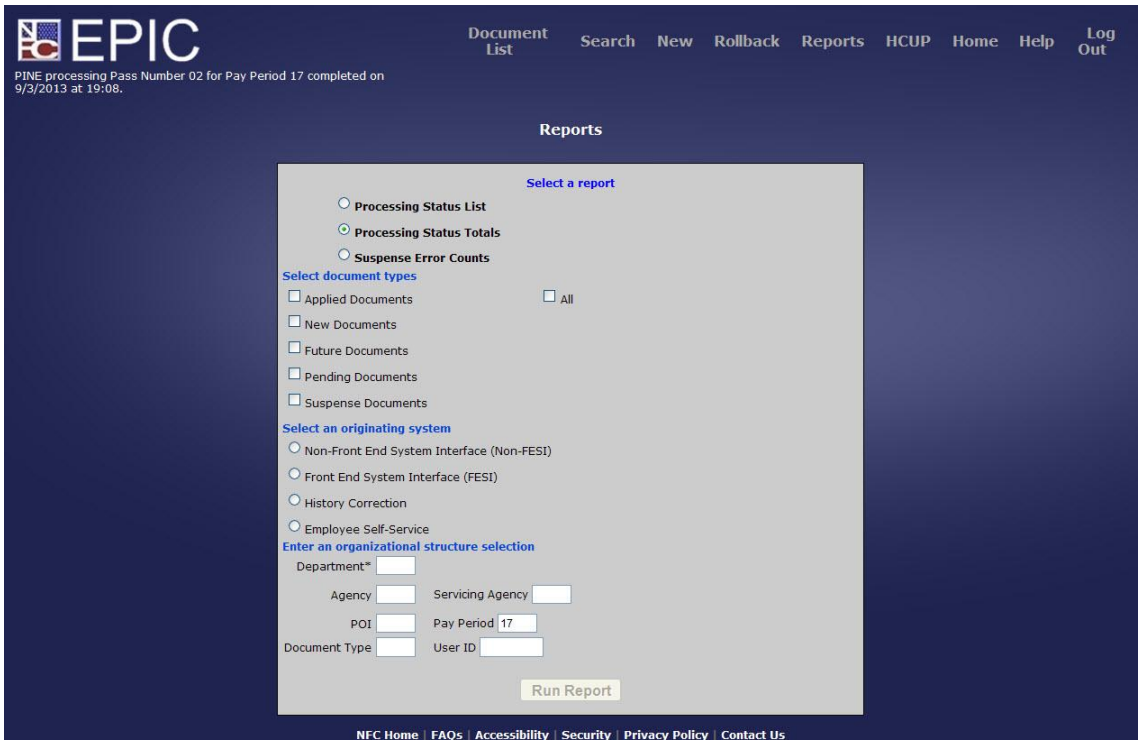
Running the Processing Status Total Report

This report is run to reflect the totals for each Status Code.

To run the Processing Status Totals report::

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.
2. Select **Reports** from the EPIC Web menu bar. The Reports page is displayed.
3. Select the **Processing Status Totals** radio button. The select a report - processing status totals is displayed.

Figure 163: Processing Status Totals Page



4. Complete the fields on the Processing Status Totals page (Select a Report).

Field	Instruction/Description
Applied Documents	Select this box to run a report on all transactions that have applied in PPS database.
New Documents	Select this box to run a report on all new transactions that are entered. These transactions are still in the **`Hold`**, **`Pending`**, or **`Incomplete`** in EPIC Web.
Future Document	Select this box to run a report on all transactions that were entered with a future date.
Pending Document	Select this box to run a report on all transactions that are *Pending* in EPIC Web.
Suspense Document	Click this box to run a report on all transactions that have failed the PINE edits and have the status of *Unapplied*.
Non-Front End System Interface (Non-FESI)	Click this radio button if applicable.
Front End System Interface (FESI)	Select this radio button if the report should reflect transactions that originated at the Agency that batch transmits data to PPS for processing.
History Correction	Click this radio button if the report should reflect transactions created from HCUP.
Employee Self-Service	Click this radio button to run a report of transactions entered through Employee Self-Service (ESS).
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the two-position Agency code. This field allows the report to be run at the Agency level.
POI	Enter the 4-position POI. This field allows the report to be run at the POI level.
Servicing Agency	Enter two-position servicing Agency code. This field allows the report to run at the Servicing Agency level when the Agency is serviced by another Agency.

Field	Instruction/Description
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.
User ID	Select this radio button to sort the report by user ID.
Effective PP	Select this radio button to sort the report by effective pay period.
Status Code	Enter the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (suspense); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**. **Reports** Click this radio button to sort the report by status code period. **Remarks** The status codes are system generated to indicate if the remark description is complete or requires a literal. If the status code is **W** (waiting remarks literal fill-in description), click 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.
SSN	Click this radio button to sort report by SSN of the employee on the transaction.
Doc Type	Select this radio button to sort the report by type of transaction.

5. Click **Print Report** to report.

OR

Click **Save As Spreadsheet** to save the report as an Excel spreadsheet.

OR

Click **Run Report** to run the report. The Processing Status Total Report (with criteria) is displayed.

OR

Click **Cancel**. You are returned to the Reports page.

Running the Suspense Error Counts Report

To run the Suspense Error Counts report::

1. Select EPIC from the EPIC Web menu bar. The Document List page is displayed. If documents have been processed, the Document List page is displayed with a list of documents. If no documents have been processed, the Document List page is blank.

2. Select **Reports**. from the EPIC Web menu bar. The Reports page is displayed.

3. Select the **Suspense Error Counts** radio button. The select a report - suspense error counts page is displayed.

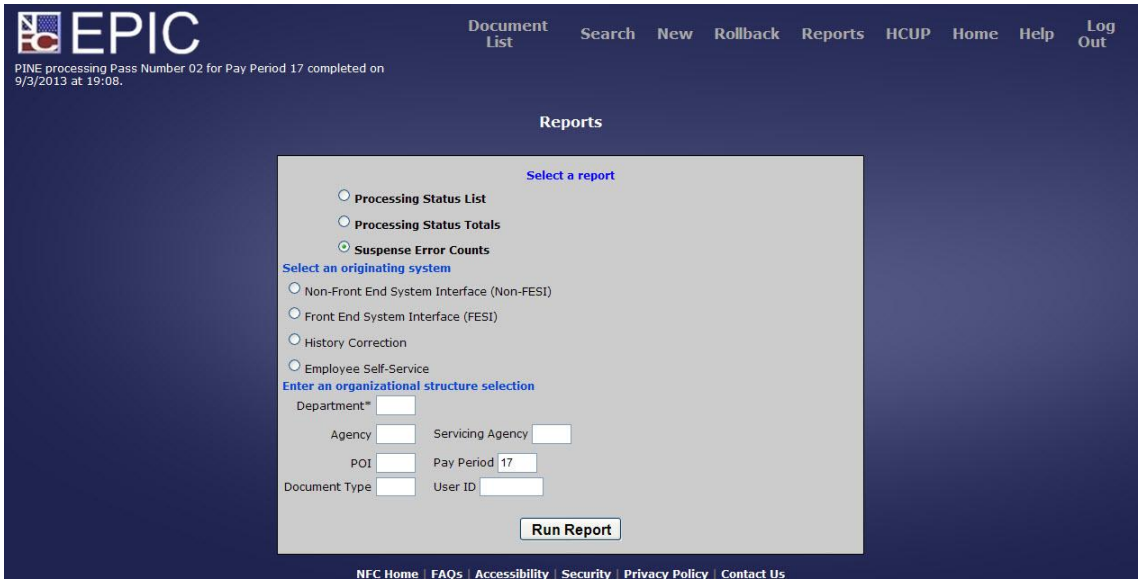


Figure 164: Suspense Error Counts Reports Page

4. Complete the fields on the Suspense Error Counts page (Select a Report).

Field	Instruction/Description
Non-Front End System Interface (Non-FESI)	Click this radio button if applicable.
Front End System Interface (FESI)	Select this radio button if the report should reflect transactions that originated at the Agency that batch transmits data to PPS for processing.
History Correction	Click this radio button if the report should reflect transactions created from HCUP.
Employee Self-Service	Click this radio button to run a report of transactions entered through Employee Self-Service (ESS).
Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.
Agency	Enter the two-position Agency code. This field allows the report to be run at the Agency level.
POI	Enter the 4-position POI. This field allows the report to be run at the POI level.
Document Type	Complete this field as follows: To search for a specific personnel action, enter **063**. To search for a special payroll document for an employee, enter applicable document type. To search for all transactions for a specific employee, or specific personnel office, leave this field blank.
Servicing Agency	Enter two-position servicing Agency code. This field allows the report to run at the Servicing Agency level when the Agency is serviced by another Agency.

Field	Instruction/Description
User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.

5. Click **Print Report** to report.

   OR

   Click **Save As Spreadsheet** to save the report as an Excel spreadsheet.

   OR

   Click **Run Report**. The Listing by Error Counts report (with selected criteria) is displayed.

   OR

   Click **Cancel**. You are returned to the Reports page.

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. 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 Income Tax Certificate Status Codes
- State Income Tax Certificate Status Codes

Note: When processing City and County Income Tax Certificates, 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:

- DD/EFT For Net Pay Status Codes

This section includes the following topics:

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Input Status Codes 590
Master File Change Document Status Codes 592
Lump Sum Leave Payments Status Codes 593
Performance Appraisal Status Codes 594
Voluntary Charitable Contributions Status Codes 594
DD/EFT for Net Pay Status Codes 595
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Non-Federal Health Benefits Form Status Codes 597
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Federal Income Tax Certificate Status Code **601**
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Health Benefits Registration Form Status Codes **603**
Change in Health Benefits Enrollment Status Codes **604**
Employee Address Status Codes **605**
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EPIC Status Codes

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

For a list of award status codes see **Incentive Awards Status Codes**.

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense.
H (Hold until Release)	Used when entering a transaction. The transaction is completed and edited but held in EPIC until the status code is changed to **`R-Release for Processing`**. If the status code is not changed, the system will automatically delete the action after 60 days.
I (Save as Incomplete)	Used when entering a transaction. The transaction is partially completed and held in EPIC without being edited. After completing the action, change the

Code	Description
	status code to **R-Release for Processing** or **H-Hold until Release**. If the status code is not changed, the system will automatically delete the action after 60 days.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
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-Release for Processing**, 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.
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.

Code	Description
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.

Master File Change Document Status Codes

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.

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Released)	Used when entering a transaction. The transaction has cleared EPIC edits

Code	Description
	and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release For Processing**, 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.
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.

Lump Sum Leave Payments Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, 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 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.

Code	Description
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 SPPS so that the collection of the funds may be made through SPPS.

Performance Appraisal Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Voluntary Charitable Contributions Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.

Code	Description
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

DD/EFT for Net Pay Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll and personnel action windows and all suspense transactions except duplicates.
4	Delete action.
B	Process duplicate document.
D	Release error 066, TSP Loan Allotment amount must be numeric.

Code	Description
	Release error 069, TSP Loan Allotment greater than 70 percent of gross salary. Release error 072, Number of payment required invalid.
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.

TSP Loan Allotment Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Discretionary Allotments Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	
4	System generated on all payroll and personnel action windows and all suspense transactions except duplicates.
B	Delete action. 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.

Non-Federal Health Benefits Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll and personnel action windows and all suspense transactions except duplicates.
4	Delete action.
B	Process duplicate document.

Code	Description
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.

Non-Federal Life Insurance Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Non-Federal Retirements Benefits Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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 three yrs of service. Release error 075, Plan code 34 requires age 35 or two 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.

Non-Federal Thrift Savings Plan Form Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for**

Code	Description
	Processing, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Incentive Awards Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Code	Description
	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.

Thrift Savings Plan Election Form Status Codes

	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Federal Income Tax Certificate Status Code

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense

Code	Description
	To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

State Income Tax Certificate Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Code	Description
G	Send document to future file.
C	Release error 070, Document will result in dual tax deductions.

Authorization for Restored Annual Leave Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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.

Health Benefits Registration Form Status Codes

Codes	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.

Codes	Description
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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 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"

Change in Health Benefits Enrollment Status Codes

Codes	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll and personnel action windows and all

Codes	Description
	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 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"

Employee Address Status Codes

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense. To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
X (Edited in PINE)	System generated after the transaction is coded **R-Release for Processing**, cleared all EPIC edits, edited in PINE, and is pending the release of a suspended document, or has applied to the database.
9	System generated on all payroll 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

Code	Description
	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.

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
- Education Document
- Employee Union Dues Mass Change
- Flexfund Flexible Spending Account
- GAO Locator Input Screen
- Multi-element Update Document
- Professional Certification Document
- Record Of Leave Data Transferred
- Thrift Savings Plan Catch Up Form
- SES Performance Appraisal
- Severance Pay
- USDA Demonstration Project Record

Code	Description
A	System-generated code that appears on all duplicate transactions in PINE suspense To delete the duplicate, type **4** in the Status Code field.
R (Release for Processing)	Used when entering a transaction. The transaction has cleared EPIC edits and has been released to PINE for editing.
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 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. To delete the duplicate, type **4** in the Status Code field.
G	Send document to future file.

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.

This section includes the following topics:

Annual Leave Category Table 610
Annuitant Indicator Table 610
Override Codes Table 613
COLA/Post Differential Table 617
Education Level Table 617
FEGLI Coverage Table 619
FEHB Coverage Table 626
Disability Code Table 627
Losing/Gaining Department Table 631
Pay Basis Table 631
Pay Plan Table 632
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Position Classification Table 648
Position Occupied Table 649
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Retirement Plan Table 649
Salary Share Table 653
Special Employee Table 654
Special Employment Program Table 661
Supervisory Managerial Probationary Period Table 670
Tenure Table 671
TSP Eligibility Table 671
Type Appointment Table 674
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Veterans Preference Table 676
Veterans Preference RIF Table 677
Veterans Status Table 677
Work Schedule Table 678

Annual Leave Category Table

Code	Description	Conditions
Ineligible	Ineligible to earn annual leave.	SCD for leave must be completed when annual leave category is other than ineligible.
Earn 4 hrs A/L	Earn four hours of annual leave per 80 hours of regular time in pay status	
Earn 6 hrs A/L	Earn six hours of annual leave per 80 hours of regular time in pay status	
Earn 8 hrs A/L	Earn eight hours of annual leave per 80 hours of regular time in pay status	

Annuitant Indicator Table

Code	Definition	Condition
A Rempl Ann-Fe	Reemployed FERS annuitant whose annuity under FERS continues after appointment and is subject to salary offset	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.
B Former Ann- Fe	Former FERS annuitant whose FERS annuity is discontinued after appointment	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.
C Ret Of Rempl Ann-Fe	Retired uniform service officer and reemployed FERS annuitant subject to salary offset	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. A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F.Salary share amount must be completed for annuitant codes 1, 4, 5, A, C, E, G, H, or J.
D Ret Off/Remploy Ann-Fe	Retired uniformed service officer and former FERS annuitant whose FERS annuity is discontinued after appointment	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

Code	Definition	Condition
		retirement plan is 4 or the work schedule is I. A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F.
E Ret Enl/Remploy Ann-Fe	Retired uniformed service enlisted member and reemployed FERS annuitant subject to salary offset	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. A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F. Salary share amount must be completed for annuitant codes 1, 4, 5, A, C, E, G, H, or J.
F Ret/Enl Ann-Fe	Retired uniformed service enlisted member and former FERS annuitant whose FERS annuity is discontinued after appointment	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.A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F.
G Fe-No Reduction	Reemployed FERS annuitant whose annuity under FERS continues after appointment and is not subject to salary reduction under 5 U.S.C. 8468	Salary share amount must be completed for annuitant codes 1, 4, 5, A, C, E, G, H, or J.
H Ret Off/Fe-No Reduction	Retired uniform service officer and reemployed FERS annuitant not subject to salary reduction under 5 U.S.C. 8468	Salary share amount must be completed for annuitant codes 1, 4, 5, A, C, E, G, H, or J.
J Ret Enl/Fe - No Reduction	Retired uniformed service enlisted member and reemployed FERS annuitant whose FERS annuity is discontinued after appointment	
1 Annuity Under CSR	Reemployed CSRS whose CSRS continues after appointment	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.
2 Retired Commissioned or Warrant	Retired uniform service officer receiving retired or retainer pay as commissioned or warrant officer	

Code	Definition	Condition
3 Retired Enlisted	Retired uniform service enlisted member receiving retired or retainer pay for nonofficer (or enlisted) service	
4 Ann Under CSR/Ret Comm or Warrant	Retired uniformed service officer (commissioned or warrant officer) and reemployed CSRS annuitant	Must be 1, 4, 5 or A through F is 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. A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F. Salary share amount must be completed for annuitant codes 1, 4, 5, A, C, E, G, H, or J.
5 Annuity Under CSR/Ret Enlisted	Reemployed uniformed service enlisted member and reemployed CSRS annuitant	Must be 1, 4, 5 or A through F is 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.A date must be entered in the Date Retired Military field when the annuitant indicator is 4, 5 or C through F.
6 SC No reduction	Reemployed CSRS annuitant whose annuity under CSRS continues after appointment and salary is not subject to reduction under 5 U.S.C. 8344	
7 Ret Off/CSS No Reduction	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 Ret Enl/CSS No Reduction	Retired uniform service enlisted member and reemployed CSRS annuitant whose salary is not subject to reduction under 5 U. S. C. 8344	
9 Not Applicable	Not applicable. None of the above applies.	

Override Codes Table

Document Type	Suffix (Override Code)	Error Message Number	Error Message/ Purpose
030	T	061	Field Contains Invalid Data
054	C	119	LSP May Not Be Appropriate for NOAC
054	D	094	Sick Leave Incompatible with Minus Sick Leave Code
063	3		Bypass automatically increasing STEP
063	8	268	Probationary Period Start Date Later Than Eff Date
063	C	092	FEHB Coverage Not in TMGT
063	C	166	NTE Date Must Exceed one Year
063	C	348	Recruitment Bonus Already on Database
063	C	398	Total Time Off Award Exceeds 80 Hours
063	C	482	Maximum Hours Per Time Off Award Exceeded
063	C	519	Amount of Within-Range Increase Not Valid
063	C	544	Tenure Group Not Valid with Authority
063	C, T	531	Base (Scheduled) Salary Must Increase
063	H	138	Master on Database - Check if Dual Appointment
063	H	175	Transfer NOA Not Valid for Employee
063	H	816	Special Emp Code Not Valid with FLSA
063	I, V	503	Adjustment Action Must Be Processed
063	L	235	Salary Not Valid For Pay Plan E
063	L	319, 320	Data Not Valid with Special Employee Code 45 or 46
063	L	539	TSP Eligibility Code Not Valid w/Ret Coverage Code
063	L	580	Salary Information not Valid
063	L	839	Retirement Code is Invalid for Reemployed Annuitant
063	L, Q	123, 124	Locality Salary Table Not Found
063	L, Q	341	Environmental Differential Cannot Be Generated

Document Type	Suffix (Override Code)	Error Message Number	Error Message/ Purpose
063	L, Q	456	Dty Station Change - Environmental Diff Required
063	L, Q	469, 470	Wage Grade Salary Not in TMGT
063	L, Q	502	Effective Date and Base Salary Not Valid
063	L, Q, V	190	Minimum or Maximum Salary Not Valid
063	M	445	Correction to Cash Award - Amount Not Valid
063	N	084	Annual Leave Category Is Invalid
063	N, L	088	SCD-Leave and Annual Leave Code Not Valid
063	O	184	Step Must Change with Quality Increase
063	P	155	Prev Eff Date Must Be Blank for Accession
063	P	430	Pay Plan PA or PE Not Valid
063	P	528	Remarks Code X42 Required
063	Q	749	ADJP History Must Be Present on database
063	R, T	105	Retirement Coverage Not Valid with Pay Plan
063	R, T	440	Number of Grades Promoted Not Valid
063	S	444	Employee Ineligible for Quality Step Increase
063	T	137	Base Salary Must Be Greater Than 1st Step of Grade
063	T, P, C	806	New Base Contract Salary Invalid - Less Than 6%
063	U	255	Pay Plan, Grade, or Step Must Be Same As Database
063	V	253	Appointment Limitations Hours Must Be Numeric
063	V	513	Veterans Pref and Veterans Status Not Compatible
063	Y	706	Change in NOA May Be Required
063	Z	749	ADJP History Must Be Present on Database
075	J	106	Document Invalid for this Employee
088	C	066	Verify Accuracy of Amount Per pay Period

Document Type	Suffix (Override Code)	Error Message Number	Error Message/ Purpose
088	R	064	Conversion Document Release Required
095	D	072	Number of Payments Invalid
095	L	058	Amount of Allotment Exceeds 70 percent of Biweekly Gross
095	L	069	Amount Per PP Exceeds 70% of Biweekly Salary
100	L	065	Amount of Allotment Exceeds 70 percent of Monthly Salary
101	C, L	060	Effective Date 90 Days Earlier Than Eff Pay Period
101	I, L	063	Enrollment Invalid with Type of Employment
102	C	064	Employee Ineligible to Participate In Plan Code
102	D	082	Plan Code and Type of Appointment Incompatible
102	D	083	Plan Code/Type Appoint/Work Schedule Incompatible
103	C	069	Plan Code 23 Requires Age 35 or three years of Service
103	C	075	Plan Code 34 Requires Age 35 or two Years of Service
103	C	077	Database Date Agency EOD In Personnel Invalid
103	C	078	Plan Code and entered on Duty Date Incompatible
103	D	082	Maximum Employee Contributions Exceeded
104	C	068	Plan Code Incompatible with Type of Appointment
104	Z	056	Must Be Employed with Agency a Min of 180 Days
104	Z	113	Must Be Employed with Agency a Min Of 182 Days
110	H	069	Amount of Award Invalid
110	H	118	Maximum Hours Per Award Exceeded
110	H	119	Maximum Award Hours Per Leave Year Exceeded
110	H	128	Separation Incentive Award Already Processes
110	H	133	Separation Incentive Award Amount Invalid

Document Type	Suffix (Override Code)	Error Message Number	Error Message/ Purpose
125	L	058	Employee Ineligible to Participate in TSP
125	L	073	Employee Waiting Period has not Expired
128	C	073	Severance Amt Per Pay Period Exceeds $2500.00
129	C	072	PP Amount Exceeds 70 percent of BiWeekly Gross Salary
129	D	055	Change/Stop Invalid After Payroll Deduction
140	C	070	Document Will Result in Dual State Tax Deductions
165	C	058	Total Amt Annual Lv restored Gr than Yearly Max
170	D	066	Verify Owner Address ZIP Code
170	D	087	ZIP Code Invalid
170	W	087	ZIP Code Invalid
180, 181	C, D, V	060	Eff dt Elect 90 Days Earlier than Eff Dt of Action
180, 181	D	051	Trans Code Incompatible with Current Employ Status
180, 181	D	054	Employee Ineligible For Health Benefits
180, 181	I, V	129	Temporary Appointment - Method of Payment Required
180, 181	I, V	131	Verify Temp Employee - Pay Full Premium Indicator
180, 181	S	125	Pay Period Invalid for Open Season Entry
180, 181	S	126	Event Change Invalid for Open Season Entry
180, 181	S	127	Event Change and PP Invalid for Open Season Entry
185	C	054	Plan Code Invalid With Type of Appointment Code
349	C	397	Duty Station not Valid
349	W	106, 107	Verify Residence Address ZIP Code
	4		Delete Document(s) in Suspense
	9		Normal Processing
	A	119	Duplicate Documents

Document Type	Suffix (Override Code)	Error Message Number	Error Message/ Purpose
	B		Process Duplicate Documents
	E		HOLD Document PINE Suspense for one pass
	F		HOLD Document PINE Suspense indefinitely
	G		Send Document to "Future"
	J		Pending Accession Document

COLA/Post Differential Table

Code	Description
0	None
2	Non-foreign post differential
3	COLA - Local retail with post differential
4	Foreign post differential
5	COLA - Local retail/private housing
6	COLA - Local retail/Federal housing
7	COLA - Commissary/PX/private housing
8	COLA - Commissary/PX/Federal housing
9	COLA - Commissary/PX/military housing

Education Level Table

Code	Definition
00	Not applicable
01 Elementary Sch Not Comp	No formal education or some elementary school did not complete. Elementary school means grades one through eight, or equivalent, not completed.
02 Elementary Sch	Elementary school completed - no high school. Grade eight or equivalent

Code	Definition
Complete	completed.
03 HS Did Not Graduate	Some high school - did not graduate. High school means grades nine through 12, or equivalent.
04 High School Graduate	High school graduate or certificate of equivalency.
05 Terminal Occ Prog	Terminal occupational program - did not complete. Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or 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 Occ Prog/Dipl	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 LT1 Year	Some college - less than one year. Less than 30 semester hours completed.
08 One year College	1 year of college. 30-59 semester hours or 45-89 quarter hours completed.
09 Two Years College	2 years of college. 60-89 semester hours or 90-134 quarter hours completed.
10 Associate Degree	Associate degree. two-degree college degree program completed.
11 Three Years College	3 years of college. 90-119 semester hours or 135-179 quarter hours completed.
12 Four Years College	Four years of college. 120 or more semester hours or 180 or more quarter hours or 180 or more quarter hours completed - no baccalaureate (Bachelor's) degree.
13 Bachelor's Degree	Bachelor's degree. Requires completion of at least four, but not more than five, 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	Post-Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15 1st Prof Degree	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

Code	Definition
	Medicine (D.V.M.), Chiropody or Podiatry (D.S.C.), Optometry (O.D.), and Osteopathy (D.O.).
16 Post 1st Professional	Post-first professional. Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17 Master's Degree	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	Post-master's. Some work beyond (at a higher level than) the Master's degree but no additional higher degree.
19 Sixth Year Degree	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 year	Post-sixth degree. Some work beyond (at higher level than) the sixth-year degree but no additional higher degree.
21 Doctorate Degree	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	Post-doctorate. Work beyond the Doctorate.

FEGLI Coverage Table

Code	Definition	Conditions
A-Ineligible	Ineligible for life insurance coverage	
AO-Ineligible-Ex by Law or Reg	Ineligible for life insurance coverage	Select this code only if the employee (including reemployed annuitants) is ineligible for insurance coverage (no deductions for life insurance will be made). Select this code if the employee is eligible for non-Federal life insurance. Enter the appropriate plan code by selecting the Non-Federal Benefits Documents folder from the list of Payroll Actions.

Code	Definition	Conditions
		Select this code only if the employee (including reemployed annuitants) is ineligible for insurance coverage (no deductions for life insurance will be made). Select this code if the employee is eligible for non-Federal life insurance.
A1-FEGLI Cover 12 Months Nonpay		
B-Waived		
BO-Waived	Waived all life insurance	Select this code only if the employee (including reemployed annuitants) elect to waive all insurance coverage or has previously waived all insurance coverage during prior employment and the waiver is still in effect. Select this code only is 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.
C-Basic		
CO-Basic		Select this code when the employee (including reemployed annuitants) has elected Basic coverage only. Select when the employee (including reemployed annuitants) has elected Basic coverage only.
D-Basic-Standard		
DO-Basic-Standard	Basic plus Standard Option	
E-Basic-Family		
E1-Basic-1X Family	Basic plus one time Family Option	
E2-Basic-2X Family	Basic plus two times Family Option	
E3-Basic-3X Family	Basic plus three times Family Option	
E4-Basic-4X Family	Basic plus four times Family Option	

Code	Definition	Conditions
E5-Basic-5X Family	Basic plus five times Family Option	
F-Basic-Standard-Family		
F1-Basic-Standard 1X-Family	Basic plus Standard with one time Family Option	
F2-Basic-Standard 2X-Family	Basic plus Standard with two times Family Option	
F3-Basic-Standard 3X-Family	Basic plus Standard with three times Family Option	
F4-Basic-Standard 4X-Family	Basic plus Standard with four times Family Option	
F5-Basic-Standard 5X-Family	Basic plus Standard with five times Family Option	
G-Basic-1X Additional		
G0-Basic-1X Additional	Basic plus Additional with one time pay	
H-Basic-Standard 1X Additional		
H0-Basic-Standard 1X Additional	Basic plus Additional with one time pay and Standard Option	
I-Basic-1X Additional-Family		
I1-Basic-1X Additional-1X-Family	Basic plus Additional with one time pay and one time Family Option	
I2-Basic-1X Additional 2X-Family	Basic plus Additional with one time pay and two times Family Option	
I3-Basic-1X Additional-3X Family	Basic plus Additional with one time pay and three times Family Option	
I4-Basic-1X Additional-4X Family	Basic plus Additional with one time pay and four times Family Option	
I5-Basic-1X Additional-5X Family	Basic plus Additional with one time pay and five times Family Option	
J-Basic Stan'd 1X Add-Family		
J1-Basic-Stan'd 1X	Basic plus Additional with one time pay and Standard Option, and one	

Code	Definition	Conditions
Add-1XFamily	time Family Option	
J2-Basic-Stan'd 1X Add-2XFamily	Basic plus Additional with one time pay and Standard Option, and two times Family Option	
J3-Basic-Stan'd 1X Add-3XFamily	Basic plus Additional with one time pay and Standard Option, and three times Family Option	
J4-Basic-Stan'd 1X Add-4XFamily	Basic plus Additional with one time pay and Standard Option, and four times Family Option	
J5-Basic-Stan'd 1X Add-5XFamily	Basic plus Additional with one time pay and Standard Option, and five times Family Option	
K-Basic-2X Additional		
K0-Basic-2x Additional	Basic plus Additional with two times pay	
L-Basic-Standard-2X Additional		
L0-Basic-Standard-2X Additional	Basic plus Additional with two times pay and Standard Option	
M-Basic-2X Additional-Family		
M1-Basic-2X 1XFamily	Basic plus Additional with two times pay and one time Family Option	
M2-Basic-2X 2XFamily	Basic plus Additional with two times pay and two times Family Option	
M3-Basic-2X 3XFamily	Basic plus Additional with two times pay and three times Family Option	
M4-Basic-2X 4XFamily	Basic plus Additional with two times pay and four times Family Option	
M5-Basic-2X 5XFamily	Basic plus Additional with two times pay and ficve times Family Option	
N-Basic Stan'd-2X Additional Family		
N1-Basic Stan'd-2X 1X Add Family	Basic plus Additional with two times pay, Standard Option, and one time Family option	

Code	Definition	Conditions
N2-Basic Stan'd-2X 2X Add Family	Basic plus Additional with two times pay, Standard Option, and two times Family option	
N3-Basic Stan'd-2X 3X Add Family	Basic plus Additional with two times pay, Standard Option, and three times Family option	
N4-Basic Stan'd-2X 4X Add Family	Basic plus Additional with two times pay, Standard Option, and four times Family option	
N5-Basic Stan'd-2X 5X Add Family	Basic plus Additional with two times pay, Standard Option, and five times Family option	
P-Basic Standard-3X Additional	Basic plus Additional with three times pay	
P0-Basic Standard-3X Additional	Basic plus Additional with three times pay and Standard Option	
Q-Basic-3X Additional Family		
Q1-Basic-3X Additional 1X Family	Basic plus Additional with three times pay and one time Family Option	
Q2-Basic-3X Additional 2X Family	Basic plus Additional with three times pay and two times Family Option	
Q3-Basic-3X Additional 3X Family	Basic plus Additional with three times pay and three times Family Option	
Q4-Basic-3X Additional 4X Family	Basic plus Additional with three times pay and four times Family Option	
Q5-Basic-3X Additional 5X Family	Basic plus Additional with three times pay and five times Family Option	
R-Basic-Stan'd-3X Add-Family		
R1-Basic Stan'd-3X Add-1X Family	Basic plus Additional with three times pay, Standard Option, and one time Family Option	
R2-Basic Stan'd 3X Add-2X Family	Basic plus Additional with three times pay, Standard Option, and two times Family Option	
R3-Basic Stan'd 3X Add-3X Family	Basic plus Additional with three times pay, Standard Option, and three times	

Code	Definition	Conditions
	Family Option	
R4-Basic Stan'd 3X Add-4X Family	Basic plus Additional with three times pay, Standard Option, and four times Family Option	
R5-Basic Stan'd 3X Add-5X Family	Basic plus Additional with three times pay, Standard Option, and five times Family Option	
S-Basic-4X Additional		
S0-Basic-4X Additional	Basic plus Additional with four times pay	
T-Basic-Standard-4X Additional		
T0-Basic-Standard-4X Additional	Basic plus Additional with four times pay and Standard Option	
U-Basic-4X Additional-Family		
U1-Basic-4X Additional-1X Family	Basic plus Additional with four times pay and one time Family Option	
U2-Basic-4X Additional-2X Family	Basic plus Additional with four times pay and two times Family Option	
U3-Basic-4X Additional-3X Family	Basic plus Additional with four times pay and three times Family Option	
U4-Basic-4X Additional-4X Family	Basic plus Additional with four times pay and four times Family Option	
U5-Basic-4X Additional-5X Family	Basic plus Additional with four times pay and five times Family Option	
V-Basic-Stan'd-4X Add Family		
V1-Basic-Stan'd-4X Add 1X-Family	Basic plus Additional with four times pay, Standard Option, and one time Family Option	
V2-Basic-Stan'd-4X Add 2X-Family	Basic plus Additional with four times pay, Standard Option, and two times Family Option	
V3-Basic-Stan'd-4X Add 3X-Family	Basic plus Additional with four times pay, Standard Option, and three times Family Option	

Code	Definition	Conditions
V4-Basic-Stan'd-4X Add 4X-Family	Basic plus Additional with four times pay, Standard Option, and four times Family Option	
V5-Basic-Stan'd-4X Add 5X-Family	Basic plus Additional with four times pay, Standard Option, and five times Family Option	
W-Basic-5X Additional		
W0-Basic-5X Additional	Basic plus Additional with five times pay	
X-Basic-Standard 5X Additional		
X0-Basic-Standard 5X Additional	Basic plus Additional with five times pay and Standard Option	
Y-Basic-5X Additional-Family		
Y1-Basic-5X Additional-X Family	Basic plus Additional with five times pay and one time Family Option	
Y1-Basic-5X Additional-2X Family	Basic plus Additional with five times pay and two times Family Option	
Y3-Basic-5X Additional-3X Family	Basic plus Additional with five times pay and three times Family Option	
Y4-Basic-5X Additional-4X Family	Basic plus Additional with five times pay and four times Family Option	
Y5-Basic-5X Additional-5X Family	Basic plus Additional with five times pay and five times Family Option	
Z-Basic-Stan'd-5X Add Family		
Z1-Z Basic-Stan'd-5X-Add-1X Family	Basic plus Additional with five times pay, Standard Option, and one time Family Option	
Z2-Basic-Stan'd-5X Add-2X Family	Basic plus Additional with five times pay, Standard Option, and two times Family Option	
Z3-Basic-Stan'd-5X Add-3X Family	Basic plus Additional with five times pay, Standard Option, and three times Family Option	
Z4-Basic-Stan'd-5X	Basic plus Additional with five times pay, Standard Option, and four times	

Code	Definition	Conditions
Add-4X Family	Family Option	
Z5-Basic-Stan'd-5X Add-5X Family	Basic plus Additional with five times pay, Standard Option, and five times Family Option	
9-Basic-3X Additional		
90-Basic-3X Additional		

FEHB Coverage Table

Code	Description	Condition
1 Enrolled	This field is system generated based on processing of FEHB form. 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 SF2810 is processed and applied to the database.	This code is system-generated after the FEHB document is processed and cannot be entered on a personnel action. Do not attempt to enter this code even if the option is known at the time of the accession. This code is used if the employee is excluded from coverage by FEHB law or regulations.
2 Ineligible	(Excluded from coverage under FEHB law or by regulations)Ineligible for FEHB program but eligible for non-Federal health benefits	This code is used if the employee is eligible for non-Federal health insurance. Enter the appropriate non-Federal plan code by selecting **Health Benefits** in the Non-Federal Benefits Documents folder.
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.	Select this code 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.
4 Eligible pending	(Eligible-pending processing of FEHB form)	This code is used if the employee elects to enroll in all other cases. If the FEHB document is processed during the same pay period as the

Code	Description	Condition
		accession personnel action, the output SF-50-B is displayed if code **1** through **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.
5 Canceled	(Conditions same as Code 3)	Select this code or **3** 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.
6 Court Order - Enrolled		
7Crt Ord - Eli Pen Family Cov	Court Ordered - Eligibility pending family coverage.	
8 Crt Ord - Sel Onl Pen Family Cov	Court Orders - Self-only pending family coverage.	
9 Terminated		Distinguishes the difference between an employee who has canceled coverage versus an employee whose coverage is terminated due to a nonpay situation or other reasons.

Disability Code Table

Code	Description	Conditions
01 Does not wish to identify	Individual does not wish to have disability status officially recorded, or has misidentified himself/herself.	
05 No disability	Individual has no disability.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
06 Disability not listed	Individual has a disability not listed.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
13 Speech impairments	Individual has severe speech malfunction or inability to speak, but has normal hearing.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM

Code	Description	Conditions
15 Hearing impairment/hard of hearing	Individual is hard of hearing.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
18 Hearing/total deafness/both ears	Individual has total deafness in both ears, and is unable to speak clearly.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM3
421 Vision/blind	Individual is unable to read ordinary size print, not correctable by glasses. Individual is blind in both eyes.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
22 Visual impairments	Individual has the ability to read ordinary size print with glasses, but loss of peripheral (side). Individual is blind in one eye.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
26 Missing extremities/1 hand or 1 foot Loss	Individual has lost one hand. Individual has lost one foot.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
30 Missing extremities/multiple	Individual has lost one arm. Individual has lost one leg. Individual has lost two hands or arms. Individual has lost both feet or legs. Individual has lost one hand or arm, or one foot or leg. Individual has lost both hands or arms, or both feet or legs. Individual has lost both hands or arms and one foot or leg. Individual has lost both hands or arms and both feet or legs.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
40 Mobility Impairment	Individual has lower or upper body impairment.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
441 Spinal abnormalities	Individual has spinal abnormalities.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM3
44 Non-paralytic orthopedic impairment	Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one or both hands. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one or both feet. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one or both feet or arms. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one or both legs. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in the hip or pelvis. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM

Code	Description	Conditions
	weakness in the back. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in any combination of two or more parts of the body.	
51 HIV positive/AIDS	Individual is HIV positive or has AIDS.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
52 Morbid obesity	Individual is morbidly obese.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
61 Partial paralysis/1 hand-arm-foot-leg	Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one hand. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one arm, any part. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one leg, any part.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
69 Partial paralysis/Multiple	Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in both hands. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in both legs, any part. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in both arms, any part. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in one side of their body, including one arm and one leg. Individual has nonparalytic orthopedic impairment, chronic pain, stiffness, or weakness in three or more major parts of the body.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
70 Complete paralysis of one hand	Individual has complete paralysis of one hand.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
79 Complete paralysis/multiple	Individual has complete paralysis of both hands. Individual has complete paralysis of one arm. Individual has complete paralysis of both arms. Individual has complete paralysis of one leg. Individual has complete paralysis of both legs. Individual has complete paralysis of the lower portion of the body. Individual has complete paralysis of one side of the body, including one arm. Individual has complete paralysis of three or more major members of the body (arms, legs).	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM

Code	Description	Conditions
80 Cardiovascular/heart disease	Individual has Heart Disease - with no limitation or restriction of activity. Individual has Heart Disease - with limitation or restriction of activity.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
82 Epilepsy	Individual has convulsive disorders, for example: epilepsy.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
83 Blood disease	Individual has a blood disease for example: sickle cell diseases, leukemia, hemophilia, etc.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
84 Diabetes	Individual has controlled diabetes with no restriction of activity. Individual has uncontrolled diabetes with limited restriction of activity.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
86 Pulmonary or Respiratory Conditions	Individual has a pulmonary or respiratory disorder.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
87 Kidney dysfunction	Individual has kidney dysfunctional.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
88 Cancer	Individual has recovered fully from cancer. 4Individual has cancer.3	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
90 Severe Intellectual Disability	Individual has mental retardation.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
91 Psychiatric disability	Individual has mental or emotional illness.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
92 Dwarfism	Individual has severe distortion of limbs and/or spine.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
93 Disfiguration of face hands/feet	Individual has disfigurement of face, hands, or feet.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
94 Learning Disability	Individual has a learning disability.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
95 Gastrointestinal disorders	Individual has gastrointestinal disorders.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM
98 History of alcoholism	Individual has a history of alcoholism.	Must be 05 through 94 for Authority Codes WTM, YKN, or WUM

Losing/Gaining Department Table

Code	Description
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	Description	Condition
PA	Per annum	This code must be used for General Schedule (and equivalent) pay plan, regardless of work schedule.
PD	Per day	
PH	Per hour	
PM	Per month	This code must be used for biweekly, monthly, piece work, and fee basis work schedules (except FWS, alternating tour of duty, and FMHA county committee persons). If this code is used, the salary share code must be 0.
PW	Piece work	This code must be used for biweekly, monthly, piece work, and fee basis work schedules (except FWS, alternating tour of duty, and FMHA county committee persons). If this code is used, the salary share code must be 0.

Code	Description	Condition
FB	Fee basis	This code must be used for biweekly, monthly, piece work, and fee basis work schedules (except FWS, alternating tour of duty, and FMHA county committee persons). If this code is used, the salary share code must be 0.
WC	Without compensation	This code must be used for employees serving without compensation.
BW	Bi-weekly	This code must be used for special employee code 36. This code must be used for biweekly, monthly, piece work, and fee basis work schedules (except FWS, alternating tour of duty, and FMHA county committee persons). If this code is used, the salary share code must be 0.

Pay Plan Table

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 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).

Takes the place of GS and GM for the Department of Commerce, National Institute of Standards and Technology (NIST) Personnel Management Demonstration Project only.

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**.

The base salary must be within the range of TMGT Table 098 for the applicable pay plan.

Must be **EX**, **ES**, **FE**, or **IE** with Retirement Plan codes **R**, **T**, **W**, or **X**; **SR** with Retirement Plan Codes **8** or **9**; **DB** with Retirement Plan Code **2**.

Must be **EX** or **SR** for Special Employment Programs Code **91**.

The Pay Plan must be **GS** to receive supervisory differential.

The Pay Plan must be **GS** if or an FWS Pay Plan for PRD 4.

The Pay Plan cannot be **PA**, **PE**, or **ZP** for Pay Rate Determinant Code basic pay must be **6**, **E**, or **F.**

Must be compatible with the appointing authority.

The Pay Plan must be compatible with quality step increase.

The FWS Pay Plan must be compatible with the Occupational Series Cod in PMSO.

Must be the same as saved grade pay plan for grade retention termination.

Plan	Agency	Condition
AA-Administratively Appeals Judge		
AC-Admin Pay Band (GAO)		
AD-Administratively determined	Administratively determined rates not elsewhere specified	The grade and step must be **00** for this pay plan.
AE-Determined by the Secretary	Determined by the Secretary	
AI-Supervisory Inspection		
AL-Admin Law Judge (PL 101-509)	Administrative Law Judge, PL 101-509	
AO-Management Support		
AP-Professional, Scientific, and Administrative		
AS-Scientific and Technical Support		
CA-Contract Appeals (PL 101-509)	Contract Appeals, PL 101-509	
CG-Corporate Graded		
CM--Management		

Plan	Agency	Condition
CO-NonFederal FSA County Office		
CP-Capitol Police Civilian Pay	Capitol Police Civilian Pay	
CT-Commd Futures Trading Commission		
CX-Corporate Expert		
DB-Davis Bacon Act	Davis Bacon Act	Complete the grade field for this pay plan. The step code must be **00** for this pay plan.
DN-DNSFB Pay Banding		
E-Executive (FDIC)	Executive, FDIC	
EC		This pay plan is not valid for an accession action.
ED-Experts Apptd 5, USC 3109	Experts, 5 USC 3109	
EE-Experts Auth Similar USC 3109	Experts, Other	
EF-Consultant Apptd 5 USC 3109	Consultant, 5 USC 3109	
EG-Consultant Auth Similar to UOV 3109		
EH-Advisory Comm MBR Appt USC 3109		
EM		
ES		The Tenure must be **0** for this pay plan.
EX- Executive Pay Act		
FA-Foreign Srv. Mssn Dir. Cla 2,3,4		
FC--for Intnl Devmt		
FE-Foreign Executive Service		

Plan	Agency	Condition
FN-Foreign National		
FO-Foreign Office		Step **14** is not entitle to a WRI for this pay plan.
FP-Foreign Personnel		Step **14** is not entitle to a WRI for this pay plan.
FS-Foreign Schedule		Step **14** is not entitle to a WRI for this pay plan.
GE-Kiess Act (GPO only)		
GG-Grades SImilar to GS		The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3.
GH-GG Employee Under Merit Pay		
GI-Kiess Act (GPO only)		
GL-Law Enforcement Officer		
GM-Merit Pay System		The basic pay must be equal to or greater than the amount of Step code **01** in TMGT Table 029 for this pay plan. The basic pay must be within the range of Step Code **01** through **10** for the Grade unless the Pay Rate Determinant Code is **2**, **3**, **4**, **J**, **K**, **R**, **U**, or **V** for this Pay Plan.
GS-Class, Act 1949, as Amended		The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3. The FLSA code must be **E** for

Plan	Agency	Condition
		Grade Code **12** and above for Occupational Series Code **1980** and **2181**. The basic pay must be within the range of Step Code **01** through **10** for the Grade unless the Pay Rate Determinant Code is **2**, **3**, **4**, **J**, **K**, **R**, **U**, or **V** for this Pay Plan. The FLSA code can be either **E** or **N** for this Pay Plan.
GT-Gift and Trust		The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3. The FLSA code can be either **E** or **N** for this Pay Plan.
GW-Schedule a213.3102 GS Rate		
HA-Approved By the Secretary		
HG-Local Wage Scale		
HL-Local Wage Scale		
HS-Local Wage Scale		
IC-Consultant		
IE--Exec Schedule		
IG-Inspector General		
IJ-Immigration Judges		
IL-Institution Senior Level Position		
IR-IRS Broadband Classification		
IS-Institution Schedule		The Grade code must be

Plan	Agency	Condition
		greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3. The FLSA code can be either **E** or **N** for this Pay Plan.
KA-Kiess Act (GPO only)		
KB-Kiess Act (GPO only)		
KE-Kiess Act (GPO only)		
KG-Bep Non-Craft Nonsupervisory		
KI-Kiess Act (GPO only)		
KJ-Kiess Act (GPO only)		
KL-Bep Non-Craft Leader		
KM-Kiess Act (GPO only)		
KN-Kiess Act (GPO only)		
KO-Kiess Act (GPO only)		
KP-Kiess Act (GPO only)		
KS-Bep Non-Craft Supervisory		
KT-Kiess Act (GPO only)		
KU-Kiess Act (GPO only)		
KV-Kiess Act (GPO only)		

Plan	Agency	Condition
KW-Kiess Act (GPO only)		
KX-Kiess Act (GPO only)		
KY-Kiess Act (GPO only)		
LE-Secret Service Uniformed Division		
LG-Liquidation Graders		The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3. The FLSA code can be either **E** or **N** for this Pay Plan.
LL-Leadership Level		
LP-Capitol Police Law Enforcement Pay	Capitol Police Law Enforcement	
MG-Hud OMHAR Regular Employee		
MK-Mgmt/Supv Pay Band (GAO)		
MS-Hud OMHAR Senior Executive		
MX-Hud OMHAR Executive		
NB-Ofc of the Comptroller Of the Curr	Office of the Comptroller of the Currency	
NF-Non-Federal		The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3. The FLSA code can be either

Plan	Agency	Condition
		E or **N** for this Pay Plan.
NX-Exe. Level/Mgl - 103-82 Sub G SEC		
NY-All Other Positions - NS PL 103-82 Subtitle G Sec 195 (B)		
OC-Office of the Comptroller of the Currency only	Office of the Comptroller of the Currency	The Grade code must be between **00** and **25** for this play plan.
OF-Office of Federal Housing Enterprise Office	Office of Federal Housing Enterprise Office	
PA-Attorneys under GAO's Pay for Performance		The Grade code must be **11**, **12**, or **20** for this pay plan. For GAO pay for performance the Effective Date must be June 17, 1989, or later, and the Occupational Series Code must be **0904** or **0905**.
PD-Treasury Demonstration Project Positions		
PE-GAO PFP Evaluator		The Grade code must be **11**, **12**, **20**, or **30** for this pay plan. For GAO pay for performance the Effective Date must be June 17, 1989, or later, and the Professional Category Code must be **2**.
PG-Printing & Lithographic	Printing & Lithographic (Hourly) (Washington, D.C. only)	The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
PI-Printing & Lithographic	Printing & Lithographic	
PJ-Printing & Lithographic	Printing & Lithographic	
PL-Printing & Lithographic	Printing & Lithographic (Hourly) (Washington, D.C. only)	The Occupational Series Code must be in the range of **4400** through **4499** for this

Plan	Agency	Condition
		Pay Plan.
PQ-Printing & Lithographic	Printing & Lithographic	
PR-Printing & Lithographic	Printing & Lithographic	
PQ-Printing & Lithographic		
PR-Printing & Lithographic		
PS-Printing & Lithographic	Printing & Lithographic (Hourly) (Washington, D.C. only)	The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
PU-Printing & Lithographic		
PY-Prog and Tech Pay Band (GAO)		
PZ-Printing & Lithographic		
RA-USDA Research Associate		
RE-Managerial Positions (IRS only)		
RF-Reading Is Fundamental Employees		
RG-Garage Attendants		The Grade code must be between **01** and **05** for this play plan. The Step code must be between **01** and **05** for this play plan.
RP-Technical Positions (IRS only)		
RS-Senior Biomedical Service	Senior Biomedical Service	
RW-U.S. Senate	U.S. Senate Restaurant Workers	The Grade code must be between **01** and **15** for this

Plan	Agency	Condition
Restaurant Workers		pay plan. The Step code must be between **01** and **15** for this pay plan.
SA-Approved By the Board of Regents	Approved By the Board of Regents	
SB-Determined by the Secretary (No Table)	Determined by the Secretary (No Table)	
SL-Senior Level Positions Code Definition	Senior Level Positions Code Definition	
SP-Special Pay for Local Police	Special Police	
SR-Statutory Rates		
SS-Off. of Federal Housing Etrpre Offi.	Office of Federal Housing Enterprise Office	
ST-Scientific and Technical		
SV-TSA Employee (Non Executive)	TSA Employee (Non Executive)	
SW-TSA Executive Employee	TSA Executive Employee	
TF-P.L. 101-73-Firrea	P.L. 101-73-FIRREA (Federal Housing Finance Board, Grades 01-05)	
TG-Off. Of Thrift Supvn Salary Schle	Office of Thrift Supervision	The Grade code must be between **01** and **30** for this pay plan. The Step code must be between **01** and **04** for this pay plan. The Special Employee Code must be **85** for OTS employees who exceed the pay cap.
TM-P.L. 101-73-Firrea	P.L. 101-73-FIRREA (Federal Housing Finance Board, Grades 13-15)	
TR-Police Forces - U.S. mint-bur eng/pri	Police Forces - U.S. Mint and Bureau of Engraving and Printing	

Plan	Agency	Condition
TS-P.L. 101-73-Firrea	P.L. 101-73-FIRREA (Federal Housing Finance Board, Grades 01-12)	
TW-Bep Police Off. In Washington, D.C.	BEP Police Officers in Washington, D.C. (Bureau of Engraving and Printing only)	
UB-Union Benefits	Union Benefits	
UT-Union Trades	Union Trades	
VE-FCA PP	Reserved for FCA	
VG-FCA PP	FCA equivalent to Pay Plan GG but at a higher rate scale	The Grade code must be greater than **04** for this pay plan. The Grade code must be greater than **08** for this pay plan if the Supervisory code is 3.
VH-FCA PP	FCA equivalent to Pay Plan GH but at a higher rate scale	The basic pay must be within the range of Step Code **01** through **10** for the Grade unless the Pay Rate Determinant Code is **2**, **3**, **4**, **J**, **K**, **R**, **U**, or **V** for this Pay Plan.
WB-Wage Board Other	All other wage board positions	For Agency Code **17**, the Grade Code must be **00**, and the Step Code must be **01** through **09** for Occupational Series Code **2601** for this pay plan. The Step Code may be **00** if the employee is being paid at the higher prevailing rate.
WD-Wage Board Prod Fac	Wage board-production facilitating-nonsupervisory	
WE-Wage Board Other	Craft (Bureau of Engraving and Printing only)	
WG-Wage Board	Nonsupervisory pay scheduled-Federal Wage System	The Step Code must be **01** through **05** for this pay plan.
WI-Wage ED Printing/Lithogrh (DC On)	Wage board-printing and lithographic pay schedules (Washington, D.C. Metropolitan only)	

Plan	Agency	Condition
WL-Wage Board Leader	Wage board-leader pay schedules	
WM-Wage Board Maritime	Wage board-maritime pay schedules	The Grade Code and Step Code may be zeros for this pay plan.
WN-Wage Board Prod Fac (ARS only)	Wage board-production facilitating supervisory	
WP-Wage Board Printing and Lithogrh	Wage Board Printing and Lithogrh	
WQ-Aircr. Elctn Eqp/Optcl Instrmt ovrhl	Aircr, Elctn Eqp/Optcl Instrmt ovrhl	
WR-Aircr. Elctn Eqp/Optcl Instrmt ovrhl	Aircr, Elctn Eqp/Optcl Instrmt ovrhl	
WS-Wage Board Supervisor	Wage board-supervisory pay schedules	
WT-Wage Apprentice/Shop Trainee	Wage apprentice and shop trainee	The Step code must be between **01** and **08** for this pay plan.
WU-Aircr. Elctn Equip/Ptcl Instrmt Ovrhl	Aircr. Elctn Equip/Ptcl Instrmt Ovrhl	
WW-Schedule a213.3102 Wage Rate		
XD-Nonsupvry Prod Facilitating Jobs		The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
XI-PNR-REG 351.603 (a-76/USC) vmj 536 (A)		
XJ-PNR-REG 351.603 (a-76/USC) vmj 536 (A)		
XK-PNR-REG 351.603 (a-76/USC) vmj 536 (A)		
XL-Leader Jobs		The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
XN-Supervisory Production Facilitating		The Occupational Series Code must be in the range of

Plan	Agency	Condition
Jobs		**4400** through **4499** for this Pay Plan.
XP--Jobs		The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
XS-Supervisory jobs		The Occupational Series Code must be in the range of **4400** through **4499** for this Pay Plan.
YV-Summer Aid		
YW-Student Aid		
ZA-Administrative (NIST only)	National Zoological Park Police (SI)	The Grade code must be between **00** and **06** for this pay plan.
ZP-National Zoological Park Police	Scientific and engineering career path (NIST demo project)	The Grade code must be between **00** and **06** for this pay plan.
ZS-Administrative Support	Administrative support career path (NIST demo project)	The Grade code must be between **00** and **06** for this pay plan.
ZT-Scientific and ENG Tech (NIST only)	Scientific and engineering technician career path (NIST demo project)	The Grade code must be between **00** and **06** for this pay plan.
ZZ-Use Only With Pay Basic W/O COMPSTN	Use only with pay basis without compensation (WC)	The salary rate code must be **WC** for this pay plan. The scheduled salary must be blank for this pay plan. The Grade code be **00**, and the step code must be **00** for this pay plan. The Pay Rate Determinant Code must be **0** for this pay plan. The Retained Rate Expired Date must be blank for this pay plan.

Pay Rate Determinant Table

Code	Description	Condition
0 Regardless of Pay System	This code is used for **all** employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.
2 Saved Rate - Indefinite	Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade (or for purposes of paragraph (c), the SES rate range) 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; 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; or (3) after January 11, 2004, the SES member is paid above level III of the Executive Schedule to an Agency with a maximum SES rate of basic pay equal to the rate for level III of the Executive Schedule or he or she may not suffer a reduction in pay under 5 CFR 534.403(b) because his or her Agency's applicable SES performance appraisal system is suspended under 5 CFR 430.405(h).	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.
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: 5U.S.C. 5363(a) (2) and 5 CFR 536.301(a) (3).	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.
4 Saved Rate - Other	Employee is receiving saved 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 except when authorized by CFR	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.

Code	Description	Condition
	531.205(a)(3), i.e., 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.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S. For Accession Actions only. PMSO Pay Table field cannot be zeros if this code is used.
6 Special Rate	Employee is paid at a special rate or a special pay supplement, established under appropriate authority to recruit or retain well qualified individuals in selected Agencies, occupations, work levels, 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), and similar authorities under law and regulation.	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 zeros if this code is used. Pay Plan cannot be PA, PE, or ZP if this code is used.
7 Superior Qualifications Rate	Employee is hired at a pay rate above the minimum rate of the grade. Note: Code 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 531.212.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S. For Accession Actions only. When a change action is processed, change this code to another PRD code.
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.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S. Codes A, B, E, F, U, or V must be used for grade retention action.
B Retained Grade - Same Position	Employee retains grade for a two-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 536.201-203.	Codes A, B, E, F, U, or V must be used for grade retention action.
E Retained Grade and Special Rate - Different Position	Employee retains grade for a two-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.	PMSO Pay Table field cannot be zeros if this code is used. Pay Plan cannot be PA, PE, or ZP if this code is used. The occupational series codes

Code	Description	Condition
		and duty station in PMSO must indicate special rate of pay if this code is used. Codes A, B, E, F, U, or V must be used for grade retention action.
F Retained Grade and Special Rate - Same Position	Employee retains grade for a two-year period, is entitled to a special rate in the retained grade, but is occupying the same position held before the grade reduction.	PMSO Pay Table field cannot be zeros if this code is used. Pay Plan cannot be PA, PE, or ZP if this code is used. The occupational series codes and duty station in PMSO must indicate special rate of pay if this code is used. Codes A, B, E, F, U, or V must be used for grade retention action.
J Retained Pay - Same Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8)), or 5 CFR 536.302, 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.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S. The rate expired date must be blank if this code is used. Step must be 00 if this code is used.
K Retained Pay - Different Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8), or 5 CFR 536.302, 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 now occupied.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S. The rate expired date must be blank if this code is used. Step must be 00 if this code is used.
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.	PMSO Pay Table field cannot be zeros if this code is used. If this code is used, you must enter the adjusted salary for a salary change action. This code cannot be entered when the pay table code on the database is blank.

Code	Description	Condition
R Retained Pay - SES Removal	A formal 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.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.
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.	The Rate Expired field must be blank for PRD codes 0, 2 through 8, J, K, R, or S.
T Pay Rate Freeze	The Vice President and certain senior political appointees receive 2013 levels of pay from January 26, 2014, through January 10, 2015 (calendar year 2014). Reference: Public Law 113-76, Consolidated Appropriations Act, 2014, enacted January 17, 2014.	Code T must be used.
U Retained Pay and Pay - Same Position	The employee (1) has a retained grade; (2) is receiving retained pay; and (3) continue to occupy the same position held immediately before the action that otherwise 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 5 CFR Part 536.	Codes A, B, E, F, U, or V must be used for grade retention action. Step must be 00 if this code is used.
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; 1.e., use this code only when code K would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536.	Codes A, B, E, F, U, or V must be used for grade retention action. Step must be 00 if this code is used.

Position Classification Table

Code	Description
0	Leave former position vacant and active
1	Abolish former position

Code	Description
2	Inactivate former position

Position Occupied Table

Code	Description
0	Leave former position vacant and active
1	Competitive Service
2	Excepted Service
3	Senior Executive Service - General
4	Senior Executive Service - Career Reserved

Quarter Deduction Table

Code	Description
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

Retirement Plan Table

Code	Description	Condition
1 CS	Civil Service Retirement System (CSRS)	Must be 1, 3, 6, 8, or 9 when type appointment is 01 or 02.
2FICA	Social Security System (FICA)	If this code is selected, the pay plan must be DB. Must use this code if the employee is eligible for non-Federal retirement coverage.
3 FS	Foreign Service Retirement and Disability System (FS)	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.

Code	Description	Condition
4 None	None	This code must be used when the employee is not covered under any retirement system. SD-Leave and SCD-Retirement must be completed when this code is used.
5 Other	Other Retirement System	This code must be used when the employee is to be covered by a retirement plan other than CSRS, FERS,FICA, or Foreign Service.
6 CS (7 1/2 PL 93-358)	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)	Must be 1, 3, 6, 8, or 9 when type appointment is 01 or 02. Must be P or 6 when Agency is USAID and Special Employment Program code is AM. If this code is used, enter a Multi-element 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.
7 CSRS (Congressional)		If this code is used, the Department code must be AQ or AR.
Y DC Retirement - Offset		Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is selected, the Department code must be AS.
Z DC Retirement Plan		Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is selected, the Department code must be AS. This code must be used 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.

Code	Description	Condition
8 CVA JRS @1%	CVA Judges Retirement Plan (1%). Covered by FICA and the Court of Veterans Appeals (CVA) Retirement Plan	Must be 1, 3, 6, 8, or 9 when type appointment is 01 or 02. This code or 9 must be used for CVA judges who are eligible to convert or have converted to the CVA Judges Retirement Plan. If this code is used, the Agency code must be 74. If this code is selected, the pay plan must be SR.
9 CVA JRS @1% Plus Spouse @ 3.5%	CVA Judges Retirement Plan (4.5%). Covered by FICA and the Court of Veterans Appeals (CVA) Retirement Plan	Must be 1, 3, 6, 8, or 9 when type appointment is 01 or 02. This code or 8 must be used for CVA judges who are eligible to convert or have converted to the CVA Judges Retirement Plan. If this code is used, the Agency code must be 74. If this code is selected, the pay plan must be SR.
C FICA/Civil Service	FICA and CSRS. Covered by FICA and by the Civil Service Retirement System	Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02.
D CSRS Offset Congress	CSRS Offset (Congressional) (FICA)	If this code is used, the Department code must be AQ or AR.
E FICA/Civil Service Spec	FICA and CSRS. Covered by FICA and by the Civil Service Retirement System. For law enforcement and firefighter personnel	Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is used, enter a Multi-element 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.
G FICA/Foreign Service	FICA and FS. Covered by FICA and by the Foreign Service Retirement and Disability System	Agency code must be 10. 34, 51, 55, 58, or 67. Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02.
I ERS Congress	Federal Employees Retirement System (FERS) (Congressional) (FICA)	If this code is used, the Department code must be AQ or

Code	Description	Condition
		AR.
J FICA/other Fed re	FICA and other retirement system. Covered by FICA and by another Federal Government Retirement System	
K FERS and FICA	FERS and FICA Covered by the Federal Employee's Retirement System and FICA	Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02.
L FERS and FICA - AIR	FERS and FICA - AIR Traffic Controllers	
M FERS and FICA - Special		Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is used, enter a Multi-element 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.
N FERS and FICA Reserve Tech	FERS and FICA - Reserve Technicians	
P FSPS and FICA	Foreign Service Pension Systems (FSPS) and FICA (if used with Special Employment Program Code AM (USAID), D is generated for reporting purposes only)	Agency code must be 10. 34, 51, 55, 58, or 67. Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. Must be P or 6 when Agency is USAID and Special Employment Program code is AM.
R FICA/Civil Service (7%)	FICA and CSRS. Covered by FICA and the Civil Service Retirement System	Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is selected, the pay plan must be EX, ES, FE, or IE.
T FICA/CS (71/2%)	FICA and CSRS - Special. For law enforcement and firefighter personnel	Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is selected, the pay plan must be EX, ES, FE, or IE. If this code is used, enter a Multi-element Update Payroll Document to establish the 6C

Code	Description	Condition
		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.
W FICA/FS Full Rate		Agency code must be 10. 34, 51, 55, 58, or 67. Must use C, E, G, K, M, P, R, T, W, Y or Z if type appointment is 01 or 02. If this code is selected, the pay plan must be EX, ES, FE, or IE.
X FICA/Other Full Rate		If this code is selected, the pay plan must be EX, ES, FE, or IE.

Salary Share Table

Code	Description	Condition
0	Not applicable	If this code is used, the Salary Share Amount field must be blank. This code must be used if the salary rate code is BW, FB, PM, or PW.
1	State co-operator	If this code is used, complete the Salary Share Amount field. Pay Plans GG and GH require salary share code 1, 2, 3, or 4.
2	Other type co-operator	If this code is used, complete the Salary Share Amount field. Pay Plans GG and GH require salary share code 1, 2, 3, or 4.
3	Annuitant under CSRS or FERS	If this code is used, complete the Salary Share Amount field. Pay Plans GG and GH require salary share code 1, 2, 3, or 4. If this code is used, the salary share amount and cooperative overtime rate must be completed. Must be 3, 4, or 5 if Annuitant Indicator is 1, 4, 5 or A through F.
4	Annuitant and State co-operator	If this code is used, complete the Salary Share Amount field.

Code	Description	Condition
		Pay Plans GG and GH require salary share code 1, 2, 3, or 4. Must be 3, 4, or 5 if Annuitant Indicator is 1, 4, 5 or A through F.
5	Annuitant and other type co-operator	If this code is used, complete the Salary Share Amount field. Must be 3, 4, or 5 if Annuitant Indicator is 1, 4, 5 or A through F.
9	Military Hourly Rate-Used in Off-set	If this code is used, complete the Salary Share Amount field. This code must be used for the 22 days of military offset leave.

Special Employee Table

Code	Description	Conditions
00 Not applicable	Not applicable	
01 Sch stnby - nonxmpt covered FLSA	Scheduled standby - nonexempt from FLSA	Special employee codes **01**, **02**, **03**, and **08**, are invalid for Senior Executive Service. Cannot change special employee code **26** to special employee code **01**, **02**, **03**, or **08**.
02 Admin UnUncontrl OT NonExempt FSA	AUO - nonexempt from FLSA	Special employee codes **01**, **02**, **03**, and **08**, are invalid for Senior Executive Service. Cannot change special employee code **26** to special employee code **01**, **02**, **03**, or **08**.
03 Sch stnby - AUO - exmpt/nonexmpt from FLSA	Scheduled standby - AUO - exempt/nonexempt from FLSA	Special employee codes **01**, **02**, **03**, and **08**, are invalid for Senior Executive Service. Cannot change special employee code **26** to special employee code **01**, **02**, **03**, or **08**.
04 FMHA County Committeeman	FMHA County Committeeman	Agency code must be **07**. Pay plan must be **AD**. Grade and step must be **00**.

Code	Description	Conditions
		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.
05 Presidential Appointee	Presidential Appointee	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.
06 CSRS Offset - Reemployed Annuitant	CSRS Offset - Reemployed Annuitant	
07 Experts and Consultants	Experts and Consultants	
08 AUO other than law enformcement personnel	AUO other than law enforcement personnel	Special employee codes **01**, **02**, **03**, and **08**, are invalid for Senior Executive Service. Cannot change special employee code **26** to special employee code **01**, **02**, **03**, or **08**.
09 Mixed Tour (FEHB) not prorated)	Mixed Tour (FEHB not prorated)	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
10 Other emp, spec, appr/PMB, exc by 6%	Other employees, spec, appr/PMB, exceed brand by 6%	
12 Sup emp, exceed band by 6%	Supervisory/managerial employees, exceed band by 6%	For Agency 57, the supervisory code must be 2 for special employee codes **12** , **16**, **18**,

Code	Description	Conditions
		and **19**.
13 FSIS Veterinary Med Officer True OT	FSIS Veterinary Medical Officer True Overtime	This code only applies to Agency 03 only.
14 Schedule C employee	Schedule C employee	
15 NOAA Field Parties	NOAA Field Parties	
16 ZP Div Ch, sup, diff 6% NTE range 5	ZP Division Chiefs, supervisory differential 6% NTE range 5	For Agency 57, the supervisory code must be 2 for special employee codes **12** , **16**, **18**, and **19**.
17 Sup/m, o emp, spec. appr/PMB 3%	Supervisory/managerial, other employees, spec. appr/PMB, 3% differential	
18 Sup/m, o emp, spec. appr/PMB 6% diff	Supervisory/managerial, other employees, spec. appr/PMB 6% differential	For Agency 57, the supervisory code must be 2 for special employee codes **12** , **16**, **18**, and **19**.
19 ZP Sup/m, o than Div Ch, 3% diff	ZP Supervisory/managerial, other than Division Chiefs, 3% differential	For Agency 57, the supervisory code must be 2 for special employee codes **12** , **16**, **18**, and **19**.
20 ZA Div Ch, exceed maximum rate by 6%	ZA Division Chiefs, exceed maximum rate by 6%	
21 1990 Cen Decennial Reemp Annuit	1990 Census Decennial Reemployed Annuitants	
22 AFDC Recipient	AFDC Recipient	
23 Forest Service Job Corps	Forest Service Job Corps	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
24 Panamanian National	Panamanian National	
25 FS Job Corps MT (FEHB) not prorated)	FS Job Corps MT (FEHB not prorated)	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
26 Availability Pay	Availability Pay	Occupational series code must be 1811 or 1812 for special employee code **26**. Pay plan must be ES for special

Code	Description	Conditions
		employee code **26**. 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**.
27 OCC Geopay Rate 2	OCC Geopay Rate 2	
28 ASCS Committeeman	ASCS Committeeman	
29 Emp on U.S. Saudi Comm Econ Coop	Employed on U.S. Saudi Arabian Joint Commission on Economic Cooperation	
30 Overseas not NFC payrolled	Overseas employee not payrolled by NFC	Special employee code **30** applies to Agencies 03, 10, 34, and 37 only.
31 AMS Milk Marketing Employee	AMS Milk Marketing Employee	Special employee code **31** applies to Agency 02 only.
32 Law Enforcement - Ineligible for AUO	Law Enforcement - Ineligible for AUO	
33 Non-wg emp mpt earn limitations	Non-wage grade employee exempt from the earnings limitation in Reg.550.105	Special employee code **33** applies to Agency 34 and 37 only.
34 Travel Reimbursement	Travel Reimbursement	
35 Manually paid employee	Manually paid employee	
36 Man pd emp paid semi-monthly	Manually paid employee paid on a semi-monthly basis	

Code	Description	Conditions
37 Emp paid 8% Haz Dty Py > 3900	Employee paid 8% Hazardous Duty Pay (Land based work above 3900 meters).	
38 FP Contract Employee	FP Contract Employee	
39 OT Board Member Staff	Office of Technology Assessment (OTA) Board Member Staff	
40 Overseas NFC payrolled	Overseas employee payrolled by NFC	
41 FDIC LI Max Coverage $300,000		Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
42 Ann Salary Cap of $245,000 FDIC		Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
44 Other NFP - Title II IV Dollars Ag 11	Other NFP - Title II and Title IV dollars (Agency 11 only)	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
45 YCC Enrollee	Forest Service YCC enrollee	Special employee code **45** requires a YCC enrollee NOAC and Agency code 11 (Forest Service). Accession NOAC for special employee code **45** is 911. Cannot process a conversion action for special employee codes **45**. Agency code must be 11. Pay plan must be ADGrade and step must be 00. Occupational series must be 0000. FEGLI code must be AFEHB code must be 2. FLSA code must be E.
46 Older American	Older American	Accession NOAC for special employee code **46** is 906. Cannot process a conversion action for special employee code **46** . Cannot process a conversion

Code	Description	Conditions
		action for special employee codes **46**. Agency code must be 11. Pay plan must be ADGrade and step must be 00. Occupational series must be 0000. FEGLI code must be AFEHB code must be 2. FLSA code must be E.
47 Hires into MEL NFMAS Dbase A11	Hires into MEL position tracked in the NFMAS database (Agency 11 only)	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
48 Hir in 500 Dev Positions Ag 11	Hires into the 500 development position (Agency 11 only)	Special employee codes **09**, **23**, **25**, **41** through **44**, **47**, and **48** apply to Agency 11 only.
49 Alaska Local Hire Program	Alaska local hire program	
52 Semi-Monthly Coop	Semi-monthly Coop	
53 Pd Under 2/3 Rule	Paid under 2/3 rule	
54 Comp w/o Emp for Holidays/Overtime	Without compensation employee paid for holidays and overtime	
55 Surf Mining Cont/Rec Act of 1977	Surface Mining Control/Reclamation Act of 1977	
56 Federal Summer Intern	Federal Summer Intern	
57 Federal Junior Fellowship	Federal Junior Fellowship	
58 Work Release Program	Work Release Program	
59 Veteran Readjustment	Veteran's Readjustment	
60 Entry Level Audit - Rapid Pro Plan	Entry Level Auditors - Rapid Promotion Plan	Special employee code **60** applies to Agency 83, occupational series codes 0510 and 0511.
61 FCA Employee - No Differential Paid	FCA Employee - No Differential Paid	

Code	Description	Conditions
62 Non-Res Alien (F-1, J-1, M-1 visas)		
64 Trainee for Higher Position	Trainee for higher position	
70 Summer Aide	Summer Aide	
71 (F1) Pre Fire Plan Position, Temporary	F1 Preparedness Fire Plan Position, Temporary	
72 (F2) Pre Fire Pl Pos, Per Career Seas	F2 Preparedness Fire Plan Position, Permanent Career Seasonal	
73 (F3) Prep Fire Pl Pos, Per Full Time	F3 Preparedness Fire Plan Position, Permanent Full Time	
74 (F4) Fuel Fire Pl Pos, Temporary	F4 Fuel Fire Plan Position, Temporary	
75 (F5) Fuel Fire Pl Pos, Per Career Seas		
76 (F6) Fuel Fire Pl Pos, Per Full Time		
80 FMHA Econ Emergency Loan Emplys	FMHA Economic Emergency Loan Repayment	
81 Temporary Employee-FS Pilot Units	Temporary Employee-FS Pilot Units	Special employee code **81** applies to Agencies 02 and 11 only.
82 Employee Appt Less Than 90 Days	Employee Appt Less Than 90 Days	
83 OCC NonFed Sry Used for Leave SCD		
84 TSA Exceeds Premium Pay Cap		
85 Ex Max Bd Sal/Cap Acyl PyplSpe	Office of Thrift Supervision employees Pay Plan TG-Exceeds Pay Cap	
89 Council Member	Council Member	
90 Disaster Area Cadre Employee	Disaster Area Cadre Employee	
91 Disaster Temporary	Disaster Temporary Employee	

Code	Description	Conditions
Employee		
99 Lib Congress- Reg of Copyrights	Library of Congress - Register of Copyrights	

Special Employment Program Table

Code	Description	Conditions
00 Not applicable		
01 Part/T Bls Field Econ Asst	Applied Physical Science	
02 Chemical Engineering	Chemical Engineering	
03 Electrical Engineering	Electrical Engineering	
04 General Engineering	General Engineering	
05 General Chemistry	General Chemistry	
06 Electronics	Electronics	
07 Mechanical Engineering	Mechanical Engineering	
08 Organic Chemistry	Organic Chemistry	
09 Physics	Physics	
10 Civil Engineering	Civil Engineering	
11 Metallurgical Engineering	Metallurgical Engineering	
12 IPA Ceiling Exempt	IPA Ceiling Exempt	
13 Agricultural Engineering	Agricultural Engineering	
14 Food Technology	Food Technology	
15 Mining Engineering	Mining Engineering	
16 Industrial Engineering	Industrial Engineering	
17 Geological	Geological Engineering	

Code	Description	Conditions
Engineering		
18 Aeronautical Engineering	Aeronautical Engineering	
19 Marine Technology	Marine Technology	
20 Ceramic Engineering	Ceramic Engineering	
21 Petroleum Engineering	Petroleum Engineering	
22 Nuclear Engineering	Nuclear Engineering	
23 Engineering Physics	Engineering Physics	
24 Horticulture	Horticulture	
25 Biology	Biology	
26 Biomedical Engineering	Biomedical Engineering	
39 Apprentice Trainee Program	Apprentice Trainee Program	
40 Mixed Tour	Mixed Tour	
41 Schedule A 213.3102 (LL)	Schedule A 213.3102 (LL)	
42 Schedule A 5 CFR 213.3102 (T)	Schedule A 5 CFR 213.3102 (T)	For USDA only.
43 Schedule A 5 CFR 213.3102 (U)	Schedule A 5 CFR 213.3102 (U)	For USDA only.
44 700-hour Trial, 5 CFR 316.402/316	700-hour Trial, 5 CFR 316.402 (a) & 316	For USDA only.
45 Temp, 5 CFR 316.402 (b) (5)	Temp, 5 CFR 316.402 (b) (5)	For USDA only.
46 Schedule B, 5 CFR 213.3202 (k)	Schedule B, 5 CFR 213.3202 (k)	For USDA only.
47 Summer Intern-Prog	Summer Intern-College	
48 National Scholars Program	National Scholars Program	

Code	Description	Conditions
54 Student Temp Empt Prog Step	Stay In School	
55 Summer Aid	Summer Aid	
56 Federal Summer Intern	Federal Summer Intern	
57 Federal Junior Fellowship	Federal Junior Fellowship	
58 Work Release Program	Work Release Program	
59 Veterans Readjustment	Veterans Readjustment Program	
60 Appoint Vet under 5 U.S.C. 3112	Appointment of Veterans (30% disabled) under 5 U.S.C. 3112	If this code is used, veterans preference must be 6.
61 Vietnam Era Veteran	Vietnam Era Veteran	
62 Empl Cooperative Educ Prog	Employee Cooperative Education Program	
63 Worker Trainee Prg Employee	Worker Trainee Program Employee	
64 Trainee	Trainee	
65 Rehab/Rehire	Rehab/Rehire	
66 Reemployed Annuitant	Reemployed Annuitant	
67 Spec Disability Appointment	Special Disability Appointment	
68 700 Hour Disability Appointment	700 hour Disability Appointment	
69 Presidential Mgnt Itern Prog	Presidential Management Intern Program (PMIP)	
70 Worker Trainee In Dev	Worker Trainee In Development	
71 Air Tra Contr-Sec Caer Trn	Air Traffic Controller-Second Career Training	
73 Cooperative Ed Prog	Cooperative Education Program-High School	

Code	Description	Conditions
74 Cooperative Ed Prog Assoc Degree	Cooperative Education Program-Associates Degree	
75 Students	Students	
76 Upw Mobty-Asgn Same Series	Upward mobility-assigned to same series	
77Upw Mobty-Asgn Diff Series	Upward mobility-assigned to different series	
78 Summer Employment Program	Summer Employment Program	
80 SES Candidate Program	SES Candidate Development Program	
81 SES Sabbatical	SES Sabbatical	
82 Dev SES Mobility Assgnmnt	Development SES Mobility Assignment	
88 PA Out-L Th 50% Reimbursable	PA Out-Less Than 50% Reimbursable	
90 Lng Term Trng 120 Days Comp	Long Term Training Over 120 Days Complete	
91 Secretaries/ Deptmt Heads	Secretaries and Department Heads	If this code is used, pay plan must be EX or SR.
93 Lng Term Trng-Comp Ag/ Dept	Long Term Training-Competing Agency or Department	
94 Junior Technician Program	Junior Technician Program	
95 Comp Sci Fellowship Program	Computer Science Fellowship Program	
96 Federal Exe Institute (FEI)	Federal Executive Institute (FEI)	
97 President's Exec Exch Prgrm	President's Executive Exchange Program	
98 IPA-In	IPA-In	
99 IPA-Out 50% or More Reimbursable	IPA-Out 50% or More Reimbursable	
9A Special Government	Special Government Employee	

Code	Description	Conditions
Employee		
9B Displaced Employee	Displaced Employee	
9C Vocational Office	Vocational Office	
9D Worker Trainee Opp Prgm	Worker Trainee Opportunity Program	
9E Worker Trainee Opportunities	Worker Trainee Opportunities	
9F Group III-Summer Faculty	Group III-Summer Faculty	
9G Scifi Tech, Professional Aids	Scientific Technician, Professional Aids	
9H Administrative Fellowship Prog	Administrative Fellowship Program (NOAA)	
9I EEO Recognition	EEO Recognition	
9J Group II-Summer Noncritical 1-4	Group II-Summer Noncritical 1-4	
9K Group III-Summer Other	Group III-Summer Other	
9L Group IV-Trades and Labor	Group IV-Trades and Labor	
9M Summer Exam Employment	Summer Exam Employment	
9N Student Trainee	Student Trainee	
9P Public Service Career (Entry)	Public Service Career (Entry)	
9Q Public Service Career (Upgrade)	Public Service Career (Upgrade)	
9R Graduate Intem	Graduate Intem	
9S Meteorological Intern	Meteorological Intern	
9T Science Intern	Science Intern	
9U Science Technician	Science Technician	
9V 20/20 Work Study	20/20 Work Study	

Code	Description	Conditions
9W Graduate Scientist	Graduate Scientist	
9X Group I-Summer Clerical Group 1-4	Group I-Summer Clerical Group 1-4	
AD Assist Director 320 Hours Ceiling	Assist Director 320 Hours Ceiling	
AM USAID Foreign Service Retirement (Plans D and F)	USAID Foreign Service Retirement (Plans D and F)	
AT Assistant United States Trustee	Assistant United States Trustee	
BC FP Contract Employee	FP Contract Employee	
C1 Co Assts Deg Prgm Sch A	Cooperative Associates Degree-Program Schedule A	
C2 Co High Sch Prgm Sch A	Cooperative High School Program Schedule A	
C3 Co BS Sche B	Cooperative Baccalaureate-Schedule B	
C4 Co Grad Masters-Sch B	Cooperative Graduate Masters - Schedule B	
C5 Co Ass Degree-Sch B	Cooperative Associates Degree - Schedule B	
C6 Co Grad PhD-Sch B	Cooperative Graduate PhD - Schedule B	
C7 Co Grad Other-Sch B	Cooperative Graduate Other-Schedule B	
C8 Co High Sch -Schd B	Cooperative High School-Schedule B	
C9 Co VoTech-Sch B	Cooperative VoTech-Schedule B	
D1 Upward Mobility Prog	Upward Mobility Program	
D2 Detail Non-reimbursable	Detail Non-reimbursable	
D3 Detail Reimbursable	Detail Reimbursable	
D4 Detail to Internat Org	Detail to International Organization	

Code	Description	Conditions
E1 FEMA 2Year Core		
E2 FEMA 2 Year Katrina Core		
E3 FEMA 4 Year Core		
E4 FEMA PFT Budget Allocated		
E5 FEMA Disaster Area Emp		
F1 Prep Fire Pl Pos, Temp	Prepared Fire Plan Position, Temporary	
F2 Prep Fire Pl Pos, Perm Sea	Preparedness Fire Plan Position, Permanent Career Seasonal	
F3 Prep Fire Pl Pos, Perm	Preparedness Fire Plan Position, Permanent Full Time	
F4 Fuels Fire Pl Pos, Temp	Fuels Fire Plan Position, Temporary	
F5 Fuels Fire Pl Pos, Perm Sea	Fuels Fire Plan Position, Career Seasonal	
F6 Fuels Fire Pl Pos, Perm FT	Fuels Fire Plan Position, Permanent Full Time	
G1 Attorney	Attorney	
G2 Law Clerk	Law Clerk	
G3 Expert/Consultant	Expert/Consultant	
G4 Accounting Fellow	Accounting Fellow	
G5 Outstanding Scholar	Outstanding Scholar	
G6 Consultant under 31 USC 731 (E) (1)	Consultant under 31 USC 731 (E) (1)	
G7 Comptroller General	Comptroller General	
G8 Student Intern	Student Intern	
HT Housing Technician	Housing Technician	If this code is used, grade must be 05 through 09.
IJ Immigration Judge	Immigration Judge	

Code	Description	Conditions
IP Intern Program	Intern Program	If this code is used, grade must be 05 through 09.
MC Marshals Service Contractor	Marshals Service Contractor	
NC - NO COLA		
N0 - NOAA Arn Foster Schol Pro		
N1 - NOAA Atmos Coop SC Center		
N2 - NOAA Env Coop SC Center		
N3 - NOAA Marine Coop SC Center		
N4 NOAA RMTE Sensing COOP SC Center		
N5 NOAA tech COOP SC Center		
N6 NOAN Env Entrepreneurship Pro		
N7 NOAA Graduate Sciences Program		
N8 NOAA Undergraduate Schol Prog		
N9 NOAA Eff Hollings Schol Prog		
NR NAFI Retirement Coverage	NAFI Retirement Coverage	
OA DEA Agents hired under Sche. A (C) (1)	DEA Agents hired under Sch. A (C) (1)	
OB DEA Agents (1811) hired under Sch. B	DEA Agents (1811) hired under Sch. B	
OC USA/USM serv temp court app	USA/USM serving temporary court appointment	

Code	Description	Conditions
OG hired under Sch. A (G) - 40%/GS03/01	Employee hired under Sch. A (G) - 40%/GS03/01	
OH Attnys hired under agcy's Honor Recruit Prog	Attorneys hired under Agency's Honor Recruit Program	
OU Attnys hired as Spec Ass to ag	Attorneys hired as Special Assistants to the Agency	
PD Worker Trainee Opport Prgm	Worker Trainee Opportunity Program	
PN GS 16, 17, 18 Frm Rep Und Sch C	GS 16, 17, 18 Formerly Reported Under Schedule C	
PP Part Time Professional	Part Time Professional	If this code is used, grade must be 05 through 15.
PZ Pres App By Senate Cons	Presidential Appointee By/With Senate Consent	This code must be used for Agency code **JA**.
Q1 Student-Sect 213.3102(Q)	Student-Section 213.3102(Q)	
S1 Faculty Member College/Univ	Faculty Member College or University	
S2 High Schl Teacher (212.3102(A))	High School Teacher (212.3102(A))	
S4 Summer Oth Incl Sci Comp Wnrs	Summer Others Including Science Competition Winners	
S7 Gp III-Summer Grad Student	Group III-Summer Graduate Student	
S8 Mentally Ret (Sepo) (212.3102T)	Mentally Retarded (Sepo) (212.3102(T))	
S9 Severely Disabled (Sepo) (212.3102(U))	Severely Disabled (Sepo) (212.3102(U))	
SB Prof Staff Trg Pgrm	Junior Professional Staff Training Program	
SC Post Doctoral Research Progr	Post Doctoral Research Program	
SH Summer Hires	Summer Hires	
SL Summer Law Clerk	Summer Law Clerk	

Code	Description	Conditions
T2 Trained Und Ini Procur Contr	Trained Under Initial Procurement Control	
TP U.S. Scret Serv Uni Div Tech Pay	U.S. Secret Service Uniformed Division Technician Pay	
UT United States Trustees	United States Trustees	
V1 Volunteer-High School	Volunteer-High School	
V2 Volunteer-Trade School	Volunteer-Trade School	
V3 Volunteer-Vocational/ Tech Sch	Volunteer-Vocational or Technical School	
V4 Volunteer-2 Year College	Volunteer-2 Year College	
V5 Volunteer-College	Volunteer-College	
V6 Volunteer-Graduate School	Volunteer-Graduate School	
V7 Volunteer-Other	Volunteer-Other	
V8 Americorps member	Americorps member	
ZZ Unique Tax Processing	Unique Tax Processing	

Supervisory Managerial Probationary Period Table

Code	Description
0	Not required
1	Required
2	Served
3	Waived

Tenure Table

Code	Description	Conditions
0	Not any group	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).
1	Group I	
2	Group II	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**.
3	Group III	Must be **0** or **3** if authority code is WXM, W5M, or W7M or begins with M or N (except NUM). Must be **1** or **3** if authority code begins with K (except KLM). Type appointment must be 03, 08, 09 for tenure **3**. Type appointment 08 with tenure **3** requires the career tenure to be blank.

TSP Eligibility Table

Code	Description	Conditions
1 - Elig 1% Bas Gov't Contrib 1st Period	For FERS employees only. These employees are eligible for immediate participation in the employee	

Code	Description	Conditions
	contributions; however, the Agency one-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 - Elig 1% Bas Gov't Contrib 2nd Period	For FERS employees only. These employees are eligible for immediate participation in the employee contributions; however, the Agency one-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).	
3 - Elig immed FERS 1% Gov't	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 one-percent basic Government contributions and receiving the one-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	

Code	Description	Conditions
	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 - Immed 1% 1st OS Prev Empl Cont	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(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 coverage codes may not be eligible to participate in TSP.	
5 - Immed 1% 2nd OS prev Emplo Cont		
6 - Ineligible to participate in TSP		
9 - Curr Part'ing/Has participated in TSP		The TSP Eligibility code is automatically changed to 9 when a TSP enrollment document is processed or when a FERS employee begins receiving the one-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

Code	Description	Conditions
		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.

Type Appointment Table

Code	Description	Conditions
01 Competitive-Career, SEB-Career	Competitive-Career, SEB-Career	Must use this code for career actions. Must be **01** or **06** for tenure **1**. Must be **01**, **02**, **06**, or **07** for tenure 2. If this code is used the Probationary period start must be completed.
02 Competitive-Career-Conditional	Competitive-Career-Conditional	Must be **01**, **02**, **06**, or **07** for tenure 2. If this code is used the Probationary period start must be completed. Must use this code for career-conditional actions.
03 Competitive-Term, Taper, Indefinite SES-Military Term or Emergency	Competitive-Term, Taper, Indefinite SES-Military Term or Emergency	If this code is used the Probationary period start must be completed. Must be **03**, **08**, **09** for tenure 3.
04 Competitive-Temporary, Special Need, SES-Time Limited/Career	Competitive-Temporary, Special Need, SES-Time Limited/Career	
06 Excepted-Permanent, SES-Noncareer	Excepted-Permanent, SES-Noncareer	Must be **01** or **06** for tenure **1**. Must be **01**, **02**, **06**, or **07** for tenure 2. If this code is used the Probationary period start must be completed.

Code	Description	Conditions
07 Excepted-Conditional	Excepted-Conditional	Must be **01**, **02**, **06**, or **07** for tenure 2.
08 Excepted-Indefinite, Excepted-Limited (More than one year)	Excepted-Indefinite, Excepted-Limited (More than 1 year)	Must be **03**, **08**, **09** for tenure 3. Type appointment **08** with tenure 3 requires the career tenure to be blank.
09 Excepted-Temporary, SES-Time-Limited-Noncareer	Excepted-Temporary, SES-Time-Limited-Noncareer	If this code is used the Probationary period start must be completed. Must be **03**, **08**, **09** for tenure 3. 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**.

Uniform Service Status Table

Code	Description	Condition
0 None	Employee has no uniform status.	
1 Ready Reserve	Employee is on ready Reserve	
2 Standby Reserve	Employee is on standby reserve.	
3 National Guard	Employee is part of the National Guard.	
4 Ret Mil-Reg	Employee is retired from regular military duty.	A date must be entered in the Date Retired Military field when uniform service status is **4 Ret Mil-Reg** or **5 Ret Mil-Nonreg**.
5 Ret Mil-Nonreg	Employee is retired from no-regular military duty.	A date must be entered in the Date Retired Military field when uniform service status is **4 Ret Mil-Reg** or **5 Ret Mil-Nonreg**.
6 Ret Mil (Reg)	Employee is retired from regular duty in	

Code	Description	Condition
RSR/NG	the Reserve or National Guard.	
7 Ret Mil (Nonreg) & RSR/NG	Employee is retired from nonregular military duty in the reserve or national Guard.	
8 Ret Mil & DC NG	Employee is retired from the DC National Guard.	
9 DC National Guard	Employee is part of the DC National Guard.	

Veterans Preference Table

Code	Definition	Condition
1 None	Employee has no veterans preference.	
2 5-point	Employee has a five-point veterans preference.	Must be **2 5-point**, **3 10-point disability**, **4 10-point compensable**, or **6 10-point/30% compensable** for veterans status **V Vietnam-era vet**.
3 10-point disability	Employee has a 10-point veterans preference due to disability.	Must be **2 5-point**, **3 10-point disability**, **4 10-point compensable**, or **6 10-point/30% compensable** for veterans status **V Vietnam-era vet**.
4 10-point/ compensable	Employee is entitled to a 10--preference due to a compensable service-connected disability of less than 30 percent.	Must be **2 5-point**, **3 10-point disability**, **4 10-point compensable**, or **6 10-point/30% compensable** for veterans status **V Vietnam-era vet**.
5 10-point other	Persons entitled to a 10-point preference in this category: (1) Both the Spouse and mother of veterans occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran.	
6 10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.	Must be **2 5-point**, **3 10-point disability**, **4 10-point compensable**, or

Code	Definition	Condition
		6 10-point/30% compensable for veterans status **V Vietnam-era vet**. Must be **6 10-point/30% compensable** for special employment programs code **60 Appoint Vet Under 5 U.S.C 3112**
7 No points sole survivorship preference (SSP)	No points/SSP.	Must have a veterans' preference reduction-in-force (RIF) of **1, 2, 4,** or **5** and a veterans' status of **B, N, P, V,** or **X** (any current code).

Veterans Preference RIF Table

Code	Description	Conditions
1 30% or more Disable	Employee is a veteran with 30 % or more disability.	Veterans Preference must be **6 10 Point/30% compensable**.
2 Veteran	Employee is a veteran.	Veterans Preference must be **2 5-point** through **5 10-point other**
3 Non--	Employee is a non--.	Veterans Preference must be **1 None** or **7 Dishonorable Discharge**.
4 Veteran (No Retention Rights)	Employee is a veteran with no retention rights.	Veterans Preference cannot be **1 None**, **5 10-point other**, or **7 Dishonorable Discharge**.
5 Non Veteran (Retention Rights)	Employee is a non-veteran with retention rights.	Veterans Preference cannot be **1 None**.

Veterans Status Table

Code	Description	Conditions
B Pre-Vietnam-era vet	A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964).	Use only for an employee whose accession was after

Code	Description	Conditions
		September 30, 1991.
N Not a Vietnam-era vet	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 vet	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 vet	A veteran who served during the Vietnam era (i.e., from August 5, 1964 through May 7, 1975).	Veteran preference must be **2 5-point**, **3 10-point disability**, **4 10-point compensable**, or **6 10-point/30% compensable**.
X Not a veteran	Employee is not a veteran.	Use only for an employee whose accession was after September 30, 1991.

Work Schedule Table

Code	Description	Conditions
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.	Select this code or P when the SCD leave and annual leave category are entered.
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.	Select this code if the employee is hired without compensation. Select this code for an alternating 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.	

Code	Description	Conditions
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.	Select this code or F when the SCD leave and annual leave category are entered.
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.	
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 pre-arranged scheduled tour of duty.	
T Part-time (Sea Job Sharer)	A schedule that requires an employee who is job sharing to work part--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 New Document Selection page.

Doc Type	EPIC Document
349	Address
095	Allotment-Financial Allotment
096	Allotment-Net Pay
097	Allotment-TSP Loan Allotment
127	Allowances
086	Authorization of Labor Organization Dues
085	Cancellation Revocation of Union Dues
087	Cancellation of Employee Organization Dues
088	Charitable Contributions
195	Child Care or Alimony Deduction
150	City Tax
056	Compensatory Leave
151	County Tax
088	Deductions Due To Indebtedness
100	Discretionary Allotment
084	Dues Change Between Locals
123	Education
444	EHRI-RSM Elements
185	Flexible Spending Account
130	Federal Tax
181	Health Change Enrollment
180	Health Registration Form

Doc Type	EPIC Document
124	Professional Certification
160	Leave Data Transfer
121	Locator
054	Lump Sum Leave
031	Master File Change
120	Multi Element Update
101	Non Federal Health
102	Non Federal Life Insurance
104	Non Federal Thrift Savings
185	Non Federal Flexible Spending Account
075	Performance Appraisal
063	Personnel Action
165	Restored Annual Leave
770	SES Performance Appraisal
128	Severance Pay
140	State Tax
129	TSP Collection
125	TSP Election
083	Union Dues Mass Change

D. Grade And Pay Retention Tables

The table below exhibits the pay rate determinant (PRD) code for grade and pay retention related NOACs. 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, O, 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

NOAC	Definition
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

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Type Deduction Code Table

Code	Description
00	Misc deduction
01	Salary overpayment
02	Duplicate salary payment
03	Salary advance collection
04	Lump sum overpayment
05	Lump sum recovery
06	Overdrawn leave
07	Paid leave to LWOP
09	Quick service wire
12	PAYE 05

Code	Description
13	PAYE 05
15	Major indebtedness
16	Minor indebtedness
20	Adjustment FICA and retirement
21	FEHB
22	FEGLI
23	Quarters
24	Quarters (not taxed)
25	Meals
26	Commissary
27	Child support/alimony
28	LWOP FEHB
29	Credit net pay
30	Bankruptcy
31	Delinquent FMHA loan
33	Education loan
40	Tax levy
41	Travel advance
42	Property loss
43	Subsistence (utilities, etc.)
44	Personal phone calls (utilities, etc.)
45	Parking fees
46	Jury fees recovery
47	Moving expense recovery
48	Duplicate savings allotment
49	Travel overpayment

Code	Description
50	Commercial garnishment
51	Treasury Offset Program
57	Travel credit-other than agriculture
81	Revocation of authorization
82	Change of correcting to authorization
83	New authorization
85	Transfer in
87	Allotment revocation
90	Other type (disbursed)
91	Other type (not disbursed-NFC only)
93	Uniform deductions
94	Military service deposit (CSRS)
95	Civilian retirement re-deposit
96	Military deposit FERS

Non-Federal Flexible Spending Account Table

Plan Code	Description	Agency/Department
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

Plan Code	Description	Agency/Department
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
NASC OE	00	36

Non-Federal Life Insurance Plan Code Table

Code	Description
10	FDIC
LD	Long Term Care - Other Dependents

Code	Description
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 Table

Code	Description	Conditions
14	Pennsylvania State Retirement Fund	Agency: ARC
76	Principle Financial Group	Agency: ARC
23	TIAA/CREF (employees hired on or before 1/2/1988)	Agency: SI This plan code requires the employee to be at least 35 years of age and three 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 three-year service requirement has been met and that the retirement plan

Code	Description	Conditions
		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, 1998 for Plan Code 23. The tour of duty must exceed 39 hours for Plan Codes **23** and **34**. Plan codes **23**, **34**, and **37** apply to Agencies 71, 73, and 77 only The deduction is tax deferred for Plan Codes **23**, **34**, **37**.
34	TIAA/CREF (employees hired on or before 1/3/1988)	Agency: SI The tour of duty must exceed 39 hours for Plan Codes **23** and **34**. 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 in service requirement. Therefore, if it has been determined that the two-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, 1998 for Plan Code 34. The appointment must be at least 365 days for Plan Code **34**. The deduction is tax deferred for Plan

Code	Description	Conditions
		Codes **23**, **34**, **37**.
37	TIAA/CREF - SRA	Agency: SI Plan codes **23**, **34**, and **37** apply to Agencies 71, 73, and 77 only The deduction is tax deferred for Plan Codes **23**, **34**, **37**.
84	Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF)	TE

Non-Federal Thrift Savings Plan Deduction Percent Table

Non-Federal Thrift Savings Plan Deduction Percent Table	
Deduction Percent	**Plan Code**
01 through 10	04, 13
01 through 19	77
01 through 19	78
01 through 10	75
01 through 12	79

Non-Federal Thrift Savings Plan Code Table

Code	Description	Agency
04	T. Rowe Price - eligible for immediate participation in employee contributions	FDIC
13	T. Rowe Price	FDIC
77	Non-matching Agency contributions	ARC
78	Matching Agency contributions	ARC
75	OCC 401 (k)	OCC
T1	Pre-tax (FIRF)	OTS
T2	Post-tax (FIRF)	OTS

Code	Description	Agency
T3	Pre-tax (CSRS, CSRS/Offset, FERS)	OTS
T4	Post-tax (CSRS, CSRS/Offset, FERS)	OTS
05	Catch-up contributions for individuals age 50 or over	ARC, FCA, FCSIC, FDIC, OCC, OTSOTS
79	401 (k)	FCA, FCSIC

Rating of Record Table (Level)

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

Rating of Record (Pattern)

Pattern	Rating of Record Level	Description
A	1 or 3	1 - Unacceptable. 3 - Fully Successful.
B	1, 3, or 5	1 - Unacceptable. 3 - Fully Successful. 5 - Outstanding.
C	1, 3, or 4	1 - Unacceptable. 3 - Fully Successful. 4 - Between Outstanding and Fully

Pattern	Rating of Record Level	Description
		Successful.
D	1, 2, or 3	1 - Unacceptable. 2 - Between Fully Successful and Unacceptable. 3 - Fully Successful.
E	1, 3, 4, or 5	1 - Unacceptable. 3 - Fully Successful. 4 - Between Outstanding and Fully Successful. 5 - Outstanding.
F	1, 2, 3, or 5	1 - Unacceptable. 2 - Between Fully Successful and Unacceptable. 3 - Fully Successful. 5 - Outstanding.
G	1, 2, 3, or 4	1 - Unacceptable. 2 - Between Fully Successful and Unacceptable. 3 - Fully Successful. 4 - Between Outstanding and Fully Successful.
H	1, 2, 3, 4, or 5	1 - Unacceptable. 2 - Between Fully Successful and Unacceptable. 3 - Fully Successful. 4 - Between Outstanding and Fully Successful. 5 - Outstanding.

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

Summary Rating	Rating Codes	Rating
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)

Transaction Code Table

Code	Description
0	Administrative (SF-2809)
6	Cancel (by Employee) (SF-2809)
5	Change in Enroll (SF-2809)
1	New Enrollment (SF-2809)
3	Waived (SF-2809)

Event Code That Permits Change Table

Code	Description
1	Employee electing to receive or receiving premium conversion tax benefits.

Code	Description
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.
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

Code	Description
	spouse terminates employment to accompany the spouse.
1O	Employee or eligible family members loses coverage due to discontinuance in whole or part of FEHB plan.
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.
1Q	Change in spouse's or dependent's coverage option under a non-Federal health plan.
1R	Employee or eligible family member becomes eligible for assistance under Medicaid or a State Children's Health Insurance Program (CHIP).
1Z	Change from family or self to self plus 1.
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'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,

Code	Description
	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 5 U.S.C. Section 8906a.
5M	Salary of temporary employee insufficient to make withholdings for plan in which enrolled.
5R	Agency TA only

Event Code Table

Code	Description
1	Open Season
2	Correction
3	Reinstatement
5	New Enrollee
6	Other

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

Code	Description
9	Reserved

Type of Investigation Table

Code	Description
01	Preplacement investigation
02	National Agency check (NAC)
03	National Agency check and inquires (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/BDL, LDI) 19

Field Descriptions and Instructions

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0 - Federal TSP Field Instructions

0-Federal TSP	Click this radio button if the repaid plan is from a Federal employee. This radio button is selected as the default.

03 - Revocation Field Instructions

03-Revocation	Click this radio button to revoke union dues. For revocations, the union/associate 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.

04 - Cancellation Field Instructions

04-Cancellation	Click this radio button to cancel union dues. The default is this field selected. For cancellations, deductions are withheld for the effective pay period entered and stopped the following pay period.

1-New Enrollment/Change Cont. Field Instructions

1-New Enrollment/ Change Cont.	Click this radio button if this is a new or change in enrollment.

1-Non-Federal TSP Field Instructions

1-Non-Federal TSP	Click this radio button if the repaid plan is from a non-Federal employee.

1A Auth Code Field Instructions

1A Auth Code	Enter 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.

1st Field Instructions

1st	This field is the first shift rate for Federal Wage Shift (FWS) employee. Complete at lease one shift for a FWS employee.

1st NOA Field Instructions

1st NOA	The first NOAC is system generated from the personnel action selected at the List of Personnel Actions.

1B Auth Code Field Instructions

1B Auth Code	Enter 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.

2A Auth Code Field Instructions

2A Auth Code	System generated from the original personnel action that is corrected or cancelled.

2B Auth Code Field Instructions

2B Auth Code	System generated from the original personnel action that is being corrected or cancelled.

2nd Field Instructions

2nd	This field is the second shift rate for Federal Wage Shift (FWS) employee. Complete at least one shift for a FWS employee.

2nd NOA Field Instructions

2nd NOA	System generated from the original personnel action that is corrected or cancelled.

3-Stop Contributions Field Instructions

3-Stop Contributions	Click this radio button to stop contributions.

3rd Field Instructions

3rd	This field is the third shift rate for Federal Wage Shift (FWS) employee. Complete at least one shift for a FWS employee.

45 Day Field Instructions

45 Day	Enter 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.

Action Field Instructions

Action	Select Add from the drop-down arrow.

Account Number Field Instructions

Account Number	Enter the account number.

Accounting Data Field Instructions

Accounting Data	Enter the accounting data to be charged for the payment.

Accounting Distribution Field Instructions

Accounting Distribution	Enter the accounting code. This field is where the severance payment should be charged.

Accounting To Generate Payment Field Instructions

Accounting To Generate Payment	Complete the following accounting-related fields if payment is to be generated.

Additional Amount Field Instructions

Additional Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

Address Field Instructions

Address	Enter the payee's address. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

Address Indicator Field Instructions

Address Indicator	Select the address indicator from the drop-down list. Valid values are: **1-Send Payment to POI Address** **2-Use Database Address** **3-Enter Specific Address** **4-Enter Designated Agent Code**

Address (Recipient Information) Field Instructions

Address	Enter the street address of the court official or recipient of the deduction. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

Adjective Field Instructions

Adjective	Enter the adjective rating **P**, **FS**, **U**. Enter **P** only if P was entered in the Scale field, otherwise, leave blank.

Adjusted Basic Pay Field Instructions

Adjusted Basic Pay	Enter 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.

Agency (Award) Field Instructions

Agency	Enter the Agency code of the Agency granting the award. For United States Department of Agriculture (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 Special Payroll Processing System with Agency and accounting code of granting Agency to National Finance Center for payment.

Agency Field Instructions

Agency	Enter the Agency code.

Agency (HCUP Package) Field Instructions

Agency	Enter the two-position servicing Agency code.

Agency Official Field Instructions

Agency Official	Enter the area code and phone number of the authorized Agency official.

Agency (Reports) Field Instructions

Agency	Enter the two-position Agency code. This field allows the report to be run at the Agency level.

Agency Use Field Instructions

Agency Use	This field is for Agency use only. **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 NOAC 312 for a discontinued service retirement, you must complete the Agency Use field. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank and the action must include Remark Code N22 to bypass the edits.

A/L Above Ceiling Field Instructions

A/L Above Ceiling	Enter the date the annual leave above ceiling carries through or select a date from the calendar icon. The following are conditions for A/L Above Ceiling: 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 that the annual leave carryover on the database. The A/L Above Ceiling date must be later than the A/L Restored date. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment. When the A/L Above Ceiling is blank, the A/L Restored and A/L Within Ceiling field must also be blank.

A/L Restored Field Instructions

A/L Restored	Enter the date the restored annual leave carries through or select a date from the calendar icon. The following are conditions for A/L Restored: • A restored annual leave balance must exist on the database. • The dates must be later than the separation action effective date. • Do not complete for an interim lump sum payments. When the A/L Restored is blank, the A/L Above Ceiling and Within Ceiling field must also be blank.

A/L Within Ceiling Field Instructions

A/L Within Ceiling	Enter the date the annual leave within ceiling carries through or select a date from the calendar icon. The A/L Within Ceiling date must be later than the A/L Above Ceiling date. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment. When the A/L Within Ceiling field is blank, the A/L Restored and A/L Above Ceiling field must also be blank.

Allotment Amount Field Instructions

Allotment Amount	Enter the allotment amount. **Or** Enter the amount to be deducted each pay period.

Allotment Number Field Instructions

Allotment Number	Enter the number of the allotment. For example: If this number is the 2nd allotment for the employee, enter **02**.

Allowance Field Instructions

Allowance	Click the drop-down list to display the allowance code that identifies the basis of deductions. Valid values are **`Per Day`**, **`Per Pay Period`**, **`Per Year`**, and **`Percent of Basic Pay`**.

Allowance Rate Field Instructions

Allowance Rate	Enter the per day, per pay period, annual percentage of base pay, or full amount rate to be paid in dollars and cents. Type the allowance rate in dollars and cents. This rate corresponds to the value selected in the allowance field.

Allowance Total Field Instructions

Allowance Total	Enter 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 two-year agreement, the amount shown should reflect the two-year agreement amount.

Allowance Type Field Instructions

Allowance Type	Use the scroll bar to find the applicable value. Select a value from the list to populate the field.

Amount Collectible Field Instructions

Amount Collectible	Enter the court cost or arrears court cost per pay period.

Amount Field Instructions

Amount	Enter the amount to be deducted per day or per pay period.Must be completed if Rate field is completed.

Amount NTE Field Instructions

Amount NTE	Enter the amount ($0.00) if the percentage cannot exceed a certain dollar amount each pay period.

Amount (104 Thrift Savings Plan) Field Instructions

Amount	Enter the amount to be deducted each pay period in whole dollars. If this field is completed, do not enter a percent in the Percent field. Note: A deduction amount must be entered for Plan Code 05. For a list of valid values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.

Amount Per Pay Period Field Instructions

Amount Per Pay Period	Enter the amount to be deducted each pay period in dollars and cents.

Amount Per Pay Period (128 Severance Pay) Field Instructions

Amount Per Pay Period	Enter the biweekly severance pay amount in dollars and cents. This field is the amount per pay period the employee is entitled to receive.

Annual Leave Field Instructions

Annual Leave	Leave earned based on time in service composed of a category, 45-day code, and earning status during the pay period.

Annual Leave Restored Field Instructions

Annual Leave Restored*	Enter the total annual leave hours to be restored in whole and quarter hours. Payment will automatically continue until TC48, Stop Post Differential, is entered on the employee's T&A to discontinue payment. Type **0000** in this field the pay period after the T&A is coded to stop the post differential. **0000** indicates that an employee is no longer entitled to TDY post differential. The actual payment is stopped via the T&A.

Annuitant Indicator Field Instructions

Annuitant Indicator	Select the code that identifies whether the employee is receiving retired or retainer pay from previous civilian or military service from the drop-down list. For a list of valid codes, see the **Annuitant Indicator Table**.

Applied Documents Field Instructions

Applied Documents	Select this box to run a report on all transactions that have applied in PPS database.

Appointment Limit Field Instructions

Appointment Limit	Appointment Limit groups Dollar Total, Hours Total, Days Total, Dollar Balance, Hours balance, and Days Balance. The Appointment Limit group relates to the Var Ft Reg Tod Pt Emp field.

Appt Excluded From CSRS Indicator Field Instructions

Appt Excluded From CSRS Indicator	Click **Yes** or **No** from the drop-down list. This field indicates if an employee's appointment is not covered under the FERS plan as described by law and regulation. This field will be used for retirement coverage determinations.

Appt Excluded from FERS Indicator Field Instructions

Appt Excluded From FERS Indicator	Click **Yes** or **No** from the drop-down list. This field indicates if an employee's appointment is not covered under the CSRS plan as described by law and regulation. This field will be used for retirement coverage determinations.

Auth Date Field Instructions

Auth Date	Enter 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 and the Federal pay increase was signed. You can also select the calendar icon to select the date.

Award Amount Field Instructions

Award Amount	Enter the monetary amount of the award.

Award Code Field Instructions

Award Code	Enter the code that identifies the type of award.

AWOL or Suspension (Current Year) Field Instructions

AWOL or Suspension	Enter the number of Absence Without Leave (AWOL) or suspension hours during the leave year. The field quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

AWOL or Suspension (Since Last WGI) Field Instructions

AWOL or Suspension	Enter the number of AWOL or suspension hours since the last WRI. The field quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

Balance Field Instructions

Balance	Enter the balance of the money owed in dollars and cents. If the Type Deduction Code is `30`, type `999,999.00` in this field.

Base Pay In Field Instructions

Base Pay In	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)

Base Pay Out Field Instructions

Base Pay Out	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)

Basic Pay Field Instructions

Basic Pay	Enter the scheduled salary amount the employee will receive for the position and which is fixed by law, regulation, or administrative action exclusive of any allowance, adjustment, or differential.

Beginning Date Field Instructions

Beginning Date	Select a date from the calendar icon. This field is the beginning date for severance pay.

Biweekly Deduction Amount Field Instructions

Biweekly Deduction Amount	Enter the amount to be deducted each pay period. Type the appropriate amount depending on the option(s) selected from the Insurance tab.

Bonus Amount Field Instructions

Bonus Amount	Enter the amount of the SES bonus in dollars and cents. The bonus percent must also be entered.

Bonus Percent Field Instructions

Bonus Percent	Enter the percent of the SES bonus. The valid values are **01** through **20**.

Building Locator Field Instructions

Building Locator	This field is the record location for Government employees. Enter the employee's six-position Department building location code. For a list of Department building location codes see TMGT, Table 096, Department Building Codes.

California, Indiana, Illinois, Puerto Rico, and Virginia Additional Exemptions Claimed Field Instructions

California, Indiana, Illinois, Puerto Rico, and Virginia Additional Exemptions Claimed	Special instructions for California, Illinois, Indiana. Puerto Rico, and Virginia. Enter the number of additional exemptions being claimed. If no additional exemptions are claimed, type **00**. For California State tax, enter the number of additional exemptions claimed. If less than 10, precede with a zero. If no additional exemptions are claimed, enter **00**. For Illinois, State tax, enter the number of additional exemptions claimed from Line 2 on the IL-W-4. Enter the number of additional allowances chosen for the employee and/or spouse. If these than 10, precede with zero. Valid values are **00** through **99**. For Indiana State tax, enter the number of additional exemptions claimed on Line 5 of Form WH-4. If less than 10, precede with a zero. Valid values are **00** through **99**. For Commonwealth of Puerto Rico income tax, enter 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, enter the number of additional exemptions claimed on Line 1(b) of Form VA-4. If less than 10, precede with a zero. If no additional exemptions are claimed, enter **00**.

Career Tenure Start Date Field Instructions

Career Tenure Start Date	Enter the beginning date for counting service toward career or permanent tenure. When initially entered, PPS begins maintaining two records, creditable service and nonpay status as shown on the T&A and as recorded on personnel actions. If a date is not entered on the accession action, PPS will not establish any record of creditable service and/or nonpay status. You can also enter the calendar icon to select the date. Cannot be more than 3 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). PPS automatically removes this date once a minimum of 3 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**.

Case Number (Award) Field Instructions

Case Number	Enter the cash award case number assigned by the Agency. Enter the same case number on each action for a group award.

Case Number (Deduction Tab) Field Instructions

Case Number (Deduction Tab)	Enter 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 to have the first two digits represent the year (i.e., 2009 would be "09") and the last two digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 2009 would be typed as 0901.

Category Field Instructions

Category	Select the employee's annual leave earning status from the drop-down list. For a list of valid codes, see the **Annual Leave Category Table**. Must complete this field 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.

CBPO Ret SCD Date Field Instructions

CBPO Ret SCD Date	Also select the calendar icon to select the applicable date.

Check Mailing Address Other Than Bank Field Instructions

Check Mailing Address Other Than Bank	This is the employee's current check mailing address. This field does not apply to financial organizations. Do not include punctuations, such as periods, commas, or parenthesis in the street address.

Citizenship Field Instructions

Citizenship	Select the code that identifies whether the employee is a U.S. Citizen from the drop-down list. Valid values are **1** (citizen by birth or naturalization) or **8** (other).

Citizenship Country Code Field Instructions

Citizenship Country Code	Enter the 3 position citizenship country code. For a list of country codes see www.gsa.gov, Geographic Location Codes.

City Code Field Instructions

City Code	Enter the city code. To search for a city code, go to www.gsa.gov and search for Geographic Location Codes. For ADP Addresses, type **0001**; for FPO addresses, type **0002**; and for DPO addresses, type **0003**.

City Code* (Tax) Field Instructions

City Code*	Enter the City Code for the city tax to be withheld. The City Code can be found on www.gsa.gov (Geographical Location Codes) The City Code on tax documents and duty station must agree to begin tax deductions.

City Field Instructions

City	Enter the payee's city name. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

City (Recipient Information) Field Instructions

City	Enter the city. Do not include punctuation, such as periods, commas, or parenthesis in the city.

Code Field Instructions

Code	Enter the accounting data that will be charged for payment of an award.

Code (124 Professional Certification) Field Instructions

Code	Enter the professional certification code. For more information see **Professional Certification Table**.

COLA/Post Differential Field Instructions

COLA/Post Differential	Enter the code that identifies whether the employee is entitled to receive COLA (COLA is a special pay entitlement for an employee in a high cost of living area) and/or a post differential, in addition to the scheduled salary. For a list of valid codes, see the **COLA/Post Differential Table**.

Confirm New Password Field Instructions

Confirm New Password	Reenter your new password.

Coop Field Instructions

Coop	Cooperative (Coop) groups the Overtime Rate and Holiday Rate fields. It is a cooperative entity that shares the salary of an employee with the Government.

Correspondence Country Code Field Instructions

Corres Country Code	Enter the country code. The country code can be found on *www.gsa.gov*, Geographic Location Codes. This field is the International Country Codes as defined by the United States Postal Service.

Correspondence Region Field Instructions

Corres Region	Enter the correspondence region. This field must be completed if the correspondence country code is completed. This field indicates the region, province, or other first administrative district or division of a country other than the U.S. for the organization or person's address.

County Code Field Instructions

County Code	Enter the county code. The country code can be found on TMGT, Table 016. For APO, FPO, and DPO address, type **000**.

Court Case Number Field Instructions

Court Case Number	Enter the court-ordered assigned case number. If the deduction is on a voluntary basis, type **Voluntary.**

Coverage Amount Field Instructions

Coverage Amount	Enter the amount of coverage in whole dollars. The following conditions apply: The minimum coverage amount is $10,000; the maximum coverage amount is $500,000. Must be in $10,000 increments.

Coverage at Appointment Field Instructions

Coverage at Appointment	Enter 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 contributed funds. **R**–Previously covered by CSRS and eligible for a refund.

Coverage Code Field Instructions

Coverage Code	**102 Life Insurance** Enter the coverage code for the insurance plan. For a list of valid values see **Non-Federal Life Insurance Coverage Code Table**. **103 Retirement** The coverage code of the retirement plan. Enter **0** (no voluntary allotment), **1** (additional retirement account - taxable or tax deferred) or **2** (supplemental retirement annuity - tax deferred only). Enter **1** or **2** for Plan Codes 23 and 24 if the amount or percent is taxable or tax deferred. Enter **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. Enter **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.

Credit (Leave Transferred) Field Instructions

Credit	If the leave transferred is a negative balance, the system generates a checkmark. This field is read only and cannot be modified.

Credit (Prior Leave Balance) Field Instructions

Credit (Prior Leave Balance)	Check this box if the prior leave balance is negative. If the prior leave balance is not negative, uncheck the box. The default is this box blank.

Creditable Military Service Field Instructions

Creditable Military Service	Enter 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).

CSRS Prev Cov Ind Field Instructions*

CSRS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under Civil Service Retirement System.

Current Residence Field Instructions

Current Residence	Enter the employee's current residence address. Do not include punctuation, such as periods, commas, or parenthesis in the street address.

Current Year Leave Earned Field Instructions

Current Year Leave Earned	Enter the number of annual or sick leave hours earned during the current leave year.

Current Year Leave Taken Field Instructions

Current Year Leave Taken	Enter the total number of annual or sick leave hours used during the current leave year.

Current Year Military Leave Taken Field Instructions

Current Year Military Leave Taken	Enter the number of days of military leave used during the current leave year.

DD/EFT Field Instructions

DD/EFT	This group is the account and routing number for direct deposit/electronic funds transfer.

Date Entered Present Grade Field Instructions

Date Entered Present Grade	Enter the date when the employee was most recently assigned to the current grade. You can also select the calendar icon to select the date. Must be completed when grade changes. Cannot be later than the effective date of the personnel action. Must be completed for grade retention actions.

Date of Birth Field Instructions

Date of Birth	Enter the employee's date of birth. **Or** Enter the family members date of birth in the MM/DD/YYYY format. The date of birth must be at least 16 years but no more than 90 years prior to the effective date of the action.

Date of Event Field Instructions

Date Of Event	Enter the date of the event or select a date from the calendar icon.

Date of Lump Sum Leave Field Instructions

Date of Lump Sum Leave	Enter the date the lump sum leave payment or select a date from the calendar icon.

Date of Separation Field Instructions

Date of Separation	Enter the data or select a date the employee separated from the calendar icon. This field applies to final payments only and must be the same as the effective date of the personnel action.

Date of WGI Waiting Period Field Instructions

Date of WGI Waiting Period	Enter the beginning date of the Within Grade Increase waiting period or select a date from the calendar icon.

Date Received in Personnel Office Field Instructions

Date Received In Personnel Office	Enter the date or select a date from the calendar icon. This date is when the personnel office received the form from the employee.

Date Retired Military Field Instructions

Date Retired Military	Enter the date an employee retired from military service. You can also select the calendar icon to select the applicable date. Must be completed if annuitant indicator is **4**, **5**, or **C** through **F**. Must be completed if uniform service status is **4** or **5**.

Date Service Year Starts Field Instructions

Date Service Year Starts	Enter the date the limited appointment begins or select the calendar icon to select the date. If entering a limited appointment, complete the applicable fields in the Appointment Limit group.

Date Signed Field Instructions

Date Signed	Enter the date the employee signed the form or select a date from the calendar icon.

Days Balance Field Instructions

Days Balance	Enter the number of days remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

Days Total Field Instructions

Days Total	Enter the total number of days, if not entering total dollars or days, to indicate the appointment limit.

Deduction Amount Field Instructions

Deduction Amount	Enter the deduction amount per pay period if the deduction is to be made in dollars and cents. If this field is completed, leave the Percent field blank. **Or** Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Note: Do not enter both a deduction amount and a deduction percent.

Deduction Percentage Field Instructions

Deduction Percent	Enter the percent to be deducted each pay period for membership if the deduction is based on a percentage. No entry is necessary if the Deduction Percent is established in TMGT. Note: Do not enter both a deduction amount and a deduction percent.

Deferred Amount In Field Instructions

Deferred Amount In	Enter the non-deferred amount in field this field or type the percent in the Deferred Percent field.

Deferred Amount Out Field Instructions

Deferred Amount Out	Enter the non-deferred amount out in this field or type the percent in the Deferred Percent field.

Deferred Deduction Amount Field Instructions

Deferred Deduction Amount	Enter the tax deferred amount for non-Federal benefits in whole dollars. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.

Deferred Deduction Percent Field Instructions

Deferred Deduction Percent	Enter the tax deferred percent for non-Federal benefits. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.

Deferred Percent In Field Instructions

Deferred Percent In	Enter the percent in this field or type an amount in the Deferred Amount field.

Deferred Percent Out Field Instructions

Deferred Percent Out	Enter the percent out in this field or type an amount in the Deferred Amount field.

Dept Field Instructions

Dept	Enter the Department code. **Or** Enter the two-position Department code. This field allows the report to be run at the Department level.

Detail Remark Code Field Instructions

Detail Remark Code	This area is used to add, update, or delete remarks data. Based upon the entry in this field, the Remark Code and Status Code fields are system-generated. Complete this field as described below: To add or update a required remark, select a code from the code list. The code is displayed in this field and the description is generated in the Description field. Exception: Remark Code 499 is free form and does not generate a description. In the Description field, add/update the description. To add an optional remark code, click this field and enter the code. (If the field is not blank, click **Clear** to clear the field before typing the code). After typing the code, click **Add**. The message *Remark Successfully Added* is generated. If applicable, in the Description field, add the remark description or fill-in-text. To delete a remark code, select the applicable code from the list. The code is displayed in this field, and the description is generated in the Description field. Click **Delete**. The message *Remark Successfully Deleted* is generated. To update a remark code, select the applicable code from the list. The code is displayed int this field, and the description is generated in the Description field. Click **Update**. If the remark code is a code that can be updated, update the data. If the code cannot be updated, an applicable message is generated.

Description Field Instructions

Description	This field is used for additional information.

Designated Agent Code Field Instructions

Designated Agent Code	Enter the four-digit designated agent code if the salary check is to be delivered to a designated agent. The designated Agency code can be found on TMGT, Table 004. Do not enter both the designated agent code and a check mailing address on the same transaction.

Disability Field Instructions

Disability	Select the code that identifies physical or mental disabilities, or history of such disabilities from the drop-down list. For a list of valid codes, see the **Disability Code Table**.

Distinguished Field Instructions

Distinguished	Select this radio button if the employee received a distinguished award.

Doc Type (Reports) Field Instructions

Doc Type	Select this radio button to sort the report by type of transaction.

Document Type Field Instructions

Document Type	Complete this field as follows: To search for a specific personnel action, enter `063`. To search for a special payroll document for an employee, enter applicable document type. To search for all transactions for a specific employee, or specific personnel office, leave this field blank.

Dollar Amount Field Instructions

Dollar Amount	Enter the dollar amount of basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. When the Special Employee Code is **01**, **02**, **03**, or **08**, **25%** is calculated into the adjusted salary before determining the maximum deduction. **Or** Enter the dollar amount of TSP catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field.

Dollar Total Field Instructions

Dollar Total	Enter the dollar total, if not entering total hours or days, to indicate appointment limit.

Dollars Balance Field Instructions

Dollars Balance	Enter the dollar amount remaining, if applicable. Note: This field is completed, if not entering total hours or days, to indicate appointment limit balance.

Earning Status Field Instructions

Earning Status	Select 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 from the drop-down list. 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**.

Education Level Field Instructions

Education Level	Select 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 from the drop-down list. To enter the school code for the degree or certificate, select the **Education Documents** folder from the List of Personnel Actions. TMGT Table 036, 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. This field must be **06**, **10**, or **13** through **22** for the Government Accountability Office (GAO). For a list of valid codes, see the **Education Level Table**.

Effective Date Field Instructions

Effective Date	Enter the number of the pay period in which the personnel action is entered for new personnel actions.

Effective PP (Reports) Field Instructions

Effective PP	Select this radio button to sort the report by effective pay period.

Eff Pay Period Field Instructions

Eff Pay Period	Enter the effective pay period for the transaction.

Employee Authorization Date Field Instructions

Employee Authorize Date	Enter a date or select a date from the calendar icon.

Employee Field Instructions

Employee	Enter the area code and phone number where the employee can be reached.

Employee Self-Service Field Instructions

Employee Self-Service	Click this radio button to run a report of transactions entered through Employee Self-Service (ESS).

End Date Field Instructions

End Date	Enter the end day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.

Enrollment Code Field Instructions

Enrollment Code	Enter the OPM-assigned enrollment code. For a list of codes, see TMGT, Table 012. **Or** Enter 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.

EPIC Status Field Instructions

EPIC Status	To select an EPIC status, select the down arrow. 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.

ERI Code Field Instructions

ERI Code	Check the box to indicate the employee's race and national origin.

Event Code Field Instructions

Event Code	Select an event code from the drop-down list. This field is the code that identifies the reason for the event. For a list of valid values, see the **Event Code Table**.

Event Code that Permits Change Field Instructions

Event Code That Permits Change	Enter the appropriate event code. For a list of valid values, see the **Event Code That Permits Change Table**.

FEGI Cov Amount Field Instructions

FEGLI Cov Amount	Enter 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.

FEGLI Assignment Indicator Field Instructions

FEGLI Assignment Indicator	Select **Yes** or **No** from the drop-down list. This field indicates whether an employee has completed or has an RI 76-10, Assignment Form, on file.

FEGLI Coverage Code* Field Instructions

FEGLI Coverage Code*	Select the code that identifies if the employee is eligible for participation in Federal Employees' Group Life Insurance (FEGLI) as authorized on the Standard Form (SF) 2817, Life Insurance Election, from the drop-down list. If eligible, the code indicates whether: The employee waived coverage or is covered by basic life only. **OR** Has elected coverage under one of the optional insurance plans as well as the basic. For a list of valid codes, see the ***FEGLI* Coverage Table**.

FEGLI Desi619gn Ben Indicator Field Instructions

FEGLI Desig Ben Indicator	Select **Yes** or **No** from the drop-down list. This field indicates whether an employee has a Form SF-2823, Designation of Beneficiary, on file.

FEGLI Post-Election Basic Insurance Amount Field Instructions

FEGLI Post-Election Basic Insurance Amount	This field indicates the FEGLI Post-election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future. This field is populated when living benefits partial NOAC 806 is provided. Enter the amount (XXXXXX.XX).

FEHB Cov Code* Field Instructions

FEHB Cov Code*	Select the code that identifies the employee's eligibility for participation in Federal Employees Health Benefits (FEHB), and if eligible, whether they are participating from the drop-down list. Employees who resign or terminate under Nature of Action Code (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 Office of Personnel Management (OPM) if the conditions required for continuation of FEHB enrollment have been met. For a list of valid codes, see the **FEHB Coverage Table**. Must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. Must be blank for other separation actions. Enter the required remarks codes. See **Remarks Tab**.

FERS Election Date Field Instructions

FERS Election Date	Select the date from the calendar icon. This field is the date on which the employee who is not automatically covered by FERS chooses to elect FERS coverage. This field only applies to employees who are not automatically covered by FERS under certain circumstances. This field is related to the FERS indicator field.

FERS Indicator Field Instructions

FERS Indicator	Select data from the drop-down list. This field is used to indicate an employee's election or non election of FERS coverage. This field applies to employees not automatically covered by FERS, but are eligible under certain circumstances. The valid values are: **Yes** **No** **0 through 09**

FERS Prev Cov Ind Field Instructions

FERS Prev Cov Ind	Enter a **Y** or **N** to indicate if the employee was previously covered under FERS.

FICA Coverage Indicator 1 Field Instructions

FICA Coverage Indicator 1	Select **Yes** or **No** from the drop-down list. This field indicates if an employee is (1) an inmate working in the US Penal Institution, (2) a student as defined in 5 U.S.C. 5351, or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.

FICA Coverage Indicator 2 Field Instructions

FICA Coverage Indicator 2	Select **Yes** or **No** from the drop-down list. This field indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being re-employed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provision of Chapter 43 of Title 38, US Code, after performing service as a member of a uniformed service is being re-employed after employment by a tribal organization to which Section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.

Field Value Field Instructions

Field Value	**030 Master File Change** General rules will be shown in this field and may be enough to help you to enter data in the Not Applied and New Data field. **120 Multi-Element Update** Enter the value that corresponds with the selection made on the Select a Field to be Updated field.

Final Field Instructions

Final	This radio button is selected as a default or 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 payment due to regulation and/or policy. This field designates that a final compensatory time payment will be processed for an employee separating from Federal service. The separations action must be entered to pay a final payment.

First Line Street Address Field Instructions

First Line Street Address	Enter the first line street address.

First Name Field Instructions

First Name	Enter the employee's first name. If the employee has two or more first names or initials (e.g., John Paul or JP) and each is to be shown, use a space to separate the two names. Do not include titles, such as Mr., Mrs., Ms., Dr., Prof., etc., as part of the name. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation.

First Name (Family Members) Field Instructions

First Name	Enter the first name of the family member.

First Name (Personnel Contact) Field Instructions

First Name	Enter the first name of the contact in the personnel office. The personnel contact information pertains to the person that should be contacted for questions.

First Payment Amount Field Instructions

First Payment Amount	Enter the first severance payment amount in dollars and cents only if it differs from the Severance Amount (per pay period) field; otherwise, leave blank. When an employee separates in the middle of a pay period, the first payment is a partial payment. If a late action is processed, the first payment may include multiple payments.

First Year Savings Field Instructions

First Year Savings	Enter the monetary amount of the first year savings as a result of implementing the suggestion. Required field for tangible benefits only.

From Date Field Instructions

From Date*	Enter the date or select a date from the calendar icon.

Front End System Interface (FESI) Field Instructions

Front End System Interface (FESI)	Select this radio button if the report should reflect transactions that originated at the Agency that batch transmits data to PPS for processing.

Frozen Service Field Instructions

Frozen Service	Enter the total years and months of civilian and/or military service, creditable for calculation of the Service Computation Date for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E) or by Federal Employees Retirement System and FICA (retirement coverage codes **K**, **L**, **M**, or **N**). The first two positions must be **00** through **99** (number of years); last two positions must be **01** through **12** (number of months). Retirement Plan code cannot be **4** or **5**.

Future Document Field Instructions

Future Document	Select this box to run a report on all transactions that were entered with a future date.

Gender* Field Instructions

Gender*	Click the applicable radio button to select the employee's gender.

Gender (Family Members) Field Instructions

Gender	Click the gender of the family member.

Grade Field Instructions

Grade	Enter the grade of the position.

History Correction Field Instructions

History Correction	Click this radio button if the report should reflect transactions created from HCUP.

History Position Data Field Instructions

History Position Data	History Position Data groups a series of fields that are populated from PMSO when PMSO Key group is completed. These fields can only be modified in PMSO.

Holiday Rate Field Instructions

Holiday Rate	Enter 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.

Hourly Rate Start Date Field Instructions

Hourly Rate Start Date	Enter the hourly rate start day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.

Hours Applicable to Last Day of LSP Field Instructions

Hours Applicable to Last Day of LSP	Enter the number of hours that are applicable to the last day of the lump sum payment. This field is entered as hours and quarter hours. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

Hours Balance Field Instructions

Hours Balance	Enter the amount of hours remaining, if applicable. Note: This field is completed, if not entering total dollars or hours, to indicate appointment limit balance.

Hours Charged Field Instructions

Hours Charged	Enter the hours of time that should be paid.

Hours Total Field Instructions

Hours Total	Enter the total number of hours, if not entering total dollar or days, to indicate appointment limit.

In this Collection for an Agency Contribution Only?

Is this collection for an Agency contribution only?	Click **Yes** or **No** from the drop-down list.

Instructional Program Field Instructions

Instructional Program	Enter the employee's official education record which includes the major field of study beyond high school. Refer to OPM instructions for valid codes. TMGT Table 036 also has a list of valid codes. For a list of school codes, see TMGT Table 025, field AD-350-Blk-Number 097 through 101 and 390. Complete when education level is **06**, **10**, or **13** and above. To enter the school code for the primary and secondary education records, select the **Education Documents** folder from the list of Payroll Actions on the New Document Selection menu.

Intangible Benefits Field Instructions

Intangible Benefits	Enter **1** if the value of a cash award is based on intangible benefits.

Interim Field Instructions

Interim	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 payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

IP #* Field Instructions

IP #*	Enter 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 Position Management Online (PMSO). The position must be active and vacant in PMSO when an employee is being placed in the position.

Is This a Retroactive Adjustment for an Employee Not Previously Enrolled in FEHB Field Instructions

Is this a retroactive adjustment for an employee not previously enrolled in FEHB?	Select data from the drop-down list. 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. 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. 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, an AD-343 in DOTSE for the prior prior to the last personnel action must be entered.

Last Name Field Instructions

Last Name	Enter the last name by which an employee is known or designated on all official transactions. Last name must contain at least two alpha characters. 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 Standard Form (SF) SF 50B, Notification of Personnel Action. If the employee has two-part last name (i.e., Smith Martin), use a space to separate the two parts. Do not use any type of punctuation (e.g., hyphen, period) in any part of the name. A space counts as one character. For long names, ask the employee to decide on an abbreviation. To change the name, select the **Changes** folder from the List of Personnel Actions. In the Changes folder, select **780 Name Change**.

Last Name (Family Members) Field Instructions

Last Name	Enter the last name of the family member.

Last Name (Personnel Contact) Field Instructions

Last Name	Enter the last name of the contact in the personnel office. The personnel contact information pertains to the person that should be contacted for questions.

Leave Ceiling Reason (75-Character Limit) Field Instructions

Leave Ceiling Reason	Enter the reason that an employee is allowed to have an annual leave ceiling higher than 240 hours.

Leave Transferred Field Instructions

Leave Transferred	This field is populated with the calculation based on the (Annual or Sick Leave). Prior Year Leave Balance, Current Year Leave Earned, Reduction in Credits, and Current Year Leave Taken fields. This field is read only and cannot be modified.

Legal Auth 1st Field Instructions

Legal Auth 1st	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action. For Federal pay increase, type the regulation (i.e., Reg.531.205) and the Executive Order Number (EON). Note: Agencies with special authorities must use the Agency-cited authority. For Senior Executive Service 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.

Legal Auth 2nd Field Instructions

Legal Auth 2nd	Enter the description of the law, Executive Order, regulation, rule, or other basis that authorizes the personnel action.

Level Field Instructions

Level*	Enter the rating level. The rating Level value and Pattern value must be compatible. For a list of values values, see the **Rating of Record Table (Level)**.

Local* Field Instructions

Local*	Enter the local code to be established. For more information, see TMGT, Table 10, Union and Association Code Address.

Location Code State Field Instructions

Location Codes State	Click the drop-down arrow to select the applicable State.

Location Codes Field Instructions

Location Codes	This group identifies the location of the charitable contribution.

Losing/Gaining Department Field Instructions

Losing/ Gaining Department	Enter the Federal Department or place of employment for an employee moving into or out of a Department. This field is completed with either the new Department code or a code from the Losing/Gaining Department Table. The Losing/Gaining Department Table is only used for those employees not transferring within the Federal Government. For employees transferring within the Federal Government, use a code from the list of codes displayed in Table 014. For employees who are transferring to places other than Department/Agencies, see **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.

LWOP or Furlough (Current Year) Field Instructions

LWOP or Furlough	Enter the number of Leave Without Pay (LWOP) or furlough hours during the leave year. The field quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

LWOP or Furlough (Since Last WGI) Field Instructions

LWOP or Furlough	Enter the number of LWOP or furlough hours since the last WRI. The field quarter hour valid values are **.00, .25, .50,** and **.75**.

Mail Room Field Instructions

Mail Room	This field is the mail room number for the employee. Enter the employee's work mail room location.

Married Field Instructions

Married?	Select a value from the drop-down list. Select **Yes**, if married, or **No**, if not married.

Maximum Percentage Field Instructions

Maximum Percentage	Enter the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. Valid value are **50**, **55**, **60**, and **65**, (see 5 CFR Chapter1, subpart D, Paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, type **99**.

Medicare A Field Instructions

Medicare A	Click this check box if the other insurance is Medicare A. **Or** Click this check box if the family member is covered by Medicare Part A.

Medicare B Field Instructions

Medicare B	Click this check box if the other insurance is Medicare B. **Or** Click this check box if the family member is covered by Medicare Part B.

Medicare D Field Instructions

Medicare D	Click this check box if the other insurance is Medicare D. **Or** Click this check box if the family member is covered by Medicare Part D.

Meritorious Field Instructions

Meritorious	Click this radio button if the employee received a meritorious award.

Middle Initial Field Instructions

Middle Initial	Enter the middle initial of the family member, if applicable.

Middle Name Field Instructions

Middle Name	Enter the employee's middle name, if applicable. If the employee has two or more middle names or initials (e.g., Ann Marie or AM) 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.

Mil Creditable Svc Da Field Instructions

Mil Creditable Svc Da	Enter the 2 position number of military creditable service days.

Mil Creditable Svc Mo field Instructions

Mil Creditable Svc Mo	Enter the number of months of creditable service. This field is added for annual leave accrual purposes.

Mil Creditable Svc Yr. Field Instructions

Mil Creditable Svc Yr.	Enter the 2 position year of creditable military service. This field is the number of years of creditable military service used for annual leave accrual purposed.

Military Lost Days Field Instructions

Military Lost Days	Enter the number of military lost day.

MR #* Field Instructions

MR #*	Enter the master record number for the position the employee is occupying.

Name Field Instructions

Name	Enter the name of the payee receiving the allotment. Do not include punctuations, such as periods, commas, or parenthesis when entering the name.

Name (Family Members) Field Instructions

Name	This field is populated when the remaining fields are entered and the Insert link is clicked.

Name (Recipient Information)Field Instrucitions

Name	Enter the name of the court official or recipient of the deduction. Do not include punctuations, such as periods, commas, or parenthesis when entering the name.

Nature of Action Field Instructions

Nature of Action	To search for transactions by nature of action code (NOAC), enter the NOAC, or enter only the first digit. If you enter only the first digit, all NOACs beginning with that number will be displayed.

New Documents Field Instructions

New Documents	Select this box to run a report on all new transactions that are entered. These transactions are still in the **`Hold`**, **`Pending`**, or **`Incomplete`** in EPIC Web.

New Local or Lodge Code Field Instructions

New Local Or Lodge Code	Enter a code for the new local or lodge for the transfer.

New Password Field Instructions

New Password	Enter your new password.

New Payroll Office or Retirement System Field Instructions

New Payroll Office or Retirement System	Enter the new payroll office or the retirement system, if applicable.

No (Adjustment Flag) Field Instructions

No	**101 Health Benefits** Click this radio button if the employee was/is enrolled in a non-Federal health plan and requires a retroactive adjustment. **102 Life Insurance** Click this radio button if a retroactive adjustment is not necessary.

No (AUO) Field Instructions

No (AUO)	Click this radio button if the employee is ineligible for AUO. The defaults is this field selected.

No (Database Accounting Data) Field Instructions

No	Click this radio button if the accounting data is being entered on the document. The accounting data must be valid for the Agency and located in MASC.

No (Flat Tax Rate) Field Instructions

No (Flat Tax Rate)	Click this radio button if Federal tax is based on the database withholding rate, do not pay flat tax rate, pay at the database withholding rate. The default is this field selected. If this field is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based upon the current Form W-4.

No (Minus Sick Leave) Field Instructions

No	Click this radio button if the employee is indebted and the sick leave is not forgiven, and the debt must be paid. The default is this field selected.

No (Resident of City) Field Instructions

No	Click this radio button if the employee is not a resident of the city where employed. The default is this field blank (neither button is selected).

No (Retain) Field Instructions

No	Click this radio button if the employee is not retaining the position. The default is this field selected.

No (Tax Deferred Code) Field Instructions

No	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax exempt. **185 Flexible Spending Account** Click this radio button if the amount is taxed.

Non-Deferred Amount In Field Instructions

Non-Deferred Amount In	Enter the non-deferred amount in this field or type the percent in the Non-Deferred Percent field.

Non-Deferred Amount Out Field Instructions

Non-Deferred Amount Out	Enter the non-deferred amount out in this field or type the percent in the Non-Deferred Percent field.

Non-Deferred Deduction Amount Field Instructions

Non-Deferred Deduction Amount	Enter the taxable amount for non-Federal benefits in whole dollars. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.PINE

Non-Deferred Deduction Percent Field Instructions

Non-Deferred Deduction Percent	Enter the taxable percent for non-federal benefits. If this amount is entered, the other amount and percent fields are blank. If the document rejects in PINE, and the excess is allowed, select **D** on the Status drop-down.

Non-Deferred Dollar Amount Field Instructions

Non-Deferred Dollar Amount	Enter the dollar amount of the Roth basic pay. If the dollar amount is not applicable, enter a percent in the Percent of Basic pay field. **Or** Enter the dollar amount of TSP Roth catchup contribution by pay period. This amount must be whole dollars. No cents or decimals can be entered in this field. When the Special Employee Code is 01, 02, 03, or 08, 25 percent is calculated into the adjusted salary before determining the maximum deduction.

Non-Deferred Percentage of Basic Pay Field Instructions

Non-Deferred Percentage of Basic Pay	Enter the percent of Roth basic pay. If the percent is not applicable, enter the amount in the Dollar Amount field.

Non-Deferred Percent In Field Instructions

Non-Deferred Percent In	Enter the percent in this field or type an amount in the Non-Deferred Amount field.

Non-Deferred Percent Out Field Instructions

Non-Deferred Percent Out	Enter the percent out in this field or type an amount in the Non-Deferred Amount field.

Non-Front End System Interface (Non-FESI) Field Instructions

Non-Front End System Interface (Non-FESI)	Click this radio button if applicable.

None Field Instructions

None	Click this radio button if the employee did not receive an award. The default is this field selected.

Number of Payments Field Instructions

Number Of Payments	Enter the number of payments to repay the loan.

Number of Pay Periods Field Instructions

Number of Pay Periods	Enter the number of pay periods that the collection should be deducted.

Number of Persons Field Instructions

Number of Persons	Enter the number of persons included in the award.

Optional Line for Check Mailing or DD/EFT Info Field Instructions

Optional Line for Check Mailing or DD/EFT Info	Enter 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. The employee's name is located on the bottom of the check along with a statement indicating an allotment check.

Option 1 Field Instructions

Option 1	Enter 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. If the coverage amount is between $25,000 and $50,000, this field cannot exceed $250,000.

Option 2 Field Instructions

Option 2	Enter the amount of Option 2.

Option 3 Field Instructions

Option 3	Enter the amount of Option 3.

Option Code Field Instructions

Option Code	Enter the applicable option code.

Other Insurance Information Field Instructions

Other Insurance Information	This group is information pertaining to other/supplementary insurance coverage.

Other Insurance Name Field Instructions

Other Insurance Name	Enter the name of the family member's other insurance carrier, if applicable.

Other Insurance Policy Number

Other Insurance Policy Number	Enter the policy number of the insurance carrier listed in the Other Insurance Name field, if applicable.

Overtime Rate Field Instructions

Overtime Rate	Enter 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.

Package Status (HCUP Package) Field Instructions

Package Status	Click the down arrow to select the applicable package status. Valid values are: **`All History Packages`** **`Applied History Packages`** **`Incomplete History Packages`** **`Released History Packages`** **`Pending History Packages`** **`Suspense History Packages`** This field defaults to **`All History Packages`**.

Password Field Instructions

Password	Enter your password.

Pattern Field Instructions

Pattern	Enter the rating pattern. The rating Pattern value and level value must be compatible. For a list of valid values, see the **Rating of Record Table (Pattern)**.

Pay Basis Field Instructions

Pay Basis	Enter the pay basis for the salary the employee will receive for the position, which is fixed by law, regulation, or administrative action. For a list of valid codes, see the **Pay Basis Table** (on page 631). Must be blank for grade retention action. Must be compatible with Basic Pay field (i.e., per annum salary must have Per Annum (PA) pay basis).

Pay Code Field Instructions

Pay Code	Select the drop-down list to display the drop-down menu to select the action being taken. Valid Values are: **Process Award**-Issue payment if applicable, updates Form W-2, Earnings & Leave Statement, IRIS/PINQ/Reporting Center, and 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 Form W 2, Wage and Tax Statement, or Earnings & Leave Statement.

Pay Cola/Post Diff Field Instructions

Pay COLA/Post Diff	Select the applicable value from the list. the valid values are: **0-No** - Do not pay COLA or Post Differential. **1-COLA** - Pay COLA only. **2-Post Differential** - Pay Non-Foreign Post Differential Only. **3-Post Diff & COLA** - Pay both Non-Foreign Post Differential and COLA. Foreign Post differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized by the system cannot pay it automatically. Must submit an SPPS request for payment.

Pay Period Field Instructions

Pay Period	Select the processing pay period number from the down arrow. Valid values are **01** through **27** .

Pay Period Number In Field Instructions

Pay Period Number In	Enter the pay period number.

Pay Period Number Out Field Instructions

Pay Period Number Out	Enter the amount of the base pay. Enter the amount in dollars and cents using a decimal. (XXXXX.XX)

Pay Period Year Field Instructions

Pay Period Year*	Enter the four position pay period year (XXXX) the transaction is effective.

Pay Period Year In Field Instructions

Pay Period Year In	Enter the pay period year.

Pay Period Year Out Field Instructions

Pay Period Year Out	Enter the pay period year.

Pay Plan Field Instructions

Pay Plan	Select the type of plan prescribed by law or another authoritative source that governs the compensation paid to an employee from the drop-down list. 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. See the **Pay Plan Table** for specific information on which codes to use. Must be compatible with the appointing authority. Pay plan must be compatible with quality step increase. Federal Wage System pay plan must be compatible with occupational series code in PMSO. Must be same as saved grade pay plan for grade retention termination.

Pay Rate Determinant Field Instructions

Pay Rate Determinant	Enter 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** (on page 645).

Payment Identification Field Instructions

Payment Identification	Enter any applicable payment information in this field.

Payment Refund Amount Field Instructions

Payment Refund Amount	Enter the amount of the payment.

Pending Document Field Instructions

Pending Document	Select this box to run a report on all transactions that are *Pending* in EPIC Web.

Percentage of Earnings (Arrears) Field Instruction

Percentage of Earnings	Enter the arrears percentage of disposable income to be deducted each pay period

Percentage of Earnings (Court) Field Instructions

Percentage of Earnings	Enter the court ordered percentage.

Percent Field Instructions

Percent	Enter the deduction amount per pay period if the deduction is to be made as a percent. If this field is complete, leave the Deduction Amount field blank. **Or** Enter the deduction percent if the amount to be deducted each pay period is to be based on a percentage. If this field is completed, do not enter an amount in the Amount field. Note: A percentage can not be entered for Plan Code 05. For a list of values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.

Percent (104 Thrift Savings Plan) Field Instructions

Percent	Enter the deduction percent if the amount to be deducted each pay period is to be based on a percentage. If this field is completed, do not enter an amount in the Amount field. Note: A percentage can not be entered for Plan Code 05. For a list of values, see **Non-Federal Thrift Savings Plan Deduction Percent Code Table**.

Percent of Annual Compensation for Services Performed Outside the City? Field Instructions

Percent of Annual Compen. for Services Performed Outside the City?	Enter the percentage of time spent outside the city if the employee performs 25 percent or more of the work outside the duty station city.

Percentage of Base Pay Field Instructions

Percentage of Base Pay	Enter the percentage of base pay to be paid for foreign language allowance. The valid values are `05`, `10`, or `15`.

Percent of Basic Pay Field Instructions

Percent of Basic Pay	Enter the percent of basic pay. If the percent is not applicable, enter the amount in the Dollar Amount field.

Personnel Contact Field Instructions

Personnel Contact	Enter the area code and phone number of the personnel office contact.

Personnel Office Identifier Code Field Instructions

Personnel Office Identifier	Enter the Personnel Office Identifier (POI) to search for transactions for a specific personnel office.

Personnel Office Identifier (HCUP Package) Field Instructions

Personnel Office Identifier	Enter the four-position POI.

Phone Field Instructions

Phone	Enter the employee's work telephone number starting with the area code.

Physical Room Field Instructions

Physical Room	Enter the employee's work physical room number.

Plan Code Field Instructions

Plan Code*	Enter the Plan Code. For a list of valid values see the applicable table: **Non-Federal Life Insurance Plan Code Table** **Non-Federal Flexible Spending Account Table** **Non-Federal Retirement Plan Code Table** **Non-Federal Thrift Savings Plan Code Table**

PMSO Agency Field Instructions

Agency	Enter 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 Central Personnel Data File (CPDF) and printed on the SF-50B; the NFC assigned code is shown on all other output. This field is the first level of organizational structure code. 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.

PMSO Department Code

Dept	Enter the Department code to which the employee is assigned.

PMSO Key Field Instructions

PMSO Key	The PMSO key groups the following fields: Dept, Agency, POI, Grade, MR #, and IP # for a position. All data elements in the PMSO Key group 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.

PMSO POI Field Instructions

POI	Enter the agency's POI. The POI identifies the personnel office to which the position is assigned.

POI Field Instructions

POI	Enter the Agency POI code that identifies an Agency personnel office. The POI identifies the personnel office to which the employee is assigned.

POI (Reports) Field Instructions

POI	Enter the 4-position POI. This field allows the report to be run at the POI level.

Policy Number Field Instructions

Policy Number	Enter the policy number of the other private insurance policy.

Position Occupied Field Instructions

Position Occupied	Enter the code that indicates if the position is in the competitive service, excepted service, or SES. 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.

Pre-Tax Premium Field Instructions

Pre-Tax Premium?	This field defaults to **Yes** (the employee elects for PC-HC). The employee can only change this option to **No** during the annual Open Season or via a Qualified Life Event (QLE). This field indicates if the premium is deducted before or after tax deductions. For more information on Qualified Life Events, see **Health Benefits Premium Conversion**. The Open Season usually runs from mid-November to mid-December with an effective date in early January each year.

Prior Pay Period Adjustment Code field Instructions

Prior Pay Period Adjustment Code	Enter **9** if deductions were made in error or if the cancellation notification was received after the revocation date; otherwise, leave blank.

Prior Year Leave Balance Field Instructions

Prior Year Leave Balance	Enter the prior year annual or sick leave balance.

Private Code Field Instructions

Private Code	Enter **1** for private employees who do not contribute to a Government retirement system. Enter **2** for public employees who contribute to a Government retirement system. This field indicates if the employee contributes to a Government retirement system.

Private Ins Name Field Instructions

Private Ins Name	Enter the name of the private insurance company in which the employee is enrolled.

Probationary Period Start Date field Instructions

Probationary Period Start Date	Enter the beginning date of a 1-year probationary (or trial) period. The system automatically removes the date after 1 year of creditable service. Also select the calendar to select the date. 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 ascension if previous service is unknown. Cannot be later than effective date of action. PPS generates the effective date of the action as the probationary period start date if a date is not entered for the following NOACs: Code-Description 100-Career Appointment 101-Career Conditional Appointment 140-Reisinstatement-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 **160 Leave Data Transfer** on the list of Payroll documents.

Processing Status List Field Instructions

Processing Status List	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.

Processing Status Totals Field Instructions

Processing Status Totals	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.

Puerto Rico Only: Personal Exemptions Field Instructions

Puerto Rico Only: Personal Exemptions	Enter the personal exemption being claimed. Enter **0** if the employee marked none in Section A, personal Exemptions, of the exemption form. Enter **1** if the employee marked **Complete** or **Half**. Only Marital Status **N** can claim **Half** personal exemption.

Quarters Deduction Field Instructions

Quarters Deduction	Quarters Deduction groups the Rate and Amount fields to show the amount deducted for quarters, utilities (in-kind allowances). For a list of valid codes, see the **Quarter Deduction Table**. Quarters deductions are applicable to the following Agency codes only; 03, 11, 16, 17, 34, 54, 70, and 71.

Rate Field Instructions

Rate	Enter 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**. Quarters deductions are applicable to the following Agency codes only: 03, 11, 16, 17, 34, 54, 70, and 71. Complete if Amount field is completed. Complete the quarters deduction amount and rate for a change in quarters personnel action.

Receipt Account Number Field Instructions

Receipt Account Number	Enter the receipt account number for the garnishment in the following format: Position 1 - 3 - 000 Position 4-5 - Type the deduction code Select **New** from the drop-down list to enter a new Charitable contribution. Position 6-12 - Agency Assigned Sequential Number Note: If the garnishment is for a State or local levy, type **ST** or **LO** in positions 11-12.

Recredited Hours Field Instructions

Recredited Hours	Enter the number of recredited hours. This field is entered as hours and quarter hour. The quarter hour valid values are **.00**, **.25**, **.50**, and **.75**.

Recruitment Bonus/Student Loan Field Instructions

Recruitment Bonus	Enter the dollar amount of the recruitment bonus and/or student loan. This field is displayed on the following documents: 815 Recruitment Incentive 817 Student Loan Repayment 984 Share of Equivalent Increase

Reduction in Credits Field Instructions

Reduction in Credits	Enter the number of hours the annual or sick leave is to be reduced.

Relationship Field Instructions

Relationship	Select data from the drop-down list. This field is the relationship of the family member to the employee. The valid values are: **Spouse** **Adopted Child** **Foster Child** **Step Child** **Unmarried Dependant Child Under 22** **Unmarried Disabled Child Over 22**

Relocation Bonus Field Instructions

Relocation Bonus	Enter the dollar amount of the relocation bonus. This field is displayed on the following document: 816 Relocation Incentive

Remark Code Field Instructions

Remark Code	The required remarks codes are system generated based on the NOAC entered in the Code field; Agency-entered optional remarks codes are system generated from the remark code entered in the Detail Remark field. Note: Remark code 499 + can only be used once per document.

Remark (234-Character Limit) Field Instructions

Remark	Enter remarks if an Event Code is entered.

Restored A/L Hours Paid Field Instructions

Restored A/L Hours Paid	Enter the total number of hours to be paid. The hours must agree with the hours on the database. This field is entered as hours and quarter hour. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

Retained Expd Field Instructions

Retained Expd	Enter the date the rate expires. You can also select the calendar icon to select the date.

Retained Information Field Instructions

Retained Information	Information pertaining to the position being retained when the employee is eligible for grade retention. Complete these fields when the salary record (Information/Research Inquiry System Program IR101) does not reflect the retained information.

Retention Percent Field Instructions

Retention Percent	Enter the percentage rate for the retention bonus. This field is displayed on the following documents: 827 Retention Incentive 810 Change in Differential 890 Misc Pay Adj 894 General Adjustment 896 Group Increase 897 Pay Reduction

Retirement Plan* Field Instructions

Retirement Plan*	Select the 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 from the drop-down list. For a list of valid codes, see the **Retirement Plan Table** (on page 649).

Routing Number Field Instructions

Routing Number	Enter the financial organization's routing number. The first 2 positions must be `01` through `12`, `21` through `32`, or `90` through `91`.

Salary Share Amount Field Instructions

Salary Share Amount	Enter the portion of the employee's annual salary which is being paid by a non-Federal organization, the Civil Service Retirement System, or the Federal Employees Retirement System fund. 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 PPS. 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 the Payroll/Personnel Inquiry System 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 transaction code 68, Emergency Military Leave, in order for the employee to be paid for the 22 days of military leave offset.

Salary Share Code Field Instructions

Salary Share Code	Enter the source which shares with the Agency in paying the employee's salary. For a list of valid codes, see the **Salary Share Table** (on page 653).

Scale Field Instructions

Scale*	Enter the appraisal scale rating code. Valid values are **D1**, **D2**, **D3**, **F1**, **F2**, **F3**, **F5**, **G1**, **G2**, **G3**, **G4**, **H1**, **H2**, **H3**,**H4**,or **H5**. See the **Record of Rating (Pattern)** status code table for further description of the values.

SCD Leave* Field Instructions

SCD Leave*	Enter the date which reflects all service creditable for earning annual leave. You can also select the calendar icon to select the applicable date.

SCD Retirement* Field Instructions

SCD Retirement*	Enter the date which reflects all service creditable for retirement purposes. You can also select the calendar icon to select the applicable date. Must be blank for retirement plans other than Civil Service Retirement System or Federal Employees Retirement System (coverage codes **2**, **4**, **5**, **J**, **X**). Must be completed if different than Service Computation Date Leave. Cannot be later than effective date of action. System generated for Nature of Action Codes 100, 140, 141, and 170.

SCD RIF Field Instructions

SCD RIF	Enter the Service Computation Date (SCD) for reduction-in-force purposes. You can also select the calendar icon to select the date. 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.

SCD TSP Field Instructions

SCD TSP	Enter the beginning date of the vesting period for the 1 percent Government contribution to TSP. You can also select the calendar icon to select the applicable date. 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.

SCD WGI Field Instructions

SCD WGI	Enter the date from which service is to be credited toward the employee's next within-rate salary increases. 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. 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 Government service is unknown, enter the effective date of the action. Must be zeros for grade retention if the employee is ineligible for a WRI. System generated for NOACs 100, 101, 102, 103, 104, 140, 141, and 170.

School Code Field Instructions

School Code	Enter the school code for the degree or certificate. For a list of school codes, see TMGT Table 036, School Identification. A report may be run by using the **R** option on TMGT Table 036.

Second Line Street Address Field Instructions

Second Line Street Address	Enter the second line street address, if applicable.

Select a Field to be Updated Field Instructions

Select A Field To Be Updated	Use the scroll bar to find the applicable value.

Servicing Agency Field Instructions

Servicing Agency	Enter the Agency code of the servicing Agency to search for transactions for an Agency serviced by another Agency.

Servicing Agency (HCUP Package) Field Instructions

Servicing Agency	Enter the two-position servicing Agency code.

Servicing Agency (Reports) Field Instructions

Servicing Agency	Enter two-position servicing Agency code. This field allows the report to run at the Servicing Agency level when the Agency is serviced by another Agency.

SSN (Family Members) Field Instructions

SSN Family Member	Enter the family member's Social Security number.

SSN Field Instructions

SSN	Enter the employee's SSN.

SSN Participant (Family Members) Field Instructions

SSN Participant	This field is populated when the remaining fields are entered and the Insert link is clicked.

SSN (Reports) Field Instructions

SSN	Click this radio button to sort report by SSN of the employee on the transaction.

Special Employee* Field Instructions

Special Employee*	Select the code that identifies employees belonging to special categories of pay processing not accommodated in any other portion of Payroll/Personnel System from the drop-down list. 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 Employment Program Field Instructions

Special Employment Program	Select the code that identifies employees in special employment programs from the drop-down list. For a list of valid codes, see the **Special Employment Program Table**. Below is a table of the special employment programs code with the appropriate work schedule and type appointment code. Spec Emp Prog-Work Schd-Type of Appt-Emp 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 66, 67-F, G, I, J, P, Q, S, T- - F, G 00-F, G, P, Q, S, T-09-H 66, 67-- -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 (Commission on Security and Cooperation in Europe) and 97 (Government Accountability Office) only.

Special Population Code Field Instructions

Special Population Code	Enter the code that defines the disposition of the individual position in Position Management System Online. For a list of valid codes, see the **Position Classification Code Table**.

Start Date Field Instructions

Start Date	Enter the start day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: • Holidays are included as regular works days in the projected dates. • The dates must be later that the separation action effective date. • Do not complete for an interim lump sum payment.

State Code Field Instructions

State Code	Enter the State code. The State code can be found on TMGT, Table 015, For APO, FPO, and DPO addresses, type **91** for America; **92** for Europe; **93** for Pacific.

State Code (Tax) Field Instructions

State Code	Select a State code from the drop-down list. The two-position numeric code and the 2-position alpha code are both displayed in this field. Note: The State code on tax documents and duty station State must agree to begin tax deduction.

State Field Instructions

State	Enter the standardized abbreviation for the state or select the state from the drop-down list. Do not include punctuations, such as periods, commas, or parenthesis when entering the address.

State (Professional Certification) Field Instructions

State	Select a State code from the drop-down list. The State field must be completed for Professional Certification Codes **01** and **02**. The State field must be blank for Professional Certification Codes **01**, **03**, **04**, and **05**.

State (Recipient Information) Field Instructions

State	Enter the two-position alpha State abbreviation code. Do not include punctuation, such as periods, commas, or parenthesis in the State.

Station Field Instructions

Station	Enter the accounting station that will be charged for payment when the employing Agency is not charged.

Status Code Field Instructions

Status Code	Enter the code that indicates the disposition of a document. The valid values are **H** (hold); **I** (incomplete); **R** (release); **S** (suspense); **W** (waiting). For a complete list and explanation of status codes, see **Status Code Tables**. **Reports** Click this radio button to sort the report by status code period. **Remarks** The status codes are system generated to indicate if the remark description is complete or requires a literal. If the status code is **W** (waiting remarks literal fill-in description), click 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.

Step Field Instructions

Step	Enter the specific step within a grade, level, class, rank, or pay band.

Student Loan Field Instructions

Student Loan	Enter the amount of the student loan. This field is displayed on the following document: 817 Student Loan Repayment

Summary Rating Score Field Instructions

Summary Rating Score	Enter the rating of score. Must be **10** through **70** for DoC and **10**, **20**, or **95** for the National Institute of Standards and Technology. For a list of valid values, see the **Performance Appraisal Summary Rating Score Table (DOC Only)**.

Sup/Managerial Probationary Period Required Field Instructions

Sup/ Managerial Probationary Period Required	Enter 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 Field Instructions

Sup/ Managerial Start Date	Select the starting date for the supervisory/managerial probationary period, or for an SES probationary period. You can also select the calendar icon to select the date. Must not be later than the effective date of the personnel action. 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. Supervisory code must be **1** or **3** if this field contains a date.

Supervisory Percent Field Instructions

Supervisory Percent	Enter the percentage rate for the supervisory allowance. This field is displayed on the following document: 810 Change In Differential

Suspense Document Field Instructions

Suspense Document	Click this box to run a report on all transactions that have failed the PINE edits and have the status of *Unapplied*.

Suspense Error Counts Field Instructions

Suspense Error Counts	Click this radio button to run this report. After a selection is made in this field, the page is expanded with additional fields depending upon the selection made.

Svc Oblig End Date 1 Field Instructions

Svc Oblig End Date 1	Select a date from the calendar icon. This field is the date the employee's obligation date expires. Complete this field if the Service Obligation Type 4 field is completed.

Svc Oblig End Date 2 Field Instructions

Svc Oblig End Date 2	Select a date from the calendar icon. This field is when the employee's service obligation is completed.

Svc Obling End Date 3 Field Instructions

Svc Obling End Date 3	Select a date from the calendar icon. This field is the date the service ends.

Svc Oblig End Date 4 Field Instructions

Svc Oblig End Date 4	Select a date from the calendar icon. This field is the date the employee's obligation date expires. Complete this field if the Service Obligation Type 4 field is completed.

Svc Obligation Type Cd 1 Field Instructions

Svc Obligation Type Cd 1	Select a code and reason from the drop-down menu. This field is the reason for the employee's service obligation. The valid values are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**

Svc Obligation Type Cd 2 Field Instructions

Svc Obligation Type Cd 2	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid values are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**

Svc Obligation Type Cd 3 Field Instructions

Svc Obligation Type Cd 3	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid value are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**

Svc Obligation Type Cd 4 Field Instructions

Svc Obligation Type Cd 4	Select a code and reason from the drop-down list. This field is the reason for the employee's service obligation. The valid value are as follows: **01 - Training Received** **02 - Student Loan Repayment** **03 - Paid Move** **04 - Relocation Incentive** **05 - Recruitment Incentive** **06 - Retention Incentive**

Tangible Benefits Field Instructions

Tangible Benefits	Enter **1** if the value of the award is based on tangible benefits; otherwise, go to the next field.

Taxable Field Instructions

Taxable	Click the applicable radio button that indicates if the allowance is taxable or tax exempt. Click the **Yes** radio button if the allowance is taxable; click the **No** radio button if the allowance is tax exempt.

Tenure Field Instructions

Tenure	Select the retention group (for RIF purposes) in which the employee is placed, based on the type of appointment from the drop-down list. For a list of valid codes, see the **Tenure Table**.

Temporary Employee Pay Full Premium Field Instructions

Temporary Employee Pay Full Premium?	Select **Yes** or **No** from the drop-down list. This field indicates that a temporary employee is required to pay both the Government share and employee share of FEHB premiums. If the employee is in a temporary position and must pay both the employee share and Government share of the health benefits premium, select **Yes**. 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, select **No**. If **No** is selected, the document rejects in PINE for verification of full premium payments. When the document rejects, select **I** (Override Code) on the drop down if the employee is eligible to pay only the employee share of the health benefits premium. If the field was entered incorrectly, process payroll document type 030, Master File Change, and update the FEHB Part Time Coverage Code field. Leave blank if the employee is not in a temporary position.

Third Line Street Address Field Instructions

Third Line Street Address	Enter the third line street address, if applicable.

To Date Field Instructions

To Date*	Enter the date or select a date from the calendar icon.

Total Amount (Arrears PP Deduction) Field Instructions

Total Amount	Enter the total amount in arrears.

Total Amount (Court Cost PP Deduction) Field Instructions

Total Amount	Enter the total amount to be deducted per pay period that was ordered by the court.

Total Amount (Court Ordered PP Deduction) Field Instructions

Total Amount	Enter the court order amount ($0.00).

Total Amount (Flexible Spending Account/Severance Pay) Field Instructions

Total Amount	**185 Flexible Spending Account** Enter 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 positions of the field. Bi-weekly deductions will be the total amount divided by the number of pay periods remaining in the plan year. The amounts below apply to non-Federal benefits. The minimum amount for an account for most Federal Agencies is $250, and the maximum is $5000. Below is a list of the minimum and maximum annual amounts for each dependent care account. Agency-Department Care Minimum-Department Care Maximum ARC - $1 - $5000 FCA - $130-$5000 FCSIC - $130-$5000 FDIC - $100-$5000 OCC- $100-$5000 Below is a list of the minimum and maximum annual amounts for each health care account. Agency-Health Care Minimum - Health Care Maximum ARC-$1-$5000 FCA-$130-$5000 FCSIC-$130-$5000 FDIC-$100-$2500 OCC-$100-$2500 RTC-$100-$2500 **128 Severance Pay** Enter the total severance pay amount in dollars and cents. This field is the amount the employee is entitled to receive.

Total Hours to be Paid Field Instructions

Total Hours to be Paid	Enter the total amount of leave hours to be paid. The hours must agree with the hours on the database. This field is entered as hours and quarter hours. The quarter hour valid values are `.00`, `.25`, `.50`, or `.75`.

Total Leave End Date Field Instructions

Total Leave End Date	Enter the total leave end day in MM/DD/YYYY format or select a date from the calendar icon. The following are conditions for the Start Date: Holidays are included as regular works days in the projected dates. The dates must be later that the separation action effective date. Do not complete for an interim lump sum payment.

Total Lines of Accounting Data Field Instructions

Total Lines of Accounting Data	This field is populated with the number of lines of accounting data listed on the Accounting Data page. If the Use Database Accounting Data field is coded **Yes** (use database accounting), **000** is displayed in this field.

Total Number of Allowances Claimed Field Instructions

Total Number of Allowances Claimed	**City** Enter 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, type the alpha (**A-Z**) to represent the number of additional exemptions claimed (e.g., **A=1**, **B=2**, **C=3**, etc., up to **Z=26**). Otherwise, type **0** (zero). In the second and third positions, type the number of exemptions claimed. If less than **10**, proceed with **0** (zero). **State** Enter the total number of allowances claimed. For Arizona State tax, valid values are **100**, **190**, **230**, **250**, **310**, and **370**. **Federal** Enter the total number of allowances claimed. 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**.

Tour of Duty Hours Field Instructions

Tour of Duty Hours	Enter 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 two positions and zeros (or fractions) in the last two 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.

Traditional Choice Since 11/01/96 Field Instructions

Traditional Choice Since 11/01/96	Select **Yes** or **No** from the drop-down list. This field indicates if an FDIC employee was enrolled prior to November 1, 1996. This field applies to FDIC only. If the employee was enrolled continuously in the plan since November 1, 1996, select **Yes**. If the employee was not enrolled in the plan, or was not enrolled continuously, select **No**.

Transaction Field Instructions

Transaction*	Select **Add**, **New**, **New Enrollment**, or **Enroll** from the drop-down list. **Thrift Savings Plan** Select **Add**, **New Enrollment** or **Non Participating** from the drop-down list. Select **New Enrollment**, **Change Contributions** or **Stop Contributions** from the drop-down list. **Restored Annual Leave** Select **New** from the drop-down list 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. **Health Benefits Registration** Select data from the drop-down list. Only the applicable options will be displayed.

Tricare Field Instructions

TRICARE	Click this check box if the other insurance is TRICARE. **Or** Click this check box if the family member is covered by TRICARE.

TSP Eligibility Code Field Instructions

TSP Eligibility Code	Select the code that identifies whether or not a FERS, CSRS, Offset, or FERS employee is eligible to participate in FERS from the drop-down list. 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.

Type Account Field Instructions

Type Account	Click the drop-down arrow to select the type of account in which the allotment amount is being deposited. The valid values are **`Checking`** , **`Savings`**, and **`Health Care`**.

Type Appointment Field Instructions

Type Appointment	Select the type appointment code for which the employee has accepted the position from the drop-down list. 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. If the change is from temporary to permanent type appointment, complete the SCD RIF.

Type Deduction Code Field Instructions

Type Deduction Code	Enter the applicable code to indicate the deduction type. For a list of valid values, see **Type Deduction Code Table**.

Unexpired A/L Hourly Rate Amount Field Instructions

Unexpired A/L Hourly Rate Amount	Enter the hourly rate of the unexpired annual leave hours.

Unexpired A/L Hours Field Instructions

Unexpired A/L Hours	Enter the number of unexpired annual leave hours. This field is entered as hours and quarter hour. The quarter hour valid values are `.00`, `.25`, `.50`, and `.75`.

Uniform Service Status Field Instructions

Uniform Service Status	Select the employee's current military status from the drop-down list. For a list of valid codes, see the **Uniform Service Status Table**.

Union* Field Instructions

Union*	Enter the union/association code. The union/association code can be viewed on IRIS Program IR308.

User ID Field Instructions

User ID	ID of a specific user. **HCUP Package** Enter the user ID of the processor who entered the original package. This field defaults to the user ID of the processor currently logged in to EPIC Web. A user may delete and/or change the current user ID to search for HCUP packages entered by other users. **Reports** Select this radio button to sort the report by user ID. **Search** Enter the user ID to search for transactions entered or last updated by a specific user. This field defaults to the user ID of the user currently logged into EPIC Web.

Var Ft Reg Tod Pt Emp Field Instructions

Var Ft Reg Tod Pt Emp	Enter the number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full time (usually 80 hours).

Variable Field Instructions

Variable	This field is the variable shift rate for Federal Wage Shift (FWS) employee. The variable field is entered as hours and quarter hours. the quarter hour valid values are `.00`, `.25`, `.50`, and `.75`. Complete at least one shift for a FWS employee.

Verify Amount Field Instructions

Verify Amount	Enter the monetary amount of the award for verification.

Verify Basic Pay* Field Instructions

Verify Basic Pay*	Enter the basic salary amount when the salary cannot be verified in TMGT. The basic salary amount for certain pay plans (i.e., Administratively Determined) 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.

Veterans Preference* Field Instructions

Veterans Preference*	Select the employee's category of entitlement to preference in the Federal service based on military service that terminated honorably from the drop-down list. For a list of valid codes, see the **Veterans Preference Table**. Must be completed for a change in veterans preference action. Complete the Agency Use field as follows for NOAC 300 through 304, 312, 350, 354, 356, and 976. Military Retired Pay Recipient-Military Retired Waiver 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.

Veteran's Preference (RIF)* Field Instructions

Veterans Preference (RIF)*	Select the code that identifies employees who are entitled to veterans preference for reduction in force (RIF) purposes from the drop-down list. For a list of valid codes, see the **Veterans Preference** RIF **Table**.

Veterans Status Field Instructions

Veterans Status	Select the code that identifies veterans from the drop-down list. For a list of valid codes, see the **Veterans Status Table**.

Work Schedule Field Instructions

Work Schedule	Select the code that identifies the basis for which an employee is scheduled to work from the drop-down list. For a list of valid codes, see the **Work Schedule Table**.

Year Degree Attained Field Instructions

Year Degree Attained	Enter the calendar year the employee received the academic degree or certificate for the education level. Complete when the educational level is 06, 10, or 13 and above. Must be 17 years later than date of birth.

Year Field Instructions

Year	Enter the year of the effective pay period for which the deductions are to begin.

Year Leave to be Used Field Instructions

Year Leave to be Used*	Enter the beginning year of annual leave restoration.

Year Received Field Instructions

Year Received	Enter the year the employee received the degree. If the Education Level is **04**, **07**, **08**, **09**, **11**, or **12**, this field must be blank or zeros. Type the year the employee received the professional certification. 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**.

Yes (Adjustment Flag) Field Instructions

Yes	**101 Health Benefits** Click this radio button 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. Bypass the selection if the effective date is the same as the processing pay period. **102 Life Insurance** Click this radio button 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.)

Yes (AUO) Field Instructions

Yes	Click this radio button if the employee is eligible for AUO.

Yes (Database Accounting Data)Field Instructions

Yes	Click this radio button if the database accounting is used for the payment. The accounting data must be stored on PPS database if **Yes** is selected. The accounting data must be valid for the Agency and must be stored in Management Accounting Structure Codes (MASC) Table.

Yes (Flat Tax Rate) Field Instructions

Yes	Click this radio button if Federal income tax is based on the 27 percent withholding rate.

Yes (Resident of City) Field Instructions

Yes	Click this radio button if the employee is a resident of the city where employed. The default is this field blank (neither button is selected).

Yes (Tax Deferred Code) Field Instructions

Yes	**101 Health Benefits** Click this radio button if the 101 Health Benefits are tax deferred. **185 Flexible Spending Account** Click this radio button if the amount is taxed deferred.

Yes (Minus Sick Leave) Field Instructions

Yes	Click this radio button if the employee is indebted for sick leave that is forgiven. This sick leave balance on the database must be negative hours.

Yes (Retain) Field Instructions

Yes	Click this radio button if the employee is retaining the position.

Zip Code Field Instructions

ZIP Code	Enter the five-digit required ZIP Code. The ZIP Code can be found on TMGT, Table 015.

Zip+4 Code Field Instructions

ZIP+4 Code	Enter the optional ZIP+4 code. The ZIP Code can be found on TMGT, Table 015.

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