# Processing Tips for History Corrections and Cancellations

EPIC History Correction (HCUP) packages that do not contain a "starting/ending indicator" are also known as residual EPIC History Correction packages.

Prior to starting a new HCUP package, the processor will "search" to determine if previous actions or HCUP packages exist. When there are no existing actions or packages the processor will start a new HCUP package. The residual HCUP packages are found when a processor receives a message indicating the "EPIC HCUP package already exists" after the search revealed no packages or actions.

- The residual HCUP packages are created for a variety of reasons. The reasons include, but are not limited to:

- Two different agencies each entering a single action or a HCUP package that process through the same pass of PINE. The actions merge into one HCUP package and depending on the security access levels the whole package may or may not be seen by the different agencies. If one agency can only see a partial package and deletes that package, the other portion is left without the starting and/or ending HCUP indicators.

- When actions are submitted for processing on an employee who has been paid, the PINE/NFC System puts a single action into a "Future" status and all error messages are deleted. If the actions comprise a HCUP package, the most current action of the package is sent to the "Future" file and all other actions are deleted when the error messages are deleted. On Monday after PAYE, PINE looks to marry the "Future" actions with any HCUP packages. If the packages are in the job stream PINE allows the actions to process normally. If the packages are not in the job stream, PINE codes the actions for deletion. On Tuesday, normal processing routines resume.

Processors should coordinate the processing of actions to avoid conflicts; assure they are processing within the timeframes of the payroll/personnel processing cycle/schedule; and review/validate all actions prior to entering an action or HCUP package.


## Research Materials

**HR and Payroll Processing Publications**