

## Quick Reference Card | SPPS Web Adjustments

### Special Processing Overview

Agencies are occasionally faced with the need to override automated payroll processes. The National Finance Center (NFC) processes certain Agency requests for manual payments and adjustments in Special Payroll Processing System (SPPS) Web. The system allows Agency officials to electronically transmit, update, and view any manual request, including manual payments and any other payroll transactions not processed automatically through the Payroll/Personnel System (PPS).

### Using SPPS Web

Agencies can use SPPS Web to submit the following requests:

- Annual/Restored Leave
- Cash Awards/Special Bonuses
- Compensatory Time
- Credit Hours
- Settlement Backpay
- Student Loans
- Miscellaneous Payments
- Other conditions requiring NFC to process

**Quick Tip:** In order to prevent a duplicate adjustment from being processed, search for related transactions before creating a new record.

### Manual Payments

You must submit a request to NFC for processing a manual payment or adjustment by adding the request to SPPS Web Adjustments and then clicking the Release to NFC icon. Only Agency-authorized individuals with approval permissions can release a request to NFC.

Once received, NFC will process your request. Processing duration may vary based on the complexity of the request. Once processed, payment will be disbursed on the next manual pay schedule, Monday – Friday at 11:00 A.M. Central Time (CT), excluding Federal holidays. SPPS requests that are left in status “6” are not released to NFC for processing.

An NFC-29 Form will update the gross to net computation on Screen 032 in Payroll/Personnel Inquiry System (PINQ) when payroll processes. This will update the totals on the Earnings and Leave Statement and the W-2, so that your employees can see the change on their Employee Personal Page (My EPP).

Manual requests require submission of a hard-copy package to NFC including the AD-343 requiring back-up for Federal Erroneous Retirement Coverage Corrections Act (FERCCA) or Bureau of Employee Compensation (BEC) case (for leave buyback requests).\*

*Note: AD-343s for collections are sent to Administrative Billings and Collection (ABCO) via fax to 303-205-3216.*

### FERCCA Adjustments

SPPS Web is used to process adjustments to an employee’s retirement record. When a Retirement Coverage Code (RCC) is corrected in EPIC, EmpowHR, or an Agency HR system, PPS will revalidate the database records for the past 26 pay periods.

If the RCC is a **Federal Erroneous Retirement Coverage Corrections Act (FERCCA)** case, the following hard-copy documents must be submitted to NFC, Attention FERCCA Group:

- AD-343, identifying it as a FERCCA case, stating the RCC change, the inclusive dates of adjustment, if TSP is to be adjusted, and your Agency accounting code
- Copies of the corrected SF-50s
- Copy of the employee’s FERCCA election form
- If applicable, copy of the SF-2806 or SF-3100, Individual Retirement Record (prior to conversion to NFC)
- If available, copy of historical salary data (prior to conversion to NFC)

#### What is FERCCA?

The Federal Erroneous Retirement Coverage Corrections Act provides relief for employees, former employees, annuitants and their survivors with a retirement coverage error that existed for three or more years of service after December 31, 1986.

**\*NOTE:** Whenever you fax or e-mail any paperwork with personal information, you must protect personally identifiable information (PII). Completely mark out all digits, except for the last four digits, in the social security number to protect employees’ identities.



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### Leave Buyback Step-by-Step Procedures

*[Your steps are written in bold]*

1. Employee requests to repurchase leave used for medical care or disability resulting from a job-related injury or illness and provides medical documentation to support the dates of the claim.
2. **Agency reviews medical documentation against the Office of Workers' Compensation Program (OWCP) process to determine employee eligibility and give the employee Form CA-7a to complete once eligibility is confirmed.**
3. **Agency forwards the completed and certified package to NFC to calculate the amount before sending the package to OWCP.** (including a Form AD-343 with an authorized signature which can be verified on TMGT Table 63). (Skip to Step 5 if forwarding the package directly to Department of Labor (DOL).)
  - **If you need NFC to calculate the amount, submit a completed Form CA-7a via fax.**
    - Upon receipt of Form CA-7a, NFC completes Form CA-7b and transmits it back to you via fax within 7 working days. *(To expedite the process, please include your fax number on your transmission so NFC can transmit CA-7b via fax.)*
4. **Upon receipt of Form CA-7b, Agency reviews NFC's calculation and if in agreement, proceed to the next step.** If you disagree with the calculation, notify NFC of the discrepancy via fax.
5. **Agency signs and completes the Employing Agency Address for Check field.**
6. Employee completes and signs Section III, Employee Claim, of CA-7b.
7. **Agency forwards the package to DOL.**
8. OWCP approves the claim then forwards the applicable approval form letter CA1208 or CA1208a to the employee; OWCP forwards the compensation check and applicable documentation to your Agency.
9. Employee elects the repayment method. The employee may elect to repay through payroll deductions each pay period until the bill is paid in full or may elect to pay the full amount by check or a one-time payroll deduction.

**You must advise the employee of the leave buyback repayment amount to reinstate the leave and agree to the information on the CA-7a prior to submission to Department of Labor.**

10. **Agency submits the OWCP compensation check and package to NFC, Payroll Processing Branch at the mailing address listed on <https://help.nfc.usda.gov/publications/SPPSWEB/index.htm#48323.htm>. Include Form CA-7a or CA-7b, Form letter CA1208 or CA1208a, and Form AD-343.**
11. NFC will verify the information and issue a bill.
12. The Agency must contact ABCO for a "Leave Restoration Letter".
13. **Agency restores the leave in the database using the Time Inquiry - Leave Update System (TINQ); it is not necessary to submit corrected Time and Attendance (T&A) reports to NFC to change the annual or sick leave to leave without pay.**

The following documents are not part of the OWCP package:

- T&A reports
- Leave audits
- Copies of personnel actions

### Processing Interest on Backpay

To process interest on backpay, you must submit a request in SPPS Web after making a determination that interest is due. The request will only be for payment of the interest that is due to the employee.

#### Your responsibilities:

- Make the determination to pay interest on backpay **(over 30 days, interest is due)**
- Submit a SPPS Web Adjustments request to NFC

**\*NOTE: Whenever you fax or e-mail any paperwork with personal information, you must protect PII. Completely mark out all digits, except for the last four digits, in the social security number to protect employees' identities.**