

Personnel Edit Subsystem (PINE) Edit Messages

This is the Web version of the PINE procedure. If you compare this version to the hardcopy, you may see the following differences:

- **In all procedures**, fonts have been changed for web publishing, and as a result, some shifting in text may have occurred.
- **In amended procedures**, the amended pages (if any) have been interfiled, and where applicable, point pages were eliminated. As a result, repagination may have occurred. Also, amendment marks (arrows and stars) have been removed, and amendment numbers in the footer have been replaced with an issue date.

This document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you're jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you're jumping to is in the lower part of a page, you'll have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

NFC

Procedures



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

Updated May 2009

Personnel Edit Subsystem (PINE) Edit Messages

TITLE I
Payroll/Personnel Manual

CHAPTER 10
Correction Process Procedures

SECTION 2
Personnel Edit Subsystem (PINE) Edit Messages

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Latest Update Information

The following Personnel Edit Subsystem (PINE) Edit Messages have been modified and/or added to PINE:

Description of Change	Page
PINE Edit Message 856, Date-CBPO-RET-SCD Must Have Valid Date	063.679
PINE Edit Message 858, Remarks CD C11 Or 499 Required with FEGLI Eff Date Change	063.680

Table Of Contents

[Latest Update Information](#)

[About This Procedure](#)

[How This Procedure Is Organized](#)

[What Conventions Are Used](#)

[Who To Contact For Help](#)

[System Overview](#)

[PINE Edit Message Categories](#)

[Override Codes](#)

[PINE Edit Messages](#)

[Document Type All – All Documents](#)

[Document Type 030 – Master File Change Document](#)

[Document Type 054 – Lump Sum Leave Payments](#)

[Document Type 056 – Compensatory Time Payments](#)

[Document Type 063 – Personnel Action Input](#)

[Document Type 075 – Performance Appraisal](#)

[Document Type 086 – Membership Dues](#)

[Document Type 088 – Voluntary Charitable Contributions/Indebtedness](#)

[Document Type 095 – DD/EFT For Net Pay/Financial Allotment](#)

[Document Type 097 – TSP Loan Allotment Form](#)

[Document Type 100 – Discretionary Allotments](#)

[Document Type 101 – Non-Federal Health Benefits Form](#)

[Document Type 102 – Non-Federal Life Insurance Form](#)

[Document Type 103 – Non-Federal Retirement Benefits Form](#)

[Document Type 104 – Non-Federal Thrift Savings Plan Form](#)

[Document Type 110 – Incentive Awards](#)

[Document Type 120 – Multielement Update Document](#)

[Document Type 123 – Education Document](#)

[Document Type 124 – Professional Certification Document](#)

[Document Type 125 – Thrift Savings Plan Election Form](#)

[Document Type 126 – TSP Catch-up Contributions](#)

[Document Type 127 – Allowances](#)

[Document Type 128 – Severance Pay](#)

[Document Type 129 – Thrift Savings Plan Collections](#)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Table Of Contents

[Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate](#)

[Document Type 140 – State Income Tax Certificate](#)

[Document Type 150 – City/County Income Tax Certificate](#)

[Document Type 160 – Record Of Leave Data Transferred](#)

[Document Type 165 – Authorization For Restored Annual Leave](#)

[Document Type 170 – U.S. Savings Bonds](#)

[Document Type 180 – Federal Employees Health Benefits](#)

[Document Type 185 – Flexfund Flexible Spending Account](#)

[Document Type 195 – Court Ordered Child Care Or Alimony Deds](#)

[Document Type 998 – Front-End System Interface Position Data](#)

[Document Type 999 – Informational Messages](#)

[**Alphabetical Index**](#)

About This Procedure

This procedure lists Personnel Edit Subsystem (PINE) edit messages by document type, identifying each PINE edit message, its corresponding code, and the corrective action needed to respond to the message. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of this procedure are described below.

System Overview describes what PINE is used for and provides related background information, including a list of systems/procedures that may be used to research PINE edit messages.

PINE Edit Messages identifies the messages for all payroll and personnel actions by document type. Each message is printed on a separate page with the corresponding code and corrective action to be taken. The side tabs located on the right side of each page identify (1) the document type and (2) the PINE edit message code.

Pages are numbered by (1) document type and (2) actual page number within the document type. (Example: page 054.1 means Document Type 054, page 1.) If the procedure is amended, point pages (e.g., 054.1.1, 054.1.2, etc.) will be used as needed to accommodate additional pages. All amended pages will be marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

- Edit messages are printed in italics. Example: *Date Of Separation Invalid*.
- Field names within a paragraph are printed in bold. Example: The **Total Hours To Be Paid** field must be numeric and greater than zero.
- References to figures within the text are printed in bold. Example: For a list of document types, see **Figure 1**.
- Important extra information is identified as a note. Example: **Note:** If the A/L Above Ceiling field is completed, it must always be later than the A/L Restored Field. The A/L Within Ceiling field must always be later than the A/L Above Ceiling field.

Who To Contact For Help

For questions about this procedure, contact the Government Employees Services Branch at **504-255-5322**.

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about National Finance Center (NFC) processing, contact the Payroll Operations Branch at **504-255-4630**.

For questions about the system (including help with unusual conditions), contact Customer Service personnel at **504-255-5230**.

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

System Overview

The Personnel Edit Subsystem (PINE) is a subsystem of USDA's Payroll/Personnel System. PINE edits data released from three Payroll/Personnel systems: personnel actions from the Personnel Action Processing System (PACT), payroll documents from the Payroll/Personnel Remote Entry System (PRES), and position data from the Position Management System (PMSO). PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Actions that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel database. Actions that are effective in future pay periods and pass the PINE edits are placed in the Future Inquiry System (FINQ). Actions that are held in FINQ are reedited through PINE every pay period, including the effective pay period. After being successfully reprocessed for the effective pay period, they are applied to the Payroll/Personnel database.

Personnel actions and payroll documents that do not pass the PINE edits (regardless of the effective pay period) are placed in the Suspense Inquiry and Corrections System (SINQ) and a PINE edit message appears on the Listing of Personnel Error Messages Report. Users should refer to this report and access SINQ to view and correct the actions being held in suspense. After these actions are successfully corrected through SINQ, they are returned to PINE, reprocessed, and (depending on the effective date), applied to the Payroll/Personnel database. If these reprocessed actions do not pass the PINE edits for a different reason, they are once again placed in SINQ. For more detailed information on correcting actions that are in SINQ, see the SINQ procedure.

PINE Edit Message Categories

PINE edit messages for all payroll and personnel actions are separated in this procedure by document type. A document type is a kind of action processed in PACT, PRES, or PMSO. Each document type is identified by an assigned number.

Some PINE edit messages apply to all actions; others apply to specific actions only. Due to this criteria, this procedure organizes the PINE edit messages into the following four categories:

ALL. PINE Edit Messages 001 through 049 apply to all actions; therefore, these messages appear only once in this procedure under Document Type ALL.

Specific Document Type. A specific document type identifies the kind of action being processed. For example, lump sum leave payments are identified as Document Type 054.

In some instances where the PRES and SINQ document types will not be the same as the PINE document type. For example, there are five PRES and SINQ programs (170, 171, 172, 173, and 174) for processing savings bonds, the PINE edit messages are all identified under Document Type 170. Therefore, no matter what SINQ program is used to correct the savings bond document in suspense, all the PINE edit messages for savings bonds are located under Document Type 170. For a list of document types, see **Figure 1**.

998 (Front-end System Interface (FESI) Position Data). Document Type 998 edit messages identify position data that was entered through agency-development front-end systems and processed through the Position Management System (PMSO) using the Front-end Systems Interface (FESI). FESI is the transmission interface between the agency-developed front-end system and USDA's Payroll/Personnel System. Position data entered through FESI that failed the edit process is placed in the Suspense Inquiry and Correction System (SINQ) for one pass and will be coded for deletion. Front-end system users must either (1) correct the position data in the front-end system and transmit a new record to NFC or (2) use PMSO to update or establish the position data. Position data that failed the edits cannot be corrected using SINQ.

999 (informational messages). Document Type 999 messages indicate that either some type of action must be initiated or a PEP51 activity was or was not successfully processed in PINE. Processing a payroll or personnel action through PACT, PRES, or PMSO may be required to satisfy those messages. For example, changes to certain data elements in PMSO (e.g., the pay plan on the PMSO master record) result in a Document Type 999 PINE edit message if a personnel action is not processed to update the employee's database record.

Override Codes

Override codes are used in SINQ to initiate a system function and release certain PINE edit messages that must be processed because of agency/department regulations, employment, or other unique conditions. Most codes are entered by the user during the correction process to either delete, process, or hold actions, or send them to the future file; others are system generated. For details *Updated 7/25/03d* information, see the SINQ procedure.

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

PACT/PRES Document Type	PACT/PRES Entry Program Title	PINE Message Document Type	SINQ Document Type
031	Master File Change Document	030	031
054	Lump Sum Leave Payments	054	054
056	Compensatory Time Payments	056	056
PACT	Personnel Action Input	063	063
075	Performance Appraisal (Other)	075	075
083	Employee Union Dues Mass Change	086	083
084	Dues Change Between Locals In Natl Lab Org	086	084
085	Cancellation/Revocation Of Emp Union Dues	086	085
086	Authorization Of Labor Organization Dues	086	086
087	Cancellation Of Employee Org Dues	086	087
088	Voluntary Charitable Contributions	088	088
089	Deductions Due To Indebtedness	088	089
095	DD/EFT For Financial Allotment	095	095
096	DD/EFT For Net Pay	095	096
097	TSP Loan Allotment Form	097	097
100	Discretionary Allotments	100	100
101	Non-Federal Health Benefits Form	101	101
102	Non-Federal Life Insurance Form	102	102
103	Non-Federal Retirement Benefits Form	103	103
104	Non-Federal Thrift Savings Plan Form	104	104
PACT	Incentive Awards	110	110
120	Multielement Update Document	120	120
121	GAO Locator Input Screen	120	121
122	USDA Demonstration Project Record	120	122
123	Education Document	123	123
124	Professional Certification Document	124	124
125	Thrift Savings Plan Election Form	125	125
126	TSP Catch-up Contributions	126	126
127	Allowances	127	127
128	Severance Pay	128	128
129	Thrift Savings Plan Collections	129	129
130	Federal Income Tax Certificate	130	130

Figure 1. List Of Document Types, Page 1

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

PACT/PRES Document Type	PACT/PRES Entry Program Title	PINE Message Document Type	SINQ Document Type
031	Earned Income Credit Advance Payment Certificate	030	031
140	State Income Tax Certificate	140	140
150	City Income Tax Certificate	150	150
151	County Income Tax Certificate	150	151
160	Record Of Leave Data Transferred	160	160
165	Authorization For Restored Annual Leave	165	165
170	Savings Bond Auth – New Allotment	170	170
171	Savings Bond Auth – Change Denom/Allotment	170	171
172	Savings Bond Auth – Chg Inscript/Denom/Allot	170	172
173	Savings Bond Auth – Cancel Bond	170	173
174	Savings Bond Auth – Cancel Owner/Coowner/Benef	170	174
180	Health Benefits Registration Form	180	180
181	Change In Health Benefits Enrollment	180	181
185	Flexfund Flexible Spending Account	185	185
195	Court Ordered Child Care Or Alimony Deds	195	195
349	Employee Address	063	349
770	SES Performance Appraisal	075	770

Figure 2. List Of Document Types, Page 2

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

PINE Edit Messages

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Types All – All Documents

Code	Message
003	Database Exception Has Occurred
004	SSNO Has Changed – Verify SSNO
005	SSNO Not Found On Database
006	Agency Code Incompatible With Database Agency Cd
007	Employee Already Paid Doc Will Apply In PINE Pass1
008	Database Record Not Found
010	Effective Date Indicates Future Document
011	SSNO Invalid
013	Agency Code Not In TMGT
015	Batch Number Invalid
016	Pay Period Number Invalid
017	POI Not In TMGT
019	Duplicate Documents
020	Document Being Held For One PINE Pass
021	Document Being Held In Suspense Indefinitely
022	Employee Separated – Cannot Process Action
023	Personnel Act With Database Exception From PEPL
024	Personnel Action Pulled From Future File
025	In SINQ Due To Rollback – Take Appropriate Action
026	Employee Express Document Entered Via A Kiosk
027	Employee Express Document Entered Via A Phone
030	Edited Waiting For HCUP Package
031	HCUP Document In Error
032	Document Not Edited–Waiting Due To HCUP Package

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
003	<i>Database Exception Has Occurred</i>
Description	
<p>An attempt to select a record from an area of the database was unsuccessful. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
004	<i>SSNO Has Changed – Verify SSNO</i>
Description	
<p>The social security number entered in the SSNO field was not found on the database. The social security number was, however, found on the employee's database SSNO change record (IRIS Program 131).</p> <p>A change has apparently been made to the employee's social security number. Please verify the employee's social security number.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
005	<i>SSNO Not Found On Database</i>
Description	
<p>The social security number entered in the SSNO field was not found on the database salary record (IRIS Program 101). Both the current social security number and previous social security number, if any, were considered when searching the database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
006	<i>Agency Code Incompatible With Database Agency Cd</i>
Description	
<p>The agency code entered in the Agency Code field is incompatible with the agency code on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
007	<i>Employee Already Paid Doc Will Apply In PINE Pass1</i>
Description	
<p>The employee's database salary record (IRIS Program 101) indicates that the employee has been paid for the current processing pay period. Therefore, this document cannot be processed.</p> <p>The document will be placed in the Future File (FINQ) and will be processed in the next processing pay period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
008	<i>Database Record Not Found</i>
Description	
<p>An attempt was made to retrieve a database record necessary for processing this document; however, the database record could not be found. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
010	<i>Effective Date Indicates Future Document</i>
Description	
<p>The effective date on the document is later than the last day of the processing pay period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
011	<i>SSNO Invalid</i>
Description	
The SSNO field must be completed and must be numeric .	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
013	<i>Agency Code Not In TMGT</i>
Description	
<p>The agency code entered in the Agency Code field was not located in the Table Management System (TMGT), Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
015	<i>Batch Number Invalid</i>
Description	
<p>The batch number is either missing or not numeric.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
016	<i>Pay Period Number Invalid</i>
Description	
The Pay Period Number field must be 01 through 27 (inclusive).	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
019	<i>Duplicate Documents</i>
Description	
<p>These documents have been found to be duplicate.</p> <p>If both of the documents are to be processed, key in B in the Override field.</p> <p>If one or both of the documents are not to be processed, they should be deleted. Type in Override Code 4 through 7 in the Override field to delete the document(s).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
021	<i>Document Being Held In Suspense Indefinitely</i>
Description	
<p>Since Override Code F was entered in the Override field, this document is being held in suspense indefinitely.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
023	<i>Personnel Act With Database Exception From PEPL</i>
Description	
<p>Please contact your agency representative for further instructions if this edit message occurs.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
024	<i>Personnel Action Pulled From Future File</i>
Description	
<p>A PEP51 Puller for Payroll/Personnel Documents (Action Type 2), was entered to recycle this future document into suspense.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
025	<i>In SINQ Due To Rollback – Take Appropriate Action</i>
Description	
<p>The document is in suspense due to a system generated rollback or a PEP51 Puller for Payroll/Personnel Documents (Action Type 1), was entered to recycle this document into suspense. The document will remain in suspense until action is taken to change the override code to 9 or to another applicable override code.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
026	<i>Employee Express Document Entered Via A Kiosk</i>
Description	
<p>The document that was entered is An Employee Express Document. The document was entered via a Kiosk transaction.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message
027	<i>Employee Express Document Entered Via A Phone</i>
Description	
<p>The document that was entered is an Employee Express document. The document was entered via a telephone transaction.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message
030	<i>Edited Waiting For HCUP Package</i>
Description	
<p>This personnel action, which is part of a HCUP package, has been edited and found to be free of errors. However, because a document within the HCUP package did not pass the PINE edits, this document (and the entire HCUP package) will remain in SINQ until all of the PINE edit messages have been resolved.</p>	
Data Element(s) Used In Audit	
021 – Previous 1st NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code	025 – Previous Effective Date 030 – Effective Date 121 – Authentication Date

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

All – All Documents

Code	Message						
031	<i>HCUP Document In Error</i>						
Description							
<p>This personnel action, which is part of a HCUP package, has been edited and did not pass the PINE edits. The PINE edit messages received for this document must be corrected.</p> <p>☞ Note: The entire HCUP package will remain in SINQ until all of the PINE edit messages have been resolved.☞</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">021 – Previous 1st NOA Code</td> <td style="width: 50%;">025 – Previous Effective Date</td> </tr> <tr> <td>022 – 1st NOA Code</td> <td>030 – Effective Date</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>121 – Authentication Date</td> </tr> </table>		021 – Previous 1st NOA Code	025 – Previous Effective Date	022 – 1st NOA Code	030 – Effective Date	023 – 2nd NOA Code	121 – Authentication Date
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022 – 1st NOA Code	030 – Effective Date						
023 – 2nd NOA Code	121 – Authentication Date						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

All – All Documents

Code	Message						
032	<i>Document Not Edited – Waiting Due To HCUP Package</i>						
Description							
<p>This personnel action, which is part of a HCUP package, has not been edited because a personnel action in the HCUP package did not pass the PINE edits. This document will not be edited until the document that failed the PINE edits has been corrected.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">021 – Previous 1st NOA Code</td> <td style="width: 50%;">025 – Previous Effective Date</td> </tr> <tr> <td>022 – 1st NOA Code</td> <td>030 – Effective Date</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>121 – Authentication Date</td> </tr> </table>		021 – Previous 1st NOA Code	025 – Previous Effective Date	022 – 1st NOA Code	030 – Effective Date	023 – 2nd NOA Code	121 – Authentication Date
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022 – 1st NOA Code	030 – Effective Date						
023 – 2nd NOA Code	121 – Authentication Date						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
051	Data Element Can't Be Changed On Mstr File Chg Doc
052	Data Element Does Not Equal Database
053	Effective Pay Period Indicates Future Pay Period
061	Field Contains Invalid Data
062	Must Be A Census Decennial Employee
063	New Data Must Be Numeric
066	Appnt NOA/1ST Auth/2ND Auth Invalid
067	County Tax YTD Invalid
068	City Tax YTD Invalid
069	County Tax Does Not Exist On Database
070	City Tax Does Not Exist On Database
073	Date Appnt Eff Must Be Numeric YYMMDD Sequence

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message																																																						
051	<i>Data Element Can't Be Changed On Mstr File Chg Doc</i>																																																						
Description																																																							
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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message		
051	<i>Data Element Can't Be Changed On Mstr File Chg Doc (cont'd)</i>		
Description			
Data Element Name	Field No.	No. of Positions	Alpha/ Numeric
Intermittent Days Worked This Appointment	00015	4	N
Intermittent Days Worked While On Rolls	00021	4	N
Intermittent Elapsed Calendar Days Career Tenure	00020	4	N
Intermittent Elapsed Calendar Days Probationary	00022	4	N
Intermittent Elapsed Calendar Days Service Computation Date	00018	6	N
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	4	N
Intermittent Hours Worked Leave, Retirement, and Reduction In Force	00061	4	N
Intermittent Paid Days Toward Career Tenure	00016	3	N
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	6	N
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	7	N
Overpayment Carryover Year-To-Date	00070	8	N
Data Element(s) Used In Audit			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message		
051	<i>Data Element Can't Be Changed On Mstr File Chg Doc (cont'd)</i>		
Description			
Data Element Name	Field No.	No. of Positions	Alpha/ Numeric
Payroll Adjustment Pay Period Elapsed Counter	00059	3	N
Performance Evaluation Pay Period	00046	2	N
Performance Evaluation Rating Code	00045	2	N
Performance Evaluation Year	00047	2	N
Performance Penalty Status	00058	1	A
Premium Pay Year-To-Date	00069	8	N
Retirement Earnings Year-To-Date	00062	7	N
Separation Final T&A Received	00024	1	A
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	7	N
Thrift Savings Plan Deduction Year-To-Date Deferred Catchup	00075	8	N
Thrift Savings Plan Deduction Year-To-Date Deferred Plan Specific	00076	10	N
Thrift Savings Plan Earnings Year-To-Date	00064	7	N
Within-Grade Increase Due Code	00041	1	N
Data Element(s) Used In Audit			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message																																				
052	<i>Data Element Does Not Equal Database</i>																																				
Description																																					
<p>The data element being changed does not exist on the employee’s database record. Listed below is a list of the data elements and the program where they are located in the Information/Research Inquiry System (IRIS).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Data Element Name</th> <th style="width: 20%;">Field No.</th> <th style="width: 20%;">IRIS Program</th> </tr> </thead> <tbody> <tr> <td>Appointment Nature of Action, First and Second Authority</td> <td style="text-align: center;">00056</td> <td style="text-align: center;">123</td> </tr> <tr> <td>City Tax Year-To-Date</td> <td style="text-align: center;">00067</td> <td style="text-align: center;">106</td> </tr> <tr> <td>County Tax Deductions Year-To-Date</td> <td style="text-align: center;">00066</td> <td style="text-align: center;">107</td> </tr> <tr> <td>Critical Element Indicator</td> <td style="text-align: center;">00044</td> <td style="text-align: center;">303</td> </tr> <tr> <td>Cumulative Retirement Deductions</td> <td style="text-align: center;">00005</td> <td style="text-align: center;">117</td> </tr> <tr> <td>Date Appointment Effective</td> <td style="text-align: center;">00072</td> <td style="text-align: center;">102</td> </tr> <tr> <td>Earnings Limitation Year-To-Date</td> <td style="text-align: center;">00068</td> <td style="text-align: center;">103</td> </tr> <tr> <td>Hospital Insurance Tax Deduction Year-To-Date</td> <td style="text-align: center;">00049</td> <td style="text-align: center;">103</td> </tr> <tr> <td>Hospital Insurance Tax Wages Year-To-Date</td> <td style="text-align: center;">00048</td> <td style="text-align: center;">103</td> </tr> <tr> <td>Intermittent Days Worked Last Within-Grade Increase</td> <td style="text-align: center;">00014</td> <td style="text-align: center;">129</td> </tr> <tr> <td>Intermittent Days Worked Calendar Year Service Computation Date</td> <td style="text-align: center;">00017</td> <td style="text-align: center;">129</td> </tr> </tbody> </table>		Data Element Name	Field No.	IRIS Program	Appointment Nature of Action, First and Second Authority	00056	123	City Tax Year-To-Date	00067	106	County Tax Deductions Year-To-Date	00066	107	Critical Element Indicator	00044	303	Cumulative Retirement Deductions	00005	117	Date Appointment Effective	00072	102	Earnings Limitation Year-To-Date	00068	103	Hospital Insurance Tax Deduction Year-To-Date	00049	103	Hospital Insurance Tax Wages Year-To-Date	00048	103	Intermittent Days Worked Last Within-Grade Increase	00014	129	Intermittent Days Worked Calendar Year Service Computation Date	00017	129
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Data Element(s) Used In Audit																																					

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message	
052	<i>Data Element Does Not Equal Database (cont'd)</i>	
Description		
Data Element Name	Field No.	IRIS Program
Intermittent Days Worked Probation Period	00023	129
Intermittent Days Worked This Appointment	00015	129
Intermittent Days Worked While On Rolls	00021	129
Intermittent Elapsed Calendar Days Career Tenure	00020	129
Intermittent Elapsed Calendar Days Probationary	00022	129
Intermittent Elapsed Calendar Days Service Computation Date	00018	129
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	129
Intermittent Hours Worked Leave, Retirement, and Reduction In Force	00061	129
Intermittent Paid Days Toward Career Tenure	00016	129
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	103
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	103
Data Element(s) Used In Audit		

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message	
052	<i>Data Element Does Not Equal Database (cont'd)</i>	
Description		
Data Element Name	Field No.	IRIS Program
Overpayment Carryover Year-To-Date	00070	103
Payroll Adjustment Pay Period Elapsed Counter	00059	123
Performance Evaluation Pay Period	00046	123
Performance Evaluation Rating Code	00045	123
Performance Evaluation Year	00047	123
Performance Penalty Status	00058	123
Premium Pay Year-To-Date	00069	103
Retirement Earnings Year-To-Date	00062	117
Separation Final T&A Received	00024	132
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	118
Thrift Savings Plan Deduction Year-To-Date Deferred Catchup	00075	118
Thrift Savings Plan Deduction Year-To-Date Deferred Plan Specific	00076	118
Thrift Savings Plan Earnings Year-To-Date	00064	118
Within-Grade Increase Due Code	00041	123
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message
053	<i>Effective Pay Period Indicates Future Pay Period</i>
Description	
<p>The pay period entered in the Eff Pay Period field indicates a future document. The Eff Pay Period field must be the current processing pay period or prior pay period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message												
061	<i>Field Contains Invalid Data</i>												
Description													
<p>Either the Field Number field or the data entered to be updated is incorrect. Verify the Field Number field and the data that was entered.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Data Element Name</th> <th style="text-align: center;">Field No.</th> <th style="text-align: left;">Value</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Appointment Nature of Action Code/First And Second Authority</td> <td style="text-align: center; vertical-align: top;">00056</td> <td style="vertical-align: top;">Nature of Action Code (NOAC) and First and Second Authority codes, if applicable. This field is only used to correct the current appointing authority if it was entered on the original personnel action. For those appointments without authority code(s), enter the NOAC only.</td> </tr> <tr> <td style="vertical-align: top;">City Tax Year-To-Date</td> <td style="text-align: center; vertical-align: top;">00067</td> <td style="vertical-align: top;">Amount of year-to-date city tax deductions for the current taxing authority in dollars and cents.</td> </tr> <tr> <td style="vertical-align: top;">County Tax Deductions Year-To-Date</td> <td style="text-align: center; vertical-align: top;">00066</td> <td style="vertical-align: top;">Amount of year-to-date county tax deductions for the current taxing authority in dollars and cents.</td> </tr> </tbody> </table>		Data Element Name	Field No.	Value	Appointment Nature of Action Code/First And Second Authority	00056	Nature of Action Code (NOAC) and First and Second Authority codes, if applicable. This field is only used to correct the current appointing authority if it was entered on the original personnel action. For those appointments without authority code(s), enter the NOAC only.	City Tax Year-To-Date	00067	Amount of year-to-date city tax deductions for the current taxing authority in dollars and cents.	County Tax Deductions Year-To-Date	00066	Amount of year-to-date county tax deductions for the current taxing authority in dollars and cents.
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County Tax Deductions Year-To-Date	00066	Amount of year-to-date county tax deductions for the current taxing authority in dollars and cents.											
Data Element(s) Used In Audit													

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message	
061	<i>Field Contains Invalid Data (cont'd)</i>	
Description		
Data Element Name	Field No.	Value
Critical Element Indicator	00044	Indicates the performance appraisal is used to control the granting of a within-grade increase (WGI). Valid values are: <i>1</i> (eligible for WGI) <i>2</i> (composite rating less than 3.0) <i>3</i> (critical element less than 3.0) <i>4</i> (composite rating and critical element less than 3.0).
Cumulative Retirement Deductions	00005	Amount of the retirement deductions an employee had prior to being payrolled by the USDA Payroll/Personnel System in dollars and cents.
Date Appointment Effective	00072	Date of the employee's initial appointment or date a Department converted to the USDA Payroll Personnel System. Date must be entered in year, month, and day (YYMMDD) sequence.
Earnings Limitation Year-To-Date	00068	Amount of compensation a non-executive level or SES employee has received to date up to the FEPCA imposed limit in dollars and cents.
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message	
061	<i>Field Contains Invalid Data (cont'd)</i>	
Description		
Data Element Name	Field No.	Value
Hospital Insurance Tax Deduction Year-To-Date	00049	Amount of year-to-date medicare deductions in dollars and cents.
Hospital Insurance Tax Wages Year-To-Date	00048	Amount of year-to-date medicare wages in dollars and cents.
Intermittent Days Worked Last Within-Grade Increase	00014	Number of days worked by intermittent employee since his/her last within-grade increase (WGI).
Intermittent Days Worked Calendar Year Service Computation Date	00017	Number of days worked by the employee while serving an intermittent work schedule during the calendar year appointment.
Intermittent Days Worked Probation Period	00023	Number of days that the employee worked while serving an intermittent work schedule for an appointment that is subject to a one-year probationary or trial period.
Intermittent Days Worked This Appointment	00015	Number of intermittent days the employee worked during the current appointment.
Intermittent Days Worked While On Rolls	00021	Number of days worked by the intermittent employee while employed by the department.
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message	
061	<i>Field Contains Invalid Data (cont'd)</i>	
Description		
Data Element Name	Field No.	Value
Intermittent Elapsed Calendar Days Career Tenure	00020	Number of intermittent elapsed calendar days towards conversion to career tenure.
Intermittent Elapsed Calendar Days Probationary	00022	Number of calendar days that have elapsed while serving an intermittent work schedule for an appointment that is subject to a one-year probationary or trial period.
Intermittent Elapsed Calendar Days Service Computation Date	00018	Number of intermittent elapsed calendar days the employee has toward his/her service computation date for leave, retirement, RIF, and TSP.
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	Number of calendar days that have elapsed while serving in an intermittent work schedule and in a waiting period for a WGI.
Intermittent Hours Worked, Leave, Retirement, and Reduction In Force	00061	Number of hours an intermittent employee worked since receiving a WGI. NFC automatically adjusts the SCD for leave, retirement, RIF, and TSP at the end of the leave year for all intermittent employees to reflect the number of hours worked.
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message	
061	<i>Field Contains Invalid Data (cont'd)</i>	
Description		
Data Element Name	Field No.	Value
Intermittent Paid Days Toward Career Tenure	00016	Number of paid intermittent days of creditable service the employee has toward career tenure.
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	Amount of year-to-date social security deduction in dollars and cents.
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	Amount of year-to-date social security wages in dollars and cents.
Overpayment Carryover Year-To-Date	00070	Amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitation imposed by FEPCA in dollars and cents.
Payroll Adjustment Pay Period Elapsed Counter	00059	Number of pay periods that have elapsed since the first pay period the employee was paid. For use by the Department of Commerce, Bureau of the Census (decennial employees) only.
Performance Evaluation Pay Period	00046	Pay period for which the employee's performance evaluation is prepared.
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message	
061	<i>Field Contains Invalid Data (cont'd)</i>	
Description		
Data Element Name	Field No.	Value
Performance Evaluation Rating Code	00045	Employee's performance evaluation rating received for the current rating period.
Performance Evaluation Year	00047	Year for which the employee's performance evaluation is prepared.
Performance Penalty Status	00058	Valid values are <i>Y</i> (yes) or <i>N</i> (no). For use by the Department of Commerce, Bureau of Census (decennial) employees only.
Premium Pay Year-To-Date	00069	Amount of premium pay the employee has received year-to-date in dollars and cents.
Retirement Earnings Year-To-Date	00062	Amount of year-to-date retirement earnings in dollars and cents.
Separation Final T&A Received	00024	Valid values are <i>Y</i> (yes) or <i>N</i> (no). Indicates that a final T&A has been received for an employee and the employee is in separated status.
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	Amount of year-to-date deferred Thrift Savings Plan deductions in dollars and cents.
Data Element(s) Used In Audit		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
061	<i>Field Contains Invalid Data (cont'd)</i>
Description	
Data Element Name	Field No. Value
Thrift Savings Plan Deduction Year-To-Date Deferred Catchup	00075 Amount of year-to-date deferred Thrift Savings Plan deductions for Plan Code 06, Federal TSP Catchup, in dollars and cents.
Thrift Savings Plan Deduction Year-To-Date Deferred Plan Specific	00076 Amount of year-to-date deferred Thrift Savings Plan deductions for any Federal or non-Federal TSP plan. First and second positions of the field must contain the TSP plan code and positions 3 through 10 must contain the year-to-date deferred deductions in dollars and cents.
Thrift Savings Plan Earnings Year-To-Date	00064 Amount of year-to-date Thrift Savings Plan wages in dollars and cents.
Within-Grade Increase Due Code	00041 Valid values are 0 (no) and 1 (yes). Indicates if a within-grade increase (WGI) is due.
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message
062	<i>Must Be A Census Decennial Employee</i>
Description	
<p>When the Performance Penalty Status field is completed, the agency must be 63 (Bureau of Census); employee's pay plan must be AD (administratively determined); and the grade must be 60, 70, or 80.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
063	<i>New Data Must Be Numeric</i>
Description	
<p>The data entered in the New Data field contains other than numeric data. The New Data field must be numeric for the data element that is being updated.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message
066	<i>Appnt NOA/1ST Auth/2ND Auth Invalid</i>
Description	
<p>The data entered in the Appt NOA/1ST Auth/2ND Auth field is invalid. This field consist of the appointment nature of action code (NOAC) and associated authorities and must be recorded in the following format:</p> <ul style="list-style-type: none"> • Positions 1 thru 3 = Appointment NOAC • Positions 4 thru 6 = Appointment Authority (First) Code • Positions 7 thru 9 = Appointment Authority (Second) Code, if applicable <p>Example: 101ACMZLM</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
067	<i>County Tax YTD Invalid</i>
Description	
<p>The data entered in the County Tax YTD field must be numeric. The amount must be entered in dollars and cents.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message
068	<i>City Tax YTD Invalid</i>
Description	
<p>The data entered in the City Tax YTD field must be numeric. The amount must be entered in dollars and cents.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
069	<i>County Tax Does Not Exist On Database</i>
Description	
<p>The document being processed is adding or changing county tax deductions; however, the employee's database county tax record (IRIS Program 107) indicates that the employee is not currently having county tax withheld.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 030 – Master File Change Document

Code	Message
070	<i>City Tax Does Not Exist On Database</i>
Description	
<p>The document being processed is adding or changing city tax deductions; however, the employee's database city tax record (IRIS Program 106) indicates that the employee is not currently having city tax withheld.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 030 – Master File Change Document

Code	Message
073	<i>Date Appnt Eff Must Be Numeric YYMMDD Sequence</i>
Description	
<p>The Date Appnt Effective field must be numeric and in year, month, and day YYMMDD sequence.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
051	Date Of Separation Invalid
052	Type Pymt Must Be 0 Or 1
055	Flat Tax Rate Code Must Be 0 Or 1
056	Minus S/L Code Must Be 0 Or 1
058	Pay COLA Must Be 0, 1, 2, Or 3
059	Pay COLA Code Incompatible With Allow COLA Code
060	Pay AUO Must Be 0 Or 1
061	WB Shift Rate Hours Incompatible With Pay Plan
063	A/L Within Ceiling Date Invalid
064	Hours Applicable To Last Day Of LSP Invalid
065	Acctg Data Use Cd Incompat W/Tot Lines Acctg Data
070	Acctg Data Incompat W/Acctg Data Usage Code
071	Accounting Data Invalid
072	Accounting Data Hours Charged Invalid
073	Acctg Data Hours Charged Don't Equal WB Hours
075	Employee Not Separated
078	Accounting Data Usage Code Must Be 0 Or 1
079	Tot Lines Acctg Data Incompat W/Acctg Data Use Cd
081	Total Lines Of Accounting Data Invalid
082	Total Hrs To Be Paid Not Equal To Acctg Hrs Charged
089	Interim Payment – Not On Furlough
090	Interim Payment – Not Intermittent
091	Employee's Annual Leave Balance Is Zero
092	Total Hours To Be Paid Invalid
093	No Database Accounting Found For Employee
094	Sick Leave Incompatible With Minus Sick Leave Code
097	Agency Code Not Equal To Org Structure Agency
098	Annual Leave Dates Incompatible
099	Leave Record Not Found
100	A/L Above Ceiling Date Must Be Blank
101	A/L Above Ceiling Date Invalid
102	A/L Restored Date Must Be Blank
103	A/L Restored Date Invalid
108	Leave Dates Not Later Than Separation Date
109	Leave Dates Projected Incorrectly
110	Accounting Invalid – Agency
111	Accounting Invalid – Length

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
112	Accounting Invalid – Accounting Station
113	Accounting Invalid – Sub Center
114	Accounting Invalid – Fiscal Year
115	Accounting Invalid – Appropriation
118	Hrs On LSP Don't Agree With Hours On Database
119	LSP May Not Be Appropriate For NOAC 352

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
051	<i>Date Of Separation Invalid</i>
Description	
<p>The Date Of Separation field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
019 – Date Of Separation	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
052	<i>Type Pymt Must Be 0 Or 1</i>
Description	
<p>The Type Pymt field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (interim)• 1 (final)	
Data Element(s) Used In Audit	
020 – Type Payment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
055	<i>Flat Tax Rate Code Must Be 0 Or 1</i>
Description	
<p>The Flat Tax Rate field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (deduct Federal tax according to the Federal tax withholding in the Payroll/Personnel database)• 1 (deduct Federal tax at a 25 percent rate)	
Data Element(s) Used In Audit	
022 – Flat Tax Rate Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
056	<i>Minus S/L Code Must Be 0 Or 1</i>
Description	
<p>The Minus S/L field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (not applicable)• 1 (forgive minus sick leave)	
Data Element(s) Used In Audit	
023 – Minus Sick Leave Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
058	<i>Pay COLA Must Be 0, 1, 2, Or 3</i>
Description	
<p>The Pay COLA field must be one of the following codes:</p> <ul style="list-style-type: none"> • 0 (none – not entitled to COLA or post differential) • 1 (COLA) • 2 (post differential) • 3 (COLA and post differential) 	
Data Element(s) Used In Audit	
024 – Pay COLA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
059	<i>Pay COLA Code Incompatible With Allow COLA Code</i>
Description	
<p>The Pay COLA field is 1 (COLA), 2 (post differential), or 3 (COLA and post differential); however, the employee’s database allowances/COLA/post diff record (IRIS Program 109) indicates the employee is not entitled to COLA and/or post differential.</p> <p>When the Pay COLA field is 1, the allowance COLA code on the employee’s database allowances/COLA/post diff record (IRIS Program 109) must be Y (yes) and the foreign post pay diff code on the employee’s database allowance/COLA/post diff record (IRIS Program 109) must be N (no) indicating that the employee is only entitled to COLA.</p> <p>When the Pay COLA field is 2, the foreign post pay diff code on the employee’s database allowances/COLA/post diff record (IRIS Program 109) must be Y (yes) and the allowance COLA code on the employee’s database allowance/COLA/post diff record (IRIS Program 109) must be N (no) indicating that the employee is only entitled to post differential.</p> <p>When the Pay COLA field is 3, the allowance COLA code and the foreign post pay diff code on the employee’s database allowances/COLA/post diff record (IRIS Program 109) must be Y (yes) indicating that the employee is entitled to COLA and post differential.</p> <p>When the Pay COLA field is 0 (none – not entitled to COLA or post differential), the allowance COLA code and the foreign post pay diff code on the employee’s database allowances/COLA/post diff record (IRIS Program 109) must be N (no) indicating that the employee is not entitled to COLA or post differential.</p>	
Data Element(s) Used In Audit	
024 – Pay COLA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
060	<i>Pay AUO Must Be 0 Or 1</i>
Description	
<p>The Pay AUO (administratively uncontrollable overtime) field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (do not pay AUO)• 1 (pay AUO)	
Data Element(s) Used In Audit	
025 – Pay AUO Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
061	<i>WB Shift Rate Hours Incompatible With Pay Plan</i>
Description	
<p>When the pay plan recorded on the employee’s database salary record (IRIS Program 101) is not one of the Federal Wage System pay plans or if the employee is in grade retention and the pay plan on the employee’s database save grade record (IRIS Program 128) is not one of the Federal Wage System pay plans, the Wage Emp Shift Rate Hours field(s) must be blank.</p> <p>When the pay plan recorded on the employee’s database salary record (IRIS Program 101) indicates a Federal Wage System pay plan or if the employee is in grade retention and the pay plan on the employee’s database save grade record (IRIS Program 128) indicates a Federal Wage System pay plan, the Wage Emp Shift Rate Hours field(s) must be completed.</p>	
Data Element(s) Used In Audit	
<p>026 – Wage Board Shift Rate Hours 049 – Database Pay Plan Salary 068 – Database Pay Plan Save Grade</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
063	<i>A/L Within Ceiling Date Invalid</i>
Description	
<p>The A/L Within Ceiling field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
104– Annual Leave Within Ceiling Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
064	<i>Hours Applicable To Last Day Of LSP Invalid</i>
Description	
<p>This field indicates the hours applicable to the last day of the lump sum payment.</p> <p>The Hours Applicable To Last Day Of LSP field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
036 – Hours Applicable To Last Day Of Lump Sum Payment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
065	<i>Acctg Data Use Cd Incompat W/Tot Lines Acctg Data</i>
Description	
<p>When the Accounting Data Usage Code field is 0 (accounting data must be entered on the document), the Total Lines of Accounting Data field must reflect the number of accounting lines on the document. It must be between 01 and 10.</p>	
Data Element(s) Used In Audit	
037– Total Lines Of Accounting Data	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
070	<i>Acctg Data Incompat W/Acctg Data Usage Code</i>
Description	
<p>If the Accounting Data Usage Code field is 0 (accounting data must be entered on the document), at least one line of accounting data must be entered in the Accounting Data field(s).</p> <p>If the Accounting Data Usage Code field is 1 (use accounting data stored in the Payroll/Personnel database), the Accounting Data field(s) must be blank..</p>	
Data Element(s) Used In Audit	
067 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
071	<i>Accounting Data Invalid</i>
Description	
<p>The accounting data entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC). Please verify that the accounting data is valid for the agency.</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
072	<i>Accounting Data Hours Charged Invalid</i>
Description	
<p>When data is present in the Accounting Data field(s), the Hrs field(s) must be completed, numeric, and equal the number of hours in the Total Hours To Be Paid field.</p> <p>The Hrs field(s) represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none">• No quarter hours = 00• 1/4 hour = 25• 1/2 hour = 50• 3/4 hour = 75	
Data Element(s) Used In Audit	
046 – Accounting Data Hours Charged	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
073	<i>Acctg Data Hours Charged Don't Equal WB Hours</i>
Description	
<p>The total number of hours in the Hrs field(s) must equal the total number of hours in the Wage Emp Shift Rate Hours field(s).</p>	
Data Element(s) Used In Audit	
<p>046 – Accounting Data Hours Charged 072 – Total Hours Charged 073 – Total Wage Shift Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
075	<i>Employee Not Separated</i>
Description	
<p>When a final lump sum payment is processed, the separation accession type on the employee's database salary record (IRIS Program 101) must be 1 (regular separation) or 2 (deceased).</p> <p>The employee must be coded separated or deceased when the Type Pymt field is 1 (final).</p> <p>A final lump sum payment is being processed; however, the employee is not separated or deceased.</p>	
Data Element(s) Used In Audit	
069 – Database Separation Accession Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
078	<i>Accounting Data Usage Code Must Be 0 Or 1</i>
Description	
<p>The Accounting Data Usage Code field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (accounting data must be entered on the document)• 1 (use accounting data stored in the Payroll/Personnel database)	
Data Element(s) Used In Audit	
067 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
079	<i>Tot Lines Acctg Data Incompat W/Acctg Data Use Cd</i>
Description	
<p>When the Accounting Data Usage Code field is 0 (accounting data must be entered on the document), the Total Lines of Accounting Data field must be 01 through 10.</p>	
Data Element(s) Used In Audit	
037 – Total Lines Of Accounting Data 067 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
081	<i>Total Lines Of Accounting Data Invalid</i>
Description	
<p>The total amount of hours in the Hrs field(s) does not equal the amount of hours in the Total Hours To Be Paid field.</p>	
Data Element(s) Used In Audit	
<p>037 – Total Lines Of Accounting Data 074 – Number Accounting Entries</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
082	<i>Total Hrs To Be Paid Not Equal To Acctg Hrs Charged</i>
Description	
<p>The total amount of hours in the Total Hours To Be Paid field does not equal the amount of hours in the Hrs field(s).</p>	
Data Element(s) Used In Audit	
<p>051 – Total Hours To Be Paid 072 – Total Hours Charged</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
089	<i>Interim Payment – Not On Furlough</i>
Description	
<p>When the Type Pymt field is 0 (interim), the current employment status on the employee's database dates& misc sal/pers data record (IRIS Program 102) must be 1 (military furlough) or 0 (active).</p>	
Data Element(s) Used In Audit	
<p>020 – Type Payment 086 – Database Current Employment Status</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
090	<i>Interim Payment – Not Intermittent</i>
Description	
<p>When the Type Pymt field is 0 (interim), the work schedule on the employee's database salary record (IRIS Program 102) must be I (intermittent).</p>	
Data Element(s) Used In Audit	
020 – Type Payment 087 – Database Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
091	<i>Employee's Annual Leave Balance Is Zero</i>
Description	
<p>The annual current balance recorded on the employee's database leave record (IRIS Program 136) indicates the employee has no annual leave.</p>	
Data Element(s) Used In Audit	
<p>020 – Type Payment 087 – Database Work Schedule 088 – Database Annual Leave Current Balance</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
092	<i>Total Hours To Be Paid Invalid</i>
Description	
<p>The Total Hours To Be Paid field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
051 – Total Hours To Be Paid	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
093	<i>No Database Accounting Found For Employee</i>
Description	
<p>The Accounting Data Usage Code field is 1 (use accounting data stored in the Payroll/Personnel database); however, the employee has no accounting data stored in his/her database salary record (IRIS Program 103).</p> <p>The Accounting Data Usage Code field must be changed to 0 and data must be entered in the Accounting Data and Hrs field(s).</p>	
Data Element(s) Used In Audit	
067 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
094	<i>Sick Leave Incompatible With Minus Sick Leave Code</i>
Description	
<p>When the Minus S/L field is 0 (not applicable), the employee cannot have a negative sick leave current balance on the employee's database leave record (IRIS Program 136).</p> <p>☞ Note: This edit message may be released by typing in D (release Message 094) in the Override field if the employee is indebted for sick leave that will not be forgiven. The negative sick leave balance will be forwarded to the Special Payroll Processing System (SPPS) for collection.☞</p>	
Data Element(s) Used In Audit	
<p>023 – Minus Sick Leave Code 090 – Database Sick Leave Current Balance</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
097	<i>Agency Code Not Equal To Org Structure Agency</i>
Description	
<p>The agency code in the key data field is not equal to the organizational structure agency code.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 018 – Organizational Structure Agency Code</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 054 – Lump Sum Leave Payments

Code	Message
098	<i>Annual Leave Dates Incompatible</i>
Description	
<p>When the A/L Within Ceiling field is blank or zeros, the A/L Restored field and the A/L Above Ceiling field must also be blank or zeros.</p> <p>Note: The Type Pymt field must be coded 0 (interim).</p>	
Data Element(s) Used In Audit	
<p>104 – Annual Leave Within Ceiling Date 105 – Annual Leave Above Ceiling Date 106 – Annual Leave Restored Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
099	<i>Leave Record Not Found</i>
Description	
<p>A database leave record (IRIS Programs 136) was not found for the employee. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
104 – Annual Leave Within Ceiling Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
100	<i>A/L Above Ceiling Date Must Be Blank</i>
Description	
<p>If a date is entered in the A/L Above Ceiling field, the annual current balance recorded on the employee’s database leave record (IRIS Program 136) must be greater than the employee’s annual leave ceiling (usually 240 hours) and the annual leave carryover. If the annual leave current balance is less than the annual leave ceiling and the annual leave carryover, the A/L Above Ceiling field must be blank.</p>	
Data Element(s) Used In Audit	
<p>088 – Database Annual Leave Current Balance 105 – Annual Leave Above Ceiling Date 108 – Annual Leave Carryover</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
101	<i>A/L Above Ceiling Date Invalid</i>
Description	
<p>The A/L Above Ceiling field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
105 – Annual Leave Above Ceiling Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
102	<i>A/L Restored Date Must Be Blank</i>
Description	
<p>When a date is entered in the A/L Restored field, there must be a restored annual leave balance on the employee's database leave record (IRIS Program 136).</p> <p>☞ Note: When there is a restored annual leave balance on the employee's database leave record (IRIS Program 136), the A/L Restored field must be completed. ☞</p>	
Data Element(s) Used In Audit	
106 – Annual Leave Restored Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
103	<i>A/L Restored Date Invalid</i>
Description	
<p>The A/L Restored field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
106 – Annual Leave Restored Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
108	<i>Leave Dates Not Later Than Separation Date</i>
Description	
<p>When the Type Pymt field is 1 (final), the A/L Within Ceiling field must be later than the Date of Separation field. If data was entered in the A/L Restored field or the A/L Above Ceiling field, the same rule applies.</p>	
Data Element(s) Used In Audit	
<p>019 – Date Of Separation 104 – Annual Leave Within Ceiling Date 105 – Annual Leave Above Ceiling Date 106 – Annual Leave Restored Date</p>	

Document Type 054 – Lump Sum Leave Payments

Code	Message
109	<i>Leave Dates Projected Incorrectly</i>
Description	
<p>When projecting dates in the Dates Lump Sum Payments Carries Through field(s), project the A/L Restored field first, the A/L Above Ceiling field second, and the A/L Within Ceiling field third.</p> <p>☞Note: If the A/L Above Ceiling field is completed, it must always be later than the A/L Restored field. The A/L Within Ceiling field must always be later than the A/L Above Ceiling field.☞</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 019 – Date Of Separation 104 – Annual Leave Within Ceiling Date 105 – Annual Leave Above Ceiling Date 106 – Annual Leave Restored Date 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
110	<i>Accounting Invalid – Agency</i>
Description	
<p>The accounting data entered in the Accounting Data field(s) for the agency was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
111	<i>Accounting Invalid – Length</i>
Description	
<p>The length of the accounting data entered in the Accounting Data field(s) does not agree with the accounting data in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
112	<i>Accounting Invalid – Accounting Station</i>
Description	
<p>The accounting station used to validate the accounting data entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
113	<i>Accounting Invalid – Sub Center</i>
Description	
<p>The sub center code does not match the sub center file in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
<p>045 – Accounting Data 048 – Database Accounting Station</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
114	<i>Accounting Invalid – Fiscal Year</i>
Description	
<p>The fiscal year code for the accounting data entered in the Accounting Data field(s) does not match the current or prior fiscal year codes as recorded in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
115	<i>Accounting Invalid – Appropriation</i>
Description	
<p>The appropriation entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
045 – Accounting Data 048 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 054 – Lump Sum Leave Payments

Code	Message
118	<i>Hours On LSP Don't Agree With Hours On Database</i>
Description	
<p>The amount of hours in the Total Hours To Be Paid field does not agree with the annual leave current balance on the employee's database leave record (IRIS Program 136).</p>	
Data Element(s) Used In Audit	
<p>051 – Total Hours To Be Paid 088 – Database Annual Leave Current Balance</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 054 – Lump Sum Leave Payments

Code	Message
119	<i>LSP May Not Be Appropriate For NOAC 352</i>
Description	
<p>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 Nature of Action Code (NOAC) 352 (Termination Appointment In), is processed. If the lump sum payment is appropriate for NOAC 352, type <i>C</i> (release Message 119) in the Override field to release this action.</p>	
Data Element(s) Used In Audit	
109 – Database Nature Of Action 2nd Three Positions	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
051	Type Payment Must Be 0 (Interim) Or 1 (Final)
053	Accounting Data Invalid
055	Accounting Data Hours Invalid
056	Acctg Data Use Cd Incompat W/Tot Lines Acctg Data
057	Total Lines Of Accounting Data Invalid
070	Accounting Data Usage Code Must Be 0 Or 1
071	Tot Hrs To Be Paid Not Equal To Acctg Hrs Charged
072	Tot Lines Acctg Data Incompat W/Acctg Data Use Cd
073	Total Hours To Be Paid Invalid
077	Employee Separated–Cannot Process Interim Payment
078	No Database Accounting For Employee
087	Accounting Invalid – Agency
088	Accounting Invalid – Length
089	Accounting Invalid – Accounting Station
090	Accounting Invalid – Sub Center
091	Accounting Invalid – Fiscal Year
092	Accounting Invalid – Appropriation
094	Agency Code Not Equal To Org Structure Agency
096	Total Comp Hrs Do Not Agree With Hrs On Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
051	<i>Type Payment Must Be 0 (Interim) Or 1 (Final)</i>
Description	
<p>The Type Payment field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (interim)• 1 (final)	
Data Element(s) Used In Audit	
019 – Type Payment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
053	<i>Accounting Data Invalid</i>
Description	
<p>The accounting data entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC). Please verify that the accounting data is valid for the agency.</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 031 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
055	<i>Accounting Data Hours Invalid</i>
Description	
<p>When data is entered in the Accounting Data field(s), the Hrs field(s) must be completed and must be numeric.</p> <p>The Hrs field(s) represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
022 – Accounting Data Hours Charged	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
056	<i>Acctg Data Use Cd Incompat W/Tot Lines Acctg Data</i>
Description	
<p>When the Accounting Data Usage Code field is 0 (accounting data must be entered on the document), the Total Lines Of Accounting Data field must be the actual number of accounting data lines on the document. It must be between 01 and 10.</p>	
Data Element(s) Used In Audit	
020 – Total Lines Of Accounting Data	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
057	<i>Total Lines Of Accounting Data Invalid</i>
Description	
<p>The number in the Total Lines Of Accounting Data field does not equal the number of accounting data lines entered on the document.</p>	
Data Element(s) Used In Audit	
<p>020 – Total Lines Of Accounting Data 021 – Accounting Data</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
070	<i>Accounting Data Usage Code Must Be 0 Or 1</i>
Description	
<p>The Accounting Data Usage Code field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (accounting data must be entered on the document)• 1 (use accounting data stored in the Payroll/Personnel database)	
Data Element(s) Used In Audit	
049 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
071	<i>Tot Hrs To Be Paid Not Equal To Acctg Hrs Charged</i>
Description	
<p>The total amount of hours in the Hrs field(s) does not equal the amount of hours in the Total Hours To Be Paid field.</p>	
Data Element(s) Used In Audit	
<p>035 – Total Hours To Be Paid 022 – Accounting Data Hours Charged</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
072	<i>Tot Lines Acctg Data Incompat W/Acctg Data Use Cd</i>
Description	
<p>If the Accounting Data Usage Code field is 0 (accounting data must be entered on the document), at least one line of accounting data must be entered in the Accounting Data field(s).</p> <p>If the Accounting Data Usage Code field is 1 (use accounting data stored in the Payroll/Personnel database), the Accounting Data field(s) must be blank.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 049 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
073	<i>Total Hours To Be Paid Invalid</i>
Description	
<p>The Total Hours To Be Paid field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
035 – Total Hours To Be Paid	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
077	<i>Employee Separated–Cannot Process Interim Payment</i>
Description	
<p>The separation-accession-type on the employee’s database salary record (IRIS Program 101) is 1 (regular separation) or 2 (deceased). When the Type Payment field is 0 (interim), the employee cannot be separated.</p>	
Data Element(s) Used In Audit	
<p>019 – Type Payment 063 – Database Separation Accession Type Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
078	<i>No Database Accounting For Employee</i>
Description	
<p>The Accounting Data Usage Code field is 1 (use accounting data stored in the Payroll/Personnel database); however, the employee has no accounting data stored in his/her database salary YTD record (IRIS Program 103). The Accounting Data Usage Code field must be changed to 0 and data must be entered in the Accounting Data and Hrs field(s).</p>	
Data Element(s) Used In Audit	
049 – Accounting Data Usage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
087	<i>Accounting Invalid – Agency</i>
Description	
<p>The accounting data entered in the Accounting Data field(s) for the agency was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 031 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
088	<i>Accounting Invalid – Length</i>
Description	
<p>The length of the accounting data entered in the Accounting Data field(s) does not agree with the accounting data in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 031 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
089	<i>Accounting Invalid – Accounting Station</i>
Description	
<p>The accounting station used to validate the accounting data entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
<p>021 – Accounting Data 031 – Database Accounting Station</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
090	<i>Accounting Invalid – Sub Center</i>
Description	
<p>The sub center code does not match the sub center file in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 031 – Database Accounting Station	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
091	<i>Accounting Invalid – Fiscal Year</i>
Description	
<p>The fiscal year code for the accounting data entered in the Accounting Data field(s) does not match the current or prior fiscal year codes as recorded in the Management Account Structure Code System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
<p>021 – Accounting Data 031 – Database Accounting Station</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 056 – Compensatory Time Payments

Code	Message
092	<i>Accounting Invalid – Appropriation</i>
Description	
<p>The appropriation entered in the Accounting Data field(s) was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
021 – Accounting Data 031 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 056 – Compensatory Time Payments

Code	Message
094	<i>Agency Code Not Equal To Org Structure Agency</i>
Description	
<p>The agency code in the key data is not equal to the organizational structure agency code in record 01 of the document.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 061 – Organizational Structure Agency Code</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 056 – Compensatory Time Payments

Code	Message
096	<i>Total Comp Hrs Do Not Agree With Hrs On Database</i>
Description	
<p>The amount of hours in the Total Hours To Be Paid field does not agree with the comp-current-bal on the employee's database compensatory leave and rates record (IRIS Program 139).</p>	
Data Element(s) Used In Audit	
<p>035 – Total Hours To Be Paid 062 – Compensatory Current Balance</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
050	Remarks Code X36 Required With PRD
051	Organizational Structure Code Not In TMGT
052	Position Occupied Not In TMGT
053	Special Employment Pgms Code Not In TMGT
054	Special Employment Pgms Code Must Be 59
055	Int Assigned Series Not In PMSO Master Record
056	Sex Code Not In TMGT
057	Birth Date Not Valid
058	Employee Is Under 16 Or Over 90 Years Of Age
059	Veterans Preference Code Not In TMGT
060	Prev Agency Code Not In TMGT
061	Agency Code Not In TMGT
062	Previous Agency Same As Current Agency
063	Previous Agency Not Valid On Accession
064	Agcy Code And 1st Org Structure Not Valid
065	6C Date Missing – Must Process 120 Doc To Update
066	Change In PMSO Key Requires Official Action
067	Data Not Valid For Saved Grade Correction
068	Pay Plan Not Valid With Appointing Authority
069	Last Date In Pay Status Must Be Completed
070	Sick Leave Expiration Date Not Valid
071	Last Date In Pay Status No Valid
072	Last Date In Pay Status Must Be Blank
073	Date Not Valid For Accession
074	FEGLI Remarks Code Must Be Present
075	NOA Requires Veterans Preference
076	Spvr/Mgrl Prob Period Starting Date Not Valid
077	Disability Code Not In TMGT
078	FEGLI Coverage Not In TMGT
079	LI Coverage Amount Not Valid
080	Grade Retention PRD Incompatible With NOA
081	NOA Requires Grade Retention PRD
082	Grade Not Valid With NOA
083	Disability Code Not Valid With Authority Code
084	Annual Leave Code Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
085	Occ Series Code Invalid With Appointing Auth
086	SCD-Leave Not Valid
087	Work Schedule Must Be F Or P
088	SCD-Leave And Annual Leave Code Not Valid
089	Additional Remarks Not Valid With Remarks Code 388
090	Grade And/Or Step Not Valid
091	SCD-Leave Not Valid With Birth Date
092	FEHB Coverage Not In TMGT
093	Retirement Coverage Not In TMGT
096	NOA Must Be Present With Official Action
097	Employee Name Not Valid
098	Please Submit AD-349 For Residence Address
099	Occupational Series Code Cannot Change With NOA
100	Career Tenure Date More Than 3 Yrs From Eff Date
101	Data Element Change Requires Official Action
102	Change In Retirement Coverage Code Not Valid
103	Adverse Remarks Code Required
104	Yr Degree/Cert Must Be At Least 17 Yrs From Birth
105	Retirement Coverage Not Valid With Pay Plan
106	Verify Residence Address ZIP Code
107	Verify Check Mail Address ZIP Code
108	Cannot Process Action – Employee Denied WGI
109	Effective Date Must Be First Day Of Pay Period
110	Tenure Group Invalid With Nature Of Action
112	Tenure Group Invalid With Pay Plan
113	NOA Not Valid With Work Schedule
114	Type Of Appointment And Work Schedule Not Valid
115	Database Appointing Authority Not Valid
116	Detail Position Cannot Equal Incumbent Position
117	Spvr/Mgrl Prob Period Starting Date Later Than Eff Dt
118	Change In Work Schedule Or Duty Hours Not Valid
119	SCD-RIF Must Be Completed
120	Pay Plan Must Be EX Or SR W/Spec Emp Pgms Cd
121	Special Employee Code Not Valid With Pay Plan
122	Spec Emp Pgms Cd Not Valid W/Dept Code/NOA/Auth

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
123	Locality Salary Table Not Found
124	Continuation Of Error Message 123
125	Salary Cannot Change With NOA 895
126	Pay Plan/Grade Not Compatible With Authority
127	Document Type Not Valid
129	Work Schedule Not Valid With Supervisory Diff Rate
130	SCD-Retirement Not Valid
131	SCD-Retirement Must Be Blank
132	Special Rate Not Valid With PRD E Or F
133	GM Pay Plan Not Valid With Grade Retention
134	Pay Plan Must Be GM With PRD
135	PRD U Or V Not Valid For Employee
136	Grade And Step Must Be Equal To Previous
137	Base Salary Must Be Greater Than 1st Step Of Grade
138	Master On Database – Check If Dual Appointment
139	Remarks Code 388 Or 389 Required With NOA
140	Pay Rate Determinant Code Requires Pay Table Code
141	Pay Table Code Not Valid W/Pay Rate Det Code
144	1st NOA Code Not In TMGT
145	2nd NOA Code Not In TMGT
146	NOA Must Be Present On Processing Action
147	Alpha 1A Auth Code Must Be Present
148	System Problem – Contact Your Agency Rep
149	Only One Alpha Authority Must Be Present
150	Alpha Authority Code Must Be Blank
151	2nd NOA Code Required For Cancel/Correct
152	NOA Not Valid For Accession
153	NOA Not Valid For Official Change
154	Previous NOA Must Be Blank For Accession
155	Prev Eff Date Must Be Blank For Accession
156	Previous NOA Must Be Present For Cancellation
157	Previous Eff Date Must Be Present For Cancellation
158	Employee Separated – Cannot Process Action
159	System Problem – Contact Your Agency Rep
160	System Problem – Contact Your Agency Rep

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
161	NTE Date Must Be Present With NOA
162	NTE Date Not Valid
163	NTE Date Earlier Than Effective Date
164	NTE Date Must Be Blank With NOA
165	NTE Date Not Valid With NOA Or Type Appt Code
166	NTE Date Must Exceed 1 Year
167	Work Schedule Not Valid For Retention Allowance
168	Promotion – Change In Pay Band Must Occur
169	NTE Date Not Required With NOA
170	Lose/Gain Department Not In TMGT
171	Total Time Off Record Not Located On Database
172	Unsatisfactory Rating For WGI
173	Lose/Gain Department Code Must Be Completed
175	Transfer NOA Not Valid For Employee
176	Losing/Gaining Dept Same As Dept/Agcy
177	PMSO Key Cannot Change With Correct To Sep
178	Special Employee Code Not Valid With NOA
179	NOA And Type Of Appointment Not Valid
180	Career Tenure Date Not Valid With NOA
181	NOA Not The Same As Last Action
182	Effective Date Must Be Present
183	Effective Date Not Valid
184	Step Must Change With Quality Increase
185	Effective Date Not The Same As Last Action
186	Effective Date Must Be Later Than Last Action
187	Continuation Of Error Message 186
188	Action Code Must Be 2 For Cancel Of Separation
189	Action Code Must Be 1 For Cancel Of Separation
190	Minimum Or Maximum Salary Not Valid
191	System Problem – Contact Your Agency Rep
192	Correction To Salary But Salary Not Changing
193	System Problem – Contact Your Agency Rep
194	AD-349 Agency Code Not In TMGT
195	AD-349 Effective Date Must Be Present
196	AD-349 Effective Date Not Valid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
197	Employee Paid – Cannot Cancel Accession
198	System Problem – Contact Your Agency Rep
199	System Problem – Contact Your Agency Rep
200	System Problem – Contact Your Agency Rep
201	Action Code Must Be Present
202	Probationary Period Start Date Must Be Present
203	Occ Series Code Not Valid For Agency
204	Sup Cd Not Valid With Supervisory Differential
206	Race And National Origin Not In TMGT
207	Employee Name Must Be Present On Accession
208	Employee Already Separated
209	Employee Name Must Be Present For Name Change
210	Pay Plan And Supvry Differential Not Valid
211	Name Must Be Present For Name Correction
212	Remarks Code 247 Must Be Present
213	Correction NOA Required For Name Correction
214	Employee Name Last Not Valid
215	Employee Name First Not Valid
216	Employee Name Middle Not Valid
217	Tenure Group Not In TMGT
218	Tenure 2 – Career Tenure Date Cannot Be Present
219	Tenure 0 – Prob Period Start Date Cannot Be Present
220	Tenure 0 – Career Tenure Date Cannot Be Present
221	Tenure 0 – Type Of Appointment Must Be 04 Or 09
222	Tenure 1 – Type Of Appointment Must Be 01 Or 06
223	Tenure 1 – Prob Period Start Date Cannot Be Present
224	Tenure 1 – Career Tenure Date Cannot Be Present
225	Tenure 2 – Type Of Appt Must Be 01, 02, 06, Or 07
226	Step Must Be 00 With Pay Rate Determinant Code
227	Tenure 2 – Career Tenure Date Must Be Present
228	Saved Rate Expiration Date Cannot Be Present
229	NTE Date Required For Temporary Promotion
230	Tenure 3 – Type Of Appt Must Be 03, 08, Or 09
231	Salary Not Valid For Trustee/Asst Trustee
232	Career Tenure Not Required – Tenure 3, Type Appt 08
233	Probationary Period Starting Date Not Required

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
235	Salary Not Valid For Pay Plan E
236	Appointment Limitations Not Valid With Type Of Appt
237	Only One Appointment Limitations Can Be Present
238	Appointment Limitations Balance More Than Full
239	Appointment Limitations Must Be Present
240	Appointment Limitations – Full Must Be Present
242	Commencing Date Of Service Yr Later Than Eff Date
243	Commencing Date Of Service Year Not Valid
244	Commencing Date Of Service Year Must Be Present
246	Commencing Date Of Service Year Not Required
247	Appointment Limitations Balance Not Required
248	Appointment Limitations – Full Not Required
250	NOA And Auth Code Not Valid With Eff Date
251	Detail Or Temp Promotion Must Be Terminated
252	NTE Date Must Be Present And Be More Than 1 Yr
253	Appointment Limitations Hours Must Be Numeric
254	Retirement Coverage Not Valid For Agency
255	Pay Plan, Grade, Or Step Must Be Same As Database
256	AD Grade Or Step Not Valid
257	PMSO Key: Fields Cannot Be Present
258	Extension Of Temporary Promotion Not Valid
259	Change In PRD Required With NOA
263	Prev NOA Cannot Be Present
264	WGI Waiting Period Not Valid
265	Remarks Code Not In TMGT
266	Probationary Period Start Date Not Valid
267	Prob Period Start Date And Type Appt Not Valid
268	Probationary Period Start Date Later Than Eff Date
269	Career Tenure Date Not Valid
270	Career Tenure Date Later Than Eff Date
271	Can Only Advance One Step For WGI
272	SCD-Leave Must Be Present With Annual Leave
273	Annual Leave Code Not In TMGT
274	Annual Leave Code – 45 Day Not Valid For Dty Stn
275	Leave Earning Status During P/P Not In TMGT
276	Change In SSNO Already Processed

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
277	NOA Not Valid For Separation
278	DOJ Ret-Cov--Code Incompatible With Spec-Empl-Cd
279	Date Last Entered Present Grade Must Be Present
280	Date Last Entered Present Grade Not Valid
281	Date Last Entered Present Grade Later Than Eff Date
282	Pay Table Code Invalid For Dty Stat/Loc Tbl Cd
284	WGI Not Coded Due
285	Continuation Of Error Message 284
286	SCD Leave Later Than Effective Date
288	Salary Rate Code Must Be WC
290	Change In Agency Already Processed
291	Supvy Pct Not Valid
292	Organizational Structure Code Change Required
293	Time Off Award Record Not Found
295	Supervisory Code Not Valid With NOA
296	Name Correction Must Be Blank
297	Previous SSNO Must Be Blank
298	Duty Hours Per Pay Period Must Be Present
299	Duty Hours Per Pay Period Not Valid
300	Duty Hours Per Pay Period Not Required
301	Work Schedule Not Valid With NOA
304	Seasonal Or Status Quo Not In TMGT
305	Type Of Appointment Not In TMGT
306	Annuity Ind. Requires Date Ret Military
307	Pay Plan Not Valid With Supervisory Differential
308	Retention Percent Not Valid
309	Special Employee Code Not In TMGT
310	Data Not Valid For Special Employee Code 04
312	Special Employee Code 13 – Agency Code Must Be 03
313	Special Employee Code 31 – Agency Code Must Be 02
314	Special Employee Code 30 – Agency Code Not Valid
315	Pay Plan Not Valid With Special Employee Code 05
316	Special Employee Code Not Valid With Agency
317	Pay Plan Not Valid With Special Employee Code 07
318	Data Not Valid With Special Employee Code 05
319	Data Not Valid With Special Employee Code 45 or 46
320	Continuation Of Error Message 319

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
321	Pay Plan Not Valid With Salary Share Code
322	COLA/Post Differential Code Not In TMGT
323	COLA/Post Diff Code Not Valid For Wage Employee
324	State/Country Not In TMGT
325	Control Of Coop Employee Not In TMGT
326	Salary Share Code Not In TMGT
327	Control Of Coop Employee Code Must Be 1, 2, Or 3
328	Coop/Annuitant Share Amt Must Be Present
329	Control Of Coop Employee Code Cannot Be 0
330	Coop Share Amt Must Be Present
331	Annuitant Share Amt Cannot Be Present
332	Control Of Coop Employee Code Must Be 0
333	Coop Share Amt Must Be Blank
334	Annuitant Share Amt Must Be Present
335	Coop Overtime/Holiday Rate Must Be Blank
336	Salary Share Data Cannot Be Present
337	Quarters Ded Amt Requires Qtrs Ded Code
338	Quarters Ded Code Not In TMGT
339	Quarters Ded Code Not Valid For Agency
340	Quarters Deduction Code Must Be 1, 2, 3, Or 4
341	Environmental Differential Cannot Be Generated
343	Trvl Allow/Enviro Diff Not Valid For Pay Plan
344	Travel Allowance Amount Not In TMGT
345	Pay Plan Not Valid With Relocation Bonus
346	FLSA Code Not Valid
347	Pay Plan Not Valid With Retention Percent
348	Recruitment Bonus Already On Database
349	Accounting Station Code Not In TMGT
350	POI Not In TMGT
351	POI Must Be Present
352	Pay Plan Not Valid With NOA
353	Occupational Series Not Valid With Pay Plan
354	Agency Use Data Not Valid For Agency
355	Auth Date Not Valid
362	Pay Plan Not Valid With Recruitment Bonus
364	AD-349 Agency Code Not In TMGT

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
365	AD-349 Effective Date Not Valid
366	Check Mail Address Not Valid W/Designated Agent Cd
367	Designated Agent Code Not Valid
368	Citizenship Status Not In TMGT
369	Cancellation – Time Off Hours Already Used
370	Relocation Bonus Already On Database
371	Duty Hours Must Be Blank For Intermittent
374	Previous NOA Not Valid For Cancellation/Correction
375	Date Retired Military Must Be Present
376	Date Retired Military Service Not Valid
377	Uniform Service Component Must Be 4 Or 5
378	Educational Level Not In TMGT
379	Year Deg/Cert Received Must Be Present
380	Instructional Program Must be Present
381	Instructional Program Not In TMGT
382	Year Deg/Cert Received Must Be Blank
383	Instructional Program Must Be Blank
384	Current Residence Street Address Not Valid
385	Current Res Address State Code Not In TMGT
386	Current Residence Address Not Valid
387	Type Appt Not Valid With Retirement Coverage
388	Recruitment Bonus Exceeds Maximum Allowed
389	Current Residence Address ZIP Code Not In TMGT
390	Check Mail Street Address Not Valid
391	Check Mail Address State Code Not In TMGT
392	Check Mail Address Not Valid
393	WGI Grade And/Or Step Not Valid
394	Correction Results In Negative Balance
395	Check Mail Address ZIP Code Not In TMGT
396	Duty Station State Code Not In TMGT
397	Duty Station Not Valid
398	Total Time Off Award Exceeds 80 Hours
399	Relocation Bonus Exceeds Maximum Amount Allowed
400	Cancel Pay Change – Pay Data Not Present
401	SCD-Retirement Must Be 16 Yrs From Date Of Birth
402	SCD-WGI Must Be 16 Yrs From Date Of Birth

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
403	SCD-RIF Must Be 16 Yrs From Date Of Birth
404	SCD-Retirement Later Than Eff Date
405	SCD-WGI Later Than Eff Date
406	SCD-RIF Later Than Effective Date
407	SCD-RIF Not Required With Type Appt 04 Or 09
408	SCD-RIF Not Valid
409	SCD-WGI Not Valid With Type Appt Or Pay Plan
410	Commencing Date Of Service Not Valid With Eff Dte
411	SCD-WGI Must Be Present
412	SCD-WGI Not Valid
413	SCD-Leave/Retirement Required
414	Dates Not Valid With NOA Code
416	S/L Expiration Dt Requires Last Dt In Pay Status
417	NOA Code And PRD Code Not Compatible
418	Salary Share And Annuitant Indicator Incompatible
419	FEHB Coverage Must Be Blank With NOA
420	FEHB Coverage Must Be Present With NOA
421	FEHB Remarks Code(s) Not Valid
422	FEHB Coverage 1 Requires Applicable Remark
423	Remarks Code Not Valid With NOA Code
424	Award Hrs Must Be Numeric And Greater Than Zero
425	Fraction Award Hours Must Be 00, 25, 50, Or 75
426	Base Salary Must Be Verified
427	Leave Earn Status During P/P Must Be Present
428	Grade Retention Not On Database
429	SCD-Leave Must Be Present
430	Pay Plan PA Or PE Not Valid
431	Salary Data Not Valid With Salary Rate Code WC
432	Pay Rate Determinant Code Not In TMGT
433	Expiration Date Not Valid
434	Expiration Date Not Valid With PRD
435	Expiration Date Earlier Than Effective Date
436	Salary Rate Code Not In TMGT
437	Occupational Series Code Must Be Present
438	Quality Step Increase Not Valid With Pay Plan
439	Leave Earn Status Must Be Present For Separation

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
440	Number Of Grades Promoted Not Valid
441	NOA Specifies Change In Salary
442	Salary Rate Code Must Be PH For Wage Grade
443	Rating Must Be Superior Or Outstanding For Award
444	Employee Ineligible For Quality Step Increase
445	Correction To Cash Award – Amount Not Valid
446	Environmental Differential Not In TMGT
447	Supervisory Percent Not Valid With NOA
448	Varied Wage Board Shift Rate Not Valid
449	Pay Plan, Grade, And Step Not Valid
450	Step Not Valid When Grade Is Blank
451	Wage Board Step Not Valid
452	Supervisory Code And Grade Not Compatible
453	Zeros In Grade And Step Not Valid For Wage Grade
454	Occupational Series Code Not In TMGT
455	Functional Code Not In TMGT
456	Dty Station Change – Environmental Diff Required
457	WB Occupational Series Code Not In TMGT
458	Retention Percent Not Valid With NOA
459	Recruitment Bonus Not Valid With NOA
460	Relocation Bonus Not Valid With NOA
461	Award Hours Not Same As Verify Hours
463	Occ Series Must Be Valid For Wage Board
464	Grade And Step Not Same As Database
465	PRD Code And Pay Plan Incompatible
466	Work Schedule And Salary Rate Incompatible
467	Salary Share Cd Must Be Zero W/Salary Rate Code
468	Salary Not Valid For Merit Pay Employee
469	Wage Grade Salary Not In TMGT
470	Continuation Of Error Message 469
471	Base Salary Not Valid With Grade And Step
472	Continuation Of Error Message 471
474	Work Schedule Not In TMGT
475	Cancel/Correct – Recruit Bonus Not On Database
476	Cancel/Correct – Relocation Bonus Not On D/B
478	Retirement System Data Not Valid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
479	Duty Hours Per Pay Period Must Be 0100-7900
480	Verify Salary Data Not Valid
481	Required PRD Data Must Be Present
482	Maximum Hours Per Time Off Award Exceeded
483	Leave Earning Status During PP Must Be Blank
484	EC Pay Plan Not Valid For Accession
485	Occ Series And/Or Duty Station Not Valid
486	WGI Is Not Valid With Step
487	Accession NOA Required With PRD Code 5 Or 7
488	PRD Code Must Indicate Change With NOA
489	Date Of Time Off Award Already Exists
490	Step Must Be 00 With Grade Retention NOA
491	Salary Must Be Blank With Retention NOA
492	Salary Rate Must Be Blank With Retention NOA
493	PRD Code Must Be Alpha With Retention NOA
494	Grade Retention Exp Date Required With NOA
495	SCD-WGI Must Be Zeros With NOA
496	Date Last Entered Present Grade Required With NOA
497	Conversion NOA Cannot Be Processed
498	Base Salary Or PRD Code Not Valid
499	SCD-WGI Required With NOA
500	Error Message Code XXX Not Found In TMGT
502	Effective Date And Base Salary Not Valid
503	Adjustment Action Must Be Processed
505	NOA And Authority Code Not Compatible
506	Duty Station Required With NOA
508	PRD M – Salary Change Requires Adjusted Salary
507	Supervisory Code Must Be 1 Or 3
509	Annuitant Indicator Not In TMGT
511	Veterans Preference Must Be 6
512	Veterans Preference Not In TMGT
513	Veterans Pref And Veterans Status Not Compatible
514	Military Retired Pay Recipient/Waiver Incompatible
515	Agcy Code Must Be 34 Or 37 If Spec Emp Code 33
516	Frequency Paid Code Must Be 2 If Spec Emp Code 36
517	Agcy Code Must Be JA If Spec Emp Pgms Cd PZ

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
518	No Change In Data Element With NOA
519	Amount Of Within-Grade Increase Not Valid
520	PRD Code Not Valid With Pay Table Code
521	NOA Requires FEGLI Coverage
522	NOA Requires SCD-Leave
523	Effective Date Not Found In TMGT
524	Work Schedule Not Valid With NOA
525	PRD M – Adjusted Salary Required
526	Pay Rate Determinant Code M Not Valid
527	System Problem – Contact Your Agency Rep
528	Remarks Code X42 Required
529	Quarters Deduct Code Must Be Present With NOA
531	Base (Scheduled) Salary Must Increase
532	FERS Retirement Code Required With NOA
533	Previous Effective Date Cannot Be Future Date
534	Agency And Pay Plan Not Compatible
536	Previous NOA Not Valid For Cancellation
537	TSP Eligibility Code Required
538	TSP Eligibility Code Not Valid
539	TSP Eligibility Code Not Valid W/ Ret Coverage Code
540	SCD-TSP Not Valid If Employee Not Enrolled
541	SCD-TSP Not Valid
542	Special Employ Prgms Code And Grade Not Compatible
543	Special Employee Code Not Valid W/Agency Or Grade
544	Tenure Group Not Valid With Authority
545	Data Not Valid For Employee Type
546	Termination Of Detail – Employee Not Detailed
547	Pay Plan Must Be ES With NOA
548	Tenure Group Must Be 0 With ES Pay Plan
549	SCD-TSP Not Valid With Retirement Coverage Code
550	Adjusted Salary Changing–Base Salary Must Be Present
578	Base Salary Not Valid For Medical Officer
580	Salary Information Not Valid
581	Cannot Change To Grade And Pay Retention NOA
582	Grade On Personnel Action Equals Saved Grade
583	Grade Cannot Be Changed On Quality Step Increase

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
584	Cannot Change From Pay To Grade Retention
585	Salary Rate Code Must Be PA With GS Pay Plan
586	NTE Date Must Be Present W/Special Emp Code 81
587	Ag Cd Must Be 02 Or 11 W/Special Employee Code 81
588	WGI Effective Date Not Valid
589	Creditable Military Service Not Valid
591	Creditable Military Not Valid With Vet Pref Code
592	Frozen Service Not Valid
594	Retirement Cov Code Not Valid W/Frozen Service
596	Previous Retirement Coverage Not Valid
597	SCD Retirement Must Be Completed
598	Classification Action Code Not Valid
599	Classification Action Code Must Be Present
600	Employee Not Established In Individual Position
601	System Problem – Contact Your Agency Rep
602	IP-NO Not In Position Management System
603	System Problem – Contact Your Agency Rep
604	Individual Position Currently Occupied
605	Placing Employee In Inactive Position Or Master
606	Effective Date Earlier Than Date IP Established
607	Position Invalid For Change To Lower Grade
608	System Problem – Contact Your Agency Rep
610	Detail Position Not Established – Process NOA 977
611	Uniform Service Status Invalid
612	Promotion To Same Position
613	PMSO Key: Data Not Valid With Ext Of Detail-NTE
614	Continuation Of Error Message 613
615	Data In PMSO And Database Must Be The Same
616	Change In Position Data Required
617	Position Data Cannot Be Located In PMSO
618	PMSO Position Data Must Be Present With NOA
619	PMSO Key: Data Must Be Same As Database
620	Continuation Of Error Message 619
621	Cannot Fill Obligated Position
622	Auth Date Earlier Than Effective Date
623	Change In Quarters Requires NOA

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
624	Change In Quarters Requires Official Action
625	System Problem – Contact Your Agency Rep
626	Appointment Limitations Full Days Must Be 130
627	Appointment Limitations Full Days Must Be 180
628	Appointment Limitations Full Hours Must Be 1040
629	Appointment Limitations Full Hours Must Be 1280
630	Appointment Limitations Full Hours Must Be 1300
632	Appointment Limitations Full Hours Must Be 2000
633	Appointment Limitations Full Hours Must Be 700
635	Pay Plan Must Be Present
636	Continuation Of Error Message 635
637 thru 647	(reserved)
648	Occupied Position Obligated – Cannot Process 703
649	Cannot Change Incumbent Position With NOAC
650 thru 651	(reserved)
652	1st NOA Not In TMGT
653	1st NOA And 1A Auth Code Not In TMGT
654	System Problem – Contact Your Agency Rep
655	NOA Requires OPM Authority
656	NOA Only Requires One Agency-Cited Authority
657	NOA Requires Two Agency-Cited Authorities
668	Prev NOA Must Be Same As Last NOA On Database
669	Prev Eff Dt Must Be Same As Database Prev Eff Dt
670	NOA Requires Tenure Group 1
671	NOA Requires Tenure Group 2
672	Spec Employment Pgms Code Not Valid With NOA
674	Tenure Group Not Valid With NOA And Auth Code
676	NTE Date Must Be 10 Or More Days From Eff Date
677	Position Occupied Not Valid With NOA
678	Save-Grade Record Not On Database
679	Grade Not Valid With NOA
680	Database Special Employment Pgms Code Must Be 59
681	Grade Must Be More Than 15
682	Grade And Position Occupied Not Valid
683	Reinstatement – Position Occupied Must Be 1
684	Pay Plan And Grade Not Valid For Reinstatement

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
686	Tenure Group And Agency Not Valid For NOA
688	Agency Cd Must Be Same As Database Agency Cd
689	Grade Retention – Position Occupied Must Be 1 Or 2
690	Position Occupied Must Be 1 Or 2 With NOA
691	NOA Requires Authority
693	Saved Grade, Grade, And Remarks Code Not Valid
694	Conversion To Excepted Appointment Not Valid
695	Continuation Of Error Message 694
696	Position Occupied Must Be 2 With NOA
697	Pay Adjustment Not Valid For Pay Plan
698	Data Not Valid For NOA 504 And Auth Code J2M
699	Continuation Of Error Message 698
700	Data Not Valid For NOA 504 And Auth Code JTM
701	Continuation Of Error Message 700
702	System Problem – Contact Your Agency Rep
703	System Problem – Contact Your Agency Rep
704	Position Change Requires Position Occupied 2
705	Grade Must Be Present For Position Change
706	Change In NOA May Be Required
707	Position Occupied Must Be Competitive
709	NOA Not Valid For Wage Grade Pay Plan
715	Agency Code Must Change
716	Occupational Series Must Be Present In PMSO
717	Disabilty Code Must Change
718	Pay Rate Determinant Code Must Change
719	Occupational Function Must Change
720	Supervisory Code Must Change
721	Retirement Coverage Must Change
724	POI Must Change
725	Educational Level Must Change
726	Instructional Program Must Change
727	Year Deg/Cert Received Must Change
728	Annuitant Indicator Must Change
729	Citizenship Status Must Change
730	Position Occupied Must Change
731	Race And National Origin Must Change

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
735	Effective Date And NOA Not Valid
736	Appointment Limitations Hours Not Valid With NOA
737	Special Employment Programs Code Must Be Present
738	Special Employment Programs Code Must Be 00
739	Work Schedule And Remarks Code Not Valid
740	Annual Leave Category Must Be Present
741	Veterans Preference RIF Must Change
742	Veterans Preference RIF Must Be Present
744	Veterans Preference RIF Must Be Blank With NOA
745	Type Appointment Must Be Present With NOA
746	Correction To Separation – Previous NOA Required
749	ADJP History Must Be Present On Database
751	Merit Increase Is Not 1 Step Increase
752	Wage Increase Is Not 2 Step Increase
753	Occupational Function Must Be Present In PMSO
756	2A Auth Code Not In TMGT
757	Occupational Series Must Change
758	2B Auth Code Not In TMGT
759	Previous Action 1st Auth Not In TMGT
760	Previous Action 2nd Auth Not In TMGT
761	Agency Code, NTE Date, Or Sup Code Not Valid
762	Multiple Personnel Cancellations In Error
763	Alpha Authority Must Be Present
764	Correcting Eff Date – Cannot Be A Future Date
765	Eff Date Of Action Not Eq To Eff Pay Period
766	Action Code Invalid W/Separation NOA
767	Authority Code Invalid With Type Of Appnt Code
768	Citizen–Cd=8, Spec–Emp=62, Ret–Cd Must Be 3, 4, 5
769	Citizen–Cd=8, Spec–Emp=62, Ret–Cd Must Be 4 Or 5
770	Civil Service Annuitant Share Must Be > 0
771	Retirement–Code Invalid With Annuitant–Ind
801	Career Path/Pay Plan Not Eligible For WGI
802	Pay Band/Range For Career Path Not Valid
804	Supv/Managerial Code Not Valid W/Spec Emp Code
806	New Base Contract Salary Invalid–Less Than 6%
807	Data Not Valid For Special Employee Code
808	Special Employee Code Not Valid With Range

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
810	Pay Plan Cannot Change With NOA
811	Designated Agent Not Valid For Dept/Ag
812	Change In Special Employee Code Not Valid
813	NOA Not Valid For Availability Pay
814	Special Emp Code Not Valid W/Occup Series Code
816	Special Emp Code Not Valid With FLSA
817	Special Employee Code Not Valid With Pay Plan
818	Supervisory/Managerial Prob Per Req Not Valid
819	Sup/Mgr Prob Per Req Must Be 1 Or 2
820	PRD Not Valid With Save Grade Data
821	Position Change Data Required
822	(reserved)
823	Retirement Cov Code Must Be 5 For NAFI Retirement
824	Date SCD RIF Must Be Zeroes
825	NOA 916 Must Have Authority Code BEG Or END
826	Employee Currently Ineligible For FEHB
827	NOA 916 Coverage Cde Must Be 6, 7, 8
828	Employee Not Enrolled In Federal FEHB
829	Employee Not Enrolled In Family FEHB
830	Employee Already Enrolled In FEHB
831	Employee Already Enrolled In Family FEHB
832	FEHB Coverage Invalid For NOA 916 BEG
833	FEHB Coverage Invalid For NOA 916 END
834	Employee Must Return To FEHB Enrolled Status
835	Employee Must Return To FEHB Elig-Pending Status
836	Can Not Process 916 END Before 916 BEG
837	TSP–Eligibility-Code Must Be 6
838	TSP–Eligibility–Code Must Not Be 6
839	Retirement Code Is Invalid For Re-employed Annuitant
856	Date–CBPO–RET–SCD Must Have Valid Date
858	Remarks CD C11 or 499 Required With FEGLI Eff Date Change

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
050	<i>Remarks Code X36 Required With PRD</i>
Description	
<p>Remarks Code X36 must be present on the processing personnel action when the data entered in the 1st NOA Code and the Pay Rate Determinant Code fields indicates termination of grade retention.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
051	<i>Organizational Structure Code Not In TMGT</i>
Description	
<p>The data entered in the Organizational Structure Code field in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 005, Agency Organizational Structure.</p>	
Data Element(s) Used In Audit	
<p>033 – Agency/Bureau 055 – 2nd Level Through 8th Level 191 – Table 005</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
052	<i>Position Occupied Code Not In TMGT</i>
Description	
<p>The data entered in the Position Occupied Code field in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 074 – Position Occupied 192 – Table 025, Block 51</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
053	<i>Special Employment Pgms Code Not In TMGT</i>
Description	
<p>The data entered in the Special Employment Pgms Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>075 – Special Employment Pgms Code 193 – Table 025, Block 54</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
054	<i>Special Employment Pgms Code Must Be 59</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Special Employment Pgms Code field must be 59.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 075 – Special Employment Pgms Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
055	<i>Int Assigned Series Not In PMSO Master Record</i>
Description	
<p>The PMSO master record indicates that the position the employee currently occupies, or is being moved to, is an interdisciplinary position. However, the interdisciplinary assigned series in the individual position number was not located on the PMSO master record.</p>	
Data Element(s) Used In Audit	
059 – PMSO Grade 385 – PMSO Agency Code 386 – PMSO Position Office Identifier	387 – PMSO Department Code 404 – PMSO Master Record Number 406 – PMSO Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
056	<i>Sex Code Not In TMGT</i>
Description	
<p>The data entered in the Sex Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>007 – Sex Code 194 – Table 025, Block 3</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
057	<i>Birth Date Not Valid</i>
Description	
<p>The date entered in the Birth Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
008 – Birth Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
058	<i>Employee Is Under 16 Or Over 90 Years Of Age</i>
Description	
<p>The employee's birth date must be at least 16 years, but not more than 90 years, prior to the effective date of the processing personnel action.</p> <p>Note: If this message does not apply to this employee, key <i>Y</i> in clear code 1 to release this message.</p>	
Data Element(s) Used In Audit	
<p>008 – Birth Date 030 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
059	<i>Veterans Preference Code Not In TMGT</i>
Description	
<p>The data entered in the Veterans Preference Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>009 – Veterans Preference Code 195 – Table 025, Block 6</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
060	<i>Prev Agency Code Not In TMGT</i>
Description	
<p>The data entered in the Previous Agency Code field was not located in the Table Management System (TMGT), Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	
<p>010 – Previous Agency Code 190 – Table 023</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
061	<i>Agency Code Not In TMGT</i>
Description	
<p>The agency code entered in the Dept/Agcy field was not located in the Table Management System (TMGT), Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 190 – Table 023</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
062	<i>Previous Agency Same As Current Agency</i>
Description	
<p>The data entered in the Previous Agency Code field cannot be the same as the agency code entered in the Dept/Agcy field.</p>	
Data Element(s) Used In Audit	
<p>010 – Previous Agency Code 065 – Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
063	<i>Previous Agency Not Valid On Accession</i>
Description	
<p>The Previous Agency Code field must be completed only when the data entered in the 1st NOA Code field indicates that the employee is transferring from one agency to another agency within a Department. Do not complete this field for an accession personnel action.</p>	
Data Element(s) Used In Audit	
001 – Action Code 010 – Previous Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
064	<i>Agcy Code And 1st Org Structure Not Valid</i>
Description	
<p>The agency code entered in the Dept/Agcy field on the processing personnel action must be the same as the data in the PMSO Key: Agcy field and the 1st level of the Organizational Structure Code field recorded in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
033 – Organizational Structure 1st Level 065 – Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
065	<i>6C Date Missing – Must Process 120 Doc To Update</i>
Description	
<p>A Multielement Update Document (Document Type 120) must be processed to establish a 6C Retirement Date whenever the data entered in the Retirement Coverage field is 6, E, M, or T.</p> <p>If data was not entered in the Retirement Coverage field, this message indicates that the retirement coverage code stored in the employee’s database salary data record (IRIS Program 101) is 6, E, M, or T.</p> <p>This personnel action will remain in SINQ for 3 PINE passes as a reminder that a Multielement Update Document must be processed to establish the 6C Retirement Date on the employee’s database dates & misc sal/pers data record (IRIS Program 102). If there are no additional edit messages, this edit message will not appear after the 3rd PINE pass, and this personnel action will apply to the employee’s database.</p> <p>If a Multielement Update Document is not processed to establish the 6C Retirement Date, this edit message will be issued again whenever a personnel document(s) is system-generated or processed for this employee in the future. This edit message will not be issued once a Multielement Update document is successfully processed and the 6C Retirement Date is established on the employee’s database dates & misc sal/pers data record (IRIS Program 102).</p> <p>☞Note: The 6C Retirement Date identifies the retirement service computation date for employees appointed to law enforcement or firefighter positions entailing a special retirement deductions rate. This date must be established for employees to receive a Benefits Statement for Law Officers and Firefighters. For detailed instructions on processing a Multielement Update Document, see the PRES Procedure.☞</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 038 – 1B Auth Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
066	<i>Change In PMSO Key: Requires Official Action</i>
Description	
<p>An official change action must be processed in order to correct or change any of the following PMSO Key: fields:</p> <ul style="list-style-type: none"> • Agency • Department • Grade • Individual Position Number • Master Record Number • Personnel Office Identifier 	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
067	<i>Data Not Valid For Saved Grade Correction</i>
Description	
<p>When the data entered in the 1st NOA Code field on the processing personnel action indicates a correction to the employee's saved grade, data must also be present in the following fields:</p> <ul style="list-style-type: none"> • Grade • Pay Rate Determinant Code • Date Retained Rate Expires • Database Saved Grade Record (PINQ Program 29 or IRIS Program 128) 	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 059 – Grade 064 – Saved Rate Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
068	<i>Pay Plan Not Valid With Appointing Authority</i>
Description	
<p>The data entered in the Pay Plan field is not valid with the data entered in the 1st Auth Code field on the processing personnel action.</p> <p>If the data entered in the Pay Plan field is GW, WW, or YW, the data entered in the 1st Auth Code field must be WWM or ZWM.</p> <p>If the data entered in the Pay Plan field is YV, the data entered in the 1st Auth Code field must be WVM or ZVM.</p> <p>If the data entered in the Pay Plan field is ES, the data entered in the 1st Auth Code field must be CAA.</p> <p>If the data entered in the Pay Plan field is OC, the data entered in the 1st Auth Code field must be WVM, WWM, ZVM, or ZWM.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 392 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
069	<i>Last Date In Pay Status Must Be Completed</i>
Description	
<p>The Last Date In Pay Status field must be completed when the data entered in the 1st NOA Code field indicates a retirement or death.</p>	
Data Element(s) Used In Audit	
012 – Last Date In Pay Status 022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
070	<i>Sick Leave Expiration Date Not Valid</i>
Description	
<p>The date entered in the Sick Leave Expiration Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> 	
Data Element(s) Used In Audit	
013 – Sick Leave Expiration Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
071	<i>Last Date In Pay Status Not Valid</i>
Description	
<p>The date entered in the Last Date In Pay Status field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
012 – Last Date In Pay Status	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
072	<i>Last Date In Pay Status Must Be Blank</i>
Description	
<p>The Last Date In Pay Status field must be blank with the 1st NOA Code specified on the processing personnel action.</p>	
Data Element(s) Used In Audit	
<p>012 – Last Date In Pay Status 022 – 1st NOA Code 023 – 2nd NOA Code 024 – Previous 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
073	<i>Date Not Valid For Accession</i>
Description	
<p>When the processing personnel action is an accession, the Last Date In Pay Status and Sick Leave Expiration Date fields must be blank.</p>	
Data Element(s) Used In Audit	
012 – Last Date In Pay Status 013 – Sick Leave Expiration Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
074	<i>FEGLI Remarks Code Must Be Present</i>
Description	
<p>The data entered in the 1st NOA Code and the Last Date In Pay Status fields indicate that a remarks code for FEGLI coverage must also be present on the processing personnel action.</p>	
Data Element(s) Used In Audit	
<p>012 – Last Date In Pay Status 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
075	<i>NOA Requires Veterans Preference</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a change in veterans preference; however, the Veterans Preference field is blank.</p>	
Data Element(s) Used In Audit	
<p>009 – Veterans Preference Code 022 – 1st NOA Code 023 – 2nd NOA Code 343 – Database Veterans Preference</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
076	<i>Spvr/Mgrl Prob Period Starting Date Not Valid</i>
Description	
<p>The date entered in the Spvr/Mgrl Prob Period Starting Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <small>☞Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☞</small> 	
Data Element(s) Used In Audit	
157 – Spvr/Mgrl Prob Period Starting Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
077	<i>Disability Code Not In TMGT</i>
Description	
<p>The data entered in the Disability Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>016 – Disability Code 196 – Table 025, Block 12</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
078	<i>FEGLI Coverage Not In TMGT</i>
Description	
<p>The data entered in the FEGLI Coverage field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p> <p>☞ Note: When the salary rate code field is WC (without compensation), the FEGLI Coverage Code field must be A (ineligible).☞</p>	
Data Element(s) Used In Audit	
<p>017 – FEGLI Coverage Code 062 – Salary Rate Code 197 – Table 025, Block 013</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
079	<i>LI Coverage Amount Not Valid</i>
Description	
<p>The LI Coverage Amount field must be completed only if the employee, who is eligible for FEGLI, has not waived basic life insurance coverage and</p> <ul style="list-style-type: none"> • will work at such different rates of pay that the Payroll/Personnel System is unable to calculate or project the rates of pay on an annual basis (i.e., different tours of duty during the year) • will be paid on a piecework basis • is a wage grade employee who will be paid at different rates of pay during the year 	
Data Element(s) Used In Audit	
018 – LI Coverage Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
080	<i>Grade Retention PRD Incompatible With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field specifies that the data entered in the Pay Rate Determinant Code field cannot indicate grade retention (i.e., A, B, E, F, U, or V).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
081	<i>NOA Requires Grade Retention PRD</i>
Description	
<p>The data entered in the 1st NOA Code field specifies that the data entered in the Pay Rate Determinant Code field must indicate grade retention (i.e., A, B, E, F, U, or V).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
082	<i>Grade Not Valid With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field on the processing personnel action specifies that the data entered in the Grade field must be equal to, or less than, the grade currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 059 – Grade 173 – Database Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
083	<i>Disability Code Not Valid With Authority Code</i>
Description	
<p>When the data entered in the 1st Auth Code field is WTM, YKM, or WUM, the data entered in the Disability Code field must be 05 thru 94.</p>	
Data Element(s) Used In Audit	
016 – Disability Handicap Code 022 – 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
084	<i>Annual Leave Category Is Invalid</i>
Description	
<p>The data entered in the Annual Leave Category field is invalid. Valid values for the Annual Leave Category field are:</p> <ul style="list-style-type: none"> • 0 (ineligible to earn annual leave) • 4 (earns four hours of annual leave) • 6 (earns six hours of annual leave) • 8 (earns eight hours of annual leave) <p>Note: If this message does not apply to this employee, type N in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>080 – Annual Leave Category 198 – Table 025, Block 059</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
085	<i>Occ Series Code Not Valid With Appointing Auth</i>
Description	
<p>The data entered in the Occupational Series Code field in the PMSO master record is not valid with the data entered in the 1st Auth Code field on the processing personnel action.</p> <p>If the data entered in the 1st Auth Code field is YAM or Y1M, the last two positions of the occupational series code must be 99.</p> <p>If the data entered in the 1st Auth Code field is WVM or ZVM, the occupational series code in the PMSO master record must be 3506.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 393 – Occupational Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
086	<i>SCD-Leave Not Valid</i>
Description	
<p>The date entered in the SCD-Leave field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
015 – Service Computation Date For Leave	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
087	<i>Work Schedule Must Be F Or P</i>
Description	
<p>When both the SCD-Leave and Annual Leave Category (other than 0) fields are present on the processing personnel action, the Work Schedule field must be F (full-time) or P (part-time).</p> <p>☞Note: When the employee has an alternating tour of duty, the Work Schedule field may be I (intermittent).☞</p>	
Data Element(s) Used In Audit	
015 – Service Computation Date For Leave 029 – Work Schedule 080 – Annual Leave Category 096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
088	<i>SCD-Leave And Annual Leave Code Not Valid</i>
Description	
<p>When the date entered in the SCD-Leave field is less than 3 years from the effective date of the processing personnel action, the Annual Leave Code field must be 4.</p> <p>When the date entered in the SCD-Leave field is more than 3 years but less than 15 years from the effective date of the processing personnel action, the Annual Leave Code field must be 6.</p> <p>When the date entered in the SCD-Leave field is more than 15 years from the effective date of the processing personnel action, the Annual Leave Code field must be 8.</p>	
Data Element(s) Used In Audit	
015 – Service Computation Date For Leave 030 – Effective Date Of Action 080 – Annual Leave Category	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
089	<i>Additional Remarks Not Valid With Remarks Code 388</i>
Description	
<p>When Remarks Code 388 is entered on the processing personnel action, additional Remarks Code 564, 565, or 566 cannot be entered.</p>	
Data Element(s) Used In Audit	
079 – Remarks Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message	
090	<i>Grade And/Or Step Invalid</i>	
Description		
When the Pay Plan field is:	the Grade field must be:	and the Step field must be:
AD	00	00
AD (agency AR)	01–10	01–28
AD (agency AQ)	01	01–99
	02, 03, 04	00–99
	05	01–32
	05	39, 49, 50, 94
AD (agency 63)	60–80	00–10
E(space)	01–05	00
ES (agency 97)	00	01–08
<p>☞ Note: If the Special Employment Programs Code is V8, Americorps Volunteer, the Pay Plan field is AD, and the Grade field is 00, the Step field can be 00, 03, or 04.</p>		
Data Element(s) Used In Audit		
<p>056 – Pay Plan 059 – Grade 060 – Step</p>		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message	
090	<i>Grade And/Or Step Invalid (cont'd)</i>	
Description		
When the Pay Plan field is:	the Grade field must be:	and the Step field must be:
ES, VE	00	01-06
EX, IE	02-05	00
FC	01-12	01-10
	13	01-07
	14	01-06
FE	01	06
	02	04-05
	03	01-03
FP	01-09	01-14
	10-14	01-05
Data Element(s) Used In Audit		
056 – Pay Plan 059 – Grade 060 – Step		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message	
090	<i>Grade And/Or Step Invalid (cont'd)</i>	
Description		
When the Pay Plan field is:	the Grade field must be:	and the Step field must be:
FS, FO	01-09	01-14
GH, GM, VH	13-15	00
GS,GG,GT,GW,IS,LG,NF,VG	01-15	01-10
	16	01-09
	17	01-05
	18	01
IJ	00	00-04
SP	01, 02, 03, 04, 06, 08, 10, 12, 14, 16	01-16
ZP	07-10	01-05
Data Element(s) Used In Audit		
056 – Pay Plan 059 – Grade 060 – Step		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
091	<i>SCD-Leave Not Valid With Birth Date</i>
Description	
<p>The date entered in the SCD-Leave field must be at least 16 years, but not more than 90 years, than the date entered in the Birth Date field.</p> <p><input type="checkbox"/> Note: If this message does not apply to this employee, key Y in clear code 2 to release this message.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
<p>008 – Date Of Birth 015 – Service Computation Date For Leave</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
092	<i>FEHB Coverage Not In TMGT</i>
Description	
<p>The code entered in the FEHB Coverage field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p> <p>☞Note: FEHB Coverage 1 (enrolled) cannot be processed on a personnel action; this code is generated when the FEHB enrollment form SF-2809 is processed and applied to the employee’s database salary record (IRIS Program 115).☞</p> <p>FEHB Coverage 5 (canceled) can be entered on the processing action if the data entered in the 1st NOA Code field indicates a transfer from another Department.</p> <p>If the FEHB coverage recorded on the employee’s database salary record (IRIS Program 115) is 1 (enrolled), it cannot be changed to 4 (eligible pending) by processing a personnel action.☞</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 199 – Table 025, Block 015</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
093	<i>Retirement Coverage Not In TMGT</i>
Description	
<p>The data entered in the Retirement Coverage field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 200 – Table 025, Block 016</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
096	<i>NOA Must Be Present With Official Action</i>
Description	
<p>Data must be entered in the 1st NOA Code and/or 2nd NOA Code fields when the processing personnel action is an official action.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
097	<i>Employee Name Not Valid</i>
Description	
<p>The data entered in the Name Last, First, or Middle field(s) is not valid. Do not use any type of punctuation, e.g., a hyphen, period, etc.</p>	
Data Element(s) Used In Audit	
004 – Employee Name Last 005 – Employee Name First 006 – Employee Name Middle	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
098	<i>Please Submit AD-349 For Residence Address</i>
Description	
<p>The employee's database address record (IRIS Program 124) does not contain a residence address.</p> <p>If the processing personnel action is an official change, separation, or updating action, the residence address must be processed before this action applies.</p> <p>If the processing personnel action is the AD-349, verify that the residence address information is present on the processing action.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
099	<i>Occupational Series Code Cannot Change W/NOA</i>
Description	
<p>The Occupational Series Code field in the Position Management System (PMSO) cannot be changed with the data entered in the 1st NOA Code and/or 2nd NOA Code field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 393 – Occupational Series Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
100	<i>Career Tenure Date More Than 3 Yrs From Eff Date</i>
Description	
<p>The date entered in the Career Tenure Date field cannot be more than 3 years from the effective date of the processing personnel action.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date Of Action 078 – Career Tenure Career 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
101	<i>Data Element Change Requires Official Action</i>
Description	
<p>A change to any of the following data elements must be processed on an official change action:</p>	
Employee’s last, first, or middle name	Salary rate code
Sex code	Pay rate determinant code
Date of birth	Date retained rate expires
Veterans preference code	Position status CSC
Tenure group code	Bargaining unit status
Service computation date (SCD) for leave	Annuitant indicator code
FEGLI coverage code	Vietnam era indicator code
FEHB coverage code	Coop share amount
Retirement coverage code	Coop overtime rate
Not-to-exceed (NTE) date	Fair Labor Standards Act (FLSA) code
Occupational series code	Work schedule code
Occupational function code	Gaining or losing Department (non-USDA)
Pay plan, grade, or step	Official title or working position
Base (scheduled) salary	Duty station state, city, or county
Data Element(s) Used In Audit	
001 – Action Code	

Document Type 063 – Personnel Action Input

Code	Message
102	<i>Change In Retirement Coverage Code Not Valid</i>
Description	
<p>A change in the Retirement Coverage field can only be processed on an official change action. The data entered in the 1st NOA Code field must also specify a change in retirement plan.</p> <p>The code in the retirement coverage field may be corrected by processing a correction to an accession or conversion action.</p> <p>Note: The code in the retirement coverage field cannot be changed to Z (DC Retirement plan) if the employee’s current retirement coverage code is not a Civil Service Retirement System (CSRS) code.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 342 – Database Retirement Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
103	<i>Adverse Remarks Code Required</i>
Description	
<p>When the data entered in the 1st NOA Code field on the processing personnel action indicates a suspension (NTE or indefinite) or a removal, an agency specific adverse remarks code must also be entered.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 079 – Remarks Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
104	<i>Yr Degree/Cert Must Be At Least 17 Yrs From Birth</i>
Description	
<p>The data entered in the Year Deg/Cert Received field must be at least 17 years later than date entered in the Birth Date field.</p>	
Data Element(s) Used In Audit	
008 – Date Of Birth 149 – Year Deg/Cert Received	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
105	<i>Retirement Coverage Not Valid With Pay Plan</i>
Description	
<p>The data entered in the Pay Plan field must be EX, ES, FE, or IE when the data entered in the Retirement Coverage field is one of the following:</p> <ul style="list-style-type: none"> • R (FICA and CSRS – full 7% withholding) • T (FICA and CSRS–Special) • W (FICA and FS) • X (FICA and other retirement system) <p>The data entered in the Pay Plan field must be SR when the data entered in the Retirement Coverage field is one of the following:</p> <ul style="list-style-type: none"> • 8 (COVA Judges Retirement Plan – 1 percent) • 9 (COVA Judges Retirement Plan – 4.5 percent) <p>The data entered in the Pay Plan field must be DB when the data entered in the Retirement Coverage field is:</p> <ul style="list-style-type: none"> • 2 (Social Security System (FICA)) 	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 056 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
106	<i>Verify Residence Address ZIP Code</i>
Description	
<p>Verify the state, city, county codes on the processing personnel action. Also verify the ZIP Code on the processing action against the ZIP Code that appears on the Listing of Personnel Errors. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)</p> <p>☞ Note: If the ZIP Code on the processing action is correct, key in W in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the residence address ZIP Code for the employee.</p> <p>Do not key in W in the Override Code field if the ZIP Code is invalid for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action. ☞</p>	
Data Element(s) Used In Audit	
<p>132 – Residence Address ZIP Code 416 – ZIPPLUS4 Zip Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
107	<i>Verify Check Mail Address ZIP Code</i>
Description	
<p>Verify the state, city, county codes on the processing personnel action. Also verify the ZIP Code on the processing action against the ZIP Code that appears on the Listing of Personnel Errors. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)</p> <p>☞ Note: If the ZIP Code on the processing action is correct, key in W in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the residence address ZIP Code for the employee.</p> <p>Do not key in W in the Override Code field if the ZIP Code is invalid for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action. ☞</p>	
Data Element(s) Used In Audit	
<p>132 – Check Mail Address ZIP Code 416 – ZIPPLUS4 ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
108	<i>Cannot Process Action – Employee Denied WGI</i>
Description	
<p>The processing personnel action is a within-grade increase (WGI); however, a denial of the WGI has already been processed.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
109	<i>Effective Date Must Be First Day Of Pay Period</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a within-grade increase or quality step increase, the effective date of the processing personnel action must be the first day of the pay period.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date Of Action</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
110	<i>Tenure Group Not Valid With Nature Of Action</i>
Description	
<p>When the data entered in the Tenure Group field is 0, the data entered in the 1st NOA Code field cannot indicate an excepted appointment or a conversion to a permanent appointment.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
112	<i>Tenure Group Invalid With Pay Plan</i>
Description	
<p>When the data entered in the Pay Plan field is VM, VN, or VP, the data entered in the Tenure Group field must be 1.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 267 – Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
113	<i>NOA Not Valid With Work Schedule</i>
Description	
<p>When the data in the 1st NOA Code field indicates a temporary accession or a conversion or extension of a temporary appointment, data entered in the Work Schedule field must be I (intermittent).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
114	<i>Type Of Appointment And Work Schedule Not Valid</i>
Description	
<p>When the Work Schedule field is I (intermittent), the Type Of Appointment field must be 09.</p> <p>☞Note: This edit message is applicable to Smithsonian Trust Fund employees only.☞</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 273 – Type Of Appointment 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
115	<i>Database Appointing Authority Not Valid</i>
Description	
<p>The employee’s database personnel record (IRIS Program 123) contains an invalid appointing authority. All employees who have a service computation date (SCD) for leave of January 1, 1982, or later, must have a valid appointing authority. Note: If an employee’s SCD for leave has been recomputed to later than January 1, 1982 as a result of excess leave without pay (LWOP) and the appointing authority on the employee’s database personnel record (IRIS Program 123) is correct, type P (release Message 115) in the Override field.</p> <p>If the appointing authority on the employee’s database personnel record (IRIS Program 123) is invalid, process a NFC – 74, Master File Change Document, and enter the correct appointing authority in the Appnt-NOA/1st-Auth/2nd-Auth field to update the database personnel record with the proper appointing authority. Note: This action will remain in suspense until the NFC–74 document is processed and applied to the employee’s database record.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
116	<i>Position Cannot Equal Incumbent Position</i>
Description	
<p>The data entered in the 1st NOA Code indicates that the processing personnel action is a detail. However, the data entered in the PMSO Key: IP-NO field is the same individual position the employee currently occupies.</p> <p>When a detail personnel action is processed, the PMSO Key: IP-No on the processing action must be different than the position the employee currently occupies.</p>	
Data Element(s) Used In Audit	
<p>169 – Database Agency Code 170 – Database Individual Position Number 173 – Database Grade 177 – Database Personnel Office Identifier 407 – Database Department Code 408 – Database Master Record Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
117	<i>Spvr/Mgrl Prob Period Starting Date Later Than Eff Dt</i>
Description	
<p>The date entered in the Spvr/Mgrl Prob Period Starting Date field may not be later than the date entered in the Effective Date field of the processing personnel action.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 157 – Spvr/Mgrl Prob Period Starting Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
118	<i>Change In Work Schedule Or Duty Hours Not Valid</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates a change in work schedule, data must be entered in the Work Schedule field and must be different than the work schedule currently recorded in the employee’s database salary record (IRIS Program 101).</p> <p>When the data entered in the 1st NOA Code field indicates a change in duty hours, data must be entered in the Duty Hours Per Pay Period field and must be different than the duty hours per pay period currently recorded in the employee’s database salary record (IRIS Program 101).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">426 – Work Schedule</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>427 – Database Work Schedule</td> </tr> <tr> <td>354 – Database Tour Of Duty Hours</td> <td></td> </tr> </table>		022 – 1st NOA Code	426 – Work Schedule	023 – 2nd NOA Code	427 – Database Work Schedule	354 – Database Tour Of Duty Hours	
022 – 1st NOA Code	426 – Work Schedule						
023 – 2nd NOA Code	427 – Database Work Schedule						
354 – Database Tour Of Duty Hours							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
119	<i>SCD-RIF Must Be Completed</i>
Description	
<p>A date must be entered in the SCD-RIF field when the data entered in the Type Of Appointment field indicates the employee's type of appointment is changing from 04 or 09 to 01, 02, 03, 06, 07, or 08.</p> <p>A date must also be entered in the SCD-RIF field when the data entered in the Tenure Group field indicates the employee's tenure group is changing to 3 and the type of appointment is 09.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 072 – Service Computation Date For Reduction-In-Force 095 – Type Of Appointment 334 – Database Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
120	<i>Pay Plan Must Be EX Or SR W/Spec Emp Pgms Cd</i>
Description	
<p>When the data entered in the Special Employment Pgms Code field is 91, the data entered in the Pay Plan field must be EX or SR.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 075 – Special Employment Pgms Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
121	<i>Special Employee Code Not Valid With Pay Plan</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates that the processing personnel action is appointing or converting the employee to the Senior Executive Service, the data entered in the Special Employee Code field cannot be 01, 02, 03, or 08.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
122	<i>Spec Emp Pgms Cd Not Valid W/Dept Code/NOA/Auth</i>
Description	
<p>The data entered in the Dept/Agcy field must be AG when the Special Employment Pgms Code field is 42, 43, 44, 45, or 46.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 075 – Special Employment Pgms Code 387 – PMSO Department Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
123	<i>Locality Salary Table Not Found</i>						
Description							
<p>The data entered in the 1st NOA Code field indicates a locality pay adjustment. However, the data entered in the Base (scheduled) Salary field was not located in the Table Management System (TMGT), Table 029, Pay Table Rates. Verify that the employee's duty station entered in the Position Management System (PMSO) is within the geographic boundary for an area which has been established as a pay locality.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">060 – Step</td> </tr> <tr> <td>057 – Occupational Series Code</td> <td>061 – Base (Scheduled) Salary</td> </tr> <tr> <td>058 – Grade</td> <td></td> </tr> </table>		056 – Pay Plan	060 – Step	057 – Occupational Series Code	061 – Base (Scheduled) Salary	058 – Grade	
056 – Pay Plan	060 – Step						
057 – Occupational Series Code	061 – Base (Scheduled) Salary						
058 – Grade							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
124	<i>Continuation Of Error Message 123</i>
Description	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code 068 – Duty Station State Code 069 – Duty Station City	070 – Duty Station County 185 – Wage Board Area – Table 033

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
125	<i>Salary Cannot Change With NOA 895</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a locality pay adjustment, the data entered in the Base (scheduled) Salary field must be the same as the scheduled salary recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 061 – Base (Scheduled) Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message		
126	<i>Pay Plan/Grade Not Compatible With Authority</i>		
Description			
<p>When the Pay Plan field is NB, the Auth Code field and Grade field must correspond as follows.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>If the 1A Auth Code field is:</p> <p style="margin-left: 40px;">A2M</p> <p style="margin-left: 40px;">MBM</p> <p style="margin-left: 40px;">MXM</p> <p style="margin-left: 40px;">Y1M</p> <p style="margin-left: 40px;">Y2M</p> <p style="margin-left: 40px;">Y3M</p> </td> <td style="width: 50%; vertical-align: top; border-left: 1px solid black;"> <p>then the Grade field must be:</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01 – 04</p> <p style="margin-left: 40px;">01 – 03</p> <p style="margin-left: 40px;">02 – 04</p> <p style="margin-left: 40px;">03 – 04</p> </td> </tr> </table>		<p>If the 1A Auth Code field is:</p> <p style="margin-left: 40px;">A2M</p> <p style="margin-left: 40px;">MBM</p> <p style="margin-left: 40px;">MXM</p> <p style="margin-left: 40px;">Y1M</p> <p style="margin-left: 40px;">Y2M</p> <p style="margin-left: 40px;">Y3M</p>	<p>then the Grade field must be:</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01 – 04</p> <p style="margin-left: 40px;">01 – 03</p> <p style="margin-left: 40px;">02 – 04</p> <p style="margin-left: 40px;">03 – 04</p>
<p>If the 1A Auth Code field is:</p> <p style="margin-left: 40px;">A2M</p> <p style="margin-left: 40px;">MBM</p> <p style="margin-left: 40px;">MXM</p> <p style="margin-left: 40px;">Y1M</p> <p style="margin-left: 40px;">Y2M</p> <p style="margin-left: 40px;">Y3M</p>	<p>then the Grade field must be:</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01</p> <p style="margin-left: 40px;">01 – 04</p> <p style="margin-left: 40px;">01 – 03</p> <p style="margin-left: 40px;">02 – 04</p> <p style="margin-left: 40px;">03 – 04</p>		
Data Element(s) Used In Audit			
<p>022 – 1st NOA Code 056 – Pay Plan 059 – Grade</p>			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
127	<i>Document Type Not Valid</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a correction to a time off award, the data entered in the Award Hours field must be greater than the award hours recorded on the employee's database time off award record (IRIS Program 143).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
129	<i>Work Schedule Not Valid With Supervisory Diff Rate</i>						
Description							
<p>Only full-time or part-time employees are eligible to receive a supervisory differential rate. The employee's database personnel record (IRIS Program 123) indicates that the employee is currently receiving a supervisory differential rate.</p> <p>However, the data entered in the 1st NOA Code field on the processing personnel action indicates a change in work schedule to other than full-time or part-time, which makes the employee ineligible to receive a supervisory differential rate.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">426 – Work Schedule</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>430 – Database Supervisory Differential Rate</td> </tr> <tr> <td>029 – Type Of Employment</td> <td></td> </tr> </table>		022 – 1st NOA Code	426 – Work Schedule	023 – 2nd NOA Code	430 – Database Supervisory Differential Rate	029 – Type Of Employment	
022 – 1st NOA Code	426 – Work Schedule						
023 – 2nd NOA Code	430 – Database Supervisory Differential Rate						
029 – Type Of Employment							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
130	<i>SCD-Retirement Not Valid</i>
Description	
<p>The date entered in the SCD-Retirement field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). ☞ Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☞ 	
Data Element(s) Used In Audit	
071 – Service Computation Date For Retirement	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
131	<i>SCD-Retirement Must Be Blank</i>
Description	
<p>The SCD-Retirement field must be blank when the data entered in the Retirement Coverage field is one of the following codes:</p> <ul style="list-style-type: none"> • 2 – Social Security System (FICA) • 4 – None • 5 – Other Retirement System • J – FICA and Other Federal Retirement System • X – FICA and Other Retirement System 	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 071 – Service Computation Date For Retirement</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
132	<i>Special Rate Not Valid With PRD E Or F</i>
Description	
<p>The data entered in the Pay Rate Determinant Code field is E or F, which indicates retained grade and special rate of pay. However, the data entered in the Occupational Series Code and Duty Station fields in the Position Management System (PMSO) does not indicate a special rate of pay.</p>	
Data Element(s) Used In Audit	
<p>057 – Occupational Series Code 395 – Duty Station State Code 396 – Duty Station City Code 397 – Duty Station County Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
133	<i>GM Pay Plan Not Valid With Grade Retention</i>
Description	
<p>The Pay Rate Determinant Code field on the processing personnel action indicates grade retention. The pay plan on the employee's current database salary record (IRIS Program 101) indicates a merit pay position; however, the position which the employee currently occupies, or is being moved to, is not a merit pay position.</p>	
Data Element(s) Used In Audit	
171 – Database Pay Plan 392 – PMSO Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
134	<i>Pay Plan Must Be GM With PRD</i>
Description	
<p>The Pay Rate Determinant Code field on the processing personnel action indicates grade retention, and the position which the employee currently occupies, or is being moved to, is a merit pay position. However, the pay plan on the employee's current database salary record (IRIS Program 101) does not indicate a merit pay position.</p>	
Data Element(s) Used In Audit	
<p>171 – Database Pay Plan 392 – PMSO Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
135	<i>PRD U Or V Not Valid For Employee</i>
Description	
<p>The data in the Pay Rate Determinant Code field on the processing personnel action is U or V, which indicates retained grade and pay. In order to be eligible for retained grade and pay, the employee's current pay rate determinant code on the employee's database salary record (IRIS Program 101) must be 3, J, K, R, U, or V.</p> <p>NOTE: This message is currently not being used.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
136	<i>Grade And Step Must Be Equal To Previous</i>
Description	
<p>When the data entered in the 1st NOA Code field on the processing personnel action indicates a within-grade increase, the Grade and Step fields on the processing action must be the same as currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
059 – Grade 060 – Step 173 – Database Grade 174 – Database Step	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
137	<i>Base Salary Must Be Greater Than 1st Step Of Grade</i>
Description	
<p>When the Pay Plan field on the processing personnel action indicates a merit pay position, the amount entered in the Base (scheduled) Salary field must equal, or exceed, the amount of step 01 recorded in the Table Management System (TMGT), Table 029, Pay Table Rates, for the employee’s current grade.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 059 – Grade 061 – Base (Scheduled) Salary 330 – Table 029</p>	

Document Type 063 – Personnel Action Input

Code	Message
138	<i>Master On Database – Check If Dual Appointment</i>
Description	
<p>The data entered in the 1st NOA Code field on the processing personnel action indicates an accession; however, the employee has an active master for the Department processing this personnel action.</p> <p>Verify if this employee will have a dual appointment for this Department. If the employee will not have a dual appointment, delete this personnel action or change the data entered in the 1st NOA Code field.</p> <p>If the employee will have a dual appointment, change the data entered in the 1:Action Code field to 2.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 116 – Personnel Office Identifier 169 – Database Agency Code 177 – Database Personnel Office Identifier</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
139	<i>Remarks Code 388 Or 389 Required With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a resignation in lieu of involuntary action or a termination – involuntary of an employee who is currently enrolled in FEHB, remarks code 388 or 389 must be entered in the Remarks Code field.</p> <p>Key in 388 in the Remarks Code field if the employee will be ineligible to continue FEHB coverage.</p> <p>Key in 389 in the Remarks Code field if the employee will be eligible to continue FEHB coverage.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
140	<i>PRDM Is No Longer A ValidPRD Code</i>
Description	
<p>When the data entered in the PRD Code field is 5, 6, E, F, the data entered in the Pay Table field cannot be zeros.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code 428 – Pay Table Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
141	<i>Pay Table Code Not Valid W/Pay Rate Det Code</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is J, K, U, or V, the data entered in the Pay Table field in the Position Management System must be zeros.</p> <p>NOTE: This message is currently not being used.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code 428 – Pay Table Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
144	<i>1st NOA Code Not In TMGT</i>
Description	
<p>The data entered in the 1st NOA Code field was not located in the Table Management System (TMGT), Table 053, Nature of Action Alpha Descriptions.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 030 – Effective Date 230 – Table 053</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
145	<i>2nd NOA Code Not In TMGT</i>
Description	
<p>The data entered in the 2nd NOA Code field was not located in the Table Management System (TMGT), Table 053, Nature of Action Alpha Descriptions.</p>	
Data Element(s) Used In Audit	
023 – 2nd NOA Code 030 – Effective Date 230 – Table 053	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
146	<i>NOA Must Be Present On Processing Action</i>
Description	
<p>When a personnel action is processed for an accession, official change, or separation, data must be entered in the 1st NOA Code field.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
147	<i>Alpha 1A Auth Code Must Be Present</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that alpha data must also be entered in the 1A Auth Code field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 037 – 1A Auth Code 038 – 1B Auth Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
148	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The authority code recorded in the Table Management System (TMGT), Table 053, Nature of Action Alpha Descriptions, for the data entered in the 1st NOA Code field is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 230 – Table 053	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
149	<i>Only One Alpha Authority Must Be Present</i>
Description	
<p>The Table Management System (TMGT), Table 053, Nature of Action Alpha Descriptions, indicates that the data entered in the 1st NOA Code field requires only one alpha authority code. However, data was entered in the 1A Auth Code field and the 1B Auth Code field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 037 – 1A Auth Code	038 – 1B Auth Code 230 – Table 053

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
150	<i>Alpha Authority Code Must Be Blank</i>
Description	
<p>The Table Management System (TMGT), Table 053, Nature of Action Alpha Descriptions, indicates that the data entered in the 1st NOA Code field does not require an alpha authority code.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 037 – 1A Auth Code 230 – Table 053</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
151	<i>2nd NOA Code Required For Cancel/Correct</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a cancellation or correction of an official change action, data must also be entered in the 2nd NOA Code field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
152	<i>NOA Not Valid For Accession</i>
Description	
<p>The data entered in the 1st NOA Code field is not valid for an accession personnel action.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
153	<i>NOA Not Valid For Official Change</i>
Description	
<p>When the processing personnel action is an official change action, the data entered in the 1st NOA Code field cannot indicate an accession or separation action.</p> <p>If the processing action is a correction or cancellation, the data entered in the 1st NOA Code field must be 002 (correction) or 001 (cancellation).</p>	
Data Element(s) Used In Audit	
001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
154	<i>Previous NOA Must Be Blank For Accession</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an accession, the 2nd NOA Code field must be blank.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 024 – Previous 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
155	<i>Prev Eff Date Must Be Blank For Accession</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an accession, the Correction-Previous Action B: (Date) field must be blank.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 024 – Previous 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
156	<i>Previous NOA Must Be Present For Cancellation</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a cancellation, data must also be entered in the Correction-Previous Action A: (NOA-Auth-Auth) field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 024 – Previous 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
157	<i>Previous Eff Date Must Be Present For Cancellation</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a cancellation, data must also be entered in the Correction-Previous Action B: (Date) field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 025 – Previous Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
158	<i>Employee Separated – Cannot Process Action</i>
Description	
<p>The data entered in the 1st and/or 2nd NOA Code fields indicates an official change action or a correction to an official action; however, the employee's database salary record (IRIS Program 101) is coded separated.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 164 – Database 1st NOA Code 168 – Database Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
159	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The date entered in the Correction-Previous Action B: (Date) field is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 025 – Previous Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
160	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The data entered in the Correction-Previous Action A: (NOA-Auth-Auth) field is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 024 – Previous 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
161	<i>NTE Date Must Be Present With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that a date must be entered in the NTE Date field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 028 – NTE Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
162	<i>NTE Date Not Valid</i>
Description	
<p>The date entered in the NTE Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). ☞ Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☞ 	
Data Element(s) Used In Audit	
022 – 1st NOA Code 028 – NTE Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
163	<i>NTE Date Earlier Than Effective Date</i>
Description	
<p>The date entered in the NTE Date field must be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
028 – NTE Date 030 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
164	<i>NTE Date Must Be Blank With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the NTE Date field must be blank.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 028 – NTE Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
165	<i>NTE Date Not Valid With NOA Or Type Appt Code</i>
Description	
<p>When a date is entered in the NTE Date field, data entered in the Type Of Appointment field must be one of the following codes:</p> <ul style="list-style-type: none"> • 03 (Competitive – Indefinite or Taper) • 04 (Competitive – Temporary or Special Need) • 08 (Excepted – Indefinite) • 09 (Excepted – Temporary) <p>If the data entered in the Type Of Appointment field is 08, the data entered in the 1st NOA Code field must indicate an excepted appointment – NTE, or a conversion to an excepted appointment – NTE.</p> <p>The data entered in the Type Of Appointment field may be different than the codes listed above if the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • a suspension, leave without pay (LWOP) or extension of LWOP, furlough or extension of furlough, or sabbatical – NTE • a promotion, extension of promotion, detail, or extension of detail – NTE • a position change, extension of position change, or continuance – NTE 	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 028 – NTE Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
166	<i>NTE Date Must Exceed 1 Year</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a term appointment or a conversion to a term appointment and the data entered in the Type Of Appointment field is 03 (Competitive – Indefinite), the date entered in the NTE Date field must be more than 1 year from the effective date of the processing personnel action.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 028 – NTE Date 030 – Effective Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
167	<i>Work Schedule Not Valid For Retention Allowance</i>
Description	
<p>The data entered in the 1st NOA Code field on the processing personnel action indicates a change in work schedule to other than full-time or part-time. However, the employee's database personnel record (IRIS Program 123) indicates that the employee is currently receiving a retention allowance.</p> <p>The data entered in the Work Schedule field must indicate full-time or part-time (F, G, H, P, Q, R, or S) in order for the employee to be eligible to receive a retention allowance.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 426 – Work Schedule 431 – Retention Allowance</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
168	<i>Promotion – Change In Pay Band Must Occur</i>
Description	
<p>A date must be entered in the NTE Date field so a change in the pay band will occur when data entered in the:</p> <ul style="list-style-type: none">• 1st NOA Code field indicates a promotion• the Pay Plan field is PA or PE• the Grade field is 00	
Data Element(s) Used In Audit	
059 – Grade 173 – Database Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
169	<i>NTE Date Not Required With NOA</i>
Description	
<p>A date was entered in the NTE Date field; however, the data entered in the 1st NOA Code field does not indicate that a NTE Date is required.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 028 – NTE Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
170	<i>Lose/Gain Department Not In TMGT</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a transfer, the data entered in the Losing/Gaining Department field must be a Federal department code listed in the Table Management System (TMGT), Table 014, Department Codes.</p> <p>When the data entered in the 1st NOA Code field indicates an accession or separation that is not a transfer, the data entered in the Losing/Gaining Department field must be a code that identifies the prior or future status of an employee who is transferring to or from an entity other than another Federal department unless the accession or separation is into or out of the excepted service.</p>	
Data Element(s) Used In Audit	
<p>031 – Losing/Gaining Department 231 – Table 014</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
171	<i>Total Time Off Record Not Located On Database</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields indicates a cancellation of a time off award. However, a time off award record (IRIS Program 143) was not located on the database for this employee.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
172	<i>Unsatisfactory Rating For WGI</i>
Description	
<p>The performance evaluation rating on the employee’s restricted data/performance evaluation data record (IRIS Program 304) must be fully successful or greater in order for the employee to be granted a within-grade increase (WGI).</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 189 – WGI Due Code 278 – Database Performance Evaluation Rating 329 – Database Critical Element</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
173	<i>Lose/Gain Department Code Must Be Completed</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an accession or separation, data must be entered in the Losing/Gaining Department field to indicate the employee's prior or future place of employment.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 031 – Losing/Gaining Department	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
175	<i>Transfer NOA Not Valid For Employee</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a transfer-in and the data entered in the Losing/Gaining Department field indicates the losing department is under the USDA Payroll/Personnel System, the losing department must process a transfer-out to separate the employee.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
176	<i>Losing/Gaining Dept Same As Dept/Agcy</i>
Description	
<p>The data entered in the Losing/Gaining Department field and the data entered in the Dept/Agcy field cannot be the same.</p>	
Data Element(s) Used In Audit	
031 – Losing/Gaining Department	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
177	<i>PMSO Key: Cannot Change With Correct To Sep</i>						
Description							
<p>The data entered in the PMSO Key: fields cannot be changed or corrected when the processing personnel action is a correction to a separation.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – Individual Position Number</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – Master Record Number	386 – PMSO Personnel Office Identifier	406 – Individual Position Number
059 – Grade	387 – PMSO Department Code						
385 – PMSO Agency Code	404 – Master Record Number						
386 – PMSO Personnel Office Identifier	406 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
178	<i>Special Employee Code Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a mainstream or SCSEP enrollee, the data entered in the Special Employee Code field must be 46 (Senior Community Service Program Enrollee) and the data entered in the Agency Code field must be 11.</p> <p>When the data entered in the 1st NOA Code field indicates a YCC enrollee, the data entered in the Special Employee Code field must be 45 (Forest Service YCC enrollee) and the data entered in the Agency Code field must be 11.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
179	<i>NOA And Type Of Appointment Not Valid</i>
Description	
<p>The data entered in the Type Of Appointment field must be 01 (competitive career) when the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • a career or conversion to a career appointment • a reinstatement career or conversion to reinstatement appointment <p>The data entered in the Type Of Appointment field must be 02 (competitive career-conditional) when the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • a career-conditional or reinstatement career-conditional appointment • a career-excepted assignment conditional appointment 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
180	<i>Career Tenure Date Not Valid With NOA</i>
Description	
<p>The Career Tenure Date field cannot be completed when the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • a career or conversion to a career appointment • a reinstatement or conversion to a career appointment <p>☞Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 078 – Career Tenure Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
181	<i>NOA Not The Same As Last Action</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a correction, the data entered in the 2nd NOA Code field must be the same as the last action recorded on the employee's database personnel action summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 180 – Database NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
182	<i>Effective Date Must Be Present</i>
Description	
<p>A date must be entered in the Effective Date field for all processing personnel actions.</p>	
Data Element(s) Used In Audit	
030 – Effective Date	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
183	<i>Effective Date Not Valid</i>
Description	
<p>The date entered in the Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
030 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
184	<i>Step Must Change With Quality Increase</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a quality step increase, the data entered in the Step field must be greater than the step currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
059 – Grade 060 – Step 173 – Database Grade 174 – Database Step	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
185	<i>Effective Date Not The Same As Last Action</i>
Description	
<p>When the data entered in the 1st NOA and 2nd NOA Code fields indicates a cancellation or correction, the date entered in the Effective Date field must be the same as the last action recorded on the employee's personnel action summary record (IRIS Program 125).</p> <p>If a date is entered in the Correction-Previous Action B:(Date) field, which indicates a correction of the effective date, the date entered in the Correction-Previous Action B:(Date) field must be the same as the last action recorded on the employee's personnel action summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date	165 – Database Previous Effective Date 168 – Database Effective Date

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
186	<i>Effective Date Must Be Later Than Last Action</i>
Description	
<p>When the processing personnel action is an updating action, the date entered in the Effective Date field must be the same as, or later than, the effective date of the last action recorded on the employee's personnel actions summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date 121 – Authentication Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
187	<i>Continuation Of Error Message 186</i>
Description	
Error Message 186 continued.	
Data Element(s) Used In Audit	
166 – Database 1st NOA Code 167 – Database 2nd NOA Code 168 – Database Effective Date 301 – Database Authentication Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
188	<i>Action Code Must Be 2 For Cancel Of Separation</i>
Description	
<p>The data entered in the Action Code field must be 2 when the data entered in the 1st and 2nd NOA code fields indicates a cancellation of a separation action for an employee who has a current database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
001 – Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
189	<i>Action Code Must Be 1 For Cancel Of Separation</i>
Description	
<p>The data entered in the Action Code field must be 1 when the data entered in the 1st and 2nd NOA code fields indicates a cancellation of a separation action for an employee who does not have a current database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
001 – Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
190	<i>Minimum Or Maximum Salary Not Valid</i>
Description	
<p>When data is entered in the Base (scheduled) Salary field, it cannot exceed, or be less than, the high or low salary range recorded in the Table Management System, Table 055, Minimum And Maximum Salaries.</p>	
Data Element(s) Used In Audit	
056 – Grade 059 – Pay Plan 060 – Step	061 – Base (Scheduled) Salary 062 – Salary Rate Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
191	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The data entered in the Correction-Previous Action A:(NOA-Auth-Auth) or Correction-Previous Action B:(Date) field is not the same as the last action recorded on the employee’s personnel actions summary record (IRIS Program 125). Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
024 – Previous NOA Code 025 – Previous Effective Date 030 – Effective Date	166 – Database 1st NOA Code 168 – Database Effective Date

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
192	<i>Correction To Salary But Salary Not Changing</i>
Description	
<p>The data entered in the Base (scheduled) Salary field is the same as the scheduled salary in the employee’s database salary record (IRIS Program 101). If the salary information is not changing, the Base (scheduled) Salary field must not be completed.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 061 – Base (Scheduled) Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
193	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>A personnel record was not located on the database for this employee. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
003 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
194	<i>AD-349 Agency Code Not In TMGT</i>
Description	
<p>The data entered in the Dept/Agency Code field on the processing AD-349 was not located in the Table Management System, Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	
<p>181 – Agency Code – AD-349 190 – Table 023</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
195	<i>AD-349 Effective Date Must Be Present</i>
Description	
<p>A date must be present in the Effective Date field on the processing AD-349.</p>	
Data Element(s) Used In Audit	
<p>182 – Effective Date – AD-349</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
196	<i>AD-349 Effective Date Not Valid</i>
Description	
<p>The date entered in the Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
182 – Effective Date – AD-349	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
197	<i>Employee Paid – Cannot Cancel Accession</i>
Description	
<p>A cancellation of an accession personnel action cannot be processed if the employee's pay has been computed by the Payroll Processing System (PAYE) for the current processing pay period.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
198	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The processing personnel action or AD-349 is incomplete. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
199	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The processing accession personnel action is incomplete. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
200	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The processing official change personnel action is incomplete. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
201	<i>Action Code Must Be Present</i>
Description	
<p>One of the following codes must be present in the Action Code field on all processing personnel actions:</p> <ul style="list-style-type: none">• 1 (accession)• 2 (official change)• 3 (separation)• 6 (updating action)	
Data Element(s) Used In Audit	
001 – Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
202	<i>Probationary Period Start Date Must Be Present</i>
Description	
<p>When the data entered in the Tenure Code field is 2, and the data entered in the Type Of Appointment field is 01, a date must be present in the Probationary Period Start Date field.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 077 – Probationary Period Start Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
203	<i>Occ Series Code Not Valid For Agency</i>
Description	
<p>The data entered in the Occupational Series Code field in the Position Management System (PMSO) master record is 9999. This code is only valid for Smithsonian Trust Employees (Agency codes 71, 73, or 77).</p>	
Data Element(s) Used In Audit	
<p>057 – Occupational Series Code 065 – Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
204	<i>Sup Cd Not Valid With Supervisory Differential</i>						
Description							
<p>The data entered in the Sup Cd field in the Position Management System (PMSO) must be 2 or 4 in order for the employee to be eligible to receive a supervisory differential rate.</p> <p>The employee’s database personnel supplements record (IRIS Program 123) indicates that the employee is currently receiving a supervisory differential rate.</p> <p>However, the processing personnel action is changing the supervisory code to a code other than a 2 or 4, which will make the employee ineligible to receive a supervisory differential rate.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">391 – PMSO Sup Cd</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>433 – Database Differential Rate</td> </tr> <tr> <td>340 – Database Supervisory Code</td> <td></td> </tr> </table>		022 – 1st NOA Code	391 – PMSO Sup Cd	023 – 2nd NOA Code	433 – Database Differential Rate	340 – Database Supervisory Code	
022 – 1st NOA Code	391 – PMSO Sup Cd						
023 – 2nd NOA Code	433 – Database Differential Rate						
340 – Database Supervisory Code							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
206	<i>Race And National Origin Not In TMGT</i>
Description	
<p>The data entered in the Race And National Origin field was not located in the Table Management System, Table 025, AD-350 (Personnel Block and Description).</p> <p>If the data entered in the Race and National Origin field is A, C, or E, the duty station recorded in the Position Management System (PMSO) cannot be Puerto Rico.</p> <p>If the data entered in the Race and National Origin field is B, the duty station recorded in PMSO cannot be Puerto Rico or Hawaii.</p> <p>If the data entered in the Race and National Origin field is F, G, H, J, K, L, M, N, P, or Q, the duty station recorded in PMSO must be Hawaii.</p> <p>If the data entered in the Race and National Origin field is Y, the duty station recorded in PMSO must be Puerto Rico. If the duty station recorded in PMSO is Puerto Rico and the data entered in the Race and National Origin field is not B, the Race and National Origin field must be D or Y.</p> <p>☞ Note: The data entered in the Race and National Origin field may be 0 (zero) when any of the following conditions exist:</p> <ul style="list-style-type: none"> • the data entered in the Citizenship Status field is 0. • the data entered in the Special Employee Code field is 45 or 46. • the duty station recorded in the PMSO individual position is Panama. • the employee's database salary record (IRIS Program 101) is coded separated.☞ 	
Data Element(s) Used In Audit	
<p>068 – Duty Station State Code 068 – Duty Station City Code 068 – Duty Station County Code 334 – Race And National Origin Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
207	<i>Employee Name Must Be Present On Accession</i>
Description	
<p>When the processing personnel action is an accession, data must be entered in the Name Last, First, and Middle fields.</p>	
Data Element(s) Used In Audit	
<p>004 – Employee Name Last 005 – Employee Name First 006 – Employee Name Middle</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
208	<i>Employee Already Separated</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a separation; however, the employee's database salary record (IRIS Program 101) is already coded separated.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 030 – Effective Date 166 – Database 1st NOA Code 168 – Database Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
209	<i>Employee Name Must Be Present For Name Change</i>
Description	
<p>The data entered in the 2st NOA Code field indicates a name change; however, the Name Last, First, or Middle fields are blank.</p>	
Data Element(s) Used In Audit	
<p>004 – Employee Name Last 005 – Employee Name First 006 – Employee Name Middle 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
210	<i>Pay Plan And Supvry Differential Not Valid</i>						
Description							
<p>The data entered in the Pay Plan field in the Position Management System (PMSO) must indicate a position under the general schedule (GS) in order for the employee to be eligible to receive a supervisory differential rate.</p> <p>The employee's database personnel supplements record (IRIS Program 123) indicates that the employee is currently receiving a supervisory differential rate.</p> <p>However, the processing personnel action is changing the pay plan from GS to another pay plan, which will make the employee ineligible to receive a supervisory differential rate.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">171 – Database Pay Plan</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>433 – Database Supervisory Differential Rate</td> </tr> <tr> <td>056 – Pay Plan</td> <td></td> </tr> </table>		022 – 1st NOA Code	171 – Database Pay Plan	023 – 2nd NOA Code	433 – Database Supervisory Differential Rate	056 – Pay Plan	
022 – 1st NOA Code	171 – Database Pay Plan						
023 – 2nd NOA Code	433 – Database Supervisory Differential Rate						
056 – Pay Plan							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
211	<i>Name Must Be Present For Name Correction</i>
Description	
<p>The data entered in the Name Corr field indicates a correction to the employee's name; however, the Name Last, First, or Middle fields are blank.</p>	
Data Element(s) Used In Audit	
004 – Employee Name Last 005 – Employee Name First 006 – Employee Name Middle 089 – Name Correction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
212	<i>Remarks Code 247 Must Be Present</i>
Description	
<p>When data entered in the 1st NOA Code field indicates a name change, Remarks Code 247 must also be present on the processing personnel action.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 079 – Remarks Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
213	<i>Correction NOA Required For Name Correction</i>
Description	
<p>When data entered in the Name Corr field indicates a correction to the employee's name, the data entered in the 1st NOA Code field must be 002.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 089 – Name Correction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
214	<i>Employee Name Last Not Valid</i>
Description	
<p>The data entered in the Employee Name Last field must be at least 2 alphanumeric characters.</p>	
Data Element(s) Used In Audit	
004 – Employee Name Last	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
215	<i>Employee Name First Not Valid</i>
Description	
<p>The data entered in the Employee Name First field must be at least 1 alphanumeric character.</p>	
Data Element(s) Used In Audit	
005 – Employee Name First	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
216	<i>Employee Name Middle Not Valid</i>
Description	
<p>The data entered in the Employee Name Middle field must be at least 1 alphanumeric character.</p>	
Data Element(s) Used In Audit	
006 – Employee Name Middle	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
217	<i>Tenure Group Not In TMGT</i>
Description	
<p>The data entered in the Tenure Group field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 203 – Table 025, Block 010	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
218	<i>Tenure 2 – Career Tenure Date Cannot Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 2, the Career Tenure Date field cannot be present.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 078 – Career Tenure Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
219	<i>Tenure 0 – Prob Period Start Date Cannot Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 0, the Probationary Period Start Date field cannot be present.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 077 – Probationary Period Start Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
220	<i>Tenure 0 – Career Tenure Date Cannot Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 0, the Career Tenure Date field cannot be present.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 056 – Pay Plan 078 – Career Tenure Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
221	<i>Tenure 0 – Type Of Appointment Must Be 04 Or 09</i>
Description	
<p>When the data entered in the Tenure Group field is 0, the data entered in the Type Of Appointment field must be 04 or 09.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 056 – Pay Plan 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
222	<i>Tenure 1 – Type Of Appointment Must Be 01 Or 06</i>
Description	
<p>When the data entered in the Tenure Group field is 1, the data entered in the Type Of Appointment field must be 01 or 06.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
223	<i>Tenure 1 – Prob Period Start Date Cannot Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 1, the Probationary Period Start Date field cannot be present.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 077 – Probationary Period Start Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
224	<i>Tenure 1 – Career Tenure Date Cannot Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 0, the Career Tenure Date field cannot be present.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
225	<i>Tenure 2 – Type Of Appt Must Be 01, 02, 06, Or 07</i>
Description	
<p>When the data entered in the Tenure Group field is 1, the data entered in the Type Of Appointment field must be 01, 02, 06, or 07.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
226	<i>Step Must Be 00 With Pay Rate Determinant Code</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is 3, J, K, U, or V, the data entered in the Step field must be 00.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 060 – Step 063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
227	<i>Tenure 2 – Career Tenure Date Must Be Present</i>
Description	
<p>When the data entered in the Tenure Group field is 2 and data entered in the Type Of Appointment field is 02, the data must be entered in the Career Tenure Date field.</p> <p>☞Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 078 – Career Tenure Date 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
228	<i>Saved Rate Expiration Date Cannot Be Present</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is J or K, the Saved Rate Expiration Date field cannot be present.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 063 – Pay Rate Determinant Code 064 – Saved Grade Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
229	<i>NTE Date Required For Temporary Promotion</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a temporary promotion, a date must be entered in the NTE Date field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
230	<i>Tenure 3 – Type Of Appt Must Be 03, 08, Or 09</i>
Description	
<p>When the data entered in the Tenure Group field is 3, the data entered in the Type Of Appointment field must be 03, 08, or 09.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
231	<i>Salary Not Valid For Trustee/Asst Trustee</i>
Description	
<p>The data entered in the Base (scheduled) Salary field exceeds the maximum high salary range recorded in the Table Management System, Table 055, Minimum And Maximum Salaries, for U.S. Trustees (working title code 5423) or Assistant U.S. Trustees (working title code 1006).</p>	
Data Element(s) Used In Audit	
<p>061 – Base (Scheduled) Salary 279 – Working Title Code 280 – Table 055, Trust-Salary-Max 281 – Table 055, Asst-Trust-Salary-Max</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
232	<i>Career Tenure Not Required – Tenure 3, Type Appt 08</i>
Description	
<p>When the data entered in the Tenure Group field is 3 and the data entered in the Type Of Appointment field is 08, the Career Tenure date field is not required.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 078 – Career Tenure Date 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
233	<i>Probationary Period Starting Date Not Required</i>
Description	
<p>When the data entered in the Tenure Group field is 3 and the data entered in the Type Of Appointment field is 08, the Probationary Period Start Date field is not required.</p> <p>☞Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 077 – Probationary Period Start Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
235	<i>Salary Not Valid For Pay Plan E</i>						
Description							
<p>When the data entered in the Pay Plan field is E, the data entered in the Base (scheduled) Salary field must be within the range of the Table Management System (TMGT) Table 098, Salary Ranges, step 00-01, inclusive.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">270 – Low Salary Range</td> </tr> <tr> <td>060 – Step</td> <td>271 – High Salary Range</td> </tr> <tr> <td>061 – Base (Scheduled) Salary</td> <td></td> </tr> </table>		059 – Grade	270 – Low Salary Range	060 – Step	271 – High Salary Range	061 – Base (Scheduled) Salary	
059 – Grade	270 – Low Salary Range						
060 – Step	271 – High Salary Range						
061 – Base (Scheduled) Salary							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
236	<i>Appointment Limitations Not Valid With Type Of Appt</i>
Description	
<p>When a date is entered in the Commencing Date Of Service Year field, which indicates an appointment with a service year limitation, the data entered in the Type Of Appointment field must be one of the following codes:</p> <ul style="list-style-type: none"> • 03 (Competitive – Indefinite or Taper) • 04 (Competitive – Temporary or Special Need) • 07 (Excepted – Conditional) • 08 (Excepted – Indefinite) • 09 (Excepted – Temporary) 	
Data Element(s) Used In Audit	
<p>039 – Appointment Limitations Code 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
237	<i>Only One Appointment Limitations Can Be Present</i>
Description	
<p>Data may be present in only one of the following Appointment Limitations – Full fields:</p> <ul style="list-style-type: none">• Full Dollars• Hours• Days	
Data Element(s) Used In Audit	
040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
238	<i>Appointment Limitations Balance More Than Full</i>
Description	
<p>The data entered in one of the Appointment Limitations Balance field is more than the data entered in one of the Appointment Limitations – Full field.</p>	
Data Element(s) Used In Audit	
<p>040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days 043 – Appointment Limitations Balance Dollars 044 – Appointment Limitations Balance Hours 045 – Appointment Limitations Balance Days</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
239	<i>Appointment Limitations Must Be Present</i>
Description	
<p>When a date is entered in the Commencing Date Of Service Year field, data must also be entered in one of the Appointment Limitations – Full fields.</p>	
Data Element(s) Used In Audit	
<p>040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
240	<i>Appointment Limitations – Full Must Be Present</i>
Description	
<p>When data is entered in one of the Appointment Limitations Balance fields, data must also be entered in one of the Appointment Limitations – Full fields.</p>	
Data Element(s) Used In Audit	
<p>040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days 043 – Appointment Limitations Balance Dollars 044 – Appointment Limitations Balance Hours 045 – Appointment Limitations Balance Days</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
242	<i>Commencing Date Of Service Yr Later Than Eff Date</i>
Description	
<p>The date entered in the Commencing Date Of Service Year field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
030 – Effective Date 046 – Commencing Date Of Service Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
243	<i>Commencing Date Of Service Year Not Valid</i>
Description	
<p>The date entered in the Commencing Date Of Service Year field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
046 – Commencing Date Of Service Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
244	<i>Commencing Date Of Service Year Must Be Present</i>
Description	
<p>When the appointing authority is one that is subject to an appointment limitation that cannot be exceeded within a service year, a date must be entered in the Commencing Date Of Service Year field.</p>	
Data Element(s) Used In Audit	
046 – Commencing Date Of Service Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
245	<i>Organizational Structure Code Cannot Change W/NOAC</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that a change in the Position Management System (PMSO) organizational structure code field cannot be processed. A change in the PMSO organizational structure code can only be processed if: (1) the data entered in the 1st NOA Code field is one of the following codes or (2) the data entered in the 1st and 2nd NOA Code fields indicates a correction to one of these codes :</p> <ul style="list-style-type: none"> • 500–599, 934, 954, 956, 987 (Conversions) • 702 (Promotion) • 703 (Temporary promotion) • 713 (Change to lower grade) • 721 (Reassignment) • 740 (Position change) • 741 (Position change – NTE)) • 790 (Reassignment) • 936 (Reassignment – NTE) • 938 (Termination of reassignment – NTE) • 986 (Change to lower grade) • 991 (Termination – temporary appointment) <p>A change in the PMSO organizational structure code may also be processed if the data entered in the 1st and 2nd NOA Code fields indicates a correction to one of the following codes:</p> <ul style="list-style-type: none"> • 100–199, 900, 902, 906–907, 911, 933, 928, 953, or 955 (Appointments) 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2st NOA Code 055 – Organizational Structure Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
246	<i>Commencing Date Of Service Year Not Required</i>
Description	
<p>If data has not been entered in any of the Appointment Limitations fields, a date is not required in the Commencing Date Of Service Year field.</p> <p>☞ Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
046 – Commencing Date Of Service Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
247	<i>Appointment Limitations Balance Not Required</i>
Description	
<p>When data has not been entered in any of the Appointment Limitations – Full fields, data is not required in any of the Appointment Limitations Balance fields.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee’s database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field. ☞</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days 043 – Appointment Limitations Balance Dollars 044 – Appointment Limitations Balance Hours 045 – Appointment Limitations Balance Days 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
248	<i>Appointment Limitations – Full Not Required</i>
Description	
<p>When data has not been entered in any of the Appointment Limitations Balance fields, data is not required in any of the Appointment Limitations – Full fields.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee’s database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field. ☞</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 040 – Appointment Limitations Full Dollars 041 – Appointment Limitations Full Hours 042 – Appointment Limitations Full Days 043 – Appointment Limitations Balance Dollars 044 – Appointment Limitations Balance Hours 045 – Appointment Limitations Balance Days 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
250	<i>NOA And Auth Code Not Valid With Eff Date</i>
Description	
<p>When the data entered in the 1st NOA Code and Auth Code fields indicates a change in the retirement code, the date entered in the Effective Date field must be equal to, or earlier than, the effective date of the processing pay period.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
251	<i>Detail Or Temp Promotion Must Be Terminated</i>
Description	
<p>When an employee is currently in a detailed position or has been temporarily promoted, the detail or temporary promotion must be terminated before the following personnel actions can be processed:</p> <ul style="list-style-type: none"> • Nature of Action Code 703 (temporary promotion) • Nature of Action Code 730 (detail NTE) • Nature of Action Code 922 (detail NTE) <p>Note: This edit message does not apply to the Internal Revenue Service (Agency 93).</p>	
Data Element(s) Used In Audit	
<p>410 – Detail – Department Code 411 – Detail – Agency Code 412 – Detail – Personnel Office Identifier 413 – Detail – Master Record Number 414 – Detail – Grade 415 – Detail – Individual Position Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
252	<i>NTE Date Must Be Present And Be More Than 1 Yr</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a conversion to the Senior Foreign Service non-career appointment – NTE, a date must be entered in the NTE Date and must be more than 1 year but less than 5 years from the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 028 – NTE Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
253	<i>Appointment Limitations Hours Must Be Numeric</i>
Description	
<p>The data entered in the Appointment Limitations – Full Hours or the Appointment Limitations Balance Hours fields must be numeric.</p>	
Data Element(s) Used In Audit	
<p>041 – Appointment Limitations – Full Hours 043 – Appointment Limitations Balance Dollars</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
254	<i>Retirement Coverage Not Valid For Agency</i>
Description	
<p>When the data entered in the Retirement Coverage field is 3, G, P, or W, the agency code entered in the Dept/Agcy field must be 10, 34, 51, 55, 58, or 67.</p> <p>When the data entered in the Retirement Coverage field is 7, D, or I, the department code entered in the Dept/Agcy field must be AQ or AR.</p> <p>When the data entered in the Retirement Coverage field is Y or Z, the department code entered in the Dept/Agcy field must be AC.</p> <p>When the data entered in the Retirement Coverage field is 8 or 9, the agency code entered in the Dept/Agcy field must be 74. Note: When the data entered in the Retirement Coverage field is 8 or 9 and the agency code entered in the Dept/Agcy field is 74, the data entered in the Special Employee Code field must be 05.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 065 – Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
255	<i>Pay Plan, Grade, Or Step Must Be Same As Database</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Pay Plan, Grade, and Step fields must be the same as the pay plan, grade, and step on the employee’s database salary record (IRIS Program 101).</p> <p>Verify that the data entered in the Pay Plan and Grade fields in the Position Management System (PMSO) master record and the data entered in the Step field on the processing action are the same as the corresponding data on the employee’s database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 056 – Pay Plan 059 – Grade 060 – Step 171 – Database Pay Plan 173 – Database Grade 274 – Database Step 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
256	<i>AD Grade Or Step Not Valid</i>
Description	
<p>When the data entered in the Pay Plan field is AD, the data entered in both the Grade and Step fields must be 00.</p> <p>☞ Note: If the agency code entered in the Dept/Agcy field is 63, the data entered in the Grade field can be 60, 70, or 80, and the data entered in the Step field can be 00 through 10.☞</p> <p>If the agency code entered in the Dept/Agcy field is JA, the data entered in the Step field must be 00 through 20.☞</p>	
Data Element(s) Used In Audit	
<p>059 – Grade 060 – Step 392 – PMSO Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
257	<i>PMSO Key: Fields Cannot Be Present</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an extension of a temporary promotion, data in the PMSO Key: fields cannot be present.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
258	<i>Extension Of Temporary Promotion Not Valid</i>
Description	
<p>The data entered in the 1st NOA Code field indicates an extension of a temporary promotion; however, the employee is not in a temporary promotion.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
259	<i>Change In PRD Required With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be entered in the Pay Rate Determinant Code field and must be different than the pay rate determinant code currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
263	<i>Prev NOA Cannot Be Present</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a cancellation of an accession, data cannot be present in the Correction-Previous Action A: (NOA-Auth-Auth) field.</p>	
Data Element(s) Used In Audit	
<p>021 – Previous 1st NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code 037 – 1st CSC/Other Legal Authority 038 – 2nd CSC/Other Legal Authority</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
264	<i>WGI Waiting Period Not Valid</i>
Description	
<p>The Within-Grade Increase (WGI) waiting periods for pay plans GS and GG are:</p> <ul style="list-style-type: none"> • Steps 02, 03, and 04 – 52 calendar weeks • Steps 05, 06, and 07 – 104 calendar weeks • Steps 08, 09, and 10 – 156 calendar weeks 	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date	073 – SCD-WGI 272 – Database SCD-WGI

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
265	<i>Remarks Code Not In TMGT</i>
Description	
<p>The data entered in the Remarks Code field was not located in the Table Management System (TMGT), Table 052, Remarks Code And Description.</p>	
Data Element(s) Used In Audit	
079 – Remarks Code 233 – Table 052	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
266	<i>Probationary Period Start Date Not Valid</i>
Description	
<p>The date entered in the Probationary Period Start Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
077 – Probationary Period Start Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
267	<i>Prob Period Start Date And Type Appt Not Valid</i>
Description	
<p>When a date is entered in the Probationary Period Start Date field, the data entered in the Type Of Appointment field must be one of the following codes:</p> <ul style="list-style-type: none"> • 01 – Competitive – career • 02 – Competitive – career-conditional • 03 – Competitive – term, taper, or indefinite • 06 – Excepted – permanent • 07 – Excepted – conditional • 08 – Excepted – indefinite • 09 – Excepted – temporary 	
Data Element(s) Used In Audit	
<p>077 – Probationary Period Start Date 095 – Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
268	<i>Probationary Period Start Date Later Than Eff Date</i>
Description	
<p>The date entered in the Probationary Period Start Date field may not be later than the date entered in the Effective Date field of the processing personnel action.</p>	
Data Element(s) Used In Audit	
077 – Probationary Period Start Date 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
269	<i>Career Tenure Date Not Valid</i>
Description	
<p>The date entered in the Career Tenure Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
078 – Career Tenure Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
270	<i>Career Tenure Date Later Than Eff Date</i>
Description	
<p>The date entered in the Career Tenure Date field may not be later than the date entered in the Effective Date field of the processing personnel action.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 078 – Career Tenure Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
271	<i>Can Only Advance One Step For WGI</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates a within-grade increase (WGI), the data entered in the Step field must be the next step of the employee's current grade.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">173 – Database Grade</td> </tr> <tr> <td>059 – Grade</td> <td>174 – Database Step</td> </tr> <tr> <td>060 – Step</td> <td></td> </tr> </table>		022 – 1st NOA Code	173 – Database Grade	059 – Grade	174 – Database Step	060 – Step	
022 – 1st NOA Code	173 – Database Grade						
059 – Grade	174 – Database Step						
060 – Step							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
272	<i>SCD-Leave Must Be Present With Annual Leave</i>
Description	
<p>A date must be entered in the SCD-Leave field when data entered in the Annual Leave Category field indicates that the employee will earn annual leave.</p>	
Data Element(s) Used In Audit	
<p>015 – SCD-Leave 080 – Annual Leave Category</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
273	<i>Annual Leave Code Not In TMGT</i>
Description	
<p>The data entered in the Annual Leave Code–45 Day field was not located in the Table Management System (TMGT), Table 025, AD–350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>081 – Annual Leave Code – 45 Day 208 – Table 025, Block 060</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
274	<i>Annual Leave Code – 45 Day Not Valid For Dty Stn</i>
Description	
<p>When data entered in the Annual Leave Code – 45 Day field is Y, the data entered in the Duty Station field located in the Position Management System (PMSO) must be an overseas or foreign post of duty.</p>	
Data Element(s) Used In Audit	
<p>068 – Duty Station State Or Country Code 081 – Annual Leave Code – 45 Day</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
275	<i>Leave Earning Status During P/P Not In TMGT</i>
Description	
<p>The data entered in the Leave Earning Status During Pay Period field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>082 – Leave Earning Status During Pay Period 209 – Table 025, Block 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
276	<i>Change In SSNO Already Processed</i>
Description	
<p>The data entered in the Previous Social Security field indicates a change or correction to these fields. However, a change or correction to the social security number already exists on the employee's database SSNO Change Data record (IRIS Program 131).</p>	
Data Element(s) Used In Audit	
<p>090 – Previous Social Security Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
277	<i>NOA Not Valid For Separation</i>
Description	
<p>The data entered in the 1st NOA Code field is not valid for a separation personnel action.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
278	<i>DOJ Ret-Cov-Code Incompatible With Spec-Empl-Cd</i>
Description	
<p>When the data entered in the Retirement Coverage Code field on the processing personnel action is 1 (Civil Service Retirement System (CSRS)), K (Federal Employees' Retirement System (FERS) and Federal Insurance Contribution Act (FICA)), C (FICA and CSRS-partial deductions), or R (FICA and CSRS-full deductions), data entered in the Special Employee Code field cannot be 02 (AUO – nonexempt from FLSA).</p> <p>When the data entered in the Retirement Coverage Code field on the processing personnel action is 6 (CSRS – Special), M (FERS and FICA – Special), E (FICA and CSRS-partial deductions – Special), or T (FICA and CSRS-full deductions – Special), data entered in the Special Employee Code field cannot be 08 (AUO other than law enforcement personnel).</p> <p>☞ Note: This edit message is applicable to Department of Justice employees only. ☜</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
279	<i>Date Last Entered Present Grade Must Be Present</i>
Description	
<p>When data entered in the Grade field indicates a change in the employee's grade, a date must be entered in the Date Last Entered Present Grade field.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 059 – Grade 060 – Step 084 – Date Last Entered Present Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
280	<i>Date Last Entered Present Grade Not Valid</i>
Description	
<p>The date entered in the Date Last Entered Present Grade field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
084 – Date Last Entered Present Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
281	<i>Date Last Entered Present Grade Later Than Eff Date</i>
Description	
<p>The date entered in the Date Last Entered Present Grade field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 084 – Date Last Entered Present Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
282	<i>Pay Table Code Invalid For Dty Stat/Loc Tbl Cd</i>
Description	
<p>The occupational series code and pay rate determinant code indicate that the employee is entitled to receive Information Technology (IT) pay. However, the pay table code entered in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 016, Geographical Location Codes With Names. Verify that:</p> <ul style="list-style-type: none"> • the employee’s duty station entered in PMSO is within the geographic boundary for an area which has been established as a pay locality • the pay table number entered in PMSO is an established IT pay table number 	
Data Element(s) Used In Audit	
<p>063 – Pay Rate Determinant Code 428 – Pay Table Code 068 – Duty Station State Code 069 – Duty Station City Code 070 – Duty Station County Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
284	<i>WGI Not Coded Due</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a within-grade increase. However, the WGI due code on the employee’s database personnel supplements record (IRIS Program 123) is not coded 1 (due), which indicates that the employee is not eligible to receive the WGI.</p> <p>In order to process this personnel action, the WGI due code must be changed. Process an NFC-74, Master File Change Document, through PRES/EPIC to change the WGI due code to 1 (due) prior to processing the WGI personnel action in PACT/EPIC.</p>	
Data Element(s) Used In Audit	
<p>189 – Database WGI Due Code 250 – Database LWOP Since Last WGI 251 – Database AWOL Since Last WGI 252 – Database Suspension Since Last WGI 253 – Database Elapsed Days Worked Since Last WGI</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
285	<i>Continuation Of Error Message 284</i>
Description	
Error Message 284 continued.	
Data Element(s) Used In Audit	
254 – Data Base Intermittent Days Worked Since Last WGI 255 – CP–Adjusted Days WGI 272 – Database SCD WGI Code 278 – Database Composite Rating 329 – Database Critical Element Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
286	<i>SCD Leave Later Than Effective Date</i>
Description	
<p>The date entered in the SCD–Leave field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>015 – SCD–Leave 030 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
288	<i>Salary Rate Code Must Be WC</i>
Description	
<p>When the employee is serving without compensation, the data entered in the Salary Rate Code field must be WC (without compensation).</p>	
Data Element(s) Used In Audit	
062 – Salary Rate Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
290	<i>Change In Agency Already Processed</i>
Description	
<p>The data entered in the Previous Agency Code field indicates a change in agency code. However, the employee's database SSNO Change Data record (IRIS Program 131) indicates that the change in the agency code has already been processed.</p>	
Data Element(s) Used In Audit	
<p>010 – Previous Agency Code 065 – Agency Code 169 – Database Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
291	<i>Supvy Pct Not Valid</i>
Description	
<p>When a personnel action is processed to add or change a supervisory differential rate, the data entered in the Supvy Pct field must be numeric and greater than zero.</p> <p>When a personnel action is processed to discontinue a supervisory differential rate, the supervisory differential rate (1) must be recorded on the employee's database personnel supplements record (IRIS Program 123) and (2) data entered in the Supvy Pct field must be all zeros.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 433 – Database Supervisory Differential Percent 434 – Supervisory Differential Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
292	<i>Organizational Structure Code Change Required</i>
Description	
<p>When data entered in the Previous Agency Code field indicates a change in agency code, the Organizational Structure Code field in the Position Management System (PMSO) must also be changed.</p>	
Data Element(s) Used In Audit	
010 – Previous Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
293	<i>Time Off Award Record Not Found</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields indicates a correction or cancellation of a time off award. However, a database time off award record (IRIS Program 143) does not exist for this employee.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
295	<i>Supervisory Code Not Valid With NOA</i>
Description	
<p>When data in the 1st NOA Code field on the processing personnel action indicates a change in a supervisory differential rate, the data entered in the Sup Cd field in the Position Management System (PMSO) must be 2 or 4.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 433 – Database Supervisory Differential Rate 434 – Supervisory Differential Rate</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
296	<i>Name Correction Must Be Blank</i>
Description	
<p>When the data entered in the 1st NOA Code field on the processing personnel action indicates an accession, the Name Correction field must be blank.</p>	
Data Element(s) Used In Audit	
089 – Name Correction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
297	<i>Previous SSNO Must Be Blank</i>
Description	
<p>When the data entered in the 1st NOA Code field on the processing personnel action indicates an accession, the Previous SSNO field must be blank.</p>	
Data Element(s) Used In Audit	
090 – Previous SSNO	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
298	<i>Duty Hours Per Pay Period Must Be Present</i>
Description	
<p>When data entered in the Work Schedule field on the processing personnel action indicates that the employee will be part-time, data must also be entered in the Duty Hours Per Pay Period field.</p>	
Data Element(s) Used In Audit	
<p>091 – Duty Hours Per Pay Period 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
299	<i>Duty Hours Per Pay Period Not Valid</i>
Description	
<p>When the data entered in the Work Schedule field indicates that the employee will be part-time, the data entered in the Duty Hours Per Pay Period field must be greater than 1 hour (0100) but less than 80 (7900 or less) hours.</p>	
Data Element(s) Used In Audit	
091 – Duty Hours Per Pay Period 426 – Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
300	<i>Duty Hours Per Pay Period Not Required</i>
Description	
<p>When the data entered in the Work Schedule field indicates that the employee will not be part-time, data is not required in the Duty Hours Per Pay Period field.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is invalid and must be removed from the database, key in zeros in the applicable field. ☞</p>	
Data Element(s) Used In Audit	
091 – Duty Hours Per Pay Period 426 – Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
301	<i>Work Schedule Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a:</p> <ul style="list-style-type: none"> • recruitment bonus • relocation bonus • change in allowance/differential <p>the work schedule in the employee's database salary record (IRIS Program 102) must be F, G, H, P, Q, R, S, or T.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
304	<i>Seasonal Or Status Quo Not In TMGT</i>
Description	
<p>The data entered in the Seasonal or Status Quo field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>094 – Seasonal or Status Quo 216 – Table 025, Block 073</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
305	<i>Type Of Appointment Not In TMGT</i>
Description	
<p>The data entered in the Type Of Appointment field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p> <p>☞ Note: The data entered in the Type Of Appointment field must be 08 if :</p> <ul style="list-style-type: none"> • the data entered in the Dept/Agcy field is 10, • the data entered in the Pay Plan field in the Position Management System (PMSO) is FP, and • the data entered in the Occupational Series Code field in the Position Management System (PMSO) is 0135. <p>The data entered in the Type Of Appointment field must be 06, 07, 08, or 09 if the data entered in the Dept/Agcy field is 85, 97, AE, AQ, AR, AT, or AU.</p> <p>The data entered in the Type Of Appointment field must be 08 or 09 if the data entered in the Dept/Agcy field is 71.☞</p>	
Data Element(s) Used In Audit	
<p>095 – Type Of Appointment 030 – Effective Date 230 – Table 025, Block 074</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
306	<i>Annuit Ind Requires Date Ret Military</i>
Description	
<p>When the data entered in the Annuitant Indicator field is 4, 5, or C through F, a date must be entered in the Date Retired Military Service field.</p>	
Data Element(s) Used In Audit	
<p>120 – Annuitant Indicator 146 – Date Retired Military Service</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
307	<i>Pay Plan Not Valid With Supervisory Differential</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in supervisory differential, the pay plan in the employee's database salary record (IRIS Program 101) must be a general schedule (GS) pay plan.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 171 – Database Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
308	<i>Retention Percent Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates entitlement to retention percent, the amount entered in the Percent field cannot exceed 25 percent of the scheduled salary.</p> <p>When the data entered in the 1st and 2nd NOA Code fields indicates a correction or change to a retention percent, the amount entered in the Percent field must be different than the amount currently recorded on the employee's database personnel supplements record (IRIS Program 123), but cannot exceed 25 percent of the scheduled salary.</p> <p>When the data entered in the 1st NOA Code field and 1A Auth Code field is 810 ZLM, the amount entered in the Percent field cannot exceed 10 percent of the scheduled salary. Note: Nature of Action Code 810 and Authority Code ZLM can only be used to establish entitlement to retention percent if the pay plan recorded on the employee's database salary record (IRIS Program 101) is not covered under the General Schedule or Federal Wage System.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 431 – Database Retention Percent 432 – Retention Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
309	<i>Special Employee Code Not In TMGT</i>
Description	
<p>The data entered in the Special Employee Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>096 – Special Employee Code 218 – Table 025, Block 075</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
310	<i>Data Not Valid For Special Employee Code 04</i>								
Description									
<p>When the data entered in the Special Employee Code field is 04, the following data must also be present:</p> <ul style="list-style-type: none"> • the agency code entered in the Dept/Ag field must be 07 • the data entered in the Pay Plan field must be AD • the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be 0301 • the data entered in the Grade and Step fields must both be 00 • the data entered in the Salary Rate Code field must be PD or WC • the data entered in the Pay Rate Determinant Code field must be 0 • if the data entered in the Salary Rate Code field is PD, the data entered in the Base Salary field must be located in the Table Management System (TMGT), Table 055, Minimum and Maximum Salaries • if the data entered in the Salary Rate Code field is WC, the data entered in the Base Salary field must be all zeros. • if the processing personnel action is an accession, and the data entered in the Salary Rate Code field is WC, then Remarks Code 273 must also be present. 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">061 – Base (Scheduled) Salary</td> </tr> <tr> <td>057 – Occupational Series Code</td> <td>062 – Salary Rate Code</td> </tr> <tr> <td>059 – Grade</td> <td>065 – Agency Code</td> </tr> <tr> <td>060 – Step</td> <td>096 – Special Employee Code</td> </tr> </table>		056 – Pay Plan	061 – Base (Scheduled) Salary	057 – Occupational Series Code	062 – Salary Rate Code	059 – Grade	065 – Agency Code	060 – Step	096 – Special Employee Code
056 – Pay Plan	061 – Base (Scheduled) Salary								
057 – Occupational Series Code	062 – Salary Rate Code								
059 – Grade	065 – Agency Code								
060 – Step	096 – Special Employee Code								

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
312	<i>Special Employee Code 13 – Agency Code Must Be 03</i>
Description	
<p>When the data entered in the Special Employee Code field is 13, the agency code entered in the Dept/Agcy field must be 03.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
313	<i>Special Employee Code 31 – Agency Code Must Be 02</i>
Description	
<p>When the data entered in the Special Employee Code field is 31, the agency code entered in the Dept/Agcy field must be 02.</p>	
Data Element(s) Used In Audit	
065 – Agency Code 096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
314	<i>Special Employee Code 30 – Agency Code Not Valid</i>
Description	
<p>When the data entered in the Special Employee Code field is 30, the agency code entered in the Dept/Agcy field must be 03, 10, 34, or 37.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
315	<i>Pay Plan Not Valid With Special Employee Code 05</i>
Description	
<p>When the data entered in the Special Employee Code field is 05, the data entered in the Pay Plan field must be AD, EH, EI, EX, FE, FO, GS (grade 16 – 18), or SR.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
316	<i>Special Employee Code Not Valid With Agency</i>
Description	
<p>When the data entered in the Special Employee Code field is 09, 23, 25, 41 – 44, 47, or 48, the agency code entered in the Dept/Agcy field must be 11.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
317	<i>Pay Plan Not Valid With Special Employee Code 07</i>
Description	
<p>When the data entered in the Special Employee Code field is 07, the data entered in the Pay Plan field must be EC, ED, EE, EF, EG, EH, or EI.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
318	<i>Data Not Valid With Special Employee Code 05</i>						
Description							
<p>When the data entered in the Special Employee Code field is 05, the following data must also be present:</p> <ul style="list-style-type: none"> • the agency code entered in the Dept/Ag field must be FA • the data entered in the Pay Plan field must be AD • the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be 0301 • the data entered in the Salary Rate Code field must be PH • the data entered in the Base Salary field must be located in the Table Management System (TMGT), Table 055, Minimum and Maximum Salaries 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">062 – Salary Rate Code</td> </tr> <tr> <td>057 – Occupational Series Code</td> <td>065 – Agency</td> </tr> <tr> <td>061 – Base (Scheduled) Salary</td> <td>096 – Special Employee Code</td> </tr> </table>		056 – Pay Plan	062 – Salary Rate Code	057 – Occupational Series Code	065 – Agency	061 – Base (Scheduled) Salary	096 – Special Employee Code
056 – Pay Plan	062 – Salary Rate Code						
057 – Occupational Series Code	065 – Agency						
061 – Base (Scheduled) Salary	096 – Special Employee Code						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
319	<i>Data Not Valid With Special Employee Code 45 or 46</i>
Description	
<p>When the data entered in the Special Employee Code field is 45 or 46, the following data must also be present:</p> <ul style="list-style-type: none"> • the agency code entered in the Dept/Ag field must be 11 • the data entered in the Pay Plan field must be AD, and the data entered in the Grade and Step fields must both be 00 • the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be 0000 • the data entered in the FEGLI Code field must be A • the data entered in the FEHB Coverage Code field must be 2 • the data entered in the FLSA Code field must be E • if the processing personnel action is an accession and the Special Employee Code is 45, (1) the data entered in the 1st NOA Code field must be 911, and (2) the data entered in the Base (scheduled) Salary field must be located in the Table Management System (TMGT), Table 055, Minimum and Maximum Salaries • if the processing personnel action is an accession and the Special Employee Code field is 46, (1) the data entered in the 1st NOA Code field must be 906 or 907, and (2) the data entered in the Base (scheduled) Salary field must be located in the Table Management System (TMGT), Table 055, Minimum and Maximum Salaries 	
Data Element(s) Used In Audit	
056 – Pay Plan 057 – Occupational Series Code 059 – Grade 060 – Step	061 – Base (Scheduled) Salary 065 – Agency Code 096 – Special Employee Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
320	<i>Continuation Of Error Message 319</i>
Description	
Error message 319 continued.	
Data Element(s) Used In Audit	
017 – FEGLI Coverage 019 – FEHB Coverage 022 – 1st NOA Code 113 – FLSA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
321	<i>Pay Plan Not Valid With Salary Share Code</i>
Description	
<p>When the data entered in the Pay Plan field is GG or GH, the data entered in the Salary Share Code field must be 1, 2, 3, or 4.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 103 – Salary Share Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
322	<i>COLA/Post Differential Code Not In TMGT</i>
Description	
<p>The data entered in the COLA/Post Differential Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p> <p>☞ Note: If the duty station field in the Position Management System (PMSO) is changing and COLA/post differential is valid for the new duty station, data must be entered in the COLA/Post Differential Code field on the processing personnel action and must be other than 0.</p> <p>If the duty station field in the Position Management System (PMSO) is changing and COLA/post differential is not valid for the new duty station, an official change action must be processed and the data entered in the COLA/Post Differential field on the official change action must be 0.☞</p>	
Data Element(s) Used In Audit	
<p>098 – COLA/Post Differential Code 219 – Table 025, Block 077</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
323	<i>COLA/Post Diff Code Not Valid For Wage Employee</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage grade employee, the data entered in the COLA/Post Differential Code field must be 0 or 4.</p> <p>☞ Note: Wage grade employees are not entitled to cost-of-living allowance (COLA) or post differential in non-foreign areas.☞</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 098 – COLA/Post Differential Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
324	<i>State/Country Not In TMGT</i>
Description	
<p>When the data entered in the COLA/Post Differential Code field is other than 0, the data in the Duty Station field recorded in the Position Management System (PMSO) must be located in the Table Management System (TMGT), Table 027, COLA/Post Differential Codes.</p>	
Data Element(s) Used In Audit	
<p>068 – Duty Station State/Country Code 069 – Duty Station City Code 098 – COLA/Post Differential Code 235 – Table 027</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
325	<i>Control Of Coop Employee Not In TMGT</i>
Description	
<p>The data entered in the Control Of Coop Employee field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>102 – Control Of Coop Employee 220 – Table 025, Block 081</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
326	<i>Salary Share Code Not In TMGT</i>
Description	
<p>The data entered in the Salary Share Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>103 – Salary Share Code 221 – Table 025, Block 082</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
327	<i>Control Of Coop Employee Code Must Be 1, 2, Or 3</i>
Description	
<p>When the data entered in the Salary Share Code field is 4 or 5, data entered in the Control Of Coop Employee Code field must be 1, 2, or 3.</p>	
Data Element(s) Used In Audit	
102 – Control Of Coop Employee Code 103 – Salary Share Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
328	<i>Coop/Annuitant Share Amt Must Be Present</i>
Description	
<p>When the data entered in the Salary Share Code field is 4 or 5, data must also be entered in the Coop Share Amt and Annuitant Share Amt fields.</p> <p>☞Note: The data entered in the Coop Share Amt and Annuitant Share Amt fields must be less than the amount entered in the Base Salary field.☞</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary 102 – Control Of Coop Employee Code 103 – Salary Share Code	104 – Coop Share Amt 105 – Annuitant Share Amt

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
329	<i>Control Of Coop Employee Code Cannot Be 0</i>
Description	
<p>When data entered in the Salary Share Code field is 1 or 2, data entered in the Control Of Coop Employee Code field must be 1, 2, or 3.</p>	
Data Element(s) Used In Audit	
102 – Control Of Coop Employee Code 103 – Salary Share Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
330	<i>Coop Share Amt Must Be Present</i>
Description	
<p>When the data entered in the Salary Share Code field is 1 or 2, data must also be entered in the Coop Share Amt field.</p> <p>☞Note: The data entered in the Coop Share Amt field must be less than the amount entered in the Base Salary field.☞</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary 103 – Salary Share Code 104 – Coop Share Amt	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
331	<i>Annuitant Share Amt Cannot Be Present</i>
Description	
<p>When the data entered in the Salary Share Code field is 1 or 2, the Annuitant Share Amt field cannot be present.</p>	
Data Element(s) Used In Audit	
<p>103 – Salary Share Code 105 – Annuitant Share Amt</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
332	<i>Control Of Coop Employee Code Must Be 0</i>
Description	
<p>When data entered in the Salary Share Code field is 3, data entered in the Control Of Coop Employee Code field must be 0.</p>	
Data Element(s) Used In Audit	
<p>102 – Control Of Coop Employee Code 103 – Salary Share Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
333	<i>Coop Share Amt Must Be Blank</i>
Description	
<p>When the data entered in the Salary Share Code field is 0, data cannot be entered in the Coop Share Amt field.</p>	
Data Element(s) Used In Audit	
<p>102 – Control Of Coop Employee Code 103 – Salary Share Code 104 – Coop Share Amt</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
334	<i>Annuitant Share Amt Must Be Present</i>
Description	
<p>When the data entered in both the Salary Share Code and Control Of Coop Employee Code fields is 3, data must be entered in the Annuitant Share Amt field.</p> <p>☞Note: The data entered in the Annuitant Share Amt field must be less than the amount entered in the Base Salary field.☞</p>	
Data Element(s) Used In Audit	
<p>061 – Base (Scheduled) Salary 102 – Control Of Coop Employee Code 103 – Salary Share Code 105 – Annuitant Share Amt</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
335	<i>Coop Overtime/Holiday Rate Must Be Blank</i>
Description	
<p>When the data entered in the Salary Share Code field is 3, data cannot be entered in the Coop Overtime Rate or Coop Holiday Rate fields.</p>	
Data Element(s) Used In Audit	
103 – Salary Share Code 106 – Coop Overtime Rate 107 – Coop Holiday Rate	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
336	<i>Salary Share Data Cannot Be Present</i>
Description	
<p>When the data entered in the Salary Share Code field is 0, data cannot be present in the following fields:</p> <ul style="list-style-type: none"> • Coop Share Amt • Annuitant Share Amt • Coop Overtime Rate • Coop Holiday Rate 	
Data Element(s) Used In Audit	
103 – Salary Share Code 104 – Coop Share Amt 105 – Annuitant Share Amt	106 – Coop Overtime Rate 107 – Coop Holiday Rate

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
337	<i>Quarters Ded Amt Requires Qtrs Ded Code</i>
Description	
<p>When data is entered in the Quarters Deduction Amount field, data must also be entered in the Quarters Deduction Code field.</p> <p>When data is entered in the Quarters Deduction Code field, data must also be entered in the Quarters Deduction Amount field.</p>	
Data Element(s) Used In Audit	
109 – Quarters Deduction Amount 110 – Quarters Deduction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
338	<i>Quarters Ded Code Not In TMGT</i>
Description	
<p>The data entered in the Quarters Deduction Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>110 – Quarters Deduction Code 222 – Table 025, Block 088</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
339	<i>Quarters Ded Code Not Valid For Agency</i>
Description	
<p>When data is entered in the Quarters Deduction Code field, the agency code entered in the Dept/Agcy field must be one of the following:</p> <ul style="list-style-type: none"> • 03 (Agricultural Research Service) • 11 (Forest Service) • 16 (Natural Resource Conservation Service) • 17 (Federal Emergency Management Agency) • 34 (Animal and Plant Health Inspection Service) • 54 (National Oceanic and Atmospheric Administration) • 70 (Smithsonian Institution – Federal) • 71 (Smithsonian Institution –Trust) 	
Data Element(s) Used In Audit	
<p>065 – Agency Code 109 – Quarters Deduction Amount 110 – Quarters Deduction Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
340	<i>Quarters Deduction Code Must Be 1, 2, 3, Or 4</i>
Description	
<p>When data is entered in the Quarters Deduction Amount field, the data entered in the Quarters Deduction Code field must be one of the following:</p> <ul style="list-style-type: none"> • 1 (per day deduction – tax exempt) • 2 (per day deduction – not tax exempt) • 3 (per pay period – tax exempt) • 4 (per pay period – not tax exempt) 	
Data Element(s) Used In Audit	
<p>065 – Agency Code 110 – Quarters Deduction Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
341	<i>Environmental Differential Cannot Be Generated</i>						
Description							
<p>The environmental differential cannot be generated for this wage grade employee. This message is an indication that the data entered in the Base Salary field is not valid for the employee.</p> <p>The environmental differential is the hourly salary rate of a wage grade 10, step 02, for the applicable wage area, and is generated from the Table Management System (TMGT), Table 029, Pay Table Rates.</p> <p>Note: If the amount in the Base Salary field is correct, type <i>L</i> (release Message 341) in the Override field.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">186 – Occupational Area – Table 031</td> </tr> <tr> <td>112 – Environmental Differential</td> <td>236 – Table 029</td> </tr> <tr> <td>185 – Wage Board Area – Table 033</td> <td>237 – Table 033</td> </tr> </table>		056 – Pay Plan	186 – Occupational Area – Table 031	112 – Environmental Differential	236 – Table 029	185 – Wage Board Area – Table 033	237 – Table 033
056 – Pay Plan	186 – Occupational Area – Table 031						
112 – Environmental Differential	236 – Table 029						
185 – Wage Board Area – Table 033	237 – Table 033						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
343	<i>Trvl Allow/Enviro Diff Not Valid For Pay Plan</i>
Description	
<p>When data is entered in the Travel Allow/Environ Diff field, the data entered in the Pay Plan field must indicate a wage grade employee.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 065 – Agency Code 111 – Travel Allowance Amount 112 – Environmental Differential	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
344	<i>Travel Allowance Amount Not In TMGT</i>
Description	
<p>The data entered in the Travel Allow field was not located in the Table Management System (TMGT) Table 055, Minimum and Maximum Salaries.</p>	
Data Element(s) Used In Audit	
111 – Travel Allowance Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
345	<i>Pay Plan Not Valid With Relocation Bonus</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a relocation bonus, the pay plan recorded on the employee's database salary data record (IRIS Program 101) must be a general schedule pay plan or a wage grade pay plan.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 171 – Database Pay Plan 438 – Relocation Bonus</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
346	<i>FLSA Code Not Valid</i>
Description	
<p>If the data entered in the Pay Plan field is GS, GT, IS, LG, or NF, the data entered in the FLSA Code field in the Position Management System (PMSO) must be one of the following codes:</p> <ul style="list-style-type: none"> • E (exempt from the Fair Labor Standards Act (FLSA)) • N (not exempt from the Fair Labor Standards Act (FLSA)) <p>☞ Note: If the data entered in the Pay Plan field is GS and the data entered in the Grade field is 01 through 04, the data entered in the FLSA Code field in PMSO must be N.</p> <p>If the data entered in the Pay Plan field is GS and the data entered in the Grade field is greater than 11, the data entered in the FLSA Code field in PMSO must be E, unless the data entered in the Occupational Series Code field in PMSO is 1980 or 2181.☞</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 059 – Grade 113 – FLSA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
347	<i>Pay Plan Not Valid With Retention Percent</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in allowance, the pay plan recorded on the employee's database salary record (IRIS Program 101) must be a general schedule pay plan or a wage grade pay plan.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 171 – Database Pay Plan 432 – Retention Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
348	<i>Recruitment Bonus Already On Database</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a recruitment bonus; however, a recruitment bonus currently exists on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 435 – Recruitment Bonus 436 – Database Recruitment Bonus</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
349	<i>Accounting Station Code Not In TMGT</i>
Description	
<p>The data entered in the Accounting Station Code field in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 002, Accounting Station Name and Address.</p>	
Data Element(s) Used In Audit	
115 – Accounting Station Code 238 – Table 002	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
350	<i>POI Not In TMGT</i>
Description	
<p>The data entered in the POI field was not located in the Table Management System (TMGT), Table 001, Personnel Office Identifier Name and Address.</p>	
Data Element(s) Used In Audit	
<p>116 – Personnel Office Identifier 239 – Table 001</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
351	<i>POI Must Be Present</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in the appointing office, data must be entered in the POI field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 116 – Personnel Office Identifier	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
352	<i>Pay Plan Not Valid With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Pay Plan field must be PG, PL, PS, XD, XL, XN, XP, or XS.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 056 – Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
353	<i>Occupational Series Not Valid With Pay Plan</i>
Description	
<p>When the data entered in the Pay Plan field is PG, PL, PS, XD, XL, XN, XP, or XS, the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be in the range of 4400 through 4499.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 057 – Occupational Series Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
354	<i>Agency Use Data Not Valid For Agency</i>
Description	
<p>The data entered in the Agency Use field is not valid with the agency code entered in the Dept/Agcy field. Agency specifications for data entered in the Agency Use field are:</p> <p>When the agency code entered in the Dept/Agcy field is 11:</p> <ul style="list-style-type: none"> • data entered in the Special Employee Code field must be 09 or 25 • data entered in the Agency Use field must be four numeric positions and the first two positions must be 01 through 25 <p>When the agency code entered in the Dept/Agcy field is 34:</p> <ul style="list-style-type: none"> • data entered in the Agency Use field must be two numeric positions <p>When the agency code entered in the Dept/Agcy field is 85 or 97:</p> <ul style="list-style-type: none"> • data entered in the Agency Use field must be one position and must be a valid employee type (A, B, C, D, F, G, H, I, L, R, S, or V) 	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code 124 – Agency Use Block</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
355	<i>Auth Date Not Valid</i>
Description	
<p>The date entered in the Auth Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> 	
Data Element(s) Used In Audit	
121 – Auth Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
362	<i>Pay Plan Not Valid With Recruitment Bonus</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a recruitment bonus, the pay plan recorded on the employee's database salary data record (IRIS Program 101) must be a general schedule pay plan or a wage grade pay plan.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 171 – Database Pay Plan 435 – Recruitment Bonus</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
364	<i>AD-349 Agency Code Not In TMGT</i>
Description	
<p>The agency code entered in the Dept/Agcy field on the processing AD-349 was not located in the Table Management System (TMGT), Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	
181 – Agency Code – AD-349 190 – Table 023	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
365	<i>AD-349 Effective Date Not Valid</i>
Description	
<p>The date entered in the Effective Date field on the processing AD-349 must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
182 – Effective Date – AD-349	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
366	<i>Check Mail Address Not Valid W/Designated Agent Cd</i>
Description	
<p>When data is entered in the Designated Agent Code field, the Check Mailing Address Other Than Bank fields must be blank.</p>	
Data Element(s) Used In Audit	
<p>136 – Check Mail City Code 138 – Check Mail State Code 139 – Check Mail Zip Code 140 – Designated Agent Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
367	<i>Designated Agent Code Not Valid</i>
Description	
<p>The 1st position of the data entered in the Designated Agent Code field is not valid. The 1st position of the designated agent code must be one of the following codes:</p> <ul style="list-style-type: none">• 1 (Birmingham, AL)• 2 (Chicago, IL)• 3 (Kansas City, MO)• 4 (Washington, DC)• 5 (San Francisco, CA)• 6 (Philadelphia, PA)	
Data Element(s) Used In Audit	
140 – Designated Agent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
368	<i>Citizenship Status Not In TMGT</i>
Description	
<p>The data entered in the Citizenship Status field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>141 – Citizenship Status 277 – Table 025, Block 076</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
369	<i>Cancellation – Time Off Hours Already Used</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a cancellation of a time off award, the time off award hours used on the employee’s database time off award record (IRIS Program 143) must be zeros.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
370	<i>Relocation Bonus Already On Database</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a relocation bonus; however, a relocation bonus already exists on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 437 – Database Relocation Bonus	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
371	<i>Duty Hours Must Be Blank For Intermittent</i>						
Description							
<p>When the data entered in the Work Schedule field is I or J (intermittent), the Duty Hours Per Pay Period field must be blank.</p> <p>☞ Note: If the data was not entered in the specified field, this message could indicate that the data is stored in the employee’s database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">096 – Special Employee Code</td> </tr> <tr> <td>062 – Salary Rate Code</td> <td>426 – Work Schedule</td> </tr> <tr> <td>091 – Duty Hours Per Pay Period</td> <td></td> </tr> </table>		056 – Pay Plan	096 – Special Employee Code	062 – Salary Rate Code	426 – Work Schedule	091 – Duty Hours Per Pay Period	
056 – Pay Plan	096 – Special Employee Code						
062 – Salary Rate Code	426 – Work Schedule						
091 – Duty Hours Per Pay Period							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
374	<i>Previous NOA Not Valid For Cancellation/Correction</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicate a cancellation or a correction, the data entered in the Correction-Previous Action A: (NOA-Auth-Auth) field cannot be a cancellation or correction nature of action code.</p>	
Data Element(s) Used In Audit	
021 – Previous NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
375	<i>Date Retired Military Must Be Present</i>
Description	
<p>When the data entered in the Uniform Service Component field is 4 or 5, a date must be entered in the Date Retired Military Service field.</p>	
Data Element(s) Used In Audit	
<p>142 – Uniform Service Component 146 – Date Retired Military Service</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
376	<i>Date Retired Military Service Not Valid</i>
Description	
<p>The date entered in the Date Retired Military Service field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
146 – Date Retired Military Service	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
377	<i>Uniform Service Component Must Be 4 Or 5</i>
Description	
<p>When a date is entered in the Date Retired Military Service field, the data entered in the Uniform Service Component field must be 4 or 5.</p>	
Data Element(s) Used In Audit	
142 – Uniform Service Component 146 – Date Retired Military Service	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
378	<i>Educational Level Not In TMGT</i>
Description	
<p>The data entered in the Educational Level field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>147 – Educational Level 244 – Table 025, Block 005</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
379	<i>Year Deg/Cert Received Must Be Present</i>
Description	
<p>When the data entered in the Educational Level field is 06, 10, or 13 and above, a date must be entered in the Year Deg/Cert Received field.</p>	
Data Element(s) Used In Audit	
147 – Educational Level 149 – Year Deg/Cert Received	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
380	<i>Instructional Program Must be Present</i>
Description	
<p>When the data entered in the Educational Level field is 06, 10, or 13 and above, data must be entered in the Instructional Program field.</p>	
Data Element(s) Used In Audit	
147 – Educational Level 148 – Instructional Program	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
381	<i>Instructional Program Not In TMGT</i>
Description	
<p>The data entered in the Instructional Program field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
148 – Instructional Program 245 – Table 025, Block 097	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
382	<i>Year Deg/Cert Received Must Be Blank</i>
Description	
<p>If the data entered in the Educational Level field is not 06, 10, or 13 and above, the Year Deg/Cert Received field must be blank.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field. ☞</p>	
Data Element(s) Used In Audit	
147 – Educational Level 149 – Year Deg/Cert Received	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
383	<i>Instructional Program Must Be Blank</i>
Description	
<p>If the data entered in the Educational Level field is not 06, 10, or 13 and above, the Instructional Program field must be blank.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field. ☞</p>	
Data Element(s) Used In Audit	
<p>147 – Educational Level 148 – Instructional Program</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
384	<i>Current Residence Street Address Not Valid</i>
Description	
<p>If data is entered in the Second Line Street Address field for the current residence address, data must also be entered in the First Line Street Address field. (Data cannot be entered in the Second Line or Third Line Street Address fields if data is not entered in the First Line Street Address field.)</p>	
Data Element(s) Used In Audit	
<p>125 – First Line Residence Address 126 – Second Line Residence Address 127 – Third Line Residence Address</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
385	<i>Current Res Address State Code Not In TMGT</i>
Description	
<p>The data entered in the State Code field for the current residence address was not located in the Table Management System (TMGT), Table 015, State Code and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>131 – Residence Address State Code 246 – Table 015</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
386	<i>Current Residence Address Not Valid</i>
Description	
<p>The data entered in the City Code, County Code, or State Code fields for the current residence address was not located in the Table Management System (TMGT), Table 016, Geographic Location Codes With Names.</p>	
Data Element(s) Used In Audit	
136 – Residence Address City Code 138 – Residence Address State Code 139 – Residence Address ZIP Code	232 – Table 016

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
387	<i>Type Appt Not Valid With Retirement Coverage</i>
Description	
<p>When the data entered in the Type Of Appointment field is 01 or 02, the data entered in the Retirement Coverage field must be one of the following codes:</p> <ul style="list-style-type: none"> • 1 – Civil Service Retirement System – (CSRS) • 3 – Foreign Service Retirement and Disability System (FS) • 6 – Civil Service Retirement System–Special (CSRS–Special) • 8 – CVA Judges Retirement Plan (1%) • 9 – CVA Judges Retirement Plan (4.5%) <p>☞ Note: If the data entered in the Annuitant Indicator field is 1, 4, 5, or A – F, the data entered in the Retirement Coverage field must be 4 or the data entered in the Work Schedule field must be I.</p>	
Data Element(s) Used In Audit	
020 – Retirement Coverage 095 – Type Of Appointment 120 – Annuitant Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
387	<i>(continued)</i>
Description	
<p>When the data entered in the Type Of Appointment field is 01 or 02, the data entered in the Retirement Coverage field must be one of the following codes:</p> <ul style="list-style-type: none"> • C – Social Security System (FICA) and CSRS • E – FICA and CSRS (for law enforcement and firefighter personnel) • G – FICA and FS • K – Federal Employees Retirement System (FERS) and FICA <p>☞ Note: If the data entered in the Annuitant Indicator field is 1, 4, 5, or A – F, the data entered in the Retirement Coverage field must be 4 or the data entered in the Work Schedule field must be I☞</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 095 – Type Of Appointment 120 – Annuitant Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
387	<i>(continued)</i>
Description	
<p>When the data entered in the Type Of Appointment field is 01 or 02, the data entered in the Retirement Coverage field must be one of the following codes:</p> <ul style="list-style-type: none"> • M – FERS and FICA–Special • P – Foreign Service Pension System (FSPS) and FICA • R – FICA and CSRS – full 7% withholding • T – FICA and CSRS–Special (for law enforcement and firefighter personnel) • W – FICA and FS • Y – DC Retirement – Offset • Z – DC Retirement Plan <p>☞ Note: If the data entered in the Annuitant Indicator field is 1, 4, 5, or A – F, the data entered in the Retirement Coverage field must be 4 or the data entered in the Work Schedule field must be I.☞</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 095 – Type Of Appointment 120 – Annuitant Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
388	<i>Recruitment Bonus Exceeds Maximum Allowed</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a recruitment bonus, the amount of the bonus cannot exceed 25% of the scheduled salary amount recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 302 – Database Scheduled Salary 435 – Recruitment Bonus Amount	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
389	<i>Current Residence Address ZIP Code Not In TMGT</i>
Description	
<p>The data entered in the ZIP Code field for the current residence address was not located in the Table Management System (TMGT), Table 015, State Code and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>129 – Residence Address City Code 131 – Residence Address State Code 132 – Residence Address ZIP Code</p>	<p>246 – Table 015</p>

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
390	<i>Check Mail Street Address Not Valid</i>
Description	
<p>If data is entered in the Second Line Street Address field for the check mail address other than bank, data must also be entered in the First Line Street Address field. (Data cannot be entered in the Second Line Street Address field if data is not entered in the First Line Street Address field.)</p>	
Data Element(s) Used In Audit	
133 – First Line Check Mail Address 134 – Second Line Check Mail Address	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
391	<i>Check Mail Address State Code Not In TMGT</i>
Description	
<p>The data entered in the State Code field for the check mail address other than bank was not located in the Table Management System (TMGT), Table 015, State Code and ZIP Range.</p>	
Data Element(s) Used In Audit	
138 – Check Mail Address State Code 246 – Table 015	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
392	<i>Check Mail Address Not Valid</i>
Description	
<p>The data entered in the City Code, County Code, or State Code fields for the check mail address other than bank was not located in the Table Management System (TMGT), Table 016, Geographic Location Codes With Names.</p>	
Data Element(s) Used In Audit	
<p>136 – Check Mail Address City Code 232 – Table 016 138 – Check Mail Address State Code 139 – Check Mail Address ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
393	<i>WGI Grade And/Or Step Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a within-grade increase (WGI), the data entered in the PMSO Key: Grade field must be the same as the grade currently recorded on the employee's database salary record (IRIS Program 101). However, the data entered in the Step field must be different than the step currently recorded on the employee's database salary record (IRIS Program 101)</p>	
Data Element(s) Used In Audit	
059 – Grade 060 – Step 173 – Database Grade	274 – Database Step

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
394	<i>Correction Results In Negative Balance</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a correction to a time off award, the data entered in the Base (scheduled) Salary and Verify Salary fields on the processing action must be the same as, or greater than, the time off award hours used recorded on the employee’s database time off award record (IRIS Program 143).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 439 – Award Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
395	<i>Check Mail Address ZIP Code Not In TMGT</i>
Description	
<p>The data entered in the ZIP Code field for the check mail address other than bank was not located in the Table Management System (TMGT), Table 015, State Code and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>136 – Check Mail Address City Code 246 – Table 015 138 – Check Mail Address State Code 139 – Check Mail Address ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
396	<i>Duty Station State Code Not In TMGT</i>
Description	
<p>The data entered in the Duty Station State Code field recorded in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 015, State Code and ZIP Range.</p>	
Data Element(s) Used In Audit	
068 – Duty Station State Code 246 – Table 015	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
397	<i>Duty Station Not Valid</i>
Description	
<p>The data entered in the Duty Station field recorded in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 016, Geographic Location Codes With Names.</p>	
Data Element(s) Used In Audit	
<p>068 – Duty Station State Code 069 – Duty Station City Code 070 – Duty Station County Code 232 – Table 016</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
398	<i>Total Time Off Award Exceeds 80 Hours</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a correction to a time off award, the data entered in the Base (scheduled) Salary and Verify Salary fields on the processing action and the employees database time off award record (IRIS Program 143) cannot exceed 80 hours per leave year.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 439 – Award Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
399	<i>Relocation Bonus Exceeds Maximum Amount Allowed</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a relocation bonus, the amount of the bonus cannot exceed 25% of the scheduled salary recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 302 – Database Scheduled Salary 438 – Relocation Bonus Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
400	<i>Cancel Pay Change – Pay Data Not Present</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicate a cancellation of a pay change action (promotion, pay raise, etc.), the employee's prior salary data must be entered in the Pay Plan, Step, and Base Salary fields. (The data must be entered in these fields to restore the prior salary information on the employee's database.)</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
401	<i>SCD-Retirement Must Be 16 Yrs From Date Of Birth</i>
Description	
<p>The date entered in the SCD-Retirement field must be at least 16 years, but not more than 90 years, than the date entered in the Birth Date field.</p> <p><input type="checkbox"/> Note: If this message does not apply to this employee, key in <i>Y</i> in clear code 3 to release this message. <input type="checkbox"/></p>	
Data Element(s) Used In Audit	
<p>008 – Date Of Birth 071 – SCD-Retirement</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
402	<i>SCD-WGI Must Be 16 Yrs From Date Of Birth</i>
Description	
<p>The date entered in the SCD-WGI field must be at least 16 years, but not more than 90 years, than the date entered in the Birth Date field.</p> <p>Note: If this message does not apply to this employee, key Y in clear code 4 to release this message.</p>	
Data Element(s) Used In Audit	
008 – Date Of Birth 073 – SCD-WGI	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
403	<i>SCD-RIF Must Be 16 Yrs From Date Of Birth</i>
Description	
<p>The date entered in the SCD-RIF field must be at least 16 years, but not more than 90 years, than the date entered in the Birth Date field.</p> <p><input type="checkbox"/> Note: If this message does not apply to this employee, key in Y in clear code 5 to release this message.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
008 – Date Of Birth 072 – SCD-RIF	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
404	<i>SCD-Retirement Later Than Eff Date</i>
Description	
<p>The date entered in the SCD-Retirement field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 071 – SCD-Retirement</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
405	<i>SCD-WGI Later Than Eff Date</i>
Description	
<p>The date entered in the SCD-WGI field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 073 – SCD-WGI</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
406	<i>SCD-RIF Later Than Effective Date</i>
Description	
<p>The date entered in the SCD-RIF field cannot be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
030 – Effective Date 072 – SCD-RIF	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
407	<i>SCD-RIF Not Required With Type Appt 04 Or 09</i>
Description	
<p>When the data entered in the Type Of Appointment field is 04 or 09, the SCD-RIF field is not required.</p> <p>☞ Note: If the date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
072 – SCD-RIF 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
408	<i>SCD-RIF Not Valid</i>
Description	
<p>The date entered in the SCD-RIF field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
072 – SCD-RIF	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
409	<i>SCD-WGI Not Valid With Type Appt Or Pay Plan</i>
Description	
<p>The SCD-WGI field must be blank if the data entered in the Pay Plan field is:</p> <ul style="list-style-type: none"> • AL, CA, EC, ED, EE, EF, EG, EH, EI, GG, GS, ST, IS, LE, LG, NE, SP, TR, or VG • and the data entered in the Type Of Appointment field is 04 or 09, unless the processing personnel action is an accession with XAM in the 1A Auth Code field. <p>The SCD-WGI field must be blank if the data entered in the Pay Plan field is:</p> <ul style="list-style-type: none"> • HG, HL, or HS • indicates a wage grade employee • and the data entered in the Type Of Appointment field is 04 or 09 <p>☞Note: If a date was not entered in the specified field, this message could indicate that the date is stored in the employee’s database record. If the date is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 073 – SCD-WGI 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
410	<i>Commencing Date Of Service Not Valid With Eff Dte</i>
Description	
<p>The date entered in the Commencing Date Of Service field cannot be more than 1 year from the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 046 – Commencing Date Of Service Year</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
411	<i>SCD-WGI Must Be Present</i>
Description	
<p>The SCD-WGI field is required when the employee is not in the top (last) step of the grade.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 059 – Grade 060 – Step</p> <p>063 – Pay Rate Determinant Code 073 – SCD-WGI</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
412	<i>SCD-WGI Not Valid</i>
Description	
<p>The date entered in the SCD-WGI field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
073 – SCD-WGI	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
413	<i>SCD-Leave/Retirement Required</i>
Description	
<p>When the data entered in the Retirement Coverage field is other than 4, a date must be entered in either the SCD-Leave or SCD-Retirement field.</p>	
Data Element(s) Used In Audit	
<p>015 – SCD-Leave 020 – Retirement Coverage 071 – SCD-Retirement</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
414	<i>Dates Not Valid With NOA Code</i>
Description	
<p>When a date is entered in the either the Last Date In Pay Status or Sick Leave Expiration Date field, the data entered in the 1st NOA Code field must indicate a retirement or death.</p>	
Data Element(s) Used In Audit	
<p>012 – Last Date In Pay Status 013 – Sick Leave Expiration Date 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
416	<i>S/L Expiration Dt Requires Last Dt In Pay Status</i>
Description	
<p>When a date is entered in the Sick Leave Expiration Date field, a date must also be entered in the Last Date In Pay Status field.</p>	
Data Element(s) Used In Audit	
<p>012 – Last Date In Pay Status 013 – Sick Leave Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
417	<i>NOA Code And PRD Code Not Compatible</i>
Description	
<p>The data entered in the 1st NOA Code field and the Pay Rate Determinant Code field are not compatible.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
418	<i>Salary Share And Annuitant Indicator Not Compatible</i>
Description	
<p>When the data entered in the Salary Share Code field is 3, 4, or 5, the data entered in the Annuitant Indicator field must be 1, 4, 5, or A-F.</p>	
Data Element(s) Used In Audit	
<p>103 – Salary Share Code 120 – Annuitant Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
419	<i>FEHB Coverage Must Be Blank With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a separation other than a retirement or death, the FEHB Coverage field must be blank.</p>	
Data Element(s) Used In Audit	
019 – FEHB Coverage 022 – 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
420	<i>FEHB Coverage Must Be Present With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a retirement or death, data must be entered in the FEHB Coverage field.</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
421	<i>FEHB Remarks Code(s) Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a death or retirement, and the data entered in the FEHB Coverage field is other than 1 (enrolled), the following data cannot be present in the Remarks Codes field:</p> <ul style="list-style-type: none"> • 388 – terminate FEHB enrollment • 389 – transfer FEHB enrollment to OPM • 390 – transfer FEHB enrollment to DC Retirement System • 391 – transfer CVA retirement to annuity system <p>☞Note: If the data entered in the 1st NOA Code field indicates a death or retirement, and the data entered in the FEHB Coverage field is 1 (enrolled), and 390 is entered in the Remarks Code field, the retirement coverage code on the employee’s database salary record (IRIS Program 101) must be Y or Z.☞</p> <p>☞Note: If the data entered in the 1st NOA Code field indicates a death or retirement, and the data entered in the FEHB Coverage field is 1 (enrolled), and 391 is entered in the Remarks Code field, the retirement coverage code on the employee’s database salary record (IRIS Program 101) must be 8 or 9.☞</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage 022 – 1st NOA Code 079 – Remarks Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
422	<i>FEHB Coverage 1 Requires Applicable Remark</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a death or retirement, and the data entered in the FEHB Coverage field is 1 (enrolled), one of the following remarks code must be present in the Remarks Codes field:</p> <ul style="list-style-type: none"> • 388 – terminate FEHB enrollment • 389 – transfer FEHB enrollment to OPM • 390 – transfer FEHB enrollment to DC Retirement System • 391 – transfer COVA retirement to annuity system • 564 – terminate FEHB – not enrolled since first opportunity • 565 – terminate FEHB – not enrolled five years • 566 – terminate FEHB – no survivor eligible to continue health benefits <p>☞ Note: If 390 is entered in the Remarks Code field, the retirement coverage code on the employee’s database salary record (IRIS Program 101) must be Y or Z.☞</p> <p>☞ Note: If 391 is entered in the Remarks Code field, the retirement coverage code on the employee’s database salary record (IRIS Program 101) must be 8 or 9.☞</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage 022 – 1st NOA Code 023 – 2nd NOA Code 079 – Remarks Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
423	<i>Remarks Code Not Valid With NOA Code</i>
Description	
<p>When 564 or 565 is entered in the Remarks Code field, data in the 1st NOA Code field must indicate a retirement.</p> <p>When 566 is entered in the Remarks Code field, data in the 1st NOA Code field must indicate a death.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 079 – Remarks Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
424	<i>Award Hrs Must Be Numeric And Greater Than Zero</i>
Description	
<p>When the data entered in the 1st NOA Code indicates a time off award, the data entered in the Award Hours field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 439 – Award Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
425	<i>Fraction Award Hours Must Be 00, 25, 50, Or 75</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a time off award, the data entered in the last 2 positions of the Award Hours field, which are the fractional part of the award hours, must be 00, 25, 50, or 75.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 439 – Award Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
426	<i>Base Salary Must Be Verified</i>
Description	
<p>The data entered in the Base (scheduled) Salary field cannot be validated against the Table Management System (TMGT), Table 029, Pay Table Rates. To verify the data entered in the Base Salary field, enter the same data in the Verify Salary field. (The data entered in both the Base (scheduled) Salary and Verify Salary fields must be the same.)</p>	
Data Element(s) Used In Audit	
035 – Verify Salary 056 – Pay Plan 059 – Grade 060 – Step	061 – Base (Scheduled) Salary 062 – Salary Rate Code 063 – Pay Rate Determinant Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
427	<i>Leave Earn Status During P/P Must Be Present</i>
Description	
<p>When an accession personnel action is processed for an employee who has an alternating tour of duty or is part time, data must be entered in the Leave Earning Status During Pay Period field. This field indicates whether or not the employee is entitled to earn leave during the first pay period of employment.</p> <p>When a separation personnel action is processed for an employee who has an alternating tour of duty or is part time, data must be entered in the Leave Earning Status During Pay Period field. This field indicates whether or not the employee is entitled to earn leave during the last pay period of employment.</p>	
Data Element(s) Used In Audit	
<p>082 – Leave Earning Status During Pay Period 096 – Special Employee Code 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
428	<i>Grade Retention Not On Database</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates termination of grade retention, the employee must have a retained grade record (IRIS Program 128) on the database.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
429	<i>SCD-Leave Must Be Present</i>
Description	
<p>The date entered in the SCD-Leave field on the processing action or recorded on the employee's database dates and misc salary/personnel record (IRIS Program 102) cannot be all zeros. Type in a date other than all zeros in the SCD-Leave field.</p> <p>Note: A valid date for SCD-Leave must be present on IRIS Program 102 for all employees; however, this message does not apply if the data entered in the Special Employee Code field is 05, 45, or 46.</p>	
Data Element(s) Used In Audit	
015 – SCD-Leave	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
430	<i>Pay Plan PA Or PE Not Valid</i>
Description	
<p>When a personnel action is processed for a GAO Pay for Performance employee and the data entered in the Pay Plan field is PA:</p> <ul style="list-style-type: none"> • the date entered in the Effective Date field must be June 17, 1989 or later • and the data entered in the Occupational Series Code field recorded in the Position Management System (PMSO) must be 0904 (Attorney) or 0905 (Law Clerk). <p>When a personnel action is processed for a GAO Pay for Performance employee and the data entered in the Pay Plan field is PE:</p> <ul style="list-style-type: none"> • the date entered in the Effective Date field must be June 17, 1989 or later • and the data entered in the Professional Category field recorded in the Position Management System (PMSO) must be 2 (Evaluator). 	
Data Element(s) Used In Audit	
056 – Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
431	<i>Salary Data Not Valid With Salary Rate Code WC</i>
Description	
<p>When a personnel action is processed for an employee who is serving without compensation, and the data entered in the Pay Plan field is ED, EE, EF, EG, EH, EI, or ZZ:</p> <ul style="list-style-type: none"> • the data entered in the Salary Rate Code field must be WC (without compensation) • the Base (scheduled) Salary field must be blank • the data entered in the Grade field must be 00 • the data entered in the Step field must be 00 • the data entered in the Pay Rate Determinant Code field must be 0 • the Expiration Date field must be blank 	
Data Element(s) Used In Audit	
056 – Pay Plan 059 – Grade 060 – Step 061 – Base (Scheduled) Salary	062 – Salary Rate Code 063 – Pay Rate Determinant Code 064 – Expiration Date

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
432	<i>Pay Rate Determinant Code Not In TMGT</i>
Description	
<p>The data entered in the Pay Rate Determinant Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>063 – Pay Rate Determinant Code 226 – Table 025, Block 043</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
433	<i>Expiration Date Not Valid</i>
Description	
<p>The date entered in the Expiration Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
064 – Expiration Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
434	<i>Expiration Date Not Valid With PRD</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is 0, 2 through 8, J, K, R, or S, the Expiration Date field must be blank.</p>	
Data Element(s) Used In Audit	
<p>063 – Pay Rate Determinant Code 064 – Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
435	<i>Expiration Date Earlier Than Effective Date</i>
Description	
<p>The date entered in the Expiration Date field must be later than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
030 – Effective Date 064 – Expiration Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
436	<i>Salary Rate Code Not In TMGT</i>
Description	
<p>The data entered in the Salary Rate Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>062 – Salary Rate Code 227 – Table 025, Block 042</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
437	<i>Occupational Series Code Must Be Present</i>
Description	
<p>Data must be entered in the Occupational Series Code field in the Position Management System (PMSO) for most employees. Refer to department or agency regulations for exceptions.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 062 – Salary Rate Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
438	<i>Quality Step Increase Not Valid With Pay Plan</i>
Description	
<p>The data entered in the Pay Plan field indicates that a quality step increase may not be processed for this employee.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 056 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
439	<i>Leave Earn Status Must Be Present For Separation</i>
Description	
<p>Data must be entered in the Leave Earning Status During Pay Period field when a separation action is processed for an employee who is part time or has an alternating tour of duty.</p>	
Data Element(s) Used In Audit	
426 – Work Schedule 082 – Leave Earning Status During Pay Period 427 – Database Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
440	<i>Number Of Grades Promoted Not Valid</i>
Description	
<p>When 702 or 703 is entered in the 1st NOA Code field, the data entered in the Grade field must indicate that the employee is being promoted at least one grade.</p> <p>Note: This message does not apply if the employee is promoted from a temporary promotion.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 059 – Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
441	<i>NOA Specifies Change In Salary</i>
Description	
<p>The data entered in the 1st NOA Code indicates that the data entered in the Base Salary field must be more than the scheduled salary currently recorded on the employee's database salary record (IRIS Program 101).</p> <p>Note: Certain special rate tables at the Grade 15 level may be capped (e.g., SSR 0576). Base Salary will not change when salary is at the pay cap.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 061 – Base (Scheduled) Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
442	<i>Salary Rate Code Must Be PH For Wage Grade</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage grade pay plan, the data entered in the Salary Rate Code must be PH.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 062 – Salary Rate Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
443	<i>Rating Must Be Superior Or Outstanding For Award</i>
Description	
<p>When the department code entered in the Dept/Agcy field is AG, and the data entered in the 1st NOA Code field indicates a performance award, the summary rating on the employee's database performance evaluation record (IRIS Program 304) must be superior or outstanding.</p> <p>When the department code entered in the Dept/Agcy field is DJ, and the data entered in the 1st NOA Code field indicates a performance award, the summary rating on the employee's database performance evaluation record (IRIS Program 304) must be outstanding.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
444	<i>Employee Ineligible For Quality Step Increase</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a quality step increase (QSI), the summary rating on the employee's database performance evaluation record (IRIS Program 304) must be outstanding or the highest summary level under the performance rating program.</p> <p style="text-align: center;">OR</p> <p>The pay plan entered in the Pay Plan field is SL or ST; however, employee's in Pay Plan SL and ST are not eligible for a QSI.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
445	<i>Correction To Cash Award – Amount Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a correction or cancellation to a cash award, the amount of the cash award must be the same as the cash award amount recorded on the employee’s database awards record (IRIS Program 142).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 061 – Base (Scheduled) Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
446	<i>Environmental Differential Not In TMGT</i>								
Description									
<p>The amount entered in the Environmental Differential field was not located in the Table Management System (TMGT), Table 029, Pay Table Rates.</p> <p>The environmental differential is the hourly salary rate of a wage grade 10, step 02, for the applicable wage area, and is generated from the Table Management System (TMGT), Table 029, Pay Table Rates.</p> <p>Note: This message may also indicate that invalid data was entered in two or more of the following fields:</p> <ul style="list-style-type: none"> • Pay Plan • Grade • Step • Duty Station • Base Salary 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">069 – Duty Station City</td> </tr> <tr> <td>059 – Grade</td> <td>070 – Duty Station County</td> </tr> <tr> <td>060 – Step</td> <td>185 – Special Pay Converters, Table 033</td> </tr> <tr> <td>068 – Duty Station State</td> <td>186 – Wage Board Pay Converters, Table 031</td> </tr> </table>		056 – Pay Plan	069 – Duty Station City	059 – Grade	070 – Duty Station County	060 – Step	185 – Special Pay Converters, Table 033	068 – Duty Station State	186 – Wage Board Pay Converters, Table 031
056 – Pay Plan	069 – Duty Station City								
059 – Grade	070 – Duty Station County								
060 – Step	185 – Special Pay Converters, Table 033								
068 – Duty Station State	186 – Wage Board Pay Converters, Table 031								

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
447	<i>Supervisory Percent Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a supervisory differential rate, the data entered in the 1A Auth Code field must be VPH or 9KH, and the percentage of the amount entered in the Supervisory Differential Rate field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 434 – Supervisory Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
448	<i>Varied Wage Board Shift Rate Not Valid</i>
Description	
<p>When data is entered in the Varied Shift Rate field, the amount must be more than the base salary amount per hour and less than the second wage board shift rate.</p>	
Data Element(s) Used In Audit	
<p>061 – Base (Scheduled) Salary 099 – Second Wage Board Shift Rate 100 – Third Wage Board Shift Rate 101 – Varied Shift Rate</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
449	<i>Pay Plan, Grade, And Step Not Valid</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage system pay plan, and data is entered in the Grade field, the data entered in the Grade field must be 01–32.</p> <p>When the data entered in the Pay Plan field is DB, the data entered in the Grade field must be numeric and the data entered in the Step field must be 00.</p> <p>When the data entered in the Pay Plan field is RG, the data entered in the both the Grade and Step field must be between 01–05.</p> <p>When the data entered in the Pay Plan field is RW, the data entered in the Grade field must be between 01–15 and the data entered in the Step field must be between 01–05.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 059 – Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
450	<i>Step Not Valid When Grade Is Blank</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage system pay plan and the data entered in the Grade field is 00, the data entered in the Step field must also be 00.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 059 – Grade 060 – Step</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
451	<i>Wage Board Step Not Valid</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage grade pay plan, data entered in the Step field, if entered, must be between 01–05.</p> <p>When the data entered in the Pay Plan field is WT, the data entered in the Step field must be between 01–08.</p> <p>When the data entered in the Dept/Agcy field is 17 and:</p> <ul style="list-style-type: none"> • the data entered in the Occupational Series Code in the Position Management System (PMSO) is 2601 • the data entered in the Pay Plan field is WB • the data entered in the Grade field is 00 <p>the data entered in the Step field must be between 01–09. Note: The data entered in the Step field may be 00 if the employee is being paid at a higher prevailing rate.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 060 – Step</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
452	<i>Supervisory Code And Grade Not Compatible</i>
Description	
<p>When the data entered in the Pay Plan field is GG, GS, GT, IS, LG, NF, or VG, and the data entered in the Supervisory Code field in the Position Management System (PMSO) is 3, then the data entered in the Grade field must be more than 08.</p> <p>When the data entered in the Pay Plan field is GG, GS, GT, IS, LG, NF, or VG, and the data entered in the Supervisory Code field in the Position Management System (PMSO) is 1, then the data entered in the Grade field must be more than 04.</p>	
Data Element(s) Used In Audit	
<p>049 – Supervisory Code 059 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
453	<i>Zeros In Grade And Step Not Valid For Wage Grade</i>
Description	
<p>The data entered in the Grade and Step field may be zeros only if the data entered in the Pay Plan field is WM.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 057 – Occupational Series Code 059 – Grade 060 – Step	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
454	<i>Occupational Series Code Not In TMGT</i>
Description	
<p>The data entered in the Occupational Series Code field in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 247 – Table 018</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
455	<i>Functional Code Not In TMGT</i>
Description	
<p>The data entered in the Function Code field in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 019, Functional Classification Description.</p>	
Data Element(s) Used In Audit	
<p>057 – Occupational Series Code 058 – Function Code 248 – Table 019</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
456	<i>Dty Station Change – Environmental Diff Required</i>
Description	
<p>When a change in duty station is processed for a wage grade employee, data must also be entered in the Environmental Differential field.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
457	<i>WB Occupational Series Code Not In TMGT</i>
Description	
<p>The data entered in the Pay Plan field in the Position Management System (PMSO) is a wage board pay plan.</p> <p>However, the data entered in the Occupational Series Code field in PMSO was not located in the Table Management System (TMGT), Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 247 – Table 018</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
458	<i>Retention Percent Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a retention allowance, the data entered in the 1A Auth Code field must be VPH, 9KH, or blank, and the data entered in the Retention Percent field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 432 – Retention Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
459	<i>Recruitment Bonus Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a recruitment bonus, the data entered in the Bonus Amount field must be numeric and more than zero.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 435 – Recruitment Bonus Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
460	<i>Relocation Bonus Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a relocation bonus, the data entered in the Bonus Amount field must be numeric and more than zero.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 438 – Relocation Bonus Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
461	<i>Award Hours Not Same As Verify Hours</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a time off award, the amount entered in the Award Hours and Verify Hours fields must be the same.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 439 – Award Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
463	<i>Occ Series Must Be Valid For Wage Board</i>
Description	
<p>When the data entered in the Pay Plan field indicates a wage system pay plan, the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be a valid series for a wage grade position.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 247 – Table 018</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
464	<i>Grade And Step Not Same As Database</i>
Description	
<p>When the processing personnel action is a system-generated pay raise, the data entered in the Grade and Step fields must be the same as the grade and step recorded on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
059 – Grade 060 – Step	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
465	<i>PRD Code And Pay Plan Incompatible</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is 4, the data entered in the Pay Plan field cannot be GS or a wage grade pay plan.</p> <p>When the data entered in the Pay Rate Determinant Code field is 6, E, or F, the data entered in the Pay Plan field cannot be NZ, PA, PE, ZP, or a wage grade pay plan.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
466	<i>Work Schedule And Salary Rate Incompatible</i>
Description	
<p>When the data entered in the Pay Plan field indicates a general schedule pay plan and the data entered in the Work Schedule field indicates a full-time, part-time, or intermittent work schedule, then the data entered in the Salary Rate Code field must be PA.</p> <p>☞ Note: This message does not apply for those employees serving as an expert or consultant (pay plans EC through EI).☞</p> <p>When the data entered in the Work Schedule field and the Special Employee Code fields indicate that the employee is being paid bi-weekly, monthly, on a fee basis, or piece work, the data entered in the Salary Rate Code field must be BW, FB, PM, or PW.</p> <p>☞ Note: This message does not apply to:</p> <ul style="list-style-type: none"> • wage grade employees • employees who have an alternating tour of duty • or if the Special Employee Code is 04 (FmHA County Committeeperson)☞ 	
Data Element(s) Used In Audit	
056 – Pay Plan 059 – Grade 060 – Step	062 – Salary Rate Code 063 – Pay Rate Determinant Code 096 – Special Employee Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
467	<i>Salary Share Cd Must Be Zero W/Salary Rate Code</i>
Description	
<p>When the data entered in the Salary Rate Code field is BW, FB, PM, or PW, the data entered in the Salary Share Code field must be 0.</p>	
Data Element(s) Used In Audit	
<p>062 – Salary Rate Code 103 – Salary Share Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message										
468	<i>Salary Not Valid For Merit Pay Employee</i>										
Description											
<p>When the data entered in the Pay Plan field is GS, GM, or VH, the data entered in the Base Salary field must be within the range of step 01 through 10 for the applicable grade, unless the data entered in the Pay Rate Determinant Code field is 2, 3, 4, J, K, R, U, or V.</p>											
Data Element(s) Used In Audit											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">068 – Duty Station State Code</td> </tr> <tr> <td>059 – Grade</td> <td>069 – Duty Station City Code</td> </tr> <tr> <td>060 – Step</td> <td>070 – Duty Station County Code</td> </tr> <tr> <td>061 – Base (Scheduled) Salary</td> <td>186 – Special Pay Converters – Table 031</td> </tr> <tr> <td>063 – Pay Rate Determinant Code</td> <td></td> </tr> </table>		056 – Pay Plan	068 – Duty Station State Code	059 – Grade	069 – Duty Station City Code	060 – Step	070 – Duty Station County Code	061 – Base (Scheduled) Salary	186 – Special Pay Converters – Table 031	063 – Pay Rate Determinant Code	
056 – Pay Plan	068 – Duty Station State Code										
059 – Grade	069 – Duty Station City Code										
060 – Step	070 – Duty Station County Code										
061 – Base (Scheduled) Salary	186 – Special Pay Converters – Table 031										
063 – Pay Rate Determinant Code											

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
469	<i>Wage Grade Salary Not In TMGT</i>						
Description							
<p>The data entered in the Base Salary field was not located in the Table Management System (TMGT), Table 029, Pay Table Rates.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">060 – Step</td> </tr> <tr> <td>057 – Occupational Series Code</td> <td>061 – Base (Scheduled) Salary</td> </tr> <tr> <td>059 – Grade</td> <td>063 – Pay Rate Determinant Code</td> </tr> </table>		056 – Pay Plan	060 – Step	057 – Occupational Series Code	061 – Base (Scheduled) Salary	059 – Grade	063 – Pay Rate Determinant Code
056 – Pay Plan	060 – Step						
057 – Occupational Series Code	061 – Base (Scheduled) Salary						
059 – Grade	063 – Pay Rate Determinant Code						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
470	<i>Continuation Of Error Message 469</i>
Description	
Data Element(s) Used In Audit	
068 – Duty Station State Code 185 – Wage Board Pay Converters – Table 033 069 – Duty Station City Code 186 – Special Pay Converters – Table 031 070 – Duty Station County Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
471	<i>Base Salary Not Valid With Grade And Step</i>
Description	
<p>The data entered in the Base (scheduled) Salary field is not valid with the data entered in the Grade and Step fields.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 057 – Occupational Series Code 059 – Grade 060 – Step 061 – Base (Scheduled) Salary	063 – Pay Rate Determinant Code 068 – Duty Station State Code 069 – Duty Station City Code 070 – Duty Station County Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
474	<i>Work Schedule Not In TMGT</i>
Description	
<p>The data entered in the Work Schedule field was not located in the Table Management System, Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>228 – Table 025, Block 020 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
475	<i>Cancel/Correct – Recruit Bonus Not On Database</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields indicates a correction or cancellation of a recruitment bonus. However, a recruitment bonus was not located on the employee’s database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 436 – Database Recruitment Bonus</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
476	<i>Cancel/Correct – Relocation Bonus Not On D/B</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields indicates a correction or cancellation of a relocation bonus. However, a relocation bonus was not located on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 437 – Database Relocation Bonus</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
478	<i>Retirement System Data Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field is 300, 301, 302, 303, 304, 312, 350, 356, or 976, the following data must also be present in the Agency Use field:</p> <ul style="list-style-type: none"> • the Refund Received field must be Y, N, or U • the Military Retired Pay Recipient field must be Y, N, or U • the Military Retired Pay Waiver field must be Y, N, or U • the Survivor Election field must be Y or N • the Post 56 Military Service Deposit field must be Y or N • the Part-time After April 7, 1986 field must be Y or N • the 9 Percent Administrative Fee must be Y or N • the Basic Life Insurance Reduction field must be 0, 1, 2, or 3 <p>Note: If the 1st NOA Code field is one of the codes listed above and data is not entered in the Agency Use field, the pay plan recorded on the employee's database salary data record (IRIS Program 101) must be FE, FO, or FP.</p> <p>Exception: This edit only applies to the NOA Code 312 actions where the employee is taking Discontinued Service Retirement. NOA Code 312 actions with Remarks Code N22 will bypass this edit.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 124 – Agency Use Block</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
479	<i>Duty Hours Per Pay Period Must Be 0100-7900</i>
Description	
<p>When the data entered in the Work Schedule field indicates part-time, data must be entered in the Duty Hours Per Pay Period field and must be between 0100-7900.</p> <p>Note: The data entered in the Duty Hours Per Pay Period field must be the total number of hours the employee is expected to work during a pay period, not the total number of hours per week.</p>	
Data Element(s) Used In Audit	
091 – Duty Hours Per Pay Period 426 – Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
480	<i>Verify Salary Data Not Valid</i>
Description	
<p>The data entered in the Verify Salary field must be numeric, and must be the same as the amount entered in the Base (scheduled) Salary field.</p>	
Data Element(s) Used In Audit	
034 – Pay Raise Stale Action Salary	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
481	<i>Required PRD Data Must Be Present</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates that the processing personnel action will establish grade retention, data must also be entered in the following fields:</p> <ul style="list-style-type: none"> • the Pay Plan field • the Occupational Series Code field, which is entered in the Position Management System (PMSO) • the Grade field • the Grade Retention Expiration Date field 	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 057 – Occupational Series Code 059 – Grade 064 – Grade Retention Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
482	<i>Maximum Hours Per Time Off Award Exceeded</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a time off award, the amount of hours on the processing personnel action cannot be more than 40 hours.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 439 – Award Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
483	<i>Leave Earning Status During PP Must Be Blank</i>
Description	
<p>When the data entered in the Annual Leave Category field is 0, the Leave Earning Status During Pay Period field must be blank.</p>	
Data Element(s) Used In Audit	
<p>080 – Annual Leave Category 082 – Leave Earning Status During Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
484	<i>EC Pay Plan Not Valid For Accession</i>
Description	
<p>When the processing personnel action is an accession, the data entered in the Pay Plan field cannot be EC.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
485	<i>Occ Series And/Or Duty Station Not Valid</i>						
Description							
<p>When the data entered in the Pay Rate Determinant Code field indicates that the employee is entitled to receive a special salary rate under 5 U.S.C. 5305 (PRD Codes 5, 6, E, or F), the data entered in both the Occupational Series Code and Duty Station Code fields in the Position Management System (PMSO) must be located in the Table Management System (TMGT), Table 031, Special Pay Converters.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">057 – Occupational Series Code</td> <td style="width: 50%;">069 – Duty Station City Code</td> </tr> <tr> <td>063 – Pay Rate Determinant Code</td> <td>070 – Duty Station County Code</td> </tr> <tr> <td>068 – Duty Station State Code</td> <td>249 – Table 031 – Special Pay Converters</td> </tr> </table>		057 – Occupational Series Code	069 – Duty Station City Code	063 – Pay Rate Determinant Code	070 – Duty Station County Code	068 – Duty Station State Code	249 – Table 031 – Special Pay Converters
057 – Occupational Series Code	069 – Duty Station City Code						
063 – Pay Rate Determinant Code	070 – Duty Station County Code						
068 – Duty Station State Code	249 – Table 031 – Special Pay Converters						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
486	<i>WGI Is Not Valid With Step</i>
Description	
<p>A personnel action cannot be processed to grant a within-grade increase when:</p> <ul style="list-style-type: none">• the data entered in the Pay Plan field is GS and the data entered in the Step field is 10 <p style="text-align: center;">or</p> <ul style="list-style-type: none">• the data entered in the Pay Plan field is FO, FP, FS, or LE and the data entered in the Step field is 14.	
Data Element(s) Used In Audit	
022 – 1st NOA Code 060 – Step	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
487	<i>Accession/Conversion NOA Required With PRD Code 5 Or 7</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is 5 (Special and Superior Qualifications Rate) or 7 (Special Qualifications Rate), the data entered in the 1st NOA Code field must indicate either an accession personnel action (1XX) or a conversion personnel action (5XX). See 5 CFR 531.203(b) for acceptable conversion actions.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
488	<i>PRD Code Must Indicate Change With NOA</i>
Description	
<p>The data entered in the Pay Rate Determinant Code field may be 5 (Special and Superior Qualifications Rate) or 7 (Special Qualifications Rate) only when the data entered in the 1st NOA Code field indicates either an accession personnel action (1XX), a conversion personnel action (5XX), or a correction/cancellation to an accession or conversion personnel action. When the first official personnel action is processed after the accession action, data must be entered in the Pay Rate Determinant Code field to change the code. (NOA Codes 9XX are not official personnel actions and will be bypassed in the edit process.)</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
489	<i>Date Of Time Off Award Already Exists</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields and the Previous Effective Date field indicates that the processing personnel action is correcting the effective date of a time off award. However, the employee's database time off award record (IRIS Program 143) indicates that an award has already been processed with this effective date.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
490	<i>PMSO Key Must Not Change W/NOAC</i>
Description	
<p>An official change action must be processed in order to correct or change any of the following PMSO key fields:</p> <ul style="list-style-type: none"> • Agency • Department • Grade • Individual Position Number • Master Record Number • Personnel Office Identifier 	
Data Element(s) Used In Audit	
022 – Nature Of Action 1st 3 Positions 023 – Nature Of Action 2nd 3 Positions 060 – Grade/Pay Band 376 – Database Save Grade	386 – PMSO Personnel Office Identifier 387 – PMSO Department Code 404 – Master Record Number 406 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
491	<i>Salary Must Be Blank With Retention NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates grade retention, the Base (scheduled) Salary field must be blank.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
492	<i>Salary Rate Must Be Blank With Retention NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates grade retention, the Salary Rate Code field must be blank.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 062 – Salary Rate Code 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
493	<i>PRD Code Must Be Alpha With Retention NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates grade retention, the data entered in the Pay Rate Determinant Code field must be A, B, E, F, U, or V.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
494	<i>Grade Retention Exp Date Required With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates grade retention, a date must be entered in the Grade Retention Expiration Date field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code 064 – Grade Retention Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
495	<i>SCD-WGI Must Be Zeros With NOA</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates grade retention, and the employee is not eligible to receive a within-grade increase, zeros must be entered in the SCD-WGI field.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">060 – Step</td> </tr> <tr> <td>056 – Pay Plan</td> <td>063 – Pay Rate Determinant Code</td> </tr> <tr> <td>059 – Grade</td> <td>073 – SCD-WGI</td> </tr> </table>		022 – 1st NOA Code	060 – Step	056 – Pay Plan	063 – Pay Rate Determinant Code	059 – Grade	073 – SCD-WGI
022 – 1st NOA Code	060 – Step						
056 – Pay Plan	063 – Pay Rate Determinant Code						
059 – Grade	073 – SCD-WGI						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
496	<i>Date Last Entered Present Grade Required With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates grade retention, a date must be entered in the Date Last Entered Present Grade field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 063 – Pay Rate Determinant Code 084 – Date Last Entered Present Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
497	<i>Conversion NOA Cannot Be Processed</i>
Description	
<p>A conversion personnel action cannot be processed when the employee's database salary data record (IRIS Program 101) indicates that the Special Employee Code is 45 or 46.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
498	<i>Base Salary Or PRD Code Not Valid</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code is 2, 3, 4, J, K, or R, which indicates a saved rate of pay, the data entered in the Base (scheduled) Salary field must be more than the regular rate of pay for the grade.</p>	
Data Element(s) Used In Audit	
059 – Grade 060 – Step 061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
499	<i>SCD-WGI Required With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that a date must be entered in the SCD-WGI field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 056 – Pay Plan 059 – Grade	060 – Step 063 – Pay Rate Determinant Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
500	<i>Error Message Code XXX Not Found In TMGT</i>
Description	
<p>The error message number specified above was not located in the Table Management System (TMGT), Table 047, PINE Edit Messages And Codes. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
502	<i>Effective Date And Base Salary Not Valid</i>						
Description							
<p>The date entered in the Effective Date field is not valid with the data entered in the Base (scheduled) Salary field.</p> <p>The amount entered in the Base (scheduled) Salary field was found in the Table Management System (TMGT), Table 029, Pay Table Rates. However, the effective date on the processing personnel action and the date of the record that contains the salary amount in Table 029 are not the same. Verify the effective date of the processing action and the amount of the base (scheduled) salary amount.</p> <p>When a cancellation or correction action is processed with a prior effective date, obtain the necessary data for the prior action(s) by reviewing the employee's Official Personnel Folder (OPF) and the appropriate screens in the employee's database. Contact your agency representative if you must correct or cancel actions with dates prior to the data stored in Table 029.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">030 – Effective Date</td> <td style="width: 50%;">060 – Step</td> </tr> <tr> <td>056 – Pay Plan</td> <td>063 – Pay Rate Determinant Code</td> </tr> <tr> <td>059 – Grade</td> <td></td> </tr> </table>		030 – Effective Date	060 – Step	056 – Pay Plan	063 – Pay Rate Determinant Code	059 – Grade	
030 – Effective Date	060 – Step						
056 – Pay Plan	063 – Pay Rate Determinant Code						
059 – Grade							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
503	<i>Adjustment Action Must Be Processed</i>
Description	
<p>This error message has occurred because the date entered in the Effective Date field on the processing personnel and the date of the record that contains the salary amount in the Table Management System (TMGT), Table 029, Pay Table Rates, are not the same. Verify the effective date of the processing action and the amount of the base (scheduled) salary amount.</p> <p>When a cancellation or correction action(s) that will affect the employee’s salary is processed with a prior effective date(s), a pay adjustment personnel action must be processed to restore the current salary in the employee’s database.</p> <p>Obtain the necessary data for the prior action(s) by reviewing the employee’s Official Personnel Folder (OPF) and the appropriate screens in the employee’s database. Note: It may be necessary to contact your agency representative for further processing instructions or if you must correct or cancel actions with dates prior to the data stored in Table 029.</p>	
Data Element(s) Used In Audit	
030 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
505	<i>NOA And Authority Code Not Compatible</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in allowance/differential, the 1A Auth Code field may be blank or the data entered in this field must be VPH, VPG, 9KH, or 9KF.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
506	<i>Duty Station Required With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in duty station, data must be entered in the Duty Station State, City, and County Code fields, which are recorded in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 174 – Database Duty Station State Code 068 – Duty Station State Code 175 – Database Duty Station City Code 069 – Duty Station City Code 176 – Duty Station County Code 070 – Duty Station County Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
507	<i>Supervisory Code Must Be 1 Or 3</i>								
Description									
<p>When a date is entered in the Spvr/Mgrl Prob Period Starting Date field, the data entered in the Supervisory Code in the Position Management System (PMSO) must be 1 or 3.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">049 – Supervisory Code</td> <td style="width: 50%;">386 – PMSO Personnel Office Identifier</td> </tr> <tr> <td>059 – Grade</td> <td>387 – PMSO Department Code</td> </tr> <tr> <td>157 – Spvr/Mgrl Prob Period Starting Date</td> <td>404 – Master Record Number</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>406 – Individual Position Number</td> </tr> </table>		049 – Supervisory Code	386 – PMSO Personnel Office Identifier	059 – Grade	387 – PMSO Department Code	157 – Spvr/Mgrl Prob Period Starting Date	404 – Master Record Number	385 – PMSO Agency Code	406 – Individual Position Number
049 – Supervisory Code	386 – PMSO Personnel Office Identifier								
059 – Grade	387 – PMSO Department Code								
157 – Spvr/Mgrl Prob Period Starting Date	404 – Master Record Number								
385 – PMSO Agency Code	406 – Individual Position Number								

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
509	<i>Annuitant Indicator Not In TMGT</i>
Description	
<p>The data entered in the Annuitant Indicator field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 120 – Annuitant Indicator 276 – Table 025, Block 053</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
511	<i>Veterans Preference Must Be 6</i>
Description	
<p>When the data entered in the Special Employment Pgms Code field is 60, the data entered in the Veterans Preference field must be 6.</p>	
Data Element(s) Used In Audit	
<p>009 – Veterans Preference 075 – Special Employment Programs Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
512	<i>Veterans Preference Not In TMGT</i>
Description	
<p>The data entered in the Veterans Preference field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
<p>009 – Veterans Preference 212 – Table 025, Block 066</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
513	<i>Veterans Pref And Veterans Status Not Compatible</i>
Description	
<p>When the data entered in the Veterans Status field is V, the data entered in the Veterans Preference must be one of the following codes:</p> <ul style="list-style-type: none"> • 2 (5-point) • 3 (10-point disability) • 4 (10-point compensable) • 6 (10-point/30 percent compensable) 	
Data Element(s) Used In Audit	
<p>009 – Veterans Preference 087 – Veterans Status</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
514	<i>Military Retired Pay Recipient/Waiver Incompatible</i>
Description	
<p>When the data entered in the 1st NOA Code field is 300, 301, 302, 303, 304, 312, 350, 356, or 976, the following data must also be present in position 2 (Military Retired Pay Recipient field) and 3 (Military Retired Pay Waiver field) of the Agency Use field:</p> <ul style="list-style-type: none"> • if the data entered in the Military Retired Pay Recipient field is Y, then the data entered in the Military Retired Pay Waiver field must be Y, N, or U • if the data entered in the Military Retired Pay Recipient field is N, then the data entered in the Military Retired Pay Waiver field must be N • if the data entered in the Military Retired Pay Recipient field is U, then the data entered in the Military Retired Pay Waiver field must be U 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 124 – Agency Use Block</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
515	<i>Agcy Code Must Be 34 Or 37 If Spec Emp Code 33</i>
Description	
<p>When the data entered in the Special Employee Code field is 33, the agency code entered in the Dept/Agcy field must be 34 or 37.</p>	
Data Element(s) Used In Audit	
088 – Earnings Limitation Code 096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
516	<i>Frequency Paid Code Must Be 2 If Spec Emp Code 36</i>
Description	
<p>When the data entered in the Special Employee Code field is 36, the data entered in the Frequency Paid Code field must be 2.</p>	
Data Element(s) Used In Audit	
<p>085 – Frequency Paid Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
517	<i>Agcy Code Must Be JA If Spec Emp Pgms Cd PZ</i>
Description	
<p>When the data entered in the Special Employment Pgms Code field is PZ, the agency code entered in the Dept/Agcy field must be JA.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code, Block 095 075 – Special Employment Programs Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
518	<i>No Change In Data Element With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a change in data element. However, no change has occurred to any of the fields located in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
519	<i>Amount Of Within-Grade Increase Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a within-grade increase (NOAC 891 or 893) or a quality step increase (NOAC 892), the amount entered in the Base (scheduled) Salary field cannot exceed:</p> <p>the amount of the within-grade increase for the grade for the employee’s basic pay table (not locality pay table) in the Table Management System (TMGT), Table 029, Pay Table Rate.</p> <p style="text-align: center;">OR</p> <p>the amount of the top step of the grade for the employee’s basic pay table (not locality pay table) in Table 029.</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
520	<i>PRD Code Not Valid With Pay Table Code</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is M, the pay table code on the employee's database salary data record (IRIS Program 101) must be TR01 or TR04.</p> <p>NOTE: This message is currently not being used.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
521	<i>NOA Requires FEGLI Coverage</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a FEGLI change, data must be entered in the FEGLI Coverage field and must be different than the FEGLI coverage currently recorded on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
017 – FEGLI Coverage 022 – 1st NOA Code 338 – Database FEGLI Coverage	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
522	<i>NOA Requires SCD-Leave</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in SCD-Leave, a date must be entered in the SCD-Leave field and must be different than the SCD-Leave currently recorded on the employee's database dates and misc salary/personnel record (IRIS Program 102).</p>	
Data Element(s) Used In Audit	
015 – SCD-Leave 022 – 1st NOA Code 339 – Database SCD-Leave	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
523	<i>Effective Date Not Found In TMGT</i>
Description	
<p>The date entered in the Effective Date field was not located in the Table Management System (TMGT), Table 128, Pay Periods And Corresponding Dates By Year.</p>	
Data Element(s) Used In Audit	
030 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
524	<i>Work Schedule Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a placement in pay status or placement in non-work status, the data entered in the Work Schedule field must be one of the following codes:</p> <ul style="list-style-type: none"> • G (full-time seasonal) • H (Full-time on call) • Q (Part-time seasonal) • R (part-time on call) • J (intermittent seasonal) • T (part-time seasonal job sharer) 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 426 – Work Schedule 427 – Database Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
525	<i>PRD M – Adjusted Salary Required</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a salary change for an employee whose pay rate determinant code is M, data must be entered in the Adjusted Salary field. This amount must include the amount of the employee’s base (scheduled) salary plus any geographic adjusted rate (e.g., IGA, LEO, or locality pay) that the employee is eligible to receive.</p> <p>NOTE: This message is currently not being used.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
526	<i>Pay Rate Determinant Code M Not Valid</i>
Description	
<p>Code M cannot be entered in the Pay Rate Determinant Code field when the pay table code on the employee's database salary data record (IRIS Program 101) is blank.</p> <p>NOTE: This message is currently not being used.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
527	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The data entered in the Pay Rate Determinant Code field is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
528	<i>Remarks Code X42 Required</i>								
Description									
<p>Remarks Code X42 must be entered on the processing personnel action when the data entered in the 1st NOA Code field indicates termination of pay retention.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">048 – PMSO Individual Position Number</td> <td style="width: 50%;">057 – PMSO Occupational Series Code</td> </tr> <tr> <td>051 – Classification Code</td> <td>059 – Grade</td> </tr> <tr> <td>055 – PMSO Organizational Structure Code</td> <td>116 – Personnel Office Identifier</td> </tr> <tr> <td>056 – Pay Plan</td> <td></td> </tr> </table>		048 – PMSO Individual Position Number	057 – PMSO Occupational Series Code	051 – Classification Code	059 – Grade	055 – PMSO Organizational Structure Code	116 – Personnel Office Identifier	056 – Pay Plan	
048 – PMSO Individual Position Number	057 – PMSO Occupational Series Code								
051 – Classification Code	059 – Grade								
055 – PMSO Organizational Structure Code	116 – Personnel Office Identifier								
056 – Pay Plan									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
529	<i>Quarters Deduct Code Must Be Present With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change in quarters, data must be present in the Quarters Deduction Amount field and must be different than the amount currently recorded on the employee's database dates and misc salary/personnel record (IRIS Program 102).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 110 – Quarters Deduction Code 111 – Quarters Deduction Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
531	<i>Base (Scheduled) Salary Must Increase</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a promotion. However, the data entered in the Base (Scheduled) Salary field is less than the scheduled salary amount currently recorded on the employee's database salary data record (IRIS Program 101).</p> <p>When the data entered in the 1st NOA Code field indicates a promotion, the amount entered in the Base (Scheduled) Salary field must be more than the scheduled salary amount currently recorded on the employee's database salary data record (IRIS Program 101).</p> <p>Note: If this message does not apply to this employee, type C in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 061 – Base (Scheduled) Salary 302 – Database Scheduled Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
532	<i>FERS Retirement Code Required With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data entered in the Retirement Coverage field must be one of the following FERS Retirement Coverage codes:</p> <ul style="list-style-type: none"> • I – Federal Employees Retirement System (FERS) (Congressional) (FICA) • K – FERS and FICA • L – FERS and FICA (air traffic controllers) • M – FERS and FICA (special) • N – FERS and FICA (reserve technicians) • P – Foreign Service Pension System (FSPS) and FICA 	
Data Element(s) Used In Audit	
020 – Retirement Coverage	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
533	<i>Previous Effective Date Cannot Be Future Date</i>
Description	
<p>The date entered in the Correction-Previous Action B: (Date) field cannot be a future date.</p>	
Data Element(s) Used In Audit	
025 – Previous Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
534	<i>Agency And Pay Plan Not Compatible</i>
Description	
<p>When the agency code entered in the Position Management System (PMSO) master record indicates a Smithsonian federal agency, the data entered in the PMSO Pay Plan field must be a federal pay plan regulated by the Office of Personnel Management (OPM).</p> <p>When the agency code entered in the Position Management System (PMSO) master record indicates a Smithsonian trust agency, the data entered in the PMSO Pay Plan field must be a Smithsonian trust pay plan.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 392 – PMSO Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
536	<i>Previous NOA Not Valid For Cancellation</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a cancellation of an accession, the Correction-Previous Action A: (NOA-Auth-Auth) field must be blank.</p>	
Data Element(s) Used In Audit	
<p>021 – Previous NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
537	<i>TSP Eligibility Code Required</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an accession, data must be entered in the TSP Eligibility Code field.</p> <p>If the processing personnel action is changing the retirement coverage code to a FERS retirement coverage code and the employee is not currently participating in the Thrift Savings Plan, data must be entered in the TSP Eligibility Code field.</p>	
Data Element(s) Used In Audit	
086 – TSP Eligibility Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
538	<i>TSP Eligibility Code Not Valid</i>
Description	
<p>The data entered in the TSP Eligibility Code field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p> <p>If the processing personnel action is changing or correcting the retirement coverage code to a FERS retirement coverage code and the employee is currently participating in the Thrift Savings Plan, the TSP Eligibility Code field must be blank.</p>	
Data Element(s) Used In Audit	
086 – TSP Eligibility Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
539	<i>TSP Eligibility Code Not Valid W/Ret Coverage Code</i>
Description	
<p>If the data entered in the Retirement Coverage field is 2, 5, Y, or Z, the data entered in the TSP Eligibility Code field must be 6.</p> <p>If the data entered in the Retirement Coverage field is 2, the data entered in the TSP Eligibility Code field must be 6 if the annuitant indicator field is 6, 7, 8, G, H, or J.</p> <p>If the data entered in the Retirement Coverage field is 4, the data entered in the TSP Eligibility Code field must be 6 <i>except</i> when the annuitant indicator field is 1, 4, 5, A, B, C, D, E, or F.</p> <p>Note: Civil Service Retirement System (CSRS) re-employed annuitants with annuity offset are eligible for TSP. CSRS Offset re-employed annuitants may not be Retirement Coverage Code 4.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 086 – TSP Eligibility Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
540	<i>SCD-TSP Not Valid If Employee Not Enrolled</i>
Description	
<p>The processing personnel action indicates that a date was entered in the SCD-TSP field; however, the employee's current retirement coverage code is not a FERS retirement code. A date can be present in the SCD-TSP field only for FERS employees who are participating in the Thrift Savings Plan.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 052 – SCD-TSP</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
541	<i>SCD-TSP Not Valid</i>
Description	
<p>The date entered in the SCD-TSP field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
052 – SCD-TSP	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
542	<i>Special Employ Prgms Code And Grade Not Compatible</i>
Description	
<p>When the data entered in the Special Employment Pgms Code field is IP or HT, the employee's pay plan must be NB and the grade must be 02 through 04.</p> <p>When the data entered in the Special Employment Pgms Code field is PP, the employee's pay plan must be NB and the grade must be 02 through 06.</p>	
Data Element(s) Used In Audit	
059 – Grade 075 – Special Employment Programs Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
543	<i>Special Employee Code Not Valid W/Agency Or Grade</i>
Description	
<p>When the data entered in the Special Employee Code field is 60, the agency code entered in the Dept/Agcy field must be 83 and the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be 0510 or 0511.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code 393 – Occupational Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
544	<i>Tenure Group Not Valid With Authority</i>
Description	
<p>When the processing personnel action is an accession or conversion:</p> <ul style="list-style-type: none"> • the data entered in the Tenure Group field must be 0 or 3 if the Appointment Authority is WXM, W5M, or W7M or begins with M or N. The only exception is when the Appointment Authority is NUM. • the data entered in the Tenure Group field must be 1 or 3 if the Appointment Authority begins with K. The only exception is when the Appointment Authority is KLM. • the data entered in the Tenure Group field must be 2 if the Appointment Authority is J8M, YAM, Y1M, Y2M, Y3M, or Y4M. 	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message		
545	<i>Data Not Valid For Employee Type</i>		
Description			
When the data entered in the Employee Type field is:	the data entered in the Special Employment Pgms Code field must be:	the data entered in the Work Schedule field must be:	and the data entered in the Type Of Appointment Code field must be:
A	00, G1, or G2	F or G	06 or 07
	G7	F or G	08
B	00,12,59,69,97,G4,G5	F or G	08 or 09
	G6	F or G	08 or 09
C	00, G1, G2, G6	P Q, S, or T	06 or 07
D	00, G3	I or J	
F or G	67 or 77	F, G, I, J, P, Q, S, or T	
H	00	F, G, P, Q, S, or T	09
I or L	67 or 77		
R	GR	F or G	08
S	GS	F or G	08
V	00	F, G, I, J, P, Q, S, or T	09
<p>☞ Note: The Employee Type is only valid for Agencies 85 (CSCE) and 97 (GAO). ☜</p>			
Data Element(s) Used In Audit			
075 – Special Employment Programs Code 095 – Type Of Appointment Code 124 – Agency Use Block 426 – Work Schedule			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
546	<i>Termination Of Detail – Employee Not Detailed</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a termination of detail. However, the employee's database detail assign/temporary promotion record (IRIS Program 127) indicates that the employee is not in a detailed position.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
547	<i>Pay Plan Must Be ES With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a SES career appointment or a conversion to a SES career appointment, the data entered in the Pay Plan field must be ES.</p>	
Data Element(s) Used In Audit	
021 – 1st NOA 392 – PMSO Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
548	<i>Tenure Group Must Be 0 With ES Pay Plan</i>
Description	
<p>When the data entered in the Pay Plan field is ES, the data entered in the Tenure Group field must be 0.</p> <p>☞ Note: If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in zeros in the applicable field.☞</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 392 – PMSO Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
549	<i>SCD-TSP Not Valid With Retirement Coverage Code</i>
Description	
<p>When a date is entered in the SCD-TSP field, the data in the Retirement Coverage field must be one of the following FERS Retirement Coverage codes:</p> <ul style="list-style-type: none"> • I – Federal Employees Retirement System (FERS) (Congressional) (FICA) • K – FERS and FICA • L – FERS and FICA (air traffic controllers) • M – FERS and FICA (special) • N – FERS and FICA (reserve technicians) • P – Foreign Service Pension System (FSPS) and FICA 	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage 052 – SCD-TSP</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
550	<i>Adjusted Salary Changing – Base Salary Must .Be Present</i>
Description	
<p>When the data in the Pay Rate Determinant Code field is M, data must be entered in the Base (scheduled) Salary field.</p>	
Data Element(s) Used In Audit	
034 – Pay Raise Stale Action 061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code	302 – Database Base Salary 304 – Database Pay Rate Determinant Code 441 – Database Scheduled Salary

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
578	<i>Base Salary Not Valid For Medical Officer</i>
Description	
<p>When the data entered in the Occupational Series Code field in the Position Management System (PMSO) is 0602, the amount entered in the Base (scheduled) Salary field on the processing personnel action must be the same as, or more than, the salary rate of a step 01 for the grade. However, the amount cannot be more than the salary rate for a step 10 of the grade.</p> <p>☞ Note: Under certain circumstances, the amount entered in the Base (scheduled) Salary field can be less than the salary rate of a step 01 for the grade. In this case, the amount entered in the Base (scheduled) Salary and the Verify Salary field must be the same. ☞</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 059 – Grade 060 – Step	061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code 186 – Special Pay Converters – Table 031

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
580	<i>Salary Information Not Valid</i>
Description	
<p>The data entered in the Base (scheduled) Salary field was not located in the Table Management System (TMGT), Table 055, Minimum and Maximum Salaries. Verify the amount entered in the Base (scheduled) Salary field and also verify the data entered in the Salary Rate Code field.</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary 062 – Salary Rate Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
581	<i>Cannot Change To Grade And Pay Retention NOA</i>
Description	
<p>The data entered in the 1st and 2nd NOA Code fields indicates a correction personnel action. However, the nature of action code cannot be changed or corrected to a position change or grade restoration nature of action code. An official change personnel action must be processed to establish a position change or grade restoration.</p>	
Data Element(s) Used In Audit	
<p>021 – Previous NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
582	<i>Grade On Personnel Action Equals Saved Grade</i>
Description	
<p>The date entered in the 1st NOA Code field indicates a change in grade, which does not remove an employee from grade retention. However, the data entered in the Grade field on the processing personnel action is the same as the grade currently recorded on the employee's database retained grade record (IRIS Program 128).</p>	
Data Element(s) Used In Audit	
059 – Grade 063 – Pay Rate Determinant Code 173 – Database Grade 376 – Database Saved Garde	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
583	<i>Grade Cannot Be Changed On Quality Step Increase</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a quality step increase, the Grade field must not be present.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 059 – Grade 173 – Database Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
584	<i>Cannot Change From Pay To Grade Retention</i>
Description	
<p>The data entered in the 1st NOA Code field is a change from pay retention to grade retention. However, the employee's database salary data record (IRIS Program 101) indicates the employee is currently in pay retention. An official change personnel action must first be processed to remove the employee from pay retention before grade retention can be established.</p>	
Data Element(s) Used In Audit	
<p>059 – Grade 060 – Step 063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
585	<i>Salary Rate Code Must Be PA With GS Pay Plan</i>
Description	
<p>When the data entered in the Pay Plan field is GS (or equivalent), the data entered in the Salary Rate Code field must be PA (per annum).</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 062 – Salary Rate Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
586	<i>NTE Date Must Be Present W/Special Emp Code 81</i>
Description	
<p>When the data entered in the Special Employee Code field is 81, a date must be entered in the NTE Date field.</p>	
Data Element(s) Used In Audit	
<p>028 – Not-To-Exceed (NTE) Date 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
587	<i>Ag Cd Must Be 02 Or 11 W/Special Employee Code 81</i>
Description	
<p>When the data entered in the Special Employee Code field is 81, the data entered in the Agency Code field must be 02 or 11. If the data entered in the Agency Code field is 02, a date must also be present in the NTE Date field.</p>	
Data Element(s) Used In Audit	
<p>065 – Agency Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
588	<i>WGI Effective Date Not Valid</i>
Description	
<p>The data entered in the Effective Date field on the processing personnel action, which is a system-generated within-grade increase, is not equal to, or is earlier than, the system-generated processing pay period. Please verify the data in Effective Pay Period field and the data in the Effective Date field.</p>	
Data Element(s) Used In Audit	
030 – Effective Date 377 – WGI Due Coded Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
589	<i>Creditable Military Service Not Valid</i>
Description	
<p>The data entered in the Creditable Military Service field is not valid. The data entered in the first and second positions, which records the years, must be 00 –99. The data entered in the third and fourth positions, which records the months, must be 01–12.</p> <p>☞Note: Data must be entered in all four positions of this field.☞</p>	
Data Element(s) Used In Audit	
378 – Creditable Military Service	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
591	<i>Creditable Military Not Valid With Vet Pref Code</i>
Description	
<p>Data was entered in the Creditable Military Service field on the processing personnel action. However, the Veterans Preference Code on the employee's database personnel supplements record (IRIS Program 123) indicates that the employee is not a veteran.</p>	
Data Element(s) Used In Audit	
<p>343 – Veterans Preference Code 378 – Creditable Military Service</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
592	<i>Frozen Service Not Valid</i>
Description	
<p>The data entered in the Frozen Service field is not valid. The data entered in the first and second positions, which records the years, must be 00 –99. The data entered in the third and fourth positions, which records the months, must be 01–12.</p> <p>☞Note: Data must be entered in all four positions of this field.☞</p>	
Data Element(s) Used In Audit	
380 – Frozen Service	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
594	<i>Retirement Cov Code Not Valid W/Frozen Service</i>
Description	
<p>When data is entered in the Frozen Service field, data must also be present in the Retirement Coverage Code field and must be other than 4 or 5.</p>	
Data Element(s) Used In Audit	
<p>342 – Retirement Coverage Code 380 – Frozen Service</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
596	<i>Previous Retirement Coverage Not Valid</i>
Description	
<p>The Previous Retirement Coverage field must be one of the following codes:</p> <ul style="list-style-type: none">• N (employee has never been covered by CSRS or FERS)• P (employee was previously covered by CSRS or FERS regardless of whether or not the employee withdrew previous contributed funds)• R (employee was previously covered by CSRS and is eligible for a refund)	
Data Element(s) Used In Audit	
381 – Previous Retirement Coverage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
597	<i>SCD Retirement Must Be Completed</i>
Description	
<p>The SCD Retirement field must be completed when the data entered in the Retirement Coverage Code field is one of the following codes:</p> <ul style="list-style-type: none"> • 1 – Civil Service Retirement System – (CSRS) • 3 – Foreign Service Retirement and Disability System (FS) • 6 – Civil Service Retirement System–Special (CSRS–Special) • 7 – Social Security System (FICA) and CSRS • 8 – CVA Judges Retirement Plan (1%) • 9 – CVA Judges Retirement Plan (4.5%) • C – Social Security System (FICA) and CSRS • D – CSRS Offset (Congressional) (FICA) • E – FICA and CSRS (for law enforcement and firefighter personnel) • G – FICA and FS • I – Federal Employees Retirement System (FERS) (Congressional) (FICA) • K – Federal Employees Retirement System (FERS) and FICA • M – FERS and FICA–Special • P – Foreign Service Pension System (FSPS) and FICA • R – FICA and CSRS – full 7% withholding • T – FICA and CSRS–Special (for law enforcement and firefighter personnel) • W– FICA and FS • Y – DC Retirement – Offset • Z – DC Retirement Plan 	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 071 – Service Computation Date (SCD) For Retirement</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
598	<i>Classification Action Code Not Valid</i>								
Description									
<p>When the processing personnel action does not indicate a change in the employee's position, the Classification Action Code field must be blank.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">051 – Classification Action Code</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>059 – Grade</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>395 – PMSO Agency Code</td> <td>406 – PMSO Individual Position</td> </tr> <tr> <td>387 – PMSO Personnel Office Identifier</td> <td></td> </tr> </table>		051 – Classification Action Code	387 – PMSO Department Code	059 – Grade	404 – PMSO Master Record Number	395 – PMSO Agency Code	406 – PMSO Individual Position	387 – PMSO Personnel Office Identifier	
051 – Classification Action Code	387 – PMSO Department Code								
059 – Grade	404 – PMSO Master Record Number								
395 – PMSO Agency Code	406 – PMSO Individual Position								
387 – PMSO Personnel Office Identifier									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message								
599	<i>Classification Action Code Must Be Present</i>								
Description									
<p>When the processing personnel action indicates that the individual position number in the Position Management System (PMSO) will be vacated, the data entered in the Classification Action Code field must be one of the following codes:</p> <ul style="list-style-type: none"> • 0 (leave the employee’s former position vacant and active) • 1 (abolish the employee’s former position) • 2 (inactivate the employee’s former position) 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">051 – Classification Action Code</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>059 – Grade</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>395 – PMSO Agency Code</td> <td>406 – PMSO Individual Position</td> </tr> <tr> <td>387 – PMSO Personnel Office Identifier</td> <td></td> </tr> </table>		051 – Classification Action Code	387 – PMSO Department Code	059 – Grade	404 – PMSO Master Record Number	395 – PMSO Agency Code	406 – PMSO Individual Position	387 – PMSO Personnel Office Identifier	
051 – Classification Action Code	387 – PMSO Department Code								
059 – Grade	404 – PMSO Master Record Number								
395 – PMSO Agency Code	406 – PMSO Individual Position								
387 – PMSO Personnel Office Identifier									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
600	<i>Employee Not Established In Individual Position</i>								
Description									
<p>The data in the Incumbent –SSN field in PMSO is system generated from the Payroll/Personnel System with the social security number of (1) the employee occupying the position, (2) the employee temporarily promoted to the position, or (3) the employee detailed from the individual position when the personnel action is processed in PACT</p> <p>The data entered in the PMSO Key: IP-NO field on the processing personnel action was located in the Position Management System (PMSO). However, the data in the Incumbent –SSN field in PMSO and the data entered in the SSNO field on the processing personnel action are not the same, which indicates that the employee is not currently established in the individual position.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>383 – PMSO Position Obligated SSN</td> <td>404 – Master Record Number</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>406 – Individual Position</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td></td> </tr> </table>		059 – Grade	387 – PMSO Department Code	383 – PMSO Position Obligated SSN	404 – Master Record Number	385 – PMSO Agency Code	406 – Individual Position	386 – PMSO Personnel Office Identifier	
059 – Grade	387 – PMSO Department Code								
383 – PMSO Position Obligated SSN	404 – Master Record Number								
385 – PMSO Agency Code	406 – Individual Position								
386 – PMSO Personnel Office Identifier									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message								
601	<i>System Problem – Contact Your Agency Rep</i>								
Description									
<p>The data entered in the SSNO field on the processing personnel action is not compatible with the data entered in the Obligated SSNO field in the Position Management System (PMSO). Please contact your agency representative for further instructions.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">383 – PMSO Position Obligated SSNO</td> <td style="width: 50%;">413 – Detail – Master Record Number</td> </tr> <tr> <td>410 – Detail – Department Code</td> <td>414 – Detail – Grade</td> </tr> <tr> <td>411 – Detail – Agency Code</td> <td>415 – Detail – Individual Position Number</td> </tr> <tr> <td>412 – Detail – Personnel Office Identifier</td> <td></td> </tr> </table>		383 – PMSO Position Obligated SSNO	413 – Detail – Master Record Number	410 – Detail – Department Code	414 – Detail – Grade	411 – Detail – Agency Code	415 – Detail – Individual Position Number	412 – Detail – Personnel Office Identifier	
383 – PMSO Position Obligated SSNO	413 – Detail – Master Record Number								
410 – Detail – Department Code	414 – Detail – Grade								
411 – Detail – Agency Code	415 – Detail – Individual Position Number								
412 – Detail – Personnel Office Identifier									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
602	<i>IP-NO Not In Position Management System</i>								
Description									
<p>The data entered in the PMSO Key: IP-NO field was not located in the Position Management System (PMSO). Verify the data entered in each PMSO Key: field, and also verify that the individual position has been established in PMSO.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">404 – Master Record Number</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>406 – Individual Position</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td></td> </tr> <tr> <td>387 – PMSO Department Code</td> <td></td> </tr> </table>		059 – Grade	404 – Master Record Number	385 – PMSO Agency Code	406 – Individual Position	386 – PMSO Personnel Office Identifier		387 – PMSO Department Code	
059 – Grade	404 – Master Record Number								
385 – PMSO Agency Code	406 – Individual Position								
386 – PMSO Personnel Office Identifier									
387 – PMSO Department Code									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message								
603	<i>System Problem – Contact Your Agency Rep</i>								
Description									
<p>The data entered in the PMSO Key: IP-NO field was located in the Position Management System (PMSO). However, a master record was not located in PMSO for this individual position. Please contact your agency representative for further instructions.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">404 – Master Record Number</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>406 – Individual Position</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td></td> </tr> <tr> <td>387 – PMSO Department Code</td> <td></td> </tr> </table>		059 – Grade	404 – Master Record Number	385 – PMSO Agency Code	406 – Individual Position	386 – PMSO Personnel Office Identifier		387 – PMSO Department Code	
059 – Grade	404 – Master Record Number								
385 – PMSO Agency Code	406 – Individual Position								
386 – PMSO Personnel Office Identifier									
387 – PMSO Department Code									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
604	<i>Individual Position Currently Occupied</i>
Description	
<p>The data entered in the PMSO Key: IP-NO field indicates that the individual position in the Position Management System (PMSO) is currently occupied. Verify the data entered in each PMSO Key: field, and also verify that the individual position in PMSO is active and vacant.</p>	
Data Element(s) Used In Audit	
059 – Grade 385 – PMSO Agency Code 386 – PMSO Personnel Office Identifier 387 – PMSO Department Code	404 – Master Record Number 406 – Individual Position

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message								
605	<i>Placing Employee In Inactive Position Or Master</i>								
Description									
<p>The data entered in the MR-NO or IP-NO field indicates that the master record or individual position in the Position Management System (PMSO) is currently inactive. Verify the data entered in each PMSO Key: field, and also verify that the master record and individual position in PMSO is active and vacant.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">404 – Master Record Number</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>406 – Individual Position</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td></td> </tr> <tr> <td>387 – PMSO Department Code</td> <td></td> </tr> </table>		059 – Grade	404 – Master Record Number	385 – PMSO Agency Code	406 – Individual Position	386 – PMSO Personnel Office Identifier		387 – PMSO Department Code	
059 – Grade	404 – Master Record Number								
385 – PMSO Agency Code	406 – Individual Position								
386 – PMSO Personnel Office Identifier									
387 – PMSO Department Code									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
606	<i>Effective Date Earlier Than Date IP Established</i>								
Description									
<p>The date entered in the Effective Date field on the processing personnel action is earlier than the date the individual position was established in the Position Management System (PMSO).</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">030 – Effective Date</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>059 – Grade</td> <td>388 – PMSO Established Date</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – Individual Position</td> </tr> </table>		030 – Effective Date	387 – PMSO Department Code	059 – Grade	388 – PMSO Established Date	385 – PMSO Agency Code	404 – Master Record Number	386 – PMSO Personnel Office Identifier	406 – Individual Position
030 – Effective Date	387 – PMSO Department Code								
059 – Grade	388 – PMSO Established Date								
385 – PMSO Agency Code	404 – Master Record Number								
386 – PMSO Personnel Office Identifier	406 – Individual Position								

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
607	<i>Position Invalid For Change To Lower Grade</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to lower grade, the data entered in the PMSO Key: fields must be different than the position data currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
059 – Grade 385 – PMSO Agency Code 386 – PMSO Personnel Office Identifier	387 – PMSO Department Code 404 – Master Record Number 406 – Individual Position

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
608	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The Individual Record in the employee’s database salary record (IRIS Program 101) was not located in the Position Management System (PMSO). Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
169 – Database Agency Code 170 – Database Individual Position 173 – Database Grade	177 – Database Personnel Office Identifier 407 – Database Department Code 408 – Database Master Record Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
610	<i>Detail Position Not Established – Process NOA 977</i>						
Description							
<p>The data entered in the 1st NOA Code and/or 2nd NOA Code fields indicates a correction, extension, cancellation, or termination of a detail. However, the detail position is not established in the Position Management System (PMSO).</p> <p>Verify the employee’s current position in PMSO to determine if the employee is in a permanent or a detailed position.</p> <p>If the employee is in a permanent position:</p> <ul style="list-style-type: none"> • establish the detail position in PMSO first • then, process a personnel action with NOA 977 (convert detail to PMSO), which will place the employee in the detail position in PMSO. <p>If the employee is in a detail position:</p> <ul style="list-style-type: none"> • process a correction personnel action, entering the appropriate code in the Classification Action Code field to move the employee to the correct permanent position. 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">410 – Detail – Department Code</td> <td style="width: 50%;">413 – Detail – Master Record Number</td> </tr> <tr> <td>411 – Detail – Agency Code</td> <td>414 – Detail – Grade</td> </tr> <tr> <td>412 – Detail – Personnel Office Identifier</td> <td>415 – Detail – Individual Position Number</td> </tr> </table>		410 – Detail – Department Code	413 – Detail – Master Record Number	411 – Detail – Agency Code	414 – Detail – Grade	412 – Detail – Personnel Office Identifier	415 – Detail – Individual Position Number
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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
611	<i>Uniform Service Status Invalid</i>
Description	
<p>The code entered in the Uniform Service Component field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description), Block 102.</p>	
Data Element(s) Used In Audit	
142 – Uniform Service Status	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
612	<i>Promotion To Same Position</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates a promotion, the data entered in the PMSO Key: fields on the processing action must be different than the PMSO key data currently recorded on the employee's database salary record (IRIS Program 101).</p> <p>☞ Note: If the employee is being permanently promoted from a temporary position, data must not be entered in the PMSO Key: fields.☞</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – PMSO Individual Position</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – PMSO Master Record Number	386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position
059 – Grade	387 – PMSO Department Code						
385 – PMSO Agency Code	404 – PMSO Master Record Number						
386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
613	<i>PMSO Key: Data Not Valid With Ext Of Detail–NTE</i>						
Description							
<p>When the data entered in the 1st NOA Code indicates an extension of detail not-to-exceed (NTE), the PMSO Key: fields must be blank.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">410 – Detail – Department Code</td> <td style="width: 50%;">413 – Detail – Master Record Number</td> </tr> <tr> <td>411 – Detail – Agency Code</td> <td>414 – Detail – Grade</td> </tr> <tr> <td>412 – Detail – Personnel Office Identifier</td> <td>415 – Detail – Individual Position Number</td> </tr> </table>		410 – Detail – Department Code	413 – Detail – Master Record Number	411 – Detail – Agency Code	414 – Detail – Grade	412 – Detail – Personnel Office Identifier	415 – Detail – Individual Position Number
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412 – Detail – Personnel Office Identifier	415 – Detail – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
614	<i>Continuation Of Error Message 613</i>
Description	
Data Element(s) Used In Audit	
059 – Grade	387 – PMSO Department Code
385 – PMSO Agency Code	404 – PMSO Master Record Number
386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message		
615	<i>Data In PMSO And Database Must Be The Same</i>		
Description			
<p>When the data entered in the 1st NOA Code field indicates that position data in the Position Management System (PMSO) will be established, the following data elements recorded in PMSO must be the same as the data elements recorded in the employee's database salary record (IRIS Program 101) or personnel supplements record (IRIS Program 123):</p>			
Data Element	Master Record	Individual Position	IRIS Program
Accounting Station Code		X	101
Bargaining Unit Status Code		X	123
Duty Station City Code		X	101
Duty Station County Code		X	101
Duty Station State Code		X	101
Data Element(s) Used In Audit			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message		
615	<i>(continued)</i>		
Description			
<p>When the data entered in the 1st NOA Code field indicates that position data in the Position Management System (PMSO) will be established, the following data elements recorded in PMSO must be the same as the data elements recorded in the employee's database salary record (IRIS Program 101) or personnel supplements record (IRIS Program 123):</p>			
Data Element	Master Record	Individual Position	IRIS Program
Fair Labor Standards Act Code (FLSA)		X	101
Occupational Series Code	X		101
Occupational Function Code	X		101
Official Title Code	X		123
Organizational Structure Code (2nd – 8th level)		X	101
Data Element(s) Used In Audit			

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message		
615	<i>(continued)</i>		
Description			
<p>When the data entered in the 1st NOA Code field indicates that position data in the Position Management System (PMSO) will be established, the following data elements recorded in PMSO must be the same as the data elements recorded in the employee's database salary record (IRIS Program 101) or personnel record (IRIS Program 123):</p>			
Data Element	Master Record	Individual Position	IRIS Program
Position Status Budget Code		X	101
Position Supervisory Code	X		123
Pay Plan Code	X		101
Working Title Code		X	101
Data Element(s) Used In Audit			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
616	<i>Change In Position Data Required</i>						
Description							
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a cancellation of a temporary promotion or change to lower grade, the data entered in the PMSO Key: fields must be different than the PMSO key data currently recorded on the employee's database salary record (IRIS Program 101).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – PMSO Individual Position</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – PMSO Master Record Number	386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position
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386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
617	<i>Position Data Cannot Be Located In PMSO</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates that position data in the Position Management System (PMSO) will be established, the PMSO key data currently recorded on the employee's database salary record (IRIS Program 101) cannot be located in PMSO.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – PMSO Individual Position</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – PMSO Master Record Number	386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position
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386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
618	<i>PMSO Position Data Must Be Present With NOA</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • establish a position in the Position Management System (PMSO) • convert detail to PMSO • mass change action for a detail <p>data must be entered in each PMSO Key: field.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – PMSO Individual Position</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – PMSO Master Record Number	386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position
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386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
619	<i>PMSO Key: Data Must Be Same As Database</i>						
Description							
<p>When the data entered in the 1st NOA Code indicates that position data in the Position Management System (PMSO) will be established, data must be entered in the PMSO Key: fields and must be the same as the PMSO key data currently recorded on the employee's database salary record (IRIS Program 101).</p> <p>☞ Note: If the employee is in grade retention (pay rate determinant code A, B, E, F, U, or V), the data entered in the PMSO Key: Grade field must be the same as the grade currently recorded on the employee's database retained grade record (IRIS Program 128).☞</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – PMSO Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – PMSO Individual Position</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – PMSO Master Record Number	386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position
059 – Grade	387 – PMSO Department Code						
385 – PMSO Agency Code	404 – PMSO Master Record Number						
386 – PMSO Personnel Office Identifier	406 – PMSO Individual Position						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
620	<i>Continuation Of Error Message 619</i>
Description	
Data Element(s) Used In Audit	
169 – Database Agency Code 173 – Database Grade 177 – Database Personnel Office Identifier 407 – Database Department Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
621	<i>Cannot Fill Obligated Position</i>
Description	
<p>The data entered in the PMSO Key: IP-NO field is for a position that is currently obligated in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
059 – Grade 383 – PMSO Position Currently Obligated SSN 385 – PMSO Agency Code 386 – PMSO Personnel Office Identifier	387 – PMSO Department Code 404 – Master Record Number 406 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
622	<i>Auth Date Earlier Than Effective Date</i>
Description	
<p>The date entered in the Auth Date field is earlier than the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>030 – Effective Date 121 – Authentication Date 168 – Database Effective Date 301 – Database Authentication Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
623	<i>Change In Quarters Requires NOA</i>
Description	
<p>If data is entered in the Quarters Deduction Amount or Quarters Deduction Code field to change the quarters deduction amount and/or quarters deduction code currently recorded in the employee's database salary record (IRIS Program 101), data must also be entered in the 1st NOA Code field. (The data entered in the 1st NOA Code field must indicate a change in quarters.)</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 110 – Quarters Deduction Amount 109 – Quarters Deduction Code	356 – Database Quarters Deduction Amount 357 – Database Quarters Deduction Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
624	<i>Change In Quarters Requires Official Action</i>
Description	
<p>An official change action must be processed in order to correct or change the Quarters Deduction Amount or Quarters Deduction Code.</p>	
Data Element(s) Used In Audit	
<p>109 – Quarters Deduction Amount 110 – Quarters Deduction Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
625	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>When the data entered in 1st NOA Code field indicates an appointment that is subject to a limitation, the appointment limitation code recorded on the employee's database dates and misc salary/personnel record (IRIS Program 102) must be 2. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 039 – Appointment Limitation Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
626	<i>Appointment Limitations Full Days Must Be 130</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Days field must be 130.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 042 – Appointment Limitations Full Days</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
627	<i>Appointment Limitations Full Days Must Be 180</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Days field must be 180.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 042 – Appointment Limitations Full Days</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
628	<i>Appoint Limit Full Hours Must Be 1039 Or 1040</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Hours field must be 1039 or 1040.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
629	<i>Appointment Limitations Full Hours Must Be 1280</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Hours field must be 1280.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
630	<i>Appointment Limitations Full Hours Must Be 1300</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Hours field must be 1300.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
632	<i>Appointment Limitations Full Hours Must Be 2000</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Hours field must be 2000.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
633	<i>Appointment Limitations Full Hours Must Be 700</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Appointment Limitations – Full Hours field must be 700.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
635	<i>Pay Plan Must Be Present</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates termination of grade retention, data must be entered in the Pay Plan field and must be the same as the pay plan recorded on the employee’s database retained grade record (IRIS Program 128).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">059 – Grade</td> <td style="width: 50%;">387 – PMSO Department Code</td> </tr> <tr> <td>385 – PMSO Agency Code</td> <td>404 – Master Record Number</td> </tr> <tr> <td>386 – PMSO Personnel Office Identifier</td> <td>406 – Individual Position Number</td> </tr> </table>		059 – Grade	387 – PMSO Department Code	385 – PMSO Agency Code	404 – Master Record Number	386 – PMSO Personnel Office Identifier	406 – Individual Position Number
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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
636	<i>Continuation Of Error Message 635</i>
Description	
Data Element(s) Used In Audit	
169 – Database Agency Code	177 – Database Personnel Office Identifier
170 – Database Individual Position	407 – Database Department Code
173 – Database Grade	408 – Database Master Record Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
638	
Description	
<i>(reserved)</i>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
639	
Description	
<p style="text-align: center;">▶(reserved: pp. 063.619 thru 063.626)◀</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
650	
Description	
<i>(reserved)</i>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
651	
Description	
<i>(reserved)</i>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
652	<i>1st NOA Not In TMGT</i>
Description	
<p>The data entered in the 1st NOA Code field was not located in the Table Management System (TMGT), Table 061, Nature Of Action Conversion.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 363 – Table 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
653	<i>1st NOA And 1A Auth Code Not In TMGT</i>
Description	
<p>The data entered in the 1st NOA Code and 1A Auth Code fields was not located in the Table Management System (TMGT), Table 061, Nature Of Action Conversion.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 357 – 1A Auth Code 363 – Table 061	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
654	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The data entered in the Num-Authority field in the Table Management System (TMGT), Table 061, Nature Of Action Conversion, is not valid for the nature of action code on the processing personnel action. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 361 – Table 061	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
655	<i>NOA Requires OPM Authority</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be entered in the 1A Auth Code field and must be an OPM authority.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 037 – 1st OPM Or Other Legal Authority 038 – 2nd OPM Or Other Legal Authority 363 – Table 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
656	<i>NOA Only Requires One Agency-Cited Authority</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that an agency-cited authority must only be entered in the 1A Auth Code field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 037 – 1st OPM Or Other Legal Authority 038 – 2nd OPM Or Other Legal Authority 363 – Table 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
657	<i>NOA Requires Two Agency-Cited Authorities</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that an agency-cited authority must be entered in the 1A Auth Code and 1B Auth Code fields.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 037 – 1st OPM Or Other Legal Authority 038 – 2nd OPM Or Other Legal Authority 363 – Table 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
668	<i>Prev NOA Must Be Same As Last NOA On Database</i>
Description	
<p>When the processing personnel action is correcting the nature of action code for the last action processed for an employee, the data entered in the Correction-Previous Action A:(NOA-AUTH-AUTH) field must be the same as the last action recorded on the employee's personnel action summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
021 – Previous NOA Code 022 – 1st NOA Code 023 – 2nd NOA Code 180 – Database Previous NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
669	<i>Prev Eff Dt Must Be Same As Database Prev Eff Dt</i>
Description	
<p>When the processing personnel action is correcting the effective date of the last action processed for an employee, the date entered in the Correction-Previous Action B:(Date) field must be the same as the last action recorded on the employee's personnel actions summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
<p>025 – Previous Effective Date 030 – Effective Date 168 – Database Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
670	<i>NOA Requires Tenure Group 1</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Tenure Group field must be 1.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
671	<i>NOA Requires Tenure Group 2</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered in the Tenure Group field must be 2.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
672	<i>Special Emp Prog Code Invalid With Nature Of Act</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the data entered Special Employment Pgms Code field is not valid.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 075 – Special Employment Pgms Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
674	<i>Tenure Group Not Valid With NOA And Auth Code</i>
Description	
<p>The data entered in the 1st NOA Code and 1A Auth Code fields indicates that the data entered in the Tenure Group field must be 1 or 2.</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 022 – 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
676	<i>NTE Date Must Be 10 Or More Days From Eff Date</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the date entered in the NTE Date field must be ten or more days from the date entered in the Effective Date field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 028 – NTE Date 030 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
677	<i>Position Occupied Not Valid With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a conversion to an SES career appointment, the data entered in the Position Occupied field must be 3.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 074 – Position Occupied	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
678	<i>Save-Grade Record Not On Database</i>
Description	
<p>The data entered in the 1st NOA Code field indicates grade retention; however, a retained grade record (IRIS Program 128) does not exist on the employee's database.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 376 – Database Save-Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
679	<i>Grade Not Valid With NOA</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that grade on the processing personnel action must be less than the grade recorded on the employee's database retained grade record (IRIS Program 128) or the same as the grade recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 059 – Grade 173 – Database Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
680	<i>Database Special Employment Pgms Code Must Be 59</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the Special Employment Pgms Code on the employee's database salary record (IRIS Program 101) must be 59.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 365 – Database Special Employment Pgms Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
681	<i>Grade Must Be More Than 15</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that the grade recorded on the employee's database salary record (IRIS Program 101) must be more than 15.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 173 – Database Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
682	<i>Grade And Position Occupied Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a reassignment to a position under a career executive assignment, the data entered in the Grade field must be more than 15 and the position occupied recorded on the employee's database SF-50B data elements record (IRIS Program 122) must be 1.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 059 – Grade 074 – Position Occupied 364 – Database Position Occupied	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
683	<i>Reinstatement – Position Occupied Must Be 1</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a reinstatement from excepted service to competitive service, the position occupied recorded on the employee’s database personnel record (IRIS Program 122) must be 2 and the data entered in the Position Occupied field on the processing action must be 1.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 074 – Position Occupied 364 – Database Position Occupied</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
684	<i>Pay Plan And Grade Not Valid For Reinstatement</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a conversion to a reinstatement career, the pay plan recorded on the employee's database salary record (IRIS Program 101) must be GS and the grade recorded on the employee's database salary record (IRIS Program 101) must be 16 or above.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 171 – Database Pay Plan 173 – Database Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
686	<i>Tenure Group And Agency Not Valid For NOA</i>
Description	
<p>When the data entered in the 1st NOA Code and 1A Auth Code field is 502 JMM, the data entered in the Tenure Group field must be 1 and the agency code entered in the Dept/Agcy field must be the same as the agency code currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>014 – Tenure Group 022 – 1st NOA Code 169 – Database Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
688	<i>Agency Cd Must Be Same As Database Agency Cd</i>
Description	
<p>The agency code entered in the Dept/Agcy field on the processing personnel action is not valid with the agency code recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 169 – Database Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
689	<i>Grade Retention – Position Occupied Must Be 1 Or 2</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change due to a reduction-in-force (RIF), which entitles the employee to grade retention, the position occupied recorded on the employee's SF-50B data elements record (IRIS Program 122) must be 1 or 2.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 364 – Database Position Occupied</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
690	<i>Position Occupied Must Be 1 Or 2 With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code, 1A Auth Code, and 1B Auth Code fields is 740 PNM VMJ, the position occupied recorded on the employee's SF-5-B data elements record (IRIS Program 122) must be 1 or 2.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 364 – Database Position Occupied</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
691	<i>NOA Requires Authority</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that an OPM or other legal authority must also be entered in the Authority Alpha field.</p> <p>☞ Note: To correct Authority Alpha data in SINQ, enter the correct data in the Legal Authority 1st field.☞</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 037 – 1st OPM Or Legal Authority 363 – Table 061</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
693	<i>Saved Grade, Grade, And Remarks Code Not Valid</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change under the executive assignment system, the employee must have a retained grade record (IRIS Program 128) established on the database. The grade on the retained grade record must be greater than 15.</p> <p>When a personnel action is processed to move an employee back to a position at their retained grade, the data entered in the Grade field on the processing action must be the same as the grade on the employee's retained grade record (IRIS Program 128).</p> <p>When a promotion, reassignment, or change to lower grade is processed for an employee who is in grade retention, the grade on the employee's retained grade record (IRIS Program 128) must be greater than the data entered in the Grade field on the processing action.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 059 – Grade 366 – Database Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
694	<i>Conversion To Excepted Appointment Not Valid</i>						
Description							
<p>When the data entered in the:</p> <ul style="list-style-type: none"> • 1st NOA Code field is 570 • 1A Auth field is QGM, QHM, U2M, VHJ, USM, or VAJ, • 1B Auth Code field is agency-cited <p>the pay plan on the employee’s database salary record (IRIS Program 101) must be GS</p> <p>the grade on the employee’s database salary record (IRIS Program 101) must be greater than 15</p> <p>the data entered in the Type Of Appointment field must be 06, 07, or 08</p> <p>the agency code entered in the Dept/Agcy field must be the same as the agency code recorded on the employee’s database salary record (IRIS Program 101)</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">171 – Database Pay Plan</td> </tr> <tr> <td>033 – Database Organizational Structure Code</td> <td>173 – Database Grade</td> </tr> <tr> <td>095 – Type Of Appointment</td> <td></td> </tr> </table>		022 – 1st NOA Code	171 – Database Pay Plan	033 – Database Organizational Structure Code	173 – Database Grade	095 – Type Of Appointment	
022 – 1st NOA Code	171 – Database Pay Plan						
033 – Database Organizational Structure Code	173 – Database Grade						
095 – Type Of Appointment							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
695	<i>Continuation Of Error Message 694</i>
Description	
Error Message 694 continued.	
Data Element(s) Used In Audit	
364 – Database Position Occupied	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
696	<i>Position Occupied Must Be 2 With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a promotion in the excepted service, the position occupied recorded on the employee's database SF-50B data elements record (IRIS Program 122) must be 2.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 364 – Database Position Occupied</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
697	<i>Pay Adjustment Not Valid For Pay Plan</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a pay adjustment. However, the pay plan recorded on the employee's database salary record (IRIS Program 101) and the data entered in the Pay Plan field on the processing personnel action indicates that the employee is not eligible to receive a pay adjustment</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 056 – Pay Plan 171 – Database Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
698	<i>Data Not Valid For NOA 504 And Auth Code J2M</i>
Description	
<p>When the data entered in the 1st NOA Code and 1A Auth Code field is 504 JTM:</p> <ul style="list-style-type: none"> • the type of appointment recorded on the employee’s database salary record (IRIS Program 101) must be 3 • the date entered in the SCD Retirement field must be 5 years less than the date entered in the Effective Date field • the position occupied recorded on the employee’s database SF-50B data elements record (IRIS Program 122) must be 1 • the grade on the employee’s database salary record (IRIS Program 101) must be greater than 15 • the accession date on the employee’s database personnel supplements record (IRIS Program 123) must be 5 years less than the date entered in the Effective Date field 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 367 – Database Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
699	<i>Continuation Of Error Message 698</i>
Description	
Error Message 698 continued.	
Data Element(s) Used In Audit	
030 – Effective Date 173 – Database Grade 364 – Database Position Occupied 364 – Database Accession Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
700	<i>Data Not Valid For NOA 504 And Auth Code JTM</i>
Description	
<p>When the data entered in the 1st NOA Code and 1A Auth Code field is 504 JTM:</p> <ul style="list-style-type: none"> • the type of appointment recorded on the employee’s database salary record (IRIS Program 101) must be 4 • the position occupied recorded on the employee’s data SF-50B data elements record (IRIS Program 122) must be 2 • the grade on the employee’s database salary record (IRIS Program 101) must be greater than 15 • the accession date on the employee’s database personnel supplements record (IRIS Program 123) must be 5 years less than the date entered in the Effective Date field 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 367 – Database Type Of Appointment</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
701	<i>Continuation Of Error Message 700</i>
Description	
Error Message 700 continued.	
Data Element(s) Used In Audit	
030 – Effective Date 173 – Database Grade 364 – Database Position Occupied 364 – Database Accession Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
702	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The Date-SCD-CSR recorded on the employee’s database salary record (IRIS Program 101) is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
368 – Database Date-SCD-CSR	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
703	<i>System Problem – Contact Your Agency Rep</i>
Description	
<p>The accession date on the employee’s database personnel supplements record (IRIS Program 123) is not valid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
369 – Database Accession Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
704	<i>Position Change Requires Position Occupied 2</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change in the excepted service, changing the employee back to retained grade, the position occupied recorded on the employee's database SF-50B data elements record (IRIS Program 122) must be 2.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 064 – Saved Rate Expiration Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
705	<i>Grade Must Be Present For Position Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change in the excepted service, data must be entered in the Grade field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 059 – Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
706	<i>Change In NOA May Be Required</i>
Description	
<p>The data entered in the 1st NOA Code field indicates a position change in the excepted service. However, the data entered in the Grade field on the processing personnel action is:</p> <ul style="list-style-type: none"> • less than grade on the employee’s database retained grade record (IRIS Program 128) • and more than the grade on the employee’s database salary record (IRIS Program 101) <p>If the data entered in the Grade field on the processing personnel action is correct, then the data in the 1st NOA Code field must be changed to indicate a promotion nature of action code.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 059 – Grade 173 – Database Grade 366 – Database Retained Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
707	<i>Position Occupied Must Be Competitive</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change, the position occupied recorded on the employee's database SF-50B data elements record (IRIS Program 122) must be 1.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 364 – Database Position Occupied</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
709	<i>NOA Not Valid For Wage Grade Pay Plan</i>
Description	
<p>The data entered in the 1st NOA Code and 1A Auth Code field indicates a pay adjustment for an employee in the general schedule (GS or equivalent) pay plan. However, the pay plan on the employee's database salary record IRIS Program 101) indicates that the employee is a federal wage system employee.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 056 – Pay Plan 171 – Database Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
715	<i>Agency Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the agency code, the agency code in the Dept/Agcy field on the processing personnel action must be present and must be different than the agency code on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 065 – Agency Code 169 – Database Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
716	<i>Occupational Series Must Be Present In PMSO</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the occupational series, data must be present in the Occupational Series field in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 057 – Occupational Series Code 172 – Database Occupational Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
717	<i>Disability Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the Disability Code, the Disability Code field must be present on the processing personnel action and must be different than the Disability Code on the employee's database Disability/RNO data elements record (IRIS Program 301).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 016 – Disability Code 337 – Database Handicap Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
718	<i>Pay Rate Determinant Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the pay rate determinant code, the Pay Rate Determinant Code field must be present on the processing personnel action and must be different than the pay rate determinant code on the employee's database salary record (IRIS Program IR101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
719	<i>Occupational Function Must Change</i>						
Description							
<p>When the data entered in the 1st NOA Code field indicates a change to the occupational function, the data in the Occupational Function field in the Position Management System (PMSO) must be different than the occupational function on the employee's database salary record (IRIS Program 101).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">022 – 1st NOA Code</td> <td style="width: 50%;">172 – Database Occupational Series Code</td> </tr> <tr> <td>057 – Occupational Series Code</td> <td>173 – Database Occupational Function Code</td> </tr> <tr> <td>058 – Occupational Function Code</td> <td></td> </tr> </table>		022 – 1st NOA Code	172 – Database Occupational Series Code	057 – Occupational Series Code	173 – Database Occupational Function Code	058 – Occupational Function Code	
022 – 1st NOA Code	172 – Database Occupational Series Code						
057 – Occupational Series Code	173 – Database Occupational Function Code						
058 – Occupational Function Code							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
720	<i>Supervisory Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the supervisory code, the data in the Supervisory Code field in the Position Management System (PMSO) must be different than the supervisory code on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 049 – Supervisory Code 340 – Database Supervisory Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
721	<i>Retirement Coverage Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the retirement coverage, the Retirement Coverage field must be present on the processing personnel action and must be different than the retirement coverage on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
020 – Retirement Coverage 022 – 1st NOA Code 342 – Database Retirement Coverage	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
722	<i>BUS Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the BUS (bargaining unit status) code, the data in the BUS Code field in the Position Management System (PMSO) must be different than the BUS code on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 119 – BUS Code 341 – Database BUS Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
723	<i>FLSA Code Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the FLSA (Fair Labor Standards Act) code, the data in the FLSA Code field in the Position Management System (PMSO) must be different than the FLSA code on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 –1st NOA Code 113 – FLSA Code 335 – Database FLSA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
724	<i>POI Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the POI (Personnel Office Identifier), the data in the POI field in the Position Management System (PMSO) must be different than the POI on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 116 – POI 117 – Database POI	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
725	<i>Educational Level Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the educational level, the Educational Level field must be present on the processing personnel action and must be different than the educational level on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 147 – Education Level 370 – Database Education Level</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
726	<i>Instructional Program Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the instructional program, the Instructional Program field must be present on the processing personnel action and must be different than the instructional program on the employee's database personnel record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 148 – Instructional Program 371 – Database Instructional Program	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
727	<i>Year Deg/Cert Received Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the year deg/cert (degree/certificate) received, the Year Deg/Cert Received field must be present on the processing personnel action and must be different than the year deg/cert received on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 149 – Year Deg/Cert Received 372 – Database Year Deg/Cert Received</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
728	<i>Annuitant Indicator Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the annuitant indicator, the Annuitant Indicator field must be present on the processing personnel action and must be different than the annuitant indicator on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 120 – Annuitant Indicator 373 – Database Annuitant Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
729	<i>Citizenship Status Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the citizenship status, the Citizenship Status field must be present on the processing personnel action and must be different than the citizenship status on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 141 – Citizenship Status 374 – Database Citizenship Status	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
730	<i>Position Occupied Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the position occupied, the Position Occupied field must be present on the processing personnel action and must be different than the position occupied on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 074 – Position Occupied 364 – Database Position Occupied	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
731	<i>Race And National Origin Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the race and national origin (RNO), the Race And National Origin field must be present on the processing personnel action and must be different than the on the race and national origin employee's database handicap/RNO data elements record (IRIS Program 301).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 334 – Race And National Origin 375 – Database Race And National Origin	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
735	<i>Effective Date And NOA Not Valid</i>
Description	
<p>When the processing personnel action is a correction action, the data entered in the 2nd NOA Code, 1B Auth Code, and Effective Date fields must be the same as the last official action recorded on the employee's database personnel actions summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code 030 – Effective Date	168 – Database Effective Date 179 – Database 2nd NOA Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
736	<i>Appointment Limitations Hours Not Valid With NOA</i>
Description	
<p>The data entered in the Appointment Limitations – Full Hours field must be 1300 when the data entered in the 1st NOA Code field indicates an appointment under the Senior Community Service Program.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 041 – Appointment Limitations Full Hours</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
737	<i>Special Employment Programs Code Must Be Present</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be present in the Special Employment Programs Code field and must not be 00 or blank.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 075 – Special Employment Programs Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
738	<i>Special Employment Programs Code Must Be 00</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be present in the Special Employment Programs Code field and must be 00.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 075 – Special Employment Programs Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
739	<i>Work Schedule And Remarks Code Not Valid</i>
Description	
<p>The data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none"> • the work schedule on the employee’s database salary data record (IRIS Program 101) must indicate part-time • M32 must be present in the Remarks Code field 	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 079 – Remarks Code 273 – Database Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
740	<i>Annual Leave Category Must Be Present</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be present in the Annual Leave Category field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 080 – Annual Leave Category</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
741	<i>Veterans Preference RIF Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the veterans preference RIF, the Veterans Preference RIF field must be present on the processing personnel action and must be different than the veterans preference RIF on the employee’s database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 183 – Veterans Preference RIF</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
742	<i>Veterans Preference RIF Must Be Present</i>
Description	
<p>When the processing personnel action is an accession, data must be entered in the Veterans Preference RIF field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 183 – Veterans Preference RIF	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
744	<i>Veterans Preference RIF Must Be Blank With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field does not indicate an accession or change in veterans preference RIF, Veterans Preference RIF field must be blank.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 183 – Veterans Preference RIF	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
745	<i>Type Appointment Must Be Present With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates an accession or conversion to USDA, data must be entered in the Type Appointment field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 095 – Type Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
746	<i>Correction To Separation – Previous NOA Required</i>
Description	
<p>When the data entered in the 1st and 2nd NOA Code fields indicates a correction to a separation, the data entered in the Correction-Previous Action A: (NOA-Auth-Auth) field must be the same as the last action recorded on the employee’s database personnel actions summary record (IRIS Program 125).</p>	
Data Element(s) Used In Audit	
<p>021 – Previous NOA Code 022 – 1st NOA Code 022 – 2nd NOA Code 179 – Database 1st NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
749	<i>ADJP History Must Be Present On Database</i>
Description	
<p>When the processing personnel action is a cancellation action, restoring to a previous action, the employee must have an ADJP history record (PINQ Program 29) on the database.</p>	
Data Element(s) Used In Audit	
003 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
751	<i>Merit Increase Is Not 1 Step Increase</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a merit step increase, the data entered in the Step field must be one step higher than the step recorded on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>060 – Step 274 – Database Step</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
752	<i>Wage Increase Is Not 2 Step Increase</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a wage step increase, the data entered in the Step field must be two steps higher than the step recorded on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>060 – Step 274 – Database Step</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
753	<i>Occupational Function Must Be Present In PMSO</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the occupational function, data must be present in the Occupational Function field in the Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 058 – Function Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
756	<i>2A Auth Code Not In TMGT</i>
Description	
<p>The data entered in the 2A Auth Code field was not located in the Table Management System (TMGT), Table 091, OPM NOA Legal Authorities.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 358 – 2A Auth Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
757	<i>Occupational Series Must Change</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a change to the occupational series, the data in the Occupational Series field in the Position Management System (PMSO) must be different than the occupational series on the employee's database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 057 – Occupational Series 172 – Database Occupational Series</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
758	<i>2B Auth Code Not In TMGT</i>
Description	
<p>The data entered in the 2B Auth Code field was not located in the Table Management System (TMGT), Table 091, OPM NOA Legal Authorities.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 169 – Database Agency Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
759	<i>Previous Action 1st Auth Not In TMGT</i>
Description	
<p>The data entered in the 1st Auth Code in the Correction-Previous Action A: (NOA-Auth-Auth) field was not located in the Table Management System (TMGT), Table 091, OPM NOA Legal Authorities.</p>	
Data Element(s) Used In Audit	
021 – Previous NOA Code 361 – Previous 1st Auth Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
760	<i>Previous Action 2nd Auth Not In TMGT</i>
Description	
<p>The data entered in the 2nd Auth Code in the Correction-Previous Action A: (NOA-Auth-Auth) field was not located in the Table Management System (TMGT), Table 091, OPM NOA Legal Authorities.</p>	
Data Element(s) Used In Audit	
<p>021 – Previous NOA Code 361 – Previous 1st Auth Code 362 – Previous 2nd Auth Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
761	<i>Agency Code, NTE Date, Or Sup Code Not Valid</i>
Description	
<p>The data entered in the 1st NOA Code field indicates:</p> <ul style="list-style-type: none">• the agency code in the Dept/Agcy field must be 57• a date must be entered in the NTE Date field• the data entered in the Supervisory Code field in the Position Management System (PMSO) is not valid	
Data Element(s) Used In Audit	
028 – NTE Date 049 – Supervisory Code 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
762	<i>Multiple Personnel Cancellations In Error</i>
Description	
<p>When multiple personnel cancellations actions are processed, the cancellation(s) of a previous action(s) will take effect only if the actions are cancelled in the reverse order in which they originally applied to the employee's database. The data entered in the NOA, authority code, and effective date field of most cancellation actions must match exactly to the NOA, authority code, and effective date in the employee's database record for each recorded action.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 023 – 2nd NOA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
763	<i>Alpha Authority Must Be Present</i>
Description	
<p>The data entered in the 1st NOA Code field indicates that data must be entered in the 1A Auth Code (and 1B Auth Code, if applicable) field.</p>	
Data Element(s) Used In Audit	
022 – 1st NOA Code 037 – 1A Auth Code 038 – 1B Auth Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
764	<i>Correcting Eff Date – Cannot Be A Future Date</i>
Description	
<p>When the processing personnel action is correcting the effective date of the last action processed for the employee, the date entered in the Correction-Previous Action B:(Date) field cannot be a future date.</p>	
Data Element(s) Used In Audit	
030 – Effective Date Of Action	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
765	<i>Eff Date Of Action Not Eq To Eff Pay Period</i>
Description	
<p>When the number of the pay period entered in the Eff Pay Period field is a future pay period, the date entered in the Effective Date field must be a future effective date.</p>	
Data Element(s) Used In Audit	
030 – Effective Date Of Action	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
766	<i>Action Code Is Invalid With Separation NOAC</i>
Description	
<p>When the data entered in the 1st NOA Code field is a separation Nature of Action code (NOAC), the data in the Action Code field must be a 3.</p>	
Data Element(s) Used In Audit	
<p>001 – Action Code 022 – 1st NOA Code 023 – 2nd NOA Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
767	<i>Authority Code Invalid With Type Appnt Code</i>
Description	
<p>When the data entered in the 1A Auth Code field is ZNM, the data entered in the Tenure Group field must be 0 (zero) and the data entered in the Type Of Appointment Code field must be 08.</p>	
Data Element(s) Used In Audit	
014 – Tenure Group 037 – 1A Auth Code 095 – Type Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
768	<i>Citizen-Cd=8, Spec-Emp-C=62, Ret-Cd Must Be 3, 4, 5</i>
Description	
<p>When the data entered in the Citizenship Status field is 8 (Other) and the data entered in the Special Employee Code field is 62 (Non-resident alien, F-1, J-1, M-1 visa's), data entered in the Retirement Coverage field must be 3 (TIAA, Non-Federal Retirement and Benefit System), 4 (None), or 5 (Other Retirement System).</p> <p>Note: This edit message is applicable to Smithsonian Institution (Agency Code 71 and 73) employees only.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 065 – Agency Code 096 – Special Employee Code 141 – Citizenship Status</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
769	<i>Citizen-Cd=8, Spec-Emp 62, Ret-Cd Must Be 4 Or 5</i>
Description	
<p>When the data entered in the Citizenship Status field is 8 (Other) and the data entered in the Special Employee Code field is 62 (Non-resident alien, F-1, J-1, M-1 visa's), data entered in the Retirement Coverage field must be 4 (None) or 5 (Other Retirement System).</p> <p>☞ Note: This edit message is applicable to all agencies except the Smithsonian Institution (Agency Code 71 and 73).☞</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 065 – Agency Code 096 – Special Employee Code 141 – Citizenship Status</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
770	<i>Civil Service Annuitant Share Must Be > 0</i>
Description	
<p>When the NOA Code field is 100 through 199 (accession personnel action) or 500 through 599 (conversion personnel action) and the Annuitant Indicator field is one of the following:</p> <ul style="list-style-type: none"> • A (reemployed Federal Employees' Retirement System (FERS) annuitant) • C (retired uniform service officer and reemployed FERS annuitant) • E (retired uniform service enlisted member and reemployed FERS annuitant) • I (reemployed Civil Service Retirement System (CSRS) annuitant) • 4 (retired uniform service officer and reemployed CSRS annuitant) • 5 (retired uniform service enlisted member and reemployed CSRS annuitant) <p>The Annuitant Share Amt field must be greater than zero.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 023 – 2nd NOA Code 105 – Annuitant Share Amount 120 – Annuitant Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
771	<i>Retirement–CodeInvalid With Annuitant–Ind</i>						
Description							
<p>When the NOA Code field is 100 through 199 (accession personnel action) or 500 through 599 (conversion personnel action) and the Annuitant Indicator field is 9 (not applicable) and the employee’s duty station is located in one of the following:</p> <ul style="list-style-type: none"> • 50 United States (U.S.) • District of Columbia • U.S. Virgin Islands • Guam • American Samoa • Puerto Rico • Northern Mariana Islands 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">020 – Retirement Coverage Code</td> <td style="width: 50%;">068 – Duty Station State Code</td> </tr> <tr> <td>022 – 1st NOA Code</td> <td>096 – Special Employee Code</td> </tr> <tr> <td>023 – 2nd NOA Code</td> <td>120 – Annuitant Indicator</td> </tr> </table>		020 – Retirement Coverage Code	068 – Duty Station State Code	022 – 1st NOA Code	096 – Special Employee Code	023 – 2nd NOA Code	120 – Annuitant Indicator
020 – Retirement Coverage Code	068 – Duty Station State Code						
022 – 1st NOA Code	096 – Special Employee Code						
023 – 2nd NOA Code	120 – Annuitant Indicator						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
801	<i>Career Path/Pay Plan Not Eligible For WGI</i>
Description	
<p>An interim within-grade increase (WGI) or a WGI may not be processed if the pay plan recorded on the employee's database salary data record (IRIS Program 101) is NZ, OC, PA, PE, ZP, ZS, or ZT.</p> <p>This message will also apply if the agency code on the employee's database salary data record (IRIS Program 101) is JA and the pay plan is AD.</p>	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 171 – Database Pay Plan 267 – Career Path</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
802	<i>Pay Band/Range For Career Path Not Valid</i>
Description	
<p>When the data entered in the Pay Plan field is:</p> <ul style="list-style-type: none"> • NZ, ZA, ZP, ZS, or ZT, the data entered in the Grade field must be more than 00 and less than 06. • PA, the data entered in the Grade field must be 11, 12, or 20. • PE, the data entered in the Grade field must be 9, 10, 11, 12, 20, or 30. • NB or OC, the data entered in the Grade field must be more than 00 and less than 26. 	
Data Element(s) Used In Audit	
056 – Pay Plan 267 – Career Path 268 – Pay Band 269 – Range	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
804	<i>Supv/Managerial Code Not Valid W/Spec Emp Code</i>
Description	
<p>When the agency code entered in the Dept/Agcy field is 57, and the data entered in the Sup Code field in the Position Management System (PMSO) is 8, the data entered in the Special Employee Code field must not be 12, 16, 18, or 19.</p>	
Data Element(s) Used In Audit	
<p>096 – Special Employee Code 391 – PMSO Supervisory Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
806	<i>New Base Contract Salary Invalid—Less Than 6%</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a promotion, the data entered in the Base (scheduled) Salary field must be 6 percent more than the base (scheduled) salary currently recorded on the employee’s database salary data record (IRIS Program 101). Note: If the promotion does not require a minimum of 6 percent pay increase for a promotion, type <i>T</i> (release Message 806) in the Override field to release this message.</p> <p>Note: This message does not apply to employees in Pay Plan AD (administratively determined rates not elsewhere specified) for the Offices of the U.S. Attorneys (Agency Code JA) and employees in Pay Plan NB (Office of the Comptroller of the Currency) for the Office of the Comptroller of the Currency (Agency Code AJ).</p>	
Data Element(s) Used In Audit	
<p>061 – Base (Scheduled) Salary 302 – Database Base (Scheduled) Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message								
807	<i>Data Not Valid For Special Employee Code</i>								
Description									
<p>When the agency code entered in the Dept/Agcy field is 57 and the data entered in the Special Employee Code field is 12, the data entered in the Supervisory Code field in the Position Management System (PMSO) must be 2.</p> <p>When the agency code entered in the Dept/Agcy field is 57 and the data entered in the Special Employee Code field is 16:</p> <ul style="list-style-type: none"> • the data entered in the Supervisory Code field in PMSO must be 2, • the data entered in the Working Title Code field in PMSO must be 2110, and • the pay plan on the employee's database salary data record (IRIS Program 101) must be NZ or ZP. <p>When the agency code entered in the Dept/Agcy field is 57 and the data entered in the Special Employee Code field is 19:</p> <ul style="list-style-type: none"> • the data entered in the Supervisory Code field in PMSO must be 2 and • the pay plan on the employee's database salary data record (IRIS Program 101) must be NZ or ZP. <p>When the agency code entered in the Dept/Agcy field is 57 and the data entered in the Special Employee Code field is 20:</p> <ul style="list-style-type: none"> • the data entered in the Supervisory Code field in PMSO must be 2, • the data entered in the Working Title Code field in PMSO must be 2110, and • the pay plan on the employee's database salary data record (IRIS Program 101) must be ZA. 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">268 – Pay Band</td> </tr> <tr> <td>171 – Database Pay Plan</td> <td>269 – Range</td> </tr> <tr> <td>096 – Special Employee Code</td> <td>391 – PMSO Supervisory Code</td> </tr> <tr> <td>267 – Career Path</td> <td></td> </tr> </table>		056 – Pay Plan	268 – Pay Band	171 – Database Pay Plan	269 – Range	096 – Special Employee Code	391 – PMSO Supervisory Code	267 – Career Path	
056 – Pay Plan	268 – Pay Band								
171 – Database Pay Plan	269 – Range								
096 – Special Employee Code	391 – PMSO Supervisory Code								
267 – Career Path									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
808	<i>Special Employee Code Not Valid With Range</i>						
Description							
<p>When the agency code entered in the Dept/Agcy field is 57 and the:</p> <ul style="list-style-type: none"> • the pay plan on the employee’s database salary data record (IRIS Program 101) is NZ, ZA, ZP, ZS, or ZT and • the step on the employee’s database salary data record (IRIS Program 101) is 04, 05, or 06 <p>the data entered in the Special Employee Code field must be 10, 12, or 16–20.</p> <p>Note: If the:</p> <ul style="list-style-type: none"> • data entered in the Special Employee Code is 17 or 19, • the data entered in the Pay Plan field is NZ, ZA, or ZP, and • the data entered in the Step field is 05 <p>the data entered in the Base (contract) Salary field cannot exceed step 3 of the ZA pay plan or step 4 of the NZ or ZP pay plan.</p> <p>Note: If the:</p> <ul style="list-style-type: none"> • data entered in the Special Employee Code is 10 or 12, • the data entered in the Pay Plan field is NZ, ZA, or ZP, and • the data entered in the Step field is 05 <p>the data entered in the Base (contract) Salary field cannot exceed step 3 of the ZA pay plan or step 4 of the NZ or ZP pay plan.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">056 – Pay Plan</td> <td style="width: 50%;">267 – Career Path</td> </tr> <tr> <td>096 – Special Employee Code</td> <td>268 – Pay Band</td> </tr> <tr> <td>171 – Database Pay Plan</td> <td>269 – Range</td> </tr> </table>		056 – Pay Plan	267 – Career Path	096 – Special Employee Code	268 – Pay Band	171 – Database Pay Plan	269 – Range
056 – Pay Plan	267 – Career Path						
096 – Special Employee Code	268 – Pay Band						
171 – Database Pay Plan	269 – Range						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
810	<i>Pay Plan Cannot Change With NOA</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a:</p> <ul style="list-style-type: none"> • change in work schedule, • change in hours, or • realignment <p>data cannot be entered in the Pay Plan field if the pay plan recorded on the employee's database salary data record (IRIS Program 101) is NZ, PA, PE, ZA, ZP, ZS, or ZT.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 056 – Pay Plan 171 – Database Pay Plan 392 – PMSO Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
811	<i>Designated Agent Not Valid For Dept/Ag</i>
Description	
<p>The designated agent code is not a valid code for the processing department or agency. The data entered in the Designated Agent Code field was located in the Table Management System (TMGT), Table 004, Designated Agent. However, the data entered in the Dept/Agcy field was not located in Table 004.</p>	
Data Element(s) Used In Audit	
140 – Designated Agent Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
812	<i>Change In Special Employee Code Not Valid</i>
Description	
<p>When the special employee code on the employee’s database salary data record (IRIS Program 101) is 26, a personnel action cannot be processed to change the special employee code to 01, 02, 03, or 08.</p> <p>When the special employee code on the employee’s database salary data record (IRIS Program 101) is 01, 02, 03, or 08, a personnel action cannot be processed to change the special employee code to 26.</p> <p>☞ Note: Before a personnel action is processed to begin availability pay for an employee, a personnel action must be processed to terminate entitlement to administratively uncontrolled overtime (AUO). Data entered in the Special Employee Code field must be 00.</p> <p>Before a personnel action is processed to begin entitlement to administratively uncontrolled overtime (AUO) for an employee, a personnel action must be processed to terminate availability pay. Data entered in the Special Employee Code field must be 00.☞</p>	
Data Element(s) Used In Audit	
096 – Special Employee Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
813	<i>NOA Not Valid For Availability Pay</i>
Description	
<p>The data entered in the 1st NOA Code field must be 819 to begin or terminate availability pay.</p> <p>Note: When a personnel action is processed to begin or terminate availability pay for an employee, the Special Employee Code field must be blank if the special employee code on employee's database salary data record (IRIS Program 101) is 26.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
814	<i>Special Emp Code Not Valid W/Occup Series Code</i>
Description	
<p>When the data entered in the Special Employee Code field is 26, the data entered in the Occupational Series Code field in the Position Management System (PMSO) must be 1811 or 1812.</p>	
Data Element(s) Used In Audit	
<p>057 – Occupational Series Code 096 – Special Employee Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
816	<i>Special Emp Code Not Valid With FLSA</i>
Description	
<p>When the data entered in the Special Employee Code field is 26, the data entered in the Fair Labor Standards Act (FLSA) Code field in the Position Management System (PMSO) must be E or N.</p>	
Data Element(s) Used In Audit	
096 – Special Employee Code 113 – FLSA Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
817	<i>Special Employee Code Not Valid With Pay Plan</i>
Description	
<p>When the data entered in the Special Employee Code field is 26, the data entered in the Pay Plan field in the Position Management System (PMSO) must not be ES.</p>	
Data Element(s) Used In Audit	
096 – Special Employee Code 392 – PMSO Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
818	<i>Supervisory/Managerial Prob Per Req Not Valid</i>
Description	
<p>The data entered in the Sup-Mgr-Prob Period Required field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 – Not required• 1 – Required• 2 – Served• 3 – Waived	
Data Element(s) Used In Audit	
442 – Supervisory/Managerial Probationary Period Required	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
819	<i>Sup/Mgr Prob Per Req Must Be 1 Or 2</i>
Description	
<p>The data entered in the Sup-Mgr-Prob Period Required field must be 1 (Required) or 2 (Served).</p>	
Data Element(s) Used In Audit	
<p>391 – PMSO Supervisory Code 442 – Supervisory/Managerial Probationary Period Required</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
820	<i>PRD Not Valid With Save Grade Data</i>
Description	
<p>The data entered in the 1st NOA Code on the processing personnel action indicates grade retention. However, the code entered in the Pay Rate Determinant Code field does not indicate grade retention.</p>	
Data Element(s) Used In Audit	
059 – Grade/Pay Band 063 – Pay Rate Determinant Code 304 – Database Pay Rate Determinant Code 366 – Database Save Grade	443 – Saved Grade Grade

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
821	<i>Position Change Data Required</i>
Description	
<p>When the data entered in the 1st NOA Code field indicates a position change, data must be entered in each PMSO Key: field.</p>	
Data Element(s) Used In Audit	
169 – Database Agency 170 – Database Individual Position Number 173 – Database Grade 404 – Master Record Number	406 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
822	
Description	
<i>(reserved)</i>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
823	<i>Retirement Cov Code Must Be 5 For NAFI Retirement</i>
Description	
<p>The Retirement Coverage Code field must be 5 when the code entered in the Special Employment Programs Code field is NR (NAFI Retirement Coverage).</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 075 – Special Employment Programs Code 095 – Type Of Appointment Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
824	<i>Date SCD RIF Must Be Zeroes</i>
Description	
<p>The data entered in the 1st NOA Code indicates that zeros must be entered in the SCD-RIF field.</p>	
Data Element(s) Used In Audit	
<p>022 – 1st NOA Code 072 – SCD-RIF 171 – Database Pay Plan/Career Path</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
825	<i>NOA 916 Must Have Authority Code BEG Or END</i>
Description	
<p>When 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court ordered FEHB change, the 1st Auth Code field must be BEG or END.</p> <p>Type BEG in the 1A Auth Code field if an FEHB court-ordered action was received to begin health benefits coverage for the employee’s child(ren).</p> <p>Type END in the 1A Auth Code field if an FEHB court-ordered action was received to end the health benefits coverage for their child(ren).</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
826	<i>Employee Currently Ineligible For FEHB</i>
Description	
<p>The data entered in the 1st NOA Code field on the processing personnel action indicates a court-ordered FEHB change to enroll the employee in FEHB to cover his/her child(ren); however, the FEHB coverage code on the employee's database health benefit record (IRIS Program 115) indicates that the employee is ineligible for health benefits.</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
827	<i>NOA 916 Coverage Code Must Be 6, 7, 8</i>
Description	
<p>When 916 is entered in the 1st NOA Code field with Authority Code BEG, on the processing personnel action indicating a court-ordered FEHB change, the FEHB Coverage field must be one of the following:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled) • 7 (court order – eligible pending – to family coverage) • 8 (court order – self-only coverage to family coverage) <p>Note: When processing a cancellation personnel action to a court-ordered FEHB change (NOA 916) with Authority Code END, the Coverage Code field must be 6, 7, or 8.</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
828	<i>Employee Not Enrolled In Federal FEHB</i>
Description	
<p>The data entered in the FEHB Coverage field indicates that the employee is currently enrolled in FEHB; however, the employee’s database health benefits record (IRIS Program 115) indicates that the employees is not currently enrolled in FEHB.</p> <p>The coverage code on the employee’s health benefits record (IRIS Program 115) is</p> <ul style="list-style-type: none"> • 2 (ineligible) • 3 (waived) • 4 (eligible – pending) or • 5 (cancelled) <p>however, the coverage code on the employee’s health benefits record (IRIS Program 115) must be I(enrolled) for this document to apply.</p> <p>Note: The coverage code on IRIS Program 115 can only be changed to a I by processing an SF-2809 or SF-2810 in the Payroll/Personnel Processing System (PRES), Entry, Processing, Correction, and Inquiry System (EPIC), or an agency Front-End System Interface (FESI).</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
829	<i>Employee Not Enrolled In Family FEHB</i>
Description	
<p>The data entered in the FEHB Coverage field indicates a court-ordered FEHB change and that the employee is currently enrolled in a family health benefit plan; however, the employee’s database health benefits record (IRIS Program 115) indicates that the employee is not currently enrolled in a family health benefit plan.</p> <p>When the FEHB Coverage field is 6 (court order – enrolled) and the 1st NOA Code field is 916 on the processing personnel action indicating a court-ordered FEHB change, the third position of the enrollment code (which identifies the option code of the health plan) on the employee’s health benefits record (IRIS Program 115) must be 2 (family high) or 5 (family low); however, the employee’s database health benefits record (IRIS Program 115) is option code 1 (single high) or 4 (single low) indicating that the employee is enrolled in a self only health benefit plan.</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code 445 – Database FEHB Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
830	<i>Employee Already Enrolled In FEHB</i>
Description	
<p>The data entered in the FEHB Coverage field indicates that the employee is currently enrolled in health benefit plan; however, the employee’s database health benefits record (IRIS Program 115) indicates that the employees is not currently enrolled in a health benefit plan. If the Coverage Code field is:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled) or • 8 (court order – self–only coverage to family coverage), <p>the coverage code on the employee’s health benefits record (IRIS Program 115) must be I(enrolled) for this document to apply. The coverage code on IRIS Program 115 can only be changed to a I by processing an SF–2809 or SF–2810 in the Payroll/Personnel Processing System (PRES), Entry, Processing, Correction, and Inquiry System (EPIC), or an agency Front-End System Interface (FESI).</p> <p style="text-align: center;">– <i>OR</i> –</p> <p>The data entered in the 1st Auth Code field indicates a court-ordered FEHB change; however, the coverage code on the employee’s health benefits record (IRIS Program 115) is:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled), • 7 (court order – eligible pending – to family coverage), or • 8 (court order – self–only coverage to family coverage), <p>and the 1st Auth Code field cannot be BEG when the employee’s database coverage code on the employee’s health benefits record (IRIS Program 115) is 6, 7, or 8.</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
831	<i>Employee Already Enrolled In Family FEHB</i>
Description	
<p>The data entered in the FEHB Coverage field indicates a court-ordered FEHB change to allow the employee to enroll in a family health benefit plan; however, the employee’s database health benefits record (IRIS Program 115) indicates that the employee is currently enrolled in a family health benefit plan. Note: The third position of the enrollment code (which identifies the option code of the health benefit plan) on the employee’s health benefits record (IRIS Program 115) is 2 (family high) or 5 (family low).</p> <p>In this case, when 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court ordered FEHB change, and the 1st Auth Code field is BEG, then the Coverage Code field must be 6 (court order – enrolled).</p>	
Data Element(s) Used In Audit	
<p>023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code 445 – Database FEHB Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
832	<i>FEHB Coverage Code Invalid For NOA 916 BEG</i>
Description	
<p>When 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court-ordered FEHB change, and BEG is entered in the 1A Auth Code field, the FEHB Coverage field must be one of the following:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled) • 7 (court order – eligible pending – to family coverage) • 8 (court order – self-only coverage to family coverage) <p>Note: When processing a cancellation personnel action to a court-ordered FEHB change (NOA 916) with Authority Code END, the coverage code on the employee's database health benefits record (IRIS Program 115) must be one of the following:</p> <ul style="list-style-type: none"> • 2 (ineligible) • 3 (waived) • 5 (cancelled) 	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
833	<i>FEHB Coverage Invalid For NOA 916 END</i>
Description	
<p>When 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court-ordered FEHB change, and END is entered in the 1A Auth Code field, the FEHB Coverage field must be one of the following:</p> <ul style="list-style-type: none"> • 3 (waived) • 4 (eligible pending) • 5 (cancelled) 	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
834	<i>Employee Must Return To FEHB Enrolled Status</i>
Description	
<p>When 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court-ordered FEHB change, and END is entered in the 1A Auth Code field, the FEHB Coverage field must be I (enrolled).</p>	
Data Element(s) Used In Audit	
<p>029 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
835	<i>Employee Must Return To FEHB Elig-Pending Status</i>
Description	
<p>When 916 is entered in the 1st NOA Code field on the processing personnel action indicating a court-ordered FEHB change, and END is entered in the 1A Auth Code field, the FEHB Coverage field must be 4 (eligibility-pending).</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
836	<i>Can Not Process 916 END Before 916 BEG</i>
Description	
<p>The data entered in the 1st NOA Code field on the processing personnel action indicates a cancellation to a court-ordered FEHB change; however, the FEHB coverage code on the employee's database health benefit record (IRIS Program 115) indicates that the employee is not under a FEHB court order.</p> <p>A personnel action (NOA 916) with Authority Code BEG indicating a court-ordered FEHB change must be processed before a cancellation personnel action to a court-ordered FEHB change (NOA 916) with Authority Code END can be processed.</p>	
Data Element(s) Used In Audit	
<p>019 – FEHB Coverage Code 023 – Nature of Action Code 2nd 3 Positions 038 – 2nd CSC Or Other Legal Authority 444 – Database FEHB Coverage Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
837	<i>TSP–Eligibility–Code Must Be 6</i>
Description	
<p>When the data entered in the Annuitant Indicator field is G, H, or J, the data entered in the Work Schedule field is F, P, or I, and the data entered in the Retirement Coverage Code field is 2 on the processing personnel action, the data entered in the TSP Eligibility Code field must be 6, ineligible to participate.</p>	
Data Element(s) Used In Audit	
<p>020 – Retirement Coverage Code 086 – Thrift Savings Plan (TSP) Eligibility Code 120 – Annuitant Indicator 426 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
838	<i>TSP–Eligibility–Code Must Not Be 6</i>
Description	
<p>The following conditions apply to Civil Service Retirement Service (CSRS) re-employed annuitants:</p> <ul style="list-style-type: none"> • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the Work Schedule field is I, and the data entered in the Retirement Coverage Code field is 4 on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the Work Schedule field is F or P, and the data entered in the Retirement Coverage Code field is 1, 4, 6, R, or T on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. • When the data entered in the Annuitant Indicator field is 6, 7, or 8, the data entered in the Work Schedule field is F, P, or I, and the data entered in the Retirement Coverage Code field is 2 on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. <p>The following conditions apply to CSRS-Offset employees:</p> <ul style="list-style-type: none"> • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the special employee pay code field is 6, the data entered in the Work Schedule field is I, and the data entered in the Retirement Coverage Code field is 2 on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the special employee pay code field is 6, the data entered in the Work Schedule field is F or P, and the data entered in the Retirement Coverage Code field is 2, C, or E on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. 	
Data Element(s) Used In Audit	
020 – Retirement Coverage Code 096 – Special Employee Pay Code 426 – Work Schedule	086 – Thrift Savings Plan (TSP) Eligibility Code 120 – Annuitant Indicator

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
838	<i>TSP–Eligibility–Code Must Not Be 6 (cont'd)</i>						
Description							
<p>The following condition applies to Federal Employees Retirement Service (FERS) employees:</p> <ul style="list-style-type: none"> When the data entered in the Annuitant Indicator field is A, C, or E, the data entered in the Work Schedule field is F or P, and the data entered in the Retirement Coverage Code field is K, M, or N on the processing personnel action, the data entered in the TSP Eligibility Code field must not be 6, ineligible to participate. 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">020 – Retirement Coverage Code</td> <td style="width: 50%; border: none;">086 – Thrift Savings Plan (TSP) Eligibility Code</td> </tr> <tr> <td style="border: none;">096 – Special Employee Pay Code</td> <td style="border: none;">120 – Annuitant Indicator</td> </tr> <tr> <td style="border: none;">426 – Work Schedule</td> <td style="border: none;"></td> </tr> </table>		020 – Retirement Coverage Code	086 – Thrift Savings Plan (TSP) Eligibility Code	096 – Special Employee Pay Code	120 – Annuitant Indicator	426 – Work Schedule	
020 – Retirement Coverage Code	086 – Thrift Savings Plan (TSP) Eligibility Code						
096 – Special Employee Pay Code	120 – Annuitant Indicator						
426 – Work Schedule							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message						
839	<i>Retirement Code Is Invalid For Re-employed Annuitant</i>						
Description							
<p>The following conditions apply to Civil Service Retirement Service (CSRS) re-employed annuitants:</p> <ul style="list-style-type: none"> • When the data entered in the Annuitant Indicator field is 1, 4, or 5 and the data entered in the Work Schedule field is I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 4, None. • When the data entered in the Annuitant Indicator field is 1, 4, or 5 and the data entered in the Work Schedule field is F or P on the processing personnel action, the data entered in the Retirement Coverage Code field must be 1, Civil Service Retirement System (CSRS); 4, None; 6, CSRS – Special; R, Federal Insurance Contribution Act (FICA) and CSRS; or T, FICA and CSRS – Special. • When the data entered in the Annuitant Indicator field is 6, 7, or 8 and the data entered in the Work Schedule field is F, P, or I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA. <p>The following conditions apply to CSRS-Offset employees:</p> <ul style="list-style-type: none"> • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the special employee pay code field is 6, and the data entered in the Work Schedule field is I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA. • When the data entered in the Annuitant Indicator field is 1, 4, or 5, the data entered in the special employee pay code field is 6, and the data entered in the Work Schedule field is F or P on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA; C, FICA and CSRS; or E, CSRS-Offset. • When the data entered in the Annuitant Indicator field is 6, 7, or 8, the data entered in the special employee pay code field is 6, and the data entered in the Work Schedule field is F, P, or I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA. 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">020 – Retirement Coverage Code</td> <td style="width: 50%; border: none;">086 – Thrift Savings Plan (TSP) Eligibility Code</td> </tr> <tr> <td style="border: none;">096 – Special Employee Pay Code</td> <td style="border: none;">120 – Annuitant Indicator</td> </tr> <tr> <td style="border: none;">426 – Work Schedule</td> <td style="border: none;"></td> </tr> </table>		020 – Retirement Coverage Code	086 – Thrift Savings Plan (TSP) Eligibility Code	096 – Special Employee Pay Code	120 – Annuitant Indicator	426 – Work Schedule	
020 – Retirement Coverage Code	086 – Thrift Savings Plan (TSP) Eligibility Code						
096 – Special Employee Pay Code	120 – Annuitant Indicator						
426 – Work Schedule							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message						
839	<i>Retirement Code Is Invalid For Re-employed Annuitant (cont'd)</i>						
Description							
<p>The following conditions apply to Federal Employees Retirement Service (FERS) employees:</p> <ul style="list-style-type: none"> • When the data entered in the Annuitant Indicator field is G, H, or J and the data entered in the Work Schedule field is F, P, or I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA. • When the data entered in the Annuitant Indicator field is A, C, or E and the data entered in the Work Schedule field is I on the processing personnel action, the data entered in the Retirement Coverage Code field must be 2, FICA. • When the data entered in the Annuitant Indicator field is A, C, or E and the data entered in the Work Schedule field is F or P on the processing personnel action, the data entered in the Retirement Coverage Code field must be K, FERS; M, FERS and FICA; or N, FERS and FICA – Reserve Technicians. 							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">020 – Retirement Coverage Code</td> <td style="width: 50%; border: none;">086 – Thrift Savings Plan (TSP) Eligibility Code</td> </tr> <tr> <td style="border: none;">096 – Special Employee Pay Code</td> <td style="border: none;">120 – Annuitant Indicator</td> </tr> <tr> <td style="border: none;">426 – Work Schedule</td> <td style="border: none;"></td> </tr> </table>		020 – Retirement Coverage Code	086 – Thrift Savings Plan (TSP) Eligibility Code	096 – Special Employee Pay Code	120 – Annuitant Indicator	426 – Work Schedule	
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096 – Special Employee Pay Code	120 – Annuitant Indicator						
426 – Work Schedule							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
840	<i>Salary Share Code Invalid For This Document</i>
Description	
<p>When Nature of Action Code (NOAC) 903 is entered in the 1st NOA Code field and MIL is entered in the 1A Auth field on the processing personnel action indicating a change in non-CPDF data element, and 9 (Military Hourly Rate-Used in Off-set) is entered in the Salary Share Code field, the employee's salary share code on the employee's database dates & misc sal/pers data record (IRIS Program 102) cannot be one of the following:</p> <ul style="list-style-type: none"> • 1 (state co-operator) • 2 (other type of co-operator) • 3 (annuitant under Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS)) • 4 (annuitant and state co-operator) • 5 (annuitant and other type co-operator) <p>Note: If the employee's salary share code on the employee's database dates & misc sal/pers data record (IRIS Program 102) is 1 through 5 (inclusive), the 22-day military off-set leave payment must be paid through the manual payment process.</p> <p>NOAC 903 and Authority Code MIL can only be used to change the salary share code to 0 (not applicable) when the salary share code on the employee's database dates & misc sal/pers data record (IRIS Program 102) is 9. If the salary share code on the employee's database dates & misc sal/pers data record (IRIS Program 102) is 1 through 5 (inclusive), NOAC 903 and Authority Code MIL cannot be used the change the employee's salary share code.</p>	
Data Element(s) Used In Audit	
022 – Nature of Action Code 1st 3 Positions 037 – 1A Authority Code 102 – Control Of Coop Employee Code 103 – Salary Share Code	104 – Coop Share Amount 105 – Annuitant Share Amount 106 – Coop Overtime Rate 107 – Coop Holiday Rate

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
841	<i>QSI Step and/or Base Salary Invalid</i>
Description	
<p>When NOAC 892 is entered in the 1st NOA Code field:</p> <ul style="list-style-type: none"> • The data entered in the Step field must be one (1) step higher than the step on the employee’s database salary record. • The data entered in the Base (scheduled) Salary field is not valid with the data entered in the Step field. 	
Data Element(s) Used In Audit	
<p>056 – Pay Plan 060 – Step 061 – Base (Scheduled) Salary 274 – Database Step 330 – Table 029</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
842	<i>Employee No Longer Covered By Special Rate Table</i>
Description	
<p>When the employee's grade/step rate on the employee's locality pay table is greater than the corresponding grade/step rate on the employee's special rate table, the special rate table no longer covers the employee.</p> <p>The Pay Table Code in PMSO Individual Position record must be deleted and the scheduled pay from Pay Table 0000 or Pay Table 0491 for Law Enforcement Officers (LEO) at Grades 03 thru 10 must be set, if applicable.</p>	
Data Element(s) Used In Audit	
428 – Pay Table Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
843	<i>Emp Not Entitled Ret Pay/Cov Under Sp Sal Rate</i>
Description	
<p>If the employee's retained rate (scheduled salary) is less than or equal to the step 10 Special Salary Rate (SSR) table, the employee is no longer eligible for retained pay.</p> <p>The agency must place the employee at the step 10 rate of the grade and change his/her PRD to 6, E, or F.</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary 063 – Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
844	<i>Employee No Longer Entitled to Retained Pay</i>
Description	
<p>If the employee's retained rate (scheduled salary) is less than or equal to the step 10 locality rate, the employee is no longer eligible for retained pay.</p> <p>The agency must place the employee at the step 10 rate of the grade and change his/her PRD to 0, A, or B.</p>	
Data Element(s) Used In Audit	
061 – Base (Scheduled) Salary 063 – Pay Rate Determinate Code 304 – Database Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
845	<i>PRD A, B, E, F, U or V Not Valid For Employee</i>
Description	
<p>If the pay plan is GM on the processing personnel action, the PRD code cannot be A, B, E, F, U, or V.</p>	
Data Element(s) Used In Audit	
056 – Pay Plan 063 – Pay Rate Determinate Code 304 – Database Pay Rate Determinant Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
846	<i>PRD 4, or M Not Valid For Employee</i>
Description	
<p>The data in the PRD field on the processing personnel action is not valid and must be changed to PRD J.</p>	
Data Element(s) Used In Audit	
063 – Pay Rate Determinate Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 063 – Personnel Action Input

Code	Message
▶ 856	<i>DATE-CBPO-RET-SCD Must Have Valid Date</i>
Description	
<p>The data entered in the DATE-CBPO-RET-SCD must contain numeric data. This field Indicates the Service computation date (SCD) that a CBPO employee elected to enroll in one of CBPO retirement plans.</p> <p>The date entered in the DATE-CBPO-RET-SCD field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01-12 (inclusive). • If the month is 04, 06, 09 or 11 the day must be a number between 01-30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12 the day must be a number between 01-31 (inclusive). • If the month is 02, the day must be a number between 01-29 (inclusive). NOTE: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. ◀ 	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 063 – Personnel Action Input

Code	Message
▶ 858	<i>REMARKS CD C11 OR 499 REQ W/ FEGLI CHANGE</i>
Description	
<p>When data entered in the 1st or 2nd NOA Code field indicates a change in FEGLI, Remarks Code C11 or 499 must also be present on the personnel action being processed before it applies to the Payroll/Personnel Database.</p>	
Data Element(s) Used In Audit	
<p>079– REMARK CODES ◀</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
050	Rating Of Record Invalid
053	Rating Of Record Period From Date Invalid
054	Rating Of Record Period To Date Invalid
059	Rating Of Record Pattern And Level Incompatible
066	Type Award Invalid
068	For SES Only Retain Invalid
071	Bonus Amount Incompatible With Bonus Percent
072	Bonus Amount Must Be Numeric
073	Bonus Amount Invalid
074	Bonus Percent Must Be Numeric
075	Bonus Percent Greater Than 20
086	Rating Of Record Pattern Invalid
088	Rating Of Record Period To Date Invalid
119	Pay Plan Must Equal Pay Plan On Database
120	Summary Rating Score Invalid
121	Rating Of Record Period To Date Invalid
130	Bonus Amount For SES Employees Only
136	Less Than 90 Days Since Last Evaluation
137	Maximum Number Of Appraisals Has Been Entered
139	Pay Level Adjustment Invalid
140	Maximum Amount Of Performance Appraisals Added
141	Performance Appraisal Already Changed
142	Performance Appraisal Already Deleted
143	Performance Appraisal Already Changed Or Deleted

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
050	<i>Rating Of Record Level Invalid</i>
Description	
<p>The Rating Of Record Level field must be one of the following codes:</p> <ul style="list-style-type: none"> • 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 (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., a new hire).) • Z – Excluded (Employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by OPM) 	
Data Element(s) Used In Audit	
097 – Rating of Record Level	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
053	<i>Rating Of Record Period From Date Invalid</i>
Description	
<p>The Rating Of Record Period From Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
018 – Rating Of Record Period From Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
054	<i>Rating Of Record Period To Date Invalid</i>
Description	
<p>The Rating Of Record Period To Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
019 – Rating Of Record Period To Date	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message		
059	<i>Rating Of Record Pattern And Level Incompatible</i>		
Description			
<p>The data entered in the Rating of Record Pattern field and Rating of Record Level field is not compatible. Data must be entered in these fields as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Whenever the data entered in the Rating of Record Pattern field is:</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">C</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">F</p> <p style="text-align: center;">G</p> <p style="text-align: center;">H</p> <p style="text-align: center;">Blank</p> </td> <td style="width: 50%; vertical-align: top;"> <p>then the data entered in the Rating of Record Level field must be:</p> <p style="text-align: center;">1 or 3</p> <p style="text-align: center;">1, 3, or 5</p> <p style="text-align: center;">1, 3, or 4</p> <p style="text-align: center;">1, 2, or 3</p> <p style="text-align: center;">1, 3, 4, or 5</p> <p style="text-align: center;">1, 2, 3, or 5</p> <p style="text-align: center;">1, 2, 3, or 4</p> <p style="text-align: center;">1, 2, 3, 4, or 5</p> <p style="text-align: center;">Z</p> </td> </tr> </table>		<p>Whenever the data entered in the Rating of Record Pattern field is:</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">C</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">F</p> <p style="text-align: center;">G</p> <p style="text-align: center;">H</p> <p style="text-align: center;">Blank</p>	<p>then the data entered in the Rating of Record Level field must be:</p> <p style="text-align: center;">1 or 3</p> <p style="text-align: center;">1, 3, or 5</p> <p style="text-align: center;">1, 3, or 4</p> <p style="text-align: center;">1, 2, or 3</p> <p style="text-align: center;">1, 3, 4, or 5</p> <p style="text-align: center;">1, 2, 3, or 5</p> <p style="text-align: center;">1, 2, 3, or 4</p> <p style="text-align: center;">1, 2, 3, 4, or 5</p> <p style="text-align: center;">Z</p>
<p>Whenever the data entered in the Rating of Record Pattern field is:</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">C</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">F</p> <p style="text-align: center;">G</p> <p style="text-align: center;">H</p> <p style="text-align: center;">Blank</p>	<p>then the data entered in the Rating of Record Level field must be:</p> <p style="text-align: center;">1 or 3</p> <p style="text-align: center;">1, 3, or 5</p> <p style="text-align: center;">1, 3, or 4</p> <p style="text-align: center;">1, 2, or 3</p> <p style="text-align: center;">1, 3, 4, or 5</p> <p style="text-align: center;">1, 2, 3, or 5</p> <p style="text-align: center;">1, 2, 3, or 4</p> <p style="text-align: center;">1, 2, 3, 4, or 5</p> <p style="text-align: center;">Z</p>		
Data Element(s) Used In Audit			
<p>096 – Rating Of Record Pattern 097 – Rating Of Record Level</p>			

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
066	<i>Type Award Invalid</i>
Description	
<p>The Type Award field must be one of the following:</p> <ul style="list-style-type: none">.space.D (distinguished).M (meritorious)	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
068	<i>For SES Only Retain Invalid</i>
Description	
<p>The For SES Only Retain field must be Y (yes), N (no), or space.</p>	
Data Element(s) Used In Audit	
<p>110 – Senior Executive Service Performance Retain</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
071	<i>Bonus Amount Incompatible With Bonus Percent</i>
Description	
<p>If an amount is entered in the Bonus field, a percent must be entered in the Bonus Percent field. If the Bonus field is blank, the Bonus Percent field must also be blank.</p>	
Data Element(s) Used In Audit	
<p>111 – Senior Executive Service Bonus Amount 112 – Senior Executive Service Bonus Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
072	<i>Bonus Amount Must Be Numeric</i>
Description	
<p>The data entered in the Bonus Amount field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>111 – Senior Executive Service Bonus Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
073	<i>Bonus Amount Invalid</i>
Description	
<p>The amount entered in the Bonus Amount field cannot be greater than 20 percent of the employee's adjusted salary as recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
111 – Senior Executive Service Bonus Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
074	<i>Bonus Percent Must Be Numeric</i>
Description	
<p>The data entered in the Bonus Percent field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>112 – Senior Executive Service Bonus Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
075	<i>Bonus Percent Greater Than 20</i>
Description	
The Bonus Percent field cannot be greater than 20 percent.	
Data Element(s) Used In Audit	
112 – Senior Executive Service Performance Bonus Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
086	<i>Rating Of Record Pattern Invalid</i>
Description	
<p>Valid values for the Rating of Record are A through H, and (space). Space is acceptable only if the Rating of Record Level is Z.</p>	
Data Element(s) Used In Audit	
096 – Rating of Record Pattern	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
088	<i>Rating Of Record Period To Date Invalid</i>
Description	
<p>The Rating Of Record Period To Date field must be later than the Rating Of Record Period From Date field.</p>	
Data Element(s) Used In Audit	
<p>018 – Rating Of Record Period From Date 019 – Rating Of Record Period To Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
119	<i>Pay Plan Must Equal Pay Plan On Database</i>
Description	
<p>The pay plan entered in the Pay Plan field does not equal the employee's pay plan recorded in the employee's database salary record (IRIS Program 101).</p> <p>Note: If there is a change in the employee's pay plan, type in J in the Override field.</p>	
Data Element(s) Used In Audit	
115 – Pay Plan 126 – Database Pay Plan Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message																														
120	<i>Summary Rating Score Invalid</i>																														
Description																															
<p>For all agencies, except for the Department of Commerce (DoC), key in <i>zeros</i>.</p> <p>For DoC only:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Summary Rating</th> <th style="text-align: left;">Rating Codes</th> <th style="text-align: left;">Rating</th> </tr> </thead> <tbody> <tr> <td>475–500</td> <td>5.1, 5.3, 5.9 7.0, 7.4</td> <td>(O) Outstanding</td> </tr> <tr> <td>460–474</td> <td>5.0, 5.3, 5.8, 7.0, 7.4,</td> <td>(O) Outstanding</td> </tr> <tr> <td>380–459</td> <td>4.0, 4.3, 4.8, 7.1, 7.5,</td> <td>(S) Superior</td> </tr> <tr> <td>350–379</td> <td>3.1, 3.3, 3.9, 7.2, 7.6,</td> <td>(FS) Fully Successful</td> </tr> <tr> <td>290–349</td> <td>3.3, 3.8, 7.1,</td> <td>(FS) Fully Successful</td> </tr> <tr> <td>290</td> <td>3.5, 3.6, 3.7,</td> <td>(FS) Fully Successful</td> </tr> <tr> <td>200–289</td> <td>2.0, 2.3, 2.8,</td> <td>(M) Marginal</td> </tr> <tr> <td>100–199</td> <td>1.0, 1.3, 1.8,</td> <td>(U) Unsatisfactory</td> </tr> <tr> <td>000</td> <td>6.0, 6.1, 6.2, 6.3</td> <td>(U) Unratable</td> </tr> </tbody> </table>		Summary Rating	Rating Codes	Rating	475–500	5.1, 5.3, 5.9 7.0, 7.4	(O) Outstanding	460–474	5.0, 5.3, 5.8, 7.0, 7.4,	(O) Outstanding	380–459	4.0, 4.3, 4.8, 7.1, 7.5,	(S) Superior	350–379	3.1, 3.3, 3.9, 7.2, 7.6,	(FS) Fully Successful	290–349	3.3, 3.8, 7.1,	(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	(U) Unratable
Summary Rating	Rating Codes	Rating																													
475–500	5.1, 5.3, 5.9 7.0, 7.4	(O) Outstanding																													
460–474	5.0, 5.3, 5.8, 7.0, 7.4,	(O) Outstanding																													
380–459	4.0, 4.3, 4.8, 7.1, 7.5,	(S) Superior																													
350–379	3.1, 3.3, 3.9, 7.2, 7.6,	(FS) Fully Successful																													
290–349	3.3, 3.8, 7.1,	(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	(U) Unratable																													
Data Element(s) Used In Audit																															
169 – Summary Rating Score																															

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
121	<i>Rating Of Record Period To Date Invalid</i>
Description	
<p>The date in the Rating Of Record Period field cannot be greater than the current date.</p>	
Data Element(s) Used In Audit	
019 – Rating Of Record Period To Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
130	<i>Bonus Amount For SES Employees Only</i>
Description	
<p>The Bonus Amount field is completed only for Senior Executive Service (SES) employees.</p>	
Data Element(s) Used In Audit	
137 – Bonus Amount	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 075 –Performance Appraisal

Code	Message
136	<i>Less Than 90 Days Since Last Evaluation</i>
Description	
<p>The Rating Of Record Period To Date field must be greater than the last performance evaluation anniversary date recorded in the employee's database personnel supplements record (IRIS Program 123) by 90 days.</p>	
Data Element(s) Used In Audit	
019 – Rating Of Record Period To Date 168 – Performance Evaluation Anniversary Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 – Performance Appraisal

Code	Message
137	<i>Maximum Number Of Appraisals Has Been Entered</i>
Description	
<p>A maximum of five performance appraisals are stored on the database SES performance data record (IRIS Program 313) for Senior Executive Service (SES) employees. Four performance appraisals are stored in the database performance evaluation record (IRIS Program 304) for all other employees.</p> <p>The Performance Appraisal field must be later than any of the performance appraisal dates recorded in the database.</p>	
Data Element(s) Used In Audit	
<p>019 – Appraisal Period To Date 115 – Pay Plan 170 – Date Performance Evaluation Anniversary Of Senior Executive Service 171 – Date Performance Evaluation Anniversary Of Performance Evaluation</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 – Performance Appraisal

Code	Message
139	<i>Pay Level Adjustment Invalid</i>
Description	
<p>The PLA To ES field must either be numeric with valid values of 0, 2, 3, 4, 5, 6, or blank.</p>	
Data Element(s) Used In Audit	
172 – SES Performance Plan To Executive Service	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 –Performance Appraisal

Code	Message
140	<i>Maximum Amount Of Performance Appraisals Added</i>
Description	
<p>The document being processed is adding a performance appraisal to the database; however, the maximum amount of performance appraisals has already been added to the database for the pay period specified.</p> <p>Note: You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you add another performance appraisal.</p>	
Data Element(s) Used In Audit	

Document Type 075 – Performance Appraisal

Code	Message
141	<i>Performance Appraisal Already Changed</i>
Description	
<p>The document being processed is changing a performance appraisal on the database; however, the performance appraisal specified has already been designated to be changed for the current processing pay period.</p> <p>Note: A performance appraisal rating period can only be changed once in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 075 –Performance Appraisal

Code	Message
142	<i>Performance Appraisal Already Deleted</i>
Description	
<p>The document being processed is attempting to delete a performance appraisal from the database; however, the same performance appraisal has already been designated to be deleted for the current processing pay period.</p> <p>Note: A performance appraisal rating period can only be changed once in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 075 –Performance Appraisal

Code	Message
143	<i>Performance Appraisal Already Changed Or Deleted</i>
Description	
<p>The document being processed is attempting to change or delete a performance appraisal on the database; however, the performance appraisal specified has already been designated to be changed or deleted for the current processing pay period.</p> <p>Note: A performance appraisal rating period can only be changed/deleted once in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
050	Union Or Local Code For Union/Local Chg Invalid
051	New Local/Lodge And Prior PP Adjust Must Be Blank
052	Maximum Union/Local Allowed Is Two
053	Dues Deduction Amount Must Be Numeric
054	Union And Local Exist On Database
055	Union Local Transfer (Trans Code 2) Not Numeric
056	Dues Ded Amt, Local Lodge And Adj Code Not Blank
057	Prior Pay Period Adjustment Code Must Be Blank
058	Union Dues Canceled; Process New Authorization
059	Union Transaction Code Invalid
060	Unmatched Change, Revocation, Or Cancellation
061	Union/New Local Invalid
062	Union, Local, Or New Local Code Invalid
063	Must Be In Union 1 Yr-Cannot Process Revocation
064	Date Of Union Authorization Invalid
065	Union Percent Ded Must Be Entered For Ded Ind 2
066	Dues Ded Amount Required For Ded Indicator 1
067	Deduction Amount Incompatible With Union Code 3
068	BUS Code Does Not Allow Participation In Union
069	Union Deduction Amount Must Be Numeric
070	Step Of Salary Equals Zero And Pay Plan Invalid
071	Union Cde/P-Pln/OPM Pay Tble/Grd/Not In TMGT
072	Union Deduction Indicator Invalid
073	New Authorization – Union Code Exists On Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
050	<i>Union Or Local Code For Union/Local Chg Invalid</i>
Description	
<p>The union or local code entered is not located in the Table Management System (TMGT), Table 010, Union And Association Code Address. The local or lodge code in the New Local or Lodge Code field that the employee is transferring to is valid; however, the union and/or local code in the Organization Code Union/Local field is invalid.</p>	
Data Element(s) Used In Audit	
<p>002 – Union Code 003 – Union Local Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
051	<i>New Local/Lodge And Prior PP Adjust Must Be Blank</i>
Description	
<p>When the union dues transaction code is 01 (new authorization) on the employee's database union/association dues record (IRIS Program 308), the New Local or Lodge and Prior Pay Period Adjustment fields must be blank.</p> <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
001 – Union Transaction Code 005 – Union Local Transfer To 006 – Union Prior Pay Period Adjust Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
052	<i>Maximum Union/Local Allowed Is Two</i>
Description	
Two union/locals currently exist on the database, the maximum allowed.	
Data Element(s) Used In Audit	
003 – Union Local Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
053	<i>Dues Deduction Amount Must Be Numeric</i>
Description	
<p>When the union deduction indicator is 4 (national amount – percentage of base pay/chapter amount – a flat amount) or 5 (national amount – percentage of base pay/chapter amount – percentage of national amount) on the employee’s database salary deduction record (PINQ Program 03), the Dues Deduction Amount field must be numeric.</p>	
Data Element(s) Used In Audit	
001 – Union Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
054	<i>Union And Local Exist On Database</i>
Description	
<p>A union dues deduction currently exists on the database for the same union and local being processed.</p>	
Data Element(s) Used In Audit	
<p>001 – Union Transaction Code 002 – Union Code 003 – Union Local Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
055	<i>Union Local Transfer (Trans Code 2) Not Numeric</i>
Description	
<p>When the union dues transaction code is 02 (change in local or lodge) on the employee's database salary deduction record (PINC Program 03), the New Local or Lodge Code field must be present and numeric.</p>	
Data Element(s) Used In Audit	
<p>001 – Union Transaction Code 005 – Union Local Transfer To</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
056	<i>Dues Ded Amt, Local/Lodge, And Adj Code Not Blank</i>
Description	
<p>When a cancellation to union dues is processed, the following fields must be blank:</p> <ul style="list-style-type: none"> • Dues Deduction Amount • New Local or Lodge Code • Prior Pay Period Adjustment Code <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 001 – Union Transaction Code 004 – Union Amount 005 – Union Local Transfer To 006 – Union Prior Pay Period Adjust Code 	

Document Type 086 – Membership Dues

Code	Message
057	<i>Prior Pay Period Adjustment Code Must Be Blank</i>
Description	
<p>When the union dues transaction code is 04 (cancellation) on the employee's database salary deduction record (PINC Program 03), the Prior Pay Period Adjustment Code field must be blank with the exception of the following conditions:</p> <ul style="list-style-type: none"> • When the dues have been deducted in error. • If the cancellation was entered prior to the first full pay period following March 1st or September 1st and was not processed. <p>If the cancellation is due to one of the two reasons listed above, then the prior pay period adjustment code must be 8 or 9.</p> <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>001 – Union Transaction Code 006 – Union Prior Pay Period Adjust Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
058	<i>Union Dues Canceled; Process New Authorization</i>
Description	
<p>When the union dues transaction code is 04 (cancellation) on the employee's database salary deduction record (PINC Program 03), a new authorization must be processed.</p> <p>The PRES program for Doc. Type 084 (Dues Change Between Locals In National Labor Organization) was used to enter the union dues information instead of the PRES program for Doc Type 086 (Authorization of Labor Organization Dues).</p>	
Data Element(s) Used In Audit	
001 – Union Transaction Code 004 – Union Amount Per Pay Period 005 – Union Local Transfer To	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
059	<i>Union Transaction Code Invalid</i>
Description	
<p>The union transaction code must be one of the following:</p> <ul style="list-style-type: none">• 1 – New Authorization• 2 – Local or Lodge Change• 3 – Revocation Voluntary Allotment• 4 – Cancellation of Union Dues• 14– Change in Union Deduction Amount Only <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
060	<i>Unmatched Change, Revocation, Or Cancellation</i>
Description	
<p>The transaction being processed is a change in the local code, a change in dues deduction or percent deduction, a revocation, or a cancellation; however, the union code entered does not match the union dues data recorded on the employee's database salary deduction record (PINQ Program 03).</p>	
Data Element(s) Used In Audit	
<p>001 – Union Transaction Code 002 – Union Code 003 – Union Local Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
061	<i>Union/New Local Invalid</i>
Description	
<p>According to the Table Management System (TMGT) Table 010, Union and Association Code Address, the Union and/or Local Code entered on the PRES program for Doc. Type 086, Authorization Of Labor Organization Dues, is invalid.</p>	
Data Element(s) Used In Audit	
001 – Union Transaction Code 005 – Union Local Transfer To	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
062	<i>Union, Local, Or New Local Code Invalid</i>
Description	
<p>According to the Table Management System (TMGT) Table 10, Union and Association Code Address, the Union, Local, and the new Local or Lodge Code entered on the PRES program for Doc. Type 084 (Dues Change Between Locals In National Labor Organization) are invalid. The union and/or local code in the Organizational Code Union/Local field is invalid and the local or lodge code in the New Local or Lodge Code field that the employee is transferring to is invalid.</p>	
Data Element(s) Used In Audit	
<p>002 – Union Code 003 – Union Local Code 005 – Union Local Transfer To</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
063	<i>Must Be In Union 1 Yr – Cannot Process Revocation</i>
Description	
<p>The effective pay period/pay period year of the revocation must be at least 1 year later than the effective pay period/pay period year of the authorization.</p>	
Data Element(s) Used In Audit	
<p>007 – Union Revocation Effective Date 008 – DB Date Of Union Authorization</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
064	<i>Date Of Union Authorization Invalid</i>
Description	
<p>The Union Authorization Date must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be within the range 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
009 – Date of Union Authorization	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
065	<i>Union Percent Ded Must Be Entered For Ded Ind 2</i>
Description	
<p>When the union deduction indicator is 2 (% of base wages) on the employee's database salary deduction record (PINQ Program 03), the Percent Deduction Amount field must be entered. Do not enter the dues deduction amount.</p>	
Data Element(s) Used In Audit	
010 – Union Percent Deduction	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
066	<i>Dues Ded Amount Required For Ded Indicator 1</i>
Description	
<p>The Dues Deduction Amount field must be entered when the union deduction indicator is 1 (biweekly). Do not enter the union percent.</p>	
Data Element(s) Used In Audit	
010 – Union Percent Deduction	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
067	<i>Deduction Amount Incompatible With Union Code 3</i>
Description	
<p>When the Union Code is 3 (Special Handling), the deduction amount must be blank or zero. Note: Special calculations are performed for this union code based on certain criteria.</p> <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>004 – Union Deduction Amount Per Pay Period 010 – Union Percent Deduction</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
068	<i>BUS Code Does Not Allow Participation In Union</i>
Description	
<p>When the Bargaining Unit Status Code on the database is 7777 (position is eligible but not in a bargaining unit) or 8888 (position is ineligible for inclusion in a bargaining unit), the employee is not entitled to participate in a union but entitled to participate in an association.</p>	
Data Element(s) Used In Audit	
<p>001 – Union Transaction Code 012 – DB – Bargaining Unit Status 013 – Dues Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
069	<i>Union Deduction Amount Must Be Numeric</i>
Description	
<p>The amount entered in the Dues Deduction Amount field must be numeric.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
070	<i>Step Of Salary Equals Zero And Pay Plan Invalid</i>
Description	
<p>This message is issued when the Salary Step is 00 and the pay plan is neither GS, GM, GG, GH, LG, GW, WG, WL, WS, XP, XL, XS, KG, KL, or KS. This message only applies to agencies not located in the Table Management System (TMGT), Table 104, National Union Rates Table.</p>	
Data Element(s) Used In Audit	
015 – Pay – Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
071	<i>Union Cde/P-Pln/OPM Pay Tble Num/Grde Not In TMGT</i>
Description	
<p>The union code, pay plan, OPM pay table number, or grade is not located in the Table Management System (TMGT), Table 104, National Union Rates Table.</p>	
Data Element(s) Used In Audit	
<p>002 – Union - Code 015 – Pay - Plan 016 – OCC - Special - Pay - Area 017 – Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 086 – Membership Dues

Code	Message
072	<i>Union Deduction Indicator Invalid</i>
Description	
<p>The Union Ded Indicator must be one of the following codes for Agencies 10, 68, or 98 (NTEU).</p> <ul style="list-style-type: none"> • 4 National Amount – Percentage of Base Pay Chapter Amount – Flat amount • 5 National Amount – Percentage of Base Pay Chapter Amount – Percentage of National Amount <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
011 – Union - Ded - Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 086 – Membership Dues

Code	Message
073	<i>New Authorization – Union Code Exists On Database</i>
Description	
<p>The Union Code entered on the PRES program for Doc. Type 086, Authorization Of Labor Organization Dues, currently exists for this employee.</p> <p>An employee cannot have multiple union dues records established under the same union code.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
050	Location Codes/State And City Invalid
051	Duplicate Charitable Contributions
052	Amount Per Pay Period Must Be Numeric
053	Charitable Contributions Exceed Two
054	Location Codes Do Not Equal Database
055	Type Deduction Invalid
056	Duplicate Receipt Account Number
057	Four Receipt Accounts Already Exist
058	Receipt Account Balance Must Be Numeric
059	Receipt Account Transaction Code Invalid
060	Receipt Account Number Does Not Equal Database
061	Receipt Account Number Invalid
062	Receipt Account 95 – Not Reemployed Annuitant
063	Transaction Code Incompatible With Type Ded Code
064	Conversion Document Release Required
065	Amount Per Pay Period Must Be At Least \$1.00
066	Verify Accuracy Of Amount Per Pay Period
067	Deduction Amount Must Be Whole Dollars Or Percent
068	Dollar Deduction Amount Invalid
069	Percentage Deduction Amount Invalid
070 thru 074	Reserved
075	EFT Type Or Bank Account Invalid
076	EFT Routing No Invalid
077	EFT Account No Invalid
078	Payee Name Missing
079	Payee Name Invalid
080	Address Missing Or Invalid
081	Address Contains Invalid Characters
082	City Name Missing
083	City Name Contains Invalid Characters
084	State Name Invalid
085	ZIP Code Missing Or Invalid Combination
086	ZIP 4 Invalid
087	ZIP 5 Invalid
088	Neither Check Mail Or EFT Info Is Present
089	Combo Of Check Mail And EFT Info Not Allowed

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
090	Check Mail/EFT Info Not Allowed
091	Payment Identification Field Is Missing

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
050	<i>Location Codes/State And City Invalid</i>
Description	
<p>The location codes entered in the State and City fields were not located in the Table Management System (TMGT), Table 006, CFC Payee Address.</p>	
Data Element(s) Used In Audit	
002 – Location Codes	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
051	<i>Duplicate Charitable Contributions</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a charitable contribution; however, the location codes entered in the State and City fields currently exist on the employee's database charitable contribution record (IRIS Program 111).</p>	
Data Element(s) Used In Audit	
002 – Location Codes	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
052	<i>Amount Per Pay Period Must Be Numeric</i>
Description	
<p>The Amount Per Pay Period field must be numeric and greater than zeros.</p>	
Data Element(s) Used In Audit	
<p>006 – Amount Per Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
053	<i>Charitable Contributions Exceed Two</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a charitable contribution; however, the maximum of two charitable contributions currently exist on the employee's database charitable contribution record (IRIS Program 111).</p>	
Data Element(s) Used In Audit	
002 – Location Codes	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
054	<i>Location Codes Do Not Equal Database</i>
Description	
<p>The document being processed is a change (Transaction Code 2) or a deletion (Transaction Code 3) of a charitable contribution; however, the location codes entered in the State and City fields do not equal the employee's database charitable contribution record (IRIS Program 111).</p>	
Data Element(s) Used In Audit	
002 – Location Codes	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
055	<i>Type Deduction Invalid</i>
Description	
<p>The Type Deduction field must be one of the following:</p> <p>01, 02, 03, 04, 05, 06, 07, 08, 09, 15, 16, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 81, 82, 83, 85, 87, 90, 91, 94, 95, or 96.</p>	
Data Element(s) Used In Audit	
001 – Type Of Deduction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
056	<i>Duplicate Receipt Account Number</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a receipt account; however, the receipt account number entered in the Receipt Account Number field currently exists on the employee's database receipt account record (PINC Program 51 or IRIS Program 114).</p>	
Data Element(s) Used In Audit	
003 – Receipt Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
057	<i>Four Receipt Accounts Already Exist</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a receipt account; however, the maximum of four receipt account numbers currently exist on the employee's database receipt account record (PINQ Program 51 or IRIS Program 114).</p>	
Data Element(s) Used In Audit	
003 – Receipt Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
058	<i>Receipt Account Balance Must Be Numeric</i>
Description	
<p>The amount entered in the receipt account Balance field must be numeric and greater than zeros.</p>	
Data Element(s) Used In Audit	
004 – Receipt Account Balance	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
059	<i>Receipt Account Transaction Code Invalid</i>
Description	
<p>The receipt account Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (new)• 2 (change)• 3 (delete)	
Data Element(s) Used In Audit	
008 – Receipt Account Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
060	<i>Receipt Account Number Does Not Equal Database</i>
Description	
<p>The document being processed is a change (Transaction Code 2) or a deletion (Transaction Code 3) of a receipt account number; however, the data in the Receipt Account Number field does not equal the employee's database receipt account record (PINQ Program 51 or IRIS Program 114).</p>	
Data Element(s) Used In Audit	
003 – Receipt Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
061	<i>Receipt Account Number Invalid</i>
Description	
<p>The Receipt Account Number field must be numeric and greater than zeros. If the Type Deduction field is 23, 24, or 25, the Receipt Account Number field may equal zeros or spaces.</p>	
Data Element(s) Used In Audit	
003 – Receipt Account Number	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
062	<i>Receipt Account 95 – Not Reemployed Annuitant</i>
Description	
<p>When the Type Deduction field is 95 (CSRS civilian service deposit), the employee must be a reemployed annuitant. The retirement coverage code on the employee's salary record (IRIS Program 101) must be 4 and the salary share code on the employee's miscellaneous salary record (PINQ Program 02 or IRIS Program 101) must be 3.</p>	
Data Element(s) Used In Audit	
<p>001 – Type Of Deduction Code 011 – Retirement Coverage Code 012 – Coop Annuitant Share Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
063	<i>Transaction Code Incompatible With Type Ded Code</i>
Description	
<p>The receipt account Transaction Code field is not compatible with the Type Deduction field.</p> <p>If the Type Deduction field is 15 (major salary overpayment), the receipt account Transaction Code field may be 2 (change) or 3 (delete).</p> <p>If the Type Deduction field is 16 (minor salary overpayment), the receipt account Transaction Code field may be 3 (delete).</p>	
Data Element(s) Used In Audit	
<p>001 – Type Of Deduction Code 008 – Receipt Account Transaction Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
064	<i>Conversion Document Release Required</i>
Description	
<p>This message is issued to verify receipt account data that is submitted on a conversion tape. Verify the social security number, receipt account number, and the amount to be deducted against the list of receipt accounts provided by the agency. If the conversion data is correct, key in R (release Message 064) in the Override field. If the data is incorrect, please contact your agency representative.</p> <p>Note: This message is only applicable for conversion data into the Payroll/Personnel System, and is to be corrected by NFC personnel only.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
065	<i>Amount Per Pay Period Must Be At Least \$1.00</i>
Description	
<p>The minimum amount for the Amount Per Pay Period field for voluntary charitable contributions is \$1.00.</p>	
Data Element(s) Used In Audit	
006 – Amount Per Pay Period	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
066	<i>Verify Accuracy Of Amount Per Pay Period</i>
Description	
<p>This message is issued when the amount in the Amount Per Pay Period field is \$60.00 or more. If the amount entered in the Amount Per Pay Period field is correct, key in C (release Message 066) in the Override field.</p>	
Data Element(s) Used In Audit	
006 – Amount Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
067	<i>Deduction Amount Must Be Whole Dollars Or Percent</i>
Description	
<p>When the Type Deduction Code field is 51 (TOP Child Support Delinquent Debt) or 52 (TOP Federal Delinquent Debt), the amount in the Deduction Amount field must be whole dollars (no cents) or whole percentage only.</p> <p>If the deduction amount is whole dollars, the amount must be entered in the first four positions of the Deduction Amount field (e.g., \$125.00 must be entered as 012500).</p> <p>If the deduction amount is based on a percentage, the percentage must be entered in the last two positions of the Deduction Amount field (e.g., 25 percent must be entered as 000025).</p>	
Data Element(s) Used In Audit	
<p>001 – Type Of Deduction Code 006 – Deduction Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
068	<i>Dollar Deduction Amount Invalid</i>
Description	
<p>When the Type Deduction Code field is 51 (TOP Child Support Delinquent Debt), the minimum dollar amount entered in the Deduction Amount field must be \$25.00 and the maximum dollar amount cannot exceed \$1500.00.</p> <p>When the Type Deduction Code field is 52 (TOP Federal Delinquent Debt), the minimum dollar amount entered in the Deduction Amount field must be \$25.00 and the maximum dollar amount cannot exceed \$350.00.</p> <p>Note: The dollar amount must be entered in the first four positions of the Deduction Amount field (e.g., \$125.00 must be entered as 012500).</p>	
Data Element(s) Used In Audit	
<p>001 – Type Of Deduction Code 006 – Amount Per Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
069	<i>Percentage Deduction Amount Invalid</i>
Description	
<p>When the Type Deduction Code field is 51 (TOP Child Support Delinquent Debt), the minimum percentage entered in the Deduction Amount field must be at least 1% and the maximum percentage cannot exceed 50%.</p> <p>When the Type Deduction Code field is 52 (TOP Federal Delinquent Debt), the minimum percentage entered in the Deduction Amount field must be at least 1% and the maximum percentage cannot exceed 15%.</p> <p>Note: The percentage must be entered in the last two positions of the Deduction Amount field (e.g., 25% must be entered as 000025).</p>	
Data Element(s) Used In Audit	
<p>001 – Type Of Deduction Code 006 – Amount Per Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
075	<i>EFT Type Of Bank Account Invalid</i>
Description	
<p>The data entered in the DD/EFT – Type Account field is invalid. Valid values are:</p> <ul style="list-style-type: none">• C (checking)• S (savings)	
Data Element(s) Used In Audit	
022 – Receipt Acct DD/EFT Type Acct	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
076	<i>EFT Routing No Invalid</i>
Description	
<p>The data entered in the DD/EFT – Routing Number field is invalid. The routing number must be numeric and the first 2 positions of the routing number field must be 01 through 12, 21 through 32, 90 or 91.</p> <p style="text-align: center;">OR</p> <p>The routing number entered in the DD/EFT Routing Number field was not located in the Table Management System (TMGT), Table 106, Financial Organization EFT Routing Number File.</p>	
Data Element(s) Used In Audit	
021 – Receipt Acct DD/EFT Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
077	<i>EFT Account No Invalid</i>
Description	
<p>The data entered in the DD/EFT – Account Number field is invalid. The DD/EFT – Account Number field must be:</p> <ul style="list-style-type: none">• Alphanumeric (number greater than zeros)• Left justified• A through Z, 0 through 9, or – (dash)	
Data Element(s) Used In Audit	
020 – Receipt Acct DD/EFT Acct Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message						
078	<i>Payee Name Missing</i>						
Description							
<p>When data is entered in the Payee Information – Address/City/State/ZIP Code fields, data must also be entered in the Payee Information – Name field.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">013 – Receipt Acct Payee Name</td> <td style="width: 50%;">016 – Receipt Acct State Name</td> </tr> <tr> <td>014 – Receipt Acct Payee Address</td> <td>018 – Receipt Acct ZIP 4</td> </tr> <tr> <td>015 – Receipt Acct City Name</td> <td>019 – Receipt Acct ZIP 5</td> </tr> </table>		013 – Receipt Acct Payee Name	016 – Receipt Acct State Name	014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4	015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5
013 – Receipt Acct Payee Name	016 – Receipt Acct State Name						
014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4						
015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
079	<i>Payee Name Invalid</i>
Description	
<p>A name cannot be entered in the Payee Information – Name field when data is entered in the following fields:</p> <ul style="list-style-type: none"> • DD/EFT – Type Account • DD/EFT – Account Number • DD/EFT – Routing Number <p>Note: Data can only be entered in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>	
Data Element(s) Used In Audit	
<p>013 – Receipt Acct Payee Name 020 – Receipt Acct Acct Number 021 – Receipt Acct Routing Number 022 – Receipt Acct Type Acct</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message										
080	<i>Address Missing Or Invalid</i>										
Description											
<p>When data is entered in the Payee Information – Name/City/State/ZIP Code fields, data must also be entered in the Payee Information – Address field.</p> <p style="text-align: center;">OR</p> <p>Data was entered in the DD/EFT – Type Account/Account Number/Routing Number fields and the Payee Information – Address field; however, data can only be entered in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>											
Data Element(s) Used In Audit											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">013 – Receipt Acct Payee Name</td> <td style="width: 50%;">019 – Receipt Acct ZIP 5</td> </tr> <tr> <td>014 – Receipt Acct Payee Address</td> <td>020 – Receipt Acct DD/EFT Acct Number</td> </tr> <tr> <td>015 – Receipt Acct City Name</td> <td>021 – Receipt Acct DD/EFT Routing Number</td> </tr> <tr> <td>016 – Receipt Acct State Name</td> <td>022 – Receipt Acct DD/EFT Type Acct</td> </tr> <tr> <td>018 – Receipt Acct ZIP 4</td> <td></td> </tr> </table>		013 – Receipt Acct Payee Name	019 – Receipt Acct ZIP 5	014 – Receipt Acct Payee Address	020 – Receipt Acct DD/EFT Acct Number	015 – Receipt Acct City Name	021 – Receipt Acct DD/EFT Routing Number	016 – Receipt Acct State Name	022 – Receipt Acct DD/EFT Type Acct	018 – Receipt Acct ZIP 4	
013 – Receipt Acct Payee Name	019 – Receipt Acct ZIP 5										
014 – Receipt Acct Payee Address	020 – Receipt Acct DD/EFT Acct Number										
015 – Receipt Acct City Name	021 – Receipt Acct DD/EFT Routing Number										
016 – Receipt Acct State Name	022 – Receipt Acct DD/EFT Type Acct										
018 – Receipt Acct ZIP 4											

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
081	<i>Address Contains Invalid Characters</i>
Description	
<p>An address cannot be entered in the Payee Information – Address field when data is entered in the following fields:</p> <ul style="list-style-type: none"> • DD/EFT – Type Account • DD/EFT – Account Number • DD/EFT – Routing Number <p>Note: Data can only be entered in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>	
Data Element(s) Used In Audit	
<p>014 – Receipt Acct Payee Address 020 – Receipt Acct DD/EFT Acct Number 021 – Receipt Acct DD/EFT Routing Number 022 – Receipt Acct DD/EFT Type Acct</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message						
082	<i>City Name Missing</i>						
Description							
<p>When data is entered in the Payee Information – Name/Address/State/ZIP Code fields, data must also be entered in the Payee Information – City field.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">013 – Receipt Acct Payee Name</td> <td style="width: 50%;">016 – Receipt Acct State Name</td> </tr> <tr> <td>014 – Receipt Acct Payee Address</td> <td>018 – Receipt Acct ZIP 4</td> </tr> <tr> <td>015 – Receipt Acct City Name</td> <td>019 – Receipt Acct ZIP 5</td> </tr> </table>		013 – Receipt Acct Payee Name	016 – Receipt Acct State Name	014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4	015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5
013 – Receipt Acct Payee Name	016 – Receipt Acct State Name						
014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4						
015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
083	<i>City Name Contains Invalid Characters</i>
Description	
<p>An address cannot be entered in the Payee Information – City field when data is entered in the following fields:</p> <ul style="list-style-type: none"> • DD/EFT – Type Account • DD/EFT – Account Number • DD/EFT – Routing Number <p>Note: Data can only be entered in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>	
Data Element(s) Used In Audit	
<p>015 – Receipt Acct City Name 020 – Receipt Acct DD/EFT Acct Number 021 – Receipt Acct DD/EFT Routing Number 022 – Receipt Acct DD/EFT Type Acct</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
084	<i>State Name Invalid</i>
Description	
<p>The state abbreviation entered in the Payee Information – State field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>016 – Receipt Acct State Abbreviation</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message						
085	<i>ZIP Code Missing Or Invalid Combination</i>						
Description							
<p>When data is entered in the Payee Information – Name/Address/City/State field(s), data must also be entered in the Payee Information – ZIP Code field.</p> <p style="text-align: center;">OR</p> <p>The ZIP code entered in the Payee Information – ZIP Code field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">013 – Receipt Acct Payee Name</td> <td style="width: 50%;">016 – Receipt Acct State Name</td> </tr> <tr> <td>014 – Receipt Acct Payee Address</td> <td>018 – Receipt Acct ZIP 4</td> </tr> <tr> <td>015 – Receipt Acct City Name</td> <td>019 – Receipt Acct ZIP 5</td> </tr> </table>		013 – Receipt Acct Payee Name	016 – Receipt Acct State Name	014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4	015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5
013 – Receipt Acct Payee Name	016 – Receipt Acct State Name						
014 – Receipt Acct Payee Address	018 – Receipt Acct ZIP 4						
015 – Receipt Acct City Name	019 – Receipt Acct ZIP 5						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
086	<i>ZIP 4 Invalid</i>
Description	
<p>The ZIP code entered in the last 4 positions of the Payee Information – ZIP Code field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
018 – Receipt Acct ZIP 4	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
087	<i>ZIP 5 Invalid</i>
Description	
<p>The ZIP code entered in the first 5 positions of the Payee Information – ZIP Code field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
019 – Receipt Acct ZIP 5	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
088	<i>Neither Check Mail Or EFT Info Is Present</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a garnishment; however, data is not contained in the Payee Information field(s) or in the DD/EFT field(s). Data must be entered in either the Payee Information field(s) or the DD/EFT field(s) when a garnishment is being established.</p>	
Data Element(s) Used In Audit	
013 – Receipt Acct Payee Name	019 – Receipt Acct ZIP 5
014 – Receipt Acct Payee Address	020 – Receipt Acct DD/EFT Acct Number
015 – Receipt Acct City Name	021 – Receipt Acct DD/EFT Routing Number
016 – Receipt Acct State Name	022 – Receipt Acct DD/EFT Type Acct
018 – Receipt Acct ZIP 4	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
089	<i>Combo Of Check Mail And EFT Info Not Allowed</i>
Description	
<p>Data can only be entered in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 013 – Receipt Acct Payee Name 014 – Receipt Acct Payee Address 015 – Receipt Acct City Name 016 – Receipt Acct State Name 018 – Receipt Acct ZIP 4 	<ul style="list-style-type: none"> 019 – Receipt Acct ZIP 5 020 – Receipt Acct DD/EFT Acct Number 021 – Receipt Acct DD/EFT Routing Number 022 – Receipt Acct DD/EFT Type Acct

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
090	<i>Check Mail/EFT Info Not Allowed</i>
Description	
<p>The document being processed is a deletion (Transaction Code 3) of a garnishment; however, data is contained in either the Payee Information field(s) or the DD/EFT field(s). Data cannot be entered in the Payee Information field(s) or the DD/EFT field(s) when a garnishment is being deleted.</p>	
Data Element(s) Used In Audit	
013 – Receipt Acct Payee Name	019 – Receipt Acct ZIP 5
014 – Receipt Acct Payee Address	020 – Receipt Acct DD/EFT Acct Number
015 – Receipt Acct City Name	021 – Receipt Acct DD/EFT Routing Number
016 – Receipt Acct State Name	022 – Receipt Acct DD/EFT Type Acct
018 – Receipt Acct ZIP 4	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 088 – Voluntary Charitable Contributions/Indebtedness

Code	Message
091	<i>Payment Identification Field Is Missing</i>
Description	
Data must be entered in the Payment Identification field.	
Data Element(s) Used In Audit	
023 – Payment Identification	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
050	Financial Allotment Type Of Account Invalid
051	Financial Allotment Routing Number Invalid
052	Financial Allotment Check Digit Invalid
053	Amount Of Allotment Blank Or Invalid
054	Amount Of Allotment Must Be Whole Dollars
055	Financial Allotment Does Not Equal Database
057	Financial Allotment Account Number Invalid
058	Amount Of Allotment Exceeds 70% Of Biweekly Gross
059	Net Pay Type Of Account Invalid
060	Net Pay Routing Number Invalid
061	Financial Allotments Exceed Sixteen
063	Net Pay Check Digit Invalid
064	Net Pay Depositor Account Number Invalid
074	Duplicate Financial Allotment
075	Routing Number Valid For TSP Loan Accounts Only

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
050	<i>Financial Allotment Type Of Account Invalid</i>
Description	
<p>The valid values for the Type Of Account field for a financial allotment are:</p> <ul style="list-style-type: none">• C (checking)• S (savings)	
Data Element(s) Used In Audit	
017 – Financial Allotment Type Of Account	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
051	<i>Financial Allotment Routing Number Invalid</i>
Description	
<p>The first two positions of the Routing Number field for the financial allotment must be 01 through 12, 21 through 32, 90 or 91.</p>	
Data Element(s) Used In Audit	
019 – Financial Allotment Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
052	<i>Financial Allotment Check Digit Invalid</i>
Description	
<p>The last digit (check digit) of the Routing Number field for the financial allotment is invalid.</p>	
Data Element(s) Used In Audit	
<p>039 – Check Digit 040 – Computed Check Digit</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
053	<i>Amount Of Allotment Blank Or Invalid</i>
Description	
<p>The amount entered in the Amount Of Allotment field for the financial allotment is blank or not numeric.</p>	
Data Element(s) Used In Audit	
023 – Financial Amount Of Allotment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
054	<i>Amount Of Allotment Must Be Whole Dollars</i>
Description	
<p>The amount in the Amount Of Allotment field for the financial allotment must be whole dollars only (no cents).</p>	
Data Element(s) Used In Audit	
023 – Financial Amount Of Allotment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
055	<i>Financial Allotment Does Not Equal Database</i>
Description	
<p>The document being processed is a cancellation of a financial allotment; however, the data on the document does not equal the employee's database financial allotment record (IRIS Program 110).</p>	
Data Element(s) Used In Audit	
<p>019 – Financial Allotment Routing Number 022 – Financial Allotment Account Number 031 – Database Financial Allotment Routing Number 033 – Database Financial Allotment Account Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
057	<i>Financial Allotment Account Number Invalid</i>
Description	
<p>The Financial Allotment Account Number field must be:</p> <ul style="list-style-type: none">• alphanumeric (numbers greater than zeroes)• left justified• A through Z, 0 through 9, or – (dash)	
Data Element(s) Used In Audit	
022 – Financial Allotment Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
058	<i>Amount Of Allotment Exceeds 70% Of Biweekly Gross</i>
Description	
<p>Based on the employee's salary rate code and tour of duty hours, the amount entered in the Amount Of Allotment field for the financial allotment is more than 70% of the employee's biweekly gross salary.</p> <p>☞ Note: This edit message may be released by keying in L (release Message 058) in the Override field. ☞</p>	
Data Element(s) Used In Audit	
<p>023 – Financial Amount Of Allotment 046 – Biweekly Gross Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
059	<i>Net Pay Type Of Account Invalid</i>
Description	
<p>The valid values for the Type of Account field for net pay are:</p> <ul style="list-style-type: none">• C (checking)• S (savings)	
Data Element(s) Used In Audit	
042– Net Pay Type Of Account	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
060	<i>Net Pay Routing Number Invalid</i>
Description	
<p>The first two positions of the Routing Number field for net pay must be 01 through 12, 21 through 32, 90 or 91.</p>	
Data Element(s) Used In Audit	
038 – Net Pay Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
061	<i>Financial Allotments Exceed Sixteen</i>
Description	
<p>The document being processed is adding a financial allotment; however, the maximum of 16 financial allotments has already been established on the employee's database financial allotment record (IRIS Program 110).</p>	
Data Element(s) Used In Audit	
<p>019 – Financial Allotment Routing Number 022 – Financial Allotment Account Number 031 – Database Financial Allotment Routing Number 033 – Database Financial Allotment Account Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
063	<i>Net Pay Check Digit Invalid</i>
Description	
<p>The last digit (check digit) of the Routing Number field for net pay is invalid.</p>	
Data Element(s) Used In Audit	
<p>039 – Check Digit 040 – Computed Check Digit</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
064	<i>Net Pay Depositor Account Number Invalid</i>
Description	
<p>The Depositor Account Number field for net pay is an alphanumeric field that cannot be all zeros or spaces.</p>	
Data Element(s) Used In Audit	
041 – Net Pay Depositor Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
074	<i>Duplicate Financial Allotment</i>
Description	
<p>The document being processed is adding a financial allotment; however, a financial allotment currently exists on the employee's database financial allotment record (IRIS Program 110) with the same account number and routing number.</p>	
Data Element(s) Used In Audit	
<p>019 – Financial Allotment Routing Number 022 – Financial Allotment Account Number 031 – Database Financial Allotment Routing Number 033 – Database Financial Allotment Account Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 095 – DD/EFT For Net Pay/Financial Allotment

Code	Message
075	<i>Routing Number Valid For TSP Loan Accounts Only</i>
Description	
<p>The routing number entered in the Routing Number field for the financial allotment is valid for TSP loan accounts only.</p>	
Data Element(s) Used In Audit	
019 – Financial Allotment Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
065	Account Number Must Be Completed
066	Allotment Per Pay Period Must Be Numeric
067	Number Of Payments Must Be Numeric
068	Transaction Code Invalid
069	Allotment Per P/P Exceeds 70% Of Biweekly Salary
071	Duplicate Account Number
072	Number Of Payments Invalid
073	Account Number Does Not Equal Database
078	Required TSP Plan Not Found
079	Agency Not Authorized To Enter TSP Loans
080	Non-Federal TSP Loans Cannot Exceed One For Ag. AJ
081	Non-Federal TSP Loans Cannot Exceed One

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
065	<i>Account Number Must Be Completed</i>
Description	
The Account Number field must be completed .	
Data Element(s) Used In Audit	
044 – TSP Loan Number Of Payments 048 – TSP Loan Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
066	<i>Allotment Per Pay Period Must Be Numeric</i>
Description	
<p>The amount entered in the Amount Per Pay Period field must be numeric. The amount must be entered in dollars and cents.</p>	
Data Element(s) Used In Audit	
043 – TSP Loan Allotment Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
067	<i>Number Of Payments Must Be Numeric</i>
Description	
The data entered in the Number Of Payments field must be numeric .	
Data Element(s) Used In Audit	
044 – TSP Loan Number Of Payments	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
068	<i>Transaction Code Invalid</i>
Description	
<p>Valid values for the Transaction Code field are:</p> <ul style="list-style-type: none">• A (add)• C (change)• D (delete)	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
069	<i>Allotment Per P/P Exceeds 70% Of Biweekly Salary</i>
Description	
<p>Based on the employee's salary rate code and tour of duty hours, the amount entered in the Allotment Per Pay Period field is more than 70% of the employee's biweekly gross salary.</p> <p>Note: This error message may be released by keying in <i>L</i> (release Message 069) in the Override field.</p>	
Data Element(s) Used In Audit	
<p>043 – TSP Loan Allotment Per Pay Period 046 – Biweekly Gross Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
071	<i>Duplicate Account Number</i>
Description	
<p>The document being processed is adding (Transaction Code A) a TSP loan allotment form; however, a TSP loan currently exists on the employee's database thrift savings loans record (IRIS Program 120) with the same account number.</p>	
Data Element(s) Used In Audit	
<p>047 – Database TSP Loan Account Number 048 – TSP Loan Account Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
072	<i>Number Of Payments Invalid</i>
Description	
<p>The number of payments required to repay a TSP loan cannot be less than 1 year (26 payments) or greater than 15 years (390 payments).</p>	
Data Element(s) Used In Audit	
044 – TSP Loan Number Of Payments	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
073	<i>Account Number Does Not Equal Database</i>
Description	
<p>The document being processed is a change (Transaction Code C) or deletion (Transaction Code D) to a TSP loan; however, the account number on the document does not equal the employee's database thrift savings loan record (IRIS Program 120).</p>	
Data Element(s) Used In Audit	
<p>047 – Database TSP Loan Account Number 048 – TSP Loan Account Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
078	<i>Required TSP Plan Not Found</i>
Description	
<p>The document being processed is adding (Transaction Code A) a TSP loan allotment form; however, the employee does not have a TSP record (PINQ Program 56 or IRIS Program 118) established on the database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
079	<i>Agency Not Authorized To Enter TSP Loans</i>
Description	
<p>Only the National Finance Center, as the payroll office for the Payroll/Personnel System users, has the authority to enter Federal TSP loan allotment forms into the Payroll/Personnel System.</p> <p>Users having non-Federal TSP may enter non-Federal TSP loan allotment data only.</p>	
Data Element(s) Used In Audit	
029 – Database Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 097 – TSP Loan Allotment Form

Code	Message
080	<i>Non-Federal TSP Loans Cannot Exceed One For Ag. AJ</i>
Description	
<p>The document being processed is adding (Transaction Code A) a non-Federal 401(k) loan for an Office of the Comptroller of the Currency (OCC) (Agency Code AJ) employee; however, a non-Federal 401(k) loan already exists on the employee's database thrift savings loans record (IRIS Program 120).</p> <p>Note: OCC employees can only have one non-Federal 401(k) loan.</p>	
Data Element(s) Used In Audit	
002 – Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 097 – TSP Loan Allotment Form

Code	Message
081	<i>Non-Federal TSP Loans Cannot Exceed One</i>
Description	
<p>The document being processed is adding (Transaction Code A) a non-Federal 401(k) loan for a Farm Credit Administration (FCA) (Agency Code 25) or a Farm Credit System Insurance Corporation (FCSIC) (Agency Code FK) employee; however, a non-Federal 401(k) loan already exists on the employee's database thrift savings loans record (IRIS Program 120).</p> <p>Note: FCA and FCSIC employees can only have one non-Federal 401(k) loan.</p>	
Data Element(s) Used In Audit	
002 – Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
051	Transaction Invalid
052	Allotment Number Must Be 01 Through 99
053	Amount Of Allotment Invalid
054	Payee Information/Check Mailing – Name Blank
055	Payee Information/Check Mailing – Address Blank
056	Type Of Allotment Invalid
057	Payee Information/Check Mailing – City Blank
058	Duplicate Discretionary Allotment
059	Allotment Number Does Not Equal Database
060	Payee Information/Check Mailing – State Blank
061	Payee Information/Check Mailing – State Invalid
062	Payee Information/Check Mailing – ZIP Invalid
063	Pay Period Or Year Invalid
064	Action Can't Be Processed – Delete Send To Future
065	Amount of Allotment Exceeds 70% Of Monthly Salary
066	Either Ck Mail Or DD/EFT Data Must Be Completed
067	Check Mailing And DD/EFT Info Completed
068	Payee Information/DD/EFT – Type Account Invalid
069	Payee Information/DD/EFT – Routing Number Invalid
070	Check Digit Invalid
071	DD/EFT – Account Number Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
051	<i>Transaction Invalid</i>
Description	
<p>The Transaction field must be one of the following codes:</p> <ul style="list-style-type: none">• A (add)• C (change)• D (delete)• X (cancel all allotments)	
Data Element(s) Used In Audit	
025 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
052	<i>Allotment Number Must Be 01 Through 99</i>
Description	
<p>The Allotment Number field must be numeric and greater than zero. Valid values are 01 through 99.</p>	
Data Element(s) Used In Audit	
034 – Allotment Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
053	<i>Amount Of Allotment Invalid</i>
Description	
The Amount Of Allotment field must be numeric and greater than zero .	
Data Element(s) Used In Audit	
026– Amount Of Allotment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
054	<i>Payee Information/Check Mailing – Name Blank</i>
Description	
<p>A name must be entered in the Payee Information/Check Mailing – Name field.</p>	
Data Element(s) Used In Audit	
027 – Payee Information/Check Mailing Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
055	<i>Payee Information/Check Mailing – Address Blank</i>
Description	
<p>An address must be entered in the Payee Information/Check Mailing – Address field.</p>	
Data Element(s) Used In Audit	
028 – Payee Information/Check Mailing Address	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
056	<i>Type Of Allotment Invalid</i>
Description	
<p>Only monthly payments are accepted for discretionary allotments.</p> <p>Note: This field is system generated. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
029 – Allotment Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
057	<i>Payee Information/Check Mailing – City Blank</i>
Description	
<p>A city name must be entered in the Payee Information/Check Mailing – City field.</p>	
Data Element(s) Used In Audit	
030 – Payee Information/Check Mailing City	

Document Type 100 – Discretionary Allotments

Code	Message
058	<i>Duplicate Discretionary Allotment</i>
Description	
<p>The document being processed is adding (Transaction A) a discretionary allotment; however, a discretionary allotment currently exists on the employee's database discretionary allotment record (IRIS Program 112) with the same allotment number and amount of allotment.</p>	
Data Element(s) Used In Audit	
<p>033 – Payee Information/Account Number 034 – Allotment Number 035 – Database Discretionary Allotment Account Number 037 – Database Discretionary Allotment Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
059	<i>Allotment Number Does Not Equal Database</i>
Description	
<p>The document being processed is changing (Transaction C) or deleting (Transaction D) a discretionary allotment; however, the data on the document does not equal the employee's database discretionary allotment record (IRIS Program 112).</p>	
Data Element(s) Used In Audit	
034 – Allotment Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
060	<i>Payee Information/Check Mailing – State Blank</i>
Description	
<p>A state abbreviation must be entered in the Payee Information/Check Mailing – State field.</p>	
Data Element(s) Used In Audit	
031 – Payee Information/Check Mailing State	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
061	<i>Payee Information/Check Mailing – State Invalid</i>
Description	
<p>The state abbreviation entered in the Payee Information/Check Mailing – State field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
031 – Payee Information/Check Mailing State	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
062	<i>Payee Information/Check Mailing – ZIP Invalid</i>
Description	
<p>The ZIP Code entered in the Payee Information/Check Mailing – ZIP field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
032 – Payee Information/Check Mailing ZIP Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
063	<i>Pay Period Or Year Invalid</i>
Description	
<p>The pay period or year was not located in the Table Management System (TMGT), Table 128, Pay Periods and Corresponding Dates by Year.</p> <p>Note: This field is system generated. If this error occurs, please contact your agency representative.</p>	
Data Element(s) Used In Audit	
005 – CD Pay Period Number 006 – CD Pay Period Date Personnel Action Effective Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
064	<i>Action Can't Be Processed – Delete Send To Future</i>
Description	
<p>This document cannot be processed if the effective pay period is for payment that will be made on the second or third payday of the month.</p> <p>Note: If the effective pay period is correct, this document must either be deleted by keying in 4 (delete action) in the Override field or sent to the Future File by keying in G (send document to Future File) in the Override field.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
065	<i>Amount Of Allotment Exceeds 70% Of Monthly Salary</i>
Description	
<p>Based on the employee's salary rate code and tour of duty hours, the amount in the Amount Of Allotment field is more than 70% of the employee's monthly gross salary.</p> <p>Note: This edit may be released by keying in L (release Message 065) in the Override field.</p>	
Data Element(s) Used In Audit	
<p>038 – Total Deductions 039 – Maximum Deductions Allowed</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
066	<i>Either Ck Mail Or DD/EFT Data Must Be Completed</i>
Description	
<p>Data must be entered in the Payee Information/Check Mailing or DD/EFT field(s).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
067	<i>Check Mailing And DD/EFT Info Completed</i>
Description	
<p>Data can only be entered in the Payee Information/Check Mailing field(s) or the DD/EFT field(s). Data cannot be entered in both areas.</p>	
Data Element(s) Used In Audit	
<p>007 – DD/EFT Routing Number 028 – Payee Information/Check Mailing Address</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
068	<i>Payee Information/DD/EFT – Type Account Invalid</i>
Description	
<p>Valid values for the Payee Information/DD/EFT – Type Account field are:</p> <ul style="list-style-type: none">• C (checking)• S (savings)	
Data Element(s) Used In Audit	
008 – DD/EFT Type Account	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
069	<i>Payee Information/DD/EFT – Routing Number Invalid</i>
Description	
<p>The first two positions of the Payee Information/DD/EFT – Routing Number field must be 01 through 12, 21 through 32, 90, or 91.</p>	
Data Element(s) Used In Audit	
007 – DD/EFT Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 100 – Discretionary Allotments

Code	Message
070	<i>Check Digit Invalid</i>
Description	
<p>The last digit (check number) of the Payee Information/DD/EFT – Routing Number field is invalid.</p>	
Data Element(s) Used In Audit	
<p>007 – DD/EFT Routing Number 009 – Computed Check Digit</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 100 – Discretionary Allotments

Code	Message
071	<i>DD/EFT – Account Number Invalid</i>
Description	
<p>The DD/EFT – Account Number field must be.</p> <ul style="list-style-type: none">• alphanumeric (numbers greater than zeroes)• left justified• A through Z, 0 through 9, or – (dash)	
Data Element(s) Used In Audit	
033 – Payee Information/Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
050	Transaction Code Invalid
051	Tran Code Incompatible W/Current Employ Status
052	Enrollment Code Must Be Completed
053	Enrollment Code Not In TMGT
054	Plan Code And Agency Code Incompatible
055	Transaction Code Incompatible With Coverage Code
056	Change Transaction – Document Not Changing Data
058	Effective Date Invalid
059	Effective Date After Ending Date Of Pay Period
060	Effective Date 90 Days Earlier Than Eff Pay Period
061	Should Retroactive Adjustment Be Made? Invalid
062	Enrollment In Federal Plan Must Be Cancelled
063	Enrollment Invalid With Type Of Employment
064	Should Benefits Be Tax Def Incompatible With Ag
065	Should Benefits Be Tax Deferred? Invalid
066	Employee Not Eligible For Plan Code
067	Reserved
068	Waiver Transaction – Enrollment Exists In Salary
069	Effective Date/Effective Pay Period Incompatible
070	Pay Period Number Invalid
071 thru 073	Reserved
074	Plan Code Incompatible With Type Appointment
075	Currently Enrolled In Health Benefit Plan Code
076	Not Currently Enrolled In Health Benefit Plan Code
077	Plan Code Not A Non–Federal Health Benefit Plan
078	Appointment Length Must Be Greater Than 364 Days
079 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101– Non–Federal Health Benefits Form

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 2 (termination due to LWOP) • 3 (waived) • 4 (cancelled by carrier) • 5 (change in enrollment) • 6 (cancelled by employee) • 7 (reinstatement) • 8 (transfer in) • 9 (transfer out) 	
Data Element(s) Used In Audit	
018 – Transaction Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101– Non–Federal Health Benefits Form

Code	Message
051	<i>Tran Code Incompatible W/Current Employ Status</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), 7 (reinstatement), or 8 (transfer in), the current employment status on the employee’s database dates and misc salary/personnel record (IRIS Program 102) cannot be 1 (military furlough).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 023 – Database Current Employment Status</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
052	<i>Enrollment Code Must Be Completed</i>
Description	
The Enrollment Code field must be completed.	
Data Element(s) Used In Audit	
019 – Enrollment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
053	<i>Enrollment Code Not In TMGT</i>
Description	
<p>The enrollment code entered in the Enrollment Code field was not located in the Table Management System (TMGT), Table 085, Non-Federal Health Benefit Rates.</p>	
Data Element(s) Used In Audit	
019 – Enrollment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
054	<i>Plan Code And Agency Code Incompatible</i>
Description	
<p>The plan code (first two positions of the enrollment code) in the Enrollment Code fields is incompatible for the agency.</p>	
Data Element(s) Used In Audit	
002 – Agency Code 028 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
055	<i>Transaction Code Incompatible With Coverage Code</i>
Description	
<p>The Transaction Code field 2 (termination due to LWOP), 4 (cancelled by carrier), or 6 (cancelled by employee); however, the employee's database health benefits record (IRIS Program 115) indicates that the employee is not currently enrolled in health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Coverage Code 029 – Database Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non–Federal Health Benefits Form

Code	Message
056	<i>Change Transaction – Document Not Changing Data</i>
Description	
<p>The Transaction Code field is 5 (change in enrollment); however, the Enrollment Code field and the Should Benefits Be Tax Deferred? field are the same as the enrollment code and the HB-tax-deferred code on the employee’s database health benefits record (IRIS Program 115).</p> <p>Verify the employee’s enrollment code on IRIS Program 115 and the data entered in the Transaction Code field.</p>	
Data Element(s) Used In Audit	
019 – Enrollment Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101– Non–Federal Health Benefits Form

Code	Message
058	<i>Effective Date Invalid</i>
Description	
<p>The date in the Effective Date field must be equal to or later than the accession date in the employee’s database personnel supplements record (IRIS Program 123).</p> <p>The Effective Data field must also be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
022 – Effective Date	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
059	<i>Effective Date After Ending Date Of Pay Period</i>
Description	
<p>The date in the Effective Date field cannot be later than the last day of the pay period. Verify the effective date and the effective pay period number.</p>	
Data Element(s) Used In Audit	
022 – Effective Date	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101 – Non–Federal Health Benefits Form

Code	Message
060	<i>Effective Date 90 Days Earlier Than Eff Pay Period</i>
Description	
<p>The date in the Effective Date field is more than 90 days earlier than the first day of the effective pay period.</p> <p>If the date in the Effective Date field is correct, key in <i>C</i> or <i>L</i> (release Message 060) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
022 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
061	<i>Should Retroactive Adjustment Be Made? Invalid</i>
Description	
<p>If the date in the Effective Date field is earlier than the first day of the effective pay period, key in <i>Y</i> (yes) or <i>N</i> (no) in the Should Retroactive Adjustment Be Made? field.</p>	
Data Element(s) Used In Audit	
022 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
062	<i>Enrollment In Federal Plan Must Be Cancelled</i>
Description	
<p>A change action cannot be processed to change the health benefit enrollment of an employee from a Federal plan to a non-Federal plan. A cancellation action for the employee's current Federal health plan must first be processed.</p>	
Data Element(s) Used In Audit	
<p>019 – Enrollment Code 028 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
063	<i>Enrollment Invalid With Type Of Employment</i>
Description	
<p>Trust employees (agencies 71, 73, or 77) with an intermittent tour of duty are ineligible for non-Federal health benefits.</p>	
Data Element(s) Used In Audit	
002 – Agency Code 018 – Transaction Code 033 – Database Type Of Employment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
064	<i>Should Benefits Be Tax Def Incompatible With Ag</i>
Description	
<p>Code Y in the Should Health Benefits Be Tax Deferred? field is valid for agencies 66, 68, 71, 73, or 77 only.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 034 – Should Benefits Be Taxed Deferred</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
065	<i>Should Benefits Be Tax Deferred? Invalid</i>
Description	
<p>The Should Benefits Be Tax Deferred? field must be one of the following:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
034 – Should Benefits Be Taxed Deferred	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
066	<i>Employee Not Eligible For Plan Code</i>
Description	
<p>When the plan code (first two positions of the enrollment code) in the Enrollment Code field is DS, DH, DL, VS, or VH, the work schedule recorded on the employee's database salary record (IRIS Program 102) must be F (full-time) or P (part-time).</p>	
Data Element(s) Used In Audit	
<p>019 – Enrollment Code 033 – Database Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non–Federal Health Benefits Form

Code	Message
068	<i>Waiver Transaction – Enrollment Exists In Salary</i>
Description	
<p>The Transaction Code field is 3 (waived); however, the employee’s database health benefits record (IRIS Program 115) indicates that the employee is currently enrolled in a health plan.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
069	<i>Effective Date/Effective Pay Period Incompatible</i>
Description	
<p>The date in the Effective Date field must be earlier than or equal to the last day of the effective pay period.</p>	
Data Element(s) Used In Audit	
<p>022 – Effective Date 039 – Key Data Pay Period Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101– Non–Federal Health Benefits Form

Code	Message
070	<i>Pay Period Number Invalid</i>
Description	
<p>The date in the Effective Date field does not correspond with the pay period number entered in the Eff Pay Period field.</p>	
Data Element(s) Used In Audit	
<p>022 – Effective Date 039 – Key Data Pay Period Number</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101– Non–Federal Health Benefits Form

Code	Message
074	<i>Plan Code Incompatible With Type Appointment</i>
Description	
<p>When the plan code (first two positions of the enrollment code) in the Enrollment Code field is 47, 50, or 51, the employee’s type of appointment code must be 1 (competitive–career, SES career), 2 (competitive–career– conditional), 6 (excepted–permanent, SES noncareer), or 7 (excepted– conditional), and the work schedule must be F (full-time) or P (part-time) in the employee’s database dates and misc salary/personnel record (IRIS Program 102).</p>	
Data Element(s) Used In Audit	
<p>028 – Plan Code 035 – Database Type Of Appointment Code</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 101– Non–Federal Health Benefits Form

Code	Message
075	<i>Currently Enrolled In Health Benefit Plan Code</i>
Description	
<p>The Transaction Code field contains one of the following codes:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 7 (reinstatement) • 8 (transfer in) <p>However, the health benefit coverage code on the employee’s database health benefits record (IRIS Program 115) indicates that the employee is currently enrolled in health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 028 – Plan Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 101– Non–Federal Health Benefits Form

Code	Message
076	<i>Not Currently Enrolled In Health Benefit Plan Code</i>
Description	
<p>The Transaction Code field contains one of the following codes:</p> <ul style="list-style-type: none"> • 2 (termination due to 165 days of nonpay status) • 4 (cancellation by carrier) • 5 (change) • 6 (cancellation by employee) • 9 (transfer out) <p>However, the health benefit coverage code on the employee’s database health benefits record (IRIS Program 115) indicates the employee is not currently enrolled in health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 028 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101 – Non-Federal Health Benefits Form

Code	Message
077	<i>Plan Code Not A Non-Federal Health Benefit Plan</i>
Description	
<p>The plan code (first two positions of the enrollment code) in the Enrollment Code field is not a non-Federal health benefit plan.</p>	
Data Element(s) Used In Audit	
028 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 101 – Non–Federal Health Benefits Form

Code	Message
078	<i>Appointment Length Must Be Greater Than 364 Days</i>
Description	
<p>When the plan code (first two positions of the enrollment code) in the Enrollment Code field is DS, DH, DL, VS, or VH, the employee’s appointment length must be greater than 364 days.</p>	
Data Element(s) Used In Audit	
<p>019 – Enrollment Code 036 – Database Appointment Not To Exceed Date of Misc–Salary 037 – Database Agency Entered On Duty Of Personnel 038 – Computed Days – Length Of Appointment.</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 101– Non–Federal Health Benefits Form

Code	Message
100	<i>Document Must Be Processed Through The TPA</i>
Description	
<p>The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, non-Federal health benefits (dental or vision) document; however, the User ID field is not an established user ID for the Third Party Administrator (TPA).</p> <p>Note: Only the TPA can process a non-Federal health benefits document for the FDIC Flexible Benefits Program, FDIC Choice.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
051	Effective Date Invalid
052	Transaction Code Invalid
053	Plan Code And/Or Coverage Code Not In TMGT
054	New Enrollment – Employee Currently Enrolled
055	Option 1 Must Be Completed
056	Option 1 Must Be Blank
057	Option 2 Must Be Completed
058	Option 2 Must Be Blank
059	Option 3 Must Be Completed
060	Option 3 Must Be Blank
061	Plan Code Must Equal Database Plan Code
062	Plan Code Not In TMGT
063	Agency Code And Plan Code Incompatible
064	Employee Ineligible To Participate In Plan Code
065	Database Date Of Birth In Salary Invalid
066	Tour Of Duty Hours Must Be Greater Than 59
067	Tour Of Duty Hours Must Be Greater Than 39
068	Coverage Amount Must Be Numeric
069	Coverage Amount Cannot Be Less Than \$10,000
070	Coverage Amount Exceeds Maximum Amount Allowed
071	Misc Salary Record Must Be Present On Database
072	Option 1 Must Be A Multiple Of \$25,000
073	Employee Ineligible For Plan Code 35
074	Should Retroactive Adjustment Be Made? Invalid
075	Duplicate Non–Federal Life Ins Form Entered
076	Error Calculating Appointment Number Of Days
077	Pay Plan And Coverage Code Incompatible
078	Pay Plan Invalid For Selected Plan Code
079	Li–Biweekly Deduction Amount Must Be Completed
080	Plan Code And Duty Station Incompatible
081	Employee Ineligible To Participate In Plan Code
082	Plan Code And Type Of Appointment Incompatible
083	Plan Code/Type Appoint/Work Schedule Incompatible
084	Employee Ineligible Due To Age
085	Option 1 Invalid
086	Option 1 Cannot Exceed 5 Times Adjusted Salary
087	Coverage Amount Cannot Exceed \$500,000

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Code	Message
088	Coverage Amount Must Be In Increments Of 10
089	Option 1 Exceeds Maximum Amount Allowed
090	Plan Code/LI–Biweekly Deduction Amt Incompatible
091 thru 099	Reserved
100	Document Must Be Processed Through The TPA

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
051	<i>Effective Date Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
008 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
052	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (new enrollment)• 3 (cancel)• 4 (change)	
Data Element(s) Used In Audit	
002 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
053	<i>Plan Code And/Or Coverage Code Not In TMGT</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and/or the coverage code entered in the Coverage Code field were not located in the Table Management System (TMGT), Table 081, Life Insurance Description.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 040 – Table 081</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
054	<i>New Enrollment – Employee Currently Enrolled</i>
Description	
<p>The Transaction Code field is 1 (new enrollment); however, the employee’s database life insurance record (IRIS Program 116) indicates that the employee is currently enrolled in the non–Federal life insurance plan entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>002 – Transaction Code 009 – Plan Code 030 – Database Life Insurance Plan Code Of Salary 053 – Database Life Insurance Plan Code Of Life Insurance Added</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
055	<i>Option 1 Must Be Completed</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field require that an amount be entered in the Option 1 field. The Option 1 field must be completed.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
056	<i>Option 1 Must Be Blank</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field do not allow for options; however, there is data contained in the Option 1 field. The Option 1 field must be blank.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
057	<i>Option 2 Must Be Completed</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field require that an amount be entered in the Option 2 field. The Option 2 field must be completed.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 006 – Option 2</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
058	<i>Option 2 Must Be Blank</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field do not allow for options; however, there is data contained in the Option 2 field. The Option 2 field must be blank.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 006 – Option 2</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
059	<i>Option 3 Must Be Completed</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field require that an amount be entered in the Option 3 field. The Option 3 field must be completed.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 007 – Option 3</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
060	<i>Option 3 Must Be Blank</i>
Description	
<p>The life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field do not allow for options; however, there is data contained in the Option 3 field. The Option 3 field must be blank.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 007 – Option 3</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
061	<i>Plan Code Must Equal Database Plan Code</i>
Description	
<p>When the Transaction Code field is 3 (cancel) or 4 (change), the life insurance plan code entered in the Plan Code field must equal the life insurance plan code on the employee's database life insurance record (IRIS Program 116).</p>	
Data Element(s) Used In Audit	
<p>009 – Plan Code 030 – Database Life Insurance Plan Code Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
062	<i>Plan Code Not In TMGT</i>
Description	
<p>The life insurance plan code entered in the Plan Code field was not located in the Table Management System (TMGT), Table 080, PACS Payee Address.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 054 – Table 080</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
063	<i>Agency Code And Plan Code Incompatible</i>
Description	
<p>The life insurance plan code entered in the Plan Code field is not valid for the agency processing the non-Federal life insurance form.</p>	
Data Element(s) Used In Audit	
<p>001 – Agency Code 003 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
064	<i>Employee Ineligible To Participate In Plan Code</i>
Description	
<p>The length (number of days) of the employee's appointment does not allow the employee to participate in the life insurance plan code entered in the Plan Code field. If it has been determined that the employee does meet the requirements for participation in the life insurance plan, type in <i>C</i> (release Message 064) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>036 – Date Appointment Not To Exceed 037 – Appointment Length 039 – Date Agency Entered On Duty</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
065	<i>Database Date Of Birth In Salary Invalid</i>
Description	
<p>The date of birth in the employee's database salary record (IRIS Program 122) is invalid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
038 – Database Date Of Birth Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
066	<i>Tour Of Duty Hours Must Be Greater Than 60</i>
Description	
<p>The employee's tour of duty recorded in the employee's database salary record (IRIS Program 102) is less than 61 hours. To participate in the life insurance plan code entered in the Plan Code field, the employee's tour of duty must be 61 hours or more.</p>	
Data Element(s) Used In Audit	
035 – Database Tour Of Duty Hours	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
067	<i>Tour Of Duty Hours Must Be Greater Than 39</i>
Description	
<p>The employee's tour of duty recorded in the employee's database salary record (IRIS Program 102) is less than 40 hours. To participate in the life insurance plan code entered in the Plan Code field, the employee's tour of duty must be 40 hours or more.</p>	
Data Element(s) Used In Audit	
035 – Database Tour Of Duty Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
068	<i>Coverage Amount Must Be Numeric</i>
Description	
<p>The data in the Coverage Amount field contains other than numeric data. The Coverage Amount field must be numeric.</p>	
Data Element(s) Used In Audit	
041 – Coverage Amount	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
069	<i>Coverage Amount Cannot Be Less Than \$10,000</i>
Description	
<p>The amount entered in the Coverage Amount field is less than \$10,000. The Coverage Amount field must be completed as follows:</p> <ul style="list-style-type: none"> • A minimum of \$10,000 specified in multiples of ten thousands (i.e., \$10,000 is entered as 0010). • A maximum of \$500,000 can be entered (i.e., \$500,000 is entered as 0500). • Specified in increments of 10 (i.e., \$400,000 is entered as 0400). 	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 041 – Coverage Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
070	<i>Coverage Amount Exceeds Maximum Amount Allowed</i>
Description	
<p>The amount entered in the Coverage Amount field exceeds the maximum amount allowed based on the employee's adjusted salary recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
003 – Plan Code 004 – Coverage Code 042 – Computed Maximum Coverage Allowed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
071	<i>Misc Salary Record Must Be Present On Database</i>
Description	
<p>This error is generated when the employee's database miscellaneous salary record is not present. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
072	<i>Option 1 Must Be A Multiple Of \$25,000</i>
Description	
<p>The amount entered in the Option 1 field must be in multiples of \$25,000 and between \$25,000 and \$300,000 (i.e., \$25,000 is entered as 0025).</p> <p>For the Federal Deposit Insurance Corporation (FDIC) only:</p> <ul style="list-style-type: none"> • If the Coverage Amount field is less than \$25,000, the Option 1 field cannot exceed \$125,000 (0125). • If the Coverage Amount field is between \$25,000 and \$50,000 (inclusive), the Option 1 field cannot exceed \$250,000 (0250). 	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1 055 – Computed Basic Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
073	<i>Employee Ineligible For Plan Code 35</i>
Description	
<p>The Transaction Code field is 1 (new enrollment); however, the employee's database life insurance record (IRIS Program 116) indicates that the employee is currently enrolled in Plan Code 15.</p>	
Data Element(s) Used In Audit	
003 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
074	<i>Should Retroactive Adjustment Be Made? Invalid</i>
Description	
<p>Valid values for the Should Retroactive Adjustment Be Made? field are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
043 – Adjustment Flag	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
075	<i>Duplicate Non-Federal Life Ins Form Entered</i>
Description	
<p>More than one non-Federal life insurance form has been entered to achieve the same results. This is the second, third, etc., of the non-Federal life insurance forms being processed. The first non-Federal life insurance form, providing there were no other errors, has applied.</p>	
Data Element(s) Used In Audit	
002 – Transaction Code 003 – Plan Code 004 – Coverage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
076	<i>Error Calculating Appointment Number Of Days</i>
Description	
<p>An error occurred when calculating the appointment number of days. The system was unable to calculate the number of days between the agency entered on duty date and the appointment not-to-exceed date. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>036 – Date Appointment Not-To-Exceed 045 – Date Agency Entered On Duty</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
077	<i>Pay Plan And Coverage Code Incompatible</i>
Description	
<p>The coverage code entered in the Coverage Code field is valid only for the Federal Deposit Insurance Corporation (FDIC) Senior Executive/Corporate Management (Pay Plan E and Pay Plan CM) employees.</p>	
Data Element(s) Used In Audit	
<p>004 – Coverage Code 033 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
078	<i>Pay Plan Invalid For Selected Plan Code</i>
Description	
<p>For an employee to participate in the non-Federal life insurance plan code entered in the Plan Code field, the employee's pay plan recorded on the employee's database salary data record (IRIS Program 101) must be EM (FDIC – Executive Management).</p> <p>The pay plan recorded on the employee's database salary data record (IRIS Program 101) is not EM; therefore, the employee is ineligible to participate in the non-Federal life insurance plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 033 – Database Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
079	<i>Li-Biweekly Deduction Amount Must Be Completed</i>
Description	
<p>The Li-Biweekly Deduction Amount field must be completed. This field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 046 – Li-Biweekly Deduction Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
080	<i>Plan Code And Duty Station Incompatible</i>
Description	
<p>To participate in the life insurance plan code entered in the Plan Code field the employee's duty station recorded on the employee's database salary record (IRIS Program 101) must be located in the United States.</p>	
Data Element(s) Used In Audit	
003 – Plan Code 056 – Database Duty Station State Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
081	<i>Employee Ineligible To Participate In Plan Code</i>
Description	
<p>The employee's database life insurance record (IRIS Program 116) indicates the employee is currently enrolled in a civil service retirement plan; therefore, the employee is ineligible to participate in a non-Federal life insurance plan.</p>	
Data Element(s) Used In Audit	
<p>009 – Plan Code 004 – Coverage Code 050 – Database Retirement Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
082	<i>Plan Code And Type Of Appointment Incompatible</i>
Description	
<p>When the Plan Code field is 46 (OCC 24 Hour Life) the employee must have a career or career–conditional appointment. The employee’s type of appointment code on the employee’s database dates and misc salary/personnel record (IRIS Program 102) must be one of the following:</p> <ul style="list-style-type: none"> • 01 (competitive–career, SES career) • 02 (competitive–career–conditional) • 06 (excepted–permanent, SES–noncareer) • 07 (excepted–conditional) <p>If it has been determined that this employee is eligible to participate in this non–Federal life insurance plan, type in D (release Message 082) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 051 – Database Type Of Appointment Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
083	<i>Plan Code/Type Appoint/Work Schedule Incompatible</i>
Description	
<p>When the Plan Code field is 45 (OCC Group Life) the employee's type of appointment code on the employee's database dates and misc salary/personnel record (IRIS Program 102) must be 01, 02, 06, or 07 and the work schedule code on the employee's database dates and misc salary/personnel record (IRIS Program 102) must be F, P, or I.</p> <p>All the other type of appointment codes must have a work schedule of F.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 051 – Database Type Of Appointment Code 052 – Date Base Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
084	<i>Employee Ineligible Due To Age</i>
Description	
<p>When the life insurance plan code in the Plan Code field is 46 (OCC 24 Hour Life), the employee must be younger than 70 years of age.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 038 – Date Base Date Of Birth</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
085	<i>Option 1 Invalid</i>
Description	
<p>The amount entered in the Option 1 field must be between \$25,000 and \$300,000 and specified in multiples of \$25,000 (i.e., 0025, 0050, 0300).</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
086	<i>Option 1 Cannot Exceed 5 Times Adjusted Salary</i>
Description	
<p>The Option 1 field cannot be more than 5 times the employee's adjusted salary as recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1 042 – Computed Maximum Coverage Allowed</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
087	<i>Coverage Amount Cannot Exceed \$500,000</i>
Description	
<p>The amount entered in the Coverage Amount field is more than \$500,000. The Coverage Amount field must be completed as follows:</p> <ul style="list-style-type: none"> • A minimum of \$10,000 specified in multiples of ten thousands (i.e., \$10,000 is entered as 0010). • A maximum of \$500,000 can be entered (i.e., \$500,000 is entered as 0500). • Specified in increments of 10 (i.e., \$400,00 is entered as 0400.) 	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 041 – Coverage Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
088	<i>Coverage Amount Must Be In Increments Of 10</i>
Description	
<p>The amount in the Coverage Amount field must be entered in increments of 10. The Coverage Amount field must be completed as follows:</p> <ul style="list-style-type: none"> • A minimum of \$10,000 specified in multiples of ten thousands (i.e., \$10,000 is entered as 0010). • A maximum of \$500,000 can be entered (i.e., \$500,000 is entered as 0500). • Specified in increments of 10 (i.e., \$400,00 is entered as 0400.) 	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 041 – Coverage Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
089	<i>Option 1 Exceeds Maximum Amount Allowed</i>
Description	
<p>The amount entered in the Option 1 field exceeds the maximum amount of additional coverage allowed for the life insurance plan code entered in the Plan Code field and the coverage code entered in the Coverage Code field.</p>	
Data Element(s) Used In Audit	
<p>003 – Plan Code 004 – Coverage Code 005 – Option 1 042 – Computed Maximum Coverage Allowed</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
090	<i>Plan Code/Li-Biweekly Deduction Amt Incompatible</i>
Description	
<p>The life insurance plan code entered in the Plan Code field does not allow for a life insurance biweekly deduction amount; therefore, the Li-Biweekly Deduction Amount field must be blank.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 102 – Non-Federal Life Insurance Form

Code	Message
100	<i>Document Must Be Processed Through The TPA</i>
Description	
<p>The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, non-Federal life insurance document; however, the User ID field is not an established user ID for the Third Party Administrator (TPA).</p> <p>Note: Only the TPA can process a non-Federal life insurance document for the FDIC Flexible Benefits Program, FDIC Choice.</p>	
Data Element(s) Used In Audit	
Empty space for data elements	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
050	Transaction Code Invalid
051	New Enrollment – Employee Currently Enrolled
052	Cancellation/Change – Employee Not Enrolled
053	Plan Code Must Be Completed
054	Plan Code Not In TMGT
055	Effective Date Must Be Completed
056	Effective Date Invalid
057	Plan Code Must Equal Database Plan Code
058	Plan Code Invalid – Must Be Non-Federal Plan
059	Agency Code And Plan Code Incompatible
060	Reserved For Future Use
061	Vol Amount/Percent Must Be Blank Or Numeric
062	Tax Ded Factor Must Be Percent Or Whole Dollars
063	Ret Plan Does Not Allow Change In Contributions
064	New Enrollment–Currently Enrolled in Two Rt Plans
065	Plan Code Must Equal Database Plan Code
066	Plan Code 23/34–Tour Of Duty Hrs Must Be > 39 Hrs
067	Plan Codes 23, 34, & 37 Valid For Ag 71, 73, 77
068	Database Date Of Birth In Salary Invalid
069	Plan Code 23 Requires Age 35 Or 3 Years Of Service
070	Plan Code 23 – Appt Must Be Greater Than 90 Days
071	Misc Salary Record Must Be Present On Database
072	Coverage Code Invalid For Plan Code/Vol Allotment
073	Retirement Coverage Cd 2 – Only Tax Deferred Valid
074	Vol Allot Must Be > Zeros With Cov Code 1 Or 2
075	Plan Code 34 Requires Age 35 Or 2 Years Of Service
076	Eligibility Date For Plan Code Requirement Invalid
077	Database Date Agency EOD In Personnel Invalid
078	Plan Code And Entered On Duty Date Incompatible
079	Appointment Length Cannot Be Less Than One Year
080	Plan Requires Tax Deferred Entry
081	Plan Code 37 Requires Entry Of Coverage Code 2
082	Maximum Employee Contributions Exceeded
083	New Enrollment–Currently Retaining Two RT Records
084 thru	
088	Reserved For Future Use

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (new enrollment)• 3 (cancel)• 4 (change)	
Data Element(s) Used In Audit	
018 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
051	<i>New Enrollment – Employee Currently Enrolled</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), the retirement plan code on the employee's database retirement record (IRIS Program 117) must be blank.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 028 – Database Retirement Plan Code Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
052	<i>Cancellation/Change – Employee Not Enrolled</i>
Description	
<p>The document being processed is changing (Transaction Code 4) or cancelling (Transaction Code 3) retirement benefits; however, the retirement plan code on the employee’s database salary retirement record (IRIS Program 117) indicates that the employee is not currently enrolled.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
053	<i>Plan Code Must Be Completed</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), 3 (cancel), or 4 (change), the Plan Code field must be completed.</p>	
Data Element(s) Used In Audit	
019 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
054	<i>Plan Code Not In TMGT</i>
Description	
<p>The retirement plan code entered in the Plan Code field was not located in the Table Management System (TMGT), Table 083, Retirement Description.</p>	
Data Element(s) Used In Audit	
019 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
055	<i>Effective Date Must Be Completed</i>
Description	
<p>The Effective Date field must be completed.</p>	
Data Element(s) Used In Audit	
<p>020 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
056	<i>Effective Date Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
020 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
057	<i>Plan Code Must Equal Database Plan Code</i>
Description	
<p>When Transaction Code field is 3 (cancel) or 4 (change), the retirement plan code entered in the Plan Code field must equal the retirement plan code on the employee's database retirement record (IRIS Program 117).</p>	
Data Element(s) Used In Audit	
<p>019 – Plan Code 028 – Database Retirement Plan Code Of Salary 029 – Database Retirement Plan Code Of Retirement Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
058	<i>Plan Code Invalid – Must Be Non-Federal Plan</i>
Description	
<p>The retirement plan code entered in the Plan Code field was not located in the Table Management System (TMGT), Table 083, Retirement Description.</p> <p>The retirement plan code must be a non-Federal plan for the agency processing the non-Federal retirement benefits form.</p>	
Data Element(s) Used In Audit	
019 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
059	<i>Agency Code And Plan Code Incompatible</i>
Description	
<p>The retirement plan code entered in the Plan Code field is not valid for the agency processing the non-Federal retirement benefits form.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 019 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
060	<i>Reserved</i>
Description	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
061	<i>Vol Amount/Percent Must Be Blank Or Numeric</i>
Description	
<p>The Taxable Amount Or Taxable Percent and the Deferred Amount Or Deferred Percent field(s) must be blank or numeric.</p>	
Data Element(s) Used In Audit	
<p>026 – Deduct Factor Deferred 027 – Deduct Factor Non-Deferred</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
062	<i>Tax Ded Factor Must Be Percent Or Whole Dollars</i>
Description	
<p>Only one of the following fields may be completed:</p> <ul style="list-style-type: none"> • Taxable Amount • Deferred Amount • Taxable Percent • Deferred Percent 	
Data Element(s) Used In Audit	
<p>026 – Deduct Factor Deferred 027 – Deduct Factor Non-Deferred</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
063	<i>Ret Plan Does Not Allow Change In Contributions</i>
Description	
<p>A change in the Taxable/Deferred Amount or Taxable/Deferred Percent is not acceptable for the retirement plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 036 – Retirement Deduct Tax Factor Table 083</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
064	<i>New Enrollment-Currently Enrolled In Two Rt Plans</i>
Description	
<p>The Transaction Code field is 1 (new enrollment); however, the employee's database retirement record (IRIS Program 117) indicates that the employee is currently enrolled in two retirement plans.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 028 – Database Retirement Plan Code Of Salary 029 – Database Retirement Plan Code Of Retirement Added</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
065	<i>Plan Code Must Equal Database Plan Code</i>
Description	
<p>The document being processed is a change (Transaction Code 4) or cancellation (Transaction Code 3) of a retirement benefit; however, the retirement plan code entered in the Plan Code field does not equal the retirement plan on the employee's database retirement record (IRIS Program 117).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 028 – Database Retirement Plan Code Of Salary 029 – Database Retirement Plan Code Of Retirement Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
066	<i>Plan Code 23/34-Tour Of Duty Hrs Must Be > 39 Hrs</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23 or 34 (TIAA retirement), the employee's tour of duty must be greater than 39 hours.</p>	
Data Element(s) Used In Audit	
030 – Database Tour Of Duty Hours Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
067	<i>Plan Codes 23, 34, & 37 Valid For Ag 71, 73, 77</i>
Description	
<p>Plan Codes 23, 34, and 37 (TIAA retirement) are valid codes for agencies 71, 73, and 77 only.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 018 – Transaction Code 019 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
068	<i>Database Date Of Birth In Salary Invalid</i>
Description	
<p>The date of birth in the employee’s database SF-50B data elements record (IRIS Program 122) is invalid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
031 – Database Date Of Birth Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
069	<i>Plan Code 23 Requires Age 35 Or 3 Years Of Service</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23 (TIAA retirement), the employee must be at least 35 years of age or have 3 years of service with Agency 71, 73, or 77.</p> <p>Note: The entered on duty date (accession date) was used to certify the length of service requirement. However, since any prior service as a Trust employee can be used in determining eligibility, the entered on duty date cannot be the sole standard for meeting the length of service requirement.</p> <p>Therefore, if it has been determined that the 3-year service requirement has been met and that the retirement plan code entered in the Plan Code field is correct, type in C (release Message 069) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 031 – Database Date Of Birth Of Salary 032 – Database Date Agency Entered On Duty Of Personnel</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
070	<i>Plan Code 23 – Appt Must Be Greater Than 90 Days</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23 (TIAA retirement), the employee's appointment must be greater than 90 days.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 019 – Plan Code 032 – Database Date Agency Entered On Duty Of Personnel 033 – Database Date Appointment Of Misc-Salary Record 037 – Computed Days – Length Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
071	<i>Misc Salary Record Must Be Present On Database</i>
Description	
<p>This error is generated when the employee's database miscellaneous salary record is not present. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
005 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
072	<i>Coverage Code Invalid For Plan Code/Vol Allotment</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23 or 34 and the Voluntary Allotment field(s) is also completed the Coverage Code field must be 1 or 2.</p> <p>When the retirement plan code entered in the Plan Code field is 23 or 34 and no data is entered in the Voluntary Allotment field(s), the Coverage Code field must be 0.</p>	
Data Element(s) Used In Audit	
<p>019 – Plan Code 026 – Deduct Factor Deferred 027 – Deduct Factor Non-Deferred 034 – Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
073	<i>Retirement Coverage Cd 2 – Only Tax Deferred Valid</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23 or 34 and the Coverage Code field is 2 (supplemental retirement annuity), the retirement contributions must be tax deferred.</p>	
Data Element(s) Used In Audit	
<p>019 – Plan Code 026 – Deduct Factor Deferred 027 – Deduct Factor Non-Deferred 034 – Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
074	<i>Vol Allot Must Be > Zeros With Cov Code 1 Or 2</i>
Description	
<p>When retirement plan code entered in the Plan Code field is 23 or 34 and the Coverage Code field is 1 or 2, additional retirement contributions must be greater than zeros and entered according to the following:</p> <ul style="list-style-type: none"> • When the Coverage Code field is 1 (additional retirement account), additional retirement contributions can either be tax deferred or taxable. • When the Coverage Code field is 2 (supplemental retirement annuity), additional retirement contributions can only be taxable. 	
Data Element(s) Used In Audit	
<p>019 – Plan Code 026 – Deduct Factor Deferred 027 – Deduct Factor Non-Deferred 034 – Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
075	<i>Plan Code 34 Requires Age 35 Or 2 Years Of Service</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 34 (TIAA retirement), the employee must be at least 35 years of age or have at least 2 years of service with Agency 71, 73, or 77.</p> <p>Note: The entered on duty date (accession) was used to certify the length of service requirement. However, since any prior service as a trust employee can be used in determining eligibility, the entered on duty date cannot be the sole standard for meeting the length of service requirement.</p> <p>Therefore, if it has been determined that the 2-year service requirement has been met and that the retirement plan code entered in the Plan Code field is correct, type in C (release Message 075) in the Override field to release this error message.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 018 – Transaction Code 019 – Plan Code 031 – Database Date Of Birth Of Salary 032 – Database Date Agency Entered On Duty Of Personnel 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
076	<i>Eligibility Date For Plan Code Requirement Invalid</i>
Description	
<p>The date of eligibility recorded in the database is invalid for this employee. Please contact your agency representative for further instructions if this edit message occurs.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
077	<i>Database Date Agency EOD In Personnel Invalid</i>
Description	
<p>The date the agency recorded in the database for entered on duty is invalid for this employee. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 032 – Database Date Agency Entered On Duty Of Personnel</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
078	<i>Plan Code And Entered On Duty Date Incompatible</i>
Description	
<p>When a trust employee becomes eligible for the TIAA Retirement Program, the specific retirement plan to which he/she is enrolled should be determined by the following criteria:</p> <ul style="list-style-type: none"> • Plan Code 23 (employee must have an entered on duty date (accession) prior to 01/03/88). • Plan Code 34 (employee must have an entered on duty date (accession) later than 01/02/88). 	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 019 – Plan Code 032 – Database Date Agency Entered On Duty Of Personnel</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
079	<i>Appointment Length Cannot Be Less Than One Year</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 34 (TIAA retirement), the employee's appointment cannot be less than 365 days (1 year).</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 019 – Plan Code 032 – Database Date Agency Entered On Duty Of Personnel 033 – Database Date Of Appointment Of Misc–Salary 037 – Computed Days – Length Of Appointment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
080	<i>Plan Requires Tax Deferred Entry</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 23, 34, or 37, the Deferred Amount or Deferred Percent field must be completed.</p>	
Data Element(s) Used In Audit	
019 – Plan Code 027 – Deduct Factor Non-Deferred	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
081	<i>Plan Code 37 Requires Entry Of Coverage Code 2</i>
Description	
<p>When the retirement plan code entered in the Plan Code field is 37, the Coverage Code field must be 2 (supplemental retirement annuity).</p>	
Data Element(s) Used In Audit	
<p>019 – Plan Code 026 – Deduct Factor Deferred 034 – Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
082	<i>Maximum Employee Contributions Exceeded</i>
Description	
<p>The document being processed is a change (Transaction Code 4) to increase the amount or percent of employee contributions; however, the employee has already exceeded the maximum amount on contributions allowed. To release this message, type in <i>D</i> (release Message 082) in the Override field.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 038 – Retirement Deductions Year-To-Date Deferred Of Salary Retirement 039 – Retirement Deductions Year-To-Date Deferred Of Retirement Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
083	<i>New Enrollment-Currently Retaining Two Rt Records</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a retirement benefits form; however, the maximum of two retirement plan codes currently exists on the employee's database salary retirement record (IRIS Program 117).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 028 – Database Retirement Plan Code Of Salary 029 – Database Retirement Plan Code Of Retirement Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 103 – Non-Federal Retirement Benefits Form

Code	Message
084	<i>Reserved For Future Use</i>
Description	
<p>(reserved: edit messages 084 through 088)</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
050	Transaction Code Invalid
051	Plan Code Not In TMGT
052	Effective Date Invalid
053	Deduction Amount Or Percent Must Be Numeric
054	Plan Code 78 Incompatible With RT-Plan Code 76
055	Enrollment In RT-Plan-Code 76 Required
056	Must Be Employed With Agency A Min Of 180 Days
057	Only Deduction Amount Or Percent Can Be Specified
058	Percent Must Be Whole Percent Between 1% And 10%
059	Employee Already Enrolled In Thrift Savings Plan
060	Change/Cancellation – Employee Not Enrolled
061	Employee Not Enrolled In Plan Code
062	Deduction Percent Must Be A Whole Percent
063	Deduction Amount Must Be Whole Dollars
065	Agency Code And Plan Code Incompatible
066	Only One Ded Amt Or Ded Percent Can Be Completed
067	Employee Not Currently Enrolled In Specified Plan
068	Plan Code Incompatible With Type Of Appointment
069	Percent Must Be Whole Percent From 1% And 12%
070	Age Invalid
071	Empl Contrib Amt Below 1% Of Adjusted Salary
072	Empl Contrib Amt Above 10% Of Adj Salary
073	Deduction Amount Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 3 (cancel) • 4 (change) • 5 (non-participating) <p>Note: The Transaction Code field cannot be 5 when the Plan Code field is 05 (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year).</p>	
Data Element(s) Used In Audit	
001 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
051	<i>Plan Code Not In TMGT</i>
Description	
<p>The thrift saving plan code entered in the Plan Code field was not found in the Table Management System (TMGT), Table 083, Retirement Description.</p>	
Data Element(s) Used In Audit	
002 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
052	<i>Effective Date Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
003 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
053	<i>Deduction Amount Or Percent Must Be Numeric</i>
Description	
<p>The data entered in the Deduction Amount or Deduction Percent field(s) must be numeric and greater than zero. Only one of these fields may contain data.</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
054	<i>Plan Code 78 Incompatible With RT-Plan Code 76</i>
Description	
<p>The retirement plan code recorded on the employee’s database SF-50B data elements record (IRIS Program 122) indicates that the employee is ineligible to participate in the non-Federal thrift saving plan entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>001 – Transaction Code 002 – Plan Code 016 – Retirement Plan Code Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
055	<i>Enrollment in RT-Plan-Code 76 Required</i>
Description	
<p>The retirement plan code recorded on the employee’s database SF-50B data elements record (IRIS Program 122) must be 76 (Principle Financial Group – Appalachian Regional Commission (ARC)) to be eligible to participate in the non-Federal thrift savings plan entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>001 – Transaction Code 002 – Plan Code 016 – Retirement Plan Code Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
056	<i>Must Be Employed With Agency A Min Of 180 Days</i>
Description	
<p>An employee must be employed with the agency at least 180 days to be eligible to participate in the non-Federal Thrift Savings Plan. The date–agency–EOD on the employee’s database dates and misc salary/personnel record (IRIS Program 102) indicates that the employee has been employed with the agency less than 180 days.</p> <p>If it has been determined that the employee does meet the requirements for participation in the non-Federal Thrift Savings Plan, type Z (release Message 056) in the Override field to release this edit message.</p>	
Data Element(s) Used In Audit	
<p>003 – Effective Date 007 – Date Agency Entered On Duty</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
057	<i>Only Deduction Amount Or Percent Can Be Specified</i>
Description	
<p>The amount entered in the Deduction Amount field must be whole dollars (no cents).</p> <p>The percent entered in the Deduction Percent field must be a whole percentage between 1 and 10.</p> <p>Note: Only one of these fields may contain data.</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
058	<i>Percent Must Be Whole Percent Between 1% And 10%</i>
Description	
<p>The percent entered in the Deduction Percent field must be between 1 and 10 percent, and must be a whole percent.</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
059	<i>Employee Already Enrolled In Thrift Savings Plan</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a non-Federal thrift savings plan; however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is currently enrolled in the non-Federal thrift savings plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 001 – Transaction Code 002 – Plan Code 008 – Thrift Savings Plan Code of Salary 009 – Thrift Savings Plan Code Of Thrift Savings Added 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
060	<i>Change/Cancellation – Employee Not Enrolled</i>
Description	
<p>The document being processed is changing (Transaction Code 4) or canceling (Transaction Code 3) a non-Federal thrift savings plan; however, the employee's database thrift savings plan record (IRIS Program 118) indicates that the employee is not currently enrolled in a non-Federal thrift savings plan.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 001 – Transaction Code 002 – Plan Code 008 – Thrift Savings Plan Code Of Salary 009 – Thrift Savings Plan Code Of Thrift Savings Added 	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
061	<i>Employee Not Enrolled In Plan Code</i>
Description	
<p>The document being processed is a cancellation (Transaction Code 3) or a nonparticipating (Transaction Code 5) to a non-Federal thrift savings plan; however, the employee's database thrift saving plan record (IRIS Program 118) indicates that the employee is not currently enrolled in the non-Federal thrift savings plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
<p>001 – Transaction Code 002 – Plan Code 008 – Thrift Savings Plan Code Of Salary 009 – Thrift Savings Plan Code Of Thrift Savings Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
062	<i>Deduction Percent Must Be A Whole Percent</i>
Description	
<p>The percent entered in the Deduction Percent field must be a percentage between 1 and 10 (inclusive), and a whole percentage.</p>	
Data Element(s) Used In Audit	
<p>002 – Plan Code 004 – Deduction Amount/Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
063	<i>Deduction Amount Must Be Whole Dollars</i>
Description	
<p>The amount in the Deduction Amount field must be whole dollars (no cents).</p>	
Data Element(s) Used In Audit	
<p>002 – Plan Code 004 – Deduction Amount/Percent</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
065	<i>Agency Code And Plan Code Incompatible</i>
Description	
<p>The thrift savings plan code entered in the Plan Code field is not valid for the agency processing the non-Federal thrift savings plan form.</p>	
Data Element(s) Used In Audit	
002 – Plan Code 012 – Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
066	<i>Only One Ded Amt Or Ded Percent Can Be Completed</i>
Description	
<p>The Deduction Amount and Deduction Percent fields cannot both be completed. Only one of these fields can be completed.</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
067	<i>Employee Not Currently Enrolled In Specified Plan</i>
Description	
<p>The document being processed is a change (Transaction Code 4) to a non-Federal thrift savings plan; however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is not currently enrolled in the non-Federal thrift savings plan entered in the Plan Code field.</p> <p>The document being processed is adding (Transaction Code 1) Plan Code 05 (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year); however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is not currently enrolled in a non-Federal thrift savings plan. To participate in Plan Code 05, the employee must first be enrolled in a regular non-Federal thrift savings plan.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 001 – Transaction Code 002 – Plan Code 008 – Thrift Savings Plan Code Of Salary 009 – Thrift Savings Plan Code Of Thrift Savings Added 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
068	<i>Plan Code Incompatible With Type Of Appointment</i>
Description	
<p>To participate in the non-Federal thrift savings plan entered in the Plan Code field, the type of appointment code recorded in the employee's database dates and misc salary/personnel record (IRIS Program 102) must be 01 (competitive-career), 02 (competitive-career-conditional), 06 (excepted-permanent), 07 (Excepted -conditional), or 08 (Excepted-indefinite).</p> <p>Note: For the Office of the Comptroller of the Currency only. If the employee is eligible to participate in the thrift savings plan, type <i>C</i> (release Message 068) in the Override field, to release this message.</p>	
Data Element(s) Used In Audit	
011 – Database Type Of Appointment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
069	<i>Percent Must Be Whole Percent From 1% And 12%</i>
Description	
<p>The percent entered in the Deduction Percent field must be a whole percentage between 1 and 12 (inclusive).</p> <p>Note: This message only applies to Plan Code 79, FCA/FCSIC Non-Federal 401(k), for the Farm Credit Administration (FCA) and the Farm Credit System Insurance Corporation (FCSIC).</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
070	<i>Age Invalid</i>
Description	
<p>The plan code entered in the Plan Code field is <i>05</i> (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year) requires that the individual be at least 50 or will turn 50 in the current tax year; however, the employee's date of birth recorded on the employee's SF-50B data elements record (IRIS Program 122) indicates that the employee is not 50 years of age and will not turn 50 in the current tax year.</p>	
Data Element(s) Used In Audit	
Empty space for data elements	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
071	<i>Empl Contrib Amt Below 1% Of Adjusted Salary</i>
Description	
<p>The amount entered in the Deduction – Amount field must be equal to or greater than 1 percent of the employee’s adjusted salary as recorded on the employee’s database salary data record (IRIS Program 101).</p> <p>The amount entered in the Deduction – Amount field is less than 1 percent of the employee’s adjusted salary as recorded on the employee’s database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
072	<i>Empl Contrib Amt Above 10% Of Adj Salary</i>
Description	
<p>The amount entered in the Deduction – Amount field must be equal to or less than 10 percent of the employee’s adjusted salary as recorded on the employee’s database salary data record (IRIS Program 101).</p> <p>The amount entered in the Deduction – Amount field is more than 10 percent of the employee’s adjusted salary as recorded on the employee’s database salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 104 – Non-Federal Thrift Savings Plan Form

Code	Message
073	<i>Deduction Amount Invalid</i>
Description	
<p>The amount entered in the Deduction – Amount field is invalid. The Deduction – Amount field must be blank for Plan Code 84, Teachers Insurance and Annuity Association – College Retirement Equities Fund (TIAA–CREF) for the Department of the Treasury’s Office of Technical Assistance (OTA).</p> <p>Note: Only the Deduction – Percent field can be completed for Plan Code 84. The percent entered in the Deduction – Percent field for Plan Code 84 must be a whole percentage between 1 and 90 (inclusive).</p>	
Data Element(s) Used In Audit	
004 – Deduction Amount/Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
050	Case Number Invalid
051	Generate Payment Invalid
055	Period Covered – From Date Invalid
056	Period Covered – To Date Invalid
057	Accounting Code Invalid
059	Tangible/Intangible Not Compat With Award Type
060	1st Yr Sav Not Compat With Award Type & Benefits
061	To Date Must Equal Or Be Greater Than From Date
064	From Date Not Compatible With Type Of Award
065	To Date Not Compatible With Type Of Award
069	Amount Of Award Invalid
070	Number Of Persons Receiving Award Invalid
082	Acct Stat Charged Complete/Ag Charged Not Complete
083	Ag Charged Complete/Acct Stat Charged Not Complete
084	Agency Charged Not In TMGT
085	Accounting Station Charged Not In TMGT
088	Accounting – Agency Invalid
089	Accounting – Length Invalid
090	Accounting – Accounting Station Invalid
091	Accounting – Sub Center Invalid
092	Accounting – Fiscal Year Invalid
093	Accounting – Appropriation Invalid
095	Effective Date Must Be Greater Than Last Act Proc
096	Address Indicator Invalid
097	Specification Of Mailing Add Fields Must Be Spaces
098	First Line Street Address Must Be Completed
100	City Name Must Be Completed
101	State Name Must Be Completed
102	ZIP Code Must Be Completed
103	State Name Not In TMGT
104	ZIP Code Not In TMGT
105	Agency Code/POI Not In TMGT
106	Designated Agent Not In TMGT
107	Nature Of Action Code Invalid
108	Award Code Not In TMGT
109	Invalid NOA/Auth Code/Award Code
110	Employee Ineligible For This NOA/Authority

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
111	Duplicate Case Number
112	Spot Award Must Be In Multiples Of \$25
113	(reserved)
114	Performance Award Amt Exceeds 10% Of Base Salary
115	Performance Award Amt Exceeds 20% Of Base Salary
116	Authentication Date Invalid
117	Award Hours Do Not Equal Verify Hours
118	Maximum Hours Per Award Exceeded
119	Maximum Award Hours Per Leave Year Exceeded
120	Time Off Award Record Not Found
125	Award Hours Must Be Numeric And > Zero
126	Award Hours Invalid
127	Only 1 Time Off Award Allowed Per Pay Period
128	Separation Incentive Award Already Processed
129	Separation Incentive Award & NOA Incompatible
130	Separation Incentive Award Exceeds Max Amt Allowed
131	Time Off Award Invalid For A Separated Employee
132	Separation Incentive – Employee Must Be Separated
133	Separation Incentive Award Amount Invalid
134	Language Award Amt Exceeds 5% Of Scheduled Salary
135	Agency And Award NOA Incompatible
136	LEO Indicator And Award NOA Incompatible
137	Retirement Coverage Cd & Award NOA Incompatible
138	Eff Date Of Action Not Eq To Eff Pay Period
139	Incentive Bonus–Cash Award Amount Invalid
140	Work Sched/Agcy/OCC Series Incompatible W/NOA
141	Tangible/Intangible Incompatible With Award NOA
142	No. Of Persons Incompatible With Award NOA
143	NOAC/Auth Code Not Compatible With Award Code
144	NOAC/Auth Code Invalid
145	Cash Award Type Code Invalid
146	Data Invalid As Spot Award
147	Cash Award Pay Code Invalid For Spot Award
148	Data Invalid As Lump Sum Pay Out Award
149	Award With “Pay” Auth Held To Avoid Corrected W2

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
050	<i>Case Number Invalid</i>
Description	
<p>The last four positions of the Case Number field must be numeric and a number between 0001 and 9999 (inclusive).</p>	
Data Element(s) Used In Audit	
003 – Case Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
051	<i>Generate Payment Invalid</i>
Description	
<p>The Generate Payment field must be completed and must be numeric. Valid values are:</p> <ul style="list-style-type: none">• 0 (yes)• 1 (no)	
Data Element(s) Used In Audit	
011 – Generate Payment	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
055	<i>Period Covered – From Date Invalid</i>
Description	
<p>The Period Covered – From Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
006 – Period Covered – From Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
056	<i>Period Covered – To Date Invalid</i>
Description	
<p>The Period Covered – To Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
007 – Period Covered – To Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
057	<i>Accounting Code Invalid</i>
Description	
<p>The accounting data entered in the Accounting Code field was not located in the Management Account Structure Codes System (MASC). Please verify that the accounting data is valid for the agency.</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Code 018 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
059	<i>Tangible/Intangible Not Compat With Award Type</i>
Description	
<p>The Tangible Benefits field or Intangible Benefits field must be 1 (yes) for a performance related award or suggestion/invention award.</p>	
Data Element(s) Used In Audit	
<p>005 – Cash Award Type Code 008 – Tangible Benefits 010 – Intangible Benefits</p>	

Document Type 110 – Incentive Awards

Code	Message
060	<i>1st Yr Sav Not Compat With Award Type & Benefits</i>
Description	
<p>The Tangible Benefits or Intangible Benefits field must be completed when the Award Code field indicates the award is a performance related award or suggestion/invention award.</p> <p>If the Tangible Benefits field is 1 (yes), the First Year Savings field must be completed and must be numeric and greater than zero.</p> <p>If the Intangible Benefits field is 1 (yes), the First Year Savings field must be blank.</p>	
Data Element(s) Used In Audit	
<p>005 – Cash Award Type Code 008 – Tangible Benefits 009 – First Year Savings 010 – Intangible Benefits</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
061	<i>To Date Must Equal Or Be Greater Than From Date</i>
Description	
<p>The Period Covered – To Date field must be equal to or greater than the Period Covered – From Date field.</p>	
Data Element(s) Used In Audit	
<p>006 – Period Covered – From Date 007 – Period Covered – To Date</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
064	<i>From Date Not Compatible With Type Of Award</i>
Description	
<p>The Period Covered – From Date field must be completed when the Award Code field indicates the award is for performance related awards, time off awards, foreign language awards, travel incentive awards, and other agency specific awards.</p>	
Data Element(s) Used In Audit	
<p>005 – Cash Award Type Code 006 – Period Covered – From Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
065	<i>To Date Not Compatible With Type Of Award</i>
Description	
<p>The Period Covered – To Date field must be completed when the Award Code field indicates the award is for performance related awards, time off awards, foreign language awards, travel incentive awards, and other agency specific awards.</p>	
Data Element(s) Used In Audit	
005 – Cash Award Type Code 007 – Period Covered – To Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
069	<i>Amount Of Award Invalid</i>
Description	
<p>The amount entered in the Amount Of Award field must be numeric and greater than \$10.00 but less than \$10,000.00. Note: If the amount in the Amount Of Award field is correct, key in H (release Message 069) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
014 – Amount Of Award	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
070	<i>Number Of Persons Receiving Award Invalid</i>
Description	
<p>The data entered in the Number Of Persons Receiving Award field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
015 – Number Of Persons Receiving Award	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
082	<i>Acct Stat Charged Complete/Ag Charged Not Complete</i>
Description	
<p>When the Accounting Station Charged field is completed, the Agency Charged field must also be completed.</p>	
Data Element(s) Used In Audit	
<p>058 – Agency Charged 059 – Accounting Station Charged</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
083	<i>Ag Charged Complete/Acct Stat Charged Not Complete</i>
Description	
<p>When the Agency Charged field is completed, the Accounting Station Charged field must also be completed.</p>	
Data Element(s) Used In Audit	
<p>058 – Agency Charged 059 – Accounting Station Charged</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
084	<i>Agency Charged Not In TMGT</i>
Description	
<p>The agency code entered in the Agency Charged field was not located in the Table Management System, Table 023, Agency/Bureau.</p>	
Data Element(s) Used In Audit	
058 – Agency Charged	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
085	<i>Accounting Station Charged Not In TMGT</i>
Description	
<p>The accounting station entered in the Accounting Station Charged field for the agency code entered in the Agency Charged field was not located in the Table Management System, Table 002, Accounting Station Name and Address.</p>	
Data Element(s) Used In Audit	
<p>058 – Agency Charged 059 – Accounting Station Charged</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
088	<i>Accounting – Agency Invalid</i>
Description	
<p>The accounting data entered in the Accounting Code field is invalid for the agency as validated in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Code 018 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
089	<i>Accounting – Length Invalid</i>
Description	
<p>The length of the accounting data entered in the Accounting Code field does not agree with the accounting data in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Code 018 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
090	<i>Accounting – Accounting Station Invalid</i>
Description	
<p>The accounting station used to validate the accounting data entered in the Accounting Code field was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Data 018 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
091	<i>Accounting – Sub Center Invalid</i>
Description	
<p>The sub center code does not match the sub center file in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Data 018 – Database Accounting Station	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
092	<i>Accounting – Fiscal Year Invalid</i>
Description	
<p>The fiscal year code for the accounting data entered in the Accounting Code field does not match the current or prior fiscal year codes as recorded in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
<p>016 – Accounting Data 018 – Database Accounting Station</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
093	<i>Accounting – Appropriation Invalid</i>
Description	
<p>The appropriation entered in the Accounting Code field was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
016 – Accounting Data 018 – Database Accounting Station	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
095	<i>Effective Date Must Be Greater Than Last Act Proc</i>
Description	
<p>The date in the Effective Date field must be greater than the last action processed as indicated on the employee's database salary record (IRIS Program 122).</p>	
Data Element(s) Used In Audit	
<p>040 – Effective Date 041 – Personnel Action Effective Date Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
096	<i>Address Indicator Invalid</i>
Description	
<p>The data in the Address Indicator field must be numeric. Valid values are:</p> <ul style="list-style-type: none">• 1 (POI address on TMGT, Table 001, Personnel Office Identifier Name and Address)• 2 (check mailing address on the data base)• 3 (specified address)• 4 (designated agent code on TMGT, Table 004, Designated Agent)	
Data Element(s) Used In Audit	
042 – Address Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
097	<i>Specification Of Mailing Add Fields Must Be Spaces</i>
Description	
<p>When the Address Indicator field is 1 (POI address), 2 (check mailing address on data base), or 4 (designated agent), the fields on the Specifications Of Mailing Address screen must be blank.</p>	
Data Element(s) Used In Audit	
042 – Address Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
098	<i>First Line Street Address Must Be Completed</i>
Description	
<p>When the Address Indicator field is 3 (specified address), the First Line Street Address field on the Specification Of Mailing Address screen must be completed.</p>	
Data Element(s) Used In Audit	
043 – First Line Street Address	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
100	<i>City Name Must Be Completed</i>
Description	
<p>When the Address Indicator field is 3 (specified address), the City Name field on the Specification Of Mailing Address screen must be completed.</p>	
Data Element(s) Used In Audit	
045 – City Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
101	<i>State Name Must Be Completed</i>
Description	
<p>When the Address Indicator field is 3 (specified address), the State Name field on the Specification Of Mailing Address screen must be completed.</p>	
Data Element(s) Used In Audit	
045 – State Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
102	<i>ZIP Code Must Be Completed</i>
Description	
<p>When the Address Indicator field is 3 (specified address), the ZIP Code field on the Specification Of Mailing Address screen must be completed.</p>	
Data Element(s) Used In Audit	
047 – ZIP Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
103	<i>State Name Not In TMGT</i>
Description	
<p>The state name entered in the State Name field on the Specification Of Mailing Address screen was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>013 – Table 013 046 – State Name</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
104	<i>ZIP Code Not In TMGT</i>
Description	
<p>The ZIP code entered in the ZIP Code field on the Specification Of Mailing Address screen was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>013 – Table 013 047 – ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
105	<i>Agency Code/POI Not In TMGT</i>
Description	
<p>The agency code or personnel office identifier (POI) was not located in the Table Management System (TMGT), Table 001, Personnel Office Identifier Name and Address.</p>	
Data Element(s) Used In Audit	
<p>001 – Agency Code 002 – Personnel Office Identifier</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
106	<i>Designated Agent Not In TMGT</i>
Description	
<p>The designated agent code entered in the Designated Agent field was not located in the Table Management System (TMGT), Table 004, Designated Agent.</p>	
Data Element(s) Used In Audit	
061 – Designated Agent Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
107	<i>Nature Of Action Code Invalid</i>
Description	
<p>When processing an incentive award, the nature of action code must be one of the following:</p> <ul style="list-style-type: none"> • 840 – Individual Cash Award • 841 – Group Cash Award • 842 – Individual Suggestion/Invention Award • 843 – Group Suggestion/Invention Award • 844 – Foreign Language Award • 845 – Travel Savings Incentive Award • 846 – Individual Time Off Award • 847 – Group Time Off Award • 848 – Applicant Referral Award • 849 – Senior Career Employee Rank Award • 878 – SES Rank Award • 879 – SES Performance Award • 885 – Performance Award • 889 – PMRS Performance • 872 – Lump Sum Retention • 994 – Honorary 	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
108	<i>Award Code Not In TMGT</i>
Description	
<p>The award code entered in the Award Code field was not located in the Table Management System (TMGT), Table 043, Award Type Code.</p>	
Data Element(s) Used In Audit	
053 – Award Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message	
109	<i>Invalid NOA/Auth Code/Award Code</i>	
Description		
When the NOA/ authority code(s) on the processing personnel action is:	the employee's pay plan recorded in the employee's database salary record (IRIS Program 101) must be:	and the award code must be:
849/V9N	SL or ST	C030 (senior career employee rank award – meritorious senior professional)
849/V9P	SL or ST	C031 (senior career employee rank award – distinguished senior professional)
878/V7G	ES	C018 (SES meritorious executive rank)
878/V8G	ES	C017 (SES distinguished executive rank)
879/VWK	ES	C019 (individual cash award – SES bonus)
878/UFM/V7G	FE	C052 (SFS President's meritorious executive rank award)
878/UFM/V8G	FE	C053 (SFS President's distinguished executive rank award)
879/UFM	FE	C051 (SFS performance pay)
Data Element(s) Used In Audit		
048 – Nature Of Action 1st 3 Positions 049 – CSC Authority Code – 1st NOA 050 – Database Pay Plan Of Salary 051 – CSC Authority Code – 2nd NOA	052 – Nature Of Action 2nd 3 Positions 053 – Award Code 074 – CSC Auth 2nd Code – 1st NOA 075 – CSC Auth 2nd Code – 2nd NOA	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message						
110	<i>Employee Ineligible For This NOA/Authority</i>						
Description							
<p>According to the employee's pay plan recorded in the employee's database salary record (IRIS Program 101) and/or appointing authority code recorded in the employee's database personnel supplements record (IRIS Program 123), the employee is ineligible for this nature of action/authority code.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">048 – Nature Of Action 1st 3 Positions</td> <td style="width: 50%; border: none;">051 – CSC Authority Code – 2nd NOA</td> </tr> <tr> <td style="border: none;">049 – CSC Authority Code – 1st NOA</td> <td style="border: none;">052 – Nature Of Action 2nd 3 Positions</td> </tr> <tr> <td style="border: none;">050 – Database Pay Plan Of Salary</td> <td style="border: none;">076 – Appointing Authority Code</td> </tr> </table>		048 – Nature Of Action 1st 3 Positions	051 – CSC Authority Code – 2nd NOA	049 – CSC Authority Code – 1st NOA	052 – Nature Of Action 2nd 3 Positions	050 – Database Pay Plan Of Salary	076 – Appointing Authority Code
048 – Nature Of Action 1st 3 Positions	051 – CSC Authority Code – 2nd NOA						
049 – CSC Authority Code – 1st NOA	052 – Nature Of Action 2nd 3 Positions						
050 – Database Pay Plan Of Salary	076 – Appointing Authority Code						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
111	<i>Duplicate Case Number</i>
Description	
The case number entered in the Case Number field already exists .	
Data Element(s) Used In Audit	
003 – Case Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
112	<i>Spot Award Must Be In Multiples Of \$25</i>
Description	
<p>The amount entered in the Amount Of Award field for a spot award must be in multiples of \$25.</p>	
Data Element(s) Used In Audit	
014 – Amount Of Award	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
113	
Description	
<i>(reserved)</i>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
114	<i>Performance Award Amt Exceeds 10% Of Base Salary</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a performance related award, the amount entered in the Amount of Award field cannot exceed 10% of the scheduled salary recorded on the employee's salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>017 – Award Amount/Hours 055 – Database Scheduled Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
115	<i>Performance Award Amt Exceeds 20% Of Base Salary</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a performance related award, the amount entered in the Amount of Award field cannot exceed 20% of the scheduled salary recorded on the employee's salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
017 – Award Amount/Hours 055 – Database Scheduled Salary	

Document Type 110 – Incentive Awards

Code	Message
116	<i>Authentication Date Invalid</i>
Description	
<p>The Auth Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
056 – Authentication Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
117	<i>Award Hours Do Not Equal Verify Hours</i>
Description	
<p>When processing a time off award, the number of hours entered in the Award Hours field must equal the number of hours entered in the Verify Hours field.</p>	
Data Element(s) Used In Audit	
017 – Award Amount/Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
118	<i>Maximum Hours Per Award Exceeded</i>
Description	
<p>The amount of hours entered in the Award Hours field exceeds the amount of hours allowed for a time off award. Note: The amount of award hours cannot exceed 80 hours if the employee is full-time. For employees other than full-time, the amount of hours entered in the Award Hours field may not exceed one-half of the maximum number of hours that could be granted during the leave year.</p>	
Data Element(s) Used In Audit	
<p>017 – Award Amount/Hours 055 – Database Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
119	<i>Maximum Award Hours Per Leave Year Exceeded</i>
Description	
<p>When processing a time off award, the amount of hours entered in the Award Hours field plus the time off hours recorded on the employe’s time off award record (IRIS Program 143) must not exceed the leave year limit of 80 hours for full-time employees. For employees other than full-time, the amount of hours entered in the Award Hours field may not exceed the average number of tour of duty hours recorded on the employee’s dates and misc sal/per data record (IRIS Program 102).</p>	
Data Element(s) Used In Audit	
<p>017 – Award Amount/Hours 055 – Database Salary 068 – Work Schedule</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
120	<i>Time Off Award Record Not Found</i>
Description	
<p>The nature of action code on the processing personnel action indicates a cancellation of a time off award; however, time off award data was not found on the employee's time off award data record (IRIS Program 143).</p>	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
125	<i>Award Hours Must Be Numeric And > Zero</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a time off award, the amount of hours in the Award Hours field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
017 – Award Amount/Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
126	<i>Award Hours Invalid</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a time off award, the amount of hours in the Award Hours field must contain whole and quarter hours. The last two positions of the field denotes quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
017 – Award Amount/Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
127	<i>Only 1 Time Off Award Allowed Per Pay Period</i>
Description	
<p>The document being processed is a time off award; however, the employee’s time off award record (IRIS Program 143) indicates that a time off award has already been processed for the employee this pay period. Note: Only one time off award may be processed per pay period for an employee.</p>	
Data Element(s) Used In Audit	
<p>017 – Award Amount/Hours 048 – Nature Of Action 1st Three Positions 052 – Nature Of Action 2nd Three Positions 064 – Time Off Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
128	<i>Separation Incentive Award Already Processed</i>
Description	
<p>The personnel action being processed in an separation incentive award; however, a separation incentive award has already been processed for the employee.</p>	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
129	<i>Separation Incentive Award & NOA Incompatible</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a separation incentive award, the previous personnel action cannot be death or a involuntary separation nature of action code.</p>	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
130	<i>Separation Incentive Award Exceeds Max Amt Allowed</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a separation incentive award, the amount in the Amount Of Award field cannot exceed \$25,000.00.</p>	
Data Element(s) Used In Audit	
<p>017 – Award Amount/Hours 048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions 137 – Bonus Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
131	<i>Time Off Award Invalid For A Separated Employee</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a time off award, the separation accession type on the employees salary data record (IRIS Program 101) cannot be 1 (regular) or 2 (death).</p>	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions 060 – Database Separation Accession Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
132	<i>Separation Incentive – Employee Must Be Separated</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a separation incentive award, the employee must be separated.</p>	
Data Element(s) Used In Audit	
<p>048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions 060 – Database Separation Accession Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
133	<i>Separation Incentive Award Amount Invalid</i>
Description	
<p>The amount entered in the Amount Of Award field must be numeric and not less than \$15,000.00 for a separation incentive award. Note: If the amount in the Amount Of Award field is correct, key in H (release Message 133) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
017 – Award Amount/Hours	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
134	<i>Language Award Amt Exceeds 5% Of Scheduled Salary</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a foreign language award, the amount entered in the Amount Of Award field cannot exceed 5% of the employees scheduled salary as recorded on the employee's salary data record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>014 – Award Amount/Hours 055 – Database Scheduled Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
135	<i>Agency and Award NOA Incompatible</i>
Description	
<p>A foreign language award is not valid for the agency processing the award personnel action. The only agency allowed to process a foreign language award is the Drug Enforcement Administration (agency code DE).</p>	
Data Element(s) Used In Audit	
001 – Agency Code 048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
136	<i>LEO Indicator And Award NOA Incompatible</i>
Description	
<p>When the nature of action code on the processing personnel action indicates a foreign language award, the retirement coverage code on the employee's salary data record (IRIS Program 101) must be one of the following:</p> <ul style="list-style-type: none"> • 6 (CSRS – special) • E (CSRS and FICA – special) • M (FERS and FICA – special) • T (FICA and CSRS – special) <p>and the LEO Indicator on the employee's salary record (IRIS Program 101) must be Y (position classified as a LEO under FLSA 7(K) or A (position classified as a LEO under FLSA 7(a)).</p>	
Data Element(s) Used In Audit	
<p>038 – Database Retirement Coverage Code 069 – Database LEO Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
137	<i>Retirement Coverage Code and NOA Incompatible</i>
Description	
<p>When processing a foreign language award, Nature of Action Code 873, the retirement coverage code on the employee's data base salary record (PINQ Program 01 or IRIS Program 117) must be one of the following:</p> <ul style="list-style-type: none"> • 6 (CSRS – special) • E (CSRS and FICA – special) • M (FERS and FICA – special) • T (FICA and CSRS – special) 	
Data Element(s) Used In Audit	
038 – Database Retirement Coverage Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
138	<i>Eff Date Of Action Not Eq To Eff Pay Period</i>
Description	
<p>When the effective date of the processing personnel action indicates a future effective date, the number of the pay period entered in the Eff Pay Period field must also indicate a future pay period.</p>	
Data Element(s) Used In Audit	
030 – Effective Date Of Action	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
139	<i>Incentive Bonus-Cash Award Amount Invalid</i>
Description	
<p>When processing an applicant referral program award (Nature of Action Code 972) or a lump sum retention allowance (Nature of Action Code 973), the amount in the Amount of Award field cannot exceed \$3,000.00.</p>	
Data Element(s) Used In Audit	
<p>014 – Amount of Award 048 – Nature Of Action 1st 3 Positions 052 – Nature Of Action 2nd 3 Positions</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message								
140	<i>Work Sched/Agcy/OCC Series Incompatible W/NOA</i>								
Description									
<p>When the nature of action code on the processing personnel action is 973 (Lump Sum Retention Allowance):</p> <ul style="list-style-type: none"> • the agency code must be 93 • the work schedule recorded on the employee’s database dates & misc sal/pers record (IRIS Program 102) must be G, J, or Q • the occupational series code recorded on the employee’s database salary record must be 0356 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">001 – Agency Code</td> <td style="width: 50%;">073 – Occupational Series Code of Salary</td> </tr> <tr> <td>048 – Nature of Action Code 1st 3 Positions</td> <td></td> </tr> <tr> <td>052 – Nature of Action Code 2nd 3 Positions</td> <td></td> </tr> <tr> <td>068 – Work Schedule</td> <td></td> </tr> </table>		001 – Agency Code	073 – Occupational Series Code of Salary	048 – Nature of Action Code 1st 3 Positions		052 – Nature of Action Code 2nd 3 Positions		068 – Work Schedule	
001 – Agency Code	073 – Occupational Series Code of Salary								
048 – Nature of Action Code 1st 3 Positions									
052 – Nature of Action Code 2nd 3 Positions									
068 – Work Schedule									

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message
142	<i>No. Of Persons Incompatible With Award NOA</i>
Description	
<p>When one of the following nature of action codes are used to process an individual cash award, the data entered in the Number Of Persons Approved field must be 1 (one):</p> <ul style="list-style-type: none"> • 840 – Individual Cash Award • 842 – Individual Suggestion/Invention Award • 846 – Individual Time Off Award <p>When one of the following nature of action codes are used to process a group cash award, the data entered in the Number Of Persons Approved field must be greater than 1 (one):</p> <ul style="list-style-type: none"> • 841 – Group Cash Award • 843 – Group Suggestion/Invention Award • 847 – Group Time Off Award 	
Data Element(s) Used In Audit	
<p>015 – Number of Persons Approved 048 – Nature of Action Code 1st 3 Positions 052 – Nature of Action Code 2nd 3 Position</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
143	<i>NOA/Auth Code Not Compatible With Award Code</i>
Description	
When the NOA/authority code(s) on the processing personnel action is:	the award code must be:
840/V3F or 840/9KE	C024 (spot cash award)
841/V3F or 841/9KE	C124 (group spot award) or C024 (spot cash award)
848	C003 (applicable referral award)
849/V9N	C030 (senior career employee rank award – meritorious senior professional)
849/V9P	C031 (senior career employee rank award – distinguished senior professional)
878/V7G	C018 (SES meritorious executive rank, 20 percent of base pay)
878/V8G	C017 (SES distinguished executive rank, 35 percent of base pay)
879/VWK	C019 (individual cash award – SES bonus)
878/UFM/V7G	C052 (SFS President’s meritorious executive rank award)
878/UFM/V8G	C053 (SFS President’s distinguished executive rank award)
879/UFM	C051 (SFS performance pay)
994	The 1st position of the award code must be H (honoary cash award).
Data Element(s) Used In Audit	
001 – Agency Code	051 – CSC Authority Code – 2nd NOA
040 – Effective Date	052 – Nature Of Action 2nd 3 Positions
048 – Nature Of Action 1st 3 Positions	074 – CSC Auth 2nd Code – 1st NOA
049 – CSC Authority Code – 1st NOA	075 – CSC Auth 2nd Code – 2nd NOA

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message								
144	<i>NOAC/Auth Code Invalid</i>								
Description									
<p>When the nature of action code on the processing personnel action is a performance related award (NOAC 841/ZLM):</p> <ul style="list-style-type: none"> • the effective date must be greater than 09/30/00 • agency code must be AJ 									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">048 – Nature of Action Code 1st 3 Positions</td> <td style="width: 50%; border: none;">053 – Award Code</td> </tr> <tr> <td style="border: none;">049 – CSC Authority Code – 1st NOA</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">051 – CSC Authority Code – 2nd NOA</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">052 – Nature of Action Code 2nd 3 Positions</td> <td style="border: none;"></td> </tr> </table>		048 – Nature of Action Code 1st 3 Positions	053 – Award Code	049 – CSC Authority Code – 1st NOA		051 – CSC Authority Code – 2nd NOA		052 – Nature of Action Code 2nd 3 Positions	
048 – Nature of Action Code 1st 3 Positions	053 – Award Code								
049 – CSC Authority Code – 1st NOA									
051 – CSC Authority Code – 2nd NOA									
052 – Nature of Action Code 2nd 3 Positions									

Document Type 110 – Incentive Awards

Code	Message								
146	<i>Data Invalid As Spot Award</i>								
Description									
<p>When the award code on the processing personnel action is C024 (Spot Award):</p> <ul style="list-style-type: none"> • the cash award type code must be 4 (Spot), or • the nature of action code must be 840, 841, or 877, or • the authority code must be V3F or 9KE <p>☞Note: The Cash Award Type Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☞</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">005 – Cash Award Type Code</td> <td style="width: 50%;">052 – Nature of Action Code 2nd 3 Positions</td> </tr> <tr> <td>048 – Nature of Action Code 1st 3 Positions</td> <td>053 – Cash Award Code</td> </tr> <tr> <td>049 – CSC Authority Code – 1st NOA</td> <td></td> </tr> <tr> <td>051 – CSC Authority Code – 2nd NOA</td> <td></td> </tr> </table>		005 – Cash Award Type Code	052 – Nature of Action Code 2nd 3 Positions	048 – Nature of Action Code 1st 3 Positions	053 – Cash Award Code	049 – CSC Authority Code – 1st NOA		051 – CSC Authority Code – 2nd NOA	
005 – Cash Award Type Code	052 – Nature of Action Code 2nd 3 Positions								
048 – Nature of Action Code 1st 3 Positions	053 – Cash Award Code								
049 – CSC Authority Code – 1st NOA									
051 – CSC Authority Code – 2nd NOA									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 110 – Incentive Awards

Code	Message								
148	<i>Data Invalid As Lump Sum Pay Out Award</i>								
Description									
<p>When the nature of action code on the processing personnel action is 889 and the processing agency is 68 (Federal Deposit Insurance Corporation (FDIC)):</p> <ul style="list-style-type: none"> • the award code must be C001 (Merit Lump Sum) or, • the cash award type code must be 9 (Other) <p>☞Note: The Cash Award Type Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☞</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">005 – Cash Award Type Code</td> <td style="width: 50%;">052 – Nature of Action Code 2nd 3 Positions</td> </tr> <tr> <td>048 – Nature of Action Code 1st 3 Positions</td> <td>053 – Cash Award Code</td> </tr> <tr> <td>049 – CSC Authority Code – 1st NOA</td> <td></td> </tr> <tr> <td>051 – CSC Authority Code – 2nd NOA</td> <td></td> </tr> </table>		005 – Cash Award Type Code	052 – Nature of Action Code 2nd 3 Positions	048 – Nature of Action Code 1st 3 Positions	053 – Cash Award Code	049 – CSC Authority Code – 1st NOA		051 – CSC Authority Code – 2nd NOA	
005 – Cash Award Type Code	052 – Nature of Action Code 2nd 3 Positions								
048 – Nature of Action Code 1st 3 Positions	053 – Cash Award Code								
049 – CSC Authority Code – 1st NOA									
051 – CSC Authority Code – 2nd NOA									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 110 – Incentive Awards

Code	Message
149	<i>Award With “Pay” Auth Held To Avoid Corrected W2</i>
Description	
<p>The document being processed is an individual/group spot award to be disbursed by NFC on a nightly basis. The processing of this award could result in tax reporting problems for the current tax year (i.e., The award could be paid within the current tax year, but after the cutoff for W-2 processing for the current tax year, and result in a corrected Form W-2, Wage and Tax Statement) for the current tax year. This document will be held in suspense until the first schedule of the Payroll Processing System (PAYE) is processed for the next tax year.</p>	
Data Element(s) Used In Audit	
<p>048 – Nature of Action Code 1st 3 Positions 049 – CSC Authority Code – 1st NOA 051 – CSC Authority Code – 2nd NOA 052 – Nature of Action Code 2nd 3 Positions</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
050	Financial Disclosure Subm Must Be Y Or N
051	Programming Language Code Invalid
052	Computer Equipment Ability Code Invalid
053	Law Bar Membership Invalid
054	State Of Bar Must Be Blank
055	State Of Bar Required
056	Language Code Not In TMGT
057	Programming Language Code Currently Exists
058	Computer Equipment Ability Code Currently Exists
059	State Of Bar Must Be Alphabetic
060	State Of Bar Not In TMGT
061	Primary Fund Code Must Be Numeric
062	Date Invalid
063	Language Rate Method Invalid
065	Language Rate Year Must Be Numeric
066	Language Speak Ability Invalid
067	Approved Leave Recipient Must Be Y Or N
068	Employee Must Have A Temporary Appointment
069	Case File Number Must Be Completed
070	Project Indicator Must Be E Or C
071	Service Agreement Expiration Date Invalid
072	Working Building Location Not In TMGT
073	Work Phone Must Be Numeric
074	Work Phone Must Be Greater Than Zeros
075	Language Read Ability Invalid
076	Agency Not Authorized To Use Doc Type 122
077	Desired Field To Be Updated Invalid For Agency Use
079	Pay Plan Must Equal LE With Longevity Date
099	Flexfactor Participation Code Invalid
102	Type Of Investigation Invalid
103	Date EOD Foreign Service Invalid
104	SES Recertification Date Invalid
105	Error On Current Date Retrieval
106	Pay Plan Invalid For Date EOD Foreign Service
107	Pay Plan And Type Appt Invalid For SES Recert Date
109	TDY Post Differential Cannot Exceed 25%
110	Employee Currently Receiving COLA/Post Diff

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
111	TDY Post Diff 0000 Requires COLA/Post Diff Code 1
112	TDY Post Diff Greater Than 0 Requires COLA Code 0
113	Date Reinvestigation Required Invalid
114	Date Of Investigation Invalid
115	Date Entered POI Invalid
116	6C-Retirement-Date-Invalid
117	Agency Use 1 Invalid
118	Agency Use 2 Invalid
119	Agency Use 3 Invalid
120	Agency Use 4 Invalid
121	Agency Use 5 Invalid
122	Date Time In Class Invalid
123	Date Limit Career Ext Invalid
124	Date Temp Limit Career Ext Invalid
125	Date Departure Invalid
126	Date Arrival Overseas Invalid
127	Date Overseas Assigned Invalid
128	Date Post Arrival Invalid
129	Date FS Commission Invalid
130	Primary Skill Code Must Be Numeric
131	MLAT Year Is Invalid
132	MLAT Score Is Invalid
133	Re-Employment Rights Date Invalid
134	Re-Employment Rights Indicator Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
050	<i>Financial Disclosure Subm Must Be Y Or N</i>
Description	
<p>The Financial Disclosure Subm field must be one of the following codes:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
019 – Financial Disclosure Submitted	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
051	<i>Programming Language Code Invalid</i>
Description	
<p>The Programming Language Code field must be one of the following:</p> <ul style="list-style-type: none">• 0 (not applicable)• 1 (ALGOL)• 2 (FORTRAN)• 3 (Sleuth)• 4 (ALC)• 5 (COBOL)• 6 (RPG)• 7 (Basic)• 8 (Other)• 9 (reserved)	
Data Element(s) Used In Audit	
020 – Programming Language Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
052	<i>Computer Equipment Ability Code Invalid</i>
Description	
<p>The Computer Equip Ability Code field must be one of the following:</p> <ul style="list-style-type: none">• B (Burroughs)• F (Fosdic)• H (Honeywell)• I (IBM)• O (Other)• U (Univac)	
Data Element(s) Used In Audit	
021 – Computer Equipment Ability Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
053	<i>Law Bar Membership Invalid</i>
Description	
<p>The Law-Bar Membership field must be one of the following codes:</p> <ul style="list-style-type: none">• 0 (not applicable)• 1 (has a law degree)• 2 (has a law degree and is a member of the bar) <p>☞Note: If 2 is entered, the State Of Bar field (last two positions of the field) must be coded with the appropriate state code.☞</p>	
Data Element(s) Used In Audit	
022 – Law Bar Membership	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
054	<i>State Of Bar Must Be Blank</i>
Description	
<p>When the Law-Bar Membership field is 0 (not applicable) or 1 (has a law degree), the State Of Bar field (last two positions of the field) must be blank.</p>	
Data Element(s) Used In Audit	
022 – Law Bar Membership 023 – State Of Bar	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
055	<i>State Of Bar Required</i>
Description	
<p>When the Law-Bar Membership field is 2 (has a law degree and is a member of the bar), the State Of Bar field (last two positions of the field) must be completed showing the appropriate state code.</p>	
Data Element(s) Used In Audit	
022 – Law Bar Membership 023 – State Of Bar	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message								
056	<i>Language Code Not In TMGT</i>								
Description									
<p>The language code entered in the Language Code field (the first two positions of the Agency Info field) was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description), Block 903.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">074 – Agency Use 1</td> <td style="width: 50%;">078 – Agency Use 5</td> </tr> <tr> <td>075 – Agency Use 2</td> <td>079 – Language Code</td> </tr> <tr> <td>076 – Agency Use 3</td> <td></td> </tr> <tr> <td>077 – Agency Use 4</td> <td></td> </tr> </table>		074 – Agency Use 1	078 – Agency Use 5	075 – Agency Use 2	079 – Language Code	076 – Agency Use 3		077 – Agency Use 4	
074 – Agency Use 1	078 – Agency Use 5								
075 – Agency Use 2	079 – Language Code								
076 – Agency Use 3									
077 – Agency Use 4									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
057	<i>Programming Language Code Currently Exists</i>
Description	
<p>The programming language code entered in the Programming Language Code 1 through 5 field currently exists on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
020 – Programming Language Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
058	<i>Computer Equipment Ability Code Currently Exists</i>
Description	
<p>The computer equipment ability code entered in the Computer Equip Ability Code 1 through 4 field currently exists on the employee's database personnel supplements record (IRIS Program 123).</p>	
Data Element(s) Used In Audit	
021 – Computer Equipment Ability Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
059	<i>State Of Bar Must Be Alphabetic</i>
Description	
The State Of Bar field (last two positions of the field) must be alphabetic .	
Data Element(s) Used In Audit	
023 – State Of Bar	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
060	<i>State Of Bar Not In TMGT</i>
Description	
<p>The state/country code entered in the State Of Bar field (last two position of the field) was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range, or Table 016, Geographical Location Codes With Names.</p>	
Data Element(s) Used In Audit	
023 – State Of Bar	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
061	<i>Primary Fund Code Must Be Numeric</i>
Description	
<p>The data entered in the Primary Fund Code field must be two positions and numeric.</p>	
Data Element(s) Used In Audit	
025 – Primary Fund Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message						
062	<i>Date Invalid</i>						
Description							
<p>The desired field to be updated requires the field value to contain a date. The Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). ⓘ Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. ⓘ 							
Data Element(s) Used In Audit							
<p>Only the appropriate data element will appear on the listing to coincide with the field to be updated.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">007 – 6C Retirement Date</td> <td style="width: 50%;">026 – FEHB Temp SCD</td> </tr> <tr> <td>033 – Longevity Date</td> <td>036 – Agency EOD Date</td> </tr> <tr> <td>069 – Date EOD Foreign Service</td> <td>070 – Frozen Foreign Service Time</td> </tr> </table>		007 – 6C Retirement Date	026 – FEHB Temp SCD	033 – Longevity Date	036 – Agency EOD Date	069 – Date EOD Foreign Service	070 – Frozen Foreign Service Time
007 – 6C Retirement Date	026 – FEHB Temp SCD						
033 – Longevity Date	036 – Agency EOD Date						
069 – Date EOD Foreign Service	070 – Frozen Foreign Service Time						

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 120 – Multielement Update Document

Code	Message
063	<i>Language Rate Method Invalid</i>
Description	
<p>The code in the Language Method Rate field (third position of the Agency Info field) must be one of the following:</p> <ul style="list-style-type: none"> • 0 (native speaker) • 1 (self appraised) • 2 (tested by Foreign Service Institute) 	
Data Element(s) Used In Audit	
074 – Agency Use 1 075 – Agency Use 2 076 – Agency Use 3 077 – Agency Use 4	078 – Agency Use 5 080 – Language Rate Method
065	<i>Language Rate Year Must Be Numeric</i>

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message								
065	<i>Language Rate Year Must Be Numeric</i>								
Description									
<p>The data in the Language Rate Year field (fourth through seventh position of the Agency Info field) must be four numeric positions.</p>									
Data Element(s) Used In Audit									
<table><tbody><tr><td>074 – Agency Use 1</td><td>078 – Agency Use 5</td></tr><tr><td>075 – Agency Use 2</td><td>081 – Language Rate Year</td></tr><tr><td>076 – Agency Use 3</td><td></td></tr><tr><td>077 – Agency Use 4</td><td></td></tr></tbody></table>		074 – Agency Use 1	078 – Agency Use 5	075 – Agency Use 2	081 – Language Rate Year	076 – Agency Use 3		077 – Agency Use 4	
074 – Agency Use 1	078 – Agency Use 5								
075 – Agency Use 2	081 – Language Rate Year								
076 – Agency Use 3									
077 – Agency Use 4									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
066	<i>Language Speak Ability Invalid</i>
Description	
<p>The code in the Language Speak Ability field (eight and ninth position of the Agency Info field) was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description), Block 904.</p>	
Data Element(s) Used In Audit	
074 – Agency Use 1 075 – Agency Use 2 076 – Agency Use 3 077 – Agency Use 4 078 – Agency Use 5	082 – Language Speak Ability

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
067	<i>Approved Leave Recipient Must Be Y Or N</i>
Description	
<p>The Approved Leave Recipient field must be one of the following codes:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
024 – Approved Leave Recipient	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
068	<i>Employee Must Have A Temporary Appointment</i>
Description	
<p>When data is entered in the FEHB Temp SCD field, the type of appointment code on the employee's database dates & misc sal/pers data record (IRIS Program 102) must be 04 or 09.</p> <p>☞ Note: Architect of the Capital employees whose pay plan is DB (David Bacon) may also have this data element.☞</p>	
Data Element(s) Used In Audit	
<p>006 – Type Of Appointment Code 026 – FEHB Temporary Service Computation Date (SCD)</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
069	<i>Case File Number Must Be Completed</i>
Description	
<p>The Case File Number field must be completed for all USDA Demonstration Project Record documents (Document Type 122). This field is an 11-position alphanumeric field.</p>	
Data Element(s) Used In Audit	
030 – Case File Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
070	<i>Project Indicator Must Be E Or C</i>
Description	
<p>The project indicator code in the Project Indicator field must be one of the following:</p> <ul style="list-style-type: none"> • E (experimental) • C (comparison) <p>☞Note: This message applies to Document Type 122, USDA Demonstration Project Record.☞</p>	
Data Element(s) Used In Audit	
031 – Project Indicator	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
071	<i>Service Agreement Expiration Date Invalid</i>
Description	
<p>The Service Agreement Expiration Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
032 – Service Agreement Expiration Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
072	<i>Working Building Location Not In TMGT</i>
Description	
<p>The working building location code entered in the Working Building Location field was not located in the Table Management System (TMGT), Table 096, Department Building Codes.</p> <p>☞ Note: This message applies to Document Type 121, GAO Locator Input Screen. ☞</p>	
Data Element(s) Used In Audit	
001 – Work Building Location	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
073	<i>Work Phone Must Be Numeric</i>
Description	
<p>The data entered in the Work Phone field must be numeric or all zeros. Specify work phone number as area code, exchange, and number.</p> <p>☞ Note: This message applies to Document Type 121, GAO Locator Input Screen. ☞</p>	
Data Element(s) Used In Audit	
001 – Work Building Location	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
074	<i>Work Phone Must Be Greater Than Zeros</i>
Description	
<p>Based on the organizational structure code recorded in the employee’s database salary record (IRIS Program 101), the data in the Work Phone field must be numeric and greater than zero. Specify work phone number as area code, exchange, and number.</p> <p>☞Note: This message applies to Document Type 121, GAO Locator Input Screen.☞</p>	
Data Element(s) Used In Audit	
<p>003 – Work Phone 029 – Database Organizational Structure Code Agency</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message								
075	<i>Language Read Ability Invalid</i>								
Description									
<p>The code in the Language Read Ability field (tenth and eleventh position of the Agency Info field) was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description), Block 904.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">074 – Agency Use 1</td> <td style="width: 50%;">078 – Agency Use 5</td> </tr> <tr> <td>075 – Agency Use 2</td> <td>083 – Language Read Ability</td> </tr> <tr> <td>076 – Agency Use 3</td> <td></td> </tr> <tr> <td>077 – Agency Use 4</td> <td></td> </tr> </table>		074 – Agency Use 1	078 – Agency Use 5	075 – Agency Use 2	083 – Language Read Ability	076 – Agency Use 3		077 – Agency Use 4	
074 – Agency Use 1	078 – Agency Use 5								
075 – Agency Use 2	083 – Language Read Ability								
076 – Agency Use 3									
077 – Agency Use 4									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
076	<i>Agency Not Authorized To Use Doc Type 122</i>
Description	
<p>The only agencies currently authorized to submit this document are the Agricultural Research Service (Agency 03) and the Forest Service (Agency 11).</p> <p>☞ Note: This message applies to Document Type 122, USDA Demonstration Project Record. ☞</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 029 – Database Organizational Structure Code Agency</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
077	<i>Desired Field To Be Updated Invalid For Agency Use</i>
Description	
<p>The desired field selected to be updated is not authorized for the processing agency.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 029 – Database Organizational Structure Code Agency</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
079	<i>Pay Plan Must Equal LE With Longevity Date</i>
Description	
<p>Only employees with Pay Plan LE (United States Secret Service Uniformed Service) can have a Longevity Date established in the Payroll/Personnel System. The employee's database salary record (IRIS Program 101) indicates that the employee is not in Pay Plan LE.</p>	
Data Element(s) Used In Audit	
035 – Database Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
099	<i>Flexfactor Participation Code Invalid</i>
Description	
<p>The flexfactor participation code entered in the Flexfactor Participation Code field must be one of the following:</p> <ul style="list-style-type: none">• Y (yes)• N (no)• C (cancel)	
Data Element(s) Used In Audit	
039 – Flexfactor Participation Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
102	<i>Type Of Investigation Invalid</i>
Description	
<p>The type of investigation code entered in the Type Of Investigation field must be one of the following:</p> <ul style="list-style-type: none"> • 01 (replacement investigation) • 02 (national agency check) • 03 (national agency check and inquiries) • 04 (minimum background investigation) • 05 (limited background investigation) • 06 (background investigation) • 07 (special background investigation) • 08 (reimbursable suitability investigation) • 09 (periodic investigation) • 10 (upgrade investigation – SGI, BI Upgrade/BGI) • 11 (upgrade investigation – SDI, BI Upgrade/BDI, LDI) 	
Data Element(s) Used In Audit	
066 – Type Of Investigation	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
103	<i>Date EOD Foreign Service Invalid</i>
Description	
<p>The Date EOD Foreign Service field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
<p>069 – Date Entered On Duty Foreign Service 070 – Frozen Foreign Service Time</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
104	<i>SES Recertification Date Invalid</i>
Description	
<p>The SES Recertification Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
071 – Senior Executive Service (SES) Recertification Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
105	<i>Error On Current Date Retrieval</i>
Description	
<p>An error occurred with the current system date. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
106	<i>Pay Plan Invalid For Date EOD Foreign Service</i>
Description	
<p>A date was entered in the Date EOD Foreign Service field; however, the pay plan on the employee's database salary record (IRIS Program 101) is not a foreign service pay plan (FC, FE, FO, FP, or FS).</p>	
Data Element(s) Used In Audit	
035 – Database Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
107	<i>Pay Plan And Type Appt Invalid For SES Recert Date</i>
Description	
<p>A date was entered in the SES Recertification Date field; however, the pay plan on the employee's database salary record (IRIS Program 101) indicates that the pay plan is not ES and the Type Of Appointment Code is not 01.</p>	
Data Element(s) Used In Audit	
035 – Database Pay Plan	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
109	<i>TDY Post Differential Cannot Exceed 25%</i>
Description	
The percent entered in the TDY Post Differential field cannot exceed 25% (2500) .	
Data Element(s) Used In Audit	
037 – TDY Post Differential 038 – COLA Post Differential Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
110	<i>Employee Currently Receiving COLA/Post Diff</i>
Description	
<p>The employee's database allowances/COLA/Post Differential record (IRIS Program 109) indicates that the employee is currently receiving COLA and/or post differential; however, the document being processed is to update TDY post differential. An employee cannot receive both COLA and/or post differential and TDY post differential.</p>	
Data Element(s) Used In Audit	
038 – COLA Post Differential Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
111	<i>TDY Post Diff 0000 Requires COLA/Post Diff Code 1</i>
Description	
<p>The document is being processed to cancel TDY post differential; however, the COLA post differential code on the employee's database allowances/COLA/post differential record (IRIS Program 109) is not 1, TDY Post Differential.</p>	
Data Element(s) Used In Audit	
037 – TDY Post Differential Code 038 – COLA Post Differential Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
112	<i>TDY Post Diff Greater Than 0 Requires COLA Code 0</i>
Description	
<p>The document is being processed to update TDY Post Differential; however, the COLA post differential code on the employee's database allowances/COLA/post differential record (IRIS Program 109) is not 0.</p>	
Data Element(s) Used In Audit	
<p>037 – TDY Post Differential Code 038 – COLA Post Differential Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
113	<i>Date Reinvestigation Required Invalid</i>
Description	
<p>The Date Reinvestigation Required field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
068 – Date Reinvestigation Required	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
114	<i>Date Of Investigation Invalid</i>
Description	
<p>The Date Of Investigation field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
067 – Date Of Investigation	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
115	<i>Date Entered POI Invalid</i>
Description	
<p>The Date Entered POI field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> 	
Data Element(s) Used In Audit	
072 – Date Entered Personnel Office Identifier (POI)	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
116	<i>6C-Retirement-DateInvalid</i>
Description	
<p>The 6C-Retirement-Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
073 – 6C Retirement Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
117	<i>Agency Use 1 Invalid</i>
Description	
<p>The data entered in the Agency Use 1 field must be alphanumeric. The Agency Use 1 field is a 1-position alphanumeric field.</p>	
Data Element(s) Used In Audit	
074 – Agency Use 1	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
118	<i>Agency Use 2 Invalid</i>
Description	
<p>The data entered in the Agency Use 2 field must be alphanumeric. The Agency Use 2 field is a 2-position alphanumeric field.</p>	
Data Element(s) Used In Audit	
075 – Agency Use 2	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
119	<i>Agency Use 3 Invalid</i>
Description	
<p>The data entered in the Agency Use 3 field must be alphanumeric. The Agency Use 3 field is a 4-position alphanumeric field.</p>	
Data Element(s) Used In Audit	
076 – Agency Use 3	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
120	<i>Agency Use 4 Invalid</i>
Description	
<p>The data entered in the Agency Use 4 field must be numeric. The Agency Use 4 field is a 5-position numeric field.</p>	
Data Element(s) Used In Audit	
077 – Agency Use 4	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
121	<i>Agency Use 5 Invalid</i>
Description	
<p>The data entered in the Agency Use 5 field must be numeric. The Agency Use 5 field is a 6-position numeric field.</p>	
Data Element(s) Used In Audit	
078 – Agency Use 5	

Document Type 120 – Multielement Update Document

Code	Message
122	<i>Date Time In Class Invalid</i>
Description	
<p>The Date Time In Class field must be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
084 – Date Time In Class	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
123	<i>Date Limit Career Ext Invalid</i>
Description	
<p>The Date Limit Career Ext field must be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
085 – Date Limit Career Ext	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
124	<i>Date Temp Limit Career Ext Invalid</i>
Description	
<p>The Date Temp Limit Career Ext field must be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). ☞ Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☞ <p>☞ Note: Zeros can only be entered in this field to remove this date from the employee’s database record.☞</p>	
Data Element(s) Used In Audit	
086 – Date Temp Limit Career Ext	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
125	<i>Date Departure Invalid</i>
Description	
<p>The Date Departure field must be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
087 – Date Departure	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
126	<i>Date Arrival Overseas Invalid</i>
Description	
<p>The Date Arrival Overseas field must be less than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
088 – Date Arrival Overseas	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
127	<i>Date Overseas Assigned Invalid</i>
Description	
<p>The Date Overseas Assigned field cannot be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
089 – Date Overseas Assigned	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
128	<i>Date Post Arrival Invalid</i>
Description	
<p>The Date Post Arrival field must be less than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
090 – Date Post Arrival	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
129	<i>Date FS Commission Invalid</i>
Description	
<p>The Date FS Commission field cannot be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.</p>	
Data Element(s) Used In Audit	
091 – Date FS Commission	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
130	<i>Primary Skill Code Must Be Numeric</i>
Description	
<p>The data entered in the Primary Skill Code field must be numeric.</p>	
Data Element(s) Used In Audit	
092 – Primary Skill	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
131	<i>MLAT Year Is Invalid</i>
Description	
<p>The MLAT (Modern Language Aptitude) Year field must be numeric and cannot be a future year.</p>	
Data Element(s) Used In Audit	
093 – MLAT Year 095 – MLAT Year/Score	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
132	<i>MLAT Score Is Invalid</i>
Description	
<p>The MLAT (Modern Language Aptitude) Score field must be numeric. Valid values are 0 – 80.</p>	
Data Element(s) Used In Audit	
<p>094 – MLAT Score 095 – MLAT Year/Score</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 120 – Multielement Update Document

Code	Message
133	<i>Re-Employment Rights Date Invalid</i>
Description	
<p>The Re-Employment Rights Date field must be greater than the current system date and must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.<input type="checkbox"/> <p><input type="checkbox"/> Note: Zeros can only be entered in this field to remove this date from the employee’s database record.<input type="checkbox"/></p>	
Data Element(s) Used In Audit	
<p>096 – Re-Employment Rights Date 097 – Re-Employment Rights Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 120 – Multielement Update Document

Code	Message
134	<i>Re-Employment Rights Indicator Invalid</i>
Description	
<p>The Re-Employment Rights Indicator field must be blank when the date in the Re-Employment Rights Date field is zeros.</p> <p>The Re-Employment Rights Indicator field must be F, I, M, T, O, A, or P when a date is present in the Re-Employment Rights Date field.</p>	
Data Element(s) Used In Audit	
096 – Re-Employment Rights Date 097 – Re-Employment Rights Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
080	Education Level Must Be Numeric
081	Education Level Invalid
082	Instructional Program Must Be Numeric
083	Year Of Degree Must Be Numeric
084	School Code Must Be Completed
085	School Code Not In TMGT
086	Transaction Code Invalid
089	Instructional Program Not In TMGT
090	Instructional Program Must Be Spaces Or Zeros
095	Education Records Exceed Five
096	Education Level Currently Exists
101	Education Level Does Not Equal Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
080	<i>Education Level Must Be Numeric</i>
Description	
The data entered in the Education Level field must be numeric .	
Data Element(s) Used In Audit	
040 – Education Level	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
081	<i>Education Level Invalid</i>
Description	
<p>The Education Level field must be 04 or 06 through 22.</p> <p>For the General Accounting Office (GAO), the Education Level field must be 06, 10, and 13 through 22.</p>	
Data Element(s) Used In Audit	
040 – Education Level	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
082	<i>Instructional Program Must Be Numeric</i>
Description	
<p>The Instructional Program field must be numeric.</p> <p>If the Education Level field is 04, 07, 08, 09, 11, or 12, the Instructional Program field must be spaces or zeros.</p> <p>For a list of valid instructional program codes, see the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
041 – Instructional Program	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
083	<i>Year Of Degree Must Be Numeric</i>
Description	
<p>The Year Of Degree field must be numeric.</p> <p>The last 2 digits of the year the employee received his/her degree/certificate must be entered.</p>	
Data Element(s) Used In Audit	
042 – Year Of Degree	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
084	<i>School Code Must Be Completed</i>
Description	
<p>The School Code field must be completed and it must be numeric.</p> <p>For a list of valid school codes, see the Table Management System (TMGT), Table 036, School Identification.</p>	
Data Element(s) Used In Audit	
043 – School Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
085	<i>School Code Not In TMGT</i>
Description	
<p>The school code entered in the School Code field was not located in the Table Management System (TMGT), Table 036, School Identification.</p>	
Data Element(s) Used In Audit	
043 – School Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
086	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• A (add)• C (change)• D (delete)	
Data Element(s) Used In Audit	
044 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
089	<i>Instructional Program Not In TMGT</i>
Description	
<p>The instructional program code entered in the Instructional Program field was not located in the Table Management System (TMGT), Table 025, AD-350 (Personnel Block and Description).</p>	
Data Element(s) Used In Audit	
041 – Instructional Program	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
090	<i>Instructional Program Must Be Spaces Or Zeros</i>
Description	
<p>If the Education Level field is 04, 07, 08, 09, 11, or 12, the Instructional Program field must be spaces or zeros.</p>	
Data Element(s) Used In Audit	
041 – Instructional Program	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message
095	<i>Education Records Exceed Five</i>
Description	
<p>The document being processed is adding (Transaction Code A) an education record; however, the maximum of five education/certificate records currently exists on the employee's Database education and certificate record (IRIS Program 130).</p>	
Data Element(s) Used In Audit	
<p>010 – Database Education 044 – Transaction Code 045 – Education</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 123 – Education Document

Code	Message
096	<i>Education Level Currently Exists</i>
Description	
<p>The document being processed is adding (Transaction Code A) an education record; however, the education level on the document currently exists on the employee's Database education and certificate record (IRIS Program 130).</p>	
Data Element(s) Used In Audit	
<p>001 – Database Education Level 040 – Education Level 044 – Transaction Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 123 – Education Document

Code	Message						
101	<i>Education Level Does Not Equal Database</i>						
Description							
<p>The document being processed is changing (Transaction Code C) or deleting (Transaction Code D) an education record; however, the data entered in the Education Level, Instructional Program, Year Of Degree, and School Code fields, does not equal the employee's database education and certificate record (IRIS Program 130).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">001 – Database Education Level</td> <td style="width: 50%;">003 – Database Year Of Degree</td> </tr> <tr> <td>004 – Database School Code</td> <td>040 – Education Level</td> </tr> <tr> <td>042 – Year Of Degree</td> <td>043 – School Code</td> </tr> </table>		001 – Database Education Level	003 – Database Year Of Degree	004 – Database School Code	040 – Education Level	042 – Year Of Degree	043 – School Code
001 – Database Education Level	003 – Database Year Of Degree						
004 – Database School Code	040 – Education Level						
042 – Year Of Degree	043 – School Code						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 124 – Professional Certification Document

Code	Message
087	Professional Certification Code Must Be Numeric
088	Professional Certification Code Invalid
091	Professional Certification Year Must Be Numeric
092	Professional Certification State Must Be Completed
093	Professional Certification State Not In TMGT
094	Transaction Code Invalid
097	Professional Certification Exceeds Five
098	Professional Certification Code Already Exists
100	Professional Certification Year Must Be Completed
108	Prof Certification Code Does Not Equal Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 124 – Professional Certification Document

Code	Message
087	<i>Professional Certification Code Must Be Numeric</i>
Description	
<p>The professional certification code entered in the Professional Certification Code field must be numeric.</p>	
Data Element(s) Used In Audit	
046 – Professional Certification Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 124 – Professional Certification Document

Code	Message
088	<i>Professional Certification Code Invalid</i>
Description	
<p>Valid values for the Professional Certification Code field are:</p> <ul style="list-style-type: none">• 01 (Bar – lawyer)• 02 (CPA – certified public account)• 03 (CPM – certified professional manager)• 04 (CIA – certified internal auditor)• 05 (CISA – certified information system auditor)	
Data Element(s) Used In Audit	
046 – Professional Certification Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 124 – Professional Certification Document

Code	Message
091	<i>Professional Certification Year Must Be Numeric</i>
Description	
<p>The Professional Certification Year field must be numeric.</p> <p>The last 2 digits of the year the employee received his/her professional certificate must be entered.</p>	
Data Element(s) Used In Audit	
048 – Professional Certification Year	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 124 – Professional Certification Document

Code	Message
092	<i>Professional Certification State Must Be Completed</i>
Description	
<p>If the Professional Certification Code field equals 01 (bar) or 02 (CPA), the Professional Certification State field must be completed.</p> <p>If the Professional Certification Code fields equals 03 (CPM), 04 (CIA), or 05 (CISA), the Professional Certification State field can be blank.</p>	
Data Element(s) Used In Audit	
039 – Professional Certification State	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 124 – Professional Certification Document

Code	Message
093	<i>Professional Certification State Not In TMGT</i>
Description	
<p>The state code entered in the Professional Certification State field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
039 – Professional Certification State	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 124 – Professional Certification Document

Code	Message
094	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• A (add)• C (change)• D (delete)	
Data Element(s) Used In Audit	
044 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 124 – Professional Certification Document

Code	Message
097	<i>Professional Certification Exceeds Five</i>
Description	
<p>The document being processed is adding (Transaction Code A) a professional certification record; however, the maximum of five education/certificate records currently exists on the employee's database education and certificate record (IRIS Program 130).</p>	
Data Element(s) Used In Audit	
012 – Database Certificate 038 – Certificate 044 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 124 – Professional Certification Document

Code	Message
098	<i>Professional Certification Code Already Exists</i>
Description	
<p>The document being processed is adding (Transaction Code A) a professional certification record; however, the professional certification code entered in the Professional Certification Code field already exists on the employee's database education and certificate record (IRIS Program 130).</p>	
Data Element(s) Used In Audit	
<p>006 – Database Professional Certification Code 044 – Transaction Code 046 – Professional Certification Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 124 – Professional Certification Document

Code	Message
100	<i>Professional Certification Year Must Be Completed</i>
Description	
<p>If the Professional Certification Code field equals 01 (bar) or 02 (CPA), the Professional Certification Year field must be completed.</p> <p>If the Professional Certification Code field equals 03 (CPM), 04 (CIA), or 05 (CISA), the Professional Certification Year field can be blank.</p>	
Data Element(s) Used In Audit	
<p>046 – Professional Certification Code 048 – Professional Certification Year</p>	

Document Type 124 – Professional Certification Document

Code	Message
108	<i>Prof Certification Code Does Not Equal Database</i>
Description	
<p>The document being processed is a change (Transaction Code C) or a deletion (Transaction Code D) of a professional certification record; however, the professional certification code entered in the Professional Certification Code field does not equal the employee's database education and certificate record (IRIS Program 130).</p>	
Data Element(s) Used In Audit	
<p>006 – Database Professional Certification Code 044 – Transaction Code 046 – Professional Certification Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
050	Transaction Code Invalid
052	Changing Data – Employee Not Enrolled
053	Stopping Contribution – Employee Not Enrolled
054	(reserved)
055	Contrib Percent Or Contrib Amt Must Be Completed
056	Contribution Amount Exceeds Maximum Amount
057	Contribution Percent Or Amount Invalid
058	Employee Ineligible To Participate In TSP
059	Thrift Savings Plan Code Not In TMGT
060	Contribution Percent Invalid
061	Contribution Amount Invalid
062 thru 068	(reserved)
069	Employee Ineligible For Thrift Savings Plan
070 thru 073	(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The transaction code must be one of the following:</p> <ul style="list-style-type: none">• A (new enrollment)• C (change)• S (stop)	
Data Element(s) Used In Audit	
001 – Transaction Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
052	<i>Changing Data – Employee Not Enrolled</i>
Description	
<p>The II-Enrolling Or Changing Contribution field indicates the employee is changing either his/her contribution amount or percent; however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is not currently enrolled in the thrift savings plan.</p>	
Data Element(s) Used In Audit	
<p>002 – Thrift Savings Plan Code 008 – Database Thrift Savings Plan Code Of Salary 009 – Database Thrift Savings Plan Code Of Thrift Savings Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Saving Plan Election Form

Code	Message
053	<i>Stopping Contribution – Employee Not Enrolled</i>
Description	
<p>The document being processed is stopping thrift savings plan contributions; however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is not currently enrolled in a thrift savings plan.</p>	
Data Element(s) Used In Audit	
<p>002 – Thrift Savings Plan Code 008 – Database Thrift Savings Plan Code Of Salary 009 – Database Thrift Savings Plan Code of Thrift Savings Added</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Saving Plan Election Form

Code	Message
055	<i>Contrib Percent Or Contrib Amt Must Be Completed</i>
Description	
<p>The Contribution Percent field or the Contribution Amount field must be completed.</p>	
Data Element(s) Used In Audit	
<p>004 – Thrift Savings Plan Deduction Factor</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
056	<i>Contribution Amount Exceeds Maximum Amount</i>
Description	
<p>The Contribution Amount field exceeds the maximum deduction allowed for the employee.</p> <p>The Contribution Amount field cannot exceed 15 percent of the employee's adjusted salary as recorded on the employee's database salary data record (IRIS Program 101) if the employee is covered by the Federal Employees' Retirement System (FERS).</p> <p>The Contribution Amount field cannot exceed 10 percent of the employee's adjusted salary as recorded on the employee's database salary data record (IRIS Program 101) if the employee is covered by the Civil Service Retirement System (CSRS).</p> <p>Note: When the special employee code recorded on the employee's database dates & misc salary/personnel record (IRIS Program 102) is 01, 02, 03, or 08 (which designates the employee eligible for Administratively Uncontrollable Overtime (AUO)), then the AUO percent up to the maximum rate of 25 percent is calculated into the adjusted salary before determining the maximum deduction.</p>	
Data Element(s) Used In Audit	
<p>002 – Thrift Savings Plan Code 004 – Thrift Savings Deduction Factor 006 – Database Adjusted Salary 007 – Database Salary Rate Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
057	<i>Contribution Percent Or Amount Invalid</i>
Description	
<p>The percent entered in the Contribution Percent field must be a whole percentage between 1 and 15 (inclusive).</p> <p>The amount entered in the Contribution Amount field must be whole dollars (no cents).</p>	
Data Element(s) Used In Audit	
004 – Thrift Savings Plan Deduction Factor	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
058	<i>Employee Ineligible To Participate In TSP</i>
Description	
<p>The document being processed is enrolling the employee in the Thrift Saving Plan; however, the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is ineligible to participate in TSP.</p> <p>To participate in TSP, the retirement coverage code on the employee’s database retirement record (IRIS Program 117) must be 1, 6, C, E, G, K, L, M, N, P, R, T, or W, and the TSP status code on the employee’s database thrift savings plan record (IRIS Program 118) must be Y (yes) or E (eligible).</p> <p>Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll Operations Branch at 504-255-4630 for assistance in releasing this edit message.</p>	
Data Element(s) Used In Audit	
<p>005 – Database Retirement Coverage Code 010 – Database Thrift Savings Plan Status Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
059	<i>Thrift Savings Plan Code Not In TMGT</i>
Description	
<p>The Thrift Savings Plan Code was not located in the Table Management System (TMGT), Table 083, Retirement Description.</p> <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
002 – Thrift Savings Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
060	<i>Contribution Percent Invalid</i>
Description	
<p>The percentage entered in the Contribution Percent field must be a whole percentage between 1 and 15 (inclusive).</p> <p>The Contribution Percent field cannot exceed 10 percent for Civil Service Retirement System (CSRS) employees.</p> <p>The Contribution Percent field cannot exceed 15 percent for Federal Employees Retirement System (FERS) employees.</p>	
Data Element(s) Used In Audit	
<p>002 – Thrift Savings Plan Code 004 – Thrift Savings Plan Deduction Factor 005 – Database Retirement Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
061	<i>Contribution Amount Invalid</i>
Description	
<p>The amount entered in the Contribution Amount filed must be whole dollars (no cents). (For example, to enter \$100.00, type 100.)</p>	
Data Element(s) Used In Audit	
<p>002 – Thrift Savings Plan Code 004 – Thrift Savings Plan Deduction Factor</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
062 thru 068	<i>Reserved</i>
Description	
Data Element(s) Used In Audit	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
069	<i>Employee Ineligible For Thrift Savings Plan</i>
Description	
<p>The TSP eligibility code on the employee’s database thrift savings plan record (IRIS Program 118) indicates that the employee is ineligible to participate in the Thrift Savings Plan.</p> <p>Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll Operations Branch at 504-255-4630 for assistance in releasing this edit message.</p>	
Data Element(s) Used In Audit	
<p>010 – Database Thrift Savings Plan Status Code 018 – Database Thrift Savings Plan Eligibility Code 019 – Database Thrift Savings Plan Eligibility Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 125 – Thrift Savings Plan Election Form

Code	Message
070 thru 073	<i>Reserved</i>
Description	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 126 – TSP Catch-up Contributions

Code	Message
050	Transaction Code Invalid
051	Table Request Incomplete
052	Employee Not Enrolled In TSP
053	TSP Account Inactive
054 and 055	Reserved
056	Changing/Stopping Contribution–Emp Not Enrolled
057	Contribution Amount Invalid
058	Reserved
059	Plan Code Not In TMGT
060 thru 069	Reserved
070	Age Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 126 – TSP Catch-up Contributions

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (new enrollment)• 2 (change)• 3 (cancellation)	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 126 – TSP Catch-up Contributions

Code	Message
051	<i>Table Request Incomplete</i>
Description	
<p>The TSP code entered in the Plan Code field was not found in the Table Management System (TMGT) Table 083, Retirement Description.</p> <p>Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 126 – TSP Catch-up Contributions

Code	Message
052	<i>Employee Not Enrolled In TSP</i>
Description	
<p>The document being processed is adding (Transaction Code 1) TSP catch-up contributions; however, the employee's database Thrift Savings Plan record (IRIS Program 118) indicates that the employee is not currently enrolled in TSP. To participate in TSP catch-up (Plan Code 06), the employee must first be enrolled in the regular Thrift Savings Plan.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 126 – TSP Catch -up Contributions

Code	Message
053	<i>TSP Account Inactive</i>
Description	
<p>The document being processed is adding (Transaction Code 1) TSP catch-up contributions; however, the employee's database Thrift Savings Plan record (IRIS Program 118) indicates that the employee's TSP account is inactive.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 126 – TSP Catch-up Contributions

Code	Message
056	<i>Changing/Stopping Contribution–Emp Not Enrolled</i>
Description	
<p>The document being processed is changing (Transaction Code 2) or canceling (Transaction Code 3) TSP catch-up contributions; however, the employee’s database Thrift Savings Plan record (IRIS Program 118) indicates that the employee is not currently enrolled in TSP catch-up contributions (Plan Code 06).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 126 – TSP Catch-up Contributions

Code	Message
057	<i>Contribution Amount Invalid</i>
Description	
<p>The amount entered in the Contribution Amount field must be whole dollars (no cents).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 126 – TSP Catch-up Contributions

Code	Message
059	<i>Plan Code Not In TMGT</i>
Description	
<p>The Thrift Savings Plan Code was not located in the Table Management System (TMGT), Table 083, Retirement Description.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
050	Transaction Invalid
051	Allowance Type Invalid
052	Taxable Invalid
053	Taxable Incompatible With Allowance Type
054	Allowance Code Invalid
055	Allowance Rate Invalid
056	Allowance Total Invalid
057	Allowance Type Invalid For Agency
058	Allowance Rate Invalid For Horse Allowance
059	Allowance Total And Allowance Type Incompatible
060	Allowance Type Not On Data Base
061	Allowance Total Incompatible With Allowance Rate
062	Duplicate Allowance Type
063	Chg In Allowance Total Results In A Negative Amt
064 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
050	<i>Transaction Invalid</i>
Description	
<p>The Transaction field must be one of the following:</p> <ul style="list-style-type: none">• A (add)• C (change)• D (delete)	
Data Element(s) Used In Audit	
007 – Transaction	

Document Type 127 – Allowances

Code	Message
051	<i>Allowance Type Invalid</i>
Description	
<p>The Allowance Type must be one of the following:</p> <ul style="list-style-type: none"> 197 – Parking Fringe (taxable) 491 – Horse Allowance (taxable) 493 – Quarters Allowance (tax exempt) 494 – Quarters Allowance (taxable) 498 – Reassignment Allowance (taxable) 510 – Comparability Allowance (taxable) 511 – Uniform Allowance (taxable) 512 – Separate Maintenance Allowance (tax exempt) 513 – Separate Maintenance Allowance (taxable) 514 – Post Allowance (tax exempt) 515 – Education Allowance (tax exempt) 516 – Foreign Language Allowance (taxable) 517 – Recruitment Incentive Allowance (taxable) 518 – Uniform Allowance (tax exempt) 523 – Hazardous Duty Allowance (taxable) 524 – Insurance Allowance (tax exempt) <p>Note: This message is only applicable for conversion data into the Payroll/Personnel System.</p>	
Data Element(s) Used In Audit	
008 – Allowance Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
051	<i>Allowance Type Invalid (cont'd)</i>
Description	
<p>The Allowance Type must be one of the following:</p> <p>525 – Parking Benefit Allowance</p> <p>526 – Transit Benefit Allowance</p> <p>527 – Choice Credits</p> <p>Note: This message is only applicable for conversion data into the Payroll/Personnel System.</p>	
Data Element(s) Used In Audit	
<p>008 – Allowance Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
052	<i>Taxable Invalid</i>
Description	
<p>The Taxable field must be one of the following:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
009 – Allowance Taxable	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
053	<i>Taxable Incompatible With Allowance Type</i>
Description	
<p>The only allowances that can be taxable are:</p> <ul style="list-style-type: none"> • Choice Credits • Comparability Allowance • Foreign Language Allowance • Hazardous Duty • Horse Allowance • Parking Benefit Allowance • Parking Fringe • Quarters Allowance • Reassignment Allowance • Recruitment Incentive Allowance • Separate Maintenance Allowance • Transit Benefit Allowance • Uniform Allowance 	
Data Element(s) Used In Audit	
<p>008 – Allowance Type 009 – Allowance Taxable</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
054	<i>Allowance Code Invalid</i>
Description	
<p>The Allowance Code field must be 1 (per day) or 3 (per pay period) for Quarters Allowance (taxable and tax exempt) and Separate Maintenance Allowance (tax exempt).</p> <p>The Allowance Code field must be 5 (percentage of base pay) for Foreign Language Allowance (taxable).</p> <p>The Allowance Code field for all other allowances must be 3.</p>	
Data Element(s) Used In Audit	
010 – Allowance Code	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 127 – Allowances

Code	Message
055	<i>Allowance Rate Invalid</i>
Description	
<p>The Allowance Rate field must be numeric and greater than zero.</p> <p>The Allowance Rate field f must be 5, 10, or 15 percent for Foreign Language Allowance (taxable) for all agencies except for the Foreign Agricultural Service (FAS) (Agency Code 10) and the U.S. Agency for International Development (USAID) (Agency Code AM).</p> <p>The Allowance Rate field for FAS must be 2 through 20 percent for Foreign Language Allowance (taxable).</p> <p>The Allowance Rate field for USAID must be 10 and 15 percent for Foreign Language Allowance (taxable).</p> <p>.</p>	
Data Element(s) Used In Audit	
011 – Allowance Rate	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
056	<i>Allowance Total Invalid</i>
Description	
<p>The Allowance Total field must be numeric.</p> <p>The Allowance Total field may be spaces for Reassignment Allowance (taxable), Separate Maintenance Allowance (taxable), and Recruitment Incentive Allowance (taxable).</p>	
Data Element(s) Used In Audit	
012 – Allowance Total	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
057	<i>Allowance Type Invalid For Agency</i>
Description	
<p>The Allowance Type on the document being processed is invalid for the processing agency.</p>	
Data Element(s) Used In Audit	
008 – Allowance Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
058	<i>Allowance Rate Invalid For Horse Allowance</i>
Description	
<p>The amount in the Allowance Rate field is invalid for Horse Allowance.</p>	
Data Element(s) Used In Audit	
<p>011 – Allowance Rate</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
059	<i>Allowance Total And Allowance Type Incompatible</i>
Description	
<p>An amount can only be present in the Allowance Total field for the following allowances:</p> <ul style="list-style-type: none"> • 510 – Comparability Allowance (taxable) • 511 – Uniform Allowance (taxable) • 515 – Education Allowance (tax exempt) • 518 – Uniform Allowance (tax exempt) • 525 – Parking Benefit Allowance (taxable or tax exempt) • 526 – Transit Benefit Allowance (taxable or tax exempt) 	
Data Element(s) Used In Audit	
<p>008 – Allowance Type 012 – Allowance Total</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
060	<i>Allowance Type Not On Database</i>
Description	
<p>The document being processed is a change (Transaction C) or a deletion (Transaction D); however, the Allowance Type specified on the document was not found in the employee's database allowance record (IRIS Program 109).</p>	
Data Element(s) Used In Audit	
008 – Allowance Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
061	<i>Allowance Total Incompatible With Allowance Rate</i>
Description	
<p>The Allowance Total field must be equal to or greater than the Allowance Rate field.</p>	
Data Element(s) Used In Audit	
<p>011 – Allowance Rate 012 – Allowance Total</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
062	<i>Duplicate Allowance Type</i>
Description	
<p>The document being processed is adding (Transaction A) an allowance type; however, the allowance type specified on the document currently exists on the employee's database allowance record (IRIS Program 109).</p>	
Data Element(s) Used In Audit	
008 – Allowance Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 127 – Allowances

Code	Message
063	<i>Chg In Allowance Total Results In A Negative Amt</i>
Description	
<p>The Allowance Total field can only be changed for Comparability and Education Allowance.</p> <p>The document being processed is changing (Transaction C) an allowance total. The allowance total being changed must equal the allowance balance on the employee's database allowance record (IRIS Program 109) plus the amount in the Allowance Total field minus the allowance total on the employee's database allowance record (IRIS Program 109).</p> <p>Note: This message is issued when the above computation results in a negative balance.</p>	
Data Element(s) Used In Audit	
012 – Allowance Total	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 127 – Allowances

Code	Message
100	<i>Document Must Be Processed Through The TPA</i>
Description	
<p>The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, Choice Credits allowance; however, the User ID field is not an established user ID for the Third Party Administrator (TPA).</p> <p>Note: Only the TPA can process a Choice Credits allowance for the FDIC Flexible Benefits Program, FDIC Choice.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
050	Employee Not Separated
051	Transaction Code Invalid
052	Date Severance Pay Begins Invalid
053	Total Severance Fund Invalid
054	Severance Amt Per Pay Period Invalid
055	First Severance Payment Amt Invalid
056	Accounting Distribution Must Be Completed
057	Accounting Distribution Invalid
058	Accounting Distribution Invalid – Length
059	Accounting Distribution Invalid – Agency
060	Accounting Distribution Invalid – Acctng Station
061	Accounting Distribution Invalid – Sub Center
062	Accounting Distribution Invalid – Fiscal Year
063	Accounting Distribution Invalid – Appropriation
064	Severance Pay Record Already Established On DB
065	Changing Severance Pay No Database Record
066	Stopping Severance Pay No Database Record
067	(reserved)
068	Date Severance Pay Begins Earlier Than Sep Date
069	Severance Pay Remarks Code Not On Database
070	Total Severance Fund Results In A Negative Balance
071	Emp Does Not Have A Ck Mail Addr Or Ck Bank Addr
072	Duplicate Severance Pay Document
073	Severance Amt Per Pay Period Exceeds \$2500.00

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
050	<i>Employee Not Separated</i>
Description	
<p>When a severance pay document is being processed, the separation accession type on the employee’s database salary record (IRIS Program 101) must be 1 (regular) or 3 (accession processed this pay period).</p> <p>☞ Note: The employee must be separated to be entitled to severance pay. ☞</p>	
Data Element(s) Used In Audit	
014 – Database Separation Accession Type	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
051	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following codes:</p> <ul style="list-style-type: none">• A (add)• C (change)• S (stop payment)	
Data Element(s) Used In Audit	
006 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
052	<i>Date Severance Pay Begins Invalid</i>
Description	
<p>The Date Severance Pay Begins field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
010 – Date Severance Pay Begins	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
053	<i>Total Severance Fund Invalid</i>
Description	
<p>The amount entered in the Total Severance Fund field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
007 – Total Severance Fund	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
054	<i>Severance Amt Per Pay Period Invalid</i>
Description	
<p>The amount entered in the Severance Amt Per Pay Period field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
008 – Severance Amount Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
055	<i>First Severance Payment Amt Invalid</i>
Description	
<p>The amount entered in the First Severance Payment Amt field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
009 – First Severance Payment Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
056	<i>Accounting Distribution Must Be Completed</i>
Description	
The Accounting Distribution field must be completed.	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
057	<i>Accounting Distribution Invalid</i>
Description	
<p>The accounting data entered in the Accounting Distribution field is not valid for the agency.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
058	<i>Accounting Distribution Invalid – Length</i>
Description	
<p>The length of the accounting data entered in the Accounting Distribution field does not agree with the accounting data in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
059	<i>Accounting Distribution Invalid – Agency</i>
Description	
<p>The accounting data entered in the Accounting Distribution field for the agency was not located in the Management Account Structure Codes System (MASC)</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
060	<i>Accounting Distribution Invalid – Acctng Station</i>
Description	
<p>The accounting station used to validate the accounting data entered in the Accounting Distribution field was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
061	<i>Accounting Distribution Invalid – Sub Center</i>
Description	
<p>The sub center code does not match the sub center file in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
062	<i>Accounting Distribution Invalid – Fiscal Year</i>
Description	
<p>The fiscal year code for the accounting data entered in the Accounting Distribution field does not match the current or prior fiscal year codes as recorded in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
063	<i>Accounting Distribution Invalid – Appropriation</i>
Description	
<p>The appropriation entered in the Accounting Distribution field was not located in the Management Account Structure Codes System (MASC).</p> <p>For detailed information about MASC, see Title VI, Chapter 8, Section 2, Management Account Structure Codes System.</p>	
Data Element(s) Used In Audit	
011 – Accounting Distribution	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
064	<i>Severance Pay Record Already Established On DB</i>
Description	
<p>The document being processed is adding (Transaction Code A) a severance pay document; however, a severance pay record currently exists on the employee's database severance pay computation record (IRIS Program 134).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
065	<i>Changing Severance Pay No Database Record</i>
Description	
<p>The document being processed is changing (Transaction Code C) a severance pay record; however, the employee does not have a severance pay computation record established on the database (IRIS Program 134).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
066	<i>Stopping Severance Pay No Database Record</i>
Description	
<p>The document being processed is stopping (Transaction Code S) a severance pay record; however, the employee does not have a severance pay computation record established on the database (IRIS Program 134).</p>	
Data Element(s) Used In Audit	
006 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
068	<i>Date Severance Pay Begins Earlier Than Sep Date</i>
Description	
<p>The date entered in the Date Severance Pay Begins field is earlier than the effective date of the separation action as recorded on the employe's database SF-50B data elements record (IRIS Program 122).</p>	
Data Element(s) Used In Audit	
<p>010 – Date Severance Pay Begins 015 – Database Date Personnel Action Effective</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
069	<i>Severance Pay Remarks Code Not On Database</i>
Description	
<p>In order to process a severance pay document, Remarks Code N22 must be established on the employee’s database SF-50B data elements record (IRIS Program 122).</p> <p>☞ Note: The remarks code is established when the separation action is processed; remarks code N22 must be present on the separation personnel action at the time of processing.☞</p>	
Data Element(s) Used In Audit	
016 – Database Remarks Codes	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
070	<i>Total Severance Fund Results In A Negative Balance</i>
Description	
<p>This edit message is issued when a correction is being processed to change the total severance fund, but the amount entered in the Total Severance Fund field will result in a negative balance.</p> <p>For example: When the initial total severance fund was established, the amount of the total severance fund was \$1000.00. The employee has been paid \$900.00 so far. The correction action is attempting to change the total severance fund to \$850.00. Since \$900.00 has already been paid to the employee, this correction would result in a negative balance of \$50.00 (-50.00).</p>	
Data Element(s) Used In Audit	
007 – Total Severance Fund	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
071	<i>Emp Does Not Have A Ck Mail Addr Or Ck Bank Addr</i>
Description	
<p>To process a severance pay document the employee must have a check mail or bank mail address established on the database.</p> <p>☞Note: Please process an AD-349, Employee Address, or an SF-1199A, Direct Deposit Sign-Up Form, to establish the check mail information.☞</p>	
Data Element(s) Used In Audit	
004 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 128 – Severance Pay

Code	Message
072	<i>Duplicate Severance Pay Document</i>
Description	
<p>The employee has two severance pay records established on the database. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
004 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 128 – Severance Pay

Code	Message
073	<i>Severance Amt Per Pay Period Exceeds \$2500.00</i>
Description	
<p>The amount entered in the Severance Amt Per Pay Period field exceeds \$2500.00.</p> <p>Note: If the amount in the Severance Amt Per Pay Period field is correct, type C (release Message 073) in the Override field.</p>	
Data Element(s) Used In Audit	
008 – Severance Amount Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
050	Transaction Code Invalid
051	Plan Code Invalid
052	Plan Code Same As Database
053	Emp Ineligible To Participate In Plan Code 01/02
054	Plan Code Not On Database
055	Change/Stop Invalid After Payroll Deduction
056	Plan Code And Agency Code Incompatible
057	Collection For Agency Contribution Only Invalid
058	Base Pay In And/Or Base Pay Out Must Be Completed
059	Pay Period Number/Year In Must Be Completed
060	Pay Period Number/Year Out Must Be Completed
061	Deferred Percentage Or Amt In/Out Must Be Blank
062	Non-Deferred Percent Or Amt In/Out Must Be Blank
063	Deferred Percentage Or Amount In Invalid
064	Deferred Percentage Or Amount Out Invalid
065	1% Agency Contributions Invalid For CSRS Employees
066	Number Of Pay Periods Must Be Numeric And > Zero
067	Pay Period Number/Year In Indicates Future Document
068	Pay Period Number/Yr Out Indicates Future Document
069	Deferred Percentage Or Amount In Didn't Compute
070	Deferred Percentage Or Amount Out Didn't Compute
071	Def Percentage Or Amt Out > Def Percent Or Amt In
072	PP Amount Exceeds 70% Of Biweekly Gross Salary
073	Maximum Def Percentage Or Amount Reached
074	Non-Deferred Percentage Or Amount In Invalid
075	Non-Deferred Percentage Or Amount Out Invalid
076	Non-Deferred Percentage Or Amt In Didn't Compute
077	Non-Deferred Percent Or Amt Out Didn't Compute
078	Non-Def Percent/Amt Out>Non-Def Percent Amt In
079	Pay Period Number/Year In Not In TMGT
080	Pay Period Number/Year Out Not In TMGT

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• A (add)• C (change)• S (stop)	
Data Element(s) Used In Audit	
003 – Transaction Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
051	<i>Plan Code Invalid</i>
Description	
<p>The data entered in the Plan Code field is invalid. Valid values for the Plan Code field are:</p> <ul style="list-style-type: none"> • 01 – Federal Employees Retirement System (FERS) • 02 – Civil Service Retirement System (CSRS) • 03 – FERS, eligible for immediate participation in employee contributions • 04 – Federal Deposit Insurance Corporation (FDIC) – T. Rowe Price, eligible for immediate participation in employee contributions • 05 – Catch-up contributions for individuals age 50 or over • 13 – FDIC – T. Rowe Price • 75 – Office of the Comptroller of the Currency (OCC) – 401(k) • 77 – Appalachian Regional Commission (ARC) – 401(k), non-matching agency contributions • 78 – ARC – 401(k), matching agency contributions • T1 – Office of Thrift Supervision (OTS) – Financial Institutions Retirement Fund (FIRF), pre-tax • T2 – OTS – FIRF, post-tax • T3 – OTS – CSRS, CSRS-Offset, and FERS, pre-tax • T4 – OTS – CSRS, CSRS-Offset, and FERS, post-tax 	
Data Element(s) Used In Audit	
004 – Plan Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
052	<i>Plan Code Same As Database</i>
Description	
<p>The document being processed is adding (Transaction Code A) a thrift savings plan collections document; however, the plan code entered in the Plan Code field is the same as the plan code on the employee's database thrift savings retro payments record (IRIS Program 121).</p>	
Data Element(s) Used In Audit	
002 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
053	<i>Emp Ineligible To Participate In Plan Code 01/02</i>
Description	
<p>The plan code entered in the Plan Code field is 01 (FERS) or 02 (CSRS); however, the employee is ineligible to participate in Plan Code 01 or 02.</p>	
Data Element(s) Used In Audit	
<p>003 – Transaction Code 027 – Social Security Number Of Social Security Number Change Record</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
054	<i>Plan Code Not On Database</i>
Description	
<p>The document being processed is changing (Transaction Code C) or stopping (Transaction Code S) a thrift savings plan collections document; however, the plan code entered in the Plan Code field does not equal the plan code on the employee's database thrift savings retro payments record (IRIS Program 121).</p>	
Data Element(s) Used In Audit	
002 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
055	<i>Change/Stop Invalid After Payroll Deduction</i>
Description	
<p>The document being processed is changing (Transaction Code C) or stopping (Transaction Code S) a thrift savings plan collections document; however, a payroll deduction has been made from the employee's salary for the thrift savings plan collections record. You cannot change or stop a thrift savings plan collection record once a payroll deduction has been made.</p> <p>If the data entered is correct, key in <i>D</i> (release Message 055) in the Override field.</p>	
Data Element(s) Used In Audit	
002 – Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
056	<i>Plan Code And Agency Code Incompatible</i>
Description	
<p>The plan code entered in the Plan Code field is 04 (FDIC – T. Rowe Price, eligible for immediate participation in employee contributions) or 13 (FDIC – T. Rowe Price) and the only agency allowed to use Plan Codes 04 and 13 is the Federal Deposit Insurance Corporation (Agency Code 68).</p> <p style="text-align: center;"><i>OR</i></p> <p>The plan code entered in the Plan Code field is 75 (OCC – 401(k)) and the only agency allowed to use Plan Code 75 is the Office of the Comptroller of the Currency (Agency Code AJ).</p> <p style="text-align: center;"><i>OR</i></p> <p>The plan code entered in the Plan Code field is 77 (ARC – 401(k), non-matching agency contributions) or 78 (ARC – 401(k), matching agency contributions) and the only agency allowed to use Plan Codes 77 and 78 is the Appalachian Regional Commission (Agency Code 66).</p> <p style="text-align: center;"><i>OR</i></p> <p>The plan code entered in the Plan Code field is T1 (OTS – FIRF, pre-tax), T2 (OTS – FIRF, post-tax), T3 (OTS – CSRS, CSRS-Offset, FERS, pre-tax), or T4 (OTS – CSRS, CSRS-Offset, FERS, post-tax) and the only agency allowed to use Plan Codes T1, T2, T3, and T4 is the Office of Thrift Supervision (Agency Code OT).</p>	
Data Element(s) Used In Audit	
<p>004 – Plan Code 026 – Organizational Structure Code Of Salary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
057	<i>Collection For Agency Contribution Only Invalid</i>
Description	
<p>The Is This Collection For An Agency Contribution Only? field must be one of the following:</p> <ul style="list-style-type: none">• Y (transaction code is a 1% agency contribution)• N (action is a payroll deduction)	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
058	<i>Base Pay In And/Or Base Pay Out Must Be Completed</i>
Description	
<p>The Base Pay In and/or the Base Pay Out field(s) must be completed and must be numeric and greater than zeros.</p>	
Data Element(s) Used In Audit	
010 – Base Pay In 018 – Base Pay Out	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
059	<i>Pay Period Number/Year In Must Be Completed</i>
Description	
<p>When the Base Pay In field is greater than zeros, the Pay Period Number/Year In field must also be completed. Valid values for the Pay Period Number field are 01 through 27.</p>	
Data Element(s) Used In Audit	
<p>016 – Pay Period Year In 017 – Pay Period Number In</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
060	<i>Pay Period Number/Year Out Must Be Completed</i>
Description	
<p>When the Base Pay Out field is greater than zeros, the Pay Period Number/Year In field must also be completed. Valid values for the Pay Period Number field are 01 through 27.</p>	
Data Element(s) Used In Audit	
<p>024 – Pay Period Year Out 025 – Pay Period Number Out</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message		
061	<i>Deferred Percentage Or Amt In/Out Must Be Blank</i>		
Description			
<p>When the Is This Collection For An Agency Contribution Only? field is Y (transaction code is a 1% agency contribution), the Deferred Percentage Or Amount In/Out fields must be blank or zeros.</p>			
Data Element(s) Used In Audit			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 005 – Is This Collection For An Agency Contribution Only? 014 – Factor Non-Deferred In 015 – Factor Deferred In </td> <td style="width: 50%; vertical-align: top;"> 022 – Factor Non-Deferred Out 023 – Factor Deferred Out </td> </tr> </table>		005 – Is This Collection For An Agency Contribution Only? 014 – Factor Non-Deferred In 015 – Factor Deferred In	022 – Factor Non-Deferred Out 023 – Factor Deferred Out
005 – Is This Collection For An Agency Contribution Only? 014 – Factor Non-Deferred In 015 – Factor Deferred In	022 – Factor Non-Deferred Out 023 – Factor Deferred Out		

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
062	<i>Non-Deferred Percent Or Amt In/Out Must Be Blank</i>
Description	
<p>When the Is This Collection For An Agency Contribution Only? field is Y (transaction code is a 1% agency contribution), the Non-Deferred Percentage Or Amount In/Out fields must be blank or zeros.</p>	
Data Element(s) Used In Audit	
<p>014 – Factor Non-Deferred In 022 – Factor Non-Deferred Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
063	<i>Deferred Percentage Or Amount In Invalid</i>
Description	
<p>The percent entered in the Deferred Percentage In field must be one of the following:</p> <ul style="list-style-type: none">• 010 (1%)• 150 (15%)• 075 (7 1/2%) <p>The amount entered in the Deferred Amount In field must be whole dollars.</p>	
Data Element(s) Used In Audit	
015 – Factor Deferred In	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
064	<i>Deferred Percentage Or Amount Out Invalid</i>
Description	
<p>The percent entered in the Deferred Percentage Out field must be one of the following:</p> <ul style="list-style-type: none"> • 010 (1%) • 150 (15%) • 075 (7 1/2%) <p>The amount entered in the Deferred Amount Out field must be whole dollars.</p>	
Data Element(s) Used In Audit	
023 – Factor Deferred Out	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
065	<i>1% Agency Contributions Invalid For CSRS Employees</i>
Description	
<p>The Is This Collection For An Agency Contribution Only? field must be blank for Civil Service Retirement Employees (CSRS) employees enrolled in the Thrift Saving Plan (Plan Code 02 on PINQ Program 56, PACS Thrift Savings or IRIS Program 118).</p>	
Data Element(s) Used In Audit	
<p>003 – Transaction Code 005 – Is This Collection For An Agency Contribution Only?</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
066	<i>Number Of Pay Periods Must Be Numeric And > Zero</i>
Description	
<p>When the Is This Collection For An Agency Contribution Only? field is Y (transaction code is a 1% agency contribution), the Number Of Pay Periods field must be 01.</p> <p>When the Is This Collection For An Agency Contribution Only? field is N (action is a payroll deduction), the Number Of Pay Periods field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
017 – Pay Period Number In	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
067	<i>Pay Period Number/Year In Indicates Future Document</i>
Description	
<p>The pay period and year entered in the Pay Period Number/Year In field is greater than the pay period and year entered in the Eff Pay Period and Pay Period Yr fields in the key data.</p>	
Data Element(s) Used In Audit	
<p>016 – Pay Period Year In 017 – Pay Period Number In</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
068	<i>Pay Period Number/Yr Out Indicates Future Document</i>
Description	
<p>The pay period and year entered in the Pay Period Number/Year Out field is greater than the pay period and year entered in the Eff Pay Period and Pay Period Yr fields in the key data.</p>	
Data Element(s) Used In Audit	
<p>024 – Pay Period Year Out 025 – Pay Period Number Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
069	<i>Deferred Percentage Or Amount In Didn't Compute</i>
Description	
<p>An error occurred when performing the computation for the total deductions for the Deferred Percentage Or Amount In field. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>012 – Deferred Percentage Or Amount In 013 – Deduction Type In 025 – Computed Deferred Percentage Or Amount In</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
070	<i>Deferred Percentage Or Amount Out Didn't Compute</i>
Description	
<p>An error occurred when performing the computation for the total deductions for the Deferred Percentage Or Amount Out field. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>020 – Deferred Percentage Or Amount Out 021 – Deduction Type Out 029 – Computed Deferred Percentage Or Amount Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
071	<i>Def Percent Or Amt Out > Def Percent Or Amt In</i>
Description	
<p>The data entered in the Deferred Percentage Or Amount Out field is greater than the data entered in the Deferred Percentage Or Amount In field.</p> <p>Verify the following fields:</p> <ul style="list-style-type: none"> • Deferred Percentage Or Amount In • Deferred Percentage Or Amount Out • Base Pay In • Base Pay Out 	
Data Element(s) Used In Audit	
<p>012 – Deferred Percentage Or Amount Int 020 – Deferred Percentage Or Amount Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
072	<i>PP Amount Exceeds 70% Of Biweekly Gross Salary</i>
Description	
<p>The TSP collection amount to be deducted each pay period is greater than 70% of the employee’s biweekly gross salary. If the amount is correct, type C (release Message 072) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>007 – Amount Pay Period Deferred 032 – Maximum Deduction Allotted</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
073	<i>Maximum Def Percentage Or Amount Reached</i>
Description	
<p>The TSP collection record indicates that the employee has reached the maximum amount allowed for the deferred percentage or amount.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
074	<i>Non-Deferred Percentage Or Amount In Invalid</i>
Description	
<p>The percent entered in the Non-Deferred Percentage In field must be one of the following:</p> <ul style="list-style-type: none"> • 010 (1%) • 150 (15%) • 075 (7 1/2%) <p>The amount entered in the Non-Deferred Amount In field must be whole dollars.</p>	
Data Element(s) Used In Audit	
014 – Factor Non-Deferred In	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
075	<i>Non-Deferred Percentage Or Amount Out Invalid</i>
Description	
<p>The percent entered in the Non-Deferred Percentage Out field must be one of the following:</p> <ul style="list-style-type: none"> • 010 (1%) • 150 (15%) • 075 (7 1/2%) <p>The amount entered in the Non-Deferred Amount Out field must be whole dollars.</p>	
Data Element(s) Used In Audit	
022 – Factor Non-Deferred Out	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
076	<i>Non-Deferred Percentage Or Amt In Didn't Compute</i>
Description	
<p>An error occurred when performing the computation for the total deductions for the Non-Deferred Percentage Or Amount In field. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>011 – Non-Deferred Percent/Amount In 013 – Deduction Type In 031 – Computed Non-Deferred Percentage Or Amount In</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
077	<i>Non-Deferred Percent Or Amount Out Didn't Compute</i>
Description	
<p>An error occurred when performing the computation for the total deductions for the Non-Deferred Percentage Or Amount Out field. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>019 – Non-Deferred Percent Or Amount Out 021 – Deduction Type Out 030 – Computed Non-Deferred Percent Or Amount Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
078	<i>Non-DefPercent/Amt Out>Non-Def Percent/Amt In</i>
Description	
<p>The data entered in the Non-Deferred Percentage Or Amount Out field is greater than the data entered in the Non-Deferred Percentage Or Amount In field.</p> <p>Verify the following fields:</p> <ul style="list-style-type: none"> • Deferred Percentage Or Amount In • Deferred Percentage Or Amount Out • Base Pay In • Base Pay Out 	
Data Element(s) Used In Audit	
<p>011 – Non-Deferred Percentage Or Amount In 019 – Non-Deferred Percent Or Amount Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 129 – Thrift Savings Plan Collections

Code	Message
079	<i>Pay Period Number/Year In Not In TMGT</i>
Description	
<p>The pay period number and/or year entered in the Pay Period Number/Year In field was not located in the Table Management System (TMGT), Table 128, Pay Period and Corresponding Dates By Year.</p>	
Data Element(s) Used In Audit	
<p>016 – Pay Period Year In 017 – Pay Period Number In</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 129 – Thrift Savings Plan Collections

Code	Message
080	<i>Pay Period Number/Year Out Not In TMGT</i>
Description	
<p>The pay period number and/or year entered in the Pay Period Number/Year Out field was not located in the Table Management System (TMGT), Table 128, Pay Period and Corresponding Dates By Year.</p>	
Data Element(s) Used In Audit	
<p>024 – Pay Period Year Out 025 – Pay Period Number Out</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
050	Total Number Of Allowances Claimed Invalid
051	Additional Amount Not Numeric Or Spaces
052	Eligible For Earned Income Credit Invalid
053	EIC Code Invalid/Inconsistent W/Eligibility Code
054	Eligible EIC Code Invalid For Employee
055	Total Number Of Allowances Controlled By The IRS

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
050	<i>Total Number Of Allowances Claimed Invalid</i>
Description	
<p>The Total Number Of Allowances Claimed field must be one of the following:</p> <ul style="list-style-type: none"> • XT (exempt) • M00 through M99 or • S00 through S99 <p>The first position identifies the employee's marital status (M equals married, S equals single, and X equals exempt). The second and third positions are the number of exemptions the employee is claiming. If the employee claims total exemption from Federal taxes, then the second position would be T.</p>	
Data Element(s) Used In Audit	
018– Federal Tax Number Of Allowances Claimed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
051	<i>Additional Amount Not Numeric Or Spaces</i>
Description	
<p>If data is entered in the Additional Amount field, it must be numeric.</p>	
Data Element(s) Used In Audit	
<p>019 – Federal Tax Additional Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
052	<i>Eligible For Earned Income Credit Invalid</i>
Description	
<p>The Eligible For Earned Income Credit field must be one of the following codes:</p> <ul style="list-style-type: none"> • Y (yes) • N (no) <p>If Y is entered in the Eligible For Earned Income Credit field, the Enter The Filing Status Code field on PRES Program DP131, Earned Income Credit Advance Payment Certificate, or the Filing Status field on EPIC Program E10801, Earned Income Credit, must also be completed. Valid values for these fields are:</p> <ul style="list-style-type: none"> • A (single, head of household, or qualifying widow(er)) • B (married, both employee and spouse claim EIC) • C (married, only employee claims EIC) 	
Data Element(s) Used In Audit	
020 – Eligible For Earned Income Credit	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
053	<i>EIC Code Invalid/Inconsistent W/Eligibility Code</i>
Description	
<p>The earned income credit (EIC) code on the employee’s database Federal tax record (IRIS Program 104) must be coded Y (yes) when processing an eligibility earned income credit document for an employee who is now ineligible.</p>	
Data Element(s) Used In Audit	
021 – Earned Income Credit Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
054	<i>Eligible EIC Code Invalid For Employee</i>
Description	
<p>In order to claim ineligible for earned income credit, the employee must have an EIC–code established on the employee’s database Federal tax record (IRIS Program 104).</p>	
Data Element(s) Used In Audit	
020 – Eligible For Earned Income Credit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 130 – Federal Income Tax/EIC Advance Payment Certificate

Code	Message
055	<i>Total Number Of Allowances Controlled By The IRS</i>
Description	
<p>The W-4 being processed is increasing the total number of allowances; however, the employee is currently under the IRS control.</p> <p>When an employee is under the IRS control, a W-4 cannot be processed by the agency to increase the total number of allowances. A request to increase the total number of allowances for an employee under the IRS control must be sent to the National Finance Center.</p> <p>Note: The agency can only process a decrease to the total number of allowances when an employee is under the IRS control.</p>	
Data Element(s) Used In Audit	
023 – Database W-4 Controlled By IRS	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
050	Waiver – Duty Station Cannot Equal Residence State
051	State Code Must Equal Duty Station State Code
054	Total Number of Allowances ONL Or WAV Invalid
055	Withholding State Code Must Equal Residence State
056	Withholding State Cd Must Equal Duty Station State
057	Total Number Of Allowances Contains Invalid Data
058	1st Position Total No. Of Allow Invalid W/State Cd
059	Total Number Of Allowances Invalid
060	Additional Amount Invalid
061	Additional Exemptions Claimed Invalid
062	Withholding State Code Not In TMGT
065	State Code Must Equal State Tax Wh State Code
066	Mississippi – Additional Amount Must Be Blank
067	Total Number Of Allowances Must Be Numeric
068	Personal Exemptions Claimed Must Be 0 Or 1
069	Public/Private Employee Must Be 1 Or 2
070	Document Will Result In Dual State Tax Deductions
073	Residence Addr State/Country Code Must Be Michigan

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
050	<i>Waiver – Duty Station Cannot Equal Residence State</i>
Description	
<p>When a state tax document is being processed to waive tax liability for the duty station state, the duty station state code recorded on the employee’s database salary record (IRIS Program 101) cannot be the same as the database address/check information residence state code (IRIS Program 124).</p> <p>☞ Note: This message is not applicable if the Special Employee Code is 05 (presidential appointee), 15 (NOAA field employee), or 40 (overseas employee payrolled by NFC), or if the employee is a Department of Commerce Wage Marine.☞</p>	
Data Element(s) Used In Audit	
<p>018 – Total Number Of Allowances Claimed 024 – Database Duty Station State Code 025 – Database Residence Address State/Country Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
051	<i>State Code Must Equal Duty Station State Code</i>
Description	
<p>When a state tax document is being processed to waive tax liability for the duty station state, the State Code field must equal the duty station state code recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>018– Total Number Of Allowances Claimed 020– State Code 024– Database Duty Station State Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
054	<i>Total Number Of Allowances ONL Or WAV Invalid</i>
Description	
<p>In order to be eligible to claim total exemption or waive the duty station state tax liability, the state tax status duty station recorded on the employee’s database state tax record (IRIS Program 105) must be coded 1 (taxable) or 3 (multiple state tax).</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 018– Total Number Of Allowances Claimed 020– State Code 024– Database Duty Station State Code 026– State Tax Status Duty Station 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
055	<i>Withholding State Code Must Equal Residence State</i>
Description	
<p>When a state tax document is being processed for voluntary withholdings of state tax deductions based on the residence state code, the state code in the State Code field must be the same as the residence state code recorded on the employee's database address/check information record (IRIS Program 124).</p> <p>☞ Note: A waiver of state tax liability must be processed for the duty station state if the duty station state is a taxable state and not the same as the residence state code recorded on the employee's database address/check information record (IRIS Program 124).☞</p> <p>☞ Note: This message is not applicable if the Special Employee Code is 05 (presidential appointee), 15 (NOAA field employee), or 40 (overseas employee payrolled by NFC), or if the employee is a Department of Commerce Wage Marine.☞</p>	
Data Element(s) Used In Audit	
<p>020 – State Code 024 – Database Duty Station State Code 025 – Database Residence Address State/Country Code 026 – State Tax Status Duty Station</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
056	<i>Withholding State Cd Must Equal Duty Station State</i>
Description	
<p>When a state tax document is being processed for withholding of state tax deductions based on the duty station state code, the State Code field must be the same as the duty station state code recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>020 – State Code 024 – Database Duty Station State Code 026 – State Tax Status Duty Station</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
057	<i>Total Number Of Allowances Contains Invalid Data</i>
Description	
<p>The last 2 positions of the Total Number of Allowances Claimed field must be numeric.</p> <p>For coding instructions on state tax documents, see the Tax Formulas procedure which is available on NFC's Home Page (www.nfc.usda.gov). To view and/or print the Tax Formulas procedure, go to NFC's Home Page and click on Pubs & Forms. Then on the Pubs & Forms page left-hand menu, click Tax Formulas and select the appropriate state from the map provided.</p>	
Data Element(s) Used In Audit	
018– Total Number of Allowances Claimed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
058	<i>1st Position Total No. Of Allow Invalid W/State Cd</i>
Description	
<p>The first position of the Total Number of Allowances Claimed field is incompatible with the data entered in the State Code field.</p> <p>For coding instructions on state tax documents, see the Tax Formulas procedure which is available on NFC's Home Page (www.nfc.usda.gov). To view and/or print the Tax Formulas procedure, go to NFC's Home Page and click on Pubs & Forms. Then on the Pubs & Forms page left-hand menu, click Tax Formulas and select the appropriate state from the map provided.</p>	
Data Element(s) Used In Audit	
<p>018– Total Number Of Allowances Claimed 020– State Code</p>	

Document Type 140 – State Income Tax Certificate

Code	Message
059	<i>Total Number Of Allowances Invalid</i>
Description	
<p>The first position of the Total Number of Allowances Claimed field is invalid.</p> <p>For coding instructions on state tax documents, see the Tax Formulas procedure which is available on NFC’s Home Page (www.nfc.usda.gov). To view and/or print the Tax Formulas procedure, go to NFC’s Home Page and click on Pubs & Forms. Then on the Pubs & Forms page left-hand menu, click Tax Formulas and select the appropriate state from the map provided.</p>	
Data Element(s) Used In Audit	
018– Total Number Of Allowances Claimed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
060	<i>Additional Amount Invalid</i>
Description	
If data is entered in the Additional Amount field, it must be numeric .	
Data Element(s) Used In Audit	
019 – Additional Amount	

Document Type 140 – State Income Tax Certificate

Code	Message
061	<i>Additional Exemptions Claimed Invalid</i>
Description	
<p>When data is entered in the Additional Exemptions Claimed field, the State Code field must be one of the following:</p> <ul style="list-style-type: none"> • 06 (California) • 17 (Illinois) • 18 (Indiana) • 51 (Virginia) • RQ (Puerto Rico) <p>If the State Code field is other than 06, 17, 18, 51, or RQ, the Additional Exemption Claimed field must be blank.</p> <p style="text-align: center;"><i>OR</i></p> <p>When the data entered in the State Code field is 06, 17, 18, 51, or RQ, the Additional Exemptions Claimed field must be completed. Valid values for the Additional Exemptions Claimed field are: 00 through 99.</p>	
Data Element(s) Used In Audit	
<p>020 – State Code 021 – Additional Exemptions Claimed</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
062	<i>Withholding State Code Not In TMGT</i>
Description	
<p>The state code entered in the State Code field was not located in the Table Management System (TMGT), Table 009, State Tax Name and Address, indicating that there is no tax agreement with the state or that the data entered is invalid.</p> <p>For a list of states that have a withholding agreement with the Department of the Treasury, see the Tax Formulas procedure which is available on NFC's Home Page (www.nfc.usda.gov). To view and/or print the Tax Formulas procedure, go to NFC's Home Page and click on Pubs & Forms. Then on the Pubs & Forms page left-hand menu, click Tax Formulas and select the appropriate state from the map provided.</p>	
Data Element(s) Used In Audit	
020 – State Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
065	<i>State Code Must Equal State Tax Wh State Code</i>
Description	
<p>The document being processed is a cancellation of voluntary state tax withholding deductions; however, the state code entered in the State Code field is not the same as the state tax withholding state code recorded on the employee's database state tax record (IRIS Program 105).</p>	
Data Element(s) Used In Audit	
<p>018 – Total Number Of Allowances Claimed 020 – State Code 025 – Database Residence Address State/Country Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
066	<i>Mississippi – Additional Amount Must Be Blank</i>
Description	
<p>Data may not be entered in the Additional Amount field when the State Code field is 28 (Mississippi).</p>	
Data Element(s) Used In Audit	
<p>019 – Additional Amount 020 State Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
067	<i>Total Number Of Allowances Must Be Numeric</i>
Description	
<p>The last two positions of the Total Number of Allowances Claimed field must be numeric.</p> <p>For coding instructions on state tax documents, see the Tax Formulas procedure which is available on NFC's Home Page (www.nfc.usda.gov). To view and/or print the Tax Formulas procedure, go to NFC's Home Page and click on Pubs & Forms. Then on the Pubs & Forms page left-hand menu, click Tax Formulas and select the appropriate state from the map provided.</p>	
Data Element(s) Used In Audit	
<p>018 – Total Number Of Allowances Claimed 020 – State Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
068	<i>Personal Exemptions Claimed Must Be 0 Or 1</i>
Description	
<p>When the State Code field is RQ (Puerto Rico), the Personal Exemptions field must be completed. Valid personal exemption claimed codes are:</p> <ul style="list-style-type: none"> • 0 (no personal exemptions claimed) • 1 (complete or half personal exemptions claimed) <p>☞ Note: If the State Code field is other than PR, the Personal Exemptions field must be blank.☞</p>	
Data Element(s) Used In Audit	
<p>020 State Code 031 – Personal Exemptions</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
069	<i>Public/Private Employee Must Be 1 Or 2</i>
Description	
<p>When the State Code field is RQ (Puerto Rico), the Private Code field must be completed. Valid values are:</p> <ul style="list-style-type: none"> • 1 (private employee) • 2 (public employee) <p>Note: If the State Code field is other than RQ, the Private Code field must be blank.</p>	
Data Element(s) Used In Audit	
<p>020 State Code 032 – Private Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 140 – State Income Tax Certificate

Code	Message
070	<i>Document Will Result In Dual State Tax Deductions</i>
Description	
<p>The state tax document being processed is adding a state tax record to the employee’s database state tax record (IRIS Program 105); however, a state tax record currently exists on the employee’s database salary record (IRIS Program 105). One of the following actions should be taken for this message:</p> <ul style="list-style-type: none"> • If withholding for a second state needs to be established, type C in the Override field. This action will establish two state tax records for the employee. State tax deductions will be withheld for both states. • If a tax document was erroneously entered, type 4 in the Override field. This will delete the erroneous document, and no change will be made to the current database record. • If the current state tax withholding is to be deleted and a new state tax withholding processed, a waiver for the state that currently exists on the database must be processed in an NFC entry system or an Agency Front–End System Interface (FESI). Note: If a waiver is in suspense, this message will appear also until the waiver is corrected. 	
Data Element(s) Used In Audit	
<p>020 – State Code 024 – Database Duty Station State Code 025 – Database Residence Address State/Country Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 140 – State Income Tax Certificate

Code	Message
073	<i>Residence Addr State/Country Code Must Be Michigan</i>
Description	
<p>The state tax document is being processed for withholding of state tax deductions for the state of Michigan. However, the residence state code recorded on the employee’s database address/check information record (IRIS Program 124) is not Michigan.</p> <p>☞ Note: When a state tax document is being processed for voluntary withholdings of state tax deductions based on the residence state, the state code in the State Code field must be the same as the residence state code recorded on the employee’s database address/check information record (IRIS Program 124).☞</p>	
Data Element(s) Used In Audit	
<p>020 – State Code 024 – Database Duty Station State Code 025 – Database Residence Address State/Country Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
050	City Tax Action Code Invalid
051	Other Allowances Invalid
052	St & Cnty Cds Must Equal Database St & Cnty Cds
053	St & City Cds Must Equal Database St & City Cds
054	City And County Codes Cannot Both Be Present
055	State And County Codes Not In TMGT
056	Resident Of City Must Be 1 (Res) Or 2 (Non-Res)
057	State And City Codes Not In TMGT
058	Total Number Of Allowances Claimed Invalid
059	Percent Of Annual Comp Perf Outside City Invalid
060	State/City Code Must Eq Duty Station Or Residence
061	State/Cnty Code Must Eq Duty Station Or Residence
063	County Tax Currently Exists On Database
064	City Tax Currently Exists On Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
050	<i>City Tax Action Code Invalid</i>
Description	
The city tax action code must be zero.	
Data Element(s) Used In Audit	
018– City Tax Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
051	<i>Other Allowances Invalid</i>
Description	
<p>If data was entered in the Other Allowances field, it must be numeric.</p>	
Data Element(s) Used In Audit	
<p>019– City Tax Other Allowances</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
052	<i>St & Cnty Cds Must Equal Database St & Cnty Cds</i>
Description	
<p>The County Tax State Code field and the County Tax County Code field are not equal to the state code and county code recorded on the employee’s database salary deductions record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>020 – City Tax State Code 021 – City Tax County Code 028 – Database City Tax State Code 029 – Database City Tax County Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
053	<i>St & City Cds Must Equal Database St & City Cds</i>
Description	
<p>The City Tax State Code field and the City Tax City Code field are not equal to the state code and city code recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
<p>020 – City Tax State Code 022 – City Tax City Code 028 – Database City Tax State Code 030 – Database City Tax City Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
054	<i>City And County Codes Cannot Both Be Present</i>
Description	
<p>Both the city tax city code and county tax county code cannot be present.</p>	
Data Element(s) Used In Audit	
<p>021 – City Tax County Code 022 – City Tax City Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
055	<i>State And County Codes Not In TMGT</i>
Description	
<p>The state code entered in the County Tax State Code field and the county code entered in the County Tax County Code field were not located in the Table Management System (TMGT), Table 008, County Tax, County Name and Address, indicating that there is no tax agreement with the county or that the data entered is invalid.</p>	
Data Element(s) Used In Audit	
<p>020 – City Tax State Code 021 – City Tax County Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
056	<i>Resident Of City Must Be 1 (Res) Or 2 (Non-Res)</i>
Description	
<p>The If Resident Of City Where Employed field must be one of the following codes:</p> <ul style="list-style-type: none">• 1 (resident)• 2 (non-resident)	
Data Element(s) Used In Audit	
024 – City Tax Indication	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
057	<i>State And City Codes Not In TMGT</i>
Description	
<p>The state code entered in the City Tax State Code field and the city code entered in the City Tax City Code field were not located in the Table Management System (TMGT), Table 007, City Tax, City Name and Address, indicating that there is no tax agreement with the city or that the data entered is invalid.</p>	
Data Element(s) Used In Audit	
<p>020 – City Tax State Code 022 – City Tax City Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
058	<i>Total Number of Allowances Claimed Invalid</i>
Description	
<p>The Total Number Of Allowances Claimed field must be zero except for the cities in Michigan and New York, and Philadelphia, Pennsylvania. In these cases, the last two positions of the Total Number Of Allowances Claimed field must be numeric.</p>	
Data Element(s) Used In Audit	
026 – City Tax Total Number Of Allowances Claimed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
059	<i>Percent Of Annual Comp Perf Outside City Invalid</i>
Description	
<p>The Percent Of Annual Compensation For Services Performed Outside The City field must be numeric or blank.</p>	
Data Element(s) Used In Audit	
027 – City Tax Percent	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 150 – City/County Income Tax Certificate

Code	Message
060	<i>State/City Code Must Eq Duty Station Or Residence</i>
Description	
<p>The City Tax State Code field and City Tax City Code field are not equal to the duty station or residence state and city codes recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
020 – City Tax State Code 031 – Database Duty Station State Code 033 – Database Duty Station City Code	022 – City Tax City Code 032 – Database Residence State Code 034 – Database Residence City Code

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message
061	<i>State/Cnty Code Must Eq Duty Station Or Residence</i>
Description	
<p>The County Tax State Code field and County Tax County Code field are not equal to the duty station or residence state and county codes recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	
020 – City Tax State Code 031 – Database Duty Station State Code 035 – Database Duty Station County Code	021 – City Tax County Code 032 – Database Residence State Code 036 – Database Residence County Code

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 150 – City/County Income Tax Certificate

Code	Message						
063	<i>County Tax Currently Exists On Database</i>						
Description							
<p>The document being processed is adding a county tax record; however, the county code specified on the document currently exists on the employee’s database county tax record (IRIS Program 107).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">020 – City Tax State Code</td> <td style="width: 50%;">021 – City Tax County Code</td> </tr> <tr> <td>031 – Database Duty Station State Code</td> <td>032 – Database Residence State Code</td> </tr> <tr> <td>035 – Database Duty Station County Code</td> <td>036 – Database Residence County Code</td> </tr> </table>		020 – City Tax State Code	021 – City Tax County Code	031 – Database Duty Station State Code	032 – Database Residence State Code	035 – Database Duty Station County Code	036 – Database Residence County Code
020 – City Tax State Code	021 – City Tax County Code						
031 – Database Duty Station State Code	032 – Database Residence State Code						
035 – Database Duty Station County Code	036 – Database Residence County Code						

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 150 – City/County Income Tax Certificate

Code	Message						
064	<i>City Tax Currently Exists On Database</i>						
Description							
<p>The document being processed is adding a city tax record; however, the city code specified on the document currently exist on the employee's database city tax record (IRIS Program 106).</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">020 – City Tax State Code</td> <td style="width: 50%;">022 – City Tax City Code</td> </tr> <tr> <td>031 – Database Duty Station State Code</td> <td>032 – Database Residence State Code</td> </tr> <tr> <td>033 – Database Duty Station City Code</td> <td>034 – Database Residence City Code</td> </tr> </table>		020 – City Tax State Code	022 – City Tax City Code	031 – Database Duty Station State Code	032 – Database Residence State Code	033 – Database Duty Station City Code	034 – Database Residence City Code
020 – City Tax State Code	022 – City Tax City Code						
031 – Database Duty Station State Code	032 – Database Residence State Code						
033 – Database Duty Station City Code	034 – Database Residence City Code						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 160 – Record Of Leave Data Transferred

Code	Message
050	Prior Year Leave Balance (Annual Hrs) Invalid
051	Prior Year Leave Balance (Sick Hrs) Invalid
052	Current Year Leave Earned (Annual Hrs) Invalid
053	Current Year Leave Earned (Sick Hrs) Invalid
054	Reduction In Credits (Annual Hrs) Invalid
055	Reduction In Credits (Sick Hrs) Invalid
056	Current Year Leave Taken (Annual Hrs) Invalid
057	Current Year Leave Taken (Sick Hrs) Invalid
058	Leave Transferred (Annual Hrs) Invalid
059	Leave Transferred (Sick Hrs) Invalid
060	Leave Transferred (Annual Hrs) Do Not Balance
061	Leave Transferred (Sick Hrs) Do Not Balance
062	LWOP Or Furlough During Leave Year Invalid
063	LWOP Or Furlough Since Last WGI Invalid
064	AWOL Or Suspension Since Last WGI Invalid
065	Military Leave Taken – This Leave Year Invalid
066	Commencing Date Of WGI Waiting Period Invalid
068	AWOL Or Suspension During Current Leave Yr Invalid
069	Ending Date Of Lump Sum Leave Invalid
070	Leave Record Not Found

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
050	<i>Prior Year Leave Balance (Annual Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Prior Year Leave Balance (Annual Hrs) field, if present, must be numeric.</p> <p>The Prior Year Leave Balance (Annual Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
018– Prior Year Leave Balance (Annual Leave)	

Document Type 160 – Record of Leave Data Transferred

Code	Message
051	<i>Prior Year Leave Balance (Sick Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Prior Year Leave Balance (Sick Hrs) field, if present, must be numeric.</p> <p>The Prior Year Leave Balance (Sick Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
019– Prior Year Leave Balance (Sick Leave)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
052	<i>Current Year Leave Earned (Annual Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Current Year Leave Earned (Annual Hrs) field exceeds the maximum amount of annual leave that will be accrued for the current leave year.</p> <p>Note: The maximum amount of annual leave an employee can accrue is determined by multiplying the number of pay periods remaining in the current leave year by the employee’s annual leave category.</p>	
Data Element(s) Used In Audit	
<p>020 – Current Year Leave Earned (Annual Leave) 028 – Annual Leave Category</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 160 – Record of Leave Data Transferred

Code	Message
053	<i>Current Year Leave Earned (Sick Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Current Year Leave Earned (Sick Hrs) field exceeds the maximum amount of sick leave that will be accrued for the current leave year.</p> <p>☞ Note: The maximum amount of sick leave an employee can accrue is determined by multiplying the number of pay periods remaining in the current leave year by 4. ☞</p>	
Data Element(s) Used In Audit	
021 – Current Year Leave Earned (Sick Leave)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
054	<i>Reduction In Credits (Annual Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Reduction In Credits (Annual Hrs) field, if present, must be numeric.</p>	
Data Element(s) Used In Audit	
022 – Reduction In Credits (Annual Leave)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 160 – Record of Leave Data Transferred

Code	Message
055	<i>Reduction In Credits (Sick Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Reduction In Credits (Sick Hrs) field, if present, must be numeric.</p>	
Data Element(s) Used In Audit	
023 – Reduction In Credits (Sick Leave)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
056	<i>Current Year Leave Taken (Annual Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Current Year Leave Taken (Annual Hrs) field, if present, must be numeric.</p> <p>The Current Year Leave Taken (Annual Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
024 – Current Year Leave Taken (Annual Leave)	

Document Type 160 – Record of Leave Data Transferred

Code	Message
057	<i>Current Year Leave Taken (Sick Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Current Year Leave Taken (Sick Hrs) field, if present, must be numeric.</p> <p>The Current Year Leave Taken (Sick Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
025 – Current Year Leave Taken (Sick Leave)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
058	<i>Leave Transferred (Annual Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Leave Transferred (Annual Hrs) field, if present, must be numeric.</p> <p>The Leave Transferred (Annual Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
026– Leave Transferred (Annual Leave)	

Document Type 160 – Record of Leave Data Transferred

Code	Message
059	<i>Leave Transferred (Sick Hrs) Invalid</i>
Description	
<p>The amount of leave hours in the Leave Transferred (Sick Hrs) field, if present, must be numeric.</p> <p>The Leave Transferred (Sick Hrs) field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
027 – Leave Transferred (Sick Leave)	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 160 – Record of Leave Data Transferred

Code	Message
060	<i>Leave Transferred (Annual Hrs) Do Not Balance</i>
Description	
<p>The amount of leave hours in the Leave Transferred (Annual Hrs) field must equal the leave hours in the Prior Year Leave Balance (Annual Hrs) and the Current Year Leave Earned (Annual Hrs) fields minus the leave hours in the Reduction In Credits (Annual Hrs) and the Current Year Leave Taken (Annual Hrs) fields.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 018 – Prior Year Leave Balance (Annual Leave) 020 – Current Year Leave Earned (Annual Leave) 022 – Reduction In Credits (Annual Leave) 024 – Current Year Leave Taken (Annual Leave) 026 – Leave Transferred (Annual Leave) 	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 160 – Record of Leave Data Transferred

Code	Message
061	<i>Leave Transferred (Sick Hrs) Do Not Balance</i>
Description	
<p>The amount of leave hours in the Leave Transferred (Sick Hrs) field must equal the leave hours in the Prior Year Leave Balance (Sick Hrs) and the Current Year Leave Earned (Sick Hrs) fields minus the leave hours in the Reduction In Credits (Sick Hrs) and the Current Year Leave Taken (Sick Hrs) fields.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 019 – Prior Year Leave Balance (Sick Leave) 021 – Current Year Leave Earned (Sick Leave) 023 – Reduction In Credits (Sick Leave) 025 – Current Year Leave Taken (Sick Leave) 027 – Leave Transferred (Sick Leave) 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
062	<i>LWOP Or Furlough During Leave Year Invalid</i>
Description	
<p>The amount of hours in the Leave Without Pay Or Furlough During Leave Year field, if present, must be numeric.</p> <p>The Leave Without Pay Or Furlough During Leave Year field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
031 – Leave Without Pay (LWOP) Or Furlough During Leave Year	

Document Type 160 – Record of Leave Data Transferred

Code	Message
063	<i>LWOP Or Furlough Since Last WGI Invalid</i>
Description	
<p>The amount of hours in the Leave Without Pay Or Furlough Since Last WGI field, if present, must be numeric.</p> <p>The Leave Without Pay Or Furlough Since Last WGI field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
<p>032 – Leave Without Pay (LWOP) Or Furlough Since Last Within-Grade Increase (WGI) 035 – Service Computation Date For WGI</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
064	<i>AWOL Or Suspension Since Last WGI Invalid</i>
Description	
<p>The amount of hours in the AWOL Or Suspension Since Last WGI field, if present, must be numeric.</p> <p>The AWOL Or Suspension Since Last WGI field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
<p>033 – Absence Without Leave (AWOL) Since Last Within-Grade Increase (WGI) 035 – Service Computation Date For WGI</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 160 – Record of Leave Data Transferred

Code	Message
065	<i>Military Leave Taken – This Leave Year Invalid</i>
Description	
<p>The number of days in the Military Leave Taken – This Leave Year field, if present, must be numeric.</p> <p>☞Note: If the location code on the employee’s database salary record (PINQ Program 01) is 4 (Washington, D.C. Metropolitan Area) the number of days in the Military Leave Taken – This Leave Year field cannot exceed 18; otherwise, the number of days in the Military Days Taken – This Leave Year field cannot exceed 15.☞</p>	
Data Element(s) Used In Audit	
034 – Military Leave Taken	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
066	<i>Commencing Date Of WGI Waiting Period Invalid</i>
Description	
<p>The Commencing Date Of WGI Waiting Period field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12. • If the month is 04, 06, 09, or 11, the day must be a number between 01–30. • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31. • If the month is 02, the day must be a number between 01–29. When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
035 – Service Computation Date For Within-Grade Increase (WGI)	

Document Type 160 – Record of Leave Data Transferred

Code	Message
068	<i>AWOL Or Suspension During Current Leave Yr Invalid</i>
Description	
<p>The amount of hours in the AWOL Or Suspension During Current Leave Year field, if present, must be numeric.</p> <p>The AWOL Or Suspension During Current Leave Year field represents whole and quarter hours. The last two positions of the field denotes the quarter hours. Valid values for the quarter hours are:</p> <ul style="list-style-type: none"> • No quarter hours = 00 • 1/4 hour = 25 • 1/2 hour = 50 • 3/4 hour = 75 	
Data Element(s) Used In Audit	
037 – Absence Without Leave (AWOL) – Suspension During Current Leave Year	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 160 – Record of Leave Data Transferred

Code	Message
069	<i>Ending Date Of Lump Sum Leave Invalid</i>
Description	
<p>The Ending Date Of Lump Sum Leave field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12. • If the month is 04, 06, 09, or 11, the day must be a number between 01–30. • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31. • If the month is 02, the day must be a number between 01–29. When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
038 – Ending Date Of Lump Sum Leave	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 160 – Record of Leave Data Transferred

Code	Message
070	<i>Leave Record Not Found</i>
Description	
<p>The document being processed is transferring annual and/or sick leave hours; however, a database leave record (IRIS Program 136) was not found for the employee. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
<p>018– Prior Year Leave Balance (Annual Leave) 020– Current Year Leave Earned (Annual Leave) 022– Reduction In Credits (Annual Leave) 024– Current Year Leave Taken (Annual Leave) 026– Leave Transferred (Annual Leave)</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
052	Total Amount Annual Leave Restored Invalid
053	Action Code Invalid
054	Year Leave To Be Used Invalid
055	Year Leave To Be Used Already Established On DB
056	Year Leave To Be Used Not On Database
057	Restored Annual Leave Invalid
058	Total Amt Annual Lv Restored Gr Than Yearly Max
059	Replace/Delete Action Cd – No Record On Database

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
052	<i>Total Amount Annual Leave Restored Invalid</i>
Description	
<p>The total amount of leave hours in the Total Amount Annual Leave Restored field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
020 – Annual Leave Restored	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
053	<i>Action Code Invalid</i>
Description	
<p>The Action Code field must be one of the following codes:</p> <ul style="list-style-type: none">• 1 (new)• 2 (replace)• 3 (delete)	
Data Element(s) Used In Audit	
021 – Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
054	<i>Year Leave To Be Used Invalid</i>
Description	
<p>The Year Leave To Be Used field must be numeric and must be the last 2 digits of the beginning year of the restoration.</p>	
Data Element(s) Used In Audit	
022 – Year Leave To Be Used	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
055	<i>Year Leave To Be Used Already Established On DB</i>
Description	
<p>The document being processed is an Action Code 1 (adding restored annual leave); however, the employee's database leave record (IRIS Program 136) indicates that the year in the Year Leave To Be Used field already exists.</p>	
Data Element(s) Used In Audit	
022 – Year Leave To Be Used	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
056	<i>Year Leave To Be Used Not On Database</i>
Description	
<p>The document being processed is an Action Code 2 (replacing) or an Action Code 3 (deleting) restored annual leave; however, the year in the Year Leave To Be Used field does not agree with the restored annual leave year recorded on the employee's database leave record (IRIS Program 136).</p>	
Data Element(s) Used In Audit	
022 – Year Leave To Be Used	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
057	<i>Restored Annual Leave Invalid</i>
Description	
<p>The document being processed is an Action Code 2 (replacing) the amount of restored annual leave; however, the Total Amount Annual Leave Restored field is blank. When replacing restored annual leave, the data in the Total Amount Annual Leave Restored field must be numeric and greater than zero.</p>	
Data Element(s) Used In Audit	
<p>020 – Annual Leave Restored 021 – Action Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
058	<i>Total Amt Annual Lv Restored Gr Than Yearly Max</i>
Description	
<p>The amount of hours in the Amount Annual Leave Restored field is greater than the maximum amount of annual leave allowed for the employee. The maximum amount of annual leave that can be restored for any employee is the employee's annual leave category multiplied by 26.</p> <p>Note: In the event that this message is not applicable to this employee, type C (release Message 058) in the Override field.</p>	
Data Element(s) Used In Audit	
020 – Annual Leave Restored	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 165 – Authorization For Restored Annual Leave

Code	Message
059	<i>Replace/Delete Action Cd – No Record On Database</i>
Description	
<p>The document being processed is an Action Code 2 (replacing) or an Action Code 3 (deleting) restored annual leave; however, there is no restored annual leave established for the year in the Leave Year To Be Used field on the employee's database leave record (IRIS Program 136).</p>	
Data Element(s) Used In Audit	
021 – Action Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
051	Transaction Code Invalid
052	Amount Allotted Invalid
053	Bond Denomination Invalid
054	Total Number Of Owners Must Be 01 Through 09
055	Total No Of Coowners/Beneficiaries Must Be 00–09
056	Bond Owner Doesn't Correspond With Record Number
057	Coowner Doesn't Correspond With Record Number
058	Owner Address Invalid
059	Owner Name Must Be Completed
060	Owner SSNO Must Be Completed
061	Effective Date Invalid
062	Address 1 Must Be Completed
063	Owner Number Not Equal To Database
064	City Must Be Completed
065	State Invalid
066	ZIP Code Invalid
067	Coowner/Beneficiary Number Not Equal To Database
068	Owner & Coowner/Benef Number Must Be Completed
069	Coowner/Beneficiary Invalid
070	Coowner/Beneficiary Name Must Be Completed
071	Coowner/Beneficiary SSNO Invalid
072	Denomination And/Or Amount Allotted Same As DB
073	Authorization Number Same As Database
074	Authorization Number Invalid
075	Authorization Number Not Established On Database
076	Authorization Number Not Equal To Database
077	Total No Of Owners And Owners Entered Incompatible
078	Total No Coowner/Benef–Coowners/Benef Ent Incom
079	Only One Owner Number Established On Database
080	Bond Owner Name Contains Invalid Characters
081	Address 1 Contains Invalid Characters
082	Address 2 Contains Invalid Characters
083	City Contains Invalid Characters
084	Coowner/Benef Name Contains Invalid Characters
085	Bond Series Invalid
086	Bond Series Does Not Match Database Bond Series
087	Verify Owner Address ZIP Code

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
051	<i>Transaction Code Invalid</i>
Description	
<p>The transaction code must be one of the following:</p> <ul style="list-style-type: none">• 1 (new authorization)• 2 (change deduction and/or denomination)• 3 (change inscription and/or deduction and denomination)• 4 (cancel authorization)• 5 (cancel owner/coowner)	
Data Element(s) Used In Audit	
003 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
052	<i>Amount Allotted Invalid</i>
Description	
<p>The data entered in the Amount Allotted field must be numeric and greater than \$3.74.</p>	
Data Element(s) Used In Audit	
004 – Amount Allotted	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
053	<i>Bond Denomination Invalid</i>
Description	
<p>The data entered in the Bond Denomination field must be numeric and equal to one of the following amounts:</p> <ul style="list-style-type: none">• \$100.00 (To enter a bond denomination of \$100.00, type in 100.)• \$200.00 (To enter a bond denomination of \$200.00, type in 200.)• \$500.00 (To enter a bond denomination of \$500.00, type in 500.)• \$1000.00 (To enter a bond denomination of \$1000.00, type in 1000.)	
Data Element(s) Used In Audit	
005 – Bond Denomination	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
054	<i>Total Number Of Owners Must Be 01 Through 09</i>
Description	
<p>The number entered in the Total Number Of Owners field must be 01 through 09.</p>	
Data Element(s) Used In Audit	
006 – Total Number Of Owners	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
055	<i>Total No Of Coowners/Beneficiaries Must Be 00–09</i>
Description	
<p>The number entered in the Total Number Of Coowners/Beneficiaries field must be 00 through 09.</p>	
Data Element(s) Used In Audit	
<p>007 – Total Number Of Coowners/Beneficiaries</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message																																													
056	<i>Bond Owner Doesn't Correspond With Record Number</i>																																													
Description																																														
<p>Each owner specified must have corresponding record numbers as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Owner 01</td> <td style="text-align: center;">Owner 02</td> <td style="text-align: center;">Owner 03</td> <td style="text-align: center;">Owner 04</td> <td style="text-align: center;">Owner 05</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">05</td> <td style="text-align: center;">08</td> <td style="text-align: center;">11</td> <td style="text-align: center;">14</td> </tr> <tr> <td style="text-align: center;">03</td> <td style="text-align: center;">06</td> <td style="text-align: center;">09</td> <td style="text-align: center;">12</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">04</td> <td style="text-align: center;">07</td> <td style="text-align: center;">10</td> <td style="text-align: center;">13</td> <td style="text-align: center;">16</td> </tr> <tr><td colspan="5"> </td></tr> <tr> <td style="text-align: center;">Owner 06</td> <td style="text-align: center;">Owner 07</td> <td style="text-align: center;">Owner 08</td> <td style="text-align: center;">Owner 09</td> <td></td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">20</td> <td style="text-align: center;">23</td> <td style="text-align: center;">26</td> <td></td> </tr> <tr> <td style="text-align: center;">18</td> <td style="text-align: center;">21</td> <td style="text-align: center;">24</td> <td style="text-align: center;">27</td> <td></td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">22</td> <td style="text-align: center;">25</td> <td style="text-align: center;">28</td> <td></td> </tr> </table>		Owner 01	Owner 02	Owner 03	Owner 04	Owner 05	02	05	08	11	14	03	06	09	12	15	04	07	10	13	16						Owner 06	Owner 07	Owner 08	Owner 09		17	20	23	26		18	21	24	27		19	22	25	28	
Owner 01	Owner 02	Owner 03	Owner 04	Owner 05																																										
02	05	08	11	14																																										
03	06	09	12	15																																										
04	07	10	13	16																																										
Owner 06	Owner 07	Owner 08	Owner 09																																											
17	20	23	26																																											
18	21	24	27																																											
19	22	25	28																																											
Data Element(s) Used In Audit																																														
006 – Total Number Of Owners																																														

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message															
057	<i>Coowner Doesn't Correspond With Record Number</i>															
Description																
<p>Each coowner/beneficiary specified must have a corresponding record number as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 25%;">Coowner 01 29</td> <td style="text-align: center; width: 25%;">Coowner 02 30</td> <td style="text-align: center; width: 25%;">Coowner 03 31</td> <td style="text-align: center; width: 25%;">Coowner 04 32</td> </tr> <tr> <td style="text-align: center;">Coowner 05 33</td> <td style="text-align: center;">Coowner 06 34</td> <td style="text-align: center;">Coowner 07 35</td> <td style="text-align: center;">Coowner 08 36</td> </tr> <tr> <td style="text-align: center;">Coowner 09 37</td> <td></td> <td></td> <td></td> </tr> </table>					Coowner 01 29	Coowner 02 30	Coowner 03 31	Coowner 04 32	Coowner 05 33	Coowner 06 34	Coowner 07 35	Coowner 08 36	Coowner 09 37			
Coowner 01 29	Coowner 02 30	Coowner 03 31	Coowner 04 32													
Coowner 05 33	Coowner 06 34	Coowner 07 35	Coowner 08 36													
Coowner 09 37																
Data Element(s) Used In Audit																
<p>007 – Total Number Of Coowners/Beneficiaries 018 – Total Number Of Coowners/Beneficiaries Entered</p>																

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
058	<i>Owner Address Invalid</i>
Description	
<p>When data is entered in the Address 2 field, data must also be entered in the Address 1 field. ¶Note: There can be no address information entered in the Address 2 field if there is no data entered in the Address 1 field..¶</p>	
Data Element(s) Used In Audit	
013 – Owner Address 1 014 – Owner Address 2	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
059	<i>Owner Name Must Be Completed</i>
Description	
The Owner Name field must be completed .	
Data Element(s) Used In Audit	
011 – Owner Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
060	<i>Owner SSNO Must Be Completed</i>
Description	
<p>The SSNO field for the owner must be completed.</p>	
Data Element(s) Used In Audit	
012 – Owner Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
061	<i>Effective Date Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • The year must equal the processing pay period year unless the pay period is equal to or greater than 26. Note: If the processing pay period is equal to or greater than 26, then the effective year must equal the next year. 	
Data Element(s) Used In Audit	
<p>008 – Effective Date Month 009 – Effective Date Year</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
062	<i>Address 1 Must Be Completed</i>
Description	
<p>The Address 1 field must be completed. The Address 2 field is optional.</p>	
Data Element(s) Used In Audit	
<p>013 – Owner Address 1 014 – Owner Address 2</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
063	<i>Owner Number Not Equal To Database</i>
Description	
<p>The bond document being processed is cancelling a bond owner; however, the bond owner number entered in the Owner No field does not exist on the employee's Database bonds record (IRIS Program 108) for the bond authorization number entered.</p>	
Data Element(s) Used In Audit	
<p>006 – Total Number Of Owners</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
064	<i>City Must Be Completed</i>
Description	
<p>The City field must be completed.</p>	
Data Element(s) Used In Audit	
015 – Owner Address City	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
065	<i>State Invalid</i>
Description	
<p>The State field must be completed.</p> <p style="text-align: center;">OR</p> <p>The state abbreviation entered in the State field was not located in the Table Management System (TMGT), Table 13, State Name And ZIP Range, or Table 016, Geographical Location Codes With Names.</p>	
Data Element(s) Used In Audit	
016 – Owner Address State	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
066	<i>ZIP Code Invalid</i>
Description	
<p>The ZIP Code field must be completed.</p> <p style="text-align: center;">OR</p> <p>The ZIP code entered in the ZIP Code field was not located in the Table Management System (TMGT), Table 013, State Name and ZIP Range.</p>	
Data Element(s) Used In Audit	
017 – Owner Address ZIP Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
067	<i>Coowner/Beneficiary Number Not Equal To Database</i>
Description	
<p>The bond document being processed is cancelling a coowner/beneficiary number; however, the coowner/beneficiary number entered in the Coowner/Beneficiary Number field does not exist on the employee's database bonds record (IRIS Program 108) for the bond authorization number entered.</p>	
Data Element(s) Used In Audit	
020 – Coowner/ Beneficiary Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
068	<i>Owner & Coowner/Benef Number Must Be Completed</i>
Description	
<p>The Owner No field and the Coowner/Beneficiary Number field must be completed.</p> <p>Valid values for the Owner No field are 01 through 09.</p> <p>Valid values for the Coowner/Beneficiary Number field are 00 through 09.</p>	
Data Element(s) Used In Audit	
<p>006 – Total Number Of Owners 007 – Total Number of Coowner/Beneficiary</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
069	<i>Coowner/Beneficiary Invalid</i>
Description	
<p>Valid values for the for Coowner/Beneficiary field are:</p> <ul style="list-style-type: none">• 0 (coowner)• 1 (beneficiary)	
Data Element(s) Used In Audit	
020 – Coowner/Beneficiary Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
070	<i>Coowner/Beneficiary Name Must Be Completed</i>
Description	
<p>When the Coowner/Beneficiary field is completed, the Coowner/Beneficiary Name field must also be completed.</p>	
Data Element(s) Used In Audit	
021 – Coowner/Beneficiary Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
071	<i>Coowner/Beneficiary SSNO Invalid</i>
Description	
The data entered in the Coowner/Beneficiary SSNO field must be numeric.	
Data Element(s) Used In Audit	
022 – Coowner/Beneficiary Social Security Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
072	<i>Denomination And/Or Amount Allotted Same As DB</i>
Description	
<p>The document being processed is changing the denomination and/or amount allotted for the authorization number entered in the Authorization Number field. However, the data entered in the Bond Denomination field and/or the Amount Allotted field is the same as the bond denomination and/or the deduction amount on the employee's database bonds record (IRIS Program 108).</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 004 – Amount Allotted 005 – Bond Denomination 010 – Database Deduction Amount 019 – Database Bond Denomination 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
073	<i>Authorization Number Same As Database</i>
Description	
<p>The document being processed is a new authorization; however, the authorization number entered in the Authorization Number field is the same as the authorization number on the employee's database bonds record (IRIS Program 108).</p>	
Data Element(s) Used In Audit	
002 – Authorization Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
074	<i>Authorization Number Invalid</i>
Description	
<p>The Authorization Number field must be numeric with values of 1 through 9.</p>	
Data Element(s) Used In Audit	
002 – Authorization Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
075	<i>Authorization Number Not Established On Database</i>
Description	
<p>The document being processed is changing or cancelling a bond authorization; however, the employee's database bonds record (IRIS Program 108) does not contain any data.</p>	
Data Element(s) Used In Audit	
001 – Social Security Number 002 – Authorization Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
076	<i>Authorization Number Not Equal To Database</i>
Description	
<p>The document being processed is a change or cancellation to a savings bond; however, the authorization number entered in the Authorization Number field does not equal the authorization number on the employee's database bonds record (IRIS Program 108).</p>	
Data Element(s) Used In Audit	
002 – Authorization Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
077	<i>Total No Of Owners And Owners Entered Incompatible</i>
Description	
<p>The number entered in the Total Number Of Owners field does not agree with the number of owners entered. (For example, 02 was entered in the Total Number Of Owners fields; however, only data for one owner was entered.)</p>	
Data Element(s) Used In Audit	
006 – Total Number Of Owners 026 – Number Of Owners Entered	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 170 –U.S. Savings Bonds

Code	Message
078	<i>Tot No Coowners/Benef-Coowners/Benef Ent Incom</i>
Description	
<p>The number entered in the Total Number Of Coowners/Beneficiaries field does not agree with the number of coowners/beneficiaries entered. (For example, 02 was entered in the Total Number Of coowners/beneficiaries field; however, only data for one coowner/beneficiary was entered.)</p>	
Data Element(s) Used In Audit	
<p>007 – Total Number Of Coowners/Beneficiaries 018 – Number Of Coowners/Beneficiaries Entered</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
079	<i>Only One Owner Number Established On Database</i>
Description	
<p>The document being processed is changing or cancelling the data for owner number 02 through 09; however, the employee's database bonds record (IRIS Program 108) indicates that there is only Owner Number 01 for the authorization number being processed.</p>	
Data Element(s) Used In Audit	
006 – Total Number Of Owners	

Document Type 170 – U.S. Savings Bonds

Code	Message
080	<i>Bond Owner Name Contains Invalid Characters</i>
Description	
<p>The data entered in the Owner Name field contains invalid characters. This field is a 31-position alphanumeric field.</p> <p>Note: The following guidelines should be used when entering the name:</p> <ul style="list-style-type: none"> • Use only capital letters. • If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names. • If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names or initials. • If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names. • Enter items such as Jr, Sr, or III one space after the last names. If there is more than one space, the additional item will not print on the savings bond.☐ 	
Data Element(s) Used In Audit	
011 – Owner Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
081	<i>Address 1 Contains Invalid Characters</i>
Description	
<p>The data entered in the Address 1 field contains invalid characters. This field is a 24-position alphanumeric field.</p> <p>Note: Use only capital letters. The only special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., 14TH & INDEPENDENCE AVE). Do not include punctuation marks, such as periods, commas, or parentheses.</p>	
Data Element(s) Used In Audit	
013 – Owner Address 1	

Document Type 170 – U.S. Savings Bonds

Code	Message
084	<i>Coowner/Benef Name Contains Invalid Characters</i>
Description	
<p>The data entered in the Coowner/Beneficiary Name field contains invalid characters. This field is a 28-position alphanumeric field.</p> <p>Note: The following guidelines should be used when entering the name:</p> <ul style="list-style-type: none"> • Use only capital letters. • If the bond coowner/beneficiary has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names. • If the bond coowner/beneficiary has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names or initials. • If the bond coowner/beneficiary has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names. • Enter items such as Jr, Sr, or III one space after the last names. If there is more than one space, the additional item will not print on the savings bond. 	
Data Element(s) Used In Audit	
021 – Coowner/Beneficiary Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
085	<i>Bond Series Invalid</i>
Description	
<p>The Key An Asterisk (*) Beside The Desired Bond Type field must be completed with EE (Bond Series EE) or I (Bond Series I) when the bond document being processed is a new allotment or a change to an existing bond denomination, allotment, or inscription.</p> <p>Note: A change action cannot be processed to change a savings bond (from Series EE to Series I). A cancellation action for the employee's current bond must be processed first. A new bond must be reestablished to change the bond series..</p>	
Data Element(s) Used In Audit	
027 – Bond Series	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 170 – U.S. Savings Bonds

Code	Message
086	<i>Bond Series Does Not Match Database Bond Series</i>
Description	
<p>The bond document being processed is a new allotment or a change to an existing bond denomination, allotment, or inscription; however, the bond series entered in the Key An Asterisk (*) Beside The Desired Bond Type field does not exist on the employee's database bonds record (IRIS Program 108).</p> <p>☞Note: A change action cannot be processed to change the series of a savings bond (from Series EE to Series I). A cancellation action for the employee's current bond must be processed first. A new bond must be reestablished to change the bond series..☞</p>	
Data Element(s) Used In Audit	
027 – Bond Series	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 170 – U.S. Savings Bonds

Code	Message
087	<i>Verify Owner Address ZIP Code</i>
Description	
<p>Verify the ZIP Code on the processing action against the ZIP Code that appears on the Listing of Personnel Errors. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)</p> <p>Note: If the ZIP Code on the processing action is correct, type W in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the owner address ZIP Code for the employee..</p> <p>Do not key in W in the Override Code field if the ZIP Code is invalid for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.</p>	
Data Element(s) Used In Audit	
<p>017 – Owner Address ZIP Code 029 – ZIPPLUS4 Zip Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
050	Transaction Code Invalid
051	Trans Code Incompatible With Current Employ Status
052	Enrollment Code Must Be Completed With Trans Code
053	Enrollment Code Not In TMGT
054	Employee Ineligible For Health Benefits
055	Court Ordered – Cannot Waive Or Cancel Enrollment
056	Enrollment Code Specified Invalid With Trans Code
057	Court Ordered – Must Elect Family Coverage
058	Effective Date Of Action Must Be Completed
059	Eff Date Of Action After Ending Date Of Pay Period
060	Eff Dt Elect 90 Days Earlier Than Eff Dt Of Action
061	Retro Adjust For Employee Not Prev Enroll Invalid
062	Document Submitted As Fed Plan – Enrolled Non-Fed
063	Can't Specify Other Insurance With Transaction Cd
067	HB Tax Deferred Code Invalid
068	HB Traditional Choice Plan Option Code Invalid
069	Traditional Choice Plan Option Code Cannot Change
070	HB Tax Deferred Code Cannot Change
071	Number Of Event That Permits Chg Invalid
072	Date Of Event Must Be Completed
073	Date Of Event Invalid
075	Date Document Signed Must Be Completed
076	Date Document Signed Invalid
077	Date Recd In Employ Off Must Be Completed
078	Date Received In Employing Office Invalid
079	Employee Currently Enrolled–Cannot Process Action
080	Effective Date Of Action Must Be Blank
081	Effective Date Of Action Invalid
082	Eff Date Of Action Must Be First Day Of Eff PP
083	Eff Date Of Action Must Be Last Day Of Eff PP
087	Employee Not Enrolled – Cannot Process Action
088	Enrollment Code Must Be Blank With Trans Code
089	Event Code Must Be Completed With All Trans Codes
090	Number Of Event That Permits Chg Must Be 1B
091	Trans Code Invalid With Specified Number Of Event
092	Can't Chg Plan Code With Specified Number Of Event
093	Number Of Event Requires Self To Family Opt Change

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
094	Can't Chg To Fmly Option With Specified Event Chg
095	Can't Specify Fmly Option With Number Of Event
096	Enrollment Code Must Be Completed With Trans Cd
098	DOB Specified Without Name Of Family Member
099	Accession Date Must Be Prior To Eff Date Of Action
100	Effective Date Of Action Invalid
101	Effective Date Of Action Must Be Last Day Of PP
102	New Pay Off/Ret Sys Must Be Completed With Tran Cd
103	Num Event Permits Chg/Date Of Event Must Be Blank
104	Reserved
106	Event Code Invalid
107	Number Of Event Invalid With Specified Event Code
108	Eff Date Of Action Incompatible With Date Received
109	Pay Period Number Invalid
110	Are You Married? Invalid – Valid Values Are Y Or N
111	Are You Married? Must Be Completed Or Blank
112	Self Opt Specified – Cannot Have Family Member(s)
113	Family Option – No Family Member(s) Specified
114	Date Of Birth Must Be Completed With Family Member
115	Date Of Birth For Family Member Invalid
116	Cannot Specify Family Member(s) With Trans Code
117	Number Of Event Requires Chg To P/T Employment
118	Event Code For Document Type Invalid
119	Prev Line Blank/Fmly Mbr Info Must Be Consecutive
120	Remarks Must Be Entered With Event Codes 2 And 6
121	Event Code 4 Invalid For This Document
122	Event Code 3 Must Be Entered With Trans Code 7
123	Event Cd 5, Trans Cd 1 Must Enter Event Change 1A Or 5A
124	Event Code 6 Must Be Entered With Trans Code 8
125	Pay Period Invalid For Open Season Entry
126	Event Change Invalid For Open Season Entry
127	Event Change And PP Invalid For Open Season Entry
128	Eff Date Of Action Must Be First Day Of Valid PP
129	Temporary Appointment–Method Of Payment Required
130	Temporary Employee – Pay Full Premium? Invalid
131	Verify Temp Employee – Pay Full Premium Indicator
132	Authorized Agency Official Phone Number Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
133	Daytime Phone Number Invalid
136	Ineligible For Automatic Retroactive Adjustment
139	Personnel Contact Phone Number Invalid
140	Family Member ZIP Code Invalid
142	Family Member Sex Code Invalid
143	Family Member Rel Code Invalid
144	Family Member SSNO Invalid
146	Personnel Contact Name Must Be Completed
147	Other Private Insurance Information Invalid
148	Medicare B Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The data entered in the Transaction Code field is invalid for the type of document being processed.</p> <p>Valid transaction codes for the SF-2809 are:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 3 (waiver) • 5 (change) • 6 (cancellation by employee) <p>Valid transaction codes for the SF-2810 are:</p> <ul style="list-style-type: none"> • 2 (termination) • 4 (termination by carrier) • 7 (reinstatement) • 8 (transfer in) • 9 (transfer out – OWCP only) 	
Data Element(s) Used In Audit	
018 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
051	<i>Trans Code Incompatible With Current Employ Status</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), 7 (reinstatement), or 8 (transfer in), the current employment status on the employee's database dates & misc sal/pers data record (IRIS Program 102) cannot be 1 (military furlough).</p> <p>When the Transaction Code field is 9 (transfer out), the current employment status on the employee's database dates & misc sal/pers data record (IRIS Program 102) must be 7 (OWCP or LWOP) or 8 (LWOP pending approval of disability retirement application).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 025 – Database Current Employment Status</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
052	<i>Enrollment Code Must Be Completed With Trans Code</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment) or 5 (change), the Enrollment Code field must be completed.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 050 – Enrollment Code</p>	

Document Type 180 – Federal Employees Health Benefits

Code	Message
053	<i>Enrollment Code Not In TMGT</i>
Description	
<p>The carrier code and option code entered in the Enrollment Code field was not located in the Table Management System (TMGT), Table 012, Health Benefits Rate Table.</p> <p>The first two positions of the Enrollment Code field identifies the health benefit insurance carrier code; e.g., 45, Mail Handlers Benefit Plan.</p> <p>The third position of the Enrollment Code field identifies the option code. Valid values for the option code are:</p> <ul style="list-style-type: none"> • 1 (single high) • 2 (family high) • 4 (single low) • 5 (family low) 	
Data Element(s) Used In Audit	
050 – Enrollment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
054	<i>Employee Ineligible For Health Benefits</i>
Description	
<p>The Transaction Code field is 1 (new enrollment), 7 (reinstatement), or 8 (transfer in); however, the employee's database health benefits record (IRIS Program 115) indicates that the employee is ineligible for health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Database Coverage Code</p>	

Document Type 180 – Federal Employees Health Benefits

Code	Message
055	<i>Court Ordered – Cannot Waive Or Cancel Enrollment</i>
Description	
<p>When the Transaction Code field is 3 (waive) or 6 (cancel), the FEHB coverage code on the employee’s database health benefits record (IRIS Program 115), cannot be one of the following:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled) • 7 (court order – eligible pending – to family coverage) • 8 (court order – self-only coverage to family coverage) <p>When the FEHB coverage code is 6, 7, or 8 on the employee’s database health benefits record (IRIS Program 115), the employee is required by a court or administrative order (Public Law 106–394, Federal Employees Health Benefits Children’s Equity Act of 2000) to provide health benefits coverage for his/her child(ren). Therefore, the employee cannot waive or cancel his/her FEHB coverage. He/she must be enrolled in a health benefit family plan.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Database Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
056	<i>Enrollment Code Specified Invalid With Trans Code</i>
Description	
<p>The Transaction Code field is 5 (change); however, the enrollment code entered in the Enrollment Code field is the same as the employee’s database health benefits record (IRIS Program 115).</p> <p>Verify the employee’s health benefit enrollment code on the document and on IRIS Program 115 and the data entered in the Transaction Code field.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 050 – Enrollment Code 054 – Database Enrollment Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
057	<i>Court Ordered – Must Elect Family Coverage</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), 7 (reinstatement), or 8 (transfer in) and the FEHB coverage code on the employee’s database health benefits record (IRIS Program 115) is one of the following:</p> <ul style="list-style-type: none"> • 6 (court order – enrolled) • 7 (court order – eligible pending – to family coverage) • 8 (court order – self-only coverage to family coverage) <p>The employee is required by a court or administrative order (Public Law 106–394, Federal Employees Health Benefits Children’s Equity Act of 2000) to provide health benefits coverage for his/her child(ren); however, the third position of the Enrollment Code field identifies the option code as being a self only health benefit plan – 1 (single high) or 4 (single low).</p> <p>Since the employee is required to provide health benefit coverage for his/her child(ren), the third position of the Enrollment Code field must be 2 (family high) or 5 (family low).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Database Coverage Code 044 – Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
058	<i>Effective Date Of Action Must Be Completed</i>
Description	
<p>When the Transaction Code field is one of the following:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 2 (termination) • 4 (termination by carrier) • 5 (change in enrollment) • 6 (cancellation) • 7 (reinstatement) • 8 (transfer in) • 9 (transfer out) <p>The Effective Date field must be completed.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 052 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
059	<i>Eff Date Of Action After Ending Date Of Pay Period</i>
Description	
<p>The date entered in the Effective Date field cannot be later than the last day of the pay period.</p>	
Data Element(s) Used In Audit	
007 – Pay Period Number 052 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
060	<i>Eff Dt Elect 90 Days Earlier Than Eff Dt Of Action</i>
Description	
<p>The date entered in the Effective Date field is more than 90 days earlier than the first day of the effective pay period.</p> <p>If the date in the Effective Date field is correct, type C or V (release Message 060) in the Override field to release this message.</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Period Number 052 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
061	<i>Retro Adjust For Employee Not Prev Enroll Invalid</i>
Description	
<p>When the Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB? Field is Y (yes), the date entered in the Effective Date field must be earlier than the first day of the current processing pay period.</p>	
Data Element(s) Used In Audit	
031 – Adjustment Flag 052 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
062	<i>Document Submitted As Fed Plan – Enrolled Non-Fed</i>
Description	
<p>A change action cannot be processed to change the health benefit enrollment of an employee from a non-Federal health plan to a Federal health plan. A cancellation action for the employee’s current non-federal health plan must be processed first.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 032 – Benefit Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
063	<i>Can't Specify Other Insurance With Transaction Cd</i>
Description	
<p>When the Transaction Code field is 3 (waived) or 6 (cancellation), data cannot be entered in the Other Insurance Information field(s).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 035 – Other Private Insurance Information</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
067	<i>HB Tax Deferred Code Invalid</i>
Description	
<p>The data entered in the Pre-Tax Premium? field is invalid. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
072 – Pre-Tax Premium	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
068	<i>HB Traditional Choice Plan Option Code Invalid</i>
Description	
<p>The data entered in the Traditional Choice Since 11/01/96? field is invalid. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
069 – Traditional Choice Since 11/01/96?	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
069	<i>Traditional Choice Plan Option Code Cannot Change</i>
Description	
<p>A change action cannot be processed to change the code in the Traditional Choice Since 11/01/96? field.</p>	
Data Element(s) Used In Audit	
069 – Traditional Choice Since 11/01/96?	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
070	<i>HB Tax Deferred Code Cannot Change</i>
Description	
<p>A change action cannot be processed to change the code in the Pre-Tax Premium? field.</p>	
Data Element(s) Used In Audit	
072 – Pre-Tax Premium	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
071	<i>Number Of Event That Permits Chg Invalid</i>
Description	
<p>The data entered in the Event Code That Permits Change field is invalid.</p> <p>Reference should be made to the SF-2809 for the list of event change codes that permit enrollment or change.</p>	
Data Element(s) Used In Audit	
034 – Event Code That Permits Change	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
072	<i>Date Of Event Must Be Completed</i>
Description	
<p>When data is entered in the Event Code That Permits Change field, the Date Of Event field must also be completed.</p>	
Data Element(s) Used In Audit	
<p>034 – Event Code That Permits Change 041 – Date Of Event</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
073	<i>Date Of Event Invalid</i>
Description	
<p>The data entered in the Date Of Event field is invalid. The Date Of Event field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01 and 31 (inclusive). • If the month is 02, the day must be a number between 01 and 29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
041 – Date Of Event	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
075	<i>Date Document Signed Must Be Completed</i>
Description	
<p>The Date Signed field must be completed.</p>	
Data Element(s) Used In Audit	
042 – Date Document Signed	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
076	<i>Date Document Signed Invalid</i>
Description	
<p>The data entered in the Date Signed field is invalid. The Date Signed field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. 	
Data Element(s) Used In Audit	
042 – Date Document Signed	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
077	<i>Date Recd In Employ Off Must Be Completed</i>
Description	
<p>The Date Received In Personnel Office field must be completed.</p>	
Data Element(s) Used In Audit	
<p>043 – Date Received In Personnel Office</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
078	<i>Date Received In Employing Office Invalid</i>
Description	
<p>The data entered in the Date Received In Personnel Office field is invalid. The Date Received In Personnel Office must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01 and 31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
043 – Date Received In Personnel Office	

Document Type 180 – Federal Employees Health Benefits

Code	Message
079	<i>Employee Currently Enrolled–Cannot Process Action</i>
Description	
<p>The Transaction Code field contains one of the following codes:</p> <ul style="list-style-type: none"> • 1 (new enrollment) • 3 (waived) • 7 (reinstatement) • 8 (transfer in) <p>However, the health benefit coverage code on the employee’s database salary record (IRIS Program 115) indicates that the employee is currently enrolled in health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Database Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
080	<i>Effective Date Of Action Must Be Blank</i>
Description	
<p>When the Transaction Code field is 3 (waived), the Effective Date field must be blank.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 052 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
081	<i>Effective Date Of Action Invalid</i>
Description	
<p>The data entered in the Effective Date field is invalid. The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01 and 31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
<p>018– Transaction Code 052– Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
082	<i>Eff Date Of Action Must Be First Day Of Eff PP</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment) or 5 (change), the date in the Effective Date field must be the first day of the pay period following the pay period in which the document is received in the personnel office.</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Period Number 018 – Transaction Code 052 – Effective Date 060 – Beginning Date Of Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
083	<i>Eff Date Of Action Must Be Last Day Of Eff PP</i>
Description	
<p>When the Transaction Code field is 6 (cancellation), the date in the Effective Date field must be the last day of the processing pay period.</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Period Number 018 – Transaction Code 052 – Effective Date 061 – Ending Date Of Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
087	<i>Employee Not Enrolled – Cannot Process Action</i>
Description	
<p>The Transaction Code field contains one of the following codes:</p> <ul style="list-style-type: none"> • 2 (termination due to 165 days of nonpay status) • 4 (termination by carrier) • 5 (change) • 6 (cancellation by employee) • 9 (transfer out – OWCP only) <p>However, the health benefit coverage code on the employee’s database health benefits record (IRIS Program 115) indicates that the employee is not currently enrolled in health benefits.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 026 – Database Coverage Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
088	<i>Enrollment Code Must Be Blank W/Transaction</i>
Description	
<p>When the Transaction Code field is 3 (waived) or 6 (cancellation by employee), the Enrollment Code field must be blank.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 050 – Enrollment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
089	<i>Event Code Must Be Completed With All Trans Codes</i>
Description	
The Event Code field must be completed .	
Data Element(s) Used In Audit	
033 – Event Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
090	<i>Number Of Event That Permits Chg Invalid</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment) or 5 (change) and the Event Code field is 1 (open season), the Event Code That Permits Change field must be 1B (open season – employee receiving premium conversion tax benefits) or 5B (open season – employee not receiving premium conversion tax benefits).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 033 – Event Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
091	<i>Trans Code Invalid With Specified Number Of Event</i>
Description	
<p>The data entered in the Transaction Code field is incompatible with the data entered in the Event Code That Permits Change field.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
092	<i>Can't Chg Plan Code With Specified Number Of Event</i>
Description	
<p>The plan code (first and second position of the enrollment code) in the Enrollment Code field is different from the plan code on the employee's database health benefits record (IRIS Program 115) and the number of event specified in the Event Code That Permits Change field does not allow changing from one plan to another.</p>	
Data Element(s) Used In Audit	
<p>034 – Event Code That Permits Change 051 – Plan Code 055 – Database Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
093	<i>Number Of Event Requires Self To Family Opt Change</i>
Description	
<p>The option code (last position of the enrollment code) in the Enrollment Code field specifies self only coverage, but the Event Code That Permits Change field specifies a change from self only coverage to family coverage.</p>	
Data Element(s) Used In Audit	
<p>018– Transaction Code 034– Event Code That Permits Change 044– Option Code 056– Database Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
094	<i>Can't Chg To Fmly Option With Specified Event Chg</i>
Description	
<p>The number of event in the Event Code That Permits Change field does not allow the change from self only to family coverage.</p>	
Data Element(s) Used In Audit	
<p>034 – Event Code That Permits Change 044 – Option Code 056 – Database Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
095	<i>Can't Specify Fmly Option With Number Of Event</i>
Description	
<p>When the data entered in the Event Code That Permits Change field indicates self only coverage, the option code (last position of the enrollment code) must be 1 (self high) 4 (self low).</p>	
Data Element(s) Used In Audit	
<p>034 – Event Code That Permits Change 044 – Option Code 050 – Enrollment Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
096	<i>Enrollment Code Must Be Completed With Trans Code</i>
Description	
<p>When the Transaction Code field is 7 (reinstatement) or 8 (transfer in), the Enrollment Code field must be completed.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 050 – Enrollment Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
098	<i>DOB Specified Without Name Of Family Member</i>
Description	
<p>The Date Of Birth field for a family member has been completed without the corresponding family member's name.</p>	
Data Element(s) Used In Audit	
046 – Family Date Of Birth 059 – Family Member Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
099	<i>Accession Date Must Be Prior To Eff Date Of Action</i>
Description	
<p>The accession date on the employee's database personnel supplements record (IRIS Program 123) is a later date than the date specified in the Effective Date field.</p>	
Data Element(s) Used In Audit	
049 – Database Date Of Accession 052 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
100	<i>Effective Date Of Action Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01 and 31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
052– Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
101	<i>Effective Date Of Action Must Be Last Day Of PP</i>
Description	
<p>When the Transaction Code field is 4 (termination – cancellation by carrier), the date in the Effective Date field must be the last day of the processing pay period.</p>	
Data Element(s) Used In Audit	
007 – Pay Period Number 018 – Transaction Code 052 – Effective Date 061 – Ending Date Of Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
102	<i>New Pay Off/Ret Sys Must Be Completed With Tran Cd</i>
Description	
<p>When the Transaction Code field is 9 (transfer out – OWCP only), Part C – New Payroll Office Or Retirement System field must be completed.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 047 – New Payroll Office Or Retirement System	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
103	<i>Num Event Permits Chg/Date Of Event Must Be Blank</i>
Description	
<p>When the Transaction Code field is 3 (waived) or 6 (cancellation by employee), the Event Code That Permits Change field and the Date Of Event field must be blank.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 034 – Event Code That Permits Change 041 – Date Of Event</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
104	<i>(Reserved)</i>
Description	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
106	<i>Event Code Invalid</i>
Description	
<p>The code specified in the Event Code field is invalid. Valid values are:</p> <ul style="list-style-type: none">• 1 (open season)• 2 (correction)• 3 (reinstatement)• 4 (survivor annuitant)• 5 (new enrollee)• 6 (other)	
Data Element(s) Used In Audit	
033 – Event Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
107	<i>Number Of Event Invalid With Specified Event Code</i>
Description	
<p>The data entered in the Event Code field is incompatible with the data entered in the Event Code That Permits Change field.</p>	
Data Element(s) Used In Audit	
<p>033 – Event Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
108	<i>Eff Date Of Action Incompatible With Date Received</i>
Description	
<p>The date entered in the Effective Date field cannot be the same date as the date entered in the Received In Personnel Office field.</p>	
Data Element(s) Used In Audit	
<p>043 – Date Received In Personnel Office 052 – Effective Date</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
109	<i>Pay Period Number Invalid</i>
Description	
<p>The data entered in the Effective Pay Period field is invalid. Please contact your agency representative for further instructions.</p>	
Data Element(s) Used In Audit	
007 – Effective Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
110	<i>Are You Married? Invalid – Valid Values Are Y Or N</i>
Description	
<p>The data entered in the Married field is invalid. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
053 – Enrollee Martial Status	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
111	<i>Are You Married? Must Be Completed Or Blank</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment), 5 (change), or 6 (cancellation by employee), the Married? field must be completed. Valid marital status codes are:</p> <ul style="list-style-type: none"> • Y (yes) • N (no) <p>When the Transaction Code field is 3 (waiver), the Married? field must be blank.</p>	
Data Element(s) Used In Audit	
053 – Enrollee Martial Status	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
113	<i>Family Option – No Family Member(s) Specified</i>
Description	
<p>When the option code (last digit of the enrollment code) is 2 or 5 (family coverage), the Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code, and SSNO fields must be completed.</p>	
Data Element(s) Used In Audit	
044 – Option Code 046 – Family Member’s Date Of Birth 050 – Enrollment Code 059 – Family Member 914 – Family Member’s ZIP Code	915 – Family Member’s Sex Code 916 – Family Member’s Relationship Code 917 – Family Member’s Social Security Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
114	<i>Date Of Birth Must Be Completed With Family Member</i>
Description	
<p>When names are specified in the Name(s) Of Family Members field, the corresponding Date Of Birth field must be completed.</p>	
Data Element(s) Used In Audit	
<p>046 – Family Member’s Date Of Birth 059 – Family Member</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
115	<i>Date Of Birth For Family Member Invalid</i>
Description	
<p>The Date Of Birth field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01 and 12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01 and 30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01 and 31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
<p>046 – Family Member’s Date Of Birth 059 – Family Member</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
117	<i>Number Of Event Requires Chg To P/T Employment</i>
Description	
<p>When the Event Code That Permits Change field is 1E (change in employment status to part-time – employee receiving premium conversion tax benefits) or 5D (change in employment status to part-time – employee not receiving premium conversion tax benefits), the work schedule on the employee’s database dates & misc sal/pers data record (IRIS Program 102) must be P (part-time).</p>	
Data Element(s) Used In Audit	
<p>034 – Event Code That Permits Change 057 – Database Work Schedule</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
118	<i>Event Code For Document Type Invalid</i>
Description	
<p>The data entered in the Event Code field is invalid for the type of document being processed.</p> <p>Valid event codes for the SF-2809 are:</p> <ul style="list-style-type: none"> • 1 (open season) • 2 (correction) • 5 (new enrollee) • 6 (other) <p>Valid event codes for the SF-2810 are:</p> <ul style="list-style-type: none"> • 2 (correction) • 3 (reinstatement) • 4 (survivor annuitant) • 6 (other) 	
Data Element(s) Used In Audit	
<p>033 – Event Code 058 – Input Document Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
119	<i>Prev Line Blank/Fmly Mbr Info Must Be Consecutive</i>
Description	
<p>When the option code (last digit of the enrollment code) is 2 or 5 (family coverage), the Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code, and SSNO fields must be entered consecutively (i.e., blank lines must not separate each family member’s name from the other data fields).</p>	
Data Element(s) Used In Audit	
044 – Option Code	915 – Family Member’s Sex Code
046 – Family Member’s Date Of Birth	916 – Family Member’s Relationship Code
050 – Enrollment Code	917 – Family Member’s Social Security
059 – Family Member	Number
914 – Family Member’s ZIP Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
120	<i>Remarks Must Be Entered With Event Codes 2 And 6</i>
Description	
<p>When the Event Code field is 2 (correction) or 6 (other), remarks are required to explain the reason for processing the action.</p>	
Data Element(s) Used In Audit	
<p>033 – Event Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
121	<i>Event Code 4 Invalid For This Document</i>
Description	
<p>Event Code 4 identifies the transaction category as survivor annuitant. Since all survivor annuitant actions should be handled through the Office of Personnel Management (OPM), Event Code 4 is not valid as a system entry.</p> <p>Therefore, if Event Code 4 is correct, this action must be prepared manually for submission to OPM.</p>	
Data Element(s) Used In Audit	
<p>033 – Event Code 058 – Input Document Type</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
122	<i>Event Code 3 Must Be Entered With Trans Code 7</i>
Description	
<p>When the Transaction Code field is 7 (reinstatement), the Event Code field must be 3 (reinstatement).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 033 – Event Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
123	<i>Event Cd 5, Trans Cd 1 Must Enter Event Change 1A Or 5A</i>
Description	
<p>When the Transaction Code field is 1 (new enrollment) and the Event Code field is 5 (new enrollment), the Event Code That Permits Change field must be 1A (initial opportunity to enroll – employee receiving premium conversion tax benefits) or 5A (initial opportunity to enroll – employee not receiving premium conversion tax benefits).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 033 – Event Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
124	<i>Event Code 6 Must Be Entered With Trans Code 8</i>
Description	
<p>When the Transaction Code field is 8 (transfer in), the Event Code field must be 6 (other).</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 033 – Event Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
125	<i>Pay Period Invalid For Open Season Entry</i>
Description	
<p>When the Event Code field is 1 (open season) and the Event Code That Permits Change is 1B (open season – employee receiving premium conversion tax benefits) or 5B (open season – employee not receiving premium conversion tax benefits), the Effective Pay Period field must be 01.</p>	
Data Element(s) Used In Audit	
<p>007 – Effective Pay Period 033 – Event Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
126	<i>Event Change Invalid For Open Season Entry</i>
Description	
<p>When the Event Code is 1 (open season), the Event Code That Permits Change field must reflect the correct code for an open season entry.</p> <p>Reference should be made to the SF-2809 for the list of event change codes that permit enrollment or change.</p>	
Data Element(s) Used In Audit	
033 – Event Code 034 – Event Code That Permits Change	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
127	<i>Event Change And PP Invalid For Open Season Entry</i>
Description	
<p>When the Event Code field is 1 (open season), the Event Code That Permits Change field must reflect the correct code for an open season entry, and the pay period must be the current processing open season pay period.</p> <p>Reference should be made to the SF-2809 for the list of event change codes that permit enrollment or change.</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Period Number 033 – Event Code 034 – Event Code That Permits Change</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
128	<i>Eff Date Of Action Must Be First Day Of Valid PP</i>
Description	
<p>The date in the Effective Date field must be the first day of the current processing open season pay period.</p>	
Data Element(s) Used In Audit	
033 – Event Code 052 – Effective Date 060 – Beginning Date Of Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
129	<i>Temporary Appointment – Method Of Payment Required</i>
Description	
<p>When the type of appointment code on the employee’s database salary record (IRIS Program 101) is 4 or 8 (temporary employee), the Temporary Employee – Pay Full Premium? field must be completed. Valid values are:</p> <ul style="list-style-type: none"> • Y (yes, employee will pay the full health benefit premium) • N (no, the employee will pay only the employee share) <p>If this data is correct, type I or V (release Message 129) in the Override field.</p>	
Data Element(s) Used In Audit	
<p>063 – Database Type Of Appointment Code 064 – Temporary Employee – Pay Full Premium</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
130	<i>Temporary Employee – Pay Full Premium? Invalid</i>
Description	
<p>When the Transaction Code field is 3 (waived), the Temporary Employee – Pay Full Premium? field must be blank.</p>	
Data Element(s) Used In Audit	
018 – Transaction Code 063 – Database Type Of Appointment Code 064 – Temporary Employee – Pay Full Premium	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
131	<i>Verify Temp Employee – Pay Full Premium Indicator</i>
Description	
<p>When the Temporary Employee – Pay Full Premium? field is coded N, verify that the agency will contribute to the health benefit premium. If code N is correct, type I or V (release Message 131) in the Override field.</p> <p>Note: Code N indicates a temporary employee who previously held a permanent position is still eligible to pay only the employee share of the health benefit premium.</p>	
Data Element(s) Used In Audit	
<p>018 – Transaction Code 063 – Database Type Of Appointment Code 064 – Temporary Employee – Pay Full Premium</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
132	<i>Authorized Agency Official Phone Number Invalid</i>
Description	
<p>The data entered in the Agency Official Phone Number field is invalid. The Agency Official Phone Number field must be completed and must be numeric and greater than zero. Specify as area code, exchange, and number.</p>	
Data Element(s) Used In Audit	
065 – Authorized Agency Official Phone Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
133	<i>Daytime Phone Number Invalid</i>
Description	
<p>The data entered in the Phone field is invalid. The Phone field must be completed and must be numeric and greater than zero. Specify as area code, exchange, and number.</p>	
Data Element(s) Used In Audit	
907 – Phone Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
136	<i>Ineligible For Automatic Retroactive Adjustment</i>
Description	
<p>When the Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB? field is Y (yes – automatic retroactive adjustment), the employee cannot currently be enrolled in health benefits.</p> <p>When the Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB? field is N (no), an AD-343, Payroll Action Request, must be submitted to NFC for the adjustment to be made.</p>	
Data Element(s) Used In Audit	
026 – Database Coverage Code 031 – Adjustment Flag	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
139	<i>Personnel Contact Phone Number Invalid</i>
Description	
<p>The data entered in the Personnel Contact Phone field is invalid. The Personnel Contact Phone field must be completed and must be numeric and greater than zero. Specify as area code, exchange, and number.</p>	
Data Element(s) Used In Audit	
068 – Personnel Contact Phone Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
140	<i>Family Member ZIP Code Invalid</i>
Description	
<p>The data entered in the Family Member Zip Code field is invalid. The Family Member Zip Code must be numeric. The first five positions can be specified without entering the last four positions.</p>	
Data Element(s) Used In Audit	
<p>059 – Family Member 914 – Family Member’s ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
142	<i>Family Member Sex Code Invalid</i>
Description	
<p>The Family Member Sex Code field is invalid. Valid values are:</p> <ul style="list-style-type: none">• M (male)• F (female)	
Data Element(s) Used In Audit	
059 – Family Member 915 – Family Member’s Sex Code	

Document Type 180 – Federal Employees Health Benefits

Code	Message
143	<i>Family Member Rel Code Invalid</i>
Description	
<p>The Family Member Rel Code is invalid. If data was entered in the Names(s) Of Family Members field, data is then required in the Rel Code field. Valid values are:</p> <ul style="list-style-type: none"> • 01 (spouse) • 09 (adopted child) • 10 (foster child) • 17 (step child, foster child, or recognized child) • 19 (unmarried dependent child under age 22) • 99 (unmarried disabled child over age 22 incapable of self-support) 	
Data Element(s) Used In Audit	
<p>059 – Family Member 916 – Family Member’s Relationship Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
144	<i>Family Member SSNO Invalid</i>
Description	
<p>The data entered in the Family Member SSN field is invalid. The Family Member SSN field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>059 – Family Member 917 – Family Member’s Social Security Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
146	<i>Personnel Contact Name Must Be Completed</i>
Description	
<p>The Personnel Contact – Last/First field must be completed.</p>	
Data Element(s) Used In Audit	
912 – Personnel Contact Name	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 180 – Federal Employees Health Benefits

Code	Message
147	<i>Other Private Insurance Information Invalid</i>
Description	
The data entered in the Other Insurance Information field is invalid.	
Data Element(s) Used In Audit	
035 – Other Private Insurance Information 908 – Other Insurance Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 180 – Federal Employees Health Benefits

Code	Message
148	<i>Medicare B Invalid</i>
Description	
<p>If the Medicare B field is Y (yes) indicating enrollment in Medicare B, the Medicare A field must also be Y. The employee must be enrolled in Medicare A for enrollment in Medicare B.</p>	
Data Element(s) Used In Audit	
909 – Medicare A 910 – Medicare B	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
051	Transaction Code Invalid
052	Plan Code Invalid For Agency
053	Plan Code Invalid With Work Schedule
054	Plan Code Invalid With Type Of Appointment Code
055	Duplicate Flexfund Plan Code And Option Code
056	Plan Code Must Be Completed
057	Option Code Must Be Completed
058	Tax Deferred Code Must Be Completed
059	Tax Deferred Code Must Be Y (Yes)
060	Plan Code/Option Code Not In TMGT
061	Effective Date Invalid
062	Total Amount Must Be Numeric
063	Total Amount Greater Than Maximum Amount In TM085
064	Total Amount Less Than Minimum Amount In TM085
065	Plan Code/Option Code Does Not Exist On Database
066	Agency Not Authorized For Plan Code
067	Total Amount Results In A Negative Balance
068	Plan Code Invalid With Tenure Group
069	Plan Code Invalid With Pay Plan
070	Agency Not Authorized For FEDFLEX Plans
071	Plan Code Not A Flexfund Plan Code
072	Employee Not Eligible For FEDFLEX Plan
073 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
051	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (enroll)• 2 (change)• 3 (cancel)	
Data Element(s) Used In Audit	
004 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
052	<i>Plan Code Invalid For Agency</i>
Description	
<p>The flexfund plan code entered in the Plan Code field is not valid for the processing agency.</p> <p>The Table Management System (TMGT), Table 080, PACS Payee Address, may be used to verify the flexfund plan codes for the processing agency.</p>	
Data Element(s) Used In Audit	
002 – Agency Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
053	<i>Plan Code Invalid With Work Schedule</i>
Description	
<p>To participate in the flexfund plan code entered in the Plan Code field, the work schedule recorded on the employee's database dates & misc salary/personnel record (IRIS Program 102) must be F (full-time) or P (part-time).</p>	
Data Element(s) Used In Audit	
010 – Database Work Schedule	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
054	<i>Plan Code Invalid With Type Of Appointment Code</i>
Description	
<p>To participate in the flexfund plan code entered in the Plan Code field, the type of appointment code recorded on the employee’s database dates & misc salary/personnel record (IRIS Program 102) must be 01 (competitive-career), 02 (competitive-career-conditional), 06 (excepted-permanent), 07 (excepted-conditional), or 08 (excepted-indefinite).</p> <p>Note: For the Office of the Comptroller of the Currency only. If the employee is eligible to participate in the flexfund plan, type <i>C</i> (release Message 054) in the Override field, to release this message.☐</p>	
Data Element(s) Used In Audit	
011 – Database Type Of Appointment Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
055	<i>Duplicate Flexfund Plan Code And Option Code</i>
Description	
<p>A flexfund flexible spending account record currently exists on the employee's database flexfund record (IRIS Program 113) with the same flexfund plan code and option code entered in the Plan Code and Option Code field.</p>	
Data Element(s) Used In Audit	
005 – Plan Code 009 – Option Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
056	<i>Plan Code Must Be Completed</i>
Description	
<p>The Plan Code field must be completed.</p>	
Data Element(s) Used In Audit	
<p>005 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
057	<i>Option Code Must Be Completed</i>
Description	
The Option Code field must be completed .	
Data Element(s) Used In Audit	
009 – Option Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
058	<i>Tax Deferred Code Must Be Completed</i>
Description	
<p>When the Transaction Code field is 1 (enroll) or 2 (change), the Tax Deferred Code field must be completed. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
006 – Tax Deferred Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
059	<i>Tax Deferred Code Must Be Y (Yes)</i>
Description	
<p>The flexfund tax deferred code entered in the Tax Deferred Code field must be Y (yes) for the flexfund plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
005 – Plan Code 006 – Tax Deferred Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
060	<i>Plan Code/Option Code Not In TMGT</i>
Description	
<p>The flexfund plan code and flexfund option code entered in the Plan Code field and Option Code field were not found in the Table Management System (TMGT), Table 085, Non–Federal Health Benefit Rates.</p>	
Data Element(s) Used In Audit	
<p>005 – Plan Code 009 – Option Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
061	<i>Effective Date Invalid</i>
Description	
<p>The Effective Date field must be recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <small>☞</small>Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☞ 	
Data Element(s) Used In Audit	
007 – Effective Date	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
062	<i>Total Amount Must Be Numeric</i>
Description	
<p>The data entered in the Total Amount field must be numeric.</p>	
Data Element(s) Used In Audit	
<p>008 – Total Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
063	<i>Total Amount Greater Than Maximum Amount In TM085</i>
Description	
<p>The amount entered in the Total Amount field cannot exceed \$5000.00 when the flexfund plan code entered in the Plan Code field is one of the following:</p> <ul style="list-style-type: none"> • 48 (dependent care account – OCC) • 49 (health care account – OCC) • 52 (dependant care account – ARC) • 53 (unreimbursed medical expenses – ARC) • 54 (dependent care account – FDIC/RTC) • 55 (health care account – FDIC/RTC) • 72 (health care account – FCA/FCSIC) • 73 (dependent care account – FCA/FCSIC) • FD (dependent care FSA – DCFSA) <p>The amount entered in the Total Amount field cannot exceed \$3000.00 when the flexfund plan code entered in the Plan Code field is:</p> <ul style="list-style-type: none"> • FH (health care FSA – HCFSA) 	
Data Element(s) Used In Audit	
<p>005 – Plan Code 008 – Total Amount</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
064	<i>Total Amount Less Than Minimum Amount In TM085</i>
Description	
<p>When the Plan Code field is 52 (dependant care account – ARC) or 53 (unreimbursed medical expenses – ARC), the amount entered in the Total Amount field must be \$1.00 or greater.</p> <p>When the Plan Code field is 48 (dependent care account – OCC), 49 (health care account – OCC), 54 (dependent care account FDIC/RTC) , or 55 (health care account – FDIC/RTC), the amount entered in the Total Amount field must be \$100.00 or greater.</p> <p>When the Plan Code field is 72 (health care account – FCA/FCSIC) or 73 (dependent care account – FCA/FCSIC), the amount entered in the Total Amount field must be \$130.00 or greater.</p> <p>When the Plan Code field is FD (dependent care FSA – DCFSA) or FH (health care FSA – HCFSA), the amount entered in the Total Amount field must be \$250.00 or greater.</p>	
Data Element(s) Used In Audit	
008 – Total Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
065	<i>Plan Code/Option Code Does Not Exist On Database</i>
Description	
<p>The document being processed is a change (Transaction Code 2) of a flexfund flexible spending account; however, the plan code and option code entered in the Plan Code field and Option Code field do not equal the employee's database flexfund record (IRIS Program 113).</p>	
Data Element(s) Used In Audit	
005 – Plan Code 009 – Option Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
066	<i>Agency Not Authorized For Plan Code</i>
Description	
<p>The agency entered in the Ag field is not authorized to use the flexfund plan code entered in the Plan Code field.</p> <p>The Table Management System (TMGT), Table 080, PACS Payee Address, may be used to verify the flexfund plan codes for the processing agency.</p>	
Data Element(s) Used In Audit	
005 – Plan Code 013 – Database Flexfund Total Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
067	<i>Total Amount Results In A Negative Balance</i>
Description	
<p>The document being processed is a change (Transaction Code 2) in the total amount of flexfund flexible spending account; however, the amount in the Total Amount field will result in a negative balance.</p>	
Data Element(s) Used In Audit	
<p>008 – Total Amount 012 – Flexfund Balance 013 – Database Flexfund Total Amount 014 – Database Flexfund Balance</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
068	<i>Plan Code Invalid With Tenure Group</i>
Description	
<p>The employee's tenure group must be 1 (Group I) on the employee's database SF-50B data elements record (IRIS Program 122) to participate in the plan code entered in the Plan Code field.</p>	
Data Element(s) Used In Audit	
016 – Database Tenure Group	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
069	<i>Plan Code Invalid With Pay Plan</i>
Description	
<p>For the plan code entered in the Plan Code field the employee’s pay plan on the employee’s database salary record (IRIS Program 101) must be AD (administratively determined rates not elsewhere specified) or NF (non-Federal).</p>	
Data Element(s) Used In Audit	
015 – Database Pay Plan Of Salary	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
070	<i>Agency Not Authorized For FEDFLEX Plans</i>
Description	
<p>The agency code entered in the Ag field is not authorized to participate in the plan code entered in the Plan Code field. The plan code entered in the Plan Code field is a Federal Flexible Benefits Plan (FEDFLEX), Flexible Spending Account (FSA). Plan codes for the FSA Program are:</p> <ul style="list-style-type: none"> • FD (dependent care FSA – DCFSA) • FH (health care FSA – HCFSA) <p>Agencies currently participating in a non-Federal flexfund flexible spending account are not eligible to participate in the FEDFLEX, FSA Program.</p>	
Data Element(s) Used In Audit	
<p>002 – Agency Code 005 – Plan Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
071	<i>Plan Code Not A Flexfund Plan Code</i>
Description	
The plan code entered in the Plan Code field is not a flexfund plan code.	
Data Element(s) Used In Audit	
009 – Option Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
072	<i>Employee Not Eligible For FEDFLEX Plan</i>
Description	
<p>The Transaction Code field is 1 (enroll), which indicates that the employee is enrolling in the Flexible Benefits Plan (FEDFLEX), Flexible Spending Account (FSA) Program. However, the employee’s database health benefits record (IRIS Program 115) indicates that the employee is not currently enrolled in the Federal Employees Health Benefits (FEHB) Program.</p> <p>Note: Employees must be enrolled in FEHB to be eligible to enroll in a FEDFLEX, FSA plan.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 185 – Flexfund Flexible Spending Account

Code	Message
100	<i>Document Must Be Processed Through The TPA</i>
Description	
<p>The document being processed is a Flexible Spending Account (FSA) for the Federal Flexible Benefits Plan (FEDFLEX); however, the User ID field is not an established user ID for the Third Party Administrator (TPA). Agency personnel offices cannot process any transactions for FSAs. Only the TPA can process transactions for FSAs.</p> <p>Note: SHPS, Inc., is the TPA for the FSA program; therefore, only SHPS can process transactions for FSAs.</p> <p style="text-align: center;">– Or –</p> <p>The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, flexible spending account (FSA) (dependent care or health care) document; however, the User ID field is not an established user ID for the Third Party Administrator (TPA).</p> <p>Note: Only the TPA can process an FSA document for the FDIC Flexible Benefits Program, FDIC Choice.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
050	Transaction Code Invalid
051	Court Ordered PP Deduction – Dollar Amount Invalid
052	Court Ordered PP Ded–Percentage Appl Earn Invalid
053	Court Ordered PP Ded–NTE Dol Amt Per PP Invalid
054	Court Cost–Amt Collectable Per Pay Period Invalid
055	Court Cost – Total Amount Invalid
056	Arrears – Amt Collectable Per Pay Period Invalid
057	Arrears – Percentage Of Appl Earn Per PP Invalid
058	Arrears – Total Amount Invalid
059	Arrears – NTE Dollar Amount Per Pay Period Invalid
060	Court Official Or Recipient Of Ded – Name Invalid
061	Court Official/Recipient Of Ded – Address Invalid
062	Court Official/Recipient Of Ded – City Invalid
063	Court Official/Recipient Of Ded–State Not In TMGT
064	Court Official/Recipient Of Ded – ZIP Code Invalid
065	Case Number Same As Database
066	Two Child Support & Alimony Records Already Exist
067	NTE Dollar Amt Only Valid With Percent Of Earnings
068	Court Cost Tot Amt/Amt Collect PP Must Be Complete
069	Arrears–Total Amount Entered But PP Deduct Missing
070	Arrears–Amt Collectable PP/Percent Of Earn Invalid
071	Arrears PP Ded Amt Entered But Total Amt Missing
072	Arrears NTE Amt/Percent Of Earn Must Be Complete
073	Court Ordered–Dollar Amt/Percentage Earn Invalid
074	Case Number Not On Database
075	Case Number Must Be Completed
077	Case Number Must Be Numeric
078	Name And Address Or EFT Info Must Be Completed
079	EFT Information Must Be Blank
080	Type Of Account Invalid
081	Account Number Invalid
082	Routing Number Must Be Numeric
083	Routing Number Invalid
084	Check Digit Invalid
086	Maximum Percentage Must Be Completed

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
083	Routing Number Invalid
084	Check Digit Invalid
086	Maximum Percentage Must Be Completed
087	Maximum Percentage Invalid
088	Maximum Percentage Must Be Numeric
089	NTE Dollar Amount Invalid With Dollar Amount
090	Court Ordered Pay Period Deduction Invalid

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
050	<i>Transaction Code Invalid</i>
Description	
<p>The Transaction Code field must be one of the following:</p> <ul style="list-style-type: none">• 1 (add)• 2 (change)• 3 (cancel)	
Data Element(s) Used In Audit	
018 – Transaction Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
051	<i>Court Ordered PP Deduction – Dollar Amount Invalid</i>
Description	
<p>The Court Ordered Pay Period Deduction – Dollar Amount field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
<p>019 – Dollar Amount 032 – Court Ordered Pay Period Deduction</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
052	<i>Court Ordered PP Ded-Percentage Appl Earn Invalid</i>
Description	
<p>The Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
<p>020 – Percentage Of Applicable Earnings 032 – Court Ordered Pay Period Deduction</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
053	<i>Court Ordered PP Ded–NTE Dol Amt Per PP Invalid</i>
Description	
<p>The Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
<p>021 – Not To Exceed Dollar Amount Per Pay Period 032 – Court Ordered Pay Period Deduction</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
054	<i>Court Cost–Amt Collectable Per Pay Period Invalid</i>
Description	
<p>The Court Cost – Amount Collectable Per Pay Period field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
022 – Court Cost – Amount Collectable Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
055	<i>Court Cost – Total Amount Invalid</i>
Description	
The Court Cost – Total Amount field must be blank or numeric .	
Data Element(s) Used In Audit	
023 – Court Cost – Total Amount	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
056	<i>Arrears – Amt Collectable Per Pay Period Invalid</i>
Description	
<p>The Arrears – Amount Collectable Per Pay Period field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
024 – Arrears – Amount Collectable Per Pay Period	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
057	<i>Arrears – Percentage Of Appl Earn Per PP Invalid</i>
Description	
<p>The Arrears – Percentage Of Applicable Earnings Per Pay Period field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
025 – Arrears – Percentage Of Applicable Earnings Per Pay Period	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
058	<i>Arrears – Total Amount Invalid</i>
Description	
<p>The Arrears – Total Amount field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
<p>026 – Arrears – Total Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
059	<i>Arrears – NTE Dollar Amount Per Pay Period Invalid</i>
Description	
<p>The Arrears – Not To Exceed Dollar Amount Per Pay Period field must be blank or numeric.</p>	
Data Element(s) Used In Audit	
078 – Arrears – Not To Exceed Dollar Amount Per Pay Period	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
060	<i>Court Official Or Recipient Of Ded – Name Invalid</i>
Description	
<p>When the Transaction Code field is 1 (add), the Court Official Or Recipient Of Deduction – Name field must be completed.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Ordered Official Or Recipient Of Deduction 031 – Name</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
061	<i>Court Official/Recipient Of Ded – Address Invalid</i>
Description	
<p>When the Transaction Code field is 1 (add), the Court Official Or Recipient Of Deduction – Address Line field must be completed.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Ordered Official Or Recipient Of Deduction 035 – Address Line</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
062	<i>Court Official/Recipient Of Ded – City Invalid</i>
Description	
<p>When the Transaction Code field is 1 (add), the Court Official Or Recipient Of Deduction – City field must be completed.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Ordered Official Or Recipient Of Deduction 043 – City</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
063	<i>Court Official/Recipient Of Ded–State Not In TMGT</i>
Description	
<p>The state abbreviation entered in the Court Official Or Recipient Of Deduction – State field was not found in the Table Management System (TMGT), Table 013, State Name And ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Ordered Official Or Recipient Of Deduction 044 – State</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
064	<i>Court Official/Recipient Of Ded – ZIP Code Invalid</i>
Description	
<p>The ZIP Code entered in the Court Official Or Recipient Of Deduction – ZIP Code field was not found in the Table Management System (TMGT), Table 013, State Name And ZIP Range.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Ordered Official Or Recipient Od Deduction 045 – ZIP Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
065	<i>Case Number Same As Database</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a court ordered child care or alimony document; however, the case number entered in the Case Number field is the same as the case number on the employee's database child support and alimony record (IRIS Program 306).</p>	
Data Element(s) Used In Audit	
<p>027 – Case Number 052 – Database Case Number 053 – Database Date Child Support and Alimony Start</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
066	<i>Two Child Support & Alimony Records Already Exist</i>
Description	
<p>The document being processed is adding (Transaction Code 1) a court ordered child care or alimony document; however, the maximum of two child support and alimony records currently exist on the employee's database child support and alimony record (IRIS Program 306).</p>	
Data Element(s) Used In Audit	
<p>027 – Case Number 052 – Database Case Number 053 – Database Date Child Support And Alimony Start</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
067	<i>NTE Dollar Amt Only Valid With Percent Of Earnings</i>
Description	
<p>A dollar amount can only be entered in the Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period field when a percentage is entered in the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field.</p>	
Data Element(s) Used In Audit	
<p>020 – Percentage Of Applicable Earnings 021 – Not To Exceed Dollar Amount Per Pay Period 032 – Court Ordered Pay Period Deduction</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
068	<i>Court Cost Tot Amt/Amt Collect PP Must Be Complete</i>
Description	
<p>When an amount is entered in the Court Cost – Amount Collectable Per Pay Period field, an amount must also be entered in the Court Cost – Total Amount field.</p>	
Data Element(s) Used In Audit	
<p>022 – Court Cost – Amount Collectable Per Pay Period 023 – Court Cost – Total Amount</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
069	<i>Arrears – Total Amount Entered But PP Deduct Missing</i>
Description	
<p>When an amount is entered in the Arrears – Total Amount field, an amount must also be entered in the Arrears – Amount Collectable Per Pay Period or the Arrears – Percentage Of Applicable Earnings Per Pay Period field.</p>	
Data Element(s) Used In Audit	
<p>024 – Arrears – Amount Collectable Per Pay Period 025 – Arrears – Percentage Of Applicable Earnings Per Pay Period 026 – Arrears – Total Amount</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
070	<i>Arrears–AmtCollectable PP/Percent Of Earn Invalid</i>
Description	
<p>Data was entered in both the Arrears – Amount Collectable Per Pay Period and the Arrears – Percentage Of Applicable Earnings Per Pay Period fields. Data can only be entered in one of these fields.</p>	
Data Element(s) Used In Audit	
<p>024 – Arrears – Amount Collectable Per Pay Period 025 – Arrears – Percentage Of Applicable Earnings Per Pay Period</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
071	<i>Arrears PP Ded Amt Entered But Total Amt Missing</i>
Description	
<p>When data is entered in the Arrears – Amount Collectable Per Pay Period or the Arrears – Percentage Of Applicable Earnings Per Pay Period field, an amount must be entered in the Arrears – Total Amount field.</p>	
Data Element(s) Used In Audit	
<p>024 – Arrears – Amount Collectable Per Pay Period 025 – Arrears – Percentage Of Applicable Earnings Per Pay Period 026 – Arrears – Total Amount</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Title I
 Chapter 10
 Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
072	<i>Arrears NTE Amt/Percent Of Earn Must Be Complete</i>
Description	
<p>When data is entered in the Arrears – Not To Exceed Dollar Amount Per Pay Period field, a percentage must be entered in the Arrears – Percentage Of Applicable Earnings Per Pay Period field.</p>	
Data Element(s) Used In Audit	
<p>026 – Arrears – Total Amount 078 – Arrears – Not To Exceed Dollar Amount Per Pay Period</p>	

**Payroll/Personnel Manual
 Correction Process Procedures
 Personnel Edit Subsystem (PINE) Edit Messages**

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
073	<i>Court Ordered–Dollar Amt/Percentage Earn Invalid</i>
Description	
<p>When an amount is entered in the Court Ordered Pay Period Deduction – Dollar Amount field, the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field must be blank.</p> <p>When a percentage is entered in the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field, the Court Ordered Pay Period Deduction – Dollar Amount field must be blank.</p>	
Data Element(s) Used In Audit	
<p>019 – Dollar Amount 020 – Percentage Of Applicable Earnings 032 – Court Ordered Pay Period Deduction</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
074	<i>Case Number Not On Database</i>
Description	
<p>The document being processed is changing (Transaction Code 2) or cancelling (Transaction Code 3) a court ordered child care or alimony document; however, the case number entered in the Case Number field does not equal the case number on the employee's database child support and alimony record (IRIS Program 306).</p>	
Data Element(s) Used In Audit	
027 – Case Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
075	<i>Case Number Must Be Completed</i>
Description	
<p>When the document being processed is adding (Transaction Code 1) a court ordered child care or alimony document, the Case Number field must be completed.</p> <p>☞ Note: If the court ordered child care or alimony document is for a voluntary case, key in <i>voluntary</i> in the Case Number field. ☞</p>	
Data Element(s) Used In Audit	
049 – Case Number Assigned By The Court	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
077	<i>Case Number Must Be Numeric</i>
Description	
<p>The Case Number field must be numeric. It is a 4 position field.</p>	
Data Element(s) Used In Audit	
<p>027 – Case Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
078	<i>Name And Address Or EFT Info Must Be Completed</i>
Description	
Data must be entered in the Name And Address Or EFT Information Of Court Official Or Recipient Of Deduction fields (Screen 2).	
Data Element(s) Used In Audit	
029 – Court Official Or Recipient Of Deduction 031 – Name 054 – Type Of Account	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
079	<i>EFT Information Must Be Blank</i>
Description	
<p>When data is entered in the Court Official Or Recipient Of Deduction – Name And Address fields the Court Official Or Recipient Of Deduction – Type Of Account, Account Number, and Routing Number fields on Screen 2 must be blank.</p>	
Data Element(s) Used In Audit	
<p>029 – Court Official Or Recipient Of Deduction 054 – Type Of Account</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
080	<i>Type Of Account Invalid</i>
Description	
<p>The Type Of Account field must be one of the following:</p> <ul style="list-style-type: none">• C (checking)• S (savings)	
Data Element(s) Used In Audit	
054 – Type Of Account	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
081	<i>Account Number Invalid</i>
Description	
<p>The Account Number field must be:</p> <ul style="list-style-type: none">• 17 alphanumeric positions (numbers greater than zeroes)• left justified• A through Z, 0 through 9, or – (dash)	
Data Element(s) Used In Audit	
056 – Account Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
082	<i>Routing Number Must Be Numeric</i>
Description	
The data entered in the Routing Number field must be numeric .	
Data Element(s) Used In Audit	
055 – Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
083	<i>Routing Number Invalid</i>
Description	
<p>The first two positions of the Routing Number field must be 01 through 12, 21 through 32, 90, or 91.</p>	
Data Element(s) Used In Audit	
055 – Routing Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
084	<i>Check Digit Invalid</i>
Description	
The last digit (check digit) of the Routing Number field is invalid.	
Data Element(s) Used In Audit	
055 – Routing Number 057 – Computed Check Digit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
086	<i>Maximum Percentage Must Be Completed</i>
Description	
<p>The Maximum Percentage field must be completed.</p>	
Data Element(s) Used In Audit	
028 – Maximum Percentage	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
087	<i>Maximum Percentage Invalid</i>
Description	
<p>Valid values for the Maximum Percentage field are 50, 55, 60, and 65. If the court ordered child care and alimony document is for a voluntary allotment, key in 99.</p>	
Data Element(s) Used In Audit	
028 – Maximum Percentage	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
088	<i>Maximum Percentage Must Be Numeric</i>
Description	
<p>The Maximum Percentage field must be numeric.</p>	
Data Element(s) Used In Audit	
028 – Maximum Percentage	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
089	<i>NTE Dollar Amount Invalid With Dollar Amount</i>
Description	
<p>When data is entered in the Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period field, the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field must also be completed.</p> <p>When an amount is entered in the Court Ordered Pay Period Deduction – Dollar Amount field, the Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period and the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings fields must be blank.</p>	
Data Element(s) Used In Audit	
<p>019 – Dollar Amount 021 – Not To Exceed Dollar Amount Per Pay Period 032 – Court Ordered Pay Period Deduction</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 195 – Court Ordered Child Care Or Alimony Deds

Code	Message
090	<i>Court Ordered Pay Period Deduction Invalid</i>
Description	
<p>The Court Ordered Pay Period Deduction – Dollar Amount, Percentage Of Applicable Earnings, and Not To Exceed Dollar Amount Per Pay Period fields cannot all be completed.</p> <p>When an amount is entered in the Court Ordered Pay Period Deduction – Dollar Amount field, the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings and Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period fields must be blank.</p> <p>When an amount is entered in the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings, the Court Ordered Pay Period Deduction – Dollar Amount field must be blank. The Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period field is optional when the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field is completed.</p> <p>The Court Ordered Pay Period Deduction – Not To Exceed Dollar Amount Per Pay Period field can only be completed when the Court Ordered Pay Period Deduction – Percentage Of Applicable Earnings field is completed.</p>	
Data Element(s) Used In Audit	
<p>019 – Dollar Amount 020 – Percentage Of Applicable Earnings 021 – Not To Exceed Dollar Amount Per Pay Period 032 – Court Ordered Pay Period Deduction</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
001	Agcy-Bur-Cd And POI Are Incompatible
002	MR-No Required
003	Grade Required
004	Master Record Already Exists
005	Pay-Plan Incompatible With Grade
006	Occ-Ser Incompatible With Pay-Plan
007	Occ-Ser Not In TMGT
008	Occ-Func Requires Occ-Func-Cd
009	Occ-Func-Cd Not In TMGT
010	Off-Tle-Pf/Cd/Sf Required
011	Pay-Plan Incompatible With Official Title Code
012	Off-Title And Off-Tle-Pf/Cd/Sf Must Be Completed
013	Prefix In Off-Tle-Pf/Cd/Sf Not In TMGT
014	Suffix In Off-Tle-Pf/Cd/Sf Not In TMGT
015	Official Title Code Incompatible With Occ-Ser
016	Hq-Fld-Cd Invalid
017	Sup-Cd Required
018	Sup-Cd Invalid
019	Class-Std-Cd Invalid
020	Interdis-Cd Invalid
021	Dt-Class Required
022	Occ-Ser Incompatible With Dt-Class
023	Early-Ret-Cd Invalid
024	Occ-Ser Incompatible with Dt-Class
025	Prof-Category Required
026	Interdis-Ser And Interdis-Pf/Cd/Sf Must Be Completed
027	Interdis-Cd Must Be Y
028	Prefix In Interdis-Pf/Cd/Sf Not in TMGT
029	Suffix In Interdis-Pf/Cd/Sf Not In TMGT
030	Interdis-Pf/Cd/Sf Invalid
031	Dept-Cd Not In TMGT
032	Grade Not In TMGT
033	Official Title Code Not In TMGT
034	Date Has Invalid Month
035	Date Has Invalid Day For Month Entered
036	Date Has Invalid Year

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
037	Function Code Invalid
038	Master Record Not Found
039	Master Record Coded Inactive
040	IP-No Required
041	Individual Position Already Exists
042	FLSA-Cd Invalid
043	Conflict Of Interest/Financial Disclosure Code Invalid
044	Procurement Integrity Act Code Invalid
045	Individual Position Schedule Invalid
046	Position Sensitivity Code Invalid
047	Drug Testing Code Invalid
048	Comp-Lev Invalid
049	Comp-Lev Incompatible With FLSA-Cd
050	Wk-Title Required
051	Wk-Title-Cd Not In TMGT
052	Wk-Title Incompatible With Dept-Cd
053	Org-Str-Cd Not In TMGT
054	Vac-Rev-Cd Invalid
055	Pay-Plan Incompatible With Target-Gd
056	Target-Gd Required
057	Proj-Dty-Ind Invalid
058	Duty-Station Not In TMGT
059	Pay-Tbl Code Incompatible With LEO-Ind
060	Pay-Tbl Code Incompatible With Grade Or Pay-Plan
061	Pay-Tbl Code Not In TMGT
062	Bargaining Unit Status (BUS) Code Invalid
063	COPR-St Invalid
064	COPR-St Incompatible With FLSA-Cd
065	NTE-Dt Prior To Date-Est
066	PAS-Ind Invalid
067	Occ-Ser Not In TMGT
068	LEO-Ind Invalid
069	Pos-St-Bud Invalid
070	NTE-Dt Invalid Or Permanent Position
071	MT-Rev/CL-Act-Cd Invalid
072	Inact/Act Invalid
073	Acctg-Stat Not In TMGT

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
074	Int-Asgn-Ser Required For This Position
075	Int-Asgn-Ser Invalid For This Position
076	Master Record Not Found-Check Key Fields
077	Master Record Abolished
078	Wk-Title-Cd incompatible With Dept-Cd
079	Individual Position Active Within Master
080	Dt-Abol Prior To Dt-Class
081	Master Record Already Inactive
082	Dt-Inact/React Prior To Dt-Class
083	Individual Record Not Found
084	Individual Position Abolished
085	No Individual Positions Found For Master
086	Individual Position Filled
087	Individual Position Obligated
088	Int-Asgn-Ser Invalid For This Position

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
001	<i>Agcy-Bur-Cd And POI Are Incompatible</i>
Description	
<p>The agency/bureau code entered in the Agcy-Bur-Cd field is incompatible with the personnel office identifier (POI) entered in the SON (POI) field. For compatible agency/bureau codes and POI's see Table Management System Table 001, Personnel Office Identifier.</p>	
Data Element(s) Used In Audit	
003 – Agency Code 004 – Personnel Office Identifier (POI) (SON)	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
002	<i>MR-NoRequired</i>
Description	
<p>The MR-No field must be completed.</p>	
Data Element(s) Used In Audit	
<p>005 – Master Record Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
003	<i>Grade Required</i>
Description	
The Grade field must be completed .	
Data Element(s) Used In Audit	
006 – Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
004	<i>Master Record Already Exists</i>
Description	
<p>The master record number entered in the MR-No field already exists on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
005	<i>Pay-Plan Incompatible With Grade</i>
Description	
<p>The pay plan entered in the Pay-Plan field is incompatible with the grade entered in the Grade field. For valid pay plan codes, see Table Management System (TMGT) Table 025, AD-350 (Personnel Block and Description).</p> <p>Notes: If the position is a Senior Executive Service (SES) position, the grade must be 00. If the Pay-Plan field is EX, the grade must be 01-05.</p> <p>For the Federal Deposit Insurance Corporation (FDIC), if the pay plan is E, enter a space in the second position of the field.</p> <p>For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-20.</p>	
Data Element(s) Used In Audit	
<p>006 – Grade 007 – Pay Plan</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
006	<i>Occ-Ser Incompatible With Pay Plan</i>
Description	
<p>The data entered in the Occ-Ser field is incompatible with the data entered in the Pay-Plan field.</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Plan 008 – Occupational Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
007	<i>Occ-Ser Not In TMGT</i>
Description	
<p>The occupational series code entered in the Occ-Ser field for the master record was not located in Table Management System (TMGT) Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
<p>008 – Occupational Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
008	<i>Occ-Ser Requires Occ-Func-Cd</i>
Description	
<p>The occupational series code entered in the Occ-Ser field requires that the Occ-Func-Cd field also be completed. For valid codes, See Title I, Chapter 3, Position Management System (PMSO).</p>	
Data Element(s) Used In Audit	
<p>008 – Occupational Series Code 009 – Occupational Function Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
009	<i>Occ-Func-Cd Not In TMGT</i>
Description	
<p>The occupational function code entered in the Occ-Func-Cd field was not located in Table Management System (TMGT) Table 018, Occupation Series Alpha Description.</p>	
Data Element(s) Used In Audit	
<p>009 – Occupational Function Code</p>	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
010	<i>Off-Tle-Of/Cd/Sf Required</i>
Description	
<p>The Off-Tle-Pf/Cd/Sf field must be completed. Valid values are:</p> <ul style="list-style-type: none"> • Position 1 (prefix code), see Table Management System (TMGT) Table 075, Official Title Prefix & Suffix. • Positions 2–5 (title code), see TMGT Table 074, Official Position Title. • Position 6 (suffix code), see TMGT Table 075, Official Title Prefix & Suffix. 	
Data Element(s) Used In Audit	
<p>010– Official Title Suffix 011 – Official Title Prefix 012– Official Title Code 013– Position Official Title</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
011	<i>Pay Plan Incompatible With Official Title Code</i>
Description	
<p>The pay plan entered in Pay-Plan field is incompatible with the data entered in the Official Title Code field. For valid codes, see Table Management System (TMGT) Table 074, Official Position Title.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 007 – Pay Plan 010 – Official Title Suffix 011 – Official Title Prefix 012 – Official Title Code 013 – Position Official Title 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
012	<i>Off-Title And Off-Tle-Of/Cd/Sf Must Be Completed</i>
Description	
<p>When the Official Title Code entered in the Off-Tle-Pf/Cd/Sf field is 8888 or 9999, the Off-Title field must be completed. For a list of valid codes and titles, see Table Management System (TMGT) Table 074, Official Position Title.</p>	
Data Element(s) Used In Audit	
<p>010 – Official Title Suffix 011 – Official Title Prefix 012 – Official Title Code 013 – Position Official Title</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
013	<i>Prefix In Off-Tle-Pf/Cd/Sf Not In TMGT</i>
Description	
<p>The prefix entered in the Off-Tle-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 075, Official Title Prefix & Suffix.</p>	
Data Element(s) Used In Audit	
<p>011 – Official Title Prefix</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
014	<i>Suffix In Off-Tle-Pf/Cd/Sf Not In TMGT</i>
Description	
<p>The suffix entered in the Off-Tle-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 075, Official Title Prefix & Suffix.</p>	
Data Element(s) Used In Audit	
<p>010 – Official Title Suffix</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
015	<i>Official Title Code Incompatible With Occ-Ser</i>
Description	
<p>The official title code entered in the Off-Tle-Pf/Cd/Sf field is incompatible with the occupational series entered in the Occ-Ser field. For valid official title codes, see Table Management System (TMGT) Table 074, Official Position Title. For valid occupational series, see TMGT Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
<ul style="list-style-type: none"> 008 – Occupational Series Code 010 – Official Title Suffix 011 – Official Title Prefix 012 – Official Title Code 013 – Position Official Title 	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
016	<i>Hq-Fld-Cd Invalid</i>
Description	
<p>The data entered in the Hq-Fld-Cd field must be numeric or blank. Valid values are:</p> <ul style="list-style-type: none">• Blank (not needed)• 1 (headquarters)• 2 (field)	
Data Element(s) Used In Audit	
014– Headquarters Field Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
017	<i>Sup-Cd Required</i>
Description	
<p>The Sup-Cd field must be completed. Valid values are:</p> <ul style="list-style-type: none"> • 2 (supervisor or manager) • 4 (supervisory (CSRA)) • 5 (management official (CSRA)) • 6 (leader under work leader grade evaluation guide) • 8 (all other positions) 	
Data Element(s) Used In Audit	
015 – Position Supervisory Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
018	<i>Sup-Cd Invalid</i>
Description	
<p>The data entered in the Sup-Cd field must be numeric. Valid values are:</p> <ul style="list-style-type: none">• 2 (supervisor or manager)• 4 (supervisory (CSRA))• 5 (management official (CSRA))• 6 (leader under Work Leader Grade Evaluation Guide)• 8 (all other positions)	
Data Element(s) Used In Audit	
015 – Position Supervisory Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
019	<i>Class-Std-Cd Invalid</i>
Description	
<p>The data entered in the Class-Std-Cd field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• X (standard used to classify the position was issued after 01/01/76)• Blank (standard used to classify the position was issued before 01/01/76)	
Data Element(s) Used In Audit	
019 – Classification Standard Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
020	<i>Interdis-Cd Invalid</i>
Description	
<p>The data entered in the Interdis-Cd field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• Y (interdisciplinary position)• N (not an interdisciplinary position)• Blank (system generates N)	
Data Element(s) Used In Audit	
029 – Interdisciplinary Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
021	<i>Dt-Class Required</i>
Description	
<p>The Dt-Class field must be completed and recorded in the following format:</p> <ul style="list-style-type: none"> • The month must be a number between 01–12 (inclusive). • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, including a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
016 – Date Position Classified	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
022	<i>Occ-Ser Incompatible With Dt-Class</i>
Description	
<p>The occupational series code entered in the Occ-Ser field is incompatible with the date entered in the Dt-Class field. For valid occupational series, see Table Management System (TMGT) Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
016 – Date Position Classified 008 – Occupational Series Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
023	<i>Early-Ret-Cd Invalid</i>
Description	
<p>The data entered in the Early-Ret-Cd field must be numeric or blank. Valid values are:</p> <ul style="list-style-type: none"> • Blank (not applicable) • 1 (primary position) • 2 (secondary position) • 3 (foreign service position) <p>☞ Note: For the Immigration and Naturalization Service, Early Retirement Code Blank, 1, or 2 must be entered in this field.☞</p>	
Data Element(s) Used In Audit	
021 – Early Retirement Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
024	<i>Inact/Act Invalid</i>
Description	
<p>The data entered in the Inact/Act field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• A (active)• I (inactive)• Blank	
Data Element(s) Used In Audit	
022 – Master Active Inactive 072 – Position Active Inactive	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
025	<i>Prof-Category Required</i>
Description	
<p>The Prof-Category field must be completed. Valid codes are:</p> <ul style="list-style-type: none"> • 1 (SES or equivalent) • 2 (professional – audit related) • 3 (professional – other) • 4 (clerical support staff) • 5 (wage) • 6 (expert/consultant) 	
Data Element(s) Used In Audit	
<p>013 – Position Official Title 028 – Professional Category</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
026	<i>Interdis-Ser And Interdis-Of/Cd/Sf Must Be Completed</i>
Description	
<p>When Y is entered in the Interdis-Cd field, the Interdis-Ser field and the Interdis-Pf/Cd/Sf field must be completed.</p>	
Data Element(s) Used In Audit	
<p>027 – Interdisciplinary Title Code 030 – Interdisciplinary Series Code 031 – Interdisciplinary Title Suffix 032 – Interdisciplinary Title Prefix</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
027	<i>Interdis-Cd Must Be Y</i>
Description	
<p>When the Interdis-Ser field and the Interdis-Pf/Cd/Sf field are completed, Y must be entered in the Interdis-Ser field.</p>	
Data Element(s) Used In Audit	
<p>013 – Position Official Title 028 – Interdisciplinary Category</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
028	<i>Prefix In Interdis-MR-No Required</i>
Description	
<p>The prefix entered in the Interdis-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 075, Official Title Prefix & Suffix.</p>	
Data Element(s) Used In Audit	
<p>030 – Interdisciplinary Series Code 032 – Interdisciplinary Title Prefix</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
029	<i>Suffix In Interdis-Of/Cd/Sf Not In TMGT</i>
Description	
<p>The suffix entered in the Interdis-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 075, Official Title Prefix & Suffix.</p>	
Data Element(s) Used In Audit	
<p>030 – Interdisciplinary Series Code 031 – Interdisciplinary Title Suffix</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
030	<i>Interdis-Pf/Cd/Sf Invalid</i>
Description	
<p>The interdisciplinary title code entered in the Interdis-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 075, Official Title Prefix & Suffix.</p>	
Data Element(s) Used In Audit	
<p>029 – Interdisciplinary Code 030 – Interdisciplinary Series Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
031	<i>Dept-Cd Not In TMGT</i>
Description	
<p>The department code entered in the Dept-Cd field was not located in Table Management System (TMGT) Table 014, Department Codes.</p>	
Data Element(s) Used In Audit	
002 – Department Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
032	<i>Grade Not In TMGT</i>
Description	
<p>The grade entered in the Grade field was not located on Table Management System (TMGT) Table 029, Pay Table Rates. If the grade is a single digit (1-9), it must be prefixed with a 0 (zero).</p>	
Data Element(s) Used In Audit	
006 – Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
033	<i>Official Title Code Not In TMGT</i>
Description	
<p>The official title code entered in the Off-Tle-Pf/Cd/Sf field was not located in Table Management System (TMGT) Table 074, Official Position Title.</p>	
Data Element(s) Used In Audit	
<p>010 – Official Title Suffix 011 – Official Title Prefix 012 – Official Title Code 013 – Position Official Title</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
034	<i>Date Has Invalid Month</i>
Description	
<p>The month entered in the Dt-Class field must be a number between 01-12 (inclusive).</p>	
Data Element(s) Used In Audit	
016 – Date Position Classified	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
035	<i>Date Has Invalid Day For Month Entered</i>
Description	
<p>The day entered in the Dt-Class field must be recorded in the following format:</p> <ul style="list-style-type: none"> • If the month is 04, 06, 09, or 11, the day must be a number between 01–30 (inclusive). • If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be number between 01–31 (inclusive). • If the month is 02, the day must be a number between 01–29 (inclusive). <input type="checkbox"/> Note: When the day is equal to 29, including a leap year, the year must be evenly divisible by 4. <input type="checkbox"/> 	
Data Element(s) Used In Audit	
016– Date Position Classified	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
036	<i>Date Has Invalid Year</i>
Description	
The year entered in the Dt-Class field must be a number between 00 and 96.	
Data Element(s) Used In Audit	
016 – Date Position Classified	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
037	<i>Function Code Invalid</i>
Description	
<p>The data in the Function field must be alpha. Valid values are:</p> <ul style="list-style-type: none">• Q (query)• A (add)• C (change)• D (delete)• I (inactive)• R (reactive)• H (help)• P (position inquiry)	
Data Element(s) Used In Audit	
009 – Occupational Function Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
038	<i>Master Record Not Found</i>
Description	
<p>The master record number entered in the MR-No field is not present on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
<p>005 – Master Record Number 022 – Master Active Inactive</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
039	<i>Master Record Coded Inactive</i>
Description	
<p>The master record entered in the MR-No field is already inactive on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
<p>005 – Master Record Number 022 – Master Active Inactive</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
040	<i>IP-No Required</i>
Description	
<p>The IP-No field must be completed.</p>	
Data Element(s) Used In Audit	
<p>033 – Individual Position Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
041	<i>Individual Position Already Exists</i>
Description	
<p>The individual position number entered in the IP-No field already exists on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
033 – Individual Position Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
042	<i>FLSA-Cd Invalid</i>
Description	
<p>The FLSA code entered in the FLSA-Cd field must be alpha. Valid values are:</p> <ul style="list-style-type: none">• E (exempt)• N (nonexempt)	
Data Element(s) Used In Audit	
034 – Fair Labor Standards Act Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
043	<i>Conflict Of Interest/Financial Disclosure Code Invalid</i>
Description	
<p>The conflict of interest or financial disclosure code entered in the Fin-Ds/Proc-Intg field must be numeric. Valid values are:</p> <ul style="list-style-type: none"> • 0 (zero) (no conflict of interest or financial disclosure statement required) • 3 (SF-278, Financial Disclosure Report, required) • 4 (SF-450, Executive Branch Personnel Confidential Financial Disclosure Report, required) • 5 (MSPB-849 required) • 6 (GPO-U.S. 069233 required) • 7 (SI-1085 required) 	
Data Element(s) Used In Audit	
036 – Financial Disclosure Required	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
044	<i>Procurement Integrity Act Code Invalid</i>
Description	
<p>The Procurement Integrity Act code entered in the Fin-Ds/Proc-Intg field must be alpha. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N (no)	
Data Element(s) Used In Audit	
037 – Procurement Integrity Act	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
045	<i>Individual Position Schedule Invalid</i>
Description	
<p>The individual position schedule entered in the Pos-Sched field must be alphanumeric. Valid values are:</p> <ul style="list-style-type: none"> • Blank (not applicable) • A (Schedule A) • B (Schedule B) • C (Schedule C) • 0 (zero) (not in any of the above schedules) <p>☞ Note: For the Office of Technology Assessment and Congressional Budget Office, enter <i>0</i> in this field.☞</p>	
Data Element(s) Used In Audit	
038 – Position Schedule	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
046	<i>Position Sensitivity Code Invalid</i>
Description	
<p>The position sensitivity code entered in the Pos-Sens/Drug-Ts field must be alphanumeric. Valid values are:</p> <p>First Position</p> <ul style="list-style-type: none"> • 1 (nonsensitive/low risk) • 2 (noncritical sensitive) • 3 (critical sensitive) • 4 (special sensitive) • 5 (moderate risk) • 6 (high risk) <p>Second Position</p> <ul style="list-style-type: none"> • C (computer–ADP) • N (noncomputer–ADP) <p>Note: If the occupational series code on the master record is 0332, 0334, or 0335, the second position of the position sensitivity code must be C (Computer–ADP).</p>	
Data Element(s) Used In Audit	
039 – Position Sensitivity Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
047	<i>Drug Testing Code Invalid</i>
Description	
<p>The drug testing code entered in the Pos-Sens/Drug-Ts field must be alpha. Valid values are:</p> <ul style="list-style-type: none"> • N (No, the position does not require drug testing.) • A (Yes, the position is designated for drug testing of the incumbent and also the applicants.) • U (Undesignated.) • Y (Yes, the position is designated for incumbent testing.) • C (Yes, the position is designated for drug testing for the incumbent because the position requires a commercial motor vehicle operator’s license.) <p>☞ Note: If no entry is made, the system defaults to <i>N</i> for all users except the Department of Housing and Urban Development, the Library of Congress, and the John C. Stennis Center for Public Service Training and Development. <i>U</i> is system generated for these users. ☞</p>	
Data Element(s) Used In Audit	
040 – Drug Test	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
048	<i>Comp-Lev Invalid</i>
Description	
<p>The Job Evaluation Plan (JEP) code entered in the Comp-Lev field must be numeric.</p> <p>☞ Note: For the Office of the Comptroller of the Currency, the JEP code must be entered in the first position of this field.</p> <p>Valid Values are:</p> <ul style="list-style-type: none"> 1 – FLSA, Nonexempt 2 – FLSA, Exempt/Non-Managerial 3 – FLSA, Exempt/Managerial <p>If the JEP code is <i>I</i>, Field 1 must be <i>N</i>. If the JEP code is 2 or 3, Field 1 must be <i>E</i>.☞</p>	
Data Element(s) Used In Audit	
041 – Competitive Level Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
049	<i>Comp-Lev Incompatible With FLSA-Cd</i>
Description	
<p>The competitive level code entered in the Comp-Lev is incompatible with the FLSA code entered in the FLSA-Cd field.</p> <p>The FLSA code entered in the FLSA-Cd field must be alpha. Valid values are:</p> <ul style="list-style-type: none"> • E (exempt) • N (nonexempt) <p>☞ Note: For the Office of the Comptroller of the Currency, the JEP code must be entered in the first position of the Comp-Lev field.☞</p> <p>Valid Values are:</p> <p>1 – FLSA, Nonexempt 2 – FLSA, Exempt/Non-Managerial 3 – FLSA, Exempt/Managerial</p> <p>If the JEP code is I, Field 1 must be N. If the JEP code is 2 or 3, Field 1 must be E.</p>	
Data Element(s) Used In Audit	
<p>034 – Fair Labor Standards Code 041 – Competitive Level Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
050	<i>Wk-Title Required</i>
Description	
<p>When the Wk-Title-Cd field is 9999, the working title that describes the organizational or administrative title of the position must be entered in the Wk-Title field. For valid working title and codes, see Table Management System (TMGT) Table 076, Working Position Title.</p>	
Data Element(s) Used In Audit	
042 – Working Title Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
051	<i>Wk-Title-Cd Not In TMGT</i>
Description	
<p>The data entered in the Wk-Title-Cd field was not located in Table Management System (TMGT) Table 076, Working Position Title.</p>	
Data Element(s) Used In Audit	
042 – Working Title Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
052	<i>Wk-title Incompatible With Dept-Cd</i>
Description	
<p>The data entered in the Wk-Title field is incompatible with the data entered in the Dept-Cd field. For valid working titles and codes, see Table Management System(TMGT) Table 076, Working Position Title.</p>	
Data Element(s) Used In Audit	
<p>002 – Department Code 042 – Working Title Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
053	<i>Org-Str-Cd Not In TMGT</i>
Description	
<p>The data entered in the Org-Str-Cd field was not found in Table Management System (TMGT) Table 005, Agency Organizational Structure.</p>	
Data Element(s) Used In Audit	
044 – Organizational Structure Code	

**Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages**

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
054	<i>Vac-Rev-Cd Invalid</i>
Description	
<p>The data entered into the Vac-Rev-Cd field must be alphanumeric. Valid Values are:</p> <ul style="list-style-type: none"> • 0 (zero) (position action no vacancy) • A (no change) • B (lower grade) • C (higher grade) • D (different title and/or series) • E (new position full-time equivalent (FTE)) 	
Data Element(s) Used In Audit	
045 – Vacancy Review Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
055	<i>Pay-Plan Incompatible With Target-Gd</i>
Description	
<p>The pay plan entered in the Pay-Plan field is incompatible with the grade entered in the Target-Gd field. For valid pay plan codes, see Table Management System (TMGT) Table 025, AD-350 (Personnel Block And Description).</p>	
Data Element(s) Used In Audit	
<p>007 – Pay Plan 046 – Position Target Grade</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
056	<i>Target-Gd Required</i>
Description	
<p>The Target-Gd field must be completed.</p>	
Data Element(s) Used In Audit	
046 – Position Target Grade	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
057	<i>Proj-Dty-Ind Invalid</i>
Description	
<p>The data entered in the Proj-Dty-Ind field must be alpha or blank. Valid values are</p> <ul style="list-style-type: none">• Y (Yes, if the position is classified on the basis of projected duties.)• N/Blank (No report is generated.)	
Data Element(s) Used In Audit	
048 – Projected Duties Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
058	<i>Duty-Station Not In TMGT</i>
Description	
<p>The data entered in the Duty-Station field was not found in Table Management System (TMGT) Table 016, Geographical Location Codes With Names.</p>	
Data Element(s) Used In Audit	
016– Duty Station Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
059	<i>Pay-Tbl Code Incompatible With LEO-IND</i>
Description	
<p>The pay table code entered in the Pay-Tbl field is incompatible with the code entered in the LEO-Ind field. Valid LEO indicator are:</p> <ul style="list-style-type: none"> • Y (Yes, if the position is classified as a law enforcement officer to be paid under 7K FLSA.) • A (Yes, this position is classified as a low enforcement officer to be paid under 7A FLSA.) • N (No, this position is not classified as law enforcement officer.) 	
Data Element(s) Used In Audit	
<p>035 – Pay Table Code 056 – Law Enforcement Officer Indicator</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
060	<i>Pay-Tbl Code Incompatible With Grade Or Pay-Plan</i>
Description	
<p>The code entered in the Pay-Tbl field is incompatible with the data entered in the Grade field and/or the Pay-Plan field. For valid pay table codes, see Table Management System (TMGT) Table 029, Pay Table Rates.</p> <p>☞ Note: The pay table code is required for positions whose official title suffix is B (data transcriber), C (official automation), E (stenography/office automation), T (typing), or Y (stenography), and the duty satation state is II (District of Columbia).☞</p>	
Data Element(s) Used In Audit	
<p>006 – Grade 007 – Pay Plan 035 – Pay Table Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
061	<i>Pay-Dbl Code Not In TMGT</i>
Description	
<p>The data entered into the Pay-Tbl field was not found in Table Management System (TMGT) Table 029, Pay Table Rates.</p>	
Data Element(s) Used In Audit	
035 – Pay Table Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
062	<i>Bargaining Unit Status (BUS) Code Invalid</i>
Description	
<p>The bargaining unit status (BUS) code entered in the BUS-Cd/COPR-St field must be alphanumeric. Valid values are:</p> <ul style="list-style-type: none"> • 7777 (Position is eligible but not in a bargaining unit.) • 8888 (Position is ineligible for inclusion in a bargaining unit.) • Last 4 digits of Office of Labor Management Relations (OLMR) number (Position is represented by a bargaining unit.) 	
Data Element(s) Used In Audit	
050 – Bargaining Unit Status Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
063	<i>Customs Officer Pay Reform Act (COPR) Status Code Invalid</i>
Description	
<p>The Customs Officer Pay Reform Act (COPR) status code entered in the COPR-St field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N/Blank (no)	
Data Element(s) Used In Audit	
051 – Customs Officer Pay Reform	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
064	<i>COPR-St Incompatible With FLSA-Cd</i>
Description	
<p>The Customs Officer Pay Reform Act (COPR) status code entered in the COPR-St field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• Y (yes)• N/Blank (no)	
Data Element(s) Used In Audit	
<p>034 – Fair Labor Standards Code 051 – Customs Officer Pay Reform</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
065	<i>NTE-Dt Prior To Date-Est</i>
Description	
<p>The date entered in the NTE-Dt field must be later than the date entered in the Date-Est field.</p>	
Data Element(s) Used In Audit	
<p>057 – Date Position Established 064 – Date Position NTE</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
066	<i>PAS-Ind Invalid</i>
Description	
<p>The Presidential Appointment Indicator entered in the PAS-Ind/LEO-Ind field must be numeric. Valid values are:</p> <ul style="list-style-type: none">• 0 (zero) (not applicable)• 1 (PAS, Presidential Appointment, position)	
Data Element(s) Used In Audit	
055 – Presidential Appointment Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
067	<i>Occ-Ser Not In TMGT</i>
Description	
<p>The occupational series entered in the Occ-Ser field for the individual position was not found in Table Management System (TMGT) Table 018, Occupational Series Alpha Description.</p>	
Data Element(s) Used In Audit	
008 – Occupational Series Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
068	<i>LEO-Ind Invalid</i>
Description	
<p>The LEO Indicator entered in the PAS-Ind/LEO-Ind field must be alpha or blank. Valid values are:</p> <ul style="list-style-type: none">• Y (Yes. Position is classified as a law enforcement officer to be paid under 7K FLSA.)• A ((Yes. Position is classified as a law enforcement officer to be paid under 7A FLSA.)• N/Blank (No. Position is not classified as a law enforcement officer.)	
Data Element(s) Used In Audit	
034 – Fair Labor Standards Code 056 – Law Enforcement Officer Indicator	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
069	<i>Pos-St-Bud Invalid</i>
Description	
<p>The data entered in the Pos-St-Bud field must be alpha. Valid values are:</p> <ul style="list-style-type: none"> • Y (Position is permanent.) • N (Position is other than permanent.) 	
Data Element(s) Used In Audit	
067 – Position Status Budget	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
070	<i>NTE-Dt Invalid For Permanent Position</i>
Description	
<p>It the position is permanent, the NTE-Dt field must be blank.</p>	
Data Element(s) Used In Audit	
<p>033 – Position Number 064 – Date Position NTE</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
071	<i>Mt-Rev/Cl-Act-Cd Invalid</i>
Description	
<p>The data entered in the Mt-Rev/CI-Act-Cd field must be numeric. Valid values are:</p> <p>First Digit (Classification Action)</p> <p>Normal</p> <ul style="list-style-type: none"> • 1 (desk audit) • 2 (supervisory audit) • 3 (paper review) • 4 (PME/Activity review) <p>Maintenance Review</p> <ul style="list-style-type: none"> • 5 (desk audit) • 6 (supervisory audit) • 7 (paper review) • 8 (paper review) <p>Second Digit (Results)</p> <ul style="list-style-type: none"> • 1 (no action required) • 2 (minor description changes) • 3 (rewrite or new position description required) • 4 (position title change) • 5 (occupational series change) • 6 (position upgraded) • 7 (position downgraded) • 8 (new position (1st digit must be 2 or 3)) • 9 (other) 	
Data Element(s) Used In Audit	
068 – Maintenance Review Class Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
072	<i>Inact/Act Invalid</i>
Description	
<p>The data entered in the Inact/Act field must be alpha. Valid value are:</p> <ul style="list-style-type: none">• A (active)• I (inactive)	
Data Element(s) Used In Audit	
<p>022 – Master Active Inactive 072 – Position Active Inactive</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
073	<i>Acctg-Stat Not In TMGT</i>
Description	
<p>The data entered into the Acctg-Stat field was not found in Table Management System (TMGT) Table 002, Accounting Station Name and Address.</p>	
Data Element(s) Used In Audit	
076 – Accounting Station Code	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
074	<i>Int-Asgn-Ser Required For This Position</i>
Description	
<p>When Y is entered in the Vac-Rev-Cd field on the master record, the Int-Asgn-Ser field must be completed.</p>	
Data Element(s) Used In Audit	
<p>033 – Position Number 077 – Interdisciplinary Occupational Series Assigned</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
075	<i>Int-Asgn-Ser Invalid For This Position</i>
Description	
<p>If the position is an interdisciplinary position, the Int-Asgn-Ser field must contain a specific occupational series for an interdisciplinary individual position based on the incumbent’s qualifications, as determined by the servicing personnel office.</p>	
Data Element(s) Used In Audit	
<p>033 – Position Number 077 – Interdisciplinary Occupational Series Assigned</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
076	<i>Master Record Not Found – Check Key Fields</i>
Description	
<p>The master record number entered in the MR-No field was not located on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
005 – Master Record Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
077	<i>Master Record Abolished</i>
Description	
<p>The master record number entered in the MR-No field has been abolished from the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
005 – Master Record Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
078	<i>Wk-Title-Cd Incompatible With Dept-Cd</i>
Description	
<p>The code entered in the Wk-Title-Cd field is incompatible with the code entered in the Dept-Cd field.</p>	
Data Element(s) Used In Audit	
<p>002 – Department Code 042 – Working Title Code</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
079	<i>Individual Position Active Within Master</i>
Description	
<p>The master record number entered in the MR-No field is linked to an active individual position.</p>	
Data Element(s) Used In Audit	
<p>005 – Master Record Number 072 – Position Active Inactive</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
080	<i>Dt-Abol Prior To Dt-Class</i>
Description	
<p>The data entered in the Dt-Abol field must be later than the date in the Dt-Class field.</p>	
Data Element(s) Used In Audit	
<p>016 – Date Position Classified 069 – Date Abolished</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
081	<i>Master Record Already Inactive</i>
Description	
The master record number entered in the MR-No field is already inactivated .	
Data Element(s) Used In Audit	
022 – Master Active Inactive	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
082	<i>Dt-Inact/React Prior To Dt-Class</i>
Description	
<p>The date entered in the Dt-Inact/React field must be later than the date in the Dt-Class field.</p>	
Data Element(s) Used In Audit	
<p>016 – Date Position Classified 026 – Date Inactive Reactive</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
083	<i>Individual Record Not Found</i>
Description	
<p>The individual position number entered in the IP-No field was not located on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
033 – Position Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
084	<i>Individual Position Abolished</i>
Description	
<p>The individual position number entered in the IP-No field has been abolished from the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
033 – Position Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
085	<i>No Individual Positions Found For Master</i>
Description	
<p>The master record number entered in the MR-No field has no individual positions linked to it.</p>	
Data Element(s) Used In Audit	
<p>005 – Master Record Number 033 – Position Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
086	<i>Individual Position Filled</i>
Description	
<p>The Individual Position number entered in the IP-No field already exists on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
033 – Position Number	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 998 – FESI Position Data

Code	Message
087	<i>Individual Position Obligated</i>
Description	
<p>The individual position number entered in the IP-No field already exists on the Position Management System (PMSO) database.</p>	
Data Element(s) Used In Audit	
<p>033 – Position Number</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 998 – FESI Position Data

Code	Message
088	<i>Int-Asgn-Ser Invalid For This Position</i>
Description	
<p>If the position is an interdisciplinary position, the Int-Asgn-Ser field must contain a specific occupational series for an interdisciplinary individual position based on the incumbent's qualifications, as determined by the servicing personnel office.</p>	
Data Element(s) Used In Audit	
<p>033 – Position Number 077 – Interdisciplinary Occupational Series Assigned</p>	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
001	Residence Address Missing – Process Form AD-349
002	Ck Mail Addr Missing-Process AD-349 Or SF-1199A
003	Document Rolled Back – Reenter
004	Document Deleted From Future File
005	PMSO Element Changing-Must Process Pers Action
006	Position Currently Filled – Cannot Roll Back
007	Position Currently Obligated – Cannot Roll Back
008	PMSO Pay Plan Changing – Process Personnel Action
009	PMSO Occ Ser Changing – Process Personnel Action
010	PMSO Occ Fun Cd Chg – Process Personnel Action
011	PMSO Off Title Cd Chg – Process Personnel Action
012	PMSO Sup Cd Changing – Process Personnel Action
013	PMSO FLSA Cd Changing – Process Personnel Action
014	PMSO Pos Sched Changing – Process Personnel Action
015	PMSO Pos Sens Changing – Process Personnel Action
016	PMSO Org Str Cd Chg – Process Personnel Action
017	PMSO Duty Station Chg – Process Personnel Action
018	PMSO BUS Cd Changing – Process Personnel Action
019	PMSO Int Asgn Ser Chg – Process Personnel Action
020	PMSO PATCO Cd Chg – Process Personnel Action
021	Check Mail Or Residence Address Info Missing
022	Duty Station Chg May Require New Tax Documents
023	HIT Wages YTD Missing – Process Mstr File Chg Doc
024	HIT Ded YTD Missing – Process Mstr File Chg Doc
025	HIT Wages/Ded YTD Missing-Process Mstr File Chg
026	OASDI Wages YTD Missing – Process Mstr File Chg
027	OASDI Ded YTD Missing – Process Mstr File Chg Doc
028	OASDI Wages/Ded YTD Missing-Process Mstr File
100	Unable To Generate Pay Raise – Process Pers Action
101	Step Of Salary Incompatible With Pay Retention PRD
102	Salary Rate Code Must Be PA With Pay Plan
104	Pay Retention Employee-New Salary < Step 10
105	Sal Rate Cd Incompat With PRD Of J, K, R, U, Or V
106	New Salary Above Maximum For Pay Ret Employee
109	Pay Plan ZP, ZA, ZT, Or ZS Not Selected
111	Record Entered To Bypass Pay Raise For Employee

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
112	Current Salary Less Than Step 01
113	Base (Scheduled) Salary Not In TMGT
114	Occ Series/Duty Station Not In TMGT
115	New Salary Equal Or Less Than Old Salary
116	Step Cannot Equal Zeros
117	LEO PRD Not Equal 0, 5, 6 – Process Pers Action
118	Severance Pay Document Must Be Processed

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
001	<i>Residence Address Missing – Process Form AD-349</i>
Description	
<p>The employee's database record has no residence address information. Process a Form AD-349, Employee Address, to establish the employee's residence address in the database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
002	<i>Ck Mail Addr Missing–Process AD–349 Or SF–1199A</i>
Description	
<p>The employee’s database record has no check mailing address information. Process a Form AD–349, Employee Address, or SF–1199A, Direct Deposit Sign–Up Form, to establish the employee’s check mailing address in the database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message						
003	<i>Document Rolled Back – Reenter</i>						
Description							
<p>The personnel action(s) processed and applied to the database this pay period was rolled back due to the processing of a personnel action with an earlier effective date.</p> <p>If appropriate, reenter the personnel action(s) that was rolled back.</p> <p>☞ Note: This message will appear on the suspense report for the entire processing pay period. ☜</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">001 – Document Form</td> <td style="width: 50%;">002 – 5 Digit Nature Of Action</td> </tr> <tr> <td>003 – 1st 3 Digit Nature Of Action</td> <td>004 – 2nd 3 Digit Nature Of Action</td> </tr> <tr> <td>005 – Effective Date Of Action</td> <td></td> </tr> </table>		001 – Document Form	002 – 5 Digit Nature Of Action	003 – 1st 3 Digit Nature Of Action	004 – 2nd 3 Digit Nature Of Action	005 – Effective Date Of Action	
001 – Document Form	002 – 5 Digit Nature Of Action						
003 – 1st 3 Digit Nature Of Action	004 – 2nd 3 Digit Nature Of Action						
005 – Effective Date Of Action							

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
004	<i>Document Deleted From Future File</i>
Description	
<p>A PEP51 Action Type 3, Delete Document From Future File, has been successfully processed for this document.</p>	
Data Element(s) Used In Audit	
001 – Document Form	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
005	<i>PMSO Element Changing–Must Process Pers Action</i>
Description	
<p>An element on the PMSO master record or individual position record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
006	<i>Position Currently Filled – Cannot Roll Back</i>
Description	
<p>The personnel action cannot be rolled back because the employee’s prior individual position is currently occupied.</p> <p>The employee’s prior individual position must be vacant and active in the Position Management System (PMSO) to roll back this personnel action.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade 012 – Incumbent Social Security Number	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message								
007	<i>Position Currently Obligated – Cannot Roll Back</i>								
Description									
<p>The personnel action cannot be rolled back because the employee’s prior individual position is currently obligated.</p> <p>The employee’s prior obligated position must be vacant and active in the Position Management System (PMSO) to roll back this personnel action.</p>									
Data Element(s) Used In Audit									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">006 – Department Code</td> <td style="width: 50%; border: none;">007 – Agency Code</td> </tr> <tr> <td style="border: none;">008 – Personnel Office Identifier</td> <td style="border: none;">009 – Master Record Number</td> </tr> <tr> <td style="border: none;">010 – Grade</td> <td style="border: none;">011 – Individual Position Number</td> </tr> <tr> <td style="border: none;">013 – Position Obligated Social Security Number</td> <td style="border: none;"></td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number	013 – Position Obligated Social Security Number	
006 – Department Code	007 – Agency Code								
008 – Personnel Office Identifier	009 – Master Record Number								
010 – Grade	011 – Individual Position Number								
013 – Position Obligated Social Security Number									

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message						
008	<i>PMSO Pay Plan Changing – Process Personnel Action</i>						
Description							
<p>The pay plan on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
006 – Department Code	007 – Agency Code						
008 – Personnel Office Identifier	009 – Master Record Number						
010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
009	<i>PMSO Occ Ser Changing – Process Personnel Action</i>
Description	
<p>The occupational series code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
010	<i>PMSO Occ Fun Cd Chg – Process Personnel Action</i>
Description	
<p>The occupational function code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message						
011	<i>PMSO Off Title Cd Chg – Process Personnel Action</i>						
Description							
<p>The official title code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
006 – Department Code	007 – Agency Code						
008 – Personnel Office Identifier	009 – Master Record Number						
010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
012	<i>PMSO Sup Cd Changing – Process Personnel Action</i>
Description	
<p>The supervisory code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message						
013	<i>PMSO FLSA Cd Changing – Process Personnel Action</i>						
Description							
<p>The Fair Labor Standards Act (FLSA) code on the PMSO master record has been changed. A personnel action must be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
014	<i>PMSO Pos Sched Changing – Process Personnel Action</i>
Description	
<p>The position schedule code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
015	<i>PMSO Pos Sens Changing – Process Personnel Action</i>
Description	
<p>The sensitivity code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>	
Data Element(s) Used In Audit	
006 – Department Code 008 – Personnel Office Identifier 010 – Grade	007 – Agency Code 009 – Master Record Number 011 – Individual Position Number

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message						
016	<i>PMSO Org Str Cd Chg – Process Personnel Action</i>						
Description							
<p>The organizational structure code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message						
017	<i>PMSO Duty Station Chg – Process Personnel Action</i>						
Description							
<p>The duty station code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message						
018	<i>PMSO BUS Cd Changing – Process Personnel Action</i>						
Description							
<p>The bargaining unit status (BUS) code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message						
019	<i>PMSO Int Asgn Ser Chg – Process Personnel Action</i>						
Description							
<p>The interdisciplinary assigned series code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message						
020	<i>PMSO PATCO Cd Chg – Process Personnel Action</i>						
Description							
<p>The PATCO code on the PMSO master record has been changed. A personnel action must be processed to update the employee’s database record and produce an SF-50-B, Notification of Personnel Action, to document the change.</p>							
Data Element(s) Used In Audit							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">006 – Department Code</td> <td style="width: 50%;">007 – Agency Code</td> </tr> <tr> <td>008 – Personnel Office Identifier</td> <td>009 – Master Record Number</td> </tr> <tr> <td>010 – Grade</td> <td>011 – Individual Position Number</td> </tr> </table>		006 – Department Code	007 – Agency Code	008 – Personnel Office Identifier	009 – Master Record Number	010 – Grade	011 – Individual Position Number
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010 – Grade	011 – Individual Position Number						

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
021	<i>Check Mail Or Residence Address Info Missing</i>
Description	
<p>The employee's database record has no residence address or check mailing information. Process a Form AD-349, Employee Address, or SF-1199A, Direct Deposit Sign-Up Form, to establish the employee's residence address or the check mailing address information in the database.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
022	<i>Duty Station Chg May Require New Tax Documents</i>
Description	
<p>The employee's duty station was changed, possibly causing a change in state taxes. Check the new duty station and the employee's database record (IRIS Program 101) to determine if the new duty station will require the processing of a new withholding state tax form. The new tax state form should be processed in the Payroll/Personnel Remote Entry System (PRES) Program DP140, State Income Tax Certificate.</p>	
Data Element(s) Used In Audit	
Empty space for data elements	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
023	<i>HIT Wages YTD Missing – Process Mstr File Chg Doc</i>
Description	
<p>The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings subject to the Hospital Insurance Tax (HIT), you must enter the HIT wages from the previous department into the Payroll/Personnel System.</p> <p>Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the Hosp Ins Tax Wages YTD field with the amount to be carried forward.</p> <p>To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
024	<i>HIT Ded YTD Missing – Process Mstr File Chg Doc</i>
Description	
<p>The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual tax amount subject to the Hospital Insurance Tax (HIT), you must enter the HIT deductions from the previous department into the Payroll/Personnel System.</p> <p>Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the Hosp Ins Tax Deduct YTD field with the amount to be carried forward.</p> <p>To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
025	<i>HIT Wages/Ded YTD Missing – Process Mstr File Chg</i>
Description	
<p>The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings and deductions subject to the Hospital Insurance Tax (HIT), you must enter the HIT wages and deductions from the previous department into the Payroll/Personnel System.</p> <p>Process two NFC-74, Master File Change Documents, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the (1) Hosp Ins Tax Wages YTD and (2) Hosp Ins Tax Deduct YTD fields with the amount to be carried forward.</p> <p>To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
026	<i>OASDI Wages YTD Missing – Process Mstr File Chg</i>
Description	
<p>The employee is transferring from another Federal department under a FICA plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings subject to the Old Age Survivors and Disability Insurance/social security (OASDI), you must enter the OASDI/social security wages from the previous department into the Payroll/Personnel System.</p> <p>Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the OASDI Wages YTD field with the amount to be carried forward.</p> <p>To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
028	<i>OASDI Wages/Ded YTD Missing – Process Mstr File</i>
Description	
<p>The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings and deductions subject to the Old Age Survivors and Disability Insurance/social security (OASDI), you must enter the OASDI/social security wages and deductions from the previous department into the Payroll/Personnel System.</p> <p>Process two NFC-74, Master File Change Documents, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the (1) OASDI Wages YTD and (2) OASDI Deductions YTD fields with the amount to be carried forward.</p> <p>To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
100	<i>Unable To Generate Pay Raise – Process Pers Action</i>
Description	
<p>The employee did not receive an automatic pay raise. If it has been determined that the employee is entitled to receive the pay raise, process a personnel action to authorize the increase.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
101	<i>Step Of Salary Incompatible With Pay Retention PRD</i>
Description	
<p>When the data entered in the Pay Rate Determinant Code field is J, K, U, or V, the data entered in the Step field must be 00.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
102	<i>Salary Rate Code Must Be PA With Pay Plan</i>
Description	
<p>When the data entered in the Pay Plan field indicates a general schedule pay plan and the data entered in the Work Schedule field indicates a full-time, part-time, or intermittent work schedule, then the data entered in the Salary Rate Code field must be PA (per annum).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
104	<i>Pay Retention Employee – New Salary < Step 10</i>
Description	
<p>When the Pay Rate Determinant Code field is 2, 3, 4, J, K, R, U, or V, the amount entered in the Base (scheduled) Salary field must be greater than Step 10 for the applicable grade.</p>	
Data Element(s) Used In Audit	
Empty space for data elements	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
105	<i>Sal Rate Cd Incompat With PRD Of J, K, R, U, Or V</i>
Description	
<p>When the Pay Rate Determinant Code field is J, K, R, U, or V, the amount entered in the Salary Rate Code field must be PA (per annum).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
106	<i>New Salary Above Maximum For Pay Ret Employee</i>
Description	
<p>The amount entered in the Base (scheduled) Salary field exceeds the salary amount allowed for the employee.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
109	<i>Pay Plan ZP, ZA, ZT, Or ZS Not Selected</i>
Description	
<p>When the agency code entered in the Dept/Agcy field is 57, the Pay Plan field must be ZP, ZA, ZT, or ZS.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
111	<i>Record Entered To Bypass Pay Raise For Employee</i>
Description	
<p>The Payroll/Personnel System has been coded to bypass the automatic pay raise for the employee.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
112	<i>Current Salary Less Than Step 01</i>
Description	
<p>The amount entered in the Base (schedule) Salary field must equal or exceed the amount of Step 01 of the applicable grade.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
113	<i>Base (Scheduled) Salary Not In TMGT</i>
Description	
<p>The amount entered in the Base (scheduled) Salary field was not found in the Table Management System (TMGT) Table 029, Pay Table Rates, for the employee's current grade.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
115	<i>New Salary Equal Or Less Than Old Salary</i>
Description	
<p>The data entered in the 1st NOA Code fields indicates a promotion. However, the data entered in the Base (scheduled) Salary field is less than or the same as the scheduled salary amount currently recorded on the employee's database salary record (IRIS Program 101).</p> <p>Note: When data entered in the 1st NOA Code fields indicates a promotion, the amount entered in the Base (scheduled) Salary field must be more than the scheduled salary amount currently recorded on the employee's database salary record (IRIS Program 101).</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Title I
Chapter 10
Section 2

Document Type 999 – Informational Messages

Code	Message
116	<i>Step Cannot Equal Zeros</i>
Description	
<p>The data entered in the Step field must be numeric. Valid values are <i>01</i> through <i>10</i>.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

Document Type 999 – Informational Messages

Code	Message
117	<i>LEO PRD Not Equal 0, 5, 6 – Process Pers Action</i>
Description	
<p>The employee did not receive an automatic pay raise. If it has been determined that the employee is entitled to receive the pay raise, process a personnel action to authorize the increase.</p>	
Data Element(s) Used In Audit	

Payroll/Personnel Manual
Correction Process Procedures
Personnel Edit Subsystem (PINE) Edit Messages

(reserved)

Alphabetical Index

This index provides an alphabetical list of all headings in the procedure.

A

[About This Procedure](#)

[Allowances](#)

[Authorization For Restored Annual Leave](#)

C

[City/County Income Tax Certificate](#)

[Compensatory Time Payments](#)

D

[DD/EFT For Net Pay/Financial Allotment](#)

[Discretionary Allotments](#)

E

[Education Document](#)

F

[Federal Income Tax/EIC Advance Payment Certificate](#)

[Federal Employees Health Benefits](#)

H

[How This Procedure Is Organized](#)

I

[Incentive Awards](#)

[Informational Messages](#)

L

[Latest Update Information](#)

[Lump Sum Leave Payments](#)

M

[Master File Change Document](#)

[Membership Dues](#)

[Multielement Update Document](#)

N

[Non-Federal Health Benefits Form](#)

[Non-Federal Life Insurance Form](#)

[Non-Federal Retirement Benefits Form](#)

[Non-Federal Thrift Savings Plan Form](#)

P

[Performance Appraisal](#)

[Personnel Action Input](#)

[PINE Edit Messages](#)

[Professional Certification Document](#)

R

[Record Of Leave Data Transferred](#)

S

[Severance Pay](#)

[State Income Tax Certificate](#)

T

[Table Of Contents](#)

[Thrift Savings Plan Collections](#)

[Thrift Savings Plan Election Form](#)

[TSP Catch-up Contributions](#)

[TSP Loan Allotment](#)

[Form](#)

U

[U.S. Savings Bonds](#)

V

[Voluntary Charitable Contributions/Indebtedness](#)