

Canceling or Correcting a Time-Off Award

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

Time-off hours must be in the database to cancel or correct the hours.

Canceling

-  When an agency wishes to rescind a time-off award that was processed and the hours were not used, process a cancellation of the time-off award. Enter zeros in the Basic Pay and Verify Basic Pay fields.
-  When an agency wishes to rescind a time-off award that was processed but the hours were used:
 - Submit corrected T&A(s) charging the used award hours to a paid leave category, e.g., annual leave.
 - After the corrected T&A(s) apply, process a cancellation action and enter zeros in the Basic Pay and Verify Basic Pay fields.

Correcting

-  Enter a correction to a time off award when a time off award is processed with an incorrect number of hours and no hours were used. Enter the correct number of hours in the Base Salary and Verify Salary fields.
-  Enter a correction to a time off award when a time off award is processed with an incorrect number of hours and the hours used were less than the number granted. Enter the correct number of hours on the correction action.
-  When a time off award is processed with an incorrect number of hours and the hours used were less than the number of hours granted but more than the correct number to be granted:
 - Submit corrected T&A(s) charging the excess award hours to a paid leave category, e.g. annual leave.
 - After the corrected T&A(s) apply, process a correction to the time off award. Enter the correct number of hours on the correction action.

Research Materials

1. Bulletins on the NFC home page: https://i2i.nfc.usda.gov/Publications/Publications_home.html
2. EPIC and T&A procedures on the NFC home page

Leave Audit

There are many reasons for a leave audit, but the main reasons include:

- Leave Balances - An employee indicates that his/her leave balances are incorrect.
or
- Separations – An employee separates and there is a leave error code in the NFC system indicating a discrepancy.

Documentation needed to complete a leave audit:

- AD-717 Leave Audit or an equivalent agency form.
- Leave Application Files. An SF-71 or equivalent plus any supporting documentation of requests and approvals of leave.
- Time and Attendance Source Records. All time and attendance records upon which leave input data is based, such as:
 - time or sign-in sheets
 - time cards (such as Optional Form (OF) 1130)
 - flextime records
 - leave applications for jury and military duty and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based.

Records may be in either machine-readable or paper form.

- Time and Attendance Input Records. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.
- Leave Record
 - Record of employee leave, such as an SF-1150, prepared upon transfer or separation. File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1.
 - Creating agency copy, when maintained.

Leave Discrepancies

In the event of a leave error the timekeeper has 25 pay periods to submit a corrected T&A to fix the leave discrepancy. When the timekeeper cannot resolve the leave discrepancy issue via corrective timecards within the last 25 pay periods TING is used to correct the discrepancies.

Separated Employee

Verify that the separation personnel action and final T&A are processed, establish any indebtedness, and determine if there are leave errors. When there is a leave discrepancy, complete a leave audit on the separated employee and submit the leave corrections (if applicable)

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Leave Audit

to NFC via TINQ. The resulting SF-150 reflects the corrected data and the lump sum payment(s) can be processed.

Record of Leave Data

Leave is transferred from one agency to another via the SF-1150, Record of Leave Data. This is generated by the losing agency, and it is forwarded to the gaining agency with the employee's OPF (Official Personnel Folder).

In the NFC payroll/personnel system the SF-1150 is used to transfer:

- An employee's leave data into the payroll/personnel system for a department when he/she transfers from another department without a break in service of more than 3 years.
- A separated employee's leave record from a department in the payroll/personnel system to another department.

Transferring Leave In

To transfer an employee's leave data into the payroll/personnel system, the gaining department enters the information into EPIC or *EmpowHR* after the SF-1150 is received from the losing department. When the SF-1150 is not received timely, the gaining department should contact the losing department to determine why there is a delay.

Transferring Leave Out

The SF-1150 is prepared for all separations except death or when an employee does not complete one full pay period on the agency's rolls unless he or she has leave to his or her credit on the basis of prior Federal service.

To transfer a separated employee's leave record to another department, the employee's final T&A Report, separation action, and Lump Sum Leave and/or Compensatory Time Payments must be processed by NFC. When there is no annual leave or compensatory leave, the lump sum documents do not have to be processed unless the employee is indebted. The SF-1150 is generated after all actions are processed and is sent to the losing department by mail or through RFQS.

Requesting a Corrected SF-1150

To correct erroneous leave balances or other data after the SF-1150 is issued, the losing department must authorize the changes in writing. An authorized Table 063 contact must submit an SPPS Web request for a corrected SF-1150. In some cases the leave must be restored to the payroll/personnel database via TINQ prior to submitting the request for a corrected SF-1150.

Required documentation:

- Copy of the corrected SF-50 (Notification of Personnel Action) when the separation NOA is changing
- Copy of the original SF-50

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Record of Leave Data

- Copy of original SF-1150 (Leave Data Record)
- Leave Audit when the leave hours are changing

Changing a Separation (Resignation or other) to a Transfer Out

The annual leave is paid out when an employee separates for reasons other than transfer or death. When the separation NOA is changed to a Transfer Out, the annual leave that was paid out must be bought back by the employee.

Submit an SPPS Web request to establish the debt for the amount that was paid out. After the debt is paid off by the employee, verify the leave is restored in IRIS and submit an SPPS Web request for a corrected SF-1150. NFC will not issue a corrected SF-1150 until ABCO contains documentation that the debt is paid in full.

Processing Tips for History Corrections and Cancellations

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

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

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

- Two different agencies each entering a single action or a HCUP package that process through the same pass of PINE. The actions merge into one HCUP package and depending on the security access levels the whole package may or may not be seen by the different agencies. If one agency can only see a partial package and deletes that package, the other portion is left without the starting and/or ending HCUP indicators.
- When actions are submitted for processing on an employee who has been paid, the PINE/NFC System puts a single action into a “Future” status and all error messages are deleted. If the actions comprise a HCUP package, the most current action of the package is sent to the “Future” file and all other actions are deleted when the error messages are deleted. On Monday after PAYE, PINE looks to marry the “Future” actions with any HCUP packages. If the packages are in the job stream PINE allows the actions to process normally. If the packages are not in the job stream, PINE codes the actions for deletion. On Tuesday, normal processing routines resume.

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

Research Materials

1. Bulletins on the NFC home page:
https://i2i.nfc.usda.gov/Publications/Publications_home.html
2. EPIC Directive: http://i2i.nfc.usda.gov/Publications/EPIC/EPIC_home.html

Incorrect Mailing Addresses

If an employee states he/she has not received letters from NFC (e.g., Statement of Earnings and Leave or Personal Identification Number for the Employee Personal page (EPP)) check the address on the IRIS 124 screen. The geographical location code must be complete so the NFC system can recognize the address.

Example of an incomplete geographical location code:

CITY CD 3280 COUNTY CD 000 STATE/COUNTRY 48

If IRIS 124 does not have a complete geographical location code, instruct the employee to submit an address change with the complete ZIP +4. If the employee doesn't have this information, the employee can check with the local post office to obtain it.

Table 063 Contacts

Table 063 in the Tables Management System contains the names of agency personnel who contact NFC about payroll/personnel adjustments and/or related matters. The names of agency personnel signing any written documentation are contained in Table 063 by POI. Documents without authorized signatures are returned to the submitting agency. Individuals placing telephone inquiries are also contained in Table 063. If the individual making the inquiry is not contained in Table 063, no information is released. The number of authorized individuals is limited to the number acceptable for each Contact Type in the automated Table 063.

Contact Types

Table 063 contains the following Contact Types:

01 T&A Representative: Individuals authorized to assist NFC personnel in processing time and attendance (T&A) documents that are in suspense or missing.

02 Recertification: Individuals authorized to request recertified payments.

03 Table Management Updates: Individuals of an agency who authorize NFC personnel to process TMGT change requests.

04 Quick Service Request: Individuals who authorize the manual processing of a quick service payment when (1) an employee is terminated, (2) payment has already been made through the automated Payroll/Personnel System or manual payment process, and (3) an employee was not paid for a prior pay period but has since received a payment for a subsequent pay period.

06 Agency/POI Representative: Individuals with global access who are authorized to query and/or submit the payroll/personnel payment and document data of all employees within the agency/POI.

07 AD-343, Payroll Action Request: Individuals authorized to request manual payments, including limited payability.

09 Agency Representative: Individuals representing the Agency in the Department's User Groups and authorized to query and/or submit payroll/personnel payments and document data for employees of their agency.

10 CAPPS Representative: Individuals of the Committee for Agriculture Payroll/Personnel Systems who are authorized to query and/or submit the payroll/personnel payment and document data applicable for all employees in their respective departments.

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Table 063 Contacts

11 Payroll/Personnel Inquiry (Telephone/Written): Individuals authorized to query and/or submit payroll/personnel data relating to Requests for Information, Benefits, Bonds, Leave, Limited Payability, Pay, Processing Error Messages and TSP.

12 Mail Contact: Individuals authorized to assist NFC in resolving payroll/personnel matters relating to mail and/or addresses.

How to Update Table 063

Agency representatives with update authority can enter the Department/Agency/Bureau Contact information in TMGT. Agency representatives desiring update authority to Table 063 may contact their agency's NFC security officer.

Agencies that do not have representatives with update authority, may e-mail the TMGT update request to: NFC.TMGT@nfc.usda.gov. Be sure to attach a copy of the appropriate contact screen print that contains the data to be added to Table 063.

To ensure that all change requests are officially authorized, NFC will only process a request from an authorized agency representative. Please ensure that each e-mail request includes the following: Department/Agency name, designated representative name, e-mail address, phone number and the pre-filled screen print attachment.

Treasury Direct

TreasuryDirect is a Web application established by the Bureau of Public Debt that allows individuals to purchase securities/bonds directly from the US Treasury rather than via payroll deductions. The use of TreasuryDirect is preferable to purchasing paper bonds because all transactions are electronic and are conducted directly with Treasury without the Payroll Office acting as a middle person.

The Web address for TreasuryDirect is: <http://www.treasurydirect.gov/tdhome.htm>. This site explains how individuals can:

- Purchase securities/bonds from the US Treasury
- Set up and manage an account
- Get information about Treasury securities and find out if they are still earning interest
- Learn how to purchase Treasury securities/bonds

After an account is established with Treasury Direct, individuals may:

- Use their tax return to purchase securities/bonds
- Buy securities
- Participate in a US Treasury securities auction
- Calculate interest
- Price their savings bonds
- Convert paper savings bonds
- Use electronic payroll savings by setting up a financial allotment in EPP
- Find out if the Treasury securities have matured

Hints for Processing in the Payroll Personnel System

1. Locate and have available the following:
 - OPM's guidance on processing, staffing, pay, etc. (www.opm.gov)
 - Applicable CFR's, laws, regulations
2. Check available information such as:
 - EPIC Help or other application help
 - Knowledge Base (www.nfc.usda.gov)
 - System directives and guidance including suspense error messages (www.nfc.usda.gov)
 - CAPPs Web Site (www.nfc.usda.gov)
3. Verify employee data:
 - eOPF
 - Paper OPF
 - IRIS/PINQ

All Applications

1. Verify that the SSN is the social for the employee.
2. Verify that the POI and Agency code for the employee's social.
3. Verify that the CV is correct for the POI and Agency.
4. Verify the position data.
5. In EPIC when you can't find an action for a particular employee, expand the search to POI or agency. This locates the action when an incorrect SSN is used.
6. In **EmpowHR** when you can't find an action for a particular employee, use the social instead of the EmplID or vice versa. This locates the action when an incorrect EmplID or SSN is used.
7. NFC PPS is NOA driven. When a document goes into Suspense and the data element in error is not required for processing the NOA, you must determine the appropriate method for correcting that data element.
8. Edits against hours and dates for Lump Sums are located in ADJP. A newly entered document flows thru the PINE edits that night and the next day it shows in EPIC or EmpowHR as applied (X and A Status). That evening, the Lump Sum document processes thru ADJP. If the hours, dates, etc. do not match the database, the document falls into Suspense (9 and S status). At that point, there are two documents in EPIC, one Applied and one in Suspense. In **EmpowHR** the Applied document is replaced by the Suspense document. This process repeats until the document in Suspense is corrected

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Hints for Processing in the Payroll Personnel System

and applied.

9. Remember to search for the system generated information messages (999) to ensure all documents are processed timely.
10. Remember to search by POI to ensure all actions are processed.
11. In EPIC, use the Notebook feature to document the steps taken to resolve errors.
12. An employee on a temporary promotion or detail must be returned to the "permanent" position prior to any separation action. If not, the counters, PMSO, database, CPDF, etc. are not updated.
13. An employee on LWOP must be returned to duty prior to any separation action. If not, the counters, PMSO, database, CPDF, etc. are not properly updated.
14. An employee on an NTE appointment must be separated using an appropriate NOA based on the type of appointment prior to being hired by another agency or the same agency on a different appointment. If not, the counters, PMSO, database, CPDF, etc. are not properly updated.

EPIC History and EmpowHR History Override

1. Never start or change a correction/cancellation package after PAYE runs thru the 1st pass of PINE for the next pay period, i.e., PAYE generally runs Thursday evening and 1st pass of PINE is the following Monday so do not start or change a package on Friday, Saturday, Sunday, or Monday after PAYE runs. Packages started during these days need to be deleted and reentered.
2. When the cancellation/correction process includes actions processed by another department, agency or POI, only that department, agency or POI can cancel those actions. The cancellation process must be coordinated with processing personnel in the appropriate POIs to assure the actions are processed in sequence.
3. When the employee's history record is copied to the gaining agency, there are two history records for the employee. One is updated by the losing organization and one is updated by the gaining organization.
4. When the losing organization updates their records, the copy viewed by the gaining organization IS NOT updated and vice versa.
5. When you start a correction/cancellation package a warning message appears if there is an action in futures, suspense, applied, new. To start the package the action must be included in the package or deleted.
6. If you do not want the action in the package, delete it or allow it to apply. After the 1st

pass of PINE of the following pay period, restart your package.

7. When you add the action to your correction/cancellation package and later delete the package, the action is deleted. Reenter the individual action if you want it to apply.
8. When the document in future, suspense, new, or current pay period applied is an exception action; the document only appears to become part of the package. The exception document is NOT rolled off the database into the History Correction package nor is it deleted when the History Correction package is deleted.
9. If any field changes on the SF-50b, the action must be changed to NOA 002 and an SF-50b generated. This is true even when the system is generating the data rather than you entering it on the action.
 - a. In almost all cases a 004 action must be changed to a 002 action regardless of whether the agency wants a corrected SF-50b.
 - b. If the action is not changed to NOA 002 then the system DOES NOT roll the data forward. Leaving the action marked as a 004 means that NO data element (in the system or on the SF-50b) changes for this action - THIS RARELY OCCURS.
10. Do not skip over any personnel actions. Reapply all actions to ensure personnel and pay histories are correct.
11. After canceling position changes, details or temporary promotions, ensure the position information is correct in IRIS and PMSO. If it isn't, send an e-mail to your agency coordinator for processing.
12. Tables containing history for salary, NOA, authorities, etc. have data beginning in late 1992. You cannot correct history in the system beyond that time frame.
13. If the package is outside the 1992 scope, the processor has to delete and reenter from 1992 forward. SF-50b's for periods before 1992 are prepared manually by the HR office.
14. An SPPS Web request is submitted for any monetary adjustments. Offices should attach the correct SF-50b's as part of the documentation for the changes since the database may have conflicting information.
15. When correcting a Nature of Action Code for an accession, separation or conversion, use the correction (002) option in EPIC/History Correction along with the drop-down box "History" to select the correct NOA you want to correct. The only time you should use a NOA 001 Cancellation is when the particular action should Never Have Happened or is ordered by the Court.
16. Corrections within the last 25 pay periods automatically run through ADJP and adjustments are made as necessary.

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Hints for Processing in the Payroll Personnel System

17. The system only pays or adjusts comp time hourly rates based on data on the personnel side (NOA documentation) and on the T&A side. Offices using TINQ or manual pay in lieu of T&A submission for changing hours on a T&A must submit an SPPS Web request for adjustments to those hours.
18. Applied HCUP packages must go through two passes of PINE and two passes of ADJP to assure all adjustments are processed. Packages that apply prior to the running of two passes of PINE and ADJP are not adjusted until the subsequent pay period. The employee will receive the adjusted pay for the current pay period in the processing pay period and all other adjustments are paid the following pay period. Agencies submitting a request for manual payment for monies beyond the automated 25 pay period cycle need to factor this into their process.
19. The NFC PPS is NOA driven. To correct data, you must do it on the action where the error occurred or an NOA where it is appropriate to make the change.

Trouble Shooting Tips

1. Verify the social, POI and agency combination and CV.
2. Ensure the date the History Correction package is created was not after PAYE and before the 1st PINE pass. If it was entered during that time frame, delete and reenter package.
3. EPIC/**EmpowHR** History: If error messages are an indication of current data on the action rather than history, this is a Table 101 issue. Notify NFC's Call Center for correction of the table. After table is updated the package has to be reentered.
4. When error messages are received giving an indication of missing data or actions, compare IRIS 525 to EPIC/**EmpowHR** History. If they are not the same, report it to NFC's Call Center for resolution.
5. Actions in EPIC with a "P" (Pending) status are gray and cannot be deleted or changed by anyone other than a programmer. These documents automatically fall out of EPIC after 60 days.
6. In EPIC/**EmpowHR** History Correction, a package cannot be started when there is a package in progress - this includes the Pending packages. To have the Pending package deleted, contact NFC's Call Center.
7. Most often, Pending documents/packages have not applied but in some instances, these documents may have applied (totally or partially). To determine if it is necessary to reprocess a Pending document, verify in IRIS any changes that should have occurred. If they aren't there, then the processor must reprocess the document(s).
8. Check TMGT to validate codes, salaries, etc. Also ensure actions being processed are within the history span for corrections/cancellations.
9. Identify the document BATCH number as follows:
 - 55 = Normal processing
 - 56 = HCUP processing
 - 58 = EPIC processing
 - 66 = FESI or Employee Self Service processing
 - 67 = FESI processing
 - 68 = EMPLOYEE EXPRESS
 - 77 = BEAR Generated processing
 - 89 = ROLL BACK PACT/PRES
 - 8958 = ROLL BACK EPIC
 - 99 = BEAR Generated processing