

## NFC Processing Tips

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### *Types of Manual Pay Adjustments (1,3,&5)*

#### TYPE 1 –

- Current year record
- Reflected on E&L
- Impacts W-2 record
- Disburses payment or generates bill on next pass of PAYE (where updates can be seen on PQ screens)

#### TYPE 3 –

- Current year record
- Can be a “live” payment (payment disbursed on “B” schedule generated with daily manual schedule at 11:00 am)
- Can be an adjustment (no payment disbursement) Examples: “9E”, “9C”, “9B2222”, “B” schedule for cash reconciliation)
- Reflected on E&L
- Impacts current year W-2 record
- Can only be used for billing with a “9E0675” schedule
- Updates with “NFC29” on PQ032

#### TYPE 5 –

- Prior year record
- Can be a “live” payment (payment disbursed on “B” schedule generated with daily manual schedule at 11:00 am)
- Or can be an adjustment (no payment disbursement) Examples: “9E”, “9C”, “9B2222”, “B” schedule for cash reconciliation
- Is not reflected on E&L
- Has no impact on current year W-2 record
- Can only be used for billing with a “9E0675” schedule
- Updates with “NFC29” on PQ032
- May be used for adjustments that should not be recorded on the employee’s W2. ( military deposit adjustments, PICA adjustments, agency charges for FERCCA cases)
- If a W2C is required, a copy of the adjustment must be walked to the W2 Section