NFC Procedures

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

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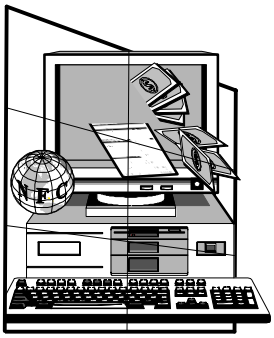
Special Payroll Processing System (for Windows) (SPPSWIN

TITLE I
Payroll/Personnel Processing Manual

CHAPTER 8
Manual Processing

SECTION 2
Special Payroll Processing System (for Windows) (SPPSWIN)



Special Payroll Processing System (for Windows) (SPPSWIN)

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

IMPORTANT INFORMATION !

For information about this publication, please contact the Government Employees Services Branch (GESD). Instructions for contacting GESD and other support sources are provided in the **About This Procedure** section of this publication.

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About This Procedure

This procedure provides instructions for accessing and operating the Special Payroll Processing System (for Windows) (SPPSWIN). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction To SPPSWIN describes what the system is used for and provides related background information.

Getting Started In SPPSWIN provides step-by-step instructions for the processes and subprocesses performed in SPPSWIN.

Processing Instructions For Agency Adjustments In SPPSWIN provides step-by-step instructions on searching for employee information. Instructions are also provided for certain windows and pop-ups that displays identical data elements relevant for all transactions that are established or adjusted in SPPSWIN. Included are transactions for:

- Cash awards/special bonuses
- Settlement back payments (settlement backpay)
- Credit hours payments
- Annual/restored leave
- Compensatory time
- Miscellaneous payments (allowances, differentials, bonuses, payments, administratively uncontrollable overtime (AUO), and life cycle accounts)
- Student loan repayments

Requesting SPPSWIN Reports provides step-by-step instructions for requesting reports related to transactions for cash awards/special bonuses, settlement back payment, credit hours payment detail information, annual/restored leave payments, compensatory time payments, miscellaneous payments, which includes allowances, differentials, bonuses, pay, and/or student loan repayments.

Field Descriptions/Instructions For SPPSWIN contains descriptions/instructions for the fields on SPPSWIN windows and pop-ups.

Reference Tables For SPPSWIN includes tables of valid values for completing the fields on the windows and pop-ups.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related changes are listed in the What's New Section on NFC's Web site (*www.nfc.usda.gov*) which provides a list of all bulletins by title and publication date. Users can choose to view and/or print bulletins from the list.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in *italics*.	*Document successfully saved.*
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	**Note:** The Delete function is not valid once a transaction has been processed.
Figure references link figures with the text. These references are printed in bold sans serif font.	After accessing SPPSWIN, the SPPSWIN Main Menu window (**Figure 4)** is displayed.
References to sections within the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For instructions on this process, see **Searching For/Viewing SPPSWIN Transactions**.
References to menu options are printed in **bold**.	From the Agency Adjustment List window (**Figure 7**), select ***[Record Detail]***.
References to command buttons or keyboard keys are printed in brackets.	Click **[Close]** to close the record and return to the previous screen or **[Cancel]** to cancel the search.
Emphasized text within a paragraph is printed in **bold**.	Type **C** (Checking) or **S** (Savings) to identify the type of account where the allotment is directly deposited or electronically transferred.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required*[1], *conditional*[2], *optional*[3], or *no entry*[4].	**SSN** *Required, numeric, 9 positions* Type the employee's 9-digit SSN.

[1]***Required***	*You must enter data in the field. (Note: All mandatory fields on windows of SPPSWIN are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)*
[2]***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230** or via e-mail at *customer.support@usda.gov.*

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630** .

For access to SPPSWIN, contact your agency's NFC Security Officer.

For questions about this procedure, contact the Government Employees Services Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov.*

Introduction To SPPSWIN

This section presents the following topics:

About SPPSWIN
Payroll/Personnel External Processing Systems
Payroll/Personnel Internal Processing Systems
The Payroll/Personnel Processing Cycle
Agency/NFC Responsibilities
Access and Security
SPPSWIN Processing Form And Reports

About SPPSWIN

Special Payroll Processing System (for Windows) (SPPSWIN) is a Windows-based payroll/personnel database entry, correction, inquiry, and retrieval system of the National Finance Center (NFC). This system allows customers to:

- Initiate a request for action that is to be manually adjusted or paid.
- Process and maintain manual payment and adjustment transactions on the SPPSWIN database.
- Process and maintain manual payment and adjustment transactions for a separated employee. A transaction may be processed for a separated employee as long as a record exists on Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu. Previously, a manual payment and adjustment transaction could only be processed if the employee had a record on IRIS Program IR100, Current Data Menu, and was not separated more than 6 pay periods.
- Access an employee record by a transaction code or social security number (SSN) from a list on the SPPSWIN database. Information is selected based on the transaction processed, SSN, agency and POI, and/or status. Windows/pop-ups and dialog boxes display data pertinent to each transaction (e.g., SSN, contact person, etc.).
- Include extensive instructions and remarks for a transaction. The Note button has been added to the Agency Adjustment List window and is used to display theNotebook pop-up. This pop-up is used to record additional remarks that relate to a specific transaction being processed.
- Calculate gross to net amount adjustments. Users may view information to identify deductions that are applicable to the transaction and the accounting code used to charge agencies for processing the transactions.
- Copy accounting appropriation code information charged to an agency for processing a transaction from one pay period to another pay period using a copy feature.
- Release a transaction to NFC for processing. The Release to NFC command button on the Agency Adjustment List window is used to display the Agency Release

Confirmation pop-up. This pop-up is used by the agency to release a request for action to NFC after it has been entered in SPPSWIN, but before it is processed. Transactions that have been released are identified by Status Code 7, Release to NFC.

Note: Once a transaction is released to NFC for processing, thereafter, only NFC can process additional adjustment to the transaction.

- View the user IDs of the individuals who entered and adjusted the last transactions. The last dates and times of the last entry and adjustment are also included.
- View and print reports by request (at the beginning of each pay period, or on a user-needed basis).
- View and print NFC-29 computations and pay adjustment transactions.

SPPSWIN runs on a Windows 95/NT/98 platform as opposed to mainframe/blockmode and requires a secured telecommunications link to NFC.

Note: Block mode format systems require a personal computer with direct connectivity to the mainframe computer at NFC. The block mode format systems are described under **Payroll/Personnel External Processing System**. Instructions for using these systems are provided in other Title I procedures, listed in the Pubs & Forms Section on NFC's Web site (*www.nfc.usda.gov*).

Payroll/Personnel External Processing Systems

The Payroll/Personnel System (PPS) is an integrated system that links payroll and personnel transactions through subsystems that interface with each other. Below is a list of systems available to PPS users.

ALLTAX System. A proprietary software package which applies the tax rate for all states and localities in the United States against each payroll run by NFC. SPPSWIN interfaces with ALLTAX to calculate Federal, state, city, and/or county taxes.

Document Tracking System (DOTSE). An online database management system used to view manually-processed transactions, process recertified payments, and written inquiries received at NFC.

Information/Research Inquiry System (IRIS). An online inquiry system used to view employee data contained in the Payroll/Personnel System database by SSN. IRIS provides at least 1 calendar year of current and 10 years of historical payroll, personnel, and position data. Most data is processed through an entry system or transmitted by magnetic tape; other data is system generated based on processed transactions. SPPSWIN interfaces with IRIS to obtain current and historical data based on the request for action.

Name Employee System (NEMP). A database system used to retrieve information based on the employee's name and SSN. Data is maintained for 5 years. SPPSWIN interfaces with NEMP to retrieve an employee name and SSN based on the request for action.

Payroll/Personnel Inquiry System (PINQ). An inquiry system used to research payroll-related inquiries received from employee data on the Payroll/Personnel System database. PINQ provides immediate access to 1 calendar year of current payroll data. SPPSWIN interfaces with PINQ to retrieve current payroll data.

Table Management System (TMGT). A menu-driven database management system that contains valid values and descriptions for selected data elements used on the Payroll/Personnel System database. TMGT is used to query data and view and request predefined reports. All tables are accessible to customers, except as noted for NFC use only. SPPSWIN interfaces with TMGT to validate certain fields that have been entered by the user (i.e., code table data).

Travel System (TRVL). A two-part integrated network for processing travel authorizations, travel advances, and travel vouchers for temporary duty and relocation travel. The Personal Computer Travel System (PC-TRVL) is a menu-driven personal computer program that allows users to prepare and create files of travel transactions that are transmitted to NFC via telecommunications lines. Online TRVL is a mainframe program that allows agencies to directly enter travel transactions into the TRVL database. SPPSWIN interfaces with TRVL to retrieve current travel collections for advancements.

Payroll/Personnel Internal Processing Systems

The data transmitted from agencies to NFC's internal processing systems. These systems edit, reject/accept, retain/release transactions, then update the database. Other internal systems (1) calculate payroll, (2) process adjustments, (3) produce output data that is disseminated to agencies and the Office of Personnel Management (OPM), and (4) prepare the database for the next pay period's processing. Below is a list of the internal data processing systems.

Adjustment Processing System (ADJP). An internal system used to process a variety of payroll adjustments submitted on Form AD-343, Payroll Action Request, and late personnel actions. SPPSWIN interfaces with ADJP to send adjustment transactions for further processing.

Administrative Billings and Collections System (ABCO). An online system used for billing and collecting debts from Federal employees (current, separated, and/or retired) and other individuals or vendors having outstanding debts with the Government. SPPSWIN interfaces with ABCO to retrieve current collections.

Disbursing (DISB). An internal system that interfaces with NFC feeder systems to provide common disbursement functions and data for the General Ledger System and Central Accounting System. DISB consolidates payments for payees when necessary, warehouses payments until the payment date arrives, stores consolidated vendor express files for electronic fund transfer (EFT) disbursements, and stores disbursement history files for 10 years. SPPSWIN interfaces with DISB files to provide NFC personnel with current information on the status of a payment schedule.

Document Tracking System (DOTS). An internal document tracking system used to record and acknowledge requests received from agencies to process manual payments, collections, adjustments, and other transactions that are not processed through the automated Payroll/Personnel System. SPPSWIN interfaces with DOTS to retrieve the requests for action.

Management Accounting Structure Codes System (MASC). A system used to validate agency accounting classification and accounting station codes. SPPSWIN interfaces with MASC to validate agency accounting classification and accounting station codes.

Optical Storage System (OSS)/Archived IndeX Creation and Inquiry System (AXCIS). OSS (a storage system), uses AXCIS, (a retrieval system) to provide online retrieval and viewing of prior and current report data by report name, data range, and a choice of predefined search criteria (indexes). The report data is used to research and verify payroll/personnel transactions being created or adjusted in SPPSWIN.

Payroll Processing System (PAYE). A calculation system that performs complicated computation routines required to produce new salary data for disbursement and transmission to the Department of the Treasury (Treasury). PAYE computes employees' gross salary, makes applicable deductions, applies adjustments from ADJP, develops the new amount due, and prepares data for subsequent issuance of salary payments by Treasury. PAYE updates the database to reflect salary payments as well as leave. It also creates accounting records that are processed and reported through the payroll accounting system. SPPSWIN interfaces with PAYE to retrieve employee personnel and payroll data applicable to the request for action.

The Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle is the phase during which agencies record and transmit employee payroll/personnel data to NFC for processing through the Payroll/Personnel System. The cycle runs for a 2-week pay period. The payroll/personnel cycle consists of:

- The entry and transmission of payroll/personnel data by the agency.
- The entry and transmission of time and attendance (T&A) data by the agency.
- The corrections of T&A's by NFC.
- The processing of the data by NFC.

Note: Front-end edits are performed in SPPSWIN and must be corrected before transmission. At the end of the pay period, agencies transmit transactions to NFC for processing and begin recording transactions for the next pay period.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in SPPSWIN processing and system maintenance.

The Agency:

- Logs the request for action into SPPSWIN.
- Processes adjustments for cash awards, credit hours, settlement backpay, etc.

The Government Employees Services Division (GESD):

- Receives requests for action via SPPSWIN from the agencies.
- Reviews requests for action and computes the adjustment transaction using data received from the agencies.

- Accesses the Payroll/Personnel database (IRIS, PINQ, etc.,) to research payroll/personnel data.
- Accesses OSS/AXCIS to research prior and current year history data.
- Inputs data into SPPSWIN.
- Receives, reviews, and distributes reports to accounting technicians and/or civilian pay technicians for processing.
- Files and maintains SPPSWIN requests for action for future use.
- Responds to all inquiries received from the agencies concerning the status of requests for action.
- Conducts periodic training sessions.
- Develops and publishes SPPSWIN procedure manuals, revisions, and bulletins.
- Develops and maintains SPPSWIN requirements.
- Develops and maintains SPPSWIN application programs for processing transactions according to the requirements.

The Information Resources Management Division (IRMD):

- Receives, date stamps, and delivers mail related to the processing of SPPSWIN transactions.
- Executes SPPSWIN jobs.
- Verifies and distributes SPPSWIN requests for action and output (e.g., NFC-29s, reports, etc.) to the applicable personnel.
- Receives and prepares NFC-29s for mailing.
- Transmits SPPSWIN disbursement data to Treasury and lending institutions/organizations and maintains controls to ensure that data is correctly transmitted.
- Checks batch control lists to ensure that each request for action received at NFC was entered and processed by the system.

The Information Systems Policy and Control Staff (ISPCS)

- Certifies SPPSWIN mainframe application programs and suspense correction programs.
- Migrates SPPSWIN application programs.
- Assigns security access to agency users.

Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see **Title VI, Chapter 1, Section 1, Security Access Procedure**.

For more information, see:

Requesting Access To SPPSWIN

Database Security

Requesting Access To SPPSWIN

To access SPPSWIN, you must have:

- SPPSWIN training
- A PC with a secured telecommunications link to NFC
- Authorized security clearance

Users must request access through their Agency NFC Security Officer. The request should provide the following information.

- User name
- User social security number (SSN)
- NFC Mainframe user ID
- Agency name
- User access request level (i.e., payroll/personnel)
- Telephone number
- Application name (i.e., SPPSWIN)

The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Note: Additional access levels must be requested for employees who will approve and certify payments (e.g., supervisors and authorizing officials).

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by Computer Associates' (CA) TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. CA TOP SECRET validates the user ID to determine if he/she is authorized to use SPPSWIN. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, Data Base (DB2) resources, Security Access Code (SAC), etc.).*

Validation Process. To facilitate user access to NFC-maintained systems, significant interactions/interfaces among software packages is necessary to control access. The interaction is transparent to the user.

The following steps occur during a log on to SPPSWIN:

1. CA TOP SECRET validates the user ID, password, and access authorization to SPPSWIN.

2. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into SPPSWIN.

3. IDMS Security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessory identification (ACID) name) in order to proceed.

4. The user is allowed to execute the SPPSWIN program, which will perform his/her assigned function as long as his/her security access for the program is valid.

5. CA TOP SECRET profile is used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

6. SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

   SAC: SNDDSASSSSAA
   SAC: TNDDSASSSSAA, Where N=5 for Agriculture users, N=7 for Treasury users, or N=6 for Non-Agriculture/Non-Treasury users

   In the primary SAC entry path, DD=Department, SA= Servicing Agency, SSSS=POI (SON), and AA=Agency

The SAC entry in the user's TOP SECRET profile is read to determine if the access should be allowed.

Note: Steps 3 through 6 are transparent to the user.

SPPSWIN Processing Form And Reports

When a manual salary adjustment, special payment or deduction is required, agency and NFC personnel should use Form AD-343, Payroll Action Request, to identify the reason for requests.

SPPSWIN contains a reporting feature which allows agency users to view and print batch reports generated daily. The batch reports include data relating to pay, leave, employment status, etc., that is system-generated from information stored in the Payroll/Personnel System database. Agency users who decide not to use the automatic reporting feature can select which reports they want executed each day (on a user-needed basis).

Reports associated with SPPSWIN adjustment processing are described below.

Report Title	Description
Agency Daily Outstanding Transactions Report	Used by agency personnel to identify transactions that have been entered but have not been processed.
Agency SPPS Documents Processed Report	Used by agency personnel to identify transactions that have been processed and paid.
Agency Daily Leave To Be TINQed	Used by agency personnel to identify transactions that have been processed to correct leave data or transfer leave data from donors to an approved leave recipient participating in the Leave Sharing Program.
Agency Student Loan Report	Used by agency personnel to identify student loan transactions that have been processed for repayment and educational assistance transactions that have been processed for reimbursement.

Getting Started In SPPSWIN

This section presents the following topics:

Learning About SPPSWIN
Navigating Through SPPSWIN
Operating Features Of SPPSWIN

Learning About SPPSWIN

To use SPPSWIN, you must have access to Microsoft Windows. Use your Windows user guide or Windows online help with the Windows environment. Use this procedure to help with processing manual payments and adjustments through SPPSWIN.

The local Agency NFC Security Officer requests access for SPPSWIN users by either sending an e-mail to the ISSO or by sending a fax which contains the Security Officer's signature. Roles are given in SPPSWIN based on the user's request. Users should allow two weeks for security requests to be processed.

This section presents the following topics:

Starting SPPSWIN
Changing Your Password
Exiting SPPSWIN

Starting SPPSWIN

From the SPPSWIN Main Menu (**Figure 4)**, you can select Agency Adjustment, Reports, NFC Adjustments, Interest, Database and Exit.

Below is a brief description of each option.

Agency Adjustment. Used by authorized agency and NFC users to access information exclusive to their agency for processing adjustment and payment information.

Reports. Used by authorized agency and NFC users to view and request SPPSWIN reports.

NFC Adjustment. Used exclusively by authorized NFC users to process adjustment and payment information.

Interest. Used by agency users to inquire daily, quarterly, and yearly interest date and rate information. Used by NFC to establish and update the daily, quarterly, and yearly interest date and rate information used for calculating settlement back payments.

Database. Used by authorized agency and NFC users to obtain the database exclusive to their agency for processing adjustment and payment transactions.

Exit. Used by authorized agency and NFC users to exit the SPPSWIN application.

To start SPPSWIN, at your Windows desktop:

1. Select **Start > Programs > National Finance Center > NFC Logon**. The Warning Message pop-up (**Figure 1**) is displayed to notify the user that he/she is attempting to enter a U.S. Government computer system that requires authorization.

Figure 1. Warning Message

2. Read the information on the Warning Message (**Figure 1**) and click **[OK]**. The NFC logon banner (**Figure 2**) is displayed.

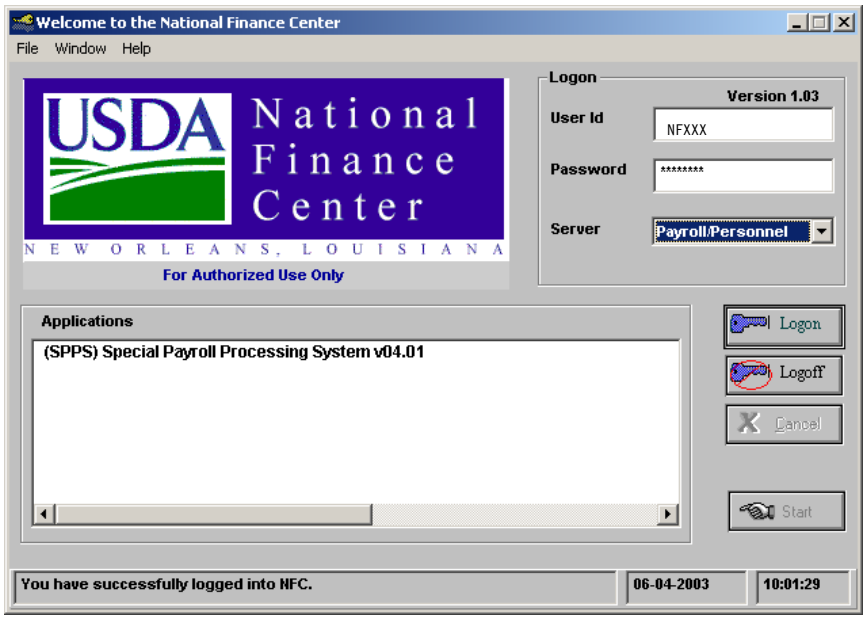

Figure 2. NFC logon banner

3. Complete the fields in the Logon box as indicated under **NFC Logon Banner Field Instructions**.

   The Password Check pop-up appears when your password is near expiration. Click **[OK]** to close the pop-up. As needed, change your password using the instructions under ***Changing Your Password***.

4. After completing the fields, click **[Logon]**. A list of payroll/personnel applications is displayed. The message *You have Successfuly logged into NFCl* is displayed.

5. Select ***(SPPS) Special Payroll Processing Systems v04.01*** and click **[Start]**. The Database pop-up is displayed.

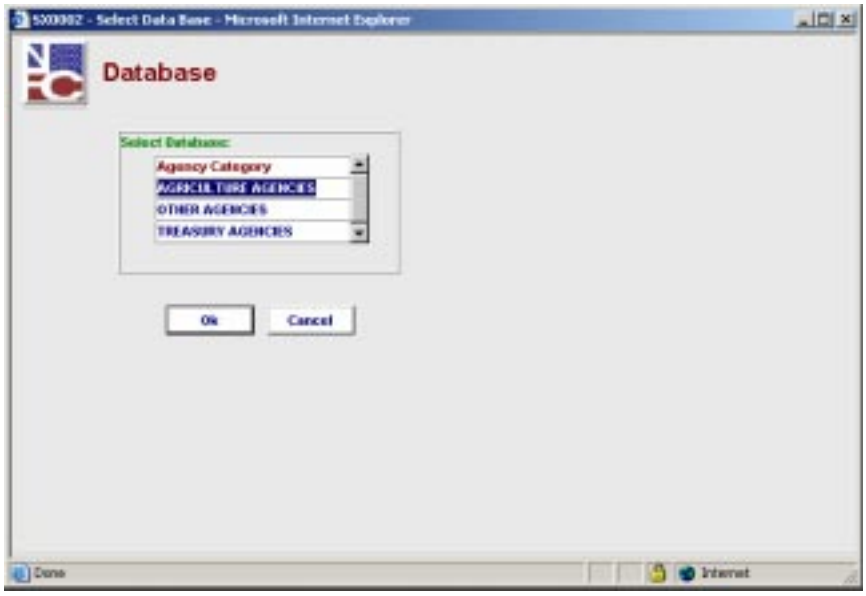

Figure 3. Database pop-up

6. Select the applicable database for your agency. Valid values are **`Agriculture Agencies`**, **`Other Agencies`**, and **`Treasury Agencies`**.

7. Click **[OK]**. The SPPSWIN Main Menu (**Figure 4)** is displayed.

Figure 4. SPPSWIN Main Menu

8. Select the menu item on the menu bar to display the applicable function.

Changing Your Password

You may change your password at any time but not more than once a day.

To change your password:

1. At the NFC logon banner, select ***File > Change Password***. The Change Password pop-up (**Figure 5**) is displayed.

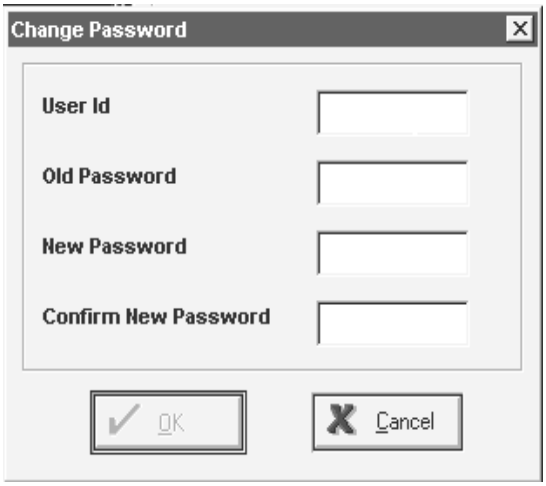

Figure 5. Change Password pop-up

2. Complete the fields as indicated under **Change Password Field Instructions**.
3. After completing the fields, click **[OK]** to save the change and exit the window.

Exiting SPPSWIN

To exit SPPSWIN, click **[Exit]** on the SPPSWIN Main Menu; to close the open window/pop-up, click **[Close]** on the current SPPSWIN window.

Navigating Through SPPSWIN

Agency adjustments in SPPSWIN are used to add information to an employee record or adjust, view, or delete an existing employee record. After you start SPPSWIN, the Agency Adjustment List window (**Figure 6**) is displayed.

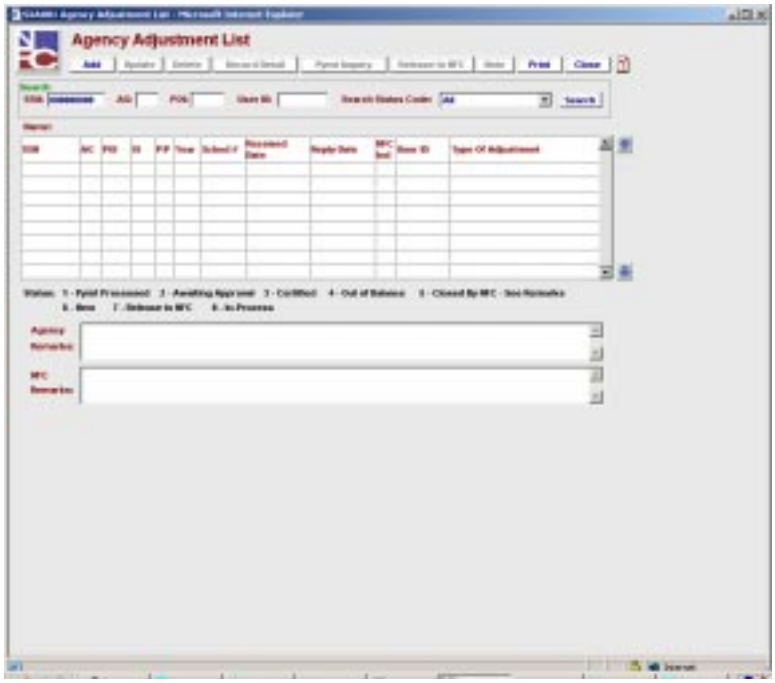

Figure 6. Agency Adjustment List window

The Agency Adjustment List window (**Figure 6**) is used to search for all transactions related to a specified SSN or organizational structure (agency and POI). The Status Code field identifies the types of transactions that may be obtained during the record search. When a search is performed, a list of all transactions associated with the SSN or organizational structure appears on the Agency Adjustment List window (**Figure 6**).

Following is a brief description of each option that is available on the Agency Adjustment List window (**Figure 6**).

Add. Displays the Agency Adjustment Detail Maintenance window (**Figure 8**) for establishing a new transaction in SPPSWIN.

Update. Displays the Agency Adjustment Update Contact Information window (**Figure 9**) for adjusting detail information when additional information is needed to complete the processing of a transaction in SPPSWIN.

Delete. Deletes a transaction from the Agency Adjustment List (**Figure 6**), transaction window, and employee's record.

Record Detail. Displays adjustment details of a transaction processed in SPPSWIN.

Pymt Inquiry. Displays payment details of a transaction processed in SPPSWIN.

Release To NFC. Sends a request for action to NFC for processing.

Note. Displays the Notebook pop-up (**Figure 15**) for including extensive instructions and remarks for a transaction being processed in SPPSWIN.

Print. Prints the displayed window/pop-up.

Help. Provides Windows Help for using the system.

Close. Closes the currently displayed window/pop-up and return to the previously displayed window/pop-up.

For more information, see **Searching For/Viewing SPPSWIN Transactions**.

Searching For/Viewing SPPSWIN Transactions

To process adjustments in SPPSWIN, you must first search for the record using the Agency Adjustment List window (**Figure 6**). The Agency Adjustment List window (**Figure 6**) contains a search function that allows users to review transactions that were entered for processing, regardless of the entry system. Transactions are located in the list box on the Agency Adjustment List window (**Figure 6**). The Agency Adjustment List window (**Figure 6**) is used to:

- Search for one or all transactions in the employee's record, based on the criteria selected on the window (e.g., SSN, organizational structure (agency, personnel office identifier, etc.)).
- Establish, adjust, delete, and view computation, accounting, and payment details of a record, based on the transaction being processed.
- View payment and accounting information after a transaction has been processed.
- View the user IDs of the last individuals to enter and adjust information in an employee's record. The dates and times of the last entry and adjustment are also included.
- Release to transaction to NFC for processing. Once a transaction is released to NFC for processing, all future adjustments to the transaction will be processed by NFC only.

Employee records may be searched by:

- SSN (for records belonging to the SSN)
- Agency (AG) (in ascending SSN order for all records belonging to the AG)
- AG with SSN (in ascending SSN order starting from the specified SSN)
- AG, POI (in ascending SSN order for all records belonging to the POI within the AG)
- POI (in ascending SSN order for all records belonging to the POI)
- SSN, AG, POI (in ascending SSN order for the specified SSN within the AG, POI)

The status codes assist in the easy retrieval of data in the employee's record by identifying the status of transactions during the SPPSWIN processing period.

After locating the employee's record, the Agency Adjustment List window (**Figure 6**) directs the user in locating the associated details of the record. If a specific transaction cannot be located, the record does not exist and must be created. For more information, see **Adding Agency-Processed Adjustment Details**

To search for a employee's record:

1. At the Agency Adjustment List window (**Figure 6**), complete the fields according to instructions under **Agency Adjustment List Window Field Instructions**

2. After completing the fields, click **[Search]**. If any manual transactions have been processed for the specific employee based on the search criteria, all transactions are displayed in the list box in the middle of the window on the Agency Adjustment List window (**Figure 6**). If no manual transaction has been processed for the employee the Agency Adjustment Detail window (**Figure 8**) is displayed to allow the user to establish a record.

Also, the following options are available at the Agency Adjustment List window (**Figure 6**) menu bar:

- To display the Agency Adjustment Detail window (**Figure 8**), click **[Add]**.
- To display the Agency Adjustment Update Contact Information window (**Figure 9**) for updating contact information, click **[Update]**.

  Note: A detail record must be established before the Agency Adjustment Update Contact Information window (**Figure 9**) will display.

  For the detail information on a specific transaction type, click **[Record Detail]**. One of the following is displayed.

  - Cash Awards/Special Bonuses window (**Figure 20**) for updating cash award and/or special bonus detail information,
  - Settlement Backpay window (**Figure 22**) for updating settlement back payment detail information,
  - Credit Hours Payment window (**Figure 25**) for updating credit hours payment detail information,
  - Annual/Restored Leave Payments window (**Figure 27**) for updating annual and restored leave payment detail information,
  - Compensatory Time window (**Figure 30**) for updating compensatory time payment detail information,
  - Miscellaneous Payment window (**Figure 31**) for updating allowance, differential, bonus, payment, AUO, or life cycle account detail information, or
  - Student Loan Repayment window (**Figure 33**) for updating student loan repayment detail information.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing payment and accounting detail information, click **[Pymt Inquiry]**.
- To release a transaction to NFC for processing, click **[Release to NFC]**.
- To display the Note pop-up (**Figure 15**) for adding remarks or instructions for the transaction being processed, click **[Note]**.
- To print the displayed Agency Adjustment List window (**Figure 6**), click **[Print]**.
- To display Window Help, click **[Help]**.

- To return to the SPPSWIN Main Menu (**Figure 4)**, click **[Close]**.

Operating Features Of SPPSWIN

SPPSWIN operates in a Windows environment, providing mouse-driven, point-and-click functionality, command buttons, and other windows features. Use your Windows user guide or Windows online help for information about basic Windows features. For descriptions of operating features that are specific to SPPSWIN, see:

Command Buttons For SPPSWIN

Pop-up Message Windows For SPPSWIN

Pop-up Message Window Command Buttons For SPPSWIN

Drop-Down List For SPPSWIN

Radio Buttons For SPPSWIN

Check Boxes For SPPSWIN

Function/Directional Keys For SPPSWIN

System Edits

Command Buttons For SPPSWIN

SPPSWIN command buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. SPPSWIN includes the following command buttons:

SPPSWIN Command Buttons

Button	Description
Accounting	Displays accounting calculation information.
Add	Adds transaction information to a record.
Address	Searches, adds, and adjusts check mailing and residence addresses and financial institution/organization information in a record.
Agency Adjustment	Authorizes agency users to access adjustment and payment transactions to search, add, adjust, or delete information in a record.
Approval	Supervisors and authorized officials approve transactions that have been processed and are ready for payment.
Calculate	Calculates accounting information.
Certify	Supervisors and authorized officials confirm that a transaction is complete and the payment is ready for verification.
Close	Closes the current window and returns to the previous window.
Computation	Displays accounting and deduction calculation information.

SPPSWIN Command Buttons

Button	Description
Copy	Copies information of one pay period record into another pay period record. Copies information from one section of the window into another section of the window.
Copy Acct	Copies stored accounting information.
Database	Displays an authorized database exclusive to the agency for processing adjustment and payment transactions.
Delete	Deletes detail information of a transaction from a record.
Exit	Exits SPPSWIN.
Help	Displays Windows Help.
Interest	Displays the Interest function to view, establish, update and delete interest.
Last Updated	Displays the user identifications of the individuals who processed the last entry and adjustment in a record, and the dates and times the transactions were processed.
Login	Logs in/enters SPPSWIN.
Logoff	Logs out/exits SPPSWIN.
NFC Adjustment	Authorizes NFC users to access adjustment and payment transactions for searching, adding, adjusting, or deleting information in a record.
Note	Includes additional information about the transaction being processed.
Release To NFC	Releases a transaction to NFC for processing.
OK	Saves the data and adjusts the record.
Print	Prints information displayed on a window/pop-up.
Pymt Inquiry	Displays payment information.
Record Detail	Displays, adds, adjusts, and deletes details of a transaction in a record.
Reports	Requests reports.
Save	Saves the data and adjusts the record.

SPPSWIN Command Buttons

Button	Description
Search	Searches for a transaction in an employee's record.
Uncertify	Supervisors and authorizing officials confirms that a transaction is not complete and the payment is not ready for verification. Supervisors and authorizing officials remove certification from a record that is certified.
Update	Adjusts agency contact information on a record when the record is being processed by NFC.

Pop-up Message Windows For SPPSWIN

Throughout SPPSWIN, pop-up message windows appear when certain actions are performed. These pop-up windows notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-up windows to accept or cancel a message. You must click a command button for the pop-up window to disappear and return to the previous window. The following is an example of a pop-up message window (**Figure 7**).

Figure 7. SPPSWIN pop-up message window

Pop-up Message Window Command Buttons For SPPSWIN

SPPSWIN pop-up message windows do not have a menu bar. However, they do have command buttons that usually carry out an action implied on the button's name. The following command buttons are used on SPPSWIN pop-ups.

SPPSWIN Pop-up Message Window Command Buttons

Button	Description
Cancel	Returns to the previous window without indicating agreement with the message displayed in a pop-up window.
Clear	Clears the window of data and refreshes the window.
Close	Closes a window/pop-up.

SPPSWIN Pop-up Message Window Command Buttons

Button	Description
?	Displays help.
OK	Indicates agreement with the message displayed in a pop-up window.
Print	Prints information displayed on the window/pop-up.
Save	Saves the data and establishes or adjusts the record.

Drop-Down List For SPPSWIN

In SPPSWIN, menus may vary depending on the window. Drop-down lists are used to display menus and initiate functions relevant to that window. The drop-down lists allow users to select the correct entry value from a list of valid values for that field.

To use a drop-down list:

1. Click the drop-down arrow next to the field and a drop-down list of valid values for the field is displayed.
2. Select the appropriate value and that value is entered into the field.

Radio Buttons For SPPSWIN

Round buttons called radio buttons are used throughout SPPSWIN. Radio buttons are used to select the data that will be placed in a field, select options such as a data category, or specify selection criteria, such as a data category for a particular search.

Check Boxes For SPPSWIN

Check boxes are used throughout SPPSWIN. Check boxes are used to select an option such as a data category during a computation process, and indicate when specific data has been verified.

Function/Directional Keys For SPPSWIN

Your keyboard includes the following function keys that can be used in SPPSWIN.

Function Keys

Key	Description
Enter	Accepts/processes data.
Delete	Deletes a transaction from a record.

Function Keys

Key	Description
Tab	Advances to the next field.
Space Bar	Creates a space or tabs to the next field.
→	Moves to the next character within a field.
←	Moves to the previous character within a field.
↑	Moves to the previous line.
↓	Moves to the next line.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, a message is displayed on the message line at the bottom of the window or pop-up. Error messages are displayed one at a time and are not displayed in any sequential or hierarchial order. As an error is satisfied, another error message may be displayed if a record contains more than one error. All errors must be corrected before the system will complete the requested action (e.g., an incorrect social security number).

Processing Instructions For Agency Adjustments In SPPSWIN

Adjustment and payment transactions processed in SPPSWIN by agency users are requests for action that relate to the following:

- Cash awards/special bonuses
- Settlement back payments (settlement backpay)
- Credit hours
- Annual/restored leave
- Compensatory time (comp time)
- Miscellaneous payments
  - Allowances
  - Differentials
  - Bonuses
  - Payments
  - AUO
  - Life cycle accounts
- Student loan repayments

For more information, see:

Initiating Agency-Processed Adjustments
Adjusting Agency-Processed Cash Award/Special Bonus Records
Adjusting Agency-Processed Settlement Back Payment Records
Adjusting Agency-Processed Credit Hours Payment Records
Adjusting Agency-Processed Annual/Restored Leave Payment Records
Adjusting Agency-Processed Compensatory Time Payment Records
Adjusting Agency-Processed Miscellaneous Payment Records
Adjusting Agency-Processed Student Loan Repayment Records

Initiating Agency-Processed Adjustments

Requests for action processed in SPPSWIN establishes, adjusts, credits, queries, and deletes adjustment and payment transaction details in an employee's record.

This section presents the following topics:

Adding Agency-Processed Adjustment Details
Updating Contact Information For Agency-Processed Adjustments
Deleting Agency-Processed Adjustment Details
Adjusting Record Details
Adjusting Check Mailing Addresses
Viewing Payment Computations
Viewing Accounting Computations
Approving An Agency-Processed Adjustment
Viewing Payment Information
Releasing A Transaction To NFC For Processing
Adding Remarks
Viewing Last Updated Information
Requesting SPPSWIN Reports
Viewing Interest Rates And Dates

Adding Agency-Processed Adjustment Details

Add is a function of the Agency Adjustment List window (**Figure 6**) used to display the Agency Adjustment Detail window (**Figure 8**).

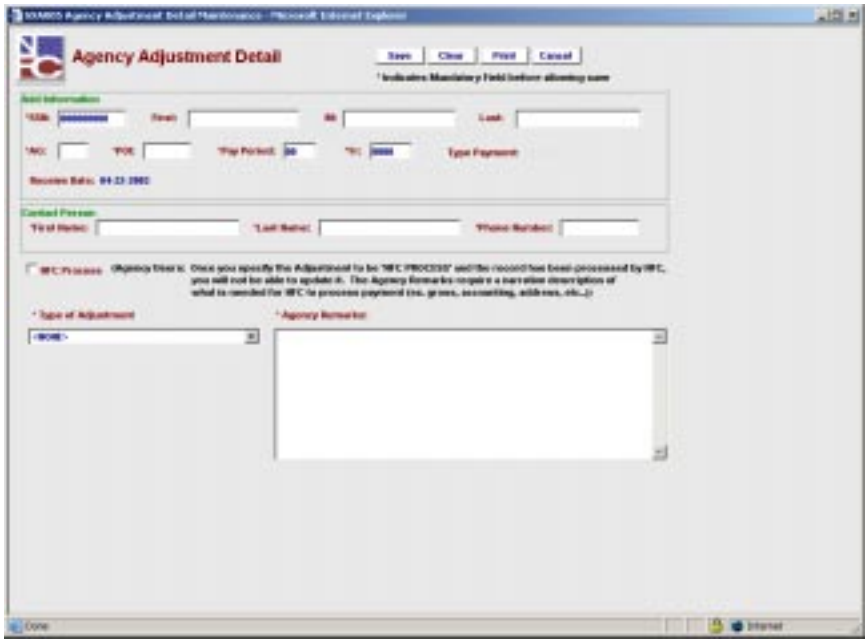

Figure 8. Agency Adjustment Detail window

The Agency Adjustment Detail window (**Figure 8**) is used to establish an adjustment record. The information on the window is the criteria used for processing a request for action. The detail information relates to:

- The employee (SSN, name, organizational structure).
- An agency contact to obtain additional information relating to the request for action.
- The type of adjustment and/or payment being processed.
- Agency instructions and authorization for NFC processes a request for action.
- NFC remarks applicable to the request for action.

To add agency-processed adjustment details:

Note: (1) If an agency authorizes NFC to process a request for action, instructions relating to the request must be included in the Agency Remarks field. **(2)** Once a transaction has been processed by NFC, the agency will no longer be able to update it. Thereafter, all adjustments to the transaction will be processed by NFC only.

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Add]**. The Agency Adjustment Detail window (**Figure 8**) is displayed.

4. Complete the fields according to instructions under **Agency Adjustment Detail Window Field Instructions**.

5. After the information is entered, click **[Save]** to save the information and establish the record.

   Note: If more that one payment exists for the same pay period, a pop-up will appear. Click **[Add Duplicate]**. Then click **[Accept]** to enter the additional payment.

Also, the following options are available at the Agency Adjustment Detail window (**Figure 8**) menu bar:

- To clear fields of data and refresh the window, click **[Clear]**.
- To print the displayed Agency Adjustment Detail window (**Figure 8**), click **[Print]**.
- To cancel processing and return to the Agency Adjustment List window (**Figure 6**), click **[Cancel]**.

Updating Contact Information For Agency-Processed Adjustments

Update is a function of the Agency Adjustment List window (**Figure 6**) used to display the Agency Adjustment Update Contact Information window (**Figure 9**).

Figure 9. Agency Adjustment Update Contact Information window

The Agency Adjustment Update Contact Information window (**Figure 9**) is used to establish an agency contact for obtaining information relating to a specific request for action. However, only the contact person's name and phone number can be changed on this window.

To adjust agency adjustment contact information:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Update]**. If record details already exist, the Agency Adjustment Update Contact Information window (**Figure 9**) is displayed. If record details have not been established, the Agency Adjustment Detail window (**Figure 8**) will display to allow the user to establish a record.

4. Complete the fields according to instructions under **Agency Adjustment Update Contact Information Window Field Instructions**.

5. After completing the fields, click **[Save]** to save the information and adjust the record,

   OR

   Click **[Cancel]** to return to the Agency Adjustment List window (**Figure 6**).

Deleting Agency-Processed Adjustment Details

Delete is a function of the Agency Adjustment List window (**Figure 6**) that is used to delete data of a specific adjustment or payment transaction processed in an employee's record. Data deleted from the Agency Adjustment List window (**Figure 6**) is also deleted from the individual transaction window and employee's record.

To delete data of a specific SPPSWIN transaction:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

2. Select the applicable transaction that is to be deleted from the list box on the Agency Adjustment List window (**Figure 6**).

3. Click **[Delete]**. The message *To delete the selected adjustment, hit the delete button again* is displayed.

4. Click **[OK]** and click **[Delete]** again. The highlighted row of information in the list box on the Agency Adjustment List window (**Figure 6**) and all information related to the transaction are permanently deleted from the employee's record.

   Note: The Delete function is not valid once a transaction has been processed.

Adjusting Record Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) used to search, adjust, or view a specific transaction in an employee's record. The Record Detail function is used to display the following transaction windows:

- Cash Awards/Special Bonuses window (**Figure 20**)
- Settlement Backpay window (**Figure 22**)
- Credit Hours Payment window (**Figure 25**)
- Annual/Restored Leave Payments window (**Figure 27**)
- Compensatory Time window (**Figure 29**)
- Miscellaneous Payment window (**Figure 31**)
- Student Loan Repayment window (**Figure 33**)

Cash awards/special bonuses information relates to:

- Employee details (SSN, name, etc.)
- T&A contact point
- Accounting
- Adjustments (type of award, gross and net amounts, etc.)

Settlement back payment information relates to:

- Employee details (SSN, name, etc.)
- T&A contact point
- Interest
- Tax deductions (Federal, state, city, and/or county)
- Adjustment information (settlement amount, settlement type, etc.)

Credit hours payment information relates to:

- Employee details (SSN, name, etc.)
- Accounting
- T&A contact point
- Prefix, transaction, and suffix codes for credit hours payments

Annual/restored leave payment information relates to:

- Employee details (SSN, name, etc.)
- T&A contact point
- Accounting
- Dual rate payments
- Tax deductions (Federal, state, city, and/or county)

Compensatory time information relates to:

- Employee details (SSN, name, etc.)
- T&A contact point
- Accounting
- Tax deductions (Federal, state, city, and/or county)

Miscellaneous payment information relates to:

- Employee details (SSN, name, etc.)
- Accounting
- T&A contact point
- Prefix, transaction, and suffix codes for allowances, differentials, bonuses, payments, AUO, and life cycle accounts.
- Tax (Federal, state, city, and/or county)

Student loan repayment information relates to:

- Employee details (SSN, name, etc.)
- T&A contact point
- Accounting details
- Calendar year details

For additional information on a specific transaction, see:

Adjusting Agency-Processed Cash Award/Special Bonus Records
Adjusting Agency-Processed Settlement Back Payment Records
Adjusting Agency-Processed Credit Hours Payment Records
Adjusting Agency-Processed Annual/Restored Leave Payment Records
Adjusting Agency-Processed Compensatory Time Payment Records
Adjusting Agency-Processed Miscellaneous Payment Records
Adjusting Agency-Processed Student Loan Repayment Records

To adjust record details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]** to display the window for the specified transaction (Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), Student Loan Repayment window (**Figure 33**).

For field instructions on a specific transaction, see:

Cash Awards/Special Bonuses Window Field Instructions

Settlement Backpay Window Field Instructions

Credit Hours Payment Window Field Instructions

Annual/Restored Leave Payments Window Field Instructions

Compensatory Time Payment Window Field Instructions

Miscellaneous Payment Window Field Instructions

Student Loan Repayment Window Field Instructions

Adjusting Check Mailing Addresses

The Address function is used to display the Check Mailing Address window (**Figure 10**) for the following transaction windows:

- Cash Awards/Special Bonuses window (**Figure 20**)
- Settlement Backpay window (**Figure 22**)
- Credit Hours Payment window (**Figure 25**)
- Annual/Restored Leave Payments window (**Figure 27**)
- Compensatory Time window (**Figure 29**)
- Miscellaneous Payment window (**Figure 31**)
- Student Loan Repayment window (**Figure 33**)

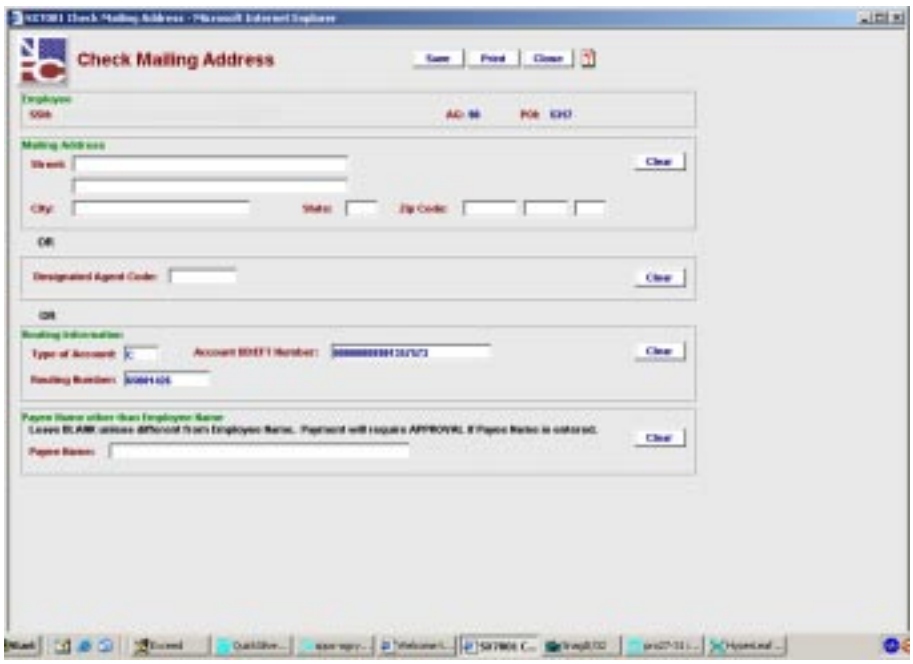

Figure 10. Check Mailing Address window

The Check Mailing Address window (**Figure 10**) is used to establish, adjust, and/or verify check mailing addresses and financial institution/organization information relating to the processing of salary payments. It displays the check mailing address recorded in the Payroll/Personnel database and allows users to change the address for payments processed through SPPSWIN.

Note: Changes made to information on the Check Mailing Address window (**Figure 10**) result in an address change for the payment processed in SPPSWIN. However, the address in record on the Payroll/Personnel System database does not change.

To add or adjust a check mailing address for an agency-processed transaction:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) to be established or adjusted.

3. Click **[Address]**. The Check Mailing Address window (**Figure 10**) is displayed with information for the payment transaction desired.

4. Complete the fields according to instructions under **Check Mailing Address Window Field Instructions**.

Note: Only one type of check mailing address data (i.e., mailing address, designated agent code, or routing information) can be entered on the Check Mailing Address window (**Figure 10**).

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

   Note: When data on the Check Mailing Address window (**Figure 10**) is adjusted, a check mark will appear in the Address Checked checkbox located on the applicable transaction window to indicate that an address verification was performed.

Also, the following options are available at the Check Mailing Address window (**Figure 10**) menu bar:

- To print the Check Mailing Address window (**Figure 10**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To clear the fields of data and refresh the window, click **[Clear]**.
- To return to the specified transaction window, click **[Close]**.

Viewing Payment Computations

Computation is a function of each transaction window used to display the Computation List pop-up (**Figure 11**).

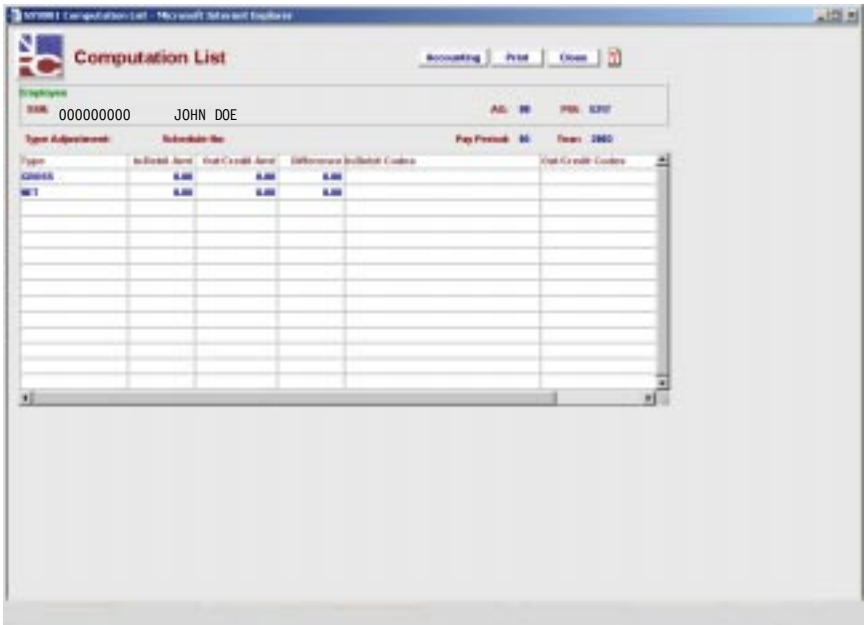

Figure 11. Computation List pop-up

The Computation List pop-up (**Figure 11**) is used to view all payment calculations except accounting calculations that were processed by authorized agency users to establish, adjust, and/or credit a transaction in the employee's record. Details of the payment are only viewed after the record has been processed.

The following transaction windows may be used to display specific payment Information:

- Cash Awards/Special Bonuses window (**Figure 20**)
- Settlement Backpay window (**Figure 22**)
- Credit Hours Payment window (**Figure 25**)
- Annual/Restored Leave Payments window (**Figure 27**)
- Compensatory Time window (**Figure 29**)
- Miscellaneous Payment window (**Figure 31**)
- Student Loan Repayment window (**Figure 33**)

The Computation List pop-up (**Figure 11**) contains the following details:

- Employee data (SSN, organizational structure)
- Computation data (type adjustment code, debit/credit amounts and differences, etc.)
- Pay period data (schedule number, pay period, year)
- Gross to net deduction amounts

- Tax deductions (Federal, state, etc.)

Accounting calculations for a specified transaction can be viewed on the Accounting List (**Figure 12**). For additional information, see **Viewing Accounting Computations**.

To view payment computations:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be viewed.

3. Click **[Record Detail]**. The window for the specified transaction is displayed.

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**, **Settlement Backpay Window Field Instructions**, **Credit Hours Payment Window Field Instructions**, **Annual/Restored Leave Payments Window Field Instructions**, **Compensatory Time Payment Window Field Instructions**, **Miscellaneous Payment Window Field Instructions**, or **Student Loan Repayment Window Field Instructions**, as applicable.

5. Click **[Computation]**. The Computation List pop-up (**Figure 11**) is displayed with information for the applicable transaction. For complete field descriptions, see **Computation List Pop-up Field Descriptions**.

   Note: When the Computation List pop-up (**Figure 11**) has been viewed, a check mark appears in the Computation Checked checkbox on the applicable transaction window to indicate that a computation verification was performed.

Also, the following options are available at the Computation List pop-up (**Figure 11**) menu bar:

- To display the Accounting List pop-up (**Figure 12**) for viewing accounting calculations, click **[Accounting]**.
- To print the Computation List pop-up (**Figure 11**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the specified transaction window, click **[Close]**.

Viewing Accounting Computations

Accounting is a function of the Computation List pop-up (**Figure 11**) used to display the Accounting List pop-up (**Figure 12**).

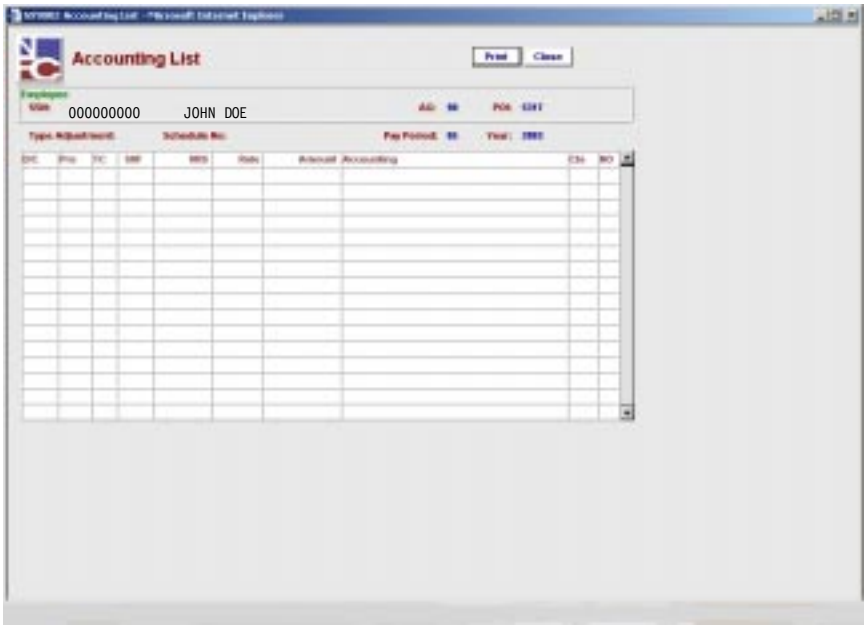

Figure 12. Accounting List pop-up

The Accounting List pop-up (**Figure 12**) is used to view all accounting calculations that were processed by authorized agency users to establish, adjust, and/or credit an adjustment transaction in an employee's record after the transaction has been processed.

The Accounting List pop-up (**Figure 12**) contains the following details:

- Employee data (SSN, organizational structure)
- Type adjustment
- Pay period data (e.g., schedule number, pay period, year)
- T&A information (debit/credit, prefix, TC, suffix)
- Calculation information (hours, rate, amount, accounting code, etc.)

To view accounting computations:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be viewed.

3. Click **[Record Detail]**. The window for the specified transaction is displayed.

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**, **Settlement Backpay Window Field Instructions**, **Credit Hours Payment Window Field Instructions**, **Annual/Restored Leave Payments Window Field Instructions**, **Compensatory Time Payment Window Field Instructions**, **Miscellaneous Payment Window Field Instructions**, or **Student Loan Repayment Window Field Instructions**, as applicable.

5. Click **[Computation]**. The Computation List pop-up (**Figure 11**) is displayed with details for the adjustment.

6. Click **[Accounting]**. The Accounting List pop-up (**Figure 12**) is displayed. For complete field descriptions, see **Accounting List Pop-up Field Descriptions**.

Also, the following options are available at the Accounting List pop-up (**Figure 12**) menu bar:

- To print the Accounting List pop-up (**Figure 12**) displayed, click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Computation List pop-up (**Figure 11**), click **[Close]**.

Approving An Agency-Processed Adjustment

All adjustments and payments must be approved by an agency supervisor or authorizing official prior to being processed in SPPSWIN. The Approval function is available on the following transaction windows:

- Cash Awards/Special Bonuses window (**Figure 20**)
- Settlement Backpay window (**Figure 22**)
- Credit Hours Payment window (**Figure 25**)
- Annual/Restored Leave Payments window (**Figure 27**)
- Compensatory Time window (**Figure 29**)
- Miscellaneous Payment window (**Figure 31**)
- Student Loan Repayment window (**Figure 33**)

Approval indicates validated authorization after a transaction is certified and the check mailing address/financial organization/institution information is reviewed.

To approve an adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be approved.

3. Click **[Record Detail]** to display the window for the specified transaction (i.e., Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (see **Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), or Student Loan Repayment window (**Figure 33**)).

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**, **Settlement Backpay Window Field Instructions**, **Credit Hours Payment Window Field Instructions**, **Annual/Restored Leave Payments Window Field Instructions**, **Compensatory Time Payment Window Field Instructions**, **Miscellaneous Payment Window Field Instructions**, or **Student Loan Repayment Window Field Instructions**, as applicable.

5. Click **[Approval]** to approve the processing of the adjustment transaction,

   After processing is complete, the Approved By field identifies on the applicable window, displays the user ID of the individual who approved the transaction. The Status Code field on the Agency Adjustment List window (**Figure 6**) changes to **2**, awaiting approval,

   OR

   Click **[Close]** to cancel the process and return to the specified transaction window.

Viewing Payment Information

Pymt Inquiry is a function of the Agency Adjustment List window (**Figure 6**) used to display the Payment Inquiry pop-up (**Figure 13**).

Note: Payment information can also be viewed on each window (Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**) or Student Loan Repayment window (**Figure 33**)).

Figure 13. Payment Inquiry pop-up

The Payment Inquiry pop-up (**Figure 13**) is used to view check mailing addresses and financial institution/organization information after a transaction is processed. However, the Payment Inquiry pop-up (**Figure 13**) will not display until after information has been processed on the Check Mailing Address window (**Figure 10**). The Payment Inquiry pop-up (**Figure 13**) contains details related to the following:

- Employees (SSN and names)
- Organizational structures (Ag and POI)
- T&A contact points
- Banking (check mailing addresses and financial institutions/organizations)
- DD/EFT/financial allotments/TSP loans
- Disbursement dates and amounts

To view payment information:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be viewed.

3. Click **[Pymt Inquiry]**. The Payment Inquiry pop-up (**Figure 13**) for the specified transaction is displayed. For complete field descriptions, see **Payment Inquiry Pop-up Field Descriptions**.

Also, the following options are available at the Payment Inquiry pop-up (**Figure 13**) menu bar:

- To display the Computation List pop-up (**Figure 11**) for viewing all payment calculations except accounting calculations, click **[Computation]**. For accounting information, see **Viewing Accounting Computations**.
- To print the Payment Inquiry pop-up (**Figure 13**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Releasing A Transaction To NFC For Processing

Adjustment and payment transactions that are to be processed by NFC must be entered in SPPSWIN by an agency supervisor or authorizing official. The Release To NFC function on the Agency Adjustment List window (**Figure 6**), is used by agencies to release the request for action after it has been entered, but, before it is processed.

To release a transaction to NFC for processing:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be released.

   Note: The Status Code field must equal **6**, new, and the NFC Ind field must be **Y** (Yes), for the transaction to be released to NFC for processing.

3. Click **[Release to NFC].** The Agency Release Confirmation pop-up (**Figure 14**) is displayed.

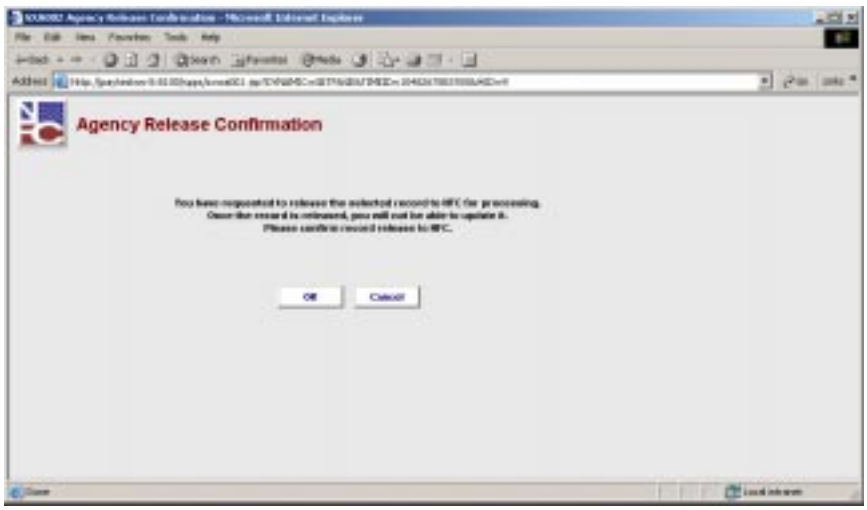

Figure 14. Agency Release Confirmation

4. Click **[OK]** to confirm that the record was released to NFC for processing. The Status Code field changes to **7**, Release to NFC.

   Note: The released record is no longer available to the agency for processing updates.

Adding Remarks

Agency users must document any information that relates to a specific transaction being processed. Note is a function of the Agency Adjustment List window (**Figure 6**) used to display the Notebook window (**Figure 15**).

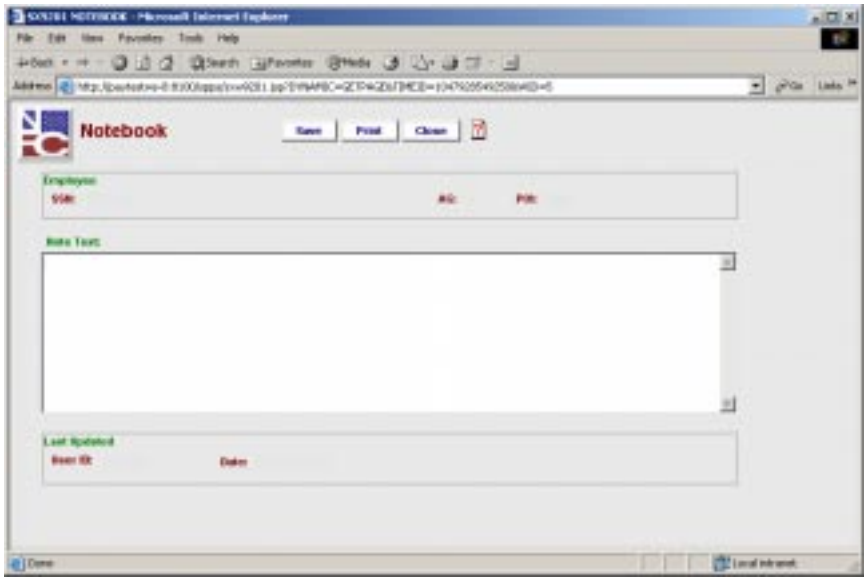

Figure 15. Notebook window

The Notebook window (**Figure 15**) is a function of the Agency Adjustment List window (**Figure 6**), used to record information applicable to the transaction being processed.

To add remarks:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) for which remarks are to be included.

3. Click **[Note]**. The Notebook window (**Figure 15**) is displayed.

4. Complete the fields according to instructions under **Notebook Window Field Instructions**, as applicable.

5. After completing the fields, click **[Save]** to save the information and adjust the record,

   OR

   Click **[Print]** to print the Notebook window (**Figure 15**),

   OR

   Click **[Close]** to cancel the process and return to the Agency Adjustment List window (**Figure 6**).

Viewing Last Updated Information

Last Updated is a function of each transaction window used to display the Last Updated Information pop-up (**Figure 16**).

Figure 16. Last Updated Information pop-up

The Last Updated Information pop-up (**Figure 16**) is used to identify the user IDs of the individuals who entered and adjusted the last adjustment or payment transaction in a record. The dates and times of the entry and adjustment are also displayed.

To view the user IDs of the individuals who processed the last adjustment or payment transactions in a record:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be viewed.

3. Click **[Record Detail]** to display the window for the specified transaction (Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**),

Miscellaneous Payment window (**Figure 31**), or Student Loan Repayment window (**Figure 33**)).

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**, **Settlement Backpay Window Field Instructions**, **Credit Hours Payment Window Field Instructions**, **Annual/Restored Leave Payments Window Field Instructions**, **Compensatory Time Payment Window Field Instructions**, **Miscellaneous Payment Window Field Instructions**, or **Student Loan Repayment Window Field Instructions**, as applicable.

5. Click **[Last Updated]**. The Last Updated Information pop-up (**Figure 16**) is displayed for the information for the applicable adjustment or payment transaction. For complete field descriptions, see **Last Updated Information Pop-up Field Descriptions**,

   OR

   Click **[Close]** to cancel the process and return to the applicable transaction window.

Requesting SPPSWIN Reports

Report is an option of the SPPS Web Main Menu (**Figure 4)** used to display the Reports pop-up (**Figure 17**).

Figure 17. Reports pop-up

The Reports pop-up (**Figure 17**) is used to view and request status and suspense reports for transactions processed in SPPSWIN. The reports are available for printing at agency locations. Following is a brief description of each report that may be requested by agency users:

- **Agency Outstanding Transaction Report**. Transactions that were established, but did not complete the processing cycle.

- **Agency Transaction Processed Report**. Transactions that were established and completed the processing cycle.
- **Agency Leave To Be TINQed**. Transactions that were established to correct leave data, and transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program.
- **Agency Student Loan**. Transactions that were established to process repayments on student loans and educational assistance reimbursements.

To request an SPPSWIN report:

1. At the SPPSWIN Main Menu (**Figure 4)**, select ***[Report]***. The Reports pop-up (**Figure 17**) is displayed.
2. Click the applicable report name to enter the selection criteria for requesting the report. Valid values are:

   Outstanding Transaction Report (for NFC use only)
   Transaction Processed Report (for NFC use only)
   Agency Outstanding Transaction Report
   Agency Transaction Processed Report
   Leave To Be TINQed (for NFC use only)
   Agency Leave To Be TINQed
   Agency Student Loan Report

3. Click **[Submit Report]**. The JCL Requirements pop-up (**Figure 18**) is displayed.

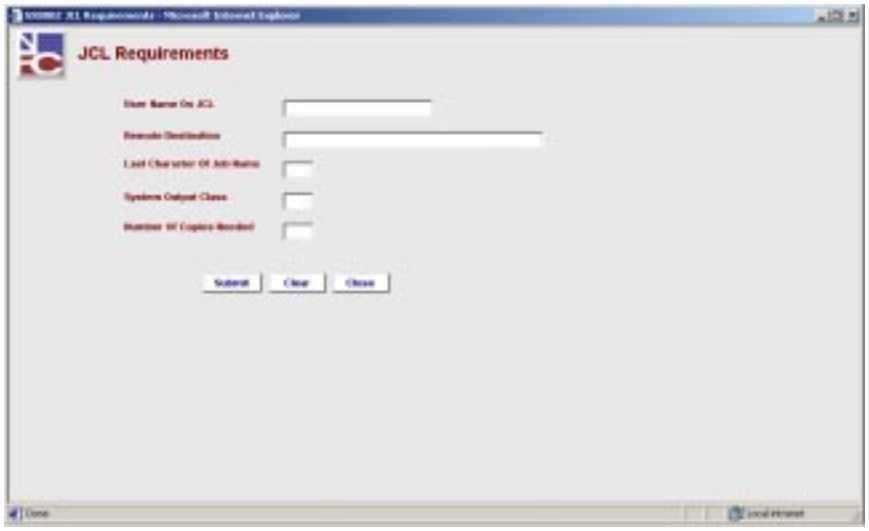

Figure 18. JCL Requirements pop-up

4. Complete the fields as indicated under **JCL Requirements Pop-up Field Instructions**.
5. Click **[Submit]** to execute the report

   OR

   Click **[Clear]** to clear the fields of data and refresh the window, after the report has been executed,

   OR

Click **[Close]** to return to the Reports pop-up (**Figure 17**).

Viewing Interest Rates And Dates

Interest is an option of the SPPSWIN Main Menu (**Figure 4)** used to display the Interest pop-up (**Figure 19**).

Figure 19. Interest pop-up

The Interest pop-up (**Figure 19**) is used to view interest rates and dates. The interest rate and date information is provided by the Internal Revenue Services (IRS). NFC uses the rates and dates to add, update, and delete settlement back payment calculations information for transactions processed in SPPSWIN. For complete field descriptions, see **Interest Pop-up Field Descriptions**.

To view interest rate and date information:

1. At the SPPSWIN Main Menu (**Figure 4)**, select **Interest**. The Interest pop-up (**Figure 19**) is displayed.

   Note: The ***Add***, ***Update***, and ***Delete*** options displayed on the Interest pop-up (**Figure 19**) menu bar are for **NFC Use Only**.

   To clear the fields of data and refresh the window for viewing additional information, click **[Clear]**,

   OR

   To return to the SPPSWIN Main Menu (**Figure 4)**, click **[Close]**.

Adjusting Agency-Processed Cash Award/Special Bonus Records

Cash awards and special bonuses are monetary recognitions used to promote organizational and team goals and objectives. Awards and bonuses are based on contribution or performance, and can be given to an individual employee or group of employees.

Cash award and special bonus details are used to establish and adjust all cash award and bonus details except spot awards in an employee's record. The details consist of employee, accounting, and T&A contact point data relating to cash awards and special bonuses processed in the current pay period.

Note: Form SF-50B, Notification of Personnel Action, is not system generated when a cash award and/or special bonus action is processed.

For more information, see:

Adjusting Agency-Processed Cash Award/Special Bonus Details
Certifying/Uncertifying An Agency-Processed Cash Award/Special Bonus Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments
Adjusting Agency-Processed Settlement Back Payment Records
Adjusting Agency-Processed Credit Hours Payment Records
Adjusting Agency-Processed Annual/Restored Leave Payment Records
Adjusting Agency-Processed Compensatory Time Payment Records
Adjusting Agency-Processed Miscellaneous Payment Records
Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Cash Award/Special Bonus Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Cash Awards/Special Bonuses window (**Figure 20**).

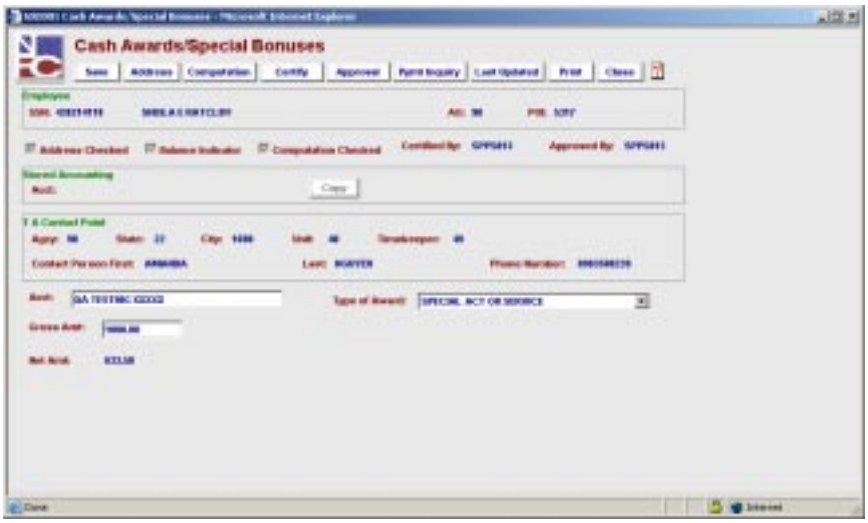

Figure 20. Cash Awards/Special Bonuses window

The Cash Awards/Special Bonuses window (**Figure 20**) is used to:

- Establish or adjust cash award/special bonus data
  - Accounting
  - Type of awards
  - Gross to net payments for each cash award and/or special bonus transaction processed
- View cash award and/or special bonus payment details for a specific pay period
- View payment and accounting computations that are generated based on the requests for action processed
- Establish and adjust check mailing addresses and financial institutions/organizations information
- Certify/uncertify records
- Approve all cash award/special bonus payment transactions
- Indicate when a mailing address and/or computation check has been completed and all computations balanced

Employee records may be searched by SSN or organizational structure to display information for the following award types:

- Superior performance
- Special act or service
- Employee suggestion
- Senior executive service (SES) bonus
- Presidential award
- Separation incentive
- Cash award
- Performance bonus
- Incentive pay

An agency-processed compensatory time payment transaction can be adjusted at any time as long as it has not been processed, approved, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

An agency-processed cash award/special bonus transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

Reminder: Spot Awards are not processed on the Cash Awards/Special Bonuses window (**Figure 20**).

To adjust agency-processed cash award/special bonus details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable cash award/special bonus transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Cash Awards/Special Bonuses window (**Figure 20**) is displayed.

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**.

   Note: The Cash Awards/Special Bonuses window (**Figure 20**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information for the feature to be used.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

Also, the following options are available at the Cash Awards/Special Bonuses window (**Figure 20**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or adjusting the check mailing address or financial institution/organization information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all cash award/special bonus payment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) for confirming that a cash award/special bonus adjustment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of a cash award/special bonus payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing cash awards/special bonuses payment and accounting information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last cash award/special bonus entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.

- To print the displayed Cash Awards/Special Bonuses window (**Figure 20**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Cash Award/Special Bonus Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Cash Awards/Special Bonuses window (**Figure 20**), is used to display the Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**).

Figure 21. Certify/Uncertify Cash Awards/Special Bonuses pop-up

The Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) indicates whether or not a cash award or special bonus transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Cash Awards/Special Bonuses window (**Figure 20**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Cash Awards/Special Bonuses window (**Figure 20**) identifies the individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) can only be used when a record has been certified but not

processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

To certify/uncertify an agency-processed cash award or special bonus adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable cash award/special bonus transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Cash Awards/Special Bonuses window (**Figure 20**) is displayed.

4. Complete the fields according to instructions under **Cash Awards/Special Bonuses Window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Cash Awards/Special Bonuses Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Cash Awards/Special Bonuses window (**Figure 20**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment List window (**Figure 6**) will change to **3**, certified, or **2**, approval needed,

   OR

   Click **[Uncertify]** to confirm that the cash award/special bonus transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Cash Awards/Special Bonuses window (**Figure 20**).

Adjusting Agency-Processed Settlement Back Payment Records

A settlement back payment (settlement backpay) is a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc. The Settlement Back Payment function in SPPSWIN is used to establish and adjust payment information in an employee's record. Details of the court settlement relate to the employee, accounting, time and attendance, tax deductions, and interest information.

For more information, see:

Adjusting Agency-Processed Settlement Back Payment Details
Adjusting Agency-Processed Settlement Back Payment Accounting Details
Certifying/Uncertifying An Agency-Processed Settlement Back Payment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments
Adjusting Agency-Processed Cash Award/Special Bonus Records
Adjusting Agency-Processed Credit Hours Payment Records
Adjusting Agency-Processed Annual/Restored Leave Payment Records
Adjusting Agency-Processed Compensatory Time Payment Records
Adjusting Agency-Processed Miscellaneous Payment Records
Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Settlement Back Payment Details

Record Detail, a function of the Agency Adjustment List window (**Figure 6**) and each transactions window is used to display detail information. In this instance, it is used to display the Settlement Backpay window (**Figure 22**).

Figure 22. Settlement Backpay window

The Settlement Backpay window (**Figure 22**) is used to:

- Establish or adjust settlement back payment data for each settlement case
  - Gross to net amount payments for each settlement back payment transaction processed
  - Tax deductions
  - Interest
- View payment computations
- View accounting computations and ensure that all accounting lines are assigned to the applicable accounting appropriation code
- Establish and adjust check mailing addresses and financial organizations/institutions information
- Certify/uncertify records
- Approve all settlement back payment transactions
- Indicate the type of tax deduction calculation that is used to process the credit hours payment transaction
- Indicate when the mailing address and/or computation check has been completed and all computations are balanced

Employee records may be searched by SSN or organizational structure. The Settlement Backpay window (**Figure 22**) displays settlement back payment cases relating to:

- Settlement/Compensation damages (compdam) non-taxable
- Settlement/Compdam taxable
- Fair Labor Standards Act (FLSA)
- Sunday differential
- Non-tax miscellaneous
- Settlement/compdam non-tax with interest
- Settlement/compdam tax w/interest
- FLSA with interest
- Sunday differential with interest
- Non-tax miscellaneous with interest
- Interest

Note: An agency-processed settlement back payment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustments will be performed and all related fields of the certify and approval functions will be reset.

To adjust agency-processed settlement back payment details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

2. Select the applicable settlement backpay transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.
3. Click **[Record Detail]**. The Settlement Backpay window (**Figure 22**) is displayed.
4. Complete the fields according to instructions under **Settlement Backpay Window Field Instructions**.
5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

Also, the following options are available at the Settlement Backpay window (**Figure 22**) menu bar:

- To display the Agency Accounting Detail window (**Figure 23**) for processing accounting information, click **[Accounting]**.
- To display the Check Mailing Address window (**Figure 10**) for establishing or updating check mailing addresses and/or financial organization/institution information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all settlement back payment adjustment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) for confirming that a settlement back payment adjustment transaction is complete and ready for verification,

  OR

  To uncertify a settlement back payment transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of a settlement back payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing settlement back payment and accounting Information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user ID of the individuals who processed the last settlement back pay entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Settlement Backpay window (**Figure 22**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Adjusting Agency-Processed Settlement Back Payment Accounting Details

Accounting is a function of the Settlement Backpay window (**Figure 22**) used to display the Agency Accounting Detail window (**Figure 23**).

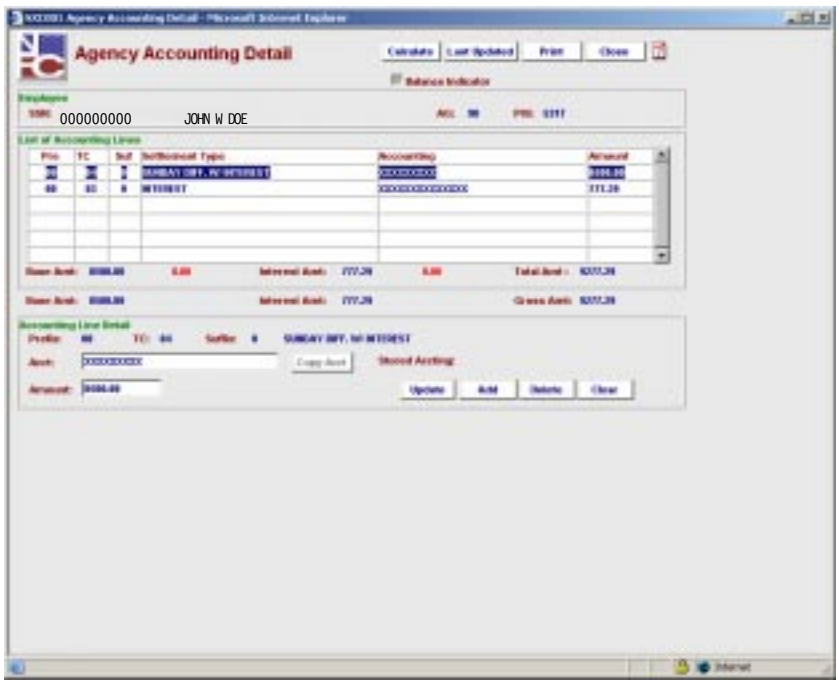

Figure 23. Agency Accounting Detail window

The Agency Accounting Detail window (**Figure 23**) is used to establish or adjust accounting in an employee's record. However, only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time.

The Agency Accounting Detail window (**Figure 23**) also deletes accounting information from a record, one transaction at a time. Information deleted from the Agency Accounting Detail window (**Figure 23**) is also deleted from the Agency Adjustment List window (**Figure 6**), employee's record, and vice versa.

To add or adjust accounting details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable accounting detail transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be added or adjusted.

3. Click **[Record Detail]**. The Settlement Backpay window (**Figure 22**) is displayed.

4. Complete the fields according to instructions under **Settlement Backpay Window Field Instructions**.

5. Click **[Accounting]**. The Agency Accounting Detail window (**Figure 23**) is displayed.

6. Select the line of accounting data on the List of Accounting Lines list box to be adjusted.

7. Complete the fields according to instructions under **Agency Accounting Detail Window Field Instructions**.

   Note: The **[Copy Acct]** command button on the Agency Accounting Detail window (**Figure 23**) allows stored accounting information to be copied from one pay period record to another pay period record. However, the employee's record must be established with accounting code information for the copy feature to be used.

8. After completing the fields, click **[Add]** to save the information and establish the new accounting record,

   OR

   Click **[Update]** to save the information and adjust the accounting information in the record.

   A check mark will appear in the Balance Indicator checkbox on the Agency Accounting Detail window (**Figure 23**) to indicate that the transaction's accounting is balanced.

   Note: (1) Saving changes to an adjusted record will cause existing accounting line details and deductions to be deleted and new accounting line details recomputed.

Also, the following options are available at the Agency Accounting Detail window (**Figure 23**) menu bar:

- To compute the amount fields for the accounting data being established or adjusted, click **[Calculate]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last accounting detail entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Agency Accounting Detail window (**Figure 23**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To clear the fields of data and refresh the window, click **[Clear]**.
- To return to the Settlement Backpay window (**Figure 22**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Settlement Back Payment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Settlement Backpay window (**Figure 22**), is used to display the Certify/Uncertify Settlement Backpay pop-up (**Figure 24**).

Figure 24. Certify/Uncertify Settlement Backpay pop-up

The Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) indicates whether or not a settlement back payment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Settlement Backpay window (**Figure 22**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Settlement Backpay window (**Figure 22**) identifies the individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

To certify/uncertify an agency-processed settlement back payment adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable settlement backpay transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Settlement Backpay window (**Figure 22**) is displayed.

4. Complete the fields according to instructions under **Settlement Backpay Window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Settlement Backpay Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Settlement Backpay window (**Figure 22**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment List window (**Figure 6**) will change to **3**, certified, or **2**, approval needed,

   OR

   Click **[Uncertify]** to confirm that the settlement backpay transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Settlement Backpay window (**Figure 22**).

Adjusting Agency-Processed Credit Hours Payment Records

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Full-time and part-time employees under flexible work schedules may earn credit hours with agency approval and, if applicable, union agreement. Employees are not paid basic pay or overtime pay for credit hours when they are earned. Credit hours may be used in a subsequent day, week, or pay period.

Credit hours payment information relates to the employee, accounting, T&A contact point, and salary data for payments made to an employee because of a court settlement. The details are used to establish and adjust information in an employee's record.

For more information, see:

Adjusting Agency-Processed Credit Hours Payment Details

Certifying/Uncertifying An Agency-Processed Credit Hours Payment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments

Adjusting Agency-Processed Cash Award/Special Bonus Records

Adjusting Agency-Processed Settlement Back Payment Records

Adjusting Agency-Processed Annual/Restored Leave Payment Records

Adjusting Agency-Processed Compensatory Time Payment Records

Adjusting Agency-Processed Miscellaneous Payment Records

Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Credit Hours Payment Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Credit Hours Payment window (**Figure 25**).

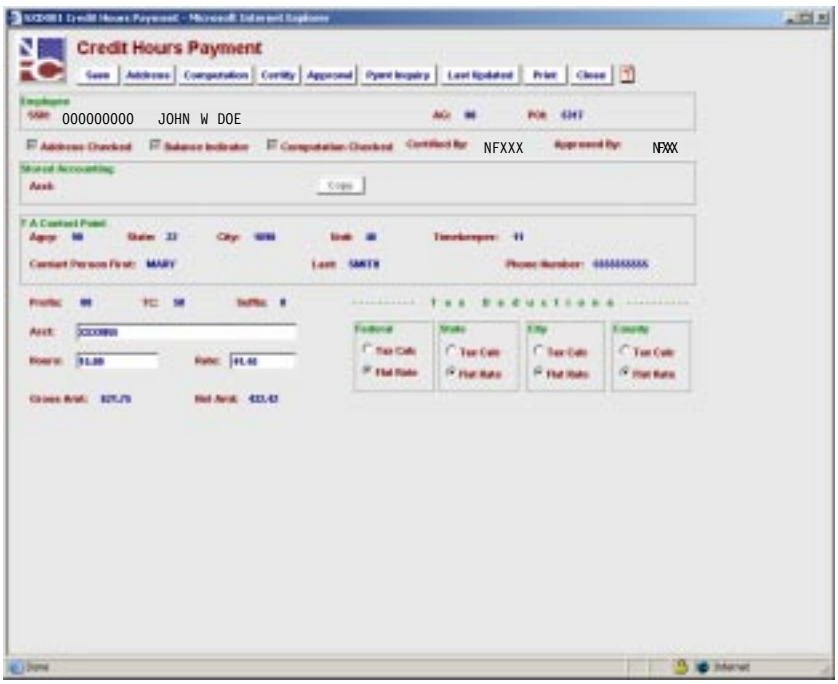

Figure 25. Credit Hours Payment window

The Credit Hours Payment window (**Figure 25**) is used to:

- Establish or adjust credit hours data
  - Hourly rates
  - Gross to net amounts paid to an employee
- Establish and adjust check mailing addresses and financial institution/organization information
- View payment computations
- View accounting computations and ensure that all accounting lines are assigned to the applicable accounting appropriation code
- Certify/uncertify records
- Approve all credit hours payment transactions
- Indicate the type of tax deduction calculation that is used to process the credit hours payment transaction
- Indicate when the mailing address and/or computation check has been completed and all computations balanced

Employee records may be searched by SSN or organizational structure. The Credit Hours Payment window (**Figure 25**) displays credit hours details for lump sum payments (LSP) paid at the base rate salary.

Note: An agency-processed credit hours payment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved,

the adjustment will be performed and all related fields to the certify and approval functions will be reset.

To adjust agency-processed credit hours payment details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Credit Hours Payment window (**Figure 25**) is displayed.

4. Complete the fields according to instructions under **Credit Hours Payment Window Field Instructions**.

   Note: The Credit Hours Payment window (**Figure 25**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

Also, the following options are available at the Credit Hours Payment window (**Figure 25**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or adjusting check mailing address and/or financial institution/organization information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all credit hours payment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) for confirming that a credit hours payment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of a credit hours payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing credit hours payment and accounting information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last credit hours payment entry and adjustment

transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.

- To print the displayed Credit Hours Payment window (**Figure 25**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Credit Hours Payment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Credit Hours Payment window (**Figure 25**), is used to display the Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**).

Figure 26. Certify/Uncertify Credit Hours Payment pop-up

The Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) indicates whether or not a credit hours payment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Credit Hours Payment window (**Figure 25**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Credit Hours Payment window (**Figure 25**) identifies the individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Credit Hours Payment window (**Figure 25**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields on the certify and approval functions.

To certify/uncertify an agency-processed credit hours payment adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable credit hours payment transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Credit Hours Payment window (**Figure 25**) is displayed.

4. Complete the fields according to instructions under **Credit Hours Payment Window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Credit Hours Payment Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Credit Hours Payment window (**Figure 25**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment list window (**Figure 6**) will change to **3**, certified, or **2**, approval needed,

   OR

   Click **[Uncertify]** to confirm that the transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Credit Hours Payment window (**Figure 25**).

Adjusting Agency-Processed Annual/Restored Leave Payment Records

The information below will assists agency users in processing annual and restored leave payment transactions in an employee's record.

Annual Leave

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the day immediately before the first day of the first complete pay period in the next calendar year.

The eligibility to earn annual leave is based on the employee's type of appointment and type of employment. A full-time employee may earn annual leave during a full biweekly pay period while in a pay status or in a combination of a pay status and a nonpay status. However, an employee who is not on the rolls for a complete period, excluding holidays and non-workdays, does not accrue leave.

Full-time employees may accumulate a maximum of 45 days of annual leave per year. Certain employees stationed at an overseas or foreign post of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days.

Part-time employees with a regular tour of duty of 1 or more days during each administrative workweek, and part-time employees on a flexible work schedule on a biweekly work schedule earn annual leave as follows:

- An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours in a pay status.
- An employee with 3 but less than 15 years of service earns 1 hour of annual leave for each 13 hours in a pay status.
- An employee with 15 years or more of service earns 1 hour of annual leave for each 10 hours in a pay status.

Part-time employees may accumulate not more than 240 or 360 hours of annual leave on the same basis that a full-time employee may accumulate 30 or 45 days of annual leave.

Employees paid other than on a biweekly pay period basis earn annual leave on a pro rata basis for a full pay period in the following circumstances:

- Transfer between positions (dual appointments between two agencies) with different pay periods
- Interruption of service by a non-leave-earning period
- Change in the type of employment from full-time to intermittent or vice versa
- Statutory or regulator restoration rights restored after service in the Armed Forces

Each pay period, annual leave is recorded on the employee's T&A record as a method of documenting his/her leave records. The record includes leave brought forward from the prior pay period, earned, available, used for the processing pay period, and balance to date. At the beginning of each new calendar year, the annual leave is brought forward from the last pay period of the prior year. If an employee's annual leave hours exceeds the annual leave ceiling, the excess must be restored or forfeited. For additional information, see **Title 5 USC 6304**.

Restored Annual Leave

When an employee's annual leave has been forfeited due to administrative error, exigencies of the public business (necessary work performed in lieu of scheduled leave), or sickness, it must be restored or forfeited. Restored leave is established using Form AD-582, Authorization for Restored Annual Leave Under P. L. 93-181 or P. L. 94-174, to process and adjust the leave on the Payroll/Personnel database. The leave must be scheduled and used within the time limit prescribed by Federal laws and departmental regulations. For additional information, see **Title 5 USC 6306**.

For more information, see:

Adjusting Agency-Processed Annual/Restored Leave Payment Details

Certifying/Uncertifying An Agency-Processed Annual/Restored Leave Payment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments

Adjusting Agency-Processed Cash Award/Special Bonus Records

Adjusting Agency-Processed Settlement Back Payment Records

Adjusting Agency-Processed Credit Hours Payment Records

Adjusting Agency-Processed Compensatory Time Payment Records

Adjusting Agency-Processed Miscellaneous Payment Records

Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Annual/Restored Leave Payment Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**), and each transaction window used to display detail information. In this instance, it is used to display the Annual/Restored Leave Payments window (**Figure 27**).

Figure 27. Annual/Restored Leave Payments window

The Annual/Restored Leave Payments window (**Figure 27**) is used to establish or adjust annual/restored leave payments in an employee's record. The Annual/Restored Leave Payments window (**Figure 27**) also deletes accounting information from a record, one transaction at a time. Information deleted from the Annual/Restored Leave Payments window (**Figure 27**) is also deleted from the Agency Adjustment List window (**Figure 6**), employee's record, and vice versa.

An agency-processed annual/restored leave payment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

To adjust agency-processed annual/restored leave payment details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable credit hours payment transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Annual/Restored Leave Payments window (**Figure 27**) is displayed. The message *Accounting Hours and Rates are displayed from the Payroll Database. Click SAVE when you have reviewed and entered in the relevant information* is also displayed. Click **[OK]**.

4. Complete the fields according to instructions under **Annual/Restored Leave Payments Window Field Instructions**.

   Note: The Annual/Restored Leave Payments window (**Figure 27**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record. The message *TINQ only if leave hours remain on the database after the next processing of PAYE.* is also displayed.

   Warning: When an annual or restored leave payment is processed, if the **Hour**, **Rate**, and/or **Gross Amount** fields in the Lines of Accounting section is adjusted for **T/C 42**, the system deletes all displayed accounting lines for **T/C 41, 45, and 46**. To add new accounting lines for **T/C 41**, **45**, and **46**, click **[Clear]** to refresh the fields, type the percentage in the cola, post diff, and/or AUO fields, as applicable, and click **[Add]** to create the new accounting lines. You must click **[Save]** to save the information to the Payroll/Personnel database.

Also, the following options are available at the Annual/Restored Leave Payments window (**Figure 27**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or updating check mailing addresses and/or financial institution/organization information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all annual/restored leave payment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Leave Payment pop-up (**Figure 28**) for confirming that an annual/restored leave payment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of an annual/restored leave payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing annual/restored leave payment and accounting information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last annual/restore leave payment entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Annual/Restored Leave Payments window (**Figure 27**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Annual/Restored Leave Payment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Annual/Restored Leave Payments window (**Figure 27**), is used to display the Certify/Uncertify Leave Payment pop-up (**Figure 28**).

Figure 28. Certify/Uncertify Leave Payment pop-up

The Certify/Uncertify Leave Payment pop-up (**Figure 28**) indicates whether or not an annual/restored leave payment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Leave Payment pop-up (**Figure 28**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Annual/Restored Leave Payments window (**Figure 27**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Annual/Restored Leave Payments window (**Figure 27**) identifies the individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Leave Payment pop-up (**Figure 28**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action clears the fields of the certify and approval functions.

To certify an agency-processed annual/restored leave payment adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Annual/Restored Leave Payments window (**Figure 27**) is displayed.

4. Complete the fields according to instructions under **Annual/Restored Leave Payments Window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Leave Payment pop-up (**Figure 28**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Leave Payment Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Annual/Restored Leave Payments window (**Figure 27**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment list window (**Figure 6**) will change to **3** for certified, or **2** for approval needed,

   OR

   Click **[Uncertify]** to confirm that the transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Annual/Restored Leave Payments window (**Figure 27**).

Adjusting Agency-Processed Compensatory Time Payment Records

Compensatory time is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.

Compensatory time not used before the end of the 26th pay period in the current year it was earned, shall be paid at the overtime rate in effect at the time it was earned. Payment for compensatory time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked. Refer to Federal rules and departmental regulations on the eligibility of granting compensatory time. For additional information, see **Title 5 USC 5543** and **Title 5 Code of Federal Regulations (CFR) 532.504 and 551.531**.

For more information, see:

Adjusting Agency-Processed Compensatory Time Payment Details

Certifying/Uncertifying An Agency-Processed Compensatory Time Payment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments

Adjusting Agency-Processed Cash Award/Special Bonus Records

Adjusting Agency-Processed Settlement Back Payment Records

Adjusting Agency-Processed Credit Hours Payment Records

Adjusting Agency-Processed Annual/Restored Leave Payment Records

Adjusting Agency-Processed Miscellaneous Payment Records

Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Compensatory Time Payment Details

Record Details is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Compensatory Time Payment window (**Figure 29**).

Figure 29. Compensatory Time Payment window

The Compensatory Time Payment window (**Figure 29**) is used to establish or adjust compensatory time payments in an employee's record.

An agency-processed compensatory time payment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

To adjust agency-processed compensatory time payment details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Compensatory Time Payment window (**Figure 29**) for the applicable transaction is displayed. The messages *Accounting Hours and Rates are displayed from the Payroll Database.* and *Click SAVE when you have reviewed and entered in the relevant information* are displayed. Click **[OK]**.

4. Complete the fields according to instructions under **Compensatory Time Payment Window Field Instructions**.

   Note: The Compensatory Time Payment window (**Figure 29**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

Also, the following options are available at the Compensatory Time Payment window (**Figure 29**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or adjusting check mailing address and/or financial institution/organization information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all compensatory time payment calculations except accounting calculations, click **[Computation]**.

- To display the Certify/Uncertify Compensatory Time Payment pop-up (**Figure 27**) for confirming that a compensatory time payment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.

- To approve the processing of a compensatory time payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing compensatory time payment information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last comp time payment entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Compensatory Time Payment window (**Figure 29**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Compensatory Time Payment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Compensatory Time Payment window (**Figure 29**), is used to display the Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**).

Figure 30. Certify/Uncertify Compensatory Time Payment pop-up

The Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) indicates whether or not a compensatory time payment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Compensatory Time Payment window (**Figure 29**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Compensatory Time Payment window (**Figure 29**) identifies individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields on the certify and approval functions.

To certify an agency-processed compensatory time payment adjustment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Compensatory Time Payment window (**Figure 29**) is displayed.

4. Complete the fields according to instructions under **Compensatory Time Payment Window Field Instructions**.

5. Click **[Certify]**. Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Compensatory Time Payment Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment list window (**Figure 6**) will change to **3**, certified, or **2**, approval needed,

   OR

   Click **[Uncertify]** to confirm that the comp time payment transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Compensatory Time Payment window (**Figure 29**).

Adjusting Agency-Processed Miscellaneous Payment Records

Miscellaneous Payment is a variety of adjustments and payments processed under this function. Following is a brief description of the types of miscellaneous transactions that are processed using this function.

Allowances

- **Comparability**. An allowance for certain eligible Federal physicians and dentists who enter service agreements with an agency. The allowance is paid to physicians and dentists in categories for which the agency is experiencing recruitment and retention problems. The allowances are fixed at the minimum amounts necessary to deal with such problems. For additional information, see **Title 5 of USC, Section 5948**.
- **Education**. An allowance given to an employee in a foreign area for extraordinary and necessary expenses, not otherwise compensated for, to provide adequate elementary and secondary education for his/her dependents. For additional information, see **Title 5 of USC, Section 5924**.
- **Foreign Language**. An allowance for law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post. For additional information, see **Title 5 of USC, Section 5948**.
- **Foreign Post/Post**. Foreign Post is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost-of-living, exclusive of the cost of quarters, is substantially higher than in Washington, D.C. It is intended to reimburse an employee for certain excess costs resulting from being stationed in a foreign area.

  Post is an annual rate allowance given as a percentage amount based on salary, size of family, and location of the post. For additional information, see **Title 26 of IRC, Section 954, Department of State Standardized Regulations (DSSR), Chapter 200, Section 220 (Reference (t) and Department of Defense (DoD) 1400.25-M, Subchapter 1350 (Reference (u)**.
- **Hazardous Duty**. An allowance for the performance of duty involving a physical hardship under condition in which an accident could result in serious injury, extreme physical discomfort, or distress. Hazardous duty is not adequately alleviated by protective or mechanical devices. For additional information, see **Title 5 of USC, Sections 5545 and 5548** and **Title 5 of CFR, Sections 550.901-907**.
- **Horse**. An allowance for the necessary equipment, training, and maintenance of a horse used on the job. For additional information, see **Title 5 of USC, Section 1823**.
- **Life Cycle Account.** An allowance that allows employees up to $400 per year of a benefit for membership to a fitness or wellness plan. The benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan. The allowance is recorded as income to the employee with the appropriate Federal, state, and social security tax deductions withheld. The payment is reflected on the employee's Earnings and Leave Statement indicating "Life Cycle Account", and Form W-2 at the end of the year.
- **Quarters**. An allowance for all cost associated with either temporary or residence quarters whenever government-owned or government-rented quarters are not provided

without charge to the employee. For additional information, see **Title 5 of USC, Section 5923**.

- **Reassignment**. An allowance for an appointment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or in the United States, between assignments to a post in a foreign area. For additional information, see **Title 5 of USC, Section 5924**.
- **Remote Worksite**. An allowance to an employee who is assigned to duty, except temporary duty, at a remote site not located near an established community or suitable place of residence. The employee encountered a degree of expense, hardship, and inconvenience in traveling to and from his/her residence and the work site that extends beyond what is normally encountered in metropolitan commuting. For additional information, see **Title 5 of USC, Section 5942**.
- **Retention**. An allowance for retaining an employee's services. A current employee is eligible for a retention allowance if the unusually high or unique qualification of the employee or a special need of the agency for the employee's services make it essential to retain the employee. For additional information, see **Title 5 of USC, Section 2103**.
- **Separate Maintenance**. An allowance for employees with the additional expenses of maintaining family members at a place other than the employee's post of duty for the convenience of the Government or due to dangerous, unhealthy, or excessively adverse living conditions at the employee's post. For additional information, see **Title 26 of Internal Revenue Code (IRC), Section 71**.
- **Travel**. An allowance for traveling on official business away from the employee's designated post of duty, or away from the employee's home or regular place of business. For additional information, see **Title 5 of USC, Section 5702**.
- **Uniform**. An allowance for employees who are required by law or regulation to wear a uniform in the performance of official duties. In lieu of providing an allowance, a uniform may be provided. For additional information, see **Title 5 of USC, Section 1593**.

Differential

- **Cost Of Living**. A differential to reimburse an employee for certain cost, exclusive of any quarters cost, which result from being officially stationed in a foreign area. For additional information, see **Title 5 of USC, Section 5924**.
- **Post**. Post differential is established for a location with extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stations or detailed at that place. Living costs are not considered in differential determination. Post differential is additional compensation based on an established percentage over basic compensation ranging from 5 percent to 25 percent. Post differential is subject to social security and/or medicare and federal tax deductions For additional information, see **Title 5 of USC, Sections 5551 and 5925**.

  Nonforeign Post. Nonforeign post differential is payable under 5 USC.5941 (Reference (b)), at a location in a nonforeign area if conditions or environment differ substantially from conditions of environment in the contiguous United State and warrant its payment as a recruitment incentive.

- **Hazardous Pay**. A differential for all hours in a pay status paid to employees for the performance of hazardous duty or duty involving hardship. Such duty involves exposure to extreme temperatures for a long period of time, arduous physical exertion, or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation. For additional information, see **Title 5 of CFR, Section 550**.

Bonuses

- **Recruitment And Relocation**. A bonuses offered to candidates for hard-to-fill positions and/or occupations that are critical to the organization's mission. Authorized payments of up to 25 percent of basic pay are offered to recruit certain newly appointed employees or retain certain current employees who must relocate to accept a position in a different commuting area. For additional information, see **Title 5 of USC, Section 5753 and Title 5 of CFR, Section 575**.

Pay

- **Administratively Uncontrollable Overtime (AUO) - Annual Premium Pay For Overtime.** When an employee is in a position in which the hours of duty cannot be controlled administratively, he/she is generally responsible for recognizing, without supervision, circumstances that require him/her to remain on duty. The circumstances under which payment for AUO is appropriate are extremely limited to substantial amounts of irregular, unscheduled overtime work. Premium pay may be paid on an annual basis, except premium pay for regular overtime work, and work at night, on Sunday, and on holidays. Annual premium pay under 5 USC 5545(c)(2) provides that premium pay for AUO is a percentage of not less than 10 percent nor more than 25 percent of the employee's rate of basic pay. AUO is not appropriate for nonexempt employees. For additional information, see **Title 5 of USC, Sections 5304, 5305, 8331(3)(d), 8704(c)(1), and Title 5 of CFR, Section 505.151**.
- **Customs Officer Premium Rate (COPR)/O/T**. Compensation paid to custom officers and canine enforcement officers of the Department of the Treasury for work performed in excess of 40 hours in the administrative workweek or in excess of 8 hours in a day. Premium pay is equal to up to three times the hourly rate of the basic pay of the officer. Premium pay consists of the following types of pay:
  - Night
  - Holiday pay for employees not in receipt of annual premium pay for standby duty
  - Sunday
  - Annual premium pay for regularly scheduled standby duty
  - Annual premium pay for administratively uncontrollable work
  - Availability pay for LEOs
  - Environmental pay for FWS employees
  - Hazard pay for GS employees.

  For additional information, see **Title 5 of USC, Sections 5343, 5542, 5544, 5545, 5546, 5547, and 5549**, as applicable.
- **Holiday**. Compensation for time worked on a holiday designated by federal statute. The employee is paid at the rate of basic pay plus premium pay at a rate equal to the

rate of the basic pay, for that holiday work which is not in excess of the scheduled tour of duty or overtime work. For additional information, see **Title 5 of USC, Section 5542**.

- **Hostile Fire**. Compensation for working in an area in which the employee is subject to hostile fire, hostile mines, or imminent danger during the period of duty in that area. Hostile fire pay is also provided if the employee is killed, injured, or wounded by hostile file, explosion of hostile mines, or hostile action. The employee is paid at the rate of $150 for any month in which he/she is entitled to basic pay. For additional information, see **Title 37 of USC, Section 310**.

- **Limited**. A limitation of premium pay (night pay, compensatory pay, overtime pay, premium pay on an annual basic, and pay for Sunday and holiday work), in combination with basic pay, that causes the total for any pay period for General Schedule (GS) employees to exceed the maximum rate payable for GS-15. The limit may include locality-based comparability or special salary rates. For additional information, see **Title 5 of USC, Section 5547 and Title 5 of CFR, Section 550.105**.

- **Overtime**. Compensation for working irregular or occasional hours that are not part of the employee's regularly scheduled administrative workweek. Overtime is paid at one and one-half times the employee's hourly rate of pay. For additional information, see **Title 5 of USC, Section 550**.

  Overtime Over 8 Hours. Compensation for hours of work performed in excess of 8 hours on any 1 day within the 40 hour basic workweek. For additional information, see **Title I, Chapter 7, Section 1**.

  Overtime Over 40 Night Differential. Compensation for hours of regularly scheduled work performed outside the basic 40-hours workweek during the night differential period. For additional information, see **Title I, Chapter 7, Section 1**.

For more information, see:

Adjusting Agency-Processed Miscellaneous Payment Details

Certifying/Uncertifying An Agency-Processed Miscellaneous Payment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments

Adjusting Agency-Processed Cash Award/Special Bonus Records

Adjusting Agency-Processed Settlement Back Payment Records

Adjusting Agency-Processed Credit Hours Payment Records

Adjusting Agency-Processed Annual/Restored Leave Payment Records

Adjusting Agency-Processed Compensatory Time Payment Records

Adjusting Agency-Processed Student Loan Repayment Records

Adjusting Agency-Processed Miscellaneous Payment Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Miscellaneous Payment window (**Figure 31**).

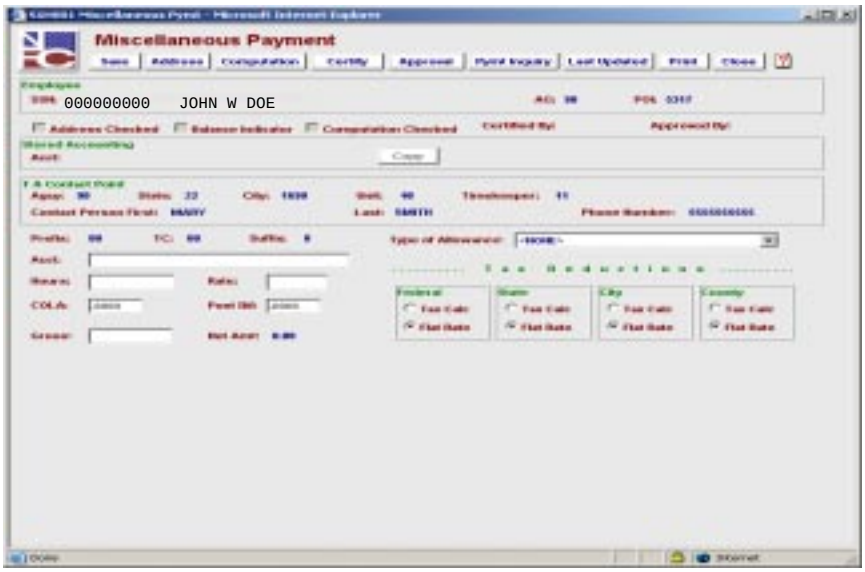

Figure 31. Miscellaneous Payment window

The Miscellaneous Payment window (**Figure 31**) is used to establish or adjust allowance, differential, bonus, payment, AUO and life cycle account transactions in an employee's record.

An agency-processed miscellaneous payment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

To adjust agency-processed miscellaneous payment details:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable miscellaneous payment transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Miscellaneous Payment window (**Figure 31**) is displayed.

   Warning: To process a miscellaneous payment, **first**, you ***must*** select the applicable payment type in the **Type of Payment** field to generate information on the Miscellaneous Payment window (**Figure 31**) that applies to the transaction being processed. For example, if you are updating a COLA transaction, click the drop-down arrow on the **Type of Payment** field and select **COLA**. Information will generate in fields applicable to COLA. Selecting any other field first, will ***delete*** information in fields that may apply to COLA.

4. Complete the fields according to instructions under **Miscellaneous Payment Window Field Instructions**.

   Note: The Miscellaneous Payment window (**Figure 31**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record,

Also, the following options are available at the Miscellaneous Payment window (**Figure 31**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or updating check mailing addresses and/or financial institution/organization information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all miscellaneous payment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**) certify/uncertify pop-up for confirming that an allowance payment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of a miscellaneous payment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing miscellaneous payment information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last miscellaneous payment entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Miscellaneous Payment window (**Figure 31**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Miscellaneous Payment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Miscellaneous Payment window (**Figure 31**), is used to display the Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**).

Figure 32. Certify/Uncertify Miscellaneous Payment pop-up

The Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**) indicates whether or not an allowance, differential, bonus, or payment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Miscellaneous Payment window (**Figure 31**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**) identifies individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Miscellaneous Payment pop-up (**Figure 32**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields on the certify and approval functions.

To certify an agency-processed allowance, differential, bonus, or payment transaction:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Miscellaneous Payment window (**Figure 31**) is displayed.

4. Complete the fields according to instructions under **Miscellaneous Payment Window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Allowance Payment pop-up (**Figure 32**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Miscellaneous Payment Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Miscellaneous Payment window (**Figure 31**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment List window (**Figure 6**) will change to **3** for certified, or **2** for approval needed,

   OR

   Click **[Uncertify]** to confirm that the miscellaneous payment transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Miscellaneous Payment window (**Figure 31**).

Adjusting Agency-Processed Student Loan Repayment Records

The Federal Student Loan Repayment Program implemented under Title 5 USC 5379, authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The program permits agencies to repay certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. Student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Agencies may also use student loan repayment benefits in conjunction with a physicians comparability allowance (PCA). However, Title 5 CFR 595.105(e) requires that the amount of the PCA be reduced by the amount of the student loan repayment.

Eligibility

Any employee (as defined in Title 5 USC 2105) is eligible, unless specifically excluded by law or regulation (e.g., Schedule C appointees). Agencies may offer loan repayment benefits to:

- Temporary employees who are serving on appointments leading to conversion to term or permanent appointments
- Term employees with at least 3 years left on their appointment
- Permanent employees (including part-time employees)
- Employees serving on excepted appointments with conversion to term, career, or career conditional appointments (including, but not limited to, Career Intern or Presidential Management Intern appointments)

Loan That Qualify Under The Federal Student Loan Repayment Plan

A student loan is eligible if it made, insured, or guaranteed under parts B, D, or E of Title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act. Loans covered under the Higher Education Act of 1965 include:

- Federal Stafford loans - Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans
- Federal Plus loans - Federal and Direct Plus loans
- Federal Consolidation loans - direct subsidized, direct unsubsidized, and Federal Consolidation loans
- Federal Perkins loan
- Loans made or insured under the Public Health Service Act - nursing student, health profession student, and health education assistance loan programs

Limitations

Although the student loan is not forgiven, agencies may make payments to the loan holder of up to a maximum of $6,000 per employee per calendar year and a total of $40,000 per employee. To limit the total amount of all payments, agencies are responsible for monitoring, tracking, and ensuring that the student loan repayments do not exceed the outstanding student loan balance.

Service Agreement

An employee receiving this benefit must sign a service agreement to remain in the service of the paying agency for a period of at least three years. An employee must reimburse the paying agency for all benefits received if he/she is separated voluntarily or separated involuntarily for cause or poor performance. In addition, the employee must maintain an acceptable level of performance in order to continue to receive repayment benefits.

Reports And Records

Agencies must keep a record of each student loan repayment and make the record available for review upon request. Records may be destroyed after three years or after OPM formally evaluates the program, whichever comes first.

Agencies are required to report annually to OPM on the use of the student loan repayment authority. Before January 1 of each year, agencies must submit their reports for the previous fiscal year. The report must contain:

- The Number of employees selected to received the benefit
- The job classifications of the recipient
- The cost to the Federal Government of providing the loan repayment

OPM uses the information in its annual report to Congress on the agencies use of the student loan repayment program.

Tax Liability

Agencies that repay student loans incurred by employee, must include the repayment in the employee's gross income and in wages for Federal employment tax purposes.

For additional student loan repayment information, see:

Title 5 USC 5379

Title 5 USC 2105

Title 5 CFR 537.104

Title 5 USC 537.110

Title 5 USC 5379 (h)(1)

For more information, see:

Adjusting Agency-Processed Student Loan Repayment Details

Certifying/Uncertifying An Agency-Processed Student Loan Repayment Adjustment

For additional information on a specific transaction, see:

Initiating Agency-Processed Adjustments

Adjusting Agency-Processed Cash Award/Special Bonus Records

Adjusting Agency-Processed Settlement Back Payment Records

Adjusting Agency-Processed Credit Hours Payment Records

Adjusting Agency-Processed Annual/Restored Leave Payment Records

Adjusting Agency-Processed Compensatory Time Payment Records

Adjusting Agency-Processed Miscellaneous Payment Records

Adjusting Agency-Processed Student Loan Repayment Details

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Student Loan Repayment window (**Figure 33**).

Figure 33. Student Loan Repayment window

The Student Loan Repayment window (**Figure 33**) is used to establish or adjust a student loan repayment transaction in an employee's record.

An agency-processed student loan repayment transaction can be adjusted at any time as long as it has not been approved, processed, or closed. If the transaction has been approved, the adjustment will be performed and all related fields to the certify and approval functions will be reset.

To adjust the details of an agency-processed student loan repayment:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable student loan repayment transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be adjusted.

3. Click **[Record Detail]**. The Student Loan Repayment window (**Figure 33**) is displayed.

4. Complete the fields according to instructions under **Student Loan Repayment window Field Instructions**.

   Note: The Student Loan Repayment window (**Figure 33**) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information for the feature to be used.

5. After completing the fields, click **[Save]** to save the information and establish or adjust the record.

Also, the following options are available at the Student Loan Repayment window (**Figure 33**) menu bar:

- To display the Check Mailing Address window (**Figure 10**) for establishing or updating check mailing addresses and/or financial organization/institution information, click **[Address]**.
- To display the Computation List pop-up (**Figure 11**) for viewing all student loan repayment calculations except accounting calculations, click **[Computation]**.
- To display the Certify/Uncertify Student Payment pop-up (**Figure 34**) for confirming that a student loan repayment transaction is complete and ready for verification,

  OR

  To uncertify a transaction as not being complete and ready for verification, click **[Certify]**.
- To approve the processing of a student loan repayment transaction, click **[Approval]**.
- To display the Payment Inquiry pop-up (**Figure 13**) for viewing student loan repayment information, click **[Pymt Inquiry]**.
- To display the Last Updated Information pop-up (**Figure 16**) for viewing the user IDs of the individuals who processed the last student loan repayment entry and adjustment transactions in a record, and the dates and times of the entry and adjustment, click **[Last Updated]**.
- To print the displayed Student Loan Repayment window (**Figure 33**), click **[Print]**.
- To display Windows Help, click **[Help]**.
- To return to the Agency Adjustment List window (**Figure 6**), click **[Close]**.

Certifying/Uncertifying An Agency-Processed Student Loan Repayment Adjustment

The Certify function is available on each transaction window to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. In this instance, the Certify function, located on the Student Loan Repayment window (**Figure 33**), is used to display the Certify/Uncertify Student Payment pop-up (**Figure 34**).

Figure 34. Certify/Uncertify Student Payment pop-up

The Certify/Uncertify Student Payment pop-up (**Figure 34**) indicates whether or not an student loan repayment transaction has been received, input completed, and the payment ready for verification.

The Certify/Uncertify Student Payment pop-up (**Figure 34**) only displays to certify a transaction if the Address Checked, Balance Indicator, and Computation Checked checkboxes on the Student Loan Repayment window (**Figure 33**) each display a check mark to indicate that the applicable information has been verified.

After processing has completed, the Certified By field on the Certify/Uncertify Student Payment pop-up (**Figure 34**) identifies the individual by user ID who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Student Payment pop-up (**Figure 34**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields on the certify and approval functions.

To certify an agency-processed student loan repayment transaction:

1. Search for the employee's information using the instructions under **Searching For/Viewing SPPSWIN Transactions**. The Agency Adjustment List window (**Figure 6**) is displayed.

   Transactions are displayed in the list box on the Agency Adjustment List window (**Figure 6**), based upon the search criteria entered.

   Note: If a request for action cannot be located, the transaction does not exist and must be established. For additional information, see **Adding Agency-Processed Adjustment Details**.

2. Select the applicable transaction from the list box on the Agency Adjustment List window (**Figure 6**) that is to be certified/uncertified.

3. Click **[Record Detail]**. The Student Loan Repayment window (**Figure 33**) is displayed.

4. Complete the fields according to instructions under **Student Loan Repayment window Field Instructions**.

5. Click **[Certify]**. The Certify/Uncertify Student Payment pop-up (**Figure 34**) is displayed.

6. Complete the fields according to instructions under **Certify/Uncertify Student Payment Pop-up Field Instructions**.

7. After entering the fields, click **[Certify]** to confirm that the transaction is complete and ready for verification. The Certified By field on the Student Loan Repayment window (**Figure 33**) displays the user ID of the individual who certified the transaction. The Status Code field on the Agency Adjustment List window (**Figure 6**) will change to **3** for certified, or **2** for approval needed,

   OR

   Click **[Uncertify]** to confirm that the student loan repayment transaction is not complete or ready for verification,

   OR

   Click **[Cancel]** to cancel the process and return to the Student Loan Repayment window (**Figure 33**).

Field Descriptions/Instructions For SPPSWIN

This section presents the following topics:

Getting Started In SPPSWIN Field Instructions
Agency-Processed Adjustments Field Instructions
Cash Awards/Special Bonuses Field Instructions
Settlement Back Payments Field Instructions
Credit Hours Payments Field Instructions
Annual/Restored Leave Payments Field Instructions
Compensatory Time Payments Field Instructions
Miscellaneous Payments Field Instructions
Student Loan Repayment Field Instructions

Getting Started In SPPSWIN Field Instructions

This section presents the following topics:

NFC Logon Banner Field Instructions
Change Password Field Instructions
SPPSWIN Main Menu Field Instructions
Agency Adjustment List Window Field Instructions

NFC Logon Banner Field Instructions

The NFC logon banner (**Figure 2**) is used to log on to SPPSWIN.

Logon

User Id *Required, alphanumeric, 6-8 positions*
Type your individual user identification number.

Password *Required, alphanumeric, 6-8 positions*
Type your unique password.

Server *Required*
Click the checkbox to display the drop down list and select ***Payroll/Personnel***.

Logon *Required*
Click **Logon** to display the applications.

Logoff *Required*
Click **Logoff** to exit the applications.

Cancel *Required*
Click **Cancel** to terminate the process.

Start *Required*
Select ***(SPPS) Special Payroll Processing System v04.01*** and click **Start** to display the Database pop-up.

Change Password Field Instructions

Your password may be changed at any time but not more than once a day. For additional information, see **Changing Your Password**.

User Id *Required, alphanumeric, 6-8 positions*
Type your individual user identification number.

Old Password

Required, alphanumeric, 6-8 positions

Type your unique password.

New Password

Required, alphanumeric, 6-8 positions

Type your new password.

Confirm New Password

Required, alphanumeric, 6-8 positions

Type your new password again to confirm that it was entered as intended.

SPPSWIN Main Menu Field Instructions

The SPPSWIN Main Menu (**Figure 4)** is used to log on to SPPSWIN. For additional information, see **Starting SPPSWIN**.

Agency Adjustment

Conditional

If you are an authorized SPPSWIN agency user, select this button to process adjustment and/or payment information.

Reports

Conditional

If you are an authorized agency or NFC user, select this button to request a report for the applicable agency.

NFC Adjustment

Condiitonal for NFC use only

If you are an authorized NFC employee, select this button to process adjustment and/or payment information

Interest

Conditional

If you are an authorized agency user, select this field to view daily, quarterly, and/or yearly interest rate and date information.

If you are an authorized NFC employee, select this button to establish or update daily, quarterly, and/or yearly interest rate and date information.

Database

Conditional

If you are an authorized agency user select this button to obtain the database exclusive to your agency for processing adjustment and payment information.

Exit

Conditional

Select this button to exit the SPPSWIN application.

Agency Adjustment List Window Field Instructions

The Agency Adjustment List window (**Figure 6**) is used to establish, adjust, credit, delete, and view accounting and/or payment details for the transaction being processed. For additional information, see **Searching For/Viewing SPPSWIN Transactions**.

Search

SSN

Conditional, numeric, 9 positions

If you are searching for a specific SSN, type the employee's 9-digit SSN. Otherwise, leave this field blank.

AG

Conditional, numeric, 2 positions

If you are searching for any SSN within an agency, type the agency or bureau code for the office submitting the request for action. Otherwise, leave this field blank. For additional agency or bureau information, see **Table Management System (TMGT), Table 023, Agency/Bureau Table**.

POI

Conditional, numeric, 4 positions

If you are searching for any SSN within a POI, type the POI for the office submitting the request for action.

User ID

Required, alphanumeric, 6-8 positions

Type your individual user identification number.

Search Status Code

Required

Click the drop-down arrow to display the drop-down list and select the status code for the type of transactions to be displayed from the search.

Note: `All` is the default search status code. Valid values are:

`All`	Displays all transactions processed in SPPSWIN or all transactions for a specific agency.
`Approved`	Displays all transactions within SPPSWIN or for a specific agency that will be processed and paid on the next manual schedule.
`Awaiting approval`	Displays all transactions within SPPSWIN or for a specific agency that are awaiting approval for processing.
`Certified`	Displays all transactions within SPPSWIN or for a specific agency that have been received, the input completed, and the payment ready for verification.
`New`	Displays all transactions within SPPSWIN that are new records processed by an agency..
`NFC process`	Displays all transactions within SPPSWIN that have been processed by NFC.

`Pymt processed`	Displays all payment transactions within SPPSWIN that have been processed.
`Release to NFC`	Displays transactions within SPPSWIN that are entered by an agency, but released to NFC for processing.

Name

No Entry

System-generates the name of the employee when a record is selected from the list box on the Agency Adjustment List window (**Figure 6**).

SSN

No entry

Identifies the employee's 9-digit SSN.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

St

No entry

Indicates the processing status of the transaction. Valid values are:

`1`	Pymt processed - The transaction has been processed and the request cannot be updated.
`2`	Awaiting approval - The transaction is awaiting approval.
`3`	Certified - The transaction will be paid and processed on the next manual schedule.
`4`	Out of balance - The transaction is out of balance. Computations must be checked.
`5`	Closed by NFC - see remarks - No action was taken by NFC. Review NFC remarks for an explanation.
`6`	New - A new record has been processed by the agency. However, if the request for action is for NFC to process, the status code will change when SPPSWIN is logged into by an NFC user.
`7`	Release to NFC - The transaction is entered in SPPSWIN by an agency user, but is released to NFC for processing.
`0`	In process - The transaction is currently being processed.

P/P

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Sched #

No entry

Identifies the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Received Date

No entry

Indicates the date the request for action was entered in SPPSWIN.

Reply Date

No entry

Indicates the date the transaction was completed and paid. If this field is blank, the transaction is still pending.

NFC Ind

No entry

System generates a **Y** (Yes) if NFC processed the transaction.

User ID

No entry

The user identification number of the individual that is processing the transaction.

Type of Adjustment

No entry

Indicates the type of transaction being processed. For a listing of the types of adjustments, see **Types Of Adjustments Table**.

Agency Remarks

No entry

Indicates any agency remarks applicable to the processing of the transaction.

NFC Remarks

No Entry

Indicates any NFC remarks applicable to the adjustment that has been completed.

Agency-Processed Adjustments Field Instructions

This section presents the following topics:

Agency Adjustment Details Window Field Instructions
Agency Adjustment Update Contact Window Field Instructions
Payment Inquiry Pop-up Field Descriptions
Check Mailing Address Window Field Instructions
Computation List Pop-up Field Descriptions
Accounting List Pop-up Field Descriptions
Notebook Window Field Instructions
Last Updated Information Pop-up Field Descriptions
Interest Pop-up Field Descriptions

Agency Adjustment Detail Window Field Instructions

The Agency Adjustment Detail window (**Figure 8**) is used to establish the details of a transaction. The information on the window is the criteria used for processing a request for action. Details relate to the employee, agency contact person, type of adjustment, and agency instructions and authorization when NFC processes a request for action. For additional information, see **Adding Agency-Processed Adjustment Details**.

Add Information

SSN

Required, numeric, 9 positions

Type the employee's 9-digit SSN.

First

Required, alphanumeric, max. of 12 positions

Type the first name of the employee.

M

Required, alpha, 1 position

Type the employee's middle initial.

Last

Required, alphanumeric, max. of 17 positions

Type the last name of the employee.

AG

Required, numeric, 2 positions

Type the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

Required, numeric, 4 positions

Type the personnel office identifier for the office submitting the request for action.

Pay Period

Required, numeric, 2 positions

Type the pay period in which the action occurred. If multiple pay periods are involved, type the beginning pay period in which the action occurred.

Yr

Required, numeric, 4 positions

Type the pay period year in which the action occurred. If multiple pay periods are involved, type the beginning pay period year in which the action occurred.

Type Payment

No entry

Indicates the type of payment being processed. For a listing of payment types, see **Type Payment Codes Table**.

Receive Date

No entry

Indicates the date the request for action was entered in SPPSWIN.

Contact Person

First Name

Required, alphanumeric, max. of 12 positions

Type the first name of the individual to be contacted for information related to the request for action.

Last Name

Required, alphanumeric, max. of 17 positions

Type the last name of the individual to be contacted for information related to the request for action.

Phone Number

Required, numeric, max. of 10 positions

Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action.

NFC Process

Conditional

Click **[NFC Process]** if NFC has authorization to process the transaction.

Warning: When the ***[NFC Process]*** check box is selected, all adjustments to this record thereafter, will be processed by NFC only.

Type of Adjustment

Required

Click the drop-down arrow to display the drop-down list and select the type of adjustment transaction being processed. Valid values are:

Other - NFC process
Annual/restored
Cash awards/special bonuses
Compensatory time
Credit hours
Miscellaneous payment
Settlement backpay
Student loan

Agency Remarks

Conditional, alphanumeric, max. of 240 positions

Type any agency remarks applicable to the processing of the transaction.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Agency Adjustment Update Contact Window Field Instructions

The Agency Adjustment Update Contact window (**Figure 9**) is a function of the Agency Adjustment List window (**Figure 6**). It is used to establish agency contacts for obtaining information relating to a specific request for action. It provides information relating to the transaction (e.g., agency ID, receive date, type of adjustment, etc.). For additional information, see **Updating Contact Information For Agency-Processed Adjustments**.

SSN

No entry

Identifies the employee's 9-digit SSN.

First

No entry

Identifies the first name of the employee.

M

No entry

Identifies the employee's middle initial.

Last

No entry

Identifies the last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Pay Period

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Yr

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Type Payment

No entry

Indicates the type of payment being processed. For a listing of payment types, see **Type Payment Codes Table**.

Receive Date

No entry

Indicates the date the request for action was entered in SPPSWIN.

Type of Adjustment

No entry

Indicates the type of adjustment being processed.

Agency Remarks

No entry

Indicates any agency remarks applicable to the processing of the transaction.

NFC Process

No entry

If a check mark appears in this check box, the agency has authorized NFC to process the transaction.

Warning: When the ***[NFC Process]*** check box is selected, all adjustments to this record thereafter, will be processed by NFC only.

Contact Person

First Name

Required, alphanumeric, max. of 12 positions

Type the first name of the individual to be contacted for information relating to the request for action.

Last Name

Required, alphanumeric, max. of 17 positions

Type the last name of the individual to be contacted for information relating to the request for action.

Phone Number

Required, numeric, max. of 10 positions

Type the telephone number beginning with the area code for the individual to be contacted for information relating to the request for action.

Payment Inquiry Pop-up Field Descriptions

The Payment Inquiry pop-up (**Figure 13**) is used to view check mailing addresses and financial institution/organization information used in processing DD/EFT, financial allotments, and TSP loans after a transaction is processed. Payment information can be viewed from the following windows:

- Agency Adjustment List (**Figure 6**)
- Cash Awards/Special Bonuses (**Figure 20**)
- Settlement Backpay (**Figure 22**)
- Credit Hours Payment (**Figure 25**)
- Annual/Restored Leave Payments (**Figure 27**)
- Compensatory Time Payment (**Figure 29**)
- Miscellaneous Payment (**Figure 31**)
- Student Loan Repayment (**Figure 33**)

Note: The Payment Inquiry pop-up (**Figure 13**) will not display until after information has been processed on the Check Mailing Address window (**Figure 10**).

For additional information, see **Viewing Payment Information**.

Office

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

T and A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from Information/Research Inquiry System (IRIS) Program IR124, Address/Check Information. If the employee is no longer on the database, the information must be added in SPPSWIN. For additional information, see **Adding Agency-Processed Adjustment Details**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Indicates the agency-assigned number that identifies the timekeeper.

OR

Designated Agent Code

No entry

Indicates the code for the agency or bureau designated to receive employee salary payments, if the employee's salary payments are being sent to a designated agent.

Check Mailing Address

Street Address

No entry

Indicates the street address where the employee's salary payments are mailed, if a mailing address is designated.

City

No entry

Indicates the name of the city where the employee's salary payments are mailed, if a mailing address is designated.

State

No entry

Indicates the abbreviated code for the state where the employee's salary payments are mailed, if a mailing address is designated.

Note: If the duty station is located outside one of the 50 states, type the 2-digit alpha country code in the state portion of the field. For a list of valid state, city, and country codes, see **TMGT Table 016, Geographical Location Codes With Names Table**.

ZIP Code

No entry

Indicates the 5-digit ZIP code and/or the optional ZIP+4 code for the state where the employee's salary payments are mailed, if a mailing address is designated.

Or Bank Deposit

Type Of Account

No entry

Indicates the code **C** (checking) or **S** (savings) to identify the type of account at the bank where the allotment is directly deposited or electronically transferred, if a deposit is designated.

Account DD/EFT Number

No entry

Indicates the employee's account number for the savings or checking account at the bank where the allotment is directly deposited or electronically transferred, if a deposit is designated.

Routing Number

No entry

Indicates the routing number for the bank where the financial allotments are electronically transferred, if a deposit is designated.

Schedule No

No entry

Indicates the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Financial Allotment and TSP Loan

Routing Number

No entry

Indicates the routing number for the bank where the financial allotment or TSP loan is deposited or electronically transferred, if a deposit is designated.

Acct Number

No entry

Indicates the employee's account number for the financial allotment or TSP loan at the bank where the allotment is deposited or electronically transferred, if a deposit is designated.

Amount

No entry

Indicates the amount of the financial allotment or TSP loan being deposited or electronically transferred, if a deposit is designated.

Sched #

No entry

Indicates the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Disbursement Date

No entry

Indicates the date that scheduled financial allotments are disbursed for payment.

Disbursement Amount

No entry

Indicates the amount of the scheduled financial allotments being disbursed for payment.

Check Mailing Address Window Field Instructions

The Address function is identical on each transaction window (Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), and Student Loan Repayment window (**Figure 33**)). It is used to display the Check Mailing Address window (**Figure 10**). The Check Mailing Address window (**Figure 10**) is used by authorized agency users to establish, adjust and/or verify check mailing address and financial institution/organization information for the specified transaction.

For additional information on check mailing addresses, see **PRES** or **IRIS Program IR124, Address/Check Information**. For additional information on this function, see **Adjusting Check Mailing Addresses**.

Note: When the Check Mailing Address window (**Figure 10**) is updated, a check mark will appear in the Address Checked checkbox located on the Cash Awards/Special Bonuses

window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), or Student Loan Repayment window (**Figure 33**) to indicate that an address verification has been performed.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Mailing Address

A maximum of 2 lines may be entered in this field.

Street

Conditional, alphanumeric, max. of 50 positions

If a mailing address is designated, type the street address where the employee's salary payments are mailed.

City

Conditional, alpha, max. of 20 positions

If a mailing address is designated, type the name of the city where the employee salary payments are mailed.

State

Conditional, alpha, 2 positions

If a mailing address is designated, type the abbreviated code for the state where the employee's salary payments are mailed.

Note: If the duty station is located outside one of the 50 states, type the 2-digit alpha country code in the state portion of the field. For additional information on valid state, city, and country codes, see **TMGT Table 016, Geographical Location Codes With Names Table.**

ZIP Code

Conditional, numeric, max. of 11 positions

If a mailing address is designated, type the 5-digit ZIP code and/or the optional ZIP+4 code for the state and country where the employee's salary payments are mailed.

OR

Designated Agent Code

Conditional, alphanumeric, 4 positions

If the employee's salary payments are being sent to a designated agent, type the code for the agency or bureau designated to receive employee salary payments.

OR

Routing Information

Type Of Account

Conditional, alpha, 1 position

If the employee's salary payments are being sent to a financial institution/organization, type the code **C** (checking) or **S** (savings) to identify the type of account at the institution/organization where the allotment is directly deposited or electronically transferred.

Account DD/EFT Number

Conditional, numeric, max. of 17 positions

If the employee's salary payments are being sent to a financial institution/organization, type the employee's account number for the savings or checking account at the institution/organization where the allotment is directly deposited or electronically transferred.

Routing Number

Conditional, numeric, max. of 9 positions

If the employee's salary payments are being sent to a financial institution/organization, type the routing number of the institution/organization where the financial allotment and/or thrift savings loan are directly deposited or electronically transferred.

Payee Name other than Employee Name

Conditional, alphanumeric, max of 30 positions

If the name of the payee is different from the employee's name, type the payee's name.

Note: If a payee name is entered, the payment will require approval from a supervisor or authorizing official.

Computation List Pop-up Field Descriptions

The Computation List Pop-up (**Figure 11**) is a function of the Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment

window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), and Student Loan Repayment window (**Figure 33**). It is used to view all payment calculations except accounting calculations for transactions that were established or adjusted in an employee's record. For additional information, see ***Viewing Payment Computations***. For information on viewing accounting calculations, see ***Viewing Accounting Computations***.

Note: When the Computation List pop-up (**Figure 11**) is adjusted, a check mark appears in the Computation Checked check box located on the Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), and Student Loan Repayment window (**Figure 33**) to indicate that a computation verification has been performed.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Type Adjustment

No entry

Indicates the type of transaction being processed. For a listing of adjustment types, see **Types Of Adjustments Table**.

Schedule No

No entry

Indicates the record-keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B

3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Pay Period

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Type

No entry

Indicates the types of transactions being adjusted or credited.

In/Debit Amt

No entry

Indicates the amount for the transaction being established or adjusted.

Out/Credit Amt

No entry

Indicates the amount for the transaction being established or credited.

Difference

No entry

Indicates the difference between the in/debit amount and the out/credit amount of the refund (over deduction or under deduction).

In/Debit Codes

No entry

Indicates the code for the transaction being established or adjusted.

Out/Credit Codes

No entry

Indicates the code for the transaction being established or credited.

Accounting List Pop-up Field Descriptions

The Accounting List pop-up (**Figure 12**) is a function of the Computation List pop-up (**Figure 11**) used to view all accounting calculations for a transaction that were processed by authorized agency users after the transaction has been completed. For additional information, see **Viewing Accounting Computations**.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Type Adjustment

No entry

Indicates the type of transaction being adjusted or credited.

Schedule No

No entry

Identifies the record-keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Pay Period

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

D/C

No entry

Indicates the code for the transaction being processed. Valid values are:

1 credit
2 debit
3 both

Pre

No entry

Identifies the prefix code, if applicable to the transaction code being processed.

TC

No entry

Identifies the transaction code for the transaction being processed.

Suf

No entry

Identifies the suffix code, if applicable to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the transaction being processed.

Rate

No entry

Indicates how the employee is being paid. For a listing of rate codes, see **Rate Codes Table**.

Amount

No entry

Indicates the amount of the transaction being established or adjusted.

Accounting

No entry

Indicates the accounting appropriation code used for processing the transaction.

Cls

No entry

Indicates the class code for meals.

No

No entry

Indicates the number of meals being charged.

Notebook Window Field Instructions

Agency user must document any information that relates to a specific transaction being processed. Note is a function of the Agency Adjustment List window (**Figure 6**) used to

display the Notebook window (**Figure 15**). The Notebook window (**Figure 15**) is a function of the Agency Adjustment List window (**Figure 6**), used to record information applicable to the transaction being processed. For additional information, see **Adding Remarks**.

Employee

SSN

No entry

The SSN of the employee for whom the transaction is being processed.

AG

No entry

The agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

The POI for the office submitting the request for action.

Note Text

Optional, alphanumeric, max of 480 positions

Type a detailed explanation for the specified transaction being processed. Be sure to include address and accounting information related to the action.

Last Updated

User ID

No entry

Identifies by user ID, the last individual to enter remarks for the adjustment and/or payment transactions processed in the record.

Date

No entry

Indicates the date that the last remarks were entered for the adjustment and/or payment transactions processed in the record.

Last Updated Information Pop-up Field Descriptions

Last Updated is a function of each transaction window (Cash Awards/Special Bonuses window (**Figure 20**), Settlement Backpay window (**Figure 22**), Credit Hours Payment window (**Figure 25**), Annual/Restored Leave Payments window (**Figure 27**), Compensatory Time window (**Figure 29**), Miscellaneous Payment window (**Figure 31**), and Student Loan Repayment window (**Figure 33**)) used to identify the user IDs of the individuals who entered and adjusted the last transaction in a record.

Last Updated Information pop-up (**Figure 16**) is used to identify the user IDs of the individuals who entered and adjusted the last adjustment and/or payment transactions in a record. The times and dates of the last entry and adjustment are also displayed. For additional information, see **Viewing Last Updated Information**.

Entered By

User ID
No entry
Identifies the user identification code of the individual who entered the last adjustment or payment transaction in the employee's record.

Time
No entry
Indicates the time that the last adjustment or payment transaction was entered.

Date
No entry
Indicates the date that the last adjustment or payment transaction was entered.

Last Updated By

User ID
No entry
Identifies the user identification code of the individual who adjusted the last adjustment or payment transaction in the employee's record.

Time
No entry
Indicates the time that the last adjustment or payment transaction was adjusted.

Date
No entry
Indicates the date that the last adjustment or payment transaction was adjusted.

JCL Requirements Pop-Up Field Instructions

The Reports pop-up (**Figure 17**) is used to view and request status and suspense reports for transactions processed in SPPSWIN. The JCL Requirements pop-up (**Figure 18**) appears when you click **[Submit Report]** on the Reports pop-up (**Figure 17**). The JCL Requirements pop-up (**Figure 18**) is used to identify the name or location for whom the report will be generated, the destination, type, and number of copies that will be generated. For additional information, see **Requesting SPPSWIN Reports**.

User Name On JCL
Required, alphanumeric, max. of 15 positions
Type the user's name or the locations for whom the report will be generated.

Remote Destination

Required, alphanumeric, max of 15 positions

Type the printer destination or any other information to identify where the report will be generated.

Last Character Of Job Name

Required, alpha, 1 position

Type **A**, **B**, or **C** as the sixth character of the job name to identity the report from other reports being requested (e.g., NFXXXA).

System Output Class

Conditional, alpha, 1 position

If the report is not to be viewed prior to printing, type **A** to direct the output to a designated printer and to generate a hard copy computer printout of the report. If the report is to be viewed prior to printing, type **X** to direct the output to be held for viewing at a terminal. For additional information on viewing a report prior to printing, see **Title VI, Chapter 2, Section 2, Interactive System Productive Facility (ISPF)**.

Number Of Copies Needed

Optional, numeric, 1 position

Type the number of copies of the report to be printed.

Interest Pop-up Field Descriptions

Interest is an option of the SPPSWIN Main Menu (**Figure 4)** used to view interest rates and dates. Rate and date information is used to add, update, and delete calculations of accounting and settlement back payment transactions processed in SPPSWIN. For complete field descriptions, see **Viewing Interest Rates And Dates**.

Search

Year

Required, numeric, 4 positions

Identifies the calendar year in which the search to locate data is performed.

Quarter

No entry

Identifies one of the four equal periods of the calendar year in which the search to locate data is performed.

Start Date

No entry

Indicates the starting date of the quarter used for calculating interest and daily rates.

End Date

No entry

Indicates the ending date of the quarter used for calculating interest and daily rates.

Interest Rate

No entry

Indicates the rate used for calculating interest for the total amount of days in the quarter.

Number of Days

No entry

Indicates the total number of days used to calculate the interest and daily rates for the quarter.

Daily Rate

No entry

Indicates the daily rate used for calculating the amount of days within the quarter.

Start Date

No entry

Indicates the starting date of the quarter used for calculating interest and daily rates.

End Date

No entry

Indicates the ending date for the quarter used to calculate interest and daily rates.

Daily Rate

No entry

Indicates the daily rate used to calculate the amount of days within the quarter.

Select Quarter

No entry

Identifies one of the four equal periods of the calendar year in which the search to locate data is performed.

Year

Conditional, numeric, 4 positions

If applicable, type the calendar year in which the search to locate data is performed.

Note: Only NFC personnel are allowed to update this field.

Interest Rate

Conditional, numeric, 5 positions

If applicable, type the rate used to calculate interest for the selected quarter of the calendar year.

Note: Only NFC personnel are allowd to update this field.

Cash Awards/Special Bonuses Field Instructions

This section presents the following topics:

Cash Awards/Special Bonuses Window Field Instructions

Certify/Uncertify Cash Awards/Special Bonuses Pop-up Field Instructions

Cash Awards/Special Bonuses Window Field Instructions

The Cash Awards/Special Bonuses window (**Figure 20**) is a function of the Agency Adjustment List window (**Figure 23**). It is used to establish and adjust all cash award and special bonus information except spot awards. The details consist of employee, accounting, and T&A contact point data relating to the cash award or special bonus being processed. For additional information, see **Adjusting Agency-Processed Cash Award/Special Bonus Details**.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the cash award/special bonus transaction is balanced and ready for processing.

Computation Checked

No entry

Indicates that all payment and accounting calculations related to the cash award/special bonus transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the cash award/special bonus transaction has been completed and is ready for verification.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorized the processing of the payment transaction.

Stored Accounting

Acct

No entry

Identifies the accounting appropriation code of the agency or bureau charged for the processing of the cash award/special bonus transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Indicates the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Acct

Required, alphanumeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the cash award or special bonus transaction.

Type of Award

Required, alpha, max. of 25 positions

Click the drop-down arrow and select the type of award that describes the request for action being processed. Valid values are:

Superior Performance
Special act or service
Employee suggestion
SES bonus
Presidential award
Cash award
Performance bonus
Incentive pay

Gross Amt

Required, numeric, max. of 10 positions

Type the gross amount of the cash award/special bonus transaction being processed.

Net Amt

No entry

Indicates the net salary amount of the cash award/special bonus transaction being processed.

Note: The net amount is calculated based on the award/bonus amount entered plus any interest amount minus the tax deductions calculated.

Certify/Uncertify Cash Awards/Special Bonuses Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Cash Awards/Special Bonuses window (**Figure 20**). The Certify/Uncertify Cash Awards/Special Bonuses pop-up (**Figure 21**) is a function of the Cash Awards/Special Bonuses window (**Figure 20**) used by agency users to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Cash Award/Special Bonus Adjustment**.

After processing has completed, the Certified By field on the Cash Awards/Special Bonuses window (**Figure 20**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Adjustment Cash Awards/Special Bonuses pop-up (**Figure 21**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user ID code for the individual who confirmed and certified the cash award/special bonus transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the cash award/special bonus transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the cash award/special bonus transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Settlement Back Payments Field Instructions

This section presents the following topics:

Settlement Backpay Window Field Instructions

Agency Accounting Detail Window Field Instructions

Certify/Uncertify Settlement Backpay Pop-up Field Instructions

Settlement Backpay Window Field Instructions

The Settlement Backpay window (**Figure 22**) is a function of the Agency Adjustment List window (**Figure 23**). It is used to establish and adjust details of the settlement back payment transaction for court-ordered payments that restore all or part of an employee's pay with or without interest. For additional information, see **Adjusting Agency-Processed Settlement Back Payment Details**

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the settlement backpay transaction is balanced and ready for processing.

Computation Checked

No entry

Indicates that all payment and accounting calculations related to the settlement backpay transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the settlement backpay transaction has been completed and is ready for verification.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the settlement backpay transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Indicates the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Settlement Amt

Required, numeric, max. of 10 positions

Type the amount of the settlement backpay transaction. Use a decimal to show cents.

Computed Interest Amt

No entry

Indicates the amount used to calculate interest, based on the start date and end date of the settlement backpay transaction.

Gross Amt

No entry

Indicates the gross salary amount for the settlement backpay transaction being established or adjusted.

Net Amt

No entry

Indicates the net salary amount for the settlement backpay transaction being established or adjusted.

Note: The net amount is calculated based on the settlement amount entered plus any interest amount minus the tax deductions calculated.

Interest

Interest Amt

Conditional, numeric, max. of 8 positions

If the Settlement Type field contains interest, type the amount to be used for computing the interest.

OR

Compute Interest

Conditional

If interest for the settlement backpay transaction being processed is to be computed in SPPSWIN, click this check box.

Start Date

Conditional, numeric, 8 positions

If a check mark appears in the Computed Interest check box for interest to be computed in SPPSWIN, type the beginning date of the interest period (in mm/dd/yyyy order).

End Date

Conditional, numeric, 8 positions

If a check mark appears in the Computed Interest check box for interest to be computed in SPPSWIN, type the date that the interest period ended (in mm/dd/yyyy order).

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the settlement backpay transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the settlement backpay transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the settlement backpay transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the settlement backpay transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the settlement backpay transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the settlement backpay transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the settlement backpay transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the settlement backpay transaction.

Settlement Type

Required

Click the drop-down arrow and select the code that identifies the type of settlement backpay transaction being processed. For a listing of settlement type codes, see **Settlement Type Codes Table**.

Agency Accounting Detail Window Field Instructions

Accounting is a function of the Settlement Backpay window (**Figure 22**) used to display the Agency Accounting Detail window (**Figure 23**). The Agency Accounting Detail window (**Figure 23**) is used to establish or update accounting in an employee's record. However, only one accounting line with the same transaction code, prefix, suffix, and accounting classification can be added or updated at a time.

The Agency Accounting Detail window (**Figure 23**) also deletes accounting information from a record one transaction at a time. Information deleted from the Agency Accounting Detail window (**Figure 23**) is also deleted from the Agency Adjustment List window (**Figure 6**), employee's record, and vice versa.

For additional information, see **Adjusting Agency-Processed Settlement Back Payment Accounting Details**.

Balance Indicator

No entry

Indicates that the settlement backpay transaction is balanced and ready for processing.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

List of Accounting Lines

Pre

No entry

Identifies the prefix code, if applicable to the transaction code being processed.

TC

No entry

Identifies the transaction code for the transaction being processed.

Suf

No entry

Identifies the suffix code, if applicable to the transaction code being processed.

Settlement Type

No entry

Identifies the settlement type for the transaction being processed. For a listing of settlement type codes, see **Settlement Type Codes Table**.

Accounting

No entry

Indicates the accounting appropriation code of the agency or bureau being charged for processing the settlement backpay transaction.

Amount

No entry

Indicates the amount of the settlement backpay transaction being processed.

Base Amt

No entry

Indicates the base salary amount of the settlement backpay transaction being processed.

Interest Amt

No entry

Indicates the amount used to calculate interest, based on the start date and end date of the settlement transaction.

Total Amt

No entry

Indicates the total amount of the settlement backpay transaction being processed.

Base Amt

No entry

Indicates the base salary amount of the settlement backpay transaction being processed.

Interest Amt

No entry

Indicates the amount used to calculate interest, based on the start date and end date of the settlement.

Gross Amt

No entry

Indicates the total gross amount of the settlement backpay transaction being processed.

Accounting Line Detail

Prefix

No entry

Identifies the prefix code, if applicable to the transaction code being processed.

TC

No entry

Identifies the transaction code for the transaction being processed.

Suffix

No entry

Identifies the suffix code and description, if applicable to the transaction code being processed.

Acct

Required, numeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the settlement back payment transaction.

Stored Accting

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the settlement backpay transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amount

Required, max. of 7 positions, numeric

Type the amount of the settlement backpay transaction being established or adjusted.

Certify/Uncertify Settlement Backpay Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Settlement Backpay window (**Figure 22**). The

Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) is a function of the Settlement Backpay window (**Figure 22**) used by agencies to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Settlement Back Payment Adjustment**.

After processing has completed, the Certified By field on the Settlement Backpay window (**Figure 22**) identifies, by user ID, the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Settlement Backpay pop-up (**Figure 24**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user identification code for the individual who confirmed and certified the settlement backpay transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the settlement backpay transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the settlement backpay transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Credit Hours Payments Field Instructions

This section presents fields instructions for processing credit hours payment detail information in SPPSWIN under the following topics:

Credit Hours Payment Window Field Instructions

Certify/Uncertify Credit Hours Payment Pop-up Field Descriptions

Credit Hours Payment Window Field Instructions

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. The Credit Hours Payment window (**Figure 25**) is a function of the Agency Adjustment List window (**Figure 23**). It is used to establish and update details of the credit hours payment transaction being adjusted. For additional information, see **Adjusting Agency-Processed Credit Hours Payment Details**.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the credit hours payment transaction has balanced and is ready for processing.

Computation Checked55

No entry

Indicates that all payment and accounting calculations related to the credit hours payment transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the credit hours payment transaction has been completed and is ready for verification.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the credit hours payment transaction.

Stored Accounting

Acct

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the credit hours payment transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Prefix

No entry

Indicates the prefix code, if applicable to the transaction code being processed.

TC

No entry

Indicates the transaction code for the request for action.

Suffix

No entry

Indicates the suffix code, if applicable to the transaction code being processed.

Acct

Required, alphanumeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the credit hours payment transaction.

Hours

Required, numeric, max. of 7 positions

Type the number of whole and quarter hours for the credit hours payment transaction being processed.

Rate

Required, numeric, max. of 7 positions

Type the code that indicates how the employee is being paid. For a listing of rate codes, see **Rate Codes Table**.

Gross Amt

No entry

Indicates the gross amount of the credit hours payment transaction being processed.

Net Amt

No entry

Indicates the net salary amount of the credit hours payment transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the credit hours payment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the credit hours payment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the credit hours payment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the credit hours payment transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the credit hours payment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the credit hours payment transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the credit hours payment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the credit hours payment transaction.

Certify/Uncertify Credit Hours Payment Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Credit Hours Payment window (**Figure 25**). The Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) is a function of the Credit Hours Payment window (**Figure 25**) used by agency users to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Credit Hours Payment Adjustment**.

After processing has completed, the Certified By field on the Credit Hours Payment window (**Figure 25**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Credit Hours Payment pop-up (**Figure 26**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the identification code of the individual who confirmed and certified the credit hours payment transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the credit hours payment transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the credit hours payment transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Annual/Restored Leave Payments Field Instructions

This section presents fields instructions for processing credit hours payment detail information in SPPSWIN under the following topics:

Annual/Restored Leave Payments Window Field Instructions

Certify/Uncertify Leave Payments Pop-up Field Instructions

Annual/Restored Leave Payments Window Field Instructions

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the day immediately before the first day of the first complete pay period in the next calendar year.

Restored leave is annual leave that has been forfeited due to administrative error, exigencies, of the public business, or sickness. For additional information, see **Adjusting Agency-Processed Annual/Restored Leave Payment Details**.

The Annual/Restored Leave Payments window (**Figure 27**) is used to establish or adjust annual/restored leave payments in an employee's record. The Annual/Restored Leave Payments window (**Figure 27**) also deletes accounting information from a record, one transaction at a time.

Warning: When processing an **`annual/restore leave payment`**, if the **Hour**, **Rate**, and/or **Gross Amount** fields in the Lines of Accounting section is being updated for **`TC 42`**, the system deletes all accounting lines for **`TC 41, 45, and 46`**. To add new accounting lines for **`TC 41`**, **`45`**, and **`46`**, click **[Clear]** to refresh the fields. Type data in the applicable fields and click **[Add]** to create new accounting lines. You must click **[Save]** to save the information to the Payroll/Personnel database.

Record Detail is a function of the Agency Adjustment List window (**Figure 6**), and each transaction window used to display detail information. In this instance, it is used to display the Annual/Restored Leave Payments window (**Figure 27**).

The Annual/Restored Leave Payments window (**Figure 27**) is used to establish or adjust annual/restored leave payments in an employee's record. The Annual/Restored Leave Payments window (**Figure 27**) also deletes accounting information from a record, one transaction at a time. Information deleted from the Annual/Restored Leave Payments window (**Figure 27**) is also deleted from the Agency Adjustment List window (**Figure 6**), employee's record, and vice versa.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the annual and/or restored leave hours payment transaction has balanced and is ready for processing.

Note: The **Gross Amt** and **Net Amt** fields on the Annual/Restored Leave Payments window (**Figure 27**) must be balanced before a check mark appears in the **Balance Indicator** check box.

Computation Checked

No entry

Indicates that all payment and accounting calculations related to the annual and/or restored leave hours payment transaction have been verified.

Note: The **Balance Indicator** checkbox must include a check mark before computations can be viewed.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the annual and/or restored leave hours payment transaction has been completed and is ready for verification.

Note: An address check must be completed, calculations balanced, and all computation verified before a transaction is certified.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the credit hours payment transaction.

Note: A transaction must be certified before it is approved.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

D/C

No entry

Indicates the code for the transaction being processed.

Pre

No entry

Indicates the prefix code, if applicable to the transaction code being processed.

TC

No entry

Indicates the transaction code for the request for action. Valid values are:

Code	Definition
41	Administratively uncontrolled overtime (AUO)
42	Lump sum payments (LSP)
45	Cost of living allowance (COLA)
46	Post differential (post dif)

Suf

No entry

Indicates the suffix code, if applicable to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the annual/restored leave payment transaction being processed.

Rate

No entry

Indicates how the employee is being paid. For a listing of rate codes, see **Rate Codes Table**.

Amt

No entry

Indicates the amount of the annual/restored leave payment transaction being processed.

Acct

No entry

Indicates the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment transaction.

Gross Amt

No entry

Indicates the gross amount of the annual/restored leave payment transaction being processed.

Net Amt

No entry

Indicates the net salary amount of the annual/restored leave payment transaction being processed.

Note: The net amount is calculated based on the gross amount entered minus the tax deductions calculated.

Accounting Detail

Pre

Conditional, numeric, 2 positions

Type the prefix code if applicable to the transaction code being processed.

TC

Conditional, numeric, 2 positions

Type the transaction code for the transaction being processed, if applicable.

Suf

Conditional, numeric, 1 position

Type the suffix code if it is applicable to the transaction code being processed.

Hrs

Conditional, numeric, max. of 7 positions

Type the number of whole and quarter hours for the transaction being processed, if applicable.

Rate

Conditional, numeric, max. of 5 positions

Type the code that indicates how the employee is being paid for the annual/restored leave payment transaction, if applicable. For a listing of rate codes, see **Rate Codes Table**.

Acct

Conditional, numeric, max of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment transaction, if applicable.

Note: If the employee's record is already established with agency accounting code information, click **[Copy]** to copy the accounting information for a single pay period record or a range of pay period records.

Stored Acctg

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment transaction.

Amt

Conditional, numeric, max. of 8 positions

Type the amount for the annual/restored leave payment transaction being processed, if applicable.

COLA

Conditional, numeric, 4 positions

Type the cost-of-living allowance amount for the annual/restored leave payment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before accounting can be added for TC 45 (COLA).

Post Dif

Conditional, numeric, 4 positions

Type the post differential amount for the annual/restored leave payment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before an accounting line can be added for TC 46 (post dif).

AUO

Conditional, numeric, 4 positions

Type the administratively uncontrollable overtime (AUO) amount for the annual/restored leave payment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before accounting can be added for TC 41 (AUO).

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the annual/restored leave payment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by IRS is being used to calculate Federal taxes for the annual/restored leave payment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the annual/restored leave payment transaction, if applicable.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the annual/restored leave payment transaction, if applicable.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the annual/restored leave payment transaction, if applicable.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the annual/restored leave payment transaction, if applicable.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the annual/restored leave payment transaction, if applicable.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the annual/restored leave payment transaction, if applicable.

Certify/Uncertify Leave Payments Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Annual/Restored Leave Payments window (**Figure 27**). The Certify/Uncertify Leave Payment pop-up (**Figure 28**) is a function of the Annual/Restored Leave Payments window (**Figure 27**) used to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Annual/Restored Leave Payment Adjustment**.

After processing has completed, the Certified By field on the Certify/Uncertify Leave Payment pop-up (**Figure 28**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Leave Payment pop-up (**Figure 28**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user ID code for the individual who confirmed and certified the annual/restored leave payment transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the annual/restored leave payment transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the annual/restored leave payment transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Compensatory Time Payments Field Instructions

This section presents the following topics:

Compensatory Time Payment Window Field Instructions
Certify/Uncertify Compensatory Time Payment Window Field Instructions

Compensatory Time Payment Window Field Instructions

Compensatory time is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.

Compensatory time not used before the end of the 26th pay period in the current year it was earned, shall be paid at the overtime rate in effect at the time it was earned. Payment for compensatory time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked. Refer to **Title 5 USC 5543** and **Title 5 Code of Federal Regulations (CFR) 532.504 and 551.531** for Federal rules and departmental regulations on the eligibility of granting compensatory time. For additional processing information, see **Adjusting Agency-Processed Compensatory Time Payment Details**.

Record Details is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Compensatory Time Payment window (**Figure 29**).

The Compensatory Time Payment window (**Figure 29**) is used to establish or adjust compensatory time payments in an employee's record.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the compensatory time payment transaction has balanced and is ready for processing.

Note: The **Balance Indicator** checkbox must include a check mark before computations can be viewed.

Computation Checked

No entry

Indicates that all payment and accounting calculations related to the compensatory time payment transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the compensatory time payment transaction has been completed and is ready for verification.

Note: Before a transaction is certified, an address check must be completed, calculations balanced, and all computations verified.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the compensatory time payment transaction.

Note: A transaction must be certified before it is approved.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

D/C

No entry

Indicates the code for the transaction being processed. Valid values are:

1 credit
2 debit
3 both

Pre

No entry

Indicates the prefix code, if applicable to the transaction code being processed.

TC

No entry

Indicates the transaction code for the request for action.

Suf

No entry

Indicates the suffix code, if applicable to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the compensatory time payment transaction being processed.

Rate

No entry

Indicates how the employee is being paid. For a listing of rate codes, see **Rate Codes Table**.

Amt

No entry

Indicates the amount of the compensatory time payment transaction being processed.

Acct

Required alphanumeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment transaction.

PP

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Yr

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Gross Amt

No entry

Indicates the gross amount of the compensatory time payment transaction being processed.

Net Amt

No entry

Indicates the net salary amount of the compensatory time payment transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Accounting Detail

Pre

Conditional, numeric, 2 positions

Type the prefix code, if applicable to the transaction code being processed.

TC

Conditional, numeric, 2 positions

Type **43** (compensatory time) as the transaction code for the payment being processed, if applicable.

Suf

Conditional, numeric, 1 position

Type the suffix code, if applicable to the compensatory time payment transaction code being processed.

Hrs

Conditional, numeric, max. of 7 positions

Type the number of whole and quarter hours for the compensatory time payment transaction being processed, if applicable.

Rate

Conditional, numeric, max. of 5 positions

Type the code that indicates how the employee is being paid for the compensatory time payment transaction, if applicable. For a listing of rate codes, see **Rate Codes Table**.

Acct

Conditional, numeric, max of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment transaction, if applicable.

Stored Acctg

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amt

Conditional, numeric, max. of 8 positions

Type the amount of the compensatory time payment transaction being processed.

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the compensatory time payment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the compensatory time payment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the compensatory time payment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the specified state is being used to calculate state taxes for the compensatory time payment transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the compensatory time payment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the compensatory time payment transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the compensatory time payment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the compensatory time payment transaction.

Certify/Uncertify Compensatory Time Payment Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Compensatory Time Payment window (**Figure 29**). The Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) is a function of the Compensatory Time Payment window (**Figure 29**) used to indicate whether or not all documentation for the transaction has been received, input completed, and the payment is ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Compensatory Time Payment Adjustment**.

After processing has completed, the Certified By field on the Compensatory Time Payment window (**Figure 29**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Compensatory Time Payment pop-up (**Figure 30**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user ID code for the individual who confirmed and certified the compensatory time payment transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the compensatory time payment transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the compensatory time payment transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Miscellaneous Payments Field Instructions

This section presents the following topics:

Miscellaneous Payment Window Field Instructions
Certify/Uncertify Miscellaneous Payment Pop-up Field Instructions

Miscellaneous Payment Window Field Instructions

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Miscellaneous Payment Window (**Figure 31**).

The Miscellaneous Payment Window (**Figure 31**) is used to establish or adjust allowance, differential, bonus, payment, AUO and life cycle account transactions in an employee's record. For additional information, see **Adjusting Agency-Processed Miscellaneous Payment Details**

Warning: To process a miscellaneous payment, **first**, you ***must*** select the applicable payment type in the **Type of Payment** field to generate information on the Miscellaneous Payment Window (**Figure 31**) that applies to the transaction being processed. For example, if you are updating a COLA transaction, click the drop-down arrow on the **Type of Payment** field and select **COLA**. Information will generate in fields applicable to COLA. Selecting any other field first, will ***delete*** information in fields that may apply to COLA.

Employee

SSN
No entry
Identifies the employee's 9-digit SSN.

Name
No entry
Identifies the first name, middle initial, and last name of the employee.

AG
No entry
Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI
No entry
Identifies the personnel office identifier for the office submitting the request for action.

Address Checked
No entry
Indicates that the address has been verified.

Balance Indicator

No entry

Indicates that the transaction has balanced and is ready for processing.

Note: The **Balance Indicator** checkbox must include a checkmark before computations can be viewed.

Computation Checked

No entry

Indicates that all allowance, differential, bonus, payment, and accounting calculations related to the transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the transaction has been completed and is ready for verification.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the transaction.

Stored Accounting

Acct

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Prefix

No entry

Identifies the prefix code, if applicable to the transaction code being processed.

TC

No entry

Identifies the transaction code for the request for action.

Suffix

No entry

Indicates the suffix code, if applicable to the transaction code being processed.

Type of Allowance

Required

Click the drop-down arrow to display the drop-down list and select the type of payment data to be displayed. For a listing of miscellaneous payment types, see **Miscellaneous Types Of Allowances Table**.

Acct

Conditional, numeric, max of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the transaction, if applicable.

Hours

Condiitonal, numeric, max. of 8 positions

Type the number of whole and quarter hours for the transaction being processed.

Rate

Condiitonal, numeric, max. of 6 positions

Type the code that indicates how the employee is being paid. For a listing of rate codes, see **Rate Codes Table**.

COLA

Conditional, numeric, 4 positions

Type the cost-of-living allowance amount for the transaction being processed, if applicable.

Note: An accounting line for TC 42 (LSP) must be included in the Listing of Accounting section before an accounting line can be added for TC 45 (COLA).

Post Dif

Conditional, numeric, 4 positions

Type the post differential amount for the transaction being processed, if applicable.

Gross

Conditional, numeric, max. of 7 positions

Type the gross amount of the transaction being processed.

Net Amt

No entry

Indicates the net salary amount of the transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the transaction.

Certify/Uncertify Miscellaneous Payment Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Miscellaneous Payment Window (**Figure 31**). The Certify/Uncertify Allowance Payment pop-up (**Figure 32**) is a function of the Miscellaneous Payment Window (**Figure 31**) used to indicate whether or not all documentation for the transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Miscellaneous Payment Adjustment**.

After processing has completed, the Certified By field on the Miscellaneous Payment Window (**Figure 31**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Allowance Payment pop-up (**Figure 32**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user ID code for the individual who confirmed and certified the transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Student Loan Repayment Field Instructions

This section presents the following topics:

Student Loan Repayment Window Field Instructions
Certify/Uncertify Student Loan Repayment Pop-up Field Instructions

Student Loan Repayment Window Field Instructions

The Federal Student Loan Repayment Program implemented under Title 5 USC 5379, authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The program permits agencies to repay certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. Student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Agencies may also use student loan repayment benefits in conjunction with a physicians comparability allowance (PCA). However, Title 5 CFR 595.105(e) requires that the amount of the PCA be reduced by the amount of the student loan repayment. For additional information, see **Adjusting Agency-Processed Student Loan Repayment Details**.

Record Detail is a function of the Agency Adjustment List window (**Figure 6**) and each transaction window used to display detail information. In this instance, it is used to display the Student Loan Repayment window (**Figure 33**).

The Student Loan Repayment window (**Figure 33**) is used to establish or adjust a student loan repayment transaction in an employee's record.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that address information has been verified.

Balance Indicator

No entry

Indicates that the student loan repayment transaction has balanced and is ready for processing.

Note: The **Balance Indicator** checkbox must include a checkmark before computations can be viewed.

Computation Checked

No entry

Indicates that all student loan repayment and accounting calculations related to the transaction have been verified.

Certified By

No entry

Identifies the individual by user ID who confirmed and certified that the student loan repayment transaction has been completed and is ready for verification.

Approved By

No entry

Identifies the supervisor or authorizing official by user ID who authorizes the processing of the student loan repayment transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For additional information, see **Adding Agency-Processed Adjustment Details**.

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For additional agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Pre

No entry

Identifies the prefix code, if applicable, for the student loan repayment transaction code being processed.

TC

No entry

Identifies Code **56**, Student Loan Process, as the transaction code used to process loan repayments.

Suf

No entry

Identifies Code **00**, Student Loan Process, as the suffix used to process loan repayments for all agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Code **01**, Education Assistance Program, is the suffix used to process loan repayments for Agency 56.

Amt

No entry

The amount of the student loan repayment transaction being processed.

Acct

No entry

The accounting appropriation code that identifies the agency or bureau being charged for the processing of the student loan repayment transaction.

Career Maximum Amt

No Entry

Indicates the total amount an agency has paid to date for the repayment of a student loan.

Calendar Year Taxable Amt

No entry

Indicates the total amount an agency has paid within a calendar year for the repayment of a taxable student loan.

Gross Amt

No entry

Indicates the total amount of the student loan payment transaction being processed prior to any deductions.

Net Amt

No entry

Indicates the total amount of the student loan payment transaction being processed minus any deductions.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Accounting Detail

Prefix

No entry

The prefix code for the transaction code being processed.

Transaction Code

No entry

Identifies Code **56**, Student Loan Process, as the transaction code used to process loan repayments.

Suffix

No entry

Identifies Code **0**, Student Loan Process, as the suffix used to process loan repayments for all agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Code **1**, Education Assistance Program, is the suffix used to process loan repayments for Agency 56.

Acct

Required, numeric, max of 27 positions

Type the accounting appropriation code which identifies the agency or bureau being charged for the processing of the student loan repayment transaction.

Stored Acctg

No entry

Identifies the accounting appropriation code stored in the Payroll/Personnel Database system that is used to charge the agency or bureau for the processing of the student loan repayment transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amt

Required, numeric, max. of 8 positions

Type the amount of the repayment transaction being processed for the student loan.

Certify/Uncertify Student Loan Repayment Pop-up Field Instructions

Adjustments processed in SPPSWIN must be certified as complete and ready for verification. The Certify function is located on the Student Payment window (**Figure 33**). The Certify/Uncertify Student Payment pop-up (**Figure 34**) is a function of the Student Payment window (**Figure 33**) used to indicate whether or not all documentation for the student loan repayment transaction has been received, input completed, and the payment ready for verification. For additional information, see **Certifying/Uncertifying An Agency-Processed Student Loan Repayment Adjustment**.

After processing has completed, the Certified By field on the Student Payment window (**Figure 33**) identifies by user ID the individual who certified the transaction.

Note: The **[Uncertify]** command button on the Certify/Uncertify Student Payment pop-up (**Figure 34**) can only be used when a record has been certified but not processed. When **[Uncertify]** is used, the action resets the fields of the certify and approval functions.

Certified By

Required, numeric, 3 positions

Type the user ID code for the individual who confirmed and certified the transaction for verification.

Certified User ID

No entry

Identifies the individual by assigned Payroll/Personnel System security identification who confirms and certifies that the transaction is complete and ready for verification.

Remarks

Optional, alphanumeric, max. of 85 positions

Type any remarks relating to the student loan repayment transaction being processed.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Reference Tables For SPPSWIN

This section presents the following SPPSWIN reference tables:

Miscellaneous Types Of Allowances Table
Rate Codes Table
Reply Codes Table
Settlement Type Codes Table
Types Of Adjustments Table
Type Payments Codes Table

Miscellaneous Types Of Allowances Table

Codes
COLA
Comparability taxable
COPR O/T dbl base taxable (af)
COPR O/T trp base taxable (af)
Danger pay taxable
Education non-taxable
Foreign language taxable
Hazardous duty taxable (cp)
Hazardous pay diferntl taxable
Holiday pay taxable
Horse non-taxable
Hostile fire pay non-taxable
Hostile fire pay taxable
Life cycle account taxable (FCA)
Lmtd pay non-taxable
Overtime over 8 taxable
Overtime over 40 night diff taxable
Overtime taxable
Post allowance non-taxable
Post differential taxable
Quarters non-taxable
Quarters taxable
Reassignment taxable
Recruitment taxable
Relocation taxable
Remote worksite taxable
Retention taxable
Separate maint non-taxable
Separate maint taxable
Standby AUO avail taxable
Travel non-taxable
Uniform taxable

Rate Codes Table

Codes	Definitions
BY	Biweekly
FB	Fee basis
PA	Per Annum
PD	Per day
PH	Per hour
PM	Per month
PW	Piece work
SY	School year
WC	Without compensation

Reply Codes Table

Codes	Definitions
01	Problem/program problem referred to supervisor see remarks
02	Pay status given
03	IRA FLSA settlement
04	Cash award processed
05	Referred to manual pay
06	AD-663 required and generated
07	Deceased employee referred to manual pay
08	Furnished copy
09	Explanation of payment difference given
10	Requested agency to submit Q.S. wire/request
11	Referred to __see remarks __ for handling
13	L/S pmnt applied to bill (see billings)
14	Bill for collection made (see billings)
15	Erroneous pymt referred to manual pay
16	Holding for additional agency information
17	Processed late WGI
18	Duplicate pymt referred to manual pay
19	Processed rate increase
20	Processed promotion
21	COLA/post differential processed
22	Taxes (Fed, state, county, city)
23	Life ins adjustment processed
24	Health ins adjustment processed
25	IRS armitage settlement
26	Retirement/FICA adjustment processed

Codes	Definitions
27	BEC case processed
28	Restoration processed
29	Equalization allowance processed
30	Remote worksite commuting allowance processed
31	Quarters adjustment processed
32	Commissary adjustment processed
33	Cancel check/return eft/limited pay/deceased/recertified
34	T&A paid deduction made for educational loan
35	Requested agency to submit AD-354
36	Union dues refunded
37	Union dues collected
38	Charitable contribution adjustment processed
40	Severance pay adjustment processed
41	Reprint requested
42	Corrected W/2 required, referred to accounting reconcile
43	No corrected W/2 required, explanation furnished
44	T&A paid deduction made for garnishment
45	Requested agency to submit corrected T&A
46	Wages for quarters 1 2 3 4
47	Final T&A applied to bill (see billings)
48	Final T&A & L/S applied to bill (see billings)
49	No record for SSN return to _____ see remarks _____ for correct SSN
50	Bad SSN see correct SSN _____ see remarks _____ for correct SSN
51	Request agency to submit AD-343
52	Employment status provided
53	Corrected bill
55	Recertified payment - SF-1184 to be generated
56	SF-1098 processed - cancel only
57	RO-145 processed - cancel only
58	Dup/erroneous pymt return & reverse out of system
60	No action necessary
61	Return to agency for add'l information
63	Detail explanation furnished, see remarks
64	Recertified check DD/EFT
65	Request status and/or front and back copy of check
66	Referred to programmer
68	Quick service request received and processed
69	ADJP bill reversed/cancelled
70	Indebtedness
71	Quick service wire processed
72	Live T&A processed
73	Comp time processed
74	Original mailed to agency employing office
75	T&A paid deduction made for IRS levy
76	T&A paid deduction made for child support
77	Forwarded to billings as unlocatable
78	Limited pay payment processed
79	Leave donor

Codes	Definitions
80	Leave recipient
81	Collection processed on NFC-29
82	Original bond mailed to employing office
83	Recertified per DAS card (check outstanding)
84	Limited payability letter to agency
85	TSP adjustment processed
86	Lump sum payment processed
87	Credit hours processed
88	Differential (Sunday, night, etc.) processed
89	Collect bill, 9c refund to agency
90	Deceased-holding for additional information
91	Dual rate lump sum payment processed
92	Leave audit recd and processed per agency request
93	F. O. payment processed
94	Special project updated NFC-29 only
95	Special project retirement adjustment processed
96	Special project TSP & or retirement processed
97	Special project TSP lost earnings
98	Default code

Settlement Type Codes Table

Prefix	Trans	Suff	Type	Definition
00	03	0	Interest	Used to manually calculate and process interest for settlement back payments.
	03	2	Settle/Compensatory Damages Nontaxable Settle/Compensatory Damages Nontaxable Interest	
00	03	3	Non-Taxable Miscellaneous Non-Taxable Miscellaneous W/Interest	

Prefix	Trans	Suff	Type	Definition
00	04	0	Sunday Differential Sunday Differential W/Interest	Used to process nonovertime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.
00	34	0	FLSA FLSA W/Interest	Used to process hours of work performed by all employees covered (nonexempt) or not covered (exempt) by the overtime provisions of the Fair Labor Standards Act (FLSA) in accordance with Part 551 of Title 5, Code of Federal Regulations.
05	44	0	Settle/Compensatory Damages Taxable Settle/Compensatory Damages Interest	Used to manually calculate and process payments for cash award and settlement backpay.

Types Of Adjustments Table

Codes	Definitions
Annual/Restored	A transaction processed by the agency or NFC for time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the calendar year.
Cash awards/Special bonus	A transaction processed by the agency or NFC for recognitions based on contribution or performance, and can be given to an individual employee or group of employees.
Compensatory Time	A transaction processed by the agency or NFC for time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.
Credit hours	A transaction processed by the agency or NFC for hours an employee elects to work, with supervisory approval, in excess of the basic work requirement under a flexible work schedule.
Miscellaneous payment	A variety of adjustments and payments that include allowances, bonuses, differentials, and pay transactions processed by the agency or NFC .
Other - NFC Processed	A transaction that is initiated by an agency and released to NFC for processing. A transaction that is initiated and processed by NFC.

Codes	Definitions
Settlement backpay	A transaction processed by the agency or NFC for a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action unfair labor practice, grievance, etc.
Student loan repayment	A transaction processed by the agency or NFC for the repayment of certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency.

Type Payment Codes Table

Codes	Definitions
00	Bond carryover refund/adjustment refund
01	Regular (T&A)
02	Adjustment (dr/cr)
03	NFC-29 (live payment)
04	Lump sum payment
05	Compensatory payment
06	Cash award
07	NFC-29 (manual payment)
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