National Finance Center

U. S. Department of Agriculture

NEW ORLEANS, LA

National Finance Center

Government Employee Services Division (GESD) Training

Special Payroll Processing System (SPPS) Web Participant Guide

Version 1.0

Updated as of May 31, 2016

Table of Contents

1.0. Course Information

1.1. Purpose

This course is designed to provide you with the appropriate skills and knowledge to access and perform key functions within SPPS Web.

1.2. Course Objectives

By the end of this course, you will be able to:

- Explain the main functions of SPPS Web
- Navigate through SPPS Web
- Create Adjustment records
- Request reports within SPPS Web

1.3. Agenda

This Special Payroll Processing System (SPPS) Web course includes the following chapters:

Chapter	Duration
Welcome	15 Minutes
Course Information	15 Minutes
SPPS Web Overview	30 Minutes
SPPS Web Navigation	30 Minutes
Processing Adjustment and Payment Records	2 Hours 15 Minutes
Generating Reports	15 Minutes
Course Summary	15 Minutes
Review	15 Minutes

1.4. Ground Rules and Expectations

Please follow these ground rules throughout the training:

- Sign the attendance sheet
- Feel free to ask questions
- Be respectful of other participants
- Keep us on schedule with timely returns from breaks
- Share your knowledge, experience, and ideas
- Use the “Parking Lot” to revisit discussion topics
- Give helpful feedback
- Turn off your cell phones and refrain from checking email

1.5. Course Materials and Resources

You are provided with the following course materials to assist your learning:

- Special Payroll Processing System (SPPS) Web Participant Guide
- Name tents (if applicable)

As you move through this participant guide, be sure to take note of the following icons.

Icon	Meaning or Use
	**CAUTION:** Advises users that failure to take or avoid a specified action could result in loss of data.
	**IMPORTANT:** Provides information essential to the completion of a task. Users can disregard information in a note and still complete a task, but you should not disregard an important note.
	**NOTE:** Emphasizes or supplements important parts of the main text. A note supplies information that may apply only in special cases.
	**TIP:** Helps users apply the techniques and procedures described in the text to their specific needs. A tip suggests alternative methods that may not be obvious and helps users understand the benefits and capabilities of the product.

2.0. SPPS Web Overview

2.1. Chapter Overview

This chapter introduces the purpose and main functions of SPPS Web. It discusses the main features of SPPS and explains how SPPS Web is incorporated into the payroll process.

Chapter Objectives

By the end of this chapter, you will be able to:

- Summarize NFC's payroll processing functions
- Provide colleagues with an introduction to the purpose and functionality of SPPS Web

2.2. Introduction to SPPS Web

Lesson Overview

This lesson focuses on the main functions of SPPS Web and how it is related to the overall payroll process.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the role of SPPS Web in NFC's payroll process
- Describe the main purpose of SPPS Web
- Discuss the primary functions of SPPS Web

The NFC Payroll/Personnel System (PPS) is a full-service integrated payroll/personnel system offering the full range of personnel and payroll processing. PPS enables the processing of:

- Standard Form (SF) 52 (Request for Personnel Action),
- Awards,
- Allotments,
- Performance appraisals,
- Health and life insurance,
- Thrift Savings Plan (TSP),
- Tax documents,
- Severance pay,
- Leave records, and
- Payroll-related financial reporting operations

PPS processes the above personnel and payroll information for the entire United States Department of Agriculture (USDA) and numerous other Federal and non-Federal Departments on a biweekly basis. PPS maintains NFC's customer's employee data beginning with the hiring of the employee through separation/retirement.

SPPS is a part of the PPS process, and directly supports the NFC's payroll operations. Within the payroll process, Federal Agencies are occasionally faced with a need to override the automated payment process and manually enter or adjust employee payments. Some examples of this type of activity include when an employee is presented with a special bonus or requires a student loan payment.

SPPS Web is an online payroll/personnel database entry, adjustment, inquiry, and retrieval application. This tool is used by Agencies to override the automated payment process and manually adjust an employee's payroll record, in the case of special processing conditions.

Federal Agencies use SPPS Web to adjust payroll records for the following reasons:

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

As a result of payroll adjustments, funds are transferred to either the Federal employee, or a third party.

SPPS Web enables Federal Agencies to enter, process, calculate, and disburse payments for employees who have a database record established in PPS.

	NOTE: While this process is consistent for each type of adjustment, the specific steps for each type of adjustment are explained later in the course.

Within SPPS Web, Agencies can also request advance manual payments for new employees that have not been established in the database, however this is rarely done. Utilizing SPPS Web eliminates NFC from processing submissions of SPPS Web manual payment requests or hard copy Form AD-343 (Payroll Action Request).

IMPORTANT: If at all possible, payments should continue to be processed in the automated payroll system. SPPS Web should only be used for payments with unique situations that must be paid manually.

Through its reporting function, SPPS Web also enables you to view and request status reports for transactions processed in SPPS Web.

NOTE: The Inquiry function no longer exists within SPPS Web. This functionality, which includes requests for payroll listings and reprints of W2s, earnings, leave statements, and SF1150s, etc, can be found within Remedy. Refer to Appendix C: Inquiry Process in Remedy for instructions on how to process an inquiry in Remedy.

NFC's Operations staff has processed all Agency requested manual payments and adjustments in SPPS Web since pay period 14 of calendar year (CY) 2000. SPPS Web contains history back to this date.

2.3. Chapter Review

Knowledge Check

1. What is the main purpose of SPPS Web?

____

____

____

____

____

2. **Fill in the blanks:** If at all possible, ___________ should continue to be processed in the ____________ payroll system. SPPS Web should only be used for payments with ___________ situations that must be paid manually.

Chapter Summary

Having completed this chapter, you are now able to:

- Summarize NFC's payroll processing functions
- Provide colleagues with an introduction to the purpose and functionality of SPPS Web

3.0. SPPS Web Navigation

3.1. Chapter Overview

This chapter introduces the procedures for accessing SPPS Web and its basic navigation features. The chapter also provides a detailed explanation regarding the SPPS Web help features.

Chapter Objectives

By the end of this chapter, you will be able to:

- Log into SPPS Web
- Navigate between the menu options within SPPS Web
- Reference the online help feature for SPPS Web

3.2. Accessing SPPS Web

Lesson Overview

The lesson introduces the procedures for accessing SPPS Web.

Lesson Objectives

By the end of this lesson, you will be able to:

- Access the ***SPPS Web Log In*** page through ***NFC Home*** site
- Log into SPPS Web through a Web browser

Logging into SPPS Web

SPPS Web is a Web-based application. You access SPPS Web through a Web portal.

Step	Action
1.	Open a Web browser.
2.	Enter "*www.nfc.usda.gov*" in the Web browser Navigation Bar to access the ***NFC Home*** site.
3.	Press **Enter**. The ***NFC Home*** site displays.

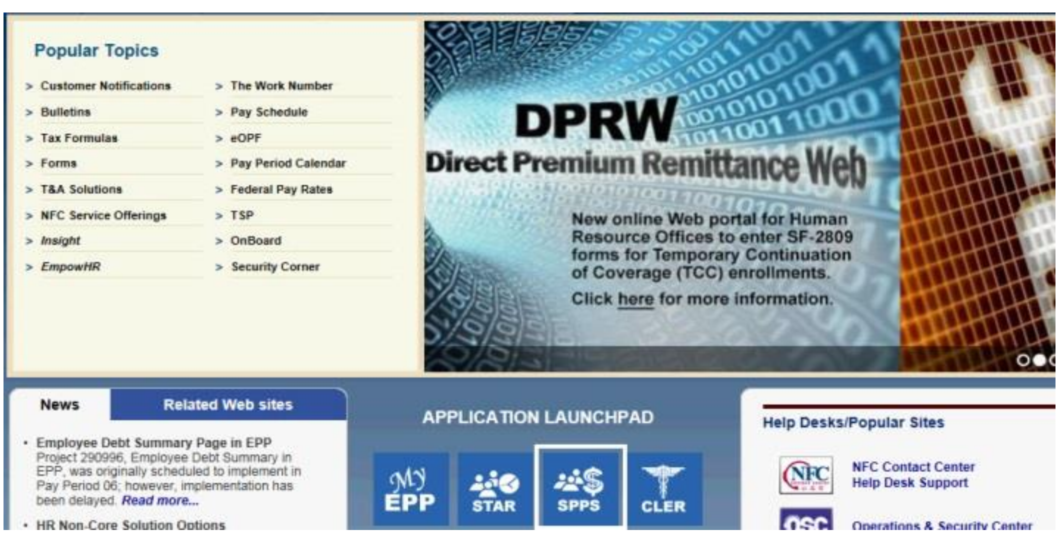


Figure 1: NFC Home Site APPLICATION LAUNCHPAD

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Click Special Payroll Processing System (SPPS) on the Application Launchpad. The U.S. Government Warning page displays.

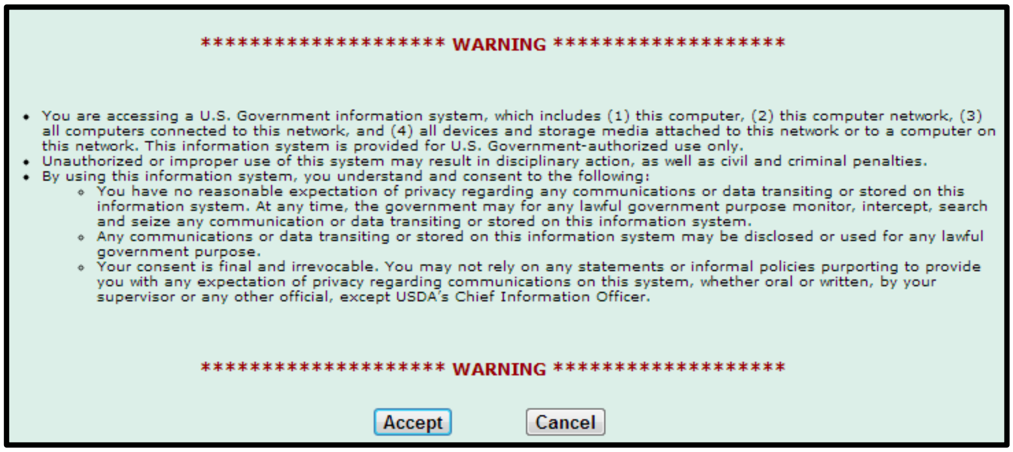
TIP: SPPS Web can also be accessed by typing the Web address https://www.nfc.usda.gov/spps/ in the Navigation Bar of a Web browser.</td></tr>
<tr><td>5.</td><td>

Figure 2: U.S. Government Warning Page

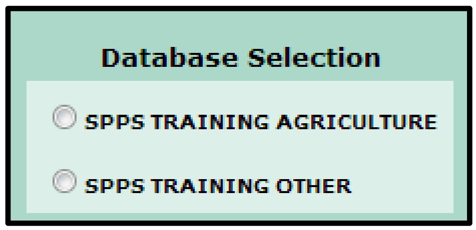
Click Accept. The SPPS Web Log In page displays.</td></tr>
<tr><td>6.</td><td>

Figure 3: SPPS Log In Page

Enter your User ID in the User ID field.

NOTE: Your Log In credentials (User ID and Password) for SPPS Web is the same as for SPPS Mainframe.

NOTE: The News and Announcement section of the SPPS Web Log In page provides information related to the SPPS training schedule, SPPS Web Help, and NFC contact information.</td></tr>
</table>

Step	Action
7.	Enter your password in the **Password** field. **IMPORTANT**: You can change your password at any time, but not more than once a day. Click **Change Password** to change your password.
8.	Click **Log In**. The ***Database Selection*** page may display. **NOTE:** You are only given a choice of a database if you process for more than one Agency.
9.	 *Figure 4: SPPS Web Database Selection Screen* Select the appropriate **Database** for your Agency. The ***SPPS Web Home*** page displays.

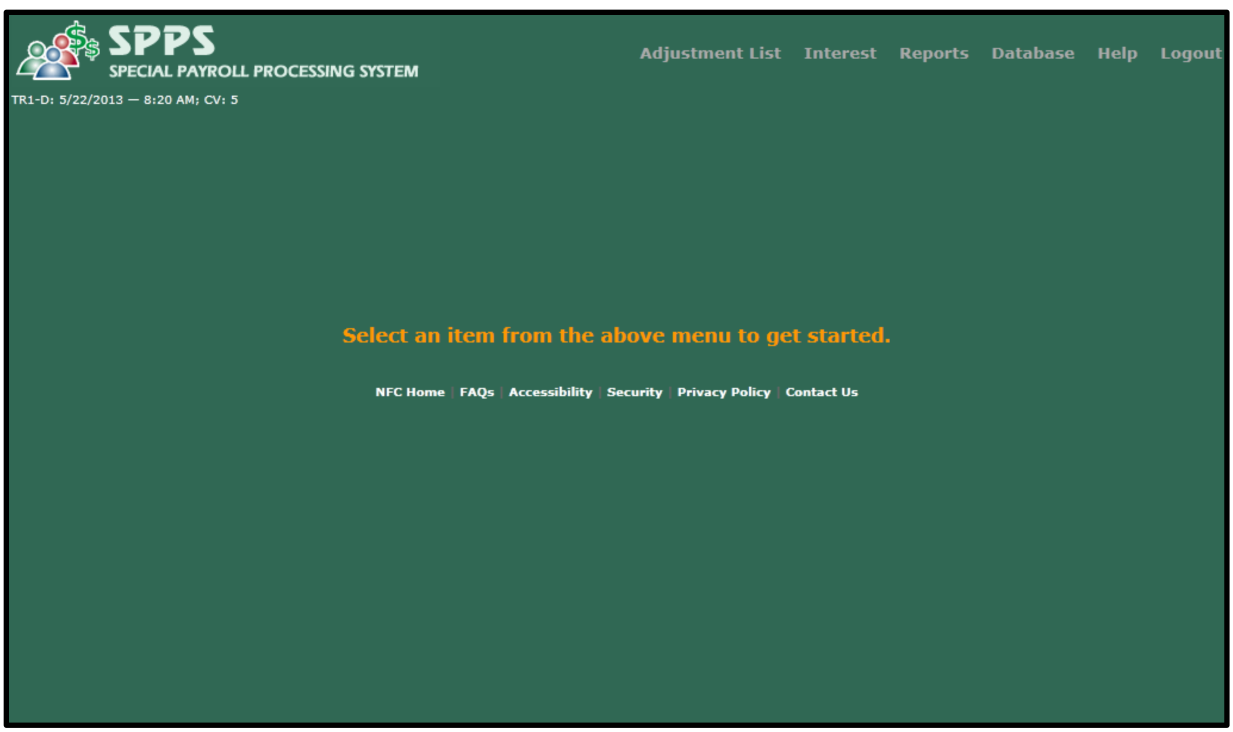


Figure 5: SPPS Web Home Page

If you do not have access to SPPS Web, you may request access through your Agency's Security Officer (ASO). Your request should include the following information:

- User name
- User SSN
- User ID
- Agency name
- User access request level
- Telephone number
- Application name

	NOTE: Request the access level that best fits your assigned work requirements and job functions. Additional access levels must be requested for employees who approve and certify payments and adjustments (e.g. supervisors and authorizing officials).

3.3. General Navigation

Lesson Overview

This lesson introduces the basic navigation features of SPPS Web and the steps required to navigate between the main menu options.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the functions associated with the SPPS Web Menu Bar

The SPPS Web Menu Bar displays in the top right corner on all SPPS Web pages.

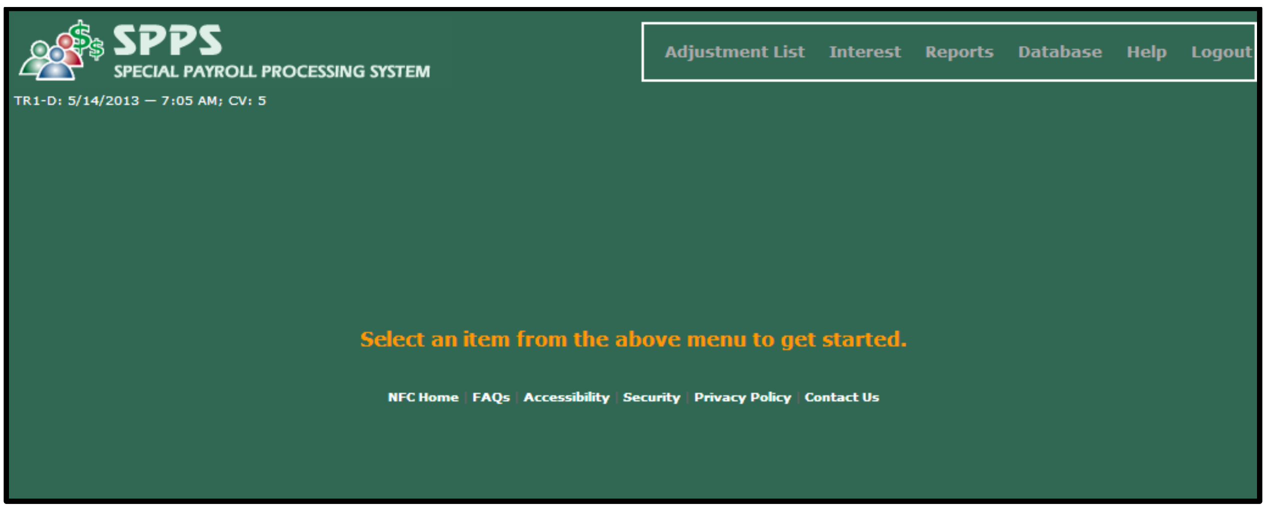


Figure 6: SPPS Web Menu Bar

Each menu bar displays menu options for processing and/or viewing transactions. When a menu option is selected, a specific action is initiated. The menu options vary based on your current page view and/or the function you are performing. To access any of the menu options, click on the menu name.

The SPPS Web Menu options are listed below:

SPPS Home Page Menu Options	Description
Adjustment List	Allows you to search for and add manual adjustments.
Interest (NFC Only)	Allows NFC users to view interest rates and dates used to calculate payment and adjustment transactions for Settlement Backpay adjustments processed in SPPS Web. This option is view only for Agencies. The interest rate and date information is provided by the Internal Revenue Service (IRS) and updated by NFC.
Reports	Allows you to request reports in SPPS Web.
Database	Allows you to select an alternate database, if you have security access to multiple databases.
Help	Allows you to view the ***SPPS Web Help*** page.
Logout	Allows you to log out of SPPS Web.

3.4. Using the SPPS Web Help Function

Lesson Overview

This lesson introduces the SPPS Web Help feature, which provides supporting information regarding the screens and fields within SPPS Web.

Lesson Objectives

By the end of this lesson, you will be able to:

- Access the SPPS Web Online Help feature on the SPPS Menu Bar
- Use the search, table of contents, and index to find a specific topic
- Use the field-level help feature in SPPS Web

Accessing SPPS Web Online Help

Within SPPS Web, there is an online help feature that can be used as a reference tool when processing data. This tool provides additional information regarding fields and steps for all of the processes and functions within SPPS Web.

There are four ways in which you can access help information:

- Perform a keyword search
- Search the table of contents
- Search the index
- Display field-level help

Step	Action
1.	Click **Help** on the ***SPPS Web Home*** page. A separate Web page opens.

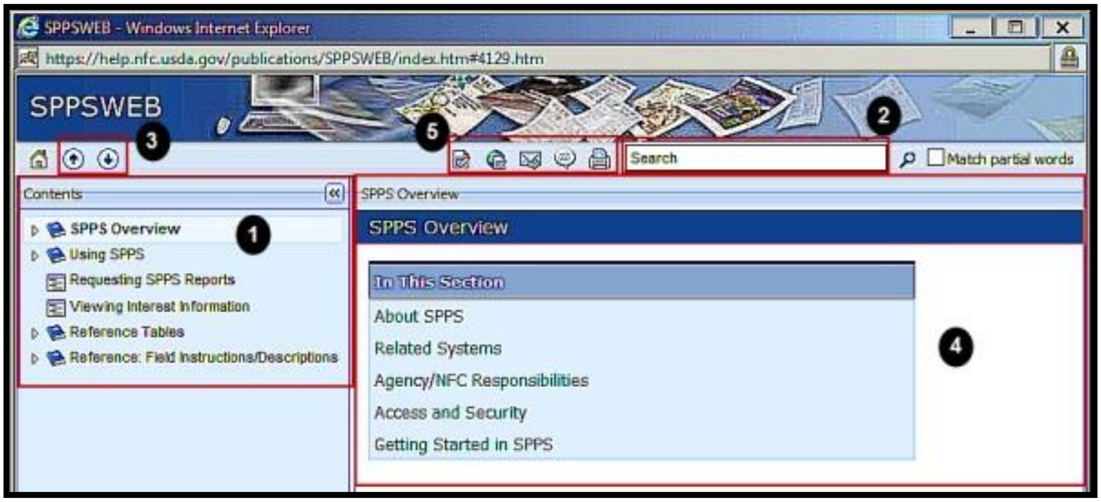


Figure 7: SPPS Web Help Page

After accessing ***SPPS Web Help Home*** page, the following sections in

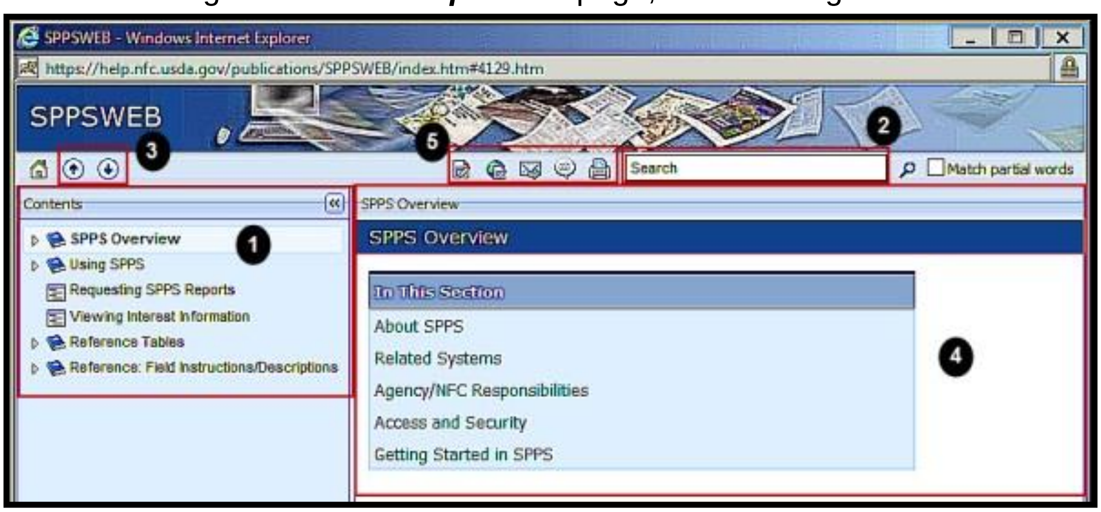


Figure 7: SPPS Web Help Page display:

1. **Content/Index Panel** – This displays either the table of contents for the SPPS Web Procedure Manual, or the index, depending on the function selected.
2. **Search Field** – This is used to enter keywords for which you wish to search for.
3. **Up/Down Arrows** – These arrows allow you to navigate within the Context/Index Panel.
4. **Information Panel** – This panel displays the results of a search or the content selected from the Content/Index panel.

5. **Action Buttons** – These buttons allow you to perform an action on the page such as emailing, providing feedback, or printing.

Additionally, the following icons are located within the ***SPPS Web Help Home*** page:

Icon	Description
	Returns you to the ***SPPS Web Help Home*** page.
	Allows you to access additional sub-folders for a particular topic.
	Indicates a specific topic that can be selected.

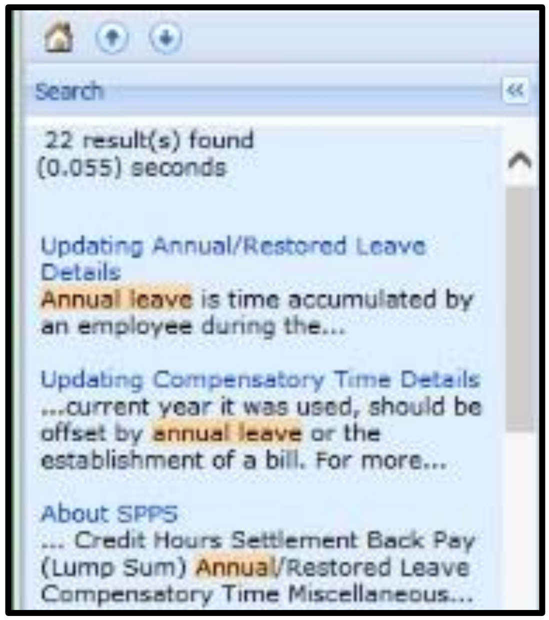
There are three methods for conducting a search in SPPS Web Help:

- Keyword search
- Content tab
- Index tab

Performing a Keyword Search in Help

Similar to a search engine, you can search for help within SPPS Web Help based on a specific key word or topic.

Step	Action
1.	 *Figure 8: SPPS Web Help Search Field* Enter the keyword for your search in the **Search** field.
2.	Press **Enter**. The search results display in the Content/Index Panel.

Step	Action
3.	 *Figure 9: Displayed Search Result* Click on the desired search result to display the full text in the Information panel. The full content displays in the Information Panel.

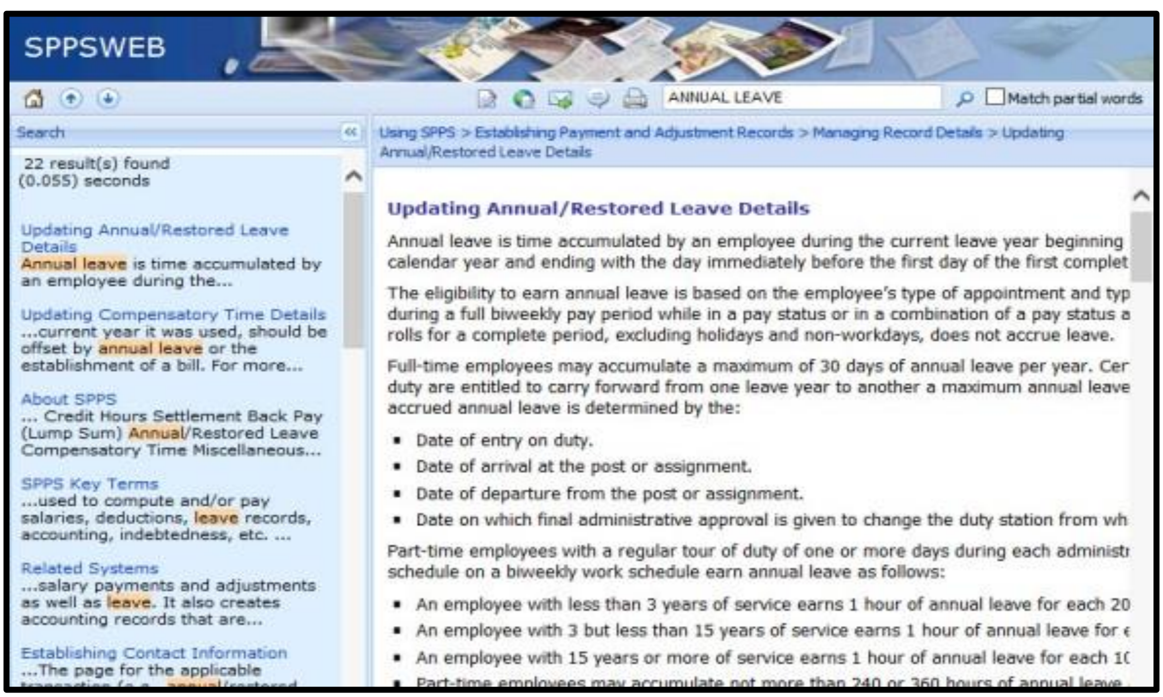


Figure 10: Search Result Content

Searching Help Using the Content Panel

You can also search for a topic using the Content/Index Panel on the left side of the screen. This panel provides the table of contents for the SPPS Web Procedure Manual.

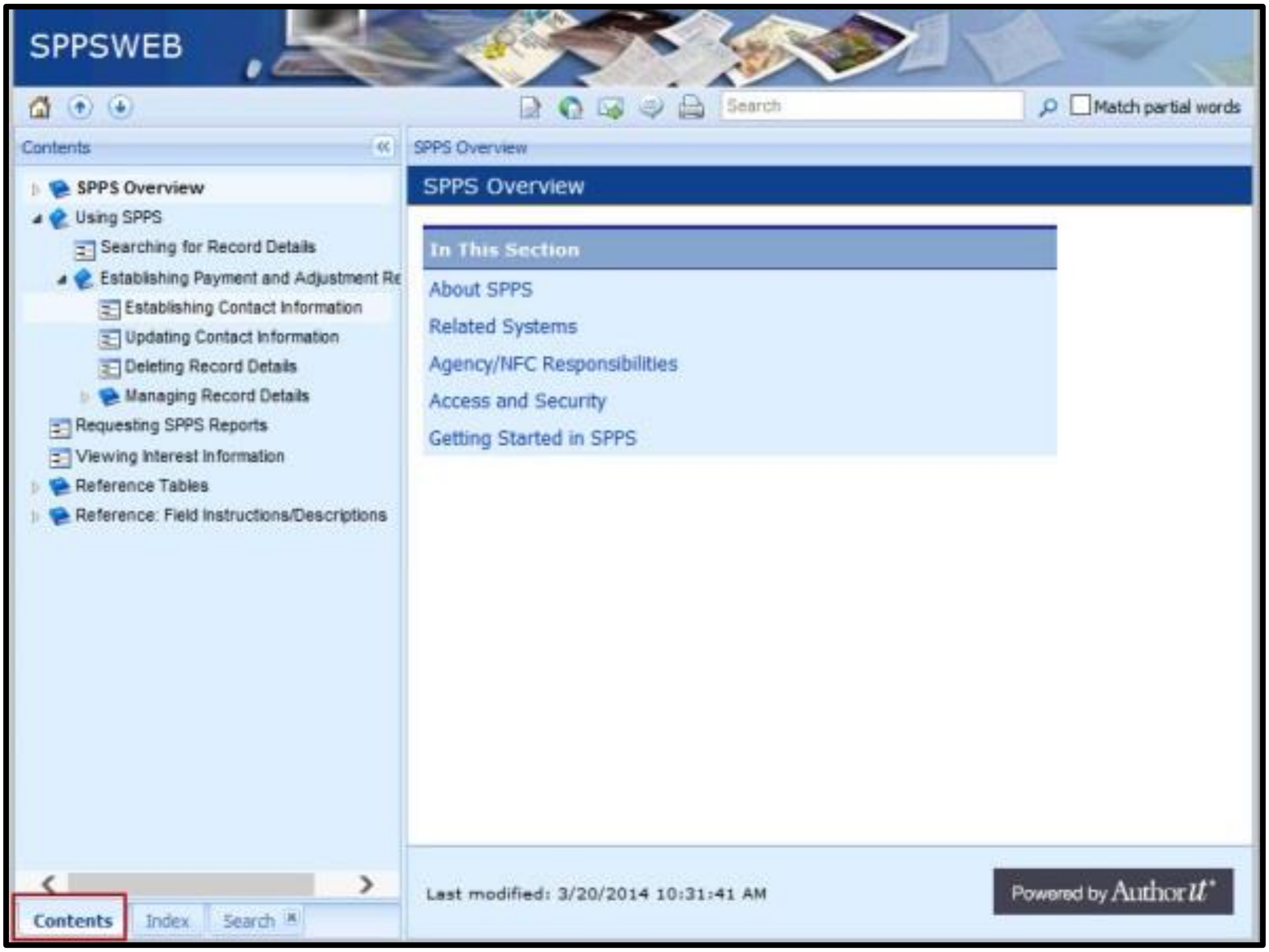


Figure 11: Contents View

Step	Action
1.	Click the **Contents** tab. This switches your view to the Contents view.
2.	Click the desired folder .
3.	Click sub-folders until you locate your specific topic.

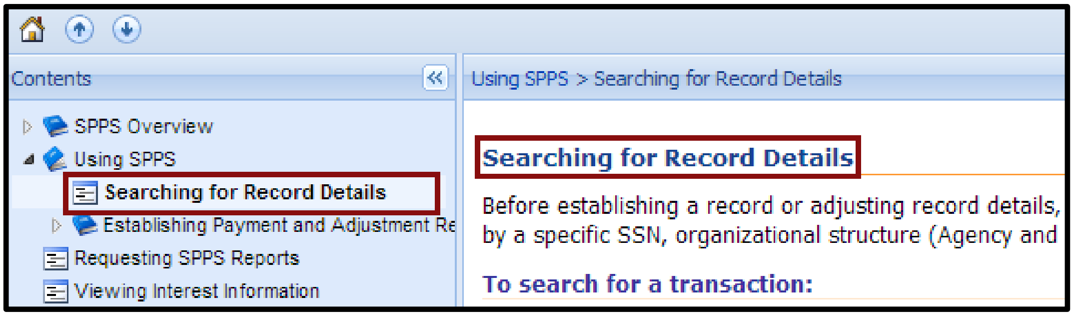
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>

Figure 12: Table of Contents Topic
Click the desired topic within the Content/Index Panel. The content for the topic displays in the Information Panel. </td></tr>
</table>

Searching Help Using the Index Tab

The last way you can use the SPPS Web Help feature is by searching the Index. A list of all of the keywords in SPPS Web displays, allowing you to select the term you require.

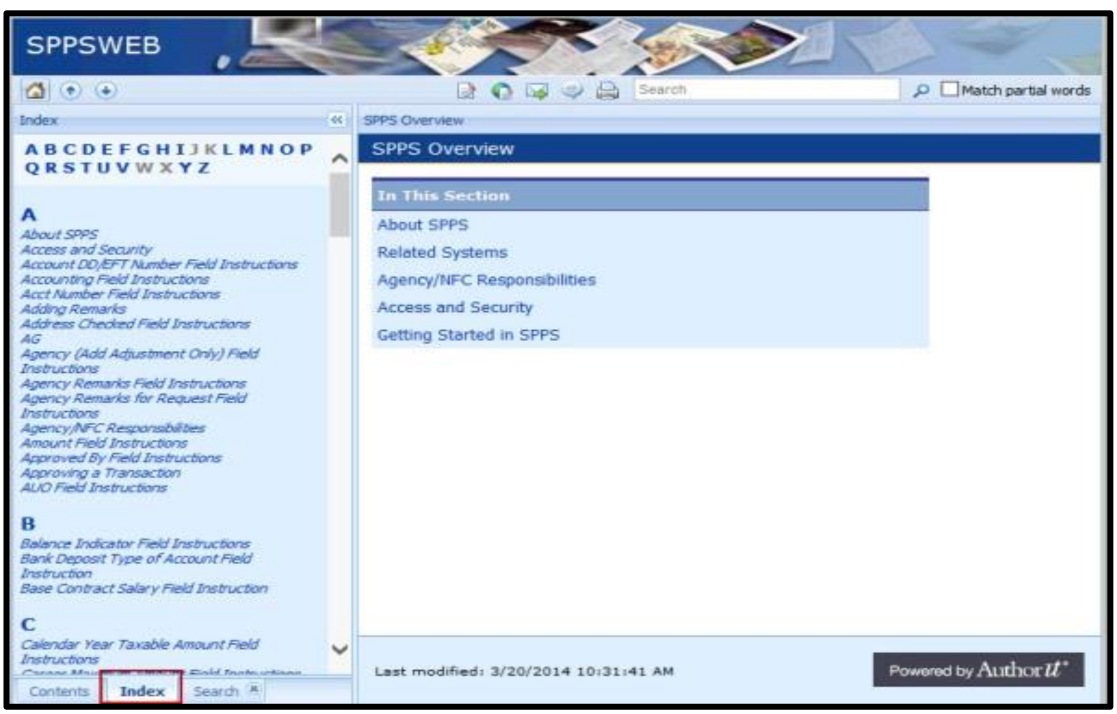


Figure 13: Index View

Step	Action
1.	Click the **Index** tab. This switches your view to the Index view.
2.	Click on the first letter of the desired keyword. The Index automatically displays all keywords beginning with the selected letter.
3.	Click the desired keyword to display a description of that term.

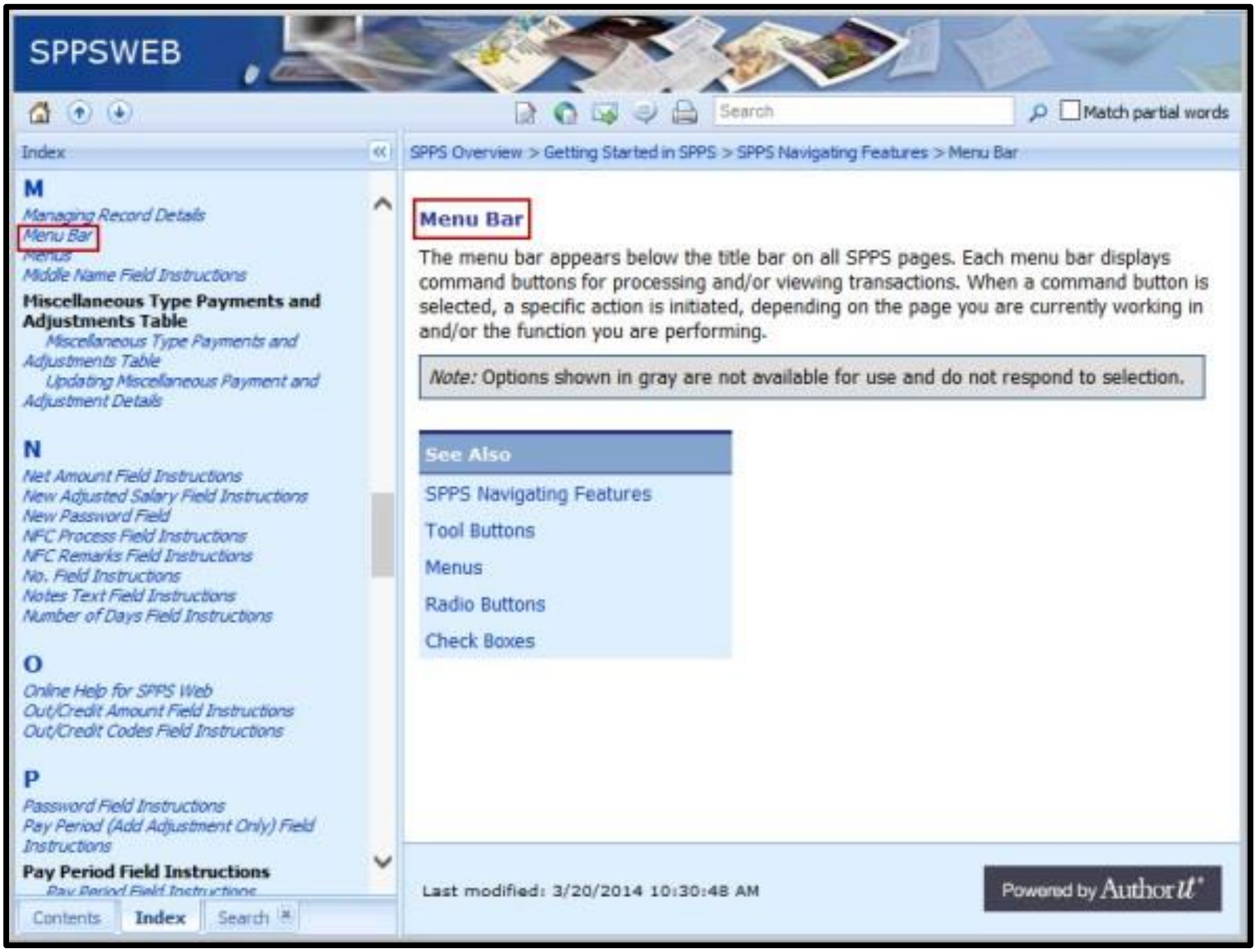


Figure 14: Index Search Result

Access Field-Level Help

In addition to performing a search for help, you can also access field-level help by double-clicking in a field name within SPPS Web. A field description and related processing instructions display. This is a quick and easy way to receive help while processing adjustments in SPPS Web.

Additional Help

The online Procedure Manual that accompanies the system is also available in PDF format on NFC's website. Go to ***NFC's Home Page*** (www.nfc.usda.gov) and click the Publications link at the top of the page.

	NOTE: To access the SPPS Web Procedure Manual, under Publications click on Manual Pay Processing.

3.5. Chapter Review

Knowledge Check

1. What are the two ways that you can access the ***SPPS Web Log In*** page?

    1. ____

    2. ____

2. What are the three ways that you can access a specific topic using the SPPS Web Help feature?

    1. ____

    2. ____

    3. ____

Chapter Summary

Having completed this chapter, you are now able to:

- Log into SPPS Web
- Navigate between the menu options within SPPS Web
- Reference the online help feature for SPPS Web

4.0. Processing Adjustment and Payment Records

4.1. Chapter Overview

This chapter provides an introduction to Adjustment Records. It includes the information and steps to electronically transmit, update, and view a manual request that has not processed through the automated Payroll/Personnel System.

Chapter Objectives

By the end of this chapter, you will be able to:

- Provide colleagues with an introduction to the adjustment function of SPPS Web
- Identify the main types of manual adjustments processed in SPPS Web
- Process the different types of adjustments

4.2. Establishing Adjustment Records

Lesson Overview

This lesson focuses on the process and information required to establish an adjustment record.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the types of manual adjustments processed in SPPS Web
- Initiate an adjustment in SPPS Web
- Process each type of adjustment in SPPS Web
- Describe the key fields required to process an adjustment in SPPS Web
- Search for an existing adjustment record

SPPS Web allows you to electronically transmit, update and view manual requests for payroll adjustments. As mentioned earlier, these requests can include manual payments, collections, adjustments and other transactions not processed through the automated system.

In order to prevent a duplicate adjustment from being processed, you must search for any related transactions before creating a new adjustment record.

All adjustments have a Status Code that indicates in which step of the process the adjustment is currently.

	NOTE: Personnel actions result in a SF-50 (Notification of Personnel Action) however, adjustments processed in SPPS Web do not. An SF-50 is generated once the action is updated within PPS.

Adding Adjustments

Typically before you add an adjustment, you must search for the adjustment in SPPS Web to verify that it does not already exist. The procedures for searching for an adjustment are covered in the next section. Once you have verified that the adjustment does not already exist, you can add the adjustment. There are two steps to processing the adjustment:

1. Initiate the adjustment
2. Complete the adjustment based on the fields generated or the specific type of adjustment selected

The initial procedure for adding an adjustment is the same for each type of adjustment; however, once you add an adjustment the process associated with each type is different. The remainder of the lesson focuses on how to initiate an adjustment.

Below are descriptions of the different types of adjustments that can be processed.

Type of Adjustment	Description
Other - NFC Process	Allows Agencies to submit a manual adjustment to NFC that the Agency is unable to process.
Other- NFC Process Quick SVC Wire	Allows Agencies to initiate a Quick Service Wire and release to NFC for processing
Other- NFC Process Current PP T&A	Allows Agencies to initiate and release to NFC for processing – used for current Pay Period T&A’s
Other- NFC Process Prior PP T&A	Allows Agencies to initiate and release to NFC for processing – used for prior Pay Period T&A’s
Annual/Restored	Allows Agencies to annual/restored leave payments for employees with unique circumstances that cannot be processed through the automated system or if additional hours need to be paid after the lump sum has been processed.
Annual/Restored Dual Rate	Allows Agencies to process time accumulated by an employee for different salaries.
Cash Awards/Special Bonus	Allows Agencies to process manual payments of cash awards for employees requiring special handling such as

Type of Adjustment	Description
	presidential awards, awards for special ceremonies or in cases where the award cannot be processed in the automated system.
Compensatory Payment	Allows Agencies to process Compensatory Time payments for employees with unique circumstances that cannot be processed in the automated system or if additional hours need to be paid.
Credit Hours	Allows Agencies to process an employee's approved, excess hours under a flexible work schedule.
Miscellaneous Payment	Allows Agencies to process various allowances, differentials and payroll related payments in the event the automated system was not coded or was coded incorrectly.
Settlement Backpay	Allows Agencies to process settlements involving a single lump sum amount.
Student Payment	Allows Agencies to process the repayment of student loans as incentives to attract candidates or employees.

To initiate an adjustment:

Step	Action
1.	Click **Adjustment List** on the ***SPPS Web Home*** page. The ***Agency Adjustment List*** page displays. **NOTE:** The Adjustment List option is replaced with the Add Adjustment option upon navigating to the ***Agency Adjustment List*** page.
2.	Click **Add Adjustment** from the ***Agency Adjustment List*** page. The ***Add Adjustment*** page displays.

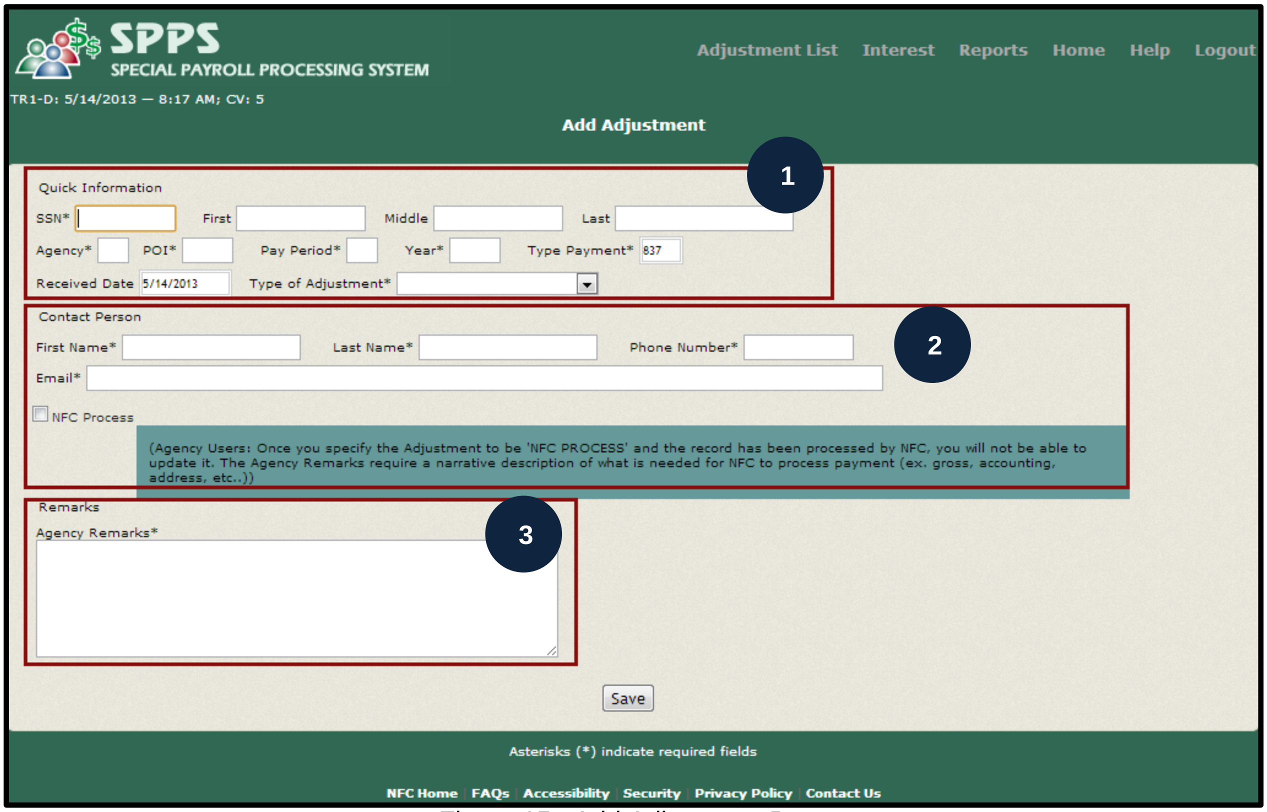


Figure 15: Add Adjustment Page

The ***Add Adjustment*** page is divided up into three sections:

1. Quick Information – Information related to the employee and the type of adjustment being processed
2. Contact Person – Information for an individual at the Agency that can be contacted regarding the adjustment
3. Remarks – A summary of the adjustment

	NOTE: Within SPPS Web, mandatory fields are indicated with an asterisk (*).

To complete these fields:

Step	Action
1.	Enter the employee's social security number in the **SSN*** field. **NOTE**: The ***SSN*** field is a numeric only field.
2.	Enter the employee's first name in the **First** name field. **NOTE:** The ***First***, ***Middle***, and ***Last*** fields are not required if the employee's social security number exists in the database. These fields auto-populate if the social security number is on the database. If the social security number is not on the database, the message *SSN not found on database. Type of Adjustment must be Other - NFC Process* displays.
3.	Enter the employee's middle name in the **Middle** name field.
4.	Enter the employee's last name in the **Last** name field.
5.	Enter the employee's Agency Code in the **Agency*** field. **TIP:** Agency and Bureau codes can be found in Table Management (TMGT) Table 023, Agency/Bureau.
6.	Enter the employee's POI in the **POI*** field.

Step	Action
7.	Enter the pay period for the adjustment in the **Pay Period*** field. **IMPORTANT:** Use the beginning pay period the adjustment covers.
8.	Enter the calendar year for the adjustment in the **Year*** field.
9.	Select the appropriate adjustment type from the **Type of Adjustment*** drop-down list. **IMPORTANT:** The type selected, determines the fields and steps required to complete the adjustment.
10.	Enter the contact person's name in the **First Name*** field.
11.	Enter the contact person's last name in the **Last Name*** field.
12.	Enter the contact person's phone number in the **Phone Number*** field. **NOTE**: The ***Phone Number*** field is a numeric only field.
13.	Enter the contact person's email in the **Email*** field.
14.	Select the **NFC Process** checkbox only if processing Other-NFC adjustments.
15.	Complete the **Agency Remarks*** field. **IMPORTANT:** The ***Agency Remarks**** field requires a narrative description of the information necessary for NFC to process the payment (Detail explanation of request, gross amount, accounting information, and address).
16.	Click **Save**. The Details tab for the adjustment displays. **NOTE**: Once saved, the record displays on the ***Agency Adjustment List*** page.

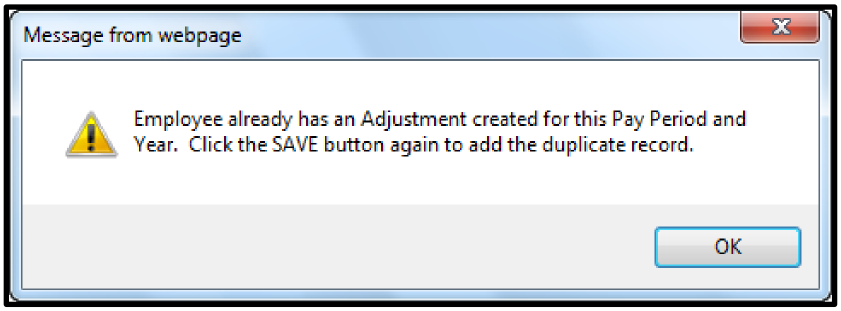


Figure 16: Duplication Notification

If another payment exists for the same pay period and year, a duplicate adjustment pop-up message displays (Figure 16: Duplication Notification displays. Click **OK** and then **Save** to add the duplicate record.

Exercise 4.1: Submitting a Manual Payment/Adjustment to NFC for Processing

Scenario

The employee changed health insurance from self (104) to family (105) in pay period 24, CY 2014, but the system was not corrected in a timely manner. The difference needs to be billed for pay periods 24-01, CY 2015.

Instructions

Follow the steps in the table below to submit a Manual Payment/Adjustment to NFC for processing.

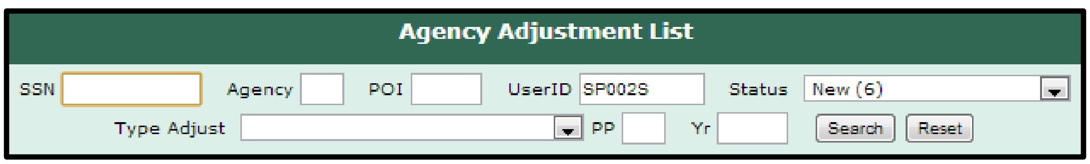
Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220100XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	24
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	OTHER – NFC PROCESS
9.	Enter the contact person's first name in the **First Name*** field.	John
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	1112223333
12.	Enter the contact person's email address in the **Email*** field.	John.trainer@usda.gov
13.	Select the **NFC Process** checkbox.	
14.	Complete the **Agency Remarks*** field.	Process a manual transaction to correct Federal Employees Health Benefit code from 104 to 105 for pay period 24-01, CY 2015. Employees should receive a bill.
15.	Click **Save**.	

Search for Existing Records

All records can be searched through the Adjustment List menu option from the SPPS Web Menu Bar.

Figure 17: Adjustment List Menu Option

Step	Action
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.
2.	 *Figure 18: Agency Adjustment List Search Fields* You can search for a transaction record by a specific: • Social Security Number (SSN); • Organizational structure (Agency Code and Personnel Office Identifier (POI); • User ID; • Type of adjustment (Type Adjust); • Pay period (PP); • Year (Yr); or • Status Code. Enter the appropriate search criteria on the ***Agency Adjustment List*** page.
3.	Select the appropriate Status Code, if known. **NOTE:** The Status Code indicates in which step the action is in payment processing. Refer to Appendix D: Status Code Descriptions for a list and description of all SPPS Web Status Codes.
4.	Click **Search**. The adjustments meeting the provided search criteria display.

Step	Action
5.	Click on the desired adjustment to edit or view the record.
	TIP: To delete an adjustment click (Delete). You can delete any adjustment in SPPS Web before it is processed.

Completing Adjustment Requests

Once the adjustment has been initiated, additional steps must be taken to complete the process. These additional steps vary based on the adjustment type selected, as described below

Adjustment Type: Other – NFC Process

The Other – NFC Process adjustment is used if an Agency is unable to process an adjustment themselves.

Additionally, there are specific adjustments that require additional steps and information outside of SPPS Web. Refer to Appendix E: Other – NFC Process Manual Adjustments for more information on these adjustments.

	NOTE: This type of adjustment is also used to process the Time & Attendance (T&A) data for a Delayed Quick Service Request (14-liner). For further information on how to process a Delayed Quick Service Request, visit the Contact Center website at: *https://www.nfc.usda.gov/Contact_Us/Help_Desks/CHD/qsr.html*.

Once initiated in SPPS Web, you must release the Other-NFC Process adjustment to NFC from the ***Agency Adjustment List*** page.

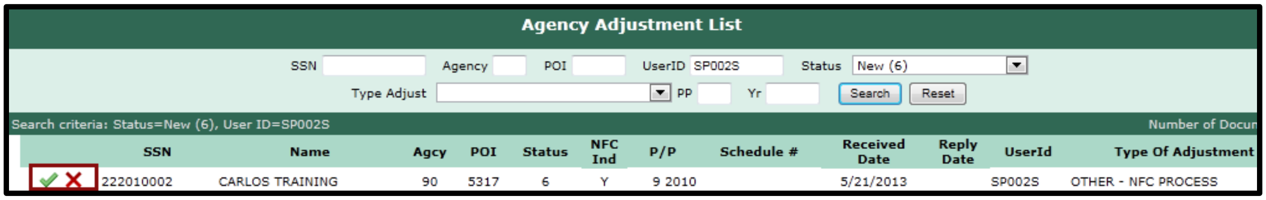
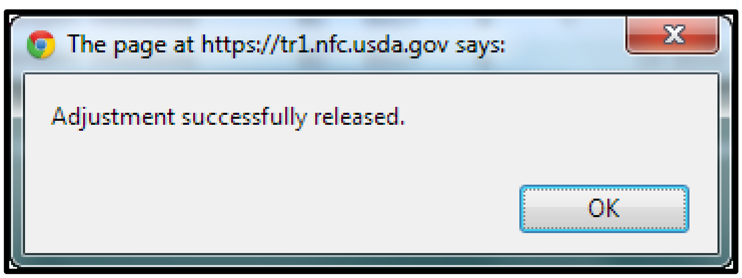


Figure 19: Agency Adjustment List Page

Step	Action
1.	Locate the newly created adjustment on the ***Agency Adjustment List*** page.
2.	Click (Release) to release the adjustment to NFC. A pop-up message displays. **NOTE:** Only a user with approval access can perform this function.
3.	 *Figure 20: Pop-up Message* Click **OK**.

The request is generated on a NFC report the following workday and logged in by an NFC technician.

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

Exercise 4.2: Submitting a Manual Payment/Adjustment to NFC for Processing

Scenario

An employee was due a Quality Step Increase (QSI) in pay periods 20-26, CY 2014. Due to an administrative error, the employee did not receive the QSI from a GS 11/2 to a GS 11/3 in a timely manner. The employee needs to be paid for the difference.

Instructions

Follow the steps in the table below to submit a Manual Payment/Adjustment to NFC for processing.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220200XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	20
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	OTHER-NFC PROCESS
9.	Enter the contact person's name in the **First Name*** field.	Sheila
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	2223334444
12.	Enter the contact person's email address in the **Email*** field.	Sheila.trainer@usda.gov
13.	Select the **NFC Process** check box.	
14.	Complete the **Agency Remarks*** field.	Pay the employee the difference in a late QSI, grade 11/2 to 11/3 for pay periods 20-26, CY 2014.
15.	Click **Save**.	
16.	Click ☑ (Release).	
17.	Click **OK**.	

Exercise 4.3: Submitting a Manual Payment/Adjustment to NFC for Processing

Scenario

Due to administrative error, the employee had S00 state taxes deducted for pay period 01, CY 2015. The employee should have been deducted for XT. Refund the employee tax deduction for pay period 01, CY 2015.

Instructions

Follow the steps in the table below to submit a Manual Payment/Adjustment to NFC for processing.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220300XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	01
7.	Enter the year for the adjustment in the **Year*** field.	2015
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	OTHER – NFC PROCESS
9.	Enter the contact person's first name in the **First Name*** field.	Damon
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	4445556666
12.	Enter the contact person's email address in the **Email*** field.	Damon.trainer@usda.gov
13.	Select the **NFC Process** check box.	
14.	Complete the **Agency Remarks*** field.	Employee had S00 deducted for state taxes instead of XT. Process a refund for pay period 01, CY 2015 to employee.
15.	Click **Save**.	
16.	Click (Release).	
17.	Click **OK**.	

Adjustment Type: Annual/Restored Leave Payment

Annual/Restored 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/Restored Leave is based on the employee's type of appointment. The table below explains how different types of employees accrue Annual Leave.

Employee Type	Annual Leave Accrual
Full-time	May accumulate a maximum of 30 days per year.
Full-time (Foreign Post)	May carry forward from one leave year to another, a maximum Annual Leave accumulation of 45 days. The amount of accumulated and accrued Annual Leave is determined by the: • Date of entry on duty; • Date of arrival at the post or assignment; • Date of departure from the post or assignment; and • Date on which final administrative approval is given to change the duty station from which the employee was recruited or transferred.
Part-time	May accumulate not more than 240 or 360 hours on the same basis that a full-time employee may accumulate 30 or 45 days.

Employee Type	Annual Leave Accrual
Part-time (Regular Tour of Duty or Flexible Biweekly Work Schedule)	Earn Annual Leave as follows: • An employee with less than three years of service earns one hour of Annual Leave for each 20 hours in a pay status • An employee with more than three but less than 15 years of service earns one hour of Annual Leave for each 13 hours in a pay status • An employee with 15 years or more of service earns one hour of Annual Leave for each 10 hours in a pay status
Biweekly	Earn Annual Leave on a pro-rated 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 regular restoration rights restored after service in Armed Forces

SPPS Web allows agencies to process Annual/Restored Leave payments for employees with unique circumstances that cannot be processed through the automated system, or if additional hours need to be paid after the lump sum has been processed.

IMPORTANT: Annual/Restored Leave payments should also be adjusted in the Time Inquiry Leave Update System (TINQ) if they remain on the database after the next processing of Payroll Processing System (PAYE). An Agency Leave to be TINQed Report is available that lists the hours paid and should be adjusted in TINQ.

SPPS Web does not generate a Statement of Earnings and Leave. A NFC-29 (Payroll Adjustment Document) updates the gross to net computation for each payment on the database which is reflected on the Payroll Listing (PQ032) after the next process of PAYE.

	IMPORTANT: Dual Rate – Lump Sum payments are processed by NFC only. These are payments paid to employees who retire or separate from the Federal Government towards the end of a leave year, but whose leave carries forward to the next leave year. These payments are processed to differentiate between the rates of pay the employee is entitled to receive.

Once you save the Annual/Restored Leave Adjustment in SPPS Web, the Details tab displays.

You must modify the employee's accounting information to complete an Annual/Restored Leave adjustment.

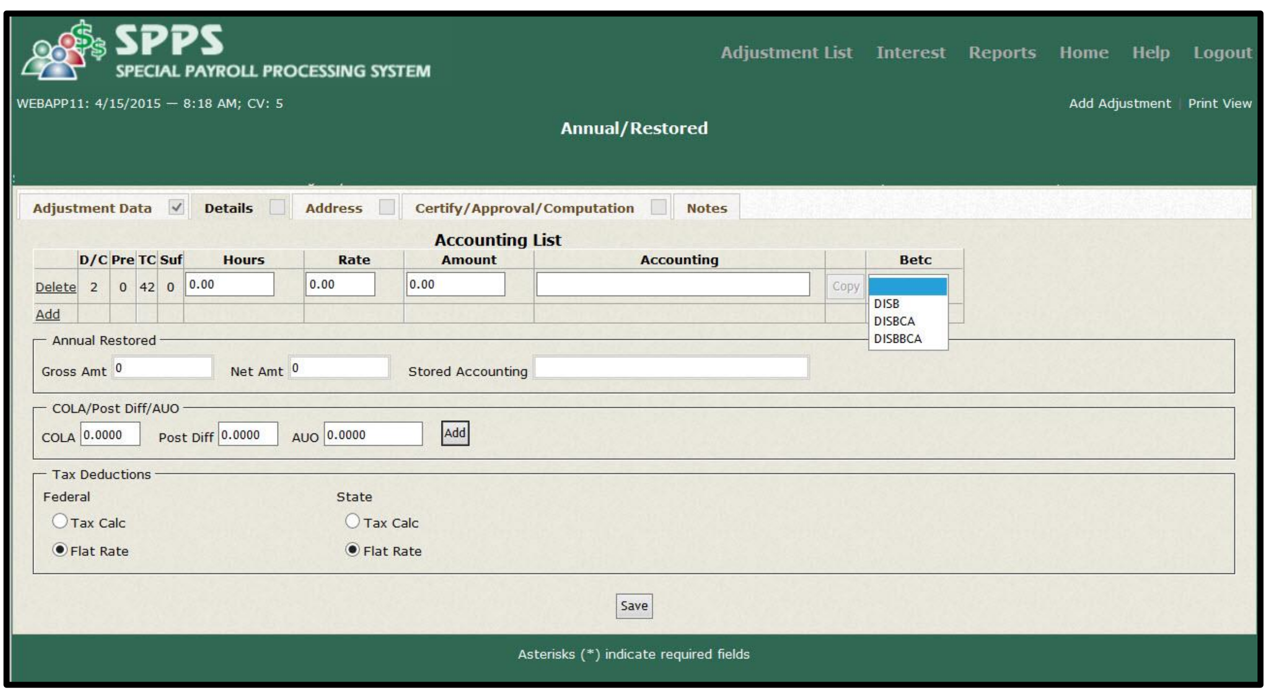
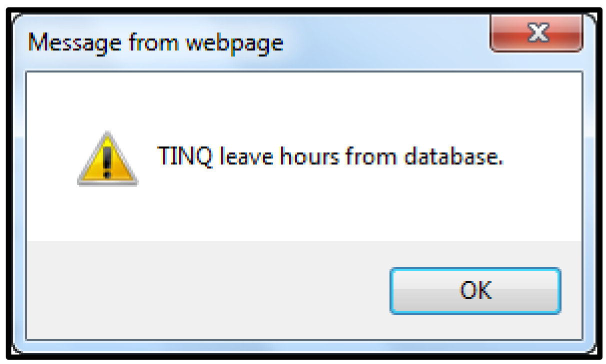


Figure 21: Details Tab

Step	Action
1.	The Details tab displays, showing the employee's accounting information. **NOTE:** If a record exists in the payroll database, the first accounting line is system generated.
2.	Enter the correct number of hours in the **Hours** field.
3.	Enter the appropriate rate in the **Rate** field.
	IMPORTANT: Any adjustment to ***Hours*** or ***Rate*** deletes any Cost of Living Allowance (COLA), Post Differential, or Administratively Uncontrollable Overtime (AUO) records that were generated. You can also make adjustments to existing records as well. Prior to making changes to an employee's hour or rate information, click **Copy** to preserve the employee's initial accounting information.
4.	Enter the appropriate accounting code in the **Accounting** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the Management Accounting Structure Codes (MASC) system. The proper accounting format can be found on Payroll/Personnel Inquiry System (PINQ) Program PQ046. Combine the following fields in the listed order to verify the accounting code: **ACCTG-DIST-FISC-YR-CD**, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD, and BUS-EVENT-TYPE-CODE***.[1]
5.	Click **Add** to add an additional accounting record.
6.	Enter the appropriate percentage in the **COLA**, **Post Diff**, or **AUO** field, if necessary. **NOTE:** You cannot enter COLA, Post Differential, and AUO for the same record.
7.	Click **Add**.
8.	Select the appropriate tax deduction option for **Federal**.

[1] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

Step	Action
9.	Select the appropriate tax deduction option for **State**.
10.	Select the appropriate tax deduction option for **City**.
11.	Select the appropriate tax deduction option for **County**.
	TIP: The tax deductions default to Flat Rate. Flat Rate computes 25.00% of gross for ***Federal*** and 2.00% for ***State***, ***City***, and ***County***. The Tax Calc option computes taxes based on the exemptions in the database.
12.	Click **Save**. A pop-up message displays.
13.	 *Figure 22: Pop-up Message* Click **OK**.
14.	Click the **Address** tab.

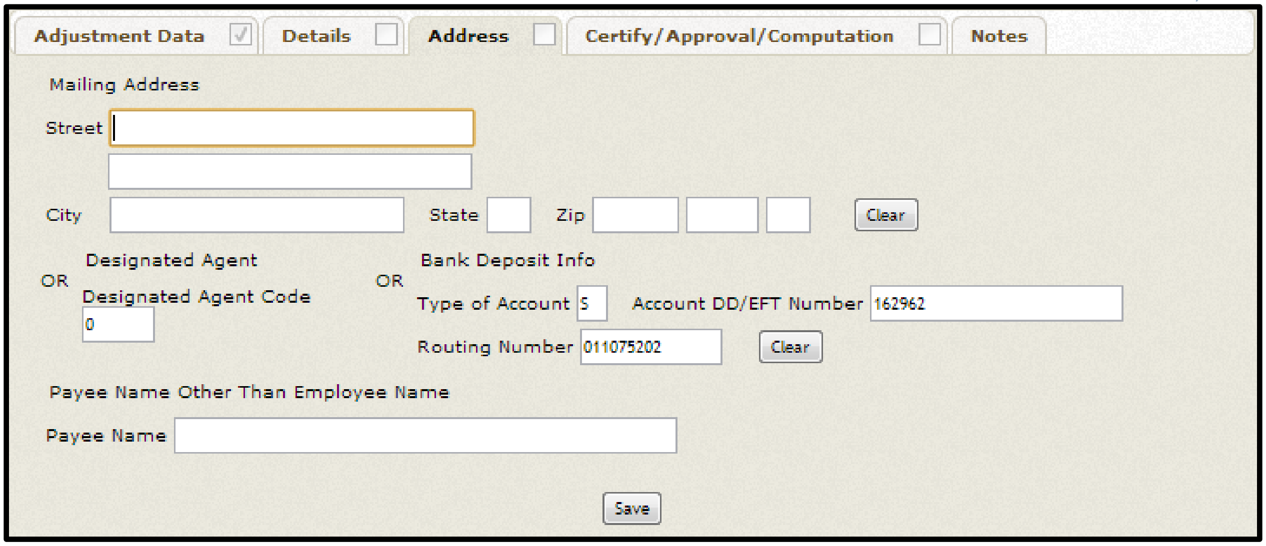
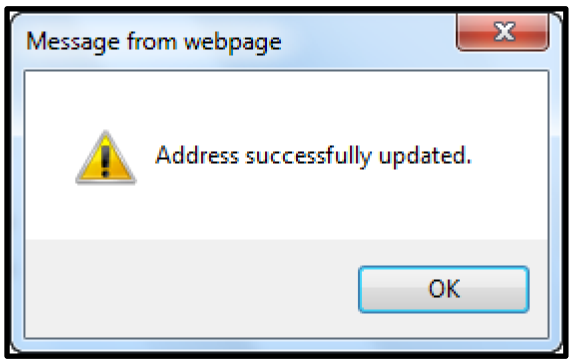


Figure 23: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the database and is reflected on Inquiry/Research Inquiry System (IRIS), IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address record. If the employee does not have a current database record, the address needs to be entered.
15.	Enter the payment recipient's street address in the **Street** field.
16.	Enter the payment recipient's city in the **City** field.
17.	Enter the payment recipient's state code in the **State** field. **NOTE:** City, state, and country codes can be found in TMGT Table 016, Geographical Location Codes With Names Table.
18.	Enter the payment recipient's zip code in the **Zip** field.

Step	Action
	NOTE: As an alternative to sending the payment to a mailing address, you can also send the payment to a designated agent or a bank account number.[2] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
19.	Click **Save**. A pop-up message displays.
20.	 *Figure 24: Address Updated Pop-up Message* Click **OK**.

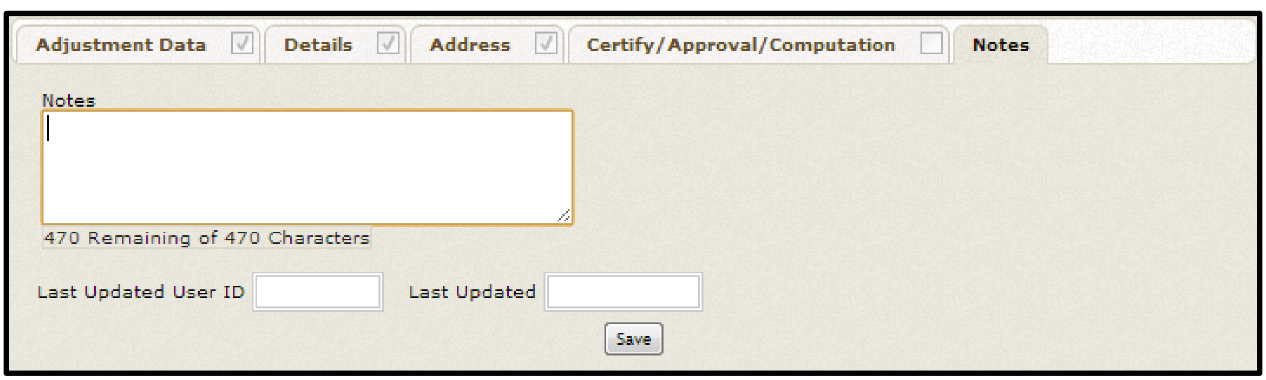
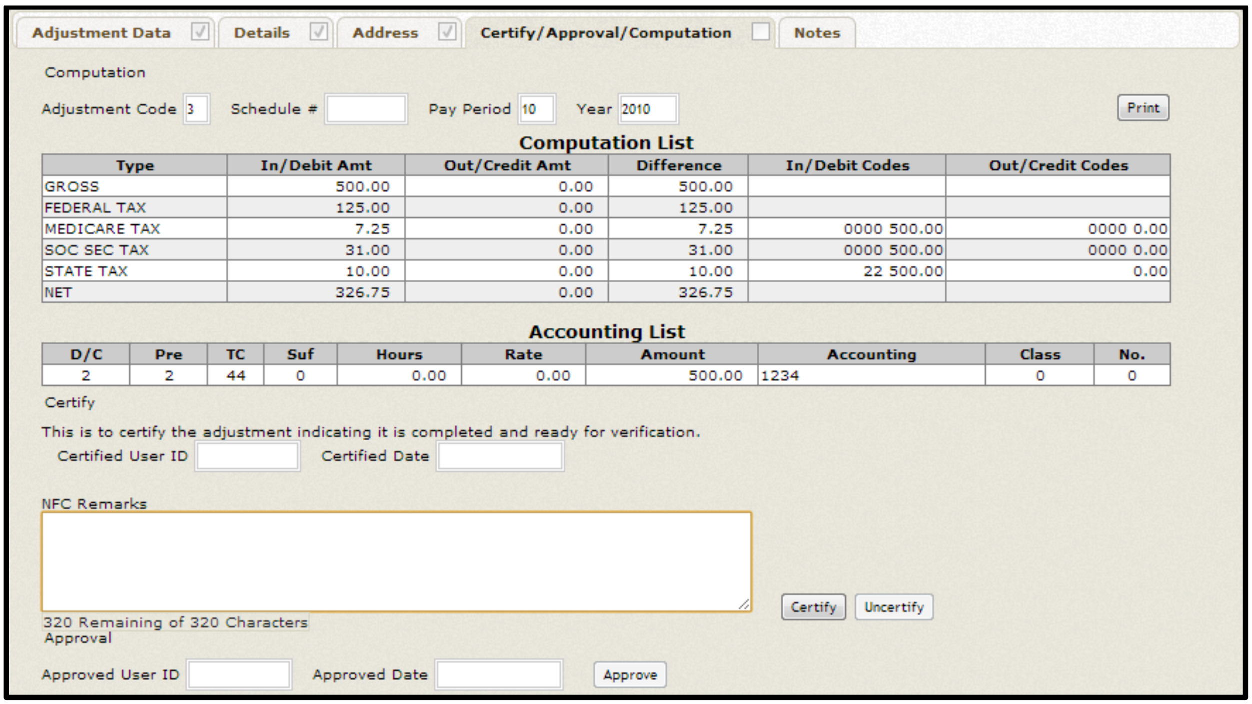


Figure 25: Notes Tab

[2] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

Step	Action
21.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
22.	Click **Save** if notes are added.
23.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked.



Adjustment Data | Details | Address | Certify/Approval/Computation | Notes

Computation

Adjustment Code 3 Schedule # Pay Period 10 Year 2010 Print

Computation List

Type	In/Debit Amt	Out/Credit Amt	Difference	In/Debit Codes	Out/Credit Codes
GROSS	500.00	0.00	500.00		
FEDERAL TAX	125.00	0.00	125.00		
MEDICARE TAX	7.25	0.00	7.25	0000 500.00	0000 0.00
SOC SEC TAX	31.00	0.00	31.00	0000 500.00	0000 0.00
STATE TAX	10.00	0.00	10.00	22 500.00	0.00
NET	326.75	0.00	326.75		

Accounting List

D/C	Pre	TC	Suf	Hours	Rate	Amount	Accounting	Class	No.
2	2	44	0	0.00	0.00	500.00	1234	0	0

Certify

This is to certify the adjustment indicating it is completed and ready for verification.

Certified User ID Certified Date

NFC Remarks

320 Remaining of 320 Characters

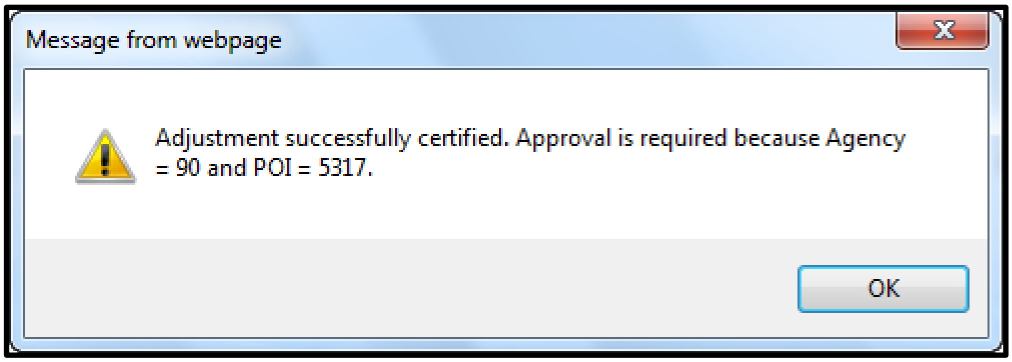
Certify Uncertify

Approval

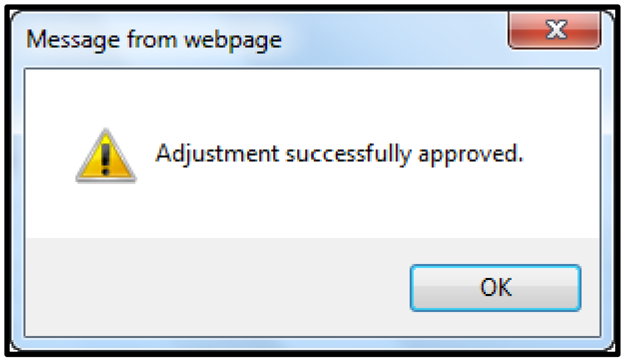
Approved User ID Approved Date Approve

Figure 26: Certify/Approval/Computation Tab

Step	Action
24.	Verify the information on the **Certify/Approval/Computation** tab and make any necessary adjustments.

Step	Action
25.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. If approval is required, a pop-up message displays. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.
26.	 *Figure 27: Approval Required Pop-up Message* Click **OK** on the pop-up message. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[3]
27.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.

[3] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

Step	Action
28.	 *Figure 28: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.4: Submitting an Adjustment for Annual/Restored Leave

Scenario

An employee is due an additional 20 hours of Annual Leave at the system generated rate.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Annual/Restored Leave.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220700XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	24
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	ANNUAL/RESTORED
9.	Enter the contact person's first name in the **First Name*** field.	Carlos
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	8889991234

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Carlos.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Refund the employee an additional 20 hours of Annual Leave, due at separation.
14.	Click **Save**.	
15.	Modify the **Hours** field.	20
16.	Enter the appropriate accounting code in the **Accounting** field.	1234
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
19.	Select the correct option for **State Tax Deduction**.	Flat Rate
20.	Select the correct option for **City Tax Deduction**.	Flat Rate
21.	Select the correct option for **County Tax Deduction**.	Flat Rate
22.	Click **Save**.	
23.	Click **OK**.	
24.	Click the **Address** tab.	
25.	Verify the information in the Bank Deposit Information fields.	
26.	Click **Save**.	
27.	Click **OK**.	

Step	Action	Required Data
28.	Click the **Certify/Approval/Computation** tab.	
29.	Verify the information on the Certify/Approval/Computation tab.	
30.	Click **Certify**.	
31.	Click **OK**.	
32.	Click **Approve**.	
33.	Click **OK**.	

Exercise 4.5: Submitting an Adjustment for Annual/Restored Leave

Scenario

An employee was terminated in Pay Period 01, CY 2015, and the employee is due 200 hours of Annual Leave. The system generated hours are incorrect, and the employee must be paid manually at the system generated rate. The employee is also entitled 25% Post Differential, and any COLA should be deleted.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Annual/Restored Leave.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221100XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	01
7.	Enter the year for the adjustment in the **Year*** field.	2015
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	ANNUAL/RESTORED
9.	Enter the contact person's first name in the **First Name*** field.	Susie
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	1234445555
12.	Enter the contact person's email address in the **Email*** field.	Susie.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee 200 hours of Annual Leave, plus 25% Post Differential, due at separation. The system generated hours are invalid.
14.	Click **Save**.	
15.	Click **OK**.	
16.	Click **Save**.	
17.	Modify the **Hours** field.	200
18.	Enter the appropriate accounting code in the **Accounting** field.	1234
19.	Select the appropriate option from the BETC Code drop down list.	DISB
20.	Remove any percentage in the **COLA** field.	
21.	Enter the percentage in the **Post Diff** field.	.2500
22.	Click **Add**.	
23.	Select the correct option for **Federal Tax Deduction**.	Flat Rate
24.	Select the correct option for **State Tax Deduction**.	Flat Rate
25.	Select the correct option for **City Tax Deduction**.	Flat Rate
26.	Select the correct option for **County Tax**	Flat Rate

Step	Action	Required Data
	Deduction.	
27.	Click **Save**.	
28.	Click **OK**.	
29.	Click the **Address** tab.	
30.	Enter the employee's street address in the **Street** field	150 Training Street
31.	Enter the employee's city in the **City** field	New Orleans
32.	Enter the employee's state in the **State** field	LA
33.	Enter the employee's zip code in the **Zip** field	70129
34.	Press **Clear** for the Bank Deposit Information fields.	
35.	Click **Save**.	
36.	Click **OK**.	
37.	Click the **Certify/Approval/Computation** tab.	
38.	Verify the information on the Certify/Approval/Computation tab.	
39.	Click **Certify**.	
40.	Click **OK**.	
41.	Click **Approve**.	
42.	Click **OK**.	

Adjustment Type: Cash Awards/Special Bonus

Cash Awards and Special Bonuses are monetary recognitions given to an individual employee or group of employees to promote organizational and team goals and objectives. SPPS Web allows agencies to process cash awards for employees requiring special handling.

You can process the following types of awards and bonuses in SPPS Web:

- Superior performance
- Special act or service
- Employee suggestion
- Senior Executive Service (SES) bonus
- Presidential award
- Separating incentive
- Cash award
- Performance bonus
- Incentive pay
- Travel incentive
- Gift certificate

All awards processed in SPPS Web deduct taxes based on the gross amount, and disburse the net amount to the appropriate recipient.

SPPS Web computes taxes for Cash Awards/Special Bonuses at the flat rate (as applicable to the employee):

Tax Type	Percentage
Federal	25.00%
State	2.00%
City	2.00%
County	2.00%
Social Security[4]	6.20%
Medicare	1.45%

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the award information to complete the Cash Award/Special Bonus Adjustment.

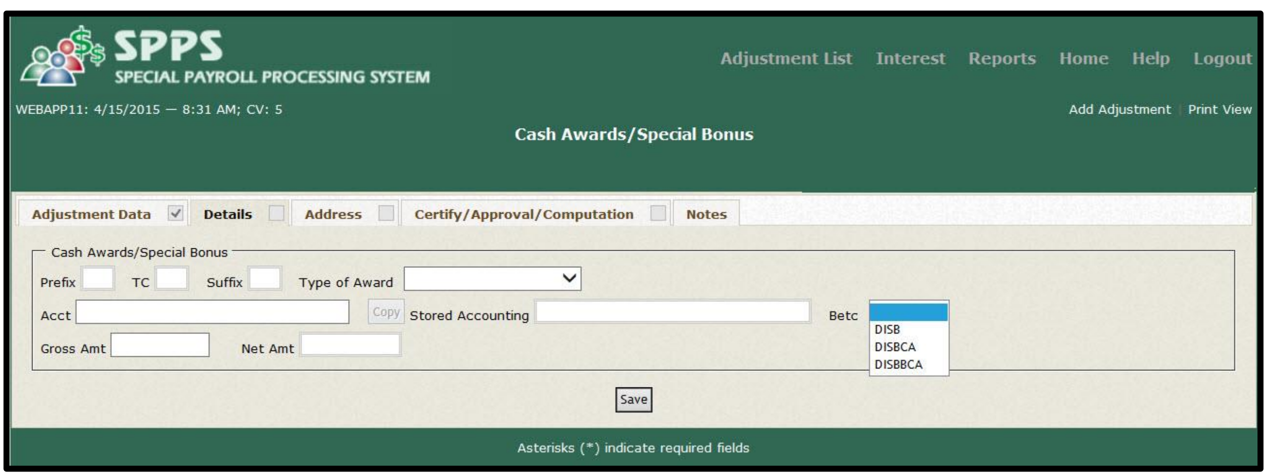
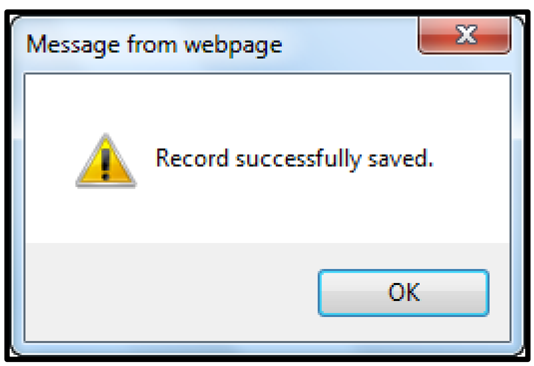


Figure 29: Details Tab

[4] The social security and Medicare rates can change on a yearly basis.

Step	Action
1.	Select the type of award from the **Type of Award** drop-down list, on the Details tab.
2.	Enter the appropriate accounting code in the **Acct** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD, and BUS-EVENT-TYPE-CODE***.[5]
3.	Enter the gross amount of the award or bonus in the **Gross Amt** field.
4.	Click **Save**. A pop-up message displays. **NOTE:** Once saved, SPPS Web marks the Details tab checkbox as complete, and calculates a net amount for the award or bonus.
5.	 *Figure 30: Pop-up Message* Click **OK**.
6.	Click the **Address** tab.

[5] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

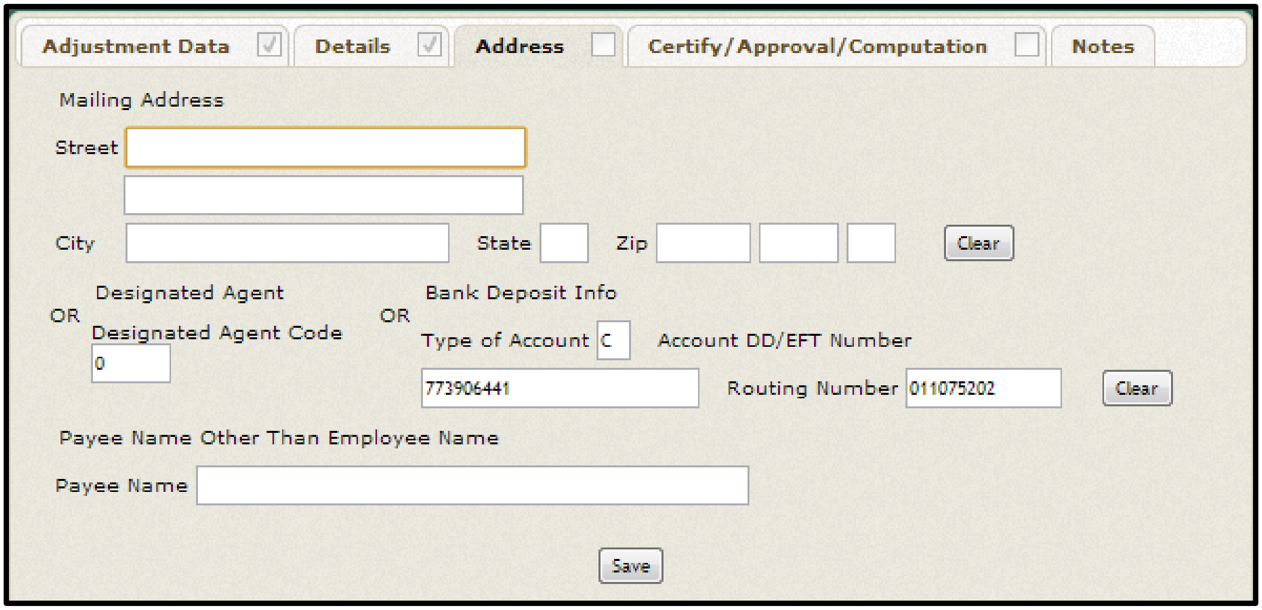
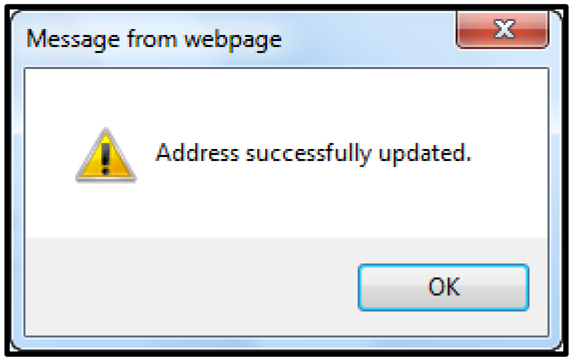


Figure 31: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address record. If the employee does not have a current database record, the address needs to be entered.
7.	Enter the payment recipient's street address in the **Street** field.
8.	Enter the payment recipient's city in the **City** field.
9.	Enter the payment recipient's state in the **State** field.
10.	Enter the payment recipient's zip code in the **Zip** field.

Step	Action
	NOTE: As an alternative to sending the payment to a mailing address, you can also send the payment to a designated agent or a bank account number.[6] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
11.	Click **Save**. A pop-up message displays.
12.	 *Figure 32: Address Updated Pop-up Message* Click **OK**.

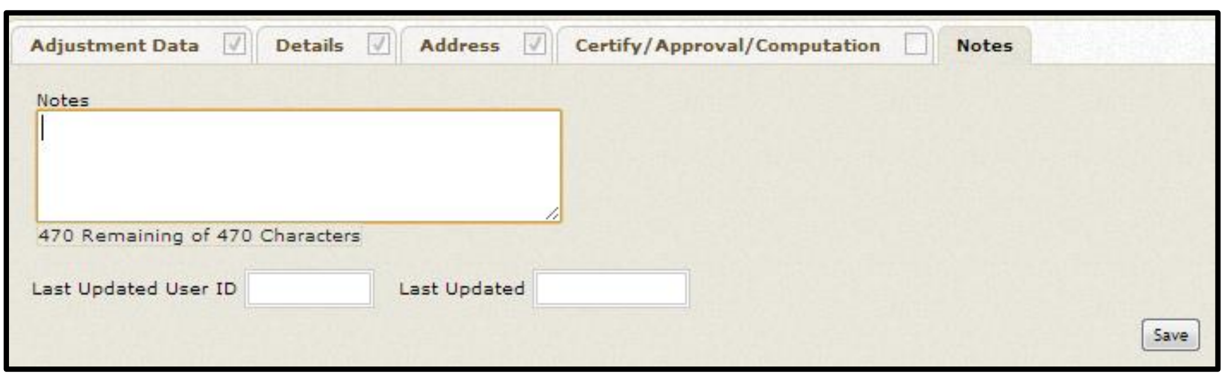
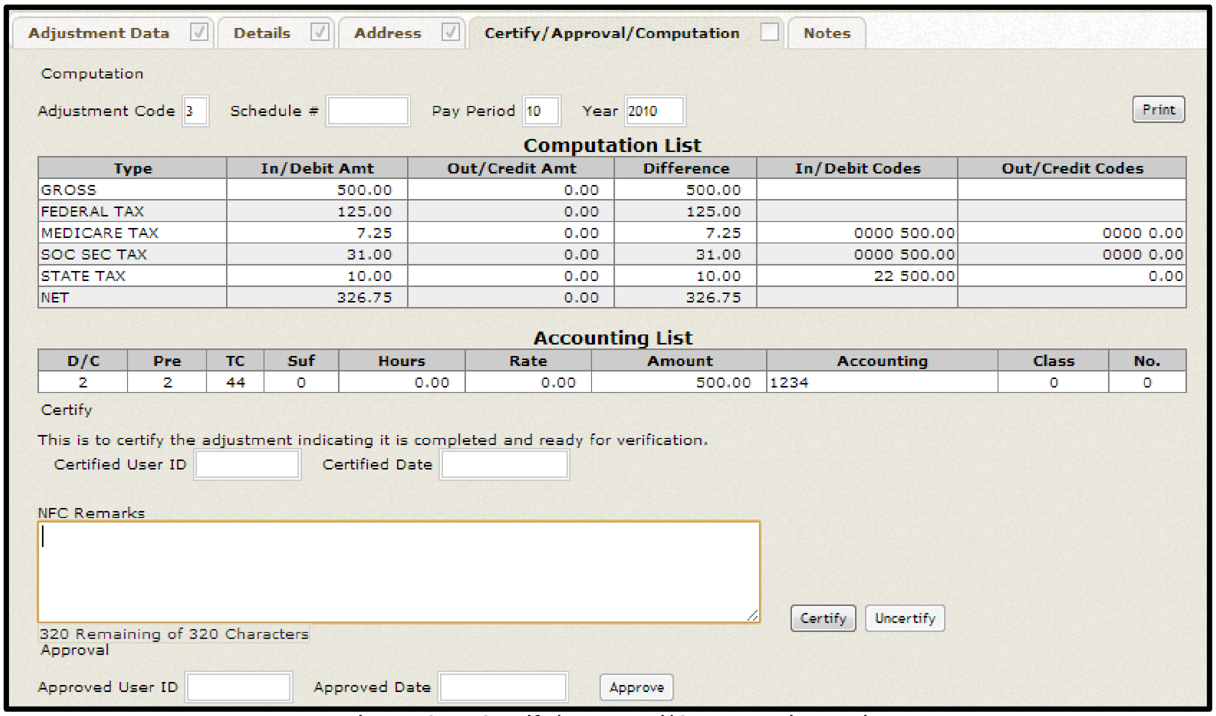


Figure 33: Notes Tab

[6] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

Step	Action
13.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
14.	Click **Save** if notes are added.
15.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators (Adjustment Data, Details, and Address) are checked.


Adjustment Data | Details | Address | Certify/Approval/Computation | Notes

Computation

Adjustment Code 3 Schedule # Pay Period 10 Year 2010 Print

Computation List

Type	In/Debit Amt	Out/Credit Amt	Difference	In/Debit Codes	Out/Credit Codes
GROSS	500.00	0.00	500.00		
FEDERAL TAX	125.00	0.00	125.00		
MEDICARE TAX	7.25	0.00	7.25	0000 500.00	0000 0.00
SOC SEC TAX	31.00	0.00	31.00	0000 500.00	0000 0.00
STATE TAX	10.00	0.00	10.00	22 500.00	0.00
NET	326.75	0.00	326.75		

Accounting List

D/C	Pre	TC	Suf	Hours	Rate	Amount	Accounting	Class	No.
2	2	44	0	0.00	0.00	500.00	1234	0	0

Certify

This is to certify the adjustment indicating it is completed and ready for verification.

Certified User ID Certified Date

NFC Remarks

320 Remaining of 320 Characters

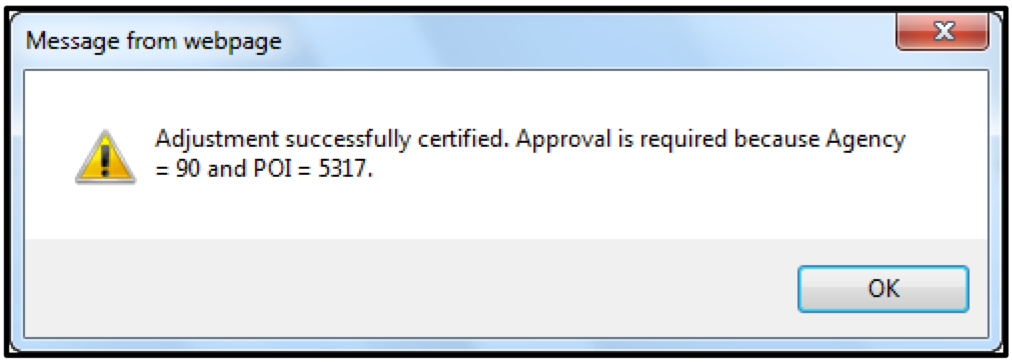
Certify Uncertify

Approval

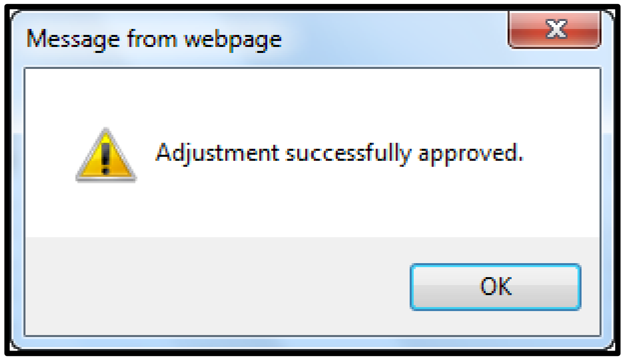
Approved User ID Approved Date Approve

Figure 34: Certify/Approval/Computation Tab

Step	Action
16.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.

Step	Action
17.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. If approval is required, a pop-up message displays. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.
18.	 *Figure 35: Approval Pop-up Message* Click **OK** on the pop-up message. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[7]
19.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.

[7] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

Step	Action
20.	 *Figure 36: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.6: Submitting an Adjustment for Cash Award/Special Bonus

Scenario

The automated system processed a $500.00 award. A system analyst discovered that the award should have been $600.00. A technician made corrections to the system to reflect the correct amount on the personnel record, but the employee is due an additional $100.00

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Cash Award/Special Bonus.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220400XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	24
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	CASH AWARDS/SPECIAL BONUS
9.	Enter the contact person's first name in the **First Name*** field.	Juan
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	1112223333
12.	Enter the contact person's email address in the **Email*** field.	Juan.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee an additional $100.00, due to incorrect amount coded on the award.
14.	Click **Save**.	
15.	Select the correct award type from the **Type of Award** drop-down list.	SPECIAL ACT OR SERVICE
16.	Enter the appropriate accounting code in the **Acct** field.	12345
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Enter the gross amount in the **Gross Amt** field.	100.00
19.	Click **Save**.	
20.	Click **OK**.	
21.	Click the **Address** tab.	
22.	Verify the information in the Bank Deposit Information fields.	
23.	Click **Save**.	
24.	Click **OK**.	
25.	Click the **Certify/Approval/Computation** tab.	
26.	Verify the information on the	

Step	Action	Required Data
	Certify/Approval/Computation tab.	
27.	Click **Certify**.	
28.	Click **OK**.	
29.	Click **Approve**.	
30.	Click **OK**.	

Exercise 4.7: Submitting an Adjustment for Cash Award/Special Bonus

Scenario

John Doe received an employee suggestion award for $1,000.00 that needs to be processed in SPPS Web.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Cash Award/Special Bonus.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220500XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	11
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	CASH AWARDS/SPECIAL BONUS
9.	Enter the contact person's first name in the **First Name*** field.	Leanne
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	2225556666

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Leanne.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee a $1000.00 Suggestion Award.
14.	Click **Save**.	
15.	Select the correct award type from the **Type of Award** drop-down list.	EMPLOYEE SUGGESTION
16.	Enter the appropriate accounting code in the **Acct** field.	12345
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Enter the gross amount in the **Gross Amt** field.	1000.00
19.	Click **Save**.	
20.	Click **OK.**	
21.	Click the **Address** tab.	
22.	Enter the employee's street address in the **Street** field	1234 Training Street
23.	Enter the employee's city in the **City** field	New Orleans
24.	Enter the employee's state in the **State** field	LA
25.	Enter the employee's zip code in the **Zip** field	70129
26.	Click **Clear** for the Bank Deposit Information fields.	
27.	Click **Save**.	
28.	Click **OK**.	

Step	Action	Required Data
29.	Click the **Certify/Approval/Computation** tab.	
30.	Verify the information on the Certify/Approval/Computation tab.	
31.	Click **Certify**.	
32.	Click **OK**.	
33.	Click **Approve**.	
34.	Click **OK**.	

Adjustment Type: Compensatory Time Payment

Compensatory Time is the time earned, in lieu of payment, for an equal amount of time spent in occasional or irregular work or special conditions. Employees may receive Compensatory Time in special work-related circumstances. Compensatory Time may be approved (not required) in lieu of regularly scheduled overtime pay for employees including both Fair Labor Standards Act (FLSA) exempt and non-exempt employees and wage employees who are ordered to work overtime hours under flexible work schedules.

SPPS Web allows agencies to process Compensatory Time adjustments for employees with unique circumstances that cannot be processed in the automated system, if the Compensatory Time was not properly recorded in the T&A system, or if additional hours need to be paid. This requires correction in SPPS Web and TINQ.

	IMPORTANT: Compensatory Time payments should also be adjusted in TINQ if they remain on the database after the next processing of PAYE. An Agency Leave to be TINQed Report is available that lists the hours paid that were paid and should be adjusted in TINQ. Reports available in SPPS Web is covered in greater detail in Chapter 5.

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the accounting information to complete a Compensatory Time adjustment.

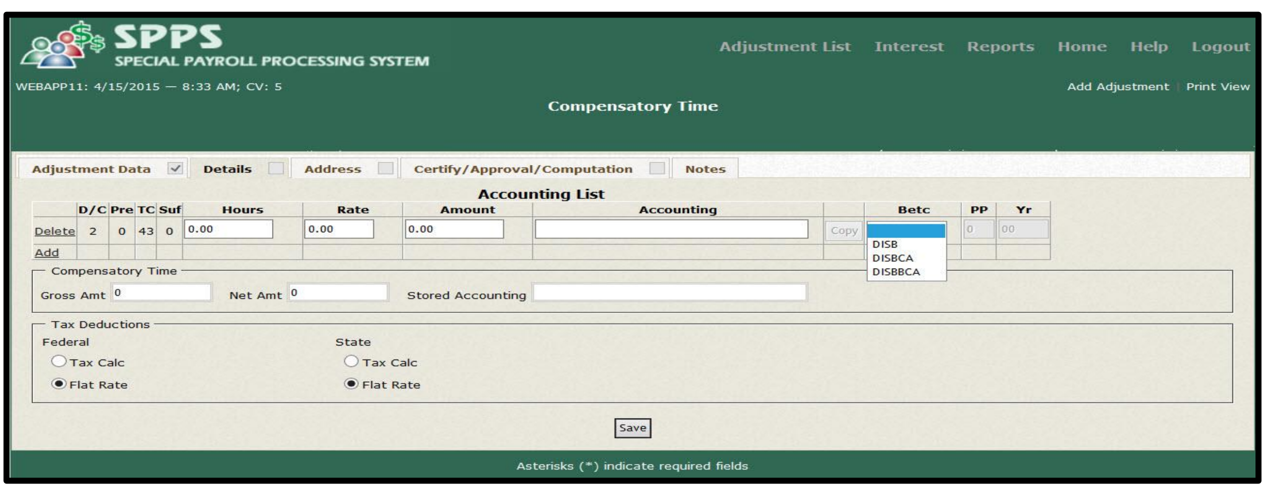
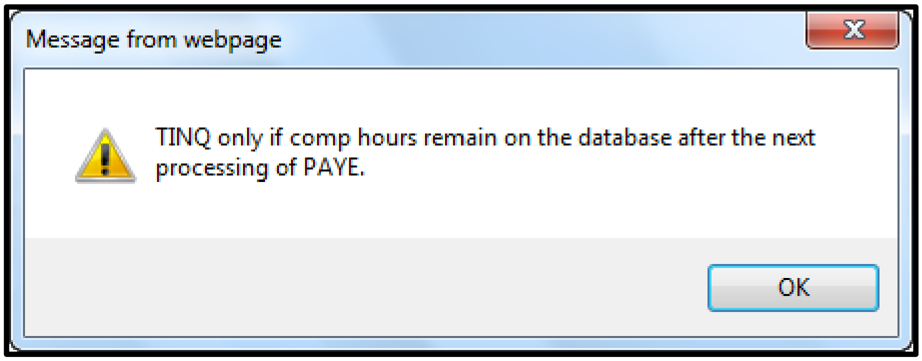


Figure 37: Details Tab

Step	Action
1.	Click **Add** to create an additional accounting record on the Details tab, if needed.
2.	Enter the correct number of hours in the **Hours** field.
3.	Enter the appropriate rate in the **Rate** field.
	NOTE: If the employee has Compensatory Time on the database under Accounting List, the system generates the rate and hours. Compensatory Time is always paid at the overtime rate at which it was earned.
	TIP: You can also directly enter the gross amount in the ***Amount*** field, instead of inserting the hours and rate.
4.	Enter the accounting code in the **Accounting** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD, and BUS-EVENT-TYPE-CODE***.[8]
5.	Click **Delete** to remove any rate records not to be paid.
6.	Select the appropriate tax deduction option for **Federal**.
7.	Select the appropriate tax deduction option for **State**.
8.	Select the appropriate tax deduction option for **City**.
9.	Select the appropriate tax deduction option for **County**.
	TIP: Tax Calc option computes taxes based on the exemptions in the database. Flat Rate option computes 25.00% of gross for ***Federal*** and 2.00% for ***State***, ***City***, and ***County***.

[8] The Forest Service includes the ACCT-STATION-CD field at the end of its accounting code.

Step	Action
10.	Click **Save**. A pop-up message displays.
11.	 *Figure 38: TINQ Pop-up Message* Click **OK**. The Details tab is now checked and SPPS Web calculates a net amount for the Compensatory Time adjustment.
12.	Click the **Address** tab.

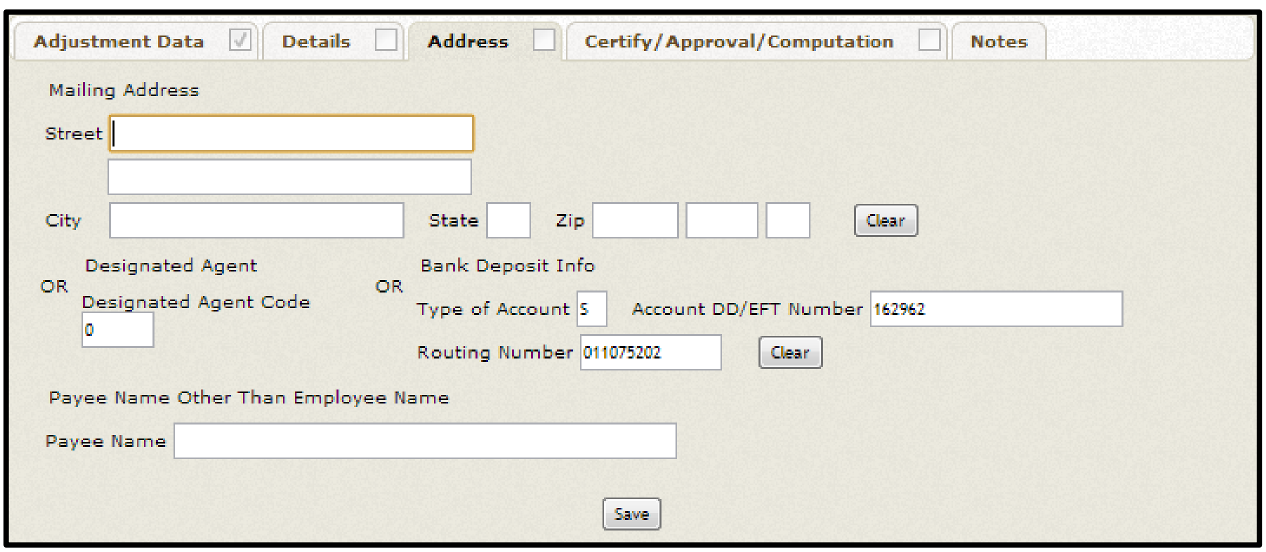
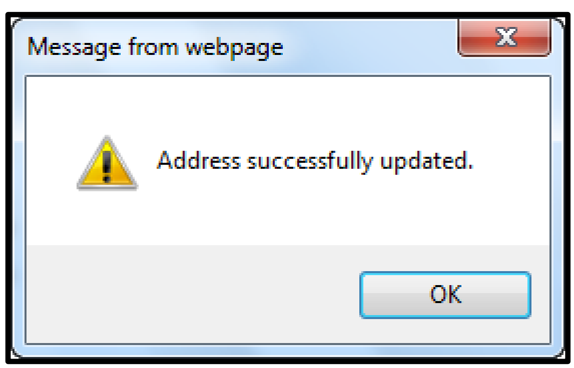


Figure 39: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address record. If the employee does not have a current database record, the address needs to be entered.
13.	Enter the payment recipient's street address in the **Street** field.
14.	Enter the payment recipient's city in the **City** field.
15.	Enter the payment recipient's state in the **State** field.
16.	Enter the payment recipient's zip code in the **Zip** field.
	NOTE: As an alternative to sending the payment to a mailing address, you can also send the payment to a designated agent or a bank account number.[9] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
17.	Click **Save**. A pop-up message displays.
18.	 *Figure 40: Address Updated Pop-up Message* Click **OK**.

[9] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

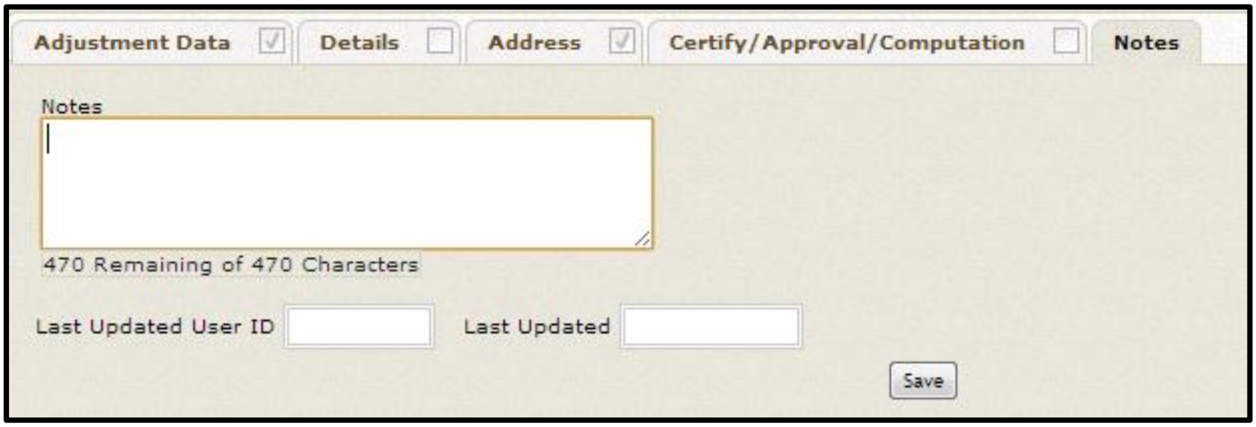


Figure 41: Notes Tab

Step	Action
19.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
20.	Click **Save** if notes are added.
21.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked.

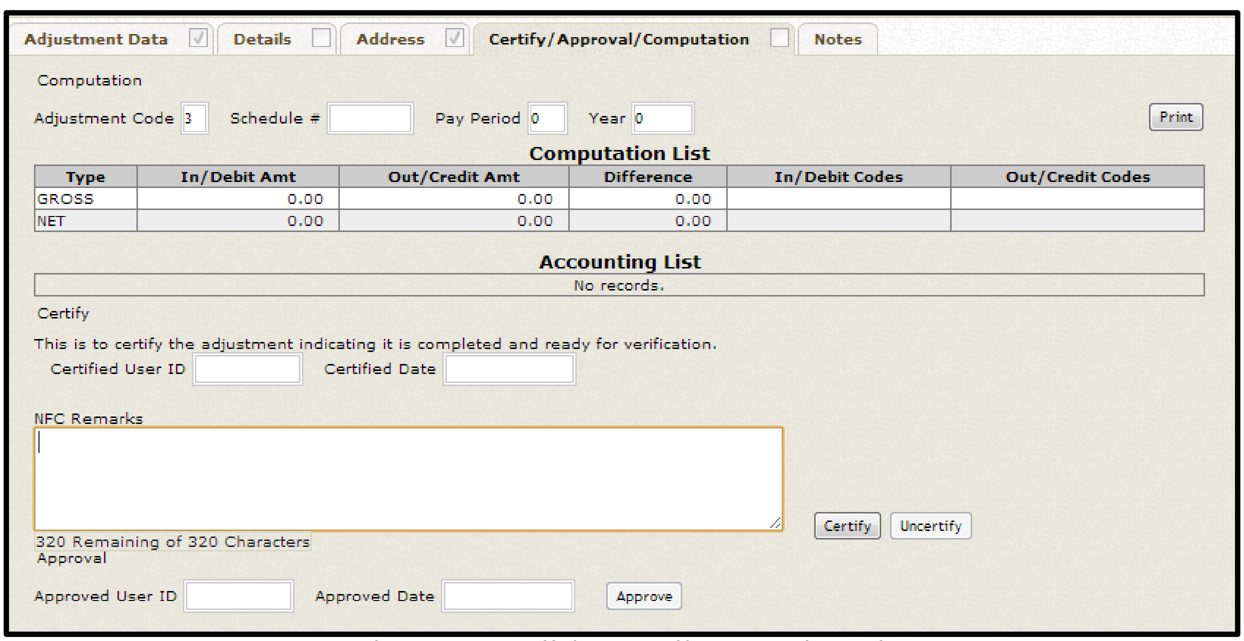
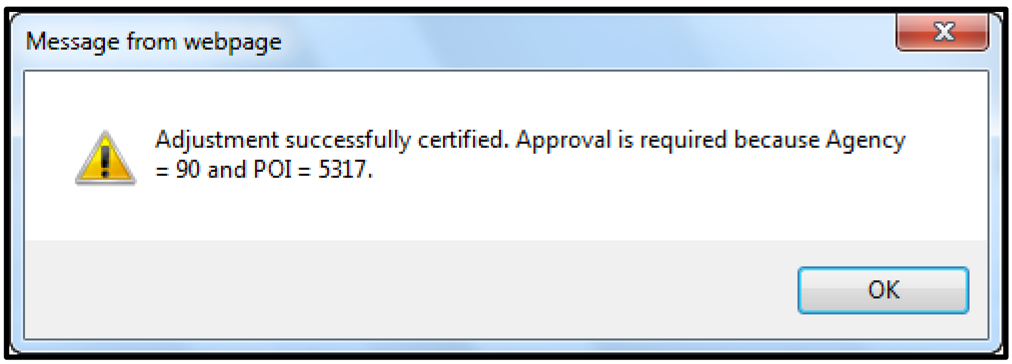
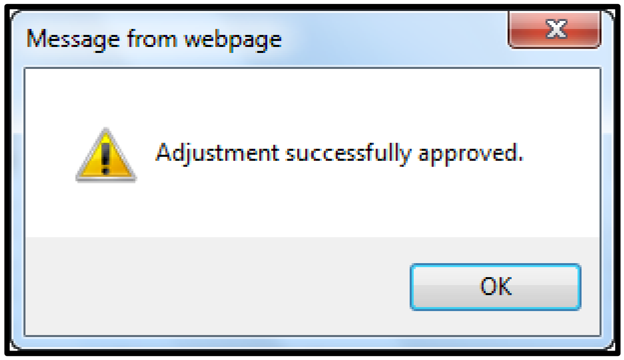


Figure 42: Certify/Approval/Computation Tab

Step	Action
22.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.
23.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.
24.	 *Figure 43: Approval Pop-up Message* Click **OK** on the pop-up. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[10]
25.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.

[10] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

Step	Action
26.	 *Figure 44: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.8: Submitting an Adjustment for Compensatory Time

Scenario

An employee has been terminated and after a leave audit, a technician has determined the employee is due 6.3 hours of Compensatory Time at the rate of $44.88 per hour. Send the final payment to the employee's check mailing address.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Compensatory Time.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221200XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	21
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	COMPENSATORY TIME
9.	Enter the contact person's first name in the **First Name*** field.	Dan
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	2223335555
12.	Enter the contact person's email address in the **Email*** field.	Dan.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay 6.3 hours of Compensatory Time for a separated employee.
14.	Click **Save**.	
15.	Click **Add**.	
16.	Enter the correct number of hours in the **Hours** field.	6.3
17.	Enter the appropriate rate in the **Rate** field.	44.88
18.	Enter the appropriate accounting code in each of the **Accounting** fields.	1234
19.	Select the appropriate option from the BETC Code drop down list.	DISB
20.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
21.	Select the correct option for **State Tax Deduction**.	Flat Rate
22.	Select the correct option for **City Tax Deduction**.	Flat Rate
23.	Select the correct option for **County Tax Deduction**.	Flat Rate
24.	Click **Save**.	
25.	Click **OK**.	

Step	Action	Required Data
26.	Click the **Address** tab.	
27.	Enter the employee's street address in the **Street** field	1234 Training Boulevard
28.	Enter the employee's city in the **City** field	New Orleans
29.	Enter the employee's state in the **State** field	LA
30.	Enter the employee's zip code in the **Zip** field	70129
31.	Click **Clear** for the Bank Deposit Information fields.	
32.	Click **Save**.	
33.	Click **OK**.	
34.	Click the **Certify/Approval/Computation** tab.	
35.	Verify the information on the Certify/Approval/Computation tab.	
36.	Click **Certify**.	
37.	Click **OK**.	
38.	Click **Approve**.	
39.	Click **OK**.	

Exercise 4.9: Submitting an Adjustment for Compensatory Time

Scenario

An employee is due 50 hours of Compensatory Time at the rate of $29.50. The employee earned this Compensatory Time in pay period 10, CY 2014. Delete any additional hours that are system generated.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Compensatory Time.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221300XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	10
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	COMPENSATORY TIME
9.	Enter the contact person's first name in the **First Name*** field.	Devon
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	9998887777
12.	Enter the contact person's email address in the **Email*** field.	Devon.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay 50 hours of Compensatory Time earned during Pay Period 10, CY 2014.
14.	Click **Save**.	
15.	Click **Delete** for existing rows.	
16.	Click **Add**.	
17.	Enter the correct number of hours in the **Hours** field.	50
18.	Enter the appropriate rate in the **Rate** field.	29.50
19.	Enter the appropriate accounting code in the **Accounting** field.	1234
20.	Select the appropriate option from the BETC Code drop down list.	DISB
21.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
22.	Select the correct option for **State Tax Deduction**.	Flat Rate
23.	Select the correct option for **City Tax Deduction**.	Flat Rate
24.	Select the correct option for **County Tax Deduction**.	Flat Rate

Step	Action	Required Data
25.	Click **Save**.	
26.	Click **OK**.	
27.	Click the **Address** tab.	
28.	Verify the information in the Bank Deposit Information fields.	
29.	Click **Save**.	
30.	Click **OK**.	
31.	Click the **Certify/Approval/Computation** tab.	
32.	Verify the information on the Certify/Approval/Computation tab.	
33.	Click **Certify**.	
34.	Click **OK**.	
35.	Click **Approve**.	
36.	Click **OK**.	

Adjustment Type: Credit Hour Adjustment

Credit Hours are hours of work performed by employees in excess of an employee's basic work requirements which the employee elects to work to vary the length of a workday or a workweek.

Agencies use SPPS Web to process manual payments of Credit Hours for employees who have:

- Been terminated;
- Been transferred;
- Retired; or
- Moved to a position in which they cannot earn Credit Hours.

Credit Hours are always paid at the current rate of pay. Credit Hours cannot be paid through the automated system.

IMPORTANT: Credit Hour payments should also be adjusted in TINQ if they remain on the database after the next processing of PAYE. An Agency Leave to be TINQed Report is available in SPPS Web that lists the hours paid that were paid and should be adjusted in TINQ. Generating reports in SPPS Web is covered further in Chapter 0

Generating Reports.

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the accounting information to complete a Credit Hour adjustment.

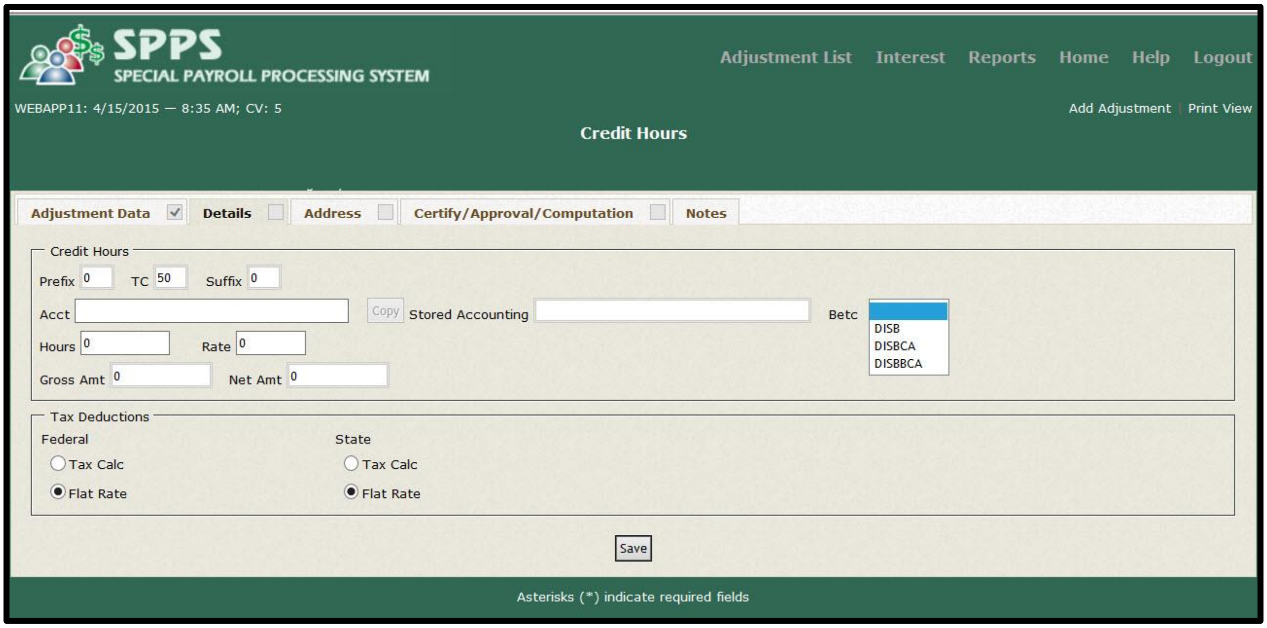
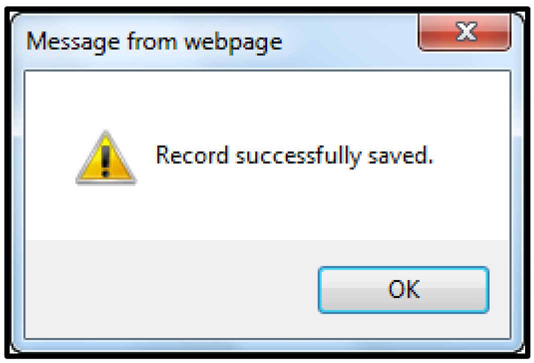


Figure 45: Details Tab

Step	Action
1.	Enter the appropriate accounting code in the **Acct** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD, and BUS-EVENT-TYPE-CODE***.[11]
2.	Enter the correct number of hours in the **Hours** field.
3.	Enter the appropriate rate in the **Rate** field. **TIP:** The ***Hours*** and ***Rate*** fields are system generated if there is a record on the database. You can update both of these fields.

[11] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

Step	Action
4.	Select the appropriate tax deduction option for **Federal**.
5.	Select the appropriate tax deduction option for **State**.
6.	Select the appropriate tax deduction option for **City**.
7.	Select the appropriate tax deduction option for **County**.
	TIP: Tax Calc option computes taxes based on the exemptions in the database. Flat Rate option computes 25.00% of gross for ***Federal*** and 2.00% for ***State***, ***City***, and ***County***.
8.	Click **Save**. A pop-up message displays.
9.	 *Figure 46: Pop-up Message* Click **OK**. The Details tab is now checked and SPPS Web calculates a net amount for the Credit Hours adjustment.
10.	Click the **Address** tab.

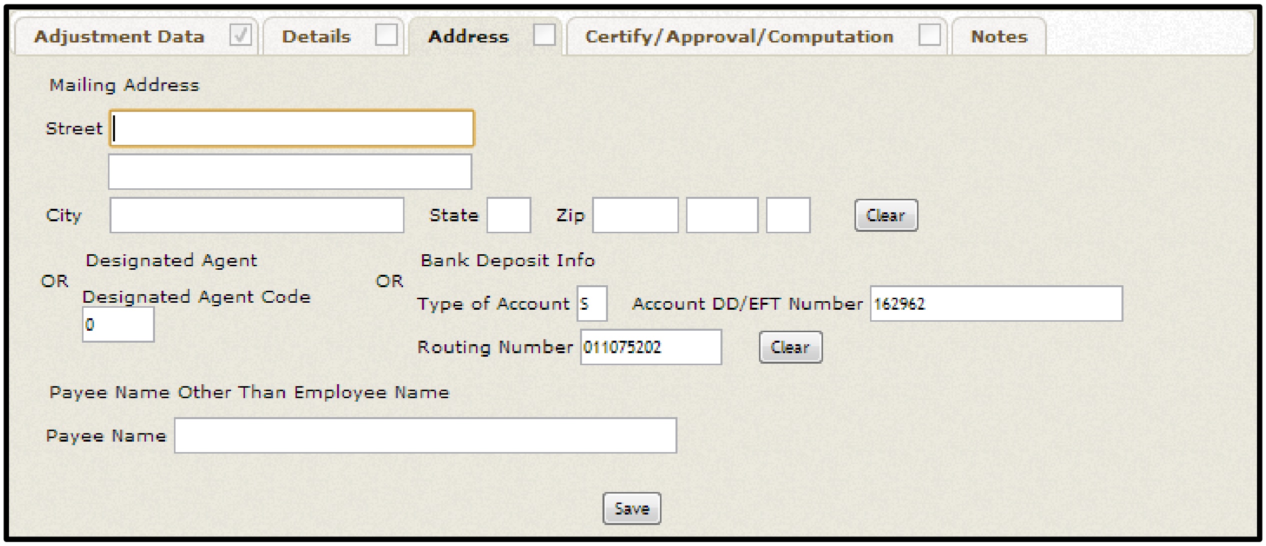
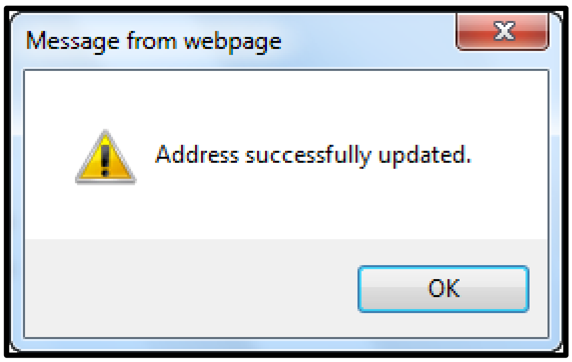


Figure 47: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address record. If the employee does not have a current database record, the address needs to be entered.
11.	Enter the payment recipient's street address in the **Street** field.
12.	Enter the payment recipient's city in the **City** field.
13.	Enter the payment recipient's state in the **State** field.
14.	Enter the payment recipient's zip code in the **Zip** field.

Step	Action
	NOTE: As an alternative to sending the payment to a mailing address, you can also send the payment to a designated agent or a bank account number.[12] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
15.	Click **Save**. A pop-up message displays.
16.	 *Figure 48: Address Updated Pop-up Message* Click **OK**.

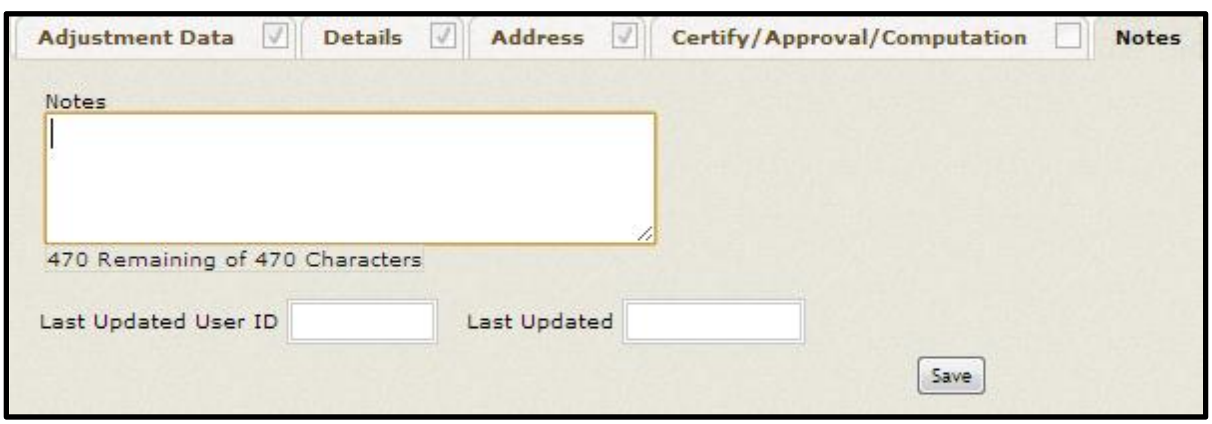
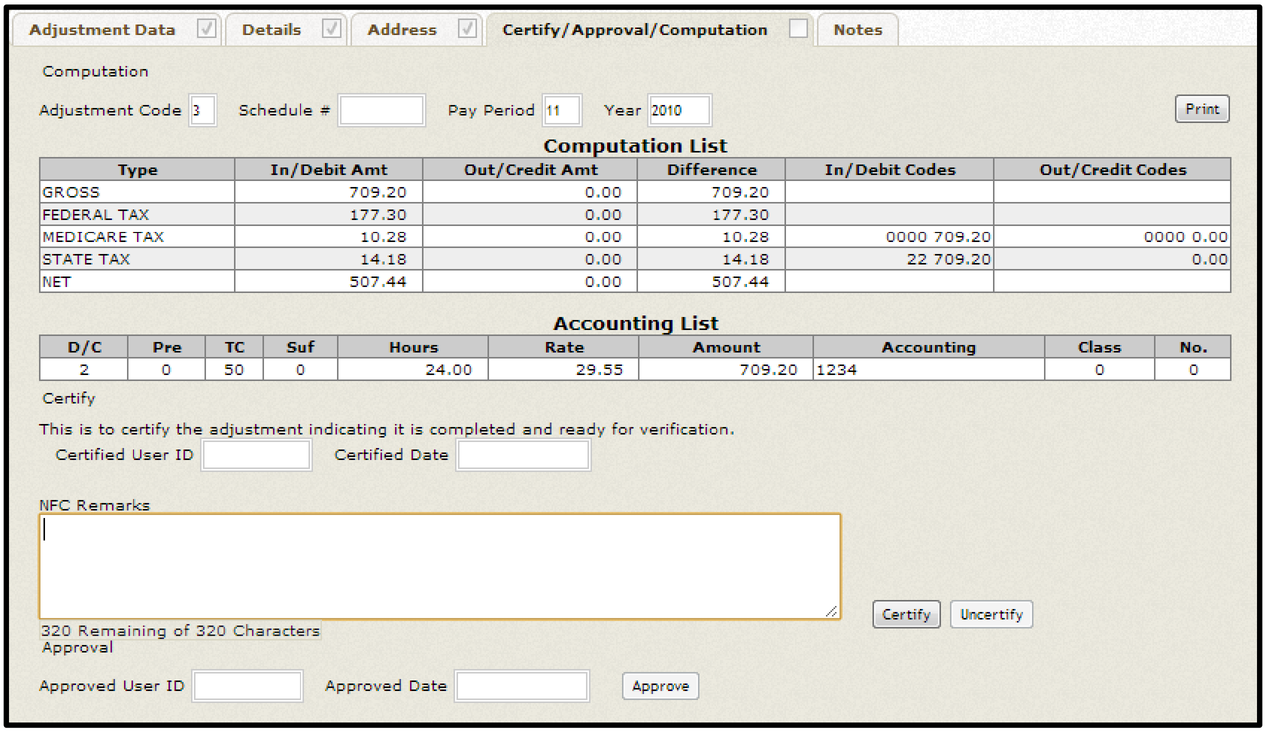


Figure 49: Notes Tab

[12] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

Step	Action
17.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
18.	Click **Save** if notes are added.
19.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked.



Adjustment Data | Details | Address | Certify/Approval/Computation | Notes

Computation

Adjustment Code 3 Schedule # Pay Period 11 Year 2010 Print

Computation List

Type	In/Debit Amt	Out/Credit Amt	Difference	In/Debit Codes	Out/Credit Codes
GROSS	709.20	0.00	709.20		
FEDERAL TAX	177.30	0.00	177.30		
MEDICARE TAX	10.28	0.00	10.28	0000 709.20	0000 0.00
STATE TAX	14.18	0.00	14.18	22 709.20	0.00
NET	507.44	0.00	507.44		

Accounting List

D/C	Pre	TC	Suf	Hours	Rate	Amount	Accounting	Class	No.
2	0	50	0	24.00	29.55	709.20	1234	0	0

Certify

This is to certify the adjustment indicating it is completed and ready for verification.

Certified User ID Certified Date

NFC Remarks

320 Remaining of 320 Characters

Certify Uncertify

Approval

Approved User ID Approved Date Approve

Figure 50: Certify/Approval/Computation Tab

Step	Action
20.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>Click Certify. The net amount of the adjustment generates in the NFC Remarks field. If approval is required, a pop-up message displays.

NOTE: The NFC Remarks field is an optional field and when completed is generated on the Agency Adjustment List page as NFC Remarks.

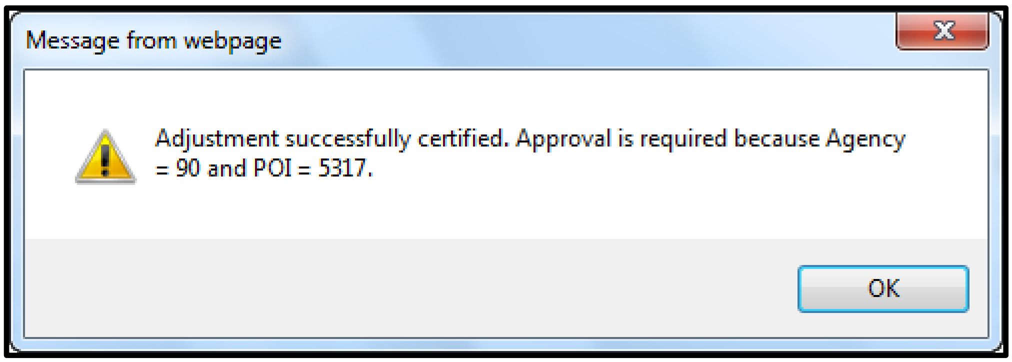
NOTE: To uncertify a payment that is not complete or ready for system verification click Uncertify.</td></tr>
<tr><td>22.</td><td>

Figure 51: Approval Pop-up Message

Click OK on the pop-up message.

IMPORTANT: SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[13]</td></tr>
<tr><td>23.</td><td>Click Approve. A pop-up message displays.

NOTE: This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.</td></tr>
</table>

[13] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

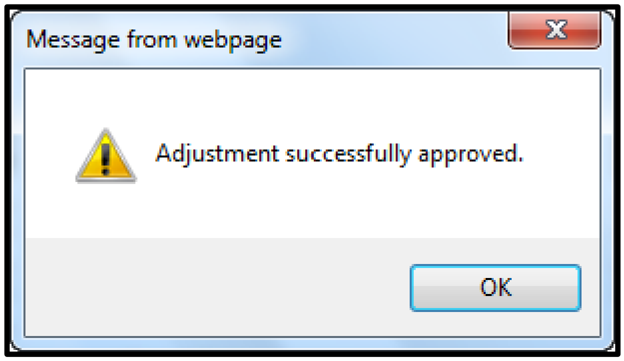
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>24.</td><td>


Figure 52: Adjustment Approved Pop-up Message

Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).
</td></tr>
</table>

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.10: Submitting an Adjustment for Credit Hours

Scenario

An employee has 24 credit hours to be paid. The rate of pay should be $31.80.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Credit Hours.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220600XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	11
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	CREDIT HOURS
9.	Enter the contact person's first name in the **First Name*** field.	Tevin
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	4445551234

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Tevin.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee 24 hours of Credit Hours.
14.	Click **Save**.	
15.	Enter the appropriate accounting code in the **Acct** field.	12345
16.	Select the appropriate option from the BETC Code drop down list.	DISB
17.	Enter the correct number of hours in the **Hours** field.	24
18.	Enter the appropriate rate in the **Rate** field.	31.80
19.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
20.	Select the correct option for **State Tax Deduction**.	Flat Rate
21.	Select the correct option for **City Tax Deduction**.	Flat Rate
22.	Select the correct option for **County Tax Deduction**.	Flat Rate
23.	Click **Save**.	
24.	Click **OK**.	
25.	Click the **Address** tab.	
26.	Verify the information in the Bank Deposit Information fields.	

Step	Action	Required Data
27.	Click **Save**.	
28.	Click **OK**.	
29.	Click the **Certify/Approval/Computation** tab.	
30.	Verify the information on the Certify/Approval/Computation tab.	
31.	Click **Certify**.	
32.	Click **OK**.	
33.	Click **Approve**.	
34.	Click **OK**.	

Exercise 4.11: Submitting an Adjustment for Credit Hours

Scenario

A separated employee has 16 credit hours to be paid. The rate of pay should be $30.56.

Instructions

Follow the steps in the table below to submit an adjustment for an employee's Credit Hours.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220700XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	24
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	CREDIT HOURS
9.	Enter the contact person's first name in the **First Name*** field.	Jack
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	1231112222

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Jack.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee 16 hours of Credit Hours.
14.	Click **Save**.	
15.	Enter the appropriate accounting code in the **Accounting** field.	45678
16.	Select the appropriate option from the BETC Code drop down list.	DISB
17.	Enter the correct number of hours in the **Hours** field.	16
18.	Enter the appropriate rate in the **Rate** field.	30.56
19.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
20.	Select the correct option for **State Tax Deduction**.	Flat Rate
21.	Select the correct option for **City Tax Deduction**.	Flat Rate
22.	Select the correct option for **County Tax Deduction**.	Flat Rate
23.	Click **Save**.	
24.	Click **OK**.	
25.	Click the **Address** tab.	
26.	Verify the information in the Bank Deposit Information fields.	

Step	Action	Required Data
27.	Click **Save**.	
28.	Click **OK**.	
29.	Click **Certify/Approval/Computation** tab.	
30.	Verify the information on the Certify/Approval/Computation tab.	
31.	Click **Certify**.	
32.	Click **OK**.	
33.	Click **Approve**.	
34.	Click **OK**.	

Adjustment Type: Miscellaneous Payment

Miscellaneous Payments include a variety of adjustment and payment requests for processing. SPPS Web allows agencies to process various allowances, differentials, and payroll related payments in the event that the automated system was not coded or was coded incorrectly.

	IMPORTANT: Do not transmit a revised T&A when processing Miscellaneous Payments related to correcting T&A information. This results in a duplicate payment.

Below are the different types of Miscellaneous Payments that can be processed in SPPS Web.[14]

Miscellaneous Payment Type	Description
Comparability - taxable	This allowance is granted to certain eligible Federal physicians and dentists who enter service agreements with an Agency.
Cost-of-living allowance (COLA)	This differential is a reimbursement to an employee for certain cost, exclusive of any quarters cost, which result from being officially stationed in a foreign area.

[14] Refer to Appendix H: Miscellaneous Type Payments and Adjustments for more information on Miscellaneous Payments.

Miscellaneous Payment Type	Description
Customs officer premium rate (COPR)/overtime (OT) double base - taxable (For Agency AF, Financial Crime Enforcement Network, use only) Customs officer premium rate (COPR)/overtime (OT) triple base - taxable (For Agency AF, Financial Crime Enforcement Network, use only)	This compensation is 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.
Danger	This compensation is paid for working in a foreign area on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well-being of the employee.
Danger pay - taxable	This allowance is granted to civilian employees who accompany U. S. military forces in areas designated by the Department of State as subject to hostile fire or imminent danger.
Education - nontaxable	This allowance is granted 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.
Foreign language - taxable	This allowance is granted to law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post.

Miscellaneous Payment Type	Description
Foreign post/post - taxable Foreign post/post - nontaxable	The foreign post allowance 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.
Hazardous duty - taxable (CP)	This allowance is granted 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 pay differential - taxable (For Agency CP, Capital of the Police, use only)	This differential is paid to employees for the performance of hazardous duty or duty involving hardship for all hours in a pay status.
Health subsidy (for Agency Code AJ, Office of the Comptroller of the Currency (OCC) use only - taxable	This allowance is paid to eligible employees as a reimbursement for premiums paid towards privately obtained health insurance for their domestic partners and/or children of their domestic partners.
Holiday pay - taxable	This compensation is paid for time worked on a holiday designated by Federal statute.
Hostile fire pay non taxable Hostile fire pay - taxable	This compensation is paid 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.
Life cycle account - taxable (for Agency 25, Farm Credit Administration (FCA), and AJ, OCC use only)	This allowance entitles employees to a yearly benefit for membership to a fitness or wellness plan.

Miscellaneous Payment Type	Description
New York City Commutation Stipend (for AJ, Office of the Comptroller of the Currency (OCC) use only)) - taxable	This allowance is paid to eligible Comptroller of the Currency bank examiners to apply for reimbursement of hardship commuting expenses incurred for travel to and from large banks in New York City.
Nonforeign post/post - taxable	The 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 States and warrant its payment as a recruitment incentive.
Quarters - nontaxable Quarters - taxable	This allowance is granted for all costs associated with either temporary or residence quarters whenever Government–owned or Government–rented quarters are not provided without charge to the employee.
Overtime - taxable	This compensation is paid for working irregular or occasional hours that are not part of the employee's regularly scheduled administrative workweek.
Overtime over 8 - taxable	This compensation is paid for hours of work performed in excess of eight hours on any one day within the 40-hour basic workweek.
Reassignment - taxable	This allowance is granted for an appointment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another. It is also granted for an appointment, reassignment, or transfer to the United States, between assignments to a post in a foreign area.
Recruitment and relocation - taxable	This bonus is offered to candidates for hard–to–fill positions and/or occupations that are critical to the organization's mission.

Miscellaneous Payment Type	Description
Remote worksite - taxable	This allowance is granted 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.
Retention - taxable	This allowance is granted to retain the services of a current employee who possess unusually high or unique qualifications or a special need that are essential to an Agency.
Separate maintenance - nontaxable Separate maintenance - taxable	This allowance is granted to 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.
Travel - nontaxable (For Agency 25, FCA use only)	This allowance is granted 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.
Uniform - taxable	This allowance is granted to 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.

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the accounting information to complete Miscellaneous Payment adjustments.

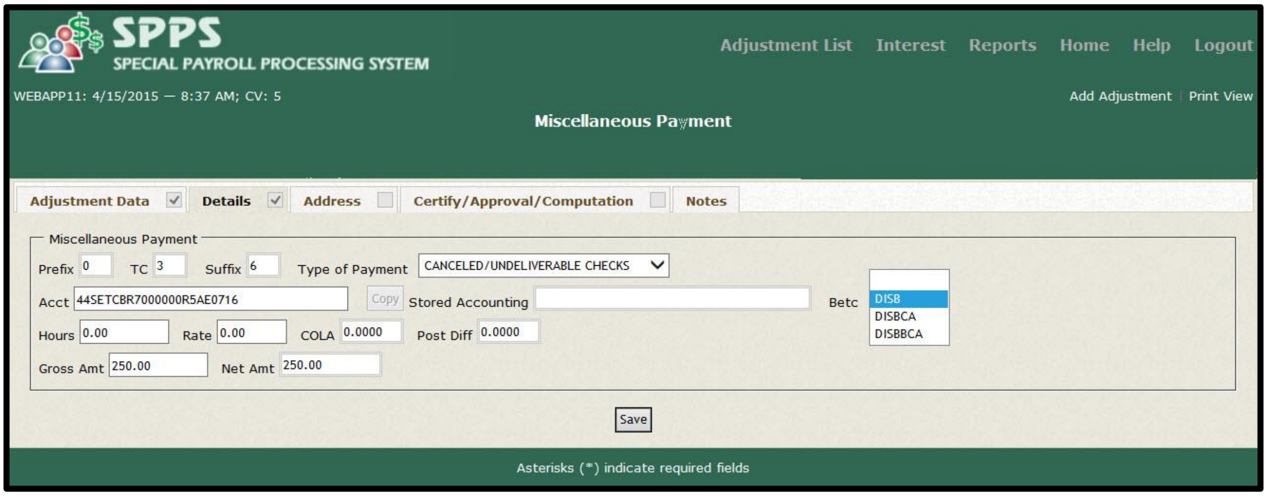
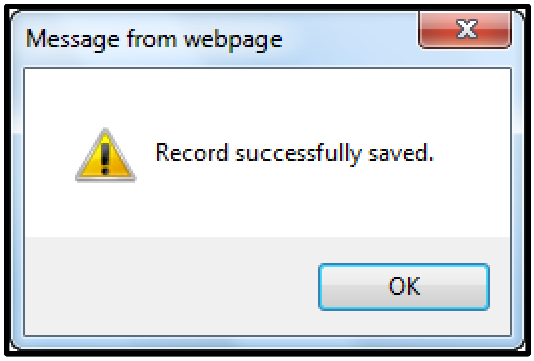


Figure 53: Details Tab

Step	Action
1.	Select the type of payment from the **Type of Payment** drop-down list.
2.	Enter the appropriate accounting code in the **Acct** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD, and BUS-EVENT-TYPE-CODE***.[15]
3.	Enter the correct number of hours in the **Hours** field.
4.	Enter the appropriate rate in the **Rate** field.
5.	Enter the gross amount of the payment in the **Gross Amt** field, if applicable.

[15] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

Step	Action
	TIP: The ***Hours*** and ***Rate*** fields are system generated if there is a record on the database. You can update both of these fields. You need to enter hours and rate for the following types of payments: • COPR O/T DBL Base Taxable (CU) • COPR O/T TRP Base Taxable (CU) • Danger Pay Taxable • Hazardous Pay Differential Taxable • Holiday Pay Taxable • Overtime Over 8 Taxable • Overtime Over 40 Night Diff Taxable • Overtime Taxable • Standby AUO Avail Taxable You must enter the hours, rate, and percentage for COLA and Post Differential Taxable payments. For all other Miscellaneous Payments you should only enter the gross amount.
6.	Select the appropriate tax deduction option for **Federal**.
7.	Select the appropriate tax deduction option for **State**.
8.	Select the appropriate tax deduction option for **City**.
9.	Select the appropriate tax deduction option for **County**.
	NOTE: The Tax Deduction selections vary based on the Miscellaneous Payment selected. Tax Calc option computes taxes based on the exemptions in the database. Flat Rate option computes 25.00% of gross for ***Federal*** and 2.00% for ***State***, ***City***, and ***County***.
10.	Click **Save**. A pop-up message displays.

Step	Action
11.	 *Figure 54: Pop-up Message* Click **OK**. The Details tab is now checked and SPPS Web calculates a net amount for the Miscellaneous Payment adjustment.
12.	Click the **Address** tab.

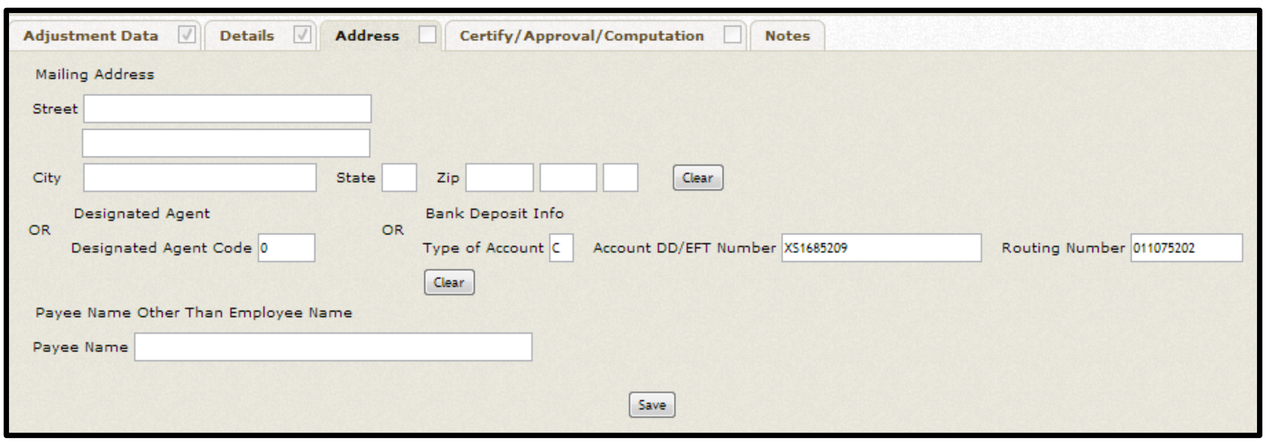
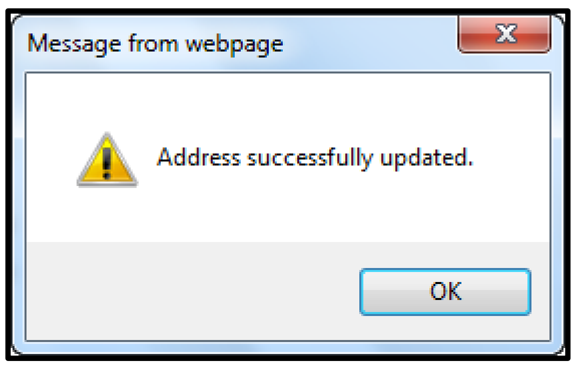


Figure 55: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address record. If the employee does not have a current database record, the address needs to be entered.

Step	Action
13.	Enter the payment recipient's street address in the **Street** field.
14.	Enter the payment recipient's city in the **City** field.
15.	Enter the payment recipient's state in the **State** field.
16.	Enter the payment recipient's zip code in the **Zip** field.
	NOTE: As an alternative to sending the payment to a mailing address, you can also send the payment to a designated agent or a bank account number.[16] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
17.	Click **Save**. A pop-up message displays.
18.	 *Figure 56: Address Updated Pop-up Message* Click **OK**.

[16] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

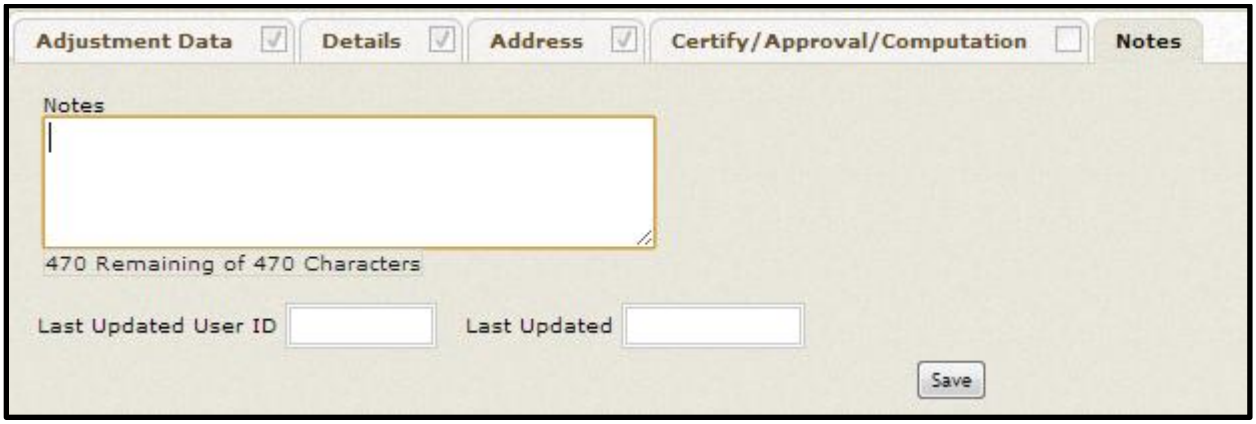


Figure 57: Notes Tab

Step	Action
19.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
20.	Click **Save** if notes are added.
21.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked.

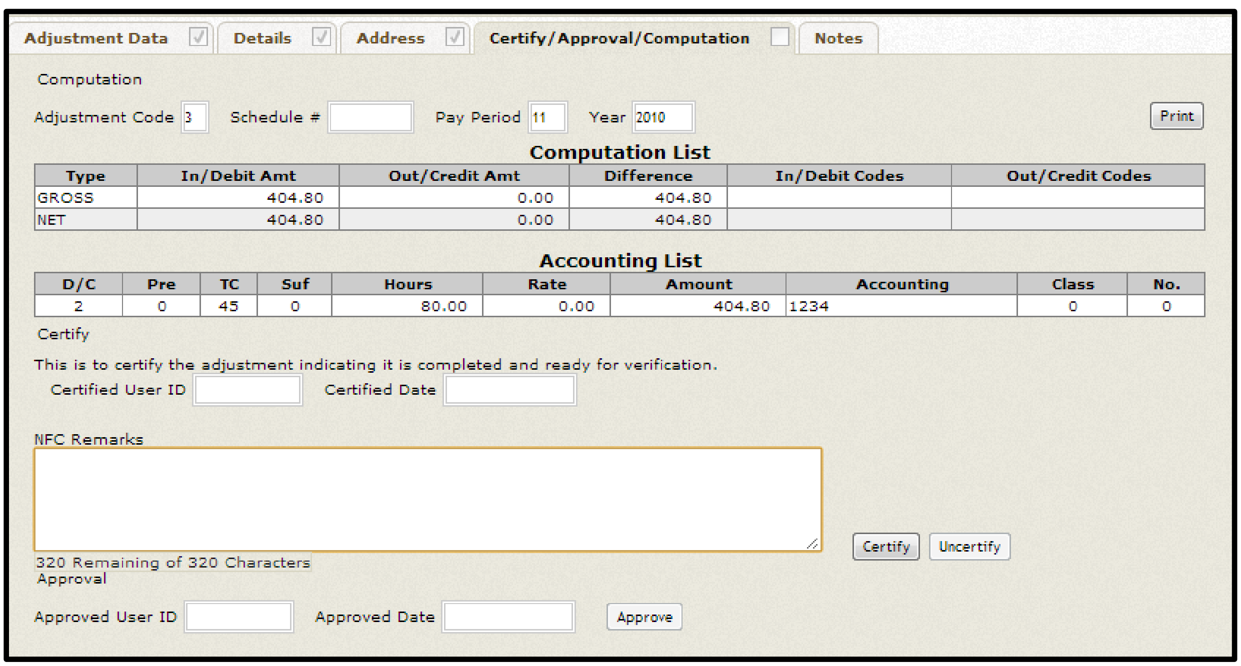
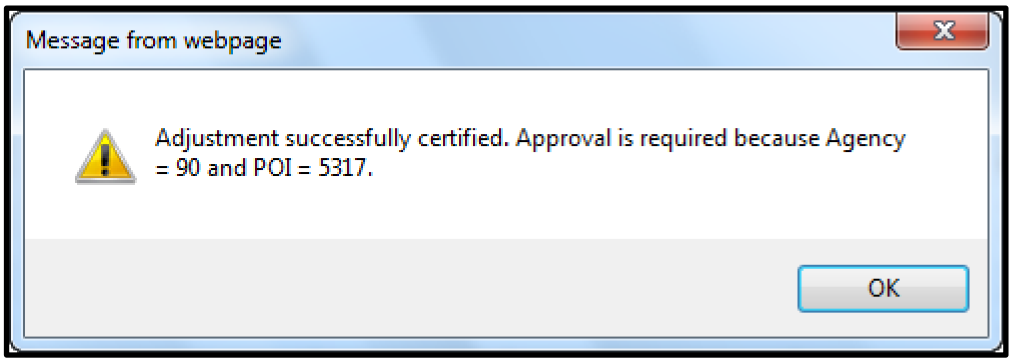
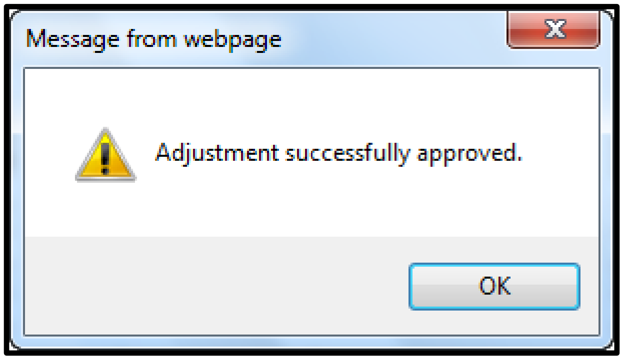


Figure 58: Certify/Approval/Computation Tab

Step	Action
22.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.
23.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. If approval is required, a pop-up message displays. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.
24.	 *Figure 59: Approval Pop-up Message* Click **OK** on the pop-up. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[17]
25.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.

[17] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

Step	Action
26.	 *Figure 60: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.12: Submitting an Adjustment for Miscellaneous Payments

Scenario

An employee is due a Cost Of Living Adjustment (COLA). The personnel action was entered late and the employee must be paid manually. The employee is due 80 hours at the rate of 4.60, with a COLA percentage of 29.04%.

Instructions

Follow the steps in the table below to submit an adjustment for the COLA payment.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221400XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	11
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	MISCELLANEOUS PAYMENT
9.	Enter the contact person's first name in the **First Name*** field.	Diego
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	1112223333
12.	Enter the contact person's email address in the **Email*** field.	Diego.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee 80 hours of COLA due to a late personnel action.
14.	Click **Save**.	
15.	Select the correct type of payment from the **Type of Payment** drop-down list.	COLA
16.	Enter the appropriate accounting code in the **Acct** field.	1234
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Enter the correct number of hours in the **Hours** field.	80
19.	Enter the appropriate rate in the **Rate** field.	4.60
20.	Enter the COLA percentage in the **COLA** field.	.2094
21.	Select the correct option for **State Tax Deductions**.	Tax Calc
22.	Click **Save**.	
23.	Click the **Address** tab.	
24.	Verify the information in the Bank Deposit Information fields.	
25.	Click **Save**.	
26.	Click **OK**.	

Step	Action	Required Data
27.	Click the **Certify/Approval/Computation** tab.	
28.	Verify the information on the Certify/Approval/Computation tab.	
29.	Click **Certify**.	
30.	Click **OK**.	
31.	Click **Approve**.	
32.	Click **OK**.	

Exercise 4.13: Submitting an Adjustment for Miscellaneous Payments

Scenario

An employee is due overtime that was not included on the T&A. The employee worked eight hours of overtime at a rate of $33.26 per hour.

Instructions

Follow the steps in the table below to submit an adjustment for the employee's overtime payment.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221400XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	01
7.	Enter the year for the adjustment in the **Year*** field.	2015
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	MISCELLANEOUS PAYMENT
9.	Enter the contact person's first name in the **First Name*** field.	Tuan
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	1112225555

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Tuan.trainer@usda.com
13.	Complete the **Agency Remarks*** field.	Pay the employee eight hours of overtime due to the fact that it was not coded on the T&A for pay period 01, CY 2015.
14.	Click **Save**.	
15.	Click **OK**.	
16.	Click **Save**.	
17.	Select the correct type of payment from the **Type of Payment** drop-down list.	OVERTIME TAXABLE
18.	Enter the appropriate accounting code in the **Acct** field.	1234
19.	Select the appropriate option from the BETC Code drop down list.	DISB
20.	Enter the correct number of hours in the **Hours** field.	8
21.	Enter the appropriate rate in the **Rate** field.	33.26
22.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
23.	Select the correct option for **State Tax Deduction**.	Flat Rate
24.	Select the correct option for **City Tax Deduction**.	Flat Rate
25.	Select the correct option for **County Tax Deduction**.	Flat Rate

Step	Action	Required Data
26.	Click **Save**.	
27.	Click **OK**.	
28.	Click the **Address** tab.	
29.	Enter the employee's street address in the **Street** field	1234 Training Street
30.	Enter the employee's city in the **City** field	New Orleans
31.	Enter the employee's state in the **State** field	LA
32.	Enter the employee's zip code in the **Zip** field	70129
33.	Click **Clear** for the Bank Deposit Information fields.	
34.	Click **Save**.	
35.	Click **OK**.	
36.	Click the **Certify/Approval/Computation** tab.	
37.	Verify the information on the Certify/Approval/Computation tab.	
38.	Click **Certify**.	
39.	Click **OK**.	
40.	Click **Approve**.	
41.	Click **OK**.	

Exercise 4.14: Submitting an Adjustment for Miscellaneous Payments

Scenario

After researching canceled payments using the Requiring Agency Action Report, it is necessary to reissue a check to the employee for a Canceled/Undeliverable Check. Use the information that is on the report.

Instructions

Follow the steps in the table below to submit an adjustment for the Canceled/Undeliverable Check.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221400XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	26
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	MISCELLANEOUS PAYMENT
9.	Enter the contact person's first name in the **First Name*** field.	Danielle
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person’s phone number in the **Phone Number*** field.	1112223333
12.	Enter the contact person’s email address in the **Email*** field.	Danielle.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Reissue a cancelled net payment of $589.13.
14.	Click **Save**.	
15.	Click **OK**.	
16.	Click **Save**.	
17.	Select the correct type of payment from the **Type of Payment** drop-down list.	CANCELED/ UNDELIVERABLE CHECK
18.	Enter the appropriate accounting code in the **Acct** field.	129
19.	Select the appropriate option from the BETC Code drop down list.	DISB
20.	Enter the gross amount in the **Gross Amt** field.	589.13
21.	Click **Save**.	
22.	Click **OK**.	
23.	Click the **Address** tab.	
24.	Verify the information in the Bank Deposit Information fields.	
25.	Click **Save**.	
26.	Click **OK**.	
27.	Click the **Certify/Approval/Computation** tab.	

Step	Action	Required Data
28.	Verify the information on the Certify/Approval/Computation tab.	
29.	Click **Certify**.	
30.	Click **OK**.	
31.	Click **Approve**.	
32.	Click **OK**.	

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

Adjustment Type: Settlement Back Payment

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 unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.

SPPS Web allows you to process Settlement Backpay lump sum payments such as:

- Compensatory Damage
- FLSA
- Equal Employment Opportunity (EEO) Taxable
- Equal Employment Opportunity (EEO) Non-taxable
- Non-tax Miscellaneous
- Sunday Differential

The settlement amount to which an employee is entitled must include premium pay and any changes that would affect the amount of pay, allowances, and differential which the employee would have earned if the unjustified or unwarranted personnel action had not occurred.

Authorized deductions which include retirement deductions computed on gross base pay for the period of separation, federal, and state taxes computed on net back pay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining back pay due the employee.

Settlements requiring period calculations, such as back pay involving restorations, Within Range Increases (WRI), or late promotions continue to be processed by NFC.

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the accounting information to complete Settlement Backpay adjustments.

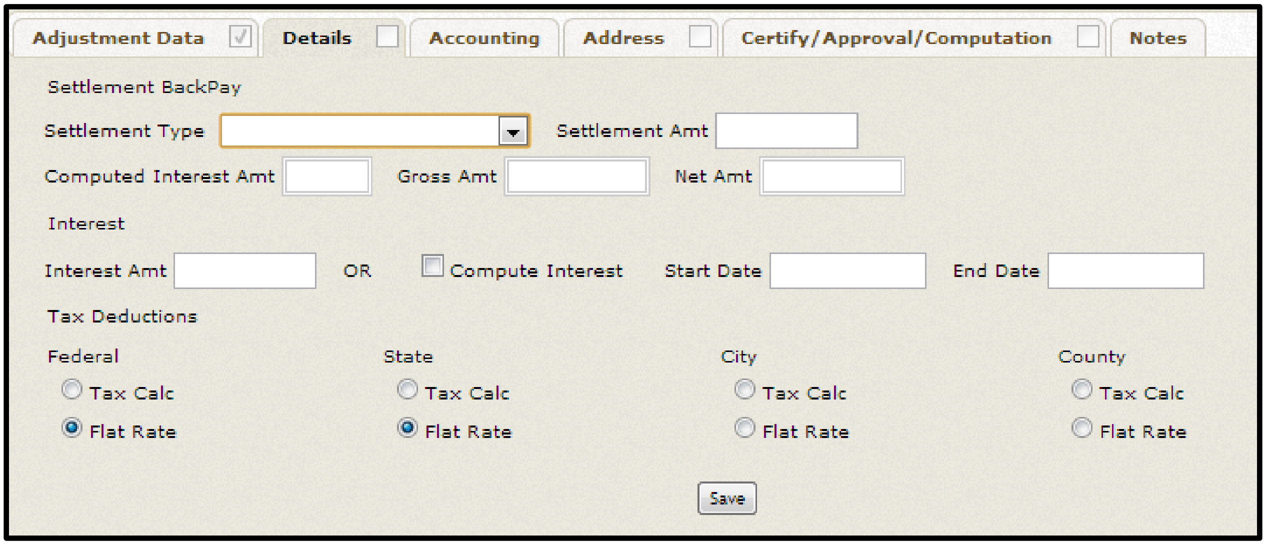


Figure 61: Details Tab

Step	Action
1.	Select the settlement type in the **Settlement Type** drop-down list.
2.	Enter the settlement amount in the **Settlement Amt** field.
3.	Enter the interest in the **Interest Amt** field. **NOTE:** Interest and taxes are required on a settlement by settlement basis. You can calculate interest for the adjustment prior to processing, or you can click **Compute Interest** and the system computes the interest based on your start and end date.
4.	Select the appropriate tax deduction option for **Federal**.
5.	Select the appropriate tax deduction option for **State**.
6.	Select the appropriate tax deduction option for **City**.
7.	Select the appropriate tax deduction option for **County**.

Step	Action
(TIP icon)	**TIP:** Tax Calc option computes taxes based on the exemptions in the database. Flat Rate option computes 25.00% of gross for ***Federal*** and 2.00% for ***State***, ***City***, and ***County***.
8.	Click **Save**. A pop-up message displays.
9.	

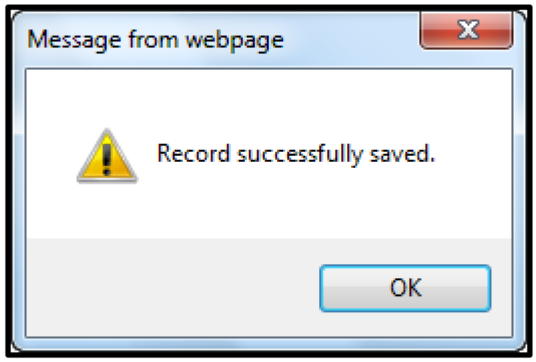


Figure 62: Pop-up Message

Click **OK**. The Details tab is now checked and SPPS Web calculates a net amount for the Settlement Backpay adjustment

Step	Action
10.	Click the **Accounting** tab.

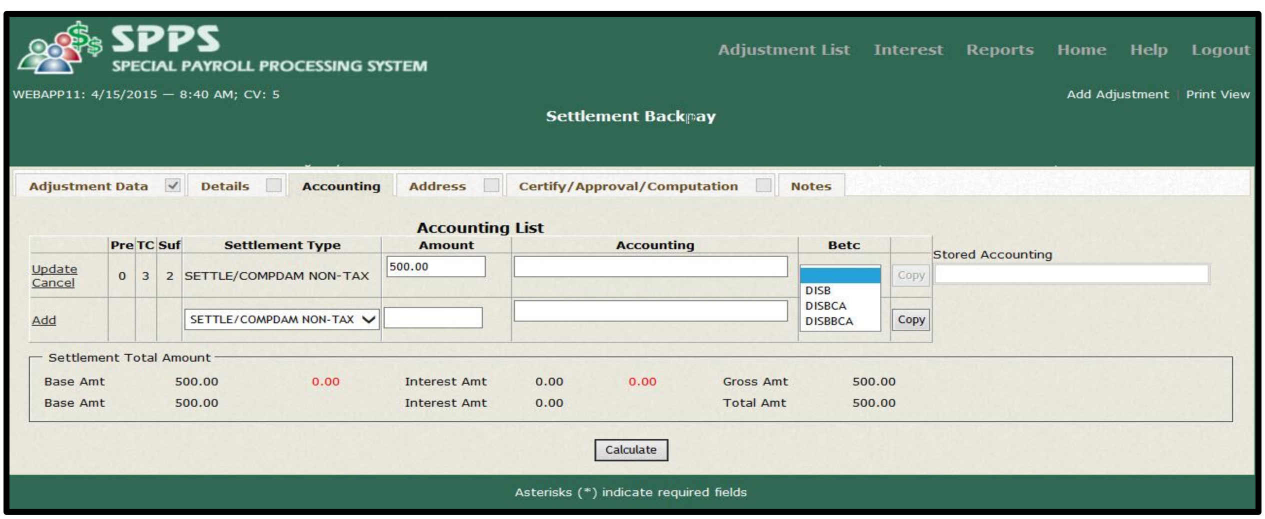


Figure 63: Accounting Tab

Step	Action
11.	Click **Edit** on the appropriate accounting line.

Step	Action
12.	Enter the appropriate accounting code in the **Accounting** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD and BUS-EVENT-TYPE-CODE***.[18]
13.	Click **Update**.
	TIP: Update the existing accounting code as needed. In order to add another accounting line, click **Add** and complete the ***Settlement Type***, ***Amount***, and ***Accounting*** fields.
	NOTE: The first accounting line cannot be deleted because this is the original accounting line for the settlement. If the settlement has interest, then the second accounting line is the interest amount, and also cannot be deleted.
14.	Click **Calculate**. A pop-up message displays.

[18] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

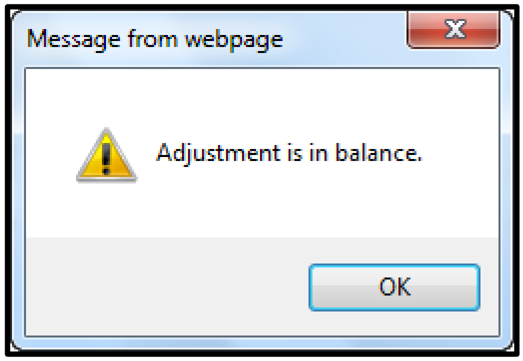
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>


Figure 64: Pop-up Message

Click **OK**.

NOTE: The Details tab becomes checked once you complete the Accounting tab.
</td></tr>
<tr><td>16.</td><td>Click the Address tab.</td></tr>
</table>

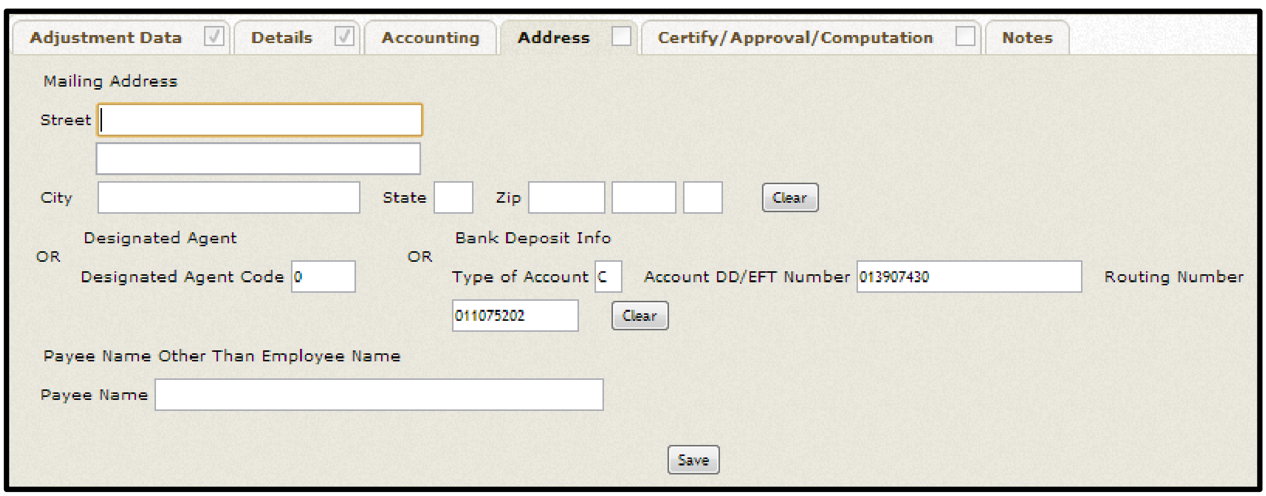
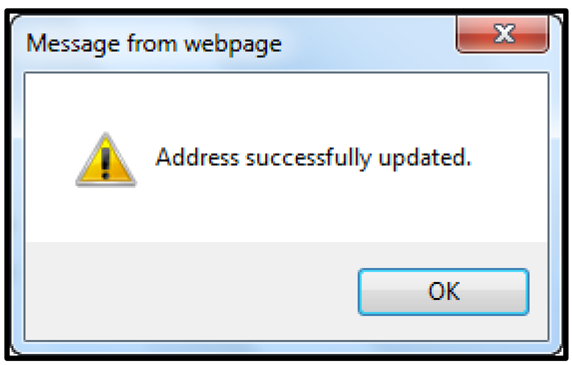


Figure 65: Address Tab

Step	Action
	TIP: If a current record exists, the employee's bank deposit information, mailing address, or designated agent information is pulled from the IR124. If the adjustment provides instructions for a different delivery method than the information that populates, you can alter the delivery method by clicking **Clear** and entering new data. This does not affect the database address

Step	Action
	record. If the employee does not have a current database record, the address needs to be entered.
17.	Enter the payment recipient's street address in the **Street** field.
18.	Enter the payment recipient's city in the **City** field.
19.	Enter the payment recipient's state in the **State** field.
20.	Enter the payment recipient's zip code in the **Zip** field.
	NOTE: As an alternative to sending the payment to a Mailing Address, you can also send the payment to a designated agent or a bank account number.[19] If the recipient is someone other than the employee, enter their name in the ***Payee Name*** field.
21.	Click **Save**. A pop-up message displays.
22.	 *Figure 66: Address Updated Pop-up Message* Click **OK**.

[19] Refer to Appendix F: Designated Agent Codes and Bank Account Info Fields for more information on Designated Agent Codes and Bank Deposit Information fields.

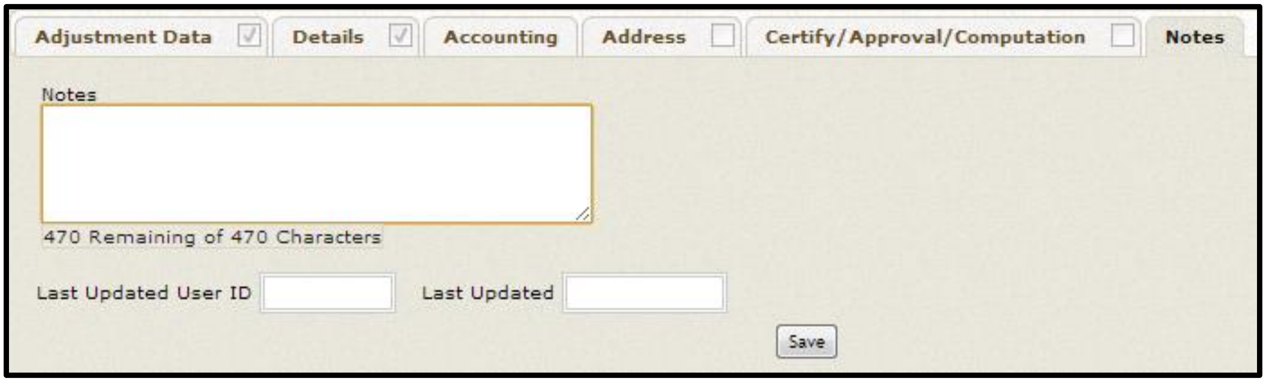
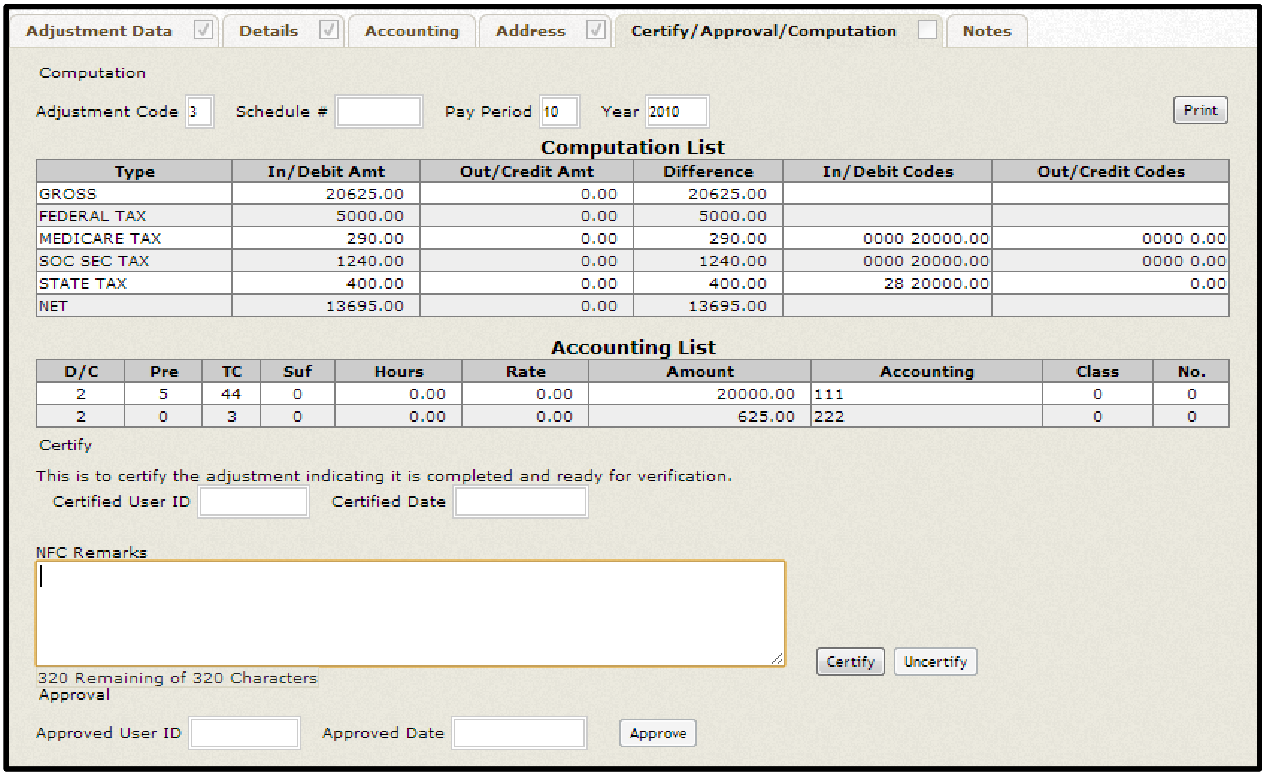


Figure 67: Notes Tab

Step	Action
23.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
24.	Click **Save** if notes are added.
25.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked. **NOTE:** The Accounting tab does not have an indicator, but it must also be completed before clicking the **Certify/Approval/Computation** tab.

Figure 68: Certify/Approval/Computation Tab



Adjustment Data | Details | Accounting | Address | Certify/Approval/Computation | Notes

Computation

Adjustment Code 3 Schedule # Pay Period 10 Year 2010 Print

Computation List

Type	In/Debit Amt	Out/Credit Amt	Difference	In/Debit Codes	Out/Credit Codes
GROSS	20625.00	0.00	20625.00		
FEDERAL TAX	5000.00	0.00	5000.00		
MEDICARE TAX	290.00	0.00	290.00	0000 20000.00	0000 0.00
SOC SEC TAX	1240.00	0.00	1240.00	0000 20000.00	0000 0.00
STATE TAX	400.00	0.00	400.00	28 20000.00	0.00
NET	13695.00	0.00	13695.00		

Accounting List

D/C	Pre	TC	Suf	Hours	Rate	Amount	Accounting	Class	No.
2	5	44	0	0.00	0.00	20000.00	111	0	0
2	0	3	0	0.00	0.00	625.00	222	0	0

Certify

This is to certify the adjustment indicating it is completed and ready for verification.

Certified User ID Certified Date

NFC Remarks

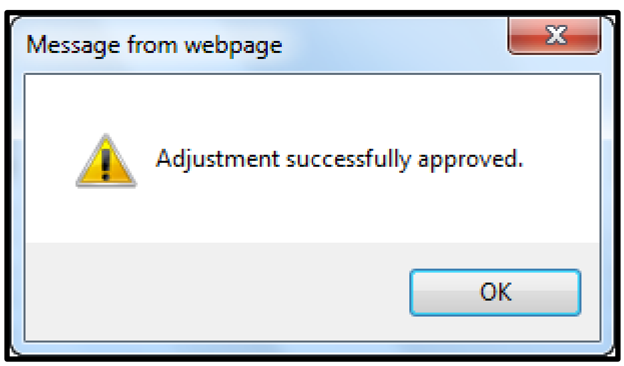
320 Remaining of 320 Characters

Certify Uncertify

Approval

Approved User ID Approved Date Approve

Step	Action
26.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.
27.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. If approval is required, a pop-up message is displays. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.

Step	Action
28.	 *Figure 69: Approval Pop-up Message* Click **OK** on the pop-up message. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[20]
29.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.
30.	 *Figure 70: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

[20] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.14: Submitting an Adjustment for Settlement Backpay

Scenario

An employee has been granted an EEO settlement in the amount of $20,000.00. The settlement is taxable and the interest has been pre-calculated in the amount of $625.00.

Instructions

Follow the steps in the table below to submit the adjustment for an EEO settlement.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220800XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	01
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	SETTLEMENT BACKPAY
9.	Enter the contact person's first name in the **First Name*** field.	Jacqueline
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	7778889999
12.	Enter the contact person's email address in the **Email*** field.	Jacqueline.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee $20,000.00 Settlement Agreement, plus interest.
14.	Click **Save**.	
15.	Select the correct settlement type from the **Settlement Type** drop-down list.	SETTLE/COMPDAM TAX INT
16.	Enter the settlement amount in the **Settlement Amt** field.	20,000.00
17.	Enter the interest amount in the **Interest Amt** field.	625.00
18.	Select the correct options for **Federal Tax Deductions**.	Flat Rate
19.	Select the correct option for **State Tax Deduction**.	Flat Rate
20.	Select the correct option for **City Tax Deduction**.	Flat Rate
21.	Select the correct option for **County Tax Deduction**.	Flat Rate
22.	Click **Save**.	
23.	Click **OK**.	
24.	Click the **Accounting** tab.	
25.	Click **Edit** on the SETTLE/COMPDAM TAX INTEREST row.	

Step	Action	Required Data
26.	Enter the appropriate accounting code in the **Accounting** field.	111
27.	Select the appropriate option from the BETC Code drop down list.	DISB
28.	Click **Update**.	
29.	Click **Edit** on the Interest row.	
30.	Enter the appropriate accounting code in the **Accounting** field.	222
31.	Select the appropriate option from the BETC Code drop down list.	DISB
32.	Click **Update**.	
33.	Click **Calculate**.	
34.	Click **OK**.	
35.	Click the **Address** tab.	
36.	Enter the employee's street address in the **Street** field	456 Training St
37.	Enter the employee's city in the **City** field	Minneapolis
38.	Enter the employee's state in the **State** field	MN
39.	Enter the employee's zip code in the **Zip** field	55403
40.	Click **Clear** for the Bank Deposit Information fields.	
41.	Click **Save**.	
42.	Click **OK**.	
43.	Click the **Certify/Approval/Computation** tab.	

Step	Action	Required Data
44.	Verify the information on the Certify/Approval/Computation tab.	
45.	Click **Certify**.	
46.	Click **OK**.	
47.	Click **Approve**.	
48.	Click **OK**.	

Exercise 4.15: Submitting an Adjustment for Settlement Backpay

Scenario

An employee has been given a compensatory damage settlement in the amount of $7,500.00 however the settlement is to be split into three accounts. One account is to receive $3,000.00, the second $4,000.00, and the third $500.00. The settlement is non-taxable. The interest is to be calculated on the gross amount by SPPS Web.

Instructions

Follow the steps in the table below to submit an adjustment for the compensatory damage settlement.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2220900XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	17
7.	Enter the year for the adjustment in the **Year*** field.	2013
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	SETTLEMENT BACKPAY
9.	Enter the contact person's first name in the **First Name*** field.	Ranjit
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer

Step	Action	Required Data
11.	Enter the contact person's phone number in the **Phone Number*** field.	1112223333
12.	Enter the contact person's email address in the **Email*** field.	Ranjit.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay the employee Compensatory Damages Settlement for $7500.00, plus interest.
14.	Click **Save**.	
15.	Select the correct settlement type from the **Settlement Type** drop-down list.	SETTLE/COMPDAM NON-TAX INT
16.	Enter the settlement amount in the **Settlement Amt*** field.	7500.00
17.	Select **Compute Interest**.	
18.	Enter the start date in the **Start Date** field.	01/13/2013
19.	Enter the end date in the **End Date** field.	08/25/2013
20.	Click **Save**.	
21.	Click **OK**.	
22.	Click the **Accounting** tab.	
23.	Click **Edit** on the first tow.	
24.	Enter the amount in the **Amount*** field.	3000.00
25.	Enter the appropriate accounting code in the **Accounting*** field.	333
26.	Select the appropriate option from the BETC Code drop down list.	DISB
27.	Click **Update**.	

Step	Action	Required Data
28.	Select the correct settlement type from the **Settlement Type** drop-down list on the bottom row.	SETTLE/COMPDAM NON-TAX INT
29.	Enter the amount in the **Amount** field.	4000.00
30.	Enter the appropriate accounting code in the **Accounting** field.	444
31.	Select the appropriate option from the BETC Code drop down list.	DISB
32.	Click **Add**.	
33.	Select the correct settlement type from the **Settlement Type** drop-down list on the bottom row.	SETTLE/COMPDAM NON-TAX INTEREST
34.	Enter the amount in the **Amount** field.	500.00
35.	Enter the appropriate accounting code in the **Accounting** field.	555
36.	Select the appropriate option from the BETC Code drop down list.	DISB
37.	Click **Add**.	
38.	Click **Edit** on the Interest row.	
39.	Enter the appropriate accounting code in the **Accounting** field.	777
40.	Select the appropriate option from the BETC Code drop down list.	DISB
41.	Click **Update**.	
42.	Click **Calculate**.	
43.	Click **OK**.	

Step	Action	Required Data
44.	Click the **Address** tab.	
45.	Enter the employee's street address in the **Street** field	109 Constitution Avenue
46.	Enter the employee's city in the **City** field	Washington
47.	Enter the employee's state in the **State** field	DC
48.	Enter the employee's zip code in the **Zip** field	20230
49.	Click **Clear** for the Bank Deposit Information fields.	
50.	Click **Save**.	
51.	Click **OK**.	
52.	Click the **Certify/Approval/Computation** tab.	
53.	Verify the information on the Certify/Approval/Computation tab.	
54.	Click **Certify**.	
55.	Click **OK**.	
56.	Click **Approve**.	
57.	Click **OK**.	

Adjustment Type: Student Loan Payment

The Federal Student Loan Repayment 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.

Agencies should process a personnel action via their personnel system using NOAC 817, Student Loan Repayment, to record student loan payments for record keeping and documentation purposes. SPPS Web monitors and tracks that the student loan payments do not exceed the calendar year maximum amount of $10,000.00 and the career maximum amount of $60,000.00 per employee. It's up to the Agency to monitor these amounts and ensure they are not exceeded.

Agencies should make student loan repayments in the proper year, in order to have the calendar year maximum tracked correctly in SPPS Web.

Student loan payments are taxable and the gross amount is added to the employee's wages on the W-2. The taxes are limited to flat rate Federal, state, city, county, social security and Medicare, if applicable. The net amount of the payment is disbursed by paper check only to the loan holder.

Once you save the initial adjustment information in SPPS Web, the Details tab displays. You must modify the accounting information to complete Student Loan Payment adjustments.

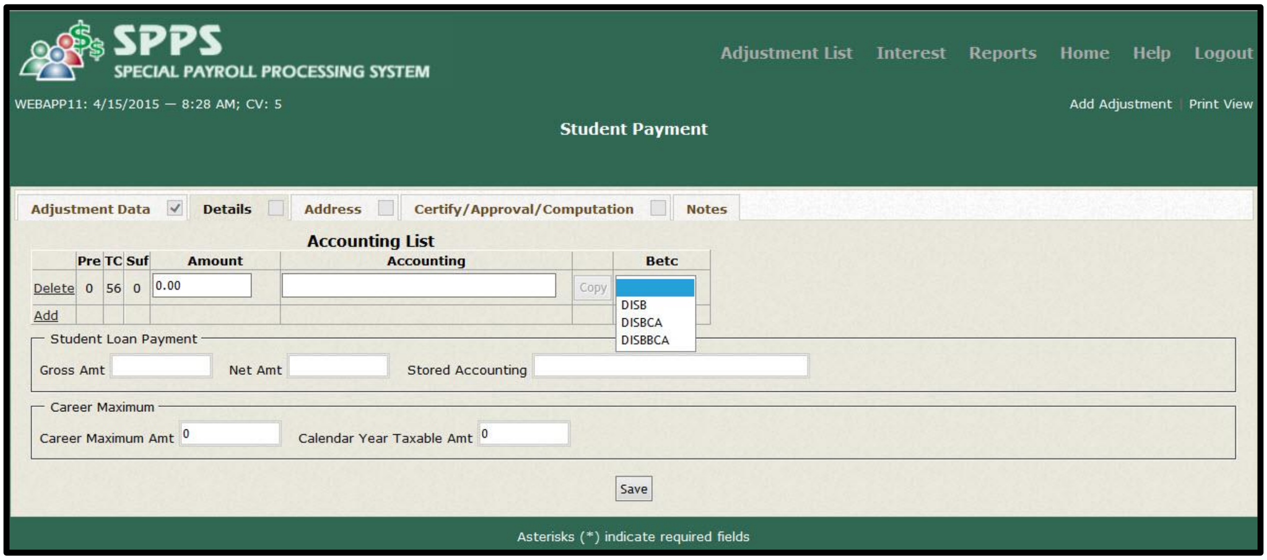
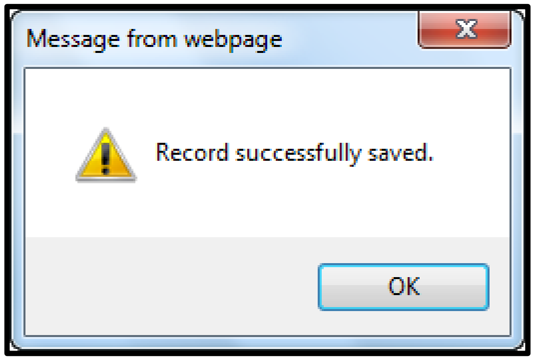


Figure 71: Details Tab

Step	Action
1.	Enter the amount in the **Amount** field.
2.	Enter the appropriate accounting code in the **Accounting** field or click **Copy** to use an accounting code stored in the system. **CAUTION:** The use of an incorrect accounting code results in erroneous information on the employee's database record, which requires a manual correction. The accounting code can be validated against the MASC. The proper accounting format can be found on PINQ Program PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, ***ACCTG-DIST-SUB-LVE-CD and BUS-EVENT-TYPE-CODE***.[21] **TIP:** You can add or delete records as needed. **NOTE:** The system records a cumulative career maximum and a calendar year amount.

[21] The Forest Service includes the ***ACCT-STATION-CD*** field at the end of its accounting code.

Step	Action
3.	Click **Save**. The Details tab is now checked and SPPS Web calculates the taxes and a net amount for the Student Loan Payment adjustment. A pop-up message displays.
4.	 *Figure 72: Pop-up Message* Click **OK**.
5.	Click the **Address** tab.

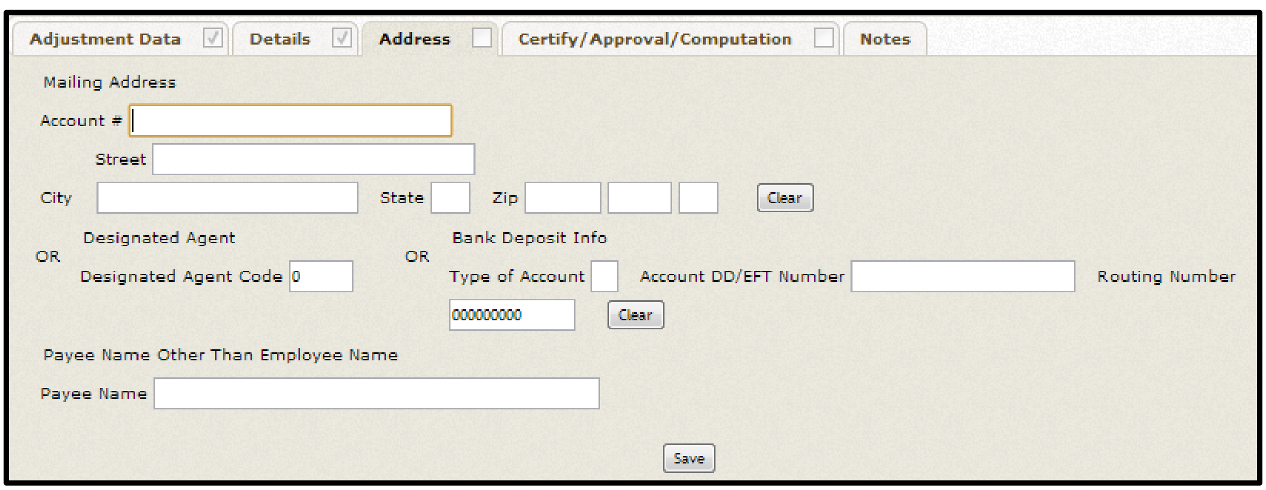
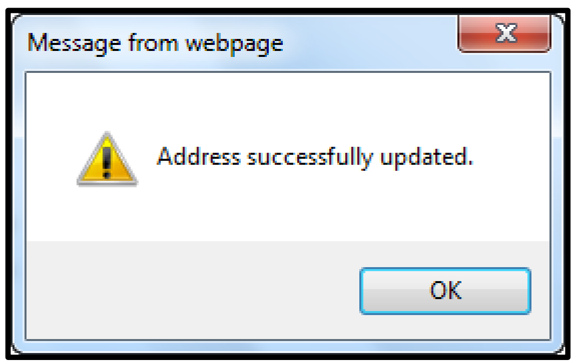


Figure 73: Address Tab

Step	Action
	NOTE: The payment cannot be disbursed as an Electronic Fund Transfer because the funds cannot be identified when the loan holder receives it, thus it requires a hard check.

Step	Action
6.	Click **Clear**.
7.	Enter the employee's loan account number in the **Account #** field.
8.	Enter the loan holder's street address in the **Street** field.
9.	Enter the loan holder's city in the **City** field.
10.	Enter the loan holder's state in the **State** field.
11.	Enter the loan holder's zip code in the **Zip** field.
12.	Enter the name of the loan holder in the **Payee Name** field.
13.	Click **Save**. A pop-up message displays.
14.	 *Figure 74: Address Updated Pop-up Message* Click **OK**.

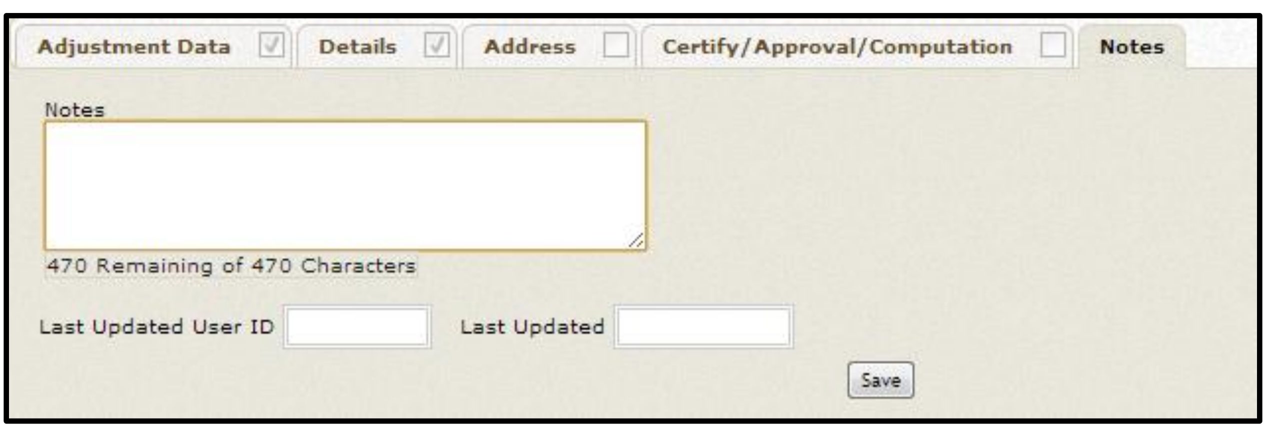
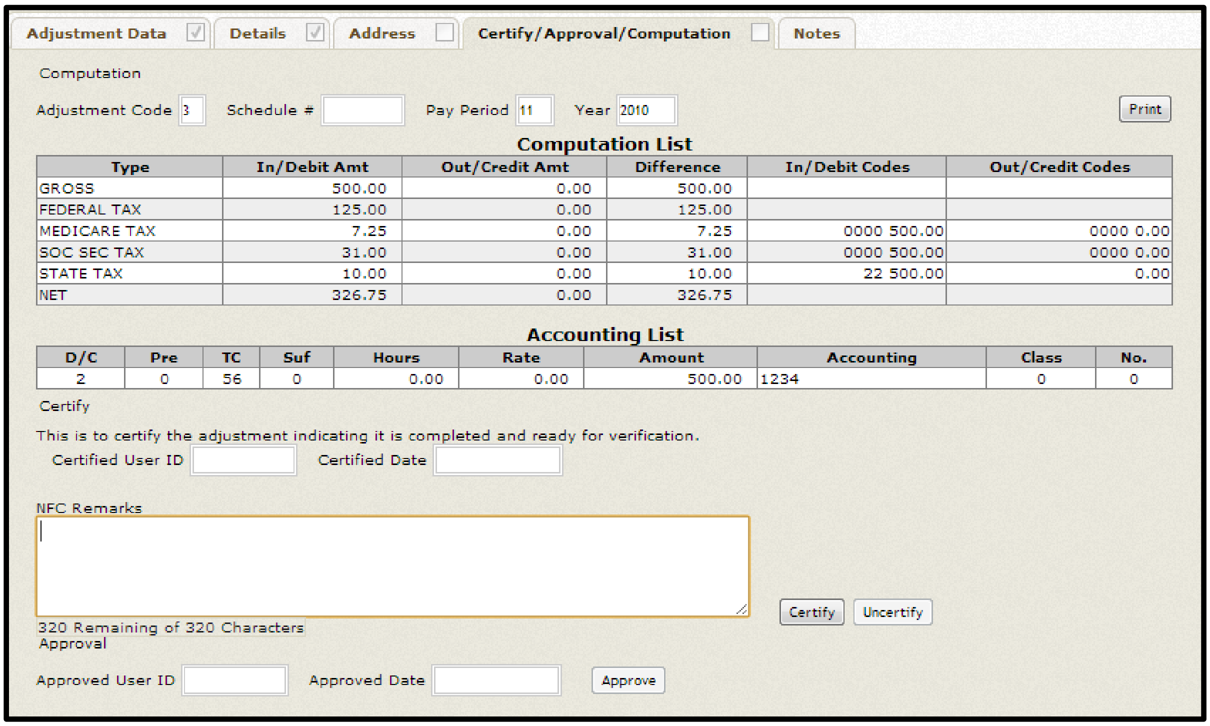


Figure 75: Notes Tab

Step	Action
15.	Click the **Notes** tab and enter any additional remarks related to the adjustment. This is an optional step, before you certify and approve the adjustment.
16.	Click **Save** if notes are added.
17.	Click the **Certify/Approval/Computation** tab once all of the required tab indicators, Adjustment Data, Details, and Address, are checked.



Adjustment Data | Details | Address | Certify/Approval/Computation | Notes

Computation

Adjustment Code 3 Schedule # Pay Period 11 Year 2010 Print

Computation List

Type	In/Debit Amt	Out/Credit Amt	Difference	In/Debit Codes	Out/Credit Codes
GROSS	500.00	0.00	500.00		
FEDERAL TAX	125.00	0.00	125.00		
MEDICARE TAX	7.25	0.00	7.25	0000 500.00	0000 0.00
SOC SEC TAX	31.00	0.00	31.00	0000 500.00	0000 0.00
STATE TAX	10.00	0.00	10.00	22 500.00	0.00
NET	326.75	0.00	326.75		

Accounting List

D/C	Pre	TC	Suf	Hours	Rate	Amount	Accounting	Class	No.
2	0	56	0	0.00	0.00	500.00	1234	0	0

Certify

This is to certify the adjustment indicating it is completed and ready for verification.

Certified User ID Certified Date

NFC Remarks

320 Remaining of 320 Characters

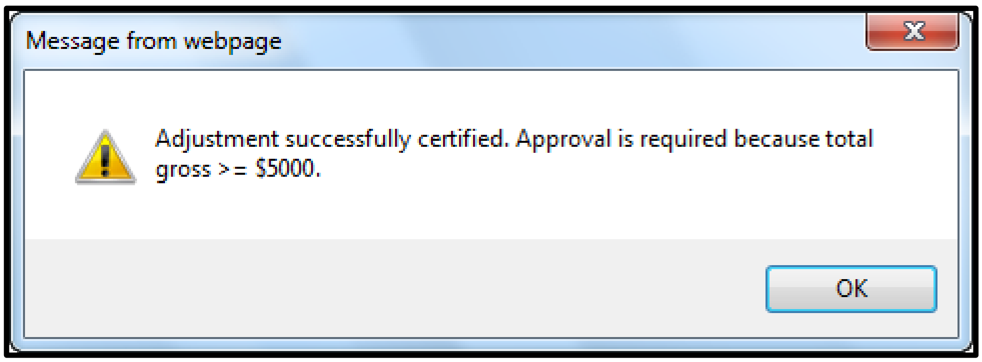
Certify Uncertify

Approval

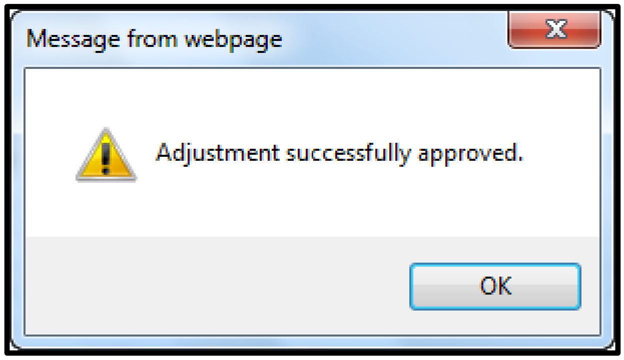
Approved User ID Approved Date Approve

Figure 76: Certify/Approval/Computation Tab

Step	Action
18.	Verify the information on the Certify/Approval/Computation tab and make any necessary adjustments.

Step	Action
19.	Click **Certify**. The net amount of the adjustment generates in the ***NFC Remarks*** field. If approval is required, a pop-up message is displays. **NOTE:** The ***NFC Remarks*** field is an optional field and when completed is generated on the ***Agency Adjustment List*** page as NFC Remarks. **NOTE:** To uncertify a payment that is not complete or ready for system verification click **Uncertify**.
20.	 *Figure 77: Approval Pop-up Message* Click **OK** on the pop-up message. **IMPORTANT:** SPPS Web allows adjustments and payments requiring approval to be approved by supervisors and authorizing officials prior to being processed in SPPS Web.[22]
21.	Click **Approve**. A pop-up message displays. **NOTE:** This is the last step in the approval process that is referenced in Appendix G: Adjustment Approval Procedures.

[22] Refer to Appendix G: Adjustment Approval Procedures for procedures on approving an adjustment.

Step	Action
22.	 *Figure 78: Adjustment Approved Pop-up Message* Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system generated. The adjustment is added to the ***Agency Adjustment List*** page with a Status Code 3 (Certified).

The adjustment is processed on the next workday if not submitted by 11:00 AM on the same day, manual pay schedule which is Monday – Friday at 11:00 AM CT, excluding holidays. A NFC-29 updates the database for the payment which displays on PQ032 after the next process of PAYE.

Exercise 4.16: Submitting an Adjustment for a Student Loan Payment

Scenario

An Agency agreed to pay an employee's student loan annual maximum of $3,000.00 to the Training Bank of DC.

Instructions

Follow the steps in the table below to submit the adjustment for the employee's student loan payment.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221700XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	11
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	STUDENT PAYMENT
9.	Enter the contact person's first name in the **First Name*** field.	Monique
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	1114445555

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Monique.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay Student Loan annual maximum of $3000.00, send to the Training Bank of DC.
14.	Click **Save**.	
15.	Enter the amount in the **Amount** field.	3,000.00
16.	Enter the appropriate accounting code in the **Accounting** field.	123456
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Click **Save**.	
19.	Click **OK**.	
20.	Click the **Address** tab.	
21.	Click **Clear** for the Bank Deposit Information fields.	
22.	Enter the employee's loan account number in the **Account #** field.	123456789
23.	Enter the loan holder's street address in the **Street** field	1234 Training Boulevard
24.	Enter the loan holder's city in the **City** field	Washington
25.	Enter the loan holder's state in the **State** field	DC
26.	Enter the loan holder's zip code in the **Zip** field	20250
27.	Enter the name of the loan holder in the **Payee Name** field.	Training Bank of DC

Step	Action	Required Data
28.	Click **Save**.	
29.	Click **OK**.	
30.	Click the **Certify/Approval/Computation** tab.	
31.	Verify the information on the Certify/Approval/Computation tab.	
32.	Click **Certify**.	
33.	Click **OK**.	
34.	Click **Approve**.	
35.	Click **OK**.	

Exercise 4.17: Submitting an Adjustment for a Student Loan Payment

Scenario

An Agency agreed to pay an employee's student loan annual maximum of $5,000.00 to the Student Loan Bank of DC.

Instructions

Follow the steps in the table below to submit the adjustment for the employee's student loan payment.

Step	Action	Required Data
1.	Click **Adjustment List** on the ***SPPS Web Home*** page.	
2.	Click **Add Adjustment**.	
3.	Enter the employee's social security number in the **SSN*** field.	2221700XX
4.	Enter the employee's Agency Code in the **Agency*** field.	90
5.	Enter the employee's POI in the **POI*** field.	5317
6.	Enter the pay period for the adjustment in the **Pay Period*** field.	24
7.	Enter the year for the adjustment in the **Year*** field.	2014
8.	Select the correct adjustment type from the **Type of Adjustment*** drop-down list.	STUDENT PAYMENT
9.	Enter the contact person's first name in the **First Name*** field.	Monique
10.	Enter the contact person's last name in the **Last Name*** field.	Trainer
11.	Enter the contact person's phone number in the **Phone Number*** field.	1114445555

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

Step	Action	Required Data
12.	Enter the contact person's email address in the **Email*** field.	Monique.trainer@usda.gov
13.	Complete the **Agency Remarks*** field.	Pay Student Loan annual maximum of $5000.00, send to the Student Loan Bank of DC.
14.	Click **Save**.	
15.	Enter the amount in the **Amount** field.	5,000.00
16.	Enter the appropriate accounting code in the **Accounting** field.	123456
17.	Select the appropriate option from the BETC Code drop down list.	DISB
18.	Click **Save**.	
19.	Click **OK**.	
20.	Click the **Address** tab.	
21.	Click **Clear** for the Bank Deposit Information fields.	
22.	Enter the employee's loan account number in the **Account #** field.	123456789
23.	Enter the loan holder's street address in the **Street** field	1120 Wisconsin St
24.	Enter the loan holder's city in the **City** field	Washington
25.	Enter the loan holder's state in the **State** field	DC
26.	Enter the loan holder's zip code in the **Zip** field	20250

Step	Action	Required Data
27.	Enter the name of the loan holder in the **Payee Name** field.	Student Loan Bank of DC
28.	Click **Save**.	
29.	Click **OK**.	
30.	Click the **Certify/Approval/Computation** tab.	
31.	Verify the information on the Certify/Approval/Computation tab.	
32.	Click **Certify**.	
33.	Click **OK**.	
34.	Click **Approve**.	
35.	Click **OK**.	

4.3. Chapter Review

Knowledge Check

1. Match each SPPS Web adjustment or payment with the correct description:

1. Other – NFC Process	A. Allows Agencies to process an employee's approved, excess hours under a flexible work schedule.
2. Annual/Restored	B. Allows Agencies to process payroll related adjustments beyond the scope of front-end entry systems.
3. Cash Awards/Special Bonus	C. Allows Agencies to process the repayment of student loans as incentives to attract candidates or employees.
4. Compensatory Time	D. Allows Agencies to process time earned in lieu of payment for special conditions.
5. Credit Hours	E. Allows Agencies to submit a manual adjustment to NFC that the Agency is unable to process.
6. Miscellaneous Payment	F. Allows Agencies to process time accumulated by an employee during the current leave year.
7. Settlement Backpay	G. Allows Agencies to process settlements involving a single lump sum amount.
8. Student Payment	H. Allows Agencies to process monetary recognitions, beyond the scope of front-end entry systems.

Chapter Summary

Having completed this chapter, you are now able to:

- Provide colleagues with an introduction to the adjustment function of SPPS Web
- Identify the main types of manual adjustments processed in SPPS Web
- Process the different types of adjustments

5.0. Generating Reports

5.1. Chapter Overview

This chapter provides users with an introduction to the report function of SPPS Web. It includes all of the relevant information necessary to view and request reports for transactions processed in SPPS Web.

Chapter Objectives

By the end of this chapter, you will be able to:

- Provide colleagues with an introduction to the reporting capabilities of SPPS Web
- Process each type of report available within SPPS Web

5.2. Introduction to Reports

Lesson Overview

This lesson focuses on the different types of reports available in SPPS Web and their main purposes.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the different types of reports available in SPPS

SPPS Web allows you to view and request status and suspense reports for transactions processed in SPPS Web. The reports include information related to the salary, time and attendance, employment status, etc., that is generated from the Payroll/Personnel System database.

There are four different types of reports in SPPS Web.

Types of Reports	Description
Student Loan Repayments	Contain transactions that were established and processed to repay student loans incurred by employees who agree to remain in the service of the paying Agency for a period of at least 3 years.
Agency Outstanding Transaction Report	Contain transactions that were established, but did not complete the processing cycle.
Agency Processed Report	Contain transactions that were established and completed during the processing cycle.
Agency Leave To Be TINQed	Contain transactions that were established to correct leave data, and transfer leave data from donors to approve leave recipients participating in the Leave Transfer Program.

5.3. Generating Reports

Lesson Overview

This lesson focuses on the procedures and information required to generate reports in SPPS Web.

Lesson Objectives

By the end of this lesson, you will be able to:

- Generate each type of report in SPPS Web

SPPS Web includes an automatic reporting feature, used to generate reports or schedule specific reports to run on a daily basis. Additionally, Agencies use this feature to print daily batch reports.

In the procedure below, you learn how to generate a report.

Step	Action
1.	Click **Reports** on the ***SPPS Web Home*** page. The ***Reports*** page displays.

Figure 79: Reports Page

Step	Action
2.	Select the appropriate report from the **Select A Report** drop-down list. The ***Reports*** page displays with the relevant fields.

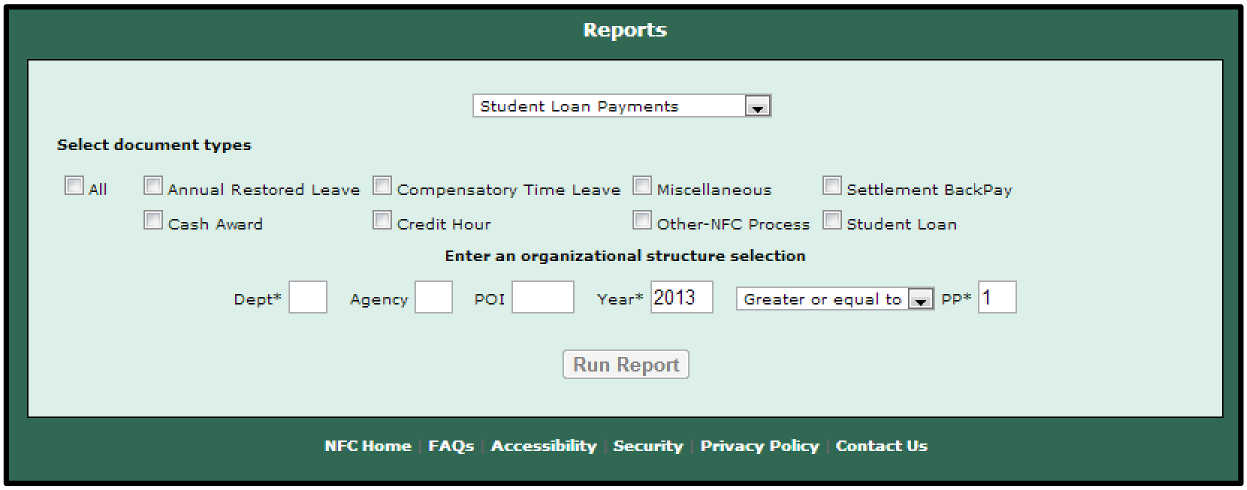


Figure 80: Report Page Fields

Step	Action
3.	Select the appropriate document types.
4.	Enter the department in the **Dept*** field.
5.	Enter the Agency Code in the **Agency** field.
6.	Enter the POI in the **POI** field.
7.	Enter the year in the **Year*** field.
8.	Click the pay period operator drop-down list.
9.	Select the operator that identifies the pay period for the requested report.
	TIP: If you wish to view multiple pay periods, select the first pay period desired.
10.	Enter the pay period in the **pp*** field.
11.	Click **Run Report**. The report displays, containing the specific content selected.

5.4. Chapter Review

Knowledge Check

1. Match each SPPS Web report with the correct description:

1. Student Loan Repayments	A. Contain transactions that were established, but did not complete the processing cycle.
2. Agency Outstanding Transaction Report	B. Contain transactions that were established to correct leave data, and transfer leave data from donors to approve leave recipients participating in the Leave Transfer Program.
3. Agency Processed Report	C. Contain transactions that were established and processed to repay student loans incurred by employees who agree to remain in the service of the paying Agency for a period of at least 3 years.
4. Agency Leave To Be TINQED	D. Contain transactions that were established and completed during the processing cycle.

Chapter Summary

Having now completed this chapter, you are now able to:

- Provide colleagues with an introduction to the reporting capabilities of SPPS Web
- Process each type of report available within SPPS Web

6.0. Course Summary

6.1. Course Accomplishments

Having completed this course, you are now able to:

- Explain the main functions of SPPS Web
- Navigate through SPPS Web
- Create Adjustment records
- Request reports within SPPS Web

6.2. Additional Resources

For additional resources, please refer to the SPPS Web Procedure Manual at: http://help.nfc.usda.gov/publications/SPPSWEB/index.htm#4129.htm. You can also visit the Contact Center page at *https://www.nfc.usda.gov/Contact_Us/Help_Desks/CHD/CHD_home.html* for further resources.

7.0. SPPS Web Appendices

7.1. Appendix A: Course Glossary

Concept/Item	Description
Adjustment	Transactions processed in SPPS Web to change the information in an employee's record. The data is used to compute and/or update salary payments, leave records, accounting, indebtedness, etc.
Administratively Uncontrollable Overtime (AUO)	A type of pay that is a substitute form of payment for irregular, unscheduled overtime work.
Business Event Type Code (BETC)	This code represents the type of transaction.
Cost-of-Living Allowance (COLA)	An adjustment of basic pay that is payable only in selected nonforeign areas (Alaska, Hawaii, Guam/Commonwealth of Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands). COLA Rates are based on living costs in the nonforeign areas relative to living costs in Washington, DC, area.
Designated Agent Code	A code that identified the Agency or Bureau designated to receive an employee's salary payments.
Entry, Processing, Inquiry, and Correction System (EPIC)	A front-end entry system for payroll and personnel transactions
NFC-29 (Payroll Adjustment Document)	A form required for computation, payment, and adjustment of payroll transactions.
Payment	Transactions processed in SPPS to establish and/or update information in an employee's record. The data is used to compute and/or pay salaries, deductions, leave records, accounting, indebtedness, etc.
Payroll/Personnel System (PPS)	A full-service integrated payroll/personnel system offering a full range of personnel and payroll processing.

Concept/Item	Description
Post Differential	An adjustment of basic pay that is payable in selected nonforeign areas. It is a recruitment incentive based on conditions of environment in the nonforeign area that differ significantly from conditions of environment in the U.S as a whole.
Payroll Listing (PQ032)	A screen in the Payroll/Personnel Inquiry System (PINQ) used to research nonreceipt of salary check. Displays an employee's current, plus 25 previous pay period of pay data.
Remarks	Additional notes pertinent to an adjustment or payment.
SF-50	Notification of Personnel Action
SF-52	Request for Personnel Action
AD 334 (Statement of Earnings and Leave)	A summary of an employee's earnings and leave.
Status Code	A code indicating the progress of a submitted adjustment.
Thrift Savings Plan	A defined contribution retirement savings plan for Federal employees.
Within Range Increase (WRI)	An increase in an employee's rate of basic pay within the pay range for his grade, band, or level.

7.2. Appendix B: Course Glossary

Acronym	Definition
AUO	Administratively Uncontrollable Overtime
ABCO	Administrative Billings and Collections
ASO	Agency Security Officer
BEC	Bureau of Employee's Compensation
BETC	Business Event Type Code
CY	Calendar Year
CP	Capital Police
COLA	Cost of Living Allowance
COPR	Customs Officer Premium Rate
EPIC	Entry, Processing, Inquiry, and Correction System
EEO	Equal Employment Opportunity
FLSA	Fair Labor Standard Act
FCA	Farm Credit Administration
IRIS	Information/Research Inquiry System
MASC	Management Accounting Structure Codes System
NFC	National Finance Center
OCC	Office of the Comptroller of the Currency
OWCP	Office of Workers Compensation Program
OT	Overtime
PP	Pay Period
PAYE	Payroll Processing System

Acronym	Definition
PINQ	Payroll/Personnel Inquiry System
PPS	Payroll/Personnel System
POI	Personnel Office Identifier
SES	Senior Executive Service
SSN	Social Security Number
SPPS	Special Payroll Processing System
SF	Standard Form
TMGT	Table Management System
TSP	Thrift Savings Plan
T&A	Time & Attendance
TINQ	Time Inquiry Leave Update System
USDA	United States Department of Agriculture
WRI	Within Range Increase
YR	Year

7.3. Appendix C: Inquiry Process in Remedy

The inquiry process from SPPS Web has been removed and added to Remedy. In order to create an Inquiry in Remedy follow these steps:

Step	Action
1.	Enter *https://servicecenter.nfc.usda.gov/arsys/home* in your Web browser Navigation Bar. The U.S. Government Warning pop-up message displays.
2.	Click **OK**.
3.	Enter your user name in the **User Name** field.
4.	Enter your password in the **Password** field.
5.	Click **Log In**.
6.	Click **Requester Console** from the bottom of the menu on the left-hand side of the homepage.
7.	Click **Create a New Request** located at the top of the page.
8.	Enter a description of the type of inquiry in the **Summary*** field.
9.	Enter additional information about the inquiry in the **Notes** field.
10.	Select the urgency of the inquiry from the **Urgency*** drop-down list.
11.	Enter the required date of the resolution in the **Date Resolution** field.
12.	Click **Save**.
13.	Verify that the inquiry is listed in the Requester Console.

7.4. Appendix D: Status Code Descriptions

Below are the descriptions of the Status Codes for the adjustments processed in SPPS Web.

Status Code	Description
0 – In Process	Record is open/incomplete and currently being worked by a technician at NFC.
1 – Pymnt Processed	Payment has been processed and request cannot be updated.
2 – Awaiting Approval	Payment is awaiting approval.
3 – Certified	Payment is scheduled to be processed and disbursed on the next manual schedule.
4 – Out of Balance	Payment is out of balance, check the computation.
5 – Closed by NFC	No action was taken by NFC, review NFC Remarks for explanation.
6 – New	A new record was created in SPPS Web by the Agency.
7 – Released to NFC	Record has been released to NFC by the Agency for NFC to process.

7.5. Appendix E: Other – NFC Process Manual Adjustments

The ***Designated Agent Code*** field identifies the Agency or Bureau designated to receive the employee payments.

The ***Type of Account*** field identifies the type of account an employee has payments directly deposited or electronically transferred. A “C” is entered in the field for a checking account and a “S” for a savings account.

The ***Account DD/EFT Number*** indicates the checking or savings account where the payment is directly deposited, if the employee’s payments are sent to a financial institution.

The ***Routing Number*** field indicates where a payment is directly deposited or electronically transferred.

7.6. Appendix F: Designated Agent Codes and Bank Account Info Fields

Certain salary adjustments and other payments are processed manually. These adjustments include:

- Employee Indebtedness
- Student Loan Repayment Program
- Advances in Pay
- Cash Awards
- Hardship Cases
- Recertifications
- Special Lump Sum Payments
- Compensatory Time Payments for Fair Labor Standards Act Nonexempt Employees
- Restoration Cases
- Office of Worker's Compensation Program (OWCP) Cases
- Miscellaneous Adjustments (health benefits, life insurance premiums, membership dues, etc.)
- Deposits for Military Service Credit
- Civilian Service Credit Deposits for Periods of Reemployment
- Salary Adjustments beyond 26 pay periods
- Thrift Savings Plan (TSP) Financial Hardship In-Service Withdrawal Refunds
- Death Gratuity Payments

For further information on processing these adjustments see the Non-Automated Processing Procedure Manual for more information.

7.7. Appendix G: Adjustment Approval Procedures

Below are the procedures for supervisors and authorizing officials to follow when approving a procedure.

Step	Action
1.	Search for the appropriate adjustment on the ***Agency Adjustment List*** page.
2.	Click on the specific adjustment.
3.	Click the **Certify/Approval/Computation** tab.
4.	Click **Approve**. A pop-up message displays.
5.	Click **OK**. The ***Approved User ID*** and ***Approved Date*** fields are system-generated.

The adjustment displays on the ***Agency Adjustment List*** page with a status of 3 (Certified).

7.8. Appendix H: Miscellaneous Type Payments and Adjustments

The table below describes the different types of miscellaneous payments and adjustments that can be processed in SPPS Web.

Allowance Type	Description
Advance foreign payment	This compensation is paid as an advance in pay for an employee proceeding to or arriving at a post of assignment in a foreign area. It is a salary allowance made available to employees in a pay status. The advance payment is made to provide funds needed to finance unusual expenses associated with the overseas assignments that often are not otherwise reimbursed and to aid foreign assignment recruitment and retention. The maximum advance allowed any employee is 6 pay periods of base pay. The employee is allowed 18 pay periods to repay the advance. The advance payment is nontaxable and not reflected on the employee's W-2.
Comparability - taxable	This allowance is granted to 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 USC 5946.
Cost-of-living allowance (COLA)	This differential is a reimbursement to an employee for certain costs, exclusive of any quarters cost, which result from being officially stationed in a foreign area. For more information, see Title 5 USC 5924.
Customs officer premium rate (COPR)/overtime (OT) double base - taxable (For Agency AF, Financial Crime Enforcement Network, use only)	This compensation is 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.

Allowance Type	Description
Customs officer premium rate (COPR)/overtime (OT) triple base - taxable (For Agency AF, Financial Crime Enforcement Network, use only)	The following types of premium pay are processed in SPPS. • 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 Locality Pay Rate (LEOs) • Environmental pay for Federal Wage System (FWS) employees • Hazard pay for General Schedule (GS) employees For more information, see Title 5 USC 5343, 5542, 5544, 5545, 5546, 5541, and 5549, as applicable.
Danger	This compensation is paid for working in a foreign area on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well-being of the employee. For more information, see Title 5 USC 5928.
Danger pay - taxable	This allowance is granted on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well-being of the employee. Danger pay is granted to civilian employees who accompany U. S. military forces in areas designated by the Department of State as subject to hostile fire or imminent danger. Danger pay is paid only to employees who are on temporary duty or a detail of 42 days or less. It is subject to Social Security and/or Medicare, Federal, State, and local tax deductions. It is not included as part of a lump–sum payment. For more information, see Title 5 USC 5928.

Allowance Type	Description
Education - nontaxable	This allowance is granted 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 more information, see Title 5 USC 5924.
Foreign language - taxable	This allowance is granted to law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post. For more information, see Title 5 USC 5948.
Hazardous duty - taxable (cp)	This allowance is granted 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 more information, see Title 5 USC 5545 and 5548 and Title 5 CFR 550.901-907.
Hazardous pay differential - taxable (For Agency CP, Capital of the Police, use only)	This differential is paid to employees for the performance of hazardous duty or duty involving hardship for all hours in a pay status. 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 or skin, eye, ear, or nose irritation. For more information, see Title 5 CFR 550.
Health subsidy (for Agency Code AJ, Office of the Comptroller of the Currency (OCC) use only - taxable	This allowance is paid to eligible employees as a reimbursement for premiums paid towards privately obtained health insurance for their domestic partners and/or children of their domestic partners.

Allowance Type	Description
Holiday pay - taxable	This compensation is paid 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 more information, see Title 5 USC 5928.
Hostile fire pay non taxable Hostile fire pay - taxable	This compensation is paid 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 $150.00 for any month in which he/she is entitled to basic pay. For more information, see Title 37 USC 310.
Foreign post/post - taxable Foreign post/post - nontaxable	The foreign post allowance 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. The post allowance is an annual rate allowance given as a percentage amount based on salary, size of family, and location of the post.
Life cycle account - taxable (for Agency 25, Farm Credit Administration (FCA), and AJ, OCC use only)	This allowance entitles employees to a yearly benefit for membership to a fitness or wellness plan. The credit or cash payment 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 Statement of Earnings and Leave indicating "Life Cycle Account" and Wage and Tax Statement (W-2) at the end of the year.

Allowance Type	Description
New York City Commutation Stipend (for AJ, Office of the Comptroller of the Currency (OCC) use only)) - taxable	This allowance is paid to eligible Comptroller of the Currency bank examiners to apply for reimbursement of hardship commuting expenses incurred for travel to and from large banks in New York City.
Nonforeign post/post - taxable	The 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 States and warrant its payment as a recruitment incentive. For more information, see Title 5 USC 5551 and 5925. The post differential is payable to an employee at 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 more information, see Title 5 USC 5551 and 5925.
Quarters - nontaxable Quarters - taxable	This allowance is granted for all costs associated with either temporary or residence quarters whenever Government–owned or Government–rented quarters are not provided without charge to the employee. For more information, see Title 5 USC 5923.
Overtime - taxable	This compensation is paid 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 more information, see Title 5 USC 550.

Allowance Type	Description
Overtime over 8 - taxable	This compensation is paid for hours of work performed in excess of 8 hours on any one day within the 40-hour basic workweek. For more information, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.
Overtime over 40 night differential - taxable	This compensation is paid for hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period. For more information, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.
Standby AUO avail - taxable	This compensation is paid 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 more information, see Title 5 USC 5304, 5305, 8331 (3) (d), 8791 (c) (1), and Title 5 CFR 505.151.
Reassignment - taxable	This allowance is granted 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 more information, see Title 5 USC 5924.

Allowance Type	Description
Recruitment and relocation – taxable	This bonus is 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% 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 more information, see Title 5 USC 5753 and Title 5 CFR 575.
Remote worksite - taxable	This allowance is granted 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 worksite that extends beyond what is normally encountered in metropolitan commuting. For more information, see Title 5 USC 5942.
Retention - taxable	This allowance is granted to retain the services of a current employee who possess unusually high or unique qualifications or a special need that are essential to an Agency. For more information, see Title 5 USC 2103.
Separate maintenance - nontaxable Separate maintenance - taxable	This allowance is granted to 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 more information, see Title 26 IRC 71.
Travel -nontaxable (For Agency 25, FCA use only)	This allowance is granted 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 more information, see Title 5 USC 5702.
Uniform - taxable	This allowance is granted to 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 more information, see Title 5 USC 1593.

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