National Finance Center

U. S. Department of Agriculture

N E W O R L E A N S , L A

National Finance Center

Government Employee Services Division (GESD) Training

Entry, Processing, Inquiry, and Correction (EPIC) System

Participant Guide

Version 1.0

Updated as of May 2, 2016

Table of Content

1.0. Course Information

1.1. **Purpose**

This course is designed to enhance the user's knowledge of the background and procedures for processing within the Entry, Processing, Inquiry, and Correction (EPIC) system through the use of interactive, scenario-based exercises.

1.2. **Course Objectives**

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

- Describe the EPIC system and its purpose
- Describe how EPIC relates to the National Finance Center's (NFC) Payroll/Personnel System (PPS) including Personnel Edit subsystem (PINE), Position Management System Online (PMSO), Table Management system (TMGT), and the NFC Inquiry Systems, Information/Research Inquiry System (IRIS) and Payroll/Personnel Inquiry System (PINQ)
- Navigate within EPIC
- Perform the basic EPIC processing functions
- Describe each type of EPIC personnel action processing
- Execute the six most commonly processed EPIC personnel actions
- Execute the rollback process
- Describe each type of EPIC payroll document processing
- Execute the nine most commonly processed EPIC payroll documents
- Process suspense errors
- Pull reports within EPIC

1.3. Agenda

This course will include the following chapters:

Chapter	Duration
Welcome	15 Minutes
Course Information	15 Minutes
Introduction to EPIC	1 Hour
EPIC, NFC's Payroll/Personnel Processing System, and NFC Inquiry Systems	3 Hours
Position Management System Online (PMSO) and EPIC	1 Hour 30 Minutes
EPIC Access and Navigation Concepts	1 Hour
Personnel Action Processing	4 Hours 30 Minutes
Rollback Process	1 Hour 30 Minutes
Payroll Document Processing	4 Hours 30 Minutes
Suspense	2 Hours 30 Minutes
Reports in EPIC	1 Hour
Course Summary	15 Minutes
Course Review	30 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 will be provided with the following course materials to assist your learning:

- Entry, Processing, Inquiry, and Correction System Participant Guide

As you move through this participant guide, take note of the following messages:

CAUTION: A text field bordered and shaded in red indicates a cautionary message. **CAUTION** messages advise you that failure to take or avoid a specified action could result in loss of data.

IMPORTANT: A text field bordered and shaded in green indicates a very important message. This type of message provides information essential to the completion of a task. Subsequent steps in a process are dependent on the correct data entry or actions specified in an **IMPORTANT** message. While other messages may provide helpful suggestions, you should always adhere to messaging labeled as **IMPORTANT**.

NOTE: A text field bordered and shaded in blue indicates a note. This type of message emphasizes or supplements important parts of the main text. A **NOTE** supplies information that may apply only in special cases.

TIP: A text field bordered and shaded in yellow indicates a helpful tip. This type of message helps you 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 you understand the benefits and capabilities of the product.

2.0. Introduction to EPIC

2.1. Chapter Overview

This chapter introduces the purpose and main functions of the EPIC system. This chapter also focuses on the main responsibilities of Agencies and of NFC when processing in EPIC. Lastly, it introduces the types of personnel action and payroll documents processed in EPIC.

Chapter Objectives

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

- Explain the purpose of EPIC
- Describe the responsibilities of both the Agency and NFC in performing personnel and payroll actions in EPIC
- Describe the main functions performed in EPIC
- Summarize the types of payroll and personnel processing actions completed in EPIC

The following terminology will be addressed in this chapter:

Terminology	Description
Nature of Action Codes	Used to identify the different types of personnel actions.
Official Action	An Office of Personnel Management (OPM) required personnel action.
Unofficial Action	A personnel action that updates a non-Central Personnel Data File element in the employee's Payroll/Personnel System (PPS) database record and does not have to be reported to OPM.

2.2. Introduction to EPIC

Lesson Overview

This lesson focuses on the main purpose and functions of EPIC.

Lesson Objectives

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

- Describe the main purpose of EPIC
- Discuss the primary functions of EPIC
- Explain the role of EPIC in processing personnel actions and payroll documents

Purpose of EPIC

The EPIC system is an online application that allows for the entry, processing, inquiry, and correction of payroll/personnel actions and documents. EPIC allows you to:

- Enter payroll/personnel transactions for processing in PPS,
- Delete and restore transactions,
- Correct transactions that have failed the PINE edits,
- View and/or edit future and current payroll/personnel transactions to be processed,
- Create suspense and status reports,
- Cancel and change history records, and
- Rollback documents that have been applied to PPS.

Within EPIC, you are able to:

- Save a new transaction,
- Search for an existing transaction,
- Modify an existing transaction,
- Delete an existing transaction, and
- Activate an existing transaction.

These functions are further discussed in Chapter 6.0 Personnel Action Processing.

2.3. Responsibilities of the Agency and NFC

Lesson Overview

This lesson explains the primary responsibilities of an Agency and NFC when processing in EPIC.

Lesson Objectives

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

- Describe Agencies' responsibilities for processing in EPIC
- Describe NFC's responsibilities for processing in EPIC

Agency Responsibilities for Processing in EPIC

This lesson introduces the Government Agencies' responsibilities for processing in EPIC.

Agencies are responsible for:

- Entering, releasing, and correcting transactions,
- Communicating with timekeepers and other applicable staff when processing transactions that affect time and attendance, positions, etc., and
- Using NFC procedures and online help as needed to assist in entering and correcting transactions.

Agency Human Resource Officers enter personnel actions in EPIC to establish and update employee database records in PPS. Manually paid employees' personnel actions must still be entered in their Agency's personnel processing system, which interacts with PPS to record their personal records in the database.

NFC Responsibilities for Processing in EPIC

NFC is responsible for:

- Providing adequate security to prevent access from unauthorized personnel,
- Providing Agencies with the capability to view and modify payroll and personnel transactions that have been released,
- Maintaining suspense transactions in the PPS database until they have been corrected or deleted,
- Applying all successfully released transactions to the PPS database,
- Providing online help to guide system operation, data entry, and suspense transaction correction,
- Providing either on-demand or automated reporting capabilities,
- Developing regularly scheduled back-up and recovery procedures, and
- Providing accurate EPIC documentation.

In addition to the personnel actions that can be entered by the Agency, other personnel actions are generated by PPS, based on effective and service computation dates, and require little to no action by the Agency. PPS generates the following official actions:

- Federal Pay Increase/Locality-Based Comparability Payment
- Federal Wage System Area Increase
- Conversion to Career Tenure
- Service Computation Data Adjustments

TIP: Agencies are not required to enter these actions except for a special category employee.

TIP: Mass changes for 50 or more employees can be system generated with a special request from an Agency, and may result in a reimbursable agreement. The mass action request must be based upon a single item (i.e. all employees in a special occupational series code). NFC does not process mass action requests based strictly on social security numbers, names, etc.

2.4. Types of Personnel Action and Payroll Document

Lesson Overview

This lesson describes the different types of personnel actions and payroll documents that are processed within EPIC.

Lesson Objectives

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

- Identify the different types of personnel actions processed within EPIC
- Identify the different types of payroll documents processed within EPIC

As discussed in Lesson 2.2 Introduction to EPIC, personnel actions and payroll documents are processed within EPIC. There are 13 different types of personnel actions, and 21 different types of payroll documents that can be processed within EPIC. The sections below provide an overview of these actions and documents.

Personnel Actions

Personnel actions are a type of transaction entered in EPIC to establish and update an employee's database record. After the record is established through the processing of an accession action or conversion to the United States' Department of Agriculture (USDA) PPS, it is updated as other personnel actions are processed.

There are two types of personnel actions used by the Federal Government, official and unofficial. As mentioned in the terminology table at the beginning of a chapter, an official action is an OPM required personnel action.

> **TIP:** Guidelines for processing all personnel actions are provided in OPM's Guide to Processing Personnel Actions. OPM's personnel processing manuals provide guidance for preparing personnel actions.

An unofficial action is a personnel action that updates a non-Central Personnel Data File element in the employee's database record and does not have to be reported to OPM.

OPM uses nature of action codes (NOAC) to identify the different types of personnel actions. NOACs in the 900 series facilitate certain payroll/personnel processes and unique Agency requirements.

TIP: All NOACs are listed in Table Management (TMGT) Table 061, NOAC. Table Management is discussed further in Chapter 3.0 EPIC, NFC's Payroll/Personnel Processing System, and NFC Inquiry Systems.

The following are the different types of personnel actions processed in EPIC:

Types of Personnel Actions	Description
Accession Action	An action involving a new hire to a department or a department converting to PPS from another payroll/personnel system.
Award	An action involving an award presented to an employee. These are determined by each respective Agency.
Benefits	An action related an employee's benefits. Federal benefits include life, health, Thrift-Savings Plan (TSP), etc.
Bonuses and Incentives	An action offered to recruit, retain, reward, and encourage employees to accept and retain Federal employment, or retire from Federal service.
Changes	An official change action required by OPM. This can include a change in duty station, retirement plan, tenure group, etc.
Conversion	An action that is processed to convert an employee from one type of appointment to another.
Extension	An action processed to extend an appointment, detail, or nonpay status.

Types of Personnel Actions	Description
Nonpay/Nonduty	An action processed to place an employee in a nonpay/nonduty status for 30 days or more.
Pay	An action processed when a salary or adjustment occurs as a result of an executive order or regulation, change in step, entitlement to allowances or differentials, etc.
Position Change	An action that affects the employee's position and/or salary.
Return to Duty	An action that places an employee back in pay status after a personnel action was processed to place the employee in a nonpay status.
Separation	An action that separates an employee from Federal service.
Within Grade/Level/Band	An action that increases an employee to the next step or salary within a grade/level/band.

We further elaborate on the six most commonly processed personal actions in Chapter 6.0 Personnel Action Processing.

Payroll Documents

This section provides an overview of the other type of transaction processed within EPIC, payroll documents. Payroll documents are entered to establish and update payroll data in PPS. These documents are required to make disbursements or collections, as well as provide other pertinent information for an employee's record.

Certain payroll documents are grouped by category (Federal and non-Federal Benefits, Leave Payment, Performance Appraisal, etc.). Other payroll documents are grouped according to the action taken (savings bonds – new allotments, union dues – new authorization, etc.). EPIC lists the various payroll documents in alphabetical order on the ***New Document List*** page. Some payroll documents are grouped in folders by their category or action.

Payroll documents are processed to:

- Withhold mandatory or voluntary deductions, such as health and life insurance, child support and alimony payments, allotments, taxes, etc.,
- Disburse payments, such as annual leave and compensatory time payments,
- Transfer data to PPS from another payroll system,
- Process performance appraisals,
- Disburse payments through direct deposit/electronic funds transfer (DD/EFT), and
- Update the PPS database.

It's important to note that an accession action for an employee must be processed before payroll documents can be applied to their record. The PINE process is covered in greater detail in Chapter 3.0 EPIC, NFC's Payroll/Personnel Processing System, and NFC Inquiry Systems.

NOTE: After PAYE has run, be sure to verify that the transaction applied appropriately for the covered periods. If a transaction does not apply appropriately, the Agency should correct or cancel the personnel action. If the transaction is a payroll document, the Agency should reprocess the document in the current or subsequent processing pay period. An Other – NFC Process adjustment through Special Payroll Processing System (SPPS) Web should be submitted when the adjustment period is outside of the database range for personnel documents, the Agency failed to overlay the payroll document, or if the employee has separated.

The following are the different types of payroll documents processed in EPIC:

Types of Payroll Documents	Description
349 Address	A document used to process address information
Allotments	A document used to process discretionary, financial, TSP loans allotments, and health savings account information
127 Allowance	A document used to make payments to eligible employees in addition to Cost-Of-Living Allowance (COLA), or post-differential pay
088 Charitable Contributions	A document used to withhold contributions for the Combined Federal Campaign, through payroll deductions
195 Child Care or Alimony Deductions	A document used to withhold child care or alimony, either by a court order or voluntarily
089 Deductions Due to Indebtedness	A document used to collect garnishment when a Government Agency is directed, through legal process, to make a deduction from monies otherwise payable to an employee, to another party to satisfy the employee’s legal obligation

Types of Payroll Documents	Description
Education Documents	A document used to record education and certification information based on years of formal schooling and/or academic degrees or certificates conferred
Federal Benefit Documents	A document used to process health benefit registration, enrollment changes, as well as TSP Collections, TSP Elections, and TSP Catchup Contributions
160 Leave Date Transfer	A document used to record an employee's leave record when the employee separates and is rehired
Leave Payment	A document used to process transferred leave, restored annual leave, interim and final compensatory leave, and annual leave lump sum payments
121 Locator	A document used to document an employee's location within his or her assigned building. This is used to generate the building abbreviation, name, and address in PPS
030 Master File Change	A document used to process miscellaneous database elements that are not entered on a personnel action or payroll document, but which may affect employee pay and personnel eligibility
120 Multi-Element Update	A document used to process miscellaneous database elements that are not entered on a personnel action or payroll document, but that are used for reporting requirements as well as to denote expertise or experience in various fields.
096 Net Pay	A document used to process the employee's net pay, through DD/EFT

Types of Payroll Documents	Description
Non-Federal Benefit Documents	A document used to process non-Federal benefits, including non-Federal life insurance, flexible spending account (FSA), retirement, TSP, and health benefits for eligible employees
Performance Appraisals	A document used to evaluate an employee's performance
165 Restored Annual Leave	A document used to recredit annual leave for the current year due to an administrative error, an urgent demand of the public business, or sickness
128 Severance Pay	A document used to process severance pay to employees who are involuntarily separated from service, rather than removal for cause
Union Dues Documents	A document used to deduct union dues from an employee's payroll record
Tax Documents	A document used to process tax documents for city, country, state, and Federal taxes
444 Enterprise Human Resources Integration (EHRI) & Retirement System Modernization (RSM) Elements	A document used to enter and/or change multiple elements at the same time

We further elaborate on the nine most commonly processed payroll documents in Chapter 8.0 Payroll Document Processing.

2.5. Chapter Review

Knowledge Check

1. Match NFC and Agency with their appropriate responsibilities listed in the right-hand column.

	A. Using NFC procedures and online help as needed to assist in entering and correcting transactions.
NFC	B. Entering, releasing, and correcting transactions.
	C. Providing documentation on the application.
	D. Providing either on demand or automated reporting capabilities.
Agency	E. Communicating with timekeepers and other applicable staff when processing transactions that affect time and attendance, positions, etc.
	F. Applying all successfully released transactions to the PPS database.

2. **True or False:** Both personnel actions and payroll documents are entered in EPIC to establish and update an employee's database record.

   ______

Chapter Summary

Having completed this chapter, you are now able to:

- Explain the purpose of EPIC
- Describe the responsibilities of both the Agency and NFC in performing personnel and payroll actions in EPIC
- Describe the main functions performed in EPIC
- Summarize the types of payroll and personnel processing actions completed in EPIC

3.0. EPIC, NFC's Payroll/Personnel Processing System, and NFC Inquiry Systems

3.1. Chapter Overview

This chapter focuses on how NFC's Payroll/Personnel System, including Personnel Edit subsystem (PINE), Adjustment Processing system (ADJP), the NFC Inquiry Systems, including Information/Research Inquiry System (IRIS) and Payroll/Personnel Inquiry System (PINQ), Table Management system (TMGT), and Position Management System Online (PMSO) interact with and relate to EPIC. It also introduces the importance of using IRIS, PINQ, TMGT, and PMSO for research and validation of data and personnel actions processed in EPIC.

Chapter Objectives

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

- Describe the relationship between NFC's Payroll/Personnel System with EPIC
- Describe the relationship between PINE, ADJP, IRIS, PINQ, TMGT, and PMSO with EPIC
- Perform EPIC research within IRIS, PINQ, and TMGT successfully

The following terminology will be addressed in this chapter:

Terminology	Description
Individual Position	Links to the master record and identifies a specific position
Master Record	Contains basic position data under which one or more individual positions may be assigned

Before learning more about each system, you must first learn how to access the respective four systems through the NFC Mainframe. To do so, follow the procedure below to gain access to IRIS, PINQ, PMSO, or TMGT.

Step	Action
1.	Access the NFC mainframe. The ***U.S. Government Computer Warning*** screen displays. See Figure 1 below.

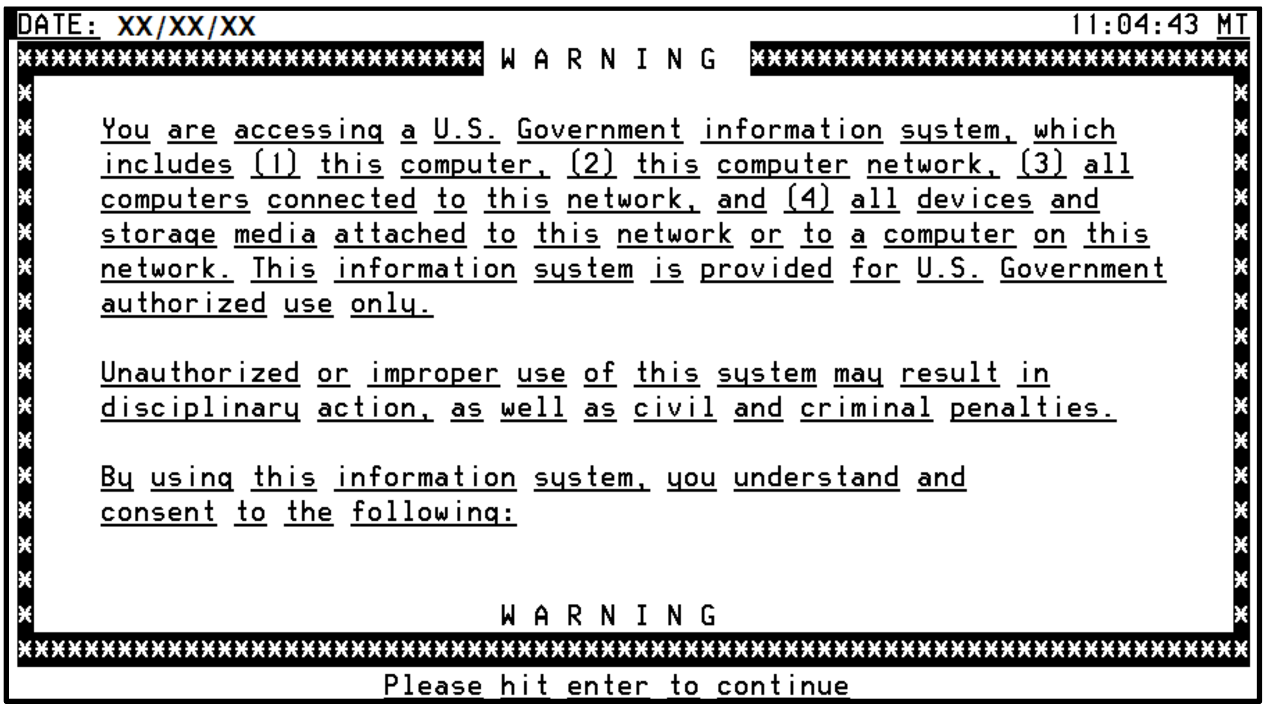
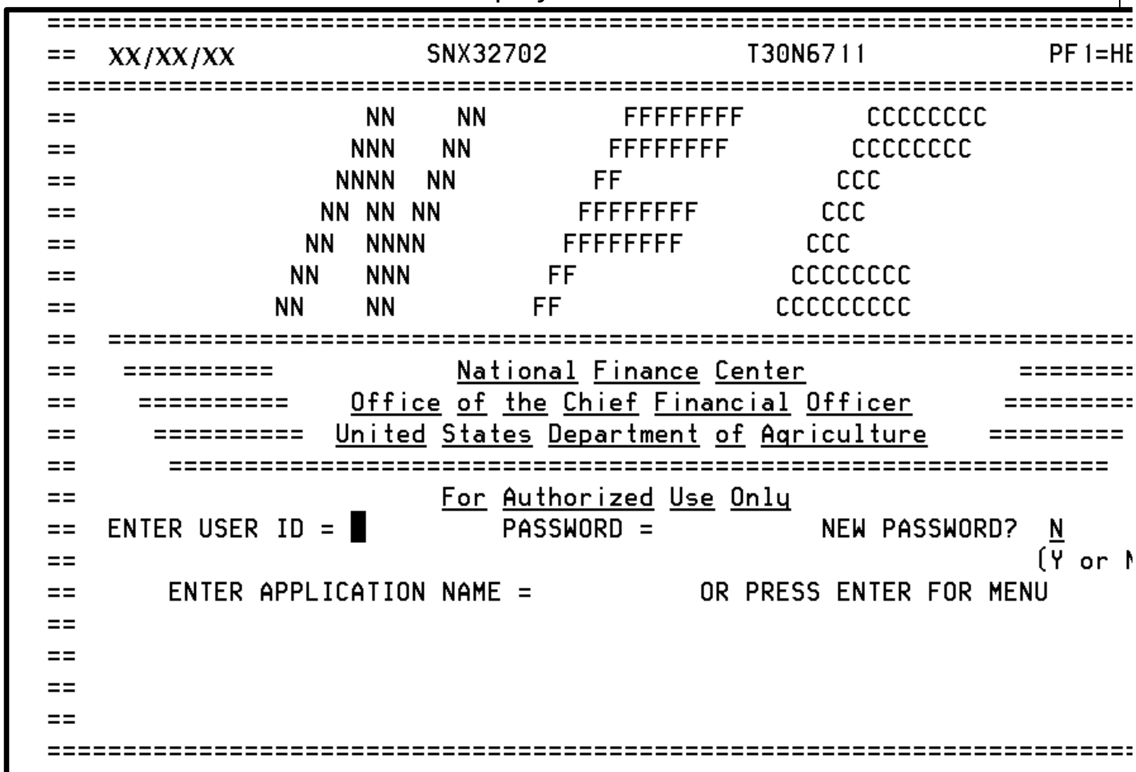


Figure 1: U.S. Government Warning Screen

Step	Action
2.	Press **Enter**. The ***NFC Banner*** displays. See *Figure 2* below.



```
===============================================================================
==  XX/XX/XX            SNX32702            T30N6711            PF1=HELP     ==
===============================================================================
==                    NN     NN          FFFFFFFF        CCCCCCCC             ==
==                   NNN    NN          FFFFFFFF        CCCCCCCC              ==
==                  NNNN   NN          FF              CCC                    ==
==                 NN NN NN           FFFFFFFF        CCC                     ==
==                NN   NNNN          FFFFFFFF        CCC                      ==
==               NN    NNN          FF              CCCCCCCC                  ==
==              NN     NN          FF              CCCCCCCCC                  ==
==  =======================================================================  ==
==   ==========          National Finance Center             ==========      ==
==    ==========    Office of the Chief Financial Officer    ==========      ==
==     ==========   United States Department of Agriculture   =========      ==
==      ==============================================================       ==
==                       For Authorized Use Only                              ==
==  ENTER USER ID =           PASSWORD =           NEW PASSWORD?  N          ==
==                                                                (Y or N)    ==
==      ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU             ==
==                                                                            ==
==                                                                            ==
==                                                                            ==
==                                                                            ==
===============================================================================
```

Figure 2: NFC Banner Screen

Step	Action
3.	Enter your User ID in the **ENTER USER ID** field.
4.	Enter your password in the **PASSWORD** field.
5.	Enter the system abbreviation (IRIS, PINQ, PMSO, or TMGT) you wish to access in the **ENTER APPLICATION NAME** field.
6.	Press **Enter**. The respective system’s ***Main Menu*** displays.

Now that you are able to access each system, we are going to walk through how to switch between systems. The following procedure is the same for navigating between any of the four systems, but for this example let's say you are trying to navigate from PINQ to IRIS.

To access another NFC Mainframe application while working in another one, you can bypass the application's main menu you are working in by following the below steps:

Step	Action
1.	Press **Pause/Break**.
2.	Enter the Task Code (e.g. IRIS, PINQ, PMSO, etc.) in the **TASK CODE** field.

Figure 3: TASK CODE Field

Step	Action
3.	Press **Enter**. The requested system screen displays.

Now that you can access each system, now you can focus on learning the purpose of each system and how it relates to EPIC.

The subsequent lessons in this chapter provide a more thorough explanation of each system and how it is used for research and validation in conjunction with EPIC. However, before moving on, the four systems are briefly introduced below:

Information/Research Inquiry System (IRIS)
IRIS is used to provide immediate access to at least one calendar year of current and ten years of historical payroll/personnel data and certain payroll document history.
Payroll/Personnel Inquiry System (PINQ)
PINQ is used to query employee payroll data in PPS and it provides immediate access to one calendar year of employee payroll data.
Table Management subsystem (TMGT)
TMGT provides direct access to table records containing selected data elements (e.g. Agency or Bureau Codes, addresses, etc.) from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs.
Position Management System Online (PMSO)
PMSO is a real-time online database system that allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generated and online inquiry capabilities from PMSO data and allows for complete control and management of position data.

3.2. Relating NFC's Payroll/Personnel Processing System to EPIC

Lesson Overview

This chapter focuses on how EPIC interfaces with NFC's Payroll/Personnel Processing System, including PINE and ADJP.

Lesson Objectives

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

- Explain the Payroll/Personnel Process Flow and Processing Cycle
- Describe the relationship between NFC's Payroll/Personnel Processing System and EPIC
- Summarize the flow of actions among EPIC, PINE, and ADJP

Introduction to the Payroll/Personnel System

This lesson provides a robust overview of PPS and the role that EPIC plays in it.

The Payroll/Personnel System is a database system that allows the integration and sharing of an array of data records among many modular subsystems. The database consists of current- and prior-year HR information for all NFC supported Agency employees. This information includes employee salary payment information, personnel actions, name and address information, etc.

The modular construction of PPS allows integration of payroll and personnel actions with other payment systems. EPIC is one of the many modular subsystems of PPS. The Payroll/Personnel System Flow, found in Figure 4: Payroll/Personnel System, illustrates how EPIC interfaces with the Payroll/Personnel Corporate Database.

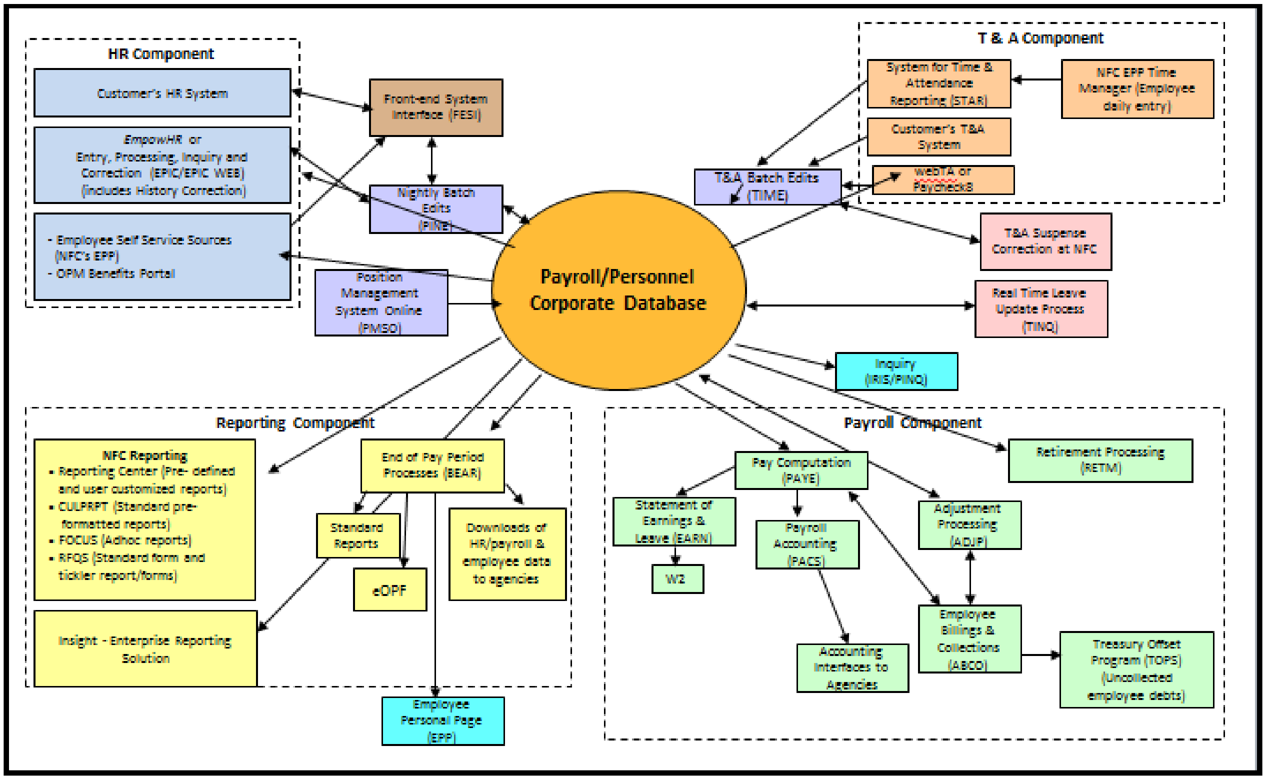


Figure 4: Payroll/Personnel System

When processing a personnel action or payroll document using the Personnel/Payroll System, you are doing much more than updating a database that sends required information to OPM. You are updating a database that is used to assist in computing an employee's biweekly pay and to update retirement records maintained at NFC. Changing an employee's personnel history often means that you are changing information which affects how an employee's pay should have been calculated in a previous pay period. This means it affects payroll and benefits (e.g. retirement, health, life, etc.) information for the employee.

During each 2-week pay period, Agencies enter payroll and personnel transactions using a variety of systems:

- Payroll and personnel transactions may be entered through EPIC or the Agency's FESI that interfaces with PPS.
- Selected payroll documents are entered through Employee Express (EEX) and My Employee Personal Page (EPP).

- Position data is entered through PMSO, or the Agency's personnel processing system of choice.
- Time & Attendance (T&A) is entered via the Agency's T&A system of choice.

The processing cycle begins with the automated editing of payroll and personnel transactions in PINE, where the data is compared to the employee's PPS database record. Payroll and personnel transactions are processed through PINE every Monday through Friday, and occasionally on the first Saturday of each pay period, if requested by the Agency.

The first pass of PINE, or the first time transactions are validated against information within PPS, for the current pay period occurs on the second Monday of the pay period. The payroll and personnel transactions must be applied to the database before the first pass of Pay Computation System (PAYE), which is the first Thursday or Friday of the following pay period.

When payroll and personnel transactions pass PINE edits with a current or prior effective pay period, the transactions are then sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel System database.

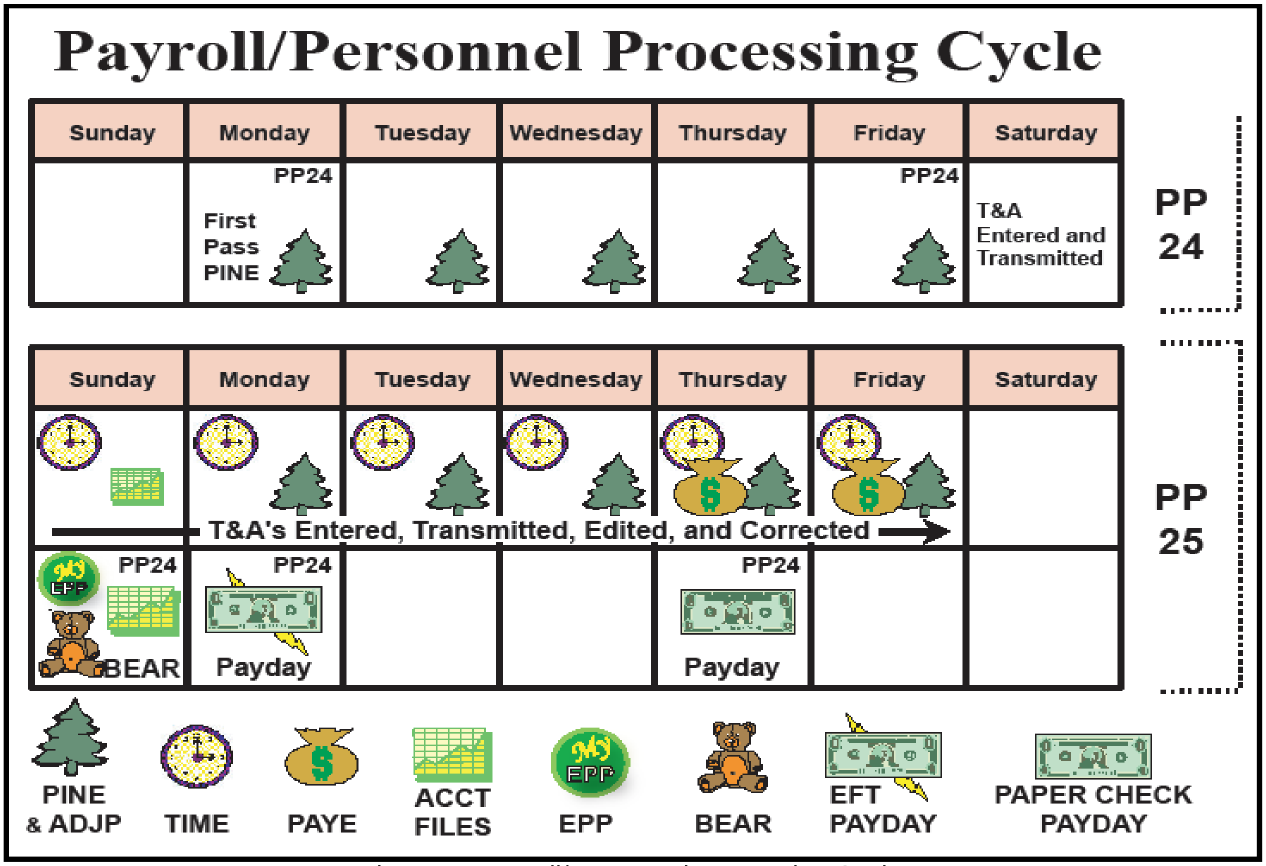


Figure 5: Payroll/Personnel Processing Cycle

Payroll and personnel transactions that pass the PINE edits and have future effective dates are sent to the future file within EPIC. These transactions remain in the future file until the processing of the effective pay period. These transactions are re-edited in PINE for each pay period until the effective pay period is reached, and are either applied to PPS or sent into suspense.

The Bi-Weekly Examination Analysis and Reporting (BEAR) system analyzes payroll and personnel transactions that occurred during the processing of the current pay period. BEAR sets up the current pay period for payroll and personnel-related information and closes out the prior pay period. BEAR generates end-of-pay period report notifications and generates applicable personnel actions (i.e. within-grade increase).

If a personnel action or a payroll document is entered with a prior effective date than the processing pay period and affects an employee's salary, the employee's salary is recomputed through ADJP. This can result in:

- Additional compensation,
- Collection of overpaid salary, or
- Creation of a bill for collection.

ADJP also adjusts the employee's pay record when a retroactive personnel action affects allowances and deductions.

3.3. Information/Research Inquiry System (IRIS)

Lesson Overview

This lesson provides an overview of IRIS and how it relates to EPIC. It also focuses on how to navigate through IRIS using current and historical data menus to research and validate personnel actions in EPIC.

Lesson Objectives

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

- Describe the relationship between IRIS and EPIC
- Navigate menu options within IRIS
- Compare an employee's current and historical personnel data
- Validate personnel and payroll transactions

Introduction to Information/Research Inquiry System

IRIS is a read-only inquiry system that provides access to current and prior payroll and personnel data within PPS, the system of record. IRIS allows you to validate information prior to processing an action and following the processing of an action in EPIC. Data is updated in IRIS after one or more of the following have successfully processed:

- PINE
- TINQ
- BEAR

Personnel actions and payroll documents apply to PPS, and are visible in IRIS if they pass all PINE edits and are effective in a prior or current pay period.

IRIS stores data for:

- 2-3 years with respect to Transaction History
- 10 years with respect to Personnel History

IRIS Menu

The IRIS Menu, displayed in Figure 6: IR000 IRIS Menu Screen, provides six menus from which to choose once entering the system.

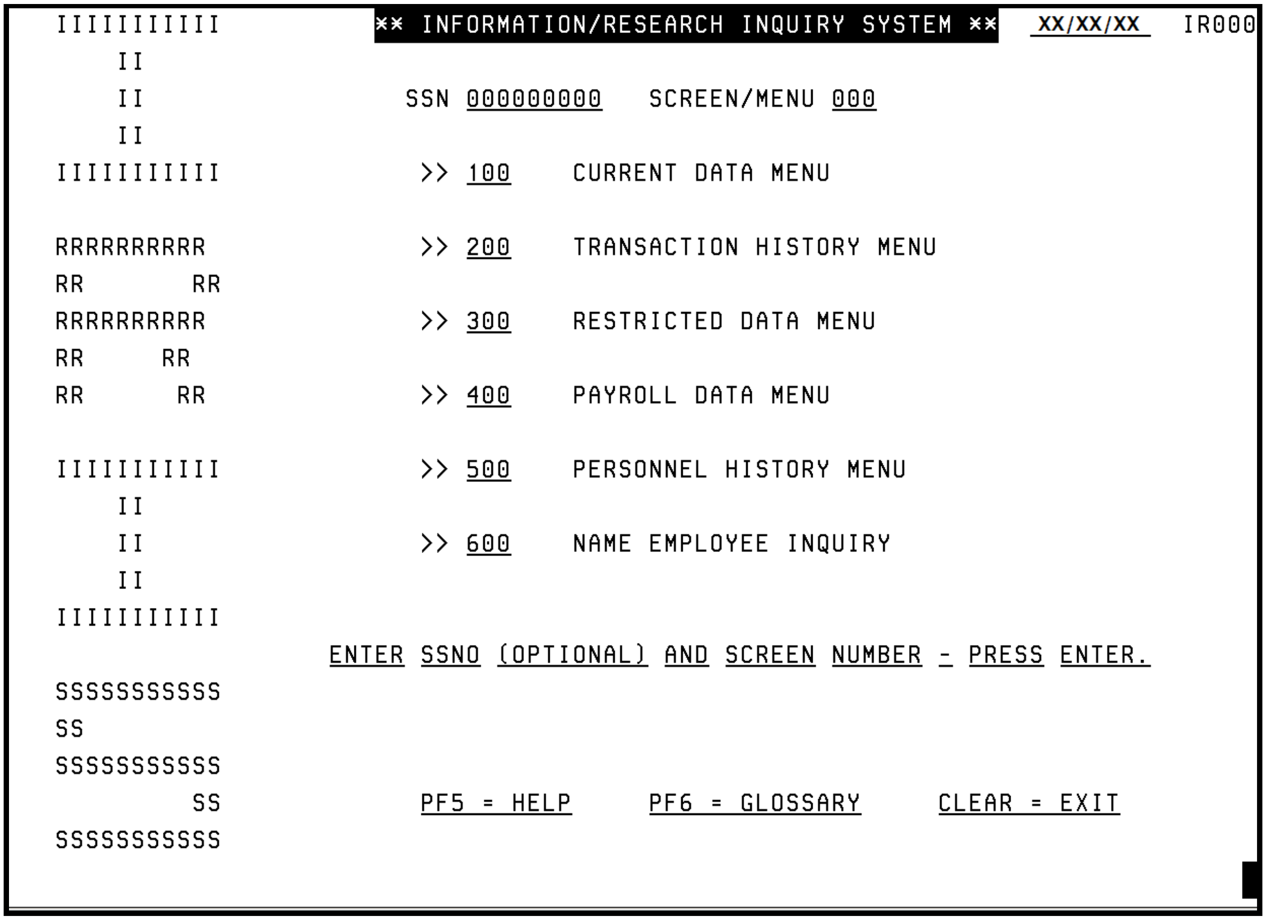


Figure 6: IR000 IRIS Menu Screen

The below information outlines the six different menu options in IRIS, and provides a high-level description of each.

Menu	Description
100 - Current Data Menu	Displays an employee’s current information
200 - Transaction History Menu	Displays historical data on an employee
300 - Restricted Data Menu	Displays restricted information on an employee

Menu	Description
400 - Payroll Data Menu	Reserved for future use
500 - Personnel History Menu	Displays the current and approximately 11 prior years of processed personnel history
600 - Name Employee Inquiry	Allows you to search by employee name

IRIS Navigation

To access a record in IRIS, follow the below steps:

Step	Action
1.	Enter the employee's social security number in the **SSNO** field.
2.	Enter the IRIS Menu/Screen number in the **SCREEN NUMBER** field.
3.	Press **Enter**. The requested employee record displays.

To move between screens and menus in IRIS, Function Keys are located at the bottom of each screen and vary from screen to screen. The below table describes the purpose of the reoccurring function keys when navigating in IRIS.

Function Key	Description
F1	Returns you to the IRIS Main Menu or sub-menu
F2	Displays additional information
F5	Displays Help
F7	Navigate to last screen; Page Up
F8	Navigate to next screen; Page Down
F9	Provides access to the latest or most recent history record for the key data elements displayed. History records attached to a particular current table record are numbered separately beginning with 000001.

Now that we covered the basic navigation features within IRIS, we are now going to go into more detail about the specific screens within each of the six menu options.

Validating EPIC Transactions in IRIS

The following information provides an overview for how to verify that the data entered through EPIC has provided accurate results.

100 - Current Data Menu

The Current Data record contains data elements for an employee that includes the most recent PAR action information once all PINE edits are passed and applied to the database. To see this information, you must navigate from the ***CURRENT DATA MENU***.

The ***CURRENT DATA MENU*** found in Figure 7: IR100 CURRENT DATA MENU and Figure 8: IR1001 CURRENT DATA MENU CONTINUED consists of 48 separate IRIS screens (numbered 101-148) which make up an employee's current database record. Screen names are descriptive of the type of information each screen contains, although additional descriptions are provided in this lesson.

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

CURRENT DATA MENU XX/XX/XX IR100

SCREEN 000

101	SALARY DATA	116	LIFE INSURANCE
102	DATES & MISC SAL/PERS DATA	117	RETIREMENT DATA
103	SALARY YTD DATA	118	THRIFT SAVINGS DATA
104	FEDERAL TAX	119	EMPLOYEE PERSONNEL DATA
105	STATE TAX	120	THRIFT SAVINGS LOANS
106	CITY TAX	121	THRIFT SAVINGS RETRO PAYMENTS
107	COUNTY TAX	122	SF-50B DATA ELEMENTS
108	BONDS	123	PERSONNEL SUPPLEMENTS
109	ALLOWANCES/COLA/POST DIFF	124	ADDRESS/CHECK INFORMATION
110	FINANCIAL ALLOTMENT	125	PERSONNEL ACTIONS SUMMARY
111	CHARITABLE CONTRIBUTION	126	LAST PAYROLL ACTION
112	DISCRETIONARY ALLOTMENT	127	DETAIL ASSIGN/TEMPORARY PROMOTION
113	FLEXFUND	128	RETAINED GRADE DATA
114	RECEIPT ACCOUNTS	129	INTERMITTENT
115	HEALTH BENEFITS	130	EDUCATION AND CERTIFICATE

ENTER SCREEN NUMBER AND PRESS ENTER
PF1 = MAIN MENU PF5 = HELP PF8 = PG/DWN ENTER = TRANSFER CLEAR = EXIT

Figure 7: IR100 CURRENT DATA MENU

```
                         CURRENT DATA MENU CONTINUED              XX/XX/XX IR1001

                                   SCREEN  000

        131  SSNO CHANGE DATA
        132  SEPARATION INFORMATION
        133  SEPARATED LEAVE
        134  SEVERANCE PAYMENT
        135  SEVERANCE PAY COMPUTATION
        136  ANNUAL/SICK LEAVE
        137  SEVERANCE LUMP SUM PAYMENT
        138  OTHER LEAVE
        139  COMPENSATORY LEAVE AND RATES
        140  NON PAY LEAVE
        141  EARNINGS LIMITATION
        142  AWARDS
        143  TIME OFF AWARD DATA
        144  PROCESSING INDICATORS
        145  DEMONSTRATION PROJECT DATA
        146  BUILDING LOCATOR INQUIRY
        147  PERSONNEL DATA

  ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER
  PF1 = MAIN MENU   PF5 = HELP    PF7 = PG/UP    ENTER = TRANSFER    CLEAR = EXIT
```

Figure 8: IR1001 CURRENT DATA MENU CONTINUED

NOTE: F1 returns you to the IRIS ***CURRENT DATA MENU*** screen (Figure 7: IR100 CURRENT DATA MENU) and F8 pages down to the next page of the ***IRIS CURRENT DATA MENU*** screen (Figure 8: IR1001 CURRENT DATA MENU CONTINUED).

IMPORTANT: You can review data in IRIS programs prior to processing a personnel action on an employee to avoid unnecessary PINE errors (checking the Within Grade Increase (WGI) date, pay information, etc.).

A Current Data record is converted to a Transaction History record when a new personnel action or certain new payroll documents apply to the database. This action is no longer visible on the Current Data Menu, but can be found in the Historical Data Menu screens.

The below table outlines each of the 48 IRIS screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
101	<u>Salary Data:</u> Displays an employee's salary record and personnel records associated with it.	Main Screen used to validate data to compute pay
102	<u>Dates & Misc Sal/Pers Data:</u> Displays general personnel and salary data for an employee.	***SCD-WIGI***, ***WORK SCHEDULE***, career status, etc.
103	<u>Salary YTD:</u> Displays year-to-date calculations, for gross pay, base pay, TSP base pay, HITS (Medicare), OASDI (Social Security), earnings limitation, overpay carryover, premium pay, and Customs Officers Pay Reform (COPR).	Current YTD pay information
104	<u>Federal Tax:</u> Displays employee's current Federal tax data, including the number of exemptions, the dollar amount of the extra deductions, the earned income credit code, the dollar amount of Federal income tax withheld year to date, and the processing pay period and year.	Federal exemptions
105	<u>State Tax:</u> Displays state tax data, including deduction information, state code, duty station, private tax code, the pay period and year, the number of exemptions, the number of extra exemptions, and the number of personal exemptions processed for up to two state tax records.	State exemptions

IRIS Screen	Description	Key Validation Fields and Processing Tips
106	<u>City Tax:</u> Displays city tax deductions year to date for the taxing year.	If applicable to the employee
107	<u>County Tax:</u> Displays county tax deductions year to date for the taxing year.	If applicable to the employee
108	<u>Bonds:</u> Displays bond data and bond owner information when more than one owner exists.	Purchased bond information
109	<u>Allowances/COLA/ Post Diff :</u> Displays allowance data, including the COLA/Post Differential code, the Allowance COLA code, the Foreign Post Pay code, the allowance record number, the code for the allowance type, whether or not the allowance is taxable, the total allowance to be deducted within a year, the rate to be deducted each pay period, and the balance remaining to be deducted.	If applicable to the employee
110	<u>Financial Allotment:</u> Displays data for up to sixteen financial allotment records, including the transaction code, the dollar amount of the deduction, the disbursing office, the type of bank account, and the bank routing number.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
111	<u>Charitable Contribution:</u> Displays data for up to two charitable contribution records, including the type code, city code for the charity, the state code for the charity, the dollar amount to be deducted per pay period, and the balance remaining to be deducted for the remainder of the calendar year.	If applicable to the employee
112	<u>Discretionary Allotment:</u> Displays discretionary allotment data, including the total dollar amount to be deducted, the total balance, the allotment type, the dollar amount to be deducted per pay period, and the payee name and address..	If applicable to the employee
113	<u>Flexfund:</u> Displays flexfund data, including transaction code, plan code, option code, tax deferred codes, the dollar amount of the deduction, the total amount to be deducted, the benefit type, balance, applicable pay periods, and the payee name	If applicable to the employee
114	<u>Receipt Accounts:</u> Displays receipt account data for employee indebtedness, including receipt account numbers and amounts, account information, payee bank information, and payee name and address.	***RECEIPT NUMBER***, PAYEE BANK INFORMATION, etc.
115	<u>Health Benefits:</u> Displays Federal and Non-Federal health benefit data, such as plan name, enrollment, coverage, and change codes.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
116	Life Insurance: Displays Federal and Non-Federal life insurance data.	If applicable to the employee
117	Retirement Data: Displays retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.	Retirement data
118	Thrift Savings Data: Displays Thrift Savings Plan data.	If applicable to the employee
119	Employee Personnel Data: Displays data from Document Type 444, EHRI RSM Element.	***SERVICE OBLIGATION END DATA***, ***CREDITABLE MIL SERV***
120	Thrift Savings Loans: Displays Federal and Non-Federal TSP loan data for up to four loan records.	If applicable to the employee
121	Thrift Savings Retro Payments: Displays Thrift Savings Plan collections made.	If applicable to the employee
122	SF-50B Data Elements: Displays an employee's personnel data as recorded on the SF-50, Notification of Personnel Action.	Most recent processed SF-50B data

IRIS Screen	Description	Key Validation Fields and Processing Tips
123	Personnel Supplements: Displays general personnel data.	***EDUCATION LEVEL***, ***SEX CODE***, ***VETERAN STATUS***, ***WGI DUE***, Performance evaluation information, Accession information,
124	Address/Check Information: Displays an employee's residence and check distribution information.	Residence Address, Check Mailing Address, Check Bank Address
125	Personnel Actions Summary: Displays a listing of personnel actions processed in the last year.	Listing of all processed actions and includes ***PP***, ***YR***, ***EFF-DATE***, ***NOA***, and who processed the action
126	Last Payroll Action: Displays a listing of the last payroll actions applied.	Listing of payroll documents and includes ***DOC TYPE***, ***PP***, ***YR***, and who processed the action
127	Details Assign/Temporary Promotion: Displays current detailed position data and temporary promotion data.	If applicable to the employee
128	Retained Grade Data: Displays save grade data.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
129	Intermittent: Displays intermittent employee counters for days and hours worked for service computation purposes.	If applicable to the employee
130	Education and Certification: Displays additional educational level and certification information.	If applicable to the employee
131	SSNO Change Data: Displays changes made to an employee's social security number.	If applicable to the employee
132	Separation Information: Displays employee separation information.	If applicable to the employee
133	Separated Leave: Displays leave information for separated employees.	If applicable to the employee
134	Severance Payment: Displays severance pay information.	If applicable to the employee
135	Severance Pay Computation: Displays the formula used to compute an employee's severance payments.	If applicable to the employee
136	Annual/Sick Leave: Displays data associated with annual leave, sick leave, annual leave restored, U.S. Attorney leave, and donor leave.	Annual and sick leave balances
137	Severance Lump Sum Payment: Displays data associated with a severance lump sum payment.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
138	Other Leave: Displays data associated with military leave, home leave, shore leave, administrative leave, and credit hours.	If applicable to the employee
139	Compensatory Leave and Rates: Displays data associated with compensatory leave and applicable rates.	Compensatory balance information (If applicable)
140	Non Pay Leave: Displays data associated with absence without leave, leave without pay, suspension, and other non-pay leave categories.	If applicable to the employee
141	Earnings Limitation: Displays data associated with base and premium pay to ensure an employee's salary does not surpass the vice president's scheduled annual salary.	Salary Year-to-Date (YTD)
142	Awards: Displays cash award data.	Award data (If applicable)
143	Time Off Award Data: Displays time off award data.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
144	Processing Indicators: Displays various types of system indicators when certain transactions are processed.	Indicator codes, When a split T&A was required for the particular employee, a change in TSP information, a cash award was given, the employee transferred to another Department/Agency, etc.
145	Demonstration Project Data: Displays data associated with a demonstration project.	If applicable to the employee
146	Building Locator Inquiry: Displays data pertaining to a General Accounting Office (GAO) employee’s office location.	N/A
147	Personnel Data: Displays additional personnel data not found on IRIS Screen 123	If applicable to the employee

Now that you have been provided a high-level, quick reference resource for the IRIS screens, we are now going to go into more detail about the most important IRIS screens when processing in EPIC.

IRIS 101 - Salary Data Menu

The IR101 ***SALARY DATA*** screen is the main screen used to validate EPIC transactions. It contains information needed by PPS to compute an employee's current net salary.

```
SSN 000000000    AG               * SALARY DATA *                 XX/XX/XX   IR101
SCREEN 000    NAME

DEPARTMENT CODE            POI             ADJUSTED SALARY                .00
ORG STRUCTURE CODE  PF2 = ORG NAME         SCHEDULED SALARY               .00
                00 00 0000 00 00 00 00     LOCALITY/SUPPLEMENT AMT        .00
POSITION TITLE                             SALARY RATE CODE
                                           LOCALITY TABLE CODE
POSITION TITLE CODE                        GEOGRAPHIC ADJ PERCENT       .0000
PAY PLAN/GRADE/STEP              00 00     PAY RATE DETERMINANT CODE
MR/IP NUMBER                               PAY TABLE CODE
OCC SERIES/FUNCTION CODE     0000 00       LEO INDICATOR
DUTY STATION      CODE      0000 000       FAIR LABOR STANDARDS CODE
   CITY/ST                                 FEGLI COVERAGE CODE
   COUNTY                                  RETIREMENT COVERAGE CODE
DOCUMENT DESCRIPTION CODE                  PAID STATUS CODE                 0
                                           SEPARATION ACCESSION TYPE        0
DOCUMENT EFFECTIVE DATE    00 00 00        FREQUENCY PAID CODE              0
DOCUMENT BATCH  0000   PP 00   YR 00       EARNINGS LIMITATION CODE
PERS ACTION EFFECTIVE      00 00 00        NOA 1ST     000              00000
PERS AUTH DATE             00 00 00        NOA 2ND     000              00000
ACCT STATION CD 0000 LOCATION CD 0         PMSA CODE          CMSA CODE
PLEASE ENTER SSNO AND PRESS ENTER                                   1400
 PF1 = SUB MENU         PF5 = HELP        ENTER = INQUIRY           CLEAR = EXIT
```

Figure 9: IR101 SALARY DATA Screen

The following data elements can be used to validate information to create a new Current Data record. The below data elements are called out in Figure 9: IR101 SALARY DATA Screen.

IMPORTANT: Press the **PF2** key to display the Agency Organizational Structure description page. Press **Enter** key to return to screen IRIS 101.

Name	Description
DOCUMENT DESCRIPTION CODE	Displays the last type of payroll/personnel action processed and applied to the data base.

Name	Description
DOCUMENT EFFECTIVE DATE	Displays the calendar date the last personnel action or payroll document was effective, for example, 05 23 10.
PP/YR	Displays the pay period and year that the last personnel action or payroll document applied to the database, such as PP 11 YR 10.
NOA 2ND	Displays the Nature of Action Code (NOAC) and Authority Code(s) of the last personnel action applied to the data base.

The following payroll documents create Current Data records when they are processed:

- 083-087 – Union Dues
- 101 – Non-Federal Health Benefits
- 102 – Non-Federal Life Insurance
- 103 – Non-Federal Retirement
- 104 – Non-Federal TSP
- 120 – Multi-Element Update
- 125 – Thrift Savings Plan/Roth Election Form
- 127 – Allowance
- 130 - Federal Tax
- 131 - Earned Income Tax Credit
- 140 – State Tax
- 150 – City Tax
- 151 – County Tax
- 180-181 – Federal Health Benefits
- 185 – Non-Federal Flexible Spending Account
- 349 – Address

NOTE: In the current data record found in IRIS Screen 101, the ***NOA 2ND*** and ***PERS ACTION EFFECTIVE*** displayed is that of the last personnel action processed.

NOTE: T&A Validation system (TIME) uses the ***PERS ACTION EFFECTIVE*** date field to determine what record in Current Data or Transaction History is used to edit an original, corrected, or revalidated T&A report.

200 – Transaction History Menu

The ***TRANSACTION HISTORY MENU***, Figure 10: IR200 TRANSACTION HISTORY MENU, is an extension of a single record (the same as the Current Data Menu). The ***TRANSACTION HISTORY MENU*** consists of 20 separate IRIS screens (numbered 201-244).

The screens listed below are organized in the same basic categories as the various screens which make up current data. The screens of Transaction History are made up of data records that were previously Current Data.

```
                          TRANSACTION HISTORY MENU         XX/XX/XX   IR200

                               SCREEN  000

     201  SALARY DATA TRANSACTION        217  RETIREMENT DATA TRANSACTION
     202  DATES & MISC SAL/PERS DATA     218  THRIFT SAVINGS DATA TRANSACTION
     205  STATE TAX TRANSACTION          222  SF-50B DATA ELEMENTS TRANSACTION
     206  CITY TAX TRANSACTION           223  PERSONNEL SUPPLEMENTS TRANSACTION
     207  COUNTY TAX TRANSACTION         224  ADDRESS INFORMATION TRANSACTION
     209  ALLOWANCE/COLA/POST DIFF TRAN  225  PERSONNEL TRANSACTION HISTORY
     211  CHARITABLE CONTRIBUTION TRAN   227  DETAIL/TEMP PROM TRANSACTION
     213  FLEXFUND TRANSACTION           228  RETAINED GRADE TRANSACTION
     215  HEALTH BENEFITS TRANSACTION    242  AWARDS TRANSACTION
     216  LIFE INSURANCE TRANSACTION     244  PROCESSING INDICATORS TRANSACTION


          * * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *



 ENTER SCREEN NUMBER - PRESS ENTER                                  1400
  PF1 = MAIN MENU        PF5 = HELP        ENTER = TRANSFER      CLEAR = EXIT
```

Figure 10: IR200 TRANSACTION HISTORY MENU

> **NOTE:** Transaction History records, which are considered sensitive in nature, are not listed here. They are listed on the Restricted Data Menu.

For each personnel action processed in the current and prior fiscal years, the Transaction History screens store a record of data. Each record of data reflects the employee's database record as it stood in Current Data before a subsequent action applied. Data displayed in IRIS Transaction History programs is used by the PAYE to recalculate/compute pay for corrected and revalidated T&As for pay period(s) prior to the most recently processed personnel action or payroll document, which creates a Current Data Record.

The record of the most recent personnel action or payroll document that creates a Current Data record is moved to Transaction History when another personnel action or payroll document is processed. Transaction History begins with the second most recent personnel action or payroll document.

The below table outlines each of the 20 IRIS 200 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
201	<u>Salary Data:</u> Displays an employee's position related information, salary record and personnel records associated with it.	Main Screen Used To Validate Data
202	<u>Dates & Misc Sal/Pers Data:</u> Displays general salary data and associated dates for an employee.	***SCD-WIGI***, ***WORK SCHEDULE***, Career Status, Etc.
205	<u>State Tax:</u> Displays an employee's state tax history record.	State Exemptions
206	<u>City Tax:</u> Displays a history of city tax data.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
207	County Tax: Displays a history of county tax data.	If applicable to the employee
209	Allowances/Cola/Post Diff: Displays a history of allowance data.	If applicable to the employee
211	Charitable Contribution: Displays history data for up to two charitable contribution records per Agency transaction history.	If applicable to the employee
213	Flexfund: Displays a history of flexfund data.	If applicable to the employee
215	Health Benefits: Displays a history of Federal and Non-Federal health benefits data.	If applicable to the employee
216	Life Insurance: Displays a history of Federal and Non-Federal life insurance data.	If applicable to the employee
217	Retirement Data: Displays a history of retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.	Retirement Data
218	Thrift Savings Data: Displays a history of Thrift Savings Plan data.	If applicable to the employee
222	SF-50B Data Elements: Displays a history of personnel data.	Most recently processed SF-50B data

IRIS Screen	Description	Key Validation Fields and Processing Tips
223	Personnel Supplements: Displays a history of general personnel data such as education level, performance evaluation data, accession data, etc.	Education level, performance evaluation data, sex, veteran status, etc.
224	Address/Check Information: Displays a history of an employee's residence address and check distribution information.	Personal address, Bank information (Routing, Account, Etc.)
225	Personnel Actions Summary: This program displays a history of personnel actions processed.	Listing of all processed personnel actions and payroll documents includes ***PP***, ***YR***, ***EFF-DATE***, ***NOA***, and who processed the action
227	Detail Assign/Temporary Promotion: Displays a history of current detailed position data and temporary promotion data.	If applicable to the employee
228	Retained Grade Data: Displays a history of retained grade data.	If applicable to the employee
242	Awards: Displays a history of cash award data.	If applicable to the employee
244	Processing Indicators: Displays a history of various types of data used for processing salary and personnel documents.	Indicator codes

300 – Restricted Data Menu

Not all Current Data programs are listed on the Current Data Menus; some are listed in the ***RESTRICTED DATA MENU***, Figure 11: IR300 RESTRICTED DATA MENU. The IRIS Restricted Data programs are a group of records defined by access level rather than record type. These records contain sensitive information.

Access to specific programs is granted only when requested by your Agency. Depending on your permissions, it is possible that you have access to some, but not all, of the programs. As seen on screen IR300 below, the restricted options are organized by related menu, specifically: Current Data, Transaction History, Personnel History, and Payroll Data.

```
                         RESTRICTED DATA MENU                  XX/XX/XX   IR300

                              SCREEN 000

         * CURRENT DATA MENU *                 * PERSONNEL HISTORY MENU *

   301  DISABILITY/RNO/ERI DATA           302 PERHIS DISABILITY/RNO/ERI DATA
   303  WGI INFORMATION                   305 PERHIS PERFORMANCE EVALUATION DATA
   304  PERFORMANCE EVALUATION DATA       311 PERHIS UNION/ASSOCIATION DUES
   306  CHILD SUPPORT & ALIMONY           314 PERHIS SES PERFORMANCE DATA
   308  UNION/ASSOCIATION DUES
   312  INVESTIGATION DATA
   313  SES PERFORMANCE DATA                     * PAYROLL DATA MENU *
                                               >> CURRENTLY UNAVAILABLE <<
                                            307 PACS CHILD SUPPORT & ALIMONY
       * TRANSACTION HISTORY MENU *         310 PACS UNION/ASSOCIATION DUES

   309 UNION/ASSOCIATION DUES TRANSACTIONS


  ENTER SCREEN NUMBER - PRESS ENTER                                        1400
   PF1 = MAIN MENU         PF5 = HELP        ENTER = TRANSFER       CLEAR = EXIT
```

Figure 11: IR300 RESTRICTED DATA MENU

The below table outlines each of the 15 IRIS 300 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
301	Disability/RNO/ERI Data: Displays an employee's handicap and race/national origin information.	Current Data Menu
303	WGI Information: Displays an employee's within-grade increase information.	Current Data Menu
304	Performance Evaluation Data: Displays an employee's performance evaluation information.	Current YTD pay information
306	Child Support & Alimony: Displays an employee's child support and alimony information.	If applicable to the employee
308	Union/Association Dues: Displays an employee's union/association dues data.	If applicable to the employee
312	Investigation Data: Displays sensitive investigation data.	Current Data Menu
313	SES Performance Data: Displays an SES employee's performance evaluation data.	If applicable to the employee
302	PERHIS Disability/RNO/ERI Data: Displays sensitive history data regarding disability and race/national origin information.	Personnel Hist Menu (See 301 for Current)
305	PERHIS Performance Eval Data: Displays sensitive history data regarding an employee's performance evaluation.	Personnel Hist Menu (See 304 for Current)

IRIS Screen	Description	Key Validation Fields and Processing Tips
311	PERHIS Union/Assoc Dues: Displays an employee's union/association dues data.	Personnel Hist Menu (See 308 for Current)
314	PERHIS SES Performance Data: Displays sensitive history data regarding an SES employee's performance data.	Personnel Hist Menu (See 313 for Current)
309	Union/Association Dues Transaction: Displays an employee's union/association dues transactions data.	Transaction Hist Menu (See 308 for Current, See 311 For Personnel History)
307	PACS Child Support & Alimony	N/A – Payroll Data Menu
310	PACS Union/Association Dues	N/A – Payroll Data Menu

500 – Personal History Menu

The IRIS 500 ***PERSONNEL HISTORY MENU***, Figure 12: IR500 PERSONNEL HISTORY MENU contains 18 programs used to view over 10 years and current personnel historical (PERHIS) data.

```
                         PERSONNEL HISTORY MENU                XX/XX/XX   IR500

                                 SCREEN 000

     501  SALARY DATA                      524  ADDRESS/CHECK INFORMATION
     502  DATES & MISC SAL/PERS DATA       525  PERSONNEL ACTIONS SUMMARY
     515  HEALTH BENEFITS                  527  DETAIL ASSIGN/TEMPORARY PROMOTION
     516  LIFE INSURANCE                   528  RETAINED GRADE DATA
     517  RETIREMENT DATA                  530  EDUCATION AND CERTIFICATE
     518  THRIFT SAVINGS DATA              532  SEPARATION INFORMATION
     519  RESERVED FOR FUTURE USE          542  AWARDS
     522  SF-50B DATA ELEMENTS             543  TIME OFF AWARD DATA
     523  PERSONNEL SUPPLEMENTS            547  SERVICE RECORD



          * * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *
                       * * *  EXCEPT IR547 SCREEN * * *



ENTER SCREEN NUMBER AND PRESS ENTER
 PF1 = MAIN MENU         PF5 = HELP          ENTER = TRANSFER       CLEAR = EXIT
```

Figure 12: IR500 PERSONNEL HISTORY MENU

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U. S. Department of Agriculture
NEW ORLEANS, LA

The below table outlines each of the 18 IRIS 500 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
501	<u>Salary Data:</u> Displays an employee's position related history information and salary record and associated personnel history records.	Main Screen Used To Validate Data
502	<u>Dates & Misc Sal/Pers Data:</u> Displays general personnel and salary history data.	***SCD-WIGI***, ***WORK SCHEDULE***, Career Status, Etc.
515	<u>Health Benefits</u>: Displays Federal and Non-Federal health benefits history data.	If applicable to the employee
516	<u>Life Insurance:</u> Displays Federal and Non-Federal life insurance history data.	If applicable to the employee
517	<u>Retirement Data:</u> Displays retirement history data for Civil Service Retirement, Federal Employees Retirement System, and others.	Retirement Data
518	<u>Thrift Savings Data:</u> Displays Federal and Non Federal Thrift Savings Plan fund data history.	If applicable to the employee
522	<u>SF-50B Data Elements:</u> Displays personnel history data reported to the Office of Personnel Management on the SF−50B.	Most recently processed SF-50B data

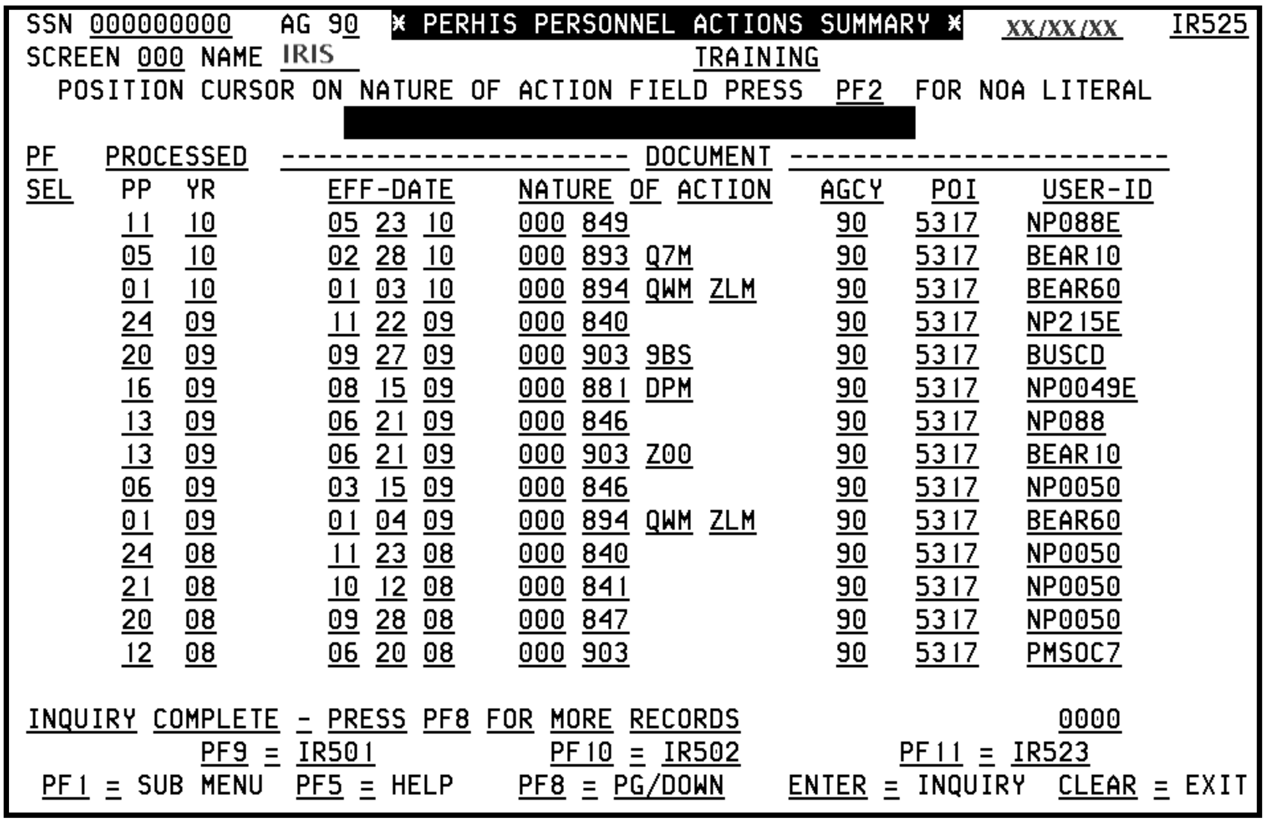
IRIS Screen	Description	Key Validation Fields and Processing Tips
523	Personnel Supplements: Displays general personnel history data.	Education level, performance evaluation data, sex, veteran status, etc.
524	Address/Check Information: Displays the employee's address and check distribution history information.	Personal address, bank info (routing, account, etc.)
525	Personnel Actions Summary: Displays a listing of personnel actions processed in the last six years.	Listing Of All Processed Actions And Includes ***PP***, ***YR***, ***EFF-DATE***, ***NOA***, & who processed the action
527	Detail Assign/Temporary Promotion: Displays detailed position and temporary promotion history data.	If applicable to the employee
528	Retained Grade Data: Displays save grade history data.	If applicable to the employee
530	Education And Certificate: Displays additional educational level and certification history information.	If applicable to the employee
532	Separation Information: Displays a history of separation records.	If applicable to the employee
542	Awards: Displays cash award history data.	If applicable to the employee
543	Time Off Award Data: Displays time off award history data.	If applicable to the employee

IRIS Screen	Description	Key Validation Fields and Processing Tips
547	Service Record: Displays all personnel actions and certain payroll documents (performance appraisals, TSP, health benefits, etc.) processed for an employee for the last six years.	If applicable to the employee

Of all the IRIS 500 screens, the IR525 ***PERHIS PERSONNEL ACTIONS SUMMARY*** screen is the most important for processing in EPIC. Additional information regarding this screen is provided below.

PERHIS Personnel Actions Summary

The IR525 ***PERHIS PERSONNEL ACTIONS SUMMARY*** screen, Figure 13: IR525 PERHIS PERSONNEL ACTIONS SUMMARY Screen, displays a listing of personnel actions processed for over 10 years. This screen is used to validate the actions on an employee, to see if actions are missing, or to be able to find a specific historical record to view. This screen is used to see if actions are missing or to be able to find a specific historical record to view. It is also a key factor when creating History Override packages.



SSN 000000000 AG 90 * PERHIS PERSONNEL ACTIONS SUMMARY * XX/XX/XX IR525
SCREEN 000 NAME IRIS TRAINING
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL
[redacted]

PF SEL	PROCESSED PP	YR	EFF-DATE	NATURE OF ACTION	AGCY	POI	USER-ID
	11	10	05 23 10	000 849	90	5317	NP088E
	05	10	02 28 10	000 893 Q7M	90	5317	BEAR10
	01	10	01 03 10	000 894 QWM ZLM	90	5317	BEAR60
	24	09	11 22 09	000 840	90	5317	NP215E
	20	09	09 27 09	000 903 9BS	90	5317	BUSCD
	16	09	08 15 09	000 881 DPM	90	5317	NP0049E
	13	09	06 21 09	000 846	90	5317	NP088
	13	09	06 21 09	000 903 Z00	90	5317	BEAR10
	06	09	03 15 09	000 846	90	5317	NP0050
	01	09	01 04 09	000 894 QWM ZLM	90	5317	BEAR60
	24	08	11 23 08	000 840	90	5317	NP0050
	21	08	10 12 08	000 841	90	5317	NP0050
	20	08	09 28 08	000 847	90	5317	NP0050
	12	08	06 20 08	000 903	90	5317	PMSOC7

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

Figure 13: IR525 PERHIS PERSONNEL ACTIONS SUMMARY Screen

> **IMPORTANT:** To navigate in IR525 to IR501, press **F9**. To navigate to IR502, press **F10**, and to navigate to IR523, press **F11**.

600 – Accessing Employee Name Inquiry

The IR600 ***EMPLOYEE NAME INQUIRY MENU***, Figure 14: IR600 EMPLOYEE NAME INQUIRY MENU, can be accessed by entering 600 in the ***SCREEN/MENU*** field. You may enter a full or partial Last, First and Middle name on this screen. Remember that a Last Name as shown on the database may be followed by a space and “Jr,” “III,” etc. A double last name may or may not be hyphenated.

```
SCREEN 600            EMPLOYEE NAME INQUIRY MENU           XX/XX/XX    IR600

                          EMPLOYEE SELECTION

             ************** EMPLOYEE  NAME *************
             LAST                 FIRST             MIDDLE

             TRAINING             A                 _

                      ENTER PARTIAL OR FULL LAST NAME.
                   AT LEAST ONE CHARACTER MUST BE ENTERED.

                      ENTER FULL OR PARTIAL FIRST NAME,
                   ONLY IF COMPLETE LAST NAME WAS PROVIDED.

                      ENTER FULL OR PARTIAL MIDDLE NAME,
               ONLY IF COMPLETE LAST & FIRST NAMES WERE PROVIDED.



       PF1 = MAIN MENU    PF5 = HELP    ENTER = INQUIRY    CLEAR = EXIT
```

Figure 14: IR600 EMPLOYEE NAME INQUIRY MENU

Follow the steps below to research an employee’s record from IR600:

Step	Action
1.	Enter employee’s last name in the **LAST** field.
2.	Enter employee’s first name in the **FIRST** field.

Step	Action
3.	Enter employee’s middle name in the **MIDDLE** field.
4.	Press **Enter**. The employee’s respective Agency displays.

If a full name was entered and found, it is the first name displayed on the list (unless there are multiple employee’s with the same name). If a partial name was entered or the name is not located, then the system displays a list of names in the area of the employee list, similar to what is seen in Figure 15: IR600 EMPLOYEE NAME INQUIRY Screen. You have the option of entering another spelling for the name or a completely different name in the ***EMPLOYEE NAME*** field at the top of the screen.

```
                          * EMPLOYEE NAME INQUIRY *            XX/XX/XX        IR601

  IR #     PAY      ************ EMPLOYEE NAME ************        AGCY
           PERIOD   LAST                 FIRST         MIDDLE

  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS
  000      00       AWARD                ALICE                         OS

 EMPLOYEE INQUIRY COMPLETE
_ PF1 = SUB MENU   PF5 = HELP PF7 = UP PF8 = DOWN  ENTER = INQUIRY CLEAR = EXIT
```

Figure 15: IR600 EMPLOYEE NAME INQUIRY Screen

To the left of the employee’s name are two columns that consist of individual fields to be used to access IRIS records on the specific employee whose name displays. The first field is the IRIS program (record) number (***IR #***), for example, 101, 102, 525, etc. By entering a program number in the field, you will be taken to the specific IRIS record for the employee whose name is shown to the right. You must have security access to the employee’s record in order to display employee data. The PAY PERIOD number field is currently not applicable in the above example.

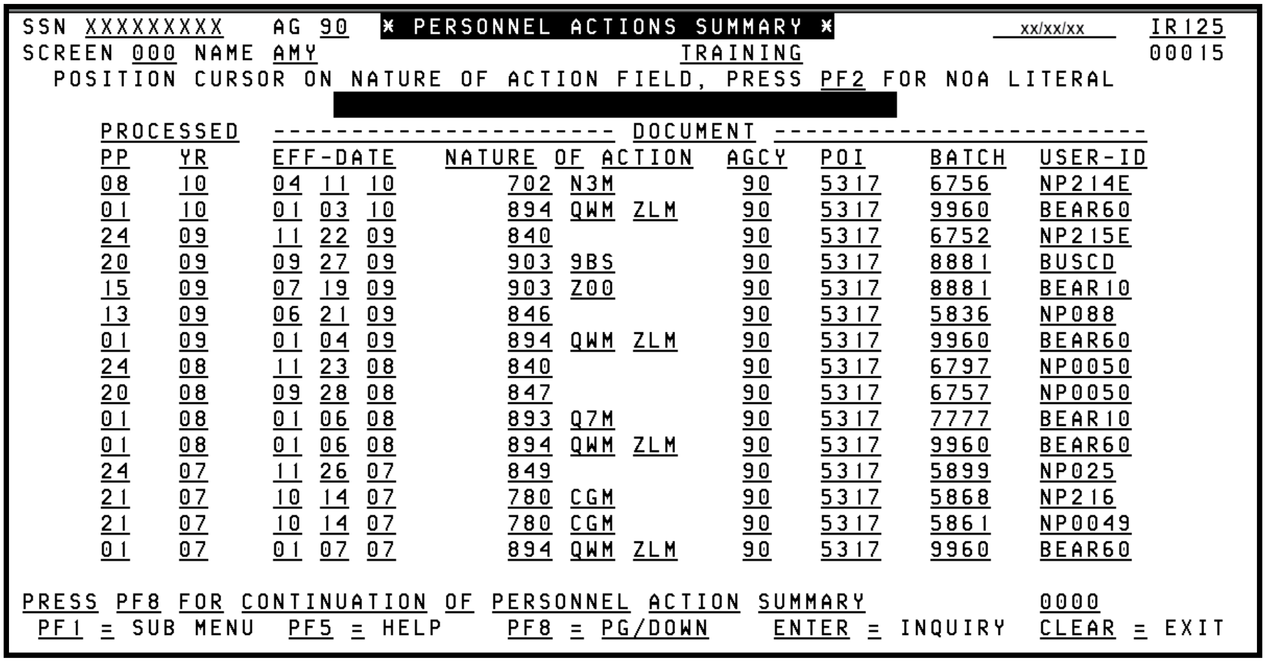
To access a specific employee's record, follow the below steps based on the IRIS screen you wish to select from the ***EMPLOYEE NAME INQUIRY*** screen. The below screen shows the ***IR*** # field in IR600.

Step	Action
1.	Enter the desired screen number in **IR #** field (101,102,125, 525, etc.).

```
                         * EMPLOYEE NAME INQUIRY *                    XX/XX/XX     IR601

  IR #      PAY      ************ EMPLOYEE NAME ************        AGCY
            PERIOD   LAST                  FIRST          MIDDLE


  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS
  000       00       AWARD                 ALICE                     OS

 EMPLOYEE INQUIRY COMPLETE
_ PF1 = SUB MENU  PF5 = HELP PF7 = UP PF8 = DOWN  ENTER = INQUIRY CLEAR = EXIT
```

Figure 16: IR600 EMPLOYEE NAME INQUIRY Screen

Step	Action
2.	Press **Enter.** The desired ***PERSONNEL ACTIONS SUMMARY*** screen displays.


SSN XXXXXXXXX AG 90 * PERSONNEL ACTIONS SUMMARY * xx/xx/xx IR125
SCREEN 000 NAME AMY TRAINING 00015
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

PROCESSED		---------------------- DOCUMENT ----------------------					
PP	YR	EFF-DATE	NATURE OF ACTION	AGCY	POI	BATCH	USER-ID
08	10	04 11 10	702 N3M	90	5317	6756	NP214E
01	10	01 03 10	894 QWM ZLM	90	5317	9960	BEAR60
24	09	11 22 09	840	90	5317	6752	NP215E
20	09	09 27 09	903 9BS	90	5317	8881	BUSCD
15	09	07 19 09	903 Z00	90	5317	8881	BEAR10
13	09	06 21 09	846	90	5317	5836	NP088
01	09	01 04 09	894 QWM ZLM	90	5317	9960	BEAR60
24	08	11 23 08	840	90	5317	6797	NP0050
20	08	09 28 08	847	90	5317	6757	NP0050
01	08	01 06 08	893 Q7M	90	5317	7777	BEAR10
01	08	01 06 08	894 QWM ZLM	90	5317	9960	BEAR60
24	07	11 26 07	849	90	5317	5899	NP025
21	07	10 14 07	780 CGM	90	5317	5868	NP216
21	07	10 14 07	780 CGM	90	5317	5861	NP0049
01	07	01 07 07	894 QWM ZLM	90	5317	9960	BEAR60

PRESS PF8 FOR CONTINUATION OF PERSONNEL ACTION SUMMARY 0000
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

Figure 17: IR125 PERSONNEL ACTIONS SUMMARY Screen

TIP: Refer to the IRIS procedure manual at: https://www.nfc.usda.gov/Publications/Research_Inquiry/Procedures/IRIS.pdf for further information on using IRIS.

Exercise 3.1: Conducting Research in IRIS

Instructions

Access IRIS and use the social security number 881-02-0001 and locate the data missing from the table below. In the appropriate space, indicate under which IRIS menu option and IRIS program the data was found.

Data	IRIS Menu Option	IRIS Program
Grade (SAMPLE)	**100 CURRENT DATA MENU**	**SALARY DATA IR101**
Birth Date		
SCD-WGI		
Annual Leave Balance		
Education Level		
Appointment NOA		
Promotion NTE Date		
Charitable Contribution Balance		
Address		
TSP Deduction		

3.4. **Payroll/Personnel Inquiry System (PINQ)**

Lesson Overview

This lesson focuses on how PINQ and EPIC relate to each other, as well as how to navigate the menu options within PINQ. Additionally, this lesson focuses on how to validate when an action is processed correctly in EPIC and updated in PINQ after PAYE runs.

Lesson Objectives

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

- Describe the relationship between PINQ and EPIC
- Explain the purpose of PINQ and provide an overview of its functionality
- Navigate menu options within PINQ
- Research Earnings and Deductions Data

Introduction to Payroll/Personnel Inquiry System

PINQ provides inquiry capability to view current and historical payroll data, and provides access to current and prior payroll and personnel data, which allows processors to validate actions processed in EPIC. PINQ contains data which is the result of the processing of T&A reports and the computation of employees' pay. Data is updated in PINQ after one or more of these successfully process:

- TIME editing
- PAYE processing
- ADJP processing

PINQ stores data for the following periods:

- 26 pay periods for T&A data
- 25 pay periods for payroll and deduction data

PINQ Menu

The ***PQ MENU***, Figure 18: PQ000 consists of 29 programs (numbered 22-83) which contain current and historical payroll data. Program names are descriptive of the type of information each contains.

```
PQ000  000000000  00 00       PQ MENU                          XX/XX/XX

     ENTER SSNO & PGM-NO - HIT ENTER-KEY!
FOR PQ034 ENTER PGM NO. ONLY



22 PAYROLL HISTORY           45 PACS EARNING LIMITATION  55 PACS RETIREMENT
23 TA HISTORY                46 PACS APPROPRIATION CHG   56 PACS THRIFT SAVINGS
24 TA MISCELLANEOUS          47 PACS DEDUCTIONS          61 PACS ABOVE EARNINGS
25 TA EXTENSIONS             48 PACS LUMP SUM & LIMIT    62 PACS TSP COLLECTION
27 UNPAID                    49 PACS LEAVE               64 PACS STATE TAX
32 PAYROLL LISTING           50 PACS BOND                71 PACS UNION DUES
34 NAME EMPLOYEE INQUIRY     51 PACS RECEIPT ACCOUNTS    75 PACS CITY TAX
                             52 PACS CHILD SUP/ALIMONY   80 PACS FLEXFUND
43 PACS PRORATED             53 PACS HEALTH              82 PACS COUNTY TAX
44 PACS TRANSACTION          54 PACS LIFE INSURANCE      83 PACS ALLOTMENT
```

Figure 18: PQ000 PQ MENU

The top portion of each PINQ screen provides the following data:

- PINQ program number (PQ0##)
- SSN of the employee
- Agency Code of the employee
- Number of the pay period

PINQ Navigation

Follow the below steps to access a specific record from the PINQ Menu:

Step	Action
1.	Enter the employee's social security number in the **SSNO** field.
2.	Enter the employee's two-digit program number (PQXX) in the **PG-NO** field.

Step	Action
3.	Enter the pay period being requested.
4.	Press **Enter**. **NOTE**: To continue research on the same employee in a different PINQ program, press **Tab** until the cursor is below the current program number, enter the two-digit program code (or 00 to access the Menu) and the pay period number if it is different, and press **Enter**. To retrieve the same type of data for another employee, enter in the new social security number and press **Enter**. If the program has multiple screens, it is not necessary to return to the first screen.

Validating EPIC Transactions in PINQ

The following information provides an overview for how to verify that the data entered through EPIC has provided accurate results.

The below table outlines the most important of the 18 PINQ programs, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

PINQ Program	Description	Key Validation Fields and Processing Tips
022	<u>Payroll History:</u> Used to research regular and corrected/revalidated T&A's, cash awards, adjustments, and other salary related inquiries.	PQ022 stores four screens of data related to an employee's pay. In addition to pay-related data elements as they existed in SALARY at the time the pay period was paid, the program reflects many YTD balances. This information is useful in researching general payroll and W-2 inquiries. YTD totals are reset at the beginning of a new tax year. This program also contains personnel data from the employee's data base record in IRIS.

PINQ Program	Description	Key Validation Fields and Processing Tips
023	<u>T&A History:</u> Displays regular and corrected T&A data for the pay period number entered. T&A History stores information about the T&A record as a whole. An original T&A record does not appear until it passes the TIME edits.	The original T&A record creates a record defined by HIST NO 0001. For regular T&As, the fields ***CIRCLE-TA-START*** and ***CIRCLE-TA-END*** (also, referred to as Circle Dates) correspond to the beginning and ending dates of the timecard. When a corrected or revalidated (ADJP-generated) T&A is submitted for a prior pay period, it appears as HIST NO 0002 or higher. It does not appear on any T&A HISTORY screen until after PAYE has completed. From the original T&A record, press **Enter**. The ***COVERED-BY-TA/PP/YR*** field gives the pay period and year the T&A represents. The data element ***PAY-PERIOD-NUMBER*** indicates the processing pay period in which the T&A was processed. The ***CORRECTION-CODE-TA*** field can have the following values: • 0 (original T&A), • 1 (corrected T&A), or • 3 (revalidated T&A) Note that the ***DATE-TA-RECEIVED*** field for a revalidated shows only the processing year. The ***DATE-TA-RECEIVED*** for a corrected T&A would show the actual date the corrected T&A was received at NFC.

PINQ Program	Description	Key Validation Fields and Processing Tips
023		When a split T&A is submitted, each half of the split T&A appears as a separate T&A. The first half of an original T&A is shown as HIST NO 0001, and the second half as HIST NO 0002. Likewise, the first corrected split T&A processed for the pay period in a subsequent pay period would make up HIST NO 0003 AND 0004. The fields **CIRCLE-TA-START** and **CIRCLE-TA-END** for split T&As correspond to the beginning and ending dates of each part of the T&A, the **SPLIT-TA-CODE** field is "Y." This same logic applies to split T&A information on PQ024 and PQ025.
024	<u>T&A Miscellaneous:</u> Displays miscellaneous T&A data and is used to research T&A inquiries.	The ***PQ024 TA MISCELLANEOUS*** program stores data consisting of TCs for which the employee is not paid (e.g. LWOP, suspense, compensatory leave earned, credit hours earned, etc.). In addition to transaction codes, this screen shows summaries of types of hours or days reported on the T&A, even some from time in Pay Status (e.g. ***INTER-DAYS-WKD-PAY-PERIOD***, ***ADMINISTRATIVE-LEAVE-USE-PP***, and ***COMP-LV-USED-PP***).

PINQ Program	Description	Key Validation Fields and Processing Tips
025	T&A Extensions: Used to research each transaction code and hours recorded on an original or corrected T&A.	The ***PQ025 TA EXTENSIONS*** record stores each line of T&A data (each transaction code, corresponding hours from Week 1 and Week 2, and accounting according to week). This program represents the time-in-pay status transaction codes. When T&As are transmitted to NFC, the original T&A record creates a record defined by a HIST NO 0001. A RCD NO is created for each transaction code per transaction line (or extension) transmitted on the T&A (HIST NO 0001, RCD NO 0001, HIST NO 0001, RCD NO 0002, etc.). Each PQ023 History record has a corresponding PQ025 History record. Accounting information may have been supplied on the T&A or the system may have assigned it based on an accounting code previously stored in the employee's Current Data record (IR103). The ***ACCT-DIST-FLAG*** code 0 indicates the accounting data being used is valid. Although accounting errors do not interfere with the PAYE process, if the ***ACCT-DIST-FLAG*** code is any code other than 0, it should be researched and corrected. If multiple T&As (i.e. corrected or revalidated) exist for a pay period, the first transaction line from the corrected or revalidated T&A record appears after all transaction lines from the original record or previous records (if there were multiple corrections or revalidations) are exhausted.

PINQ Program	Description	Key Validation Fields and Processing Tips
032	<u>Payroll Listing:</u> Used to research non-receipt of salary check. This program displays an employee's current plus 25 pay periods of pay data.	PQ032 stores basic gross-to-net data for a particular pay period that results in a pay check or DD/EFT deposit. Some conditions trigger additional payment records, such as: Corrected and revalidated T&As Cash awards, lump sum payments Refunds when a bond is cancelled, while a carryover balance exists These conditions appear on their own PQ032 screens even when they may or may not trigger a separate pay check. Cash awards and lump sum payments generate separate payments as net salary; however, if additional pay results from a corrected or revalidated T&A (or a bond carryover refund) it is included with the net salary deposit. Some transactions do not result in the disbursement of a check; instead they are processed for update purposes only. The type of payment (Regular T&A, Corrected T&A, Cash Award, NFC29, etc.) is identified immediately above the employee's name. The order that payments and/or adjustments update to PQ032 is as follows: Corrected or revalidated T&As and NFC-29 adjustments display prior to gross-to-net salary payments and cash awards and lump sum payments display after gross-to-net salary payments. Corrected T&A is shown as the type of payment for revalidated as well as corrected T&As.

PINQ Program	Description	Key Validation Fields and Processing Tips
046	<u>PACS Appropriation Charges:</u> Used to research salary related inquiries.	PQ046 stores amounts paid by transaction codes with corresponding rates and hours. It provides one screen of data related to each pay transaction code. It is different from PQ025 in that it attaches dollar amounts to each Time Code (TC) and also prorates contributions such as the government's portion of Federal Employees Health Benefits (FEHB) premiums. The ***PAY-TRAN-CODE*** field indicates which TC is reflected. Pay TCs not shown on the T&A, but derived by the system, are also reflected (TCs for cash award payments, allowances, Administratively Uncontrollable Overtime, Availability Pay, etc.) and overtime under FLSA (the difference between the Title V and FLSA computations). It should also be noted that dollar values are assigned to TCs which are not actually being paid (comp leave earned, credit hours earned, and quarters deductions, etc.)

TIP: Refer to the PINQ procedure manual at: http://help.nfc.usda.gov/publications/PINQ/index.htm for further information on using PINQ.

Exercise 3.2: Conducting Research in PINQ

Instructions

Access PINQ and use social security number 222-01-0001 and locate the data missing from the table below. In the appropriate space, indicate under which PINQ program the data was found.

Data	PINQ Program
CURR-BASE-PAY (SAMPLE)	**PQ022**
PAY-PLAN/GR/ST	
RETIREMENT-COVERAGE-CD	
DUTY-STATION	
ACCOUNTING-DATA-USE-CODE	
TRANSACTION-DESCRIPTION	
1st WEEK HOURS	
UNION DUES	
RETIREMENT	
THRIFT SAVINGS	

3.5. **Table Management (TMGT)**

Lesson Overview

This lesson focuses on navigating through Table Management (TMGT) and reviewing the relevant processing tables EPIC.

Lesson Objectives

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

- Navigate in TMGT
- Access the appropriate processing tables

Introduction to Table Management

TMGT is a menu-driven database management system which provides direct access to table records and contains selected data elements from the payroll/personnel, financial, and administrative systems. TMGT contains tables of data that are commonly used throughout multiple personnel, payroll and financial systems such as POI's organizational structures. TMGT consists of 112 table options. Each table is identified by a 3-digit numeric code 001 – 128.

TMGT allows authorized users to:

- View and update records,
- Request reports, and
- View documentation data for various tables used in application programs

TMGT maintains an active file which includes all active and deleted records. Certain tables maintain a history file, which includes at least one inactive record. Records are identified as (1) active, (2) history, or (3) deleted within each table. Additionally, the records list the User ID and the date changed.

> **NOTE:** Key data elements are identified on the screens with an asterisk (*) and are used to access table records. The number of data elements in a record and the table record format are based on the requirements for the specified table.

TMGT Menu and Navigation

The ***TABLE MANAGEMENT SYSTEM*** Menu is displayed in Figure 19: TM0010 TABLE MANAGEMENT SYSTEM Menu.

```
TM000I0           UNITED STATES DEPARTMENT OF AGRICULTURE           XX/XX/XX
                   OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000001
                         NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           001       PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
           002       ACCOUNTING STATION NAME AND ADDRESS
           003       T & A CONTACT POINT NAME AND ADDRESS
           004       DESIGNATED AGENT
           005       AGENCY ORGANIZATIONAL STRUCTURE
           006       CFC PAYEE ADDRESS
           007       CITY TAX, CITY NAME AND ADDRESS
           008       COUNTY TAX, COUNTY NAME AND ADDRESS
           009       STATE TAX NAME AND ADDRESS
           010       UNION AND ASSOCIATION CODE ADDRESS

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY


CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 19: TM0010 TABLE MANAGEMENT SYSTEM Menu

The following table includes descriptions of functions within TMGT that may be used to obtain table data:

Function	Description
(I)nquiry	Used to view active, historical, or deleted records
(U)pdate	Used to add, modify, delete, or reactivate a record
(R)eport	Used to retrieve payroll/personnel data elements for processing personnel actions and to request ad-hoc reports
(D)ocumentation	Used to retrieve pertinent individual table screen information. This screen lists the table number, name, record count, purpose, and description of the table's data

The following function keys are used to navigate in TMGT:

Function Key	Description
F1	Returns you to the first screen of the TMGT Menu
F2	Allows you to directly access the Documentation option
F3	Allows you to directly access the Reports option
F4	Allows you to directly access the Update option
F7	Brings you back respectively, from one current record to another or from one History record to another
F8	Brings you forward respectively, from one current record to another or from one History record to another
F9	Accesses the first history record for the key data elements displayed. History records attached to a particular current table record are numbered separately beginning with 000001
F10	Takes you to screen two, and then to screen three which displays rates for specific Agencies
F12	Allows you to access a particular page of the table

Follow the below steps to access information from a particular TMGT table:

Step	Action
1.	Enter the desired Function Code and Table Number in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The entered table displays.

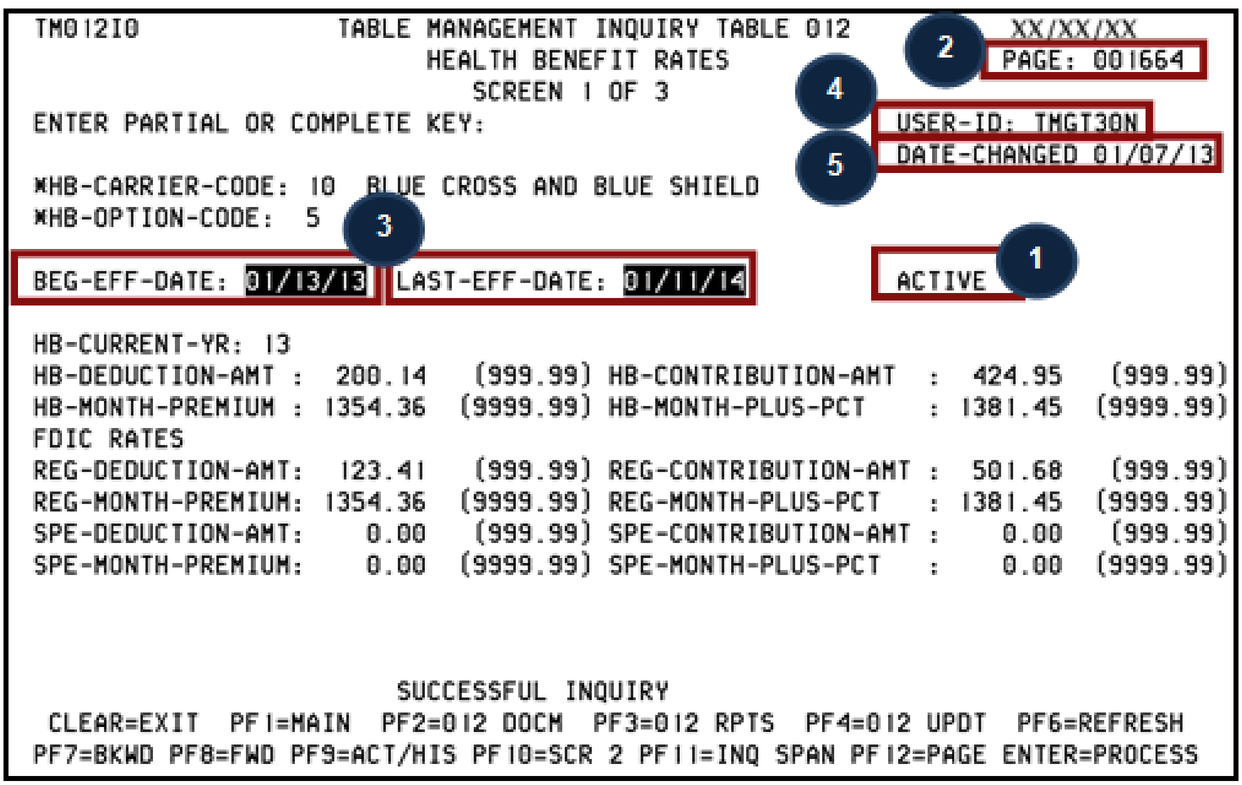
Inquiry Function

As in Figure 20: TM01210 HEALTH BENEFITS RATES Screen below, the Inquiry Function is used to view active, history, or deleted records. This function is the most commonly used for researching data for EPIC transactions.

To access the inquiry function:

Step	Action
1.	Enter “I” immediately followed by the 3-digit table number in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specified ***Inquiry*** screen displays.

For example, Figure 20: TM01210 HEALTH BENEFITS RATES Screen displays Table 012, Health Benefit Rates. This page was displayed using the I012 code initially. It shows the current record with rates effective 01/13/13 – 01/11/14.



```
TM01210              TABLE MANAGEMENT INQUIRY TABLE 012              XX/XX/XX
                             HEALTH BENEFIT RATES                    PAGE: 001664
                                SCREEN 1 OF 3
ENTER PARTIAL OR COMPLETE KEY:                                USER-ID: TMGT30N
                                                              DATE-CHANGED 01/07/13
*HB-CARRIER-CODE:  10  BLUE CROSS AND BLUE SHIELD
*HB-OPTION-CODE:   5

BEG-EFF-DATE: 01/13/13  LAST-EFF-DATE: 01/11/14               ACTIVE

HB-CURRENT-YR:  13
HB-DEDUCTION-AMT :  200.14   (999.99) HB-CONTRIBUTION-AMT   :  424.95   (999.99)
HB-MONTH-PREMIUM : 1354.36  (9999.99) HB-MONTH-PLUS-PCT     : 1381.45  (9999.99)
FDIC RATES
REG-DEDUCTION-AMT:  123.41   (999.99) REG-CONTRIBUTION-AMT :  501.68   (999.99)
REG-MONTH-PREMIUM: 1354.36  (9999.99) REG-MONTH-PLUS-PCT   : 1381.45  (9999.99)
SPE-DEDUCTION-AMT:    0.00   (999.99) SPE-CONTRIBUTION-AMT :    0.00   (999.99)
SPE-MONTH-PREMIUM:    0.00  (9999.99) SPE-MONTH-PLUS-PCT   :    0.00  (9999.99)


                        SUCCESSFUL INQUIRY
 CLEAR=EXIT  PF1=MAIN  PF2=012 DOCM  PF3=012 RPTS  PF4=012 UPDT  PF6=REFRESH
PF7=BKWD PF8=FWD PF9=ACT/HIS PF10=SCR 2 PF11=INQ SPAN PF12=PAGE ENTER=PROCESS
```

Figure 20: TM01210 HEALTH BENEFITS RATES Screen

Number	Details
1.	The record is identified as ACTIVE, HISTORY, or DELETED on the right side of the screen when the applicable data is displayed.
2.	The element PAGE specifies what page the current record is found within the entire table.
3.	The ***BEG-EFF-DATE*** and ***LAST-EFF-DATE*** fields indicate the period of time during which the values shown on a particular table are on/were valid. When data entered on a personnel action or a payroll document is edited by PINE against a particular table, that data must be valid according to these dates for the effective date of the action. When TIME, PAYE and ADJP jobs run, data processed that must be validated against a particular table, must be valid for the inclusive dates of the pay period being processed.
4.	The ***USER-ID*** field identifies the person who established or last changed the record.
5.	The ***DATE-CHANGED*** field indicates when the record was established or last changed.

Report Function

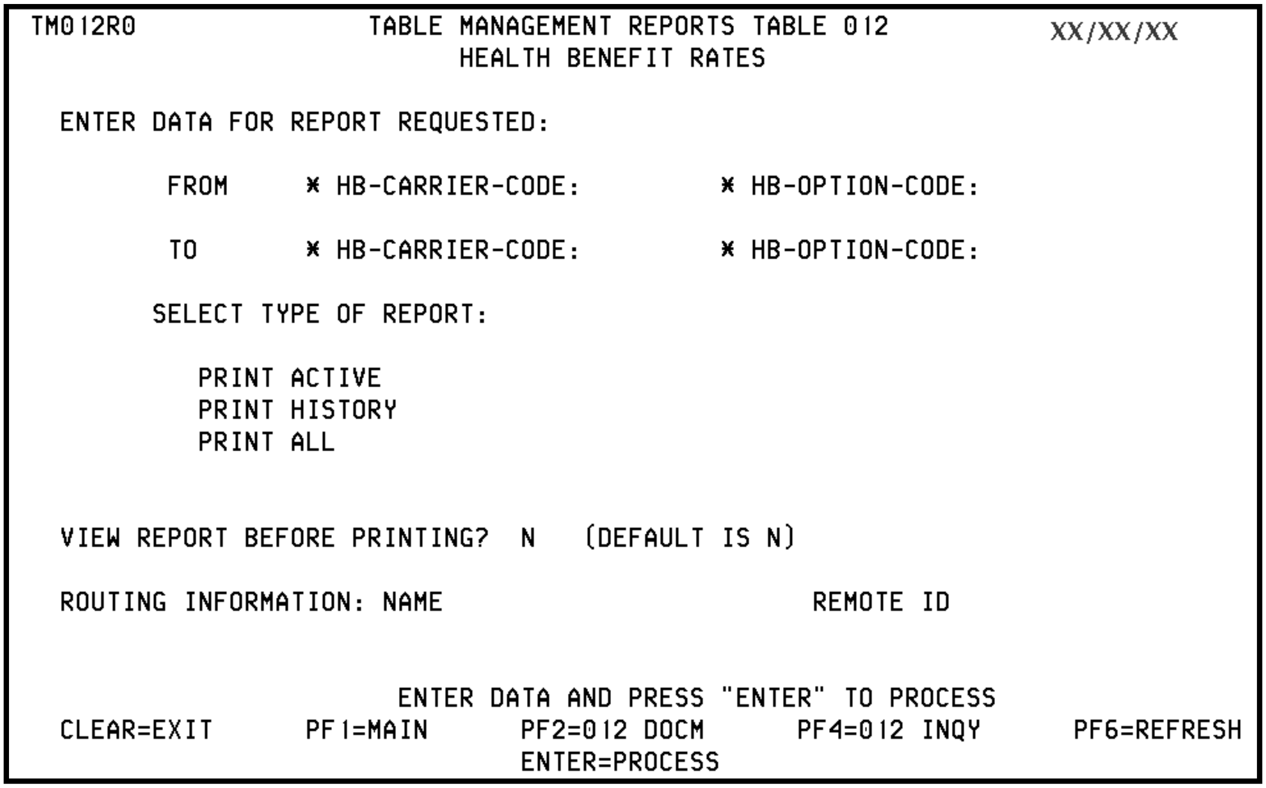
The report function is used to produce hardcopy versions of tables for Agency reference or to produce labels of selected tables for mailing purposes. When producing hard copy tables, you have the option of printing:

- Only active records,
- Only historical records, or
- Both active and historical records

To access the Report function:

Step	Action
1.	Enter “R” followed immediately by the 3-digit table number in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specific report screen displays.

For example, Figure 21: TM012R0 HEALTH BENEFITS RATES Screen displays Table 012, Health Benefit Rates. This page was displayed using the R012 code.



```
TM012R0              TABLE MANAGEMENT REPORTS TABLE 012                XX/XX/XX
                           HEALTH BENEFIT RATES

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * HB-CARRIER-CODE:          * HB-OPTION-CODE:

         TO       * HB-CARRIER-CODE:          * HB-OPTION-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                         REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT     PF1=MAIN     PF2=012 DOCM     PF4=012 INQY     PF6=REFRESH
                              ENTER=PROCESS
```

Figure 21: TM012R0 HEALTH BENEFITS RATES Screen

Print Report

You have the option of viewing the report before it is printed using the Interactive System Productivity Facility (ISPF). The person to whom the report is to be sent as well as the REMOTE ID number for the printer is required to do so.

Follow the below steps to print using ISPF:

Step	Action
1.	Enter the HB-Carrier Code, HB-Option Code in the **FROM** field.
2.	Enter the HB-Carrier Code, HB- Option Code in the **TO** field.
3.	Enter “X” next to the type of Report (Active, History, or All) you wish to select.
4.	Press **Enter**. The Report prints.

Documentation Function

The Documentation function is used to list the table number, name, purpose, and a description of a table's data elements.

Follow the below steps to access the Documentation function:

Step	Action
1.	Enter "D" followed immediately by the 3-digit table number in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specific ***Documentation*** screen displays.

For example, Figure 22: TM011D0 HEALTH BENEFIT CARRIER NAME AND ADDRESS Screen displays Table 011, Health Benefit Carrier Name and Address. This page was displayed using the D011 code initially.

```
TM011D0              TABLE MANAGEMENT DOCUMENTATION TABLE 011          XX/XX/XX
                     HEALTH BENEFIT CARRIER NAME AND ADDRESS          PAGE: 00000


*******************************************************************************
                         TABLE MANAGEMENT ENTRY FORM
*******************************************************************************
TABLE NO : 011   TABLE NAME   HEALTH BENEFIT CARRIER NAME AND ADDRESS
PURPOSE   RETRIEVE NAME AND ADDRESS OF CARRIER FOR VARIOUS REPORTS AND RETRIEVE
          ALL THE ACTIVE NAME AND ADDRESSES FOR REPORTS

*******************************************************************************
DESCRIPTION OF TABLE  EACH RECORD CONTAINS THE NAME AND ADDRESS OF HEALTH
                      BENEFIT CARRIER





   CLEAR=EXIT            PF1=MAIN          PF3=011 RPTS          PF4=011 INQY
                         PF8=FORWARD
```

Figure 22: TM011D0 HEALTH BENEFIT CARRIER NAME AND ADDRESS Screen

Individual Tables

The table blow outlines each of the 14 most important TMGT tables for processing in EPIC. The table provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

Table	Description	Processing Tips
005	Agency Organizational Structure: Contains organizational structures and Agency/Bureau Codes with the corresponding description of all active organizational structure levels and Agency/Bureau Codes for reports. Used by Position Management and PINE to validate eight levels of organizational structure and Agency/Bureau Codes.	Contains an Employee Express Indicator that identifies those Agencies/Departments participating in OPM's Employee Express Programs
016	Geographical Location Codes with Names: Contains records of state/country, city, and county codes as found in GSA's Worldwide Geographic Location Codes Handbook.	Validates addresses entered in EPIC, the entry of a duty station in Position Management, and other tables which contain these codes; e.g. TM007, City Tax, City Name and Address; TM008, County Tax, County Name and Address; TM027, COLA-Post Differential Codes; TM026, Standard Metropolitan Statistical Areas
029	Pay Table Rates: Contains salary rates for each pay plan, grade, and step. Used to compute pay for all employees, including those in occupational special pay areas. Used by PINE to validate salaries entered on personnel actions and to generate geographic pay.	Annual and hourly rate by step, beginning effective dates, and last effective dates

Table	Description	Processing Tips
030	Payroll Constants: Contains the payroll data elements established by law and regulation used to compute an employee's pay.	Press **Enter** to populate the fields. ***MAX-ANNUAL-PAY***, ***MIN-WAGE-AMT***, ***APT-LTM-DOL-BAL***, ***RET-RATE-7***, ***OASDI-PERCENT***, ***AG-CONT-PCT-FEGLI***, ***FEGLI-MAX-COVER***, etc.
031	Special Pay Converters: Contains occupational special pay area codes used to compute special pay rates for all employees in special pay areas, except Federal Wage System (FWS) employees.	***OCC-SERIES-CODE***, ***DUTY-STATION-CNTY-CODE***, ***OCC-SPECIAL-PAY-AREA***, ***DUTY-STATION-STATE-CODE***, ***DUTY-STATION-CITY-CODE***
033	Wage Board Pay Converters: Contains occupational special pay area codes used to compute special pay rates for FWS employees.	***OCC-SPECIAL-PAY-AREA***, ***OCC-SPECIAL-PAY-AREA-NAME***, etc.
052	Remarks Code And Descriptions: Contains a remarks code and alpha description used for processing personnel actions.	Agencies can query Table 052 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.
061	Nature of Action Conversion: Contains the nature of action conversion table for alpha descriptions, first authority and second authority codes.	Description is represented by the 3-digit NOAC. Authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing official to effect a personnel action on an employee.

Table	Description	Processing Tips
062	<u>3-Digit Nature of Action:</u> Contains NOACs and descriptions used to denote the specific personnel action for creating or changing a personnel record.	***NAT-ACT-1st-3-POS***
063	<u>Department/Agency/Bureau Contact:</u> Contains the names of Agency personnel who are authorized to contact NFC about payroll/personnel matters.	Must list individuals placing telephone inquiries to the NFC Contact Center in order for information to be released
TMGT 063 TIP: See Appendix L for a list of Contact Types, page 139.		
074	<u>Official Position Title:</u> Contains the Official Position Title information.	***OCC-SERIES-CODE***, ***OFFICIAL-TITLE-CODE***, ***POSITION-OFFICIAL-TITLE***
091	<u>OPM NOA Legal Authorities:</u> Contains the Nature of Action legal authorities used for processing personnel actions as determined by OPM.	***OPM-NOA-LEGAL-AUTHORITIES***, ***AUTH-ACTION-CODE***, ***POSITION-STATUS-CSC***
100 –	<u>PACT Data Element Description:</u> Contains the alpha descriptions, attributes, and lengths for the data elements used in the Payroll/Personnel System.	***LONG-NAME***, ***SHORT-NAME***, ***ATTRIBUTE***, ***LENGTH***, ***DECIMAL***
101	<u>PACT Screen Elements (1):</u> Used with Table 100 and identifies the required, optional, and system generated elements for NOACs.	Blank – Values for a new personnel action. 2 – Values for an official correction in History Override. 3 – Values for an official cancellation in History Override.

TIP: Refer to the TMGT procedure manual at: https://www.nfc.usda.gov/Publications/Research_Inquiry/Procedures/TMGT.pdf for further information on using TMGT.

Exercise 3.3: Conducting Research in TMGT

Instructions

Use the TMGT inquiry function to answer the questions below. Also indicate the table number where the data was located.

1. Who in your submitting office is authorized to sign an AD-343?

   Answer: ____________________ **Table:** ____________________________

2. Using your POI, provide the telephone number for your POI stored in TMGT.

   Answer: ____________________ **Table:** ____________________________

3. What is the name and address that corresponds to Health Benefit Carried Code 10?

   Answer: ____________________ **Table:** ____________________________

4. Using occupational series code 0230, what is the occ series alpha description? What is the PATCO code associated with this occupational series?

   Answer 1: ____________________ **Table 1:** _________________________

   Answer 2: ____________________ **Table 2:** _________________________

5. The Agency Organizational Structure code, 90 70 00 0000 00 00 00 00, is stored in TMGT. Using the forward and backward function keys provide the Agency Organizational Structure code for the records preceding this code and the record following this code.

   Answer: ____________________ **Table:** ____________________________

   Answer: ____________________ **Table:** ____________________________

6. If you are processing an award with the alpha description INVENTION AWARD (PATENT), what is the award type code?

   Answer: ____________________ Table: ____________________________

7. What is the current hourly salary rate for a GS-11, Step 08, if the OPM Pay Table Number is 0000?

   Answer 1: ____________________ Table 1: _________________________

8. What is the salary rate for the above GS-11 for 01/07/01?

   Answer: ____________________ Table: ____________________________

9. What is the annual base salary for a GS-11, Step 08 with an occupational special pay area code 0230?

   Answer: ____________________ Table: ____________________________

10. What is the daily rate of travel per diem for New York City, NY and New Orleans, LA?

    Answer 1: ____________________ Table **1:** _________________________

    Answer 2: ____________________ Table **2:** _________________________

11. Using the Nature of Action conversion table, what is the alpha description for (1) NOA/AUTHO: 515 MXM and (2) NOA/AUTH 976?

    Answer 1: ____________________ Table 1: _________________________

    Answer 2: ____________________ Table 2: _________________________

3.6. Position Management System Online (PMSO)

Lesson Overview

This lesson focuses on how PMSO and EPIC relate to each other.

Lesson Objectives

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

- Describe the purpose of Position Management and its relationship with EPIC

Introduction to Position Management System Online (PMSO)

PMSO is a real-time, online-database system which allows Agencies to have complete control and management of position data. In PMSO, Agencies have the ability to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also allows Agencies to generate reports and research PMSO data online.

To process personnel actions related to position management within EPIC, the position must first be created in PMSO. In EPIC processing, PINE interfaces with PMSO every time a personnel action is processed, whether an employee is changing positions or not. This is done for editing purposes and to update the employee's database record with any PMSO data that is changing. A personnel action moving an employee to a new position requires a vacant and active position in PMSO.

Position data is separated into two types of records within PMSO:

Type of Record	Description
Master Record	Contains basic position data under which one or more individual positions may be assigned
Individual Position	Links to the master record and identifies a specific position

A master record must be established before an individual position can be established. Position data is linked to employee records on the database by processing a personnel action. Once a personnel action is processed to assign an employee to the position, a SSN and name are displayed in the individual position record.

.

3.7. Chapter Review

Knowledge Check

1. Match the IRIS Menu Option with the correct description:

1. **100 - Current Data Menu**	A. Displays restricted information on an employee
2. **200 - Transaction History Menu**	B. Allows you to search by employee name
3. **300 - Restricted Data Menu**	C. Displays the current and approximately **3** years of transaction history.
4. **400 - Payroll Data Menu**	D. Reserved for future use
5. **500 - Personnel History Menu**	E. Displays an employee's current information
6. **600 - Name Employee Inquiry**	F. Displays historical data on an employee

2. Match the appropriate PPS subsystem with the correct description:

1. **IRIS**	A. Used to query employee payroll data
2. **PINQ**	B. Used to add, change, inactivate, reactivate, and delete/restore position data
3. **PMSO**	C. Used to provide access to payroll/personnel data and certain payroll document history
4. **TMGT**	D. Used to view selected data elements from payroll/personnel, financial, and administrative systems

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the relationship between NFC's Payroll/Personnel System with EPIC
- Describe the relationship between PINE, ADJP, IRIS, PINQ, TMGT, and PMSO with EPIC
- Perform EPIC research within IRIS, PINQ, and TMGT successfully

4.0. Position Management System Online (PMSO) and EPIC

4.1. Chapter Overview

This chapter covers the functions of PMSO that are necessary for prior to processing in EPIC. Users learn how to access and navigate within PMSO. In addition, this chapter revisits the concept of master records and individual positions and how to create them.

Chapter Objectives

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

- Access PMSO
- Navigate within PMSO
- Describe and create master records
- Describe and create individual positions
- Correct master records
- Correct individual position records

4.2. PMSO Access

Lesson Overview

This lesson provides users with the information necessary to access PMSO.

Lesson Objectives

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

- Access PMSO

In the previous chapter we discussed PMSO's relevance to EPIC, now let's discuss how to access PMSO. PMSO is accessed through NFC's mainframe.

The procedure below describes the steps required to access PMSO.

Step	Action
1.	Access the NFC mainframe. The ***U.S. Government Computer Warning*** screen displays. See Figure 23 below.

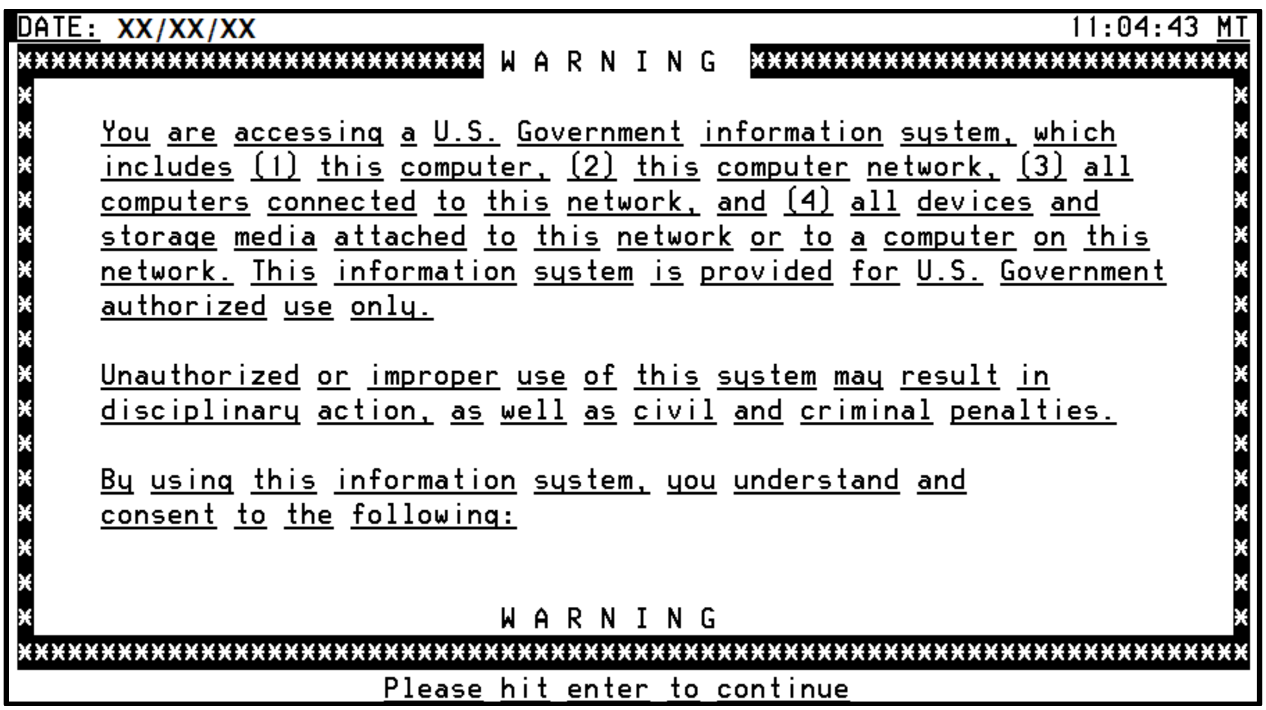


Figure 23: U.S. Government Warning Screen

Step	Action
2.	Press **Enter**. The ***NFC Banner*** displays.

```
===============================================================================
==  XX/XX/XX              SNX32702              T30N6711              PF1=HELP  ==
===============================================================================
==                     NN     NN          FFFFFFFF        CCCCCCCC              ==
==                    NNN    NN          FFFFFFFF        CCCCCCCC               ==
==                   NNNN   NN          FF              CCC                     ==
==                  NN NN NN          FFFFFFFF        CCC                       ==
==                 NN   NNNN         FFFFFFFF        CCC                        ==
==                NN    NNN         FF              CCCCCCCC                    ==
==               NN     NN         FF              CCCCCCCCC                    ==
==  ========================================================================   ==
==   ==========           National Finance Center              ==========      ==
==    ==========    Office of the Chief Financial Officer      ==========      ==
==     ==========  United States Department of Agriculture    =========        ==
==      ==============================================================         ==
==                        For Authorized Use Only                              ==
==  ENTER USER ID = █          PASSWORD =           NEW PASSWORD?  N           ==
==                                                                 (Y or N)    ==
==      ENTER APPLICATION NAME =           OR PRESS ENTER FOR MENU             ==
==                                                                             ==
==                                                                             ==
==                                                                             ==
==                                                                             ==
===============================================================================
```

Figure 24:   NFC Banner Screen

Step	Action
3.	Enter your User ID in the **ENTER USER ID** field.
4.	Enter your password in the **PASSWORD** field.
5.	Enter “PMSO” in the **ENTER APPLICATION NAME** field.
6.	Press **Enter**. The ***PMSO Main Menu*** displays. See Figure 25 on next page.

```
PPPPPPPP                        *** POSITION MANAGEMENT SYSTEM ONLINE ***
PP      PP
PPPPPPPP                        QM ---> QUERY MASTER RECORD
PP                              QI ---> QUERY INDIVIDUAL POSITION
PP                              AM ---> ADD MASTER RECORD
                                AI ---> ADD INDIVIDUAL POSITION
    MMM    MMM                  CM ---> CHANGE MASTER RECORD
    MM M  M MM                  CI ---> CHANGE INDIVIDUAL POSITION
    MM   M  MM                  DM ---> DELETE/RESTORE MASTER RECORD
    MM      MM                  DI ---> DELETE/RESTORE INDIVIDUAL POSITION
    MM      MM                  IM ---> INACTIVATE MASTER RECORD
                                II ---> INACTIVATE INDIVIDUAL POSITION
        SSSSSSSSS               RM ---> REACTIVATE MASTER RECORD
        SS                      RI ---> REACTIVATE INDIVIDUAL POSITION
        SSSSSSSSS               HM ---> HELP MASTER RECORD
               SS               HI ---> HELP INDIVIDUAL POSITION
        SSSSSSSSS               PI ---> POSITION INQUIRY
                                SR ---> REPORT SELECTION MENU
             OOOOOOOO           EX ---> EXIT POSITION MANAGEMENT SYSTEM
             OO    OO
             OO    OO                      SELECT OPTION  █
             OO    OO
             OOOOOOOO
```

Figure 25: PMSO Main Menu

4.3. PMSO User Navigation

Lesson Overview

This lesson provides an overview of PMSO navigational concepts, as well as the main functions that can be performed for a master record or individual position.

Lesson Objectives

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

- Identify the seven main functions performed on either a master record or individual position
- Navigate to individual PMSO screens
- Describe the Key Data fields for master records and individual positions
- Access PMSO help screens

Navigating Within PMSO

After you access PMSO, the ***PMSO Main Menu*** displays. The PMSO menu consists of seven main functions which may be performed on either a master record or an individual position, plus two special functions. For users with read-only access to PMSO, an abbreviated ***PMSO Main Menu*** displays.

Below is a brief description of each function:

Function Code	Description
Query Master Record (QM)	Queries a master record on the PMSO database
Query Individual Position (QI)	Queries an individual position within a master record on the PMSO database
Add Master Record (AM)	Establishes a master record on the PMSO database
Add Individual Position (AI)	Establishes an individual position within a master record on the PMSO database

Function Code	Description
Change Master Record (CM)	Changes an existing master record
Change Individual Position (CI)	Changes an existing individual position within a master record on the PMSO database
Delete/Restore Master Record (DM)	Deletes an existing master record from the PMSO database when it is no longer needed, or restores a master record that was previously deleted
Delete/Restore Individual Position (DI)	Deletes an existing individual position within a master record when it is no longer needed, or restores an individual position that was previously deleted
Inactivate Master Record (IM)	Updates a master record to an inactive status
Inactivate Individual Position (II)	Updates an individual position to an inactive status
Reactivate Master Record (RM)	Reactivates a master record
Reactivate Individual Position	Reactivates an individual position
Help Master Record (HM)	Accesses the help screens for a master record without using the Add, Change, Delete, Inactivate, Reactivate, or Query option
Help Individual Position (HI)	Accesses the help screens for an individual position without using the Add, Change, Delete, Inactivate, Reactivate, or Query option
Position Inquiry (PI)	Displays all individual positions established for a master record

Function Code	Description
Report Selection Menu (SR)	Specifies the output criteria for selected reports
Exit Position Management System (EX)	Exits the system

Follow the procedures below to access the desired menu option:

Step	Action
1.	Enter in the two-character function code next to the **SELECT OPTION** field.
2.	Press **Enter**. The menu option screen displays.

Key Data Fields

The key data fields at the top of each PMSO screen are used to identify a unique master record or individual position on the PMSO database. Each master record screen contains the first five key fields listed below, while the individual position screen contains all six of the key fields.

- ***FUNCTION:*** System generated from the option selected on the ***PMSO MAIN MENU***
- ***DEPT-CD/AGCY-BUR-CD:*** Department Code and Agency/Bureau Code
- ***SON (Submitting Office Number):*** Personnel office identifier (POI)
- ***MR-NO:*** Master record number assigned by the Agency
- ***GRADE:*** Master record grade level
- ***IP-NO:*** Individual position number assigned by the Agency

```
PM00301M                    QUERY  INDIVIDUAL POSITION                      XX/XX/XX
                                                                          (PF1=MENU)
 1. FUNCTION Q   2. DEPT-CD/AGCY-BUR-CD  AG  90                           (PF5=HELP)
 3. SON 5317     4. MR-NO W01001  5. GRADE 12  6. IP-NO W0101001          (PF7=MSTR)
```

Figure 26: PMSO Key Data Fields

Help Screens

Help screens are available for completing the key fields and other fields displayed on a PMSO screen. Help screens display a list of valid codes and/or a narrative description for each field. To obtain a help screen at any function screen except the query function screen, position the cursor in the field and press **F5**. The applicable help screen displays. Press **Enter** to return to the previous screen. Help screens are also available through the Help Master Record (HM) or Help Individual Position (HI) option at the ***PMSO Main Menu***.

4.4. **Creating Master Records**

Lesson Overview

This lesson provides users with the necessary information and procedures to create a master record within PMSO.

Lesson Objectives

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

- Describe the information necessary to create a master record
- Create a master record

Adding a Master Record

A master record is a standard position which contains the basic position data under which one or multiple individual positions would fall. The master record must be established before an individual position can be entered. Master records can cross organizational lines within the same submitting office, but cannot cross grade lines.

The following data elements in master records are among the fields edited by PINE to verify the scheduled salary entered on a personnel action:

- Agency/Bureau Code
- Grade
- Pay Plan
- Occupational Series
- Official Title Code/Suffix Code

These elements are among those which direct PINE to the proper salary table and grade within that table.

> **NOTE:** The Query Master Record function should be selected first to verify that a master record, matching the key fields, does not already exist. Review any matching master records to identify if a master record needs to be activated, undeleted or if a new master record should be entered.

NOTE: If it becomes necessary to establish an unclassified master record, which doesn't have any classifications, you must enter the Department Code, Agency-Bureau Code, POI, and master record number 888888.

To add a master record:

Step	Action
1.	Enter "AM" on the ***PMSO Main Menu***.
2.	Press **Enter**. The ***ADD MASTER RECORD*** screen displays.

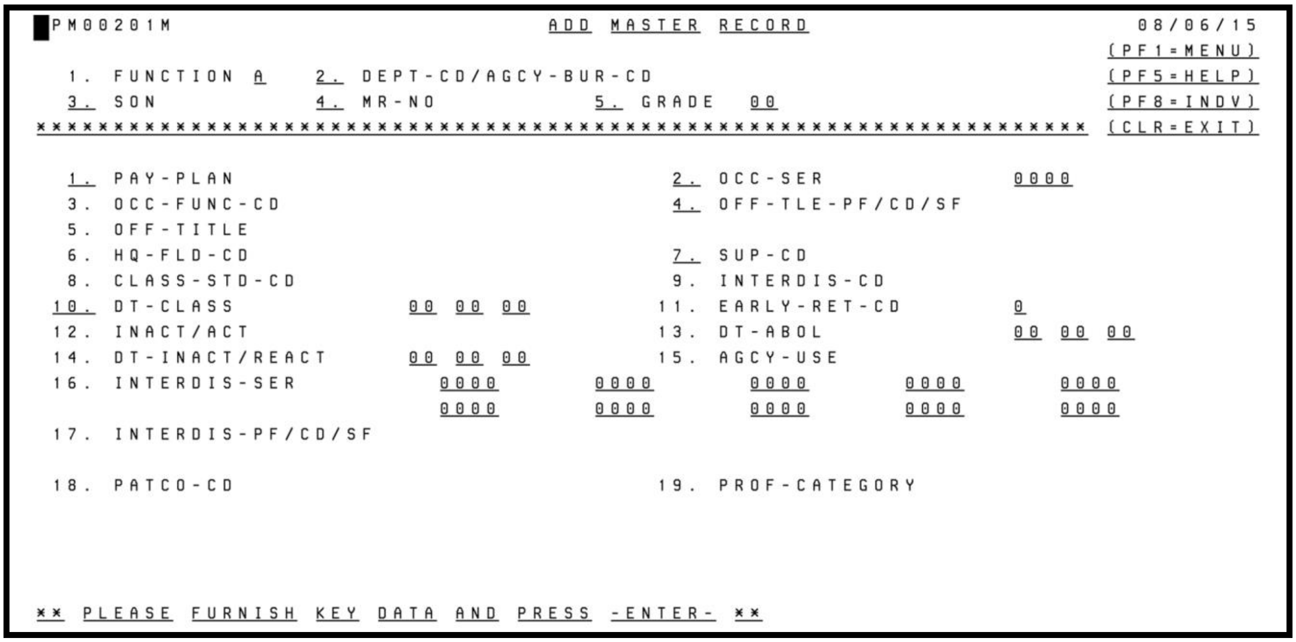


Figure 27: ADD MASTER RECORD Screen

Step	Action
3.	Enter the Department Code and Agency-Bureau Code in the **DEPT-CD/AGCY-BUR-CD** field.
4.	Enter the POI in the **SON** field.
5.	Enter the master record number assigned by the Agency in the **MR-NO** field.

Step	Action
6.	Enter the master record grade level in the **GRADE** field. **NOTE:** For Senior Executive Service (SES) positions enter “00.” For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-20.
7.	Enter the pay plan code in the **PAY-PLAN** field. **TIP:** For valid pay plan codes, refer to TMGT Table 025, AD-350. **NOTE:** For the Federal Deposit Insurance Corporation (FDIC), if the pay plan is E, enter a space in the second position. For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-20.
8.	Enter the occupational series code in the **OCC-SER** field. **TIP:** For valid occupational series codes, refer to TMGT Table 018, Occupational Series Alpha Description. **NOTE:** For the Smithsonian Institution (Trust), if the trust fund position is pay plan IS and has no assigned occupational series code, 9999 must be entered in this field.
9.	Enter the occupational function code in the **OCC-FUNC-CD** field, if necessary.*[1] **NOTE:** This field is required only if the occupational series code in the ***OCC-SER*** field requires an occupational function code. Refer to TMGT Table 018, Occupational Series Alpha Description, to determine if this field is required. **NOTE:** This field is optional for the Architect of the Capitol, the U.S Senate Restaurants, the Library of Congress, the Congressional Budget Office, the Office of Technology Assessment, the Copyright Royalty Tribunal, the John C. Stennis Center for Public Service Training and Development, and the Botanic Garden.

[1] * Indicates that valid codes are located in **Error! Reference source not found.**

Step	Action
10.	Enter the official title prefix/code/suffix in the **OFF-TLE-PF/CD/SF** field. **TIP:** Enter the prefix code in position 1. If a prefix code is not appropriate for the official title, no entry is required. For valid prefix codes, refer to TMGT Table 075, Official Title Prefix and Suffix. Enter the official title code in positions 2-5. For valid official title codes, refer to TMGT Table 074, Official Position Title. If TMGT Table 074 does not contain a code covering a specific official title, 9999 must be entered with an appropriate title description. Agencies should periodically review the 9999 codes and change them to specific codes once they are established in TMGT 8888 should be used for pay plan ES. Enter the suffix code in position 6. If a suffix code is not appropriate for the official title, no entry is required. For valid suffix codes, refer to TMGT Table 075, Official Title Prefix and Suffix. Any prefix and suffix codes may be used with official title codes 8888 or 9999. **NOTE:** USDA has restricted the use of 9999 for master record official title codes for Department Codes AG and XC.
11.	Enter the official title code in the **OFF-TITLE** field, if necessary. **NOTE:** If the official title code entered in the ***OFF-TLE-PF/CD/SF*** field is in TMGT Table 074, this field is system generated. This field is required only if 8888 or 9999 is entered in the ***OFF-TLE-PF/CD/SF*** field.
12.	Enter the headquarters/field code in the **HQ-FLD-CD** field.*[2] **NOTE:** This is an optional field.
13.	Enter the supervisory code in the **SUP-CD** field.*

[2] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
14.	Enter the applicable response in the **CLASS-STD-CD** field. **NOTE:** This field is completed only when a new standard is being implemented and the field has been set to 0. To determine if this field is set to 0, check the ***QUERY MASTER RECORD*** screen for this field. Enter X in this field if the standard used to classify this position was issued after 01/01/76, otherwise leave blank.
15.	Enter “Y” (Yes) in the **INTERDIS-CD** field if the position is an interdisciplinary position. **NOTE:** If Y (Yes) is entered in this field, the ***INTERDIS-SER*** and ***INTERDIS-PF/CD/SF*** fields need to be completed. If this position is not an interdisciplinary position, leave the field blank and the system generates a N (No).
16.	Enter the date on which the classification of the position was approved in the **DT-CLASS** field.
17.	Enter the retirement code in the **EARLY-RET-CD** to indicate if the position qualifies for early retirement.*[3] **TIP:** For the Immigration and Naturalization Service, a 0, 1, or 2 must be entered in this field.
18.	Enter Agency specific data in the **AGCY-USE** field. **NOTE:** This is an optional field, which Agencies may enter Agency specific data.
19.	Enter the occupational series code for each type of position in the **INTERDIS-SER** field, if necessary. **NOTE:** This field is required if Y is entered in the ***INTERDIS-CD*** field. Two-eleven occupational series codes may be entered for one master record.

[3] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
20.	Enter the interdisciplinary title prefix/code/suffix in the **INTERDIS-PF/CD/SF** field. **TIP:** Enter the prefix code in position 1. If a prefix code is not appropriate for the official title, no entry is required. For valid prefix codes, refer to TMGT Table 075, Official Title Prefix and Suffix. Enter the official title code for the interdisciplinary occupational series code in positions 2-5. Enter the suffix code in position 6. If a suffix code is not appropriate for the official title, no entry is required. For valid suffix codes, refer to TMGT Table 075, Official Title Prefix and Suffix. **NOTE:** This field is required if Y is entered in the ***INTERDIS-CD*** field. Two-eleven occupational series codes may be entered for one master record.
21.	Enter the professional category code in the **PROF-CATEGORY** field.*[4] **NOTE:** This is an optional field.
22.	Press **Enter**. A new master record is created and the message *MASTER RECORD SUCCESSFULLY ADDED* displays.

[4] * Indicates that valid codes are located in **Error! Reference source not found.**.

Exercise 4.1: Creating a Master Record

Scenario

A Secretary is scheduled to be hired for a Federal Agency in New Orleans, LA. This position is a non-supervisory, permanent position, with a classification date of 01/25/2015. Before we can assign the individual to the position, you must first create a master record.

Instructions

Follow the steps in the table below to add a master record in PMSO for the above position.

Step	Action	Required Data
1.	Enter “AM” on the ***PMSO Main Menu***.	AM
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	S99XXX
7.	Enter the master record grade level in the **GRADE** field.	06
8.	Enter the pay plan code in the **PAY-PLAN** field.	GS
9.	Enter the occupational series code in the **OCC-SER** field.	0318
10.	Enter the official title prefix/code/suffix in the **OFF-TLE-PF/CD/SF** field.	0001 C

Step	Action	Required Data
11.	Enter the supervisory code in the **SUP-CD** field.	8
12.	Enter the date on which the classification of the position was approved in the **DT-CLASS** field.	01 25 15
13.	Press **Enter**.	

Exercise 4.2: Creating a Master Record for EPIC Accession Action

Scenario

A master record must be established for a permanent IT Specialist position. This new position must be effective 01/25/2015, Grade 12. Before an employee can be assigned the position, you must first create a master record.

Instructions

Follow the steps in the table below to add a master record in PMSO for the above position.

Step	Action	Required Data
1.	Enter "AM" on the ***PMSO Main Menu***.	AM
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	W01XXX
7.	Enter the master record grade level in the **GRADE** field.	12
8.	Enter the pay plan code in the **PAY-PLAN** field.	GS
9.	Enter the occupational series code in the **OCC-SER** field.	2210
10.	Enter the official title prefix/code/suffix in the **OFF-TLE-PF/CD/SF** field.	0001

Step	Action	Required Data
11.	Enter the supervisory code in the **SUP-CD** field.	8
12.	Enter the date on which the classification of the position was approved in the **DT-CLASS** field.	01 25 15
13.	Press **Enter**.	

Exercise 4.3: Creating a Master Record for EPIC Promotion Action

Scenario

A permanent position must be established for a Program Analyst in Washington, DC. This classification received final approval on 01/25/2015. This position does not involve supervisory duties. Before an employee can be assigned the position, you must first create a master record.

Instructions

Follow the steps in the table below to add a master record in PMSO for the above position.

Step	Action	Required Data
1.	Enter “AM” on the ***PMSO Main Menu***.	AM
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	W02XXX
7.	Enter the master record grade level in the **GRADE** field.	12
8.	Enter the pay plan code in the **PAY-PLAN** field.	GS
9.	Enter the occupational series code in the **OCC-SER** field.	0343
10.	Enter the official title prefix/code/suffix in the **OFF-TLE-PF/CD/SF** field.	0003

Step	Action	Required Data
11.	Enter the supervisory code in the **SUP-CD** field.	8
12.	Enter the date on which the classification of the position was approved in the **DT-CLASS** field.	01 25 15
13.	Press **Enter**.	

Exercise 4.4: Creating a Master Record for EPIC Reassignment Action

Scenario

A permanent position must be established for a IT Specialist position effective 01/25/2015. Before an employee can be assigned the position, you must first create a master record.

Instructions

Follow the steps in the table below to add a master record in PMSO for the above position.

Step	Action	Required Data
1.	Enter “AM” on the ***PMSO Main Menu***.	AM
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	R03XXX
7.	Enter the master record grade level in the **GRADE** field.	13
8.	Enter the pay plan code in the **PAY-PLAN** field.	GS
9.	Enter the occupational series code in the **OCC-SER** field.	2210
10.	Enter the official title prefix/code/suffix in the **OFF-TLE-PF/CD/SF** field.	0003

Step	Action	Required Data
11.	Enter the supervisory code in the **SUP-CD** field.	8
12.	Enter the date on which the classification of the position was approved in the **DT-CLASS** field.	01 25 15
13.	Press **Enter**.	

4.5. Creating Individual Positions

Lesson Overview

This lesson provides users with the necessary information and procedures to create an individual position within PMSO.

Lesson Objectives

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

- Describe the information necessary to create an individual position
- Create an individual position

Overview of Individual Positions

After learning about a master record, we can discuss individual positions. Whereas master records are common elements for a group of positions, individual positions are job elements specific to a particular vacancy or position within the position organization listing (POL). The position should not be specific to an employee.

> **NOTE:** There can be only one individual position for each employee per Agency, however an employee can have dual-appointments with two different Agencies.

To place an employee in a position, the position must meet the following criteria as of the effective date of the action that places the employee in it:

- The position must exist,
- The position must be vacant, and
- The position must be active.

> **NOTE:** PMSO does not maintain history records; therefore modifications in PMSO change the current position record. When an element is changed on the master record or individual position, that record looks as though it has always looked that way. The only historical record of how a position looked before it was changed is in the individual employee's personnel history.

To add an individual position:

Step	Action
1.	Enter “AI” on the ***PMSO Main Menu***.
2.	Press **Enter**. The ***ADD INDIVIDUAL POSITION*** screen displays.

```
PM00301M                        ADD INDIVIDUAL POSITION                      08/06/15
                                                                             (PF1=MENU)
  1. FUNCTION A     2. DEPT-CD/AGCY-BUR-CD                                   (PF5=HELP)
  3. SON            4. MR-NO           5. GRADE 00   6. IP-NO                (PF7=MSTR)
*******************************************************************          (PF8=NEXT)
  1. FLSA-CD/PAY-TBL                             2. FIN-DS/PROC-INTG  0      (CLR=EXIT)
  3. POS-SCHD/CYB-SEC                            4. POS-SENS/DRUG-TS
  5. COMP-LEV                                    6. WK-TITLE-CD
  7. WK-TITLE
  8. ORG-STR-CD              00  00  0000  00  00  00  00
  9. VAC-REV/TELEWORK                           10. TARGET-GD         00
 11. LANG-REQ                                   12. PROJ-DTY-IND
 13. DUTY-STATION                               14. BUS-CD/COPR-ST
 15. DT-LST-AUDIT        00 00 00               16. PAS-IND/LEO-IND
 17. DATE-EST            00 00 00               18. GD-BASIS-IND
 19. DT-REQ-REC          00 00 00               20. NTE-DT            00 00 00
 21. POS-ST-BUD                                 22. MT-REV/CL-ACT-CD
 23. DT-EMP-ASGN         00 00 00               24. DT-ABOL           00 00 00
 25. INACT/ACT                                  26. DT-INACT/REACT    00 00 00
 27. ACCTG-STAT                                 28. INT-ASGN-SER
 29. AGCY-USE                                   30. OBLIG-SSN
 31. DT-VACATED          00 00 00               32. INCUMBENT-SSN

**  PLEASE FURNISH REQUIRED FIELDS AND PRESS -ENTER-  **
```

Figure 28: ADD INDIVIDUAL POSITION Screen

Step	Action
3.	Enter the Department Code in the in the **DEPT-CD/AGCY-BUR-CD** field.
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.
5.	Enter the POI in the **SON** field.
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.
7.	Enter the master record grade level in the **GRADE** field. **NOTE:** For Senior Executive Service (SES) positions enter “00.” For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-29.

Step	Action
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.
9.	Enter the Federal Labor Standards Act (FLSA) code in the **FLSA-CD/PAY-TBL** field.*[5]
10.	Enter the appropriate pay table code in the **FLSA-CD/PAY-TBL** field next to the FLSA code. **NOTE:** This field must be completed for all positions entitled to a special salary rate authorized under 5 USC 5305, only for employees with pay rate determinant code 5, 6, E, F, or M. **TIP:** For valid codes, see TMGT Table 029, Pay Table Rates.
11.	Enter the financial disclosure code in the **FIN-DS/PROC-INTG** field, if a pay table code was provided.*
12.	Enter the Procurement Integrity Act code in the **FIN-DS/PROC-INTG** field next to the financial disclosure code, if a pay table code was provided.*
13.	Enter the position schedule code in the **POS-SCHED** field, if a pay table code was provided.* **TIP:** For the Office of Technology Assessment and the Congressional Budget Office, enter “0.”

[5] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
14.	Enter the cyber-security code in the **POS-SCHD/CYB-SEC** field, next to the position schedule code. By default, the value of the Cyber Security code field is equal to the 2 digit code “00”. **TIP:** If the supervisory code field on the master record equals “2”, “4”, “5”, or “7” than the Cyber-Security Code is “90”. Other wise “90” cannot be chosen as an option. **NOTE:** Currently all employees will be reported as “00” until agencies update the employees individual positions. Agencies will be responsible to add the Cyber Security code to each individual position (from 00-90). The Cyber Security Code will reside in the TMGT 025 Block 500.
15.	Enter the drug testing code in the **POS-SENS/DRUG-TS** field next to the position sensitivity code, if a pay table code was provided.*[6] **NOTE:** If no entry is made, the system defaults to N for all users except the Department of Housing and Urban Development, the Library of Congress, the Copyright Royalty Tribunal, and the John C. Stennis Center for Public Service Training and Development, which default to U.
16.	Enter the competitive level code in the **COMP-LEV** field, if a pay table code was provided.* **NOTE:** For the Office of the Comptroller of the Curreny, the Job Evaluation Plan (JEP) code must be entered in the first position of this field. If the JEP code is 1, the first position must be N. If the JEP code is 2 or 3, the first position must be E.

[6] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
17.	Enter the working title code in the **WK-TITLE-CD** field, if a pay table code was provided. **TIP:** For valid codes, refer to TMGT Table 076, Working Position Title. If the table does not contain a code covering a specific working title, enter 9999 in this field and enter the working title in the ***WK-TITLE*** field. **NOTE:** USDA has restricted the use of 9999 for individual position working title codes for Department Codes AG and XC.
18.	Enter the working title that describes the organizational or administrative title of the position in the **WK-TITLE** field, only if "9999" was entered in the ***WK-TITLE-CD*** field and a pay table code was provided. **NOTE:** If a working title code from Table 076 was entered in the ***WK-TITLE-CD*** field, this field is system generated.
19.	Enter the organizational structure code in the **ORG-STR-CD** field. **TIP:** For valid codes, refer to TMGT Table 005, Agency Organizational Structure.
20.	Enter the vacancy review code in the **VAC-REV-CD** field.*[7] **NOTE:** Grade changes take priority over series and title change, and series changes take priority over title changes.
21.	Enter the position target grade in the **TARGET-GD** field. **NOTE:** This field is optional, and should be filled out when it is determined that an individual position is either overgraded or below full performance level. Valid values are grade levels within each master record pay play.

[7] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
22.	Enter the foreign language code required for the position in the **LANG-REQ** field. **NOTE:** This field is optional. For a list of valid codes refer to the Federal Personnel Manual at: *http://federalhandbooks.com/explore-our-handbooks/2013-federal-personnel-handbook/*.
23.	Enter the appropriate code to indicate if this position is classified in the **PROJ-DTY-IND** field. **NOTE:** This field is optional. Enter "Y" if the position is classified on the basis of projected duties. If no entry is made, N is system generated in this field.
24.	Enter the duty station in the **DUTY-STATION** field. **TIP:** Enter the state, city, and county codes, in that order, in which the position is located. Refer to the General Services Administration (GSA) Worldwide Geographic Location Code Guide for valid location codes. If the duty station is located outside one of the fifty states, enter in the two-digit alpha country code in the state portion of the code, and "000" in the county position of the code. Refer to TMGT Table 016, Geographical Location Codes With Names.
25.	Enter the Bargaining Unit Status (BUS) code in the first blank next to the **BUS-CD/COPR-ST** field.*[8] **NOTE:** This code does not indicate that the employee is or is not a union member; it indicates whether the position, and any assigned employee, are eligible for union membership **TIP:** For the Architect of the Capitol and Botanic Gardens, enter "8888" in this field.

[8] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
26.	Enter the appropriate code to indicate if the position is covered and paid by the provisions of the Customs Officer Reform Act in the second blank next to the **BUS-CD/COPR-ST** field. **TIP:** Enter "Y" if the position is eligibile to be covered by the provisions of the Customs Officer Pay Reform Act. Enter N or leave blank if the employee is not eligibile. If "Y" is entered in the ***COPR-ST*** and any of the following criteria are met, Department Code – TR, Agency Code – AF, occupational series code – 1801, master record ***OFF-TITLE*** field – CANINE, or occupational series code – 1890, the ***FLSA-CD*** field must be E.
27.	Enter the presidential appointment indicator code in the first blank next to **PAS-IND/LEO-IND** field. **NOTE:** This is an optional field. Enter 0 if not applicable, or 1 to indicate that the position is a Presidential Appointment.
28.	Enter the law enforcement office (LEO) indicator code in the second blank next to the **PAS-IND/LEO-IND** field.* **NOTE:** This is an optional field, however it must be completed for all law enforcement positions to ensure correct pay entitlement. Any change to the LEO indicator requires the processing of a personnel action to document the change in the PPS. If the LEO indicator is changed, a Suspense, Inquriy, and Correction system (SINQ) error message is automatically generated to inform the user a personnel action is needed.
29.	Enter the grade basis indicator code in the **GD-BASIS-IND** field.*[9] **NOTE:** This is an optional field.

[9] * Indicates that valid codes are located in **Error! Reference source not found.**.

Step	Action
30.	Enter the date that the official request was received to establish the individual position in the **DT-REQ-REC** field. **NOTE:** This is an optional field.
31.	Enter the individual position's not-to-exceed date for temporary positions in the **NTE-DT** field. **TIP:** If "N" is entered in the ***POS-ST-BUD*** field, this field must be completed. If "Y" is entered in the ***POST-ST-BUD*** field, no entry is accepted in the ***NTE-DT*** field.
32.	Enter the appropriate response in the **POS-ST-BUD** field. **TIP:** Enter "Y" if the position is permanent, and "N" for any other type of position.
33.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.*
34.	Enter the Agency assigned accounting station code in the **ACCTG-STAT** field.
35.	Enter the specific occupational series in the **INT-ASGN-SER** field, only if Y is entered in the master record ***INTERDIS-CD*** field.
36.	Enter Agency specific data in the **AGCY-USE** field. **NOTE:** This is an optional field, where Agencies may enter Agency specific data.
37.	Press **Enter**. The message *INDIVIDUAL POSITION SUCCESSFULLY ADDED* displays.

Exercise 4.5: Creating an Individual Position

Scenario

For the Secretary position to be filled, an individual position must be created for it. The position is subject to the Fair Labor Standards Act and does not require any financial disclosures. The position is non-sensitive, non-computer/ADP. This position is ineligible for inclusion in a bargaining unity, does not require drug testing, and has no procurement responsibilities.

Instructions

Follow the steps in the table below to add create the individual position associated with the master record created in Exercise 4.1 in PMSO for the above position.

Step	Action	Required Data
1.	Enter "AI" on the ***PMSO Main Menu***.	AI
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	S99XXX
7.	Enter the master record grade level in the **GRADE** field.	06
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.	S9902XXX

Step	Action	Required Data
9.	Enter the FLSA code in the **FLSA-CD/PAY-TBL** field.	N
10.	Enter the procurement integrity code in the **FIN-DS/PROC-INTG** field next to the financial disclosure code.	N
11.	Enter the position schedule code in the **POS-SCHED** field, if a pay table code was provided. *****	Leave Blank
12.	Enter the **CYBER-SECURITY** code field next to the pos-sched code.	00
13.	Enter the position sensitivity code in the **POS-SENS/DRUG-TS** field.	1N
14.	Enter the drug testing code in the **POS-SENS/DRUG-TS** field next to position sensitivity code.	N
15.	Enter the competitive level code in the **COMP-LEV** field.	0052
16.	Enter the working title that describes the organizational or administrative title of the position in the **WK-TITLE** field.	SECRETARY
17.	Enter the organizational structure code in the **ORG-STR-CD** field.	90 70 30 0040 00 00 00 00
18.	Enter the vacancy review code in the **VAC-REV-CD** field.	E
19.	Enter the duty station in the **DUTY-STATION** field.	22 1690 071
20.	Enter the BUS code in the **BUS-CD/COPR-ST** field.	8888
21.	Enter the appropriate response in the **POS-ST-BUD** field.	N

Step	Action	Required Data
22.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.	38
23.	Enter the Agency assigned accounting station code in the **ACCTG-STAT** field.	0010
24.	Press **Enter**.	

Exercise 4.6: Creating an Individual Position for EPIC Accession Action

Scenario

USDA is hiring an IT Specialist position in Washington D.C., effective 01/25/2015. The position is non-exempt from the Fair Labor Standards Act and is not required to file any financial disclosures. This position is non-sensitive, computer-related, does not require drug testing, and has no procurement responsibilities.

Instructions

Follow the steps in the table below to create an individual position in PMSO for the above position which is associated with the master record created in Exercise 4.2.

Step	Action	Required Data
1.	Enter "AI" on the ***PMSO Main Menu***.	AI
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	W01XXX
7.	Enter the master record grade level in the **GRADE** field.	12
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.	W0101XXX
9.	Enter the FLSA code in the **FLSA-CD/PAY-TBL** field.	E

Step	Action	Required Data
10.	Enter the procurement integrity code in the **FIN-DS/PROC-INTG** field next to the financial disclosure code.	N
11.	Enter the position schedule code in the **POS-SCHED** field, if a pay table code was provided. *	Leave Blank
12.	Enter the **CYBER-SECURITY** code field next to the pos-sched code.	00
13.	Enter the position sensitivity code in the **POS-SENS/DRUG-TS** field.	1C
14.	Enter the drug testing code in the **POS-SENS/DRUG-TS** field next to position sensivity code.	N
15.	Enter the competitive level code in the **COMP-LEV** field.	0215
16.	Enter the working title that describes the organizational or administrative title of the position in the **WK-TITLE** field.	IT Specialist
17.	Enter the organizational structure code in the **ORG-STR-CD** field.	90 70 40 0080 25 10 00 00
18.	Enter the vacancy review code in the **VAC-REV-CD** field.	E
19.	Enter the duty station in the **DUTY-STATION** field.	11 0010 001
20.	Enter the BUS code in the **BUS-CD/COPR-ST** field.	2311
21.	Enter the appropriate response in the **POS-ST-BUD** field.	Y
22.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.	38

Step	Action	Required Data
23.	Enter the Agency assigned accounting station code in the **ACCTG-STAT** field.	0010
24.	Press **Enter**.	

Exercise 4.7: Creating an Individual Position for EPIC Promotion Action

Scenario

An employee has recently been promoted to a permanent Program Analyst position. This individual position needs to be created in PSMO. The position is a non-sensitive computer related, non-supervisory, does not require financial disclosure, drug testing, and has no procurement responsibilities.

Instructions

Follow the steps in the table below to create the individual position in PMSO for the above position which is associated with the master record created in Exercise 4.3.

Step	Action	Required Data
1.	Enter "AI" on the ***PMSO Main Menu***.	AI
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	W02XXX
7.	Enter the master record grade level in the **GRADE** field.	12
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.	W0200XXX
9.	Enter the FLSA code in the **FLSA-CD/PAY-TBL** field.	N

Step	Action	Required Data
10.	Enter the procurement integrity code in the **FIN-DS/PROC-INTG** field next to the financial disclosure code.	N
11.	Enter the position schedule code in the **POS-SCHED** field, if a pay table code was provided. *	Leave Blank
12.	Enter the **CYBER-SECURITY** code field next to the pos-sched code.	00
13.	Enter the position sensitivity code in the **POS-SENS/DRUG-TS** field.	1C
14.	Enter the drug testing code in the **POS-SENS/DRUG-TS** field next to position sensivity code.	N
15.	Enter the competitive level code in the **COMP-LEV** field.	0084
16.	Enter the working title that describes the organizational or administrative title of the position in the **WK-TITLE** field.	Program Analyst
17.	Enter the organizational structure code in the **ORG-STR-CD** field.	90 70 20 0400 20 30 00 00
18.	Enter the vacancy review code in the **VAC-REV-CD** field.	0
19.	Enter the duty station in the **DUTY-STATION** field.	22 1690 071
20.	Enter the BUS code in the **BUS-CD/COPR-ST** field.	2311
21.	Enter the appropriate response in the **POS-ST-BUD** field.	Y
22.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.	31

Step	Action	Required Data
23.	Enter the Agency assigned accounting station code in the **ACCTG-STAT** field.	0010
24.	Press **Enter**.	

Exercise 4.8: Creating an Individual Position for EPIC Reassignment Action

Scenario

An employee has been reassigned to a newly created permanent IT Specialist position. The individual position needs to be created in PMSO. This position is a low risk, computer related, non-supervisory position which does not require financial disclosure, drug testing, or any procurement responsibilities.

Instructions

Follow the steps in the table below to create the individual position in PMSO for the above position which is associated with the master record created in Exercise 4.4.

Step	Action	Required Data
1.	Enter "AI" on the ***PMSO Main Menu***.	AI
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	R03XXX
7.	Enter the master record grade level in the **GRADE** field.	13
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.	R0303XXX
9.	Enter the FLSA code in the **FLSA-CD/PAY-TBL** field.	E

Step	Action	Required Data
10.	Enter the procurement integrity code in the **FIN-DS/PROC-INTG** field next to the financial disclosure code.	N
11.	Enter the position schedule code in the **POS-SCHED** field, if a pay table code was provided. *****	Leave Blank
12.	Enter the **CYBER-SECURITY** code field next to the pos-sched code.	00
13.	Enter the position sensitivity code in the **POS-SENS/DRUG-TS** field.	1C
14.	Enter the drug testing code in the **POS-SENS/DRUG-TS** field next to position sensivity code.	N
15.	Enter the competitive level code in the **COMP-LEV** field.	0215
16.	Enter the working title that describes the organizational or administrative title of the position in the **WK-TITLE** field.	IT Specialist
17.	Enter the organizational structure code in the **ORG-STR-CD** field.	90 20 60 0000 00 00 00 00
18.	Enter the vacancy review code in the **VAC-REV-CD** field.	0
19.	Enter the duty station in the **DUTY-STATION** field.	22 1690 071
20.	Enter the BUS code in the **BUS-CD/COPR-ST** field.	2311
21.	Enter the appropriate response in the **POS-ST-BUD** field.	Y
22.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.	38

Step	Action	Required Data
23.	Enter the Agency assigned accounting station code in the **ACCTG-STAT** field.	0010
24.	Press **Enter**.	

4.6. **Changing Master Records**

Lesson Overview

This lesson provides users with procedures and the necessary information to change information for master records.

Lesson Objectives

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

- Change a master record

Now that you have learned how to create a master record in PMSO, this lesson introduces how to change a master record. Change Master Record is option CM on the ***PMSO Main Menu***.

To change a master record:

Step	Action
1.	Enter “CM” on the ***PMSO Main Menu***.
2.	Press **Enter**. The ***CHANGE MASTER RECORD*** screen displays.

```
PM00201M                         CHANGE MASTER RECORD                        08/06/15
                                                                           (PF1=MENU)
  1. FUNCTION C    2. DEPT-CD/AGCY-BUR-CD                                  (PF5=HELP)
  3. SON           4. MR-NO            5. GRADE  00                        (PF8=INDV)
********************************************************************       (CLR=EXIT)

  1. PAY-PLAN                             2. OCC-SER              0000
  3. OCC-FUNC-CD                          4. OFF-TLE-PF/CD/SF
  5. OFF-TITLE
  6. HQ-FLD-CD                            7. SUP-CD
  8. CLASS-STD-CD                         9. INTERDIS-CD
 10. DT-CLASS             00 00 00       11. EARLY-RET-CD         0
 12. INACT/ACT                           13. DT-ABOL              00 00 00
 14. DT-INACT/REACT       00 00 00       15. AGCY-USE
 16. INTERDIS-SER           0000       0000       0000       0000       0000
                            0000       0000       0000       0000       0000
 17. INTERDIS-PF/CD/SF

 18. PATCO-CD                            19. PROF-CATEGORY



**  PLEASE FURNISH KEY DATA AND PRESS -ENTER-   **
```

Figure 29: CHANGE MASTER RECORD Screen

Step	Action
3.	Enter the Department Code and Agency-Bureau Code in the **DEPT-CD/AGCY-BUR-CD** field.
4.	Enter the POI in the **SON** field.
5.	Enter the master record number assigned by the Agency in the **MR-NO** field.
6.	Enter the master record grade level in the **GRADE** field. **NOTE:** For SES positions enter 00. For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-29.
7.	Press **Enter**. The selected master record displays. **NOTE:** If the master record is not on the PMSO database, the message *MASTER RECORD NOT FOUND – CHECK KEY FIELDS* displays.

Step	Action
8.	Modify the necessary fields. **NOTE:** The following fields cannot be changed: ***DT-ABOL***, ***INACT/ACT***, ***DT-INACT/REACT***. **TIP:** When the ***MT-REV/CL-ACT-CD*** field is modified, the ***DT-LST-AUDIT*** field must also be completed with the date the position was recently audited or reviewed. **TIP:** When the ***POS-SENS/DRUG-TS*** field is modified, an SF-50 (Notification of Personnel Action) is automatically generated with a NOAC 903.
9.	Press **Enter**. The message *MASTER RECORD SUCCESSFULLY CHANGED* displays. **NOTE:** If a personnel action is required as a result of the modification, the message *MASTER RECORD SUCCESSFULLY CHANGED – PERSONNEL ACTION REQUIRED* displays.

Exercise 4.9: Changing a Master Record

Scenario

A master record that was previously created requires an update.

Instructions

Follow the steps in the table below to change the master record in PMSO that was created in Exercise 4.1.

Step	Action	Required Data
1.	Enter "CM" on the ***PMSO Main Menu***.	CM
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	S99XXX
7.	Enter the master record grade level in the **GRADE** field.	06
8.	Press **Enter**.	
9.	Enter the pay plan code in the **PAY-PLAN** field.	WG
10.	Change the occupational series code in the **OCC-SER** field.	4402
11.	Press **Enter**.	

4.7. Changing Individual Positions

Lesson Overview

This lesson provides users with procedures and the necessary information to change information for individual positions.

Lesson Objectives

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

- Change an individual position

Now that you have learned how to create an individual position in PMSO, this lesson introduces how to change an individual position. Change Individual Position is option CI on the ***PMSO Main Menu***.

To change an individual position:

Step	Action
1.	Enter “CI” on the ***PMSO Main Menu***.
2.	Press **Enter**. The ***CHANGE INDIVIDUAL POSITION RECORD*** screen displays.

```
PM00301M                    CHANGE INDIVIDUAL POSITION                  08/06/15
                                                                        (PF1=MENU)
  1. FUNCTION C     2. DEPT-CD/AGCY-BUR-CD                              (PF5=HELP)
  3. SON            4. MR-NO           5. GRADE 00   6. IP-NO           (PF7=MSTR)
*********************************************************************** (PF8=NEXT)
  1. FLSA-CD/PAY-TBL                       2. FIN-DS/PROC-INTG  0       (CLR=EXIT)
  3. POS-SCHD/CYB-SEC                      4. POS-SENS/DRUG-TS
  5. COMP-LEV                              6. WK-TITLE-CD
  7. WK-TITLE
  8. ORG-STR-CD            00  00  0000  00  00  00  00
  9. VAC-REV/TELEWORK                     10. TARGET-GD         00
 11. LANG-REQ                             12. PROJ-DTY-IND
 13. DUTY-STATION                         14. BUS-CD/COPR-ST
 15. DT-LST-AUDIT      00 00 00           16. PAS-IND/LEO-IND
 17. DATE-EST          00 00 00           18. GD-BASIS-IND
 19. DT-REQ-REC        00 00 00           20. NTE-DT            00 00 00
 21. POS-ST-BUD                           22. MT-REV/CL-ACT-CD
 23. DT-EMP-ASGN       00 00 00           24. DT-ABOL           00 00 00
 25. INACT/ACT                            26. DT-INACT/REACT    00 00 00
 27. ACCTG-STAT                           28. INT-ASGN-SER
 29. AGCY-USE                             30. OBLIG-SSN
 31. DT-VACATED        00 00 00           32. INCUMBENT-SSN

**  INDIVIDUAL POSITION NOT FOUND - CHECK KEY FIELDS  **
```

Figure 30: CHANGE INDIVIDUAL POSITION RECORD Screen

Step	Action
3.	Enter the Department Code and Agency-Bureau Code in the **DEPT-CD/AGCY-BUR-CD** field.
4.	Enter the POI in the **SON** field.
5.	Enter the master record number assigned by the Agency in the **MR-NO** field.
6.	Enter the master record grade level in the **GRADE** field. **NOTE:** For SES positions enter 00. For the Offices of the U.S. Attorneys, if the pay plan is AD, the grade must be 00-29.
7.	Enter the individual position number assigned by the Agency in the **IP-NO** field.
8.	Press **Enter**. The selected individual position displays. **NOTE:** If the individual position is not on the PMSO database, the message *INDIVIDUAL POSITION NOT FOUND – CHECK KEY FIELDS* displays.
9.	Modify the necessary fields. **NOTE:** The following fields cannot be changed: ***DT-EMP-ASGN***, ***DT-ABOL***, ***INACT/ACT***, ***DT-INACT/REACT***. **TIP:** When the ***MT-REV/CL-ACT-CD*** field is modified, the ***DT-LST-AUDIT*** field must also be completed with the date the position was recently audited or reviewed. **TIP:** When the ***POS-SENS/DRUG-TS*** field is modified, an SF-50 (Notification of Personnel Action) is automatically generated with a NOAC 903.
10.	Press **Enter**. The message *INDIVIDUAL POSITION SUCCESSFULLY CHANGED* displays. **NOTE:** If a personnel action is required as a result of the modification, the message *INDIVIDUAL POSITION SUCCESSFULLY CHANGED – PERSONNEL ACTION REQUIRED* displays.

Exercise 4.10: Changing an Individual Position

Scenario

The individual position created for the executive assistant in New Orleans requires a change.

Instructions

Follow the steps in the table below to change the individual position that was created in Exercise 4.5

Step	Action	Required Data
1.	Enter “CI” on the ***PMSO Main Menu***.	CI
2.	Press **Enter**.	
3.	Enter the Department Code in the **DEPT-CD/AGCY-BUR-CD** field.	AG
4.	Enter the Agency Code in the in the **DEPT-CD/AGCY-BUR-CD** field next to the Department Code.	90
5.	Enter the POI in the **SON** field.	5317
6.	Enter the master record number assigned by the Agency in the **MR-NO** field.	S99XXX
7.	Enter the master record grade level in the **GRADE** field.	06
8.	Enter the individual position number assigned by the Agency in the **IP-NO** field.	S9902XXX
9.	Press **Enter**.	
10.	Enter the vacancy review code in the **VAC-REV-CD** field.	0

Step	Action	Required Data
11.	Enter the maintenance review/classification action code in the **MT-REV/CL-ACT-CD** field.*	31
12.	Press **Enter**.	

4.8. Chapter Review

Knowledge Check

1. Match the appropriate key fields for an individual position with the correct description:

1. ***DEPT-CD/AGCY-BUR-CD***	A. Number assigned by the Agency to identify a master record
2. ***SON***	B. Indicates the grade level of a master record
3. ***MR-NO***	C. Number assigned by the Agency to identify an individual position
4. ***GRADE***	D. Identifies the Agency or Bureau that the master record corresponds to
5. ***IP-NO***	E. Indicates the personnel office identifier

2. In order to place an employee in a position, the position must meet which of the following criteria as of the effective date of the action that places the employee in it:

   A. The position must exist.

   B. The position must be vacant.

   C. The position must be active.

   D. All of the above.

Chapter Summary

Having completed this chapter, you are now able to:

- Access PMSO
- Navigate within PMSO
- Describe and create master records
- Describe and create individual positions
- Correct master records
- Correct individual position records

5.0. EPIC Access and Navigation Concepts

5.1. Chapter Overview

This chapter introduces users to accessing and navigating within EPIC. In addition, users are introduced to EPIC status codes as well as specific personnel action and payroll document status codes.

Chapter Objectives

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

- Access EPIC
- Navigate within EPIC
- Describe the two types of status codes: EPIC status codes and Input status codes

The following terminology will be addressed in this chapter:

Terminology	Description
Epic Processing Status Codes	EPIC processing status codes are system generated to indicate the status of a personnel action or payroll document after it has been entered for processing.
Input Status Codes	Input status codes can be entered by you or are system generated, if a transaction fails PINE edits.

5.2. Accessing EPIC

Lesson Overview

This lesson explains how a user can access EPIC.

Lesson Objectives

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

- Access EPIC

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

- User name
- User social security number
- User ID
- Agency name
- User access request level (payroll, personnel)
- Telephone number
- Application name (EPIC)

> **NOTE:** Request the access level that best fits your assigned work requirements and job functions.

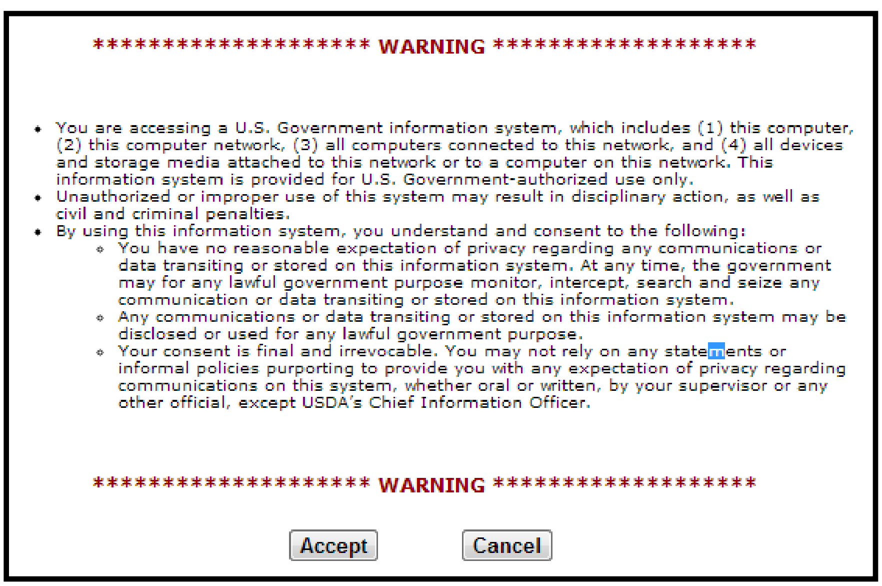
Logging into EPIC

EPIC is a Web-based application. You access EPIC 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 31: NFC Home Site APPLICATION LAUNCHPAD

Step	Action
4.	Click **Entry Processing Inquiry & Correction System** on the Application Launchpad. The ***U.S. Government Warning*** page displays. **TIP:** EPIC can also be accessed by typing the Web address https://www.nfc.usda.gov/epic/ in the Navigation Bar of a Web browser.


******************** WARNING *******************

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

******************** WARNING *******************

Accept Cancel

Figure 32: U.S. Government Warning Page

Step	Action
5.	Click **Accept**. The ***EPIC Log In*** page displays.

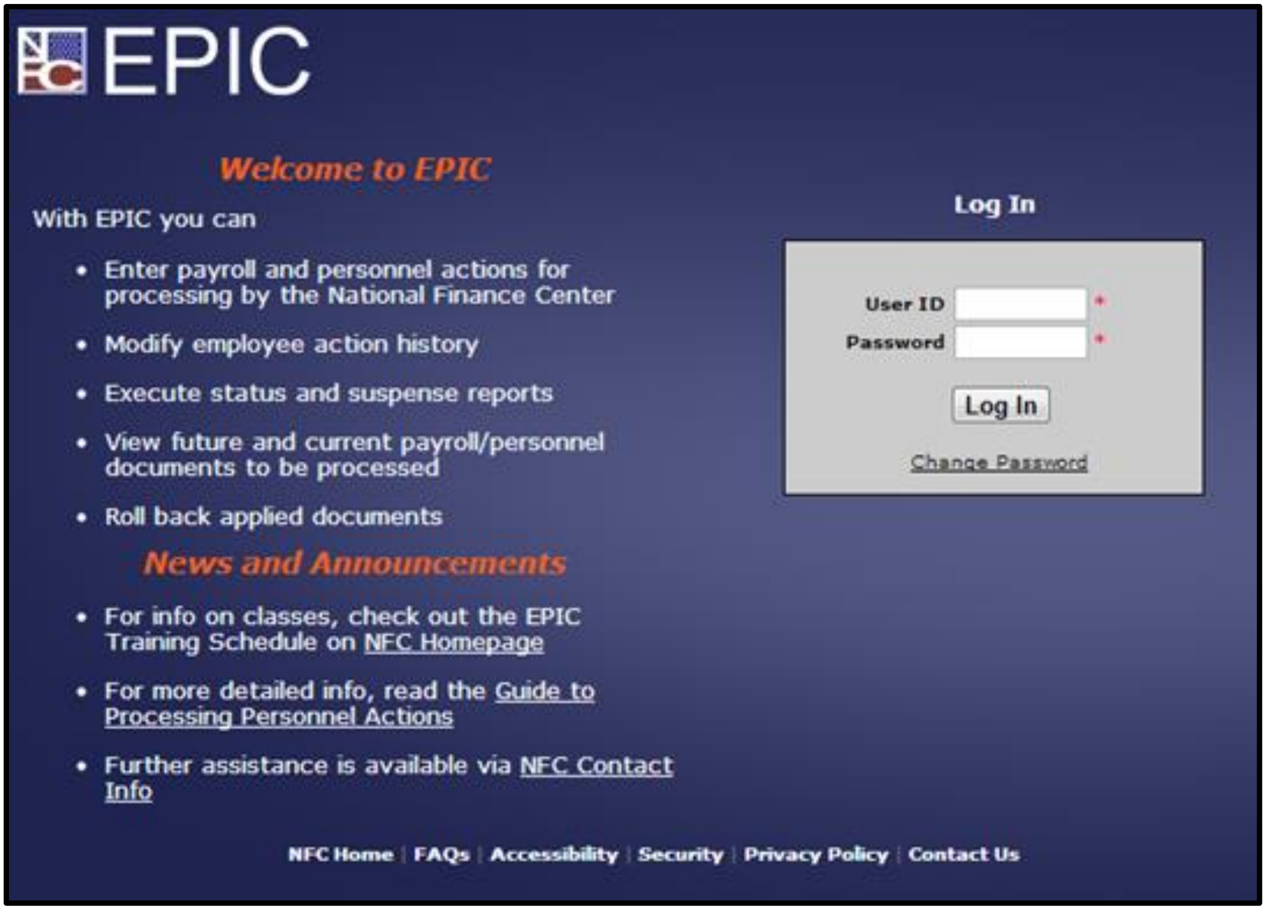


Figure 33: EPIC Log In Page

Step	Action
6.	Enter your User ID in the **User ID*** field. **NOTE:** Your User ID and password are the same as your NFC Mainframe User ID and password. The News and Announcement section of the ***EPIC Log In*** page provides information related to the EPIC training schedule, processing personnel actions, and NFC contact information.

Step	Action
7.	Enter your password in the **Password*** field. **TIP:** 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 ***Agency Selection*** page may display.

Figure 34: EPIC Agency Selection Page

Step	Action
9.	Select the appropriate radio button for your Agency. The ***EPIC Home*** page displays. **NOTE:** You are only given a choice of a database if you process for more than one Agency. If you only have access to one database, you are taken directly to the ***EPIC Home*** page.

Figure 35: EPIC Home Page

Step	Action
10.	Click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

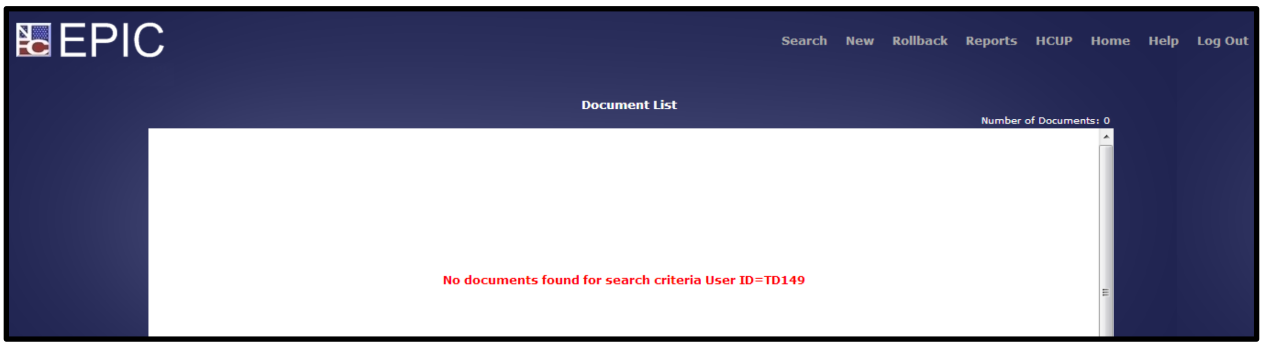


Figure 36: Document List Page

5.3. EPIC User Navigation

Lesson Overview

This lesson introduces the basic navigation features of EPIC and the steps required to navigate between the EPIC Menu Bar options.

Lesson Objectives

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

- Explain the functions associated with the EPIC Menu Bar

EPIC Menu Bar

Once you access EPIC, you will see the EPIC menu bar in the upper right corner of the ***Document List*** page. Figure 37: EPIC Menu Bar below displays the EPIC Menu Bar.

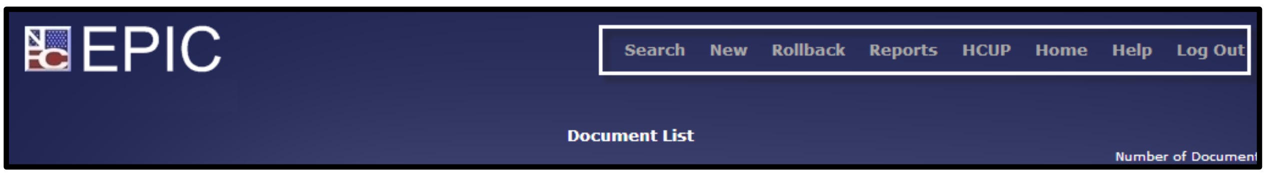


Figure 37: EPIC Menu Bar

The EPIC Menu Bar includes eight options. Below is a brief description of each option:

Menu Option	Description
Search	This option allows you to locate transactions that were previously processed in EPIC. These documents are listed on the ***Document List*** page.
New	This option allows you to process a new personnel action or payroll document.
Rollback	This option directs you to the rollback option within EPIC. This topic is covered further in Chapter 7.0 Rollback Process.
Reports	This option allows users to run and view reports in EPIC.
HCUP	This option directs you to the History Correction Update Processing (HCUP) System.

Menu Option	Description
Home	This option returns you to the ***EPIC Home*** page once you are in EPIC.
Help	This option opens a new window with topics for help related to EPIC.
Log Out	This option allows you to log out of the system.

5.4. Using the EPIC Help Function

Lesson Overview

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

Lesson Objectives

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

- Access the EPIC Online Help feature from the EPIC Menu Bar
- Use the search, table of contents, and index to find a specific topic

Accessing EPIC Online Help

Within EPIC, 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 EPIC.

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

- Perform a keyword search
- Search the table of contents
- Search the index

Step	Action
1.	Click **Help** from the ***EPIC Home*** page. A separate Web page displays.

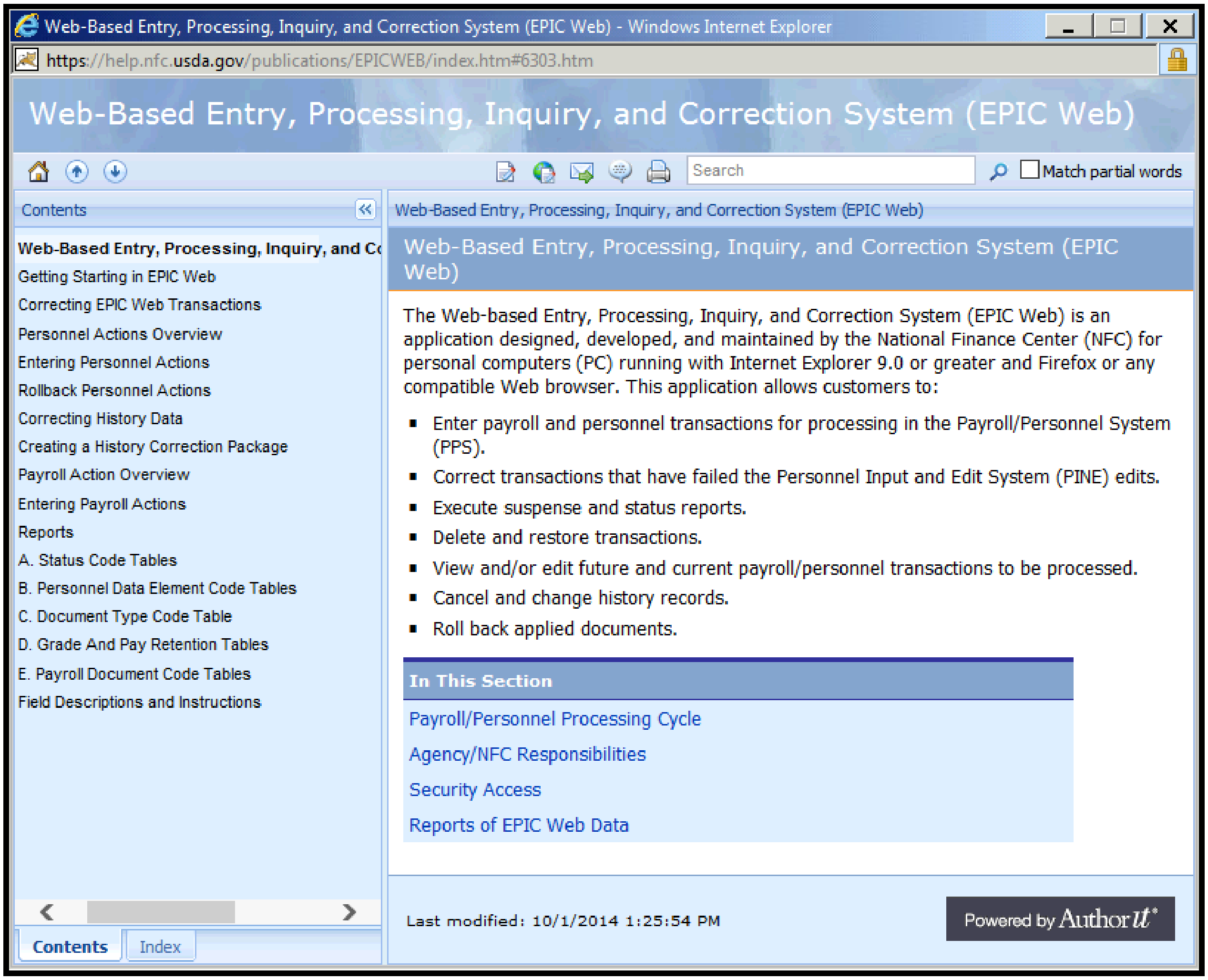


Figure 38: EPIC Web Help Home Page

The following menu , is displayed in Figure 38: EPIC Web Help Home Page, are contained within the ***EPIC Web Help Home*** page:

Menu	Description
Content	Displays the table of contents for the EPIC Web Procedure Manual
Index	Displays the index for the EPIC Web Procedure Manual
Search	Used to enter keywords for which you wish to search

Performing a Keyword Search in Help

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

Step	Action
1.	Click **Search** from the EPIC Help Menu Bar. The Search panel displays. See Figure 39 on next page.

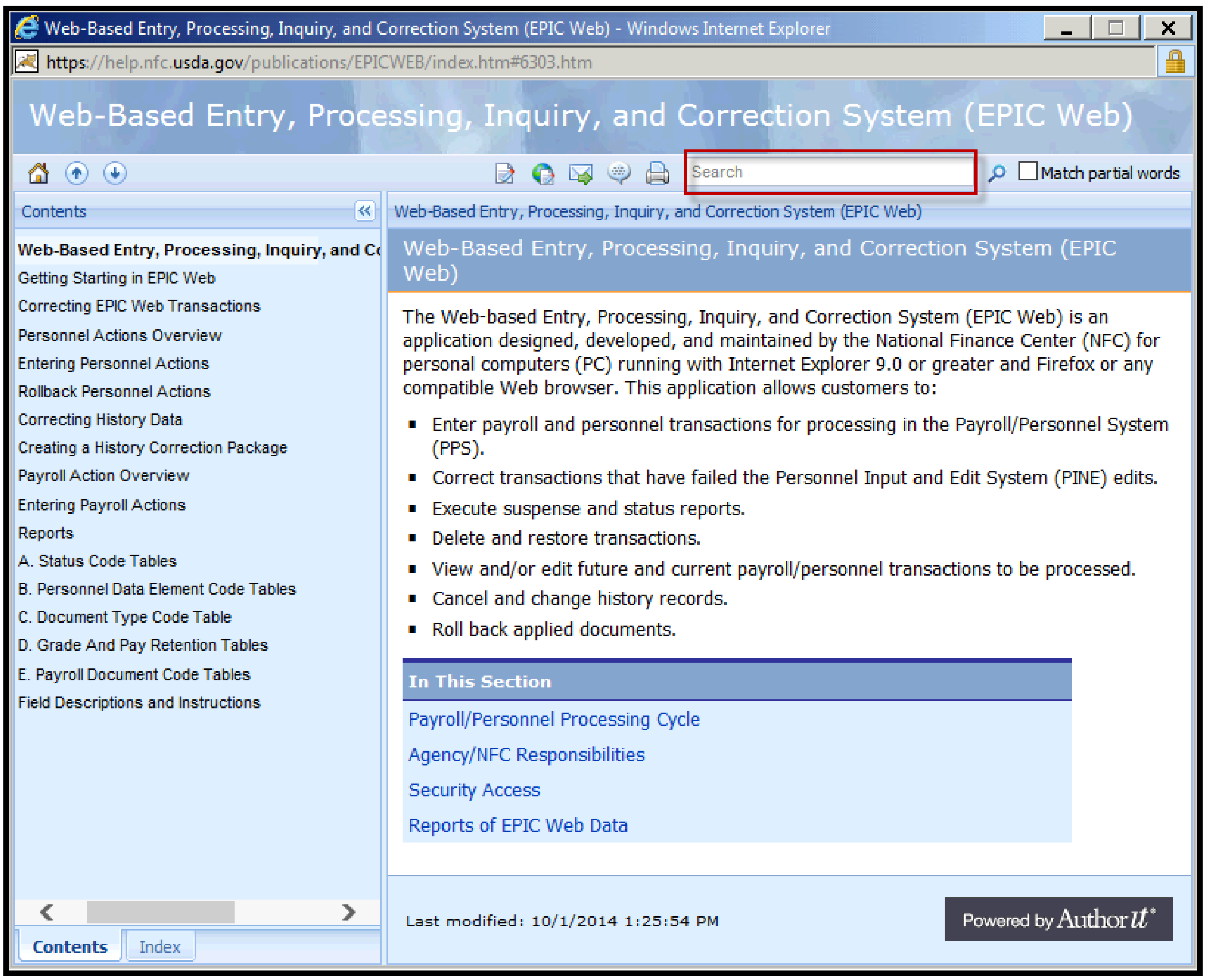


Figure 39: EPIC Web Help – Search Panel

Step	Action
2.	Enter the keyword for your search in the **Search** field.
3.	Click **Search**. The search results display in the Search Results Panel.

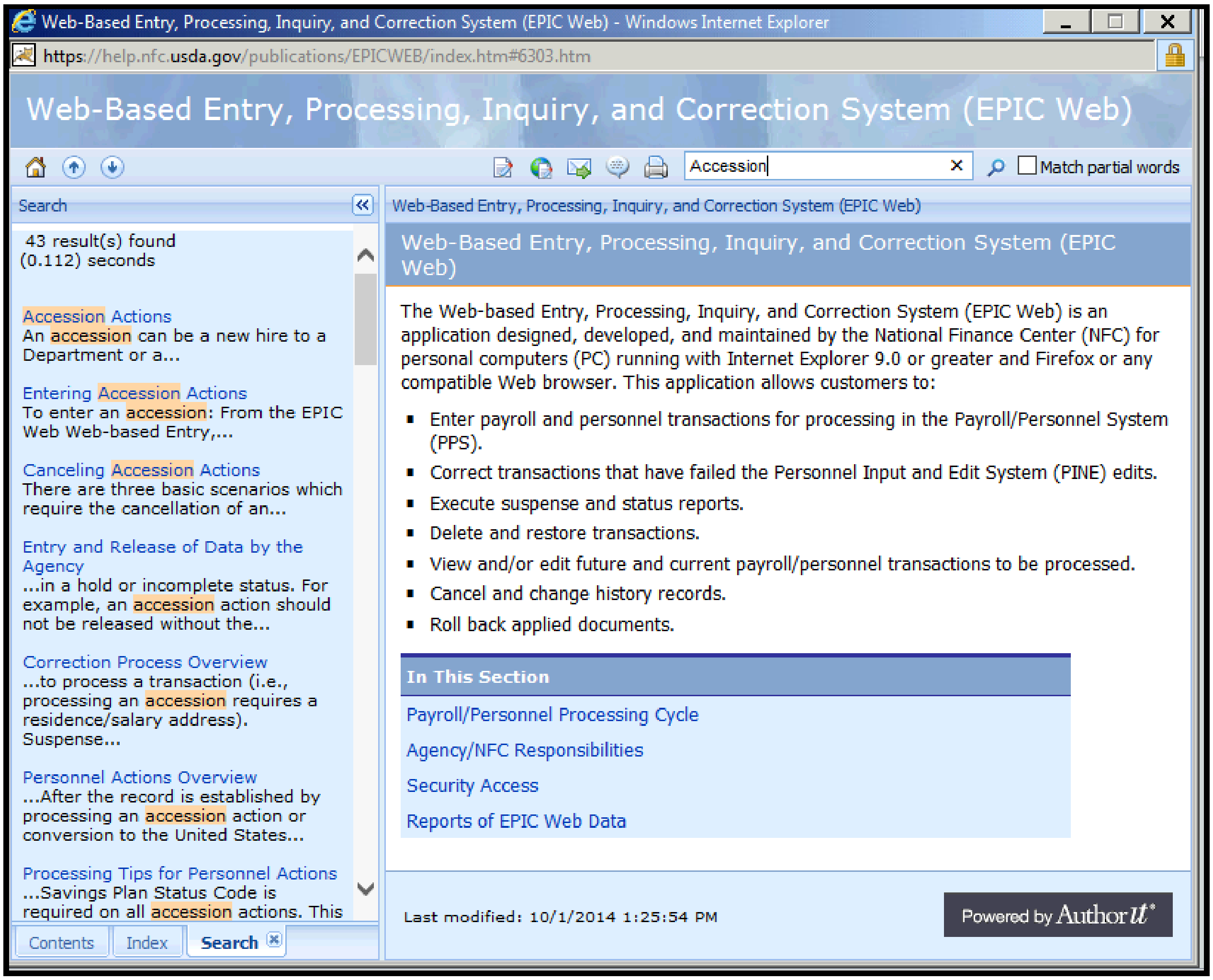


Figure 40: Displayed Search Result

Step	Action
4.	Click on the desired search result to display the full text in the Information panel. The full content displays in the Information Panel.

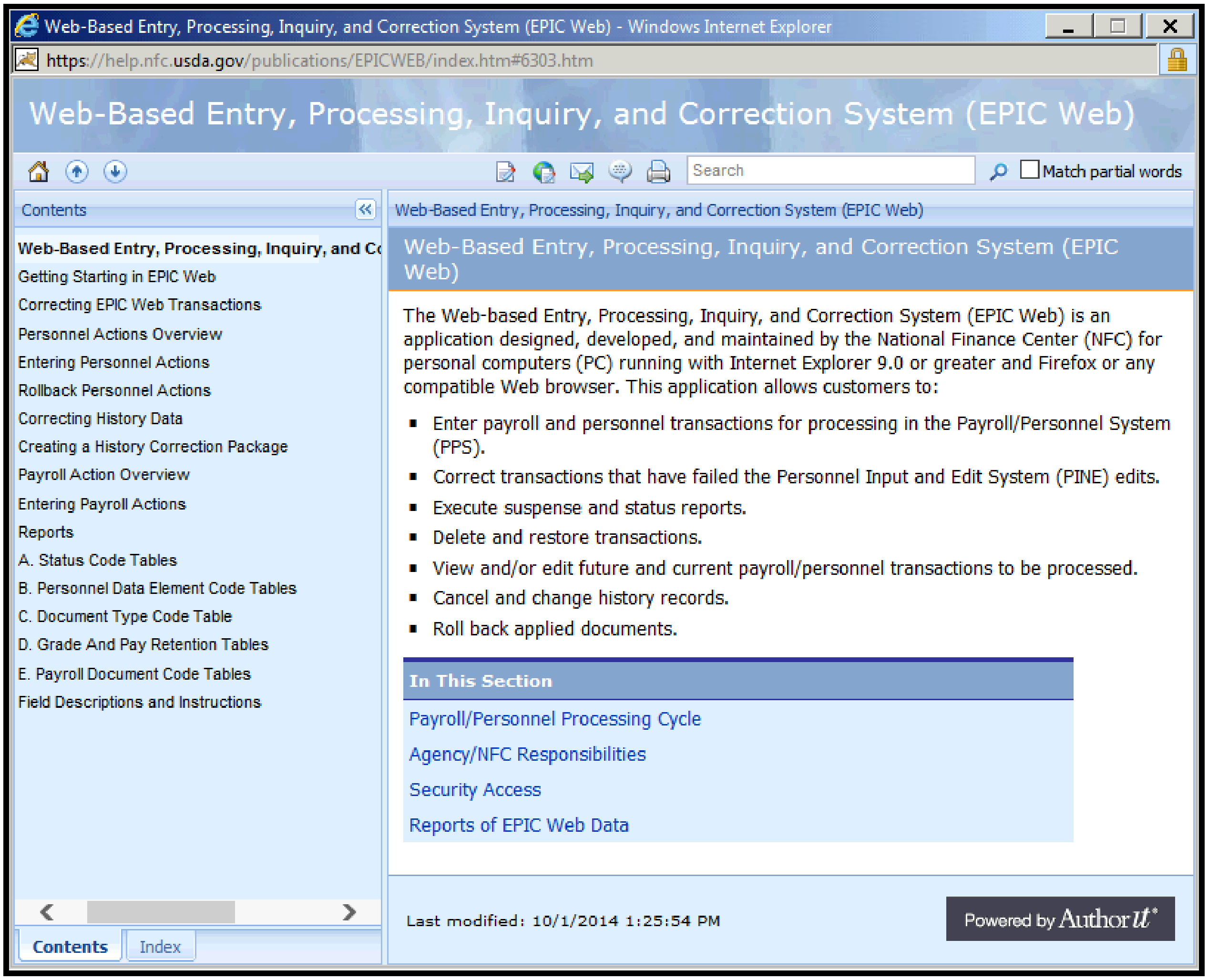


Figure 41: Search Result Content

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 EPIC Web Procedure Manual.

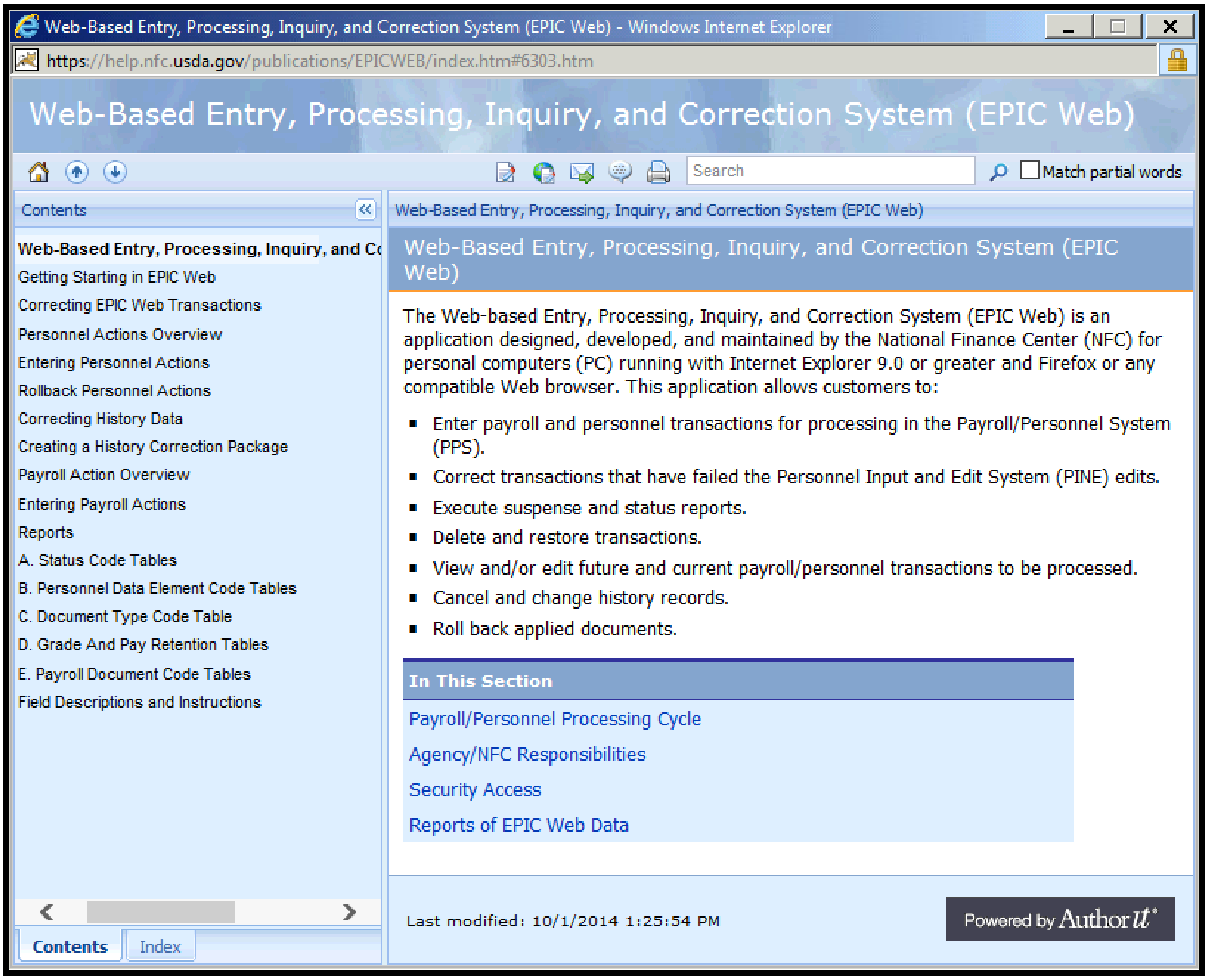


Figure 42: Contents View

Step	Action
1.	Click the **Contents** icon. This switches your view to the Contents view.
2.	Click the plus sign and purple book icon next to the desired topic .
3.	Click sub-topics until you locate your specific topic.

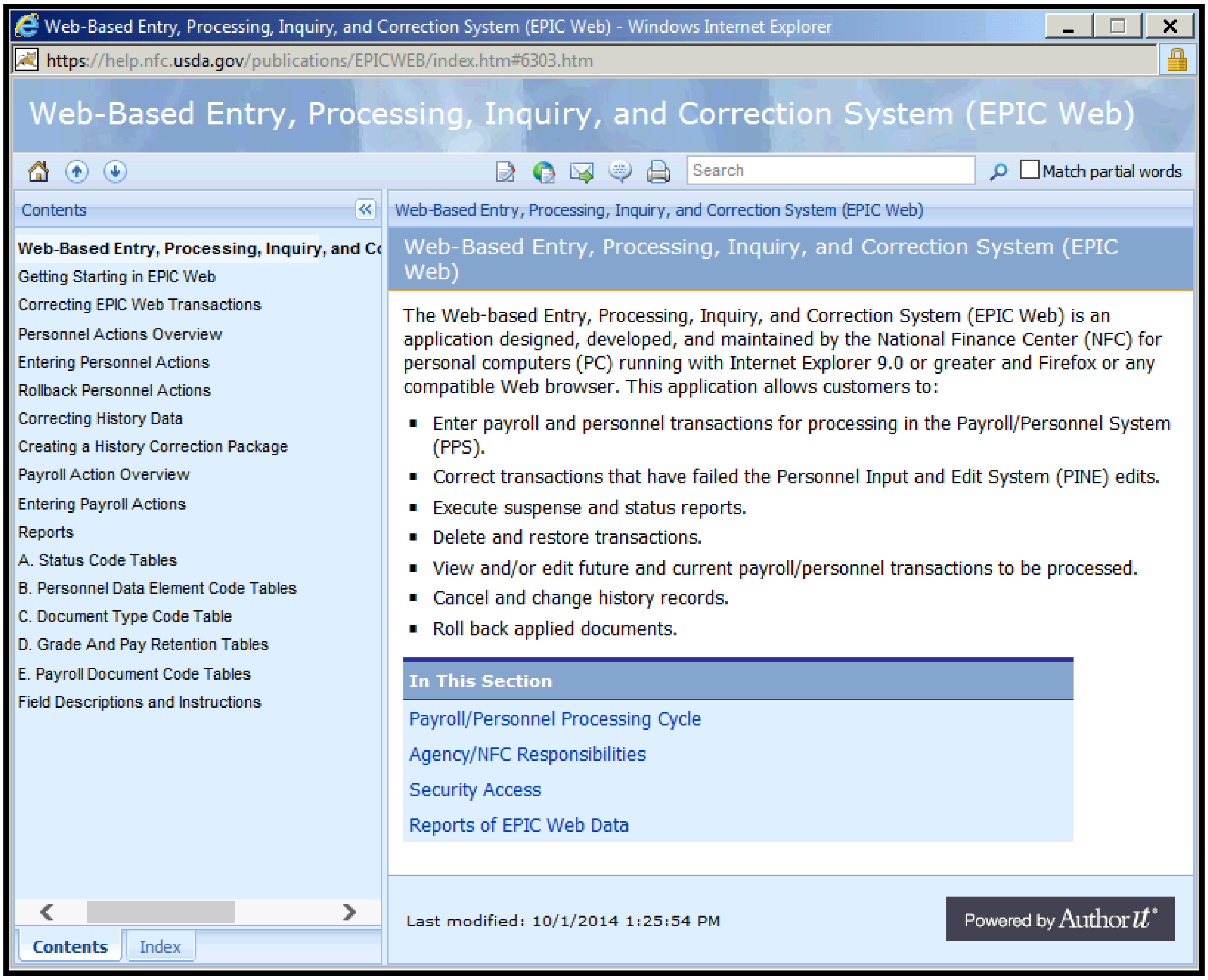


Figure 43: Table of Contents Topic

Step	Action
4.	Click the desired topic within the Content/Index Panel. The content for the topic displays in the Information Panel.

Searching Help Using the Index Tab

The last way you can use the EPIC Web Help feature is by searching the Index. A list of all of the chapters in the EPIC Procedures Manual displays, allowing you to select the topic you require.

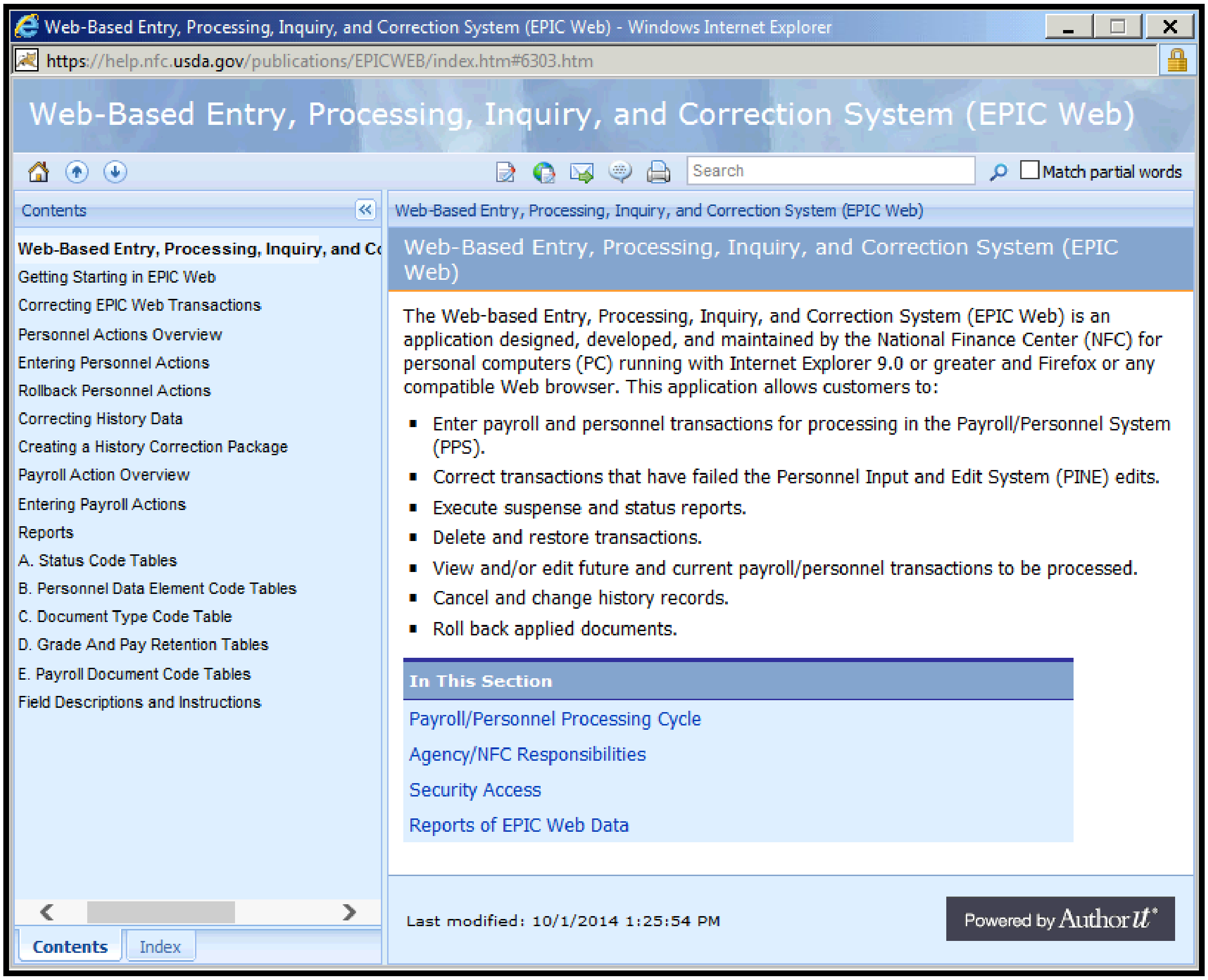


Figure 44: Index View

Step	Action
1.	Click the **Index** tab. This clears the Content panel.
2.	Click on **Content** in the Content Panel. The table of contents automatically displays all chapters in the Information Panel.
3.	Click the desired chapter.

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 to view the EPIC Procedure Manual.

5.5. Status Codes

Lesson Overview

This lesson focuses on the two types of status codes that are present within EPIC, status codes and specific EPIC processing status codes.

Lesson Objectives

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

- Explain the difference between EPIC status codes and other status codes that are present within EPIC
- Identify the different types of EPIC status codes
- Explain that there are a variety of different status codes that apply to processing personnel actions and payroll documents

There are two types of status codes within EPIC: EPIC processing status codes and Input status codes. Below is a description of the two types of status codes found within EPIC:

Type of Status Codes	Description
Epic Processing Status Codes	EPIC processing status codes are system generated to indicate the status of a personnel action or payroll document after it has been entered for processing.
Input Status Codes	The other status codes can be entered by you, or are system generated, if a transaction fails PINE edits.

NOTE: Due to the extensive number of non-processing status codes, they are not covered in this lesson. Refer to Appendix D: Input Status Code Table.

Below is a description of each EPIC processing status code:

EPIC Processing Status Codes	Description
N (New)	A transaction that has not been released from EPIC for PINE processing. New documents can have an additional status code of: I (Save as incomplete), H (Hold until release), R (Release for processing), and W (Waiting remarks).
A (Applied)	A transaction that has been released and applied to PPS.
F (Future)	A transaction that is effective in a future pay period, and is held in EPIC until the processing of the effective pay period.
S (Suspense)	A transaction that failed the PINE edits, and is held in suspense.
P (Pending)	A transaction pending release and processing from PINE.

5.6. Chapter Review

Knowledge Check

1. What are the two ways that you can access EPIC?

   1. ____

   2. ____

2. Match the EPIC status codes to their appropriate description:

N (New)	A. A transaction that is effective in a future pay period, and is held in EPIC until the processing of the effective pay period.
A (Applied)	B. A transaction that failed the PINE edits, and is held in suspense.
F (Future)	C. A transaction pending release and processing from PINE.
S (Suspense)	D. A transaction that has been released and applied to PPS.
P (Pending)	E. A transaction that has not been released from EPIC for PINE processing (I, H, R, W).

Chapter Summary

Having completed this chapter, you are now able to:

- Access EPIC
- Navigate within EPIC
- Describe the two types of status codes: EPIC status codes and Input status codes

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

6.0. Personnel Action Processing

6.1. Chapter Overview

This chapter introduces users to the EPIC function of processing personnel actions, as well as the different types of personnel actions processed within EPIC. To further support their business needs, users will also learn how to execute the six most common personnel actions.

Chapter Objectives

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

- Describe how to perform personnel action processing in EPIC
- Describe each of the personnel action processing transactions
- Execute the six most common personnel actions

6.2. Introduction to Personnel Action Processing in EPIC

Lesson Overview

This lesson provides users with an introduction to processing personnel actions within EPIC.

Lesson Objectives

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

- Provide a brief overview of personnel actions

Personnel Action Overview

Introduction to EPIC, personnel actions are entered in EPIC to establish and update an employee's database record. After the record is established in EPIC, through the processing of an accession action or conversion to PPS, it is updated as other personnel actions are processed.

OPM uses NOACs to identify the different types of personnel actions for Federal employees.

The remaining lessons in this chapter provide further information and procedural guidance for processing the six most common EPIC personnel actions.

> **TIP:** Refer to the EPIC Procedure Manual at: http://help.nfc.usda.gov/publications/EPICWEB/index.htm for further information on processing each of the personnel actions.

Personnel Action Effective Date

The effective date of a personnel action heavily influences how the action is processed within PPS. The table below demonstrates the impact of this date on processing:

If the effective date of a personnel action is…	Then
Prior or equal to the processing pay period	The action is processed in the current processing pay period.
After the processing pay period	The action can be entered at any time.
Within the last 26 pay periods	PPS has the ability to automatically compensate, collect, or generate a bill for the under or overpayment.
Prior to the last 26 pay periods	An SPPS Web request has to be submitted in order for NFC to process the adjustment manually.

As mentioned previously, if a personnel action that affects an employee's pay is processed with an effective date before the processing pay period, then ADJP recalculates the employee's pay. This can result in:

- Additional compensation,
- Collection of overpaid salary, or
- Creation of a bill for collection.

Processing Functions

There are six main processing functions for personnel actions and payroll documents:

- Savings transactions
- Searching for transactions
- Modifying transactions
- Deleting transactions
- Activating transactions
- Refreshing a page for another entry

The following lessons demonstrate how to save different types of personnel actions and payroll documents. The procedures below explain how to perform the other five processing functions.

To search for a transaction:

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

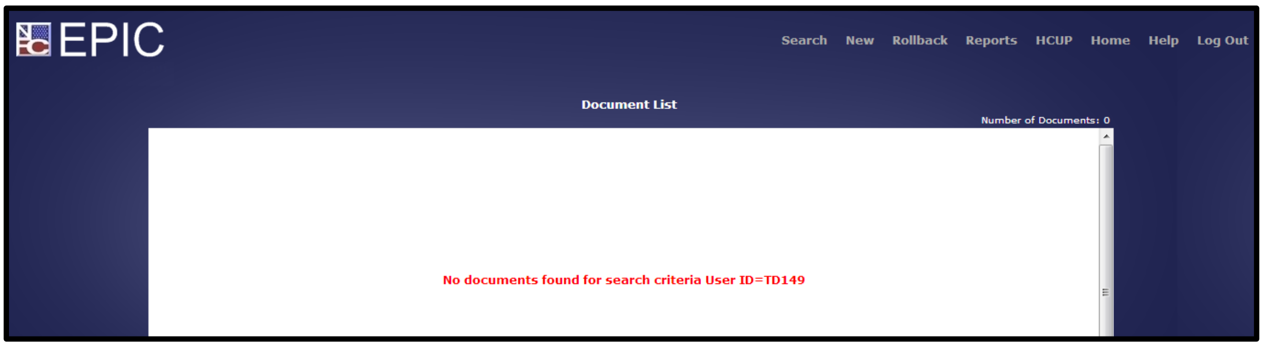


Figure 45: Document List Page

Step	Action
2.	Click **Search** from the EPIC Menu Bar. The ***Document Search*** page displays.

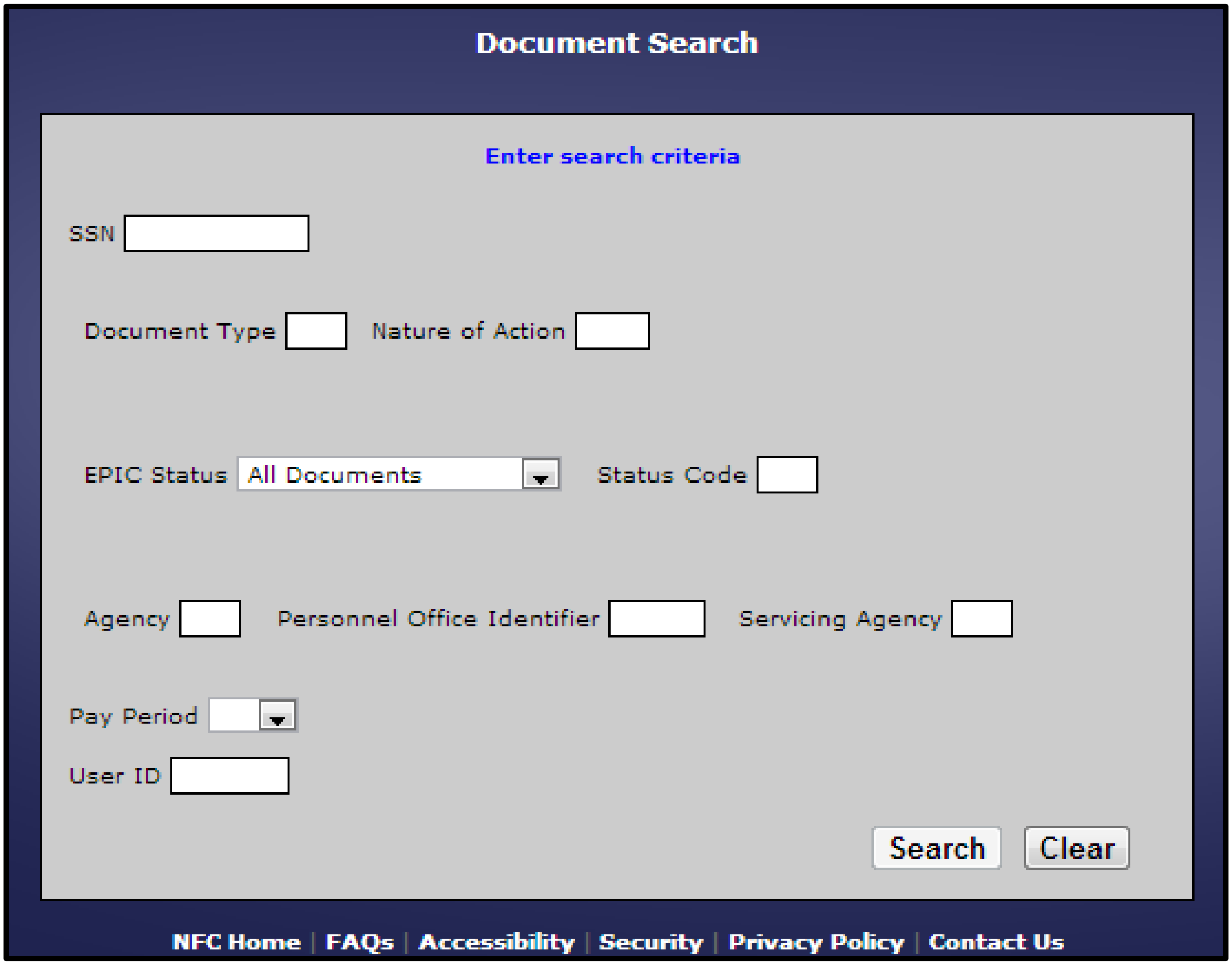


Figure 46: Document Search Page

Step	Action
3.	Enter the specific search criteria.

Step	Action
4.	Click **Search**. The ***Document List*** page displays with a list of transactions for the entered criteria.

Document List

Search criteria: SSN=990040149, User ID=TD149 — Number of Document

SSN	Name	Description	Doc Type	EPIC Status	Status Code	Roll Back Ind	Agency	POI	Origin System	Entered Date	Entered UserID	Last Changed Date	Las Chang User
990040149	TRAINING, STEPHANI	Lump Sum Leave	054	New	I		90	5317	EWEB	7/8/2013	TD149	7/8/2013	TD14

Figure 47: Displayed Search Results

TIP: To modify a transaction, click on a searched for transaction. The transaction displays and you are able to modify the data.

TIP: You can also refresh a page to enter the same transaction for a different employee. Click **Multiple Add** on the bottom right side of the page for the applicable document.

To delete a transaction:

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

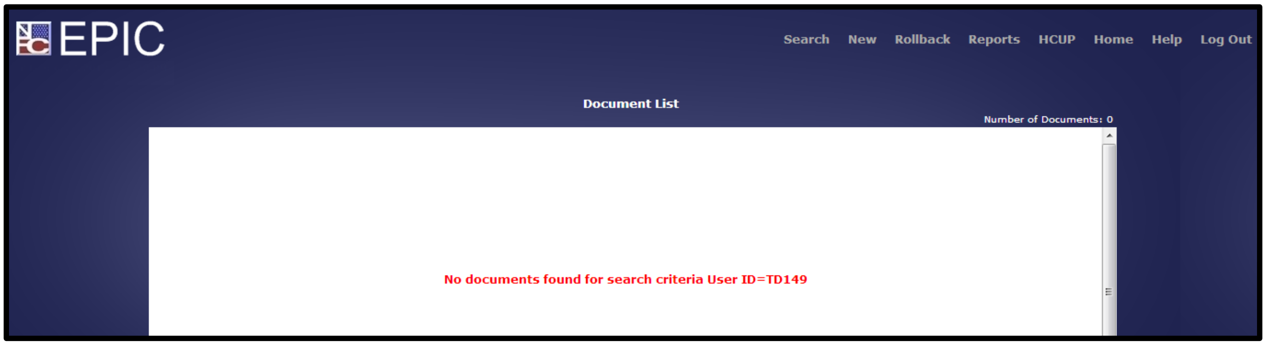


Figure 48: Document List Page

Step	Action
2.	Click **Search** from the EPIC Menu Bar. The ***Document Search*** page displays.

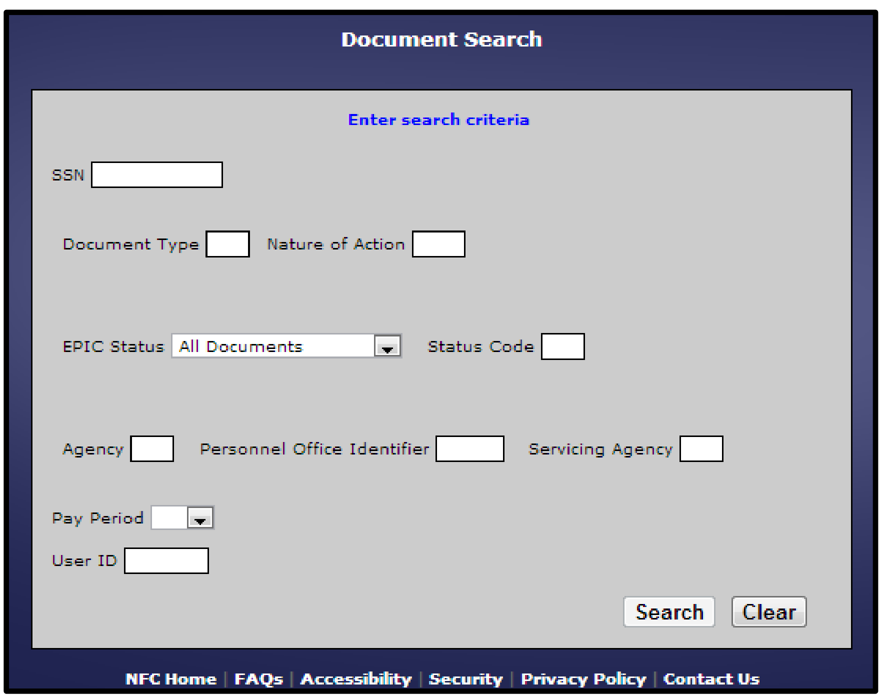
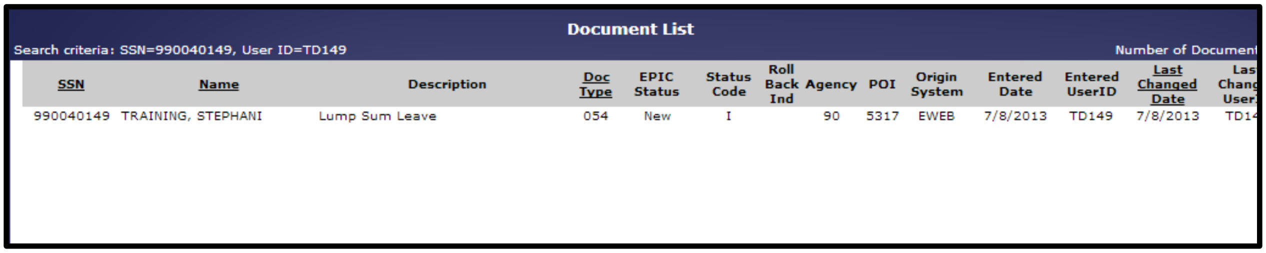


Figure 49: Document Search Page

Step	Action
3.	Enter the specific search criteria.
4.	Click **Search**. The ***Document List*** page displays with a list of transactions for the entered criteria.



Document List

Search criteria: SSN=990040149, User ID=TD149

Number of Document

SSN	Name	Description	Doc Type	EPIC Status	Status Code	Roll Back Ind	Agency	POI	Origin System	Entered Date	Entered UserID	Last Changed Date	Las Chang User
990040149	TRAINING, STEPHANI	Lump Sum Leave	054	New	I		90	5317	EWEB	7/8/2013	TD149	7/8/2013	TD14

Figure 50: Displayed Search Results

Step	Action
5.	Click on the transaction to be deleted. The Key Data* tab for the transaction displays.

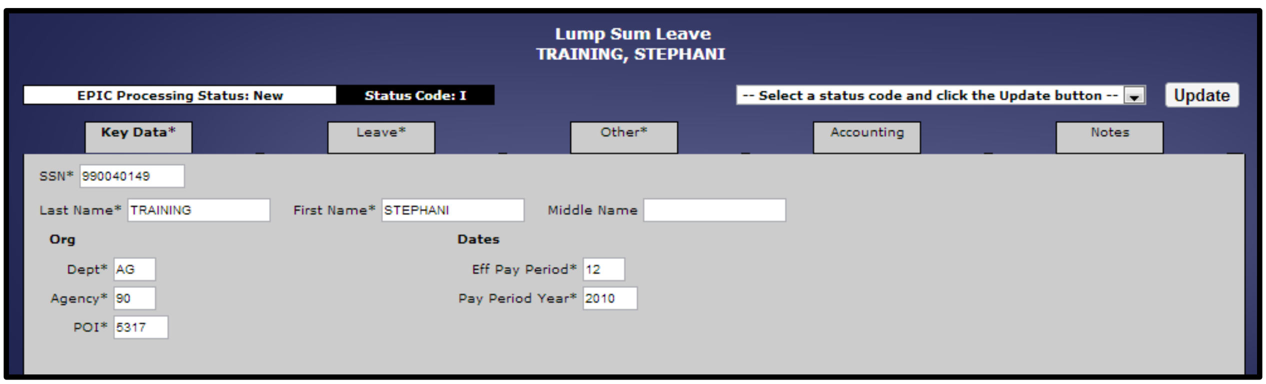


Figure 51: Transaction Key Data Tab

Step	Action
6.	Select 4 – Mark for Deletion from the **Select a status code and click the Update button**.
7.	Click **Update**. A pop-up message displays.

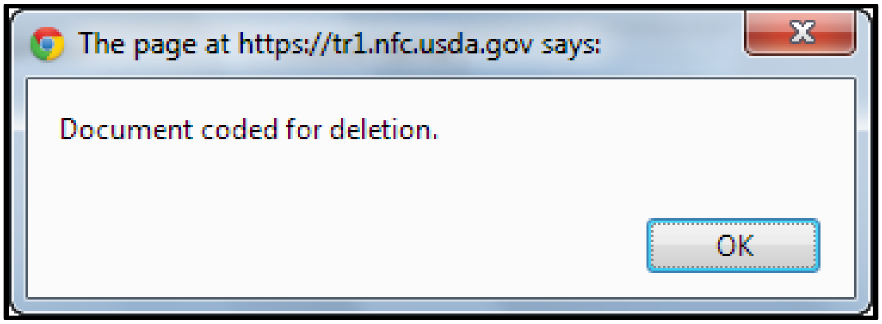


Figure 52: Pop-up Message

Step	Action
8.	Click **OK**. The transaction status code changes to 4.

A transaction that was deleted or a transaction that is in the future file can be activated or restored for modification during the processing pay period.

To activate a transaction:

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

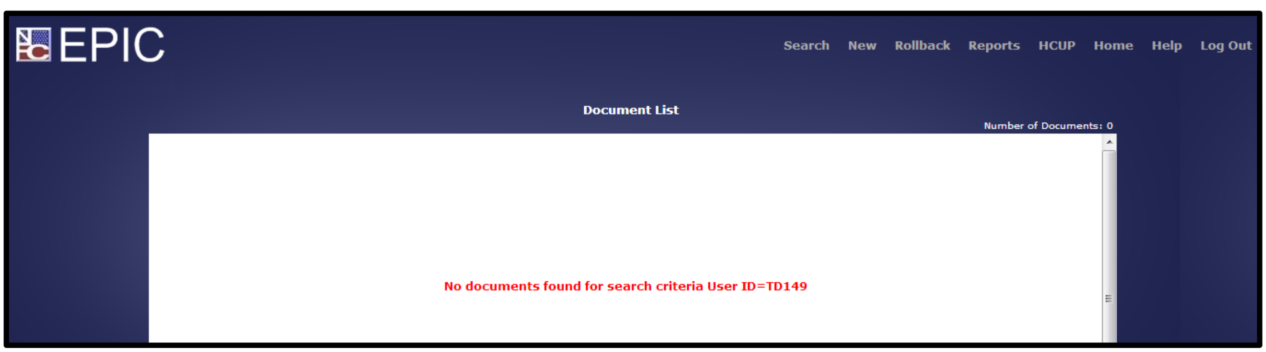


Figure 53: Document List Page

Step	Action
2.	Click **Search** from the EPIC Menu Bar. The ***Document Search*** page displays.

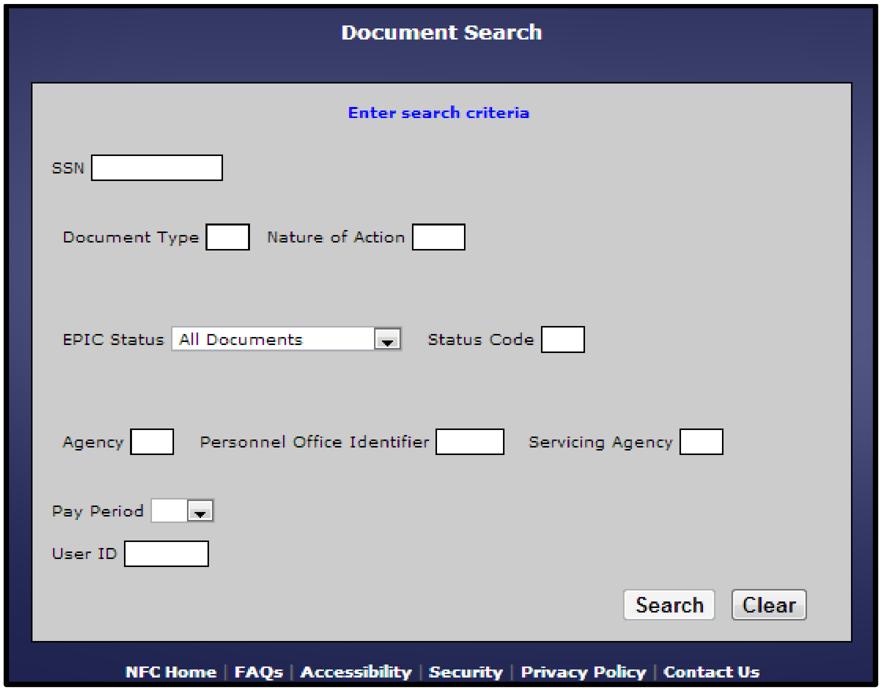
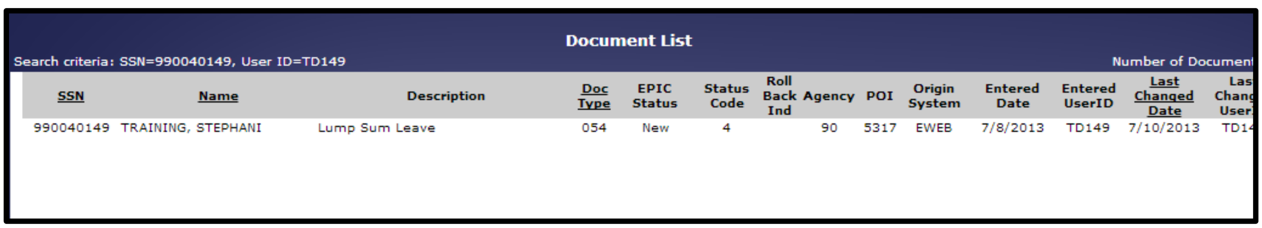


Figure 54: Document Search Page

Step	Action
3.	Enter the specific search criteria.
4.	Click **Search**. The ***Document List*** page displays with a list of transactions for the entered criteria.



Document List

Search criteria: SSN=990040149, User ID=TD149 Number of Document

SSN	Name	Description	Doc Type	EPIC Status	Status Code	Roll Back Ind	Agency	POI	Origin System	Entered Date	Entered UserID	Last Changed Date	Las Chang User
990040149	TRAINING, STEPHANI	Lump Sum Leave	054	New	4		90	5317	EWEB	7/8/2013	TD149	7/10/2013	TD14

Figure 55: Displayed Search Results

Step	Action
5.	Click on the transaction to be activated. The Key Data* tab for the transaction displays.

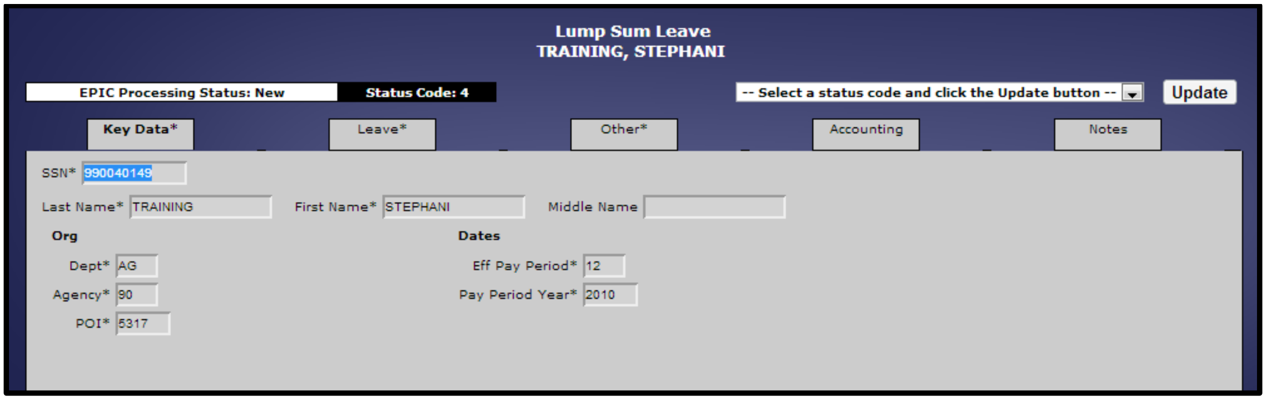


Figure 56: Transaction Key Data Tab

Step	Action
6.	Select I – Activate from the **Select a status code and click the Update button**.
7.	Click **Update**. A pop-up message displays.

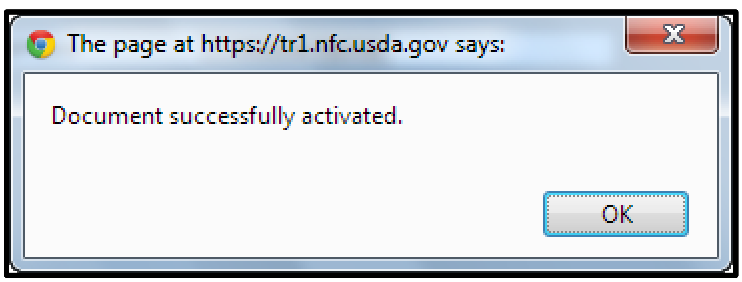


Figure 57: Pop-up Message

Step	Action
8.	Click **OK**. The transaction status code changes to I - Incomplete.

6.3. Processing Accession Action: 101 Career Conditional Appointment

Lesson Overview

This lesson explains the purpose of accession actions and provides the procedures for processing a career appointment within EPIC.

Lesson Objectives

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

- Describe the purpose of an accession action
- Process a 101 Career Conditional Appointment action within EPIC

An accession action is an action that results in the addition of an employee to the rolls of an Agency. Accessions can be processed for either a new hire to a Department or for a Department that is converting to USDA's PPS from another payroll/personnel system. When a Department converts to PPS, the NOAC 900 (Conversion to USDA), establishes an employee's database record in PPS.

> **TIP:** The 900 NOAC is listed in the Conversion folder on the ***New Document Selection*** page.

All associated documentation must be processed before an employee's database record is established. After the record is established, it is updated as other personnel actions are processed.

> **IMPORTANT:** If an employee has a dual appointment with the same Agency and the first appointment has been established in the system, do not enter an accession action; the second appointment must be paid manually

In the procedure below, you learn how to successfully process a 101 Career Conditional Appointment action within EPIC:

NOTE: Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

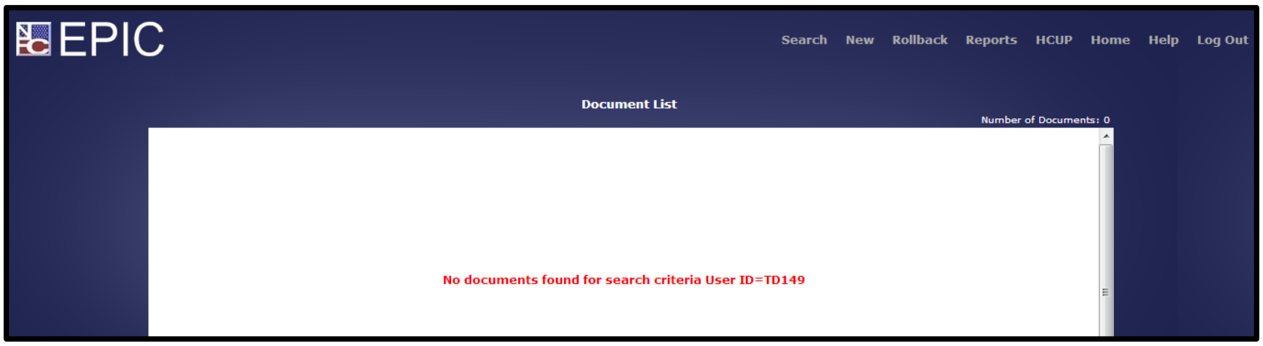


Figure 58: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 59: New Document Selection Page

Step	Action
3.	Click the **Accessions** folder. The Accession folder expands to display the different accession types.

Figure 60: Expanded Accessions Folder

Step	Action
4.	Click **101 Career Conditional Appointment**. The Key Data* tab on the ***101 Career Cond Appt New Document*** page displays.

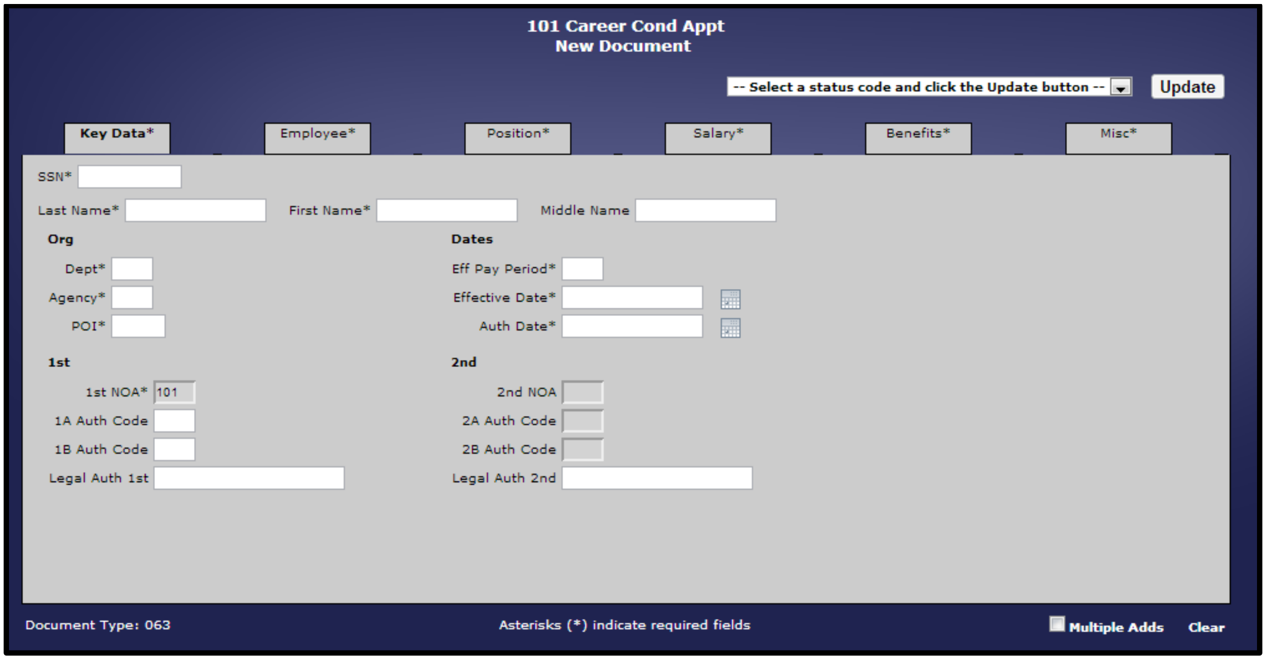


Figure 61: 101 Career Cond Appt New Document Page Key Data Tab

Step	Action
5.	Enter the employee’s social security number in the **SSN*** field.
6.	Enter the employee’s last name in the **Last Name*** field.
7.	Enter the employee’s first name in the **First Name*** field.
8.	Enter the employee’s middle name in the **Middle Name** field.
9.	Enter the employee’s Department Code in the **Dept*** field.
10.	Enter the employee’s Agency Code in the **Agency*** field.
11.	Enter the employee’s POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is the date that the SF-52 Request for Personnel Action is signed. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
16.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.

Step	Action
17.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the Executive Order Number (EON). **NOTE:** Agencies with special authorities must use the Agency-cited authority. **NOTE:** The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
19.	Click the **Employee*** tab. The Employee* tab on the ***101 Career Cond Appt New Document*** page displays.

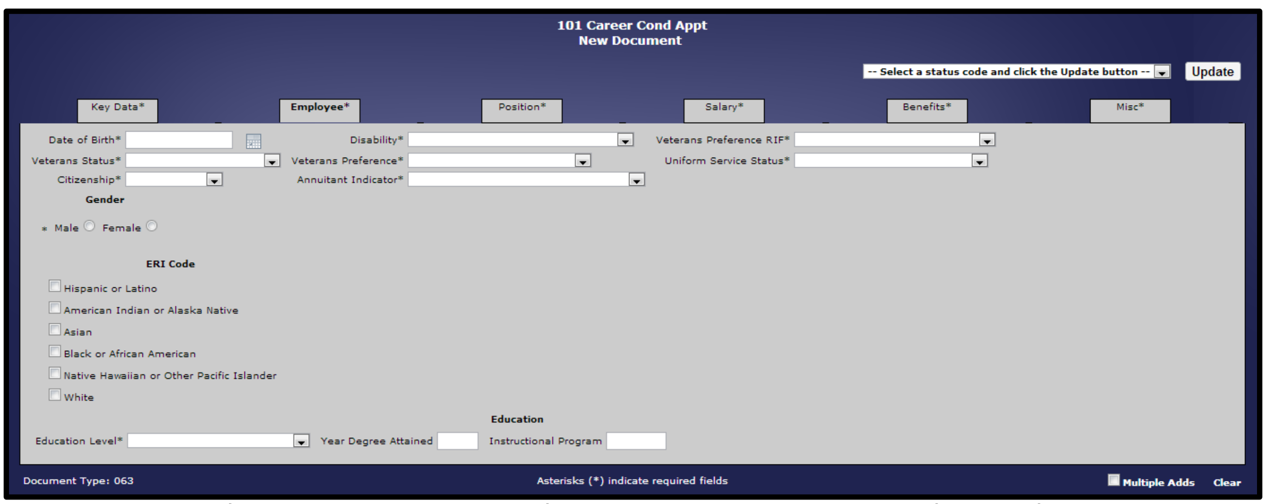


Figure 62: 101 Career Cond Appt New Document Page Employee Tab

Step	Action
20.	Enter the employee's date of birth in the **Date of Birth*** field. **NOTE:** The date of birth must be at least 16 years, but no more than 90 years prior to the effective date of the action.
21.	Select the appropriate disability code from the **Disability*** drop-down list.

Step	Action
22.	Select the appropriate veterans preference code from the **Veterans Preference RIF*** drop-down list.
23.	Select the appropriate veterans status code from the **Veterans Status*** drop-down list.
24.	Select the appropriate veterans preference code from the **Veterans Preference*** drop-down list.
25.	Select the appropriate current military status code from the **Uniform Service Status*** drop-down list.
26.	Select the appropriate citizenship code from the **Citizenship*** drop-down list.
27.	Select the appropriate annuitant indicator code from the **Annuitant Indicator*** drop-down list.
28.	Click the appropriate radio button to select the employee's gender in the **Gender** field.
29.	Click the appropriate Ethnicity/Race Indicator (ERI) Code.
30.	Select the employee's highest level of education attained from the **Education Level*** drop-down list. **NOTE:** This field must be 06, 10, or 13-22 for the Government Accountability Office (GAO).
31.	Enter the calendar year the employee received the academic degree or certificate, for the selected education level, in the **Year Degree Attained** field. **NOTE:** This field is required only if the education level selected is 04, 07, 08, 09, 11, or 12 and above.

Step	Action
32.	Enter the employee’s official education record code, which includes the major field of study beyond high school, in the **Instructional Program** field. **TIP:** Refer to TMGT Table 036, School Identification, for a list of valid codes. You can also refer to TMGT Table 025, AD-350, for a list of valid school codes. **TIP:** To enter the school code for primary and secondary education records, select **Education Documents** folder from the list of payroll actions on the ***New Document Selection*** page.
33.	Click the **Position*** tab. The Position* tab on the ***101 Career Cond Appt New Document*** page displays.

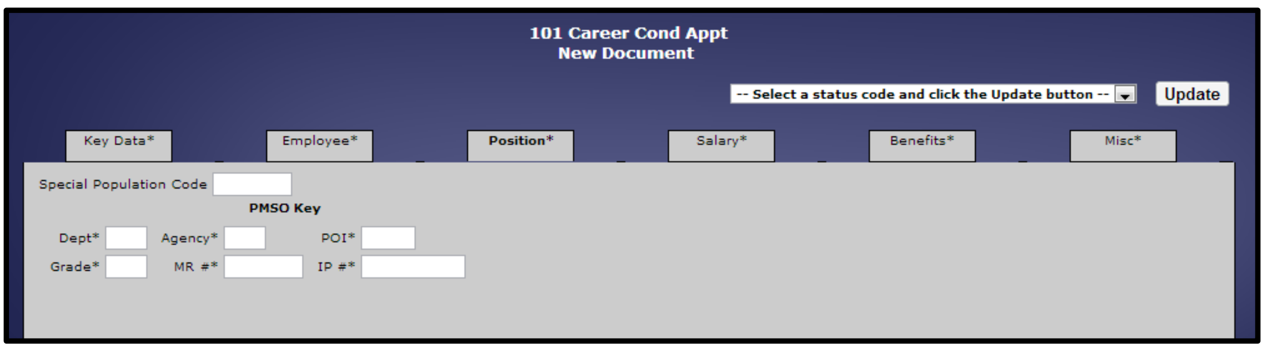


Figure 63: 101 Career Cond Appt New Document Page Position Tab

Step	Action
34.	Enter the special population code in the **Special Population Code** field. **NOTE:** This field describes if the position an employee holds has special retirement calculation rules (i.e law enforcement officials). **NOTE:** The PMSO Key Data fields must be identical to the PMSO key data entered in PMSO, except for the position classificiation code, which is entered on the personnel action only.
35.	Enter the employee’s Department Code in the **Dept*** field.
36.	Enter the employee’s Agency Code in the **Agency*** field.

Step	Action
37.	Enter the employee's POI in the **POI*** field.
38.	Enter the grade for the position in the **Grade*** field
39.	Enter the master record number for the position in the **MR #*** field.
40.	Enter the individual position number in the **IP #*** field. **CAUTION: This number must be different than the incumbent individual position number in PMSO. The position must be active and vacant in PMSO when an employee is being placed in the position.** **NOTE:** The History Position Data fields are populated from PMSO when the PMSO Key Data fields are completed. These fields can only be modified in PMSO.
41.	Click the **Salary*** tab. The Salary* tab on the ***101 Career Cond Appt New Document*** page displays.

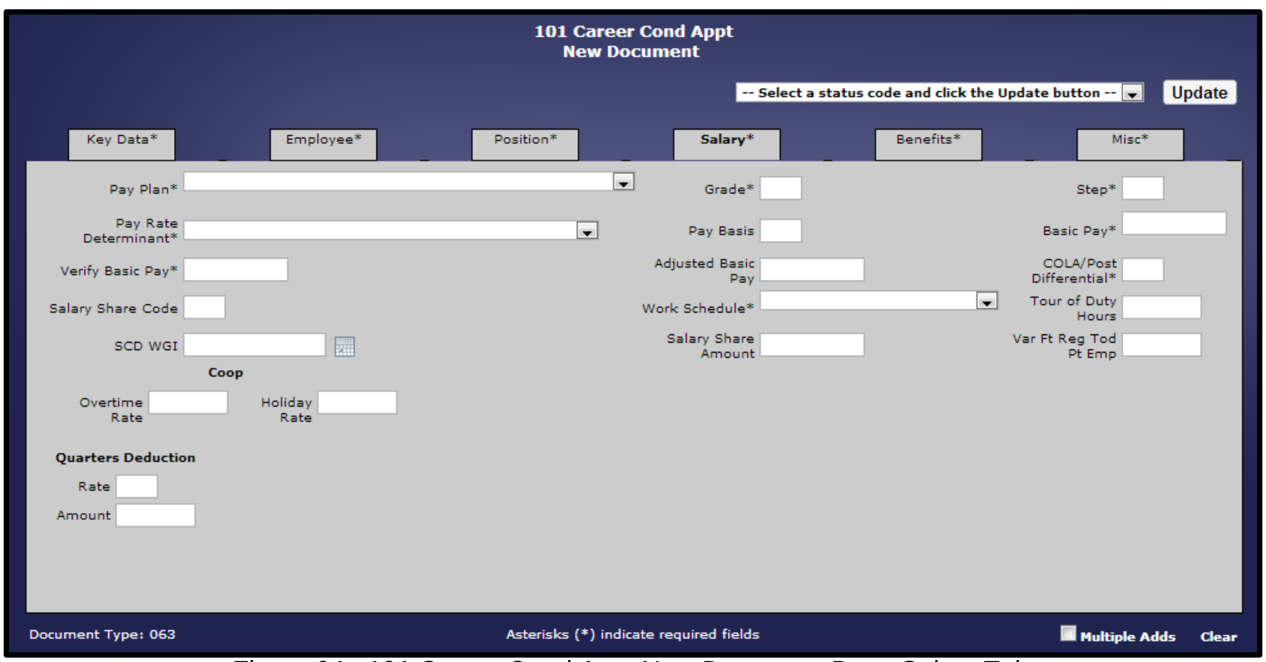


Figure 64: 101 Career Cond Appt New Document Page Salary Tab

Step	Action
42.	Select the appropriate pay plan from the **Pay Plan*** drop-down list. **TIP:** For a list of valid codes, see TMGT Table 025, AD-350.
43.	Enter the grade for the position in the **Grade*** field.
44.	Enter the step within the grade, level, class, rank, or pay band in the **Step*** field.
45.	Select the pay rate determinant code from the **Pay Rate Determinant** drop-down list.
46.	Enter the pay basis in the **Pay Basis** field.
47.	Enter the scheduled salary amount in the **Basic Pay*** field.
48.	Enter the scheduled salary amount in the **Verify Basic Pay*** field, if the salary cannot be verified in TMGT. **NOTE:** This field must be completed if the **Basic Pay** field is not validated against TMGT Table 029, Pay Table Rates (i.e pay band employees).
49.	Enter the scheduled salary plus any allowances, adjustments, or differential in the **Adjusted Basic Pay** field. **NOTE:** Locality pay and cooperative and/or annuitant share of salary amount are also included in the adjustment basic pay.
50.	Enter the appropriate code in the **COLA/Post Differential*** field. **NOTE:** FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations establishes regulations and post classifications for the payment of foreign post differential.
51.	Enter the appropriate salary share code in the **Salary Share Code** field.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>52.</td><td>Select the work schedule code from the Work Schedule* drop-down list.

NOTE: Intermittent work schedule applies to temporary accessions and conversions or extensions of temporary appointments.

NOTE: For Smithsonian Institution employees, the type of appointment must be 09 if the work schedule is intermittent.</td></tr>
<tr><td>53.</td><td>Enter the scheduled number of hours an employee is to work per pay period in the Tour of Duty Hours field.

NOTE: This field must be completed for part-time work schedules. Leave this field blank for full-time and intermittent work schedules.

TIP: This field must be greater than one and less than 79.</td></tr>
<tr><td>54.</td><td>Enter the date from which service is to be credited toward the employee’s next within-rate salary increase in the SCD (service computation date) WGI field.

NOTE: This field must be completed when the employee is not in the top of the step. If previous Federal service is unknown, enter the effective date of the action.

NOTE: This field cannot be later than the effective date of the personnel action.

TIP: Alternatively, click the calendar icon to select the applicable date.</td></tr>
</table>

Step	Action
55.	Enter the portion of the employee's annual salary that is being paid by a non-Federal organization, the Civil Service Retirement fund (CSRS), or the Federal Employee Retirement System (FERS) fund in the **Salary Share Amount** field. **NOTE:** This field must be less than the annual scheduled salary amount. **NOTE:** This field must be 1, 2, 4, or 5 for cooperative type employees. **TIP:** The salary share amount is calculated by subtracting the Department of Defense (DOD) hourly salary rate from the hourly salary rate paid by NFC's PPS.
56.	Enter the number of hours for a hypothetical full-time regular biweekly tour of duty that would apply to the employee on a part-time schedule if he or she were full-time, in the **Var Ft Reg Tod Pt Emp** field. **NOTE:** This field is used for computing retirement benefits for a part-time employee. If a part-time employee is requried to work a full-time 80 hours for a limited period of time, this field is coded to indicate the employee worked the full-time for those pay periods.
57.	Enter the highest applicable hourly overtime rate for a cooperative type employee in the **Overtime Rate** field. **NOTE:** Cooperative employees are typically military personnel that are paid both by the military and a civilian Agency. This field ensures that the employee is paid at the highest appropriate overtime rate applicable to then.

Step	Action
58.	Enter the highest hourly holiday rate for a cooperative type employee in the **Holiday Rate** field. **NOTE:** Do not complete the ***Overtime Rate*** or ***Holiday Rate*** field if the Agency has agreed to pay all overtime or holiday pay. Do not complete the ***Holiday Rate*** field for reemployed annuitants. **NOTE:** This field ensures that the employee is paid at the highest appropriate overtime rate applicable to them.
59.	Enter the code that identifies whether the quarters deduction amount is to be taxable or tax exempt in the **Rate** field. **NOTE:** Quarters deduction are applicable to the following Agency Codes: 03, 11, 16, 17, 34, 54, 70, and 71.
60.	Click the **Benefits*** tab. The Benefits* tab on the ***101 Career Cond Appt New Document*** page displays.

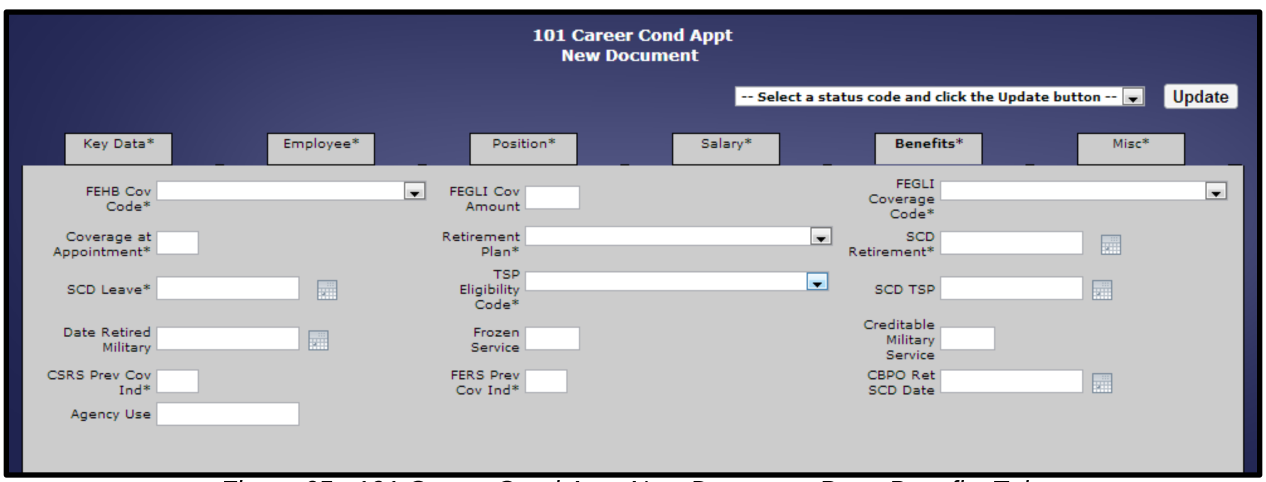


Figure 65: 101 Career Cond Appt New Document Page Benefits Tab

Step	Action
61.	Select the appropriate code from the **FEHB** (Federal Employee Health Benefits) **Cov Code*** drop-down list. **NOTE:** This code identifies whether the employee is eligible for the FEHB plan or if he or she is already participating in an FEHB plan **NOTE:** This field must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. The field must be blank for other separation actions.
62.	Enter the amount of basic insurance coverage for an employee who is covered under Federal Employees Group Life Insurance (FEGLI) Program in the **FEGLI Cov Amount** field. **NOTE:** This field does not include additional optional insurance coverage amounts.
63.	Select the appropriate FEGLI coverage code from the **FEGLI Coverage Code*** drop-down list. **NOTE:** If the employee is eligible for participation in FEGLI, this code indicates if the employee waived coverage or is covered by basic life insurance only, or has elected coverage under one of the optional insurance plans as well as the basic.
64.	Enter the appropriate code in the **Coverage at Appointment*** field. **NOTE:** This note indicates whether the employee has, at the time of the most recent appointment to Federal service, previously been covered by CSRS or FERS. **TIP:** Valid values include: N – never covered by CSRS or FERS, P – previously covered by CSRS or FERS regardless of whether or not the employee withdrew contributed funds, R – previously covered by CSRS and eligible for a refund.
65.	Select the appropriate retirement plan code from the **Retirement Plan*** drop-down list.

Step	Action
66.	Enter the SCD which reflects all service creditable for retirement purposes in the **SCD Retirement*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** This field must be blank for retirement plans other than CSRS or FERS and must be completed if different than the ***SCD-Leave*** field.
67.	Enter the date which reflects all service creditable for earning annual leave in the **SCD Leave*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
68.	Select the appropriate TSP eligibility code plan code from the **TSP Eligibility Code*** drop-down list.
69.	Enter the beginning date of the vesting period for 1% Federal contribution to the TSP in the **SCD TSP** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** Complete this field for FERS and FSPS employees participating in TSP. Do not complete this field for CSRS Offset (Federal Insurance Contributions Act) retirement plan. **NOTE:** The date cannot be prior to January 1, 1984, and cannot be later than the effective date of action.
70.	Enter the date the employee retired from military service in the **Date Retired Military** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field must be completed if the annuitant indicator is 4, 5, or C through F and if the uniform service status is 4 or 5.

Step	Action
71.	Enter total number of years and months of civilian and/or military service, creditable for calculation of the SCD for leave in the **Frozen Service** field. **NOTE:** The first two positions must be 00 through 99 (number of years); last two positions must be 01 through 12 (number of months). **NOTE:** To complete this field, the retirement plan code cannot be 4 or 5.
72.	Enter the total number of years and months of military service in the **Creditable Military Service** field. **NOTE:** The first two positions must be 00 through 99 (number of years); last two positions must be 01 through 12 (number of months).
73.	Enter "Y" (Yes) or "N" in the **CSRS Prev Cov Ind*** field to indicate if the employee was previously covered under CSRS.
74.	Enter "Y" (Yes) or "N" (No) in the **FERS Prev Cov Ind*** field to indicate if the employee was previously covered under FERS.
75.	Enter the SCD for Customs and Border Protection Officers (CBPO) in the **CBPO Ret SCD Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field is only for CBPO employees within the Department of Homeland Security (DHS).
76.	Click the **Misc*** tab. The Misc* tab on the ***101 Career Cond Appt New Document*** page displays.

Figure 66: 101 Career Cond Appt New Document Page Misc Tab

Step	Action
77.	Select the appropriate retention group from the **Tenure*** drop-down list.
78.	Enter the SCD for reduction in force (RIF) purposes in the **SCD RIF** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field must be at least 16 years, but no more than 90 years from the date of birth. It must be blank for type appointment codes 04 and 09. **NOTE:** Do not complete this field if it is the same as the ***SCD Leave*** field.
79.	Enter the appropriate code in the **Sup/Managerial Probationary Period Required** field.
80.	Enter the start date for the supervisor/managerial probationay period or for an SES probationary period in the **Sup/Managerial Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field must not be later than the effective date of the personnel action. If previous service is unknown, enter the effective date of the action. The supervisory code must be 1 or 3 if this field contains a date.

Step	Action
81.	Enter the beginning date of a one year probationary period in the **Probationary Period Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** Complete this field when: tenure is coded 2 and the type of appointment is 01, for type of appointments 01-03 and 06-09. This field must be blank for tenure 0 or 1 and tenure 3 with type appointment 8.
82.	Enter the beginning date for counting service toward career or permanent tenure in the **Career Tenure Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** This field must be blank for tenure 0 and 2, and type of appointment 08 with tenure 3. It must be completed for a tenure 2 and type appointment 02. **NOTE:** This field cannot be more than three years from the effective date of the accession and it cannot be later than the effective date of the personnel action. Do not complete this field for career appointment/conversion actions, or if service is not creditable.
83.	Enter the date the employee was most recently assigned to the current grade in the **Date Entered Present Grade*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** This field must be completed when the grade changes and for grade retention actions. **NOTE:** This field cannot be later than the effective date of the personnel action.
84.	Select the appropriate code from the **Special Employee** drop-down list. **NOTE:** This code identifies the special pay processing category associated with the employee.

Step	Action
85.	Select the appropriate code from the **Special Employment Program** drop-down list. **NOTE:** This code identifies the special employment program associated with the employee.
86.	Enter the Federal Department or place of employment the employee is moving into or out of in the **Losing/Gaining Department*** field. **NOTE:** This field is completed with either the new Department Code or a code from the Losing/Gaining Department Table in **Error! Reference source not found.**. The table is only for mployees not transferring within the Federal Government. **NOTE:** If the transfer is for Departments serviced by NFC, enter the losing Department Code on the accession action and the gaining Department Code on the separation action.
87.	Select the appropriate type appointment code in the **Type Appointment*** drop-down list.
88.	Enter the reason that the employee is allowed to have an annual leave ceiling higher than 240 hours in the **Leave Ceiling Reason (75-Character Limit)** field.
89.	Select the appropriate annual leave earning status from the **Category*** drop-down list. **NOTE:** This field must be completed for full-time and part-time employees who are eligible to earn annual leave and must be compatible with the SCD for leave.
90.	Enter the appropriate code in the **45 Day** field. **NOTE:** The 45 Day code identifies if an employee is stationed at an overseas foreign post of duty and is entitled to carry over one leave year to another for a maximum of 45 days annual leave accumulation **NOTE:** Enter "Y" for foreign duty stations. You must adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.

Step	Action
91.	Select the appropriate code that identifies if the employee is entitled to leave accruals for the first pay period of leave eligibility or for the last pay period of employment from the **Earning Status*** drop-down list. **NOTE:** This field must be completed on accession and separation actions for alternating tour of duty and part-time employees.
92.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
93.	Click **Update**. The Key Data* tab on the ***101 Career Cond Appt*** page displays along with a pop-up message.

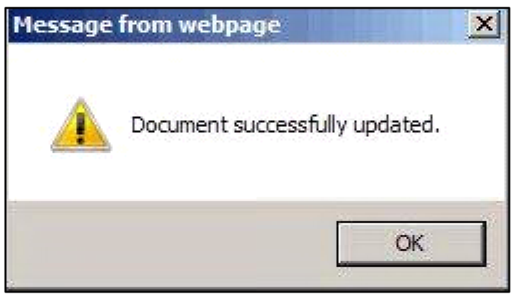
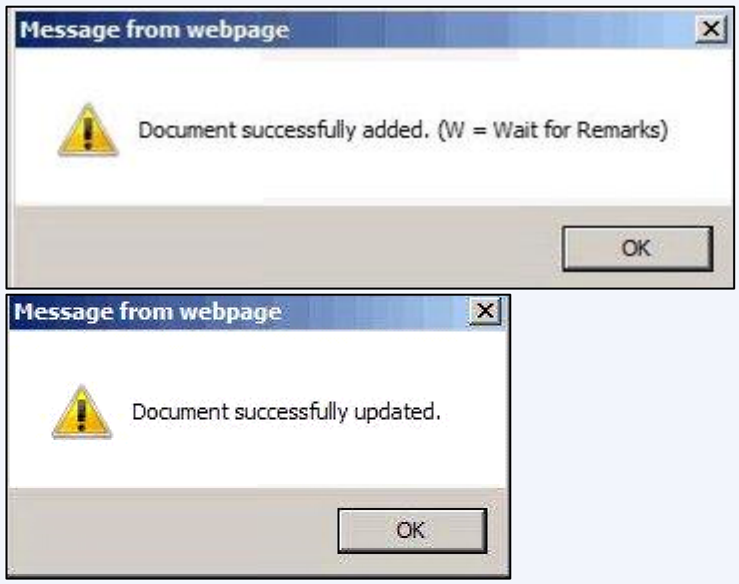


Figure 67: Pop-up Message

Step	Action
94.	Click **OK**. The Key Data* tab displays with a status code of W (Waiting for Remarks). **NOTE:** If an action has a mandatory remark that needs more data,  Figure 81: Pop-up Message displays and the status code changes to W. If the action has an optional remark that can be added, the status code remains R (Release for Processing).

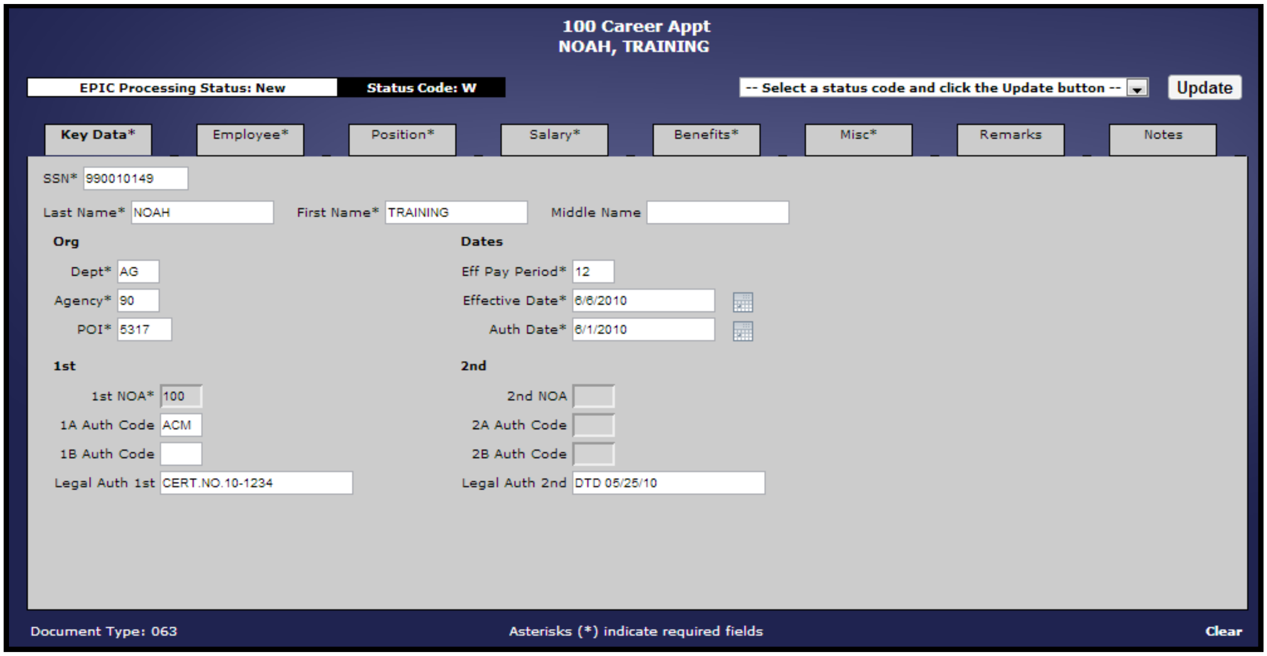


Figure 68: 101 Career Cond Appt Page Key Data Tab

Step	Action
95.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

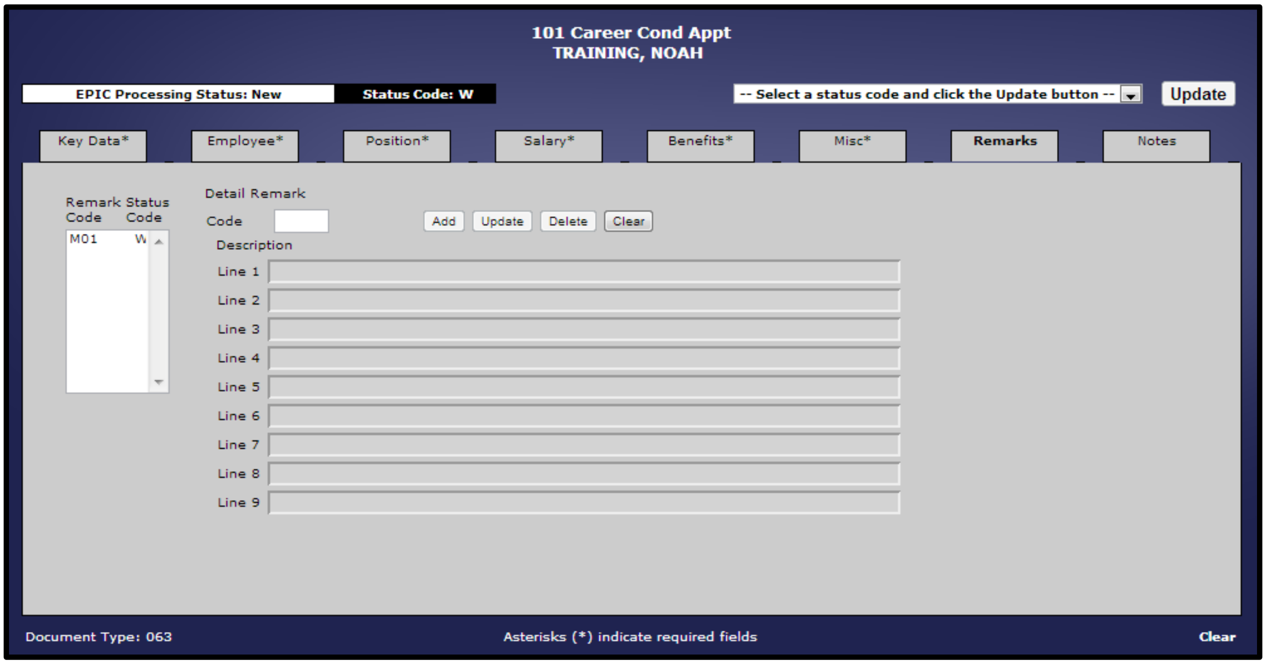


Figure 69: 101 Career Cond Appt Page Remarks Tab

Step	Action
96.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***. **TIP:** Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark is required. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.
97.	Enter the appropriate information in **Line 1** for the selected remark.

Step	Action
98.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added, the status code changes to R – Released for Processing.

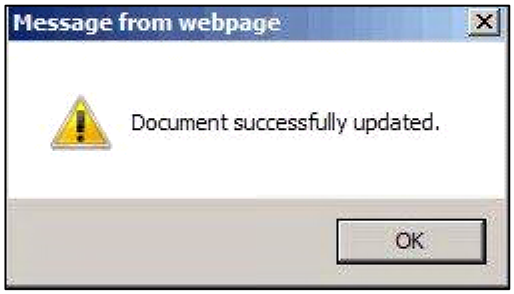


Figure 70: Pop-up Message

Step	Action
99.	Click **OK**.
100.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
101.	Click **Update**. A pop-up message displays.

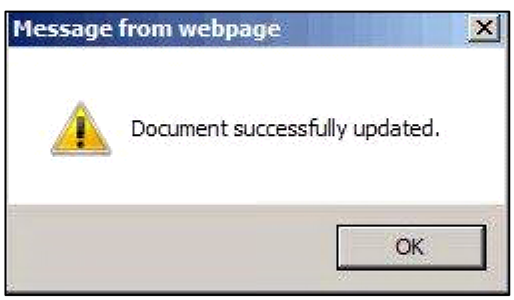


Figure 71: Pop-up Message

Step	Action
102.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Exercise 6.1: Processing a 101 Career Conditional Appointment Action

Scenario

An employee, Noah Training, was hired as a permanent, GS-12, Step 01 IT Specialist, under a career-conditional appointment, effective 01/25/2015. He had no previous government or military service, and had previously worked in the private industry.

Instructions

Follow the steps in the table below to process an accession action for this employee.

Step	Action	Required Data
1.	Click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Accessions** folder.	
4.	Click **101 Career Conditional Appointment**	
5.	Enter the employee's social security number in the **SSN*** field.	990010XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Noah
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	01 25 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01 23 2015
14.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	ACM
15.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field.	CERT#.10-1234DTD 12/14/14
16.	Click the **Employee*** tab.	
17.	Enter the employee's date of birth in the **Date of Birth*** field.	08/20/1960
18.	Select the appropriate code from the **Disability*** drop-down list.	05-No Disability
19.	Select the appropriate code from the **Veterans Preference RIF*** drop-down list.	3-Non Veteran
20.	Select the appropriate code from the **Veterans Status*** drop-down list.	X-Not a Veteran
21.	Select the appropriate code from the **Veterans Preference*** drop-down list.	1-None
22.	Select the appropriate code from the **Uniform Service Status*** drop-down list.	0-Not Applicable
23.	Select the appropriate code from the **Citizenship*** drop-down list.	1-U.S. Citizen

Step	Action	Required Data
24.	Select the appropriate code from the **Annuitant Indicator*** drop-down list.	9-Not Applicable
25.	Click the appropriate radio button to select the employee's gender in the **Gender*** field.	Male
26.	Click the appropriate ERI Code.	African American
27.	Select the employee's highest level of education attained from the **Education Level*** drop-down list.	13-Bachelor's Degree
28.	Enter the calendar year the employee received the academic degree or certificate, for the selected education level, in the **Year Degree Attained** field.	1985
29.	Enter the employee's official education record code in the **Instructional Program** field.	520301
30.	Click the **Position*** tab.	
31.	Enter the employee's Department Code in the **Dept*** field.	AG
32.	Enter the employee's Agency Code in the **Agency*** field.	90
33.	Enter the employee's POI in the **POI*** field.	5317
34.	Enter the grade for the position in the **Grade*** field	12
35.	Enter the master record number for the position in the **MR #*** field.	W01XXX
36.	Enter the individual position number in the **IP #*** field.	W0101XXX
37.	Click the **Salary*** tab.	
38.	Select the appropriate pay plan from the **Pay Plan*** drop-down list.	GS-Class. Act 1949, as Amended

Step	Action	Required Data
39.	Enter the appropriate step in the **Step*** field.	01
40.	Select the appropriate code from the **Pay Rate Determinant** drop-down list.	0-Regardless of Pay System
41.	Enter the scheduled salary amount in the **Basic Pay** field.	61,486.00
42.	Enter the scheduled salary amount in the **Verify Basic Pay*** field.	61,486.00
43.	Enter the appropriate code in the **COLA/Post Differential*** field.	0
44.	Select the appropriate code from the **Work Schedule*** drop-down list.	F-Full Time
45.	Enter the date from which service is to be credited toward the employee's next within-rate salary increase in the **SCD WGI** field.	01 25 2015
46.	Click the **Benefits*** tab.	
47.	Select the appropriate code from the **FEHB Cov Code*** drop-down list.	4-Eligible Pending
48.	Select the appropriate code from the **FEGLI Coverage Code*** drop-down list.	C0-Basic
49.	Enter the appropriate code in the **Coverage at Appointment*** field.	N
50.	Select the appropriate code from the **Retirement Plan*** drop-down list.	KF-FERS-FRAE and FICA
51.	Enter the SCD which reflects all service creditable for retirement purposes in the **SCD Retirement*** field.	01 25 2015
52.	Enter the appropriate date in the **SCD Leave*** field.	01 25 2015

Step	Action	Required Data
53.	Select the appropriate code from the **TSP Eligibility Code*** drop-down list.	3-Elig Immed FERS 1% gov't
54.	Enter the appropriate date in the **SCD TSP** field.	Use the calendar to select the appropriate date.
55.	Enter the appropriate code in the **CSRS Prev Cov Ind*** field.	N
56.	Enter the appropriate code in the **FERS Prev Cov Ind*.**	N
57.	Click the **Misc*** tab.	
58.	Select the appropriate retention group from the **Tenure*** drop-down list.	2-Group II
59.	Enter the appropriate date in the **Probationary Period Start Date*** field.	01 25 2015
60.	Enter the appropriate date in the **Career Tenure Start Date** field.	01 25 2015
61.	Enter the appropriate date in the **Date Entered Present Grade*** field.	01 25 2015
62.	Select the appropriate code in the **Special Employee*** drop-down list.	00-Not Applicable
63.	Enter the Federal Department or place of employment that the employee is moving into in the **Losing/Gaining Department*** field.	7A
64.	Select the appropriate code in the **Type Appointment*** drop-down list.	02-Competitive-Career-Conditional

Step	Action	Required Data
65.	Select the appropriate status from the **Category*** drop-down list.	Use the drop down to select the appropriate annual leave category.
66.	Enter the appropriate code in the **45 Day*** field.	N
67.	Select the appropriate code from the **Earning Status*** drop-down list.	Y
68.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
69.	Click **Update**.	
70.	Click **OK**.	
71.	Click the **Remarks** tab.	
72.	Click **M01**.	
73.	Enter “01/26/2015” next to the message *APPOINTMENT AFFIDAVIT EXECUTED*.	01 26 2015
74.	Click **Update**.	
75.	Click **OK**.	
76.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
77.	Click **Update**.	
78.	Click **OK**.	

6.4. Processing Position Change Action: 702 Promotion

Lesson Overview

This lesson explains the purpose of position change actions and provides the procedures for processing promotion actions within EPIC.

Lesson Objectives

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

- Describe the purpose of a position change action
- Process a 702 Promotion action within EPIC

Position changes are actions that affect an employee's position and/or salary (i.e. promotion or reassignment). When a position change action is entered, it is likely that an action must also be taken in PMSO.[10]

> **TIP:** Several of the position change actions listed within the Position Change folder on the ***New Document Selection*** page of EPIC may be used for processing grade retention or pay retention.

In the procedure below, you learn how to successfully process a 702 Promotion action within EPIC:

> **NOTE:** Required key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

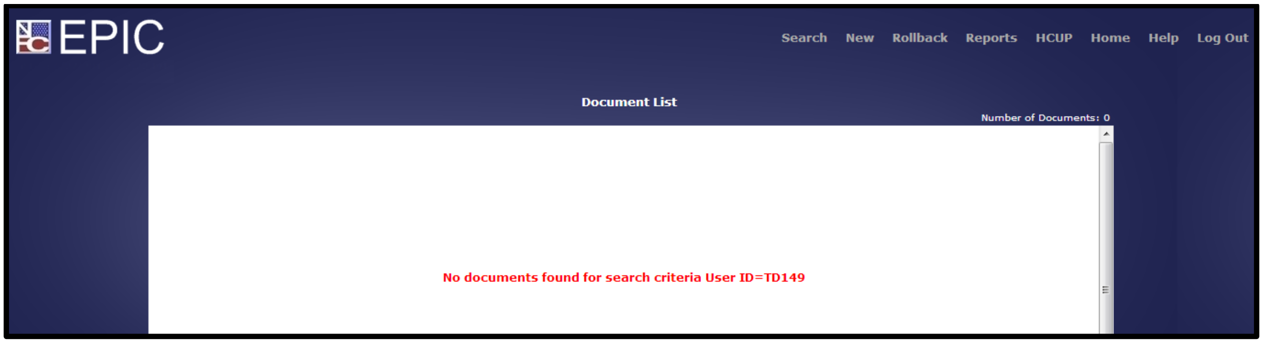


Figure 72: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 73: New Document Selection Page

Step	Action
3.	Click the **Position Change** folder, listed under the Personnel Actions. The Position Change folder expands to display the different position change actions.

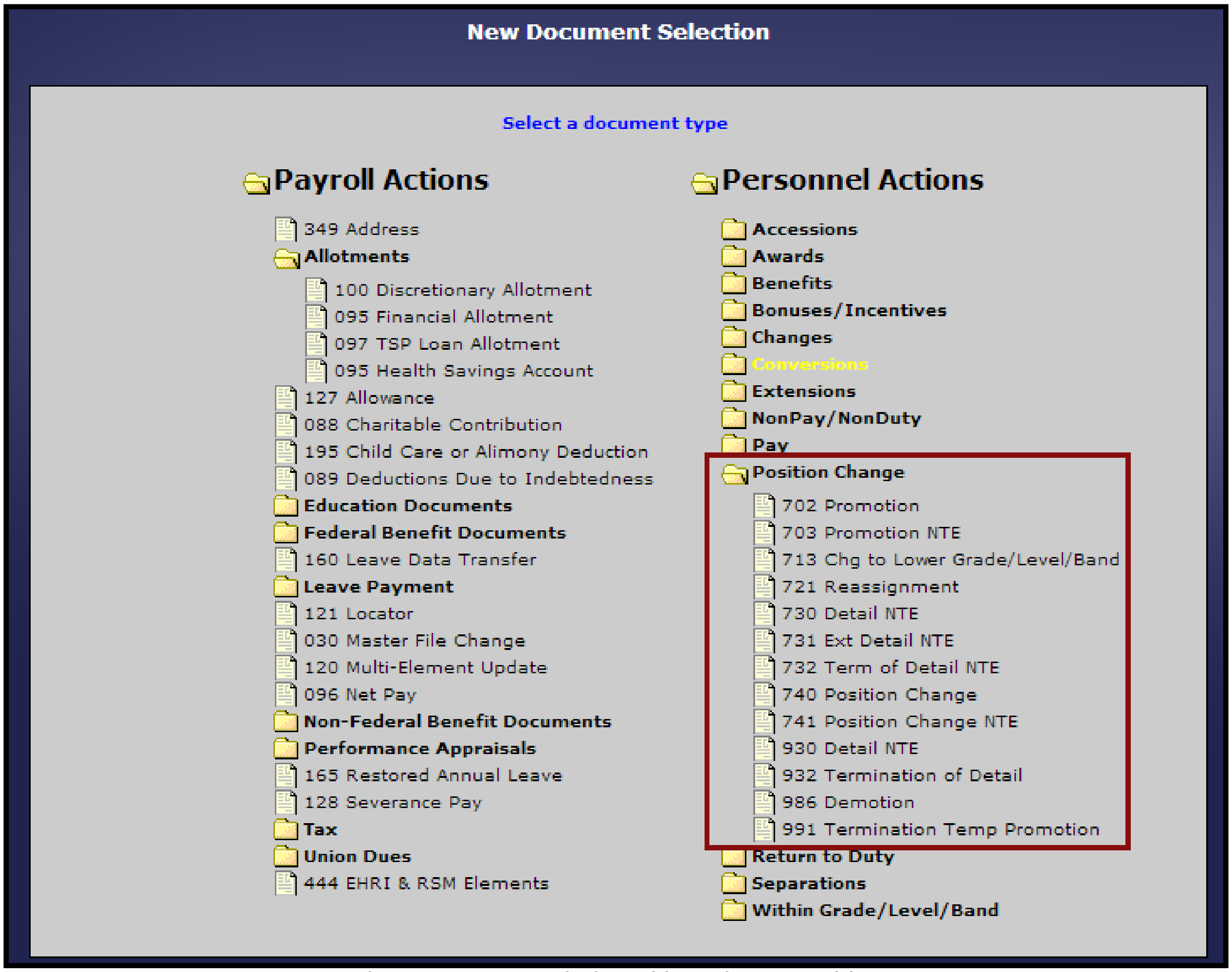


Figure 74: Expanded Position Change Folder

Step	Action
4.	Click **702 Promotion**. The Key Data* tab on the ***702 Promotion New Document*** page displays.

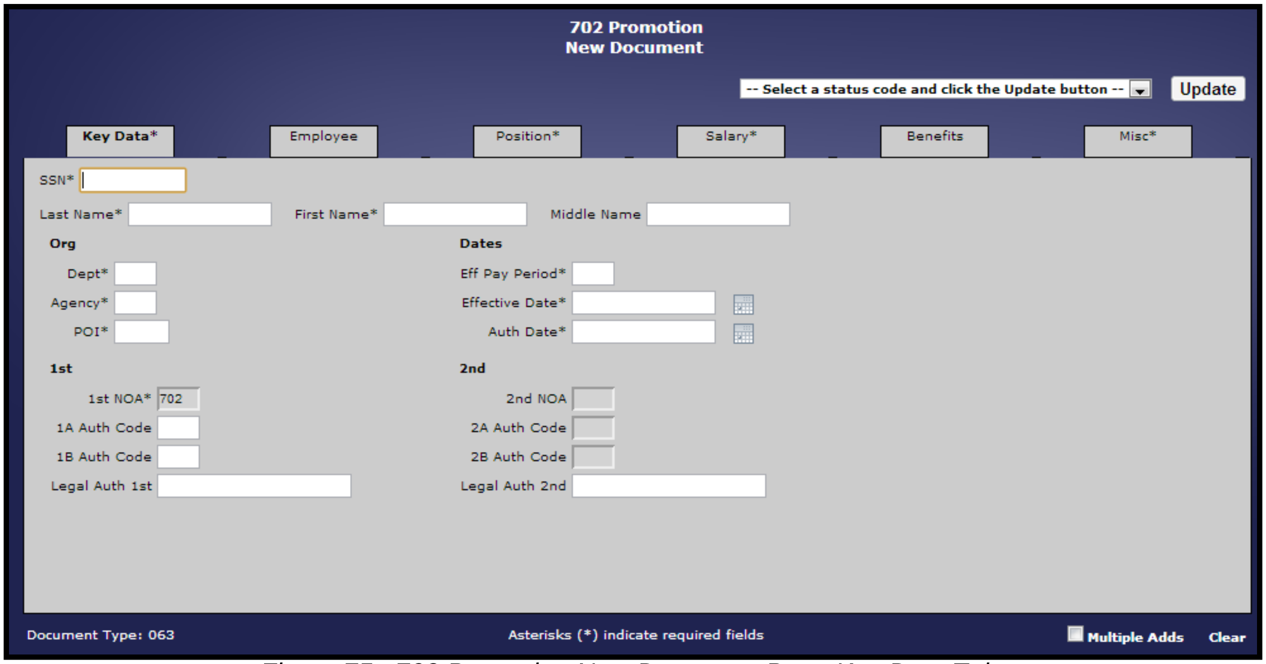


Figure 75: 702 Promotion New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is determined by the personnel office. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
16.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.

Step	Action
17.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the EON. **NOTE:** Agencies with special authorities must use the Agency-cited authority. **NOTE:** The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
19.	Click the **Employee** tab. The Employee tab on the ***702 Promotion New Document*** page displays.

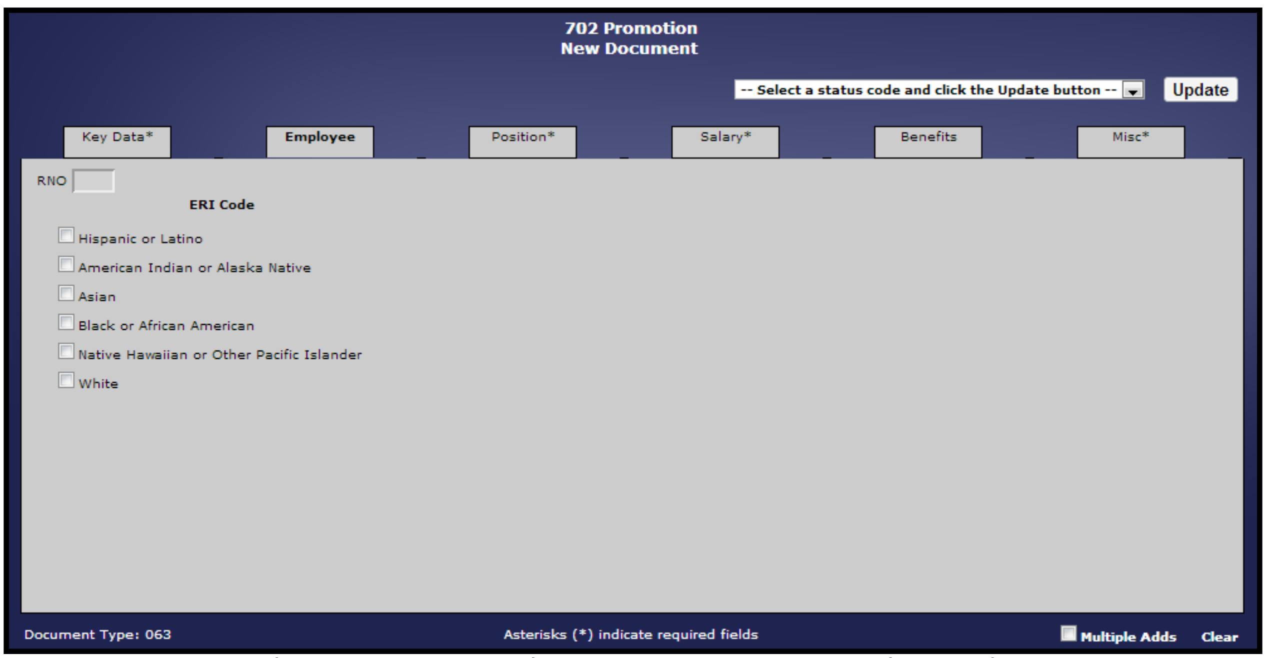


Figure 76: 702 Promotion New Document Page Employee Tab

Step	Action
20.	Click the appropriate ERI Code.

Step	Action
21.	Click the **Position*** tab. The Position* tab on the ***702 Promotion New Document*** page displays.

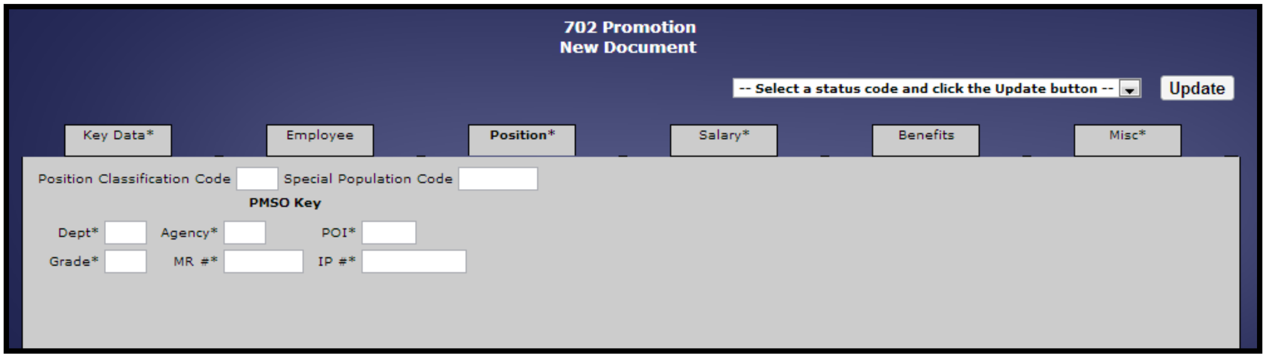


Figure 77: 702 Promotion New Document Page Position Tab

Step	Action
22.	Enter the position classification code in the **Position Classification Code** field. **NOTE:** This field indicates the status of a vacated position. Valid entries include: 0 – Leave former position vacant and active 1 – Abolish former position 2 – Inactivate former position
23.	Enter the special population code in the **Special Population Code** field. **NOTE:** This field describes if the position an employee holds has special retirement calculation rules (i.e. law enforcement officials). **NOTE:** The PMSO Key Data fields must be identical to the PMSO key data entered in PMSO, except for the position classification code, which is entered on the personnel action only.
24.	Enter the employee's Department Code in the **Dept*** field.
25.	Enter the employee's Agency Code in the **Agency*** field.

Step	Action
26.	Enter the employee's POI in the **POI*** field.
27.	Enter the grade for the position in the **Grade*** field
28.	Enter the master record number for the position in the **MR #*** field.
29.	Enter the individual position number in the **IP #*** field. **CAUTION: This number must be different than the incumbent individual position number in PMSO. The position must be active and vacant in PMSO when an employee is being placed in the position.**
30.	Click the **Salary*** tab. The Salary* tab on the ***702 Promotion New Document*** page displays.

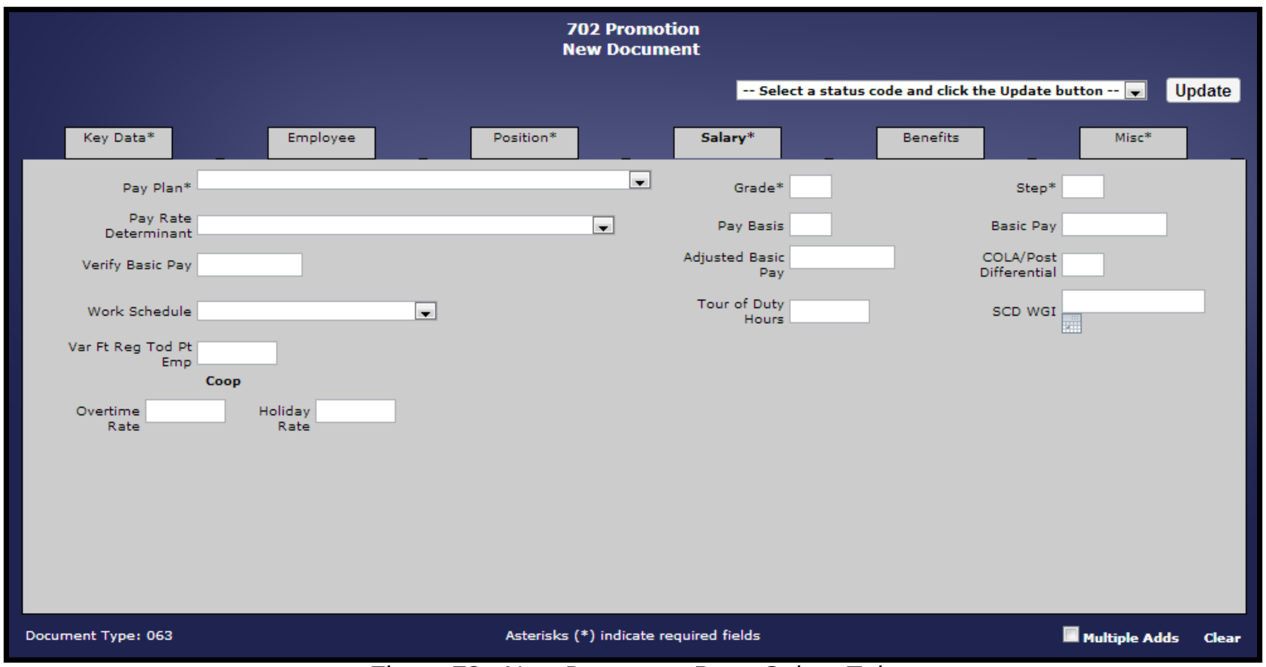


Figure 78: New Document Page Salary Tab

Step	Action
31.	Select the appropriate pay plan from the **Pay Plan*** drop-down list. **TIP:** For a list of valid codes, see TMGT Table 025, AD-350.

Step	Action
32.	Enter the grade for the position in the **Grade*** field.
33.	Enter the step within the grade, level, class, rank, or pay band in the **Step*** field.
34.	Select the pay rate determinant code from the **Pay Rate Determinant** drop-down list.
35.	Enter the pay basis in the **Pay Basis** field.
36.	Enter the scheduled salary amount in the **Basic Pay** field.
37.	Enter the scheduled salary amount in the **Verify Basic Pay** field, if the salary cannot be verified in TMGT. **NOTE:** This field must be completed if the ***Basic Pay*** field is not table driven.
38.	Enter the scheduled salary plus any allowances, adjustments, or differential in the **Adjusted Basic Pay** field. **NOTE:** Locality pay and cooperative and/or annuitant share of salary amount are also included in the adjustment basic pay.
39.	Enter the appropriate code in the **COLA/Post Differential** field. **NOTE:** FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations establishes regulations and post classifications for the payment of foreign post differential.
40.	Select the work schedule code from the **Work Schedule** drop-down list. **NOTE:** Intermittent work schedule applies to temporary accessions and conversions or extensions of temporary appointments. **NOTE:** For Smithsonian Institution employees, the type of appointment must be 09 if the work schedule is intermittent.

Step	Action
41.	Enter the scheduled number of hours an employee is to work per pay period in the **Tour of Duty Hours** field. **NOTE:** This field must be completed for part-time work schedules. Leave this field blank for full-time and intermittent work schedules. **TIP:** This field must be greater than one and less than 79.
42.	Enter the date from which service is to be credited toward the employee's next within-rate salary increase in the **SCD WGI** field. **NOTE:** This field must be completed when the employee is not in the top of the step. If previous Federal service is unknown, enter the effective date of the action. **NOTE:** This field cannot be later than the effective date of the personnel action. **TIP:** Alternatively, click the calendar icon to select the applicable date.
43.	Enter the number of hours for a hypothetical full-time regular biweekly tour of duty that would apply to the employee on a part-time schedule if he or she were full-time, in the **Var Ft Reg Tod Pt Emp** field. **NOTE:** This field is used for computing retirement benefits for a part-time employee. If a part-time employee is requried to work a full-time 80 hours for a limited period of time, this field is coded to indicate the employee worked the full-time for those pay periods.
44.	Enter the highest applicable hourly overtime rate for a cooperative type employee in the **Overtime Rate** field. **NOTE:** Cooperative employees are typically military personnel that are paid both by the military and a civilian Agency. This field ensures that the employee is paid at the highest appropriate overtime rate applicable to then.

Step	Action
45.	Enter the highest hourly holiday rate for a cooperative type employee in the **Holiday Rate** field. **NOTE:** Do not complete the ***Overtime Rate*** or ***Holiday Rate*** field if the Agency has agreed to pay all overtime or holiday pay. Do not complete the ***Holiday Rate*** field for reemployed annuitants. **NOTE:** This field ensures that the employee is paid at the highest appropriate overtime rate applicable to them.
46.	Enter the code that identifies whether the quarters deduction amount is to be taxable or tax exempt in the **Rate** field. **NOTE:** Quarters deduction are applicable to the following Agency Codes: 03, 11, 16, 17, 34, 54, 70, and 71.
47.	Click the **Benefits** tab. The Benefits tab on the ***702 Promotion New Document*** page displays.

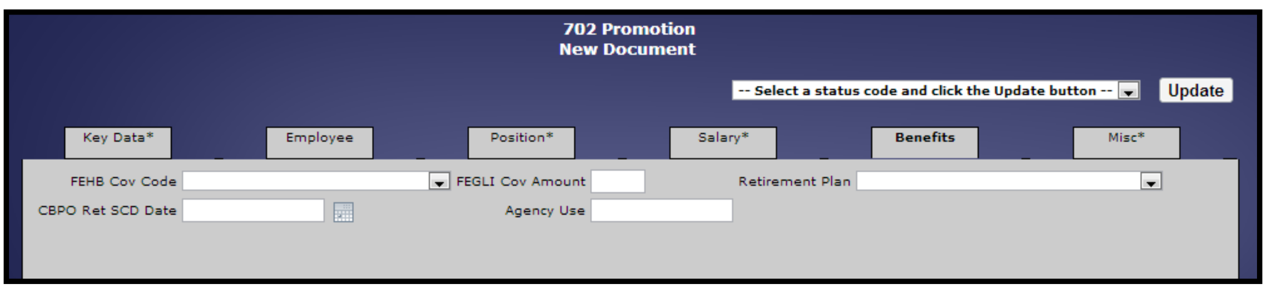


Figure 79: 702 Promotion New Document Page Benefits Tab

Step	Action
48.	Select the appropriate code from the **FEHB Cov Code** drop-down list. **NOTE:** This code identifies whether the employee is eligible for the FEHB plan or if he or she is already participating in an FEHB plan **NOTE:** This field must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. The field must be blank for other separation actions.

Step	Action
49.	Enter the amount of basic insurance coverage for an employee who is covered under FEGLI Program in the **FEGLI Cov Amount** field. **NOTE:** This field does not include additional optional insurance coverage amounts.
50.	Select the appropriate retirement plan code from the **Retirement Plan** drop-down list.
51.	Enter the SCD for Officers CBPO in the **CBPO Ret SCD Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field is only for CBPO employees within DHS.
52.	Complete the **Agency Use** field per your Agency requirements. [11] **TIP:** If the NOAC entered on the Key Data tab applies to one of the codes listed above and data is not entered in this field, the pay plan must be FE, FO, or FP. **TIP:** If you are processing NOAC 312 for a discontinued service retirement, this field must be completed. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank and the action must include Remark Code N22 to bypass edits.
53.	Click the **Misc*** tab. The Misc* tab on the ***702 Promotion New Document*** page displays.

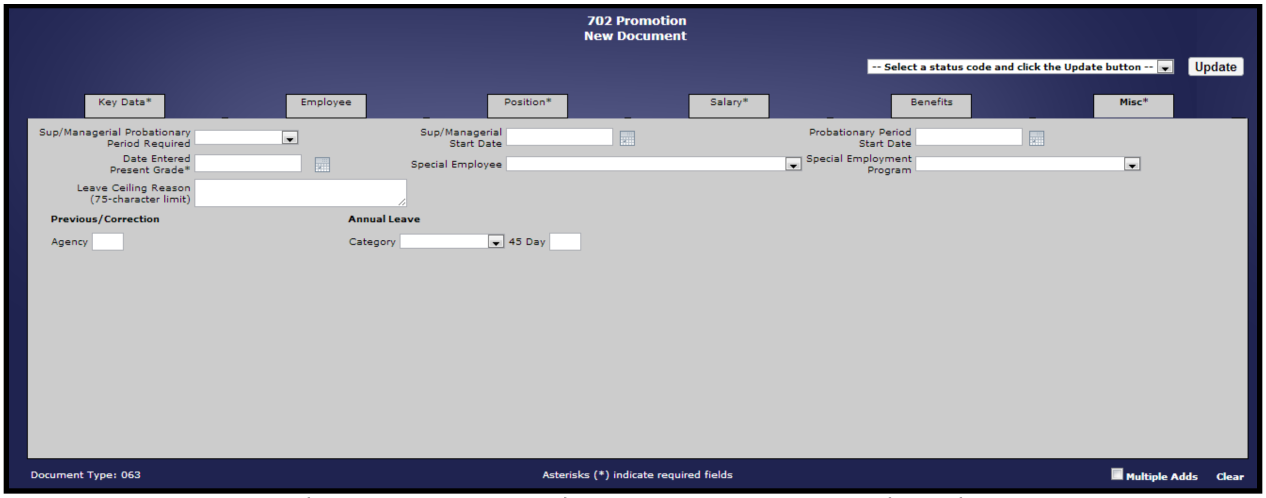


Figure 80: 702 Promotion New Document Page Misc Tab

Step	Action
54.	Enter the appropriate code from the **Sup/Managerial Probationary Period Required** drop-down list.
55.	Enter the start date for the supervisor/managerial probationay period or for an SES probationary period in the **Sup/Managerial Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field must not be later than the effective date of the personnel action. If previous service is unknown, enter the effective date of the action. The supervisory code must be 1 or 3 if this field contains a date.
56.	Enter the beginning date of a one year probationary period in the **Probationary Period Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** Complete this field when: tenure is coded 2 and the type of appointment is 01, for type of appointments 01-03 and 06-09. This field must be blank for tenure 0 or 1 and tenure 3 with type appointment 8.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>57.</td><td>Enter the date the employee was most recently assigned to the current grade in the Date Entered Present Grade* field.

TIP: Alternatively, click the calendar icon to select the applicable date.

TIP: This field must be completed when the grade changes and for grade retention actions.

NOTE: This field cannot be later than the effective date of the personnel action.</td></tr>
<tr><td>58.</td><td>Select the appropriate code from the Special Employee drop-down list.

NOTE: This code identifies the special pay processing category associated with the employee.</td></tr>
<tr><td>59.</td><td>Select the appropriate code from the Special Employment Program drop-down list.

NOTE: This code identifies the special employment program associated with the employee.</td></tr>
<tr><td>60.</td><td>Enter the reason that the employee is allowed to have an annual leave ceiling higher than 240 hours in the Leave Ceiling Reason (75-Character Limit) field.</td></tr>
<tr><td>61.</td><td>Enter the appropriate Agency code in the Agency field.</td></tr>
<tr><td>62.</td><td>Select the appropriate annual leave earning status from the Category drop-down list.

NOTE: This field must be completed for full-time and part-time employees who are eligible to earn annual leave and must be compatible with the SCD for leave.</td></tr>
</table>

Step	Action
63.	Enter the appropriate code in the **45 Day** field. **NOTE:** The 45 Day code identifies if an employee is stationed at an overseas foreign post of duty and is entitled to carry over one leave year to another for a maximum of 45 days annual leave accumulation **NOTE:** Enter "Y" for foreign duty stations. You must adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.
64.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
65.	Click **Update**. The Key Data* tab on the ***702 Promotion*** page displays along with a pop-up message.

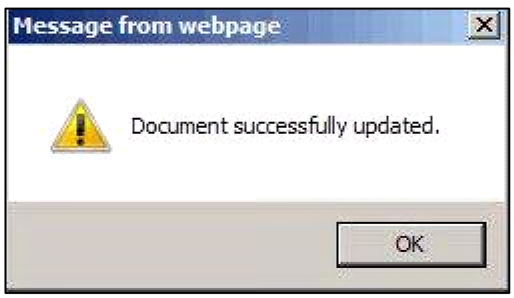
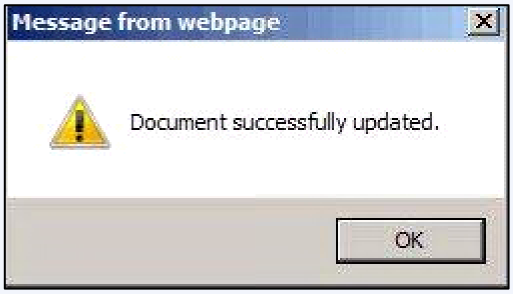


Figure 81: Pop-up Message

Step	Action
66.	Click **OK**. The Key Data* tab displays with a status code of W (Waiting for Remarks). **NOTE:** If an action has a mandatory remark that needs more data  , Figure 81: Pop-up Message displays and the status code changes to W. If the action has an optional remark that can be added, the status code remains R – Release for Processing.

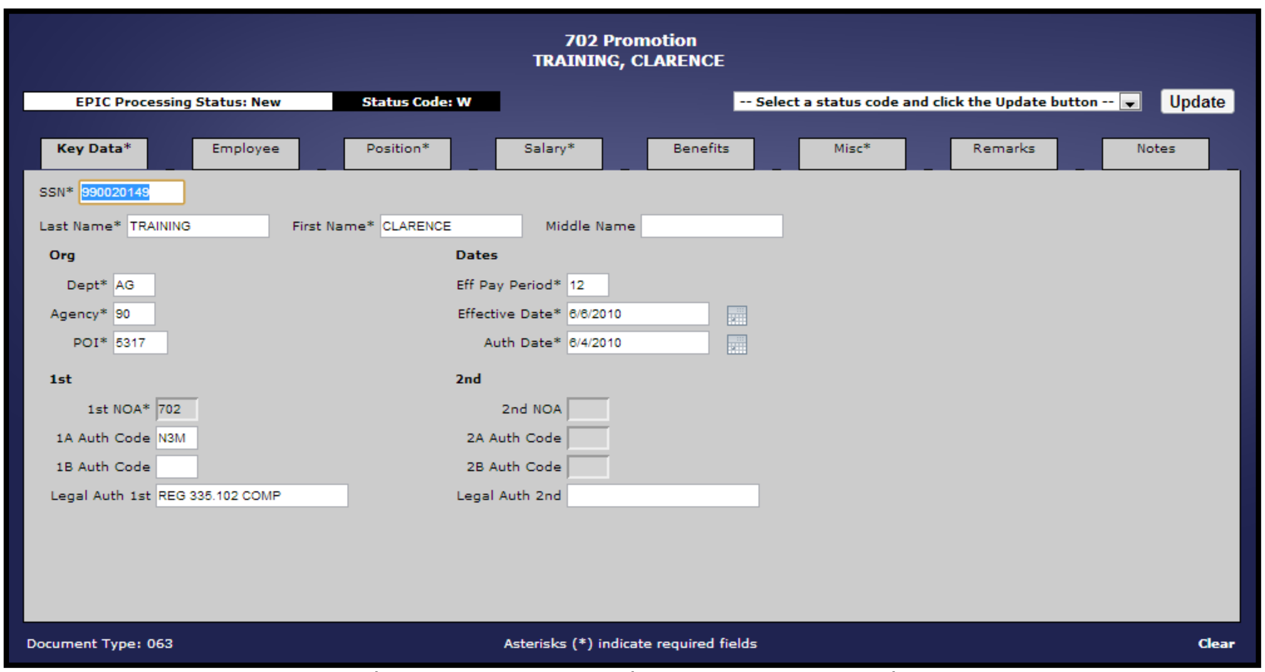


Figure 82: 702 Promotion Page Key Data Tab

Step	Action
67.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list. **TIP:** Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark is required. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.

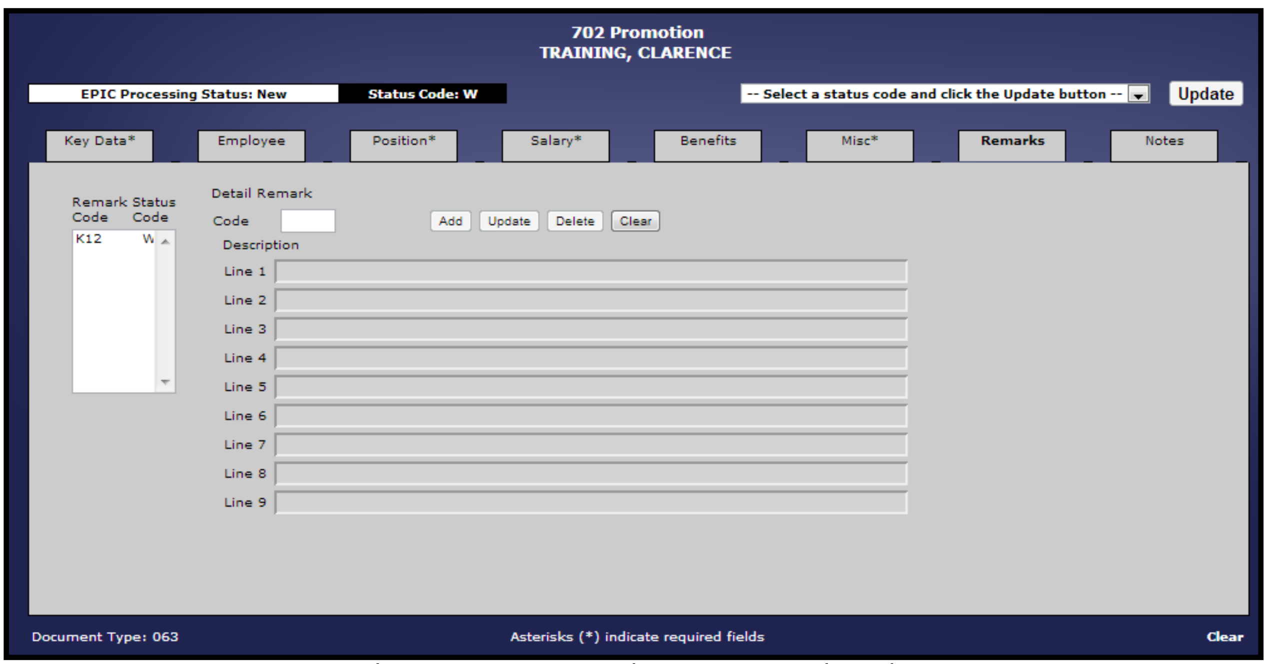


Figure 83: 702 Promotion Page Remarks Tab

Step	Action
68.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***.

Step	Action
69.	Enter the appropriate information in **Line 1** for the selected remark.
70.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added, the status code changes to R – Released for Processing.

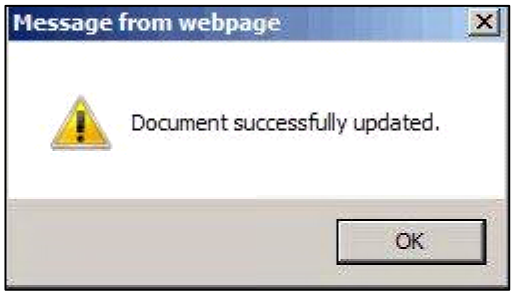


Figure 84: Pop-up Message

Step	Action
71.	Click **OK**.
72.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
73.	Click **Update**. A pop-up message displays.

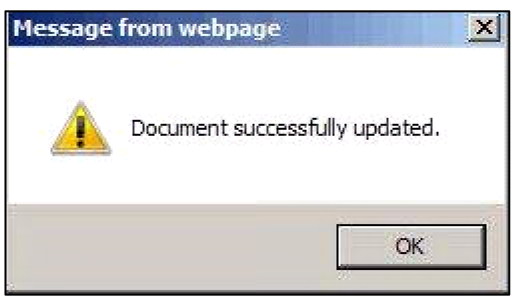


Figure 85: Pop-up Message

Step	Action
74.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Exercise 6.2: Processing a 702 Promotion Action

Scenario

Jamie Training, a Program Analyst, has been promoted to a GS-12, Step 01, effective 01/25/2015. His former position should be left vacant and remain active.

Instructions

Follow the steps in the table below to process the promotion for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Position Change** folder.	
4.	Click **702 Promotion**.	
5.	Enter the employee's social security number in the **SSN*** field.	990020XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Jamie
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	01 25 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01 23 2015
14.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	N3M
15.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field.	REG 335.102 COMP
16.	Click the **Position*** tab.	
17.	Enter the Position Classification Code in the **Position Classification** field	0
18.	Enter the employee's Department Code in the **Dept*** field.	AG
19.	Enter the employee's Agency Code in the **Agency*** field.	90
20.	Enter the employee's POI in the **POI*** field.	5317
21.	Enter the grade for the position in the **Grade*** field	12
22.	Enter the master record number for the position in the **MR #*** field.	W02XXX
23.	Enter the individual position number in the **IP #*** field.	W0200XXX
24.	Click the **Salary*** tab.	
25.	Select the appropriate pay plan from the **Pay Plan*** drop-down list.	GS-Class. Act 1949, as Amended
26.	Enter the appropriate step in the **Step*** field.	01

Step	Action	Required Data
27.	Select the appropriate code from the **Pay Rate Determinant** drop-down list.	0-Regardless of System
28.	Enter the scheduled salary amount in the **Basic Pay** field.	61,486.00
29.	Enter the scheduled salary amount in the **Verify Basic Pay** field.	61,486.00
30.	Enter the appropriate date in the **SCD WGI** field.	01 25 2015
31.	Click the **Misc*** tab.	
32.	Enter the appropriate date in the **Date Entered Present Grade*** field.	01 25 2015
33.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
34.	Click **Update**.	
35.	Click **OK**.	
36.	Click the **Remarks** tab.	
37.	Click **K12**.	
38.	Enter the appropriate information in **Line 1**.	ABC123 DATED 01/20/2015
39.	Click **Update** in the **Remarks** tab.	
40.	Click **OK**.	
41.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
42.	Click **Update**.	

Step	Action	Required Data
43.	Click **OK**.	

6.5. Processing Position Change Action: 721 Reassignment

Lesson Overview

This lesson provides the procedures for processing a reassignment position change within EPIC.

Lesson Objectives

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

- Process a 721 Reassignment action within EPIC

As mentioned in the previous lesson, position change actions affect an employee's position and/or salary (i.e. promotion or reassignment). Position changes include when an employee is reassigned to a new position, within their current Department or across Departments if they are customers of NFC.

In the procedure below, you learn how to successfully process a 721 Reassignment action within EPIC:

> **NOTE:** Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

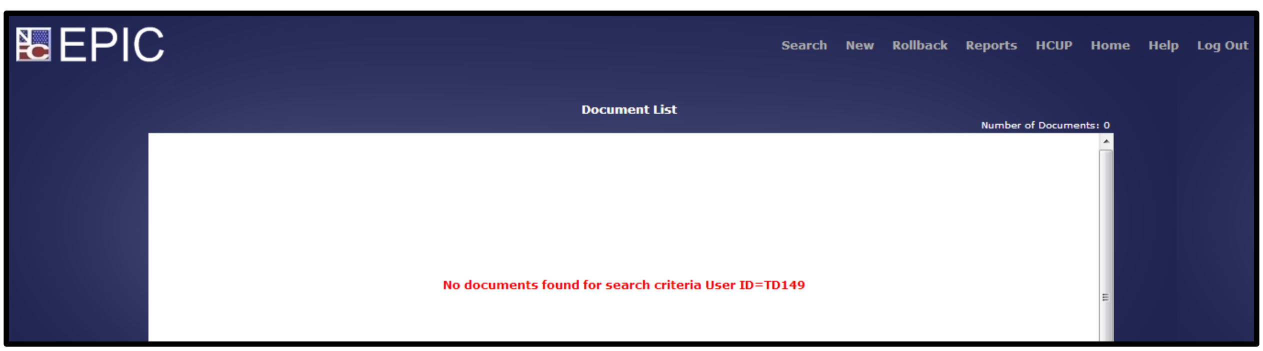


Figure 86: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 87: New Document Selection Page

Step	Action
3.	Click the **Position Change** folder. The Position Change folder expands to display the different position change actions.

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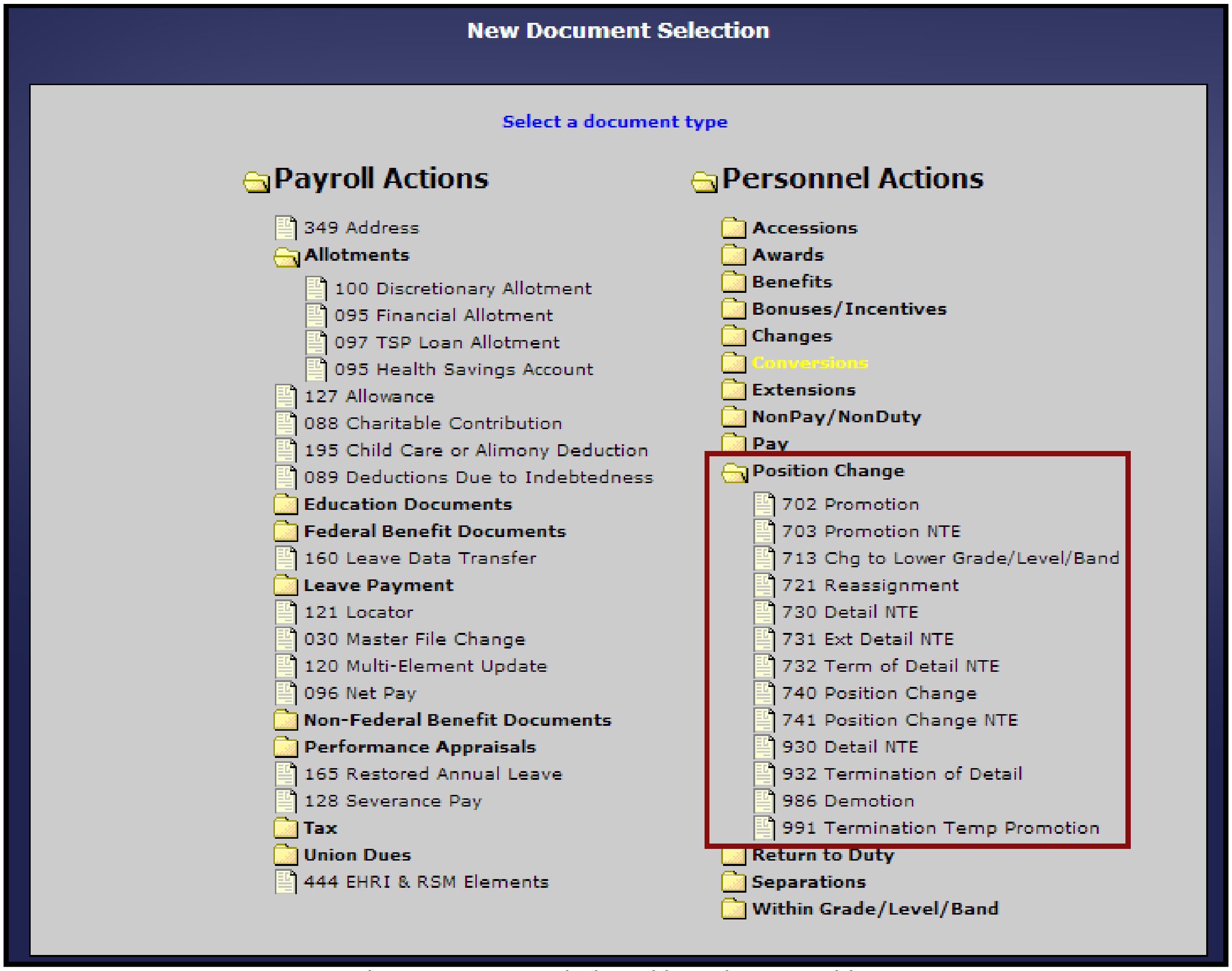


Figure 88: Expanded Position Change Folder

Step	Action
4.	Select **721 Reassignment**. The Key Data* tab on the ***721 Reassignment New Document*** page displays.

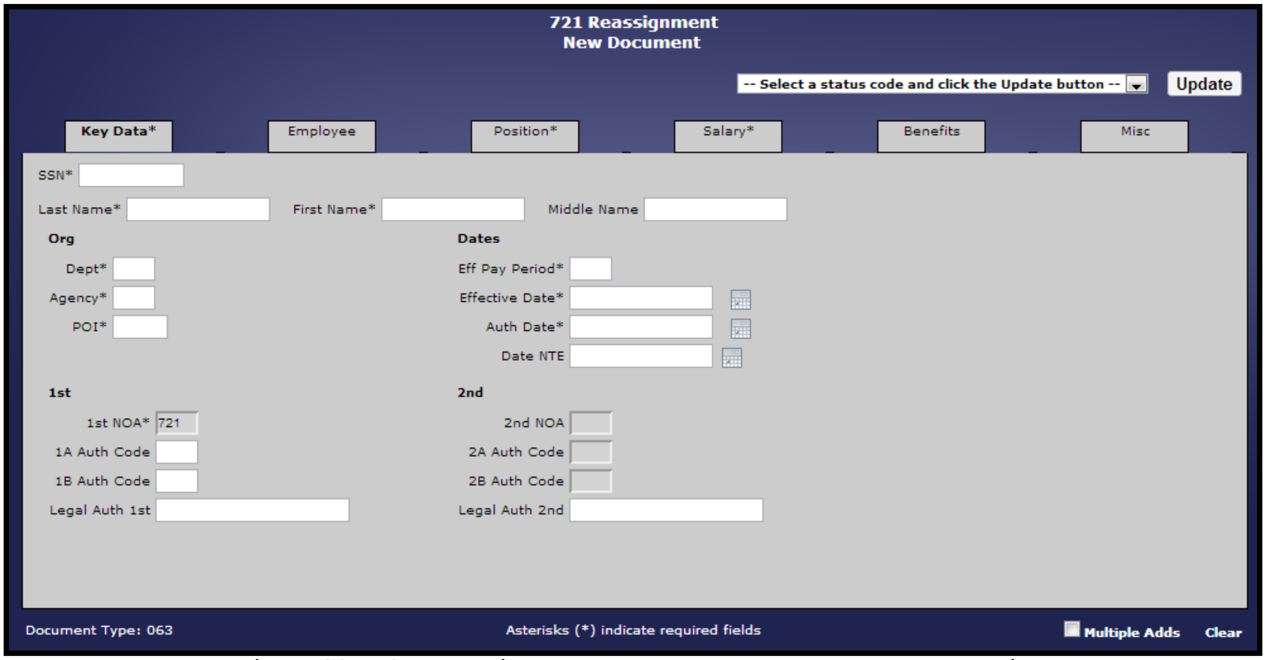


Figure 89: 721 Reassignment New Document Page Key Data Tab

Step	Action
5.	Enter the employee’s social security number in the **SSN*** field.
6.	Enter the employee’s last name in the **Last Name*** field.
7.	Enter the employee’s first name in the **First Name*** field.
8.	Enter the employee’s middle name in the **Middle Name** field.
9.	Enter the employee’s Department Code in the **Dept*** field.
10.	Enter the employee’s Agency Code in the **Agency*** field.
11.	Enter the employee’s POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is assigned by the authorizing personnel official within each Agency. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the not-to-exceeed date in the **Date NTE** field, if appropriate. **TIP:** Alternatively, click the calendar icon to select the applicable date.
16.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
17.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.

Step	Action
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the EON. **NOTE:** Agencies with special authorities must use the Agency-cited authority. **NOTE:** The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.
19.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
20.	Click the **Employee** tab. The Employee tab on the ***721 Reassignment New Document*** page displays.

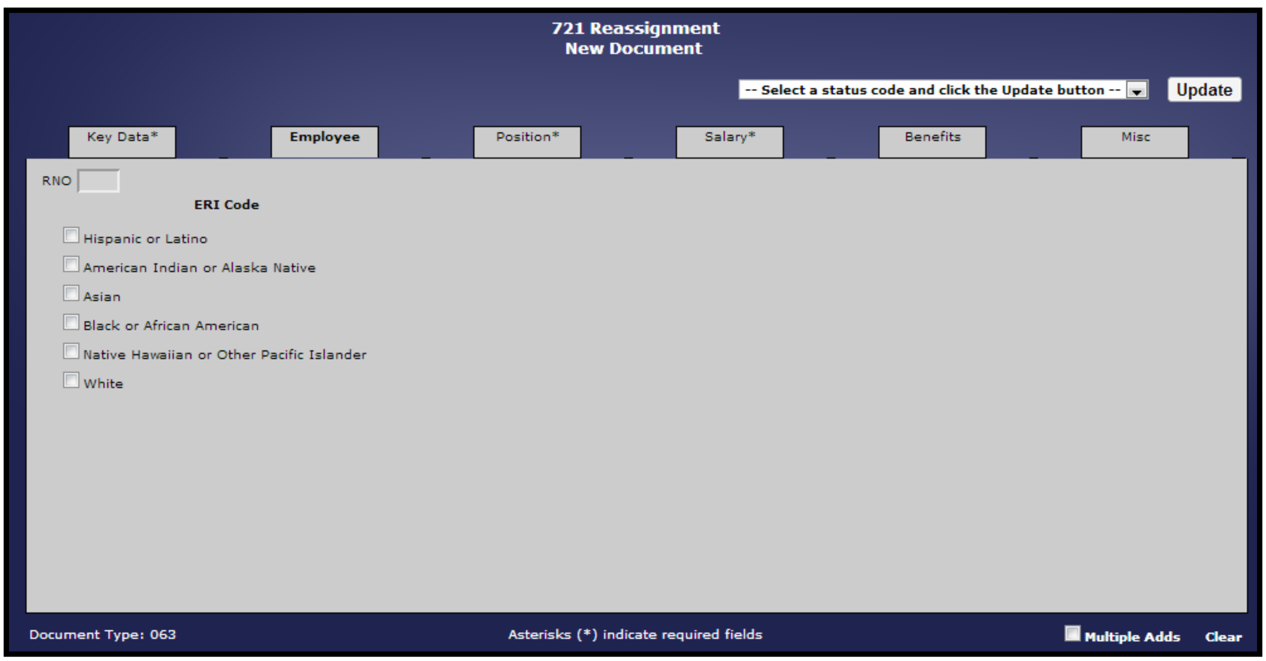


Figure 90: 721 Reassignment New Document Page Employee Tab

Step	Action
21.	Click the appropriate ERI Code.

Step	Action
22.	Click the **Position*** tab. The Position* tab on the ***721 Reassignment New Document*** page displays.

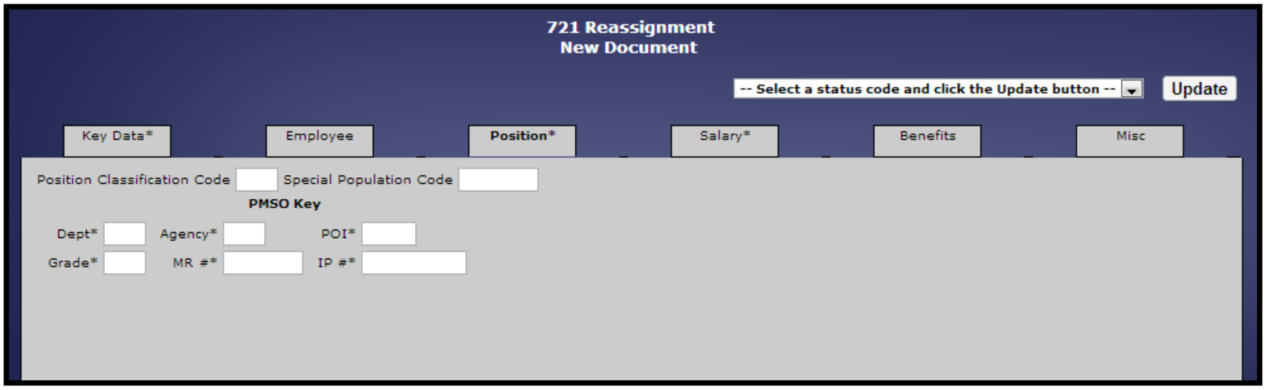


Figure 91: 721 Reassignment New Document Page Position Tab

Step	Action
23.	Enter the position classification code in the **Position Classification Code** field. **NOTE:** This field indicates the status of a vacated position. Valid entries include: 0 – Leave former position vacant and active 1 – Abolish former position 2 – Inactivate former position
24.	Enter the special population code in the **Special Population Code** field. **NOTE:** This field describes if the position an employee holds has special retirement calculation rules (i.e. law enforcement officials). **NOTE:** The PMSO Key Data fields must be identical to the PMSO key data entered in PMSO, except for the position classification code, which is entered on the personnel action only.
25.	Enter the employee's Department Code in the **Dept*** field.
26.	Enter the employee's Agency Code in the **Agency*** field.

Step	Action
27.	Enter the employee's POI in the **POI*** field.
28.	Enter the grade for the position in the **Grade*** field
29.	Enter the master record number for the position in the **MR #*** field.
30.	Enter the individual position number in the **IP #*** field. **CAUTION:** This number must be different than the incumbent individual position number in PMSO. The position must be active and vacant in PMSO when an employee is being placed in the position.
31.	Click the **Salary*** tab. The Salary* tab on the ***721 Reassignment New Document*** page displays.

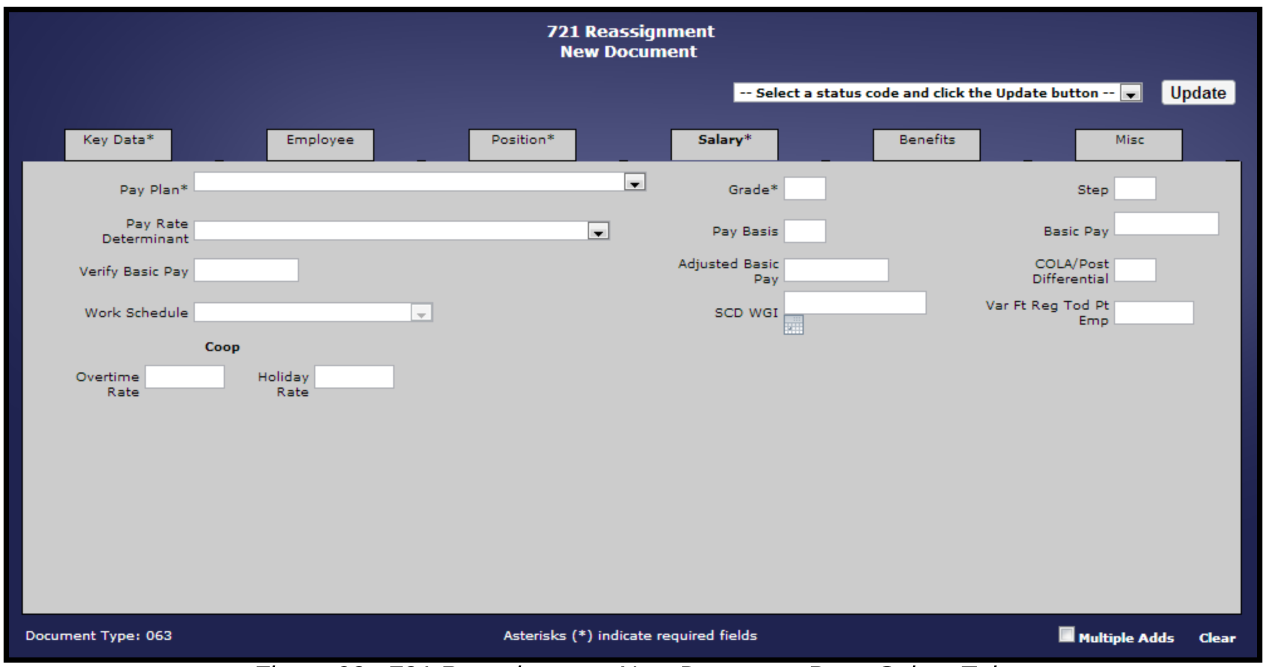


Figure 92: 721 Reassignment New Document Page Salary Tab

Step	Action
32.	Select the appropriate pay plan from the **Pay Plan*** drop-down list. **TIP:** For a list of valid codes, see TMGT Table 025, AD-350.

Step	Action
33.	Enter the grade for the position in the **Grade*** field.
34.	Enter the step within the grade, level, class, rank, or pay band in the **Step** field.
35.	Select the pay rate determinant code from the **Pay Rate Determinant** drop-down list.
36.	Enter the pay basis in the **Pay Basis** field.
37.	Enter the scheduled salary amount in the **Basic Pay** field.
38.	Enter the scheduled salary amount in the **Verify Basic Pay** field, if the salary cannot be verified in TMGT. **NOTE:** This field must be completed if the **Basic Pay** field is not table driven.
39.	Enter the scheduled salary plus any allowances, adjustments, or differential in the **Adjusted Basic Pay** field. **NOTE:** Locality pay and cooperative and/or annuitant share of salary amount are also included in the adjustment basic pay.
40.	Enter the appropriate code in the **COLA/Post Differential** field. **NOTE:** FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations establishes regulations and post classifications for the payment of foreign post differential.
41.	Select the work schedule code from the **Work Schedule** drop-down list. **NOTE:** Intermittent work schedule applies to temporary accessions and conversions or extensions of temporary appointments. **NOTE:** For Smithsonian Institution employees, the type of appointment must be 09 if the work schedule is intermittent.

Step	Action
42.	Enter the date from which service is to be credited toward the employee's next within-rate salary increase in the **SCD WGI** field. **NOTE:** This field must be completed when the employee is not in the top of the step. If previous Federal service is unknown, enter the effective date of the action. **NOTE:** This field cannot be later than the effective date of the personnel action. **TIP:** Alternatively, click the calendar icon to select the applicable date.
43.	Enter the number of hours for a hypothetical full-time regular biweekly tour of duty that would apply to the employee on a part-time schedule if he or she were full-time, in the **Var Ft Reg Tod Pt Emp** field. **NOTE:** This field is used for computing retirement benefits for a part-time employee. If a part-time employee is requried to work a full-time 80 hours for a limited period of time, this field is coded to indicate the employee worked the full-time for those pay periods.
44.	Enter the highest applicable hourly overtime rate for a cooperative type employee in the **Overtime Rate** field. **NOTE:** Cooperative employees are typically military personnel that are paid both by the military and a civilian Agency. This field ensures that the employee is paid at the highest appropriate overtime rate applicable to then.
45.	Enter the highest hourly holiday rate for a cooperative type employee in the **Holiday Rate** field. **NOTE:** Do not complete the ***Overtime Rate*** or ***Holiday Rate*** field if the Agency has agreed to pay all overtime or holiday pay. Do not complete the ***Holiday Rate*** field for reemployed annuitants. **NOTE:** This field ensures that the employee is paid at the highest appropriate overtime rate applicable to them.

Step	Action
46.	Click the **Benefits** tab. The Benefits tab on the ***721 Reassignment New Document*** page displays.

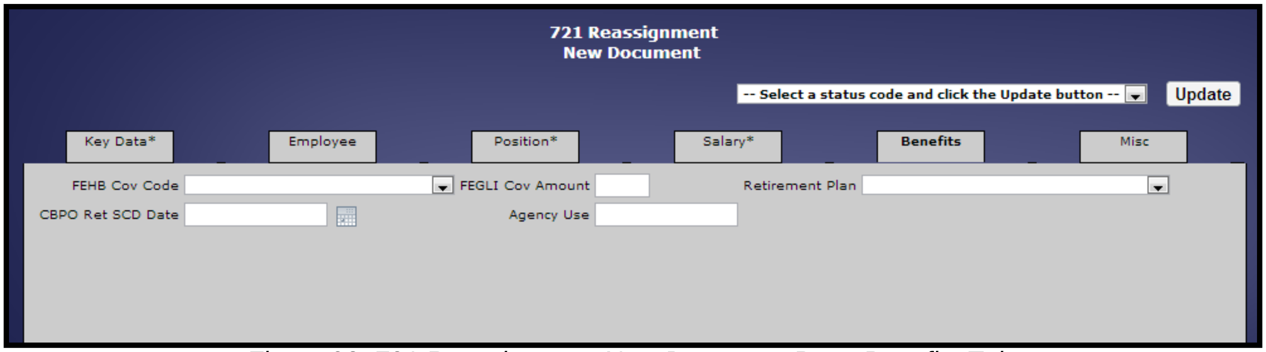


Figure 93 721 Reassignment New Document Page Benefits Tab

Step	Action
47.	Select the appropriate code from the **FEHB Cov Code** drop-down list. **NOTE:** This code identifies whether the employee is eligible for the FEHB plan or if he or she is already participating in an FEHB plan **NOTE:** This field must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. The field must be blank for other separation actions.
48.	Enter the amount of basic insurance coverage for an employee who is covered under FEGLI Program in the **FEGLI Cov Amount** field. **NOTE:** This field does not include additional optional insurance coverage amounts.
49.	Select the appropriate retirement plan code from the **Retirement Plan** drop-down list.

Step	Action
50.	Enter the SCD for CBPO in the **CBPO Ret SCD Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field is only for CBPO employees within DHS.
51.	Complete the **Agency Use** field per your Agency requirements.[12] **TIP:** If the NOAC entered on the Key Data* tab applies to one of the codes listed above and data is not entered in this field, the pay plan must be FE, FO, or FP. **TIP:** If you are processing NOAC 312 for a discontinued service retirement, this field must be completed. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank and the action must include Remark Code N22 to bypass edits.
52.	Click the **Misc** tab. The Misc tab on the ***721 Reassignment New Document*** page displays.

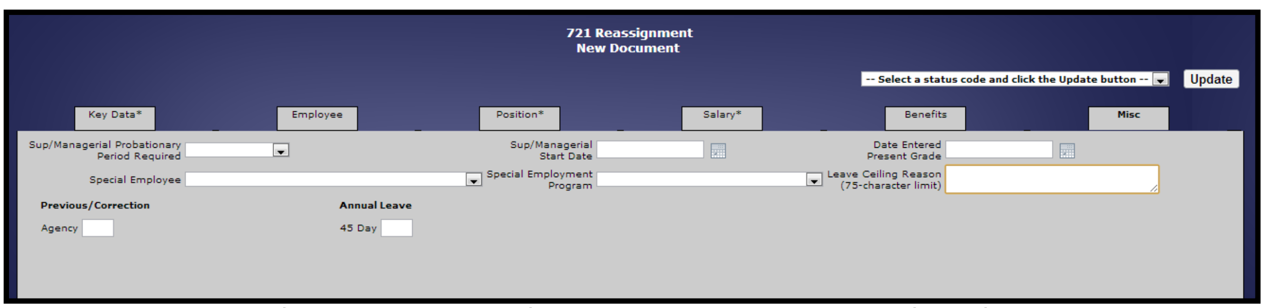


Figure 94: 721 Reassignment New Document Page Misc Tab

[12] Refer to **Error! Reference source not found.** for instructions on how to complete the ***Agency Use*** ield.

Step	Action
53.	Enter the appropriate code from the **Sup/Managerial Probationary Period Required** drop-down list.
54.	Enter the start date for the supervisor/managerial probationay period or for an SES probationary period in the **Sup/Managerial Start Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** This field must not be later than the effective date of the personnel action. If previous service is unknown, enter the effective date of the action. The supervisory code must be 1 or 3 if this field contains a date.
55.	Enter the date the employee was most recently assigned to the current grade in the **Date Entered Present Grade** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** This field must be completed when the grade changes and for grade retention actions. **NOTE:** This field cannot be later than the effective date of the personnel action.
56.	Select the appropriate code from the **Special Employee** drop-down list. **NOTE:** This code identifies the special pay processing category associated with the employee.
57.	Select the appropriate code from the **Special Employment Program** drop-down list. **NOTE:** This code identifies the special employment program associated with the employee.
58.	Enter the reason that the employee is allowed to have an annual leave ceiling higher than 240 hours in the **Leave Ceiling Reason (75-Character Limit)** field.

Step	Action
59.	Enter the Agency Code if the employee is being reassigned from another Agency in the **Agency** field.
60.	Enter the appropriate code in the **45 Day** field. **NOTE:** The 45 Day code identifies if an employee is stationed at an overseas foreign post of duty and is entitled to carry over one leave year to another for a maximum of 45 days annual leave accumulation **NOTE:** Enter "Y" for foreign duty stations. You must adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.
61.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
62.	Click **Update**. The Key Data* tab on the ***721 Reassignment*** page displays along with a pop-up message.

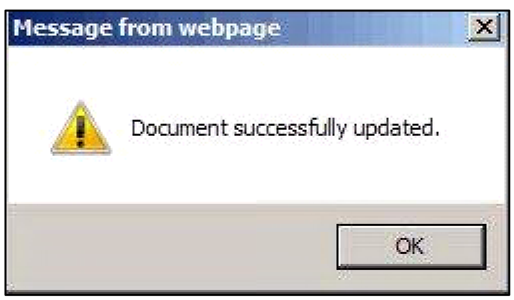


Figure 95: Pop-up Message

Step	Action
63.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing. **TIP:** If the status code is W – Waiting for Remarks, additional information is required on the remarks tab.

Step	Action
64.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

Figure 96: 721 Reassignment Remarks Tab

Step	Action
	TIP: Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark is required. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.
65.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***.
66.	Enter the appropriate information in **Line 1** for the selected remark.

Step	Action
67.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added the status code changes to R – Released for Processing.

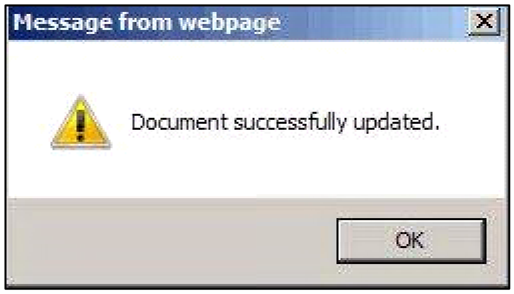


Figure 97: Pop-up Message

Step	Action
68.	Click **OK**.
69.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
70.	Click **Update**. A pop-up message displays.

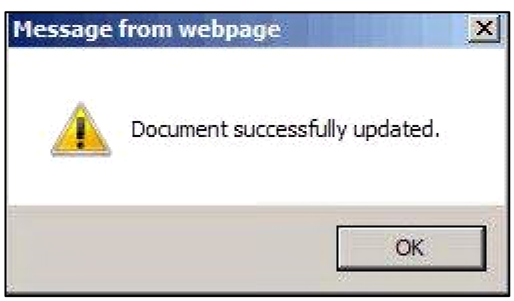


Figure 98: Pop-up Message

Step	Action
71.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Exercise 6.3: Processing a 721 Reassignment Action

Scenario

Marcia Training has been reassigned to a new IT Specialist position effective 01/25/2015, with no change in salary. Leave her former position vacant and active, and assigned a new master record and individual position number. She is currently a Grade 13. The authentication date for this reassignment is 01/23/2015.

Instructions

Follow the steps in the table below to process the reassignment for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Position Change** folder.	
4.	Click **721 Reassignment**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-03-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Ann
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90

Step	Action	Required Data
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	01 25 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01 23 2015
14.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	N2M
15.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field.	REG 335.102/AG CITE
16.	Click the **Position*** tab.	
17.	Enter the appropriate code in the Position Classification field.	Valid values are: **0**-Leave former position vacant and active;**1**-Abolish former position; or, **2**-Inactivate former position.
18.	Enter the employee's Department Code in the **Dept*** field.	AG
19.	Enter the employee's Agency Code in the **Agency*** field.	90
20.	Enter the employee's POI in the **POI*** field.	5317
21.	Enter the grade for the position in the **Grade*** field	13
22.	Enter the master record number for the position in the **MR #*** field.	R03XXX

Step	Action	Required Data
23.	Enter the individual position number in the **IP #*** field.	R0303XXX
24.	Click the **Salary*** tab.	
25.	Enter the pay plan in the **Pay Plan*** field.	GS
26.	Enter the appropriate step in the **Step*** field.	10
27.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
28.	Click **Update**.	
29.	Click **OK**.	

6.6. Processing Separation Action: 317 Resignation

Lesson Overview

This lesson provides the purpose of separation actions and provides the procedures for processing a resignation within EPIC.

Lesson Objectives

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

- Describe the purpose of a separation action
- Process a 317 Resignation action within EPIC

A separation indicates that an employee is leaving Federal service, for a number of possible reasons, some of which are described below:

Separation Type	Description
Death	Processed to remove a deceased employee's record from the database and settle the deceased employee's accounts.
Removal	Processed when an Agency removes an employee from the rolls because of misconduct, false statement at the time of appointment, unacceptable performance, etc.
Resignation	Processed when an employee voluntarily elects to leave the organization.
Retirement	Processed when an employee has contributed to a retirement system and is eligible to retire and collect an immediate annuity.
Termination	Processed when an Agency terminates an employee because of a non-disciplinary action such as expiration of appointment, lack of work, lack of funds, etc.

TIP: Other types of separations can be processed in EPIC. For more information on these separations refer to the OPM Guide to Processing Personnel Actions.

IMPORTANT: When specifically processing a resignation action, be sure to follow the guidelines below:

FEHB Remarks Codes 388 and 389 must be entered for a resignation in lieu of an involuntary action, and

Remarks Codes 388-391, 564, 565, and 566 must be entered on retirement, death, resignation in lieu of involuntary action, and involuntary actions, if the employee was enrolled in FEHB.

In the procedure below, you learn how to successfully process a 317 Resignation action within EPIC:

NOTE: Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

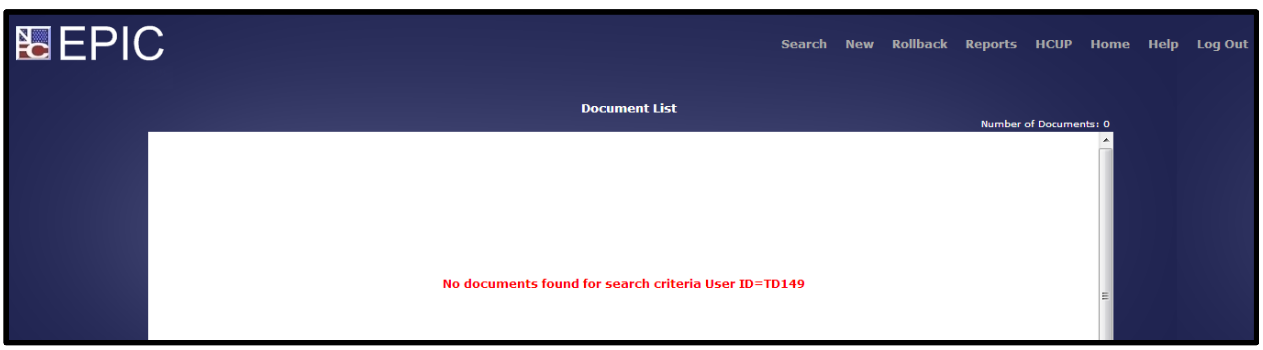


Figure 99: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 100: New Document Selection Page

Step	Action
3.	Click the **Separations** folder. The Separations folder expands to display the different separation actions.

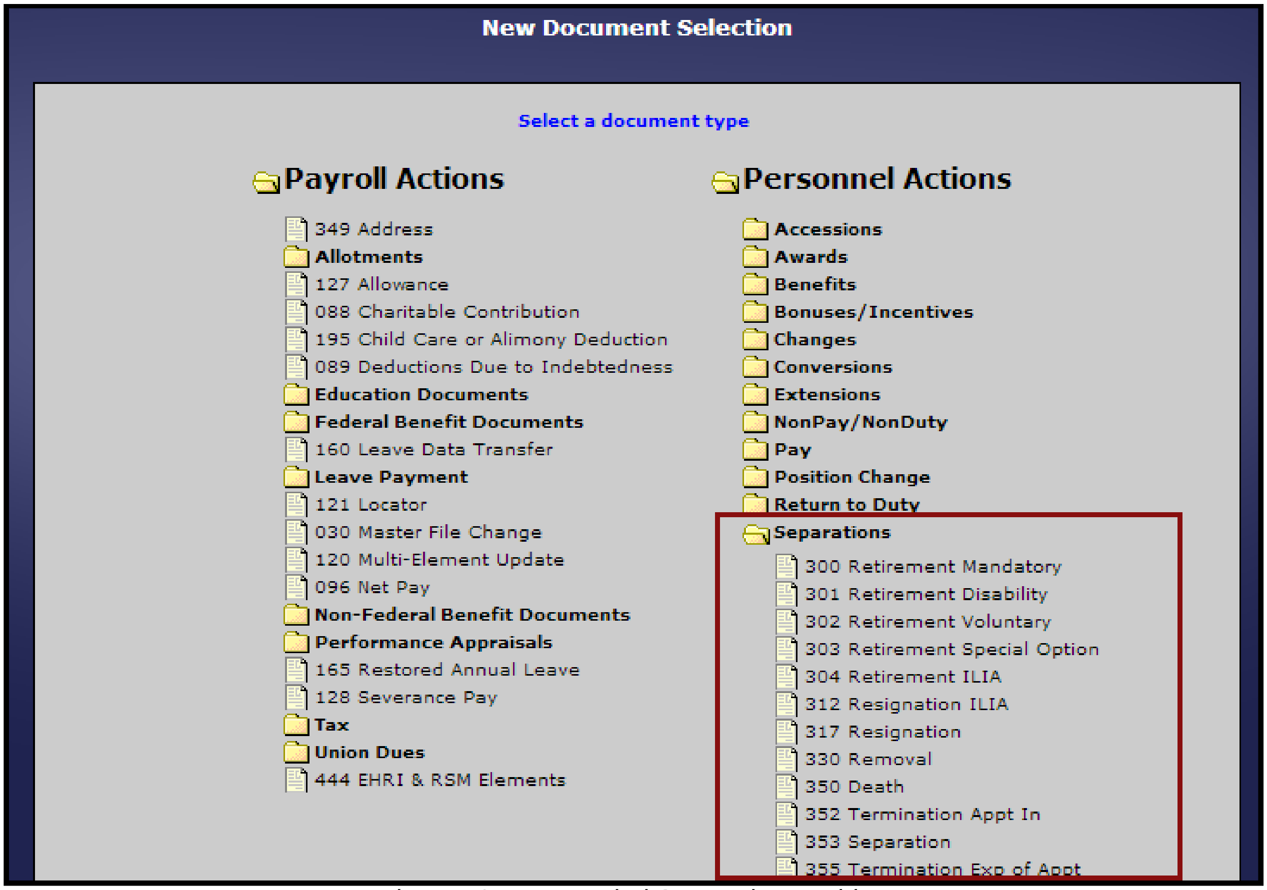


Figure 101: Expanded Separations Folder

Step	Action
4.	Click **317 Resignation**. The Key Data* tab on the ***317 Resignation New Document*** page displays.

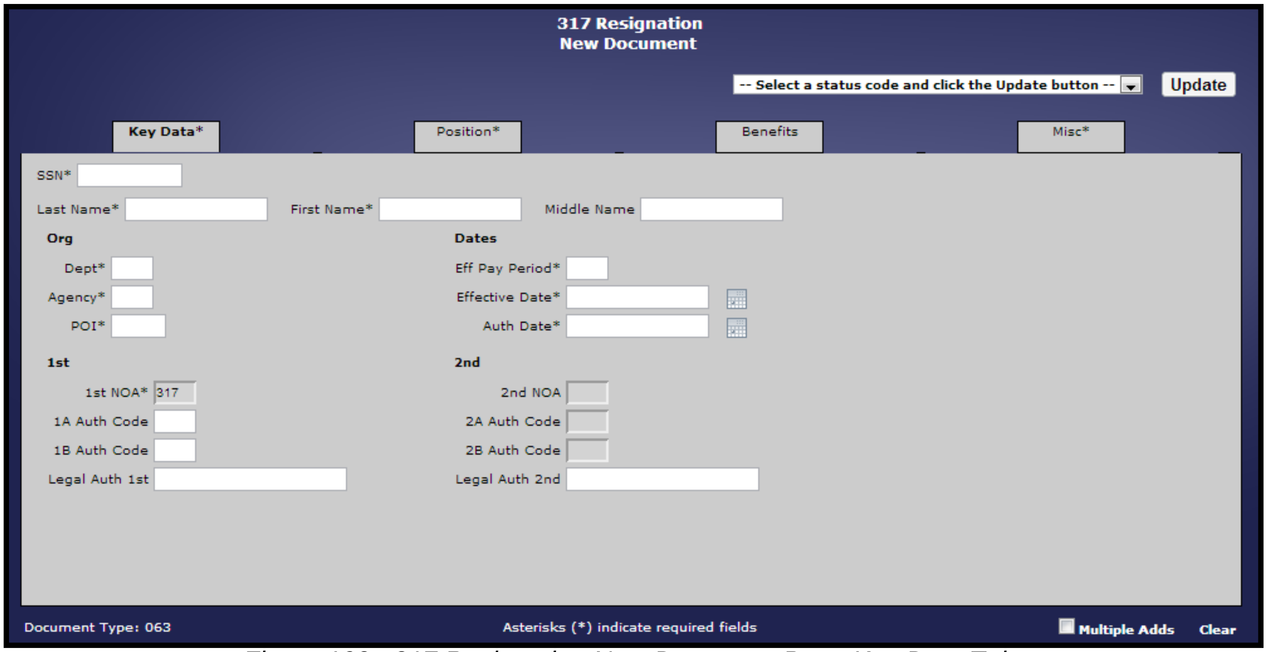


Figure 102: 317 Resignation New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is determined by an authorized official of the personnel office. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
16.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the EON. **NOTE:** Agencies with special authorities must use the Agency-cited authority. **NOTE:** The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.

Step	Action
17.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
19.	Click the **Position*** tab. The Position tab on the ***317 Resignation New Document*** page displays.

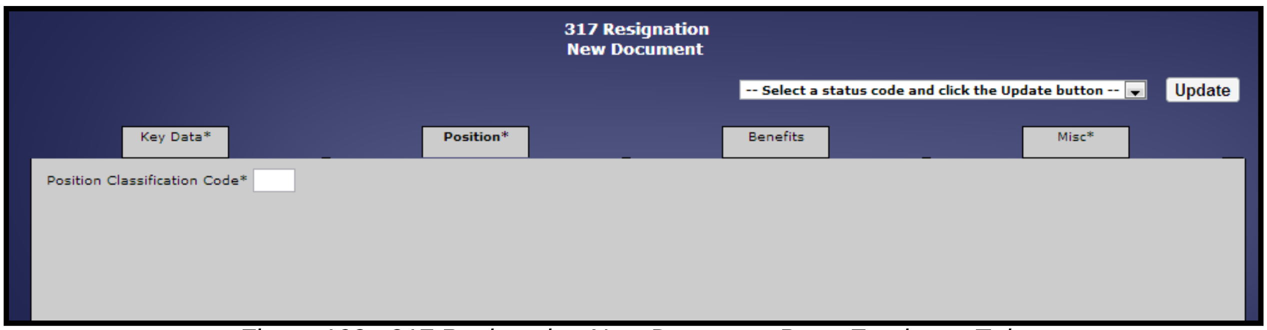


Figure 103: 317 Resignation New Document Page Employee Tab

Step	Action
20.	Enter the position classification code in the **Position Classification Code** field. **NOTE:** This field indicates the status of a vacated position. Valid entries include: 0 – Leave former position vacant and active 1 – Abolish former position 2 – Inactivate former position
21.	Click the **Benefits** tab. The Benefits tab on the ***317 Resignation New Document*** page displays.

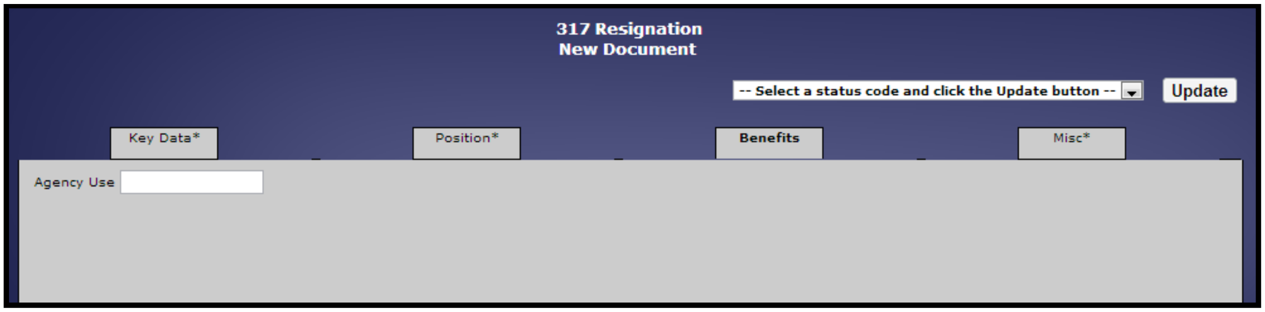


Figure 104: 317 Resignation New Document Page Position Tab

Step	Action
22.	Complete the **Agency Use** field per your Agency requirements.[13] **TIP:** If the NOAC entered on the Key Data tab applies to one of the codes listed above and data is not entered in this field, the pay plan must be FE, FO, or FP. **TIP:** If you are processing NOAC 312 for a discontinued service retirement, this field must be completed. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank and the action must include Remark Code N22 to bypass edits.
23.	Click the **Misc*** tab. The Misc* tab on the ***317 Resignation New Document*** page displays.

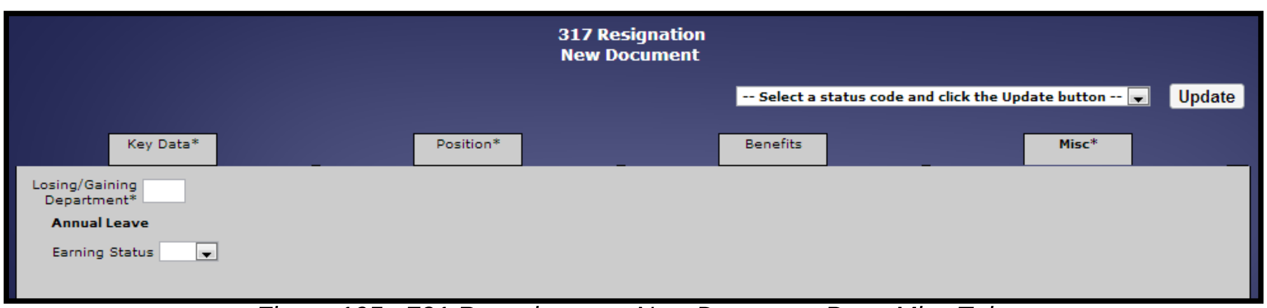


Figure 105: 721 Reassignment New Document Page Misc Tab

Step	Action

Step	Action
24.	Enter the Federal Department or place of employment the employee is moving into or out of in the **Losing/Gaining Department*** field. **NOTE:** This field is completed with either the new Department Code or a code from the Losing/Gaining Department Table. The table is only for employees not transferring within the Federal Government. **NOTE:** If the transfer is for Departments serviced by NFC, enter the losing Department Code on the accession action and the gaining Department Code on the separation action.
25.	Select the appropriate code that identifies if an employee is entitled to leave accruals for the first pay period of leave eligibility or for the last pay period of employment from the **Earning Status*** drop-down list. **NOTE:** This field must be completed on accession and separation actions for alternating tour of duty and part-time employees.
26.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
27.	Click **Update**. The Key Data* tab on the ***317 Resignation*** page displays along with a pop-up message.

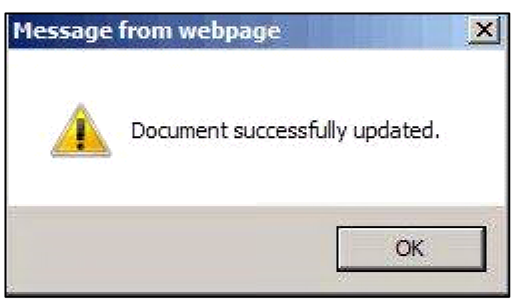
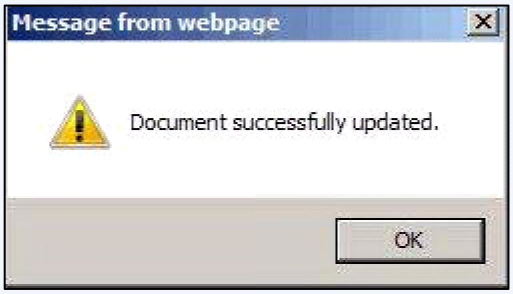


Figure 106: Pop-up Message

Step	Action
28.	Click **OK**. The Key Data* tab displays with a status code of W (Waiting for Remarks). **NOTE:** If an action has a mandatory remark that needs more data  Figure 106: Pop-up Message displays and the status code changes to W. If the action has an optional remark that can be added, the status code remains R – Release for Processing.

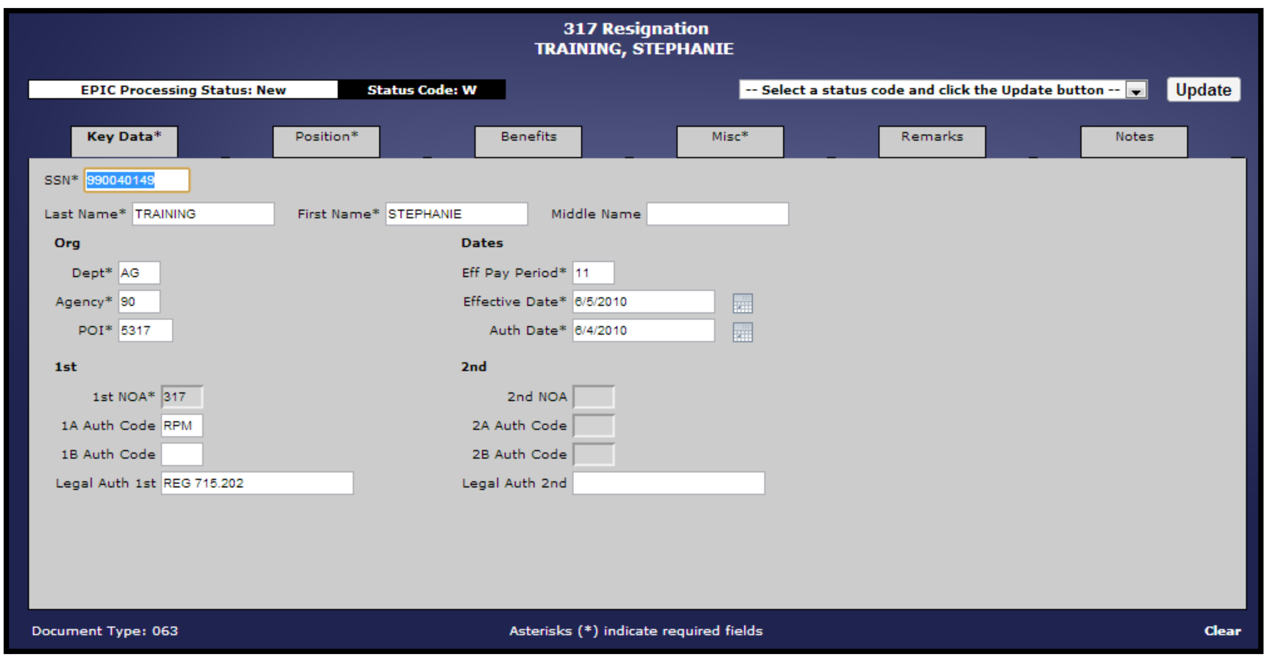


Figure 107: 317 Resignation Page Key Data Tab

Step	Action
30.	Click the **Remarks** tab. The Remarks tab on the ***317 Resignation*** page displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

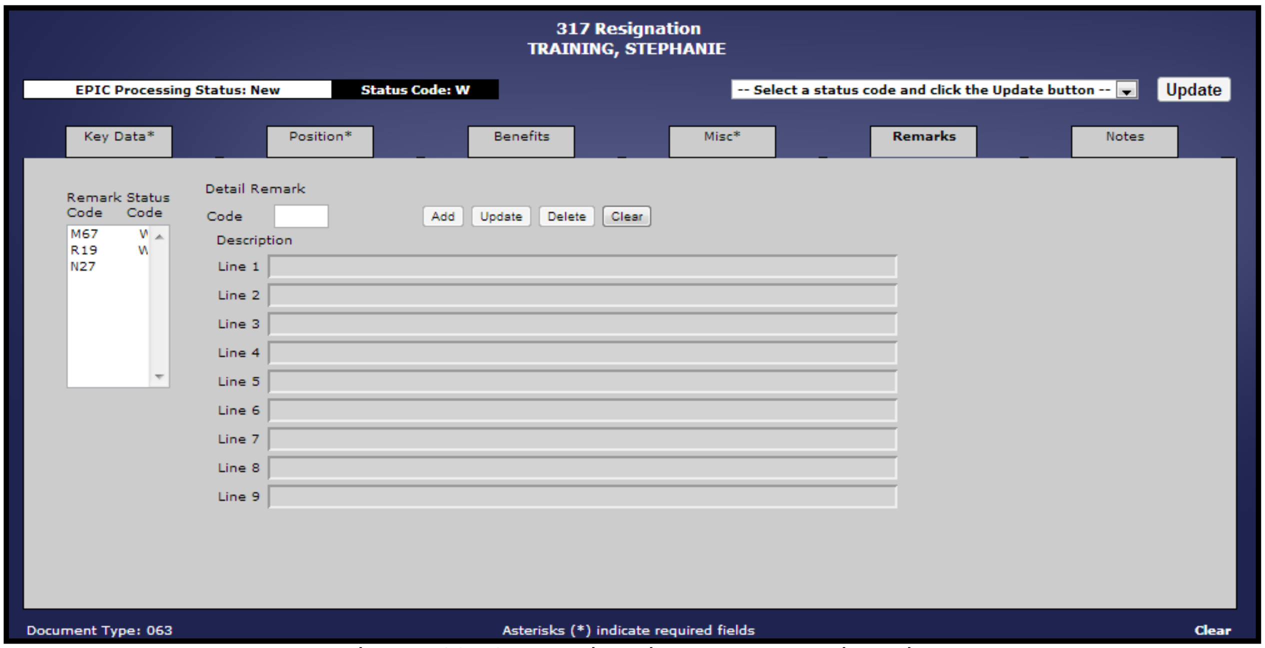


Figure 108: 317 Resignation Page Remarks Tab

Step	Action
	TIP: Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark is required. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.
31.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***.
32.	Enter the appropriate information in **Line 1** for the selected remark.

Step	Action
33.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added, the status code changes to R – Released for Processing.

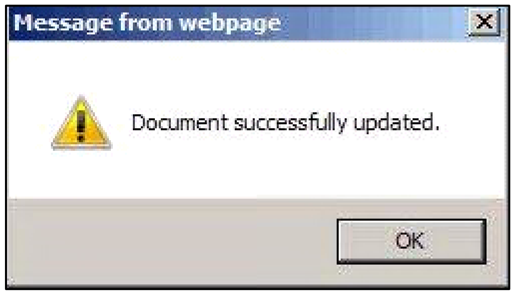


Figure 109: Pop-up Message

Step	Action
34.	Click **OK**.
35.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
36.	Click **Update**. A pop-up message displays.

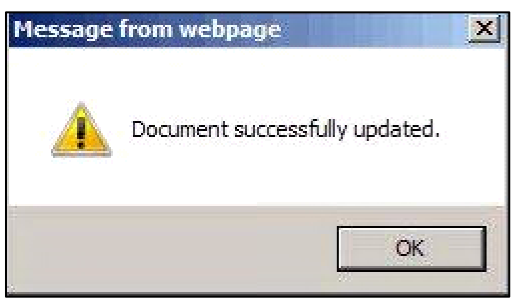


Figure 110: Pop-up Message

Step	Action
37.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Step	Action
38.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

Exercise 6.4: Processing a 317 Resignation Action

Scenario

Cynthia Training has resigned her position effective 02/07/2015, which is the last day of pay period 02 for 2015. She worked the entire pay period, and is entitled to earn leave. Leave her former position vacant and active.

Instructions

Follow the steps in the table below to process the resignation for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Separation** folder.	
4.	Select **317 Resignation**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-06-XXXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Cynthia
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	02 07 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	02 05 2015
14.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	RPM
15.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field.	REG 715.202
16.	Click the **Position*** tab.	
17.	Enter the appropriate code in the **Position Classification Code*** field.	0
18.	Click the **Misc*** tab.	
19.	Enter the Federal Department or place of employment the employee is moving out of in the **Losing/Gaining Department*** field.	1B
20.	Select the appropriate code from the **Earning Status** drop-down list.	Y
21.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
22.	Click **Update**.	
23.	Click **OK**.	
24.	Click the **Remarks** tab.	
25.	Click the remark code **M67**.	

Step	Action	Required Data
26.	Enter the employee’s forwarding address next to the message.	1234 Training Lane New Orleans, LA 70130
27.	Click **Update**.	
28.	Click **OK**.	
29.	Click **R19**.	
30.	Enter the employee’s reason for resignation next to the message *REASON FOR RESIGNATION*.	Seeks a new employment opportunity.
31.	Click **Update**.	
32.	Click **OK**.	
33.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
34.	Click **Update**.	
35.	Click **OK**.	

6.7. Processing Award Action: 849 Individual Cash Award NRB

Lesson Overview

This lesson provides the purpose of award actions and provides the procedures for processing one, a cash award, within EPIC.

Lesson Objectives

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

- Describe the purpose of an award action
- Process a 849 Individual Cash Award NRB action within EPIC

Employees are granted awards as determined by their employing Agency.[14] There are two types of awards that can be granted to an employee:

- **Tangible:** Given to an employee as a result of their actions saving the Agency noticeable savings
- **In-tangible:** Given to an employee for additional circumstances

Awards are granted to employees as determined by their Agency. All awards are processed as personnel actions in EPIC; however the award amount is always paid through ADJP.

In the procedure below, you learn how to successfully process a 849 Individual Cash Award NRB action within EPIC:

> **NOTE:** Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

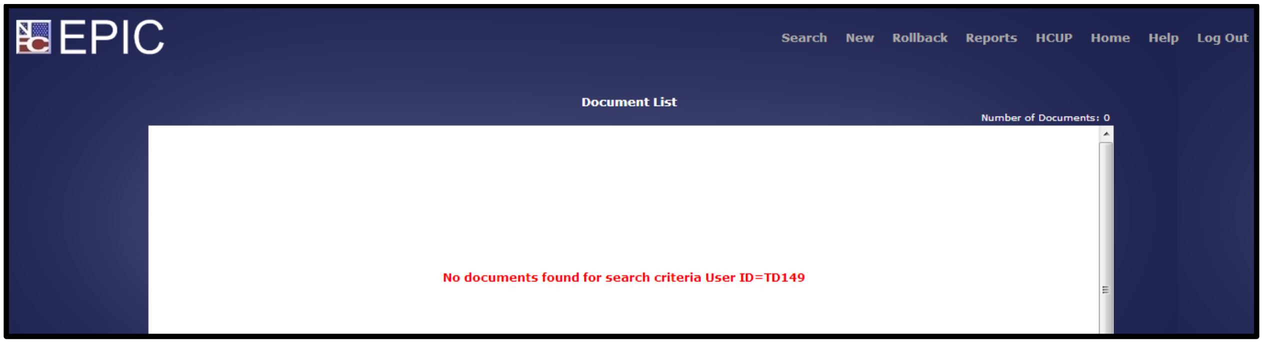


Figure 111: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 112: New Document Selection Page

Step	Action
3.	Click the **Awards** folder. The Awards folder expands to display the different award actions.

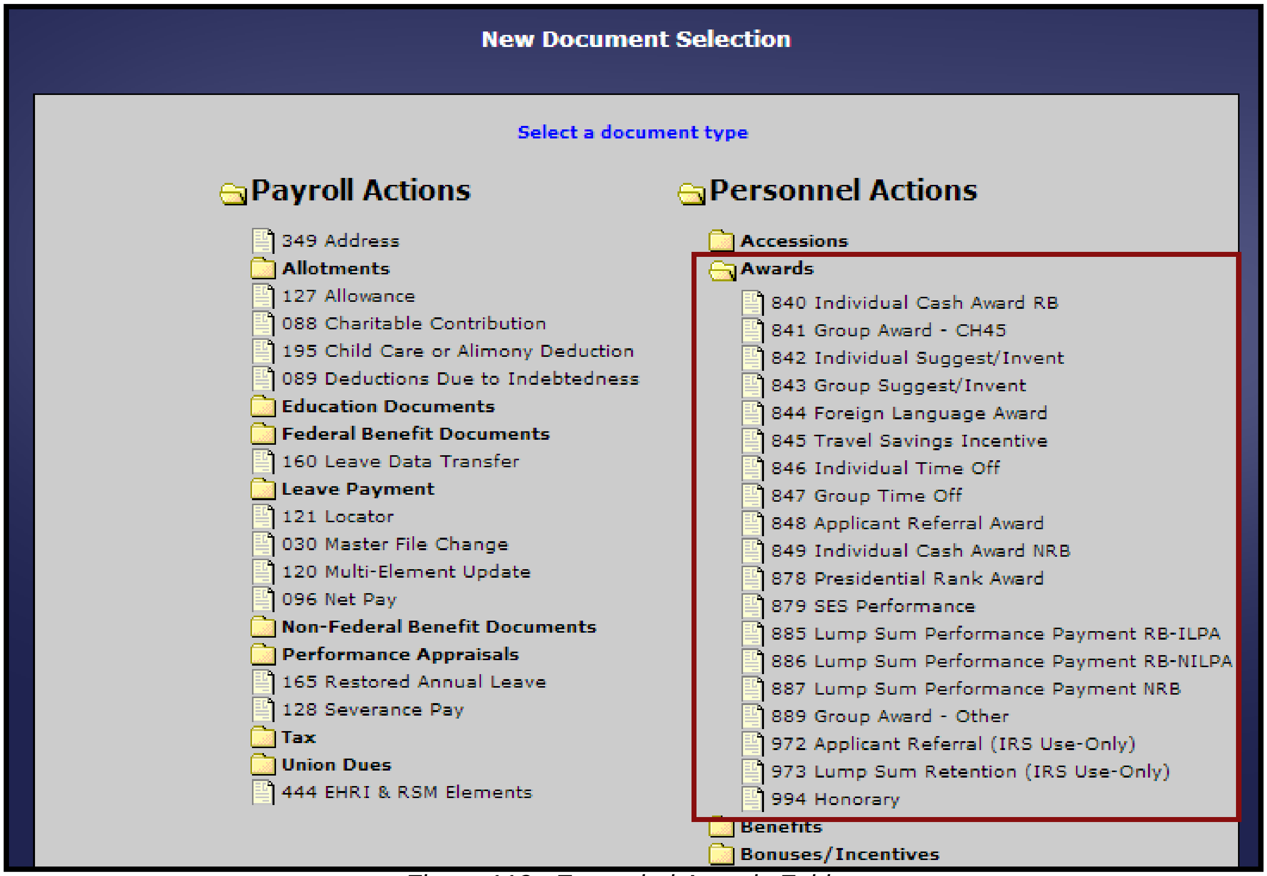


Figure 113: Expanded Awards Folder

Step	Action
4.	Select **849 Individual Cash Award NRB**. The Key Data* tab on the ***849 Individual Cash Award NRB New Document*** page displays. **NOTE:** NRB refers to a not rating based cash award, while a RB refers to a rating based cash award.

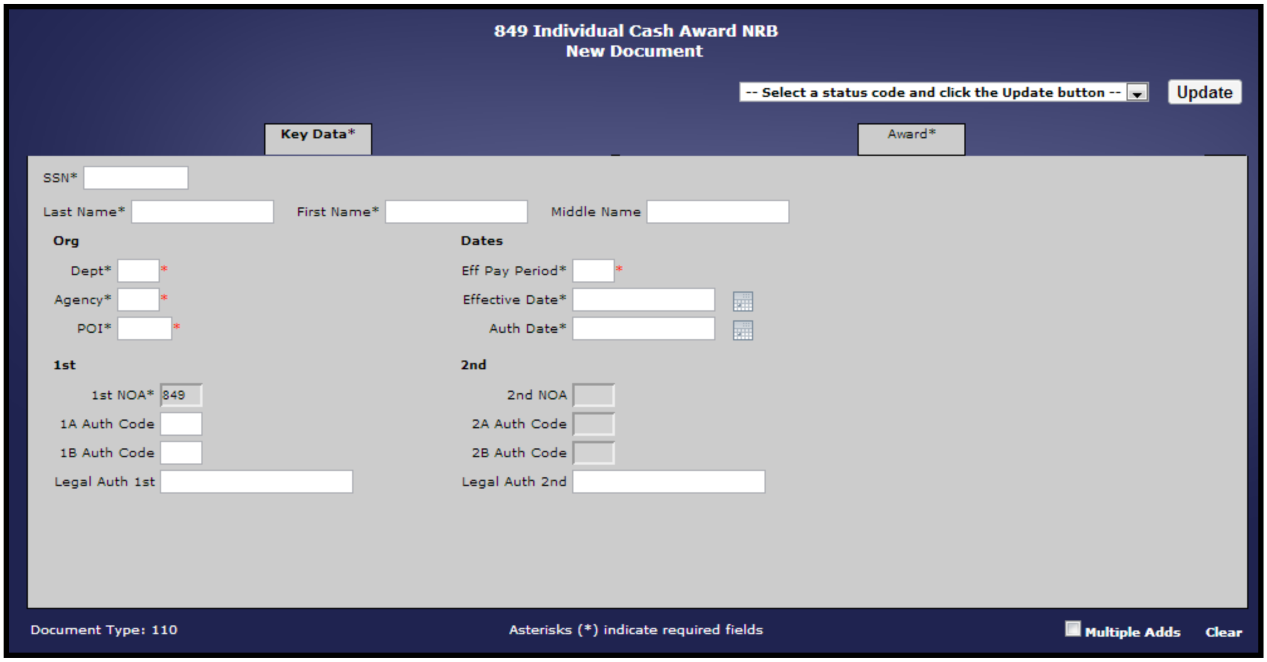


Figure 114: 849 Individual Cash Award NRB New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is determined by an authorized official of the Agency's personnel office. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
16.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.

Step	Action
17.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the EON. **NOTE:** Agencies with special authorities must use the Agency-cited authority.
	NOTE: The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
19.	Click the **Award*** tab. The Award tab on the ***849 Individual Cash Award NRB New Document*** page displays.

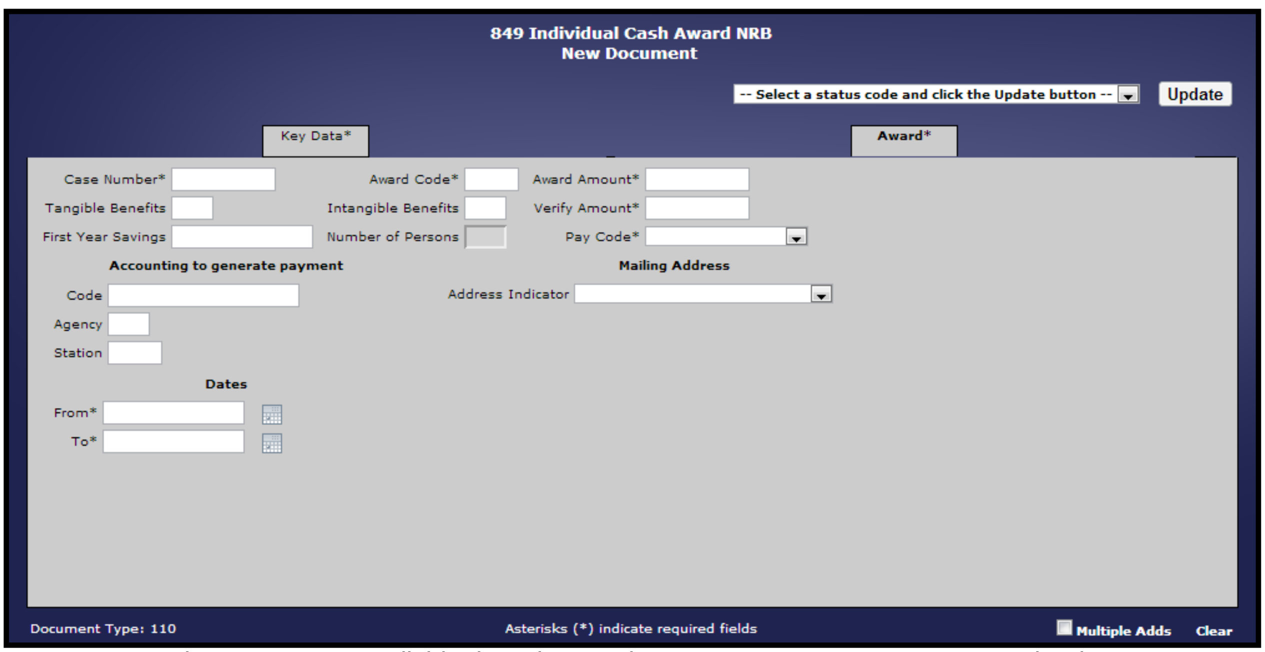


Figure 115: 849 Individual Cash Award NRB New Document Page Award Tab

Step	Action
20.	Enter the Agency assigned cash award case number in the **Case Number*** field.
21.	Enter the appropriate award code in the in the **Award Code*** field.
22.	Enter the amount of the award in the **Award Amount*** field.
23.	Enter "1" in the **Tangible Benefits** field, if the award is based on tangible benefits, otherwise move to the next field.
24.	Enter "1" in the **Intangible Benefits** field if the value of the cash award is based on intangible benefits.
25.	Enter the amount of the award in the **Verify Amount*** field.
26.	Enter the amount of first year savings, as a result of implementing the suggestion, in the **First Year Savings** field. **NOTE:** This field is required for tangible benefits only. This field is required for awards that save an awarding Agency money.
27.	Enter the number of people included in the award in the **Number of Persons** field. **NOTE:** This field is unavailable for individual awards.
28.	Select the appropriate action from the **Pay Code*** drop-down list. **NOTE:** Valids values include: **Process Award** – issue payment if applicable, update W-2, update Earnings & Leave Statement, updates IRIS/PING/Reporting Center, updates SF-50b. **Document Award** – updates IRIS/PINQ/Reporting Center and SF-50b. Use this option if payment has already been issued by NFC Manual Pay/SPPS.

Step	Action
29.	Enter the accounting code in the **Code** field. **NOTE:** The accounting code can be validated against the Management Accounting Structure Codes (MASC) system. The proper accounting format can be found on PQ046. Combine the following fields in the listed order to verify the accounting code: **ACCTG-DIST-FISC-YR-CD**, ***ACCTG-DIST-APPN-CD***, and ***ACCTG-DIST-SUB-LVE-CD***.[15]
30.	Enter the Agency Code for the Agency granting the award in the **Agency** field. **NOTE:** For USDA Agencies, complete the code field only to generate a payment. For USDA Agencies, if another Agency is granting the award, process the personnel action pay code as Document Award and submit through SPPS Web with Agency and the accounting code of the granting Agency to NFC for payment.
31.	Enter the accounting station code that is charged for the payment, in the case the employing Agency is not charged, in the **Station** field.
32.	Select the appropriate address indicator from the **Address Indicator** drop-down list. **NOTE:** If option 1, 3, or 4 is selected, address fields display below the drop-down list. Complete these fields as necessary.
33.	Enter the beginning date of the period covered by the award in the **From*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
34.	Enter the ending date of the period covered by the award in the **To*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.

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

Step	Action
35.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
36.	Click **Update**. The Key Data* tab on the ***849 Individual Cash Award NRB*** page displays along with a pop-up message.

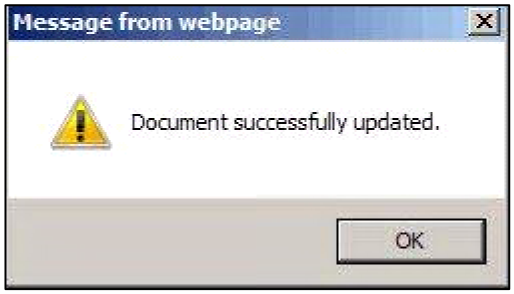


Figure 116: Pop-up Message

Step	Action
37.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing. **TIP:** If the status code is W – Waiting for Remarks, additional information is required on the Remarks tab.
38.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

Figure 117: 849 Individual Cash Award NRB Remarks Tab

Step	Action
	TIP: Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark requires additional information. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.
39.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***.
40.	Enter the appropriate information in **Line 1** for the selected remark.
41.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added, the status code changes to R – Released for Processing.

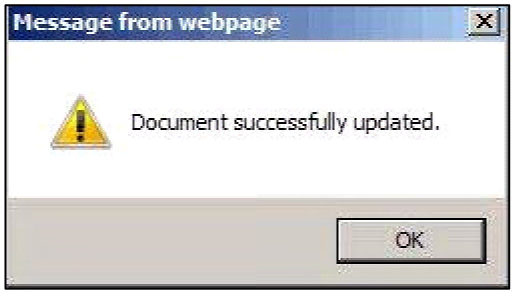


Figure 118: Pop-up Message

Step	Action
42.	Click **OK**.
43.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
44.	Click **Update**. A pop-up message displays.

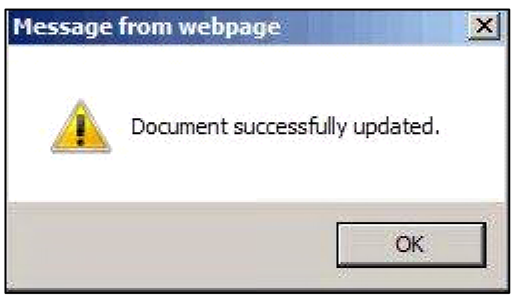


Figure 119: Pop-up Message

Step	Action
45.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Exercise 6.5: Processing a 849 Individual Cash Award NRB Action

Scenario

Jeanne Training has been granted a $2,500.00 cash award, effective 01/25/2015, PP 02. This intangible benefit was base on the time period 01/01/14 to 12/31/14. Jeanne was the only person who received this award. Jeanne has already received the award money. Process this award action to update the database, with an authentication date of 01/23/2015.

Instructions

Follow the steps in the table below to process the cash award for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Awards** folder.	
4.	Select **849 Individual Cash Award NRB**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-07-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Jeanne
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	01 25 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01 23 2015
14.	Click the **Award*** tab.	
15.	Enter the Agency assigned cash award case number in the **Case Number*** field.	00000XXX
16.	Enter the appropriate award code in the in the **Award Code*** field.	C012
17.	Enter the amount of the award in the **Award Amount*** field.	2500.00
18.	Enter “1” in the **Intangible Benefits** field.	1
19.	Enter the amount of the award in the **Verify Amount*** field.	2500.00
20.	Select the appropriate action from the **Pay Code*** drop-down list.	1-Document Award
21.	Enter the beginning date of the period covered by the award in the **From*** field.	01 01 2014
22.	Enter the ending date of the period covered by the award in the **To*** field.	12 31 2014
23.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
24.	Click **Update**.	
25.	Click **OK**.	

6.8. Processing Separation Action: 976 Preliminary Disability Retirement

Lesson Overview

This lesson provides the procedures for processing a preliminary disability retirement action.

Lesson Objectives

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

- Describe the purpose of a preliminary disability retirement action
- Process a 976 Preliminary Disability Retirement action within EPIC

A retirement personnel action is processed when an employee who has contributed money to a retirement system is eligible to retire and collect an immediate annuity, or a continuing fixed annual payment.

An employee's retirement coverage code is initiated and established in the database at the time of hire. An official change action must be processed in EPIC to change or correct an employee's retirement coverage code. When an employee elects to retire, a retirement package must be completed.

TIP: Refer to the Processing Retirement Documents procedure manual at: *https://www.nfc.usda.gov/Publications/RETIRE/retire.pdf* for further information on processing a retirement package.

In the procedure below, you learn how to successfully process a 976 Preliminary Disability Retirement action within EPIC:

NOTE: Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

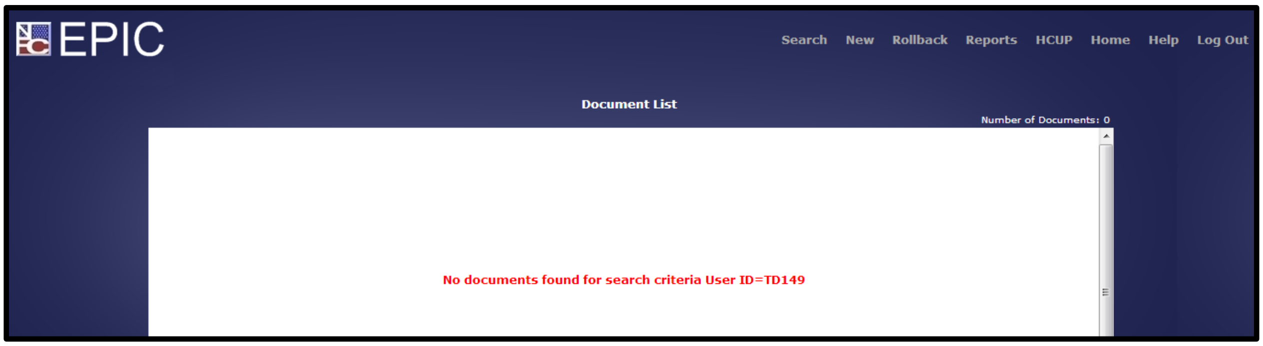


Figure 120: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 121: New Document Selection Page

Step	Action
3.	Select the **Separations** folder. The Separations folder expands to display the different separation actions.

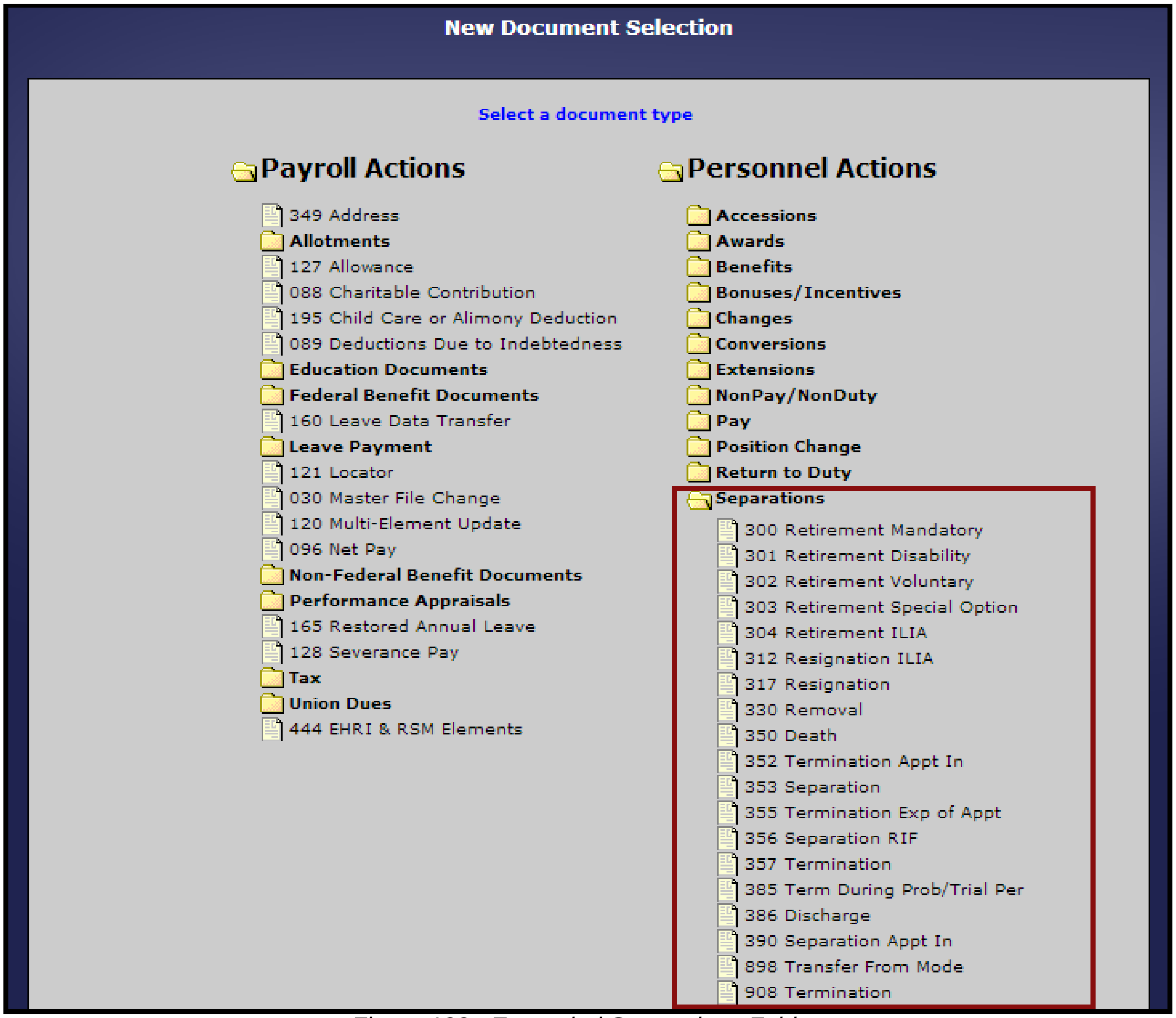


Figure 122: Expanded Separations Folder

Step	Action
4.	Click **976 Preliminary Disability Ret**. The Key Data* tab on the ***976 Preliminary Disability Retirement New Document*** page displays.

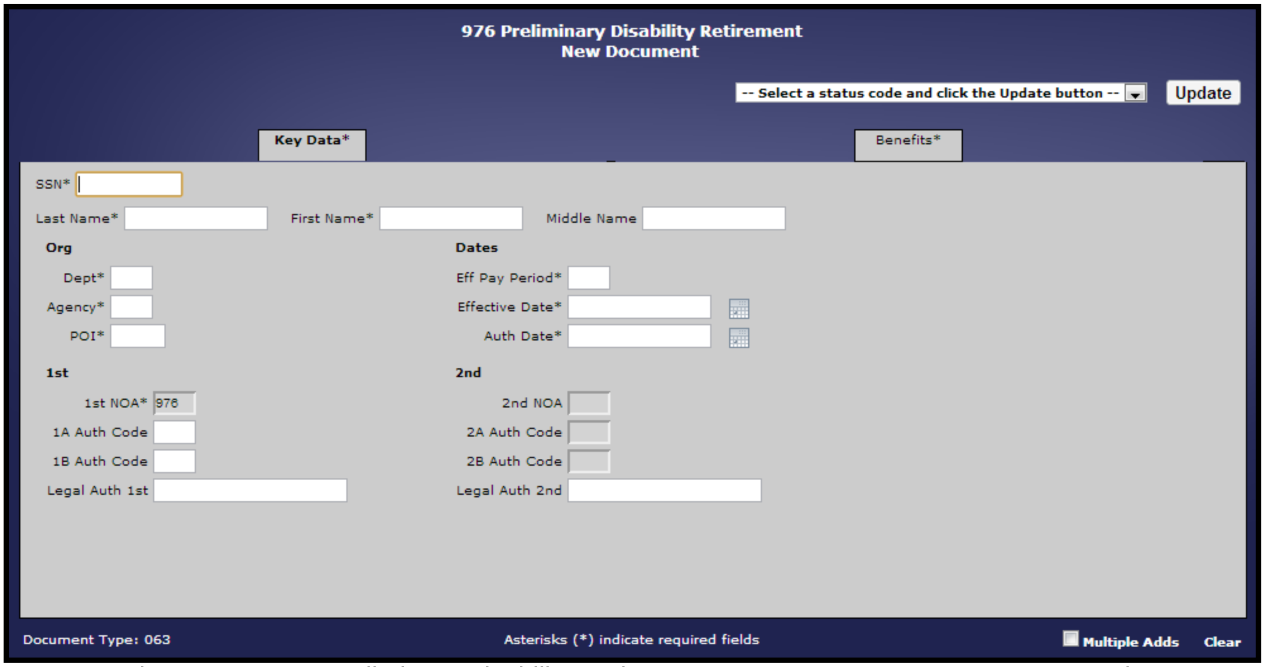


Figure 123: 976 Preliminary Disability Retirement New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.

Step	Action
13.	Enter the effective date for the personnel action in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The effective date is determined by an authorized official of the personnel office. **NOTE:** When you process more than one personnel action during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system will automatically rollback any actions not in sequential order. The rollback process is discussed further in Chapter 7.0 Rollback Process.
14.	Enter the authentication date for the personnel action in the **Auth Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **TIP:** The authentication date is assigned by the authorizing personnel official within each Agency's personnel office. **NOTE:** If two actions are entered with identical effective dates in the same pay period, the system sorts them based on the authentication date.
15.	Enter the first authority code for the first NOAC in the **1A Auth Code** field. **TIP:** For Federal pay increases, enter QWM.
16.	Enter the second authority code for the first NOAC in the **1B Auth Code** field. **TIP:** If the authority code is YAM or Y1M, the occupational series code must be 0099. If the authority code is WVM or ZVM, the occupational series code must be 3506.

Step	Action
17.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field. **TIP:** For Federal pay increases, enter the regulation and the EON. **NOTE:** Agencies with special authorities must use the Agency-cited authority.
	NOTE: The **2nd NOA**, **2A Auth Code**, and **2B Auth Code** fields are system generated from the original personnel action that was corrected or cancelled.
18.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 2nd** field.
19.	Click the **Benefits*** tab. The Benefits* tab on the ***976 Preliminary Disability Retirement New Document*** page displays.

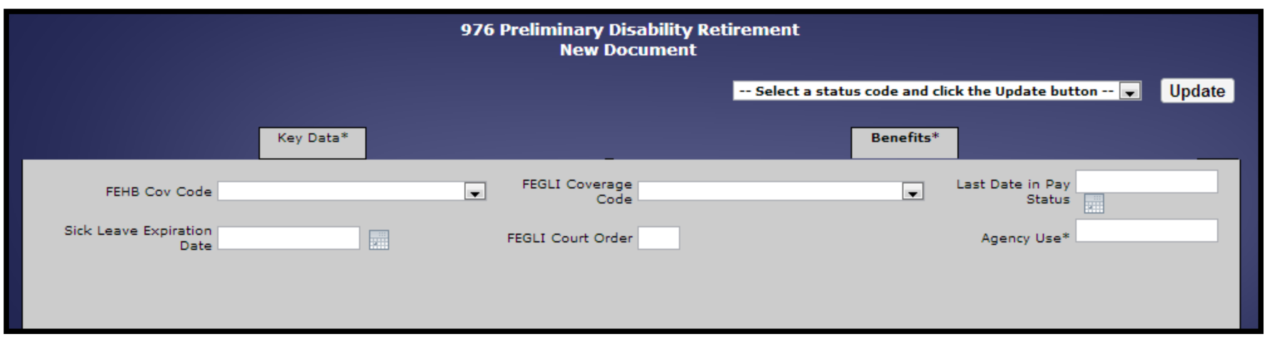


Figure 124: 976 Preliminary Disability Retirement New Document Page Benefits Tab

Step	Action
20.	Select the appropriate code from the **FEHB Cov Code** drop-down list. NOTE: This code identifies whether the employee is eligible for the FEHB plan or if he or she is already participating in an FEHB plan **NOTE:** This field must be completed for retirement, death, resignation in lieu of involuntary action, and involuntary termination actions. The field must be blank for other separation actions.
21.	Select the appropriate FEGLI coverage code from the **FEGLI Coverage Code** drop-down list. **NOTE:** If the employee is eligible for participation in FEGLI, this code indicates if the employee waived coverage or is covered by basic life insurance only, or has elected coverage under one of the optional insurance plans as well as the basic.
22.	Enter the date of the employee's last day in a pay status in the **Last Date in Pay Status** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
23.	Enter the expiration date of an employee's sick leave in the **Sick Leave Expiration Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
24.	Enter the appropriate FEGLI court order code in the **FEGLI Court Order** field.

Step	Action
25.	Complete the **Agency Use*** field per your Agency requirements.[16] TIP**:** If the NOAC entered on the Key Data tab applies to one of the codes listed above and data is not entered in this field, the pay plan must be FE, FO, or FP. **TIP:** If you are processing NOAC 312 for a discontinued service retirement, this field must be completed. If you are processing NOAC 312 for a resignation-ILIA, the field must remain blank and the action must include Remark Code N22 to bypass edits.
26.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
27.	Click **Update**. The Key Data* tab on the ***976 Preliminary Disability Retirement*** page displays along with a pop-up message.

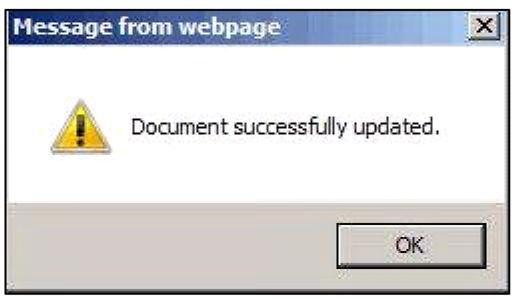


Figure 125: Pop-up Message

Step	Action
28.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing. **TIP:** If the status code is W – Waiting for Remarks, additional information is required on the remarks tab.

Step	Action
29.	Click the **Remarks** tab. The Remarks tab displays. **NOTE:** The Remarks tab does not display until all other tabs have been completed and a status has been selected from the ***Select a status code and click the Update button*** drop-down list.

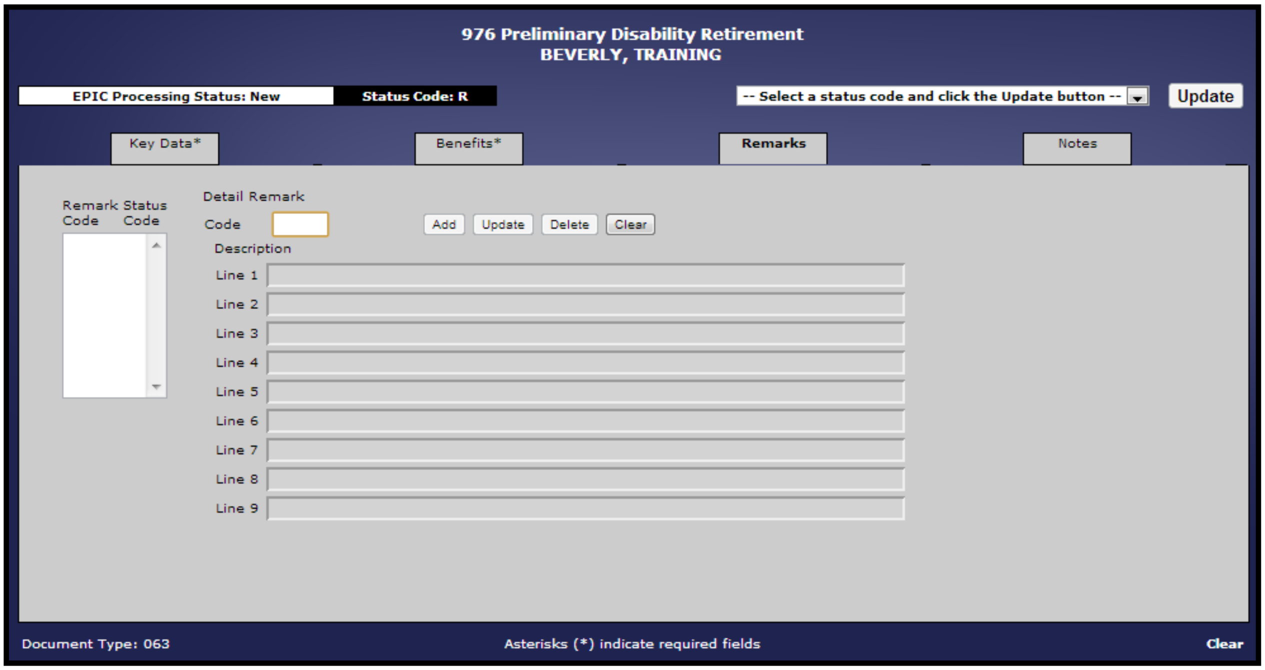


Figure 126: 976 Preliminary Disability Retirement Page Remarks Tab

Step	Action
	TIP: Required remarks codes are system generated based on the NOAC entered previously. All remarks codes are listed in TMGT Table 052, Remarks Codes. If a remark's status code is W, it indicates the remark is required. You can also enter a remark in the ***Code*** field and click **Add**. This adds the remark to the ***Remark Code*** field.
30.	Click the applicable remark from the **Remark Code** field. The message pertaining to the clicked remark displays in ***Line 1***.
31.	Enter the appropriate information in **Line 1** for the selected remark.

Step	Action
32.	Click **Update**. A pop-up message displays. **TIP:** Repeat this process for all remarks with a status code of W. Once all of the remarks with a status code of W have been added, the status code changes to R – Released for Processing.

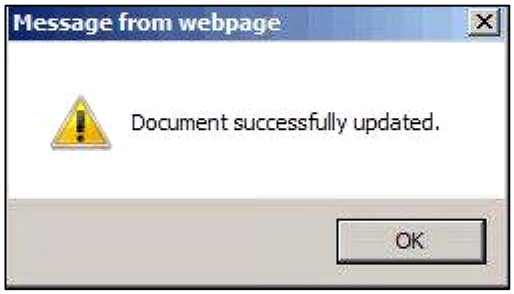


Figure 127: Pop-up Message

Step	Action
33.	Click **OK**.
34.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.
35.	Click **Update**. A pop-up message displays.

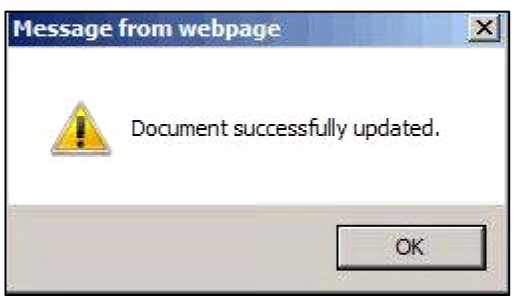


Figure 128: Pop-up Message

Step	Action
36.	Click **OK**. The transaction displays on the ***Document List*** page with a status code of R – Release for Processing.

Exercise 6.6: Processing a 976 Preliminary Disability Retirement Action

Scenario

Lynn Training has applied for preliminary disability retirement effective 01/25/2015. She is expected to work through the end of PP 02, 2015 and is currently enrolled and eligible to continue FEHB coverage. Also, she is enrolled in FEGLI basic coverage, plan code C0, and is electing a 50% reduction.

Lynn is a full-time CSRS employee and has not previously received a retirement refund, no military service, and has elected the survivor option with a administrative fee of 9%.

Instructions

Follow the steps in the table below to process the preliminary disability retirement action for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click the **Separations** folder.	
4.	Click **976 Preliminary Disability Ret**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-08-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Lynn
8.	Enter the employee's Department Code in the **Dept*** field.	AG

Step	Action	Required Data
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the personnel action is entered in the **Eff Pay Period*** field.	02
12.	Enter the effective date for the personnel action in the **Effective Date*** field.	01 25 2015
13.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01 23 2015
14.	Click the **Benefits*** tab.	
15.o	Enter the date od the employee's last day in pay status in the **Last Date in Pay Status** field.	02 06 2015
16.	Complete the **Agency Use*** field per your Agency requirements.	NNNYNNY2N
17.	Select the applicable status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
18.	Click **Update**.	
19.	Click **OK**.	
20.	Click the **Remarks** tab.	
21.	Enter "389" in the **Code** field.	389
22.	Click **Add**.	
23.	Click **389**.	
24.	Click **Update**.	
25.	Click **OK**.	

Step	Action	Required Data
26.	Click **Update**.	
27.	Click **Clear**.	
28.	Enter “567” in the **Code** field.	567
29.	Click **Add**.	
30.	Click **567**.	
31.	Enter “survivor option” next to the message *ELECTED*.	Survivor option
32.	Enter “50%” next to the message *REDUCTION*.	50%
33.	Click **Update**.	
34.	Click **OK**.	

Exercise 6.7: Change in Work Schedule

Scenario

Ann Training changed to a full time work schedule (40 hours per week) effective 01/25/2015.

Instructions

Follow the steps in the table below to process the change in work schedule action for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the epic menu bar.	
3.	Click the **Changes** folder.	
4.	Click **781 Change in Work Schedule**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-03-0XXX
6.	Enter the employee's last name in the **last name** field.	Training
7.	Enter the employee's first name in the **first name** field.	Ann
8.	Enter the employee's Department code in the **Dept*** field	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the POI* field.	5317

Step	Action	Required Data
11.	Enter the effective date for the personnel action in the **Effective Date*** field.	01/25/2015
12.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01/23/2015
13.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	VXM
14.	Enter the description of the law, executive order, regulation, rule, or other basis that authorizes the personnel action in the **Legal Auth 1st** field.	5 U.S.C. 6101
15.	Click the **Salary*** tab.	
16.	Select the appropriate work schedule from the **Work Schedule*** drop down list.	Full Time
17.	Select the applicable status code from the **Select a status code and click the Update button.**	R-Release for Processing
18.	Click **Update**.	
19.	Click **Ok.**	

Exercise 6.8: Processing a 302 Retirement action.

Scenario

Jordan Training is retiring effective 01/25/2015, PP02 of 2015. He is expected to work through the end of the pay period.

Instructions

Follow the steps in the table below to process the change in work schedule action for this employee.

Step	Action	Required Data
1.	Click **Epic** from the menu bar.	
2.	Click **New** from the Epic menu bar.	
3.	Click the **Separations** folder.	
4.	Click **302 Retirement Voluntary**.	
5.	Enter the employee’s social security number in the **SSN*** field.	990-05-0XXX
6.	Enter the employee’s last name in the **last name** field.	Training
7.	Enter the employee’s first name in the **first name** field.	Jordan
8.	Enter the employee’s Department code in the **Dept*** field	AG
9.	Enter the employee’s Agency Code in the **Agency*** field.	90
10.	Enter the employee’s POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the effective date for the personnel action in the **Effective Date*** field.	01/25/2015
12.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01/23/2015
13.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	Leave Blank
14.	Click the **Positions*** tab.	
15.	Enter the Position Classification Code in the **Position Classification Code*** field	0
16.	Click the **Benefits*** tab.	
17.	Enter the date of the employee's last day in pay status in the **Last Date in Pay Status** field	02/06/2015
18.	Click Misc*.	
19.	Enter the losing/gaining department code in the **Losing/Gaining Department Code*** field.	7A
20.	Enter the earning status code from the Earning Status* dropdown list field.	Y- Yes
21.	Select the applicable status code from the **Select a Status Code and click the Update button** dropdown list.	R- Release for Processing
22.	Click **OK.**	

Exercise 6.9: Processing an 846 Individual Time Off Award

Scenario

Kasey Training received a 10 hour Time Off award effective PP02 of 2015.

Instructions

Follow the steps in the table below to process the change in work schedule action for this employee.

Step	Action	Required Data
1.	Click **Epic** from the menu bar.	
2.	Click **New** from the epic menu bar.	
3.	Click the **Awards** folder.	
4.	Click **846 Individual Time-Off Award**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-10-0XXX
6.	Enter the employee's last name in the **Last Name** field.	Training
7.	Enter the employee's first name in the **First Name** field.	Kasey
8.	Enter the employee's Department code in the **Dept*** field	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the effective date for the personnel action in the **Effective Date*** field.	01/25/2015

Step	Action	Required Data
12.	Enter the authentication date for the personnel action in the **Auth Date*** field.	01/23/2015
13.	Enter the first authority code for the first NOAC in the **1A Auth Code** field.	Leave Blank
14.	Click the **Award*** tab.	
15.	Enter the Agency assigned Time Off Award case number in the **Case Number*** field.	00000XXX
16.	Enter the appropriate award code in the **Award Code*** field.	C066
17.	Enter the number of Award Hours in the **Award Hours*** field.	10
18.	Enter the amount of Award Hours in the **Award Hours*** verify field.	10
19.	Select the applicable status code from the **Select a Status Code and click the Update button** drop down list.	R-Release for Processing
20.	Click **Update**.	
21.	Click **OK**.	

Chapter Review

Knowledge Check

1. Match each personnel action with the correct description:

1. **Accession Action**	A. Processed when an employee is leaving Federal service, for a number of possible reasons.
2. **Change Action**	B. Processed for an employee as determined by his or her employing Agency.
3. **Separation**	C. Processed for either a new hire to a Department or for a Department that is converting to USDA's PPS from another payroll/personnel system.
4. **Award Action**	D. Processed in order to affect an employee's position and/or salary.

2. **True or False:**

_______ A. You must process an accession action before other personnel actions can be completed.

_______ B. If personnel actions have the same effective date, they are sorted by their authentication date.

_______ C. Remarks are required for every personnel action.

Chapter Summary

Having completed this chapter, you are now able to:

- Describe how to perform personnel action processing in EPIC
- Describe each of the personnel action processing transactions
- Execute the six most common personnel actions

7.0. Rollback Process

7.1. Chapter Overview

This chapter introduces users to the purpose of the rollback process and the situations in which to use the rollback process. At the end of the chapter, users execute the rollback process within EPIC.

Chapter Objectives

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

- Articulate the purpose of the rollback process
- Identify situations in which the rollback process is used
- Execute the rollback process

7.2. Introduction to the Rollback Process

Lesson Overview

This lesson introduces users to the purpose of the rollback process, as well as the main components of the process.

Lesson Objectives

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

- Explain the purpose of the rollback process as it relates to EPIC
- Describe the rollback process

Purpose of Rollback Process

Now that we are able to process personnel actions within EPIC, it's important to be able to make adjustments if necessary. The rollback process is used to retrieve personnel data that has been applied to an employee's database record during the current processing pay period. Once retrieved, this data can be corrected, deleted, or changed to allow another action with an earlier effective date to take place. This process eliminates the need to process a cancellation or correction of a personnel action. An EPIC transaction can either be rolled back by you or it can be system-generated.

> **IMPORTANT:** A personnel action can only be rolled back during the same pay period it was processed and applied to the database.

User Generated Rollback Process

You can only initiate a rollback if the employee's salary for that pay period has not been computed by PAYE. If this is the case, a correction or cancellation to a personnel action must be processed through HCUP in the following pay period.

> **TIP:** Refer to the HCUP procedure manual at: https://www.nfc.usda.gov/Publications/HR_Payroll_Processing/Procedures/hcup.pdf for further information on processing each of the personnel actions.

If you perform a rollback, the applied personnel action is immediately changed from an applied action to a new action on the ***Document List*** page in EPIC. The action is concurrently removed from the PPS database in the overnight PINE process. A rollback of an accession action also results in the rollback of any associated payroll documents, which are then assigned a status of Pending, which applied to the database after the accession action was processed, with the exception of the Master File Change document. A Master File Change document changes a record that already exists, so no payroll documents are associated with it.

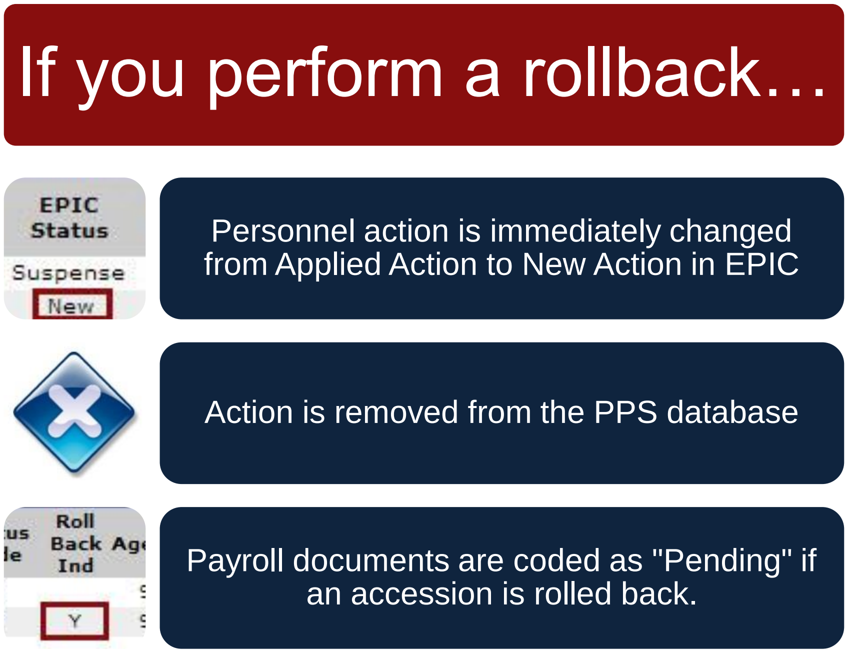


Figure 129: Resulting Actions from the Rollback Process

> **TIP:** An applied EPIC document is visible in the current data records of the IR100 series. A rollback is only allowed on an applied action provided the employee has not been paid. If the employee has been paid, the rollback feature is unavailable.

System Generated Rollback Process

A system-generated rollback occurs automatically when a personnel action with an earlier effective date(s) is processed in a later pass of PINE during the same processing pay period, and prior to the processing of PAYE. As a result, all personnel actions applied to the employee’s database record during that pay period are rolled off the database and placed on the ***Document List*** page in EPIC. These actions are displayed as new documents with the status code of H – Hold until Release. Once you have completed the necessary edits of the rolled back document, change the status code to R – Release for Processing so that action is sent to PINE for edits.

TIP: Rolled back documents remain on the ***Document List*** page until you take action.

A major concern regarding the use of the rollback function is timing. Figure 130: Options Prior to PAYE outlines two possible outcomes before the first pass of PAYE:

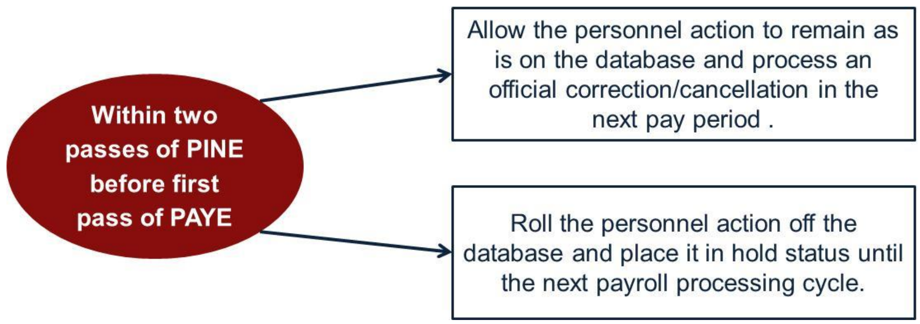


Figure 130: Options Prior to PAYE

With limited PINE passes, releasing rollback documents can cause T&A documents to be placed in suspense, affecting PAYE. You can also choose to delete the rollback action; however, you should first verify that it has been removed from the PPS database using IR125.

NOTE: A rollback for a cash award removes the personnel action from the database, but not the cash award amount. You must submit an Other – NFC Process adjustment through SPPS Web to request a deletion of the award payment from ADJP.

7.3. Rollback EPIC Personnel Actions

Lesson Overview

This lesson provides users with the information and procedures for processing a rollback.

Lesson Objectives

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

- Execute the rollback process within EPIC

EPIC Rollback Actions

When rolling back a document, you can assign one of two status codes:

- **HOLD** - When the hold status code is chosen, documents remain in EPIC until it is released. They are deleted by EPIC after 30 days.
- **RELEASE** - When the release status code is chosen, the action is released to PINE during the next PINE process.

Now that you understand the rollback process, we can introduce the procedure for processing a rollback action in EPIC.

Step	Action
1.	Click **Rollback** from the ***EPIC Home*** page. The ***Rollback Documents*** page displays.

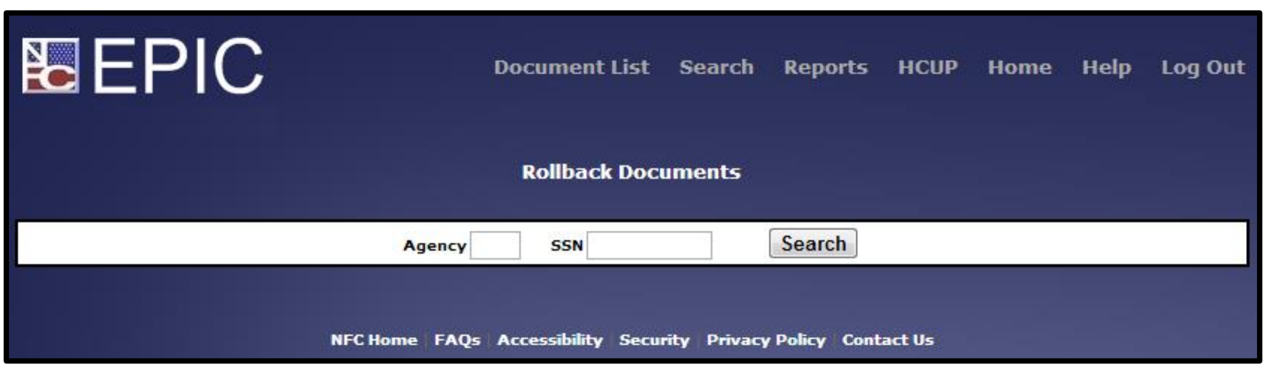


Figure 131: Rollback Documents Page

Step	Action
2.	Enter the employee’s Agency Code in the **Agency** field.
3.	Enter the employee’s social security number in the **SSN** field.
4.	Click **Search**. The documents able to be rolled back for the entered criteria display on the ***Rollback Documents*** page.

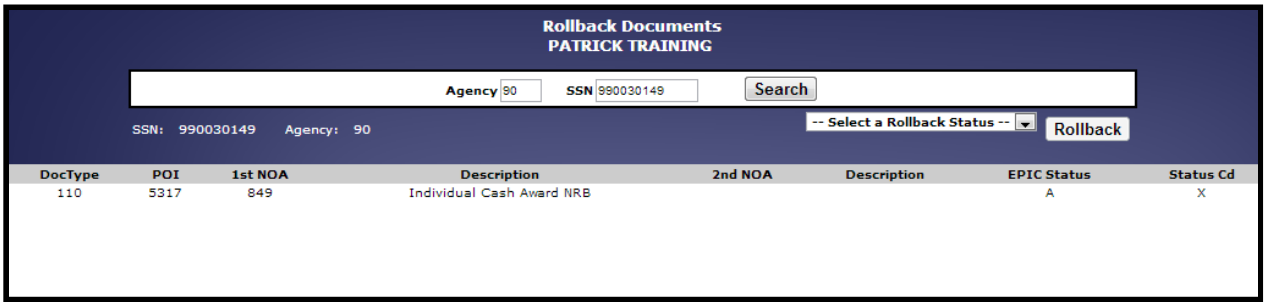


Figure 132: Rollback Documents Page with Search Results

Step	Action
5.	Select the appropriate rollback status from the **Select a Rollback Status** drop-down list.

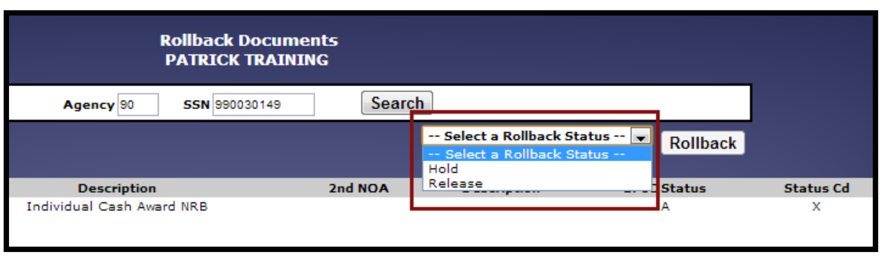


Figure 133: Select a Rollback Status Drop-down List

Step	Action
6.	Click **Rollback**. A pop-up message displays.

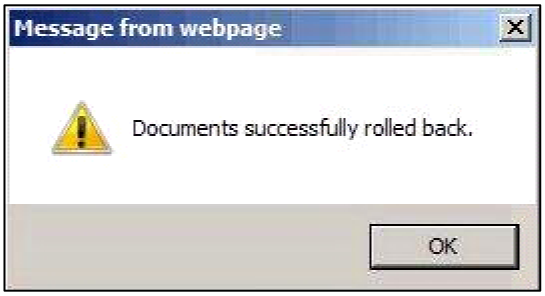
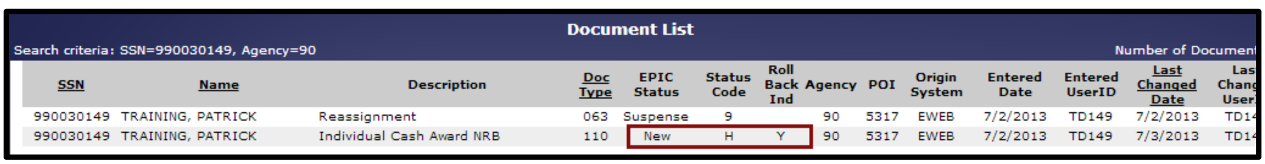


Figure 134: Pop-up Message

Step	Action
7.	Click **OK**. The transaction displays on the ***Document List*** page with an EPIC Status of New and a Y as the rollback indicator. You can now make any appropriate changes to the transaction.



Document List

Search criteria: SSN=990030149, Agency=90

Number of Document

SSN	Name	Description	Doc Type	EPIC Status	Status Code	Roll Back Ind	Agency	POI	Origin System	Entered Date	Entered UserID	Last Changed Date	Las Chang User
990030149	TRAINING, PATRICK	Reassignment	063	Suspense	9		90	5317	EWEB	7/2/2013	TD149	7/2/2013	TD14
990030149	TRAINING, PATRICK	Individual Cash Award NRB	110	New	H	Y	90	5317	EWEB	7/2/2013	TD149	7/3/2013	TD14

Figure 135: Rollback Document EPIC Status and Roll Back Indicator

7.4. Chapter Review

Knowledge Check

1. **Fill in the blanks:** The rollback process is used to _________ personnel data that has been ___________ to an employee's database record during the _____________ processing pay period.

2. **True or False:** You can roll back a transaction after the effective pay period has passed.

   ______

Chapter Summary

Having completed this chapter, you are now able to:

- Articulate the purpose of the rollback process
- Identify situations in which the rollback process is used
- Execute the rollback process

8.0. Payroll Document Processing

8.1. Chapter Overview

This chapter introduces users to the EPIC function of processing payroll documents. Users learn about the different types of payroll documents processed within EPIC. Finally, users learn how to process the nine most common payroll documents.

Chapter Objectives

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

- Describe how you would use EPIC to perform payroll document processing
- Describe each of the payroll document processing transactions
- Process the nine most common payroll documents

8.2. **Introduction to Payroll Document Processing in EPIC**

Lesson Overview

This lesson provides users with an introduction to processing payroll documents within EPIC.

Lesson Objectives

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

- Provide a brief overview of payroll documents
- Explain the role of effective dates and how they interact with payroll documents

Payroll Document Overview

Introduction to EPIC, payroll documents are entered to establish and update payroll data in PPS. Payroll documents are processed in EPIC to:

- Withhold mandatory or voluntary deductions, such as health and life insurance, child support and alimony payments, allotments, taxes, etc.,
- Disburse payments, such as annual leave and compensatory time payments,
- Transfer data to PPS from another payroll system,
- Process performance appraisals,
- Disburse payments through DD/EFT, and
- Update the PPS database.

EPIC lists the various payroll documents in alphabetical order on the ***New Document List*** page. On this page, some payroll documents are grouped by category (i.e. Federal and non-Federal Benefits), while others are grouped by the action taken (i.e. Union Dues – new authorization, dues change between locals).

Additionally payroll documents can include a ***Transaction*** field with a drop-down list. This drop-down list identifies the action being taken. Valid values include Add, Change, Delete, and Cancel.

> **NOTE:** If an employee transfers from one Department to another Department within PPS, the payroll documents in effect must be reentered by the gaining Department when the personnel action is entered.

Effective Date of Payroll Documents

Payroll documents include a field for an effective pay period. Most payroll documents are effective on the first day of the pay period. If a prior pay period is entered in the ***Eff Pay Period*** field, the document is effective in the current processing pay period. If a future pay period is entered in the ***Eff Pay Period*** field, the document is effective in the pay period of the effective date and is held in EPIC until the processing pay period.

> **NOTE:** Additionally some payroll documents include an ***Effective Date*** field (i.e. Union Dues and Health Benefits Registration documents). The effective date on the document must be compatible with the effective pay period in the ***Eff Pay Period*** field.

Agencies must actively select to collect back premiums if these documents are entered at a later date with an earlier effective date.

The remaining lessons in this chapter provide further information and the procedures for processing the nine most common EPIC payroll documents.

> **TIP:** Refer to the EPIC procedure manual at: http://help.nfc.usda.gov/publications/EPICWEB/index.htm for further information on processing each of the payroll documents.

8.3. Processing a 349 Address Document

Lesson Overview

This lesson explains the purpose of a 349 Address document and provides the procedures for processing one within EPIC.

Lesson Objectives

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

- Describe the purpose of processing a 349 Address document
- Process a 349 Address document within EPIC

349 Address Document Overview

The 349 Address document is used to add or modify an employee's address within PPS. The current address is used for mailing an employee's W-2, Personal Benefits Statement, and the Statement of Earnings and Leave.

In addition, the 349 Address document is used for voluntary state, city, and county tax processing in conjunction with the applicable form.

> **NOTE:** An employee address is required for all personnel action request for accessions.

The city, county, and state codes on the Address tab of the Address document must agree with the city, county, or state codes for the taxing entity on the tax document in order to successfully process a voluntary tax withholding document.

In the procedure below, you learn how to successfully process a 349 Address document within EPIC:

> **NOTE:** Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** on the EPIC Menu Bar. The ***Document List*** page displays.

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

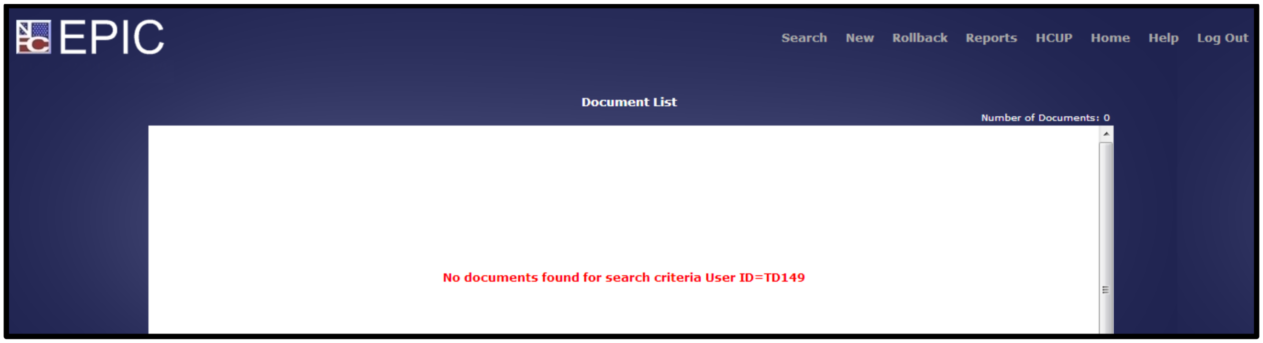


Figure 136: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 137: New Document Selection Page

Step	Action
3.	Click **349 Address**. The Key Data* tab on the ***Address New Document*** page displays.

Figure 138: Address New Document Page Key Data Tab

Step	Action
4.	Enter the employee's social security number in the **SSN*** field.
5.	Enter the employee's last name in the **Last Name*** field.
6.	Enter the employee's first name in the **First Name*** field.
7.	Enter the employee's middle name in the **Middle Name** field.
8.	Enter the employee's Department Code in the **Dept*** field.
9.	Enter the employee's Agency Code in the **Agency*** field.
10.	Enter the employee's POI in the **POI*** field.
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
12.	Enter the effective date for the payroll document in the **Effective Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
13.	Click the **Address** tab. The Address tab on the ***Address New Document*** page displays.

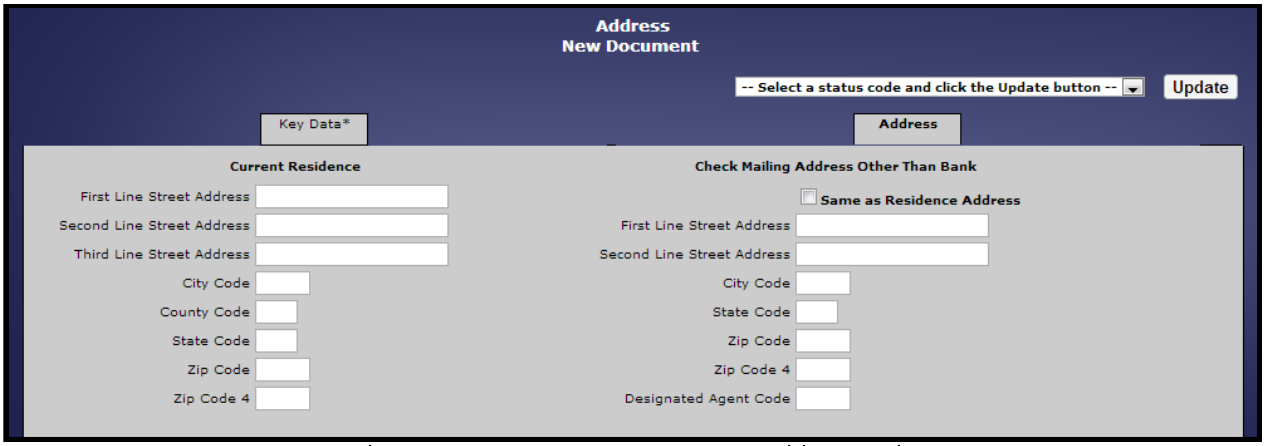


Figure 139: New Document Page Address Tab

Step	Action
14.	Enter the employee's street address in the **First Line Street Address** field. **NOTE:** If necessary enter the additional street address information in the ***Second Line Street Address*** and ***Third Line Street Address*** fields.
15.	Enter the employee's city code in the **City Code** field. **TIP:** For city codes go to *www.gsa.gov* and search for Geographic Location Codes or TMGT Table 016, Geographical Location Codes with Names. For ADP addresses enter "0001", Fleet Post Office (FPO) addresses enter "0002", and Diplomatic Post Offices (DPO) addresses enter "0003".
16.	Enter the employee's county code in the **County Code** field. **TIP:** Refer to TMGT Table 016, Geographical Location Codes with Names, for valid county codes. For ADP, FPO, and DPO addresses enter "000".
17.	Enter the employee's state code in the **State Code** field. **TIP:** Refer to TMGT Table 015, State Code and ZIP Range, for valid state codes. For ADP, FPO, and DPO addresses enter "91" for America, "92" for Europe, and "93" for Pacific addresses.

Step	Action
18.	Enter the employee's zip code in the **ZIP Code** field.
19.	Enter the optional ZIP+4 code in the **ZIP+4 Code** field.
20.	Click the **Same as Residence Address** box if the employee's current check mailing address is the same as his or her current residence address.
21.	Complete the Check Mailing Address Other Than Bank fields if the employee is having his or her salary sent to an address other than a bank or a designated agent. Employees must receive approval by their Agency head, otherwise law requires the use of DD/EFT.
	NOTE: The Check Mailing Address fields are used to send annual leave lump sum or compensatory time payments. **NOTE:** Entry of a check mailing address on the Address document overrides a DD/EFT currently on the database.
22.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
23.	Click **Update**. The Key Data* tab on the ***Address New Document*** page displays with a pop-up message.

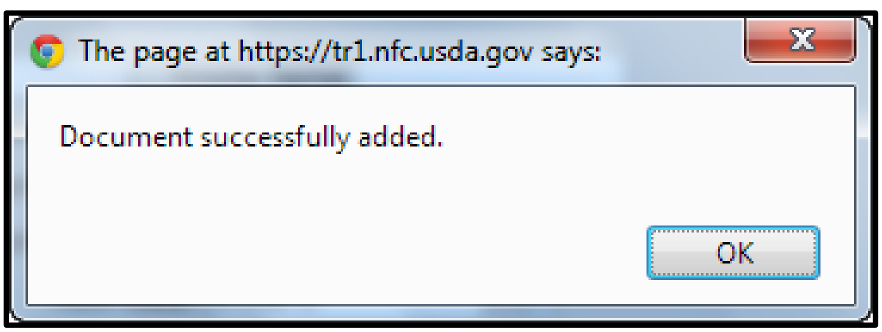


Figure 140: Pop-up Message

Step	Action
24.	Click **OK**.

Step	Action
E2	**NOTE:** The residence and check mailing address data can be verified in IR124, Address/Check Information. The addresses that are processed in the pay period are also listed on the Payroll/Personnel Report Generator system (CULPRPT) Report P0101, Mailing List of Residence Addresses.

Exercise 8.1: Processing a 349 Address Document

Scenario

Noah Training wishes to add his current address of residence to his personnel file, effective 01/25/2015.

Instructions

Follow the steps in the table below to process a 349 Address document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **349 Address**.	
4.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
5.	Enter the employee's last name in the **Last Name*** field.	Training
6.	Enter the employee's first name in the **First Name*** field.	Noah
7.	Enter the employee's Department Code in the **Dept*** field.	AG
8.	Enter the employee's Agency Code in the **Agency*** field.	90
9.	Enter the employee's POI in the **POI*** field.	5317
10.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
11.	Enter the effective date for the payroll document in the **Effective Date*** field.	01/25/2015
12.	Click the **Address** tab.	
13.	Enter the employee's street address in the **First Line Street Address** field.	2100 Jamieson Avenue
14.	Enter the employee's city code in the **City Code** field.	0040
15.	Enter the employee's county code in the **County Code** field.	000
16.	Enter the employee's state code in the **State Code** field.	51
17.	Enter the employee's zip code in the **ZIP Code** field.	22314-5794
18.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
19.	Click **Update**.	
20.	Click **OK**.	

8.4. Processing a 096 Net Pay Document

Lesson Overview

This lesson explains the purpose of a 096 Net Pay document and provides the procedures for processing one within EPIC.

Lesson Objectives

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

- Describe the purpose of processing a 096 Net Pay document
- Process a 096 Net Pay document within EPIC

Net Pay Document Overview

Net pay is an employee's pay after deductions, which is transmitted by DD/EFT to a financial organization. Net pay is displayed in PQ032, Payroll Listing. The Net Pay document establishes a DD/EFT to a financial organization for an employee.

Before you can begin to complete a direct deposit for an employee, the following information is needed:

- Bank routing number,
- Employee's account number, and
- Type of account, checking or savings.

> **NOTE:** If the routing number and/or account number that are received from the Department of Treasury do not match with the routing number and/or account currently on the database, NFC mails Report PIE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take action to correct this report or the database record as appropriate.

In the procedure below, you learn how to successfully process a 096 Net Pay document within EPIC:

> **NOTE:** Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

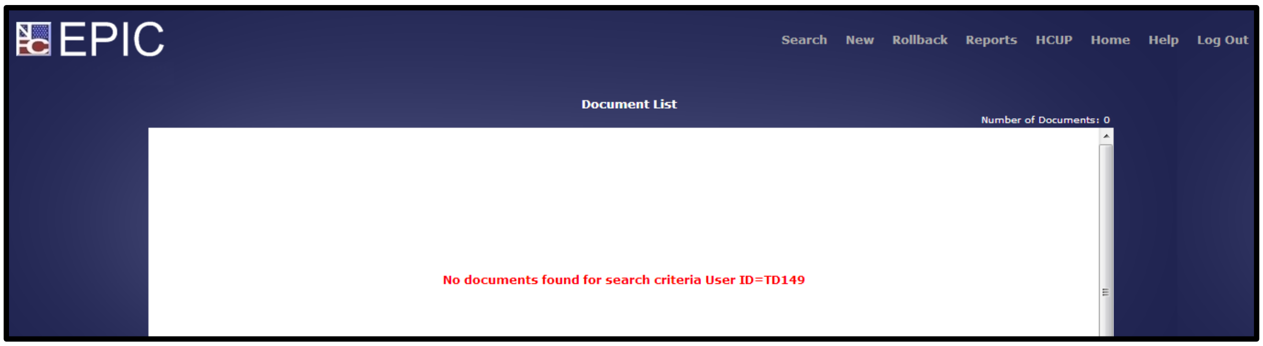


Figure 141: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 142: New Document Selection Page

Step	Action
3.	Click **096 Net Pay**. The Key Data* tab on the ***Allotment-Net Pay DD/EFT New Document*** page displays.

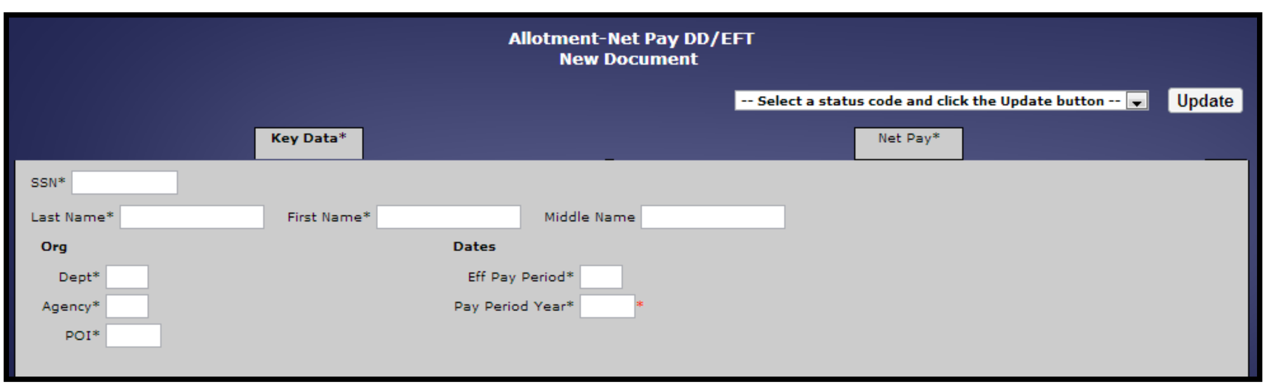


Figure 143: Allotment-Net Pay DD/EFT New Document Page Key Data Tab

Step	Action
4.	Enter the employee's social security number in the **SSN*** field.
5.	Enter the employee's last name in the **Last Name*** field.
6.	Enter the employee's first name in the **First Name*** field.
7.	Enter the employee's middle name in the **Middle Name** field.
8.	Enter the employee's Department Code in the **Dept*** field.
9.	Enter the employee's Agency Code in the **Agency*** field.
10.	Enter the employee's POI in the **POI*** field.
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
12.	Enter the pay period year in the **Pay Period Year***.
13.	Click the **Net Pay*** tab. The Net Pay* tab on the ***Allotment Net Pay DD/EFT New Document*** page displays.

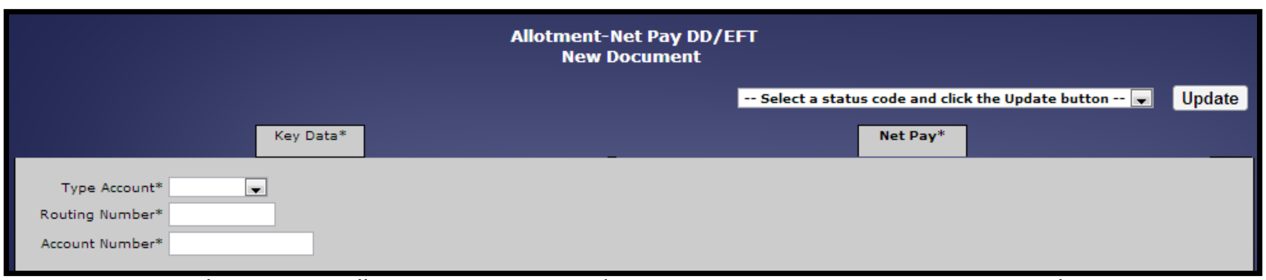


Figure 144: Allotment-Net Pay DD/EFT New Document Page Net Pay Tab

Step	Action
14.	Select the type of account from the **Type Account*** drop-down list.
15.	Enter the routing number in the **Routing Number*** field.
16.	Enter the account number in the **Account Number*** field.
17.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.

Step	Action
18.	Click **Update**. The Key Data* tab on the ***Allotment-Net Pay DD/EFT New Document*** page displays with a pop-up message.

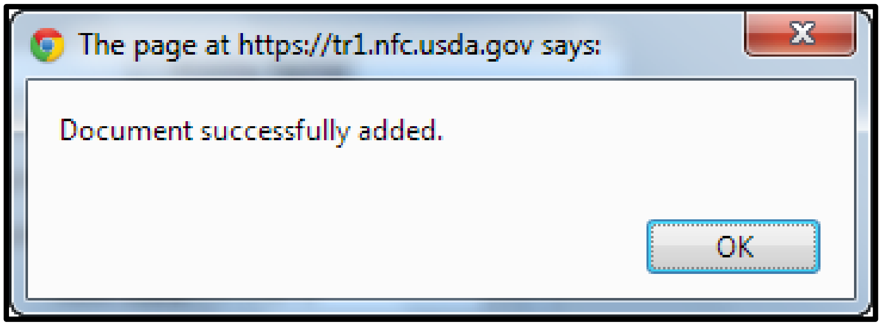


Figure 145: Pop-up Message

Step	Action
19.	Click **OK**. **NOTE:** Once an employee is participating in direct deposit, an SF-1199A must be processed to: Change the employee’s depositor account number, Change the account type, Change from one financial organization to another, and Change the routing number of a financial organization.

Exercise 8.2: Processing a 096 Net Pay Document

Scenario

Noah Training would like his net pay to go directly to his bank. Process a 096 Net Pay document for him.

Instructions

Follow the steps in the table below to process a 096 Net Pay document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **096 Net Pay** document	
4.	Enter the employee's social security number in the **SSN*** field.	990010XXX
5.	Enter the employee's last name in the **Last Name*** field.	Training
6.	Enter the employee's first name in the **First Name*** field.	Noah
7.	Enter the employee's Department Code in the **Dept*** field.	AG
8.	Enter the employee's Agency Code in the **Agency*** field.	90
9.	Enter the employee's POI in the **POI*** field.	5317
10.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
11.	Enter the pay period year in the **Pay Period Year*** field.	2015
12.	Click the **Net Pay*** tab.	
13.	Select checking from the **Type Account*** drop-down list.	Checking
14.	Enter the employee's routing number in the **Routing Number** field.	265070532
15.	Enter the employee's account number in the **Account Number** field.	12345678
16.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
17.	Click **Update**.	
18.	Click **OK**.	

8.5. Processing a 095 Financial Allotment Document

Lesson Overview

This lesson explains the purpose of a Financial Allotment document and provides the procedures for processing one within EPIC.

Lesson Objectives

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

- Provide an overview of allotment documents within EPIC
- Describe the purpose of processing a 095 Financial Allotment Account document
- Process a 095 Financial Allotment document within EPIC

Allotments Overview

Allotments are recurring deductions from an employee's salary for voluntary payments to a financial organization. There are several types of allotments including:

- **Discretionary:** Recurring deduction authorized by an employee and the head of the Agency for any purpose deemed appropriate
- **Financial:** Recurring deduction authorized by an employee for direct deposit into a checking or savings account at a financial institution
- **Health Savings:** Recurring deduction made through payroll deduction to an employee's health saving account
- **TSP:** Recurring deduction made through payroll deduction for a loan made by a TSP participant against his/her TSP account

Allotments are disbursed to employees via Direct Deposit (DD) and Electronic Funds Transfer (EFT). The DD/EFT system transfers payments electronically from the Department of Treasury.

> **NOTE:** When a merger or takeover of a financial organization occurs, the Department of Treasury notifies NFC of the change in the financial organization's routing number(s) of those employees that are NFC customers who have accounts with the financial organization.

The Department of Treasury electronically transmits the changes to NFC on a daily basis. These changes are edited and processed through PINE and then processed in PEPL to update or modify the routing number and/or account number in PPS for those employees affected by the merger or takeover.

> **NOTE:** When a routing number and/or account number is changed, PINE 58 displays in the ***USER ID*** field on IR126, Last Payroll Action. If the routing number and/or accounting number are currently on the database, NFC mails Reports PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take action to correct the report or the database as appropriate.

Financial Allotment Overview

A financial allotment is a recurring deduction authorized by the employee for direct deposit in a checking or savings account at a financial institution. This allotment is deposited through DD/EFT.

> **TIP:** Financial allotment data displays in IR110, Financial Allotment.

An employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net pay due to the employee is less than the amount of the authorized allotment, the allotment automatically is nullified for that particular pay period. If the employee has two allotments and the net pay is insufficient to cover the aggregate of both of them, both allotments are automatically nullified for that pay period.

The following are guidelines for processing financial allotments:

- The savings/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount which is deducted from the employee's salary. A whole dollar amount restriction automatically precludes any allotment for less than $1.00.
- The allotment amount cannot exceed 70% of the biweekly gross salary. If the excess is allowed, select L on the ***Status Code*** drop-down list to release the document from suspense.
- The maximum number of total financial allotments in effect at one time for an employee is 16. If the employee has more than one allotment, each may be

directed to a different financial organization. A separate transaction must be entered for each financial allotment.

> **NOTE:** The Financial Allotment document and the Health Savings Account document are separate options under the Allotments folder, but they share the same Key Data and Allotment tabs.

In the procedure below, you learn how to successfully process a 095 Allotment-Financial Allotment document within EPIC:

> **NOTE:** Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

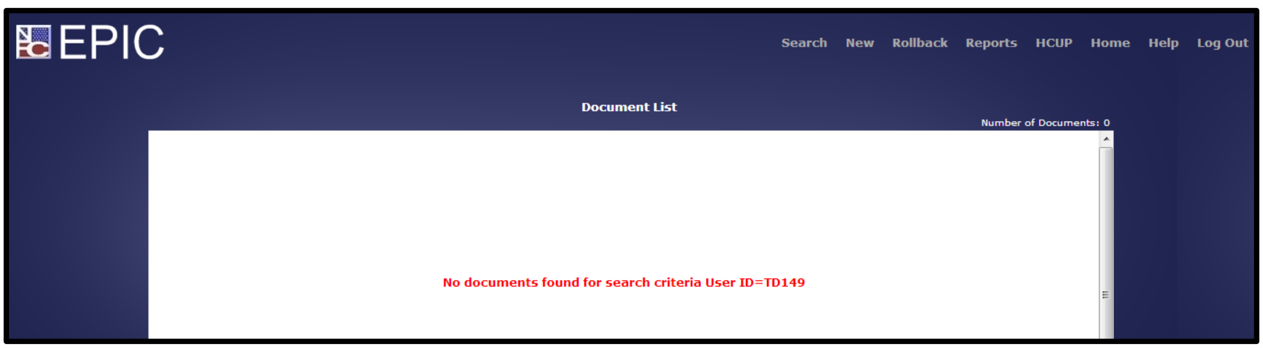


Figure 146: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 147: New Document Selection Page

Step	Action
3.	Click **Allotments**. The Allotments folder expands.

Figure 148: Expanded Allotments Folder

Step	Action
4.	Click **095 Financial Allotment**. The Key Data* tab on the ***Allotment-Financial Allotment/Health Savings Account New Document*** page displays.

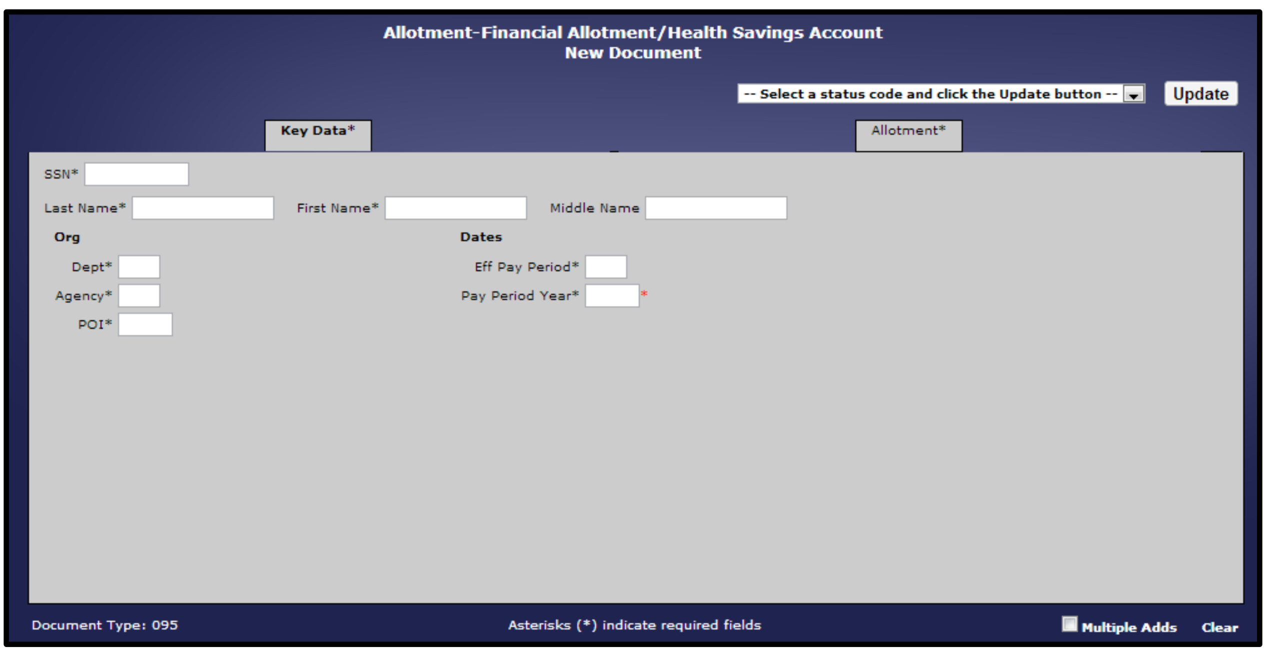


Figure 149: Allotment-Financial Allotment/Health Savings Account New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year***.
14.	Click the **Allotment*** tab. The Allotment* tab on the ***Allotment-Financial Allotment/Health Savings Account New Document*** page displays.

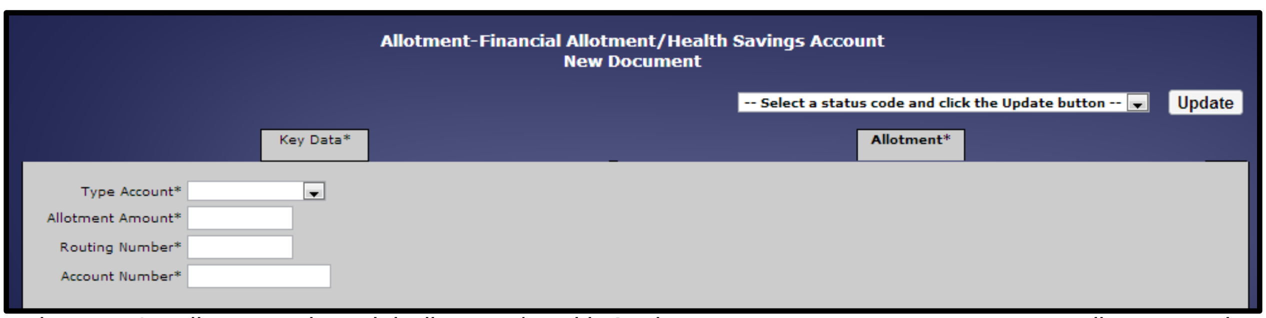


Figure 150: Allotment-Financial Allotment/Health Savings Account New Document Page Allotment Tab

Step	Action
15.	Select the appropriate type of account from the **Type Account*** drop-down list.
16.	Enter the allotment amount in the **Allotment Amount*** field.
17.	Enter the bank routing number in the **Routing Number*** field.

Step	Action
18.	Enter the account number in the **Account Number*** field.
19.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
20.	Click **Update**. The Key Data* tab on the ***Allotment-Net Pay DD/EFT New Document*** page displays with a pop-up message.

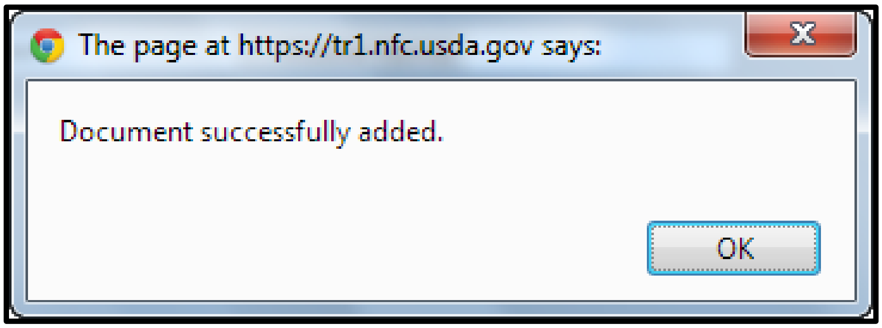


Figure 151: Pop-up Message

Step	Action
21.	Click **OK**.

Exercise 8.3: Processing a 095 Financial Allotment/Health Savings Account Document

Scenario

Noah Training was hired effective 01/25/2015. He wishes to establish a savings allotment with a deduction of $150.00 each pay period, beginning Pay Period 02 of 2015.

Instructions

Follow the steps in the table below to process a 095 Financial Allotment/Health Savings Account document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Allotments**.	
4.	Click **095 Financial Allotment**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Noah
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02
12.	Enter the pay period year in the **Pay Period Year***.	2015
13.	Click the **Allotment*** tab.	
14.	Select the appropriate type of account from the **Type Account*** drop-down list.	Savings
15.	Enter the allotment amount in the **Allotment Amount*** field.	150.00
16.	Enter the bank routing number in the **Routing Number*** field.	265070532
17.	Enter the account number in the **Account Number*** field.	9713360
18.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
19.	Click **Update**.	
20.	Click **OK**.	

8.6. Processing a 130 Federal Tax Document

Lesson Overview

This lesson explains the purpose of tax documents and provides the procedures for processing a Federal Tax document within EPIC.

Lesson Objectives

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

- Describe the purpose of processing a tax document
- Process a 130 Federal Tax document

Tax Document Overview

Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings. Tax documents are processed for:

- City,
- County,
- State, and
- Federal taxes.

The Department of the Treasury has entered into an agreement with taxing entities for mandatory tax withholding based on place of employment (i.e., duty station). The employees should complete the applicable tax form to authorize withholding and processing of a tax document.

Some local taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the taxing entity and do not require the declaration of exemption information. In these cases, the entry of a tax document is not required.

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence.

An employee may voluntarily elect to pay taxes based on residence if:

- The residence city, county, or state is established in TMGT,
- The mandatory duty station tax is waived, or
- The residence tax locality on the form agrees with the residence tax locality of the duty station.

A new tax document may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax document should be processed. All previous exemptions, additional withholdings, etc., are removed and must be reprocessed, if applicable. If a new tax document is not processed, PPS begins withholding at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

Employees may authorize an amount to be withheld from their salaries each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption documents allow for additional withholding.

To view tax information, refer to the following programs:

- PQ032, Payroll Listing
- IR104, Federal Tax
- IR105, State Taxes
- IR106, City Tax
- IR107, County Tax

The following TMGT tables validate tax data for processing:

- TMGT Table 007, City Tax, City Name and Address
- TMGT Table 008, County Tax, County Name and Address
- TMGT Table 009, State Tax Name and Address

> **TIP:** Refer to *https://www.nfc.usda.gov/Publications/Tax_Formulas/Tax_Formulas_home.html* for withholding formulas.

Federal Tax Overview

Federal tax is withheld through payroll deductions based on the processing of Form W-4. Federal income tax withholding is based on an Internal Revenue Service (IRS) formula that includes a calculation of:

- TSP contributions,
- Number of allowances claimed, and
- Tax withholding table for marital status.

From this calculation the tax amount is determined based on the taxable income amount and the tax percentage.

> **NOTE:** Federal income tax documents do not need to be processed for employees that are reassigned to another Agency serviced by NFC within the same Department. However, employees transferring from one Department to another Department that is serviced by NFC must submit a new W-4 at the time the accession action is processed.

An employee may choose to claim exempt if no Federal taxes were owed the prior year and the employee does not expect to owe taxes in the current year. The employee must file a W-4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding is automatically withheld based on single with zero exemptions.

> **NOTE:** Employees whose duty station is the Republic of Panama, Virgin Islands, Guam, or the Northern Mariana Islands may be exempt from Federal income tax. If exempt, the employee must file a W-4 indicating Exempt status..

In the procedure below, you learn how to successfully process a 130 Federal Tax document within EPIC:

> **NOTE:** Key fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

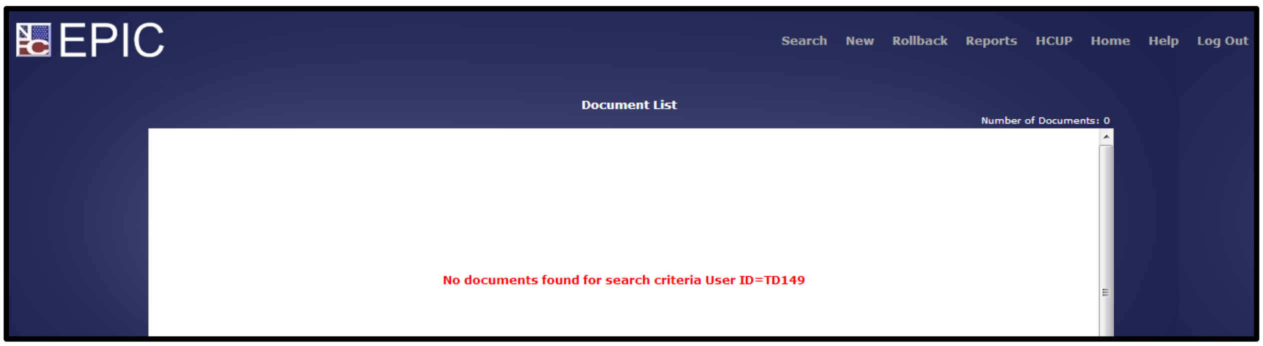


Figure 152: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 153: New Document Selection Page

Step	Action
3.	Click **Tax**. The Tax folder expands.

Figure 154: Expanded Tax Folder

Step	Action
4.	Click **130 Federal Tax**. The Key Data* tab on the ***Federal Tax New Document*** page displays.

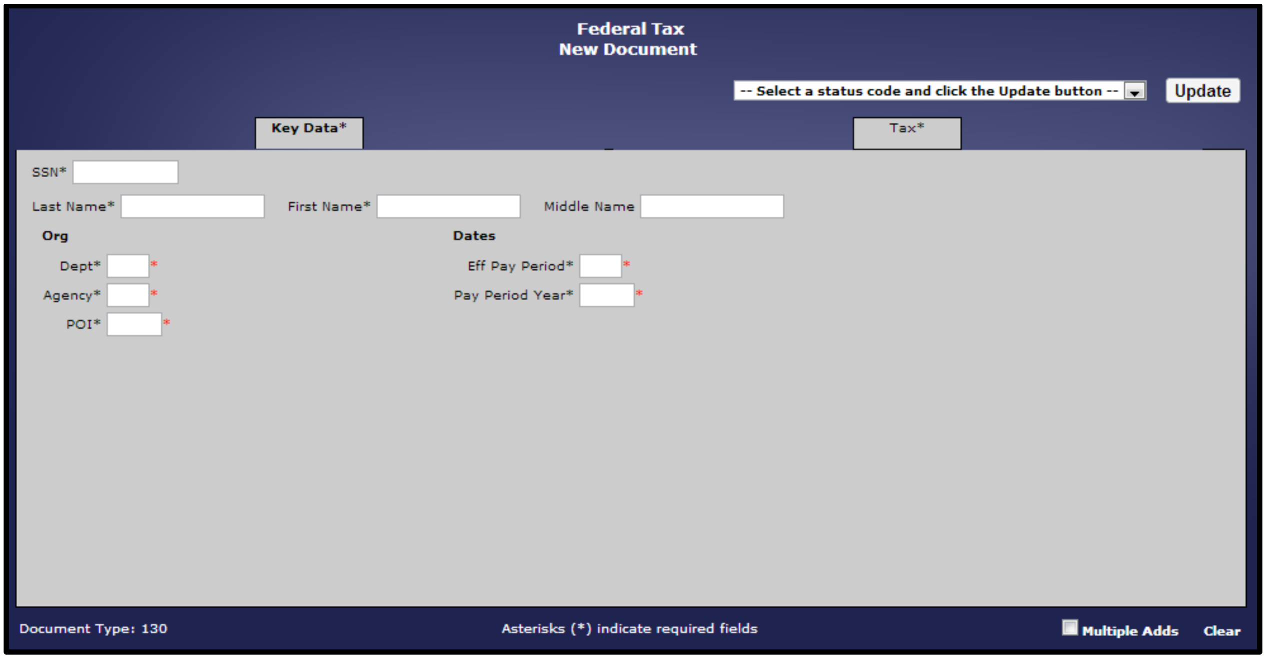


Figure 155: Federal Tax New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year***.
14.	Click the **Tax*** tab. The Tax* tab on the ***Federal Tax New Document*** page displays.

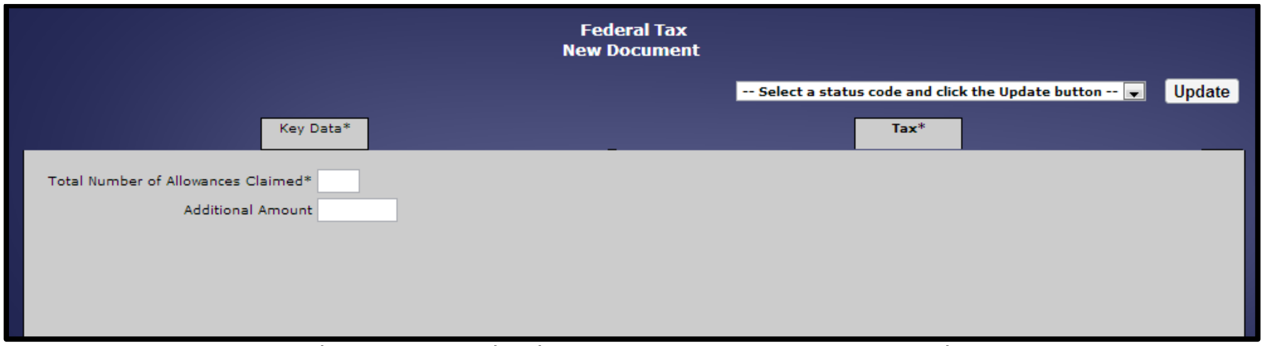


Figure 156: Federal Tax New Document Page Tax Tab

Step	Action
15.	Enter the total number of allowances claimed in the **Total Number of Allowances Claimed*** field. **TIP:** Enter the marital status code "S" (single), "M" (Married), or "X" (exempt) in the first position. Enter the number of exemptions claimed in the second and third positions, unless the employee claims total exemption from Federal taxes, then enter "XT".
16.	Enter the amount to be withheld, in addition to the amount withheld in accordance with the appropriate tax formula, in the **Amount** field.
17.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
18.	Click **Update**. The Key Data* tab on the ***Federal Tax New Document*** page displays with a pop-up message.

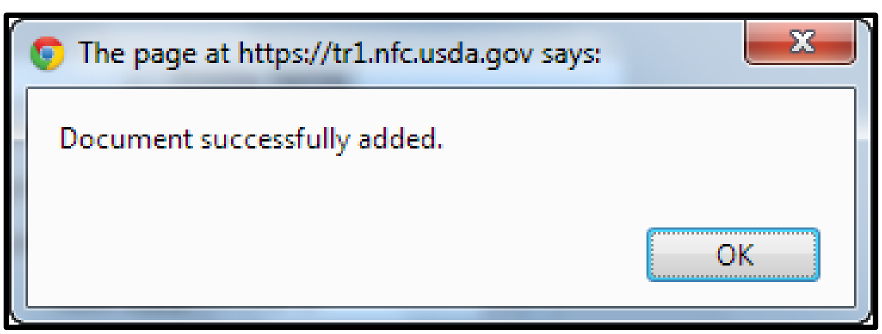


Figure 157: Pop-up Message

Step	Action
19.	Click **OK**.

Exercise 8.4: Processing a 130 Federal Tax Document

Scenario

Noah Training was hired effective 01/25/2015. He is currently married with one exemption on his W-4.

Instructions

Follow the steps in the table below to process a 130 Federal Tax document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Tax**.	
4.	Click **130 Federal Tax**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Noah
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
12.	Enter the pay period year in the **Pay Period Year*** field.	2015
13.	Click the **Tax*** tab.	
14.	Enter the total number of allowances claimed by the employee in the **Total Number of Allowance Claimed*** field.	M01
15.	Enter the additional amount to be withheld in the **Additional Amount** field.	10.00
16.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
17.	Click **Update**.	
18.	Click **OK**.	

8.7. **Processing a 140 State Tax Document**

Lesson Overview

This lesson explains the purpose and procedures for processing a 140 State Tax document within EPIC.

Lesson Objectives

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

- Describe the purpose of processing a 140 State Tax document
- Explain the purpose of a Certificate of Non-residence and dual state tax voluntary withholding
- Process a 140 State Tax document

State Tax Overview

Now that we have discussed the importance of tax documents, this lesson introduces information specifically for state tax documents. State income tax is withheld on a mandatory basis when the duty station state is one that has entered into a withholding agreement with the Secretary of the Treasury. A state tax document should be entered to begin withholding; otherwise, the system automatically withholds taxes based on the duty station at the highest rate applicable for the state.

Some states do not provide state withholding exemption documents for establishing an exemption status; while others do not require the processing of state tax withholding since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a W−4 is not processed, Federal and state income taxes are automatically withheld at the rate of single with zero exemption until a W−4 is entered for processing.[17]

NOTE: If an employee is reassigned or changes duty stations to a new state, city, etc., new tax documents must be processed.

[17] Refer to **Error! Reference source not found.** for more information on processing awards.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemptions recorded in the database.

Certificate of Non-residence

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes are not withheld for the duty station state. Certificates of Non-residence must be filed in order to waive the taxes for the duty station state.

> **TIP:** State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a Certificate of Non-residence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of his or her duty station state.

If an employee's duty station changes, the Certificate of Non-residence in effect at that time becomes void, and a new certificate is required for the new duty station state (if applicable).

Each Certificate of Non-residence is to be completed following the instructions on the individual form.

> **IMPORTANT:** Enter the duty station state tax document to waive liability before entering the state tax document for the residence state. Enter WAV (waiver) in the ***Total Number of Allowances Claimed*** field.

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and state of residence. If state income tax is currently being withheld based on the duty station and a state tax form is entered to begin withholding for the state of residence, the document displays in suspense with an informational message indicating the document entered results in dual state tax deductions.

> **TIP:** To release the document, select C from the ***Override Code*** after the action passes PINE edits.

The AD−304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a document that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption document. The AD−304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the AD−304 is used to record voluntary state tax in lieu of a state tax document, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Voluntary state tax withholding terminates if:

- An employee's duty station state changes (the Certificate of Non-residence is now void),
- The state revokes its tax withholding law,
- An exemption from a withholding document is processed, or
- A cancellation of voluntary withholding is processed (enter CAN in the ***Total Number of Allowances*** field).

In the procedure below, you learn how to successfully process a 140 State Tax document within EPIC:

> **NOTE:** Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

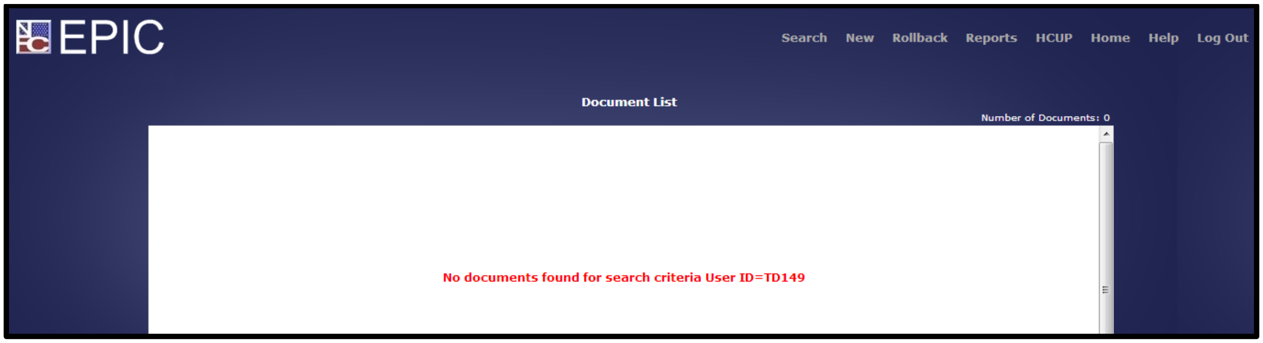


Figure 158: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 159: New Document Selection Page

Step	Action
3.	Click **Tax**. The Tax folder expands.

Figure 160: Expanded Tax Folder

Step	Action
4.	Click **140 State Tax**. The Key Data* tab on the ***State Tax New Document*** page displays.

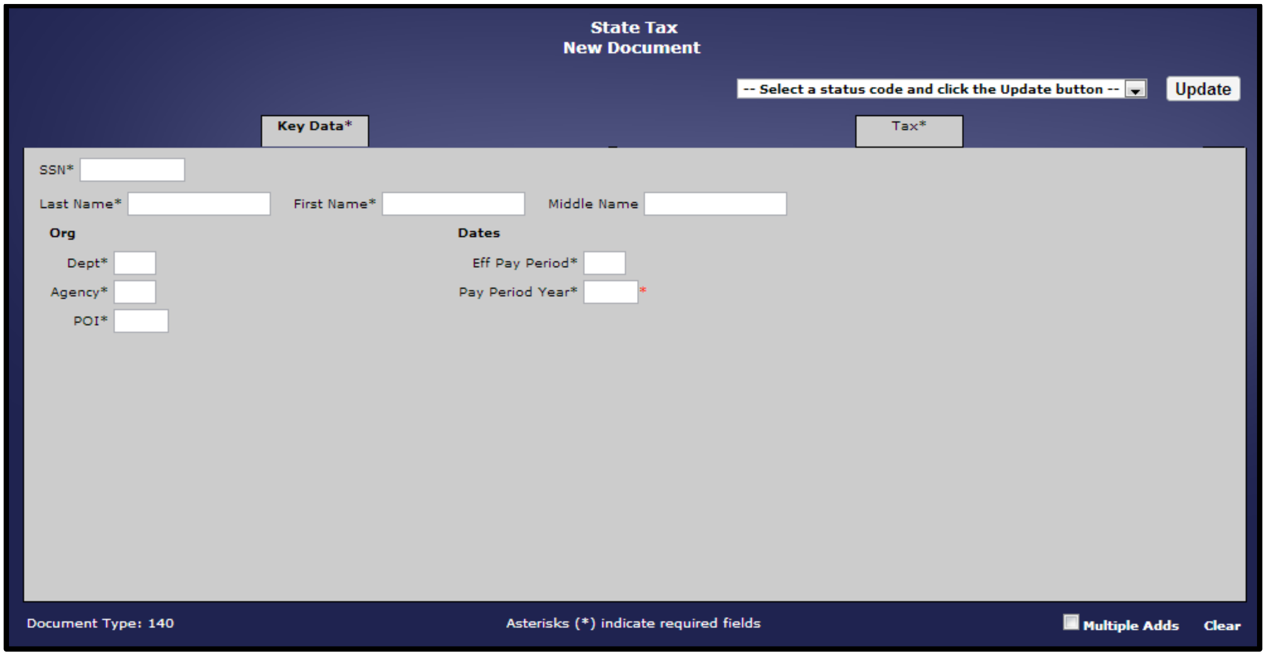


Figure 161: State Tax New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year***.
14.	Click the **Tax*** tab. The Tax* tab on the ***State Tax New Document*** page displays.

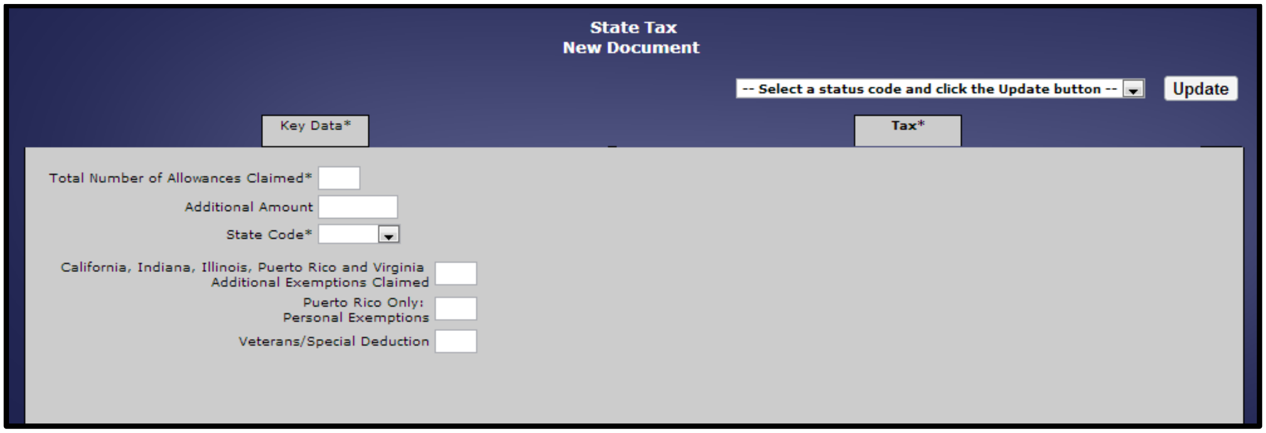


Figure 162: State Tax New Document Page Tax Tab

Step	Action
15.	Enter the total number of allowances claimed in the **Total Number of Allowances Claimed*** field. **TIP:** Enter the marital status code “S” (single), “M” (Married), or “X” (exempt) in the first position. Enter the number of exemptions claimed in the second and third positions. **TIP:** For Arizona state tax, valid values include: 100, 190, 230, 250, 310, and 370.
16.	Enter the amount to be withheld, in addition to the amount withheld in accordance with the appropriate tax formula, in the **Amount** field.
17.	Select the appropriate state code from the **State Code** drop-down list. **NOTE:** State codes on tax documents and duty stations must agree to begin tax deductions.
18.	Enter the appropriate code per the special instructions for California, Indiana, Illinois, Puerto Rico, and Virginia in the **California, Indiana, Illinois, Puerto Rico and Virginia Additional Exemptions Claimed** field, if appropriate.[18]
19.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.

[18] Refer to **Error! Reference source not found.** for special instructions regarding the ***California, Indiana, Illinois, Puerto Rico, and Virginia Additional Exemptions Claimed*** field.

Step	Action
20.	Click **Update**. The Key Data* tab on the ***State Tax New Document*** page displays with a pop-up message.

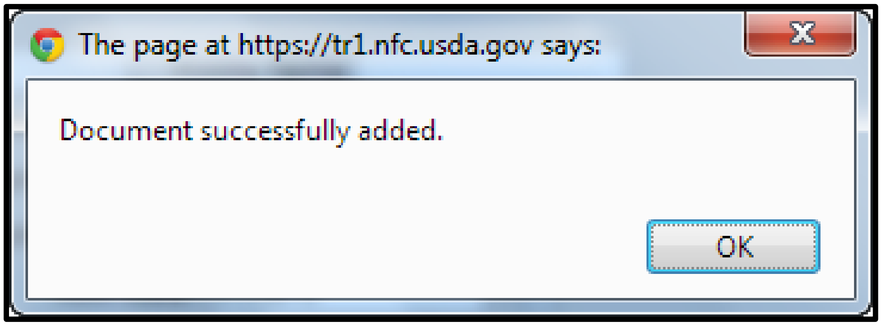


Figure 163: Pop-up Message

Step	Action
21.	Click **OK**.

Exercise 8.5: Processing a 140 State Tax Document

Scenario

Noah Training was hired effective 01/25/2015. He has elected to claim married with two exemptions on his W-4. He is a resident of Virginia, however his duty station is Washington, DC. He wants to waive DC taxes and requests to have tax withholding based on his state of residence. The employee's Certificate of Non-residence for DC state-tax is already on file in the personnel office.

Instructions

Follow the steps in the table below to process a 140 State Tax document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Tax**.	
4.	Click **140 State Tax**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Noah
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02
12.	Enter pay period year in the **Pay Period Year*** field.	2015
13.	Click the **Tax*** tab.	
14.	Enter the total number of allowances claimed by the employee in the **Total Number of Allowances Claimed*** field.	WAV
15.	Select the appropriate state code from the **State Code*** drop-down list.	11-DC
16.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
17.	Click **Update**.	
18.	Click **OK**.	
19.	Click **New** from the EPIC Menu Bar.	
20.	Click **Tax**.	
21.	Click **140 State Tax**.	
22.	Enter the employee’s social security number in the **SSN*** field.	990010XXX
23.	Enter the employee’s last name in the **Last Name*** field.	Training
24.	Enter the employee’s first name in the **First Name*** field.	Noah
25.	Enter the employee’s Department Code in the **Dept*** field.	AG

Step	Action	Required Data
26.	Enter the employee's Agency Code in the **Agency*** field.	90
27.	Enter the employee's POI in the **POI*** field.	5317
28.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02
29.	Enter pay period year in the **Pay Period Year*** field.	2015
30.	Click the **Tax*** tab.	
31.	Enter the total number of allowances claimed by the employee in the **Total Number of Allowances Claimed*** field.	002
32.	Select the appropriate state code from the **State Code*** drop-down list.	51-VA
33.	Enter the appropriate number of exemptions in the **California, Indiana, Illinois, Puerto Rico and Virginia Additional Exemptions Claimed** field.	02
34.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
35.	Click **Update**.	
36.	Click **OK**.	

8.8. Processing a 180 Health Benefits Registration Document

Lesson Overview

This lesson explains the purpose and procedures for processing a Health Benefit Registration document within EPIC.

Lesson Objectives

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

- Provide an overview of the Federal Benefit documents within EPIC
- Describe the purpose of a 180 Health Benefits Registration document
- Process a 180 Health Benefits Registration document

Federal Benefit Documents Overview

Federal employees have up to 60 days from their entry on duty date to either enroll in a healthcare plan or waive enrollment. The documents available in EPIC help to determine the amount of deductions taken from an employee's salary.

The CULPRPT Report P0059, Employees with FEHB Eligibility Pending, lists employees with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment.

Before a FEHB document can be entered, a personnel action must be processed with an eligibility code of 4 (Eligible Pending) in the ***FEHB Coverage*** field.

> **NOTE:** Personnel offices should run this report each pay period and remind employees to register before the end of the 60-day eligibility period.

Health Benefits Registration Overview

Federal employees may enroll in FEHB to obtain health insurance coverage.

> **TIP:** Agencies that employ non-Federal employees who are eligible for FEHB coverage should review Public Law 106-394 to determine the impact on their employees.

The Health Benefits Registration document is used for the following reasons:

- To enter a new enrollment when an employee is hired or an employee elects to enroll during an open season,
- To enter a waiver when an employee elects to waive coverage, or
- To enter a change due to qualified life events.

> **TIP:** Health insurance information for employees can be viewed on IR115, Health Benefits.

In the procedure below, you learn how to successfully process a 180 Health Benefits Registration document within EPIC:

Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

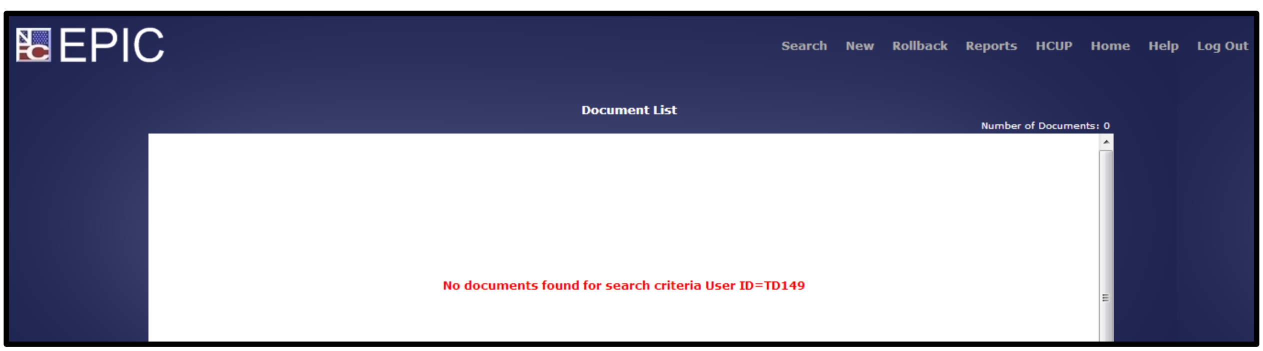


Figure 164: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 165: New Document Selection Page

Step	Action
3.	Click **Federal Benefit Documents**. The Federal Benefit Documents folder expands.

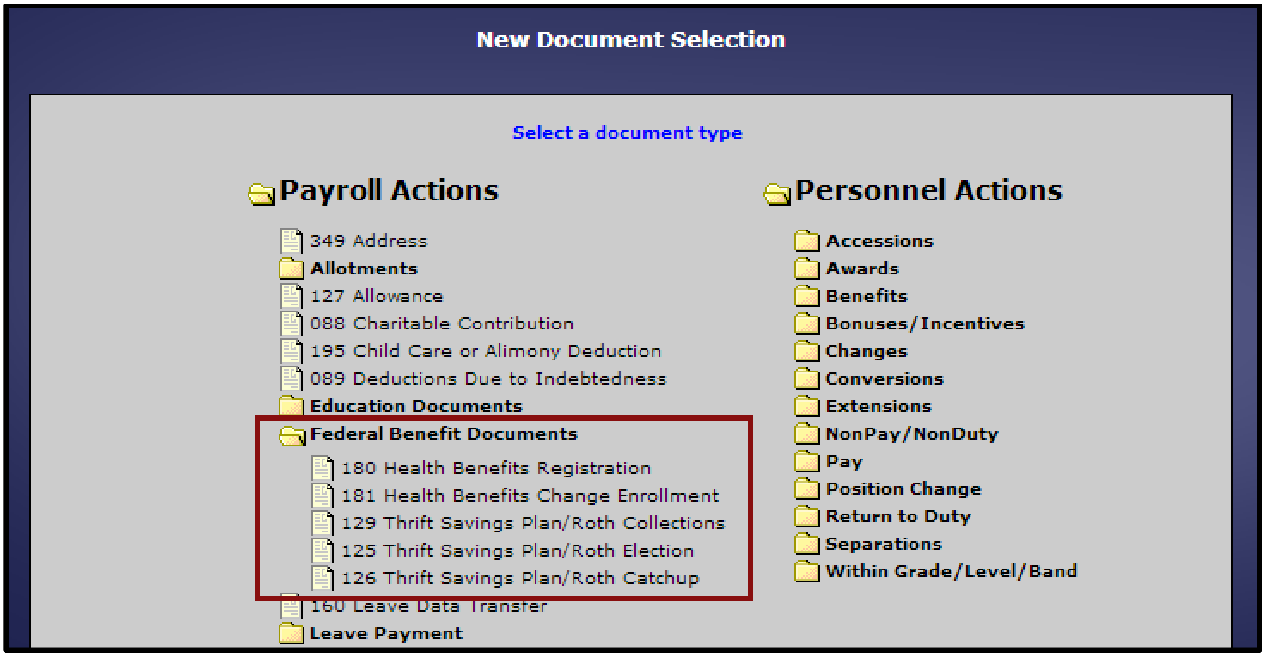


Figure 166: Expanded Federal Benefit Documents Folder

Step	Action
4.	Click **180 Health Benefits Registration**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays.

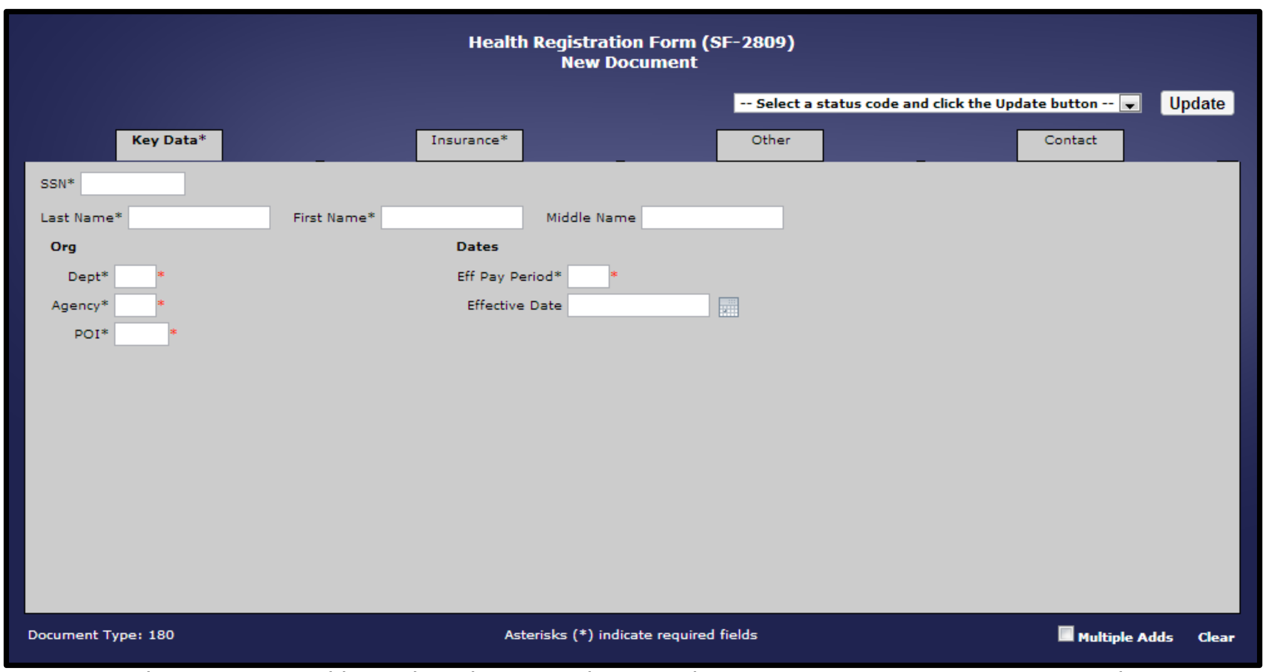


Figure 167: Health Registration Form (SF-2809) New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the effective date for the payroll document in the **Effective Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
14.	Click the **Insurance*** tab. The Insurance* tab on the ***Health Registration Form (SF-2809) New Document*** page displays.

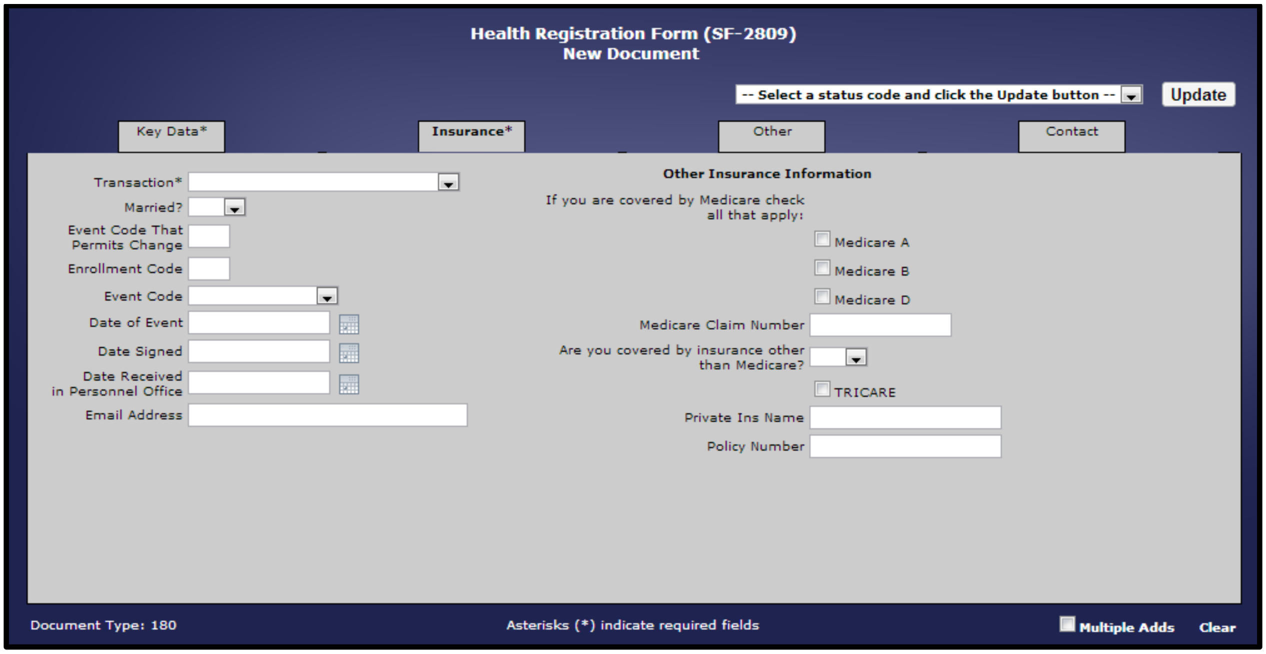


Figure 168: Health Registration Form (SF-2809) New Document Page Insurance Tab

Step	Action
15.	Select the appropriate transaction type from the **Transaction*** drop-down list.
16.	Select the appropriate response from the **Married?** drop-down list.
17.	Enter the appropriate event code in the **Event Code That Permits Change** field.
18.	Enter the OPM-assigned enrollment code in the **Enrollment Code** field. **TIP:** Refer to TMGT Table 012, Health Benefit Rates, for a list of valid codes.
19.	Select an event code from the **Event Code** drop-down list to identify the reason for the event.
20.	Enter the date of the event in the **Date of Event** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.

Step	Action
21.	Enter the date the employee signed the hard copy SF-2809 in the **Date Signed** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
22.	Enter the date when the personnel office received the form from the employee in the **Date Received in Personnel Office** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
23.	Click **Medicare A** if the employee is covered by it.
24.	Click **Medicare B** if the employee is covered by it.
25.	Click **Medicare D** if the employee is covered by it.
26.	Enter the employee's Medicare claim number in the **Medicare Claim Number** field.
27.	Select the appropriate response from the **Are you covered by insurance other than Medicare?** drop-down list.
28.	Click **TRICARE** if the other type of insurance the employee is covered by is TRICARE.
29.	Enter the name of the private insurance company which the employee is enrolled with in the **Private Ins Name** field.
30.	Enter the policy number of the private insurance policy in the **Policy Number** field.
31.	Click **Other** tab. The Other tab for the ***Health Registration Form (SF-2809) New Document*** page displays.

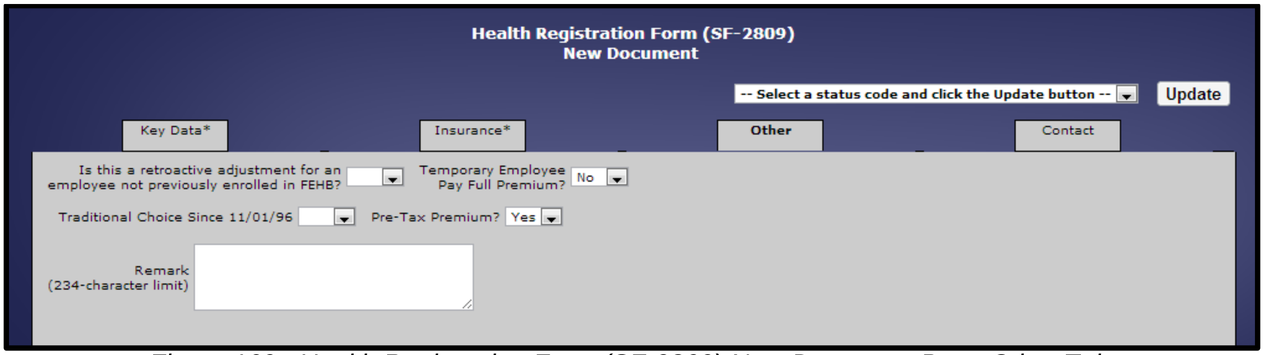


Figure 169: Health Registration Form (SF-2809) New Document Page Other Tab

Step	Action
32.	Select the appropriate response from the **Is this a retroactive adjustment for an employee not previously enrolled in FEHB?** drop-down list. **NOTE:** If the effective date is earlier than the processing pay period date, determine if a retroactive adjustment is necessary. If an adjustment is necessary, but causes a financial hardship to pay the entire back premium at one time, select No and submit an SPPS Web request to establish a debt for back premiums.
33.	Select the appropriate response from the **Temporary Employee Pay Full Premium** drop-down list. **TIP:** This field indicates that a temporary employee is required to pay both the Government share and employee share of FEHB premiums. Leave this field blank if the employee is not in a temporary position.
34.	Select the appropriate response from the **Traditional Choice Since 11/01/96** drop-down list. **TIP:** This field indicates if an FDIC employee was enrolled prior to November 1, 1996. This field applies only to FDIC employees. If the employee was enrolled continuously in the plan since November 1, 1996, select Yes.

Step	Action
	NOTE: The ***Pre-Tax Premium?*** field defaults to Yes (employee elects for PC-HC). The employee can only change this option to No during the annual Open Season or via a Qualified Life Event. This field indicates if premiums are deducted before or after tax deductions.
35.	Enter remarks in the **Remark (234-Character Limit)** field if an event code is entered.
36.	Click the **Contact** tab. The Contact tab for the ***Health Registration Form (SF-2809) New Document*** page displays.

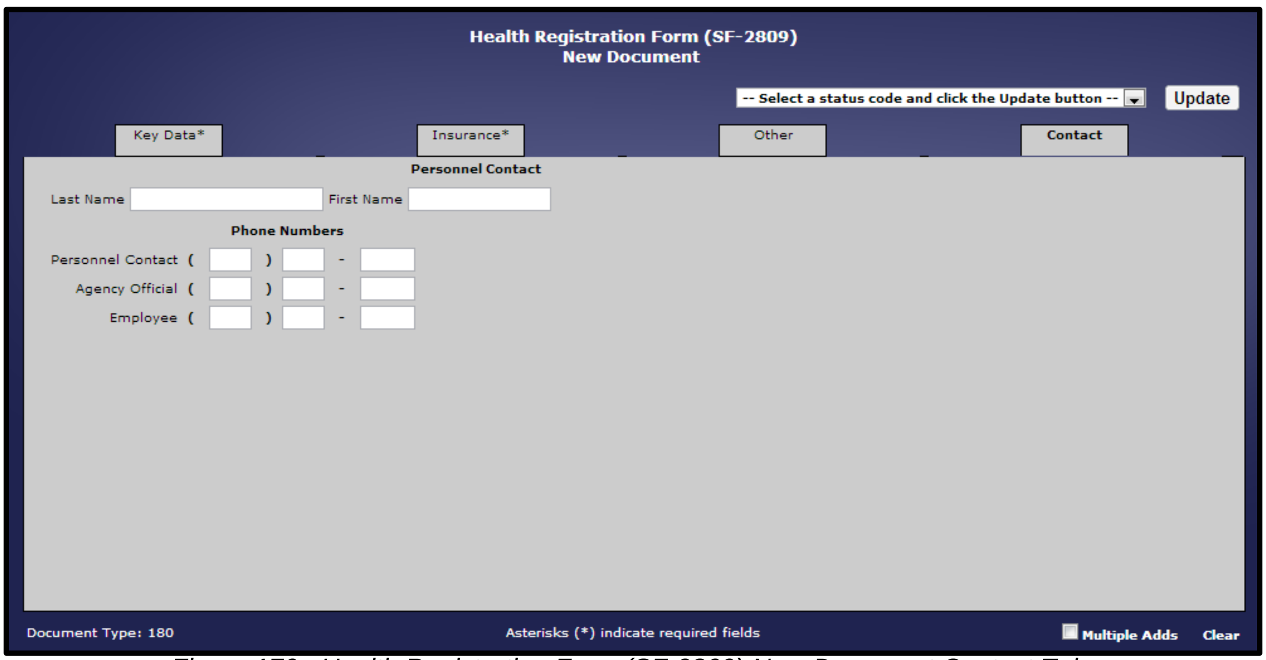


Figure 170: Health Registration Form (SF-2809) New Document Contact Tab

Step	Action
37.	Enter the last name of the contact in the personnel office that should be contacted for questions in the **Last Name** field.
38.	Enter the first name of the contact in the personnel office that should be contacted for questions in the **First Name** field.

Step	Action
39.	Enter the area code and phone number of the personnel office contact in the **Personnel Contact** field. **NOTE:** Phone number fields do not require dashes between the numbers.
40.	Enter the area code and phone number of the authorized Agency official in the **Agency Official** field.
41.	Enter the area code and phone number of the employee in the **Employee** field.
42.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
43.	Click **Update**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays with a pop-up message.

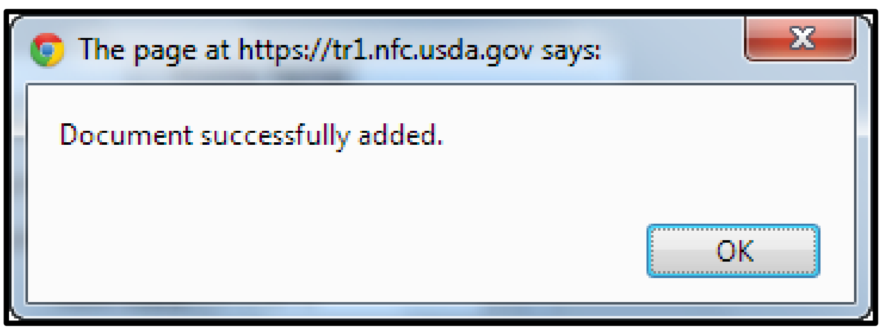


Figure 171: Pop-up Message

Step	Action
44.	Click **OK**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays with a pop-up message.

NOTE: If a family option is specified, the pop-up message in Figure 172 displays. Click **OK**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays with a pop-up message. Complete the procedures below to add information for each applicable family member.

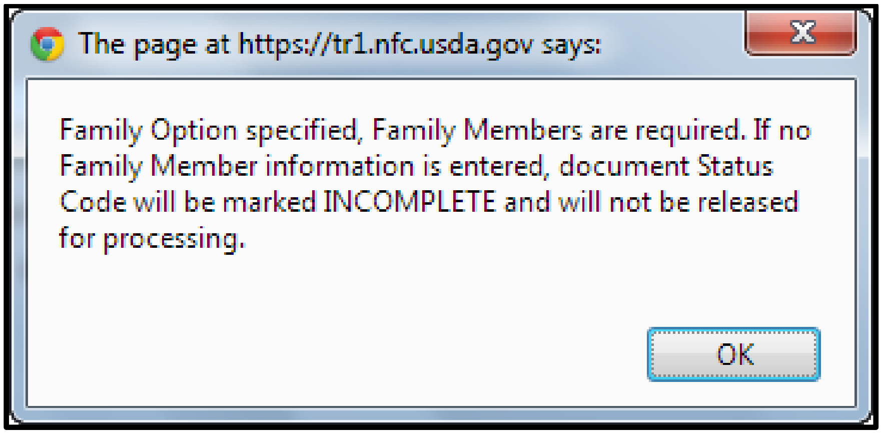


Figure 172: Pop-up Message

Step	Action
45.	Click the **Family Members** tab. The Family Members tab on the ***Health Registration Form (SF-2809)*** page displays.

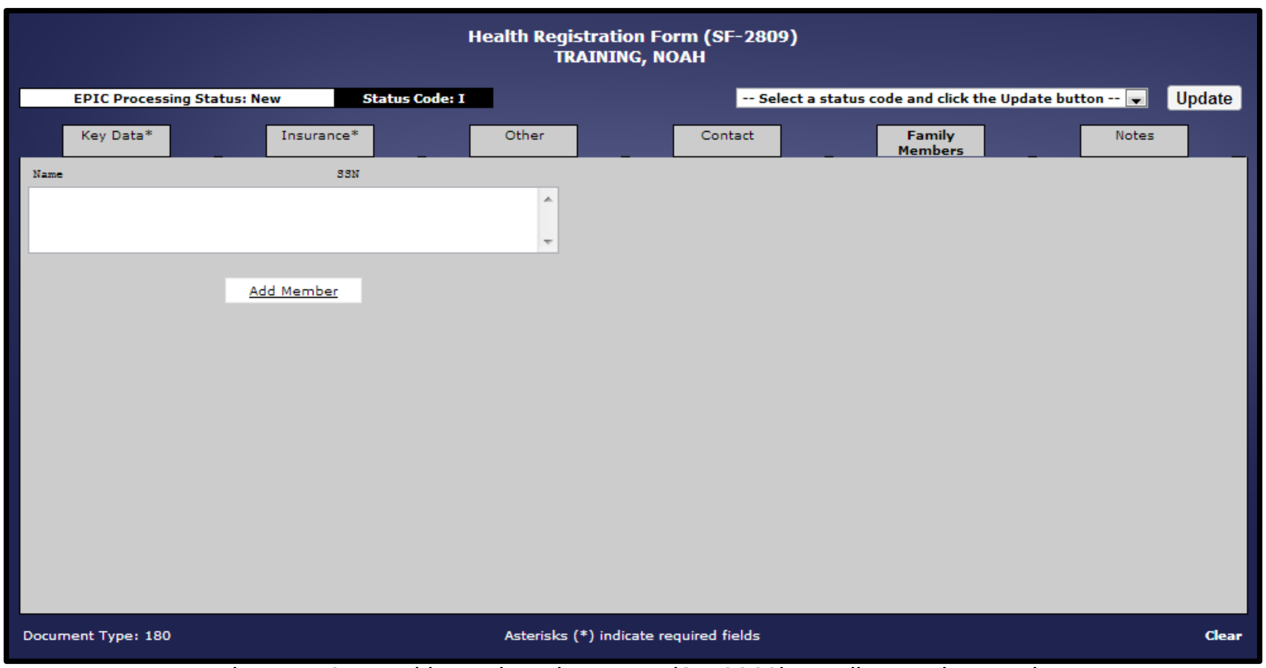


Figure 173: Health Registration Form (SF-2809) Family Members Tab

Step	Action
46.	Click **Add Member**. Additional fields display.

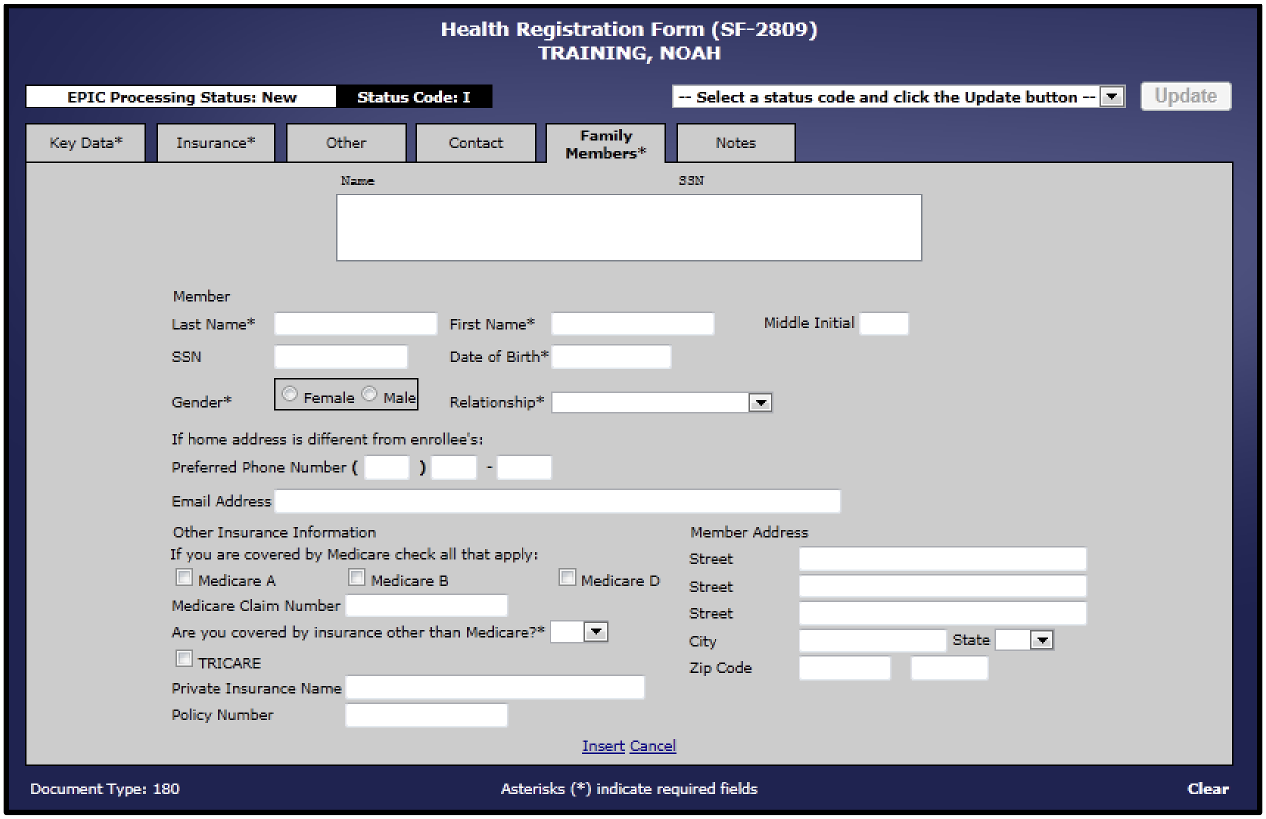


Figure 174: Expanded Family Member Tab Fields

Step	Action
47.	Enter the last name of the family member in the **Last Name*** field.
48.	Enter the first name of the family member in the **First Name*** field.
49.	Enter the middle initial of the family member in the **Middle Initial** field.
50.	Enter the social security number of the family member in the **SSN** field.
51.	Click the appropriate radio button to select the family member's gender in the **Gender*** field.
52.	Select the relationship of the family member to the employee from the **Relationship*** drop-down list.
53.	Click **Medicare A** if the family member is covered by it.
54.	Click **Medicare B** if the family member is covered by it.

Step	Action
55.	Click **Medicare D** if the family member is covered by it.
56.	Enter the family member's Medicare claim number in the **Medicare Claim Number** field.
57.	Select the appropriate response from the **Are you covered by insurance other than Medicare?** drop-down list.
58.	Click **TRICARE** if the other type of insurance the family member is covered by is TRICARE.
59.	Enter the name of the private insurance company which the family member is enrolled with in the **Private Ins Name** field.
60.	Enter the policy number of the private insurance policy in the **Policy Number** field.
	NOTE: Complete the Member Address fields only if the address is different than the employee's.
61.	Click **Insert**. The family member's name and social security number display on the Family Members tab.
	NOTE: Complete this process for each additional family member.

Figure 175: Family Members Tab With Added Family Member

Step	Action
62.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
63.	Click **Update**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays with a pop-up message.

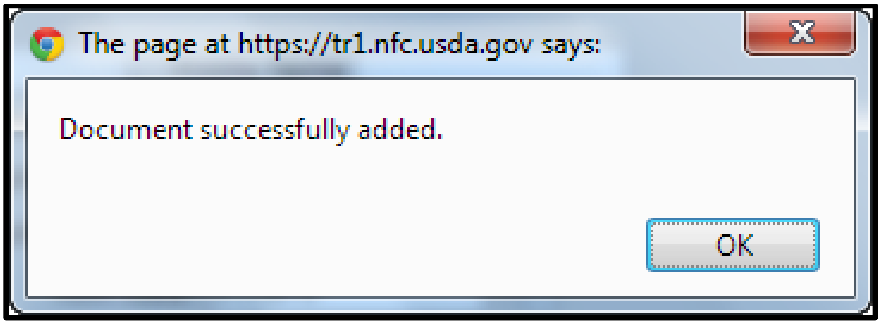


Figure 176: Pop-up Message

Step	Action
64.	Click **OK**. The Key Data* tab on the ***Health Registration Form (SF-2809) New Document*** page displays.

Exercise 8.6: Processing a 180 Health Benefits Registration Document

Scenario

Noah Training was hired effective 01/25/2015 and has elected to enroll in health benefits (family). He returned his SF-2809 on 01/27/2015.

Instructions

Follow the steps in the table below to process a 180 Health Benefits Registration Document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Federal Benefit Documents**.	
4.	Click **180 Health Benefits Registration**.	
5.	Enter the employee’s social security number in the **SSN*** field.	990-01-0XXX
6.	Enter the employee’s last name in the **Last Name*** field.	Training
7.	Enter the employee’s first name in the **First Name*** field.	Noah
8.	Enter the employee’s Department Code in the **Dept*** field.	AG
9.	Enter the employee’s Agency Code in the **Agency*** field.	90
10.	Enter the employee’s POI in the **POI*** field.	5317
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
12.	Enter the effective date for the personnel action in the **Effective Date** field.	01 25 2015
13.	Click the **Insurance*** tab.	
14.	Select the appropriate transaction type from the **Transaction*** drop-down list.	1-New Enrollment (SF-2809)
15.	Select the appropriate response from the **Married?** drop-down list.	Yes
16.	Enter the appropriate event code in the **Event Code That Permits Change** field.	1A
17.	Enter the OPM-assigned enrollment code in the **Enrollment Code** field.	105
18.	Select an event code from the **Event Code** drop-down list to identify the reason for the event.	5-New Enrollee
19.	Enter the date of the event in the **Date of Event** field.	01 25 2015
20.	Enter the date the employee signed the form in the **Date Signed** field.	01 27 2015
21.	Enter the date when the personnel office received the form from the employee in the **Date Received in Personnel Office** field.	01 27 2015
22.	Select the appropriate response from the **Are you covered by insurance other than Medicare?** drop-down list.	No
23.	Click **Other** tab.	
24.	Select the appropriate response from the **Is this a retroactive adjustment for an employee not previously enrolled in FEHB?** drop-down list.	No

Step	Action	Required Data
25.	Select the appropriate response from the **Temporary Employee Pay Full Premium** drop-down list.	No
26.	Click the **Contact** tab.	
27.	Enter the last name of the contact in the personnel office that should be contacted for questions in the **Last Name** field.	Training
28.	Enter the first name of the contact in the personnel office that should be contacted for questions in the **First Name** field.	Miguel
29.	Enter the area code and phone number of the personnel office contact in the **Personnel Contact** field.	504 426 9999
30.	Enter the area code and phone number of the authorized Agency official in the **Agency Official** field.	504 426 8888
31.	Enter the area code and phone number of the employee in the **Employee** field.	504 426 7777
32.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
33.	Click **Update**.	
34.	Click the **Family Member Tab.**	
35.	Click **OK**.	
36.	Click **Add Member**.	
37.	Enter the last name of the family member in the **Last Name*** field.	Training

Step	Action	Required Data
38.	Enter the first name of the family member in the **First Name*** field.	Wanda
39.	Enter the social security number of the family member in the **SSN** field.	880-00-0XXX
40.	Enter **Date of Birth**.	02/01/1987
41.	Click the appropriate radio button to select the family member's gender in the **Gender*** field.	Female
42.	Select the relationship of the family member to the employee from the **Relationship*** drop-down list.	Spouse (1)
43.	Select the appropriate response from the **Are you covered by insurance other than Medicare?** drop-down list.	No
44.	Click **Insert**.	
45.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
46.	Click **Update**.	
47.	Click **OK**.	

8.9. **Processing a 125 Thrift Savings Plan/Roth Election Document**

Lesson Overview

This lesson explains the purpose and procedures for processing a Thrift Savings Plan/Roth Election document within EPIC.

Lesson Objectives

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

- Describe the purpose of a 125 Thrift Savings Plan/Roth Election document
- Process a 125 Thrift Savings Plan/Roth Election document

Thrift Savings Plan Overview

A Thrift Savings Plan (TSP) is a retirement savings plan for civilians who are employed by the U.S. Government and members of the Uniformed Services. Federal employees or members of the Uniformed Services that are covered under FERS or CSRS may elect to start, stop, or change their TSP contributions by completing a Form TSP-1, Election Form.

Employees are immediately eligible to participate in a TSP; however, the participant's election amount should not exceed 65% of their base pay to ensure all mandatory deductions are met.

When a TSP participant separates from Federal service and is rehired with a break in service of less than 31 full calendar days, a TSP-1 should be processed with the data in effect at the time of separation to continue coverage and contributions. If a new enrollment is not entered, the employee's TSP contributions do not resume.

> **NOTE:** FERS, CSRS, and CSRS - Offset employees with a break in service of less than 31 days are considered transfers and TSP contributions must be based on their last TSP-1.

TSP participants who (1) transfer into PPS or (2) transfer from one Department to another and both Departments are serviced by NFC, are entered as a new enrollment with the data from the SF-75, Request for Preliminary Employment Data. Entering the data timely is important to prevent the interruption of the employee's participation in TSP.

When specifically processing a TSP Election document be sure to:

- Code the personnel action appropriately for eligibility or participation in TSP, and
- In IRIS, verify if the employee is eligible to participate or is already participating. To be able to participate, the Retirement Plan Code must be: 1, 6, C, E,G, K, L, M, N, P, R, T, or W, and the TSP Status Code must be Y (yes) or E (eligible).

In the procedure below, you learn how to successfully process a 125 Thrift Savings Plan/Roth Election document within EPIC:

Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

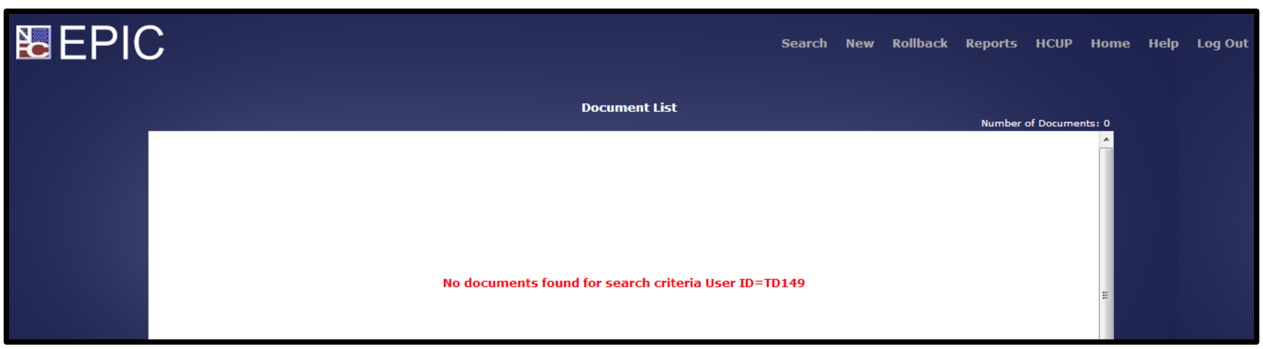


Figure 177: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 178: New Document Selection Page

Step	Action
3.	Click **Federal Benefit Documents**. The Federal Benefit Documents folder expands.

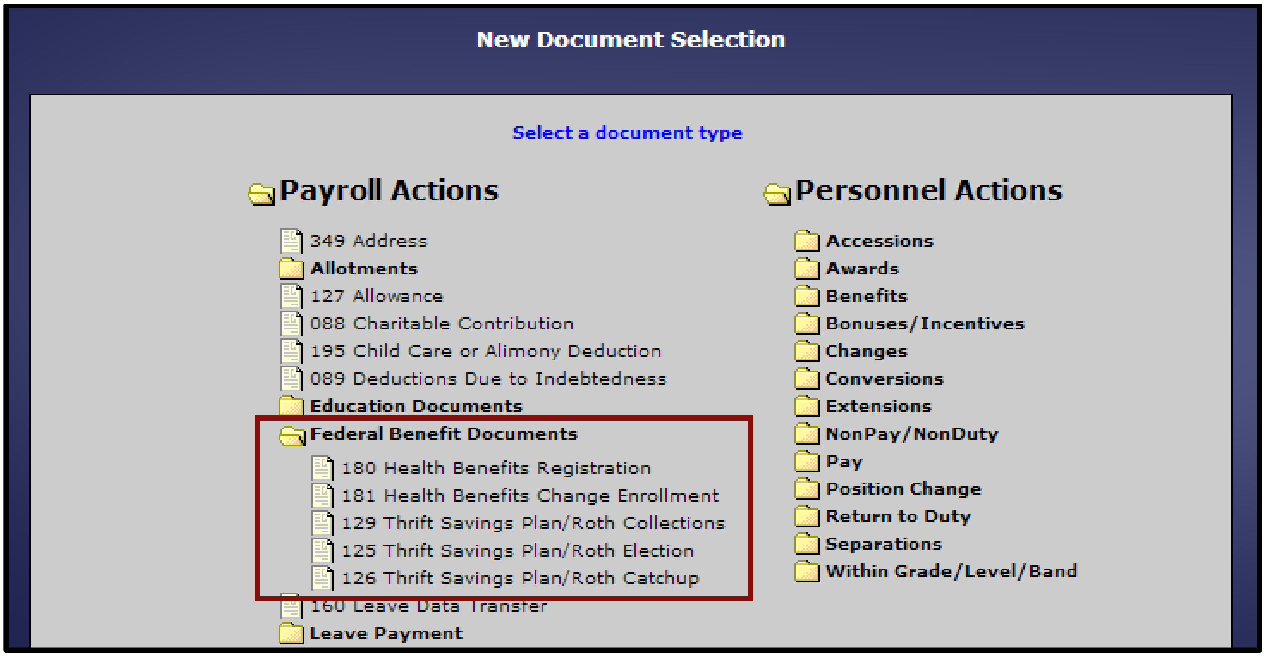


Figure 179: Expanded Federal Benefit Documents Folder

Step	Action
4.	Click **125 Thrift Savings Plan/Roth Election**. The Key Data* tab on the ***Thrift Savings Plan/Roth Election New Document*** page displays.

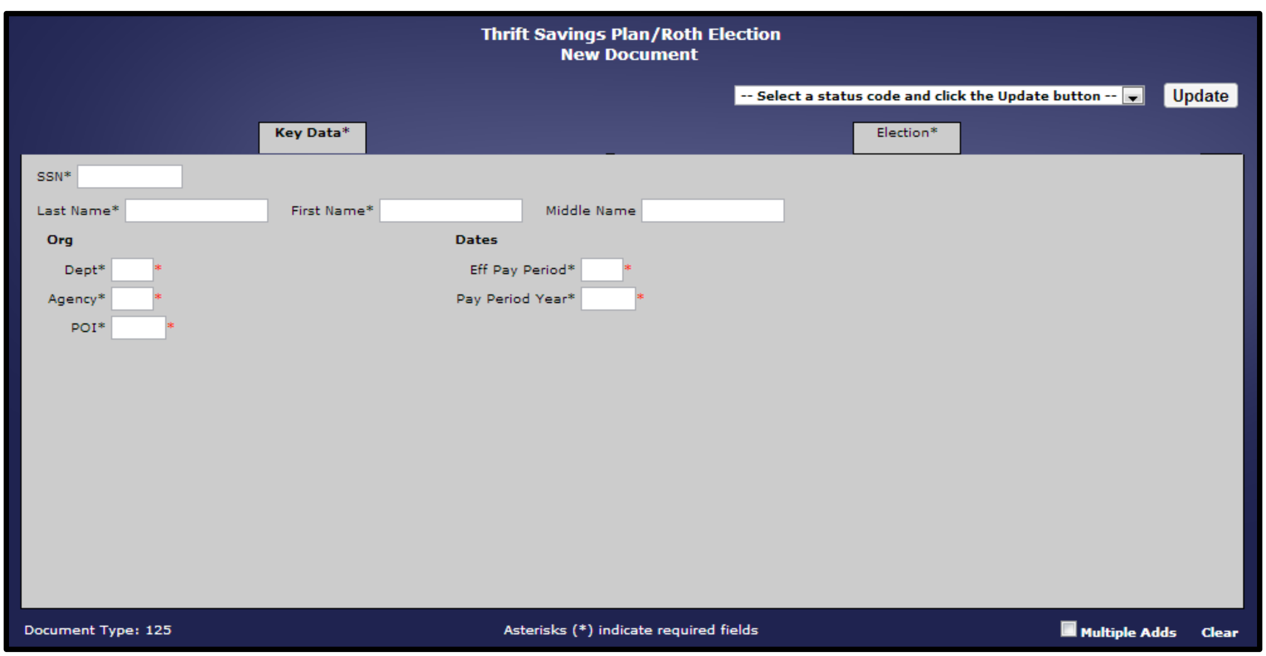


Figure 180: Thrift Savings Plan/Roth Election New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year***.
14.	Click the **Election*** tab. The Election* tab on the ***Thrift Savings Plan/Roth Election New Document*** page displays.

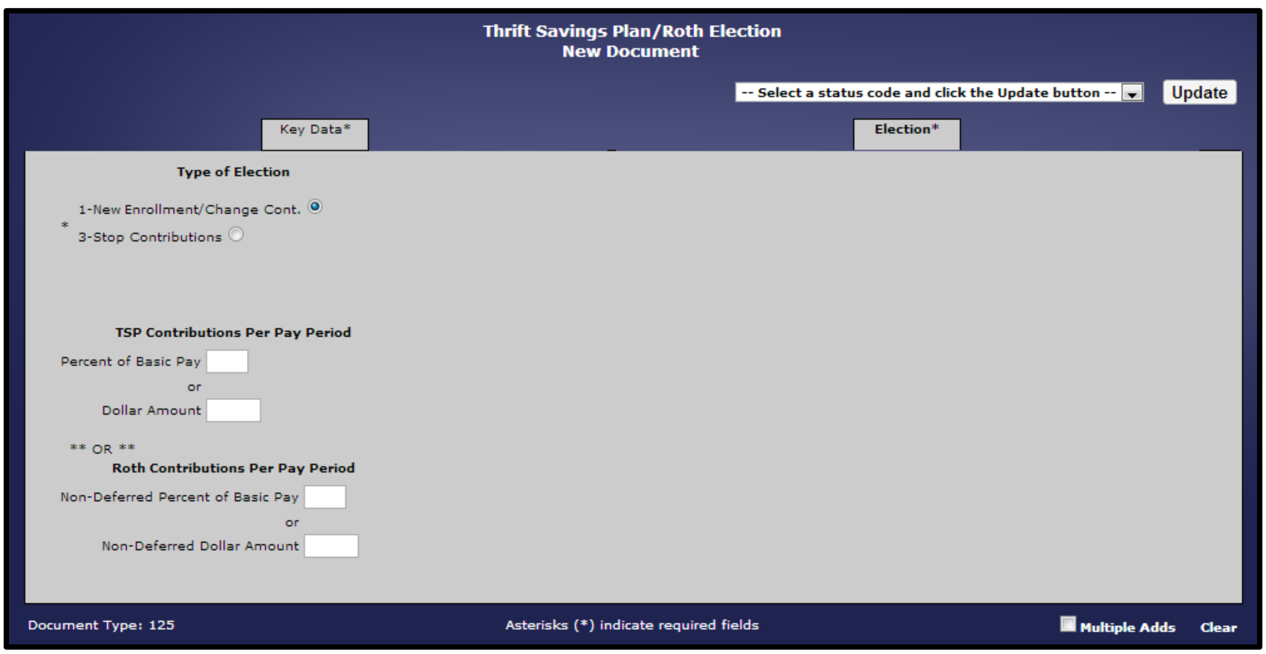


Figure 181: Thrift Savings Plan/Roth Election New Document Page Elections Tab

Step	Action
15.	Click the appropriate radio button to indicate if this document is for a new/change in enrollment or to stop contributions from the ***Type of Election*** field.
16.	Enter the percent of basic pay for the TSP contribution in the **Percent of Basic Pay** field.
17.	Enter a dollar amount for the TSP contribution in the **Dollar Amount** field. **NOTE:** Either a percentage or dollar amount is required to determine the amount of contributions to TSP. **NOTE:** When the Special Employee Code is 01, 02, 03, or 08, 25% is calculated into the adjusted salary before determining the maximum deduction.
18.	Enter the percent of basic pay for the Roth contribution in the **Non-Deferred Percent of Basic Pay** field, if completing the document for Roth contributions.
19.	Enter a dollar amount for the Roth contribution in the **Non-Deferred Dollar Amount** field, if completing the document for Roth contributions. **NOTE:** Either a percentage or dollar amount is required to determine the amount of contributions to the Roth plan. **NOTE:** When the Special Employee Code is 01, 02, 03, or 08, 25% is calculated into the adjusted salary before determining the maximum deduction.
20.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
21.	Click **Update**. The Key Data* tab on the ***Thrift Savings Plan/Roth Election New Document*** page displays with a pop-up message.

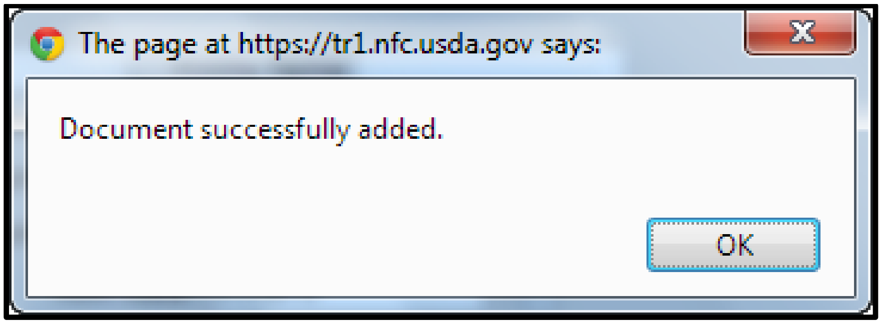


Figure 182: Pop-up Message

Step	Action
22.	Click **OK**.

Exercise 8.7: Processing a 125 Thrift Savings Plan/Roth Election Document

Scenario

Noah Training is a FERS employee hired on 01/25/2015. He wishes to declare 10% of salary as contributions to his TSP.

Instructions

Follow the steps in the table below to process a 125 Thrift Savings Plan/Roth Election document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **125 Thrift Savings Plan/Roth Election**.	
4.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
5.	Enter the employee's last name in the **Last Name*** field.	Training
6.	Enter the employee's first name in the **First Name*** field.	Noah
7.	Enter the employee's Department Code in the **Dept*** field.	AG
8.	Enter the employee's Agency Code in the **Agency*** field.	90
9.	Enter the employee's POI in the **POI*** field.	5317
10.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02
11.	Enter the pay period year in the **Pay Period Year***.	2015

Step	Action	Required Data
12.	Click the **Election*** tab.	
13.	Enter the percent of basic pay for the TSP contribution in the **Percent of Basic Pay** field.	10
14.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
15.	Click **Update**.	
16.	Click **OK**.	

8.10. **Processing a 054 Lump Sum Leave Payment Document**

Lesson Overview

This lesson explains the purpose of a Lump Sum Leave Payment document and provides the procedures for processing one within EPIC.

Lesson Objectives

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

- Provide an overview of Leave Payment documents within EPIC
- Describe the purpose of processing a 054 Lump Sum Leave Payment document
- Process a 054 Lump Sum Leave Payment document within EPIC

Leave Payment Overview

Leave Payment documents are used to enter:

- Transferred leave,
- Restored annual leave,
- Interim and final compensatory leave, and
- Annual leave lump sum payments.

Leave Payment documents include two basic types: compensatory leave and annual leave (or other lump sum leave payments). An interim compensatory leave or annual leave payment is made when an employee converts to a work schedule that terminates leave earning eligibility or other cases where the compensatory leave expires, depending on Agency policy. A final compensatory leave or annual leave payment is made when an employee separates from Federal service.

Full-time and part-time employees can earn annual leave based upon their appointment. The Annual Leave Category on the personnel action determines biweekly accruals.

> **NOTE:** Annual leave accruals are recorded on an employee's T&A each pay period. It is recorded using TC61, Annual Leave.

The following IRIS Programs display leave data:

- IR133: Separated Leave
- IR136: Annual/Sick Leave
- IR138: Other Leave
- IR139: Compensatory Leave and Rates
- IR140: Nonpay Leave

> **NOTE:** Leave discrepancies are resolved by Agencies submitting corrected T&As or entering the correction in the Time Inquiry Leave Update (TINQ) system.

Lump Sum Leave Payment Overview

A final lump sum payment is normally processed when an employee separates from Federal service. Under certain conditions, a lump sum payment can be made when NOAC 352, Termination Appointment-In, is processed.

> **NOTE:** If the lump sum payment is for NOAC 352, select C from the ***Status Code*** drop-down list to release the document from suspense.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and do not elect to retain their annual leave to their credit,
- Employees who transfer to positions not under a leave system to which annual leave may be transferred,
- Full-time and part-time employees who change to an intermittent work schedule,
- Intermittent employees that do not have established regular tours of duty during each administrative workweek,
- Temporary employees engaged in construction work at hourly rates,
- Employees of the Senate or House of Representative, and
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA), if any member of the corporation's board of directors is elected or appointed by private interest.

Lump sum payments are not payable to employees who transfer to positions which their annual leave is transferable to or to student trainee employees continuously with intermittent duty status between full-time tours of duty.

Lump sum payments to which employees are entitled to are equal to the pay that they would have received had they remained in service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at that time which would have affected pay, had the employee remained in service for the period covered by the leave. In some cases, this may result in the lump sum being paid at a dual rate.

If an employee is indebted to the Government at the time of separation, and the final salary is insufficient to recover the debt, the annual or compensatory leave payment is used to collect for the indebtedness.

NOTE: Before entering a leave document, access TINQ Program 05, IR136, and/or IR139 to assure the leave balance on the payment document agrees with the leave balance on the database. If a discrepancy exists, correct the discrepancy before entering the payment document. Agency timekeepers, without TINQ access, must send NFC Form AD-717, to correct the leave discrepancy.

The following lump sum transactions should not be entered in PPS for processing:

- A lump sum payment with a gross amount over $999,999.99,
- The rehiring of a terminated employee with a break in service of less than three days,
- An employee with dual rates (except for Pay Period 26 separations), and
- Credit hours.

In the procedure below, you learn how to successfully process a 054 Lump Sum Leave Payment document within EPIC:

Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

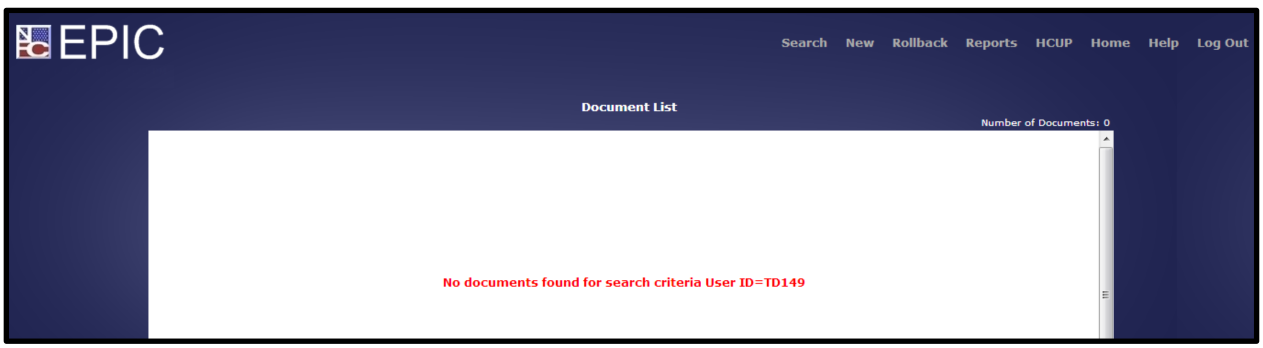


Figure 183: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 184: New Document Selection Page

Step	Action
3.	Click **Leave Payment**. The Leave Payment folder expands.

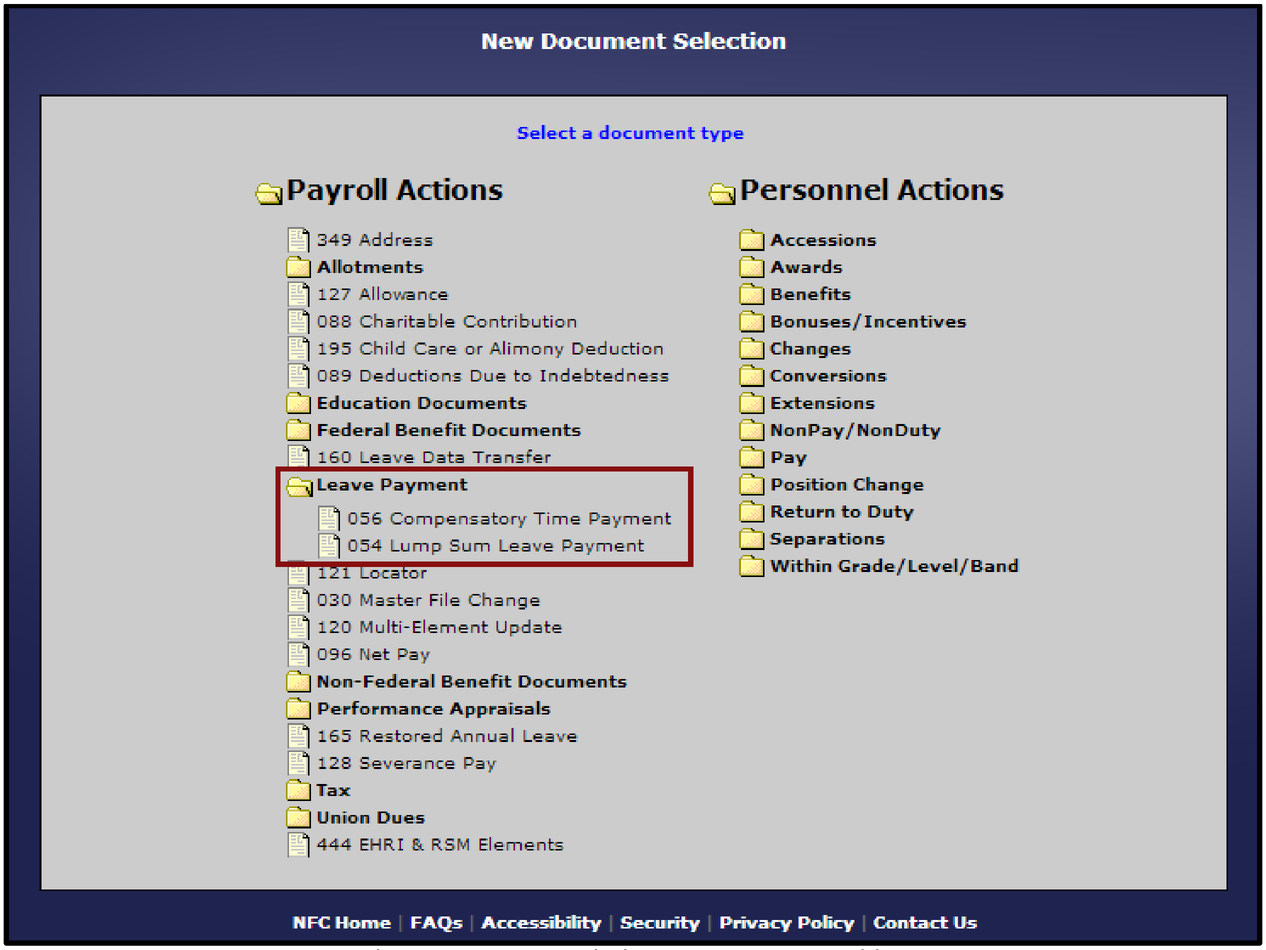


Figure 185: Expanded Leave Payment Folder

Step	Action
4.	Click **054 Lump Sum Leave Payment**. The Key Data* tab on the ***Lump Sum Leave New Document*** page displays.

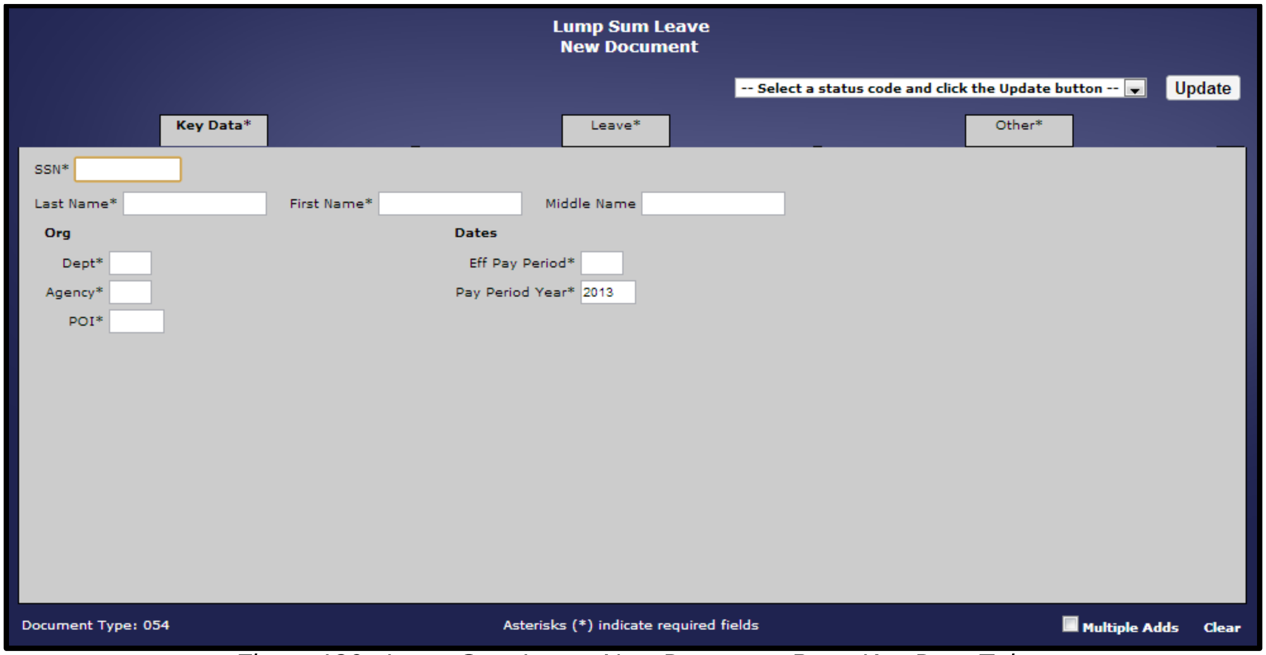


Figure 186: Lump Sum Leave New Document Page Key Data Tab

Step	Action
5.	Enter the employee's social security number in the **SSN*** field.
6.	Enter the employee's last name in the **Last Name*** field.
7.	Enter the employee's first name in the **First Name*** field.
8.	Enter the employee's middle name in the **Middle Name** field.
9.	Enter the employee's Department Code in the **Dept*** field.
10.	Enter the employee's Agency Code in the **Agency*** field.
11.	Enter the employee's POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year***.
14.	Click the **Leave*** tab. The Leave* tab on the ***Lump Sum Leave New Document*** page displays.

Figure 187: Lump Sum Leave New Document Page Leave Tab

Step	Action
15.	Click the appropriate radio button for the **Type Payment*** field. **NOTE:** Final indicates that a final compensatory time payment is being processed for an employee separating from Federal service. The separation action must be entered to pay a final payment Interim indicates an interim payment is being processed for an employee who is not separating, but must be paid the compensatory time payment due to regulation and/or policy.
16.	Click the appropriate radio button for the **Use Database Accounting Data*** field.

Step	Action
17.	Click the appropriate radio button for the **Flat Tax Rate*** field. **NOTE:** Yes indicates if Federal income tax is based on the 27% withholding rate. No indicates if Federal tax is based on the database withholding rate. If No is selected, the Federal tax formula is used to calculate Federal tax withholding for the lump sum payment based upon the current employee's current W-4.
18.	Click the appropriate radio button for the **Minus Sick Leave*** field. **NOTE:** Yes indicates the employee is indebted for sick leave that is forgiven. No indicates the employee is indebted and the sick leave is not forgiven, and the debt must be paid.
19.	Click the appropriate radio button for the **Pay AUO*** field. **NOTE:** Yes indicates the employee is eligible for AUO. No indicates the employee is not eligible for AUO.
20.	Enter the appropriate shift rate for FWS employees in the **1st** field. **NOTE:** At least one shift must be entered for a FWS employee.
21.	Enter the appropriate shift rate for FWS employees in the **2nd** field.
22.	Enter the appropriate shift rate for FWS employees in the **3rd** field.
23.	Enter the variable shift rate for FWS employees.
24.	Click the **Other*** tab. The Other* tab on the ***Lump Sum Leave New Document*** page displays.

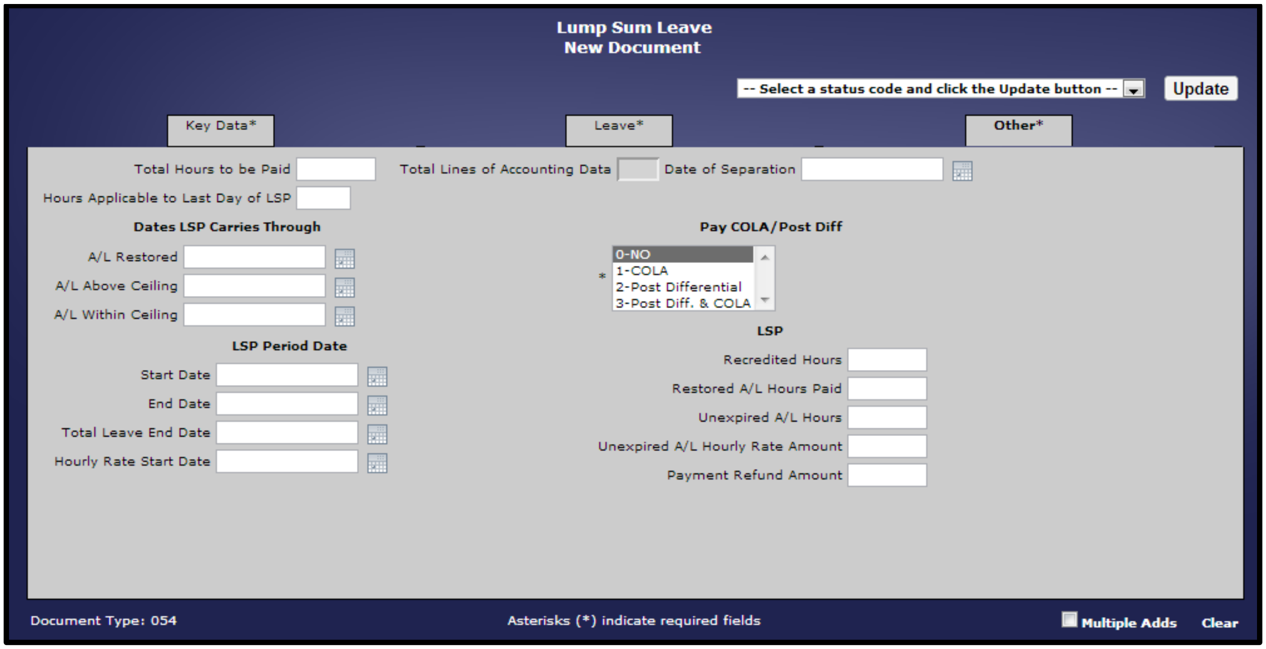


Figure 188: Lump Sum Leave New Document Page Other Tab

Step	Action
25.	Enter the total number of hours to be paid in the **Total Hours to be Paid** field. **NOTE:** This field is entered as whole and quarter hours. **NOTE:** This amount must agree with the balance of annual leave shown on IR136, Annual/Sick Leave.
	NOTE: The ***Total Lines of Accounting Data*** field is the number of lines of accounting data listed on the ***Accounting Data*** page, which displays after selecting a status code. If Yes is entered in the ***Use Database Accounting Data*** field, 00 displays in this field.
26.	Enter the date of separation in the **Date of Separation** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** Leave this field blank for an interim payment.

Step	Action
27.	Enter the number of hours that are applicable to the last day of the lump sum payment in the **Hours Applicable to Last Day of LSP** (lump sum payment) field. **TIP:** This field is entered as whole and quarter hours.
28.	Enter the date the restored annual leave carries through in the **A/L Restored** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** The following are conditions for the ***A/L Restored*** field: A restored annual leave balance must exist on the database, The date must be later than the separation action effective date, This field is not completed for an interim lump sum payment, and When ***A/L Restored*** is blank, the ***A/L Ceiling*** and ***A/L Within Ceiling*** fields must be blank.

Step	Action
29.	Enter the date the annual leave above ceiling carries through in the **A/L Above Ceiling** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. This date is calculated beginning from the date entered in the ***A/L Restored*** field. **NOTE:** The following are conditions for the ***A/L Above Ceiling*** field: The annual leave balance must be greater than the annual leave ceiling and the annual leave carryover on the database if the ***A/B Above Ceiling*** field is completed. Conversely the ***A/L Above Ceiling*** must be blank if the annual leave balance is less than the annual leave carryover on the database, The ***A/L Above Ceiling*** date must be later than the ***A/L Restored*** date, The date must be later than the separation action effective date, This field is not completed for an interim lump sum payment, This field is not completed for an interim lump sum payment, and when ***A/L Restored*** is blank, and When ***A/L Above Ceiling*** is blank, the ***A/L Restored*** and ***A/L Within Ceiling*** fields must be blank.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>30.</td><td>Enter the date the annual leave within ceiling carries through in the A/L Within Ceiling field.

TIP: Alternatively, click the calendar icon to select the applicable date. This date is calculated beginning from the date entered in the A/L Above Ceiling field.

NOTE: The following are conditions for the A/L Within Ceiling field:

The A/L Within Ceiling date must be later than the A/L Above Ceiling date,

The date must be later than the separation action effective date,

This field is not completed for an interim lump sum payment, and

When A/L Within Ceiling is blank, the A/L Restored and A/L Above Ceiling fields must be blank.</td></tr>
<tr><td>31.</td><td>Select the appropriate response from the Pay COLA/Post Diff* drop-down list.

NOTE: Foreign Post differential is not authorized in lump sump payments. Foreign Post Allowance is authorized by the system and cannot pay it automatically. You must submit an SPPS Web adjustment for the payment.</td></tr>
<tr><td>32.</td><td>Enter the start date of the lump sum payment period in the Start Date field.

TIP: Alternatively, click the calendar icon to select the applicable date.

NOTE: The following are conditions for the Start Date field:

Holidays are included as regular work days in the projected dates,

The date must be later than the separation action effective date, and

This field is not completed for an interim lump sum payment.</td></tr>
</table>

Step	Action
33.	Enter the end date, excluding any restored annual leave used for projecting any refund the employee could potentially owe, of the lump sump payment period in the **End Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** The following are conditions for the ***End Date*** field: Holidays are included as regular work days in the projected dates, The date must be later than the separation action effective date, and This field is not completed for an interim lump sum payment.
34.	Enter the projected end date for the lump sum leave payment, including any restored annual leave, in the **Total Leave End Date** field. **TIP:** Alternatively, click the calendar icon to select the applicable date. **NOTE:** The following are conditions for the ***Total Leave End Date*** field: Holidays are included as regular work days in the projected dates, The date must be later than the separation action effective date, and This field is not completed for an interim lump sum payment.
35.	Enter the start date for the hourly rate used to determine the lump sum leave payment in the **Hourly Rate Start Date** field. **NOTE:** There can be multiple rates for a lump sum payment if the employee's pay is subject to pay adjustment during the lump sum period.
36.	Enter the number of recredited hours in the employee's account as a result of a refund of unexpired leave in the **Recredited Hours** field. **NOTE:** This field is entered as whole and quarter hours.

Step	Action
37.	Enter the total number of hours to be paid in the lump sum payment to the employee upon separation in the **Restored A/L Hours Paid** field. **NOTE:** This field is entered as whole and quarter hours. **NOTE:** This field must agree with the hours on the database.
38.	Enter the number of hours of annual leave in an employee's lump sum payment for annual leave that is subject to refund to the employing Agency in the **Unexpired A/L Hours** field. **NOTE:** This field is entered as whole and quarter hours.
39.	Enter the hourly rate of the unexpired annual leave hours in the **Unexpired A/L Hourly Rate Amount** field.
40.	Enter the amount of money the employee must pay to the employing Agency for every hour of unexpired leave, excluding restored hours, in the **Payment Refund Amount** field.
41.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
42.	Click **Update**. The Key Data* tab on the ***Lump Sum Leave*** page displays with a pop-up message.

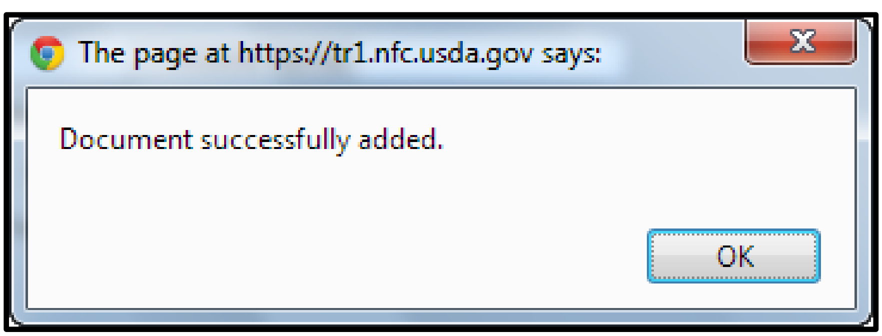


Figure 189: Pop-up Message

Step	Action
43.	Click **OK**. **NOTE:** If No was selected for the ***Use Database Accounting Data*** field then you must enter the accounting information on the Accounting tab. The Accounting tab displays when a status code has been selected. The accounting code can be validated against the Management Accounting Structure Codes (MASC) system. The proper accounting format can be found on PQ046. Combine the following fields in the listed order to verify the accounting code: ***ACCTG-DIST-FISC-YR-CD***, ***ACCTG-DIST-APPN-CD***, and ***ACCTG-DIST-SUB-LVE-CD***.[19]
44.	Click the **Accounting** tab. The Accounting tab on the ***Lump Sum Leave*** page displays.

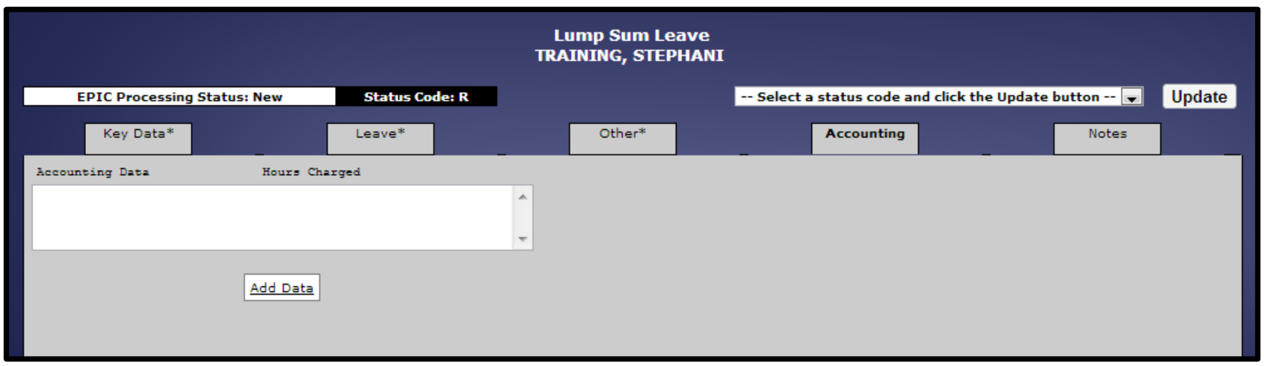


Figure 190: Lump Sum Leave Page Accounting Tab

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

Step	Action
45.	Click **Add Data**. Additional fields display.

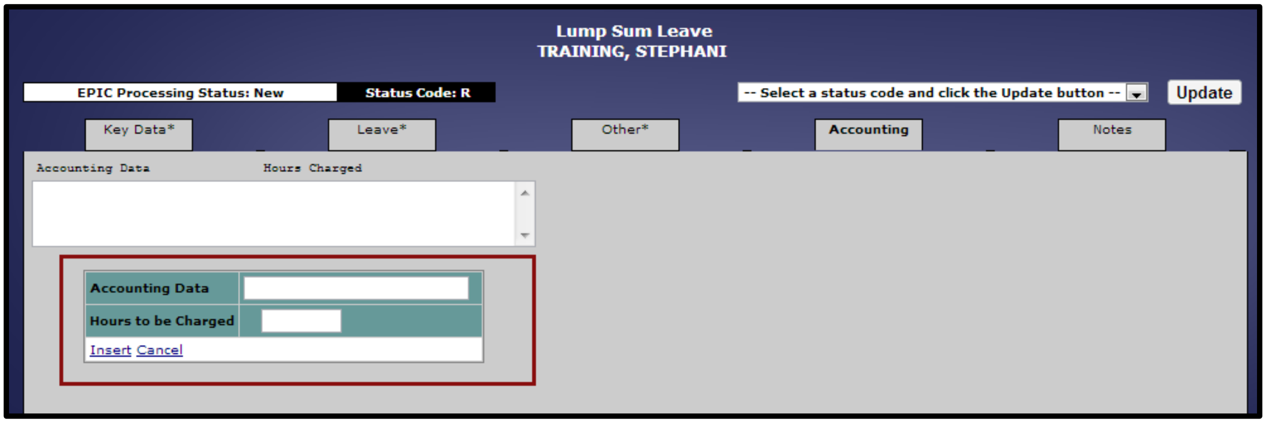


Figure 190: Lump Sum Leave Page Accounting Tab Additional Fields

Step	Action
46.	Enter the accounting code to be charged for the lump sum annual leave payment in the **Accounting Data** field.
47.	Enter the hours of lump sum annual leave time that should be paid in the **Hours to be Charged** field.
48.	Click **Insert**. The accounting information displays in the box above the fields. **NOTE:** Repeat this process if additional accounting information is needed.
49.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
50.	Click **Update**. The Key Data* tab on the ***Lump Sum Leave*** page displays with a pop-up message.

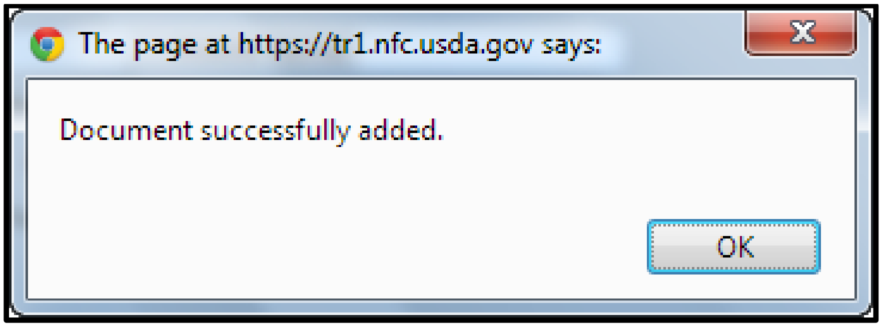


Figure 191: Pop-up Message

Step	Action
51.	Click **OK**.

Exercise 8.8: Processing a 054 Lump Sum Leave Payment Document

Scenario

Cynthia Training separated from Federal Service on 02/07/2015. As a GS employee, her tour of duty was 8 hours a day, Monday through Friday. She was not eligible for COLA or AUO. She has 8 hours of annual restored leave above her ceiling, and 240 hours of annual leave within her ceiling.

Instructions

Follow the steps in the table below to process a 054 Lump Sum Leave Payment document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Leave Payment**.	
4.	Click **054 Lump Sum Leave Payment**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-06-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Cynthia
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317

Step	Action	Required Data
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02
12.	Enter the pay period year in the **Pay Period Year***.	2015
13.	Click the **Leave*** tab.	
14.	Click the appropriate radio button for the **Type Payment** field.	Final
15.	Click the appropriate radio button for the **Use Database Accounting Data** field.	Yes
16.	Click the appropriate radio button for the **Flat Tax Rate** field.	No
17.	Click the appropriate radio button for the **Minus Sick Leave** field.	No
18.	Click the appropriate radio button for the **AUO** field.	No
19.	Click the **Other*** tab.	
20.	Enter the total number of hours to be paid in the **Total Hours to be Paid** field.	248
21.	Enter the date of separation in the **Date of Separation** field.	02 07 2015
22.	Enter the number of hours that are applicable to the last day of the lump sum payment in the **Hours Applicable to Last Day of LSP** (lump sum payment) field.	Leave Blank
23.	Enter the date the restored annual leave carries through in the **A/L Restored** field.	Leave Blank
24.	Enter the date the annual leave above ceiling carries through in the **A/L Above Ceiling** field.	02 09 2015

Step	Action	Required Data
25.	Enter the date the annual leave within ceiling carries through in the **A/L Within Ceiling** field.	03 23 2015
26.	Select the appropriate response from the **Pay COLA/Post Diff** drop-down list.	0-No
27.	Enter the start date of the lump sump payment period in the **Start Date** field.	02 09 2015
28.	Enter the end date of the lump sump payment period in the **End Date** field.	03 20 2015
29.	Enter the projected end date for the lump sum leave payment in the **Total Leave End Date** field.	03 23 2015
30.	Enter the start date for the hourly rate used to determine the lump sum leave payment in the **Hourly Rate Start Date** field.	02 07 2015
31.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
32.	Click **Update**.	
33.	Click **OK**.	

8.11. **Processing a 086 Authorization of Labor Org Dues Document**

Lesson Overview

This lesson explains the purpose of a Union Dues document and provides the procedures for processing one within EPIC.

Lesson Objectives

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

- Describe the purpose of processing a Union Dues document
- Describe the purpose of processing a 086 Authorization of Labor Org Dues document
- Process a 086 Authorization of Labor Org Dues document within EPIC

Union Dues Document Overview

Eligible employees may authorize payments of dues to labor organizations, professional associations, or other organizations through payroll deductions. Union dues are deducted based on the processing of a Union Dues documents in PPS.

> **NOTE:** A maximum of two unions/associations dues in effect at the same time is allowed. If the employee has two unions/associations dues withheld, each may be for different unions/associations.

The amount of dues a member pays is determined by each labor organization, professional association, or other organization. However, the authorized withholding must be compatible with the established pay periods and procedures of NFC.

If a Union Dues document is entered for a prior effective pay period, the Agency must decide if they wish to collect back premiums. If so, they must indicate it on the Union Dues document.

The following IRIS Programs display union/association data:

- IR308: Union/Association Dues
- IR309: Union/Association Dues Transactions
- IR311: History Union/Association Dues
- IR122: SF-50B Data Elements (BUS Code)

TIP: TMGT Table 010, Union, Association, and Organization Codes and Address for Dues Deductions, includes the dues withholding amount and the percentage for calculating dues to avoid over/under payment to a local or chapter.

PPS automatically cancels an employee's organization dues for:

- Movement to a non-bargaining position, and
- Temporary promotion to a non-bargaining position.

Processing Authorization of Labor Organization Dues Document

An employee authorizes the deduction of labor organization dues by completing the appropriate form to begin dues deduction.

The SF-1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form must be completed by the employee and the union/association to authorize dues deduction when:

- The employee is a member of a labor organization which holds exclusive recognition for employees in the unit in which employed,
- The employee is a supervisor or management official and is a member of a supervisory or managerial association, and the Agency has agreed in writing with the association to deduct for payment of fees to maintain membership, or
- The employee is a member of a professional association or organization, and the Agency has agreed in writing with the association or organization to deduct for payment of dues.

IMPORTANT: The BUS code must be entered in PMSO or FESI before processing the payroll document.

TMGT Table 010 is used to verify that the organization and applicable rates exist in PPS. In addition, access the applicable IRIS programs to ensure the accuracy of the dues allotment data and that the allotment being entered is not currently on the database.

In the procedure below, you learn how to successfully process a 086 Authorization of Labor Org Dues document within EPIC:

Required fields are marked with an asterisk*. All other fields are optional.

Step	Action
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.

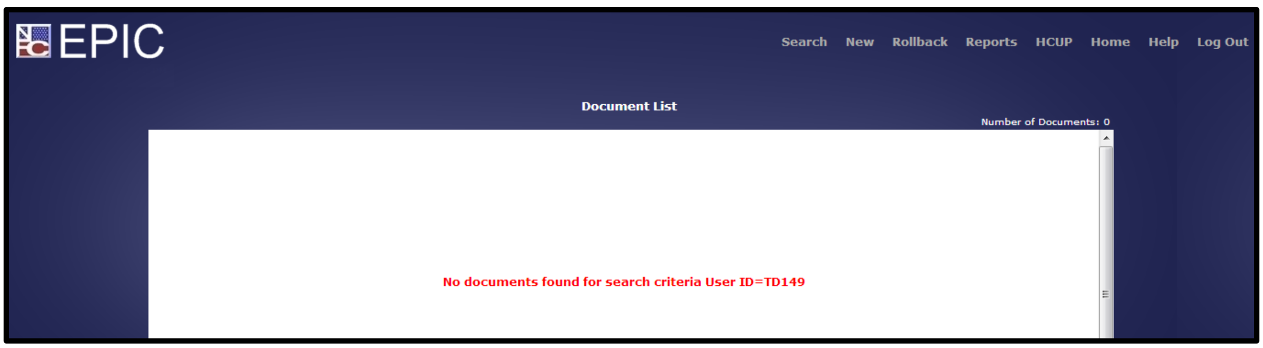


Figure 192: Document List Page

Step	Action
2.	Click **New** from the EPIC Menu Bar. The ***New Document Selection*** page displays.

Figure 193: New Document Selection Page

Step	Action
3.	Click **Union Dues** folder. The Union Dues folder expands.

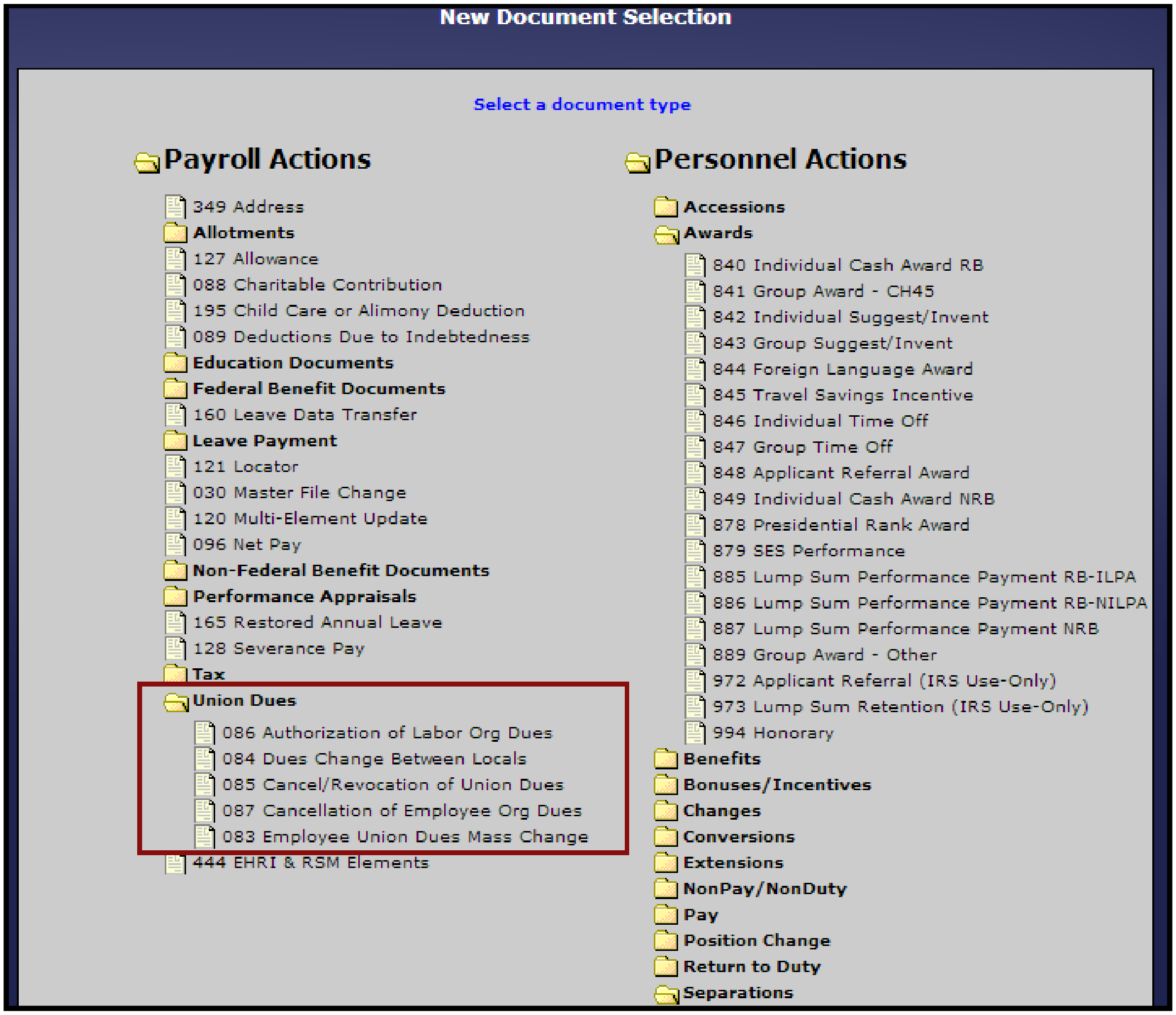


Figure 194: Union Dues Expanded Folder

Step	Action
4.	Click **086 Authorization of Labor Org Dues**. The Key Data tab on the ***Authorization of Labor Org Dues New Document*** page displays.

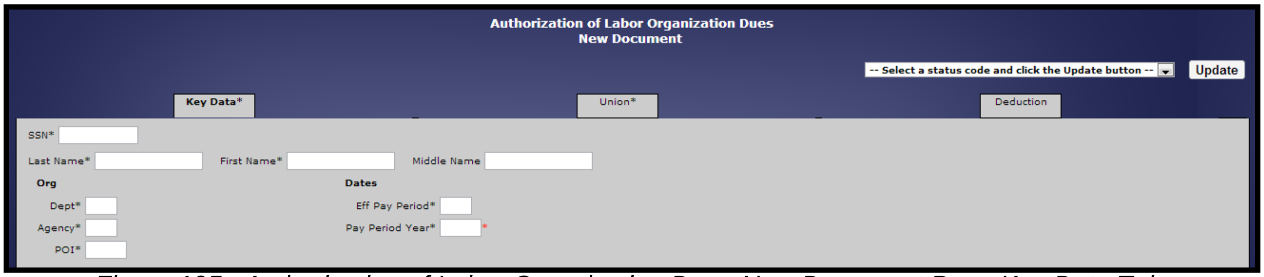


Figure 195: Authorization of Labor Organization Dues New Document Page Key Data Tab

Step	Action
5.	Enter the employee’s social security number in the **SSN*** field.
6.	Enter the employee’s last name in the **Last Name*** field.
7.	Enter the employee’s first name in the **First Name*** field.
8.	Enter the employee’s middle name in the **Middle Name** field.
9.	Enter the employee’s Department Code in the **Dept*** field.
10.	Enter the employee’s Agency Code in the **Agency*** field.
11.	Enter the employee’s POI in the **POI*** field.
12.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.
13.	Enter the pay period year in the **Pay Period Year** field.
14.	Click the **Union*** tab. The Union* tab displays on the ***Authorization of Labor Organization Dues New Document*** page.

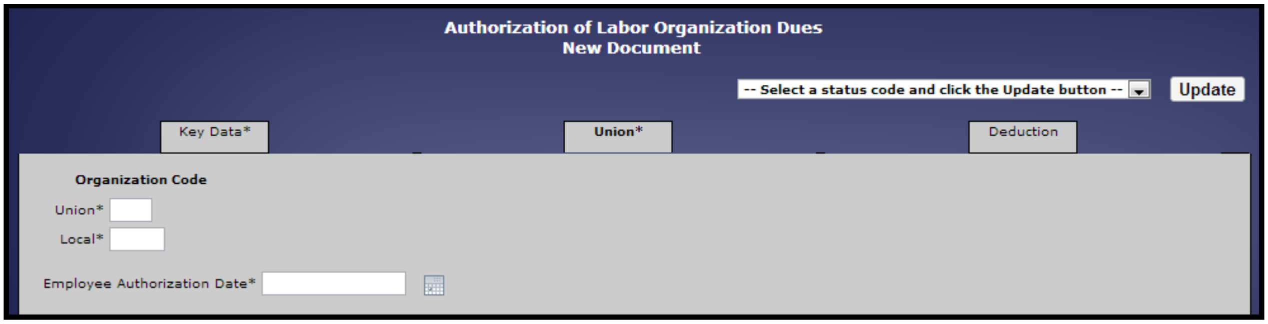


Figure 196: Authorization of Labor Organization Dues New Document Page Union Tab

Step	Action
15.	Enter the union code in the **Union*** field. **TIP:** Refer to IR308 for the union/association code.
16.	Enter the local code to be established in the **Local*** field. **TIP:** Refer to TMGT Table 10, Union and Association Code Address for local codes.
17.	Enter the employee authorization date in the **Employee Authorization Date*** field. **TIP:** Alternatively, click the calendar icon to select the applicable date.
18.	Click the **Deduction** tab. The Deduction tab displays on the ***Authorization of Labor Organization Dues New Document*** page.

Figure 197: Authorization of Labor Organization Dues New Document Page Deduction Tab

Step	Action
19.	Enter the amount to be deducted each pay period for membership dues if the deduction is based on a specific amount in the **Deduction Amount** field.
20.	Enter the percentage to be deducted each pay period for membership if the deduction is based on a percentage in the **Deduction Percent** field. **NOTE:** No entry is necessary in this field if the deduction percentage is established in TMGT. **NOTE:** Do not enter both a deduction amount and a deduction percentage.
21.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.
22.	Click **Update**. A pop-up message displays.
23.	Click **OK**.

Exercise 8.9: Processing a 086 Authorization of Labor Org Dues Document

Scenario

Noah Training has decided to enroll in a union. He has authorized $15.00 payments on 01/30/2015.

Instructions

Follow the steps in the table below to process a 086 Authorization of Labor Org Dues document for this employee.

Step	Action	Required Data
1.	From the ***EPIC Home*** page click **EPIC** from the EPIC Menu Bar.	
2.	Click **New** from the EPIC Menu Bar.	
3.	Click **Union Dues** folder.	
4.	Click **086 Authorization of Labor Org Dues**.	
5.	Enter the employee's social security number in the **SSN*** field.	990-01-0XXX
6.	Enter the employee's last name in the **Last Name*** field.	Training
7.	Enter the employee's first name in the **First Name*** field.	Noah
8.	Enter the employee's Department Code in the **Dept*** field.	AG
9.	Enter the employee's Agency Code in the **Agency*** field.	90
10.	Enter the employee's POI in the **POI*** field.	5317
11.	Enter the pay period in which the payroll document is entered in the **Eff Pay Period*** field.	02

Step	Action	Required Data
12.	Enter the pay period year in the **Pay Period Year** field.	2015
13.	Click the **Union*** tab.	
14.	Enter the union code in the **Union*** field.	52
15.	Enter the local code to be established in the **Local*** field.	2341
16.	Enter the employee authorization date in the **Employee Authorization Date*** field.	01 30 2015
17.	Click the **Deduction** tab.	
18.	Enter the amount to be deducted each pay period for membership dues in the **Deduction Amount** field.	15.00
19.	Select the appropriate status code from the **Select a status code and click the Update button** drop-down list.	R – Release for Processing
20.	Click **Update**.	
21.	Click **OK**.	

8.12. **Chapter Review**

Knowledge Check

1. **True or False:**

_______ A. You can elect to pay taxes in your state of residence over your duty station state.

_______ B. Inserting a Check Mailing Address on a 349 Address document does not override a 096 Net Pay document.

_______ C. You can have deductions for more than two labor unions.

_______ D. Federal income tax documents need to be processed for employees that are reassigned to another Agency serviced by NFC within the same Department.

Chapter Summary

Having completed this chapter, you are now able to:

- Describe how you would use EPIC to perform payroll document processing
- Describe each of the payroll document processing transactions
- Process the nine most common payroll documents

9.0. Processing Suspense

9.1. Chapter Overview

This chapter introduces the suspense function of EPIC. It explains why EPIC actions enter into suspense and how users are able to correct those actions.

Chapter Objectives

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

- Summarize why EPIC actions enter into suspense
- Explain PINE’s role in validating EPIC actions
- Access and correct actions in suspense

9.2. Introduction to Suspense

Lesson Overview

This lesson provides users with an overview of the correction process and explains why transactions enter into suspense.

Lesson Objectives

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

- Explain why EPIC transactions enter into suspense
- Describe the suspense process
- Identify the different PINE edit message categories

Suspense Process

As discussed earlier, PINE is a PPS sub-system that edits personnel actions and payroll documents before they apply to the PPS database. PINE compares the employee's database record to the data that you enter, editing all transactions regardless of the entry system.

Payroll and personnel transactions that fail PINE edits are placed in suspense and must be corrected by the Agency.

PINE performs edits on the following areas:

- Field-field compatibility (i.e. service computation date for leave must be compatible with annual leave category),
- Individual field specifications (i.e. field requirement),
- Validity of action being processed (i.e. promotion grade is the same as the grade on the database), and
- Other miscellaneous edits pertaining to processing personnel actions.

> **NOTE:** Every attempt should be made to correct all errors with each PINE pass to ensure employees receive the correct salary timely.

Suspense reports are available to provide processors with the actual errors that are preventing the document from applying to the database as well as other suspense-related information. This topic is covered further in Chapter 10

Transactions that pass the PINE edits with a current or prior effective pay period are sent to PEPL to update the PPS database. Actions that are effective in a future pay period are sent to the future file and are edited through PINE each pay period and applied when the appropriate pay period is reached.

> **NOTE:** ADJP does not make adjustments to an employee's database record as a result of late personnel actions, until the personnel action passes all PINE edits and is processed through PAYE.

PINE Edit Message Categories

PINE edit messages are separated by document type. Each document type has an assigned number.

Some PINE edit messages can apply to all transactions while others apply only to specific actions. Due to this, PINE edit messages are grouped into the following four categories:

PINE Edit Message Categories	Description
All	Applies to all actions
Specific Document Type	Applies to a specific kind of action being processed
998 (FESI Position Data)	Identifies position data that was entered through Agency-development FESI and processed through PMSO using FESI
999 (Informational Messages)	Indicates that a type of action must be initiated

> **TIP:** Refer to the PINE Edit Messages manual at: *https://www.nfc.usda.gov/publications/PINE/pine.pdf* for a complete list of PINE edit messages.

9.3. Accessing and Correcting Transactions in Suspense

Lesson Overview

This lesson provides users with the procedures and information necessary to access and correct transactions in suspense.

Lesson Objectives

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

- Access a transaction in suspense
- Correct transactions in suspense
- Use override codes to correct suspense errors

EPIC Suspense Errors

Now that we have covered the suspense process and PINE edit messages we can introduce the procedure for accessing and correcting transactions in suspense.

Step	Action
52.	From the ***EPIC Home*** page, click **EPIC** from the EPIC Menu Bar. The ***Document List*** page displays.
53.	Click **Search** from the EPIC Menu Bar. The ***Document Search*** page displays.

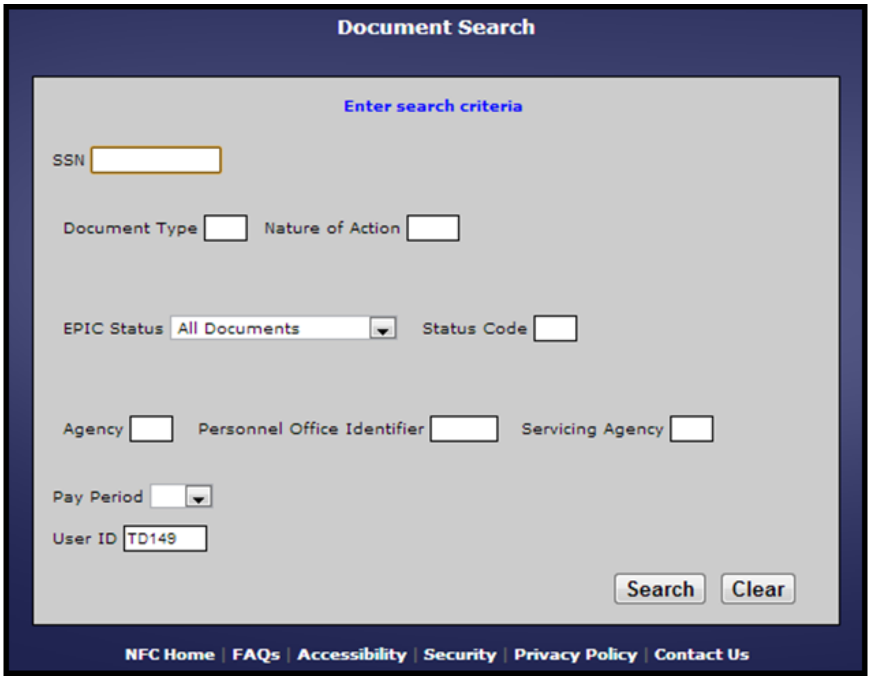


Figure 1: Document Search Page

Step	Action
54.	Enter the appropriate search criteria on the ***Document Search*** page.
55.	Click **Search**. The ***Document List*** page displays with the search results. **TIP:** Click **Clear** to clear all of the search fields.
56.	Click the applicable document line. The suspense document displays along with the specific PINE Suspense Errors at the bottom of the page. **NOTE:** The document has a status code of 9, indicating that it is in suspense.

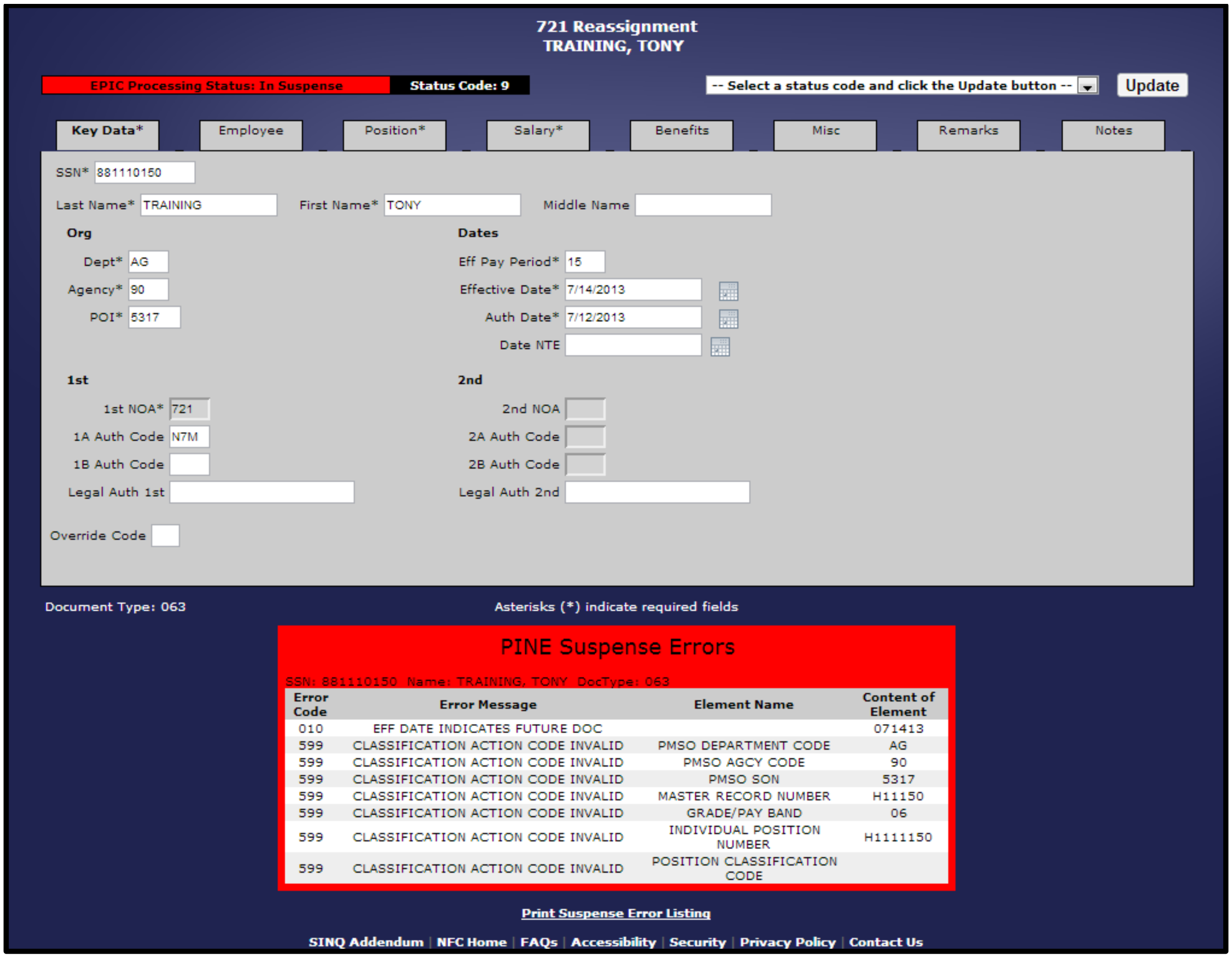


Figure 2: Sample Suspense Transaction

Step	Action
57.	Correct the suspense errors. **TIP:** For help in correcting suspense errors, click **PINE Edit Messages** at the bottom of the page.
58.	Select 9 – Release for Processing from the **Select a status code and click the Update Button** drop-down list, once you have finished correcting the suspense errors.

Step	Action
59.	Click **Update**. A pop-up message displays. **NOTE:** The transaction displays on the ***Document List*** page with an EPIC Status of Applied and an X in the Status Code column.
60.	Click **OK**.

Corrections are verified in the next pass of PINE. Those errors not corrected are processed in error for each subsequent pass of PINE, and the transaction remains in suspense until the errors are corrected or the transaction is deleted.

Errors not corrected are repeated in the next pass of PINE and remain in EPIC until they are correct or deleted; therefore it is important that you correct transactions that are in suspense.

Override Codes

Another way to correct a suspense error is through the use of override codes. There are many PINE edits to assure compliance with regulations, but there are exceptions to some of the regulations. These exceptions require the use of an override code. When a personnel action goes into suspense and the data is valid, you can select the appropriate override code for the specific PINE error from the ***Override Code*** drop-down list to bypass the edit during the next pass of PINE. The override codes are listed at the bottom of the Key Data tab for a transaction in suspense.

> **NOTE:** You can only enter one override code per pass of PINE. If more than one PINE error requires an override code, you must wait for the transaction to pass PINE edits overnight before entering another code.

The ***Override Code*** drop-down list shows the override codes and along with the PINE error message it overrides.

9.4. Chapter Review

Knowledge Check

1. **Fill in the blanks:** PINE performs edits on the following areas:
   - Field-_______ compatibility
   - Individual field __________
   - _____________ of action being processed
   - Other _____________ edits pertaining to processing ____________ actions

2. **True or False:** The two ways to address a suspense error are by correcting each PINE edit message that appears or using an override code if the information is valid.

   ______

Chapter Summary

Having completed this chapter, you are now able to:

- Summarize why EPIC actions enter into suspense
- Explain PINE's role in validating EPIC actions
- Access and correct actions in suspense

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

10.0. Reports in EPIC

10.1. **Chapter Overview**

This chapter describes the different types of reports that users can view and request for transactions entered in EPIC for processing. The chapter also explains the procedures for running reports in EPIC.

Chapter Objectives

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

- Run reports in EPIC to monitor the status of an action

10.2. **EPIC Status Reports**

Lesson Overview

This lesson covers the information and procedures for running and viewing reports within EPIC.

Lesson Objectives

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

- Describe the three types of reports that can be run in EPIC
- Run reports in EPIC

The report option in EPIC can be accessed from the EPIC Menu Bar in the top right corner of the ***EPIC Home*** page. You can print these reports or save them as Microsoft Excel spreadsheets. This function can be used to view and request status and suspense reports for transactions processed in EPIC.

Below is a brief description of each type of EPIC report:

EPIC Report	Description
Processing Status List	Reflects the status of documents that have been entered during the current processing pay period. The report can be sorted by User ID, effective pay period, EPIC status code, social security number, or document type.
Processing Status Totals	Reflects the totals for each EPIC status code. You can search on any or all document types (e.g. applied, new, future, pending, and suspense).
Suspense Error Counts	Reflects all PINE errors by document type, with a description of each error

Below we learn how to request an EPIC report.

Step	Action
1.	Click **Reports** from the ***EPIC Home*** page. The ***Reports*** page displays.

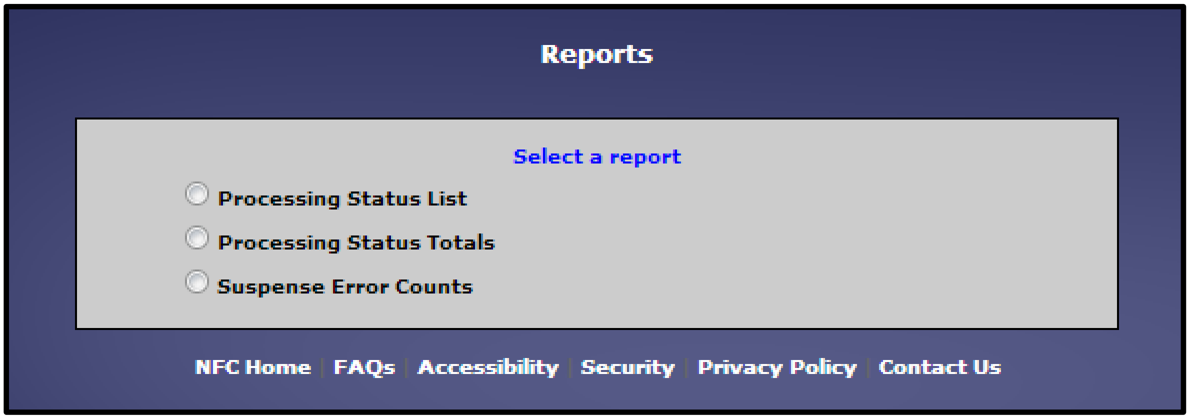


Figure 3: Report Page

Step	Action
2.	Select the type of report you are requesting. Additional fields display below based on the type of report selected.

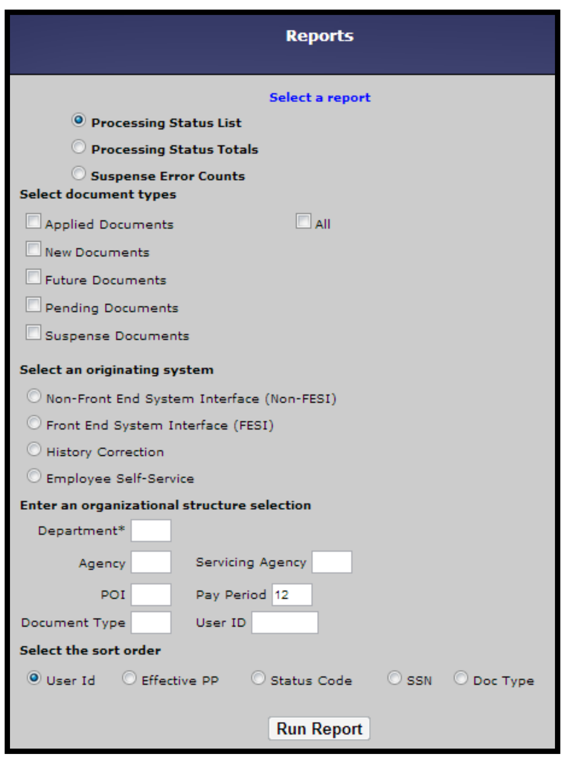


Figure 4: Additional Report Fields

Step	Action
3.	Select the appropriate document type(s) you are requesting. **NOTE:** This field is not available for a Suspense Error Counts Report. **NOTE:** Below is a description of each document type: **Applied Documents** – All transactions that have been applied in PPS **New Documents** – All new transactions that have been entered. These transactions are still in a Hold, Pending, or Incomplete status. **Future Document** – All transactions that were entered with a future date **Pending Document** – Transactions that are Pending in EPIC **Suspense Document** – All transaction that have failed the PINE edits and have the status of Unapplied **All** – All document types
4.	Select the appropriate originating system for the transactions you wish to view.
5.	Enter an organizational structure selection.
6.	Select the radio button for how you would like the report to be sorted. **NOTE:** This option is only available for the Processing Status List Report.
7.	Click **Run Report**. The report displays based on your selected criteria.

Print Report | Save as Spreadsheet

National Finance Center - EPIC0007 Report
Report created on 7/16/2013

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

EPIC Report
Listing of Error Counts by Document
Pay Period 12 Pass 02

Agency	POI	Document Description	ERR MSG NO	Number Of Errors	Description
90	5317	Personnel Actn	010	3	Eff Date Indicates Future Doc
90	5317	Personnel Actn	599	1	Classification Action Code Invalid
90	5317	Personnel Actn	109	1	Effective Date Must Be First Day Of The Pay Period
90	5317	Personnel Actn	271	1	Wgi Exceeds One Step
90	5317	Personnel Actn	471	1	Base Salary Is Invalid
90	5317	Personnel Actn	472	1	Error Message 471 Continued
90	5317	Personnel Actn	653	1	Nature Of Action/Auth Code Invalid
90	5317	Personnel Actn	005	1	Ssno Not Found On Data Base
		Total Errors for Agency 90 POI 5317*		10	

National Finance Center - EPIC0007 Report

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

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Figure 198: Sample Suspense Error Counts Report

10.3. **Chapter Review**

Knowledge Check

1. Match the type of report with the appropriate description:

1. **Processing Status List**	A. Reflects all PINE errors by document type, with a description of each error
2. **Suspense Error Counts**	B. Reflects the status of transactions in EPIC
3. **Processing Status Total**	C. Reflects the totals for each EPIC status code

2. **True or False:** You must select the document type being requested for each report.

   ______

Chapter Summary

Having completed this chapter, you are now able to:

- Run reports in EPIC to monitor the status of an action

11.0. Course Summary

11.1. **Course Accomplishments**

Having completed this course, you are now able to:

- Describe the EPIC system and its purpose
- Describe how EPIC relates to NFC PPS including PINE, PMSO, TMGT, and the NFC Inquiry Systems, IRIS and PINQ
- Navigate within EPIC
- Perform the basic EPIC processing functions
- Describe each type of EPIC personnel action processing
- Execute the six most commonly processed EPIC personnel actions
- Execute the rollback process
- Describe each type of EPIC payroll document processing
- Execute the nine most commonly processed EPIC payroll documents
- Process suspense errors
- Pull reports within EPIC

11.2. **Additional Resources**

For additional resources, please refer to the EPIC Procedure Manual at: http://help.nfc.usda.gov/publications/EPICWEB/index.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.

Also refer to OPM's Guide to Processing Personnel Actions at: *http://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions*.

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