

Cancellations and Corrections
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Introduction

Cancellations and corrections covers the process used to correct or cancel previously issued personnel actions. Included in this topic is the process for handling OPM personnel actions and non-SF-50 actions in EHRP. Resending an action applies to actions that failed DFAS nightly edits and need to be updated and flagged for the system to resend with the next nightly batch process.

Cancellations

An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred. In EHRP, cancellations are made in the **Cancellation** page group with a NOA code of 001-0.

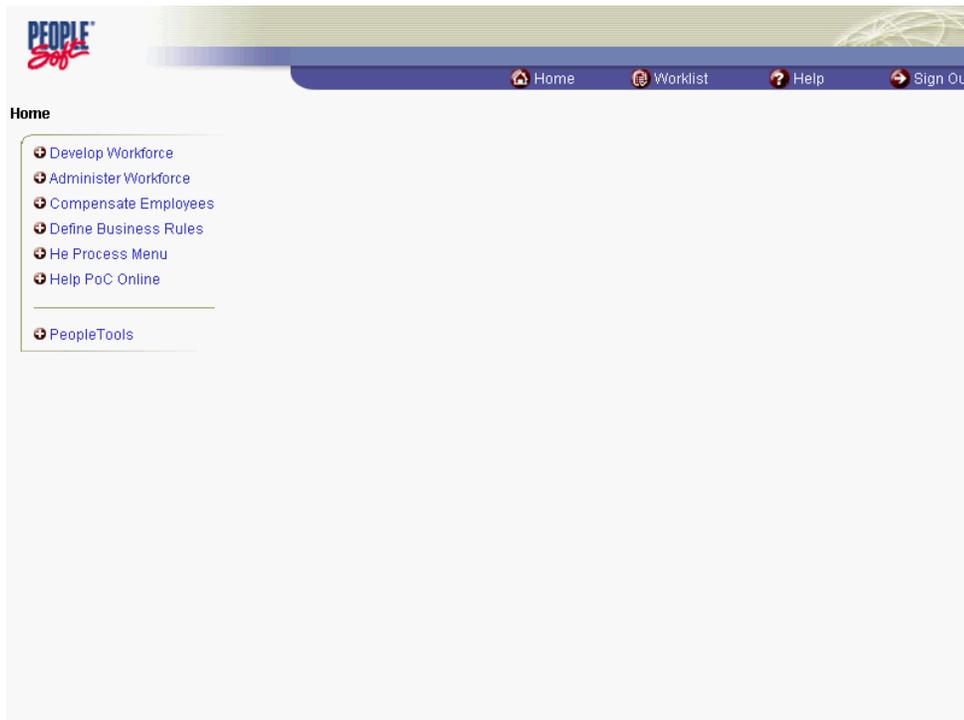
Cancellation

Introduction

An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred. In EHRP, cancellations are made in the **Cancellation** page group with a NOA code of 001-0.

Procedure

The following steps detail the procedure for processing a cancellation.

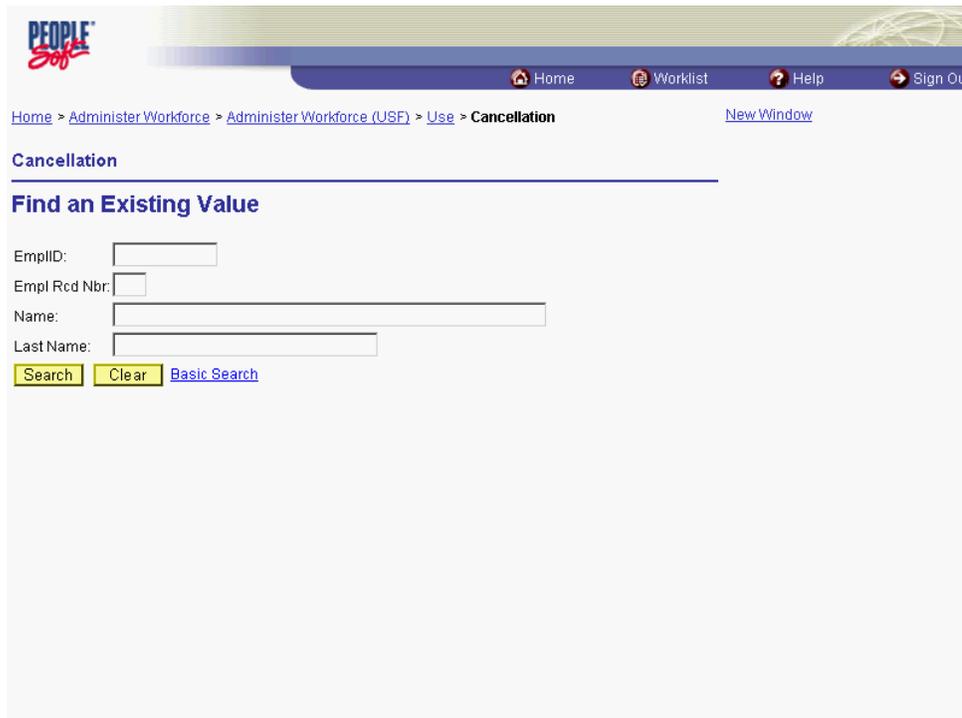


| Step | Action |
|------|--|
| 1. | Click the Administer Workforce link.  |

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Cancellations and Corrections

| Step | Action |
|------|--|
| 2. | Click the Administer Workforce (USF) link.  |
| 3. | Click the Use link.  |
| 4. | Click the Cancellation link.  |



| Step | Action |
|------|---|
| 5. | Select the variable by which you would like to search. Click in the Last Name field.  |
| 6. | Enter the appropriate variable in the field. Enter the desired information into the Last Name field. Enter " AUSTIN ". |
| 7. | Click the Search button.  |
| 8. | Select the appropriate employee. Click AUSTIN, ELAINE |

| Step | Action |
|------|---|
| 9. | If necessary, use the Show Next Row button to locate the action to be cancelled. Double-click in the PAR Status field.  |

 The salary and step must be returned to the lower salary grade and step if an increase or promotion action is being cancelled. The employee must be returned to the status they occupied prior to the action that was cancelled.

| Step | Action |
|------|---|
| 10. | Enter the desired information into the PAR Status field. Enter " CAN ". |

 **NOTE: DO NOT INSERT A NEW ROW FOR THIS CANCELLATION ACTION!** Change the PAR Status on the **existing** row. If a new row is inserted, you will receive a sequencing error message.

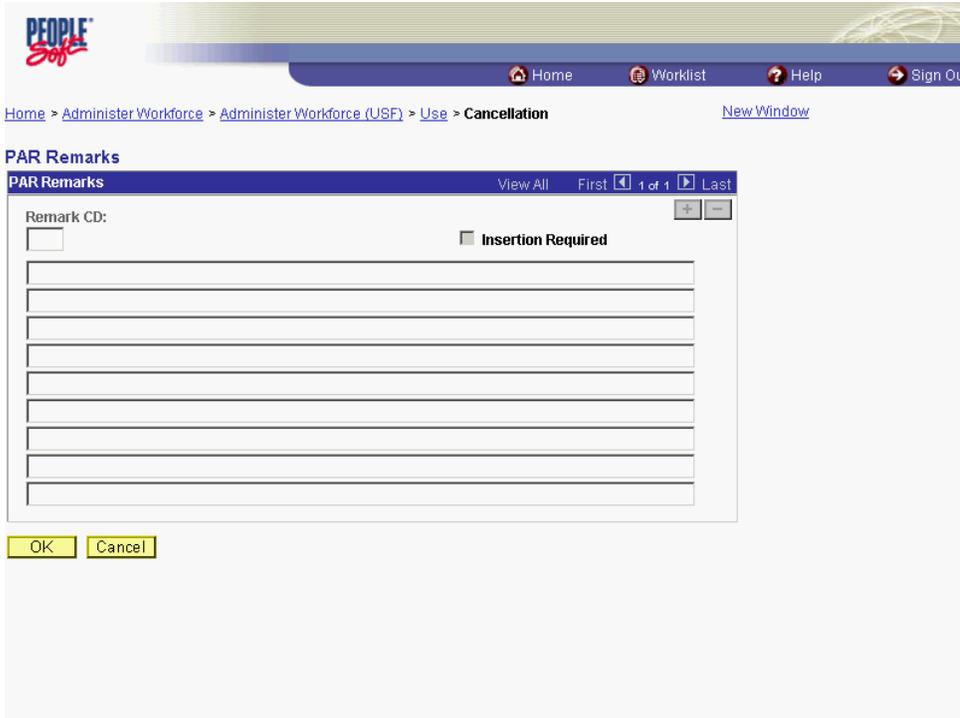
NOTE: Upon entering the CAN PAR Status, the NOA code will populate automatically behind the scenes.

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

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Cancellations and Corrections

| Step | Action |
|------|--|
| 11. | To enter PAR Remarks, click the hyperlink of the same name. Click the PAR Remarks link. PAR Remarks |



| Step | Action |
|------|---|
| 12. | Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Click the Ok button. <input type="button" value="OK"/> |



NOTE: To add additional remarks, use the **Add a new row button** to insert a row.

NOTE: If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: To enter freeform remark, enter "ZZZ" in the **Remark CD** field in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.



The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific comments for entry, except for the freeform ZZZ.

The screenshot shows the PEOPLE Soft system interface. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that, the breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > Cancellation. The main content area is titled 'Data Control' and shows details for employee AUSTIN, ELAINE (EmpID: 00000299, Empl Rcd#: 0). The 'Data Control' section includes fields for Actual Effective Date (04/09/2002), Proposed Effective Date (04/09/2002), Transaction # / Sequence (1 / 1), Not To Exceed Date, Action (HIR - Hire), PAR Status (CAN - CANCELLED), Reason Code (CAO - Change of Appointing Office), Contact Emplid, NOA Code (721 - Reassignment), NOA Ext (0), Authority (1) (N2M - Reg 335.102. Competitive), and Authority (2). There are also buttons for 'Print SF-52', 'Print SF-50', 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Severance Pay'. At the bottom, there are 'Save', 'Return to Search', 'Previous tab', and 'Next tab' buttons.

| Step | Action |
|------|--|
| 13. | Click the Save button.  |



NOTE: Another action may not be created or a new row for that action may not be inserted until the user scrolls down to the action prior to the cancellation.

NOTE: An SF-50 may be printed as a verification of this cancellation action. The SF-50 will display the correct NOA code for a Cancellation (001)



In a prior row cancellation situation, if the cancellation results in required corrections to the following rows, a correction must be performed on those rows.



If the conversion row is the only OPM row in the employee's record, before performing the cancellation, you must enter an OPM NOA from the Impact system which took place prior to the conversion from Impact to EHRP. Since the effective date on the employee's job code and position information is the conversion date, the job code and position information would also need to be modified to reflect the effective date of the earlier OPM action. Then you may proceed to cancel the conversion action.

| Step | Action |
|------|---|
| 14. | Once the action has been cancelled, the PAR Status for this row will display "CAN." End of Procedure. |

Corrections/Resends

The user will have the capability to make corrections to the employees' data. This section details the steps to make corrections to OPM and non-OPM actions.

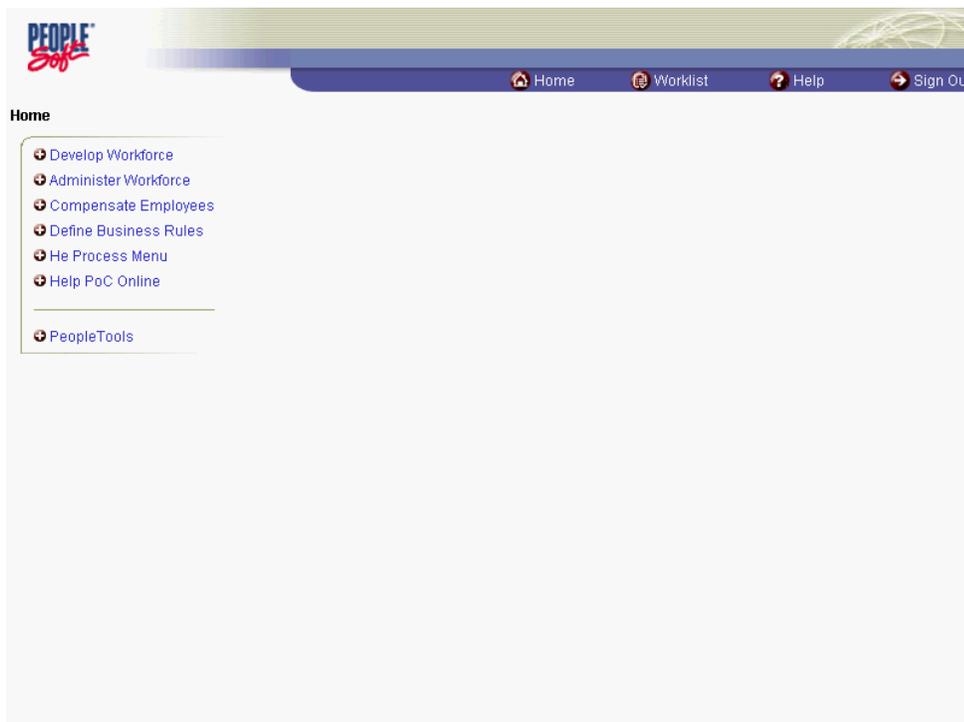
Correcting an OPM Action

Introduction

Any OPM action that fails DFAS edits or needs to be corrected must be corrected using the NOA code 002-0. These changes will also be reported to OPM. Follow instructions in the OPM Processing Guide and make sure that the required remarks are included. DFAS requires a copy of SF-50's for all 002-0/Correction actions.

Procedure

The following steps detail the procedure for making a correction.

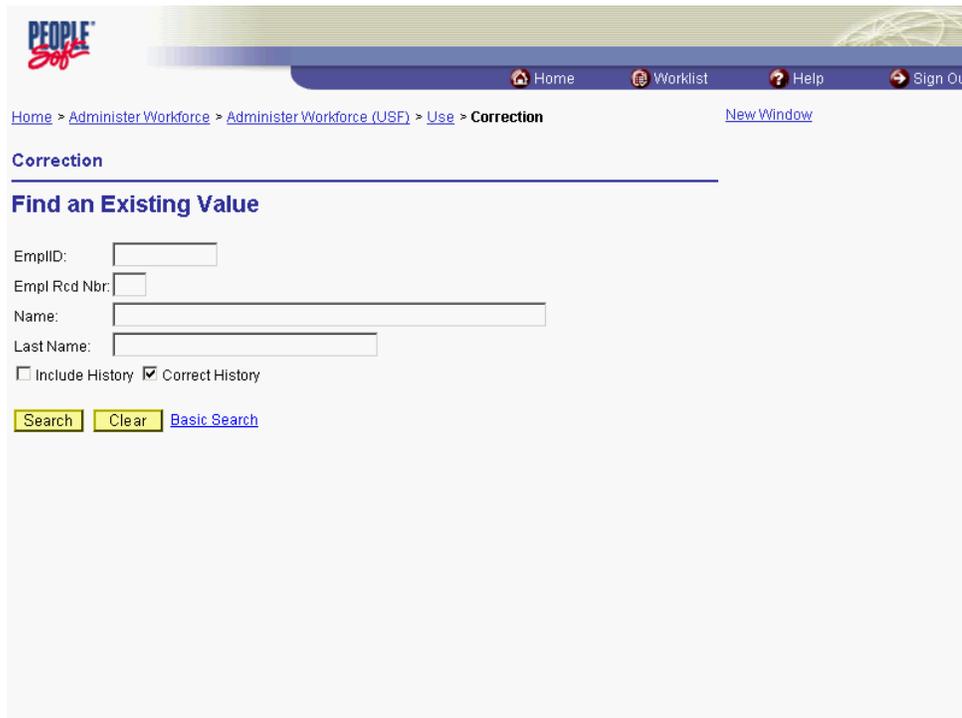


| Step | Action |
|------|--|
| 1. | Click the Administer Workforce link.  |

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Cancellations and Corrections

| Step | Action |
|------|--|
| 2. | Click the Administer Workforce (USF) link.  |
| 3. | Click the Use link.  |
| 4. | Click the Correction link.  |



| Step | Action |
|------|---|
| 5. | Select the variable by which you would like to search. Click in the Last Name field.  |
| 6. | Enter the desired information into the Last Name field. Enter " JONES ". |
| 7. | Click the Search button.  |
| 8. | Select the appropriate employee. Click JONES, NATHAN  |

The screenshot displays the 'Correction' interface for employee JONES, NATHAN (EmpID: 0285). The 'Data Control' section includes the following fields and options:

- Actual Effective Date:** 12/18/2000
- Proposed Effective Date:** 12/18/2000
- Transaction # / Sequence:** 1 / 2
- Action:** HIR (Hire)
- Reason Code:** NPS (New Position)
- PAR Status:** COR (CORRECTED)
- Authority (1):** BWA (OPM Delegation Agr No.)
- Authority (2):** [Empty]
- NOA Code:** 101 (Career-Cond Appt)
- NOA Ext:** 0
- PAR Request#:** [Empty]

Buttons at the bottom include: Save, Return to Search, Previous Tab, Next Tab, Update/Display, Include History, and Correct History.

| Step | Action |
|------|---|
| 9. | Use Show next row button to locate the action that requires correction. Click the Show next row button.  |
| 10. | NOTE: By inserting a row, the data is copied from the original row to the correction row. Click the Add a new row at row 1 button.  |
| 11. | Make necessary corrections to the employee's record. All Correction actions should show the appropriate remarks. To save time, these steps will be completed for you. |

| Step | Action |
|------|---|
| 12. | <p>NOTE: The PAR Status defaults to COR (Corrected). Click the Save button.</p>  |

 NOTE: If the effective date of the correction action is before or the same as the effective date of a previously entered action, you will receive a warning message instructing you to ensure that your new action will not affect any previous actions. You must go back and check all **Reviewed?** checkboxes on all applicable previous actions before saving this correction action.

NOTE: Effective dates cannot currently be changed in Correction mode. To correct an effective date, you would have cancel the action and re-enter it with the correct effective date.

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Correction'. A 'New Window' link is also present. The main content area has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The employee information is 'JONES, NATHAN', 'EmpID: 0285', and 'Empl Rcd#: 0'. The 'Data Control' section shows 'Actual Effective Date: 12/18/2000' and 'Proposed Effective Date: 12/18/2000'. There are fields for 'Transaction #/ Sequence' (1) and 'Not To Exceed Date'. Below these are dropdown menus for 'Action' (ADL), 'Reason Code' (ADL), 'NOA Code' (199), 'Authority (1)' (R9N), and 'Authority (2)'. There are also 'Print SF-52' and 'Print SF-50' buttons. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous Tab', 'Next Tab', 'Update/Display', 'Include History', and 'Correct History'. A warning dialog box is overlaid on the screen, containing the text: 'You must review records effected by changes and check the Review Performed flag before saving. (1641,211) The Review Performed flag is found on the Data Control Panel.' and an 'OK' button.

| Step | Action |
|------|--|
| 13. | Click the OK button.  |

| Step | Action |
|------|--|
| 14. | NOTE: The previous actions must be reviewed to insure that the correction being made does not affect the previous actions. Click the Show previous row button. |

NOTE: Click **View All** to view all records to be reviewed.

| Step | Action |
|------|--|
| 15. | Click the Reviewed? checkbox when the review and updates are complete. NOTE: All applicable actions will have a Reviewed? checkbox. <input type="checkbox"/> |

NOTE: All rows of data must be reviewed and the checkbox must be marked when one row is corrected. If another action is affected by this correction, a separate correction must be performed on that action as well.

The screenshot shows the PEOPLE SOFT interface for a correction. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that, a breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction. A 'New Window' link is also present. The main content area is titled 'Data Control' and includes tabs for Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The employee's name is JONES, NATHAN, with EmpID: 0285 and Empl Rcd#: 0. The 'Data Control' section contains several input fields: Actual Effective Date (12/18/2000), Proposed Effective Date (12/18/2000), Transaction #/ Sequence (1, 2), Action (HIR - Hire), Reason Code (NPS - New Position), NOA Code (101 - Career-Cond Appt), Authority (1) (BWA - OPM Delegation Agr No.), and Authority (2). There are also checkboxes for 'Reviewed?' and 'Not To Exceed Date'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous Tab', 'Next Tab', 'Update/Display', 'Include History', and 'Correct History'. A 'PAR Request#' field is also visible.

| Step | Action |
|------|--|
| 16. | Click the Save button.  |

 In a prior row correction situation, if the correction results in required corrections to the proceeding rows, a correction must be performed on those rows. The preceding procedure should be followed to execute those corrections. This will insure that the corrected information is transmitted to the legacy payroll system.

| Step | Action |
|------|--|
| 17. | The correction is saved. End of Procedure. |

Resending a 9XXX PAR Action

Introduction

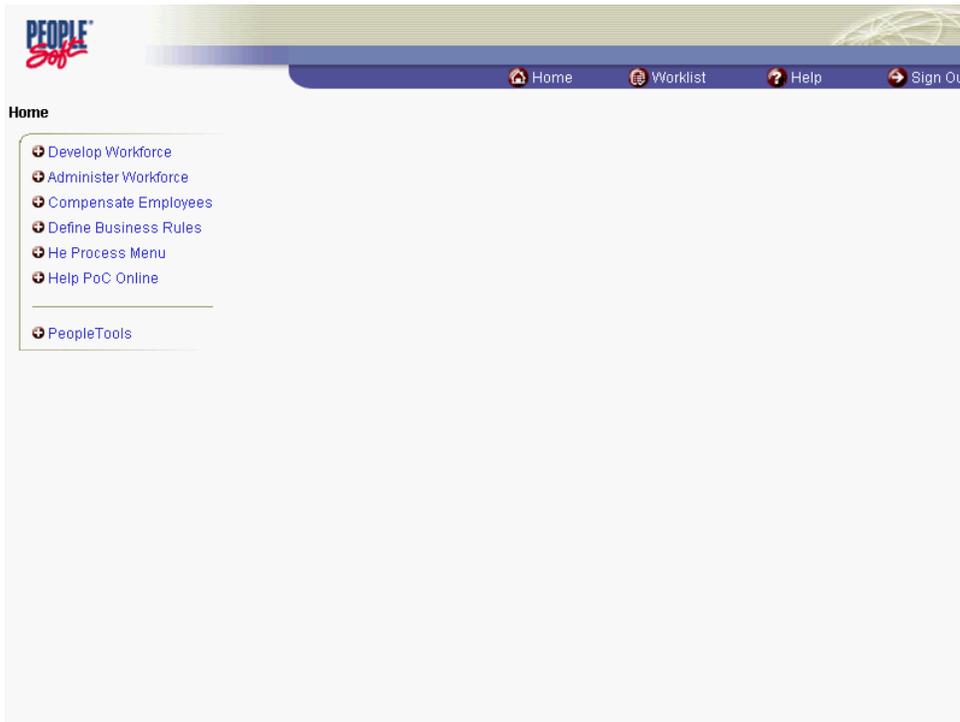
Non-OPM actions can not be corrected. Entitlements, e.g. COLA's, PCA, that require a 9XXX PAR action that have already updated DFAS will require that the action be rekeyed with a different effective date. If the 9XXX PAR action failed DFAS edits then the resend functionality must be used.

Actions on the Compensate Employee module that have updated DFAS will require the action be rekeyed with a different effective date. Those actions that failed DFAS edits that are on Compensate Employee modules require the resend functionality be used.

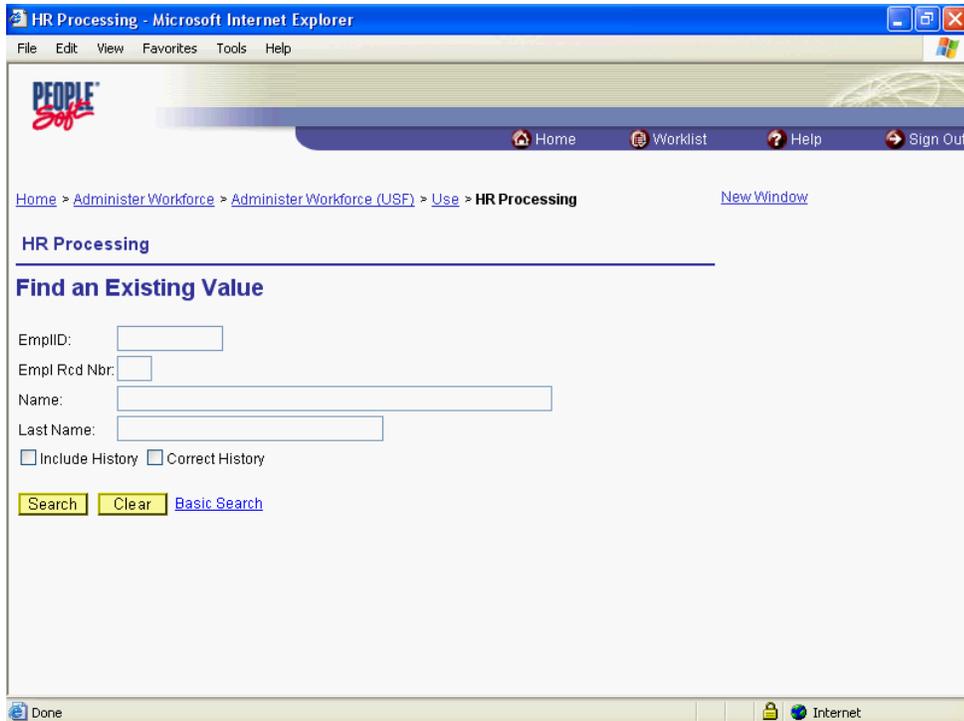
The resend functionality is only available to those with special security access. Please check with your Agency HR Point of Contact for additional information.

Procedure

The following steps detail the procedure for making a correction to a 9XXX PAR action which failed DFAS edits and resending it.



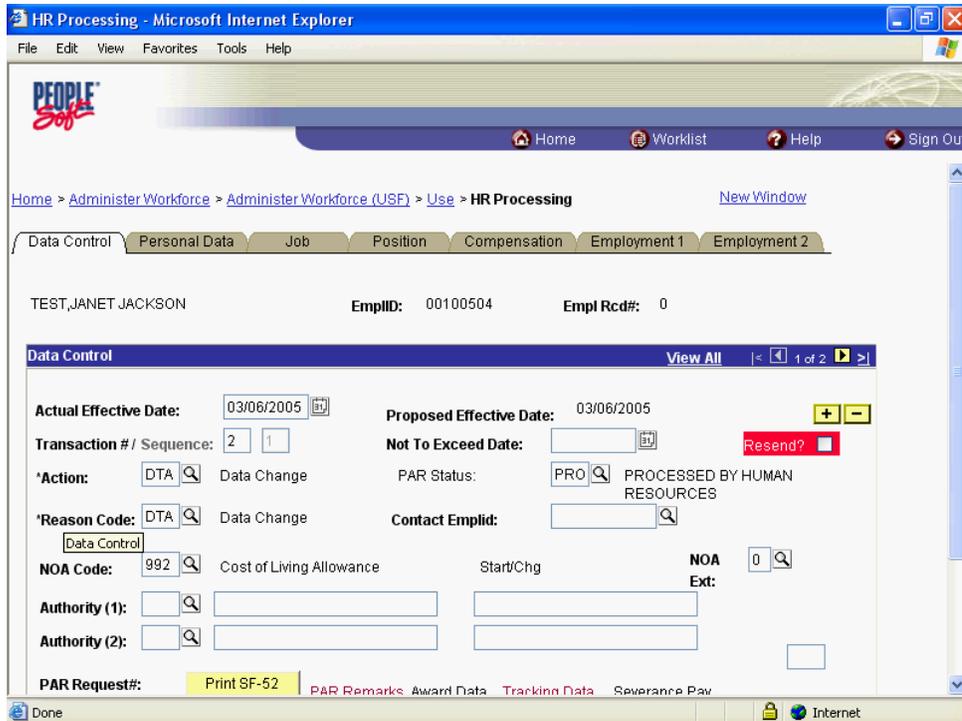
| Step | Action |
|------|---|
| 1. | Click the Administer Workforce link. |
| 2. | Click the Administer Workforce (USF) link. |
| 3. | Click the Use link. |
| 4. | Click the HR Processing link. |

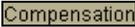


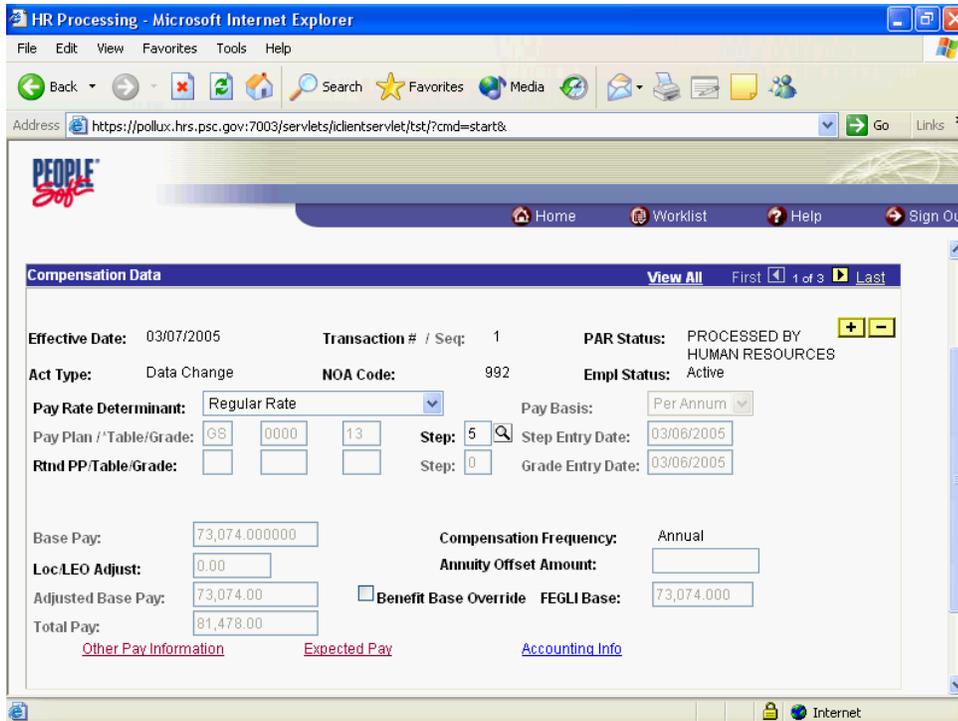
| Step | Action |
|------|--|
| 5. | Enter the desired information into the EmplID field. Enter " 00100504 ". |
| 6. | Click the Include History option. <input type="checkbox"/> Include History |
| 7. | Click the Search button. <input type="button" value="Search"/> |

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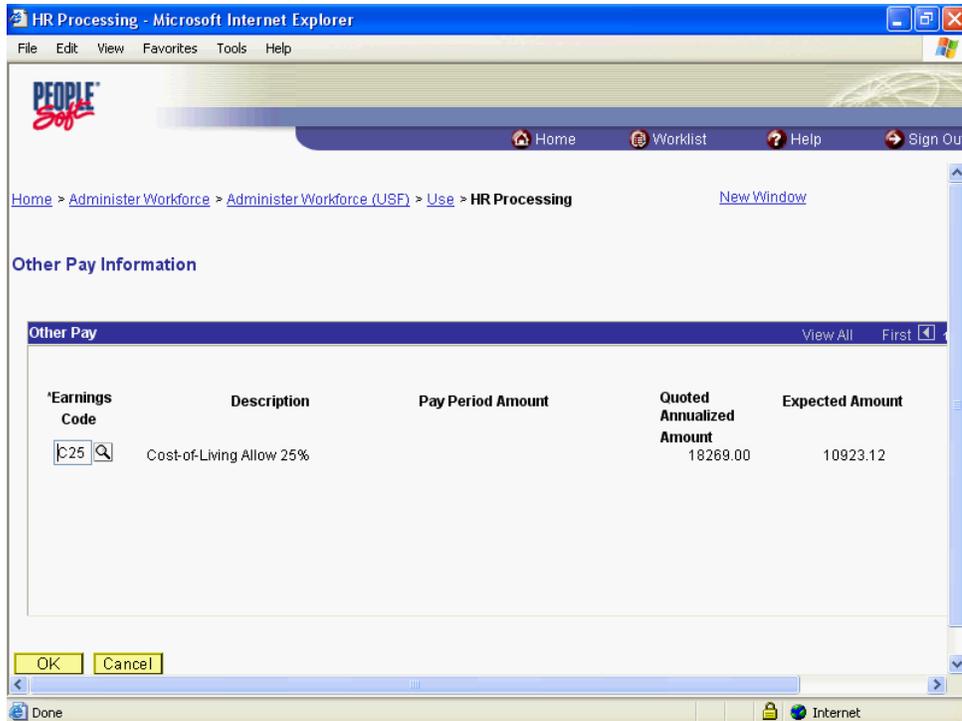
| Step | Action |
|------|---|
| 8. | Click the Compensation tab.  |
| 9. | For this exercise the employee's COLA failed DFAS edits because the COLA amount was incorrect. Therefore it is necessary to correct the COLA amount by changing the earnings code and resending the action. |

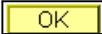


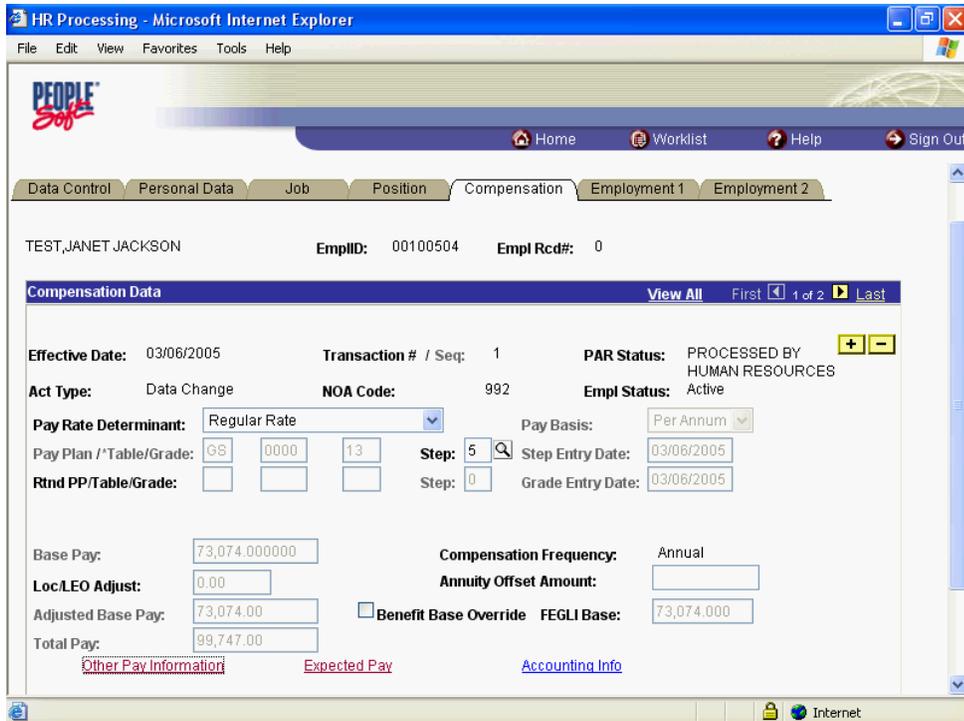
| Step | Action |
|------|---|
| 10. | Click the Other Pay Information link. Other Pay Information |

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Cancellations and Corrections



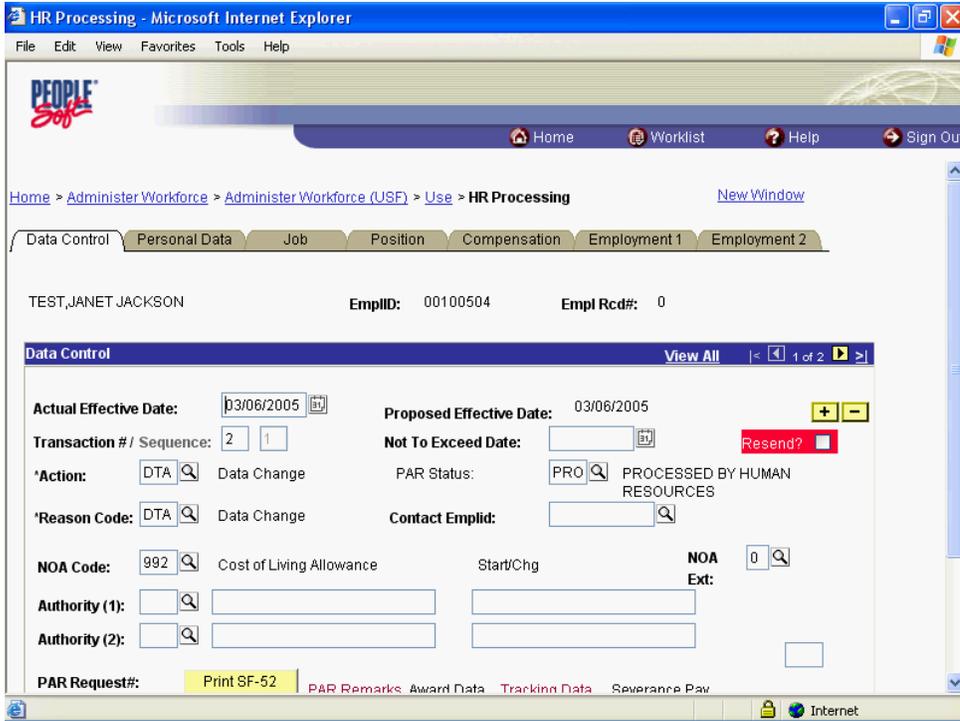
| Step | Action |
|------|--|
| 11. | Correct the earnings code from C25 to the appropriate earning code for the geographic location. |
| 12. | Click the OK button.  |



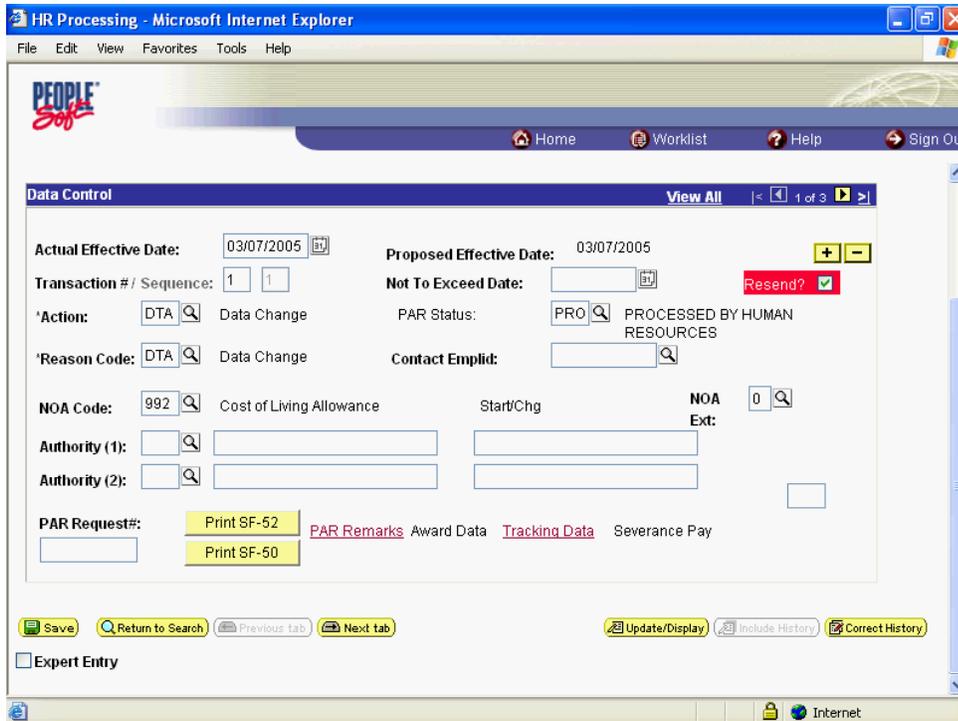
| Step | Action |
|------|---|
| 13. | Click the Data Control tab. Data Control |

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Cancellations and Corrections



| Step | Action |
|------|---|
| 14. | Click the Resend? option.  |



| Step | Action |
|------|--|
| 15. | Click the Save button.  |
| 16. | The prior row is corrected. End of Procedure. |

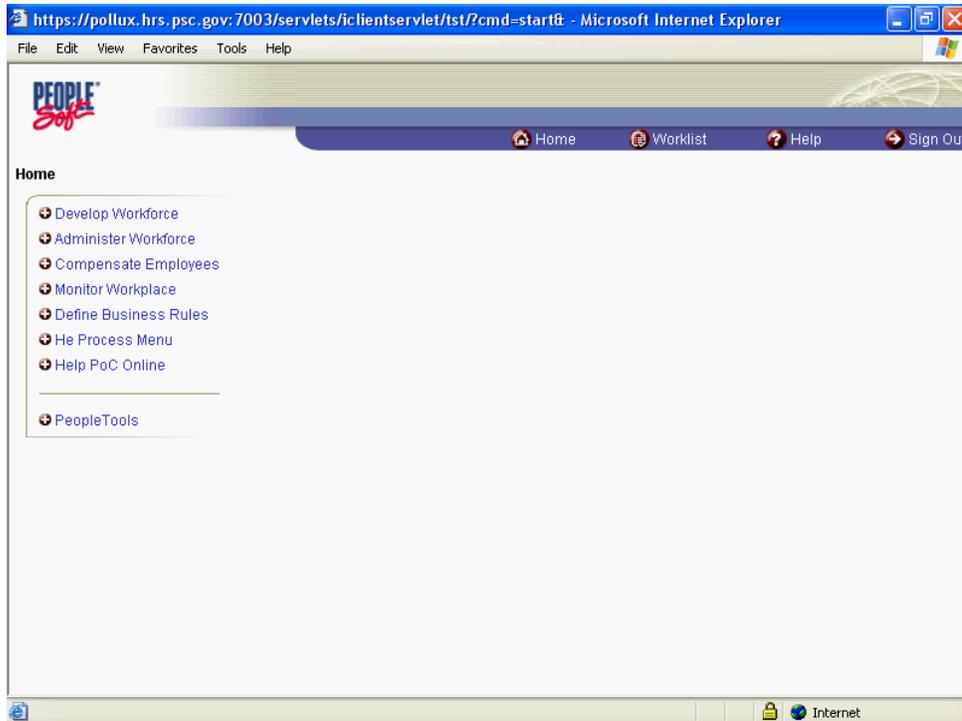
Correcting a 9XXX PAR Action

This process identifies steps necessary to correct or change a 9xxx PAR action that has already updated DFAS.

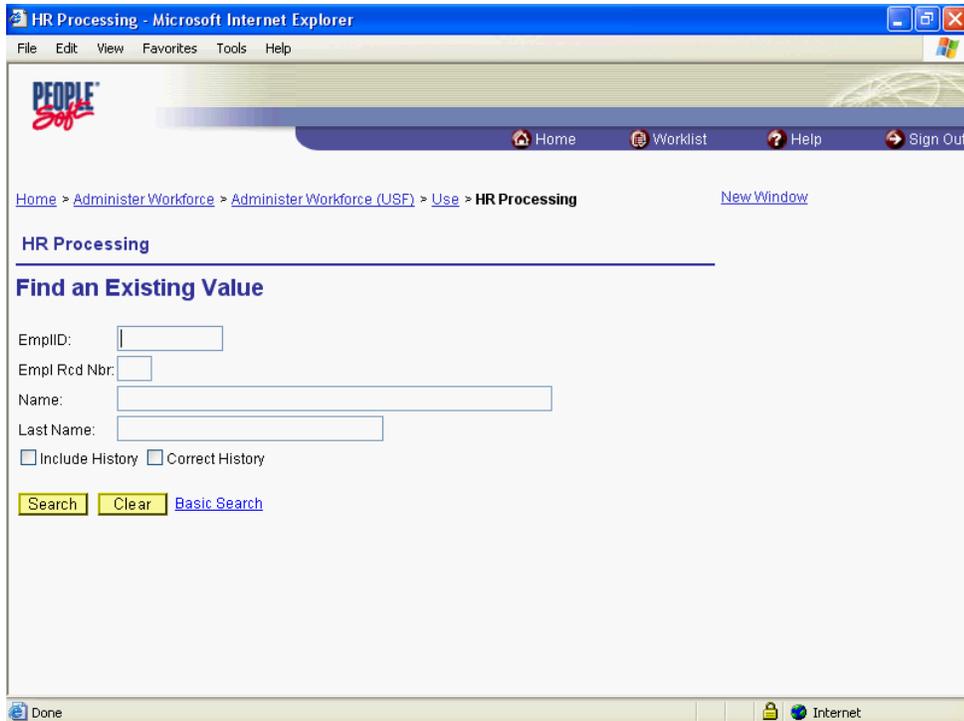
Procedure

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Cancellations and Corrections



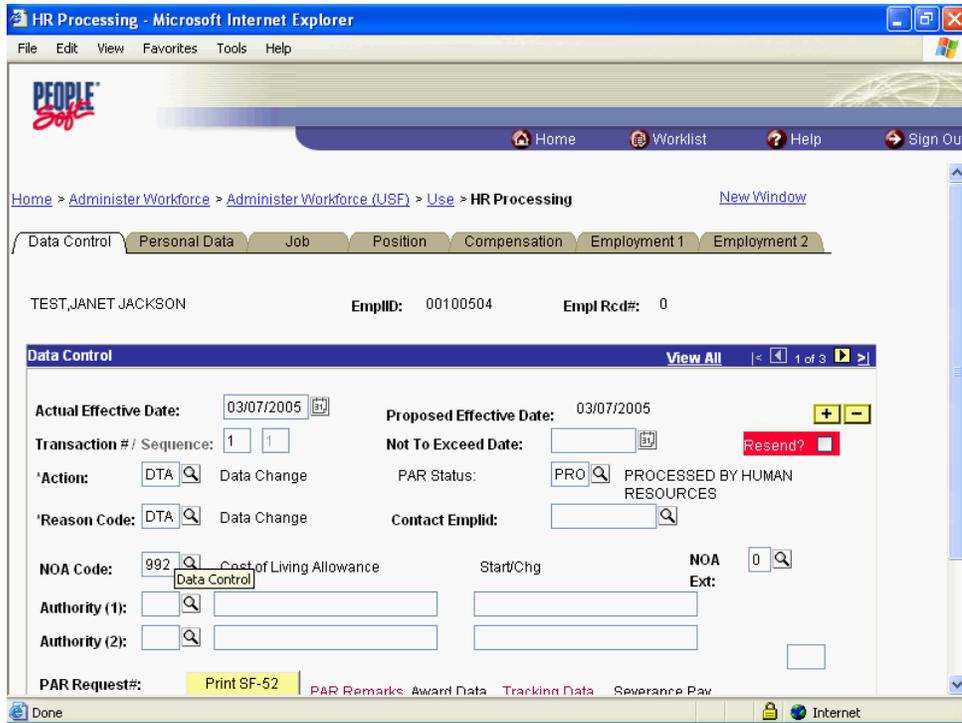
| Step | Action |
|------|---|
| 1. | Click the Administer Workforce link. Administer Workforce |
| 2. | Click the Administer Workforce (USF) link. Administer Workforce (USF) |
| 3. | Click the Use link. Use |
| 4. | Click the HR Processing link. HR Processing |



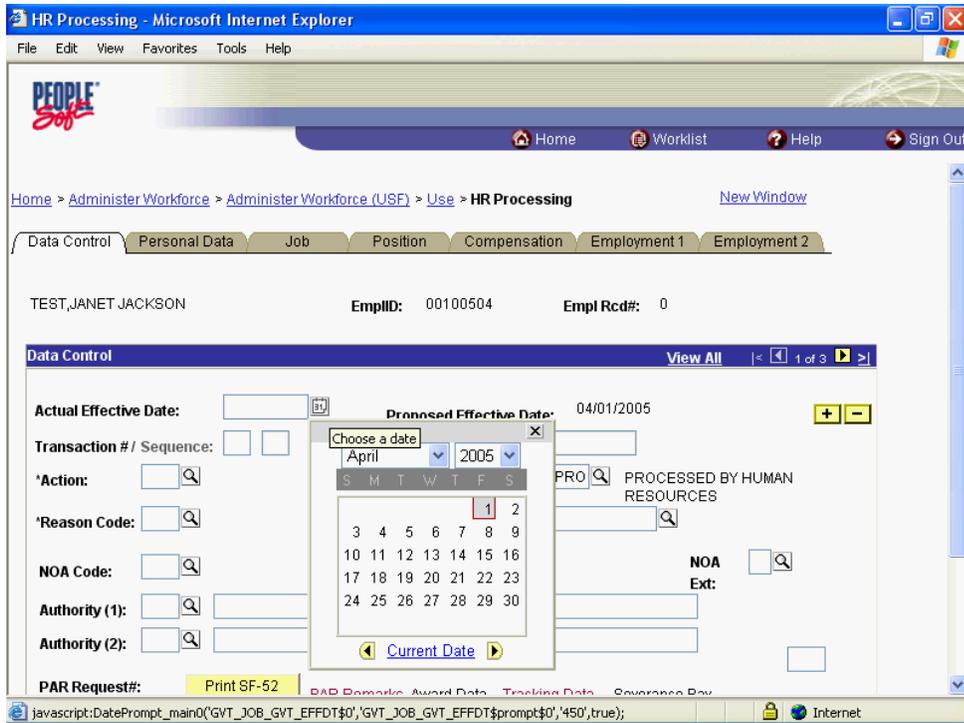
| Step | Action |
|------|--|
| 5. | Click the Correct History option. <input type="checkbox"/> Correct History |
| 6. | Enter the desired information into the EmplID field. Enter " 00100504 ". |
| 7. | Press [Enter] . |

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| Step | Action |
|------|--|
| 8. | Click the Add a new row at row 1 button.  |
| 9. | Click the Calendar icon button.  |

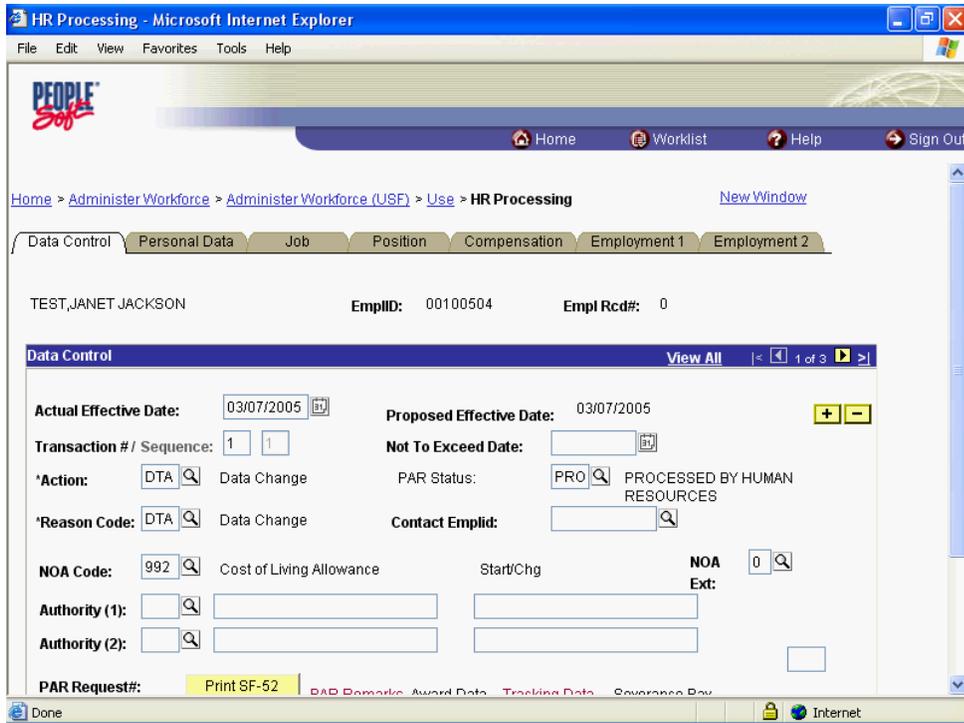


| Step | Action |
|------|------------------------------|
| 10. | Click the desired date. 7 |

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Cancellations and Corrections

| Step | Action |
|------|---|
| 11. | Enter the desired information into the *Action field. Enter " DTA ". |
| 12. | Press [Tab] . |
| 13. | Enter the desired information into the *Reason Code field. Enter " DTA ". |
| 14. | Press [Tab] . |
| 15. | Enter the desired information into the NOA Code field. Enter " 992 ". |
| 16. | Press [Tab] . |
| 17. | Enter the desired information into the NOA Ext field. Enter " 0 ". |
| 18. | Press [Tab] . |



| Step | Action |
|------|---|
| 19. | Click the Compensation tab.  |

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Cancellations and Corrections

HR Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PEOPLE Soft Home Worklist Help Sign Out

Compensation Data View All First 1 of 3 Last

Effective Date: 03/07/2005 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change NOA Code: 992 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 13 Step: 5 Step Entry Date: 03/06/2005

Rtd PP/Table/Grade: Step: 0 Grade Entry Date: 03/06/2005

Base Pay: 73,074.000000 Compensation Frequency: Annual

Loc.LEO Adjust: 0.00 Annuity Offset Amount:

Adjusted Base Pay: 73,074.00 Benefit Base Override FEGLI Base: 73,074.00

Total Pay: 99,747.00

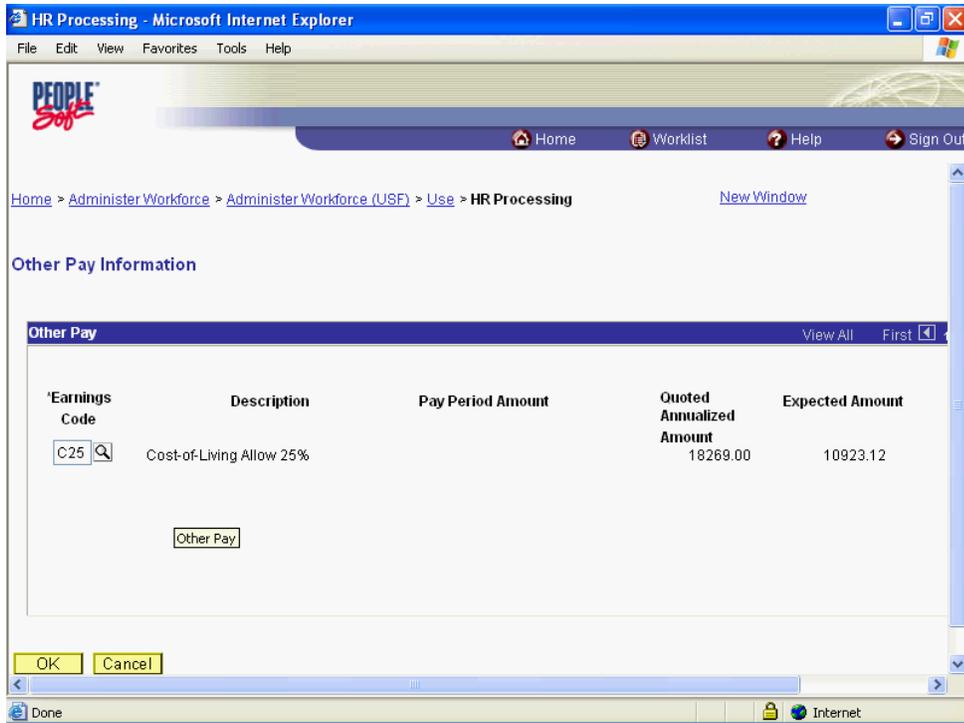
[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

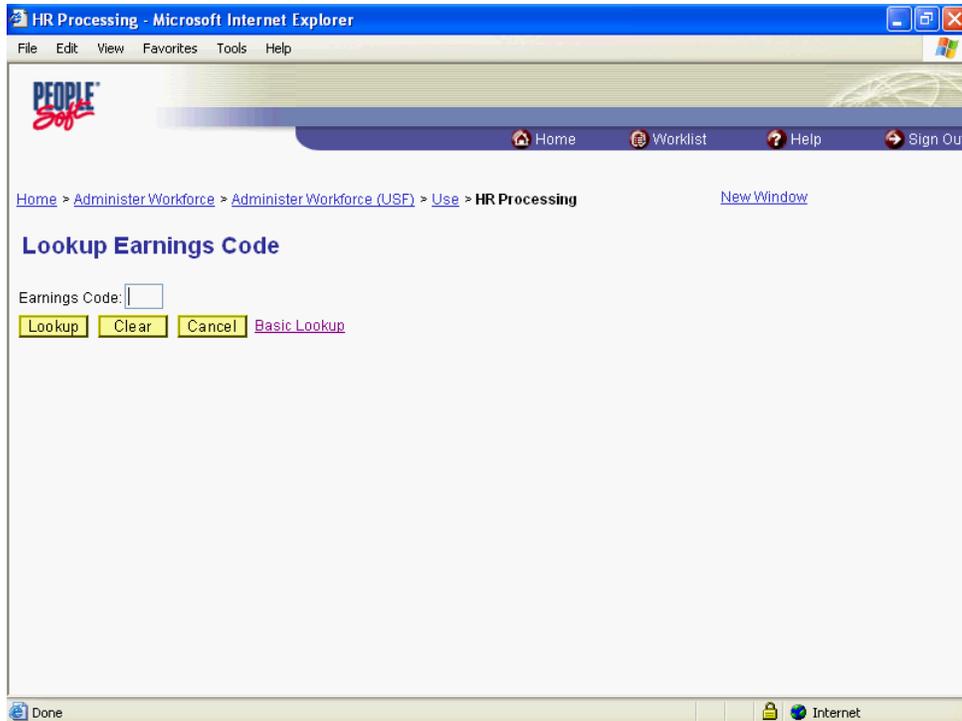
Expert Entry

Done Internet

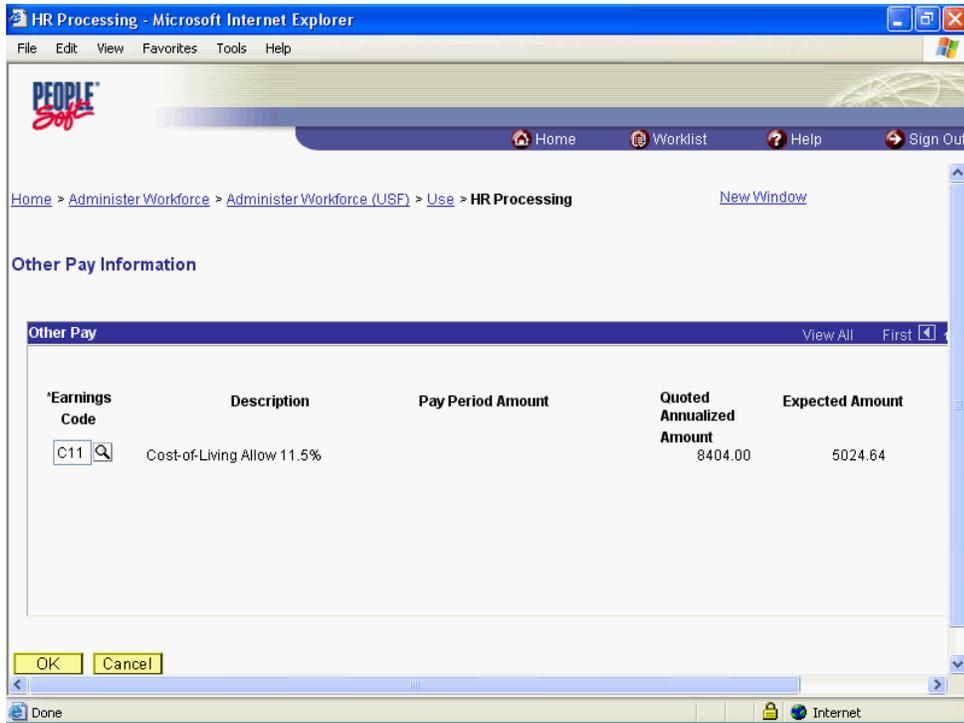
| Step | Action |
|------|---|
| 20. | Click the Other Pay Information link. Other Pay Information |



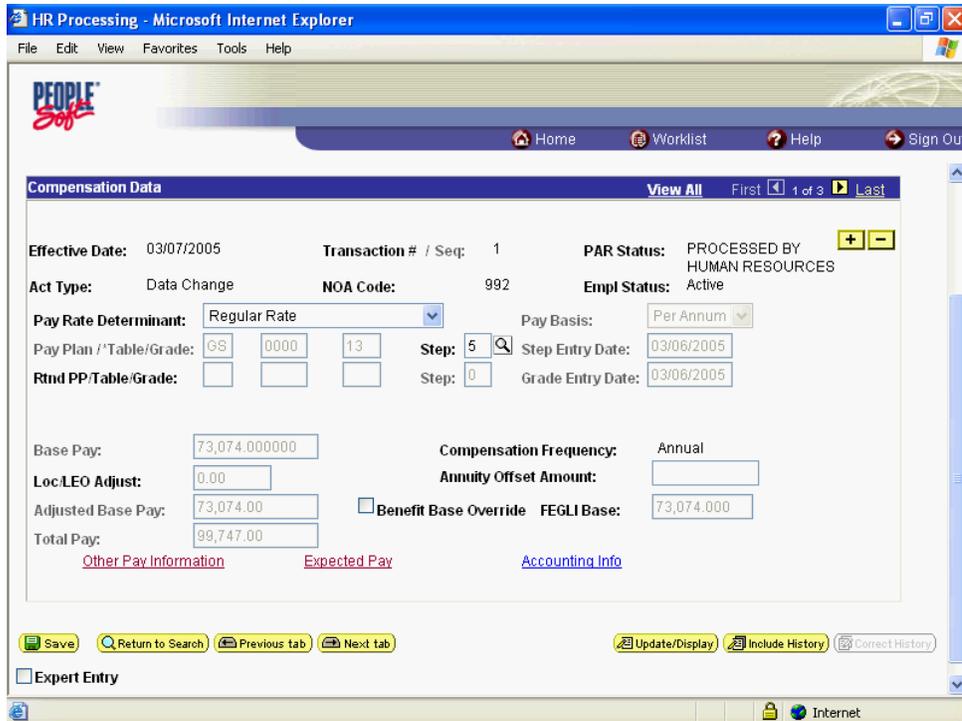
| Step | Action |
|------|--|
| 21. | Click the Lookup Earnings Code button.  |



| Step | Action |
|------|---|
| 22. | Enter the desired information into the Earnings Code field. Enter "c11". |
| 23. | Click the Lookup button.  |
| 24. | Click the Search Results table.  |



| Step | Action |
|------|--|
| 25. | Click the OK button.  |



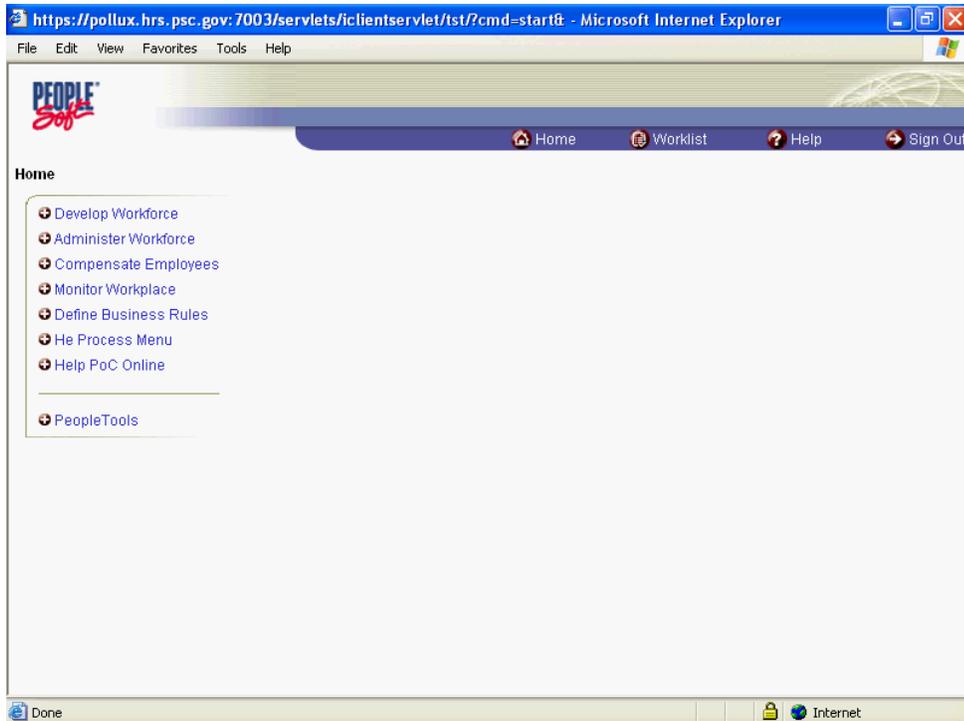
| Step | Action |
|------|--|
| 26. | Click the Save button.  |
| 27. | End of Procedure. |

Resending Payroll Documents

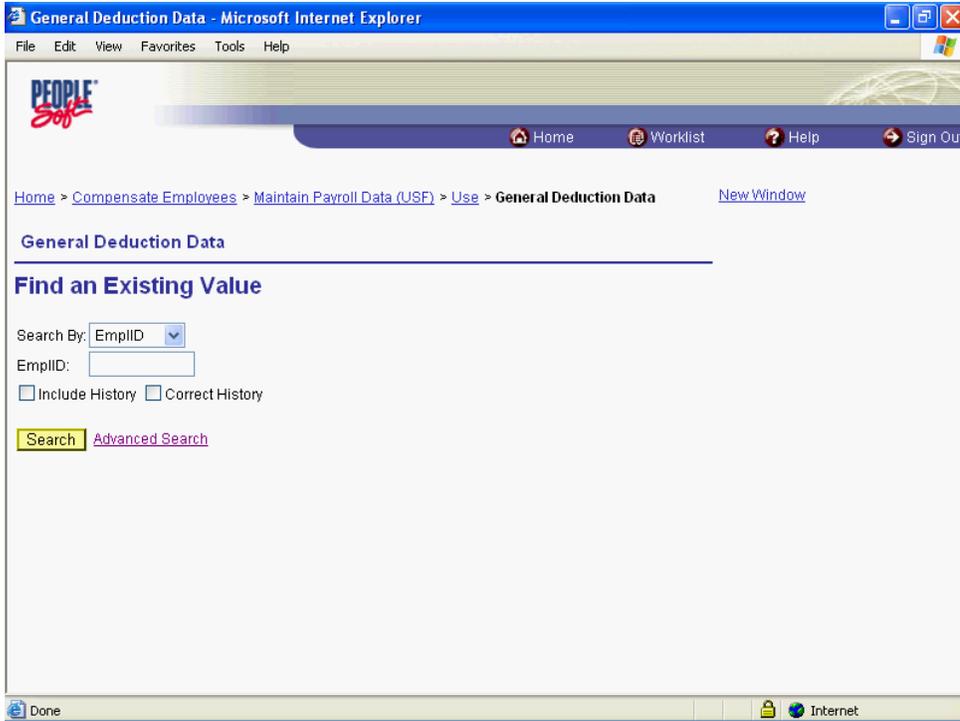
This process identifies steps necessary to correct and resend payroll actions that have not updated DFAS because the actions have failed the DFAS edits

Procedure

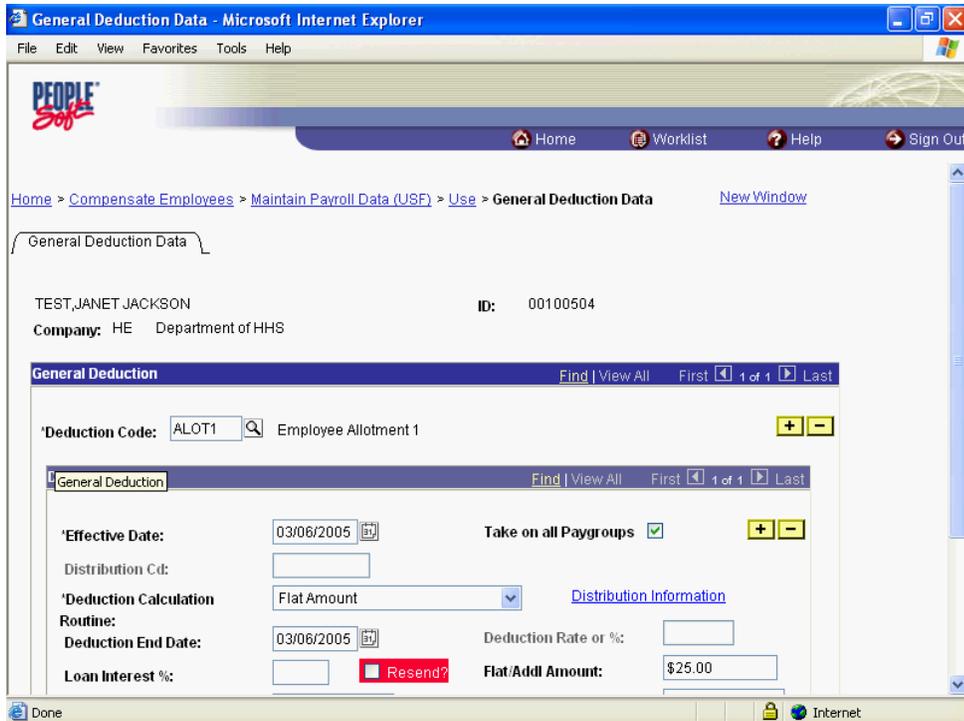
In this exercise the stop action was rejected by DFAS because the dollar amount of the deduction was blank.



| Step | Action |
|------|---|
| 1. | Click the Compensate Employees link. Compensate Employees |
| 2. | Click the Maintain Payroll Data (USF) link. Maintain Payroll Data (USF) |
| 3. | Click the Use link. Use |
| 4. | Click the General Deduction Data link. General Deduction Data |



| Step | Action |
|------|--|
| 5. | Enter the desired information into the EmplID field. Enter " 00100504 ". |
| 6. | Click the Correct History option. <input type="checkbox"/> |
| 7. | Click the Search button. <input type="button" value="Search"/> |



| Step | Action |
|------|--|
| 8. | Click in the Flat/Addl Amount field.  |
| 9. | Press [Tab] . |
| 10. | Click the Resend? option.  |
| 11. | Click the Save button.  |
| 12. | End of Procedure. |