

Pay Changes and Miscellaneous Changes
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Global Knowledge
Knowledge Products Division
<http://globalknowledge.com>
475 Allendale Road, Suite 102
King of Prussia, PA 19406
+1 (610) 337-8878

Table of Contents

Awards and Life Insurance	1
FEGLI Change.....	1
Cash Awards.....	9
Address Changes	15
Address Information	15

Awards and Life Insurance

FEGLI Change

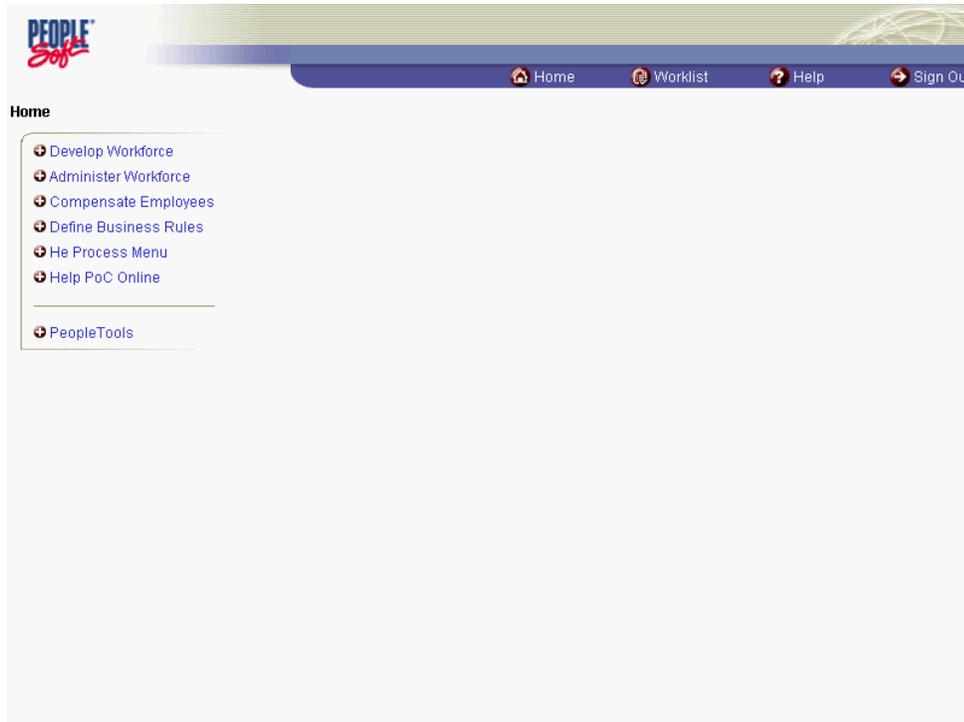
Introduction

In EHRP, the user can change FEGLI elections for an employee through the HR Processing page group. The personnel action, NOA code 881-0, is entered on the Data Control page. The FEGLI change is entered on FEGLI/Retirement/FICA sub-page by accessing the hyperlink on the Job page.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Procedure

The following steps detail the procedure for changing an employees FEGLI elections.

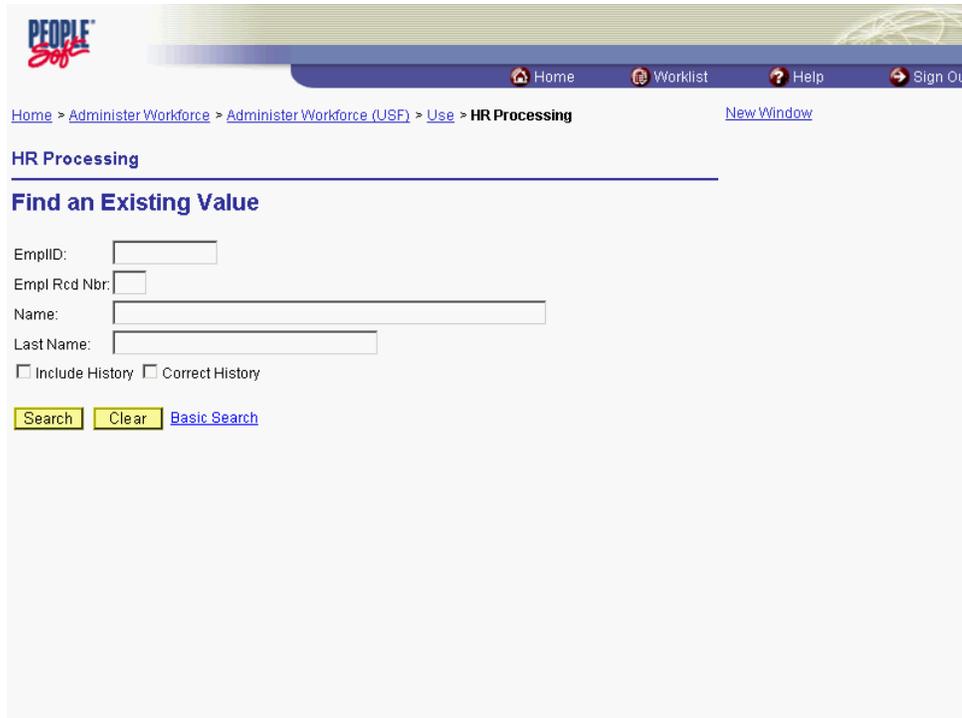


Step	Action
1.	Click the Administer Workforce link.  Administer Workforce
2.	Click the Administer Workforce (USF) link.  Administer Workforce (USF)

Training Guide

Pay Changes and Miscellaneous Changes

Step	Action
3.	Click the Use link. 
4.	Click the HR Processing link. 

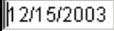


Step	Action
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " KINGSLEY ".
7.	Click the Search button. 
8.	Select the appropriate employee's record. Click KINGSLEY, DAN 

The screenshot shows the 'Data Control' page for employee Kingsley, Dan (EmpID: 0058). The page is divided into tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The 'Data Control' tab is active, displaying various fields for personnel actions. Key fields include:

- Actual Effective Date:** 04/12/2001
- Proposed Effective Date:** 04/12/2001
- Transaction # / Sequence:** 1 / 1
- *Action:** HIR (Hire)
- *Reason Code:** NPS (New Position)
- NOA Code:** 101 (Career-Cond Appt)
- PAR Status:** PRO (PROCESSED BY HUMAN RESOURCES)
- Authority (1):** BWA (OPM Delegation Agr No.)
- Authority (2):** (Empty)
- PAR Request#:** (Empty)

 At the bottom, there are navigation buttons: Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Click in the Actual Effective Date field. 
11.	In the Actual Effective Date field, enter the effective date of the FEGLI change. Enter the desired information into the Actual Effective Date field. Enter "12/16/2003" .
12.	Click in the *Action field. 
13.	In the Action field, enter "FSC" (Family Benefits Change). Enter the desired information into the *Action field. Enter "FSC" .
14.	Click in the *Reason Code field. 
15.	Enter the desired information into the *Reason Code field. Enter "FBC" .
16.	Click in the NOA Code field. 
17.	In the NOA Code field, enter "881." Enter the desired information into the NOA Code field. Enter "881" .

Training Guide

Pay Changes and Miscellaneous Changes

Step	Action
18.	Click in the NOA Ext field. <input type="text"/>
19.	Enter the desired information into the NOA Ext field. Enter "0".
20.	Click in the Authority (1) field. <input type="text"/>
21.	Enter the appropriate legal authority in the Authority (1) field. Enter the desired information into the Authority (1) field. Enter "DPM".
22.	If applicable, enter Authority (2) .

The screenshot shows the PEOPLE Soft HR Processing interface. The user is logged in as Kingsley, Dan (EmpID: 0058, Empl Rcd#: 0). The interface is in the 'Data Control' tab, which is expanded to show various fields for a transaction. The 'Actual Effective Date' and 'Proposed Effective Date' are both set to 12/16/2003. The 'Transaction # / Sequence' is 1 / 1. The 'Action' is 'FBC' (Family/Benefits Change) and the 'Reason Code' is 'FBC' (Family/Benefit Change). The 'NOA Code' is '881' (FEGLI Change). The 'Authority (1)' field is set to 'DPM'. The 'NOA Ext' field is set to '0'. The 'PAR Request#' field is empty. The interface also includes navigation buttons like 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
23.	Click the Job tab. <input type="text" value="Job"/>

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Kingsley, Dan **EmplID:** 0058 **Empl Rcd#:** 0

Job Data [View All](#) First 1 of 2 Last

Effective Date: 12/16/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES

Act Type: Family/Benefits Change **NOA Code:** 881 **Empl Status:** Active

Position: 00006734 GS- 0334- 13 COMPUTER SPECIALIST **Posn Mgmt Rcd**

***Job Code:** 00P047 GS- 0334- 13 COMPUTER SPECIALIST **Position Override**

***Agency:** HE Department of HHS **Transferred From Agency:**

Sub-Agency: 11 Program Support Center **Transferred To Agency:**

***Business Unit:** PSC00 Program Support Center [Benefits/FEHB Data](#)

***Department:** PEAFF1 Administrative Operations Serv [FEGLI/Retirement/FICA](#)

***Location:** 250120025 Boston [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

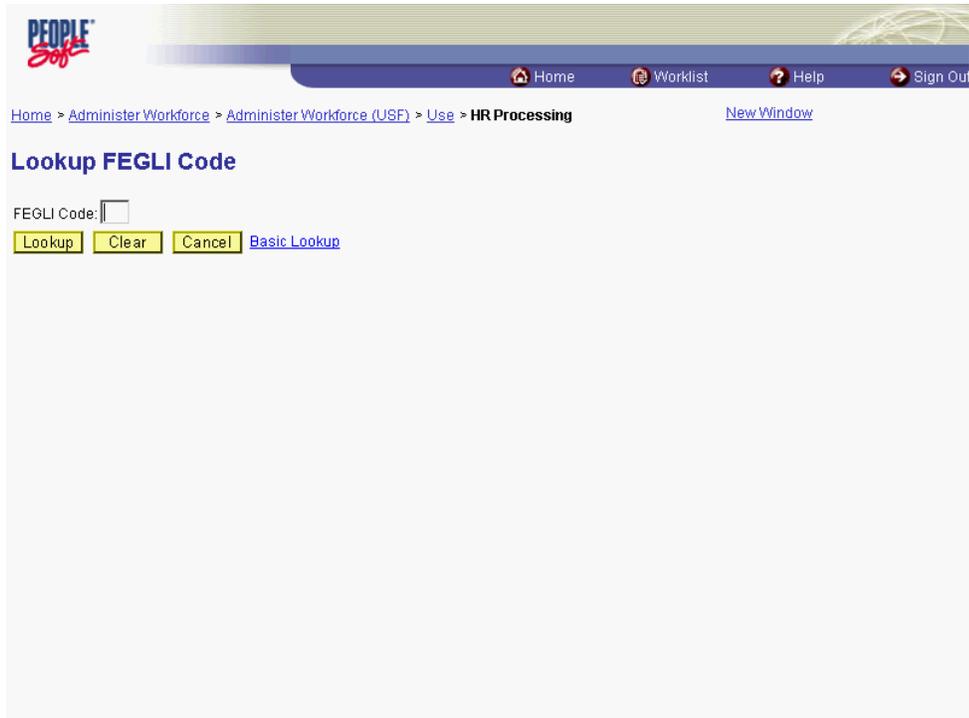
Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
24.	Click the FEGLI/Retirement/FICA link. FEGLI/Retirement/FICA

The screenshot shows the PEOPLE Soft HR Processing interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The page title is FEGLI/Retirement Data/FICA. The form is divided into three sections: FEGLI, Retirement, and FICA Status-Employee. The FEGLI section has fields for FEGLI Code (C0), Post 65 Basic Life Reduction, and Living Benefits. The Retirement section has fields for Retirement Plan (K), FERS Coverage (Automatically Covered By FERS), Previous Retirement Coverage (Never Covered), Annuitant Indicator (9), Annuity Commencement Date, and CSRS Frozen Service (0000). The FICA Status-Employee section has a field for FICA Status-Employee (N). There are OK and Cancel buttons at the bottom.

Step	Action
25.	Modify the FEGLI Code field, by selecting the appropriate FEGLI plan coverage. Click the Lookup FEGLI Code button. 



Step	Action
26.	Click the Lookup button. 
27.	Select the desired FEGLI code. Click Basic + Option C (1x)

Training Guide

Pay Changes and Miscellaneous Changes

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Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

FEGLI/Retirement Data/FICA

FEGLI

FEGLI Code: Basic + Option C (1x)

Post 65 Basic Life Reduction:

Living Benefits Coverage Amount:

Retirement

Retirement Plan: FERS and FICA

FERS Coverage:

Previous Retirement Coverage:

Annuitant Indicator: Not Applicable

Annuity Commencement Date:

CSRS Frozen Service:

FICA Status-Employee

FICA Status-Employee:

Step	Action
28.	Click the Ok button. <input type="button" value="OK"/>

The screenshot shows the 'Job Data' form in the PEOPLE SOFT HR Processing system. The user is 'Kingsley, Dan' with 'EmplID: 0058' and 'Empl Rcd#: 0'. The 'PAR Status' is 'PROCESSED BY HUMAN RESOURCES'. The 'Act Type' is 'Family/Benefits Change' with 'NOA Code: 881'. The 'Position' is '00006734' (GS- 0334- 13 COMPUTER SPECIALIST) and the '*Job Code' is '00P047' (GS- 0334- 13 COMPUTER SPECIALIST). The 'Agency' is 'HE' (Department of HHS) and the 'Sub-Agency' is '11' (Program Support Center). The '*Business Unit' is 'PSC00' (Program Support Center) and the '*Department' is 'PEAF1' (Administrative Operations Serv). The '*Location' is '250120025' (Boston) and the 'Tax Location' is 'NA' (Not Applicable). The form includes buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. There are also links for 'Benefits/FEHB Data', 'FEGLI/Retirement/FICA', 'Departmental Hierarchy', and 'Detail'.

Step	Action
29.	Change the PAR Status according to your role. Click the Save button. 
30.	The FEGLI change is saved. End of Procedure.

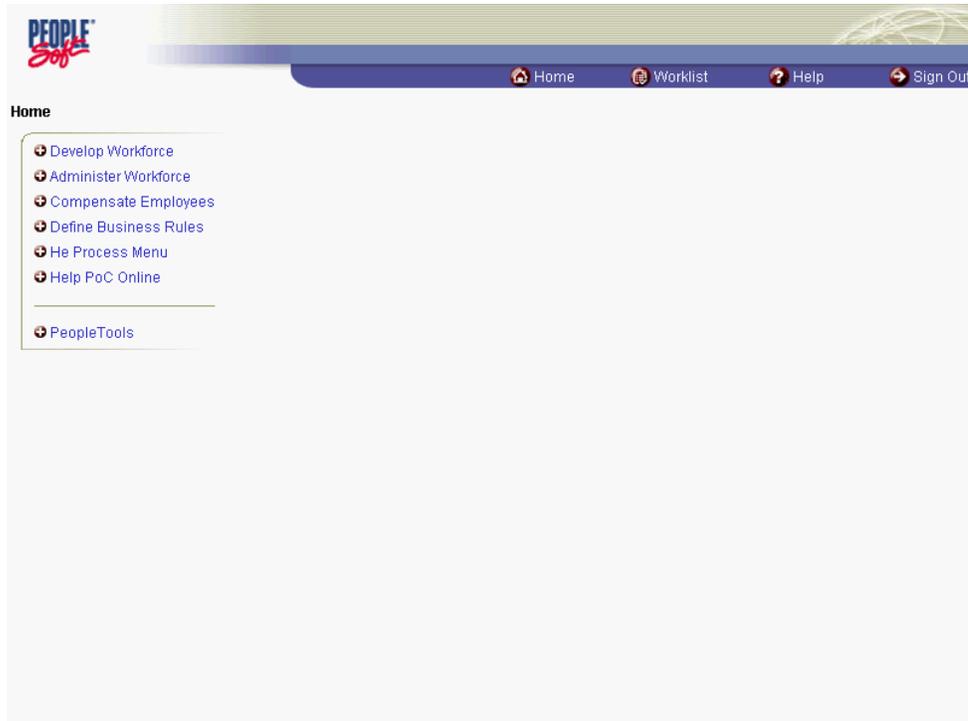
Cash Awards

Introduction

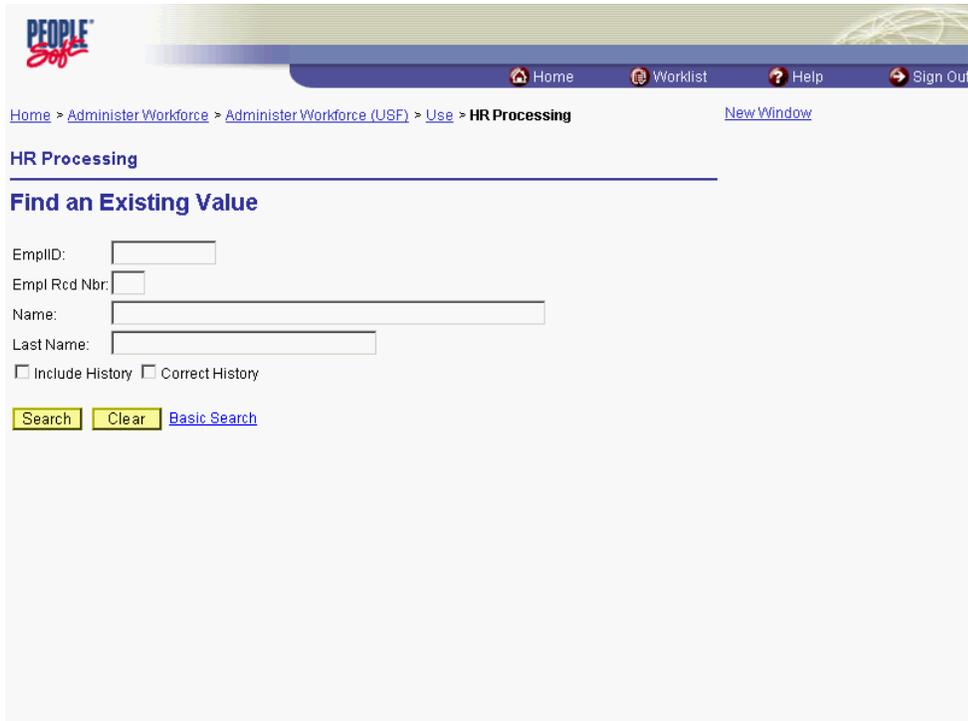
For a cash award, a personnel action (e.g., NOA 840-0) is entered on the Data Control page of the HR Processing page group. Additional data is entered on the Award Data sub-page.

Procedure

The following steps detail the procedure for processing a cash award.



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.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " KINGSLEY ".
7.	Click the Search button. 
8.	Select the applicable employee. Click KINGSLEY, FRED 

Step	Action
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Triple-click the Actual Effective Date object.

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
11.	In the Actual Effective Date field, enter the effective date of the award. You can not have two of the same type award with the same effective date. Enter the desired information into the Actual Effective Date field. Enter "12/19/2003" .
12.	Click in the *Action field. 

 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.

Step	Action
13.	In the Action Code field, enter "AWD" (Award). Enter the desired information into the *Action field. Enter " AWD ".
14.	Click in the *Reason Code field. <input type="text"/>
15.	Enter the desired information into the *Reason Code field. Enter " IND ".
16.	Enter the appropriate NOA Ext . NOTE: When you click in the NOA Ext field, the NOA Code field will populate automatically with "840" (Individual Cash Award). Click in the NOA Ext field. <input type="text"/>

 NOTE: Upon entering the appropriate Action, Reason and NOA Codes, the **Award Data** hyperlink will become enabled

Step	Action
17.	Enter the desired information into the NOA Ext field. Enter " 0 ".
18.	Click the Award Data link. Award Data

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Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Award Data

Action: AWD Award - Monetary
Reason Code: Individual Cash
Award Classification: Award

Award Data

Amount: **Hours:**
Pay Period Amount: **Process Until:**

Informational Data

Award Group: **Use By Date:**
Suggestion Number: **Tangible Benefit:**
Obligation Expiration: **Intangible Benefit:**

Payroll Data

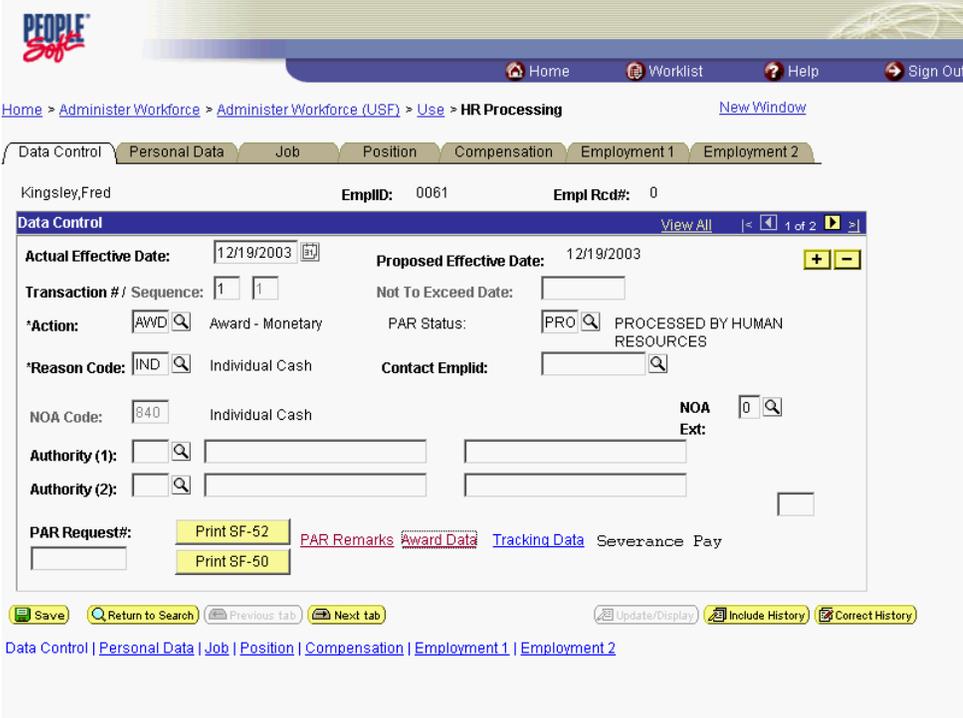
Account Code:
GL Pay Type: **Pay in Separate Paycheck?**
Amount Paid: 0.00 **Gross-Up**
Earnings Code: Regular Basic Pay **Seq:**

Comment:

Training Guide

Pay Changes and Miscellaneous Changes

Step	Action
19.	Enter the desired information into the Amount field. Enter " 350.00 ".
20.	Click in the Pay Period Amount field. <input type="text"/>
21.	The Pay Period Amount will default from the Amount. NOTE: The Default value is "100% of the award amount." The employee will receive the award as a one time payment.
22.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
23.	Click the Ok button. <input type="button" value="OK"/>



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Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Kingsley, Fred EmplID: 0061 Empl Rcd#: 0

Data Control View All 1 of 2

Actual Effective Date: 12/19/2003 Proposed Effective Date: 12/19/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: AWD Award - Monetary PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: IND Individual Cash Contact Emplid:

NOA Code: 840 Individual Cash NOA Ext: 0

Authority (1): Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay
Print SF-50

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

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
24.	Change the PAR Status according to your role. Click the Save button. <input type="button" value="Save"/>
25.	The information is saved. End of Procedure.

Address Changes

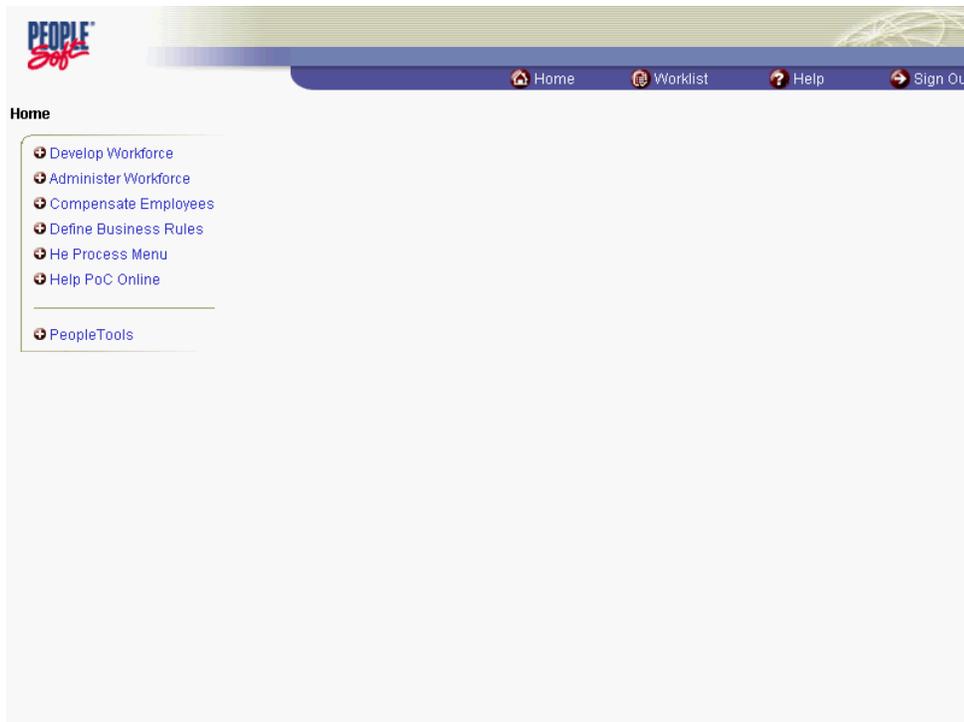
Address Information

Introduction

Although the address will automatically be sent to DFAS on a hire action, any address changes after that requires a PAR action to capture the data to transmit to DFAS. Employees can also update their addresses by entering it into myPay. Any address changes done through myPay will be updated in EHRP based on a return file from DFAS. It is important when processing address changes to adhere to U.S. Postal Service (USPS) abbreviations and zip codes because DFAS will edit the address against USPS files and employee addresses may not update if it doesn't match.

Procedure

The following steps detail the procedure for entering address information for a new employee.

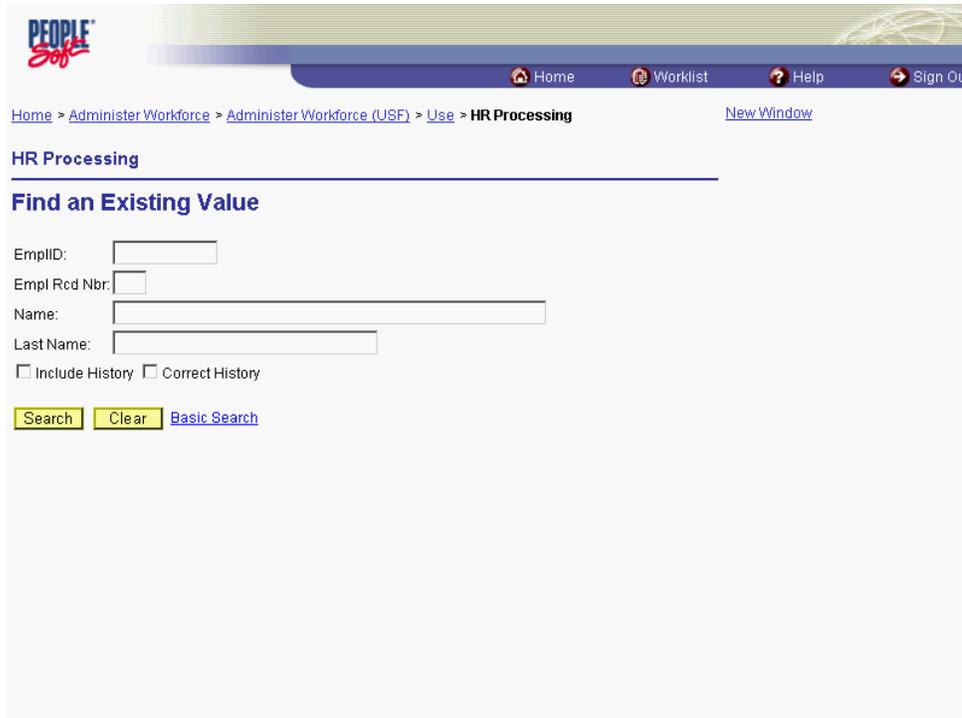


Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Administer Workforce (USF) link. Administer Workforce (USF)

Training Guide

Pay Changes and Miscellaneous Changes

Step	Action
3.	Click the Use link. 
4.	Click the HR Processing link. 



Step	Action
5.	Access the employee record for the person you just hired. NOTE: If you do this immediately after saving the Hire action, the same employee record will be available. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " MONROE ".
7.	Click the Search button. 
8.	Select the desired employee. Click MONROE, SUSAN 

The screenshot shows the PEOPLE SOFT HR Processing interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The current tab is 'Data Control'. The employee ID is 00083393 and the record number is 0. The form contains the following fields and values:

- Actual Effective Date: 11/14/2003
- Proposed Effective Date: 11/14/2003
- Transaction # / Sequence: 1 / 1
- Not To Exceed Date: (empty)
- *Action: HIR (Hire)
- PAR Status: PRO (PROCESSED BY HUMAN RESOURCES)
- *Reason Code: NPS (New Position)
- Contact Emplid: (empty)
- NOA Code: 101 (Career-Cond Appt)
- NOA Ext: 0
- Authority (1): AYM (Direct-Hire Authority)
- Authority (2): (empty)
- 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.	Click the Add a new row at row 1 button. 
10.	Use the same effective date as the Hire action. Click in the *Action field. 
11.	Select the Action "DTA" (Data Change). Enter the desired information into the *Action field. Enter "DTA" .
12.	Click in the *Reason Code field. 
13.	Select the Reason Code "PRA" (Payroll Related Action). Enter the desired information into the *Reason Code field. Enter "PRA" .
14.	Click in the NOA Code field. 
15.	Select the NOA Code 999, extension 5. Enter the desired information into the NOA Code field. Enter "999" .
16.	Click in the NOA Ext field. 
17.	Enter the desired information into the NOA Ext field. Enter "5" .

Training Guide

Pay Changes and Miscellaneous Changes

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmpID: 00083393 Empl Rcd#: 0

Data Control View All < 1 of 2 >

Actual Effective Date: 12/02/2003 Proposed Effective Date: 11/14/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: DTA Data Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: PRA Payroll Related Action Contact Emplid:

NOA Code: 999 Home Address Change NOA Ext: 5

Authority (1): Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay
Print SF-50

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

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
18.	Click the Save button. 
19.	The address information is saved. End of Procedure.