Cancellations and Corrections
Created on April 4, 2005

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Table of Contents

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An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred.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An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred.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.
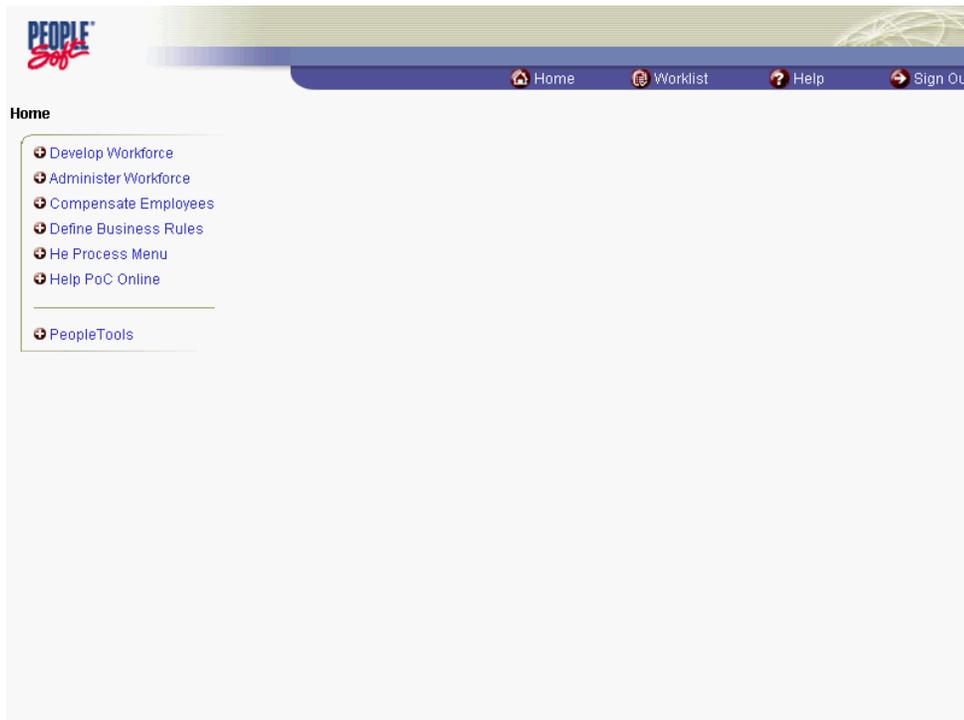
Procedure

The following steps detail the procedure for processing a cancellation.
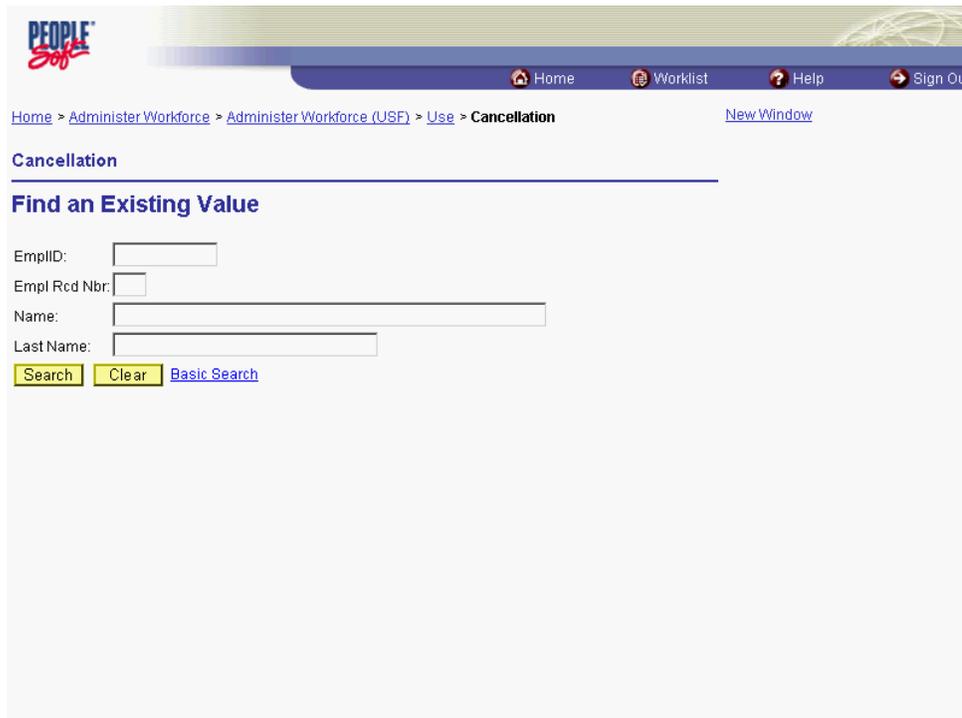

Step	Action
1.	Click the **Administer Workforce** link.

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

PEOPLE Soft

Home   Worklist   Help   Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > **Cancellation**   New Window

Cancellation

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Search   Clear   Basic Search

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. Search
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. PRO

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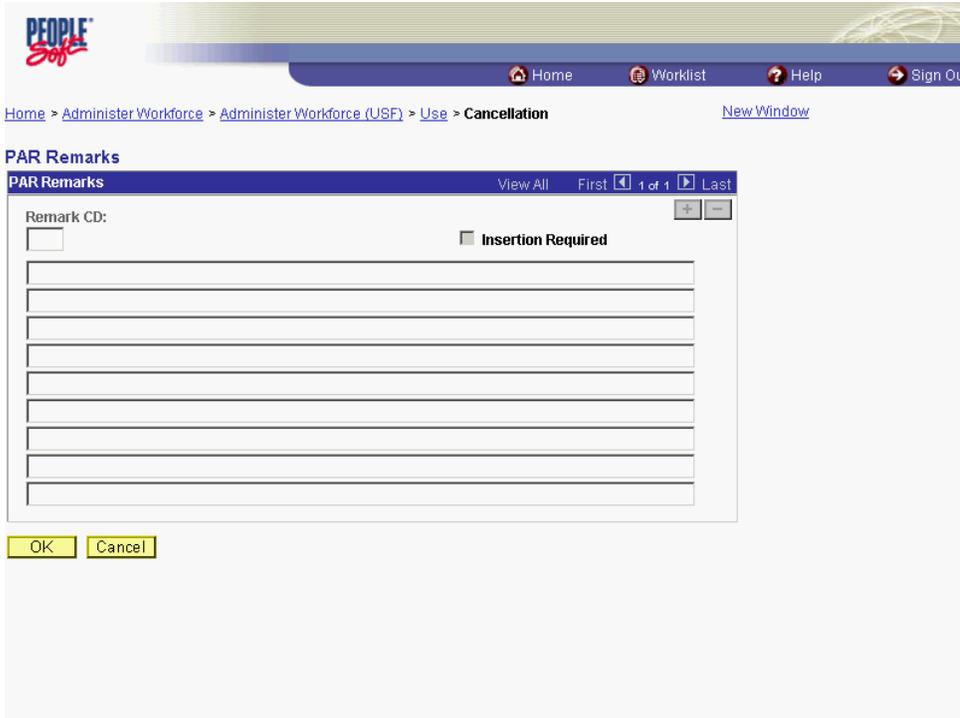>
> NOTE: Upon entering the CAN PAR Status, the NOA code will populate automatically behind the scenes.

> 🔍 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.

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. 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.

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.
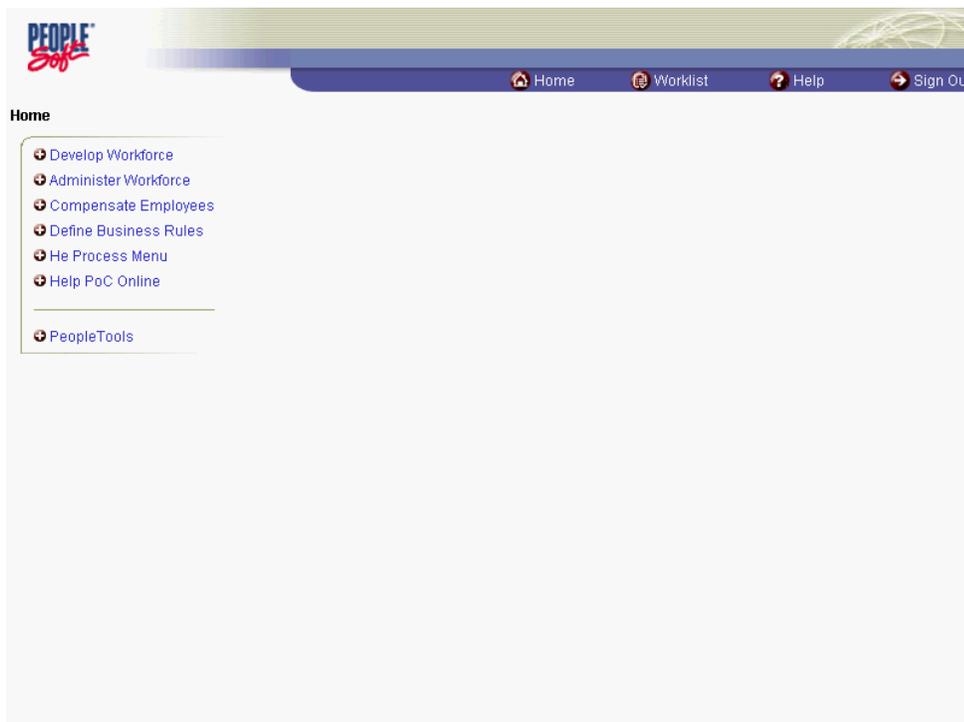
Correcting an OPM Action

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.

Step	Action
2.	Click the **Administer Workforce (USF)** link. ⊙ Administer Workforce (USF)
3.	Click the **Use** link. ⊙ Use
4.	Click the **Correction** link. Correction
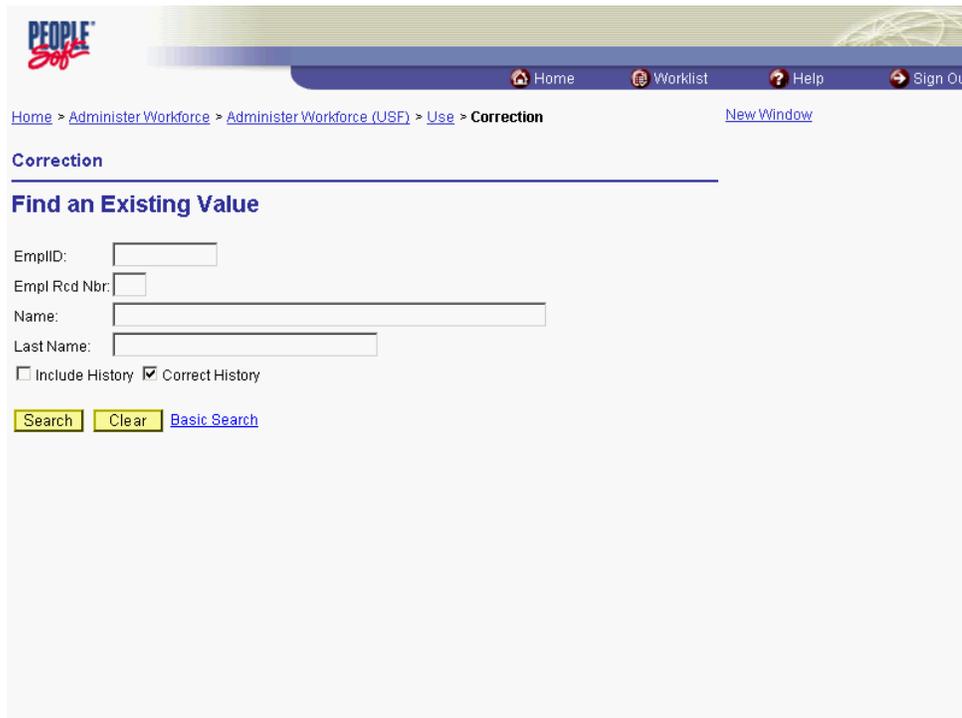
Step	Action
5.	Select the variable by which you would like to search. Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter "**JONES**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee. Click **JONES, NATHAN** 0285 0 JONES,NATHAN JONES

Step	Action
9.	Use **Show next row** button to locate the action that requires correction. Click the **Show next row** button. ▶
10.	NOTE: By insterting 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.	NOTE: The **PAR Status** defaults to COR (Corrected). Click the **Save** button.

> 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.

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. ☐

> 📝 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.

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.**

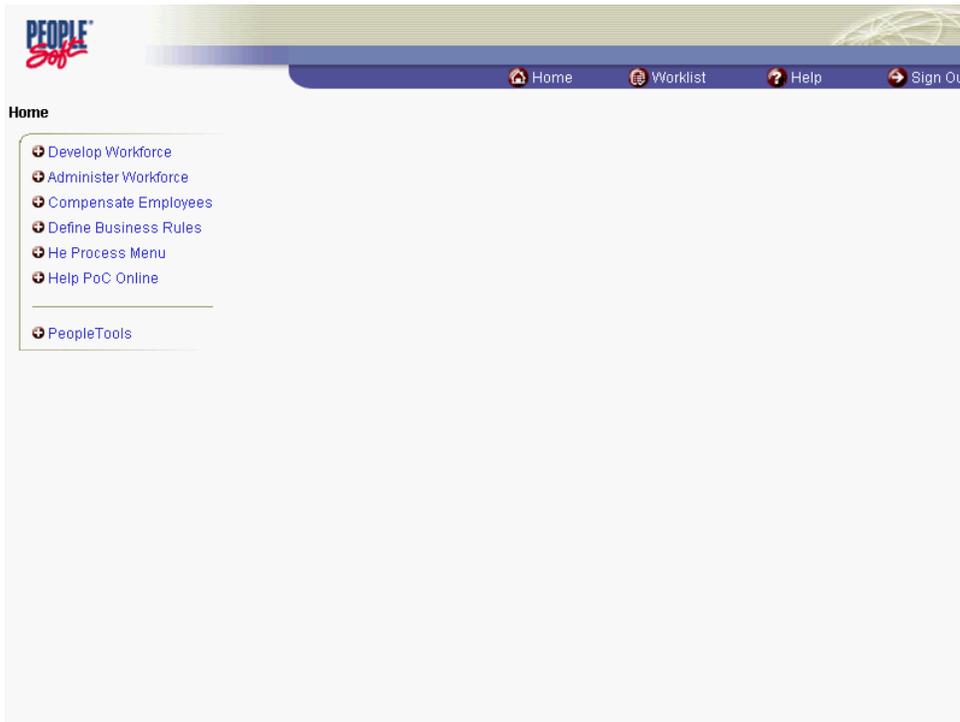## Resending a 9XXX PAR Action

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.
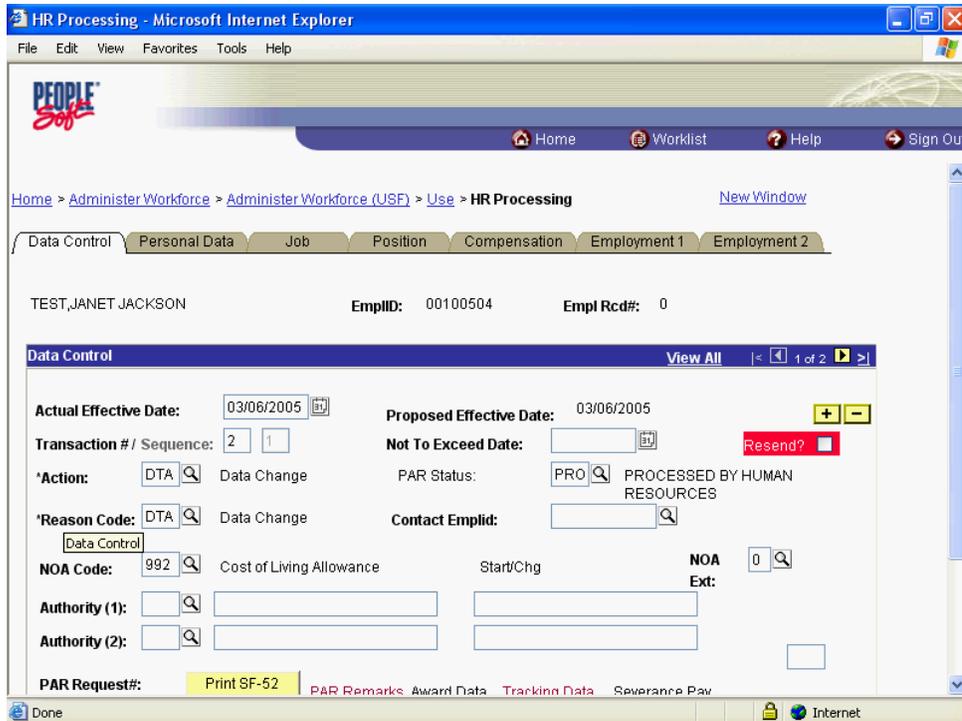

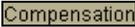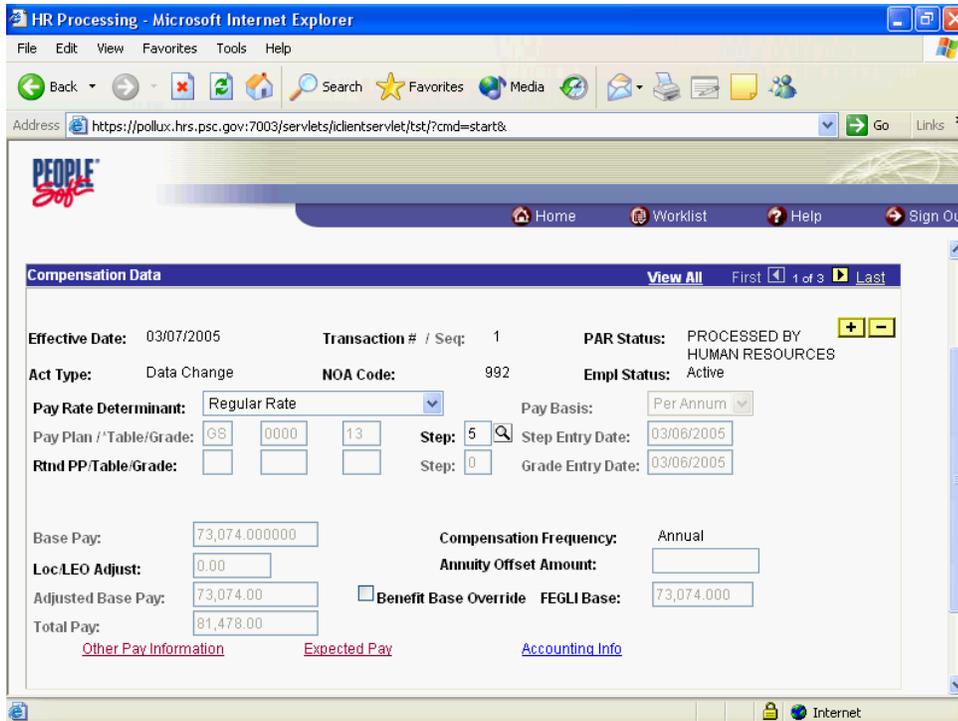| Step	Action
1.	Click the **Administer Workforce** link. ⊕ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊕ Administer Workforce (USF)
3.	Click the **Use** link. ⊕ Use
4.	Click the **HR Processing** link. HR Processing
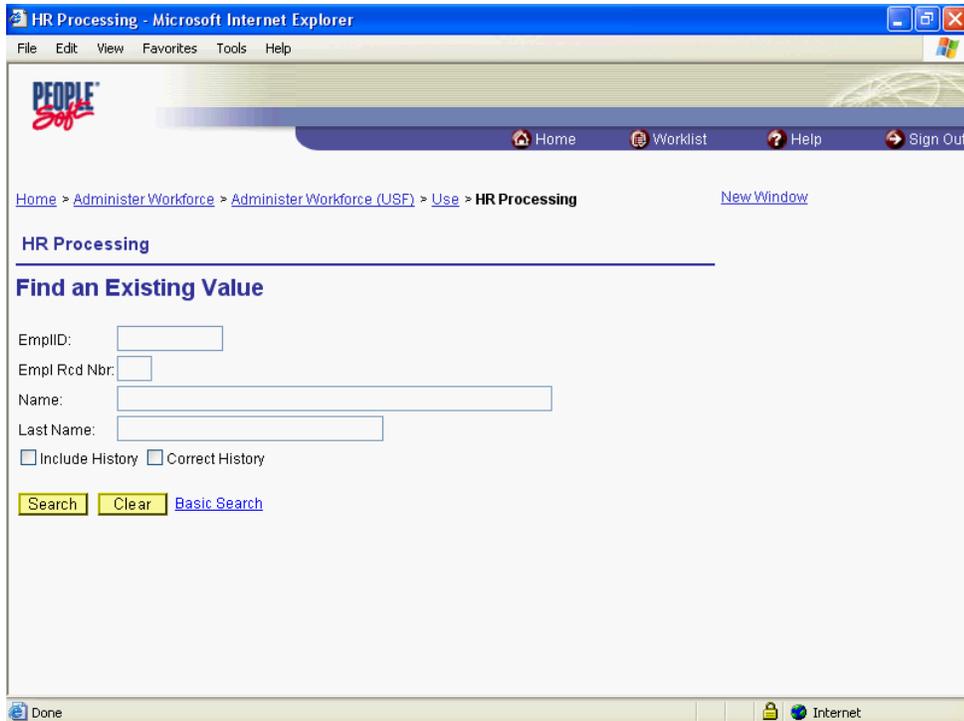
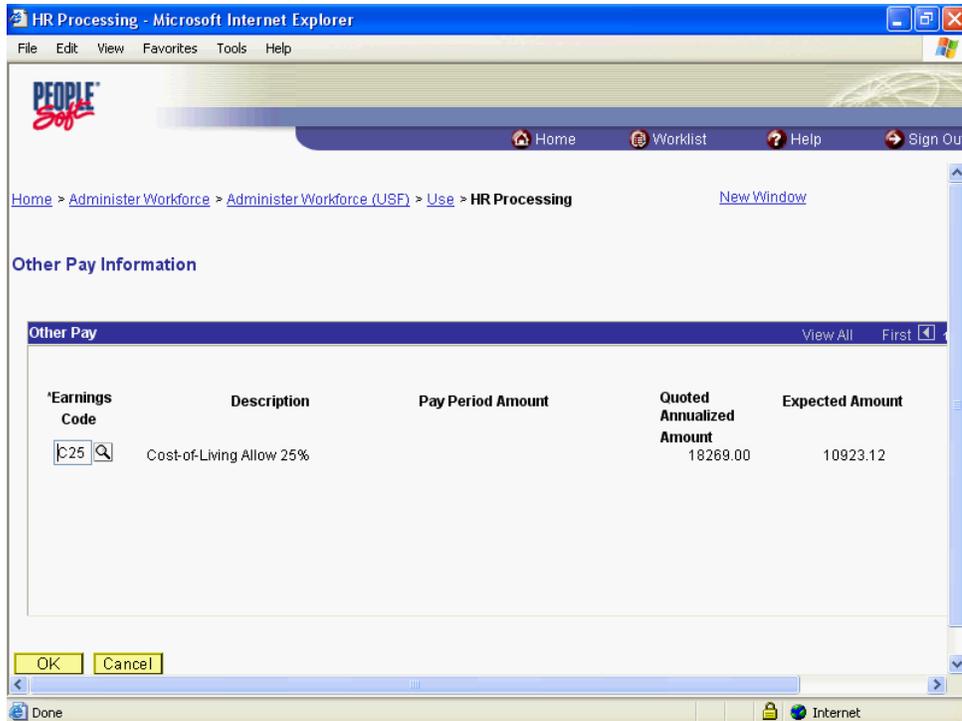| Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00100504**".
6.	Click the **Include History** option.
7.	Click the **Search** button.

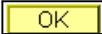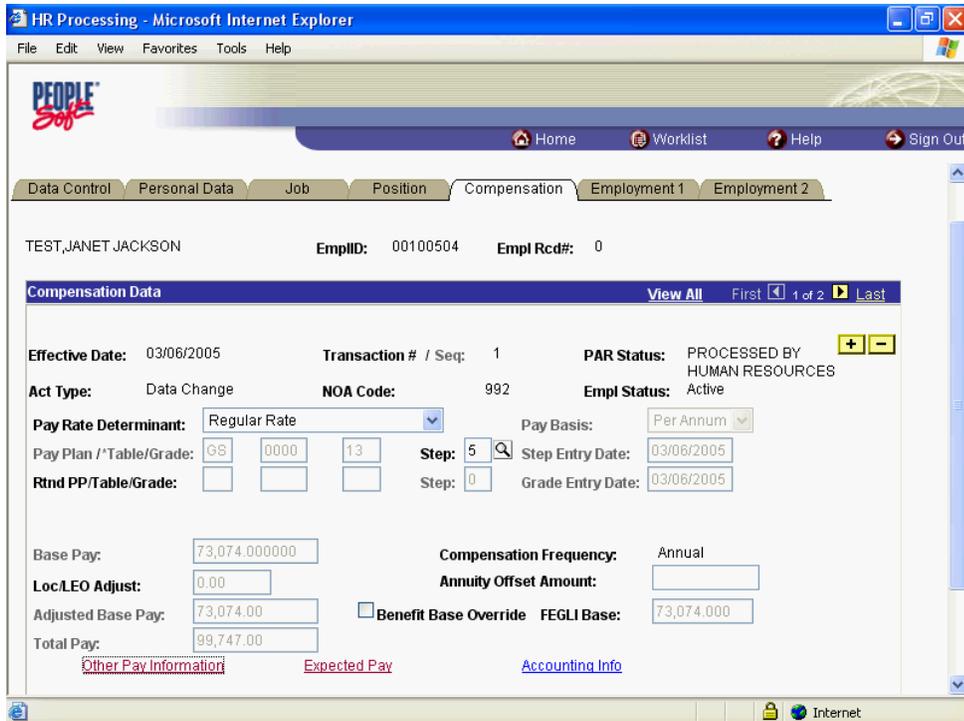| Step	Action
8.	Click the **Compensation** tab. Compensation
9.	For this excercise the employee's COLA failed DFAS edits because the COLA amount was incorrect. Therefore it is necessary to correct the COLA amount by changing the earnings code and resending the action.

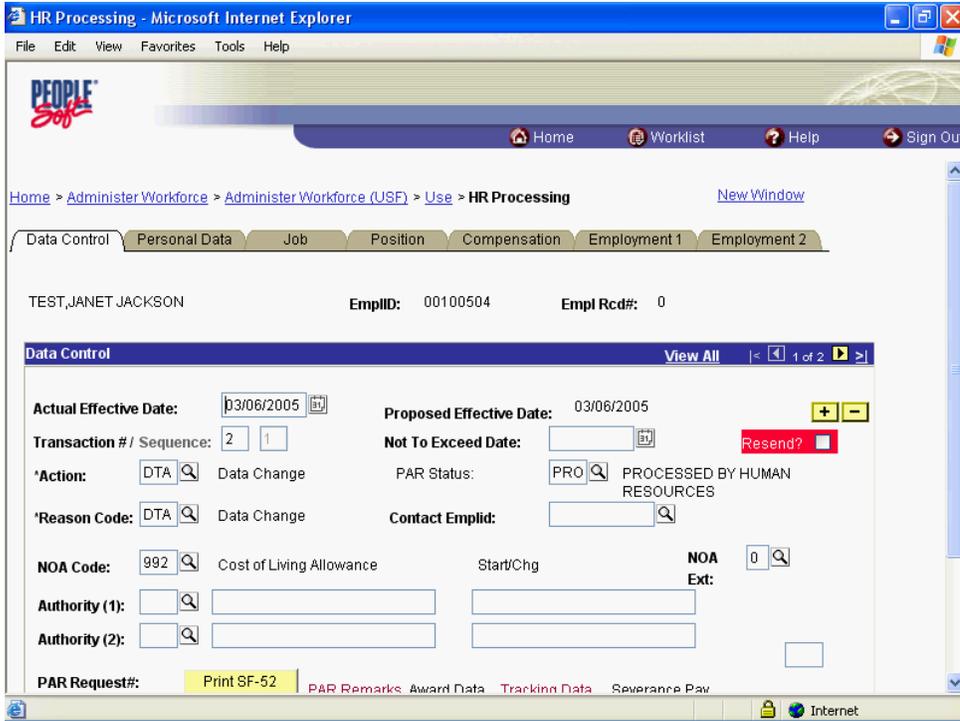| Step	Action
10.	Click the **Other Pay Information** link.
	Other Pay Information

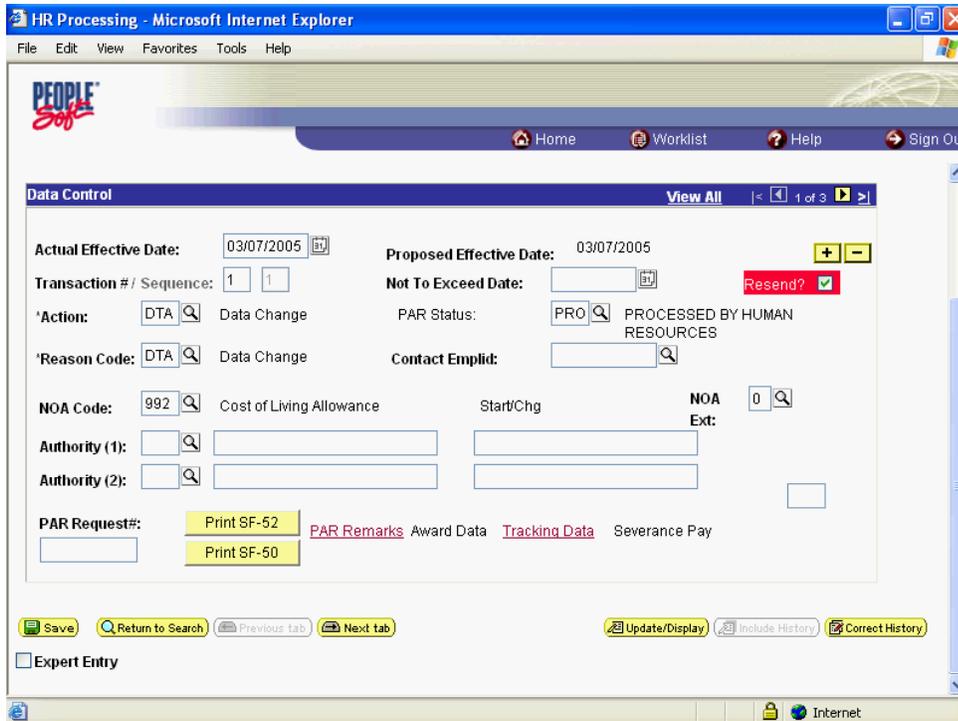| Step	Action
11.	Correct the earnings code from C25 to the appropriate earning code for the geographic location.
12.	Click the **OK** button.

Step	Action
13.	Click the **Data Control** tab. Data Control

Step	Action
14.	Click the **Resend?** option.

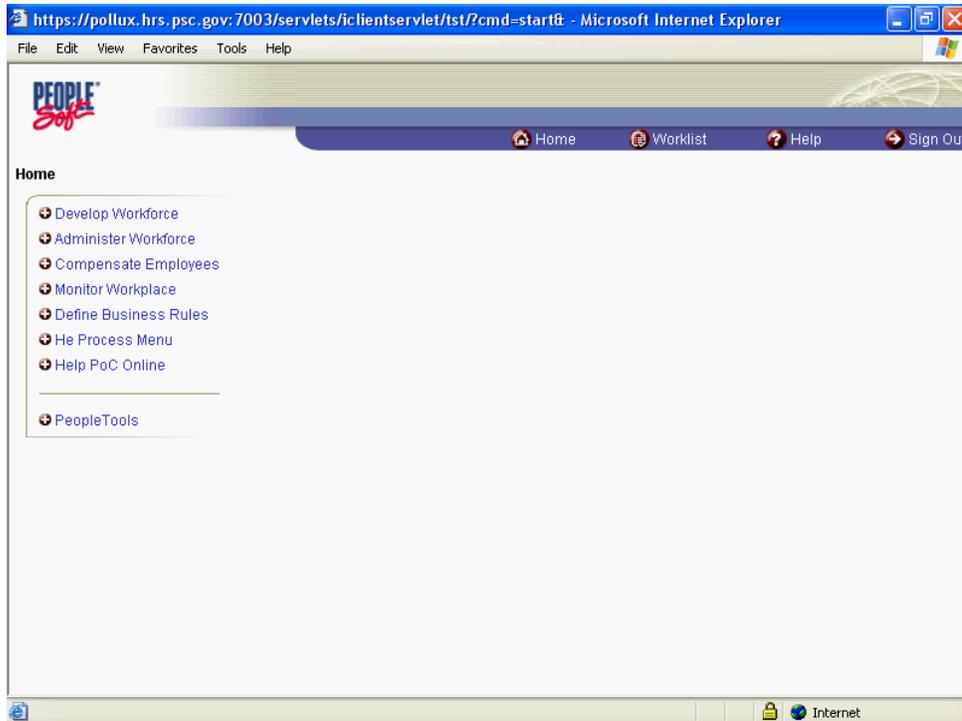| Step	Action
15.	Click the **Save** button. ![Save]
16.	The prior row is corrected. **End of Procedure.**

Correcting a 9XXX PAR Action

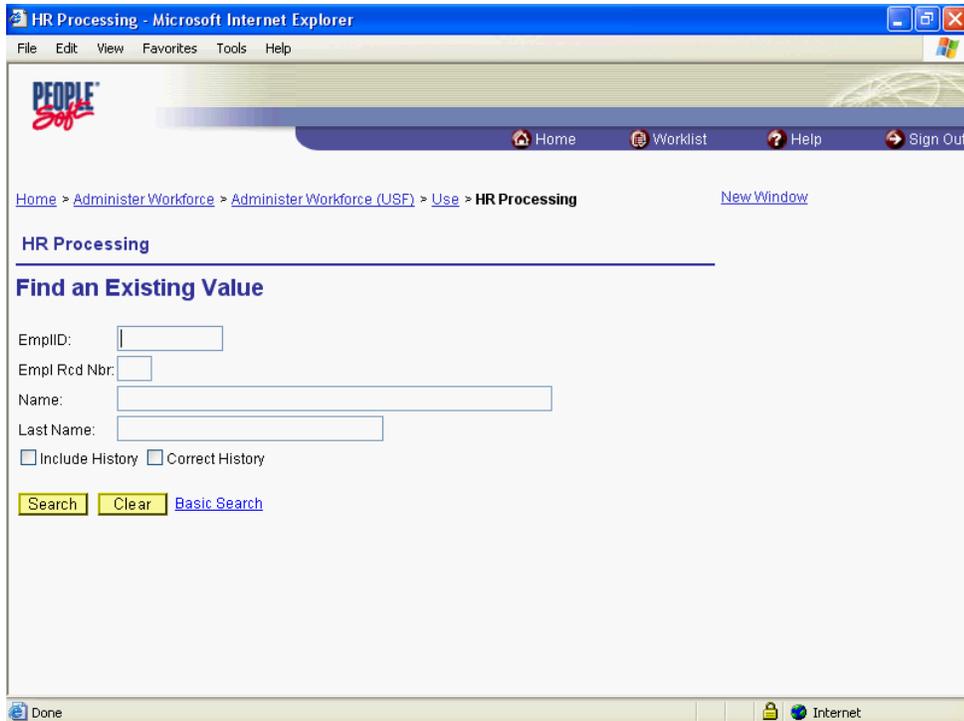This process identifies steps necessary to correct or change a 9xxx PAR action that has already updated DFAS.

Procedure

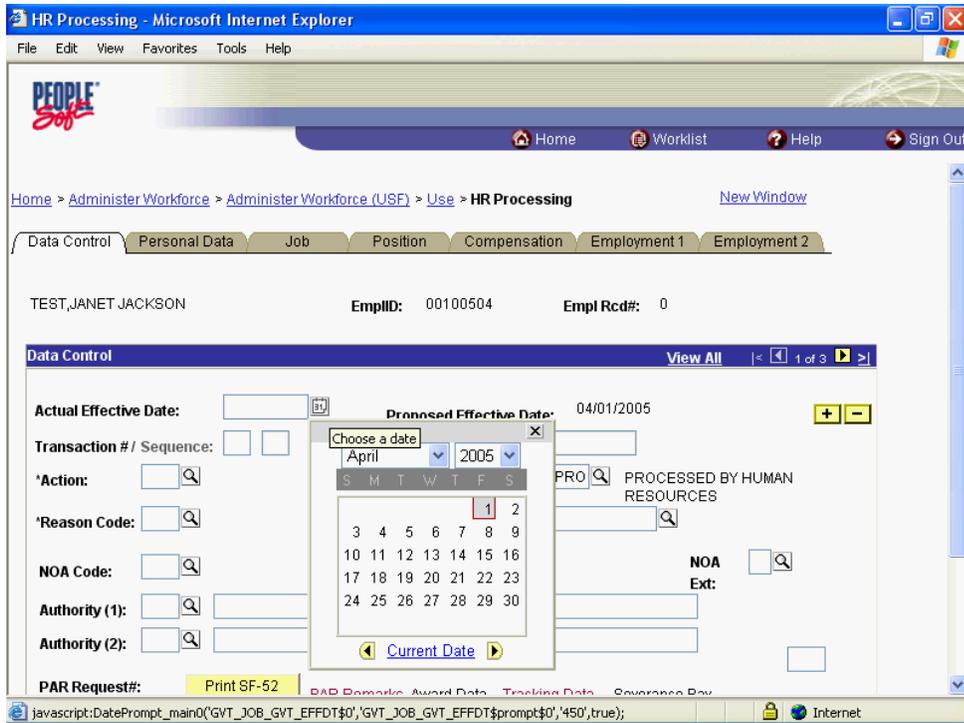| Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing

Step	Action
5.	Click the **Correct History** option. ☐ Correct History
6.	Enter the desired information into the **EmplID** field. Enter "**00100504**".
7.	Press **[Enter]**.
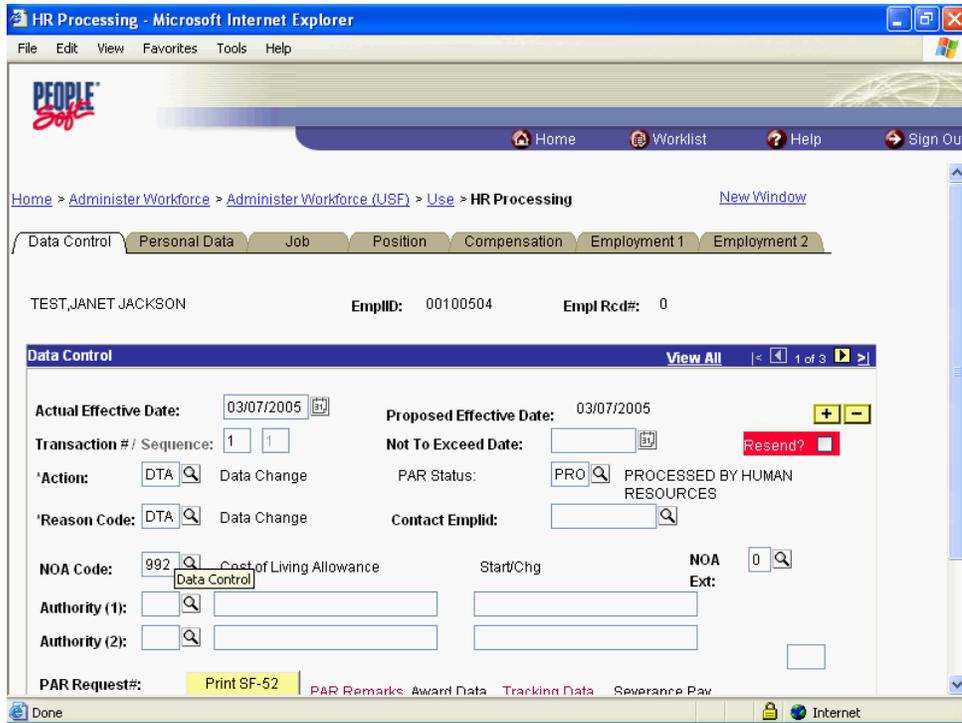
Step	Action
8.	Click the **Add a new row at row 1** button.
9.	Click the **Calendar icon** button.

Step	Action
10.	Click the desired date. 7

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]**.
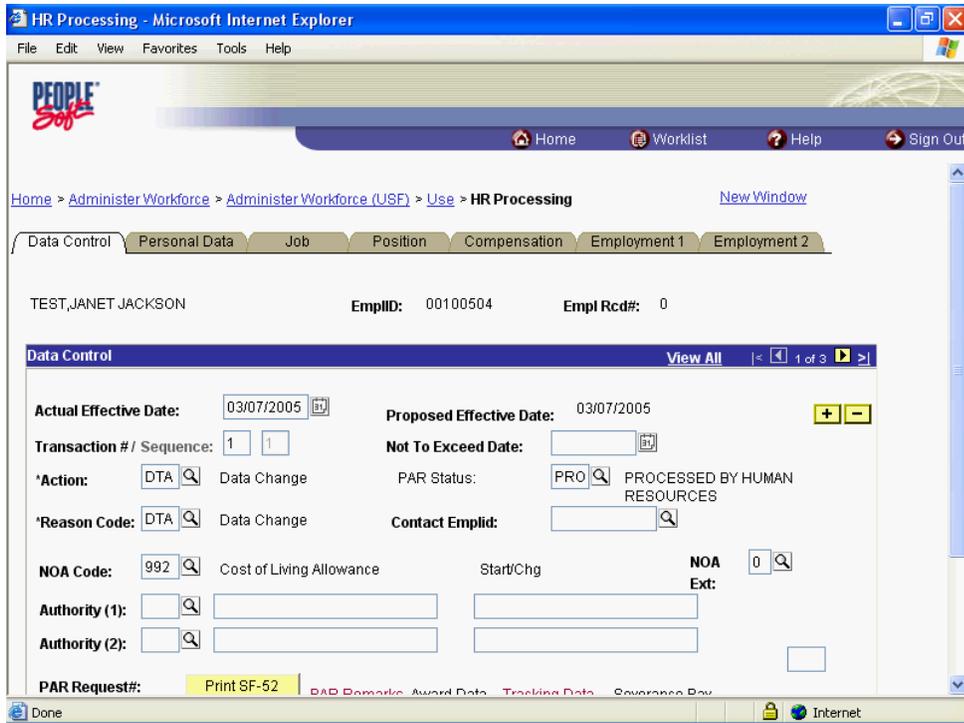
Step	Action
19.	Click the **Compensation** tab. Compensation

Step	Action
20.	Click the **Other Pay Information** link.
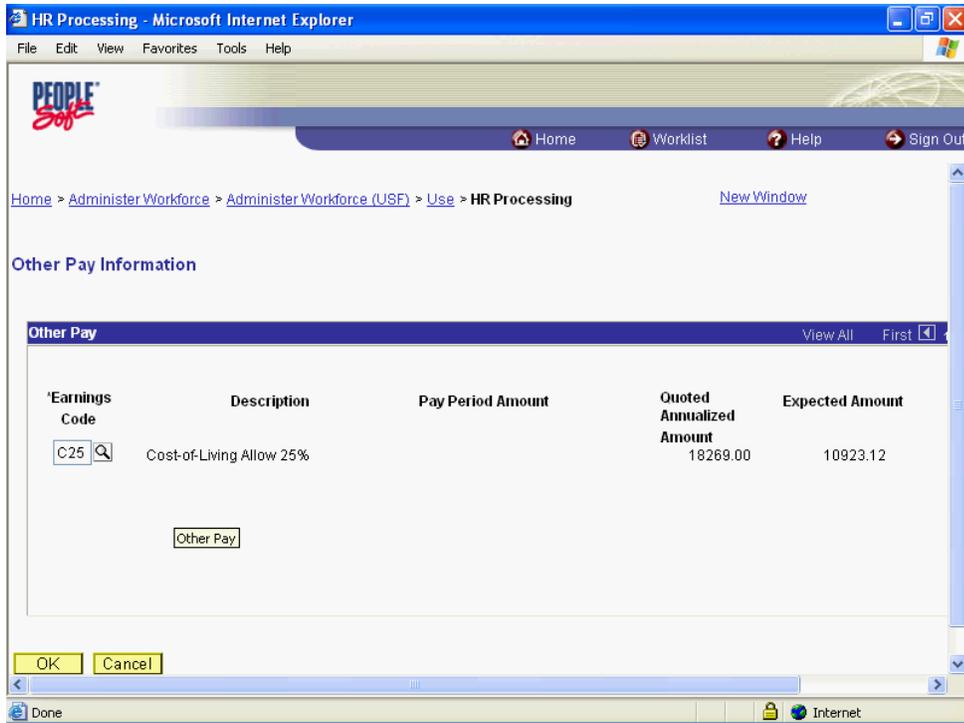
Step	Action
21.	Click the **Lookup Earnings Code** button.
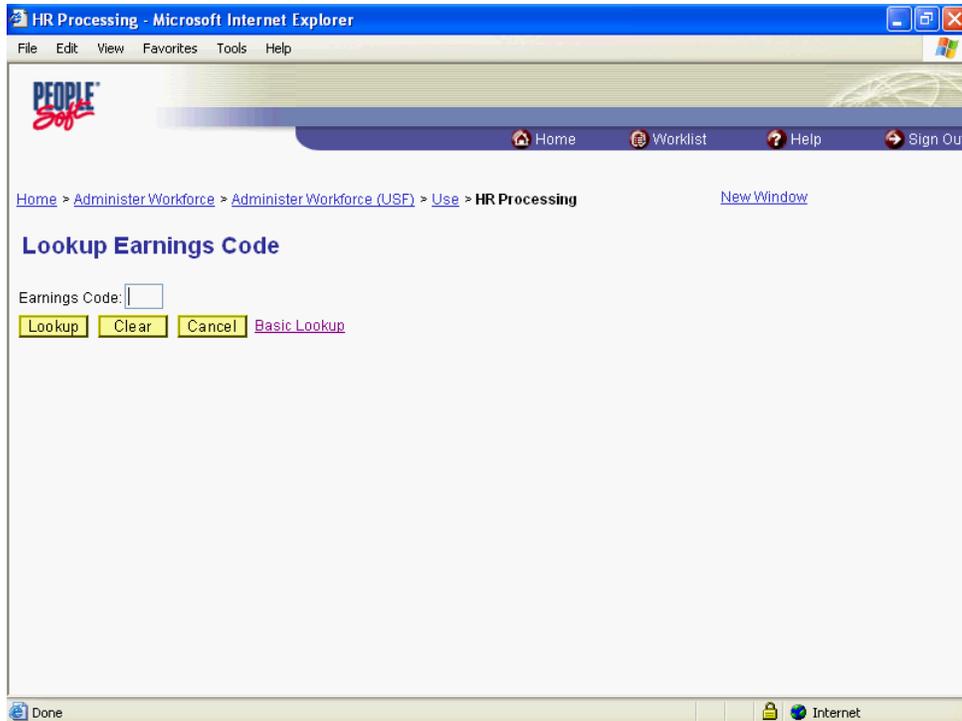
Step	Action
22.	Enter the desired information into the **Earnings Code** field. Enter "**c11**".
23.	Click the **Lookup** button.
24.	Click the **Search Results** table.
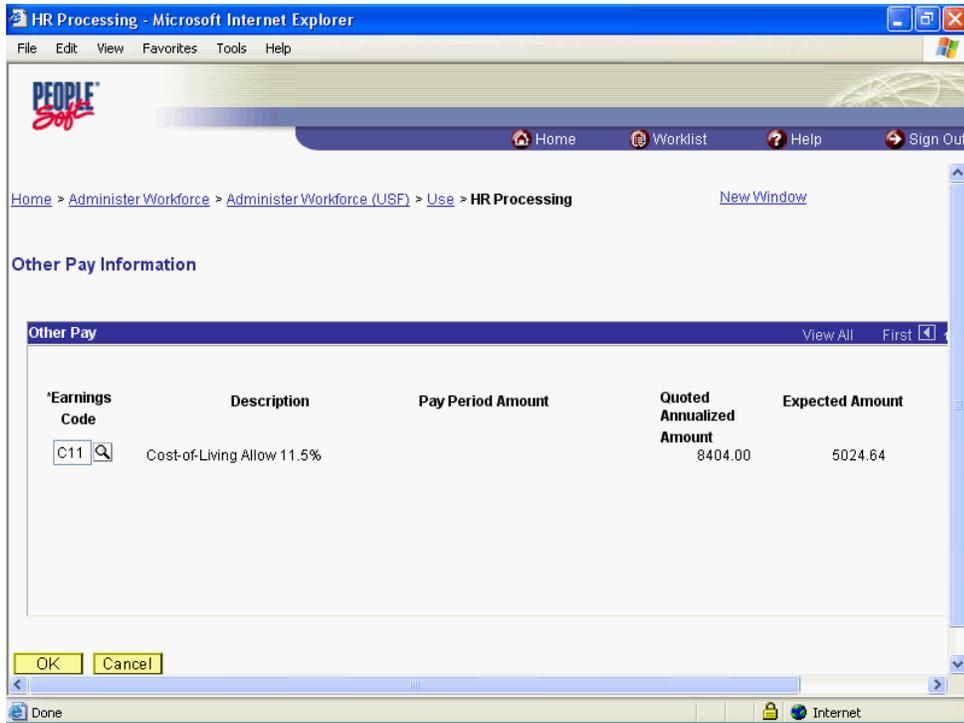
Step	Action
25.	Click the **OK** button.

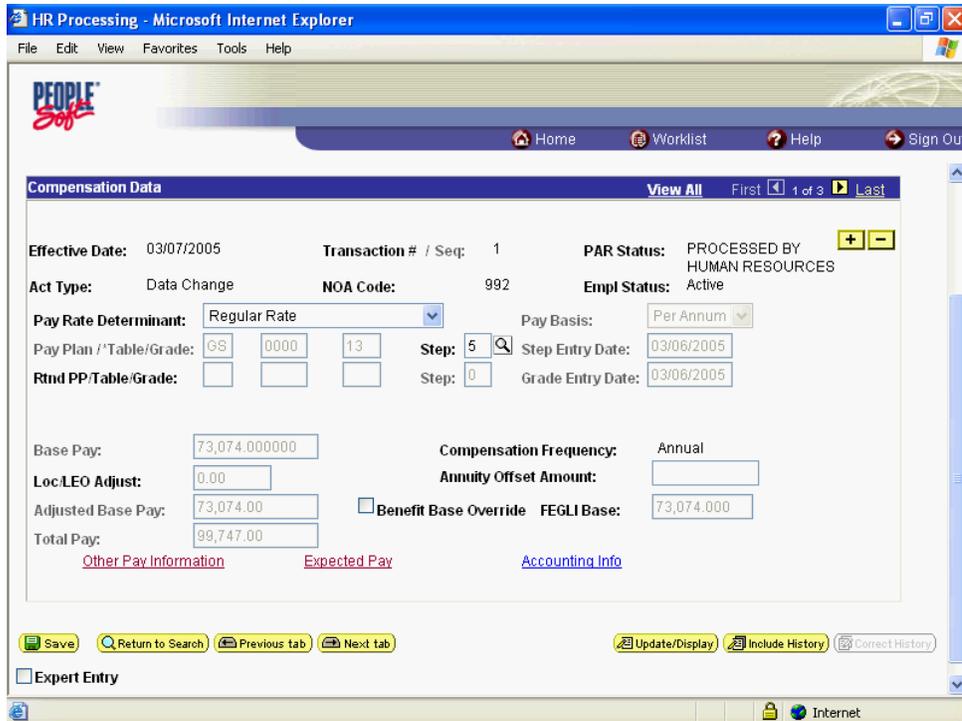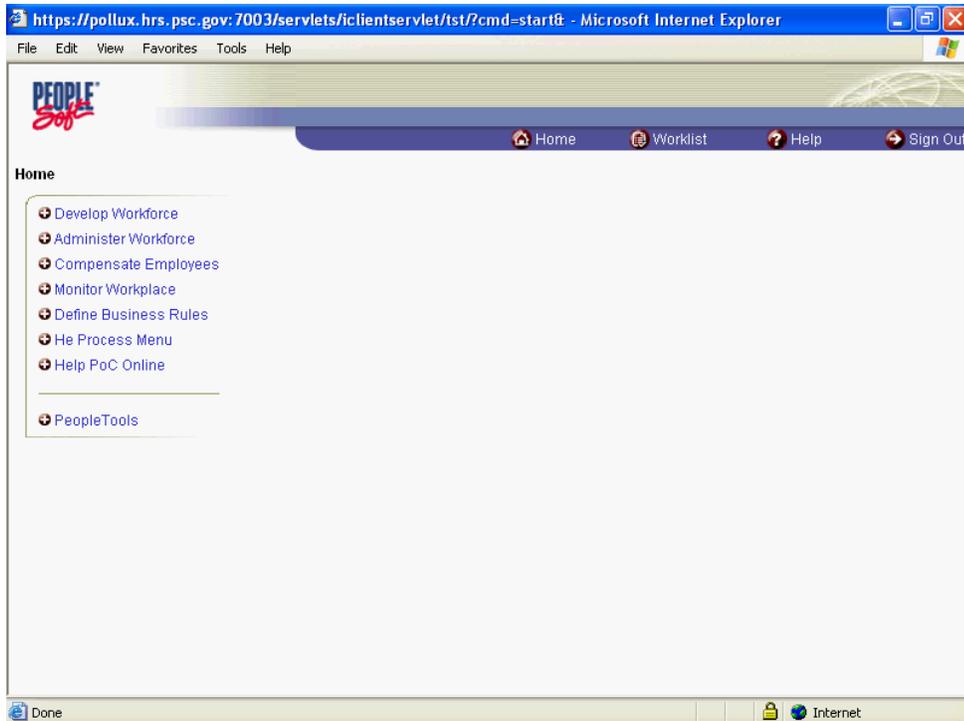| Step	Action
26.	Click the **Save** button.
27.	**End of Procedure.**

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
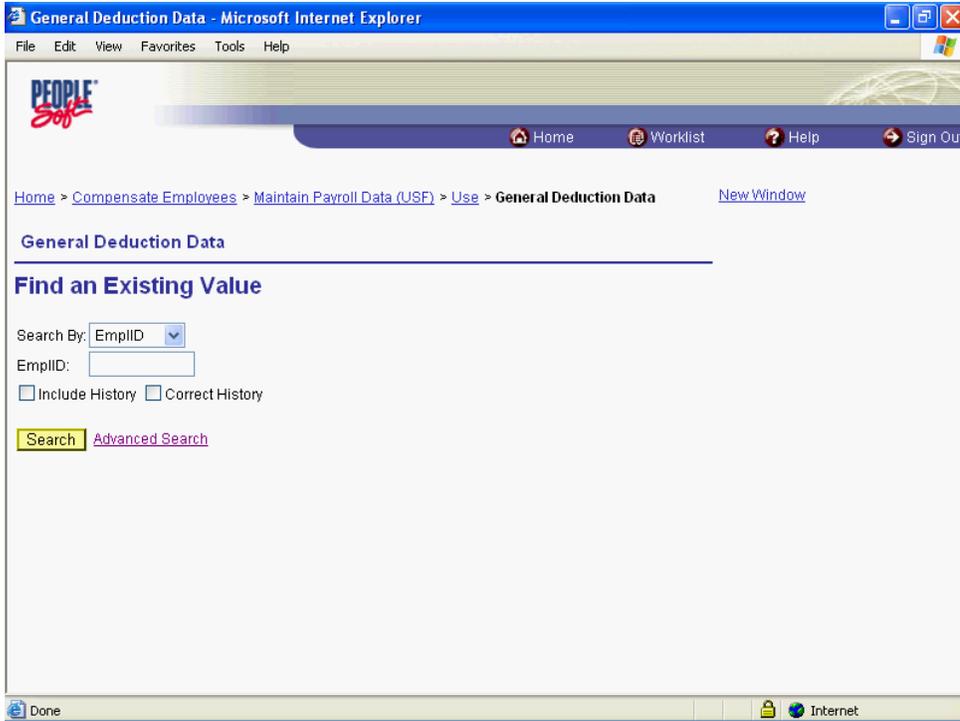
General Deduction Data - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

PEOPLE Soft

Home   Worklist   Help   Sign Out

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > **General Deduction Data**   New Window

General Deduction Data

Find an Existing Value

Search By: EmplID

EmplID:

☐ Include History ☐ Correct History

Search   Advanced Search

Done   🔒 Internet

Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00100504**".
6.	Click the **Correct History** option.
7.	Click the **Search** button.
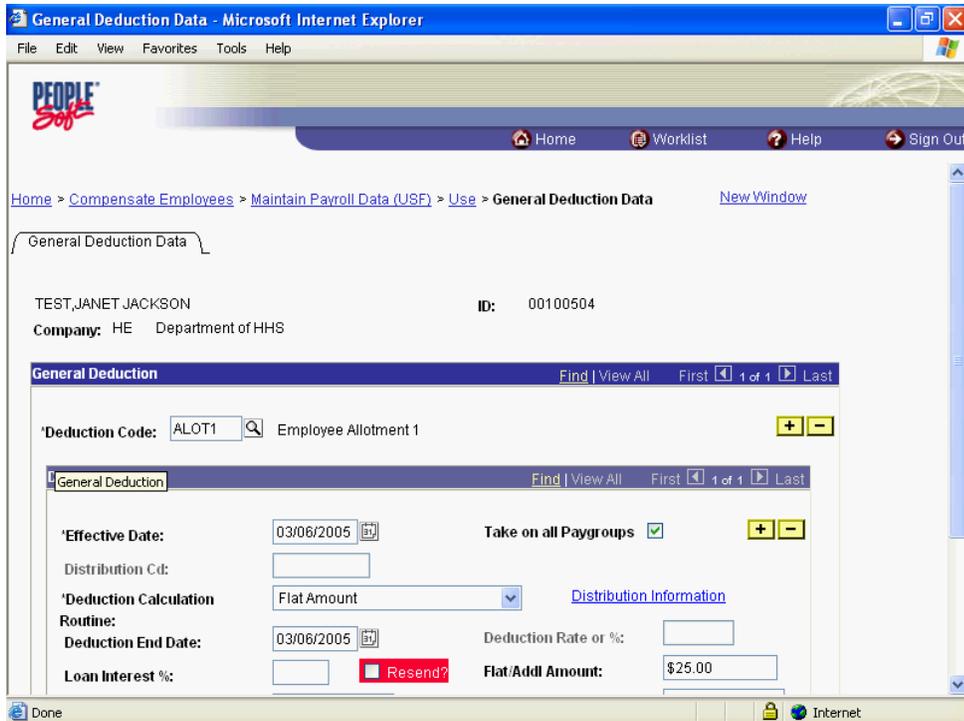
Step	Action
8.	Click in the **Flat/Addl Amount** field. $25.00
9.	Press **[Tab]**.
10.	Click the **Resend?** option.
11.	Click the **Save** button. Save
12.	**End of Procedure.**