Pay Changes and Miscellaneous Changes
Created on April 4, 2005

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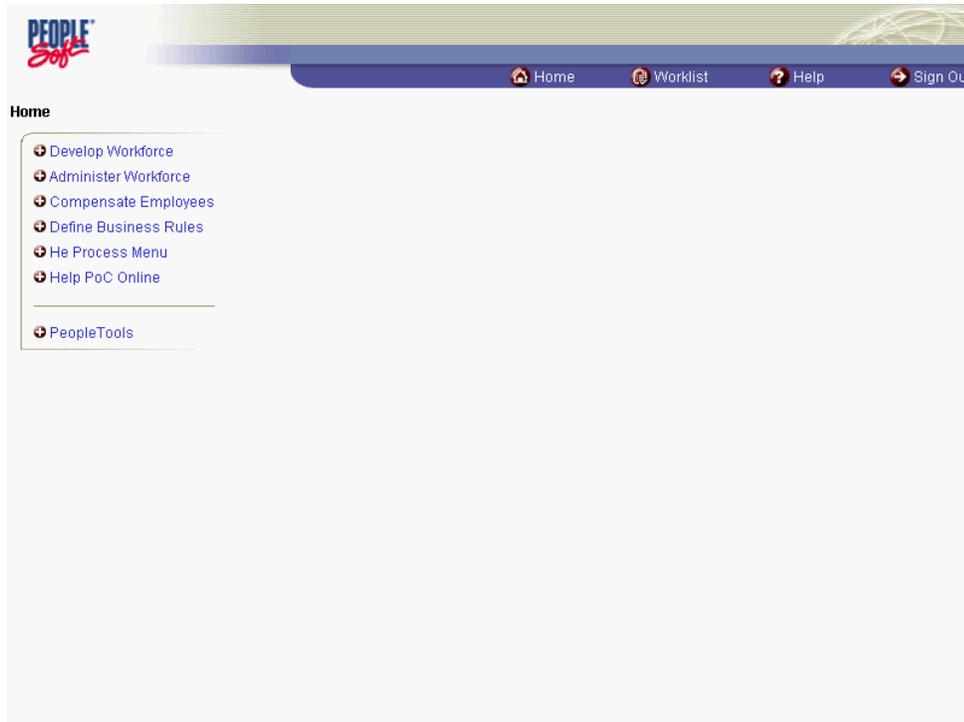# Awards and Life Insurance

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

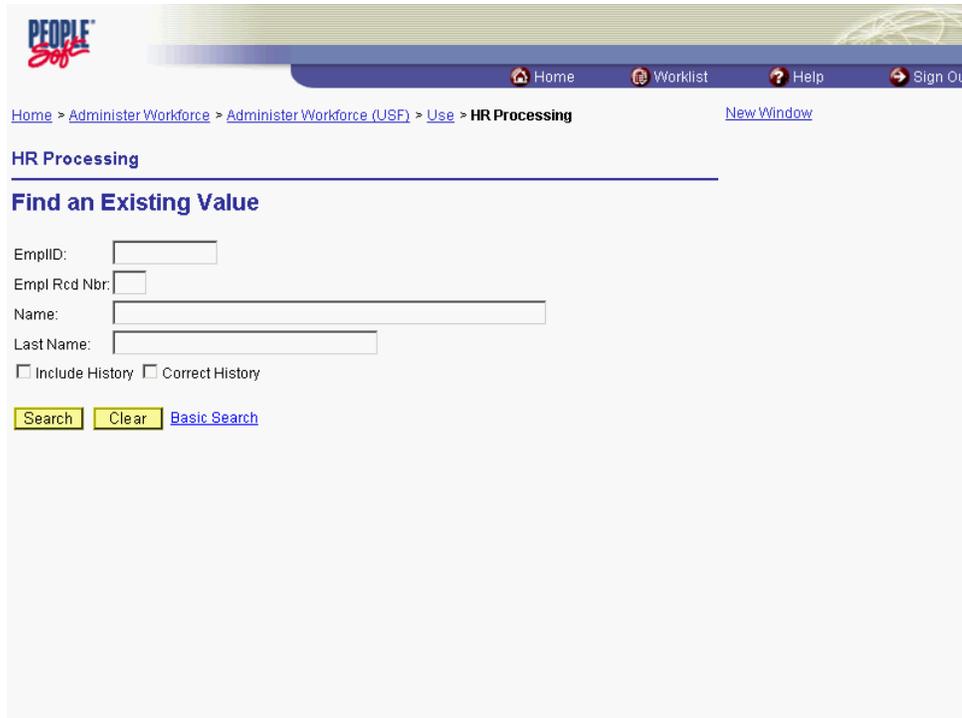The following steps detail the procedure for changing an employees FEGLI elections.

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

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

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > **HR Processing**

New Window

HR Processing

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

☐ Include History ☐ Correct History

Search   Clear   Basic Search
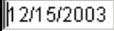
Step	Action
5.	Enter the appropriate variable in the field. (for example, **Last Name**) Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter "**KINGSLEY**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee's record. Click **KINGSLEY, DAN** 0058 0 KINGSLEY,DAN KINGSLEY

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. `12/15/2003`
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**".

Step	Action
18.	Click in the **NOA Ext** field.
19.	Enter the desired information into the **NOA Ext** field. Enter "**0**".
20.	Click in the **Authority (1)** field.
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)**.

Step	Action
23.	Click the **Job** tab.

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

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)**

Step	Action
28.	Click the **Ok** button.

Step	Action
29.	Change the **PAR Status** according to your role. Click the **Save** button. ![Save]
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.
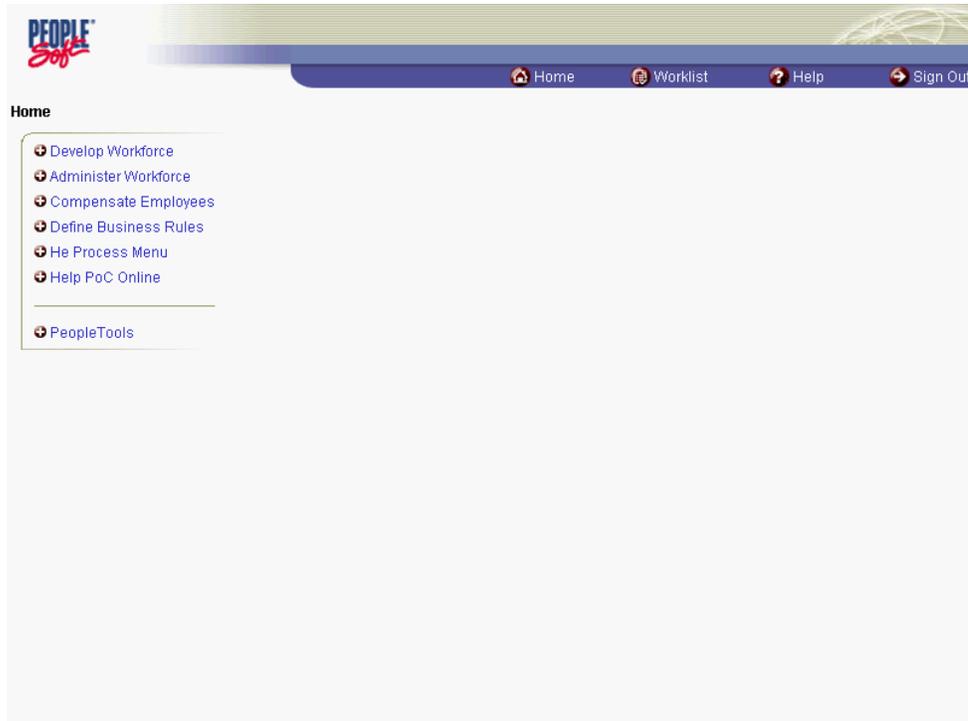
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing

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.
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 with populate automatically with "840" (Individual Cash Award). Click in the **NOA Ext** field.

> 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

Step	Action
19.	Enter the desired information into the **Amount** field. Enter "**350.00**".
20.	Click in the **Pay Period Amount** field.
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.

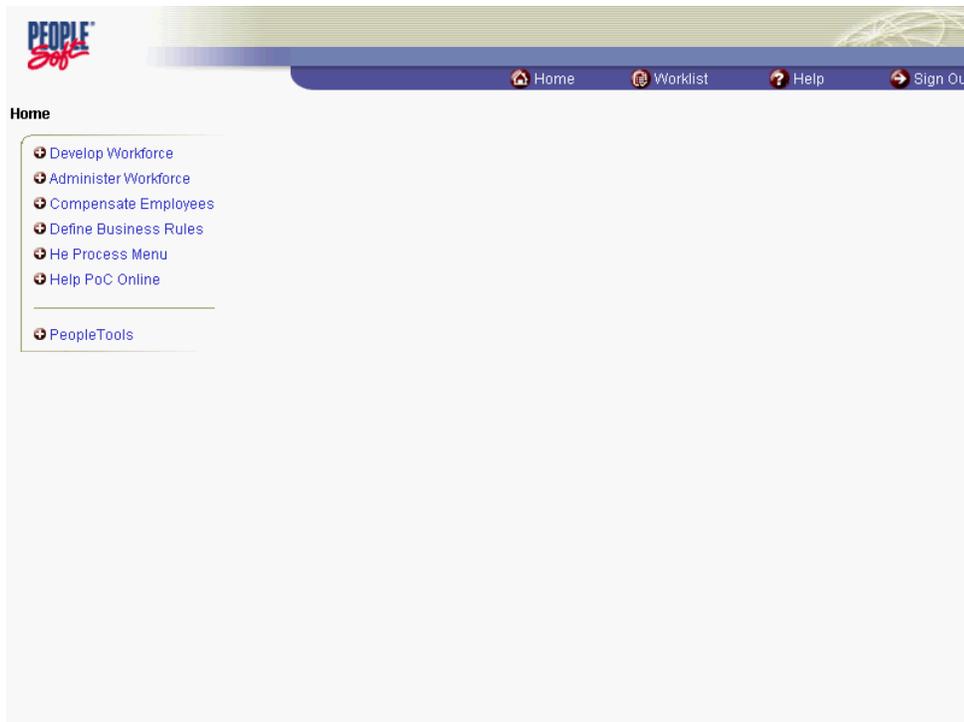| Step	Action
24.	Change the **PAR Status** according to your role. Click the **Save** button.
25.	The information is saved. **End of Procedure.**

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

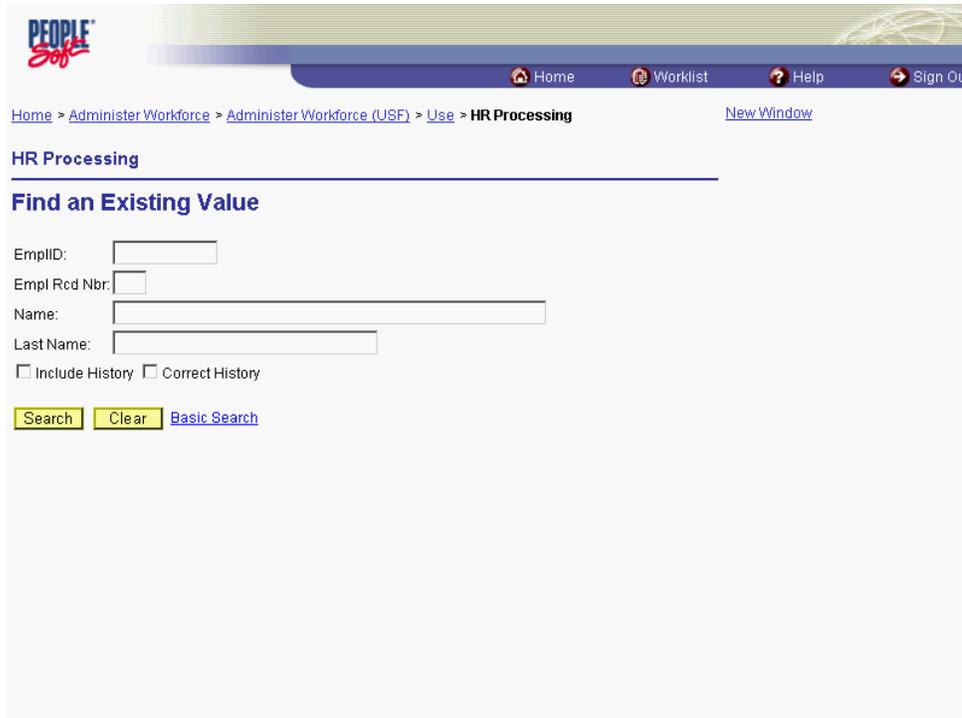The following steps detail the procedure for entering address information for a new employee.

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

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

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. Search
8.	Select the desired employee. Click **MONROE, SUSAN** 00083393 0 MONROE,SUSAN R MONROE

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**".

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