Processing Premium Pay Created on April 4, 2005

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Introduction

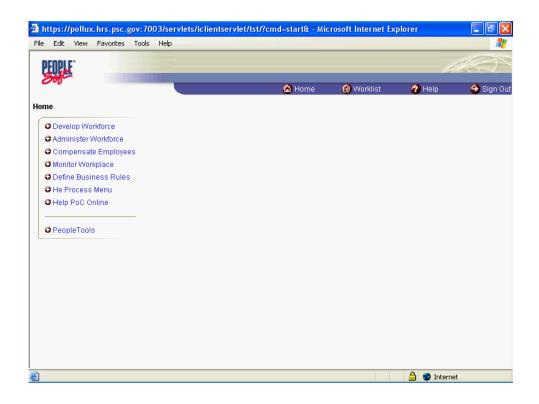
In EHRP, an employee's premium pay must be entered in the HR Processing page group. Premium pay includes retention allowances, COLAs, physician special pay (PSP), physician comparability allowances (PCA) and post differentials.

Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group.

Imminent Danger Pay

Imminent Danger Pay Start/Change

Procedure



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

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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00008575".
6.	Click the Search button.



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Step	Action
7.	Click the Add a new row at row 1 button.
8.	Click the Calendar icon button.

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Step	Action
9.	Click the desired date.



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Step	Action
10.	Press [Tab].
11.	Enter the desired information into the *Reason Code field. Enter "DTA ".
12.	Press [Tab].
13.	Enter the desired information into the NOA Code field. Enter "997".
14.	Press [Tab].
15.	Enter the desired information into the NOA Ext field. Enter "A".

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Step	Action
16.	Click the Compensation tab.
	Compensation



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Rtnd PP/Table/Grade: 03/08/1999	
Base Day 79,521,000000 Compensation Frequency Annual	
Adjusted Base Pay: 79,521.00 Benefit Base Override FEGLI Base: 79,521.000	~
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Step	Action
17.	Click the Other Pay Information link.
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Step	Action
18.	Click the Lookup Earnings Code button.



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Step	Action
19.	Click the Lookup button.
20.	Click the Search Results table. B Imminent Danger Pay

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Step	Action
21.	Press [Tab].
22.	Enter the desired information into the Pay Period Amount field. Enter "50.00".
23.	Press [Tab].
24.	Click the OK button.



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Step	Action
25.	Click the Save button.
26.	End of Procedure.

Imminent Danger Pay Stop

Procedure

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



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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00008575".
6.	Click the Search button.

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

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Step	Action	
10.	Click the desired date.	



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Step	Action
11.	Enter the desired information into the *Action field. Enter "DTA".
12.	Enter the desired information into the *Reason Code field. Enter "PRA ".
13.	Press [Tab].
14.	Enter the desired information into the NOA Code field. Enter "997".
15.	Press [Tab].
16.	Enter the desired information into the NOA Ext field. Enter " B ".
17.	Press [Tab].

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Step	Action
18.	Click the Compensation tab.
	Compensation



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Step	Action
19.	Click the Other Pay Information link.
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Step	Action
20.	Click the Delete row 1 button.



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Step	Action
21.	Click the OK button.
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Step	Action
22.	Release the mouse button.



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Step	Action
23.	Click the OK button.



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Step	Action
24.	Click the Save button.



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Step	Action
25.	Click the Ok button.
26.	End of Procedure.



Danger Pay

Danger Pay Start

Procedure

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



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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00008969".
6.	Click the Search button.

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Step	Action
7.	Click the Add a new row at row 1 button.
8.	Click the Calendar icon button.



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Step	Action
9.	Click the desired date.

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Step	Action
10.	Press [Tab].
11.	Click in the *Reason Code field.
12.	Press [Tab].
13.	Press [Tab].
14.	Press [Tab].



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Step	Action
15.	Click the Compensation tab.
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Step	Action
16.	Click the Other Pay Information link.



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Step	Action
17.	Click the Add a new row at row 1 button.
18.	Click the Lookup Earnings Code button.

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Step	Action
19.	Click the Lookup button.
	Lookup
20.	Click the Search Results table.
21.	Click the Search Results table.



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22.	Click the OK button.



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Step	Action
23.	Point to the object.



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Step	Action
24.	Click the Save button.
25.	End of Procedure.

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Procedure

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



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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00008969".
6.	Click the Search button.

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Step	Action
7.	Click the Add a new row at row 1 button.
8.	Click the Calendar icon button.



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Step	Action
9.	Click the desired date.

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Step	Action
10.	Enter the desired information into the *Action field. Enter "DTA".
11.	Click in the *Reason Code field.
12.	Press [Tab].
13.	Enter the desired information into the NOA Code field. Enter "997".
14.	Press [Tab].
15.	Enter the desired information into the NOA Ext field. Enter "C".
16.	Press [Tab].



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Step	Action
17.	Click the Compensation tab.
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Step	Action
18.	Click the Other Pay Information link.



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Step	Action
19.	Click the OK button.
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Step	Action
20.	Click the Save button.
21.	End of Procedure.

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Procedure



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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.

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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00008969".
6.	Click the Search button.



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7.	Click the Add a new row at row 1 button.
8.	Click the Calendar icon button.

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Step	Action
9.	Click the desired date.



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Step	Action
11.	Point to the object.



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12.	Enter the desired information into the *Reason Code field. Enter "PRA ".
13.	Press [Tab].
14.	Enter the desired information into the NOA Code field. Enter "997".
15.	Press [Tab].
16.	Enter the desired information into the NOA Ext field. Enter "9".
17.	Press [Tab].

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Step	Action
18.	Release the mouse button.



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Step	Action
19.	Click the Compensation tab.
	Compensation

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Step	Action
20.	Click the Other Pay Information link.
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Step	Action
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Step	Action
22.	Release the mouse button.



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Step	Action
23.	Click the OK button.
	OK



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Step	Action
24.	Click the Ok button.
25.	End of Procedure.

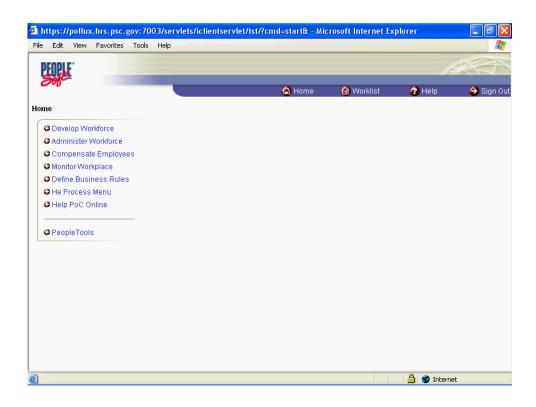
Home Leave

Home Leave is leave granted to Federal employees who are stationed overseas after they have been abroad for a period of two years. This is in addition to regular sick and annual leave that Federal employees earn.

This topic will provide instructions for establishing the service agreement and the PAR action for processing a start, change or stop of Home Leave in EHRP.

Starting Home Leave

Procedure



Step	Action
1.	Click the Administer Workforce link.
2.	Click the Administer Workforce (USF) link.
3.	Click the Use2 link.

Training Guide Processing Premium Pay



Step	Action
4.	Click the Service Agreements link.
	Service Agreements

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Step	Action
5.	Click the Search By list.
6.	Click an entry in the list. Select Name, unless you know the EmplID.



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Step	Action
7.	Enter the desired information into the Name field. Enter "TEST".
8.	Click the Search button.
9.	Click the Search Results table.



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Step	Action
10.	Click an entry in the list.
11.	Click an entry in the list.
12.	Click the Choose a date button.



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Step	Action
13.	Click the desired date.
14.	Click the desired date.
15.	Click the desired date.



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Step	Action
16.	Click the Save button.
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Step	Action
17.	Click the Administer Workforce (USF) link.

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Step	Action
18.	Click the Use link.
	R Use
19.	Click the HR Processing link.
	HR Processing



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20.	Release the mouse button.

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Step	Action
21.	Click the Add a new row at row 1 button.



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Step	Action
22.	Click the desired date.

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24.	Press [Tab].
25.	Enter the desired information into the NOA Code field. Enter " 910 ".
26.	Press [Tab].
27.	Press [Tab].
28.	Press [Tab].



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Step	Action
29.	Click the Compensation tab.
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Step	Action
30.	Click the Other Pay Information link.
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Step	Action
31.	Click the Lookup Earnings Code button.



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Step	Action
32.	Click the Lookup button.



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125	Admin Uncontrollable OT 25%				
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3	Imminent Danger Pay				
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Step	Action
33.	Release the mouse button.

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<u>815</u>	Supervisory Differential 15%				
520	Supervisory Differential 20%				
325	Supervisory Differential 25%				
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UPH	Uniform Allowance Per Hour				
JPP	Uniform Allowance Pay Period				
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N5	Home Leave 5 Days				
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Step	Action
34.	Click the Search Results table.



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Step	Action
35.	Click the OK button.



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Step	Action
36.	Click the Ok button.
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Base Pay:	73,074.000000	Compensation Frequency: Annual	
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Step	Action
37.	Release the mouse button.



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Step	Action
38.	Click the Save button.
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Step	Action
39.	Click the Ok button.



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Step	Action
40.	Click the Choose a date button.
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Step	Action
41.	Click the desired date.



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Step	Action
42.	Click the Choose a date button.



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Step	Action
43.	Click the desired date.



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Step	Action
44.	Click the Save button.
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45.	End of Procedure.

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Procedure



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

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Step	Action
5.	Enter the desired information into the EmplID field. Enter "00100504".
6.	Click the Search button.



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Step	Action
7.	Click the Add a new row at row 1 button.
8.	Click the Calendar icon button.

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Ī	9.	Click the desired date.



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Step	Action
10.	Enter the desired information into the *Action field. Enter "DTA".
11.	Click in the *Reason Code field.
12.	Press [Tab].
13.	Enter the desired information into the NOA Code field. Enter "910".
14.	Press [Tab].
15.	Press [Tab].

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Step	Action
16.	Click the Compensation tab.
	Compensation



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Step	Action
17.	Click the Other Pay Information link.

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Step Action	
18.	Release the mouse button.



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Step	Action
19.	Click the Delete row 1 button.

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Step	Action
20.	Click the OK button.
	OK



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Step	Action
21.	Click the OK button.



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Step	Action
22.	Click the Ok button.



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Step	Action	
23.	Point to the statusbar.	



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Step	Action
24.	Click the Save button.



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Step	Action
25.	Click the Administer Workforce (USF) link.

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Step	Action
26.	Click the Use2 link.
27.	Click the Service Agreements link.
	Service Agreements



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Step	Action
28.	Click the Choose a date button.



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Step	Action
29.	Click the desired date.



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Step	Action
30.	Click the Save button.
31.	End of Procedure.

Premium Pay

In EHRP, an employee's premium pay must be entered in the HR Processing page group. Premium pay includes retention allowances, COLAs, physician special pay (PSP), physician comparability allowances (PCA) and post differentials.

Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group.

Processing Premium Pay

Introduction

In EHRP, an employee's premium pay must be entered in the HR Processing page group. The special pays that this procedure references are ongoing special pays, rather than one-time payments, such as awards.Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group. The user will need to know the appropriate NOAC and extension to use for the premium pay personnel action.

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.

NOTE: This procedure provides guidance on processing ongoing special pay for employees.

Procedure

Premium pay are special ongoing entitlements that an employee may receive, such as Retention Allowance, Post Differentials, COLA's. For the purpose of this exercise we will process a Retention Allowance.



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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.



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Step	Action
5.	Enter the desired information into the Name field. Enter "test".
6.	Click the Include History option.
7.	Click the Search button.
8.	Click the Search Results table.



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Step	Action
9.	Click the Add a new row at row 1 button.
10.	Enter the desired information into the Actual Effective Date field. Enter "03/20/2005".
11.	Press [Tab].
12.	Enter the desired information into the *Action field. Enter "pay".
13.	Enter the desired information into the *Reason Code field. Enter "pay ".
14.	Press [Tab].
15.	Enter the desired information into the NOA Code field. Enter " 810 ".
16.	Press [Tab].
17.	Enter the desired information into the NOA Ext field. Enter " 0 ".
18.	Press [Tab].
19.	Enter the desired information into the Authority (1) field. Enter " vpg ".
20.	Press [Tab].



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Step	Action
21.	Click the Compensation tab.



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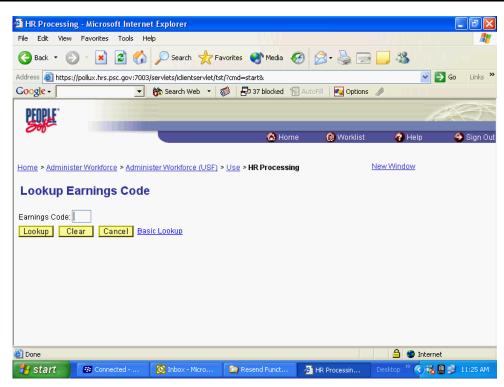
Step	Action
22.	Click the Other Pay Information link.
	Other Pay Information



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Step	Action
23.	Point to the Add a new row at row 1 object.





Step	Action
24.	Click the Lookup button.
25.	Click the Search Results table.



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Step	Action
26.	Point to the object. Use the scroll bar to scroll down the search results to select the appropriate earnings code.



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Step	Action
27.	Click the Search Results table. For this exercise, we will use R25.
	R25 Retention Allowance 25%



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Step	Action
28.	Click the OK button.



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Step	Action
29.	Click the Save button.
30.	End of Procedure.

Physician Special Pay (PSP) Processing

Introduction

This topic outlines the procedure that needs to be followed when processing the Physician Special Pay (PSP) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

Processing a PSP in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed, along with the entry of the specific pay items. Use the Data Control page to add a row for the action, and the Other Pay Information hyperlink on the Compensation page to enter the PSP codes that apply.

Procedure

The following procedures must be completed when processing a PSP.



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Step	Action
1.	Click the Administer Workforce link.
2.	Click the Administer Workforce (USF) link.
3.	Click the Use2 link. ^{■ Use2}
4.	Click the Service Agreements link.



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Step	Action
5.	Click the Search By list.
6.	Select the desired entry. Click Last Name. Last Name



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Service Agreements						
Find an Existing Value						
Search By: Last Name						
Last Name:						
Search Advanced Search						

Step	Action
7.	Enter the desired information into the Last Name field. Enter "Winter".
8.	Click the Search button.
9.	Scroll as necessary and click the desired entry in the Search Results table. Click the link for Winter, Fred .



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Type: Effective Date:		Exec PSP Percentage:			
End Date:	(1) (1)	Scarcity Code:			
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Step	Action
10.	Click the *Service Agreement Type list.
11.	Select the desired entry in the list. Click Physician's Special Pay . Physician's Special Pay
12.	Enter the desired information into the Effective Date field. Enter "12/01/2003".
13.	Press [Tab].
14.	Click in the End Date field. 12/31/2005
15.	Enter the desired information into the End Date field. Enter "12/31/2005".
16.	Enter the Executive Pay percentage amount in the Exec PSP Percentage field and the appropriate code into the Scarcity Code field, if applicable.

The **Exec PSP Percentage** field relates to the percentage of time a Chief of Staff or a Service Chief is contracted to spend in that role. The system will derive the scarcity percentage by subtracting the Executive percentage from 100.

When an employee eligible for PSP is part time, their PSP is prorated based on the number of hours they work. When an employee eligible for PSP has dual roles in scarcity and executive pay, their PSP is prorated based on the percent of time they work in each category. The prorating calculation occurs when the user enters the PSP amounts.

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End Date:	12/31/2003 🗊		Scarcity Code:			
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Step	Action
17.	Once the data associated with the service agreements has been captured, the PSP personnel action must be completed and the pay specifics must be entered. Click the Administer Workforce (USF) link. <u>Administer Workforce (USF)</u>



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Step	Action
18.	Click the Use link.
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19.	Click the HR Processing link.
	HR Processing



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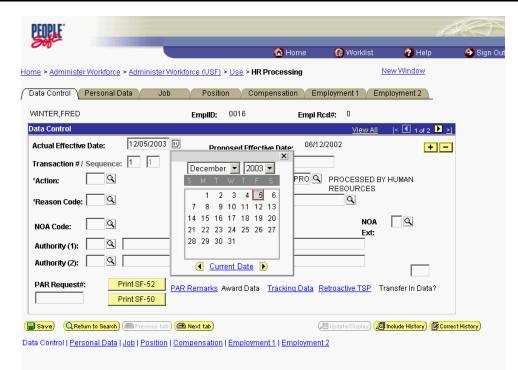
Step	Action
20.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. You can use the Search feature to enter search criteria to locate another employee, if desired. Click the Add a new row at row 1 button.

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
21.	Click the Calendar icon button.

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Step	Action
22.	Select the desired date. Click 8.



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Step	Action
23.	Click in the *Action field.
24.	Enter the desired information into the *Action field. Enter "PAY".
25.	Click in the *Reason Code field.
26.	Enter the desired information into the *Reason Code field. Enter "MER ".
27.	Click in the NOA Code field.
28.	Enter the desired information into the NOA Code field. Enter " 850 ".
29.	Press [Tab].
30.	Enter the desired information into the NOA Ext field. Enter " B ".



NOA Extension Description

 A = PSP Start
 B = Length of Service Increase
 C = PSP Stop (Cancel) *
 D = PSP Correction Amount
 E = PSP Contract Amendment
 F = Terminate PSP **

 * NOA 850C is used to cancel all PSP as of the effective date of the PSP.
 ** NOA 850F is used to terminate or stop all pay factors associated with PSP as of the effective date of the termination action.

Step	Action
31.	Press [Tab].
32.	Enter the desired information into the Authority (1) field. Enter "V1P".

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Step	Action
33.	Click the Compensation tab.

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Step	Action
34.	Click the Other Pay Information link.
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Step	Action
35.	Enter the desired information into the Earnings Code field. Enter " Y04 ".
36.	Press [Tab].
37.	NOTE: When processing a PSP, users must only select one PSP category (PSP earnings code) and enter the PA amount on that one earnings code. Enter the desired information into the Pay Period Amount field. Enter "100".
38.	Press [Tab] to automatically populate the fields.
39.	Click the OK button.



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me > Administer Work	force > <u>Administer</u>	Workforce (USF)) > <u>Use</u> > HR Proce	ssing	Ne	w Window	
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Compensation Data					View All Fir	rst 🖪 1 of 2 🕨 L	<u>ast</u>
Effective Date: 12/0	3/2003	Transaction	# / Seq: 1	PAR Sta			
Act Type: Pay F	Rate Change	NOA Code:	850	Empl Sta			
Pay Rate Determinan	t: Regular Rate		▼ Pa	ny Basis:	Per Annum 🔽]	
Pay Plan /*Table/Grad	le: GS 0000	09	Step: 1 Q St	ep Entry Date:	10/11/2001		
Rtnd PP/Table/Grade:			Step: 0 Gr	ade Entry Date:	10/11/2001		
Base Pay:	35,519.000000		Compensation	Frequency:	Annual		
Loc/LEO Adjust:	5,978.00		Annuity Offset	Amount:			
Adjusted Base Pay:	41,497.00	Bend	efit Base Override	FEGLI Base:	41,497.000]	
Total Pay:	44,097.00						
Other Pay Infor	mation	Expected Pay	Ac	counting Info	Hour	<u>y Rates</u>	
Save) Q Return to Se	arch) 📧 Previous ta	b) 🗇 Next tab)		() () ()	Jpdate/Display) 🔏	Include History) 🐼 Ci	prrect History)

Step	Action
40.	Change the PAR Status according to your role, if necessary. Click the Save button.
41.	The Physician Special Pay processing is completed. End of Procedure.



Length of Service increases are part of an automatic process. The user will not have to check for anniversary dates. The PSP NOA's cannot be corrected or cancelled using NOA 0010 or 0020. In order to correct or cancel the PSP, the applicable PSP NOA must be processed. See the NOA table on page 12-14 of this procedure for applicable NOA codes. The following edits have been built into the processing of PSP in EHRP: 1. The employee's receiving PSP must be in a PSP eligible Occupational Series. Doctors must have the 602 Occ. Series. Dentists must have 680. 2. The physicians must be in PSP eligible pay plans. They must NOT belong to the following Pay Plans: ES, SL, ST, EL, EX, or AD. 3. If the employee has PSP they are not eligible for PSP. 4. The employee must be within Grades 13 and 15 including those grades. 5. If the employee's scarcity dollars have reached the maximum, they cannot receive Post Grad PSP dollars. (Only applies to Dentist 2) 6. The employee cannot be a reemployed annuitant under FERS or CSRS. 7. The Doctors pay rate determinant must be one of the following: Special & Superior Qualifications, Special Rate or Retained Pay - SES Removal. 8. Dentists must either be in the Regular Rate or Superior Qualifications Rate pay rate determinant.

Manual Procedure for Stopping PSP

Introduction

PSP is generally terminated through an automated process based on the Service Agreement end date. However, in the event that the PSP needs to be terminated prior to that date, the following process must be completed.

You must process a PAR using NOA code " 850 ", NOA ext " C".

Procedure

The following procedures must be completed when manually stopping PSP.



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ne				
O Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
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Help PoC Online				
O PeopleTools				

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.



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000	🙆 Home	📵 Worklist	🕜 Help	📀 Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > HR I	Processing	<u>1</u>	New Window	
/ Data Control V Personal Data V Job V Position V Com	pensation Y Em	ployment 1 👔 Em	ployment 2	
WINTER,FRED EmpliD: 0016	Empl R	cd#: 0		
Data Control		View All	< 🖪 1 of 2 🕨 <u>></u>	
Actual Effective Date: 12/08/2003	ive Date: 12/08	3/2003	+ -	
Transaction #/ Sequence: 1 1 Not To Exceed D	ate:	1		
*Action: PAY Q Pay Rate Change PAR Status:	PRO Q	PROCESSED BY RESOURCES	'HUMAN	
*Reason Code: MER G Merit Contact Emplid:				
NOA Code: 850 Q MD/DDS Special Pay		NOA Ext:	ВQ	
Authority (1): V1P Q 5 U.S.C. 5371. 38	U.S.C. Pay	EXI.		
Authority (2):				
PAR Request#: Print SF-52 PAR Remarks Award Data Print SF-50	Tracking Data	<u>{etroactive TSP</u> TI	ransfer In Data?	
(Save) (QReturn to Search) (Previous tab) (Next tab) Data Control Personal Data Job Position Compensation Employme	_		Include History) (@Correc	t History)

Step	Action
5.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. You can use the Search feature to enter search criteria to locate another employee, if desired. Click the Add a new row at row 1 button.
	+
6.	Click the Calendar icon button.



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🔗 Home 🛛 🔞 Worklist 💡 Help	😂 Sign Out
Home > Administer Workforce > Administer Workforce (USE) > Use > HR Processing New Window / Data Control \ Personal Data \ Job \ Position \ Compensation \ Employment 1 \ Employment 2	
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Bave QReturn to Search) (Improvides tab) Improvides tab) Improvidestab) Improvides tab)	orrect History)

Step	Action
7.	Enter the effective date of the PSP action in the Actual Effective Date field. Select the desired date Click 4 .



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Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing New Window	
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WINTER,FRED EmpIID: 0016 EmpI Rcd#: 0	
Data Control View All < 🗹 1 of 3 🕨	Þ
Actual Effective Date: 12/04/2003	
Transaction #/ Sequence: 1 1 Not To Exceed Date:	
*Action: PAR Status: PRO C PROCESSED BY HUMAN	
*Reason Code: Contact Emplid:	
NOA Code: O NOA C.	
Authority (1):	
Authority (2):	
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50	
Image: Save (Q Return to Search) (Image: Previous tab) (Image: Ret tab) (Image: Q Update/Display) (Ima	rrect History)

Step	Action
8.	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
9.	Enter the desired information into the *Action field. Enter "PAY".
10.	Click in the *Reason Code field.
11.	Enter the desired information into the *Reason Code field. Enter "MER ".
12.	Click in the NOA Code field.
13.	Enter the desired information into the NOA Code field. Enter " 850 ".
14.	Press [Tab].
15.	Enter the desired information into the NOA Ext field. Enter " C ".



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Data Control V Personal Data Job Position Compensation Employment 1 Employment 2	
WINTER,FRED EmplID: 0016 Empl Rcd#: 0	
Data Control View All < 🚺 1 of 3 🕨 >	
Actual Effective Date: 12/04/2003 II Proposed Effective Date: 12/04/2003	
Transaction #/ Sequence: 1 1 Not To Exceed Date:	
*Action: PAY Q Pay Rate Change PAR Status: PRO Q PROCESSED BY HUMAN	
Reason Code: MER Merit Contact Emplid: Q	
NOA Code: 850 G MD/DDS Special Pay Ext:	
Authority (1):	
Authority (2):	
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50 Print SF-50	
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Step	Action
16.	Click the Compensation tab.
	Compensation



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ome > <u>Administ</u> e	er Workforce > Administe	r Workforce (USF) > Use	> HR Processing	N	ew Window	
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WINTER, FRED		EmpliD: 0016	Empl Rcd#: 0			
Compensation	Data			<u>View All</u> F	irst 🖪 1 of 2 🕨 Las	<u>st</u>
Effective Date:	12/08/2003	Transaction # / Se		HUMAN	SSED BY	-
Act Type:	Pay Rate Change	NOA Code:	850 Emp	I Status: Active		
Pay Rate Deter	rminant: Regular Rate	e 🔽	Pay Basis:	Per Annum	~	
Pay Plan /*Tab	le/Grade: GS 000	D 09 Step	1 Step Entry Da	te: 10/11/2001		
Rtnd PP/Table/	Grade:	Step	: 🖸 Grade Entry D	ate: 10/11/2001		
	35,519.00000			- Annual		
Base Pay:			ompensation Frequency	Annuar	_	
Loc/LEO Adjus			nnuity Offset Amount:		_	
Adjusted Base	Pay: 41,497.00	Benefit Bas	e Override FEGLI Base	41,497.000		
Total Pay:	44,097.00					
Other P	ay Information	Expected Pay	Accounting Int	fo <u>Hou</u>	rly Rates	
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		in , i i i i i i i i i i i i i i i i i i	, <u>Employment</u>			

Step	Action
17.	Click the Other Pay Information link.
	Other Pay Information



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ome > <u>Administer \</u>	Norkforce > Administer Workforce (USF) > <u>Use</u> > HR Processing	New	Window	
ther Pay Inform	nation				
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Earnings Code	Description	Pay Period Amount	Quoted Annualized	Expected Am	ount
Y04 Q	GEOGRAPHIC PAY - DOCTORS	100.000	Amount 2600.00	2600.0	0
OK Cance					

Step	Action
18.	Double-click in the Earnings Code field. $\boxed{Y04}$
19.	Press [Delete].
20.	Click the OK button.



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lome > Administer Workforce > Administer	Workforce (USF) > Usi	> HR Processing		New Window	
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Effective Date: 12/04/2003	Transaction # / Se			ESSED BY	
Act Type: Pay Rate Change	NOA Code:	850 Emp	I Status: Active		
Pay Rate Determinant: Regular Rate Pay Plan /*Table/Grade: OS 0000 Rtnd PP/Table/Grade: OS 0000				Y	
Base Pay: 35,519.00000 Loc/LEO Adjust: 5,978.00 Adjusted Base Pay: 41,497.00	A	ompensation Frequency nnuity Offset Amount: se Override FEGI Basi			
Total Pav: 41,497.00					
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Step	Action
21.	Change the PAR Status according to your role, if necessary. Click the Save button.
22.	The PSP procedure is stopped manually in EHRP. End of Procedure.

Physician's Comparability Allowance (PCA) Processing

The following topics explain the procedures for processing the Physician's Comparability Allowance (PCA) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

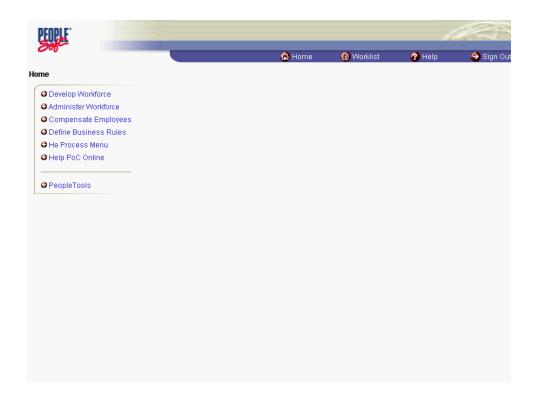
PCA Processing

Introduction

Processing a PCA in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed along with the entry of the specific pay items. Use the Data Control page to add a row for the action, and use the Other Pay Information hyperlink on the Compensation page to enter the PCA code that applies.

Procedure

The following procedures must be completed when processing a Physician's Comparability Allowance (PCA) for eligible employees.





Step	Action
1.	Click the Administer Workforce link.
	O Administer Workforce
2.	Click the Administer Workforce (USF) link.
	Administer Workforce (USF)
3.	Click the Use2 link.
	O Use2
4.	Click the Service Agreements link.
	Service Agreements

PEOPLE						
200-			🙆 Home	😥 Worklist	🕜 Help	\varTheta Sign Ou
Home > Administer	Workforce > Administ	er Workforce (USF) > Us	<u>se2</u> > Service Agreemen	ts	New Window	
Service Agree	nents					
Find an Exis	sting Value					
Search By: EmpIID	•					
EmpIID: Search Advance	ed Search					

Step	Action
5.	Click the Search By list.
6.	Select the desired entry. Click Last Name.



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Home > Administer Workforce > Administer Workforce ((<u>USF)</u> > <u>Use2</u> > Service Agreemen	ıts	New Window	
Service Agreements				
Find an Existing Value				
Search By: Last Name				
Last Name: Search Advanced Search				

Step	Action
7.	Enter the desired information into the Last Name field. Enter "WINTER".
8.	Click the Search button.
9.	Scroll as necessary and click the desired entry in the Search Results table. Click the link for Winter, Dennis R .



PEOPLE"					16	
200		🙆 H	lome	📵 Worklist	🕜 Help	📀 Sign Out
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WINTER, DENNIS R	Employee	ID:	00055307	Empl Rcd#:	0	
Service Agreements 'Service Agreement Type: Effective Date: End Date:	11 12	Exec PSP P	vice Date:		st 🔍 1 or 1 🖻 Last	
📳 Save) 🛛 🔍 Return to Sea	rch					-

Step	Action
10.	Click the *Service Agreement Type list.
11.	Select the desired entry. Click Physician's Comp. Allowance . Physician's Comp. Allowance
12.	Click in the Service Date field.
13.	Enter the desired information into the Service Date field. Enter "03/15/2004".

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
14.	Click in the Effective Date field.
15.	Enter the desired information into the Effective Date field. Enter "03/15/2004".
16.	Click in the End Date field.
17.	Enter the desired information into the End Date field. Enter "03/16/2004".



Step	Action
18.	Click the Save button.

PEOPLE"				18	
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Home > Administer Wor / Service Agreements WINTER,DENNIS R	<u>kforce</u> > <u>Administer Workforce (USF)</u> > <u>Us</u> _ Employee	102 > Service Agreements ID: 00055307	I Empl Rcd#:	New Window D	▲
Service Agreements "Service Agreement Type: Effective Date: End Date:	Physician's Comp. Allowance	Service Date: Exec PSP Percentage: Scarcity Code:	03/15/2004 🗊	st 化 1 of 1 🕨 Last	
(E Save) QReturn to S	iearch)				

Step	Action
19.	Click the Administer Workforce (USF) link.
	Administer Workforce (USF)



ne > <u>Administer Workforce</u> > A	dminister Workforce (USF)	🙆 Home	📵 Worklist	🕜 Help	🎒 Sign Ou
Develop Workforce Administer Workforce Compensate Employees Define Business Rules He Process Menu Help PoC Online	Administer Workforce (USF) Automatic Actions (USF) Manage Performance (USF)	O Use O Use2 O Inquire O Report O HHS			
PeopleTools					

Step	Action
20.	Click the Use link.
	O Use
21.	Click the HR Processing link.
	HR Processing



PEOPLE			16	
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me > Administer Workforce > Administer Workforce (USF) > Use > HR F Data Control √ Personal Data 〉 Job ∕ Position ∕ Com	-		w Window oyment 2	<u>.</u>
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*Reason Code: DTA Q Data Change Contact Emplid:		Q		
NOA Code: 800 Chg in Data Element Authority (1): CGM 5 U.S.C. 552a(e)(5)		NOA Ext:		
PAR Request#: Print SF-52 PAR Remarks Award Data Print SF-50	<u>Tracking Data</u> <u>R</u>	<u>etroactive TSP</u> Tra	nsfer In Data?	

Step	Action
22.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. You can use the Search feature to enter search criteria to locate another employee, if desired. Click the Add a new row at row 1 button.
23.	Enter the effictive date of the PCA action in the Actual Effective Date field. Double-click in the Actual Effective Date field.
24.	Enter the desired information into the Actual Effective Date field. Enter "15".
25.	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
26.	Enter the desired information into the *Action field. Enter "PAY".
27.	Click in the *Reason Code field.
28.	Enter the desired information into the *Reason Code field. Enter " MER ".

Q



Step	Action
29.	Click in the NOA Code field.
30.	Enter the NOA Code 958 . Enter the desired information into the NOA Code field. Enter " 958 ".
31.	Click in the NOA Ext field.
32.	Enter the desired information into the NOA Ext field. Enter " 0 ".

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*Action: IPAY Pay Rate Change PAR Status: *Reason Code: MER Merit Contact Emplid:			_	
NOA Code: 958 PCA Start NTE Authority (1): Q Authority (2): Q		NOA Ext:		
PAR Request#: Print SF-52 PAR Remarks Award Data		tetroactive TSP Tra	ansfer in Data?	

Step	Action
33.	Click the Compensation tab.



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e > <u>Administer Wor</u>	kforce > Administe	r Workforce (USF)	> <u>Use</u> > HR Proce	ssing	Ne	w Window	
ata Control \Upsilon Pers	onal Data 🔪 🗸	lob Positi	on Compensa	tion Employ	ment 1 Emp	loyment 2	
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fective Date: 03/1	15/2004	Transaction	# / Seq: 1	PAR Sta			-
t Type: Pay	Rate Change	NOA Code:	899	Empl St	atus: Active	_	
ay Rate Determina			Pa	ıy Basis:	Per Annum 💌	1	
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ase Pay:	95,508.00000)	Compensation	Frequency:	Annual	_	
DC/LEO Adjust:	21,231.00		Annuity Offset	Amount:			
djusted Base Pay:	116,739.00	🗌 🗆 Bene	fit Base Override	FEGLI Base:	116,739.000		
otal Pay:	116,739.00						
Other Pay Info	ormation	Expected Pay	Ac	counting Info	Hour	<u>y Rates</u>	

Step	Action
34.	Click the Other Pay Information link.
	Other Pay Information



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Other Pay Informatio	n				
Other Pay				View All	First 🛃 1 of 1
Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected A	mount
OK Cancel					
•					Þ

Step	Action
35.	Enter the applicable PCA Earnings Code . NOTE: All PCA codes begin with the letter Z. Enter the desired information into the Earnings Code field. Enter " Z4B ".
36.	Press [Tab].
37.	Click in the Pay Period Amount field.
38.	Enter the pay period amount of the PCA pay. NOTE: When processing a PCA, select one PCA earnings code and enter the PA amount on that one earnings code. Enter the desired information into the Pay Period Amount field. Enter " 820.00 ".
39.	Click the OK button.
40.	If necessary, change the PAR Status according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.



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Data Control / Personal Data / Job / Position /	Compensation Complexity Employment 2
WINTER, DENNIS R EmpliD: 00055307	Empl Rcd#: 0
Compensation Data	<u>View All</u> First 🗹 1 of 2 🕨 <u>Last</u>
Effective Date: 03/15/2004 Transaction # / Set	: 1 PAR Status: PROCESSED BY + - HUMAN RESOURCES
Act Type: Pay Rate Change NOA Code:	899 Empl Status: Active
Pay Rate Determinant: Regular Rate Pay Plan /*Table/Grade: GM 0000 14 Step: Rtnd PP/Table/Grade: Step:	
	mpensation Frequency: Annual
	A Cherride FEGI Base: 116,739,000
Adjusted Base Pay: 116,739.00 Benefit Bas Total Pay: 138,059.00 Other Pay Information Expected Pay	Override FEGLI Base: 116,739.000 Accounting Info Hourly Rates
📱 Save) - (Q. Return to Search) (🖻 Previous tab) (🗃 Next tab)	(週 Update/Display) (週 Include History) (愛 Correct History)

Step	Action
41.	Click the Save button.
42.	The PCA is processed. End of Procedure.

Manual Procedure for Stopping PCA

Introduction

EHRP has an automated termination process for PCA based on Service Agreement End date. However, if the user needs to process a PCA stop prior to the Service Agreement End date, they should follow this process. Then you must process a PAR using NOA code " 959 ", NOA ext " 0 ".

Procedure

The following procedures must be completed when manually stopping PCA.

	🙆 Home	📵 Worklist	🕜 Help	🕘 Sign O
ome				
Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
PeopleTools				

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



PEOPLE			10	
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ome > Administer Workforce > Administer Workforce (USF) > Use	> HR Processing	Ne	w Window	<u>.</u>
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WINTER,DAVID B. EmpliD: 000	83008 Empl R	cd#: 0		
Data Control		View All	< ◀ 1 of 1 ▶ >	
	Effective Date: 01/11	/2004	+-]
*Action: PAY Q Pay Rate Change PAR Sta	tus: PRO 🔍	PROCESSED BY H	HUMAN	
*Reason Code: ADJ Q Adjustment Contact F	Emplid:	NOA Ext:	0 9	
Authority (1): QW/M Q. Reg 531.205. Pay conv Authority (2): ZLM Q. EO 13322 Dated	at time of annual pay December 30,2003			
DAD Downorth Drint CE 52	Data <u>Tracking Data F</u>	<u>tetroactive TSP</u> Tra	nsfer In Data?	

Step	Action
5.	The employee's Data Control page appears. 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.
6.	If necessary, enter the effective date of the PCA action in the Actual Effective Date field and then select the *Action field Click in the *Action field.

C The Look Up icon represents a look-up prompt. Clicking this button will allow look up all possible entry options for this field.	you to
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Step	Action
7.	Enter DTA in the *Action field. Enter the desired information into the *Action field. Enter " DTA ".
8.	Click in the *Reason Code field.
9.	Enter DTA in the *Reason Code field. Enter the desired information into the *Reason Code field. Enter " DTA ".



Step	Action
10.	Click in the NOA Code field.
11.	Enter the desired information into the NOA Code field. Enter "959".
12.	Click in the NOA Ext field.
13.	Enter the desired information into the NOA Ext field. Enter " 0 ".
14.	No legal authority is required in the Authority (1) field.

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Home > <u>Administer Workforce</u> > <u>Administer Work</u>		<u>New Wir</u> oloyment 1 Y Employme	
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Step	Action
15.	Click the Compensation tab.
	Compensation



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otal Pay:	83,334.00						
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Step	Action
16.	Click the Other Pay Information link.
17.	Delete the applicable PCA Earnings Code , if necessary.



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Other Pay Informatio	n				
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Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected A	mount
OK Cancel					
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Step	Action
18.	Upon completion of deleting the PCA Earnings Code , click the OK button. Click the OK button.
19.	If necessary, change the PAR Status according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.



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otal Pay:	83,334.00							
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Step	Action
20.	Click the Save button.
21.	The procedure is complete. End of Procedure.

Commissioned Corps

Allowing a Comm Corps Officer to Participate in Workflow

If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a "dummy" job code, a "dummy" position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

Procedure

The following steps detail the procedure for creating a "dummy" job code, creating a "dummy" position, and hiring the Commissioned Corps Officer as a Non-Compensated Employee.

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Home				
O Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
O PeopleTools				

Step	Action
1.	Click the Develop Workforce link.
2.	Click the Manage Positions (USF) link.

Training Guide Processing Premium Pay



Step	Action
3.	Click the Setup link.
	Setup
4.	Click the Job Code Table link.
	Job Code Table

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Add a New Value					

Step	Action
5.	Click the Add a New Value link.
	Add a New Value



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Home > Develop Workforce > Manage Positions (USF	F) > <u>Setup</u> > Job Code Table		New Window	
Job Code Table			_	
Add a New Value				
SetID: DHHS0 Q				
Job Code: Add				
Find an Existing Value				

Step	Action
6.	Change or confirm the SETID . NOTE: The Job Code should be created within the SetID that corresponds with the Agency for which the Job Code is being created. This should default to your agency's SetID . Click in the Job Code field.
7.	NOTE: The job code number is the smart-coded Position Description number. NOTE: The job code number should be entered in all caps. Enter the desired information into the Job Code field. Enter " 002880 ".
8.	Click the Add button.



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Step	Action
9.	In the Effective Date field, enter the date this action was authorized if it differs from the default date, which is today's date. Click the Choose a date button.

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.



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Step	Action
10.	Select the desired entry. Click 8.



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Step	Action
11.	Click in the Occupational Series 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
12.	Enter the desired information into the Occupational Series field. Enter "0342".



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Step	Action
13.	Click the Default Compensation tab.
	Default Compensation



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Step	Action
14.	Click in the Pay Plan field.
15.	Enter the desired information into the Pay Plan field. Enter " ZZ ".
16.	Scroll as necessary to view the Save button.



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Step	Action
17.	Click the Save button.
18.	End of Procedure.