

**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.

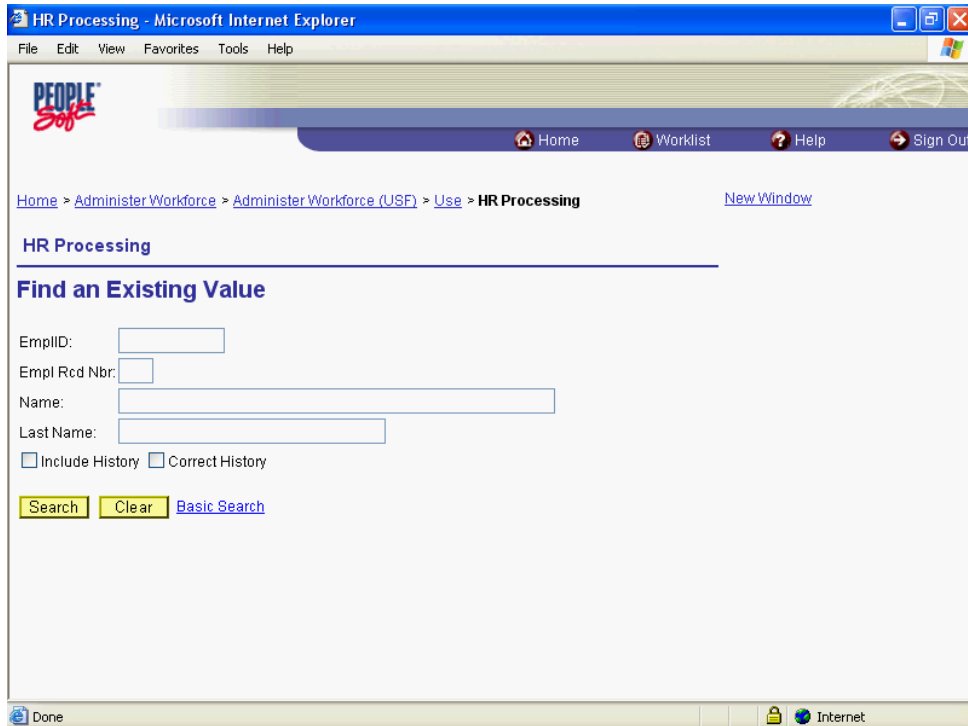
## Imminent Danger Pay

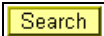
### Imminent Danger Pay Start/Change

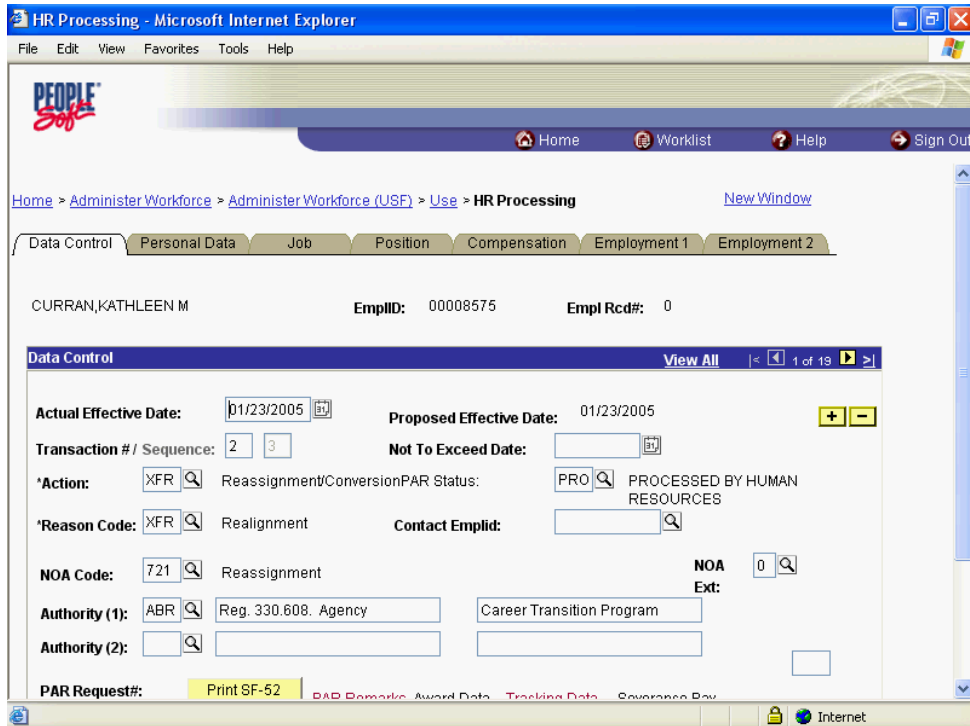
#### Procedure





Step	Action
1.	Click the <b>Administer Workforce</b> link. <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link. <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>



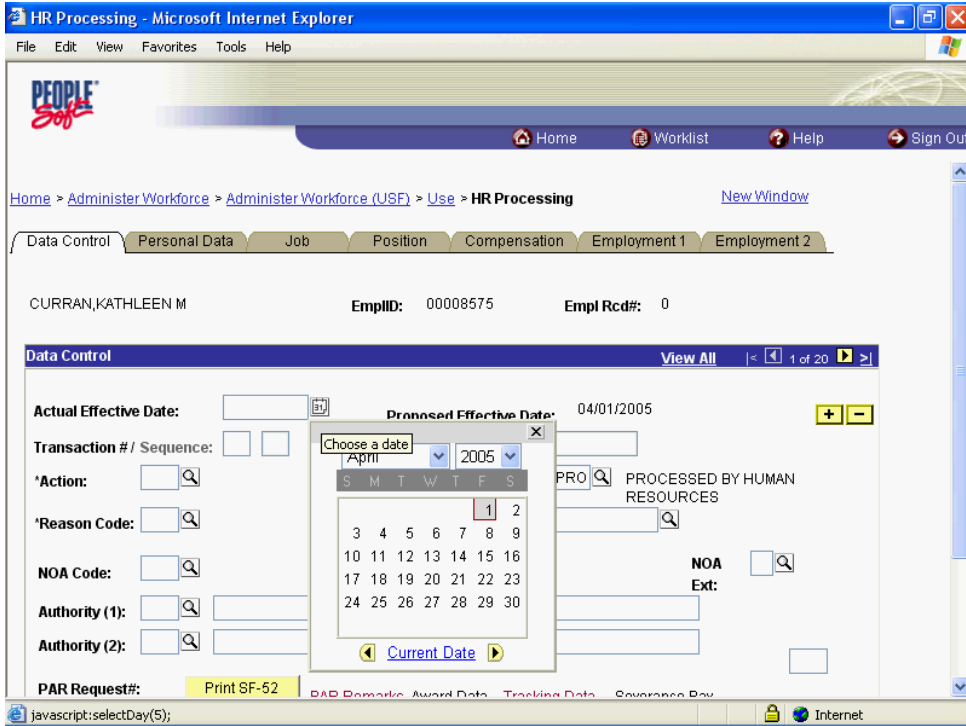
Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00008575</b> ".
6.	Click the <b>Search</b> button. 



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

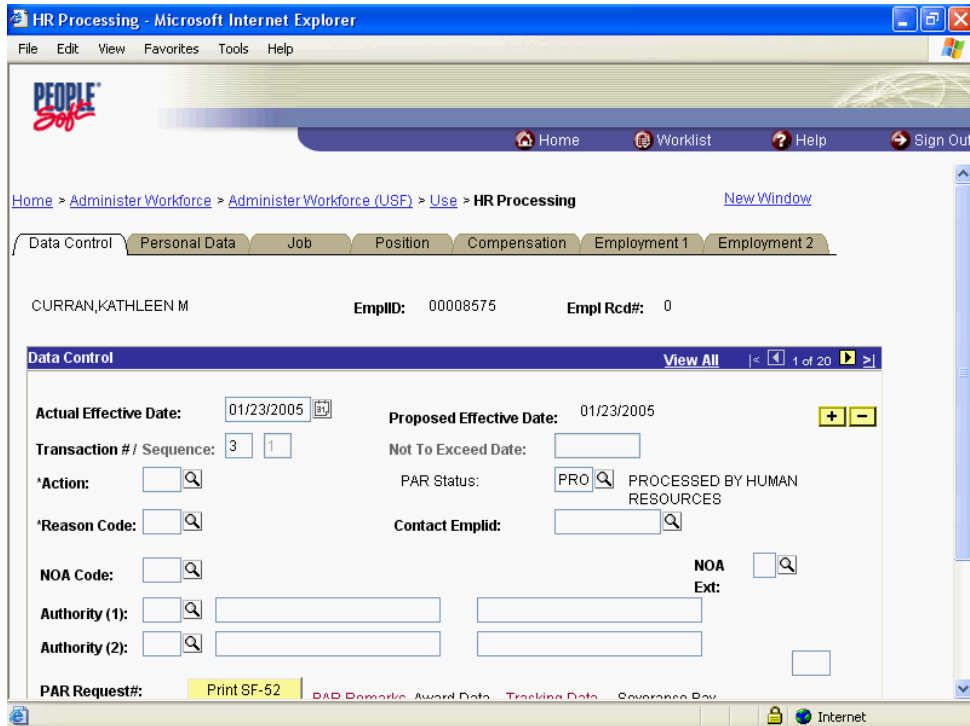
# Training Guide

## Processing Premium Pay



Step	Action
9.	Click the desired date. 23

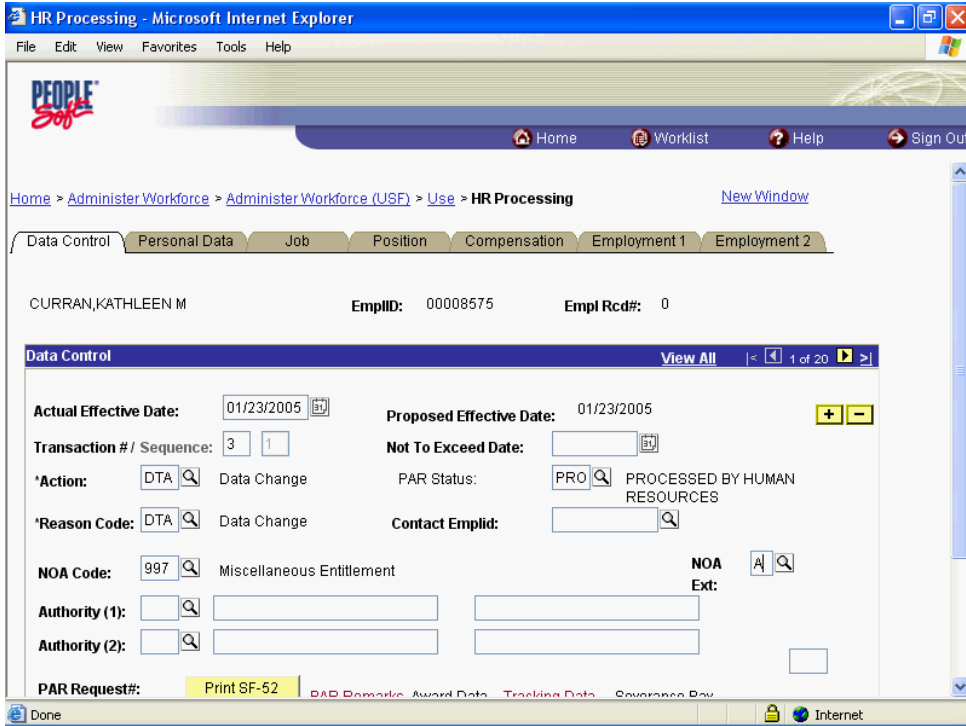





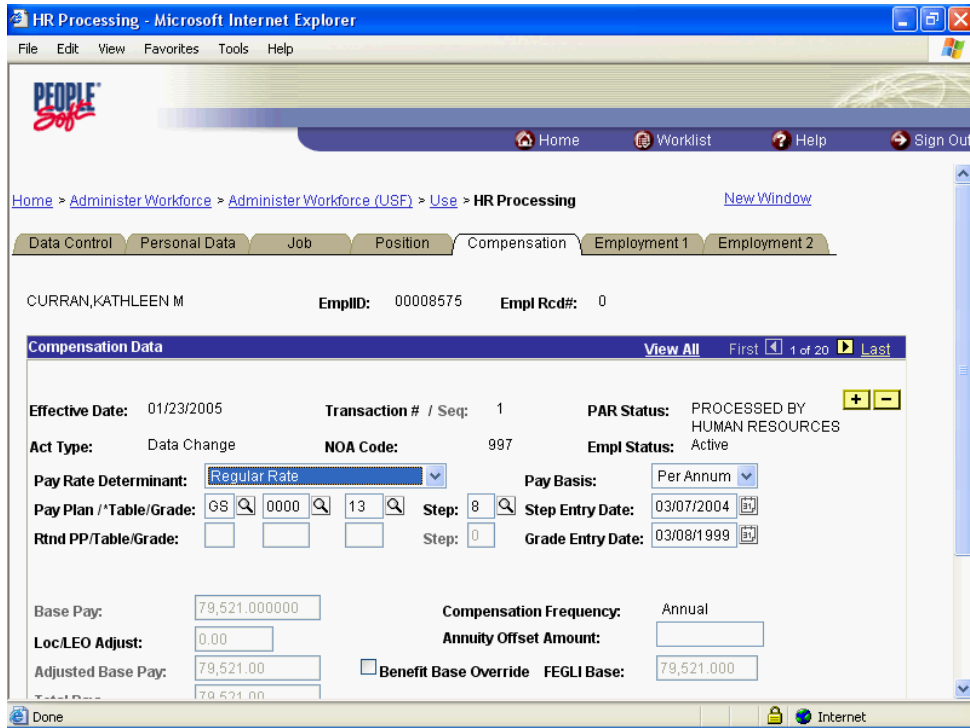
Step	Action
10.	Press <b>[Tab]</b> .
11.	Enter the desired information into the <b>*Reason Code</b> field. Enter <b>"DTA"</b> .
12.	Press <b>[Tab]</b> .
13.	Enter the desired information into the <b>NOA Code</b> field. Enter <b>"997"</b> .
14.	Press <b>[Tab]</b> .
15.	Enter the desired information into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

# Training Guide

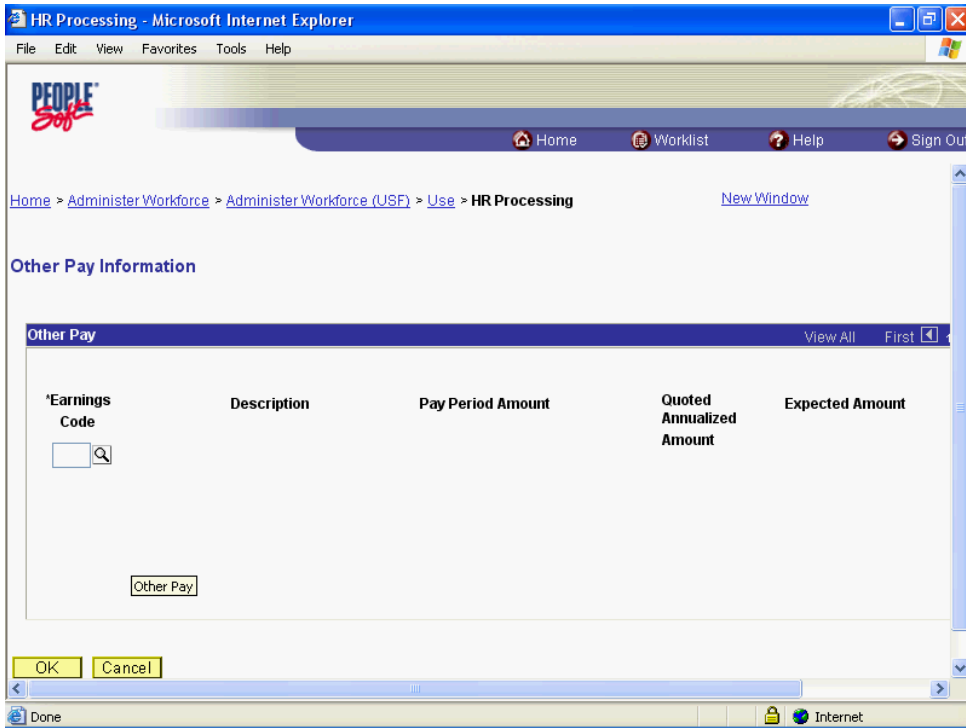
## Processing Premium Pay




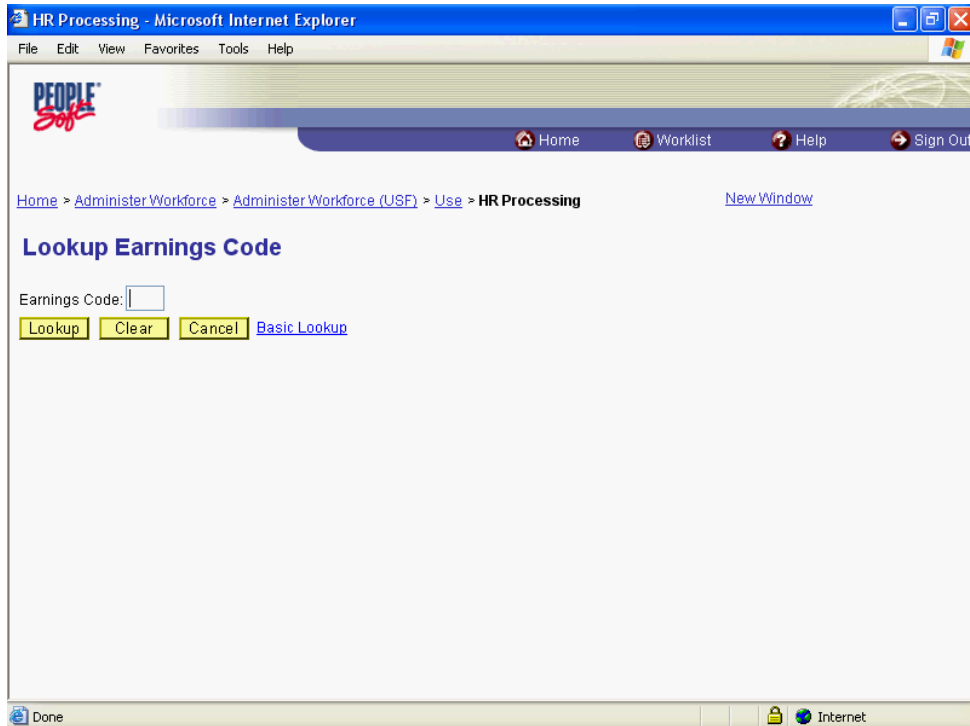
Step	Action
16.	Click the <b>Compensation</b> tab. 





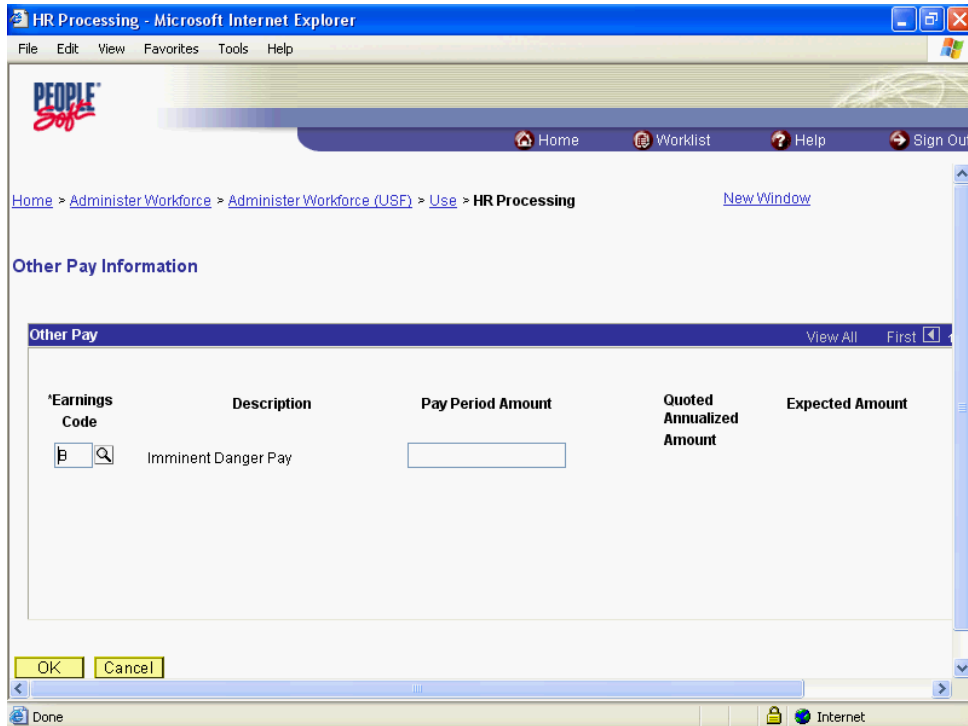
Step	Action
17.	Click the <b>Other Pay Information</b> link.




Step	Action
18.	Click the <b>Lookup Earnings Code</b> button. 



Step	Action
19.	Click the <b>Lookup</b> button. 
20.	Click the <b>Search Results</b> table. 



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

HR Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PEOPLE Soft

Home Worklist Help Sign Out

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

CURRAN, KATHLEEN M      EmplID: 00008575      Empl Rcd#: 0

**Compensation Data**      View All      First 1 of 20 Last

Effective Date: 01/23/2005      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change      NOA Code: 997      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 13      Step: 8      Step Entry Date: 03/07/2004

Rtn PP/ Table/Grade:      Step: 0      Grade Entry Date: 03/08/1999

Base Pay: 79,521.000000      Compensation Frequency: Annual

Loc/LEO Adjust: 0.00      Annuity Offset Amount:

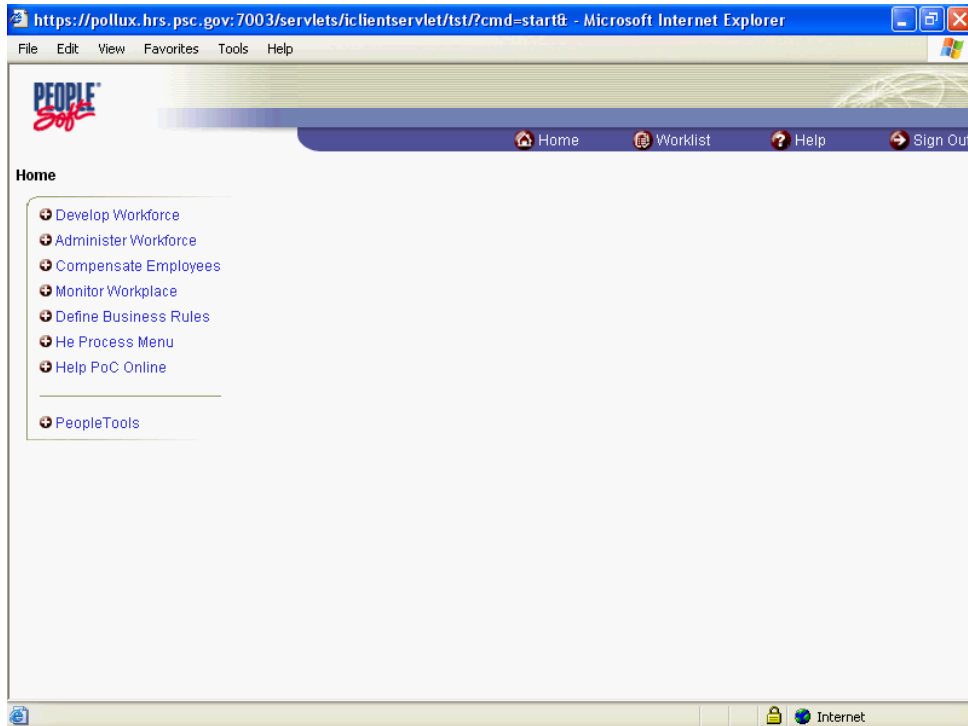
Adjusted Base Pay: 79,521.00       Benefit Base Override      FEGLI Base: 79,521.000

Total Pay: 80,821.00

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

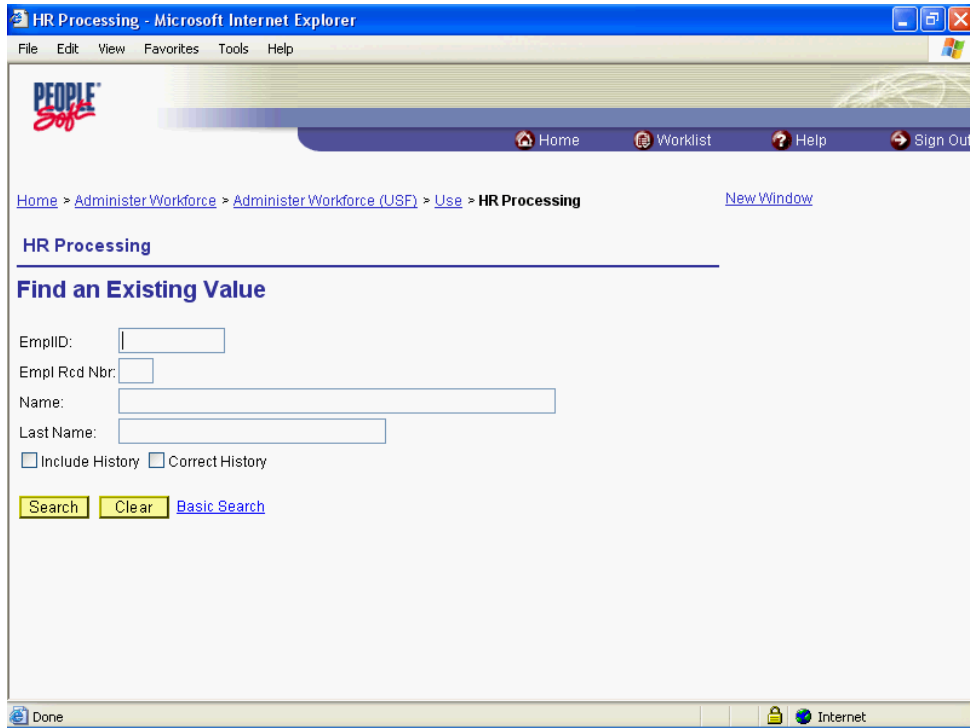
Step	Action
25.	Click the <b>Save</b> button. <input type="text"/>
26.	<b>End of Procedure.</b>

## Imminent Danger Pay Stop Procedure



Step	Action
1.	Click the <b>Administer Workforce</b> link. <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link. <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>

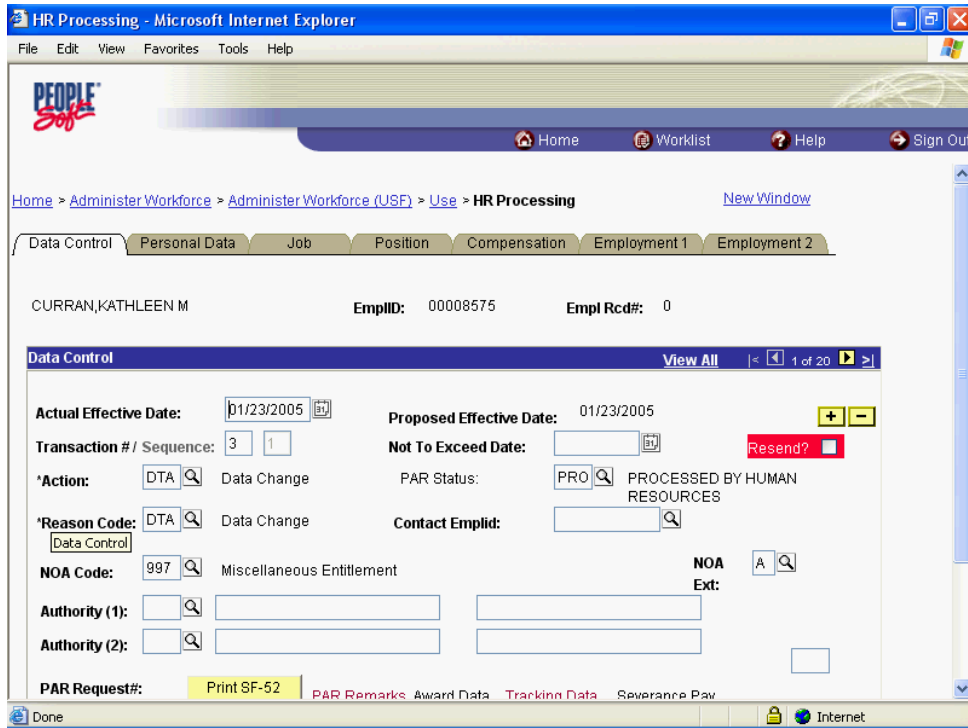




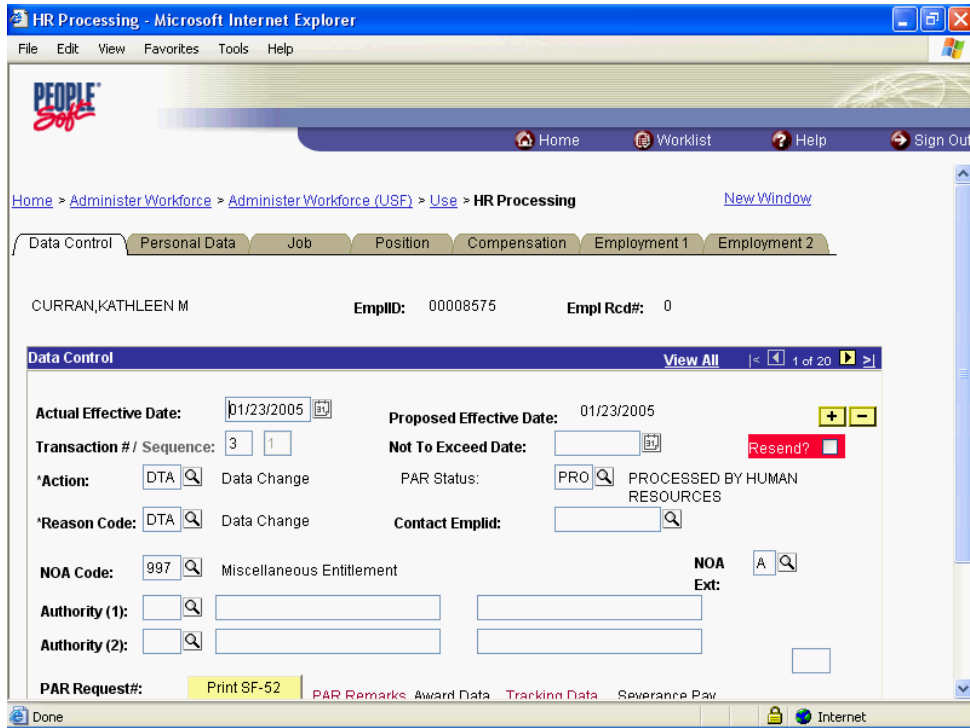
Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00008575</b> ".
6.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



# Training Guide

## Processing Premium Pay



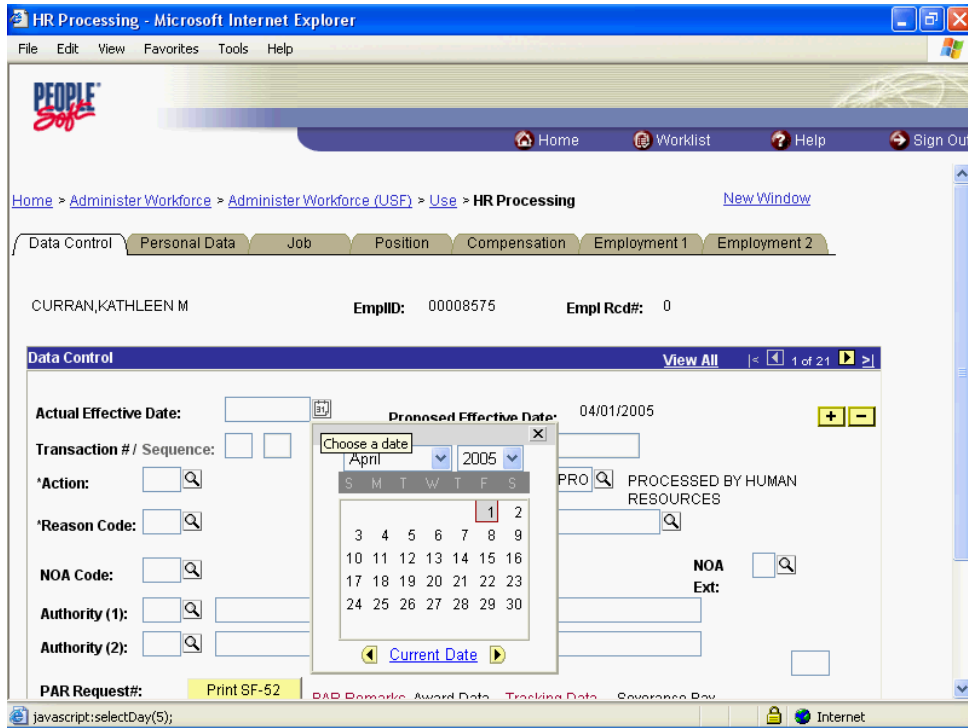
Step	Action
7.	Point to the object.



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

# Training Guide

## Processing Premium Pay

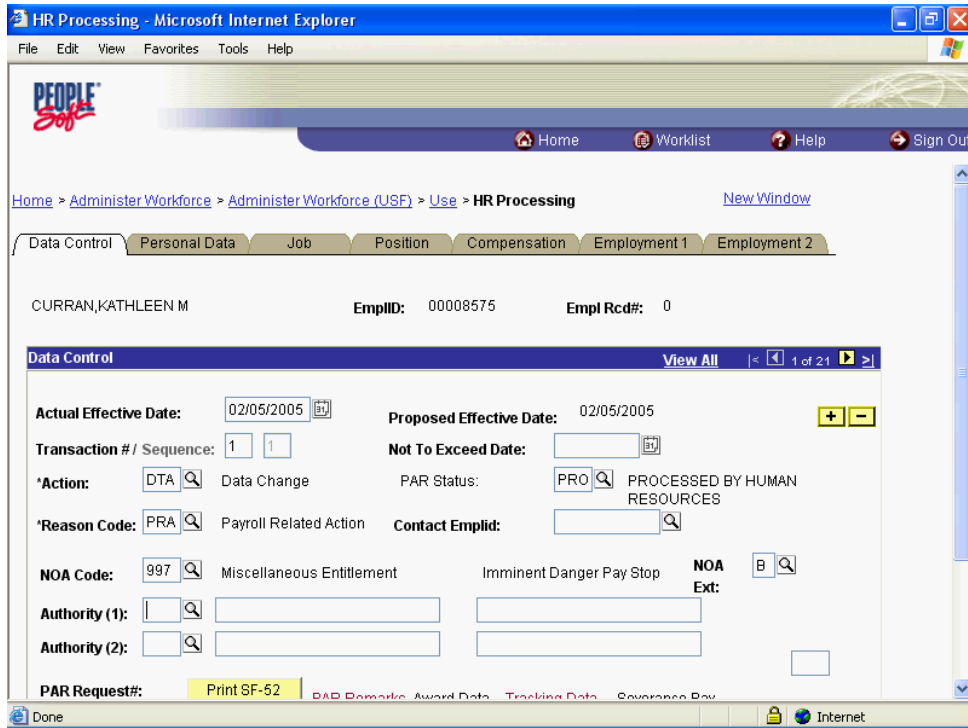


Step	Action
10.	Click the desired date.

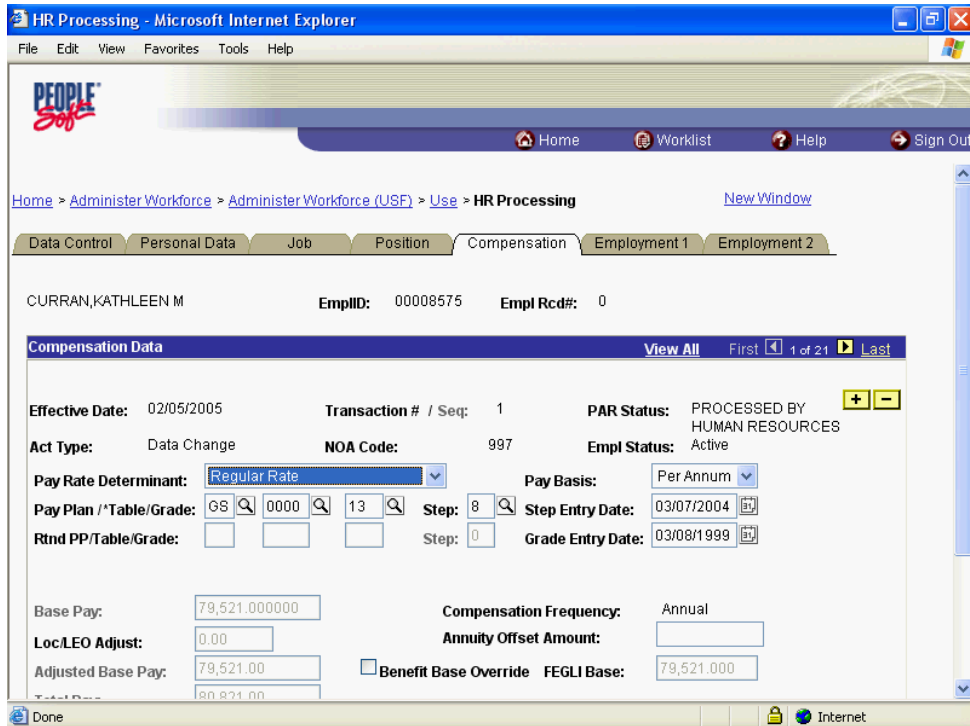
Step	Action
11.	Enter the desired information into the <b>*Action</b> field. Enter " <b>DTA</b> ".
12.	Enter the desired information into the <b>*Reason Code</b> field. Enter " <b>PRA</b> ".
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>997</b>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

# Training Guide

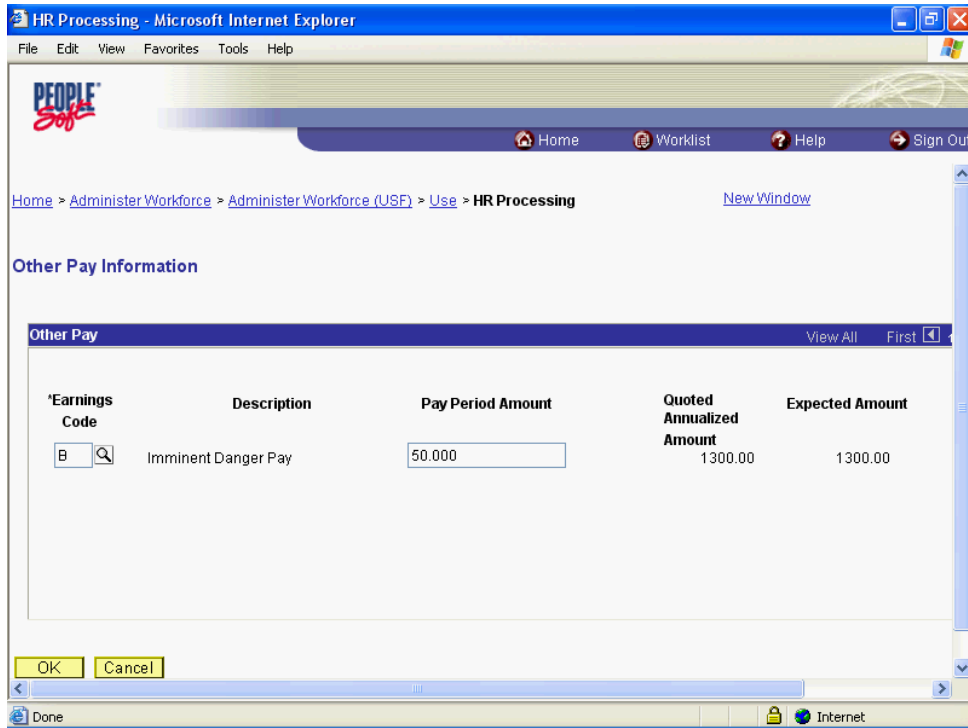
## Processing Premium Pay



Step	Action
18.	Click the <b>Compensation</b> tab. <u>Compensation</u>

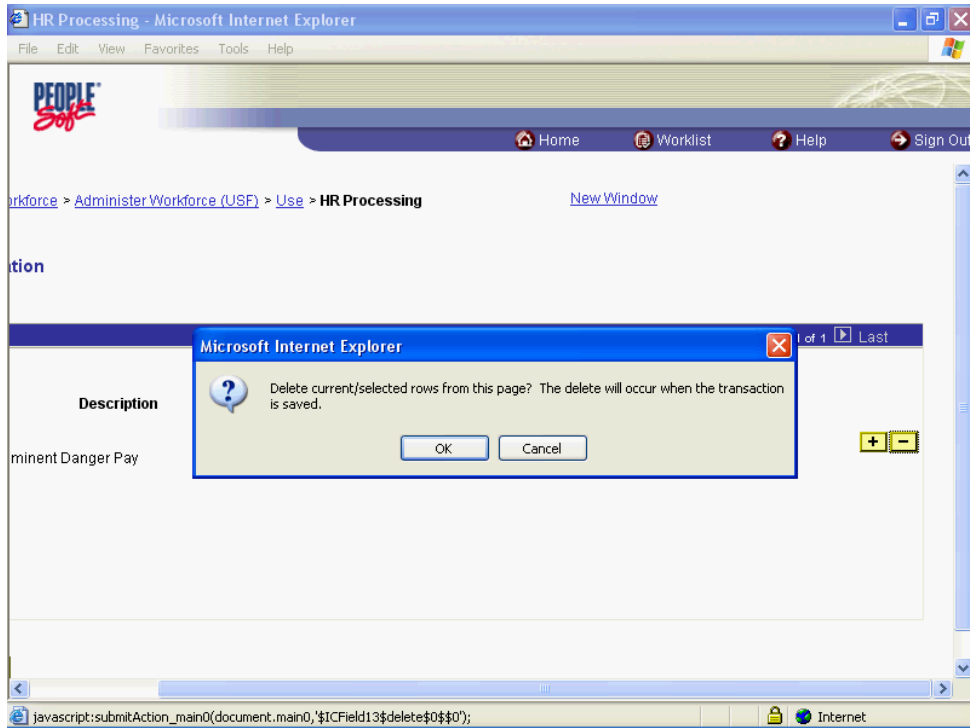


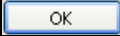
Step	Action
19.	Click the <b>Other Pay Information</b> link. <input type="text" value="Table/Grade:"/>

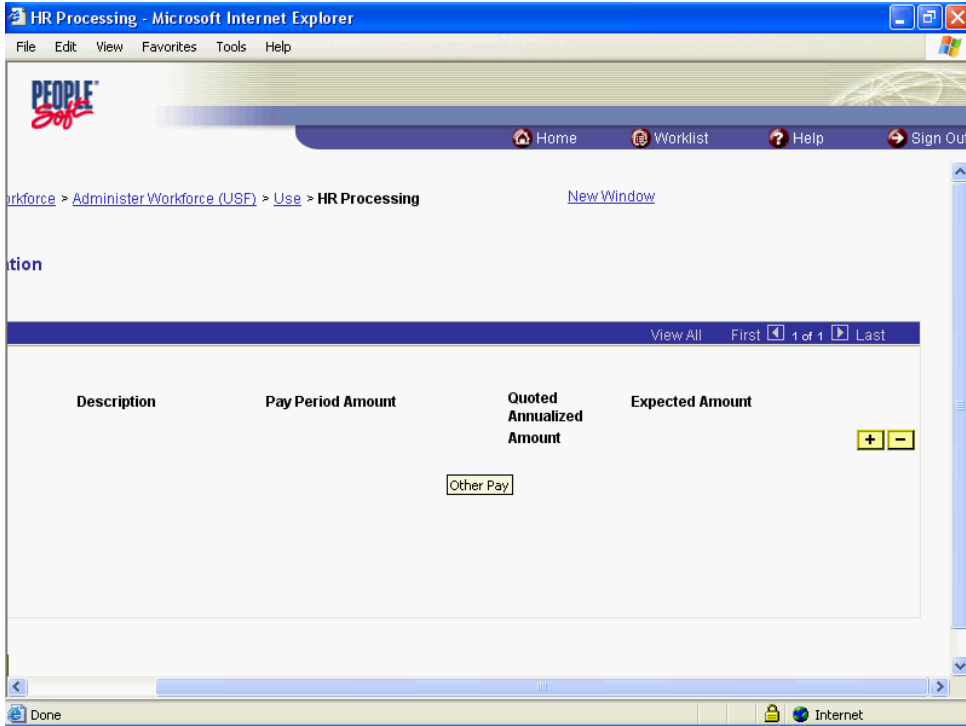


Step	Action
20.	Click the <b>Delete row 1</b> button. <input type="checkbox"/>

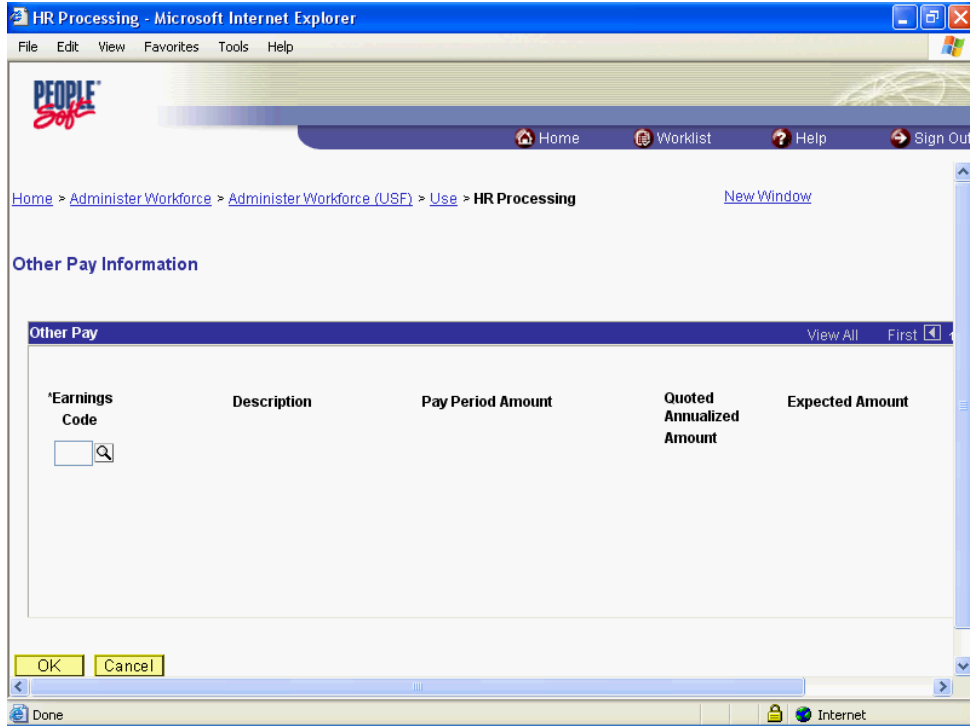


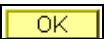


Step	Action
21.	Click the <b>OK</b> button. 



Step	Action
22.	Release the mouse button.



Step	Action
23.	Click the <b>OK</b> button. 

# Training Guide

## Processing Premium Pay

HR Processing - Microsoft Internet Explorer

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Home Worklist Help Sign Out

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

CURRAN, KATHLEEN M      EmplID: 00008575      Empl Rcd#: 0

**Compensation Data**      View All      First 1 of 21 Last

Effective Date: 02/05/2005      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change      NOA Code: 997      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan /\*Table/Grade: GS 0000 13      Step: 8      Step Entry Date: 03/07/2004

Rtn PP/Table/Grade:      Step: 0      Grade Entry Date: 03/08/1999

Base Pay: 79,521.000000      Compensation Frequency: Annual

Loc/LEO Adjust: 0.00      Annuity Offset Amount:


Adjusted Base Pay: 79,521.00       Benefit Base Override      FEGLI Base: 79,521.00

Total Pay: 79,521.00

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

Step	Action
24.	Click the <b>Save</b> button.

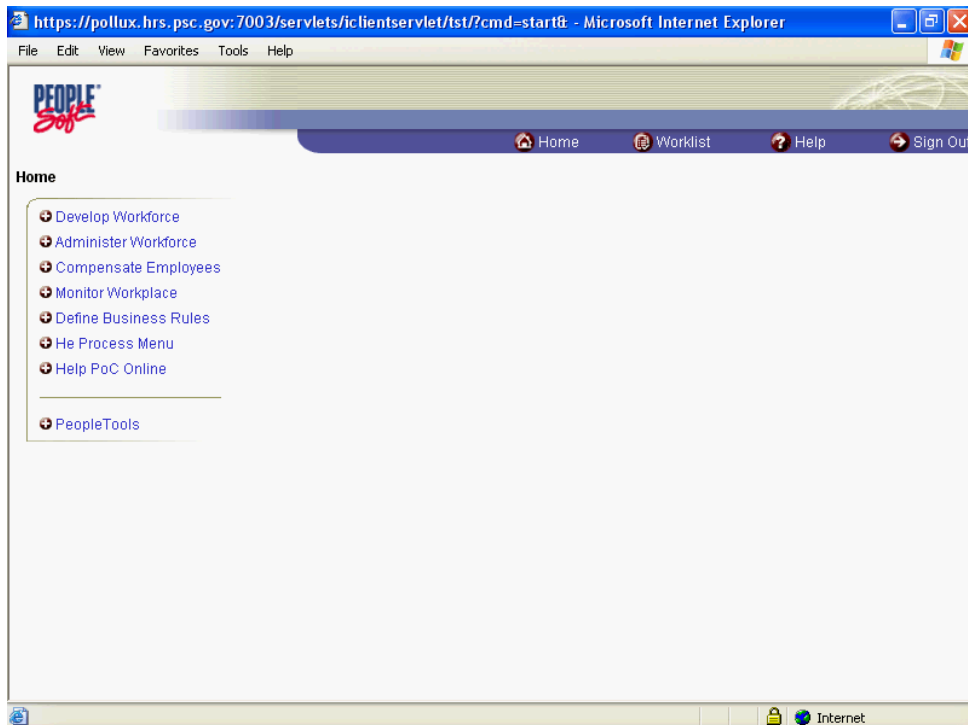


Step	Action
25.	Click the <b>Ok</b> button. 
26.	<b>End of Procedure.</b>

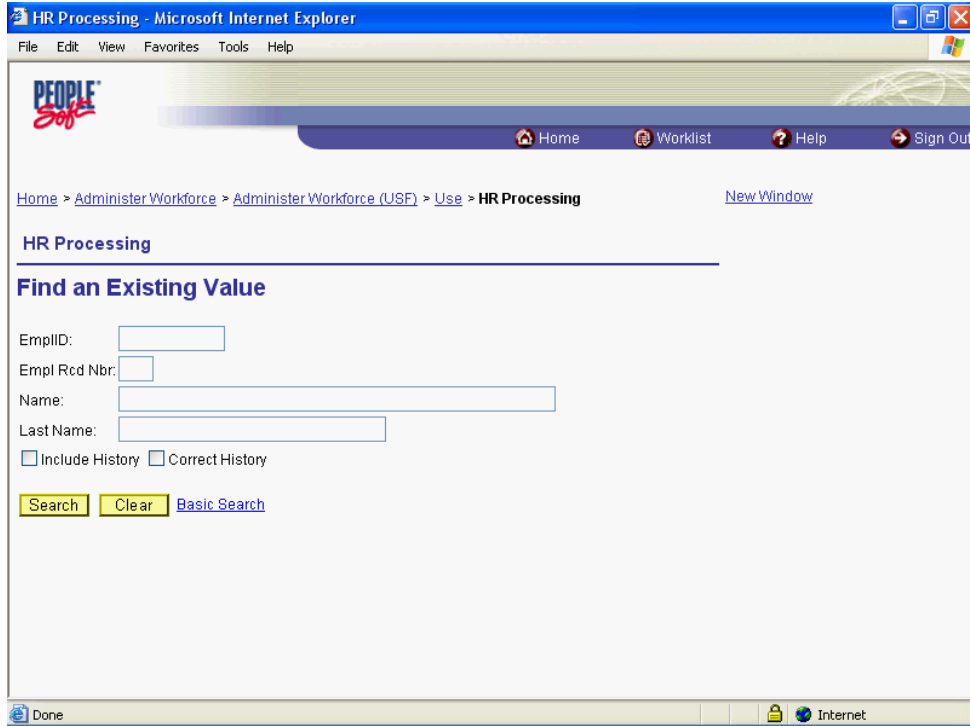
## Danger Pay

### Danger Pay Start

### Procedure



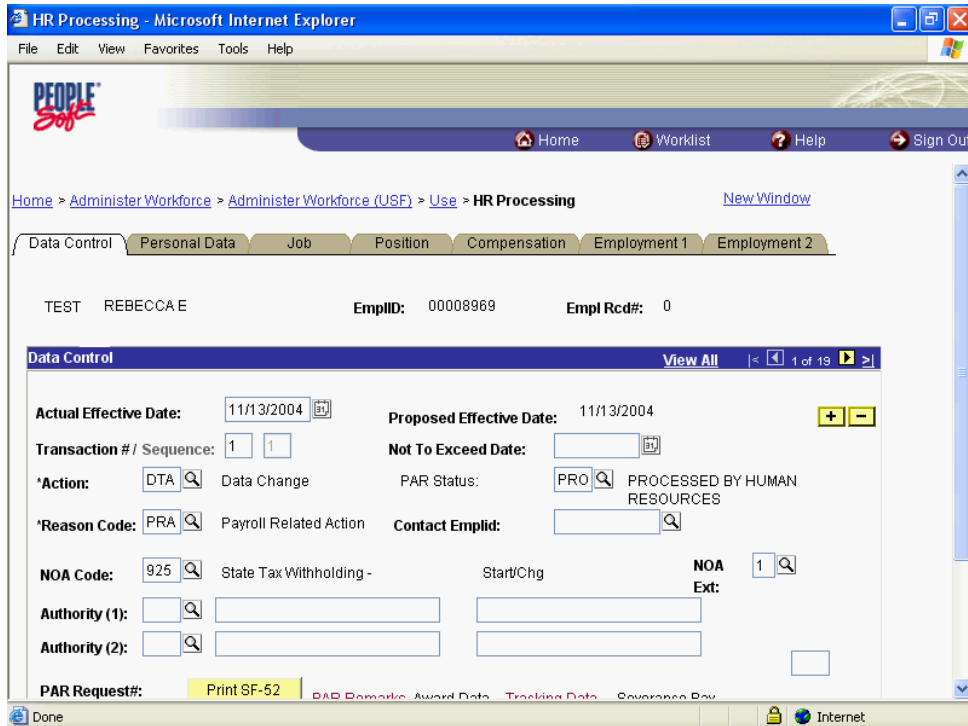
Step	Action
1.	Click the <b>Administer Workforce</b> link. <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link. <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>





Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00008969</b> ".
6.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

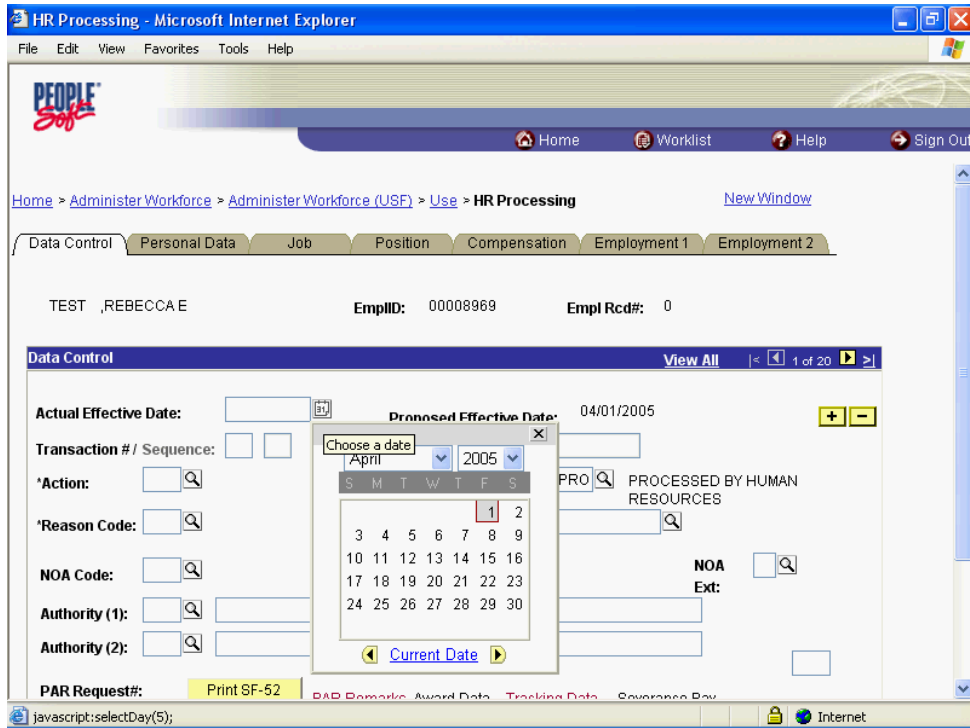
# Training Guide

## Processing Premium Pay

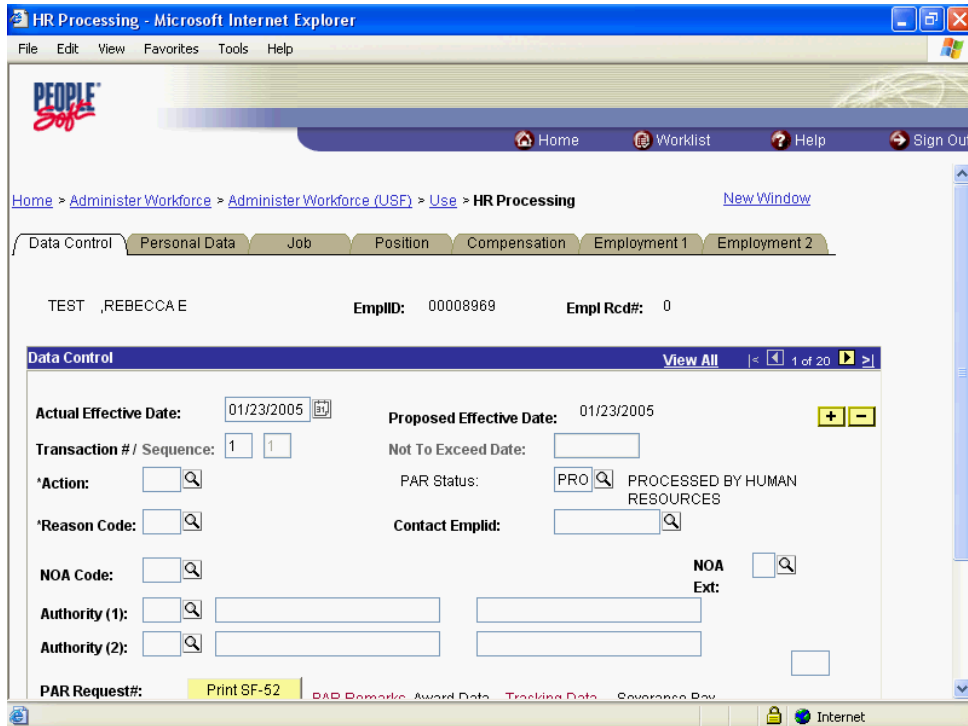


Step	Action
7.	Click the <b>Add a new row at row 1</b> button. 
8.	Click the <b>Calendar icon</b> button. 

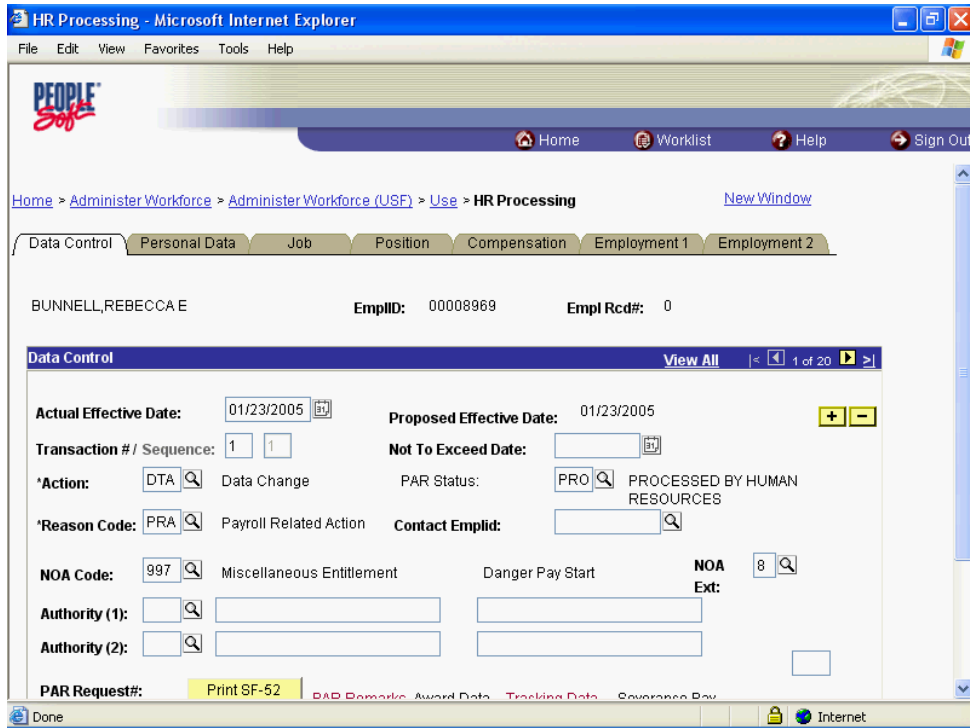




Step	Action
9.	Click the desired date.



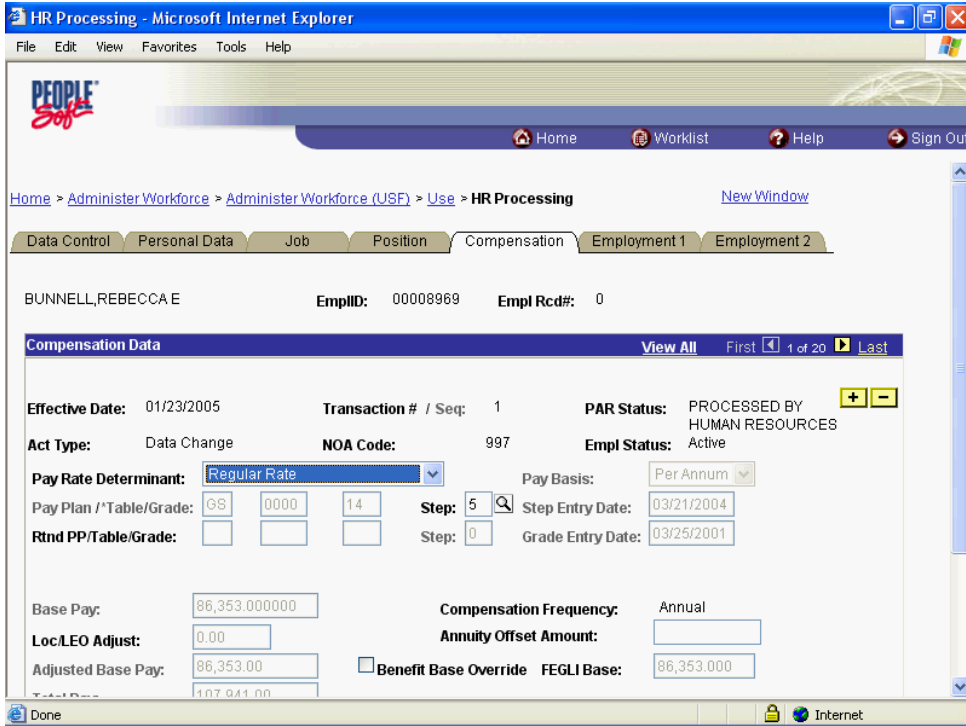
Step	Action
10.	Press <b>[Tab]</b> .
11.	Click in the <b>*Reason Code</b> field. <input type="text"/>
12.	Press <b>[Tab]</b> .
13.	Press <b>[Tab]</b> .
14.	Press <b>[Tab]</b> .



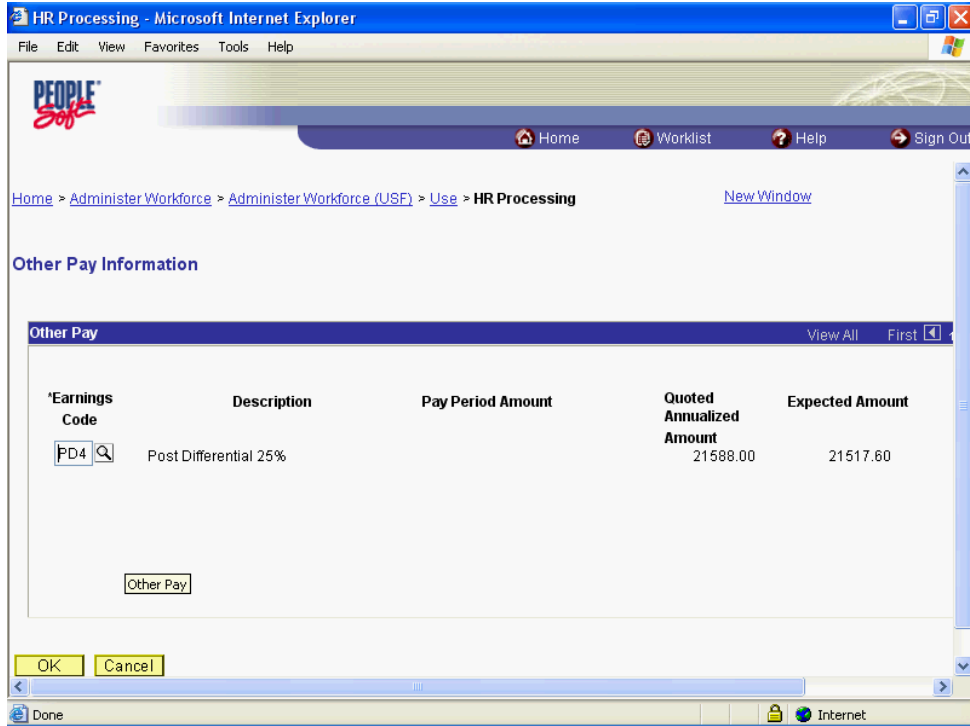
Step	Action
15.	Click the <b>Compensation</b> tab. <b>Compensation</b>



# Training Guide

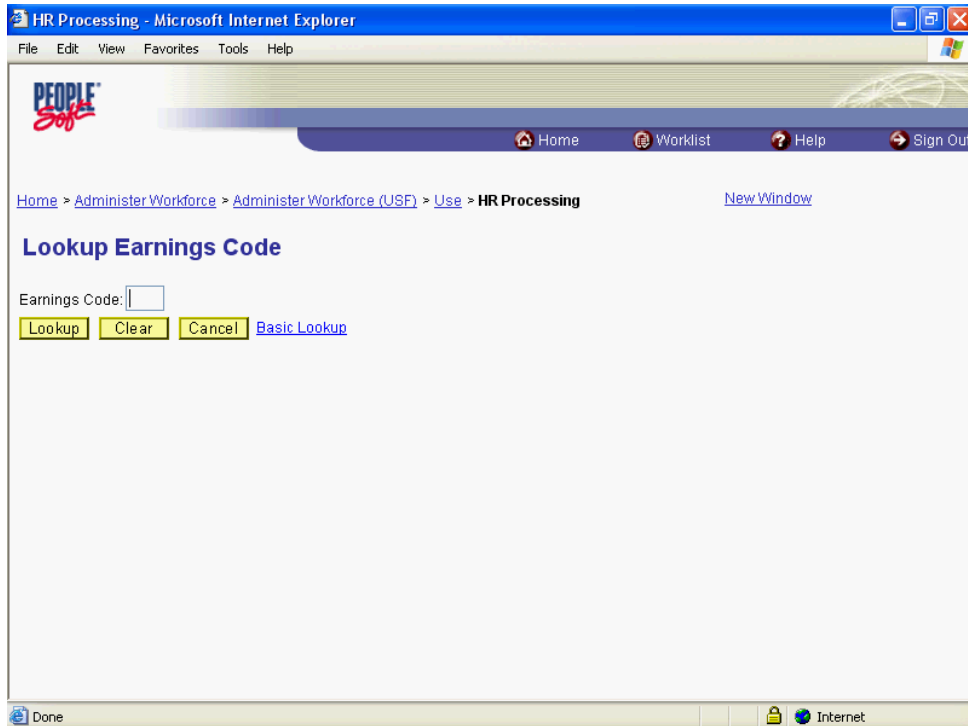
## Processing Premium Pay




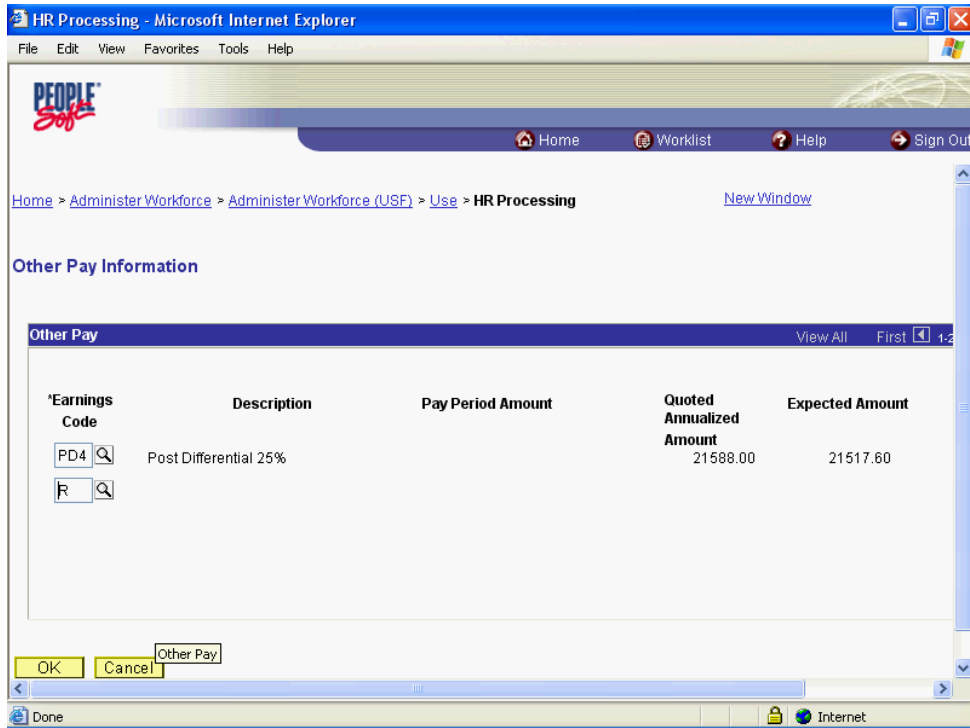
Step	Action
16.	Click the <b>Other Pay Information</b> link. <input type="text" value="Table/Grade:"/>

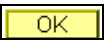


Step	Action
17.	Click the <b>Add a new row at row 1</b> button. 
18.	Click the <b>Lookup Earnings Code</b> button. 



Step	Action
19.	Click the <b>Lookup</b> button. 
20.	Click the <b>Search Results</b> table.
21.	Click the <b>Search Results</b> table.



Step	Action
22.	Click the <b>OK</b> button. 

# Training Guide

## Processing Premium Pay

The screenshot shows a web browser window titled "HR Processing - Microsoft Internet Explorer". The application interface includes a navigation menu with tabs for "Data Control", "Personal Data", "Job", "Position", "Compensation", "Employment 1", and "Employment 2". The "Compensation" tab is active, displaying details for employee "BUNNELL, REBECCA E" with "EmplID: 00008969" and "Empl Rcd#: 0".

**Compensation Data** (View All | First | 1 of 20 | Last)

**Effective Date:** 01/23/2005      **Transaction # / Seq:** 1      **PAR Status:** PROCESSED BY HUMAN RESOURCES (+) (-)

**Act Type:** Data Change      **NOA Code:** 997      **Empl Status:** Active

**Pay Rate Determinant:** Regular Rate (dropdown)      **Pay Basis:** Per Annum (dropdown)

**Pay Plan / \*Table/Grade:** GS 0000 14      **Step:** 5 (dropdown)      **Step Entry Date:** 03/21/2004

**Rtnd PP/Table/Grade:**      **Step:** 0      **Grade Entry Date:** 03/25/2001

**Base Pay:** 86,353.000000      **Compensation Frequency:** Annual

**Loc/LEO Adjust:** 0.00      **Annuity Offset Amount:**

**Adjusted Base Pay:** 86,353.00       **Benefit Base Override**      **FGLI Base:** 86,353.000

**Total Pay:** 107,941.00

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

Step	Action
23.	Point to the object.



HR Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

BUNNELL, REBECCA E      EmplID: 00008969      Empl Rcd#: 0

**Compensation Data**      View All      First 1 of 20 Last

Effective Date: 01/23/2005      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change      NOA Code: 997      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 14      Step: 5      Step Entry Date: 03/21/2004

Rtn PP/ Table/Grade:      Step: 0      Grade Entry Date: 03/25/2001

Base Pay: 86,353.000000      Compensation Frequency: Annual

Loc/LEO Adjust: 0.00      Annuity Offset Amount:

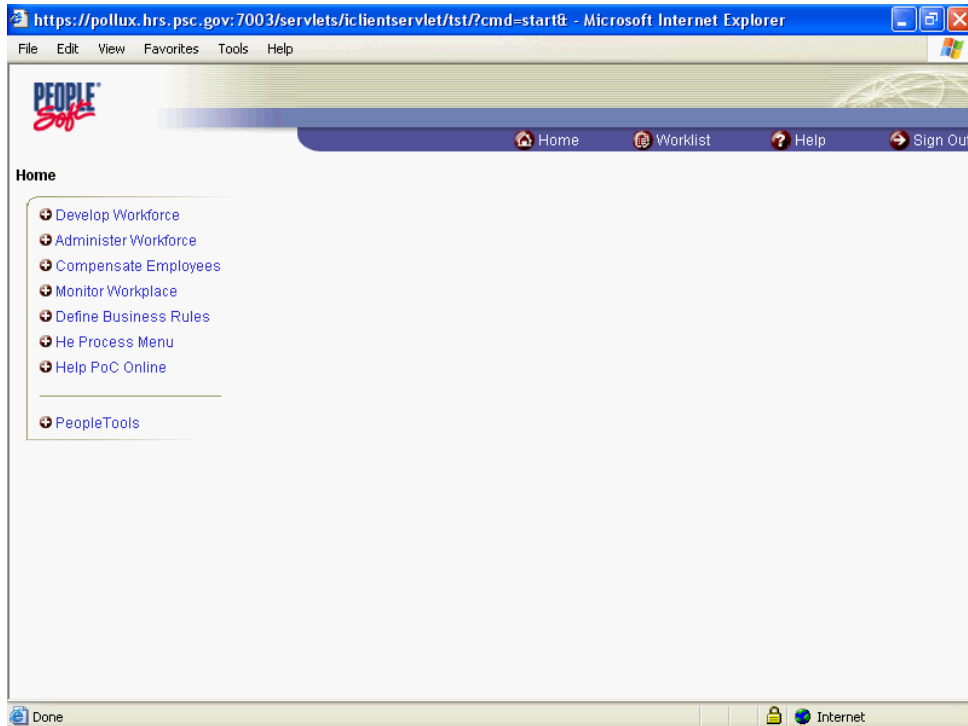
Adjusted Base Pay: 86,353.00       Benefit Base Override      FEGLI Base: 86,353.00

Total Pay: 107,941.00

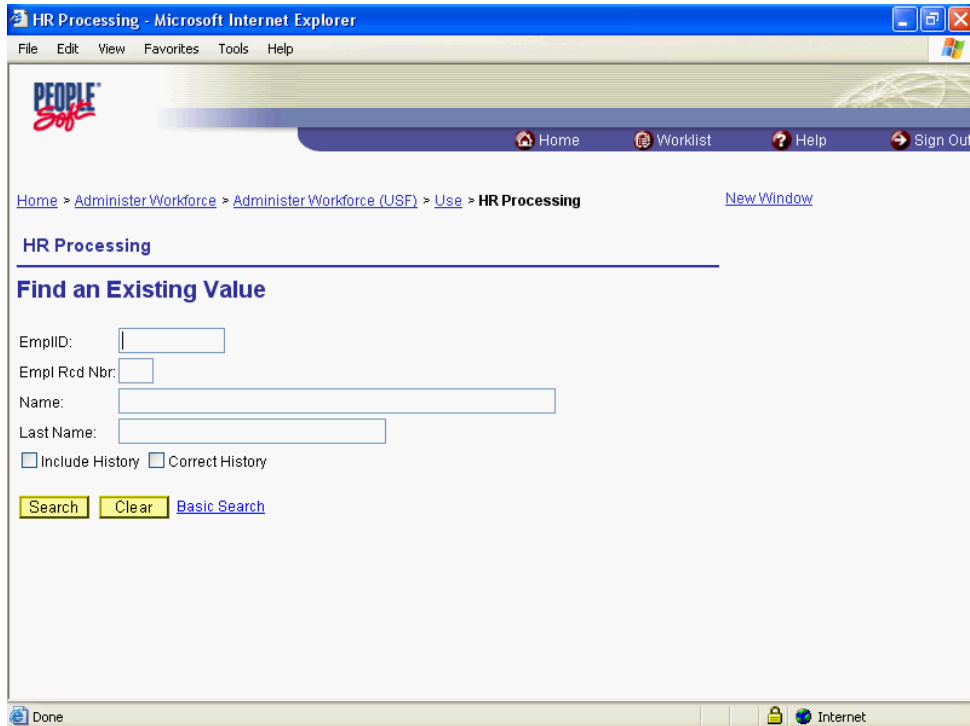
[Other Pay Information](#)      [Expected Pay](#)      [Accounting Info](#)

Step	Action
24.	Click the <b>Save</b> button.
25.	<b>End of Procedure.</b>

**Danger Pay Change**  
**Procedure**



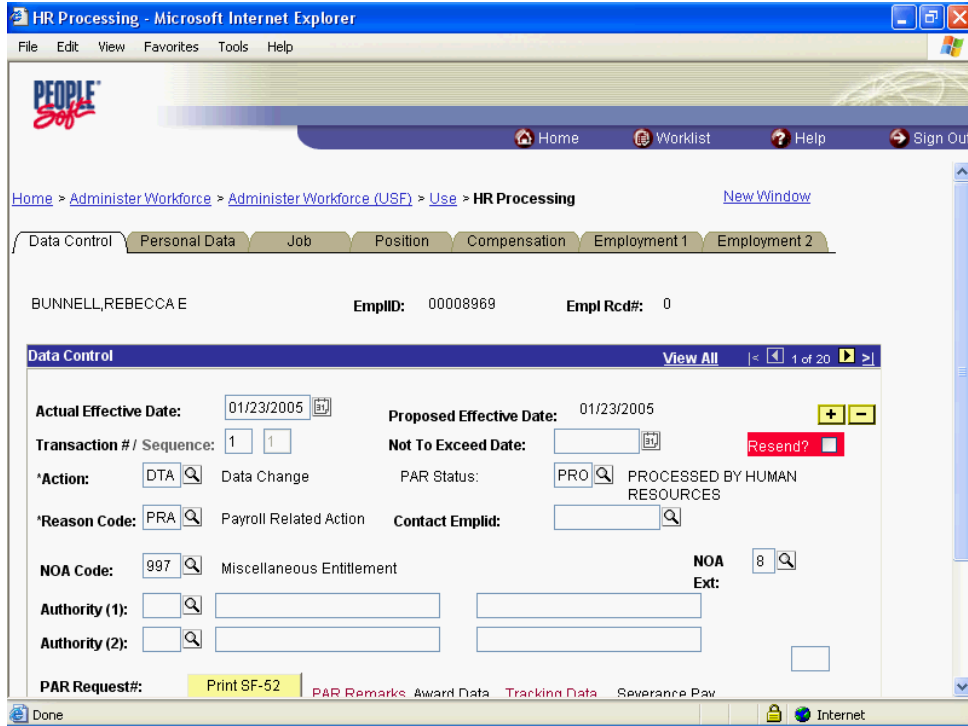
Step	Action
1.	Click the <b>Administer Workforce</b> link. <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link. <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>





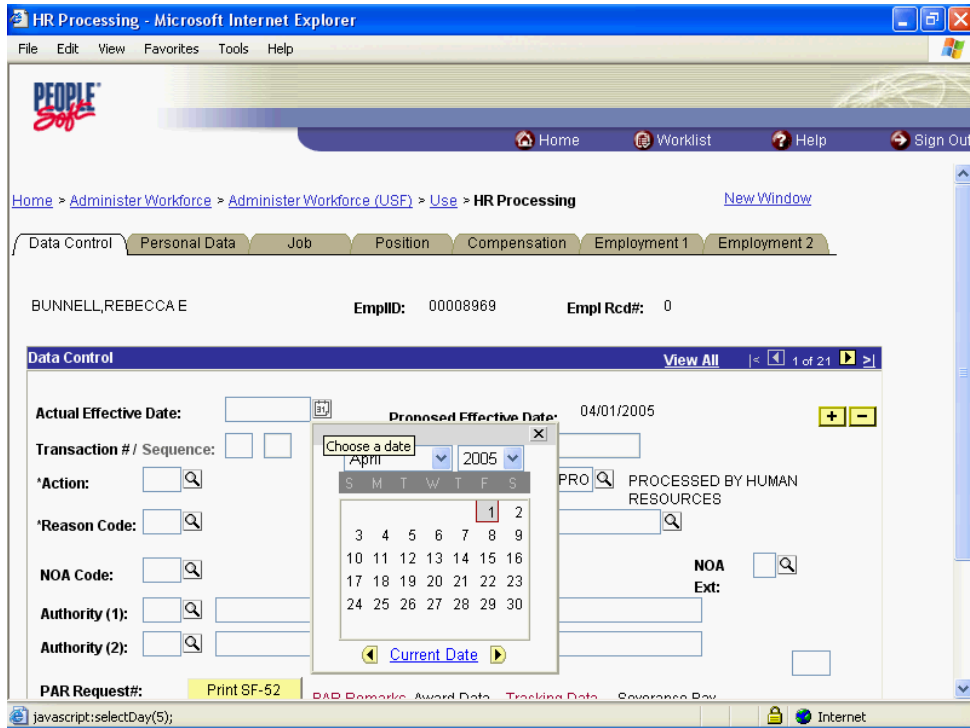
Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00008969</b> ".
6.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>

# Training Guide

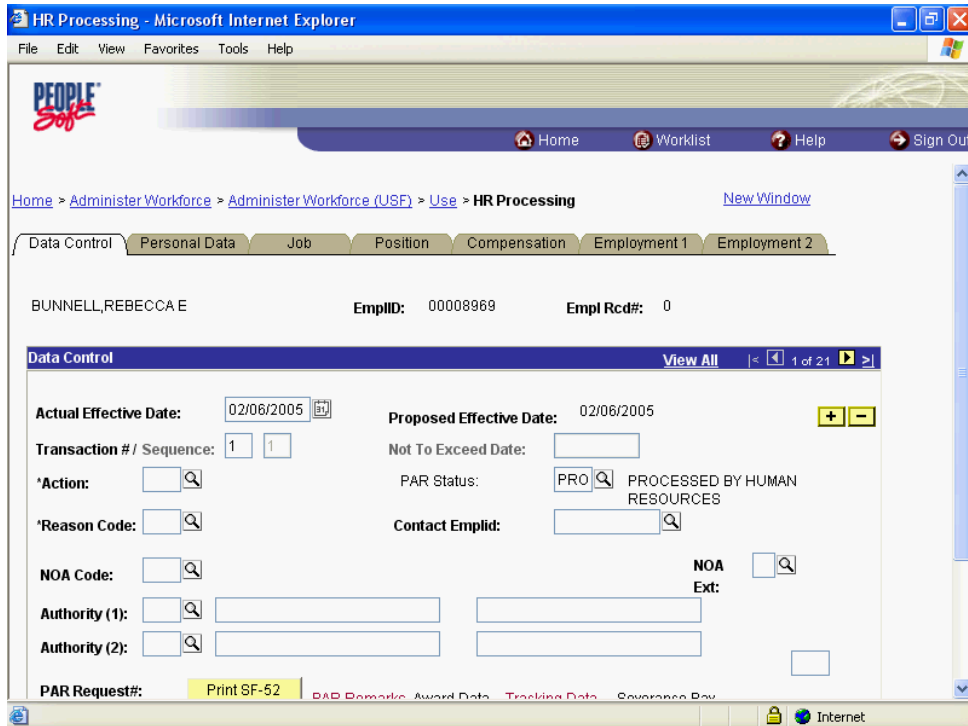
## Processing Premium Pay



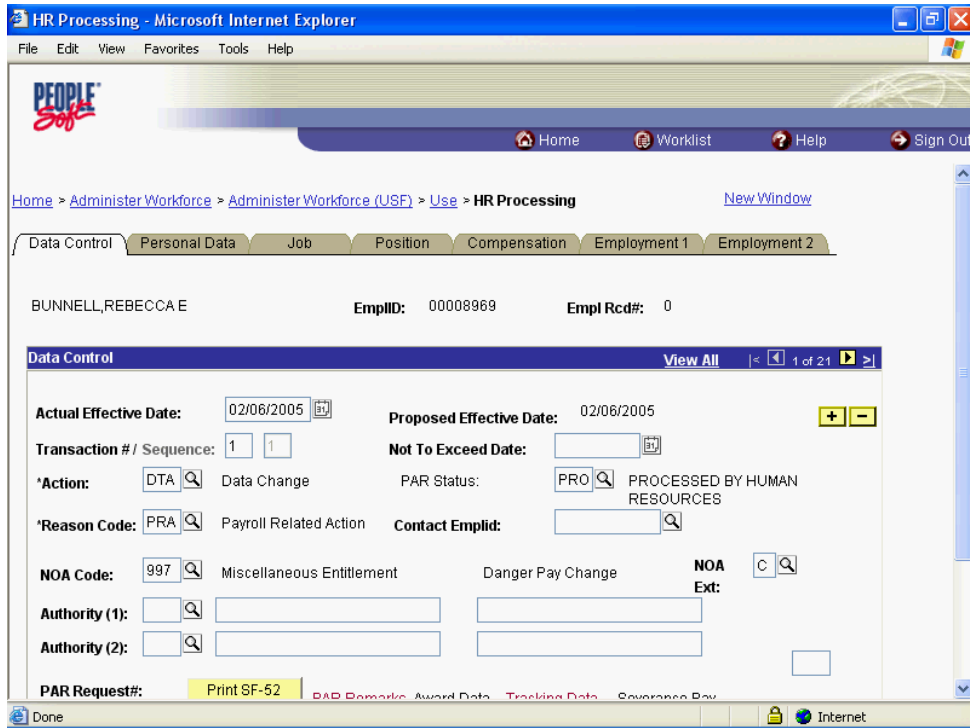
Step	Action
7.	Click the <b>Add a new row at row 1</b> button. 
8.	Click the <b>Calendar icon</b> button. 




Step	Action
9.	Click the desired date.



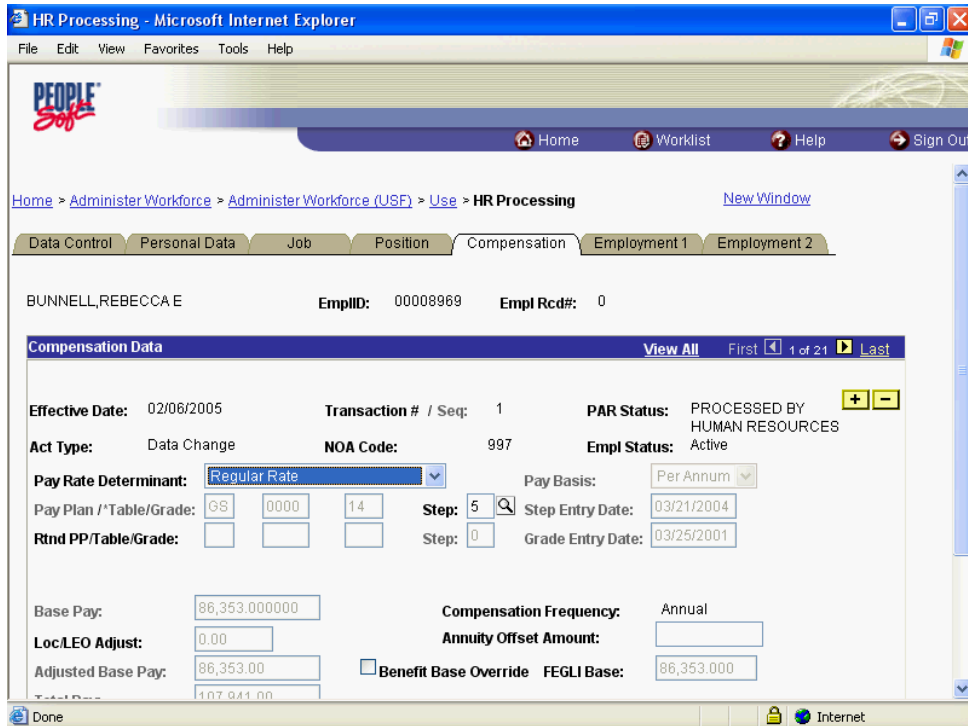
Step	Action
10.	Enter the desired information into the <b>*Action</b> field. Enter " <b>DTA</b> ".
11.	Click in the <b>*Reason Code</b> field. <input type="text"/>
12.	Press <b>[Tab]</b> .
13.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>997</b> ".
14.	Press <b>[Tab]</b> .
15.	Enter the desired information into the <b>NOA Ext</b> field. Enter " <b>C</b> ".
16.	Press <b>[Tab]</b> .



Step	Action
17.	Click the <b>Compensation</b> tab. 

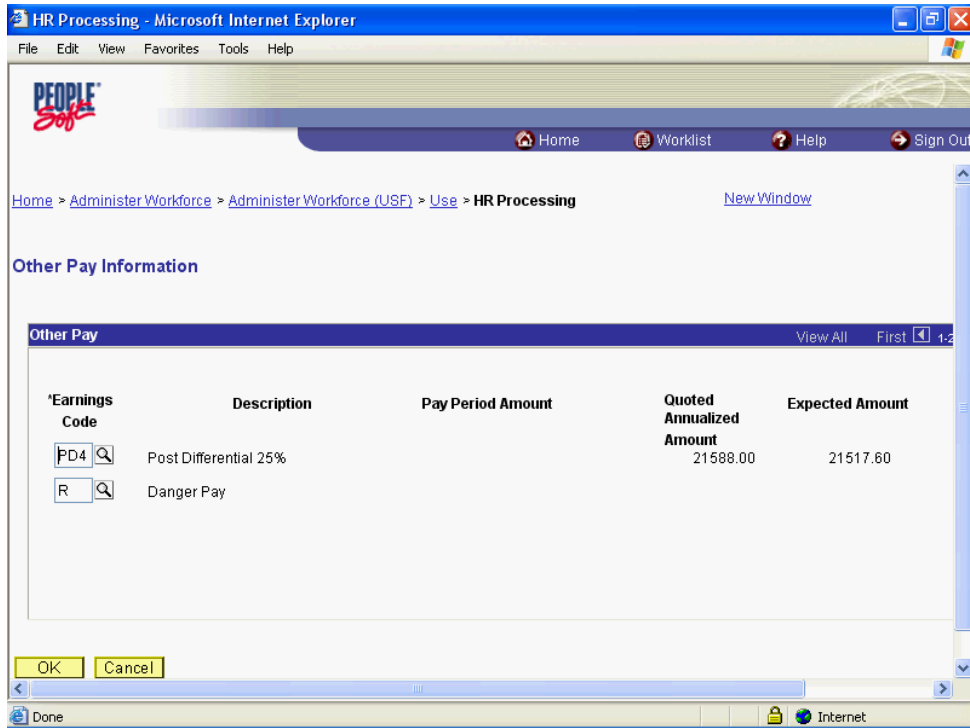
# Training Guide

## Processing Premium Pay

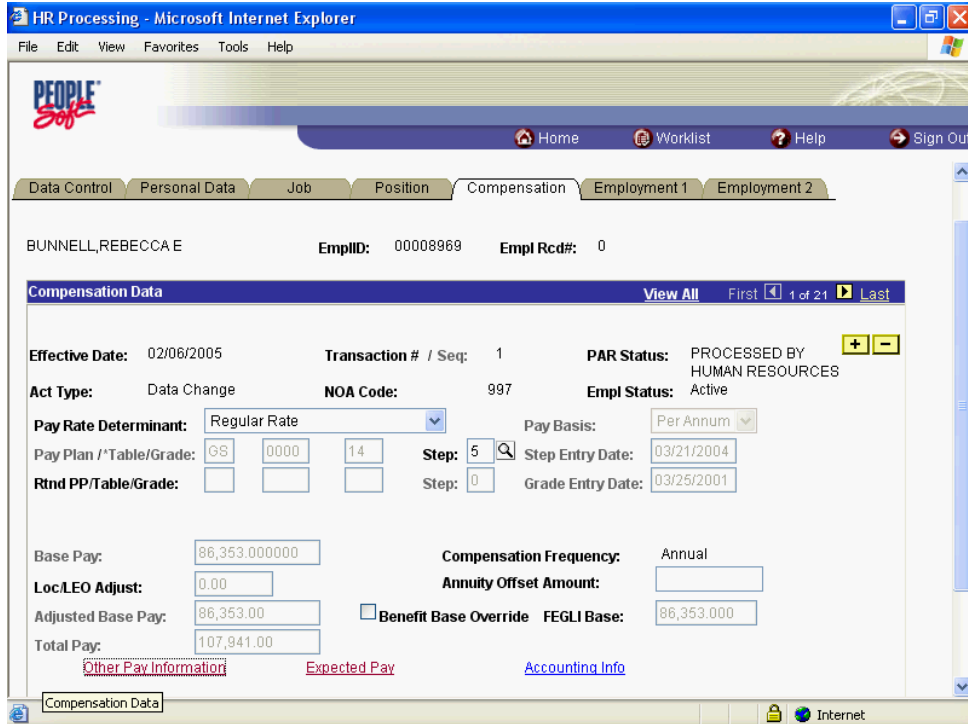



Step	Action
18.	Click the <b>Other Pay Information</b> link. <input type="text" value="Table/Grade:"/>





Step	Action
19.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>






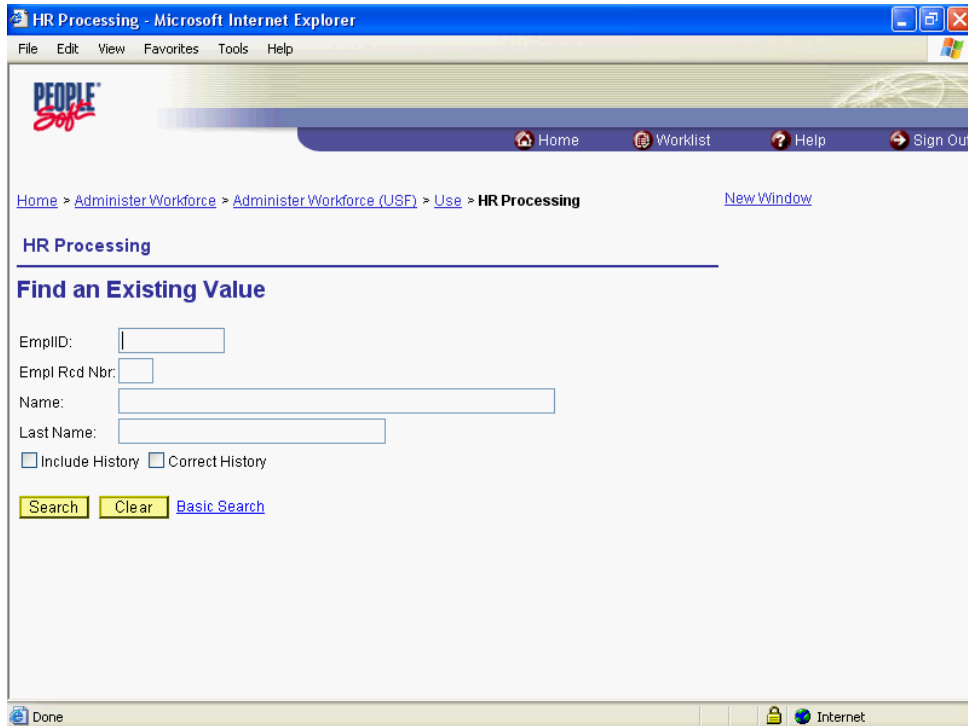
Step	Action
20.	Click the <b>Save</b> button. 
21.	<b>End of Procedure.</b>

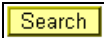
### Danger Pay Stop

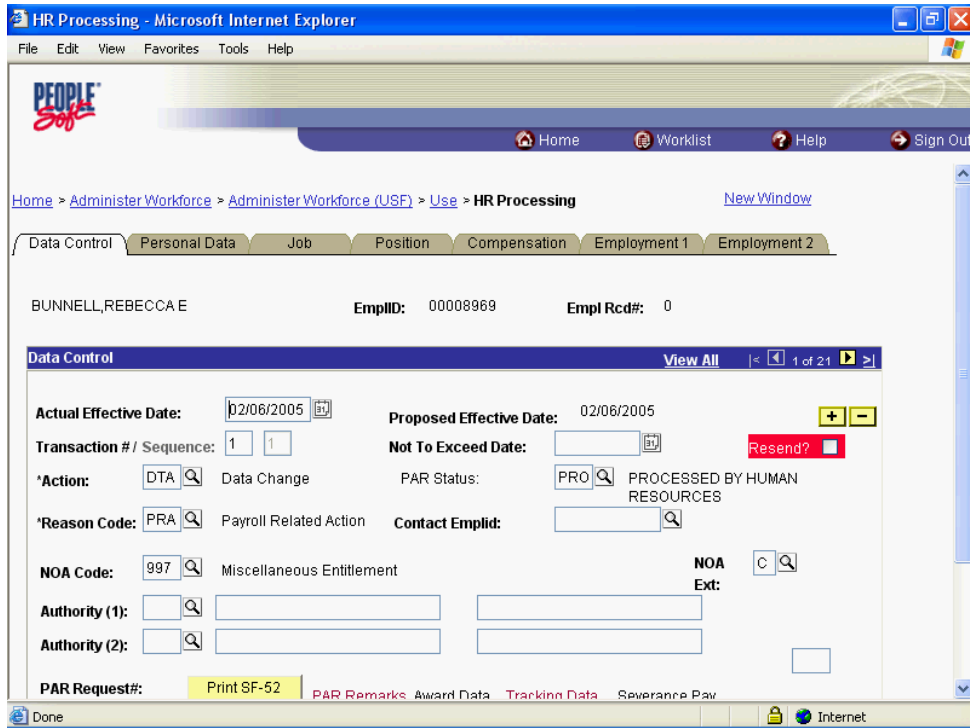
### Procedure





Step	Action
1.	Click the <b>Administer Workforce</b> link.  <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link.  <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>



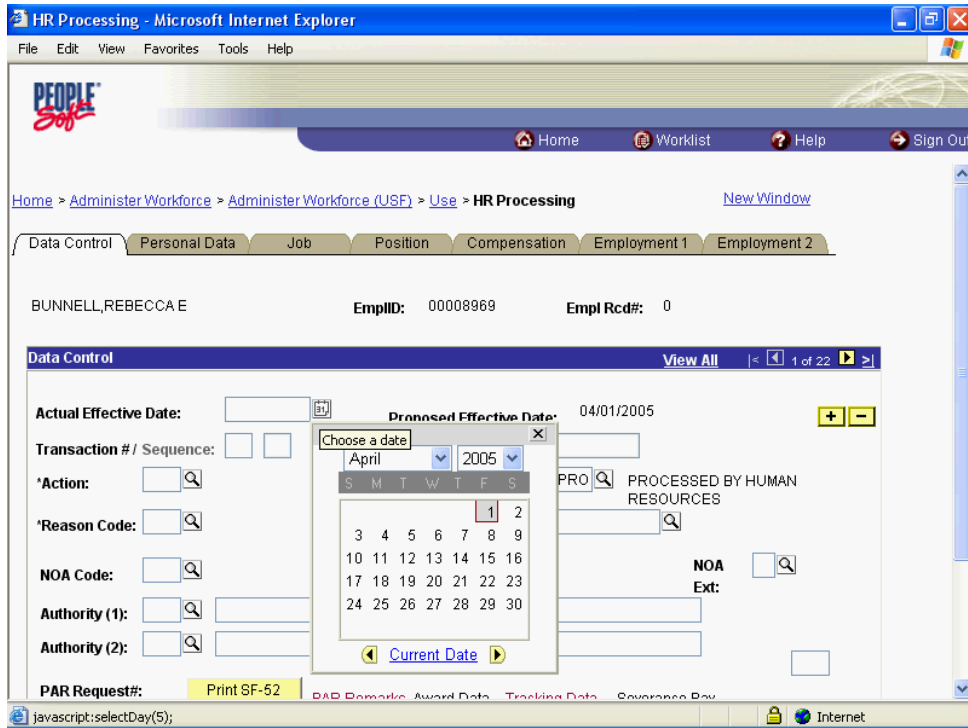
Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00008969</b> ".
6.	Click the <b>Search</b> button. 



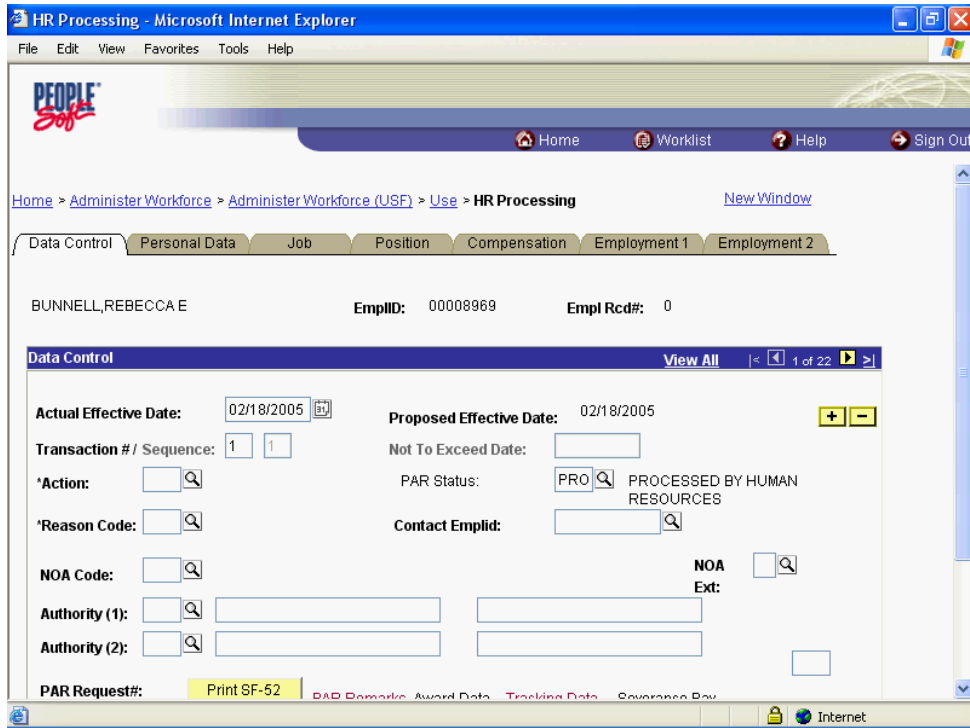
Step	Action
7.	Click the <b>Add a new row at row 1</b> button. 
8.	Click the <b>Calendar icon</b> button. 

# Training Guide

## Processing Premium Pay



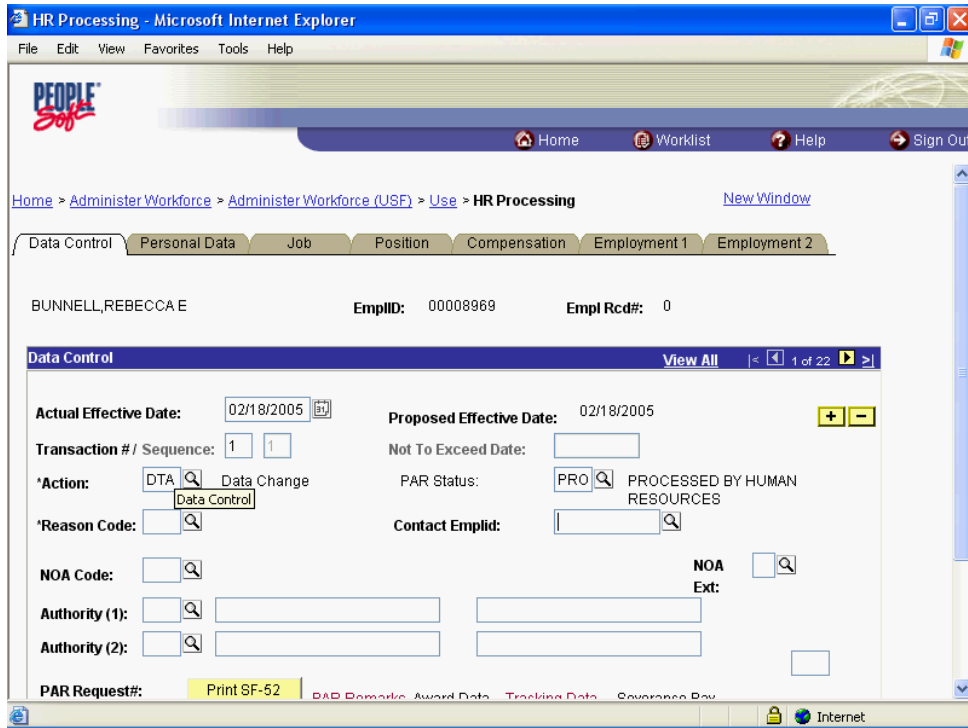
Step	Action
9.	Click the desired date.



Step	Action
10.	Press <b>[Tab]</b> .

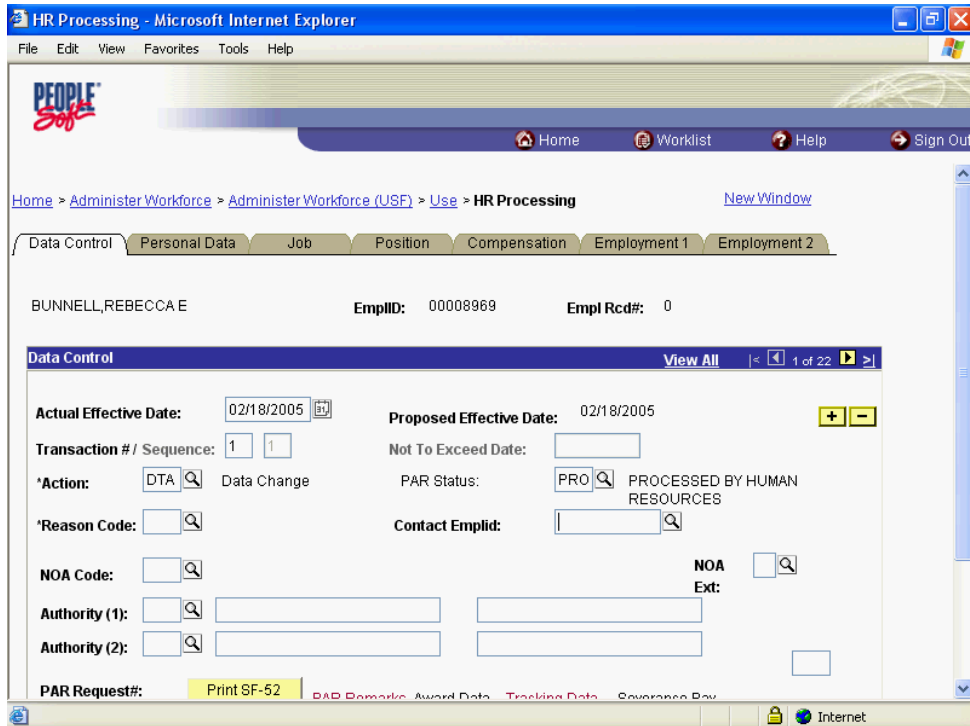
# Training Guide

## Processing Premium Pay



Step	Action
11.	Point to the object.

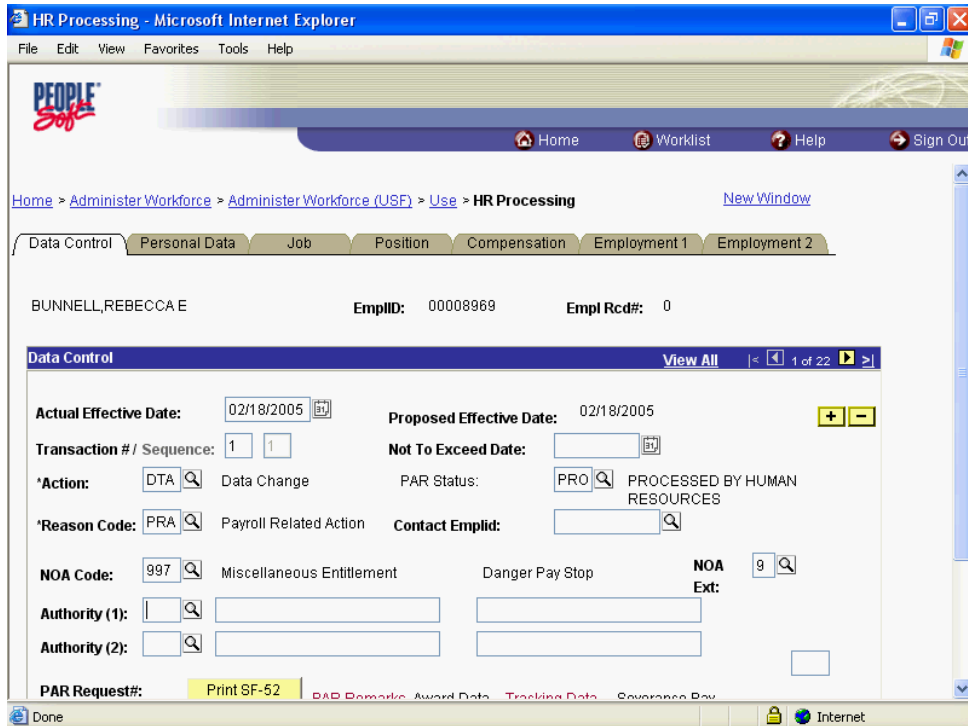




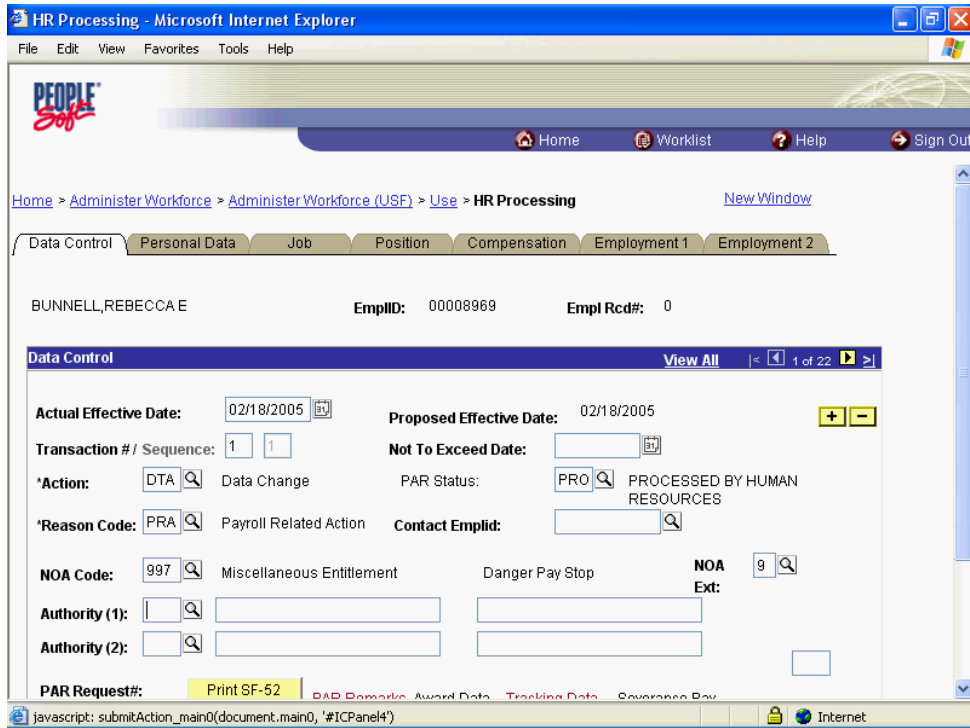
Step	Action
12.	Enter the desired information into the <b>*Reason Code</b> field. Enter " <b>PRA</b> ".
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>997</b> ".
15.	Press <b>[Tab]</b> .
16.	Enter the desired information into the <b>NOA Ext</b> field.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

# Training Guide

## Processing Premium Pay



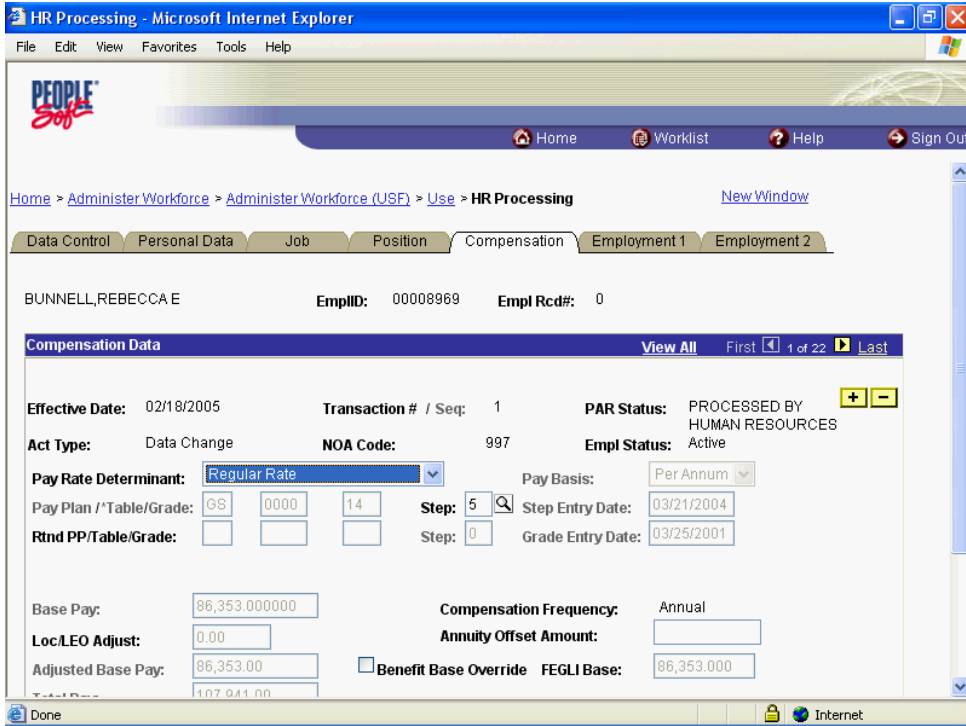
Step	Action
18.	Release the mouse button.



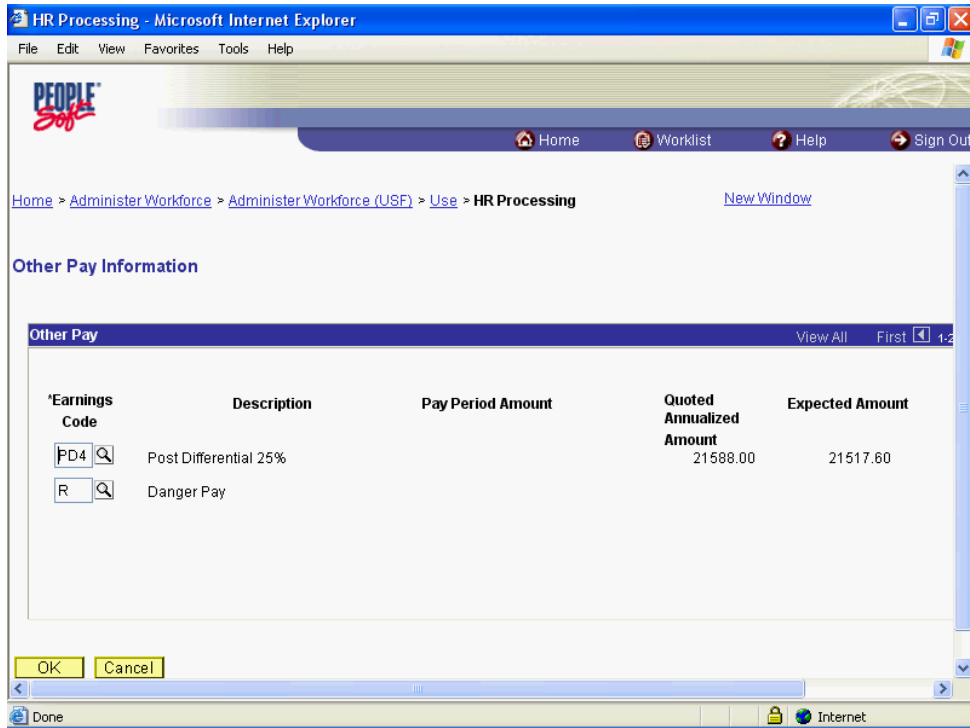
Step	Action
19.	Click the <b>Compensation</b> tab. <b>Compensation</b>


# Training Guide

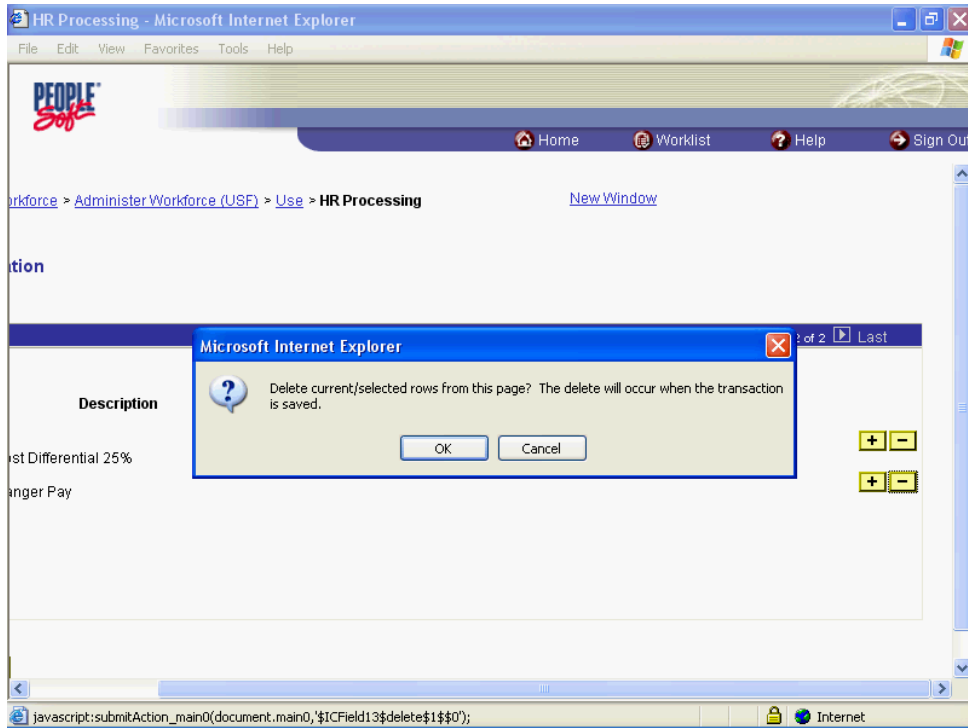
## Processing Premium Pay



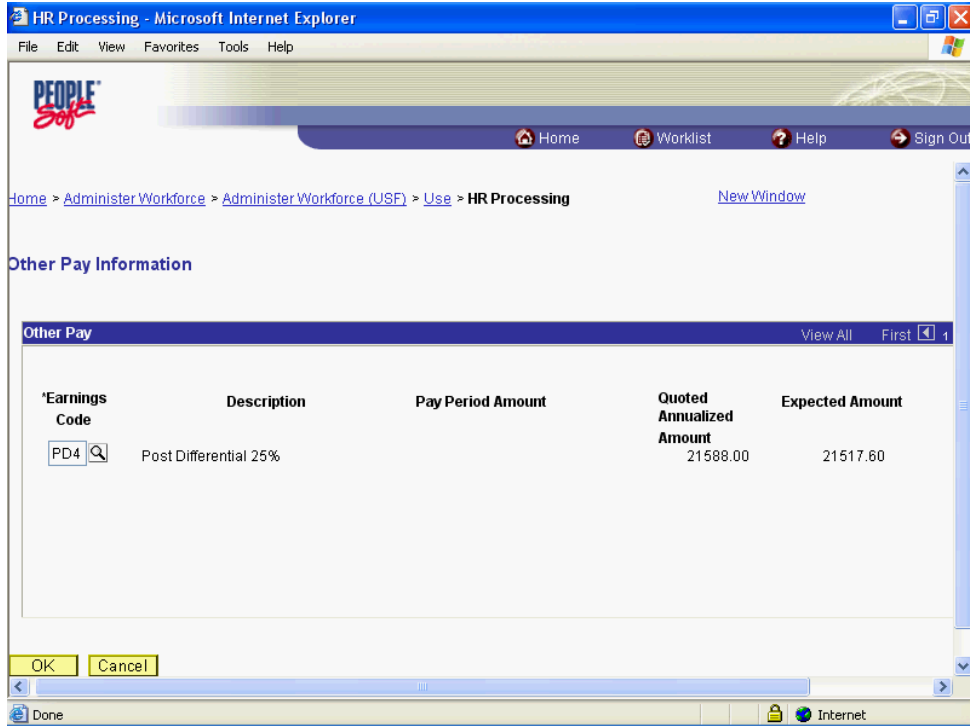
Step	Action
20.	Click the <b>Other Pay Information</b> link. <input type="text" value="Table/Grade:"/>




Step	Action
21.	Click the <b>Delete row 1</b> button. 



Step	Action
22.	Release the mouse button.



Step	Action
23.	Click the <b>OK</b> button. 

# Training Guide

## Processing Premium Pay

HR Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PEOPLE Soft

Home Worklist Help Sign Out

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

BUNNELL,REBECCA E      EmplID: 00008969      Empl Rcd#: 0

**Compensation Data**      View All      First 1 of 22 Last

Effective Date: 02/18/2005      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change      NOA Code: 997      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan /\*Table/Grade: GS 0000 14      Step: 5      Step Entry Date: 03/21/2004

Rtn PP/Table/Grade:      Step: 0      Grade Entry Date: 03/25/2001

Base Pay: 86,353.000000      Compensation Frequency: Annual

Loc/LEO Adjust: 0.00      Annuity Offset Amount:

Adjusted Base Pay: 86,353.00       Benefit Base Override      FEGLI Base: 86,353.000

Total Pay: 107,941.00

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

Step	Action
24.	Click the <b>Ok</b> button. <input type="text"/>
25.	<b>End of Procedure.</b>



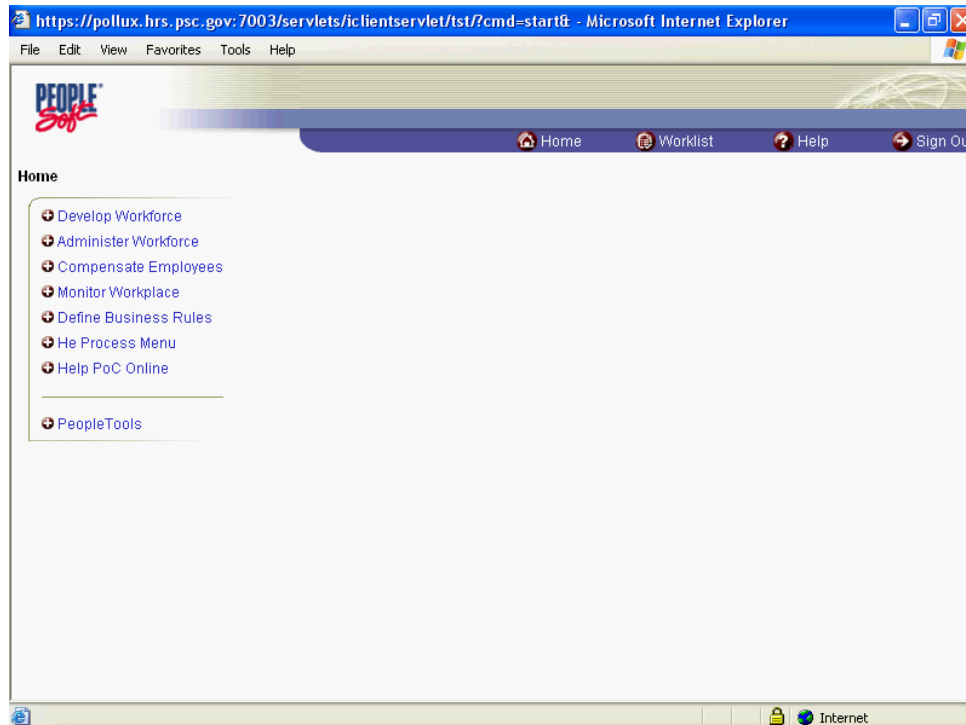
## Home Leave




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.

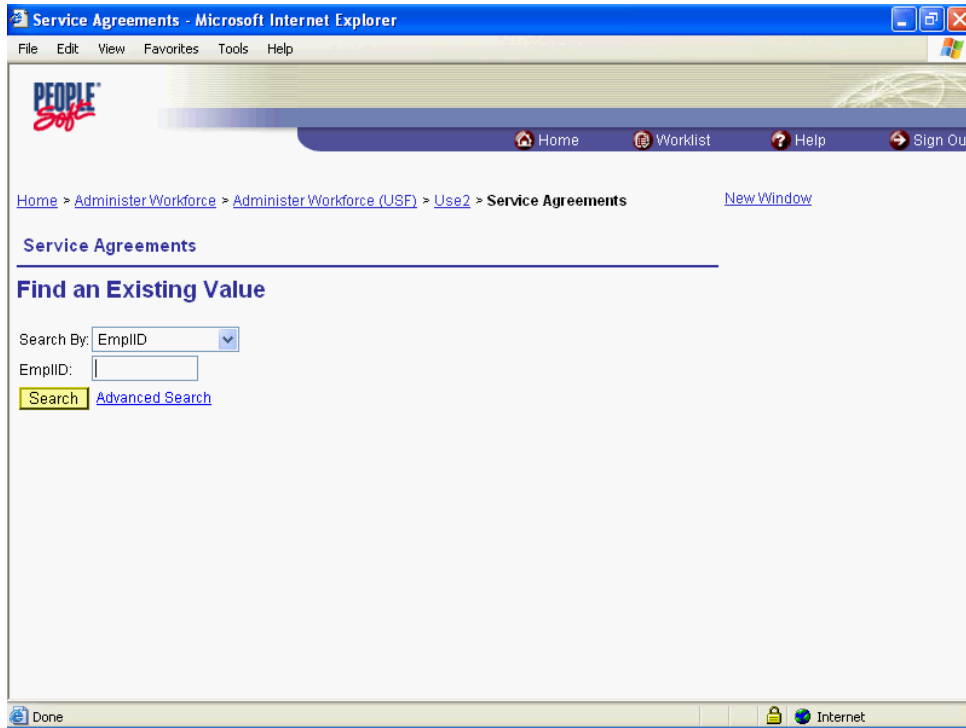
## Starting Home Leave

### Procedure

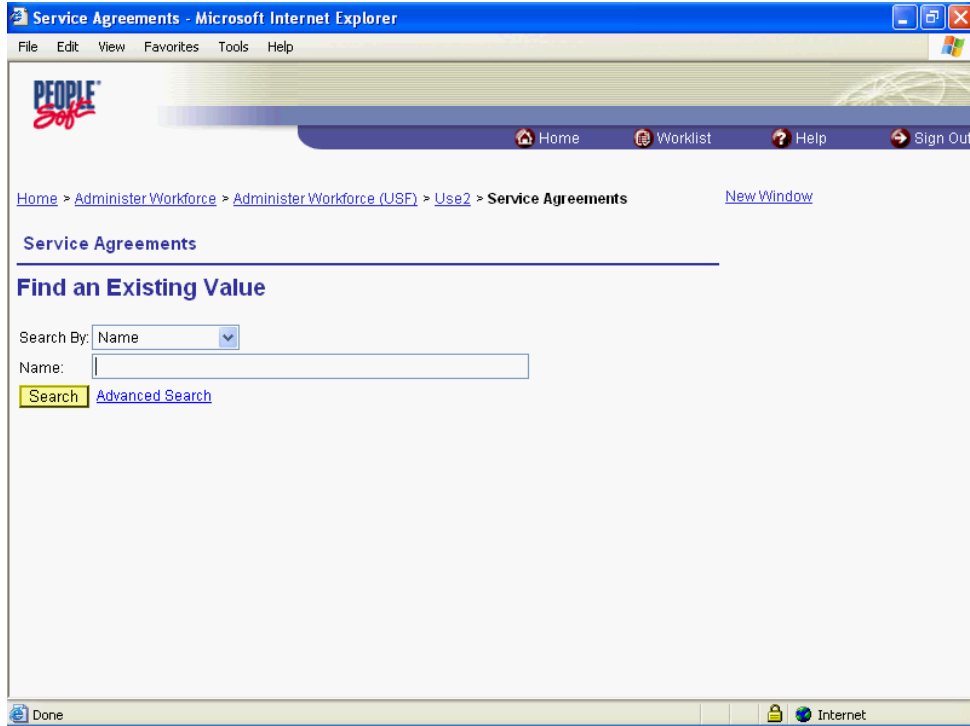




Step	Action
1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use2</b> link. 

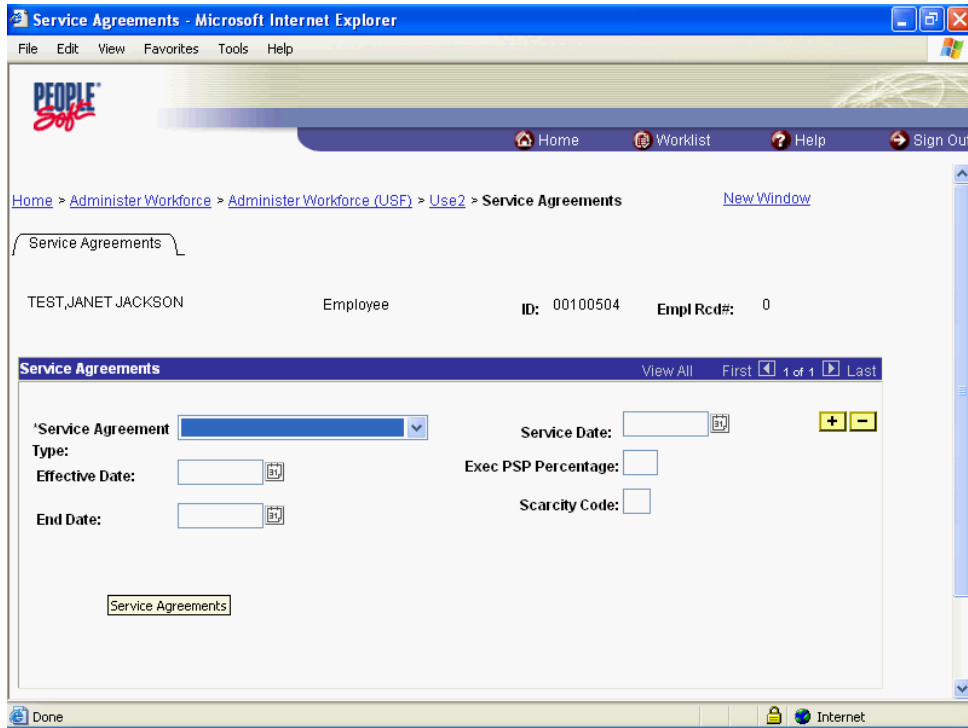
Step	Action
4.	Click the <b>Service Agreements</b> link. <a href="#">Service Agreements</a>




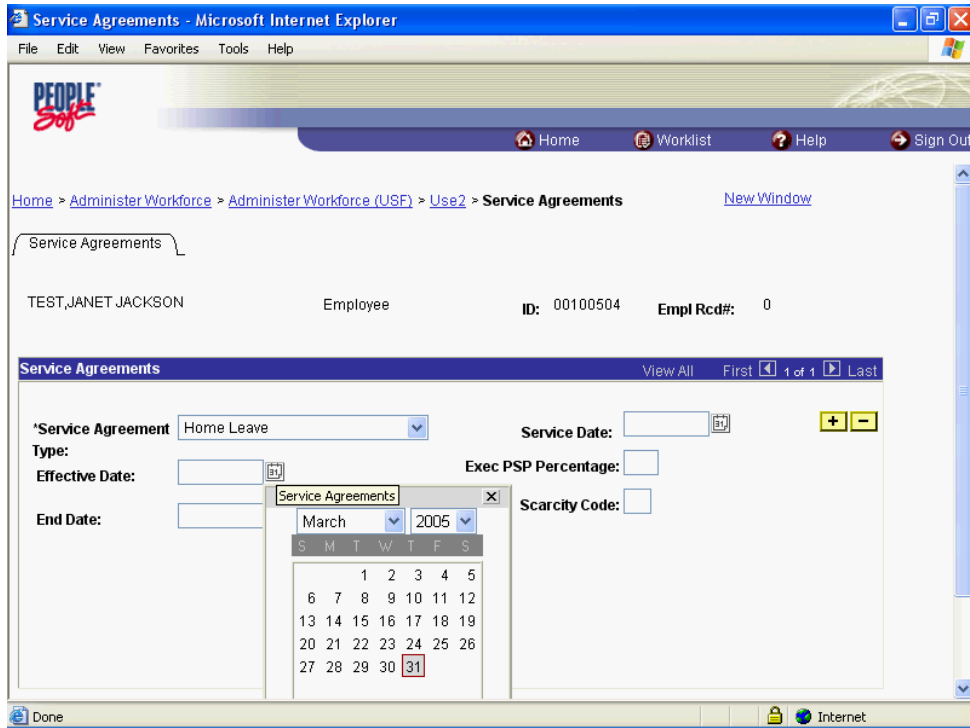
Step	Action
5.	Click the <b>Search By</b> list. <input type="text" value="EmplID"/>
6.	Click an entry in the list. Select Name, unless you know the EmplID. <input type="text" value="Name"/>



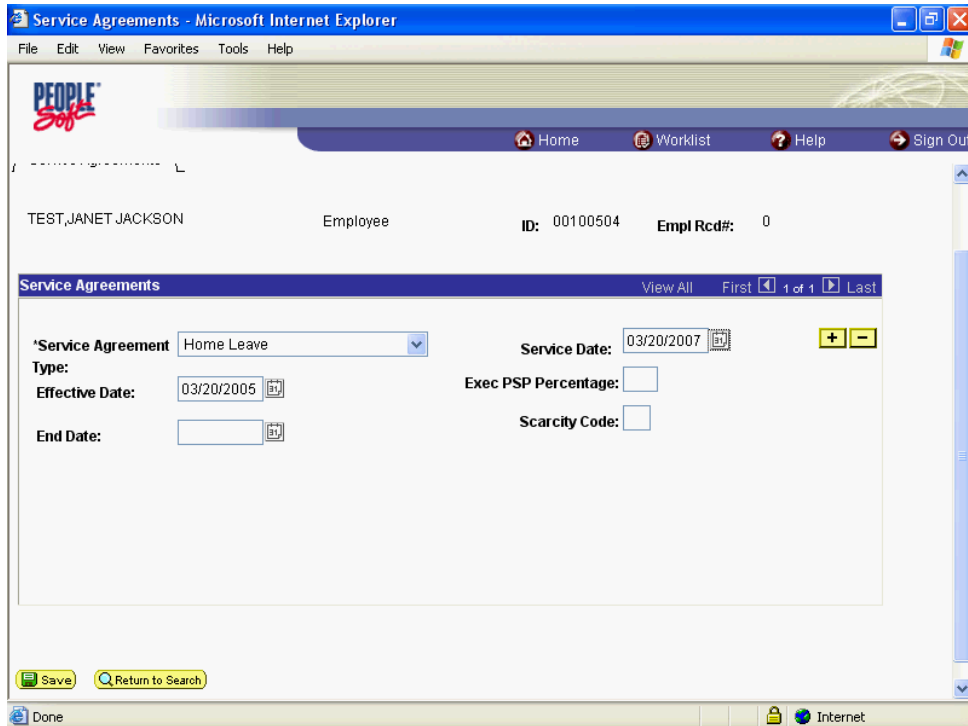
Step	Action
7.	Enter the desired information into the <b>Name</b> field. Enter " <b>TEST</b> ".
8.	Click the <b>Search</b> button. 
9.	Click the <b>Search Results</b> table. 




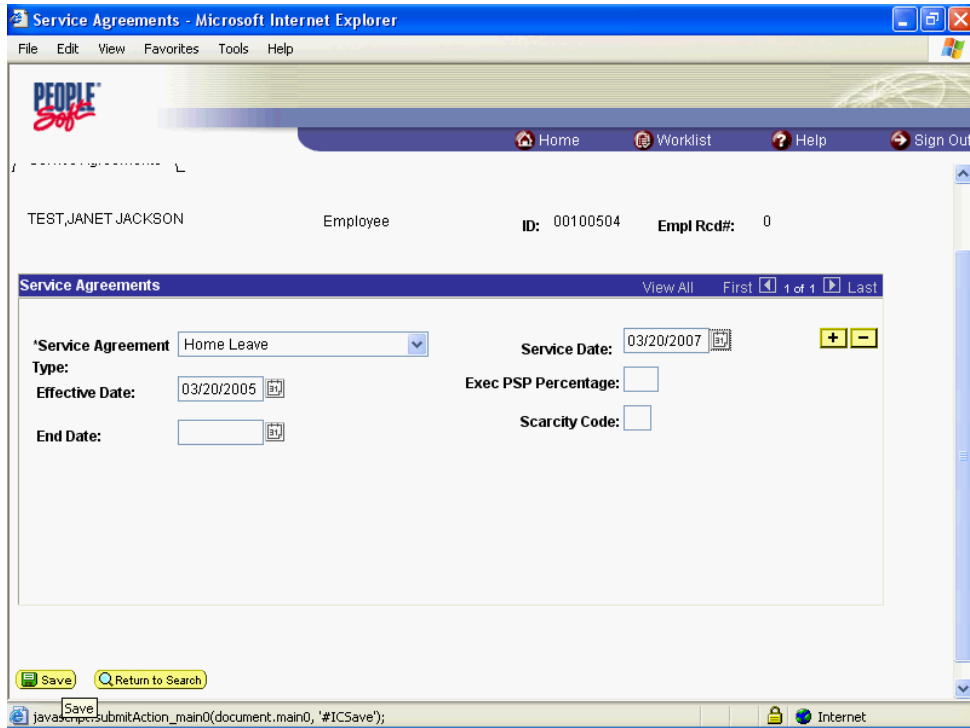
Step	Action
10.	Click an entry in the list.
11.	Click an entry in the list.
12.	Click the <b>Choose a date</b> button. 



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





Step	Action
16.	Click the <b>Save</b> button. 

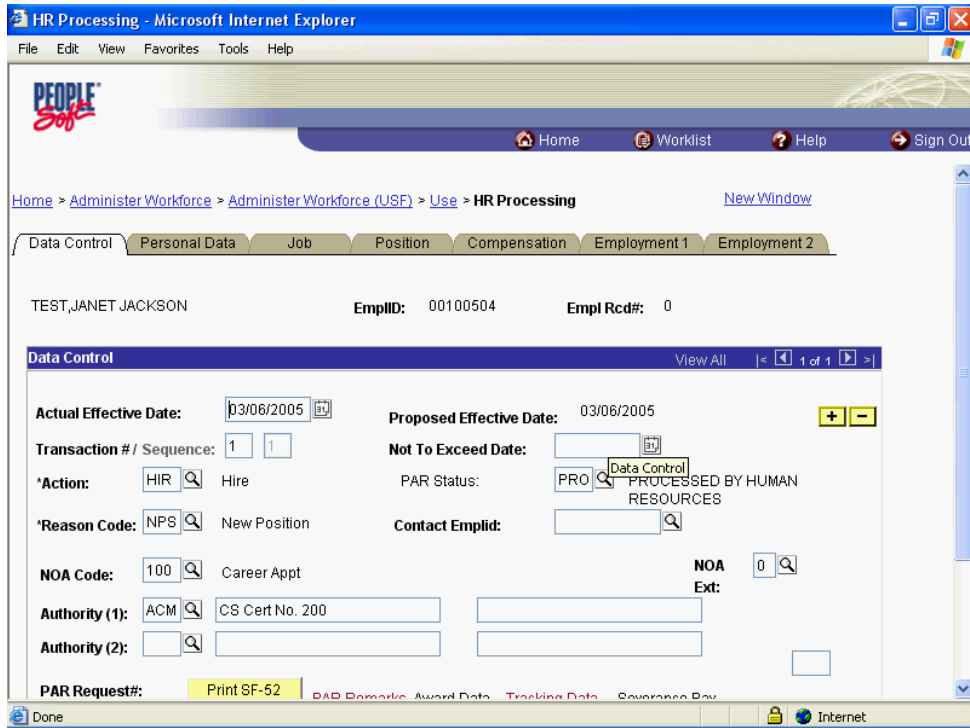


Step	Action
17.	Click the <b>Administer Workforce (USF)</b> link. <input data-bbox="418 1096 662 1123" type="text"/>

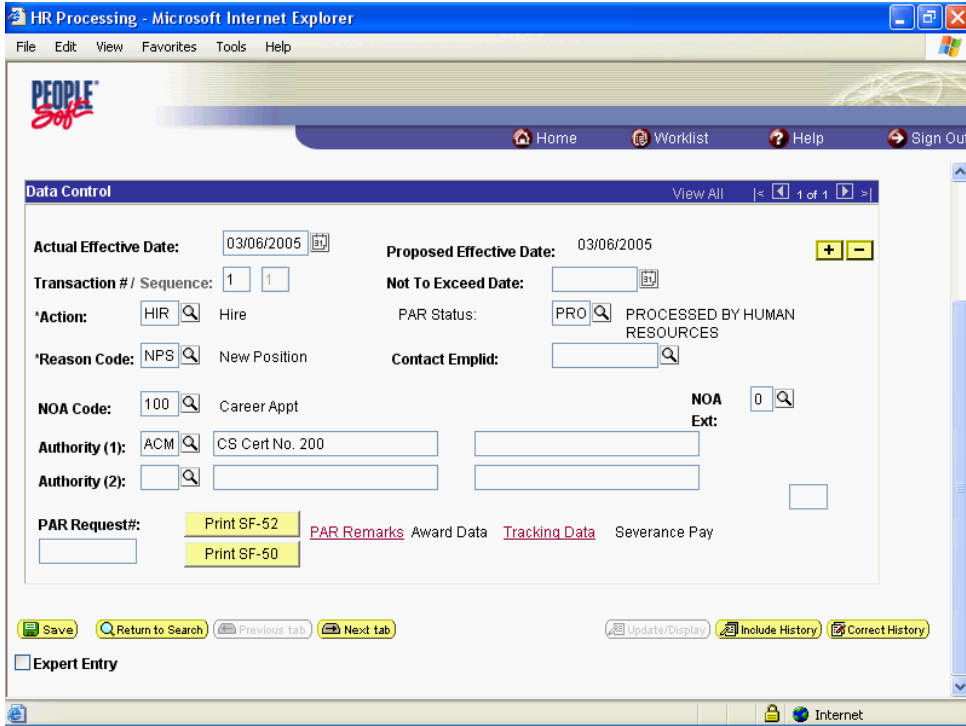



Step	Action
18.	Click the <b>Use</b> link. 
19.	Click the <b>HR Processing</b> link. 



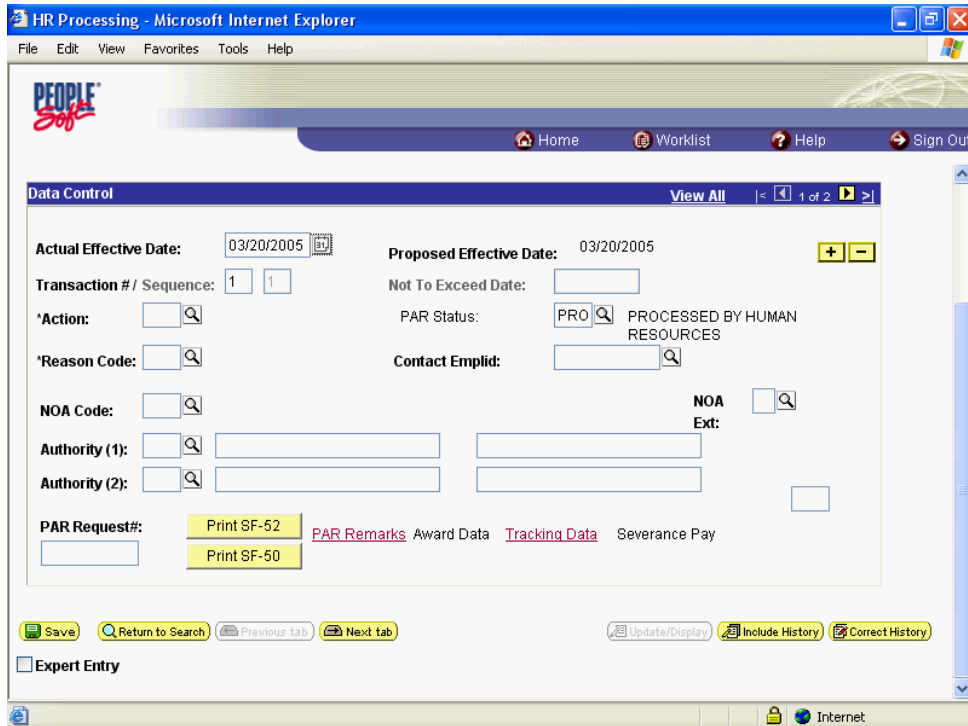


Step	Action
20.	Release the mouse button.

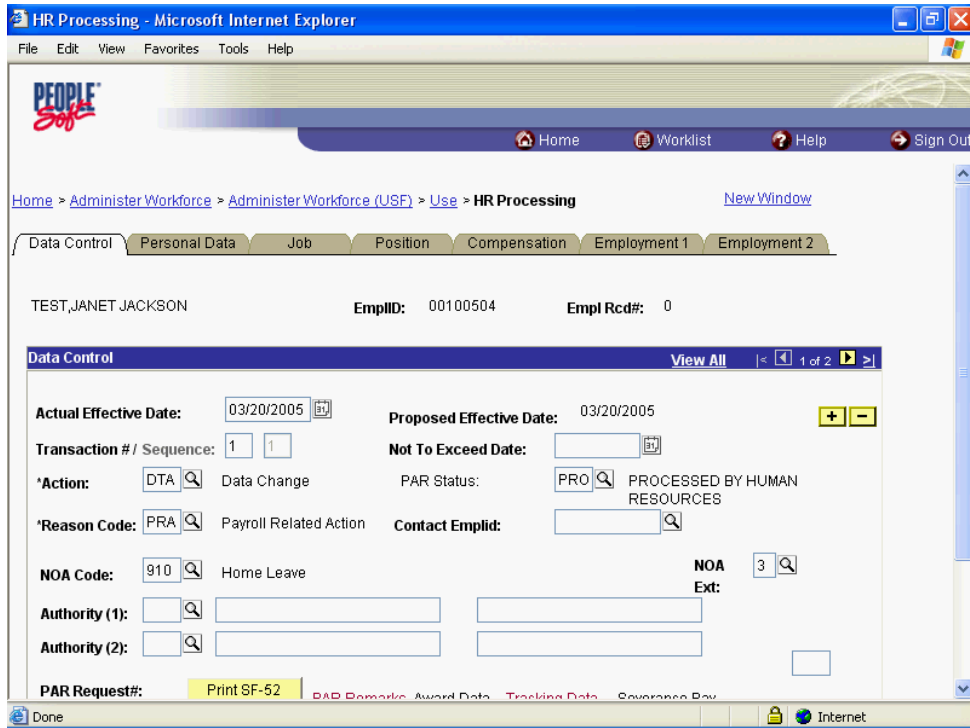



Step	Action
21.	Click the <b>Add a new row at row 1</b> button. 

Step	Action
22.	Click the desired date.



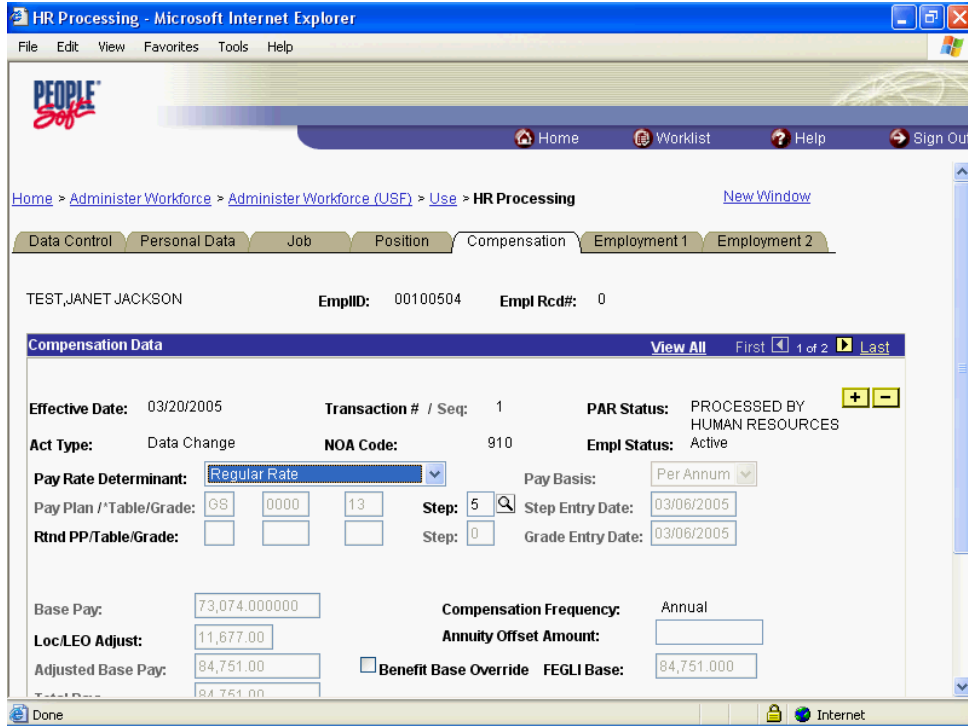
Step	Action
23.	Press <b>[Tab]</b> .
24.	Press <b>[Tab]</b> .
25.	Enter the desired information into the <b>NOA Code</b> field. Enter <b>"910"</b> .
26.	Press <b>[Tab]</b> .
27.	Press <b>[Tab]</b> .
28.	Press <b>[Tab]</b> .



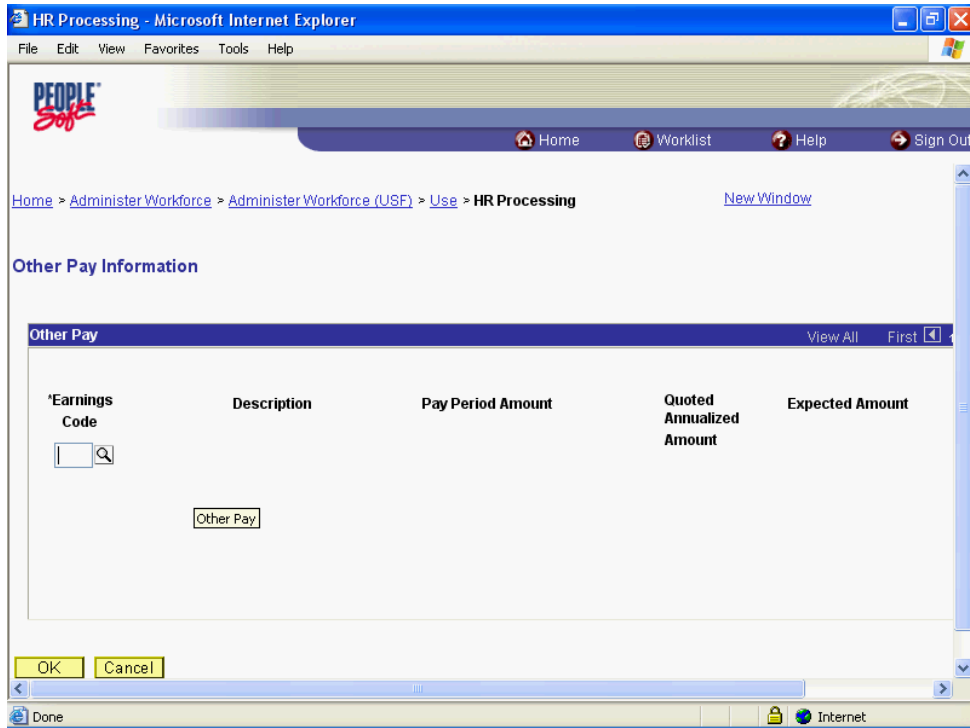
Step	Action
29.	Click the <b>Compensation</b> tab. 


# Training Guide

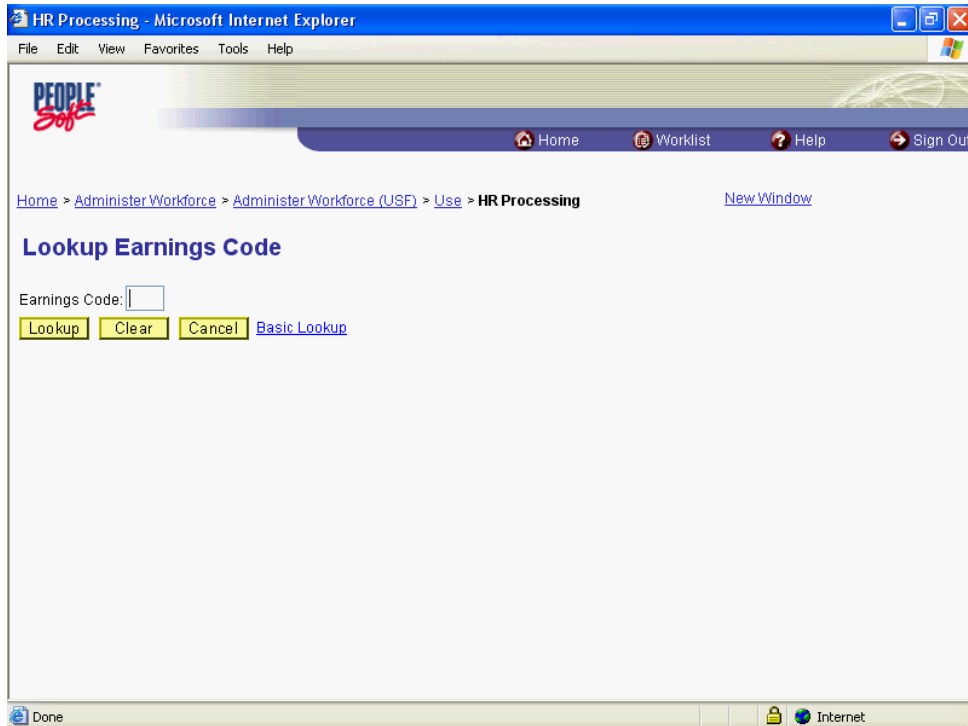
## Processing Premium Pay




Step	Action
30.	Click the <b>Other Pay Information</b> link. <input type="text" value="Table/Grade:"/>



Step	Action
31.	Click the <b>Lookup Earnings Code</b> button. 

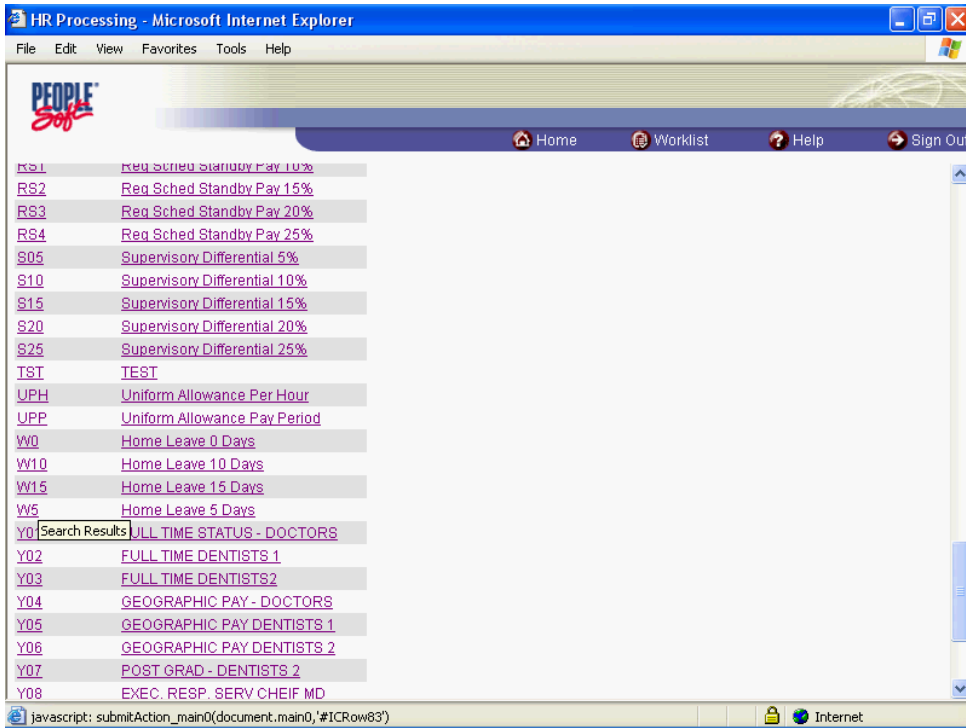


Step	Action
32.	Click the <b>Lookup</b> button. 

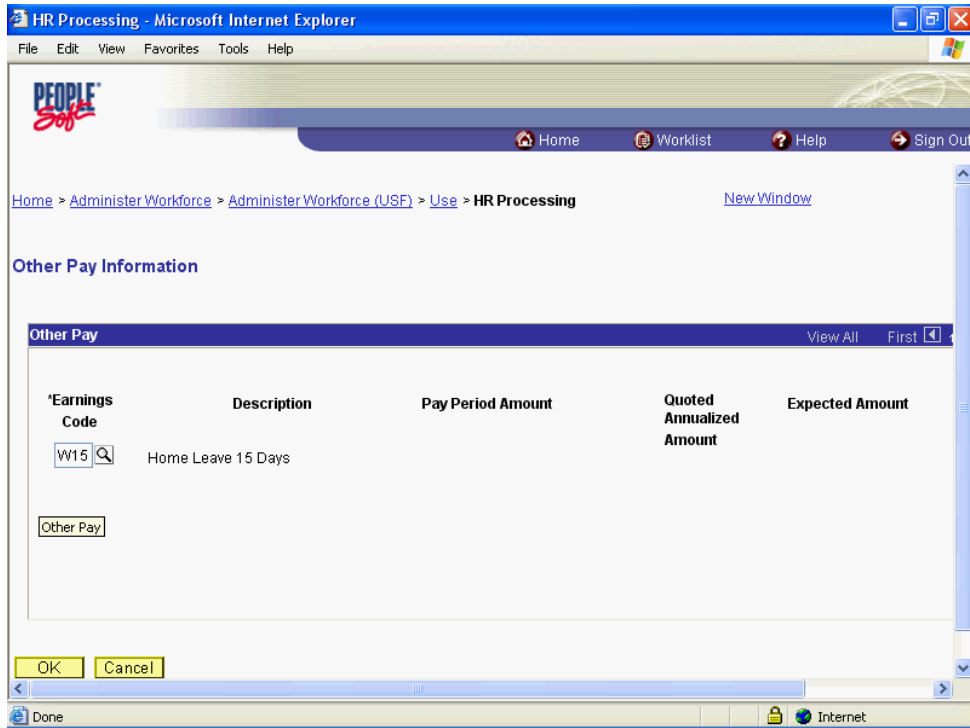




Step	Action
33.	Release the mouse button.

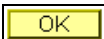


Step	Action
34.	Click the <b>Search Results</b> table.



Step	Action
35.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



Step	Action
36.	Click the <b>Ok</b> button. 

The screenshot shows a web browser window titled "HR Processing - Microsoft Internet Explorer". The application interface includes a navigation bar with "Home", "Worklist", "Help", and "Sign Out" buttons. Below the navigation bar are tabs for "Data Control", "Personal Data", "Job", "Position", "Compensation", "Employment 1", and "Employment 2". The main content area displays information for "TEST, JANET JACKSON" with "EmplID: 00100504" and "Empl Rcd#: 0". A "Compensation Data" section is active, showing a "View All" link and navigation controls for "1 of 2" records. The data includes:

- Effective Date:** 03/20/2005
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act type:** Compensation Data Change
- NOA Code:** 910
- Empl Status:** Active
- Pay Rate Determinant:** Regular Rate
- Pay Basis:** Per Annum
- Pay Plan / Table/Grade:** GS 0000 13
- Step:** 5
- Step Entry Date:** 03/06/2005
- Rtnd PP/Table/Grade:** [Empty]
- Step:** 0
- Grade Entry Date:** 03/06/2005
- Base Pay:** 73,074.000000
- Compensation Frequency:** Annual
- Loc/LEO Adjust:** 11,677.00
- Annuity Offset Amount:** [Empty]
- Adjusted Base Pay:** 84,751.00
- Benefit Base Override**
- FGLI Base:** 84,751.0000
- Total Pay:** 84,751.00

At the bottom of the compensation data section, there are three links: "Other Pay Information", "Expected Pay", and "Accounting Info".

Step	Action
37.	Release the mouse button.

# Training Guide

## Processing Premium Pay

**HR Processing - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**PEOPLE Soft** Home Worklist Help Sign Out

**Compensation Data** View All First 1 of 2 Last

Effective Date: 03/20/2005 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change NOA Code: 910 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

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

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

Base Pay: 73,074.000000 Compensation Frequency: Annual

Loc/LEO Adjust: 11,677.00 Annuity Offset Amount:


Adjusted Base Pay: 84,751.00  Benefit Base Override FEGLI Base: 84,751.00

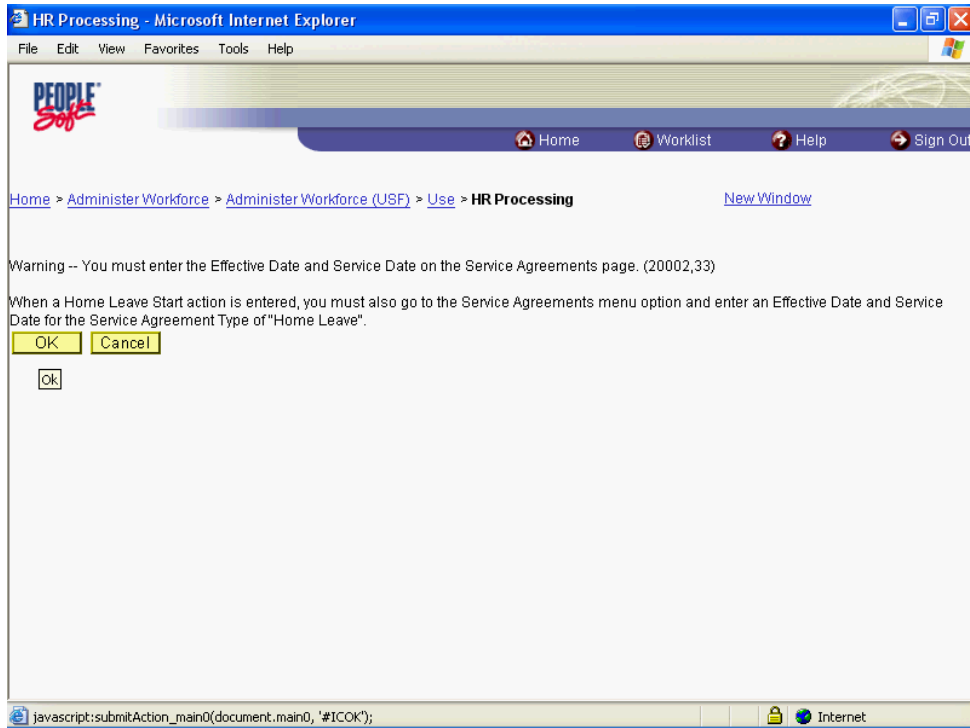
Total Pay: 84,751.00


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

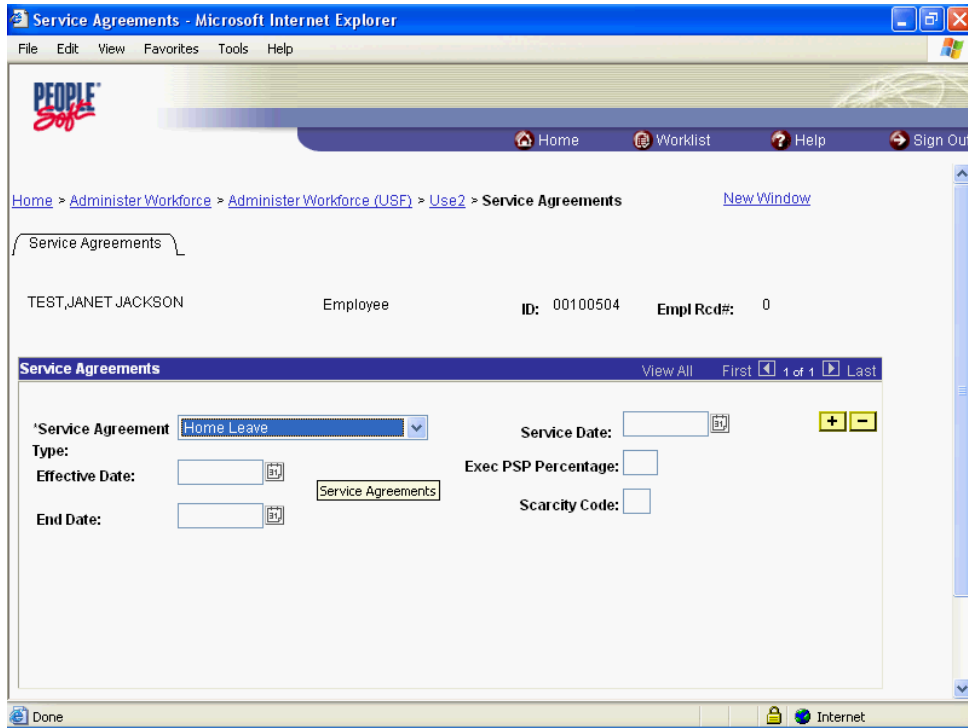
Save Return to Search Previous tab Next tab Update/Display Include History Correct History


Expert Entry

Step	Action
38.	Click the <b>Save</b> button. 

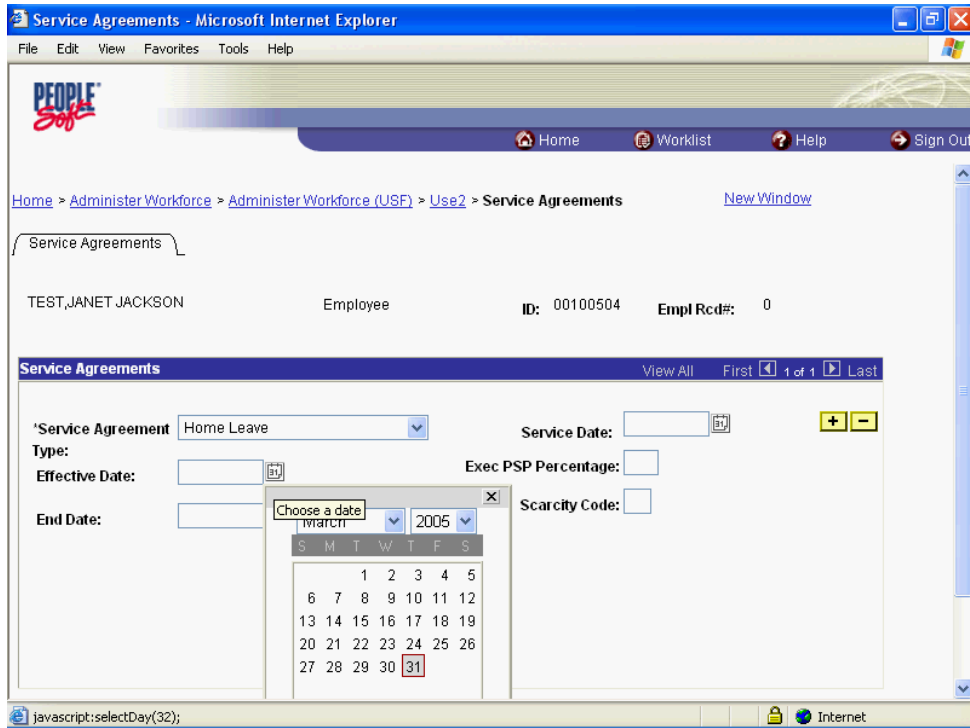


Step	Action
39.	Click the <b>Ok</b> button. 

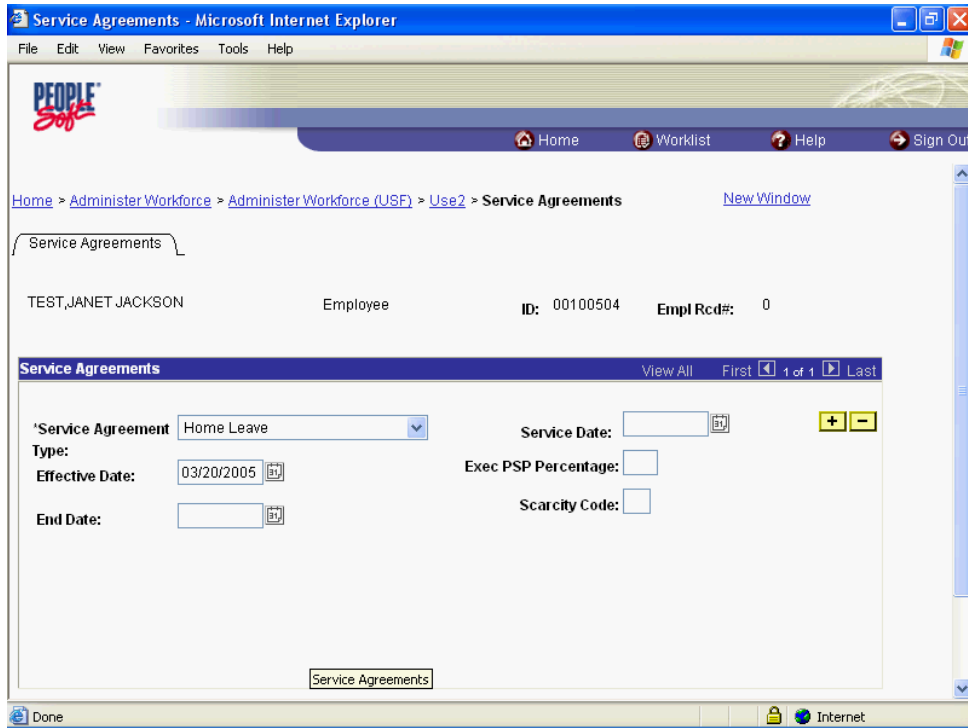



Step	Action
40.	Click the <b>Choose a date</b> button. 

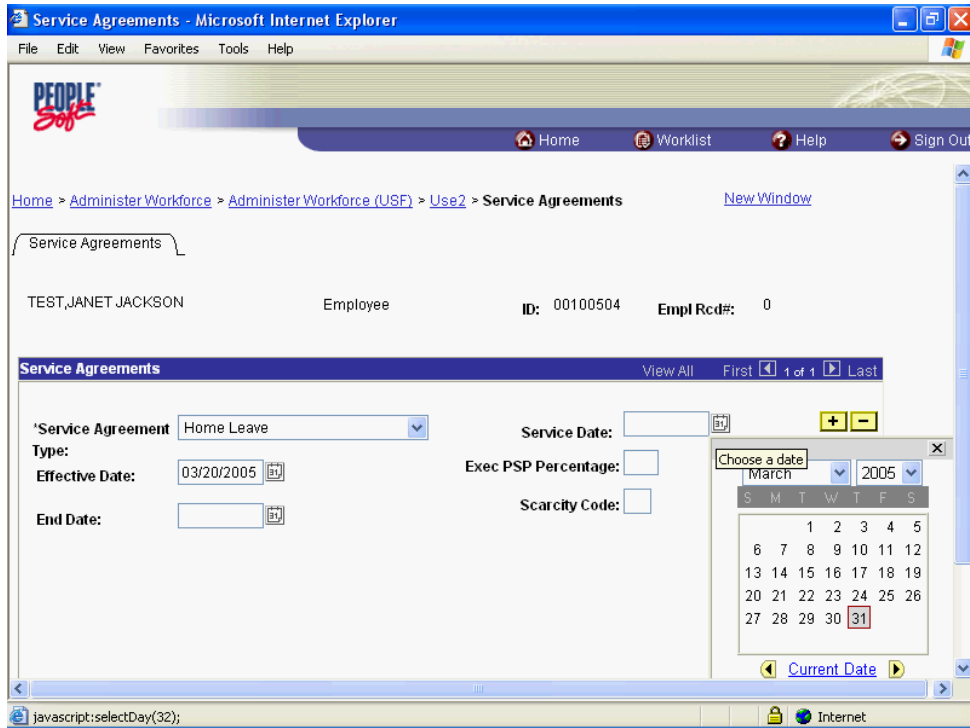




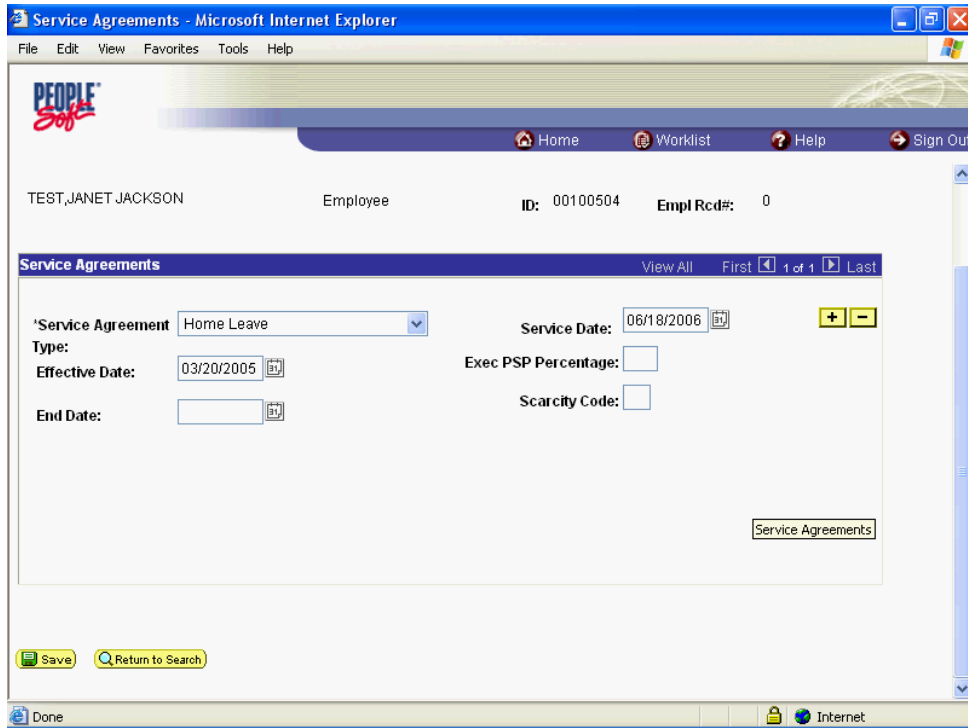
Step	Action
41.	Click the desired date.




Step	Action
42.	Click the <b>Choose a date</b> button. 



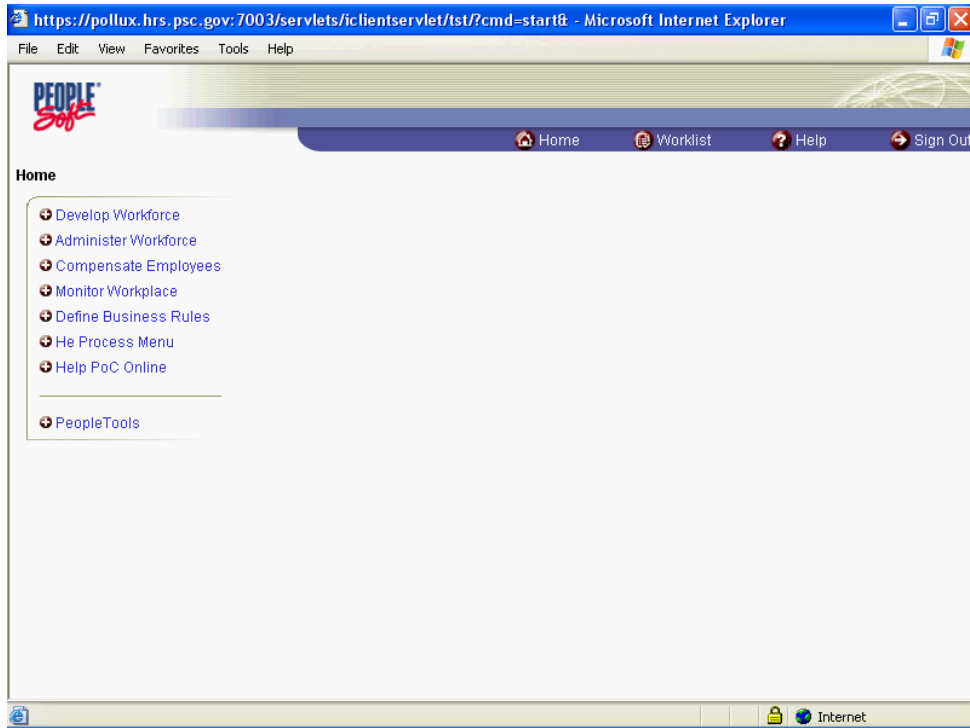
Step	Action
43.	Click the desired date.






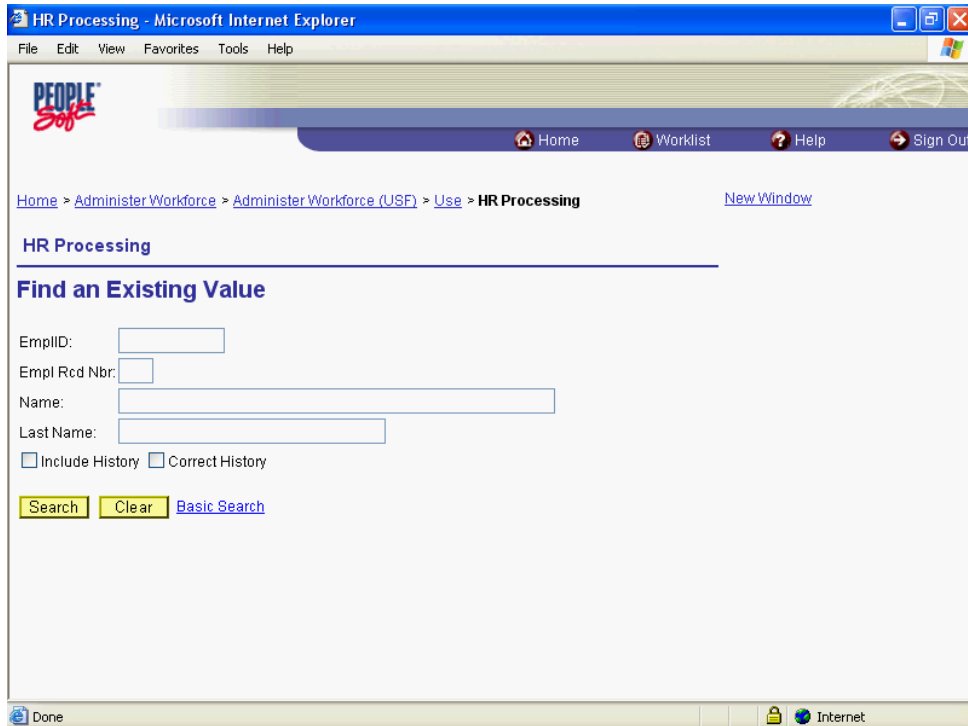
Step	Action
44.	Click the <b>Save</b> button. 
45.	<b>End of Procedure.</b>

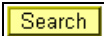
## Home Leave Stop

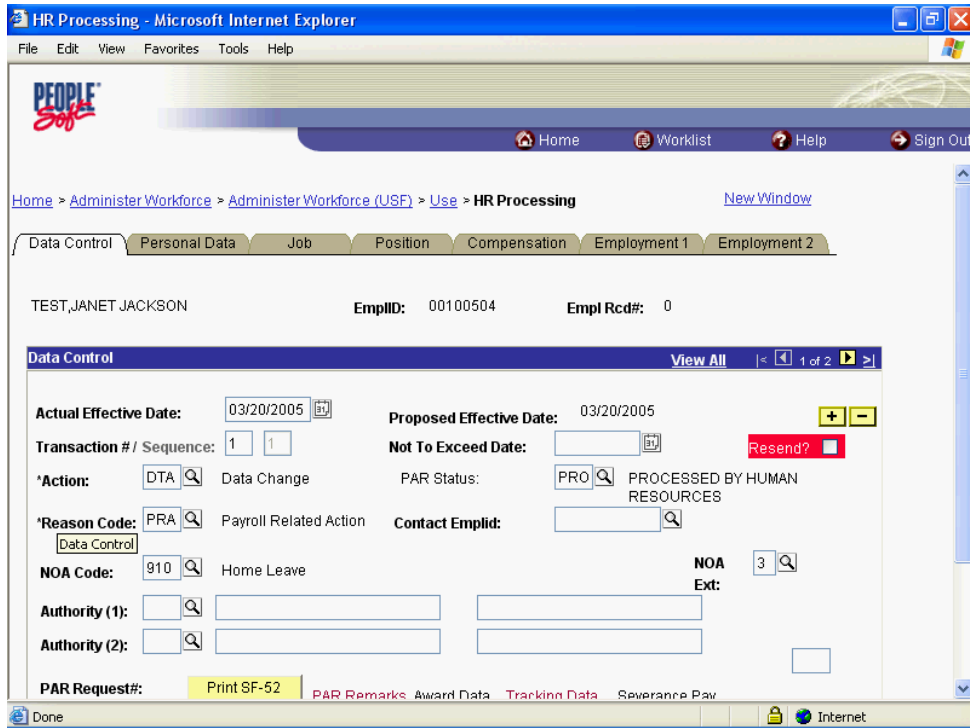
## Procedure





Step	Action
1.	Click the <b>Administer Workforce</b> link.  <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link.  <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>



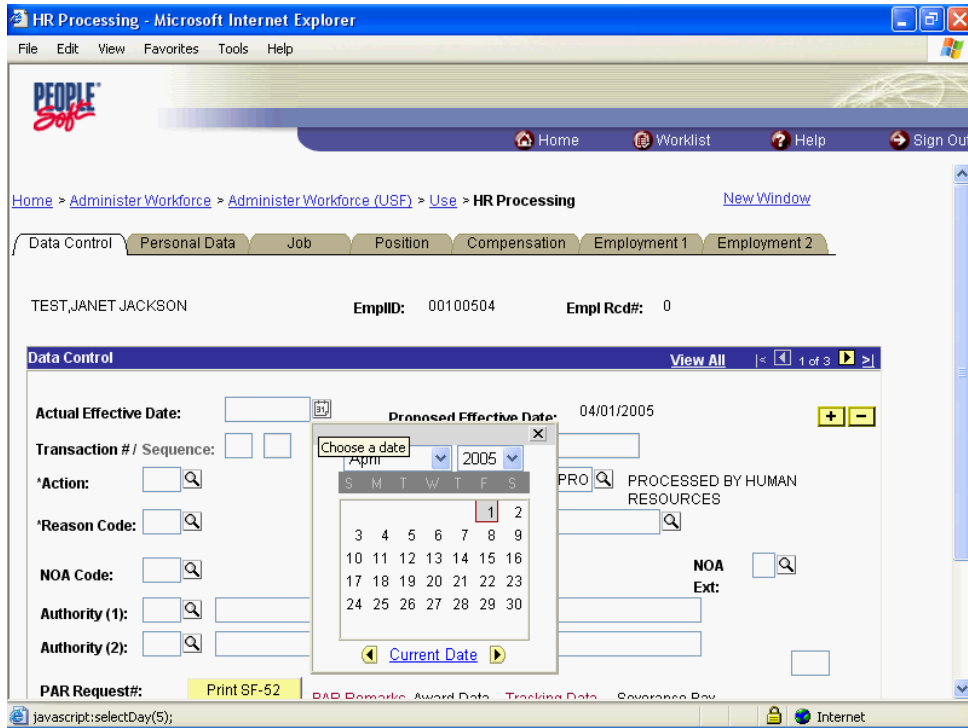
Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>00100504</b> ".
6.	Click the <b>Search</b> button. 



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

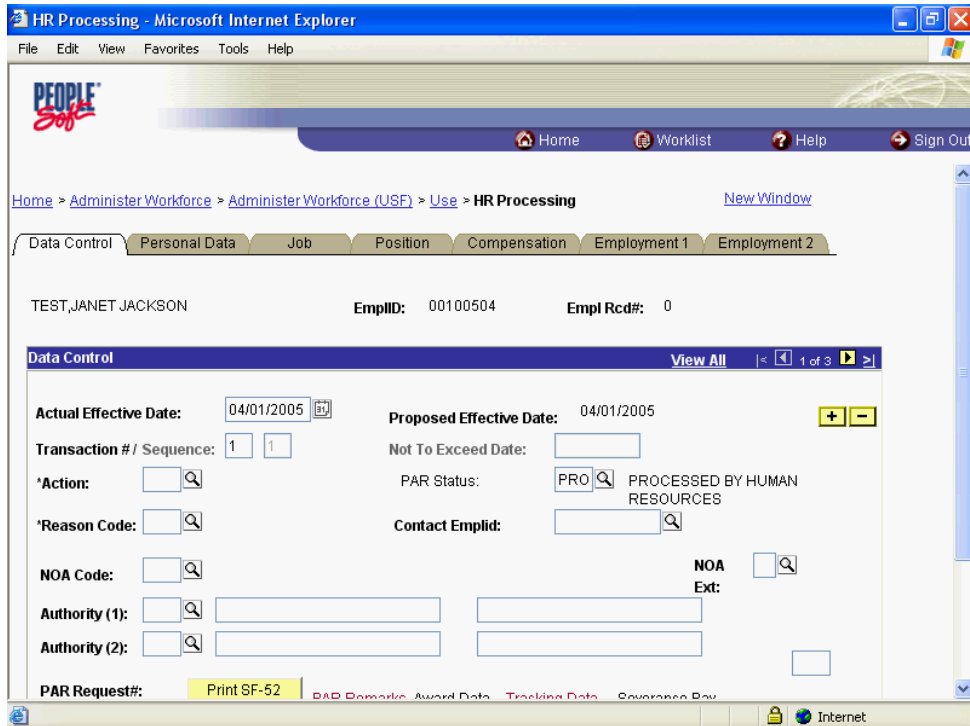
# Training Guide

## Processing Premium Pay

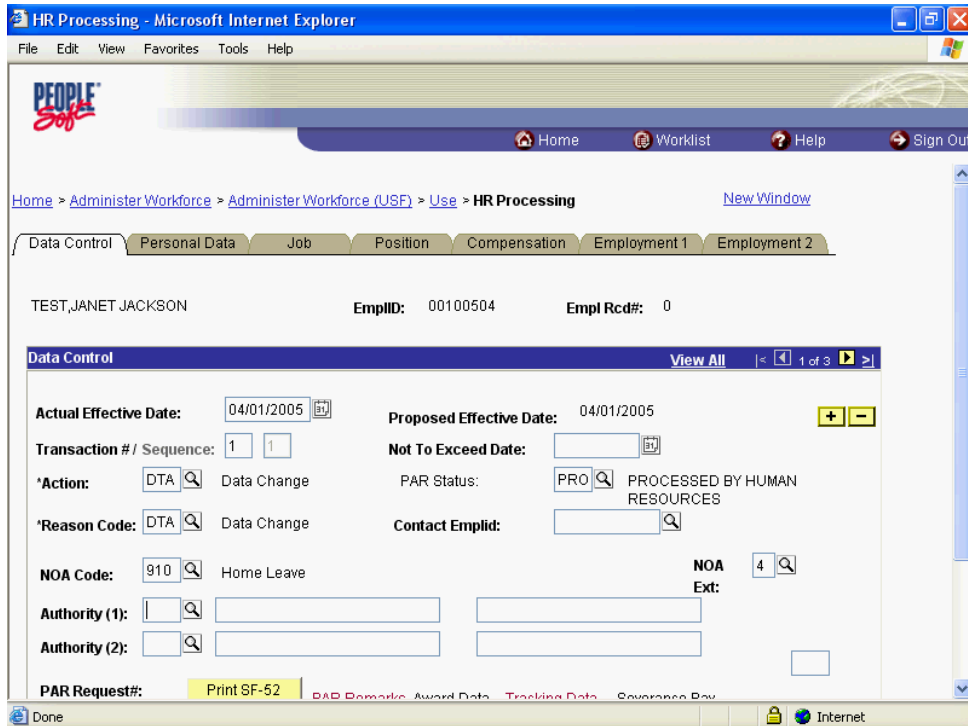


Step	Action
9.	Click the desired date.

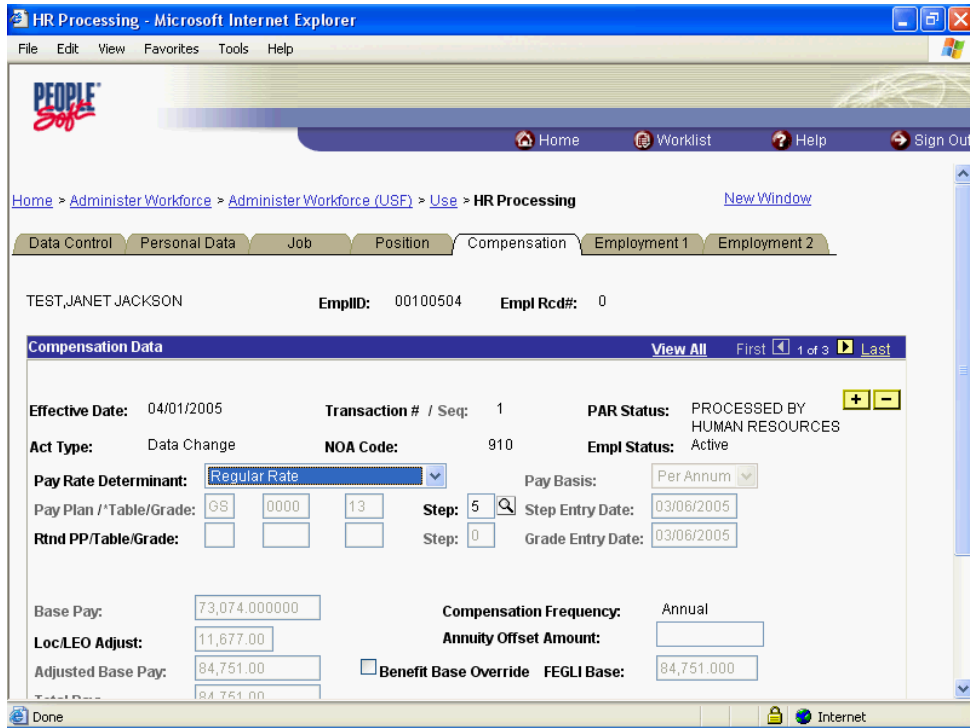




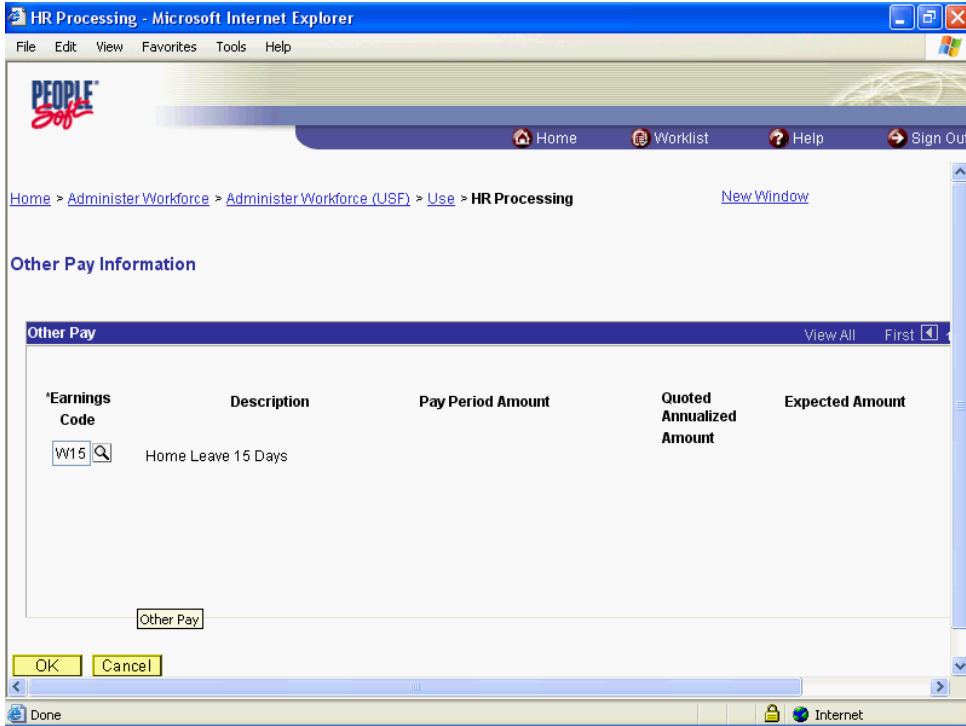
Step	Action
10.	Enter the desired information into the <b>*Action</b> field. Enter " <b>DTA</b> ".
11.	Click in the <b>*Reason Code</b> field. <input type="text"/>
12.	Press <b>[Tab]</b> .
13.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>910</b> ".
14.	Press <b>[Tab]</b> .
15.	Press <b>[Tab]</b> .



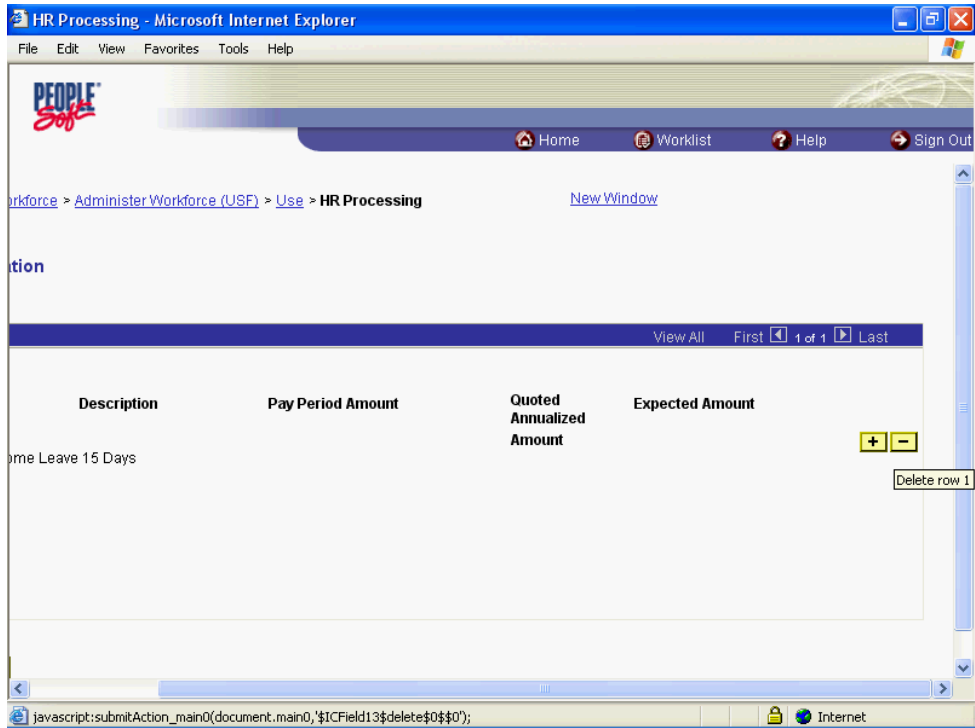
Step	Action
16.	Click the <b>Compensation</b> tab. 




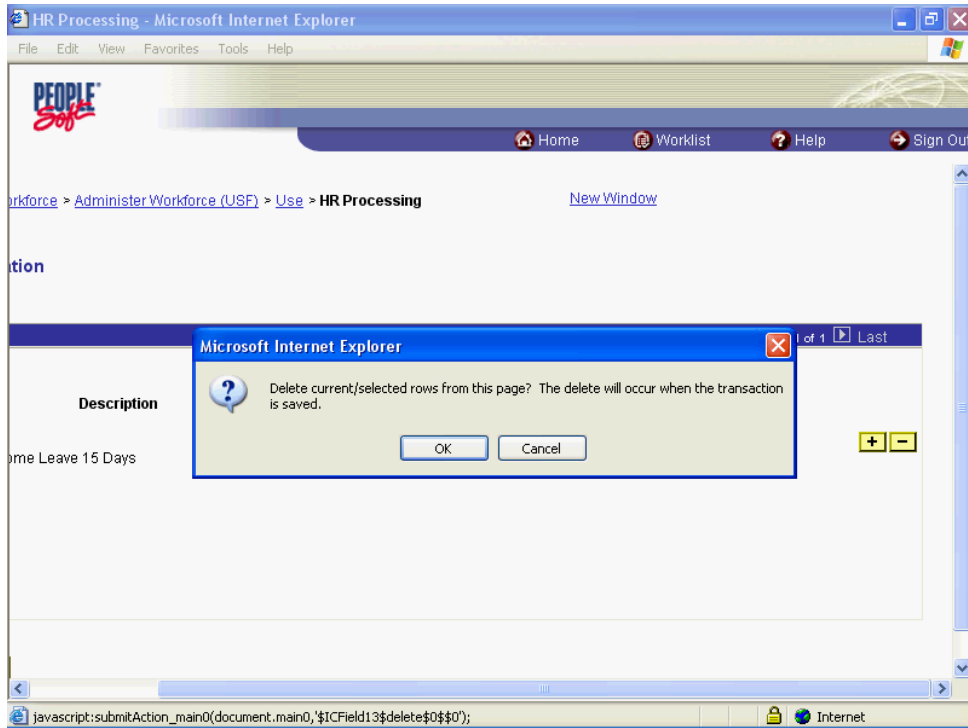
Step	Action
17.	Click the <b>Other Pay Information</b> link. <input type="text"/>

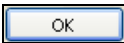


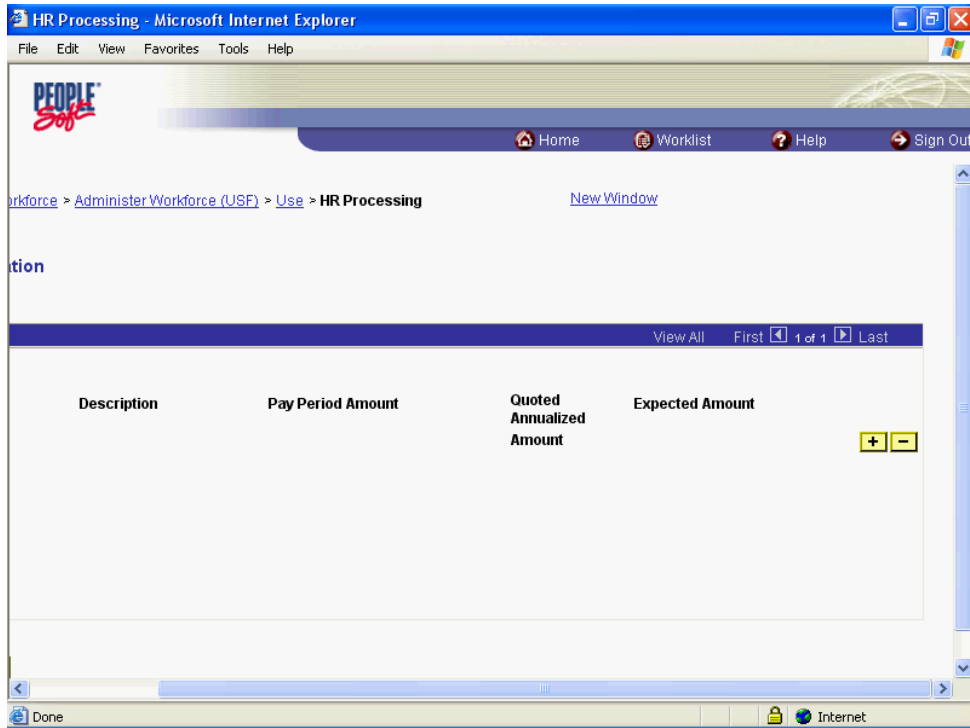
Step	Action
18.	Release the mouse button.



Step	Action
19.	Click the <b>Delete row 1</b> button. 




Step	Action
20.	Click the <b>OK</b> button. 



Step	Action
21.	Click the <b>OK</b> button. <input data-bbox="418 1087 521 1123" type="text"/>



Step	Action
22.	Click the <b>Ok</b> button. 



The screenshot shows a web browser window titled "HR Processing - Microsoft Internet Explorer". The application interface includes a navigation bar with "Home", "Worklist", "Help", and "Sign Out" buttons. Below this is a tabbed menu with "Data Control", "Personal Data", "Job", "Position", "Compensation", "Employment 1", and "Employment 2". The main content area displays the following information:

TEST, JANET JACKSON      **EmplID:** 00100504      **Empl Rcd#:** 0

**Compensation Data**      [View All](#)      First 1 of 3 Last

**Effective Date:** 04/01/2005      **Transaction # / Seq:** 1      **PAR Status:** PROCESSED BY HUMAN RESOURCES

**Act type:** Data Change      **NOA Code:** 910      **Empl Status:** Active

**Pay Rate Determinant:** Regular Rate      **Pay Basis:** Per Annum

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

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

**Base Pay:** 73,074.000000      **Compensation Frequency:** Annual

**Loc/LEO Adjust:** 11,677.00      **Annuity Offset Amount:**

**Adjusted Base Pay:** 84,751.00       **Benefit Base Override**      **FGLI Base:** 84,751.000

**Total Pay:** 84,751.00

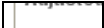
Links: [Other Pay Information](#)      [Expected Pay](#)      [Accounting Info](#)

Step	Action
23.	Point to the statusbar.

# Training Guide

## Processing Premium Pay

The screenshot shows a web browser window titled "HR Processing - Microsoft Internet Explorer". The application interface includes a navigation menu with tabs for "Data Control", "Personal Data", "Job", "Position", "Compensation", "Employment 1", and "Employment 2". The "Compensation" tab is active, displaying details for employee "TEST, JANET JACKSON" (EmplID: 00100504, Empl Rcd#: 0). The "Compensation Data" section shows a transaction for an effective date of 04/01/2005, with a PAR status of "PROCESSED BY HUMAN RESOURCES". The pay rate determinant is "Regular Rate" with a pay basis of "Per Annum". The base pay is 73,074.00, and the total pay is 84,751.00. The FEGLI base is also 84,751.00. Links for "Other Pay Information", "Expected Pay", and "Accounting Info" are provided at the bottom of the form.

Step	Action
24.	Click the <b>Save</b> button. 



The screenshot shows a web browser window titled "HR Processing - Microsoft Internet Explorer". The application header includes the "PEOPLE Soft" logo and navigation links for Home, Worklist, Help, and Sign Out. The main content area is titled "Compensation Data" and displays the following information:

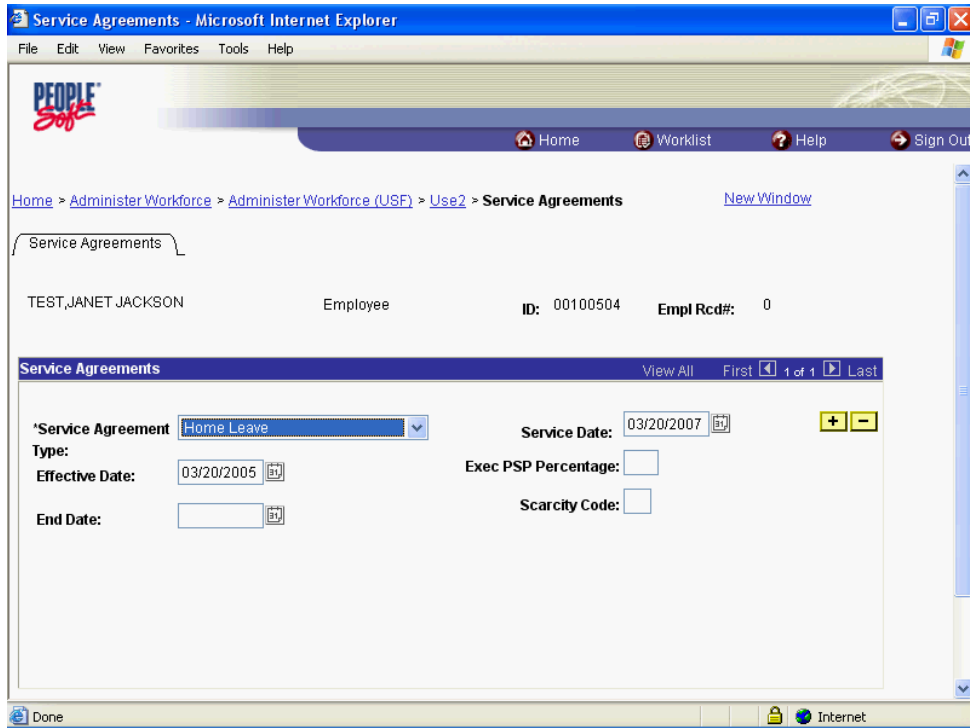
- Effective Date:** 04/01/2005
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Data Change
- NOA Code:** 910
- Empl Status:** Active
- Pay Rate Determinant:** Regular Rate
- Pay Basis:** Per Annum
- Pay Plan / Table/Grade:** GS 0000 13
- Step:** 5
- Step Entry Date:** 03/06/2005
- Rtnd PP/Table/Grade:** [Empty]
- Step:** 0
- Grade Entry Date:** 03/06/2005
- Base Pay:** 73,074.000000
- Compensation Frequency:** Annual
- Loc/LEO Adjust:** 11,677.00
- Annuity Offset Amount:** [Empty]
- Adjusted Base Pay:** 84,751.00
- Benefit Base Override**
- FEGLI Base:** 84,751.000
- Total Pay:** 84,751.00


At the bottom of the form, there are links for "Other Pay Information", "Expected Pay", and "Accounting Info". Below the form are buttons for "Save", "Return to Search", "Previous tab", "Next tab", "Update/Display", "Include History", and "Correct History". There is also an "Exp Save" button with a dropdown arrow.

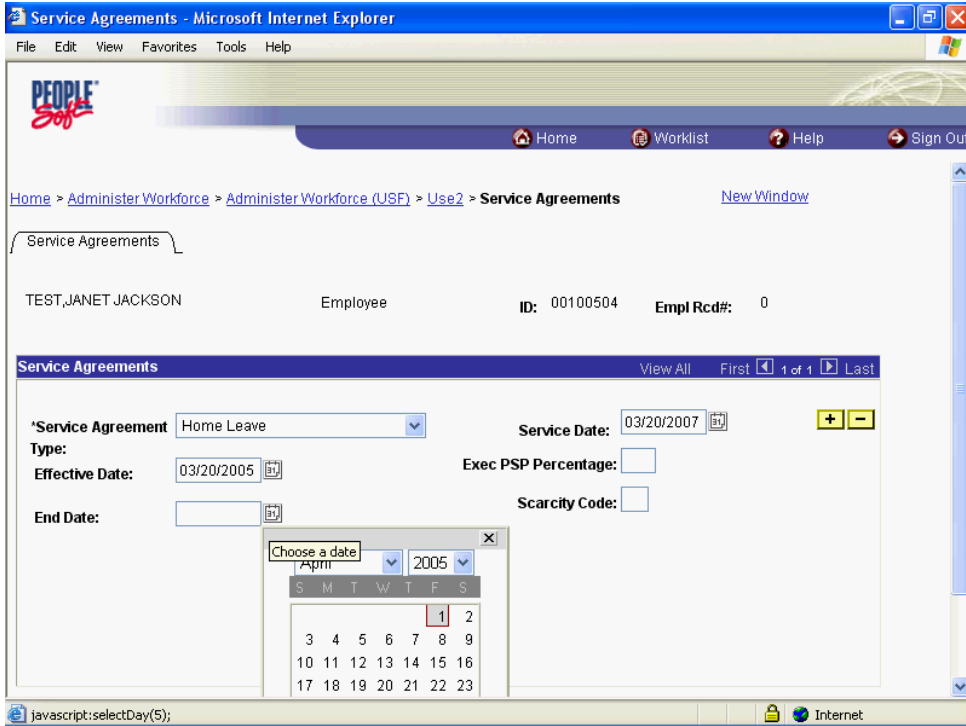
Step	Action
25.	Click the <b>Administer Workforce (USF)</b> link. <input type="text"/>



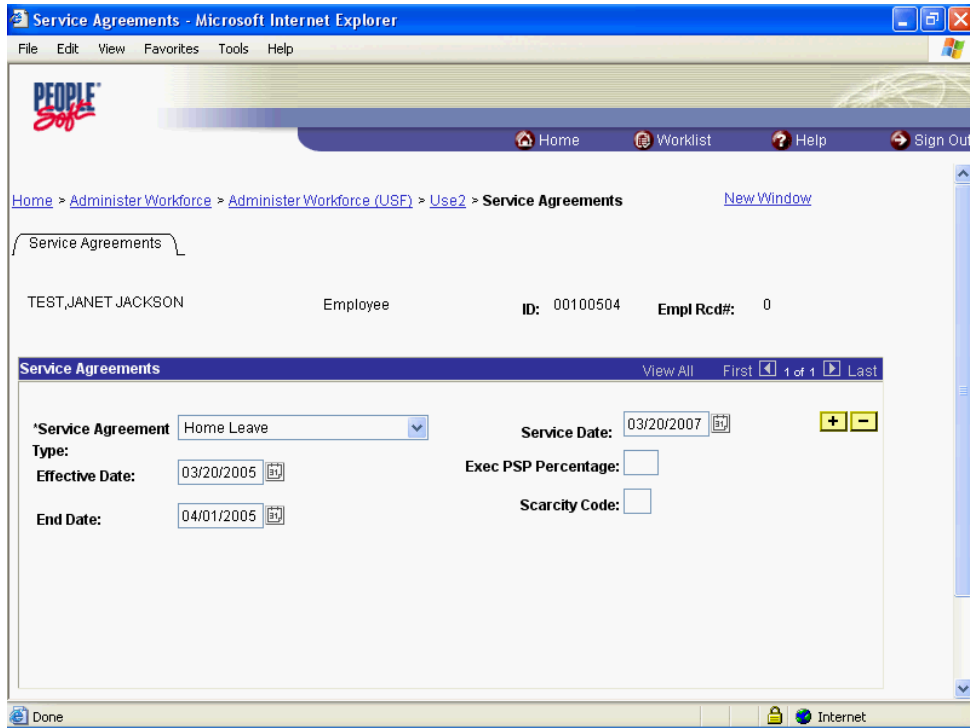
Step	Action
26.	Click the <b>Use2</b> link. 
27.	Click the <b>Service Agreements</b> link. 



Step	Action
28.	Click the <b>Choose a date</b> button. 



Step	Action
29.	Click the desired date.



Step	Action
30.	Click the <b>Save</b> button. <input type="button" value="Save"/>
31.	<b>End of Procedure.</b>

## **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.

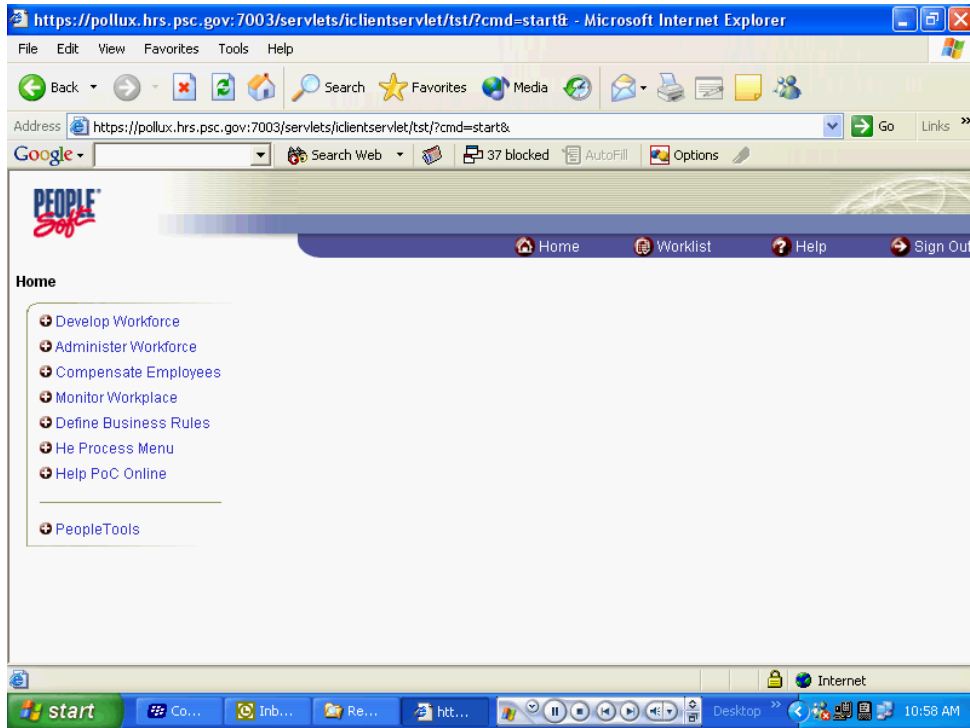
NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.





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

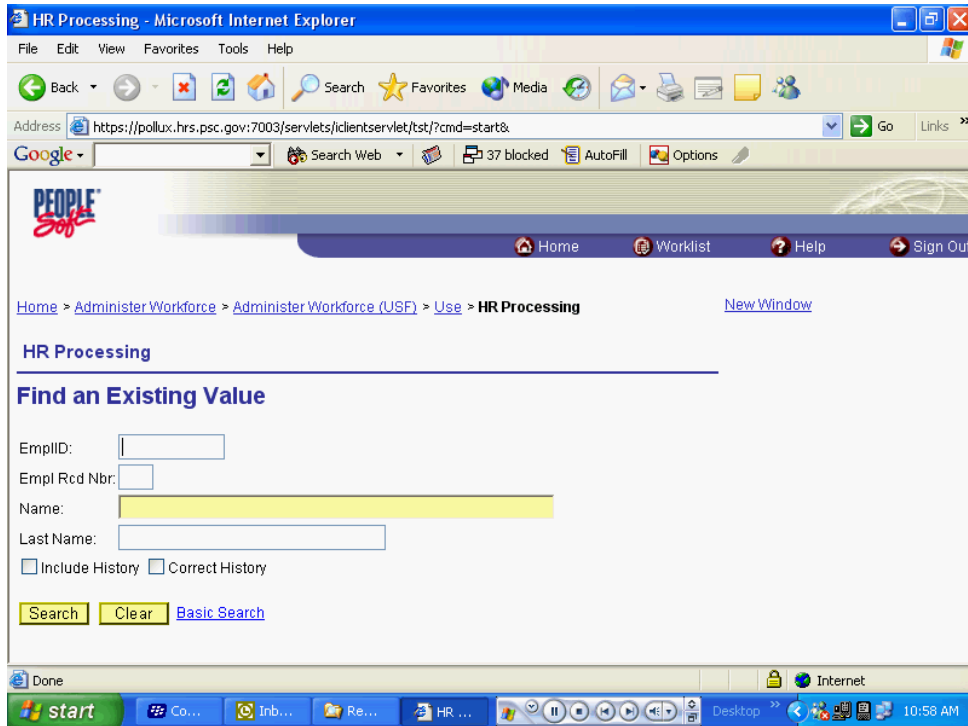
## **Procedure**

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.

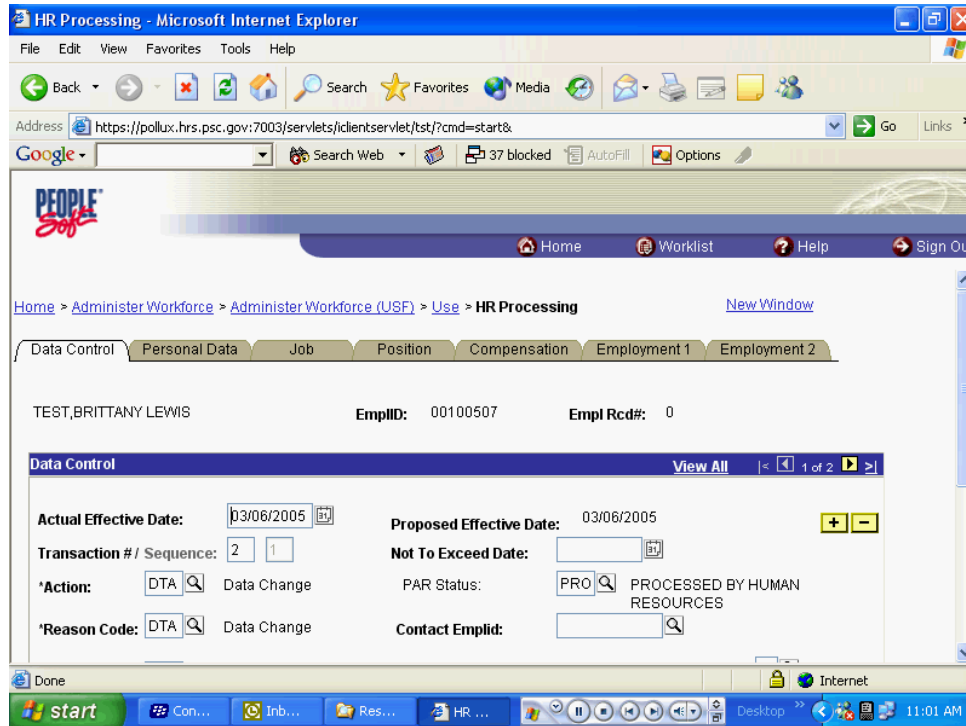





Step	Action
1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 



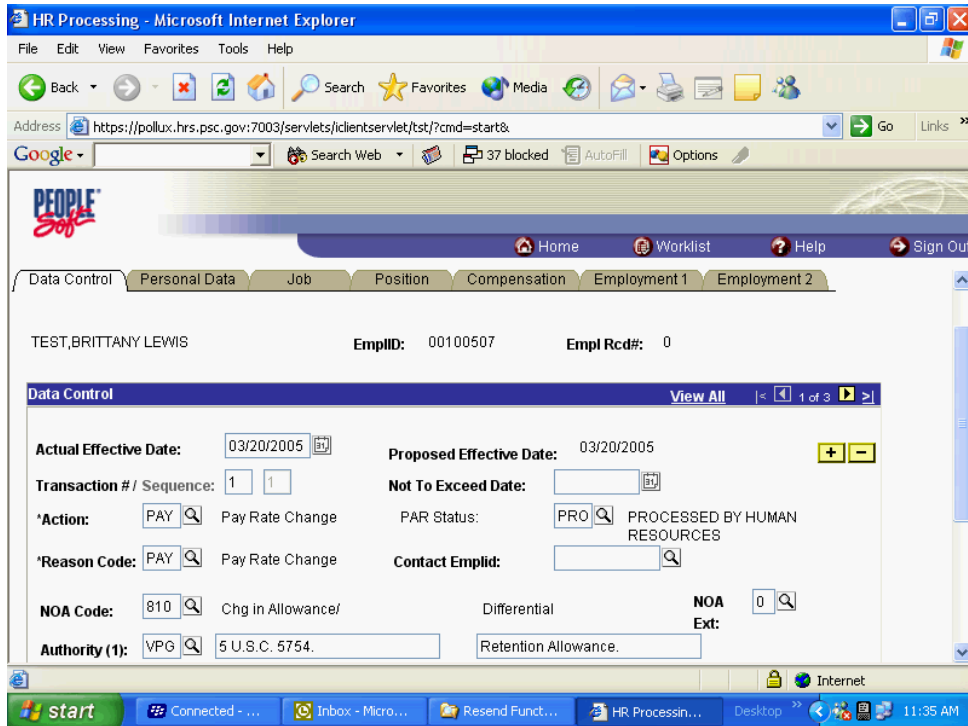
Step	Action
5.	Enter the desired information into the <b>Name</b> field. Enter " <b>test</b> ".
6.	Click the <b>Include History</b> option. <input type="checkbox"/> Include History
7.	Click the <b>Search</b> button. <input type="button" value="Search"/>
8.	Click the <b>Search Results</b> table.




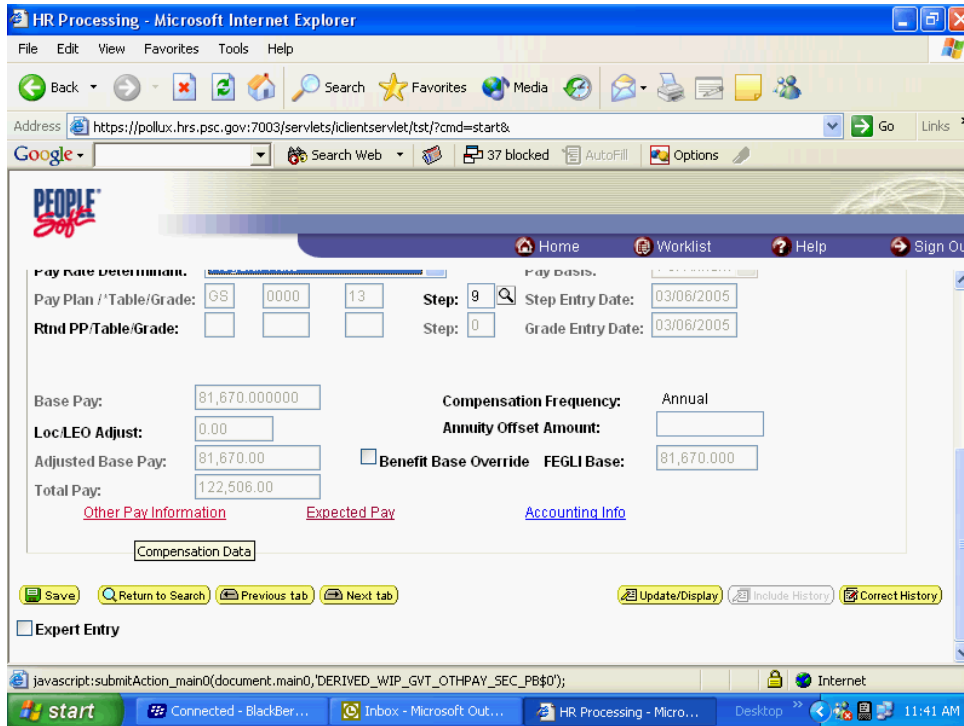
Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Enter the desired information into the <b>Actual Effective Date</b> field. Enter <b>"03/20/2005"</b> .
11.	Press <b>[Tab]</b> .
12.	Enter the desired information into the <b>*Action</b> field. Enter <b>"pay"</b> .
13.	Enter the desired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

# Training Guide

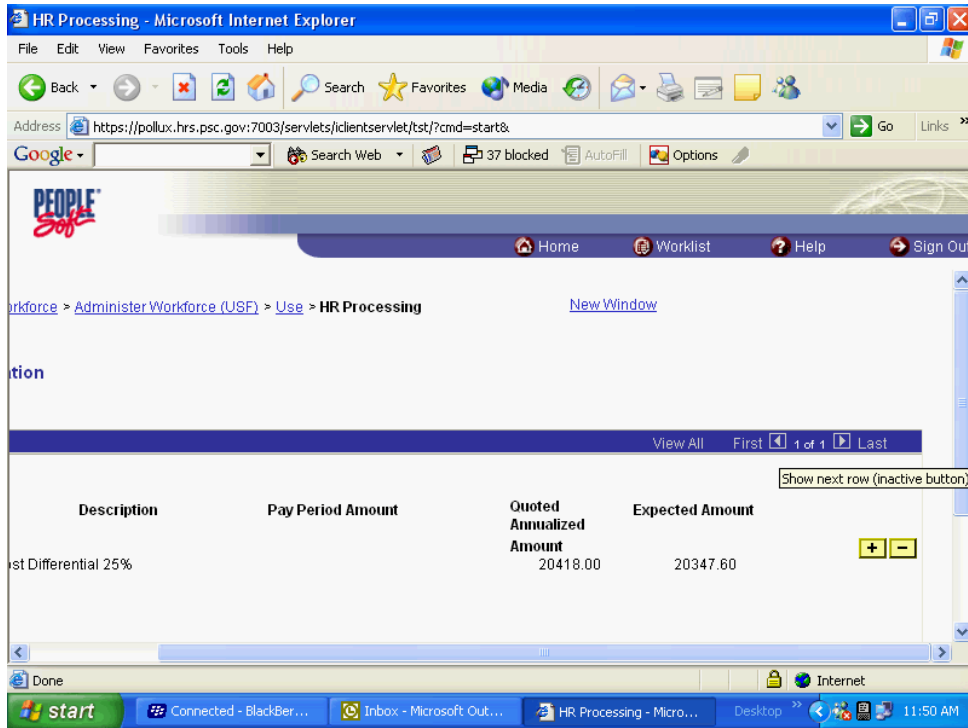
## Processing Premium Pay




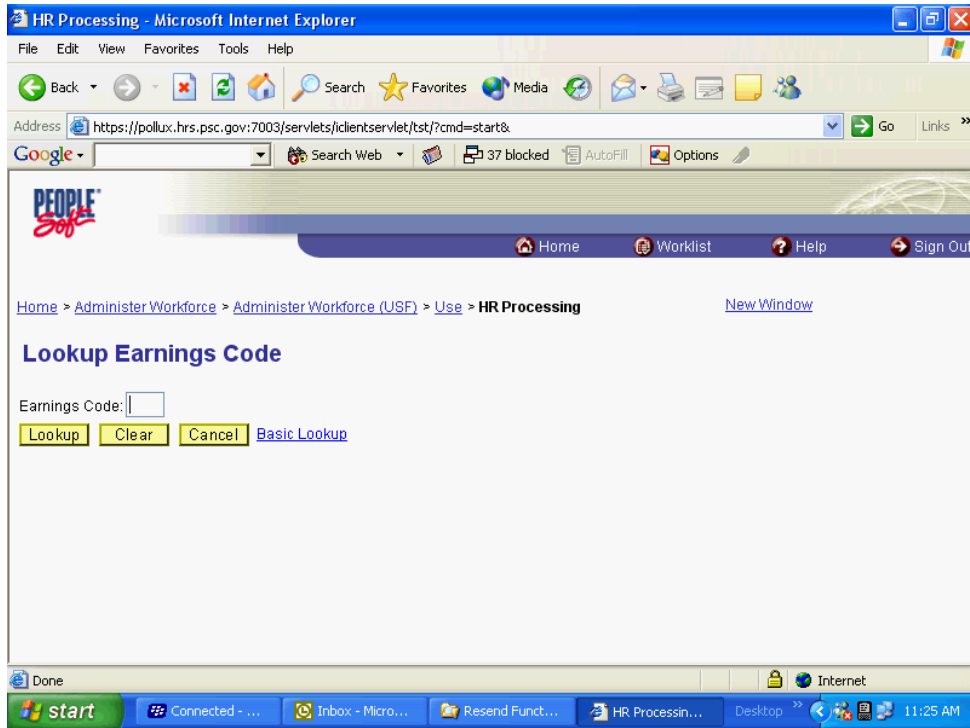
Step	Action
21.	Click the <b>Compensation</b> tab. 




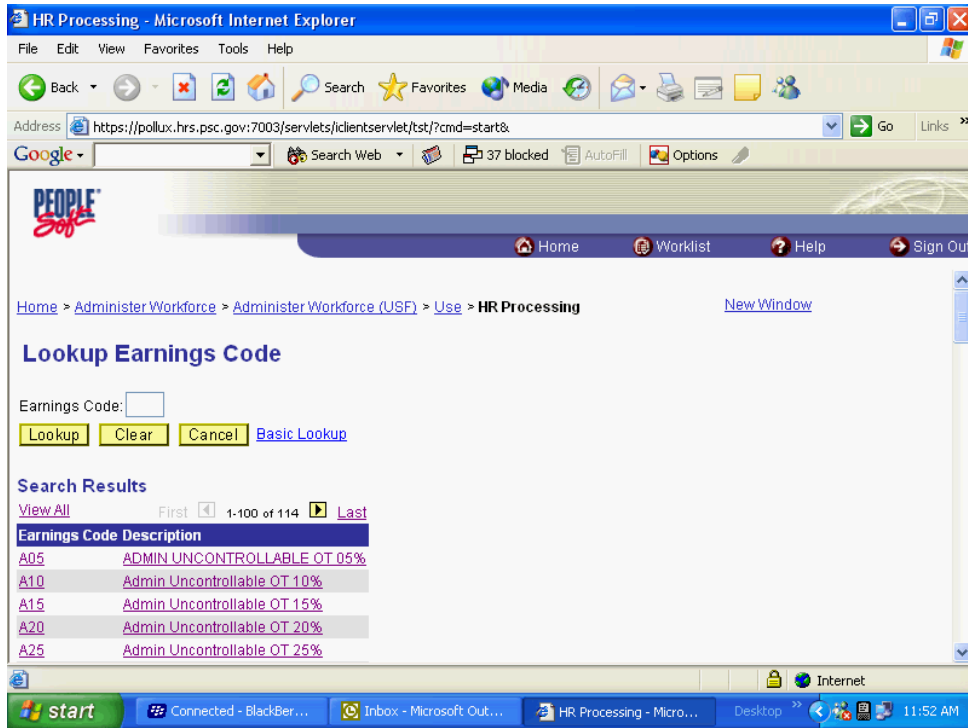
Step	Action
22.	Click the <b>Other Pay Information</b> link. <a href="#">Other Pay Information</a>




Step	Action
23.	Point to the <b>Add a new row at row 1</b> object. 

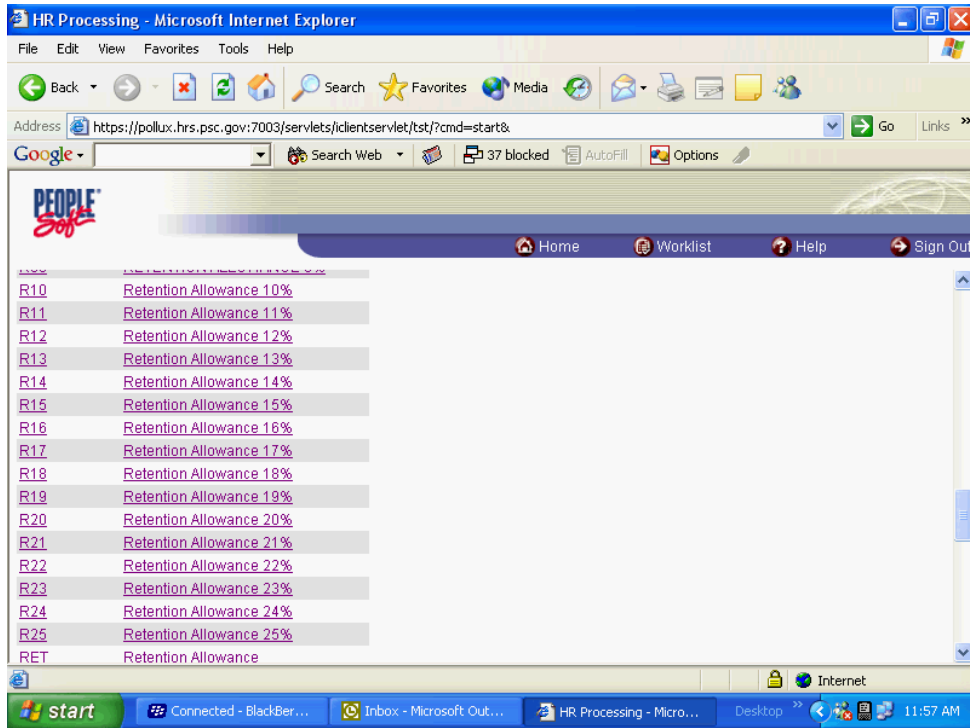


Step	Action
24.	Click the <b>Lookup</b> button. 
25.	Click the <b>Search Results</b> table.

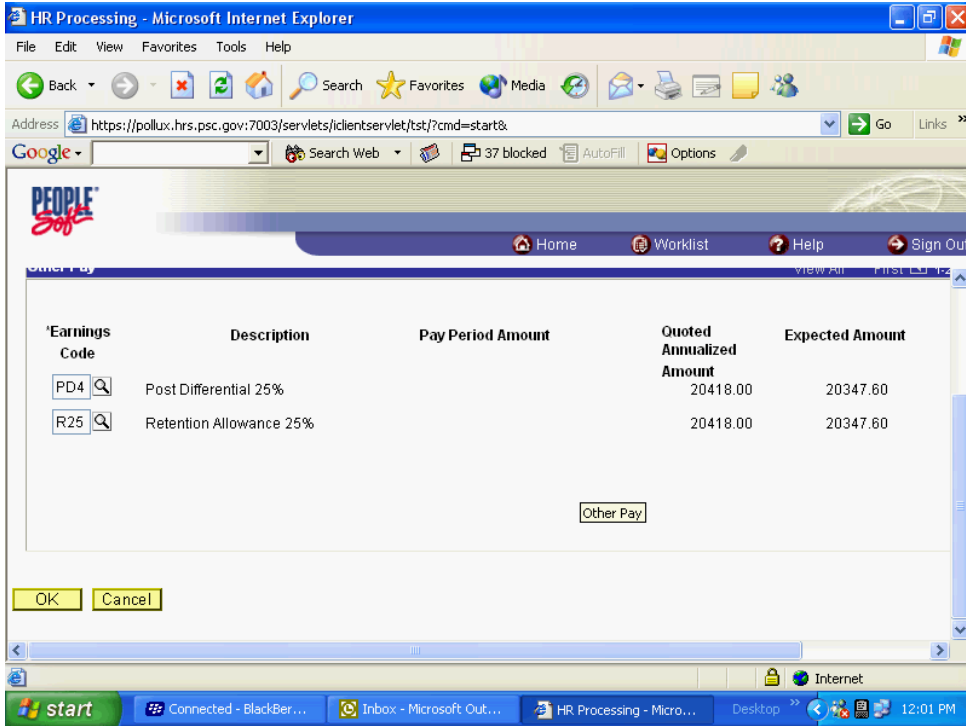


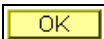
Step	Action
26.	<p>Point to the object.</p> <p>Use the scroll bar to scroll down the search results to select the appropriate earnings code.</p> 

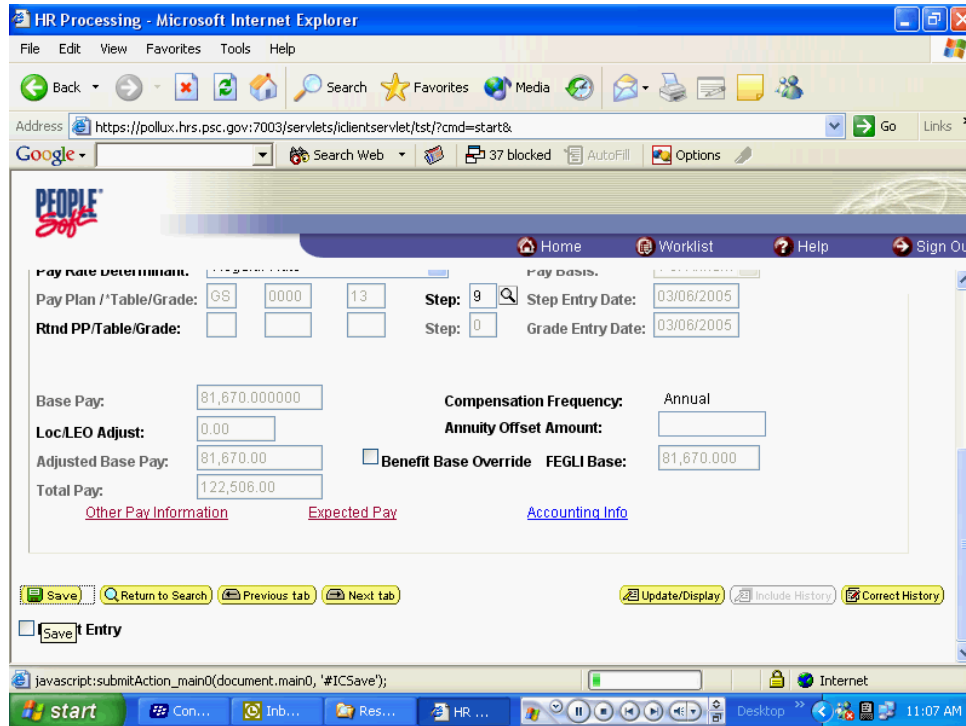





Step	Action
27.	<p>Click the <b>Search Results</b> table. For this exercise, we will use R25.</p> <div data-bbox="418 1129 883 1159" style="border: 1px solid black; padding: 2px;"> <p><a href="#">R25</a>      <a href="#">Retention Allowance 25%</a></p> </div>



Step	Action
28.	Click the <b>OK</b> button. 



Step	Action
29.	Click the <b>Save</b> button. 
30.	<b>End of Procedure.</b>

## Physician Special Pay (PSP) Processing

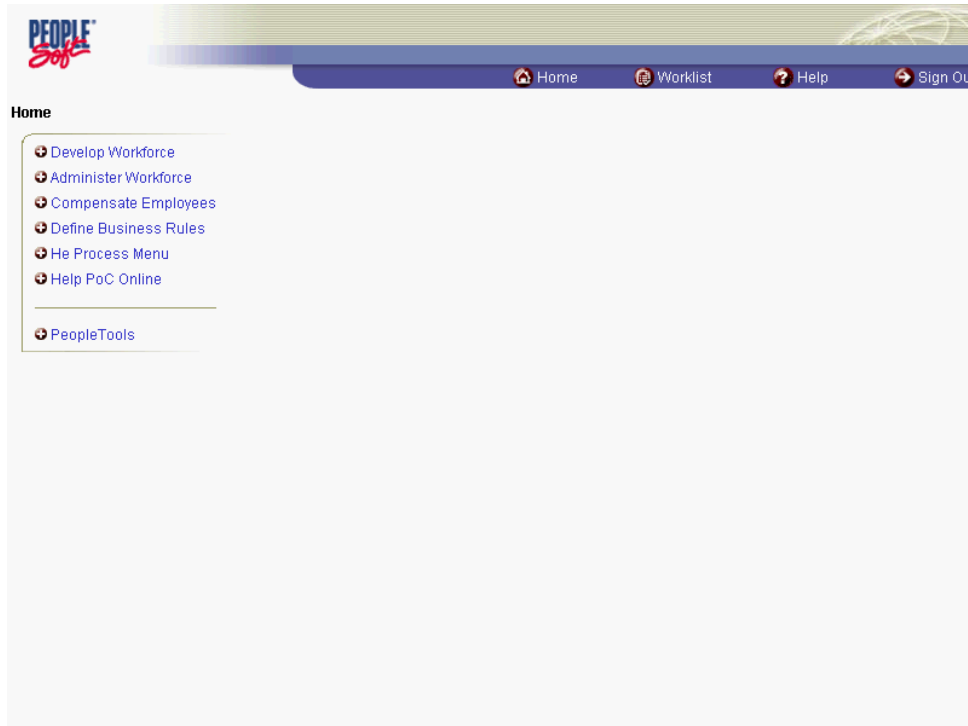
### Introduction

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.

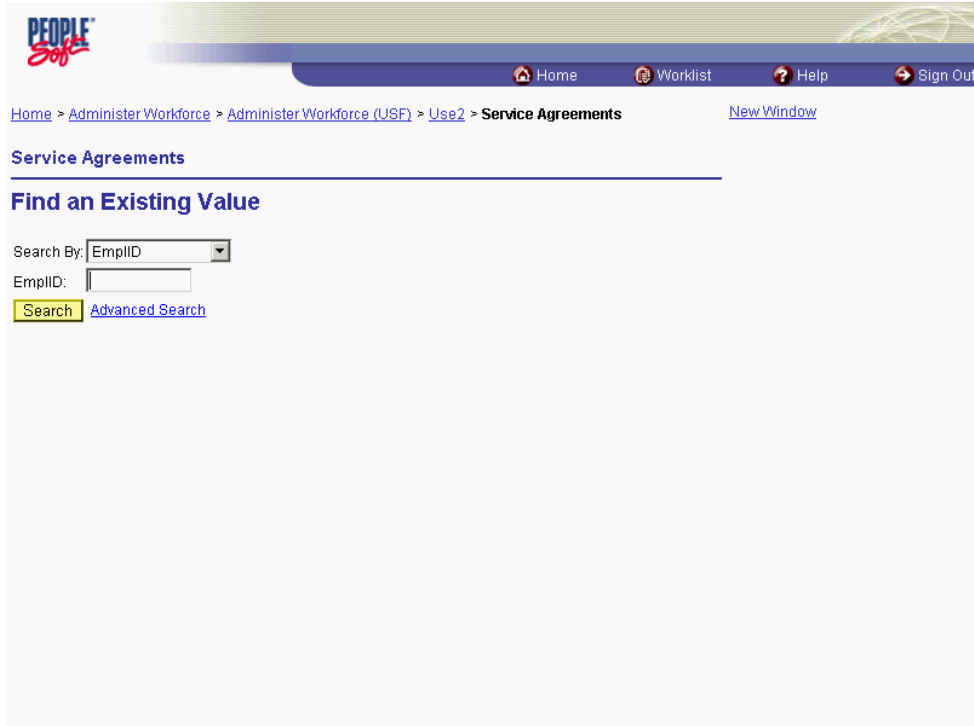
Processing a PSP in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed, along with the entry of the specific pay items. Use the Data Control page to add a row for the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


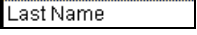
### **Procedure**

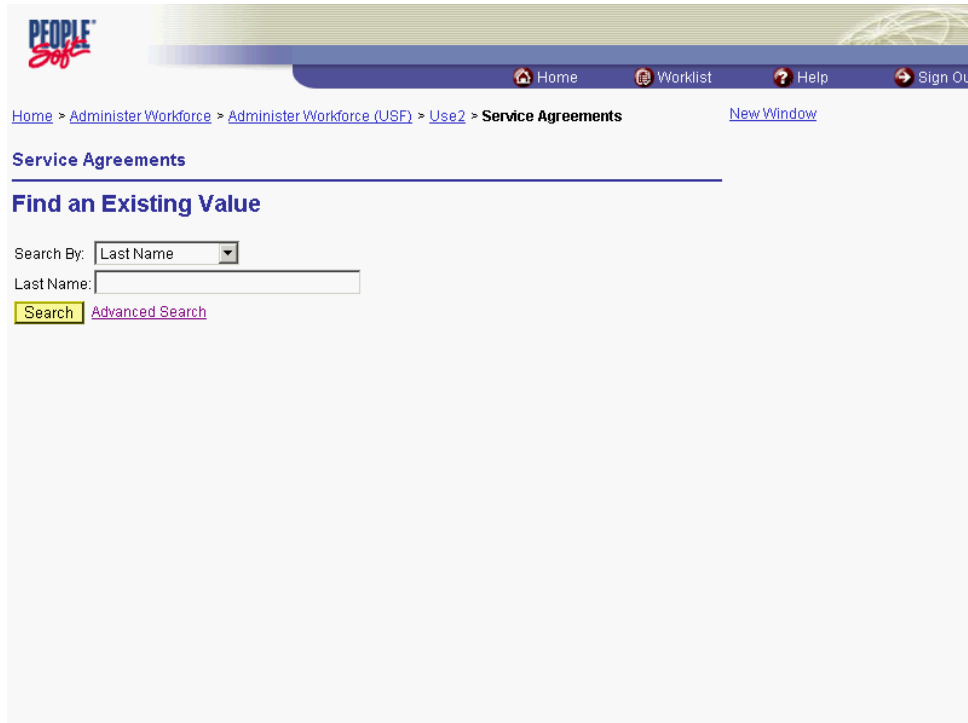
The following procedures must be completed when processing a PSP.

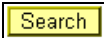



Step	Action
1.	Click the <b>Administer Workforce</b> link. <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use2</b> link. <a href="#">Use2</a>
4.	Click the <b>Service Agreements</b> link. <a href="#">Service Agreements</a>



Step	Action
5.	Click the <b>Search By</b> list. 
6.	Select the desired entry. Click <b>Last Name</b> . 



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

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use2 > Service Agreements [New Window](#)

Service Agreements

WINTER, FRED Employee ID: 0016 Empl Rcd#: 0

Service Agreements View All First 1 of 1 Last

\*Service Agreement **Long Term Training** Service Date:  + -

Type:  Exec PSP Percentage:

Effective Date:  End Date:  Scarcity Code:

Save Return to Search

Step	Action
10.	Click the <b>*Service Agreement Type</b> list. 
11.	Select the desired entry in the list. Click <b>Physician's Special Pay</b> . <input type="text" value="Physician's Special Pay"/>
12.	Enter the desired information into the <b>Effective Date</b> field. Enter " <b>12/01/2003</b> ".
13.	Press <b>[Tab]</b> .
14.	Click in the <b>End Date</b> field. <input type="text" value="12/31/2005"/>
15.	Enter the desired information into the <b>End Date</b> field. Enter " <b>12/31/2005</b> ".
16.	Enter the Executive Pay percentage amount in the <b>Exec PSP Percentage</b> field and the appropriate code into the <b>Scarcity Code</b> 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.

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Use2 > Service Agreements. The main content area is titled 'Service Agreements' and displays information for employee WINTER, FRED (Employee ID: 0016, Empl Rcd#: 0). The form includes a dropdown menu for 'Service Agreement Type' set to 'Relocation Bonus', a 'Service Date' of 11/01/2003, an 'Effective Date' of 12/01/2003, and an 'End Date' of 12/31/2003. There are also checkboxes for 'Exec PSP Percentage' and 'Scarcity Code'. At the bottom of the form, there are 'Save' and 'Return to Search' buttons.

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 <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>





Step	Action
18.	Click the <b>Use</b> link. 
19.	Click the <b>HR Processing</b> link. 

PEOPLE SOFT

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

WINTER, FRED EmpID: 0016 Empl Rcd#: 0

Data Control View All < 1 of 1 >

Actual Effective Date: 06/12/2002 Proposed Effective Date: 06/12/2002 + -

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

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

\*Reason Code: DTA Data Change Contact Emplid: [ ]

NOA Code: 780 Name Chg from NOA Ext: 0

Authority (1): CGM 5 U.S.C. 552a(e)(5). Accu racy of personnel actions

Authority (2): [ ]


PAR Request#: [ ]


Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?


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

The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present.

The main content area has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Data Control' tab is active, showing the following information:

- Employee Name: WINTER, FRED
- EmpID: 0016
- Empl Rcd#: 0


The 'Data Control' section includes a 'View All' link and a page indicator '1 of 2'. The 'Actual Effective Date' is set to 12/05/2003, and the 'Proposed Effective Date' is 06/12/2002. A date selection calendar is open, showing the month of December 2003. The calendar grid is as follows:

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The number 8 is highlighted in the calendar. Below the calendar, there are search fields for 'Action', 'Reason Code', 'NOA Code', 'Authority (1)', and 'Authority (2)'. There are also buttons for 'Print SF-52', 'Print SF-50', and 'PAR Request#'. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
22.	Select the desired date. Click <b>8</b> .

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



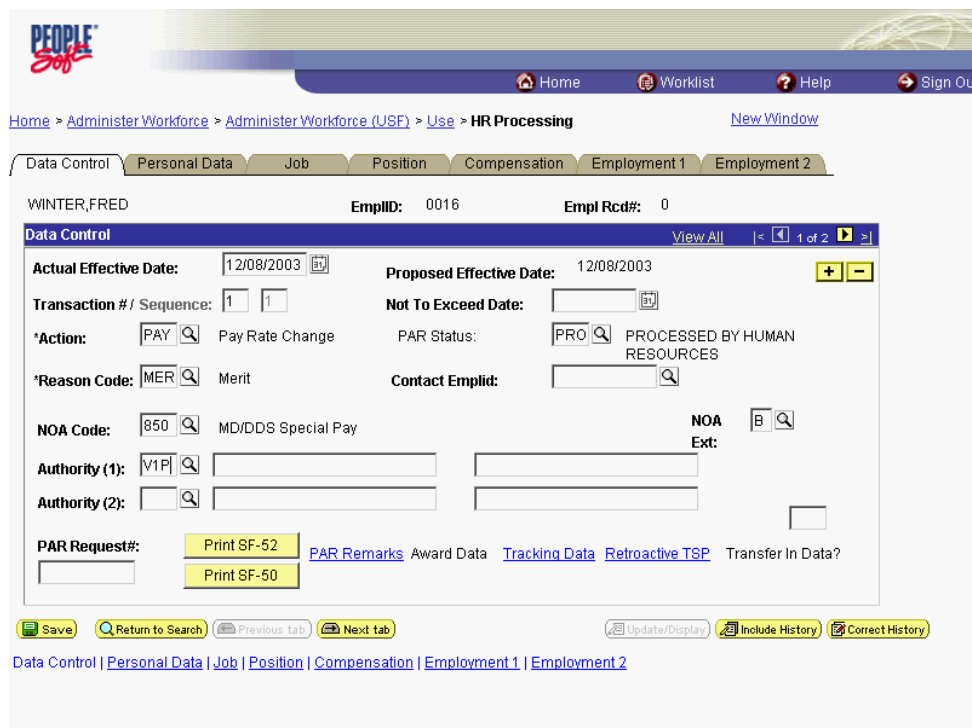
**NOA Extension Description**

- 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 <b>[Tab]</b> .
32.	Enter the desired information into the <b>Authority (1)</b> field. Enter " <b>V1P</b> ".



The screenshot shows the PEOPLE Soft HR Processing interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The 'Compensation' tab is selected. The employee name is WINTER, FRED, with EmplID: 0016 and Empl Rcd#: 0. The 'Data Control' section shows: Actual Effective Date: 12/08/2003, Proposed Effective Date: 12/08/2003, Transaction #/ Sequence: 1/1, Action: PAY (Pay Rate Change), Reason Code: MER (Merit), NOA Code: 850 (MD/DDS Special Pay), Authority (1): V1P. At the bottom, there are buttons for 'Print SF-52' and 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'. A 'Compensation' button is highlighted in the bottom left of the interface.

Step	Action
33.	Click the <b>Compensation</b> tab.

PEOPLE Soft

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

WINTER,FRED EmplID: 0016 Empl Rcd#: 0

Compensation Data View All First 1 of 2 Last

Effective Date: 12/08/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Pay Rate Change NOA Code: 850 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09 Step: 1 Step Entry Date: 10/11/2001

Rtnd PP/Table/Grade: Step: 0 Grade 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  Benefit Base Override FEGLI Base: 41,497.00

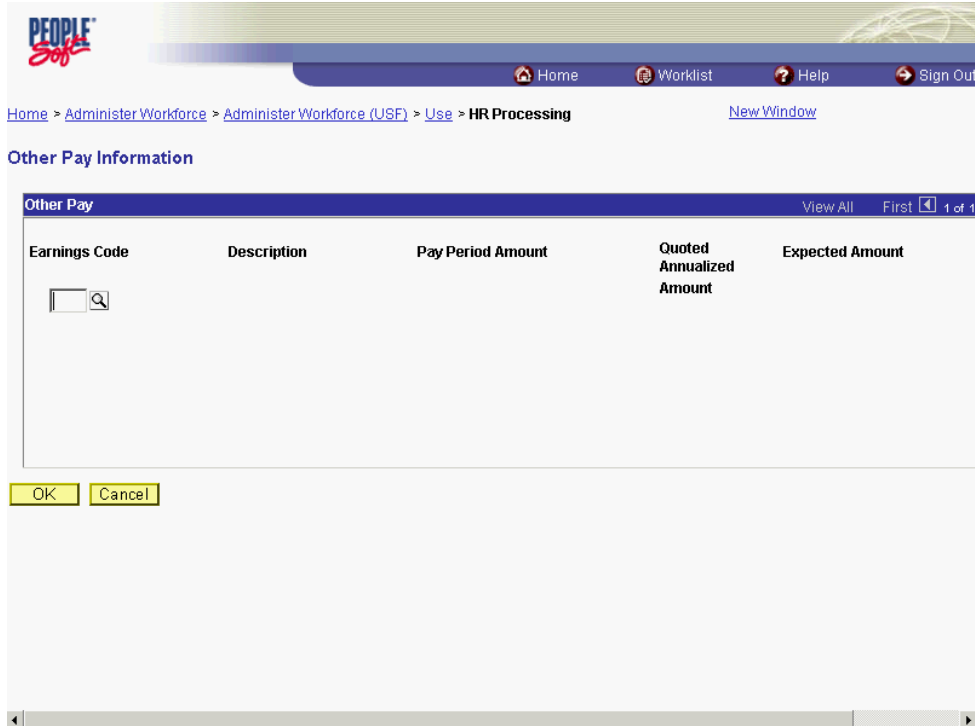
Total Pay: 41,497.00


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

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
34.	Click the <b>Other Pay Information</b> link. <a href="#">Other Pay Information</a>



Step	Action
35.	Enter the desired information into the <b>Earnings Code</b> field. Enter "Y04".
36.	Press <b>[Tab]</b> .
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 <b>Pay Period Amount</b> field. Enter "100".
38.	Press <b>[Tab]</b> to automatically populate the fields.
39.	Click the <b>OK</b> button. 

PEOPLE SOFT  
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

WINTER, FRED      EmplID: 0016      Empl Rcd#: 0

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

Effective Date: 12/08/2003      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES (+) (-)

Act Type: Pay Rate Change      NOA Code: 850      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09      Step: 1      Step Entry Date: 10/11/2001

Rtnd PP/Table/Grade:      Step: 0      Grade 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       Benefit Base Override      FEGLI Base: 41,497.000

Total Pay: 44,097.00

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

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





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**

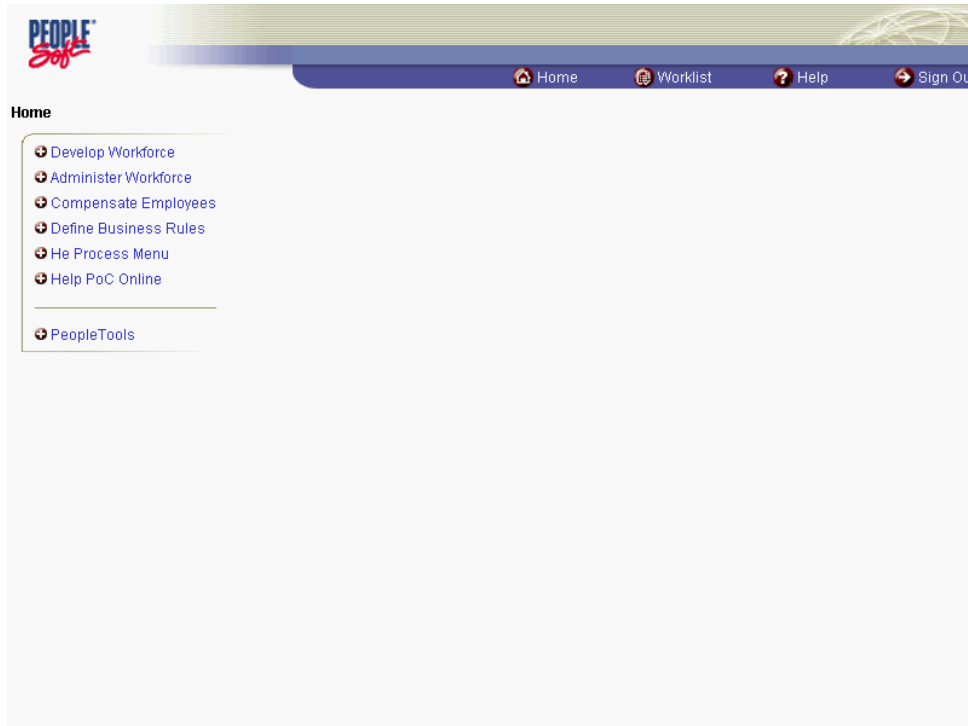
### **Introduction**

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.



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

PEOPLE SOFT

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

WINTER, FRED EmpID: 0016 Empl Rcd#: 0

**Data Control** View All | < 1 of 2 >

Actual Effective Date: 12/08/2003 Proposed Effective Date: 12/08/2003

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

\*Action: PAY Pay Rate Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

\*Reason Code: MER Merit Contact Emplid:

NOA Code: 850 MD/DDS Special Pay NOA Ext: B

Authority (1): V1P 5 U.S.C. 5371 38 U.S.C. Pay



Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

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

# Training Guide

## Processing Premium Pay

The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Data Control' tab is active, showing 'WINTER, FRED' with 'EmplID: 0016' and 'Empl Rcd#: 0'. A 'Data Control' window is open, displaying 'Actual Effective Date: 12/05/2003' and 'Proposed Effective Date: 12/08/2003'. A calendar pop-up is centered over the 'Actual Effective Date' field, showing the month of December 2003. The date '4' is highlighted in the calendar. The calendar grid shows days 1 through 31. Below the calendar are buttons for 'Current Date' and 'Next Date'. The main form also includes fields for 'Transaction #/ Sequence', 'Action', 'Reason Code', 'NOA Code', 'Authority (1)', and 'Authority (2)'. There are also 'Print SF-52' and 'Print SF-50' buttons, and a 'PAR Request#' field. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

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

PEOPLE SOFT

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

WINTER, FRED EmpID: 0016 Empl Rcd#: 0

Data Control View All |< 1 of 3 >|

Actual Effective Date: 12/04/2003 Proposed Effective Date: 12/04/2003

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

\*Action: [ ] [ ] PAR Status: PRO PROCESSED BY HUMAN RESOURCES

\*Reason Code: [ ] [ ] Contact Emplid: [ ] [ ]

NOA Code: [ ] [ ] NOA Ext: [ ] [ ]

Authority (1): [ ] [ ] Authority (2): [ ] [ ]

PAR Request#: [ ] Print SF-52 Print SF-50 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

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
8.	Click in the <b>*Action</b> field. <input type="text"/>



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 <b>*Action</b> field. Enter " <b>PAY</b> ".
10.	Click in the <b>*Reason Code</b> field. <input type="text"/>
11.	Enter the desired information into the <b>*Reason Code</b> field. Enter " <b>MER</b> ".
12.	Click in the <b>NOA Code</b> field. <input type="text"/>
13.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>850</b> ".
14.	Press <b>[Tab]</b> .
15.	Enter the desired information into the <b>NOA Ext</b> field. Enter " <b>C</b> ".

# Training Guide

## Processing Premium Pay

PEOPLE Soft

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

WINTER, FRED EmpID: 0016 Empl Rcd#: 0

Data Control View All 1 of 3

Actual Effective Date: 12/04/2003 Proposed Effective Date: 12/04/2003

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

\*Action: PAY Pay Rate Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

\*Reason Code: MER Merit Contact Emplid:


NOA Code: 850 MD/DDS Special Pay NOA Ext:

Authority (1): Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50

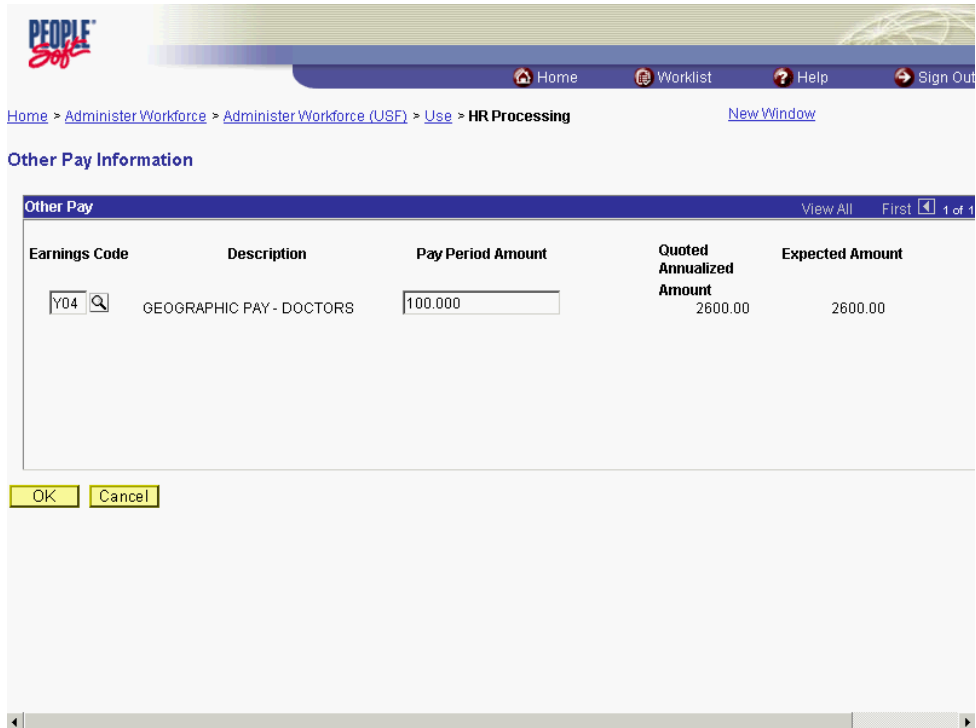
Save Return to Search Previous tab Next tab Update/Display Include History Correct History

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

Step	Action
16.	Click the <b>Compensation</b> tab. 

The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main content area has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Compensation' tab is active, showing details for employee 'WINTER, FRED' with 'EmplID: 0016' and 'Empl Rcd#: 0'. The 'Compensation Data' section includes fields for 'Effective Date: 12/08/2003', 'Transaction # / Seq: 1', 'PAR Status: PROCESSED BY HUMAN RESOURCES', 'Act Type: Pay Rate Change', 'NOA Code: 850', and 'Empl Status: Active'. There are also dropdown menus for 'Pay Rate Determinant: Regular Rate' and 'Pay Basis: Per Annum'. Below these are input fields for 'Pay Plan / Table/Grade', 'Step: 1', 'Step Entry Date: 10/11/2001', 'RtnD PP/Table/Grade', and 'Grade Entry Date: 10/11/2001'. A summary section shows 'Base Pay: 35,519.000000', 'Loc.LEO Adjust: 5,978.00', 'Adjusted Base Pay: 41,497.00', and 'Total Pay: 44,097.00'. Other fields include 'Compensation Frequency: Annual', 'Annuity Offset Amount', and 'Benefit Base Override FEGLI Base: 41,497.000'. At the bottom of the form, there are links for 'Other Pay Information', 'Expected Pay', 'Accounting Info', and 'Hourly Rates'. A toolbar at the very bottom contains buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
17.	Click the <b>Other Pay Information</b> link. <a href="#">Other Pay Information</a>



Step	Action
18.	Double-click in the <b>Earnings Code</b> field. 
19.	Press <b>[Delete]</b> .
20.	Click the <b>OK</b> button. 



WINTER, FRED      EmplID: 0016      Empl Rcd#: 0

**Compensation Data**      View All      First 1 of 3 Last

Effective Date: 12/04/2003      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Pay Rate Change      NOA Code: 850      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan #/Table/Grade: GS 0000 09      Step: 1      Step Entry Date: 10/11/2001

Rtn PP/Table/Grade:      Step: 0      Grade 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       Benefit Base Override      FEGLI Base: 41,497.00

Total Pay: 41,497.00

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

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

Step	Action
21.	Change the <b>PAR Status</b> according to your role, if necessary. Click the <b>Save</b> button. 
22.	The PSP procedure is stopped manually in EHRP. <b>End of Procedure.</b>

## 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.

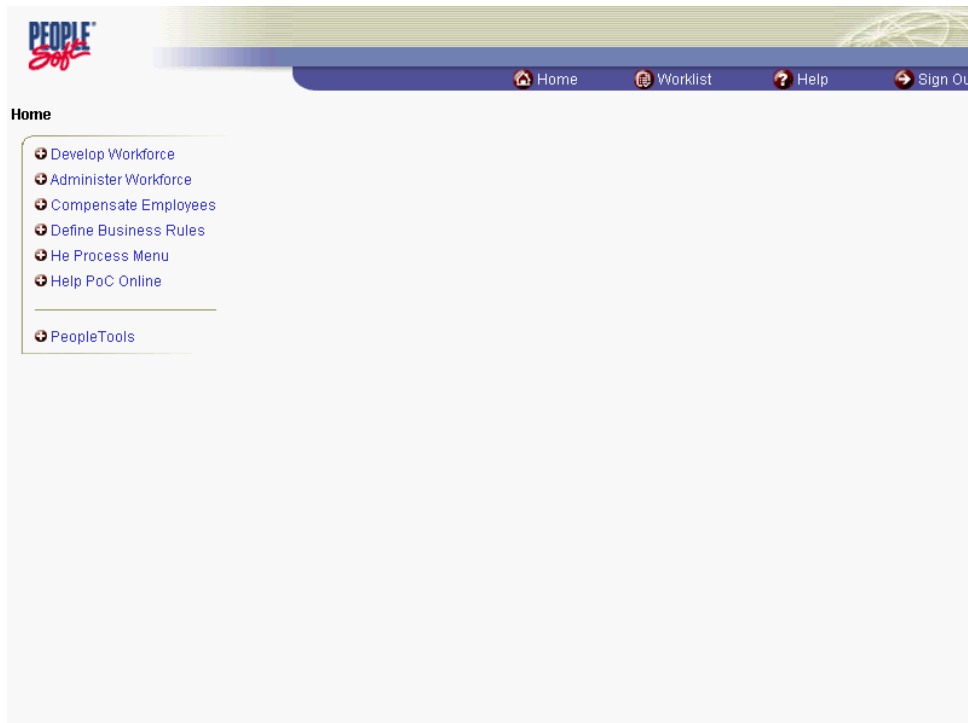
### PCA Processing




#### Introduction

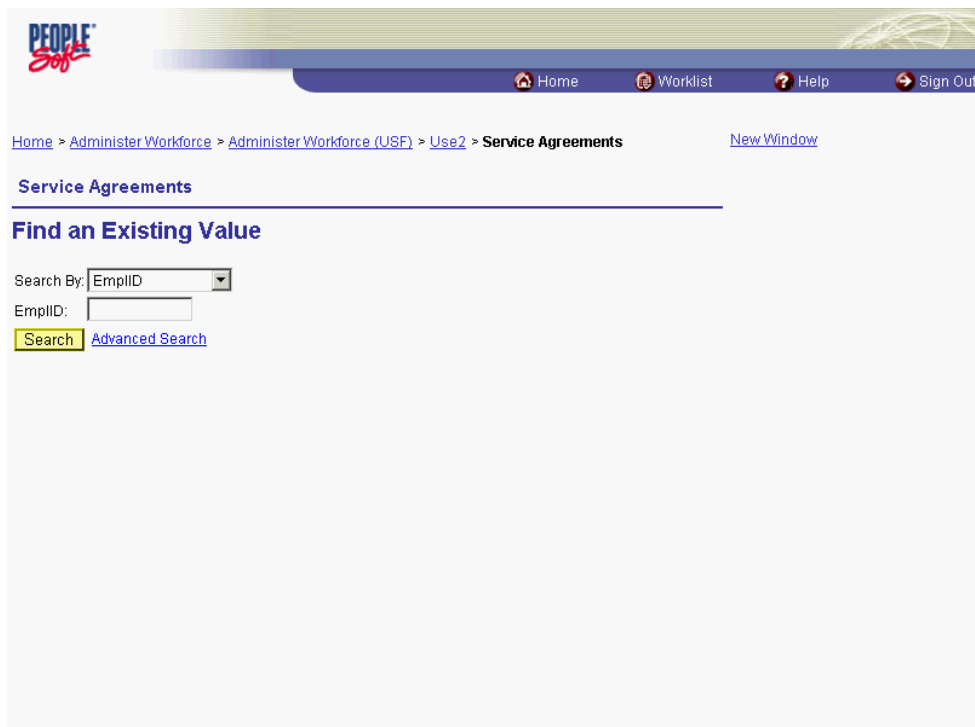
Processing a PCA in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed along with the entry of the specific pay items. Use the Data Control page to add a row for the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


### Procedure

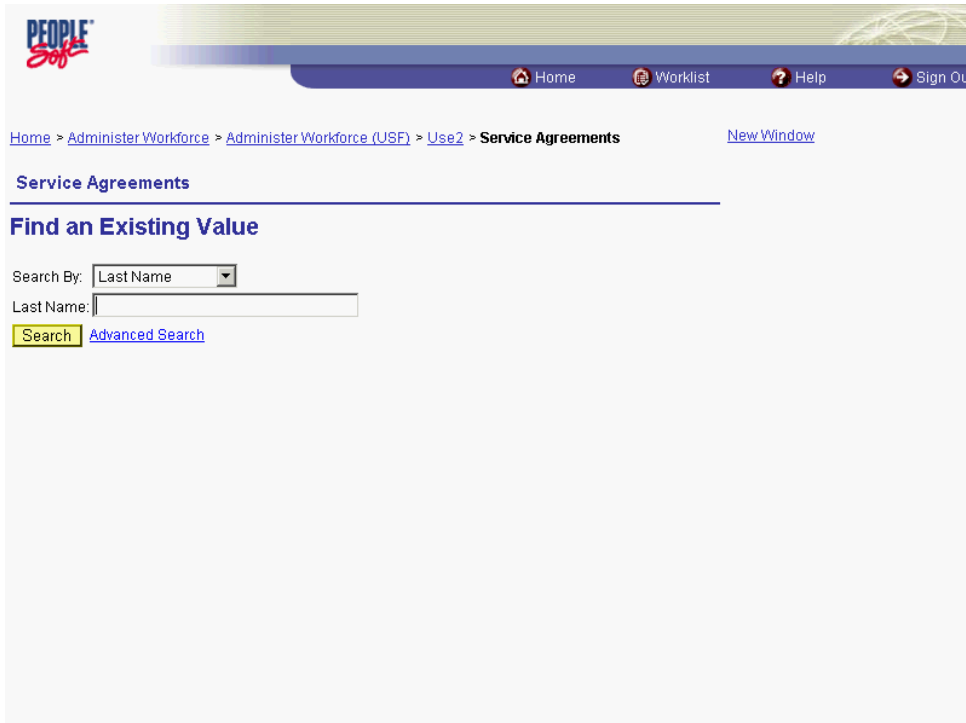
The following procedures must be completed when processing a Physician's Comparability Allowance (PCA) for eligible employees.

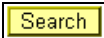



Step	Action
1.	Click the <b>Administer Workforce</b> link.  <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link.  <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use2</b> link.  <a href="#">Use2</a>
4.	Click the <b>Service Agreements</b> link. <a href="#">Service Agreements</a>



Step	Action
5.	Click the <b>Search By</b> list. 
6.	Select the desired entry. Click <b>Last Name</b> . <input type="text" value="Last Name"/>



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

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use2 > Service Agreements [New Window](#)

Service Agreements

WINTER, DENNIS R Employee ID: 00055307 Empl Rcd#: 0

Service Agreements View All First 1 of 1 Last

\*Service Agreement  Service Date:

Type:  Exec PSP Percentage:

Effective Date:  Scarcity Code:

End Date:


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

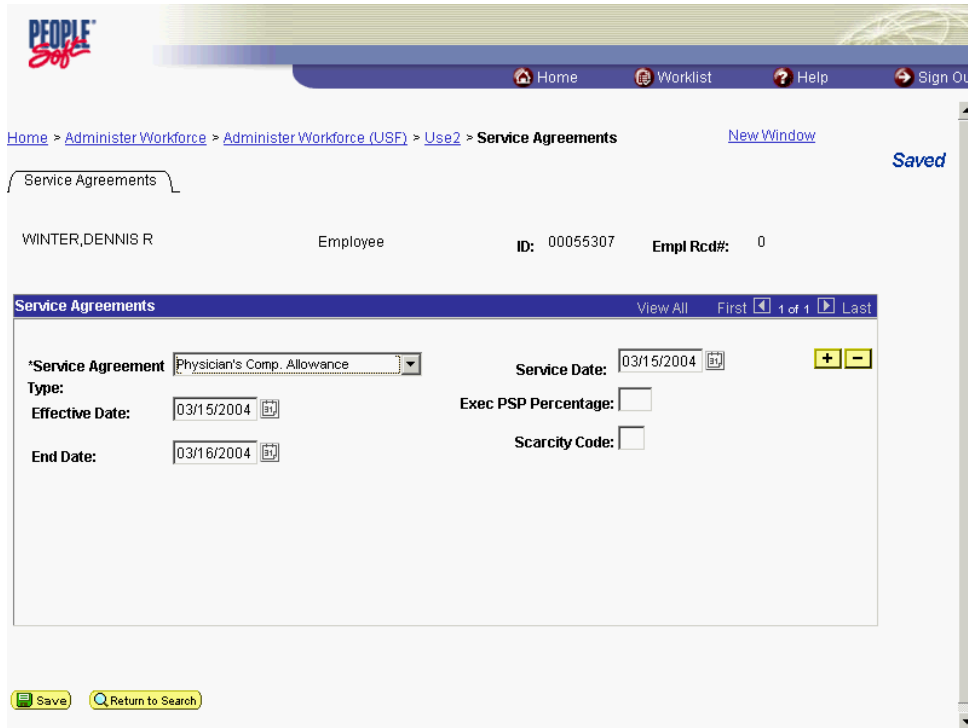
The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
14.	Click in the <b>Effective Date</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Effective Date</b> field. Enter " <b>03/15/2004</b> ".
16.	Click in the <b>End Date</b> field. <input type="text"/>
17.	Enter the desired information into the <b>End Date</b> field. Enter " <b>03/16/2004</b> ".

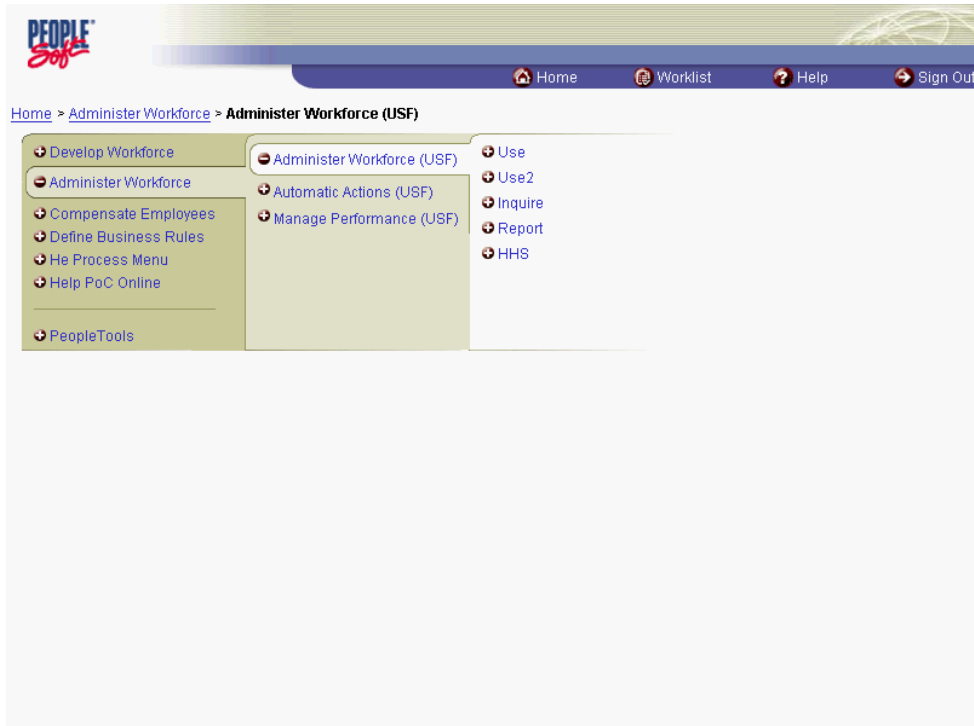
# Training Guide



## Processing Premium Pay

Step	Action
18.	Click the <b>Save</b> button. 



Step	Action
19.	Click the <b>Administer Workforce (USF)</b> link. <a href="#">Administer Workforce (USF)</a>



Step	Action
20.	Click the <b>Use</b> link. 
21.	Click the <b>HR Processing</b> link. 

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



Step	Action
29.	Click in the <b>NOA Code</b> field. <input type="text"/>
30.	Enter the <b>NOA Code 958</b> . Enter the desired information into the <b>NOA Code</b> field. Enter " <b>958</b> ".
31.	Click in the <b>NOA Ext</b> field. <input type="text"/>
32.	Enter the desired information into the <b>NOA Ext</b> field. Enter " <b>0</b> ".

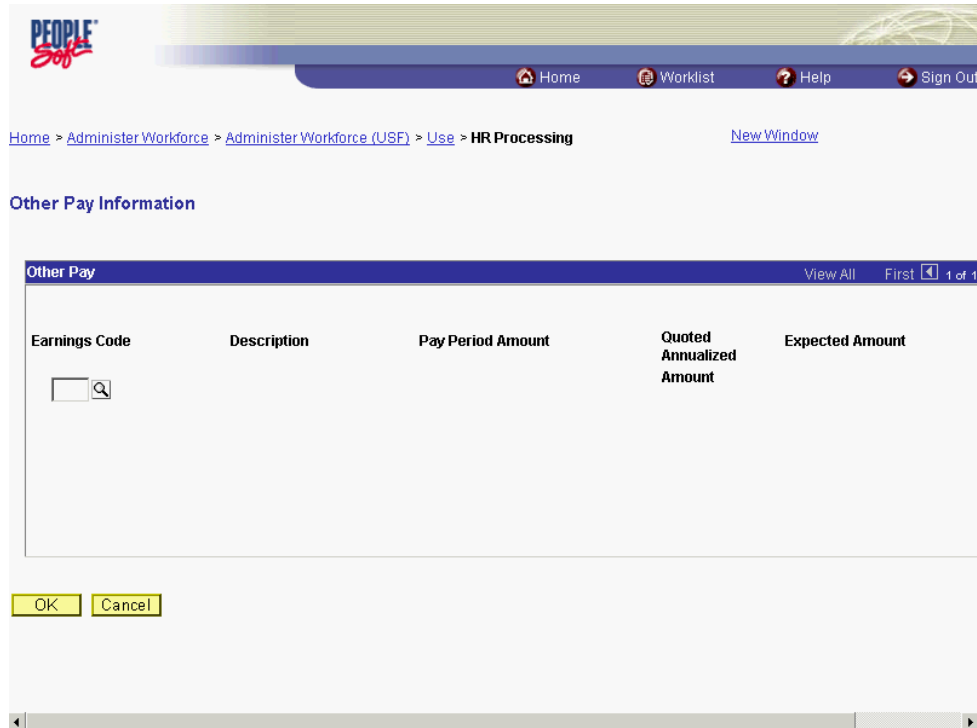
The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. Below that, a breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is also present. The main interface has several tabs: Data Control (selected), Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The employee information displayed is WINTER, DENNIS R, with EmplID: 00056307 and Empl Rcd#: 0. The 'Data Control' section contains various fields: Actual Effective Date (03/15/2004), Proposed Effective Date (03/15/2004), Transaction #/ Sequence (1/1), Not To Exceed Date, Action (PAY - Pay Rate Change), PAR Status (PRO - PROCESSED BY HUMAN RESOURCES), Reason Code (MER - Merit), Contact Emplid, NOA Code (958 - PCA Start NTE), and NOA Ext (0). At the bottom of this section, there are buttons for 'Print SF-52' and 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'. The bottom of the screenshot shows the start of the 'Compensation' tab.

Step	Action
33.	Click the <b>Compensation</b> tab. <input type="button" value="Compensation"/>


# Training Guide

## Processing Premium Pay

Step	Action
34.	Click the <b>Other Pay Information</b> link. <a href="#">Other Pay Information</a>



Step	Action
35.	Enter the applicable PCA <b>Earnings Code</b> . NOTE: All PCA codes begin with the letter Z. Enter the desired information into the <b>Earnings Code</b> field. Enter " <b>Z4B</b> ".
36.	Press <b>[Tab]</b> .
37.	Click in the <b>Pay Period Amount</b> field. <input type="text"/>
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 <b>Pay Period Amount</b> field. Enter " <b>820.00</b> ".
39.	Click the <b>OK</b> button. <input type="button" value="OK"/>
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. <input type="text"/>

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

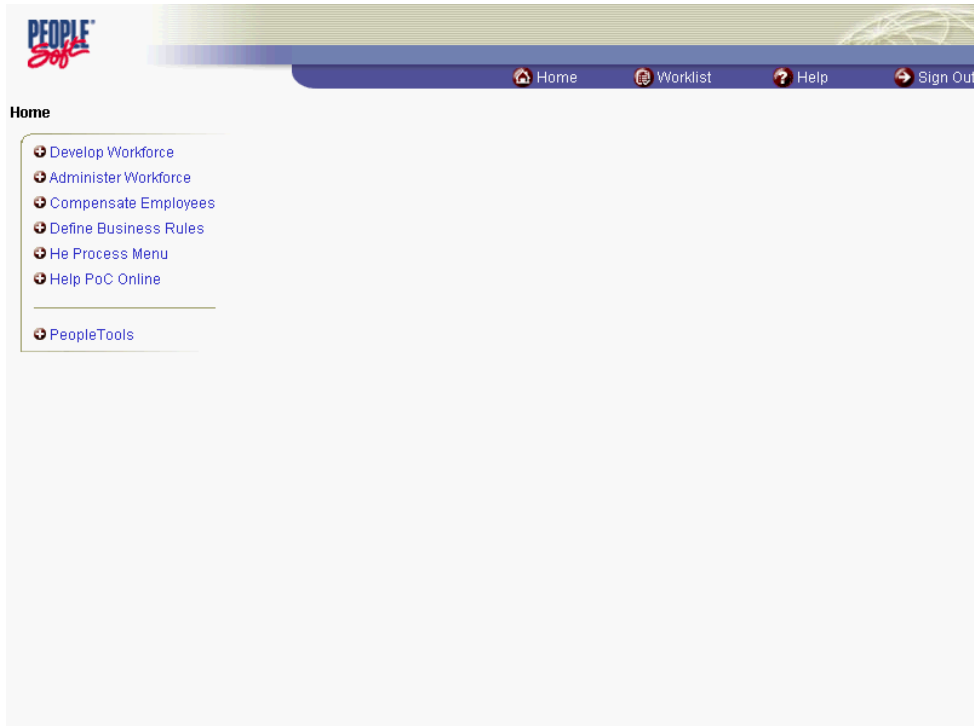
## Manual Procedure for Stopping PCA




### 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.



Step	Action
1.	Click the <b>Administer Workforce</b> link.  <a href="#">Administer Workforce</a>
2.	Click the <b>Administer Workforce (USF)</b> link.  <a href="#">Administer Workforce (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>HR Processing</b> link. <a href="#">HR Processing</a>

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 <b>Add a new row at row 1</b> button. 
6.	If necessary, enter the effective date of the PCA action in the <b>Actual Effective Date</b> field and then select the <b>*Action</b> field.. Click in the <b>*Action</b> 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
7.	Enter <b>DTA</b> in the <b>*Action</b> field. Enter the desired information into the <b>*Action</b> field. Enter " <b>DTA</b> ".
8.	Click in the <b>*Reason Code</b> field. 
9.	Enter <b>DTA</b> in the <b>*Reason Code</b> field. Enter the desired information into the <b>*Reason Code</b> field. Enter " <b>DTA</b> ".

Step	Action
10.	Click in the <b>NOA Code</b> field. <input type="text"/>
11.	Enter the desired information into the <b>NOA Code</b> field. Enter " <b>959</b> ".
12.	Click in the <b>NOA Ext</b> field. <input type="text"/>
13.	Enter the desired information into the <b>NOA Ext</b> field. Enter " <b>0</b> ".
14.	No legal authority is required in the <b>Authority (1)</b> field.

The screenshot displays the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Data Control' tab is active, showing employee information for 'WINTER, DAVID B.' with 'EmplID: 00083008' and 'Empl Rcd#: 0'. The 'Data Control' window includes fields for 'Actual Effective Date' (03/17/2004), 'Proposed Effective Date' (01/11/2004), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', 'Action' (DTA - Data Change), 'Reason Code' (DTA - Data Change), 'PAR Status' (PRO - PROCESSED BY HUMAN RESOURCES), 'Contact Emplid', 'NOA Code' (959 - PCA Stop), and 'NOA Ext' (0). There are also 'Authority (1)' and 'Authority (2)' fields. At the bottom, there are buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'.

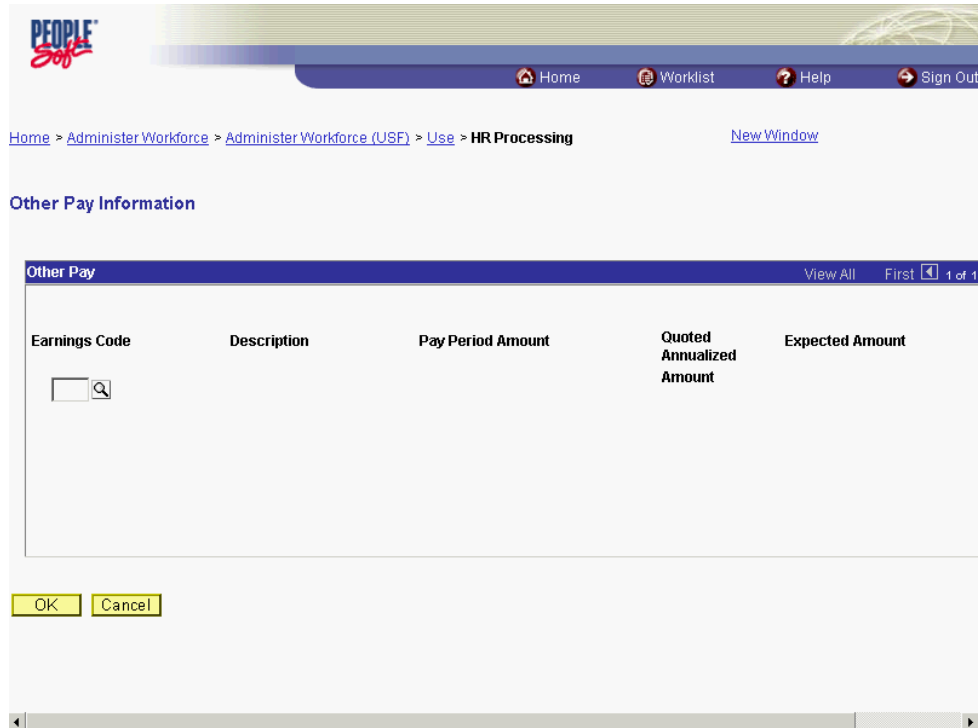
Step	Action
15.	Click the <b>Compensation</b> tab. <input type="button" value="Compensation"/>



# Training Guide

## Processing Premium Pay

Step	Action
16.	Click the <b>Other Pay Information</b> link. <a href="#">Other Pay Information</a>
17.	Delete the applicable PCA <b>Earnings Code</b> , if necessary.





Step	Action
18.	<p>Upon completion of deleting the PCA <b>Earnings Code</b>, click the <b>OK</b> button.</p> <p>Click the <b>OK</b> button.</p> 
19.	<p>If necessary, change the <b>PAR Status</b> according to your role.</p> <p>Scroll as necessary to view the rest of the page.</p> <p>Click the horizontal scrollbar.</p> 

Step	Action
20.	Click the <b>Save</b> button. 
21.	The procedure is complete. <b>End of Procedure.</b>

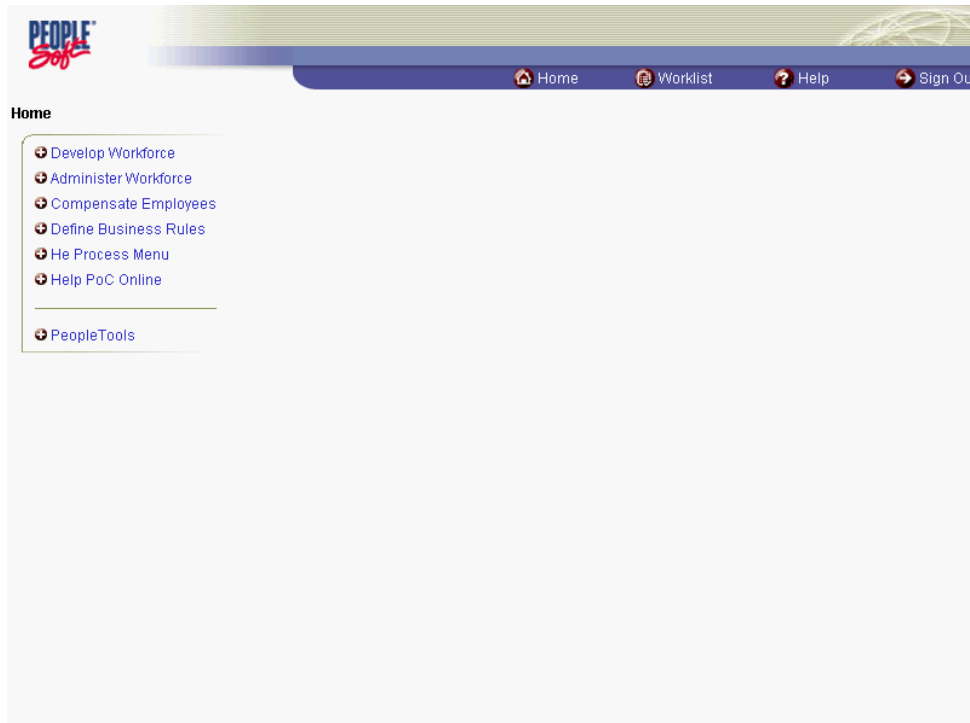
## Commissioned Corps



### 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.

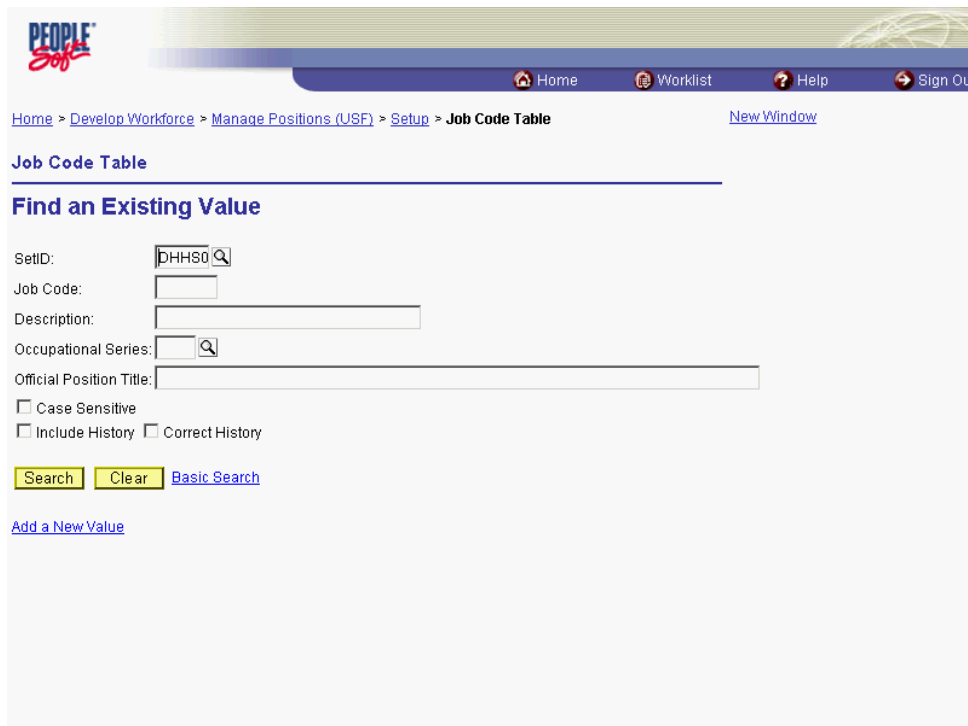
### Procedure


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.

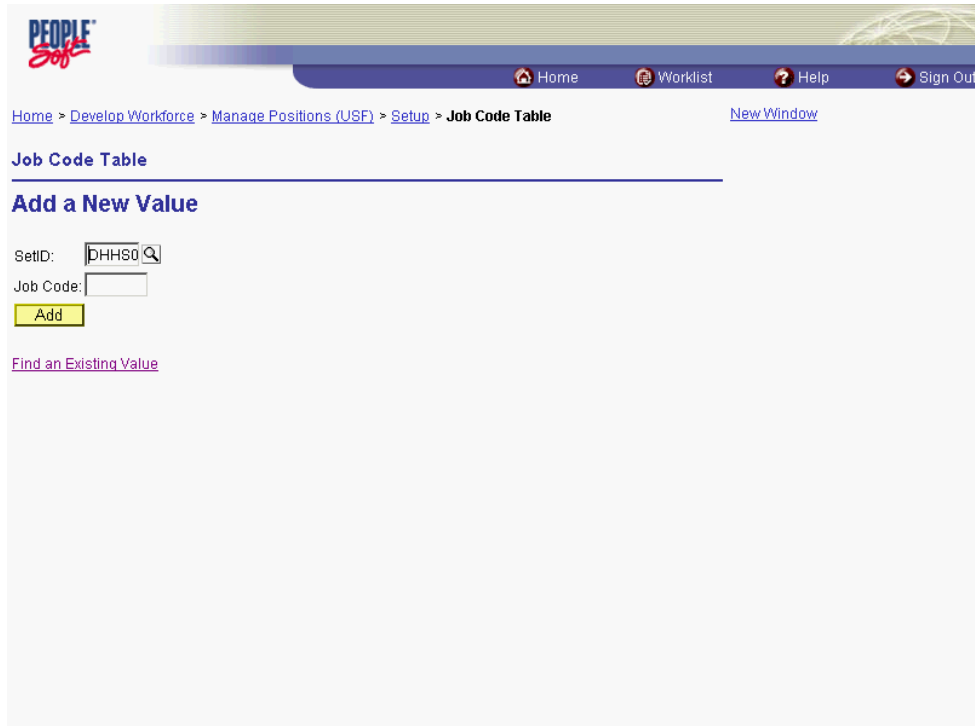


Step	Action
1.	Click the <b>Develop Workforce</b> link. 
2.	Click the <b>Manage Positions (USF)</b> link. 


Step	Action
3.	Click the <b>Setup</b> link. 
4.	Click the <b>Job Code Table</b> link. 




Step	Action
5.	Click the <b>Add a New Value</b> link. 



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

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

 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.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: 002880 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

\*Effective Date: 12/12/2003 \*Status: Active

Occupational Series: [ ]

Official Posn Title Code: [ ]

Organization Posn Title Cd: [ ]

Job Description: [ ]

Job Function Code: [ ]

Job Family: [ ]

\*Standard Hours: 40.00

Workers' Comp Code: [ ]

\*Comp Freq: A Annual

Regular/Temporary: [ ]  Medical Checkup Required

USA

US Federal

Step	Action
10.	Select the desired entry. Click <b>8</b> .

Step	Action
11.	Click in the <b>Occupational Series</b> 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 <b>Occupational Series</b> field. Enter " <b>0342</b> ".



PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: 002880 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

\*Effective Date: 12/08/2003 \*Status: Active

Occupational Series: 0342

Official Posn Title Code: [ ]

Organization Posn Title Cd: [ ]

Job Description: [ ]

Job Function Code: [ ]

Job Family: [ ] \*Manager Level: Other

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code: [ ]

\*Comp Freq: A Annual  Medical Checkup Required

Regular/Temporary: [ ]

USA

US Federal

Step	Action
13.	Click the <b>Default Compensation</b> tab. <b>Default Compensation</b>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile Default Compensation

SetID: DHHS0 Job Code: 002880

**Default Compensation** View All First 1 of 1 Last

Effective Date: 12/08/2003 Status: Active

Sal Plan/Grade/Step

Salary SetID:  Pay Plan/Table/Grade:

Salary Survey


	Minimum	Midpoint	Maximum
Survey Salary: <input type="text"/>			
Salary Survey Job Code: <input type="text"/>			
Hourly:			
BiWeekly:			
Monthly:			
Annual:			

**Pay Components** View All First 1 of 1 Last

'Rate Code	Details	Comp Rate	Currency	'Frequency	Percent	Apply FTE
1	<a href="#">Details</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Step	Action
14.	Click in the <b>Pay Plan</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Pay Plan</b> field. Enter " <b>ZZ</b> ".
16.	Scroll as necessary to view the <b>Save</b> button.

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this, the 'Effective Date' is 12/08/2003 and the 'Status' is Active. The 'Sal Plan/Grade/Step' section contains a search bar for 'Salary SetID' and a dropdown for 'Pay Plan/Table/Grade' set to 'ZZ'. The 'Salary Survey' section includes input fields for 'Survey Salary' and 'Salary Survey Job Code', and radio buttons for 'Hourly', 'BiWeekly', 'Monthly', and 'Annual'. The 'Pay Components' table has columns for 'Rate Code', 'Details', 'Comp Rate', 'Currency', 'Frequency', 'Percent', and 'Apply FTE'. A single row is visible with a 'Details' link and '+' and '-' buttons. At the bottom, there are 'Save', '+Add', 'Update/Display', 'Include History', and 'Correct History' buttons, along with links for 'Job Code Profile' and 'Default Compensation'.

Step	Action
17.	Click the <b>Save</b> button. 
18.	<b>End of Procedure.</b>