



Enterprise Human Resources and Payroll (EHRP) Instructional Letter

Number: EHRP05-07

Date: April 17, 2005

Subject: Handling Actions Rejected by DFAS's Edit System

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some new procedures to handle actions that failed the daily DFAS edits. This letter provides information on the process for handling those actions.

Handling Rejected Actions

When a personnel action or compensation action is processed in EHRP, it will be transmitted to DFAS. Transmission is daily except for the first two days at the beginning of the pay period. These transmissions will go through a DFAS edit process and if an action fails the edits it will be returned on an error report. This report will be available the next morning to the agencies under Administer Workforce/HHS Reports/Error Reports. If the action that rejected is an OPM action (NOAC 001-899), the action must be corrected using an 002/Correction.

Non-OPM actions can be corrected using Correct History mode. These actions will have a red "resend" button that will trigger the action to be picked up on the file and resent to DFAS. This "resend" functionality will be available only to certain roles within EHRP. Please see your HR Center point of contact for how this access will be granted.

The "resend" functionality exists on the following pages:

- 9XXX PAR actions
- Health Benefits
- Savings Plans
- Direct Deposit
- General Deductions
- Employee Tax Data (Federal, State, and Local)

When a record is eligible to be resent to DFAS, a "**Resend?**" checkbox will appear on the page (in red). Marking this checkbox will cause the record to be resent to DFAS, even if previously sent.

The Resend checkbox will not appear in the following cases:

- If the User ID does not have the "DFAS Resend User" role (PeopleSoft security).
- If the effective date of the record is prior to the DFAS Conversion Date.
- If, in the HR Processing page, the NOA is less than "900". It will also not appear for NOA "980".

For further assistance or for questions regarding the information in this letter, please contact Marie King (MKing@psc.gov) or Theresa Lewis (TLewis@psc.gov).