

## Appendix A – Personnel Action Requirements

Changes to Process Personnel Action Requirements from Version 2.0		
Requirement	Changes Made	Reason
PPA151 Provide visibility to employment history across agencies (define agency and position history).	Deleted	MAESC Request
PPA173 Provide an Entrance on Duty service consistent with the description and requirements found in the Entrance on Duty Concept of Operations.	Added	MAESC Request
PPA174 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

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The Shared Service Center has the primary role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.  
 Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Guide to Processing Personnel Actions (GPPA)Ch 1	PPA1	Use Nature of Action (NOA) codes in accordance with chapter 1 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA1 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/ Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 1	PPA2	Use legal authorities IAW Chapter 1 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Linkages to PPA2 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 1	PPA3	Use remarks IAW Chapter 1 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA3 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPPA Ch 1	PPA4	Cancel personnel actions IAW Chapter 1 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA4 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA5	Use employee name IAW Chapter 3, Subchapter 1-2 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA5 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/Settlements (ER)

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA6	Record employee name IAW Chapter 3, Subchapter 1-2 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA6 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/ Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA7	Establish effective dates IAW Chapter 3, Subchapter 1-3 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA7 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/ Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA8	Obtain approval for personnel actions IAW Chapter 3, Subchapter 1-4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Linkages to PPA8 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/ Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA9	Obtain approval for use of electronic forms IAW Chapter 3, Subchapter 3 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Linkages to PPA9 continued						5.4.3 Manage Usage of Leave and Paid Time Off	5.5.1 Manage Employee Furnished Payroll Data	6.2.5 Maintain Appropriate Records	7.4.5 Deliver HRD Program	4.3.5 Finalize Performance Appraisal
						8.1.4 Execute Formal or Informal Action	8.2.2 Execute Formal or Informal Action	8.7.3 Adjudicate Suitability Issues	8.4.3 Put Reasonable Accommodations into Place	8.6.7 Implement Third Party Decisions/Settlements (ER)
						9.3.7 Implement Third Party Decision	10.1.6 Conduct Exit Processing			
GPPA Ch 3	PPA10	Obtain approval for use of electronic signatures IAW Chapter 3, Subchapter 3 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 3	PPA11	Use approved electronic forms IAW Chapter 3, Subchapter 3 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 3	PPA12	Use approved electronic signatures IAW Chapter 3, Subchapter 3 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 3	PPA13	Establish an entry on duty process for new employees to appointments to Federal civil service positions IAW Chapter 3, Subchapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	6.2.5 Maintain Appropriate Records			

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPPA Ch 4	PPA14	Establish a procedure for requesting personnel actions IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA15	Establish a procedure for documenting personnel actions IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA16	Establish a procedure for notifications of personnel action IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA17	Establish a procedure for documenting notification of personnel action IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA18	Establish a procedure for requesting exceptions to the Standard Form 50 IAW chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA19	Establish a procedure for requesting exceptions to the Standard Form 52, IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA20	Establish a procedure for documenting exceptions to the Standard Form 50 IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA21	Establish a procedure for documenting exceptions to the Standard Form 52 IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change



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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPPA Ch 4	PPA22	Establish a procedure for requesting list form of notice IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA23	Establish a procedure for documenting list form of notice IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 4	PPA24	Establish a procedure for collecting demographic data IAW Chapter 4 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.10 Implement Appeal Decisions (Position)	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 6	PPA25	Process creditable service IAW Chapter 6 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	5.4 Manage Time and Attendance	6.2.5 Maintain Appropriate Records		
GPPA Ch 6	PPA26	Establish a procedure for calculating service computational dates which capture creditable service IAW Chapter 6 of the Guide to Processing Personnel Actions (future policy change).	Policy	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
GPPA Ch 7	PPA27	Document veterans' preference for reduction in force IAW Chapter 7 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records	10.1.6 Conduct Exit Processing			
GPPA Ch 7	PPA28	Document changes to veterans' preference for reduction-in-force IAW Chapter 7 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records	10.1.6 Conduct Exit Processing			
GPPA	PPA29	Process personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPPA	PPA30	Ensure NOAs conform to the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA31	Ensure authorities conform to the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA32	Ensure required remark codes conform to the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDS	PPA33	Ensure required remark codes conform to the Guide to HR Data Standards.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA34	Ensure required remarks conform to the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDS	PPA35	Ensure required remarks conform to the Guide to HR Data Standards.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA36	Complete personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPR	PPA37	Complete personnel actions IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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GPPA	PPA38	File personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPR	PPA39	File personnel actions IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA40	Establish a procedure for suspense file systems IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA41	Prepare supporting documents IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA42	Distribute supporting documents IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA43	File supporting documents submitted IAW the Guide to Personnel Recordkeeping	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA44	File documents created in connection with personnel actions IAW with the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA45	Obtain signatures in support of personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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GPPA Ch 9	PPA46	Obtain approvals for personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA47	Obtain approvers for personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA48	Obtain all required documents for personnel actions IAW the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA Ch 31 and GPR	PPA49	Follow instructions in the Guide to personnel recordkeeping, Chapter 7, for transferring the Official Personnel Folder on separating employees.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records	10.1.6 Conduct Exit Processing			
GPPA Ch 31 and GPR	PPA50	Follow instructions in the Guide to personnel recordkeeping, Chapter 7, for transferring the Employee Medical Folder on separating employees.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records	10.1.6 Conduct Exit Processing			
GPPA	PPA51	Document voluntary service (service performed without compensation by persons who do not receive a Federal appointment) IAW Chapter 33 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	10.1.6 Conduct Exit Processing		
GPPA Ch 33	PPA52	Establish a procedure to document voluntary service (service performed without compensation by persons who do not receive a Federal appointment) IAW Chapter 33 of the Guide to Processing Personnel Actions.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	10.1.6 Conduct Exit Processing		

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GPR Ch 1	PPA53	Create personnel records for Federal civil service employees IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	6.2.5 Maintain Appropriate Records			
GPR Ch 1	PPA54	Maintain personnel records for Federal civil service employees IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 1	PPA55	Safeguard personnel records for Federal civil service employees IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 1	PPA56	Store personnel records for Federal civil service employees IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 1	PPA57	Dispose of personnel records for Federal civil service employees IAW the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 4	PPA58	Procedures must be in place to reconstruct a personnel folder IAW Chapter 4 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPR Ch 5	PPA59	Procedures must be in place to construct a "jointly owned" personnel folder (a record under the Office of Personnel Management's recordkeeping authority that contains personnel records that were established by agencies [other than OPM] that have their own personnel folder recordkeeping authority - such as legislative and judicial branch agencies, the Central Intelligence Agency, and the U.S. Postal Service) IAW chapter 5 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 5	PPA60	Procedures must be in place to maintain a "jointly owned" personnel folder (a record under the Office of Personnel Management's recordkeeping authority that contains personnel records that were established by agencies [other than OPM] that have their own personnel folder recordkeeping authority - such as Legislative and judicial branch agencies, Central Intelligence Agency, and the U.S. Postal Service) IAW Chapter 5 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 6	PPA61	Procedures must be in place to respond to requests for information on Federal employees IAW Chapter 6 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GPR Ch 6	PPA62	Procedures must be in place to respond to requests for information on former employees (for information from Employee Medical Folders and personnel folders) IAW Chapter 6 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 7	PPA63	Procedures must be in place to transfer interagency personnel records to the next Federal employer or the National Personnel Records Center IAW Chapter 7 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 8	PPA64	Procedures must be in place to search for records contained in personnel records, using the index of documents contained in Chapter 8 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPR Ch 8	PPA65	Procedures must be in place to search for documents contained in personnel records, using the index of documents contained in Chapter 8 of the Guide to Personnel Recordkeeping.	Policy	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
GHRDS	PPA66	Collect data in the format required by the Guide to HR Data Standards.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDR	PPA67	Report data IAW the Guide to Human Resources Data Reporting.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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GHRDE	PPA68	Edit data IAW the Guide to Human Resources Data Editing.	Policy	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA69	Nature of Action changes issued in changes to the Guide to Processing Personnel Actions must be implemented within 60 days of issuance of the GPPA change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA70	Authority Code changes issued in changes to the Guide to Processing Personnel Actions must be implemented within 60 days of issuance of the GPPA change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA71	Remark changes issued in changes to the Guide to Processing Personnel Actions must be implemented within 60 days of issuance of the GPPA change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPPA	PPA72	System changes (other than NOA Authority Code and Remark changes) necessitated by changes to the Guide to Processing Personnel Actions must be implemented within 180 days of issuance of the GPPA change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GPR	PPA73	Changes to recordkeeping practices issues in changes to the Guide to Personnel Recordkeeping must be implemented within 60 days of the issuance of the GPR change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change



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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
GHRDS	PPA74	Table changes necessitated by changes to the Guide to HR Data Standards must be implemented within 60 days of issuance of the GHRDS change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDS	PPA75	System changes necessitated by changes to the Guide to HR Data Standards must be implemented within 180 days of issuance of the GHRDS change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDR	PPA76	Table changes necessitated by changes to the Guide to HR Data Reporting must be implemented within 60 days of issuance of the GHRDR change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDR	PPA77	System changes necessitated by changes to the Guide to HR Data Reporting must be implemented within 180 days of issuance of the GHRDR change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDE	PPA78	Table changes necessitated by changes to the Guide to HR Data Editing must be implemented within 60 days of issuance of the GHRDE change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
GHRDE	PPA79	System changes necessitated by changes to the Guide to HR Data Editing must be implemented within 180 days of issuance of the GHRDE change.	Performance	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA80	Move candidate data to employee data upon entry of the appointment personnel action.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA81	Automatically delete the WGI due date when an employee converts from a permanent to a temporary appointment .	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA82	Allow users to initiate personnel actions in a secure automated solution.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA83	Allow users to initiate personnel actions in a secure automated web-based solution.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA84	Allow users to edit personnel action data to a secure automated solution.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA85	Allow users to edit personnel action data to a secure automated web-based solution.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA86	Information displayed will be tailored to the role of the user.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA87	Facilitate completion of online personnel action through menu-driven drop down boxes and lists of values with descriptions; values may vary by action.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA88	Prepopulate existing applicable employee information.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA89	Prepopulate position data.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA90	Integrate personnel data (such as applicant data) with the personnel system.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA91	Display corresponding related legal authorities after NOA is selected.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA92	Allow users to select from possible personnel action remarks.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA93	Edit data entered against business rules based on previously entered data.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Best Business Practice	PPA94	Provide online help.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA95	Provide online navigation instructions.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA96	Provide online training for processing personnel actions.	Technology	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA97	Allow a user to save a personnel action in progress at any time prior to completion.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA98	Allow a user to retrieve a personnel action in progress at any time	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA99	Allow for multiple personnel actions for a single employee in one pay period and/or on the same day.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA100	The system must be able to process personnel actions in accordance with the GPPA.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA101	Allow for verification of reinstatement eligibility of former Federal employees.	Technology	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA102	Allow for integration of prior military service (EOD).	Technology	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA103	Support transfer of multiple employees from one agency to another (e.g. "transfer of function").	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA104	Support all types of employment (e.g. full-time, part-time, etc.).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA105	Support assignments to all Federal jobs (e.g., competitive, excepted, foreign nationals).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA106	Automatically generate personnel actions based on suspense dates.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA107	Handle mass change actions via list (e.g. reorganization, transfer work, pay adjustment).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA108	Permit personnel actions with future effective dates to be entered.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA109	Permit personnel actions with future effective dates to be processed.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA110	Permit retroactive personnel actions to be entered without manually reentering actions already on file.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA111	Permit retroactive personnel actions to be processed without manually reentering actions already on file.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA112	Assign a unique processing number to each personnel action for identification and tracking purposes.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA113	Capture employee name in the specified format.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA114	Display the approving official's name.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA115	Display the approving official's title.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA116	Maintain employee personnel action history.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA117	Capture all employee data necessary to document a personnel action.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Best Business Practice	PPA118	Capture position data.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA119	Allow multiple incumbency of positions (for example, employee is on extended sick leave for six months, the assignment is still active but HR may detail an employee or process a temporary appointment).	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA120	Capture reason for separation using Nature of Action codes.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA121	Identify employees who have been granted internal return rights (this relates to internal return rights - not external like IPAs and ICAOs).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA122	Capture priority consideration for employees.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA123	Route personnel actions based on workflow	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA124	Tailor the workflow routing to the action (e.g., NOA code, user authority, monetary thresholds, agency-specific rules).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Best Business Practice	PPA125	Route personnel actions to appropriate alternate parties when workflow routing is affected by "out of office" situations.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA126	Notify individuals based on the role of the individual.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA127	Notify employee about initiated personnel action when applicable.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA128	Notify employee about completed personnel action.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA129	Provide access to personnel action data to the employee affected by the personnel action within a specified time period of the personnel action (determine where this belongs).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA130	Track personnel actions through workflow stages (role based).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA131	Track past personnel actions including effective dates (role based).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change



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Best Business Practice	PPA132	Track current personnel actions including effective dates (role based).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA133	Track future dated personnel actions including effective dates (role based).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA134	Track status of all personnel action requests (role based).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA135	Track all time-limited actions (define time-limited).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA136	Track temporary employees nearing certain hours thresholds.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA137	Notify individuals of temporary employees nearing certain hours thresholds (role based).	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA138	Automatically produce notification for a time-sensitive action, triggered by elapsed time (e.g., completion of probationary period, completion of temporary appointment, within-grade salary increase).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA139	Notify other organization units of new hire start date.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA140	Vary notification by position for other organization units of new hire start date.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA141	Vary notification by role for other organization units of new hire start date.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA142	Vary notification by agency-specific requirements.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA143	Notify individuals of employees who have been granted return rights (role based).	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA144	Provide for online approval of personnel actions.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA145	Provide for online disapproval of personnel actions.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA146	Allow personnel action activity analysis for all NOAs (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA147	Allow personnel action activity analysis for each NOA (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA148	Allow personnel action activity reporting for all NOAs (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA149	Allow personnel action activity reporting for each NOA (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA150	Produce compliance report (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Deleted	PPA151	Deleted	Deleted	Deleted	Deleted	Deleted	Deleted	Deleted	Deleted	Deleted
Best Business Practice	PPA152	Delete history records based on legal requirements.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA153	Delete history records based on settlement agreements.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.12 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA154	Associate aggregate employee demographic data for each NOA (reporting).	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board	2.1.6 Maintain Positions	2.1.10 Implement Appeal Decisions	5.2.3 Set Bonus or Award Pay	5.3.1 Identify Employees to Receive Pay or Leave Change
Best Business Practice	PPA155	Generate employee hire checklist.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board				

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA156	Trigger hire event tracking (pre-employment) (e.g., medical, security clearance).	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA157	Create OPF for new employee upon entry of the appointment personnel action.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA158	Request office space for new hire.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA159	Request system logon ID(s) for new hire.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA160	Request company property for new hire.	Service	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA161	Trigger enrollment in orientation N days after hire date.	Technology	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA162	Trigger enrollment in mandatory training N weeks after hire date.	Technology	Useful	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA163	Trigger the closing of the requisition when the hire personnel action is completed.	Technology	Critical	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA164	Produce employee checklist as required.	Technology	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA165	Notify appropriate personnel - including HR staff, management, EEO, IT, security - of tasks to be performed.	Service	Mandatory	Shared Service Center	3.6.6 Bring Selectee On Board				
Best Business Practice	PPA166	Capture aggregate employee demographic data.	Technology	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
Best Business Practice	PPA167	Archive personnel action.	Technology	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	PPA168	Advise employees who make a name change that benefits coverage may also change (e.g., marriage, divorce).	Service	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
Best Business Practice	PPA169	Retain historical data.	Technology	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
Best Business Practice	PPA170	Allow retrieval of historical data (role based).	Technology	Mandatory	Shared Service Center	6.2.5 Maintain Appropriate Records				
Best Business Practice	PPA171	Support the conversion of the paper Official Personnel Folder (OPF) to an electronic medium.	Technology	Critical	Shared Service Center	6.2.5 Maintain Appropriate Records				
GPPA Ch 30	PPA172	Issue notices to retiring employees IAW the Job Aid (Notice Requirements When an Employee Retires) in Chapter 30 of the Guide to Processing Personnel Actions.	Policy	Mandatory	Shared Service Center	10.1.1 Initiate Separation				
Entrance on Duty (EOD) Concept of Operations	PPA173	Provide an Entrance on Duty service consistent with the description and requirements found in the Entrance on Duty Concept of Operations	Service, Technology	Critical	SSC	3.6.3, 3.6.4, 3.6.5, 3.6.6, 3.6.7				
Best Business Practice	PPA174	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities				