Procedures

1) Navigation

   Home > Workforce Administration > Job Information > Supervisor Request

2) Insert the new row:

   a) Find the correct row and select the plus sign.

   b) When processing a retroactive action in Capital HR, the row for the retroactive action has to be inserted in the correct chronological order within the employee's record.

   Example: You are processing a retroactive WGI, effective 04/06/03, and the employee's record contains the following actions:

   11/04/03 - Promotion
   10/01/03 - CAN # Change
   09/28/03 - Job Code Clean-up
   08/16/03 - FEGLI Change
   01/12/03 - Pay Adjustment

   Insert the 893 WGI row effective 04/06/03 above the 01/12/03 Pay Adjustment, since the effective date falls between the 01/12/03 Pay Adjustment and the 08/16/03 FEGLI Change.

3) Process the Action

   a) After inserting the retroactive action row, the required data fields must be completed:

   b) Continuing with the example from Step 2, complete the following data fields:

   i) Effective Date

   ii) Action Code

   iii) Reason Code

   iv) Legal Authority

   v) New Step

   vi) New WGI due date

   vii) New LEI date

   viii) Ensure the WGI status is 'waiting' unless the WGI is taking them to the top step of their grade.

4) Save the Action

   a) After all data fields have been entered, the action must be saved.

   b) Upon saving the action, a message will appear to prompt you to review any actions with subsequent dates that may need to be corrected as a result of the retroactive action.

5) Review Actions with subsequent Effective Dates

   a) Review each row above the retroactive action to determine whether the new action causes subsequent actions to require modification. If necessary, make the appropriate modifications from the point of the retroactive action to the last action processed on the employee.

   b) The system will require you to check the "review box" under the Data Control Page for each action. DO NOT IGNORE THIS MESSAGE. You need to review each row to determine if any modifications are necessary.

6) OPM actions that have been processed:

   a) When the retroactive action affects OPM actions that have been processed above the retroactive action, these OPM actions will need NOAC 002 Correction to be processed.

   b) Ensure the applicable remarks on the correction action(s) are entered. The exception to this is cash/time off awards as they are treated as non-OPM actions.

   c) If the action on top is an OPM action that will be corrected via an 002 Correction, NOAC 9000 Correction of Data is not necessary. The correction alone should update in payroll.

7) Non-OPM actions that have been processed:

   a) Non-OPM rows, i.e. 9000 series actions and cash/time off awards are not correctable. Therefore these rows need to be updated using correct history.

   b) If the action on top is a non-OPM action, e.g. NOAC 9210 Federal Tax change, in addition to updating the action using correct history, NOAC 9000 Correction of Data action, using a current pay period effective date, must be processed to ensure that the correction updates in payroll.

   c) Be sure to enter a ZZZ on the 9000 action stating why the action is being processed i.e. action processed to ensure that correction action updates in payroll.

8) Pending actions:

   a) Pending rows, i.e. rows with a PAR status other than COR or PRO, should also be modified using correct history via the HR Processing menu path.

   b) You can check the review box on the pending row but will not be able to modify any of the data while in the correction menu path.

9) Updating actions that have previously been corrected:

   a) It is very important to take note of any previous correction(s) that have already been processed to the same OPM action(s) that need correcting.

   b) Access the PAR remarks on each correction action previously completed to see what was corrected. Print out the remarks section of what was corrected.

   c) It is imperative that remarks indicating what is being corrected are included on every correction action processed. For example, if the employee's name or SCD was

previously corrected, you must be sure to modify the name or SCD again during the processing of the new correction(s).

d) If the previous correction is not taken into account during the processing of the new correction(s), the data that was corrected will revert. This is because the correction row has to be inserted above the original OPM action thus bringing forward the original data on the new correction.

> *Note: You cannot insert a correction row on top of a correction row because corrections cannot be corrected.*

10) When no previous OPM actions are affected:

a) There may be times when the retroactive action does not affect any OPM actions that have already been processed. In this case, insert the retroactive action at the right place AND complete it with NOAC 9000 Correction of Data action on top using a current pay period effective date.

b) If the 9000 Correction of Data action is not processed, the data that was in effect on the date of the retroactive action will update in the paymaster. For instance, if you process a retroactive WGI and the employee has since had a promotion AND the WGI does not affect how the salary was set, if a 9000 is not processed using a current pay period effective date, the salary will revert to the grade & step that the WGI was based on.

> *REMEMBER: Anytime a row is inserted with a prior effective date and no other action is taken, the system will revert all of the data to what it was on the effective date of the action. As a result, very serious pay implications can occur if the proper action(s) is not taken when keying retroactive actions.*

EXAMPLE SCENARIOS

SCENARIO 1:
A retroactive WGI effective 04/06/03 needs to be processed and the following actions have already taken place:

- 11/04/03 - Promotion
- 10/01/03 - CAN # Change
- 09/28/03 - Job Code Clean-up
- 08/16/03 - FEGLI Change
- 01/12/03 - Pay Adjustment

The following steps should be taken in order to process the retroactive WGI effective 04/06/03:

1) Insert the 893 WGI row effective 04/06/03 above the 01/12/03 Pay Adjustment and key:
   a) Effective Date
   b) Action Code
   c) Reason Code
   d) Legal Authority
   e) New Step
   f) New WGI due date and new LEI date
   g) Make sure WGI status is "waiting" unless the WGI is taking them to the top step of their grade.
   h) Save the action

2) When you save the action, the system will require you to check the "review box" under the Data Control Page for each action. You need to look at each action to determine what action needs to be taken and work each action separately.

3) In this example, the following actions would need to be processed:
   a) Navigate to the correction menu path:
   b) Insert a row above the 08/16/03 FEGLI Change. The PAR Status will default to "COR"
   c) Go to PAR Remarks and be sure to enter all of the data elements that are being corrected.
   d) Correct all affected data elements: Step, New WGI due date and LEI date. The WGI status should be 'waiting' unless the WGI took them to the top step of their grade. In this case, enter N/A.

4) The 09/28/03 and 10/01/03 actions would need to be updated using correct history.

   a) All affected data elements would need to be changed:

      i) Step,

      ii) WGI due date and

      iii) LEI date.

      iv) The WGI status should be waiting unless the WGI took them to the top step of the grade. In this case, enter N/A.

5) The promotion would need to be looked at to determine if the retroactive WGI would affect what step the promotion took them to.

   a) If the promotion needs be corrected, proceed as stated above by processing NOAC 002 Correction, etc.

   b) If the promotion does not need to be corrected, you would need to process NOAC 9000 Correction of Data with a current effective date in order to keep the grade step and salary from reverting to what it was prior to the promotion.

   c) If the 9000 Correction of Data is not processed, the grade, step, and salary of the retro WGI would update in payroll, wiping out the promotion.

   d) Be sure to include PAR remarks as to why you are keying the 9000. The 9000 action ensures that the current data is maintained.

NOTE: If an error was made on an action and caught before 5:00 pm on the same day that it is keyed, you can use correct history to change the data. If the error was found after 5:00 pm on the day it was keyed, either NOAC 9000 Correction or Data and/or NOAC 002 Correction action would need to be processed to correct the data. Effective dates in Capital HR cannot be corrected. You would need to cancel the action with the incorrect effective date and reprocess it with the correct date.

SCENARIO 2:
A retroactive pay adjustment needs to be processed for an employee converted from GS to Title 42.

The employee was converted from GS-14/02 to Title 42 effective 02/22/04.

The employee is entitled to the retroactive pay adjustment as a GS-14/02 since that is what they were on 01/11/04. To process, you would do the following:

1) Go into Correction Mode and insert a row above the original 894 Pay Adjustment effective 01/11/04. On this example, it was determined that the salary under Title 42 would not be affected by the retroactive correction. There were no intervening actions between 01/11/04 and 02/22/04 and the conversion is the top row in the employee=s record.

2) Since the salary under Title 42 is not affected, you would need to process NOAC 9000 using a current effective date so the salary will not revert. If the 9000 is not processed, the salary will revert to the GS-14/02 because you have inserted a row with the 01/11/04 date. The system will pick-up all data effective on 01/11/04 if the 9000 is not keyed.

Please Remember: If any of the steps needed are not taken or taken incorrectly, it can cause serious pay problems for the employee. Please do not hesitate to contact CSD if you have any questions on how to process a retroactive action, 002 Correction and/or 9000 Correction of Data action.