Enterprise Human Resources and Payroll (EHRP) Instructional Letter

Number: EHRP05-03

Date: April 17, 2005

Subject: Danger Pay / Imminent Danger Pay

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some changes in the processing of the following:

- Danger Pay
- Imminent Danger Pay.

This letter provides information on these changes.

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Danger Pay

NOAs

The user will key in the NOA on the PAR page – Data Control tab. The following NOAs have been established:

    9978....Danger Pay Start
    997C...Danger Pay Change
    9979....Danger Pay Stop

Danger Pay will be set up in EHRP within the first pay period after the DFAS conversion. After the DFAS conversion, Danger Pay data will only be transmitted to DFAS when a Start, Change, or Stop action is keyed.

Start Actions

For a Start, the user will add the following **earnings code** under the Other Pay hyperlink on the Compensation tab:

    R.........Danger Pay

The first six positions of an employee's Geographic Location (GLO) will be sent as the location for Danger Pay. (The GLO is found on the Job tab on the PAR page.) Based upon that location, DFAS will appropriately compute the amount that the employee is eligible to receive.

Change Actions

A Change action must be performed when an employees moves from one location to another and must be sent with the effective date of the location change. The appropriate earnings code should be on the employee's row from the original Start action.

Stop Actions

On a Stop action, the **earnings code** on the Other Pay hyperlink on the Compensation tab should be **deleted**.

Imminent Danger Pay

NOAs

The user will key in the NOA on the PAR page – Data Control tab. The following NOAs have been established:

> 997A...Imminent Danger Pay Start
> 997B...Imminent Danger Pay Stop

Starts, Corrections and Cancellations

For a Start, the user will add one of the following **earnings code** under the Other Pay hyperlink on the Compensation tab:

> B.........Imminent Danger Pay

If the user enters the data incorrectly and wants to correct it <u>within the same pay period</u>, a '997B' action must be performed to cancel the original and create a debt (the employee should have already received the money). A '997A' action must be performed with the corrected amount.

NOTE: DFAS has cited that they may have difficulty processing this, given that the correction occurs within the same pay period. Due to the low volume of employees

receiving Imminent Danger Pay, if a problem arises with processing, a manual workaround will be performed.

If the user enters the data incorrectly and wants to correct it <u>with a **lesser** amount in a later pay period</u>, the same procedure will be followed as above.

If the user enters the data incorrectly and wants to correct it <u>with a **greater** amount in a later pay period</u>, a '997A' action must be performed with the difference between the original amount and the corrected amount.

If the user wants to **cancel** an employee's Imminent Danger Pay, the user must key in a '997B' to cancel the action. A '997B' will be translated to a '001' via the interface program.

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).