

Appendix H – Compensation Management Requirements (Non-core)

Changes to Compensation Management Requirements (Non-Core) from Version 2.0		
Requirement	Changes Made	Reason
LTC1 Track compensation trends in accordance with (IAW) applicable laws, rules, regulations and guidelines.	Primary Reference	Policy Update
LTC4 Maintain compensation management records IAW applicable laws, rules, regulations, and guidelines.	Primary Reference	Policy Update
LTC9 Provide support for alternative compensation systems that vary from OPM-administered core systems IAW applicable laws, rules, regulations and guidelines.	Primary Reference	Policy Update
LTC11 Support the implementation of corrective actions IAW applicable laws, rules, regulations, and guidelines.	Primary Reference	Policy Update
LTC12 Support compensation program implementation IAW 5 CFR and 5 USC.	Primary Reference	Policy Update
LTC 13 Support compensation program development IAW 5 CFR and 5 USC.	Primary Reference	Policy Update
LTC14 Provide training on compensation management IAW applicable laws, rules, regulations, and guidelines.	Primary Reference	Policy Update
LTC15 Support agency award programs IAW 5 CFR 451, subpart IAW or other applicable laws, rules, regulations and guidelines.	Primary Reference, Requirements Definition	Policy Update
LTC17 Support reporting requirements IAW applicable laws, rules, regulations, and guidelines.	Primary Reference	Policy Update
LTC18 Provide support for communication strategies of compensation policies IAW laws, regulations, rules, and guidelines.	Primary Reference	Policy Update
LTC19 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

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The Shared Service Center *may* have a 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.

If an SSC chooses to offer services for any of the non-core services, it must meet the applicable mandatory requirements at the time such services are provided to the customer.

Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 USC Chapters 45, 53, 57 (subchapter IV), 59, 61, 63, 97, and 99; 29 USC; 31 USC; 38 USC, Chapter 74; 5 CFR 591.204, 241, 242, 9701, 9901; Financial Institutions Reform, Recovery and Enforcement Act (FIRREA)	LTC1	Track compensation trends in accordance with (IAW) applicable laws, rules, regulations and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.1 Review Laws, Regulations, Policies and Trends	5.1.2 Identify Parity Issues			
38 USC; 5 CFR 532.229 and 591.240-242	LTC2	Support agency participation in committees IAW applicable laws, policies, and regulations.	Policy	Mandatory	Shared Service Center/ Agency	5.1.2 Identify Parity Issues	5.1.4 Implement Compensation Program			
5 CFR 531.403, 404, 407	LTC3	Ensure that equivalent increases occur IAW CFR 531 and other applicable laws, rules, regulations and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.3.1 Identify Employees to Receive Pay or Leave Change	5.3.2 Process Pay or Leave Change	5.3.3 Communicate Pay or Leave Change	

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 USC 63, Subchapter IV, 97, and 99; 38 USC; 5 CFR 430.405; 5 CFR 451.106; 5 CFR 534.405; 5 CFR 537.110; 5 CFR 531.507; 5 CFR 551.402; 5 CFR 575; 5 CFR 591.104; 5 CFR 630; 5 CFR 9701; 5 CFR 9901	LTC4	Maintain compensation management records IAW applicable laws, rules, regulations, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.2.2 Determine Eligibility for Bonus or Award	5.2.3 Set Bonus or Award Pay	5.2.4 Deliver Discretionary Compensation Communication
Process linkages LTC4 Continued						5.4.2 Schedule Employees	5.5.7 Perform Periodic Reporting			
5 USC 5305; 5 CFR 530, subpart C	LTC5	Support administration of special rates IAW 5 USC and 5 CFR 530, Subpart C.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program				
5 CFR 430, Subpart B; 5 CFR 537.108	LTC6	Support the repayment of student loans IAW 5 CFR 537.108 and 5 CFR 430 Subpart B.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.3.1 Identify Employees to Receive Pay or Leave Change		
5 USC CH 59, Subchapter I and 5948; 5 CFR 591, subparts B and C; 591.103-104, 591, subpart A and 595.106	LTC7	Support the administration of allowances IAW 5 CFR 591, subpart C; 5 USC, Chapter 59, or other applicable laws, rules, regulations, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.1.5 Create Compensation Program Communications Approach and Content	5.3.1 Identify Employees to Receive Pay or Leave Change	5.3.2 Process Pay or Leave Change
Process Linkage LTC7 Continued						5.3.3 Communicate Pay or Leave Change				

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5 USC Ch 63, 3582, and 5551; 38 USC; 5 CFR, 550 subpart L and 630	LTC8	Support leave administration IAW 5 USC Chapter 63, 5 CFR 630 and other applicable laws, regulations and guidelines relating to alternative leave system.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.1.5 Create Compensation Program Communications Approach and Content	5.3.1 Identify Employees to Receive Pay or Leave Change	5.3.2 Process Pay or Leave Change
Process Linkage LTC8 Continued						5.3.3 Communicate Pay or Leave Change	5.4.1 Manage Usage of Leave and Paid Time Off	5.4.2 Schedule Employees	5.4.3 Attest Attendance Data	5.4.4 Certify Employee Attendance Data
5 USC Ch 47, 95, 97 and 99; 38 USC; 42 USC; 5 CFR 470.317; 5 CFR Parts 9701 and 9901; HCAAF Section IV: Pay for Performance, page IV-22 (Sept 2005); Financial Institutions Reform, Recovery and Enforcement Act (FIRREA)	LTC9	Provide support for alternative compensation systems that vary from OPM-administered core systems IAW applicable laws, rules, regulations and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.1.5 Create Compensation Program Communications Approach and Content	5.3.1 Identify Employees to Receive Pay or Leave Change	5.3.2 Process Pay or Leave Change
Process Linkage LTC9 Continued						5.3.3 Communicate Pay or Leave Change	5.5.7 Perform Periodic Reporting	4.2.4 Assess Performance Management Programs	4.4.1 Evaluate Performance Management Program Results	4.4.2 Evaluate Long-term Impacts and Value of Performance Management Programs

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5 USC Ch 47 and 95; 38 USC; 5 USC 5341; 5 CFR 532, subpart B; 5 CFR Chapter XCIX and Part 9901 (NSPS); 5 CFR Chapter XCVII and Part 9701 (DHS); Federal Wage System Operating Manuals	LTC10	Provide support for market-based pay surveys IAW applicable laws, rules, regulations and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.1 Review Laws, Regulations, Policies and Trends	5.1.2 Identify Parity Issues	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	
5 USC, Ch 47, 95, 97, and 99; 38 USC; 42 USC; 5 CFR, Parts 451, 530, 531, 532, 534, 536, 537, 550, 551, 553, 575, 576, 581, 582, 591, 595, 610, 630, 9701 and 9901	LTC11	Support the implementation of corrective actions IAW applicable laws, rules, regulations, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.3 Establish Compensation Program	5.1.4 Implement Compensation Program	5.2.1 Identify Bonus and Awards Payout Strategies	5.3.1 Identify Employees to Receive Pay or Leave Change	5.3.2 Process Pay or Leave Change
Process Linkage LTC11 Continued						5.3.3 Communicate Pay or Leave Change				

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5 USC, Ch 31, 33, 41, 45, 53, 57 (subchapter IV), 59, 61, 63, 75, 97, and 99; 38 USC; 5 CFR Parts 451, 9701, 9901; HCAAF Section IV: Awards, page IV-19 (Sept 2005)	LTC12	Support compensation program implementation IAW 5 CFR and 5 USC.	Technology	Mandatory	Shared Service Center/ Agency	5.1.4 Implement Compensation Program				
5 USC, Ch 31, 33, 41, 45, 53, 57 (subchapter IV), 59, 61, 63, 75, 97, and 99; 38 USC; 5 CFR Parts 451, 9701 and 9901; HCAAF Section IV: Awards, page IV-19 (Sept 2005)	LTC13	Support compensation program development IAW 5 CFR and 5 USC.	Policy	Mandatory	Shared Service Center/ Agency	5.1.4 Implement Compensation Program				
5 USC, Ch 31, 33, 41, 45, 53, 57 (subchapter IV), 59, 61, 63, 75, 97, and 99; 38 USC; 5 CFR Parts 451, 9701 and 9901; HCAAF Section IV: Awards, page IV-19 (Sept 2005)	LTC14	Provide training on compensation management IAW applicable laws, rules, regulations, and guidelines.	Service	Critical	Shared Service Center/ Agency	5.1.5 Create Compensation Program Communication Approach and Content	5.2.1 Identify Bonus and Awards Payout Strategies			

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5 USC 4505, 4507 and 4509; 5 USC Ch. 97 and 99; 5 CFR 451, subpart A; 5 CFR 534; 5 CFR 9701 and 9901; HCAAF Section IV: Awards, page IV-19 (Sept 2005); EO 11438	LTC15	Support agency award programs IAW 5 CFR 451, subpart A and other applicable laws, rules, regulations and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.2.1 Identify Bonus and Awards Payout Strategies	5.2.2 Determine Eligibility for Bonus or Award	5.2.3 Set Bonus or Award	5.2.4 Deliver Discretionary Compensation Communication	5.4.4 Certify Employee Attendance Data
5 USC, Ch 59; 5 CFR 575	LTC16	Support the administration of differentials IAW 5 USC, Chapter 59 and 5 CFR, Chapter 575, and other applicable laws, rules, regulations, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.3.1 Identify Employees to Receive Pay or Leave Change				

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38 USC; 5 CFR 451.106; 5 CFR 430.405; 5 CFR 531.413; 5 CFR 531.507; 5 CFR 534.405; 5 CFR 575.407; 5 CFR 591.104; 5 CFR 630.408; 5 CFR 630.1012; 5 CFR 630.1211; 5 CFR 9701 and 9901; OPM Operating Manual, Federal Workforce Reporting Systems	LTC17	Support reporting requirements IAW applicable laws, rules, regulations, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.5.7 Perform Periodic Reporting				

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5 USC Ch 47, 95, 97, and 99; 38 USC; 5 USC 301; 5 CFR Parts 9701 and 9901; 5 CFR 610.305; HCAAF Section IV: Pay for Performance, page IV-22 (Sept 2005); Washington, DC, Area Dismissal or Closure Procedures CPM (Nov 2005); Federal Executive Boards (FEBs) guidelines	LTC18	Provide support for communication strategies of compensation policies IAW laws, regulations, rules, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	5.1.5 Create Compensation Program Communications Approach and Content	4.1.3 Communicate Agency Performance Management Strategy	4.2.3 Implement Performance Management Program(s)		
Best Business Practice	LTC19	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities				