

# CHRIS User Guide: Award Information

## Introduction

The purpose of this chapter is to provide steps for entering, correcting, and deleting information on Awards in CHRIS. The Award/One-Time Payment nature of action is to be used for individual awards for employees.

A Request for Personnel Action (RPA) is required to grant a monetary award. The award history is automatically updated in CHRIS. Some awards do not require RPAs; e.g., non-monetary suggestions, non-monetary recognition awards, etc. Awards that do not require an RPA can be updated in CHRIS by using the People Record.

## Chapter Contents

	Introduction	Page 1
Step One	Completing the RPA for a Monetary Award	Page 3
Step Two	Entering a Non-Monetary Award In People	Page 22
Step Three	Correcting Existing Non-Monetary Award Data From Element Entries	Page 28
Step Four	Deleting Non-Monetary Award Data From Element Entries	Page 35

## Nature of Action Codes for Award/One-Time Payment

The nature of action codes are unique numerical codes that identify a particular action within the nature of action family.

The first digit of the nature of action code indicates the type of action:

100 series—Appointments

200 series—Returns to duty from nonpay

300 series—Separations

400 series—Placements in nonpay and/or nonduty status

500 series—Conversions to appointment

600 series—(reserved for Office of Personnel Management use)

700 series—Position changes, extensions, and miscellaneous changes

**800 series—Pay changes and miscellaneous changes**

900 series—(Reserved for use by agencies)

The second and third digits of the nature of action code indicate the particular kind of action, for example, “promotion,” “resignation,” etc.

The system generates and configures the RPA based on the NOA family information. The RPA form simplifies data entry by:

- Shading data fields to indicate where to enter data.
- Automatically entering related information based on the person and position.
- Supplying default values for Extra Information.
- Providing selected lists of values based on the NOAC.
- Automatically entering required Remarks.
- Computing pay amounts, based on the pay table, grade, step, and premium pays.

The NOA codes for **Award/One-Time Payment** are listed below.

### Award/One-Time Payment

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
815	Recruitment Incentive	816	Relocation Incentive
817	Student Loan Repayment	825	Separation Incentive
827	Retention Incentive	840	Individual Cash Award RB
841	Group Award-Chapter45	842	Ind Suggestion/Invention Award
843	Group Suggestion/Invention	844	Foreign Language Award
845	Travel Saving Incentive	846	Individual Time-Off Award
847	Group Time Off Award	848	Referral Bonus
849	Individual Cash Award NRB	878	Presidential Rank Award
879	SES Performance Award	889	Group Award – Other
885	Lump Sum Performance Payment - RB ILPA		
886	Lump Sum Performance Payment - RB NILPA		
887	Lump Sum Performance Payment - NRB		

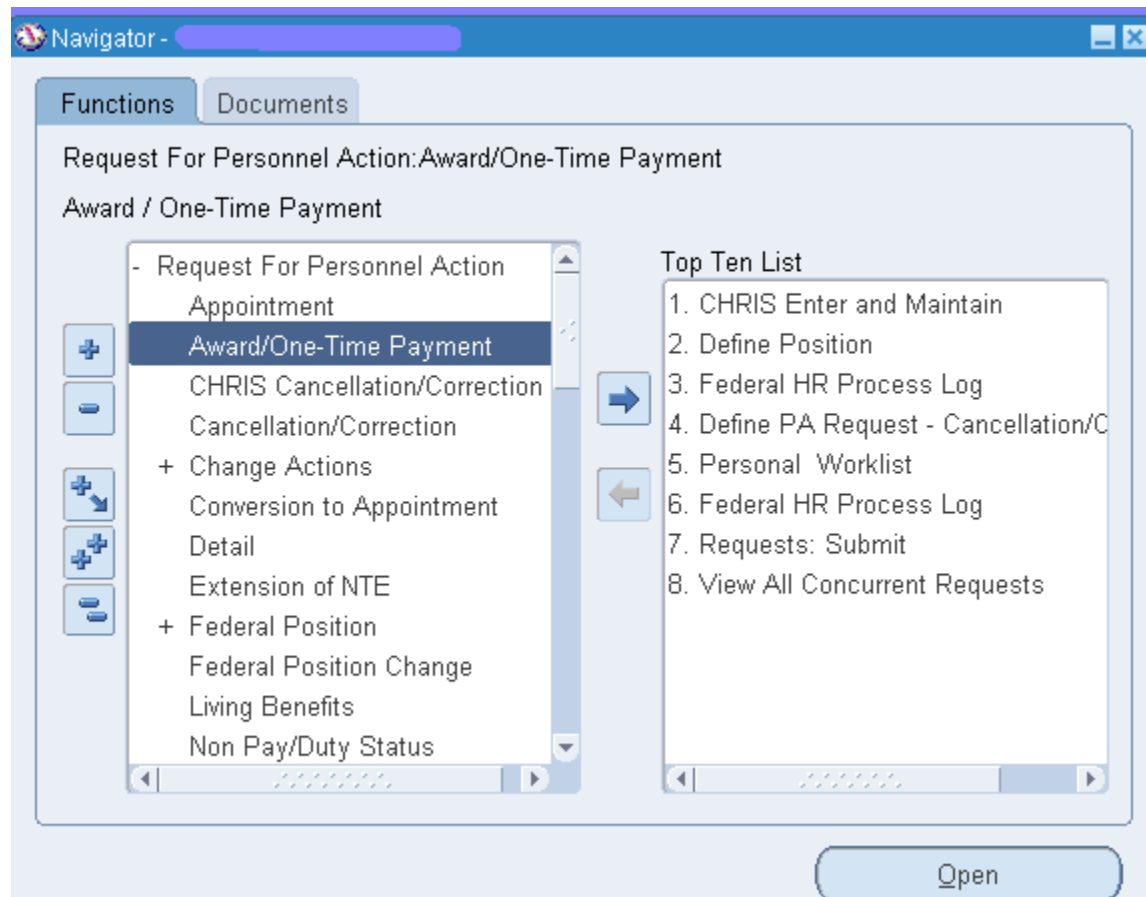
## STEP ONE COMPLETING THE RPA FOR A MONETARY AWARD

### Entering a Monetary Award Using an RPA

This procedure provides steps to initiate the RPA for a monetary award.

#### Step 1

From the **Navigator** → **Request for Personnel Action** → **Select Award/One-Time Payment**.



## Step 2

### **Requesting Info: PART A – Requesting Office**

This section explains how to complete the RPA for a monetary award. Data fields are described and the actions explained. The white data fields must be completed. The Action Requested will be Award/One-Time Payment, which determines the fields to be completed.

Complete this section on all actions.

Request for Personnel Action (Award/One-Time Payment, Routing Group)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested  
Award/One-Time Payment

2 Request Number

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position Others... (A)

Complete the remaining white data fields using the instructions from the table below. For additional information on completing an RPA refer to **Chapter 13: Processing Requests for Personnel Actions**.

### **Field Number 1 - Actions Requested**

#### **Description/Action:**

The data field automatically populates based on the action selected from the **Navigator** → **Request for Personnel Action**.

**Field Number 2 - Request Number**

**Description/Action:**

The Request Number is user defined.



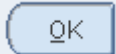
**Note:** Please see your CHRIS Manager for Request Number naming standards and conventions.

**Field Number 3- For Additional Information Call**

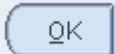
**Description/Action:**

Type in the name of the contact person. The data field can be left blank.

Or

Click the List of Values (LOV)  button for a listing of database names, click the correct name from the List of Values (LOV)  button and then click the  button.

**Note:** If a screen is displayed informing you the list is too long, type a few letters of the last name of the individual, followed by the % sign; NOTE if you just input a %

sign and click the  button it could take some time to pull up the entire listing of names.

**Field Number: Telephone Number**

**Description/Action:**


Enter the telephone number of the contact person for this action.

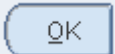
**Field Number 4 - Proposed Effective Date**

**Description/Action:**

Type the proposed effective date for the action in the DD-MMM-YYYY format; e.g., 09-JUN-2002 or click in the white box under "ASAP" if applicable. Hyphens **are** required and the month is always capitalized.

Or

Click the List of Values (LOV)  button. The current month and year with the current date highlighted is displayed in the **Calendar** window.

Choose the correct date and click the  button to populate the date field. This field can also be left blank.

**Field Number:** *ASAP*

**Description/Action:**

Click this data field if you want the effective date on this action to be **As Soon As Possible**.


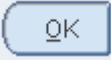
**Note:** You **cannot** select both a proposed effective date and the **ASAP** field. If you do not check ASAP or enter a date, the system date will automatically default to ASAP.

**Field Number 5 - Action Requested By**

**Description/Action:**

Type in your name, if you have the role of the *Requestor* or *Personnelist*. You can also leave blank.

Or

Click the  (LOV) button for a listing of names of individuals given the responsibility of requesting. Choose the correct name and click the OK  button to populate the data field

**Field Number:** *Title*

**Description/Action:**

This data field will automatically populate based on block 5.

**Field Number:** *Request Date*

**Description/Action:**


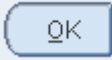
The date is automatically populated once the **Action Requested By** data field is completed. You can change the date by selecting a new date.

**Field Number 6 - Action Authorized By**

**Description/Action:**

Type in your name, if you have the role of the *Requestor* or *Personnelist*. You can also leave blank.

Or

Click the List of Values (LOV)  button for a listing of names of individuals given the responsibility of requesting. Choose the correct name and click the OK  button to populate the data field.

**Field Number:** *Title*

**Description/Action:**

This data field will automatically populate based on block 6.

**Field Number:** *Concurrence Date*

**Description/Action:**

The date automatically populates once the **Action Authorized By** data field is completed. The date can be changed by selecting a new date.

**Requesting Info: PART B – For Preparation of the RPA (SF-50)**


Complete this section on all awards/one-time payments.

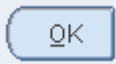
**Field Number 1 - Last Name**

**Description/Action:**

Type in the last name or part of the last name of the person for whom the RPA is being processed. Press the [Tab] to automatically populate the data field.

Or

Click the List of Values (LOV)  button, choose the name from the list displayed,

and click the OK  button to automatically populate the data field.

When you select a name from the List of Values (LOV)  button, the **First Name**, **Middle Name**, **Date of Birth**, and **Social Security Number** data fields will automatically populate on the RPA

**Field Number 2 - Social Security Number**

**Description/Action:**

This data field will automatically populate based on the last name selected, block 1.

**Field Number 3 - Date of Birth**

**Description/Action:**


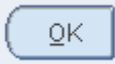
This data field will automatically populate based on the last name selected, block 1.

#### Field Number 4 - Effective Date

##### Description/Action:

Complete the **Effective Date** by typing in the effective date using DD-MMM-YYYY format.

Or

Click the List of Values (LOV)  button to display a calendar. Select the correct date and click the OK  button.

Or

If you are “date tracked”, when you click in this field, the date you are date tracked to will auto populate

##### Requesting Info: First Action

Complete this section on all award/one-time payment actions.

FIRST ACTION		SECOND ACTION	
5-A Code	5-B Nature of Action	6-A Code	6-B Nature of Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5-C Code	5-D Legal Authority	6-C Code	6-D Legal Authority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5-E Code	5-F Legal Authority	6-E Code	6-F Legal Authority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Field Number 5-A & 5-B - Code and Nature of Action

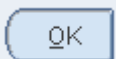
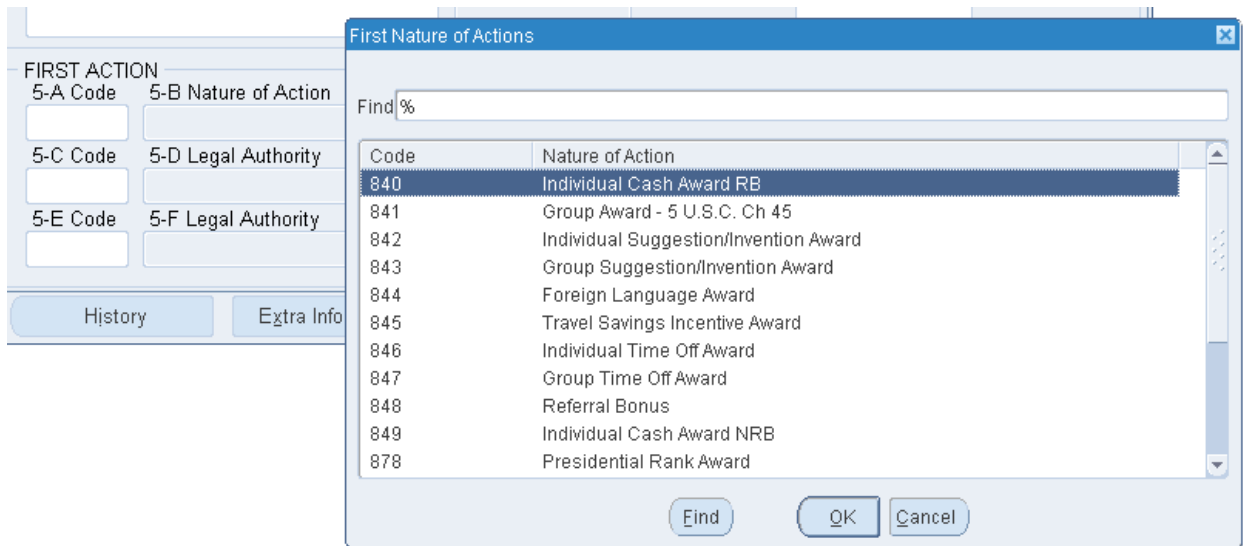
##### Description/Action:

Type in the Nature of Action Code (NOAC).

Or

Click the List of Values (LOV)  button to display a listing of NOACs.





Select the correct code, and click the **OK** button to automatically populate the **Code** and **Nature of Action** data fields.

The type of NOAC that is selected will determine where the cursor will advance.


The NOACs without Legal Authority codes will advance to the **Position Data** tab. Refer to OPM's **Guide to Processing Personnel Actions** for more information pertaining to Legal Authority Codes.

### Field Number 5-C & 5-D - Code and Legal Authority

#### Description/Action:

With your cursor in block 5-C, type in the **Legal Authority Code** required for the action.

Or

Click the List of Values (LOV)  button to display a listing of Legal Authority Codes. The list of Legal Authority Codes will only include the codes pertaining to the specific nature of action.

Data block 5-D **Legal Authority Code** is not required for Award/One Time Payment actions.

## POSITION DATA

Click the **Position Data** tab, the **Request for Personnel Action** window opens with the **Position Data** tab Displayed.

The **FROM INFORMATION** and **TO INFORMATION** Regions are automatically populated. The only white data fields that need to be completed in this tab are listed below

The screenshot shows the 'Request for Personnel Action' window with the 'Position Data' tab selected. The window title is 'Request for Personnel Action (Award/One-Time Payment, Routing Group: )'. The 'Nature of Action' is 'Individual Cash Award RB'. The 'Position Data' tab is active, showing two main sections: 'FROM INFORMATION' and 'TO INFORMATION'. The 'FROM INFORMATION' section includes fields for Position Title (7), Number, Seq No, Pay Plan (8), Occ. Code (9), Grade or Level (10), Step or Rate (11), Total Salary (12), Basic Pay (12A), Locality Adj. (12B), Adj. Basic Pay (12C), Other Pay (12D), and Pay Basis (13). The 'TO INFORMATION' section includes fields for Position Title (15), Number, Seq No, Pay Plan (16), Occ. Code (17), Grade or Level (18), Step or Rate (19), Total Salary (20), Award (20), UoM (20), Basic Pay (20A), Locality Adj. (20B), Adj. Basic Pay (20C), Other Pay (20D), and Pay Basis (21). Red arrows point to the 'Award' field and the 'UoM' dropdown menu, which is currently set to 'M'. The text 'Award Amount' and 'Unit of Measure' is overlaid on the screenshot.

### Position Data: To Info

#### Step 1

Click in the **Award** field. The **Award** window appears.

The screenshot shows the 'Award' dialog box. It has a title bar with a red 'X' icon and the text 'Award'. The dialog contains two input fields: 'Amount' and 'Percentage'. Below these fields is an 'OK' button.


## Step 2

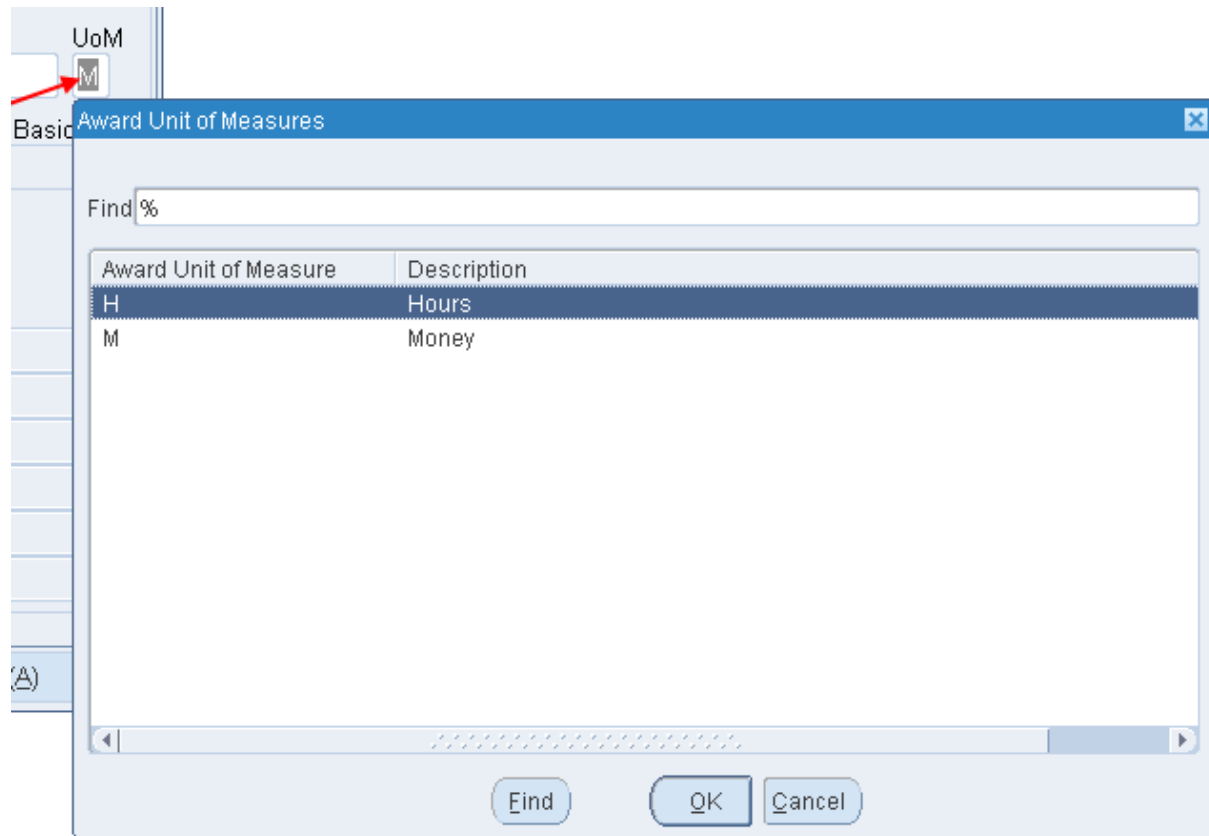
Enter the percentage of the award in the **Percentage** data field. The Amount data field will automatically calculate with an amount equal to the percentage you entered times the Basic Pay (12A on the RPA).

If the award has a known dollar amount, type in the monetary amount in the **Amount** data field. If the award is a Time Off Award, type in the number of hours in the **Amount** data field.

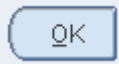
Click the OK  button.

## Step 3

Tab to the **UoM** data field. Type in “H” for Hours or “M” for Money or click the List of Values (LOV)  button and the **Award Unit of Measures (UoM)** window displays.

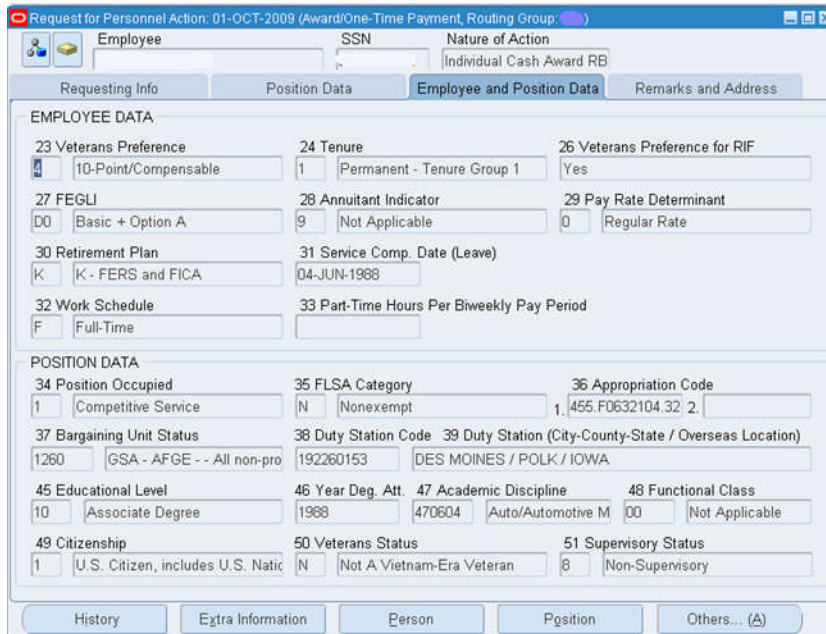


## Step 4

Select Hours or Money and click the OK  button.

## Employee and Position Data: Employee Data

Click on the **Employee and Position Data** tab located at the top of the RPA. The **Request for Personnel Action** window opens with the **Employee and Position Data** Tab displayed. All of the information in this window is automatically populated.



Request for Personnel Action: 01-OCT-2009 (Award/One-Time Payment, Routing Group: )

Employee SSN Nature of Action  
Individual Cash Award RB

Requesting Info Position Data **Employee and Position Data** Remarks and Address

**EMPLOYEE DATA**

23 Veterans Preference 24 Tenure 26 Veterans Preference for RIF  
10-Point/Compensable 1 Permanent - Tenure Group 1 Yes

27 FEGUI 28 Annuitant Indicator 29 Pay Rate Determinant  
D0 Basic + Option A 9 Not Applicable 0 Regular Rate

30 Retirement Plan 31 Service Comp. Date (Leave)  
K K - FERS and FICA 04-JUN-1988

32 Work Schedule 33 Part-Time Hours Per Biweekly Pay Period  
F Full-Time

**POSITION DATA**

34 Position Occupied 35 FLSA Category 36 Appropriation Code  
1 Competitive Service N Nonexempt 1,455.F0632104.32 2

37 Bargaining Unit Status 38 Duty Station Code 39 Duty Station (City-County-State / Overseas Location)  
1260 GSA - AFGE - - All non-pro 192260153 DES MOINES / POLK / IOWA

45 Educational Level 46 Year Deg. Att. 47 Academic Discipline 48 Functional Class  
10 Associate Degree 1988 470604 Auto/Automotive M 00 Not Applicable

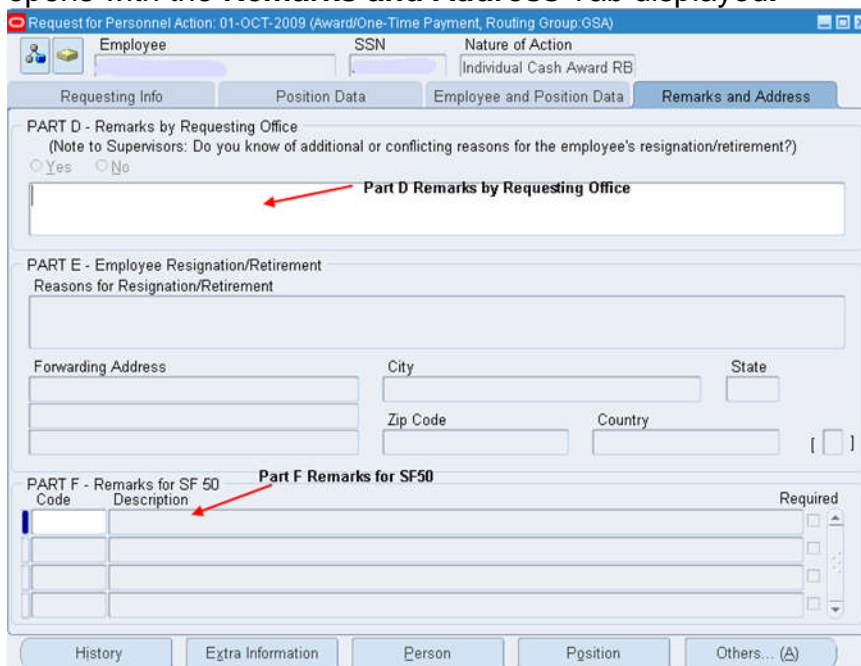
49 Citizenship 50 Veterans Status 51 Supervisory Status  
1 U.S. Citizen, includes U.S. Natic N Not A Vietnam-Era Veteran 8 Non-Supervisory

History Extra Information Person Position Others... (A)

## REMARKS AND ADDRESS INFORMATION

### Step 1

Click on the **Remarks and Address** Tab. The **Request for Personnel Action** window opens with the **Remarks and Address** Tab displayed.



Request for Personnel Action: 01-OCT-2009 (Award/One-Time Payment, Routing Group: GSA)

Employee SSN Nature of Action  
Individual Cash Award RB

Requesting Info Position Data Employee and Position Data **Remarks and Address**

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No  
Part D Remarks by Requesting Office

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement

Forwarding Address City State  
Zip Code Country

**PART F - Remarks for SF 50** Part F Remarks for SF50 Required


Code	Description	Required
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position Others... (A)

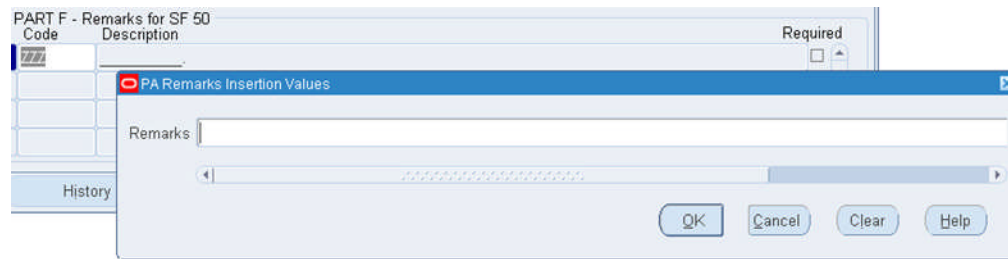
## Step 2

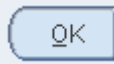
Click in **Part D – Remarks by Requesting Office** field, type any remarks. Completion is optional.

## Step 3

Click in the Part F – Remarks for SF50 code field; click the List of Values (LOV)  button, the ZZZ Remark will automatically populate.


The ZZZ Remark you chose requires an Insertion Value, the **Insertion Value** window will appear.



Type in the insertion information and click the OK  button to populate the blank space in the **Remark Description** data field.



Move the cursor to the next block in the Remarks data field to input another code/remark, if required. Continue to do this until all required and/or appropriate codes/remarks have been selected for this action.

## Step 4

Click the Save  button on the Toolbar to save your RPA.


## RPA Remarks Tips

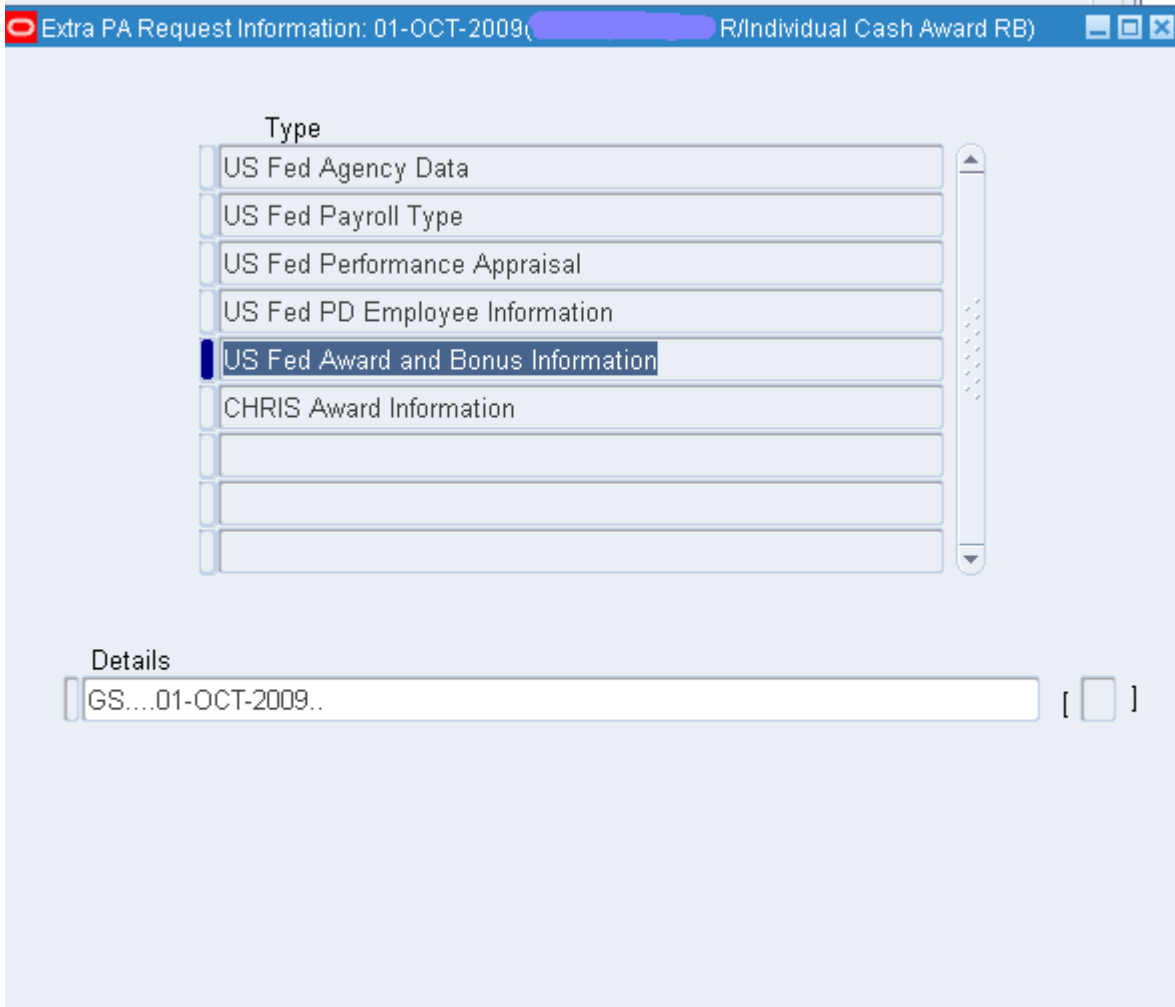
The following are some general hints for the Remarks section of the RPA.

- If you wish to insert information in the remarks data field, click in the remarks **code** data field, press the Tab **[TAB]** button to display the pop-up screen, and type in your remark.
- If a remark code has been pre-programmed as mandatory for your Nature of Action, the remark code and clear text will pop into the view on the screen as soon as the Personnelist touches the remarks input area for the first time.
- A remark can be deleted by substituting a different remark code in the code field.
- A remark can be deleted without replacement by clicking the Clear Record  button or the Delete  button on the Toolbar.

- Each remark is a separate record in CHRIS, so the “record” you are deleting when your cursor is in a remark code/clear text field is only the remark. It is safe to respond “yes” to erase the remark you want to remove.

## EXTRA INFORMATION TAB

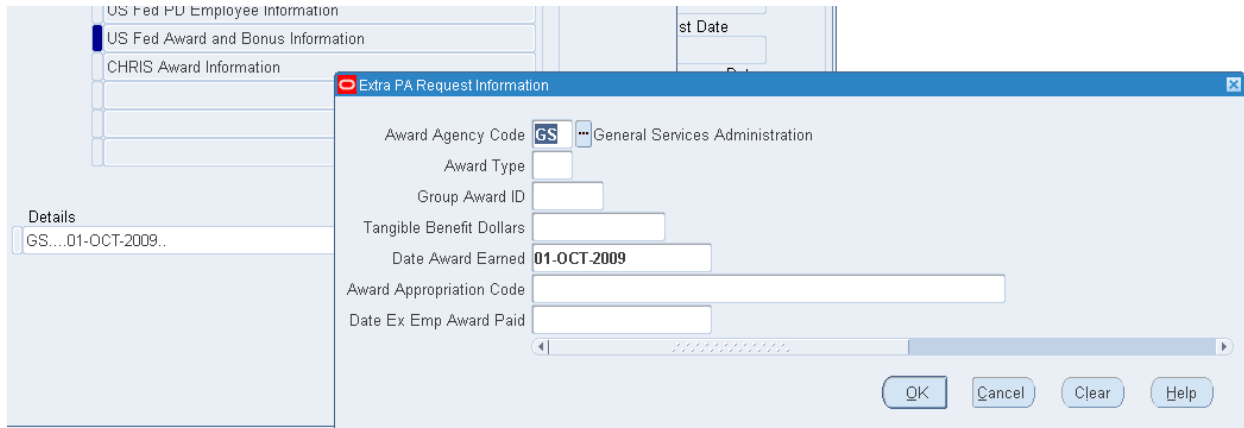
Click the Extra Information  tab located at the bottom of the RPA. The **Extra PA Request Information** window displays


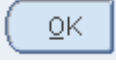


**Note:** The Extra information Types above may change depending on the Award NOA you choose.

### Step 1

Use the *Current Record Indicator* (small box at the beginning of the field name) to select **US Fed Award and Bonus Information**. Double Click in the **Details** data field. The **Extra PA Request Information** window displays.



Click the List of Values (LOV)  button or type the information in the data fields as required. Click the OK  button when finished.

### Step 2

Click the Save  button on the Toolbar to save your information.

Or

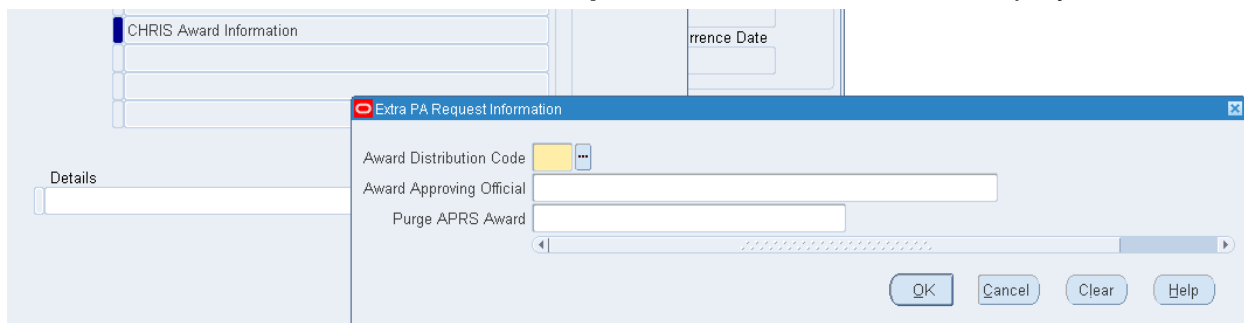
On the Main Menu Bar, click **File** → **Save**.


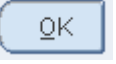
Or

Click **File** → **Save and Proceed**.

### Step 3

Use the *Current Record Indicator* to select **CHRIS Award Information**. Double Click in the **Details** data field. The **Extra PA Request Information** window displays.



Click the List of Values (LOV)  to choose the Award Distribution Code. After inputting the Award distribution code, click the OK  button.

## Step 5

Click the Save  button on the Toolbar to save your information.

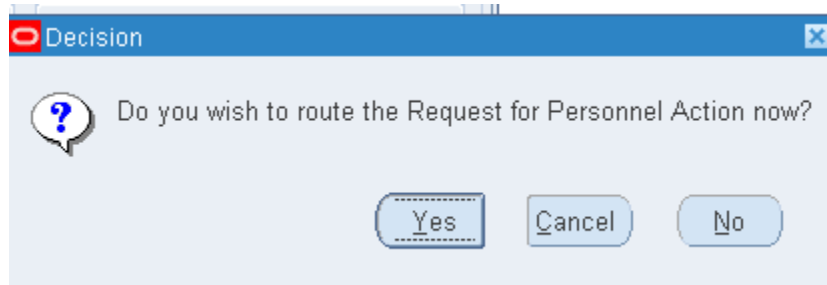
*Or*

On the Main Menu Bar, click **File** → **Save**.

*Or*

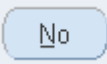
Click **File** → **Save and Proceed**.

When you click on the Save  button, a **Decision** window displays.

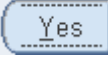


Click the Cancel  button to stop the process and return to the RPA.

*Or*

Click the NO  button to save your action to this point and return to the RPA.

*Or*

Click the Yes  button to display the **Routing** window.



## Step 6

The **Routing** window gives you several options for processing your RPA. Select the correct option based on your role in the routing of your RPA.

RoutingTo

Select Routing List

Select Person

Select Groupbox

Save and Hold in Personal Inbox

Update HR

Print Notification

Printer

Print Back Page No

Interim Approval

Approval

OK Cancel

### Notes:

- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** window may be grayed out based on your role and responsibility.

To print a Notification of Personnel Action(NPA), place an “X” in the **Print Notification Box**. Use the List of Values (LOV) button to select a printer.

## Step 7

Refer to the following section below for instructions on how to route the RPA.

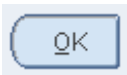
### Process to Select Routing List

**Routing to List of Recipients:** *Select Routing List*

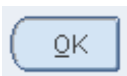
#### Description/Function

Click **Select Routing List** to display a **Routing Lists** window. The **Routing Lists** will allow you to select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification.

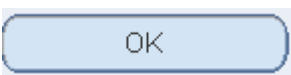
### Routing To Region: 1

Click the OK  button to populate the data field on the **Routing Lists** window

### .Routing To Region: 2

Click the OK  button to populate the data field on the **Routing Lists** window.

### Routing To Region: 3

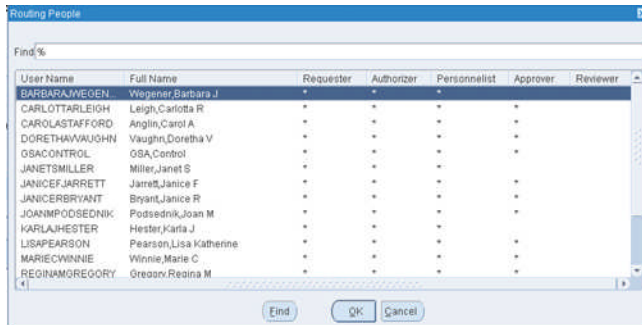
Click the OK  button on the **Routing** window to route the action.

## Process to Select Person

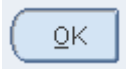
### Routing To Person: *Select Person*

#### Description/Function:

Click **Select Person** to display a **Routing People** window to route the action to a listing of individuals based on their role.



#### Description/Function:

Click the OK  button to populate the data field on the **Routing People** window.

#### Description/Function:

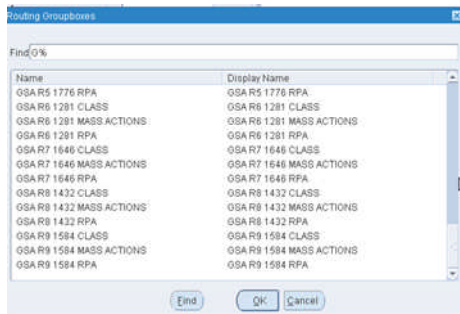
Click the OK  button on the **Routing** window to route the action.

## Process to Select Groupbox

### Routing To Groupbox: *Select Groupbox*

#### Description/Function:

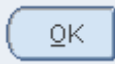
Click the **Select Groupbox** to display the **Routing Groupboxes** window. A Groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.



#### Description/Function:

Click the correct Groupbox.

#### Description/Function:

Click the OK  button to populate the data field on the **Routing Groupboxes** window.

#### Description/Function:

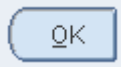
Click the OK  button on the **Routing** window to route the action.

## **Process to Save and Hold in Personal Inbox**

**Routing To Personal Inbox:** *Save and Hold in Personal Inbox*

### **Description/Function:**

Select this option if you have not finished working on the RPA action. It will be saved in your CHRIS Workflow Notification Inbox. You can then select and complete the RPA action at a later time.

Click the OK  button to save the RPA to your CHRIS Workflow Notification Inbox.

### **Notes:**

- The system automatically defaults to the Save and Hold in Personal Inbox option.
- You **must** save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.

## **Process to Update HR**

**Selection:** *Update HR*

### **Description/Function:**

You can select ***Update HR*** only if you have the assigned role and responsibility of updating the CHRIS database. This procedure will generate a Notification of Personnel Action (NPA). CHRIS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information.

**Note:** CHRIS application does an edit check on the RPA action when the ***Update HR*** option is selected, notifying you of corrections that need to be made before any ***Update HR*** can occur.

## **Process to Print Notification**

**Selection:** *Print Notification*

### **Description/Function:**

Clicking ***Update HR*** automatically places an “X” in the ***Print Notification*** box if the effective date on the RPA is current or a past date. You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option. You can print the personnel action at a later time.

Discussed in **Chapter 14: Accessing and Printing Request for Personnel Actions.**

## Other Processes

### Approving the RPA

#### Description/Function:

Click the *Approval*  Approval box on the **Routing** window if you are assigned the role of **Approver**.

**Note:** As an *Approver*, you can submit the RPA to Update HR, print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes or to a Personnelist to finalize.

**Interim Approval:** The use of this function is dependent on business rules in the system.

#### Description/Function:

Click the *Interim Approval*  Interim Approval box on the **Routing** window if you are not assigned the role of final approver.

### Stop the process and return to the RPA

#### Description/Function:

Click the *Cancel*  button to stop the process and return to the RPA.

### Update HR

#### Description/Function:

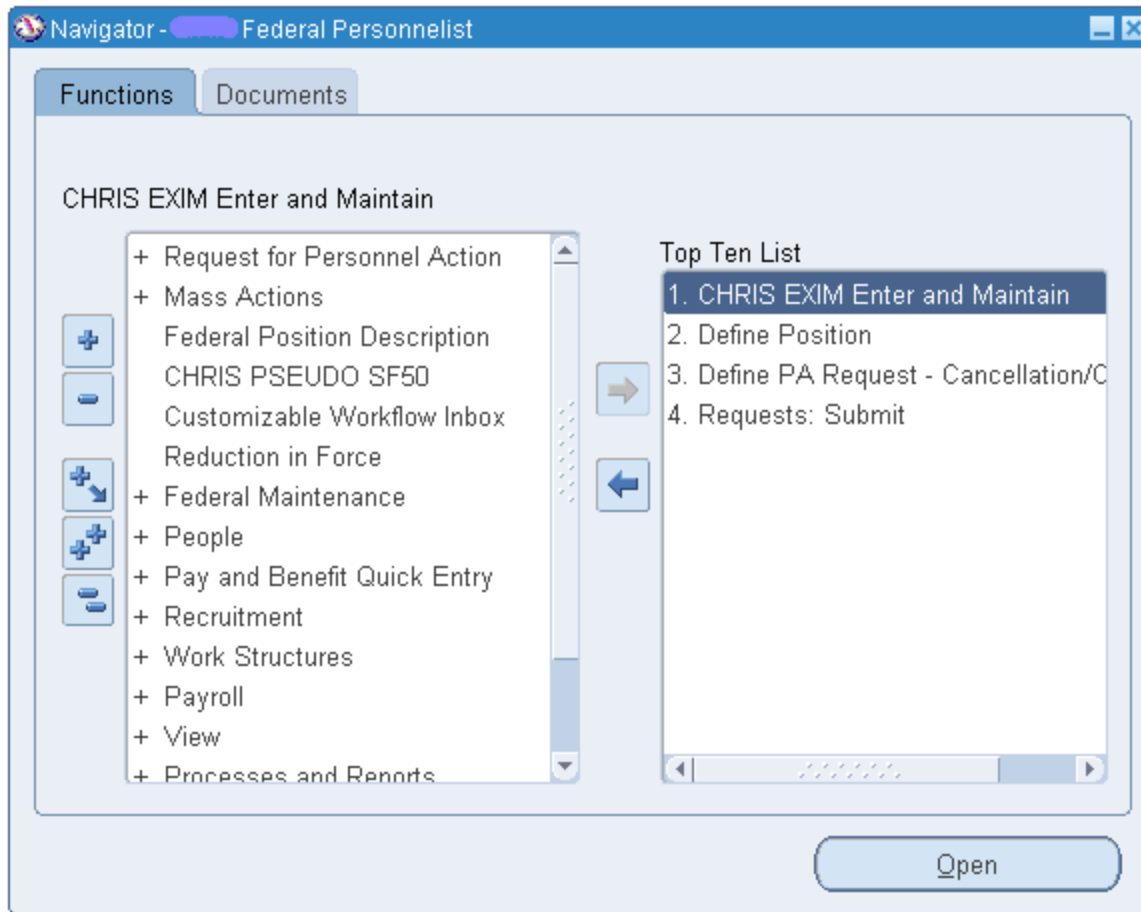
Click the *OK*  button to process the action and **Update HR** or to route the action to another inbox.

**Note:** Follow the instructions displayed on the screen if an **Error Message** window displays on your screen.

## STEP TWO ENTERING A NON-MONETARY AWARD

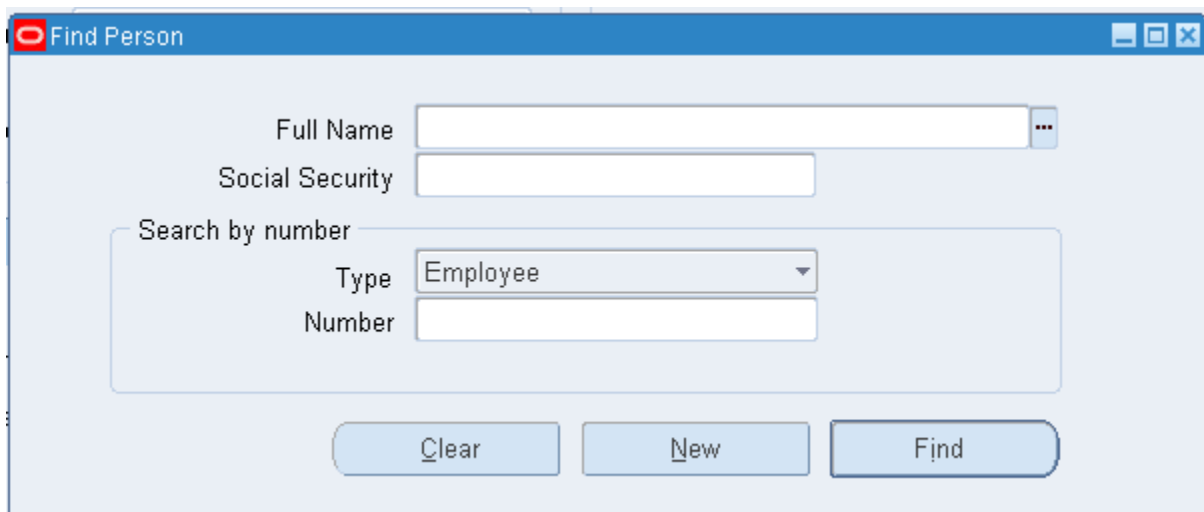
### STEP 1

From the **Navigator** → **People** → **Select CHRIS Enter and Maintain**.

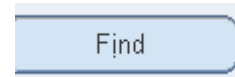


### Step 2

The **Find Person** window displays.

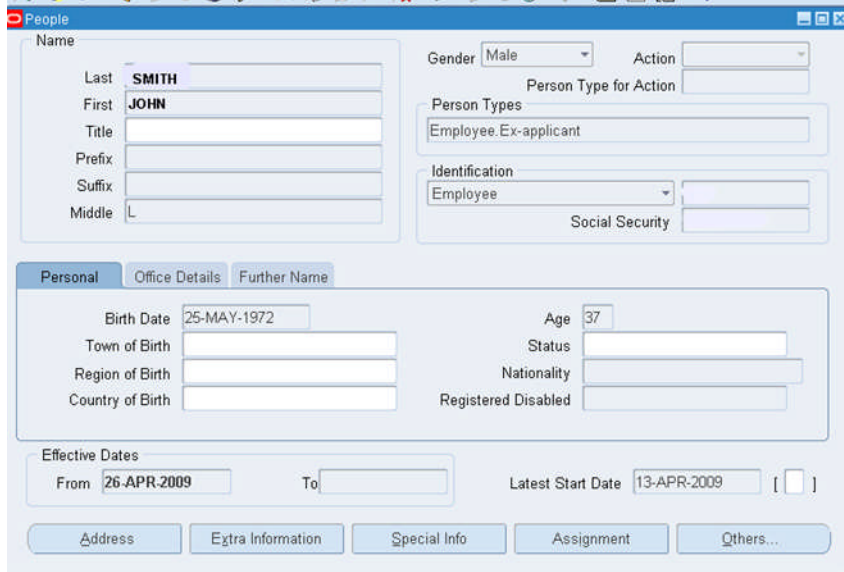


Query for the employee or type in the last name and click the Find button.



### Step 3

The **People** window displays populated with employee data.

A screenshot of a software window titled "People". The window is divided into several sections. The top section is for "Name" with fields for Last (SMITH), First (JOHN), Title, Prefix, Suffix, and Middle (L). To the right are fields for Gender (Male), Action, and Person Type for Action. Below that is a "Person Types" section with a dropdown menu showing "Employee.Ex-applicant". Another section is for "Identification" with a dropdown menu showing "Employee" and a "Social Security" field. Below these are tabs for "Personal", "Office Details", and "Further Name". The "Personal" tab is active, showing fields for Birth Date (25-MAY-1972), Age (37), Town of Birth, Region of Birth, Country of Birth, Status, Nationality, and Registered Disabled. At the bottom of the "Personal" section are "Effective Dates" with "From" (26-APR-2009) and "To" fields, and "Latest Start Date" (13-APR-2009). At the very bottom of the window are five buttons: "Address", "Extra Information", "Special Info", "Assignment", and "Others...".

Click the Assignment  button located at the bottom of the screen.

#### Step 4

The **Assignment** window displays with many of the data fields populated and/or grayed out.

Assignment( )

Organization: RMGOHS  
Job: 0203.Human Resource Assistance  
Grade:   
Location: 110010001

Group:   
Position: HUMAN RESOURCES ASSISTANT.  
Payroll: Biweekly  
Status: Term Limited Appt  
Vacancy:

Assignment Number:   
Assignment Category:   
Collective Agreement:   
Employee Category:

**Supervisor**

Name:   
Worker Number:   
Assignment Number:

Effective Dates  
From: 13-APR-2009 To: [ ]

Entries Extra Information Others...

Click the **Entries** button located at the bottom of the screen.

#### Step 5

The **Element Entries** window opens.



Element Entries

Period: 21 2009 Bi-Week (27-SEP-2009 - 10-OCT-2009)

Classification: [ ]

Processing Types:
 


- Recurring
- Nonrecurring
- Both

Additional:
 

- Processed
- Retroactive

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
Total Pay	Recurring			13-APR-2009	To
Basic Salary Rate	Recurring			13-APR-2009	
Adjusted Basic Pay	Recurring			13-APR-2009	
Locality Pay or SR Supplement	Recurring			13-APR-2009	
TSP	Recurring			05-JUL-2009	
Health Benefits	Recurring			26-APR-2009	
FEGLI	Recurring			13-APR-2009	
Retirement Plan	Recurring			13-APR-2009	
Within Grade Increase	Recurring			13-APR-2009	

Buttons: Entry Values, Balance Grossup

Your cursor will be on the first data field in the **Element Name** column. Move the *Current Record Indicator* (small box at the beginning of data field) to the first **blank** data field or place your cursor in the **Element Name** data field and click the New Record  button.

### Step 6

Click the List of Values (LOV)  button. The **Elements** window displays.


Find %

Element Name	Processing Type
AUO	Recurring
Availability Pay	Recurring
Danger Pay	Recurring
EDP Pay	Recurring
Entitlement	Recurring
<b>Federal Awards</b>	<b>Nonrecurring</b>
Foreign Lang Proficiency Pay	Recurring
Hazard Pay	Recurring
Home Leave	Recurring
Hours Left to Work	Recurring
Imminent Danger Pay	Nonrecurring
Intergovt Personnel Act IPA	Recurring
Intermittent Accrual	Recurring


Buttons: Find, OK, Cancel




### Step 8

Select the **Award Agency** from the List of Values (LOV)  button.

### Step 9

Select the **Award Type** from the List of Values (LOV)  button.

### Step 10

Select the **Date Award Earned** from the List of Values (LOV)  button..


### Step 11

Exit the entry values window.

### Notes:

- The Entry Value for Date Award Earned is completed only if the award you are entering is outside the **current pay period**.
- The Date Earned field is embedded in the Oracle product and is not necessary to complete the action

### Step 12

Click the Save  button on the Toolbar and exit the windows.

*Or*

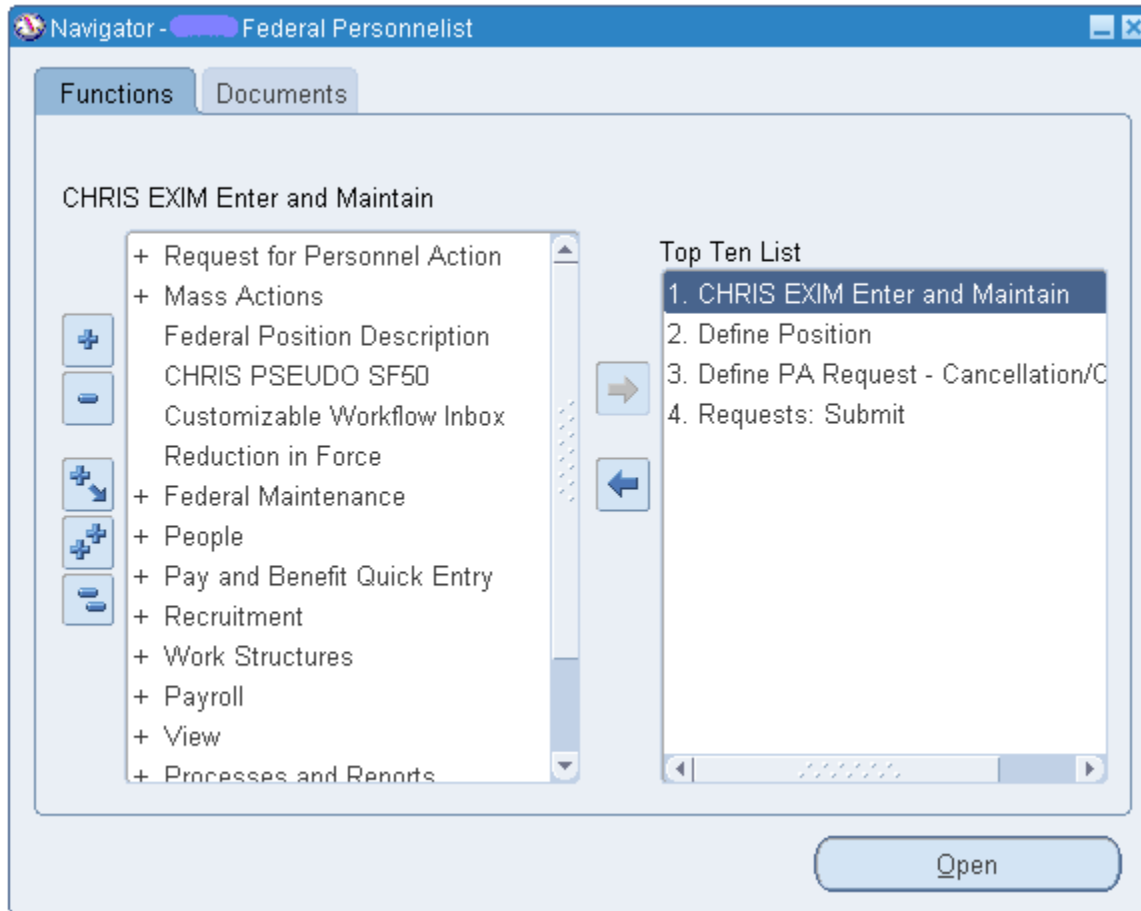
On the Main Menu Bar, click **File** → **Save**.

*Or*

Click **File** → **Save and Proceed**.

## STEP THREE CORRECTING EXISTING AWARD DATA

This section explains the process for correcting existing Award data in the **current pay** period

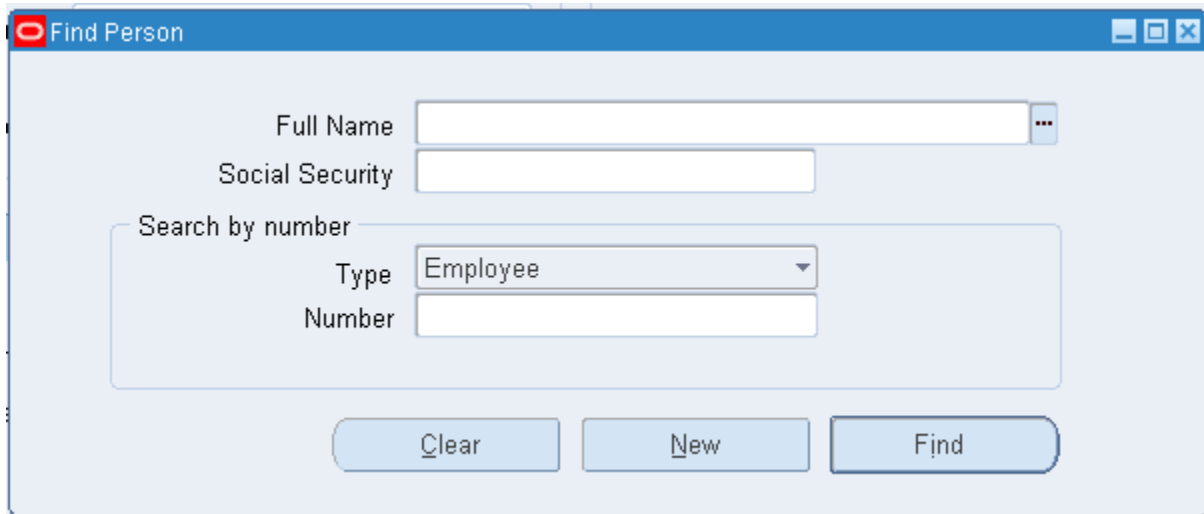


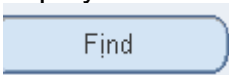
### Step 1

From the **Navigator** → **People** → **Select CHRIS Enter and Maintain.**

## Step 2

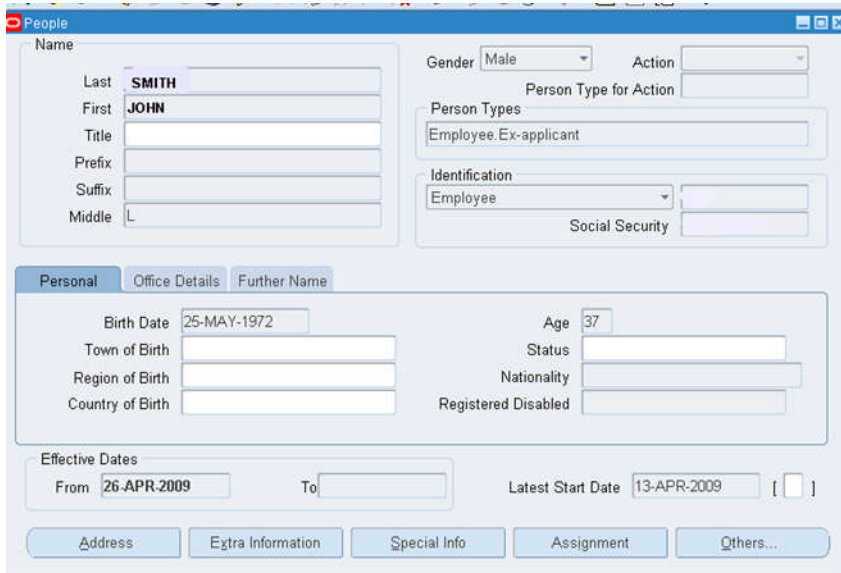
The **Find Person** window displays.



Query for the employee whose record you wish to update or type in the last name and click the Find  button.

## Step 3

The **People** window displays populated with employee data.



Click the Assignment  button.

#### Step 4

The **Assignment** window displays with many of the data fields populated and/or grayed out.

Assignment( )

Organization: RMGOHS  
Job: 0203.Human Resource Assistance  
Grade:   
Location: 110010001

Group:   
Position: HUMAN RESOURCES ASSISTANT.  
Payroll: Biweekly  
Status: Term Limited Appt  
Vacancy:   
Assignment Number:   
Assignment Category:   
Collective Agreement:   
Employee Category:   
Supervisor  
Name:   
Worker Number:   
Assignment Number:   
Effective Dates  
From: 13-APR-2009 To: [ ]

Buttons: Entries, Extra Information, Others...

Click the **Entries** button.

## Step 5

The **Element Entries** window opens.

The screenshot shows the 'Element Entries' window. At the top, there is a 'Period' field set to '21 2009 Bi-Week (27-SEP-2009 - 10-OCT-2009)' and a 'Classification' field. To the right, there are radio buttons for 'Processing Types': 'Recurring', 'Nonrecurring', and 'Both'. Below this is an 'Additional' section with 'Processed' and 'Retroactive' checkboxes. The main area is a table with columns: 'Element Name', 'Processing Type', 'Costing', 'Reason', and 'Effective Dates'. The 'Effective Dates' column is further divided into 'From' and 'To' sub-columns. The table contains several rows, with 'Total Pay' selected. At the bottom, there are two buttons: 'Entry Values' and 'Balance Grossup'.

Element Name	Processing Type	Costing	Reason	Effective Dates
				From To
Total Pay	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
Basic Salary Rate	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
Adjusted Basic Pay	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
Locality Pay or SR Supplement	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
TSP	Recurring			<input type="checkbox"/> <input type="checkbox"/> 05-JUL-2009
Health Benefits	Recurring			<input type="checkbox"/> <input type="checkbox"/> 26-APR-2009
FEGLI	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
Retirement Plan	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
Within Grade Increase	Recurring			<input type="checkbox"/> <input type="checkbox"/> 13-APR-2009
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>

Your cursor will be on the first data field in the **Element Name** column. Move the **Current Record Indicator** to the record to be corrected.

## Step 6

Click the **Entry Values** button on the **Element Entries** window to display the **Entry Values** window.

## Entry Values Window

The screenshot shows two overlapping windows. The background window is a table with columns for Element Name, Processing Type, and Cost. The foreground window is titled 'Entry Values(' and contains a form for award details.

Element Name	Processing Type	Cost
Total Pay	Recurring	
Basic Salary Rate	Recurring	
Adjusted Basic Pay	Recurring	
Locality Pay or SR Supplement	Recurring	
TSP	Recurring	
Health Benefits	Recurring	
FEGLI	Recurring	
Retirement Plan	Recurring	
Within Grade Increase	Recurring	
<b>Federal Awards</b>	Nonrecurring	

Buttons: Entry Values, Balance Grossup

**Entry Values( )**

Award Agency: Export-Import Bank of ...

Award Type: Civ Award for Human Se

Amount or Hours:

Percentage:

Date Award Earned:

Appropriation Code:

Date Ex Emp Award Paid:

Further Entry Information:


Date Earned:

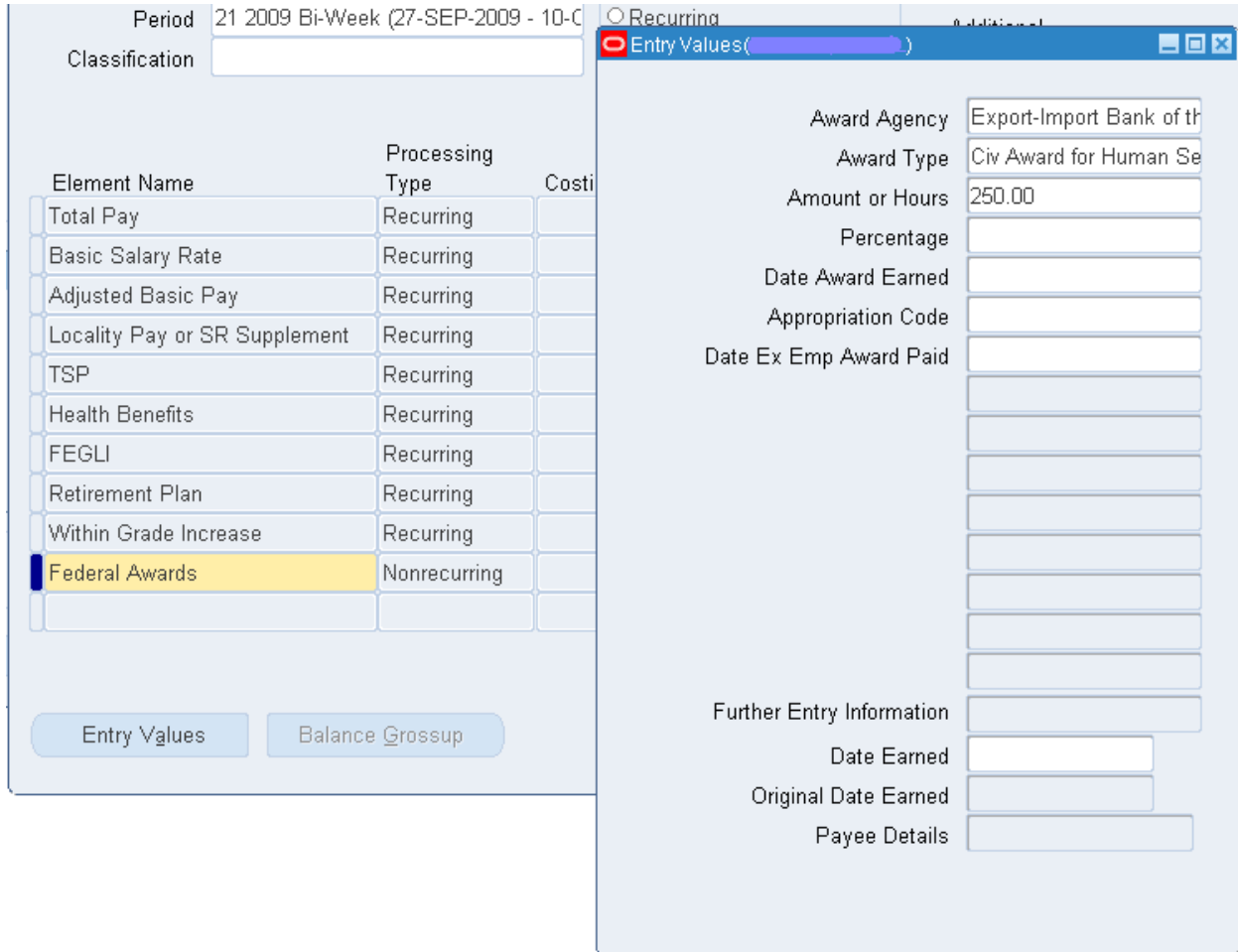
Original Date Earned:

Payee Details:



## Step 7

Click the **Entry Values** data field or fields that need correcting. Use the List of Values (LOV)  button to update or type in the correct information.



Period: 21 2009 Bi-Week (27-SEP-2009 - 10-C)

Classification:

Recurring  Additional

Element Name	Processing Type	Costi
Total Pay	Recurring	
Basic Salary Rate	Recurring	
Adjusted Basic Pay	Recurring	
Locality Pay or SR Supplement	Recurring	
TSP	Recurring	
Health Benefits	Recurring	
FEGLI	Recurring	
Retirement Plan	Recurring	
Within Grade Increase	Recurring	
<b>Federal Awards</b>	Nonrecurring	

Entry Values  Balance Grossup

Award Agency:

Award Type:

Amount or Hours:

Percentage:

Date Award Earned:

Appropriation Code:

Date Ex Emp Award Paid:

Further Entry Information:

Date Earned:

Original Date Earned:


Payee Details:

**Note:** Only non-recurring awards that fall in the **current pay period** display in the Element Name data field. If it is outside the **current pay period**, date track to the date needed and make the correction.

**Step 8**

Close the window and return to the **Element Entries** window.

**Step 9**

Click the Save  button on the Toolbar and exit the window.

*Or*

On the Main Menu Bar, click **File → Save**.

*Or*

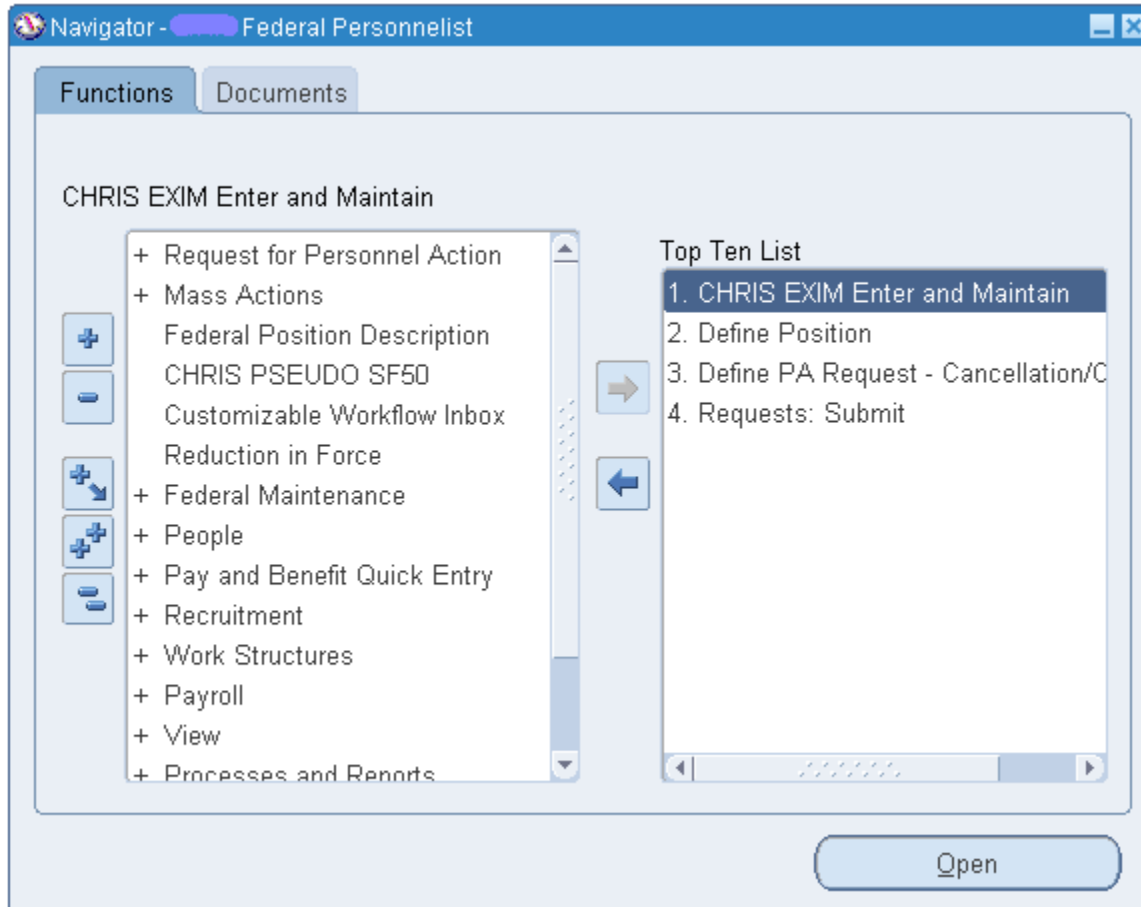
Click **File → Save and Proceed**.

## STEP FOUR DELETING NON-MONETARY AWARD DATA

This section explains the process for deleting existing non-monetary award data if it is **within the current pay period**.

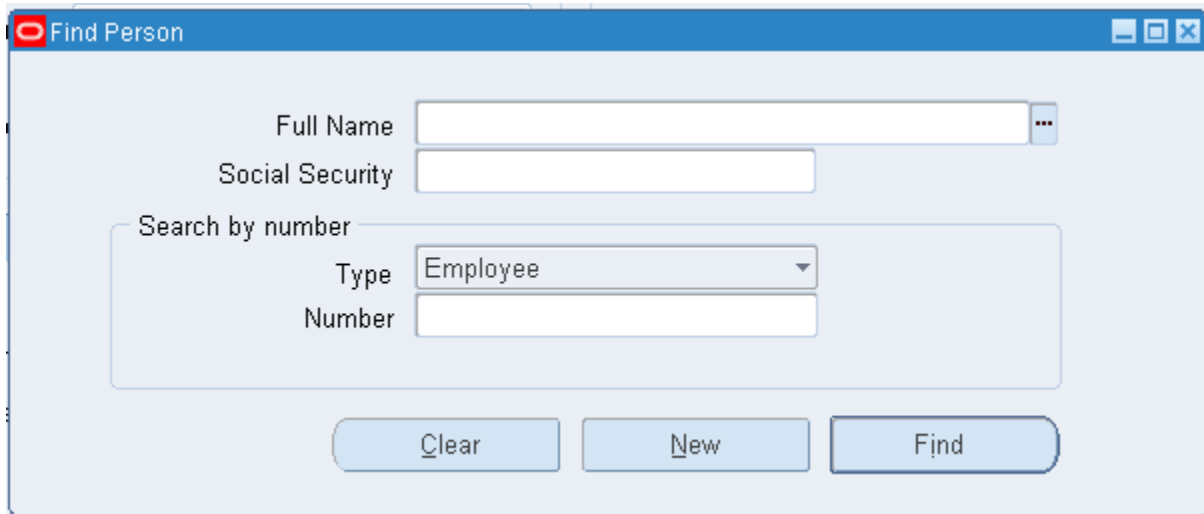
### Step 1

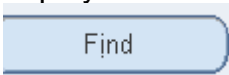
From the **Navigator** → **People** → **Select CHRIS Enter and Maintain**.



## Step 2

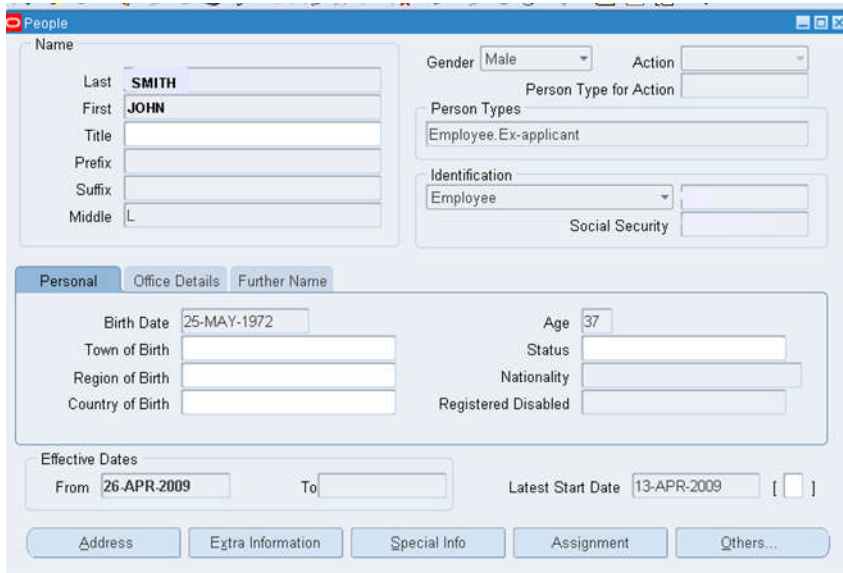
The **Find Person** window displays.



Query for the employee whose record you wish to update or type in the last name and click the Find  button.

## Step 3

The **People** window displays populated with employee data.



Click the Assignment  button.

#### Step 4

The **Assignment** window displays with many of the data fields populated and/or grayed out.

Assignment( )

Organization: RMGOHS  
Job: 0203.Human Resource Assistance  
Grade:   
Location: 110010001

Group:   
Position: HUMAN RESOURCES ASSISTANT.  
Payroll: Biweekly  
Status: Term Limited Appt  
Vacancy:   
Assignment Number:   
Assignment Category:   
Collective Agreement:   
Employee Category:   
Supervisor  
Name:   
Worker Number:   
Assignment Number:   
Effective Dates  
From: 13-APR-2009 To: [ ]  
Buttons: Entries, Extra Information, Others...

Click the **Entries** button.

#### Step 5

The **Element Entries** window opens.

Period: 21 2009 Bi-Week (27-SEP-2009 - 10-OCT-2009)  
 Classification: [ ]

Processing Types:  
 Recurring  
 Nonrecurring  
 Both

Additional:  
 Processed  
 Retroactive

Element Name	Processing Type	Costing	Reason		
Total Pay	Recurring				
Basic Salary Rate	Recurring				
Adjusted Basic Pay	Recurring				
Locality Pay or SR Supplement	Recurring				
TSP	Recurring				
Health Benefits	Recurring				
FEGLI	Recurring				
Retirement Plan	Recurring				
Within Grade Increase	Recurring				

Effective Dates:

From	To
13-APR-2009	
13-APR-2009	
13-APR-2009	
13-APR-2009	
05-JUL-2009	
26-APR-2009	
13-APR-2009	
13-APR-2009	
13-APR-2009	

Buttons: Entry Values, Balance Grossup

Your cursor will be on the first data field in the **Element Name** column. Move the **Current Record Indicator** to the record to be deleted.

Period: 21 2009 Bi-Week (27-SEP-2009 - 10-OCT-2009)  
 Classification: [ ]

Processing Types:  
 Recurring  
 Nonrecurring  
 Both

Additional:  
 Processed  
 Retroactive

Element Name	Processing Type	Costing	Reason		
Total Pay	Recurring				
Basic Salary Rate	Recurring				
Adjusted Basic Pay	Recurring				
Locality Pay or SR Supplement	Recurring				
TSP	Recurring				
Health Benefits	Recurring				
FEGLI	Recurring				
Retirement Plan	Recurring				
Within Grade Increase	Recurring				
Federal Awards	Nonrecurring				

Effective Dates:

From	To
13-APR-2009	
13-APR-2009	
13-APR-2009	
13-APR-2009	
05-JUL-2009	
26-APR-2009	
13-APR-2009	
13-APR-2009	
13-APR-2009	
13-APR-2009	
27-SEP-2009	10-OCT-2009

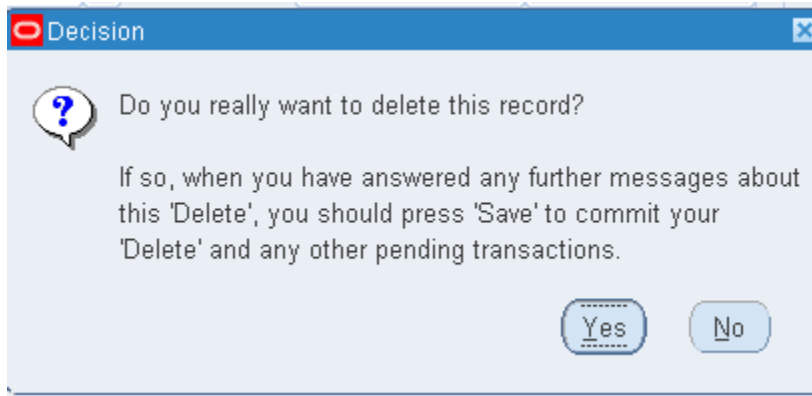
Buttons: Entry Values, Balance Grossup

**Step 6**

Click **Edit** on the Main Menu Bar AND **Delete** to delete the data field  
**Or**


Click the Delete  button on the Toolbar.

A decision box will ask if you really want to delete the record.



Click the Yes  button.

### Step 7

Click the Save  button on the Toolbar and exit the window.


*Or*

On the Main Menu Bar, click **File** → **Save**.

*Or*

Click **File** → **Save and Proceed**.

**Note:** If you deleted the Award **Element Name** data field by mistake, and you have not yet clicked **Save**; close the **Element Entries** window WITHOUT saving. Click

**File** → **Close Form**. Click the NO  button when the dialog window asks if you want to save your data.