CHRIS User Guide: Updating and Viewing Benefits

Introduction

This chapter will explain how to process Employee Benefits in CHRIS.

Guide Contents

Information in this guide describes how users can enter TSP and FEHB; Update the WGI Field, and, Change, Add and Delete Elements.

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NOTES TO REMEMBER: If the "Choose an Option" window opens, click Update or Correction button.

Update: Changes the record as of the **Effective Date** that you specify and "End Dates" the prior entry. All previous information is preserved and can be viewed by date tracking.

Correction: If the previously entered data was incorrect, the newly entered information will override the incorrect information back to the date that the error occurred (Element Start Date). Only the new information exists.

Always verify the action processed and flowed to PAR using the PAR Validation reports that are run each day.

How to Enter Employee Elements

Entering TSP

STEP 1

Navigate to Pay and Benefit Quick Entry. You may need to date-track to the correct effective date. Click on TSP, then, click the Entry Values button. (You can also navigate to People, Assignment, Entries). The TSP window opens.

Entry Values: 13-FEB-2010(TEST, Pe	waaa MD	x sing Types						
Chilly Values. 13-1 ED-2010(1E31, Pe	ason wij 🗖 🔲	ing		Additiona	al			
Amount		curring		Processed				
Rate				Re	troactive			
Status	Eligible To Contribute (- Effective Dates			
Status Date	13-FEB-2010	Reason	[]		From	То		
1					13-FEB-2010			
8					13-FEB-2010			
4					13-FEB-2010			
l .					13-FEB-2010			
1					13-FEB-2010			
F					13-FEB-2010			
F					13-FEB-2010			
F					13-FEB-2010			
1					13-FEB-2010			
Further Entry Information					(1			
Date Earned								
Original Date Earned								
Payee Details								
]								

STEP 2

Enter the Amount or Rate in the appropriate field. Click in the Status field. A display box will open to ask do you want an update or correction.

	rson M) 📃 🗖 🛛	sing Types — ing		Additiona	al	
Amount		urring		Proce		
Rate	10				etroactive	
Status	Eligible To Contribute (1.5		
Status Date	13-FEB-2010	Reason	[]		 Effective Dates From 	То
					13-FEB-2010	
					13-FEB-2010	
_					13 EEB 2010	,
Choose an option:					_ 0	
(<u>Update</u>) Keep history of existi	ng information				
0						
(<u>C</u> orrection	Correct existing infor	mation				
						N C

Select Update to keep the history in the record.

Select Correction to change existing information, or if the record date is the same as the effective date.

STEP 3

Click the Status field. Enter the new status Code. Click in the Status date field. Enter the new date. See the screen below.

Entry Values: 13-FEB-2010(TEST, Pe	rson M) 📃 🔳	i ≈in	g Types —					
_		ing			Addi	tiona	al	
Amount		ur	ring		P	roce	ssed	
Rate	10					Re	etroactive	
Status	Elected To Contribute						- Effective Dates	
Status Date	13-FEB-2010	Re	ason	[]			From	То
							13-FEB-2010	
							13-FEB-2010	
							13-FEB-2010	
							13-FEB-2010	
							13-FEB-2010	
	[13-FEB-2010	
	[1					13-FEB-2010	
		1					13-FEB-2010	
	[1					13-FEB-2010	
	[1						
		1						
Further Entry Information	[í E					(4)	
, Date Earned							-	
Original Date Earned								
Payee Details								
Tayee Details								

STEP 4

Click the Save icon. A window will open to ask "Do you want to pass the changes to PAR", select pass to par. Note: The action will flow to PAR on a NOAC 911,

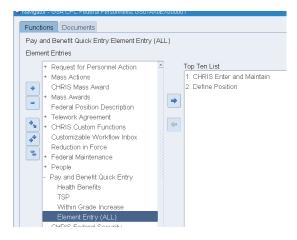
CEntry Values: 13-FEB-2010(TEST, Pe	rson M) 📃 🗖	×	sing Types –						
			ing			Ado	itiona	al	
Amount			curring				roce	ssed	
Rate	10						Re	etroactive	
Status	Elected To Contribute (500 - 41 - D - 4	
Status Date	13-FEB-2010		Reason		1			 Effective Dates From 	То
-				Ĩ				13-FEB-2010	
E				Î				13-FEB-2010	
1				Î				13-FEB-2010	
l.				Î				13-FEB-2010	
Decision	}		×	Î				13-FEB-2010	
			<u></u>	- î				13-FEB-2010	
P Do yo	u want to send TSP change	es to	PAR?	- î				13-FEB-2010	
	~							13-FEB-2010	
	Pass to PAR Do Not Pass to PAR							13-FEB-2010	
		a33	TUPAR						
-				\rightarrow					

Your work is now saved. Close the Entry Values screen.

Entering FEHB

STEP 1

Navigate to Pay and Benefit Quick Entry. Select Element Entry (All). The FIND window opens for you. See screen below.



You may need to date-track to the effective date of the action. Enter the name of the employee.

Period 4 2010 Bi-We	-1. (04. 1051.004.0						
	ek (31-JAN-2010	I-13-F 🔿	Recurring	A	ddition	al	
Classification		•	Nonrecurring		Proce	essed	
		۲	Both		R	etroactive	
	Processing					Effective Dates	
Element Name	Type	Costing	Reason			From To 03-FEB-2010	
Fotal Pay Basic Salary Rate	Recurring Recurring					03-FEB-2010	
Adjusted Basic Pay	Recurring			=		03-FEB-2010	_
_ocality Pay or SR Supplemer		-				03-FEB-2010	
rsp	Recurring	- <u> </u>		آ ہ		03-FEB-2010	- i:
Health Benefits	Recurring	ĵ				03-FEB-2010	
EGLI	Recurring					03-FEB-2010	,
Retirement Plan	Recurring					03-FEB-2010	
Within Grade Increase	Recurring					03-FEB-2010	
						I 35555	Ð

STEP 3

Click on Health Benefits, then click the Entry Values button. The Health Benefits window opens. See below.

1					
Entry Values: 03-FEB-2010(TEST, OF	YM M) 📃 🗖	×			
		iti	ona	I	
Enrollment	Enrollment Pending	Pr	oce	ssed	
Health Plan	Federal Employee Hea		Re	troactive	
Temps Total Cost				- Effective Dates-	
Pre tax Waiver	No			From	То
Premium Rate]		03-FEB-2010	
		1		03-FEB-2010	
		1		03-FEB-2010	
]		03-FEB-2010	
]		03-FEB-2010	
]		03-FEB-2010	
		1		03-FEB-2010	
		1		03-FEB-2010	
		1		03-FEB-2010	
		1			
]			
Further Entry Information					
Date Earned					
Original Date Earned					
Payee Details					
,					
				Þ	
					- 1

Click in the Enrollment field to select options. Enter your selection:

Entry Values: 03-FEB-2010(TEST, OF	2M M) 📃 🗖 🔀
Entry Values: 03-FED-2010(TEST, OF	
Enrollment	Low Option Self Only (4
Health Plan	Blue Cross and Blue S
Temps Total Cost	
Pre tax Waiver	No
Premium Rate	
Further Entry Information	
, Date Earned	
Original Date Earned	
Payee Details	

Note: a decision box will display for you to verify whether the record should update or correct.



Select Update to keep the history in the record.

Select Correction to change existing information, or if the record date is the same as the effective date.

STEP 5

Enter the Health	Plan Code.
Entry Values: 03-FEB-2010(TEST, OF	PM M) 📃 🗖 🔀
Enrollment Health Plan Temps Total Cost Pre tax Waiver Premium Rate	Low Option Self Only (4 Blue Cross and Blue S No
Further Entry Information Date Earned	
Original Date Earned Payee Details	

Click Save. You will get the message "do you want to send FEHB changes to PAR?

Entry Values: 03-FEB-2010(TEST, OF	PM M) 🗖 🗖 🛛	×			
		itic	na	I	
Enrollment	Low Option Self Only (4	Pro	ice	ssed	
Health Plan	Blue Cross and Blue S		Re	troactive	
Temps Total Cost				- Effective Dates-	
Pre tax Waiver	No			From	То
Premium Rate		10		03-FEB-2010	
) [03-FEB-2010	
] [03-FEB-2010	
) [03-FEB-2010	
] [03-FEB-2010	
) (03-FEB-2010	
	Decision				×
	🔹 🕐 Do you	want	to :	send FEHB changes t	DPAR?
	Pass	to P.A	R	Do Not Pass 1	to PAR
Further Entry Information					

Select the button, Pass to Par, and save your work.

Updating Within Grade Increase Element

STEP 1

Click on the Within Grade Increase Field. Then click the Entry values button.

Status	
Date Due	08-MAY-2011
Pay Date	08-MAY-2011
Last Equivalent Increase	11-MAY-2008
Postponmt Effective	
Postponmt Determ Due	
Further Entry Information	
Date Earned	
Original Date Earned	
Payee Details	
T dyoo Doldiis	

In the Due Date field, Enter the WGI Due Date.

Entry Values: 13-FEB-2010(TEST, Per	rson Mi)	sing Types —				
Entry Values, 194 EB-2010(1201,16	Soft My	ing		Addition	al	
Status		curring		Proce	ssed	
Date Due	14-FEB-2011			R	etroactive	
Pay Date					- Effective Dates	
Last Equivalent Increase	13-FEB-2010	Reason	[]		From	То
Postponmt Effective					13-FEB-2010	
Postponmt Determ Due					13-FEB-2010	
					13-FEB-2010	
					13-FEB-2010	

A Box will display the message to you want an update or correction for the record.

STEP 3

Select your choice, and save your work. See the box below.

OChoose an option:	
Update	Keep history of existing information
Correction	Correct existing information

Note: Always use the 'Update' button when updating Within Grade Date Due, Pay Date and/or Date Last Equivalent Increase to ensure data elements on PAR Format 13 flow with a current effective date.

Changing an Element

STEP 1

Navigate to Pay and Benefit Quick Entry. Click on the element you want to change, i.e., TSP, WGI, etc. Note: Elements that require and SF-50 cannot be changed from this screen; you must process the correct RPA.

Open the Entry Values screen. (You can also navigate to People, Assignment, Entries).

Element Entries(TEST, Person	MJ					
			cessing Types —			
Period 9 2010 Bi	-Week (11-APR-201	0-24- OR	ecurring	Addition	nal	
Classification	Classification			Processed		
		• <u>B</u> o	oth	F	Retroactive	
	Processing		_		Effective Dates	
Element Name	Type	Costing	Reason		From	
Total Pay	Recurring				13-FEB-2010	님
Basic Salary Rate	Recurring				13-FEB-2010	4
Adjusted Basic Pay	Recurring				13-FEB-2010	
Locality Pay or SR Suppler	ment Recurring				13-FEB-2010	
TSP	Recurring				13-FEB-2010	
Health Benefits	Recurring				13-FEB-2010	
FEGLI	Recurring				13-FEB-2010	1
Retirement Plan	Recurring				13-FEB-2010	Ĵ
Within Grade Increase	Recurring				13-FEB-2010	
Ĩ						Ĩ
Ĩ	- Î	-i	- î			ĩ
UL						2

STEP 2

Date track to the correct effective date by clicking on the date track icon. When the date track window opens, enter the date and click OK.

			2 🗣 i 🕻			
9					_ 🗆 ×	
		Processing Types -				
Period 9 2010 Bi-Weel	k (11-APR-2010 - 24	ORecurring		Additiona	d	
Classification		O Nonrecurring		Drospood		
	O Alter Effec	tive Date				- 6
	_					
Element Name	Proces Ef	fective Date 14-MAR-20	010 😶	Tod	ay's Date 19-API	R-2010
Total Pay	Recurri					
Basic Salary Rate	Recurri	QK (Rese	t)	<u>C</u> a	ncel 🔵
	Recurri	<u>ō</u> k	Rese	t	<u></u> a	ncel
Adjusted Basic Pay		<u>ok</u> (Rese	t	Qa 13-FEB-2010	ncel)
Adjusted Basic Pay Locality Pay or SR Supplement	Recurri	<u>ok</u> (ncel
Adjusted Basic Pay Locality Pay or SR Supplement TSP	Recurri Recurring	<u>ōk</u>			13-FEB-2010	ncel
Adjusted Basic Pay Locality Pay or SR Supplement TSP Health Benefits	Recurring Recurring	<u>ōk</u>			13-FEB-2010 13-FEB-2010	ncel
Adjusted Basic Pay Locality Pay or SR Supplement TSP Health Benefits FEOLI	Recurri Recurring Recurring Recurring	<u>ōk</u>			13-FEB-2010 13-FEB-2010 13-FEB-2010	
Adjusted Basic Pay Locality Pay or SR Supplement TSP Health Benefits FEGLI Retirement Plan	Recurring Recurring Recurring Recurring Recurring	<u>ōk</u>			13-FEB-2010 13-FEB-2010 13-FEB-2010 13-FEB-2010	
Basic Salary Rate Adjusted Basic Pay Locality Pay or SR Supplement TSP Health Benefits FEGLI Retirement Plan Within Grade Increase	Recurring Recurring Recurring Recurring Recurring Recurring	<u>ok</u>			13-FEB-2010 13-FEB-2010 13-FEB-2010 13-FEB-2010 13-FEB-2010	

The screen will become blank. See box below.

Element Entries: 14-	MAR-2010(TEST,	Person M)							
Period Classification	7 2010 Bi-Week	(14-MAR-201	0 - 27-	⊖ <u>R</u> ec	essing Types — urring recurring		ditiona		
Classification				• Both	-		Proce Re	ssed etroactive	
Element Name		Processing Type	Cost	ng	Reason	П		Effective Dates	•
	<u> </u>							14-MAR-2010	
<u></u>									ļ
<u></u>									ļ
<u></u>									
<u></u>									
<u></u>									_
<u></u>									_
<u>u</u>									4
UL									_
<u>U</u>									1

Enter Ctrl plus F-11 to refresh the screen. Select the element and click Entry Values.

Period 7 2010	Bi-Week (14-MAR-	2010 - 27-	Recurring	Addition	al	
Classification			Nonrecurring	Proc	essed	
		۲	Both	F	tetroactive	
	Processi	ng			- Effective Dates	
Element Name	Type	Costing	Reason	<u> </u>	From	To
Total Pay	Recurring	1			13-FEB-2010	
Basic Salary Rate	Recurring				13-FEB-2010	
Adjusted Basic Pay	Recurring	1			13-FEB-2010	
Locality Pay or SR Supp	lement Recurring				13-FEB-2010	
TSP	Recurring	1			13-FEB-2010	
Health Benefits	Recurring				13-FEB-2010	
FEGLI	Recurring	1			13-FEB-2010	
Retirement Plan	Recurring	1			13-FEB-2010	
Within Grade Increase	Recurring	1			13-FEB-2010	
)[
					 	

STEP 4

Enter the field you wish to change.

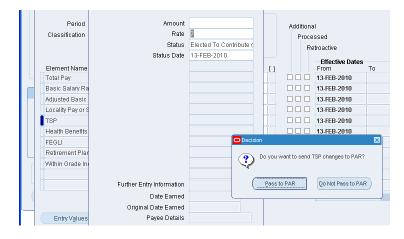
Period Classification	Arnount Rate Status Status Date	7 Elected To Contribute (13-FEB-2010		 nal :essed Retroactive — Effective Dates
Element Name			[1]	From To
Total Pay			\square	13-FEB-2010
Basic Salary Ra				13-FEB-2010
Adjusted Basic				13-FEB-2010
Locality Pay or S				13-FEB-2010
TSP				13-FEB-2010
Health Benefits			m	13-FEB-2010
FEGLI				13-FEB-2010
Retirement Plar				13-FEB-2010
Within Grade In				13-FEB-2010
			m]
	Further Entry Information		m]
	Date Earned			
	Original Date Earned			
Entry Values	Payee Details			

Save your work. You will receive the message box for update or correction.

reopie				
CElement Entries: 14	CEntry Values: 14-MAR-2010(TEST, Per	rson M) 📃 🗖 🗙		
Period Classification	Status	7 Elected To Contribute (13-FEB-2010	ssed troactive — Effective Dates	
Element Name Total Pay			From 13-FEB-2010	То
Adjusted Ba Locality Pay TSP Health Bene	Update Keep history o	of existing information		
FEGLI Retirement Within Grad			-	

Select the correct action. Note: Select Update to keep the history in the record. Select Correction to change existing information, or if the record date is the same as the effective date.

When the message box displays "Do you want to send action to PAR", click the appropriate box. Save your work.



Adding a New Element

STEP 1

To add a new element, Navigate to Pay and Benefit Quick Entry. Date track to the effective date, if necessary. (Remember to enter Ctrl plus F-11 to refresh the screen). Then click the New icon at the top of the screen.

A new element field is open. See the box below.

Element Entries(TEST, Person M)							
Period 9 2010 BI-Week (11-APR-2010 Classification		Processing Types Processing Types Processing Types Processing Types Processing Types Processing Types Becurring Processing Types Processing Type Pr			Additiona Proce Re		
Element Name Total Pay	Processing Type Recurring	Costing	Reason			Effective Dates From 13-FEB-2010	To
Basic Salary Rate	Recurring					20-APR-2010 13-FEB-2010	
Adjusted Basic Pay Locality Pay or SR Supplement	Recurring It Recurring					13-FEB-2010 13-FEB-2010	
TSP Health Benefits	Recurring Recurring					14-MAR-2010 13-FEB-2010	

STEP 2

Click the List of Values (LOV) button. A list of elements displays.

						Proc	essing Types			
		Period	9 2010 Bi-Wee	k (11-APR-2010	- 24	ORei	urring	Additiona	al	
		Classification				ONO	nrecurring	Proce		
						• Bot	-			
						- 201		Re	etroactive	
				Processing					- Effective Dates	
		Element Name		Туре	Costir	ng	Reason		From	То
	ΗŲ	Total Pay		Recurring					13-FEB-2010	
ſ									20-APR-2010	
		Elements				2	3		13-FEB-2010	
	10						Ĭ		13-FEB-2010	
	Ιñ	Find %							13-FEB-2010	
	Ιĭ					_			14-MAR-2010	
		Element Name			cessing	Туре_≜			13-FEB-2010	
	K	AUO			curring		0		13-FEB-2010	
		Availability Pay Danger Pay			curring		÷			
	1 4	EDP Pav			curring curring		÷		13-FEB-2010	
		Entitlement			curring				13-FEB-2010	
		Federal Award	s		nrecurrin	q				
		Foreign Lang Pr	roficiency Pay	Rei	curring	-			•	
		Hazard Pay		Rei	curring	_				
	1	Home Leave		Rei	curring					
	1	Hours Left to V			curring					
	L	Imminent Dange			curring					
		Intergovt Person			curring					
		Living Quarters			curring curring					
			Allowance Paid		surring			Open		
		Non Pay Days	Allowance Falu		curring					
		Non Pay Hours			currina					
		Non Pay Hours	WGI		curring	-				
			6		-	Þ				
			Eind	OK Cance	a)					

STEP 3

Select the element from the list.

Element Entries(TEST, Person M)					
Period 9 2010 Bi-Wee Classification	k (11-APR-2011	0-24- <u>R</u> e	cessing Types curring nrecurring th		nal essed Retroactive
Element Name	Processing Type	Costing	Reason	- -	- Effective Date From
Total Pay	Recurring				13-FEB-2010
TSP Catch Up Contribution	Recurring	1	i	1 000	20-APR-2010
Basic Salary Rate	Recurring				13-FEB-2010
Adjusted Basic Pay	Recurring	1	i	1 000	13-FEB-2010
Locality Pay or SR Supplement	Recurring	1			13-FEB-2010
TSP	Recurring	<u>i</u>			14-MAR-2010
Health Benefits	Recurring				13-FEB-2010
FEGLI	Recurring				13-FEB-2010
Retirement Plan	Recurring				13-FEB-2010
Within Grade Increase	Recurring				13-FEB-2010
					(4) 3000

Click the Entry Values Button. The screen for that element opens.

	ing		Additi	onal		
Catch Up Amount	curring		Pro	oces	sed	
				Retr	roactive	
					Effective Dates	
	Reason	[]			From	То
1					13-FEB-2010	
-					20-APR-2010	
				•	13-FEB-2010	
7					13-FEB-2010	
				•	13-FEB-2010	
				-	14-MAR-2010	
ŀ					13-FEB-2010	
e B					13-FEB-2010	
e F					13-FEB-2010	
1					13-FEB-2010	
-						
Further Entry Information						
, Date Earned						
Original Date Earned						
Payee Details						
- Fayee Details						

STEP5

Enter the information in the field.

11							
	Catch Up Amount	200.00	sing Types ing curring		Additiona Proce Re		
J			_			Effective Dates	_
d			Reason	Ц		From	To
l						17-JAN-2010	
E						17-JAN-2010	
ł						17-JAN-2010	
l						26-JAN-2003	
ľ						11-MAR-2002	
ł						11-MAR-2002	
F						10-APR-2002	
F						11-MAR-2002	
I						26-OCT-2008	
-	Fundle on Finder Information					20-APR-2010	
	Further Entry Information						
	Date Earned					[4]	
	Original Date Earned						
	Payee Details						
1							

Save your work.

How to Delete an element entry

Example: The FEHB election should have been effective 29-MAR-2009, but the user failed to date track and instead, entered the health insurance election on the system date of 12-APR-2009. The user then date tracked to 29-MAR-2009 and entered the FEHB election to correct the FEHB effective date. Follow the steps below to delete the erroneous FEHB element effective 12-APR-2009

STEP 1

From the Navigator, double click People, CHRIS Enter and Maintain. Enter a name in the Find Person window. Next, click on Assignment, and then Entries. (You will select the Element Entry you wish to delete)

STEP 2

Always Date track to the day prior to the element effective date you are deleting.

Element Entries: 29	9-MAR-2009(Cid, A	(ndrew)								
				Proce	ssing Types —					
Period	8 2009 Bi-Weel	k (29-MAR-200	9 - 11-	○ Recurring			Addition			
Classification	ification		○ <u>N</u> on	recurring		Proce	cessed			
				 Both 				etroactive		
								cubacuve		
Element Name		Processing Type	Cost	ina	Reason	r 1		 Effective Dates From 	То	
	W/01	1		ing	Reason			21-OCT-2001		
Non Pay Hours	MGI	Recurring								
Total Pay		Recurring						04-JAN-2009	10-OCT-2009	
Basic Salary Ra	te	Recurring						04-JAN-2009	10-OCT-2009	
Adjusted Basic	Pay	Recurring						04-JAN-2009	10-OCT-2009	
Premium Pay		Recurring						12-AUG-2000		
Locality Pay or S	R Supplement	Recurring						04-JAN-2009	10-OCT-2009	
TSP		Recurring						02-SEP-2007		
Health Benefits		Recurring						29-MAR-2009	11-APR-2009	
FEGLI		Recurring						02-MAY-1990		
Retirement Plar	1	Recurring						14-FEB-1999		
Within Grade In	crease	Recurring						15-OCT-2006	10-OCT-2009	
								(4) 35555		
Entry Values	Balance	Grossup								

Element Entries: 12-APR-2009(Cid, A	ndrew)								
			Processing Types —						
Period 9 2009 Bi-Wee	k (12-APR-200	3 - 25-	Recurring		A	ditior	nal		
Classification			Nonrecurring			Proc	essed		
		(● <u>B</u> oth			F	Retroactive		
	Dessession					ġ			
Flement Name	Processing Type Cos		sting Reason []		,		 Effective Dates From 	, To	
Non Pay Hours WGI	Recurring			-			21-OCT-2001		
Total Pay	Recurring	i —		ΞĔ			04-JAN-2009	10-OCT-2009	
Basic Salary Rate	Recurring	1		ΞĔ			04-JAN-2009	10-OCT-2009	
Adjusted Basic Pay	Recurring	i —		ΞĔ			04-JAN-2009	10-OCT-2009	
Premium Pay	Recurring	1		ΞĔ			12-AUG-2000	îî	
Locality Pay or SR Supplement	Recurring	1		ΞĔ			04-JAN-2009	10-OCT-2009	
TSP	Recurring			Π			02-SEP-2007	Î	
Health Benefits	Recurring	1		ΞĔ			12-APR-2009	îî	
FEGLI	Recurring			Π			02-MAY-1990	Î	
Retirement Plan	Recurring	1		Π			14-FEB-1999	Î	
Within Grade Increase	Recurring	1		Π			15-OCT-2006	10-OCT-2009	
0	A						(I)	1	

In this case, you will date track to 11-MAR-2009

O Alter Effective Date	
Effective Date 11-APR-2009	Today's Date 20-APR-2010
OK Reset	<u>C</u> ancel

Click "OK" You will notice that the Element Entry screen is now blank.

Period 8 2009 Classification	Bi-Week (29-MAR-2	009-11- Re	essing Types curring nrecurring h		al essed etroactive	
Element Name	Processin Type	g Costing	Reason	- 11	 Effective Date: From 	s To
					11-APR-2009	
						_
						_
	l					
Entry Values	Balance <u>G</u> rossup					

Hold down the Control/F11 keys to refresh the screen

Period 8 2009 Bi-Weel Classification	k (29-MAR-2009	9-11- <u>B</u> e	cessing Types — ecurring onrecurring oth		 nal cessed Retroactive		
Element Name	Processing Type	Costing	Reason	- [1]	 Effective Dates From 	То	
Non Pay Hours WGI	Recurring				21-OCT-2001		
Total Pay	Recurring				04-JAN-2009	10-OCT-2009	
Basic Salary Rate	Recurring				04-JAN-2009	10-OCT-2009	
Adjusted Basic Pay	Recurring				04-JAN-2009	10-OCT-2009	
Premium Pay	Recurring				12-AUG-2000		
Locality Pay or SR Supplement	Recurring				04-JAN-2009	10-OCT-2009	
TSP	Recurring				02-SEP-2007		
Health Benefits	Recurring				29-MAR-2009	11-APR-2009	
FEGLI	Recurring				02-MAY-1990		
Retirement Plan	Recurring				14-FEB-1999		
Within Grade Increase	Recurring				15-OCT-2006	10-OCT-2009	
					(I) .5555		Þ

Click in the Health benefits element and click the Delete Key or "Red X" icon.

The Decision box will open. Click "Yes.

	ODecisio	n	Ì
p	?	Do you really want to delete this record?	
	v	If so, when you have answered any further messages about this 'Delete', you should press 'Save' to commit your 'Delete' and any other pending transactions.	
9		Yes No	

The Choose an Option window will open. Click the "Next" button.

Choose an option:	
(<u>N</u> ext	Remove next change
All	Remove all scheduled changes
Eurge	Completely remove from the database

Click the save icon.

The Message Line will indicate "FRM-40400: Transaction complete: 1 Records applied and saved".

FRM-40400: Transaction complete: 1 records applied and saved.

The Health Benefits element is no longer shown. Click Control plus F-11 to refresh the screen.

The 19-MAR-2008 FEHB element entry has been deleted.

Period 8 2009 Bi-Weel Classification	k (29-MAR-200	9-11- C	Processing Types Recurring Nonrecurring Both	A	ial essed ?etroactive		
Element Name	Processing Type	Costing	Reason	<u>п</u>	 Effective Dates From 	То	
Non Pay Hours WGI	Recurring				21-OCT-2001	1	
Total Pay	Recurring			Π	04-JAN-2009	10-OCT-2009	
Basic Salary Rate	Recurring	1			04-JAN-2009	10-OCT-2009	
Adjusted Basic Pay	Recurring				04-JAN-2009	10-OCT-2009	
Premium Pay	Recurring				12-AUG-2000		
Locality Pay or SR Supplement	Recurring	ĵ			04-JAN-2009	10-OCT-2009	
TSP	Recurring				02-SEP-2007		
Health Benefits	Recurring				29-MAR-2009		
FEGLI	Recurring				02-MAY-1990		
Retirement Plan	Recurring				14-FEB-1999		
Within Grade Increase	Recurring				15-OCT-2006	10-OCT-2009	
					(I) 20005		Þ

In the example above the Health Benefit element was used; however, the process is the same for deleting TSP, TSP Catch-up, etc.

Note: Deleting an element does not flow a transaction to PAR