Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 12-18, New Personnel Input and Edit System (Pine) Edit

Date: July 20, 2012

To: Subscribers of Title I Publications (Payroll/Personnel)

This bulletin is being issued to inform users the National Finance Center (NFC) has implemented a new Personnel Input and Edit System (PINE) edit message code. This new PINE edit message is being done in accordance with the Office of Personnel Management's (OPM), Guide to Processing Personnel Actions (GPPA), Chapter 14, Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details, guidelines. The GPPA states, if an employee is serving on a temporary appointment you must document a change to another position or grade with a conversion to another appointment.

Effective Pay Period 15, 2012, PINE message number 863, *Employee on Temp Appt NOAC Invalid,* will be implemented for the NOACs listed below, for a new action and when a history correction package is processed, if the Appointment NTE date and Tenure Group is "0" on NFC's database as a current/active Temporary Appointment.

- 702 - Promotion
- 703 - Promotion NTE
- 713 - Chg to Lower Grade, Level or Band
- 721 - Reassignment
- 730 - Detail NTE
- 731 - Ext of Detail NTE
- 732 - Term of Detail NTE
- 740 - Psn Chg
- 741 - Psn Chg NTE
- 769 - Ext of Promotion NTE
- 770 - Ext of Psn Chg NTE
- 792 - Chg in Duty Station

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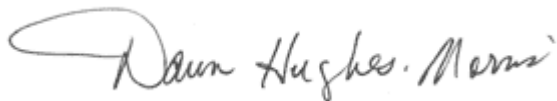C

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Agency Responsibility

Agencies are to delete the inappropriate NOAC and process the correct action based on OPM's GPPA.

Procedures

The PINE procedure manual, which is available online at the NFC Web site, will be updated to include the information in this bulletin. To view and/or print this procedure, go to the *NFC Home Page* (*http://www.nfc.usda.gov*) and click the *Publications* link at the top of the page. At the Publications page right-hand menu, click *Procedures by Acronym* or *Procedures by Title/Chapter* then search on the list provided for Personnel Input and Edit System (PINE).

Inquiries

For questions about NFC processing, contact the Payroll/Personnel Call Center (Option 3, then Option 1) at **1-800-981-3026** or the *EmpowHR* Help Desk at **1-888-367-6955**.

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Government Employees Services Division