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Procedures



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TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 6
Payroll Documents

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Payroll Documents

Payroll Documents allow Human Resources (HR) to enter information related to the employee's personal data. This section is a guide to enter all types of payroll documents for the employee.

Payroll document transactions are sent to the mainframe and are run through the PINE process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel database and sent to *EmpowHR*. The **Transaction Status** on the payroll document will reflect **Applied**. Transactions that reject to suspense with errors, will reflect **Not Applied** with an error number and message. If the error is invalid, a user is able to enter an **Override Code** that tells PINE to let the document pass with the error, thereby forcing the document to apply. A payroll document page with the **Override Code** check box allows this function. If the error is valid, check the box, make the modification(s) to the rejected payroll document, and click **Save**. The **Transaction Status** will change to **NFC Ready**.

Payroll documents are processed to:

- Withhold mandatory and voluntary deductions such as health and life insurance, child support and alimony payments, allotments, and taxes
- Disburse payments such as annual leave and compensatory time payments
- Transfer data to the Payroll Personnel System (PPS) from another payroll system (e.g., leave data transfer)
- Disburse payments through Direct Deposit/Electronic Funds Transfer (DD/EFT)
- Update the database with payroll-related miscellaneous elements, such as restored annual leave and education and professional certification

The following documents must be processed for a New Hire:

- Net pay
- Tax Data - City, County, State, Federal and Earned Income Credit (EIC) tax data have been combined in *EmpowHR* 9.0 to one component (Taxes)

Each type of Payroll document will display a Find An Existing Value tab - Payroll documents page (**Figure 1**). Once Payroll documents are processed, a **View Document Tracking** button (**Figure**) is available in order to allow users to research document(s). An employee must be located in *EmpowHR* in order to enter a Payroll Document. Enter any one of the fields to search for an employee's data. For more information on the Find an Existing Value tab, refer to Title 1, Chapter 17, *EmpowHR*, Section 1, Basics, of this procedure.

Below is an example of a Find an Existing Value tab (**Figure 1**).

Find an Existing Value

EmplID: begins with ▼

Empl Rcd Nbr: = ▼

Social Security Number: =

Name: begins with ▼

Last Name: begins with ▼

Agency: begins with ▼

Sub-Agency: begins with ▼

Correct History **Case Sensitive**

Search
Clear
[Basic Search](#) [Save Search Criteria](#)

Figure 1. Find An Existing Value tab - Payroll Documents page

Below is an example of a **View Document Tracking** button (Figure 2).

View Document Tracking

EmplID: XXXXXX Rcd#: 0 Doc Type 104 Name: JOHN DOE SSN

Document Key Values First of 1 Last

Action Date 03/19/2012 Effective Date 03/11/2012

Document Tracking Details				
Seq	Action Taken	User ID	Name	Comment
3	03/19/2012	XXXXXX	JANE DOE	EmpowHR originated action marked Not Applied in process ZDHBNSNQ
2	03/19/2012	XXXXXX	JANE DOE	Sent to NFC in process ZDHBNEXP
1	03/19/2012	XXXXXX	JANE DOE	New Effdt Row Inserted: --> EFFDT ('2012-03-11'), Z_NFTSP_TRAN_CODE (1), Z_NFTSP_PLAN_CODE (TF), Z_NFTSP_DEF_PCT (10), Z_NFTSP_EFF_DT ('2012-03-19'), OPRID (NFC021DD)

Figure 2. View Document Tracking button example

Below is an example of Payroll Processing Data Flow:

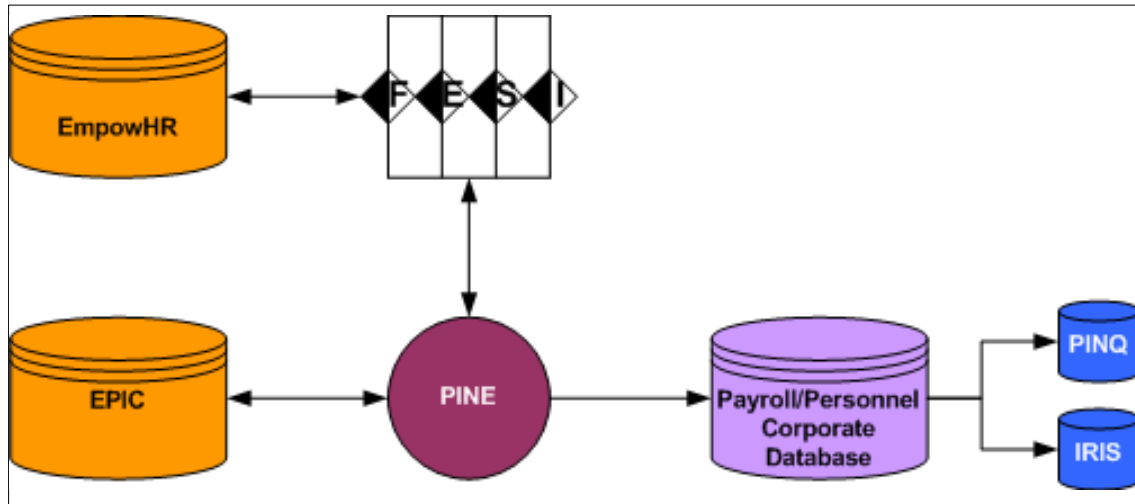


Figure 3. Payroll Processing Data Flow

This section contains the following topics:

- [Allowances](#)
- [Auth For Restored Annual Leave](#)
- [Certifications](#)
- [Charitable Contributions](#)
- [Compensatory Time Payments](#)
- [Court Ordered Child Care/Alimony](#)
- [Deductions Due to Indebtedness](#)
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- [Non-Federal Life Insurance](#)
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- [Severance Payment](#)
- [Tax Data](#)
- [Thrift Savings Plan](#)
- [TSP Loan Allotment](#)
- [Thrift Savings Plan Catch-Up](#)
- [Union Dues](#)
- [EHRI/RSM](#)

Allowances

Allowances are payments made to eligible employees in addition to basic pay. These allowances are paid in addition to the cost-of-living allowance (COLA) or a post differential as provided for duty stations in certain non-foreign areas, and Temporary Duty (TDY) post differential. COLA and post differential are entered on a personnel action; TDY is entered using the Multi-Element Update option.

Using the following resources to verify data on Document Type 180:

- Allowance data is displayed in IRIS Program IR109, Allowances/COLA/ Post Diff.
- The Listing of Personnel Error Messages Report listed as Document type 180.
- Statement of Earnings and leave (AD-334) and EARN.

The allowances discussed in this section are paid as a one-time lump sum payment or paid per day or per pay period.

This section of the procedure will show how to enter data for employees who are eligible to receive various allowances in addition to their normal salary. The criteria for receiving these allowances may differ for each agency. To advance from one field to the next, use the **Tab** key.

This section contains the following topics:

[Types Of Allowances](#)

[Entry Guidelines For Allowances](#)

[Verifying Allowances Data](#)

Types Of Allowances

There are several types of allowances. Each allowance is listed numerically under the field Allowance Type. Some allowances are paid through *EmpowHR* or through the time and Attendance (T&A) report. For more information about T&A's, refer to Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Note: A duplicate payment could result if the allowance is reported on the T&A and in *EmpowHR*.

Entry Guidelines For Allowances

The following are guidelines for processing allowances:

- The allowance total can only be changed for comparability and education allowances. When changing or deleting these allowances, ensure the allowance total does not result in a negative balance.
- If the uniform allowance is to be processed as a lump sum payment, the Allowance Rate field and the Allowance Total field must be the same amount.
- The Payroll/Personnel System will reduce the Allowance total by the Allowance Rate each pay period until the allowance total reaches zero.

To enter an Allowance:

1. Select the **Payroll Documents** menu group.
2. Select the **Allowances** component. The Find An Existing Value tab - Allowances page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances. Enter the applicable search criteria.
3. Click **Search**. The Allowances page (**Figure 4**) is displayed.

Figure 4. Allowances page

4. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the EmplID used in the search criteria.
Rcd#	This field is the number of records for the employee. This field is populated.
Allowances	
Effective Date	This field is the date on which a table record becomes effective; the date that an action begins. This data also determines when the user can view and/or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period of the effective date.
Date Entered	This field is populated with the date entered.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Allowance Data	
*Allowance Type	Select data from the drop-down list. The valid values are as follows:

Allowance Type Valid Values	Description
179	<p>Parking Fringe - The per pay period amount for parking on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit. The payment is tax exempt.</p> <ul style="list-style-type: none"> ■ Cannot exceed \$80.76 per pay period. ■ Cannot exceed \$2100 per year. <p>Note: Timekeepers may record parking on the Time and Attendance (T&A) report in lieu of entering the payment in EmpowHR. Do not enter parking fringe in EmpowHR and on the T&A; the T&A will reject.</p>
491	Horse Allowance - The lump sum payment amount for furnishing a horse and the necessary equipment for use on the job. This payment is taxable.
493	<p>Quarters Allow (Non-Taxable) - The per day or per pay period amount for the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U. S. Government. The amount may be taxable or tax exempt.</p> <ul style="list-style-type: none"> ■ If the payment is based on per day, the timekeeper must record on the T&A (Transaction Code (TC) 49 Suffix 3 or 4) the number of days for which quarters allowance is to be paid. If the payment is based on per pay period, no entry on the T&A is required.
494	<p>Quarters Allow (Taxable) - The per day or per pay period amount for the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U. S. Government. The amount may be taxable or tax exempt. If the payment is based on per day, the timekeeper must record on the T&A (Transaction Code (TC) 49 Suffix 3 or 4) the number of days for which quarters allowance is to be paid. If the payment is based on per pay period, no entry on the T&A is required.</p>
498	<p>Reassignment Allowance - The lump sum payment amount for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishment at a post or assignment in a foreign area (including costs incurred in the United States prior to depart for a post assignment in a foreign area) or in the United States between assignment to a post in a foreign area. The amount is taxable.</p>
510	<p>Comparability Allowance - The per pay period or annual amount for employees officially stationed in the continental United States or in a foreign area, whose rates or basic pay are fixed by statute or, without taking into consideration the allowances and differentials for work of comparable level of difficulty and responsibility. The payment is taxable.</p> <ul style="list-style-type: none"> ■ To obtain the pay period amount, the system divided the amount entered in the Allowance Rate field by 80 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period. ■ To obtain the annual amount, the system divides the amount entered in the Allowance Rate field by 2087 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.

Allowance Type Valid Values	Description
511	<p>Uniform Allowance (Taxable) - The per pay period or lump sum payment amount for the additional expenses of wearing a uniform required by regulation or statute in the performance of official duty. The amount entered in the Allowance Rate field will be paid each pay period until TC D (Delete) is entered to stop the allowance.</p> <ul style="list-style-type: none"> Enter the full amount in the Allowance Rate and Allowance Total fields for a lump sum payment.
512	<p>Separate Maint Allow (Non-Taxable) - The per pay day or per pay period amount for additional expense of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. The amount may be taxable or tax exempt.</p> <ul style="list-style-type: none"> If payment is based on per day, the timekeeper must record on the T&A TC51 Suffix 2, separate Maintenance Allowance - Tax Exempt, or TC51, Suffix 3, Separate Maintenance Allowance - Taxable), the number of days for which the allowance is to be paid. If payment is based on per pay period, no entry is required on the T&A. The amount entered in the Allowance Rate field will be paid each pay period until TC D (delete) is entered in the EPIC to stop the allowance.
513	<p>Separate Maint Allow (Taxable) - The per pay day or per pay period amount for additional expense of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. The amount may be taxable or tax exempt. If payment is based on per day, the timekeeper must record on the T&A TC51 Suffix 2, separate Maintenance Allowance - Tax Exempt, or TC51, Suffix 3, Separate Maintenance Allowance - Taxable), the number of days for which the allowance is to be paid. If payment is based on per pay period, no entry is required on the T&A. The amount entered in the Allowance Rate field will be paid each pay period until TC D (delete) is entered in the EPIC to stop the allowance.</p>
514	<p>Post Allowance - The per pay period amount for assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, D.C. The amount is tax exempt. The amount entered in the Allowance Rate Field will be paid each pay period until Delete is used to stop the allowance.</p> <ul style="list-style-type: none"> Enter the data each time the agency policy is renewed so that the Allowance Total field can be adjusted for the necessary pay period. Enter the full amount in the Allowance Rate and Allowance Total fields.
515	<p>Education Allowance - The per pay period or lump sum payment amount for assistance in meeting extraordinary and necessary expenses in providing adequate elementary and secondary education for an employee's children while serving in a foreign area. The payment is tax exempt.</p> <ul style="list-style-type: none"> Enter the full amount in the Allowance Rate and Allowance Total fields for a lump sum payment. This amount will be paid in a single pay period. For per pay period payments, enter the amount in the Allowance Rate field to be paid each pay period. This amount will be paid until the IRIS Program IR109 total field indicates full payment has been made.
516	<p>Foreign Language Allowance - the percentage of basic pay that is paid each pay period for employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts. The payment is taxable. The percentage entered in the Allowance Rate field will be paid each pay period until Delete is used to stop the allowance.</p>
517	<p>Recruit/Incentive Allow (Tax) - the lump sum payment amount for recording cash payments offered to selectees of the USDA Demonstration Project. The amount is taxable.</p> <p>Note: Do not complete the Allowance Total field.</p>

Allowance Type Valid Values	Description
518	Uniform Allow (Non-Taxable) - The per pay period or lump sum payment amount for the additional expenses of wearing a uniform required by regulation or statute in the performance of official duty. The amount entered in the Allowance Rate field will be paid each pay period until TC D (Delete) is entered to stop the allowance. <ul style="list-style-type: none"> Enter the full amount in the Allowance Rate and Allowance Total fields for a lump sum payment.
523	Hazardous Duty Allow (Tax) - The per pay period amount for hazardous duty for U.S. Capitol Police only. For detailed information, refer to your agency's publications. The amount entered in the Allowance Rate field will be paid each pay period until Delete is used to stop the allowance. The payment is taxable.
524	Prof Liability (Non-Taxable) - A per annum reimbursement that allows Federal agencies to reimburse their management officials, supervisors, and law enforcement officers for up to one-half of the cost of their Professional Liability Insurance.
525	Transit Benefits - The per pay period amount of transit or eligible van pools. The payment is tax exempt. <ul style="list-style-type: none"> Cannot exceed \$50 per pay period. Cannot exceed \$1200 per year.
526	Parking Benefits - The per pay period amount for employee parking. The employee is taxed on the cash value for parking in excess of \$230 per month. The amount entered in the Allowance Rate field will be paid each pay period until Delete is used to stop the allowance.
534	Gym/Fitness Reimbursement - The per pay period amount for the employee's gym membership. The amount is up to \$40 quarterly with the entire amount being paid in the current pay period with the amount entered in the Allowance Rate field. The Allowance Total field will be generated with the amount in the Allowance Rate field. This allowance is taxable and will be displayed on the employee's W-2.

Allowance Taxable	Check the box if the allowance is taxable.
Transaction Code	Select data from the drop-down list. The valid values are Add , Change , and Delete .
Allowance Code	Select data from the drop-down list. This code indicates how the allowance is to be paid. The valid values are Annual , Per Day , Per Pay Period , and Percent Of Base Pay .
Allowance Rate	Enter the per day, per pay period, annual, percentage of base pay, or full amount rate to be paid in dollars and cents. Note: If entering a 2-year agreement, the amount shown should reflect the annual amount for the first year of the 2-year agreement. A new document must be entered at the beginning of the second year.
Allowance Total	Enter the allowance total.

5. Click **Save**.

6. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.

Step	Description
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Allowances Data

Use the following resources to verify data on Document Type 127.

- IRIS Program IR109, Allowances COLA/Post Diff.
- The Listing of Personnel Error Messages Report listed as Document Type 127.
- Statement of Earnings and Leave (AD-334) and EARN.

Auth For Restored Annual Leave

Restored Annual Leave is annual leave that has been returned to the employee instead of forfeited due to an administrative error, exigencies of the public business, or sickness.

If the correction or cancellation of restored annual leave documents is for the current year, enter the data in *EmpowHR*. If the correction is for a prior year, enter the data in TING Program T107, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

The payroll Personnel System (PPS) records restored annual leave used and calculates valances. Timekeepers should maintain the restored annual leave record in a separate leave account from regular annual leave. Restored annual leave used is recorded on the T&A report under TC63. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

This section will show how to enter data for an employee who has restored annual leave that has been forfeited due to (1) administrative error, (2) exigency of public business, or (3) sickness.

Before beginning the following information is needed.

- Form AD-582, Authorization for Restored Annual Leave.

This form is the only document accepted by NFC for restoring annual leave. It is used to establish the number of hours of restored annual leave in the Payroll/Personnel database.

Please refer to the OPM Federal Guide to Processing Personnel Actions and the NFC Payroll/Personnel Procedure Manual, which assist federal agencies in the preparation and documentation of personnel actions.

This section contains the following topics:

[Time Limit For Use of Restored Leave](#)

[Entering Authorization For Restored Annual Leave Data](#)

[Verifying Restored Annual Leave Data](#)

Time Limit For Use Of Restored Leave

Annual leave that has been restored must be scheduled and used no later than the leave year ending two years after:

- the date of restoration of annual leave forfeited because of administrative error; or
- the date fixed by the agency head, or designated official, as the termination date of the exigency of the public business which resulted in the forfeiture of the annual leave; or
- the date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.

Any restored leave unused at the expiration of the 2-year limit is automatically forfeited with no further right to restoration.

Entering Authorization For Restored Annual Leave Data

To enter an Authorization For Restored Annual Leave data:

1. Select the **Payroll Documents** menu group.
2. Select the **Auth For Restored Annual Leave** component. The Find An existing Value tab - Auth For Restored Annual Leave page is displayed. The information on this page will allow you to locate an existing employee to enter or change an authorization for restored annual leave.
3. Enter the search criteria.
4. Click **Search**. The Authorization for Restored Annual leave page (**Figure 5**) is displayed.

Figure 5. Authorization for Restored Annual Leave page

Complete the fields as follows:

Name	This field is populated form the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number or records for the employee.
Authorization for Restored Annual Leave	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.

Date Entered	This field is the date the transaction was entered. This field is populated.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Annual Leave Data	
Action Code	This field defaults to Established Restored Annual Leave . Change if applicable by selecting data from the drop-down list. The valid values are as follows: Delete Amt. Prev. Established Replace amt. Prev. Established Established Restored Annual Leave
Total Amount Annual Leave Restored	Enter the total amount of annual leave to be restored.
Year Leave To Be Restored	Enter the applicable year (YYYY) or select a year from the drop-down list.
Mgr. Approves Request	Check the box if the manager approves the request for the restored annual leave. The valid values are Yes and No .
Justification	Enter the applicable narrative justification for the restored leave.
Approval Date	Enter the applicable approval date.

5. Click **Save**.
6. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Restored Annual Leave Data

Use the following resources to verify data on Document type 165:

- IRIS Program IR136, Annual/Sick Leave.
- The Listing of Personnel Error Message Report listing as Document Type 165.

Certifications

This document allows for the entry of professional certifications in the following area:

- Lawyer (member of the bar)
- Certified Public Accountant (CPA)
- Certified Professional Manager (CPM)
- Certified Internal Auditor (CIA)
- Certified Information System Auditor (CISA)

This section contains the following topics:

[Entering Professional Certification Data](#)

[Verifying Professional Certification Data](#)

Entering Professional Certification Data

To enter Professional Certification data:

1. Select the **Payroll Documents** menu group.
2. Select the **Certifications** component. The Find An Existing Value tab - Certifications page will display. The information on this page allows the used to locate an existing employee to enter or change a professional certification.
3. Enter the applicable search criteria.
4. Click **Search**. the Certifications page (**Figure 6**) is displayed.

Account Transaction Code	Select the account transaction code from the drop-down list. The valid values are Add , Change , and Delete .
*Professional Cert Code	Enter the applicable information or select data by clicking the search icon.
*State Code	Enter the state code where the certification was acquired or select data by clicking the search icon.
Professional Certification Yr	Enter the year (YYYY) the certification was completed.

6. Click **Save**.

7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.
Click Refresh	To refresh the page.
Click Update/Display	To update the page.
Click Correct History	To correct a history record if applicable.

Verifying Professional Certification Data

Use the following resources to verify data on Document Type 124:

- IRIS Program IR130, Education And Certification.
- The Listing of Personnel Error Messages Report listed as Document Type 125.

Charitable Contributions

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the Combined Federal Campaign (CFC). The employee authorizes the deductions by completing Form OPM-1654.

Any employee whose duty station is located within an approved CFC area, and whose net pay is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. The employees may choose to have CFC contributions submitted to two different campaign areas. Included, are employees whose appointments are limited to 1 year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum \$1.00). The allotment will be for a term of 1 year beginning with the first pay period that begins in January and ending with the last pay period that begins in December.

No deductions are made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction is made, or they may request the employee to designate the order in which deductions are made. No adjustments are made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

All CFC contributions are automatically discontinued only upon expiration of the 1-year withholding period, in the event of death or retirement, or upon separation from Federal service.

When an employee wishes to make a one-time cash contribution, the agency personnel office should send the contribution directly to the designated charity or federated group. These type of documents are not entered into the system.

This section contains the following topics:

[Canceling Voluntary Charitable Contribution Data](#)

[Transferring Voluntary Charitable Contribution Data](#)

[Entry Guidelines For Charitable Contributions](#)

[Verifying Voluntary Charitable Contribution Data](#)

Canceling Voluntary Charitable Contribution Data

An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to their personnel office.

Transferring Voluntary Charitable Contribution Data

The Office of Personnel Management (OPM) regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a difference payroll office. A new authorization form or Form AD-343, Payroll Action Request, should be completed only if an authorization was in effect with the losing department on the date of transfer.

Entry Guidelines For Charitable Contributions

The following are guidelines for processing charitable contribution data:

- Since most of the CFC documents are processed for Pay Period 1, the CFC data should be entered as soon as possible. It is not necessary to hold CFC cards with future effective dates; these can be entered at anytime after receipt of the CFC card from the employee (especially during the CFC Drive)
- Do not enter one-time cash contributions in *EmpowHR*; send the contribution directly to the designated charity or federated group.
- An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to the personnel office. the document must include the employee's name, the amount, and the organization from which the contribution is being revoked. The cancelation will be effective in the pay period it is entered into the system.
- OPM regulations provide that allotment authorizations must be transferred when an employee moves to an organization serviced by a different payroll office. A new authorization form should be completed only if an authorization was in effect with the losing department on the date of transfer.

To enter Charitable Contribution data:

1. Select the *Payroll Documents* menu group.
2. Select the *Charitable Contributions* component. The Find An Existing Value tab - Charitable Contributions page will display. The information on this page allows the user to locate an existing employee to enter or change charitable contributions.
3. Enter the search criteria.
4. Click **Search**. The Voluntary Charitable Contributions page (**Figure 7**) is displayed.

State Code	Enter the state code where the certification was acquired or select data by clicking the search icon.
City	Enter the applicable city or search by clicking the search icon.
Deduction Per Pay Period	Enter the amount to be deducted each pay period in dollars and cents. Note: Do not enter the total amount of the contribution.

6. Click **Save**.

7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Voluntary Charitable Contribution Data

Use the following resources to verify data on Document Type 088:

- IRIS Program IR111, Charitable Contribution.
- TMGT, Table 006, CFC Payee Address.
- The Listing of Personnel Error Messages Report listed as Document Type 88.
- Statement of Earnings and Leave (AD-334).

Compensatory Time Payments

Compensatory Time is hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay. Compensatory time earned is recorded on the time and attendance report using TC 32, Compensatory Time Worked. Compensatory leave may be liquidated by the end of the leave year, carried to the following year, or paid in full, in accordance with agency policy.

Compensatory leave payments are paid at the rate of overtime pay applicable at the time the work was performed. Payments must be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime work was performed. The system currently stores only the Title V rate. If employees need to be paid at the FLSA rate, a request for manual payment must be processed via SPPS or by submitting an AD-343.

Compensatory leave data (including rates at which compensatory time was earned) can be viewed in IRIS Program IR139, Compensatory Leave and Rates and TINQ Program 05, Compensatory leave & Compensatory Other Rate. TINQ is also used to correct any compensatory time discrepancies and zero out the compensatory time balance paid through *EmpowHR*.

This section will show how to enter Interim and Final Compensatory Time payments from For, AD-581, Lump Sum Leave or Compensatory Time Payments.

Before beginning, the following information is needed:

- Type Of payment (interim or final).
- Total number of compensatory time hours to be paid.
- Accounting data and number of hours to charge against each line of accounting data.

If the employee's Fair Labor Standards Act (FLSA) overtime rate is higher than the Title V overtime rate, enter the compensatory payment in the Special Payment Processing System (SPPS).

This section contains the following topics:

[Entering Compensatory Time Payments](#)

[Verifying Compensatory Time Payments](#)

Entering Compensatory Time Payments

To enter Compensatory Time Payment data:

1. Select the **Payroll Documents** menu group.
2. Select the **Compensatory Time Payments** component. The Find An Existing Value tab - Compensatory Time Payments page will display. The information on this page allows the user to locate an existing employee to enter or compensatory time payments.
3. Enter the search criteria.
4. Click **Search**. The Comp Time Payments page (**Figure 8**) is displayed.

Figure 8. Comp Time Payments page

5. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number of records for the employee.
Comp Time Payments	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Date Entered	This field is the date the transaction was entered. This field is populated.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Payment Data	
*Payment Type	Select the payment type from the drop-down list. The valid values are Final and Interim .

Total Hours To Be paid	Enter the applicable number of compensatory time hours to be paid.
Accounting Distribution Data	Select the distributed accounting data from the drop-down list. The valid values are Use Stored Accounting and Use Specified Accounting .

6. Click **Save**.

7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Compensatory Time Payments

Use the following resources to verify data on Document Type 056:

- IRIS Program IR139, Compensatory Leave And Rates
- The Listing of Personnel Error Messages Report listed as Document Type 056
- Statement of Earnings and Leave (AD-334).

Court Ordered Child Care/Alimony

A childcare or alimony deduction is the withholding of court ordered or c=voluntary childcare or alimony payments through payroll deductions.

A Federal employee's salaries and wages are subject to garnishment for child support and/or alimony payments. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payment to an employee, to another party to satisfy the employee's legal obligation of provided child support and/or making alimony payments. If the garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments.

A maximum of three child care/alimony deductions may be entered in the system based on the specific dollar amounts or percentages of disposable income. A separate document should be entered for each child care/alimony deduction. The agency should maintain and use as required the AD-747 and all applicable copies for 3 years after the deductions have been completed. the agency should also maintain sufficient internal files so that all inquiries concerning garnishment cases can be promptly answered.

Once established, the legal process must order the cancelation of the garnishment. Voluntary deductions may be canceled at any time.

Before beginning, the following information is needed:

- AD-747, Child Care Or Alimony Deductions

If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments on Form AD-747 or AD-343.

This section contains the following topics:

[Entering Court Ordered Child Care/Alimony Deductions](#)

[Verifying Court Ordered Child Care/Alimony Deductions](#)

Entering Court Ordered Child Care/Alimony Deductions

To enter Court Ordered Child Care/Alimony Deductions data:

1. Select the **Payroll Documents** menu group.
2. Select the **Court Ordered Child Care/Alimony** component. The Find An Existing Value tab - Court Ordered Child Care Or Alimony Deductions page will display. The information on this page allows the user to locate an existing employee to enter or change court ordered child care or alimony deductions. Enter the search criteria.
3. Click **Search**. The Court Ordered Child Care Or Alimony Deduction page (**Figure 9**) is displayed.

JOHN DOE Empl ID: XXXXXX Rcd# 0 S S N XXXXXXXXXX

Court Ordered Child Care or Alimony Deductions Find | View All First 1 of 1 Last

Effective Date: 02/12/2012 Pay Period: 04 Auth Date: 03/15/2012

User ID: XXXXXX Transaction Status: NotApplied

[View Document Tracking](#) [View Current SINQ Errors](#)

Case Information

Case Number: TST Transaction Code: Add Delete Entry

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

Check Direct Deposit

Name and Address Information **Direct Deposit Information**

Recipient Name: SCR10226

Account Type: Checking Savings

Routing #: 011000138

Acct. #: 99999

Figure 9. Court Ordered Child Care Or Alimony Deductions page

4. Complete the fields as follows:

Name	This field is populated form the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number or records for the employee.
Court Ordered Child Care or Alimony Deductions	
*Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.

Pay Period	This field is populated with the pay period that corresponds to the effective date.
Action Date	This field is the date of the action. Enter a date or select a date from the calendar icon.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Case Information	
Case Number	The field is the assigned sequential case number. This case number is assigned by the agency and should appear on all documents prepared for the same garnishment case. A recommended numbering system is to have the first 2 digits represent the year (i.e., 1999 would be “99”) and the last 2 digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 1999 would be entered as 9901.
Transaction Code	Select the applicable transaction from the drop-down list. The valid values are Add , Change , and Delete .
Court Ordered Pay Period Deduction	
Dollar Amount	Enter the applicable court ordered amount (\$0.00).
Percentage Of Applicable Earnings	Enter the applicable court ordered percentage.
Not To Exceed Dollar Amount Per Pay Period	Enter the applicable court ordered amount (\$0.00)
Court Cost	
Total Amount	Enter the total arrears amount (\$0.00) as specified in the court order.
Amount Collectable Per Pay Period	Enter the court cost per pay period (\$0.00)
Arrears	
Total Amount	Enter the total arrears amount (\$0.00) as specified in the court order.
Amount Collectable Per Pay Period	Enter the amount (\$0.00) in arrears per pay period.
Percentable Of Applicable Earnings Per Pay Period	Enter the percentage of disposable income to be deducted each pay period.
Not To Exceed Dollar Amount Per Pay Period	Enter the amount (\$0.00) if the percentage cannot exceed a certain dollar amount each pay period.

Maximum Percentage	Enter the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. The valid values are 50, 55, 60, and 65 (see 5 CFR Chapter 1, Subpart D, paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, enter 99 .
Employee Case Number Assigned By The Court	Enter the court-ordered assigned case number.
Payment Method	
Check	Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. Complete the address information for the mailing of the check.
Direct Deposit	Check the box if the deduction should be sent EFT. Complete all of the EFT information. Enter the recipient name. Identify the account in which the monies are to be deposited. Select data from the drop-down list. The valid values are Checking and Savings . Enter the account number of the checking or savings account. Enter the routing number of the financial organization. The first 2 positions of the routing number must be 01-12, 21-32, 90 or 91 .

5. Click **Save**.

6. Click **OK**.

At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Court Ordered Child Care/Alimony Deductions

Use the following resources to verify data on Document Type 195:

- IRIS Program IR306, Child Support & Alimony.
- The Listing of Personnel Error Messages Report listed as Document Type 195.
- Statement of Earnings and Leave (AD-334).

Deductions Due To Indebtedness

A Federal Employee's salary and wages are subject to garnishment for bankruptcy, education loan, tax levies, commercial garnishments and/or other debts. this type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

NFC is authorized to collect commercial garnishments from employee(s) who are indebted to commercial organizations and are having their wages garnished. Public Law 130-94 allows NFC to collect these funds. the agency must first have the garnishment orders reviewed by the legal department (or other authorizing office) in order to ensure that the orders conform to current regulations. Commercial garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the agency send the employee a letter of notification with the garnishment order attached. the letter must be mailed within 15 days after the order is received. The letter must contain the following information:

- The total amount owed.
- the pay period in which the garnishment will begin.
- The amount to be garnished each pay period.

Note: The pay period that the garnishment is set to begin is the pay period designated by the agency, provided that the order is received by NFC one week prior to the end of the effective pay period. Garnishments received after that date will be processed the following pay period.

Commercial garnishments may be no more than 25 percent of the employee's total disposable earnings for any pay period, unless it is for a state or local tax levy. There is no limit on these garnishment orders. If the employee has an additional garnishment for childcare and/or alimony payments, the total disposable earnings are calculated prior to the childcare and/or alimony garnishment. If the childcare and/or alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted and the garnishment order is returned to the agency. Follow you agency's policy to notify the court in this case.

In a case where multiple commercial garnishment exist and the first commercial garnishment received is 25 percent or greater of the employee's total disposable income, only the commercial garnishment is processed until the debt is paid. The second commercial garnishment is returned to the agency and cannot be processed until after the first commercial garnishment is paid. Personnel offices are responsible for monitoring the balance of garnishments in IRS Program IR114, Receipt Accounts.

In a case where multiple commercial garnishment exist and the first commercial garnishment is less than 25 percent of the employee's total disposable earnings, the first commercial garnishment should be recovered in one pay period and the second commercial garnishment should begin the same pay period (not to exceed 25 percent less the first commercial garnishment).

If an overpayment is make to a third party, NFC cannot refund the overpayment to the indebted employee. the employee must collect these funds directly from the third party.

This section contains the following topics:

[Entering Deductions Due To Indebtedness](#)

[Verifying Deductions Due To Indebtedness](#)

Entering Deductions Due To Indebtedness

To enter Deductions Due To Indebtedness data:

1. Select the **Payroll Documents** menu group.
2. Select the **Deduction Due To Indebtedness** component. The Find An Existing Value tab - Deduction Due To Indebtedness page will display. The information on this page allows the user to locate an existing employee to enter a deduction due to indebtedness.
3. Enter the search criteria.
4. Click **Search**. The Deduction Due to Indebtedness page (**Figure 10**) is displayed.

JOHN DOE Empl ID: XXXXXX Rcd# 0 S S N XXXXXXXXXXXX

Deductions Due To Indebtedness Find | View All First 1 of 4 Last

Effective Date: 03/25/2012 Pay Period: 07 Date Entered: 04/05/2012

User ID: XXXXXX Transaction Status: Applied

View Document Tracking

Transaction Information

Transaction Code Delete *Receipt Account Number 123456

Type Deduction Code Education Loan

Deduction Information

Balance 1,000.00

Deduction Per Pay Period

Amount 150.00 OR Percent 25

Payment Method

Check Direct Deposit

Name and Address Information

Name: JOE BLOW

Address: ME

City: HOUSE

State: LA ZIP: 1 2 3

Payment Identification MOM

Figure 10. Deduction Due To Indebtedness page

5. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.

Rcd#	This field is the number or records for the employee.
Deduction Due to Indebtedness	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Date Entered	This field is the date the transaction is entered. This field is populated.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Transaction Information	
Transaction Code	Select the applicable transaction information from the drop-down list. The valid values are Add , Change , and Delete .
*Receipt Account Number	Enter the receipt account number for the garnishment in the following format:

Account Number Format	Description
1-3	000(3 zeros)
4-5	Type Deduction Code
6-10	Agency assigned sequential number.
11-12	ST or LO if the garnishment is for state or local tax levy Leader under work leader grade evaluation guide.
8	All other positions

*Type Deduction Code	Select the applicable deduction type from the drop-down list. The valid values are as follows: Bankruptcy Education Loan IRS 2159 Payroll Deduction Commercial Garnishment (which includes state local tax levies) Travel Credit Care Other Than Agricultural Agencies Other Departmental Debt Military Service For CSRS Military Service For FERS
Deduction Information	

Balance	Enter the balance of the money owed in dollar and cents. If 30 is entered in the type Deduction Code field, enter 999,999.00 in this field.
Amount	Enter the type of deduction (amount or recent) to be made each pay period. Note: complete either the Deduction amount field or the Percent field. Do not complete both fields.

OR

Percentage	If the garnishment is based on a percent each pay period, enter the applicable percentage.
Payment Method	
Check	Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. complete the address information for the mailing of the check.
Direct Deposit	Check the box if the deduction should be sent EFT. Complete all of the EFT information. Identify the account in which the monies are to be deposited. Select data from the drop-down list. The valid values are Checking and Savings . Enter the account number of the checking or savings account. Enter the routing number of the financial organization. The first 2 positions of the routing number must be 01-12, 21-32, 90 and 91 .

6. Click **Save**.

7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Deductions Due To Indebtedness

Use the following resources to verify data on Document Type 089:

- IRIS Program IR114, Deductions Due To Indebtedness.
- The Listing of Personnel Error Messages Report listed as Document Type 089.
- Statement of Earnings and Leave (AD-334).

Direct Deposit

The net pay is the employee's pay after deductions, which is transmitted through Direct Deposit/Electronic Funds Transfer (DD/EFT) to a financial organization. A net pay allotment is the direct deposit of net pay into a checking or savings account at a financial organization through DD/EFT.

Before you can begin to complete a direct deposit for an employee, the following information is needed (found on the SF-1199A as completed by the employee):

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit will be made.

This section contains the following topics:

[Changing Net Pay](#)

[Canceling Net Pay](#)

[Entering Direct Deposit Data](#)

[Verifying DD/EFT Net Pay Data](#)

Changing Net Pay

Once the employee is participating in direct deposit, an SF-1199A must be processed to:

- Change the employee's depositor account number.
- Change from a checking to a savings account or vice versa.
- Change from one financial organization to another.
- Change the routing number of a financial organization.

Canceling Net Pay

To cancel a direct deposit authorization, enter the new check mailing address data or designated agent code in the Employee Address document. Also enter the new checking mailing address or designated agent number; otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

Entering Direct Deposit Data

To change or cancel Net Pay:

1. Select the **Payroll Documents** menu group.
2. Select the **Direct Deposit** component. The Find An Existing Value tab - Direct Deposit page will display. The information on this page allows the user to locate an existing employee to enter or change net pay. Enter the search criteria.

3. Click **Search**. The Direct Deposit page (**Figure 11**) is displayed.

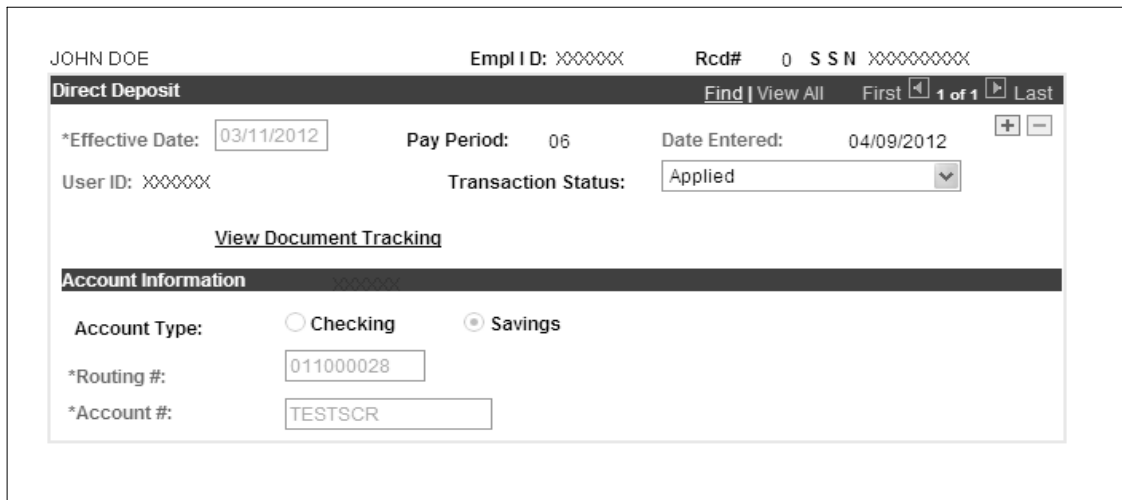


Figure 11. Direct Deposit page

4. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number of records for the employee.
Direct Deposit	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Date Entered	This field is the date the transaction is entered. This field is populated.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
Account Information	
Checking	Check the box if the direct deposit is to a checking account.
Savings	Check the box if the direct deposit is to a savings account.

*Routing #	Enter the routing number for the direct deposit.
*Account #	Enter the account number where the direct deposit should be applied.

5. Click **Save**.
6. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying DD/EFT Net Pay Data

Use the following resources to verify data on Document Type 096:

- IRIS Program IR124, Address/Check Information.
- The Listing of Personnel Error Messages Report listed as Document Type 095.
- Statement of Earnings and Leave (AD-334).

Discretionary Allotments

The discretionary allotment component is used to enter or update a recurring deduction. The employee and the agency authorizes the discretionary allotment. The head of the agency may allow discretionary allotments for any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company. follow your agency's policy.

Discretionary allotments are month payments divided into two deductions. which are effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it will not take effect until the beginning of the following month. For the months in which there are three pay periods, deductions are not withheld for the third payday.

This example explains how to establish a Discretionary Allotment from data submitted on Form SF-119A and a copy of a voided check or deposit slip to verify bank information included on the SF-119A.

Before beginning, the following information is needed:

- Type of Account
- Account Number
- Total Amount of the Allotment
- Bank Routing Number

Discretionary allotment payments are made wither as a full payment, half of the payment, or nothing is paid. The order of precedence for payment monthly allotments is based on the date established.

If an employee is on extended non-pay status, deductions cannot be made. If an employee is in non-pay status for a partial pay period, half of the monthly payment is deducted, if possible. If half cannot be deducted, not deduction is made.

This section of the procedure contains the following topics:

[Merger Or Takeover Of A Financial Organization For Discretionary Allotments](#)

[Insufficient Funds For Discretionary Allotments](#)

[Changing A Discretionary Allotment](#)

[Canceling A Discretionary Allotment](#)

[Non-Receipt Of Payment For Discretionary Allotments](#)

[Separations And Transfers Relating To Discretionary Allotments](#)

[Entering Discretionary Allotments](#)

[Verifying Discretionary Allotment Data](#)

Merger Or Takeover Of A Financial Organization For Discretionary Allotments

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies the National Finance Center (NFC) of the change in the financial organization's routing number. Treasure also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits these changes to NFC on a daily basis. These changes are edited and processed to update or modify the financial organization's routing number and/or account number in the Payroll/Personnel database for those employees who are affected by a merger or takeover.

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or accounting number currently on the Payroll/Personnel database for an employee, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take the appropriate action to correct this report.

If the employee elects to change to another financial organization, the employee must submit a new SF-1100A, which must be completed by both the employee and the new designated financial organization.

Insufficient Funds For Discretionary Allotments

If an employee is on Leave Without Pay (LWOP) for part of a pay period but not enough funds were deducted, half of the monthly payment is made, if possible; otherwise, nothing is paid.

The order of precedence for paying monthly allotments is the same order in which they were established.

Changing A Discretionary Allotment

Agency personnel offices should be notified of all changes regarding discretionary allotments. Verify the correct allotment number before making a change to either the amount or payee information if the employee has multiple allotments; otherwise, erroneous data could affect another allotment.

Canceling A Discretionary Allotment

Employees may request the cancelation of an allotment. Once an allotment is canceled, the number can be used again for another allotment. Discretionary allotments are automatically canceled once an employee separates. Any outstanding balances are refunded.

If an employee transfers to another department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancelation for all discretionary allotments.

The following are guidelines for processing discretionary allotments:

- Number the allotments sequentially beginning with number 01. Before entering an allotment, ensure that the allotments is not already in effect.
- The allotment cannot be processed if the effective pay period is for payments that will be made on the second or third payday of the month. If the effective pay period is not correct, delete the document from suspense and re-enter the correct pay period.

Non-Receipt Of Payment For Discretionary Allotments

Discretionary allotment payments can either be made (1) electronically to a financial organization or (2) by a check issued directly to the payee.

Direct Deposit/Electronic Funds Transfer System (DD/EFT) transfer discretionary allotment payments electronically from the Department of the Treasury, through the Federal Reserve System, to the payee. For non-receipt of DD/EFT payments, agency personnel offices must contact the payroll office.

For non-receipt of a check, the payee should contact the responsible employee's agency personnel office regarding replacement of the missing check. The agency must then follow the Recertification procedures.

Separations And Transfers Relating To Discretionary Allotments

Discretionary allotments are automatically canceled once an employee separates. The payroll/Personnel System refunds any outstanding balances.

If an employee transfers to another Department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the Department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancellation for all allotments.

Entering Discretionary Allotments

To enter Discretionary Allotment data:

1. Select the **Payroll Documents** menu group.
2. Select the **Discretionary Allotments** component. The Find An Existing Value tab - Discretionary Allotments page will display. The information on this page allows the user to locate an existing employee to enter or change a discretionary allotment. Enter the search criteria.
3. Click **Search**. The Discretionary Allotment page (**Figure 12**) is displayed.

JOHN DOE Empl ID: XXXXXX Rcd# 0 S S N XXXXXXXXXXXX

Discretionary Allotment Find | View All First 1 of 1 Last

Effective Date: Pay Period: 06 Date Entered: 03/19/2012

User ID: XXXXXX Transaction Status:

Override Code:

[View DocumentTracking](#) [View Current SINQ Errors](#)

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount:

Payment Method

Check Direct Deposit

Direct Deposit Information

Account Type: Checking Savings

Routing #:

Account #:

Additional information regarding payment details:

Figure 12. Discretionary Allotment page

4. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number or records for the employee.
Discretionary Allotment	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Date Entered	This field is the date the transaction is entered. This field is populated.

User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Allotment Data	
Transaction Type	Select the applicable transaction type from the drop-down list. The valid values are Add , Change , and Delete .
Allotment #	Enter the number that identifies the individual allotments. Maximum number of allotments allowed is 99.
Allotment Amount	Enter the monthly amount of the allotment in dollars and cents. the PPS divides this monthly amount by two to determine the bi-monthly deduction
Payment Method	
Account #	Enter the account number for the savings or checking account to which the allotment amount is sent.
Checking	Check the box if the if the discretionary allotment check should be mailed to an address. If this box is checked, the page will expand for the entry of an address.
Direct Deposit	If direct deposit is checked, complete the EFT information.
Additional Information Regarding Payment Details	Enter any additional information regarding the payment.

5. Click **Save**.
6. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Discretionary Allotment Data

Use the following resources to verify data on Document Type 100:

- IRIS Program IR112, Discretionary Allotment.
- The Listing of Personnel Error Messages Report listed as Document Type 100.
- TMGT Table 015, State Code and ZIP Range.
- Statement of Earnings and Leave (AD-334) and EARN.

Education Information

Agencies should use the education document to enter additional academic information for employee who have received more than one degree. this information is not reported to the Central Personnel Data File (CPDF).

The first education record is established in the EmpowHR application and is entered as part of the Personnel Action Request (PAR) and is considered the official education record for the employee.

[Entering Education Data](#)

[Verifying Education Data](#)

Entering Education Data

To enter Education data:

1. Select the **Payroll Documents** menu group.
2. Select the **Education Information** component. The Education page (**Figure 13**) is displayed.

Figure 13. Education page

3. Complete the fields as follows:

Name	This field is populated form the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.

Rcd#	This field is the number or records for the employee.
Education	
Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Date Entered	This field is the date the transaction is entered. This field is populated.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Education Information	
Date Entered	This field is the date the education information was entered or the current system date.
Account Transaction Code	Select the applicable transaction type from the drop-down list. the valid values are Add , Change , and Delete .
Education Level	Click the down arrow to select the highest level of the employee's educational attainment based on years of formal schooling and/or academic degrees or certificates conferred.
School Code	Enter the applicable school code or select data by clicking the search icon.
Instruction Program	Enter the employee's official education record which includes the major field of study beyond high school or select data by clicking the search icon. Refer to OPM instructions for valid codes.
Year	Enter the calendar year during which the employee received the academic degree or certificate for the education level.

4. Click **Save**.

5. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.
Click Refresh	To refresh the information on the page.
Click Update/Display	To update the information on the page.
Click Correct History	To correct history if applicable.

Verifying Education Data

Use the following resources to verify data on Document Type 123:

- IRIS Program IR130, Education and Certificate.
- TMGT Tables 025, AD-250, Personnel Block and Description)
 - 025, AD-250 (Personnel Block and Description)
 - 036, School Identification

Financial Allotment/Health Sav

A financial allotment is a deposit into a checking or savings account at a financial institution, portion of an employee's salary, deducted through recurring payroll deductions. This allotment is deposited through DD/EFT.

Note: Allotment for bill paying purposes are considered to be discretionary allotments.

This section will explain how to establish a Financial Allotment from data submitted on Form SF-119A.

Before beginning, the following information is needs:

- Type of Account
- Account Number
- Amount of the Allotment
- Bank Routing Number

This section of the procedure contain the following topics:

[When There Are Insufficient Funds For A Financial Allotment](#)

[Changing A Financial Allotment](#)

[Canceling A Financial Allotment](#)

[Entry Guidelines For Financial Allotments](#)

[Verifying Financial Allotment Data](#)

When There Are Insufficient Funds For A Financial Allotment

The employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net pay due the employee after applying all required payroll deductions is less than the amount of the allotment authorized, the allotment will automatically be nullified t=for that particular pay period. If the employee has two allotments and the net pay is insufficient to cover the aggregate of both authorizations, both allotments will be automatically nullified for that pay period.

Changing A Financial Allotment

Changes are processed to:

- Decrease or increase the amount of the allotment
- Change the routing number, account number, and type of account
- Change financial organizations

Note: If the routing number, account number, and type of account are not entered exactly as they are in the database and the employee has only one allotment is effect, a second allotment will be created with the new allotment hat was established in error.

Canceling A Financial Allotment

An allotment is canceled when the employee elects to permanently discontinue deductions for the allotment or to replace the allotment with a new allotment.

Allotments are automatically canceled in cases of separation, retirement, death, or transfer to another Department; therefore, it is not necessary to enter a financial allotment document.

Entry Guidelines For Financial Allotments

The following are guidelines for processing financial allotments:

- The saving/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount that will be deducted from the employee's salary. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than \$1.00.
- The maximum financial allotment in effect at one time is two. If the employee has two allotments, each may be directed to a different financial organization. A separate transaction must be entered for each financial allotment.

To enter Financial Allotments:

1. Select the **Payroll Documents** menu group.
2. Select the **Financial Allotment/Health Sav** component. The Find An Existing Value tab - Financial Allotments page will display. The information on this page allows the user to locate an existing employee to enter or change a financial allotment.
3. Enter the search criteria.
4. Click **Search**. The Financial Allotment/Health Savings Account page (**Figure 14**) is displayed.

Account Information	
Account Type/Checking	Check this box if the financial allotment will be sent to a checking account.
Account Type Savings	Check this box if the financial allotment will be sent to a savings account.
*Account Number	Enter the account number of the savings or checking account.
*Routing #	Enter the financial organization's routing number or select data by clicking the search icon. the first 2 position must be 01-12, 21-32, or 90-91 .
Allotment Data	
Allotment Amount	Enter the amount of the allotment. The allotment must be a fixed, whole dollar amount that will be deducted from each salary check. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than \$1.00.
Cancel Allotment	Check this box if the previously established allotment should be canceled.

6. Click **Save**.

7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Financial Allotment Data

Use the following resources to verify data on Document Type 095:

- IRIS Program IR110, Financial Allotment.
- PINQ Program PQ083, PACS Allotment.
- The Listing of personnel Error Messages Report listed as Document Type 095.
- Statement of Earnings and Leave (AD-334) and EARN.

Flexible Spending Account

The Flexfund Flexible Spending Account is used to enter allotment data for eligible employees who wish to set aside an annual amount of salary to be contributed to a flexfund flexible spending account. The Flexfund Flexible Spending Account Program allows employees to arrange for payment of qualifying expenses through biweekly payroll deductions. This arrangement results in the deferral of the following taxes on these payments: Federal Income Tax, Social Security, Medicare (formerly HIT), and all state income taxes except New Jersey and Pennsylvania.

This section contains the following topics:

[Flexfund Deductions](#)

[Insufficient Funds](#)

[Dependent Care And Health Care Expenses](#)

[Dependent Care Flexible Spending Account \(DCFSA\) And Health Care Flexible Spending Account \(HCFSA\)](#)

[Entering Flexible Spending Data](#)

[Verifying Flexible Spending Data](#)

Flexfund Deductions

Eligible employees may elect to participate in Flexfund at the time of accession or during the open season enrollment period. A separate document must be processed for each Flexfund account. Flexfund deductions are for a term of 1 year beginning with the first pay period in the tax year and ending with the last pay period of the tax year. A new document must be processed at the beginning of each plan year (tax year) indicating the plan code and the total annual amount to be deducted.

Biweekly deductions are the total annual amount divided by the number of pay periods in the plan year. If an employee enrolls after the beginning of the plan year, biweekly deductions are the total amount divided by the number of pay periods remaining in the plan year. If the annual amount is not evenly divisible by the number of pay periods in the plan year, the balances is deducted in the last pay period of the plan year.

Flexfund deductions may be canceled at any time. The cancellation becomes effective the first day of the pay period in which the cancelation is processed, and no Flexfund deduction is made for that pay period. All Flexfund deductions are terminated automatically only upon expiration of the one-year withholding period.

Insufficient Funds

If an employee is in nonpay status, deductions continue when the employee returns to duty. One missed payment is deducted in the last pay period of the plan year along with the final payment. If two or more payments are missed, the employee must contact the contractor to make arrangements for the payments missed.

Flexfund deductions are considered voluntary allotment for the purpose of establishing priority of deductions in accordance with OPM rules and the Treasury Fiscal Requirements Manual. If an employee has both health care and dependent care deductions and the pay is insufficient to take both deductions, the health care deductions are taken first.

Dependent Care And Health Care Expenses

The Flexfund Spending Account (FSA) Program allows employees to pay for certain health and dependent care expenses with pre-taxed dollars. The FSA's Program consist of two accounts: Dependent Care expenses and Heath Care expenses.

Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)

All employees that are eligible for FEHB participation are eligible to participate in the FSA Program. The FSA Program allows participants to have tax-free money for out-of-pocket health care and dependent care expenses (i.e., deductibles, co-payments, dental care, orthodontics, etc.) deducted from this pay. the money is put into an account and upon receipt of proper documentation, is reimbursed to the participant after the services are rendered. There are two parts to the FSA Program, DCFSA and HCFSA.

DCFSA is money used for the care of dependent children under age 13 while the employee is working. DCFSA also covers the care of an adult dependent who is physically or mentally incapable of caring for himself/herself. In case of adult care, the adult being cared for must be claimed as a dependent on the participant's income tax return. A minimum of \$250 and a maximum of \$5000 per year (\$2500 per year if the employee is married filing separate return) may be contributed to a DCFSA account.

HCFSA is money used to cover health care expenses not paid by the employee's FEHB or other health insurance carrier. A minimum of \$250 an a maximum of \$4000 per year may be contributed to an HCFSA account.

Participants must first determine the total amount to be deducted. The amount is then divided by the number of pay period for that year to determine the deduction(s) to be taken each pay period. The total amount to be deducted must be carefully considered because any unused money is forfeited at the end of each year. Employees have 90 days after the end of the pan year to claim reimbursements for the HCFSA transactions.

Entering Flexible Spending Data

To enter Flexible Spending Account data:

1. Select the **Payroll Documents** menu group.
2. Select the **Flexible Spending Account** component. The Find An Existing Value tab - Flexible Spending Account page will display. The information on this page allows the user to locate an existing employee to enter or change a financial allotment. Enter the search criteria.
3. Click **Search**. The Flexible Spending Account tab page (**Figure 15**) is displayed.

Flexible Spending Account
[View All PRES Errors](#)

JOHN DOE Empl ID: XXXXXX Rcd# 0 S S N XXXXXXXXXX

Flexible Spending Account
Find | View All
First ◀ 1 of 5 ▶ Last

Effective Date Pay Period: 08 Auth Date 04/10/2012

User ID XXXXXX Transaction Status:

Override Code:

[View Document Tracking](#)

Account Information

Account Transaction Code

Flex Fund Plan Code GPO Federal Credit Union

Flex Fund Option Code

Flex Fund Total Yearly Amount Tax Deferred?

Figure 15. Flexible Spending Account page

4. Complete the fields as follows:

Name	This field is populated form the EmplID.
EmplID	This field is populated from the search criteria entered. The employee name is displayed based on the EmplID.
Rcd#	This field is the number or records for the employee.
Flexible Spending Account	
*Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period that corresponds to the effective date.
Action Data	This field is the date of the transaction.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status	This field defaults to In Progress and reflects that status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
Account Information	
Account Transaction Code	Select the applicable transaction type from the drop down. The valid values are Add , Change , and Delete .
Flex Fund Plan Code	Enter the 2 position plan code for the flexible spending account.
Flex Fund Plan Type	Enter the applicable plan type for the flexible spending account.
Flex Fund Option Code	This field is populated with a 1 .
Flex Fund Total Yearly Amount	Enter the applicable total amount.
Tax Deferred?	This box is checked to designate that the amount is tax deferred. Uncheck if applicable.

5. Click **Save**.
6. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.
Click Update/Display	To update the information on the page.
Click Correct History	To correct history if applicable.

Verifying Flexible Spending Data

Use the following resources to verify data on Document Type 185:

- IRIS Program IR113, Flexfund.
- PINQ Program PQ080, Flexfund Benefits.
- The Listing of Personnel Error Messages Report listed as Document Type 185.
- Statement of Earnings and Leave (AD-334) and EARN.

Health Benefits

Health Benefits processing uses specific enrollment codes that are assigned by OPM. These codes consist of three numbers: The first two identify the plan and the third identifies the option and type of enrollment (e.g., Enrollment Codes 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self and family). After an FEHB document has been successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards. FEHB deductions begin during the pay period in which the health benefits enrollment is processed and applied to the database.

The enrollment code is the only type of correction that can be made in the system. To correct enrollment code, enter a health benefits registration form. Select **Change In Enroll (SF-2809)** at the **Transaction** drop-down menu and **Correction** at the **Event Code** drop-down menu. All other corrections (e.g., correcting effective dates) must be sent to NFC. The correction should be indicated in the Remarks block of the SF-2809. To adjust for the erroneous deductions, enter the information in DOTSE.

This section of the procedure will show how to enter and verify an employee's Health Benefits (FEHB) Registration Form (SF2809).

Note: Before FEHB enrollment data can be entered; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible-Pending) in the Benefits Data of the *EmpowHR* "PAR" module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

This section contains the following topics:

- [Proration Of Health Benefits](#)
- [Temporary Employment Relating To Health Benefits](#)
- [Former Spouse Health Benefits Enrollment](#)
- [Direct Premium Remittance System \(DPRS\)](#)
- [Children's Equity Act](#)
- [Public Law 106-394](#)
- [Agency Personnel Office Responsibilities](#)
- [Non-Federal Health Benefits](#)
- [Employee In-Pay Status](#)
- [Termination By Carrier](#)
- [Restricted Enrollment Changes](#)
- [Exceptions To Restricted Enrollment Changes](#)
- [FEHB Coverage Codes](#)
- [Nature Of Action Code/Authority Codes](#)
- [Remarks Codes](#)
- [Premium Conversion](#)
- [Open Season](#)
- [New Transfer Enrollments](#)
- [Premiums During Non-Pay Status](#)
- [System-Generated SF-2810](#)
- [Before Entering The FEHB Data](#)
- [New Enrollment](#)
- [Entering Health Benefits](#)
- [Change In FEHB Enrollment](#)
- [Cancel FEHB Enrollment](#)
- [Verifying SF-2809 Data](#)

Proration Of Health Benefits

A proration of benefits exists when a new employee enters on duty in the middle of a biweekly pay cycle from another Federal department having a different biweekly pay cycle. Health Benefits is automatically adjusted on a prorated basis based on the effective date. The cost for a part-time career employee is also prorated depending on the agency regulations. If the employee has dual appointments, both agencies contribute to the cost of FEHB.

Temporary Employment Relating To Health Benefits

Certain temporary employees are eligible to participate in FEHB. The Payroll/Personnel System produces a Report AEC037U4, Temporary Employees FEHB Coverage Eligibility, to identify eligible temporary employees.

- LWOP awaiting approval of Office of Workers' Compensation program (OWCP) claim, and the application approved. The Nature of Action (NOA) 460, LWOP NTE, must be used with the Authority code of Q3K for a bill not to be generated to the employee. Verify that the Current Employment Status is Coded 7 in the employee's database salary record IRIS Program IR102, Dates & Misc Sal/Pers Data.
- LWOP awaiting OPM approval if disability retirement and the application approved. NOAC 976, Preliminary disability Retirement, must be used with Remarks Code 211, LWOP Pending Approval of Disability for a bill not to be generated to the employee. Verify the current employment Status is Coded 8 in the employee's database salary record IRIS Program IR102, Dates & Misc Sal/Pers Data.

When a personnel action is processed for LWOP in excess of 30 days, the timekeeper should not submit a Time And Attendance report. A bill will be generated for health benefits premiums.

When an employee in nonpay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed.

When an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If the amount is insufficient, it will be considered an indebtedness due the United States. Recovery of the funds are made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government.

Former Spouse Health Benefits Enrollment

The former spouse must have been covered as a family member under the employee's FEHB enrollment within an 18-month period prior to the divorce/annulment in order to be eligible for either of the two available programs.

There are two programs under which qualifying spouses may continue their health insurance coverage after a divorce/annulment. They are:

- The civil Service Retirement Spouse Equity Act of 1984 (Spouse Equity), Public Law (P.L.0 98-615.
- The Federal Employees health Benefits Amendments Act of 1988, commonly known as Temporary continuation of Coverage (TCC), P.L. 100-654.

It is the responsibility of the employee to inform the agency of the divorce/annulment. The employee of the former spouse has 60 days from the divorce/annulment date to notify the employing office of the change in family status. OPM approves eligibility for Spouse Equity; agency personnel offices approve eligibility for TCC. Former spouses may apply for TCC while waiting for OPM to approve Spouse Equity. A SF-2809 must be submitted to the employing office.

After OPM and/or the agency determines eligibility and submits documentation, the Direct Premium Remittance System (DPRS) handles billing and collection of premiums and notifies the carrier.

Direct Premium Remittance System (DPRS)

DPRS is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in the FEHB (e.g., former spouses). Refer to Title III, Billings and Collections Manual, Chapter 5, Direct Premium Remittance System (DPRS), procedure for completing the SF-2809.

Children’s Equity Act

The Federal Employees Children’s Equity Act requires FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits coverage for their children. An employee is subject to such an order must enroll in self and family coverage in a plan that provides full benefits to his/her child(ren) in the area where they live or provide documentation that he/she has other health coverage for the children.

Public Law 106-394

Public Law 106-394, the Federal health Benefits Children Equity Act of 2000, enacted October 30, 2000, required mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their child/children.

Agency Personnel Office Responsibilities

When a court or administrative order is received for an individual, the agency personnel office must review the employee’s records to determine whether he/she is eligible for FEHB and, if so, whether he/she is enrolled in a self family plan that provides full benefits in the location where the child/children live. Listing below are the specific actions that must be taken by the agency personnel office to ensure compliance with the court or administrative order.

If the employee has FEHB self and family coverage, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her child/children. If the child/children named on the court or administrative order is not identified as a member of the employee’s self and family coverage, submit a copy of the individual’s AF-2809 or SF-2810, along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify the additional family member being covered under the self and family enrollment. Inform the appropriate contact for the court or administrative order of the FEHB coverage and that action has been taken to ensure the child/children is covered.

If the employee has FEHB self-only coverage, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to make a change from self only to self and family coverage. If the individual does not make a change to self and family coverage, the agency personnel office must enroll them in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (enrollment Code 112, Self and Family). the effective date of coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit a copy of the individual’s SF-2809 or SF-2810 along with a copy of the court or administrative order to NFC. NFC will forward all the appropriate documentation to the FEHB carrier identifying the family members being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Submit Form AD-343 to NFC for processing of the retroactive FEHB personal action indicating:

- The enrollment is retroactive to the beginning of the pay period that includes the effective date, but no further back than 2 years.

- The total adjustment amount due.
- The collection frequency for the amount due (e.g., one-time payment or per payment each pay period).

Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage that action has been taken to ensure the child/children is covered.

If the employee is not enrolled in an FEHB health plan that provides full benefits in the location where the child/children live, notify the individual that a court of administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to enroll in a health plan or provide documentation that he/she has other health benefits for the child/children. If the individual does not enroll in a plan or provide documentation of coverage, enroll the child/children in the basic Option of the Blue cross/Blue Shield Service Benefit Plan (enrollment Code 112, Self and Family). Complete an SF-2809 with remarks to identify that the employee is being enrolled for FEHB self and family coverage under P.L. 106-394. The effective date of the coverage is the first day of the pay period following the one in which the SF-2809 along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify each family member being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage that action has been taken to ensure the child/children is covered.

Non-Federal Health Benefits

Agencies that employ non-Federal employees who are eligible for FEHB coverage, should review P.L. 106-394 to determine the impact on their employees.

This section contains the following topic:

Verifying Non-Federal Health Benefit Data

Verifying Non-Federal Health Benefit Data

Use the following resources to verify data on Document Type 101:

- IRIS Program IR115, Health Benefits.
- The Listing of Personnel Error Messages Report listed as Document Type 101.
- TMGT Tables:
 - 080, PACS Payee Address
 - 085, Non-Federal Health Benefit Rates
- Statement of Earnings and Leave (AD-334) and EARN.

Employee In-Pay Status

When an employee under a court or administrative order to provide FEHB coverage for his/her child/children is in non-pay status, he/she must either make direct premium payments or incur a debt to the Federal Government to be repaid when he/she returns to pay status.

Note: This applies only during the first year in non-pay status. Coverage terminates after 365 days in non-pay status, even for employees subject to a court or administrative order. For additional information, see 5CFR890.502(b).

Termination By Carrier

When an individual under court or administrative order is to provide FEHB coverage for his/her child/children has FEHB coverage terminated by a FEHB carrier, it is the responsibility of the employee's personnel office to ensure that the individual continues to provide self and family FEHB coverage under an alternative plan.

Restricted Enrollment Changes

During open season or when there is an event allowing an enrollment change, employees who are under court or administrative order are restricted as to the type of enrollment changes they may select while enrolled in FEHB. An employee who is under court or administrative order can change to a different fee for service plan or an HMO that provides full benefits where the child/children live. However, the employee cannot cancel enrollment, change to self only, or change to an HMO that doesn't provide coverage in the area where the child/children are eligible under FEHB. This applies whether the employee enrolled voluntarily or involuntarily. If an SF-2809 is received making such an enrollment change, do not process it. If the SF-2809 is processed by mistake, a corrective action must be processed immediately even retroactively, if applicable. Notify the employee that he/she cannot make the change and that the existing self and family will remain in effect.

Exceptions To Restricted Enrollment Changes

The following exceptions are allowed for enrollment changes when an employee is under a court or administrative order.

- For employees who participate in the Hb-Premium Conversion (HB-PC), if a court or administrative order states that the FEHB coverage for the child/children must continue until a specific age below 22, an employee may cancel coverage or change to Self-Only (1) within 60 days after the date of the last child turned 22, regardless of what the court order or administrative order says (FEHB provides coverage until age 22); or (2) during the open season after the last child reached the age stated in the court or administrative order.
- For employee who waived HB-PC, the cancellation of coverage or change to Self-Only may occur any time after the last child reaches the age specified in the court or administrative order or age 22.

- When a court or administrative order states that health coverage for the child/children must continue over age 22, the employee must provide proof of health benefits coverage either Temporary Continuation of coverage (TCC) or a private health plan. A child/children cannot be covered by FEHB beyond age 22, regardless of what the court or administrative order states unless the child/children meet the requirements for being incapable of self-support.

FEHB Coverage Codes

FEHB coverage codes are used when processing actions to identify the employee's eligibility for participation in the FEHB program, and if eligible, whether they are participating. The following new FEHB coverage codes will be used to process FEHB personnel actions for employees who are required by a court or administrative order to provide health benefits coverage for their contributions:

- 6 - Court Order - Enrolled
- 7 - Court Ordered - Eligible-Pending Family Coverage
- 8 - Court Ordered - Self-Only - Pending Family Coverage

Nature Of Action Code/Authority Codes

For a Data change action, NOAC916, Court Ordered FEHB Change, is used to indicate changes to court or administratively ordered FEHB changes.

The following authority codes are used with NOAC916.

- **BEG** - The Beginning Effective Date authority should be used to reflect that an FEHB court-ordered action is in effect for the employee.
- **END** - the Ending Effective Date authority should be used to reflect that an FEHB court-ordered action is no longer in effect for an employee.

Remarks Codes

The following remark codes will be system-generated automatically with NOAC916 for processing court or administratively ordered FEHB actions:

- **FE1** - FEHB Family Coverage REquired By P.L. 106-394.
- **FE2** - Employee FEHB Coverage is No Longer Subject To P.L. 105-394.

The messages for Remarks Codes FE1 and FE2 will be reflected on Form SF-50B, Notification of Personnel Action, when a court or administratively ordered action is processed.

Premium Conversion

Most employees whose agency has an Approved Adoption Agreement with OPM are eligible to have their FEHB premiums paid under the premium conversion plan. Reemployed annuitants enrolled in the FEHB will automatically participate in the premium conversion, provided they are employed:

- In a position that conveys FEHB eligibility; and
- by an agency covered by premium conversion.

Participation in the health Benefits Premium Conversion Plan (HB-PC) is automatic unless an employee chooses to waive coverage. The part of an employee's salary that is deducted for health insurance premiums is non-taxable. As a result, health benefits premiums are not subject to Federal income, Medicare, or Social Security taxes. In most cases, state and local taxes are also not applicable.

Agencies must deduct FEHB premiums on a pre-tax basis from the pay of these individuals unless they waive participation in premium conversion. health Benefits Premium conversion has no effect on the:

- Amount on an employee's health insurance premiums.
- Amount of Government's share towards the FEHB premium on behalf of any employee.
- Base pay for retirement, life insurance and/or Thrift Savings Plan purposes.

Changes in participation in premium conversion may be affected during the annual FEHB open enrollment period in conjunction with a qualifying life event.

Qualifying life events include:

- Change in Family Status (e.g., birth/death of child, foster, adoption, child ages up, etc.)
- Change in Legal Martial Status (e.g., married, divorce, annulled, legal separation death)
- Loss of Other Coverage (e.g., termination, cancelation, change to self only, FEHB plan closes out, loss of coverage from spouse's health insurance)
- Other (e.g., coverage under spouse's health insurance and they have a different open season that affects your coverage, employee in an HMO that moves to a non-covered area, cost of health insurance under spouse's non-federal health increases significantly, (i.e.,20%) when you become eligible for Medicare).

Open Season

FEHB open search occurs annually. New enrollments and changes for the open season are effective the first pay period of the calendar year. All open season data should be entered as early as possible. The data will be retained in the future file until processing begins for the designated pay period.

If an employee plans to retire and requests an open season change on or before the effective date for an open season enrollment period, do not enter the health benefits data in the PPS; include the SF-2809 with the employee's retirement package. The employee should complete the SF-2809 but the agency certifying office should only initial and data Part G to show timely submission. The name of the agency and the signature of its certifying officer should not appear on the SF-2809. OPM uses the SF-2809 to complete the processing of the employee's retirement request. Also include a memorandum with the retirement package to verify the employee's eligibility to transfer health benefits coverage from the PPS to OPM.

New Transfer Enrollments

Certain temporary employees are eligible to participate in the FEHB program. Agencies must verify the employee's eligibility for FEHB coverage. The PPS produces Report AE037U4, Temporary

Employees-FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply eligible employees with the Enrollment Information Guide and Plan Comparison Chart, RI 70-5, and the SF-2809. To verify the FEHB-Temp-Scd recorded in the database, use IRIS Program IR115. If the FEHB effective data requires an adjustment, complete the FEHB-TEMP-SCD field on the Multi Element Update document.

When a new employee entered on duty in the middle of the biweekly pay cycle from another Federal department having a different biweekly pay cycle, the employee is not charged for benefits from both departments. The PPS automatically adjusts the employee's FEHB on a prorated basis based on the effective date. The cost for part-time career employees is also prorated depending on agency regulations. If an employee has a dual appointment, both agencies contribute to the cost of FEHB.

If the effective date of the SF-2809 is prior to the effective date of the processing pay period and the employee is not currently enrolled, the uncollected premiums can be paid in a lump sum in one pay period or prorated. the "Retro collection by NFC" field is used to indicate the choice of payment.

Premiums During Non-Pay Status

There are two cases when employees on LWOP should not be billed for health benefits premiums.

- LWOP pending approval of the OWCP claim, and the application is approved. When entering the personnel action for OWCP use NOAC 460, LWOP NTE, Authority Code Q3K. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **7** (OWCP-LWOP) on IRIS Program IR102, Dates & Misc. Salary/Personnel Data.
- LWOP pending OPM approval of disability retirement and the application is approved. When entering the personnel action for preliminary disability retirement, use NOA 976, Preliminary Disability Retirement and Remark Code 211, LWOP Pending Approval of Disability. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **8** (LWOP Pending Approval Of Disability Retirement Application) on IRIS Program IR102, Dates & Misc Sal/Pers Data.

FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP pending OWCP.

Note: When FEHB coverage is canceled due to 36 days of LWOP status, the FEHB coverage code changes to **5** (canceled) after the personnel action is processed and the employee is automatically billed.

If a personnel action was processed for LWOP in excess of 30 days, timekeepers should not transmit a T&A after 30 days. A bill is generated for the health benefits premiums if T&A's are transmitted.

If an employee in non-pay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed. When the employee returns to duty, either the entire amount may be automatically deducted each pay period, until the debt is repaid. For more information, see Title I, Chapter 11, Nonautomated Processing, and Employee Indebtedness.

If an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If this amount is insufficient, it will be considered indebtedness due to the

United States. Recovery of the funds is made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government. For more information, see Title I, Chapter 8, Special Payroll Processing System (SPPS).

System-Generated SF-2810

Information on the SF-2810 should not be entered in the PPS under certain conditions. The PPS generates the SF-2810 when one of the following personnel actions is processed. The carrier copy is sent to the carrier.

- Separation (except termination due to non-pay status for 365 consecutive days). The personnel action separating the employee will cancel the FEHB coverage.
- Death
- Retirement
- Name Change (enter NOAC 780, Name Change From) to change the employee's name in the database.
- Transfer Out (except to OWCP)

Before Entering the FEHB Data

Employees have up to 31 days from their entry on duty date to either enroll in a plan or waive enrollment. code the personnel action as follows with the applicable FEHB code to begin deductions, waive election, or cancel prior coverage.

Enter **4** (Eligible Pending) in the FEHB Coverage field of the personnel action before the FEHB enrollment document is entered. After the personnel action and the FEHB document successfully process, withholdings from the employee's salary begin and the system generates a **1** (enrolled) in the FEHB Coverage Code field on the IRIS Program IR115.

Enrollment Code **1** cannot be entered on a personnel action nor can it be changed to **4**.

CULPRPT Report P0059, Employees With FEHB Eligibility Pending, lists employee with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment. Personnel offices should run this report each pay period and remind employees to register before the end of the 31 day of the eligibility period. AEC037U4, Temporary Employees FEHB Coverage Eligibility, lists employees who will become eligible to participate in FEHB in two pay period.

New Enrollment

This section will show how to enter an employee's Health Benefits (FEHB) Registration Form SF-2809.

Note: Before the FEHB enrollment data can be entered in this module; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible-Pending) in the Benefits Data of the *EmpowHR* "PAR" module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

Entering Health Benefits

To enter Health Benefits data:

1. Select the **Payroll Documents** menu group.
2. Select the **Health Benefits** component. The Find An Existing Value tab - Health Benefit page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances. Enter the applicable search criteria.
3. Click **Search**. The Elections tab - Health Benefits page (**Figure 16**) is displayed.

Elections **Dependents**
[View All PRES Errors](#)

JOHN DOE EmplID: XXXXXX Rcd# 0 SSN XXXXXXXXXX

Health Benefits Find | View All First 1 of 2 Last

*Effective Date: 03/11/2012 Pay Period: 06 Date Entered: 03/19/2012

User ID: XXXXXX Transaction Status: NotApplied

Sent To Insurance Carrier Override Code

[View Document Tracking](#) [View Current SING Errors](#)

Plan Information

Benefit Plan: 104

Coverage Code: 4 Self Only

Transaction Information

Transaction Code: TransferIn [Remarks](#)

Event Code: Other

Employee Daytime Phone Number: 0000000000

Other Insurance Information

Medicare A Medicare B Medicare D Tricare

Private Insurance Name:

Policy Number

Date Document Signed: 01/01/1900

Event Change Code: Office Received Date: 01/01/1900

Personnel Contact

Name: TEST, MARY

*First MARY Middle *Last TEST Suffix

Authorized Agency Phone Number: 0000000000 Personnel Office Phone Number: 0000000000

Retro collection by NFC Pre-Tax FEHB Premium Temp Employee Pay Full Premium: No

Save
View Worklist
Previous in Worklist
Next in Worklist
Notify

Elections | [Dependents](#)

Figure 16. Elections tab - Health Benefits page

4. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the EmplID used in the search criteria.
Rcd#	This field is the number of records for the employee. This field is populated.

Health Benefits	
*Effective Date	This field is the date on which a table record becomes effective; the date that an action begins. This data also determines when the user can view and/or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period of the effective date.
Date Entered	This field is populated with the date entered.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
Plan Information	
Benefit Plan	Enter the applicable information.
Coverage Code	This field is populated from the benefit plan entered.
Transaction Information	
*Transaction Code	Select the applicable information from the drop-down list. The valid values are as follows: Cancel Change N Enrollment Pre-Tax Ch Reinstate Term 365 Term Carr Tnsferin Transfer OU Waived
Event Code	Select the applicable information from the drop-down list. The valid values are as follows: Correction New Enrollment Open Season Other Reinstatement
Married?	Check the box if applicable.
Employee Daytime Phone Number	Enter the individual's daytime telephone number.
Other Insurance Information	

Medicare A	Check the box if applicable.
Medicare B	Check the box if applicable.
Medicare C	Check the box if applicable.
TRICARE	Check the box if applicable.
Private Insurance Name	Enter the applicable information.
Policy Number	Enter the applicable information.
Event Date	Enter the date or select a date from the calendar icon.
Date Document Signed	Enter the date or select a date from the calendar icon.
Event Change Code	Enter the applicable information or select data by clicking the search icon.
Personnel Contact	
Name: First	Enter the first name of the personnel contact.
Name: Middle	Enter the middle name of the personnel contact if applicable.
Name: Last	Enter the last name of the personnel contact.
Name: Suffix	Select the suffix from the drop-down list if applicable.
Authorized Agency Phone Number	Enter the applicable telephone number.
Personnel Office Phone Number	Enter the personnel office telephone number.
Retro Collection By NFC	Check the box if applicable.
Pre-Tax FEHB Premium	This field defaults to Yes Uncheck the box if the response should be No .
Temp Employee Pay Full Premium	Select the applicable information from the drop-down list. The valid values are Yes and No .

5. Select the **Dependents** tab - Health Benefits page. The Dependents tab - Health Benefits page (**Figure 17**) is displayed. Dependent information is required each time a transaction is processed.

Elections
Dependents

JOHN DOE EmplID: XXXXXX Rcd# 0 SSN XXX-XX-XXXX

Coverage

Effective Date: 05/23/2010 Date Entered: 05/24/2010

User ID: XXXXXX Transaction Status: Applied

Benefit Plan: 455

Coverage Code: Self+Family

Dependents Find | View All First 1 of 2 Last

Name

'First Middle 'Last Suffix

National ID (SSNO) 'Date of Birth Relationship 'Gender

Address Information

Address 1

Address 2

Address 3

City

Foreign Address Indicator

Coverage Information

Medicare A Medicare B Medicare D Tricare

Private Insurance Name

Policy Number

Save
Return to Search
Previous in List
Next in List
Notify

[Elections](#) | [Dependents](#)

Figure 17. Dependents tab - Health Benefits page

6. Complete the fields as follows:

Name	This field is populated from the EmplID.
EmplID	This field is populated from the EmplID used in the search criteria.
Rcd#	This field is the number of records for the employee. This field is populated.
Health Benefits	

*Effective Date	This field is the date on which a table record becomes effective; the date that an action begins. This data also determines when the user can view and/or change information. Enter a date or select a date from the calendar icon.
Pay Period	This field is populated with the pay period of the effective date.
Date Entered	This field is populated with the date entered.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Plan Information	
Benefit Plan	This field is populated from the Elections tab - Health Benefits page (Figure 16).
Coverage Code	This field is populated from the Elections tab - Health Benefits page (Figure 16).
Personnel Contact	
Name: First	Enter the first name of the dependent.
Name: Middle	Enter the middle name of the dependent if applicable.
Name: Last	Enter the last name of the dependent.
National ID (SSO)	Enter the applicable social security number.
*Birthdate	Enter the applicable birthdate of the dependent or select a date from the calendar icon.
Relationship	Select the applicable information from the drop-down list. The valid values are as follows: Adopted Ch Child < 22 Child > 22 Foster Ch Spouse Stepchild
*Gender	Select the applicable the gender from the drop-down list. The valid values are Male , Female , and Unknown .
Address 1	This field allows for free flow text that describes the street number, apartment number, and other address information. Enter the street address.
Address 2	This field allows for free flow text that describes the street number, apartment number, and other address information. Enter the applicable street address.
Address 3	This field allows for free flow text that describes the street number, apartment number, and other address information. Enter the applicable street address.

City	Enter the name of the city, state, and zip code fro the address.
Foreign Address Indicator	Check the box if the address is in a foreign country.
Medicare A	Check the box if applicable.
Medicare B	Check the box if applicable.
Medicare C	Check the box if applicable.
TRICARE	Check the box if applicable.
Private Insurance Name	Enter the applicable information.
Policy Number	Enter the applicable information.

7. Click **Save**.
8. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Change In FEHB Enrollment

This section will show how to change an employee’s Health Benefits (FEHB) Registration Form (SF-2809)

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

To change a FEHB enrollment::

1. Select the **Payroll Documents** menu group.

2. Select the **Health Benefits** component. The Find An Existing Value tab - Health Benefit page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances. Enter the applicable search criteria.
3. Click **Search**. The Election tab - Health Benefits page (**Figure 16**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab -Health Benefits page (**Figure 17**).
4. Click **Save**.
5. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Cancel FEHB Enrollment

This section will explain how to cancel a FEHB enrollment.

To cancel a FEHB enrollment:

1. Select the **Payroll Documents** menu group.
2. Select the **Health Benefits** component. The Find An Existing Value tab - Health Benefit page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances. Enter the applicable search criteria.
3. Click **Search**. The Election tab - Health Benefits page (**Figure 16**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab -Health Benefits page (**Figure 17**).
4. Complete the fields as follows:

Event Change Code	Enter the applicable event code.
Transaction Code	Change the transaction code to Cancel1 .

5. Click the **Remarks** link. The Reviewer Comment page (**Figure 18**) is displayed.

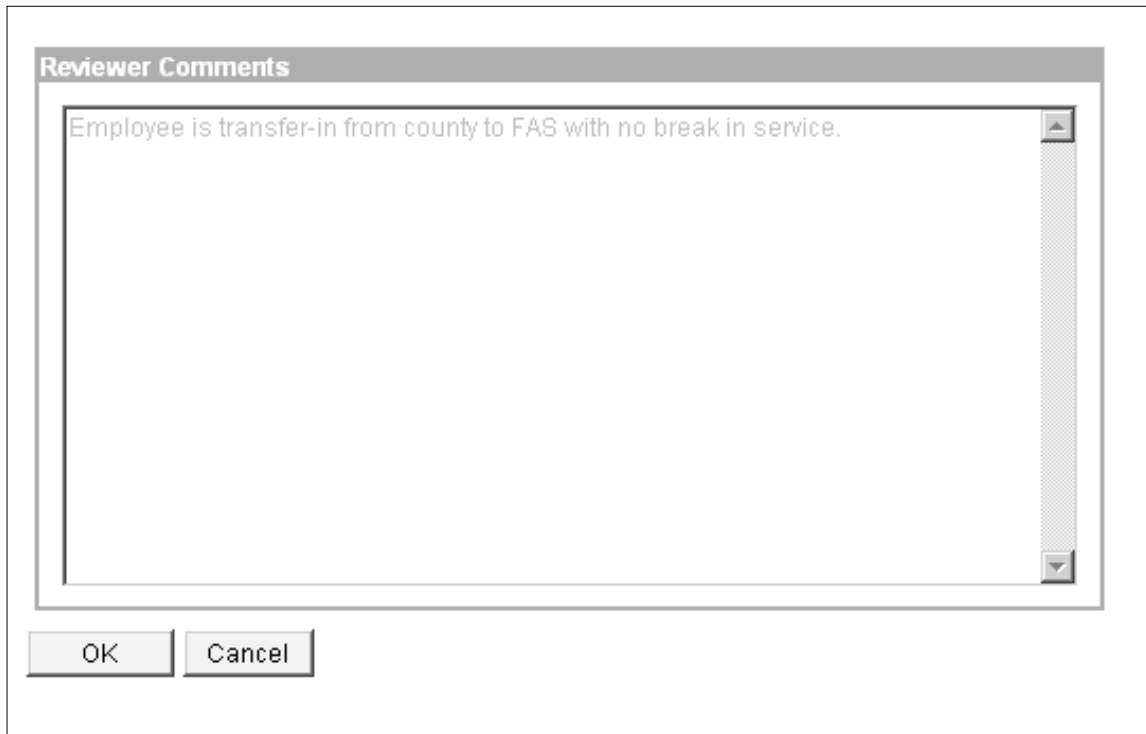


Figure 18. Reviewer Comments page

6. Enter the comments.
7. Click **OK**. The Election tab - Health Benefits page (**Figure 16**) is displayed.
OR
Click **Cancel**. The Election tab - Health Benefits page (**Figure 16**) is displayed.
8. Click **Save**.
9. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying SF-2809 Data

Use the following resources to verify data on Document Type 180:

- IRIS Program IR115, Health Benefits.
- The Listing of Personnel Error Messages Report listed as Document Type 180.
- TMGT Tables:.

- 012, Health Benefits Rates
- 015, State code and Zip Range.
- Statement of Earnings and Leave (AD-334) and EARN.

Leave Data Transferred

Leave data is transferred in accordance with Federal regulations to record an employee's leave record when the employee separates and is rehired. The form SF-1150, Record Of Leave Data, is used to credit the employee's leave account for annual and/or sick leave, and non-pay status. The SF-1150 is processed (in conjunction with the accession action to enter leave data when an employee transfers into the PPS from a department not serviced by NFC or from one department to another department in the PPS. the gaining department enters the data to transfer the leave data into the PPS when an employee is rehired and has leave that is creditable.

Before beginning, the following information is needed:

- SF-1150

This section contains the following topics:

[Entering Leave Data Transferred](#)

[Verifying Transferred Leave Data](#)

Entering Leave Data Transferred

To enter Leave Data Transferred data:

1. Select the **Payroll Documents** menu group.
2. Select the **Leave Data Transferred** component. The Find An Existing Value tab - Leave Data Transferred page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances.
3. Enter the applicable search criteria.
4. Click **Search**. The Leave Data Transferred page (**Figure 19**) is displayed.

Date Entered	This field is populated with the date entered.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Summary of Annual and Sick Leave	
Prior Leave Balance/Annual Leave	Enter the prior year annual leave balance(s).
Credit?	If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.
Prior Leave Balance/Sick Leave	Enter the prior year sick leave balance(s). If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.
Credit?	If the prior leave balance is negative, check the Credit box, To cancel the credit, check the box again.
Current Leave Earned/Annual Leave	Enter the number of annual leave hours earned during the current leave year.
Current Leave Earned/Sick Leave	Enter the number of hours earned during the current leave year.
Reduction In Credits/Annual Hours	Enter the number of hours the annual leave is to be reduced.
Reduction In Credits/Sick Hours	Enter the number of hours the sick leave is to be reduced.
Current Year Leave Taken/Annual	Enter the total number of annual leave hours used during the current leave year.
Current Year Leave Taken/Sick	Enter the total number of sock leave hours used during the current leave year.
Leave Transferred/Annual Hours	Enter the number of annual hours transferred.
Credit?	If the leave transferred is a negative balance, the system generates a checkmark.
Leave Transferred/Sick Hours	Enter the number of sick hours transferred.
Credit?	Check the sick credit box for sick hours transferred if applicable.
Leave Without Pay Or furlough During Leave Year	Enter the number of LWOP or furlough hours during the leave year.
Since Last WGI	Nonpay status recorded since the last WGI.

AWOL Or Suspension Since Last WGI	Enter the applicable information.
Military Leave Days Taken This Leave Year	Enter the number of days of military leave used during the current leave year.
Commencing Date Of WGI Wait Period	Enter the applicable date or select a date from the calendar icon.
AWOL Or Suspension During Current Leave Year	Enter the applicable information.
Ending Date Of Lump Sum Leave	Enter the date the lump sum payment carried through.

6. Click **Save**.
7. Click **OK**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Previous In List	To view and/or change the previous record.
Click Next In List	To view and/or change the next record.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Transferred Leave Data

Use the following resources to verify data on Document Type 160:

- IRIS Program IR133, Separated Leave
- IRIS Program IR136, Annual/Sick Leave
- IRIS Program IR137, Severance/Lump Sum Payment
- IRIS Program IR138, Other Leave
- IRIS Program IR140, Non-Pay Leave
- The Listing of Personnel Error Messages Report listed as Document Type 160.
- Statement of Earnings and Leave (AD-334) and EARN.

Lump Sum Leave Payments

A final lump sum payment is normally processed when an employee separates from Federal service. Under certain conditions a lump sum payment can be made when NOAC 352, Termination Appointment-In, is processed.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain their annual leave to their credit.
- Employees who transfer to positions not under a leave system to which annual leave may be transferred.
- PT/FT employees who change to an intermittent work schedule.
- Intermittent employees for whom there have not been established regular tours of duty during each administrative workweek.
- Temporary employees engaged in construction work at hourly rates
- Employees of the Senate or House of Representatives.
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests.

A lump sum is not payable to an employee who transfers to a position to which his/her annual leave is transferable, or to a student trainee employed continuously with intermittent duty status between full-time or part-time tours of duty.

The lump sum payment to which an employee is entitled is equal to the pay that would have been received had the employee remained in service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at the time which would have affected pay had the employee remained in service for the period covered by the leave. In some cases this may result in the lump sum being paid at a dual rate. If the employee is indebted to the Government at the time of separation and the final salary is insufficient to recover the debt, the annual of compensatory leave payment (or other payable leave) will be offset to collect for the indebtedness.

This section will show how to enter data to pay an employee separated from the Federal service a lump sum for accumulated and current accrued annual leave.

Before beginning, the following information is needed:

- Form AD-581, Lump Sum Leave Compensatory Time Payments (verify all data provided by the employee)
- Annual/Sick Leave
- Statement of Earnings and Leave

This section contains the following topics:

[Entering Lump Sum Leave Payments](#)

[Verifying Lump Sum Leave Data](#)

Name	This field is populated from the search criteria entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is populated with the number of records for the employee.
Lump Sum Leave Payments	
*Effective Date	This field is populated with the date of the current pay period. To change the date, select a date by clicking the calendar icon. This date represents the date on which the table row becomes effective; the date that an action begins. This date also determines when to view or change information.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated with the date the action was entered.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress . The transaction status will change when the transaction is saved in SINQ or resent to NFC.
Payment Information	
Payment Type	Select the payment type from the drop-down list. The valid values are Final for a final lump sum payment for an employee separating from Federal service (the separation action must be entered to pay a final payment; or Interim if an interim lump sum payment is being entered for an employee who is not separating but must be paid the lump sum payment due to regulation and/or policy. A separation action should not be processed for an interim payment.
*Date Of Separation	Enter a date of select a date from the calendar icon. This date must match the separation date on the PAR action.
*Flat Tax Rate	This field defaults to No , do not pay flat tax rate, pay at the database withholding rate. If No is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based on the 27 percent withholding rate, select Yes from the drop-down list.
*Minus Sick Leave	If the employee is indebted for sick leave that is forgiven, select Forgiven from the drop-down list. If the employee is indebted and the sick leave is not forgiven and the debt must be paid, select Not Applicable . The sick leave balance on the database must be negative hours. If a sick leave indebtedness does not exist, do not make a selection.
*Pay COLA	If applicable, select COLA information from the drop-down list. Foreign Post Differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized but the system cannot pay it automatically. Must submit an SPPS request for payment. The valid values are as follows: COLA - Pay Cola Only COLA & Post Differential - Pay Non-Foreign Post Differential Only No - Do Not Pay COLA Or Post Differential Post Differential - Pay Both Non-Foreign Post Differential and COLA

*Pay AUO	Select Yes from the drop-down list if the employee is eligible for administratively uncontrollable overtime (AUO); Select No from the drop-down list if the employee is ineligible for AUO.
Wage Employee Shift Rate Hours	
1st	Enter the first shift rate hours for an FWS employee.
2nd	Enter the second shift rate hours for an FWS employee.
3rd	Enter the third shift rate hours for an FWS employee.
VAR	Enter the VAR rate for an FWS employee.
Dates Lump Sum Payment Carries Through	
A/L Restored Date	Enter the date the restored annual leave carries through or select a date from the calendar icon. A restored annual leave balance must exist on the database.
A/L Within Ceiling Date	Enter the date the annual leave within ceiling carries through or select a date from the calendar icon.
A/L Above Ceiling Date	Enter the date the annual leave above ceiling carries through or select a date from the calendar icon.
Hours Applicable To Last Day	Enter the number of hours that are applicable to the last day of the lump sum payment.
Total Hours To Be Paid	Enter the total number of hours to be paid. The hours must agree with the hours on the database.
Date Lump Sum Paymnt Per Start	Enter the start date of the lump sum payment or select a date from the calendar icon.
LSP Leave Recred Hours	Enter the applicable hours.
Date Lump Sum Paymnt Per End	Enter the end date of the lump sum leave payment or select a date from the calendar icon.
LSP Unexpected Annual LV Hours	Enter the number of hours of annual leave in the employee's lump sum payment for annual leave that is subject to refund to the employing agency. This leave will be credited to the employee's annual leave account. This does not include any restored annual leave hours.
Date Lump Sum Paymnt Hourly RT	Enter the start date for the hourly rate used to determine the lump sum leave payment. There may be multiple rates for a lump sum payment if the employee's pay is subject to pay adjustment during the lump sum period. Exclude any restored annual leave used for projecting any refund that the employee could potentially owe.
LSP Unexpected LV Rate Amount	Enter the hourly rate associated with the unexpected portion of leave. There may be multiple rates for a lump sum payment if the employee's pay is subject of pay adjustments during the lump sum period.
Date LSP Total Lv Per End	Enter the projected end date or select a date from the calendar icon for a period of lump sum leave payment, including any restored annual leave, used toward projecting the total lump sum payment amount.

Lump Sum Pmt Refund Amount	Enter the amount the employee must pay to the employing agency for every hour of expired leave.
LSP Annual Leave Hours Paid	Enter the number of hours of restored annual leave paid in a lump sum payment to an employee upon separation.

6. Click **Save** to save the transaction.
7. Click **OK** on the pop up. At this point, the following options are available:

Step	Description
Click Return To Search	To Search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Lump Sum Leave Data

To verify Lump Sum Leave Data:

Use the following resources to verify data on Document Type 054:

- IRIS Program IR136, Annual/Sick Leave
- The Listing of Personnel Error Messages Report listed as Document Type 054.
- Statement of Earnings and Leave (AD-334) and EARN.

Master File Change

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and benefit eligibilities of an employee.

This section will show how to update certain data elements in the NFC Payroll/Personnel database (e.g., WGI due code).

Note: There are currently 36 Master File Update Actions that can be performed with this module. Multiple fields can be processed. A new row is required per field. Click the + to add a new row.

This section contains the following topics:

[Entering A Master File Change](#)

[Verifying Master File Change Data](#)

Entering A Master File Change

To enter a Master File Change:

1. Select the **Payroll Documents** menu group.
2. Select the **Master File Change** component. The Find An Existing Value tab - Master File Change page is displayed. The information on this page allows the user to locate and existing employee in order to enter or change the Master File.
3. Enter the search criteria.
4. Click **Search**. The Master File Change page (**Figure 21**) is displayed.

<p>*Field To Be Updated</p>	<p>Enter the field to be updated or select a field by clicking the search icon. Once the field to be updated is selected, the narrative for the code will appear next to the code.</p> <p>Valid values are:</p> <p>Cum-Retire-Deducts-Conv. Type the 9-position numeric monetary amount to identify the amount of retirement deductions an employee had prior to being paid by PPS. This field only updates the Retirement Deductions This Appointment field on the Statement of Earnings and Leave; it does not update the SF2806/SF3100A, Individual Retirement Record. (For example: 000005000 for \$50.00 or 000005050 for \$50.50)</p> <p>OASDI-Deductions-YTD Type the 7-position numeric monetary amount to identify the amount of year-to-date social security deductions. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. (For example: 0004000 for \$40.00 or 0004040 for \$40.40)</p> <p>OASDI-Wages-YTD Type the 9-position numeric monetary amount to identify the amount of year-to-date social security wages. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. (For example: 000006000 for \$60.00 or 000006060 for \$60.60)</p> <p>Int-Days-Wkd-Last WGI Type the 3-position numeric amount to identify the number of intermittent days worked since the last WGI. (For example: 300 for 300 days for 030 for 30 days)</p> <p>Int-Days-Wkd-This-Appt Type the 4-position numeric amount to identify the number of intermittent days worked during the current appointment (For example: 6000 for 6000 days or 0060 for 60 days)</p> <p>Int-PD-Days-To-Car-Tenure Type the 3-position numeric amount to identify the number of intermittent elapsed calendar days toward conversion to career tenure. (For example: 300 for 300 days or 030 for 30 days)</p> <p>Int-Days-Wkd-Cal-Yr-SCD Type the 3-position numeric amount to identify the number of days worked while serving an intermittent work schedule during the calendar year appointment. (For example: 300 days or 030 for 30 days)</p> <p>Int-Elapsed-Cal-Days-SCD Type the 4-position numeric amount to identify the number of intermittent elapsed calendar days toward the service computation date for leave, retirement, RIF and TSP.</p> <p>Int-Elapse-Cal-Days-WGI Type the 4-position numeric amount to identify the number of calendar days that have elapsed while serving in an intermittent work schedule and in a waiting period for a pay increase. (For example: 6000 for 6000 days or 0060 for 60 days)</p> <p>Int-Elapse-Cal-Days-Car-TN Type the 4-position numeric amount to identify the number of intermittent elapsed calendar days towards conversion to career tenure. (For example: 6000 for 6000 days or 0060 for 60 days)</p> <p>Int-Days-Wkd-While-On-Rolls Type the 5-position numeric amount to identify the number of days worked while employees by the department.</p> <p>Int-Elapse-Cal-Days-Prob Type the 4-position numeric amount to identify the number of calendar days that have elapsed during an intermittent work schedule for an appointment that is subject to a 1-year probationary or trial period. (For example: 6000 for 6000 days or 0060 for 60 days)</p>
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	<p>Int-Days-Wkd-Prob-Period Type the 3-position numeric amount to identify the number of intermittent days worked while serving an intermittent work schedule for an appointment that was subject to a one year probationary or trail period. (For example: 300 for 300 days or 030 for 30 days)</p> <p>Separation-Final-TA-Rcvd Type the 1-position alpha indicator. Valid values are Y (yes-final T&A submitted) and N (no-no final T&A submitted).</p> <p>WGI-Due-Code Type the 1-position numeric amount to identify that the final T&A is processed for an employee in separated status. Valid values are 0 (no WGI due) and 1 (WGI due).</p> <p>No-Pay-Due-Indicator Type the 1-position alpha indicator. The valid values is y (no pay due).</p> <p>W-4-Controlled-by-IRS Type the 1-position alpha indicator. Valid values are Y (yes) and N (no).</p> <p>Critical-Element-Indicator Type the 1-position numeric amount to identify if the performance appraisal is used to control the granting of a WGI. Valid values are 1 (eligible for pay increase/WGI); 2 (composite rating less than 3.0); 3 (critical element less than 3.0); and 4 (composite rating and critical element less than 3.0).</p> <p>Perf-Evaluation-Rating-Code Type the 2 positions that identify the employee's performance evaluation rating received during the current rating period.</p> <p>Perf-Evaluation-Pay-Period Type the 2-position pay period number to identify the pay period in which the employee's performance evaluation is prepared.</p> <p>Perf-Evaluation-Year Type the 2-position number to identify the year in which the employee's performance evaluation is prepared.</p> <p>Hosp-Ins-Tax-Wages-YTD Type the 9-position number to identify the monetary amount of year-to-date Medicare wages. (For example: 000006000 for \$60.00 or 000006060 for \$60.60)</p> <p>Hosp-Ins-Tax-Deduct-YTD Type the 7-position number to identify the monetary amount of year-to-date Medicare deductions. (For example: 0004000 for \$40.00 or 0004040 for \$40.40)</p> <p>FEHB-Part-Time-Coverage-Cd Type the 1-position number to identify the portion of FEHB paid by the employee. Valid values are: 0 (not applicable); 1 (prorated based on tour of duty); 2 (part-time employee paying as a full-time employee); and 3 (temporary employee paying both the employee and agency contribution).</p> <p>Appnt-NOA/1st-Auth/2nd-Auth Type the 9-position alphanumeric value to identify the appointment nature of action code and first and second authority codes. This field is only used to correct the current appointing authority on the original personnel action. For those appointments without authority code(s), type the NOAC only. The new data supersedes the data currently in PPS. Valid values are: positions 1–3=NOAC; positions 4–6=appointment authority (first) code; positions 7–9=appointment authority (second) code. (For example: NOAC 101 with appointing authority BWA as 101BWA000 or 101000000 when there are no authorities)</p> <p>CSRS-Prev-Cov-Ind Type the 1-position alpha indicator to identify the previous CSRS retirement coverage. Valid values are Y (yes employee covered) and N (no employee not covered).</p> <p>Perf-Penalty-Status Type the 1-position alpha indicator to identify when the employee is is a warning status. Valid values are Y (yes) and N (no).</p>
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	<p>Pay-ADJP-PP-Elapsed-Ctr Type the 1-position alpha indicator to identify when an employee is a warning status. Valid values are Y (yes) and N (no).</p> <p>Int-Hrs-Wkd-Lv-Ret-RIF Type the 3-position number to identify the number of pay periods that have elapsed since the first pay period that the employee was paid. (For example: 300 for 300 pay periods or 030 for 30 pay periods)</p> <p>Rt-YTD-Ret-Earnings Type the 8-position number to identify the monetary amount of year-to-date retirement earnings. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p> <p>TS-Deduction-YTD-Def Type the 8-position number to identify the monetary amount of year-to-date Thrift Savings Plan deductions. (For example: 0005000 for \$50.00 or 0005050 for \$50.50)</p> <p>TS-YTD-Thrift-Earnings Type the 8-position number to identify the monetary amount of year-to-date TSP earnings. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p> <p>County-Tax-YTD Type the 11-position alphanumeric value to identify the monetary amount of year-to-date county tax deductions for the current taxing authority. A county tax record must exist. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. Valid values: Position 1–2=State Code; Position 3–5=County Code; Position 6–11=YTD county tax deductions. (For example: 24003004000 for \$40.00 Maryland Anne Arundel County tax or 24003004040 for \$40.40 in the same county)</p> <p>City-Tax-YTD Type the 12-position alphanumeric value to identify the monetary amount of year-to-date city tax deductions for the current taxing authority. A city tax record must exist. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. Valid values: Position 1–2=State Code; Position 3–5=City Code; Position 7–12 YTD city tax deductions. (For example: 260065004000 for \$40.00 for Lansing Michigan City Tax or 260065004040 for \$40.40 in the same city)</p> <p>Earnings-Limitations-YTD Type the 8-position number to identify the monetary amount of compensation a non-executive level or SES employee has received up to the FEPCA imposed limit. This amount includes the employee base salary, awards, allowances, differentials, bonuses, or other similar payments. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p> <p>Premium-Pay-YTD Type the 8-position number to identify the monetary amount of premium pay the employee has received year to date. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p>
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	<p>Overpayment-Carryover-YTD Type the 8-position number to identify the monetary amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitations. This amount is carried to the next year so payment can be made to the employee in the first pay period in the calendar year. This field must be completed by new customers converting to PPS and when an employee transfers from one department to another within PPS. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p> <p>Date-Appt-Effective Type the 6-position numeric date to identify the appointment date. The date should be typed in YYMMDD format. (For example: 021205 for December 5, 2002)</p> <p>FERS-Prev-Cov-Ind Type the 1-position alpha indicator to identify the previous FERS retirement coverage. Valid values are Y (yes, employee covered) and N (no, employee not covered).</p> <p>Date-CBPO-Ret-SCD Type the 6-position numeric date to identify the CBPO retirement SCD. The date should be typed in YYMMDD format. (For example: 021205 for December 5, 2002)</p> <p>TSP-Deduction-YTD-Def-Catch-Up Type the 8-position number to identify the year-to-date amount of the TSP catch-up contributions. (For example: 00006000 for \$60.00 or 00006060 for \$60.60)</p> <p>TSP-Deduction-YTD-Def-Plan-SPCFC Type the 10-position alphanumeric value to identify the year-to-date monetary amount of various Federal and non-Federal plans such as TSP, 401(k), Roth, FITP, etc. It updates contributions and catch-up amounts both deferred and non-deferred. Valid values are: Position 1-2=plan to update and Position 3-8=amount to update. Valid values for Federal TSP plans are: 01 (FERS); 02 (CSRS); 03 (FERS-no agency contribution); and 06 (Federal TSP Catch-up). Valid values for non-Federal TSP plans are: 05 (non-Federal 401(k) catch-up) and 07 (non-Federal Roth 401(k) catch-up). (For example: 01000060000 for FERS with \$600.00 deductions)</p> <p>ERI-Ethnicity-Race-Indicator Type the 6-position alphanumeric value to identify the employee's ERI information. Valid values are available in TMGT Table 038. The value cannot be all zeroes (000000), but it can be all ones (111111).</p> <p>FEHB-Date-Eff</p> <p>FEGLI-Court-Order Type the 1-position alpha code to identify when there is a court order for FEGLI. Valid values are Y (yes, there is a court order) and N (no, there is no court order).</p> <p>FEGLI-Assignment-Ind Type the 1-position alpha code to identify when FEGLI is assigned. Valid values are Y (yes, FEGLI is assigned) and N (no, FEGLI is not assigned).</p> <p>Citizenship-Cntry-Cd The valid value for this field is spaces. This code indicates the employee's country of citizenship will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct code.</p>
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	<p>SVC-Obligation-Type-Cd1 The valid value for this field is spaces. This field indicates the reason for the employee's service obligation 1 will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct service obligation type 1.</p> <p>SVC-Obligation-Type-Cd2 The valid value for this field is spaces. This field indicates the reason for the employee's service obligation 2 will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct service obligation type 2.</p> <p>SVC-Obligation-Type-Cd3 The valid value for this field is spaces. This field indicates the reason for the employee's service obligation 3 will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct service obligation type 3.</p> <p>SVC-Obligation-Type-Cd4 The valid value for this field is spaces. This field indicates the reason for the employee's service obligation 4 will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct service obligation type 4.</p> <p>Correspondence-Region The valid value for this field is spaces. This field indicates that the correspondence region will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct correspondence region.</p> <p>Correspondence-Cntry-Cd The valid value for this field is spaces. This field indicates that the correspondence country code will be spaced out in IRIS Program IR119. The EHRI RSM document is used to process the correct correspondence country code.</p> <p>Military-Lost-Days The valid value for this field must be four zeroes (0000). This indicates the military lost days will be zeroed out in IRIS Program IR119. The EHRI RSM document is used to process the correct military lost days.</p> <p>Mil-Cred-SVC-No-Yrs The valid value for this field must be two zeroes (00). This indicates the Creditable Mil Serv Yr will be zeroed out in IRIS Program IR119. The EHRI RSM document is used to process the correct Mil-Cred-Svc-No-Yrs.</p> <p>Mil-Cred-SVC-No-Mos The valid value for this field must be two zeroes (00). This indicates the Creditable Mil Serv Mo will be zeroed out in IRIS Program IR119. The EHRI RSM document is used to process the correct Mil-Cred-Svc-No-Mos.</p> <p>Mil-Cred-SVC-No-Days The valid value for this field must be two zeroes (00). This indicates the Creditable Mil Serv Da will be zeroed out in IRIS Program IR119. The EHRI RSM document is used to process the correct Mil-Cred-Svc-No-Das.</p> <p>Handicap Code Type the 2-position numeric disability code.</p> <p>Gender Type the 2-position gender code. Valid values are M (male) and F (female).</p>
Validation Rules/Hints For Field Values	General rules will be shown in this field and may be enough to help you to enter data in the Not Applied and New Data field.
*New Data	Enter the applicable information.
*Action Code	Enter the applicable information or select data from the drop-down list. The valid values are Add , Replace , and Subtract .

7. Click **Save** to save the transaction.

8. Click **OK** on the pop-up. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an e-mail to the next individual in the workflow.

Verifying Master File Change Data

The following is an alphabetical list of the data elements that may be used to update the employee's database record(s) through the Master File Change Document. The IRIS Programs used to verify the data on Document Type 031 are as follows:

Data	IRIS Program
Appointment Nature Of Action, First And Second Authority	IRIS Program IR123, Personnel Supplements
City Tax Year-To-Date	IRIS Program IR106, City Tax
County Tax Deductions Year-To-Date	IRIS Program IR107, County Tax
Critical Element Indicator	IRIS Program IR107, County Tax
Cumulative Retirement Deductions	IRIS Program IR117, Retirement Data
Date-Appnt-Effective	IRIS Program IR102, Dates & Misc Sal/Pers Data
Earnings Limitation Year-To-Date	IRIS Program IR103, Salary YTD Data
Hospital Insurance Tax Deductions Year-To-Date	IRIS Program IR103, Salary YTD Data
Hospital Insurance Tax Wages Year-To-Date	IRIS Program IR103, Salary YTD Data
Intermittent Days Worked Last Within-Grade Increase	IRIS Program IR129, Intermittent
Intermittent Days Worked Calendar Year Service Computation Date	IRIS Program IR129, Intermittent
Intermittent Days Worked Probation Period	IRIS Program IR129, Intermittent
Intermittent Days Worked This Appointment	IRIS Program IR129, Intermittent
Intermittent Days Worked While On Rolls	IRIS Program IR129, Intermittent
Intermittent Elapsed Calendar Days Career Tenure	IRIS Program IR129, Intermittent
Intermittent Elapsed Calendar Days Probationary	IRIS Program IR129, Intermittent
Intermittent Elapsed Calendar Days In Service Computation Date	IRIS Program IR129, Intermittent
Intermittent Elapsed Calendar Days Within-Grade Increase	IRIS Program IR129, Intermittent
Intermittent Hours Worked Leave Retirement And Reduction In Force	IRIS Program IR129, Intermittent
Intermittent Paid Days Toward Career Tenure	IRIS Program IR129, Intermittent
Old Age Survivors And Disability Insurance Deductions Year-To-Date	IRIS Program IR103, Salary YTD Data
Old Age Survivors And Disability Wages Year-To-Date	IRIS Program IR103, Salary YTD Data

Data	IRIS Program
Overpayment Carryover Year-To-Date	IRIS Program IR103, Salary YTD Data
Payroll Adjustment Pay Period Elapsed Counter	IRIS Program IR123, Personnel Supplements
Performance Evaluation Pay Period	IRIS Program IR123, Personnel Supplements
Performance Evaluation Rating Code	IRIS Program IR304, Performance Evaluation Data
	IRIS Program IR313, SES Performance Data
Performance Evaluation Year	IRIS Program IR123, Personnel Supplements
Performance Penalty Status	IRIS Program IR123, Personnel Supplements
Premium Pay Year-To-Date	IRIS Program IR103, Salary YTD Data
Retirement Earnings Year-To-Date	IRIS Program IR117, Retirement Data
Separation Final T&A Received	IRIS Program IR132, Separation Information
Thrift Savings Plan Deductions Year-To-Date Deferred	IRIS Program IR118, Thrift Savings Data
Thrift Savings Plan Earnings Year-To-Date	IRIS Program IR118, Thrift Savings Data
Within-Grade Increase Due Code	IRIS Program IR123, Personnel Supplements

- The Listing of Personnel Error Messages Report listed as Document type 031.

5. Click the + to add a new record.
6. Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
Multi-Element Update	
*Effective Date	This is the date on which a table records becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved in SINQ or resent to NFC.
Data Element	
*Field To be Updated	Enter the field to be updated or select a field by clicking the search icon. Once the field to be updated is selected, the narrative for the code will appear next to the code.
Validation Rules/Hints for Field Values	General rules will be shown in this field and may be enough to help to enter data in the new data field.
*New Data	Enter the applicable information based on the Field to be Updated and the Validation Rules/Hits for Field Values. The valid values are listed below:

New Data Valid Values	Field Entry Instructions
Agency Entered On Duty (EOD) Date	The date the employees entered on duty with the agency. For new appointment, the effective date of the accession action is used to generate this date; no entry is required.
Agency Information 1	Freeform agency specific information used in accordance with agency instructions.
Agency Information 2	Freeform agency specific information used in accordance with agency instructions.
Agency Information 3	Freeform agency specific information used in accordance with agency instructions.
Agency Information 4	Freeform agency specific information used in accordance with agency instructions.
Agency Information 5	Freeform agency specific information used in accordance with agency instructions.

New Data Valid Values	Field Entry Instructions
Agency Use 1	Freeform agency specific information used in accordance with agency instructions.
Agency Use 2	Freeform agency specific information used in accordance with agency instructions.
Agency Use 3	Freeform agency specific information used in accordance with agency instructions.
Agency Use 4	Freeform agency specific information used in accordance with agency instructions.
Agency Use 5	Freeform agency specific information used in accordance with agency instructions.
Approved Leave Recipient	Identifies employees who are approved by their personnel office to receive annual leave from other Federal Employees through the Leave Transfer program for a medical or family emergency or other hardship situation.
Computer Equipment Ability Code 1	Code that identifies the employee's experience with a specific type of computer equipment.
Computer Equipment Ability Code 2	Code that identifies the employee's experience with a specific type of computer equipment.
Computer Equipment Ability Code 3	Code that identifies the employee's experience with a specific type of computer equipment.
Computer Equipment Ability Code 4	Code that identifies the employee's experience with a specific type of computer equipment.
Date Arrival Overseas	The date the employee arrived overseas and must be before the current date.
Date Departure	The date the employee departed and must be greater than the current date.
Date FS Commission	Date that the employee was commissioned and must be equal to or before the current date.
Date Entered On Duty (EOD) Foreign Service	The date the employee converted to or entered foreign service. The date is used to generate a correction to the Your Personal Statement of Benefits output to determine eligibility for foreign service retirement. Note: Employees who entered foreign service after January 1988, are not eligible to retire from foreign service unless they complete a minimum of 5 years in the foreign service.
Date Entered Personnel Office Identifier (POI)	The date the employee began to be serviced by the personnel office.
(Date) Limit Career Extension	Date of the limit for the employee's of the career extension and must be greater than the current system date.
Date Of Investigation	The initial date the security investigation was completed.
Date Overseas Assigned	The date that the employee was assigned overseas and must be equal to or before the current date.
Date Post Arrival	The date the employee arrived on post and must be before the current date.
Date Reinvestigation Required	The date the reinvestigation needs to be initiated to assure the security clearance is updated.
(Date) Temp Limit Career Ext.	The date of the employee's temporary limit and must be after the current date.

New Data Valid Values	Field Entry Instructions
(Date) Time In Class	The date the employee entered time in class and must be after the current date.
Federal Employees Health Benefits (FEHB) Temporary Service Computation Date (SCD)	The date that a temporary employee becomes eligible for FEHB.
Financial Disclosure Submitted	Denotes whether the employee occupies a position subject to conflict of interest or financial disclosure reporting requirements and whether the required statement has been submitted.
Flexfactor Participation Code	The codes that denotes whether the employee participates, waives participation, or cancels participation.
Law Bar Membership/State Of Bar	Indicates that the employee has a law degree and is a member of the Bar.
Longevity Date	The longevity SCD for employees appointed to the U. S. Secret Service Uniformed Division
MLAT Year Score	The score for the MLAT. The score must be entered in the YYYYXX format with the YYYY being the current year or before the current year and XX being the score. The score must be number and less than 81.
Primary Fund Code	This relates to specific projects within the appropriation code structure. Type the code that is assigned to employees as they are hired and is based on the project on which the employee is expected to work at least 50 percent of the time.
Primary Skill	The employee's 3 digit code for the primary skill.
Programming Language 1	The first computer programming language for which the employee has experience.
Programming Language 2	The second computer programming language for which the employee has experience.
Programming Language 3	The third computer programming language for which the employee has experience.
Programming Language 4	The fourth computer programming language for which the employee has experience.
Programming Language 5	The fifth computer programming language for which the employee has experience.
Reemployment Rights Date Indicator	The date the employee's reemployment rights indicator. The date is entered in MMDDYYYY format, with X being the indicator. The date must be greater than the current date.
Senior Executive Service (SES) Recertification Date	The date a SES career employee was recertified for duty.
Temporary Duty (TDY) Post Differential	The Temporary Duty post differential percent.
Type Of Investigation	The type of security clearance investigation completed.
6C Retirement Date	The retirement service computation date for employees appointed to law enforcement or firefighter positions entailing a special retirement deductions rate.

Verifying Multi-Element Data

The following is an alphabetical list of the data elements that may be used to update the employee’s database record(s) through the Multi-Element Document. The IRIS Programs used to verify the data on Document Type 120 are as follows:

Data	IRIS Program
Agency Entered On Duty (EOD) Date	IRIS Program IR102, Dates & Misc Sal/Pers Data
Agency Information 1	IRIS Program IR123, Personnel Supplements
Agency Information 2	IRIS Program IR123, Personnel Supplements
Agency Information 3	IRIS Program IR123, Personnel Supplements
Agency Information 4	IRIS Program IR123, Personnel Supplements
Agency Information 5	IRIS Program IR123, Personnel Supplements
Agency Use 1	IRIS Program IR123, Personnel Supplements
Agency Use 2	IRIS Program IR123, Personnel Supplements
Agency Use 3	IRIS Program IR123, Personnel Supplements
Agency Use 4	IRIS Program IR123, Personnel Supplements
Agency Use 5	IRIS Program IR123, Personnel Supplements
Approved Leave Recipient	IRIS Program IR136, Annual/Sick Leave
Computer Equipment Ability Code 1	IRIS Program IR123, Personnel Supplements
Computer Equipment Ability Code 2	IRIS Program IR123, Personnel Supplements
Computer Equipment Ability Code 3	IRIS Program IR123, Personnel Supplements
Computer Equipment Ability Code 4	IRIS Program IR123, Personnel Supplements
Date Arrival Overseas	IRIS Program IR147, Personnel Data
Date Departure	IRIS Program IR147, Personnel Data
Date FS Commission	IRIS Program IR147, Personnel Data
Date Entered On Duty (EOD) Foreign Service	IRIS Program IR117, Retirement Data
Date Entered Personnel Office Identifier (POI)	IRIS Program IR102, Dates & Misc Sal/Pers Data

Data	IRIS Program
(Date) Limit Career Extension	IRIS Program IR147, Personnel Data
Date Of Investigation	IRIS Program IR312, Investigation Data
Date Overseas Assigned	IRIS Program IR147, Personnel Data
Date Post Arrival	IRIS Program IR147, Personnel Data
Date Reinvestigation Required	IRIS Program IR312, Investigation Data
(Date) Temp Limit Career Ext.	IRIS Program IR147, Personnel Data
(Date) Time In Class	IRIS Program IR147, Personnel Data
Federal Employees Health Benefits (FEHB) Temporary Service Computation Date (SCD)	IRIS Program IR115, Health Benefits
Financial Disclosure Submitted	IRIS Program IR123, Personnel Supplements
Flexfactor Participation Code	IRIS Program IR144, Processing Indicators
Law Bar Membership/State Of Bar	IRIS Program IR123, Personnel Supplements
Longevity Date	IRIS Program IR102, Dates & Misc Sal/Pers Data
MLAT Year Score	IRIS Program IR147, Personnel Data
Primary Fund Code	IRIS Program IR102, Dates & Misc Sal/Pers Data
Primary Skill	IRIS Program IR147, Personnel Data
Programming Language 1	IRIS Program IR123, Personnel Supplements
Programming Language 2	IRIS Program IR123, Personnel Supplements
Programming Language 3	IRIS Program IR123, Personnel Supplements
Programming Language 4	IRIS Program IR123, Personnel Supplements
Programming Language 5	IRIS Program IR123, Personnel Supplements
Reemployment Rights Date Indicator	IRIS Program IR147, Personnel Data
Senior executive Service (SES) Recertification Date	IRIS Program IR102, Dates & Misc Sal/Pers Data
Temporary Duty (TDY) Post Differential	IRIS Program IR102, Dates & Misc Sal/Pers Data

Data	IRIS Program
Type Of Investigation	IRIS Program IR102, Dates & Misc Sal/Pers Data
6C Retirement Date	IRIS Program IR102, Dates & Misc Sal/Pers Data

- The Listing of Personnel Error Messages Report listed as Document Type 120.

Non-Federal Life Insurance

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees.

Use the following guidelines to enter non-Federal life insurance documents.

- Certain plan codes require the completion of the Option 1, Option 2, or Option 3 field, while others require the field to be blank. Review your agency instruction for further guidance.
- The plan code must be compatible with the agency.
- Certain plans require part-time employees to work at least 40 hours per pay period.
- Eligible employees can participate in both Federal and non-Federal life insurance plans.
- The work schedule code must be F, P, or I and the type of appointment code must be 01, 02, 06, or 07 for plan code 45. All other types of appointment codes must have a work schedule code of F.
- The appointment must be career or career conditional and the type of appointment code must be 01, 02, 06, or 07 for plan code 46.
- The employee must be younger than 70 years of age for plan code 46.

This section contains the following topics:

[Entering Non-Federal Life Insurance](#)

[Verifying Non-Federal Life Insurance](#)

Entering Non-Federal Life Insurance

To enter Non-Federal Life Insurance:

1. Select the **Payroll Documents** menu group.
2. Select the **Non-Federal Life Insurance** component. The Find An Existing Value tab - Non-Federal Life Insurance page is displayed. The information on this page will allow the user to locate an existing employee in order to enter a non-Federal life insurance transaction.
3. Enter the search criteria.
4. Click **Search**. The Non-Federal Life Insurance page (**Figure 23**) is displayed.

Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved in SINQ or resent to NFC.
Life Insurance Data	
*Transaction Code	Select the applicable code from the drop-down list. The valid values are Cancelation, Change, and New Enrollment .
*Plan Code	Select the applicable insurance plan from the drop-down list.
Coverage Code	Enter the insurance coverage code.
Coverage Amount	Enter the amount of coverage in whole dollars. The minimum coverage amount is \$10,000; the maximum coverage amount is \$500,000. Must be in \$10,000 increments.
Option 1	Enter the amount of Option 1. The following are the conditions of the field: <ul style="list-style-type: none"> • Must be in multiples of \$25,000 and cannot exceed \$300,000. • Cannot exceed five times the adjusted salary. • For FDIC only, this field cannot exceed \$125,000 if the coverage amount is less than \$25,000. • If the coverage amount is between \$25,000 and \$50,000, this field cannot exceed \$250,000.
Option 2	Enter the amount of Option 2.
Option 3	Enter the amount of Option 3.
Effective Date Of Life Insurance	Enter the effective date of the non-Federal life insurance.
Retrocate Adjustment	Enter the applicable information or select data from the drop-down list. The valid values are Yes and No .
LI-Biweekly Deduction	Enter the applicable amount.

6. Click **Save** to save the transaction.
7. Click **Ok** on the pop-up. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send an email to the next individual in the workflow.

Verifying Non-Federal Life Insurance

Use the following resources to verify data on Document Type 102:

- IRIS Program IR116, Life Insurance
- The Listing of Personnel Error Messages Report listed as Document Type 102.
- TMGT Tables:
 - 081, Insurance Description
 - 082, Life Insurance Rates
- Statement of Earnings and Leave (AD-33) and EARN.

SES Performance Appraisal

SES Performance Appraisal is used to enter information from Form AD-779, Senior Executive Performance Appraisal Record, to establish, change, or delete a performance appraisal score and appraisal period or bonuses for a Senior Executive Service (SES) appraisals.

Review the Remote Forms Queuing System (RFQS) control listing to confirm the employee's evaluation is due before entering the SES performance appraisal. An SF-50-B, NOAC 879, SES Performance Award, is generated after the data is processed.

A maximum of five performance appraisal records are stored in the database for SES employee and must be greater than the last performance evaluation anniversary date on the database.

This section contains the following topics:

[Entering SES Performance Appraisal Data](#)

[Verifying SES Performance Appraisal Data](#)

Entering SES Performance Appraisal Data

To enter an SES Performance Appraisal:

1. Select the **Payroll Documents** menu group.
2. Select the **SES Performance Appraisal** component. The Find An Existing Value tab - SES Performance Appraisal page is displayed. The information entered will allow the user to locate an existing employee in order to enter or change and SES Performance Appraisal. Enter the search criteria.
3. Click **Search**. The SES Performance Appraisal page (**Figure 24**) is displayed.

Appraisal Period	
From Date	Enter the beginning date of the rating of record period or select a date from the calendar icon.
To Date	Enter the ending date of the rating of record period or select a date from the calendar icon.
Appraisal Rating	
Rating Scale	Enter the appraisal scale rating code.
Adjective	Enter the adjective rating. The valid values are P , FS , or U .
Retain	Select Yes or No from the drop-down list.
Bonus Percent	Select the applicable the percent of the SES bonus. The valid values are 1 through 20 . The bonus amount must also be entered.
Bonus Amount	Enter the amount of the SES bonus in dollars and cents. The bonus percent must also be entered and cannot be greater than 20 percent of the adjusted salary.
Award Type	Click the applicable radio button to select the type of award. The valid values are None , Distinguished , and Meritorious .

5. Click **Save** to save the transaction on each tab that is modified.
6. Click **OK**. At this point, the following options are available.

Step	Description
Click Add	To enter another transaction.
Click Return To Search	To search for another employee.
Click Notify	To send and email to the next individual in the workflow.

Verifying SES Performance Appraisal Data

Use the following resources to verify data on Document Type 770.

Note: Authorized security must be obtained to access the IRIS programs since they contain sensitive data.

- IRIS Program IR313, SES Performance Data.
- IRIS Program IR314, History Senior Executive Performance Data.
- The Listing of Personnel Error Messages Report listed as Document Type 075.
- Statement of Earnings and Leave (AD-334).

Name	This field is populated from the search criteria entered. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria.
Rcd#	This field is the number of records for that employee.
Severance Pay Data	
*Effective Date	This is the date on which a table record becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Change the date by selecting the calendar icon.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Transaction Data	
*Transaction	Select the applicable transaction from the drop-down list. The valid values are Add , Change , and Stop Payment .
*Total Amount	Enter the applicable total amount.
Amount Per Pay Period	Enter the applicable amount of severance pay per pay period.
*Beginning Date	Enter the applicable date or select a date from the calendar icon. This date should be the same as the beginning date entered in Remarks N22 on the separation action.
First Payment Amount	Enter applicable payment amount in dollars and cents only if it differs from the Amount Per Pay Period field, otherwise leave this field blank. Note: If the employee separates in the middle of a pay period, the first payment would be a partial payment. If a last action is processed, the first payment may include multiple payments.
*Accounting Distribution	Enter the accounting distribution.

- Click **Save** to save the transaction on each tab that is modified.
- Click **OK**. At this point, the following options are available.

Step	Description
Click Return To Search	To search for another employee.
Click Notify	To send and email to the next individual in the workflow.

Verifying Severance Pay Data

- IRIS Program IR134, Severance Pay
- The Listing of Personnel Error Messages Report listed as Document Type 128.

Tax Data

Tax documents are processed for local, Federal, and Foreign taxes. Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings.

The employee should complete the applicable tax form to authorize withholding and claim exemptions, as applicable. In most cases, taxes are withheld each pay period based on the processing of a tax document. If a required document is not processed, the PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the NFC home page at <https://www.nfc.usda.gov/> under NFC Pubs And Forms.

A tax record is established at the time the accession personnel action and/or tax form are processed. Some local taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the taxing entity and do not require the declaration of exemption information. In these cases, the entry of a tax certificate is not required.

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

This section contains the following topics:

[City Tax Data](#)

[County Tax Data](#)

[State Tax Data](#)

[Federal Tax Data](#)

City Tax Data

City tax data is established at the time the accession personnel action is processed or when an employee changes duty station city or residence city.

City tax data is required in the following cases:

- If exemption status (Marital status and/or number of exemptions) is required in the computation of the tax.
- If the employee is exempt from withholding.
- If the employee authorized additional withholding.
- If the employee reduces the tax withholding by estimating a percentage of work performed outside the duty station city.
- If the employee is voluntarily electing city tax.

This section will show how to enter data for an employee who (1) claims exemption from city tax withholding, (2) voluntarily elects city tax withholding, (3) authorizes an additional withholding amount, (4) established the city tax Total Number of Allowances (if applicable), or (5) declares that more than 25% of annual compensation for services performed outside the city.

Before beginning, the following information is needed (as provided by the employee on the City Tax Exemption Claim Form):

- City Tax
- State Code
- City Code
- Whether or not employee is a resident of the city where employed
- (Optional data entry) Percent of Annual Compensation the employee claims for services performed outside the city
- Total Number of Allowances employee is claiming
- (Optional data entry) Other Allowances - the amount of additional dollars and cents the employee wishes to be withheld.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

This section contains the following topics:

[Voluntary withholding](#)

[Additional Withholding](#)

[Waiver/Exemption From City Income Tax Withholding](#)

[Entering City Tax Data](#)

[Verifying City Income Tax Data](#)

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT
- The mandatory duty station tax is waived (if allowed)
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate.

Waiver/Exemption from City Income Tax Withholding

If the city ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax.

Entering City Tax Data

1. Select the **Tax Data** menu group.
2. Click the **City Tax Data** tab. The City Tax Data tab - Tax Data page (**Figure 26**) is displayed.

The screenshot displays the 'City Tax Data' tab within a software interface. At the top, there are tabs for 'City Tax Data', 'County Tax Data', 'State Tax Data', and 'Federal Tax Data'. Below these, the employee information is shown: JOHN DOE, Empl ID: XXXXXX, Rcd#: 0, SSN: XXXXXXXXXX. A 'View All PRES Errors' link is present. The 'City Tax Data' section contains several input fields: '*Effective Date' (02/12/2012), 'Pay Period' (04), 'Date Entered' (03/21/2012), 'User ID' (XXXXXX), and 'Transaction Status' (NotApplied). There are also links for 'View Document Tracking' and 'View Current SING Errors'. The 'Exemption Data' section includes 'State Code' (21, KENTUCKY), 'City' (2750, RICHMOND), a checked box for 'Resident of city where employed?', 'Percent of annual compensation for Services outside the city' (25), 'Total Number Of Allowances' (1), and 'Additional Withholding Amount' (\$10.00). At the bottom, there are navigation buttons: Save, View Worklist, Previous in Worklist, Next in Worklist, Notify, Previous tab, and Next tab. A breadcrumb trail at the very bottom reads: City Tax Data | County Tax Data | State Tax Data | Federal Tax Data | Earned Income Credit.

Figure 26. City Tax Data tab - Tax Data page

3. Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
City Tax Data	

*Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Exemption Date	
State Code	Enter the applicable state in this field or search by clicking the search icon.
City	Enter the applicable city in this field or search by clicking the search icon.
Resident of City Where Employed	Check the box if applicable.
Percent of Annual Compensation for Services Outside of City	Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station.
Total Number of Allowances	<p>Enter the total number of allowances claimed. The valid criteria is as follows:</p> <ul style="list-style-type: none"> • Total Number of Allowanced Claimed must be OO except for cities in Michigan, New York, and Philadelphia, PA. • For Indiana Counties: In the first position, type the alpha (A - Z) to represent the number or additional exemptions claimed. (A=1, B=2, C=3, etc., up to Z=26). Otherwise, enter 0 (zero). In the second and third positions, enter the number of exemptions claimed. If less than 10, proceed with a zero. • For Federal tax, type the marital status code S (single), M (married), or X (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal Taxes, then type XT. • For Arizona state tax, valid values are 100, 190, 230, 250, 310, and 370.
Additional Withholding Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying City Income Tax Data

Use the following resources to verify data on Document Type 150:

- IRIS Program IR106, City Tax.
- PINQ Programs:
 - PQ32, Payroll Listing
 - PQ75, PACS City Tax
- The Listing of Personnel error Messages Report listed as Document Type 150.
- TMGT Table 007, City Tax, City Name and Address.
- Statement of Earnings and Leave (AD-334) and EARN.

County Tax Data

County tax is withheld for the county in which an employee works or resides. County tax data must be entered if:

- The employee is exempt from withholding.
- The employee wants to authorize additional withholding.
- The employee wants to reduce the amount of county tax withholding by estimating a percentage of work performed outside the duty station county.
- The employee resided or works in Clay or Green county in Indiana.
- The employee is voluntarily electing county tax withholding.

If an employee is transferring into the PPS or transferring from one department to another within the PPS, the county taxes deducted YTD should be carried forward to the PPS to prevent overpayment of county tax for counties that have maximum annual tax amounts.

This section contains the following topics:

[Mandatory Withholding for County Tax](#)

[Voluntary County Tax](#)

[Waiver/Exemption From Mandatory Withholding For County Tax](#)

[Reduced County Tax For Work Performed Outside The Duty Station](#)

[Entering County Tax Data](#)

[Verifying County Income Tax Exemption Data](#)

Mandatory Withholding for County Tax

Mandatory withholding is based on the county code in the database. If a county tax document is not entered, withholding will be based on the highest rate applicable for the county. Most mandatory county

taxes are computed based on a percentage of gross wages and do not allow for the declaration of exemptions (except Clay and Greene Counties in Indiana); therefore, the processing of county tax data is not required. If a mandatory tax certificate is not processed, withholding is based on zero exemptions.

Voluntary County Tax

Employees whose duty station or residence is located in certain counties may voluntarily elect county tax withholding. A county income tax certificate must be processed to declare the dollar amount or a number of exemptions.

If an employee is subject to mandatory withholding in another county, a waiver must be processed for the mandatory county before election can be made for the voluntary county.

Refer to the tax formulas on the NFC home page for a list of voluntary counties.

Waiver/Exemption from Mandatory Withholding for County Tax

If the county ordinance contains provisions that allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax. Enter the duty station county tax document to waive liability before entering the county tax document for the voluntary residence county. Type **xr** in the Total Number of Allowances Claimed field.

Reduced County Tax for Work Performed Outside the Duty Station

A county tax reduction is allowed if the employee performs 25 percent or more of their work outside the duty station county and wishes to have the withholding amount reduced to the appropriate tax liability. Enter the percentage of time the employee works outside the duty station city in the Percent Of Annual Compensation For Services Performed Outside The County/City field. If this data is not entered, taxed will be withheld on the total wage amount.

Entering County Tax Data

To enter County Tax:

1. Select the **Tax Data** menu group.
2. Click the **County Tax Data** tab. The County Tax Data tab - Tax Data page (**Figure 27**) is displayed.

City Tax Data
County Tax Data
State Tax Data
Federal Tax Data

[View All PRES Errors](#)

JOHN DOE Empl ID: XXXXXX Rcd# 0 S S N XXXXXXXXXX

County Tax Data
Find | View All First 1 of 1 Last

*Effective Date: Pay Period: 04 Date Entered: 03/02/2012

User ID: XXXXXX Transaction Status:

[View Document Tracking](#)
[View Current SING Errors](#)

Exemption Data

State Code: ALABAMA

County Code: JEFFERSON COUNTY OF ALABAMAA USDA

Resident of County where employed?

For Services Outside the County : Percent of Annual Compensation

Total Number Of Allowances:

Additional Allowances:

Figure 27. County Tax Data tab - Tax Data page

3. Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
County Tax Data	
Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Exemption Data	
*State Code	Enter the applicable state in this field or search by clicking the search icon.
County Code	Enter the applicable county in this field or search by clicking the search icon.
Resident Of City Where Employed	Check the box if applicable.
For Services Outside Of County: Percent Of Annual Compensation	Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station county.
Total Number Of Allowances	Enter the total number of allowances claimed.
Additional Withholding	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying County Income Tax Exemption Data

Use the following resources to verify data on Document Type 150:

- IRIS Program IR107, County Tax.
- PINQ Programs:
 - PQ32, Payroll Listing
 - PQ82, PACS County Tax
- The Listing of Personnel error Messages Report listed as Document Type 151.
- TMGT Table 008, County Tax, City Name and Address.
- Statement of Earnings and Leave (AD-334) and EARN.

State Tax Data

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

A new state tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholding, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

In accordance with the Military Spouses Residency Relief Act (Public Law 111–97) signed on November 11, 2009, allows a spouse of military personnel to withhold state tax based on an address other than their residence or duty station address. The employee is designated as a spouse of military personnel is recorded on a personnel action. If state tax is currently being withheld, and should be withheld as a spouse of military personnel, a cancellation must be processed to the state tax document. Enter **CAN** in the **Total Number of Allowances** field to cancel the tax document on the payroll/personnel database. Note: If the current state tax record is not canceled and another tax document is processed, it will result in a dual state tax record. To verify that state tax cancellation has applied to the database access IRIS Program IR105. A **0(No)** will be displayed in the **Duty Station Status** field and the **Withholding State Code/Name** field on IRIS Program IR105 will be blank. A new State Tax document with the correct withholding should be processed.

An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type **Only (ONL)** in the **Total Number Of Allowances** field, to indicate the employee is exempt from withholding.

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a IRS Form W–4 is not processed, Federal and State Income Taxes will be automatically withheld at the rate of single with zero exemption until a IRS Form W–4 is entered for processing.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemption recorded in the database.

This section contains the following topics:

- [Dual State Tax Voluntary Withholding](#)
- [Cancellation Of Voluntary Withholding](#)
- [Certificate Of Non-Residence For State Tax](#)
- [Voluntary Withholding](#)
- [Additional Withholding Amount](#)
- [Territorial Income Tax](#)
- [Foreign Country Income Tax/Republic Of Panama](#)
- [Entering State Tax Data](#)
- [Verifying State Income Tax Data](#)

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. If state income tax is currently being withheld based on the duty station and

a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions. To release the document, type **C** in the Status Code field in EPIC.

The Form AD-304, Request and Authorization for allotments of compensation for State Income Tax Purposes, serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate. The Form AD-304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the Form AD-304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Cancelation Of Voluntary Withholding

Voluntary state tax withholding will terminate if:

- An employee's duty station state changes (the certificate of non-residence is not void)
- The state revokes its tax withholding law.
- An exemption from withholding certificate is processed (**OnL** in the Total Number Of Allowances field).
- A cancelation of voluntary withholding is processed (**CAN** in the Total Number Of Allowances field).

In accordance with the Military Spouses Residency Relief Act (Public Law 111-97) signed on November 11, 2009, allows a spouse of military personnel to withhold state tax based on an address other than their residence or duty station address. The employee is designated as a spouse of military personnel is recorded on a personnel action. If state tax is currently being withheld, and should be withheld as a spouse of military personnel, a cancelation must be processed to the state tax document. Enter **CAN** in the **Total Number of Allowances** field to cancel the tax document on the payroll/personnel database. Note: If the current state tax record is not canceled and another tax document is processed, it will result in a dual state tax record. To verify that state tax cancelation has applied to the database access IRIS Program IR105. A **o(No)** will be displayed in the **Duty Station Status** field and the **Withholding State Code/Name** field on IRIS Program IR105, State Tax, will be blank. A new State Tax document with the correct withholding should be processed.

Certificate Of Non-Residence For State Tax

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes will not be withheld for the duty station state. A certificate of non-residence allows an employee to declare non-residency for the duty station state and to have taxes withheld for the residence state.

State laws and regulation should be checked to determine if reciprocal agreements are in place before processing a certificate of non-residence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of their duty station state.

If an employee's duty station changes, the certificate of non-residence in effect at that time will become void, and a new certificate is required for the new duty station state (if applicable).

Each certificate of non-residence is to be completed following the instructions on the individual form. Enter the duty station state tax document to waive liability before entering the state tax document for the residence state. Type **wav** (waiver) in the Total Number Of Allowances Claimed field.

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxed to be withheld. Voluntary withholding is based on residence. an employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT.
- The mandatory duty station tax is waived (if allowed).
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station.

Additional Withholding Amount

Employees may authorized an amount to be withhold from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate page.

This section shows the process of establishing or changing an employee's state income tax withholding code or an additional withholding amount; establishing or canceling a certificate of on-residence and claiming total exemptions from withholding, if permitted by the state.

Before beginning, the following information is needed: (refer to the State Tax Withholding Certificate competed by the employee.)

- State Tax withholding code
- Total number of allowances
- Additional withholding amount FOR CALIFORNIA, ILLINOIS, MICHIGAN, VIRGINIA AND PUERTO RICO ONLY).
- Additional exemptions claimed (FOR Puerto Rico ONLY).
- Personal exemptions claimed.
- Public or private employee.

Territorial Income Tax

Territorial income tax is withheld on a mandatory basis from employees whose duty station recorded in the Payroll/Personnel database is in the Virgin Islands, Guam, or the Northern Mariana Islands.

Withholdings for the Virgin Islands are reported directly to the Virgin Islands government. Withholdings for Guam and the Northern Mariana Islands are reported to the Commissioner of Internal revenue, Washington, D.C. who remits the proceeds to the territorial governments.

Employees having income tax withheld for the Virgin islands, Guam, and the Northern Mariana Islands may be exempt from federal income tax withholding. Contact the appropriate territorial taxing authority to determine if the employee is exempt from Federal income tax.

The Federal income tax formula is used to compute the territorial income tax for the Virgin Islands, Guam, and the northern Mariana Islands but the proceeds are remitted to the respective governments.

This section contains the following topic:

[Verifying Territorial Income tax Data](#)

Verifying Territorial Income Tax Data

Use the following resources to verify data on Document Type 140:

- IRIS Program IR105, State Tax.
- PINQ Programs:
 - PQ32, Payroll Listing
 - PQ64, PACS State Tax
- The Listing of Personnel error Messages Report listed as Document Type 130.
- TMGT Table 009, State Tax Name and Address.
- Statement of Earnings and Leave (AD-334) and EARN.

Foreign Country Income Tax/Republic Of Panama

Foreign country income tax data is entered to establish or change an employee's foreign country income tax withholding code and to establish or change an additional withholding amount.

Foreign country tax data should be established at the time of the accession personnel action or at the time an employee changes duty stations. If at the time these actions are processed the employee has not filed the appropriate foreign country tax certificate, withholding will automatically begin at the rate of Single with no exemptions.

Employees whose duty station is in the Republic of Panama may be exempt from Federal income tax withholding. If so, Form W-4, Employee's Withholding Allowance Certificate, must be processed. a new certificate must be processed prior to February 15th of each year to ensure the employee's exempt status for Federal income tax.

This section contains the following topic:

[Verifying Foreign Country Income Tax Data](#)

Verifying Foreign Country Income Tax Data

Use the following resources to verify data on Document Type 140:

- IRIS Program IR105, State Tax.
- PINQ Programs:

- PQ32, Payroll Listing
- PQ64, PACS State Tax
- The Listing of Personnel error Messages Report listed as Document Type 150.
- TMGT Table 009, State Tax Name and Address.
- Statement of Earnings and Leave (AD-334) and EARN.

Entering State Tax Data

To enter State Tax:

1. Select the **Tax Data** menu group.
2. Click the **State Tax Data** tab. The State Tax Data tab - Tax Data page (**Figure 28**) is displayed.

Figure 28. State Tax Data tab - Tax Data page

3. Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.

State Tax Data	
Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated with the beginning date of the current pay period or select a date from the calendar icon.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Exemption Data	
State Tax Withholding State Code	Enter the applicable 2 numeric positions for the state in this field. The state name is displayed.
Total Number Of Allowances	Enter the total number of allowances claimed (3 numeric positions). Click the NFC Tax Instructions link for more tax information.
Additional Withholding Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

- Click **Save** to save the transaction.
- Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying State Income Tax Data

Use the following resources to verify data on Document Type 150:

- IRIS Program IR105, State Tax.
- PINQ Programs:
 - PQ32, Payroll Listing
 - PQ64, PACS State Tax
 - PQ66, State Tax Added (Dual State Tax)
- The Listing of Personnel error Messages Report listed as Document Type 140.
- TMGT Table 009, State Tax Name and Address.

- Statement of Earnings and Leave (AD-334) and EARN.

Federal Tax Data

Federal tax is withheld through payroll deductions based on the processing of Form W-4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax-withholding table for marital status. From this calculation the tax amount is determined based on the taxable income amount and the tax percentage. The formula is located on the NFC home page at www.nfc.usda.gov under NFC Pubs And Forms.

This section will show the user how to enter Federal Income Tax data from the W-4 completed by the employee

Before beginning, the following information is needed (This information is provided on the W-4 form completed by the employee):

- Marital status of the employee.
- Total number of tax exemptions to be claimed by the employee.
- Any additional withholding amount (in dollars and cents) - **Note:** This is an optional field.

Federal income tax is withheld based on the processing of Form W-4. If a W-4 is not processed, Federal income tax will automatically be withheld at the rate of single with zero exemptions until a W-4 is processed.

A Federal income tax certificate does not need to be processed for employees reassigning to another agency serviced by NFC within the same department. However, employees transferring from one department to another department services by NFC must submit a new W-4 at the time the accession action is processed.

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W-4 before February 15th of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the republic of Panama, Virgin Islands, Guam or the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W-4 indicating exempt status.

Federal income tax is withheld at a rate of 27% on all cash awards and bonuses. for annual leave and compensatory time lump sum payments, an employee can choose to have Federal income tax withheld based on the Federal income tax withholding exemption code in the PPS or at the 25% rate.

This section contains the following topics:

[Entering Federal Income Tax Exemption Data](#)

[Verifying Federal Income Tax Exemption Data](#)

Entering Federal Income Tax Exemption Data

To enter State Tax:

1. Select the **Tax Data** menu group.

- Click the **Federal Tax Data** tab. The Federal Tax Data tab - Tax Data page (**Figure 29**) is displayed.

The screenshot shows the 'Federal Tax Data' tab selected. At the top, there are four tabs: 'City Tax Data', 'County Tax Data', 'State Tax Data', and 'Federal Tax Data'. Below the tabs, the employee information is displayed: 'JOHN DOE', 'EmplID: XXXXXX', 'Rcd# 0', and 'SSN XXXXXXXXXX'. The main form area has a header 'Federal Tax Data' with navigation options 'Find | View All', 'First 1 of 2 Last', and '+' '-' icons. The form contains the following fields: '*Effective Date: 02/12/2012', 'Pay Period: 04', 'Date Entered: 03/02/2012', 'User ID: XXXXXX', and 'Transaction Status: Applied'. Below this is a section for 'Exemption Data' with a 'View Document Tracking' link. The 'Exemption Data' section includes 'Tax Marital Status: Married', 'Total Number of Allowances Claimed: 1', and 'Additional Withholding Amount: \$0.00'.

Figure 29. Federal Tax Data tab - Tax Data page

- Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
Federal Tax Data	
Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated with the beginning date of the current pay period or select a date from the calendar icon.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Exemption Data	

Tax Marital Status	Select the applicable status from the drop-down list. The valid values are Exempt, Married, Non Data, Single .
Total Number Of Allowances Claimed	<p>Enter the total number of allowances claimed (3 numeric positions). Click the NFC Tax Instructions link for more tax information.</p> <ul style="list-style-type: none"> Total Number of Allowanced Claimed must be 00 except for cities in Michigan, New York, and Philadelphia, PA. For Indiana Counties: In the first position, type the alpha (A – Z) to represent the number or additional exemptions claimed. (A=1, B=2, C=3, etc., up to Z=26). Otherwise, enter 0 (zero). In the second and third positions, enter the number of exemptions claimed. If less than 10, proceed with a zero. For Federal tax, type the marital status code S (single), M (married), or X (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal Taxes, then type XT. For Arizona state tax, valid values are 100, 190, 230, 250, 310, and 370.
Additional Withholding Amount	Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

- Click **Save** to save the transaction.
- Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying Federal Income Tax Exemption Data

Use the following resources to verify data on Document Type 130:

- IRIS Program IR104, Federal Tax.
- PINQ Programs:
 - PQ32, Payroll Listing
- The Listing of Personnel error Messages Report listed as Document Type 130.
- Statement of Earnings and Leave (AD-334) and EARN.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. Employees covered by the Federal Employee's Retirement System (FERS) and the Civil Service Retirement System (CSRS) can contribute to TSP. Employees hired on or after January 1, 1984, are generally FERS employees. The Foreign Service Pension System (FSRS) and other equivalent Government retirement plans are also included in FERS. CSRS includes the CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans. For detailed information regarding TSP, refer to publication and bulletins published by the Federal Retirement Thrift Investment Board.

If the employee elects to start, change, wive, or terminate TSP contributions, the employee must complete form TSP-1, Thrift Savings Plan Election Form.

This section will show the user how to enter TSP elections, changes, and cancelations.

Before beginning, the following information is needed (This information is provided on the TSP-1 form completed by the employee.):

- The type of action (enrolling, changing, stopping contributions)
- The percent of contribution OR the amount of contribution.

For more information about Thrift Savings Plan, refer to the TSP Web site at www.tsp.gov.

This section contains the following topics:

[Transferring TSP Data](#)

[Entering TSP Data](#)

[Verifying TSP Data](#)

[Non-Federal TSP Data](#)

Transferring TSP Data

When an employee transfers into the Payroll/Personnel System or transfers within departments serviced by the USDA Payroll/Personnel System and has TSP contribution being withheld, the agency should abstract the TSP allocation data from the SF-75, Request for Preliminary Employment Data, and enter the data as a new enrollment to establish the information in the Payroll/Personnel System. Timely entry of TSP data from the SF-75 is important in order to prevent the interruption of an employees participation in TSP. When TSP data is not processed for the pay period of the effective date of transfer, Form AD-343, Payroll Action Request, must be submitted to NFC to adjust the TSP deductions for each pay period missed.

Entering TSP Data

To enter Thrift Savings Plan data:

1. Select the **Payroll Documents** menu group.

- Click the **TSP/TSP Roth** component. The Find An Existing Value tab - TSP/TSP Roth page allows the user to locate an existing employee in order to enter or change a Thrift Savings Plan account. Enter the search criteria.
- Click **Search**. The Thrift Savings Plan/Thrift Savings Plan Roth page (**Figure 30**) is displayed.

Figure 30. Thrift Savings Plan page

- Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
Thrift Savings Plan	
Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated with the beginning date of the current pay period or select a date from the calendar icon.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Contribution Information	
TSP/TSP Roth	Select the radio button for the applicable type of transaction to be made. The valid values are TSP and TSP Roth .
*TSP Transaction Code	Select the applicable code from the drop-down list. The valid values are Stop Contributions , New , New Enrollment/Change and Waive . If New Enrollment/Change is selected, you will be prompted to enter a value in the Contribution Rate or Contribution Amount field. If Stop contributions or Waive is selected, the Contribution Rate and Contribution Amount fields are not available.
Contribution Rate	Enter the percentage rate of the contribution. <ul style="list-style-type: none"> • Must be in 5 percent increments. • Must be up to 10 percent for CSRS employees and up to 15 percent for FERS employees. • The total percentage between each allocation must equal 100.

OR

Contribution Amount	Enter the whole dollar amount. <ul style="list-style-type: none"> • The maximum percent allowed is 15 percent of adjusted salary for FERS employees and 10 percent for CSRS employees. When the special employee code is 01, 02, 03, or 08; 25% is calculated into the adjusted salary before determining the maximum deduction. • Dollar amount must be whole dollars and cannot be more than the applicable percent of the biweekly pay period salary.
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5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying TSP Data

Use the following resources to verify data on Document Type 125:

- IRIS Program IR118, Thrift Savings Data.
- The Listing of Personnel Error Messages Report listed as Document Type 125.
- Statement of Earnings and Leave (AD-334) and EARN.

Non-Federal TSP Data

The non-Federal Thrift Savings Plan (TSP) is a retirement savings and investment plan for certain eligible employees.

This section contains the following topic:

[Verifying Non-Federal TSP Data](#)

Verifying Non-Federal TSP Data

Use the following resources to verify data on Document Type 125:

- IRIS Program IR118, Thrift Savings Data.
- The Listing of Personnel Error Messages Report listed as Document Type 104.
- Statement of Earnings and Leave (AD-334) and EARN.

TSP Loan Allotment

TSP participants can apply for loans from their TSP accounts. By law, loan application requests are restricted to the following:

- General purpose loan. General purpose loans can be obtained for any purpose. The repayment period for general purpose loans is from one to four years. Documentation to support requests for general purpose loans is not required.
- Residential loan. Residential loans can be obtained for the purpose of purchasing a primary residence. The repayment period for residential loans is from one to fifteen years. Documentation to support requests for residential loans is required.

Amounts available for loans are limited to the participant's contributions to TSP and the earnings attributed to such contributions.

To apply for a loan, participants must complete Form TSP-20, Loan Application, and submit the completed form to the TSP Service Office.

Upon receiving the loan application, the TSP Office will send the participant a loan package for approval.

This section contains the following topics:

[Entering TSP Loan Data](#)

[Verifying TSP Loan Data](#)

Entering TSP Loan Data

To enter Thrift Savings Plan loan data:

1. Select the *Payroll Documents* menu group.
2. Click the *TSP Loan Allotment* component. The Find An Existing Value tab - TSP Loan Allotment page allows the user to locate an existing employee in order to enter or change a Thrift Savings Plan loan. Enter the search criteria.
3. Click **Search**. The TSP Loan Allotment page (**Figure 31**) is displayed.

User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
Data Element	
*TSP Transaction Code	Select the applicable code from the drop-down list. The valid values are Cancel, New, New Enrollment/Change and Waive .
Allotment Action Type/Federal	Check this box if applicable
Allotment Action Type/ Non-Federal	Check this box if applicable.
TSP Allotment Transaction Code	Enter the applicable information.
Allotment Amount Per Pay Period	Enter the amount to be deducted each pay period in dollars and cents.
Number Of TSP Loan Payments	Enter the number of payments required to repay the loan based on the Federal or Non-Federal loan agreement.
Direct Deposit	
Routing Number	Enter the applicable information.
Accounting Number	Enter the applicable Information.
Account Type/Checking	Check the box if the loan allotment will be sent to a checking account.
Account Type/Savings	Check the box if the loan allotment will be sent to a Savings account.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Refresh	To refresh the page and re-enter information.
Click Update Display	To update the display.
Click Include History	To include a TSP Allotment Loan history.
Click Notify	To send an email to the next individual in the workflow.

Verifying TSP Loan Data

Use the following resources to verify data on Document Type 095:

- IRIS Program IR120, Thrift Savings Loans.
- PINQ Program PQ32, Payroll Listing.

Note: The amount deducted for TSP loans will be shown in the Fin Org field on PINQ Program PQ32, Payroll Listing. If the employee also has savings allotment(s) being withheld, the amount of the allotment(s) are added together with the TSP loan deduction amount which results in the amount shown on PINQ Program PQ32, Payroll Listing.

- The Listing of Personnel Error Messages Report listed as Document Type 097.
- Statement of Earnings and Leave (AD-334) and EARN.

Thrift Savings Plan Catch-Up

Public Law 107–304 permits eligible TSP Participants age 50 or older to make tax-deferred “catch-up” contributions from basic pay to their TSP accounts. The catch-up contributions are a supplement to the participant’s regular TSP contributions and do not count against either the statutory contributions percentage limitations or the IRS deferral limit.

Participants must meet the following criteria in order to make catch-up contributions:

- In pay status.
- At least 50 years or older in the year that the catch-up contributions are made.
- Not be in the 6 month non-contribution period following a financial hardship in-service withdrawal.
- Contributing the maximum amount allowed according to TSP/IRS regulations.

The TSP catch-up contribution amount can only be made in terms of a requested whole dollar amount, which will be deducted from the participant’s basic pay each pay period until the first of the following conditions occurs:

- The annual catch-up limit is reached.
- The calendar year ends.
- The participant elects to stop the catch-up contributions.

There are no matching government contributions when making catch-up contributions. Allocations for the catch-up contributions will be made in accordance with the employee’s current allocations.

Before beginning, the following information is needed (This information is provided on the TSP–1–C form.):

- Type of action (enrolling, changing, or stopping contributions)
- Amount of contribution

This section contains the following topics:

[Terminating TSP Catch-up Contribution Data](#)

[Entering TSP Catch-up Contribution Data](#)

[Verifying TSP Catch-up Contribution Data](#)

Terminating TSP Catch-up Contribution Data

Unlike regular TSP contributions, participants can stop or restart their TSP catch-up contributions at any time during the year without penalty. The termination of TSP catch-up contributions does not affect the participant’s regular TSP contributions.

If a participant stops his/her regular TSP contributions, his/her TSP catch-up contributions must stop.

Note: The Payroll/Personnel System will automatically stop the employee’s TSP catch-up contributions in the same pay period that the employee’s regular TSP contributions stop.

If the participant receives a financial hardship in-service withdrawal, his/her TSP catch-up contribution must stop along with the regular TSP contributions.

Entering TSP Catch-up Contribution Data

To enter Thrift Savings Plan Catch-up data:

1. Select the **Payroll Documents** menu group.
2. Click the **TSP Cctch-up/TSP Roth Cctch-up** component. The Find An Existing Value tab - Thrift Savings Plan Catch-up page allows the user to locate an existing employee in order to enter or change Thrift Savings Plan catch-up data. Enter the search criteria.
3. Click **Search**. The Thrift Savings Plan Catch-up/TSP Roth Catch Up Election page (**Figure 32**) is displayed.

Figure 32. Thrift Savings Plan Catch-up page

4. Complete the fields as follows:

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
Thrift Savings Plan Catch-Up Election	
*Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.

Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
Election Information	
TSP/TSP Roth	Select the radio button for the applicable type of transaction to be made. The valid values are TSP and TSP Roth .
*TSP Catchup Transaction Code	Select the applicable code from the drop-down list. The valid values are Cancellation , Change , and New Enrollment .
Contribution Amount	Enter the applicable contribution amount in whole dollars.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Refresh	To refresh the page and re-enter information.
Click Next In List	To view or change the next certification in the list. This button is active only if there are multiple records.
Click Previous In List	To view or change the previous certification in the list. This button is active only if there are multiple records.
Click Notify	To send an email to the next individual in the workflow.

Verifying TSP Catch-up Contribution Data

Use the following resources to verify data on Document Type 126:

- IRIS Program IR118, Thrift Savings Data.
- PINQ Program PQ56, PACS Thrift Savings.
- The Listing of Personnel Error Messages Report listed as Document Type 126.
- Statement of Earnings and Leave (AD-334), EARN, and the Employee Personal Page.

Union Dues

The SF-1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form must be completed by the employee and the union/association to authorize dues deduction when:

- The employee is a member of a labor organization that holds exclusive recognition (Memorandum of Understanding established with the agency) for employees in the unit in which employed.
- The employee is a supervisor or management official and is a member of a supervisory or managerial association and the agency has agreed in writing with the association to deduct for payment of fees to maintain membership.
- The employee is a member of a professional association or organization and the agency has agreed in writing with the association or organization to deduct for payment of dues.

Do not enter more than two union/local or association records for an employee.

- Prior Pay Period Adjustment field must be blank except if dues have been deducted in error or if the cancellation was entered prior to the first full pay period following March 1st or September 1st and not processed.
- Process a new authorization after a cancellation; do not process a change.
- The Effective Pay Period and Pay Period Year fields must be at least 1 year later than the effective pay period/pay period year of the authorization.
- Enter either a dues dollar amount or percent based on the union deduction indicator in TMGT Table 010.
- Don not enter a deduction amount for union dues that require special handling for processing. Special calculation are performed based on certain criteria.
- The national amount for USDA, Foreign Agricultural Services and Office Of Operations, is based on a percentage of basic pay; the cheaper amount is based on a flat dollar amount.

Before beginning, the following information is needed:

- Form SF-1187 to authorize the establishment of a union dues deduction, change in dues, or change between locals deductions.
- Form SF-1188, Cancellation of Payroll Deduction for Labor Organization Dues, or other appropriate form is required to cancel payroll deductions for labor organization dues. An allotment for the payment of dues may be revoked by the employee only after receipt of a written request (SF-1188) and is administratively controlled by the employee's agency.

This section contains the following topics:

[Parking Fees](#)

[Changes In Bargaining Units](#)

[Employee Union Dues Mass Change](#)

[Dues Change Between Locals In National Lab Organization](#)

[Cancellation/Revocation Of Employee Union Dues](#)

[Entering Union Dues Data](#)

[Verifying Union Dues Data](#)

Parking Fees

Some document types are also used to enter data for the Smithsonian Institute employees who are obligated to pay parking fees to the Harvard Parking Office, Harvard University in Cambridge, Massachusetts. Employees should complete the appropriate form and submit it to their personnel office for processing.

These actions are entered in EmpowHR as a Document Type 086 using Union Code 15 and Local Code 0001.

Cancelations are entered as Document Type 085.

Changes In Bargaining Units

The Payroll/Personnel System will automatically stop (cancel) membership dues for:

- A bargaining unit employee who is reassigned or promoted to a non-bargaining unit position is ineligible for inclusion in a bargaining unit. The Payroll/Personnel System will automatically cancel membership dues for employees placed in a non-bargaining unit position with the process of the following:
 - Promotion
 - Reassignment
 - Position Change
 - Conversion
 - Change to a lower grade
- Employees who are in bargaining unit position and temporarily to a position in a non-bargaining unit. The Payroll/Personnel database will hold (store) the membership dues authorization until one of the following occurs:
 - A change to lower grade is processed returning the employee to the bargaining unit position. PPS will automatically reinstate the membership dues.
 - A change to lower grade is processed and the employee moves from the non-bargaining unit to another non-bargaining unit position. The PPS will not reinstate the membership dues; they will be canceled and not stored.
 - A promotion is processed for the non-bargaining unit position. The PPS will not reactivate the membership dues; they will be canceled and not stored.

These automatic cancelations and reinstatements are effective no earlier than the end of the processing effective pay period (deductions will start or stop the following pay period).

If any of the above actions are processed late, the PPS will only stop or start the membership dues. An AD-343, Payroll Action Request, must be submitted to the Payroll/Personnel Operations Section at NFC to adjust the membership dues.

This section shows how to: change dues, change between locals, and cancel eligible employees' payments of dues to labor organizations and associations. Employees who wish to exercise the option

available to them of having payments of dues to labor organization, precessional association, or other organizations deducted from their salary on a regular basis should submit the appropriate form to their personnel office.

Employee Union Dues Mass Change

Document Type 083 is used to enter information from the SF-1187, Request of Payroll Deductions for Labor Organization Dues, or appropriate form when the union/association dues deduction is changing for more than one employee.

Dues Change Between Locals In National Lab Organization

Document Type 084 is used when an employee with established union/association dues allotment transfers to another agency within the same department or a different labor organization/association within the same agency.

If an employee is reassigned or transferred to a location represented by a different local or chapter of the same labor organization and the employee continues to hold a bargaining union position, the employee may change the membership dues deduction to show the new local/chapter and the amount of the membership dues.

Cancelation/Revocation Of Employee Union Dues

Document Type 085 is used to enter information from the SF-188, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues, or other appropriate form when the employee is no longer eligible or wants to voluntarily stop being a member.

This section contains the following topics:

[Revocations Of Membership Dues](#)

[Canceling Membership Dues](#)

Revocations Of Membership Dues

An allotment for the payment of dues may be revoked by the employee only after a written request (SF-1188, Cancelation of Payroll Deduction for Labor Organizational Dues, or other appropriate form) and is administratively controlled by the employee's agency.

Certain labor organizations designate when an employee may revoke labor organization withholding; other organization permit revocation at any time.

Canceling Membership Dues

To cancel membership dues, the employee should submit an SF-1188, or other appropriate form to their personnel office.

Name	This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
Union Dues	
*Effective Date	This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period. Select a date from the calendar icon to change the default date.
Pay Period	This field is populated and cannot be changed.
Date Entered	This field is populated and cannot be changed.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified.
Contribution Data	
Dues Type	Select the applicable dues type from the drop-down list. The valid values are as follows: 083 - Dues Change 084 - Change Between Locals 085 - Cancel 086 - Enrollment
*Union Code	Enter the union/association code to be established, changed, or canceled/revoked in the database. Verify the union/association code by accessing IRIS Program IR308.
*Local	Enter the local code to be established, changed, or canceled/revoked in the database.
Deduction Limit Amount	Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. No entry is necessary if the deduction amount is established in TMGT.

OR

Deduction Limit Percent	Enter the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. No entry is necessary if the percent amount is established in TMGT Note: Do not enter both a deduction amount and a deduction percent.
Union Transaction Code	Enter the applicable code.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up. At this point the following options are available:

Step	Description
Click Return To Search	To enter an additional transaction.
Click Notify	To send an email to the next individual in the workflow.

Verifying Union Dues Data

Use the following resources to verify data on Document Types 083, 084, 085, and 086:

Note: Authorized security must be obtained to access this information since it contains sensitive data.

- IRIS Program:
 - IR308, Union Association Dues
 - IR309, Union Association Dues Transaction.
 - IR311, History Union/Association Dues.
- TMGT Table 010, Union and Association Code Address.
- The Listing of Personnel Error Messages Report listed as Document Type 086.
- Statement of Earnings and Leave (AD-334).

EHRI/RSM

Document type 444, EHRI/RSM Element, was established to allow multiple elements to be entered and/or changed at the same time. The Retirement Systems Modernization (RSM) program is used by OPM to build complete service history for all Federal employees by using historical Individual Retirement Records (IRRS) submitted to OPM along with historic service data being maintained by agency in both paper and electronic format. Data is sent biweekly to OPM via the Enterprise Human Resources Initiative (EHRI). A work e-mail address is also entered on the document and sent to OPM and can only be modified by the Human Resources office.

All accessions hired on or after January 1, 2006, are required to complete Ethnicity and Race Indicator (ERI) information via Standard Form (SF)-181. The ERI replaces the old Race and National Origin (RNO) data.

The ERI code should be entered on the accession or conversion action via the 063 document. If ERI changes are needed after entry on the accession or conversion action, the History Override process should be used to make adjustments.

This section contains the following topic:

[Entering EHRI/RSM Data](#)

Entering EHRI/RSM Data

To enter EHRI/RSM Data:

1. Select the **Payroll Documents** menu group.
2. Click the **EHRI/RSM** component. The Find An Existing Value tab - EHRI/RSM page allows the user to locate an existing employee in order to enter or change EHRI/RSM data. Enter the search criteria.
3. Click **Search**. The EHRI/RSM Page (**Figure 34**) is displayed.

EHRI RSM
[View All PRES Errors](#)

JOHN DOE Empl ID: XXXXXX Rcd# 0 SSN XXXXXXXXXX

EHRI RSM
Find | View All
First 3 of 3 Last

*Effective Date Pay Period: 07 Auth Date 04/05/2012 + -

User ID XXXXXX Transaction Status:

[View Document Tracking](#)

EHRI RSM Data

Work Email Addr

Citizenship Country

Creditable Military Service: Years Months Days

Service Obligations / End Dates
Customize | Find | View All |
First 1 of 1 Last

Service Obligations	Service Obligation Date	+ -
1 Paid move	03/30/2012	+ -

Military Lost Days Appt Excluded from CSRS

FERS

FERS Indicator FERS Election Date Appointment excluded from FERS

FEGLI

FEGLI Assignment Indicator Benefits Designated FEGLI Indicator

FEGLI Post-Election Basic Insurance Amt

FICA Coverage

FICA Coverage 1 FICA Coverage 2

Correspondence Information

Correspondence Country

Correspondence Region

Figure 34. EHRI/RSM page

4. Complete the fields as follows:

Name	This field is populated from the search criteria entered.
EmplID	This field is populated from the search criteria entered.
Rcd#	This field is the number of records for that employee.
SSN	This field is populated with the last four positions of the social security number.

EHRI RSM Elements	
Effective Date	Enter the effective date or select a date from the calendar icon.
Pay Period	This field is populated with the current pay period.
Auth Date	This field is populated with the current date.
User ID	This field is populated with the system identifier for the individual who generates the transaction. The name is also displayed.
Transaction Status	This field defaults to In Progress and cannot be modified.
Employee Work Email	Enter the employee's work email address to be reported to OPM. This email address will not affect any other email addresses entered in EmpowHR for workflow or email notifications for transactions, etc.
Citizenship Country	Select citizenship country from the drop-down list.
Lost Days	Enter the number of days lost.
Creditable Military Service/Years	This field is the number of years of creditable military service used for annual leave accrual purposed. Enter the number of years of creditable military service.
Creditable Military Service/Months	This field is the number of months of creditable military service used for annual leave accrual purposed. Enter the number of months of creditable military service.
Creditable Military Service/Days	This field is the number of days of creditable military service used for annual leave accrual purposed. Enter the number of days of creditable military service.
Service Obligations/End Dates	
Service Obligations	Select the reason for the employee's service obligation from the drop-down list. The valid values are as follows: Training Received Student Loan Repayment Paid Move Relocation Incentive Recruitment Incentive Retention Incentive
Service Obligation Date	Enter the date the employee's service obligation expires or select a date from the calendar icon.
FERS	
FERS Indicator	This field indicates the employee's election or non-election of Federal Employee's Retirement System (FERS) coverage. This field only applies to employees who are not automatically covered by FERS under certain circumstances. Check this box if applicable.

FERS Election Date	This field is the date on which the employee who is not automatically covered by FERS chooses to elect FERS coverage. This field only applies to employees who are not automatically covered by FERS under certain circumstances. This field is related to the FERS Indicator field. Enter the date of select a date from the calendar icon.
Appointment Excluded From CSRS	This field indicates if an employee's appointment is not covered under the CSRS plan as described by law and regulation. this field will be used for retirement coverage determinations. Check this box if applicable.
Appointment Excluded From FERS	This field indicates if an employee's appointment is not covered under the FERS plan as described by law and regulation. this field will be used for retirement coverage determinations. Check this box if applicable.
FEGLI	
FEGLI Assignment Indicator	This field indicates whether an employee has completed or has an RI 76-10, Assignment Form, on file. Check this box if applicable.
Benefits Designed FEGLI Indicator	This field indicates whether an employee has a Form SF-2823, Designation of Beneficiary, on file. Check this box if applicable.
FEGLI Post-Election Basic Insurance	This field indicates the FEGLI Post-election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future. This field is populated when living benefits partial nature of action (806) is provided. Enter the amount (XXXXXXXX.XX).
FICA Coverage	
FICA Coverage 1	This field indicates if an employee is (1) an inmate working in the US Penal Institution, (2), or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination. Check this box if applicable.
FICA Coverage 2	This field indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being re-employed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provision of Chapter 43 of Title 38, US Code, after performing service as a member of a uniformed service is being re-employed after employment by a tribal organization to which Section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination. Check this box if applicable.
Correspondence Information	
Correspondence Country	This field is the International Country Codes as defined by the United States Postal Service. Select the country from the drop-down list.
Correspondence Region	This field indicates the region, province, or other first administrative district or division of a country other than the U.S. for the organization or person's address. Enter the correspondence region.

5. Click **Save** to save the transaction.
6. Click **Return To Search** to search for another employee's EHRI/RSM record.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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