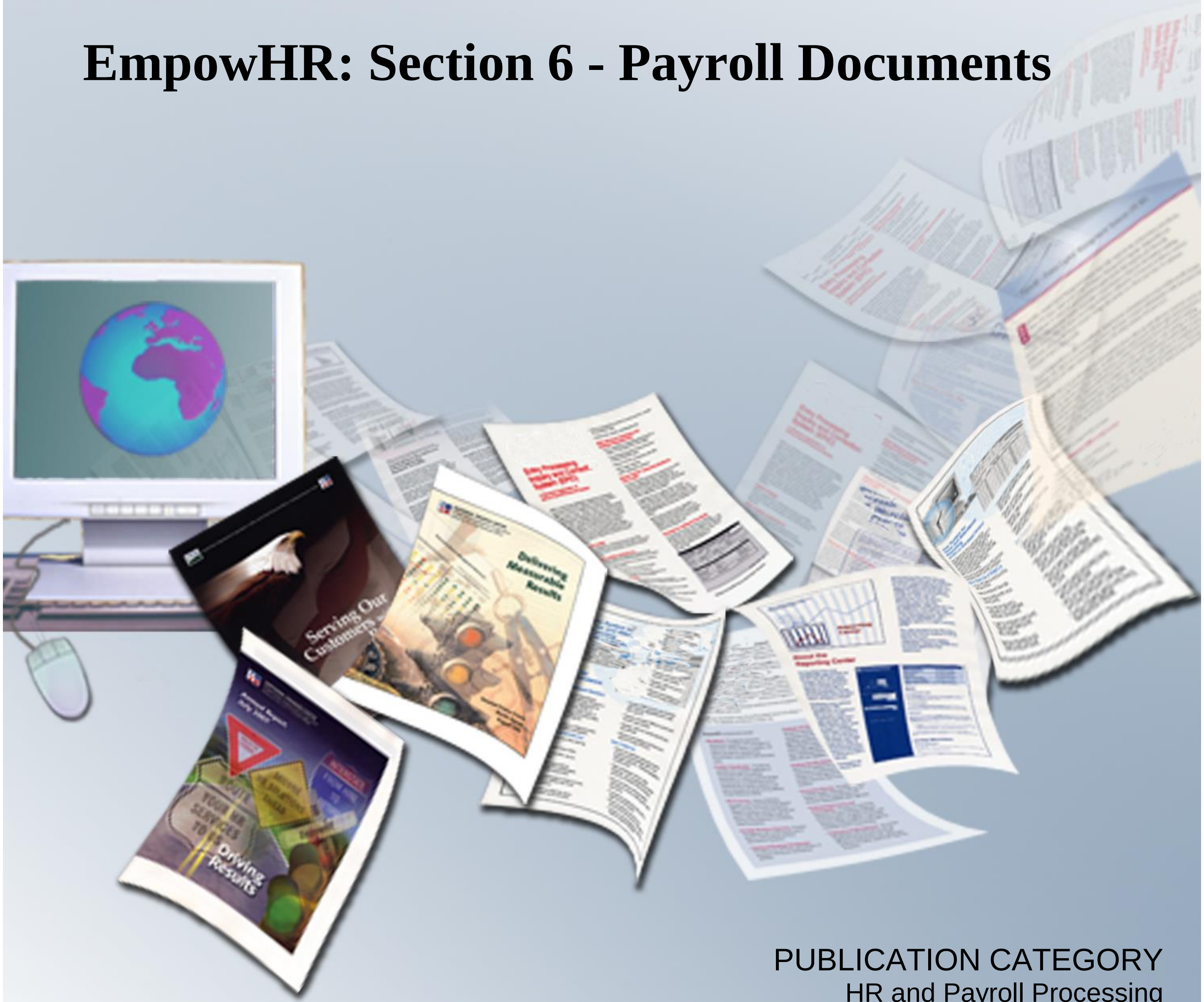
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

March 2016

# EmpowHR: Section 6 - Payroll Documents



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 6
Payroll Documents

# Table of Contents

# Latest Update Information

The following changes have been made to the Payroll Documents procedure:

| Section | Description of Change |
|---|---|
| Entering Allowances | Added two new allowances. |
| Dependent Children of Same-Sex Domestic Partners | Added information about Federal Employees Health Benefits (FEHB) for dependent children of same-sex domestic partners in States where same-sex marriage is not legal. |
| Intermittent, Seasonal, and Temporary Employees | Added information about FEHB for intermittent, seasonal, and temporary employees. |
| Entering a Master File Change | Added a new value to the Master File Change document allowing users to change a Service Computation Date (SCD) for retirement without changing the SCD for leave. |

# 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 Personnel Input and Edit System (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:

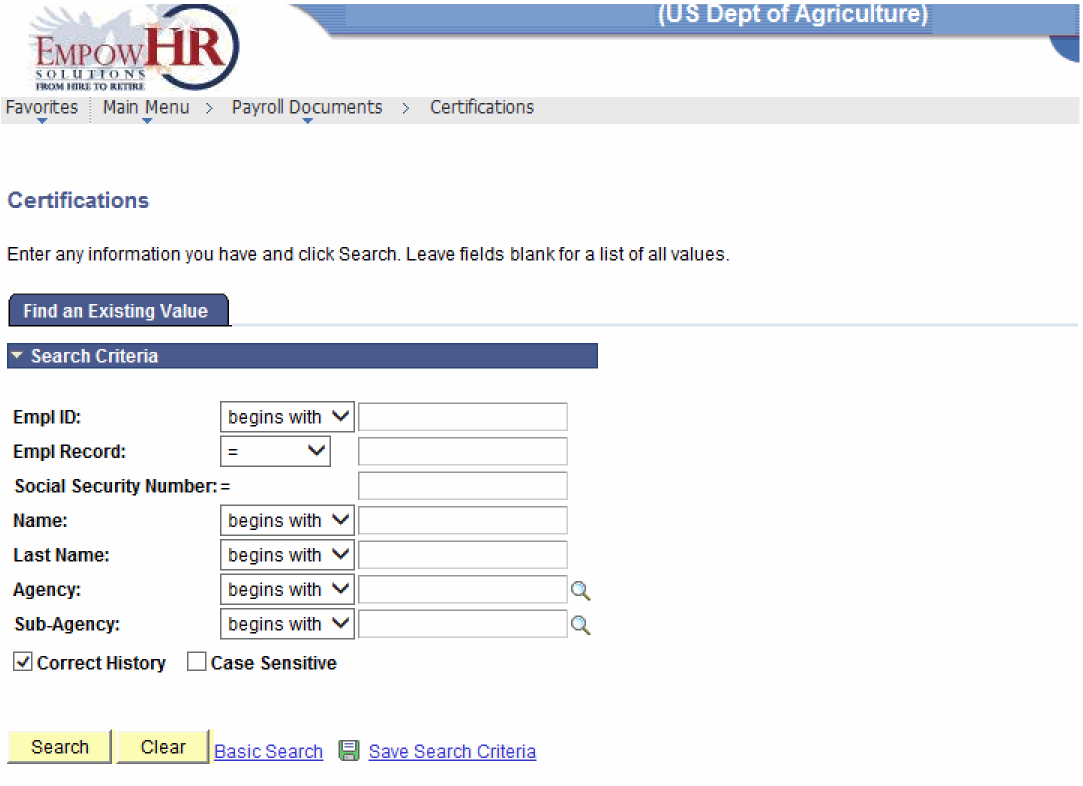
- Withhold mandatory and voluntary deductions such as health and life insurance, child support and alimony payments, allotments, and taxes.
- Disburse payments such as annual leave and compensatory time payments.
- Transfer data to the Payroll/Personnel System (PPS) from another payroll system (i.e., 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, and Federal 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. Once payroll documents are processed, a **View Document Tracking** button is available in order to allow users to research document(s). If a **View Document Tracking** button is clicked, a View Document Tracking page is displayed. An employee must be located in EmpowHR in order to enter a Payroll Document for that employee. Enter data in any one of the fields to search for an employee's data. For more information on the Find an Existing Value tab, see the EmpowHR Section 1, Basics, procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Below is an example of a Find an Existing Value tab.



Certifications

Enter any information you have and click Search. Leave fields blank for a list of all values.

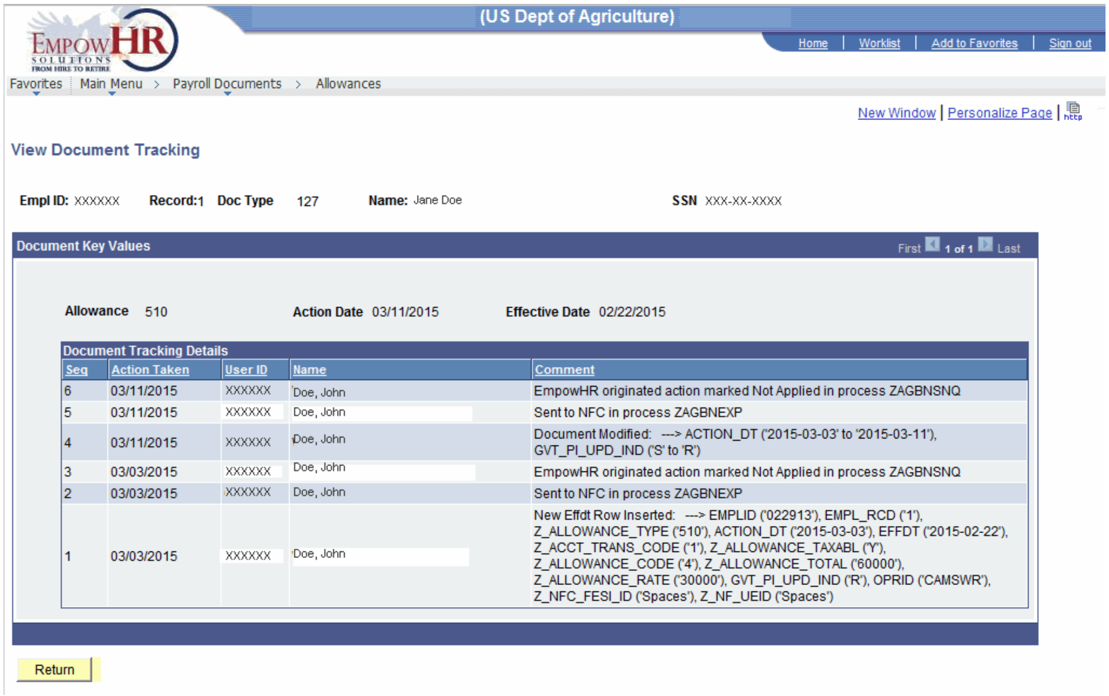
Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☑ Correct History ☐ Case Sensitive

**Figure 1: Example of a Find an Existing Value Tab**

Below is an example of a **View Document Tracking** button.

**Figure 2: Example of a View Document Tracking Button**

Below is an example of a View Document Tracking page.



**View Document Tracking**

**Empl ID:** XXXXXX **Record:**1 **Doc Type** 127 **Name:** Jane Doe **SSN** XXX-XX-XXXX

**Document Key Values**

**Allowance** 510 **Action Date** 03/11/2015 **Effective Date** 02/22/2015

**Document Tracking Details**

| Seq | Action Taken | User ID | Name | Comment |
|---|---|---|---|---|
| 6 | 03/11/2015 | XXXXXX | Doe, John | EmpowHR originated action marked Not Applied in process ZAGBNSNQ |
| 5 | 03/11/2015 | XXXXXX | Doe, John | Sent to NFC in process ZAGBNEXP |
| 4 | 03/11/2015 | XXXXXX | Doe, John | Document Modified: ---> ACTION_DT ('2015-03-03' to '2015-03-11'), GVT_PI_UPD_IND ('S' to 'R') |
| 3 | 03/03/2015 | XXXXXX | Doe, John | EmpowHR originated action marked Not Applied in process ZAGBNSNQ |
| 2 | 03/03/2015 | XXXXXX | Doe, John | Sent to NFC in process ZAGBNEXP |
| 1 | 03/03/2015 | XXXXXX | Doe, John | New Effdt Row Inserted: ---> EMPLID ('022913'), EMPL_RCD ('1'), Z_ALLOWANCE_TYPE ('510'), ACTION_DT ('2015-03-03'), EFFDT ('2015-02-22'), Z_ACCT_TRANS_CODE ('1'), Z_ALLOWANCE_TAXABL ('Y'), Z_ALLOWANCE_CODE ('4'), Z_ALLOWANCE_TOTAL ('60000'), Z_ALLOWANCE_RATE ('30000'), GVT_PI_UPD_IND ('R'), OPRID ('CAMSWR'), Z_NFC_FESI_ID ('Spaces'), Z_NF_UEID ('Spaces') |

**Figure 3: Example of a View Document Tracking Page**

Below is an example of the Payroll Processing Data Flow:

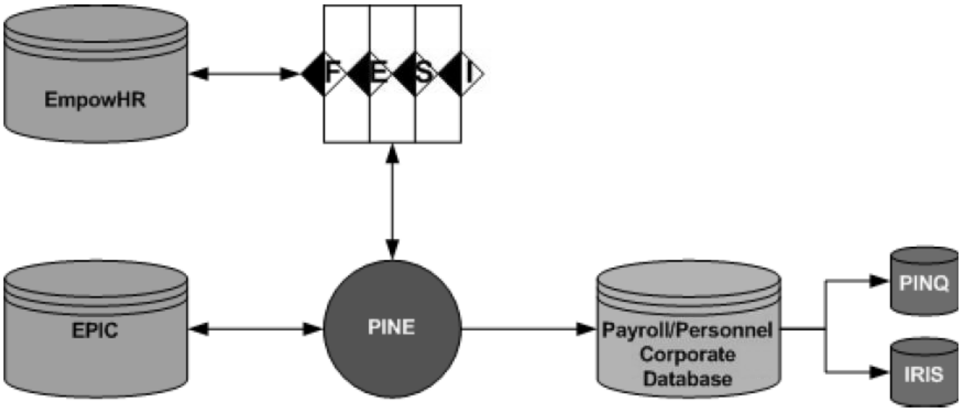


**Figure 4: Example of Payroll Processing Data Flow**

# 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.

Use the following resources to verify data on Document Type 127, Allowances:

- Allowance data is displayed in the Information/Research Inquiry System (IRIS) Program IR109, Allowances/COLA/Post Diff.
- Listing of Personnel Error Messages Report listed as Document Type 127, Allowances.
- Form AD-334, Statement of Earnings and Leave.

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.

### 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&As, see the EmpowHR Section 1, Basics, procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

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

This section includes the following topics:

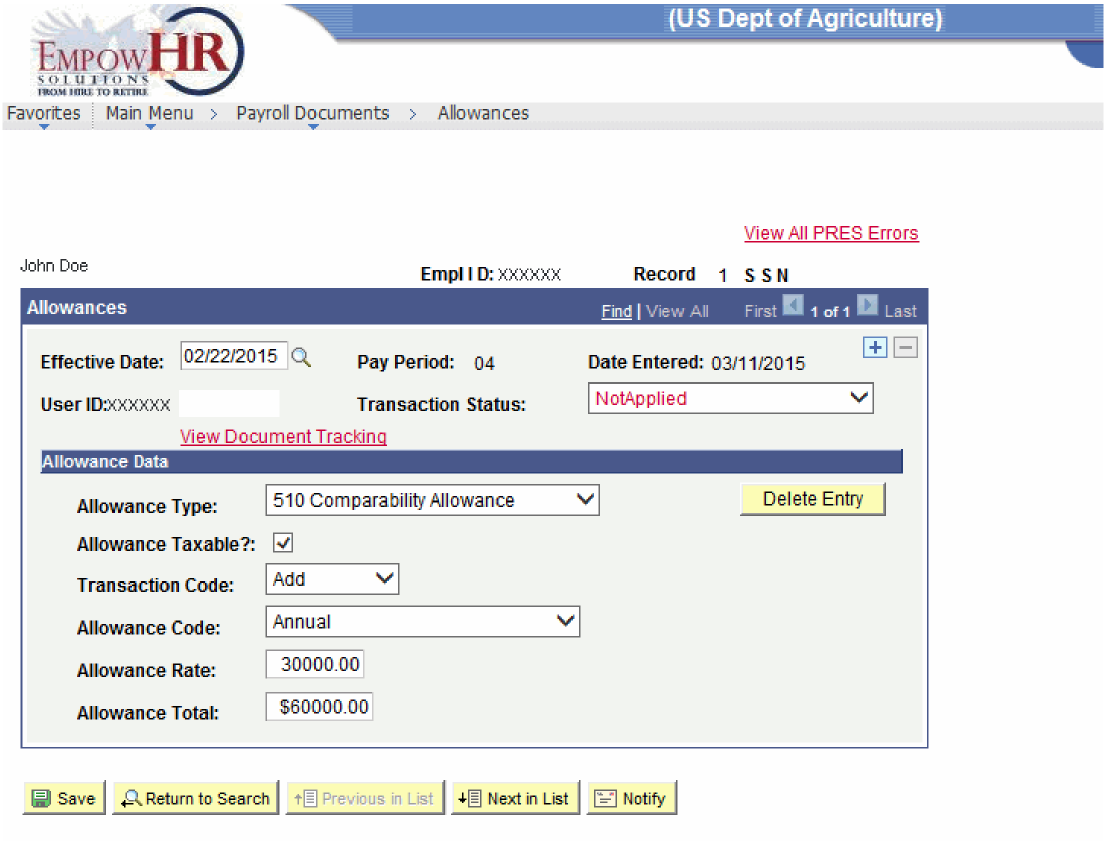
## Entering Allowances

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.
- PPS 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.
3. Enter the search criteria.
4. Click **Search**. The Allowances page is displayed.



John Doe

Empl I D: XXXXXX Record 1 S S N

**Allowances**

Effective Date: 02/22/2015

Pay Period: 04

Date Entered: 03/11/2015

User ID:XXXXXX

Transaction Status: NotApplied

**Allowance Data**

Allowance Type: 510 Comparability Allowance

Allowance Taxable?: ☑

Transaction Code: Add

Allowance Code: Annual

Allowance Rate: 30000.00

Allowance Total: $60000.00

**Figure 5: Allowances Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated based upon the results of the search criteria entered. |
| **Empl ID** | Populated based upon the results of the search criteria entered. |
| **Record** | Populated with the number of records for the employee. |
| **SSN** | Populated based upon the results of the search criteria entered. |
| **Allowances** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. The date a table record becomes effective or an action begins. This data also determines when the user can view and/or change information. |
| **Pay Period** | Populated with the pay period of the effective date. |
| **Date Entered** | Populated with the date entered. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |

| Field | Description/Instruction |
|---|---|
| **Allowance Type** | Select data from the drop-down list. The valid values are as follows:<br>**Code Allowance Type**<br>**179** **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.<br>Cannot exceed $80.76 per pay period.<br>Cannot exceed $2100 per year.<br>Note: Timekeepers may record parking on the T&A 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.<br>**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.<br>**493** **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.<br>If the payment is based on per day, the timekeeper must record on the T&A (Transaction Code (TC) 49, Remote Worksite Allowance, 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.<br>**494** **Quarters Allowance (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 (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.<br>**498** **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 (U.S.) 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.<br>**510** **Comparability Allowance** - The per-pay-period or annual amount also known as the Physicians Comparability Allowance (PCA). A PCA may be paid to a Government physician who is paid under the General Schedule, Senior Executive Service (SES), and certain other pay systems as defined in 5 U.S.C. 5948(g)(1). A "Government physician" includes an individual employed as a physician or a dentist. Agencies may pay a PCA up to $14,000 annually to a physician with 24 months or less of service as a Government physician. Agencies may pay a PCA up to $30,000 annually to |

| Field | Description/Instruction |
|---|---|
| **Allowance Taxable?** | Check the box if the allowance is taxable. |
| **Transaction Code** | Click the down arrow to select the applicable transaction for the document. 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.<br>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. |

6. Click **Save**.

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

| Step | Description |
|---|---|
| Click **Return to Search** | Returns the user to the applicable page to search for another allowance. |
| Click **Previous in List** | Returns the user to the previous tab. |
| Click **Next in List** | Accesses the next allowance entered. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Allowances Data

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

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

# 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 cancelation 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 Time Inquiry-Leave Update System (TINQ) Program T107, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

PPS records restored annual leave used and calculates balances. 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 under TC 63, Restored Annual Leave. 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 the National Finance Center (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 Office of Personnel Management (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.

### 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 2 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 data 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.

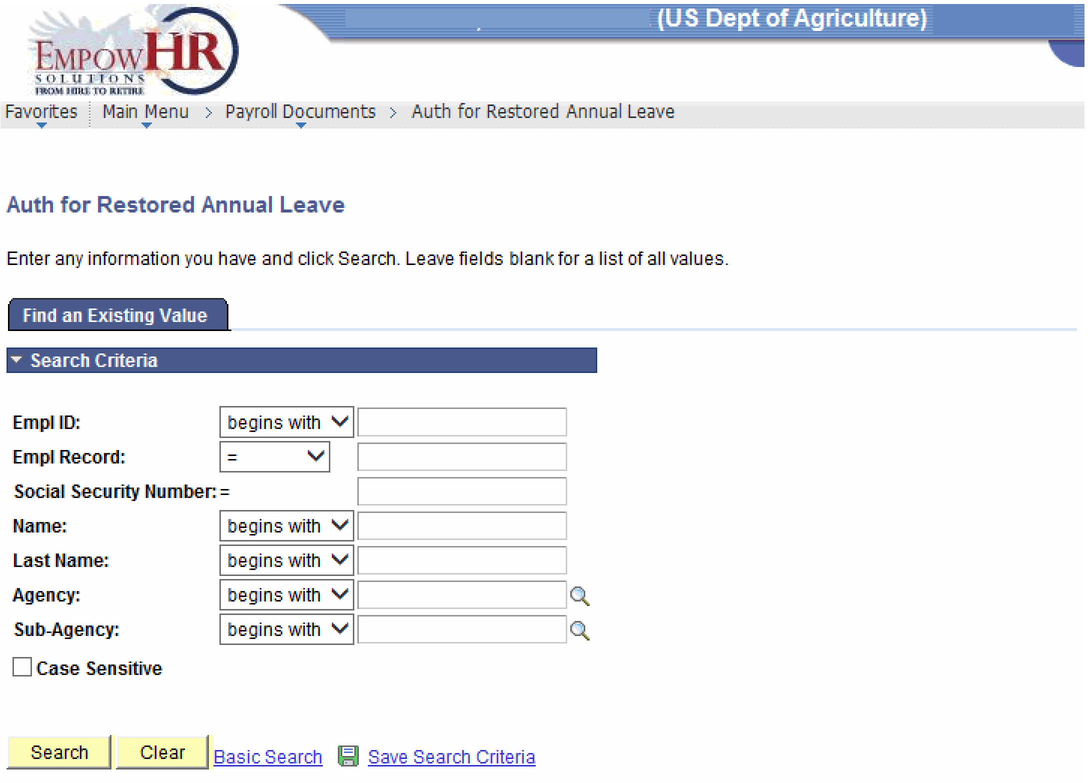
This section includes the following topics:

# 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 Auth for Restored Annual Leave page - Find an Existing Value tab 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.



Auth for Restored Annual Leave

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 6: Auth for Restored Annual Leave Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Authorization for Restored Annual Leave page is displayed.

John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

Authorization for Restored Annual Leave

Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: EMPOWHR_TL
Transaction Status: InProgress

Annual Leave Data

Action Code: Establish Restored Annual Lv
Total Amount Annual Leave Restored: 0.00
Year Leave to be Restored:
Mgr Approves Request ○ Yes ○ No
Justification
Approval Date

**Figure 7: Authorization for Restored Annual Leave Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Rcd#** | Displays with the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The SSN displayed is based on the EmplID. |
| **Authorization for Restored Annual Leave** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |

| **Field** | **Description/Instruction** |
|---|---|
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Annual Leave Data** | **Instruction** |
| **Action Code** | Defaults to **`Established Restored Annual Leave`**. Change if applicable by selecting data from the drop-down list. The valid values are as follows:<br>**`Delete Amt. Prev. Established`**<br>**`Replace Amt. Prev. Established`**<br>**`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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Restored Annual Leave Data

Use the following resources to verify data on Document Type 165, Restore AL:

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

# 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)

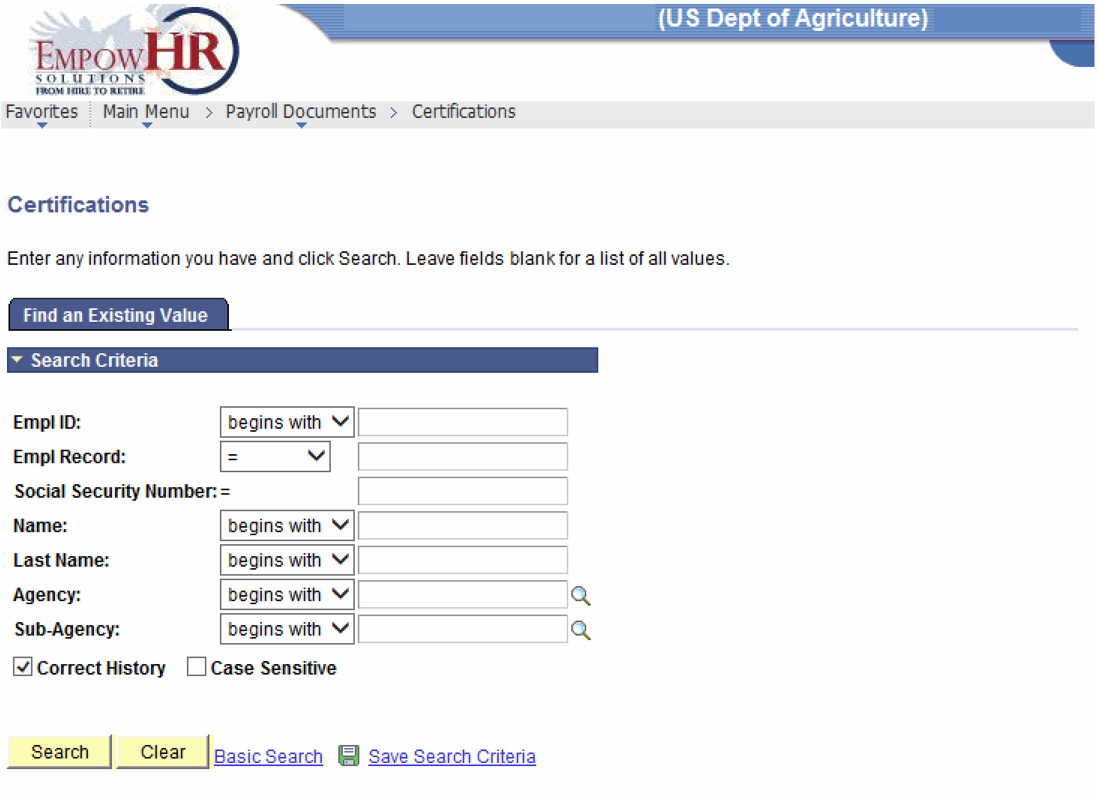
This section includes the following topics:

## Entering Professional Certification Data

### To Enter Professional Certification Data:

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

2. Select the ***Certifications*** component. The Certifications page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter or change a professional certification.



Certifications

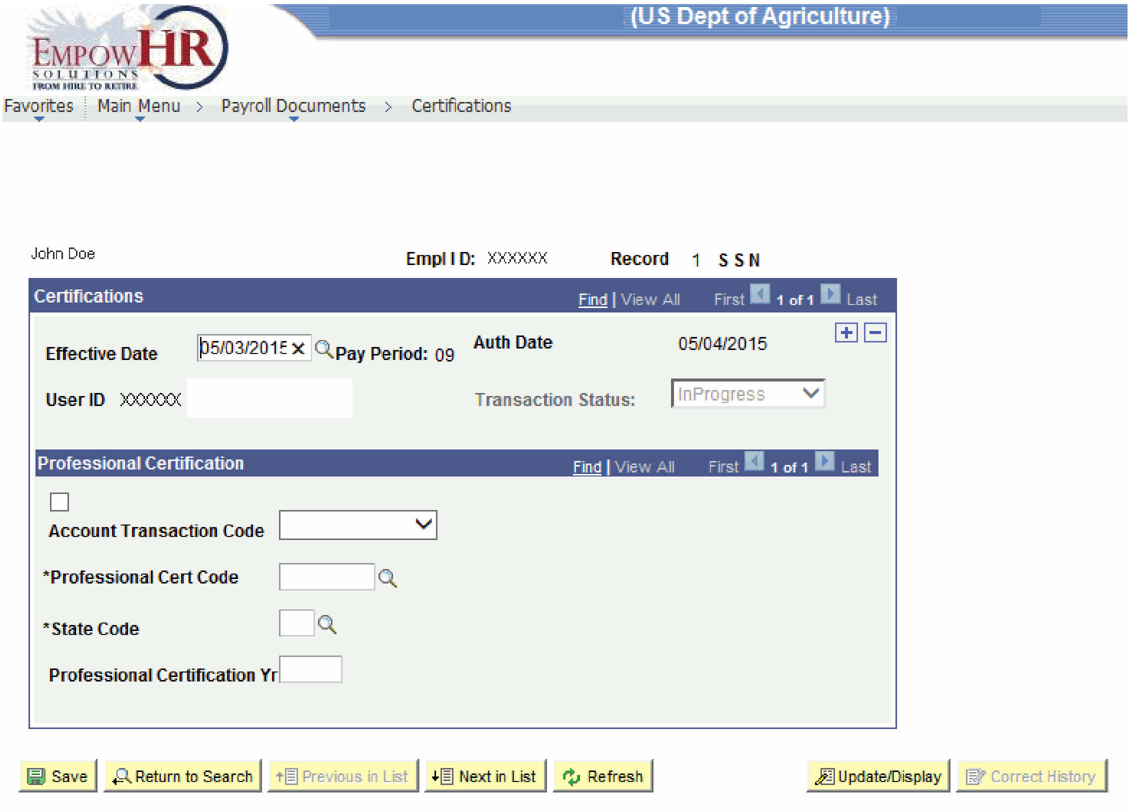
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☑ Correct History ☐ Case Sensitive

**Figure 8: Certifications Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Certifications page is displayed.



John Doe

**Empl I D:** XXXXXX **Record** 1 **S S N**

**Effective Date** 05/03/2015 **Pay Period:** 09 **Auth Date** 05/04/2015

**User ID** XXXXXX **Transaction Status:** InProgress

☐

**Account Transaction Code**

***Professional Cert Code**

***State Code**

**Professional Certification Yr**

**Figure 9: Certifications Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Certifications** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Auth Date** | Populated with the authentication date of the action. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |

| **Field** | **Description/Instruction** |
|---|---|
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Professional Certification** | **Instruction** |
| **Account Transaction Code** | Select the account transaction code from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**. |
| ***Professional Cert Code** | Required field. Enter the applicable information or select data by clicking the search icon. |
| ***State Code** | Required field. 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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Refresh** | Refreshes the page. |
| Click **Update/Display** | Returns the user to the applicable page to update the data entered. |
| Click **Correct History** | Returns the user to the applicable page to correct history data. |

## Verifying Professional Certification Data

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

- IRIS Program IR130, Education and Certification.
- The Listing of Personnel Error Messages Report listed as Document Type 124, Profession Cert.

# 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 OPM Form 1654, CFC Campaign Number.

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 one 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 one 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 types of documents are not entered into the system.

### Cancelation of Voluntary Charitable Contributions

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

### Transfer of Voluntary Charitable Contributions

OPM regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different 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.

This section includes the following topics:

## Entering Charitable Contributions

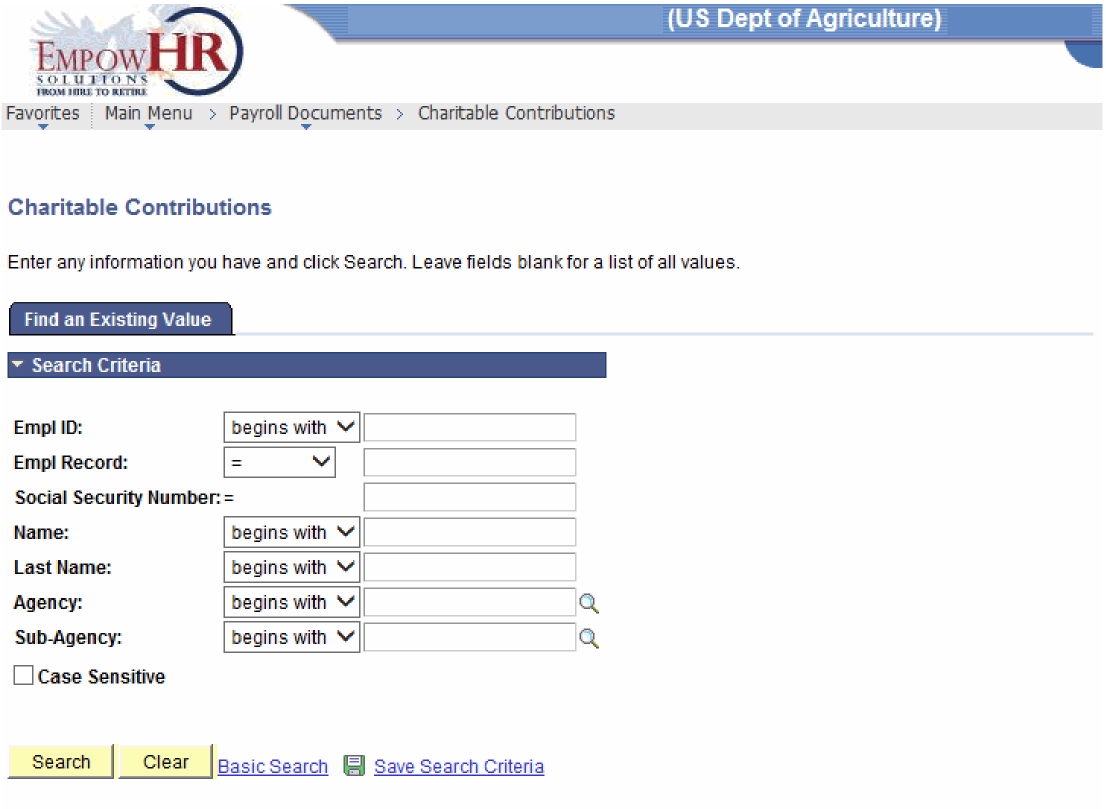
The following are guidelines for processing charitable contribution data:

- Since most of the CFC documents are processed for Pay Period 01, 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 Charitable Contributions page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter or change charitable contributions.



Charitable Contributions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 10: Charitable Contributions Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Voluntary Charitable Contributions page is displayed.

John Doe

Empl ID: XXXXXX

Record 1

S S N XXX-XX-XXXX

Effective Date: 05/03/2015

Pay Period: 09

Action Date: 05/04/2015

User ID: XXXXXX

Transaction Status: InProgress

Transaction Code

State Code:

City Code:

Deduction Per Pay Period: $0.00

**Figure 11: Voluntary Charitable Contributions Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Voluntary Charitable Contributions** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |

| **Field** | **Description/Instruction** |
|---|---|
| **Action Date** | Enter a date or select a date from the calendar icon. This field is the date of the action. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Data Element** | **Instruction** |
| **Transaction Code** | Select the TC from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**. |
| **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.<br>Note: Do not enter the total amount of the contribution. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Voluntary Charitable Contribution Data

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

- IRIS Program IR111, Charitable Contribution.
- Table Management System (TMGT), Table 006, CFC Payee Address.
- The Listing of Personnel Error Messages Report listed as Document Type 088, Chartble Contri.
- Form AD-334, Statement of Earnings and Leave.

# 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 Fair Labor Standards Act (FLSA) rate, a request for manual payment must be processed via the Special Payment Processing System (SPPS) or by submitting a Form AD-343, Payroll Action Request.

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, Comp Leave & Comp-Oth-Rt. 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 Form, 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 FLSA overtime rate is higher than the Title V overtime rate, enter the compensatory payment in SPPS.

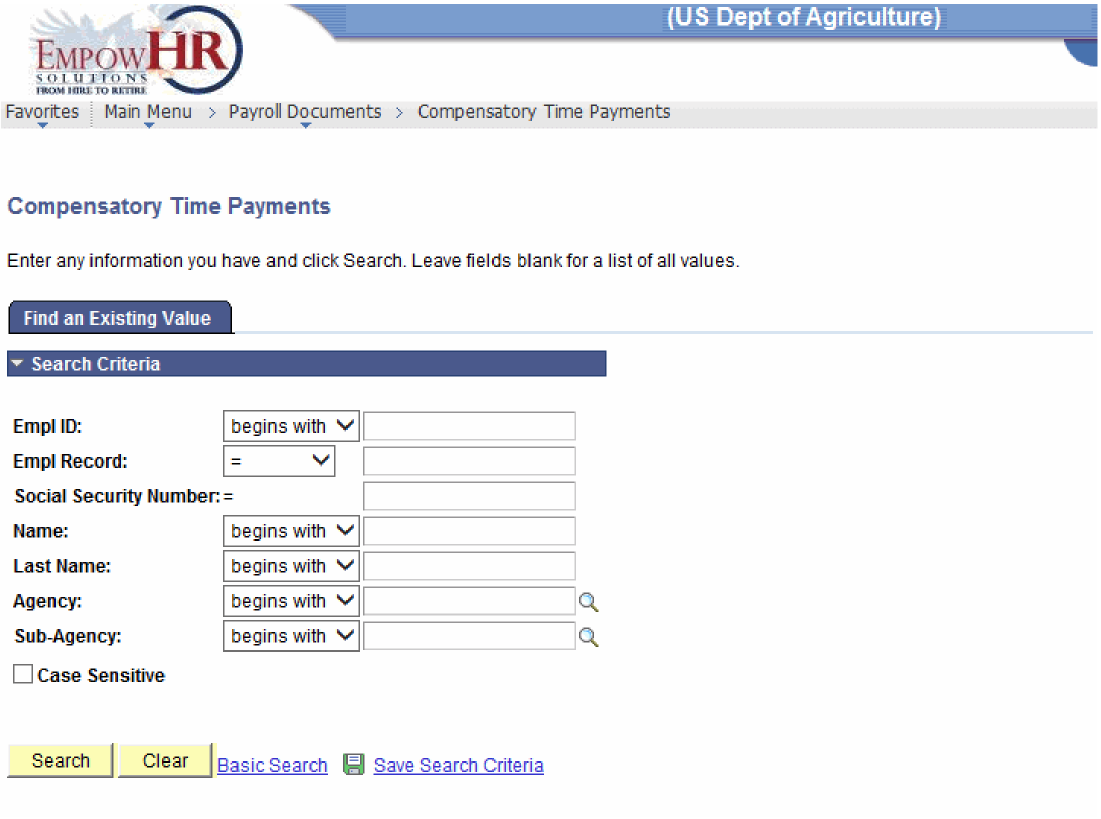
This section includes the following topics:

## 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 Compensatory Time Payments page - Find an Existing Value tab is dipslayed. The information on this page allows the user to locate an existing employee to enter or compensatory time payments.



Compensatory Time Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| Empl ID: | begins with | |
| Empl Record: | = | |
| Social Security Number: | = | |
| Name: | begins with | |
| Last Name: | begins with | |
| Agency: | begins with | |
| Sub-Agency: | begins with | |

☐ Case Sensitive

3. Enter the search criteria.

4. Click **Search**. The Comp Time Payments page is displayed.

John Doe

Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

*Effective Date: 05/03/2015

Pay Period: 09

Date Entered: 05/04/2015

User ID: XXXXXX

Transaction Status: InProgress

Total Hours to be Paid: 0.00 (e.g., 24½ = 24.50)

**Figure 12: Comp Time Payments Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Comp Time Payments** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |

| **Field** | **Description/Instruction** |
|---|---|
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Payment Data** | **Instruction** |
| **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 Data Usage Code** | Click the down arrow to select the applicable code. |
| **Accounting Distribution Data** | Select the distributed accounting data from the drop-down list. The valid values are `Use Stored Accounting` and `Use Specified Accounting`. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Compensatory Time Payments

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

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

# Court Ordered Child Care/Alimony

A childcare or alimony deduction is the withholding of court ordered or 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 paid 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 five childcare/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 childcare/alimony deduction. The Agency should maintain and use as required the Form AD-747, Court-Ordered Child Care or Alimony Deduction, and all applicable copies for three 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:

- Form AD-747, Court-Ordered Child Care or Alimony Deduction

If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments on Form AD-747, Court-Ordered Child Care or Alimony Deduction, or Form AD-343, Payroll Action Request.

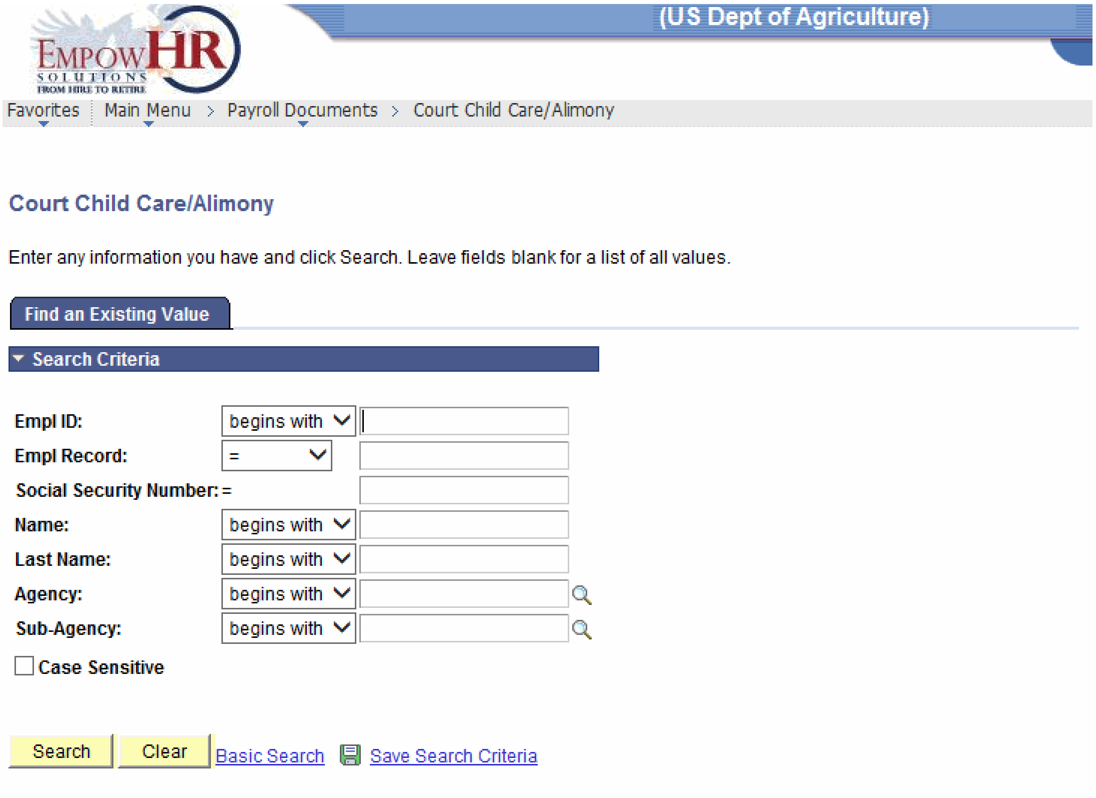
This section includes the following topics:

## 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 Court Child Care/Alimony page - Find an Existing Value tab is displayed. The information on this page allows the

user to locate an existing employee to enter or change court-ordered childcare or alimony deductions.



Court Child Care/Alimony

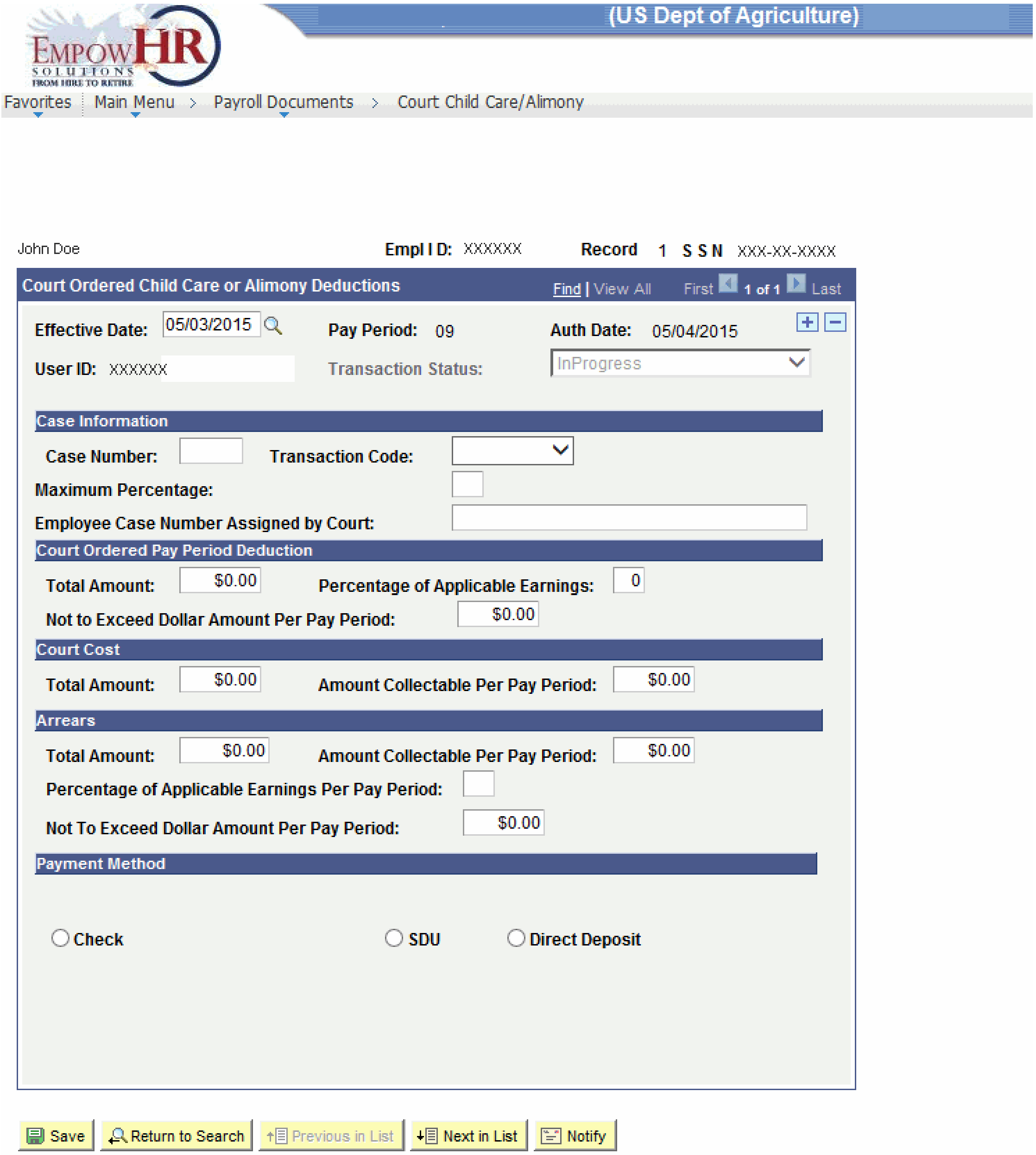
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 13: Court Child Care/Alimony Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Court Child Care/Alimony page is displayed.



John Doe Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

**Court Ordered Child Care or Alimony Deductions**

Effective Date: 05/03/2015 Pay Period: 09 Auth Date: 05/04/2015
User ID: XXXXXX Transaction Status: InProgress

**Case Information**

Case Number: Transaction Code:
Maximum Percentage:
Employee Case Number Assigned by Court:

**Court Ordered Pay Period Deduction**

Total 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

**Payment Method**

○ Check ○ SDU ○ Direct Deposit

**Figure 14: Court Child Care/Alimony Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |

| **Field** | **Description/Instruction** |
|---|---|
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Court Ordered Child Care or Alimony Deductions** | **Description/Instruction** |
| **Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Auth Date** | Populated with the authentication date of the action. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Case Information** | **Description/Instruction** |
| **Case Number** | Displays 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 two digits represent the year (i.e., 1999 would be "99") and the last two digits represent the sequential numbering of the cases processed in the calendar year. For example, the first childcare 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** | **Instruction** |
| **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** | **Instruction** |
| **Total Amount** | Enter the total arrears amount ($0.00) as specified in the court order. |
| **Amount Collectible per Pay Period** | Enter the court cost per pay period ($0.00). |
| **Arrears** | **Instruction** |

| Field | Description/Instruction |
|---|---|
| **Total Amount** | Enter the total arrears amount ($0.00) as specified in the court order. |
| **Amount Collectible Per Pay Period** | Enter the amount ($0.00) in arrears per pay period. |
| **Percentage 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. |
| **Payment Method** | **Instruction** |
| **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 via electronic funds transfer (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`**. Use TMGT Table 110, Child Support, to gather information about the State Disbursement Unit (SDU), EFT payments, and bank routing numbers. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Court-Ordered Child Care/Alimony Deductions

Use the following resources to verify data on Document Type 195, Child Care/Alim:

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

- IRIS Program IR306, Child Support & Alimony.

- The Listing of Personnel Error Messages Report listed as Document Type 195, Child Care/Alim.
- Form AD-334, Statement of Earnings and Leave.

# 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 (P.L.) 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 and garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the Agency sends 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 1 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 the Agency's policy to notify the court in this case.

In a case where multiple commercial garnishments 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 the IRIS Program IR114, Receipt Accounts.

In a case where multiple commercial garnishments 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).

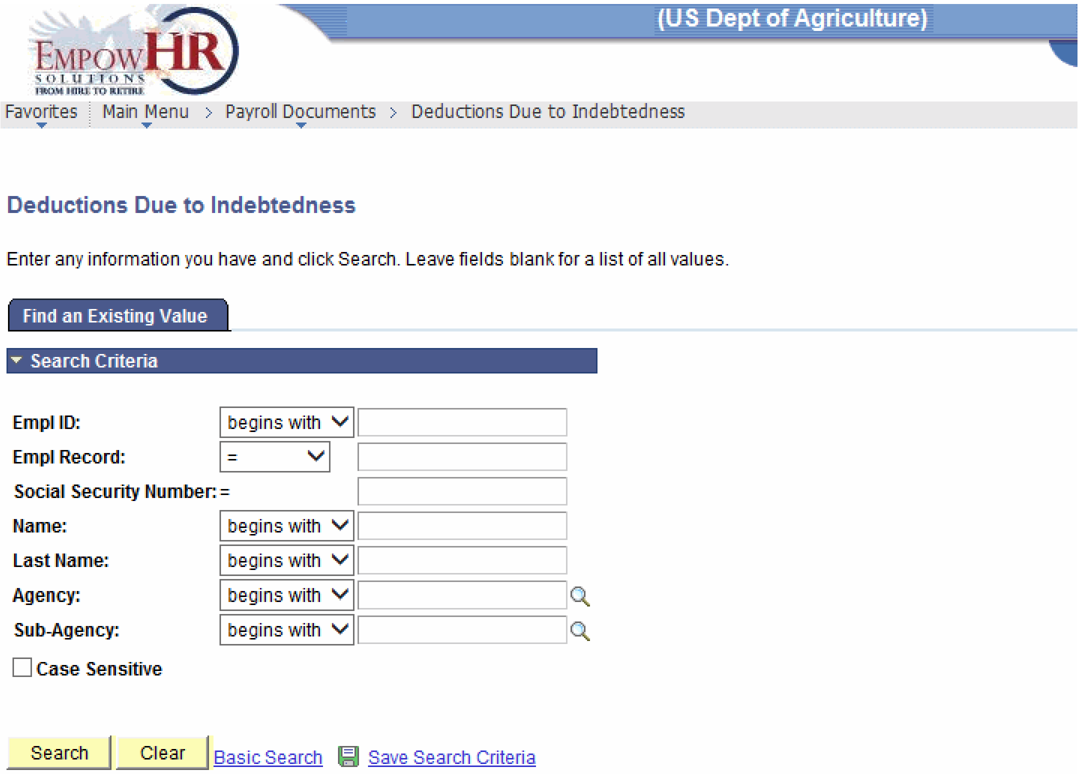
If an overpayment is made to a third party, NFC cannot refund the overpayment to the indebted employee. The employee must collect these funds directly from the third party.

This section includes the following topics:

## Entering Deductions Due to Indebtedness

### To Enter Deductions Due to Indebtedness Data:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Deductions Due to Indebtedness*** component. The Deductions Due to Indebtedness page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter a deduction due to indebtedness.



Deductions Due to Indebtedness

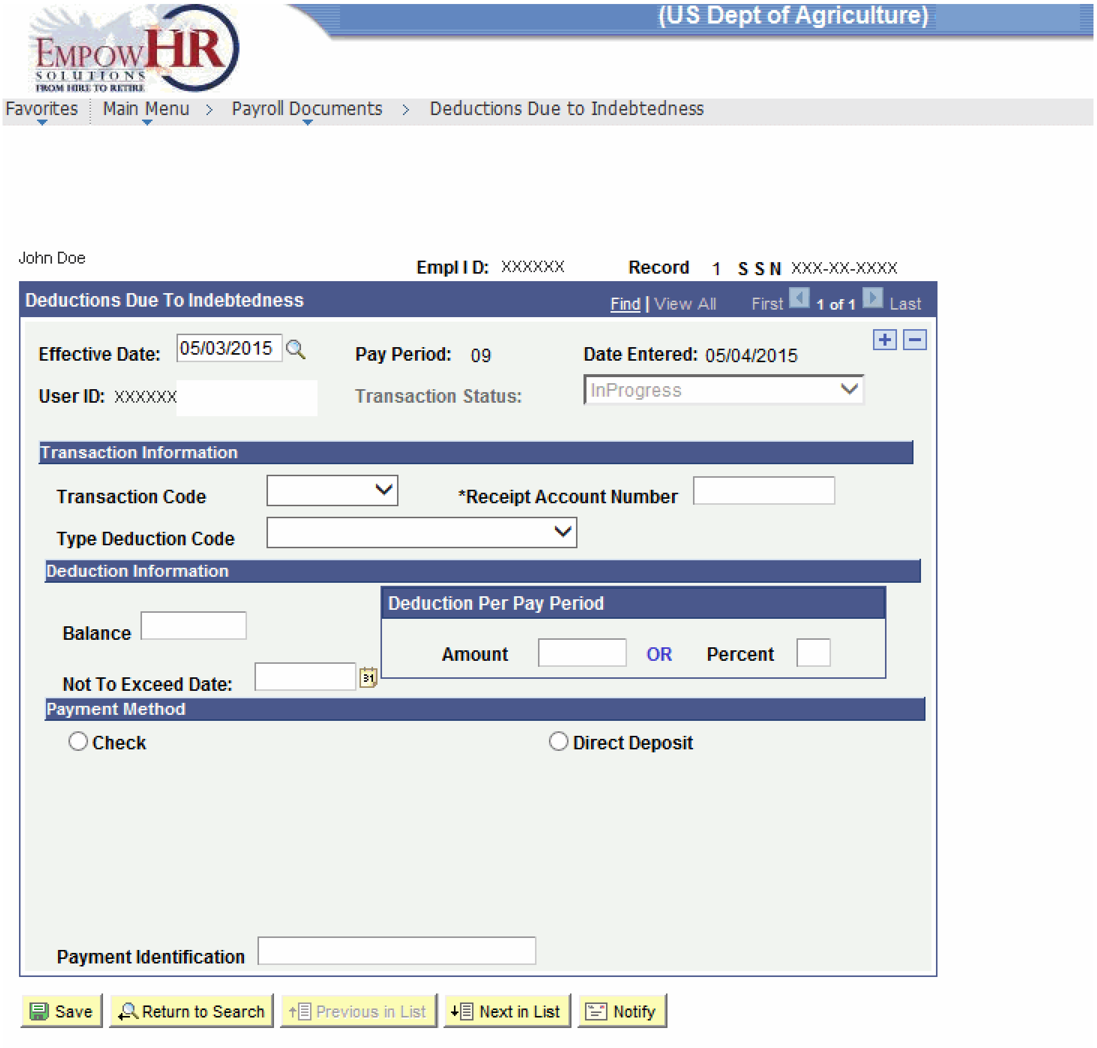
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 15: Deductions Due to Indebtedness Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Deductions Due to Indebtedness page is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX
Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

**Figure 16: Deductions Due To Indebtedness Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN displayed is based on the EmplID. |
| **Deductions Due To** | **Description/Instruction** |

| Field | Description/Instruction |
|---|---|
| **Indebtedness** | |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Transaction Information** | **Instruction** |
| **Transaction Code** | Select the applicable transaction information from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**. |
| ***Receipt Account Number** | Required field. Enter the receipt account number for the garnishment in the following format: |
| **Account Number Format** | **Description** |
| **1-3** | 000 (three 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. |
| **Field** | **Instruction** |
| **Type Deduction Code** | Select the applicable deduction type from the drop-down list. The valid values are as follows:<br>**`Bankruptcy`**<br>**`Education Loan`**<br>**`IRS 2159 Payroll Deduction`**<br>**`Commercial Garnishment (which includes State and local tax levies)`**<br>**`Travel Credit Care Other Than Agricultural Agencies`**<br>**`Other Departmental Debt`**<br>**`Military Service for CSRS`** |

| **Field** | **Description/Instruction** |
|---|---|
| | **`Military Service for FERS`** |
| **Deduction Information** | **Instruction** |
| **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.<br>Note: Complete either the Deduction amount field or the Percent field. Do not complete both fields. |
| ***OR*** | |
| **Percent** | If the garnishment is based on a percent each pay period, enter the applicable percentage. |
| **Not To Exceed Date** | Enter the applicable NTE date or click the calendar icon to select the applicable date. |
| **Payment Method** | **Instruction** |
| **Check** | Check the box for the deduction recipient if the check should be send 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 via 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`**. |
| **Payment Identification** | Enter any supporting information related to the payment method (i.e., bank name). |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Deductions Due to Indebtedness

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

- IRIS Program IR114, Deductions Due to Indebtedness.
- The Listing of Personnel Error Messages Report listed as Document Type 089, Indebtedness.
- Form AD-334, Statement of Earnings and Leave.
- PINQ Program PQ032, Payroll Listing (after PAYE runs).

# Direct Deposit

The net pay is the employee's pay after deductions, which is transmitted via 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 Standard Form (SF) 1199A, Direct Deposit Sign-up Form, 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.

### Change in 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.

### Cancelation of 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.

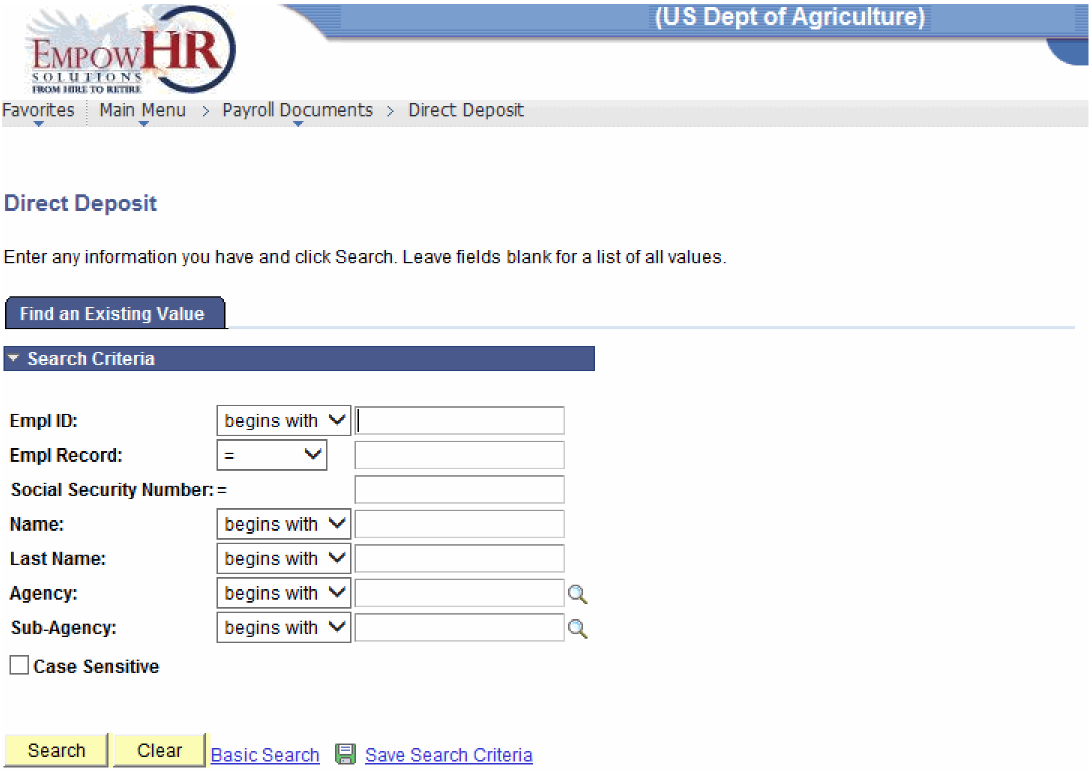
This section includes the following topics:

## Entering Direct Deposit Data

### To Change or Cancel Net Pay:

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

2. Select the ***Direct Deposit*** component. The Direct Deposit page - Find an Existing Value is displayed. The information on this page allows the user to locate an existing employee to enter or change net pay.



Direct Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

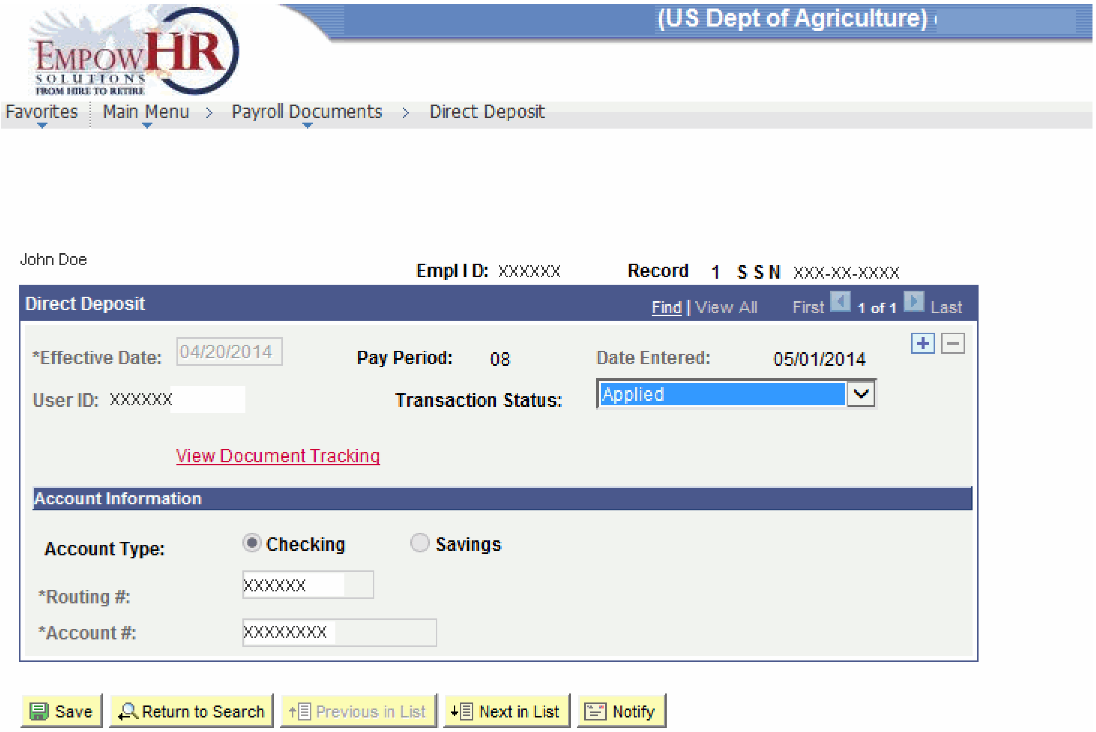
| | | |
|---|---|---|
| Empl ID: | begins with | |
| Empl Record: | = | |
| Social Security Number: | = | |
| Name: | begins with | |
| Last Name: | begins with | |
| Agency: | begins with | |
| Sub-Agency: | begins with | |

☐ Case Sensitive

**Figure 17: Direct Deposit Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Direct Deposit page is displayed.



John Doe

Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

*Effective Date: 04/20/2014
Pay Period: 08
Date Entered: 05/01/2014
User ID: XXXXXX
Transaction Status: Applied

Account Type: ● Checking ○ Savings
*Routing #: XXXXXX
*Account #: XXXXXXXX

**Figure 18: Direct Deposit Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Direct Deposit** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |

| Field | Description/Instruction |
|---|---|
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Account Information** | **Description/Instruction** |
| **Account Type** | Select the applicable account type for the direct deposit. Valid values are `Checking` and `Savings`. |
| ***Routing #** | Required field. Enter the routing number for the direct deposit. |
| ***Account #** | Required field. Enter the account number where the direct deposit should be applied. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying DD/EFT Net Pay Data

Use the following resources to verify data on Document Type 096, Net Pay DDEFT:

- IRIS Program IR124, Address/Check Information.
- The Listing of Personnel Error Messages Report listed as Document Type 096, Net Pay DDEFT.
- Form AD-334, Statement of Earnings and Leave.

# Discretionary Allotments

The discretionary allotment component is used to enter or update a recurring deduction. The employee and the Agency authorize 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 monthly 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 SF 1199A and a copy of a voided check or deposit slip to verify bank information included on the SF 1199A.

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 whether as a full payment, half of the payment, or nothing is paid. The order of precedence for payment of 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, no deduction is made.

### 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 NFC of the change in the financial organization's routing number. Treasury 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 the 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 Fund 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.

### Changes in Discretionary Allotments

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.

### Cancleation of Discretionary Allotments

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 their original 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 allotment 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 Discretionatary Allotments

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

DD/EFT discretionary allotment payments are made 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. PPS 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 cancelation for all allotments.

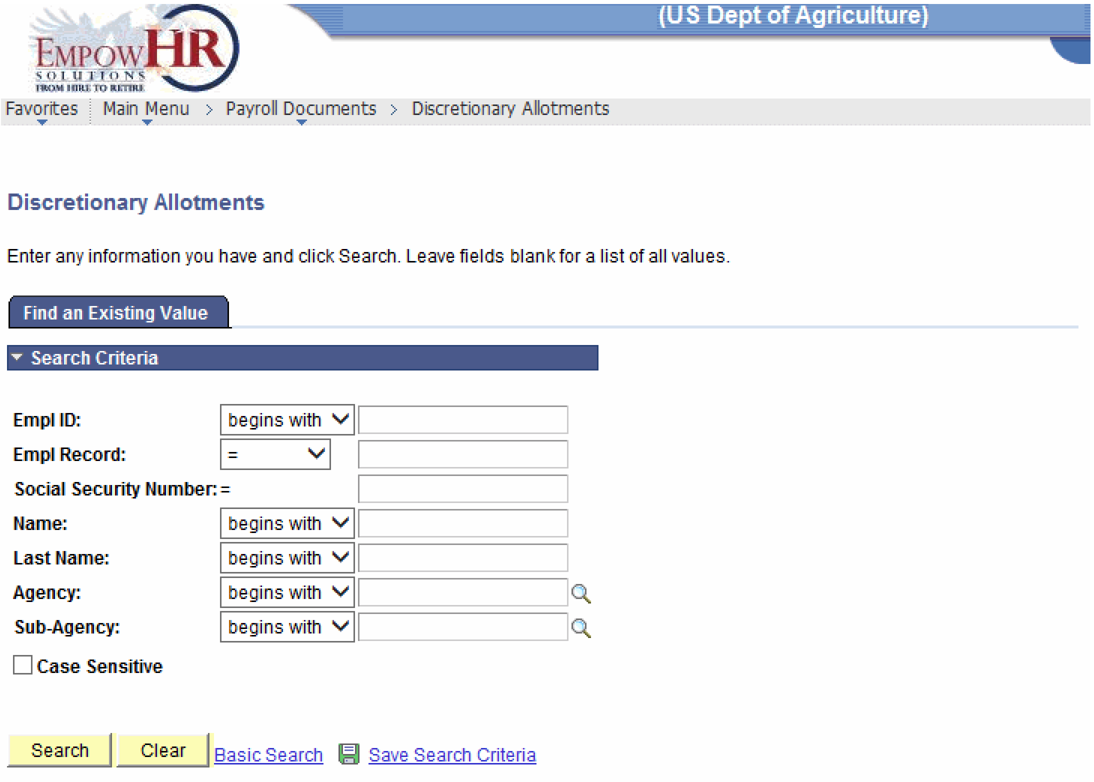
This section includes the following topics:

## Entering Discretionary Allotments

### To Enter Discretionary Allotment Data:

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

2. Select the ***Discretionary Allotments*** component. The Discretionary Allotments page - Find an Existing Value tab is dispalyed. The information on this page allows the user to locate an existing employee to enter or change a discretionary allotment.



Discretionary Allotments

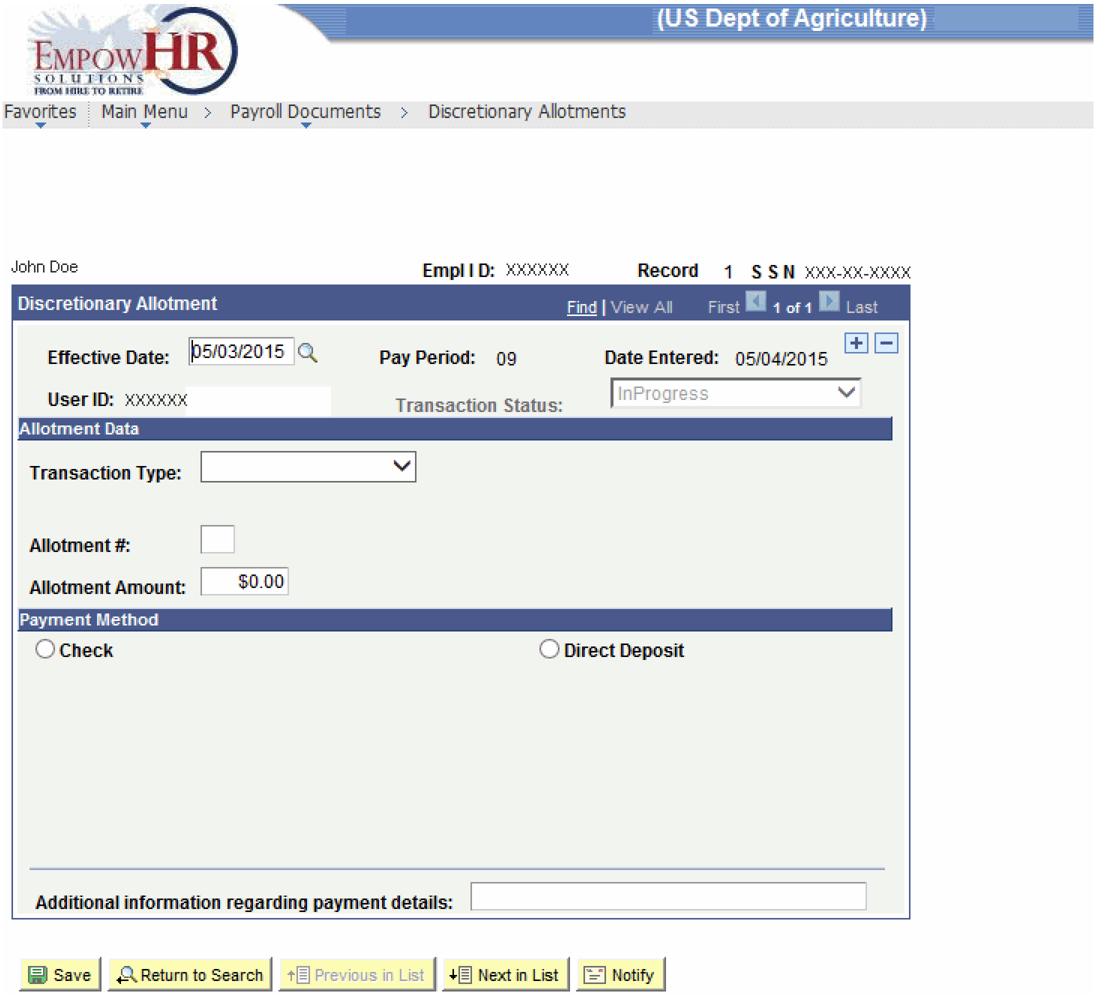
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 19: Discretionary Allotments Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Discretionary Allotment page is displayed.



John Doe

**Empl I D:** XXXXXX **Record** 1 **S S N** XXX-XX-XXXX

**Effective Date:** 05/03/2015 **Pay Period:** 09 **Date Entered:** 05/04/2015

**User ID:** XXXXXX **Transaction Status:** InProgress

**Transaction Type:**

**Allotment #:**

**Allotment Amount:** $0.00

○ Check ○ Direct Deposit

**Additional information regarding payment details:**

**Figure 20: Discretionary Allotment Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Discretionary Allotment** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. This is the date on which a table record becomes effective; the date that an action |

| **Field** | **Description/Instruction** |
|---|---|
| | begins. This date also determines when to view or change information. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Allotment Data** | **Instruction** |
| **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. PPS divides this monthly amount by two to determine the bi-monthly deduction. |
| **Payment Method** | **Instruction** |
| **Account #** | Enter the account number for the savings or checking account to which the allotment amount is sent. |
| **Checking** | Check the box 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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Discretionary Allotment Data

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

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

# Education Information

Agencies should use the education document to enter additional academic information for employees 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 EmpowHR, entered as part of the PAR, and considered the official education record for the employee.

This section includes the following topics:

## Entering Education Data

**To Enter Education Data:**

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

2. Select the ***Education*** component. The Education page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter or change education information.

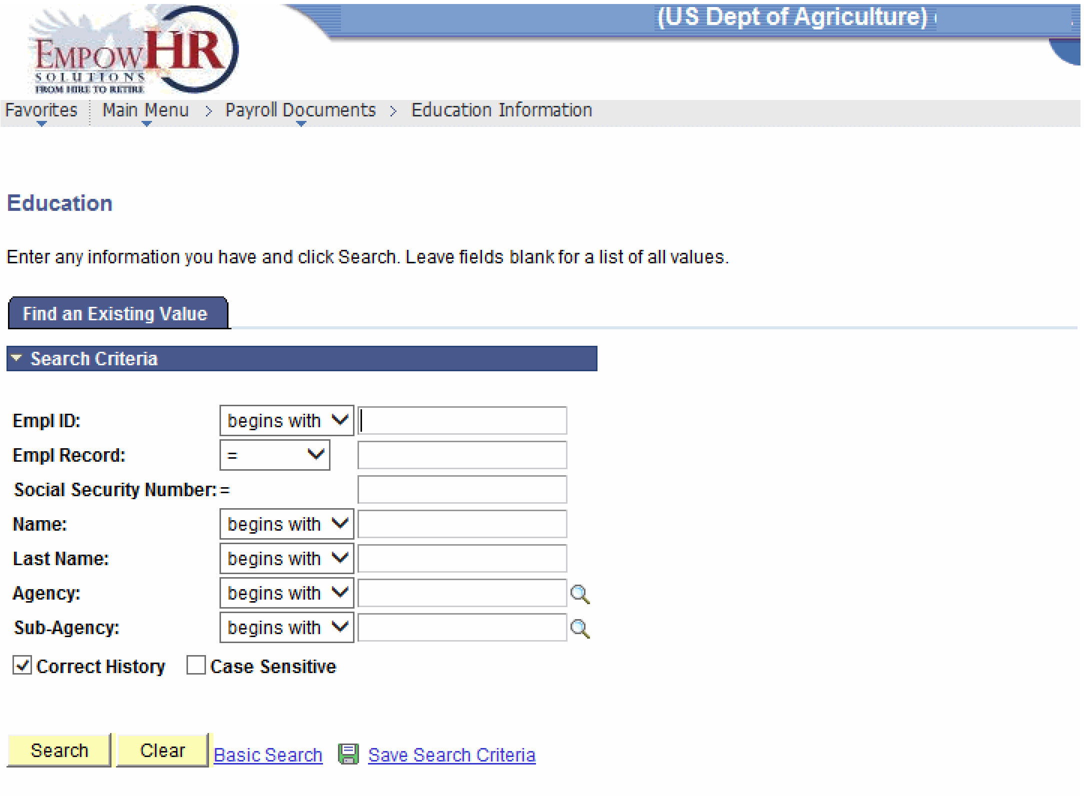
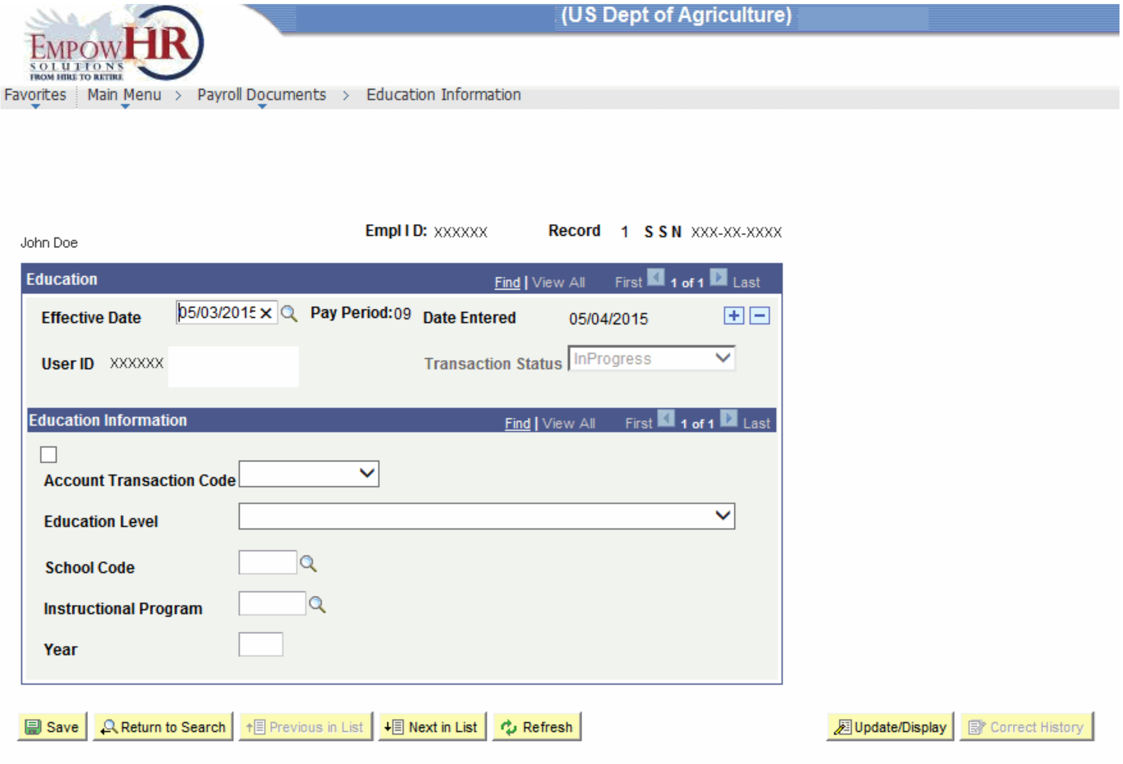


**Figure 21: Education Page - Find an Existing Value Tab**

3. Select the ***Education Information*** component. The Education page is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX
Effective Date 05/03/2015
Pay Period:09
Date Entered 05/04/2015
User ID XXXXXX
Transaction Status InProgress
☐
Account Transaction Code
Education Level
School Code
Instructional Program
Year

**Figure 22: Education Page**

4. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is dispalyed based on the EmplID. |
| **Education** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date the transaction was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |

| **Field** | **Description/Instruction** |
|---|---|
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Education Information** | **Instruction** |
| **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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Refresh** | Refreshes the page. |
| Click **Update/Display** | Returns the user to the applicable page to update the data entered. |
| Click **Correct History** | Returns the user to the applicable page to correct history data. |

## Verifying Education Data

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

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

# Financial Allotment/Health Savings

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

Note: Allotments 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 1199A.

Before beginning, the following information is needed:

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

### Where 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 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.

### Change to 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 in effect, a second allotment will be created with the new allotment that was established in error.

### Canclation of 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.

This section includes the following topics:

## Entering Financial Allotments

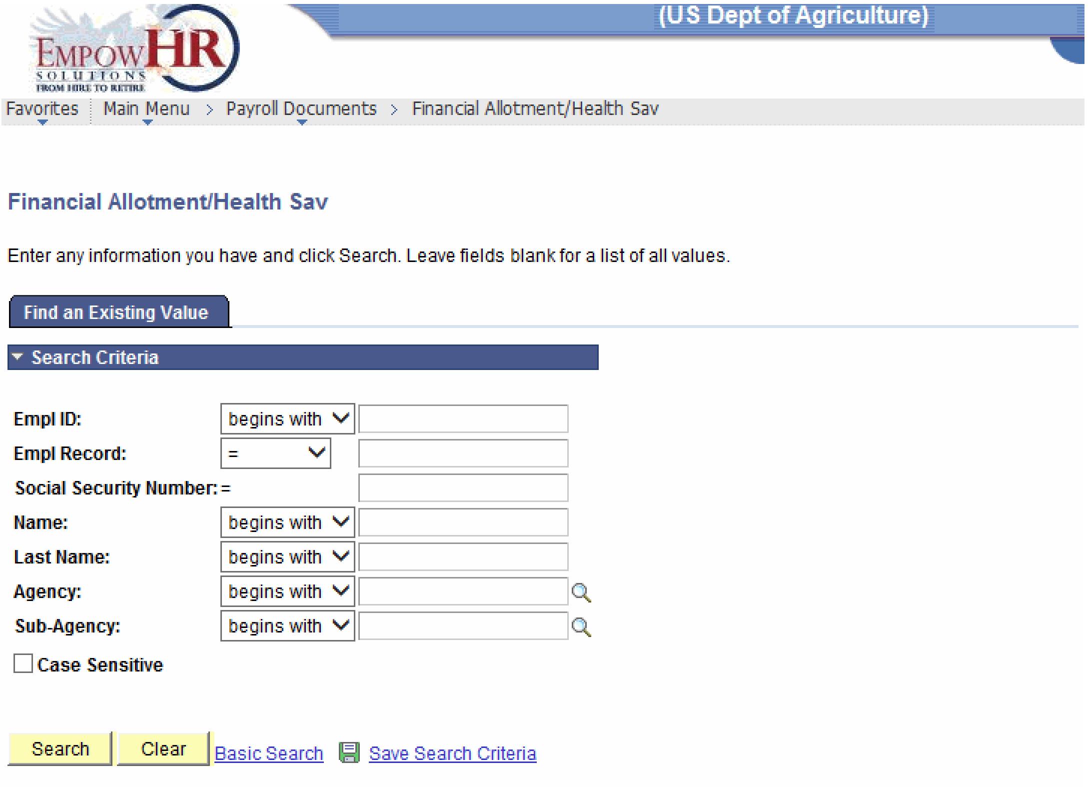
The following are guidelines for processing financial allotments:

- 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 Financial Allotment/Health Sav page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter or change a financial allotment.



Financial Allotment/Health Sav

Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| Empl ID: | begins with | |
| Empl Record: | = | |
| Social Security Number: | = | |
| Name: | begins with | |
| Last Name: | begins with | |
| Agency: | begins with | |
| Sub-Agency: | begins with | |

☐ Case Sensitive

**Figure 23: Financial Allotment/Health Sav Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Financial Allotment/Health Savings Account page is displayed.

John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

*Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

Account Type: ○ Checking ○ Savings
*Account #:
*Routing #:

Allotment Amount: $0.00
☐ Cancel Allotment

**Figure 24: Financial Allotment/Health Sav Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is dispalyed based on the EmplID. |
| **Financial Allotments/Health Savings Account** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |

| **Field** | **Description/Instruction** |
|---|---|
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date the transaction is entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Account Information** | **Instruction** |
| **Account Type** | Select the applicable account type for the financial allotment. Valid values are `Checking` and `Savings`. |
| ***Account #** | Required field. Enter the account number of the savings or checking account. |
| ***Routing #** | Required field. Enter the financial organization’s routing number or select data by clicking the search icon. The first 2 positions must be `01-12`, `21-32`, or `90-91`. |
| **Allotment Data** | **Instruction** |
| **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 that $l.00. |
| **Cancel Allotment** | Check this box if the previously established allotment should be canceled. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Financial Allotment Data

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

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

# 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 Hospital Insurance Tax (HITS)), and all State income taxes except New Jersey and Pennsylvania.

## 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 one 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 cancelation 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 1-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 Flexible 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 Flexibile Spending Account (DCFSA) and Health Care Flexible Spending Account (HCFSA)

All employees that are eligible for Federal Employees Health Benefits (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 (e.g., 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, Dependent Care Flexible Spending Account (DCFSA) and Health Care Flexible Spending Account (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 and a maximum of $2500 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 periods 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 pay year to claim reimbursements for the HCFSA transactions.

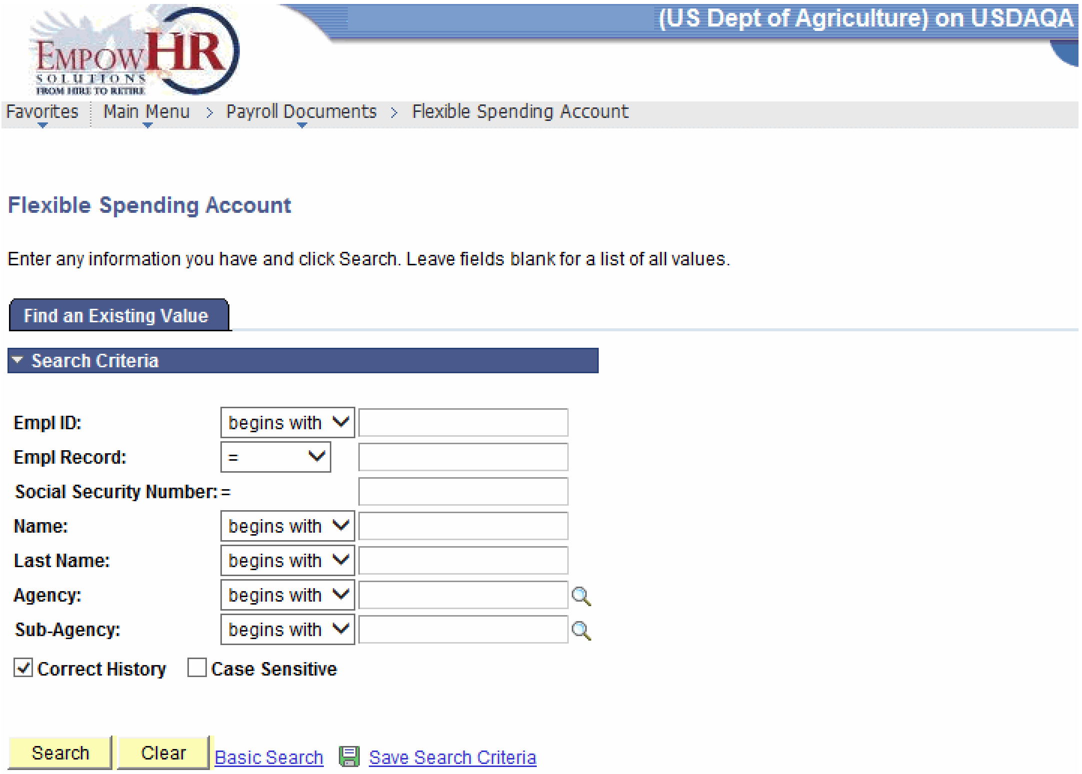
This section includes the following topics:

## 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 Flexible Spending Account page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to enter or change a financial allotment.



Flexible Spending Account

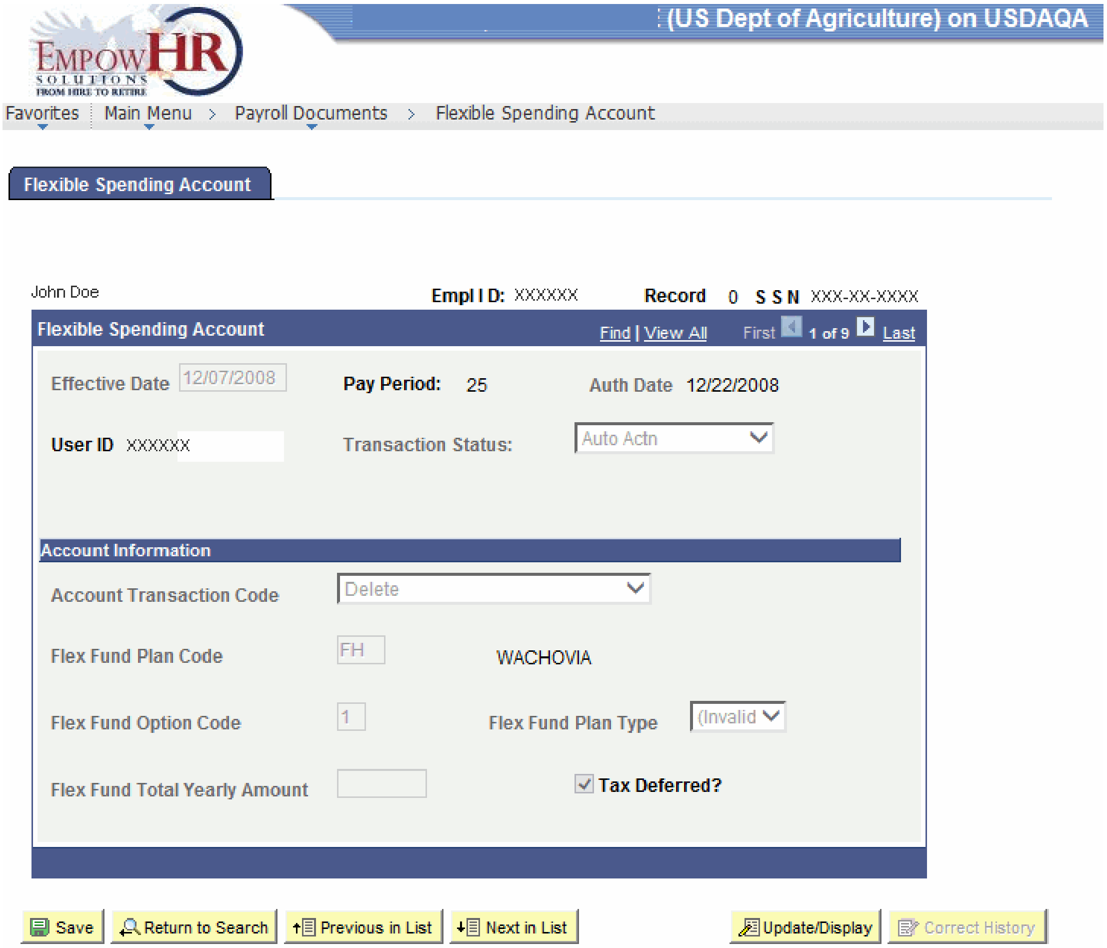
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☑ Correct History ☐ Case Sensitive

**Figure 25: Flexible Spending Account Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Flexible Spending Account page is displayed.



John Doe

Empl I D: XXXXXX

Record 0

S S N XXX-XX-XXXX

Effective Date 12/07/2008

Pay Period: 25

Auth Date 12/22/2008

User ID XXXXXX

Transaction Status: Auto Actn

Account Transaction Code Delete

Flex Fund Plan Code FH WACHOVIA

Flex Fund Option Code 1

Flex Fund Plan Type (Invalid

Flex Fund Total Yearly Amount

☑ Tax Deferred?

**Figure 26: Flexible Spending Account Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the search criteria entered. The employee name is displayed based on the EmplID. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Flexible Spending Account** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. This is the date on which a table record becomes effective; the date that an action begins. |

| **Field** | **Description/Instruction** |
|---|---|
| | This date also determines when to view or change information. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Auth Date** | Displays is the authentication date of the transaction. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress` and reflects that status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Account Information** | **Description/Instruction** |
| **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 two-position plan code for the flexible spending account. |
| **Flex Fund Option Code** | Populated with a `1`. |
| **Flex Fund Plan Type** | Enter the applicable plan type for the flexible spending account. |
| **Flex Fund Total Yearly Amount** | Enter the applicable total amount. |
| **Tax Deferred?** | Check to designate that the amount is tax deferred. Uncheck if applicable. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Update/Display** | Returns the user to the applicable page to update the data entered. |
| Click **Correct History** | Returns the user to the applicable page to correct history data. |

## Verifying Flexible Spending Data

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

- IRIS Program IR113, Flexfund.

- PINQ Program PQ080, Flexfund Benefits.
- The Listing of Personnel Error Messages Report listed as Document Type 185, Flexible Spndng.
- Form AD-334, Statement of Earnings and Leave.

# 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 (i.e., Enrollment Code 105, 10 indicates the Service Benefit Plan and 5 indicates high option for self and family). After a 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 must be sent to NFC. (i.e., Correcting effective dates displayed on IRIS Program 115, Health Benefits, can be made using a Master File Change Document (Type 030). See NFC Bulletin Title I, 09-14, Federal Employees Health Benefits Changes, dated July 23, 2009.) The correction should be indicated in the Remarks block of the Form SF 2809, Health Benefits Election Form. To adjust for the erroneous deductions, enter the information in the Document Tracking System External (DOTSE).

This section of the procedure will show how to enter and verify an employee’s Form SF 2809.

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

### 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 bases 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. PPS 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 approved application. The Nature of Action Code (NOAC) 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 approved application. 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 T&A. 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), P.L. 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. An SF 2809 must be submitted to the employing office.

After OPM and/or the Agency determines eligibility and submits documentation, DPRS handles billing and collection of premiums and notifies the carrier.

### Direct Premium Reminttance System (DPRS)

DPRS is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in 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.

### Chidlren'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 who 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

P.L. 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(ren).

### Agency Personnel Office Responsiblities

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(ren) live. Listed 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(ren). If the child(ren) 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 SF 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 of the court or administrative order of the FEHB coverage and that action has been taken to ensure the child(ren) 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 two years.
- The total adjustment amount due.
- The collection frequency for the amount due (i.e., 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(ren) is covered.

If the employee is not enrolled in an FEHB health plan that provides full benefits in the location where the child(ren) 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(ren). If the individual does not enroll in a plan or provide documentation of coverage, enroll the child(ren) 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(ren) 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.

### Employee in Non-Pay Status

When an employee under a court or administrative order to provide FEHB coverage for his/her child(ren) 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.

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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).

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### Termination by Carrier

When an individual under court or administrative order is to provide FEHB coverage for his/her child(ren) 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 a Health Maintenance Organization (HMO) that provides full benefits where the child(ren) live. However, the employee cannot cancel enrollment, change to self only, or change to an HMO that does not provide coverage in the area where the child(ren) are eligible under FEHB. This applies whether the employee enrolled voluntary 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

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

- For employees who participate in the Health Benefits-Premium Conversion (HB-PC), if a court or administrative order states that the FEHB coverage for the child(ren) must continue until a specific age below 26, an employee may cancel coverage or change to Self-Only (1) within 60 days after the date that the last child turned 26, regardless of what the court order or administrative order says (FEHB provides coverage until age 26); or (2) during the open season after the last child reached the age stated in the court or administrative order.
- For employees who waived HB-PC, the cancelation 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 26.

- When a court or administrative order states that health coverage for the child(ren) must continue over age 26, the employee must provide proof of health benefits coverage either TCC or a private health plan. A child(ren) cannot be covered by FEHB beyond age 26, regardless of what the court or administrative order states unless the child(ren) meets the requirements for being incapable of self-support.

### Depdent Children of Same-Sex Domestic Partners

To be eligible for this coverage, the dependent must be the child(ren) of an unmarried, same-sex domestic partner in a State where marriage between same-sex domestic partners is not legal. This child(ren) will be referred to as either a “newly eligible stepchild” or “newly eligible stepchildren.”

Employees will have 60 days after submitting documentation (Declaration of Domestic Partnership FEHB/FEDVIP and Certification of Dependent Tax Status for Purposes of Coverage under FEHB and FEDVIP) to their HR office to submit an SF 2809. The HR office will store these documents on the permanent side in the employee's electronic Official Personnel Folder (eOPF). The number of stepchildren should be entered first on the ***Remarks*** link on the Health Benefits page - Elections tab.

As State laws change and same-sex marriages become legal in more States, and the couple does not marry, the employee must submit a cancelation document. The Agency should notify the employee of the change.

Note: The child(ren) will remain covered for the remainder of the calendar year (in a State that legalizes same-sex marriage). It is the responsibility of the Agency to notify employees when a State recognizes same-sex marriage, and that the coverage will be canceled after the calendar year.

#### Premium Conversion

Because the newly eligible stepchild(ren) is not a tax dependent, the newly eligible stepchild(ren) is not eligible for Premium Conversion. The PPS database field Health Benefit Use will be used to retrieve the newly eligible stepchild(ren) that was entered in the first three positions on the ***Remarks*** link.

Values on TMGT Table 012, Health Benefits Rates, will be used to calculate the amount of yearly imputed income for each newly eligible stepchild. PAYE will compute the yearly fair market value for the newly eligible stepchild(ren). The Premium Conversion and No Premium Conversion fields are used for this purpose. The full premium is computed by adding the HB-Deduction-Amt and HB-Contribution-Amt fields on TMGT012 and multiplying them by the number of newly eligible stepchildren. This figure is compared with the amount in the HB-Month-Premium field. The lessor of these two amounts is divided by 26 to get the biweekly amount and added to the taxable gross.

### FEHB Coverge 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

### Intermittent, Seasonal, and Temporary Employees

n accordance with OPM Benefits Administration Letter (BAL) dated October 20, 2014, certain intermittent, seasonal, and temporary employees are eligible for FEHB.

### Eligibility

There are two categories of eligibility:

1. Current Federal employees (ineligible to participate in FEHB or currently enrolled in FEHB and paying the full premium or a pro-rated premium)

   With OPM's guidance, Agencies will determine which employees currently on the rolls become eligible.

   Agencies must use the process below to make these employees eligible or waived for FEHB in NFC's Payroll/Personnel System.

   For current employees who were ineligible, but are now eligible, Agencies must:

   - Process a Master File Change document for the newly eligible employee with the FEHB-Part-Time-Coverage-Cd of a **`2-Ineligible`** (PT employee paying as a FT employee). When the Document Type 030 is received and the employee has a FEHB Eligibility code of **`2-Ineligible`**, **`3-Waived`**, **`5-Canceled`**, or **`9-Terminated`**, EmpowHR will update the FEHB Eligibility code to **`4-Eligible Pending`**.
   - Process a health benefits document within 60 days. If no health benefits document is received within 60 days, the employee's FEHB Eligibility Code will become a **`3-Waived`**.

   For a newly eligible employee currently enrolled in FEHB who fall under the new OPM guidance, the Agency must:

   - Process a Master File Change document FEHB-Part-Time-Coverage-Cd to **`2-Ineligible`** (PT employee paying as a FT employee), and if the FEHB Eligibility code is **`1-Enrolled`**, **`6-Court Ordered-Enrolled`**, **`7-Court Ordered-Eligible Pend`**, or **`8-Court Ordered-Self to Family`**, the code will remain the same. The FEHB-Part-Time-Coverage-Cd of a **`2-Ineligible`** (PT employee paying as a FT employee) will treat the employee's health benefits as those of a full-time employee.

2. New hires (accessions and conversions)

   For accessions and conversions, the Agency must:

   - Use the FEHB Eligibility Code of **`4-Eligible-Pending`** with Remark Code 201, **`For the purposes of the Affordable Health Care Act this employee is a full time employee and eligible to enroll in FEHB under Section 4980H of the Internal Revenue Code and Treasury Regulations 79 FR 8544, dated Feb 12, 2014`**. EmpowHR will move a FEHB-Part-Time-Coverage-Cd to **`2-Ineligible`** (PT employee paying as a FT employee).
   - Process a health benefits document within 60 days. If a health benefits document is not processed within 60 days, the FEHB Eligibility Code will become a **`3-Waived`**.

### Natuire of Action/Authority Codes

For a Data Change action, NOAC 916, Court Ordered FEHB Change, is used to indicate changes to court or administratively ordered FEHB changes.

The following authority codes are used with NOAC 916.

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

### Remarks Codes

The following remark codes will be system-generated automatically with NOAC 916 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 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. HB-PC 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 (TSP) 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 percent), when you become eligible for Medicare).

### Open Season

FEHB open season 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 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 date 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 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. 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 Temporary FEHB Service Computation
Date (SCD) recorded in the database, use IRIS Program IR115. If the FEHB effective data requires an adjustment, complete the Temporary FEHB-TEMP-SCD field on the Multi Element Update document.

When a new employee entered on duty (EOD) 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. 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 approved application. 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 approved application. When entering the personnel action for preliminary disability retirement, use NOAC 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 365 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 after 30 days. A bill is generated for the health benefits premiums if Time and Attendance (T&A) reports 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, 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.

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, Notice of Change in Health Benefits Enrollment, should not be entered in PPS under certain conditions. PPS generates the SF 2810 when one of the following personnel actions is processed, and the carrier copy is sent to the carrier.

- Separation (system 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).

### New Enrollment

This section will show how to enter an employee's SF 2809.

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Note: Before the FEHB enrollment data can be entered in this module; FEHB Coverage must be established (i.e., FEHB Coverage Code 4, Eligible-Pending) in 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 includes the following topics:

## 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 Benefits page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances.
3. Enter the search criteria.

4. Click **Search**. The Elections tab - Health Benefits page is displayed.

John Doe
**Empl ID:** XXXXXX **Record** 1 **S S N** XXX-XX-XXXX

**Health Benefits**

*Effective Date: 04/20/2014
Pay Period: 08
Date Entered: 05/02/2014
User ID: XXXXXX
Transaction Status: Auto Actn
☑ Sent To Insurance Carrier

**Plan Information**

Benefit Plan: 314 GEHA HEALTH BENEFIT PLAN
Coverage Code: 4 Self Only

**Transaction Information**

Transaction Code: TransferIn
Event Code: Other
Preferred Telephone Number: / -
Email Address:

**Medicare And Other Insurance Information**

Medicare A: ☐ Medicare B: ☐ Medicare D: ☐ Medicare Claim #
* Is Employee covered by Insurance Other than Medicare ? No
Tricare: ☐ FEHB: ☐
Other Insurance Name:
Policy Number:
Date Document Signed:
Event Change Code:
Office Received Date:

**Personnel Contact**

Name: LOAD, NFC
*First NFC Middle *Last LOAD Suffix
Authorized Agency Phone Number: / -
Personnel Office Phone Number: / -

**Other**

Retro collection by NFC: ☐ Pre-Tax FEHB Premium: ☑ Temp Employee Pay Full Premium: No
Is this SF-2809 adding or removing non-tax dependent step-children of a domestic partner? No
New Payroll OFC or Retirement

**Figure 27: Health Benefits Page - Elections Tab**

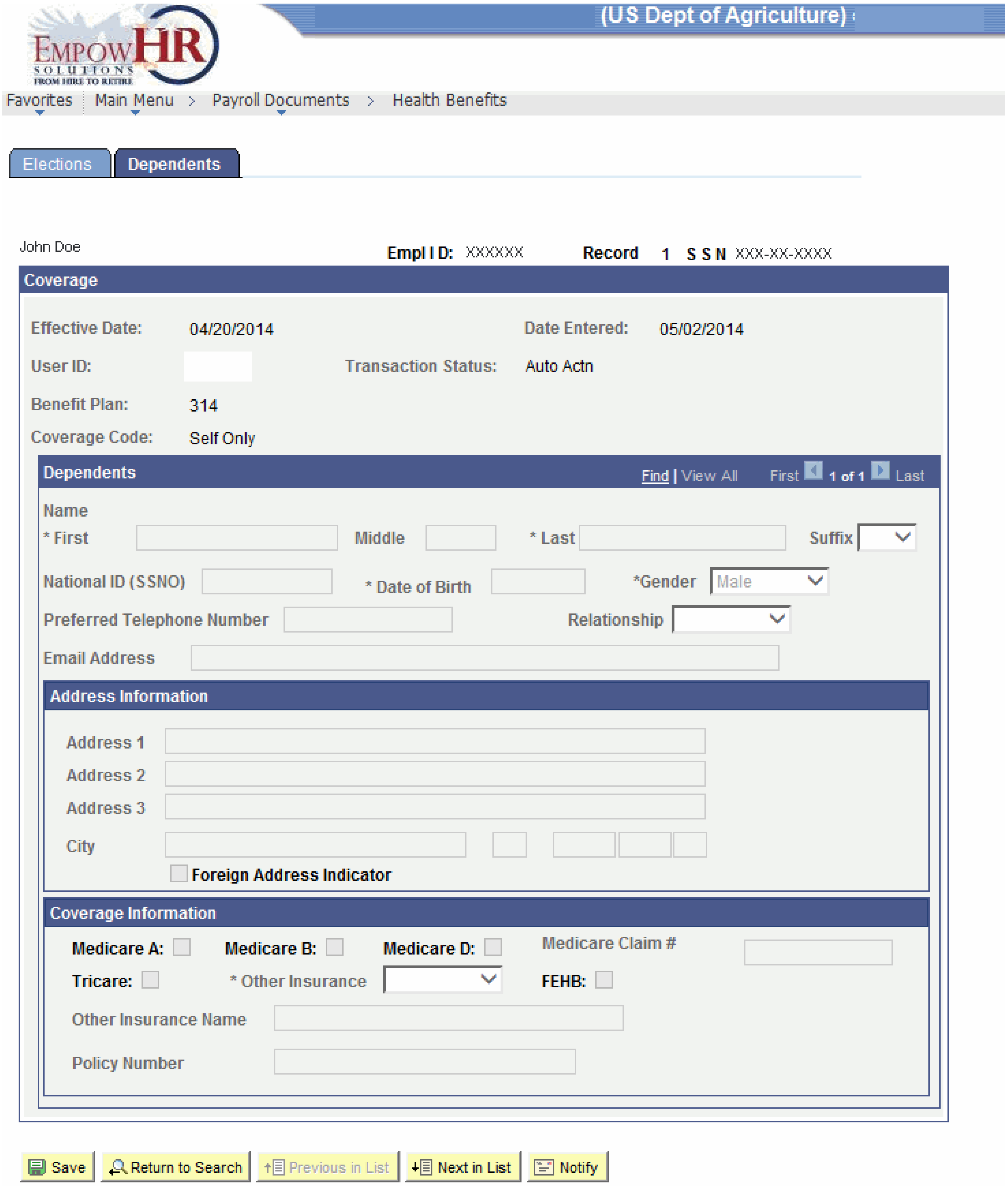
5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the EmplID used in the search criteria. |
| **Record** | Populated with the number of records for the employee. |
| **SSN** | Populated with the SSN of the employee. |
| **Health Benefits** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Date Entered** | Populated with the date entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress` and reflects the status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Sent to Insurance Carrier** | Check this box if the document has been sent to the insurance carrier. |
| **Plan Information** | **Description/Instruction** |
| **Benefit Plan** | Enter the applicable information. |
| **Coverage Code** | Populated from the benefit plan entered. |
| **Transaction Information** | **Instruction** |
| **Transaction Code** | Select the applicable information from the drop-down list. The valid values are as follows:<br>`Cancel`<br>`Change`<br>`N Enrollment`<br>`Pre-Tax Ch`<br>`Reinstate`<br>`Term 365`<br>`Term Carr`<br>`Tnsferin`<br>`Transfer OU`<br>`Waived` |

| **Field** | **Description/Instruction** |
|---|---|
| **Event Code** | Select the applicable information from the drop-down list. The valid values are as follows:<br>`Correction`<br>`New Enrollment`<br>`Open Season`<br>`Other`<br>`Reinstatement` |
| **Preferred Telephone Number** | Enter the preferred telephone number for the employee. |
| **Email Address** | Enter the applicable email address. |
| **Medicare And Other Insurance Information** | **Instruction** |
| **Medicare A** | Check the box if applicable. |
| **Medicare B** | Check the box if applicable. |
| **Medicare D** | Check the box if applicable. |
| **Medicare Claim #** | Enter the claim number if applicable. |
| ***Is Employee covered by Insurance Other than Medicare?** | Required field. Click the down arrow to designate whether or not the employee is covered by another insurance company other than medicare. |
| **TRICARE** | Check the box if applicable. |
| **FEHB** | Check the box if applicable. |
| **Other Insurance Name** | Enter the applicable information. |
| **Policy Number** | Enter the applicable information. |
| **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. |
| **Office Received Date** | Enter the applicable date. |
| **Personnel Contact** | **Description/Instruction** |
| **Name** | Populated with the name of the personnel contact. |
| ***First** | Required field. Enter the first name of the personnel contact. |
| **Middle** | Enter the middle name of the personnel contact, if applicable. |

| Field | Description/Instruction |
|---|---|
| ***Last** | Required field. 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. |
| **Other** | **Instruction** |
| **Retro Collection By NFC** | Check the box if applicable. |
| **Pre-Tax FEHB Premium** | 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**. |
| **Is this SF-2809 adding or removing non-tax dependent step-children of a domestic partner?** | Click the down arrow to select the answer to the question. The valid values are **Yes** and **No**. If **Yes** is selected, the ***Remarks*** link in the Transaction Information section must be clicked, and a remark must be entered.<br>Note: All remarks must begin with either an **A** (for employees adding a stepchild(ren)) or a **B** (for employees electing to no longer cover a stepchild(ren)) followed by the number of stepchildren (i.e., **A1** for one stepchild). A maximum of three positions is allowed (one alpha character followed by up to two numeric characters). |
| **New Payroll OFC or Retirement** | Enter any new payroll office or retirement information if applicable. |

6. Select the ***Dependents*** tab - Health Benefits page. The Dependents tab - Health Benefits page is displayed. Dependent information is required each time a transaction is processed.



John Doe
Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX
Effective Date: 04/20/2014
Date Entered: 05/02/2014
User ID:
Transaction Status: Auto Actn
Benefit Plan: 314
Coverage Code: Self Only
*Gender Male

**Figure 28: Health Benefits Page - Dependents Tab**

7. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the EmplID. |
| **Empl ID** | Populated from the EmplID used in the search criteria. |

| **Field** | **Description/Instruction** |
|---|---|
| **Record** | Populated with the number of records for the employee. |
| **SSN** | Populated with the SSN of the employee. |
| **Health Benefits** | **Description/Instruction** |
| **Effective Date** | Enter a date or select a date from the calendar icon. 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. |
| **Date Entered** | Populated with the date entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Benefit Plan** | Populated from the Elections tab - Health Benefits page. |
| **Coverage Code** | Populated from the Elections tab - Health Benefits page. |
| **Dependents** | **Instruction** |
| **Name: *First** | Required field. Enter the first name of the dependent. |
| **Name: Middle** | Enter the middle name of the dependent, if applicable. |
| **Name: *Last** | Required field. Enter the last name of the dependent. |
| **National ID (SSNO)** | Enter the applicable Social Security number. |
| ***Date of Birth** | Required field. 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:<br>**`Adopted Ch`**<br>**`Child < 26`**<br>**`Child > 26`**<br>**`Foster Ch`**<br>**`Spouse`**<br>**`Stepchild`** |
| ***Gender** | Required field. Select the applicable gender from the drop-down list. The valid values are **`Male`**, **`Female`**, and **`Unknown`**. |

| **Field** | **Description/Instruction** |
|---|---|
| **Address 1** | Enter the street address. This field allows for free flow text that describes the street number, apartment number, and other address information. |
| **Address 2** | Enter the applicable street address. This field allows for free flow text that describes the street number, apartment number, and other address information. |
| **Address 3** | Enter the applicable street address. This field allows for free flow text that describes the street number, apartment number, and other address information. |
| **City** | Enter the name of the city, State, and ZIP code for the address. |
| **Foreign Address Indicator** | Check the box if the address is in a foreign country. |
| **Coverage Information** | **Instruction** |
| **Medicare A** | Check the box if applicable. |
| **Medicare B** | Check the box if applicable. |
| **Medicare D** | Check the box if applicable. |
| **Medicare Claim #** | Enter the claim number if applicable. |
| **TRICARE** | Check the box if applicable. |
| ***Other Insurance** | Required field. Click the down arrow to indicate whether or not the applicable dependent has other insurance coverage. |
| **FEHB** | Check the box if applicable. |
| **Other Insurance Name** | Enter the applicable information. |
| **Policy Number** | Enter the applicable information. |

8. Click **Save**.

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

| **Step** | **Description** |
|---|---|
| Click **Return to Search** | Searches for another employee. |
| Click **Previous in List** | Views and/or changes the previous record. |
| Click **Next in List** | Views and/or changes the next record. |
| Click **Notify** | Sends an email to the next individual in the workflow. |

# Change in FEHB Enrollment

This section will show how to change an employee's 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 Benefits page is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances.
3. Enter the search criteria.
4. Click **Search**. The Elections tab - Health Benefits page is displayed.
5. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab - Health Benefits page.
6. Click **Save**.
7. Click **OK**. At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Return to Search** | Searches for another employee. |
| Click **Previous in List** | Views and/or changes the previous record. |
| Click **Next in List** | View and/or changes the next record. |
| Click **Notify** | Sends an email to the next individual in the workflow. |

# Cancel FEHB Enrollment

This section will explain how to cancel an FEHB enrollment.

### To Cancel an FEHB Enrollment:

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

| Field | Instruction |
|---|---|
| **Event Change Code** | Enter the applicable event code. |
| **Transaction Code** | Change the transaction code to **`Cancel`**. |

7. Click the ***Remarks*** link. The Reviewer Comments page is displayed.

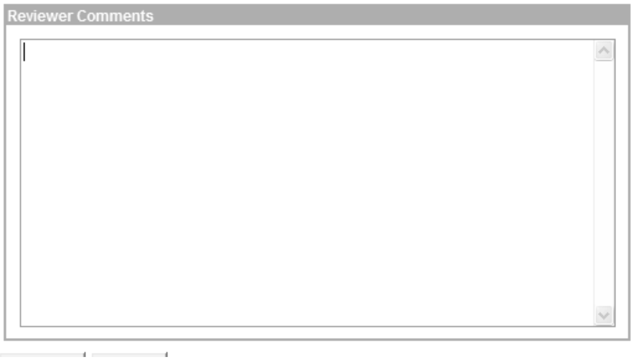


**Figure 29: Reviewer Comments Page**

8. Enter the comments.
9. Click **OK**. The Elections tab - Health Benefits page is displayed.

**OR**

Click **Cancel**. The Elections tab - Health Benefits page is displayed.

10. Click **Save**.

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

| Step | Description |
|---|---|
| Click **Return to Search** | Searches for another employee. |
| Click **Previous in List** | Views and/or changes the previous record. |
| Click **Next in List** | Views and/or changes the next record. |
| Click **Notify** | Sends an email to the next individual in the workflow. |

## Verifying SF 2809 Data

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

- IRIS Program IR115, Health Benefits.
- The Listing of Personnel Error Messages Report listed as Document Type 180, FEHB Registrtn.
- TMGT Tables:
    - 012, Health Benefits Rates
    - 015, State code and Zip Range.
- Form AD-334, Statement of Earnings and Leave.

# 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. 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 PPS from a Department not serviced by NFC or from one Department to another Department in PPS). The gaining Department enters the data to transfer the leave data into PPS when an employee is rehired and has leave that is creditable.

Before beginning, the following information is needed:

- SF 1150

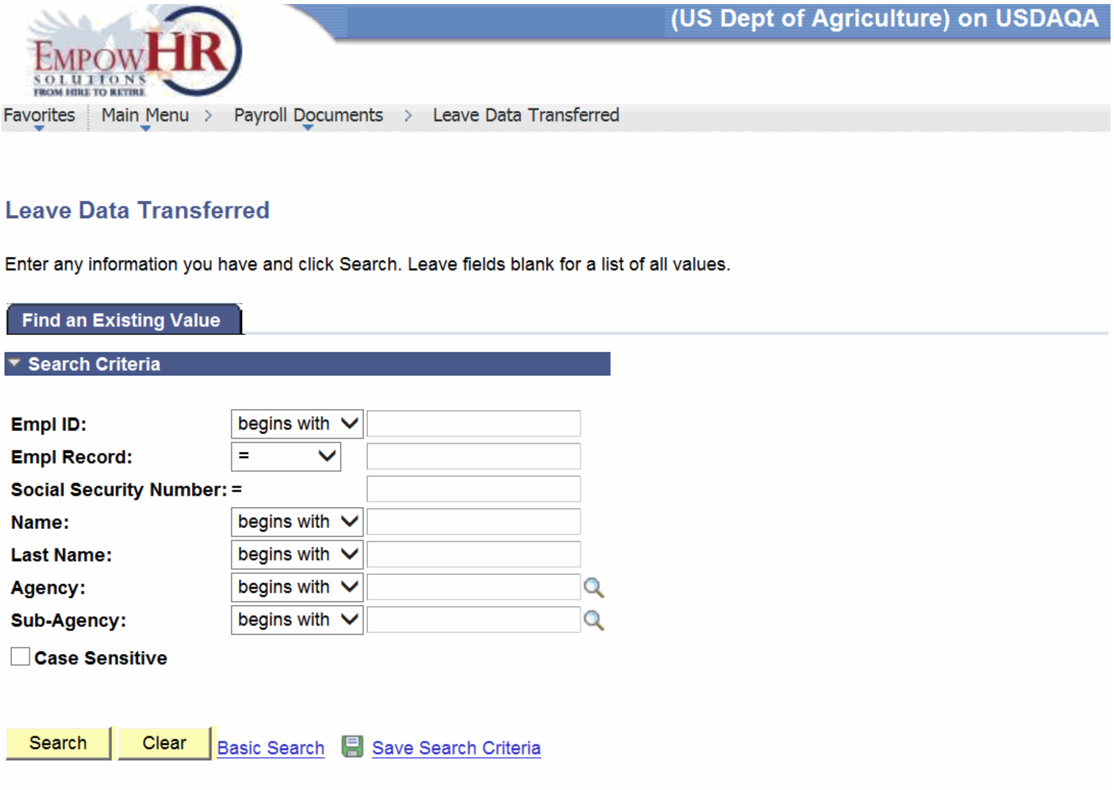
This section includes the following topics:

## 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 Leave Data Transferred page - Find an Existing Value tab is displayed. The information on this page will allow you to locate an existing employee to enter or change allowances.



Leave Data Transferred

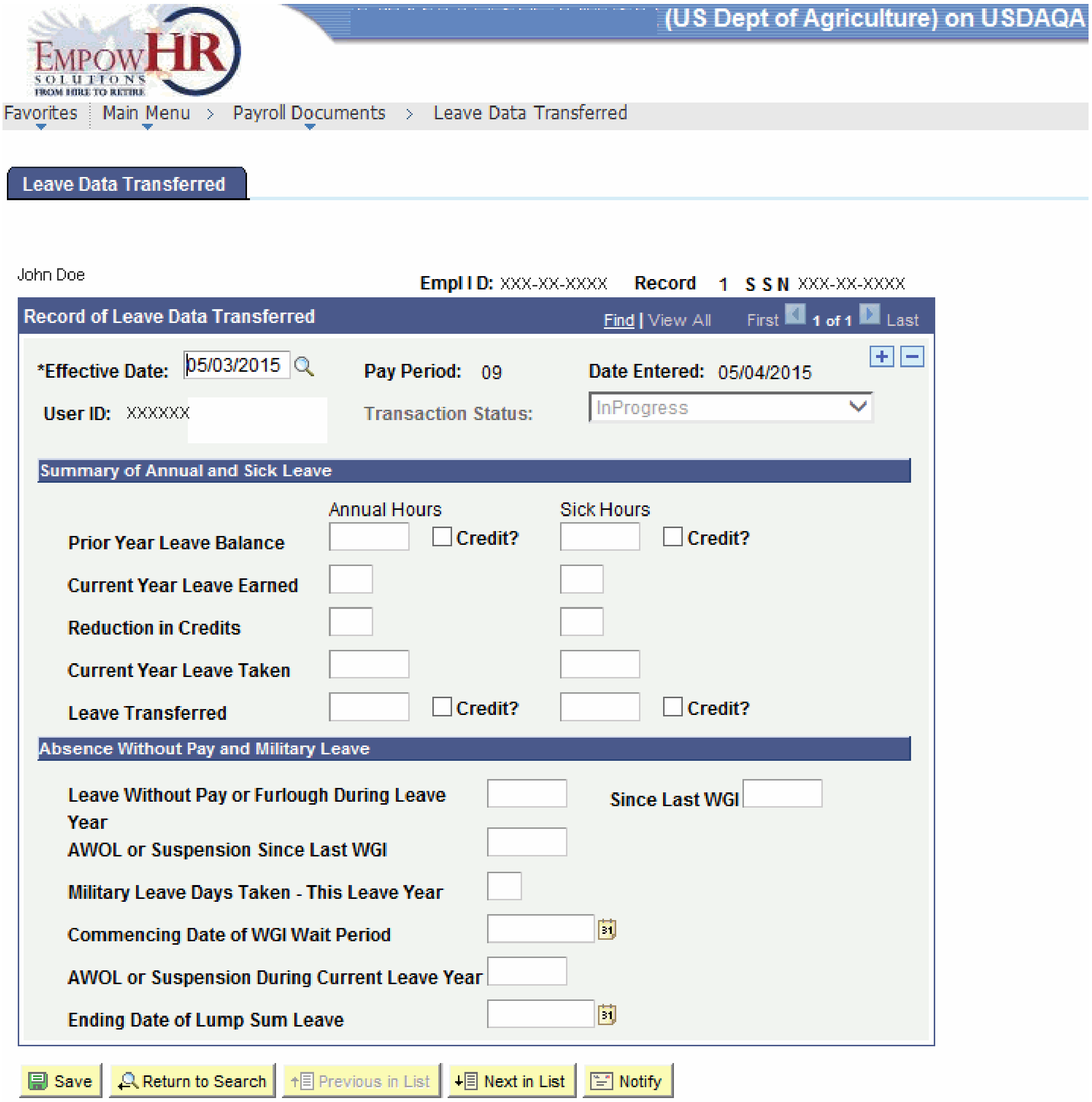
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 30: Leave Data Transferred Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Leave Data Transferred page is displayed.



John Doe

**Empl I D:** XXX-XX-XXXX **Record** 1 **S S N** XXX-XX-XXXX

**Record of Leave Data Transferred**

***Effective Date:** 05/03/2015 **Pay Period:** 09 **Date Entered:** 05/04/2015

**User ID:** XXXXXX **Transaction Status:** InProgress

**Summary of Annual and Sick Leave**

| | Annual Hours | | Sick Hours | |
|---|---|---|---|---|
| Prior Year Leave Balance | | ☐ Credit? | | ☐ Credit? |
| Current Year Leave Earned | | | | |
| Reduction in Credits | | | | |
| Current Year Leave Taken | | | | |
| Leave Transferred | | ☐ Credit? | | ☐ Credit? |

**Absence Without Pay and Military Leave**

Leave Without Pay or Furlough During Leave Year
Since Last WGI
AWOL or Suspension Since Last WGI
Military Leave Days Taken - This Leave Year
Commencing Date of WGI Wait Period
AWOL or Suspension During Current Leave Year
Ending Date of Lump Sum Leave

**Figure 31: Leave Data Transferred Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the EmplID. |
| **EmplID** | Populated from the EmplID used in the search criteria. |
| **Record** | Populated with the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |

| **Field** | **Description/Instruction** |
|---|---|
| **Record of Leave Data Transferred** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period of the effective date. |
| **Date Entered** | Populated with the date entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **Summary of Annual and Sick Leave** | **Instruction** |
| **Prior Leave Balance/Annual Leave Hours** | 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 Hours** | Enter the prior year's 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 Hours** | Enter the number of annual leave hours earned during the current leave year. |
| **Current Leave Earned/Sick Leave Hours** | Enter the number of hours earned during the current leave year. |
| **Reduction in Credits/Annual Leave Hours** | Enter the number of hours the annual leave is to be reduced. |
| **Reduction in Credits/Sick Leave Hours** | Enter the number of hours the sick leave is to be reduced. |
| **Current Year Leave Taken/Annual Leave Hours** | Enter the total number of annual leave hours used during the current leave year. |
| **Current Year Leave Taken/Sick Leave Hours** | Enter the total number of sick leave hours used during the current leave year. |

| **Field** | **Description/Instruction** |
|---|---|
| **Leave Transferred/Annual Leave 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 Leave Hours** | Enter the number of sick hours transferred. |
| **Credit?** | Check the sick credit box for sick hours transferred if applicable. |
| **Absence Without Pay and Military Leave** | **Description/Instruction** |
| **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 within-range increase (WRI). |
| **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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Transferred Leave Data

Use the following resources to verify data on Document Type 160, Lv Data Transfr:

- 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, Lv Data Transfr.
- Form AD-334, Statement of Earnings and Leave.

# 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.
- Part-time/full-time (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 PT/FT 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 amount 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)

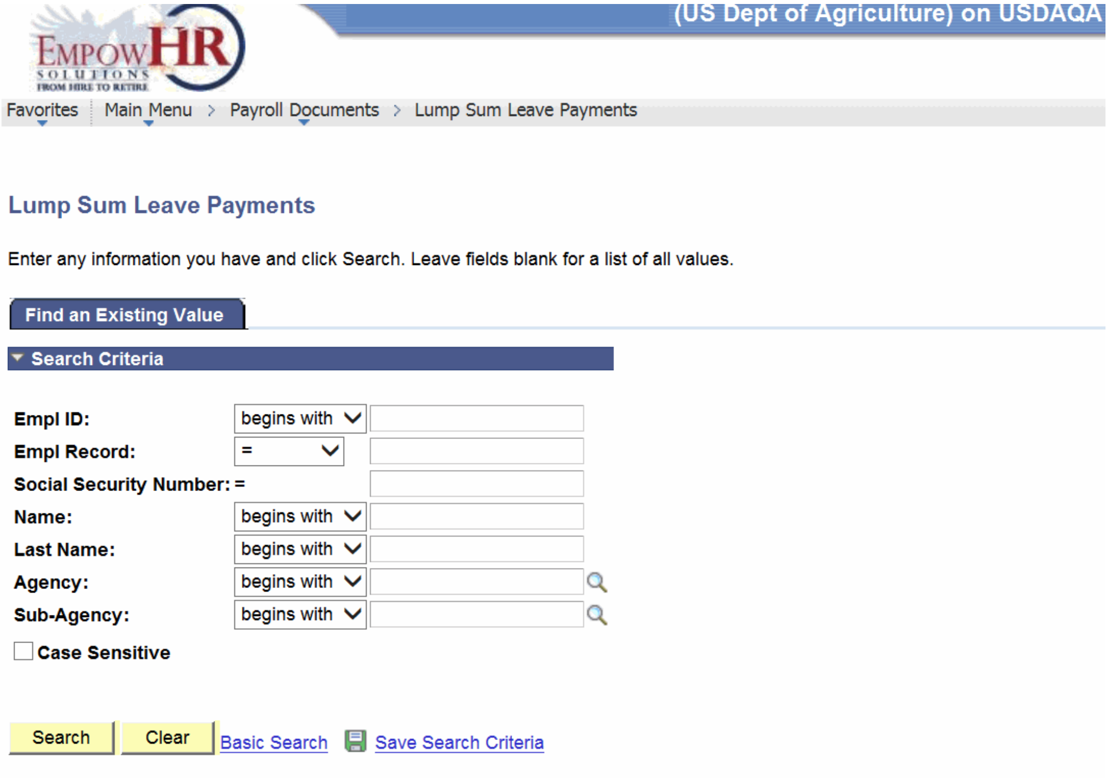
- Annual/Sick Leave
- Form AD-334, Statement of Earnings and Leave

This section includes the following topics:

## Entering Lump Sum Leave Payments

### To Enter Lump Sum Leave Payments:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Lump Sum Leave Payments*** component. The Lump Sum Leave Payments page - Find an Existing Value tab is displayed. The information on this page will allow you to locate an existing employee in order to enter a Lump Sum Leave Payment.



Lump Sum Leave Payments

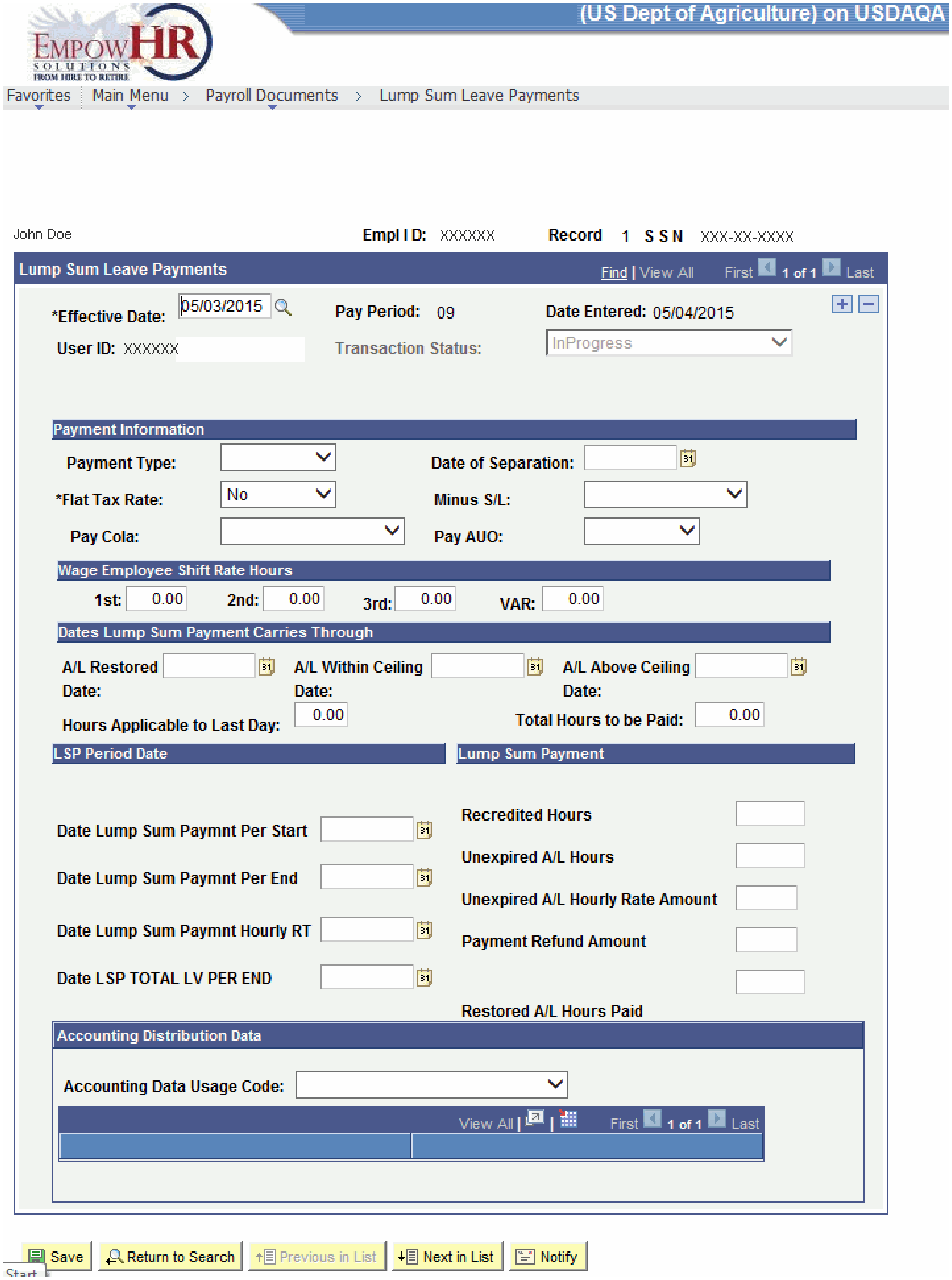
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

Figure 32: Lump Sum Leave Payments Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Lump Sum Leave Payment page is displayed.



John Doe
**Empl I D:** XXXXXX **Record** 1 **S S N** XXX-XX-XXXX

**Lump Sum Leave Payments**

***Effective Date:** 05/03/2015
**Pay Period:** 09
**Date Entered:** 05/04/2015
**User ID:** XXXXXX
**Transaction Status:** InProgress

**Payment Information**

**Payment Type:**
**Date of Separation:**
***Flat Tax Rate:** No
**Minus S/L:**
**Pay Cola:**
**Pay AUO:**

**Wage Employee Shift Rate Hours**

**1st:** 0.00 **2nd:** 0.00 **3rd:** 0.00 **VAR:** 0.00

**Dates Lump Sum Payment Carries Through**

**A/L Restored Date:**
**A/L Within Ceiling Date:**
**A/L Above Ceiling Date:**
**Hours Applicable to Last Day:** 0.00
**Total Hours to be Paid:** 0.00

**LSP Period Date**

**Date Lump Sum Paymnt Per Start**
**Date Lump Sum Paymnt Per End**
**Date Lump Sum Paymnt Hourly RT**
**Date LSP TOTAL LV PER END**

**Lump Sum Payment**

**Recredited Hours**
**Unexpired A/L Hours**
**Unexpired A/L Hourly Rate Amount**
**Payment Refund Amount**
**Restored A/L Hours Paid**

**Accounting Distribution Data**

**Accounting Data Usage Code:**

**Figure 33: Lump Sum Leave Payments Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Populated with the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Lump Sum Leave Payments** | **Description/Instruction** |
| ***Effective Date** | Required field. 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 record becomes effective; the date that an action begins. This date also determines when to view or change information. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated with the date the action was entered. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a diddfferent status. |
| **Payment Information** | **Description/Instruction** |
| **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** | Required 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 S/L** | Required field. 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. |

| **Field** | **Description/Instruction** |
|---|---|
| **Pay Cola** | If applicable for a cost-of-living allowance (COLA), 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:<br>**`COLA`** - Pay Cola Only<br>**`COLA & Post Differential`** - Pay Non-Foreign Post Differential Only<br>**`No`** - Do Not Pay COLA or Post Differential<br>**`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** | **Instruction** |
| **1st** | Enter the first-shift rate hours for an Federal Wage System (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 variable (VAR) rate for a VAR rate FWS employee. |
| **Dates Lump Sum Payment Carries Through** | **Instruction** |
| **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. |
| **LSP Period Date** | **Instruction** |
| **Date Lump Sum Paymnt Per Start** | Enter the start date of the lump sum payment or select a date from the calendar icon. |

| Field | Description/Instruction |
|---|---|
| **Date Lump Sum Paymnt Per End** | Enter the end date of the lump sum leave payment or select a date from the calendar icon. |
| **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. |
| **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 Payment** | **Instruction** |
| **Recredited Hours** | Enter the applicable recredited hours. |
| **Unexpired A/L 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. |
| **Unexpired A/L Hourly 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. |
| **Payment Refund Amount** | Enter the amount the employee must pay to the employing Agency for every hour of expired leave. |
| **Restored A/L Hours Paid** | Enter the number of hours of restored annual leave paid in a lump sum payment to an employee upon separation. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Lump Sum Leave Data

Use the following resources to verify data on Document Type 054, Lump Sum Leave:

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

# 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 (i.e., WRI 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 includes the following topics:

## Entering a Master File Change

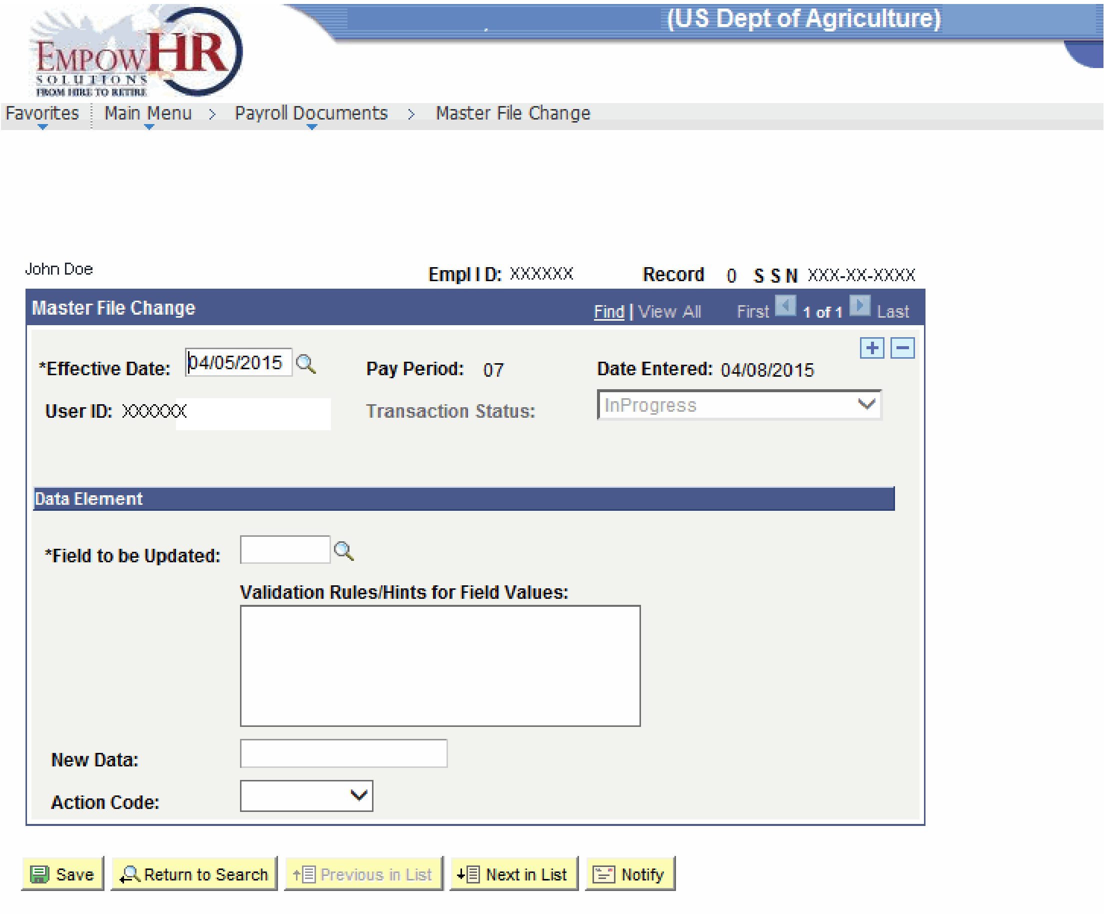
### To Enter a Master File Change:

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 is displayed.



John Doe

**Empl I D:** XXXXXX **Record** 0 **S S N** XXX-XX-XXXX

**Master File Change**

***Effective Date:** 04/05/2015 **Pay Period:** 07 **Date Entered:** 04/08/2015

**User ID:** XXXXXX **Transaction Status:** InProgress

**Data Element**

***Field to be Updated:**

**Validation Rules/Hints for Field Values:**

**New Data:**

**Action Code:**

**Figure 34: Master File Change Page**

5. Click the + to add a new row.

6. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Master File Change** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. To change the date, enter the applicable date or select a date from the calendar icon. 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. |

| Field | Description/Instruction |
|---|---|
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`Not Applied`** and cannot be modified. The transaction status will change when the transaction is saved, in suspense, or resent to PPS. |
| **Data Element** | **Instruction** |

<table>
<tr><th>Field</th><th>Description/Instruction</th></tr>
<tr><td><b>Field to be Updated</b></td><td>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.<br>Valid values are:
<table>
<tr><th>Field</th><th>Definition</th></tr>
<tr><td><code>Cum-Retire-Deducts-Conv</code></td><td>Type the nine-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 SF 2806/SF 3100A, Individual Retirement Record. (For example: 000005000 for $50.00 or 000005050 for $50.50)</td></tr>
<tr><td><code>OASDI-Deductions-YTD</code></td><td>Type the seven-position numeric monetary amount to identify the amount of year-to-date (YTD) 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)</td></tr>
<tr><td><code>OASDI-Wages-YTD</code></td><td>Type the nine-position numeric monetary amount to identify the amount of YTD 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)</td></tr>
<tr><td><code>Int-Days-Wkd-Last WGI</code></td><td>Type the three-position numeric amount to identify the number of intermittent days worked since the last WRI. (For example: 300 for 300 days for 030 for 30 days)</td></tr>
<tr><td><code>Int-Days-Wkd-This-Appt</code></td><td>Type the four-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)</td></tr>
<tr><td><code>Int-PD-Days-To-Car-Tenure</code></td><td>Type the three-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)</td></tr>
<tr><td><code>Int-Days-Wkd-Cal-Yr-SCD</code></td><td>Type the three-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)</td></tr>
<tr><td><code>Int-Elapsed-Cal-Days-SCD</code></td><td>Type the four-position numeric amount to identify the number of intermittent elapsed calendar days toward the service computation date for leave, retirement,</td></tr>
</table>
</td></tr>
</table>

| Field | Description/Instruction |
|---|---|
| **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 popup. At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Return to Search** | Searches for another employee. |
| Click **Notify** | Sends an email 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 030, Master File Chg, are as follows:

| Data | IRIS Program |
|---|---|
| ADJP Elaps Counter | IRIS Program IR123, Personnel Supplements |
| Appointment Date | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Appointment NOA Code | IRIS Program IR123, Personnel Supplements |
| COPR Premium Pay FY YTD | IRIS Program IR103, Salary YTD Data |
| Cumulative Retirement | IRIS Program IR117, Retirement Data |
| Deferred Emp Deduction YTD | IRIS Program IR118, Thrift Savings Data |
| During Probation Period | IRIS Program IR129, Intermittent |
| Earning Limit Year-to-Date | IRIS Program IR103, Salary YTD Data |
| Earnings YTD | IRIS Program IR117, Retirement Data |
| Elapsed During Probation | IRIS Program IR129, Intermittent |
| Elapsed SCD | IRIS Program IR129, Intermittent |
| Elapsed Since Last WGI | IRIS Program IR129, Intermittent |

| | |
|---|---|
| Final TA Received | IRIS Program IR132, Separation Information |
| HITS Ded YTD | IRIS Program IR103, Salary YTD Data |
| HITS Wages YTD | IRIS Program IR103, Salary YTD Data |
| Int Elapsed Cal Days | IRIS Program IR129, Intermittent |
| Need Toward Conv Career | IRIS Program IR129, Intermittent |
| OASDI Ded YTD | IRIS Program IR103, Salary YTD Data |
| OASDI Wages YTD | IRIS Program IR103, Salary YTD Data |
| Overpay Carry YTD | IRIS Program IR103, Salary YTD Data |
| Perf Evaluation Pay Period | IRIS Program IR123, Personnel Supplements |
| Perf Evaluation Eligibility Code | IRIS Program IR304, Performance Evaluation Data |
| Perf Evaluation | IRIS Program IR123, Personnel Supplements |
| Perf Penalty Status | IRIS Program IR123, Personnel Supplements |
| Retirement RIF Hrs Worked | IRIS Program IR129, Intermittent |
| Tax Deductions YTD | IRIS Program IR106, City Tax |
| Tax Deductions YTD | IRIS Program IR107, County Tax |
| Tax Indication | IRIS Program IR107, County Tax |
| TSP Base Pay YTD | IRIS Program IR118, Thrift Savings Data |
| WGI Due Code | IRIS Program IR123, Personnel Supplements |
| Worked SCD | IRIS Program IR129, Intermittent |
| Worked Since Last WGI | IRIS Program IR129, Intermittent |
| Worked this Appointment | IRIS Program IR129, Intermittent |
| Worked while on Rolls | IRIS Program IR129, Intermittent |

- The Listing of Personnel Error Messages Report listed as Document Type 030, Master File Chg.

# Multi-Element Update

Multi-Element Update data includes miscellaneous database elements that are not reflected on a personnel action or payroll document but are used for reporting requirements as well as to denote expertise or experience in various fields. Multiple data elements can be processed for an employee. A new row is required for each elements. Click the + to add a new record.

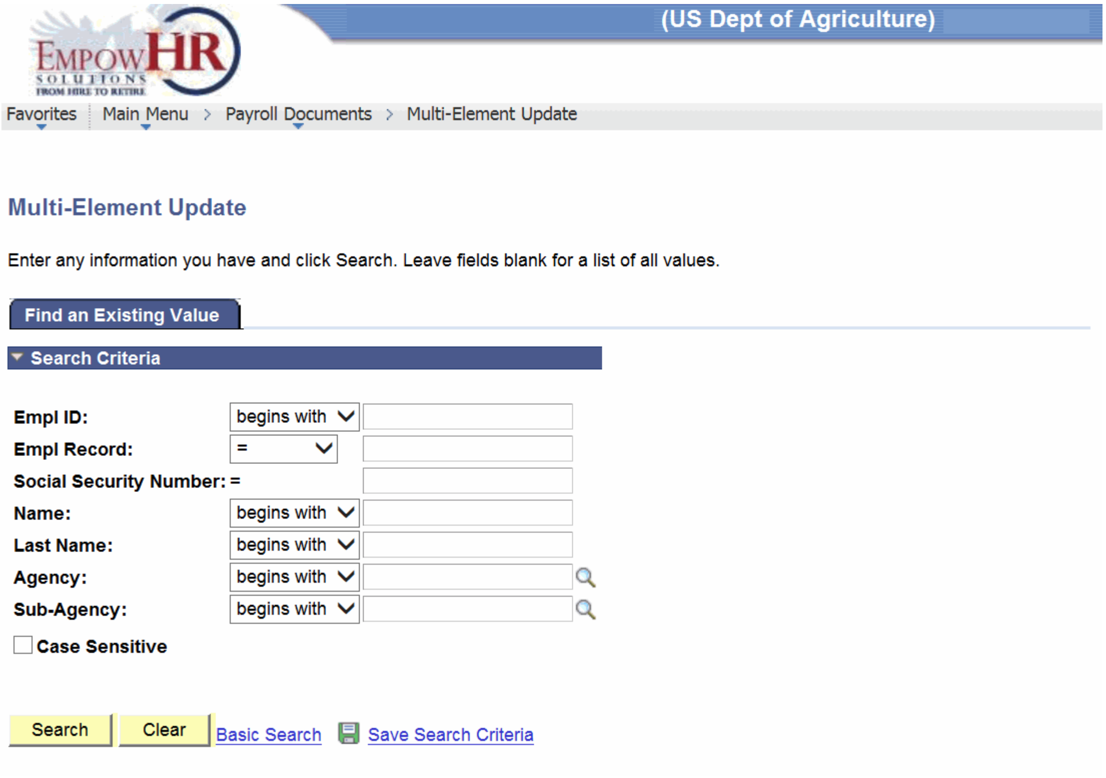
This section includes the following topics:

## Entering a Multi-Element Update

### To Enter a Multi-Element Update:

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

2. Select the ***Multi-Element Update*** component. The Multi-Element Update page - Find an Existing Value tab is displayed. The information on this page allows users to locate an existing employee in order to enter another multi-element update.



Multi-Element Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| Empl ID: | begins with | |
| Empl Record: | = | |
| Social Security Number: | = | |
| Name: | begins with | |
| Last Name: | begins with | |
| Agency: | begins with | |
| Sub-Agency: | begins with | |

☐ Case Sensitive

**Figure 35: Multi-Element Update Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Multi-Element Update page is displayed.

John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

**Multi-Element Update** 1 of 1

Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

*Field to be Updated:
Validation Rules/Hints for Field Values:
*New Data:

**Figure 36: Multi-Element Update Page**

5. Click the + to add a new record.

6. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Multi-Element Update** | **Description/Instruction** |
| **Effective Date** | Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the date. |

| **Field** | **Description/Instruction** |
|---|---|
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Data Element** | **Description/Instruction** |
| ***Field To Be Updated** | Required field. 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. |

<table>
<tr><th>Field</th><th>Description/Instruction</th></tr>
<tr><td><b>*New Data</b></td><td>Required field. Enter the applicable information based on the field to be updated and the Validation Rules/Hints for Field Values. The valid values are listed below:
<table>
<tr><th>New Data Valid Values</th><th>Field Entry Instructions</th></tr>
<tr><td><code>Agency Entered on Duty (EOD) Date</code></td><td>Date the employees EOD with the Agency. For new appointment, the effective date of the accession action is used to generate this date; no entry is required.</td></tr>
<tr><td><code>Agency Information 1</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Information 2</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Information 3</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Information 4</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Information 5</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Use 1</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Use 2</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Use 3</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Use 4</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Agency Use 5</code></td><td>Freeform Agency-specific information used in accordance with Agency instructions.</td></tr>
<tr><td><code>Approved Leave Recipient</code></td><td>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.</td></tr>
<tr><td><code>Computer Equipment Ability Code 1</code></td><td>Code that identifies the employee’s experience with a specific type of computer equipment.</td></tr>
<tr><td><code>Computer Equipment Ability Code 2</code></td><td>Code that identifies the employee’s experience with a specific type of computer equipment.</td></tr>
<tr><td><code>Computer Equipment Ability Code 3</code></td><td>Code that identifies the employee’s experience with a specific type of computer equipment.</td></tr>
</table>
</td></tr>
</table>

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## 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, Multi Element, are as follows:

| Data | IRIS Program |
|---|---|
| Agency Info 1 | IRIS Program IR123, Personnel Supplements |
| Agency Info 2 | IRIS Program IR123, Personnel Supplements |
| Agency Info 3 | IRIS Program IR123, Personnel Supplements |
| Agency Info 4 | IRIS Program IR123, Personnel Supplements |
| Agency Info 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 |
| Comp Eq Abil Code 1 | IRIS Program IR123, Personnel Supplements |
| Comp Eq Abil Code 2 | IRIS Program IR123, Personnel Supplements |
| Comp Eq Abil Code 3 | IRIS Program IR123, Personnel Supplements |
| Comp Eq Abil Code 4 | IRIS Program IR123, Personnel Supplements |

| | |
|---|---|
| Conflict of Interest Submitted | IRIS Program IR123, Personnel Supplements |
| Date 6C Retire | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Date Agency EOD | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Date Arrival Overseas | IRIS Program IR147, Personnel Data |
| Date Departure | IRIS Program IR147, Personnel Data |
| Date Entered POI | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Date EOD Foreign Service | IRIS Program IR117, Retirement Data |
| Date FS Commission | IRIS Program IR147, Personnel Data |
| Date Longevity | IRIS Program IR102, Dates & Misc Sal/Pers 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 SES Recert | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Flexfactor Participation Code | IRIS Program IR144, Processing Indicators |
| Law Bar Membership Code | IRIS Program IR123, Personnel Supplements |
| 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 |
| Program Lang 1 | IRIS Program IR123, Personnel Supplements |
| Program Lang 2 | IRIS Program IR123, Personnel Supplements |
| Program Lang 3 | IRIS Program IR123, Personnel Supplements |
| Program Lang 4 | IRIS Program IR123, Personnel Supplements |
| Program Lang 5 | IRIS Program IR123, Personnel Supplements |
| Reemployment Ind | IRIS Program IR147, Personnel Data |
| Temp Limit Career Ext. | IRIS Program IR147, Personnel Data |
| Temporary FEHB SCD Date | IRIS Program IR115, Health Benefits |

| | |
|---|---|
| Time In Class | IRIS Program IR147, Personnel Data |
| TDY Post Differential | IRIS Program IR102, Dates & Misc Sal/Pers Data |
| Type of Investigation | IRIS Program IR312, Investigation Data |

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

# 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 instructions for further guidance.
- The plan code must be compatible with the Agency.
- Certain plans require PT 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.

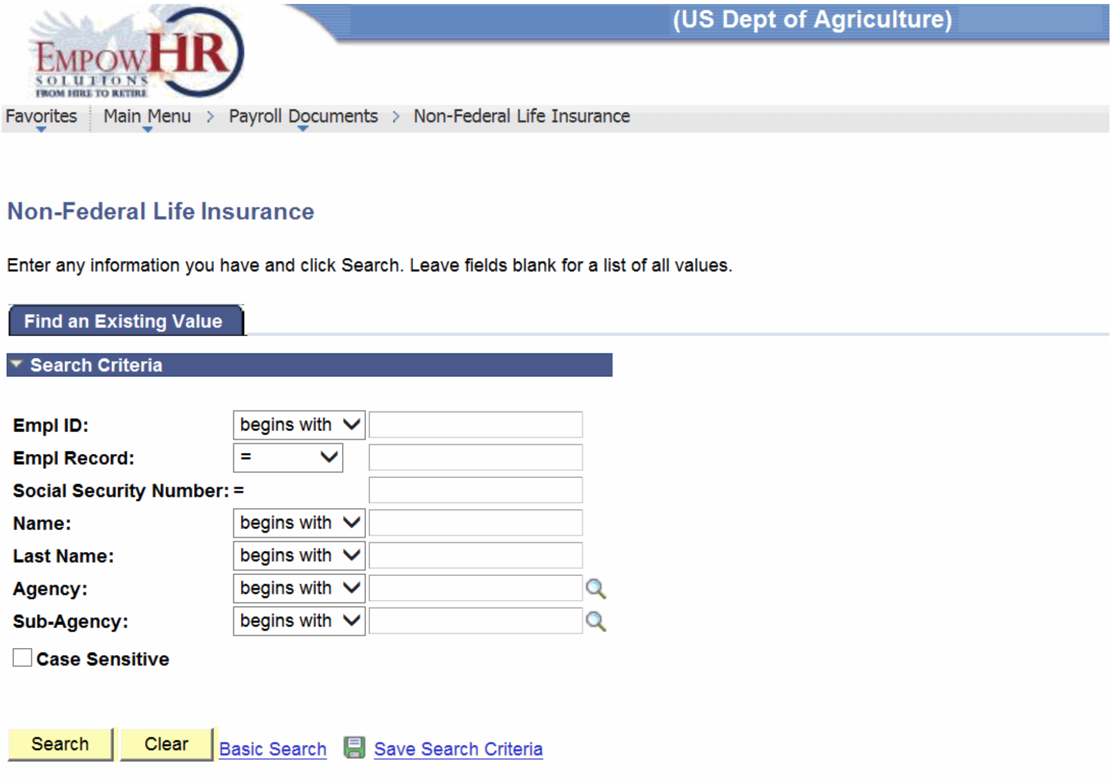
This section includes the following topics:

## 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 Non-Federal Life Insurance page - Find an Existing Value tab 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.



Non-Federal Life Insurance

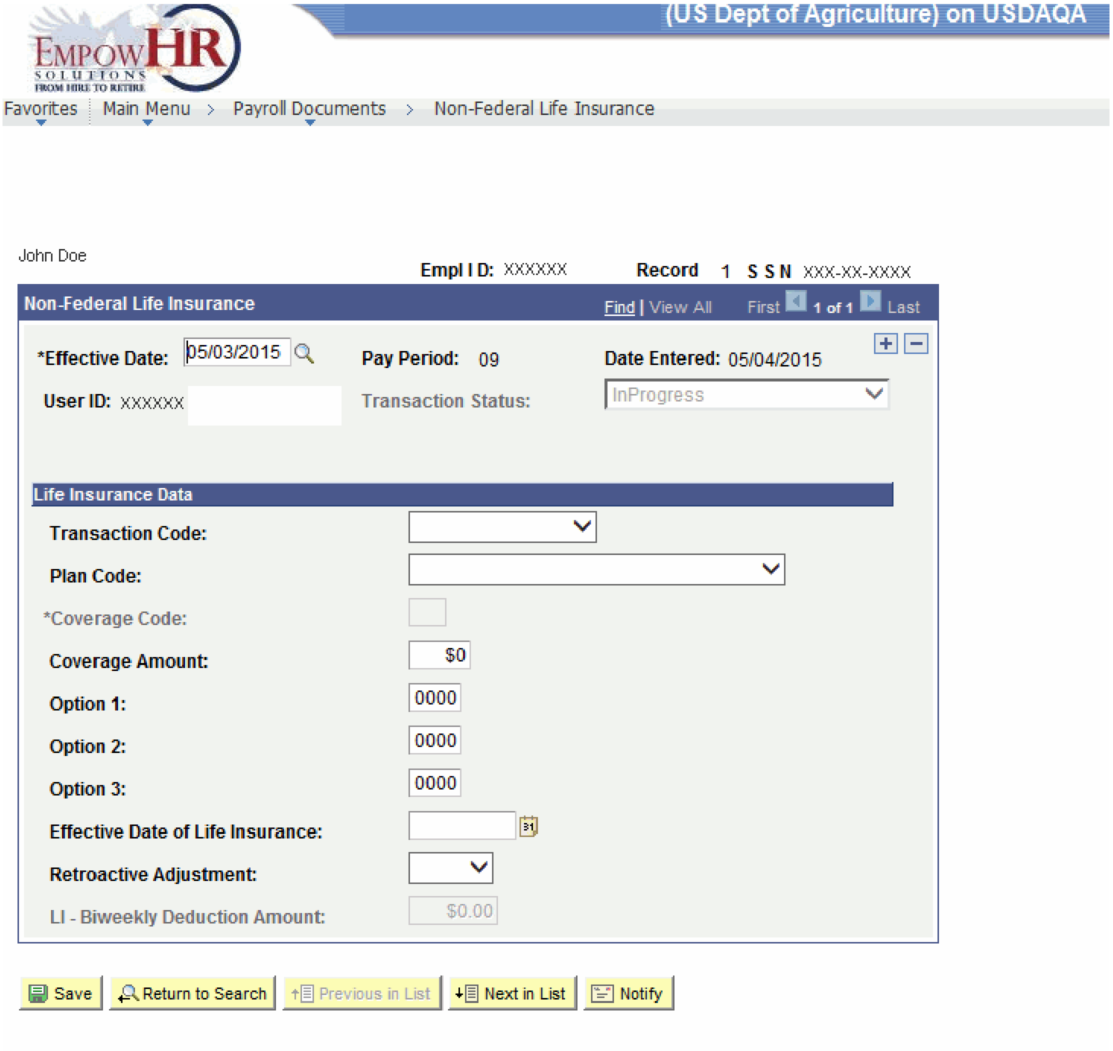
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 37: Non-Federal Life Insurance Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Non-Federal Life Insurance page is displayed.



John Doe

Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

Non-Federal Life Insurance

*Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

Life Insurance Data

Transaction Code:
Plan Code:
*Coverage Code:
Coverage Amount: $0
Option 1: 0000
Option 2: 0000
Option 3: 0000
Effective Date of Life Insurance:
Retroactive Adjustment:
LI - Biweekly Deduction Amount: $0.00

**Figure 38: Non-Federal Life Insurance Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Non-Federal Life Insurance** | **Description/Instruction** |

| Field | Description/Instruction |
|---|---|
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the date. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **In Progress**. Click the down arrow to select a different status. |
| **Life Insurance Data** | **Instruction** |
| **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** | Required field. 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:<br>Must be in multiples of $25,000 and cannot exceed $300,000.<br>Cannot exceed five times the adjusted salary.<br>For FDIC only, cannot exceed $125,000 if the coverage amount is less than $25,000.<br>If the coverage amount is between $25,000 and $50,000, 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. |
| **Retroactive Adjustment** | Enter the applicable information or select data from the drop-down list. The valid values are **Yes** and **No**. |
| **LI-Biweekly Deduction Amount** | Enter the applicable amount. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Non-Federal Life Insurance

Use the following resources to verify data on Document Type 102, Non Fed Life:

- IRIS Program IR116, Life Insurance.
- The Listing of Personnel Error Messages Report listed as Document Type 102, Non Fed Life.
- TMGT Tables:
    - 081, Insurance Description
    - 082, Life Insurance Rates
- Form AD-334, Statement of Earnings and Leave.

# 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 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.

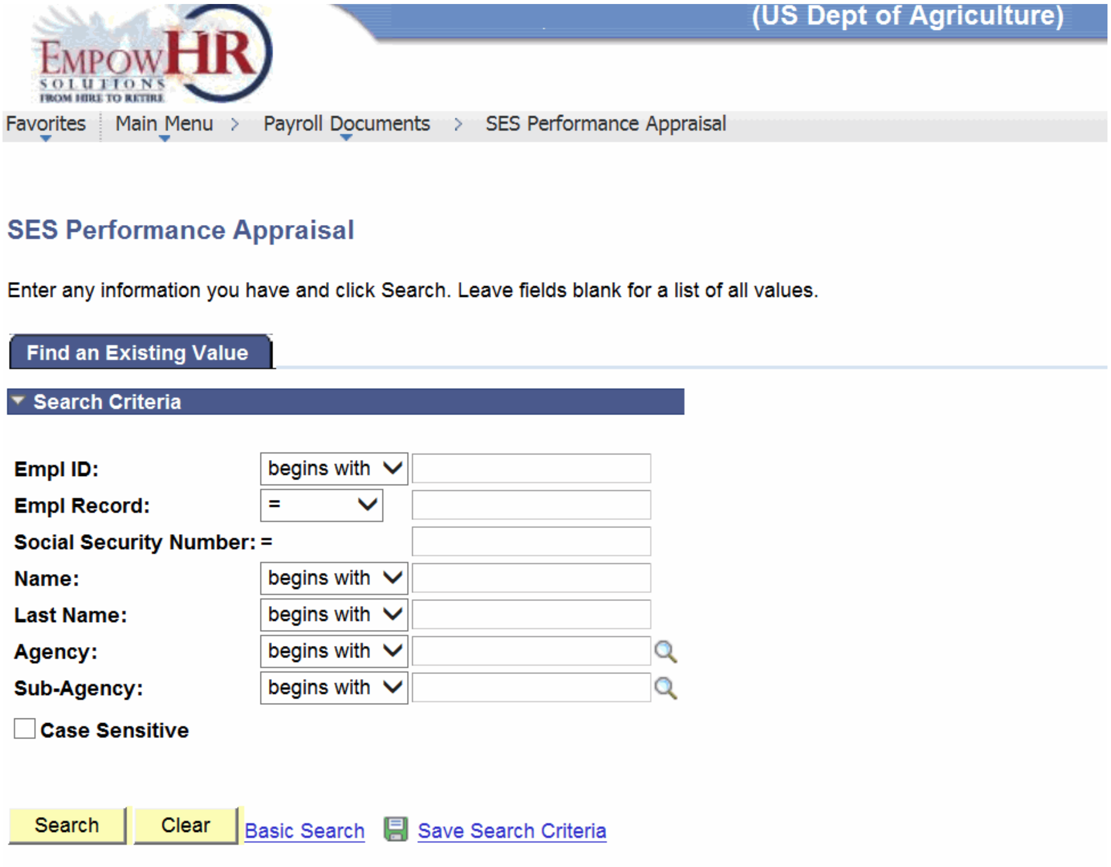
This section includes the following topics:

## 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 SES Performance Appraisal page - Find an Existing Value tab is displayed. The information entered will allow the user to locate an existing employee in order to enter or change and SES Performance Appraisal.



SES Performance Appraisal

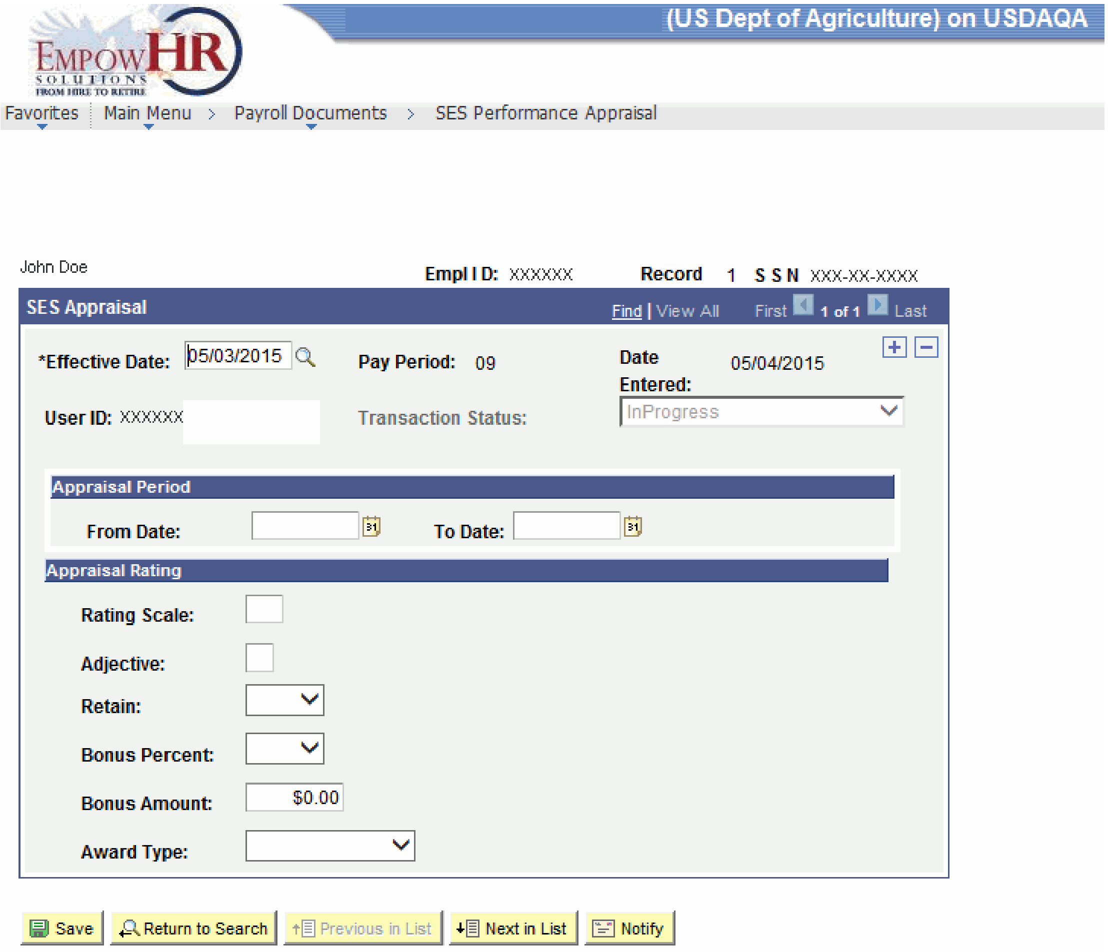
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 39: SES Performance Appraisal Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The SES Appraisal page is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX
*Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress
Bonus Amount: $0.00

**Figure 40: SES Appraisal Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria entered. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **SES Appraisal** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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 |

| **Field** | **Description/Instruction** |
|---|---|
| | change information. Change the date by selecting the calendar icon. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Appraisal Period** | **Instruction** |
| **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** | **Instruction** |
| **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 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`**. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

# Verifying SES Performance Appraisal Data

Use the following resources to verify data on Document Type 770, SES Performance:

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

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- 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, Perf Appraisal.
- Form AD-334, Statement of Earnings and Leave.

# Severance Payment

Severance pay applies to eligible employees who are involuntarily separated from service.

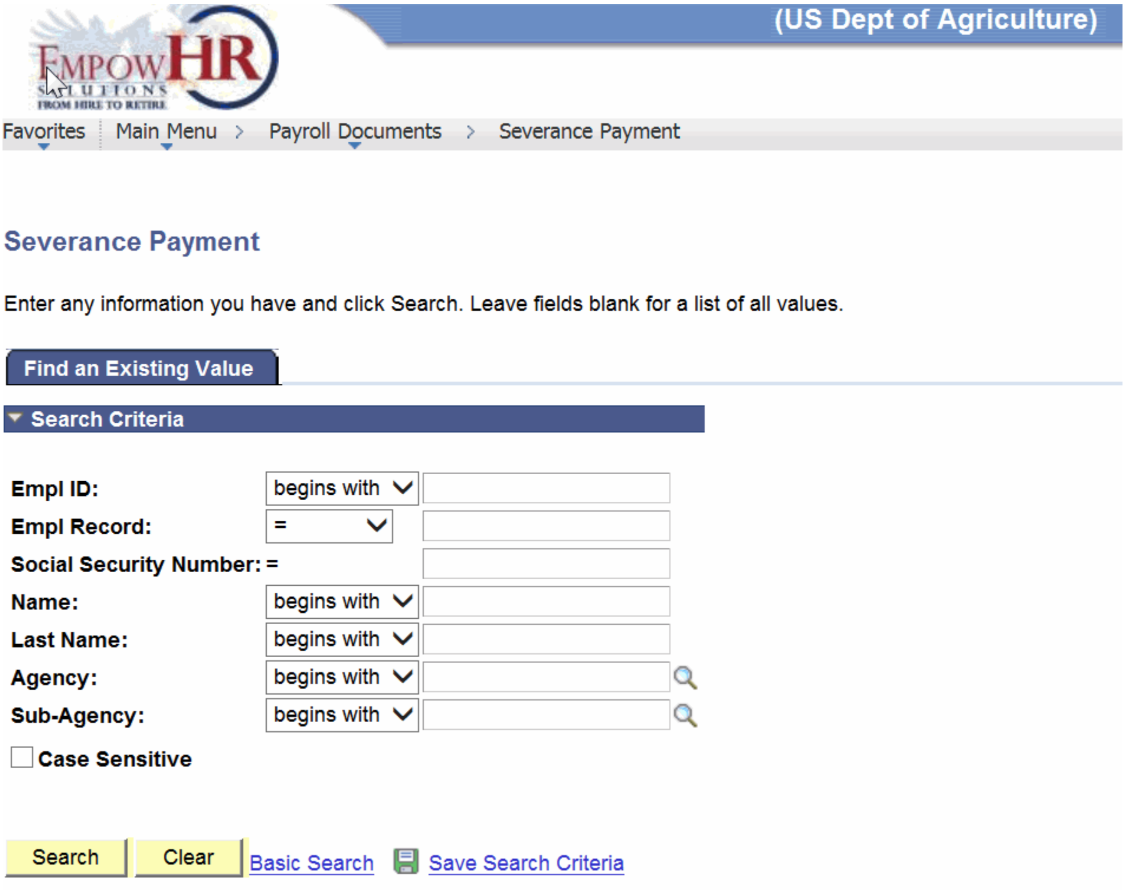
This section includes the following topics:

## Entering Severance Pay Data

### To Enter a Severance Payment:

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

2. Select the ***Severance Payment*** component. The Severance Payment page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate an existing employee in order to enter or change a severance payment.



Severance Payment

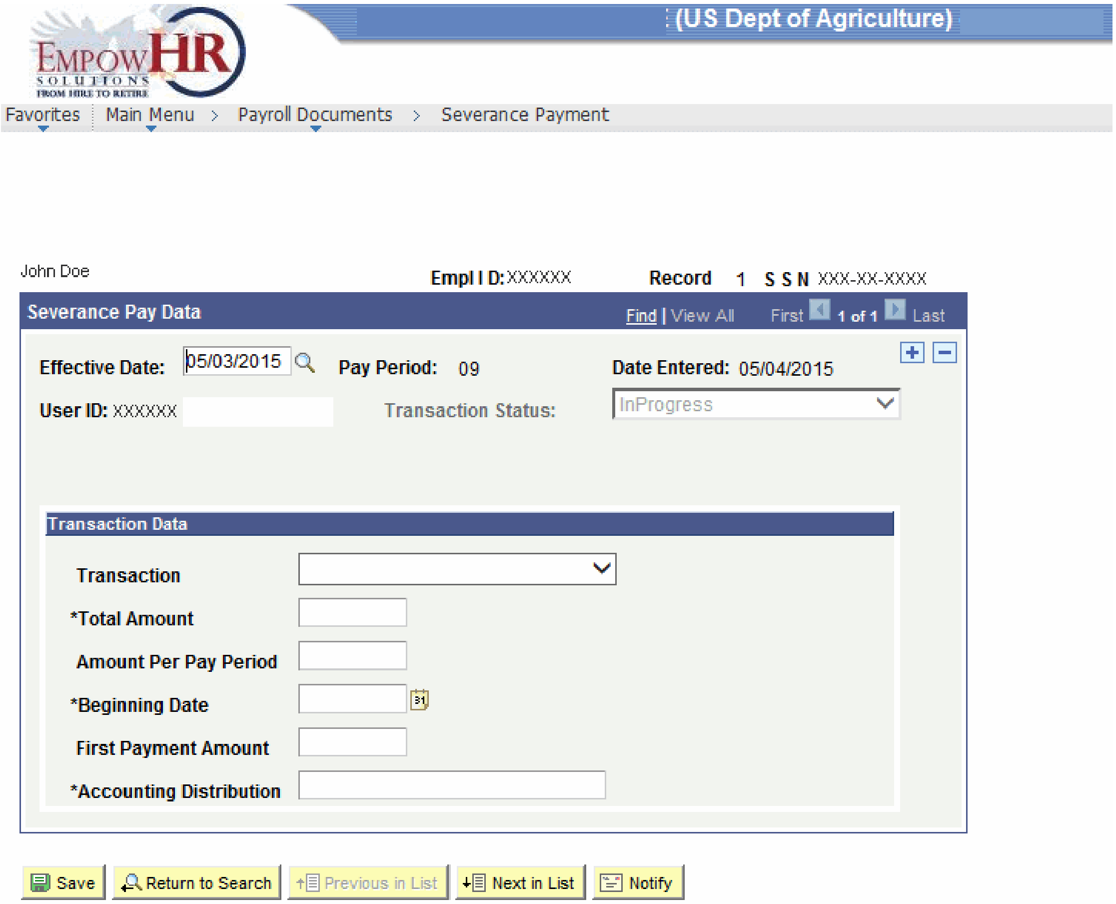
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

Figure 41: Severence Payment Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search** The Severance Pay Data page is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

Severance Pay Data

Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

Transaction Data

Transaction
*Total Amount
Amount Per Pay Period
*Beginning Date
First Payment Amount
*Accounting Distribution

**Figure 42: Severence Pay Data Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria entered. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Severance Pay Data** | **Description/Instruction** |
| **Effective Date** | Populated with the beginning date of the current pay period. 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. Change the date by selecting the calendar icon. |

| **Field** | **Description/Instruction** |
|---|---|
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Transaction Data** | **Instruction** |
| **Transaction** | Select the applicable transaction from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Stop Payment`**. |
| ***Total Amount** | Required field. Enter the applicable total amount. |
| **Amount Per Pay Period** | Enter the applicable amount of severance pay per pay period. |
| ***Beginning Date** | Required field. 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.<br>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** | Required field. Enter the accounting distribution. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Severance Pay Data

Use the following resources to verify data on Document Type 128, Severence Pay:

- IRIS Program IR128, Severance Pay.
- The Listing of Personnel Error Messages Report listed as Document Type 128, Severance Pay.

# 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, PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the ***NFC Home Page*** (***http://www.nfc.usda.gov***) under Tax Formulas under Publications.

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 includes the following topics:

## 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 the employee's 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) establishes the city tax Total Number of Allowances (if applicable), or (5) declares that more than 25 percent 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 removed and must be reprocessed, if applicable. If a new tax certificate is not processed, PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

### 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 Weithholding

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 Form FMS-7311, Employee's Withholding Certificate for Local Taxes, must be processed indicating the employee is not liable for the tax.

For more information see:

## *Entering City Tax Data*

### To Enter City Tax:

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

2. Select the ***Tax Data*** menu group. The Tax Data page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate an existing employee in order to enter or change tax data.

Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

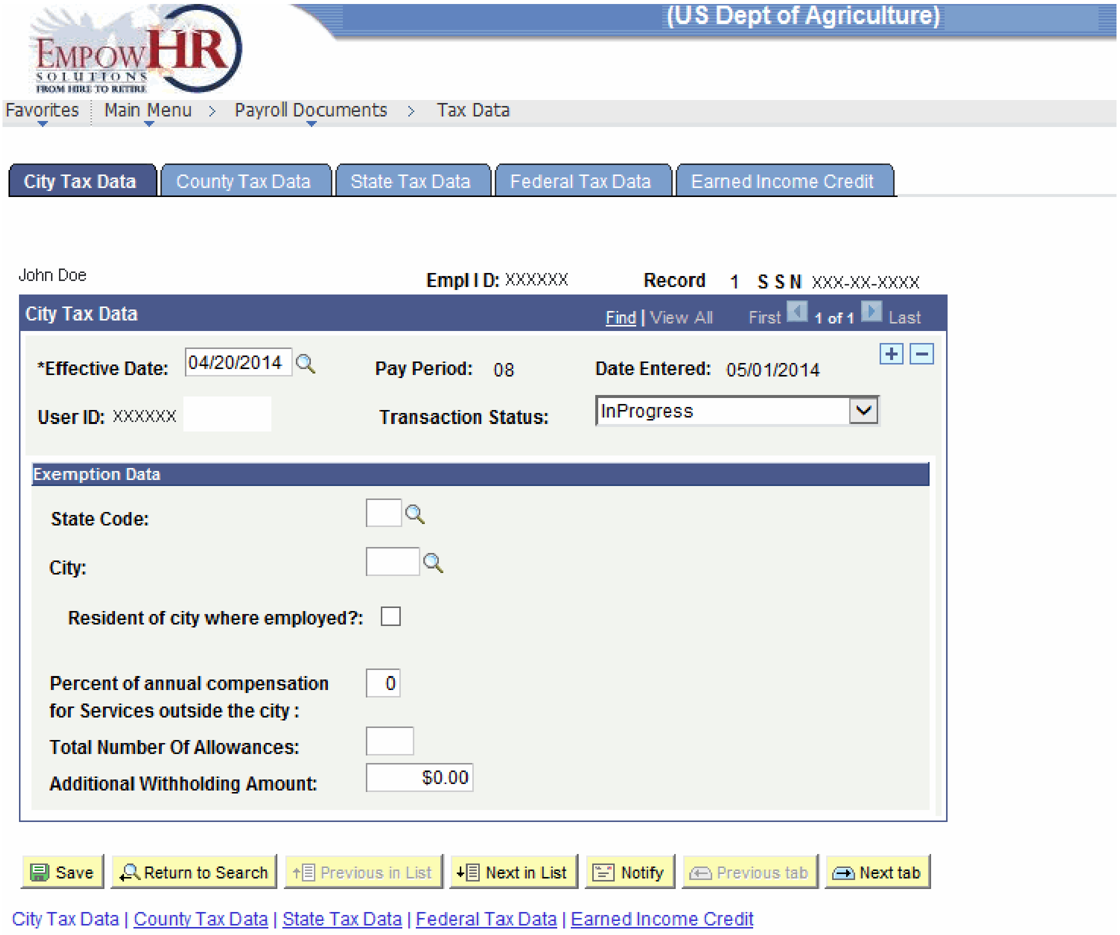
Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 43: Tax Data Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. A page is displayed with tabs for city, county, State, and Federal taxes.

5. Click the ***City Tax Data*** tab. The City Tax Data tab is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

City Tax Data

*Effective Date: 04/20/2014
Pay Period: 08
Date Entered: 05/01/2014
User ID: XXXXXX
Transaction Status: InProgress

Exemption Data

State Code:
City:
Resident of city where employed?: ☐
Percent of annual compensation for Services outside the city : 0
Total Number Of Allowances:
Additional Withholding Amount: $0.00

**Figure 44: City Tax Data Tab**

6. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **City Tax Data** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. To change the default date, search by clicking the |

| **Field** | **Description/Instruction** |
|---|---|
| | search icon. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **Exemption Data** | **Instruction** |
| **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 their work outside the duty station. |
| **Total Number Of Allowances** | Enter the total number of allowances claimed. The valid criteria is as follows:<br>Total Number of Allowances Claimed must be `00` except for cities in Michigan; New York; and Philadelphia, Pennsylvania.<br>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.<br>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`**.<br>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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |

| Step | Description |
|---|---|
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |
| Click **Previous Tab** | Views the data on the previous tab. |
| Click **Next Tab** | Views the data on the next tab. |

### *Verifying City Income Tax Data*

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

- 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, City Tax.
- TMGT Table 007, City Tax, City Name and Address.
- Form AD-334, Statement of Earnings and Leave.

## 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 PPS or transferring from one Department to another within PPS, the county taxes deducted YTD should be carried forward to PPS to prevent overpayment of county tax for counties that have maximum annual tax amounts.

### Mandatory Withhholding for County Tax

Mandatory withholding is based on the county code in the database. If a county tax document is not entered, withholdings 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*** (***http://www.nfc.usda.gov***) 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 **`XT`** 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, taxes will be withheld on the total wage amount.

For more information see:

## *Entering County Tax Data*

### To Enter County Tax:

1. Select ***Payroll Documents*** menu group.
2. Select the ***Tax Data*** menu group. The Tax Data page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate an existing employee in order to enter or change tax data.

Tax Data

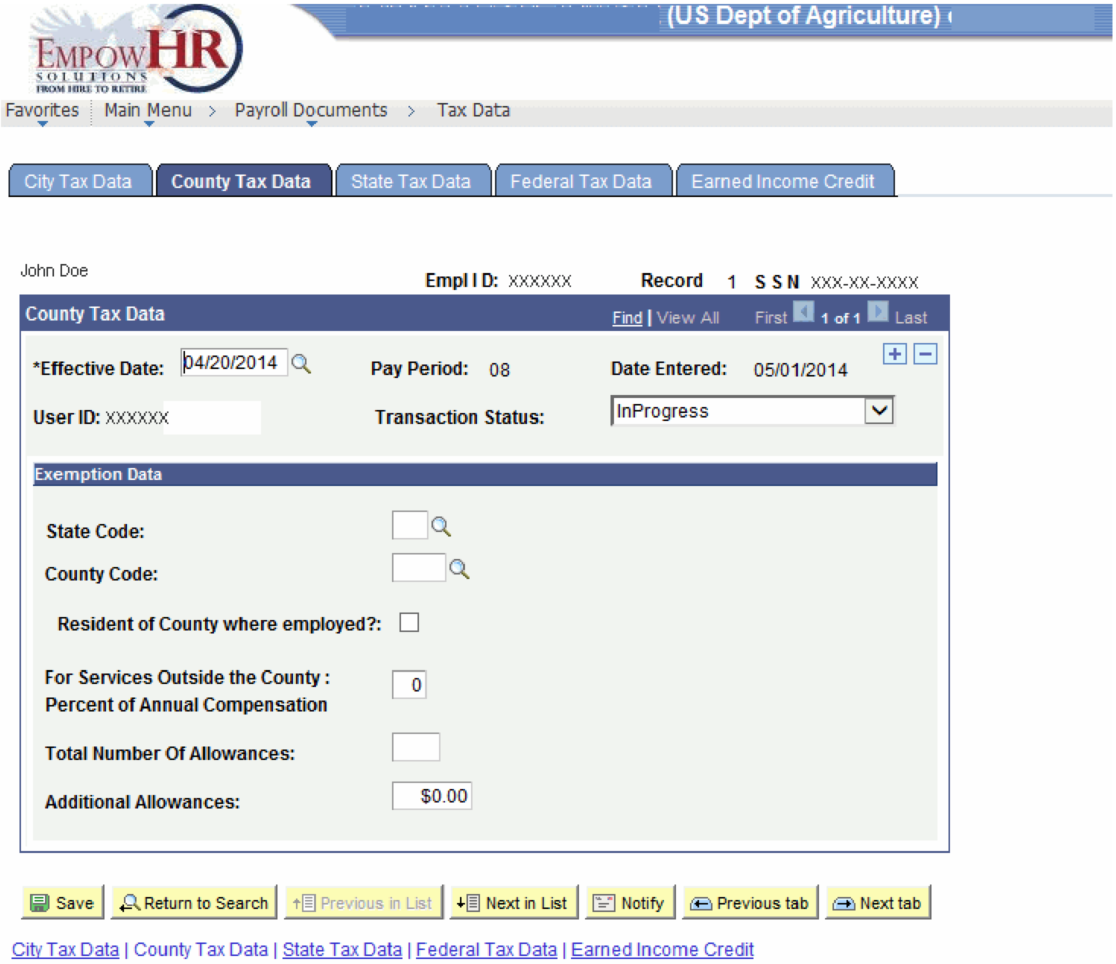
Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 45: Tax Data Page - Find an Existing Value Tab**

3. Enter the search criteria.
4. Click **Search**. A page is displayed with tabs for city, county, State, and Federal taxes.

5. Click the ***County Tax Data*** tab. The County Tax Data tab is displayed.



John Doe
**Empl I D:** XXXXXX **Record** 1 **S S N** XXX-XX-XXXX

**County Tax Data**

***Effective Date:** 04/20/2014
**Pay Period:** 08
**Date Entered:** 05/01/2014
**User ID:** XXXXXX
**Transaction Status:** InProgress

**Exemption Data**

**State Code:**
**County Code:**
**Resident of County where employed?:** ☐
**For Services Outside the County : Percent of Annual Compensation** 0
**Total Number Of Allowances:**
**Additional Allowances:** $0.00

**Figure 46: County Tax Data Tab**

6. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **County Tax Data** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the |

| Field | Description/Instruction |
|---|---|
| | default. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **Exemption Data** | **Instruction** |
| **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 County where employed?** | Check the box if applicable. |
| **For Services Outside the County: Percent of Annual Compensation** | Enter the applicable percent. This is required if the employee works 25 % or more of their work 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. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |
| Click **Previous Tab** | Views the data on the previous tab. |
| Click **Next Tab** | Views the data on the next tab. |

### *Verifying County Income Tax Exemption Data*

Use the following resources to verify data on Document Type 151, County Tax:

- 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, County Tax.
- TMGT Table 008, County Tax, City Name and Address.
- Form AD-334, Statement of Earnings and Leave.

## State Tax Data

For processing purposes, the tax year usually begins in Pay Period (PP) 25 and ends in PP 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, 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 (P.L. 111-97) signed on November 11, 2009, spouses of military personnel are allowed 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 and 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 **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, Employee's Withholding Allowance Certificate, 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.

### 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.

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. 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 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 (P.L. 111-97) signed on November 11, 2009, spouses of military personnel are allowed 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 and 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 the State tax cancelation 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, 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 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 Amount

Employees may authorize 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 non-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 completed by the employee.):

- State Tax withholding code.
- Total number of allowances.
- Additional allowances (for California, Illinois, Virginia, and Puerto Rico only).
- Personal exemptions claimed.
- Veterans/special deduction (for Puerto Rico only).

### 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.

### Foreign county 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, IRS Form W-4, must be processed. A new certificate must be processed prior to February 15 of each year to ensure the employee's exempt status for Federal income tax.

For more information see:

## *Entering State Tax Data*

### To Enter State Tax:

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

2. Select the ***Tax Data*** menu group. The Tax Data page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate an existing employee in order to enter or change tax data.

Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with

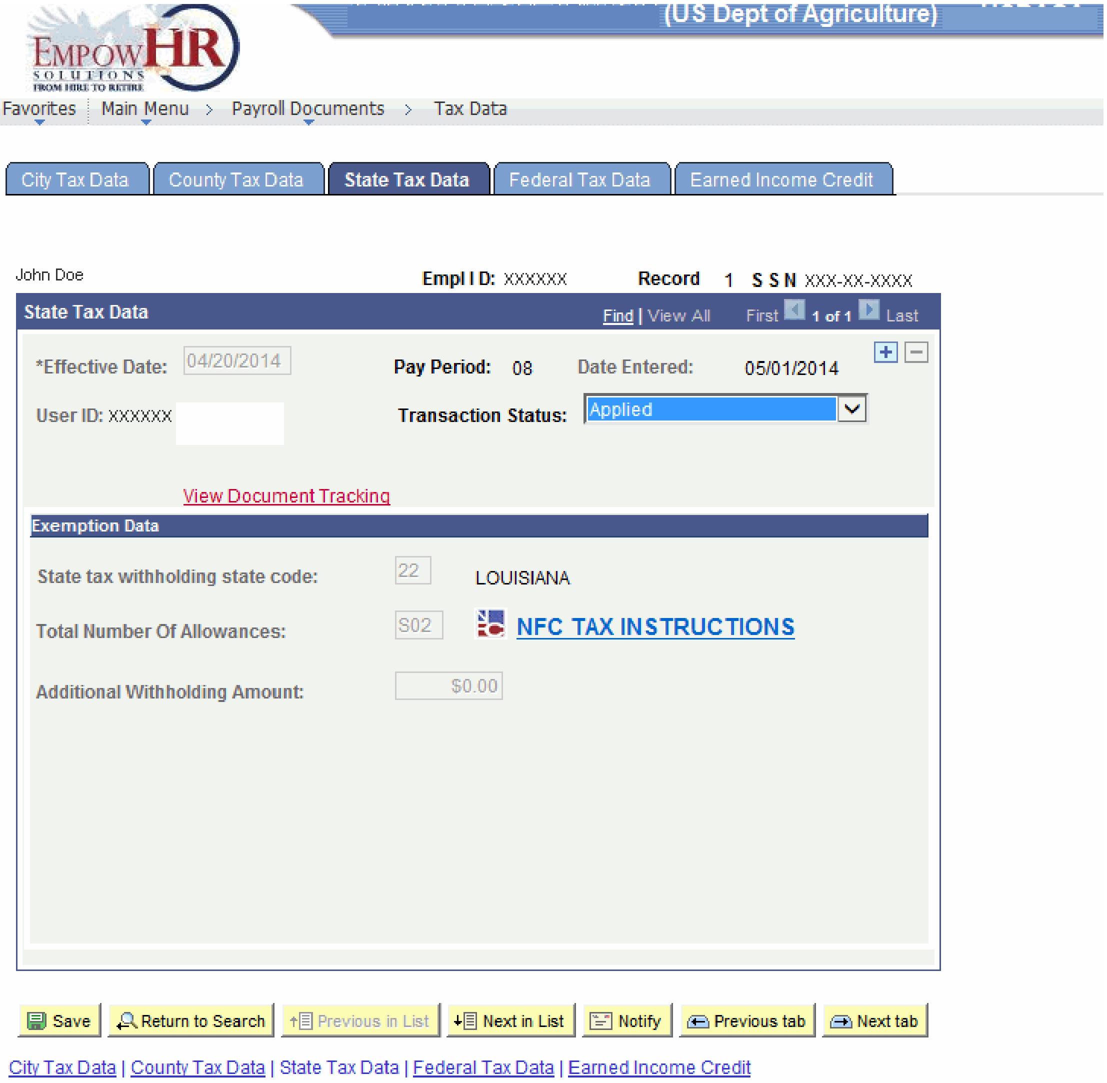
☐ Case Sensitive

**Figure 47: Tax Data Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. A page is displayed with tabs for city, county, State, and Federal taxes.

5. Click the ***State Tax Data tab***. The State Tax Data tab is displayed.



John Doe

Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

State Tax Data

*Effective Date: 04/20/2014

Pay Period: 08

Date Entered: 05/01/2014

User ID: XXXXXX

Transaction Status: Applied

View Document Tracking

Exemption Data

State tax withholding state code: 22 LOUISIANA

Total Number Of Allowances: S02

NFC TAX INSTRUCTIONS

Additional Withholding Amount: $0.00

**Figure 48: State Tax Data Tab**

6. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **State Tax Data** | **Description/Instruction** |

| **Field** | **Description/Instruction** |
|---|---|
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. Enter a date or select a date from the calendar icon. 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. Select a date from the calendar icon to change the default date. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated with the beginning date of the current pay period or select a date from the calendar icon. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Exemption Data** | **Instruction** |
| **State tax withholding state code** | Enter the applicable two numeric positions for the State in this field. The State name is displayed. |
| **Total Number Of Allowances** | Enter the total number of allowances claimed (three 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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |
| Click **Previous Tab** | Views the data on the previous tab. |
| Click **Next Tab** | Views the data on the next tab. |

### Verifying Territorial Income Tax Data

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

- 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 140, State Tax.
- TMGT Table 009, State Tax Name and Address.
- Form AD-334, Statement of Earnings and Leave.

### Verifying Foreign Country Income Tax Data

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

- 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.
- Form AD-334, Statement of Earnings and Leave.

### Verifying State Income Tax Data

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

- 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, State Tax.
- TMGT Table 009, State Tax Name and Address.

- Form AD-334, Statement of Earnings and Leave.

## 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 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*** (***http://www.nfc.usda.gov***) under Publications.

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 serviced 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 15 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 25 percent 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 PPS or at the 25-percent rate.

For more information see:

## *Entering Federal Income Tax Data*

### To Enter Federal Tax:

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

2. Select the ***Tax Data*** menu group. The Tax Data page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate an existing employee in order to enter or change tax data.

Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| Empl ID: | begins with | |
| Empl Record: | = | |
| Social Security Number: | = | |
| Name: | begins with | |
| Last Name: | begins with | |
| Agency: | begins with | |
| Sub-Agency: | begins with | |

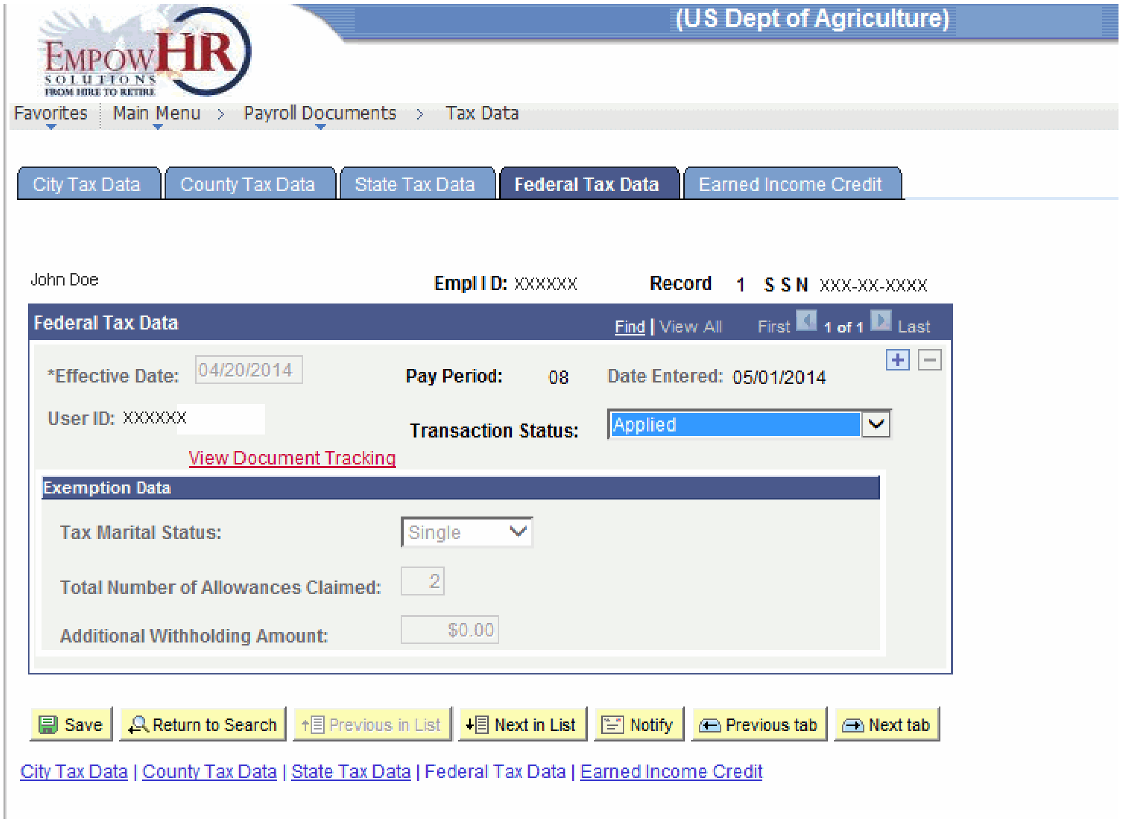
☐ Case Sensitive

**Figure 49: Tax Data Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. A page is displayed with tabs for city, county, State, and Federal taxes.

5. Click the ***Federal Tax Data*** tab. The Federal Tax Data tab is displayed.



John Doe
Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

Federal Tax Data

*Effective Date: 04/20/2014
Pay Period: 08
Date Entered: 05/01/2014
User ID: XXXXXX
Transaction Status: Applied

Exemption Data

Tax Marital Status: Single
Total Number of Allowances Claimed: 2
Additional Withholding Amount: $0.00

**Figure 50: Federal Tax Data Tab**

6. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Federal Tax Data** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the default date. |
| **Pay Period** | Populated and cannot be changed. |

| **Field** | **Description/Instruction** |
|---|---|
| **Date Entered** | Populated with the beginning date of the current pay period or select a date from the calendar icon. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **Exemption Data** | **Instruction** |
| **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** | Enter the total number of allowances claimed (three numeric positions). Click the NFC Tax Instructions link for more tax information.<br>Total Number of Allowanced Claimed must be **OO** except for cities in Michigan; New York; and Philadelphia, Pennsylvania.<br>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 **`0`**.<br>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`**.<br>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. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |
| Click **Previous Tab** | Views the data on the previous tab. |
| Click **Next Tab** | Views the data on the next tab. |

### *Verifying Federal Income Tax Data*

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

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

# Thrift Savings Plan

TSP is a retirement savings and investment plan for Federal employees. Employees covered by FERS and 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, waive, 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 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 TSP, refer to the TSP Web site (*www.tsp.gov*).

This section includes the following topics:

# Transferring TSP Data

### To Enter TSP Data:

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

2. Click the ***TSP/TSP Roth*** component. The TSP/TSP Roth page - Find an Existing Value tab allows the user to locate an existing employee in order to enter or change a TSP account.

TSP / TSP Roth

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: begins with
Empl Record: =
Social Security Number: =
Name: begins with
Last Name: begins with
Agency: begins with
Sub-Agency: begins with
☐ Case Sensitive

**Figure 51: TSP TSP Roth Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Thrift Savings Plan/Thrift Savings Plan Roth page is displayed.

John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

**Thrift Savings Plan/Thrift Savings Plan Roth**

*Effective Date: 04/20/2014
Pay Period: 08
Date Entered: 05/02/2014
User ID: XXXXXX
Transaction Status: Auto Actn

**Contribution Information**

**TSP/TSP Roth**
● TSP ○ TSP Roth

*TSP Transaction Code: New Enrollment/Change
Contribution Rate: 10 Enter %
OR
Contribution Amount: $0 Enter $ Amount

**Figure 52: TSP/TSP Roth Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria. The SSN of the employee is displayed from the EmplID entered. |
| **Thrift Savings Plan/Thrift Savings Plan Roth** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the default date. |

| **Field** | **Description/Instruction** |
|---|---|
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated with the beginning date of the current pay period or select a date from the calendar icon. |
| **Transaction Status** | Defaults to `In Progress.` Click the down arrow to select a different status. |
| **Contribution Information** | **Instruction** |
| **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** | Required field. Select the applicable code from the drop-down list. The valid values are **`Stop Contributions`**, **`New`**, **`New Enrollment/Change`** and **`Waive`**.<br>If **`New Enrollment/Change`** is selected, you will be prompted to enter a value in the Contribution Rate or Contribution Amount field.<br>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.<br>The rate must be in full percentages (no half percentages will be accepted).<br>The percentage deduction should not exceed 70 percent to ensure that all mandatory deductions are deducted.<br>If an entry is made in this field, the Contribution Amount field must be left blank. |
| **Contribution Amount** | Enter the whole dollar amount.<br>Dollar amount must be in whole dollars (no cents will be accepted).<br>Dollar amount must not exceed 70 percent of biweekly salary to ensure that all mandatory deduction are deducted.<br>Note: FERS employees will only receive Government matching (for the year) if employee contributions are made throughout the calendar year.<br>If an entry is made in this field, the Contribution Rate field must be left blank. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |

| Step | Description |
|---|---|
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying TSP Data

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

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

## Verifying Non-Federal TSP Data

The Non-Federal TSP is a retirement savings and investment plan for certain eligible employees.

Use the following resources to verify data on Document Type 104, Non Fed Thrift:

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

# 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 1-4 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 1-15 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 includes the following topics:

## Entering TSP Loan Data

---

Note: Agencies cannot enter a Federal TSP loan; only non-Federal loan information sent from a vendor can be entered by the Agency. TSP Federal loan information should be faxed to **303-274-3913** or emailed to *nfc.tsp@nfc.usda.gov*.

Note: This option is for NFC use only.

---

**To Enter Thrift Savings Plan Loan Data:**

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

2. Click the ***TSP Loan Allotment*** component. The TSP Loan Allotment page - Find an Existing Value tab allows the user to locate an existing employee in order to enter or change a TSP loan.

TSP Loan Allotment

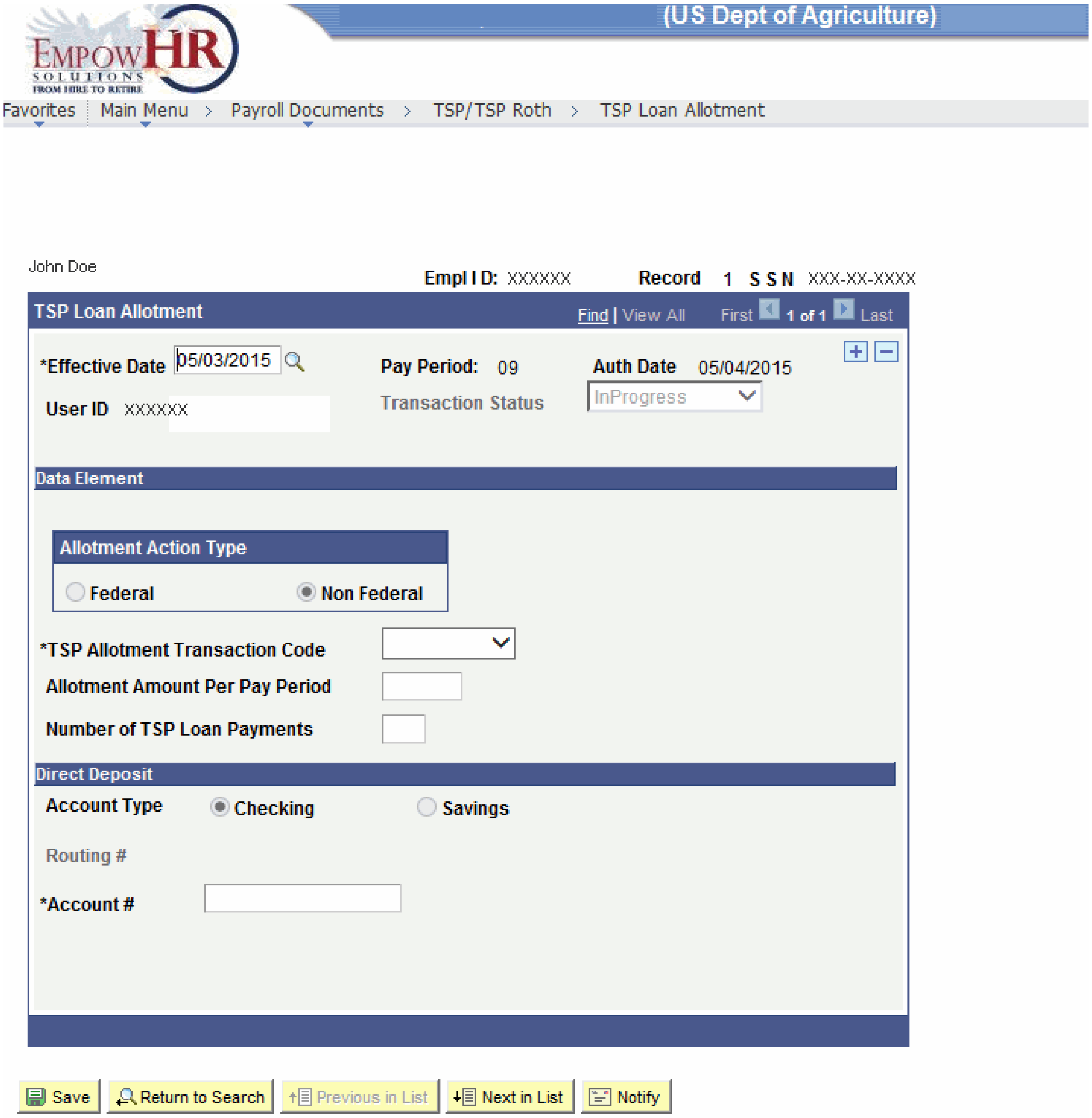
Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| **Empl ID:** | begins with | |
| **Empl Record:** | = | |
| **Social Security Number:** | = | |
| **Name:** | begins with | |
| **Last Name:** | begins with | |
| **Agency:** | begins with | |
| **Sub-Agency:** | begins with | |

☐ **Case Sensitive**

3. Enter the search criteria.

4. Click **Search**. The TSP Loan Allotment page is displayed.



John Doe

Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

*Effective Date 05/03/2015

Pay Period: 09

Auth Date 05/04/2015

User ID XXXXXX

Transaction Status InProgress

Allotment Action Type: ○ Federal ● Non Federal

Account Type ● Checking ○ Savings

**Figure 53: TSP Loan Allotment Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |

| **Field** | **Description/Instruction** |
|---|---|
| **TSP Loan Allotment** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the default date. |
| **Pay Period** | Populated and cannot be changed. |
| **Auth Date** | Populated with the authentication date and cannot be changed. |
| **User ID** | Populated the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Data Element** | **Instruction** |
| **Allotment Action Type** | Select the application action type. Valid values are **`Federal`** and **`Non-Federal`**. |
| ***TSP Allotment Transaction Code** | Required field. Click the down arrow to select the applicable transaction. Valid values are **`Cancel`**, **`Change`**, and **`New Enroll`**. |
| **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** | **Description/Instruction** |
| **Account Type** | Select the applicable account type. Valid values are **`Checking`** and **`Savings`**. |
| **Routing #** | Enter the applicable information. |
| ***Account #** | Required field. Enter the applicable Information. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |

| Step | Description |
|---|---|
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying TSP Loan Data

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

- 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.

- Form AD-334, Statement of Earnings and Leave.

# Thrift Savings Plan Catch-Up/Thrift Savings Plan Roth Catch-Up

P.L. 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.

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. The participant must elect a new TSP Catchup each year.

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, Catch-up Contribution Election.):

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

### Thrift Savings Plan Roth Catch-Up

The TSP Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorized the Federal Retirement Thrift Investment Board (FRTIB) to add a Roth 401(k) feature to the plan. This allows participants to contribute on an after-tax basis to their TSP accounts and receive tax-free earnings when they withdraw the funds (assuming certain criteria are met). For more information on Roth requirements, see the TSP Web site (*www.tsp.gov*).

The following codes are used when processing TSP Roth:

| Roth Category | Federal Roth Plan Code |
|---|---|
| FERS Roth | 98 |
| CSRS Roth | 99 |

| | |
|---|---|
| Roth Catch-Up | 09 |

### Termination of 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: PPS 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.

This section includes the following topics:

## Entering Thrift Savings Plan Catch-Up/Thrift Savings Plan Roth Catch-Up Contribution Data

### To Enter Thrift Savings Plan Catch-up/Thrift Savings Plan Roth Catch-up Data:

1. Select the ***Payroll Documents*** menu group.
2. Click the ***TSP Ctch-up/TSP Roth Ctch-up*** component. The TSP Catch-up/TSP Roth Ctch-up page - Find an Existing Value tab allows the user to locate an existing employee in order to enter or change TSP catch-up data.

TSP Ctch-up / TSP Roth Ctch-up

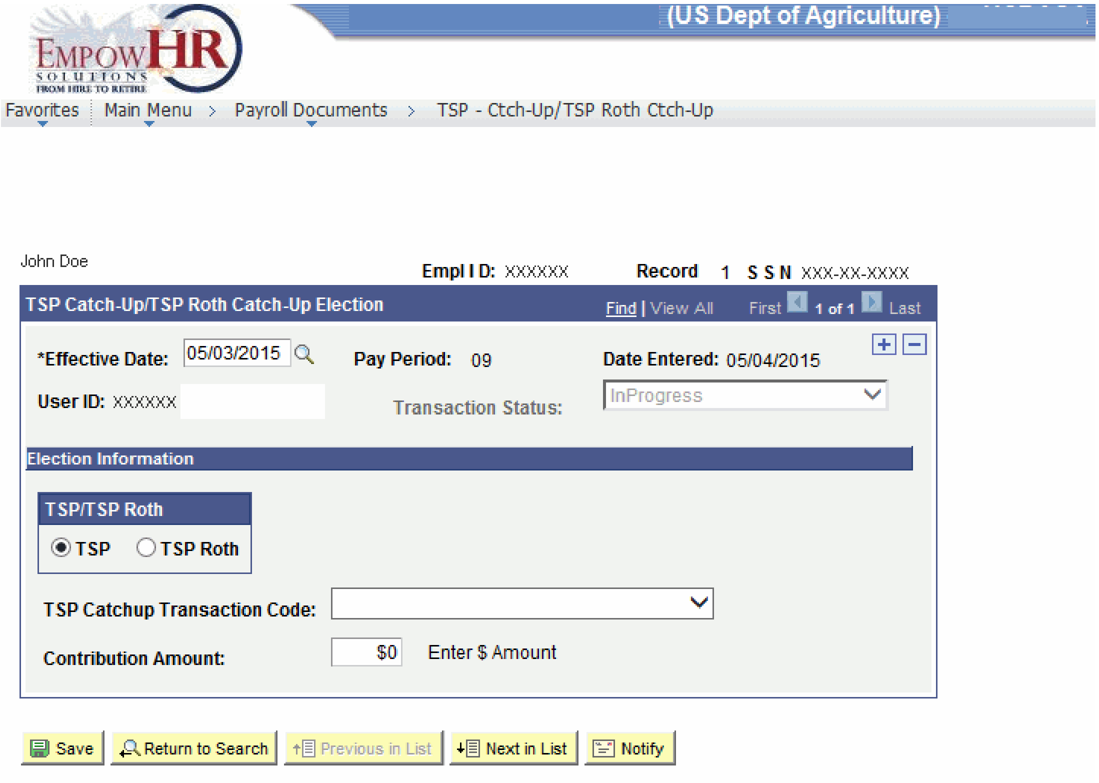
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Empl ID:** begins with
**Empl Record:** =
**Social Security Number:** =
**Name:** begins with
**Last Name:** begins with
**Agency:** begins with
**Sub-Agency:** begins with

☐ **Case Sensitive**

3. Enter the search criteria.

4. Click **Search**. The TSP Catch-Up/TSP Roth Catch-Up Election page is displayed.



John Doe

**Empl I D:** XXXXXX **Record** 1 **S S N** XXX-XX-XXXX

**TSP Catch-Up/TSP Roth Catch-Up Election**

***Effective Date:** 05/03/2015 **Pay Period:** 09 **Date Entered:** 05/04/2015

**User ID:** XXXXXX **Transaction Status:** InProgress

**Election Information**

**TSP/TSP Roth**

● TSP ○ TSP Roth

**TSP Catchup Transaction Code:**

**Contribution Amount:** $0 Enter $ Amount

**Figure 54: TSP Catch-Up/TSP Roth Catch-Up Election Page**

5. Complete the fields as follows:

| **Field** | **Description/Instruction** |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **TSP Catch-up/TSP Roth Catch-Up Election** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the default date. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |

| **Field** | **Description/Instruction** |
|---|---|
| **User ID** | Displays the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to **`In Progress`**. Click the down arrow to select a different status. |
| **Election Information** | **Instruction** |
| **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** | Click the down arrow to select the applicable transaction. The valid values are **`Cancelation`**, **`Change`**, and **`New Enrollment`**. |
| **Contribution Amount** | Enter the applicable contribution amount in whole dollars. |

At this point, the following options are available:

| **Step** | **Description** |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Thrift Savings Plan Catch-Up Data

Use the following resources to verify data on Document Type 126, TSP Catch Up:

- IRIS Program IR118, Thrift Savings Data.
- PINQ Program PQ56, PACS Thrift Savings.
- The Listing of Personnel Error Messages Report listed as Document Type 126, TSP Catch Up.
- Form AD-334, Statement of Earnings and Leave.

# Union Dues

The SF 1187, Request for Payroll Deductions for Labor Organization Dues, or another 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 cancelation was entered prior to the first full pay period following March 1 or September 1 and not processed.
- A new authorization must be processed after a cancelation; 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.
- Either a dues dollar amount or percent based on the union deduction indicator must be entered in the TMGT Table 010.
- A deduction amount for union dues that require special handling for processing should not be entered. 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, Cancelation of Payroll Deduction for Labor Organization Dues, or other appropriate forms 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.

### 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, Labor Dues Auth, using Union Code 15 and Local Code 0001.

Cancelations are entered as Document Type 085, Dues Cancel.

### Changes in Bargaining Units

PPS 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. PPS 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
- A bargaining unit employee, who is in bargaining unit position and temporarily placed in a non-bargaining unit position, will have his/her membership dues held (stored). PPS 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. PPS will not reinstate the membership dues; they will be canceled and not stored.
  - A promotion is processed for the non-bargaining unit position. 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, 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, professional 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, Emply Org Mass, is used to enter information from the SF 1187, Request of Payroll Deductions for Labor Organization Dues, or the 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, Local Dues Chg, 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, Dues Cancel, is used to enter information from the SF 1188, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues, or another appropriate form when the employee is no longer eligible or wants to voluntarily stop being a member.

### Revocations of Membership Dues

An allotment for the payment of dues may be revoked by the employee only after a written request (an SF 1188 or another appropriate form) is submitted by the employee to the Agency personnel office.

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

### Cancelation of Membership Dues

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

An allotment for the payment of dues to a labor organization is to be canceled when the employee is:

- Reassigned to a location not represented by the labor organization or professional association to which he/she is having dues withheld.
- No longer a member in good standing.
- Reassigned or transferred to a bargaining unit represented by a different local of the same labor organization and the employee does not wish to continue dues withholding.

A cancelation is effective immediately or in the pay period in which it was entered.

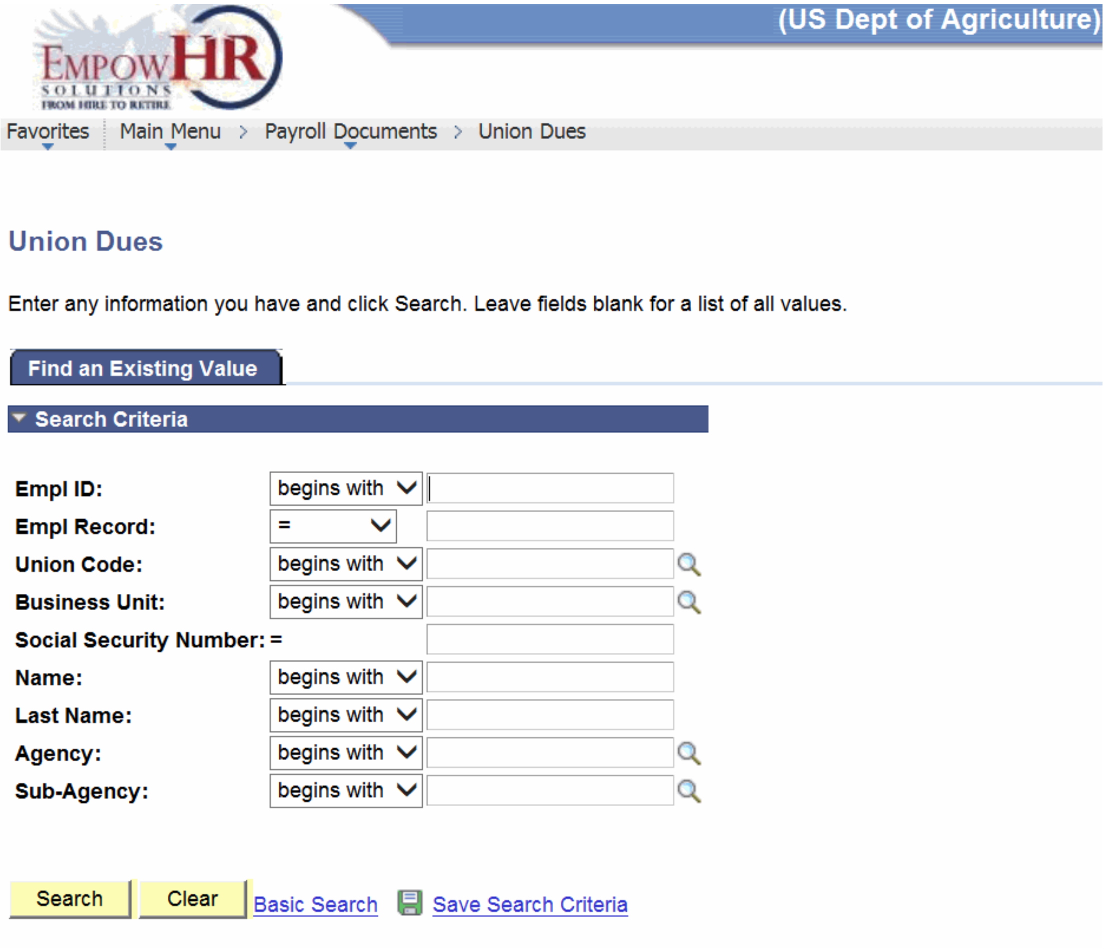
This section includes the following topics:

## Entering Union Dues Data

### To Enter Union Dues:

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

2. Click the ***Union Dues*** component. The Union Dues page - Find an Existing Value tab allows the user to locate an existing employee in order to enter or change union dues.



Union Dues

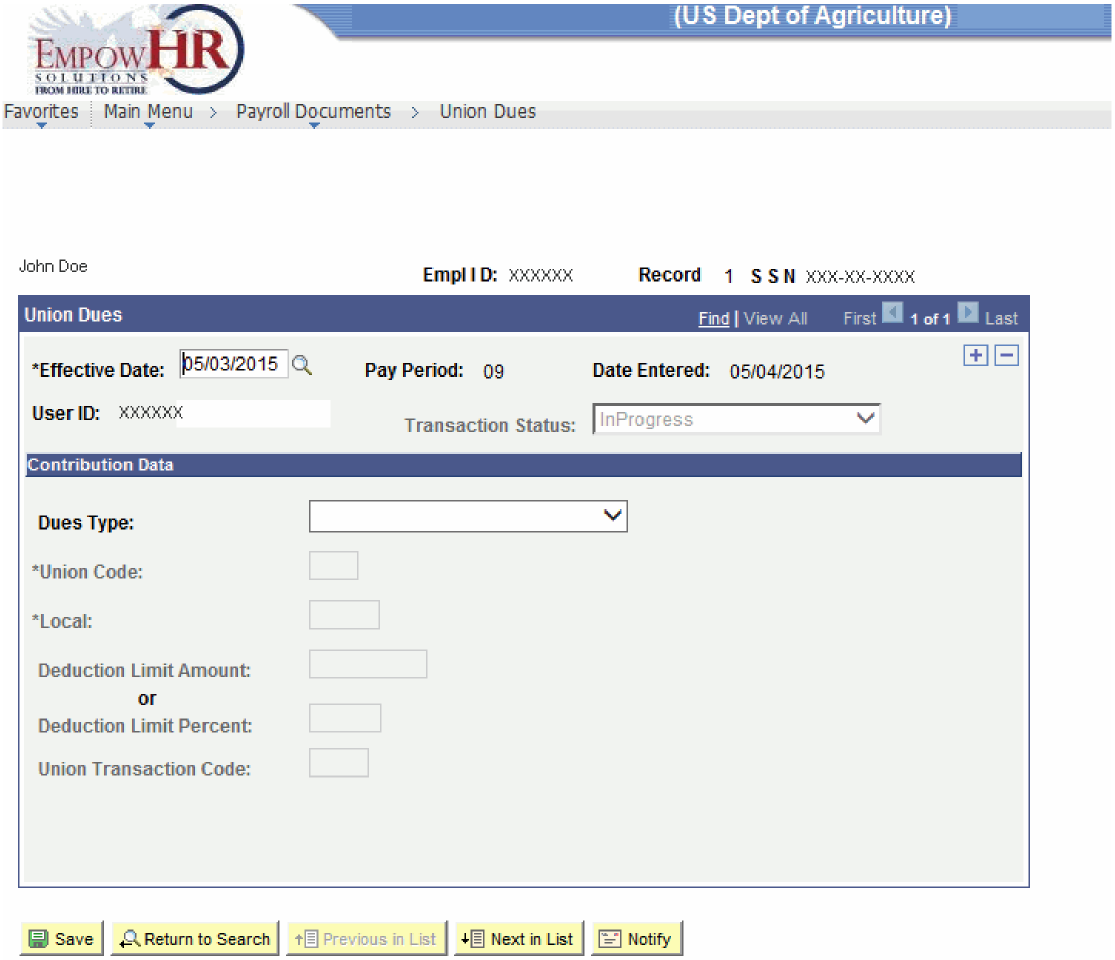
Enter any information you have and click Search. Leave fields blank for a list of all values.

| | | |
|---|---|---|
| **Empl ID:** | begins with | |
| **Empl Record:** | = | |
| **Union Code:** | begins with | |
| **Business Unit:** | begins with | |
| **Social Security Number:** | = | |
| **Name:** | begins with | |
| **Last Name:** | begins with | |
| **Agency:** | begins with | |
| **Sub-Agency:** | begins with | |

**Figure 55: Union Dues Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The Union Dues page is displayed.



John Doe
Empl I D: XXXXXX
Record 1
S S N XXX-XX-XXXX

*Effective Date: 05/03/2015
Pay Period: 09
Date Entered: 05/04/2015
User ID: XXXXXX
Transaction Status: InProgress

Dues Type:
*Union Code:
*Local:
Deduction Limit Amount:
or
Deduction Limit Percent:
Union Transaction Code:

**Figure 56: Union Dues Page**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the search criteria. The name of the employee is displayed from the EmplID entered. |
| **Empl ID** | Populated from the search criteria entered. |
| **Record** | Displays the number of records for that employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **Union Dues** | **Description/Instruction** |
| ***Effective Date** | Required field. Populated with the beginning date of the current pay period. 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. Select a date from the calendar icon to change the |

| Field | Description/Instruction |
|---|---|
| | default. |
| **Pay Period** | Populated and cannot be changed. |
| **Date Entered** | Populated and cannot be changed. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **Contribution Data** | **Instruction** |
| **Dues Type** | Select the applicable dues type from the drop-down list. The valid values are as follows:<br>`083` – Dues Change<br>`084` – Change Between Locals<br>`085` – Cancel<br>`086` – Enrollment |
| ***Union Code** | Required field. 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** | Required field. 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.<br>In an entry is made in this field, the Deduction Limit Percent field must be left blank. |
| **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.<br>If an entry is made in this field, the Deduction Limit Amount must be left blank.<br>Note: Do not enter both a deduction amount and a deduction percent. |
| **Union Transaction Code** | Enter the applicable code. |

At this point, the following options are available:

| Step | Description |
|---|---|

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

## Verifying Union Dues Data

Use the following resources to verify data on Document Types 083, Emply Org Mass; 084, Local Dues Chg; 085, Dues Cancel; and 086, Labor Dues Auth:

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

- IRIS Programs:
  - 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, Labor Dues Auth.
- Form AD-334, Statement of Earnings and Leave.

# 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 RSM program is used by OPM to build complete service history for all Federal employees by using historical Individual Retirement Records (IRR) 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 EHRI. A work email 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 ERI information via SF 181, Ethnicity and Race Identification. ERI replaces the old Race and National Origin (RNO) data.

The ERI code should be entered on the accession or conversion action via the 060, Personnel Actn, document. If ERI changes are needed after entry on the accession or conversion action, the History Override process should be used to make adjustments.

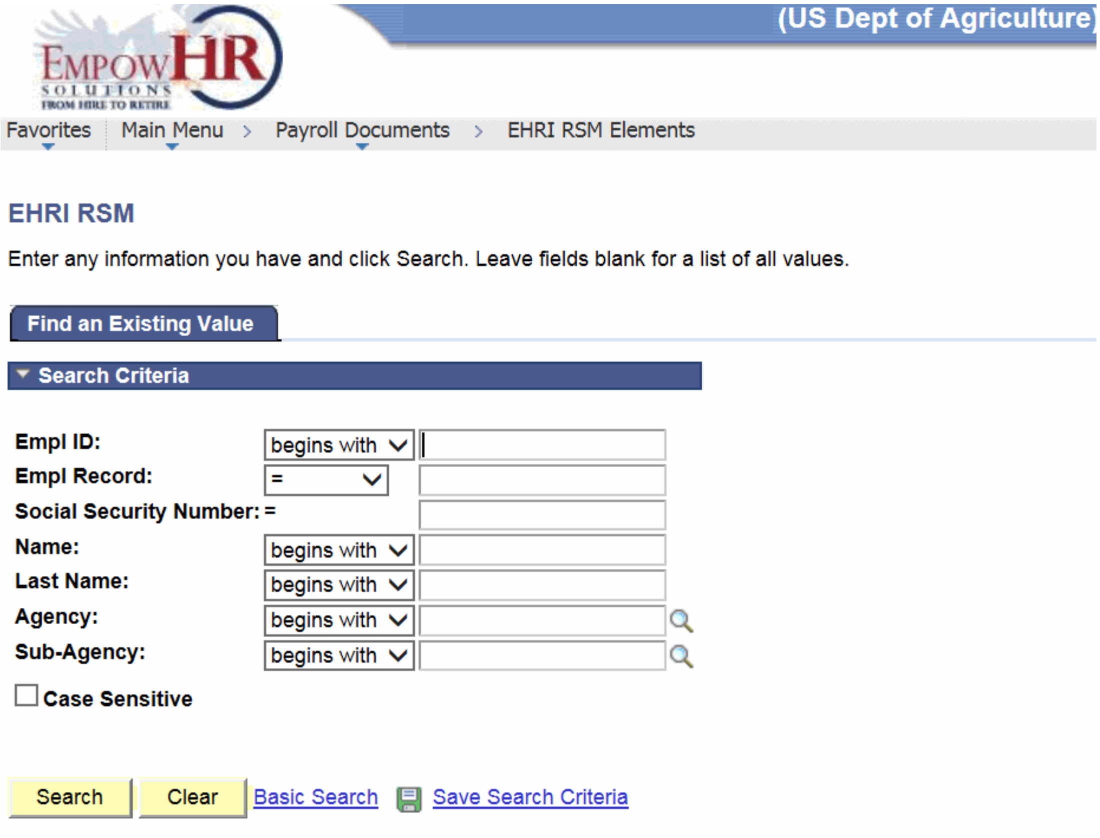
This section includes the following topics:

## 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.



EHRI RSM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

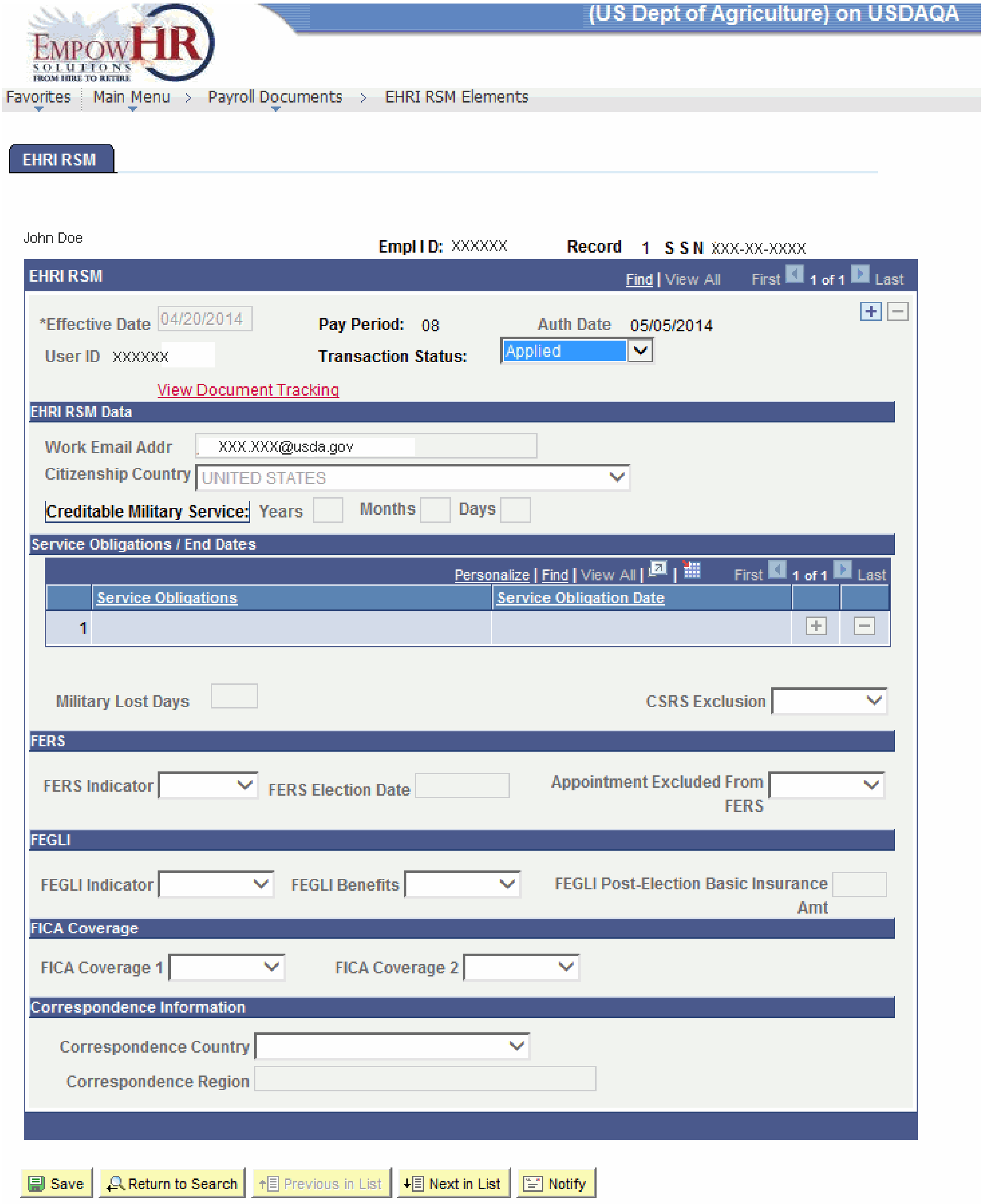
| | | |
|---|---|---|
| **Empl ID:** | begins with | |
| **Empl Record:** | = | |
| **Social Security Number:** | = | |
| **Name:** | begins with | |
| **Last Name:** | begins with | |
| **Agency:** | begins with | |
| **Sub-Agency:** | begins with | |

☐ **Case Sensitive**

**Figure 57: EHRI RSM Page - Find an Existing Value Tab**

3. Enter the search criteria.

4. Click **Search**. The EHRI RSM page is displayed.



John Doe
Empl I D: XXXXXX Record 1 S S N XXX-XX-XXXX

**EHRI RSM**

*Effective Date 04/20/2014
Pay Period: 08
Auth Date 05/05/2014
User ID XXXXXX
Transaction Status: Applied

EHRI RSM Data

Work Email Addr XXX.XXX@usda.gov
Citizenship Country UNITED STATES
Creditable Military Service: Years Months Days

Service Obligations / End Dates

| | Service Obligations | Service Obligation Date |
|---|---|---|
| 1 | | |

Military Lost Days
CSRS Exclusion

FERS

FERS Indicator
FERS Election Date
Appointment Excluded From FERS

FEGLI

FEGLI Indicator
FEGLI Benefits
FEGLI Post-Election Basic Insurance Amt

FICA Coverage

FICA Coverage 1
FICA Coverage 2

Correspondence Information

Correspondence Country
Correspondence Region

**Figure 58: EHRI RSM Tab**

5. Complete the fields as follows:

| Field | Description/Instruction |
|---|---|
| **Name** | Populated from the search criteria entered. |

| **Field** | **Description/Instruction** |
|---|---|
| **Empl ID** | Populated from the search criteria entered. |
| **Rcdecord** | Displays the number of records for the employee. |
| **SSN** | Populated from the search criteria entered. The employee SSN is displayed based on the EmplID. |
| **EHRI RSM** | **Description/Instruction** |
| ***Effective Date** | Required field. Enter a date or select a date from the calendar icon. 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. |
| **Pay Period** | Populated with the pay period that corresponds to the effective date. |
| **Auth Date** | Populated with the current date. |
| **User ID** | Populated with the system identifier and name of the individual who generates the transaction. |
| **Transaction Status** | Defaults to `In Progress`. Click the down arrow to select a different status. |
| **EHRI RSM Data** | **Instruction** |
| **Work Email Addr** | 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** | Defaults to `United States`. Click the down arrow to select a different citizenship country. |
| **Creditable Military Service** | **Instruction** |
| **Years** | Enter the number of years of creditable military service. This field is the number of years of creditable military service used for annual leave accrual purposes. |
| **Months** | Enter the number of months of creditable military service. This field is the number of months of creditable military service used for annual leave accrual purposes. |
| **Days** | Enter the number of days of creditable military service. This field is the number of days of creditable military service used for annual leave accrual purposes. |
| **Service Obligations/End Dates** | **Instruction** |
| **Service Obligations** | Select the reason for the employee’s service obligation from the drop-down list. The valid values are as follows:<br>`Training Received`<br>`Student Loan Repayment` |

| **Field** | **Description/Instruction** |
|---|---|
| | Paid Move<br>Relocation Incentive<br>Recruitment Incentive<br>Retention Incentive |
| **Service Obligation Date** | Enter the date the employee’s service obligation expires or select a date from the calendar icon. |
| **Military Lost Days** | Enter the number of lost military days to be applied for retirement purposes. |
| **CSRS Exclusion** | Click the down arrow to select the indicator 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. |
| **FERS** | **Instruction** |
| **FERS Indicator** | Click the down arrow to select the employee’s election or non-election of FERS coverage. This field only applies to employees who are not automatically covered by FERS under certain circumstances. |
| **FERS Election Date** | Enter the date or select a date from the calendar icon. 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. |
| **Appointment Excluded From FERS** | Click the down arrow to select the indicator 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. |
| **FEGLI** | **Instruction** |
| **FEGLI Indicator** | Click the down arrow to select the employee's selection or non-election of FEGLI coverage. |
| **FEGLI Benefits** | Click the down arrow to indicate whether or not an employee has an SF 2823, Designation of Beneficiary, on file. |
| **FEGLI Post-Election Basic Insurance** | Enter the appropriate dollar amount. 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 NOAC 806, Elec Partial Live Benefits, is provided on a PAR. |
| **FICA Coverage** | **Instruction** |
| **FICA Coverage 1** | Click the down arrow to indicateor whether or not the employee qualifies for the following categories:<br>an inmate working in the US Penal Institution; |

| Field | Description/Instruction |
|---|---|
|  | a student as defined in 5 U.S.C. 5351; or<br>an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency.<br>This field will be used in retirement coverage determination. |
| **FICA Coverage 2** | Click the down arrow to indicator whether or not the employee qualifies for the following categories:<br>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;<br>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; or<br>is being re-employed after employment by a tribal organization to which Section 105(e)(2) of the Indian Self Determination Act applies.<br>This field will be used in retirement coverage determination. |
| **Correspondence Information** | **Instruction** |
| **Correspondence Country** | Click the down arrow to select the country. This field is the International Country Codes as defined by the United States Postal Service. |
| **Correspondence Region** | Enter the correspondence region. This field indicates the region, province, or other first administrative district or division of a country other than the United States for the organization or person's address. |

At this point, the following options are available:

| Step | Description |
|---|---|
| Click **Save** | Saves the new data entered. |
| Click **Return to Search** | Returns the user to the applicable page to search for another record. |
| Click **Previous in List** | Returns to the previous person in the list. |
| Click **Next in List** | Advances to the next person in the list. |
| Click **Notify** | Notifies the next individual in the workflow. |

# Index