Processing Tips for Personnel Actions

Review this checklist before entering a personnel action.

1. **Determine if the employee should be paid in the automated system.** Certain employees must be paid manually due to the type of appointment or other conditions such as dual appointments or participation in a unique retirement system. These employees are paid manually every pay period; however, their records exist on the Payroll Personnel System (PPS) in IRIS Program 122, SF-50B Data Elements, for reporting purposes. Special Employee Code 35 or 36 on the personnel action identifies manually paid employees and prevents payment in PPS when time and attendance data is inadvertently entered in the system for processing.

2. **Verify the data on the database.** Before processing an action, access the applicable IRIS screens to ensure the action is not currently in PPS. Also, if a specific field is changing, verify the data in PPS and on the action are different.

3. **Establish the position, when applicable.** Check the status of the position in PMSO and any agency front-end entry system. Ensure that new and existing positions are vacant, active, and information is current and complete in all systems.

4. **Enter the required/optional payroll transactions, as applicable.** The following payroll actions are the minimum required when hiring a new employee.

   o **Residence address.** The W-2, Earnings and Leave Statement and Personal Benefits Statement are mailed to the residence address.

   o **Direct Deposit/Electronic Funds Transfer (DD/EFT).** Used for electronic salary deposits to an employee's checking or savings account.

   o **Federal/local tax.** The system withholds the maximum amount when this data is missing and local taxes are based on the duty station when the duty station taxing entity is not waived.

   o **Health/life insurance/TSP.** The personnel action establishes entitlements and eligibility for benefits; however, the TSP, health insurance and non-Federal life insurance documents must be processed to begin FEHB premium withholdings, start TSP contributions or waive coverage of health and life insurance.

   o **Charitable contributions.** Voluntary charitable contributions through payroll deductions to the Combined Federal Campaign (CFC) organizations are initiated by processing a CFC form. The uncollected balance of an employee's pledge

through payroll deductions is continued when an employee transfers from one department to another by processing a voluntary charitable contribution action.

- o **Union/association membership dues.** Union/association dues are collected each pay period through payroll withholdings. TMGT Table 010, Union and Association Code Address, lists the valid unions/associations in the PPS. If the organization is not listed in TMGT, refer to the TMGT procedure for instructions. The PMSO position record must include the bargaining unit status as this establishes eligibility for union withholding.

- o **Transfer leave balances.** Annual and sick leave accruals are based on employee eligibility and information entered in the leave related fields on the accession personnel action. Leave balances from prior service are transferred on the SF-1150, Leave Data Transfer, to prevent leave discrepancies.

- o **Debt collection.** For court-ordered child support and alimony payments, enter the child support and alimony document. Any outstanding debts collected through salary offset from the previous employer will continue without interruption when a request is submitted in SPPS.

5. **Re-enter payroll documents in effect when an employee separates and is rehired by different departments serviced by NFC (e.g., transfer from USDA to DOJ).** Other payroll-related transactions, e.g., education and professional certification, alimony deductions, and so on may be processed, as needed.

6. **Enter year-to-date (YTD) totals.** YTD cumulative totals, counters, and certain processing indicators should be established in PPS for new employees to assure balances, calculations and so on are current and accurate.

7. **Verify the data processed and applied.** Access the applicable IRIS, PMSO, and agency front-end system screens to ensure the personnel and payroll documents processed and applied correctly.

8. **Ensure time and attendance is reported timely.** The timekeeper should transmit the time and attendance (T&A) data for the effective pay period in the same pay period as the accession. The effective dates for both the T&A report and the accession must be the same to prevent rejection of the T&A.

Research Materials

- **Position Management System Procedure**

- **EPIC Procedure**

- **Manual processes in Title I, Chapter 11, Nonautomated Processing**

- **EmpowHR Procedure**

- **IRIS Procedure**

- **Time and Attendance Procedure**