Department of Defense
Civilian Personnel
Management Service

DCPDS Functional /Technical Tips and Observations	04-01	16-Apr-2004

1. Processing Extensions on Appointments with NTE Dates

When processing an Extension of NTE (NOA 7XX) action in the legacy system, the effective date was automatically set by the system as the NTE date plus 1 day. This is not the case in DCPDS.

In DCPDS, when an appointment with an associated NTE date is produced, DPCDS will generate a Termination-Exp of Appt (NOA 355) RPA through the suspense process fourteen days prior to the effective date of the NTE date. This RPA is viewable in the Cancellation/Correction process when you select pending actions. The NOA 355 action will reside in the Cancellation/Correction process until one to two days prior to the actual effective date when it will update unless action is taken.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
13-Jul-04/14-Jul-04	System updates the 355 Termination – Exp of Appt effective 15-Jul-04 during futures processing
15-Jul-04	System prints the 355 Termination – Exp of Appt

When an extension (7XX) has been received extending the appointment, the NOA 355 RPA should be rerouted to the Suspense/WGI inbox. The extension should then be updated and after the extension action (NOA 7XX) has consummated in DCPDS and the Assignment/ US Fed Assignment NTE dates have been updated with the new NTE dates, the NOA 355 RPA can be pulled from the inbox and deleted. Rerouting the NOA 355 action to the inbox will prevent futures from updating the RPA. ***If you delete the NOA 355 RPA (by using Red X) prior to the effective date of the Extension NOA 7XX action, then another NOA 355 RPA will generate the next time Suspense is run.*** Again leaving the <Re-routed> RPA in the WGI/Suspense box until after the action has consummated in DCPDS will prevent the regeneration of the Termination – Exp of Appt 355

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
13-Jul-04	Input 7XX action effective 13-Jul-04 inputting the correct NTE (this RPA can be initiated on an earlier date) and update HR

13-Jul-04 Check Cancellation/Corrections to ensure the 355 rerouted to the Suspense/WGI inbox
16-Jul-04 Respond to the 355 in the inbox and delete it using the “RED X” capability.

Research into submitting a Systems Change Request to change this process is being completed.

2. **Mass Appraisals and Awards**

Soon various regions will be very busy processing mass appraisals and awards. Has this ever happened to you? You start a mass award preview, get tired of waiting (although we know you are all very patient!), "kill off" the process, and find your system slows to a crawl.

LM has provided some excellent information on what happens to the system in the background when a mass action has been started and stopped.

When a preview is being generated, the system sets a flag on all the records in the list in anticipation of the execution. The user selects/de-selects the individuals and the system makes those changes. All these changes are being kept by the database in a way that allows the database to undo the changes if something fails during the process.

If a user gets impatient and terminates their session before it completes normally, the database is still making all the changes in the background like normal. It is only when the system recognizes that the user session is no longer available that it begins to undo all the changes it made. It is this do/undo of all the records that begins to tie up the database.

If the user immediately establishes another session and attempts to do the same thing, the records will still be tied up trying to recover from the previous session. This causes the new session to wait until the first session is cleaned up before proceeding.

If this scenario occurs multiple times every session is waiting on the previous session to complete. This can also occur if multiple users are involved.

The best thing for the user to do is wait for the activity to complete. If the session does not seem to complete processing (the larger the group, the longer it will take) then the component POCs should contact the LM help desk so someone can take a look at it and see what the problem is. Please ask the region user to not terminate the session so that it can be traced while still active.

3. **Sys Admin – Deleting RPAs**. Concurrent process ‘Delete Uncompleted RPAs’ was revised to allow for a more dynamic search of the RPA to be deleted. The search can now be based on one of the following:

- Request number (e.g. 03MAY000NEWS07007402)
- Employee Name

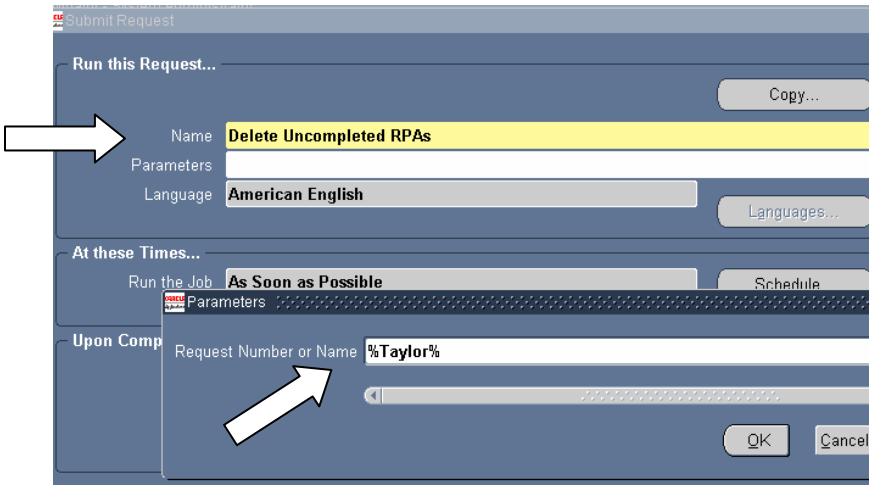
- PA_REQUEST_ID

The following paragraph replaces the instructions found in 11i TIPs 03-04 dated August 22, 2003.

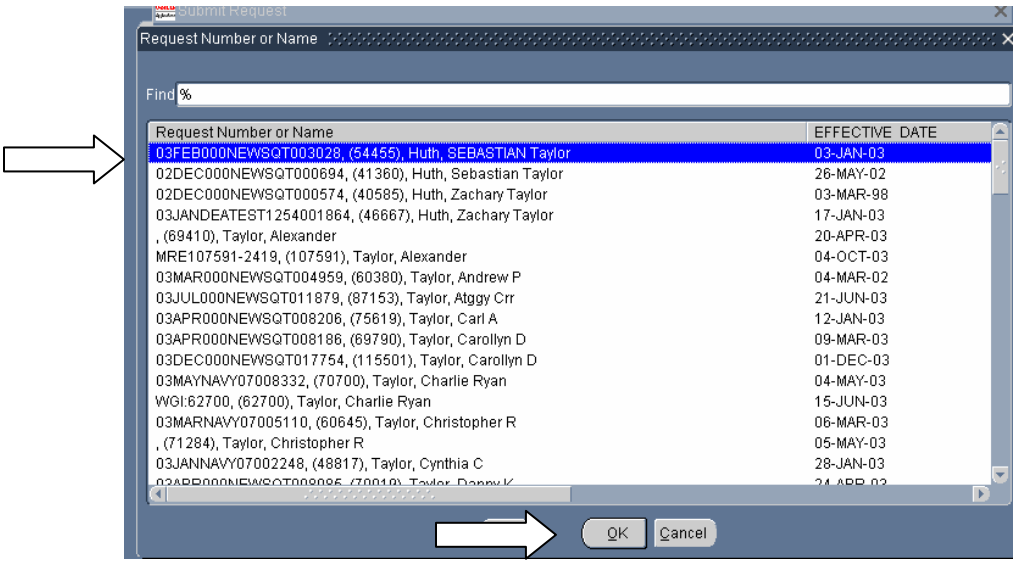
Steps to use this process:

a. If Employee name is known:

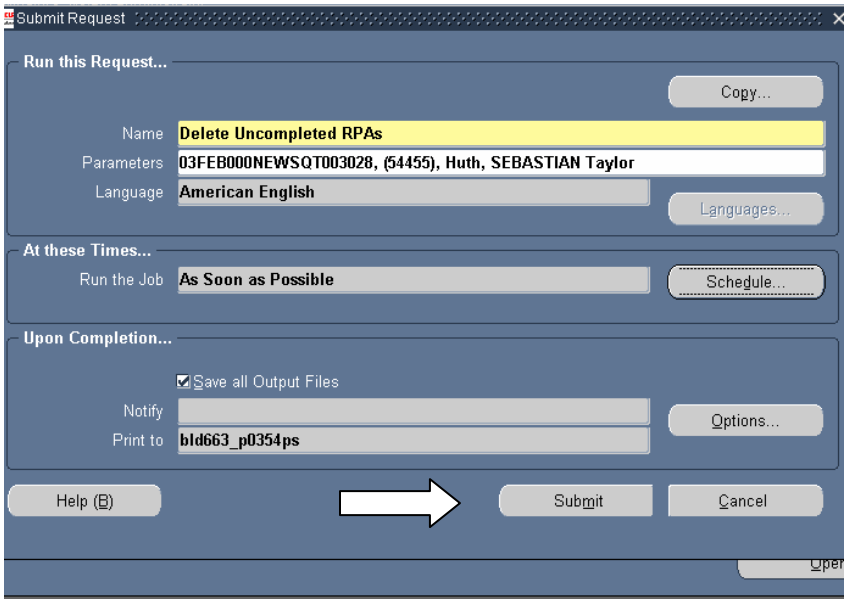
- Log in as responsibility '***System Administrator***'
- Go to navigation path: ***Requests → Run***
- Select OK for Single Request
- In Name Drop Down List, select '***Delete Uncompleted RPAs***'
- A Parameters window should open up. Enter the name in as the search criteria and then press OK. If you know part of the last name, you can type in what you know following by the percent sign, then <TAB> (e.g. %Taylor%).

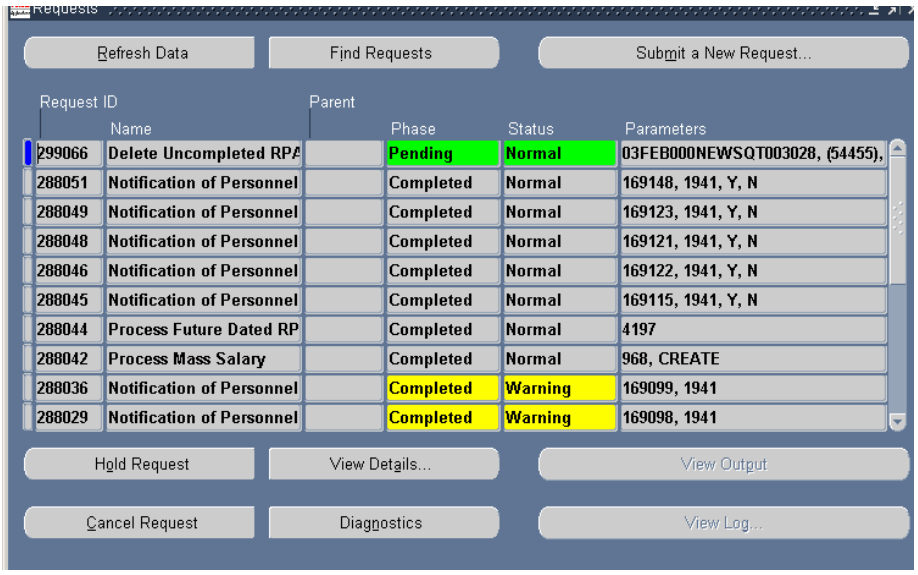


- Select the RPA that you wish to delete. Only the RPAs that are NOT in 'Update HR Complete' status should show up in the list. Click OK once selection is made.



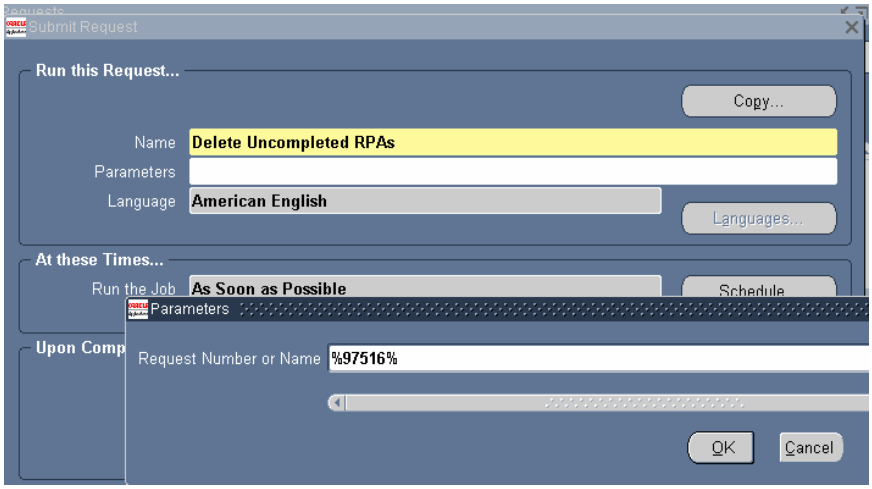
- Press SUBMIT button. A Concurrent Request ID is assigned to this request.



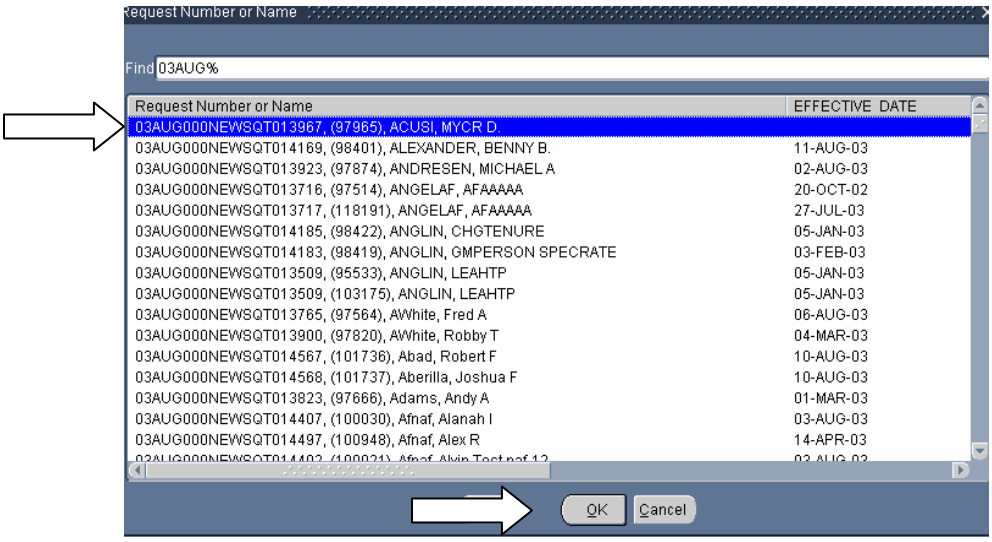


b. If employee name is not known, but PA REQUEST ID or Request Number is known:

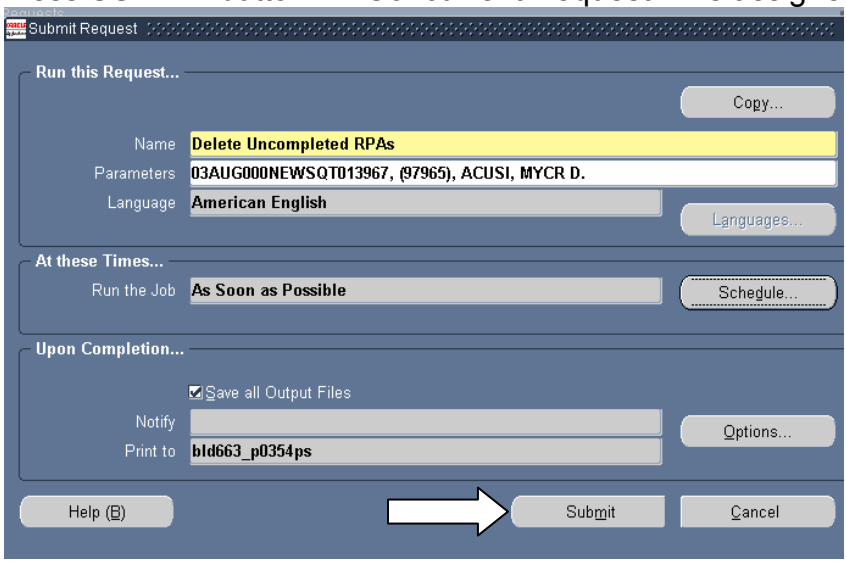
- Log in as responsibility '***System Administrator***'
- Go to navigation path: ***Requests → Run***
- Select OK for Single Request
- In Name Drop Down List, select '***Delete Uncompleted RPAs***'
- A Parameters window should open up. Enter a percent sign, the PA_REQUEST_ID (or Request Number), and then a percent sign, then <TAB> (e.g. %95716% or %03AUG%).

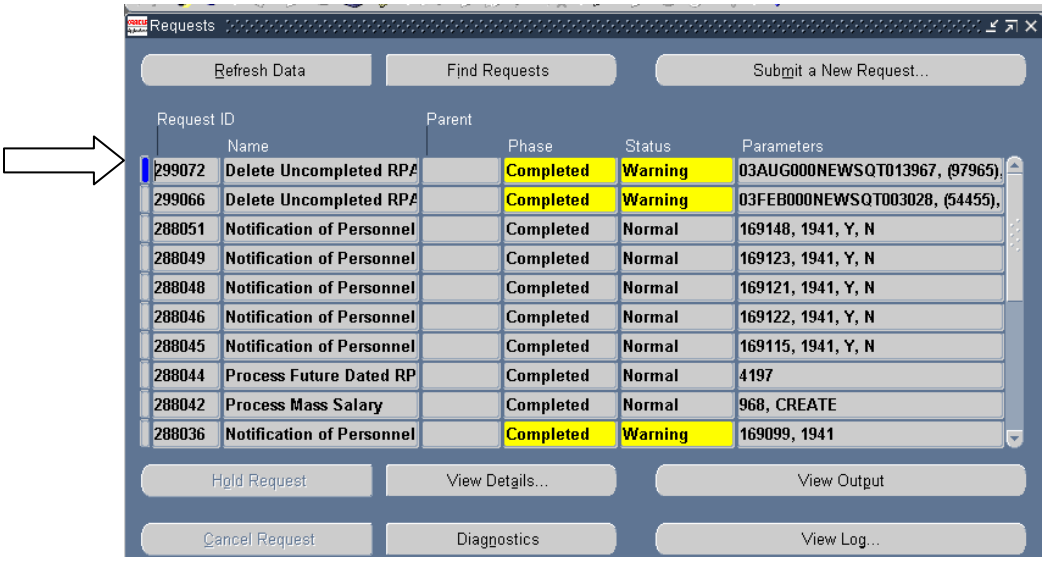


- If more than one RPA matches your select criteria, a new window will open up containing the RPAs to choose from. The list of RPAs will be alphabetical by name. Select the RPA that you wish to delete, then click OK.



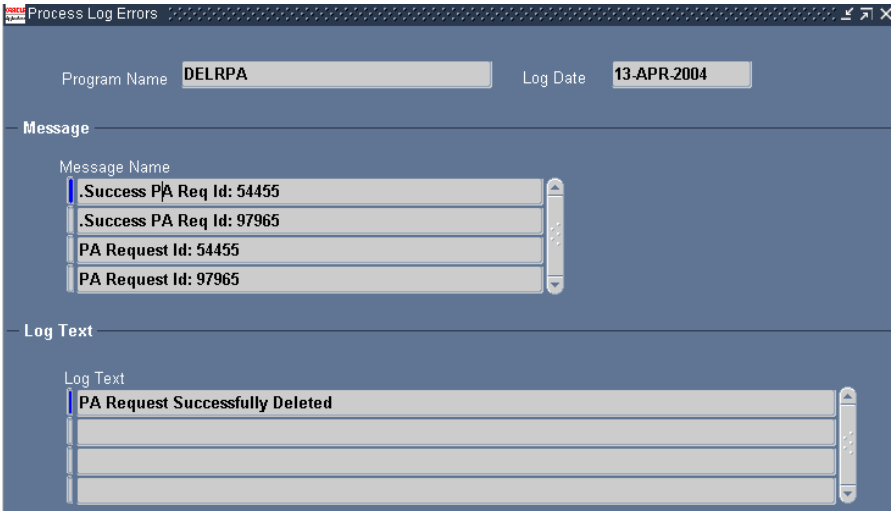
- Press SUBMIT button. A Concurrent Request ID is assigned to this request.





NOTE: A Process Log DELRPA is created each day where at least one request to delete an RPA through this process has been submitted. This Process Log DELRPA is an accumulator and documents all RPAs deleted in this process for a single day. For example, if a user deletes 3 RPAs in the morning and checks the process log right afterwards, it will show the 3 RPAs. If another RPA is deleted in the afternoon, same day, the process log will then reflect 4 RPAs.

Sample Process Log DELRPA entry:



4. CAO Frequently Asked Questions

- How long does the CAO/Transfer Request remain in the database from the date it is input if the process is not finalized until a later date? Appendix C indicated all transaction data is being purged from the gaining and the losing regions 14 days.

DCPDS will purge a CAO/Transfer Request fourteen days after that request Status has been updated to "Canceled, Completed, Failed or Aborted".

- When initiating a request do the users still have a ten day window prior to the effective date and ten day window after the effective date?

No. The CAO/Interagency Request can be input at any time, there is no longer a system edit which only allows the request to be submitted ten days prior to the Effective Date. However, CPMS is recommending that users continue processing the request form no more than ten days prior to the effective date of the RPA to insure the current employee information is received from the Losing Region. The request will be automatically purged from the database fourteen days after completion.

- Please clarify the KEY field. The guide mentioned that it is the unique identifier for the CAO/Transfer Request.

The Key field is a combination of the Gaining Region, Sequence Number, and Losing Region and is used for tracking the CAO/Transfer Request. The Key informs the user of the Gaining/Losing region. A request processed on a single Region will show the same information for both the Gaining and Losing the Key field (e.g. SQT11.1402.SQT11). A request processed between two Regions will show the Gaining/Sequence Number/Losing in the Key field (e.g. Reg01.2323.Reg10).

- Will users who input the interagency request receive all of the employee's data such as all of the benefit information (TSP, FEGLI, FEHB), education, tenure dates, military dates, etc., that would normally be on the SF75?

The CAO/Transfer process extracts SF75 information from the Losing Region for the Employee record identified in the request. The data is then populated in the Applicant record that was created by clicking the "Create Applicant" button. The data can be viewed by navigating to the People > Enter and Maintain > Extra Information or Special Information DDFs as well as from the RPA > Extra Information > CAO Loss DDFs.

- Will users need a hard copy of the SF75?

There is only one documented case where users will have to obtain hard copy SF75 information. This is when the CAO/Transfer request rejects because there are two Employee records on the Losing Region.

- Under the "CAO/Interagency Transfer Control Panel" "Status Tab" users can query on a SSN and receive only that record. If a North Central user chooses to select one of the three radio buttons (Gain, Loss or All) will only North Central's data will be retrieved and displayed?

The current set up allows for full access to the Status Tab for all Region users. Users that are issued "Secure Views" will only be able to view those records identified with that view. If a user using a Global view clicks either of the radio buttons they will see all of the available records that meet the criteria for that Region server. Using the SSAN to search for a specific request will prevent the user from having to scroll through all of the active requests.

- Under the "Initiate Tab" should the POC be the user processing the action or the Region's CAO POC?

The POC field can be used to input either the User processing the action or the Region's CAO POC. A policy determining how this field is to be used should be developed within each Component.

- Is there an approximate timeframe of how long the entire CAO process should take (from the time the user submits request, to building the applicant and the data flowing onto the RPA)?

The entire CAO process (from the time the request is "Initiated" to the "Applicant Build/Pending") should take no longer than one hour. This process is dependent on connectivity to the Gaining, Losing and Interface servers. If users notice a delay of more than thirty (30) minutes at any time between the "SOID Validation" and "Applicant Build/Pending" phase, it is possible that a server (Region or Interface) is down.

- Under "Updating the CAO/Transfer RPA" (Step 3) we realize a Pay500 transaction will only be generated if the payroll offices are different but will users be able to actually see the PAY500 transaction?

A Pay500 generated at the Gaining region will only be viewable by the Gaining region users. A Pay500 generated at the Losing region (Gaining/Losing payroll offices are different) will be viewable only to Losing region users.

- Under "CAO/Transfer Separation Process (Losing Region)" (Step 4) what is the meaning of the word "update" in the first sentence of this step?

Update means a user has Updated HR and the action has consummated in the DCPDS database. This step occurs only after the action has consummated. If the RPA is pending, the Separation data will not be generated until the RPA is processed in DCPDS.

- Can a CAO/Transfer request form be corrected if information was input incorrectly?

No. After a CAO/Transfer request has been initiated it cannot be corrected. If it is determined that a data element was input incorrectly, you must cancel the CAO/Transfer request and re-input it with the correct information. The request can be re-initiated immediately after receiving the cancellation confirmation message.

- When would a CAO/Transfer Request be processed against the same region data base (i.e., both SOID's on the same region box)?

A CAO/Transfer Request is not mandatory when processing an action on a single data base but may be required for one of two reasons. The first reason the CAO/Transfer request would be required is if the region assigns a "Secure View" (i.e., NGB employee transferring between states). The second reason would be moving an employee from one agency to another where the same region data base services both agency "cross-serviced" records (i.e., DeCA employee serviced by Army Region accepts a position in Army serviced by the same region).

- Is a Pay500 transaction created for every CAO/Transfer Interagency RPA action generated?

Yes and No.
Yes at the Gaining region - a Pay500 is generated for every action processed at the Gaining region (e.g. T1XX, T5XX, T7XX).
No at the Losing region - a Pay500 is only created if the Gaining/Losing payroll offices are different. If both payroll offices are the same, a Pay500 <u>is not</u> generated.

- Do I have to cancel the CAO Request if the NOA or the Effective Date changes?

No. The new process uses the NOA or Effective Date entered on the RPA to update the database and create the Pay500/Separation RPA. Caution should be used if the CAO or Transfer action is delayed beyond a pay period as the information retrieved may no longer be the most current information available. Processing time for the new CAO process has been greatly decreased and it may be feasible to cancel and re-initiate the request to insure the most current information is available.

- Shouldn't the FEGLI and Retirement Code auto-populate on the CAO/Transfer RPA?

No. DCPDS does not auto-populate the FEGLI or Retirement code in the CAO/Transfer process because the CAO/Transfer action might afford the employee a different eligibility. The staffing specialist must make a determination based on the RPA action (i.e., a temporary employee converted to a permanent appointment) and enter the appropriate value in these two fields.

5. <u>Payroll Workaround Requests</u>

As a reminder, when SF50s are faxed to DFAS Imaging as a result of an approved payroll workaround requests (whether it is for an individual request or from an Official Personnel/Payroll Workaround), the DFAS Fax Imaging Cover Sheet needs to include the CPMS Workaround Number. The payroll centers should no longer accept ANY manual workaround requests that have not been through the appropriate procedures and reflect a valid CPMS issued workaround number.

6. <u>TSP Participation of Individuals Returning to Civilian Service/Pay Status Following Military Service</u>

TSP Bulletin 02-7 dated April 3, 2002 discussed the actions that agencies must take that allowed certain employees who had separated from civilian service to perform military service to make up missed Thrift Savings Plan (TSP) contributions if they return to civilian service under the provisions of the Uniformed Services Employment and

Reemployment Rights Acts of 1994 (USERRA). This also applied to employees who entered nonpay status to perform military service and then returned to civilian pay status.

A question was asked by one of the components that if an employee chooses to make up the missed TSP contributions upon reappointment or return to a pay status (and the employee had contributed to TSP through their uniformed services account while performing military service), how will this be entered into DCPDS? Coordination with DFAS provided the following answer: Users should not enter anything into DCPDS. Employee must provide copies of their military LES to the payroll office. Payroll office will manually calculate the difference and will inform the employee of how much is due. This is all done outside the system.