

## How to Update Retention Allowance Review Dates

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10-APR-2004	DPCXT	Update

### **Purpose**

Use this procedure to update the Retention Allowance Review Date.

### **Trigger**

Perform this procedure when the annual review of retention needs to be updated.

### **Prerequisites**

- Review the **Retention Allowance** element entry to obtain the review date currently residing in the record. **This date will be used as the effective date on your NOAC 810 RPA.**

### **Menu Path**

Use the following menu path(s) to begin this task:

- Select **CIVDOD PERSONNELIST**
- to go to the **Request for Personnel Action** navigation menu item.
- Select **Salary Change** to go to the **Other** sub-menu item.
- Select **Other** to create the Other Salary Change RPA.

### **Helpful Hints**

- Review the Pay 500 to verify what flowed to payroll
- Check DCPS to make sure the retention allowance amount flowed correctly to payroll.
- Attached below is a sample of the RIP for Annual Review of Retention Allowance.

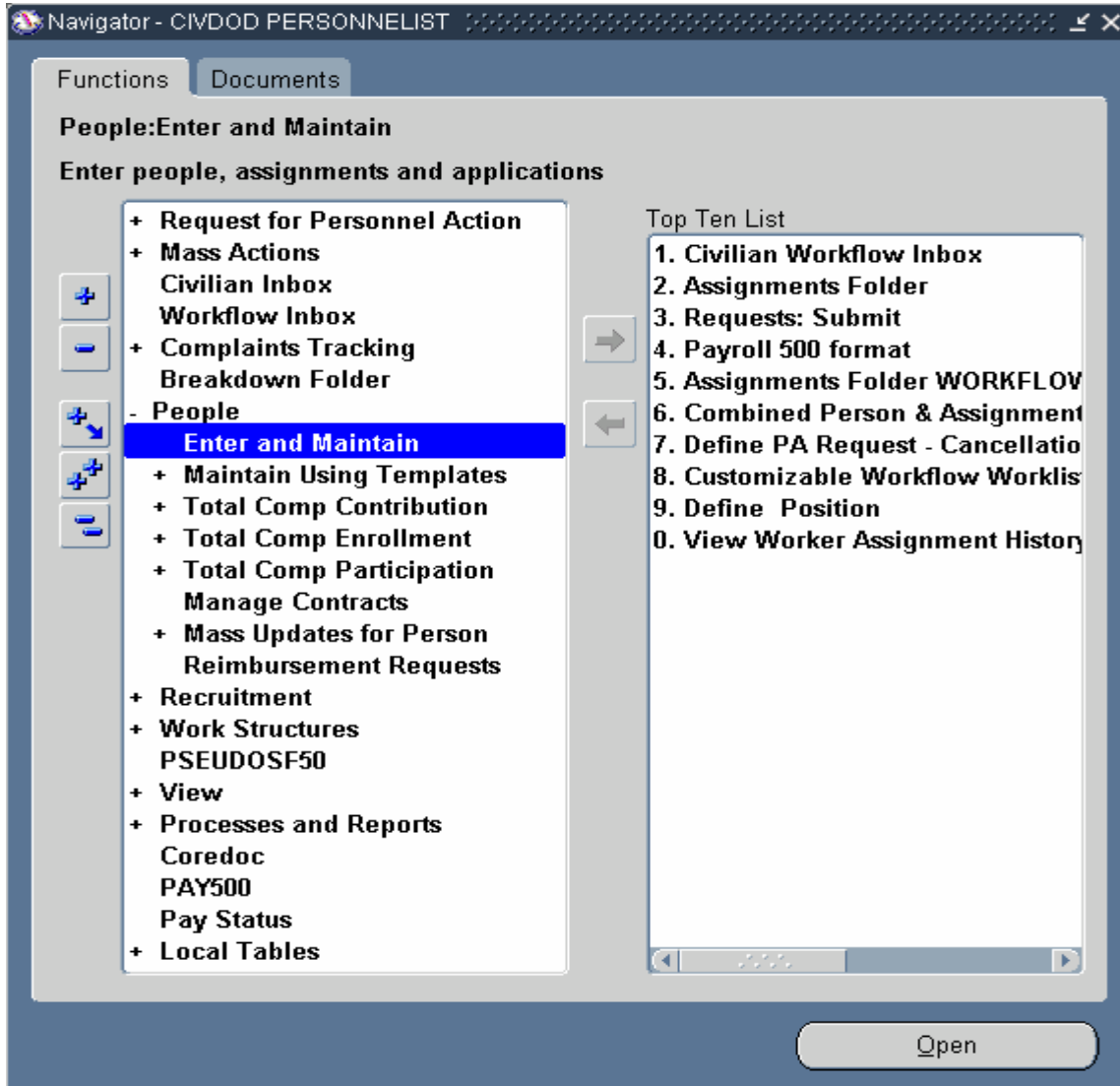


Q:\DPCX\Dpcxt\  
Personal Folders\May

**Procedure**

1. Start the task by reviewing the **People**→ **Assignment**→ **Entries**→ **Retention Allowance** element entry values.

**Navigator - CIVDOD PERSONNELIST**



2. Double Click **Enter and Maintain** .

The Find Person window will display.

3. As required, complete the SSAN field:

Field Name	R/O/C	Description
Social Security	R	Complete the Social Security Number field. <b>Example:</b> 555-55-5555

4. Click



**People**

Category 1 :

Category 2 :

5. Click **Assignment**.

**Assignment(Mays, Gregory P)**

Organization: SECURITY SUPPORT AF3VI  
 Job: 0080.Security Administration (0080)  
 Grade: GS-13  
 Location: 512034059  
 Group: [Empty]  
 Position: 43616.SECURITY SPECIALIST (POLYGRAP)  
 Payroll: Biweekly  
 Status: Active Appointment  
 Assignment Number: 136517  
 Assignment Category: [Empty]  
 Collective Agreement: [Empty]  
 Employee Category: [Empty]

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Review Salary: Every [ ] [ ]  
 Review Performance: Every [ ] [ ]

Effective Dates: From 16-JUN-2002 To [ ]

Buttons: Entries, Extra Information, Others...

6. Click **Entries**.

**Element Entries(Mays, Gregory P)**

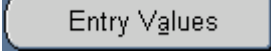
7. Click the Retention Allowance element:

Period: 10 2004 Bi.Week (02-MAY-2004 - 15-...)  
 Classification: [Empty]

Processing Types:  
 Recurring  
 Nonrecurring  
 Both

Element Name	Processing Type	Costing	Reason	Effective Dates
Total Pay	Recurring			11-JAN-2004
Basic Salary Rate	Recurring			11-JAN-2004
Adjusted Basic Pay	Recurring			11-JAN-2004
Retention Allowance	Recurring			11-JAN-2004
Other Pay	Recurring			11-JAN-2004
Locality Pay	Recurring			11-JAN-2004
TSP	Recurring			28-DEC-2003
Health Benefits	Recurring			03-AUG-1997
FEGLI	Recurring			28-SEP-1997
Retirement Plan	Recurring			28-SEP-1997
Within Grade Increase	Recurring			21-SEP-2003

Buttons: Entry Values, Balance Grouping, Others...

8. Click  .

**Entry Values(Mays, Gregory P)**



9. As required, review the following fields:

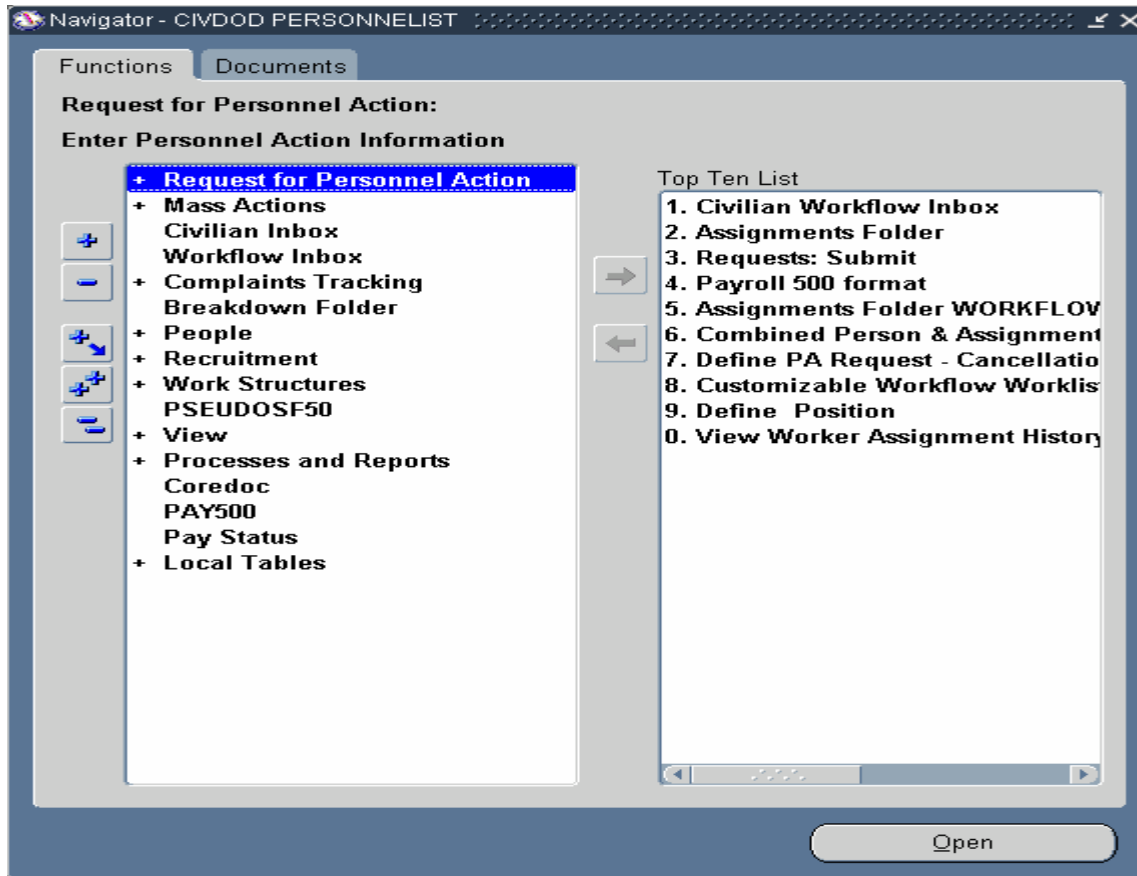
Field Name	R/O/C	Description
Date	R	Current Retention Review Expiration Date. <b>Example:</b> 01-MAY-2004



Note the date field. **This will be the effective date of your NOAC 810.**

## Navigator - CIVDOD PERSONNELIST

10. Now let's take care of the NOAC **810 RPA**:



11. Click **+ Request for Personnel Action** .

12. Double click **Salary Change**.

13. Double-click **Other Pay** ..

**Request for Personnel Action (Other Pay, Routing Group: AIR FORCE) will generate.**

- 14. Complete the effective date block 4 based on the date you found when reviewing the current Retention Allowance Element entry date.

- 15. Click in block 2 and enter the SSAN then TAB.

- 16. As required, complete the NOAC and the LAC.:



### (5-A) First Nature of Actions

Code	Nature of Action
810	Chg in Allowance/Differential
818	Admin Uncontrolled Overtime
819	Availability Pay
A880	Retention Allowance NTE _____
A882	Expiration of Retention Allowance

17. Select **810 Chg in Allowance/Differential**

18. Click 

### Request for Personnel Action (Other Pay, Routing Group: AIR FORCE)

**PART A - Requesting Office**

1 Actions Requested: Other Pay  
2 Request Number: 04MAYDPCXT0000893379  
3 For Additional Information Call (Full Name):  
4 Prop. Eff. Date: ASAP  
5 Action Requested By (Full Name):  
6 Action Authorized By (Full Name):

**PART B - For Preparation of SF 50**

1 Last Name: Mays  
2 Social Security Number: 555-55-5555  
3 Date of Birth:  
4 Effective Date: 01-MAY-2004

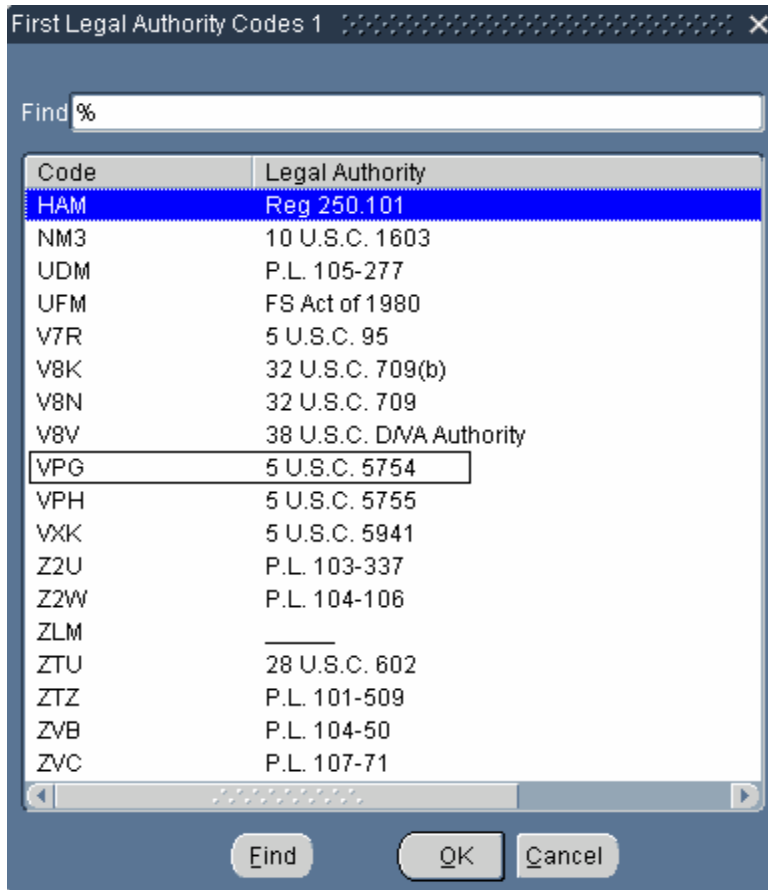
**FIRST ACTION**

5-A Code: 810  
5-B Nature of Action: Chg in Allowance/Differential  
5-C Code:  
5-D Legal Authority:  
5-E Code:  
5-F Legal Authority:

**SECOND ACTION**

6-A Code:  
6-B Nature of Action:  
6-C Code:  
6-D Legal Authority:  
6-E Code:  
6-F Legal Authority:


19 .Click in block (5-C) First Legal Authority Codes 1



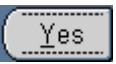
20. Select the appropriate Legal Authority Code (LAC) IAW the Guide to Processing Personnel Actions (GPPA). **In this example we chose** VPG .

21. Click  .

### Request for Personnel Action (Other Pay, Routing Group: AIR FORCE)

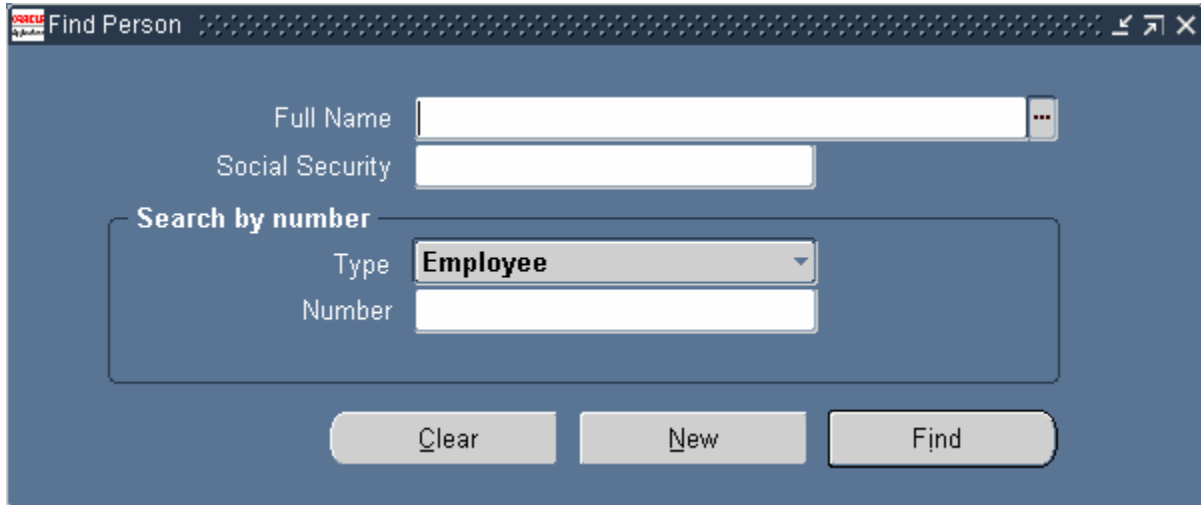
22. Click  the save toolbar button .

### Decision

23. Click  when the routing window displays select the Update HR option. Update the action to HR.

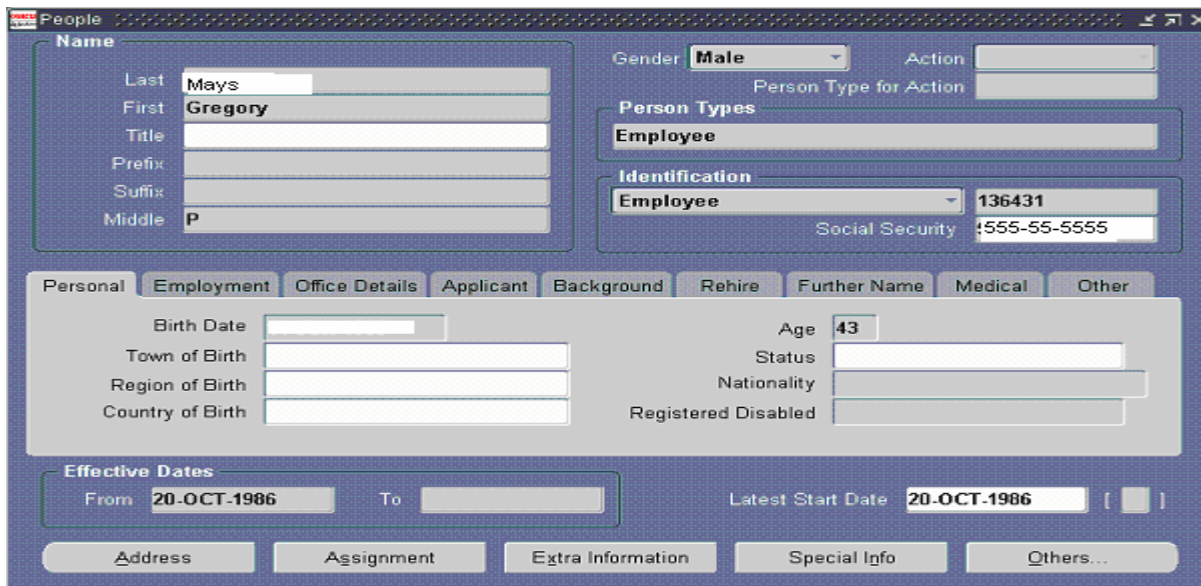
24. Click  .

25. Review the Retention Allowance Element by navigating to the Find Person window.



26. As required, complete the SSAN field.

27. Click  .



28. Click  .

**Assignment(Mays, Gregory P)**

Organization: SECURITY SUPPORT AF3VI  
 Job: 0080.Security Administration (0080)  
 Grade: GS-13  
 Location: 512034059  
 Group:   
 Position: 43616.SECURITY SPECIALIST (POLYGRAP)  
 Payroll: Biweekly  
 Status: Active Appointment  
 Assignment Number: 136517  
 Assignment Category:   
 Collective Agreement:   
 Employee Category:   
 Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information  
 Review Salary: Every   
 Review Performance: Every   
 Effective Dates: From 16 JUN-2002 To   
 Entries | Extra Information | Others...

29. Click **Entries**.

Period: 10 2004 Bi-Week (02-MAY-2004 - 15-)  
 Classification:   
 Processing Types:   
 Recurring  
 Nonrecurring  
 Both  
 Additional Processed:   
 Effective Dates:   
 From To  

Element Name	Processing Type	Costing	Reason	From	To
Total Pay	Recurring			11-JAN-2004	
Basic Salary Rate	Recurring			11-JAN-2004	
Adjusted Basic Pay	Recurring			11-JAN-2004	
Retention Allowance	Recurring			01-MAY-2004	
Other Pay	Recurring			11-JAN-2004	
Locality Pay	Recurring			11-JAN-2004	
TSP	Recurring			28-DEC-2003	
Health Benefits	Recurring			03-AUG-1997	
FEGLI	Recurring			28-SEP-1997	
Retirement Plan	Recurring			28-SEP-1997	
Within Grade Increase	Recurring			21-SEP-2003	

 Entry Values | Balance Grossup | Others...

**30.** Click **Retention Allowance** entry value

The screenshot shows the 'Entry Values' form for employee Mays, Gergory P. The form has a blue background and contains several input fields. The first three fields are: 'Percentage' with the value '15.', 'Date' with the value '01-MAY-2005', and 'Amount' with the value '11323.'. Below these are several empty input fields. At the bottom, there are sections for 'Further Entry Information', 'Date Earned', and 'Payee Details', each with an empty input field.

**31.** You have completed this task.

**Result**

You have now extended the Annual Review of Retention Allowance Review date to one year from the last review.

**Comments**