# 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.



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#### 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.		
		Example: 555-55-5555		

### People

People (CCCCCCCCCC)			*********************	00000000000 <b>⊻ ज&gt;</b>
		Gender Mal	e 🔹 Actio	n 🔄 🚽
Last <mark>Mays</mark>			Person Type for Action	n
First Grego	v	Person Typ	es	
Title		Employee		
Prefix		- Identificatio	ın	) 
Suffix		Employee	-	136431
Middle P			Social Security	555-55-5555
Personal Employme Birth Date Town of Birth Region of Birth Country of Birth	nt Office Details Appli	cant Background Reh	Age Status ationality Disabled	Medical Other
Effective Dates From <mark>20-OCT-19</mark>	86 To <b>1</b> 0		stest Start Date 20-0	CT-1986
Address	Assignment	Extra Information	Special I <u>n</u> fo	Others

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# 5. Click Assignment

# Assignment(Mays, Gregory P)

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Organization	SECURITY SUPPORT AF3V	Group	
Job	0080.Security Administration (0080)	Position	43616.SECURITY SPECIALIST (POLYGRAP
Grade	GS-13	Payroll	Biweekly
Location	512034059	Status	Active Appointment
Assignme	nt Number 136517	Collective Ag	reement
Assignmen	t Category	Employee (	Category
Salary Information	Supervisor Probation & Notice Period	Standard Cond	itions Statutory Information
	Salary Basis		
Review Salary	Revi	ew Performa	nce
Every		Every	
·			
E	Effective Dates		
	From 16-JUN-2002		
Entries	Egtra Information		Qthers



# Element Entries(Mays, Gregory P)

7. Click the Retention Allowance element:

Period Classification	10 2004 Bi-	Week (02-MAY-200	4 - 15-	Processing Types Ecurring Nonrecurring Both	Î	ddit Pr			
Element Name		Processing Type	Costi	ng Beason			Effective Date	es To	
Total Pay		Recurring					11-JAN-2004		
Basic Salary R	ate	Recurring					11-JAN-2004		
Adjusted Basic	Pay	Recurring					11-JAN-2004		
Retention Allow	vance	Recurring					11-JAN-2004		
Other Pay		Recurring					11-JAN-2004		
Locality Pay		Recurring Recurring				E	11-JAN-2004		
TSP							28-DEC-2883		
Health Benefits		Recurring					03-AUG-1997		
FEGLI		Recurring					28-SEP-1997		
Retirement Pla	n	Recurring					28-SEP-1997		
Mithin Grade L	ncrease	Recurring	1				21-SEP-2003		

8. Click	Entry V <u>a</u> lues	
8. Click	Entry Values	

# Entry Values(Mays, Gregory P)

🗯 Entry Values Mays, Gregory P	०००००००००००००० 🗵 न 🗙
Percentage	15.
Date	01-MAY-2004
Amount	11323.
Further Entry Information	
Date Earned	
Pavee Details	
	·

**9.** As required, review the following fields:

Field Name	R/O/C	Description		
Date	R	Current Retention Review Expiration Date.		
		Example: 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 **<u>810 RPA</u>**:



- 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.

👯 Request for P	Personnel Action (	Other Pay, Routing	Group:AIR FO	RCE) (2000)		00000000000000000 🗵 🛪 🗙		
♣ 🗢 (	<u>C</u> hange Family	Refresh	Status					
Reques	ting Info	Position D	ata	Employee a	and Position Data	Remarks and Address		
PART A - R	equesting Offic	0		2.0	N			
Other Pay	Requested			2 Req	uest Number	-		
3 For Addit	ional Information	Call (Full Name)		Teleph	one Number	4 Prop. Eff. Date ASAP		
5 Action R	5 Action Requested By (Full Name) Title Request Date							
6 Action A	uthorized By (Ful	l Name)		Title		Concurrence Date		
PART B - F 1 Last Nam Mays	or Preparation 18	of SF 50	First Name Gregory	e	Middle	• Name		
2 Social Se 555-55-55	scurity Number 55		3 Date of E 05-MAY-1	Birth 955	4 Effe	ctive Date <mark>Y.2004</mark>		
FIRST ACTION SECOND ACTION 5-A Code 5-B Nature of Action 6-A Code 6-B Nature of						ction		
5-C Code	5-C Code 5-D Legal Authority			6-C Cod	le 6-D Legal Autho	prity		
5-E Code	5-F Legal Auth	iority		6-E Cod	e 6-F Legal Autho	prity		
Histo	ry Eg	tra Information	Per	rson	Position	Others		

- **15.** Click in block 2 and enter the SSAN then TAB.
- **16.** As required, complete the NOAC and the LAC.:

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

F	irst Nature of Actions	
	Find %	
	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
		Eind <u>OK</u> Cancel

17. Select 810

Chg in Allowance/Differential

# **18.** Click

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

Request for Personnel Acti	on (Other Pay, Routing (	Group:AIR FOR(	DE) (KARAA	90-0-0-0-0-0-0-0-0-0-0-0-0-0-0-	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
🖧 🥪 🛛 Change Fami	ly <u>R</u> efresh	Status 📕				
Requesting Info PART A - Requesting O	Position D	ata E	mployee ar	d Position Data	Remarks and Address	
1 Actions Requested			2 Requ	est Number	_	
Other Pay			04MAY	DPCXT0000893379		
3 For Additional Informat	tion Call (Full Name)		Telepho	ne Number	4 Prop. Eff. Date ASAP	
5 Action Requested By	(Full Name)		Title		Request Date	
6 Action Authorized By	(Full Name)		Title		Concurrence Date	
PART B - For Preparati	on of SF 50	First Name		Midd	e Name	
Mays		Gregory	ory P			
2 Social Security Number	er	3 Date of Bir	th	active Date		
555-55-5555				01-M/	AY-2004	
FIRST ACTION 5-A Code 5-B Nature 810 Chg in Allo	of Action wance/Differential	]	SECONE 6-A Code	6-B Nature of A	Action	
5-C Code 5-D Legal /	5-C Code 5-D Legal Authority			6-D Legal Authority		
5-E Code 5-F Legal A	Authority		6-E Code	6-F Legal Auth	ority	
History	Extra Information	Perso	n	Position	Others	

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

First Legal Auth	iority Codes 1 - Secretaria Secretaria Secretaria 🗙
Find %	
1 mg 20	/
Code	Legal Authority
HAM	Reg 250.101
NM3	10 U.S.C. 1603
UDM	P.L. 105-277
UFM	FS Act of 1980
V7R	5 U.S.C. 95
V8K	32 U.S.C. 709(b)
V8N	32 U.S.C. 709
V8V	38 U.S.C. D/VA Authority
VPG	5 U.S.C. 5754
VPH	5 U.S.C. 5755
VXK	5 U.S.C. 5941
Z2U	P.L. 103-337
Z2W	P.L. 104-106
ZLM	
ZTU	28 U.S.C. 602
ZTZ	P.L. 101-509
ZVB	P.L. 104-50
ZVC	P.L. 107-71
	Eind <u>OK</u> Cancel

- **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)

Request for Personnel Act	ion (Other Pay, Routing (	Group:AIR FOR(	DE) (2020)	000000000000000	x 🛒 🗉 00000000000000 🗹 🗐 🗙	
🖧 🥪 🛛 Change Fam	ily <u>R</u> efresh	Status 📕			l	
Requesting Info	Position D	lata E	mployee a	nd Position Data	Remarks and Address	
1 Actions Requested			2 Requ	est Number		
Other Pay		04MAYDPCXT0000893379				
3 For Additional Information Call (Full Name)			Teleph	one Number	4 Prop. Eff. Date ASAP	
5 Action Requested By	5 Action Requested By (Full Name)				Request Date	
6 Action Authorized By (Full Name)			Title		Concurrence Date	
PART B - For Preparati 1 Last Name Mays	on of SF 50	First Name		Mid	dle Name	
2 Social Security Numb 555-55-5555	er	3 Date of Birt	th	4 Ef 01-N	fective Date IAY-2004	
FIRST ACTION 5-A Code 5-B Nature 810 Chg in All	of Action owance/Differential	]	SECON 6-A Code	D ACTION 6-B Nature of	Action	
5-C Code 5-D Legal	5-C Code 5-D Legal Authority			Code 6-D Legal Authority		
VPG 5 U.S.C. 5	VPG 5 U.S.C. 5754					
5-E Code 5-F Legal	Authority		6-E Code	e 6-F Legal Aut	hority	
History	Extra Information	Perso	n	Position	Others	

**22.** Click  $\bigcirc$  the save toolbar button .

#### Decision

🚟 Deci:	sion (Received			×
?	Do you w for Perso	ish to route the F nnel Action now?	Request	
	<u>Y</u> es	Cancel	No	

- **23.** Click when the routing window displays select the Update HR option. Update the action to HR.
- 24. Click OUpdate HR

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🚟 Find F	Person (AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA				ाः ४ ज ×
	Full Name				
	Social Security				
	– Search by number —			]	
	Туре	Employee			
	Number				
		<u>C</u> lear	New	Find )	

**26.** As required, complete the SSAN field.

Find

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And a second s		Gender	Acit	
Last Mays			Person Type for Actio	on 👘
First Gregory		Person Types		
Title		Employee		
Prefix		- Identification		
Suffix		Employee		136431
Middle P				
onal Employment Birth Date	Office Details App	licant Background Rehim	Social Security	Medical Oth
onal Employment Birth Date Town of Birth Region of Birth	Office Details App	licant Background Rehim	Social Securit Further Name Age 43 Status onality	y (555-55-5555 Medical Oth
onal Employment Birth Date Town of Birth Region of Birth Country of Birth	Office Details App	licant Background Rehim	Social Securit	y (555-55-5555 Medical Oth
onal Employment Birth Date Town of Birth Region of Birth Country of Birth ective Dates	Office Details App	licant Background Rehim	Social Securit	y (555-55-5555 Medical Oth

28. Click Assignment

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# Assignment(Mays, Gregory P)

🚟 Assignment <mark>Mays</mark> ,	Gregory P - 0000000000000000000	0000000000000	200000000000000000000000000 🗷 🗐 🗙
Organization	SECURITY SUPPORT AF3V	Group	
Job	0080.Security Administration (0080)	Position	43616.SECURITY SPECIALIST (POLYGRAP
Grade	GS-13	Payroll	Biweekly
Location	512034059	Status	Active Appointment
Assignme	nt Number 136517	Collective Ag	reement
Assignmen	it Category	Employee (	Category
Salary Information	Supervisor Probation & Notice Period	Standard Cond	itions Statutory Information
	Salary Basis		
Review Salary	Revi	ew Performa	nce
Every		Every	
· · · · · · · · · · · · · · · · · · ·			
	Effective Dates		
	From 16-JUN-2002		
L			
Entries	Egtra Information		Qthers

# 29. Click Entries

Classification	10 2004 BI-	Week (UZ-MAY-200	4 - 15-	● Bec ● Non ● Boti	urring recurring 1	Â	dditi Pr	ional ocessed		
Element Name		Processing Type	Cost	ina	Reason	 []		- Effective Date From	rs To	
Fotal Pay		Recurring					٥	11-JAN-2004		
Basic Salary Ra	ite	Recurring						11-JAN-2004	1	
Adjusted Basic	Pay	Recurring						11-JAN-2004		
Retention Allow	/ance	Recurring						01-MAY-2004		
Other Pay		Recurring						11-JAN-2004		
ocality Pay		Recurring						11-JAN-2004		
rsp		Recurring						28-DEC-2003		
lealth Benefits		Recurring						03-AUG-1997		
EGLI		Recurring						28-SEP-1997		
Retirement Pla	n	Recurring						28-SEP-1997		
Within Grade Ir	crease	Recurring						21-SEP-2003		

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

🗱 Entry Values <mark>Mays, Gergory P</mark>	eeeeeeeeeeeeee <b>⊻</b> ⊼ ×
Percentage	15.
Date	01-MAY-2005
Amount	11323.
Further Entry Information	
Date Farned	
Dare Laneu	
Fayee Details	

### **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

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