Department of Defense Civilian Personnel Management Service

11i Functional /Technical Tips and Observations	03-04	22-August-2003

1. **Sys Admin – Deleting RPAs**. A new process was created that allows system administrators to delete a specified uncompleted RPA (those RPAs that are not in an 'Update HR Complete' status). This new process became available when Patch 50 was loaded to the production databases on 17 Aug 2003 and is only accessible through any responsibilities that are in reporting group 'System Administrator Reports'.

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.
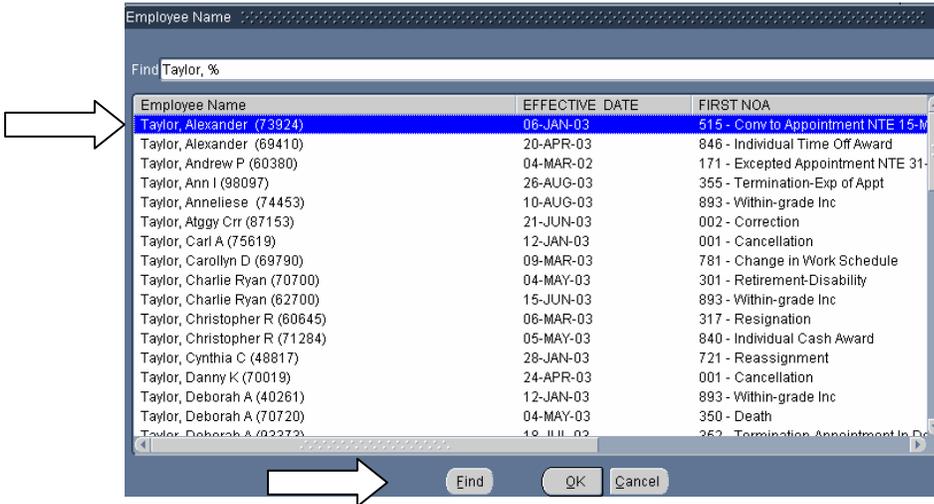

- Press SUBMIT button. A Concurrent Request ID is assigned to this request.

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

- 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. Click on the down arrow to see the drop down list. This will bring up all RPAs. A Caution window may pop up (if the number of rows exceeds 3000) and a user can decide to see the partial list or have the system retrieve the entire list. Regardless of whether sees the partial list or the full list, the list will be alphabetical by name. User can query for the PA REQUEST ID (for example, %12345%, click FIND) – if the system finds that PA REQUEST ID, it will populate the employee name and PA REQUEST ID in the parameters line of the Request screen.
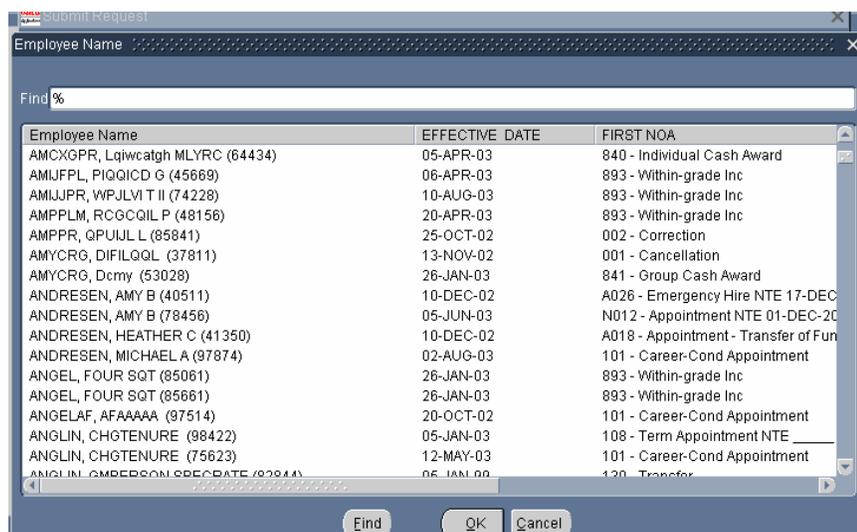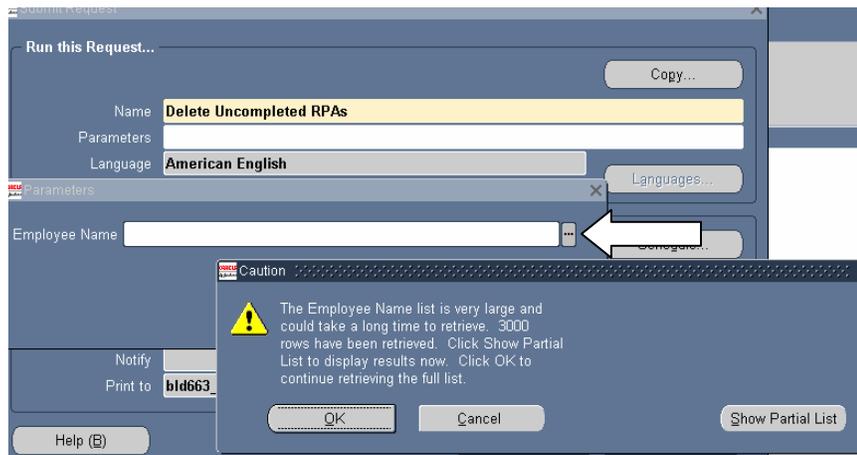
- Enter the pa request id as the select criteria. Only the RPAs that are NOT in 'Update HR Complete' status should show up in the list.
- Press SUBMIT button.

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:

2. **Processing Cancellation and Correction.** To process a cancellation or a correction to an action that was accomplished in the Oracle data-base, use the Navigation Path: ***Request for Personnel Actions > Cancellation/Correction*** and the following window will display.

- Enter query mode <F11>, type in a Name (Last Name, First Name, I) or Social Security Number (xxx-xx-xxxx). A wild card (Wh%) should be used if an exact match is not being used for the search.
- Execute query CTRL <F11>. When the system finds a match it will populate the Full Name and Social Security number fields. If using wild cards in your search, scroll up or down in the Full Name or Social Security fields until you locate the record. **THE PENDING OR PROJECTED RPAs WILL NOT POPULATE AT THIS POINT!**
- Once you have selected the record, click in one of the columns in the lower half of the form and the system will populate the RPAs associated with the record.
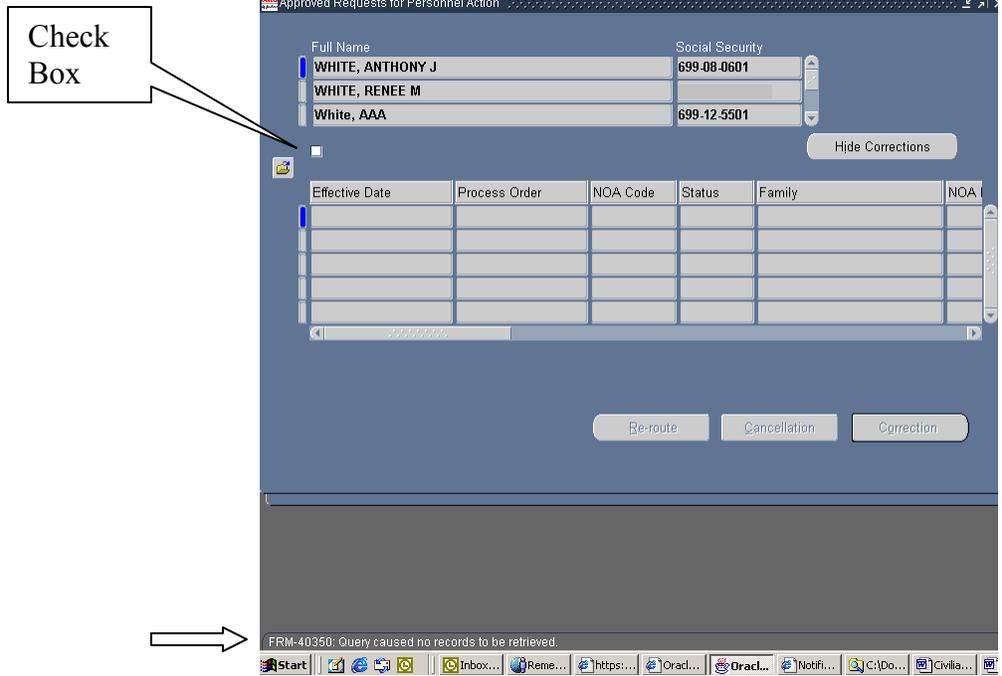
Note 1: **The check box is not automatically selected. If the check box is selected when executing a query in the Cancellation/Corrections window, your query will retrieve both the Full Name, SSN and all RPAs associated with the records retrieved in the search.**

Note 2: **If the check box is not selected, your query in the Cancellation/Correction window will return all record types (i.e. Applicant, Employee, AGR) because there is no check for RPAs until you click in one of the columns in the lower half of the form. You will receive the message "FRM-40350 Query caused no records to be retrieved" on the message line if you select a record that does not have any RPAs processed against it.**

3. **Browser Setup.** When a user is already at a web site in Microsoft Internet Explorer and opens 11i, it may take over the current web site, depending on the user's browser setup. In order to keep this from occurring, the user will need to deselect the "Reuse Windows Launching Shortcut" in their browser. To do this, the user will need to go to open Explorer, go to the **Tools**, select **Internet Options** and select the tab titled **Advanced**. Scroll down to **Reuse Windows Launching Shortcut** and remove the "**X**". Select the **Apply** button.

4. **Locating an Employee record by the Person ID.** When users are working in the Process Log area where a record is identified by the Person ID, the Person ID is not the same as the Employee ID on the Person window (as many may have assumed). By using the following steps, users will be able to identify the Employee record associated with the Person id in the Process Log error.
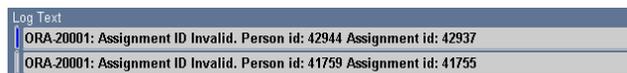
To find an Employee record by using the Person ID, navigate to People > Enter & Maintain – user needs to close the 'Find Person" popup window to get to the main Person screen. When the Person window opens:

  ➢ Enter query mode (F11)
  ➢ Type an ampersand (&) in the Last Name or Social Security field and execute query (CTRL F11)

➢ Type 'Person_ID = 42944' in the Query/Where window that opens, click OK. The employee with the Person ID used in the query is now displayed in your Person Window.
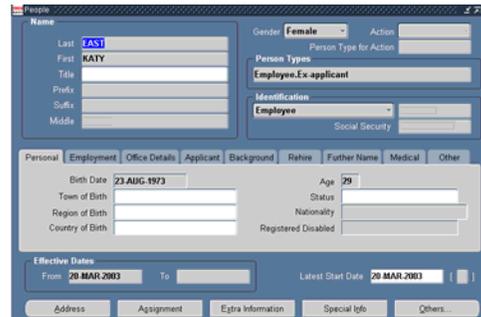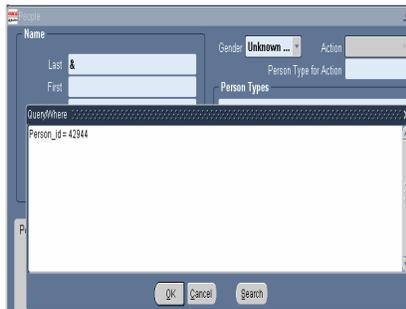
➢ It is extremely important that an underscore is used to link Person ID. It does not matter if it is typed in all caps, all lowercase, a mixture of upper/lower case. It also does not matter if there is a space between ID and the equal sign or the equal sign and the number.

Examples of how this information can be typed in the Query/Where Window:
- Person_id = 42944   PERSON_ID = 42944
- Person_ID = 42944   Person_id=42944
- person_id = 42944   PERSON_ID= 42944

5. **TSP Catchup Processing.** A new assignment element was added in Patch 50 to support processing of TSP CATCHUP Contributions through DCPDS to the payroll system. Changes have also been made to EBIS/IVRS processes to support employee election of this new contribution through our employee self service systems. ***Elections may be entered to DCPDS at any time with the earliest effective date of 7 Sep 2003.***

a. TSP Catch-up Contribution particulars as documented in Thrift Savings Plan Bulletin 03-4 dated February 7, 2003:

1. Employee must meet age eligibility in the calendar year of election.
2. Employee must be contributing to TSP at the time of election.
3. Election can be made at any time throughout the year, but must be effective at the beginning of a pay period.
4. More than one election may be made in a year provided the catch-up limit is not exceeded.
5. An election may be modified at any time during the year to increase or decrease the contribution amount. Effective date must be the beginning of pay period for a continuing contribution change.
6. Election will be made as a bi-weekly whole dollar amount.
7. Payroll system is responsible for stopping the contributions when
   a. The total contribution has met the maximum specified for the tax year.
   b. The end of the last full pay period of the tax year is reached.
8. Election may be terminated at any time by the employee and will be effective at the end of the pay period in which the termination request is received.
9. Catch-up contributions will be terminated automatically by DCPDS if
   a. The employee terminates regular TSP participation
   b. The last pay period of the tax year is attained.

b. General DCPDS processing guidance:
- Election of the bi-weekly contribution amount is recorded as whole dollars only
- User must date-track to the beginning of pay period date that the election will be effective

- Edits are not provided for maximum contribution amount. DCPDS does not have all the pay factors needed for accurate determination of the maximum amount applicable to the individual employee.
- Entry of election will be through EBIS/IVRS election or as a direct element update. Screen shots of direct element update are provided.

Direct Element Update Steps: Initial Election entry

a. Select the employee record and navigate to the assignment screen

b. Click the entries button to open the Element Entries window and verify that the employee is currently participating in TSP.

c. Date track to the TSP Catchup Election Effective Date (beginning of pay period not earlier than 7 Sep 2003). Place your curser in the first available Element Name block or select the "New" entry button on the tool bar to add a blank field.
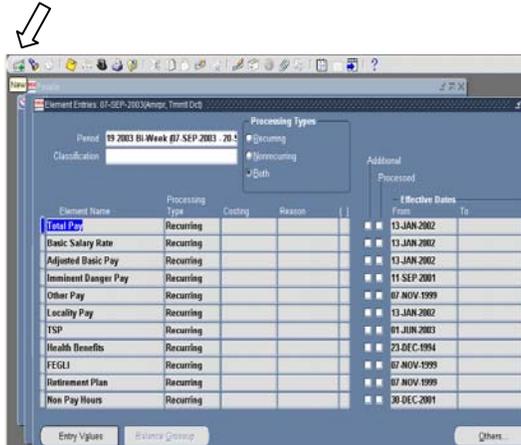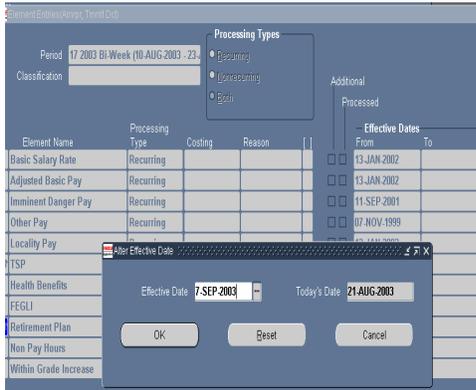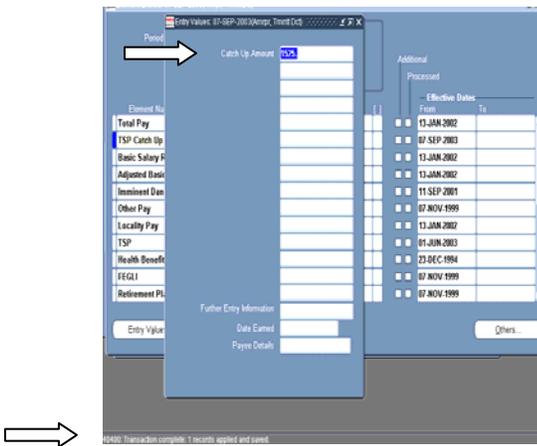

d. Place your curser on the new entry line and open the LOV.
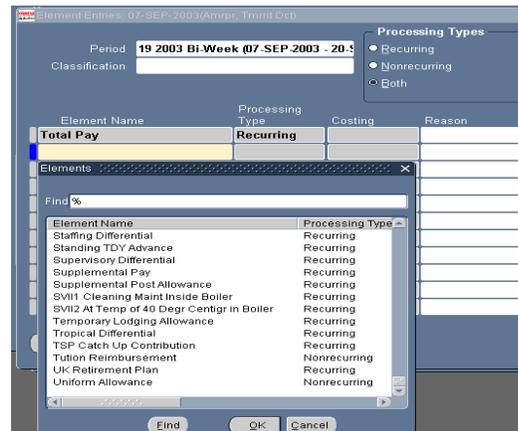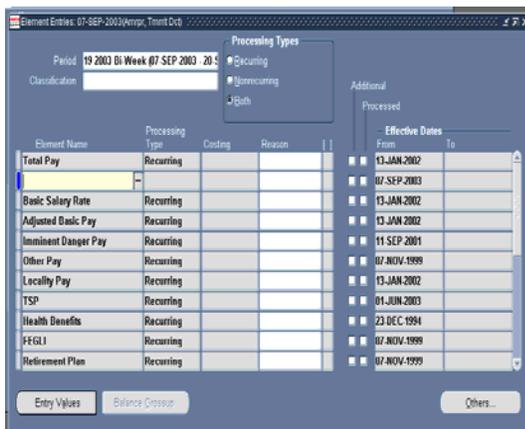
e. Select TSP Catch Up Contribution from the LOV. Open the Entry window, clicking the Entry Values button.
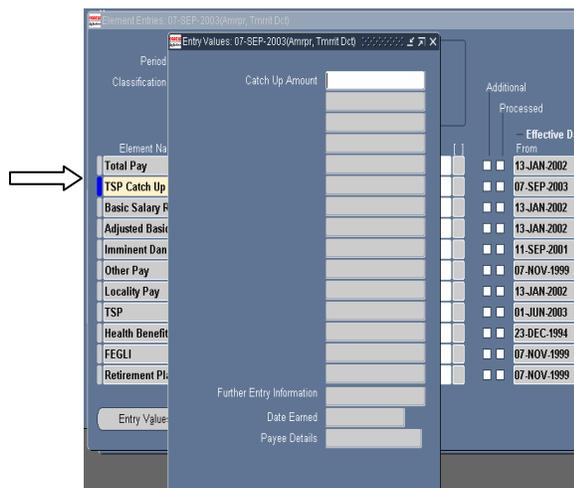
f. Key in the Bi-Weekly contribution amount as whole dollars only. **Save** the update.


g. PAY500 transaction is created with "NOA" CUN to update payroll with the new TSP Catch Up election. The contribution amount will be reflected in positions 326-330.
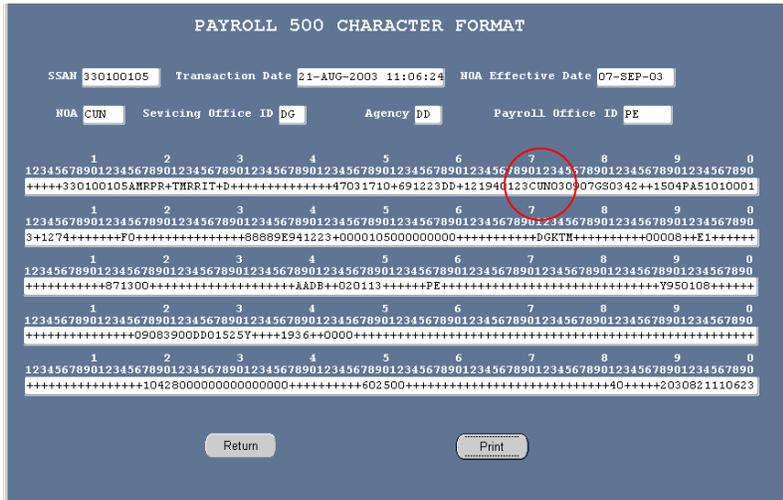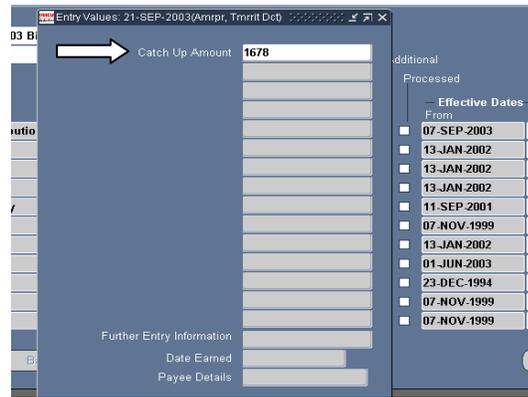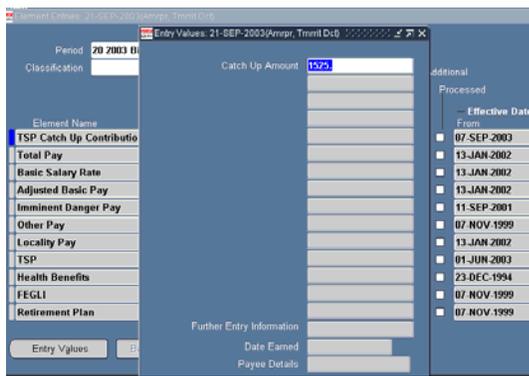

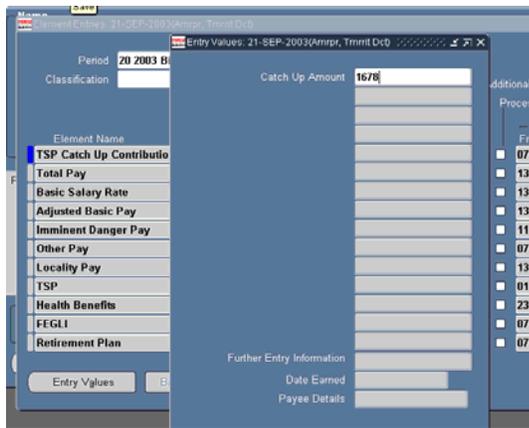## Direct Element Update Steps: Modification or correction of a of an existing entry

a. Bring up the employee record, navigate to the Assignment Entries and date track to the appropriate effective date of the modification or the original election start date if you are correcting the original entry. Refresh the view to bring the elements back to the screen. Locate the TSP Catch Up Contribution entry.
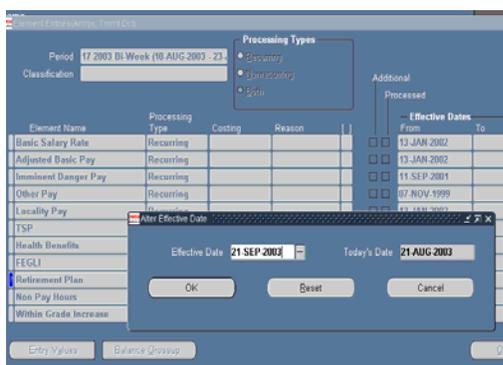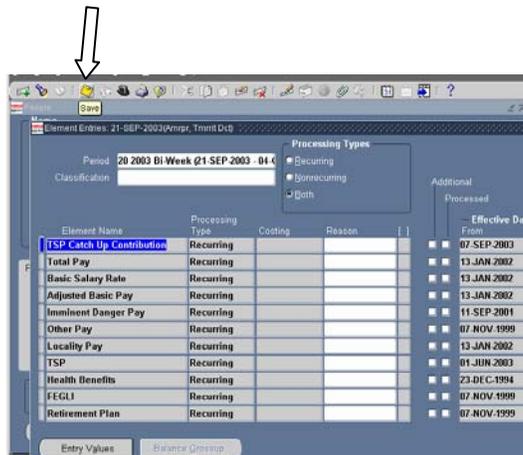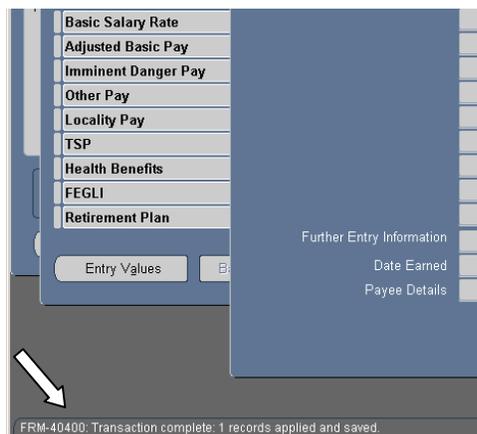
b. Open the Element using the Entry Value button. Change the amount to the new value.

c. Click the save button.   Select **Update** (if making a modification to a new amount) or **Correction** (if the original entry is to be corrected).

d. System will respond that the update has been applied and saved. Click the **Save** button to complete the update.

e. PAY500 will be produced with "NOA" CUC. New or corrected election amount will be reflected in positions 326-330.
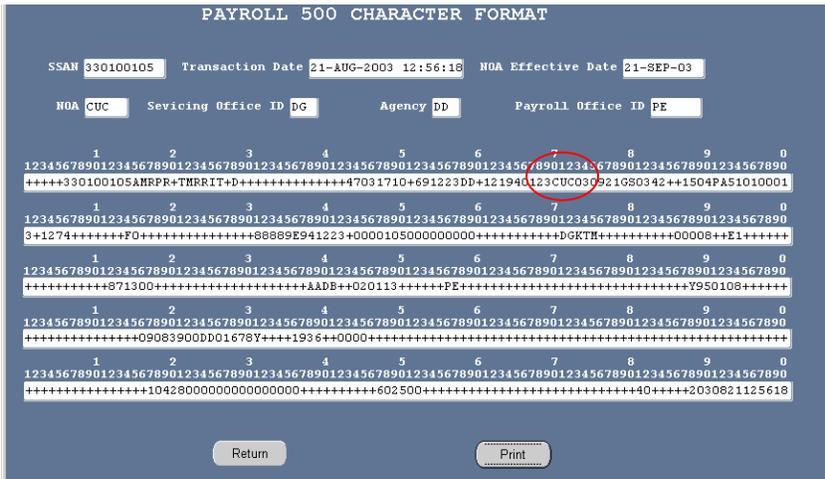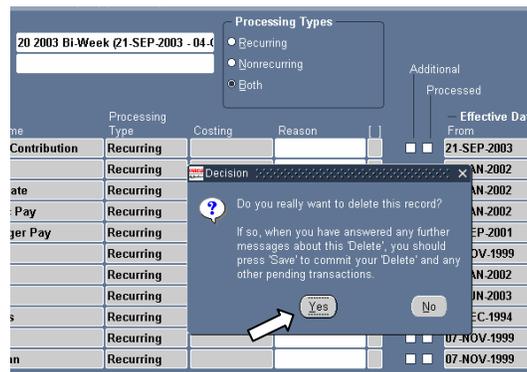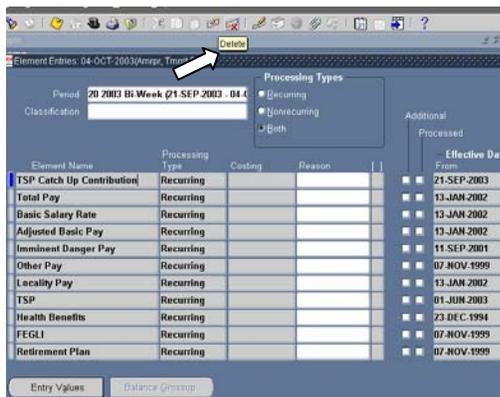

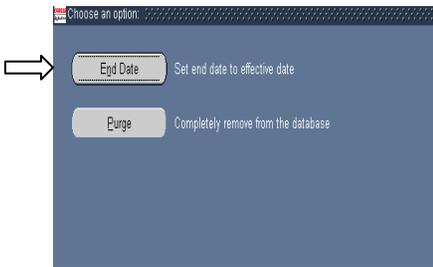## Direct Element Update Steps: Terminating an election, employee request.

a. Bring up the employee record, navigate to the Assignment Entries and date track to the appropriate effective date for the termination. ***The effective date will be the end of the pay period*** in which the request was received. Refresh the view to bring the elements back to the screen. Locate the TSP Catch Up Contribution entry.
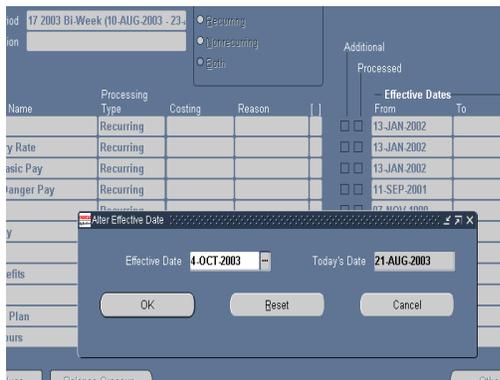
b. Select the Delete button from the tool bar. Respond "Yes" when asked if you wish to delete the entry.
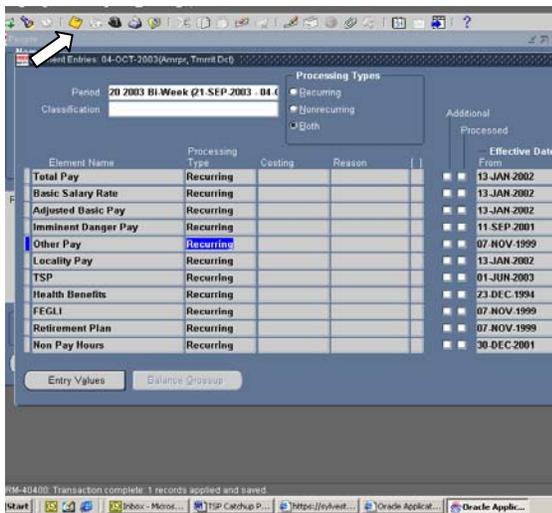
c. Select **End Date** from the Decision window. The entry will disappear from the screen.

d. Click the **Save** button on the toolbar to complete the action.

e. PAY500 will be created with "NOA" CUD. Zeros will be reflected in the TSP Catch Up Amount field. (Screen shot not available as the PAY500 cannot be created for the deletion in a projected mode.)

6. New OPM Classification Standard 1603

In May 2003, OPM announced the new Occupational Series of Equipment, Facilities, and Services Assistance, GS-1603. This OCC series has not been included in a Fed Patch. CPMS has submitted a CRT to add the new series to DCPDS. It is currently scheduled for Patch 50.4 to be fielded on August 29, 2003. Until this series has been added to DCPDS, users will not be able to build positions with this series.

7. POC is CPMS-AMD, San Antonio, DSN 487-6500 or Commercial (210) 652-6500.