

**DEPARTMENT OF DEFENSE
PERSONNEL/PAYROLL ADVISORY LETTER (PAL)**

Issuance Number: 2004-2

Date: June 7, 2004

DCPS Version	Release 04-2, May 18, 2004
DCPDS Version	Patch 53, June 6, 2004

INTRODUCTION

The Personnel/Payroll Advisory Letter (PAL) has been established to (1) ensure users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (2) ensure consistency in processes between the personnel and payroll systems throughout Department of Defense (DoD); (3) ensure only approved workarounds are provided to users; and (4) encourage communication of problems and issues through appropriate channels with results being coordinated and documented. The document has been divided into sections to allow for quick reference to the specific topic being sought. In addition, a by-subject-matter index is provided.

Each issuance will reflect all known problems and deficiencies with both versions of DCPDS and DCPS being repeated as necessary from one issuance to the next. Items that have been resolved, either through change to the systems or modification in policy or practices will be reflected as a RESOLVED item in the next issuance following resolution. Resolved items will appear one time only.

The advisory differentiates between system problems and system deficiencies. System problems are those items that result from a break in the system that previously worked and have been documented as an official problem report for change of system process. Official workaround documents will be issued and tracked for problem conditions. Deficiencies are those conditions that can, if not properly attended, cause an undesired or inappropriate result in the employee record or pay. Deficiencies will be accompanied by processing guidance that will minimize the chance of errors.

The intent is not to impact Component business practices by the workarounds or processing guidance; however, we encourage consistency in application of the processes and instructions throughout the Department. Comments and concerns should be addressed through Component representatives to the Civilian Personnel Management Service (CPMS) OPR for Personnel/Payroll Interface.

TABLE OF CONTENTS

Subject	Page
Section I: DCPDS KNOWN INTERFACE DEFICIENCIES/PROBLEMS	
A. OPEN Problems/Deficiencies	
1. System Problems	
Separate Maintenance Allowance	5
2. System Deficiencies	
Foreign Transfer Allowance (FTA)	6
Appointment Action Effective Date Correction	6
B. RESOLVED Problems/Deficiencies Since Last Issuance	
TSP Catch-Up	7
NOA 292 (Return to Duty)	7
Post-D2D Transaction Cancellation	7
Award Actions	8
Section II: DCPS KNOWN INTERFACE DEFICIENCIES/PROBLEMS	
A. OPEN Problems/Deficiencies	
Date Earliest NOA	9
Erroneous T-Supplemental Records	9
New Hire Erroneous Reject	9
Not-To-Exceed Dates Greater than 2009	10
Distance Learning for TP with Retention	10
Retroactive Pay Adjustments for Transferred Employees Remaining in Same Payroll Office	11
Citizenship 8 PAY 500 Rejects	11
PCA for Dentist Additional	11
Premium Pay for Emergency Medical Series 640	12
PCA for Dentists (Erroneous PAYNEW)	12
Student Firefighters	12
Navy UIC Prefix	13
New Hire Transactions Rejecting because of FEHB Plan 'ZZ' and FEHB status 'Y'	13
Chaplains Pay Basis	13
Air Traffic Controller	14
Temporary Supplemental Data on RECON File	14
Physicians Comparability	14
Teacher Hired during Summer Recess	15
LQA/TQSA Overlap	15
PSEUDO Social Security Numbers	15
Auto Roll Part 2 – NOAC's 001, 002 and 5ED	15
Separations with Temporary "T" Supplementals	16
DCPS Terminating Entitlements	16
Lump Sum Entitlements	16
Post Allowance for Principals/12 Month Educators during Leap Year	16
DoDEA Transactions & Supplemental Status	17
Annual Leave & Home Leave Usage for Pay Plan TP	17

Leave Ceiling on Overseas Employees	17
Pay Changes on Educators in Non-Pay Status	17
Common Data Elements with Different Code Values	17
Delete Foreign Entitlements	18
Master Employee Record (MER)	18
Reemployed Annuitants (Offset)	19
Date Last Equivalent Increase/Reverse Interface	19
Suspensions not Served Consecutively	19
B. RESOLVED Problems/Deficiencies since Last Issuance	
AFRH AD Per Hour	20
III: SPECIAL INTERFACE ITEMS AND INFORMATION	
A. DCPS Invalid Rejects to Personnel	
Dispatchers (Occ Srs 2151)	21
Employee Serviced by a Different Component	21
Retirement Annuity Sum Flag	22
Lump Sum Severance Pay	22
NOA 002, Correction	22
NOA 703 and CAO	22
NOA 112/512 TAPER Appointments	23
NOA 872 Time Off Awards	23
Invalid Payroll Reject Selection Criteria	23
B. DCPDS Processing Guidance for Special Situations	
Retirement Annuity Annual Increase	23
Processing Extensions on Appointments with NTE Dates	24
Correction to NTE Date	24
Entitlements Edits in DCPDS	25
Thrift Savings Plan (TSP) Dates	26
Awards	28
SSN Correction/Change	29
Temporary Assignment NOAC – Change in Payroll Database	29
Authorizing VSIP/VERA Payment Options	30
Procedures for Correcting Payroll Office ID	30
Part Time Indicator	31
Proper Procedures for Coding Records with Pay Plan ED	32
Firefighter Hours Scheduled and Premium Pay Indicator Change	32
C. Processing Reminders and Items of Interest	32
Incorrect Hours Flowing on Pay500 for Firefighters	32
D. RESOLVED Special Interface Items and Information	
Post Allowance	33
Post Differential	33
IV: HARD COPY DOCUMENT REQUIRED BY PAYROLL OFFICES	
A. Notification of Personnel Action (NPA)	34
B. Other Documents	35
V: ADDITIONAL INFORMATION	
A. Standard Operating Procedure for Manual Workaround	36

Request/Approval	
Introduction	36
Procedures	36
Process Failures/Individual Transaction Issues DCPS Initiated	37
New Functionality not yet Available	38
B. Individual Workaround Requests	38
C. Procedures for Using DFAS Standard Cover Form	38
D. New Payroll Sequence Validation Procedures	39
E. Personnel Pay Application Data (PAD)	40
F. Payroll Regeneration Guidance	40
G. Life as a Personnel Action	41
Index	43

Section I: DCPDS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

a. System Problems:

Separate Maintenance Allowance: Employees may be authorized SMA for either dangerous or adverse living conditions to meet the additional expense of maintaining family members elsewhere. Based on the Department of State Standardized Regulation, SMA can be reduced when Government Quarters or Special Benefits are available to family members. Some of the Components are granting a reduced SMA to their employees. The problem is DCPDS does not have the functionality to allow a percent of SMA to process and pay the employee. The DCPDS system allows a category of SMA and not a percentage of SMA.

WORKAROUND: DCPS can handle this problem through online entry by the payroll office. The DCPS system has a field in the entitlement record called "SMA RATE OF REDUCTION PERCENTAGE." Personnel must send the SF-1190 (showing the reduction %) to the payroll office for manual entry.

2. System Deficiencies:

a. **Foreign Transfer Allowance (FTA):** FTA was previously identified as an entitlement that could be authorized through the 5EN process. The capability that was provided in the personnel system allows for input of a single dollar amount and is not available for all of DoD agencies' use. FTA is to be authorized in three different categories of payment defined by the DSSR, and cannot be properly supported through existing interface processes by either personnel or payroll.

WORKAROUND: FTA authorization must be submitted to the servicing payroll center in hard copy. The personnel office will ensure accurate preparation of the SF-1190 and worksheet DSSR 240 for submission to the servicing payroll center. The payroll center will accept the SF-1190 and manually implement the payment as appropriate. This workaround will remain in effect until the processes are developed and implemented in both DCPDS and DCPS.

Official Workaround Document: 01-0006

DCPS SCR X7711: Placeholder – Ranked #72

CPMS SCR 03-9912-DoD: Target Implementation Date: May 04

b. **Appointment Action Effective Date Correction:** DCPDS design does not support correction of effective dates as these are control fields for many in-system data elements and processes. If an appointment action is input to DCPDS with an erroneous effective date, the action will have to be cancelled in DCPDS. The cancellation will not process at DCPS, but will be written to the payroll invalid report to allow for appropriate manual intervention. This procedure was established to avoid the inappropriate inactivation of a record for pay purposes when the action is to be re-input with corrected information.

WORKAROUND:

Processing Guidance: If the employee is not being appointed and the DCPS record should be inactivated, notify the payroll technician and provide a copy of the appointment and cancellation NPAs. If the employee will be appointed with a new transaction, ensure the action is input with the new information immediately following the cancellation. Coordination with the payroll technician will ensure the payroll office takes the appropriate action.

Payroll: If the cancellation to an accession is received, contact the Personnel Office to verify if it is a true cancellation or just a change to the effective date and/or NOAC before taking any action. If it is a change to effective date, then change the new hire date effective through the employee update program. **DO NOT USE SEPARATION CODE 95.**

B. RESOLVED Problems/Deficiencies since Last Issuance

1. **TSP Catch Up:** P.L. 107-304 allows employees to contribute to “TSP Catch Up” any time during the year in which they are 50 or older. Employees who are 49 in the current year may elect to enroll in TSP Catch Up for contributions to begin in the following year. Current DCPDS code will not allow enrollments with effective dates of 12/14/2003 or 12/28/2003 until the employee turns 50.

WORKAROUND: There is no systemic process that will accomplish the action properly. HR user will fax the TSP Catch Up document to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure TSP Catch Up Contributions begin as they should.

Official Workaround: 03-0018
LM Remedy Number: 15439
Fixed June 2004, Patch 53

2. **NOA 292 (Return to Duty):** When an employee is returning from Leave Without Pay (LWOP), Personnel is unable to process an NOA 292 Return to Duty in DCPDS if the employee has had an intervening action. The error message received is “APP-PAY-07949.” An assignment status type with a system status of ACTIVE ASSIGN must be specified.

WORKAROUND: There is no systematic process that will accomplish the action properly. HR user will prepare a PSEUDO NPA to document the return to duty (NOA 292) and fax the document to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure the employee is returned to duty and paid correctly.

Official Workaround: 03-0016
LM Remedy Number: 14947
Fixed March 2004, Patch 52.9

3. **Post-D2D Transaction Cancellation:** Personnel actions that are processed to the old payroll office and cancelled to the new payroll office following DCPS to DCPS moves are writing the cancellation action to the OLD payroll office. There is no systematic resolution to this problem at the present. The problem only impacts those records that were modified by the D2D SQL script developed to support the DFAS effort to realign servicing payroll offices.

WORKAROUND: Process the cancellation action through the normal DCPDS processes. Immediately following the update, navigate to the Pay500 and verify the payroll office to which the cancellation action wrote. If it was written to the old payroll office, navigate to Payroll Regeneration and reflow the action to the NEW payroll office. No other action is required. This workaround applies only to those actions that are cancelled following execution of the D2D script to accomplish mass change of payroll office ID.

Official Workaround Document: 01-0016
Fixed 29 Jun 2003, Patch 49.4.6

4. **Award Actions:** DCPDS does not currently support processing **award actions** for **separated employees** when the effective date of the award is after the effective date of separation.

WORKAROUND:

If the employee was separated in DCPDS:

1. Sign in as US Federal HR Manager, go to Payroll Regeneration and select the employee's separation action from the list of transactions.
2. Modify the NOA and Effective Date to reflect the appropriate values for the award. Input the award amount (whole dollars only) to the award amount field. Verify that the Payroll Gain/Loss Flag is spaces. Save the transaction and exit regeneration (do not save the action a second time).
3. Using the PSEUDO NPA capability, prepare the appropriate documentation for the award.

Official Workaround Document: 00-0013

LM Remedy Number: 948 transferred to Test Director 8577

Fixed 15 Jul 2003, 11i March Oracle Patch

Section II: DCPS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

1. **Date Earliest NOA:** Transactions processed with "Date Earliest NOA" are not updating at payroll. Payroll has confirmed the transactions that contain Date Earliest NOA are falling to payroll's invalid report. The primary purpose and design of Date Earliest NOA Effective is to document corrections to non-salary items on multiple NPAs. This field should ONLY be populated when processing a 002 Correction. It should not be used when processing any other NOAs. This field will contain a retroactive date that flows to payroll in blocks 441 through 446 of the Pay500. Once it is received by payroll, that date is used to make retroactive correction to the payroll record.

WORKAROUND: This problem is in DCPS only; therefore, an official workaround is not being distributed. The payroll offices have been notified of this problem and they have an internal workaround to handle the rejects on the invalid report.

Personnel: No action is required by Personnel. Use of the field prior to the release of DCPS SCR Y0172 is at Personnel's discretion. Keep in mind that if payroll fails to work their invalid reports, corrections in DCPS to the Date Earliest NOA may not be made.

DCPS SCR #: Y0172 (Locked in 04-3 Release)

2. **Erroneous T-Supplemental Records:** DCPS is creating erroneous T-supplemental records when a temporary promotion (NOAC 703) to a different Activity or Organization is terminated prior to the original NTE. This erroneous T-supplemental record can create either an overpayment or underpayment depending on the transaction that date ended the temporary promotion.

WORKAROUND:

Payroll: Payroll must delete the erroneous T-supplemental records and correct the employee's P-supplemental records, if necessary.

Personnel: Personnel will submit a Remedy ticket citing this workaround number if they find erroneous T-supplementals due to this situation. State in the Remedy ticket the effective date and NOAC of the action that terminated the T-supplemental record. Fax NPAs, if requested by the payroll office.

Note: Do not request the personnel office to interface (reflow) the transactions again. Reflowing the transactions through the interface will not correct this situation.

Official Workaround: 04-0004

DCPS SCR #: X9906

3. **New Hire Erroneous Reject:** A new hire transaction was received for an employee that had separated and received severance pay 2 years prior. This action rejected to the payroll invalid report (P6606R01). The error message on the reject was "3023 EMPLOYEE SERVICED BY A DIFFERENT COMPONENT." The PDS Driver program is not recognizing Employee Status Code = S. X5979 in Release 99-3 impacted this area and added logic to include Status Codes "P", "X" and "T." This employee has a Status Code = "S."

WORKAROUND:

Payroll: The new hire action must be manually entered.

Personnel: Personnel must fax the NPA to payroll and reference this workaround.

Official Workaround: 04-0003

DCPS SCR #: Y0108

4. **Not-To-Exceed Dates Greater than 2009:** DCPS determines the date century value (19 or 20) based on the year (99, 00, 01, etc.). DCPS edits only set the century value to '20' if the year is less than '10.' If a NTE date sent through the interface is greater than 2009, DCPS sets the century value to '19' creating an invalid date condition. The transaction is erroneously rejecting back to Personnel. Additionally, DCPS will not allow online entry of an NTE date greater than 2009.

WORKAROUND:

Payroll: Payroll must enter the NPA using an NTE date of 2009. Payroll must maintain a listing of employees along with the correct NTE date year value to update in DCPS once the SCR is released.

Personnel: Personnel must fax the NPA for employees with a NTE date greater than 2009 citing this workaround number.

Official Workaround: 04-0002

DCPS SCR #: Y0103

5. **Distance Learning for TP with Retention:** (1) It has been brought to our attention that a system edit is causing all transactions to reject back to the personnel office in error for the Distance Learning Teachers. The problem occurs when DCPS edits the GLO ("must ='alpha'") for Department of Defense Education Activity (DoDEA) teachers with pay plan TP. The Distance Learning Teachers are located stateside (numeric GLO), yet maintain the TP pay plan. (2) DoDEA is authorizing a retention allowance for TP teachers for the first time. When the transaction is received, it rejects back to the personnel office in error (due to the GLO/Pay Plan edit). DCPS calculates the retention allowance based on an hourly divisor which is not correct for TP teachers.

WORKAROUND:

Payroll: The payroll office should manually input any transactions that reject back to Personnel on the Returns to Personnel Report P6606R03 for the above reason. The error report will show the Error Field as PN (pay plan) and GLO (geographic location) with error message "9000 – INVALID VALUE IN FIELD(S)."

The GLO should remain "alpha" in DCPS. In addition to entering the transaction in DCPS, if the transaction is for retention allowance, the PRO will need to process manual pay adjustments each pay period to pay the retention allowance correctly.

Personnel: Personnel should notify the payroll office of the actions as they are being done for the Distance Learning Teachers by faxing to the payroll office the NPA citing this workaround number.

Official Workaround: 03-0017

DCPS SCR #: X9904

6. Retroactive Pay Adjustments for Transferred Employees Remaining in the same Payroll Office: If an employee transferred to another Component/servicing Component after the retroactive pay adjustment effective date, yet remained in the same payroll office, the losing Component/servicing Component will process the pay adjustments and all corrections to transactions through the date of transfer. Since these employees are now serviced by another Component/servicing Component, the transactions will reject back to Personnel without updating the employee's record. Current DCPS edits will not allow these types of transactions to be processed if they are received from a different Component/servicing Component than the one currently providing service to the employee.

WORKAROUND:

Payroll: Manually enter the pay adjustment action to allow for timely payment to employee. DO NOT change the employee's servicing Component to the value on the NPA when entering these transactions.

Personnel: Fax the NPA to payroll and provide the appropriate notification through payroll office Remedy.

Note: This is a workaround to be used only for the retroactive pay adjustments and intervening actions for transferred employees processed by the losing Component/servicing Component yet remaining in the same payroll office.

Official Workaround: 03-0008

7. Citizenship 8 Pay500 Rejects: Pay500 formats for employees with Citizenship Code 8 reflect Retention Allowance as zeros in positions 432-436. The transactions are rejected by DCPS indicating that the employee is not eligible for Retention Allowance.

WORKAROUND: Immediately following consummation of the action, retrieve the Pay500 through the Payroll Regeneration responsibility. Change the Retention Allowance amount from zeros to spaces and save.

Official Workaround: 03-0007

DCPS SCR #: X9750 (Locked in 04-3 Release)

8. PCA for Dentist Additional: Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance (PCA). Current DCPS edits allow only Doctors to receive these payments. When Personnel sends a transaction such as a pay adjustment for a Dentist entitled to Physician's Comparability Allowance, DCPS changes the Employee Type Code to "R." Because the Employee Type code is other than "D", the PCA entitlement is autodeleted and a reverse interface file is sent to Personnel alerting them to the change in the employee's PCA entitlement.

WORKAROUND:

Payroll: Change the Employee Type code to "D" through Employee Update. Once the Employee Type code is changed, enter the Physician's Comparability Allowance.

Personnel: Notify the payroll office of the erroneous reverse interface file. You will also need to restart the PCA entitlement effective one day after the erroneous termination.

Official Workaround: 03-0005

DCPS SCR #: X9108

9. **Premium Pay for Emergency Medical Series 640:** Emergency Medical employees, Occ Series 640, are occasionally entitled to Standby Premium Pay when hours scheduled exceed the normal 40 hour work schedule. DCPS requires modification to properly compute pay and leave for these employees. For clarification, these employees are entitled to Standby Premium Pay and are NOT covered under the firefighter pay legislation.

WORKAROUND:

Payroll: Please see attached "New EMT Workaround" document and "Worksheet For Computation Of FLSA Overtime For EMT's."

Personnel: Affected records must be coded with a valid Standby Premium Pay Indicator codes N thru W. Hours scheduled must exceed 40 weekly/80 bi-weekly.



Form 03-0002
Attachment 1.doc ...



Form 03-0002
Attachment 2.xls ...

Official Workaround: 03-0002
DCPS SCR #: X5614

10. **PCA for Dentists (Erroneous PAYNEW):** Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance. Current DCPS edits only allow Doctors to receive these payments. The transactions for Dentists are rejecting back to Personnel with error message "1005 – EMPLOYEE IS INELIGIBLE." Personnel cannot correct or resend the transaction.

WORKAROUND:

Payroll: Change the Employee Type Code to 'D' through Employee Update. Once changed, enter the Physician's Comparability Allowance.

Personnel: Notify the payroll office of the erroneous reject and fax the NPA for manual entry.

Official Workaround: 02-0012
DCPS SCR #: X9108

11. **Student Firefighters:** Student Fighters (Occ Series 0099) are entitled to the same pay provisions as Occ Series 0081 Firefighters when their hours scheduled change from 40 to 72 hours per week. The processes that were developed to manage the new firefighter pay calculations do not recognize the employees as firefighters because of the occupational series assigned. Extraordinary processing is necessary to ensure student firefighters are properly paid.

WORKAROUND:

Payroll: Upon receipt of each NPA, manually enter the appropriate information including changing the occupational series from 0099 to 0081 and apply the new firefighter pay calculation processes.

DFAS-TSOPE and CPMS must identify a permanent solution for this condition.

Personnel: Fax each NPA created on these employees to payroll.

Official Workaround: 02-0006

12. Navy UIC Prefix: Navy records serviced by another Component are written to DCPS using Navy Business rules. The payroll system has code in place to prefix the standard 5 character Navy UIC with a zero to meet the six character UIC size requirement in DCPS. The insertion is done based on "servicing" Component rather than "owning" Component so cross-serviced records are not updated with the DCPS-required zero prefix. All actions transmitted with the VALID 5 character UIC reject at DCPS because of the UIC.

WORKAROUND: Payroll Regeneration capability must be used to regenerate each transaction processed on Navy records serviced by agencies other than Navy. The regenerated transaction will be modified to reflect a six character UIC, prefixing the real five character value with zero.

Official Workaround: 02-0003

DCPS SCR #: X8937

13. New Hire Transactions Rejecting because of FEHB Plan "ZZ" and FEHB Status "Y": The personnel office is flowing new hire transactions for employees that were previously separated from the database. These transactions have a FEHB plan of "ZZ" and the FEHB status of "Y." When this happens, DCPS is attempting to access the active "WG" deduction record. Some of these employees no longer have an active (date-end = 999999) "WG" deduction record. Therefore, the transaction is rejecting back to Personnel on the Returns to Personnel Report P6606R03 with error message "25 FEHB ID."

WORKAROUND: When the transaction is rejected, a hardcopy NPA must be faxed to the payroll office for manual input.

Official Workaround: 02-0001

DCPS SCR #: X8617

14. Chaplains Pay Basis: Chaplain interface actions are erroneously rejecting back to Personnel because of their FB pay basis. Pay basis FB is valid for chaplains in the personnel system, but not recognized in DCPS because of the unique factors that have to be taken into account to determine their pay entitlement. Air Force Personnel has asked that the interface for Chaplains stop being returned to them because of the FB pay basis that is valid to Personnel. In lieu of rejecting the actions back to Personnel, the interface actions for Chaplains should be displayed on the payroll office Personnel Interface Invalid Report P6606R01 for payroll review and manual intervention.

WORKAROUND:

Payroll: Monitor the Returns to Personnel Report P6606R03 for rejects on Chaplains (Pay Basis = FB), and take appropriate action, if necessary. Manual payments to these employees will continue.

Personnel: Ignore payroll rejects for these Chaplain interface actions.

Official Workaround Document: 01-0009
DCPS SCR #: X8466

15. **Air Traffic Controllers:** Deputy Secretary of Defense's April 28, 2001, memorandum authorized 5% premium pay for certain Air Traffic Controllers (ATC) within DoD. This premium is not considered earnings for Retirement/TSP/FEGLI purposes. Additionally, employees receiving this premium pay are exempt from the bi-weekly GS15/10 salary limitation. Until such time as DCPS is modified to create a new entitlement type for this premium, these employees will be treated as Administratively Uncontrollable Premium (Employee Type Code U).

WORKAROUND:

Payroll: Monitor the Master Employee Report Add/Change/Delete Report and identify any employee who received a 5% YU entitlement on or after 28 April 2001. If the employees Occ Series is 2152 (Air Traffic Controller), manually update the special employee indicator to L1 on that record and any existing subsequent records with occupational series = 2152. This will raise the employee's biweekly salary limitation to Executive Level 1. If an interface transaction for one of these employees rejects to the Invalid Report P6606R01, ensure the occupational series is 2152 and the effective date of the action is on or after 28 April 2001 before establishing the entitlement and updating the Special Employee Indicator. SCR X8095 (5% Premium Pay for DoD Air Traffic Controllers) contains the requirements to develop a permanent systemic solution to automate the payments for this new premium.

Personnel: Update premium pay indicator for applicable employees to a value of "1" (5% of applicable salary) which will output an action to DCPS with NOA of JQU.

Official Workaround Document: 01-0005
DCPS SCR #: X8095

16. **Temporary Supplemental Data on RECON File:** The DCPS reconciliation process is erroneously reverting to superseded 'T' (Temporary) Supplemental records. This occurs when there are numerous 'T' supplementals, and the most recent one is no longer in effect. As a result, Personnel will flag this as a problem and submit it to payroll for their action.

WORKAROUND:

Payroll: Review the reconciliation sent by Personnel. If DCPS did send data from a superseded 'T' supplemental, ensure that the information from Personnel matches the most recent record in effect in DCPS.

Official Workaround Document 01-0004
DCPS SCR #: X8002

17. **Physicians Comparability:** When NOA 5EN is sent to payroll to add or change Physicians Comparability Allowance (PCA), the action will not update if there is a NTE date in payroll. For example: Personnel sends a 5EN with an effective date of 990804 to payroll. The action fails to update at payroll because a PCA NTE date of 990914 exists at payroll. The NTE date must be removed.

WORKAROUND: If a PCA entitlement is not updated in payroll due to date edits, the payroll technician must reset the NTE Date on the existing entitlement record to one day less than the effective date of the new record. The new entitlement can then be established. Personnel will send NOA 5ED to terminate the PCA entitlement when appropriate.

DCPS SCR #: X7988

18. Teacher Hired during Summer Recess: When a teacher is hired during the summer recess period and the new hire effective date is then changed to a date greater than or equal to the SY (school year) begin date, the system is not setting the Supplemental Employee Status Code to 'A.' Furthermore, once the payroll office changes the Status Code to 'A', DCPS does not reset the Scheduled/Classroom Days Remaining based on the new effective date if the date is greater than the SY begin date. This will cause the employee to be paid at an incorrect rate.

WORKAROUND: If this situation occurs, the payroll office must access the new hire supplemental and change the Status Code to 'A' and the Grade to one for a principal (K* or L*). Once that change is accepted, again access the same supplemental and change the teacher's grade back to the correct value. This will trigger DCPS to set the correct Scheduled and Classroom Days Remaining. No intervention is necessary by Personnel

Official Workaround Document 00-0006

DCPS SCR #: X7449

19. LQA/TQSA Overlap: Effective June 21, 1999, the DSSR was changed to allow agencies to permit simultaneous payment of both Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) for up to five days after vacating residence quarters when heavy cleaning is required by the real estate agent and/or the lessor. CPMS further delegated that authority in a memorandum date July 18, 1999.

WORKAROUND: Manual intervention is required by payroll. Personnel provides a copy of the SF 1190 to payroll.

DCPS SCR #: X7130

20. PSEUDO Social Security Numbers: DCPS and DCPDS cannot accept more than one position of employment under a single SSN. For example: An employee has two part-time positions, one at Army and one at DoDEA.

WORKAROUND: The first Component hiring the employee should use the real SSN. The second Component should hire the employee under a PSEUDO SSN.

DCPS SCR #: X7083

21. Auto Roll Part 2 – NOAC's 001, 002 and 5ED: Auto Roll Part 1, DCPS release 01-1, implemented the processing of 'late original' actions through to subsequent actions as applicable. Auto Roll Part 2 will include processing to roll through the following types

of actions received on the interface which were not included in Auto Roll Part 1: Corrections (002), Cancellations (001) and Entitlement Terminations (5ED).

WORKAROUND:

Payroll: The pay technician must manually intervene to roll the changes forward through the current date.

Personnel: Send the required documentation to the payroll technician.

DCPS SCR #: X7039 – Contains NOAC’s 001 and 5ED

DCPS SCR #: Y0122 – Contain NOAC 002

22. Separations with Temporary “T” Supplementals: When processing a separation transaction, DCPS end dates any “T” supplemental in effect at the time of separation one day prior to the effective date of the Separation. This causes the employee to be paid using the “P” supplemental on the date of separation rather than the “T.” This effects employees whose pay rate is different on the “P” and “T” supplemental records. Also, it will affect accounting if the Activity or Organization is different on the “P” and “T” supplemental records.

WORKAROUND: Personnel should notify the payroll technician to manually intervene to adjust the employee’s rate of pay. No NPA is required.

DCPS SCR #: X6867

23. DCPS Terminating Entitlements: When a Foreign Entitlement is terminated, DCPS is erroneously terminating the entitlement one day early. DCPS terminates entitlements at the beginning of the day instead of at the close of business. This does not include those entitlements that are automatically terminated when a loss transaction flows from a losing personnel office.

WORKAROUND: The effective date of the termination of entitlement should be input as one day greater than the true termination effective date.

DCPS SCR #: X6826

24. Lump Sum Entitlements: Currently, separating employees with a lump sum entitlement that covers a period affected by a pay raise do not have lump sum entitlements calculated with the new pay rate.

WORKAROUND: The payroll technician must use the new pay tables to calculate the rate for employees with salaries not on the pay table, i.e., GM, Retained Grade/Pay. The pay technician must contact Personnel for the new rate of pay.

DCPS SCR #: X6800

25. Post Allowance for Principals/12 Month Educators during Leap Year: Currently, DCPS determines the division factor for Post Allowance for Principals/12 month educators the same as regular employees using calendar year (1 JAN – 31 DEC) instead of School Year (1 AUG – 31 JUL). During leap years the division factor is set at 366 in January. Since these employees are paid on a school year basis, this will create an

incorrect calculation during Leap Years. The 366 division factor should begin for these employees 1 AUG and continue until 31 JUL. Beginning 1 AUG the division factor should return to 365.

WORKAROUND: Pay technicians must manually monitor post allowance for principals/12 month educators each pay period to ensure post allowance is paid correctly. No NPA is required.

DCPS SCR#: X6706

26. DoDEA Transactions & Supplemental Status: Allow DoDEA transactions to process regardless of supplemental status in DCPS. Transactions flowed on the interface are being rejected due to a DCPS edit if the effective date is during non-pay status.

WORKAROUND: Manual intervention is required by payroll. The pay technician must return the educators to a pay status and then place them back in a non-pay status once actions have processed in DCPS. No NPA is required.

DCPS SCR #: X6421

27. Annual Leave & Home Leave Usage for Pay Plan TP: DCPS does not recognize grandfathered annual and home leave for educators/administrators who changed from GS pay plan to TP pay plan.

WORKAROUND: Timekeepers must manually track annual and home leave usage. Customer Service Representatives should notify pay technicians of usage and have the pay technician manually adjust the leave balances.

DCPS SCR #: X6189

28. Leave Ceiling on Overseas Employees: When a Home Leave authorization is input into DCPDS, DCPS is not automatically adjusting the employee's leave ceiling to 360 hours.

WORKAROUND: Manual intervention is required by payroll to adjust the leave ceiling to 360 hours.

DCPS SCR #: X6142

29. Pay Changes on Educators in Non-Pay Status: Educators who are currently in LWOP status are receiving pay adjustments that could cause an overpayment of salary.

WORKAROUND: Pay technicians must manually audit pay records for educators to determine if the educator was overpaid due to 190 (number of days in classroom) or 222 (when school starts and ends) rate differences.

DCPS SCR #: X5889

30. Common Data Elements with Different Code Values: Data elements that are common to both DCPDS and DCPS should have the same code values. Some data

element code values received from DCPDS are converted to a different value before being stored by DCPS. This process causes discrepancies when reconciliation files are produced by DCPS to send back to DCPDS. Additionally, the mismatches with common data element code values cause confusion and miscommunication between the payroll and personnel representatives when discussing interface issues. An initiative to modify DCPS to mirror DCPDS codes is being evaluated.

The data elements currently manipulated in one way or another, either incoming or outgoing by DCPS, requiring standardization are as follows:

- SSN
- Retirement Code
- FEHB Temporary Indicator
- FEHB Plan
- FEHB Option
- Entitlement Indicator
- TSP Eligibility Date
- TSP Status Code
- Part Time Career Act Status
- Premium Pay Indicator
- Pay Table Number
- Retained Pay Table Number
- Hours Scheduled
- Non Pay Hours on Reverse Interface

PROCESSING GUIDANCE: Ensure all of the above data elements are input with the correct value for DCPDS.

DCPS SCR #: 5537

31. Delete Foreign Entitlements: DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentage to zero. This requires Personnel to manually input a deletion to foreign entitlements on each affected employee.

WORKAROUND: Post Differential and Danger Pay should be terminated in DCPDS when authorized percentage is changed to zero by Department of State. Post Allowance authorizations must remain in DCPDS as percentages fluctuate frequently. The payroll system will properly apply the percentage variations as appropriate.

DCPS SCR #: X5414

32. Master Employee Record (MER): MER data in DCPS is not reset based on a Personnel rehire transaction from DCPDS. Currently, if an employee separates and is rehired, DCPS is not overlaying the employee's MER with the new data. DCPS leaves the separated information on the MER. For example: If the name has changed from the time the employee separated to the time the employee is rehired on the same payroll data base, the old name will remain.

WORKAROUND: The payroll technician will need to manually input the action. They may need a copy of the NPA.

DCPS SCR #: X5275 (Locked in 04-3 Release)

33. Reemployed Annuitants (Offset): Employees that retire under another Component retirement system and are hired by a Defense Component are “reemployed annuitants” and are subject to “offset.” DCPS does not allow an annuity amount to be entered on employees with an annuitant indicator of 9 and retirement code of 4.

WORKAROUND: There is nothing the payroll technician can do to input this action. The payroll technician must contact the DCPS Customer Support office.

DCPS SCR #: X5200

34. Date Last Equivalent Increase/Reverse Interface: Since Date Last Equivalent Increase is not applicable to all employees, it is not a required data element. If the field is left blank, it will not reject at payroll. This field is used to start the flow of LWOP hours back to Personnel, and could cause an erroneous WGI to be generated if non-pay hours are not properly accumulated.

WORKAROUND: The payroll technician needs to enter the Date of Last Increase when appropriate.

DCPS SCR #: X5052

35. Suspensions not Served Consecutively: When a suspension is not imposed on consecutive workdays, the suspension must be input manually by the payroll office. The only way the payroll technician knows to break out the workdays of the suspension is from the annotated NPA remarks. Since DCPDS does not send remark information automatically to DCPS, the suspension NPA must be sent to the payroll office. For example: Suspension is effective 03-29-98 with an NTE date of 6-30-98. However, the employee’s suspension will be imposed 3-29-98 through 4-4-98; 4-26-98 through 5-2-98; 5-24-98 through 5-30-98 and 6-21-98 through 6-30-98.

WORKAROUND: Notify the payroll technician of the suspension action. Ensure that all of the workdays or dates are in the remark S77. Send the NPA with the remarks to the payroll technician and alert them that the action must be monitored and manually input for each imposed suspension workday or dates.

Note: This issue is being reviewed by CPMS and DFAS-HQ to determine if any system change is necessary to ensure the proper procedure is being used.

B. RESOLVED Problems/Deficiencies Since Last Issuance

AFRH AD Per Hour: There is an edit in DCPS batch processing that sets other USSAH (AFRH) 'AD' employees to Employee Type Code 'B' without looking at Pay Basis. DCPS then continues to edit the grade and step (based on the 'B' Emp Type Cd) which must be 00 or 11-15 and 00-10 respectively. This causes a transaction for AD employees with Pay Basis PH to reject at DCPS.

WORKAROUND:

Payroll: This edit is not imposed for online entry since it looks at Pay Basis; therefore, the payroll office is able to enter the transactions online. Manual entry should be accomplished from the NPA.

Personnel: Notify and fax the NPA to payroll for any transactions on these employees. Payroll office Remedy system should be used to provide notification.

Official Workaround: 02-0017

DCPS SCR #: X9304

This SCR is being cancelled due to the AFRH move in June 2004.

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

A. DCPS Invalid Rejects to Personnel

ERRONEOUS REJECTS: The following are payroll rejects returned to Personnel erroneously. If you are receiving other reject reports that you believe may be invalid, please provide a copy of (1) the reject report; (2) the Pay500 screen reflecting the action being rejected; (3) a copy of the NPA associated with the action if appropriate; and (4) a Master CA record print to your Component representative.

1. **Dispatchers (Occ Srs 2151):** DCPS is erroneously rejecting back to Personnel transactions for Dispatchers (Occ Series 2151) when the weekly hours are greater than 40 with a full time work schedule. The reject reports as 9000-Invalid Value in Field(s), Error Fields “Schedule” and “Hours.”

REQUIRED ACTION:

Payroll: Payroll must manually enter the NPA.

Personnel: Personnel must submit a Remedy ticket with the NPA that rejected citing this workaround number to the payroll office.

Official Workaround: 04-0005

DCPS SCR: Y0221 – PDS I/FACE-ALLOW ADDITIONAL OCC SER TO BE FULLTIME & > 40 WEEKLY HRS will correct this erroneous reject.

2. **Employee Serviced by a Different Component:** DCPS will not accept a transaction from a different servicing Component than the employee is in unless the transaction is a specific NOAC. One of the reasons this edit was added to DCPS is to prevent employees from separating if a late separation comes in, and the employee was already rehired on the same database. DCPS has a system deficiency that is causing erroneous rejects when employees transfer from one DD to another DD Component with NOAC 5## or 7##. These rejects fall to the Personnel Interface Invalid Report (P6606R01) and to the Returns to Personnel Report P6606R03 with error message “3023 “EMPLOYEE SERVICED BY A DIFFERENT COMPONENT, TRANSACTION NOT PROCESSED.” Even though this issue has been identified as an erroneous reject and transactions fall to the Payroll Office reports to be worked, an official workaround is being issued to further document this issue.

REQUIRED ACTION: Personnel should notify the payroll office of the actions as they are being done for employees transferring from one DD to another DD Component with NOAC 5##/7## by faxing to the Payroll office the NPA citing the workaround number. Personnel should also identify the correct servicing Component since this is not on the NPA form. The payroll office should manually input transactions that erroneously reject. It is imperative to enter ALL changes including the servicing Component as shown on the Personnel Interface Invalid Report P6606R01.

Official Workaround: 04-0001

DCPS SCR: X9300

3. **Retirement Annuity Sum Flag:** When NOA 002 Correction to a new hire action (1##) is flowed to correct the "Retirement Annuity Sum Flag", DCPS is erroneously Rejecting the action to Personnel. The error message on the PAYNEW is "9001- Required Field(s) Not Entered." DCPS has logic that will only update the annuitant amount if it's a New Hire transaction. Even though the amount is a required field when the annuitant indicator value is a code for an offset (new hire or update), it will only use the value sent if it is a new hire transaction. It does not update with a "correction" to the new hire.

REQUIRED ACTION: Personnel must notify the payroll office of the erroneous reject so it can be entered through the On Line Employee Update program.

DCPS SCR #: X9131

4. **Lump Sum Severance Pay:** When a lump sum severance is sent to payroll with either spaces or zeroes in the weekly amount (positions 367-372), DCPS is erroneously rejecting the action to Personnel with error message "9001 – "Sev Wkly."

REQUIRED ACTION: HRO will process the action as is currently done today. If the employee has elected one of the installment payment options, the NPA REMARKS will be annotated with the appropriate statement. No remark is necessary when payment is in one lump sum. The remark to be used with the biweekly installment option is "Entitled to (\$) separation incentive pay to be paid at the rate of (\$) per week over (number) of weeks beginning (date)." The remark to be used with the 2 payment installment option is "Entitled to (\$) separation incentive pay to be paid in two equal installments at the rate of (\$) on (date) and (date)." Inserted dates should be the beginning of the first pay period six months after the separation date and the beginning of the first pay period six months after the first payment. HRO will call and fax a copy of the NPA to the payroll office to alert the technician. NOTE: ONLY NPAs with installment payment option information in the REMARKS section will be faxed to the payroll office. Once received in the payroll office, the technician will examine the NPA to determine which method of payment has been elected and follow the payroll office documented workaround procedures.

DCPS SCR: X6981

5. **NOA 002, Correction:** NOA 002 is erroneously being rejected by DCPS back to Personnel when they are expecting the Basic Pay field to be included on certain correction actions. This seems to be happening on actions where a data element that is being corrected would normally include a change in the salary, i.e., Pay Basis, Pay Table ID.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. Provide a copy of the NPA if needed.

DCPS SCR #: X6680

6. **NOA 703 and CAO:** DCPS does not accept a NOA 703 on a CAO action when there is a change in payroll office. DCPS doesn't consider a temporary action to be a "new hire" to the payroll system. The 703 action rejects back to Personnel with error message

“9002-Employee SSN Not Found.” Another payroll reject will be received from the losing payroll office with error message “9004 – Invalid attempt to add change delete or view” because the losing payroll cannot handle a NOAC 703 loss action.

REQUIRED ACTION: Notify both the gaining and losing payroll technician to manually input the loss and gain action. Both gaining and losing payroll will need a copy of the appropriate NPA.

DCPS SCR #: X6416

7. NOA 112/512 TAPER Appointments: TAPER actions NOACs 112/512 are erroneously being rejected by DCPS because DCPS is looking for a NTE date. DCPS is rejecting the action back to Personnel with a NTE date of three years after the effective date of the TAPER appointment. A NTE date is not needed or flowed to payroll.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the NPA.

DCPS SCR #: X6231

8. NOA 872 Time Off Awards: Time Off Award is being rejected by DCPS for intermittent employees. Even though the awards are authorized by OPM regulation, DCPS programming was not put in place to accept the award.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the NPA. Procedures have been documented in the DCPS manual.

DCPS SCR #: X6220

9. Invalid Payroll Reject Selection Criteria: If a data element passes the DCPDS edits, DCPS has separate edits that erroneously reject the action back to Personnel. DCPS should be dropping these types of system edits to the payroll invalid report for research.

REQUIRED ACTION: Notify the payroll technician that the action you are sending is valid and should be processed manually. For example: If a pay plan is on the DCPDS tables, but not on the DCPS tables, have the action fall to the payroll invalid report for table verification rather than reject the action back to Personnel.

DCPS SCR #: X5256

B. DCPDS Processing Guidance for Special Situations

1. Retirement Annuity Annual Increases: Annual increases to retirement annuity are adjusted by the payroll office. The payroll office usually receives the new yearly amount from the Customer Service Representative (CSR) and manually enters the monthly amount in DCPS.

2. 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 355 will reside in the cancellation/correction process until one day 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
14-Jul-04 Sys updates the 355 Termination – Exp of Appt effective 15-Jul-04
15-Jul-04 System prints the 355 Termination – Exp of Appt

When an extension (7XX) has been received extending the appointment, the 355 should be rerouted to the Suspense/WGI inbox. The extension should then be updated and after the extension action (7XX) has consummated in DCPDS and the Assignment/US Fed Assignment NTE dates have been updated with the new NTE dates, the 355 RPA can be pulled from the inbox and deleted. Rerouting the 355 to the inbox will prevent futures from updating the RPA. If you delete the 355 prior to the effective date of the 7XX, another 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.

3. Correction to NTE Date: The NTE Date field located in positions 397-0402 of the 500 character interface format is used to flow various NTE that would not be appropriate for use with any other NTE date, i.e., unique to a specific NOA and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field. If correction is required to one of the values contained in the table that will remove the date, the system will write “*” to the NTE Date in the interface transaction. DCPS cannot determine which field is being spaced out and, therefore, spaces out all of the identified fields.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN NTE DATE FOR:
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)

PROCESSING GUIDANCE: If one or more of the NTE dates should contain values after the correction is processed, the user must notify the payroll technician and request the field be manually updated to restore the value.

4. **Entitlements Edits in DCPDS:** DCPDS has only minimal editing to ensure that the amount or percentage input for each of the 16 possible entitlement types is reflected in the appropriate format to produce a valid payment amount. Input of an erroneous combination or value format can result in substantial over- or under-payment to the employee.

PROCESSING GUIDANCE: Ensure the entitlement amount/percentage is input in the correct format and that the correct entitlement code has been selected for the transaction. The following table will assist with the validation. Decimals reflected in format are assumed – do not include them in the input. They are shown to properly identify the meaning of values being authorized. *Reminder: Not all of the identified entitlement types are authorized for use by all agencies. Please be certain of your Component policy before input of these entitlement authorizations.*

Entitlement Code	Entitlement	Amount or Percentage Format
2	Education Allowance – Education Travel	Annual Amount (i)
A	Fringe Benefits	
C	COLA (Non-Foreign for Alaska, Hawaii, Guam,	Percent (22.50) Input 0002250
D	Non-Foreign Post Differential	Percent (2.50) Input 0000250
I	Subsistence Expense Allowance (SEA)	Daily Amount (iii)
J	Temporary Quarters Subsistence Allowance (TQSE)	Daily Amount (iii)
K	Tropical Differential	Annual Amount (ii)
L	Benefit Allowance – GTMO	

M	Physicians Comparability Allowance	Annual Amount (i)
N	Remote Site-Offshore Allowance	Daily Amount (iii)
O	Recruitment Incentive	Percentage
S	Special Retention Allowance	
X	Foreign Language Proficiency Pay (FLPP)	Pay Period Amount (iv)
Y	Extra Curricular Activity/Stipend	Annual Amount (i)
Z	Extra Duty (Dorm Supervisory)	Annual Amount (i)

5. **Thrift Savings Plan (TSP) Dates:** Date fields associated with TSP information have very specific criteria for determining appropriate values. While automated systems can provide editing to help ensure validity of data input, the users of the system are expected to be knowledgeable in their area of responsibility and able to determine the appropriate values needed. DCPDS does not provide “save me from myself” editing in a lot of areas including TSP date fields. As a result, erroneous dates input with TSP are, in most cases, rejected from the payroll system.

PROCESSING GUIDANCE: It is imperative that the DCPDS user ensure the accuracy and validity of the input. Following is a description of each of the TSP data fields, most frequent erroneous TSP date fields, and assistance in determining the appropriate values. TSP information can be found in DCPDS by navigating to People Enter and Maintain/Assignment/Entries/TSP.

Status Date: Reflects the date that current TSP status became effective. A newly appointed employee will have a value equal to the effective date of the appointment unless TSP is being transferred in from another Component. The status date will change when an ineligible employee becomes eligible, elects to contribute, or terminates participation. This date does not change when participation percentages or amounts are changed.

SCD TSP: TSP service computation date is used for vesting purposes and is required only for employees covered by the FERS retirement system. All Federal Civilian service time is included in this SCD, but the date may not reflect a value earlier than 01 April 1984.

AGENCY CONTRIB ELIG DATE: This date is critical to controlling the automatic 1% government contribution for FERS employees.

EMP CONTRIB ELIG DATE: Reflects the date the employee becomes eligible for contribution to the Thrift Savings Plan.

The following decision logic table will assist in determining the appropriate date for these fields.

TSP Eligibility Date Determination

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Component Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Appointment with no transferable TSP participation or previous eligibility	FERS	I	The second open season after the effective date of appointment.	The date of appointment.

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Component Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Reemployment with previous eligibility	FERS	E	The date of appointment	The date of appointment.
Appointment with transferable TSP participation (includes transfer from another agency)	FERS	E or Y or T or W or S	Date employee became eligible to participate at the previous Component. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	The date of appointment or date eligible for reenrollment following termination.
Any	FICA	I or space	Employee is not eligible – no date should be input	Employee is not eligible – no date should be input
TSP Election (before eligibility for Component 1% for FERS)	FERS	W	Eligibility date remains unchanged as a FUTURE date that the employee becomes eligible for Component contribution.	The date of appointment.
TSP Election (after eligibility for Component 1% for FERS)	FERS Or CSRS Or NAF Eligible	Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date must be current or past date.
TSP Status Change from Ineligible to Eligible (without matched employee contribution for FERS) on the date the employee becomes eligible for Component contribution	FERS Or CSRS Or NAF Eligible	Changed From I to E	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.
TSP Status Change from Ineligible to Eligible (with unmatched employee contribution for FERS) on the date employee becomes eligible for Component contribution	FERS	Changed From W to Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Component Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Participation is Terminated outside of Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.
Participation is Terminated during Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. Date will be the first pay period in June or December of the year in which employee became eligible.	Employee may elect to participate again in the first open season beginning after the effective date of the termination.
Participation is Terminated outside of Open Season when employee is not eligible for Component contributions	FERS	Changed from W to S	Eligibility date will remain unchanged with this action and must be a FUTURE date. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.
TSP Participation is Suspended for a six month period when financial hardship in-service withdrawal is taken by the employee	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Non-contribution period begins on the 46 th day after the date of the hardship withdrawal and ends 180 days later. The eligibility date will NOT be the next open season effective date as is required for all other eligibility conditions.

6. **Awards:** Modifications have been made to DCPS for processing multiple cash awards. A new Award Record will be stored for each cash award received. DCPS will now allow multiple awards to be processed through the PDS Interface and online with the same NOAC as long as the effective date is different. Also, multiple awards can be processed if the effective date is the same but the NOAC is different. If a correction is received by DCPS, the existing award record will be modified. If an award is cancelled,

the award record in DCPS will remain but the amount field will be changed to zero. Duplicate awards with the same NOAC and the same effective date will not be valid in DCPS. These will be written to the Personnel Invalid Transactions Report with the new error message "1012 – TRANSACTION NOT PROCESSED, ORIG AWARD NOT FOUND OR DUP AWARD." If duplicate awards are processed in DCPDS, one of the entries should be cancelled in DCPDS. RESOLUTION OF THE DUPLICATE AWARD MUST BE CAREFULLY COORDINATED WITH DFAS AS THE CANCELLATION WILL CREATE A PAY500 THAT MUST NOT PROCESS IN DCPS.

7. SSN Correction/Change: SSN correction/change processing requires special attention and coordination with the servicing payroll center. Conditions may exist on the payroll database that will prohibit successful processing of the NOA 499 payroll interface transaction. If the employee was previously serviced on the payroll database with the new SSN value, the transaction will error to the Personnel Interface Report P6606R01. Additionally, problems have been experienced when the user notifies the payroll office of a SSN change, and the payroll office makes the change manually before the interface transaction is received. This condition causes the interface transaction to reject back to Personnel stating that the employee record could not be found. It is recommended that a payroll office Remedy be submitted when the SSN change is input to DCPDS to alert the payroll technician of the pending SSN change. The notification should request that the technician not manually enter the new SSN, but watch for the NOA 499 transaction and ensure it is properly updated to the DCPS record. If a record exists with the same SSN, the payroll technician will then be aware that additional effort is required.

The use of PSEUDO SSN for a second appointment within or outside of the Component continues to be required by DCPS. Ideally, the PSEUDO SSN (second) appointment would always end first without impact to the primary appointment. Frequently the appointments end opposite the ideal. Any attempt to remove a PSEUDO SSN from the DCPDS record will have very adverse results in the payroll system. DCPDS does not reflect the PSEUDO value in the primary "National Identifier" field, so documents and reports produced by the system reflect the REAL SSN. Continuing the use of the PSEUDO SSN has caused no adverse impact and will avoid loss of pay history and possible duplication of records in the DCPS system.

8. Temporary Assignment NOAC – Change in Payroll Database: Completion of the DCPS database realignment by Component has significantly decreased the occurrence of changes in payroll office ID with temporary assignment NOAs. There may be, however, those instances when a record moves between a CONUS and overseas location resulting in a change in the payroll database. Transactions received by DCPS to hire/separate employees using NOACs 703, 921,741, 930 are rejected back to Personnel with the error message "9002 - EMPLOYEE ID NOT FOUND." Transactions to separate the employee are being rejected back to Personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the NPA for this situation, and the following workaround is necessary to process the action.

PROCESSING GUIDANCE:

Gaining Payroll: New hire the employee using a NOAC of 721 Reassignment with all the information from the temporary action, excluding the NTE date. This will store a permanent supplemental. Then, input the temporary assignment with the

appropriate NOAC via Employee Update. Retirement service history needs to be adjusted as appropriate.

These employees will need to be monitored closely when they reach the NTE date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the NTE date unless a transaction is received from Personnel. This workaround will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.

Loosing Payroll Office: Using the Separation Program, separate the employee with a NOAC of 721 Reassignment using the NPA received from Personnel. Retirement service history needs to be adjusted as appropriate.

Personnel: When processing NOACs 703, 921,741, 930, etc., provide both payroll offices with copies of the NPA.

9. **Authorizing VSIP/VERA Payment Options:** The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issued implementing guidance by a memorandum, dated 4 January 2002, in support of optional VSIP/VERA payment plans. The payroll interface processes are unable to support electronic submission of the payment options. Payroll offices are tasked with entering payment options as soon as possible following receipt of the separation action and NOA 825 through interface. The following steps are required to ensure the payment options are recorded in DCPS before the lump sum payment is produced.

PROCESSING GUIDANCE:

Payroll: Modify the VSIP/VERA award payment entry as instructed in the extensive payroll workaround provided by TSOPE.

Personnel: UPON RECEIPT of the employee VSIP/VERA payment option election form, annotate the effective date of the retirement/separation action with which the payment will be authorized and fax the form to the payroll office. This will allow payroll to set the payment option before the interface transaction sets up the lump sum payment.

10. **Procedures for Correcting Payroll Office ID:** During the mass DCPS to DCPS record transfers that were done in 2002, it was found that many records were being moved by Components in conflict with the servicing realignment. In order to better manage the alignment of records, DFAS determined that PON actions would have to be set to no longer process directly to the system. CPMS concurred with the resolution as records on both systems were being erroneously modified.

It has been determined that there are basically two situations when a user MUST correct a payroll office ID. The first is addressed in our New Payroll Sequence Validation Procedures at Section V.C. The second condition is when a record is updated to reflect the wrong payroll office; however, the sequence for the SOID/POID/Serviceing Component is a valid combination. Records in that condition will not be identified by the new payroll sequence reports and are generally identified when the timekeeper or CSR cannot access the record. Neither of these cases should result in cancellation of an action in DCPDS. The action that gained the employee to the wrong payroll office was a valid, legal, and appropriate action and may not be cancelled to fix the payroll office ID error. In both cases, the processing resolution is the same.

The first step is to correct the payroll office ID in the employee's position, date tracking to the appropriate effective date. The update will create two PON transactions to payroll. BOTH will reject. To provide the NEW payroll office with the necessary transactions, use the payroll regeneration process to resend each Pay500 for the record (except the PON) changing the payroll office ID to the NEW value. These actions must be regenerated in exactly the same order they were originally processed. The loss transaction on the OLD (wrong) payroll office database must be manually terminated by the payroll technician. A payroll office Remedy must be opened requesting the invalid account be deactivated. If the employee has been paid on the OLD database, additional coordination will be required between losing and gaining payroll offices. Be sure the Remedy submission identifies the gaining payroll office database along with other necessary information.

11. Part Time Indicator: The definition of Part Time Indicator values was not descriptive enough to ensure the users would select the correct value in DCPDS. As a result, transactions were rejecting from the payroll system when an erroneous combination of Part Time Indicator and Hours Scheduled hit the compatibility edits on DCPS. A CRT was written to modify the clear text. The following changes were made via CRT 03-9745-DoD that was fielded in Patch 51.1 on Nov 7 2003.

CODE	MEANING
1	Exempt from PL95-437 Sched Hours Limitation
2	Subject to PL95-437 Sched Hours Limitation

DCPS EDITS

If the employee's PCA status code = Y (Part Time Subject to PL 95-437), the scheduled hours must be between 16-32 hours weekly (32 to 64 hours bi-weekly).

If the supplemental has less than 16 or greater than 32 hours weekly, the PCA status code must be "N" (part time indicator not subject to PL 95-437). The "N" can be for any number of hours.

There is a problem with PCA code equal to "Y" when hours fall outside of the 16-32 hours weekly. Payroll will store on the supplemental with whatever Personnel sends, even if it is a 2 which converts to "Y" for an employee that has 70 bi-weekly hours. This situation will cause an invalid condition for T&A, and the timekeeper would not be able to access the record. T&A processes recognize the combination of PCA "Y" and hours other than 16-32 as invalid; however, it is not edited through the interface.

HOW TO CORRECT PART TIME INDICATOR

Date track to the appropriate effective date; navigate to People/Enter and Maintain/Assignment/Others/Extra Information/US Gov Assignment Non 52. Update the part time indicator to the new value based on the criteria above. A Pay500 will be produced with NOA J4D.

12. Proper Procedures for Coding Records with Pay Plan ED: Requests for manual payroll workarounds for records with Pay Plan equal to “ED” and Pay Basis equal to PH (per hour) are being submitted to CPMS. These actions are rejecting at payroll because payroll does NOT recognize Pay Plan “ED” with full time schedule and hourly rate. The actions fail at DCPS because DCPS edits expect that an hourly employee will be on an intermittent work schedule rather than full or part time with pre-scheduled hours. These records should be coded with a “PD” pay basis and corresponding salary and, once this is done, DCPS will process the action without manual intervention.

13. Firefighter Hours Scheduled and Premium Pay Indicator Change: When hours scheduled and premium pay indicators are changed on a firefighter, in what order must the two transactions be done?

PROCESSING GUIDENCE:

The transactions must be sent in the following order:

J4B to change the hours--this will reject in payroll.

JQU to change premium--this transaction will also update the hours previously rejected.

C. Processing Reminders and Items of Interest

This section is added to provide an avenue for processing instruction reminders and other items of interest that will not be repeated in each issuance of the PAL. We hope you find this addition useful and welcome your suggestions/requests for inclusion of topics of interest in future issuances. Please submit your requests through your Component/payroll office Personnel/Payroll Interface Workgroup POC.

Incorrect Hours Flowing on Pay500 for Firefighters: Mass realignments were causing problems at payroll on firefighter records. When a mass realignment was executed, it was erroneously defaulting 40 hours to the Pay500 (record position 481-482). The problem has been fixed. Please remember that it is still necessary to follow the procedures outlined below when processing individual 5XX and 7XX actions.

When individual updates to firefighter and part time employees are accomplished, the work schedule is defaulting back to 40 hours per week thus causing problems at payroll. This is how the system is designed to work and is not a break in the system.

In the RPA navigate to EXTRA INFORMATION/PAY INFORMATION for 5##/7##/9## NOAs/Weekly Hours and enter the appropriate number of hours, i.e., 72, then save. Update to HR and check the Pay500.

D. RESOLVED Special Interface Items and Information

1. **Post Allowance:** Post Allowance in DCPDS is identified with element name Post Differential Amount. The only data elements to be input are: Last Action Code, Location and No. of Family Members (at least 01). Do not input anything into Amount. DFAS will pay the allowance based on location, family members and the Code F for type of allowance.

Remedy PR 665

Closed June 2004, Patch 53 (Elements were renamed correctly)

2. **Post Differential:** Post Differential in DCPDS is identified with element name Post Differential Percent. The only data elements to be input are Last Action Code and Location. Do not input anything into the percentage data field. DFAS will pay the employee based on the location and the Code G for type of differential.

Remedy PR 665

Closed June 2004, Patch 53 (Elements were renamed correctly)

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES

NOTICE OF PERSONNEL ACTION REQUIRED BY THE DEFENSE CIVILIAN PAY SYSTEM PAYROLL OFFICES

Updated March 2004

A. Notice of Personnel Action (NPA)

The following list represents hardcopy NPAs required by the DCPS payroll offices.

1. NPA reflecting a change in payroll office number. (Mass transfers must be approved at DFAS-HQ/F in accordance with the DODFMR Volume 8, paragraph 060302).
2. Cancellation (001) NPA actions.
3. Correction (002) NPA actions, if the correction affects other than the most recent action, i.e., a 002 correction with remarks identifying the date effective and information truly being corrected.
4. Change in Retirement Plan (NOAC 803).
5. NPA that was erroneously rejected by DCPS but is correct in DCPDS.
6. NPA that the DCPDS is either not providing a transaction or is providing an erroneous automated interface transaction to DCPS.
7. Award NPAs for inactive employees when the record no longer exists in the personnel system.
8. NPA with typed or corrected payroll related information. A typed NPA will not be accepted for actions normally processed via the interface. When this situation occurs, the HRO should document the situation and forward the documentation to the DCPDS service representative for review to identify recommended changes to the interface or work procedures.
9. NPA required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring NPA documentation.
10. NPA documenting the following:
 - a. LWOP due to active military duty/training.
 - b. Changes to the Department of Defense Elementary and Secondary Schools (DDES) teacher's pay information.
 - c. Suspension identifying non-consecutive dates.

- d. A change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the NPA.
- e. An employee who separates before the expiration of a service agreement.
- f. An NPA with remarks regarding BRAC leave.

B. Other Documents

- 1. SF-1190 Advance Payments
- 2. SF-1190 Foreign Transfer Allowance
- 3. SF-1190 TQSA
- 4. Authorization Letter for Student Loan Repayment
- 5. Voluntary Separation Incentive Payment (VSIP) Agreement

Section V: ADDITIONAL INFORMATION

Standard Operating Procedure Personnel/Payroll Interface Manual Workaround

A. Standard Operating Procedure for Manual Workaround Request/Approval

Introduction

Instructions provided in this SOP are to be followed when personnel transaction or record data cannot be provided to the payroll system through electronic interface. This could occur when there are system process failures or new processes that are not yet available in either the personnel or payroll system. The need for authorization of a manual workaround may also be required on an individual transaction basis because of unique record conditions or problems. No manual workarounds for payroll interface are to be initiated without approval by CPMS.

This SOP is developed to ensure (1) manual intervention on the part of either the payroll or personnel office is required and appropriate; (2) all users of the DCPDS and DCPS are informed of known system conditions that require workaround action or special handling; (3) consistency in processes between the personnel and payroll systems throughout DoD; (4) communication of problems and issues through appropriate channels with results being coordinated and documented.

Procedures

Process failures/individual transaction issues DCPDS initiated:

- User will:
 - verify that the problem was not the result of user error. If yes, reprocess correctly. If no, go to next step.
 - verify that the problem was not the result of invalid record conditions. If yes, correct erroneous record conditions and reprocess. If no, go to the next step.
 - document the problem with screen shots and a thorough description of processing steps and record conditions.
 - report the problem in Component problem reporting tool, provide documentation through Component channels, and request a workaround be provided.
- Designated Component representatives will:
 - validate the problem.
 - report it to Lockheed Martin Remedy.

- provide a description of the problem to CPMS POC via e-mail with request for a workaround. Include the Lockheed Martin remedy number in the e-mail message.
- CPMS POC will:
 - review the problem.
 - develop an appropriate workaround.
 - prepare official workaround form and post it in the control log, if the workaround is due to a system process failure
 - provide the workaround to DFAS for concurrence.
 - issue the official workaround document via e-mail to the Personnel/Payroll Interface Workgroup representatives for distribution within their agencies, following approval by DFAS.
 - issue 'rescind notice' for the workaround, once the final problem is corrected and fielded.
 - For individual transaction issues:
 - ✓ CPMS will not issue an official workaround.
 - ✓ Coordination between CPMS and DFAS will be accomplished through e-mail or by phone.
 - ✓ The Component will be notified of the authorized workaround by e-mail to the Component POC reporting the problem.

Process Failures/Individual Transaction Issues DCPS Initiated

- Payroll staff reports the difficulty to TSOPE via DAR.
- TSOPE staff validates the problem and identifies the appropriate workaround.
- TSOPE prepares the official workaround form and forwards it to CPMS POC.
- CPMS POC
 - Assigns the control number and posts to the log.
 - Issues the official workaround via e-mail to the Personnel/Payroll Interface Workgroup representatives.
- TSOPE distributes the workaround document to the payroll centers.

New Functionality not yet Available:

- Workarounds may be initiated by either DFAS or CPMS:
 - If DCPS is the source of the workaround, DFAS-TSOPE will provide information to CPMS-AMD.
 - If DCPDS is the source of the workaround, CPMS-AMD will provide information to DFAS-TSOPE.
 - Workaround will be jointly developed and agreed to by CPMS POC and DFAS-TSOPE designee.
 - CPMS POC will prepare official workaround document and post it to the log.
 - Official workaround document will be forwarded to DFAS-TSOPE for final coordination.
 - Document will be issued via e-mail to the Personnel/Payroll Interface Workgroup representatives for distribution within their Components.
 - When system changes are completed for the new processes, CPMS POC will issue rescind notice for the workaround.

B. Individual Workaround Requests

A new process for requesting individual record workarounds has been instituted. The form was distributed to the broadest level where users would be requesting manual intervention by payroll. The template **MUST** be stored on the users PC as a template in Microsoft Word. The form will then be completed electronically and e-mailed to the Component Payroll Interface POC for review and approval. The Component POC will then forward the form to CPMS for coordination with payroll and further approvals. The form will ultimately be returned to the user with the approvals recorded and payroll office instructions. **USE OF THIS FORM IS MANDATORY.** If your need is for a workaround that has resulted from something not yet identified or documented in DCPDS Remedy, you **MUST** submit the Remedy report before requesting the workaround. If you have a problem that is already documented in Remedy, please be sure to look in the Remedy Workaround field for appropriate action before sending a request to us. The payroll centers will no longer accept **ANY** manual workaround requests that have not been through the appropriate procedures and reflect a valid CPMS issued workaround number.

C. Procedures for Using DFAS Standard Cover Form

A standard Imaging FAX cover form was designed by the DFAS payroll offices and must be used by Personnel when faxing documents to the payroll offices. The following instructions are provided for faxing to the payroll offices:

1. If you are faxing the NPA based on the letter of required NPAs, no cover sheet is required.
2. If you are faxing the NPA based on a Remedy ticket, write the Remedy ticket number in the "Remarks" area of the NPA.
3. If you are faxing the NPA based on a valid request from the payroll office, send a cover sheet with the statement "Per (name of requestor) request." If you feel the request is not valid, please question.
4. If you are faxing the NPA based on a documented workaround that is not on the list of required NPAs, send a cover sheet with the statement "Due to a documented workaround" and add the workaround number. If the workaround is not documented, it must be coordinated with CPMS prior to faxing. If the action being faxed is a "New Hire," include FEHB and TSP information.
5. Do not fax NPAs that do not meet the above situations because they will not be worked.

It is not necessary for Personnel to fill out the Pay Block #. The form requires the CPMS-Issued Workaround Number in the remarks block. NOTE: As of 1 October 2003, CPMS has been numbering workaround requests for individual record workarounds as well as continuing the official workaround numbering system. The numbers for special request workarounds are prefixed with "S" and will be provided when the workaround is approved along with faxing instructions if other than normal.

D. New Payroll Sequence Validation Procedures

Please have each record verified to determine whether the SOID and POID or SERVICING COMPONENT values are correct. The following action is required based on your record validation:

IF the SOID/POID combination is valid send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
DCPDS.EXIT@dcps.cpms.osd.mil
Vickie.Chanza@randolph.af.mil
Mitzy.Taylor@randolph.af.mil
Donna.farris@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is valid for the following SOID/POID combination. Please establish the sequence in DCPS and process held packages.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)
MJNV (<i>example only</i>)	POID: FF (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

IF the SOID/POID combination is invalid:

Correct the record by going to the position, date track to the ASSIGNMENT START DATE (not the position establish date) and change the payroll office ID or servicing office ID to the correct value.

Using payroll regeneration capability, reflow the erroneously routed actions to the correct payroll office, being certain to change the payroll office ID or servicing office ID to the new value before saving the action.

Send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
DCPDS.EXIT@dcps.cpms.osd.mil
Vickie.Chanza@randolph.af.mil
Mitzy.Taylor@randolph.af.mil
Donna.farris@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is INVALID for the following SOID/POID combination. Record modification has been completed. Please DELETE the erroneous sequence from both DCPDS and all DCPS databases.

SOID: 5XAF (*example only*) POID: PE (*example only*)
 7X16 (*example only*) POID: CH (*example only*)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

E. Personnel Pay Application Data (PAD)

The financial and leave data that is populated to the Financial Data screens in DCPDS (and subsequently the CSU) are obtained from the PAD file. The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records. PAD data includes pay period and year to date information for pay and leave. Employee address is also included in the PAD file and is loaded to DCPDS on a changes-only basis.

The PAD processing is normally scheduled for the second week of the pay period. For example: financial information for pay period ending 24 January 2004 was not scheduled to load to the regions until 6 February 2004. If all of the files are received within the first week of the pay period by Friday afternoon, the process will run one week earlier than expected. CPMS will not provide PAD file processing notifications to the Components if this should occur.

F. Payroll Regeneration Guidance

HR and payroll staff members alike have a responsibility and a desire to resolve problems that would interfere with employees receiving correct and timely pay changes. Users frequently think that the payroll regeneration capability will solve the problems only to find that it does not.

Understanding the intent and appropriate use of the processes will dispel the myths and, hopefully, the frustrations associated with unsuccessful payroll interface results.

1. When is Regeneration of a payroll transaction needed?

If a rejected Pay500 transaction was not worked before dropping from the payroll pending queue, regeneration will allow the ORIGINAL action to be resent for processing at DCPS again. The condition that caused the original transaction to reject will cause the regenerated action to also reject. The appropriate corrective action can then be taken to resolve the transaction.

If a system problem exists in DCPDS that results in erroneous Pay500 format creation, regeneration will allow for transmission of a corrected format. Specific instructions will be provided in the form of official workaround documents or CPMS issued e-mail notification.

If a system problem exists in DCPS that requires a modification to the Pay500 format or data content that is normally reflected in the Pay500 format is missing. This condition would also be documented in the form of Official Workaround or CPMS issued e-mail notification.

2. Regeneration process is not to be used to create NEW Pay500 transactions for actions that are not being processed in DCPDS. Regeneration process is not required to resolve missing packages. Requests to regenerate missing transactions should be researched to determine why the action is considered “missing.” Interface package tracking processes provided at our EXITS level have all but eliminated missing packages. When a package is late arriving at DCPS, notifications are accomplished and retransmission done within a few hours.

3. Access to payroll regeneration process is limited to a few select users at each region to protect the region from inappropriate use of the capability.

Regeneration is not the appropriate avenue for resolving Personnel/Payroll Reconciliation data matches. Please ensure documented RECON procedures are followed to allow for proper correction of payroll records.

G. Life of a Personnel Action

On Monday morning, Mr. Brown, supervisor of the Paper Airplane Construction Area, completed his selection package to fill his vacant “Chief, Airplane Detailing” position. He was pleased to promote one of his best employees, Samuel, to this position and quickly completed the RPA with an effective date of the following Sunday. With all appropriate signatures in place, he handed it to his HRO. Susan, HRO representative, reviewed the RPA and forwarded it to the processing area Tuesday morning since all necessary information was there and proper approvals were in place. Gary in Processing reviewed the form and on Wednesday input the action to DCPDS to effect the promotion the following Sunday and generate the NPA. It all seemed perfect!! Another happy employee would receive a well-deserved promotion!

The promotion action began to travel through the maze of systems. It overcame the first hurdle in DCPDS, became part of the update and appeared on the “Pay500” indicating its journey had

begun to DCPS. Since the action was effective the following pay period (Sunday), the action patiently waited for the effective date to continue on the journey.

On the effective date, the action found itself whirling in the systems maze and on its way to DCPS for the next Monday. After arriving, the action found it was to encounter a delay since processing in DCPS for the pay period ending the prior Saturday was underway. No actions effective the new pay period could process until AFTER payroll processing was complete. Before the action could catch its breath, it was spinning through the DCPS edits. On the horizon, the action could see all the possible destinations listed below:

ADD, CHANGE & DELETE REPORT – Shows that the action processed perfectly and was in effect in DCPS without delay. The action hoped to end up on this report because it would mean the action processed perfectly and was in effect in DCPS without delay (Unfortunately the action bypassed this destination.)

The other destinations listed below seemed much less permanent. They held the following labels:

- Returns to Personnel Report P6606R03
- Personnel Invalid Report P6606R01
- Personnel Message Report P660
- Missing Organization Report P6606R04

The action observed that many other actions passed some but not all edits. Some actions were headed to the PERSONNEL INVALID REPORT, but after some tending by the payroll technician, passed on to the ADD, CHANGE & DELETE REPORT to become happy and whole in DCPS. Some fell to the PERSONNEL MESSAGE REPORT where they were tended to by a payroll technician where minor changes may or may not be effected. Others tumbled to the MISSING ORGANIZATION REPORT as a detour because they carried an Activity or Organization Code of which DCPS was unaware. The detour lasted only a few days because, as soon as the Activity or Organization were added to the DCPS tables, the actions were whisked away to their permanent home in DCPS. Last, but not least, there were the unlucky actions that had failed major edits and were destined for the RETURNS TO PERSONNEL area. This meant the actions would be returned to Personnel for correction and resubmission. These actions would appear on a PAYNEW report in HRO for correction. Once the actions are corrected by HRO, they would be sent again to start the same journey in hopes of finding a permanent home in DCPS.

The moral of this story is MANY things can cause a personnel action to not process in DCPS even though DCPDS system appears to be correct. With a few exceptions, the actions can be tracked to one of the destinations mentioned above. If the action has rejected and produced a "PAYNEW," payroll will wait two pay periods for the action to be corrected through the interface. It is critical that Personnel research prior to reflowing actions to payroll. If the action has landed on any of the reports listed above, regenerating the same action with no correction will produce the same result.

INDEX

A	
AFRH AD Per Hour	20
Air Traffic Controller	13
Annual Leave & Home Leave Usage for Pay Plan TP	17
Appointment Action Effective Date Correction	6
Authorizing VSIP/VERA Payment Options	30
Auto Roll Part 2 – NOAC’s 001, 002 and 5ED	15
Award Actions	8
Awards	28
C	
Chaplains Pay Basis	13
Citizenship 8 PAY 500 Rejects	11
Common Data Elements with Different Code Values	17
Correction to NTE Date	24
D	
Date Earliest NOA	9
Date Last Equivalent Increase/Reverse Interface	19
DCPS Terminating Entitlements	16
Delete Foreign Entitlements	18
Dispatchers (Occ Srs 2151)	21
Distance Learning for TP with Retention	10
DoDEA Transactions & Supplemental Status	17
E	
Employee Serviced by a Different Component	21
Entitlements Edits in DCPDS	25
Erroneous T-Supplemental Records	9
F	
Firefighter Hours Scheduled and Premium Pay Indicator Change	32
Foreign Transfer Allowance (FTA)	6
I	
Incorrect Hours Flowing on Pay500 for Firefighters	32
Individual Workaround Requests	38
Invalid Payroll Reject Selection Criteria	23
L	
Leave Ceiling on Overseas Employees	17
Life as a Personnel Action	41
LQA/TQSA Overlap	15
Lump Sum Entitlements	16
Lump Sum Severance Pay	22
M	
Master Employee Record (MER)	18
N	
Navy UIC Prefix	13
New Hire Erroneous Reject	9
New Hire Transactions Rejecting because of FEHB Plan ‘ZZ’ and FEHB status ‘Y’	13
New Payroll Sequence Validation Procedures	39

NOA 002, Correction	22
NOA 112/512 TAPER Appointments	23
NOA 292 (Return to Duty)	7
NOA 703 and CAO	22
NOA 872 Time Off Awards	23
Notification of Personnel Action (NPA)	34
Not-To-Exceed Dates Greater than 2009	10
O	
Other Documents	35
P	
Part Time Indicator	31
Pay Changes on Educators in Non-Pay Status	17
Payroll Regeneration Guidance	40
PCA for Dentist Additional	11
PCA for Dentists (Erroneous PAYNEW)	12
Personnel Pay Application Data (PAD)	40
Physicians Comparability	14
Post Allowance	33
Post Allowance for Principals/12 Month Educators during Leap Year	16
Post Differential	33
Post-D2D Transaction Cancellation	7
Premium Pay for Emergency Medical Series 640	12
Procedures for Correcting Payroll Office ID	30
Procedures for Using DFAS Standard Cover Form	38
Processing Extensions on Appointments with NTE Dates	24
Processing Reminders and Items of Interest	32
Proper Procedures for Coding Records with Pay Plan ED	32
PSEUDO Social Security Numbers	15
R	
Reemployed Annuitants (Offset)	19
Retirement Annuity Annual Increase	23
Retirement Annuity Sum Flag	22
Retroactive Pay Adjustments for Transferred Employees Remaining in Same Payroll Office	11
S	
Separate Maintenance Allowance	5
Separations with Temporary "T" Supplementals	16
SSN Correction/Change	29
Standard Operating Procedure for Manual Workaround Request/Approval	36
Student Firefighters	12
Suspensions not Served Consecutively	19
T	
Teacher Hired during Summer Recess	15
Temporary Assignment NOAC – Change in Payroll Database	29
Temporary Supplemental Data on RECON File	14
Thrift Savings Plan (TSP) Dates	26
TSP Catch-Up	5