

Correction

Introduction The user will have the capability to make corrections to the employees' data. This section details the steps to make corrections to OPM and non-OPM actions.

Types of Corrections



OPM actions are corrected using the NOA code 002-0 for any action that has been sent to the payroll system. This method retains the historical record of the change.

Non-OPM actions are corrected using a 9XXX NOA.

NOTE: The cutoff time for processing corrections for the end of a pay period is 10PM ET on the last Thursday of the pay period unless otherwise indicated.

Procedure CORRECTING AN OPM ACTION.

Navigational Path Home → Administer Workforce → Administer Workforce (USF) → Use → Correction

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
-

Procedure The following steps detail the procedure for making a correction.

Follow the navigational path:

1 Home → Administer Workforce → Administer Workforce (USF) → Use → Correction

The **Find an Existing Value** page appears.

Find an Existing Value

Search By: ▼

EmpID:

[Advanced Search](#)

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

- Empl Rcd Nbr
- EmplID**
- Last Name
- Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the appropriate employee.

The following **Data Control** page appears:

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

EmplID: NEW Empl Rcd#: 0

Data Control View All | < 1 of 1 >

Actual Effective Date: Proposed Effective Date: 05/15/2001

Transaction # / Sequence: Not To Exceed Date:

*Action: Hire PAR Status: Processed by Human Resources

*Reason Code: Contact Emplid:

NOA Code: *NOA Ext: ▼

Authority (1):

Authority (2):

PAR Request#: [PAR Remarks](#) Award Data [Tracking Data](#) Accrued Leave

- 6 Use to locate the action that requires correction.

7

Click  to insert a row.

NOTE: By inserting a row, the data is copied from the original row to the correction row.

*NOTE: If the effective date of the correction action is before or the same as the effective date of a previously entered action, you will receive a warning message instructing you to ensure that your new action will not affect any previous actions. You must go back and check all **Reviewed?** checkboxes on all applicable previous actions before saving this correction action.*

NOTE: Effective dates cannot currently be changed in Correction mode. To correct an effective date, you would have cancel the action and re-enter it with the correct effective date.

*NOTE: The **PAR Status** defaults to **COR (Corrected)**.*

8

Make necessary corrections to the employee's record.

9

Click .

The following message appears, "You must review records affected by changes and check the **Reviewed?** checkbox."

10

Click .

11

Use the  to move to the next action.

*NOTE: Click **View All** to view all records to be reviewed.*

NOTE: The previous actions must be reviewed to insure that the correction being made does not affect the previous actions.

12

Click the **Reviewed?** checkbox when the review and updates are complete.

*NOTE: All applicable actions will have a **Reviewed?** checkbox.*

13

Continue the data review until all actions have been reviewed.

NOTE: All rows of data must be reviewed and the checkbox must be marked when one row is corrected. If another action is affected by this correction, a separate correction must be performed on that action as well.

14

Click .**Prior Row Correction**

In a prior row correction situation, if the correction results in required corrections to the preceding rows, a correction must be performed on those rows. The preceding procedure should be followed to execute those corrections. This will insure that the corrected information is transmitted to the legacy payroll system.

Procedure**CORRECTING A NON-OPM ACTION.****Navigational Path****Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing****Navigational Tips**

- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

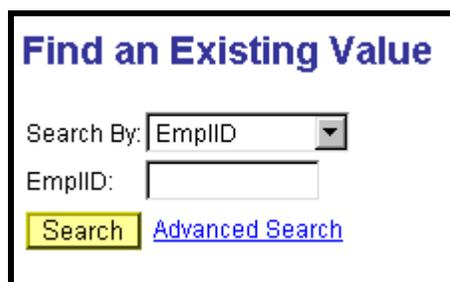
Procedure

The following steps detail the procedure for making a correction.

Follow the navigational path:

1

Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The **Find an Existing Value** page appears.

2

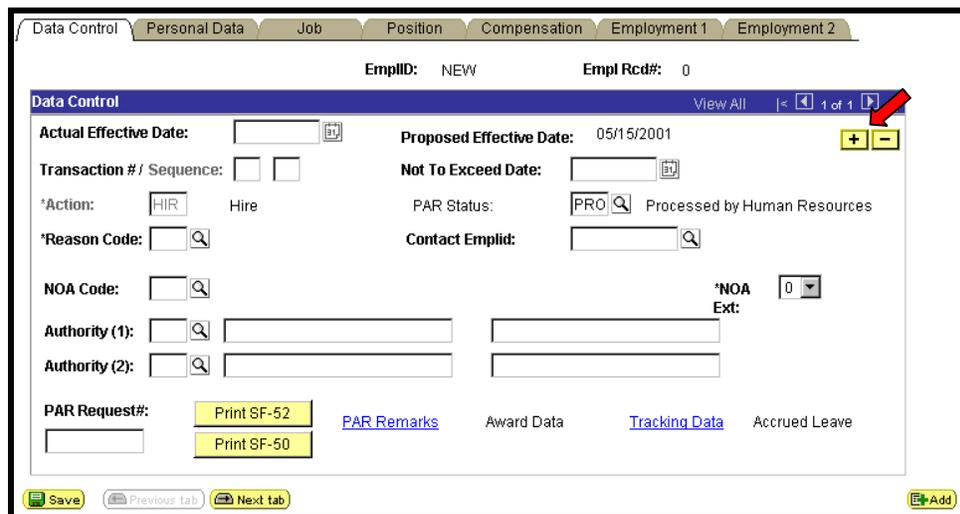
Select the variable you would like to **Search By** from the drop down list.

The search options include:

Empl Rcd Nbr
EmplID
Last Name
Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)
- 4 Click .
- 5 Select the appropriate employee's record.

The following **Data Control** page appears:



*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the  in the **Data Control** box, as indicated by the arrow above, to insert another row into the employee's record.
- 7 Enter the **Actual Effective Date** of the action.

NOTE: The effective date of the Personnel Request Action (PAR) must be identical to the tax effective date.

- 8 Enter the Action code in the **Action** field.
- 9 Enter the Reason Code in the **Reason Code** field.



- 10** Enter the applicable **NOA Code** “900.”
- 11** Enter the correct **NOA ext**, “0”.
- 12** Navigate to the page that needs correcting and enter the correct data into the correct field. The following is a list of fields which may be changed:

