

## Individual Cash Award

---

**Introduction** For a cash award, a personnel action (NOA 840-0) is entered on the **Data Control** page of the **HR Processing** page group. Additional data is entered on the **Award Data** sub-page.

---

**Navigational Path** **Home** → **Administer Workforce** → **Administer Workforce (USF)** → **Use** → **HR Processing**

Or

Access the item using the Worklist.

---

### Navigational Tips



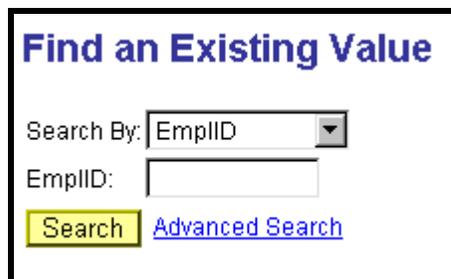
- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
  - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field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

**Procedure** The following steps detail the procedure for processing a cash award.

1 Follow the navigational path:

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

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



The screenshot shows a web form titled "Find an Existing Value". It contains a "Search By:" dropdown menu with "EmpIID" selected, an "EmpIID:" text input field, a yellow "Search" button, and a blue "Advanced Search" link.

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 **Search**.

5 Select the applicable employee.

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 to insert another row into the employee’s record.

7 In the **Actual Effective Date** field, enter the effective date of the award.

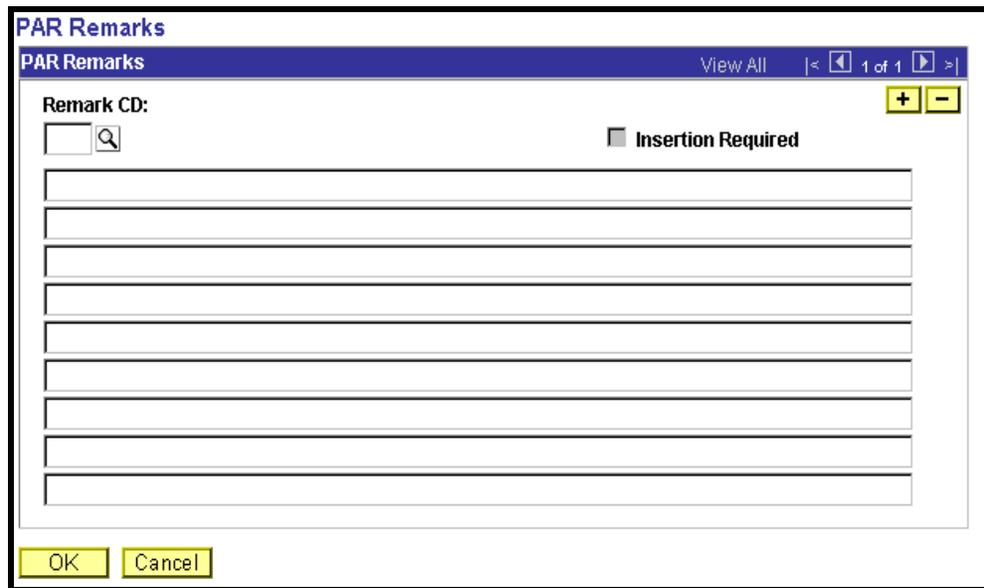
8 In the **Action Code** field, enter “AWD” (Award).

- 9 Enter the applicable **Reason Code**.
- 10 In the **NOA Code field**, enter “840” (Individual Cash Award).

*NOTE: Upon entering the appropriate Action, Reason and NOA Codes, the Award Data hyperlink will become enabled*

- 11 Enter the appropriate **NOA Ext**.
- 12 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



- 13 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

*NOTE: To add additional remarks, use the  to insert a row.*

*NOTE: If the **Remark CD** contains a “\*\*\*\*”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter “ZZZ” in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.*

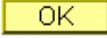
*NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.*

## Mandatory Remarks



### Procedure (cont'd) 13

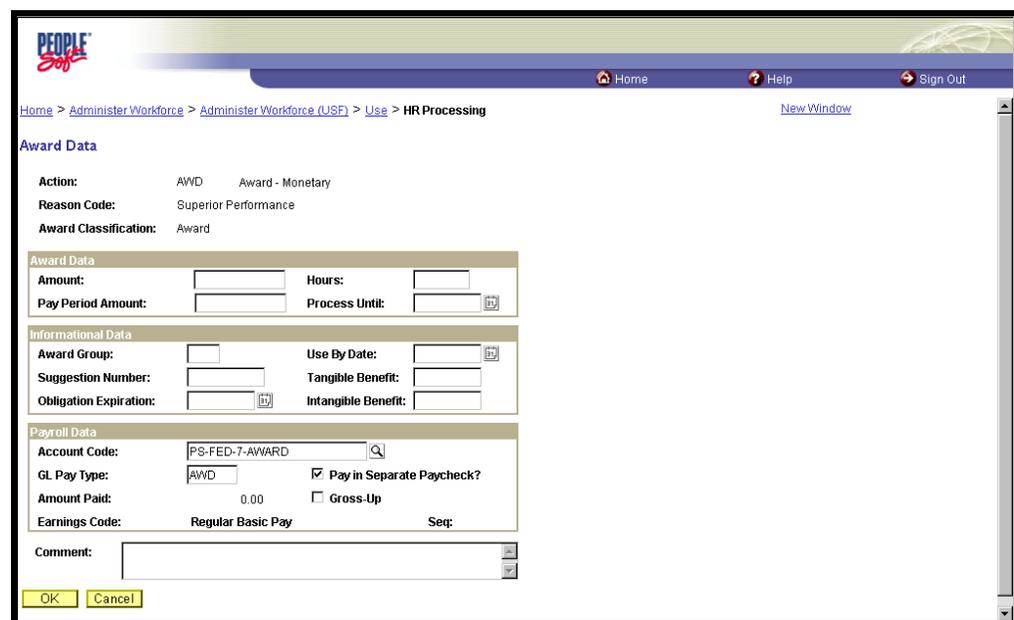
The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

When you are finished entering your PAR Remarks, click  to return to the **Data Control** page.

14

Click on the **Award Data** hyperlink.

The following Award Data page appears.



15

Enter the **Amount**.

16

Confirm the default value or update the **Per Pay Period Amount**.

*NOTE: The Default value is “100% of the award amount.” If the amount you wish to specify is less than 100%, you must specify a **Process Until** date.*

17

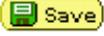
Confirm or update the status of the “**Pay in Separate Paycheck?**” checkbox.

18

Click  to return to the **Data Control** page.



**19** Change the **PAR Status** according to your role.

**20** Click  .

