Processing Premium Pay
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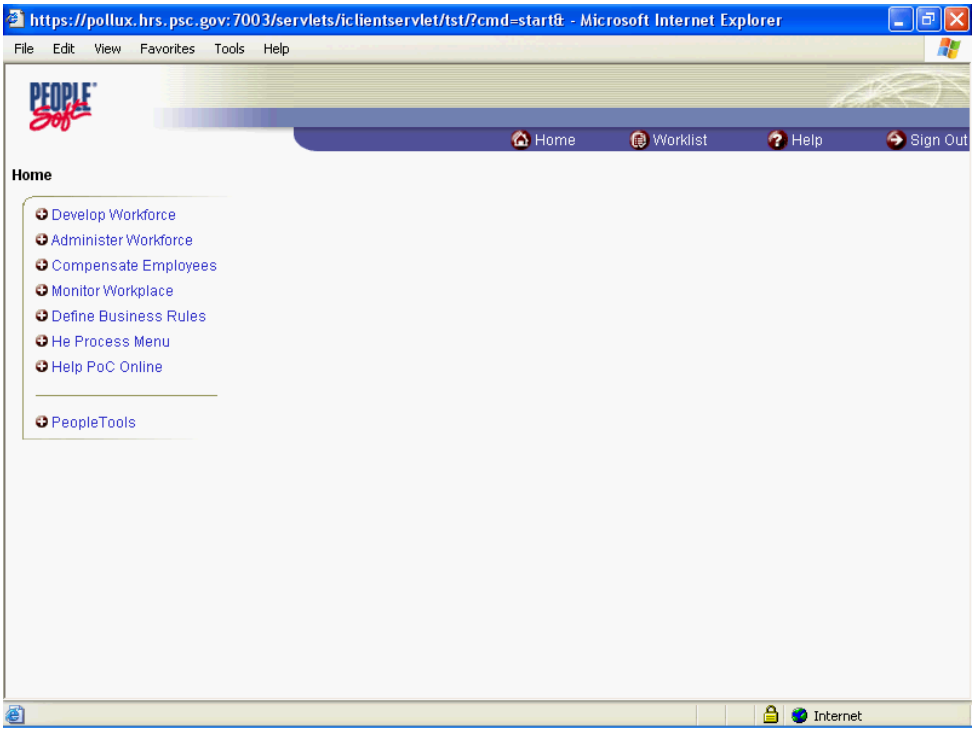
Introduction

In EHRP, an employee's premium pay must be entered in the HR Processing page group.
Premium pay includes retention allowances, COLAs, physician special pay (PSP), physician comparability allowances (PCA) and post differentials.
Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group.

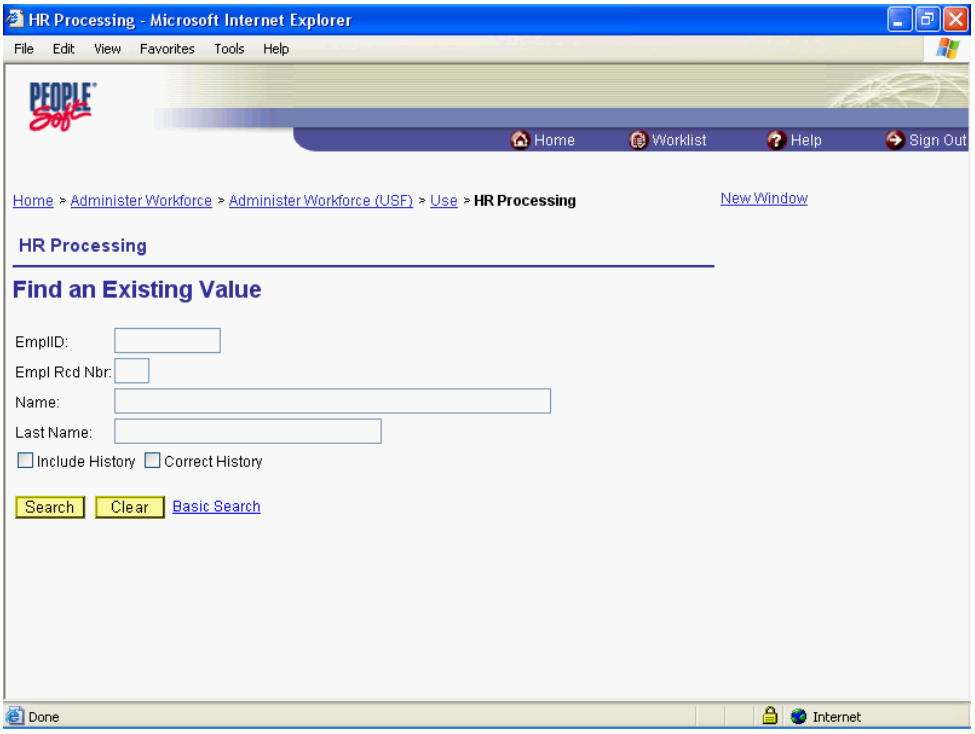
Imminent Danger Pay

Imminent Danger Pay Start/Change

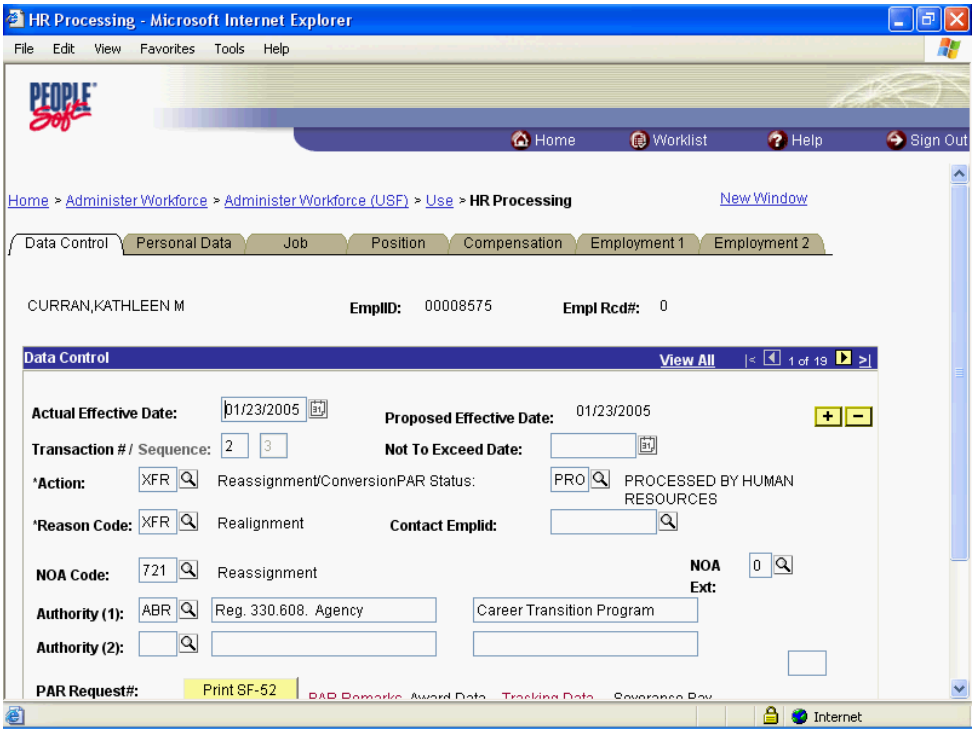
Procedure



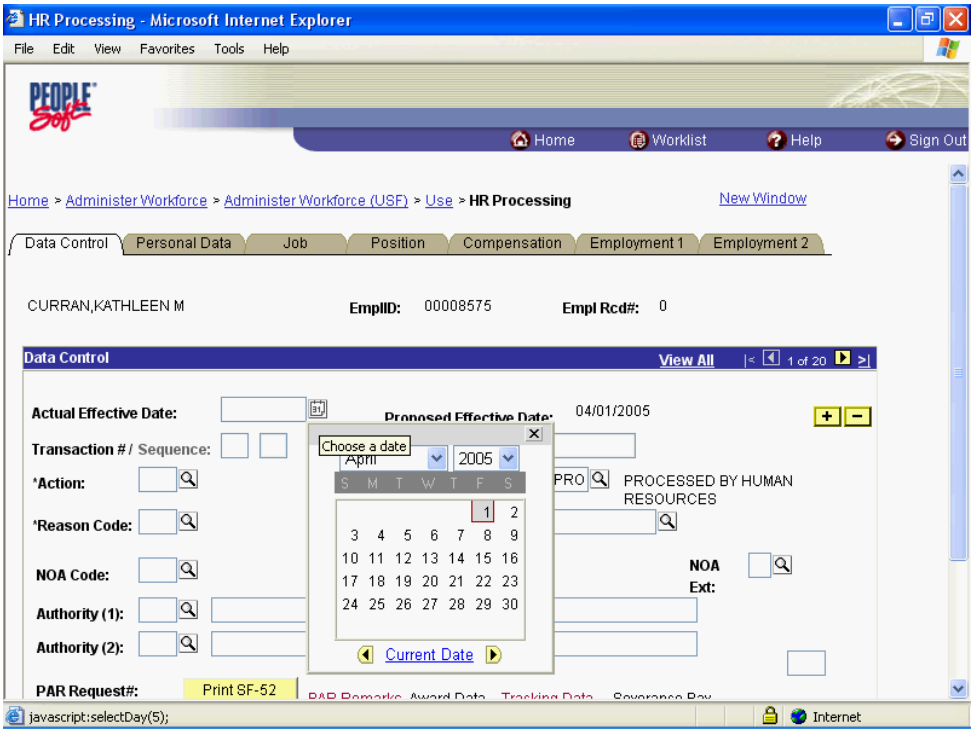
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



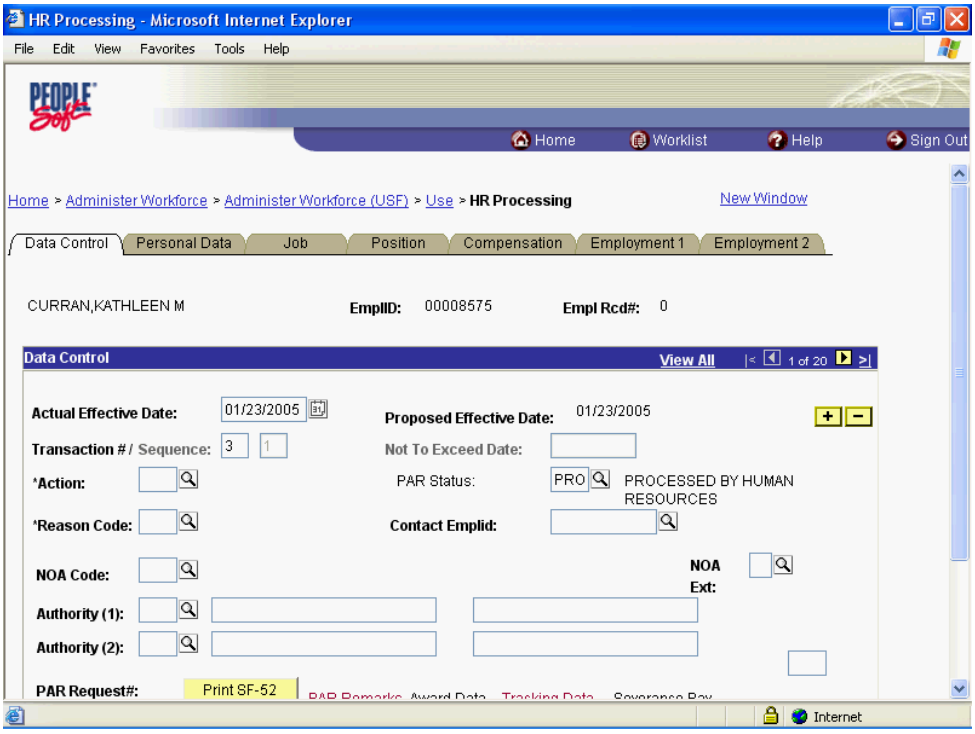
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00008575**".
6.	Click the **Search** button. Search



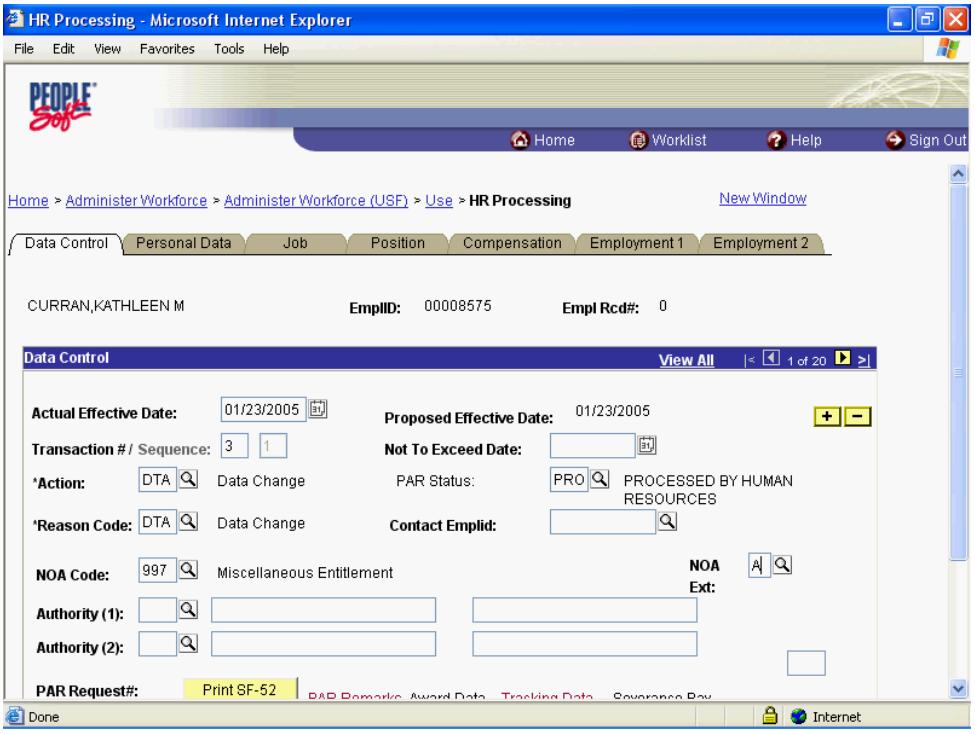
Step	Action
7.	Click the **Add a new row at row 1** button.
8.	Click the **Calendar icon** button.



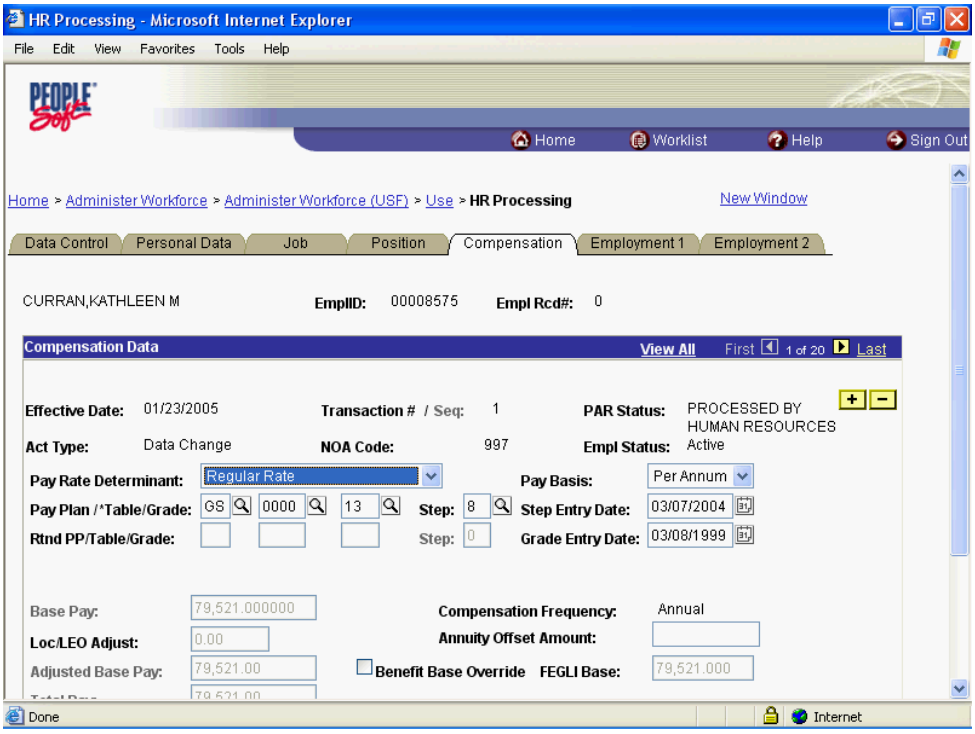
Step	Action
9.	Click the desired date. 23



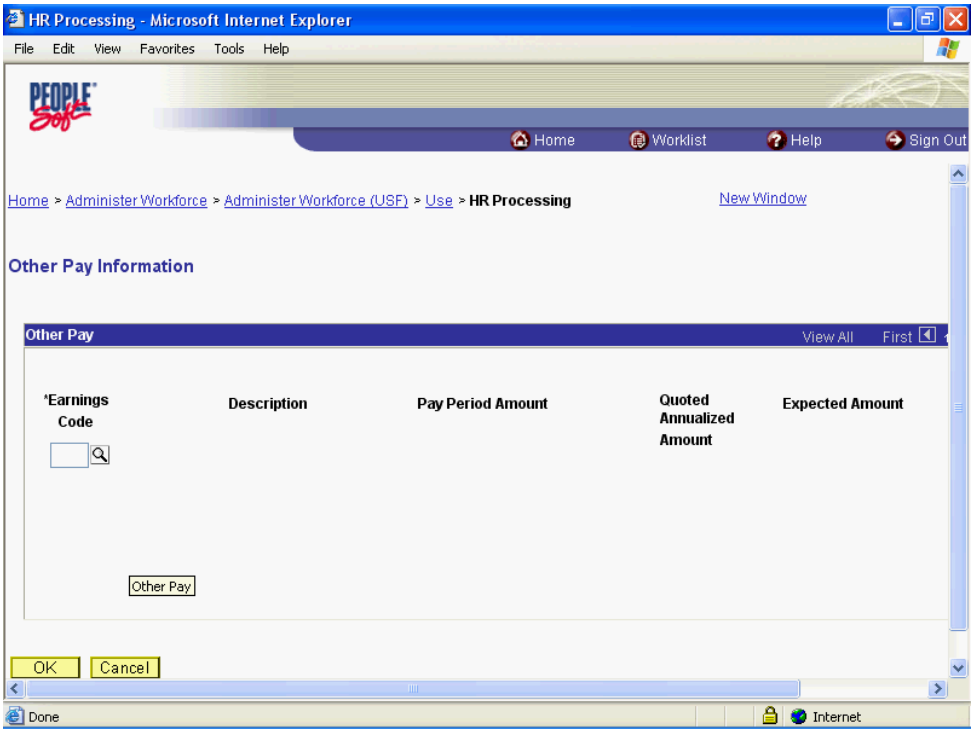
Step	Action
10.	Press **[Tab]**.
11.	Enter the desired information into the ***Reason Code** field. Enter "**DTA**".
12.	Press **[Tab]**.
13.	Enter the desired information into the **NOA Code** field. Enter "**997**".
14.	Press **[Tab]**.
15.	Enter the desired information into the **NOA Ext** field. Enter "**A**".



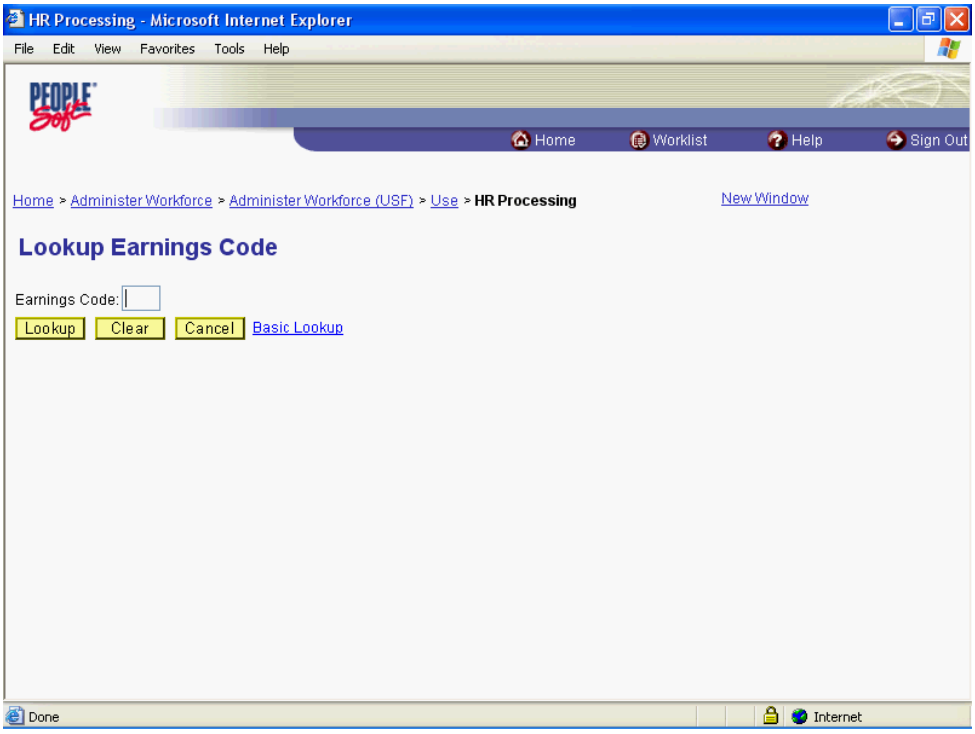
Step	Action
16.	Click the **Compensation** tab. Compensation



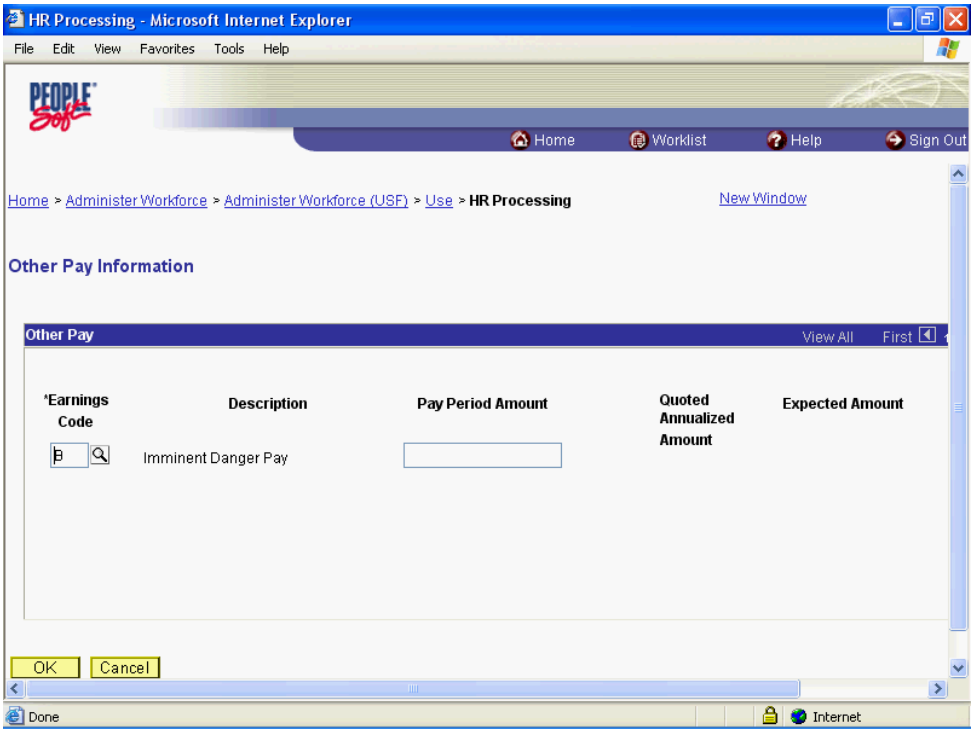
Step	Action
17.	Click the **Other Pay Information** link.



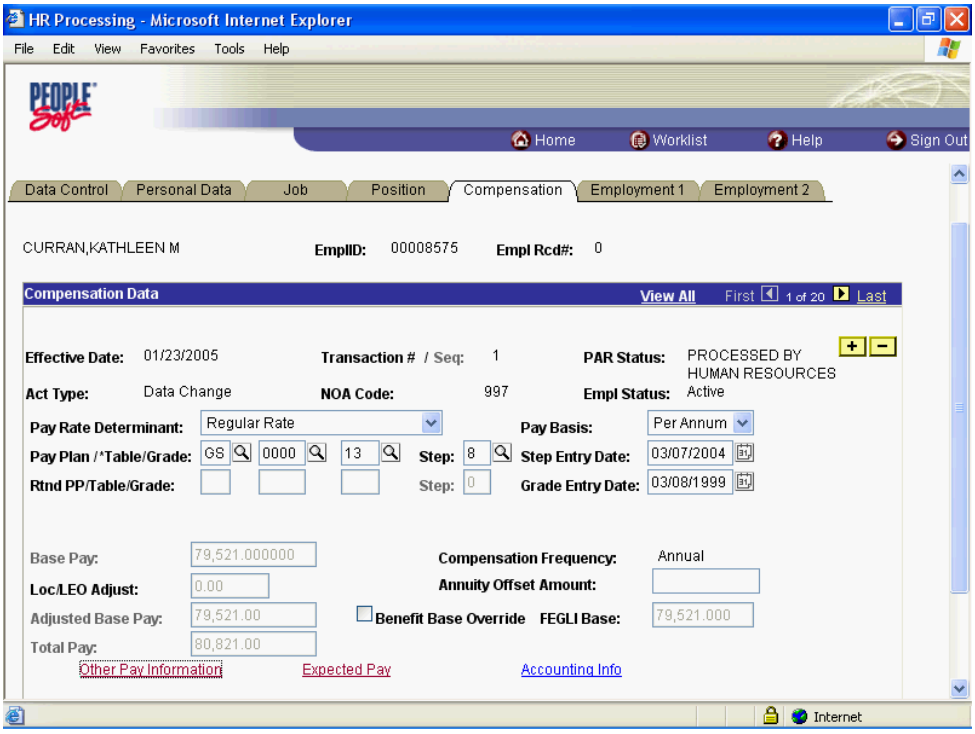
Step	Action
18.	Click the **Lookup Earnings Code** button.



Step	Action
19.	Click the **Lookup** button. Lookup
20.	Click the **Search Results** table. B Imminent Danger Pay



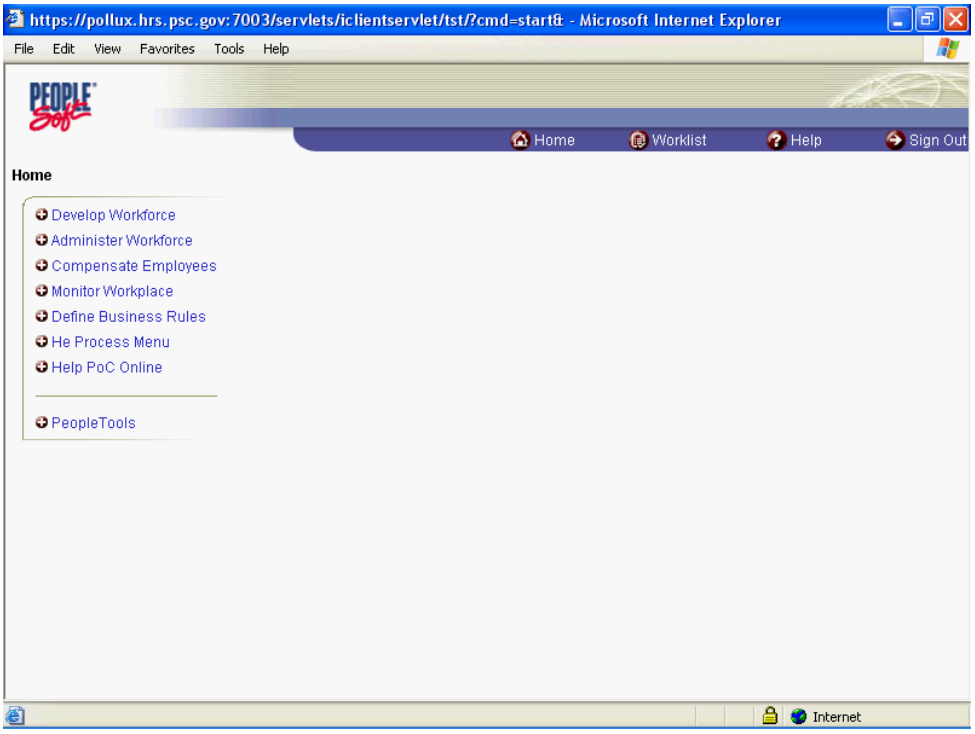
Step	Action
21.	Press **[Tab]**.
22.	Enter the desired information into the **Pay Period Amount** field. Enter "**50.00**".
23.	Press **[Tab]**.
24.	Click the **OK** button. OK



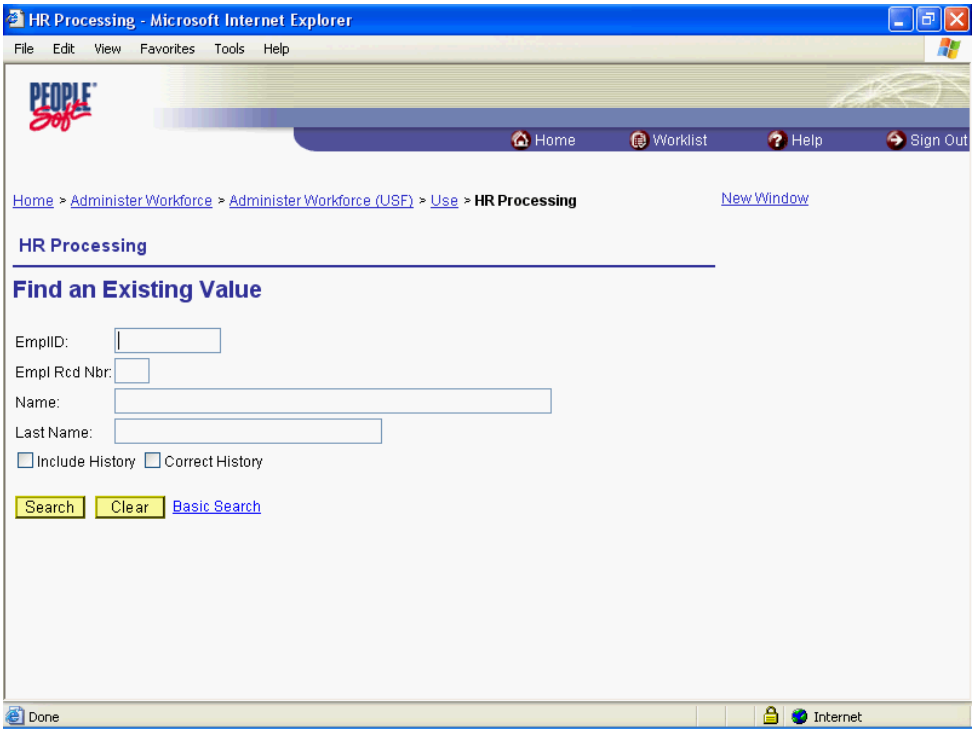
Step	Action
25.	Click the **Save** button.
26.	**End of Procedure.**

Imminent Danger Pay Stop

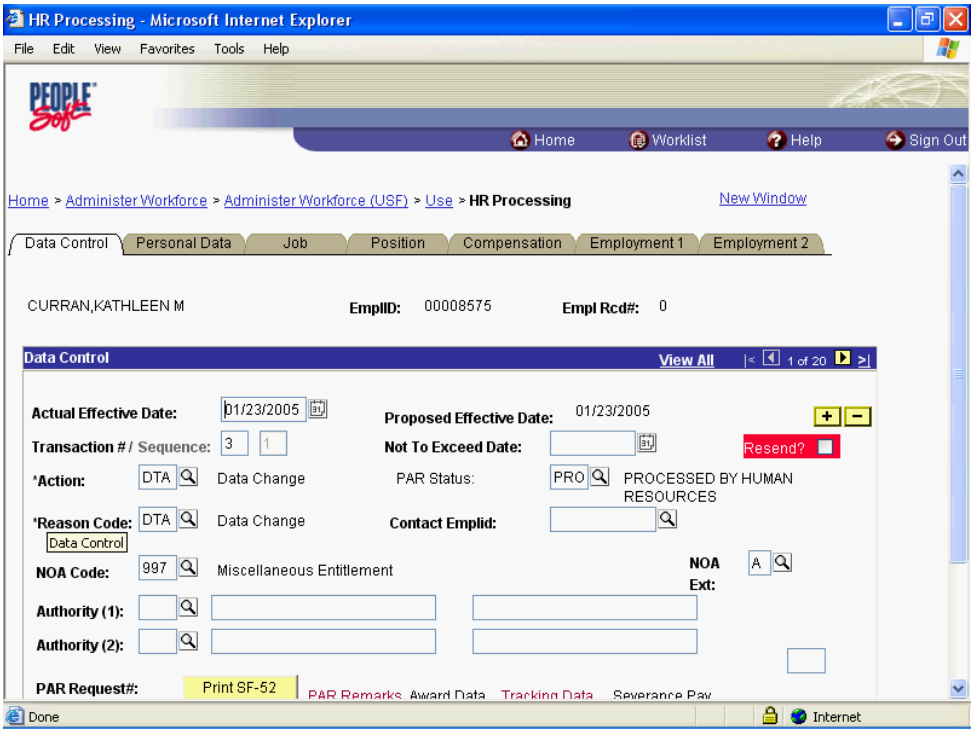
Procedure



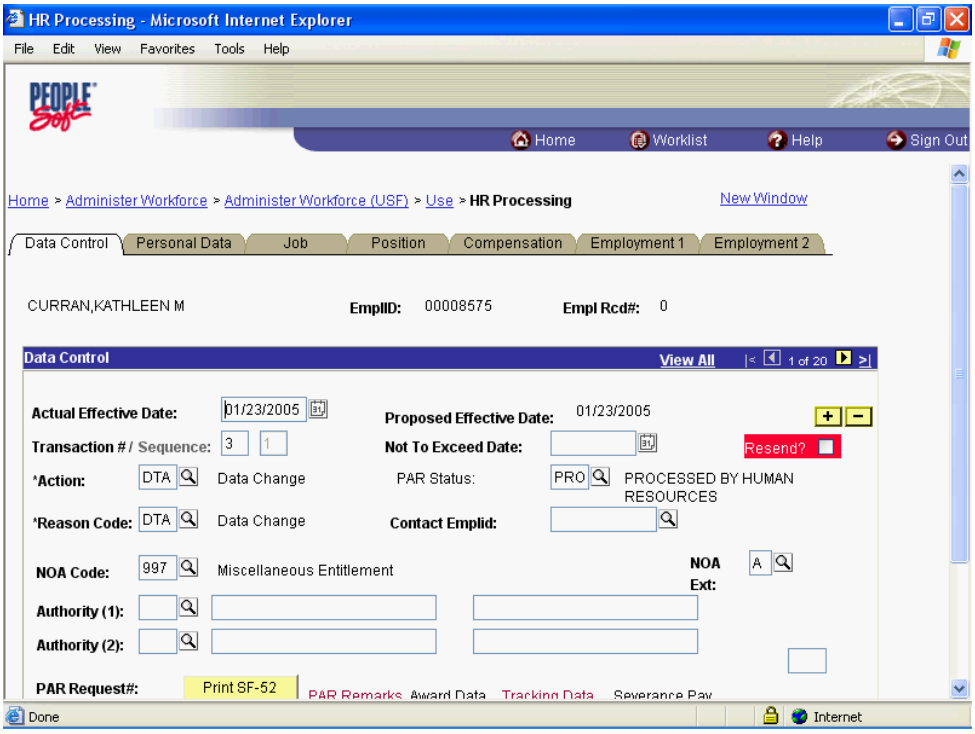
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



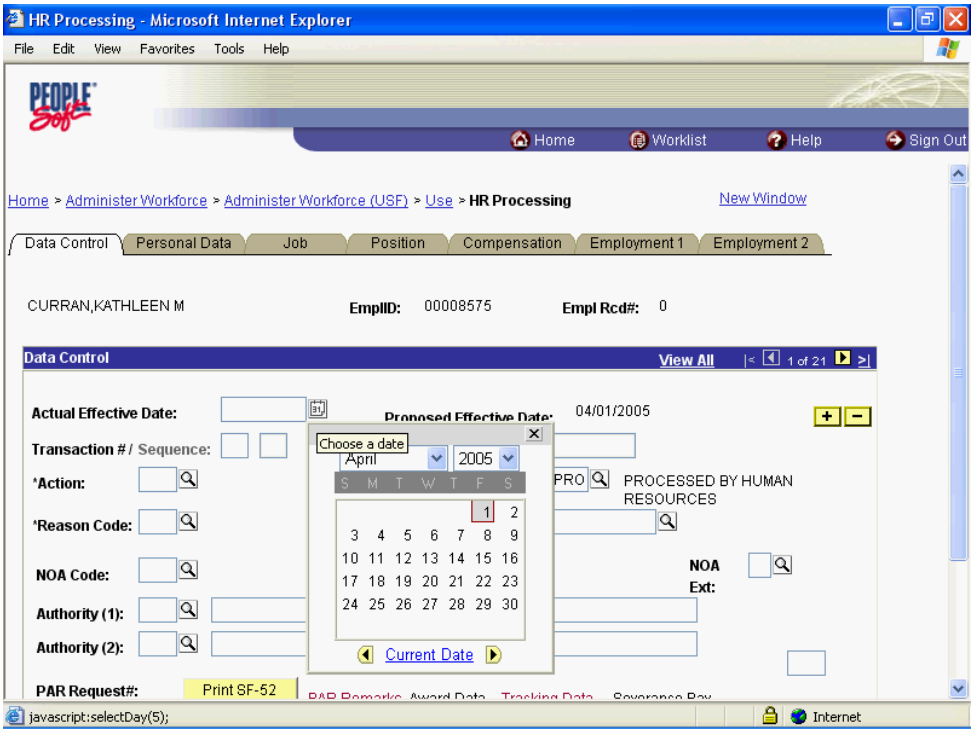
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00008575**".
6.	Click the **Search** button. Search



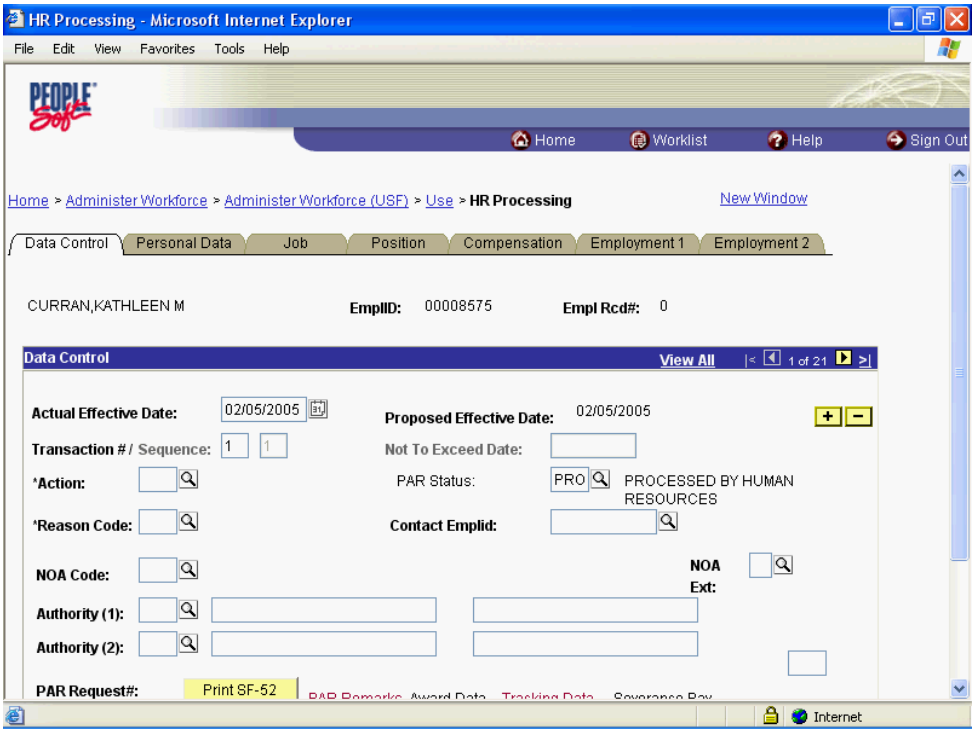
Step	Action
7.	Point to the object.



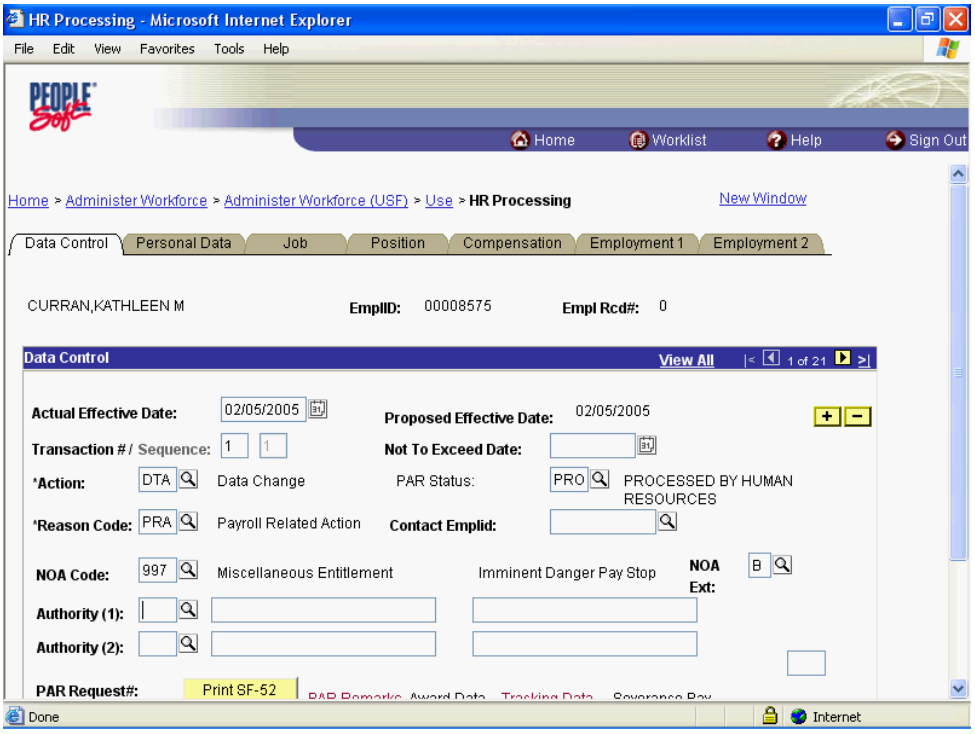
Step	Action
8.	Click the **Add a new row at row 1** button.
9.	Click the **Calendar icon** button.



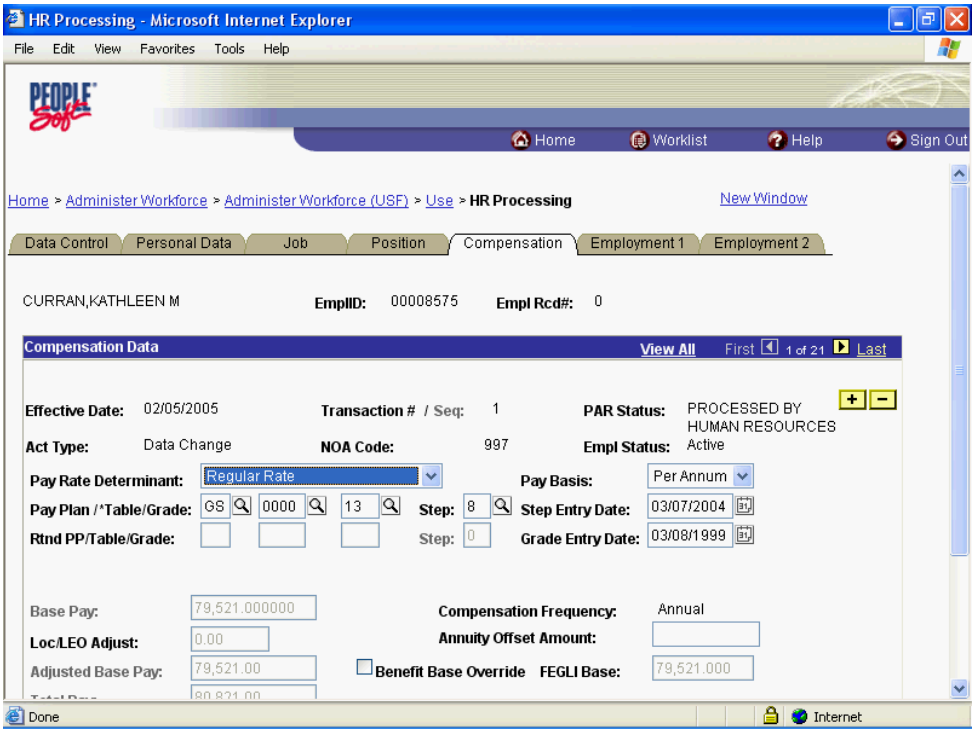
Step	Action
10.	Click the desired date.



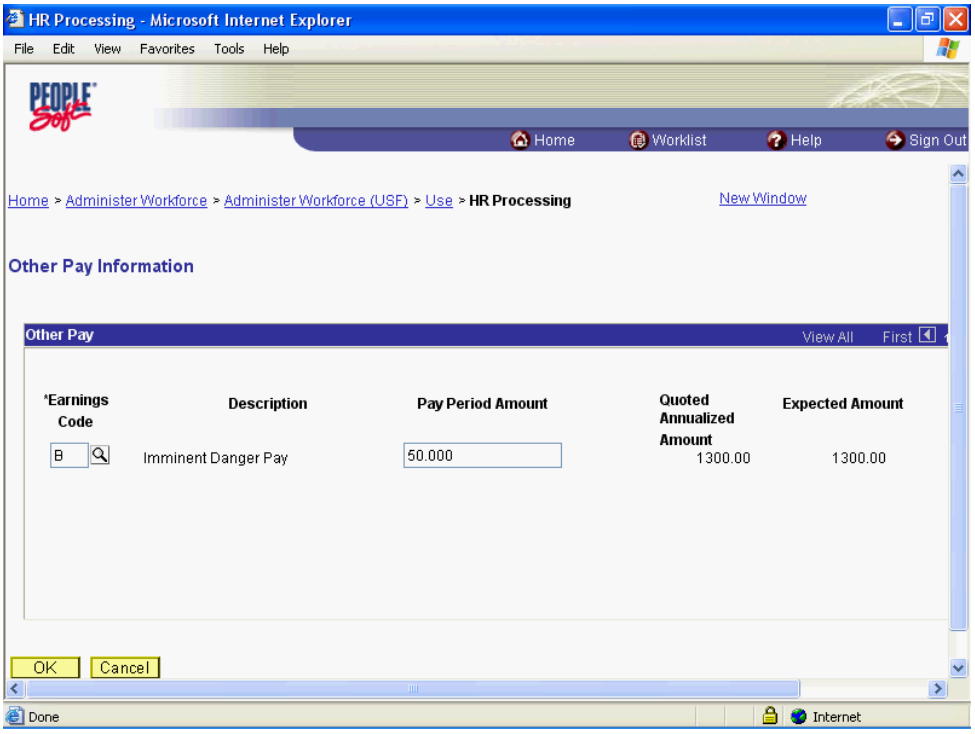
Step	Action
11.	Enter the desired information into the ***Action** field. Enter "**DTA**".
12.	Enter the desired information into the ***Reason Code** field. Enter "**PRA**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **NOA Code** field. Enter "**997**".
15.	Press **[Tab]**.
16.	Enter the desired information into the **NOA Ext** field. Enter "**B**".
17.	Press **[Tab]**.



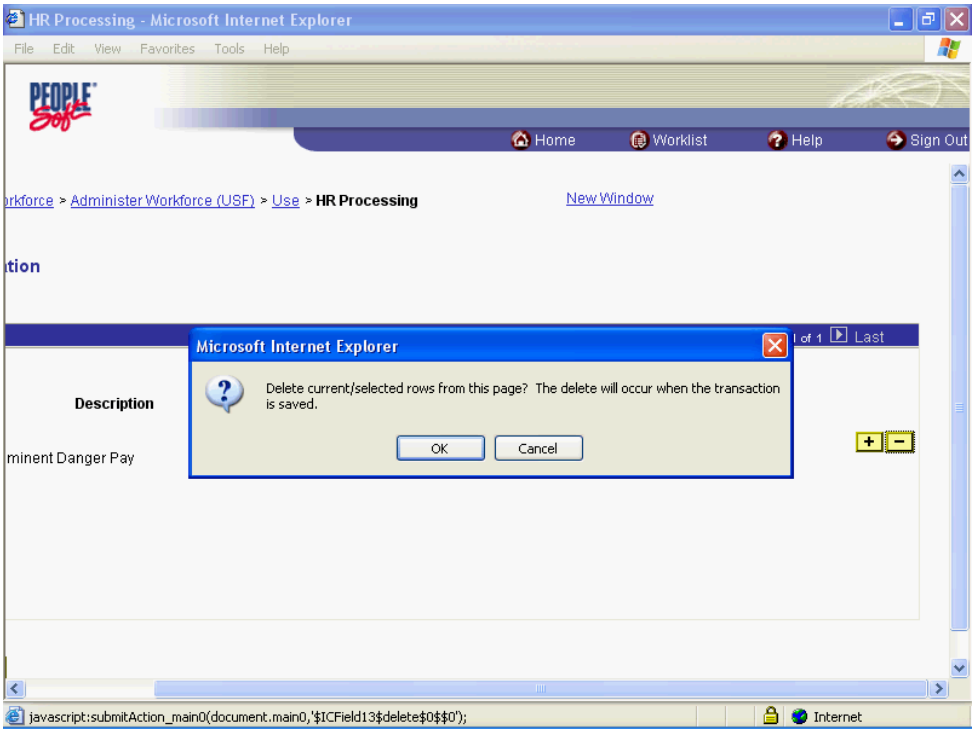
Step	Action
18.	Click the **Compensation** tab. Compensation



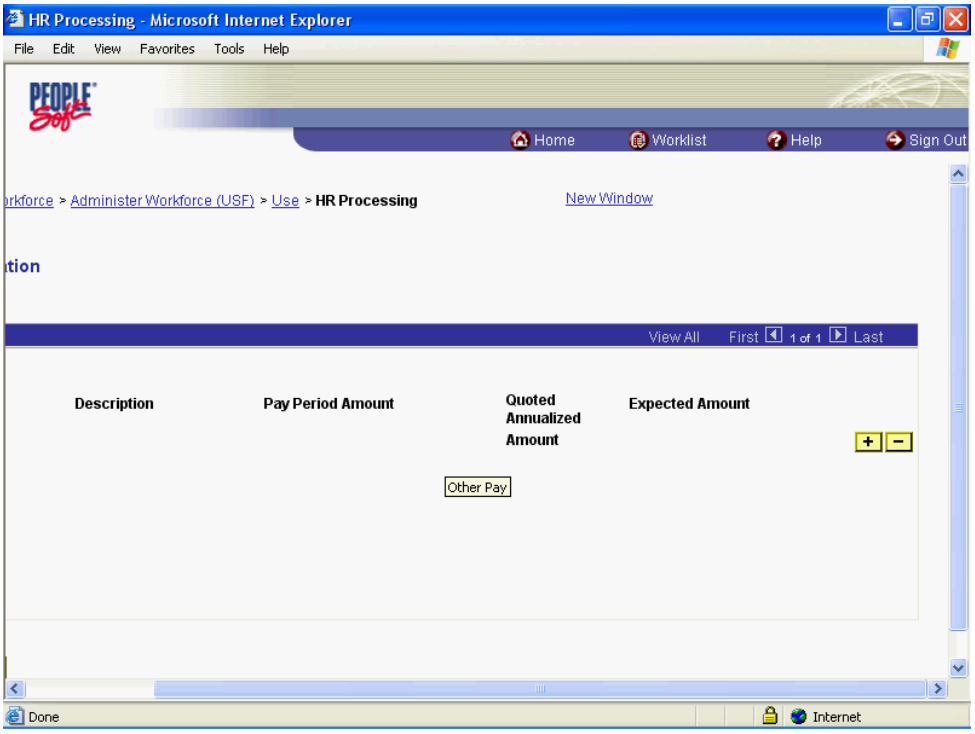
Step	Action
19.	Click the **Other Pay Information** link.



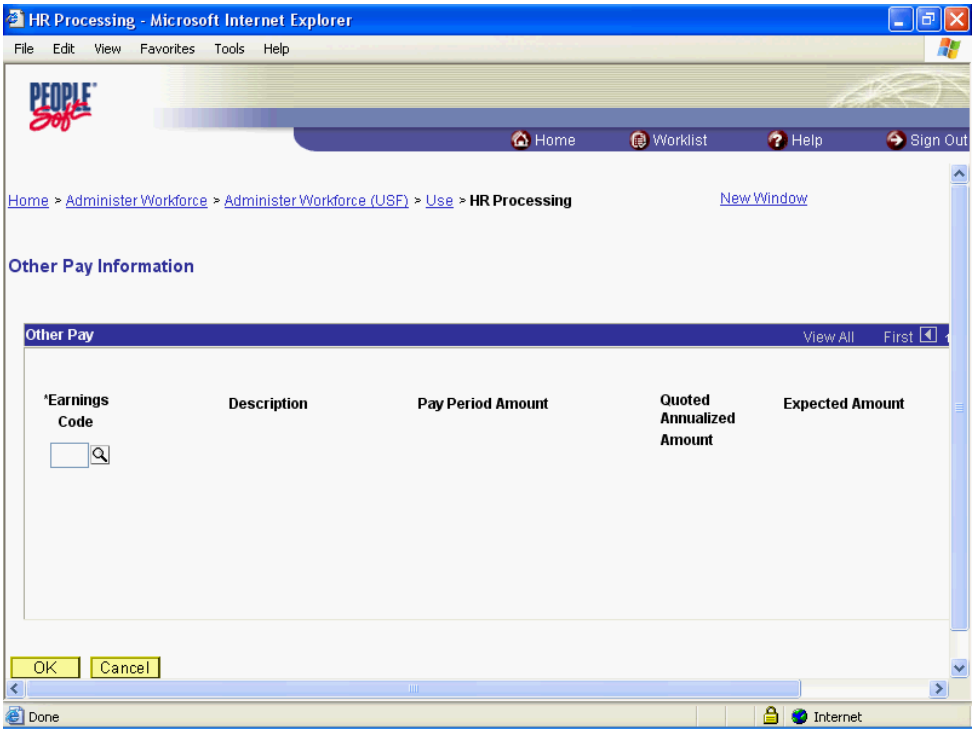
Step	Action
20.	Click the **Delete row 1** button.



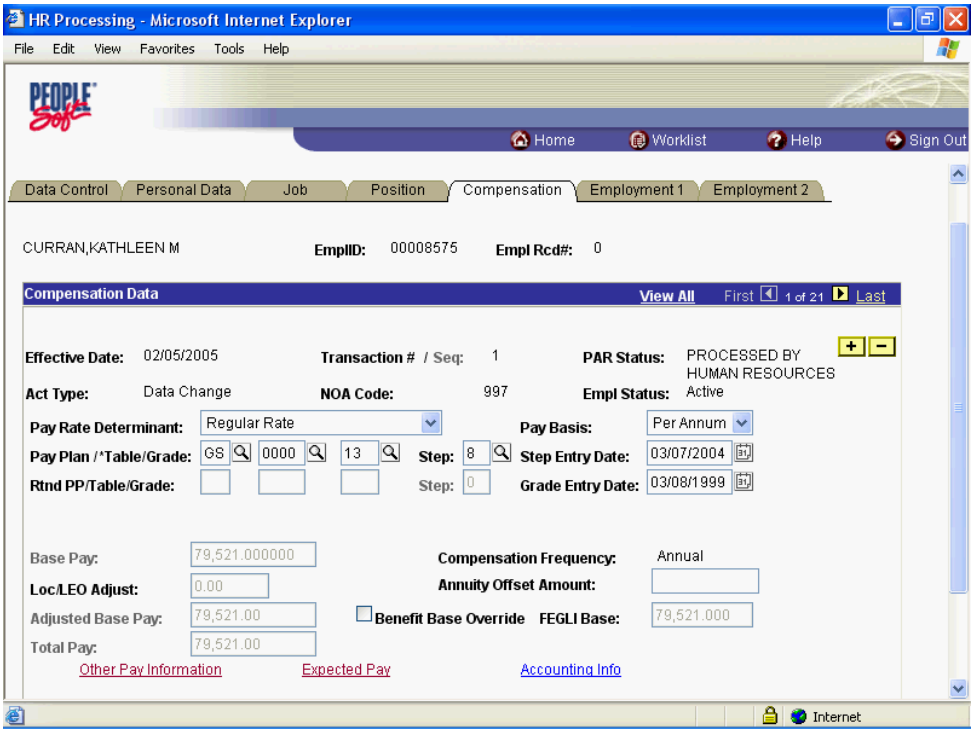
Step	Action
21.	Click the **OK** button. OK



Step	Action
22.	Release the mouse button.



Step	Action
23.	Click the **OK** button. OK



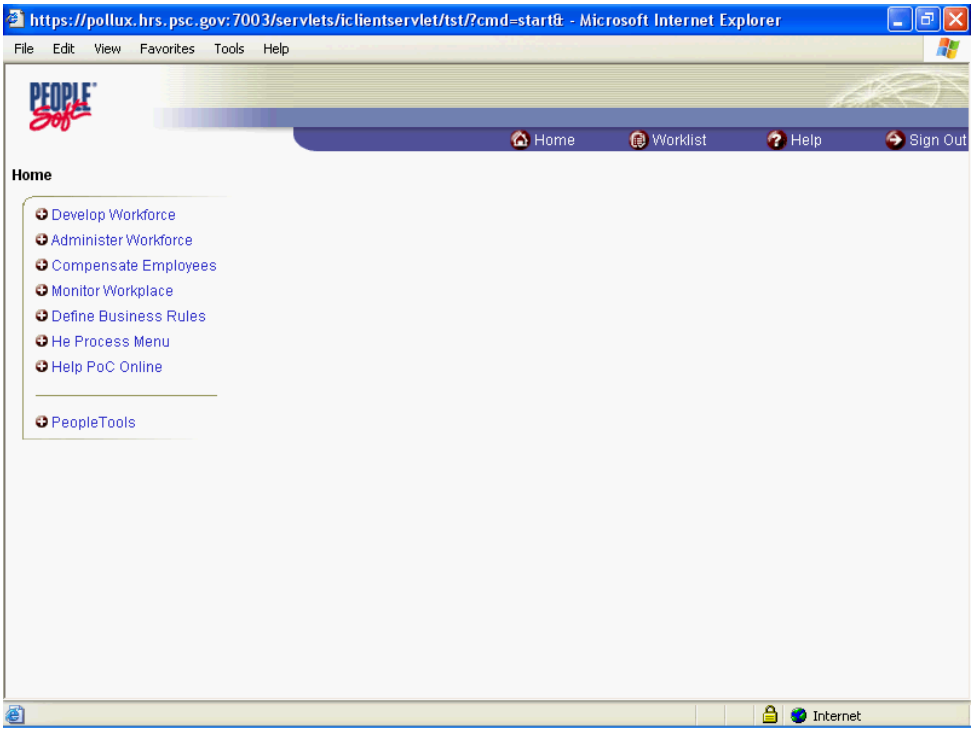
Step	Action
24.	Click the **Save** button.

Step	Action
25.	Click the **Ok** button. OK
26.	**End of Procedure.**

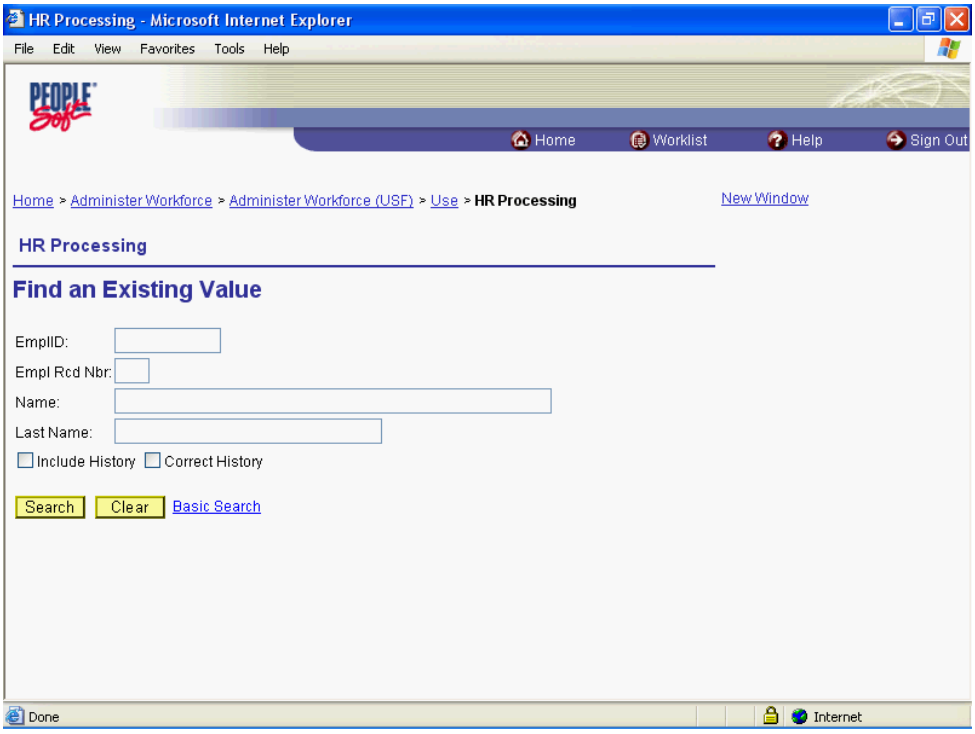
Danger Pay

Danger Pay Start

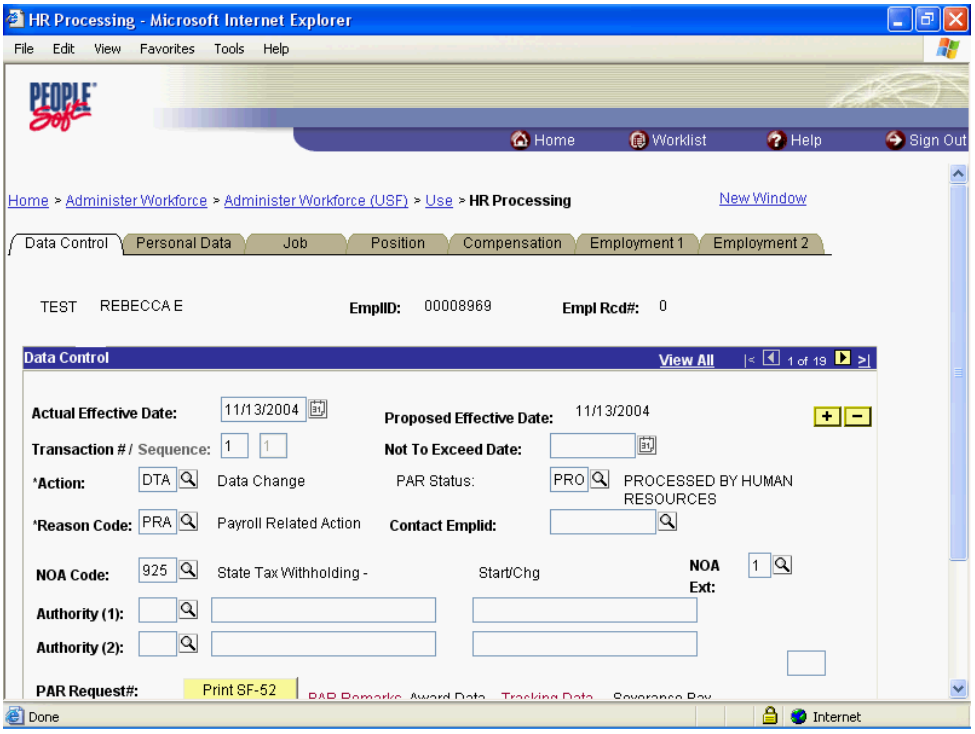
Procedure



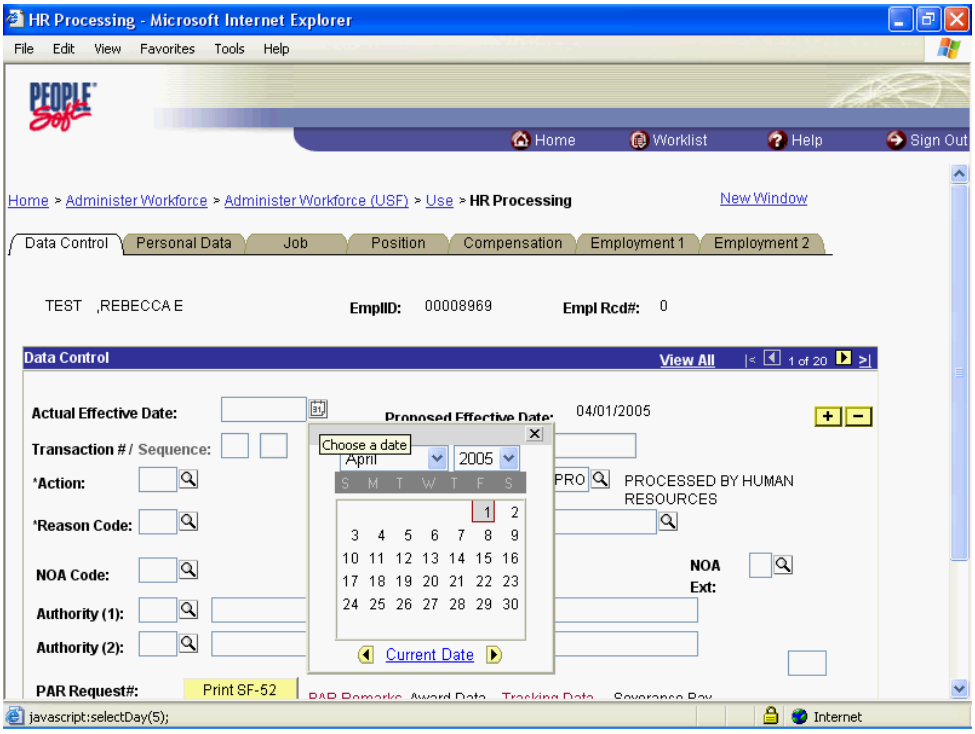
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



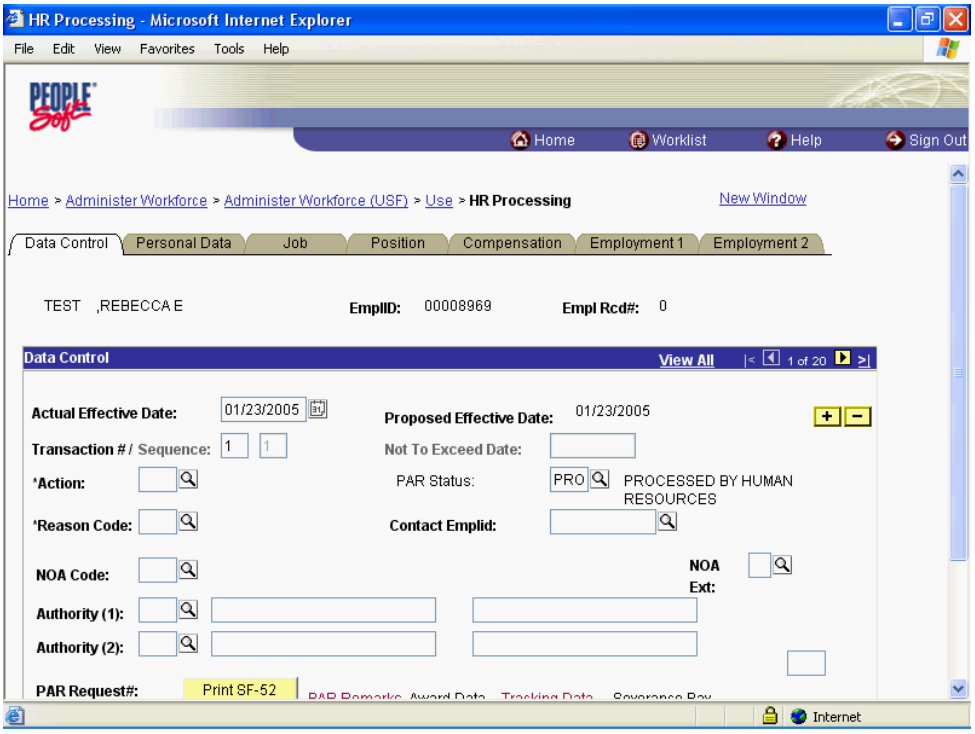
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00008969**".
6.	Click the **Search** button. Search



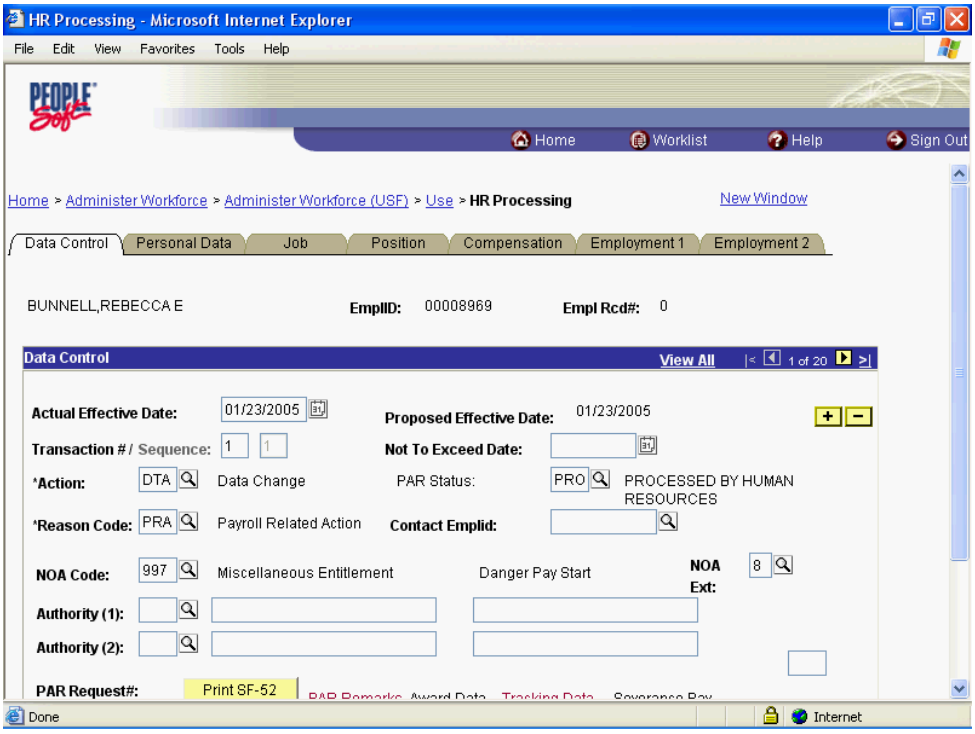
Step	Action
7.	Click the **Add a new row at row 1** button.
8.	Click the **Calendar icon** button.



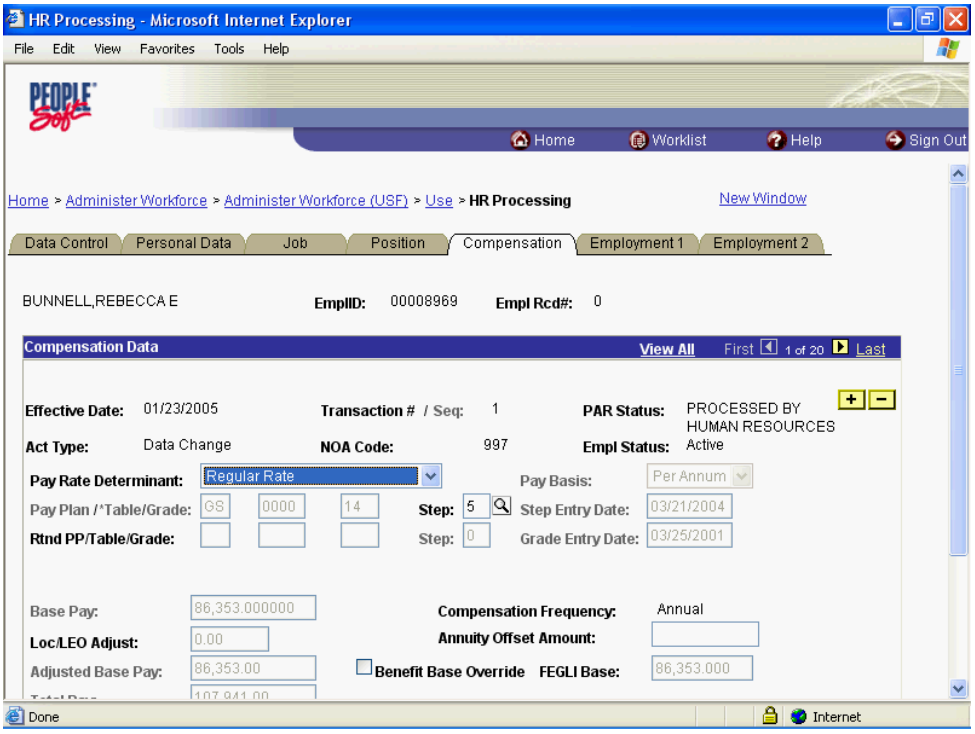
Step	Action
9.	Click the desired date.



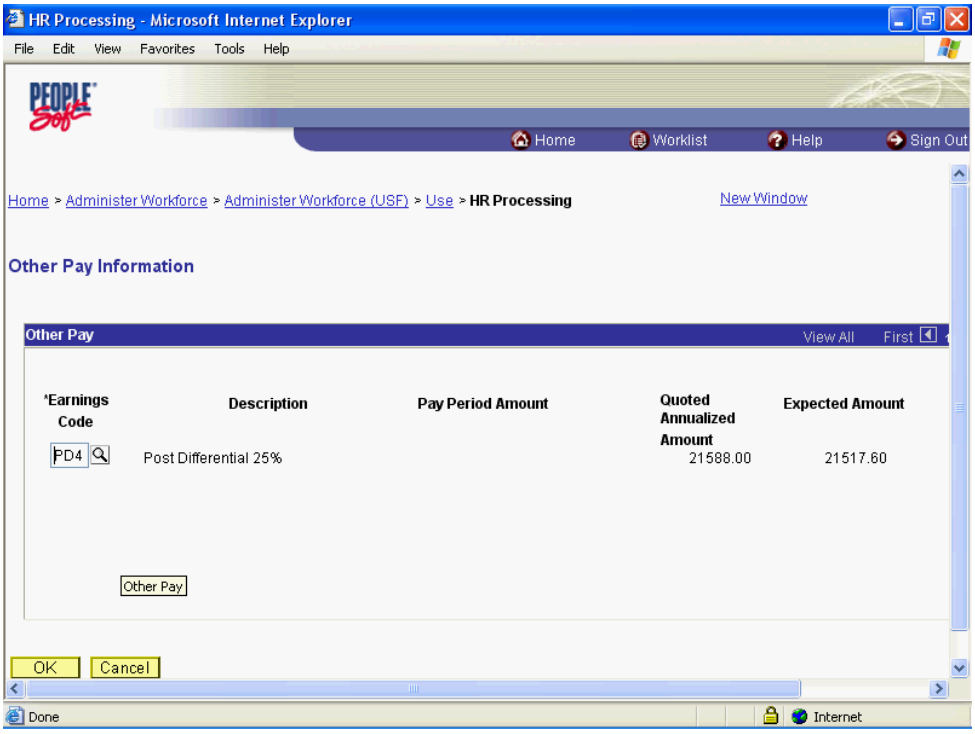
Step	Action
10.	Press **[Tab]**.
11.	Click in the ***Reason Code** field.
12.	Press **[Tab]**.
13.	Press **[Tab]**.
14.	Press **[Tab]**.



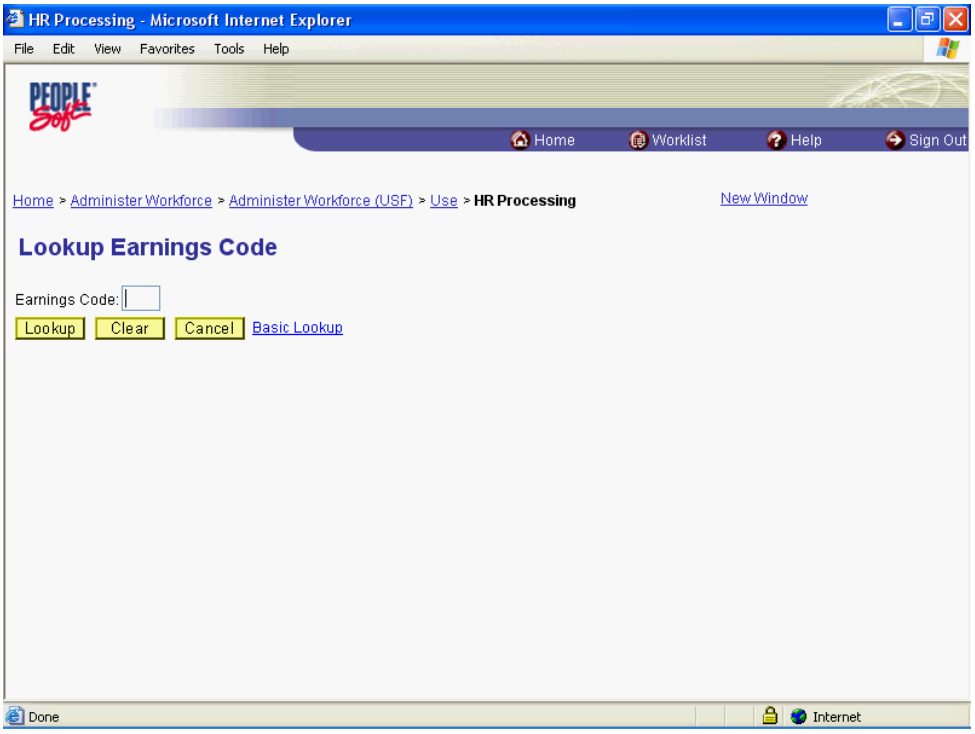
Step	Action
15.	Click the **Compensation** tab. Compensation



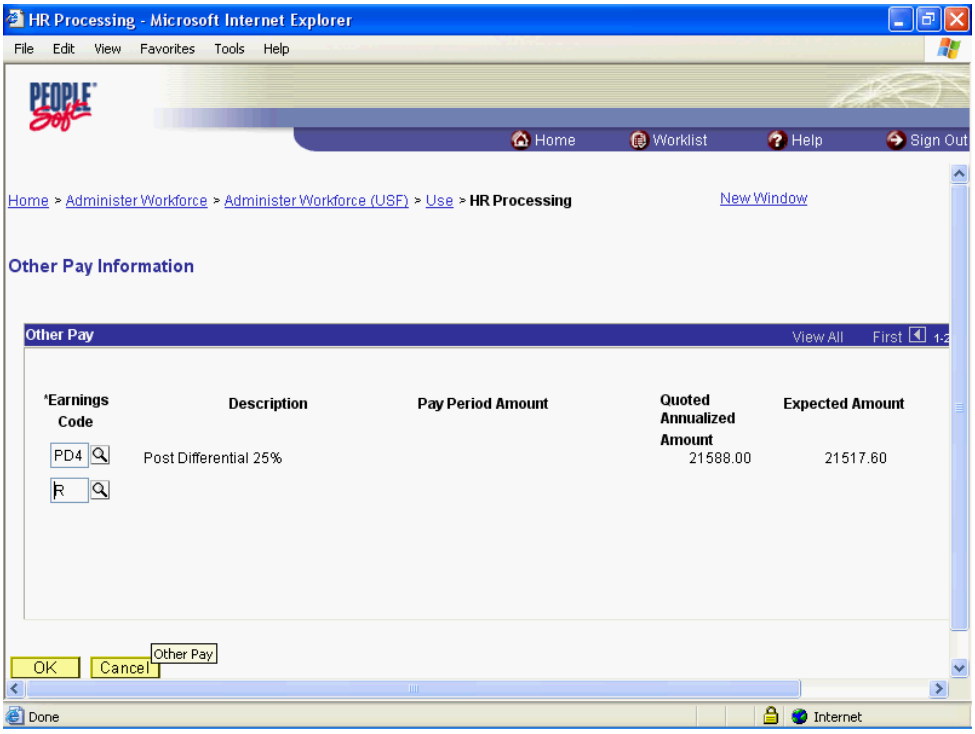
Step	Action
16.	Click the **Other Pay Information** link.



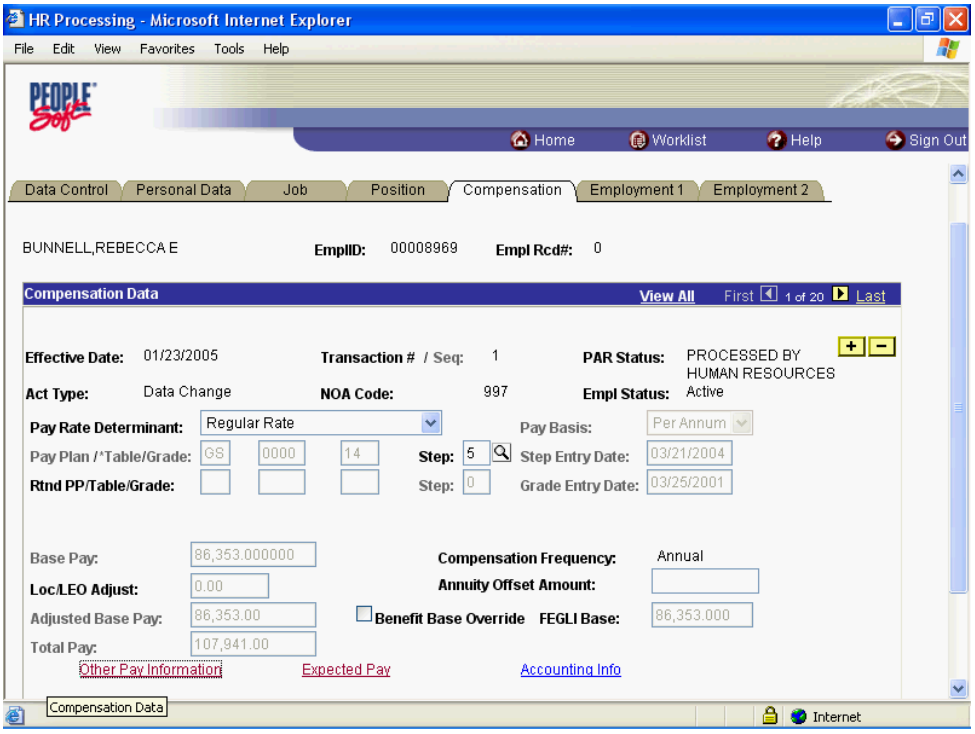
Step	Action
17.	Click the **Add a new row at row 1** button.
18.	Click the **Lookup Earnings Code** button.



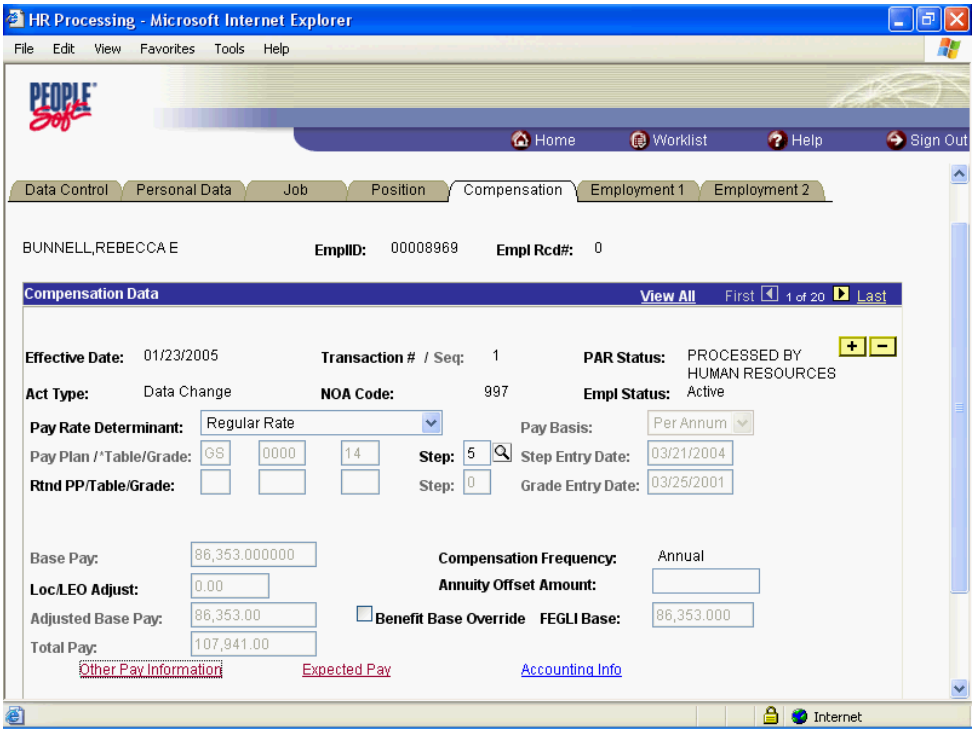
Step	Action
19.	Click the **Lookup** button. Lookup
20.	Click the **Search Results** table.
21.	Click the **Search Results** table.



Step	Action
22.	Click the **OK** button. OK



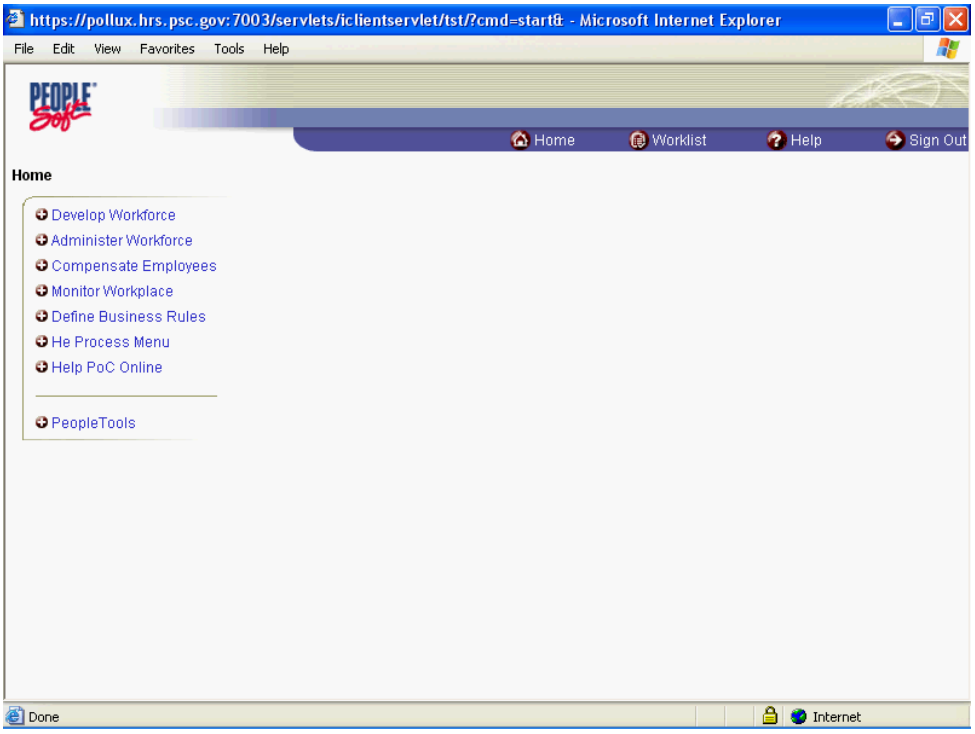
Step	Action
23.	Point to the object.



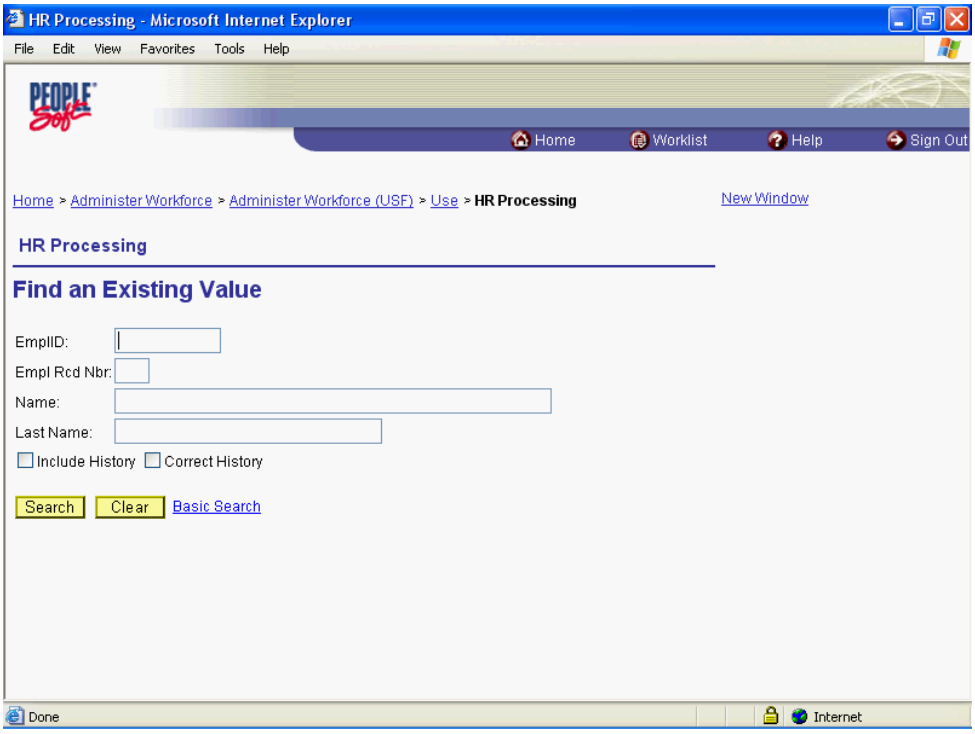
Step	Action
24.	Click the **Save** button.
25.	**End of Procedure.**

Danger Pay Change

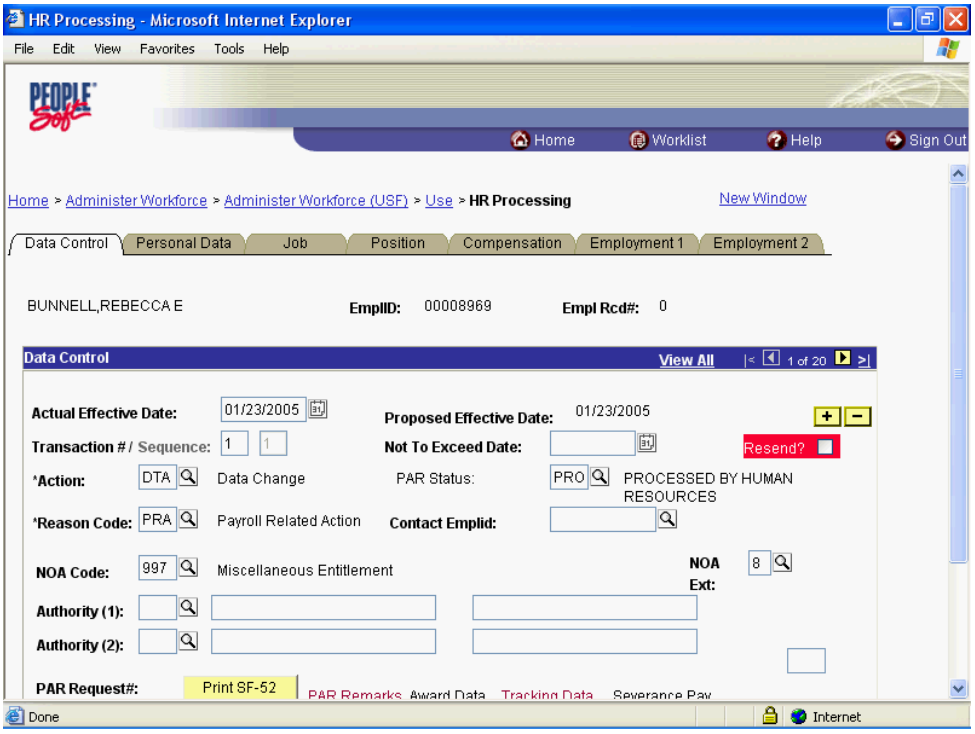
Procedure



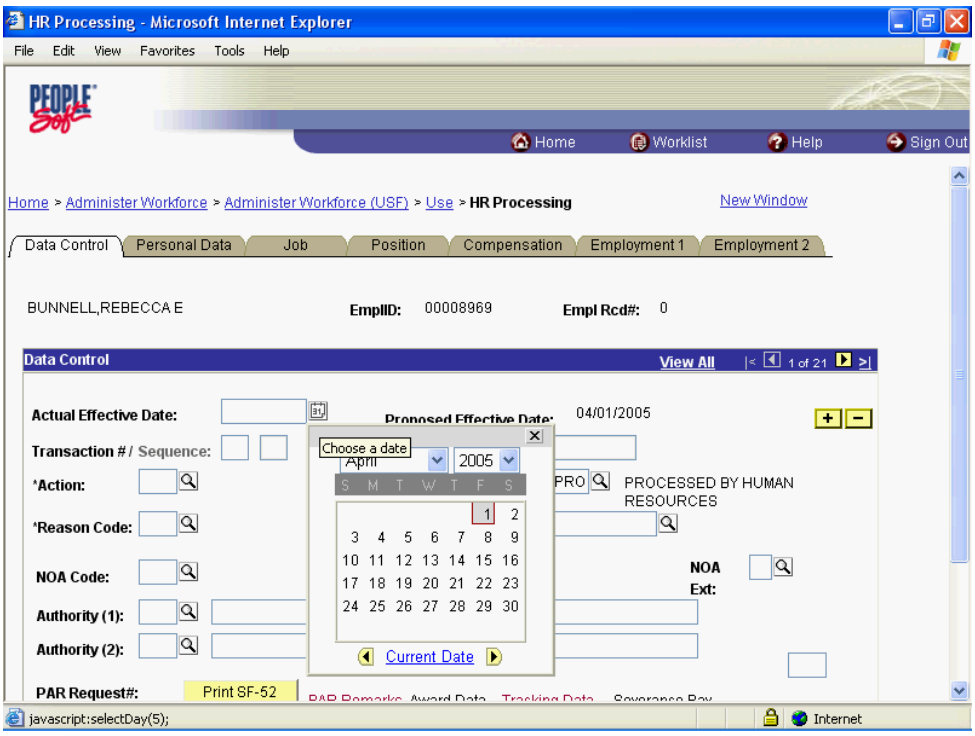
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



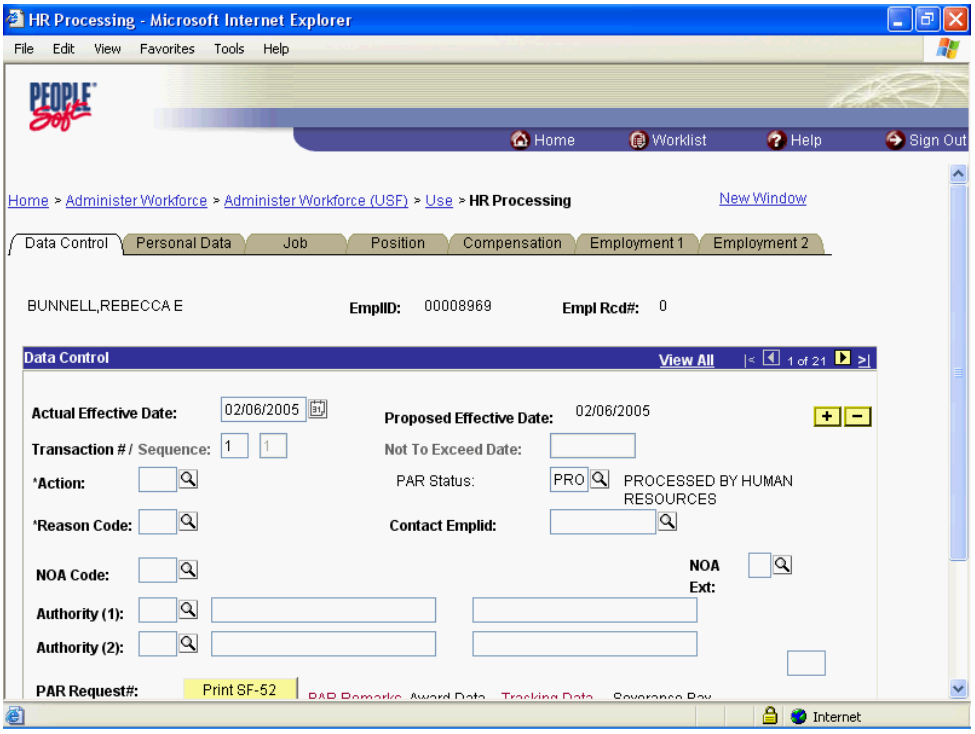
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00008969**".
6.	Click the **Search** button. Search



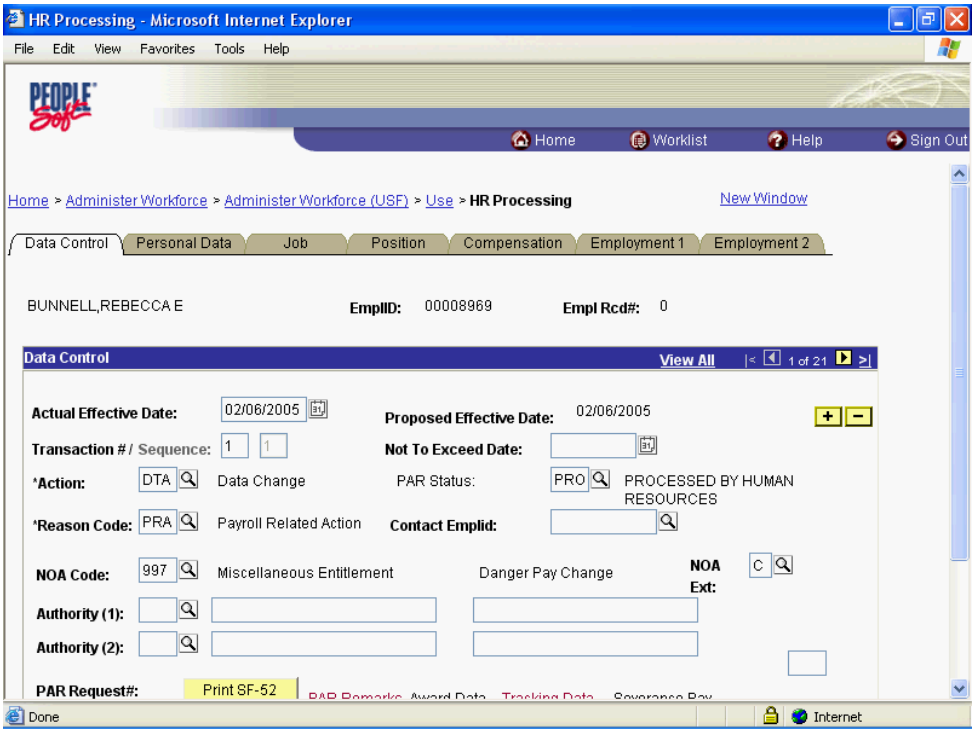
Step	Action
7.	Click the **Add a new row at row 1** button.
8.	Click the **Calendar icon** button.



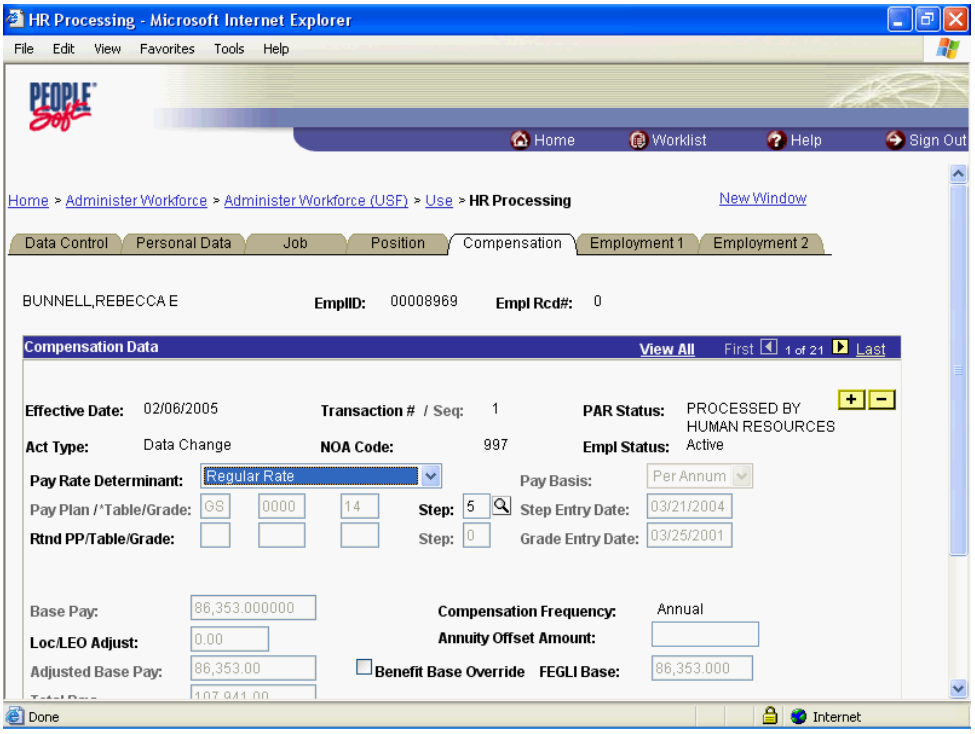
Step	Action
9.	Click the desired date.



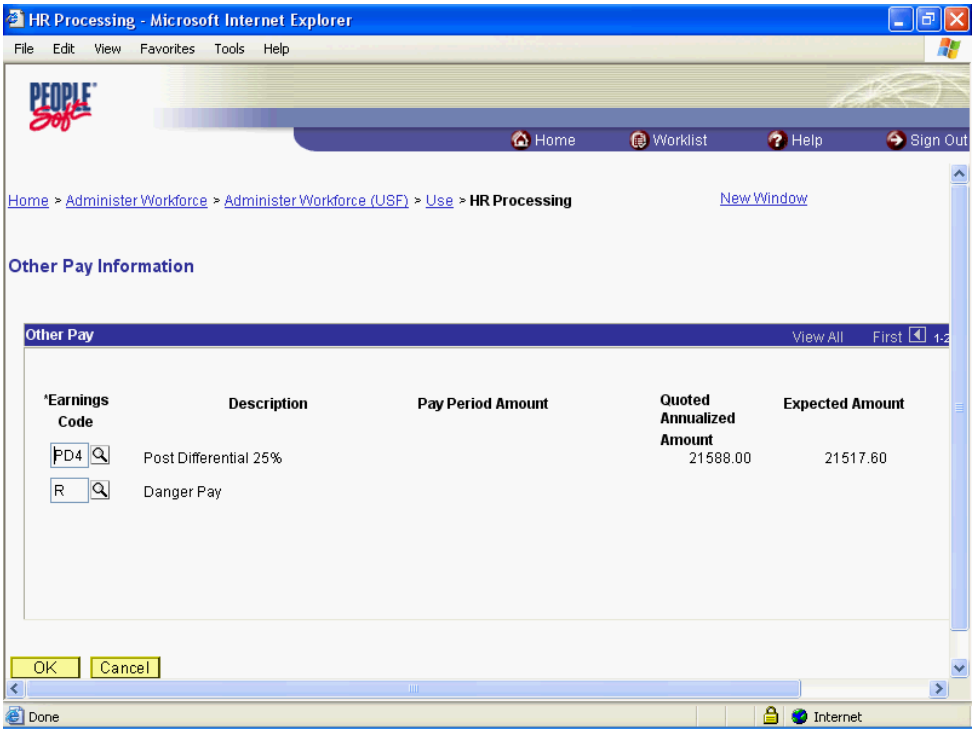
Step	Action
10.	Enter the desired information into the ***Action** field. Enter "**DTA**".
11.	Click in the ***Reason Code** field.
12.	Press **[Tab]**.
13.	Enter the desired information into the **NOA Code** field. Enter "**997**".
14.	Press **[Tab]**.
15.	Enter the desired information into the **NOA Ext** field. Enter "**C**".
16.	Press **[Tab]**.



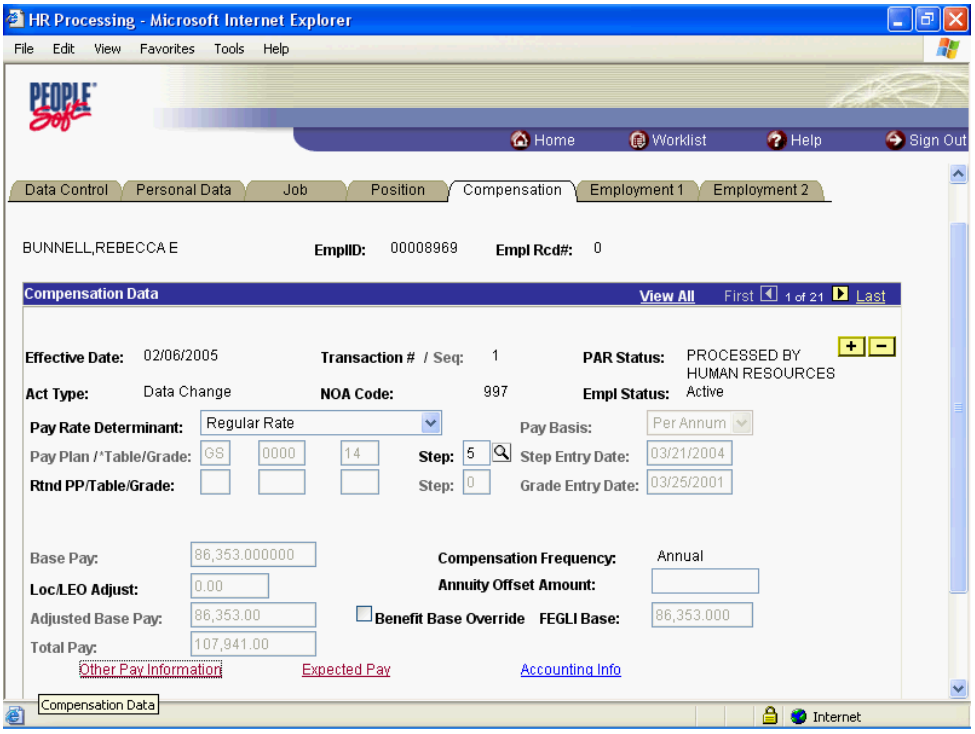
Step	Action
17.	Click the **Compensation** tab. Compensation



Step	Action
18.	Click the **Other Pay Information** link.



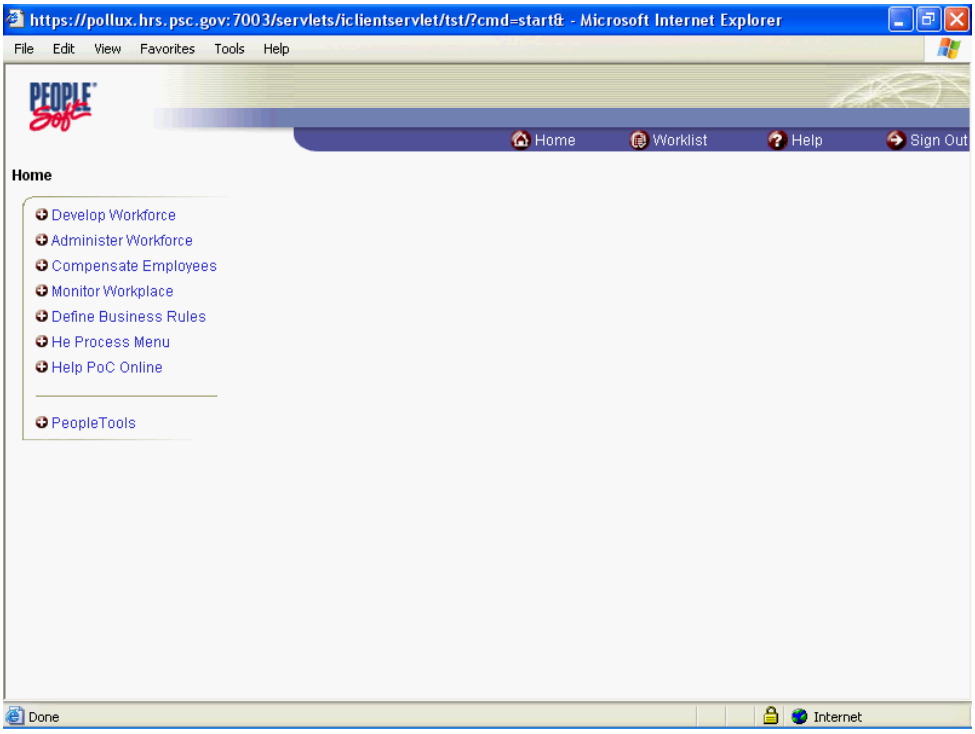
Step	Action
19.	Click the **OK** button. OK



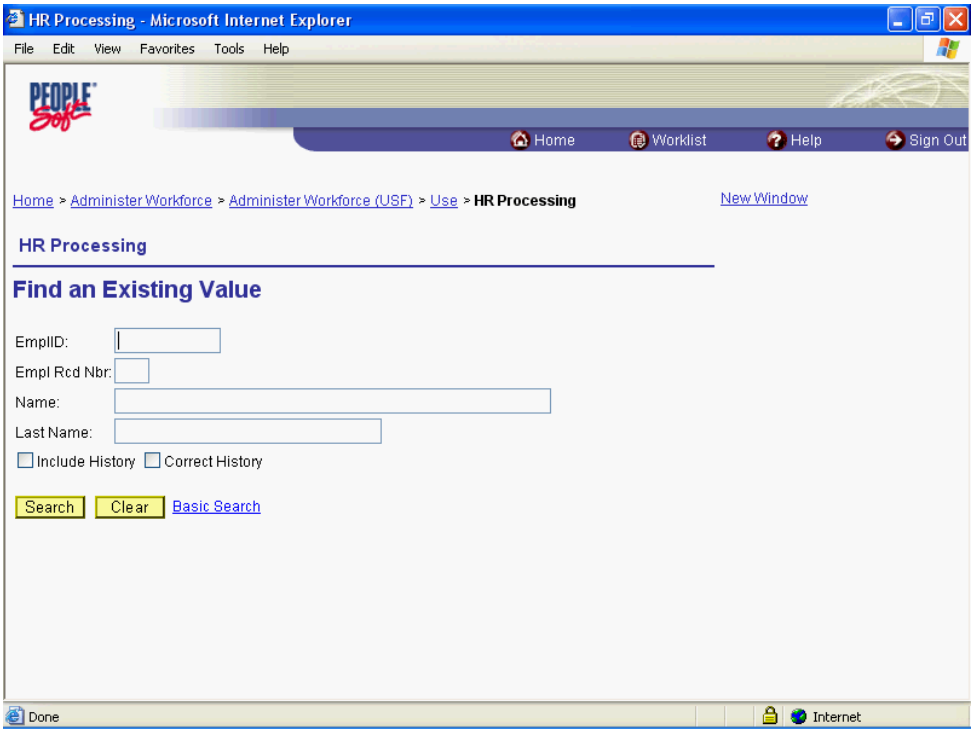
Step	Action
20.	Click the **Save** button.
21.	**End of Procedure.**

Danger Pay Stop

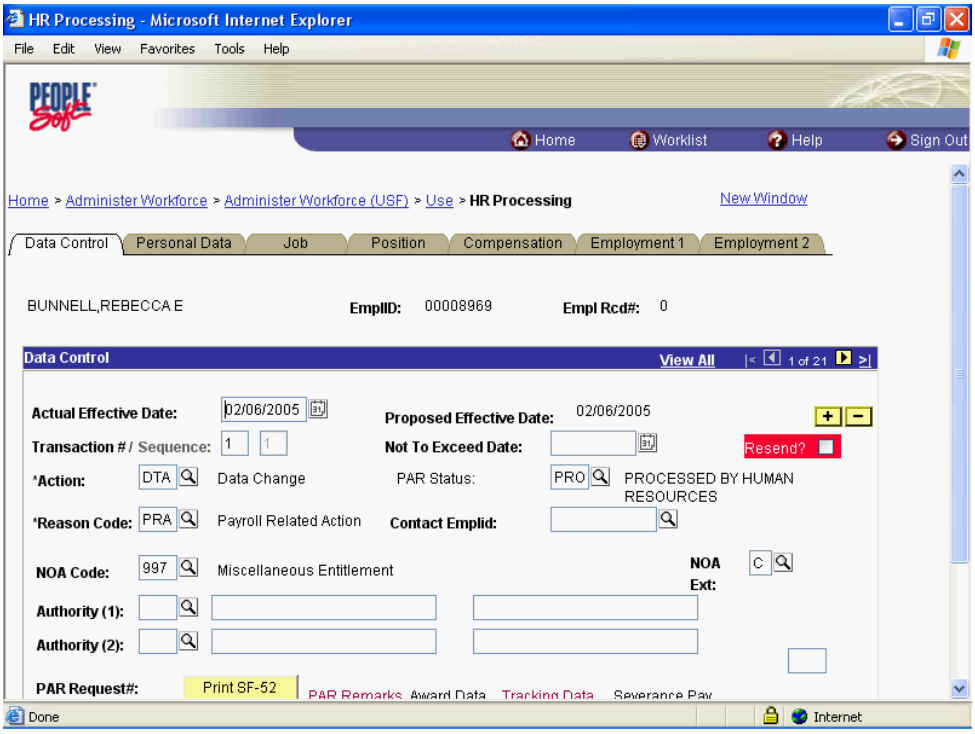
Procedure



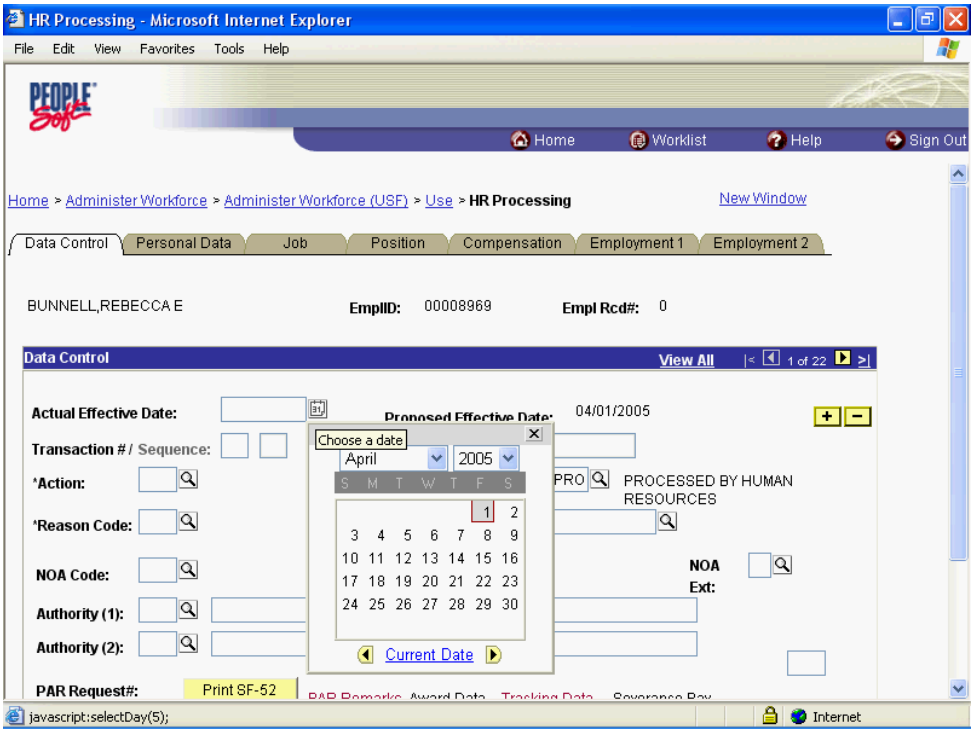
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



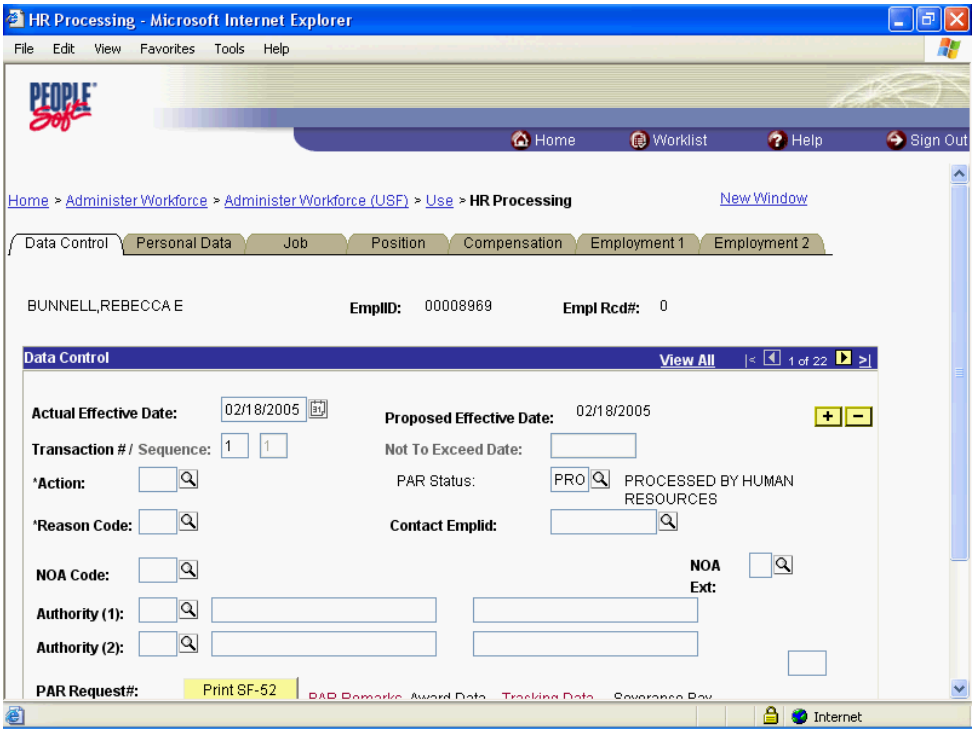
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00008969**".
6.	Click the **Search** button. Search



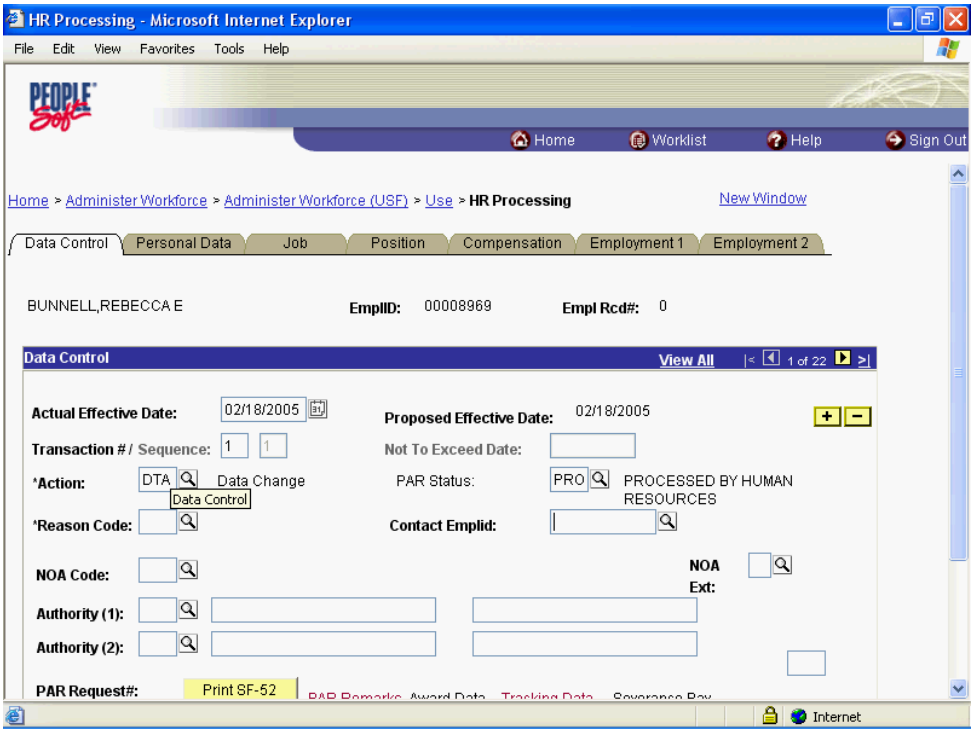
Step	Action
7.	Click the **Add a new row at row 1** button.
8.	Click the **Calendar icon** button.



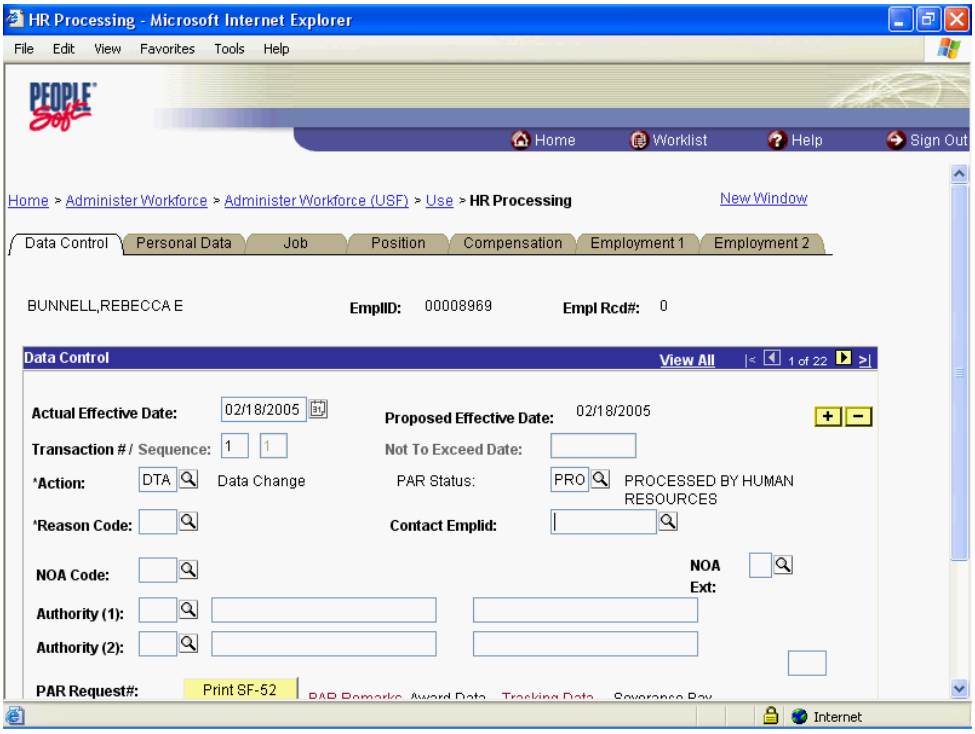
Step	Action
9.	Click the desired date.



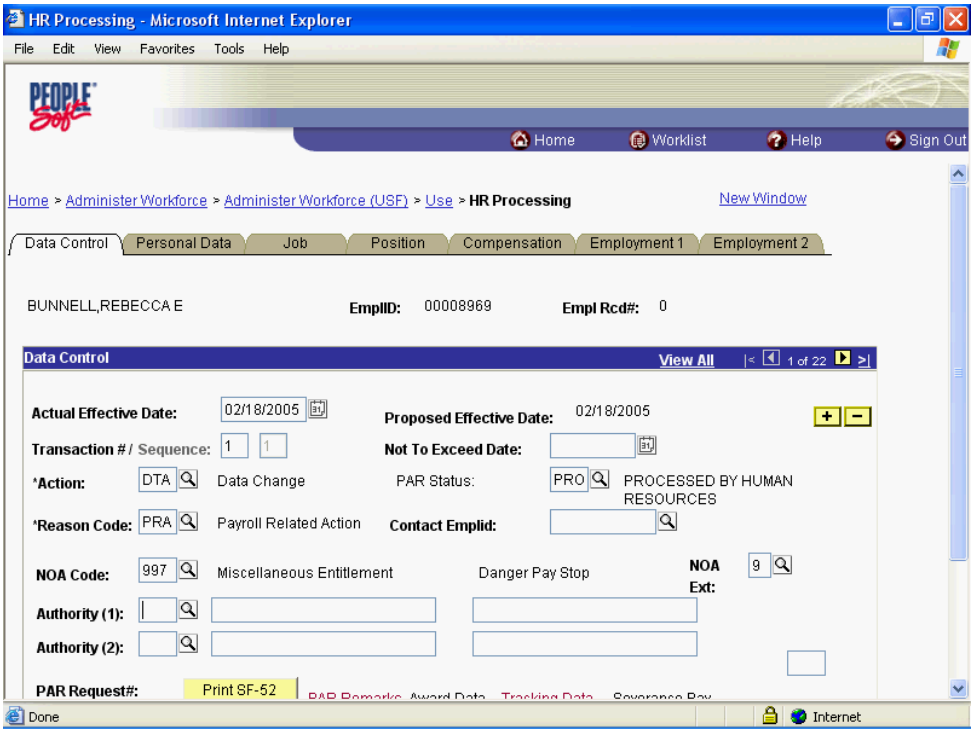
Step	Action
10.	Press **[Tab]**.



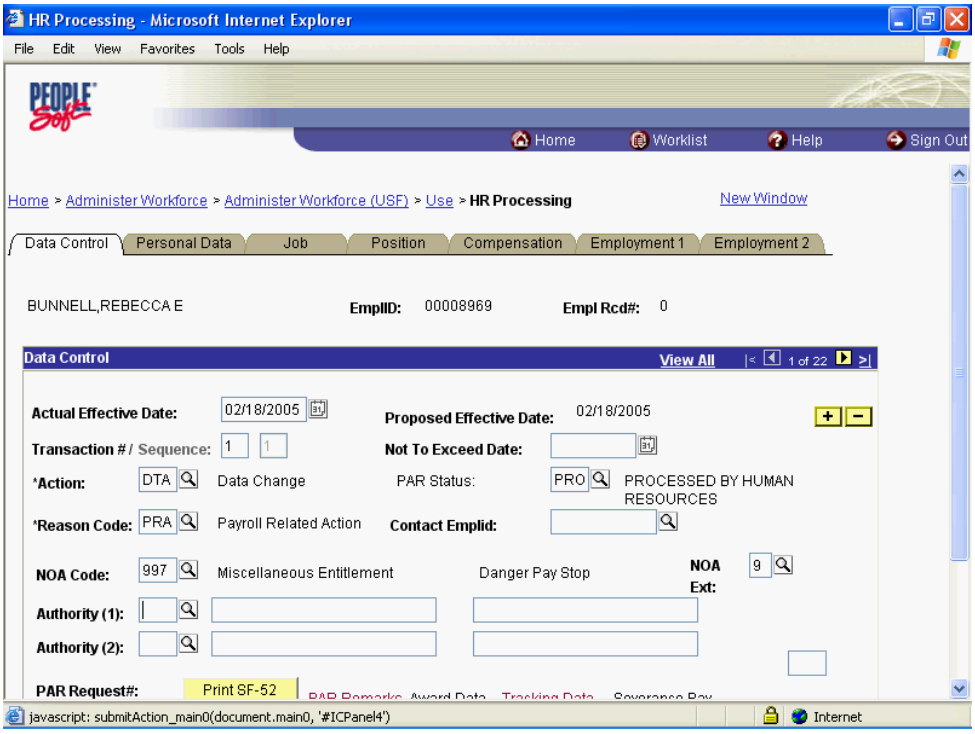
Step	Action
11.	Point to the object.



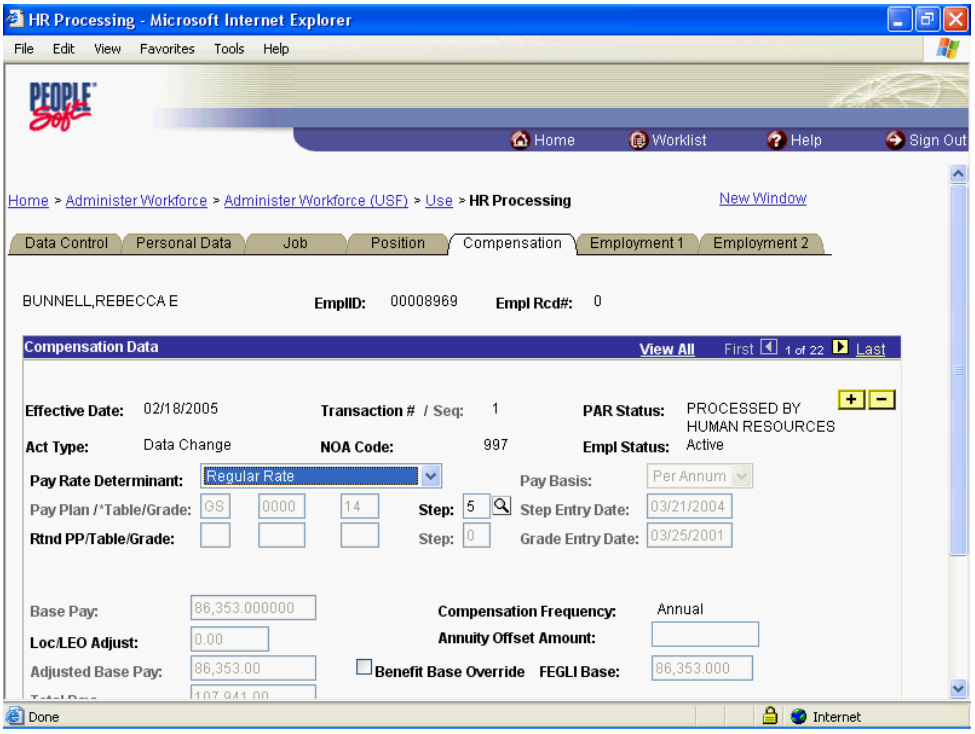
Step	Action
12.	Enter the desired information into the ***Reason Code** field. Enter "**PRA**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **NOA Code** field. Enter "**997**".
15.	Press **[Tab]**.
16.	Enter the desired information into the **NOA Ext** field. Enter "**9**".
17.	Press **[Tab]**.



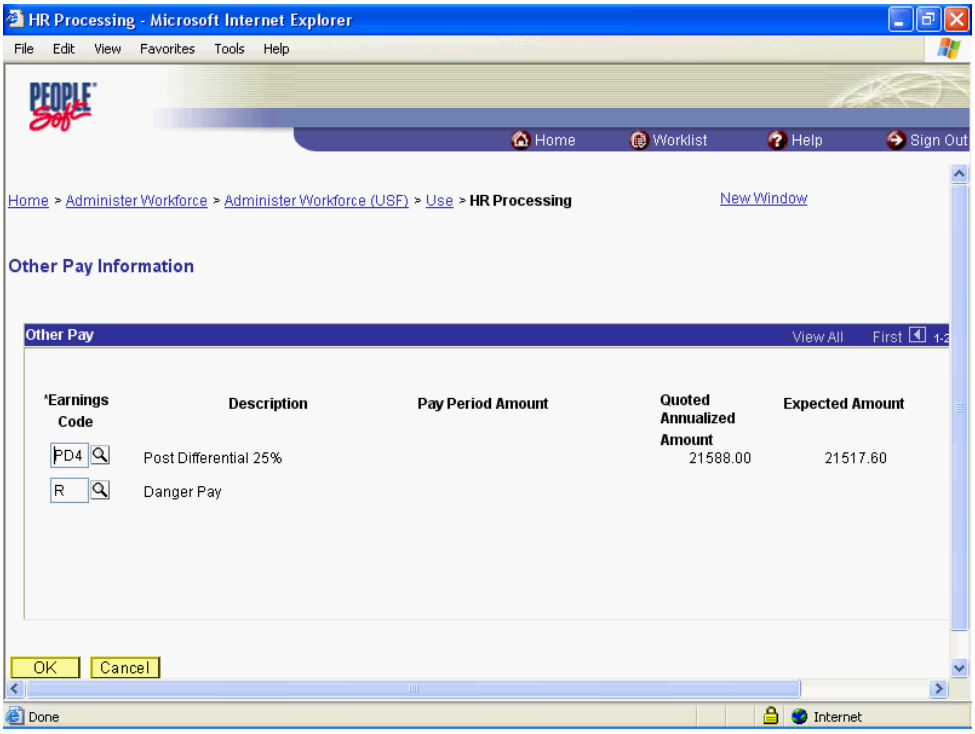
Step	Action
18.	Release the mouse button.



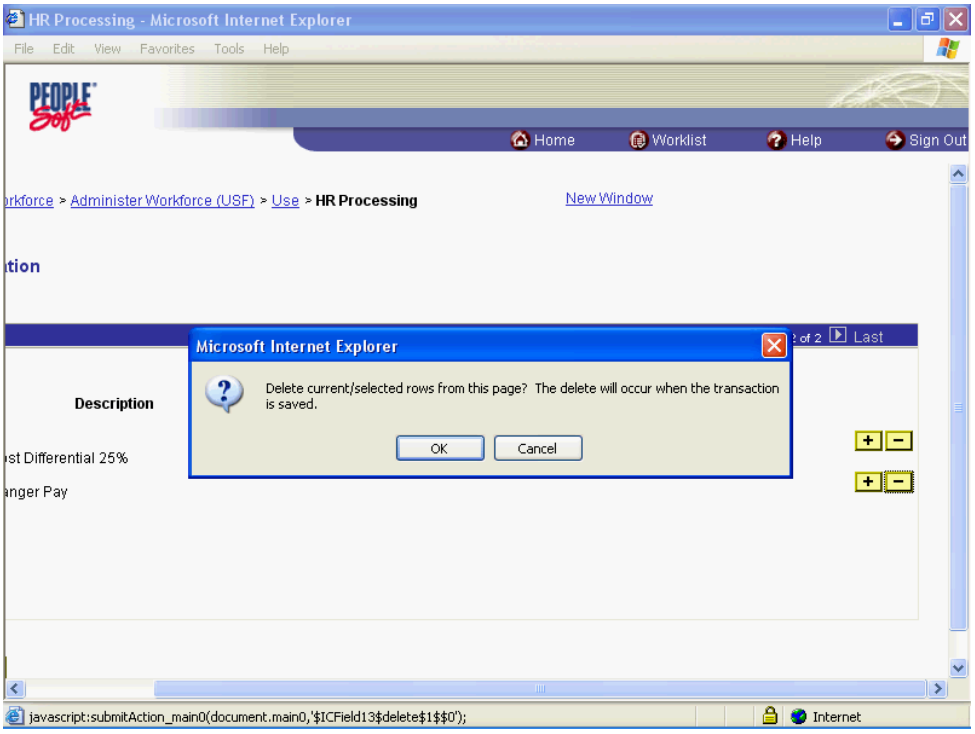
Step	Action
19.	Click the **Compensation** tab. Compensation



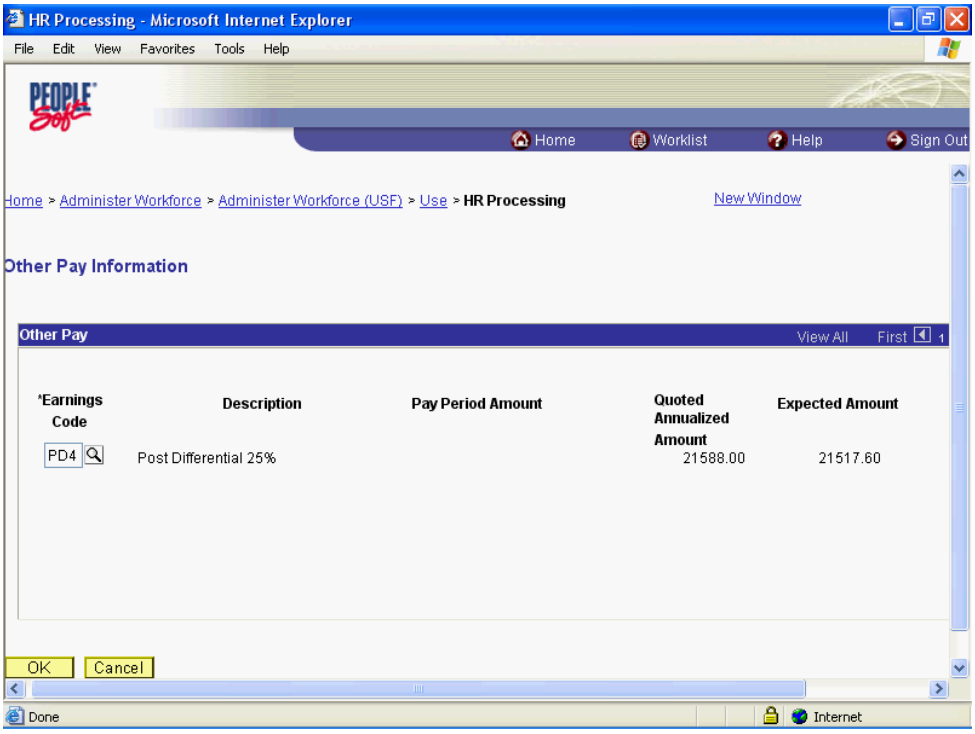
Step	Action
20.	Click the **Other Pay Information** link.



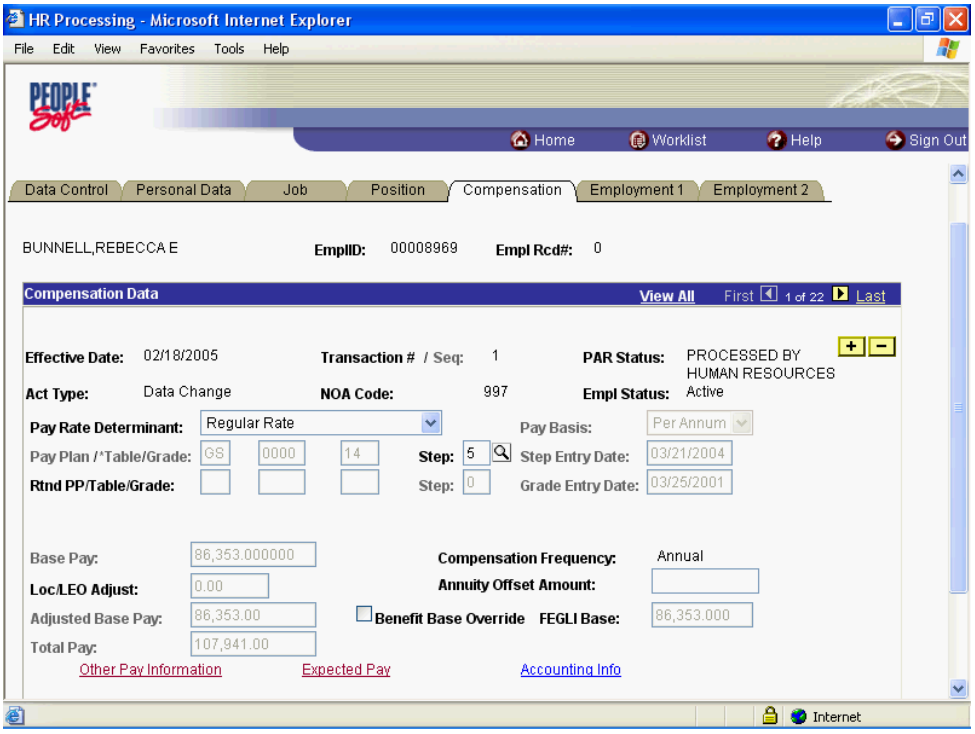
Step	Action
21.	Click the **Delete row 1** button.



Step	Action
22.	Release the mouse button.



Step	Action
23.	Click the **OK** button. OK



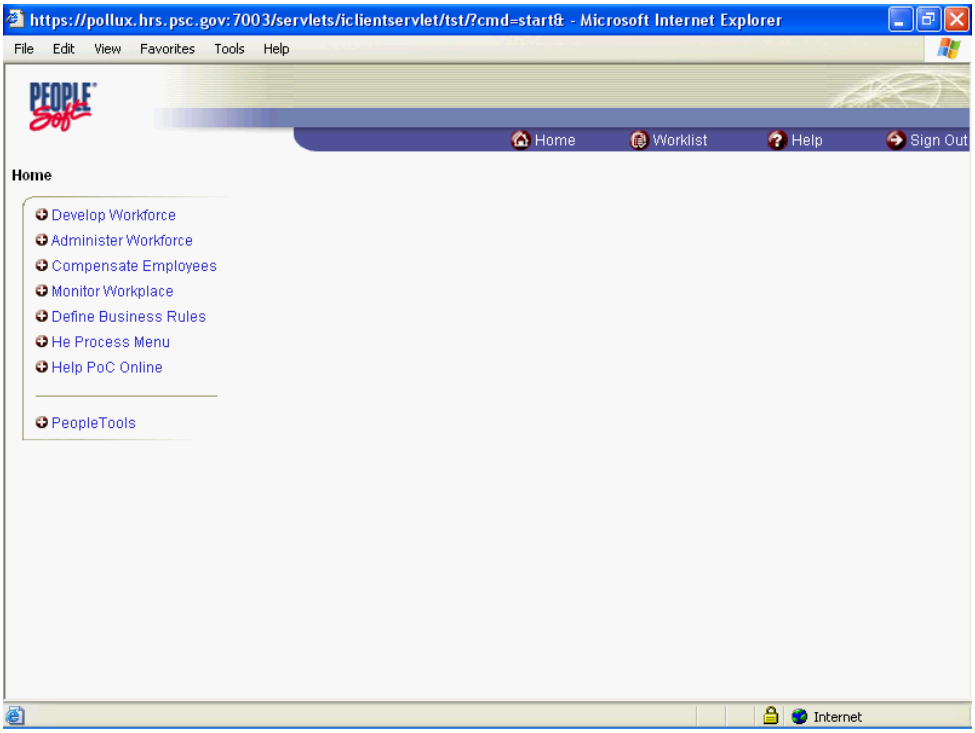
Step	Action
24.	Click the **Ok** button.
25.	**End of Procedure.**

Home Leave

Home Leave is leave granted to Federal employees who are stationed overseas after they have been abroad for a period of two years. This is in addition to regular sick and annual leave that Federal employees earn.
This topic will provide instructions for establishing the service agreement and the PAR action for processing a start, change or stop of Home Leave in EHRP.

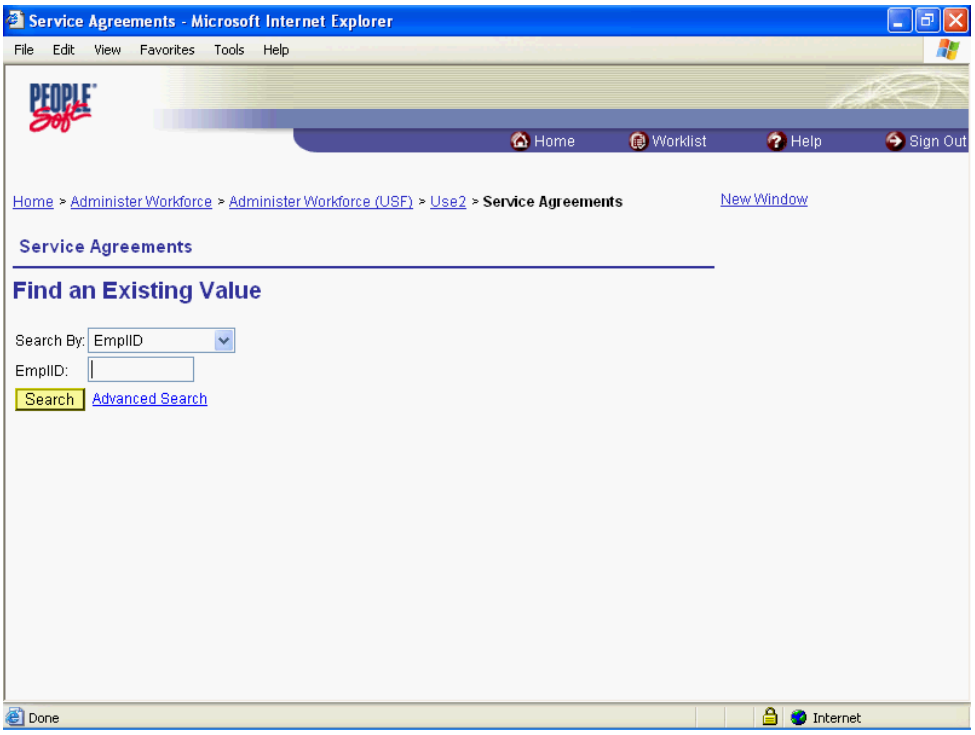
Starting Home Leave

Procedure

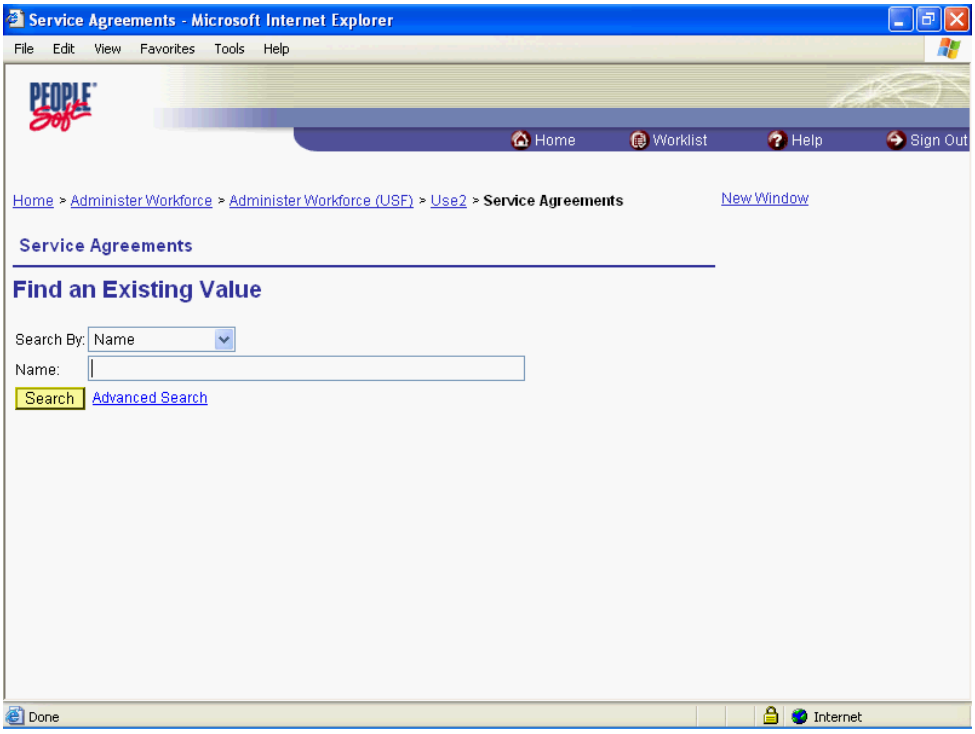


Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use2** link. Use2

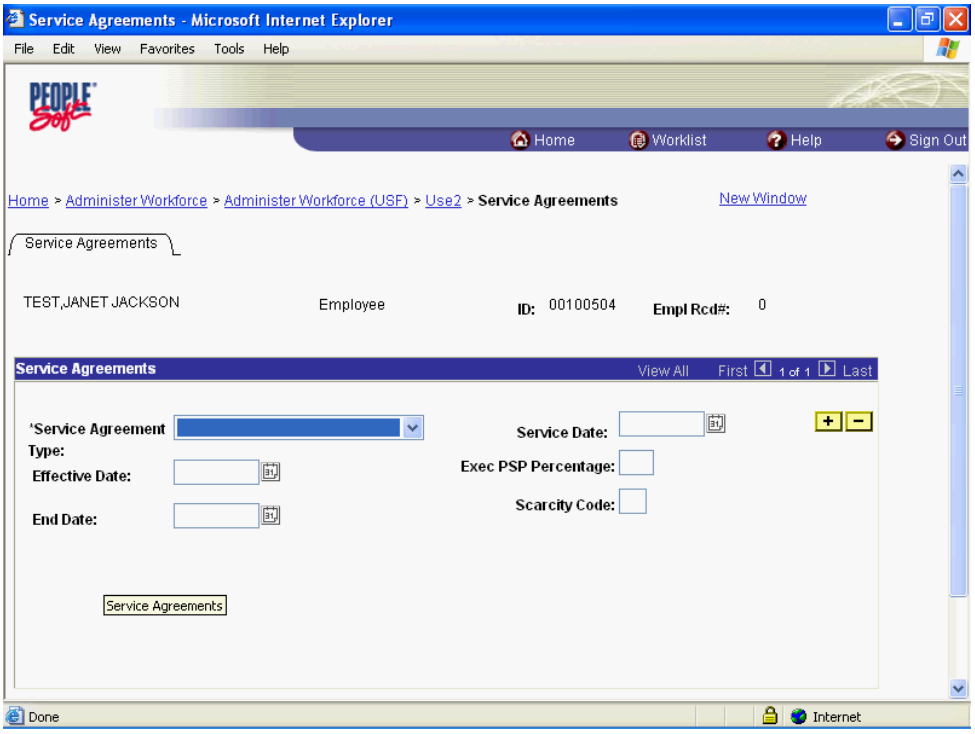
Step	Action
4.	Click the **Service Agreements** link. Service Agreements



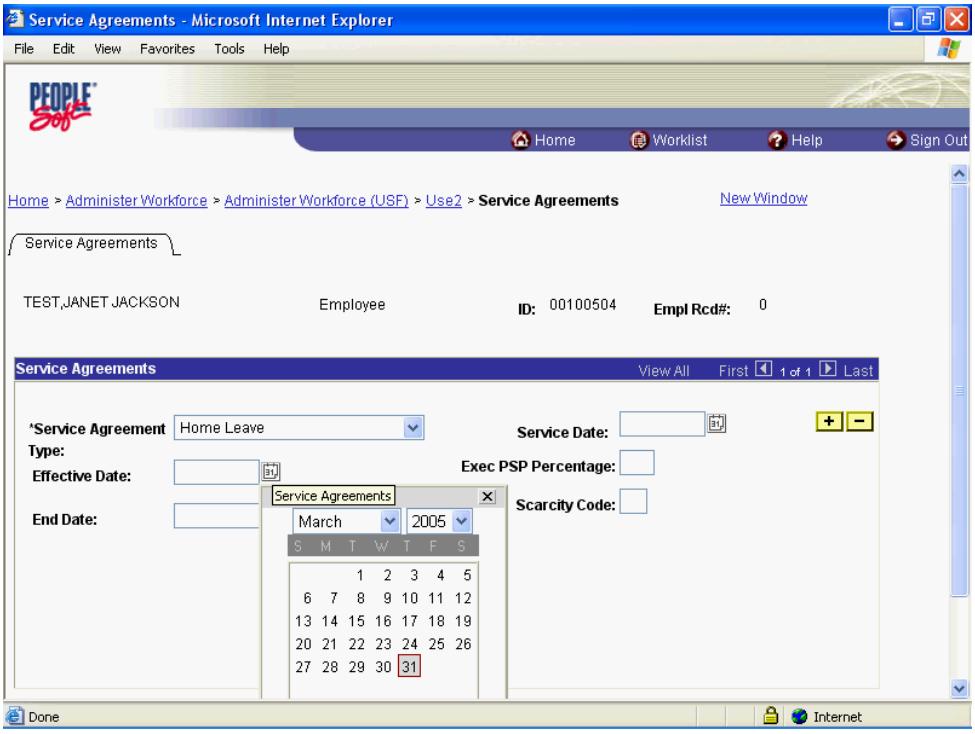
Step	Action
5.	Click the **Search By** list. EmplID
6.	Click an entry in the list. Select Name, unless you know the EmplID. Name



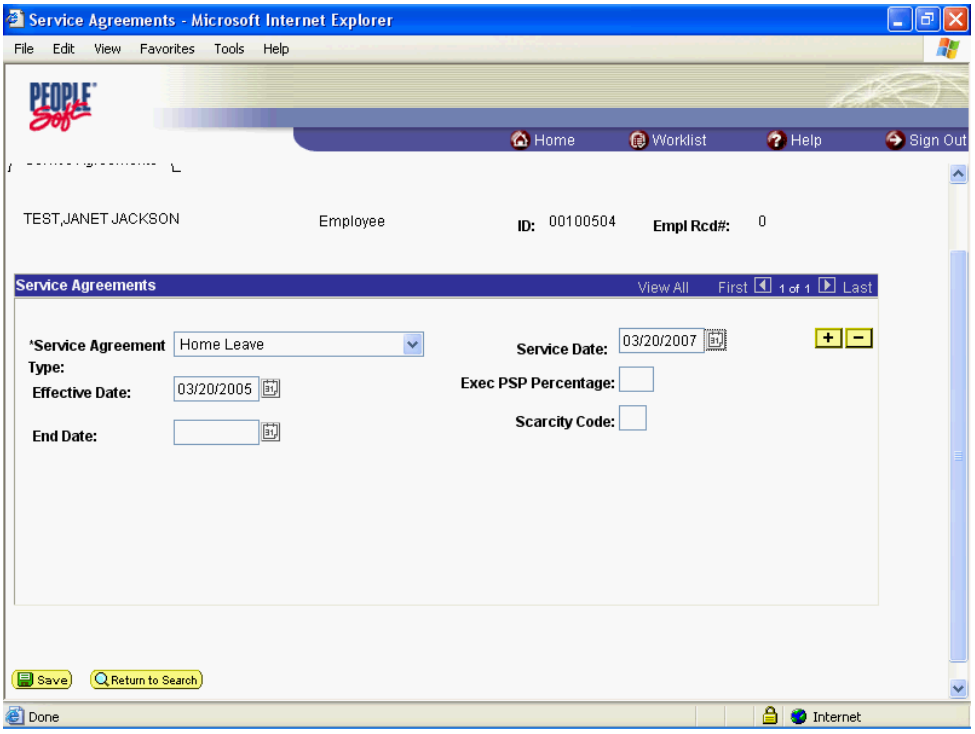
Step	Action
7.	Enter the desired information into the **Name** field. Enter "**TEST**".
8.	Click the **Search** button. Search
9.	Click the **Search Results** table. TEST,JANET JACKSON



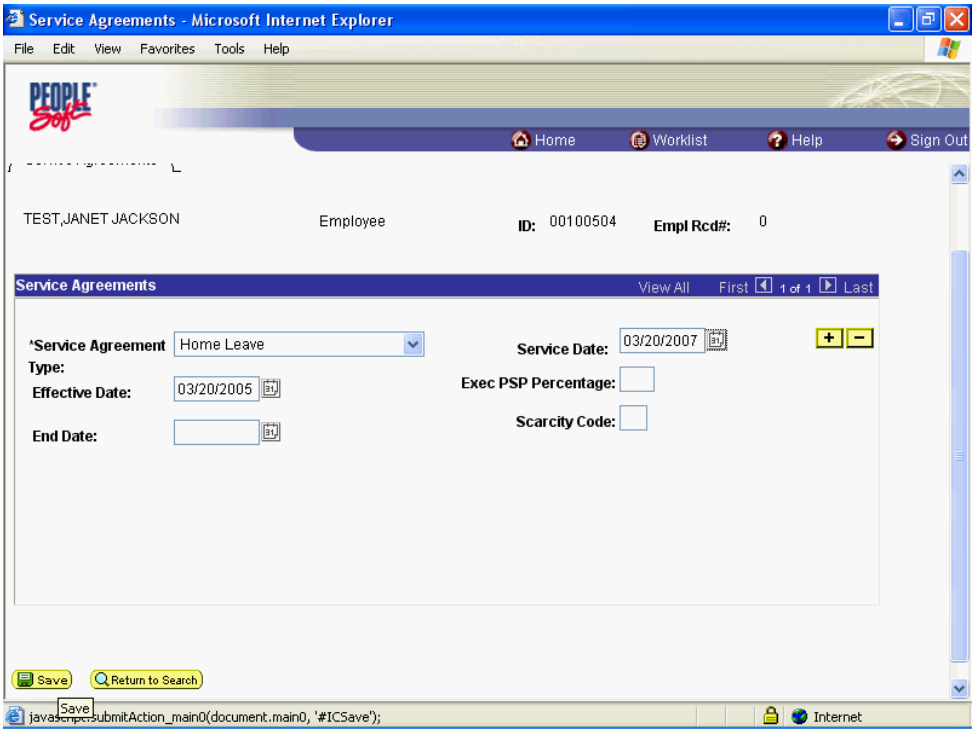
Step	Action
10.	Click an entry in the list.
11.	Click an entry in the list.
12.	Click the **Choose a date** button.



Step	Action
13.	Click the desired date.
14.	Click the desired date.
15.	Click the desired date.

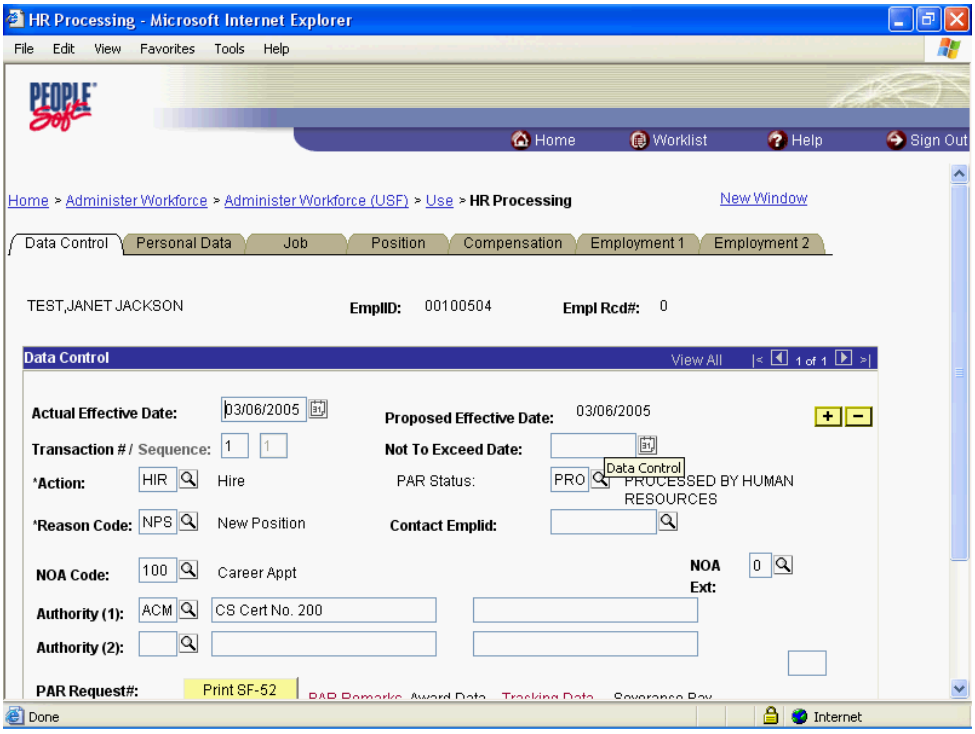


Step	Action
16.	Click the **Save** button.

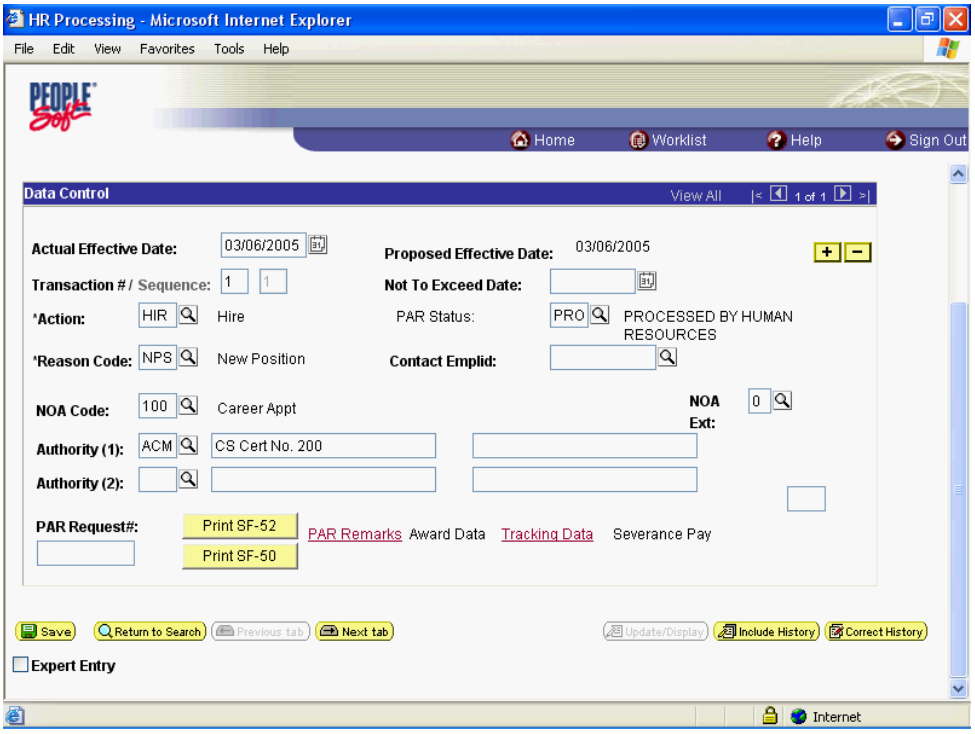


Step	Action
17.	Click the **Administer Workforce (USF)** link.

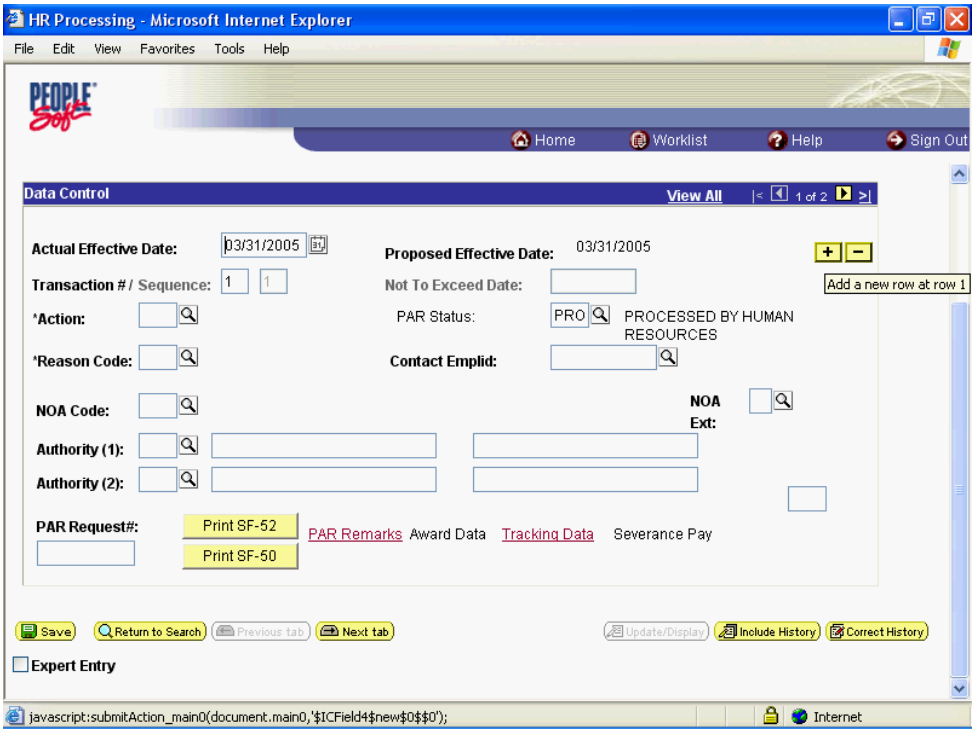
Step	Action
18.	Click the **Use** link. Use
19.	Click the **HR Processing** link. HR Processing



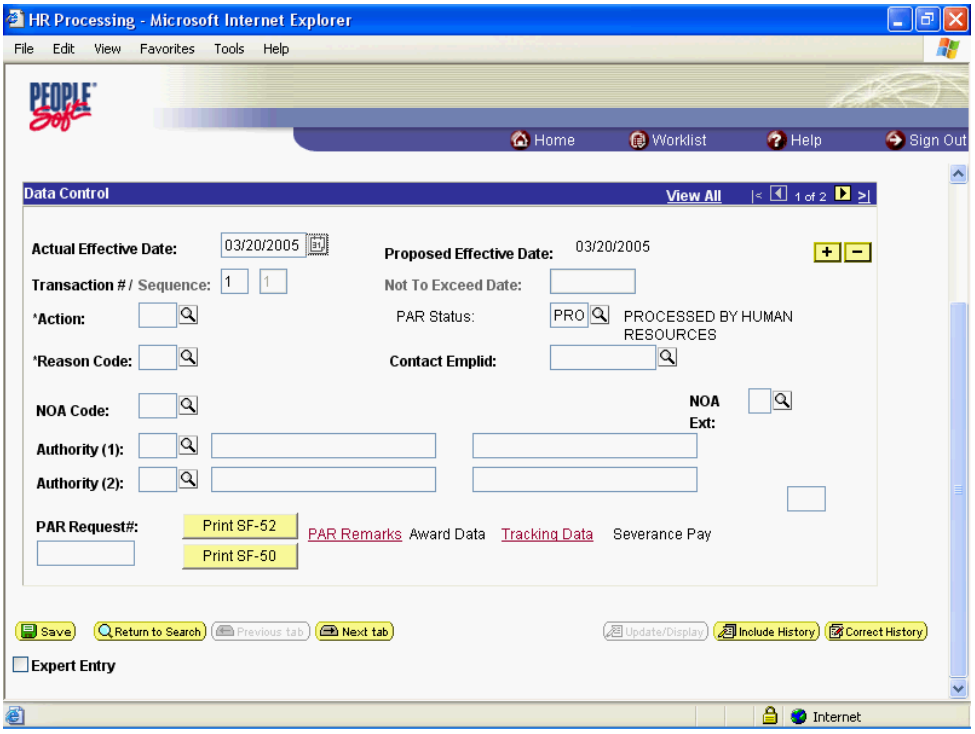
Step	Action
20.	Release the mouse button.



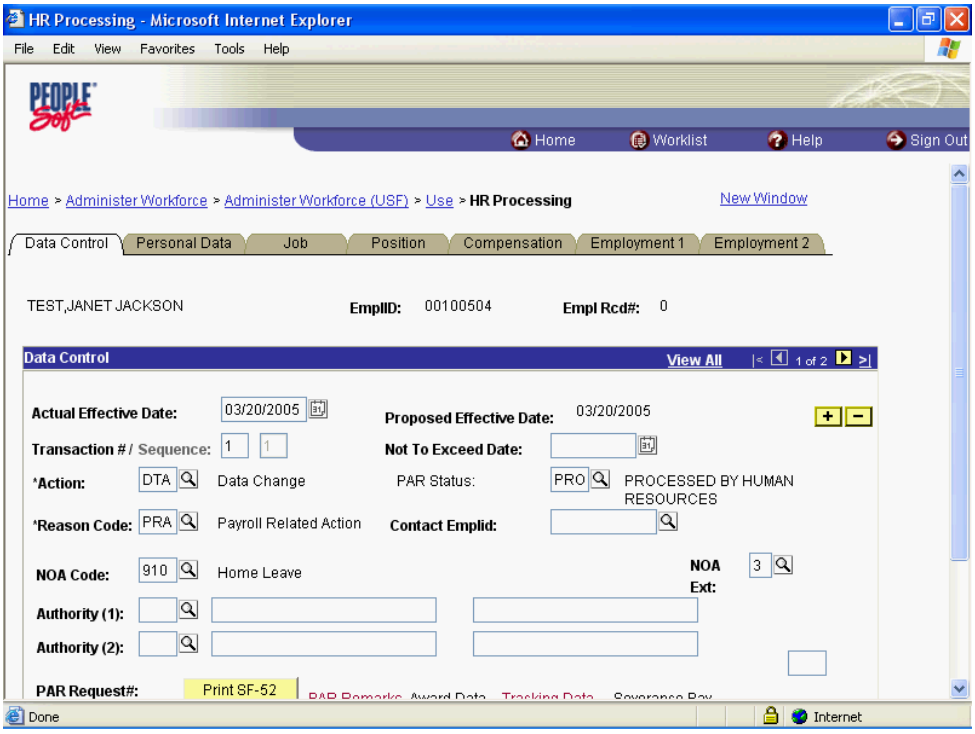
Step	Action
21.	Click the **Add a new row at row 1** button.



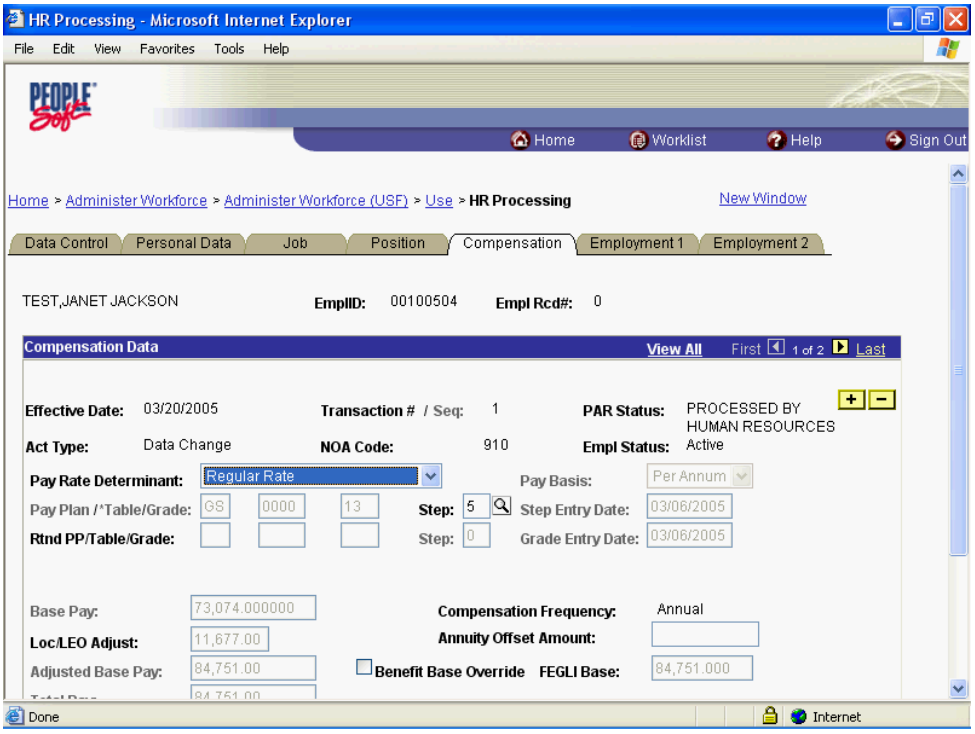
Step	Action
22.	Click the desired date.



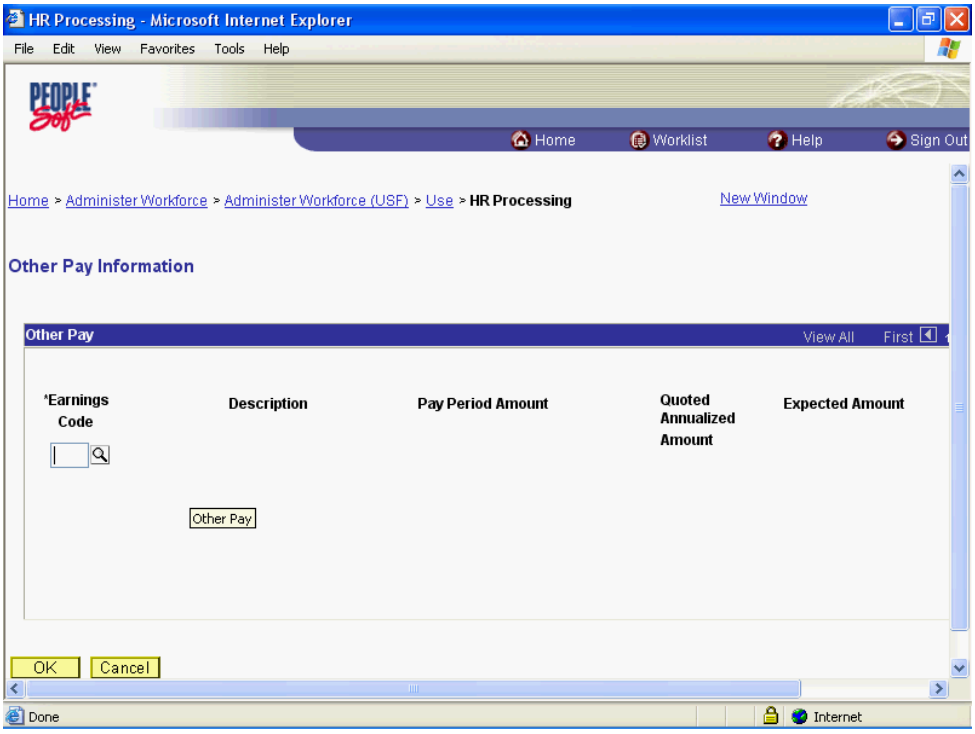
Step	Action
23.	Press **[Tab]**.
24.	Press **[Tab]**.
25.	Enter the desired information into the **NOA Code** field. Enter "**910**".
26.	Press **[Tab]**.
27.	Press **[Tab]**.
28.	Press **[Tab]**.



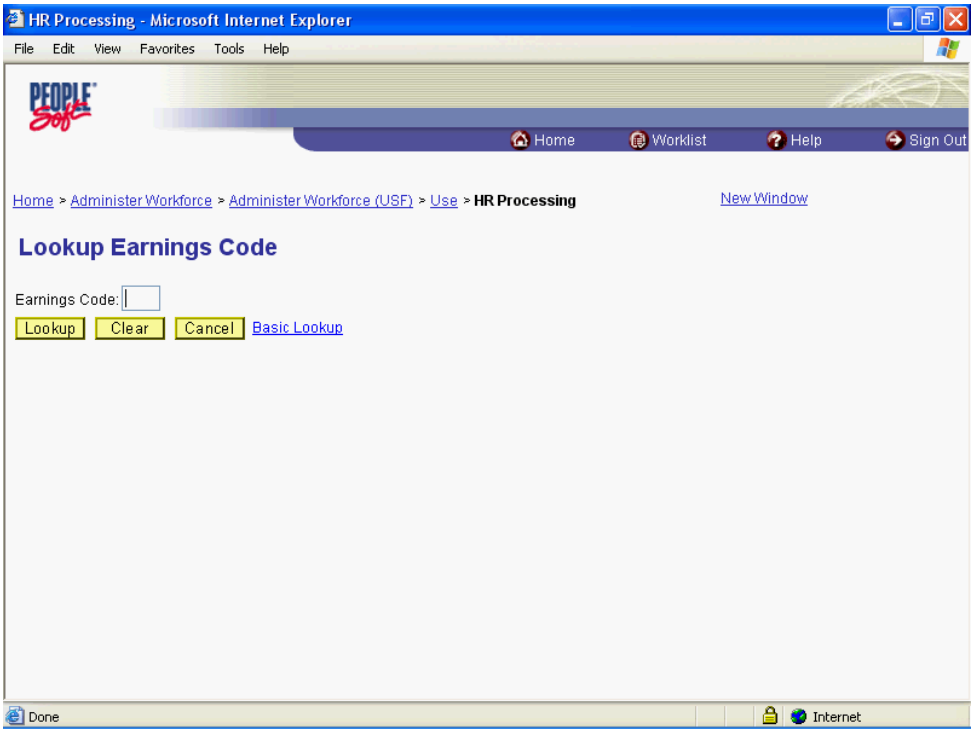
Step	Action
29.	Click the **Compensation** tab. Compensation



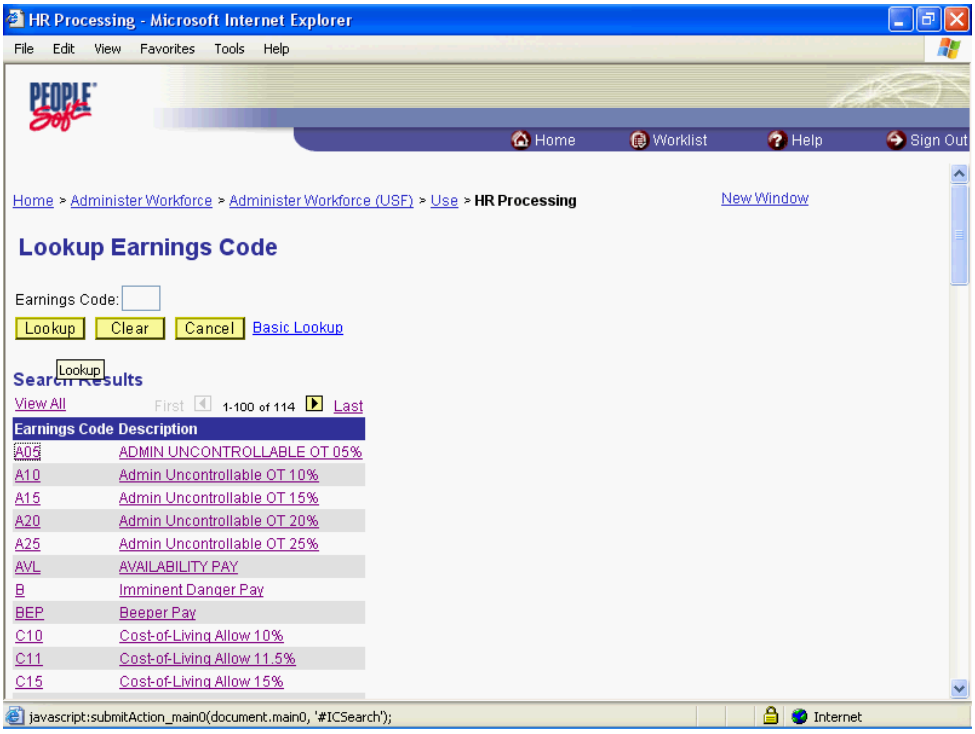
Step	Action
30.	Click the **Other Pay Information** link.



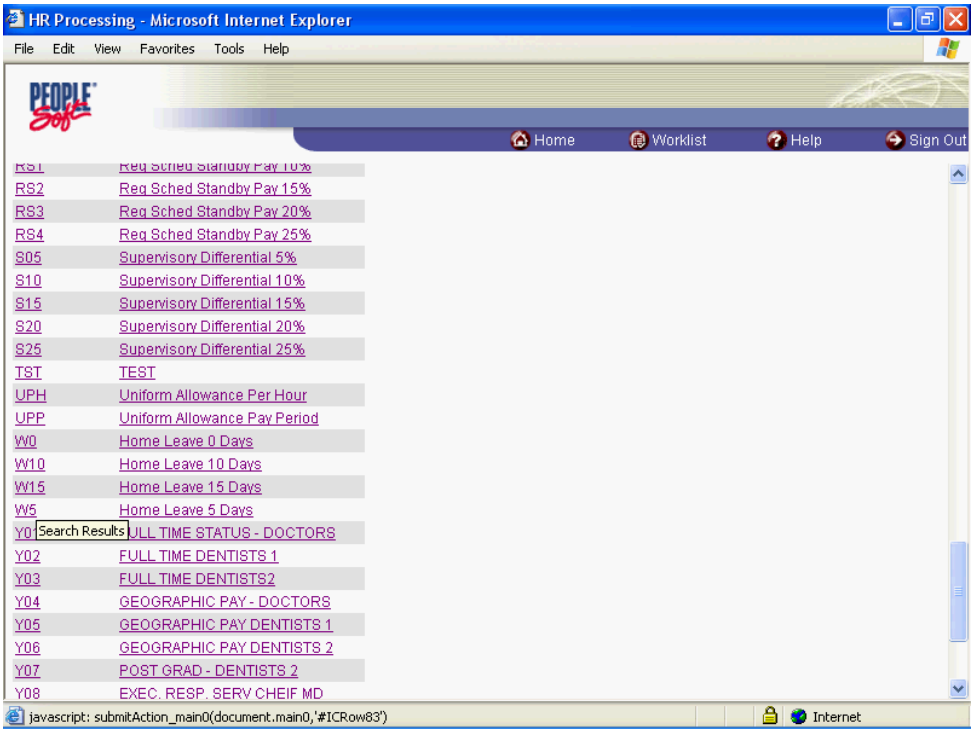
Step	Action
31.	Click the **Lookup Earnings Code** button.



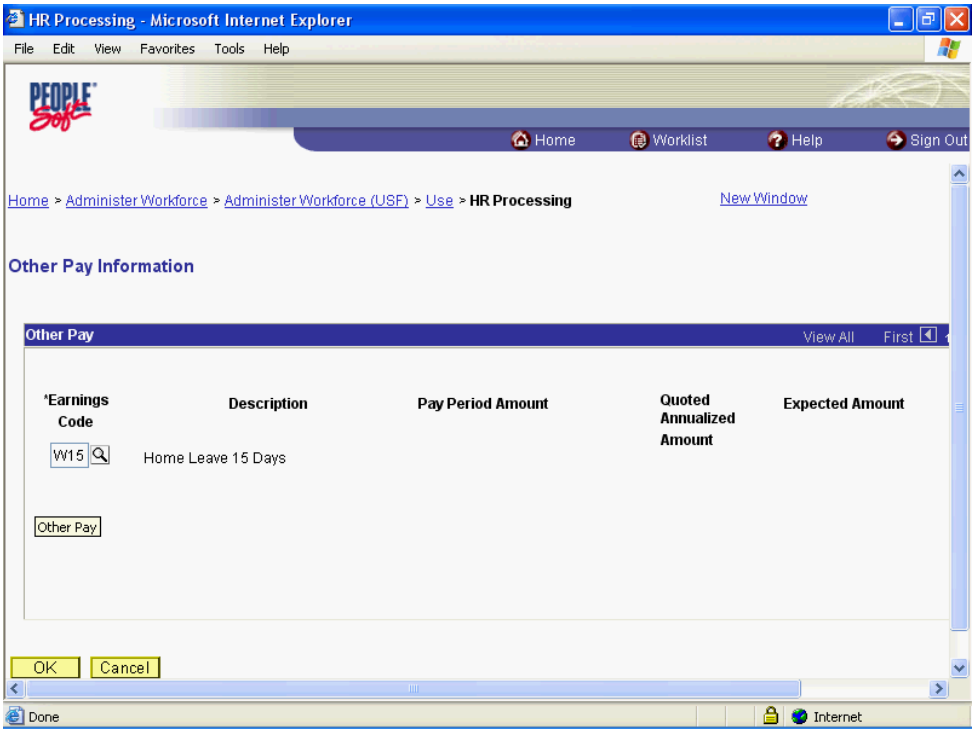
Step	Action
32.	Click the **Lookup** button. Lookup



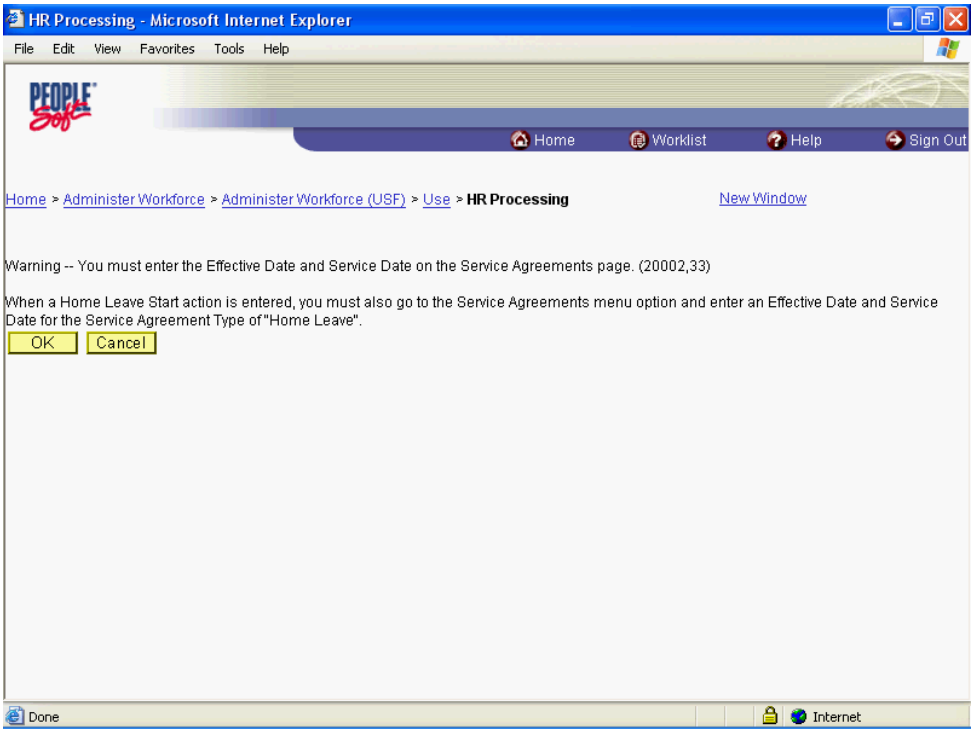
Step	Action
33.	Release the mouse button.



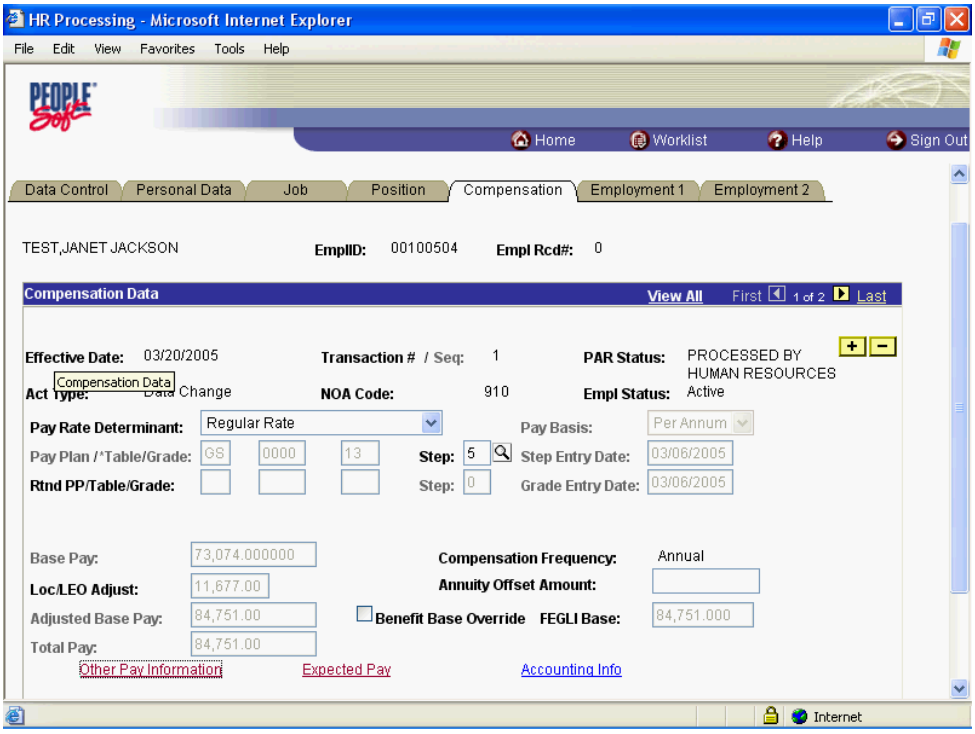
Step	Action
34.	Click the **Search Results** table.



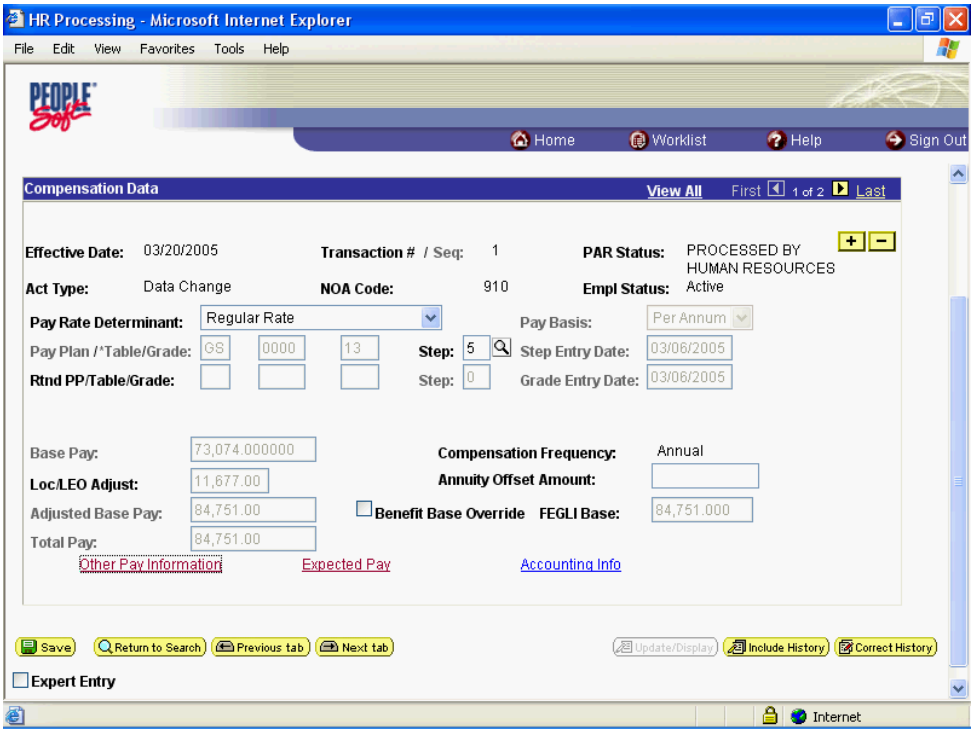
Step	Action
35.	Click the **OK** button. OK



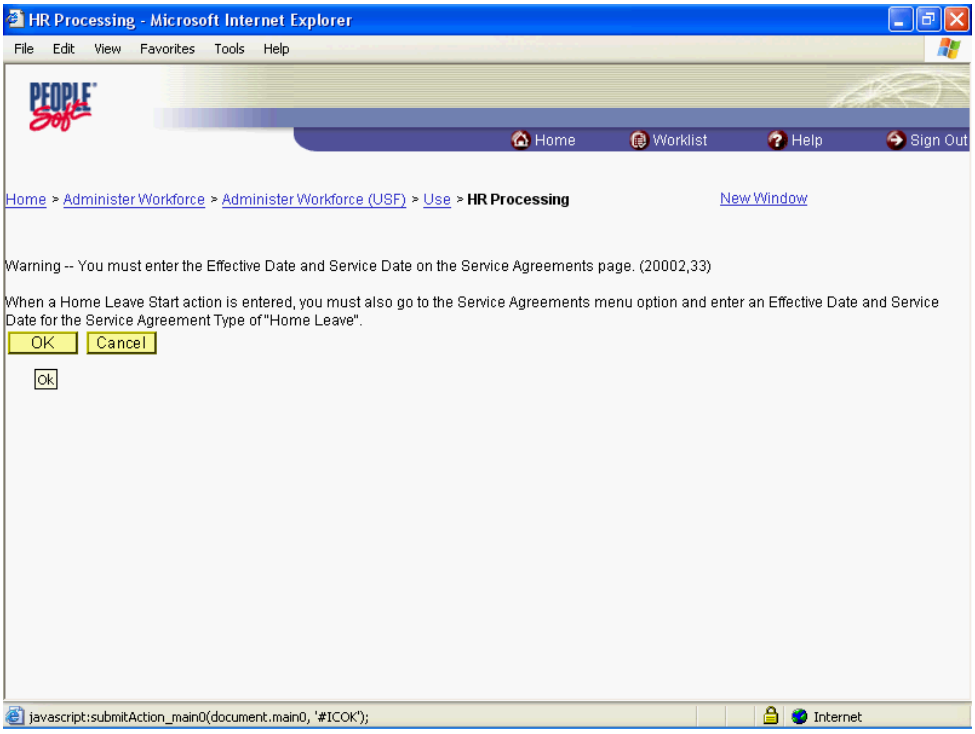
Step	Action
36.	Click the **Ok** button. OK

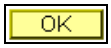


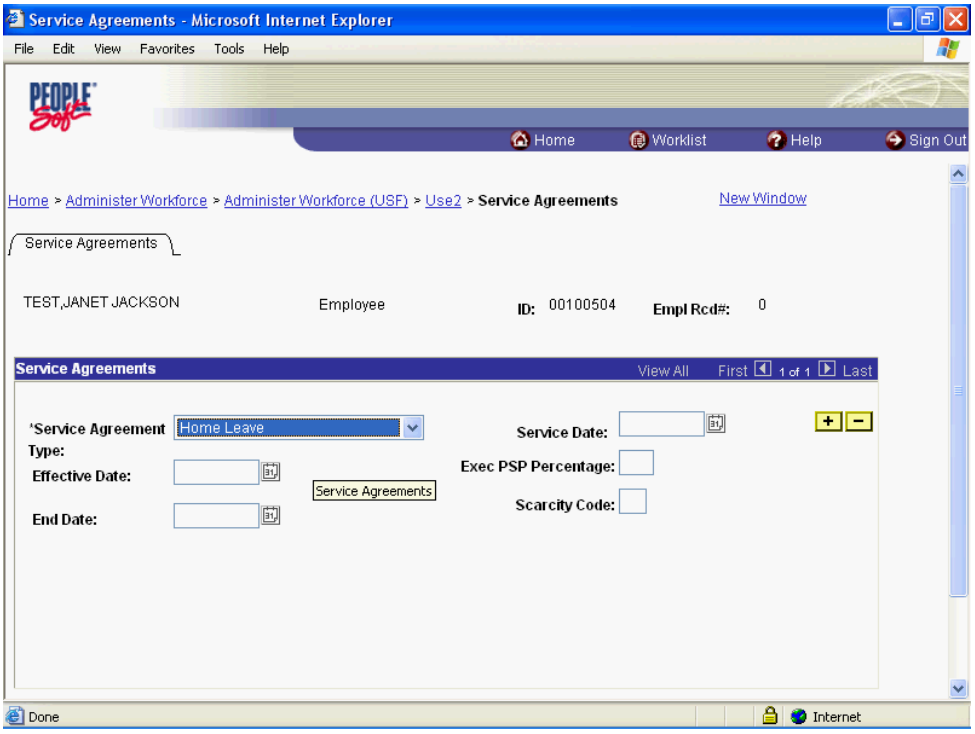
Step	Action
37.	Release the mouse button.



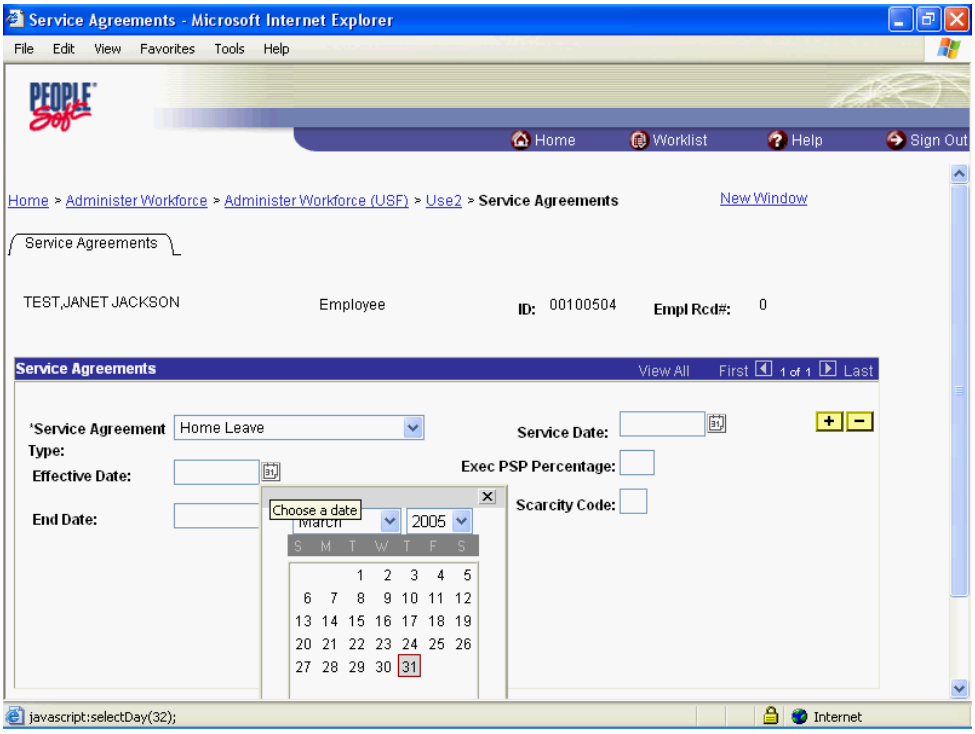
Step	Action
38.	Click the **Save** button.



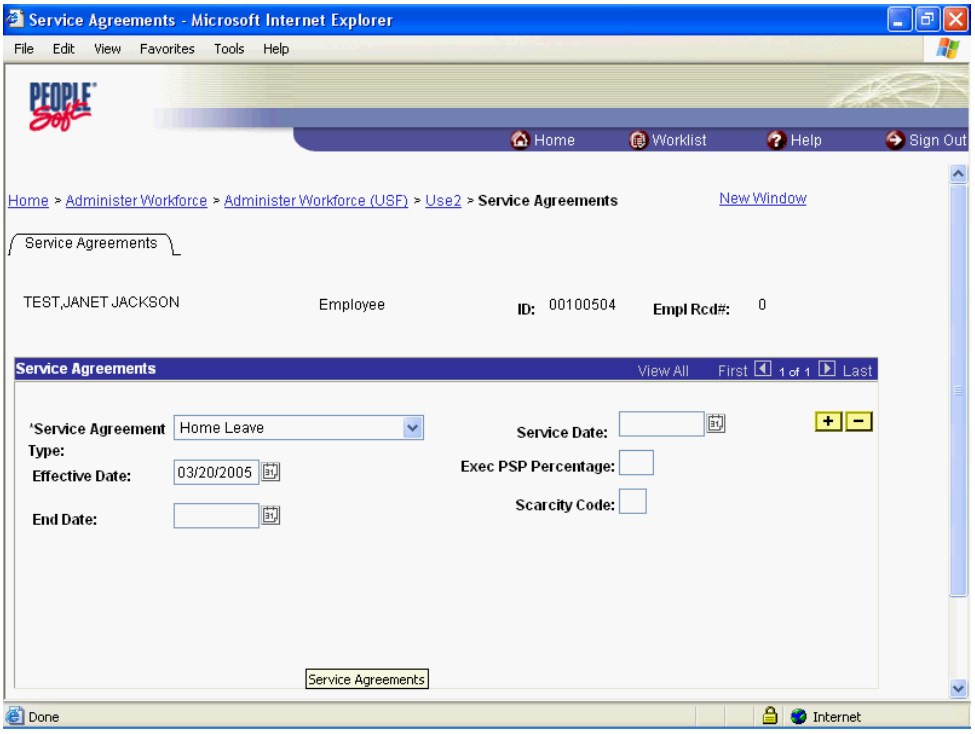
Step	Action
39.	Click the **Ok** button. 



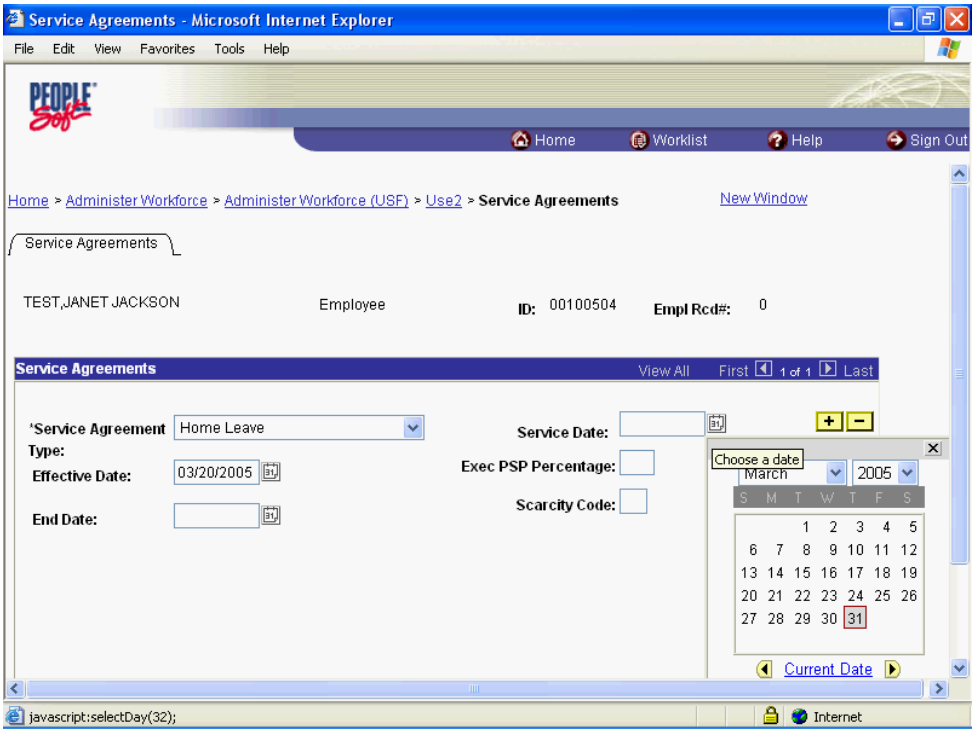
Step	Action
40.	Click the **Choose a date** button.



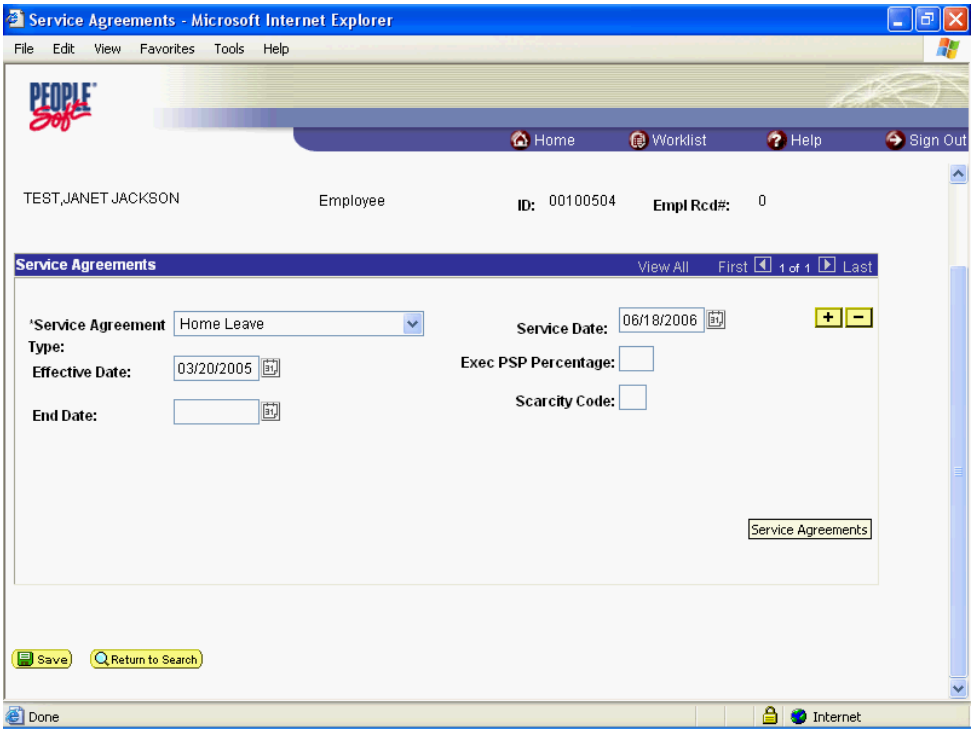
Step	Action
41.	Click the desired date.



Step	Action
42.	Click the **Choose a date** button.



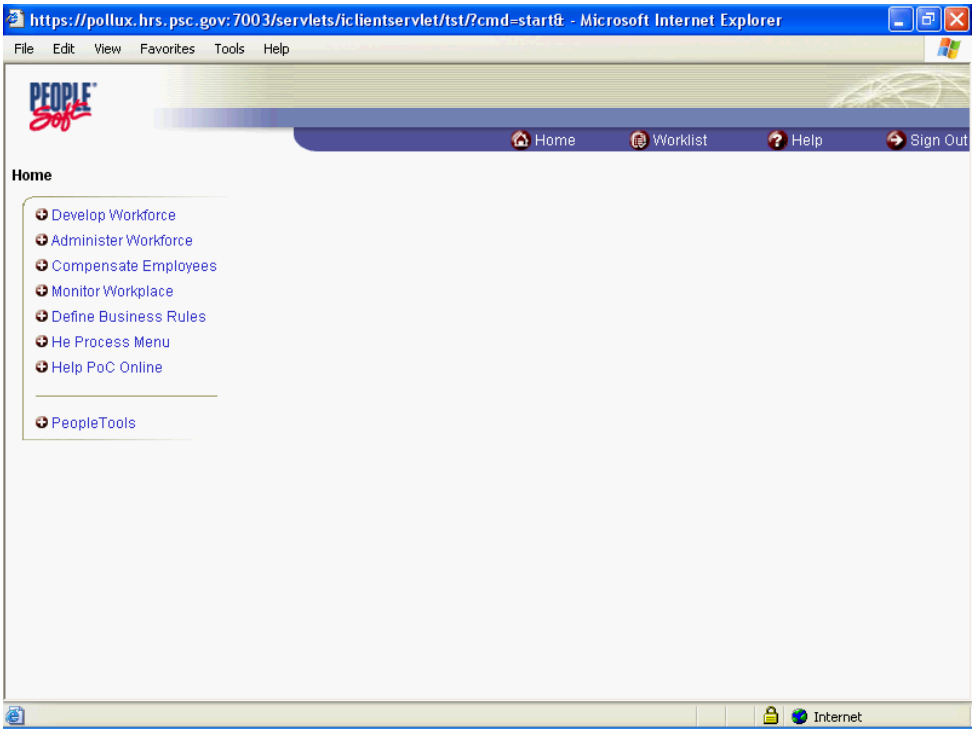
Step	Action
43.	Click the desired date.



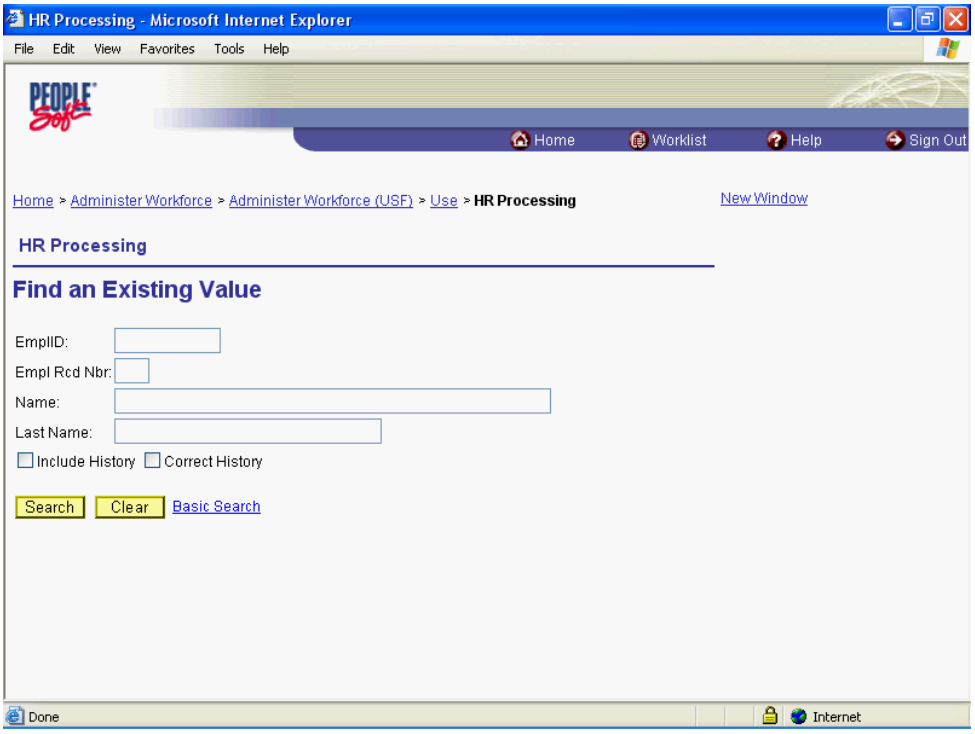
Step	Action
44.	Click the **Save** button. Save
45.	**End of Procedure.**

Home Leave Stop

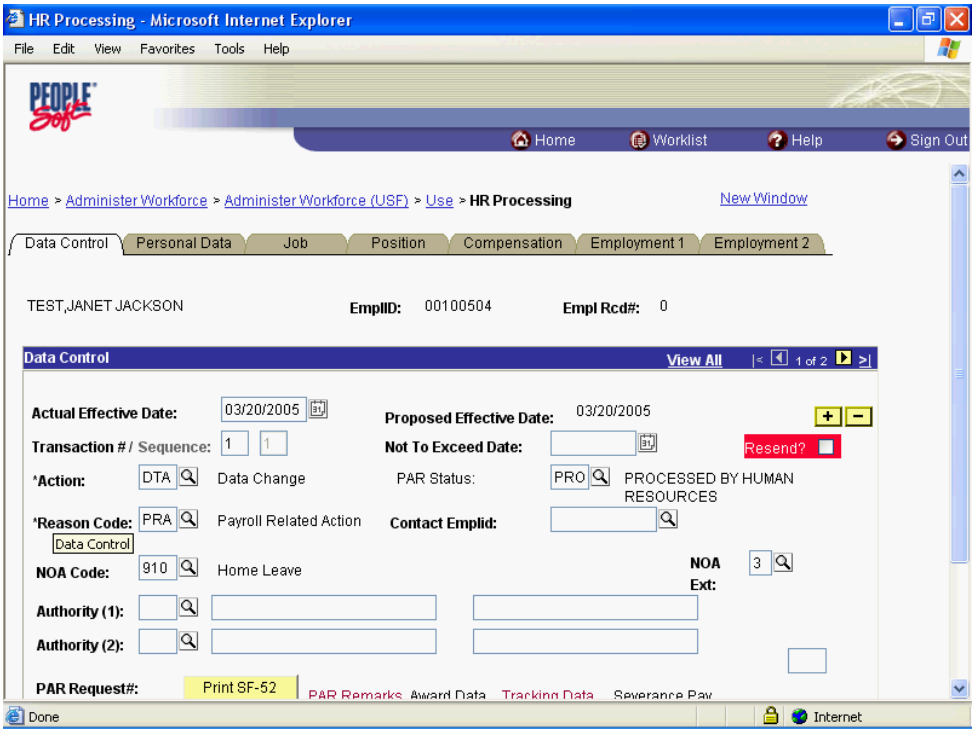
Procedure



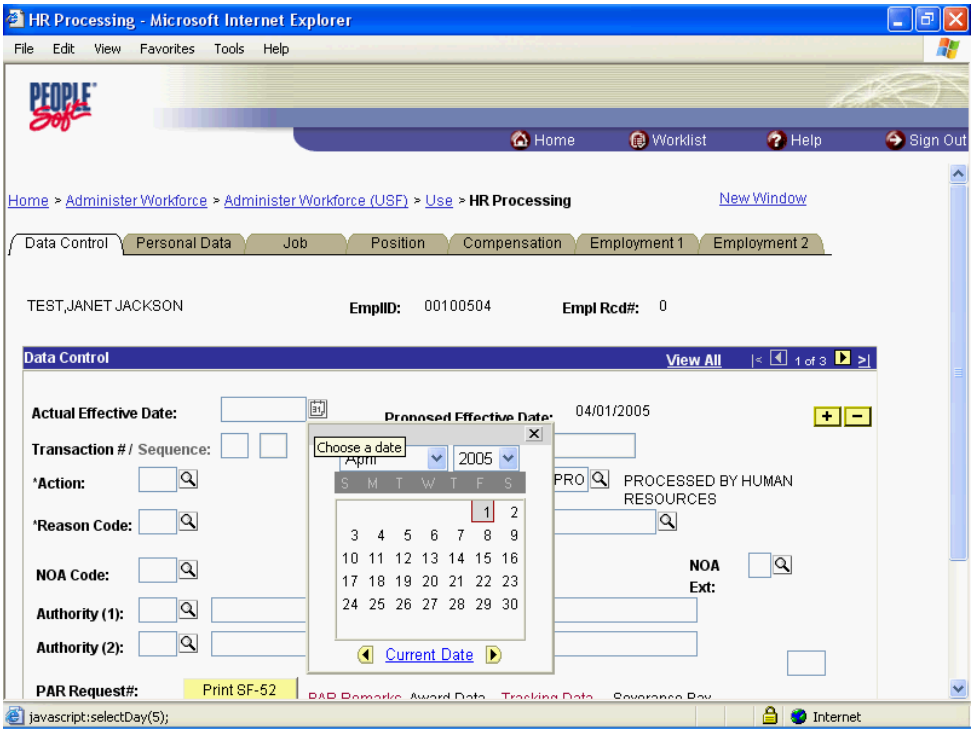
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



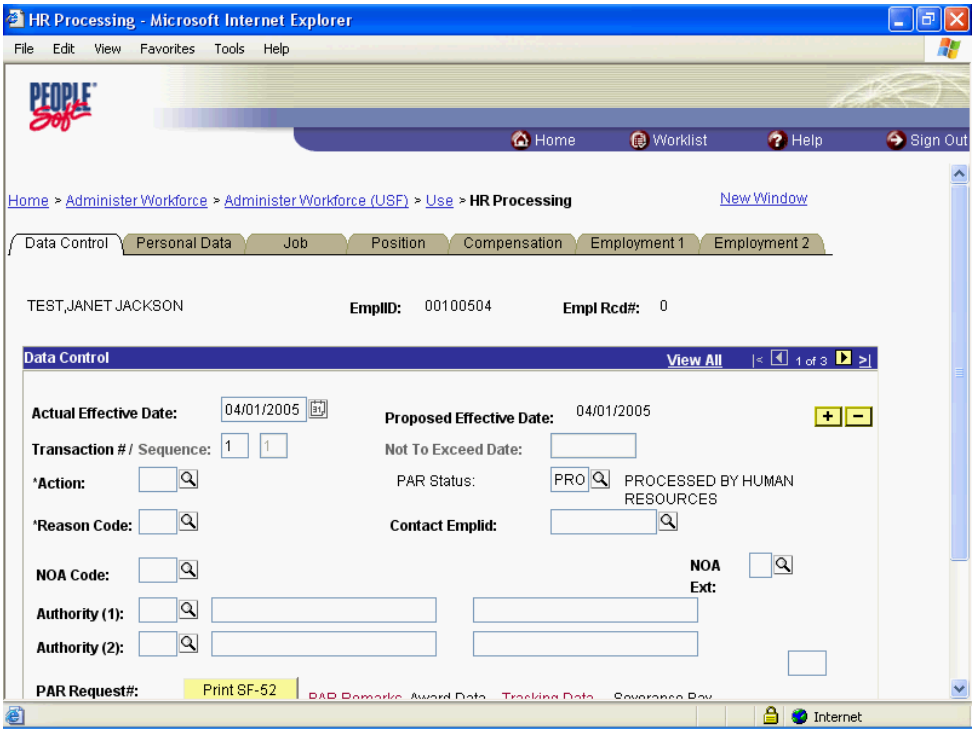
Step	Action
5.	Enter the desired information into the **EmplID** field. Enter "**00100504**".
6.	Click the **Search** button. Search



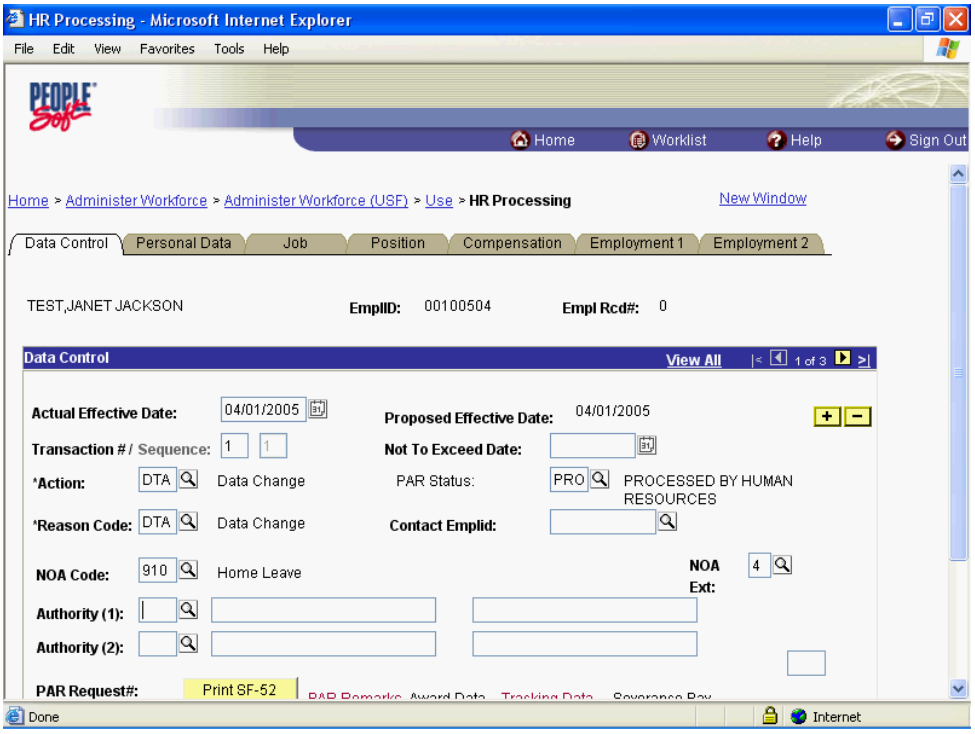
Step	Action
7.	Click the **Add a new row at row 1** button.
8.	Click the **Calendar icon** button.



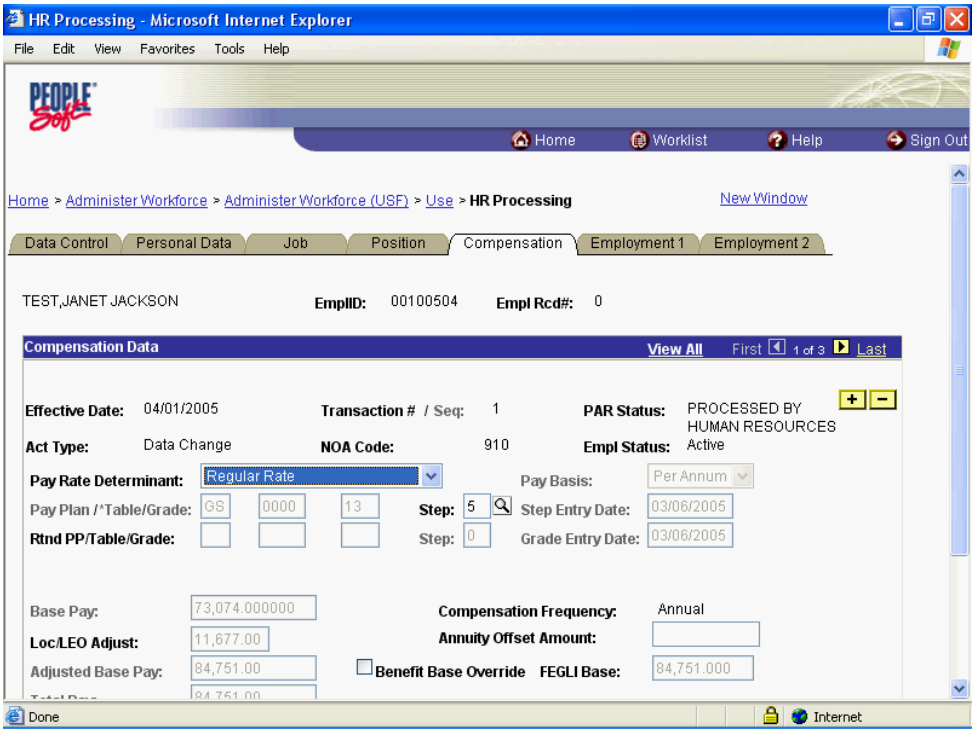
Step	Action
9.	Click the desired date.



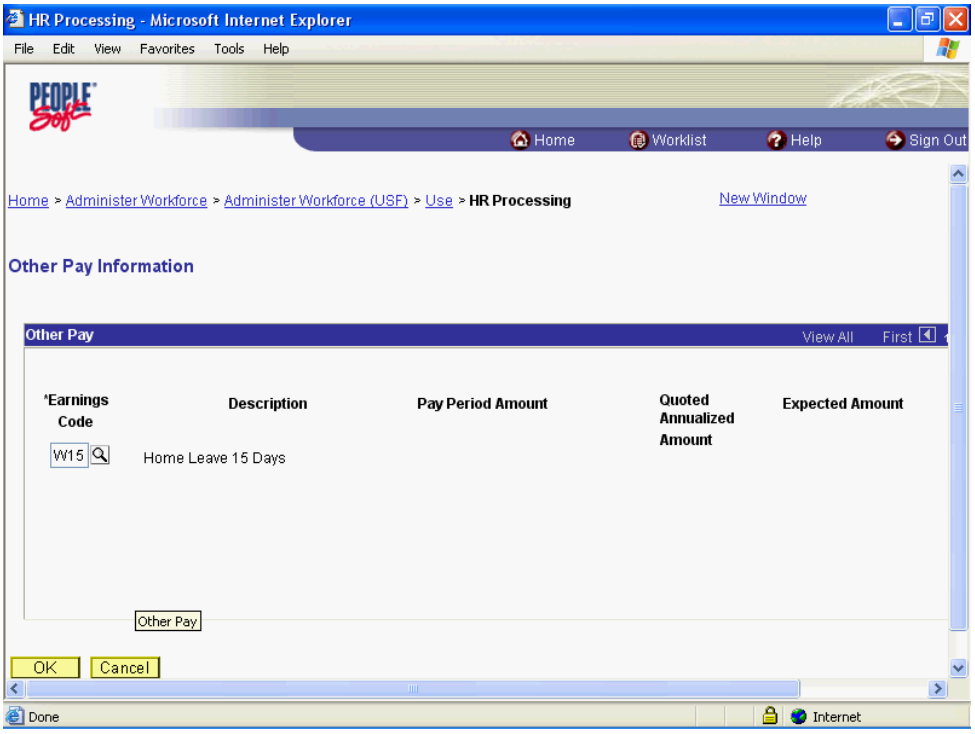
Step	Action
10.	Enter the desired information into the ***Action** field. Enter "**DTA**".
11.	Click in the ***Reason Code** field.
12.	Press **[Tab]**.
13.	Enter the desired information into the **NOA Code** field. Enter "**910**".
14.	Press **[Tab]**.
15.	Press **[Tab]**.



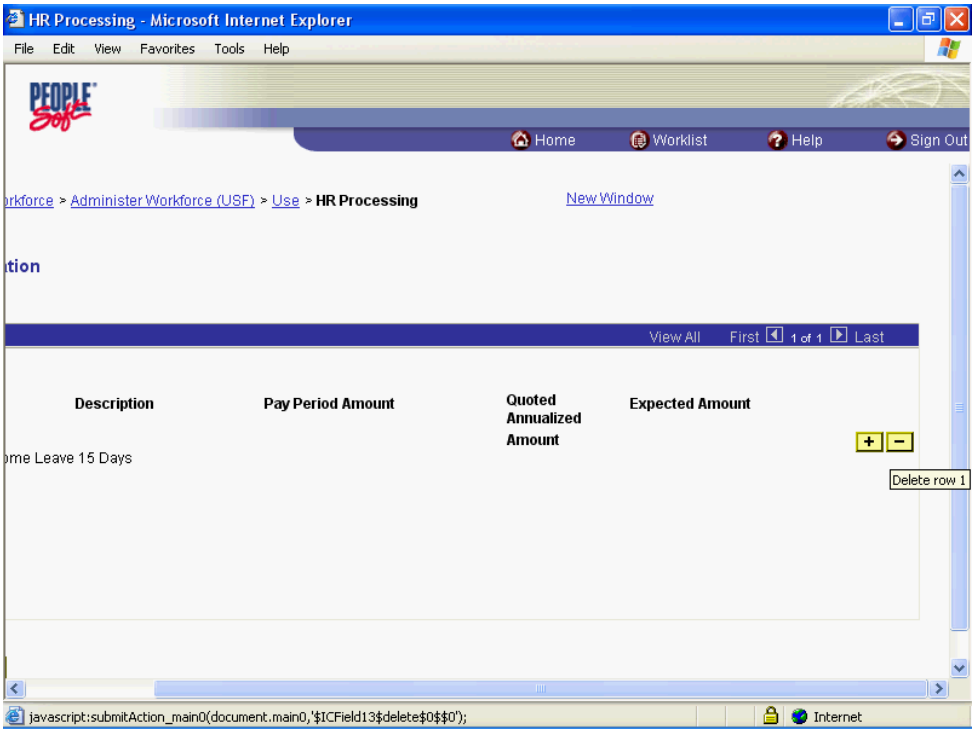
Step	Action
16.	Click the **Compensation** tab. Compensation



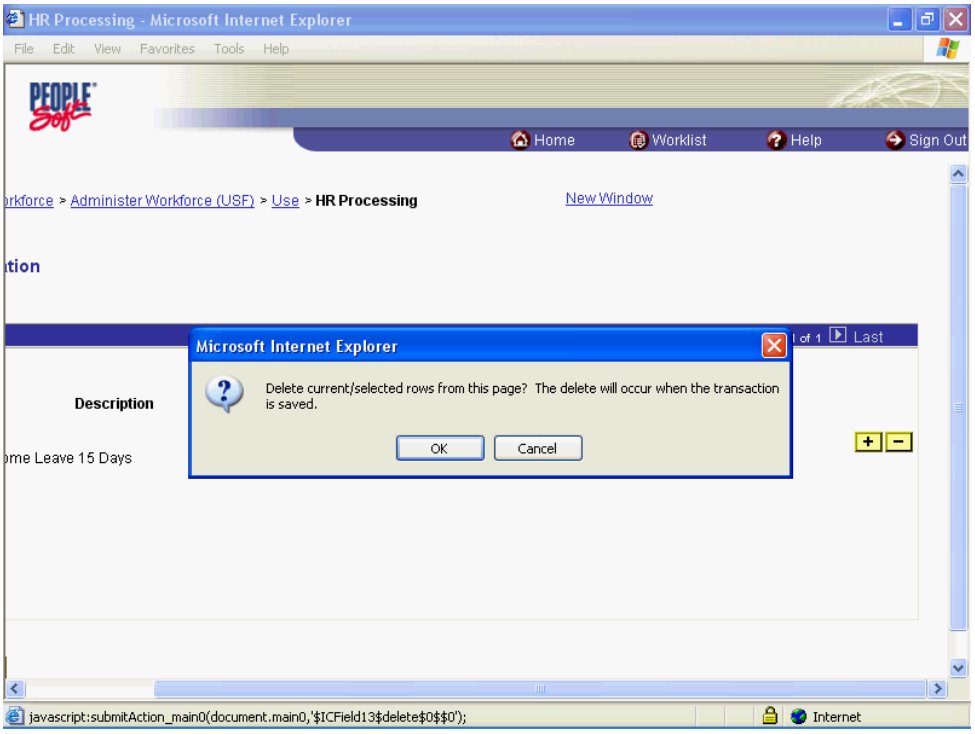
Step	Action
17.	Click the **Other Pay Information** link.



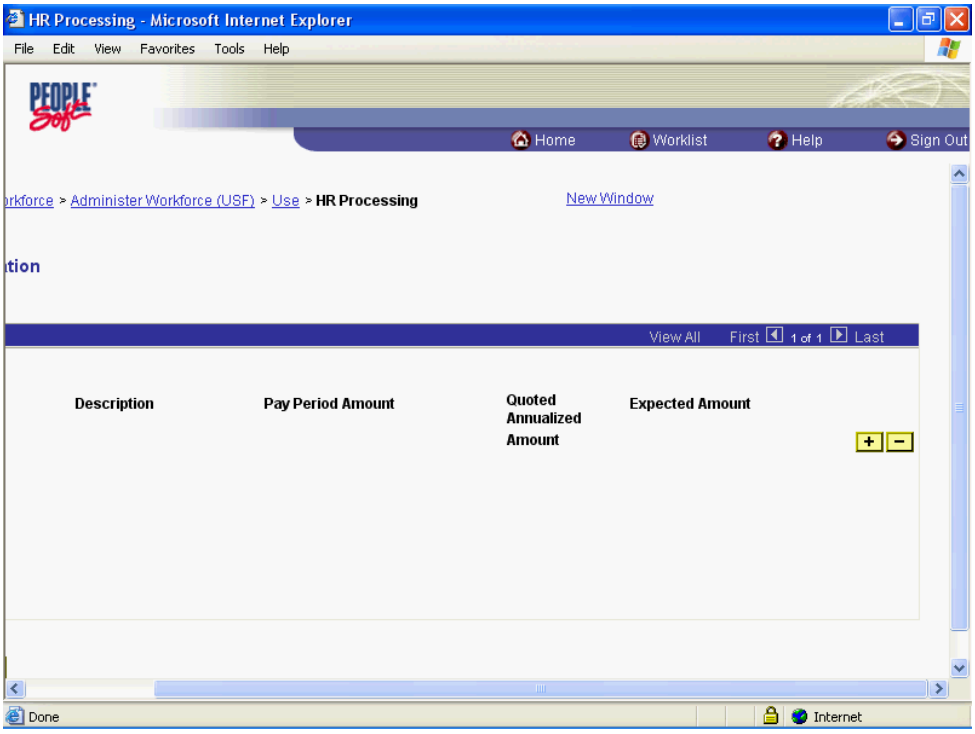
Step	Action
18.	Release the mouse button.



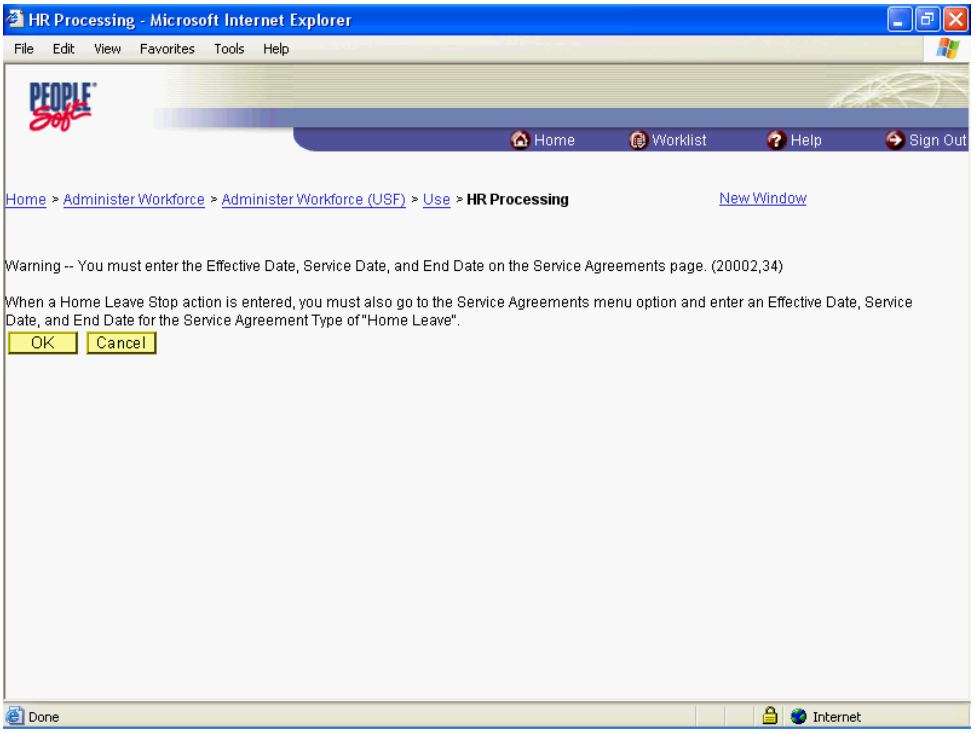
Step	Action
19.	Click the **Delete row 1** button.



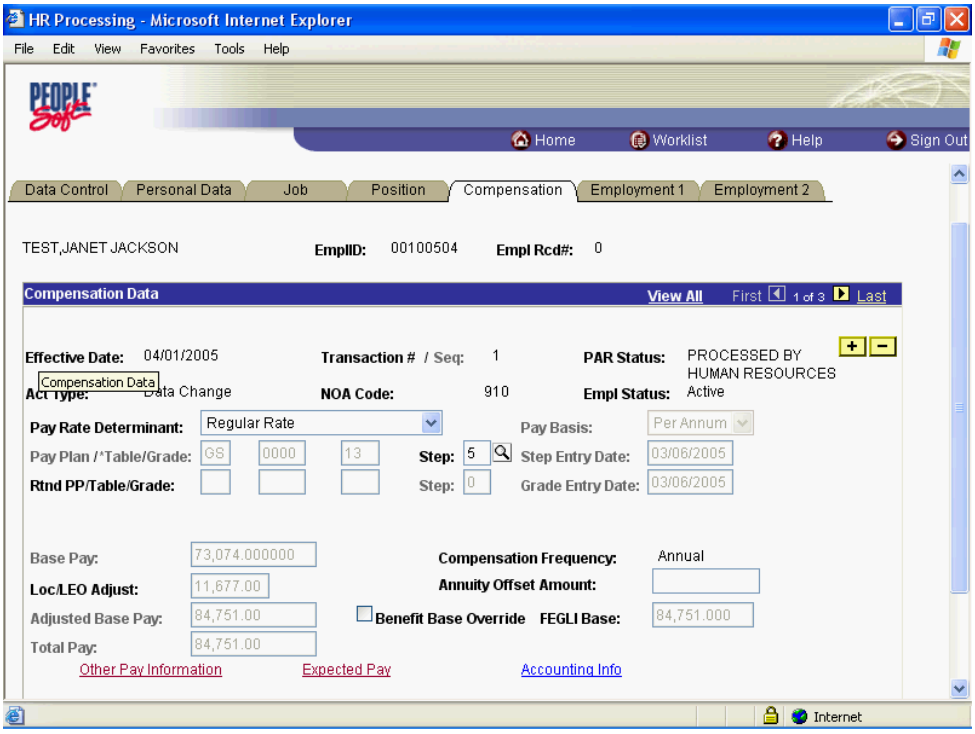
Step	Action
20.	Click the **OK** button. OK



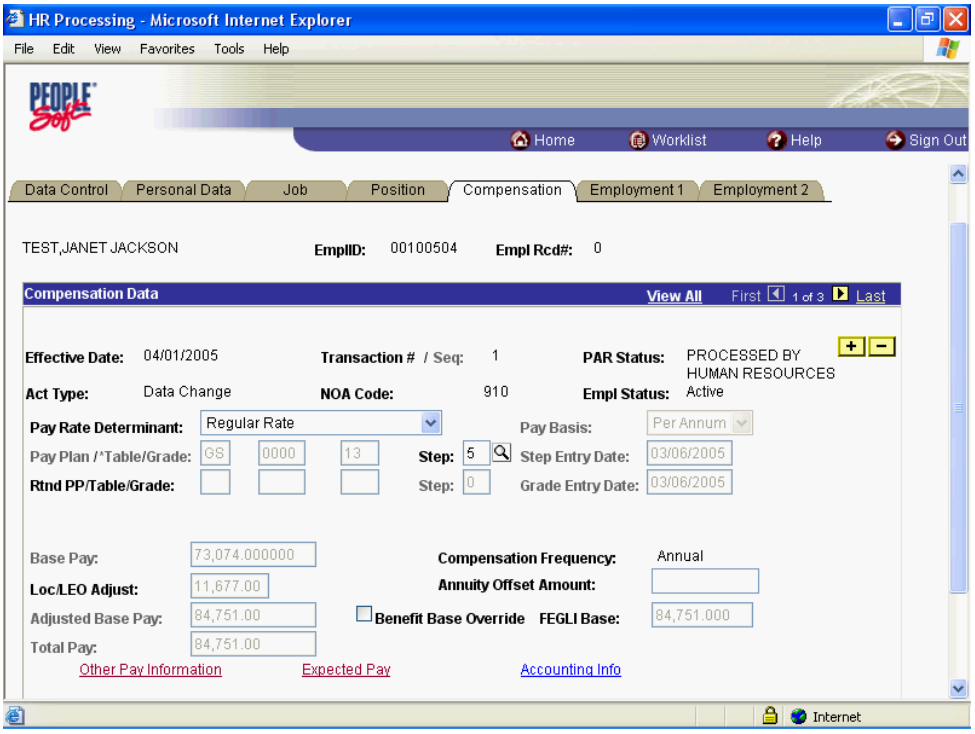
Step	Action
21.	Click the **OK** button.



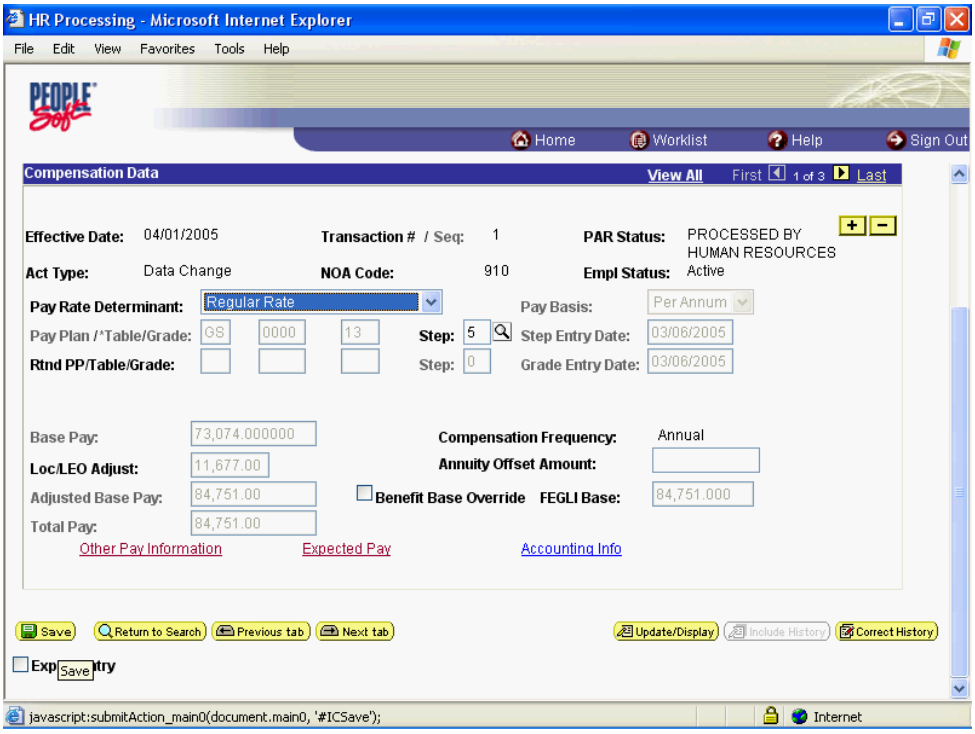
Step	Action
22.	Click the **Ok** button. OK



Step	Action
23.	Point to the statusbar.

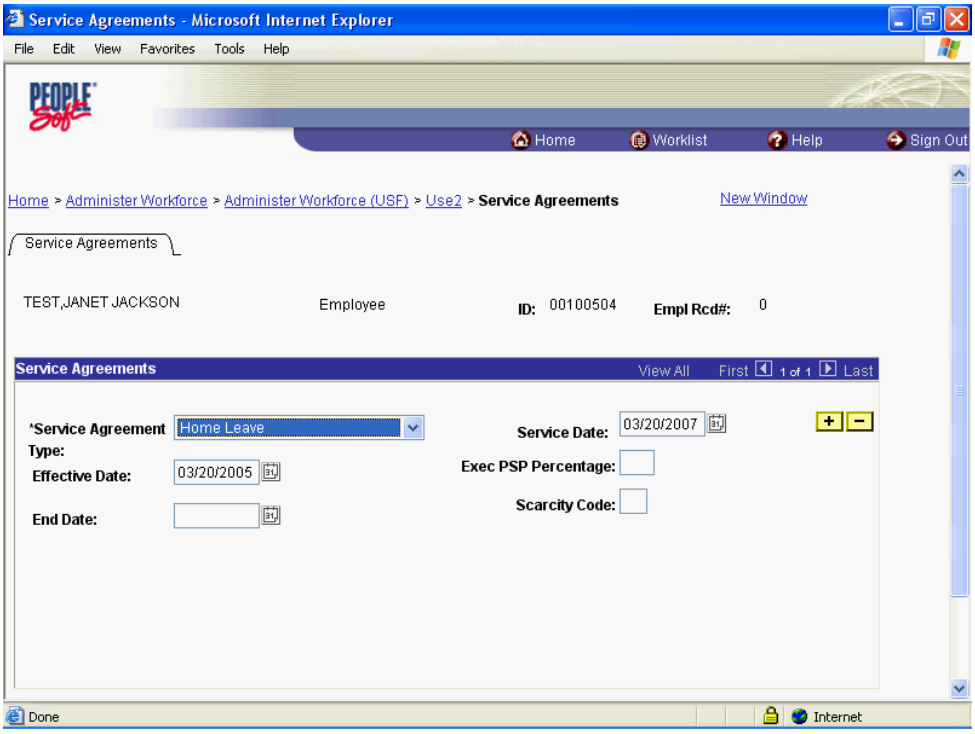


Step	Action
24.	Click the **Save** button.

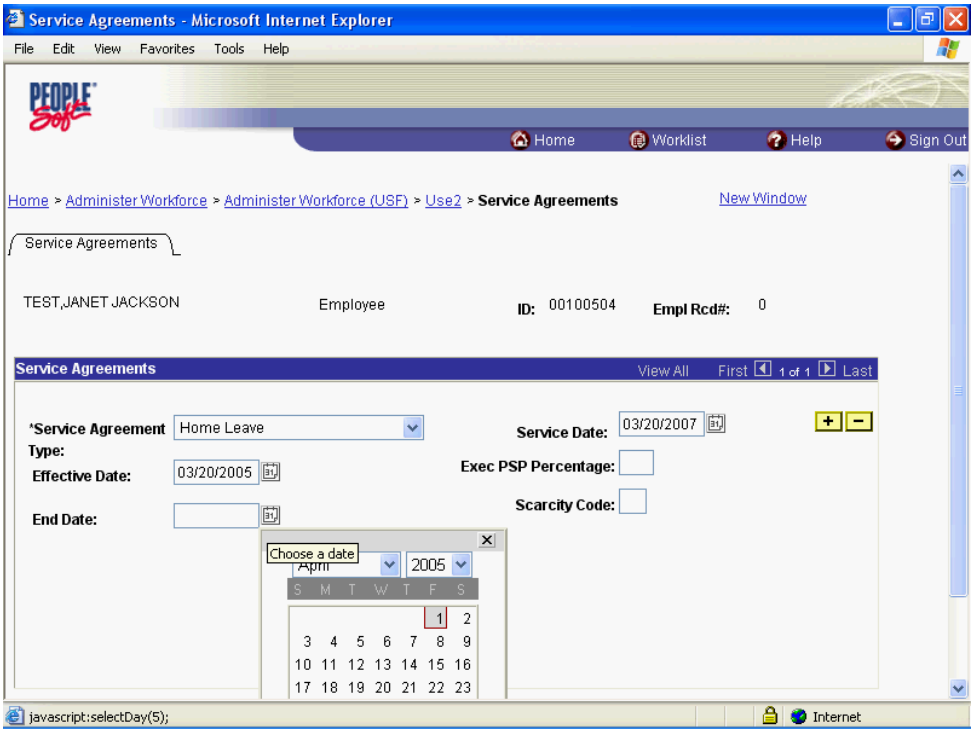


Step	Action
25.	Click the **Administer Workforce (USF)** link.

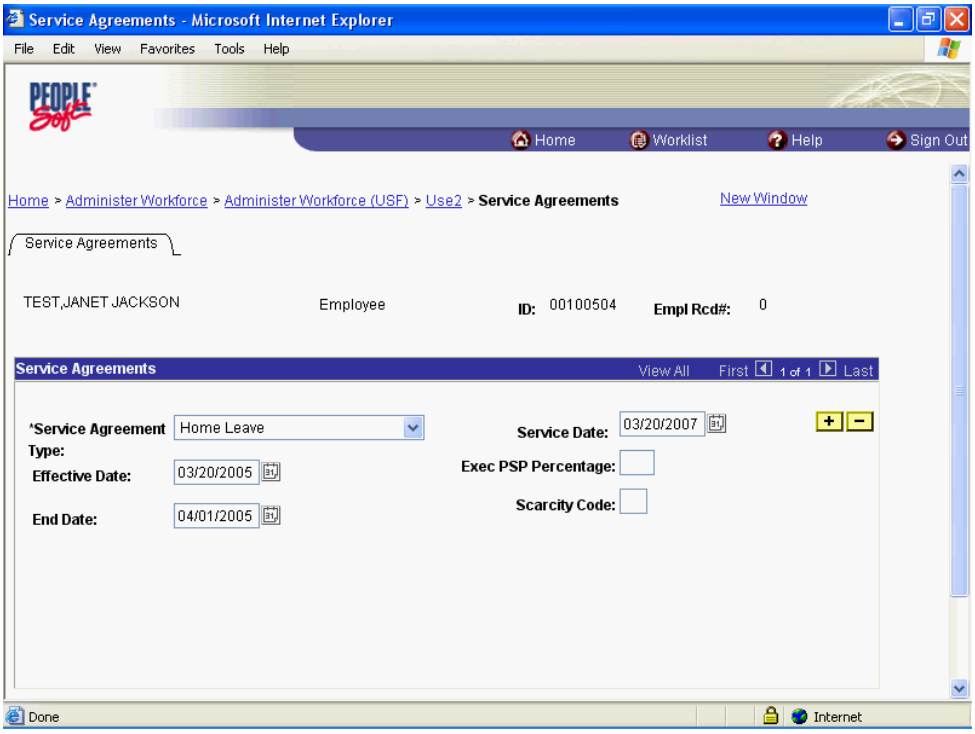
Step	Action
26.	Click the **Use2** link. Use2
27.	Click the **Service Agreements** link. Service Agreements



Step	Action
28.	Click the **Choose a date** button.



Step	Action
29.	Click the desired date.



Step	Action
30.	Click the **Save** button.
31.	**End of Procedure.**

Premium Pay

In EHRP, an employee's premium pay must be entered in the HR Processing page group. Premium pay includes retention allowances, COLAs, physician special pay (PSP), physician comparability allowances (PCA) and post differentials.
Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group.

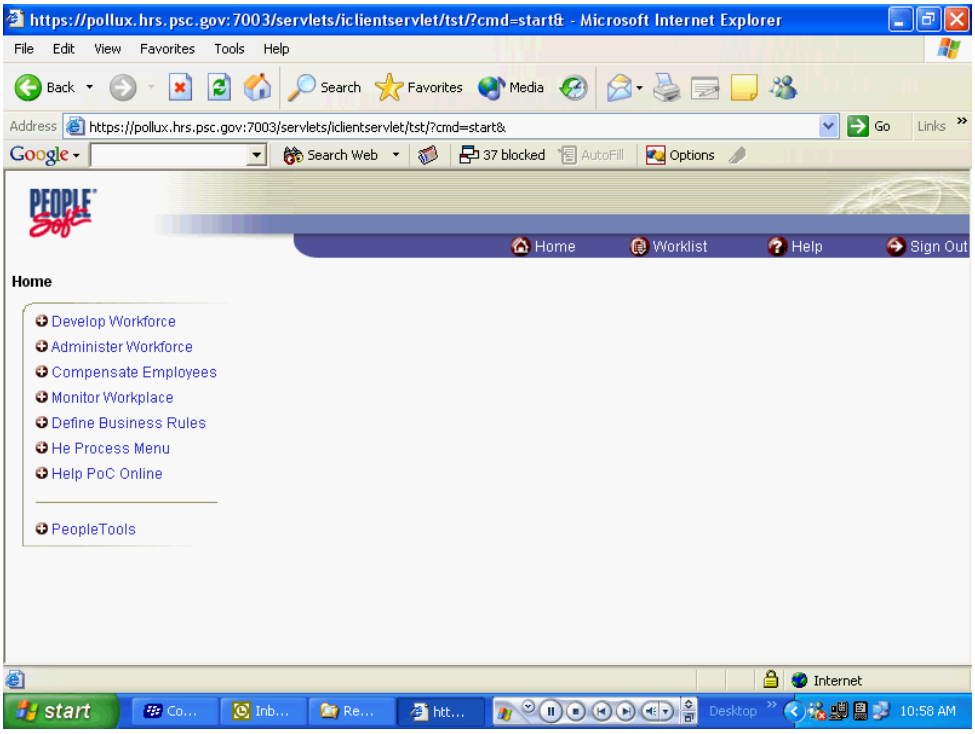
Processing Premium Pay

Introduction

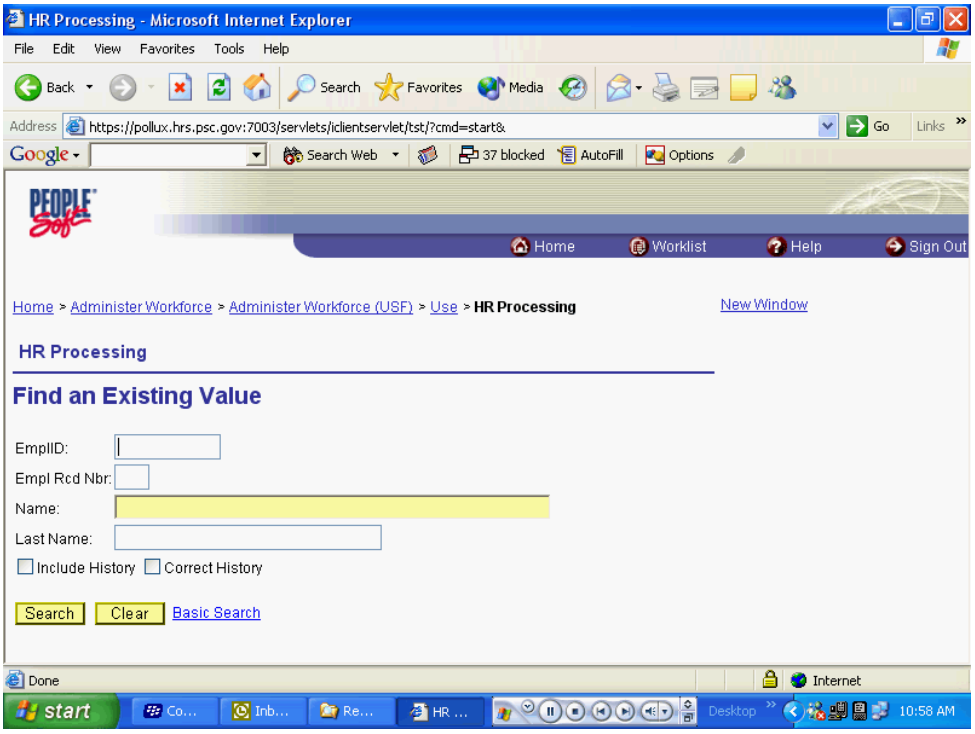
In EHRP, an employee's premium pay must be entered in the HR Processing page group. The special pays that this procedure references are ongoing special pays, rather than one-time payments, such as awards.Special pay will be entered on the Other Pay Information sub-page, accessed from the hyperlink on the Compensation page of the HR Processing page group. The user will need to know the appropriate NOAC and extension to use for the premium pay personnel action.
NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.
NOTE: This procedure provides guidance on processing ongoing special pay for employees.

Procedure

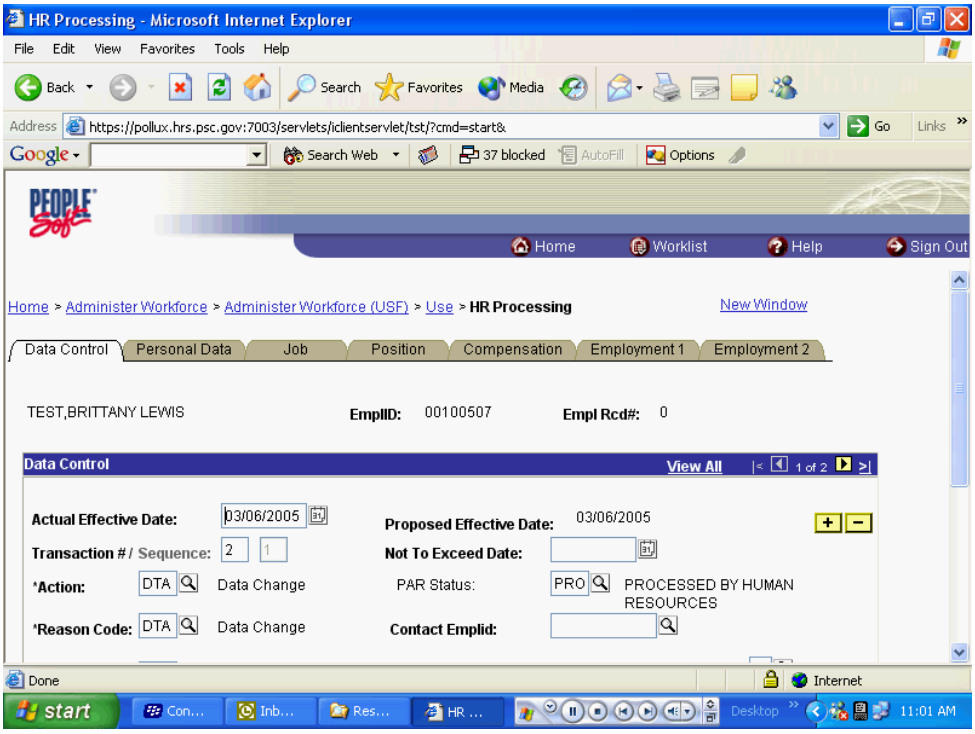
Premium pay are special ongoing entitlements that an employee may receive, such as Retention Allowance, Post Differentials, COLA's. For the purpose of this exercise we will process a Retention Allowance.



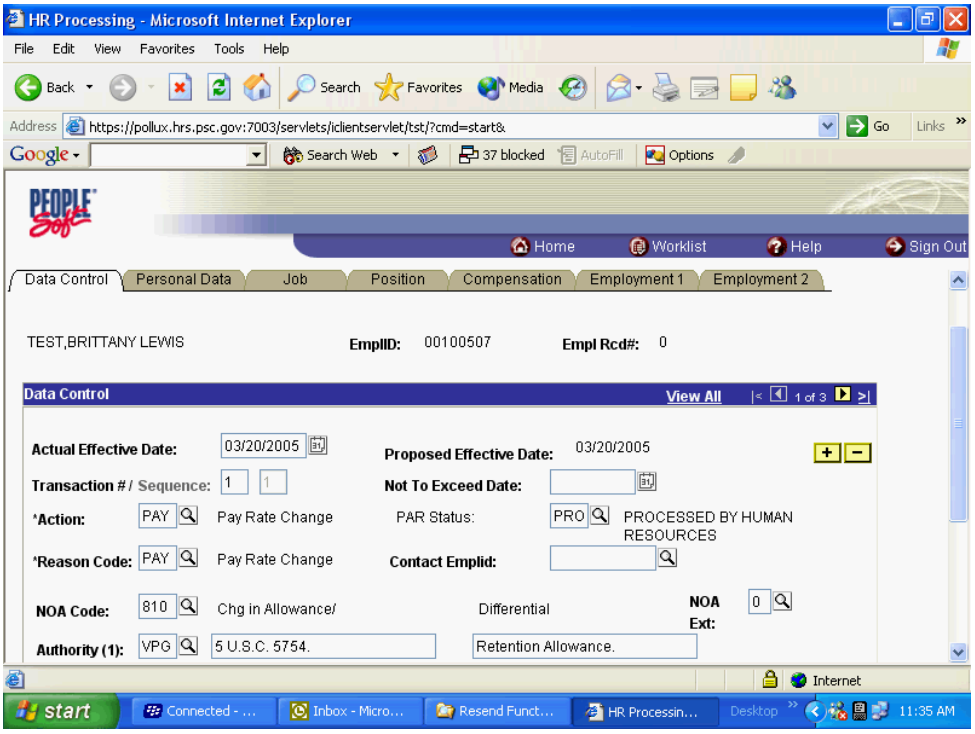
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



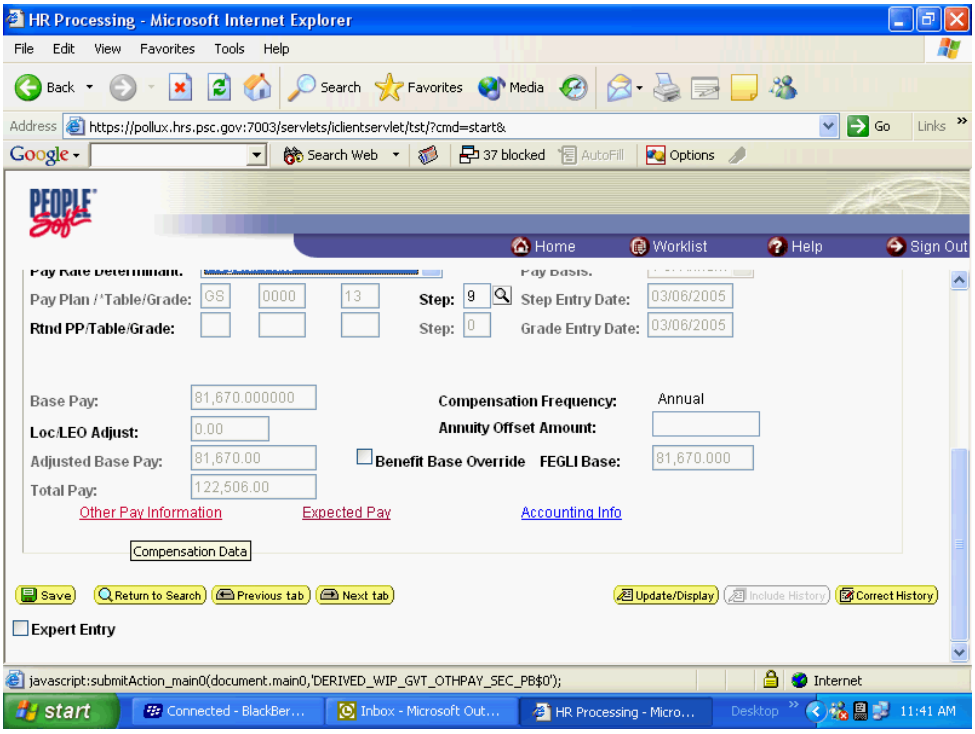
Step	Action
5.	Enter the desired information into the **Name** field. Enter "**test**".
6.	Click the **Include History** option. Include History
7.	Click the **Search** button. Search
8.	Click the **Search Results** table.



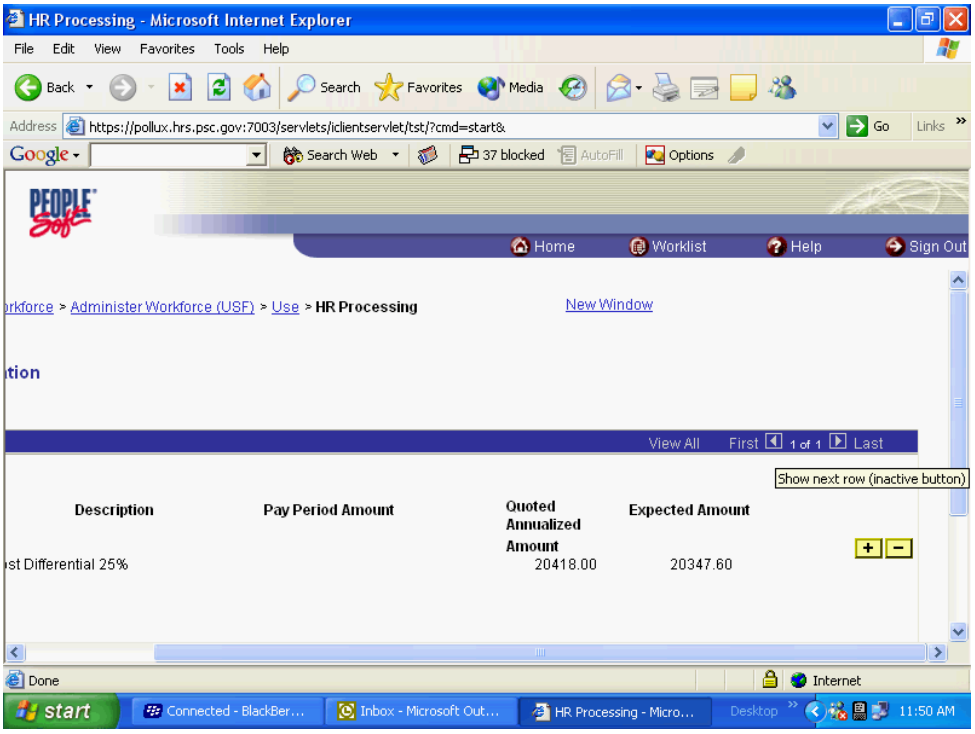
Step	Action
9.	Click the **Add a new row at row 1** button.
10.	Enter the desired information into the **Actual Effective Date** field. Enter "**03/20/2005**".
11.	Press **[Tab]**.
12.	Enter the desired information into the ***Action** field. Enter "**pay**".
13.	Enter the desired information into the ***Reason Code** field. Enter "**pay**".
14.	Press **[Tab]**.
15.	Enter the desired information into the **NOA Code** field. Enter "**810**".
16.	Press **[Tab]**.
17.	Enter the desired information into the **NOA Ext** field. Enter "**0**".
18.	Press **[Tab]**.
19.	Enter the desired information into the **Authority (1)** field. Enter "**vpg**".
20.	Press **[Tab]**.



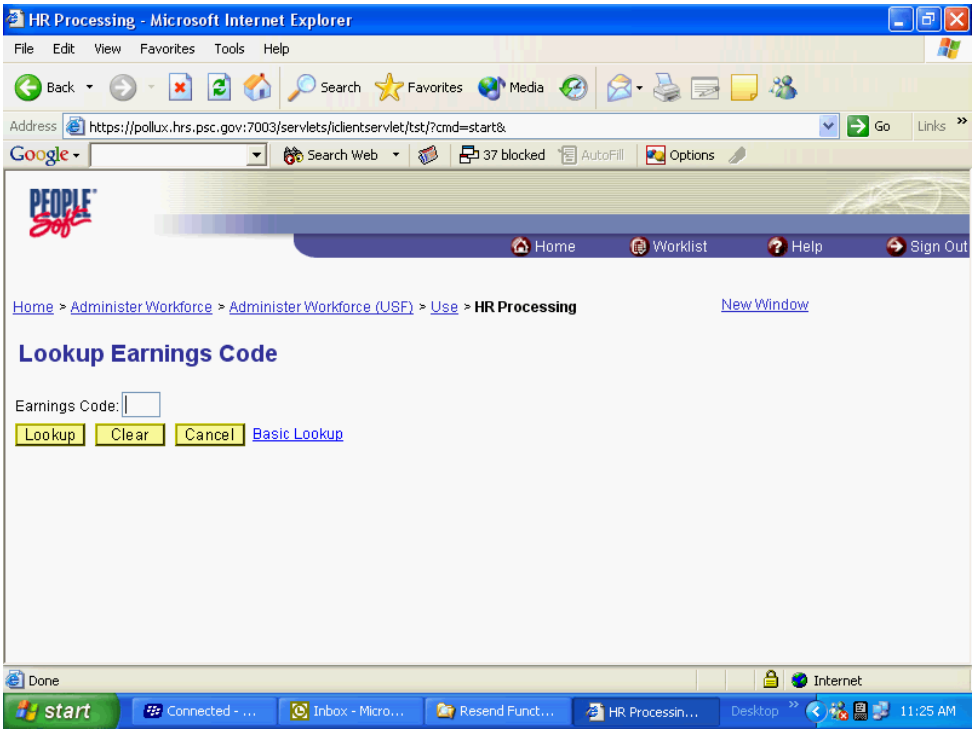
Step	Action
21.	Click the **Compensation** tab. Compensation



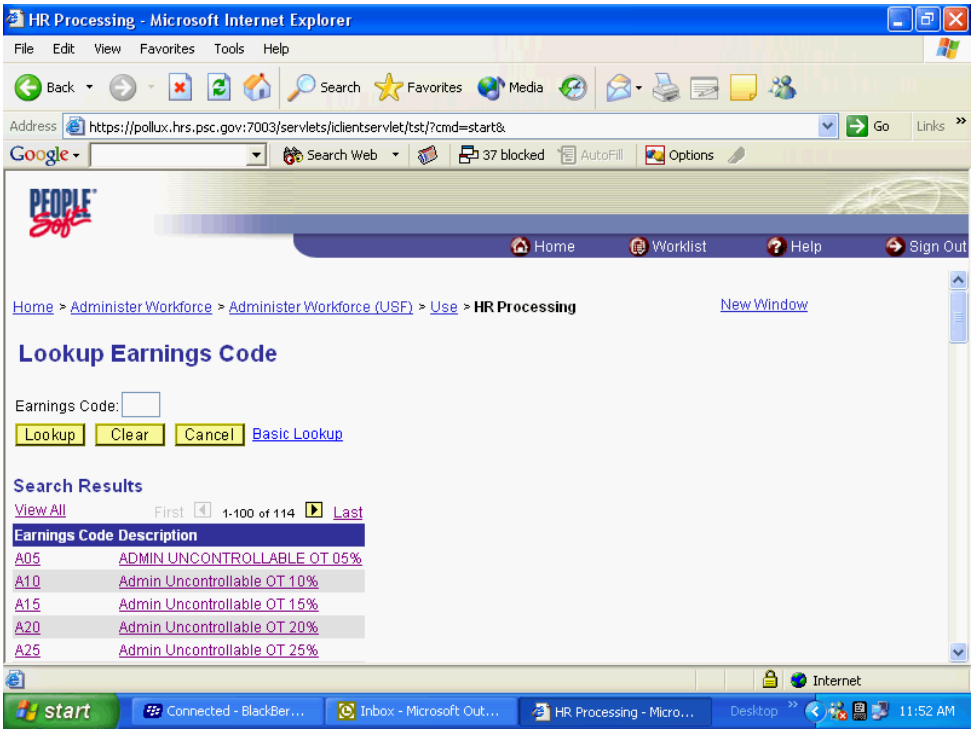
Step	Action
22.	Click the **Other Pay Information** link. Other Pay Information



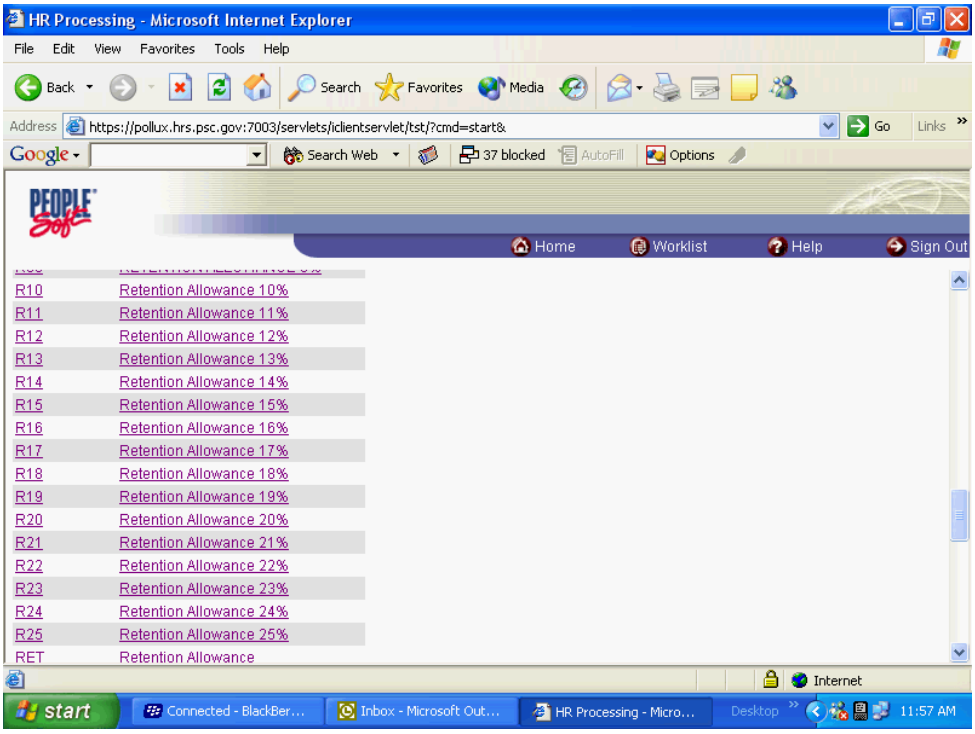
Step	Action
23.	Point to the **Add a new row at row 1** object.



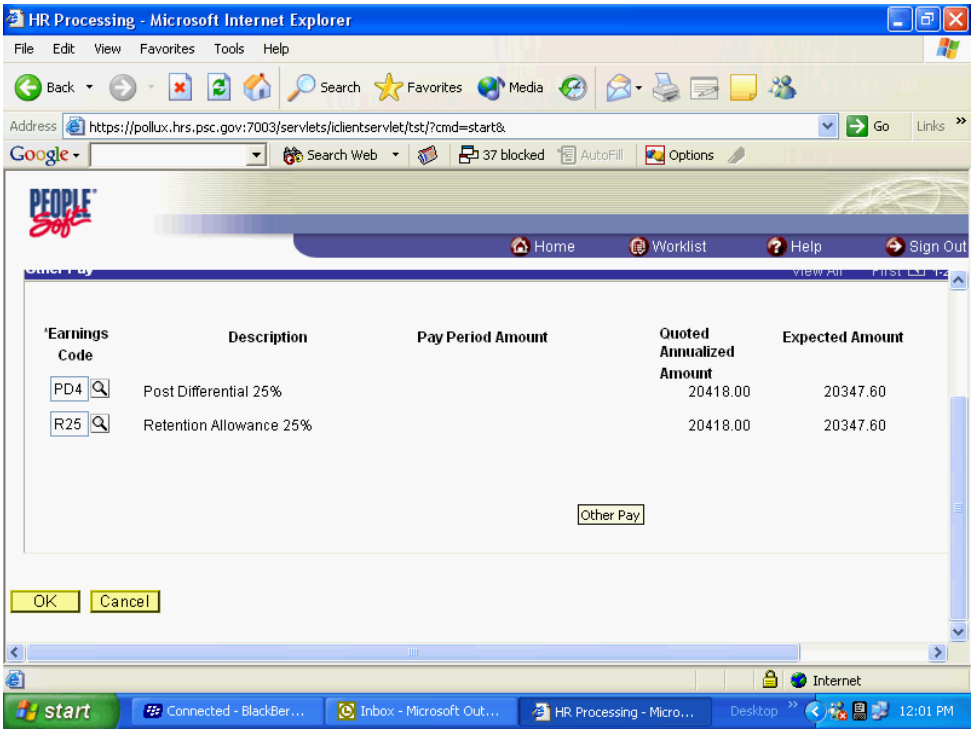
Step	Action
24.	Click the **Lookup** button. Lookup
25.	Click the **Search Results** table.



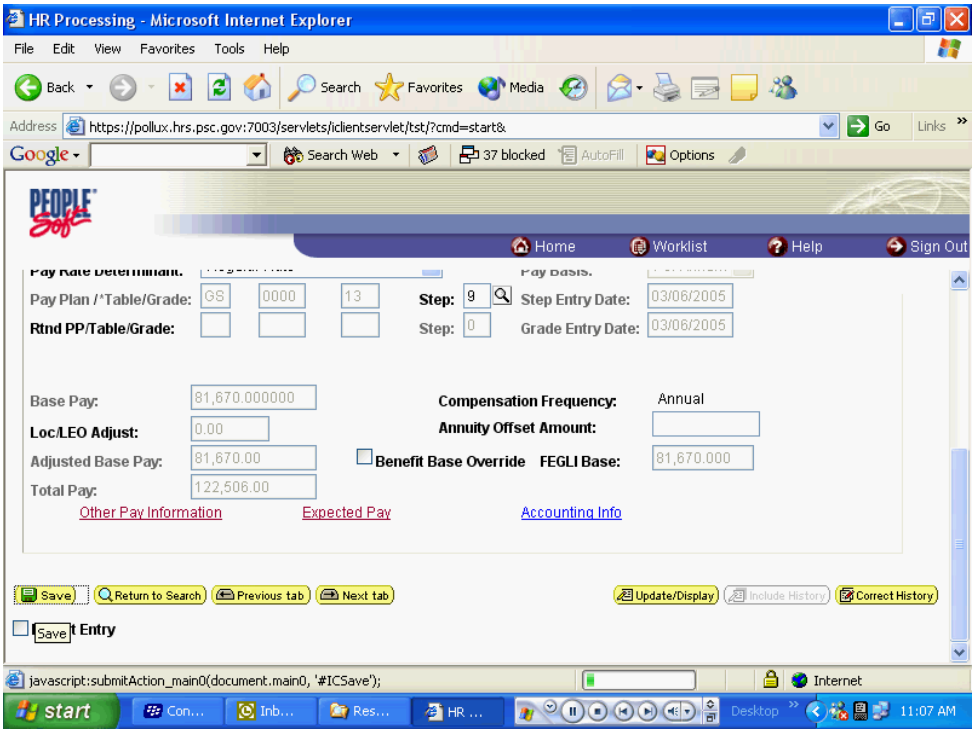
Step	Action
26.	Point to the object. Use the scroll bar to scroll down the search results to select the appropriate earnings code.

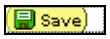


Step	Action
27.	Click the **Search Results** table. For this exercise, we will use R25. R25 Retention Allowance 25%



Step	Action
28.	Click the **OK** button. OK



Step	Action
29.	Click the **Save** button. 
30.	**End of Procedure.**

Physician Special Pay (PSP) Processing

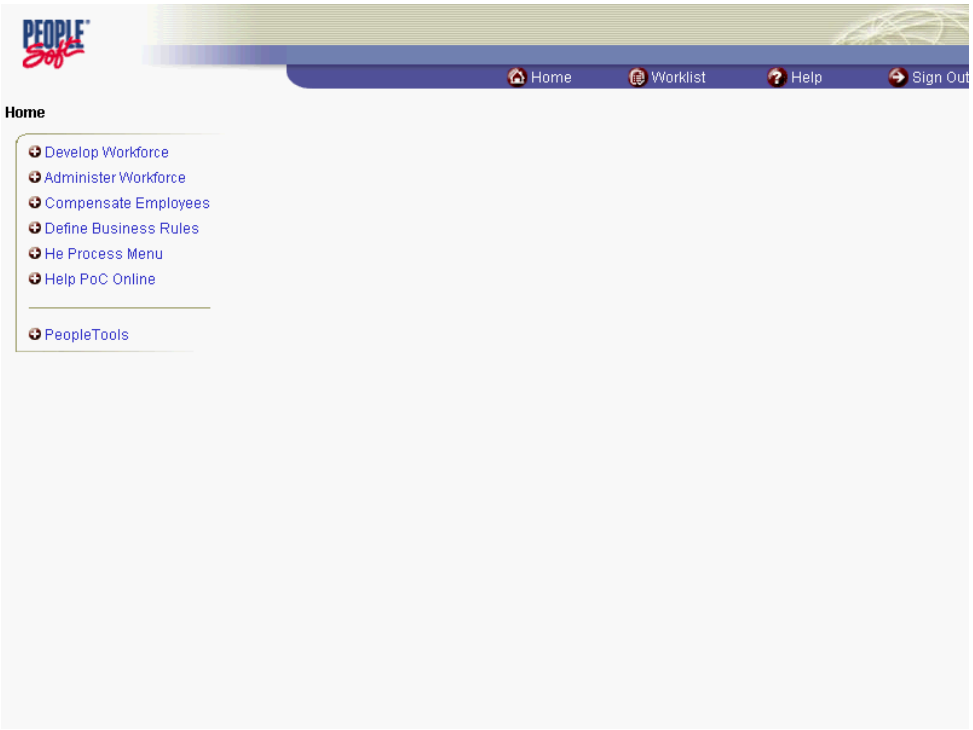
Introduction

This topic outlines the procedure that needs to be followed when processing the Physician Special Pay (PSP) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

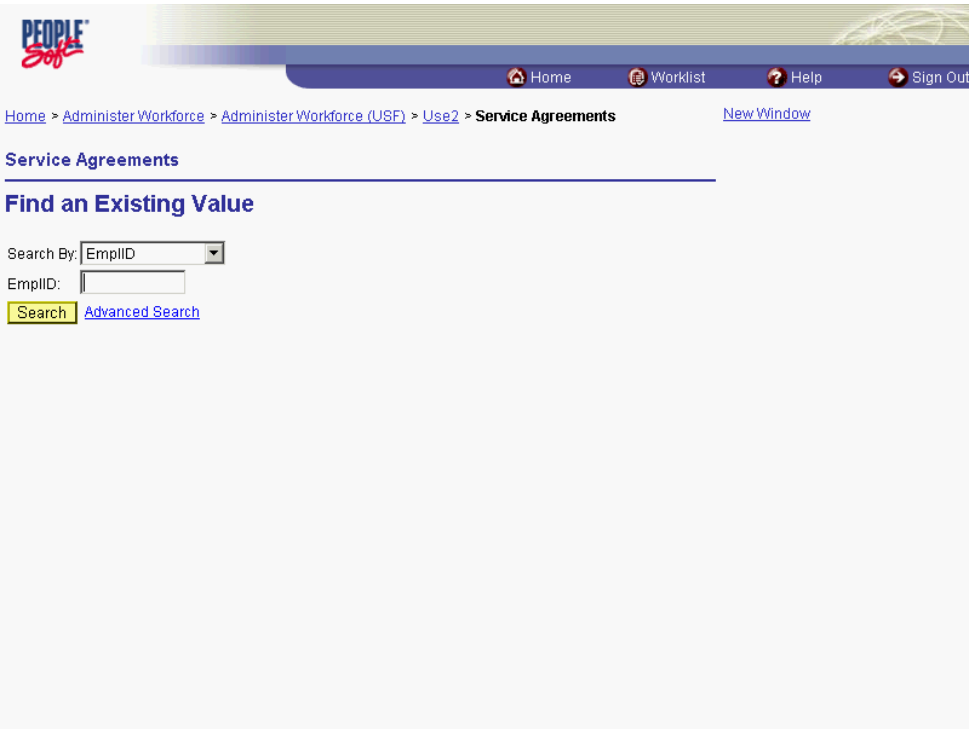
Processing a PSP in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed, along with the entry of the specific pay items. Use the Data Control page to add a row for the action, and the Other Pay Information hyperlink on the Compensation page to enter the PSP codes that apply.

Procedure

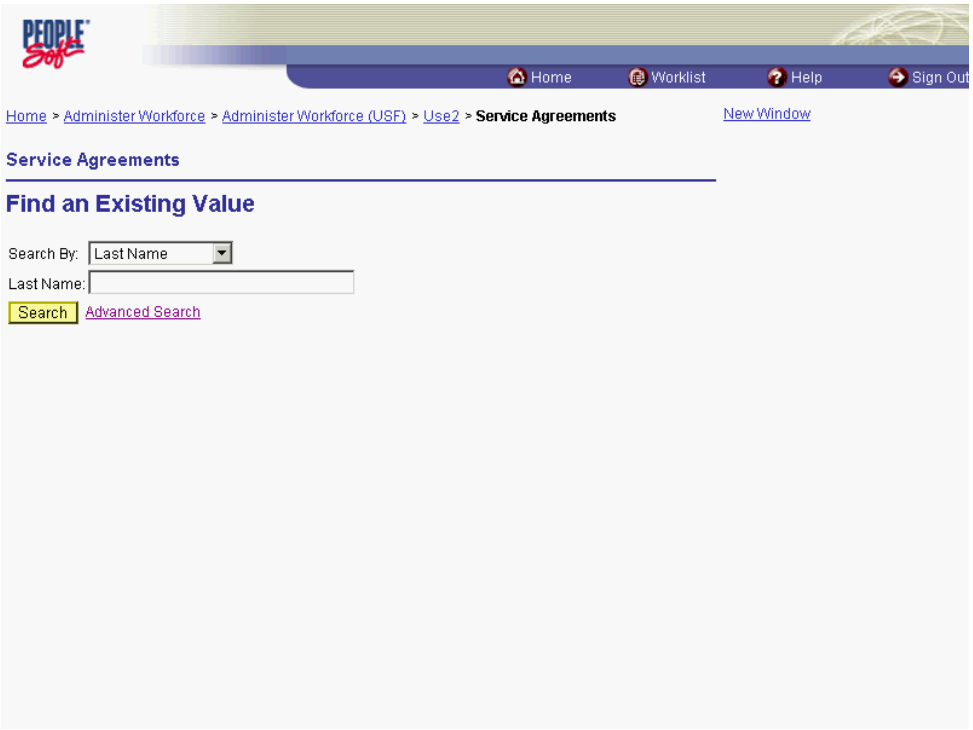
The following procedures must be completed when processing a PSP.



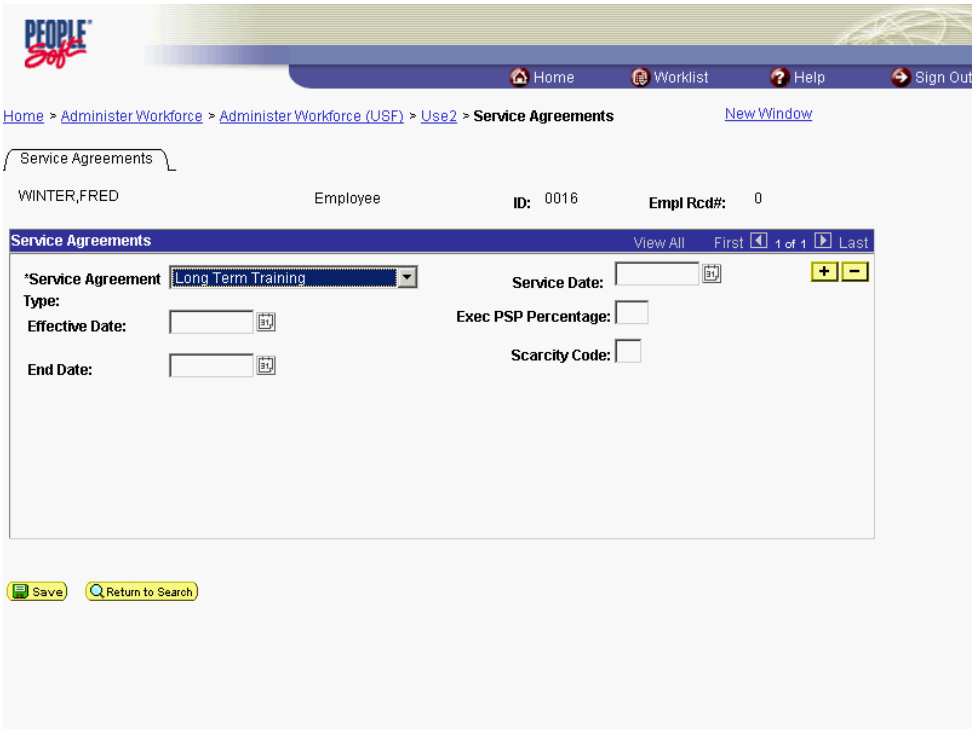
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use2** link. Use2
4.	Click the **Service Agreements** link. Service Agreements



Step	Action
5.	Click the **Search By** list.
6.	Select the desired entry. Click **Last Name**. Last Name



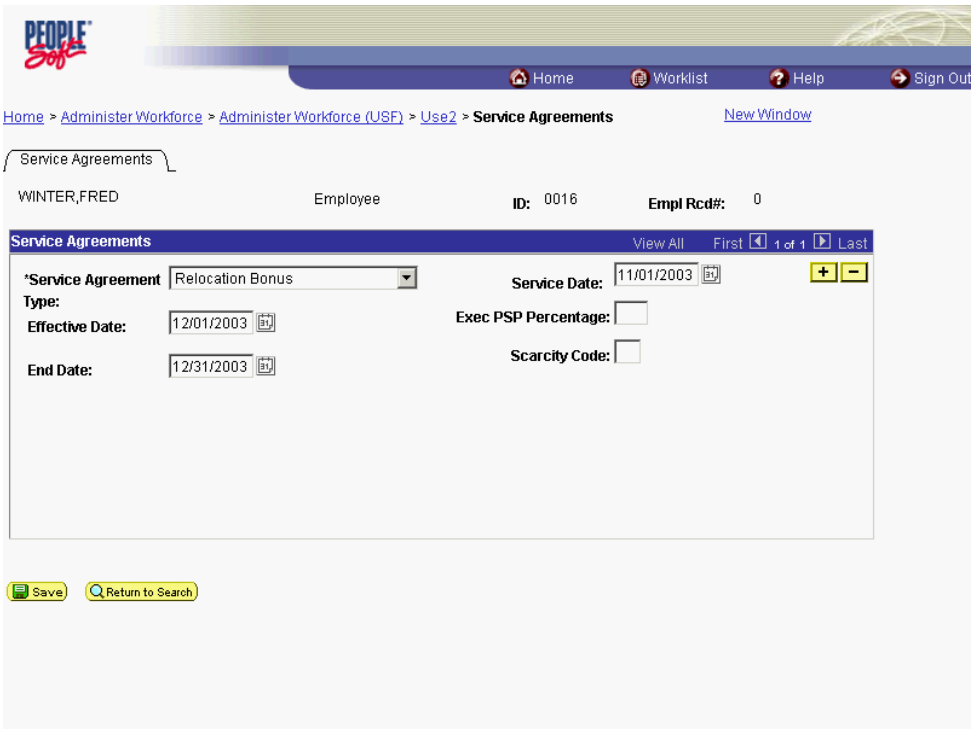
Step	Action
7.	Enter the desired information into the **Last Name** field. Enter "**Winter**".
8.	Click the **Search** button. Search
9.	Scroll as necessary and click the desired entry in the **Search Results** table. Click the link for **Winter, Fred**. WINTER



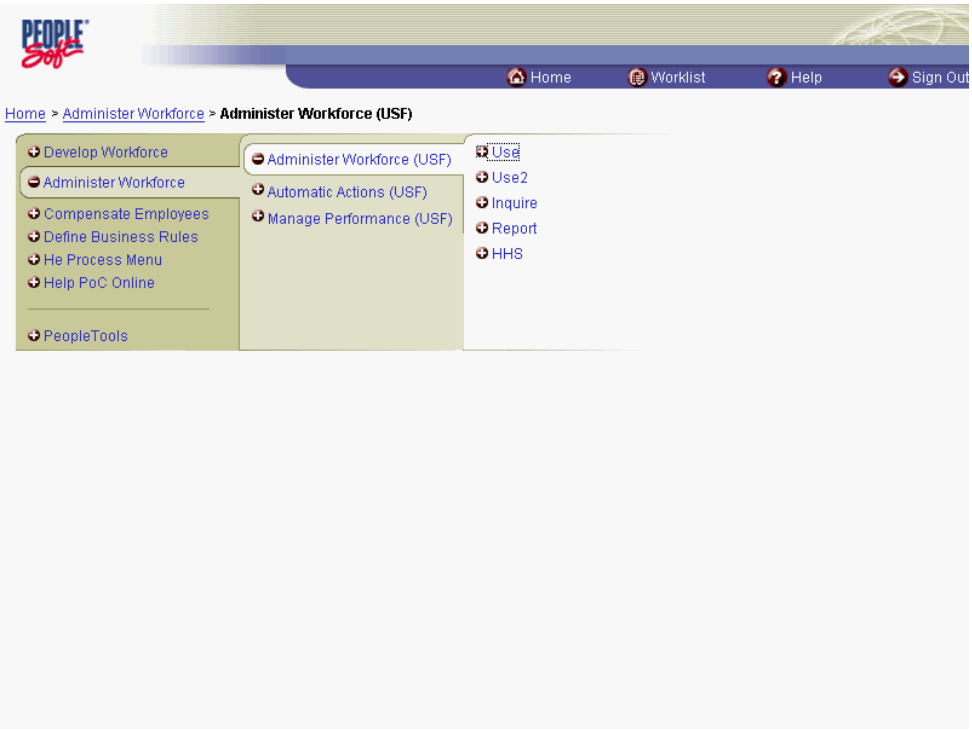
Step	Action
10.	Click the ***Service Agreement Type** list.
11.	Select the desired entry in the list. Click **Physician's Special Pay**. Physician's Special Pay
12.	Enter the desired information into the **Effective Date** field. Enter "**12/01/2003**".
13.	Press **[Tab]**.
14.	Click in the **End Date** field. 12/31/2005
15.	Enter the desired information into the **End Date** field. Enter "**12/31/2005**".
16.	Enter the Executive Pay percentage amount in the **Exec PSP Percentage** field and the appropriate code into the **Scarcity Code** field, if applicable.

The **Exec PSP Percentage** field relates to the percentage of time a Chief of Staff or a Service Chief is contracted to spend in that role. The system will derive the scarcity percentage by subtracting the Executive percentage from 100.

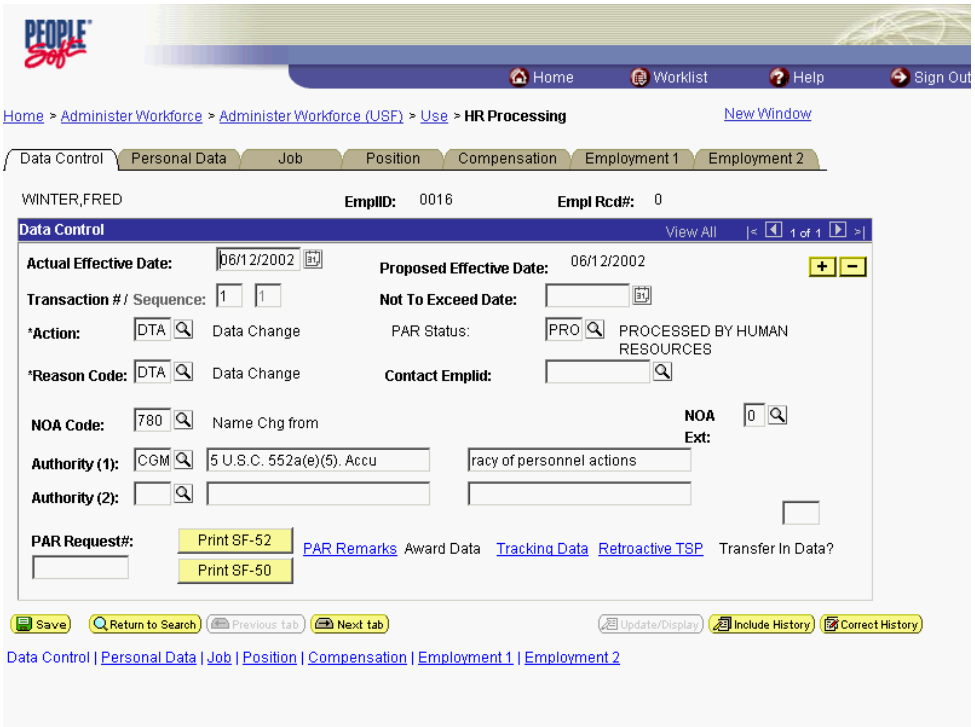
When an employee eligible for PSP is part time, their PSP is prorated based on the number of hours they work. When an employee eligible for PSP has dual roles in scarcity and executive pay, their PSP is prorated based on the percent of time they work in each category. The prorating calculation occurs when the user enters the PSP amounts.



Step	Action
17.	Once the data associated with the service agreements has been captured, the PSP personnel action must be completed and the pay specifics must be entered. Click the **Administer Workforce (USF)** link. Administer Workforce (USF)



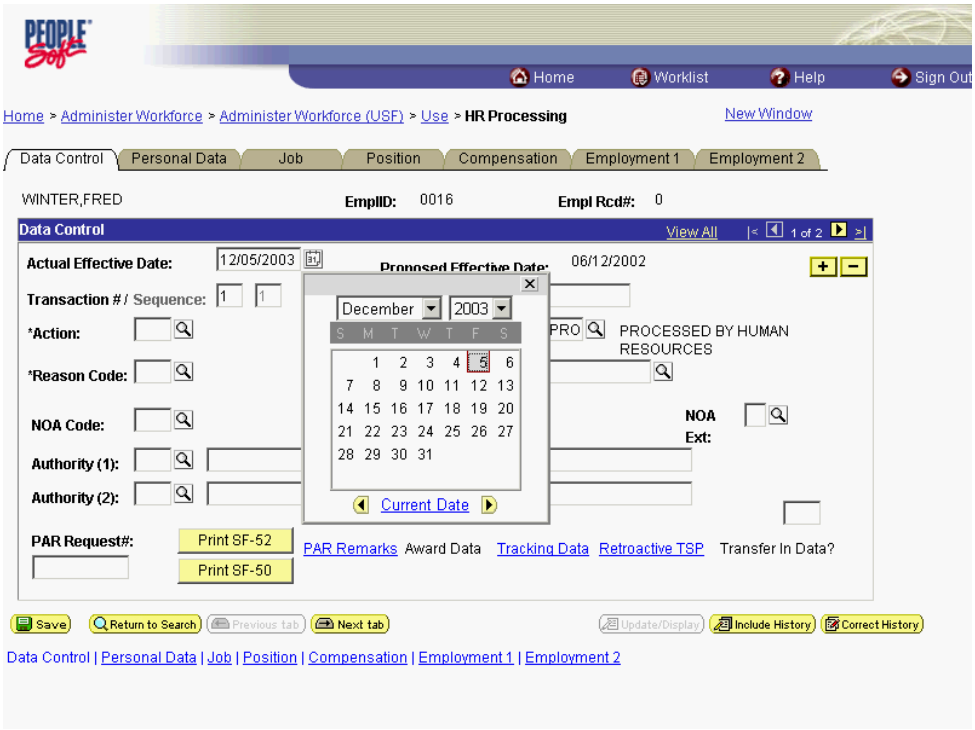
Step	Action
18.	Click the **Use** link. Use
19.	Click the **HR Processing** link. HR Processing



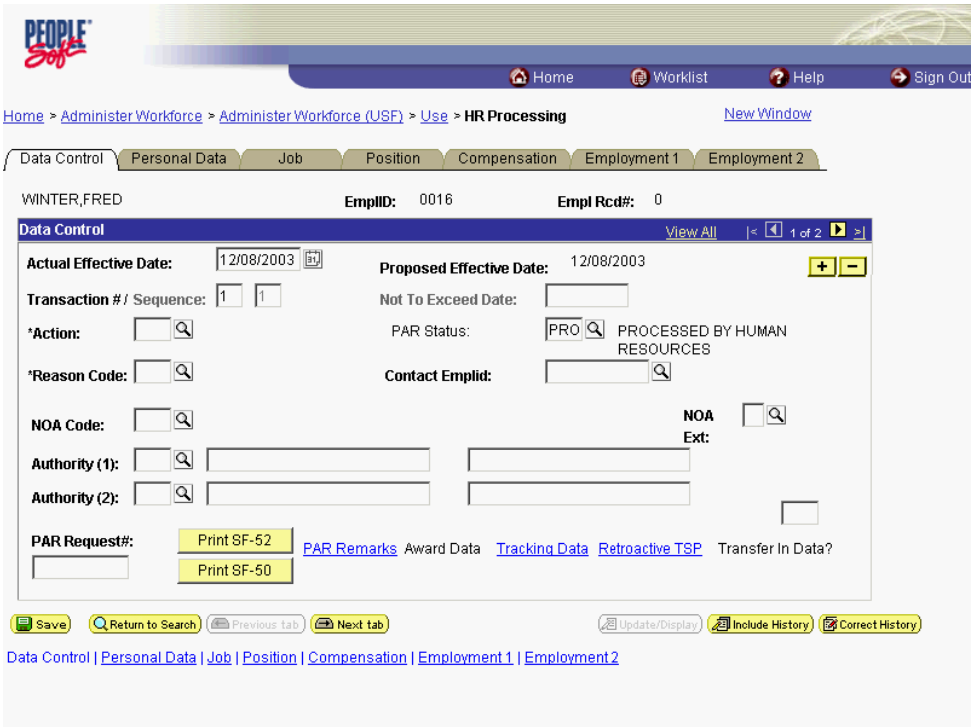
Step	Action
20.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. You can use the **Search** feature to enter search criteria to locate another employee, if desired. Click the **Add a new row at row 1** button.

	The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
21.	Click the **Calendar icon** button.



Step	Action
22.	Select the desired date. Click **8**. 8



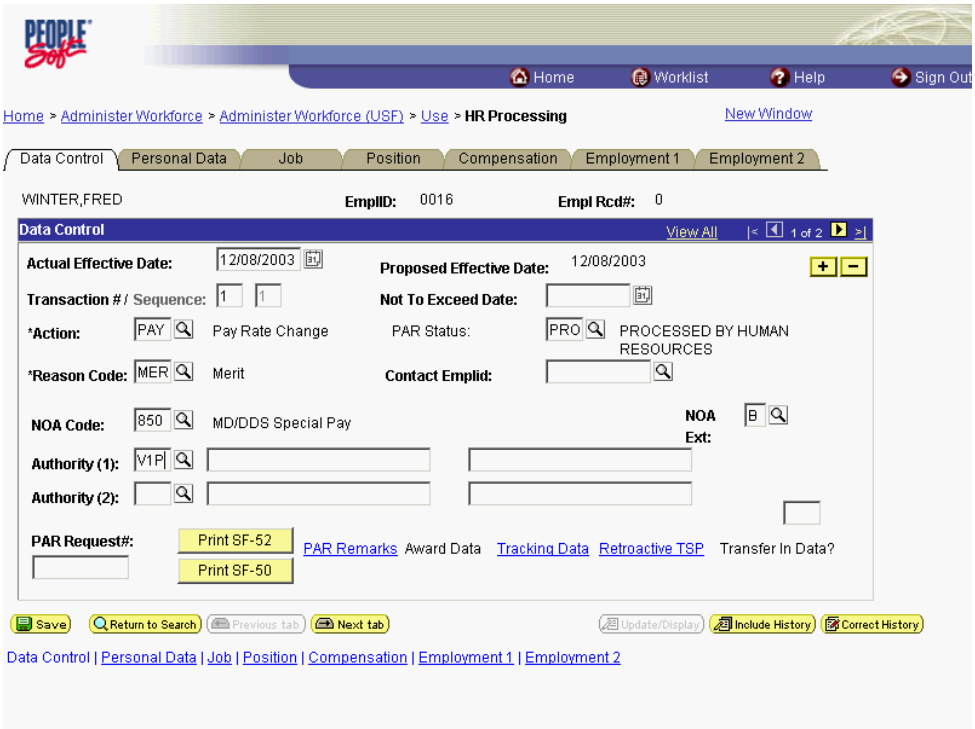
Step	Action
23.	Click in the ***Action** field.
24.	Enter the desired information into the ***Action** field. Enter "**PAY**".
25.	Click in the ***Reason Code** field.
26.	Enter the desired information into the ***Reason Code** field. Enter "**MER**".
27.	Click in the **NOA Code** field.
28.	Enter the desired information into the **NOA Code** field. Enter "**850**".
29.	Press **[Tab]**.
30.	Enter the desired information into the **NOA Ext** field. Enter "**B**".

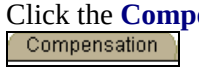
NOA Extension Description
- A = PSP Start
- B = Length of Service Increase
- C = PSP Stop (Cancel) *
- D = PSP Correction Amount
- E = PSP Contract Amendment
- F = Terminate PSP **

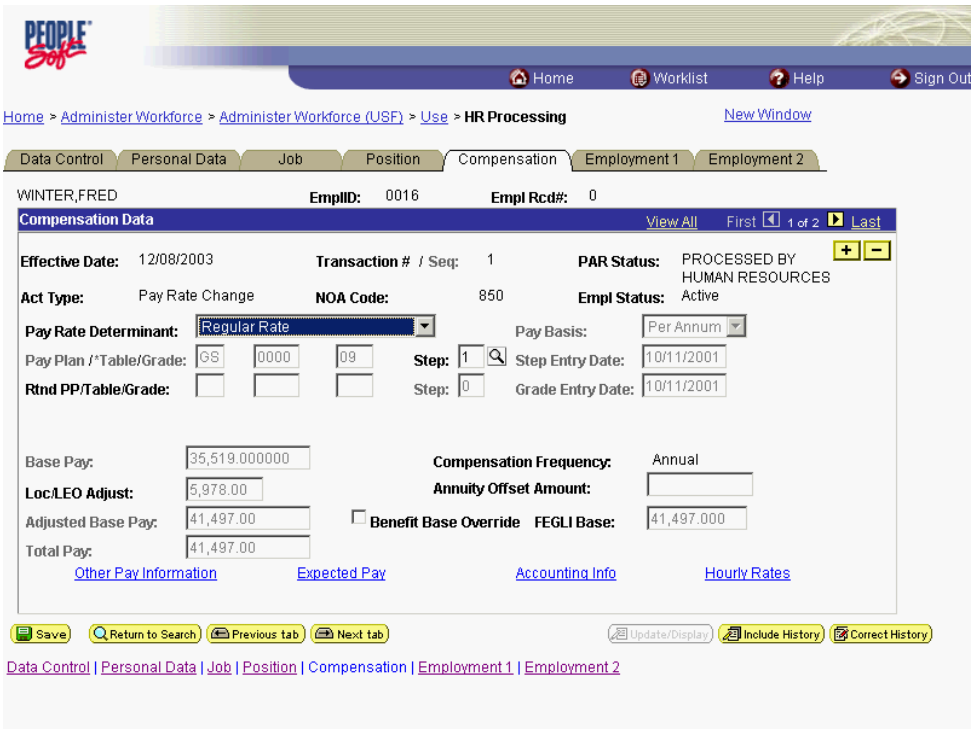
* NOA 850C is used to cancel all PSP as of the effective date of the PSP.

** NOA 850F is used to terminate or stop all pay factors associated with PSP as of the effective date of the termination action.

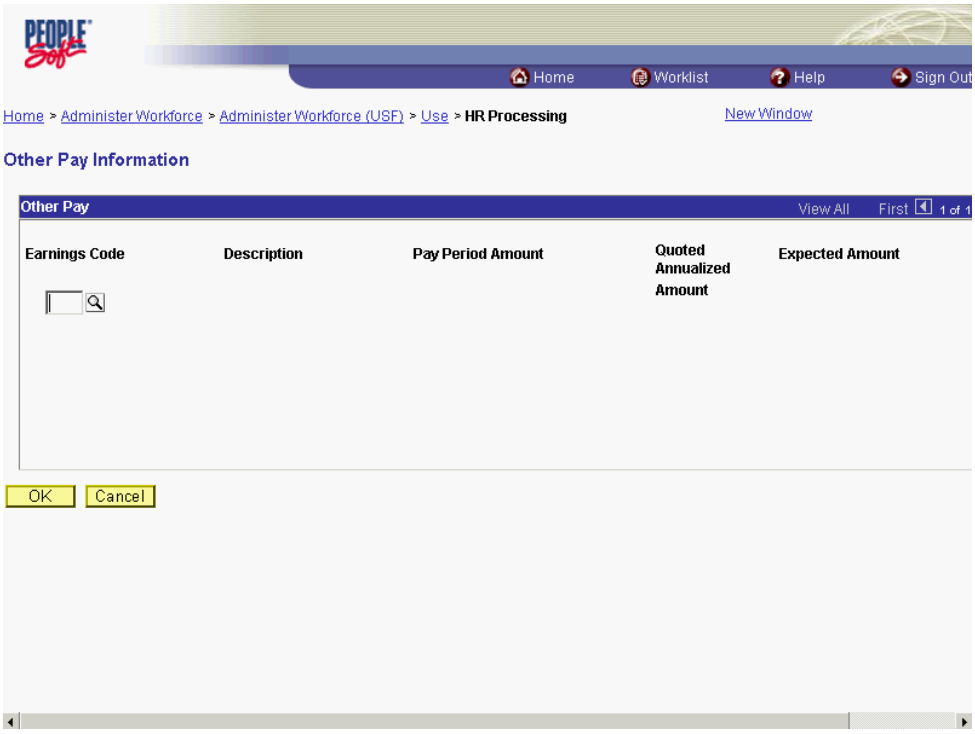
Step	Action
31.	Press **[Tab]**.
32.	Enter the desired information into the **Authority (1)** field. Enter "**V1P**".



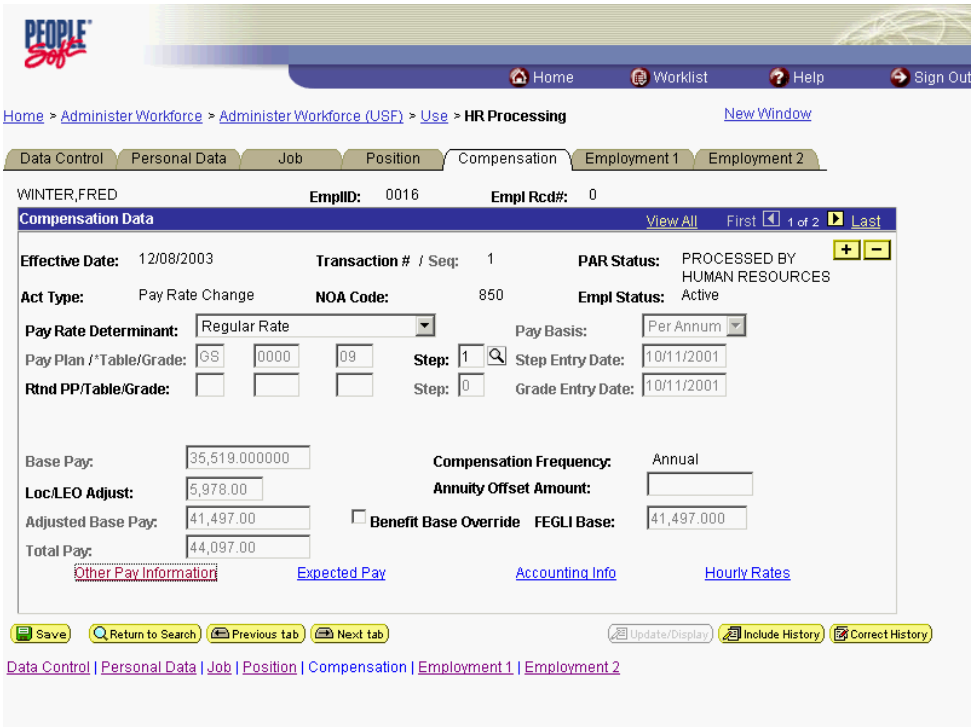
Step	Action
33.	Click the **Compensation** tab. 



Step	Action
34.	Click the **Other Pay Information** link. Other Pay Information



Step	Action
35.	Enter the desired information into the **Earnings Code** field. Enter "**Y04**".
36.	Press **[Tab]**.
37.	NOTE: When processing a PSP, users must only select one PSP category (PSP earnings code) and enter the PA amount on that one earnings code. Enter the desired information into the **Pay Period Amount** field. Enter "**100**".
38.	Press **[Tab]** to automatically populate the fields.
39.	Click the **OK** button. OK



Step	Action
40.	Change the **PAR Status** according to your role, if necessary. Click the **Save** button. Save
41.	The Physician Special Pay processing is completed. **End of Procedure.**

Length of Service increases are part of an automatic process. The user will not have to check for anniversary dates.

The PSP NOA's cannot be corrected or cancelled using NOA 0010 or 0020. In order to correct or cancel the PSP, the applicable PSP NOA must be processed. See the NOA table on page 12-14 of this procedure for applicable NOA codes.

The following edits have been built into the processing of PSP in EHRP:

1. The employee's receiving PSP must be in a PSP eligible Occupational Series. Doctors must have the 602 Occ. Series. Dentists must have 680.

2. The physicians must be in PSP eligible pay plans. They must NOT belong to the following Pay Plans: ES, SL, ST, EL, EX, or AD.

3. If the employee has PSP they are not eligible for PSP.

4. The employee must be within Grades 13 and 15 including those grades.

5. If the employee's scarcity dollars have reached the maximum, they cannot receive Post Grad PSP dollars. (Only applies to Dentist 2)

6. The employee cannot be a reemployed annuitant under FERS or CSRS.

7. The Doctors pay rate determinant must be one of the following: Special & Superior Qualifications, Special Rate or Retained Pay - SES Removal.

8. Dentists must either be in the Regular Rate or Superior Qualifications Rate pay rate determinant.

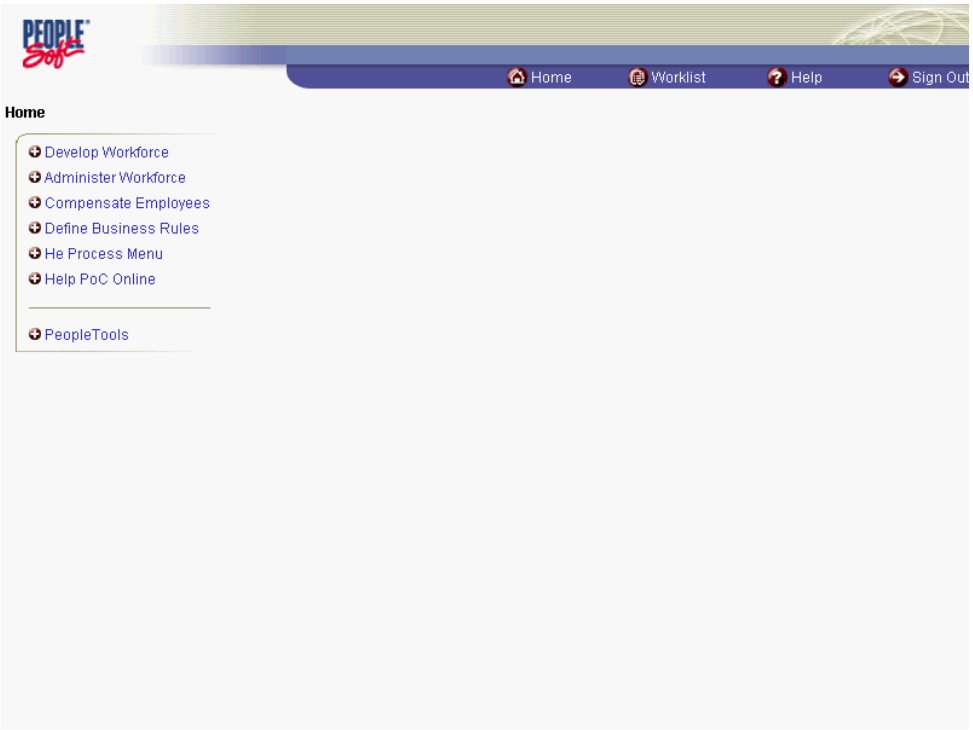
Manual Procedure for Stopping PSP

Introduction

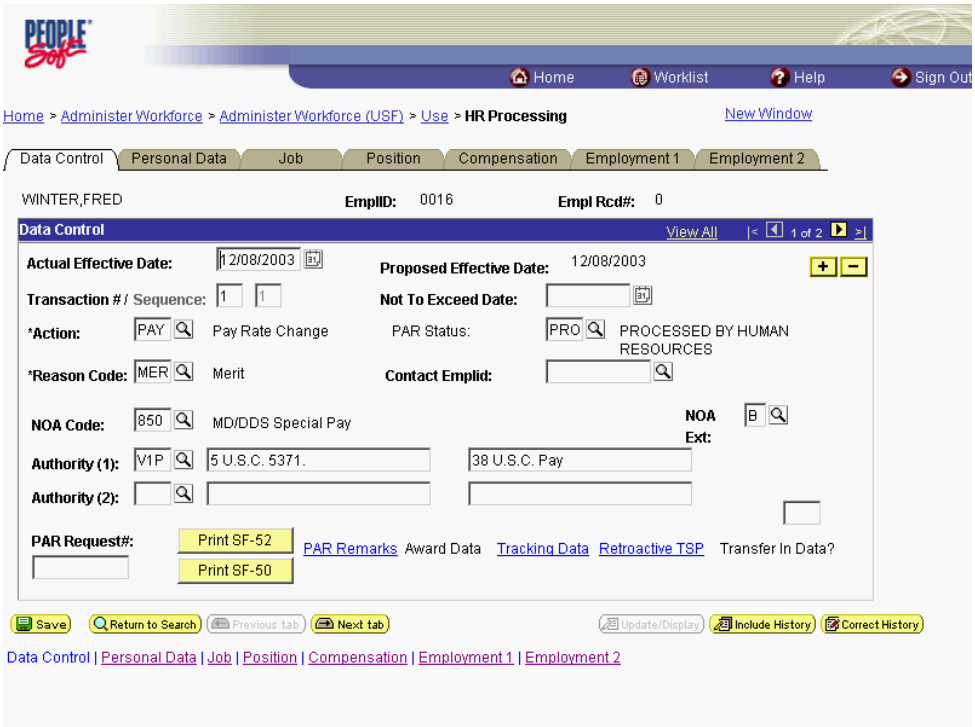
PSP is generally terminated through an automated process based on the Service Agreement end date. However, in the event that the PSP needs to be terminated prior to that date, the following process must be completed.
You must process a PAR using NOA code " 850 ", NOA ext " C".

Procedure

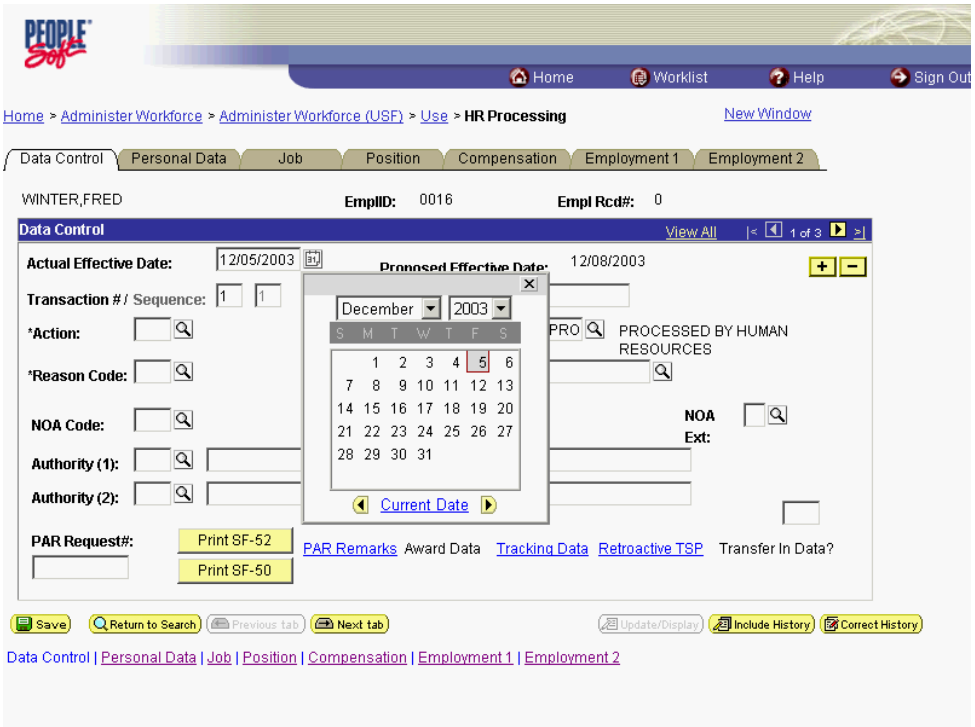
The following procedures must be completed when manually stopping PSP.



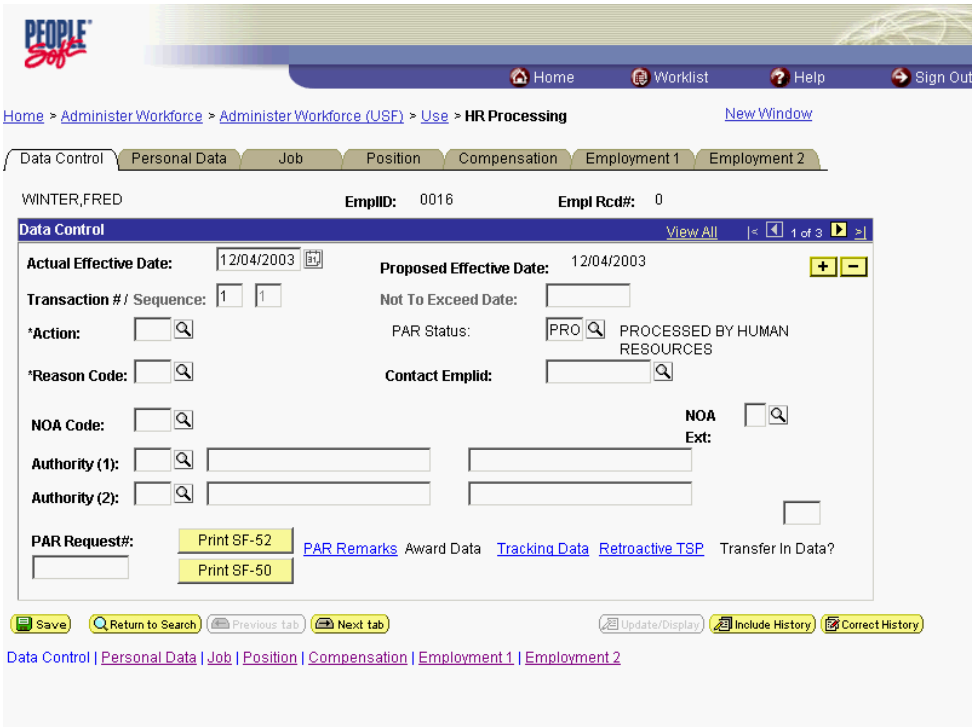
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing



Step	Action
5.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. You can use the **Search** feature to enter search criteria to locate another employee, if desired. Click the **Add a new row at row 1** button.
6.	Click the **Calendar icon** button.



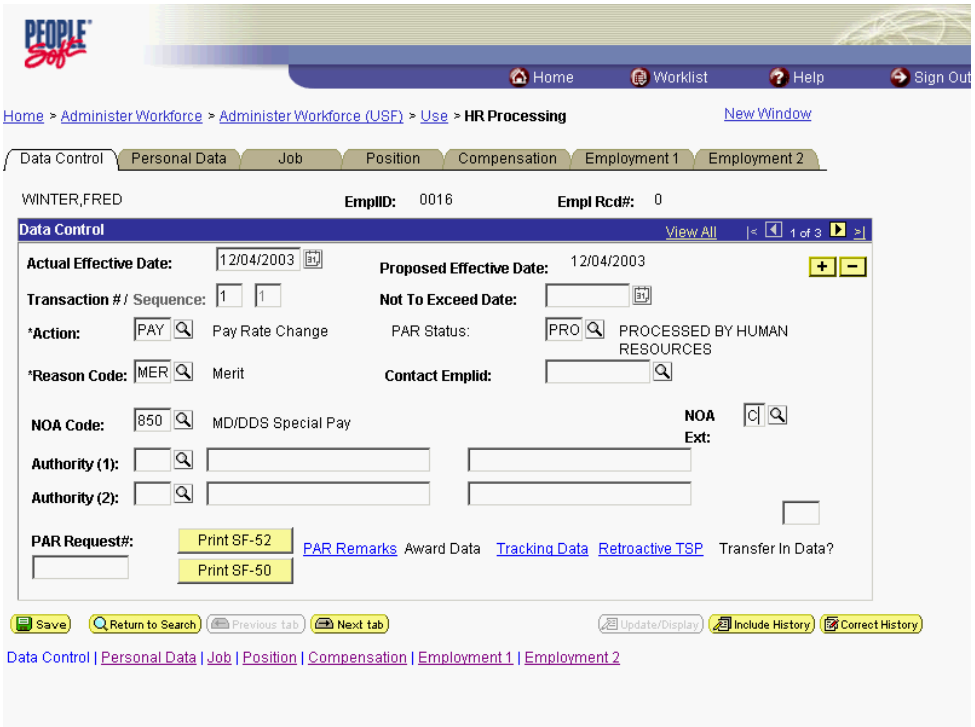
Step	Action
7.	Enter the effective date of the PSP action in the **Actual Effective Date** field. Select the desired date Click **4**. 4



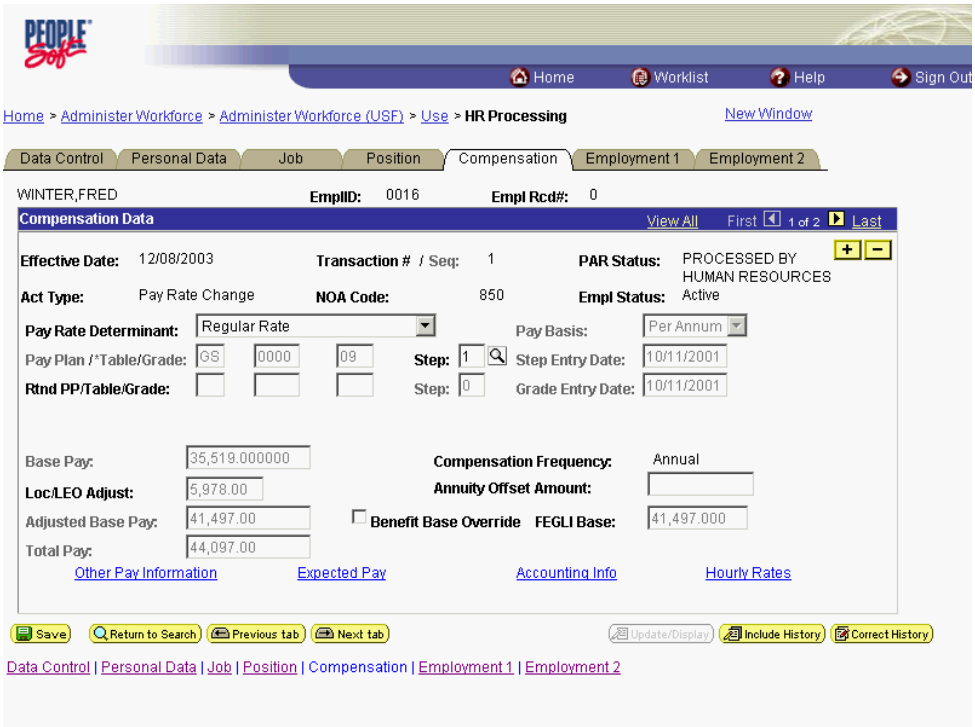
Step	Action
8.	Click in the ***Action** field.

The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

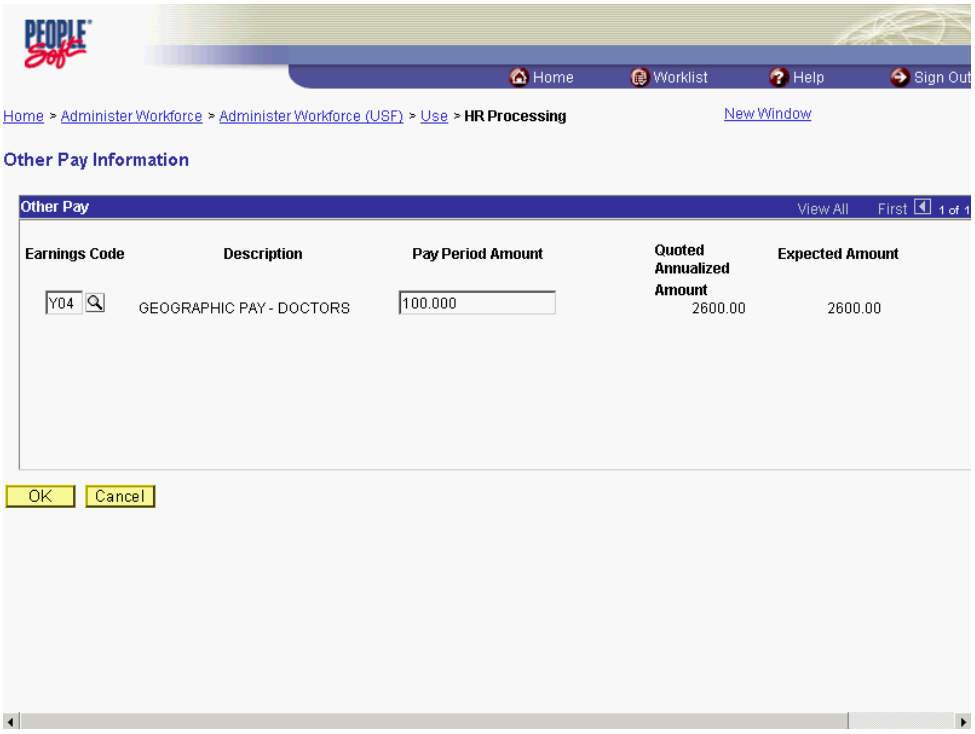
Step	Action
9.	Enter the desired information into the ***Action** field. Enter "**PAY**".
10.	Click in the ***Reason Code** field.
11.	Enter the desired information into the ***Reason Code** field. Enter "**MER**".
12.	Click in the **NOA Code** field.
13.	Enter the desired information into the **NOA Code** field. Enter "**850**".
14.	Press **[Tab]**.
15.	Enter the desired information into the **NOA Ext** field. Enter "**C**".



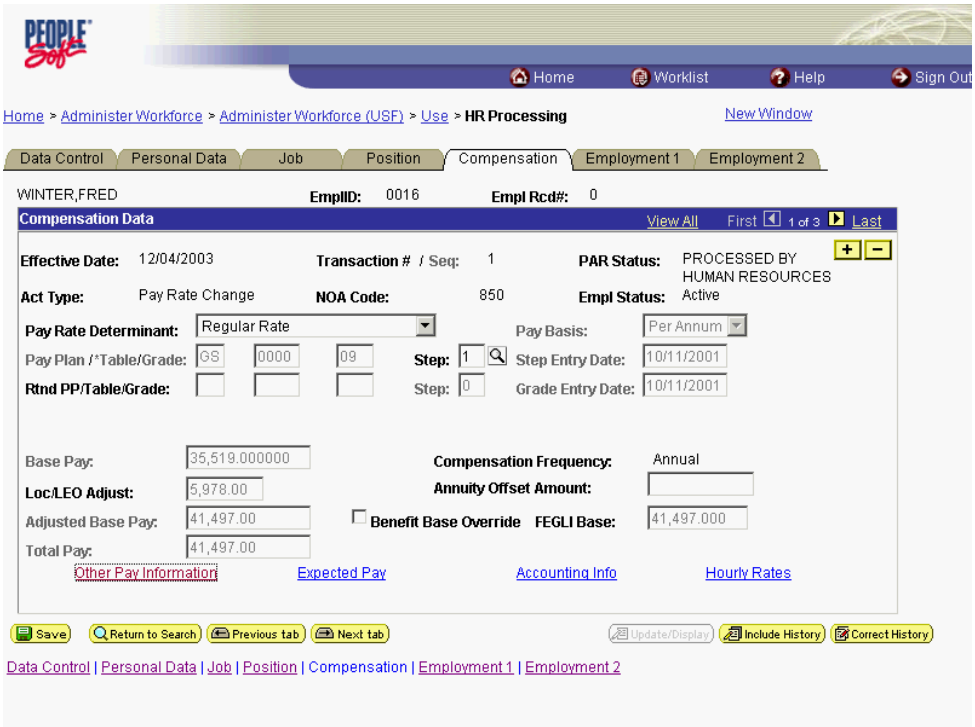
Step	Action
16.	Click the **Compensation** tab. Compensation



Step	Action
17.	Click the **Other Pay Information** link. Other Pay Information



Step	Action
18.	Double-click in the **Earnings Code** field. Y04
19.	Press **[Delete]**.
20.	Click the **OK** button. OK



Step	Action
21.	Change the **PAR Status** according to your role, if necessary. Click the **Save** button. Save
22.	The PSP procedure is stopped manually in EHRP. **End of Procedure.**

Physician's Comparability Allowance (PCA) Processing

The following topics explain the procedures for processing the Physician's Comparability Allowance (PCA) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

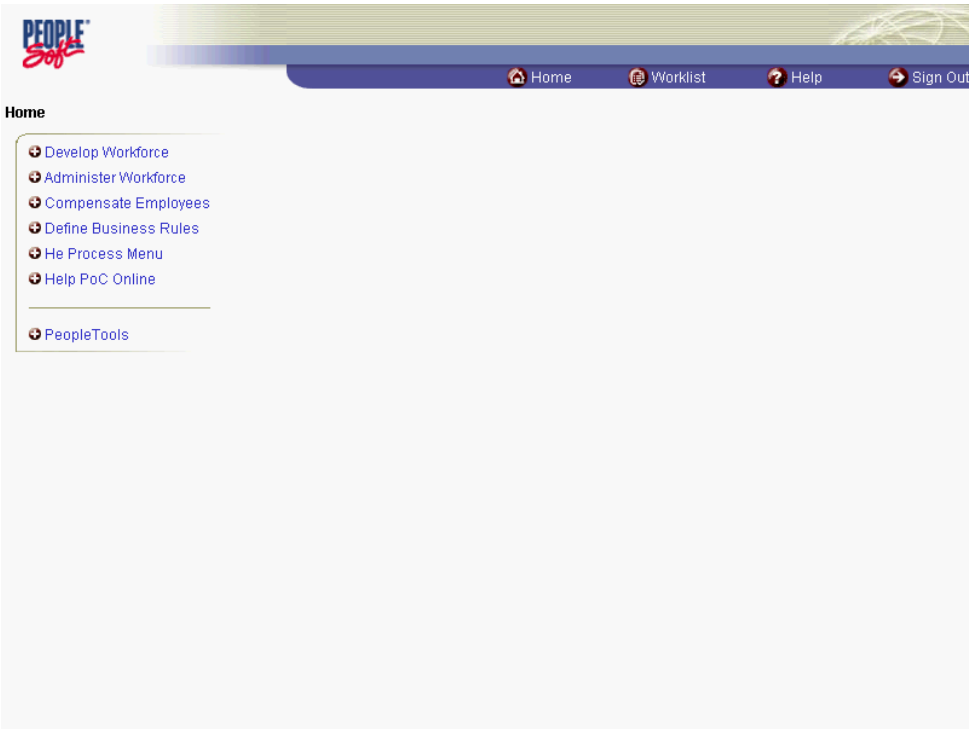
PCA Processing

Introduction

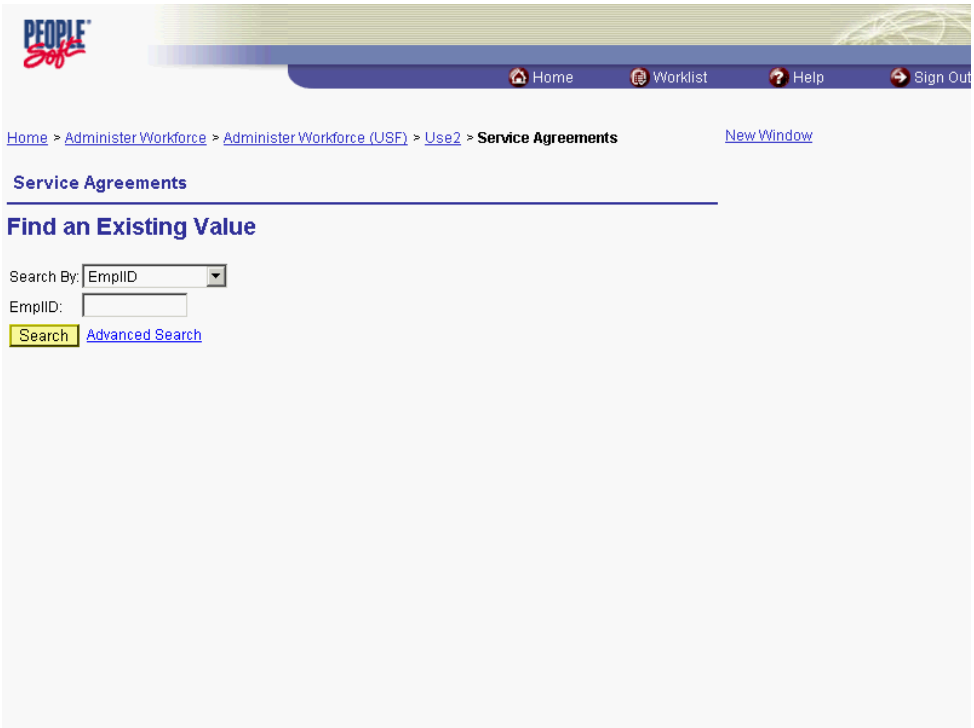
Processing a PCA in EHRP is a 2-step process. The user must first go to the Service Agreements page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed along with the entry of the specific pay items. Use the Data Control page to add a row for the action, and use the Other Pay Information hyperlink on the Compensation page to enter the PCA code that applies.

Procedure

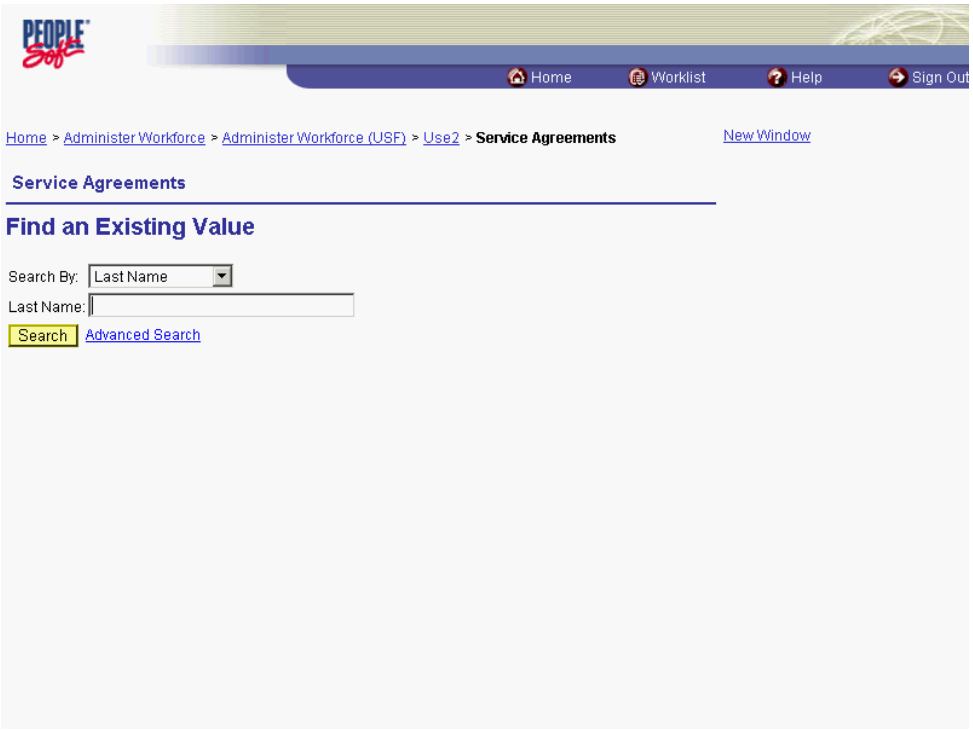
The following procedures must be completed when processing a Physician's Comparability Allowance (PCA) for eligible employees.



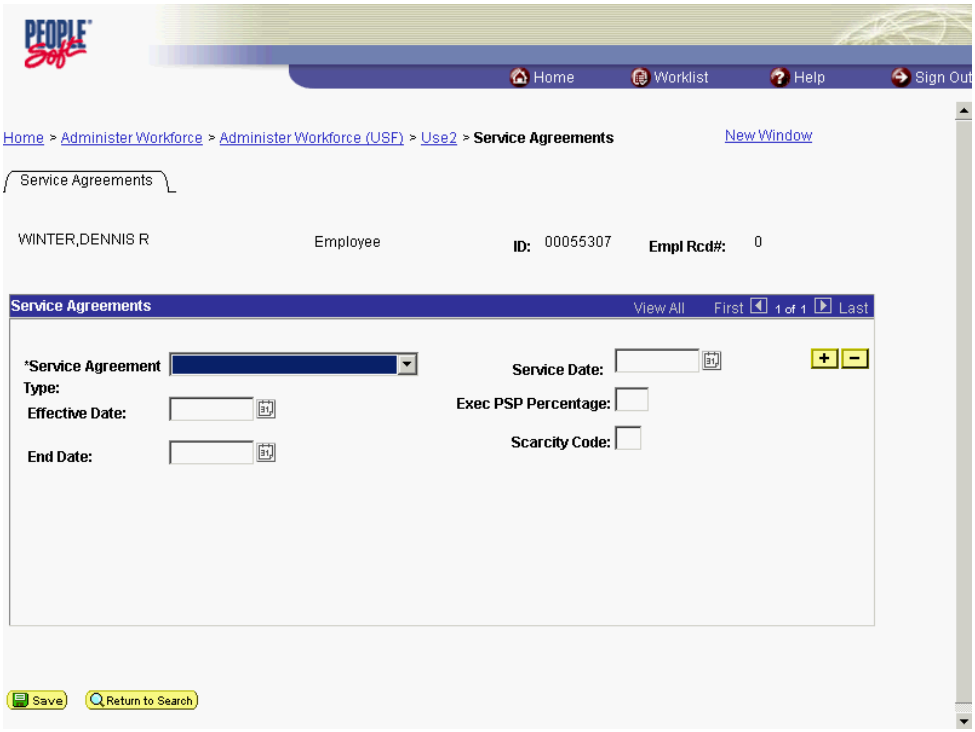
Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use2** link. Use2
4.	Click the **Service Agreements** link. Service Agreements



Step	Action
5.	Click the **Search By** list.
6.	Select the desired entry. Click **Last Name**. Last Name



Step	Action
7.	Enter the desired information into the **Last Name** field. Enter "**WINTER**".
8.	Click the **Search** button. Search
9.	Scroll as necessary and click the desired entry in the **Search Results** table. Click the link for **Winter, Dennis R**. WINTER

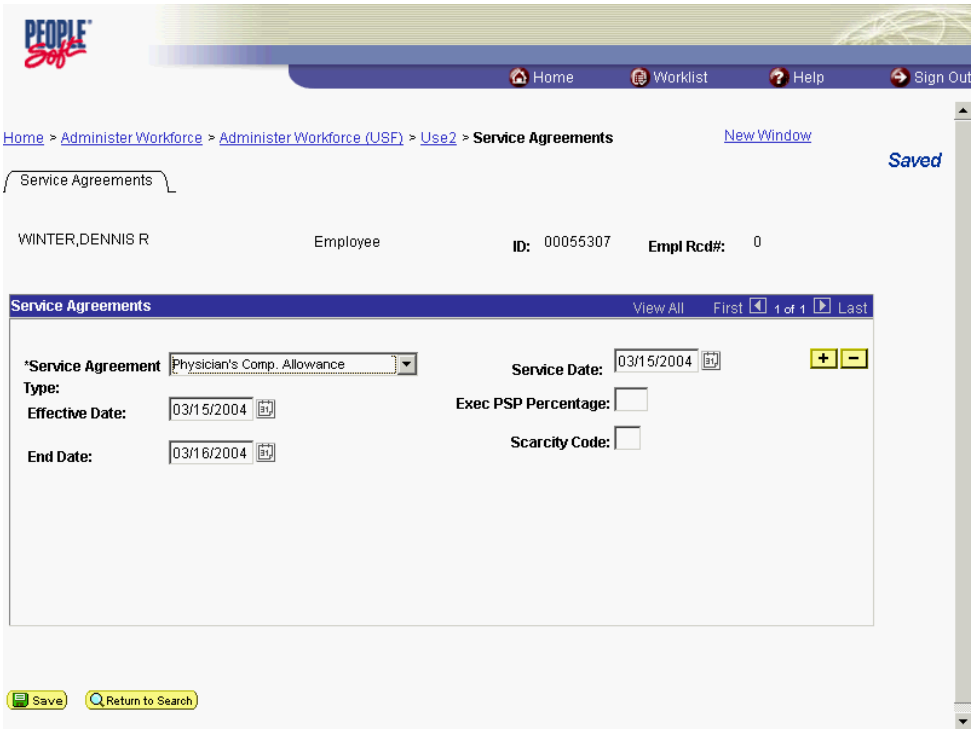


Step	Action
10.	Click the ***Service Agreement Type** list.
11.	Select the desired entry. Click **Physician's Comp. Allowance**. Physician's Comp. Allowance
12.	Click in the **Service Date** field.
13.	Enter the desired information into the **Service Date** field. Enter "**03/15/2004**".

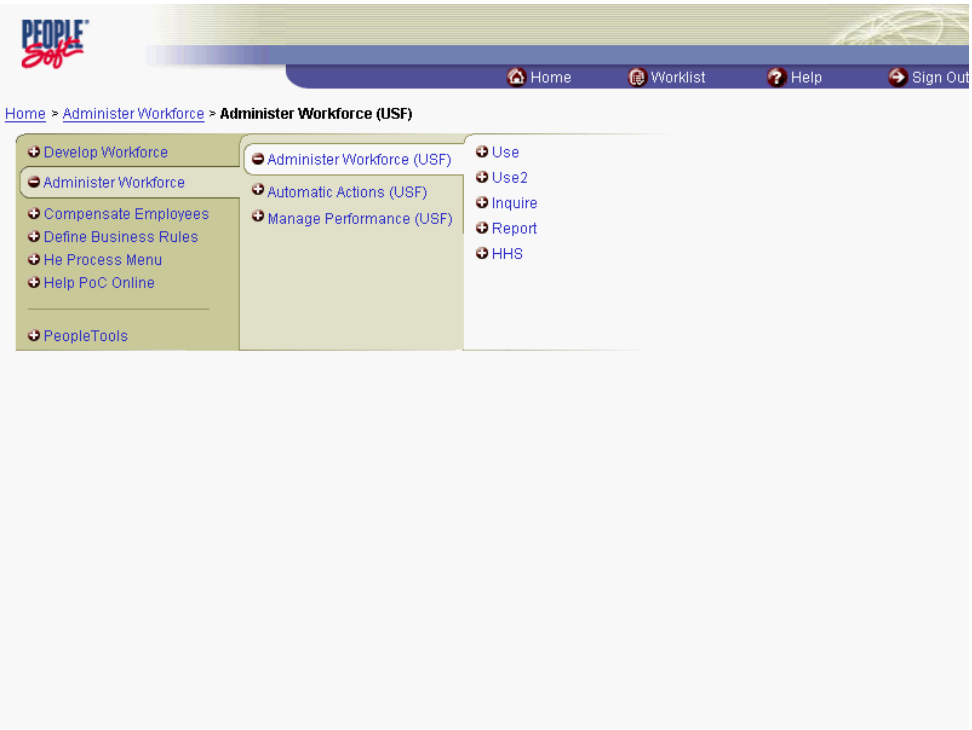
The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
14.	Click in the **Effective Date** field.
15.	Enter the desired information into the **Effective Date** field. Enter "**03/15/2004**".
16.	Click in the **End Date** field.
17.	Enter the desired information into the **End Date** field. Enter "**03/16/2004**".

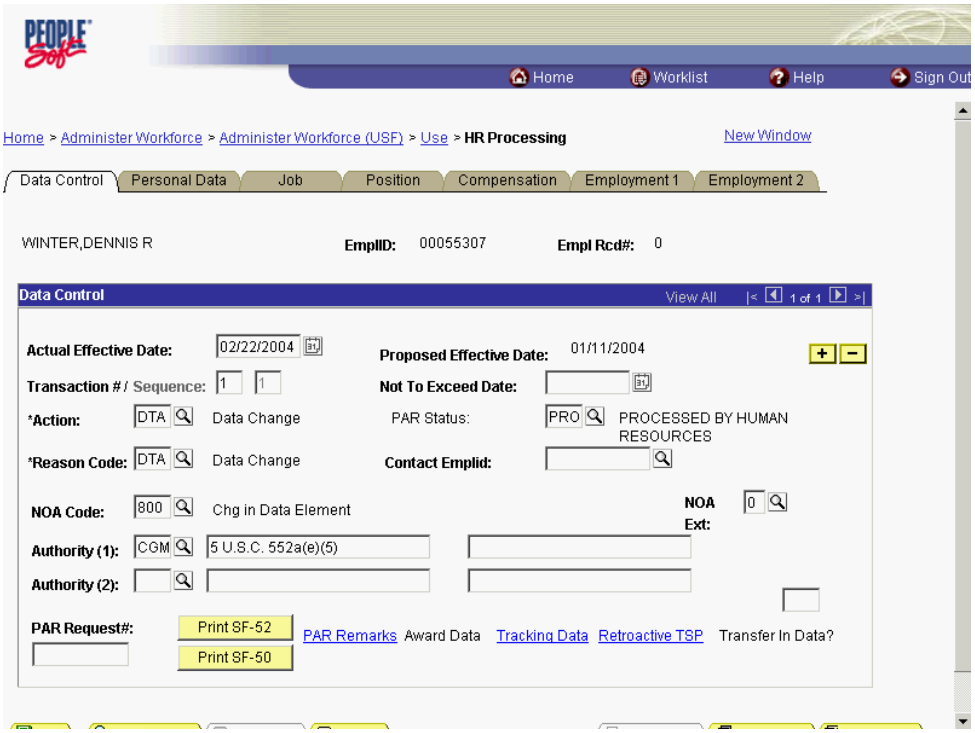
Step	Action
18.	Click the **Save** button. Save



Step	Action
19.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)



Step	Action
20.	Click the **Use** link. Use
21.	Click the **HR Processing** link. HR Processing

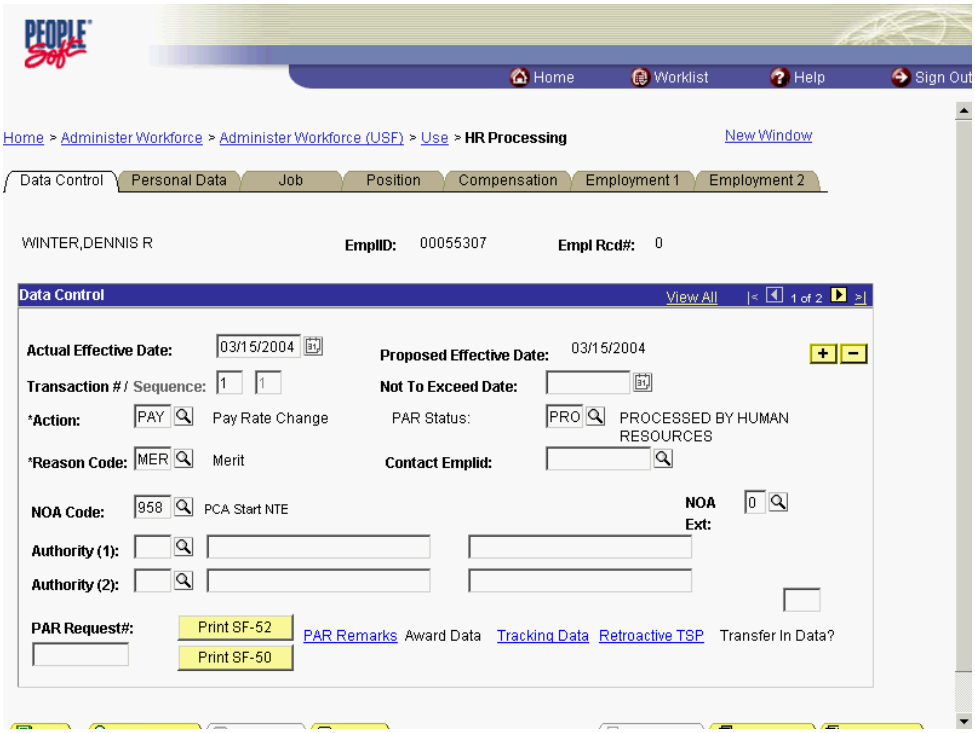


Step	Action
22.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. You can use the **Search** feature to enter search criteria to locate another employee, if desired. Click the **Add a new row at row 1** button. [+]
23.	Enter the effictive date of the PCA action in the **Actual Effective Date** field. Double-click in the **Actual Effective Date** field. 16/
24.	Enter the desired information into the **Actual Effective Date** field. Enter "**15**".
25.	Click in the ***Action** field. [ ]

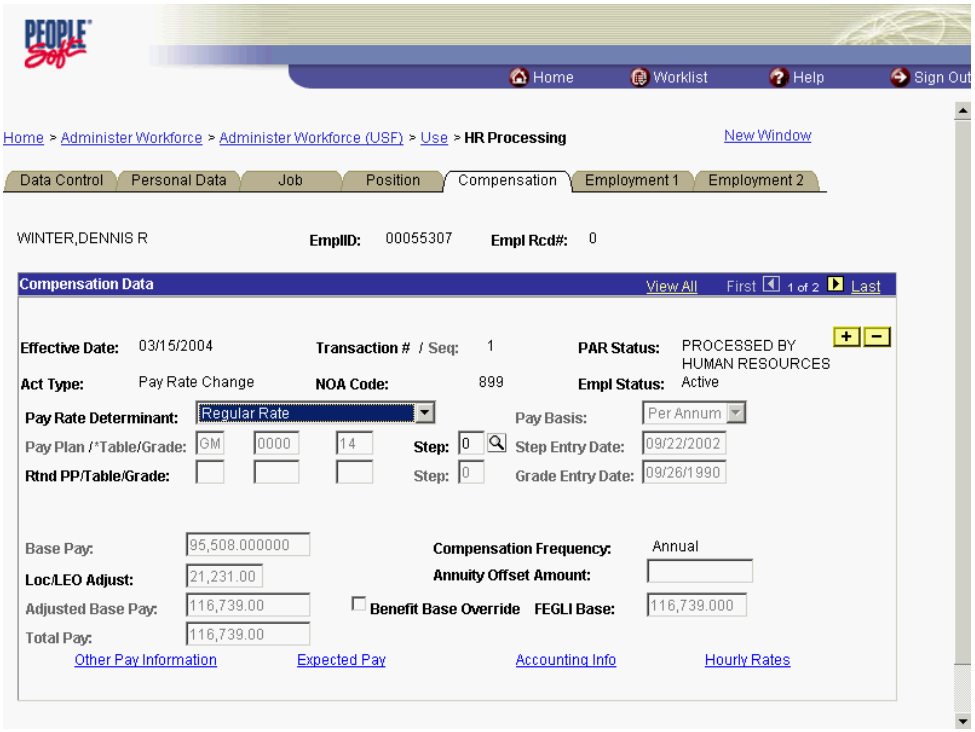
> The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
26.	Enter the desired information into the ***Action** field. Enter "**PAY**".
27.	Click in the ***Reason Code** field. [ ]
28.	Enter the desired information into the ***Reason Code** field. Enter "**MER**".

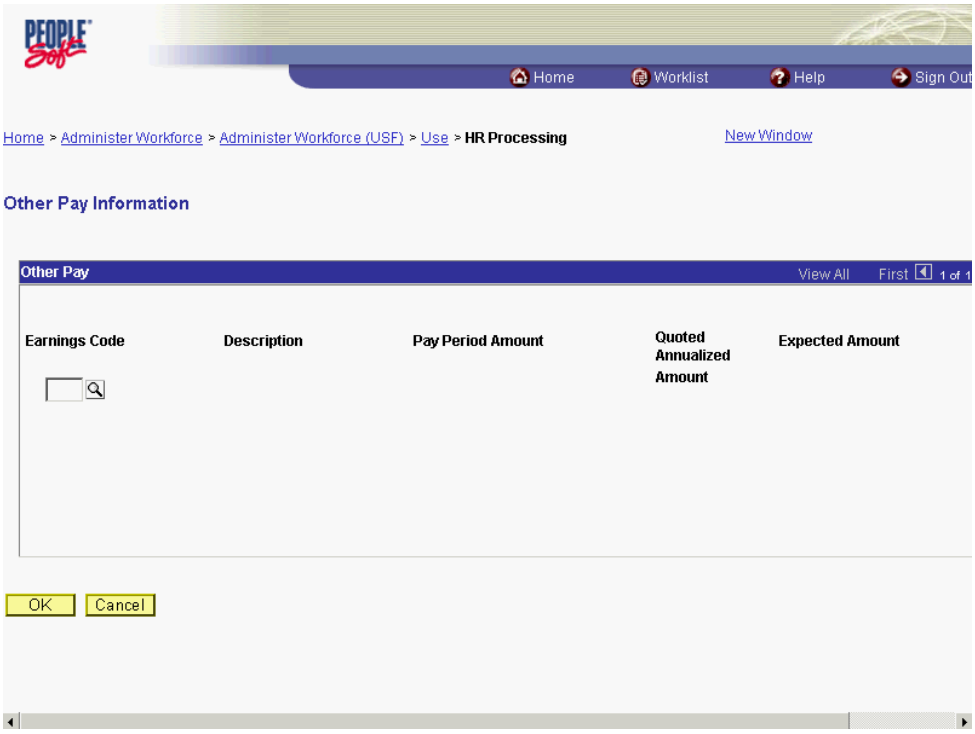
Step	Action
29.	Click in the **NOA Code** field.
30.	Enter the **NOA Code 958**. Enter the desired information into the **NOA Code** field. Enter "**958**".
31.	Click in the **NOA Ext** field.
32.	Enter the desired information into the **NOA Ext** field. Enter "**0**".



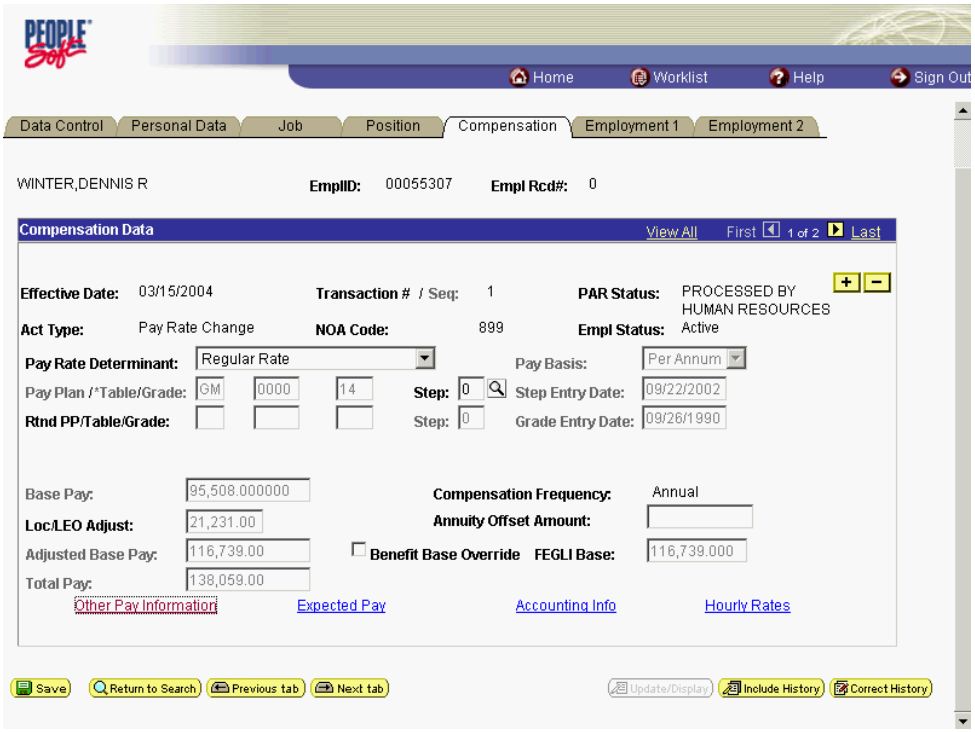
Step	Action
33.	Click the **Compensation** tab. Compensation



Step	Action
34.	Click the **Other Pay Information** link. Other Pay Information



Step	Action
35.	Enter the applicable PCA **Earnings Code**. NOTE: All PCA codes begin with the letter Z. Enter the desired information into the **Earnings Code** field. Enter "**Z4B**".
36.	Press **[Tab]**.
37.	Click in the **Pay Period Amount** field.
38.	Enter the pay period amount of the PCA pay. NOTE: When processing a PCA, select one PCA earnings code and enter the PA amount on that one earnings code. Enter the desired information into the **Pay Period Amount** field. Enter "**820.00**".
39.	Click the **OK** button. OK
40.	If necessary, change the PAR Status according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.



Step	Action
41.	Click the **Save** button. Save
42.	The PCA is processed. **End of Procedure.**

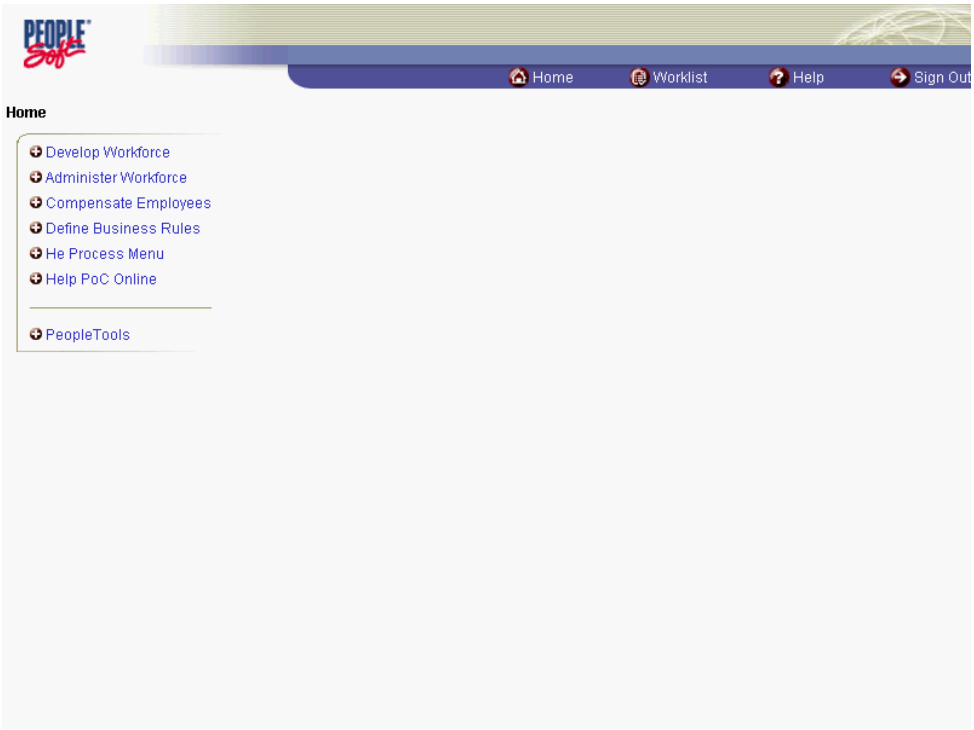
Manual Procedure for Stopping PCA

Introduction

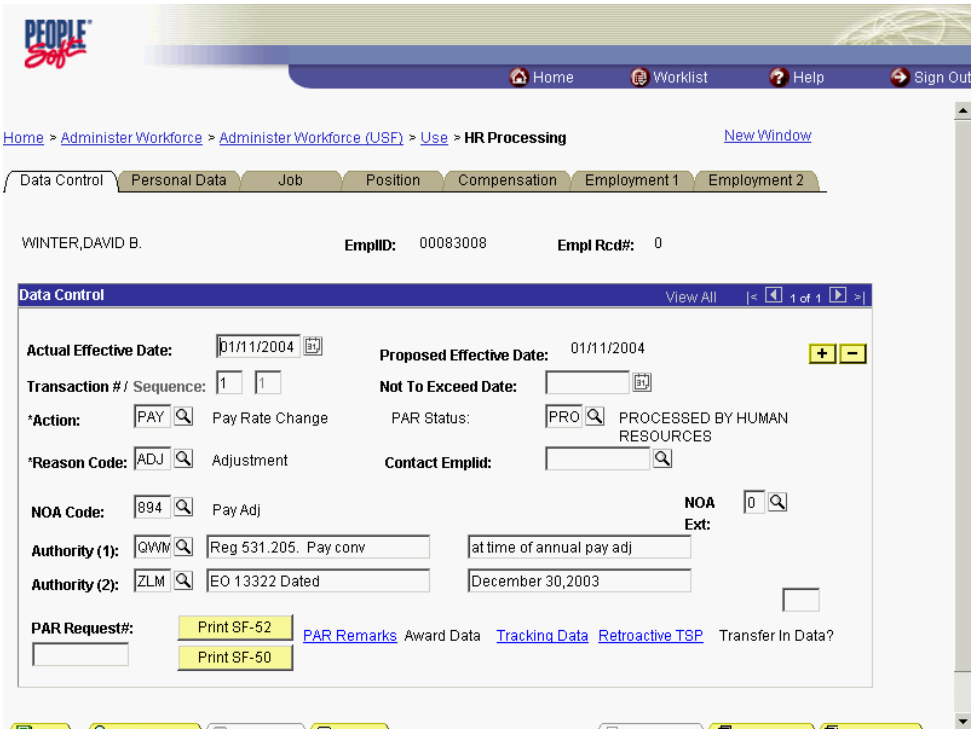
EHRP has an automated termination process for PCA based on Service Agreement End date. However, if the user needs to process a PCA stop prior to the Service Agreement End date, they should follow this process. Then you must process a PAR using NOA code " 959 ", NOA ext " 0 ".

Procedure

The following procedures must be completed when manually stopping PCA.



Step	Action
1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing

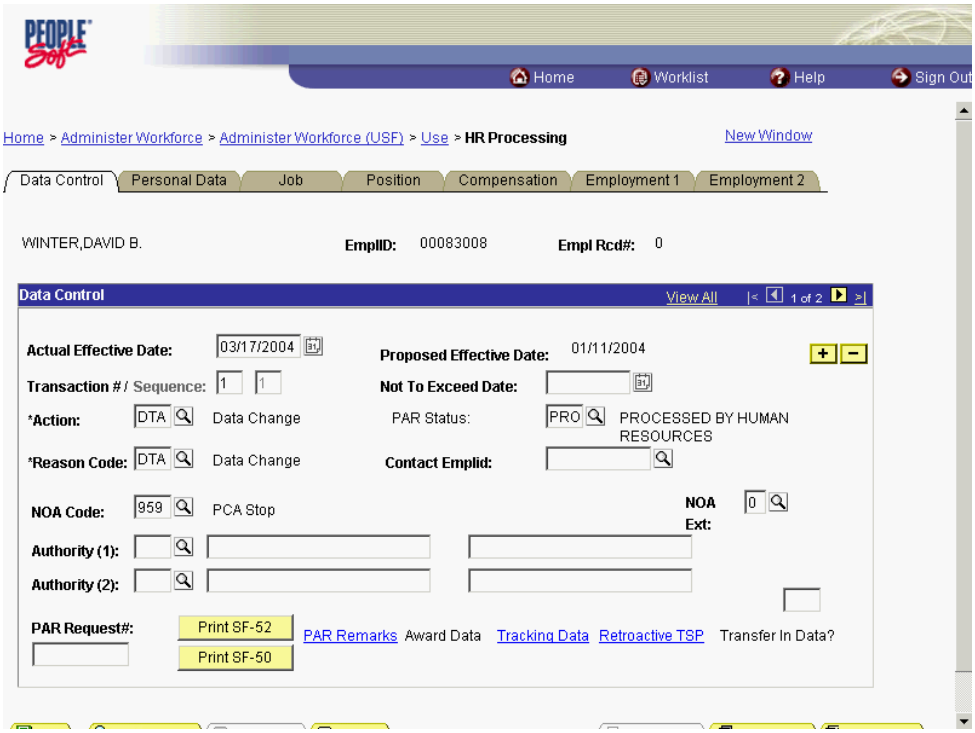


Step	Action
5.	The employee's Data Control page appears. NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button.
6.	If necessary, enter the effective date of the PCA action in the **Actual Effective Date** field and then select the ***Action** field.. Click in the ***Action** field.

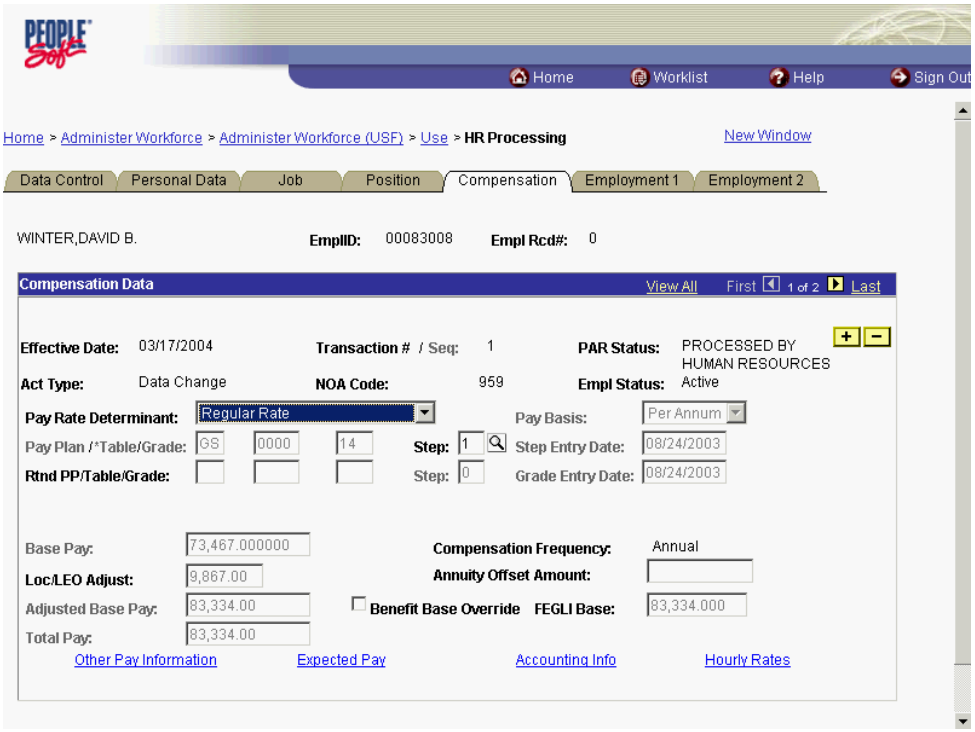
> The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
7.	Enter **DTA** in the ***Action** field. Enter the desired information into the ***Action** field. Enter "**DTA**".
8.	Click in the ***Reason Code** field.
9.	Enter **DTA** in the ***Reason Code** field. Enter the desired information into the ***Reason Code** field. Enter "**DTA**".

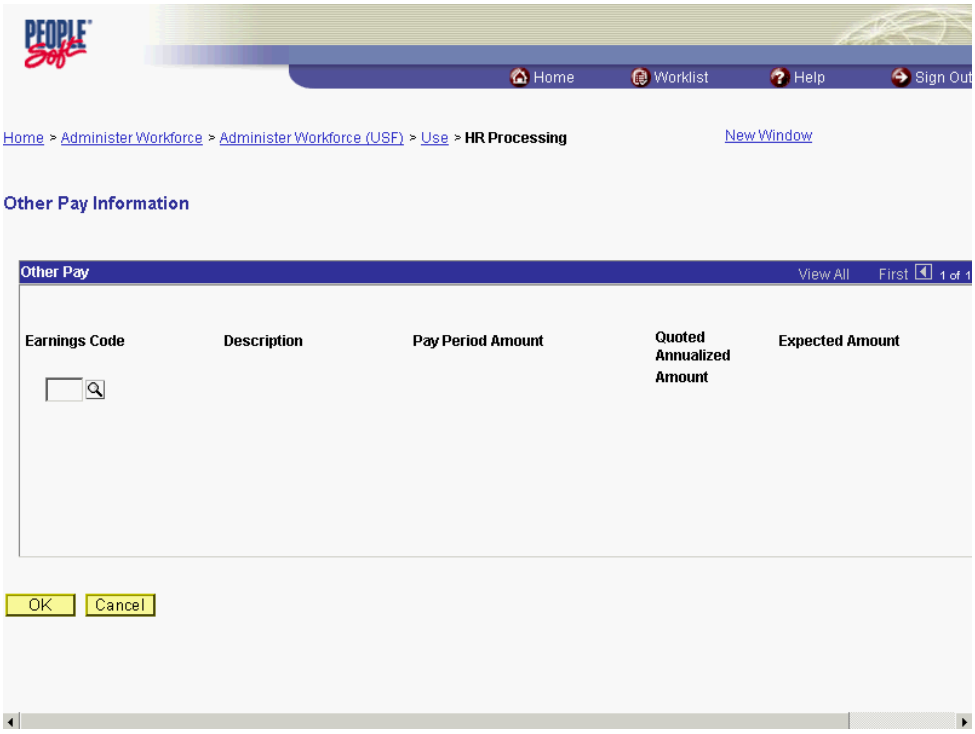
Step	Action
10.	Click in the **NOA Code** field.
11.	Enter the desired information into the **NOA Code** field. Enter "**959**".
12.	Click in the **NOA Ext** field.
13.	Enter the desired information into the **NOA Ext** field. Enter "**0**".
14.	No legal authority is required in the **Authority (1)** field.



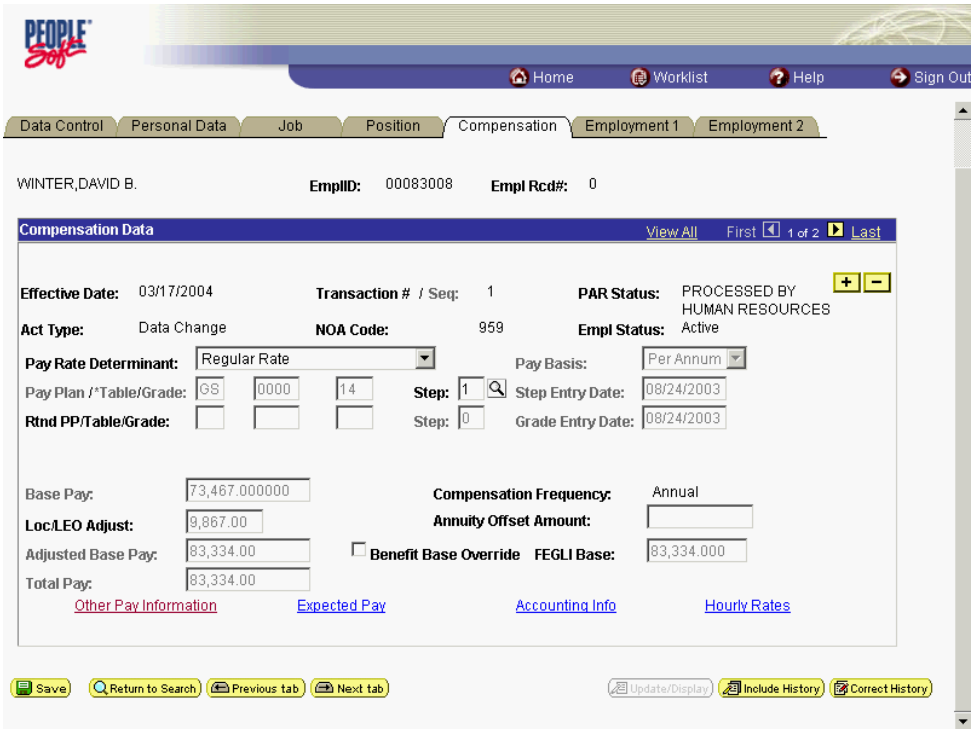
Step	Action
15.	Click the **Compensation** tab.



Step	Action
16.	Click the **Other Pay Information** link. Other Pay Information
17.	Delete the applicable PCA **Earnings Code**, if necessary.



Step	Action
18.	Upon completion of deleting the PCA **Earnings Code**, click the **OK** button. Click the **OK** button. OK
19.	If necessary, change the **PAR Status** according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.



Step	Action
20.	Click the **Save** button. Save
21.	The procedure is complete. **End of Procedure.**

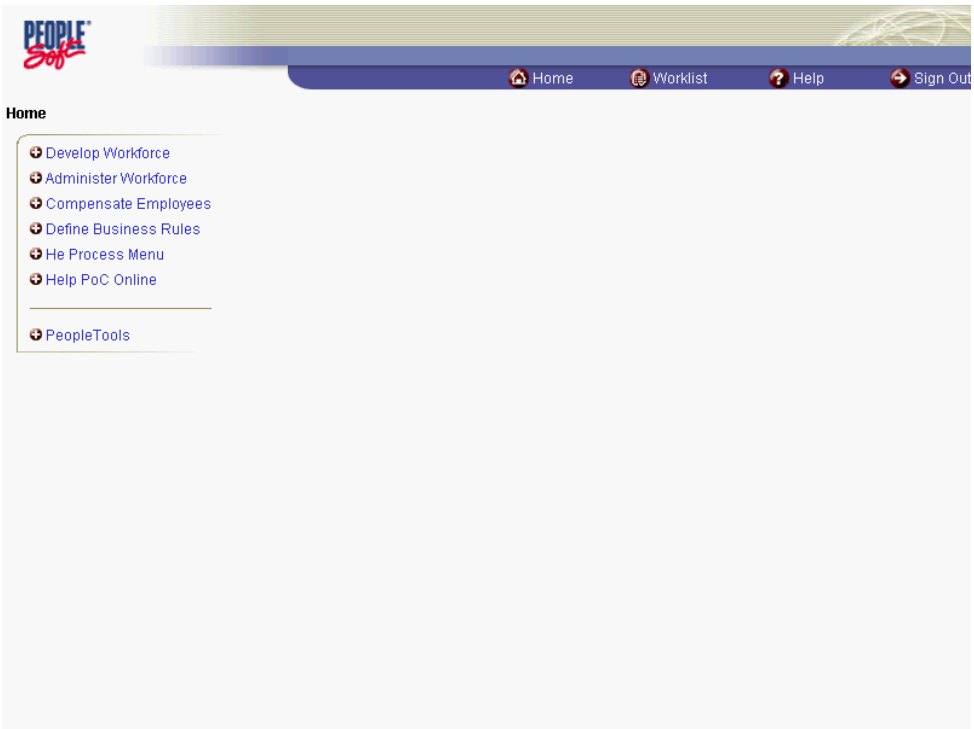
Commissioned Corps

Allowing a Comm Corps Officer to Participate in Workflow

If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a "dummy" job code, a "dummy" position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

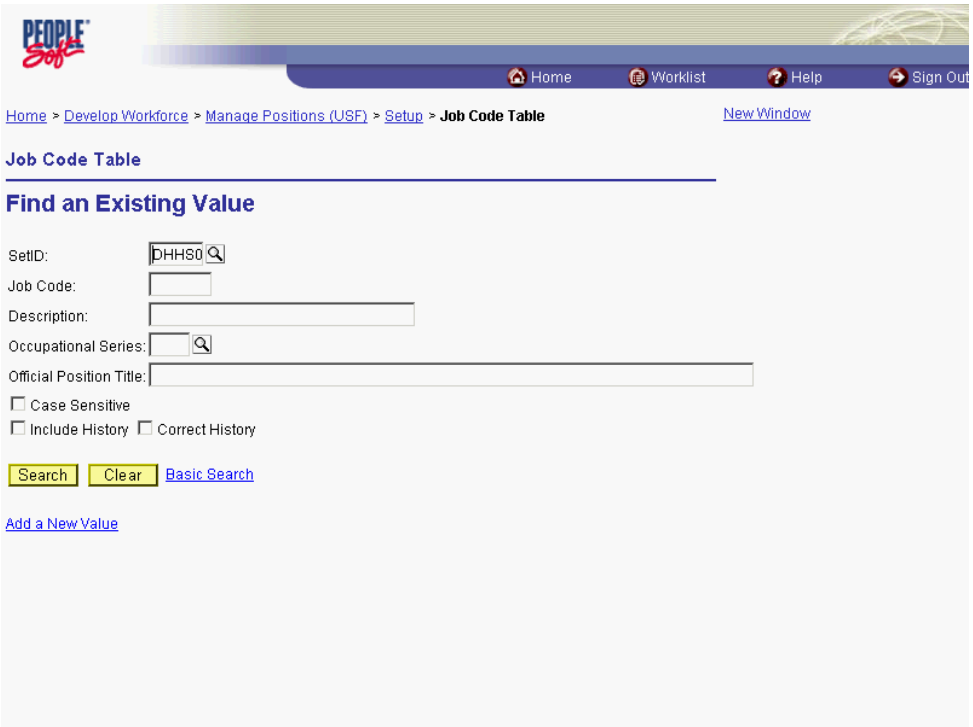
Procedure

The following steps detail the procedure for creating a "dummy" job code, creating a "dummy" position, and hiring the Commissioned Corps Officer as a Non-Compensated Employee.

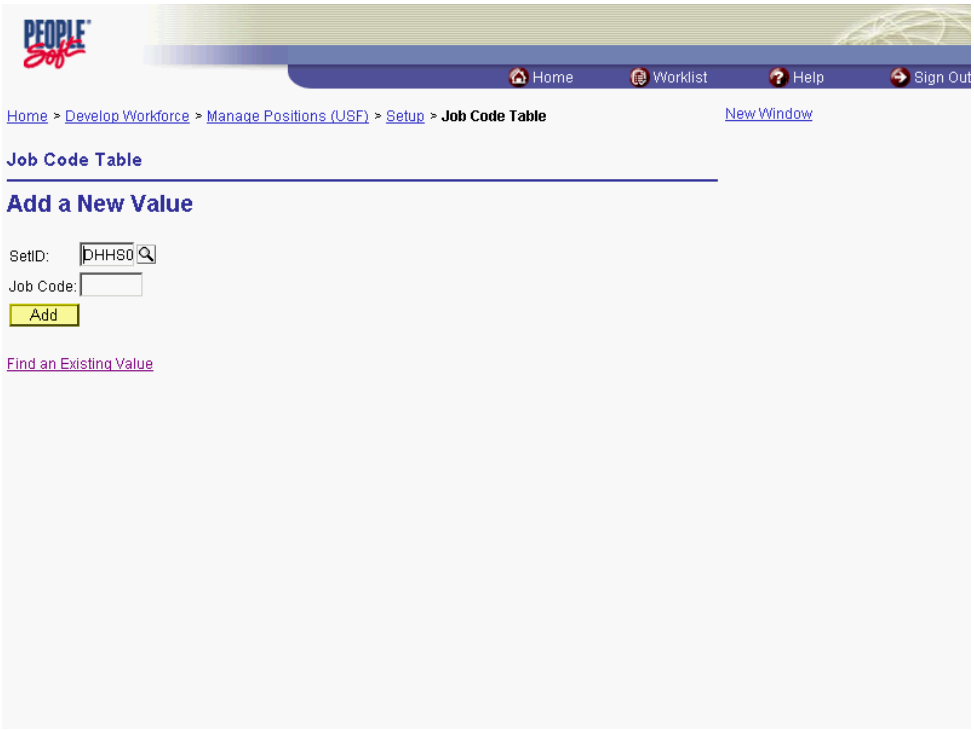


Step	Action
1.	Click the **Develop Workforce** link. Develop Workforce
2.	Click the **Manage Positions (USF)** link. Manage Positions (USF)

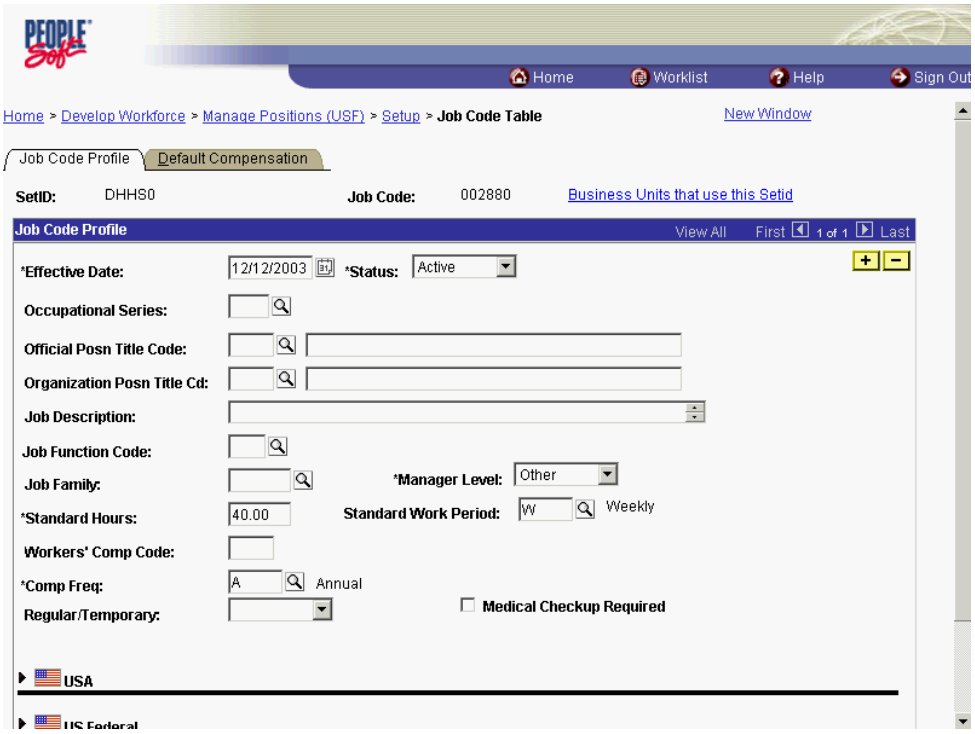
Step	Action
3.	Click the **Setup** link. Setup
4.	Click the **Job Code Table** link. Job Code Table



Step	Action
5.	Click the **Add a New Value** link. Add a New Value

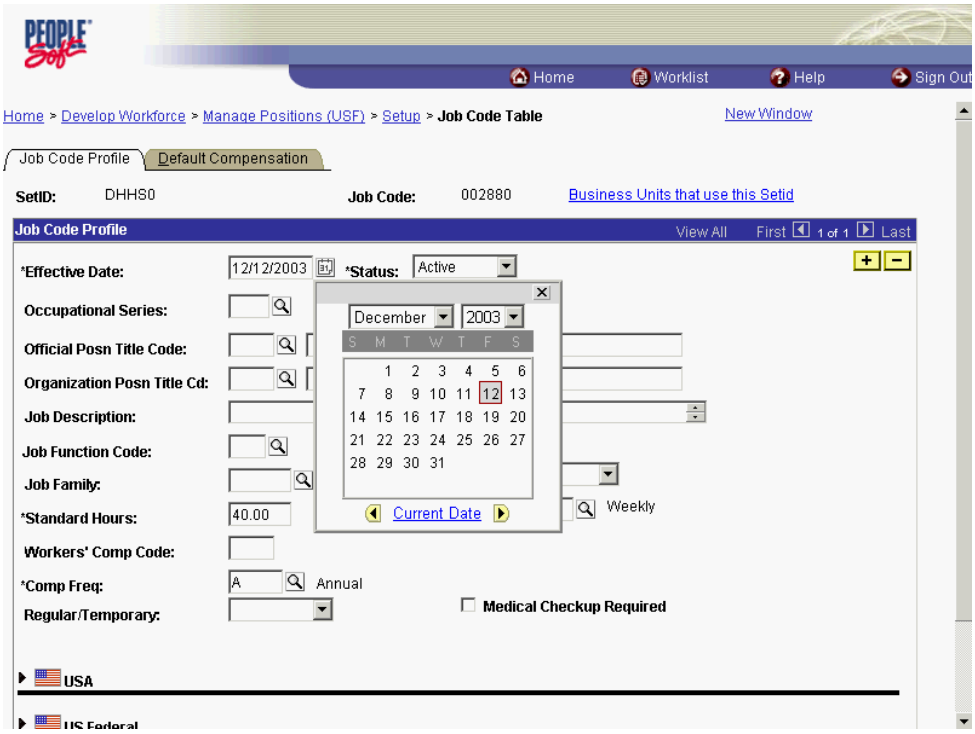


Step	Action
6.	Change or confirm the **SETID**. NOTE: The **Job Code** should be created within the **SetID** that corresponds with the Agency for which the **Job Code** is being created. This should default to your agency's **SetID**. Click in the **Job Code** field.
7.	NOTE: The job code number is the smart-coded Position Description number. NOTE: The job code number should be entered in all caps. Enter the desired information into the **Job Code** field. Enter "**002880**".
8.	Click the **Add** button. Add

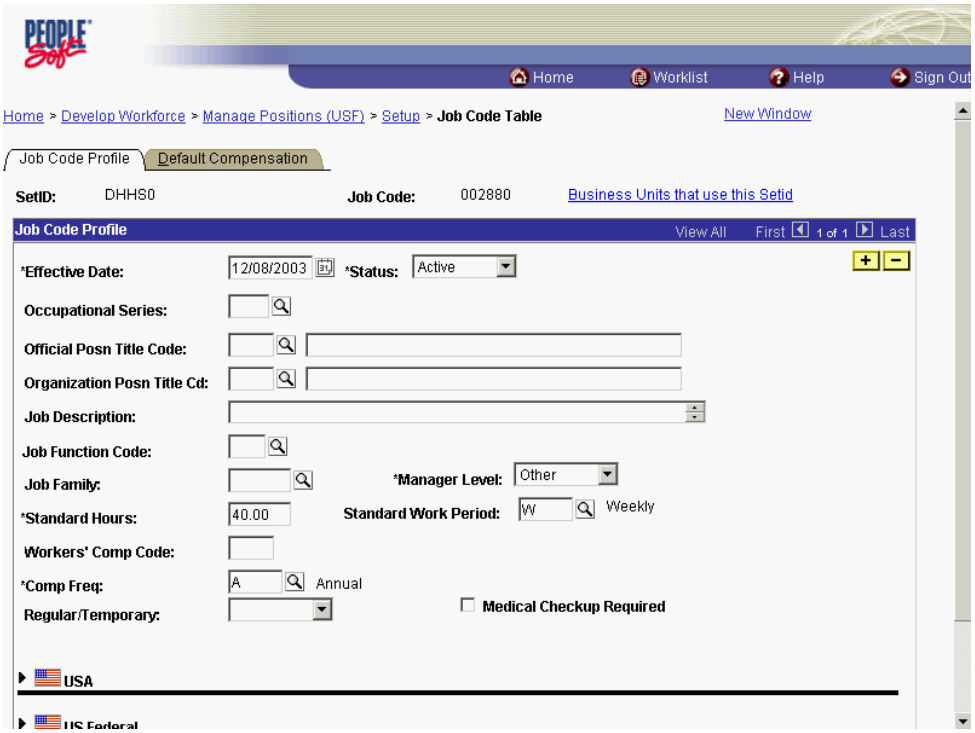


Step	Action
9.	In the **Effective Date** field, enter the date this action was authorized if it differs from the default date, which is today's date. Click the **Choose a date** button.

> The Calendar 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.



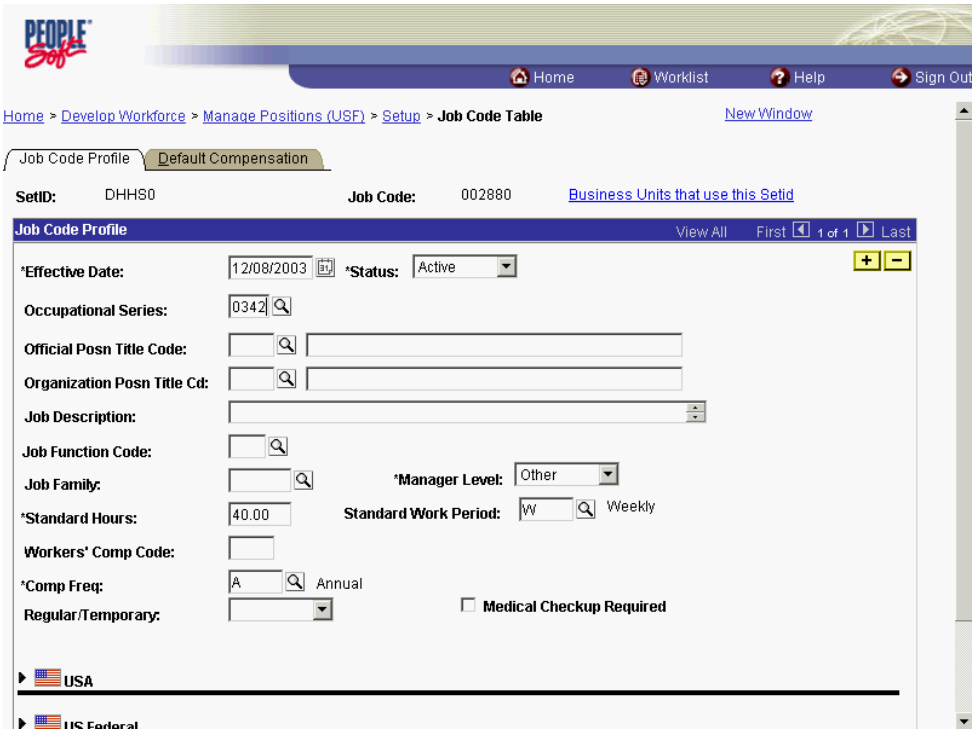
Step	Action
10.	Select the desired entry. Click **8**. 8



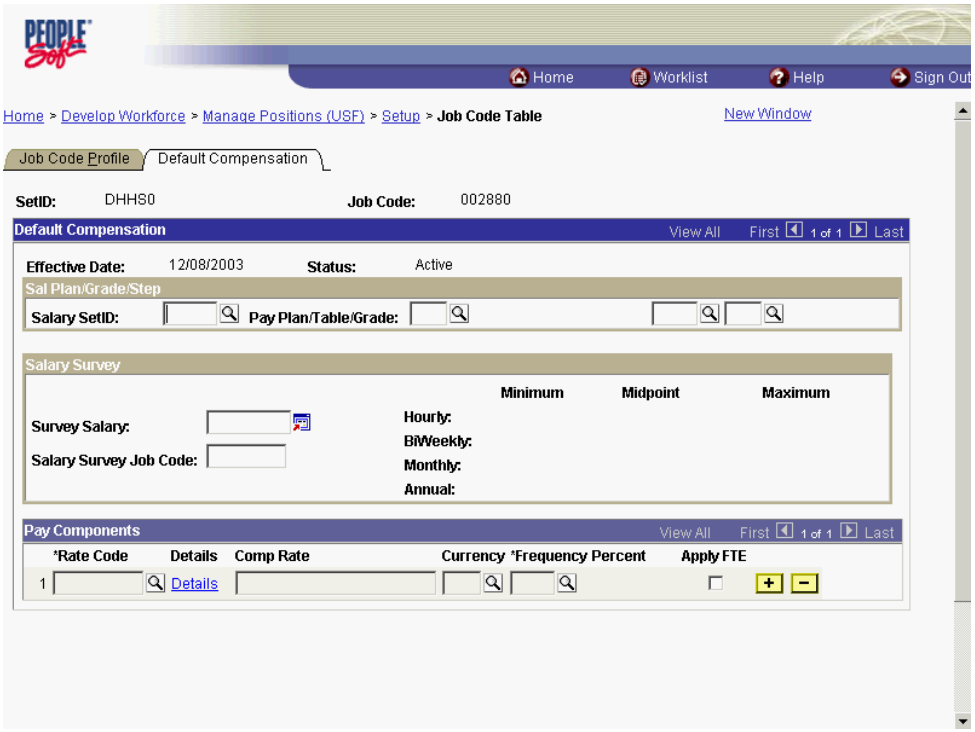
Step	Action
11.	Click in the **Occupational Series** field.

	The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

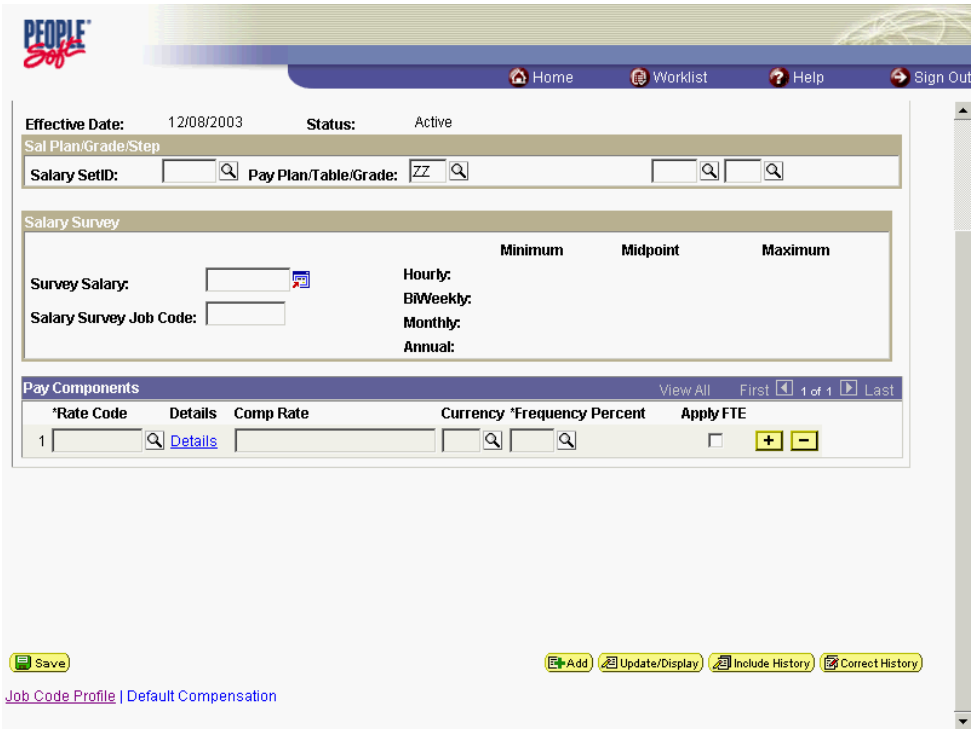
Step	Action
12.	Enter the desired information into the **Occupational Series** field. Enter "**0342**".



Step	Action
13.	Click the **Default Compensation** tab. Default Compensation



Step	Action
14.	Click in the **Pay Plan** field.
15.	Enter the desired information into the **Pay Plan** field. Enter "**ZZ**".
16.	Scroll as necessary to view the **Save** button.



Step	Action
17.	Click the **Save** button.
18.	**End of Procedure.**