

# Enterprise Human Resources and Payroll Deployment

## #44 – *Manual Retro Pay Adjustment Processing*



**The Retro 1% Pay Raise will be automatically processed for most employees during Pay Period 11. Employees with OPM rows effective after the adjustment will require manual intervention to ensure that they are paid correctly and that they are properly reported to OPM.**

The following employees DO NOT require a manual pay adjustment:

- Of the GS, GM, ES, and AL employees with a pay rate determinant of 0, 5, 6, 7, or X who previously received either an automatic or manual pay adjustment (NOA 894):
  - Employees whose most future dated row is effective on or before 1/12/03 (or 10/20/02 for Wage Grade Employees).
  - Employees whose intervening actions consist solely of Awards or 9000 actions.
  - Employees whose intervening actions are not in PRO status.

If the above criteria is not met, a manual adjustment is required. There are two steps to this process:

- Step 1: Key the PAR for the pay adjustment.
- Step 2: Correct intervening OPM NOAs.

**Note: The SF50 for automated and manual pay adjustments must be printed by the Agencies.**

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Step 1: Enter the Pay Adjustment

- Navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing.
- Open the employee record using Correct History.
- Navigate to the max effective dated row for the effective date of the action.
- Insert a new Row
- Enter the following information.

	<u>Non Wage Grade</u>	<u>Wage Grade</u>
➤ Effective Date	01-12-2003	Effective date of the Salary Table
➤ Action	PAY	PAY
➤ Reason	PAY	ADJ
➤ NOA	895	894
➤ NOA Extension	0	0
➤ Legal Authority	VGR	FNM
➤ Remark	P92	

# Enterprise Human Resources and Payroll Deployment

## #44 – *Manual Retro Pay Adjustment Processing*



### Step 1: Continued.

- Click on the PAR Remarks Sub page
  - Enter the PAR remark.
  - Update the \*\*\* with the appropriate information for the employee

### Step 2: Insert an 002 correction on any OPM NOA effective after the pay adjustment

- Navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction.
- Insert a row on each OPM NOA.
- The row that has been inserted will have a PAR status of COR.
- Following OPM policy, the user should enter the appropriate remarks code with the applicable remark text.
- Additionally, the X01 Remark should also be keyed.

**Note: The 002 corrections must be processed in the same pay period as the manual adjustment.**

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example

- Open the employee Record.

Action is already effective

The screenshot shows the "Data Control" interface for an employee record. The "Actual Effective Date" is set to 04/30/2003 and is highlighted with a red box. The "Proposed Effective Date" is also 04/30/2003. The "PAR Status" is set to "PRO" and is also highlighted with a red box. The "Action" is "Data Change" (DTA). The "Reason Code" is "Data Change" (DTA). The "NOA Code" is "800" (Chg in Data Element). The "Authority (1)" is "VGP" (5 U.S.C. 5107. Class-ification-OPM standards). The "Authority (2)" is empty. The "PAR Request#" field is empty. There are buttons for "Print SF-52" and "Print SF-50". At the bottom, there are links for "PAR Remarks", "Award Data", "Tracking Data", "Retroactive TSP", and "Transfer In Data?".

Action is PRO

- Because the max effective dated action has been processed, and is effective after the Pay Adjustment, a retro action must be inserted.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Because this is a GS employee, navigate to 1/12/03 Row.

Note: The max effective sequence for this row is 2/1

<b>Actual Effective Date:</b>	<input type="text" value="01/12/2003"/>	<b>Proposed Effective Date:</b>	<input type="text" value="01/12/2003"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<b>Transaction # / Sequence</b>	<input type="text" value="2"/> <input type="text" value="1"/>	<b>Not To Exceed Date:</b>	<input type="text"/>	<input type="button" value="Bt"/>
<b>*Action:</b>	<input type="text" value="PAY"/> <input type="button" value="Q"/> Pay Rate Change	<b>PAR Status:</b>	<input type="text" value="PRO"/> <input type="button" value="Q"/> PROCESSED BY HUMAN RESOURCES	
<b>*Reason Code:</b>	<input type="text" value="PAY"/> <input type="button" value="Q"/> Pay Rate Change	<b>Contact Emplid:</b>	<input type="text"/>	<input type="button" value="Q"/>
<b>NOA Code:</b>	<input type="text" value="894"/> <input type="button" value="Q"/> Locality Payment	<b>NOA Ext:</b>	<input type="text" value="0"/> <input type="button" value="Q"/>	
<b>Authority (1):</b>	<input type="text" value="VGR"/> <input type="button" value="Q"/> 5 U.S.C. 5304. Locality-	<input type="text" value="based comparability."/>		
<b>Authority (2):</b>	<input type="text"/>	<input type="text"/>		
<b>PAR Request#:</b>	<input type="text"/>	<input type="button" value="Print SF-52"/>	<a href="#">PAR Remarks</a> <a href="#">Award Data</a> <a href="#">Tracking Data</a> <a href="#">Retroactive TSP</a> <a href="#">Transfer In Data?</a>	
		<input type="button" value="Print SF-50"/>		

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Insert a new Row and enter the appropriate information.

<b>Actual Effective Date:</b> <input type="text" value="01/12/2003"/>	<b>Proposed Effective Date:</b> <input type="text" value="01/12/2003"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<b>Transaction # / Sequence:</b> <input type="text" value="3"/> <input type="text" value="1"/>	<b>Not To Exceed Date:</b> <input type="text"/>	
<b>*Action:</b> <input type="text" value="PAY"/> <input type="button" value="Q"/> Pay Rate Change	<b>PAR Status:</b> <input type="text" value="PRO"/> <input type="button" value="Q"/> PROCESSED BY HUMAN RESOURCES	
<b>*Reason Code:</b> <input type="text" value="PAY"/> <input type="button" value="Q"/> Pay Rate Change	<b>Contact Emplid:</b> <input type="text"/>	
<b>NOA Code:</b> <input type="text" value="895"/> <input type="button" value="Q"/> Locality Payment	<b>NOA Ext:</b> <input type="text" value="0"/> <input type="button" value="Q"/>	
<b>Authority (1):</b> <input type="text" value="VGR"/> <input type="button" value="Q"/> 5 U.S.C. 5304. Locality-	<input type="text" value="based comparability."/>	
<b>Authority (2):</b> <input type="text"/>	<input type="text"/>	
<b>PAR Request#:</b> <input type="text"/>	<input type="button" value="Print SF-52"/> <a href="#">PAR Remarks</a> Award Data <a href="#">Tracking Data</a> <a href="#">Retroactive TSP</a> Transfer In Data?	
	<input type="button" value="Print SF-50"/>	

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Click on the Par Remarks Link.

**Actual Effective Date:** 01/12/2003

**Proposed Effective Date:** 01/12/2003

**Transaction # / Sequence:** 3 1

**Not To Exceed Date:**

**\*Action:**   Pay Rate Change

**PAR Status:**   PROCESSED BY HUMAN RESOURCES

**\*Reason Code:**   Pay Rate Change

**Contact Emplid:**

**NOA Code:**   Locality Payment

**NOA Ext:**

**Authority (1):**   5 U.S.C. 5304. Locality- based comparability.

**Authority (2):**

**PAR Request#:**

[PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Retroactive TSP](#) [Transfer In Data?](#)

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Enter the Remark code.

A screenshot of a software dialog box titled "PAR Remarks". The dialog has a blue header bar with the text "PAR Remarks" and navigation controls: "View All", "First", "1 of 1", and "Last". Below the header, there is a section labeled "Remark CD:" with a text input field containing "P92" and a search icon. To the right of this section is a checkbox labeled "Insertion Required" which is checked. Below the input field is a list of text boxes. The first text box contains the text "Salary includes a locality-based payment of \*\*\*\*%.". There are several empty text boxes below it. At the bottom of the dialog are two buttons: "OK" and "Cancel". A red box highlights the "Remark CD:" input field, and an arrow points from the text "Enter the Remark code." to it.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Enter the appropriate Locality percent.

A screenshot of a software interface titled "PAR Remarks". The interface has a blue header bar with "PAR Remarks" and navigation buttons: "View All", "First", "1 of 1", and "Last". Below the header, there is a "Remark CD:" field with "P92" entered and a search icon. To the right of this field is a checkbox labeled "Insertion Required" which is checked. Further right are two yellow buttons with "+" and "-" signs. Below these elements is a list of text input fields. The first field contains the text "Salary includes a locality-based payment of 12.74%." and is highlighted with a red rectangular box. An arrow points from the text "Enter the appropriate Locality percent." in the list above to this box. There are several empty text input fields below the first one.

- Click OK.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Check the Reviewed flags on the future rows:

A screenshot of a software interface titled "Data Control" with a "View 1" tab and a "1-8 of 8" indicator. The interface displays two rows of data. Each row has a "Reviewed?" checkbox that is checked and highlighted with a red box. Arrows from the text "Check the Reviewed flags on the future rows:" point to these checkboxes. The first row has an "Actual Effective Date" of 04/30/2003 and a "Proposed Effective Date" of 04/30/2003. The second row has an "Actual Effective Date" of 01/26/2003 and a "Proposed Effective Date" of 01/12/2003. Both rows have a "PAR Status" of "PRO" and "PROCESSED BY HUMAN RESOURCES".

Actual Effective Date	Proposed Effective Date	Reviewed?
04/30/2003	04/30/2003	<input checked="" type="checkbox"/>
01/26/2003	01/12/2003	<input checked="" type="checkbox"/>

- Save the Record.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction.
- Navigate to the OPM Row effective after the pay adjustment.

**Data Control** View All | 1 of 8

<b>Actual Effective Date:</b> <input type="text" value="04/30/2003"/>	<b>Proposed Effective Date:</b> 04/30/2003
<b>Transaction # / Sequence:</b> <input type="text" value="1"/> <input type="text" value="1"/>	<b>Not To Exceed Date:</b> <input type="text"/>
<b>*Action:</b> <input type="text" value="DTA"/> Data Change	<b>PAR Status:</b> <input type="text" value="PRO"/> PROCESSED BY HUMAN RESOURCES
<b>*Reason Code:</b> <input type="text" value="DTA"/> Data Change	<b>Contact Emplid:</b> <input type="text"/>
<b>NOA Code:</b> <input type="text" value="800"/> Chg in Data Element	<b>NOA Ext:</b> <input type="text" value="0"/>
<b>Authority (1):</b> <input type="text" value="VGP"/> <input type="text" value="5 U.S.C. 5107. Class-ification-OPM standards."/>	
<b>Authority (2):</b> <input type="text"/>	

**PAR Request#:**

[Print SF-52](#) [Print SF-50](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Retroactive TSP](#) [Transfer In Data?](#)

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Add a row. It's WIP status will be COR.

The screenshot shows the 'Data Control' web application interface. The form contains the following fields and values:

- Actual Effective Date:** 04/30/2003
- Proposed Effective Date:** 04/30/2003
- Transaction # / Sequence:** 1 / 2
- \*Action:** DTA (Data Change)
- \*Reason Code:** DTA (Data Change)
- NOA Code:** 800 (Chg in Data Element)
- Authority (1):** VGP (5 U.S.C. 5107. Classification-OPM standards.)
- Authority (2):** (Empty)
- PAR Status:** COR (CORRECTED) - This field is highlighted with a red box and pointed to by an arrow from the text above.
- Contact Emplid:** (Empty)
- NOA Ext:** 0
- PAR Request#:** (Empty)

At the bottom of the form, there are buttons for 'Print SF-52' and 'Print SF-50', and a row of links: 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Click PAR Remarks.

The screenshot shows a software interface titled "Data Control" with a "View All" button and a page indicator "1 of 9". The interface contains several data entry fields and buttons:

- Actual Effective Date:** 04/30/2003
- Proposed Effective Date:** 04/30/2003
- Transaction # / Sequence:** 1 / 2
- Not To Exceed Date:** [Empty field]
- \*Action:** DTA [Search] Data Change
- PAR Status:** COR CORRECTED
- \*Reason Code:** DTA [Search] Data Change
- Contact Emplid:** [Empty field]
- NOA Code:** 800 [Search] Chg in Data Element
- NOA Ext:** 0 [Search]
- Authority (1):** VGP [Search] 5 U.S.C. 5107. Class- [Empty field] ification-OPM standards. [Empty field]
- Authority (2):** [Empty field]
- PAR Request#:** [Empty field]
- Buttons:** Print SF-52, **PAR Remarks** (highlighted with a red box), Award Data, Tracking Data, Retroactive TSP, Transfer In Data?

An arrow points from the instruction "Click PAR Remarks." to the "PAR Remarks" button.

# Enterprise Human Resources and Payroll Deployment

## #44 – Manual Retro Pay Adjustment Processing



### Example - continued

- Enter the remark code.

A screenshot of a web application interface titled "PAR Remarks". The interface has a blue header bar with the text "PAR Remarks" and navigation buttons for "View All", "First", "1 of 1", and "Last". Below the header, there is a section labeled "Remark CD:" with a text input field containing "X01" and a search icon. To the right of this section is a checkbox labeled "Insertion Required". Below these elements are several horizontal text input fields. The first field contains the text: "Although no change is apparent this correction reflects salary adjustments based on Executive Order 13291 dated March 21, 2003 authorizing the retroactive locality adjustment." The remaining fields are empty. There are also plus and minus buttons in the top right corner of the form area.

- Click OK
- Save the row.
- Print SF50s as appropriate.