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## PAR Processing

The PAR processing module is the mechanism for processing personnel actions.

The PAR Processing has a workflow that automates, streamlines and controls the flow of information through departments and throughout the organization. The workflow route requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed. For more information regarding workflow and the worklist refer to the Worklist portion of this procedure.

Below is the **Work In Progress Status** to help in the processing of personnel actions.

### Par Processing

<b>Work In Progress Status Valid Values</b>	<b>Short Descriptions</b>
APP	Approved
CAN	Canceled
DIS	Disapproved
INI	Initiate
PRO	Processed
REQ	Requested
RET	Returned
SIG	Approved/Signed
WIT	Withdrawn
COR	Correction

This section presents the following topics:

- [Action Table Setup](#)
- [Hire Employee](#)
- [Org Structure Mass Change](#)
- [Update Reports To](#)
- [Mass Reports To Update](#)
- [Address Processing](#)
- [Adjudication Information](#)
- [Schools](#)
- [LC Initiate PAR](#)
- [LC Approve PAR](#)
- [Who Has The PAR](#)
- [HR Processing](#)
- [Update Applied Action](#)
- [Correct Applied Action](#)
- [Cancel Applied Action](#)
- [History Correction](#)
- [Update NFC Flags](#)
- [Create New Oprid](#)
- [Employee Password Reset](#)
- [Mass Actions](#)
- [Departmental Transfer](#)
- [Employee Security Clearance](#)

## Action Table Setup

To modify or add an Action Table Setup:

1. Select the **PAR Processing** menu group.
2. Select the **Action Table Setup** component. The **Find An Existing Value** tab - Action Table page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Action Table tab page (**Figure 308**) is displayed.

OR

Select the **Add A New Value** tab - Action Table page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The Action Table tab page (**Figure 308**) is displayed.

The screenshot shows a software interface for an 'Action Table'. At the top, there are labels for 'Company' (FED) and 'Action' (110). Below this is a detailed form window with the following fields:
 

- \*Effective Date: 06/03/2008 (with a calendar icon)
- \*Status: Active (with a dropdown arrow)
- Description: (empty text box)
- Short Description: (empty text box)

 At the bottom of the form window, there are four buttons: Save, Add, Update/Display, and Include History. The main page also has a 'Correct History' button at the bottom right.

Figure 308. Action Table tab page

5. Complete the fields as follows:

**Company**

This field is populated from the existing value or add a value page.

**Action**

This field is populated from the existing value or add a value page.

**\*Effective Date**

This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

**\*Status**

This field defaults to **Active**. Change by selecting data from the drop-down list. The valid values are **Active**, **Freeze**, and **Inactive**.

**Description**

Enter the description of the table that corresponds to the action type.

**Short Description**

Enter the short description of the table that corresponds to the action type.

6. Click **Save**. The transaction will be saved.

**OR**

Click **Add** to add another action table.

**OR**

Click **Update/Display** to update the page.

**OR**

Click **Correct History** to correct a history record.

**OR**

Click **Include History** to include a history record.

## Hire Employee

This section explains how to process an Appointment. See the Guide to Processing Personnel Actions, Chapter 9, at <http://www.opm.gov/feddata/gppa/gppa.asp> for more information.

**Note:** Be sure to verify that manage position information is correct and does not require modification. Modify manage position actions prior to inputting a personnel action.

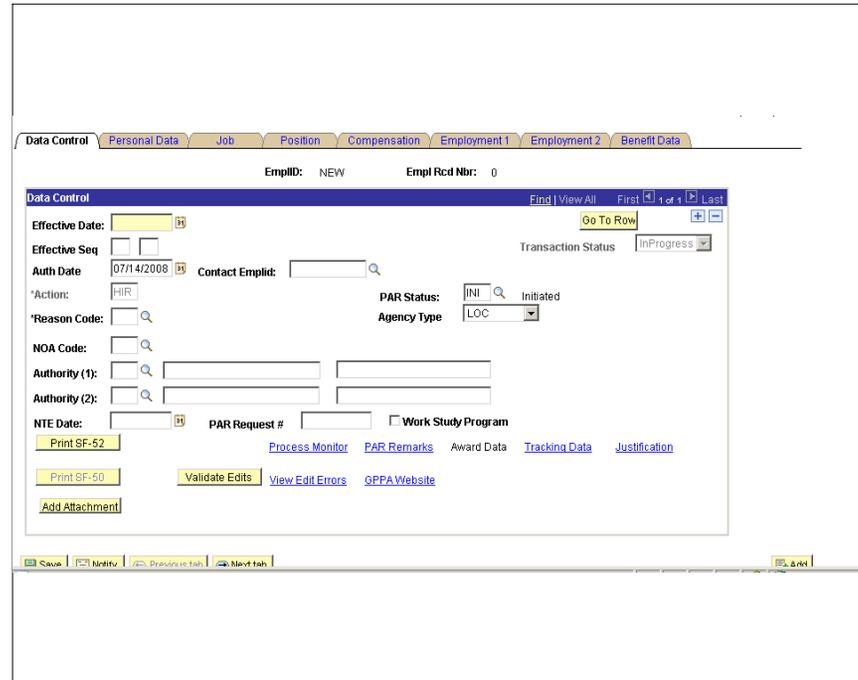
If a Pay Adjustment requires a change to the employee's pay plan or grade, i.e. from GM to GS pay plan, the employee's position must reflect that change.

When an employee leaves one of the agencies serviced by EmpowHR and transfers to a Non-EmpowHR agency that is serviced by NFC, the losing agency must process an action which will code the employee as terminated in the EmpowHR application only and will not be sent to NFC. The action will be coded EmpowHR Only in the status box.

### To Hire an Employee:

1. Select the **PAR Processing** menu group.
2. Select the **Hire Employee** component. The **Add A New Value** tab - Hire Employee USF page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
3. Click **Add**. The Data Control tab - Hire Employee USF page (**Figure309**) is displayed. This will allow the system to automatically assign the Employee ID (EmplID) number and assigned number to indicate a new record. The Data Control tab - Hire Employee

USF page (**Figure 309**) is displayed. This page is used to record the type of action, the reason for the action and the effective date.



**Figure 309. Data Control tab - Hire Employee USF page**

4. Complete the fields as follows:

**Empl Rcd Nbr**

This field is populated when the Hire Employee is completed and cannot be changed. This field is displayed on each page in the hire process.

**EmplId**

This field is populated when the Hire Employee is completed and cannot be changed. This field is displayed on each page in the hire process.

**Effective Date**

Enter the effective date of the new hire or select a date from the calendar icon. The effective date should always reflect the action date of the Personnel Action. This field is displayed on each page in the hire process. This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

**Transaction Status**

This field defaults to **In Progress**. To change the transaction status, select date from the drop-down list. The transaction status reflects the status of the transaction being processed.

**Effective Seq**

This field is populated based on the Auth Date.

**Auth Date**

Enter the authorization date of the action or select a date from the calendar icon.

**Contact EmplID**

Enter the contact employee identification number or select data by clicking the search icon.

**\*Action**

This field defaults to **HIR (Hire)** when processing a New Hire.

**PAR Status**

This field defaults to **INI (Initiated)** when the new action is entered. Other valid values are as follows:

PAR Status Valid Values	Description
INI	Initiated (New Hire)
Pro	Processed (Processed by Human Resources)
RV1	RV1

**\*Reason Code**

Describes the Hire Action. Enter the applicable information in this field. The literal is displayed after the code is entered.

**Agency**

This field describes the type of agency processing the hire. This field defaults to **Federal**. To change, select data from the drop-down list. The valid values are **Federal, County, GAO, and LOC**.

**NOA Code**

Enter the Nature of Action Code for the action being processed. The literal is displayed after the code is entered. Use guidance from the Guide to Processing Personnel Action and the 5 CFR. This field is displayed on each page in the hire process.

**Authority (1)**

Enter the authority (1) for the NOA. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

**Authority (2)**

Enter the authority (2) for the NOA if applicable. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

**Not To Exceed Date**

Enter the ending date of a temporary action (the date the temporary appointment expires) or select a date from the calendar icon. This is a required field on all temporary actions.

**Employee Classification  
Work Study (LOC)**

This field defaults to **N/A**. Click the down arrow to select the classification.

**PAR Request #  
Vacancy Number(LOC)**

Enter the SF-52, Request for Personnel Action number.

5. Click the [Process Monitor](#) link to print a Standard Form 52 (SF-52), and/or a Standard Form 50 (SF-50). These forms are used for information purposes only and not for Official Use.
6. Click [Report Manager](#) link to view or generate a report. The transaction only appears on this report when the transaction has applied at NFC.
7. Click the **PAR Remarks** link. The PAR Remarks page (**Figure 310**) is displayed.

If the Nature of Action is a resignation, the remarks must include the forwarding address.

The purpose of PAR Remarks is to record items of information, which relate to the actions being taken and which are required for documentation purposes. The remark code can be typed in the field or selected from the search list. (For codes, check the guide to Processing Personnel Actions). There is a limit of up to 10 remarks that can be added. If a remark contains **\*\*\*\*** within the text, this indicates that data must be added to the remark statement. The asterisks must be removed from the text, if not, **EmpowHR** will think that no data was entered and give an error message.

**PAR Remarks**

EmplID: NEW      Empl Rcd#: 0

Effective Date: 06/03/2008      Effseq:      NOA Code:

**PAR Remarks**      Find      First 1 of 1 Last

Remark CD:         Insertion Required

**Figure 310. PAR Remarks page**

8. Enter the fields as follows:

**Remark Code**

Enter the 3 position remark code or select data by clicking the search icon. The tab key generates the specific code.

**Insertion Required**

Check the box if applicable.

**PAR Remarks**

PAR remarks are items of information which relate to the actions and are required for documentation purposes. There is a limit of up to 10 remarks per action. The remark code can be typed in the field or data can be selected from the search list.

9. Click **+** to add an additional remarks code.
10. Click **OK** to save the remarks. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

**OR**

Click **Cancel**. The remarks information is not saved. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

**Note:** The **Award Data** link is not activated until an employee exists in the *EmpowHR* application.

11. Click the **Tacking Data** link. The PAR Tracking Data page (**Figure 311**) is displayed. This page displays information needed to track a PAR action taken on the employee.

There are three tabs on this page **Tracking Data**, **User Information**, and **Comments**. Each tab displays a view only version of the status and where the PAR is in the process.

PAR Tracking Data

EmplID: NEW Empl Rcd#: 0

---

Effective Date: 07/23/2008 Transaction #/Sequence Transaction Status InProgress

Action: HIR Hire PAR Status: INI Initiated

Reason Code: NOA

Tracking Data Customize | Find | First 1 of 1 Last

Action Taken	Action Dt Ovrd	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
07/23/2008	<input type="checkbox"/>	INI	CAMSBD	<input type="checkbox"/>		

NFC Authentication Date:

**Figure 311. PAR Tracking Data page**

12. Click **OK**. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.
- OR**
- Click **Cancel**. The information is not saved. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.
  13. Click the **Justification** link. The Justification page (**Figure 312**) is displayed.

**PAR Justification**

EmplID: NEW      Empl Rcd#: 0      SSN:

---

Effective Date: 07/14/2008      Transaction # / Sequence:      Transaction Status: InProgress  
Action: HIR Hire      PAR Status: INI Initiated

Reason Code:  
NOA Code:

Not To Exceed Date:

Contact:  

Data entered in this field does not feed into the SF-50/52

LCR:       Recommending Official:  

Par Justification:

OK    Cancel

**Figure 312. PAR Justification page**

14. Complete the fields as follows:

**Contact**

Enter the contact name for the PAR.

**LCR**

Enter the Library of Congress requester name.

**Recommending Official**

Enter the name of the recommending official for the PAR.

**PAR Justification**

Enter the justification for the creation of the PAR.

15. Click **OK** to save the remarks. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

**OR**

Click **Cancel**. The remarks information is not saved.

16. Click **View Edit Errors** link to view any errors for the PAR. The View Edit Errors page (**Figure 313**) is displayed.



**Figure 313. View Edit Errors page**

Note: If not errors exist the **No Validation Errors Exist for this Personnel Action** pop-up (**Figure314**) is displayed.



**Figure 314. No Edit Validation Error Exist For This Personnel Action pop-up**

17. Click **OK** the Data Control tab - Hire Employee USF page (**Figure309**) is displayed.
18. Click the **GPPA Website** link. The GPPA Website page (**Figure 315**) is displayed. This is a website the resides outside of the **EmpowHR** application.

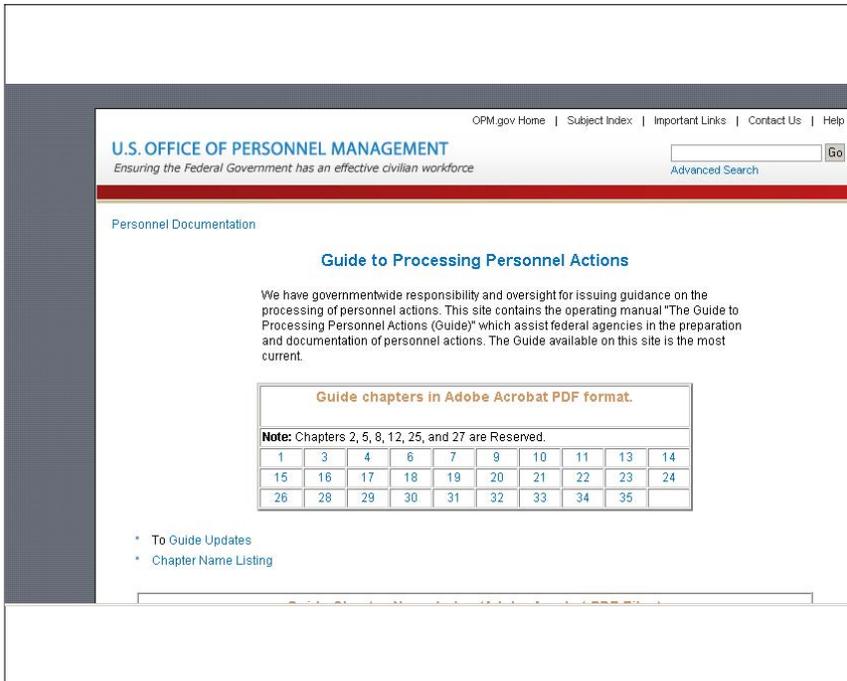


Figure 315. GPPA Website page

19. Close the window and return to the *EmpowHR* application.
20. Click **Print SF-52**. The copy of the Request For Personnel Action form page (Figure 316) is displayed. Print the form from this page.

Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
Guide to Processing Personnel Actions, Chapter 4

### REQUEST FOR PERSONNEL ACTION

(Also complete Part B, Items 1,7-22,32,33,36 and 39)

1. Action Requested		2. Request Number	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Eff. Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized By (Typed Name, Title, Signature, and Date)	

**PART B - For Preparation of SF 50** (Use only codes in the Guide to Personnel Data Standard show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority
7. FROM: Position Title and Number		15. TO: Position Title and Number	

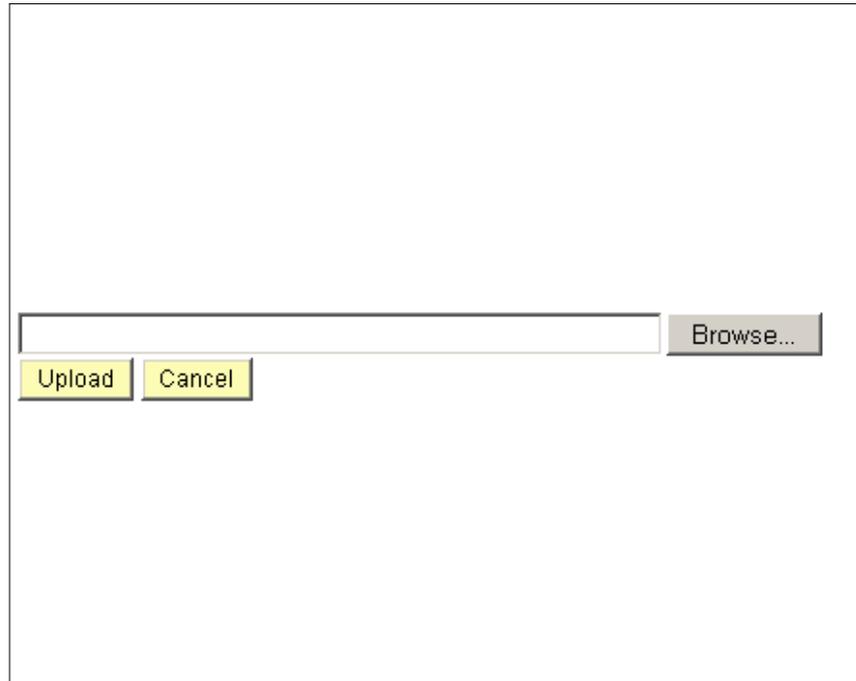
1 of 2 8.5x11 in

Figure 316. Request For Personnel Action form page

21. Close the window and return to the Data Control tab -Hire Employee USF page (Figure309).

Note: The **Print SF-50** option is not available until the employee is hired.

22. Click **Add Attachment** to add an attachment to the the PAR. The Add Attachment page is displayed (**Figure 317**).



**Figure 317. Add Attachment page**

23. Click **Browse...** to select the document to attach.
24. Click **Upload**. To attach the document.

**OR**

Click **Cancel**. The Data Control tab - Hire employee USF page (**Figure309**) is displayed.

**Note:** Do not click **Save** at this time. Click **Save** when the PAR is complete.

25. Click **Validate Edits**. The Validate Edits page (**Figure 318**) is displayed. This option can only be used after the PAR has been completed and saved.



**Figure 318. Validate Edits page**

26. Select the **Personal Data** tab - Hire Employee USF page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed. The Personal Data tab stores personal information for the employee. The links at the bottom of the page allows the storage of **Additional Birth Info, Mailing Address, Personal Phone Numbers, Veterans Info, Marital Info,** and **Education Details**. These links are selected after the Personal Data page has been completed.

**Note:** The **Personal Phone Numbers** and **Marital Info** links can be completed but are not sent to NFC.

Personal Data		EmplID: NEW		Empl Rcd#: 0	
Effective Date:	07/07/2008	Transaction# /Seq	1	PAR Status:	Initiated
NOA Code:	573	Action Type:	Hire	Empl Status:	Active
<b>Name</b>					
First:	<input type="text"/>	Middle:	<input type="text"/>		
Last:	<input type="text"/>	Suffix:	<input type="text"/>		
Name:	<input type="text"/>				
Pref First Name	<input type="text"/>				
<b>Citizenship Status</b>					
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	*Country:	USA	United States	
Draft Status:	<input type="text"/>	Citizenship:	<input type="text"/>		
*Date of Birth:	<input type="text"/>	RNO:	<input type="text"/>		
Disability Code:	05 No Handicap				
Date of Death:	<input type="text"/>				
*Highest Education Level:	No Formal Education				
<a href="#">Additional Birth Info</a> <a href="#">Address Info</a> <a href="#">Phone Nbrs</a> <a href="#">Veterans Info</a> <a href="#">Marital Info</a> <a href="#">Education Details</a>					
Country:	USA	*Type/Description:	PR	National ID: <input type="text"/>	

**Figure 319. Personal Data tab - Hire Employee USF page**

27. Complete the fields as follows:

**EmplID**

This field populate from the add a value or search page.

**Empl Rcd#**

This field is populated from the add a value page.

**Effective Date**

This field is populated. This field displays the order that documents are processed when more than one action is entered with the same effective date.

**Transaction #/Seq**

This field is populated.

**PAR Status**

This field is populated from the Data Control tab.

**NOA Code**

This field is populated from the Data Control tab.

**Act Type**

This field is populated from the Hire Employee component.

**Empl Status**

This field is populated.

**First**

On New Hires enter the full name of the employee. Enter the first name of the employee. The First name includes upper and lower case letters. If all upper case letters are used, the name will appear out of order on the reports. The first name plus the suffix cannot exceed twenty characters.

**Middle**

Enter the middle name if applicable.

**Last**

On New Hires enter the full name of the employee. Enter the last name of the employee. The Last name includes upper and lower case letters. If all upper case letters are used, the name will appear out of order on the reports.

**Suffix**

Enter the applicable information or select data from the drop-down list. The valid values are:

**Suffix Valid Values**

- I
- II
- III
- IV
- Jr
- Sr
- V
- VI

**Name**

On New Hires enter the full name of the employee. Enter the employee's full name.

**Pref First Name**

Enter the employee's preferred first name, if applicable.

**Gender Male**

This code indicates the sex of the employee. Check this box if the gender of the employee is male. This is a required field.

**Gender Female**

This code indicates the sex of the employee. Check this box if the gender of the employee is female. This is a required field.

**\*Date Of Birth**

This field is the employee's date of birth. Enter the date (MM/DD/YYYY) or select a data from the calendar icon. This is a required field.

**\*Country**

This field is populated.

**Citizenship**

Enter the applicable Citizenship Status or select data by clicking the search icon. This field identifies the citizenship status of the employee.

**Disability Code**

Enter the applicable Disability Code or click the icon to search for the applicable code. This field defaults to **05 No Handicap**. Change data by clicking the search icon. This code indicates whether or not an employee has a physical or mental disability.

**RNO**

The Race and National Origin code describes the minority group category into which the employee has been categorized. Enter the applicable information or select data by clicking the search icon. This is a required field. For more information refer to Guide to Processing Personnel Actions and/or NFC procedure manual.

**Date Of Death**

Enter the date (MM/DD/YYYY).

**Draft Status**

Click the down arrow and make the applicable selection. This field reflect an employee's registration status with the draft board. The valid values are **Not Applicable, Not Yet Registered, and Registered**.

**\*Highest Education Level**

Enter the highest level of education for the employee or select data from the drop-down list. The valid values are:

**Highest Education Level Valid Values**

- 1 Yr College
- 2 Yr College

### Highest Education Level Valid Values

3 Yr College  
4 Yr College - No Degree  
6th-Yr Degree  
Associates Degree  
Bachelor's Degree  
Compl Terminal Occupational Pg  
Doctorate Degree  
Elementary School Completed  
First Professional  
HS Graduate or Equivalency  
Master's Degree  
Post-Bachelor's Work  
Post-Doctorate Work  
Post-First Professional  
Post-Master's Work  
Some College  
Some HS Didn't Graduate  
Some Terminal Occup Prg

### Country

Enter the applicable Country Code or select data by clicking the search icon. This field defaults to **USA**.

### \*Type/Description

Enter the applicable information or select data from the drop-down list. The valid value is **PR**.

### National ID

Enter the applicable National ID (social security number).

28. Click the **Additional Birth Info** link at the bottom of the Personal Data tab - Hire employee USF page (**Figure 319** ). The Addl Birth Info page (**Figure 320** ) is displayed. The information on the page can be entered; however, this information is not sent to NFC.

**Additional Birth Information**

**Birth Location:**

**Birth State:**

**Birth Country:**   United States

**Figure 320. Addl Birth Info**

29. Complete the fields as follows:

**Birth Location**

Enter the birth location of the employee.

**Birth State**

Enter the birth state of the employee or select data from the drop-down list.

**Birth Country**

This field defaults to **USA**. To change, select data by clicking the search icon.

30. Click **OK** to save the information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

**OR**

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

31. Click the **Mailing Address** link at the bottom of the page (**Figure 319**). The Enter Address Information page (**Figure 321**) is displayed and is used to record the employee's home address. For a New Hire this mandatory.

**Enter Address Information**

EmpID: NEW

PAR Records will not be marked Ready if you Edit or Insert an Address Record.

Address Information Find First 1 of 1 Last

Effective Date: 07/07/2008 Edit Delete

Record Origin: HR Entered Online Transaction Status: In Progress

**Home Address**

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

Country: USA  United States

**Check Mailing Address**

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code - Other:

Country:

Country: USA  United States

OK Cancel

**Figure 321. Address Information page**

**32. Complete the fields as follows:**

**Effective Date**

This field is populated from the Data Control tab - Hire Employee USF page.

**Transaction Status**

This field is populated from the Data Control tab - Hire Employee USF page.

**Home/Address 1**

Enter the applicable information.

**Home/Address 2**

Enter the applicable information.

**Home/Address 3**

Enter the applicable information.

**Home/City**

Enter the city or select data by clicking the search icon.

**Home/State**

Enter the state.

**Home/Zip Code**

Enter the zip code.

**Home/County**

Enter the county.

**Home/Country**

This field defaults to **USA (United States)** or search by clicking the search icon.

**Check Mailing/Address1**

Enter the applicable information.

**Check Mailing/Address 2**

Enter the applicable information.

**Check Mailing/Address 2**

Enter the applicable information.

**Check Mailing/Address 3**

Enter the applicable information.

**Check Mailing/City**

Enter the city or select data by clicking the search icon.

**Check Mailing/State**

Enter the state.

**Check Mailing/Postal Code - Other**

Enter the zip code.

**Check Mailing/County**

Enter the county.

**Check Mailing/Country**

This field defaults to **USA (United States)** or search by clicking the search icon.

33. Click **OK** to save the address information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

**OR**

Click **Cancel**. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

34. Click the **Phone Nbrs** link at the bottom of the page. The Personal Phone Numbers page (**Figure 323**) is displayed. The Personal Phone Numbers page (**Figure 323**) is used to record all types of phone number for the employee.

*Phone Type	Eff Date	Telephone	Phone Extension	Preferred
1	Home	07/07/2008		

**Figure 322. Personal Phone Numbers window**

**\*Phone Type**

Enter the phone type or select data from the drop-down list. The valid values are as follows:

**Phone Type Valid Values**

- Business
- Campus
- Dormitory
- Fax
- Flex Ph
- Home
- Main
- Mobile
- Other
- Pager 1
- Pager 2
- Telex

**Effective Date**

This field is populated.

**Telephone**

Enter the telephone number that corresponds to the phone type.

**Phone Extension**

Enter the telephone extension if applicable.

**Preferred**

Check this box if the telephone number entered is the preferred number to call.

35. Click **OK** to save the phone information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

**OR**

Click **+** to add an additional phone number.

**OR**

Click **-** to delete a phone number.

**OR**

Click **Cancel**. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

36. Click the **Veterans Info** link at the bottom of the page. The Veterans Info page (**Figure 323**) is displayed. The Veterans Info page (**Figure 323**) is used to record any applicable veteran's information for an employee.

**Veterans Info**

**Veterans Preference:** None

**Veterans Status:** Not a Veteran

**Uniformed Service:**

**Military Separation Status:** **Military Grade:**

**Military Service Start Date:** **End Date:**

**Reserve Category:** None

**Creditable Military Service:**

**Notify Military Pay Center**  **Veterans Preference RIF**

**Military Service Verified**  **Disabled Veteran**

OK Cancel

**Figure 323. Veterans Info page**

37. Complete the fields as follows:

**Veterans Preference**

This field defaults to **None**. This code indicates the preference used for appointment purposes and is also used determining retention rights for reduction in force actions and procedural rights in appeal cases, and in other areas where veteran’s preference is pertinent. Change if applicable or select data from the drop-down list. The valid values are as follows:

**Veterans Preference Valid Values**

- None
- 10 Point 30% & Comp
- 10 Point Comp < 30%
- 10 Point Disability
- 10 Point Other
- 5 Point

**Veterans Status**

This field defaults to **Not a Veteran**. This field indicates whether the employee is a veteran. Change if applicable or select data from the drop-down list. The valid values are as follow:

**Veterans Status Valid Values**

- Not A Veteran
- Not Indicated

### **Veterans Status Valid Values**

No Military Service  
Other Protected Veteran  
Post-Vietnam-Era Veteran  
Pre-Vietnam-Era Veteran  
Retired Military  
Veteran (VA Eligible)  
Veteran Of The Vietnam Era  
Vietnam & Other Protected Vet  
Vietnam-Era-Veteran

### **Uniformed Service**

Enter the applicable information or select data from the drop-down list. The valid values are as follow:

### **Uniformed Service Valid Values**

Air Force  
Army  
Coast Guard  
Marines  
Navy

### **Military Separation Status**

Enter the applicable information or select data from the drop-down list. The valid values are as follows

### **Military Separation Status Valid Values**

Dishonorable  
General Discharge  
Honorable  
Not Applicable  
Retired  
Separated

### **Military Grade**

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

### **Military Grade Valid Values**

E1  
E2

#### Military Grade Valid Values

E3  
E4  
E5  
E6  
E7  
E8  
E9  
01  
02  
03  
04  
05  
06  
07  
08  
09  
010  
W1  
W2  
W3

#### Military Service Start Date

Enter the date the military service started or select a date from the calendar icon.

#### Military Service End Date

Enter the date the military service ended or select a date from the calendar icon.

#### Reserve Category

This field defaults to **None**. Change if applicable or select data from the drop-down list. The valid values are as follows:

#### Reserve Category Valid Values

- 1) Ready Reserve
- 2) Standby Reserve
- 3) National Guard
- 4) Retire Military-Regular
- 5) Retire Military-Non-Reg
- 6) Retire Military-(Regular) & Reserve/NG
- 7) Retire Military-(Non-Reg) & Reserve/NG

### Reserve Category Valid Values

8) Retire Mil & DC NG

None

### Creditable Military Service

Enter the applicable information. This is a four-digit field. the first two numbers represent the number of year and the second two number represent the number of months.

### Notify Military Pay Center

Check this box if applicable.

### Veterans Preference RIF

Check this box if applicable.

### Military Service Verified

Check this box if applicable.

### Disabled Veteran

Check this box if applicable.

38. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

**OR**

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

39. Click the **Marital Status** link. The Marital Status page (**Figure 324**) is displayed. This information is not required by NFC.

**Marital Status**

**\*Marital Status:** Unknown

**Marital Status Date:** 31

OK Cancel

**Figure 324. Marital Status page**

**40.** Complete the fields as follows:

**\*Marital Status**

Enter the marital status or select data from the drop-down list. The valid values are:

**Marital Status Valid Values**

- Civil P
- Common-law
- Divorced
- Hd Hsehd
- Married
- N/A
- Separated
- Single
- Unknown
- Widowed

**\*Marital StatusDate**

Enter the marital status date or select a date from the calendar icon.

**41.** Click **OK** to save the information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

**OR**

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

42. Click the **Education** link. The Education Details page (**Figure 325**) is displayed. The Education page identifies the employee's highest level of education based on years of formal schooling and/or academic degrees. This page is divided into sections (Level of Education, Instructional Program, and School).

The screenshot shows the 'Education Details' page in the USDA system. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, the page title is 'Education Details'. There are two status messages: 'Highest Level of Education is displayed first.' and 'Highest Level of Education is transmitted to NFC.'. The main form area is titled 'Education' and contains the following sections:

- Level of Education:** EmpID: NEW. Education Level: Post Advanced Masters non-degr. Date Acquired: [calendar icon].
- Instructional Program:** Education Major: [dropdown]. Major Specialization: [dropdown].
- School:** Country: USA. State: [dropdown]. School: [dropdown].

At the bottom of the form, there are 'OK' and 'Cancel' buttons.

**Figure 325. Education Details page**

43. Complete the fields as follows:

**EmplID**

This field is populated

**\*Education Level**

This field identifies the employee's highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. Enter the applicable information or select data by clicking on the search icon.

**Year Acquired**

Enter the year or select a year from the calendar icon. This field is used to identify the calendar year during which the employee received the degree or certificate shown for education level.

## Education Major

Enter the applicable information or select data from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school. Complete this field and Year Degree/Certificate received only if the Educational Level field is:

- Code 6 – Terminal occupational program - certificate of completion, diploma or equivalent.
- Code 10 Associate Degree.

**OR**

- Code 13 or higher (Bachelor degree or higher).

## Major Specialization

Enter the applicable information or select data from the drop-down list.

## Country

This field defaults to **USA**. To change, select data by clicking on the search icon.

## State

Enter the State or select data by clicking on the search icon.

## School

Enter the school.

44. Click **OK** to save the information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

**OR**

Click **Cancel** to cancel the information in the page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

45. Select the **Job** tab. The Job tab - Hire Employee page (**Figure 326**) is displayed. The information on the Job tab identifies the employee's assigned position, job code, and

department. Many values on this tab will populate as a result of the the default values previously setup on the Position Data and the Job Code entry.

The screenshot displays a web application interface with several tabs at the top: Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Job' tab is active. Below the tabs, the following information is visible:

- EmplID: NEW Empl Rcd#: 0
- Job Data section with a search bar and 'Refresh Position Data' button.
- Effective Date: 07/07/2008 Transaction#/Seq: 1 PAR Status: Initiated
- NOA Code: 101 Action Type: Hire Empl Status: Active
- Position and Job Code fields.
- Agency, Sub-Agency, Business Unit (STDBU - Standard BU for USDA), Department, Location, and Tax Location fields.
- Classification section with a 'Previous Class Action' dropdown menu.
- Additional fields: Losing/Gaining Dept., FY, Position Management Record, and Position Override.

**Figure 326. Job tab - Hire Employee USF page**

**46. Complete the fields as follows:**

**EmplID**

This field is populated.

**Empl Rcd#**

This field is populated.

**Effective Date**

This field is system-generated. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated.

**PAR Status**

This field is populated.

**NOA Code**

This field is populated.

**Act Type**

This field is populated.

**Empl Status**

This field is populated.

**Position**

Enter the position number in the Position field or search by clicking the search icon. The Position is assigned to the employee, and it must be established in Position Management prior to processing an action. If the effective date on the position is after the effective date on the personnel action, the action will not process. Tab out of the position number, and the data will populate most of the other pertinent data to the Job page.

**Note:** If the effective date on the position is after the effective date of the pertinent action, there will be an error on the Job Code and the required fields will not populate.

**Position Management  
Rec**

Check this box if applicable.

**NFC Posn#**

This field is populated.

**Position Override**

Check this box if applicable.

**Job Code**

This field is populated.

**Agency**

This field is populated with the Department (i.e. Agriculture). The abbreviation and literal are both displayed in this field.

**Losing/Gaining Dept**

Enter the Federal department or place of employment for an employee moving into or out of a Federal department. See TMGT Table 014 for a list of department codes.

- Complete for a transfer in accession or transfer out separation NOAC.
- If the transfer is for departments serviced by NFC, enter the losing department code on the accession action and the gaining department code on the separation action.

**Agency**

This field is populated. Both the abbreviation and the literal are displayed in this field.

**Sub-Agency**

This field is populated. Both the abbreviation and the literal are displayed in this field.

**Business Unit**

This field is populated. Both the abbreviation and the literal are displayed in this field.

**Department**

This field is populated from the Position Number. Both the abbreviation and the literal are displayed in this field.

**Location**

This field is populated from the Position Number. Both the numerical code and the literal are displayed in this field.

**Tax Location**

This field is populated from the Position Number. Both the numerical code and the literal are displayed in this field.

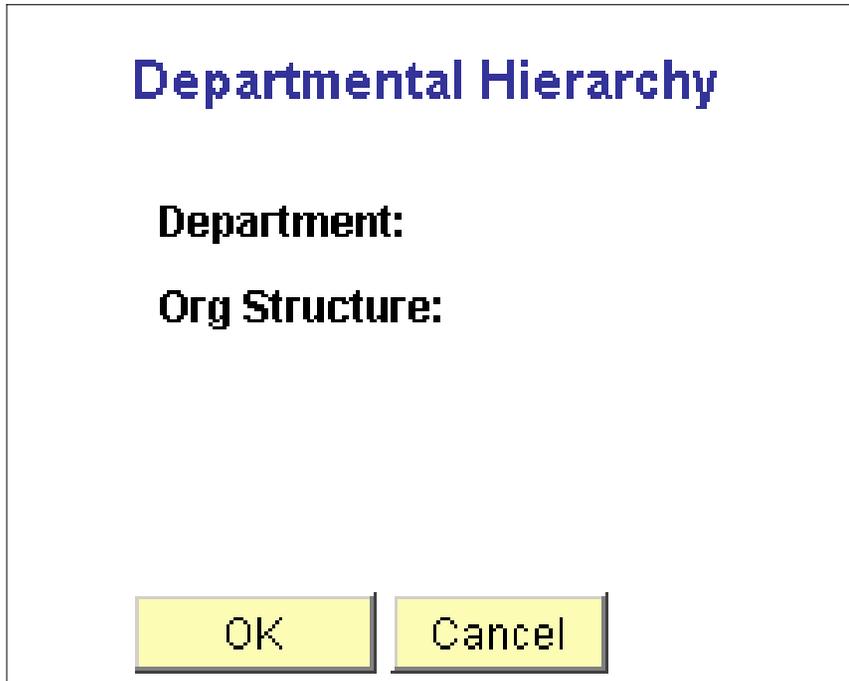
**Prev Class Actn**

Enter the applicable information or select data from the drop-down list. The valid values are **Inactive Position** and **Leave Position Vacant/Active**. This field is used when the employee is leaving a position.

**Previous Agency**

Enter the applicable information or select data by clicking the search icon. This field is used when the employee moves from one sub agency to another within the same agency or select data by

47. Click **Dept Hierarchy** link. The Department Hierarchy page (**Figure 327**) is displayed. This is a view only page.



**Figure 327. Department Hierachy page**

48. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 326**) is displayed.

**OR**

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

49. Click **Detail Info** link. The Detail Info page (**Figure 328**) is displayed.

Detail Assignment			
EmplID:	NEW	Empl Rcd#:	0
Effective Date:	07/07/2008	Transaction # / Sequence:	11
Action:	HIR Hire	Transaction Status:	InProgress
Reason Code:	NPS Permanent Position	PAR Status:	INI Initiated
NOA Code:	101 Career-Cond Appt		
Detail Position Number:	<input type="text" value="90000015"/> 		
Detail NFC Position Number:	90000015		
Detail Jobcode:	129948		
Detail Mstr Rcd#:	ALE006		
Pay Plan:	GL		
Detail Grade:	09		
Title:	LAW ENFCMNT OFCR		
Department:	935773		
Org Structure			
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	

Figure 328. Detail Info page

50. Complete the field as follows :

**Detail Position Number**

Enter the position number where the employee will be detailed or select a position number from the search icon. The remaining fields on this page will be populated once the position number is entered.

51. Click **OK** to save the information. The Job tab - Hire Employee USF page (Figure 326) is displayed.

**OR**

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (Figure 326) is displayed.

52. Click the **NFC Job Information** link. The NFC Job Information page is displayed.

**NFC Job Information**

**Job Information**

Previous Sub-Agency:

Classification Action Code:

Retained Occup Function:

Retained Occup Series:

---

**Benefits**

LI Coverage Amt (In Thousands):

TSP Eligibility:

---

**Payroll**

Annual Leave Category:   Leave Earning Status

Salary Share Code:   Annual Leave 45-Day Indicator

COLA/Post Differential:

Special Employee Pay Code:

Wage Board Shift Rate:

Quarters Deduction Code:  Quarters Deduction Amount:

**Figure 329. NFC Job Information page**

53. Complete the fiels as follows:

**Previous Sub-Agency**

Enter the employee’s previous sub-agency or select data by clicking the serach icon.

**Classification Action Code**

Enter the classification action code or select data from the drop-down list. The valid values are **Inactive** and **Leave Position Vacant/Active**.

**Retiained Occup Function**

Enter the retained occupational function or select data from the drop-down list. The valid values are as follows:

**Retained Occup Function Valid Values**

- Clinical Practice/Couseling
- Construction
- Data Collect/Process/Analysis
- Design
- Development
- Install/Operations Mainenance
- Management

### Retained Occup Function Valid Values

Natural Resource Operatiions  
Not Applicable  
Other

### Retained Occp Series

Enter the retained occupational series or select data by clicking the search icon.

### LI coverate Amt (In Thousands)

Enter the LI coverage amount XXXX.XX.

### TSP Eligibility

Enter the TSP eligibility or select data from the drop-down list. The valid values are as follows:

#### TSP Eligibility Code Valid Values

1 Elig for 1% Basic Gov't Contrib During 1st Open Season (FERS)  
2 Elig for 1% Basic Gov't contrib during 2nd Open Season (FERS)  
3 Elig Immed (FERS, CSRS-Off): FERS Elig Immed 1 % Gov't Contr  
6 Ineligible To Participate In TSP  
9 Currently Participating or Has Participated in TSP.

### Annual Leave Category

Enter the annual leave category for the employee or select data from the drop-down list. The valid values are **4 hours, 6 hours, 8 hours**, and **Ineligible To Earn**.

### Salary Share Code

Enter the salary share code or select data from the drop-down list. The valid values are as follows:

#### Salary Share Code Valid Values

Annuitant & Other Type Of Co  
Annuitant State Cooperator  
Annuitant Under CSRS/FERS  
Milit Hrly Rate Usd In Offset  
Not Applicable  
Other Type Of Cooperator  
State Cooperator

**COLA/Post Differential**

Enter COLA post differential or select data from the drop-down list. The valid values are as follows:

**COLA/Post Differential Valid Values**

COLA Commissary/PX  
COLA Commissary/PX With Post D  
COLA Local Retail  
Foreign Post Differential  
Non Foreign COLA & Post Diff  
Non Foreign Post Differential  
None

**Special Employee Pay Code**

Enter the special employee pay or select data from the drop-down list. The valid values are as follows:

**Special Employee Pay Code Valid Values**

Not Applicable  
OCC-Non-Federal Service Used  
OCC G Copay Rate 2  
Older American  
OTA Board Staff Member  
Other Emps, Spec Appr/PMB Exc  
Other NPF-Title II & Title I  
OTS Pay Plan TG Exceeds Pay  
Overseas NFC Payrolled  
Overseas Not Payrolled  
Panamanian Nationals  
PD Under 2/3 Rule  
Presidential Appointee  
Sche Stnby Non Exmpt Convered FL  
Sch Stnby AUO-Exmpt-Non Exmpt F  
Schedule C Employee  
Semi Monthly Co-Op  
Sup/Mgmr OTR Emps Spc Apr/PM3  
Sup/Mgmr OTR Emps Spc Apr/PBPG  
Sup/Mgr Emps, Exceeds Band Pay  
Surface Missing Cont.Rec Act of  
Temporary Employees FS Pilot UN

**Wage Board Shift Rate**

Enter the shift rate.

**Quarters Deduction Code**

Enter the quarters deduction code or select data from the drop-down list. The valid values are as follows:

**Quarters Deduction Code Valid Values**

None  
Per Day Ded Not Tax Exm  
Per Day Ded Tax Exmp  
Transmit Zeros To NFC

**Quarters Deduction Amount**

Enter the amount of quarters deduction.

- 54.** Click **OK** to save the information. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

**OR**

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

- 55.** Click the **Position** tab. The Position tab - Hire Employee USF page (**Figure 330**) is displayed.

The screenshot displays a web-based form for hiring an employee. At the top, there are tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The 'Position' tab is active. Below the tabs, the form shows 'EmplID: NEW' and 'Empl Rcd#: 0'. A 'Position Data' section contains the following fields:

- Effective Date:** 07/07/2008
- Transaction# /Seq:** 1
- PAR Status:** Initiated
- NOA Code:** 101
- Action Type:** Hire
- Empl Status:** Active
- LEO Position:** LEO Posn - pay un
- SF-113G Ceiling:**
- Regular Shift:** Not Applicable
- POI:** [Searchable field]
- Rate / Factor:** [Input fields]
- \*Pay Group:** NFC
- Pay Frequency:** [Input field]
- Holiday Schedule:** [Searchable field]
- Earnings Program:** [Dropdown menu]
- Type Appt:** [Dropdown menu]
- Work Period:** [Input field]
- Posn Occupied:** [Dropdown menu]
- \*Employee Type:** S Salaried
- Work Schedule:** [Dropdown menu]
- Fund Source:** [Input field]
- \*FLSA Status:** (Invalid Value)
- \*Job Indicator:** Primary
- Employee Classification:** [Dropdown menu]
- Adds to FTE Actual Count:**
- \*Reg/Temp:** Regular
- Standard Hours:** [Input field]
- FTE:** [Input field]
- Supervisor Level:** [Input field]

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', and 'Print'.

**Figure 330. Position tab - Hire Employee USF page**

56. Complete the fields as follows:

**EmplID**

This field is populated when the accessing is created for the employee.

**Empl Rcd#**

This field is populated.

**Effective Date**

This field is the effective date of the transaction or the 1st day of the current pay period. The date is on which the table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

**Transaction#/Seq**

The field is the number of records and the sequence of the record.

**PAR Status**

This field is populated.

**NOA Code**

This field is populated from the Nature Of Action Code on the Data Control tab.

**Action Type**

This field is the narrative of the Nature Of Action Code and is populated.

**Empl Status**

This field is populated.

**LEO Position**

This field defaults to **Not Applicable**. Change the data or select from the drop-down list. The valid values are **Not Applicable** and **LEO Posn - Pay Under**.

**SF-113G Ceiling**

The box is checked and can be unchecked if applicable. If this position is checked, it will be counted on the 113G report.

**\*Regular Shift**

This field defaults to **Not Applicable**. Change the data or select from the drop-down list. The valid values are as follows:

**Regular Shift Valid Values**

- 1
- 2
- 3
- Compressed
- Not applicable
- Rotating

**POI**

The Personnel Office Identifier is generated from the Position. Change the Personnel Office Identifier clicking on the search icon.

**Shift Rate/Factor**

Enter the applicable information if the employee is entitled to differentials in pay based on the shift.

**\*Pay Group**

Enter the pay group (agency) or select data by clicking the search icon.

**Holiday Schedule**

Enter the holiday schedule or select data by clicking the search icon.

**Pay Frequency**

This field is populated and cannot be changed.

**Earnings Program**

This field is populated and cannot be changed.

**Work Period**

Enter the work period or select data by clicking the search icon.

**Type Appt**

Enter the applicable information or select data from the drop-down list. The Type Appt field identifies the type of appointment that the employee has accepted. This is a required field. The valid values are as follows:

**Type Appt Valid Values**

- Competitive Career, SES Career
- Competitive Career-Conditional
- Competitive Temporary, Spt Needed
- Competitive -Term, Taper, Indef
- Excepted-conditional
- Excepted-Indefinite, Expt-Limit
- Excepted-Permanent, SES-Non Car
- Excepted-Tem, SES-Time-Limited

**Posn Occupied**

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

**Posn Occupied Valid Values**

- Competitive
- Excepted
- SES Career Reserved
- SES General

**Employee Type**

This field defaults to **S (Salaried)**. To change, select data by clicking the search icon.

**Salary**

Enter the Salary.

## Work Schedule

Enter the work schedule or select data from the drop-down list. If the position is Part Time, enter the weekly number of hours in the Standard Hours field. The valid values are as follows:

### Work Schedule Valid Values

Baylor  
Full Time  
Full Time Seasonal  
Intermittent  
Intermittent Seasonal  
Part Time  
Part Time Job Sharer  
Part Time Seasonal  
Part Time Seasonal Job Sharer

## Fund Source

This field is populated from the position.

## FLSA Status

This field defaults to **Invalid Value**. Change the data or select from the drop-down list. You must determine the appropriate coverage under FLSA. Valid values are **Administrative, Executive, Management, No FLSA Required, Nonexempt, Outside Salesperson, and Professional**.

## Job Indicator

This field defaults to **Primary**. To change, select data from the drop-down list. The valid values are **Primary, Secondary, and N/A**.

## Employee Classification

Enter the employee classification or select data from the drop-down list. The valid values are:

### Employee Classification Valid Values

Agency TMP  
Apprentice  
Assignee  
Consultant  
Contractor  
Expatriate

### Employee Classification Valid Values

Intern  
Trainee

#### Adds To FTE Actual Count

Check this box if applicable.

#### Reg/Temp

This field defaults to **Regular**. Change the data or select from the drop-down list. The valid values are **Regular** and **Temporary**. This field identifies if the employee is Regular or Temporary.

#### Standard Hours

Enter the applicable information. If the position is Part Time, enter the weekly number of hours in this field.

#### FTE

Enter the applicable information.

#### Supervisory Status

This field is populated from the Job Code and cannot be changed.

57. Click the **Compensation** tab. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed. The Compensation tab contains information related to pay. Enter the pay rate determinant code step as it relates to the employees basic pay information depending on their current pay circumstances. Select and complete the links related to pay compensation as appropriate.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit D. Below the navigation bar, the text 'EmplID: NEW' and 'Empl Rcd#: 0' is displayed. The main section is titled 'Compensation Data' and includes a search bar with 'Find | View All' and a page indicator 'First 1 of 1 Last'. The form contains several fields: 'Effective Date' (07/07/2008), 'Transaction# /Seq' (1), 'PAR Status' (Initiated), 'NOA Code' (101), 'Action Type' (Hire), 'Empl Status' (Active), 'Pay Rate Determinant' (Regular Rate - 0), 'Pay Basis' (Per Annum), 'Pay Plan / \*Table/Grade' (with search icons), 'Step' (1), 'Step Entry Date' (07/07/2008), 'Rtn PP/Table/Grade' (with search icons), 'Step' (0), and 'Grade Entry Date' (with search icon). There are two main sections: 'Grade and Pay Retention' with fields for 'Retention Rights End Date', 'Retained Occ Series Code', 'Retained Occ Functional Code', 'Retained Pay Table', and 'Retained Grade'; and 'Quoted Pay' with fields for 'Base Pay', 'Locality Adjust' (0.00), 'Adjusted Base Pay', 'Total Pay', 'Compensation Frequency', 'Annuity Offset Amount', 'Benefit Base Override' (checkbox), and 'FEGLI Base'.

**Figure 331. Compensation tab - Hire employee USF page**

58. Complete the fields as follows:

**EmplID**

This field is populated.

**Empl Rcd#**

This field is populated.

**Effective Date**

This field is populated. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated.

**PAR Status**

This field is populated.

**NOA Code**

This field is populated.

**Action Type**

This field is populated.

## Empl Status

This field is populated.

## Pay Rate Determinant

This field defaults to **Regular Rate-O** but can be changed to identify whether the employee is receiving a rate of pay other than the regular rate for the position, and, if so, to identify the legal and/or regulatory basis. To determine whether the position should be paid at a rate other than the regular rate. Change the data or select from the drop-down list. The valid values are as follows:

### Pay Rate Determinant Valid Values

Continued IGA Pay M  
Continued SES Basic Pay-S  
Critical Position Pay C  
Preserved IGA Pay P  
Regular Rate -O  
Rtnd Grade & Pay-Diff V  
Rtnd Grade & -Same U  
Rtnd Grade & Diff Posn A  
Rtnd Grade & Pay Sale Posn B  
Rtnd Grade & Spec Rt-Diff E  
Rtnd Grade & Spec Rt-Diff F  
Rtnd Grade Diff K  
Rtnd Grade SES Removal R  
Rtnd Grade Same Position J  
Rtnd Grade Spec Rt Adjust 3  
Save Rate Other 4  
Special & Superior Qual 5  
Special Rate 6  
Superior Qualifications Rt 7

## Pay Basis

This field defaults to **Per Annum**. Change the data or select from the drop-down list. The valid values are as follows:

### Pay Basis Valid Values

Per annum  
Fee Bases  
Per Diem  
Per Hour  
Per Month

### Pay Basis Valid Values

Piece Work

School Yr

Semi Month

WO Comp

### Pay Plan/Table/Grade

Enter the applicable information in each field or search data by clicking on the search icon. This field is used to identify the plan prescribed by law or other authoritative sources that governs the compensation paid an employee. Each plan provides for a separate wage/pay scale that determines the scheduled rate(s) of pay, which the employee is to receive, according to the grade and step.

### Step

This field defaults to **1** or search by clicking the search icon. The Step field is used to indicate a specific salary within a grade, level, class, rank, or pay band. When a value is enter in the \*Step field, the system displays the Step Entry Data and Pay information.

### Step Entry Date

Enter the date the employee entered the step or select a date from the calendar icon.

### Rtnd PP/Table/Grade

Enter the applicable information in each field or search data by clicking on the search icon. This field is for Retained Grade and Pay.

### Step

This field defaults to **0** or search by clicking the search icon. You can select the step from from the list of available option. The Step field is used to indicate a specific salary within a grade, level, class, rank, or pay band. When a value is entered in the \*Step field, the system displays the Step Entry Data and Pay information

### Grade Entry Date

Enter the applicable date or select a date from the calendar icon. This field indicates the date the employee first entered the grade.

### Retention Rights End Date

Enter the applicable date or select a date from the calendar icon.

**Retained Occ Series Code**

Enter the applicable code or search by clicking the search icon.

**Retained Occ Functional Code**

Click the down arrow to select the applicable code or select data from the drop-down list. The values for this field could be different for each agency.

**Retained Pay Table**

Enter the applicable code or search data by clicking the search icon.

**Retained Grade**

Enter the applicable information in the field or search data by clicking on the search icon.

**Base Pay**

Enter the applicable base pay. This field identifies the base(scheduled) amount of salary the employee is receiving for the position held and which is fixed by law, regulation, or administrative action. On regular GS and CO schedule employee the salary will default from the grade and after you enter the step.

**Compensation Frequency**

This field is populated and cannot be changed. This field is defaulted from the Job code data enter in Position Management.

**Locality Adjust**

Enter the applicable information. This field identifies the Locality and Law Enforcement Officer amount. the system calculates the amount based on the grade and step eligible employees.

**Annuity Offset Amount**

Enter the applicable information.

**Adjusted Base Pay**

Enter the applicable information.

**Benefit Base Override**

Check this box if applicable. This field opens the FEGLI Base field so that data can be changed if applicable.

**FEGLI Base**

Enter the applicable information. The system calculates and displays the calculation of the annual base rate to be used in calculation of Federal Employees Group Life Insurance.

**Total Pay**

Enter the applicable information.

59. Select the **Other Pay** link. The Other Pay Information page (**Figure 332**) is displayed.

Other Pay Information

Earnings Code	Description	Quoted Annualized Amount	Expected Amount
1	<input type="text"/> 🔍		

OK Cancel

**Figure 332. Other Pay Information page**

60. Complete the fields as follows:

**Earnings Code**

Enter the earnings code or select data by clicking the search icon.

61. Click **OK** and the data will be saved. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Compensation tab -Hire Employee USF (**Figure 331**)is display.

62. Select the **Expected Pay** link. The Expected Pay page (**Figure 333**) is displayed. This is a view only page. The information on this page is populated from the previous page.

**Expected Pay**

Geog Location Code:  
 Locality Pay Area:  
 LEO Special Pay Area:  
 Locality Percentage: 0.000.00  
 Change Percent: 0.000      Change Amount: 0.000000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.000000	0.000000
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	1,385.830	1,385.830
Annual:	16,630.000	16,630.000
<b>Total Other/Premium Pay:</b>		0.00
<b>Total Pay:</b>		16,630.00

OK      Cancel

**Figure 333. Expected Pay page**

63. Click **OK** and the data will be saved. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Compensation tab - Hire Employee USF page (**Figure 331**) is display.

**Note:** The **Accounting Info** link is not active until the employee is hired.

64. Click the **Employment 1** tab. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed. The Employment tab identifies employment related dates such as service computation dates (SCD) and WGI date. This information is not effective dated. Review and enter the correct dates based on the employee employment history.

**Figure 334. Employment 1 tab - Hire Employee USF page**

65. Complete the fields as follows:

**EmpIID**

This field is -populated and cannot be changed.

**Empl Rcd#**

This field is populated and cannot be changed.

**Effective Date**

This field is system-generated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated and cannot be changed.

**PAR Status**

This field is populated and cannot be changed.

**NOA Code**

This field is populated and cannot be changed.

**Act Type**

This field is populated and cannot be changed.

**Empl Status**

This field is populated and cannot be changed.

**EOD Dt**

This field is populated and cannot be changed.

**Hire NTE Dt**

This field is populated and cannot be changed.

**Rehire Dt**

This field is populated and cannot be changed.

**Separation Dt**

This field is populated and cannot be changed.

**Next Review Dt**

This field is populated and cannot be changed.

**Leave**

Enter the applicable date or select a date from the calendar icon. This field identifies the computation data for annual leave earnings and/or length of service.

**Retire**

Enter the applicable date or select a date from the calendar icon. This field identifies the computation date that is creditable for retirement.

**RIF**

Enter the applicable date or select a date from the calendar icon. The RIF field identifies the employee's service computation data that is creditable for reduction-in-force (RIF) purposes.

**TSP**

Enter the applicable date or select a date from the calendar icon. The TSP field identifies the beginning date of the vesting period for the 1 percent Government contributions to the Thrift Savings Plan (TSP).

**Sev Pay**

Enter the applicable date or select a date from the calendar icon. When processing a separation NOA, the employee is entitled to severance pay.

**Carrer Tenure Date**

Enter the applicable date or select a date from the calendar icon. The Career Tenure Date field identifies the date on which the employee’s service counting towards career or permanent tenure.

**WGI Status**

Enter the Within Grade Increase Status or select data from the drop-down list. The valid values are as follows:

**WGI Status Valid Values**

- Approved
- Created
- Denied
- Due
- Give WNDue
- Given
- IntPrjDue
- Manual
- N/A
- No
- Postponed
- Waiting

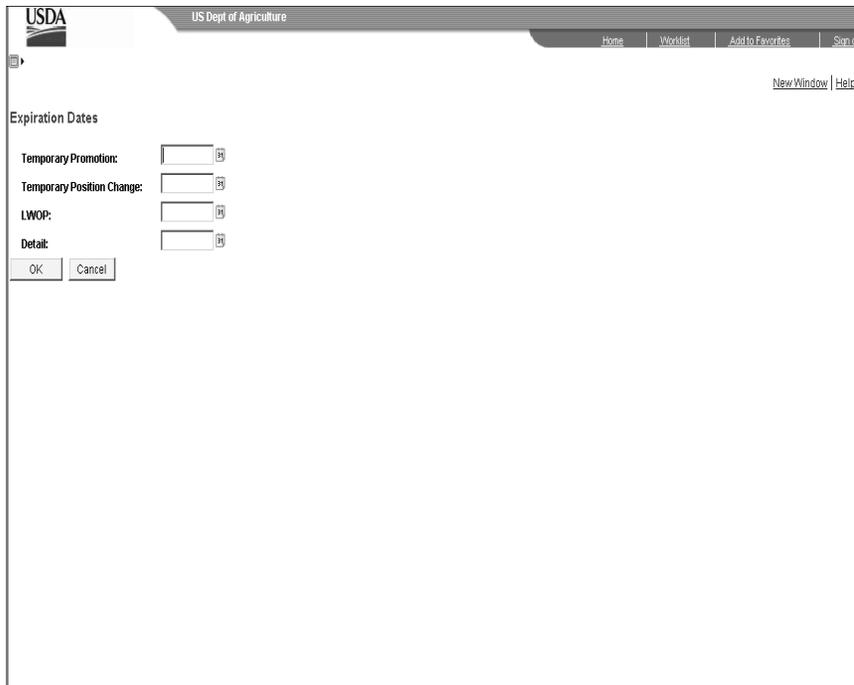
**Last Increase Dt**

Enter the date of the last within grade increase or select a date from the calendar icon.

**SCD-WGI**

Enter the applicable date. The SCD–WGI field identifies the beginning date from which service is to be credited toward the employee’s next within-grade increase.

66. Select the **Exp Dates** link. The Expiration Data page (**Figure 335**) is displayed. This page reflects the Not-to-exceed date for temporary actions.



**Figure 335. Expiration Dates page**

67. Complete the fields as follows:

**Temporary Promotion**

Enter the applicable date or select a date from the calendar icon.

**Temporary Position Change**

Enter the applicable date or select a date from the calendar icon.

**LWOP**

Enter the applicable date or select a date from the calendar icon.

**Detail**

Enter the applicable date or select a date from the calendar icon.

68. Click **OK** and the data will be saved. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

69. Click the **Appt Data** link on the Employment 1 tab - Hire Employee USF page. The Appt Data page (**Figure 336**) is displayed. This page is used to record appointment

limits as well as special employment programs where the employee may be enrolled. The Appointment Data link has an Appointment Limits section. The Nature of Action Code, Current Appointment Auth #1, and the Current Appointment Auth #2 are populated from other pages that have been previously completed.

**Figure 336. Appointment Info page**

**70.** Complete the fields as follows:

**Nature of Action Code**

This field is populated from the Data Control tab.

**Current Appointment Auth #1**

This field is populated from the Data Control tab

**Current Appointment Auth #2**

This field is populated from the Data Control tab

**Amount Total**

Enter the total dollar amount.

**Hours Total**

Enter the applicable total hours.

**Days Total**

Enter the applicable total number of days.

**Amount Balance**

Enter the applicable amount balance.

**Hours Balance**

Enter the applicable hours balance.

**Days Balance**

Enter the applicable days balance.

- Enter only one limitation type.
- Balance must be equal to or less than full limitation.
- Total limitations are as follows:

Limitation Type	Value
Day	130, 180
Hour	700, 1039, 1040, 1280, 1300, 2000
Monetary	Changes based on Federal pay increase

- If the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- Applies to the following type of appointment codes:

Code	Description
03	Competitive–indefinite or taper
04	Competitive–temporary or special need
07	Excepted–conditional
08	Excepted–indefinite
09	Excepted–temporary

**Commencing Date Of Service**

Enter the applicable date or select a date from the calendar icon.

**Special Employment Program**

This field is used to indicate the employee is in a Special Employment Program Code. Enter the special employment program or select data from the drop-down list. The valid values are as follows:

### Special Employment Program Valid Values

Chemical Engineering  
GAO Employee Inelig For Locali  
Not Applicable  
Other  
Presidential Mgmt Intern  
SES Candidate Development  
Special Handicap  
Trainee At Higher Grade Level  
Veteran's Readjustment Program  
Worker Trainee

### Welfare To Work

This field defaults to **Not Applicable**. Change the data or select from the drop-down list. The valid values are **Hire not Welfare To Work Pro, Not Applicable**, and **Welfare To Work Hire**.

71. Click **OK** and the data will be saved. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

72. Select the **Employment 2** tab. the Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed. This tab is divided into sections (Employment 2, Reports To As Of PAR Effective Date, Reports To As Of Today, New Position, Supervisory/Managerial Position, and COOP). This page is used to enter information on bargaining unit, union code, reports to, retained grade, and tenure data for employees. There are fields on this page that are populated from data entered on previous pages.

Data Control	Personal Data	Job	Position	Compensation	Employment 1	Employment 2	Benefit Data
EmplID: NEW		Empl Rcd#: 0					
<b>Employment Data 2</b> Find   View All First 1 of 1 Last							
Effective Date:	07/07/2008	Transaction# /Seq	1	PAR Status:	Initiated		
NOA Code:	101	Action Type:	Hire	Empl Status:	Active		
Bargaining Unit:	<input type="text"/>			Last Date Worked	<input type="text"/>		
Union Code:	<input type="text"/>			Retained Grade Expires			
Tenure:	<input type="text"/>			Begin Date:	<input type="text"/>		
Reports To as of PAR Effective Date		Reports To as of Today					
Reports To	<input type="text"/>	Supervisor ID	<input type="text"/>	Reports To	<input type="text"/>		
New Position		Supervisor /Managerial Position					
Emp Probation Period Date	<input type="text"/>		Supv/Mgr Prob Period Reqrd	<input type="text"/>		Supv/Mgrl Prob Period Date	
Coop		Salary Share Code		<input type="text"/>		Coop Overtime Rate	

**Figure 337. Employment 2 tab - Hire Employee USF page**

73. Complete the fields as follows:

**Effective Date**

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated and cannot be changed.

**PAR Status**

This field is populated and cannot be changed.

**NOA Code**

This field is populated and cannot be changed.

**Act Type**

This field is populated and cannot be changed.

**Empl Status**

This field is populated and cannot be changed.

**Bargaining Unit**

Enter the applicable information.

**Union Code**

Enter the applicable information in the field or search data by clicking the search icon.

**Last Date Worked**

Enter the date last worked or select a date from the calendar icon.

**Tenure**

Enter the applicable information or select data from the drop-down list. This field identifies the employee's retention group (for RIF purposes), which is based on the type of appointment. The valid values are **Group I**, **Group II**, **Group III**, and **Not in Retention Group**.

**Begin Date**

Enter the beginning date or select a date from the calendar icon.

**Expires Date**

Enter the expiration date or select a date from the calendar icon.

---

**Reports To**

Enter the applicable information in the field or search data by clicking the search icon.

**Supervisor ID**

Enter the applicable information in the field or search data by clicking the search icon.

**Reports To**

Enter the applicable information in the field or search data by clicking the search icon.

**Supervisor ID**

Enter the applicable information in the field or search data by clicking the search icon.

**Employee Probation  
Period Date**

Enter the applicable date or select a date from the calendar icon.

---

**Supervisor/Managerial  
Prob Period Reqrd**

Enter the applicable information or select data from the drop-down list. The valid values are **Not Required**, **Required**, **Served**, and **Waived**.

**Suepervisor/Managerial  
Prob Period Date**

Enter the applicable date or select a date from the calendar icon.

---

**Salary Share Code**

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

**Salary Share Code Valid Values**

- Annuitant & State Co-Op
- Annuitant & Other Type Coop
- Annuitant Under CSRS & FERS
- Miltry Hrly Rate USD in Offset
- Not Applicable
- Other type of Co-Operator
- State Co-Operator

**Coop Overtime Rate**

Enter the applicable overtime rate.

**Coop Share Amt**

Enter the applicable amount.

**Coop Holiday Rate**

Enter the applicable rate.

74. Click the **Probation Dates** link on the Employment Data 2 portion of the tab. The Probation Dates page (**Figure 338**) is displayed.

**Probation Dates**

Probation Dates			
Supervisor/Mgr Probtn Req Cd:	Not Required ▾	SES Probation End Date:	<input type="text"/> [P]
Supervisor/Mgr Probtn Start Dt:	<input type="text"/>	Supervisor/Mgr Probtn End Dt:	<input type="text"/> [P]
Probation Start Date:	<input type="text"/>	Probation End Dt:	<input type="text"/> [P]

OK Cancel

**Figure 338. Probation Dates page**

75. Complete the fields as follows:

**Supervisor/Mgr {rpbtm  
Req Cd**

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

**SES Probation End Date**

Enter the end date of the SES probation or select a date from the calendar icon.

**Supervisor/Mgr Probtn  
Start Dt**

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

**Supervisor/Mgr Probtn  
End Dt**

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

**Probation Start Date**

This field is activated when an employee is hired. Enter a date or select a date from the calendar icon.

**Probation End Date**

This field is activated when an employee is hired. Enter a date or select a date from the calendar icon.

- 76. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

- 77. Click the **Non Pay Data** link on the Employment Data 2 portion of the tab (**Figure 337**). The Non Pay Data page (**Figure 339**) is displayed.

The screenshot shows a form titled "Non Pay Data" with the following fields and controls:

- NOA Code:** A text input field.
- Expiration Date:** A date input field.
- Last Date Worked:** A date input field with a calendar icon.
- SCD Hours:** A numeric input field.
- Probation Hours:** A numeric input field.
- Career Tenure Hours:** A numeric input field.
- Buttons:** "OK" and "Cancel" buttons.

**Figure 339. Non Pay Data page**

- 78. Complete the fields as follows:

**NOA Code**

This field is populated.

**Expiration Date**

This field is populated.

**SCD Hours**

Enter the number of service computation hours.

**Probation Hours**

Enter the number of probation hours.

**Last Date Worked**

Enter the last date the employee worked or select a date from the calendar icon.

**Career Tenur Hours**

Enter the number of hours.

- 79. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

- 80. Click the **Security** link. The Security page is displayed.

The screenshot displays the Security page interface. At the top, there are fields for 'EmplID' (NEW) and 'Empl Rcd #' (Empl Rcd #). Below this, 'Effective Date' is set to 07/07/2008 and 'Transaction #/Sequence' is 11. The main section contains three dropdown menus for 'Security Clearance', 'Sensitivity Code', and 'Computer Sensitivity'. A 'Financial Disclosure' section includes a checkbox for 'Financial Disclosure Required' and a 'Due Date' field. An 'Investigation' section has a checkbox for 'LincPass Required', a 'Notes' field, and input fields for 'Submitting Office Number' and 'Security Office Identifier'. A link for 'Card Shipping Information' is also present. At the bottom, there are radio buttons for 'NACI by HR', 'Requirements Met', 'Initiated by PSO', and 'Not Required'. To the right, there are dropdowns for 'Security Clearance Status' (N/A) and 'Security Clearance Status Date' (07/14/2008).

**Figure 340. Security page**

- 81. Complete the fields as follows:

**Effective Date**

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated and cannot be changed.

**Security Clearance**

Enter the applicable security clearance information or select data from the drop-down list.

**Security Clearance Value Values**

- Confidential
- L (Atomic Energy Act)
- National Agency Chck & Inq
- Natl Agcy Chck w/Law & Credit
- Not Required
- Other
- Public Trust
- Q Non-Sensitive
- Q-Sensitive
- Secret
- Sensitive Compartmented Info
- Top Secret

**Sensitivity Code**

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

**Sensitivity Code Valid Values**

- Critical
- High Risk
- Moderate Risk
- Non Sensitive
- Mgr-Critical, Sensitive
- Special Sensitive

**Computer Sensitivity**

Enter the applicable information or select data from the drop-down list. The valid values are **Computer-ADP**, and **Non Computer-AD**.

**Financial Disclosure Required**

Check the box if applicable.

**Due Date**

Enter the applicable date or select a date from the calendar icon.

**LincPass Required**

Check this box if the link pass is required.

**Notes**

Enter the applicable notes for the investigation.

**Submitting Office Number**

Enter the 4-position submitting office number.

**Security Office Identifier**

Enter the 4-position security office identifier.

**NACI By HR**

Check the box if applicable.

**Initiated By PSO**

Check the box if applicable.

**Requirements Met**

Check the box if applicable.

**Not Required**

Check the box if applicable.

**Security Clearance Status**

This field defaults to **N/A**. Change or select data from the drop-down list. The valid values are as follows:

**Status Valid Values**

Approved

N/A

Pending/AG

Pending/EE

Pending/IA

Suspended

**Security Clearance  
Status Date**

This field defaults to the current date. Change the date by selecting a date from the calendar icon.

**Comments**

Enter the applicable information.

- 82. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

**OR**

Click **Card Shipping Information** link. The Card Activation Mailing Information page (**Figure 341**) is displayed.

- 83.

**Card Activation Mailing Information**

EmplID: NEW      Empl Rcd#: 0      SSN:  
Effective Date: 07/07/2008      Effective Sequence: 11

**Card Shipping information** Find First 1 of 1 Last

Card Ship Addr Cd [ ]

Addr Header  
Address Line 1  
Address Line 2  
City  
State      Postal Code      Country

OK      Cancel

**Figure 341. Card Activation Mailing Information page**

- 84. Complete the fields as follows:

**Effective Date**

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Effective #/Seq**

This field is populated and cannot be changed.

**Card Ship Addr Cd**

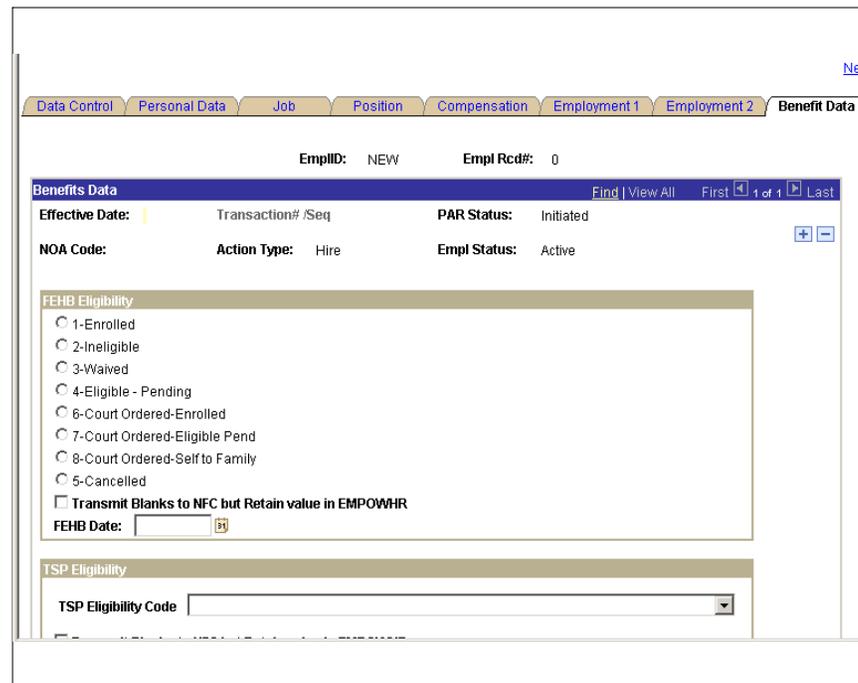
Enter the address code or select data by clicking the search icon. The card shipping address code populates the remaining fields on the page.

- 85. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

- 86. Select the **Benefit Data** tab. The Benefit Data tab - Hire Employee USF page (**Figure 342**) is displayed. The Benefit Data page is divided into various sections (Benefit Data, FEHB Eligibility, TSP Eligibility, FEGLI, Annual Leave, Pay Allowances, and Retirement). The information on the Benefit Data section is populated from the information on the previous pages and contains the employee's benefit information.



**Figure 342. Benefit Data tab - Hire Employee USF page**

- 87. Complete the fields as follows:

**EmplId**

This field is populated and cannot be changed.

**Empl Rcd#**

This field is populated and cannot be changed. This is the number of the employee records.

**Effective Date**

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

**Transaction #/Seq**

This field is populated and cannot be changed.

**PAR Status**

This field is populated and cannot be changed.

**NOA Code**

This field is populated and cannot be changed.

**Act Type**

This field is populated and cannot be changed.

**Empl Status**

This field is populated and cannot be changed.

**FEHB Eligibility**

Select the applicable FEHB eligibility code. The valid values are:

- 1-Enrolled** – Check the box if applicable.
- 2-Ineligible** – Check the box if applicable.
- 3-Waived** – Check the box if applicable.
- 4- Eligible - Pending** – Check the box if applicable.
- 6-Court Ordered-Enrolled** – Check the box if applicable.
- 7-Court Ordered-Eligible Pend** – Check the box if applicable.
- 8-Court Ordered-Self to Family** – Check the box if applicable.
- 5-Cancelled** – Check the box if applicable.

**Transmit Blanks To NFC  
But Retain Value In  
EmpowHR**

Check this box if an action has been sent to NFC and the + has been used to add a row.

**FEHB Date**

Enter the date or select a date from the calendar icon.

**TSP Eligibility Code**

Enter the applicable data or select data from the drop-down list or select the Explanation of TSP Eligibility Codes to determine what code to use. This code identifies whether or not the employee is eligible to participate in the Federal Employee's Retirement System (FERS) Thrift Savings Plan (TSP) for FERS, CSRS, Offset, or FSRS employees. The valid values are as follows:

**TSP Eligibility Code Valid Values**

- 1 Elig for 1% Basic Gov't Contrib During 1st Open Season (FERS)
- 2 Elig for 1% Basic Gov't contrib during 2nd Open Season (FERS)
- 3 Elig Immed (FERS, CSRS-Off): FERS Elig Immed 1 % Gov't Contr
- 6 Ineligible To Participate In TSP
- 9 Currently Participating or Has Participated in TSP.

**Transmit Blanks To NFC  
But Retain Value In  
EmpowHR**

Check the box if applicable.

**FEGLI Code**

Enter the applicable information or search by clicking the search icon.

**Post 65 Basic Life  
Reduction**

Enter the applicable information or search by clicking the search icon.

**Living Benefits**

Check the box if applicable.

**Living Coverage Amount**

Enter the applicable amount.

**FEGLI Coverage Amount**

Enter the applicable amount.

**A/L Cat Cd**

Enter the applicable information or select data from the drop-down list. The valid values are **4hrs, 6hrs, 8 hrs,** and **Ineligible.**

### A/L45 Days

Check the box if applicable.

### Earn Leave During Pay Period

This box is checked. If the employee does not earn leave during the pay period, remove the check.

### Foreign Lang %

Enter the applicable percentage. Enter a maximum of two digits to show the percent of comprehension the employee has for a foreign language.

### COLA And/Or Post Diff Code

This field defaults to **None**. Change or select data from the drop-down list. This field identifies whether the employee is entitled to receive a cost of living allowance (COLA) and/or post differential, in addition to the base (scheduled) salary. Enter the code that identifies whether the employee is entitled to receive COLA and/or a post differential, in addition to the scheduled salary or select data from the drop-down list. The valid values are as follows:

#### COLA And/Or Post Diff Code Valid Values

COLA-Commissary/PX

COLA-Commissary w/Post

COLA-Local Retail

COLA Local Retail w/Pst Diff

Foreign Post Diff

None

COLA is a special pay entitlement for an employee in a high cost of living area. Non-foreign post differential is a special pay entitlement for an employee whose duty station is in a non-foreign area. Foreign post differential is a special pay entitlement for an employee whose duty station is in a foreign area. Non-foreign COLA or post differential and foreign post differential are considered pay which an employee receives in addition to the basic pay. It is not included in the basic pay. Payments for both non-foreign and foreign differential are included in gross income for Federal income tax purposes. Payment for COLA is not included in gross income for Federal income tax purposes.

**Note:** FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations (Government civilians, foreign areas) establishes regulations and post classifications for the payment of foreign post differential. Actual payment of COLA or foreign differential for FWS employees is based upon information recorded on the employee's T&A.

- TC 45 (start cost of living allowance) and TC 46 (start post differential) must both be recorded on the employee's T&A to begin actual payment of both

non-foreign COLA and post differential. TC 47 (stop cost of living allowance) and TC 48 (stop post differential) must both be recorded on the employee's T&A to discontinue payment of non-foreign COLA and post differential. For information on TC 45 through 48, see the T&A Procedure, Title I, Chapter 7.

- Enter **0** if the employee's duty station: Is not within one of the designated non-foreign or foreign areas for which a post differential has been established, thus automatically excluding the employee from these payments. Is within one of the designated non-foreign or foreign areas for which a post differential has been established, but the employee will not be eligible to receive payments because of a disqualifying factor.
- Enter **2** if the employee's duty station is in one of the following non-foreign areas for which a post differential has been established, and the employee is eligible to receive non-foreign post differential:

**Allowance %**

Enter the applicable percentage.

**Quarters Deduction Code**

Enter the applicable information or select data from the drop-down list. This field indicates the frequency and taxable status of a Quarter Deduction. The valid values are as follows:

**Quarters Deduction Code Valid Values**

- None
- Per Py Prod Ded - Not Tax Exempt
- Per Py Prod Ded - Tax Exempt
- Per Py Day Ded – Not Tax Exempt
- Per Pay Day Deduction Tax Exempt
- Transmit Zeros To NFC

**Spcl Empl Cd**

Enter the applicable Cd or search by clicking the search icon. This field identifies whether the employee is in a special category of pay processing, not accommodated in any other portion of the Payroll/Personnel System.

**Quarter Deduction Amount**

Enter the applicable information. This field is used to record the amount that needs to be deducted from people who are being furnished quarters, utilities, etc.

**Wage Board Shift Rate Var**

Enter the applicable information.

### Retirement Plan

Enter the applicable Plan or search by clicking the search icon.

### FERS Coverage

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

#### FERS Coverage Valid Values

Automatically Covered By FERS

Elected Coverage Under FERS

Not Covered By FERS

### Previous Retirement Coverage

This field defaults to **Never Covered**. Change the data or select data from the drop-down list. The valid values are **Never Covered**, **Previously Covered**, and **Refund Eligible**.

### Annuitant Indicator

This field defaults to **9**. Change or search by clicking the search icon.

### Annuity Commencement Date

Enter the applicable date or select a date from the calendar icon.

### CSRS Frozen Service

Enter the applicable data.

- 88.** Click the ***Explanation Of TSP Eligibility Codes*** link to view the codes and the definitions.
- 89.** Select the ***Retirement/Termination Info*** link from the bottom of the Benefits tab - Hire Employee USF page (**Figure 342**). The Retirement/Termination Info page (**Figure 343**) is displayed.

**Figure 343. Retirement/Termination Info page**

90. Complete the fields as follows:

**Retirement Dedctn  
Refund Rcvd**

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

**Military Retired Pay  
Recipient**

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

**Military Waiver Received**

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

**Life Insurance Reduction**

Enter the applicable information or select data from the drop-down list. The valid values are **50% Redctn**, **75% Redctn**, **No Li**, and **No Redctn**.

**FERS Disability–SSA  
Benefit App**

Check the box if applicable.

**Part-Time After  
April 7, 1986**

Check the box if applicable.

**Survivor Election**

Check the box if applicable.

**Administrative Fee**

Check the box if applicable.

**Post 1956 Military  
Deposit Paid**

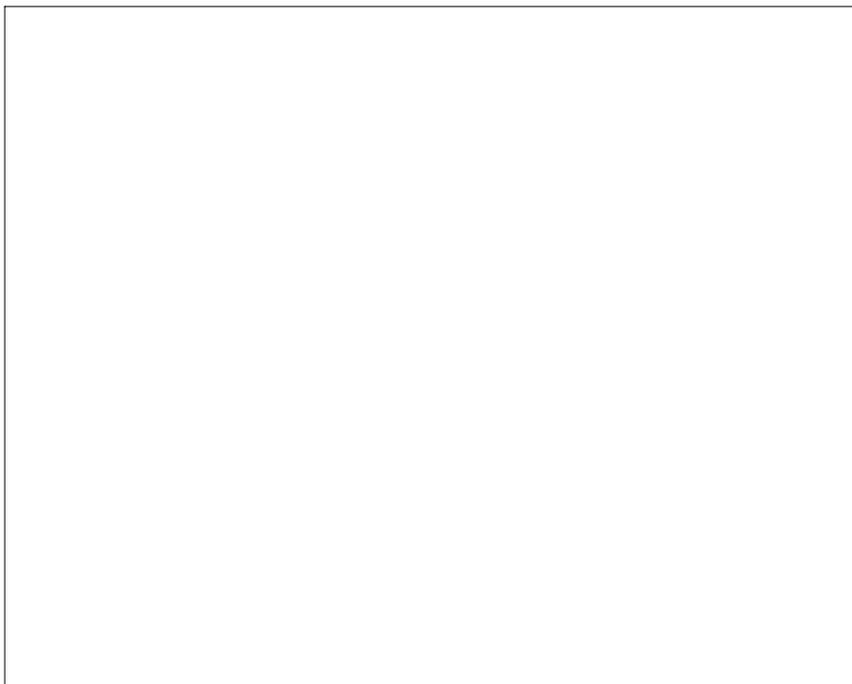
Check the box if applicable.

91. Click **OK** and the data will be saved. The Benefits tab - Hire Employee USF page (**Figure 342**) is displayed.

**OR**

Click **Cancel** to cancel the entered data. The Benefits tab - Hire Employee USF page (**Figure 342**) is displayed.

92. Click the **Checklist Generation** tab. The Checklist Request tab - Hire Employee USF page (**Figure 344**) is displayed. This page is used for Forest Service only.



**Figure 344. Checklist Request page**

93. Complete the fields as follows:

### Checklist Type

Enter the applicable information or select data by clicking on the search icon.

### Action Date

Enter the action date or select a date from the calendar icon.

94. Click **Save**. The information entered on all pages is now saved.
95. Click **OK** on the pop-up. The EmplID is created. Please write this number.

## Org Structure Mass Change

Mass update processing allows you to make changes to the data of large groups of employees. Update employee data by groups, position number, job code, establishment, or department.

### To add or modify the Org Structure Mass Change:

1. Select the **PAR Processing** menu group.
2. Select the **Org Structure Mass Change** component. The **Find An Existing Value** tab - Org Structure Mass Change page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Org Stru Mass Chg tab page (**Figure 345**) is displayed.

**OR**

Select the **Add A New Value** tab - Org Structure Mass Change page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The Org Stru Mass Chg tab page (**Figure 345**) is displayed.

Org Stru Mass Chg

Run Control ID: 22222 [Report Manager](#) [Process Monitor](#)

Scroll Area Find First 1 of 1 Last

Agency	Sub Agency	Old Org Code							New Org Code						
		2nd	3rd	4th	5th	6th	7th	8th	2nd	3rd	4th	5th	6th	7th	8th
1 <input type="text"/>	<input type="text"/>														

Completed EffDt:  New Org Descr:

**Figure 345. Org Stru Mass Chg tab page**

5. Complete the fields as follows:

**Run Control ID**

This field is populated based upon the new valued added.

**Agency**

Enter the agency or select data by clicking the search icon.

**Sub-Agency**

Enter the sub-agency or select data by clicking the search icon.

**Old Org Code 2nd**

Enter the 2nd position of the old org code.

**Old Org Code 3rd**

Enter the 3rd position of the old org code.

**Old Org Code 4th**

Enter the 4th position of the old org code.

**Old Org Code 5th**

Enter the 5th position of the old org code.

**Old Org Code 6th**

Enter the 6th position of the old org code.

**Old Org Code 7th**

Enter the 7th position of the old org code.

**Old Org Code 8th**

Enter the 8th position of the old org code.

**New Org Code 2nd**

Enter the 2nd position of the org code.

**New Org Code 3rd**

Enter the 3rd position of the org code.

**New Org Code 4th**

Enter the 4th position of the org code.

**New Org Code 5th**

Enter the 5th position of the org code.

**New Org Code 6th**

Enter the 6th position of the org code.

**New Org Code 7th**

Enter the 7th position of the org code.

**New Org Code 8th**

Enter the 8th position of the org code.

**EffDdt**

Enter the effective date or click the icon to select a date from the calendar. This field displays the order that documents are processed when more than one action is entered with the same effective date

**New Org Descr**

Enter a description of the new organization reflected on this page.

6. Click **Save**. If another attempt is made to make another selection before clicking **Save**, an error message will appear.

**OR**

Click **Notify** to send a notification to next individual in the workflow.

**OR**

Click **Add** to another value.

**OR**

Click **Update/Display** to update the display.

**OR**

Click **Include History**. The Include History check box is checked if you click **Include History**.

**OR**

Click **Correct History**. The Correct History check box is checked if you click **Correct History**.

## Update Reports To

The Update Reports To page (**Figure NO TAG**) is displayed when you select **Update Reports To** on the PAR menu.

**To modify the Update Reports To page:**

1. Select the **PAR Processing** menu group.
2. Select the **Update Reports To** component. The **Find An Existing Value** tab - Update Reports To page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter all the search criteria.
3. Click **Search**. the EmpowHR Reports\_To Update page (**Figure 346**) is displayed.

**EmpowHR Reports\_To Update**

Current Reports to Info

Reports to	90016836	Chester,Paul W	Sub-Agency	16	POI	5294
------------	----------	----------------	------------	----	-----	------

New Reports to Info

Reports To Position Number:   Eff Date

Select All

Select	Name	Position	EmpID
1 <input type="checkbox"/>	Braden,Daniel D	90016884	014144

Customize | Find | First 1 of 1 Last

**Figure 346. EmpowHR Reports\_To Update page**

4. Complete the fields as follows:

**Reports To**

This field is populated with the reports to number.

**Name**

This field is populated with the reports to name of the individual.

**Sub-Agency**

This field is populated with the agency of the reports to individual.

**POI**

This field is populated with the reports to 4 position Personnel Office Identifier (POI) .

**Reports To Position Number**

This field represents the new position number that will be change to the Reports to a different Report To individual. Enter the position number or select data by clicking the search icon.

**Eff Date**

Enter the effective date of the new position number Reports To.

**Select All**

Check this box to select all the employees listed to change their Reports To.

**Select**

Check the box next to the employee's name if the individual will be reporting to the new Reports To.

**Position**

This field is the employee's position number.

**EmplID**

This field is the employee's employee ID.

5. Click **Save** to save the information.

**OR**

Click **Return To Search** to search for another Reports To.

**OR**

Click **Notify** to notify the next individual in the workflow.

**OR**

Click **Previous In List**. This option will only be available if there are more than one Reports To.

**OR**

Click **Next In List**. This option will only be available if there are more than one Reports To.

## Mass Reports To Update

This component allows an individual to mass change the reports to from one position to another for multiple employees.

**To access the Mass Reports To Update page:**

1. Select the **PAR Processing** menu group.
2. Select the **Mass Reports To Update** component. The **Find An Existing Value** tab - EmpowHR Reports\_To Update page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Mass Reports To Update page (**Figure 347**) is displayed.

**EmpowHR Reports\_To Update**

Current Reports to Info

Reports to	90016836	Paul Chester	Sub-Agency	16	POI	5294
------------	----------	--------------	------------	----	-----	------

New Reports to Info

Reports To Position Number:   Eff Date

Select All

Select	Name	Position	EmpID
1 <input type="checkbox"/>	Duane Riethman	90098986	014208
2 <input type="checkbox"/>	Rebecca Lowry	90170034	059642

Customize | Find |  First  1-2 of 2  Last

**Figure 347. EmpowHR Reports\_To Update page**

4. Complete the fields as follows:

**Reports To**

This field is populated with the position number from the search page and that the listed employees report to. The name of the individual is also displayed.

**Agency**

This field is populated with the agency of the Reports To individual.

**POI**

This field is populated with the personnel office identifier of the Reports To individual.

**Reports To Position Number**

This field is the new position number that the selected employees will report to. Enter the position number or select data by clicking the search icon.

**Effective Date**

This the date on which change becomes effective; the date that an action begins. This date also determines when to view and change the information. Enter the effective date or select a date from the calendar icon.

**Select All**

This field allows the selection of all individual in the list. Check this box if all the individuals should report to a different position.

**Select**

This field allows the selection of selected individuals in the list. Check this box if the selected individual should report to a different position.

**Name**

This field is populated with the name of the individual that the reports to XXXXX.

**Position**

This field is populated with the position number of the individual that the reports to XXXXX.

**EmplID**

This field is populated with the Employee ID of the individual that the reports to XXXXX.

5. Click **Save**.

**OR**

Click **Return To Search** to search for another report to position number.

**OR**

Click **Notify** to notify the next individual in the workflow.

**OR**

Click **Previous In List**. This option will display the previous reports to in the list. This option will not be available if there is only one record.

**OR**

Click **Next In List**. This option will display the next reports to in the list. This option will not be available if there is only one record.

## Address Processing

To access the Address Info page:

1. Select the **PAR Processing** menu group.
2. Select the **Address Processing** component. The **Find An Existing Value** tab - Address Info page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Address Data tab page (**Figure 348**) is displayed. This is a view only page.

The screenshot displays the 'Address Data' tab page. At the top, it shows 'EmpID: 002974' and 'James Reisen'. Below this is the 'Address Information' section with a search bar containing 'Find | View All' and navigation controls for 'First', '1 of 3', and 'Last'. The 'Effective Dt:' is set to '12/17/2001' and 'Transaction Status:' is 'NFC Auto'. The 'Record Origin:' is 'NFC Employee Express'. There are two main address sections: 'Home Address' and 'Check Mailing Address'. The 'Home Address' section includes fields for Address 1 (826 VERNIS DRIVE), Address 2, Address 3, City (BEAVER CREEK), State (OH - Ohio), Zip Code (45434-6151), County (GREENE), and Country (USA - United States). The 'Check Mailing Address' section includes fields for Address 1, Address 2, Address 3, City, State, Postal Code, - Other, and Country. A note above the 'Check Mailing Address' section reads 'Only Enter If Not Using Direct Deposit'. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

**Figure 348. Address Data tab page**

4. Complete the fields as follows:????????????????
5. Click **+** to add a row. This will allow the editing of the address.

6. Complete or edit the fields as follows:

**\*Effective Date**

This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

**Transaction Status**

This field defaults to **NFC Auto**.

**Record Origin**

This field displays where the address originated.

**Home/Address 1**

Enter the applicable information.

**Home/Address 2**

Enter the applicable information.

**Home/Address 3**

Enter the applicable information.

**Home/City**

Enter the city or select data by clicking the search icon.

**Home/State**

Enter the state.

**Home/Zip Code**

Enter the zip code.

**Home/County**

Enter the county.

**Home/Country**

This field defaults to **USA (United States)**.

**Check Mailing/Address1**

Enter the applicable information.

**Check Mailing/Address 2**

Enter the applicable information.

**Check Mailing/Address 2**

Enter the applicable information.

**Check Mailing/Address 3**

Enter the applicable information.

**Check Mailing/City**

Enter the city or select data by clicking the search icon.

**Check Mailing/State**

Enter the state.

**Check Mailing/Postal Code - Other**

Enter the zip code.

**Check Mailing/County**

Enter the county.

**Check Mailing/Country**

This field defaults to **USA (United States)**.

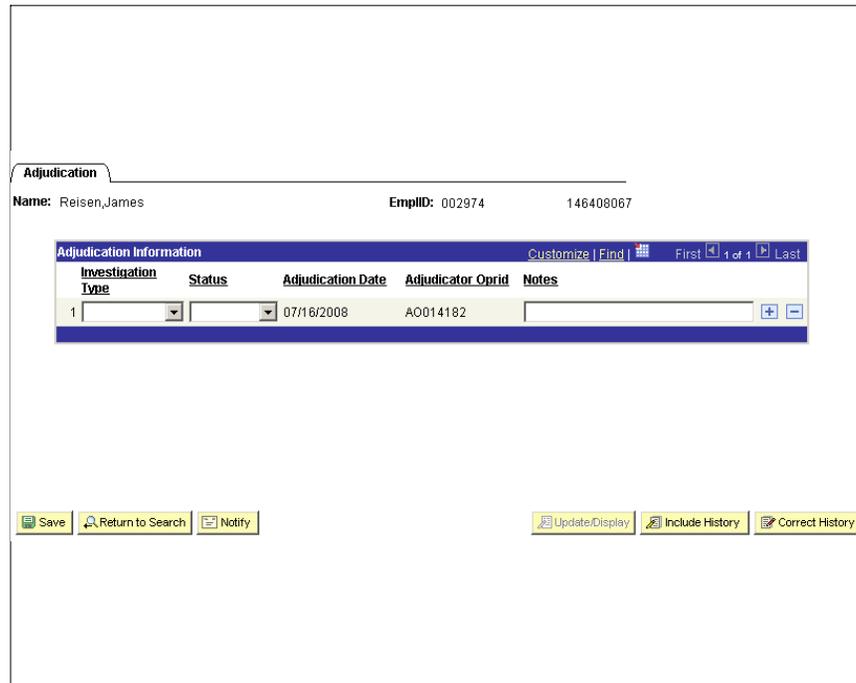
7. Click the – to delete a row if the row was added in error.
8. Click **Save** to save the information.  
**OR**  
Click **Return To Search** to search for another EmplID.  
**OR**  
Click **Notify** to notify the next individual in the workflow.  
**OR**  
Click **Update/Display** to update the page.  
**OR**  
Click **Include History** to include history data for an address.  
**OR**  
Click **Correct History** to correct history data for an address.

## Adjudication Information

**To access the Adjudication page:**

1. Select the **PAR Processing** menu group.

2. Select the **Adjudication Information** component. The **Find An Existing Value** tab - Adjudication Information page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Adjudication page (**Figure 349**) is displayed.



**Figure 349. Adjudication page**

4. Complete the fields as follows:????????????????

**Name**

This field is populated based upon the EmplID enter.

**EmplID**

This field is populated based upon the search criteria entered on the Find An Existing Value tab - Adjudication page.

**Investigation Type**

Enter the type or select data from the drop-down list. The valid values are as follows:

**Investigation Type Valid Values**

- FBI
- NAC
- NAC1

### Investigation Type Valid Values

Secret  
Top Secret

### Status

Enter the investigation status or select data from the drop-down list. The valid values are as follows:

### Status Valid Values

Approved  
None  
Not Approved

### Adjudication Date

This field is populated with the current date.

### Adjudicaory Oprid

This field is populated with the adjudicator operator ID. (Logon User ID)

### Notes

This field is used to document any notes for the adjudication.

5. Click **Save** to save the information.

**OR**

Click **Return To Search** to search for another EmplID.

**OR**

Click **Notify** to notify the next individual in the workflow.

**OR**

Click **Update/Display** to update the page.

**OR**

Click **Include History** to include history data for an adjudication.

**OR**

Click **Correct History** to correct history data for an adjudication.

## Schools

### To add or modify Schools:

1. Select the **PAR Processing** menu group.

2. Select the **Schools** component. The **Find An Existing Value** tab - Schools page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The School Table page (**Figure 350**) is displayed.

**OR**

Select the **Add A New Value** tab - Schools page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The School Table page (**Figure 350**) is displayed.

The screenshot shows the 'School Table' page. At the top, the title 'School Table' is displayed. Below the title, the 'School Code' is set to '1234'. There are two main sections: 'Description' and 'Short Description', each with a text input field. To the right of the 'Description' field are radio buttons for 'Public' (which is selected) and 'Private'. Below these are fields for 'Country' (with 'USA' and 'United States' visible) and 'State'. A checkbox for 'Minority Institution' is also present. At the bottom left are 'Save' and 'Notify' buttons, and at the bottom right are 'Add' and 'Update/Display' buttons.

**Figure 350. School Table page**

5. Complete the fields as follows:

**School Code**

This field is populated based upon the School Code added on the Add A New Value tab.

**Description**

Enter the name of the school.

**Public**

Click this field if the school is public. The default is this field checked.

**Private**

Click this field if the school is private.

**Short Description**

Enter a short (abbreviated) name of the school.

**Country**

Enter the abbreviation for the school's country or click the icon to search for the applicable country. This field defaults to **USA**.

**State**

Enter the state code or click the icon to search for the applicable state.

**Minority Institution**

Click this field if the school is a minority institution. The default is this field blank.

6. Click **Save** to save your work. If you attempt to make another selection before clicking **Save**, an error message will appear.

**OR**

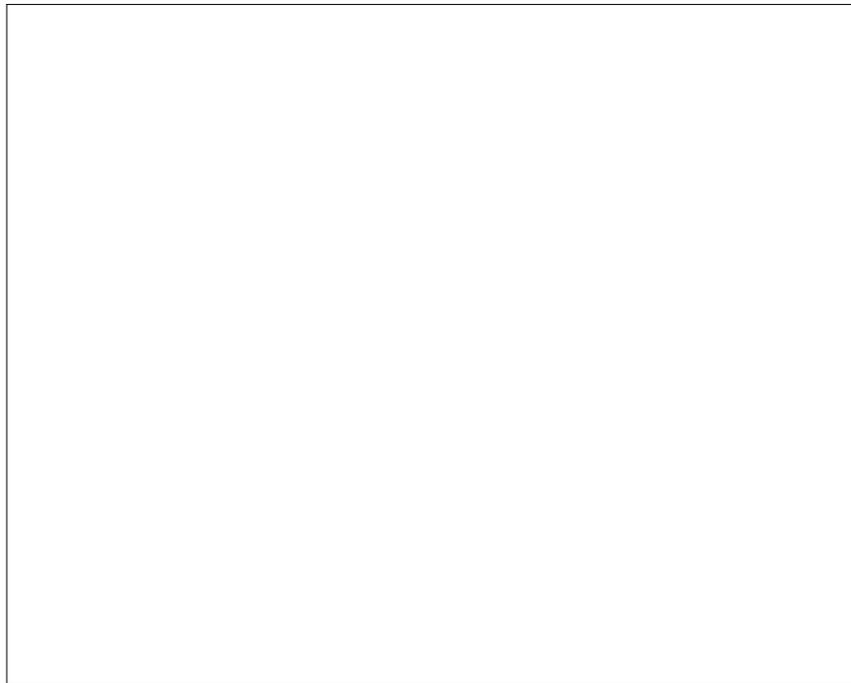
Click **Notify** to send a notification to the next individual in the workflow.

**OR**

Click **Add** to return to the Add A New Value tab.

**OR**

Click **Update/Display** to return to the Find An Existing Value tab.



**Figure 351.**

7.

## LC Initiate PAR

This option is for Library of Congress only.

### To initiate a PAR for Library of Congress:

1. Select the **PAR Processing** menu group.
2. Select the **LC Initiate PAR** component. The **Find An Existing Value** tab - LC Initiate PAR page (**Figure 352**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

**LC Initiate PAR**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmplID:** begins with [ ] [ ]

**Empl Rcd Nbr:** = [ ] [ ]

**Name:** begins with [ ] [ ]

**Last Name:** begins with [ ] [ ]

**Social Security Number:** begins with [ ] [ ]

Correct History  Case Sensitive

[Basic Search](#)

**Figure 352. Find An Existing Value tab - LC Initiate PAR page**

3. Complete the fields as follows:

**EmplID**

Enter the employee ID.

**Empl Rcd Nbr**

Enter the employee record number.

**Name**

Enter the first name.

**Last Name**

Enter the last name.

**Social Security Number**

Enter the social security number of the employee.

4. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed. For more information on PAR Processing, refer to [Hire Employee](#) USF in this procedure manual.

**OR**

5. Click **Clear** to clear the search.

## LC Approve PAR

This option is for Library of Congress only.

**To approve a PAR for Library of Congress:**

1. Select the **PAR Processing** menu group.
2. Select the **LC Approve PAR** component. The **Find An Existing Value** tab - LC Approve PAR page (**Figure 353**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

**LC Approve PAR**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmplID:** begins with

**Empl Rcd Nbr:** =

**Name:** begins with

**Last Name:** begins with

**Social Security Number:** begins with

Correct History  Case Sensitive

[Basic Search](#)

**Figure 353. Find An Existing Value tab - LC Approve PAR page**

3. Complete the fields as follows:

**EmplID**

Enter the employee ID.

**Empl Rcd Nbr**

Enter the employee record number.

**Name**

Enter the first name.

**Last Name**

Enter the last name.

**Social Security Number**

Enter the social security number of the employee.

4. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed. For more information on PAR Processing, refer to [Hire Employee](#) USF in this procedure manual.

**OR**

5. Click **Clear** to clear the search.

## Who Has The PAR

**To access the Who Has The Worklist page:**

1. Select the **PAR Processing** menu group.
2. Select the **Who Has The PAR** component. The **Find An Existing Value** tab - Who Has The Who Has The Worklist page (**Figure 354**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

**Who Has the Worklist**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmpIID:**    
**Empl Rcd Nbr:**    
**Name:**    
**Last Name:**    
**Social Security Number:**

[Basic Search](#)

**Figure 354. Find An Existing Value tab - Who Has The Worklist page**

3. Complete the fields as follows:

**EmpIID**

Enter the employee ID.

**Empl Rcd Nbr**

Enter the employee record number.

**Name**

Enter the first name.

**Last Name**

Enter the last name.

**Social Security Number**

Enter the social security number of the employee.

4. Click **Search**. (DPR REPORTED)  
**OR**
5. Click **Clear** to clear the search.
6. Click **Search** or **Clear** as applicable.

## HR Processing

Each type HR Processing will display a **Find An Existing Value** tab. Enter any one of the fields to search for information to enter a transaction. For more information on the **Find An Existing Value** page refer to the Basics - [Find An Existing Value](#) of this procedure.

[Individual Time Off Award](#)

[Rollback](#)

To access the HR Processing USF page:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value** tab - HR Processing USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Data Control tab - HR Processing USF page (**Figure 355**) is displayed.

The screenshot displays the 'Data Control' tab within the HR Processing USF page. At the top, there are navigation tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. Below these, the 'Data Control' section is active, showing fields for 'EmpID:' and 'Empl Rcd#: 0'. The main area contains several input fields: 'Effective Date' (05/14/2006), 'Effective Seq' (1, 1), 'Auth Date' (05/15/2006), 'Transaction Status' (InProgress), '\*Action' (PRO - Promotion), 'PAR Status' (COR - Corrected), '\*Reason Code' (NCP - Career Ladder Progression), 'NOA Code' (702 - Promotion), 'Authority (1)' (N3M - Reg 335.102 Comp), 'Authority (2)', 'Not To Exceed Date', and 'PAR Request#' (1). At the bottom, there are buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Justification'.

**Figure 355. Data Control tab - HR Processing USF page**

4. Click the + to insert a new row.
5. Complete the fields as follows:

### EmpIID

This field is populated with the employee ID used in search or add a value tabs.

### Employee Rcd#

This field is populated with the number of records for the employee.

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

**Effective Sequence**

This field is populated with the sequence number of the page.

**Auth Date**

Enter the applicable date or select a date from the calendar icon.

**Action**

Enter the applicable action code or select data by clicking the search icon. When adding more than one action for the same effective date, the actions must have sequential authorization dates.

**Reason Code**

Enter the applicable action code or select data by clicking the search icon.

**NOA Code**

Confirm the nature of action code.

6. Complete all other applicable fields for the action.
7. Click **Save**. The action is saved with a transaction status of **NFC Ready**.

**Note:** Actions with an NFC Status of **NFC Ready** or **Ready Future** can be edited until PINE picks up the action for processing at NFC.

For more information on Personnel Action Request (PAR) processing, refer to the [PAR Processing](#) section of this procedure.

***Individual Time Off Award***

This section explains the process of an Individual Time Off Award. Listed below are the types of awards:

## Award Recognition

Action	Additional Information	Required Fields
Spot Award/Special Act or Special Service Award		<ul style="list-style-type: none"> <li>■ From Date</li> <li>■ To Date</li> <li>■ Award Amount</li> <li>■ Number of Persons</li> <li>■ Case Number</li> <li>■ Intangible or Tangible (1=years or space)</li> <li>■ If paying by third party draft, check the box</li> <li>■ Award Code (C24 must be entered if the PAR is a spot award)</li> <li>■ Pay code</li> <li>■ Address indicator</li> <li>■ Justification</li> </ul>
Suggestion Award		<ul style="list-style-type: none"> <li>■ From Date</li> <li>■ To Date</li> <li>■ Award Amount</li> <li>■ Number of Persons</li> <li>■ Case Number</li> <li>■ Intangible or Tangible (1=years or space)</li> <li>■ Award Code (C24 must be entered if the PAR is a spot award)</li> <li>■ Pay code</li> <li>■ Address indicator</li> <li>■ Justification</li> </ul>

### Award Recognition

Action	Additional Information	Required Fields
Performance Award		<ul style="list-style-type: none"> <li>■ From Date</li> <li>■ To Date</li> <li>■ Award Amount</li> <li>■ Number of Persons</li> <li>■ Case Number</li> <li>■ Intangible or Tangible (1=years or space)</li> <li>■ Award Code (C24 must be entered if the PAR is a spot award)</li> <li>■ Pay code</li> <li>■ Address indicator</li> <li>■ Justification</li> </ul>
Time Off Award		<ul style="list-style-type: none"> <li>■ Award Hours</li> <li>■ Case Number</li> <li>■ Award Code</li> <li>■ Pay Code</li> <li>■ Justification</li> </ul>
Recruitment Bonus	<p>A recruitment bonus is an incentive for recruiting GS full-time or part-time employees. This bonus is a one-time payment of up to 25 percent of the employee's annual basic pay, and may be offered to newly appointed employees or individuals to whom a written offer of employment has been made by the agency. This incentive may be used only if the absence of such a bonus would make it difficult to fill the position with a highly qualified candidate.</p>	<ul style="list-style-type: none"> <li>■ Award Amount</li> <li>■ Justification</li> </ul>

## Award Recognition

Action	Additional Information	Required Fields
Relocation Bonus	A relocation bonus is an incentive offered to full-time or part-time GS employees to accept positions in different commuting areas. This relocation bonus is a one-time payment of up to 25 percent of annual basic pay and may be used only if the absence of such an incentive would make it difficult to fill the position with a highly qualified candidate.	<ul style="list-style-type: none"> <li>■ Award Amount</li> <li>■ Justification</li> </ul>
Separation Incentive	A separation incentive is a one-time payment offered to employees as an incentive to retire or resign from Federal Service.	<ul style="list-style-type: none"> <li>■ Award Amount</li> <li>■ Award Code</li> <li>■ Pay Code</li> <li>■ Address indicator</li> <li>■ Justification</li> </ul>

Listed below are some helpful hints:

- A separation incentive cannot be processed for a deceased employee or an employee in a active pay status.
- The effective date of the separation incentive can not be earlier than the retirement or resignation effective date.
- If the award is a group award, enter the same case number on each individual cash award.

### To enter an Individual Time Off Award:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value** tab - HR Processing USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria. To enter a Time Off Award, you must have an existing employee. On each field, you can enter the specific data or you can enter a portion of data and search on different criteria.
3. Click **Search**. The Data Control tab -HR Processing USF page (**Figure 355**) is displayed.

**OR**

Click **Clear** to clear the information entered in the fields.

4. Click **+** to add a new row on the Data Control tab -HR Processing USF page (**Figure 355**).

5. Complete the fields as follows.

**EmplID**

This field is populated with the employee ID used in search or add a value tabs.

**Employee Rcd#**

This field is populated with the number of records for the employee.

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

**Effective Sequence**

This field is populated with the sequence number of the page.

**Auth Date**

Enter the applicable date or select a date from the calendar icon.

**Action**

Enter the action code for an award or select award data by clicking the search icon. When adding more than one action for the same effective date, the actions must have sequential authorization dates.

**Reason Code**

Enter the reason code for an award or select a reason code by clicking the search icon.

**NOA Code**

Enter the nature of action code for the award or select data by clicking the search icon. The literal is displayed after the code is entered. Use guidance from the Guide to Processing Personnel Action and the 5 CFR. This field is displayed on each page in the hire process.

**Authority (1)**

Enter the authority (1) for the NOA. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

**Authority (2)**

Enter the authority (2) for the NOA if applicable. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

- Click the **Award Data** link on the bottom of the Data Control tab - HR Processing USF page (Figure 355). The Award Data page (Figure 356) is displayed.

The screenshot shows the 'Award Data' page with the following data:

Employee Data	
EmplID:	033104
Empl Rcd#:	AWD
Effective Date:	10/01/2006
Action:	Award - Monetary
Reason:	029
NOA Code:	846
Authority (1):	999
Authority (2):	
Award Code:	C029

Award Data	
From Date:	10/01/2006
To Date:	10/28/2006
Hours:	25.00

Informational Data	
Number of Persons:	1
Tang / Intang:	Not Applicable
Case Number:	A01245
First Yr Savings:	

**Figure 356. Award Data page**

- Complete the fields as follows:

**EmplID**

This field is populated.

**Empl Rcd#**

This field is populated.

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar..

**Action**

Enter the applicable information.

**Reason**

Enter the applicable information.

**NOA Code**

Enter the applicable information.

**Authority (1)**

Enter the applicable information.

**Authority (2)**

Enter the applicable information.

**Award Code**

Enter the applicable information.

**From Date**

Enter the applicable date or select a date from the calendar icon.

**To Date**

Enter the applicable date or select a date from the calendar icon.

**Hours**

Enter the applicable hours.

**Number Of Persons**

Enter the applicable information.

**Tang/Intang**

Click the down arrow to select the applicable information. This field defaults to **Not Applicable**. The valid values are **Intangible Benefit**, **Tangible Benefit**, and **Not Applicable**.

**Case Number**

Enter the applicable information.

**First Year Savings**

Enter the applicable information.

8. Click the **Benefit** tab - Hire Employee USF page (**Figure 342**).

9. Complete the field as follows:

**Transmit Blanks To NFC  
But Retain Value In  
EmpowHR**

Check this box.

10. Click **OK**.
11. Click **Save**.
12. Click **OK**.
13. Click **OK** on the Award Is Marked NFC Ready pop-up.

## Update Applied Action

This process is used to update the most current 063 personnel action that is applied on the NFC database to change the values in specified fields.

1. Select the **PAR Processing** menu group.
2. Select the **Update Applied Action** component. The **Find An Existing Value** tab - Update Applied Recs page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 357**) is displayed.

**OR**

Click **Clear** to clear the information entered in the fields.

The screenshot displays the 'Data Control' interface for a 'Hire Employee USF' page. At the top, there are tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. Below these, the 'Data Control' section is active, showing a search bar with 'Find | View All' and a page indicator '1 of 8'. The main form contains the following fields and values:

- Effective Date:** 05/14/2006
- Effective Seq:** 1
- Auth Date:** 05/15/2006
- Action:** PRO (Promotion)
- Reason Code:** NCP (Career Ladder Progression)
- NOA Code:** 702 (Promotion)
- Authority (1):** N3M (Reg 335.102 Comp)
- Authority (2):** (Empty)
- Not To Exceed Date:** (Empty)
- PAR Request#:** 1
- PAR Status:** COR (Corrected)

At the bottom of the form, there are several buttons and links: 'Print SF-52', 'Print SF-50', 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Justification'.

**Figure 357. Data Control tab - Hire Employee USF page**

4. Change the **PAR Status** to **Update**. Tab out of the PAR Status and the appropriate field(s) will become available.. Update the applicable fields.

5. Click **Save**.

6. Click **OK**.

This is the Field Listing for the *EmpowHR* procedure Update Applied Records:

<i>EmpowHR</i> PANEL FIELD LABEL	<i>EmpowHR</i> PAGE 1	<i>EmpowHR</i> PAGE 2
A/L 45 DAYS	BENEFIT DATA	
A/L CAT CD	BENEFIT DATA	
ANNUITY SHARE AMOUNT	COMPENSATION	
CAREER TENURE DATE	COMPENSATION	
CITIZENSHIP STATUS	PERSONAL DATA	
COLA/POST DIFF	BENEFIT DATA	
COOP SHARE AMT	EMPLOYMENT 2	
CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
CSRS FROZEN SERVICE	BENEFIT DATA	
DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
FEGLI COVERAGE AMOUNT	BENEFIT DATA	
HANDICAP CODE	PERSONAL DATA	
MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
QUARTERS DED CD	BENEFIT DATA	
RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
RETAINED GRADE EXPIRES DATE	EMPLOYMENT 2	
RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
RNO	PERSONAL DATA	
SALARY SHARE CODE	EMPLOYMENT 2	
SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
SPCL EMPL CODE	BENEFIT DATA	
SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
TSP ELIGIBILITY CODE	BENEFIT DATA	

## Correct Applied Action

The Correct Applied Action is used to correct the most current PAR (063 or 110) action or Cash Award that has applied on the NFC History File (IRIS Program IR525)

Do not used this function if transactions are being processed in the current processing pay period.

Checklist for History Correction

- IRIS Program, IR125

- IRIS Program IR525
- WIP Status
- HCUP Indicator
- Effective Dates
- NOA
- Authentication Dates
- Transaction Status
- Prev Effective Date
- Prev NOA
- Prev NOA Auth1
- Release Package

**To Correct Applied Actions:**

1. Select the **PAR Processing** menu group.
2. Select the **Correct Applied** component. The **Find An Existing Value** tab - Correct Applied Action page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 358**) is displayed.

**OR**

Click **Clear** to clear the information entered in the fields.

The screenshot displays the 'Data Control' tab interface for hiring an employee. At the top, there are navigation tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. Below these, the 'Data Control' section is active, showing search criteria for an employee. Fields include:
 

- Effective Date: 05/14/2006
- Effective Seq: 1
- Auth Date: 05/15/2006
- \*Action: PRO (Promotion)
- \*Reason Code: NCP (Career Ladder Progression)
- NOA Code: 702 (Promotion)
- Authority (1): N3M (Reg 335.102 Comp)
- Authority (2): [Empty]
- Not To Exceed Date: [Empty]
- PAR Request#: 1
- PAR Status: COR (Corrected)

 At the bottom, there are buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Justification'.

**Figure 358. Data Control tab - Hire Employee USF page**

- Complete the Data Control field as follows:

**PAR Status**

Enter **R** in this field.

**Authority 1**

Enter **BYM** in this field.

- Enter corrections on the applicable fields.
- Click **Save**. The pop-up appears to reflect that the PAR Action was successfully saved.
- Click **OK** on the pop-up.

The following table identifies what NFC fields can be corrected by a Nature of Action Code:

**NOA FIELD LISTING**

<b>NOAC</b>	<b>NOAC DESCRIPTION</b>	<b>EmpowHR PANEL FIELD LABEL</b>	<b>EmpowHR PAGE 1</b>	<b>EmpowHR PAGE 2</b>
100	CAREER APPOINTMENT	A/L 45 DAYS	BENEFIT DATA	
100	CAREER APPOINTMENT	A/L CAT CD	BENEFIT DATA	
100	CAREER APPOINTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
100	CAREER APPOINTMENT	ANNUITANT INDICATOR	BENEFIT DATA	
100	CAREER APPOINTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
100	CAREER APPOINTMENT	AUTHORITY	DATA CONTROL	
100	CAREER APPOINTMENT	BASE PAY	COMPENSATION	
100	CAREER APPOINTMENT	CITIZENSHIP STATUS	PERSONAL DATA	
100	CAREER APPOINTMENT	COLA/POST DIFF	BENEFIT DATA	
100	CAREER APPOINTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	COOP SHARE AMT	EMPLOYMENT 2	
100	CAREER APPOINTMENT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	CSRS FROZEN SERVICE	BENEFIT DATA	
100	CAREER APPOINTMENT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
100	CAREER APPOINTMENT	DATE OF BIRTH	PERSONAL DATA	
100	CAREER APPOINTMENT	EARN LEAVE DURING PP	BENEFIT DATA	
100	CAREER APPOINTMENT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS

100	CAREER APPOINTMENT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	FEGLI CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
100	CAREER APPOINTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
100	CAREER APPOINTMENT	GRADE ENTRY DATE	COMPENSATION	
100	CAREER APPOINTMENT	HANDICAP CODE	PERSONAL DATA	
100	CAREER APPOINTMENT	LOSING/GAINING DEPT	JOB	
100	CAREER APPOINTMENT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	PAR REMARKS	DATA CONTROL	
100	CAREER APPOINTMENT	PAY RATE DETERMINANT	COMPENSATION	
100	CAREER APPOINTMENT	POSITION	JOB	
100	CAREER APPOINTMENT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
100	CAREER APPOINTMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
100	CAREER APPOINTMENT	QUARTERS DED CD	BENEFIT DATA	
100	CAREER APPOINTMENT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	RETIREMENT PLAN	BENEFIT DATA	
100	CAREER APPOINTMENT	RNO	PERSONAL DATA	
100	CAREER APPOINTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SPCL EMPL CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
100	CAREER APPOINTMENT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
100	CAREER APPOINTMENT	STANDARD HOURS	POSITION	

100	CAREER APPOINTMENT	STEP	COMPENSATION	
100	CAREER APPOINTMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
100	CAREER APPOINTMENT	TENURE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	TSP ELIGIBILITY CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	TYPE APPT	POSITION	
100	CAREER APPOINTMENT	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	WORK SCHEDULE	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	A/L 45 DAYS	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	A/L CAT CD	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	ANNUITANT INDICATOR	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	AUTHORITY	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	BASE PAY	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	CAREER TENURE DATE	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	CITIZENSHIP STATUS	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	COLA/POST DIFF	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	COOP SHARE AMT	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	CSRS FROZEN SERVICE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	DATE OF BIRTH	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	EARN LEAVE DURING PP	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	

101	CAREER CONDITIONAL APPOINTMENT	FEGLI CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	GRADE ENTRY DATE	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	HANDICAP CODE	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	LOSING/GAINING DEPT	JOB	
101	CAREER CONDITIONAL APPOINTMENT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	PAR REMARKS	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	PAY RATE DETERMINANT	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	POSITION	JOB	
101	CAREER CONDITIONAL APPOINTMENT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	QUARTERS DED CD	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	RETIREMENT PLAN	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	RNO	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SPCL EMPL CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
101	CAREER CONDITIONAL APPOINTMENT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	STANDARD HOURS	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	STEP	COMPENSATION	

101	CAREER CONDITIONAL APPOINTMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	TENURE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	TSP ELIGIBILITY CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	TYPE APPT	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	WORK SCHEDULE	POSITION	
108	TERM APPT NTE	A/L 45 DAYS	BENEFIT DATA	
108	TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
108	TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
108	TERM APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
108	TERM APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
108	TERM APPT NTE	AUTHORITY	DATA CONTROL	
108	TERM APPT NTE	BASE PAY	COMPENSATION	
108	TERM APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
108	TERM APPT NTE	COLA/POST DIFF	BENEFIT DATA	
108	TERM APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
108	TERM APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
108	TERM APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	DATE OF BIRTH	PERSONAL DATA	
108	TERM APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
108	TERM APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
108	TERM APPT NTE	FEGLI CODE	BENEFIT DATA	
108	TERM APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
108	TERM APPT NTE	GRADE ENTRY DATE	COMPENSATION	
108	TERM APPT NTE	HANDICAP CODE	PERSONAL DATA	
108	TERM APPT NTE	LOSING/GAINING DEPT	JOB	

108	TERM APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
108	TERM APPT NTE	PAR REMARKS	DATA CONTROL	
108	TERM APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
108	TERM APPT NTE	POSITION	JOB	
108	TERM APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
108	TERM APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
108	TERM APPT NTE	QUARTERS DED CD	BENEFIT DATA	
108	TERM APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
108	TERM APPT NTE	RNO	PERSONAL DATA	
108	TERM APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
108	TERM APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
108	TERM APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
108	TERM APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	STANDARD HOURS	POSITION	
108	TERM APPT NTE	STEP	COMPENSATION	
108	TERM APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
108	TERM APPT NTE	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
108	TERM APPT NTE	TENURE	EMPLOYMENT 2	
108	TERM APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
108	TERM APPT NTE	TYPE APPT	POSITION	
108	TERM APPT NTE	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	WORK SCHEDULE	POSITION	
112	TEMP APPT PER	A/L 45 DAYS	BENEFIT DATA	
112	TEMP APPT PER	A/L CAT CD	BENEFIT DATA	
112	TEMP APPT PER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
112	TEMP APPT PER	ANNUITANT INDICATOR	BENEFIT DATA	
112	TEMP APPT PER	ANNUITY SHARE AMOUNT	COMPENSATION	
112	TEMP APPT PER	AUTHORITY	DATA CONTROL	

112	TEMP APPT PER	BASE PAY	COMPENSATION	
112	TEMP APPT PER	CITIZENSHIP STATUS	PERSONAL DATA	
112	TEMP APPT PER	COLA/POST DIFF	BENEFIT DATA	
112	TEMP APPT PER	COOP HOLIDAY RATE	EMPLOYMENT 2	
112	TEMP APPT PER	COOP OVERTIME RATE	EMPLOYMENT 2	
112	TEMP APPT PER	COOP SHARE AMT	EMPLOYMENT 2	
112	TEMP APPT PER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	CSRS FROZEN SERVICE	BENEFIT DATA	
112	TEMP APPT PER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	DATE OF BIRTH	PERSONAL DATA	
112	TEMP APPT PER	EARN LEAVE DURING PP	BENEFIT DATA	
112	TEMP APPT PER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	FEGLI CODE	BENEFIT DATA	
112	TEMP APPT PER	FEHB ELIGIBILITY	BENEFIT DATA	
112	TEMP APPT PER	GRADE ENTRY DATE	COMPENSATION	
112	TEMP APPT PER	HANDICAP CODE	PERSONAL DATA	
112	TEMP APPT PER	LOSING/GAINING DEPT	JOB	
112	TEMP APPT PER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	PAR REMARKS	DATA CONTROL	
112	TEMP APPT PER	PAY RATE DETERMINANT	COMPENSATION	
112	TEMP APPT PER	POSITION	JOB	
112	TEMP APPT PER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
112	TEMP APPT PER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
112	TEMP APPT PER	QUARTERS DED CD	BENEFIT DATA	
112	TEMP APPT PER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	RETIREMENT PLAN	BENEFIT DATA	
112	TEMP APPT PER	RNO	PERSONAL DATA	
112	TEMP APPT PER	SALARY SHARE CODE	EMPLOYMENT 2	
112	TEMP APPT PER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
112	TEMP APPT PER	SPCL EMPL CODE	BENEFIT DATA	
112	TEMP APPT PER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
112	TEMP APPT PER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	STANDARD HOURS	POSITION	
112	TEMP APPT PER	STEP	COMPENSATION	
112	TEMP APPT PER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	

112	TEMP APPT PER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
112	TEMP APPT PER	TENURE	EMPLOYMENT 2	
112	TEMP APPT PER	TSP ELIGIBILITY CODE	BENEFIT DATA	
112	TEMP APPT PER	TYPE APPT	POSITION	
112	TEMP APPT PER	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	WORK SCHEDULE	POSITION	
115	APPT NTE	A/L 45 DAYS	BENEFIT DATA	
115	APPT NTE	A/L CAT CD	BENEFIT DATA	
115	APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
115	APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
115	APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
115	APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	AUTHORITY	DATA CONTROL	
115	APPT NTE	BASE PAY	COMPENSATION	
115	APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
115	APPT NTE	COLA/POST DIFF	BENEFIT DATA	
115	APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
115	APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
115	APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	DATE OF BIRTH	PERSONAL DATA	
115	APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
115	APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
115	APPT NTE	FEGLI CODE	BENEFIT DATA	
115	APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
115	APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
115	APPT NTE	GRADE ENTRY DATE	COMPENSATION	
115	APPT NTE	HANDICAP CODE	PERSONAL DATA	
115	APPT NTE	LOSING/GAINING DEPT	JOB	
115	APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
115	APPT NTE	PAR REMARKS	DATA CONTROL	

115	APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
115	APPT NTE	POSITION	JOB	
115	APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
115	APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
115	APPT NTE	QUARTERS DED CD	BENEFIT DATA	
115	APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
115	APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
115	APPT NTE	RNO	PERSONAL DATA	
115	APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
115	APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
115	APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
115	APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
115	APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
115	APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	STANDARD HOURS	POSITION	
115	APPT NTE	STEP	COMPENSATION	
115	APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
115	APPT NTE	TENURE	EMPLOYMENT 2	
115	APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
115	APPT NTE	TYPE APPT	POSITION	
115	APPT NTE	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
115	APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
115	APPT NTE	WORK SCHEDULE	POSITION	
130	TRANSFER	A/L 45 DAYS	BENEFIT DATA	
130	TRANSFER	A/L CAT CD	BENEFIT DATA	
130	TRANSFER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
130	TRANSFER	ANNUITANT INDICATOR	BENEFIT DATA	
130	TRANSFER	ANNUITY SHARE AMOUNT	COMPENSATION	
130	TRANSFER	AUTHORITY	DATA CONTROL	
130	TRANSFER	BASE PAY	COMPENSATION	
130	TRANSFER	CAREER TENURE DATE	EMPLOYMENT 1	
130	TRANSFER	CITIZENSHIP STATUS	PERSONAL DATA	
130	TRANSFER	COLA/POST DIFF	BENEFIT DATA	
130	TRANSFER	COOP SHARE AMT	EMPLOYMENT 2	
130	TRANSFER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
130	TRANSFER	CSRS FROZEN SERVICE	BENEFIT DATA	
130	TRANSFER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	DATE OF BIRTH	PERSONAL DATA	
130	TRANSFER	EARN LEAVE DURING PP	BENEFIT DATA	

130	TRANSFER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
130	TRANSFER	FEGLI CODE	BENEFIT DATA	
130	TRANSFER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
130	TRANSFER	FEHB ELIGIBILITY	BENEFIT DATA	
130	TRANSFER	GRADE ENTRY DATE	COMPENSATION	
130	TRANSFER	HANDICAP CODE	PERSONAL DATA	
130	TRANSFER	LOSING/GAINING DEPT	JOB	
130	TRANSFER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
130	TRANSFER	PAR REMARKS	DATA CONTROL	
130	TRANSFER	PAY RATE DETERMINANT	COMPENSATION	
130	TRANSFER	POSITION	JOB	
130	TRANSFER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
130	TRANSFER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
130	TRANSFER	QUARTERS DED CD	BENEFIT DATA	
130	TRANSFER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
130	TRANSFER	RETIREMENT PLAN	BENEFIT DATA	
130	TRANSFER	RNO	PERSONAL DATA	
130	TRANSFER	SALARY SHARE CODE	EMPLOYMENT 2	
130	TRANSFER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
130	TRANSFER	SPCL EMPL CODE	BENEFIT DATA	
130	TRANSFER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
130	TRANSFER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	STANDARD HOURS	POSITION	
130	TRANSFER	STEP	COMPENSATION	
130	TRANSFER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
130	TRANSFER	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
130	TRANSFER	TENURE	EMPLOYMENT 2	
130	TRANSFER	TSP ELIGIBILITY CODE	BENEFIT DATA	
130	TRANSFER	TYPE APPT	POSITION	
130	TRANSFER	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
130	TRANSFER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO

130	TRANSFER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
130	TRANSFER	WORK SCHEDULE	POSITION	
140	REINS CAREER	A/L 45 DAYS	BENEFIT DATA	
140	REINS CAREER	A/L CAT CD	BENEFIT DATA	
140	REINS CAREER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
140	REINS CAREER	ANNUITANT INDICATOR	BENEFIT DATA	
140	REINS CAREER	ANNUITY SHARE AMOUNT	COMPENSATION	
140	REINS CAREER	AUTHORITY	DATA CONTROL	
140	REINS CAREER	BASE PAY	COMPENSATION	
140	REINS CAREER	CITIZENSHIP STATUS	PERSONAL DATA	
140	REINS CAREER	COLA/POST DIFF	BENEFIT DATA	
140	REINS CAREER	COOP SHARE AMT	EMPLOYMENT 2	
140	REINS CAREER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	CSRS FROZEN SERVICE	BENEFIT DATA	
140	REINS CAREER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	DATE OF BIRTH	PERSONAL DATA	
140	REINS CAREER	EARN LEAVE DURING PP	BENEFIT DATA	
140	REINS CAREER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	FEGLI CODE	BENEFIT DATA	
140	REINS CAREER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
140	REINS CAREER	FEHB ELIGIBILITY	BENEFIT DATA	
140	REINS CAREER	GRADE ENTRY DATE	COMPENSATION	
140	REINS CAREER	HANDICAP CODE	PERSONAL DATA	
140	REINS CAREER	LOSING/GAINING DEPT	JOB	
140	REINS CAREER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	PAR REMARKS	DATA CONTROL	
140	REINS CAREER	PAY RATE DETERMINANT	COMPENSATION	
140	REINS CAREER	POSITION	JOB	
140	REINS CAREER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
140	REINS CAREER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
140	REINS CAREER	QUARTERS DED CD	BENEFIT DATA	
140	REINS CAREER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	RETIREMENT PLAN	BENEFIT DATA	
140	REINS CAREER	RNO	PERSONAL DATA	
140	REINS CAREER	SALARY SHARE CODE	EMPLOYMENT 2	
140	REINS CAREER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	

140	REINS CAREER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
140	REINS CAREER	SPCL EMPL CODE	BENEFIT DATA	
140	REINS CAREER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
140	REINS CAREER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	STANDARD HOURS	POSITION	
140	REINS CAREER	STEP	COMPENSATION	
140	REINS CAREER	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
140	REINS CAREER	TENURE	EMPLOYMENT 2	
140	REINS CAREER	TSP ELIGIBILITY CODE	BENEFIT DATA	
140	REINS CAREER	TYPE APPT	POSITION	
140	REINS CAREER	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	WORK SCHEDULE	POSITION	
141	REINS CAREER COND	A/L 45 DAYS	BENEFIT DATA	
141	REINS CAREER COND	A/L CAT CD	BENEFIT DATA	
141	REINS CAREER COND	ACTUAL EFFECTIVE DATE	DATA CONTROL	
141	REINS CAREER COND	ANNUITANT INDICATOR	BENEFIT DATA	
141	REINS CAREER COND	ANNUITY SHARE AMOUNT	COMPENSATION	
141	REINS CAREER COND	AUTHORITY	DATA CONTROL	
141	REINS CAREER COND	BASE PAY	COMPENSATION	
141	REINS CAREER COND	CAREER TENURE DATE	EMPLOYMENT 1	
141	REINS CAREER COND	CITIZENSHIP STATUS	PERSONAL DATA	
141	REINS CAREER COND	COLA/POST DIFF	BENEFIT DATA	
141	REINS CAREER COND	COOP HOLIDAY RATE	EMPLOYMENT 2	
141	REINS CAREER COND	COOP OVERTIME RATE	EMPLOYMENT 2	
141	REINS CAREER COND	COOP SHARE AMT	EMPLOYMENT 2	
141	REINS CAREER COND	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	CSRS FROZEN SERVICE	BENEFIT DATA	
141	REINS CAREER COND	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	DATE OF BIRTH	PERSONAL DATA	
141	REINS CAREER COND	EARN LEAVE DURING PP	BENEFIT DATA	
141	REINS CAREER COND	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
141	REINS CAREER COND	FEGLI CODE	BENEFIT DATA	
141	REINS CAREER COND	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
141	REINS CAREER COND	FEHB ELIGIBILITY	BENEFIT DATA	
141	REINS CAREER COND	GRADE ENTRY DATE	COMPENSATION	
141	REINS CAREER COND	HANDICAP CODE	PERSONAL DATA	
141	REINS CAREER COND	LOSING/GAINING DEPT	JOB	

141	REINS CAREER COND	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	PAR REMARKS	DATA CONTROL	
141	REINS CAREER COND	PAY RATE DETERMINANT	COMPENSATION	
141	REINS CAREER COND	POSITION	JOB	
141	REINS CAREER COND	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
141	REINS CAREER COND	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
141	REINS CAREER COND	QUARTERS DED CD	BENEFIT DATA	
141	REINS CAREER COND	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	RETIREMENT PLAN	BENEFIT DATA	
141	REINS CAREER COND	RNO	PERSONAL DATA	
141	REINS CAREER COND	SALARY SHARE CODE	EMPLOYMENT 2	
141	REINS CAREER COND	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
141	REINS CAREER COND	SPCL EMPL CODE	BENEFIT DATA	
141	REINS CAREER COND	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
141	REINS CAREER COND	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	STANDARD HOURS	POSITION	
141	REINS CAREER COND	STEP	COMPENSATION	
141	REINS CAREER COND	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
141	REINS CAREER COND	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
141	REINS CAREER COND	TENURE	EMPLOYMENT 2	
141	REINS CAREER COND	TSP ELIGIBILITY CODE	BENEFIT DATA	
141	REINS CAREER COND	TYPE APPT	POSITION	
141	REINS CAREER COND	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	WORK SCHEDULE	POSITION	
142	SES CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
142	SES CAREER APPT	A/L CAT CD	BENEFIT DATA	
142	SES CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
142	SES CAREER APPT	ANNUITANT INDICATOR	BENEFIT DATA	
142	SES CAREER APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
142	SES CAREER APPT	AUTHORITY	DATA CONTROL	
142	SES CAREER APPT	BASE PAY	COMPENSATION	

142	SES CAREER APPT	CITIZENSHIP STATUS	PERSONAL DATA	
142	SES CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
142	SES CAREER APPT	COOP SHARE AMT	EMPLOYMENT 2	
142	SES CAREER APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
142	SES CAREER APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	DATE OF BIRTH	PERSONAL DATA	
142	SES CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
142	SES CAREER APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
142	SES CAREER APPT	FEGLI CODE	BENEFIT DATA	
142	SES CAREER APPT	GRADE ENTRY DATE	COMPENSATION	
142	SES CAREER APPT	HANDICAP CODE	PERSONAL DATA	
142	SES CAREER APPT	LOSING/GAINING DEPT	JOB	
142	SES CAREER APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	PAR REMARKS	DATA CONTROL	
142	SES CAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
142	SES CAREER APPT	POSITION	JOB	
142	SES CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
142	SES CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
142	SES CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
142	SES CAREER APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
142	SES CAREER APPT	RNO	PERSONAL DATA	
142	SES CAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
142	SES CAREER APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
142	SES CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
142	SES CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
142	SES CAREER APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	STANDARD HOURS	POSITION	
142	SES CAREER APPT	STEP	COMPENSATION	
142	SES CAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
142	SES CAREER APPT	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	

142	SES CAREER APPT	TENURE	EMPLOYMENT 2	
142	SES CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
142	SES CAREER APPT	TYPE APPT	POSITION	
142	SES CAREER APPT	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	WORK SCHEDULE	POSITION	
146	SES NONCAREER APPT	A/L 45 DAYS	BENEFIT DATA	
146	SES NONCAREER APPT	A/L CAT CD	BENEFIT DATA	
146	SES NONCAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
146	SES NONCAREER APPT	ANNUITANT INDICATOR	BENEFIT DATA	
146	SES NONCAREER APPT	AUTHORITY	DATA CONTROL	
146	SES NONCAREER APPT	BASE PAY	COMPENSATION	
146	SES NONCAREER APPT	CITIZENSHIP STATUS	PERSONAL DATA	
146	SES NONCAREER APPT	COLA/POST DIFF	BENEFIT DATA	
146	SES NONCAREER APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
146	SES NONCAREER APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	DATE OF BIRTH	PERSONAL DATA	
146	SES NONCAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
146	SES NONCAREER APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
146	SES NONCAREER APPT	FEGLI CODE	BENEFIT DATA	
146	SES NONCAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
146	SES NONCAREER APPT	GRADE ENTRY DATE	COMPENSATION	
146	SES NONCAREER APPT	HANDICAP CODE	PERSONAL DATA	
146	SES NONCAREER APPT	LOSING/GAINING DEPT	JOB	
146	SES NONCAREER APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	PAR REMARKS	DATA CONTROL	
146	SES NONCAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
146	SES NONCAREER APPT	POSITION	JOB	
146	SES NONCAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	

146	SES NONCAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
146	SES NONCAREER APPT	QUARTERS DED CD	BENEFIT DATA	
146	SES NONCAREER APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
146	SES NONCAREER APPT	RNO	PERSONAL DATA	
146	SES NONCAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
146	SES NONCAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
146	SES NONCAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
146	SES NONCAREER APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	STANDARD HOURS	POSITION	
146	SES NONCAREER APPT	STEP	COMPENSATION	
146	SES NONCAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
146	SES NONCAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
146	SES NONCAREER APPT	TENURE	EMPLOYMENT 2	
146	SES NONCAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
146	SES NONCAREER APPT	TYPE APPT	POSITION	
146	SES NONCAREER APPT	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	WORK SCHEDULE	POSITION	
170	EXC APPT	A/L 45 DAYS	BENEFIT DATA	
170	EXC APPT	A/L CAT CD	BENEFIT DATA	
170	EXC APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
170	EXC APPT	ANNUITANT INDICATOR	BENEFIT DATA	
170	EXC APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
170	EXC APPT	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA

170	EXC APPT	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
170	EXC APPT	AUTHORITY	DATA CONTROL	
170	EXC APPT	BASE PAY	COMPENSATION	
170	EXC APPT	CAREER TENURE DATE	EMPLOYMENT 1	
170	EXC APPT	CITIZENSHIP STATUS	PERSONAL DATA	
170	EXC APPT	COLA/POST DIFF	BENEFIT DATA	
170	EXC APPT	COOP HOLIDAY RATE	EMPLOYMENT 2	
170	EXC APPT	COOP OVERTIME RATE	EMPLOYMENT 2	
170	EXC APPT	COOP SHARE AMT	EMPLOYMENT 2	
170	EXC APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
170	EXC APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	DATE OF BIRTH	PERSONAL DATA	
170	EXC APPT	EARN LEAVE DURING PP	BENEFIT DATA	
170	EXC APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
170	EXC APPT	FEGLI CODE	BENEFIT DATA	
170	EXC APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
170	EXC APPT	FEHB ELIGIBILITY	BENEFIT DATA	
170	EXC APPT	GRADE ENTRY DATE	COMPENSATION	
170	EXC APPT	HANDICAP CODE	PERSONAL DATA	
170	EXC APPT	LOSING/GAINING DEPT	JOB	
170	EXC APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	PAR REMARKS	DATA CONTROL	
170	EXC APPT	PAY RATE DETERMINANT	COMPENSATION	
170	EXC APPT	POSITION	JOB	
170	EXC APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
170	EXC APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
170	EXC APPT	QUARTERS DED CD	BENEFIT DATA	
170	EXC APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
170	EXC APPT	RETIREMENT PLAN	BENEFIT DATA	
170	EXC APPT	RNO	PERSONAL DATA	
170	EXC APPT	SALARY SHARE CODE	EMPLOYMENT 2	
170	EXC APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

170	EXC APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
170	EXC APPT	SPCL EMPL CODE	BENEFIT DATA	
170	EXC APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
170	EXC APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	STANDARD HOURS	POSITION	
170	EXC APPT	STEP	COMPENSATION	
170	EXC APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
170	EXC APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
170	EXC APPT	TENURE	EMPLOYMENT 2	
170	EXC APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
170	EXC APPT	TYPE APPT	POSITION	
170	EXC APPT	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
170	EXC APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
170	EXC APPT	WORK SCHEDULE	POSITION	
171	EXC APPT NTE	A/L 45 DAYS	BENEFIT DATA	
171	EXC APPT NTE	A/L CAT CD	BENEFIT DATA	
171	EXC APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
171	EXC APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
171	EXC APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
171	EXC APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	AUTHORITY	DATA CONTROL	
171	EXC APPT NTE	BASE PAY	COMPENSATION	
171	EXC APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
171	EXC APPT NTE	COLA/POST DIFF	BENEFIT DATA	
171	EXC APPT NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
171	EXC APPT NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
171	EXC APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
171	EXC APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	

171	EXC APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	DATE OF BIRTH	PERSONAL DATA	
171	EXC APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
171	EXC APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	FEGLI CODE	BENEFIT DATA	
171	EXC APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
171	EXC APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
171	EXC APPT NTE	GRADE ENTRY DATE	COMPENSATION	
171	EXC APPT NTE	HANDICAP CODE	PERSONAL DATA	
171	EXC APPT NTE	LOSING/GAINING DEPT	JOB	
171	EXC APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
171	EXC APPT NTE	PAR REMARKS	DATA CONTROL	
171	EXC APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
171	EXC APPT NTE	POSITION	JOB	
171	EXC APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
171	EXC APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
171	EXC APPT NTE	QUARTERS DED CD	BENEFIT DATA	
171	EXC APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
171	EXC APPT NTE	RNO	PERSONAL DATA	
171	EXC APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
171	EXC APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
171	EXC APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
171	EXC APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	STANDARD HOURS	POSITION	
171	EXC APPT NTE	STEP	COMPENSATION	
171	EXC APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
171	EXC APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
171	EXC APPT NTE	TENURE	EMPLOYMENT 2	
171	EXC APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
171	EXC APPT NTE	TYPE APPT	POSITION	
171	EXC APPT NTE	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO

171	EXC APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	WORK SCHEDULE	POSITION	
190	PROVISIONAL APPT NTE	A/L 45 DAYS	BENEFIT DATA	
190	PROVISIONAL APPT NTE	A/L CAT CD	BENEFIT DATA	
190	PROVISIONAL APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
190	PROVISIONAL APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
190	PROVISIONAL APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
190	PROVISIONAL APPT NTE	AUTHORITY	DATA CONTROL	
190	PROVISIONAL APPT NTE	BASE PAY	COMPENSATION	
190	PROVISIONAL APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
190	PROVISIONAL APPT NTE	COLA/POST DIFF	BENEFIT DATA	
190	PROVISIONAL APPT NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	DATE OF BIRTH	PERSONAL DATA	
190	PROVISIONAL APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
190	PROVISIONAL APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	FEGLI CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
190	PROVISIONAL APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
190	PROVISIONAL APPT NTE	GRADE ENTRY DATE	COMPENSATION	
190	PROVISIONAL APPT NTE	HANDICAP CODE	PERSONAL DATA	
190	PROVISIONAL APPT NTE	LOSING/GAINING DEPT	JOB	
190	PROVISIONAL APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
190	PROVISIONAL APPT NTE	PAR REMARKS	DATA CONTROL	

190	PROVISIONAL APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
190	PROVISIONAL APPT NTE	POSITION	JOB	
190	PROVISIONAL APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
190	PROVISIONAL APPT NTE	QUARTERS DED CD	BENEFIT DATA	
190	PROVISIONAL APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
190	PROVISIONAL APPT NTE	RNO	PERSONAL DATA	
190	PROVISIONAL APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
190	PROVISIONAL APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	STANDARD HOURS	POSITION	
190	PROVISIONAL APPT NTE	STEP	COMPENSATION	
190	PROVISIONAL APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	TENURE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	TYPE APPT	POSITION	
190	PROVISIONAL APPT NTE	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	WORK SCHEDULE	POSITION	
280	PLACEMENT IN PAY STATUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	

280	PLACEMENT IN PAY STATUS	AUTHORITY	DATA CONTROL	
280	PLACEMENT IN PAY STATUS	BASE PAY	COMPENSATION	
280	PLACEMENT IN PAY STATUS	EARN LEAVE DURING PP	BENEFIT DATA	
280	PLACEMENT IN PAY STATUS	FEHB ELIGIBILITY	BENEFIT DATA	
280	PLACEMENT IN PAY STATUS	GRADE ENTRY DATE	COMPENSATION	
280	PLACEMENT IN PAY STATUS	PAR REMARKS	DATA CONTROL	
280	PLACEMENT IN PAY STATUS	PAY RATE DETERMINANT	COMPENSATION	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
292	RTD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
292	RTD	AUTHORITY	DATA CONTROL	
292	RTD	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
292	RTD	EARN LEAVE DURING PP	BENEFIT DATA	
292	RTD	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
292	RTD	FEGLI CODE	BENEFIT DATA	
292	RTD	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
292	RTD	FEHB ELIGIBILITY	BENEFIT DATA	
292	RTD	PAR REMARKS	DATA CONTROL	
292	RTD	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
292	RTD	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
292	RTD	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
292	RTD	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
292	RTD	STANDARD HOURS	POSITION	
292	RTD	WORK SCHEDULE	POSITION	
293	RETURN TO PAY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
293	RETURN TO PAY	AUTHORITY	DATA CONTROL	
293	RETURN TO PAY	BASE PAY	COMPENSATION	
293	RETURN TO PAY	EARN LEAVE DURING PP	BENEFIT DATA	
293	RETURN TO PAY	FEHB ELIGIBILITY	BENEFIT DATA	
293	RETURN TO PAY	PAR REMARKS	DATA CONTROL	
293	RETURN TO PAY	PAY RATE DETERMINANT	COMPENSATION	

293	RETURN TO PAY	POSITION	JOB	
293	RETURN TO PAY	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
293	RETURN TO PAY	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
293	RETURN TO PAY	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
300	RETIREMENT MANDATORY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
300	RETIREMENT MANDATORY	AUTHORITY	DATA CONTROL	
300	RETIREMENT MANDATORY	EARN LEAVE DURING PP	BENEFIT DATA	
300	RETIREMENT MANDATORY	LAST DATE WORKED	EMPLOYMENT 2	
300	RETIREMENT MANDATORY	LOSING/GAINING DEPT	JOB	
300	RETIREMENT MANDATORY	PAR REMARKS	DATA CONTROL	
300	RETIREMENT MANDATORY	PREV CLASS ACTN	JOB	
300	RETIREMENT MANDATORY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
300	RETIREMENT MANDATORY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
301	RETIREMENT DISABILITY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
301	RETIREMENT DISABILITY	AUTHORITY	DATA CONTROL	
301	RETIREMENT DISABILITY	EARN LEAVE DURING PP	BENEFIT DATA	
301	RETIREMENT DISABILITY	LAST DATE WORKED	EMPLOYMENT 2	
301	RETIREMENT DISABILITY	LOSING/GAINING DEPT	JOB	
301	RETIREMENT DISABILITY	PAR REMARKS	DATA CONTROL	
301	RETIREMENT DISABILITY	PREV CLASS ACTN	JOB	
301	RETIREMENT DISABILITY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
301	RETIREMENT DISABILITY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
302	RETIREMENT VOLUNTARY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
302	RETIREMENT VOLUNTARY	AUTHORITY	DATA CONTROL	
302	RETIREMENT VOLUNTARY	EARN LEAVE DURING PP	BENEFIT DATA	
302	RETIREMENT VOLUNTARY	LAST DATE WORKED	EMPLOYMENT 2	
302	RETIREMENT VOLUNTARY	LOSING/GAINING DEPT	JOB	
302	RETIREMENT VOLUNTARY	PAR REMARKS	DATA CONTROL	
302	RETIREMENT VOLUNTARY	PREV CLASS ACTN	JOB	

302	RETIREMENT VOLUNTARY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
302	RETIREMENT VOLUNTARY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
303	RETIREMENT SPECIAL OPTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	AUTHORITY	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	EARN LEAVE DURING PP	BENEFIT DATA	
303	RETIREMENT SPECIAL OPTION	LAST DATE WORKED	EMPLOYMENT 2	
303	RETIREMENT SPECIAL OPTION	LOSING/GAINING DEPT	JOB	
303	RETIREMENT SPECIAL OPTION	PAR REMARKS	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	PREV CLASS ACTN	JOB	
303	RETIREMENT SPECIAL OPTION	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
303	RETIREMENT SPECIAL OPTION	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
304	RETIREMENT-ILIA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
304	RETIREMENT-ILIA	AUTHORITY	DATA CONTROL	
304	RETIREMENT-ILIA	EARN LEAVE DURING PP	BENEFIT DATA	
304	RETIREMENT-ILIA	LAST DATE WORKED	EMPLOYMENT 2	
304	RETIREMENT-ILIA	LOSING/GAINING DEPT	JOB	
304	RETIREMENT-ILIA	PAR REMARKS	DATA CONTROL	
304	RETIREMENT-ILIA	PREV CLASS ACTN	JOB	
304	RETIREMENT-ILIA	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
304	RETIREMENT-ILIA	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
312	RESIGNATION-ILIA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
312	RESIGNATION-ILIA	AUTHORITY	DATA CONTROL	
312	RESIGNATION-ILIA	EARN LEAVE DURING PP	BENEFIT DATA	
312	RESIGNATION-ILIA	LOSING/GAINING DEPT	JOB	
312	RESIGNATION-ILIA	PAR REMARKS	DATA CONTROL	
312	RESIGNATION-ILIA	PREV CLASS ACTN	JOB	
312	RESIGNATION-ILIA	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
317	RESIGNATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
317	RESIGNATION	AUTHORITY	DATA CONTROL	
317	RESIGNATION	EARN LEAVE DURING PP	BENEFIT DATA	
317	RESIGNATION	LOSING/GAINING DEPT	JOB	
317	RESIGNATION	PAR REMARKS	DATA CONTROL	
317	RESIGNATION	PREV CLASS ACTN	JOB	
330	REMOVAL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
330	REMOVAL	AUTHORITY	DATA CONTROL	
330	REMOVAL	EARN LEAVE DURING PP	BENEFIT DATA	
330	REMOVAL	LOSING/GAINING DEPT	JOB	

330	REMOVAL	PAR REMARKS	DATA CONTROL	
330	REMOVAL	PREV CLASS ACTN	JOB	
350	DEATH	ACTUAL EFFECTIVE DATE	DATA CONTROL	
350	DEATH	AUTHORITY	DATA CONTROL	
350	DEATH	EARN LEAVE DURING PP	BENEFIT DATA	
350	DEATH	LAST DATE WORKED	EMPLOYMENT 2	
350	DEATH	PAR REMARKS	DATA CONTROL	
350	DEATH	PREV CLASS ACTN	JOB	
350	DEATH	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
350	DEATH	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
352	TERMINATION APPT IN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
352	TERMINATION APPT IN	AUTHORITY	DATA CONTROL	
352	TERMINATION APPT IN	EARN LEAVE DURING PP	BENEFIT DATA	
352	TERMINATION APPT IN	LOSING/GAINING DEPT	JOB	
352	TERMINATION APPT IN	PAR REMARKS	DATA CONTROL	
352	TERMINATION APPT IN	PREV CLASS ACTN	JOB	
353	SEPARATION-US	ACTUAL EFFECTIVE DATE	DATA CONTROL	
353	SEPARATION-US	AUTHORITY	DATA CONTROL	
353	SEPARATION-US	EARN LEAVE DURING PP	BENEFIT DATA	
353	SEPARATION-US	LOSING/GAINING DEPT	JOB	
353	SEPARATION-US	PAR REMARKS	DATA CONTROL	
353	SEPARATION-US	PREV CLASS ACTN	JOB	
355	TERMINATION EXP OF APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
355	TERMINATION EXP OF APPT	AUTHORITY	DATA CONTROL	
355	TERMINATION EXP OF APPT	EARN LEAVE DURING PP	BENEFIT DATA	
355	TERMINATION EXP OF APPT	LOSING/GAINING DEPT	JOB	
355	TERMINATION EXP OF APPT	PAR REMARKS	DATA CONTROL	
355	TERMINATION EXP OF APPT	PREV CLASS ACTN	JOB	
356	SEPARATION-RIF	ACTUAL EFFECTIVE DATE	DATA CONTROL	
356	SEPARATION-RIF	AUTHORITY	DATA CONTROL	
356	SEPARATION-RIF	EARN LEAVE DURING PP	BENEFIT DATA	
356	SEPARATION-RIF	LOSING/GAINING DEPT	JOB	
356	SEPARATION-RIF	PAR REMARKS	DATA CONTROL	
356	SEPARATION-RIF	PREV CLASS ACTN	JOB	
356	SEPARATION-RIF	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
357	TERMINATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
357	TERMINATION	AUTHORITY	DATA CONTROL	
357	TERMINATION	EARN LEAVE DURING PP	BENEFIT DATA	
357	TERMINATION	LOSING/GAINING DEPT	JOB	
357	TERMINATION	PAR REMARKS	DATA CONTROL	

357	TERMINATION	PREV CLASS ACTN	JOB	
385	TERM DURING PROB/TRIAL PERIOD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	AUTHORITY	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	EARN LEAVE DURING PP	BENEFIT DATA	
385	TERM DURING PROB/TRIAL PERIOD	LOSING/GAINING DEPT	JOB	
385	TERM DURING PROB/TRIAL PERIOD	PAR REMARKS	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	PREV CLASS ACTN	JOB	
390	SEPARATION-APPT IN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
390	SEPARATION-APPT IN	AUTHORITY	DATA CONTROL	
390	SEPARATION-APPT IN	EARN LEAVE DURING PP	BENEFIT DATA	
390	SEPARATION-APPT IN	PAR REMARKS	DATA CONTROL	
390	SEPARATION-APPT IN	POSITION	JOB	
390	SEPARATION-APPT IN	PREV CLASS ACTN	JOB	
430	PLACEMENT IN NONPAY STATUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
430	PLACEMENT IN NONPAY STATUS	AUTHORITY	DATA CONTROL	
430	PLACEMENT IN NONPAY STATUS	FEHB ELIGIBILITY	BENEFIT DATA	
430	PLACEMENT IN NONPAY STATUS	PAR REMARKS	DATA CONTROL	
450	SUSPENSION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
450	SUSPENSION NTE	AUTHORITY	DATA CONTROL	
450	SUSPENSION NTE	EARN LEAVE DURING PP	BENEFIT DATA	
450	SUSPENSION NTE	FEHB ELIGIBILITY	BENEFIT DATA	
450	SUSPENSION NTE	NOT TO EXCEED DATE	DATA CONTROL	
450	SUSPENSION NTE	PAR REMARKS	DATA CONTROL	
452	SUSPENSION INDEFINITE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
452	SUSPENSION INDEFINITE	AUTHORITY	DATA CONTROL	
452	SUSPENSION INDEFINITE	PAR REMARKS	DATA CONTROL	
460	LWOP NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
460	LWOP NTE	AUTHORITY	DATA CONTROL	
460	LWOP NTE	EARN LEAVE DURING PP	BENEFIT DATA	
460	LWOP NTE	FEHB ELIGIBILITY	BENEFIT DATA	
460	LWOP NTE	NOT TO EXCEED DATE	DATA CONTROL	
460	LWOP NTE	PAR REMARKS	DATA CONTROL	
473	LWOP-US	ACTUAL EFFECTIVE DATE	DATA CONTROL	
473	LWOP-US	AUTHORITY	DATA CONTROL	
473	LWOP-US	PAR REMARKS	DATA CONTROL	
500	CONV TO CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
500	CONV TO CAREER APPT	A/L CAT CD	BENEFIT DATA	

500	CONV TO CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
500	CONV TO CAREER APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
500	CONV TO CAREER APPT	AUTHORITY	DATA CONTROL	
500	CONV TO CAREER APPT	BASE PAY	COMPENSATION	
500	CONV TO CAREER APPT	CAREER TENURE DATE	EMPLOYMENT 1	
500	CONV TO CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
500	CONV TO CAREER APPT	COOP SHARE AMT	EMPLOYMENT 2	
500	CONV TO CAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
500	CONV TO CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
500	CONV TO CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	FEGLI CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
500	CONV TO CAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
500	CONV TO CAREER APPT	GRADE ENTRY DATE	COMPENSATION	
500	CONV TO CAREER APPT	PAR REMARKS	DATA CONTROL	
500	CONV TO CAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
500	CONV TO CAREER APPT	POSITION	JOB	
500	CONV TO CAREER APPT	PREV CLASS ACTN	JOB	
500	CONV TO CAREER APPT	PREVIOUS AGENCY	JOB	
500	CONV TO CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
500	CONV TO CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
500	CONV TO CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
500	CONV TO CAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
500	CONV TO CAREER APPT	RTND GRADE	COMPENSATION	
500	CONV TO CAREER APPT	RTND/PP	COMPENSATION	
500	CONV TO CAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
500	CONV TO CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
500	CONV TO CAREER APPT	STANDARD HOURS	POSITION	
500	CONV TO CAREER APPT	STEP	COMPENSATION	
500	CONV TO CAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
500	CONV TO CAREER APPT	TENURE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	TYPE APPT	POSITION	
500	CONV TO CAREER APPT	WORK SCHEDULE	POSITION	
501	CONV TO CAREER COND APPT	A/L 45 DAYS	BENEFIT DATA	
501	CONV TO CAREER COND APPT	A/L CAT CD	BENEFIT DATA	
501	CONV TO CAREER COND APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
501	CONV TO CAREER COND APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
501	CONV TO CAREER COND APPT	AUTHORITY	DATA CONTROL	
501	CONV TO CAREER COND APPT	BASE PAY	COMPENSATION	
501	CONV TO CAREER COND APPT	CAREER TENURE DATE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	COLA/POST DIFF	BENEFIT DATA	
501	CONV TO CAREER COND APPT	COOP OVERTIME RATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	COOP SHARE AMT	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	EARN LEAVE DURING PP	BENEFIT DATA	
501	CONV TO CAREER COND APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	FEGLI CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
501	CONV TO CAREER COND APPT	FEHB ELIGIBILITY	BENEFIT DATA	
501	CONV TO CAREER COND APPT	GRADE ENTRY DATE	COMPENSATION	

501	CONV TO CAREER COND APPT	PAR REMARKS	DATA CONTROL	
501	CONV TO CAREER COND APPT	PAY RATE DETERMINANT	COMPENSATION	
501	CONV TO CAREER COND APPT	POSITION	JOB	
501	CONV TO CAREER COND APPT	PREV CLASS ACTN	JOB	
501	CONV TO CAREER COND APPT	PREVIOUS AGENCY	JOB	
501	CONV TO CAREER COND APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
501	CONV TO CAREER COND APPT	QUARTERS DED CD	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETIREMENT PLAN	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RTND GRADE	COMPENSATION	
501	CONV TO CAREER COND APPT	RTND/PP	COMPENSATION	
501	CONV TO CAREER COND APPT	SALARY SHARE CODE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SPCL EMPL CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
501	CONV TO CAREER COND APPT	STANDARD HOURS	POSITION	
501	CONV TO CAREER COND APPT	STEP	COMPENSATION	
501	CONV TO CAREER COND APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	TENURE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	

501	CONV TO CAREER COND APPT	TYPE APPT	POSITION	
501	CONV TO CAREER COND APPT	WORK SCHEDULE	POSITION	
508	CONV TO TERM APPT NTE	A/L 45 DAYS	BENEFIT DATA	
508	CONV TO TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
508	CONV TO TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
508	CONV TO TERM APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	AUTHORITY	DATA CONTROL	
508	CONV TO TERM APPT NTE	BASE PAY	COMPENSATION	
508	CONV TO TERM APPT NTE	COLA/POST DIFF	BENEFIT DATA	
508	CONV TO TERM APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
508	CONV TO TERM APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	FEGLI CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
508	CONV TO TERM APPT NTE	GRADE ENTRY DATE	COMPENSATION	
508	CONV TO TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
508	CONV TO TERM APPT NTE	PAR REMARKS	DATA CONTROL	
508	CONV TO TERM APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
508	CONV TO TERM APPT NTE	POSITION	JOB	
508	CONV TO TERM APPT NTE	PREV CLASS ACTN	JOB	
508	CONV TO TERM APPT NTE	PREVIOUS AGENCY	JOB	
508	CONV TO TERM APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
508	CONV TO TERM APPT NTE	QUARTERS DED CD	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	

508	CONV TO TERM APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RTND GRADE	COMPENSATION	
508	CONV TO TERM APPT NTE	RTND/PP	COMPENSATION	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	STANDARD HOURS	POSITION	
508	CONV TO TERM APPT NTE	STEP	COMPENSATION	
508	CONV TO TERM APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	TENURE	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	TYPE APPT	POSITION	
508	CONV TO TERM APPT NTE	WORK SCHEDULE	POSITION	
512	CONV TO TEMP APPT PER	A/L 45 DAYS	BENEFIT DATA	
512	CONV TO TEMP APPT PER	A/L CAT CD	BENEFIT DATA	
512	CONV TO TEMP APPT PER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
512	CONV TO TEMP APPT PER	ANNUITY SHARE AMOUNT	COMPENSATION	
512	CONV TO TEMP APPT PER	AUTHORITY	DATA CONTROL	
512	CONV TO TEMP APPT PER	BASE PAY	COMPENSATION	
512	CONV TO TEMP APPT PER	COLA/POST DIFF	BENEFIT DATA	
512	CONV TO TEMP APPT PER	COOP SHARE AMT	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	EARN LEAVE DURING PP	BENEFIT DATA	
512	CONV TO TEMP APPT PER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	

512	CONV TO TEMP APPT PER	FEGLI CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
512	CONV TO TEMP APPT PER	FEHB ELIGIBILITY	BENEFIT DATA	
512	CONV TO TEMP APPT PER	GRADE ENTRY DATE	COMPENSATION	
512	CONV TO TEMP APPT PER	PAR REMARKS	DATA CONTROL	
512	CONV TO TEMP APPT PER	PAY RATE DETERMINANT	COMPENSATION	
512	CONV TO TEMP APPT PER	POSITION	JOB	
512	CONV TO TEMP APPT PER	PREV CLASS ACTN	JOB	
512	CONV TO TEMP APPT PER	PREVIOUS AGENCY	JOB	
512	CONV TO TEMP APPT PER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
512	CONV TO TEMP APPT PER	QUARTERS DED CD	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETAINED OCC SERIES CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETIREMENT PLAN	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RTND GRADE	COMPENSATION	
512	CONV TO TEMP APPT PER	RTND/PP	COMPENSATION	
512	CONV TO TEMP APPT PER	SALARY SHARE CODE	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SPCL EMPL CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
512	CONV TO TEMP APPT PER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	STANDARD HOURS	POSITION	
512	CONV TO TEMP APPT PER	STEP	COMPENSATION	
512	CONV TO TEMP APPT PER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	

512	CONV TO TEMP APPT PER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	TENURE	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	TSP ELIGIBILITY CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	TYPE APPT	POSITION	
512	CONV TO TEMP APPT PER	WORK SCHEDULE	POSITION	
515	CONV TO APPT NTE	A/L 45 DAYS	BENEFIT DATA	
515	CONV TO APPT NTE	A/L CAT CD	BENEFIT DATA	
515	CONV TO APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
515	CONV TO APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
515	CONV TO APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	AUTHORITY	DATA CONTROL	
515	CONV TO APPT NTE	BASE PAY	COMPENSATION	
515	CONV TO APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
515	CONV TO APPT NTE	COLA/POST DIFF	BENEFIT DATA	
515	CONV TO APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
515	CONV TO APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
515	CONV TO APPT NTE	Fegli CODE	BENEFIT DATA	
515	CONV TO APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
515	CONV TO APPT NTE	GRADE ENTRY DATE	COMPENSATION	
515	CONV TO APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
515	CONV TO APPT NTE	PAR REMARKS	DATA CONTROL	
515	CONV TO APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
515	CONV TO APPT NTE	POSITION	JOB	
515	CONV TO APPT NTE	PREV CLASS ACTN	JOB	
515	CONV TO APPT NTE	PREVIOUS AGENCY	JOB	
515	CONV TO APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
515	CONV TO APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
515	CONV TO APPT NTE	QUARTERS DED CD	BENEFIT DATA	
515	CONV TO APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
515	CONV TO APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
515	CONV TO APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
515	CONV TO APPT NTE	RTND GRADE	COMPENSATION	
515	CONV TO APPT NTE	RTND/PP	COMPENSATION	
515	CONV TO APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	

515	CONV TO APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
515	CONV TO APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
515	CONV TO APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
515	CONV TO APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
515	CONV TO APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	STANDARD HOURS	POSITION	
515	CONV TO APPT NTE	STEP	COMPENSATION	
515	CONV TO APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
515	CONV TO APPT NTE	TENURE	EMPLOYMENT 2	
515	CONV TO APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
515	CONV TO APPT NTE	TYPE APPT	POSITION	
515	CONV TO APPT NTE	WORK SCHEDULE	POSITION	
540	CONV TO REINS CAREER	A/L 45 DAYS	BENEFIT DATA	
540	CONV TO REINS CAREER	A/L CAT CD	BENEFIT DATA	
540	CONV TO REINS CAREER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
540	CONV TO REINS CAREER	ANNUITY SHARE AMOUNT	COMPENSATION	
540	CONV TO REINS CAREER	AUTHORITY	DATA CONTROL	
540	CONV TO REINS CAREER	BASE PAY	COMPENSATION	
540	CONV TO REINS CAREER	CAREER TENURE DATE	EMPLOYMENT 1	
540	CONV TO REINS CAREER	COLA/POST DIFF	BENEFIT DATA	
540	CONV TO REINS CAREER	COOP SHARE AMT	EMPLOYMENT 2	
540	CONV TO REINS CAREER	CSRS FROZEN SERVICE	BENEFIT DATA	
540	CONV TO REINS CAREER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	FEGLI CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	FEHB ELIGIBILITY	BENEFIT DATA	
540	CONV TO REINS CAREER	GRADE ENTRY DATE	COMPENSATION	
540	CONV TO REINS CAREER	PAR REMARKS	DATA CONTROL	
540	CONV TO REINS CAREER	PAY RATE DETERMINANT	COMPENSATION	
540	CONV TO REINS CAREER	POSITION	JOB	
540	CONV TO REINS CAREER	PREV CLASS ACTN	JOB	
540	CONV TO REINS CAREER	PREVIOUS AGENCY	JOB	

540	CONV TO REINS CAREER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
540	CONV TO REINS CAREER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
540	CONV TO REINS CAREER	QUARTERS DED CD	BENEFIT DATA	
540	CONV TO REINS CAREER	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	RETAINED OCC SERIES CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	RETIREMENT PLAN	BENEFIT DATA	
540	CONV TO REINS CAREER	RTND GRADE	COMPENSATION	
540	CONV TO REINS CAREER	RTND/PP	COMPENSATION	
540	CONV TO REINS CAREER	SALARY SHARE CODE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SPCL EMPL CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
540	CONV TO REINS CAREER	STANDARD HOURS	POSITION	
540	CONV TO REINS CAREER	STEP	COMPENSATION	
540	CONV TO REINS CAREER	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
540	CONV TO REINS CAREER	TENURE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	TSP ELIGIBILITY CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	TYPE APPT	POSITION	
540	CONV TO REINS CAREER	WORK SCHEDULE	POSITION	
541	CONV TO REINS CAREER COND	A/L 45 DAYS	BENEFIT DATA	
541	CONV TO REINS CAREER COND	A/L CAT CD	BENEFIT DATA	
541	CONV TO REINS CAREER COND	ACTUAL EFFECTIVE DATE	DATA CONTROL	
541	CONV TO REINS CAREER COND	ANNUITY SHARE AMOUNT	COMPENSATION	
541	CONV TO REINS CAREER COND	AUTHORITY	DATA CONTROL	
541	CONV TO REINS CAREER COND	BASE PAY	COMPENSATION	

541	CONV TO REINS CAREER COND	CAREER TENURE DATE	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	COLA/POST DIFF	BENEFIT DATA	
541	CONV TO REINS CAREER COND	COOP HOLIDAY RATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	COOP OVERTIME RATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	COOP SHARE AMT	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	CSRS FROZEN SERVICE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	EARN LEAVE DURING PP	BENEFIT DATA	
541	CONV TO REINS CAREER COND	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	FEGLI CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	FEHB ELIGIBILITY	BENEFIT DATA	
541	CONV TO REINS CAREER COND	GRADE ENTRY DATE	COMPENSATION	
541	CONV TO REINS CAREER COND	PAR REMARKS	DATA CONTROL	
541	CONV TO REINS CAREER COND	PAY RATE DETERMINANT	COMPENSATION	
541	CONV TO REINS CAREER COND	POSITION	JOB	
541	CONV TO REINS CAREER COND	PREV CLASS ACTN	JOB	
541	CONV TO REINS CAREER COND	PREVIOUS AGENCY	JOB	
541	CONV TO REINS CAREER COND	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
541	CONV TO REINS CAREER COND	QUARTERS DED CD	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETAINED OCC SERIES CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETIREMENT PLAN	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RTND GRADE	COMPENSATION	
541	CONV TO REINS CAREER COND	RTND/PP	COMPENSATION	
541	CONV TO REINS CAREER COND	SALARY SHARE CODE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	

541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SPCL EMPL CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
541	CONV TO REINS CAREER COND	STEP	COMPENSATION	
541	CONV TO REINS CAREER COND	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	TENURE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	TSP ELIGIBILITY CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	TYPE APPT	POSITION	
541	CONV TO REINS CAREER COND	WORK SCHEDULE	POSITION	
542	CONV TO SES CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
542	CONV TO SES CAREER APPT	A/L CAT CD	BENEFIT DATA	
542	CONV TO SES CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
542	CONV TO SES CAREER APPT	AUTHORITY	DATA CONTROL	
542	CONV TO SES CAREER APPT	BASE PAY	COMPENSATION	
542	CONV TO SES CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
542	CONV TO SES CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
542	CONV TO SES CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	FEGLI CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
542	CONV TO SES CAREER APPT	PAR REMARKS	DATA CONTROL	
542	CONV TO SES CAREER APPT	POSITION	JOB	
542	CONV TO SES CAREER APPT	PREV CLASS ACTN	JOB	
542	CONV TO SES CAREER APPT	PREVIOUS AGENCY	JOB	
542	CONV TO SES CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
542	CONV TO SES CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	

542	CONV TO SES CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RTND GRADE	COMPENSATION	
542	CONV TO SES CAREER APPT	RTND/PP	COMPENSATION	
542	CONV TO SES CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
542	CONV TO SES CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
542	CONV TO SES CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
542	CONV TO SES CAREER APPT	STANDARD HOURS	POSITION	
542	CONV TO SES CAREER APPT	STEP	COMPENSATION	
542	CONV TO SES CAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	TENURE	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	TYPE APPT	POSITION	
542	CONV TO SES CAREER APPT	WORK SCHEDULE	POSITION	
546	CONV TO SES NONCAREER APPT	A/L 45 DAYS	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	A/L CAT CD	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	AUTHORITY	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	BASE PAY	COMPENSATION	
546	CONV TO SES NONCAREER APPT	COLA/POST DIFF	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
546	CONV TO SES NONCAREER APPT	FEGLI CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	PAR REMARKS	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	POSITION	JOB	
546	CONV TO SES NONCAREER APPT	PREV CLASS ACTN	JOB	
546	CONV TO SES NONCAREER APPT	PREVIOUS AGENCY	JOB	
546	CONV TO SES NONCAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	

546	CONV TO SES NONCAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	QUARTERS DED CD	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RTND GRADE	COMPENSATION	
546	CONV TO SES NONCAREER APPT	RTND/PP	COMPENSATION	
546	CONV TO SES NONCAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
546	CONV TO SES NONCAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
546	CONV TO SES NONCAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
546	CONV TO SES NONCAREER APPT	STANDARD HOURS	POSITION	
546	CONV TO SES NONCAREER APPT	STEP	COMPENSATION	
546	CONV TO SES NONCAREER APPT	TENURE	EMPLOYMENT 2	
546	CONV TO SES NONCAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	TYPE APPT	POSITION	
546	CONV TO SES NONCAREER APPT	WORK SCHEDULE	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	A/L 45 DAYS	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	A/L CAT CD	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	AUTHORITY	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	BASE PAY	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	COLA/POST DIFF	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	FEGLI CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	PAR REMARKS	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	PAY RATE DETERMINANT	COMPENSATION	

549	CONV SES LTD EMRGCY APPT NTE	POSITION	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREV CLASS ACTN	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREVIOUS AGENCY	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	QUARTERS DED CD	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RTND GRADE	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	RTND/PP	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
549	CONV SES LTD EMRGCY APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
549	CONV SES LTD EMRGCY APPT NTE	STANDARD HOURS	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	STEP	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	TENURE	EMPLOYMENT 2	
549	CONV SES LTD EMRGCY APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	TYPE APPT	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	WORK SCHEDULE	POSITION	
570	CONV TO EXC APPT	A/L 45 DAYS	BENEFIT DATA	
570	CONV TO EXC APPT	A/L CAT CD	BENEFIT DATA	
570	CONV TO EXC APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
570	CONV TO EXC APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
570	CONV TO EXC APPT	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	AUTHORITY	DATA CONTROL	

570	CONV TO EXC APPT	BASE PAY	COMPENSATION	
570	CONV TO EXC APPT	CAREER TENURE DATE	EMPLOYMENT 1	
570	CONV TO EXC APPT	COLA/POST DIFF	BENEFIT DATA	
570	CONV TO EXC APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
570	CONV TO EXC APPT	EARN LEAVE DURING PP	BENEFIT DATA	
570	CONV TO EXC APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
570	CONV TO EXC APPT	FEGLI CODE	BENEFIT DATA	
570	CONV TO EXC APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
570	CONV TO EXC APPT	FEHB ELIGIBILITY	BENEFIT DATA	
570	CONV TO EXC APPT	GRADE ENTRY DATE	COMPENSATION	
570	CONV TO EXC APPT	PAR REMARKS	DATA CONTROL	
570	CONV TO EXC APPT	PAY RATE DETERMINANT	COMPENSATION	
570	CONV TO EXC APPT	POSITION	JOB	
570	CONV TO EXC APPT	PREV CLASS ACTN	JOB	
570	CONV TO EXC APPT	PREVIOUS AGENCY	JOB	
570	CONV TO EXC APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
570	CONV TO EXC APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
570	CONV TO EXC APPT	QUARTERS DED CD	BENEFIT DATA	
570	CONV TO EXC APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
570	CONV TO EXC APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
570	CONV TO EXC APPT	RETIREMENT PLAN	BENEFIT DATA	
570	CONV TO EXC APPT	RTND GRADE	COMPENSATION	
570	CONV TO EXC APPT	RTND/PP	COMPENSATION	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
570	CONV TO EXC APPT	SPCL EMPL CODE	BENEFIT DATA	
570	CONV TO EXC APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	STANDARD HOURS	POSITION	
570	CONV TO EXC APPT	STEP	COMPENSATION	
570	CONV TO EXC APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
570	CONV TO EXC APPT	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
570	CONV TO EXC APPT	TENURE	EMPLOYMENT 2	
570	CONV TO EXC APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	

570	CONV TO EXC APPT	TYPE APPT	POSITION	
570	CONV TO EXC APPT	WORK SCHEDULE	POSITION	
571	CONV TO EXC APPT NTE	A/L 45 DAYS	BENEFIT DATA	
571	CONV TO EXC APPT NTE	A/L CAT CD	BENEFIT DATA	
571	CONV TO EXC APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
571	CONV TO EXC APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
571	CONV TO EXC APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	AUTHORITY	DATA CONTROL	
571	CONV TO EXC APPT NTE	BASE PAY	COMPENSATION	
571	CONV TO EXC APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	COLA/POST DIFF	BENEFIT DATA	
571	CONV TO EXC APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
571	CONV TO EXC APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	FEGLI CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
571	CONV TO EXC APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
571	CONV TO EXC APPT NTE	GRADE ENTRY DATE	COMPENSATION	
571	CONV TO EXC APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
571	CONV TO EXC APPT NTE	PAR REMARKS	DATA CONTROL	
571	CONV TO EXC APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
571	CONV TO EXC APPT NTE	POSITION	JOB	
571	CONV TO EXC APPT NTE	PREV CLASS ACTN	JOB	
571	CONV TO EXC APPT NTE	PREVIOUS AGENCY	JOB	
571	CONV TO EXC APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	

571	CONV TO EXC APPT NTE	QUARTERS DED CD	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RTND GRADE	COMPENSATION	
571	CONV TO EXC APPT NTE	RTND/PP	COMPENSATION	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	STANDARD HOURS	POSITION	
571	CONV TO EXC APPT NTE	STEP	COMPENSATION	
571	CONV TO EXC APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	TENURE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	TYPE APPT	POSITION	
571	CONV TO EXC APPT NTE	WORK SCHEDULE	POSITION	
590	CONV TO PROVISIONAL APPT NTE	A/L 45 DAYS	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	A/L CAT CD	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	

590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	AUTHORITY	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	BASE PAY	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	COLA/POST DIFF	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	FEGLI CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	GRADE ENTRY DATE	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	PAR REMARKS	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	POSITION	JOB	
590	CONV TO PROVISIONAL APPT NTE	PREV CLASS ACTN	JOB	

590	CONV TO PROVISIONAL APPT NTE	PREVIOUS AGENCY	JOB	
590	CONV TO PROVISIONAL APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	QUARTERS DED CD	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RTND GRADE	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	RTND/PP	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	STANDARD HOURS	POSITION	
590	CONV TO PROVISIONAL APPT NTE	STEP	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	TENURE	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	TYPE APPT	POSITION	

590	CONV TO PROVISIONAL APPT NTE	WORK SCHEDULE	POSITION	
702	PROMOTION	A/L 45 DAYS	BENEFIT DATA	
702	PROMOTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
702	PROMOTION	AUTHORITY	DATA CONTROL	
702	PROMOTION	BASE PAY	COMPENSATION	
702	PROMOTION	COLA/POST DIFF	BENEFIT DATA	
702	PROMOTION	COOP HOLIDAY RATE	EMPLOYMENT 2	
702	PROMOTION	COOP OVERTIME RATE	EMPLOYMENT 2	
702	PROMOTION	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
702	PROMOTION	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
702	PROMOTION	GRADE ENTRY DATE	COMPENSATION	
702	PROMOTION	PAR REMARKS	DATA CONTROL	
702	PROMOTION	PAY RATE DETERMINANT	COMPENSATION	
702	PROMOTION	POSITION	JOB	
702	PROMOTION	PREV CLASS ACTN	JOB	
702	PROMOTION	PREVIOUS AGENCY	JOB	
702	PROMOTION	RETIREMENT PLAN	BENEFIT DATA	
702	PROMOTION	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
702	PROMOTION	SPCL EMPL CODE	BENEFIT DATA	
702	PROMOTION	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
702	PROMOTION	STANDARD HOURS	POSITION	
702	PROMOTION	STEP	COMPENSATION	
702	PROMOTION	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
702	PROMOTION	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
702	PROMOTION	WORK SCHEDULE	POSITION	
703	PROMOTION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
703	PROMOTION NTE	AUTHORITY	DATA CONTROL	
703	PROMOTION NTE	BASE PAY	COMPENSATION	
703	PROMOTION NTE	COLA/POST DIFF	BENEFIT DATA	
703	PROMOTION NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
703	PROMOTION NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
703	PROMOTION NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
703	PROMOTION NTE	GRADE ENTRY DATE	COMPENSATION	
703	PROMOTION NTE	NOT TO EXCEED DATE	DATA CONTROL	
703	PROMOTION NTE	PAR REMARKS	DATA CONTROL	
703	PROMOTION NTE	PAY RATE DETERMINANT	COMPENSATION	
703	PROMOTION NTE	POSITION	JOB	
703	PROMOTION NTE	PREVIOUS AGENCY	JOB	
703	PROMOTION NTE	RETIREMENT PLAN	BENEFIT DATA	
703	PROMOTION NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
703	PROMOTION NTE	SPCL EMPL CODE	BENEFIT DATA	

703	PROMOTION NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
703	PROMOTION NTE	STEP	COMPENSATION	
703	PROMOTION NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
703	PROMOTION NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	A/L 45 DAYS	BENEFIT DATA	
713	CHG TO LOWER GRADE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
713	CHG TO LOWER GRADE	AUTHORITY	DATA CONTROL	
713	CHG TO LOWER GRADE	BASE PAY	COMPENSATION	
713	CHG TO LOWER GRADE	COLA/POST DIFF	BENEFIT DATA	
713	CHG TO LOWER GRADE	COOP HOLIDAY RATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	COOP OVERTIME RATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
713	CHG TO LOWER GRADE	GRADE ENTRY DATE	COMPENSATION	
713	CHG TO LOWER GRADE	PAR REMARKS	DATA CONTROL	
713	CHG TO LOWER GRADE	PAY RATE DETERMINANT	COMPENSATION	
713	CHG TO LOWER GRADE	POSITION	JOB	
713	CHG TO LOWER GRADE	PREV CLASS ACTN	JOB	
713	CHG TO LOWER GRADE	PREVIOUS AGENCY	JOB	
713	CHG TO LOWER GRADE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	RETAINED OCC SERIES CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	RETIREMENT PLAN	BENEFIT DATA	
713	CHG TO LOWER GRADE	RTND GRADE	COMPENSATION	
713	CHG TO LOWER GRADE	RTND/PP	COMPENSATION	
713	CHG TO LOWER GRADE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
713	CHG TO LOWER GRADE	SPCL EMPL CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
713	CHG TO LOWER GRADE	STEP	COMPENSATION	
713	CHG TO LOWER GRADE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
721	REASSIGNMENT	A/L 45 DAYS	BENEFIT DATA	
721	REASSIGNMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	

721	REASSIGNMENT	AUTHORITY	DATA CONTROL	
721	REASSIGNMENT	BASE PAY	COMPENSATION	
721	REASSIGNMENT	COLA/POST DIFF	BENEFIT DATA	
721	REASSIGNMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
721	REASSIGNMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
721	REASSIGNMENT	GRADE ENTRY DATE	COMPENSATION	
721	REASSIGNMENT	NOT TO EXCEED DATE	DATA CONTROL	
721	REASSIGNMENT	PAR REMARKS	DATA CONTROL	
721	REASSIGNMENT	PAY RATE DETERMINANT	COMPENSATION	
721	REASSIGNMENT	POSITION	JOB	
721	REASSIGNMENT	PREV CLASS ACTN	JOB	
721	REASSIGNMENT	PREVIOUS AGENCY	JOB	
721	REASSIGNMENT	RETIREMENT PLAN	BENEFIT DATA	
721	REASSIGNMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
721	REASSIGNMENT	SPCL EMPL CODE	BENEFIT DATA	
721	REASSIGNMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
721	REASSIGNMENT	STEP	COMPENSATION	
721	REASSIGNMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
721	REASSIGNMENT	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
740	PSN CHG	ACTUAL EFFECTIVE DATE	DATA CONTROL	
740	PSN CHG	AUTHORITY	DATA CONTROL	
740	PSN CHG	BASE PAY	COMPENSATION	
740	PSN CHG	COLA/POST DIFF	BENEFIT DATA	
740	PSN CHG	COOP HOLIDAY RATE	EMPLOYMENT 2	
740	PSN CHG	COOP OVERTIME RATE	EMPLOYMENT 2	
740	PSN CHG	GRADE ENTRY DATE	COMPENSATION	
740	PSN CHG	NOT TO EXCEED DATE	DATA CONTROL	
740	PSN CHG	PAR REMARKS	DATA CONTROL	
740	PSN CHG	PAY RATE DETERMINANT	COMPENSATION	
740	PSN CHG	POSITION	JOB	
740	PSN CHG	PREV CLASS ACTN	JOB	
740	PSN CHG	PREVIOUS AGENCY	JOB	
740	PSN CHG	RETAINED GRADE EXPIRES DATE	EMPLOYMENT 2	
740	PSN CHG	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
740	PSN CHG	RETAINED OCC SERIES CODE	BENEFIT DATA	
740	PSN CHG	RTND GRADE	COMPENSATION	
740	PSN CHG	RTND/PP	COMPENSATION	
740	PSN CHG	SPCL EMPL CODE	BENEFIT DATA	
740	PSN CHG	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
740	PSN CHG	STEP	COMPENSATION	
740	PSN CHG	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
740	PSN CHG	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
760	EXT OF APPT NTE	A/L CAT CD	BENEFIT DATA	

760	EXT OF APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
760	EXT OF APPT NTE	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	AUTHORITY	DATA CONTROL	
760	EXT OF APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
760	EXT OF APPT NTE	PAR REMARKS	DATA CONTROL	
760	EXT OF APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
765	EXT OF TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
765	EXT OF TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
765	EXT OF TERM APPT NTE	AUTHORITY	DATA CONTROL	
765	EXT OF TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
765	EXT OF TERM APPT NTE	PAR REMARKS	DATA CONTROL	
769	EXT OF PROMOTION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
769	EXT OF PROMOTION NTE	AUTHORITY	DATA CONTROL	
769	EXT OF PROMOTION NTE	NOT TO EXCEED DATE	DATA CONTROL	
769	EXT OF PROMOTION NTE	PAR REMARKS	DATA CONTROL	
773	EXT OF LWOP NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
773	EXT OF LWOP NTE	AUTHORITY	DATA CONTROL	
773	EXT OF LWOP NTE	NOT TO EXCEED DATE	DATA CONTROL	
773	EXT OF LWOP NTE	PAR REMARKS	DATA CONTROL	
780	NAME CHANGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
780	NAME CHANGE	AUTHORITY	DATA CONTROL	
780	NAME CHANGE	PAR REMARKS	DATA CONTROL	
781	CHG IN WORK SCHEDULE	A/L CAT CD	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
781	CHG IN WORK SCHEDULE	AUTHORITY	DATA CONTROL	
781	CHG IN WORK SCHEDULE	EARN LEAVE DURING PP	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	FEGLI CODE	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	FEHB ELIGIBILITY	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	PAR REMARKS	DATA CONTROL	

781	CHG IN WORK SCHEDULE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
781	CHG IN WORK SCHEDULE	STANDARD HOURS	POSITION	
781	CHG IN WORK SCHEDULE	WORK SCHEDULE	POSITION	
782	CHG IN HOURS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
782	CHG IN HOURS	AUTHORITY	DATA CONTROL	
782	CHG IN HOURS	PAR REMARKS	DATA CONTROL	
782	CHG IN HOURS	STANDARD HOURS	POSITION	
790	REALIGNMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
790	REALIGNMENT	AUTHORITY	DATA CONTROL	
790	REALIGNMENT	COLA/POST DIFF	BENEFIT DATA	
790	REALIGNMENT	FEHB ELIGIBILITY	BENEFIT DATA	
790	REALIGNMENT	PAR REMARKS	DATA CONTROL	
790	REALIGNMENT	POSITION	JOB	
790	REALIGNMENT	PREV CLASS ACTN	JOB	
790	REALIGNMENT	PREVIOUS AGENCY	JOB	
790	REALIGNMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
790	REALIGNMENT	QUARTERS DED CD	BENEFIT DATA	
792	CHG IN DUTY STATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
792	CHG IN DUTY STATION	AUTHORITY	DATA CONTROL	
792	CHG IN DUTY STATION	COLA/POST DIFF	BENEFIT DATA	
792	CHG IN DUTY STATION	FEHB ELIGIBILITY	BENEFIT DATA	
792	CHG IN DUTY STATION	PAR REMARKS	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	ANNUITANT INDICATOR	BENEFIT DATA	
800	CHANGE IN DATA ELEMENT	AUTHORITY	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	PAY RATE DETERMINANT	COMPENSATION	
800	CHANGE IN DATA ELEMENT	POSITION	JOB	
800	CHANGE IN DATA ELEMENT	PREV CLASS ACTN	JOB	
803	CHG IN RETIREMENT PLN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
803	CHG IN RETIREMENT PLN	AUTHORITY	DATA CONTROL	
803	CHG IN RETIREMENT PLN	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
803	CHG IN RETIREMENT PLN	CSRS FROZEN SERVICE	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	RETIREMENT PLAN	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

803	CHG IN RETIREMENT PLN	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
805	ELEC FULL LIV BENEFITS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
805	ELEC FULL LIV BENEFITS	AUTHORITY	DATA CONTROL	
805	ELEC FULL LIV BENEFITS	PAR REMARKS	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	AUTHORITY	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
806	ELEC PARTIAL LIV BENEFITS	PAR REMARKS	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERE NTIAL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERE NTIAL	ALLOWANCE %	BENEFIT DATA	
810	CHG IN ALLOWANCE/DIFFERE NTIAL	AUTHORITY	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERE NTIAL	SUPVY-PERCENT	BENEFIT DATA	
815	RECRUITMENT BONUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
815	RECRUITMENT BONUS	AMOUNT	DATA CONTROL	AWARD DATA
815	RECRUITMENT BONUS	AUTHORITY	DATA CONTROL	
816	RELOCATION BONUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
816	RELOCATION BONUS	AMOUNT	DATA CONTROL	AWARD DATA
816	RELOCATION BONUS	AUTHORITY	DATA CONTROL	
825	SEPARATION INCENTIVE	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
825	SEPARATION INCENTIVE	ADDRESS IND	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	AGNCY CHRGD	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA

840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACCTG STAT CHRГ	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
841	GROUP CASH AWARD/QUICK TRACK AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA

842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ADDRESS IND	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	CASE NUMBER	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	TANG/INTANG	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
843	GROUP SUGGESTION/INVENTION AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA

845	TRAVEL SAVINGS INCENTIVES	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	ACTUAL EFFECTIVE DATE	DATA CONTROL	
845	TRAVEL SAVINGS INCENTIVES	ADDRESS IND	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AGNCY CHRGD	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	CASE NUMBER	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
846	INDIVIDUAL TIME OFF AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
847	GROUP TIME OFF AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
866	TERM OF GRADE RETENTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
866	TERM OF GRADE RETENTION	AUTHORITY	DATA CONTROL	
866	TERM OF GRADE RETENTION	PAR REMARKS	DATA CONTROL	
866	TERM OF GRADE RETENTION	PAY RATE DETERMINANT	COMPENSATION	
866	TERM OF GRADE RETENTION	STEP	COMPENSATION	
879	SES PERFORMANCE AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
879	SES PERFORMANCE AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA

880	CHG IN TENURE GROUP	ACTUAL EFFECTIVE DATE	DATA CONTROL	
880	CHG IN TENURE GROUP	AUTHORITY	DATA CONTROL	
880	CHG IN TENURE GROUP	CAREER TENURE DATE	EMPLOYMENT 1	
880	CHG IN TENURE GROUP	PAR REMARKS	DATA CONTROL	
880	CHG IN TENURE GROUP	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
880	CHG IN TENURE GROUP	TENURE	EMPLOYMENT 2	
880	CHG IN TENURE GROUP	TYPE APPT	POSITION	
881	CHG IN FEGLI	ACTUAL EFFECTIVE DATE	DATA CONTROL	
881	CHG IN FEGLI	AUTHORITY	DATA CONTROL	
881	CHG IN FEGLI	FEGLI CODE	BENEFIT DATA	
881	CHG IN FEGLI	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
881	CHG IN FEGLI	PAR REMARKS	DATA CONTROL	
881	CHG IN FEGLI	PAY RATE DETERMINANT	COMPENSATION	
882	CHG IN SCD	A/L CAT CD	BENEFIT DATA	
882	CHG IN SCD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
882	CHG IN SCD	AUTHORITY	DATA CONTROL	
882	CHG IN SCD	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	CSRS FROZEN SERVICE	BENEFIT DATA	
882	CHG IN SCD	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
882	CHG IN SCD	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
882	CHG IN SCD	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
883	CHG IN VET PREF	ACTUAL EFFECTIVE DATE	DATA CONTROL	
883	CHG IN VET PREF	AUTHORITY	DATA CONTROL	
883	CHG IN VET PREF	PAR REMARKS	DATA CONTROL	
883	CHG IN VET PREF	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
883	CHG IN VET PREF	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO

883	CHG IN VET PREF	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
883	CHG IN VET PREF	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
888	DENIAL OF WITHIN GRADE INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
888	DENIAL OF WITHIN GRADE INC	AUTHORITY	DATA CONTROL	
888	DENIAL OF WITHIN GRADE INC	PAR REMARKS	DATA CONTROL	
891	GM WGI	ACTUAL EFFECTIVE DATE	DATA CONTROL	
891	GM WGI	AUTHORITY	DATA CONTROL	
891	GM WGI	BASE PAY	COMPENSATION	
891	GM WGI	PAR REMARKS	DATA CONTROL	
892	QUALITY INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
892	QUALITY INC	AUTHORITY	DATA CONTROL	
892	QUALITY INC	BASE PAY	COMPENSATION	
892	QUALITY INC	PAR REMARKS	DATA CONTROL	
892	QUALITY INC	STEP	COMPENSATION	
893	WITHIN GRADE INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
893	WITHIN GRADE INC	AUTHORITY	DATA CONTROL	
893	WITHIN GRADE INC	BASE PAY	COMPENSATION	
893	WITHIN GRADE INC	PAR REMARKS	DATA CONTROL	
893	WITHIN GRADE INC	STEP	COMPENSATION	
894	PAY ADJUSTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
894	PAY ADJUSTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
894	PAY ADJUSTMENT	AUTHORITY	DATA CONTROL	
894	PAY ADJUSTMENT	BASE PAY	COMPENSATION	
894	PAY ADJUSTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	COOP SHARE AMT	EMPLOYMENT 2	
894	PAY ADJUSTMENT	PAR REMARKS	DATA CONTROL	
894	PAY ADJUSTMENT	PAY RATE DETERMINANT	COMPENSATION	
894	PAY ADJUSTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
894	PAY ADJUSTMENT	SPCL EMPL CODE	BENEFIT DATA	
894	PAY ADJUSTMENT	STEP	COMPENSATION	
895	LOCALITY PAYMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
895	LOCALITY PAYMENT	AUTHORITY	DATA CONTROL	
895	LOCALITY PAYMENT	PAR REMARKS	DATA CONTROL	
900	CONVERSION TO USDA	A/L 45 DAYS	BENEFIT DATA	
900	CONVERSION TO USDA	A/L CAT CD	BENEFIT DATA	
900	CONVERSION TO USDA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
900	CONVERSION TO USDA	ANNUITANT INDICATOR	BENEFIT DATA	
900	CONVERSION TO USDA	ANNUITY SHARE AMOUNT	COMPENSATION	

900	CONVERSION TO USDA	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	AUTHORITY	DATA CONTROL	
900	CONVERSION TO USDA	BASE PAY	COMPENSATION	
900	CONVERSION TO USDA	CAREER TENURE DATE	EMPLOYMENT 1	
900	CONVERSION TO USDA	CITIZENSHIP STATUS	PERSONAL DATA	
900	CONVERSION TO USDA	COLA/POST DIFF	BENEFIT DATA	
900	CONVERSION TO USDA	COOP HOLIDAY RATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	COOP OVERTIME RATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	COOP SHARE AMT	EMPLOYMENT 2	
900	CONVERSION TO USDA	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	CSRS FROZEN SERVICE	BENEFIT DATA	
900	CONVERSION TO USDA	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	DATE OF BIRTH	PERSONAL DATA	
900	CONVERSION TO USDA	EARN LEAVE DURING PP	BENEFIT DATA	
900	CONVERSION TO USDA	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	FEGLI CODE	BENEFIT DATA	
900	CONVERSION TO USDA	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
900	CONVERSION TO USDA	FEHB ELIGIBILITY	BENEFIT DATA	
900	CONVERSION TO USDA	GRADE ENTRY DATE	COMPENSATION	
900	CONVERSION TO USDA	HANDICAP CODE	PERSONAL DATA	
900	CONVERSION TO USDA	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	NOT TO EXCEED DATE	DATA CONTROL	
900	CONVERSION TO USDA	PAR REMARKS	DATA CONTROL	
900	CONVERSION TO USDA	PAY RATE DETERMINANT	COMPENSATION	

900	CONVERSION TO USDA	POSITION	JOB	
900	CONVERSION TO USDA	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
900	CONVERSION TO USDA	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
900	CONVERSION TO USDA	QUARTERS DED CD	BENEFIT DATA	
900	CONVERSION TO USDA	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	RETIREMENT PLAN	BENEFIT DATA	
900	CONVERSION TO USDA	RNO	PERSONAL DATA	
900	CONVERSION TO USDA	SALARY SHARE CODE	EMPLOYMENT 2	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
900	CONVERSION TO USDA	SPCL EMPL CODE	BENEFIT DATA	
900	CONVERSION TO USDA	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	STANDARD HOURS	POSITION	
900	CONVERSION TO USDA	STEP	COMPENSATION	
900	CONVERSION TO USDA	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
900	CONVERSION TO USDA	TENURE	EMPLOYMENT 2	
900	CONVERSION TO USDA	TSP ELIGIBILITY CODE	BENEFIT DATA	
900	CONVERSION TO USDA	TYPE APPT	POSITION	
900	CONVERSION TO USDA	VETERAN-PREF-RIF	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	WORK SCHEDULE	POSITION	
903	CHG IN NON CPDF DATA ELEMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
903	CHG IN NON CPDF DATA ELEMENT	PAR REMARKS	DATA CONTROL	

910	CHANGE IN TITLE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
910	CHANGE IN TITLE	PAR REMARKS	DATA CONTROL	
915	HEALTH BENEFITS COVERAGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
915	HEALTH BENEFITS COVERAGE	FEHB ELIGIBILITY	BENEFIT DATA	
915	HEALTH BENEFITS COVERAGE	PAR REMARKS	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	AUTHORITY	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	BASE PAY	COMPENSATION	
917	ANNUITANT ADJUSTMENT	COOP SHARE AMT	EMPLOYMENT 2	
917	ANNUITANT ADJUSTMENT	FEGLI CODE	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	PAR REMARKS	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	PAY RATE DETERMINANT	COMPENSATION	
917	ANNUITANT ADJUSTMENT	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
917	ANNUITANT ADJUSTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
917	ANNUITANT ADJUSTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
917	ANNUITANT ADJUSTMENT	STEP	COMPENSATION	
919	PD NUMBER CHANGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
919	PD NUMBER CHANGE	PAR REMARKS	DATA CONTROL	
919	PD NUMBER CHANGE	POSITION	JOB	
919	PD NUMBER CHANGE	PREV CLASS ACTN	JOB	
922	DETAIL NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
922	DETAIL NTE	NOT TO EXCEED DATE	DATA CONTROL	
922	DETAIL NTE	PAR REMARKS	DATA CONTROL	
922	DETAIL NTE	POSITION	JOB	
922	DETAIL NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
922	DETAIL NTE	SUPV/MGR PROB PERIOD REQD	EMPLOYMENT 2	
923	EXT OF DETAIL NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
923	EXT OF DETAIL NTE	NOT TO EXCEED DATE	DATA CONTROL	
923	EXT OF DETAIL NTE	PAR REMARKS	DATA CONTROL	
923	EXT OF DETAIL NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
924	TERM OF DETAIL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
924	TERM OF DETAIL	AUTHORITY	DATA CONTROL	
924	TERM OF DETAIL	PAR REMARKS	DATA CONTROL	

924	TERM OF DETAIL	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
930	CHANGE QTRS DEDUCTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	AUTHORITY	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	PAR REMARKS	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
930	CHANGE QTRS DEDUCTION	QUARTERS DED CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	A/L 45 DAYS	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	A/L CAT CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	APPT LIMIT-AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT-AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT- HOURS TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT-HOURS BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT-DAYS TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT-DAYS BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	BASE PAY	COMPENSATION	
955	TEMPORARY APPT ACCESSION	CITIZENSHIP STATUS	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	COLA/POST DIFF	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	DATE OF BIRTH	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	EARN LEAVE DURING PP	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	FEGLI CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	FEHB ELIGIBILITY	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	GRADE ENTRY DATE	COMPENSATION	
955	TEMPORARY APPT ACCESSION	HANDICAP CODE	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	LOSING/GAINING DEPT	JOB	
955	TEMPORARY APPT ACCESSION	NOT TO EXCEED DATE	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	PAR REMARKS	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	PAY RATE DETERMINANT	COMPENSATION	

955	TEMPORARY APPT ACCESSION	POSITION	JOB	
955	TEMPORARY APPT ACCESSION	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	QUARTERS DED CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	RETIREMENT PLAN	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	RNO	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
955	TEMPORARY APPT ACCESSION	SPCL EMPL CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	STANDARD HOURS	POSITION	
955	TEMPORARY APPT ACCESSION	STEP	COMPENSATION	
955	TEMPORARY APPT ACCESSION	TENURE	EMPLOYMENT 2	
955	TEMPORARY APPT ACCESSION	TSP ELIGIBILITY CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	TYPE APPT	POSITION	
955	TEMPORARY APPT ACCESSION	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	VETERANS PREFERENCE RIF	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	WORK SCHEDULE	POSITION	
976	PRELIMINARY DISABILITY RETIREMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
976	PRELIMINARY DISABILITY RETIREMENT	FEHB ELIGIBILITY	BENEFIT DATA	
976	PRELIMINARY DISABILITY RETIREMENT	LAST DATE WORKED	EMPLOYMENT 2	
976	PRELIMINARY DISABILITY RETIREMENT	PAR REMARKS	DATA CONTROL	
976	PRELIMINARY DISABILITY RETIREMENT	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
976	PRELIMINARY DISABILITY RETIREMENT	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO

## Cancel Applied Action

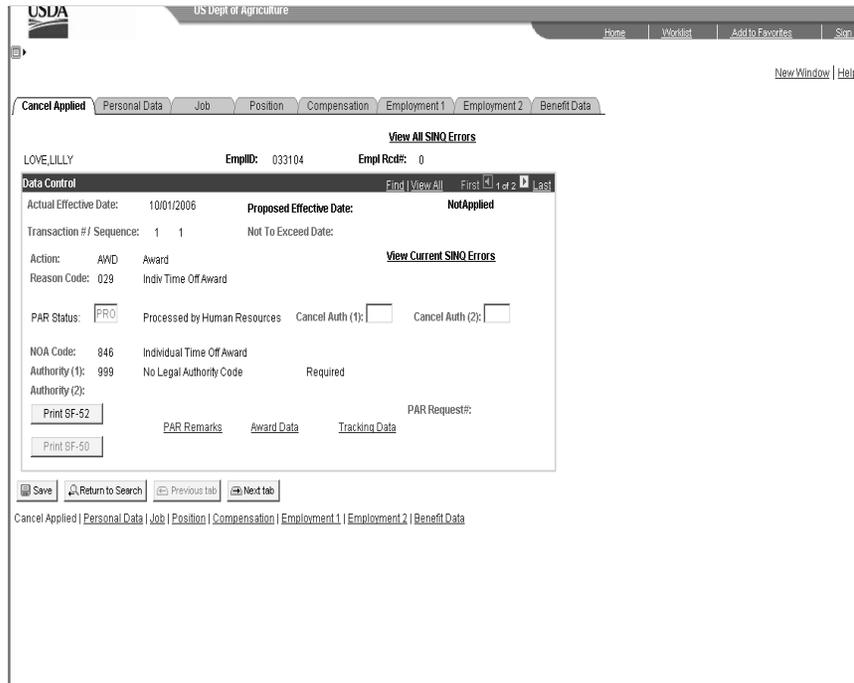
This section is used to process a cancellation to the most current 063 or 110 personnel action that has applied on the NFC database.

Ensure that in *EmpowHR*, the previous NOA record that is being restored with this cancellation action matches the NFC database. If not, this will cause an NFC system synchronization problem. If this occurs, immediately roll the cancellation action off the system and take steps to synchronize the NFC and *EmpowHR* record. If you have questions, contact the *EmpowHR* help desk.

If a personnel action that has not applied, not cancelled, and not corrected on the NFC database that you want to delete from *EmpowHR*, change the PAR Status to **Cancelled**, save the record, then click the -. A pop-up will appear asking to confirm the deletion. Click **Yes**. The record will be deleted then save the record.

### To Cancel an Applied Action:

1. Select the *PAR Processing* menu group.
2. Select the **Cancel Applied Action** component. The *Find an Existing Value* Cancel Personnel Action USF page is displayed. The information on this page will allow you to locate an existing employee in order to cancel an applied action.
3. Click **Search**. The Cancel Applied tab - Cancel Personnel Action USF page (**Figure 359**) is displayed.



**Figure 359. Cancel Applied tab - Cancel Personnel Action USF page**

4. Change the fields as follows:

**PAR Status**

Change the PAR Status to **CAN** (Canceled).

**Authority (1)**

Enter an authority number that corresponds to the cancel status.

5. Click **Save**. The Par Action successfully saved pop-up appears.
6. Click **OK**.

**Note:** *EmpowHR* builds a History Correction package in the background to complete the cancellation. The lines show as blanks unless History Override is reviewed.

Please ensure that in *EmpowHR*, the previous NOA record that is being restored with this cancellation action matches the NFC database. If not, this will cause an NFC system synchronization problem that has to be referred to an NFC programmer. If this occurs, immediately roll the cancellation action off the system and take steps to synchronize the NFC and *EmpowHR* record. If you have questions, contact the *EmpowHR* Help Desk.

Because of the tax implications of cancelled award actions, you must submit an AD-343 to NFC. Please consult the Title 1, Chapter 11, at <http://dab.nfc.usda.gov/pus/docs/nonauto/nonauto.pdf>.

**Note:** Consult the OPM Guide for Processing Personnel Actions Chapter 32 for guidance on appropriate Authorities to be used on canceling NOA records. The Guide can be accessed at: <http://www.opm.gov/feddata/gppa/gppa.htm>.

## Rollback

A rollback can be initiated by the user (user-generated rollback), or by the system (system-generated rollback) for actions that applied during the current processing pay period.

A user may rollback actions if the employee's salary for that pay period has not been computed by PAYE. If the employee has been paid, the rollback feature is unavailable.

### To Rollback an action:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The Data Control tab - HR Processing USF page (**Figure 360**) is displayed.

The screenshot displays the 'Data Control' page for an employee named Sergent, Marylynn. The page is divided into several tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, Benefit Data, and Checklist Generation. The 'Data Control' tab is selected, showing the following information:

- Employee Name: Sergent, Marylynn
- EmpID: 002794, Empl Rcd#: 0, SSN: 230-70-2018
- Effective Date: 04/29/2007, Proposed Effective Date: 04/29/2007
- Transaction Status: Applied
- Effective Seq: 1, 1
- Rollback Indicator:
- Auth Date: 05/24/2007
- Action: AVVD, Award, PAR Status: PRO, Processed by Human Resources
- Reason Code: 029, Indiv Time Off Award
- NOA Code: 846, Individual Time Off Award
- Authority (1): 999, No Legal Authority Code, Required
- Authority (2):
- Not To Exceed Date: PAR Request#:

At the bottom of the page, there are buttons for 'Print SF-52' and 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Justification/Comments'.

**Figure 360. Data Control page**

5. Click the **Rollback Indicator**.
6. Click **Save**. The Transaction Status will reflect **NFC Ready**.

## History Override

A HCUP package can contain transactions with one or all of the following statuses: correct, cancel, and insert. all packages will have a Starting Action and Intervening Actions. The

Starting Action identifies where the process begins and the Intervening Action identifies all the transaction to be included in the package. If a correction is made on the Job Code, Position, or PAR action, you can click **Save** on any page and the record is marked **NFC Ready**. If a Payroll Document is corrected you must click **Save** on the last page and return to the 1st page of the record and mark the transaction status to **NFC Ready**. Document type 840 (Award) is not part of history, therefore; will not be reflected on the History Correction page.

This section contains the following functional topics:

- [Cancel A History PAR](#)
- [Correct A History PAR](#)
- [Insert A History PAR](#)

## Cancel A History PAR

To Cancel A History PAR Action:

1. Select the **Par Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The History Correction tab - HR Processing USF page (**Figure 361**) is displayed.

WP Status	HCUP Indicator	Cancel Auth (1)	Cancel Auth (2)	Effective Date	Seq NOA	Auth(1)	Auth (2)	Auth Date	Transaction Status	Prev NOA Effort	Prev NOA Seq	Prev NOA Auth(1)	Prev NOA Auth(2)	Print SF50
1 PRO	Intervening			05/14/2006	11 702	N3M		05/15/2006	Applied					☑ + -
2 PRO	Intervening			03/05/2006	21 713	N2M		03/08/2006	Applied					☑ + -
3 CAN	Starting	JTM		03/05/2006	11 721	N2M		05/24/2007	InProgress	01/08/2006	11	094	QWM ZLM	☑ + -
4 PRO				01/08/2006	11 894	QWM	ZLM	12/22/2005	Applied					☐ + -
5 PRO				12/11/2005	11 703	N8M		12/19/2005	Applied					☐ + -
6 PRO				01/09/2005	11 894	QWM	ZLM	12/30/2004	Applied					☐ + -
7 COR				05/30/2004	11 893	Q7M		05/29/2004	Applied					☐ + -
8 COR				01/11/2004	11 894	QWM	ZLM	03/03/2004	Applied					☐ + -

HCUP Package Status:

Figure 361. History Correction tab - HR Processing USF page

5. Change the **WIP Status** to **Can** and the **HCUP Indicator** to **Starting** on the action to be canceled.

6. Enter **ATM** in the **Cancel Auth 1** field.
7. Review previous NOA information.
8. Change the WIP Status of the subsequent action that needs to be corrected to **COR** (corrected) or **CAN** (cancelled) and set the HCUP Indicator to **Intervening** (New actions can be inserted).
9. Modify all Intervening actions as applicable.
10. Change the HCUP Status to **Release HCUP Package**.
11. Click **Save**. All corrected transactions are marked **NFC Ready**.
12. Click **OK**.

## Correct A History PAR

The Correct Applied Action option is used to correct the most current PAR action or Cash Award that has applied on the NFC History File (IRIS Program IR525).

When processing a correction to an NFC applied record, the effective date must be after the effective date of the position change.

Do not use this function if transactions are being processed in the current processing pay period.

### To Correct A History PAR:

1. Select the **Par Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value - HR Processing USF** page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The History Correction tab - HR Processing USF page (**Figure 362**) is displayed.

WIP Status	HCUP Indicator	Effective Date	Seq	NOA	Auth(1)	Auth(2)	Auth Date	Transaction Status	Print SF50
1 PRO	Intervening	05/14/2006	11	702	N3M		05/15/2006	Applied	<input checked="" type="checkbox"/>
2 PRO	Intervening	03/05/2006	21	713	N2M		03/06/2006	Applied	<input checked="" type="checkbox"/>
3 COR	Starting	03/05/2006	11	721	N2M		03/07/2006	InProgress	<input checked="" type="checkbox"/>
4 PRO		01/08/2006	11	894	QWM	ZLM	12/22/2005	Applied	<input type="checkbox"/>
5 PRO		12/11/2005	11	703	N8M		12/19/2005	Applied	<input type="checkbox"/>
6 PRO		01/09/2005	11	894	QWM	ZLM	12/30/2004	Applied	<input type="checkbox"/>
7 COR		05/30/2004	11	893	Q7M		05/29/2004	Applied	<input type="checkbox"/>
8 COR		01/11/2004	11	894	QWM	ZLM	03/03/2004	Applied	<input type="checkbox"/>

HCUP Package Status:

- Hold HCUP Package
- Release HCUP Package

Figure 362. History Correction page

5. Set the WIP Status to **COR** and the HCUP Indicator to **Starting**, on the action to be corrected.
6. Set the WIP Status and the HCUP Indicator on all other actions.
7. Correct all applicable fields on the transactions.

8. Select the **History Correction** page (Figure 362).
9. Change the **HCUP Package Status** to **Release HCUP Package**.
10. Click **Save**.
11. Click **OK**.

### Insert a History PAR

To Insert a history PAR action:

1. Select the **Par Processing** menu group.
2. Select the **HR Processing** component. The **Find An Existing Value** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The History Correction tab - HR Processing USF page (Figure 363) is displayed.

History Override									
WIP Status	HCUP Indicator	Effective Date	Seq	NOA	Auth(1)	Auth(2)	Auth Date	Transaction Status	Print SF50
1 COR		01/22/2006	11 891	9KQ			03/23/2006	Applied	<input type="checkbox"/>
2 PRO		01/08/2006	11 721	9KW			03/20/2006	Applied	<input type="checkbox"/>
3 COR		12/11/2005	11 894	9IT	ZLM		03/19/2006	Applied	<input type="checkbox"/>
4 PRO	Starting	05/30/2007					05/30/2007	InProgress	<input checked="" type="checkbox"/>
5 PRO		01/09/2005	11 894	9IT	ZLM		12/30/2004	Applied	<input type="checkbox"/>
6 COR		01/11/2004	11 894	9IT	ZLM		03/03/2004	Applied	<input type="checkbox"/>
7 PRO		12/28/2003	11 891	9JU			12/28/2003	Applied	<input type="checkbox"/>
8 PRO		03/09/2003	11 891	9JU			03/09/2003	Applied	<input type="checkbox"/>
9 PRO		01/12/2003	21 895	VGR			01/01/2003	Applied	<input type="checkbox"/>
10 PRO		01/12/2003	11 894	9IT	ZLM		12/31/2002	Applied	<input type="checkbox"/>
11 PRO		06/16/2002	11 903	Z00			06/15/2002	Applied	<input type="checkbox"/>
12 PRO		01/13/2002	11 894	9IT	ZLM		12/28/2001	Applied	<input type="checkbox"/>
13 PRO		01/07/2002	11 292	9CC			12/27/2001	Applied	<input type="checkbox"/>

HCUP Package Status:

Figure 363. History Override page

5. Click the **Add a New Row** icon on the PAR action that precedes the inserted row.
6. Enter the applicable fields for the inserted action.
7. Click the **History Correction** tab. If the correction effects any intervening action(s), then the corrected action becomes the starting action and all other actions with later effective dates or the same date with later authentication dates must be addressed.

Change the WIP Status of the subsequent action that needs to be corrected to **COR** (corrected) or **CAN** (cancelled) and set the HCUP Indicator to **Starting/Intervening**.

8. Change the Transaction Status to **NFC Ready**. The package will be transmitted.
9. Click **Save**.
10. Click **OK**.
11. Modify all Intervening actions as applicable.
12. Change the HCUP Status to **Release HCUP Package**.
13. Click **Save**.
14. Click **OK**.

## Update NFC Flags

This option allows a System Administrator to update the Transaction Status flags.

### To access the Update NFC Flags page:

1. Select the **Par Processing** menu group.
2. Select the **Update NFC Flags** component. The **Find An Existing Value** -The Update NFC Flags page is displayed. The information on this page will allow you to locate an existing employee in order to change the transaction status.
3. Click **Search**. The Update NFC Flags tab page (**Figure 364**) is displayed.

**OR**

Click **Clear** to enter another EmplID.

Update NFC Flags									
Dery,Mark R		EmplID: 077511		Empl Rcd#: 0					
Update NFC Flags									
Effective Date	Seq	Action	Reason	NOA	Auth Date	WIP	Transaction Status	Tracking Data	
03/30/2008	11	NFC	NFC	NFC Action	893	03/29/2008	PRO	NFC Auto	Tracking Data
01/06/2008	11	NFC	NFC	NFC Action	894	01/04/2008	PRO	NFC Auto	Tracking Data
08/07/2007	11	AWD	029	Indiv Time Off Award	846	08/07/2007	PRO	Applied	Tracking Data
01/07/2007	11	NFC	NFC	NFC Action	894	12/21/2006	PRO	NFC Auto	Tracking Data
08/29/2006	11	AWD	029	Indiv Time Off Award	846	08/29/2006	PRO	Applied	Tracking Data
06/25/2006	11	NFC	NFC	NFC Action	903	06/23/2006	PRO	NFC Auto	Tracking Data
04/02/2006	11	NFC	NFC	NFC Action	893	04/01/2006	PRO	NFC Auto	Tracking Data
01/08/2006	11	NFC	NFC	NFC Action	894	12/22/2005	PRO	Applied	Tracking Data
09/08/2005	11	AWD	012	Indiv Special Act Or Service	840	09/08/2005	PRO	Applied	Tracking Data
04/03/2005	11	PRO	JRC	Job Reclassification	702	03/21/2005	PRO	Applied	Tracking Data
01/09/2005	11	NFC	NFC	NFC Action	894	12/30/2004	PRO	Applied	Tracking Data
09/05/2004	11	AWD	011	Indiv Cash Award - Rating base	840	09/22/2004	PRO	NFC Auto	Tracking Data
01/11/2004	11	NFC	NFC	NFC Action	894	01/20/2004	COR	Applied	Tracking Data
11/02/2003	11	NFC	NFC	NFC Action	893	11/11/2003	PRO	Applied	Tracking Data

Figure 364. Update NFC Flags tab page

4. Complete the fields as follows:

**EmplID**

This field is populated from the employee selected from the Find An Existing Value page.

**Empl Rcd #**

This field is number of records for the selected employee.

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or the effective date of the action.

**Seq**

This field is populated

**Action**

This field is the type of action processed.

**Reason**

This field is the reason code of why the action was processed. the narrative description is displayed.

## NOA

This field is the Nature of Action code. This 3 position numeric number represents that type of document that was processed.

## Auth Date

This field is the authentication data of the action.

## WIP

This field is the work in progress status.

## Transaction Status

This field is the status of the transaction. Change the status by selecting data from the drop-down list. The valid values are as follows:

Transaction Status Valid Values	Description
Applied	Transaction has applied to the NFC database
Data Load	Transaction was loaded into <b>EmpowHR</b> during an agency conversion/implementation
In Progress	Transaction is in progress
NFC Auto	Transaction is an automatic action.
NFC Ready	Transaction has been saved and is ready for NFC processing.
Non-NFC	Transaction is a non-NFC transaction
Not Applied	Transaction did not pass the edits and rejected to suspense
Rdy Future	Transaction has a date after the current date or the current pay period.
Sent To NFC	Transaction was sent to NFC for processing
Xmit Disabl	?????????

5. Click **Tracking Data**. The PAR Tacking Data page is displayed. For more information refer to [PAR Tracking](#)
6. Click **Save**.
7. Click **Return To Search** to return to the search page.

## Create New Oprid

**To access the Create New Oprid page:**

1. Select the **Par Processing** menu group.
2. Select the **Create New Oprid** component. The **Find An Existing Value - Create New Oprid** page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.

3. Click **Search**. The New Operator tab page (**Figure 365**) is displayed.

The screenshot shows a web interface for creating a new operator. At the top, there is a tab labeled "New Operator". Below the tab is a header section with two fields: "076817" and "Eaglin, Shanone T.". The main content area is a large box containing "User ID: SE076817" and "Email ID:" followed by an empty text input field. At the bottom of the page, there are two buttons: "Save" and "Return to Search".

**Figure 365. New Operator tab page**

4. Complete the fields as follows:

**EmplID**

This field is populated from the search criteria entered.

**Name**

This field is populated from the EmplID entered.

**UserID**

This field is the operator user ID.

**Email ID**

Enter the e-mail address for the new operator

5. Click **Save**.
6. Click **Return To Search** to return to the search page.

## Employee Password Reset

To access the **Employee Password Reset** page:

1. Select the **Par Processing** menu group.

2. Select the **Employee Password Reset** component. The **Find An Existing Value - Employee Password Reset** page is displayed. The information on this page will allow you to locate an existing employee in order to reset a password.
3. Click **Search**. The Employee Password Reset page (**Figure 366**) is displayed.

**Employee Password Reset**

**EmplID:** 077511      **Name:** Dery, Mark R

**User ID:** MD077511       **Generate Password**

**Email ID:** RA.mdbeltswi3.AMDCTest@one.usda.gov

[Save](#)   [Return to Search](#)   [Notify](#)

**Figure 366. Employee Password Reset page**

4. Complete the fields as follows:

**EmplID**

This field is populated with the EmplID from the search page.

**Name**

This field is populated with the EmplID from the search page.

**User ID**

This field is populated with the user id of the employee.

**Generate Password**

Check this box to generate a new password for the employee.

**Email ID**

This field is the email address of the employee.

5. Click **Save**.

6. Click **Return To Search** to return to the search page.

**OR**

Click **Notify** to notify the employee via email of the password reset.

## Mass Actions

The Mass Actions option is used to give award(s) to an individual or a group of individuals. It is also used to extend the Not to Exceed (NTE) Date for an individual or a group of individuals.

[Awards](#)

[NTE](#)

## Awards

To complete an Award mass action:

1. Select the **Par Processing** menu group.
2. Select the **Mass Actions** component. The Mass Actions Employee Select page (**Figure367**) is displayed.

Mass Actions Employee Select

Personnel Office ID:   OR Department:

Select All

Or

Select Individual Employees

Select	Sub-Agency	EmpID	Name	Comments
<input type="checkbox"/>				

Awards  NTE Extensions

Customize | Find | First | 1 of 1 | Last

**Figure 367. Mass Actions Employee Select page**

3. Complete the fields as follows:

**POI**

Enter the Personnel Office Identifier or search by clicking on the search icon.

**OR**

**Department**

Enter the Department Code or search by clicking on the search icon.

**Select All**

Check the box if all of the individual employees should be included in the mass action.

**OR**

**Select**

Check the box next to the individual employee that should be included in a mass action.

4. Click the **Awards** link. The Awards page (**Figure 368**) is displayed.

The screenshot shows a web form for entering award information. At the top, there is a date field for 'Effective Date' with the value '07/10/2007' and a calendar icon. Below this are several input fields: 'Action' with a dropdown menu showing 'AWD' and the text 'Award' next to it; 'Reason' with a search icon; 'NOA Code'; 'Authority (1)' with a text input field; and 'Authority (2)'. The form is organized into several sections: 'Award Code' with a dropdown; 'Award Data' containing 'From Date', 'To Date', 'Amount', and 'Hours' fields; 'Informational Data' containing 'Number of Persons', 'Case Number', 'Tang / Intang' (dropdown), and 'First Year Savings' (text); and 'Payroll Data' containing 'Stored Acctg Cd' (checkbox), 'Agency Chrgd', 'Acctg Stat Chrg', 'Acctg Distrib' (text), 'Address Ind' (dropdown), and two radio buttons: 'Pay and/or process to W-2' and 'For Personnel Action only'.

**Figure 368. Awards page**

5. Complete the fields as follows:

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

**Action**

This field defaults to **AWD**. This field is populated from the link selected.

**NOA Code**

Enter the Nature of Action Code.

**Authority (1)**

Enter the applicable authority.

**Authority (2)**

Enter the applicable authority.

**Award Code**

Enter the applicable award code.

**Award Date/From Date**

Enter the applicable date.

**Award Date/To Date**

Enter the applicable date.

**Amount**

Enter the amount of the award.

**Hours**

Enter the hours for the time off award.

**Number Of Persons**

Enter the number of persons to receive the award.

**Case Number**

Enter a case number if the award has a case number.

**First Year Savings**

If the award is a suggestion, enter the first years savings.

**Stored Accounting**

This block is checked and cannot be changed.

**Position**

Enter the new position number for the employee. The position information is populated from the new position number entered fro the employee.

**Agency Chrgd**

Enter the agency charged for the award.

**Pay And/Or Process To  
W-2**

Check this box if the award will affect pay and should be included on the W-2.

**Accounting Station Chrg**

Enter the accounting station that should be charged for the award.

**For Personnel Action  
Only**

Check this box if the action is for personnel use only.

**Accounting Distrib**

Enter the accounting distribution where the award should be charged.

**Address Ind**

Enter the address where the award should be sent.

**Justification**

Enter the justification of the award.

6. Click **OK**.
7. Click **Save**.

## Mass Update Positions

The Mass Update Position option allows for a group of individuals to be moved from one position to another.

**To Mass Update Positions:**

1. Select the **Par Processing** menu group.
2. Select the **Mass Update Positions** component. The Mass Changes To Positions page (**Figure 369**) is displayed.

**Mass changes to Positions**

POI

Job Code

Select All       New Competitive Level       New FLSA Status

or      Effective Date

SELECT	Position Number	Effective Date	Competitive Level	FLSA Status	Personnel Office ID	Job Code
<input type="checkbox"/>	91007023	07/01/2006	004P	Nonexempt	5031	010003
<input type="checkbox"/>	91007024	10/07/2003	0001	Exempt	5031	010004
<input type="checkbox"/>	91007027	07/01/2006	0001	Nonexempt	5031	010007
<input type="checkbox"/>	91007028	07/01/2006	0001	Nonexempt	5031	010008
<input type="checkbox"/>	91007029	07/01/2006	004P	Nonexempt	5031	010009
<input type="checkbox"/>	91007030	07/01/2006	004P	Nonexempt	5031	010009
<input type="checkbox"/>	91007031	08/31/2005	001S	Exempt	5031	010010
<input type="checkbox"/>	91007032	05/09/2003	001S	Exempt	5031	010011
<input type="checkbox"/>	91007033	10/19/2005	0001	Nonexempt	5031	010012
<input type="checkbox"/>	91007034	10/19/2005	0001	Nonexempt	5031	010013
<input type="checkbox"/>	91007035	09/22/2005	0041	Exempt	5031	010014
<input type="checkbox"/>	91007037	01/23/2006	007S	Nonexempt	5031	010016
<input type="checkbox"/>	91007038	10/31/2005	001S	Exempt	5031	010017

**Figure 369. Mass Changes To Positions page**

**3. Complete the fields as follows:**

**POI**

Enter the Personnel Office Identifier or search for data by clicking the search icon.

**OR**

**Job Code**

Enter the Job Code or search for data by clicking the search icon.

**Select All**

Check this box if all of the employees listed that will be affected by the position change.

**Select**

Check this box for each employee listed that will be affected by the position change.

**New Competitive Level**

Enter the new position number for the employee. The position information is populated from the new position number entered from the employee.

**New FLSA Status**

Enter the new FLSA status if applicable or select data from the drop-down list.

## Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

4. Click **Save**. Information entered on the page will be changed to reflect the new position information

## Departmental Transfer

Departmental transfers in *EmpowHR* are used in the following manner:

- To move a Federal Employee from a position in one POI to a position in another POI within the same agency.
- To move a Federal Employee from a position in one agency to a position in a different agency within the same Department.
- To move a Federal Employee from a position in one Department to a position in a different Department.

The gaining office is responsible for processing the action for the employee.

**Note:** Departmental Transfer option can only be used if the employee has an EmplID in *EmpowHR*.

### To complete a Departmental Transfer:

1. Select the *Par Processing* menu group.
2. Select the *Departmental Transfer* component. The *Find An Existing Value - Department Transfer* page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Search**. The Department Transfer page (**Figure 370**) is displayed.

**Figure 370. Departmental Transfer page**

**4. Complete the fields as follows:**

**Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

**Transaction Status**

This field defaults to **In Progress** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.

**Auth Date**

The auth date defaults to the current date. To change, select a date from the calendar icon.

**\*Action**

Enter an action or select an action by clicking on the search icon.

**\*Reason Code**

Enter a reason code or select data by clicking on the search icon.

**NOA Code**

Enter the Nature of Action Code or select a code by clicking on the search icon.

**Authority (1)**

Enter the applicable authority or select data by clicking on the search icon.

**Authority (2)**

Enter the applicable authority or select data by clicking on the search icon.

**Position**

Enter the new position number for the employee. The position information is populated on the page from the position number entered for the employee.

5. Click **Save**. The PAR Processing tabs are displayed (**Figure 355**). Complete information on all the applicable tabs.
6. Click **Save**. The Departmental Transfer has been completed.

## Employee Security Clearance

**To modify an Employee Security Clearance:**

1. Select the *Par Processing* menu group.
2. Select the *Employee Security Clearance* component. The *Find An Existing Value - Employee Security Clearance* page is displayed. The information on this page will allow you to locate an existing employee in order to update an employee's security clearance..
3. Click **Search**. The Employee Security Clearance tab page (**Figure 371**) is displayed.

**Employee Security Clearance**

SMITH, KIMBERLY M      EmplID: 123066      Empl Recd#: 0

**Investigation**

LincPass Required       Notes

Submitting Office Number       [Card Activation Information](#)

Security Office Identifier       OPAC/ALC Number

**Position information**

Position Number      90300580      SUPVY FRSTRY TECHNCR

Emergency Response Official

Save    Return to Search    Notify    Update/Display    Include History    Correct History

**Figure 371. Employee Security Clearance tab page**

**4. Complete the fields as follows:**

**EmplID**

This field is populated from the employee selected from the Find An Existing Value page.

**Empl Recd**

This field is number of records for a security clearance for the selected employee.

**Linc Pass Required**

Check this box if a linc pass is required for the employee.

**Notes**

Enter notes for the security clearance record.

**Submitting Office Number**

Enter the SON of the employee's office (4 positions).

**Security Office Number**

Enter the security office number where the clearance took place (4 positions).



Click **Previous In List**. This option is not active until advanced to the next record for the selected employee.

**OR**

Click **Notify**. This option will send an email next individual in the workflow.

**OR**

Click **Update/Display**. This option will update the page.

**OR**

Click **Include History**. This option will include the information into history.

**OR**

Click **Correct History**. This option is not active until there is history for the employee to correct.

