
Payroll Documents Introduction

Payroll Documents allow Human Resources to enter information related to the employee's personal data. This section is a guide to enter all types of benefits for the employee. If a Payroll Document rejects to suspense with or without errors, the transaction status will reflect **Not Applied**. If the transaction requires a modification(s), make the applicable change, click **Save**, and change the transaction status to **NFC Ready**.

Each type of Payroll Document will display a **Find An Existing Value** tab - Payroll Documents page. An employee must be located in **EmpowHR** in order to enter a Payroll Document. Enter any one of the fields to search for an employee's data. For more information on the **Find An Existing Value** page refer to the Basics - [Find An Existing Value](#) of this procedure.

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

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Social Security Number:

Name:

Last Name:

Agency: 

Sub-Agency: 

Case Sensitive



Figure 373. Find an Existing Value tab - Payroll Documents page

This section contains the following topics:

- Allowances**
- Authorization For Restored Annual leave**
- Certifications**
- Charitable Contributions**
- Compensatory Time Payments**
- Court Ordered Child Support Or allimony**
- Deductions Due To Indebtdness**
- Direct Deposit**
- Discretionary Allotments**
- Education Information**
- Financial Allotments**
- Flexible Spending Account**
- Health Benefits**
- Leave Data Transferred**
- Lump Sum Leave Payments**
- Master File Change**
- Multi-Element Update**
- Non-Federal Life Insurance**
- Savings Bonds**
- SES Performance Appraisal**
- Severance Payment**
- Tax Data**
- Thrift Savings Plan**
- TSP Loan Allotment**
- Thrift Savings Plan Catch-Up**
- Union Dues**

Allowances

Allowances are payments made to eligible employees in addition to the basic pay. These allowances are paid in addition to the cost-of-living allowance (COLA) or a post differential as provided for duty stations in certain non-foreign areas, a foreign post differential in certain foreign areas, and TDY post differential. COLA and post differential are entered on a personnel action; TDY is entered using the Multi Element Update option.

The allowances discussed in this section are paid as a one-time lump sum payment or paid per day or per pay period. Allowance data is displayed in IRIS Program IR109, Allowances/COLA/Post Differential.

Use the following resources to verify data on Allowances:

- Allowances COLA/Post Diff

- The Listing of Personnel
- Error Messages Report
- Statement of Earnings and Leave (AD-334) and EARN.

This section of the procedure will show how to enter data for employees who are eligible to receive various allowances in addition to their normal salary. To advance from one field to the next, use the **Tab** key. The criteria for receiving these allowances may differ for each agency.

This section contains the following Allowance topics:

[Types of Allowances](#)

[Entry Guidelines for Allowances](#)

Types Of Allowances

There are several types of allowances. Each allowance is listed numerically under the field **Allowance Type**. Some allowances are paid by entering the data in *EmpowHR* or by entering the data on the Time and Attendance (T&A) report. For information, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Note: A duplicate payment could result if the allowance is reported on the T&A and in *EmpowHR*.

Entry Guidelines For Allowances

The following are guidelines for processing allowances.

- The allowance total can only be changed for comparability and education allowances. When changing or deleting these allowances, ensure the allowance total does not result in a negative balance.
- If the uniform allowance is to be processed as a lump sum payment, the **Allowance Rate** field and the **Allowance Total** field must be the same amount.
- The payroll system will reduce the allowance total by the allowance rate each pay period until the allowance total reaches zero.

To enter an Allowance:

1. Select the **Payroll Documents** menu group.
2. Select the **Allowances** component. The **Find an Existing Value** tab - Allowances page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change the applicable allowances. Enter the search criteria.
3. Click **Search**. The Allowances page (**Figure 374**) is displayed.



Figure 374. Allowances page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the EmplID used in the search criteria.

Rcd#

This field is populated. This field is 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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

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 SINQ, or resent to NFC.

*Allowance Type

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

Allowance Type Valid Values	Allowance Type Name
179	Parking Fringe - See (1) below
491	Horse Allowance - See (2) below
493	Quarters Allow(Non-Taxable) - See (3) below
494	Quarters Allow(Taxable) - See (3) below
498	Reassignment Allowance - See (4) below
510	Comparability Allowance - See (5) below
511	Uniform Allowance (Taxable) - See (6) below
512	SeparateMaintAllow (Non-Tax) - See (7) below
513	SeparateMaintallow(Taxable) - See (7) below
514	Post Allowance - See (8) below
515	Educaton Allowance - See (9) below
516	Foreign Language Allowance - See (10) below
517	Recruitcentive Allow(Tax) - See (11) below
518	Uniform Allow (Non-Taxable) - See (6) below
523	Hazard Duty Allow (Tax) - See (12) below
525	Transit Benefits - See (13) below
526	Parking Benefits - See (14) below

(1). Parking Fringe - The per pay period amount for parking on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit. The payment is tax exempt.

- Cannot exceed \$80.76 per pay period.
- Cannot exceed \$2100 per year.

(2). Horse Allowance. The lump sum payment amount for furnishing a horse and the necessary equipment for use on the job. The payment is taxable.

(3). Quarters Allowance. The per day or per pay period amount for the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U. S. Government. The amount may be taxable or tax exempt.

- If the payment is based on per day, the timekeeper must record on the T&A (TC 49 Suffix 3 or Suffix 4) the number of days for which quarters allowance is to be paid. If the payment is based on per pay period, no entry on the T&A is required.

(4). Reassignment Allowance. The lump sum payment amount for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishment at a post or assignment in a foreign area (including costs incurred in the United States prior to departure for a post assignment in a foreign area) or the United States between assignment to post in a foreign area. The amount is taxable.

Note: Timekeepers may record parking on the T&A report **in lieu of** entering the payment in EPIC. Do not enter parking fringe in EPIC and on the T&A; the T&A will reject.

(5). Comparability Allowance. The per pay period or annual amount for employees officially stationed in the continental United States or in a foreign area, whose rates of basic pay are fixed by statute or, without taking into consideration the allowances and differentials for work of comparable level of difficulty and responsibility. The payment is taxable.

- To obtain the pay period deduction, the system divides the amount entered in the **Allowance Rate** field by 80 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.
- To obtain the annual amount, the system divides the amount entered in the **Allowance Rate** field by 2087 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.

(6). Uniform Allowance. The per pay period or lump sum payment amount for the additional expense of wearing a uniform required by regulation or statute in the performance of official duty. The amount entered in the **Allowance Rate** field will be paid each pay period until Transaction Code (TC) **D** (delete) is entered to stop the allowance.

- Enter the full amount in the **Allowance Rate** and **Allowance Total** fields for a lump sum payment.

(7). Separate Maintenance Allowance. The per day or per pay period amount for additional expenses of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. The amount may be taxable or tax exempt.

- If payment is based on per day, the timekeeper must record on the T&A TC 51 Suffix 2, Separate Maintenance Allowance-Tax Exempt, or TC 51, Suffix 3, Separate Maintenance Allowance-Taxable), the number of days for which the allowance is to be paid.
- If payment is based on per pay period, no entry is required on the T&A. The amount entered in the **Allowance Rate** field will be paid each pay period until TC **D** (delete) is entered in EPIC to stop the allowance.

(8). Post Allowance. The per pay period amount for assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, D.C. The amount is tax exempt. The amount entered in the **Allowance Rate** field will be paid each pay period until **Delete** is used to stop the allowance.

- Enter the data each time the policy is renewed so that the **Allowance Total** field can be adjusted for the necessary pay period.
- Enter the full amount in the **Allowance Rate** and **Allowance Total** fields.

(9). Education Allowance. The per pay period or lump sum payment amount for assistance in meeting extraordinary and necessary expenses in providing adequate elementary and secondary education for an employee’s children while serving in a foreign area. The payment is tax exempt.

- Enter the full amount in the **Allowance Rate** and **Allowance Total** fields for a lump sum payment. This amount will be paid in a single pay period.
- For per pay period payments, enter the amount in the **Allowance Rate** field to be paid each pay period. This amount will be paid until the IRIS Program IR109 Total field indicates full payment has been made.

(10). Foreign Language Allowance. The percentage of basic pay that is paid each pay period for employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts. The payment is taxable. The percentage entered in the **Allowance Rate** field will be paid each pay period until **Delete** is used to stop the allowance.

(11). Recruitment Incentive Allowance. The lump sum payment amount for recording cash payments offered to selectees of the USDA Demonstration Project. The amount is taxable.

- Do not complete the **Allowance Total** field.

(12). Hazard Duty Allowance. The per pay period amount for hazardous duty for U. S. Capitol Police only. For detailed information, refer to your agency’s publications. The amount entered in the **Allowance Rate** field will be paid each pay period until **Delete** is used to stop the allowance. The payment is taxable.

(13). Transit Benefits Allowance. The per pay period amount of transit or eligible van pools. The payment is tax exempt.

- Cannot exceed \$50 per pay period.
- Cannot exceed \$1200 per year.

15). Parking Fringe Allowance. The per pay period amount for employee parking. The employee is taxed on the cash value for parking in excess of \$185 per month. The amount entered in the **Allowance Rate** field will be paid each pay period until **Delete** is used to stop the allowance.

Allowance Taxable

Check the box if the allowance is taxable.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **Add**, **Change**, and **Delete**.

Allowance Code

Enter the applicable information or select data from the drop-down list. The valid values are **Annual**, **Per Day**, **Per Pay Period**, and **Percent of Base Pay**.

Allowance Rate

Enter the applicable rate.

Type the per day, per pay period, annual, percentage of base pay, or full amount rate to be paid in dollars and cents.

Note: If entering a 2-year agreement, the amount shown should reflect the annual amount for the first year of the 2-year agreement.

Allowance Total

No entry field.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return to Search** to enter another Allowance.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Authorization For Restored Annual Leave

Restored Annual Leave is annual leave that has been returned to the employee instead of forfeited due to administrative error, agencies of the public business, or sickness.

If the correction or cancellation of restored annual leave documents is for the current year, enter the data in **EmpowHR**. If the correction is for a prior year, enter the data in TINQ Program TI07, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

The Payroll Personnel System (PPS) calculates restored annual leave used and balances. Timekeepers should maintain the restored annual leave record in a separate leave account from regular annual leave. Restored annual leave used is recorded on the T&A report under TC63. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

This section of the procedure will show how to enter data for an employee who has restored annual leave that has been forfeited due to (1) administrative error, (2) agencies of public business, or (3) sickness.

Before beginning, the following information is needed

- Form AD-582, Authorization for Restored Annual Leave

This form is the only document accepted by NFC for restoring annual leave. It is used to establish the number of hours of restored annual leave in the Payroll/Personnel database.

Please refer to the OPM Federal Guide to Processing Personnel Actions and the NFC Payroll/Personnel Manuals, which assist federal agencies in the preparation and documentation of personnel actions.

To enter an Authorization For Restored Annual Leave:

- 1. Select the **Payroll Documents** menu group.
- 2. Select the **Auth For Restored Annual Leave** component. The **Find An Existing Value** tab - Auth For Restored Annual Leave page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change an authorization for restored annual leave. Enter the applicable search criteria.
- 3. Select **Search**. The Auth For Restored Annual Leave page (**Figure 375**) is displayed.

The screenshot shows a web application window titled "Authorization for Restored Annual Leave". At the top right, there are navigation controls: "Find", "First", "1 of 1", and "Last". Below this, there are several input fields: "Effective Date" with the value "06/22/2008", "Pay Period" with the value "13", and "Date Entered" with the value "06/26/2008". There are also "User ID" (CAMSBD) and "Transaction Status" (InProgress) fields. A section titled "Annual Leave Data" contains an "Action Code" dropdown menu set to "Establish Restored Annual Lv", a "Total Amount Annual Leave Restored" field with the value "0.00", and a "Year Leave to be Restored" dropdown menu. Below this is a "Mgr Approves Request" section with radio buttons for "Yes" and "No", a "Justification" text area, and an "Approval Date" field. At the bottom of the form, there are five buttons: "Save", "Return to Search", "Previous in List", "Next in List", and "Notify".

Figure 375. Auth For Restored Annual Leave page

- 4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that employee.

Effective Date

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

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated with the date the authorization for restored annual leave was entered and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

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.

Action Code

This field defaults to **Establish Restored Annual Lv.** Change if applicable or select data from the drop-down list. The valid values are **DeleteAmt. Prev. Established, Replace Amt. Prev. Established,** and **Established Restored Annual Lv..**

Total Amount Annual Leave Restored

Enter the total amount of annual leave to be restored.

Year Leave To Be Restored

Enter the applicable Year (YYYY) or select a year from the drop-down list.

Mgr Approves Request

Check the box if the manager approves the request for the restored annual leave. The valid values are checked **Yes** and uncheck for **No**.

Justification

Enter the applicable narrative justification for the restored leave.

Approval Date

Enter the applicable approval date.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Authorization for Restored Annual Leave.

OR

Click **Next In List** to view or change the next restored leave record in the list. This option is not active until there are multiple records.

OR

Click **Previous In List** to view or change the previous restored leave record in the list. This option is not active until there are multiple records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Certifications

This document allows for the entry of professional certifications.

To enter Certifications:

1. Select the **Payroll Documents** menu group.
2. Select the **Certifications** component. The **Find An Existing Value** tab - Certifications page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a certification. Enter the applicable search criteria.
3. Click **Search**. The Certifications page (**Figure 376**) is displayed.

The screenshot shows a web-based interface for managing certifications. It features two main data entry sections. The top section, titled 'Certifications', contains fields for 'Effective Date' (06/22/2008), 'Pay Period' (13), 'Action Date' (06/26/2008), 'User ID' (CAMSBD), and 'Transaction Status' (InProgress). Below this, the 'Professional Certification' section includes fields for 'Account Transaction Code', '*Professional Cert Code', '*State Code', and 'Professional Certification Yr'. The interface also includes navigation controls at the top (Find, View All, First, 1 of 1, Last) and a toolbar at the bottom with buttons for Save, Return to Search, Previous in List, Next in List, Refresh, Update/Display, and Correct History.

Figure 376. Certifications page

1. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that 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.

Pay Period

This field is populated and cannot be changed.

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. This field is system identifier for the individual who generates the transaction.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Action Date

This field is the date of the action or select a date from the calendar icon.

Account Transaction Code

Enter the account transaction code or select data from the drop-down list. The valid values are **Add**, **Change**, and **Delete**.

***Professional Cert Code**

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

***State Code**

Enter the state code where the certification was acquired or select data by clicking the search icon.

Professional Certification Yr

Enter the year (XXXX) the certification was completed.

2. Click **Save** to save the transaction.
3. Click **OK** on the pop-up.
4. Click **Return To Search** to enter another certification.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

Click **Refresh** to refresh the page.

OR

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

OR

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

Charitable Contributions

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the Combined Federal Campaign (CFC). The employee authorizes the deductions by completing Form CFC-804.

Any employee whose duty station is located within an approved CFC area, and whose net pay is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. The employees may choose to have CFC contributions submitted to two different campaign areas. Included, are employees whose appointments are limited to 1 year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum \$1.00). The allotment will be for a term of 1 year beginning with the first pay period that begins in January and ending with the last pay period that begins in December.

No deductions are made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction is made, or they may request the employee to designate the order in which deductions are made. No adjustments are made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

All CFC contributions are automatically discontinued only upon expiration of the 1-year withholding period, in the event of death or retirement, or upon separation from Federal service.

This section of the procedure contains the following topic:

[Entry Guidelines for Charitable Contributions](#)

Entry Guidelines For Charitable Contributions

The following are guidelines for processing charitable contribution data.

- Since most of the CFC documents are processed for Pay Period 1, the CFC data should be entered as soon as possible. It is not necessary to hold CFC cards with future effective dates; these can be entered at anytime after receipt of the CFC card from the employee (especially during the Combined Federal Campaign Drive).
- Do not enter one-time cash contributions in ***EmpowHR***; send the contribution directly to the designated charity or federated group.
- An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to the personnel office. The document must include the employee's name, the amount, and the organization from which the contribution is being revoked. The cancellation will be effective in the pay period it is entered into the system.
- The Office of Personnel Management regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different payroll office. A new authorization form should be completed only if an authorization was in effect with the losing department on the date of transfer.

To enter a Charitable Contribution:

1. Select the **Payroll Documents** menu group.
2. Select the **Charitable Contributions** component. The **Find an Existing Value** tab - Charitable Contributions page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change charitable contributions. Enter the applicable search criteria.
3. Click **Search**. The Charitable Contributions page (**Figure 377**) is displayed.

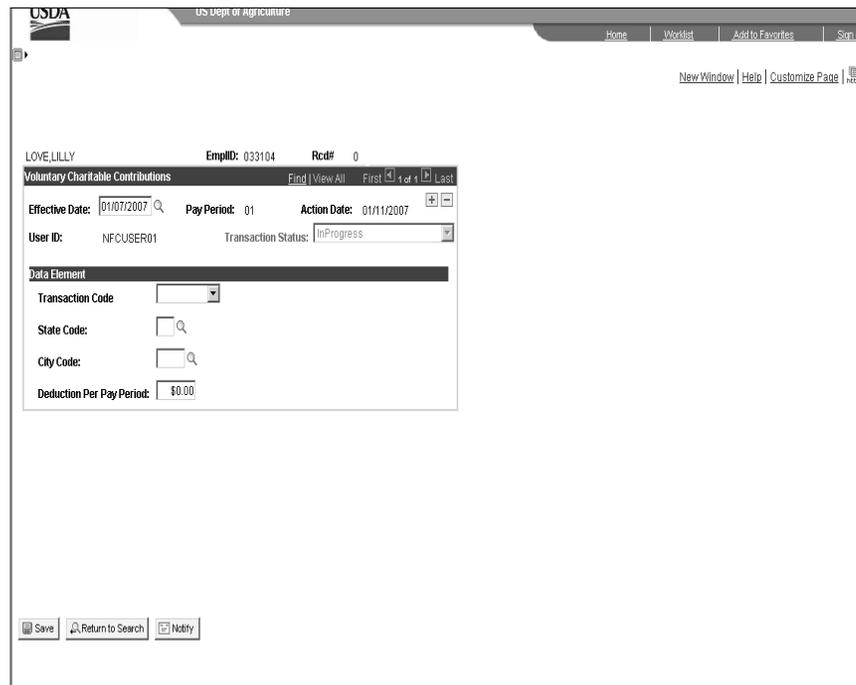


Figure 377. Charitable Contributons page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that 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.

Pay Period

This field is populated and cannot be changed.

Action Date

This field is populated with the current date of the system and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

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.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **Add**, **Change**, and **Delete**.

State Code

Enter the applicable state in this field or search by clicking the search icon.

City

Enter the applicable city in this field or search by clicking the search icon.

Deduction Per Pay Period

Type the amount to be deducted each pay period in dollars and cents.

Note: Do not enter the total amount of the contribution.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Charitable Contribution.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Compensatory Time Payments

Compensatory time is hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay. Compensatory

time earned and is recorded on the time and attendance report using Transaction Code 32, Compensatory Time Worked. Compensatory leave may be liquidated by the end of the leave year, carried to the following year, or paid in full, in accordance with agency policy.

Compensatory leave payments are paid at the rate of overtime pay applicable at the time the work was performed. Payments must be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime work was performed. The system currently stores only the Title V rate. If employees need to be paid at the FLSA rate a request for manual payment must be processed via SPPS or by submitting an AD-343.

Compensatory leave data (including rates at which compensatory time was earned) can be viewed in IRIS Program IR139, Compensatory Leave and Rates and TINQ Program 05, Compensatory Leave & Compensatory Other Rate. TINQ is also used to correct any compensatory time discrepancies.

This section will show how to enter Interim and Final Comp Time payments from Form AD-581, Lump Sum Leave or Compensatory Time Payments.

Before beginning, the following information is needed:

- Type of Payment (interim or final)
- Total Number of Comp Time Hours to be Paid
- Accounting Data and Number of Hours to charge against each line of Accounting Data.

If the employee's Fair Labor Standards Act (FLSA) overtime rate is higher than the Title V overtime rate, enter the compensatory payment in DOTSE (Document Tracking System).

To enter Compensatory Leave:

1. Select the **Payroll Documents** menu group.
2. Select the **Compensatory Time Payments** component. The **Find An Existing Value** tab - Comp Time Payments page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change comp time payments. Enter the search criteria.
3. Click **Search**. The Compensatory Time Payments page (**Figure 378**) is displayed.

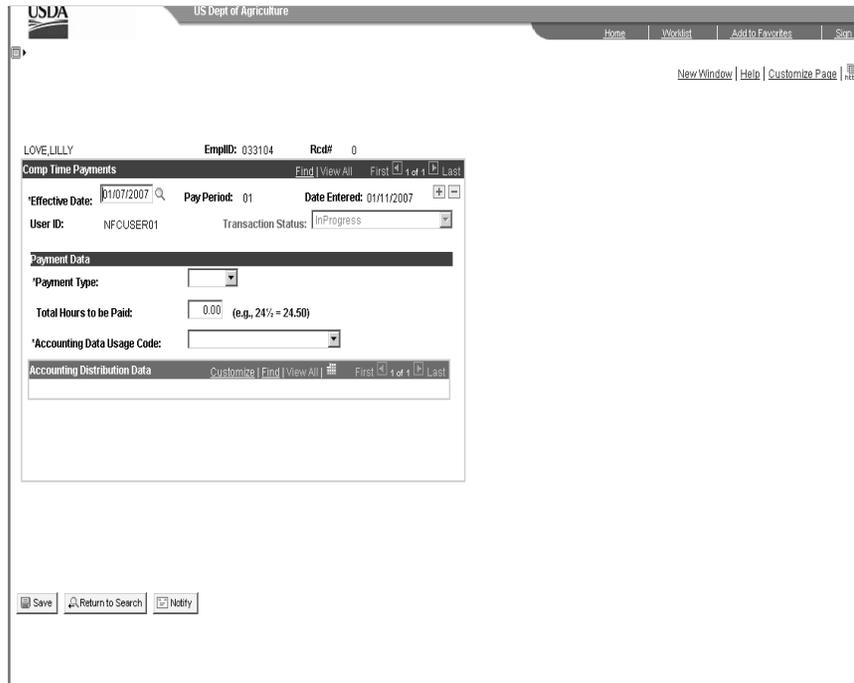


Figure 378. Compensatory Time Payments page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that 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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

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 SINQ, or resent to NFC.

***Payment Type**

Enter the applicable information or select data from the drop-down list. The valid values are **Type-Final**, and **Interim**.

Total Hours To Be Paid

Enter the applicable number of compensatory time hours to paid.

Accounting Distribution Data

This field can be customized for accounting distribution data by selecting **Customize**, find an existing accounting distribution data by selecting **Find**, or view all accounting distribution data by selecting **View All**. If the option **Customize** is selected, then enter the applicable information in the hours field. The valid values are **Used Stored Accounting Code**, and **User Specified Acctg Code**.

5. Click **Add A New Row At Row 1**. To add additional accounting distribution data.
6. Click **Save** to save the transaction.
7. Click **OK** on the pop-up.
8. Click **Return To Search** to enter another Comp Time Payment.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Court Ordered Child Support Or Alimony

A childcare or alimony deduction is the withholding of court ordered or voluntary childcare or alimony payments through payroll deductions.

A Federal employees' salaries and wages are subject to garnishment for child support and/or alimony payments. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation of providing child support and/or making alimony payments. If the garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments.

A maximum of three child care/alimony deductions may be entered in the system based on the specific dollar amounts or percentages of disposable income. A separate document should be entered for each child care/alimony deduction. The agency should maintain and use as required the AD-747 and all applicable copies for 3 years after the deductions have been completed. The agency should also maintain sufficient internal files so that all inquiries concerning garnishment cases can be promptly answered.

Once established, the legal process must order the cancellation of the garnishment. Voluntary deductions may be canceled at any time.

This section will show how to enter data for an employee whose salary and wages are subject to garnishment for child support and/or alimony deductions.

Before beginning, the following information is needed:

- AD-747, Child Care Or Alimony Deductions

If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments on Form AD-747 or AD-343.

To enter Court Ordered Child Care/Alimony deductions:

1. Select the **Payroll Documents** menu group.
2. Select the **Court Ordered Child Care/Alimony** component. The **Find An Existing Value** tab - Court Ordered Child Care/Alimony page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change court ordered child care or alimony deductions. Enter the applicable search criteria.
3. Click **Search**. The Court Ordered Child Care Or Alimony Deductions page (**Figure 379**) is displayed.

Effective Date:	04/27/2008	Pay Period:	09	Action Date:	05/05/2008
User ID:	AA093434	Transaction Status:	InProgress		
Case Information					
Case Number:	<input type="text"/>	Transaction Code:	<input type="text"/>		
Court Ordered Pay Period Deduction					
Dollar Amount:	<input type="text" value="\$0.00"/>	Percentage of Applicable Earnings:	<input type="text" value="0"/>		
Not to Exceed Dollar Amount Per Pay Period:	<input type="text" value="\$0.00"/>				
Court Cost					
Total Amount:	<input type="text" value="\$0.00"/>	Amount Collectable Per Pay Period:	<input type="text" value="\$0.00"/>		
Arrears					
Total Amount:	<input type="text" value="\$0.00"/>	Amount Collectable Per Pay Period:	<input type="text" value="\$0.00"/>		
Percentage of Applicable Earnings Per Pay Period:	<input type="text"/>				
Not To Exceed Dollar Amount Per Pay Period:	<input type="text" value="\$0.00"/>				
Maximum Percentage:	<input type="text"/>				
Employee Case Number Assigned by Court:	<input type="text"/>				
Payment Method					
<input type="radio"/> Check			<input type="radio"/> Direct Deposit		

Figure 379. Court Ordered Child Care Or Alimony Deductions 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.

Pay Period

This field is populated and cannot be changed.

Action Date

This field defaults to the current date and cannot be changed.

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 SINQ, or resent to NFC.

User ID

This field is populated with the user ID entering the data.

Case Number

This field is the assigned sequential case number. This case number is assigned by the agency and should appear on all documents prepared for the same garnishment case. A recommended numbering system is to have the first 2 digits represent the year (i.e., 1999 would be “99”) and the last 2 digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 1999 would be typed as 9901.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **Add**, **Change**, and **Delete**.

Dollar Amount

Enter the applicable court ordered amount (\$0.00).

**Percentage Of
Applicable Earnings**

Enter the applicable court ordered percentage.

**Not To Exceed Dollar
Amount Per Pay Period**

Enter the applicable court ordered amount (\$0.00).

Total Amount

Type the total arrears amount (\$0.00) as specified in the court order.

**Amount Collectable Per
Pay Period**

Enter the court cost per period (\$0.00).

Total Amount

Type the total arrears amount (\$0.00) as specified in the court order.

**Amount Collectable Per
Pay Period**

Enter the amount (\$0.00) in arrears per pay period.

**Percentage Of
Applicable Earnings Per
Pay Period**

Type the percentage of disposable income to be deducted each pay period.

Not To Exceed Dollar Amount Per Pay Period

Type the amount (\$0.00) if the percentage cannot exceed a certain dollar amount each pay period.

Maximum Percentage

Type the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. Valid values are **50**, **55**, **60**, and **65** (see 5 CFR Chapter 1, Subpart D, Paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, type **99**.

Employee Case Number Assigned By The Court

Type the court-ordered assigned case number.

Payment Method/Check

Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. Complete the address information for the mailing of the check.

Payment Method/Direct Deposit

Check the box if the deduction should be sent EFT. Complete all of the the EFT information.

Identify the type of account in which the monies are to be deposited. Valid values are **Checking** and **Savings**. Click the down arrow to display the drop-down menu and select **Checking** or **Savings**.

Type the account number of the checking or savings account.

Type the routing number of the financial organization. The first 2 positions of the routing number must be **01 – 12**, **21 – 32**, or **90** and **91**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Court Ordered Child Care or Alimony Deduction.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Deductions Due To Indebtedness

A Federal employees' salaries and wages are subject to garnishment for bankruptcy, educational loans, tax levies, commercial garnishments and/or other debts. This type of

garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

NFC is authorized to collect commercial garnishments from employee(s) who are indebted to commercial organizations and are having his/her wages garnished. Public Law 130-94 allows NFC to collect these funds. The agency must first have the garnishment orders reviewed by the legal department (or other authorizing office) in order to ensure that the orders conform to current regulations. Commercial garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the agency sends the employee a letter of notification with the garnishment order attached. The letter must be mailed within 15 days after the order is received. The letter must contain the following information:

- The total amount owed.
- The pay period in which the garnishment will begin.
- The amount to be garnished each pay period.

Note: The pay period that the garnishment is set to begin is the pay period designated by the agency provided that the order is received at NFC one week prior to the end of the effective pay period. Garnishments received after that date will be processed the following pay period.

Commercial garnishments may be no more than 25 percent of the employee's total disposable earnings for any pay period, unless it is for a state or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for childcare and/or alimony payments, the total disposable earnings are calculated prior to the childcare and/or alimony garnishment. If a garnishment for childcare and/or alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the agency if this occurs.

In case of multiple commercial garnishments, if the first received commercial garnishment received is 25 percent or greater of the employee's total disposable income, only that commercial garnishment is processed until that debt is paid. The second-received commercial garnishment is returned to the agency. After the first received commercial garnishment is paid, the second commercial garnishment can be processed. Personnel offices are responsible for monitoring the balance of the garnishment in IRIS Program IR114, Receipt Accounts.

If the first received commercial garnishment is less than 25 percent of the employee's total disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first commercial garnishment).

If an overpayment is made to a third party, NFC cannot refund the overpayment to the indebted employee. The employee must collect these funds directly from the third party.

To enter a Deduction Due To Indebtedness:

1. Select the **Payroll Documents** menu group.
2. Select the **Deduction Due To Indebtedness** component. The **Find An Existing Value** tab - Deduction Due To Indebtedness page is displayed. The information on this page

will allow you to locate an existing employee in order to enter or change Deduction Due To Indebtedness. Enter the applicable search criteria.

3. Click **Search**. The Deduction Due To Indebtedness page (**Figure 380**) is displayed.

Figure 380. Deduction Due To Indebtedness page

4. Complete the fields as follows:

Rcd#

This field is number of records available for the employee and is system-generated.

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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field defaults to the current date and cannot be changed.

User ID

This field is populated with the user ID entering the data

Transaction Status

This field defaults to **In Progress** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Transaction Code**

Enter the transaction code or select data from the drop-down list. The valid values are **Add**, **Change**, and **Delete**.

***Receipt Account Number**

Type the receipt account number for the garnishment in the following format:

Account Number Format	Definition
1-3	000 (3 zeroes)
4-5	Type Deduction Code
6-12	Agency assigned sequential number
11-12	ST or LO if the garnishment is for state or local tax levy Leader under work leader grade evaluation guide
8	All other positions

***Type Deduction Code**

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

- Type Deduction Valid Values**
- Bankruptcy
 - Education Loan
 - IRS 2159 Payroll Deduction
 - Commercial Garnishment (which includes state local tax levies)
 - Travel Credit Card-Other Than Agriculture Agencies
 - Other Departmental Debt
 - Military Service For CSRS
 - Military Service For FERS

Balance

Type the balance of the money owed in dollars and cents. If **30** is entered in the Type Deduction Code field, type **999,999.000** in this field.

Amount

The type of deduction (amount or percent) to be made each pay period.

NOTE: Complete either the Deduction Amount field or the Percent field. Do not complete both fields.

OR

Percentage

If the garnishment is based on a percent each pay period, type the applicable percentage.

Payment Method/Check

Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. Complete the address information for the mailing of the check.

Payment Method/Direct Deposit

Check the box if the deduction should be sent EFT. Complete all of the the EFT information.

Identify the type of account in which the monies are to be deposited or select data from the drop-down list. The valid values are **Checking** and **Savings**.

Type the account number of the checking or savings account.

Type the routing number of the financial organization. The first 2 positions of the routing number must be **01 – 12**, **21 – 32**, or **90** and **91**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another deduction due to Indebtedness.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Direct Deposit

The net pay is the employee's pay after deductions, which is transmitted through Direct Deposit/Electronic funds Transfer (DD/EFT) to a financial organization. A net pay allotment is the direct deposit of net pay into a checking or savings account at a financial organization through DD/EFT.

Before you can begin to complete a direct deposit for an employee, the following information is needed (found on the SF-1199A as completed by the employee):

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit will be made

This section contains the following topics:

[Changing Net Pay](#)

[Canceling Net Pay](#)

Changing Net Pay

Once the employee is participating in direct deposit, an SF-1199A must be processed to:

- Change the employee's depositor account number
- Change from a checking to a savings account or vice versa
- Change from one financial organization to another
- Change the routing number of a financial organization

Canceling Net Pay

To cancel a direct deposit authorization, enter the new check mailing address data or designated agent code in the Employee Address document. Also enter the new check mailing address or designated agent number; otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

To change or cancel Net Pay:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Direct Deposit*** component. The ***Find An Existing Value*** tab - Direct Deposit page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a direct deposit. Enter the search criteria.
3. Click ***Search***. The Direct Deposit page (**Figure 381**) is displayed.

Harpold, Philip A EmpIID: 022441 Rcd# 0

Direct Deposit Find | View All First 1 of 1 Last

*Effective Date: 04/27/2008 Pay Period: 09 Date Entered: 05/05/2008

User ID: AA093434 Transaction Status: InProgress

Account Information

Account Type: Checking Savings

*Routing #:

*Account #:

Save Return to Search Previous in List Next in List Notify

Figure 381. Direct Deposit page

4. Complete the fields as follows:

EmpIID

This field is populated based on the search criteria.

Rcd#

This field is number of records available for the employee and is system-generated.

***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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field defaults to the current date and cannot be changed.

User ID

This field is populated with the user ID entering the data.

Transaction Status

This field defaults to **Applied**. Change by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Account Type/Checking

Check the box if the direct deposit is to a checking account.

Account Type/Savings

Check the box if the direct deposit is to a savings account.

*Routing

Enter the routing number for the direct deposit.

*Account

Enter the account number where the direct deposit should be applied.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Direct Deposit.

OR

Click **Previous In List** to view or change the previous direct deposit in the list. This option is only available if there are multiple records.

OR

Click **Next In List** to view or change the next direct deposit in the list. This option is only available if there are multiple records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Discretionary Allotments

The discretionary allotment component option is used to enter or update a recurring deduction. The employee and the agency authorizes the discretionary allotment. The head of the agency may allow discretionary allotments for any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company.

Discretionary allotments are monthly payments divided into two deductions, which are effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it will not take affect until the beginning of the following month. For the months in which there are three pay periods, deductions are not withheld for the third payday.

This example explains how to establish a Discretionary Allotment from data submitted on form SF-1199A and a copy of a voided check or deposit slip to verify bank information included on the SF-1199A.

Before beginning, the following information is needed:

- Type of Account
- Account Number
- Total Amount of the Allotment
- Bank Routing Number.

Discretionary allotment payments are made either as a full payment, half of the payment, or nothing is paid. The order of precedence for paying monthly allotments is based on the date established.

If an employee is on extended nonpay status, deductions cannot be made. If an employee is in nonpay status for a partial pay period, half of the monthly payment is deducted, if possible. If half cannot be deducted, no deduction is made.

This section of the procedure contains the following topics:

[Changing A Discretionary Allotment](#)

[Canceling A Discretionary Allotment](#)

Changing A Discretionary Allotment

Agency personnel offices should be notified of all changes regarding discretionary allotments. Verify the correct allotment number before making a change to either the amount or payee information if the employee has multiple allotments; otherwise, erroneous data could affect another allotment.

Canceling A Discretionary Allotment

Employees may request the cancellation of an allotment. Once an allotment is canceled, the number can be used again for another allotment. Discretionary allotments are automatically canceled once an employee separates. Any outstanding balances are refunded.

If an employee transfers to another department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancellation for all discretionary allotments.

Following are guidelines for processing discretionary allotments.

- Number the allotments sequentially beginning with number 01. Before entering an allotment, ensure that the allotment is not already in effect.

- The allotment cannot be processed if the effective pay period is for payments that will be made on the second or third payday of the month. If the effective pay period is correct, delete the document from suspense.

To cancel a Discretionary Allotment:

1. Select the **Payroll Documents** menu group.
2. Select the **Discretionary Allotments** component. The **Find An Existing Value** tab - Discretionary Allotments page is displayed. The information on this page will allow you to locate an existing employee in order to cancel a discretionary allotment. Enter the applicable criteria.
3. Click **Search**. The Discretionary Allotments page (**Figure 382**) is displayed.

The screenshot displays the 'Discretionary Allotment' page. At the top, it shows the employee's name 'Harpold, Philip A', 'EmplID: 022441', and 'Rcd# 0'. Below this is a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The main form area contains several fields: 'Effective Date' (04/27/2008), 'Pay Period' (09), 'Date Entered' (05/05/2008), 'User ID' (AA093434), and 'Transaction Status' (InProgress). There are three main sections: 'Allotment Data' with 'Transaction Type' (dropdown), 'Allotment #' (checkbox), and 'Allotment Amount' (\$0.00); 'Payment Method' with radio buttons for 'Check' and 'Direct Deposit'; and 'Additional information regarding payment details' (text area). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Figure 382. Discretionary Allotment page

4. Complete the fields as follows:

Name

This field is populated based EmplID.

EmplID

This field is populated based on the search criteria.

Rcd#

This field is number of records available 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.

Pay Period

This field is the current pay period that corresponds with the effective date.

User ID

This field is populated with the user ID entering the data

Transaction Status

This field defaults to **In Progress**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Transaction Type

Enter the applicable information or select data from the drop-down list. The valid values are **Add, Change, and Delete**.

Allotment #

Type the number that identifies the individual allotments. Maximum number of allotments allowed is **99**.

Allotment Amount

Type the monthly amount of the allotment in dollars and cents. The PPS divides this monthly amount by two to determine the bimonthly deduction.

Account #

Type the account number for the savings or checking account to which the allotment amount is sent.

Payee Information/Check Mailing

Check this box if the discretionary allotment check should be mailed to an address. If this box is checked, the page will expand for the entry of an address.

Payee Information/Direct Deposit

If direct deposit is checked, complete the EFT information.

Additional Information Regarding Payment Details

Enter any additional information regarding the payment.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another discretionary allotment.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Education Information

The Education Information is populated from information stored on the NFC database and may be modified.

To enter or modify Education Information:

1. Select the **Payroll Documents** menu group.
2. Select the **Education Information** component. The Education Information page (**Figure 383**) is displayed.

Transaction Status

This field defaults to **In Progress**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Date Entered

This field is the date the education information was entered or the current system date.

Account Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **Add, Change, and Delete**.

Education Level

Enter the code that identifies the highest level of the employee's educational attainment based on years of formal schooling and/or academic degrees or certificates conferred. The valid values are as follows:

Education Level Valid Values	Description
06, 10, or 13 and above	Complete Year Degree Attained field when education level is present.
06, 10, or 13 and above	Complete the Instructional Program field when the education level is present.

School Code

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

Instruction Program

Enter the employee's official education record which includes the major field of study beyond high school or select data by clicking the search icon. Refer to OPM instructions for valid codes.

Year

Enter the calendar year during which the employee received the academic degree or certificate for the education level.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.

OR

Click **Return To Search** to search for different education information.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Refresh** to refresh the information on the page

OR

Click **Update/Display** to update the information on the page

OR

Click **Correct History** to correct history if applicable.

Financial Allotments

A financial allotment is a deposit into a checking or savings account at a financial institution, a portion of an employee's salary, deducted through recurring payroll deductions. This allotment is deposited through DD/EFT.

Note: Allotments for bill paying purposes are considered to be discretionary allotments.

This section will explain how to establish a Financial Allotment from data submitted on form SF-1199A and a copy of a voided check or deposit slip to verify bank information included on the SF-1199A.

Before beginning, the following information is needed:

- Type of Account
- Account Number
- Amount of the Allotment
- Bank Routing Number.

This section of the procedure contains the following topics:

[When There Are Insufficient Funds For A Financial Allotment](#)

[Changing a Financial Allotment](#)

[Canceling a Financial Allotment](#)

[Entry Guidelines for Financial Allotments](#)

When There Are Insufficient Funds For A Financial Allotment

The employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net-pay due the employee after applying all required payroll deductions is less than the

amount of the allotment authorized, the allotment will automatically be nullified for that particular pay period. If the employee has two allotments and the net pay is insufficient to cover the aggregate of both authorizations, both allotments will be automatically nullified for that pay period.

Changing A Financial Allotment

Changes are processed to:

- Decrease or increase the amount of the allotment
- Change the routing number, account number, and type of account
- Change financial organizations

Note: If the routing number, account number, and type of account are not entered exactly as they are in the database and the employee has only one allotment in effect, a second allotment will be created with the new (incorrect) data. Deductions will be made for the existing allotment and for the new allotment that was established in error.

Canceling A Financial Allotment

An allotment is canceled when the employee elects to permanently discontinue deductions for the allotment or to replace the allotment with a new allotment.

Allotments are automatically canceled in cases of separation, retirement, death, or transfer to another Department; therefore, it is not necessary to enter a financial allotment document.

Entry Guidelines For Financial Allotments

Following are guidelines for processing financial allotments.

- The savings/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount that will be deducted from the employee's salary. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than \$1.00.
- The maximum financial allotment in effect at one time is two. If the employee has two allotments, each may be directed to a different financial organization. A separate transaction must be entered for each financial allotment.

To enter Financial Allotments:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Financial Allotment*** component. The ***Find An Existing Value*** tab- Financial Allotment page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a financial allotment. Enter the applicable search criteria.
3. Click ***Search***. The Financial Allotment page (**Figure 384**) is displayed.

Harpold, Philip A EmpID: 022441 Rcd# 0

Financial Allotment/Health Savings Account Find | View All First 1 of 1 Last

*Effective Date: 04/27/2008 Pay Period: 09 Date Entered: 05/05/2008

User ID: AA093434 Transaction Status: InProgress

Account Information

Account Type: Checking Savings

*Account #:

*Routing #:

Allotment Data

Allotment Amount: Cancel Allotment

Save Return to Search Previous in List Next in List Notify

Figure 384. Financial Allotment page

4. Complete the fields as follows:

Name

This field is populated from the EmpID.

EmpID

This field is populated based on the search criteria.

Rcd#

This field is number of records available 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.

Pay Period

This field is the current pay period that corresponds with the effective date.

User ID

This field is populated with the user ID entering the data

Date Entered

This field is the date the education information was entered or the current system date.

Transaction Status

This field defaults to **In Progress**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Account Type/Checking

Check the box if the financial allotment will be sent to a checking account.

Account Type/Savings

Check the box if the financial allotment will be sent to a savings account.

***Account Number**

Type the account number of the savings or checking account.

***Routing #**

Type the financial organization's routing number or select data by clicking the search icon. The first 2 positions must be **01-12**, **21-32**, or **90-91**.

Allotment Amount

Enter the amount of the allotment. The allotment must be a fixed, whole dollar amount that will be deducted from each salary check. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than \$1.00.

Cancel Allotment

Check this box if you want a previously established allotment to be cancelled.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter an additional financial allotment.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Flexible Spending Account

The Flexfund Flexible Spending Account Program allows employees to arrange for payment of qualifying expenses through biweekly payroll deductions. This arrangement results in the deferral of the following taxes on these payments: Federal income tax, Social Security (formerly), Medicare (formerly HIT), and all state income taxes except New Jersey and Pennsylvania.

This section contains the follow topics:

[Flexfund Deductions](#)

[Insufficient Funds](#)

[Dependent Care And Health Care Expenses](#)

[Dependent Care Flexible Spending Account \(DCFSA\) And Health Care Flexible Spending Account \(HCFA\)](#)

Flexfund Deductions

Eligible employees may elect to participate in Flexfund at the time of accession or during the open season enrollment period. A separate document must be processed for each Flexfund account. Flexfund deductions are for a term of 1 year beginning with the first pay period in the tax year and ending with the last pay period of the tax year. A new document must be processed at the beginning of each plan year (tax year) indicating the plan code and the total annual amount to be deducted.

Biweekly deductions are the total annual amount divided by the number of pay period in the plan year. If an employee enrolls after the beginning of the plan year, biweekly deductions are the total amount divided by the number of pay period remaining in the plan year. If the annual amount is not evenly divisible by the number of pay period in the plan year, the balance is deducted in the last pay period of the plan year.

Flexfund deductions may be canceled at any time. The cancellation becomes effective the first day of the pay period in which the cancellation is processed, and no Flexfund deduction is made for that pay period. All Flexfund deductions are terminated automatically only upon expiration of the one-year withholding period.

Insufficient Funds

If an employee is in nonpay status, deductions continue when the employee returns to duty. One missed payment is deducted in the last pay period of the plan year along with the final payment. If two or more payments are missed, the employee must contact the contractor to make arrangements for the payments missed.

Flexfund deductions are considered voluntary allotment for the purpose of establishing priority of deductions in accordance with OPM rules and the Treasury Fiscal Requirements Manual. If an employee has both health care and dependent care deductions and the pay is insufficient to take both deductions, the health care deductions are taken first.

Dependent Care And Health Care Expenses

The Flexfund Spending Account (FSA) Program consists of two accounts: Dependent Care expenses and Health Care expenses.

Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)

All employees that are eligible for FEHB participation are eligible to participate in the FSA Program. The FSA Program allows participants to have tax-free money for out-of-pocket health care and dependant care expenses (i.e., deductibles, co-payments, dental care, orthodontics, etc.) deducted from their pay. This money is put into an account and upon receipt of the proper documentation, is reimbursed to the participant after the services are rendered. There are two parts to the FSA Program, SCFSA and HCFSA.

DCFSA is money used for the care of dependant children under age 13 while the employee is working. DCFSA also covers the care of an adult dependent who is physically or mentally incapable of caring for himself/herself. In case of adult care, the adult being care for must be claimed as a dependent on the participant's income tax return. A minimum of \$250 and a maximum of \$5000 per year (\$2500 per year if the employee is married filing a separate return) may be contributed to a DCFSA account.

HCFSA is money used to cover health care expenses not paid by the employee's FEHB or other health insurance carrier. A minimum of \$250 and a maximum of \$4000 per year may be contributed to an HCFSA account.

Participants must first determine the total amount to be deducted. The amount is then divided by the number of pay periods for that year to determine the deductions(s) to be taken each pay period. The total amount to be deducted must be carefully considered because any unused money is forfeited at the end of each year. Employees have 90 days after the end of the plan year to claim reimbursements for DCFSA transactions and 120 days after the end of the plan year to claim reimbursements for the HCFSA transactions.

To enter a Flexible Spending Account:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Flexible Spending Account*** component. The ***Find An Existing Value*** tab - Flexible Spending Account page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.
3. Click ***Search***. The Flexible Spending Account tab page (**Figure 385**) is displayed.

Flexible Spending Account			
Seitzinger, Michael V		EmplID: 080402	Rcd# 0
Flexible Spending Account Find View All First 1 of 1 Last			
Effective Date	12/09/2007	Pay Period: 25	Action Date 12/26/2007 + -
User ID	FLXSHPS	Transaction Status	Auto Actn
Account Information			
Account Transaction Code	Add		
Flex Fund Plan Code	FH	WACHOVIA	
Flex Fund Plan Type			
Flex Fund Option Code			
Flex Fund Total Yearly Amount	76.92	<input checked="" type="checkbox"/> Tax Deferred?	
Save Return to Search Notify		Update/Display Include History	

Figure 385. Flexible Spending Account tab page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This 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.

Pay Period

This field is populated and cannot be changed.

Action Date

This field is the date of the action.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **Auto Actn** and reflects the status of the transaction.

Account Transaction Code

Enter the applicable transaction code. The valid values are **Add, Change,** and **Cancel**.

Flex Fund Plan Code

Enter the 2 position plan code for the flexible spending account.

Flex Fund Plan Type

Enter the applicable plan type for the flexible spending account.

Flex Fund Option Code

This field is populated with a **1**.

Flex Fund Total Yearly Amount

Enter the total yearly flex fund amount in dollars and cents, designated by the employee. Biweekly deductions will be the total amount divided by the number of pay periods remaining in the plan year.

Tax Deffered?

This box is checked to designate that the amount is tax deferred. Uncheck if applicable.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another flexible spending account.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

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

OR

Click **Include History** to the history records for the flexible spending account.

Health Benefits

Health benefits processing uses specific enrollment codes that are assigned by OPM. These codes consist of three numbers: The first two identify the plan and the third identifies the option and type of enrollment (e.g., Enrollment Code 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self and family). After a FEHB document has been successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards. FEHB deductions begin during the pay period in which the health benefits enrollment is processed and applied to the database.

The enrollment code is the only type of correction that can be made in the system. To correct an enrollment code, enter a health benefits registration form. Select **Change In Enroll (SF-2809)** at the **Transaction** drop-down menu and Correction at the Event Code drop-down menu. All other corrections (e.g., correcting effective date) must be sent to NFC. The correction should be indicated in the Remarks block of the SF-2809. To adjust for the erroneous deductions, enter the information in DOTSE.

This section of the procedure will show how to enter an employee's Health Benefits (FEHB) Registration Form (SF 2809).

NOTE: Before FEHB enrollment data can be entered in this module; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible-Pending) in the Benefits Data of the *EmpowHR* "PAR" module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

This section contains the following topics:

- [FEHB Children's Equity Act](#)
- [Public Law 106-394](#)
- [Agency Personnel Office Responsibilities](#)
- [Non-Federal Health Benefits](#)
- [Employee In-Pay Status](#)
- [Termination by Carrier](#)
- [Restricted Enrollment Changes](#)
- [Exceptions to Restricted Enrollment Changes](#)
- [FEHB Coverage Codes](#)
- [Nature of Action Code/Authority Codes](#)
- [Remarks Codes](#)
- [Premium Conversion](#)
- [Open Season](#)
- [New Transfer Enrollments](#)
- [FEHB Premiums During Non-Pay Status](#)
- [System-Generated SF-2810](#)
- [Before Entering the FEHB Data](#)
- [FEHB – New Enrollment](#)
- [FEHB Change in Enrollment](#)
- [FEHB Cancel Enrollment](#)

FEHB Children's Equity Act

The Federal Employees Children's Equity Act requires FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits coverage for their children. An employee subject to such an order must enroll in self and family coverage in a plan that provides full benefits to his/her child(ren) in the area where they live or provide documentation that he/she has other health coverage for the children.

Public Law 106-394

Public Law 106-394, the Federal Health Benefits Children Equity Act of 2000, enacted October 30, 2000, requires mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their child/children.

Agency Personnel Office Responsibilities

When a court or administrative order is received for an individual, the agency personnel office must review the employee's records to determine whether he/she is eligible for FEHB and, if so, whether he/she is enrolled in a self family plan that provides full benefits in the location where the child/children live. Listed below are the specific actions that must be taken by the agency personnel office to ensure compliance with the court or administrative order.

If the employee has FEHB self and family coverage, notify the court or administrative order has been received requiring him/her to provide health benefits for his/her children. If the child/children named on the court or administrative order is **not** identified as a member of the employee's self and family coverage, submit a copy of the individual's SF-2809 or SF-2810, along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify the additional family member being covered under the self and family enrollment. Inform the appropriate contact for the court or administrative order of the FEHB coverage and that action has been taken to ensure the child/children is covered.

If the employee has FEHB self-only coverage, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to make a change from self only to self and family coverage. If the individual does not make a change to self and family coverage, the agency personnel office must enroll them in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (Enrollment Code 112, Self and Family). The effective date of coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit a copy of the individual's SF-2809 or SF-2810 along with a copy of the court or administrative order to NFC. NFC will forward all the appropriate documentation to the FEHB carrier identifying the family members being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Submit Form AD-343 to NFC for processing of the retroactive FEHB personal action indicating:

- The enrollment is retroactive to the beginning of the pay period that includes the effective date, but no further back than 2 years.
- The total adjustment amount due.
- The collection frequency for the amount due (e.g., one-time payment or per payment each pay period).

Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage and that action has been taken to ensure the child/children is covered.

If the employee is not enrolled in an FEHB health plan that provides full benefits in the location where the child/children live, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to enroll in a health plan or provide documentation that he/she has other health benefits for the child/children. If the individual does not enroll in a plan or provide documentation of coverage, enroll the child/children in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (Enrollment Code 112, Self and Family). Complete an SF-2809 with remarks to identify that the employee is being enrolled for FEHB self and family coverage under P.L. 106-394. The effective date of the coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit the SF-2809 along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify each family member being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective

date of the court or administrative order. Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage and that action has been taken to ensure the child/children is covered.

Non-Federal Health Benefits

Agencies that employ non-Federal employees who are eligible for FEHB coverage, should review P.L. 106-394 to determine the impact on their employees.

Employees In Non-pay Status

When an employee under a court or administrative order to provide FEHB coverage for his/her child/children is in a pay status, he/she must either make direct premium payments or incur a debt to the Federal Government to be repaid when he/she returns to pay status.

Note: This applies only during the first year in non-pay status. Coverage terminates after 365 days in non-pay status, even for employees subject to a court or administrative order. For additional information, see 5 CFR 890.502(b).

Termination By Carrier

When an individual under court or administrative order is to provide FEHB coverage for his/her child/children has FEHB coverage terminated by a FEHB carrier, it is the responsibility of the employee's personnel office to ensure that the individual continues to provide *self and family* FEHB coverage under an alternative plan.

Restricted Enrollment Changes

During open season or when there is an event allowing an enrollment change, employees who are under court or administrative order are restricted as to the type of enrollment changes they may select while enrolled in FEHB. An employee who is under court or administrative order can change to a different fee for service plan or an HMO that provides full benefits where the child/children live. However, the employee cannot cancel enrollment, change to self only, or change to an HMO that doesn't provide coverage in the area where the child/children live, as long as the court or administrative order is still in effect and the child/children are eligible under FEHB. This applies whether the employee enrolled voluntarily or involuntarily. If an SF-2809 is received making such an enrollment change, do not process it. If the SF-2809 is processed by mistake, a corrective action must be processed immediately, even retroactively, if applicable. Notify the employee that he/she cannot make the change and that the existing self and family will remain in effect.

Exceptions To Restricted Enrollment Changes

The following exceptions are allowed for enrollment changes when an employee is under a court or administrative order.

- For employees who participate in the HB-Premium Conversion (HB-PC), if a court or administrative order states that the FEHB coverage for the child/children must

continue until a specific age below 22, an employee may cancel coverage or change to *self-only* (1) **within 60 days after the date the last child turned 22**, regardless of what the court or administrative order says (FEHB provides coverage until age 22); or (2) **during the open season after the last child reaches the age stated in the court or administrative order**.

- For employees who waived HB-PC, the cancellation of coverage or change to *self-only* may occur **any time after the last child reaches the age specified in the court or administrative order or age 22**.
- When a court or administrative order states that health coverage for the child/children must continue over age 22, the employee must provide proof of health benefits coverage either Temporary Continuation of Coverage (TCC) or a private health plan. A child/children cannot be covered by FEHB beyond age 22, regardless of what the court or administrative order states unless the child/children meet the requirements for being *incapable of self-support*.

FEHB Coverage Codes

FEHB coverage codes are used when processing personnel actions to identify the employee's eligibility for participation in the FEHB program, and if eligible, whether they are participating. The following new FEHB coverage codes will be used to process FEHB personnel actions for employees who are required by a court or administrative order to provide health benefits coverage for their contributions:

- 6 - Court Order - Enrolled
- 7 - Court Order - Eligible-Pending Family Coverage
- 8 - Court Order - Self-Only - Pending Family Coverage

Nature Of Action Code/Authority Codes

For a Data Change action, NOAC 916, Court Ordered FEHB Change, is used to indicate changes to court or administratively ordered FEHB changes.

The following authority codes are used with NOAC 916.

- **BEG** - The Beginning Effective Date authority should be used to reflect that an FEHB court-ordered action is in effect for the employee.
- **END** - The Ending Effective Date authority should be used to reflect that an FEHB court-ordered action is no longer in effect for an employee.

Remarks Codes

The following remark codes will be system-generated automatically with NOAC 916 for processing court or administratively ordered FEHB actions:

- FE1 - FEHB Family Coverage Required By P.L. 106-394
- FE2 - Employees FEHB Coverage is No Longer Subject To P.L. 105-394

The messages for remarks Codes FE1 and FE2 will be reflected on Form SF-50B, Notification of Personnel Action, when a court- or administratively ordered action is processed.

Premium Conversion

Most employees whose agency has an Approved Adoption Agreement with OPM are eligible to have their FEHB premiums paid under the premium conversion plan. Reemployed annuitants enrolled in the FEHB will automatically participate in the premium conversion, provided they are employed:

- in a position that conveys FEHB eligibility; and
- by an agency covered by premium conversion

Participation in the Health Benefits Premium Conversion Plan (HB-PC) is automatic unless an employee chooses to waive coverage. The part of an employee's salary that is deducted for health insurance premiums is non-taxable. As a result, health benefits premiums are not subject to Federal income, Medicare, or Social Security taxes. In most cases, state and local taxes are also not applicable.

Agencies must deduct FEHB premiums on a pre-tax basis from the pay of these individuals unless they waive participation in premium conversion. Health Benefits Premium Conversion has no effect on the:

- Amount of an employee's health insurance premiums.
- Amount of the Government's share towards the FEHB premium on behalf of any employee.
- Base pay for retirement, life insurance and/or Thrift Saving Plan purposes.

Changes in participation in premium conversion may be affected during the annual FEHB open enrollment period, or during the calendar year upon experiencing a qualifying life event.

Qualifying life events include:

- Change in Family Status (e.g., birth/death of child, foster, adoption, child ages up, etc.)
- Change in Legal Marital Status (e.g., married, divorce, annulled, legal separation, death)
- Loss of Other Coverage (e.g., termination, cancellation, change to self only, FEHB plan closes out, lost of coverage from spouse's health insurance)
- Other (e.g., coverage under spouse's health insurance and they have a different open season that affects your coverage, employee in an HMO that moves to a non-covered area, cost of health insurance under spouse's non-federal health increase significantly, (i.e., 20%) when you become eligible for Medicare)

FEHB Open Season

FEHB open season occurs annually. New enrollments and changes for the open season are effective the first pay period of the calendar year. All open season data should be entered as early as possible. The data will be retained in the future file until the designated effective pay period's processing.

If an employee plans to retire and requests an open season change on or before the effective date for an open season enrollment period, do not enter the health benefits data in the PPS;

include the SF-2809 with the employee's retirement package. The employee should complete the SF-2809 but the agency certifying office should only initial and date Part G to show timely submission. The name of the agency and the signature of its certifying officer should not appear on the SF-2809. OPM uses the SF-2809 to complete the processing of the employee's retirement request. Also include a memorandum with the retirement package to verify the employee's eligibility to transfer health benefits coverage from the PPS to OPM.

New Transfer Enrollment

Certain temporary employees are eligible to participate in the FEHB program. Agencies must verify the employee's eligibility for FEHB coverage. The PPS produces Report AEC037U4, Temporary Employees-FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply eligible employees with the Enrollment Information Guide and Plan Comparison Chart, RI 70-5, and the SF-2809.

To verify the FEHB-Temp-SCD recorded in the database, use IRIS Program IR115. If the FEHB effective date requires an adjustment, complete the FEHB-TEMP-SCD field on the Multi Element Update document.

When a new employee enters on duty in the middle of a biweekly pay cycle from another Federal department having a different biweekly pay cycle, the employee is not charged for benefits from both departments. The PPS automatically adjusts the employee's FEHB on a prorated basis based on the effective date. The cost for part-time career employees is also prorated depending on agency regulations. If an employee has a dual appointment, both agencies contribute to the cost of FEHB.

If the effective date of the SF-2809 is prior to the effective date of the processing pay period and the employee is not currently enrolled, the uncollected premiums can be paid in a lump sum in one pay period or prorated. The "Retro collection by NFC" field is used to indicate the choice of payment.

FEHB Premiums During Non-pay Status

There are two cases when employees on LWOP should not be billed for health benefits premiums.

- LWOP pending approval of the OWCP claim, and the application is approved. When entering the personnel action for OWCP use NOAC 460, LWOP NTE, Authority Code Q3K. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **7** (OWCP-LWOP) on IRIS Program IR102, Dates & Misc. Salary/Personnel Data.
- LWOP pending OPM approval of disability retirement and the application is approved. When entering the personnel action for preliminary disability retirement, use NOA 976, Preliminary Disability Retirement with Remark Code 211, LWOP Pending Approval of Disability. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **8** (LWOP Pending Approval Of Disability Retirement Application) on IRIS Program IR102.

FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP pending OWCP.

Note: When FEHB coverage is canceled due to 365 days of LWOP status, the FEHB coverage code changes to 5 (canceled) after the personnel action is processed and the employee is automatically billed.

If a personnel action was processed for LWOP in excess of 30 days, timekeepers should not transmit a T&A after the 30 days. A bill is generated for the health benefits premiums if T&A's are transmitted.

If an employee in non-pay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed. When the employee returns to duty, either the entire amount may be paid or an additional premium (in addition to the regular premium deduction) will be automatically deducted each pay period, until the debt is repaid. For more information, see Title I, Chapter 11, Nonautomated Processing, and Employee Indebtedness.

If an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If this amount is insufficient, it will be considered indebtedness due to the United States. Recovery of the funds is made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government. For more information, see Title I, Chapter 8, Special Payroll Processing System.

System–Generated SF–2810

Information on the SF-2810 should not be entered in the PPS under certain conditions. The PPS generates the SF-2810 when one of the following personnel actions is processed. The carrier copy is sent to the carrier.

- Separation (except termination due to non–pay status for 365 consecutive days). The personnel action separating the employee will cancel the FEHB coverage.
- Death
- Retirement
- Name Change (Enter NOAC 780, Name Change From, to change the employee's name in the database).
- Transfer Out (except to OWCP)

Before Entering The FEHB Data

Employees have up to 31 days from their entry on duty date to either enroll in a plan or waive enrollment. Code the personnel action as follows with the applicable FEHB code to begin deductions, waive election, or cancel prior coverage.

Enter 4 (Eligible Pending) in the FEHB Coverage field of the personnel action before the FEHB enrollment document is entered. After the personnel action and the FEHB document successfully process, withholdings from the employee's salary begin and the system generates 1 (Enrolled) in the FEHB Coverage Code field on IRIS Program IR115.

Enrollment Code 1 cannot be entered on a personnel action nor can it be changed to 4.

CULPRPT Report P0059, Employees With FEHB Eligibility Pending, lists employees with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment. Personnel offices should run this report each pay period and remind employees to register before the end of the 31-day eligibility period. AEC037U4, Temporary Employees FEHB Coverage Eligibility, lists employees who will become eligible to participate in FEHB in two pay periods.

FEHB – New Enrollment

This section will show how to enter an employee’s Health Benefits (FEHB) Registration Form (SF 2809).

Note: Before the FEHB enrollment data can be entered in this module; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible–Pending) in the Benefits Data of the *EmpowHR* “PAR” module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

To enter Health Benefits:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Health Benefits*** component. The ***Find An Existing Value*** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the applicable search criteria.
3. Click ***Search***. The Elections tab - Health Benefits page (**Figure 386**) is displayed.

Figure 386. Electionstab - Health Benefits page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This 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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **In Progress**. Change by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Benefit Plan

Enter the applicable information.

Coverage Code

This field is populated from the benefit plan entered.

***Transaction Code**

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

Transaction Code Valid Values

- Cancel
- Change
- N Enrolmnt
- Pre-Tax Ch
- Reinstatement
- Term Carr
- TrnsferIn
- TransferOU
- Waived
- Term 365

Event Code

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

Event Code Valid Values

- Correction
- New Enrollment
- Open Season
- Other
- Reinstatement

Married?

Check the box if applicable.

**Employee Daytime
Phone Number**

Enter the individual's daytime telephone number.

**Other Insurance
Information/Medicare A**

Check the box if applicable.

**Other Insurance
Information/Medicare B**

Check the box if applicable.

**Other Insurance
Information/Medicare C**

Check the box if applicable.

**Other Insurance
Information/TRICARE**

Check the box if applicable.

Private Insurance Name

Enter the applicable information.

Policy Number

Enter the applicable information.

Event Date

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

Date Document Signed

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

Event Change Code

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

Office Received Date

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

***Personnel
Contact/Name: First**

Enter the first name of the individual.

**Personnel
Contact/Name: Middle**

Enter the middle name if applicable.

***Personnel
Contact/Name: Last**

Enter the last name of the individual.

**Personnel
Contact/Name: Suffix**

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

Suffix Valid Values

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

**Authorized Agency
Phone Number**

Enter the applicable phone number.

**Personnel Office Phone
Number**

Enter the applicable phone number.

Retro Collection By NFC

Check the box if applicable.

Pre-Tax FEHB Premium

This field defaults to **Yes**. Uncheck the box if response should be **No**.

**Temp Employee Pay Full
Premium**

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

5. Select the **Dependents** tab - Health Benefits page. The Dependents tab - Health Benefits page (**Figure 387**) is displayed. Dependent information is required each time a transaction is processed.

Figure 387. Dependents tab - Health Benefits page

6. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This 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.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

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

Benefit Plan

This field is populated from the elections tab - Health Benefits page (**Figure 386**).

Coverage Code

This field is system-generated from the elections tab - Health Benefits page (**Figure 386**).

Dependents/Name: *First

Enter the first name of the dependent.

**Dependents/Name:
Middle**

Enter the middle name of the dependent if applicable.

Dependents/Name: *Last

Enter the last name of the dependent if applicable.

**Dependents/Name:
Suffix**

Select a suffix from the drop-down list. The valid values are as follows:

Dependents/Name: Suffix Valid Values

- I
- II
- III
- IV
- Jr
- Sr

Dependents/Name: Suffix Valid Values

V
VI

National ID (SSNO)

Enter the applicable social security number.

*Birthdate

Enter the applicable birthdate of the dependent or select a date from the calendar icon.

Relationship

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

Relationship Valid Values

Adopted Ch
Child < 22
Child > 22
Foster Ch
Spouse
Stepchild

*Gender

Enter the gender or select data from the drop-down list. The valid values are **Male**, **Female**, and **Unknown**.

Address 1

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

Address 2

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

Address 3

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

City

Enter the name of the city, state, and zip code for the address.

Foreign Address Indicator

Check the box if the address is in a foreign country.

Coverage Information/Medicare A

Check the box if applicable.

Coverage Information/Medicare B

Check the box if applicable.

Coverage Information/Medicare D

Check the box if applicable.

Coverage Information/Tricare

Enter the applicable information.

Private Insurance Name

Enter the applicable information.

Policy Number

This field defaults to **Yes**. Uncheck the box if response should be **No**.

7. Click **Save** to save the transaction.
8. Click **OK** on the pop-up.
9. Click **Return To Search** to enter additional Health Benefits.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

FEHB Change In Enrollment

This section will show how to change an employee's Health Benefits (FEHB) Registration Form (SF 2809).

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

To change a FEHB Enrollment::

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Health Benefits*** component. The ***Find An Existing Value*** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the applicable search criteria.
3. Click ***Search***. The Elections tab - Health Benefits page (**Figure 386**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab - Health Benefits page (**Figure 387**).
4. Click ***Save*** to save the transaction.
5. Click ***OK*** on the pop-up.
6. Click ***Return To Search*** to enter additional Health Benefits.

OR

Click ***Next In List*** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click ***Previous In List*** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click ***Notify*** to send an e-mail to the next individual in the workflow.

FEHB Cancel Enrollment

This section will explain how to cancel a FEHB enrollment.

To cancel a FEHB enrollment

1. Select ***Payroll Documents*** menu group.

2. Select the **Health Benefits** component. The **Find An Existing Value** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.
3. Click **Search**. The Elections tab - Health Benefits page (**Figure 386**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab - Health Benefits page (**Figure 387**).
4. Complete the fields as follows:

Event Change Code

Enter the applicable event code.

Transaction Code

Change the transaction code to **Cancel**.

5. Click the **Remarks** link. The Reviewer Comment page (**Figure 388**) is displayed. Enter comments.



Figure 388. Reviewer Comment page

6. Click **OK**.The Elections tab - Health Benefits page (**Figure 386**) is displayed.
OR
Click **Cancel**.The Elections tab - Health Benefits page (**Figure 386**) is displayed.
7. Click **Save** to save the transaction.
8. Click **OK** on the pop-up.

9. Click **Return To Search** to enter additional Health Benefits.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.