

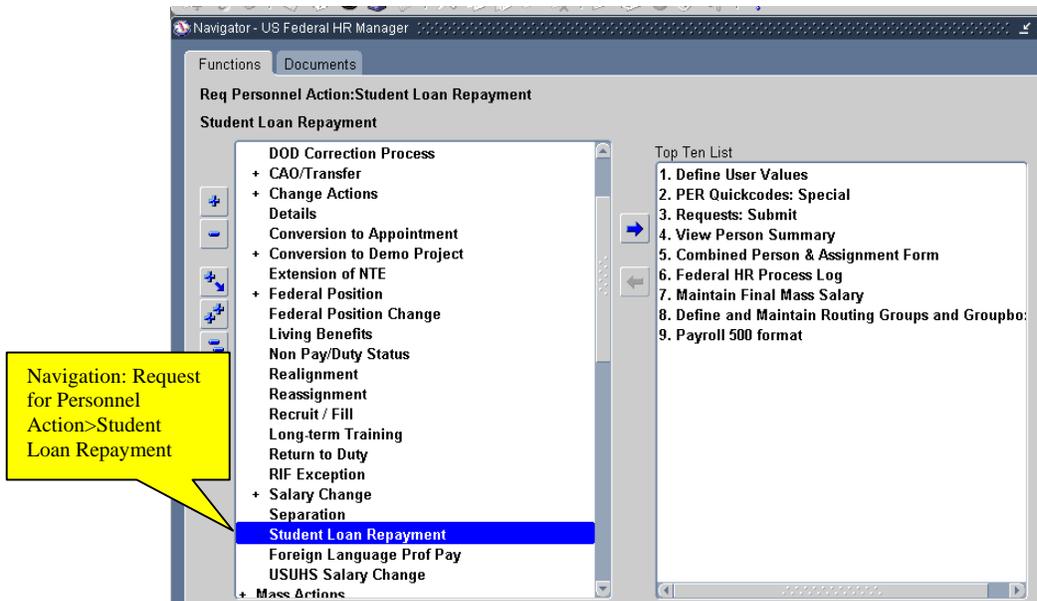
New functionality for Student Loan Repayment (NOA 817)

Background: The Office of Personnel Management issued regulations about the new Student Loan Repayment Nature of Action code (NOAC 817) to facilitate payroll standardization and reporting on the use of the Federal student loan repayment program. The Federal student loan repayment program authorizes agencies to repay certain types of Federally-insured student loans as a recruitment or retention incentive for highly qualified candidates or current employees. Agencies may make a payment of up to \$10,000 per employee in any calendar year, up to a total of not more than \$60,000 for any employee. The law requires agencies to report annually to the Office of Personnel Management (OPM) on their use of the student loan repayment incentive. Any employee (as defined in 5 U.S.C. 2105) is eligible, except those occupying a position excepted from the competitive civil service because of their confidential, policy determining, policy-making, or policy-advocating nature (e.g., Schedule C appointees).

NOA 817 Student Loan Repayment:

New NOA 817 Student Loan Repayment has been established in DCPDS in order to document student loan repayments and to produce NOA 817 CPDF dynamic transactions.

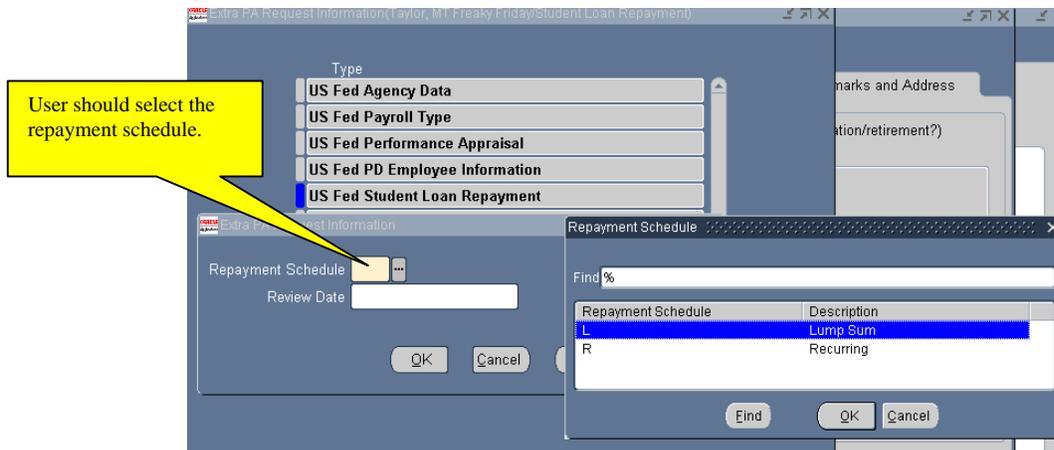
- A new RPA Family has been created for this NOA (**Navigation:** Request for Personnel Action>Student Loan Repayment).
- The Start Date for NOA 817 is 01-Oct-2003.
- There are no Legal Authority Codes for this NOA.
- Remark Code ZZZ is available on the NOA 817 RPA for agency remarks.
- Student loan repayment amounts are entered in whole dollars only. The amount must be within 1 to 10,000 and reflect the annual amount for the fiscal year.
- User will process NOA 817 RPA for each employee upon initial authorization of student loan repayment benefits and in any subsequent fiscal year in which payment of benefits is authorized. If student loan repayment benefits are not authorized to be paid in a subsequent fiscal year, the user does not need to submit a NOA 817 for that fiscal year, even if the employee has not yet fulfilled the service agreement.



Blocks 5-A automatically populates when RPA is opened.

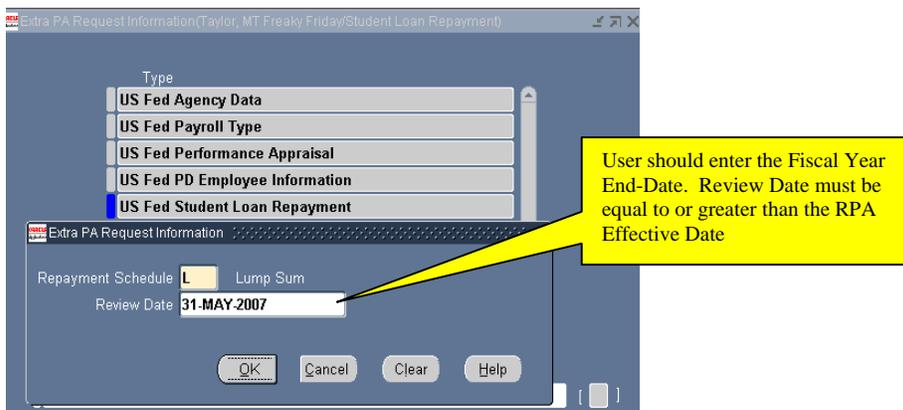
When user clicks on the Award block, a pop-up window appears. User should enter the authorized Student Loan Repayment amount (in whole dollars) for the fiscal year in the Amount block.

- A new RPA>Extra Information DDF called US Fed Student Loan Repayment has been created that contains the following segments:
 - Repayment Schedule
 - Review Date
- Users must enter values in these data elements prior to updating DCPDS.



- Employees may be repaid either one of two ways: Lump-Sum Net Payments OR Recurring Payroll Payments. The segment 'Repayment Schedule' contains the following values:

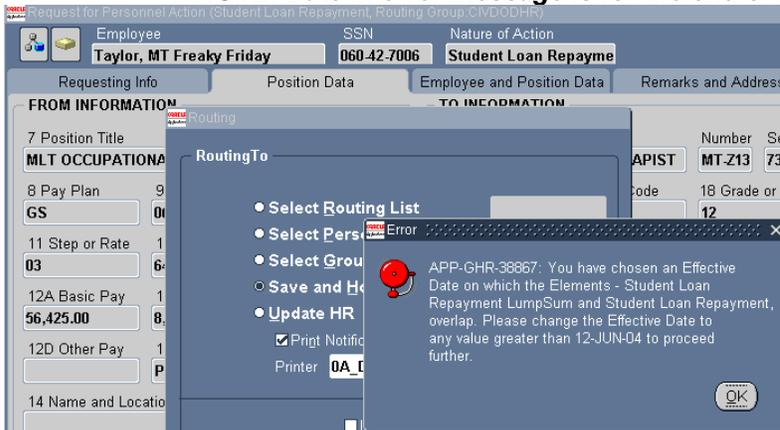
CODE	MEANING
R	Recurring
L	Lump Sum
- Once the user selects a Repayment Schedule, either Lump Sum or Recurring via the RPA extra information segment titled 'Repayment Schedule', that value will determine which Student Loan Repayment element is created in the employee's record (Lump Sum or Recurring) upon update to DCPDS.
- Two New Elements (under People>Assignment>Elements) have been created to handle the two different Payment Schedules:
 - Student Loan Repayment Lump Sum
 - Student Loan Repayment Recurring
- User should enter the fiscal year end-date in the data element Review Date. At the end of the review date, users can then determine whether a new NOA 817 needs to be processed for the next fiscal year.



- Employee cannot have both the Lump Sum and Recurring elements at the same time. If Lump Sum Element exists as of the RPA effective date and the user attempts to process NOA 817 as a recurring repayment, the system will reject the update with error message:

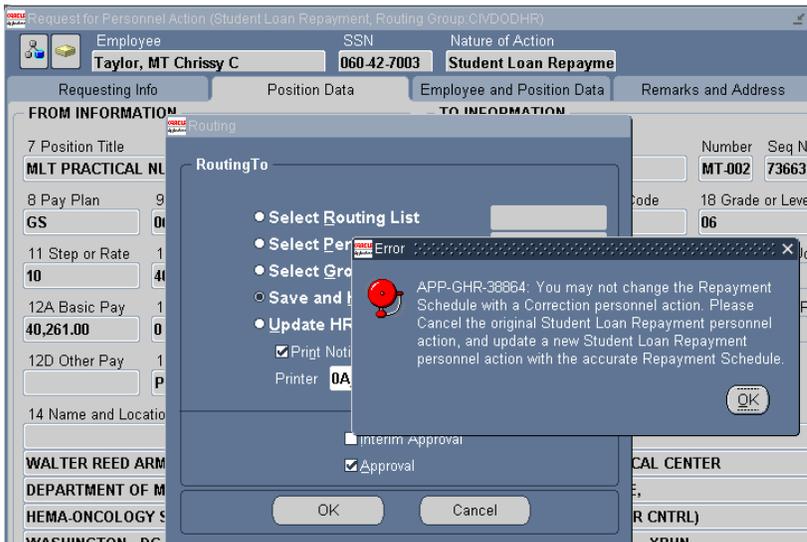
APP-GHR-38867: You have chosen an Effective Date on which the Elements – Student Loan Repayment Lump Sum and Student Loan Repayment overlap. Please change the Effective Date to any value greater than 12-Jun-04 to proceed further.

NOTE: Date in error message is for the end of the pay period.



- If Recurring Sum Element exists as of the RPA effective date and user attempts to process NOA 817 as a Lump Sum repayment, the system will reject the update with error message:

APP-GHR-38864: You may not change the Repayment Schedule with a Correction Personnel Action. Please cancel the original Student Loan Repayment personnel action, and update a new Student Loan Repayment personnel action with the accurate Repayment Schedule.



Notification of Personnel Action (NPA). The Notification of Personnel Action (NPA) for NOA 817 will reflect only the Student Loan Repayment Amount in the "Total Salary (block 20)" field. NPA should be filed in the employee's OPF on the left side. See sample NPA below:

Standard Form 50-10
Rev. 7/91
U.S. Office of Personnel Management
FPMR, 51 CFR 101-11.6

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) TAYLOR, MT CHRISSEY C.		2. Social Security Number 060-42-7003	3. Date of Birth 04-15-1950	4. Effective Date 06-01-2004
FIRST ACTION		SECOND ACTION		
5-A. Code 817	5-B. Nature of Action Student Loan Repayment	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number MLT PRACTICAL NURSE MT-00221 - 73663		15. TO: Position Title and Number MLT PRACTICAL NURSE MT-00221 - 73663		
8. Pay Plan GS	9. Occ. Code 0620	10. Grade/Level 06	11. Step/Rate 10	12. Total Salary \$40,261.00
13A. Basic Pay \$40,261.00	13B. Locality Adj. \$0	13C. Adj. Basic Pay \$40,261.00	13D. Other Pay \$0	13E. Total Salary Award \$3,000.00
14. Name and Location of Position's Organization WALTER REED ARMY MEDICAL CENTER DEPARTMENT OF MEDICINE, HEMA-ONCOLOGY SVC (NUR CNTRL) WASHINGTON, DC 20307 XPHN		22. Name and Location of Position's Organization WALTER REED ARMY MEDICAL CENTER DEPARTMENT OF MEDICINE, HEMA-ONCOLOGY SVC (NUR CNTRL) WASHINGTON, DC 20307 XPHN		
EMPLOYEE DATA				
23. Veterans Preference 1 - None 2 - 5-Yrs 3 - 10-Yrs/Disability 4 - 10-Yrs/Comparable		24. Tenure 1 - None 2 - Permanent 3 - Indefinite		25. Agency Use
27. FEGLI J1 - Basic + Option B (1a) + Option A + Option C (1a)		28. Annuitant Indicator 9 - Not Applicable		26. Veterans Preference for RIF YES X NO
29. Retirement Plan 1 - CSRS	31. Service Comp. Date (Leave) 04-15-1976	32. Work Schedule F - Full-Time		29. Pay Rate Determinant 6
POSITION DATA				

Additional Information:

- NOA 817 RPA updates will produce a CPDF Dynamics record.
- Oracle Correction to NOA 817 will allow user to change the Student Loan Repayment Amount and the Review Date, but NOT the Repayment Schedule. If the user wishes to update the Repayment Schedule from Lump Sum to the recurring element, or vice versa, the user will have to Cancel (NOAC 001) the first Student Loan Repayment action and reprocess the correct Student Loan Repayment with the correct Repayment Schedule.
- No Pay500s will be generated from this NOA.

Identified Problems:

- User is not able to update Review Date through the Element entry. (A problem report has been submitted to Lockheed.)
- User is not able to End-Date the Student Loan Repayment Recurring Element. (A problem report has been submitted to Lockheed.)
- User must use US Fed HR Manager Responsibility to process NOA 817 RPAs. (A CRT will be submitted to allow other responsibilities to update NOA 817 actions.)
- Users cannot use DoD Correction against NOA 817. (A CRT will be submitted to allow DoD Corrections against NOA 817.)
- Users should track the Service Agreement Date through People>Extra Information>Personnel Contingency Area DDF>Data elements CCPO Suspense Code and CCPO Suspense Date. Report LOCSP will generate within 7 days of NTE Date. An SCR is being written to establish Service Agreement Date for Student Loan Repayment in DCPDS.