

PERSONNEL / PAYROLL INTERFACE WORKAROUND

CPMS CONTROL NUMBER: 07-0008

ISSUE DATE: 20 Aug 2007	PR/DAR NO:
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PROBLEM : **PERSONNEL** **PAYROLL**

FEHB Terminations/Return To Duty for Reservists Rejecting due to Effective Date

Employees who are called to active duty (NOA 473) and/or return to duty (NOA 292) have the option to terminate and/or restart their FEHB deductions, but DCPS will reject a FEHB transaction when it is either terminated on a date other than the end of a pay period or restarted on a date other than the beginning of a pay period. To prevent these rejects, HR user has been either terminating the FEHB at the end of current pay period or at the end of the previous pay period and following the same practice for restarting the FEHB deductions. Payroll cannot manually process a FEHB transaction in DCPS in these situations. Therefore, FEHB deductions are not being prorated at DCPS.

WORKAROUND: **PERSONNEL** **PAYROLL**

PERSONNEL: HR user must restart/terminate the FEHB with the true effective date (which may be other than the beginning/end of the pay period). If the effective date is other than the beginning/end of the pay period, the FEHB transaction will fall to the Payroll Invalid Report. To follow-up, HR user must fax a spreadsheet with employee's name and restart/termination effective dates to DFAS Imaging citing this workaround number.

PAYROLL: Payroll will enter the FEHB termination with an end of pay period effective date and/or restart with the beginning of pay period effective date; then process a manual pay adjustment to prorate the FEHB deduction. See payroll office memo for proration formula.



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DATE TO DFAS/CPMS: 20-Aug-2007

FIX DATE:

PATCH/RELEASE NUMBER:

POC: CPMS Pay Team, DSN 487-6500, Commercial (210) 652-6500