

PERSONNEL / PAYROLL INTERFACE WORKAROUND

CPMS CONTROL NUMBER: 07-0003

ISSUE DATE: 19-Jul-07	PR/DAR NO:
RESCIND DATE:	REMEDY NO:

PROBLEM : **PERSONNEL** **PAYROLL**

Pay Plans ED and EF: Employees with Pay Plans ED and EF with pay basis of Per Hour (PH) and work schedule of either Part-time (P) or Full-time (F) are eligible to earn and use leave. DCPS is coded to reject pay plans ED or EF with pay basis of PH unless they are Intermittent.

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

PERSONNEL: HR user will submit a DFAS Remedy ticket and fax the SF50 to DFAS Imaging citing this Workaround Number each time a transaction is rejected back to personnel for the employees described above.

PAYROLL: Monitor the Personnel Interface Invalid Report (P6606R01) to identify transactions with the error message of PN and SCH, and error message number 9000 – INVALID VALUE IN FIELD(S). When this condition is found, verify the Pay Plan is either ‘ED’ or ‘EF’, Pay Basis is PH, and the SCH is either Full-time (F) or Part-time (P).

To process the employee’s record, the payroll office will change the Pay Basis to Per Day (PD), multiply the hourly rate by 8 hours for the daily rate and input this information. The payroll office will also need to verify the re-employed annuity amount, if applicable.

IMPORTANT NOTE: This workaround is only to be used when the work schedule for employee is Full-time (F) or Part-time (P) and Pay Plan is ‘ED’ or ‘EF’.

DATE TO DFAS/CPMS: 5 Jul 07

FIX DATE:

PATCH/RELEASE NUMBER:

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