

PERSONNEL / PAYROLL INTERFACE WORKAROUND

CPMS CONTROL NUMBER: 07-0005 Revised

ISSUE DATE: 13 Sep 2007
RESCIND DATE:

PR/DAR NO: SCR Y2571
REMEDY NO:

PROBLEM : **PERSONNEL** **PAYROLL**
RETENTION INCENTIVE PAYMENT OPTION OTHER THAN BI-WEEKLY
Memorandum signed by Dr. Chu on September 21, 2006, approved DoD policy to “authorize incentives up to 100 percent of the employee’s salary, provide options for payments, and establish procedures for requesting OPM approval when enhanced incentives with reduced service periods are necessitated by a critical need”. Retention incentives may be paid in a single lump-sum after completion of the full service period or in installments after the completion of specified periods of service.

NOTE: Although Department of Energy (DOE) is programmed to send the other options at this time, no DOE employees have requested payments other than biweekly. If DOE sends a transaction with other than biweekly payments, they will also need to send a copy of the SF50 to the PRO with the requested information because the transaction will fall to the invalid report.

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

PERSONNEL: HR will need to fax the SF50 to DFAS Imaging with the start and stop dates, the retention incentive percentage and the employee’s requested option for payment of Retention Incentive written in the remarks area of the SF50.
Note: HR should maintain a spreadsheet of these workaround requests so once both DCPDS and DCPS are modified to accept payment options other than bi-weekly, HR users can then enter NOA 827 into the HR system.

PAYROLL: Upon receipt of SF50, PRO will develop and maintain a spreadsheet to track the employee’s base pay earnings (RA). Monitoring of employee must continue until the entire impact period of time falls off-line (the monitoring should not end when the entitlement payout is complete). PRO will calculate lump sum Retention Incentive payments based on the employee's earnings using the percentage authorized by HR for the time frame indicated on the SF50. For the installments, PRO will calculate payments based on the earnings since the last payment. Manual pay adjustments (**Z8**) will be based on positive or negative RA adjustments, and if there is a retro negative adjustment to earnings (e.g. LWOP), PRO will need to manually create the debt.

DCPS SCR: Y2571

DATE TO DFAS/CPMS: July 19, 2007

FIX DATE:

PATCH/RELEASE NUMBER:	
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POC:	CPMS Pay Team, DSN 487-6500, Commercial (210) 652-6500
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NOA 827 – Retention Incentive

IF Retention Incentive Payment Option equals:	THEN Document SF50 Remarks with the following information: (1)	AND (2)
Installment payments with Partial Final Lump Sum	Payment Option = E (Installment) Start and End Date of each service period for the Installment Payment Effective Date of each Installment Retention Incentive Percentage of each Installment	Payment Option = L (Lump- sum) Start and End Date Payment Effective Date Retention Incentive Percentage
Installment payments only	Payment Option = E (Installment) Start and End Date of each Installment Payment Effective Date of each Installment Retention Incentive Percentage of each Installment	
Final Lump Sum only	Payment Option = L (Lump-sum) Start and End Date of the full service period Payment Effective Date Retention Incentive Percentage	
Note 1: Installment Payments must be consistent with bi-weekly pay periods		
Note 2: Payment Effective Date will be the end of the service period		
Note 3: Lump Sum payment can only be paid at the end of the service period		