

**PERSONNEL / PAYROLL INTERFACE WORKAROUND**

**CPMS CONTROL NUMBER:** 09-0005

<b>ISSUE DATE:</b> 02-SEP-2009	<b>PR/DAR NO:</b> SCR Y3023
<b>RESCIND DATE:</b>	<b>REMEDY NO:</b>

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

**Grades “O” and “P” of Pay Plan “TP” not updating correctly at payroll**

New pay table additions for DODEA's Instructional System Specialist and Supervisory Instructional System Specialist positions have been created. These salary schedules are labeled Schedule "O" and Schedule "P" and are effective July 5, 2009. They will be updated next spring when the other DODEA salary schedules are revised.

Currently, DCPS does not have the ability to accept these Grades and the “rules” that go with them. Changes must be made to allow DCPS to accept the new schedules. The manner the employees are to be paid, have their leave accrued and the deductions withheld is similar to Principals rather than teachers. SCR Y3023 has been created to take care of the issue. Until then, this workaround needs to be utilized for these employees.

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

**PERSONNEL:** Regenerate the action as if the employee is a retained pay principal using the following criteria for data:

If the TP Grade is “O”, then change the following information on the regeneration screen:  
Grade – LG  
Step – 00  
PRD – 2  
Pay Table ID – S640, S650 or S660 (Assistant Principal’s pay tables)

If the TP Grade is “P”, then change the following information on the regeneration screen:  
Grade – KG  
Step – 00  
PRD – 2  
Pay Table ID – S540, S550 or S560 (Principal’s pay tables)

**PAYROLL:** No action required

**DATE TO DFAS/CPMS:** 08-31-09

**FIX DATE:**

**PATCH/RELEASE NUMBER:**

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