

# NFC

## Procedures



National Finance Center  
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U.S. Department of Agriculture

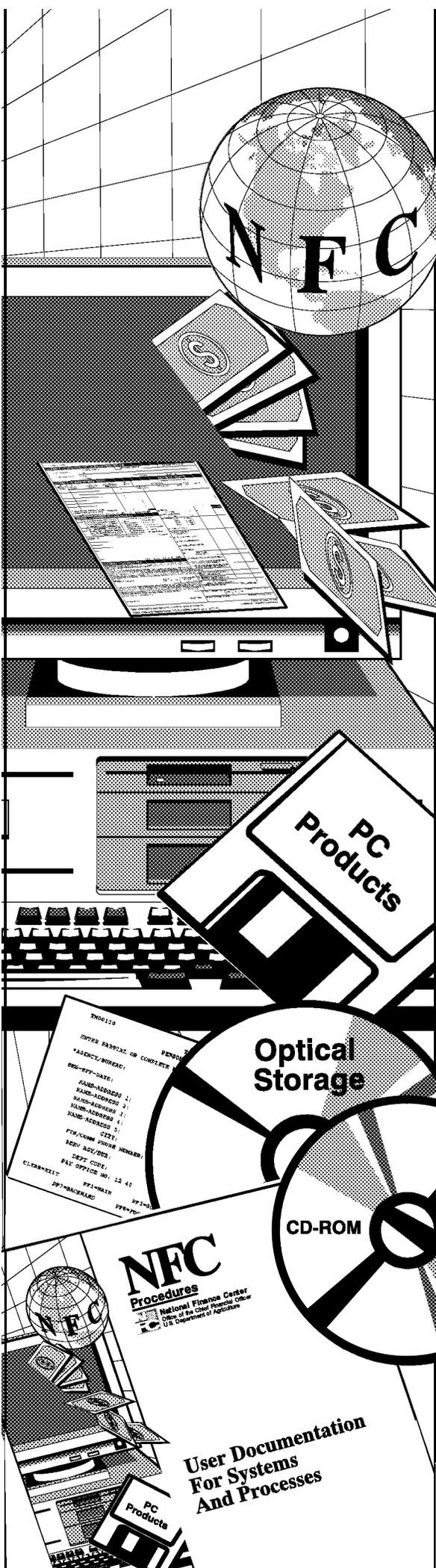
Updated April 1998

# History Correction Update Processing System (HCUP)

TITLE I  
Payroll/Personnel Manual

CHAPTER 10  
Correction Process Procedures

SECTION 4  
History Correction Update Processing System (HCUP)



User Documentation  
For Systems  
And Processes

NFC  
Procedures  
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# User Survey For USDA/NFC Procedures

The Directives and Analysis Branch requests your comments on this procedure. To help us evaluate and improve the effectiveness of our publications, please answer the questions below.

Return the survey within 30 days to:

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HCUP

Procedure Name  
 I / 10 / 4 /  
 Title Chapter Section Subsection

**Optional:**

\_\_\_\_\_  
 User Name Phone No.  
 \_\_\_\_\_  
 Job Title Grade  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City State ZIP

**1. How helpful is the procedure to you in performing your job?**

- Very helpful
- Fairly helpful
- Not very helpful because \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. How frequently do you use the procedure?**

- Daily
- Weekly
- Monthly
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Is the format easy to follow?**

- Yes
- No, I suggest \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Have you found any errors in the procedure?**

- No
- Yes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Is the writing easy to understand?**

- Yes
- No, I suggest \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. What recommendations/comments would you like to make regarding this procedure?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. Are the instructions/exhibits clear and easy to follow?**

- Yes
- No, I suggest \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THANK YOU FOR COMPLETING THIS SURVEY!



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## About This Procedure

### How This Procedure Is Organized

The primary sections of this procedure are described below:

**System Overview** describes what the system is used for and provides related background information.

**System Access** provides access security information and instructions for accessing the system.

**System Capabilities** describes HCUP features and capabilities.

**System Interface** describes HCUP's interface with other systems.

**Operating Features** describes the system's design and how to use its operating features.

**Sample Cases** are included to assist in processing HCUP cases. The Information Research/Inquiry System (IRIS) Program IR525 contains a pattern in the screen border and the screen image is shaded to distinguish the IRIS screen from the HCUP screens.

The **Appendix** section contains, HCUP and PACT edit messages and FOCUS Record Design Information.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 6.1, 6.2, etc.) are used, as needed, to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

### What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: *First NOA Must Be Present*.
- Field specifications are also printed in italics. Example: *(required, alphanumeric field, 6 to 8 positions)*.

□ For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days.

□ Data that is system-generated or that you must key in exactly as shown is printed in bold italics. Example: Key in ***HCUP***.

□ Emphasized text within a paragraph is printed in bold. Example: **It is important that agencies coordinate changes to an employee's history record when a previous agency is involved.**

□ Figure references printed in bold link the figure with the text. Example: To access HCUP, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as follows:

□ References to sections within the procedure are printed in bold. Example: See **Canceling An Accession Action**.

□ Keyboard references are printed in brackets. **Example:** Press [Enter]. Press [PF5].

Optional actions at the end of a processing function are preceded by square bulletins. Example:

□ To exit the system, press [Clear].

Important extra information is identified as a note. Example: **Note:** You may also select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages.

### Who To Contact For Help

For questions about NFC processing and other system-related issues, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For questions about payroll/personnel policies and regulations, contact, your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about obtaining access authority, contact your agency Security Officer.

For questions about this procedure, contact Directives and Analysis Branch at **504-255-5322**.

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## System Overview

The History Correction Update Processing System (HCUP) is an online entry system of the U.S. Department of Agriculture (USDA), designed for updating personnel history data. HCUP allows correction and cancellation of historical personnel actions which exist in the Personnel History Information System (PHIS) database. It also allows for the entry of late, newly required, and replacement personnel actions, in PHIS. PHIS is a database that currently stores 7 years of historical payroll and personnel data. HCUP is a subsystem of the Payroll/Personnel System.

HCUP actions are processed as a package. This means that if one action is suspended, all actions are suspended until the erroneous action is corrected.

## Using HCUP, PEP51, And PACT

Use **HCUP** to correct or cancel historical actions that appear on IRIS Program IR525, PERHIS Personnel Actions Summary, and to process newly required or replacement actions.

Use **PEP51** to:

- Correct or cancel/delete the **last action(s)** that applied to the database in the **current processing pay period and the employee has not been paid** (i.e., PAYE has not processed).
- Correct or cancel/delete an action that applied to the future file. When a PEP51 function is initiated, all retrieved actions including PACT, Future Inquiry System (FINQ), Front End Systems, and system-generated actions, will appear in suspense or be deleted, based on the action type selected. **Note:** If a HCUP package exists, the PEP51 screen will display in HCUP when the HCUP package is released, to indicate the action to be taken on the current action..
- Retrieve a HCUP package that has applied to the database.

Use **PACT** to:

- Enter actions that are effective in the processing pay period.
- Enter actions that are effective in a future pay period.
- Add an “exception” action. See [Definitions](#) for an explanation.
- Process history changes beyond 5 years.
- Add actions when a HCUP package is in SINQ.

- Add actions that are effective no earlier than the last “non-exception” action on the database.

## System Capabilities

Some features of HCUP are:

- Direct retrieval of historical personnel actions from the history database (PHIS).
- HCUP actions are processed as a package, thus preventing inaccurate payments.
- Automatic cancellation of intervening actions for processing of history changes.
- Option to update reapplied actions.
- Option to print output SF-50-B.
- Update position data for history actions through HCUP in lieu of the Position Management System (PMSO).
- To facilitate control of data, the current agency processes history corrections for current employees though the employee may have had prior service with another agency.

## System Interface

HCUP interfaces with other systems as follows:

**Payroll/Personnel System.** The Payroll/Personnel System is a database system that allows the integration and sharing of an array of data records among many modular subsystems. The database consists of current and prior salary payment information, personnel actions, name and address information, etc. The modular construction allows integration of payroll and personnel actions with other payment systems. HCUP is one of the many modular subsystems of the Payroll/Personnel System.

**Position Management System (PMSO).** A HCUP Position Data screen is accessible for users to update or add position data for editing in the HCUP package. This data is not applied to the online PMSO data. The position data on the **current action** is edited against the **current position in PMSO** to assure no discrepancy exists.

**Table Management System (TMGT).** The Table Management System is an online system that contains tables used to validate data processed in the Payroll/Personnel System. HCUP actions are edited against TMGT for validity of personnel data (e.g., nature of action code, authority, etc.).

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**Adjustment Processing System (ADJP).** The Adjustment Processing System is the system that recalculates payments and revalidates the time and attendance report (T&A) based on the processing of a late transaction within the last 25 pay periods. Though PHIS currently stores 7 years of historical data, ADJP adjusts payments for up to 25 pay periods only. Form AD-343, Payroll Action Request, is required for adjustments that exceed 26 pay periods.

**Personnel Action Processing System (PACT).** The Personnel Action Processing System is a front-end entry system used to enter personnel actions into the Payroll/Personnel Remote Entry System (PRES) database. History actions display in PACT through HCUP either on the PACT screen for the specific NOAC (e.g., PP88101M for a FEGLI change) or the PP063, Personnel Action Input, screen based on the processing of a correction or cancellation action. Each HCUP action is released through PACT (by the agency). **Users should have basic knowledge of PACT before using HCUP.**

**Future Inquiry System (FINQ).** The Future Inquiry System is an inquiry system that allows users to query payroll and personnel documents entered into the Payroll/Personnel System with future effective dates. The personnel documents in FINQ are included as part of the HCUP package.

**Pullers For Payroll/Personnel Documents (PEP51).** The Pullers for Payroll/Personnel Documents System allows the retrieval of a processed personnel action (i.e., the action has released to PEPL but PAYE has not processed). The PEP51 screen is automatically displayed when a HCUP package exists for you to designate if the processed action should be applied, suspended, or deleted.

**Document Rollback System (DRBS).** The Document Rollback System is the system that rolls back a historical personnel action at the beginning and ending of the PINE/PEPL process when a HCUP action is entered. Rollback actions are part of the HCUP package.

**Personnel Edit System (PINE).** The Personnel Edit System is the edit system for all personnel and payroll transactions. PINE edits all HCUP packages with each release. All personnel actions (e.g., user-entered, system-generated, suspended, recycled, future, etc.) in the HCUP package are housed together in a temporary file to designate to the system a point of return in the event that an action in the package fails the edits. If one action rejects, the entire package is held in suspense.

**Suspense Inquiry And Correction System (SINQ).** The Suspense Inquiry and Correction System is the correction system for all payroll and personnel documents that reject in PINE. A message on the

suspense report indicates that the action is part of a HCUP package. This message is shown with the actual SINQ error.

If any action in the HCUP package rejects in PINE, all actions in the package are sent to SINQ and will remain in SINQ until the erroneous action is corrected. If not corrected, the package will roll over to the next pay period(s) until corrected or deleted.

**Personnel Processing System (PEPL).** The Personnel Processing System interfaces with PINE and performs the update function of the personnel area of the database. Valid HCUP packages are released to PEPL and immediately updated when all edits are satisfied. If an error exists, a database rollback command is programmatically issued to suspend all updated personnel actions.

**Information Research Inquiry System (IRIS).** The Information Research Inquiry System is an online inquiry system, accessed by users of the Payroll/Personnel System, to view current and historical payroll and personnel transactions processed. HCUP transactions are released to IRIS programs for agencies to view and verify the accuracy of the data processed.

**Biweekly Examination Analysis And Reporting (BEAR).** The Biweekly Examination Analysis and Reporting System is an end-of-the-pay-period system sweep and a beginning-of-the-pay period set-up in preparation for the upcoming processing pay period. It generates various types of end-of-pay-period output. BEAR generates the SF-50-B, Notification of Personnel Action, (as indicated by the user) and Central Personnel Data File (CPDF) record when a HCUP package is processed.

## Definitions

**Cancellation Action.** A cancellation action is an official personnel action that rescinds an earlier action that was improper, or was proper but contained references to an improper action, or contained inappropriate or erroneous remarks that should not have been recorded.

**Correction Action.** A correction action is an official personnel action that changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action.

**Current Action.** A current action is the last official personnel action processed in the system.

**Exception Action.** An awards-related action or a detail action that HCUP bypasses in the correction/cancellation process. These actions are **not** included in the HCUP package and will not display on the HCUP List Screen unless corrected or canceled.

**Historical Action.** A historical action is an official personnel action(s) that was processed prior to a current action.

**Newly Required Action.** A newly required action is an official personnel action that is processed as a result of a decision or as a result of a cancellation action requiring the processing of another action (e.g., reassignment replaced by a promotion resulting in the need to process a within-grade increase).

**Official Action.** An official action is a personnel action that requires a nature of action code (NOAC)/authority and contains Central Personnel Data File (CPDF) elements required by the Office of Personnel Management (OPM).

**Replacement Action.** A replacement action is an official personnel action that is processed as a result of a decision or administrative error. A replacement action replaces or substitutes a canceled action.

**Retroactive Action.** A retroactive action is an official personnel action that is prepared or processed after the pay period in which it is to be effective (i.e., the effective date is prior to the processing pay period's effective date). This action should have been processed in an earlier pay period. A retroactive action must be an official action that may be a newly required or replacement action.

**Unofficial Action.** An unofficial/updating action is a personnel action which is processed to update, correct, modify, or add a non-CPDF element. This data is not reported to OPM but is necessary for the operation of the Payroll/Personnel System for timely personnel and payroll administration, the preparation of output reports, and the performance of related management support functions. An unofficial/updating action does not permit the entry of a NOAC.

## Reporting

The following paragraphs provide information regarding report generation for HCUP.

## FOCUS

PHIS is defined to FOCUS and is used to create reports using data from the Payroll/Personnel System's Information/Research Inquiry System (IRIS) history programs.

PERHIS (or PERHIST) is the selection to be used on the Payroll/Personnel Database Menu in FOCUS to create history reports. FOCUS provides access to historical personnel information for the current fiscal year plus 5 previous fiscal years. Data is stored by the highest organization structure code, highest end date, and highest start date. The database is updated following the end of each pay period. The update process normally begins on the Sunday following the completion of PAYE and BEAR. The update includes certain payroll/personnel actions that were processed during the last processing pay period.

A master file description contains all of the data elements in the PERHIS database. A file description (PERHIS), a dictionary (DICTPERH), and the redesign methodology documentation (DOCPERH) are available for the PERHIS database. These listings can be printed by using the Printlist utility in the FOCUS Reporting System and requesting the PERHIS, DICTPERH, or DOCPERH listings.

Frequently used reports are available in the FOCUS NFCP.FOCS.FYI.EXEC library.

The FOCUS Record Design is provided in [Appendix C](#).

## CULPRPT

The Report Generator System (CULPRPT) PRES status reports E0001 through E0005 include the status of HCUP packages. **It is crucial that these CULPRPT reports are reviewed before entering a HCUP package to assure that a HCUP package does not exist.**

The SINQ reports are used to correct actions that failed the PINE edits.

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## System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

## Remote Terminal Usage And Security

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access HCUP, you must (1) have authorized security clearance (2) have security access to PACT, and (3) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

The employee's current agency has access to all history data on the PHIS database, including history data for all previous employment (within a department) with organizations serviced by NFC. This means that the current agency processes all corrections and cancellations to the employee's history record. However, the current agency **cannot** add an action for a previous agency. See **Special Processing** for more information. **It is important that agencies coordinate changes to an employee's history record when a previous agency is involved.**

## Security Access

The following information describes the security environment at NFC.

**Security Software.** System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. TOP SECRET validates the user to determine if he/she is authorized to use HCUP. The user's logon access (user ID and password) is validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.

3. TOP SECRET determines if the user is authorized to use the requested resources (*i.e.*, *datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

**Validation Process.** To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to HCUP.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, key in **HCUP**.
3. TOP SECRET validates the user ID, password, and access authorization to HCUP.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into HCUP.
5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.
6. The user is allowed to execute the HCUP program which will perform his/her assigned function as long as his/her security access for the program match.
7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.
8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:PNDDYXXXXXXXX, where N=5 for  
Agriculture users  
or N=7 for Treasury users,  
or N=6 for Non-Agriculture/Non-Treasury users

In the primary SAC entry path, DD=Department and YXXXXXXXX is the organizational structure.

The alternate SAC entry path is:

SAC:QNDDYXXXXXXXX, where N=5 for  
Agriculture users  
or N=7 for Treasury users,  
or N=6 for Non-Agriculture/Non-Treasury users

In the alternate SAC entry path YY=Agency and XXXXXXXX is agency defined.

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The SAC entry in the users' TOP SECRET profiles are read to determine if the access should be allowed.

**Note:** Steps 5 through 8 are transparent to the user.

**Requests For HCUP Access.** Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User ID
- Agency Name
- User Access Request Level
  - Sensitive
  - Non-Sensitive
- Telephone Number
- Application Name (HCUP)

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the main menu.

**Note:** The access level requested for the user should be based on the individual's assigned work requirements and job function.

### Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

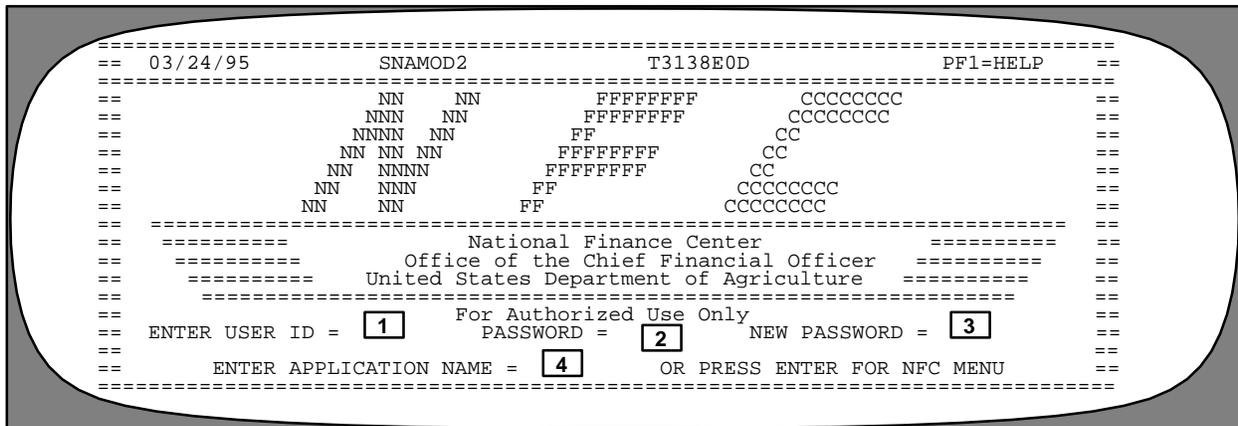
**1** Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., *NF999*). Press [Tab].

**2** Password (required, alpha field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

**3** New Password (alpha field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

**4** Enter Application Name (required, alpha field; max. of 9 positions). Key in *HCUP* and press [Enter]. The HCUP Starting Action screen is displayed, except when NFC needs to communicate special system function messages.

**Note:** When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems.



**Figure 1. NFC Banner Screen**

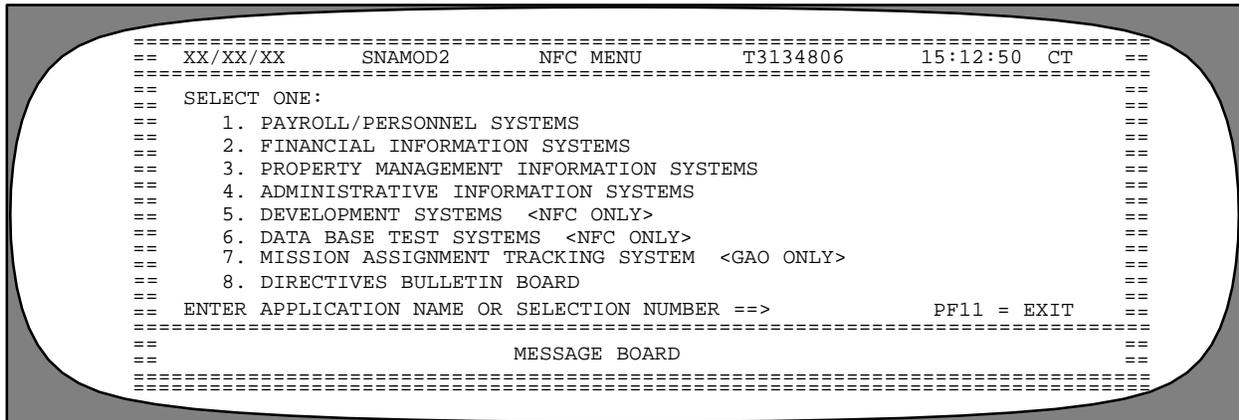


Figure 2. NFC Menu

Instructions for using the HCUP Starting Action screen begin on page 15.

### Sign-Off

To exit HCUP, press [Clear] at any screen. The Enter Next Task Code prompt (Figure 3) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is dis-

played. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

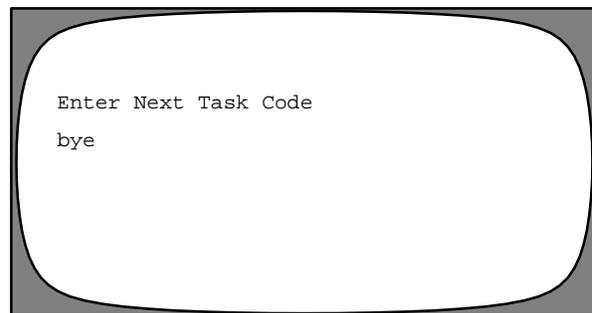


Figure 3. Enter Next Task Code Prompt

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## Operating Features

This section describes HCUP's design and operating features. For Federal, departmental, and agency personnel processing standards (e.g., forms completion, filing, etc.) refer to the applicable regulations.

### System Design

HCUP allows the processing of correction, cancellation, newly required, and replacement actions in PHIS, the history database. Below is a brief description of the HCUP screens and other information pertaining to the system operation and design.

The **HCUP Starting Action** screen is the first entry screen in HCUP. This screen is used to enter data for the earliest action being corrected or canceled or to add an action to the history database.

The **HCUP List Screen** is the second HCUP screen. This screen lists the starting action and all official actions (with a few exceptions) that have processed since the starting action. See [Exception Actions](#) under **Special Processing**. These actions, along with any action that applied in the current pay period (including system-generated actions such as the Federal Pay Increase, Locality Pay, Change In Service Computation Date, etc.), constitute the HCUP package. You may also transfer to a specific action in HCUP/PACT from this screen.

The entire HCUP package is released from this screen to the Payroll/Personnel System (PACT/PRES) database where it is held until released to the Personnel Edit System (PINE).

The **Other List** screen is accessible from the HCUP List Screen and displays **current actions** that have applied to the database, actions that are held in SINQ, and actions that are held in FINQ.

The **HCUP/PACT menu** is the next screen displayed. This screen is similar to the PACT menu screen in the PACT System except the **SF-50 Required** field has been added to the HCUP/PACT menu, for you to choose if an SF-50-B, Notification of Personnel Action, is to be produced. This screen displays the nature of action code (NOAC) and authority code for each action in the HCUP package. The starting action is the first action displayed except if the starting action is a cancellation. You may scroll through each action by using PF keys.

The **HCUP Position Data** screen is accessible from the HCUP/PACT menu for each action in the HCUP package in order to update position data and to add position data for actions that have been added to HCUP (e.g., promotion, change to lower grade, realignment, etc.). You may also retrieve PMSO position data from this screen. If the

current position requires updating, you must access PMSO. **The current position cannot be updated using the HCUP Position Data screen.**

The **HCUP/PACT** screen is accessible for updating each action as needed and for releasing each action in the HCUP package. The data is system-generated from the history database for each HCUP/PACT screen. Review each field (including Remarks) thoroughly for accuracy and process a correction if necessary.

The **Retained Information** screen is accessible from the HCUP/PACT screen for entering grade retention information for employees in grade retention with pay rate determinant code A, B, E, F, U, or V.

The **PEP51 (Pullers For Payroll/Personnel Documents)** screen is accessible to designate the disposition of a current action (i.e., delete, suspend, or reapply). Certain payroll documents are also rolled back (see the PEP51 procedure).

Once a release status is indicated for all actions (HCUP/PACT screen and HCUP List Screen) and all front-end edits are satisfied, the actions are released as a package to the Personnel Edit (PINE) System for further editing.

The HCUP package is either suspended in the Suspense Inquiry and Correction System (SINQ) or released to the Personnel Update System (PEPL) with each PINE process.

The database is updated and SF's-50-B, Notification of Personnel Action, are generated by BEAR as requested by the user.

**NOAC Distinction.** The user enters on the HCUP Starting Action screen, the NOAC of the earliest personnel action to be canceled, corrected, or added. The system will automatically generate cancellations for all intervening actions between the last action in PHIS and the starting action. The system-generated cancellation is distinguished from the agency initiated cancellation by the NOAC. The user will then correct the action, release it, and review the next HCUP/PACT action in the HCUP package to be corrected, reapplied, or canceled.

- **NOAC 001** is the OPM required NOAC entered by the agency for a cancellation action. This NOAC displays with the NOAC being canceled.
- **NOAC 002** is the OPM required NOAC entered by the agency for a correction action. This NOAC displays with the NOAC being corrected.
- **NOAC 004** is system-generated for each action in the HCUP package except for cancellation or correction actions entered in HCUP. **NOAC 004** is an indicator that the action is a part of the HCUP package and will be reapplied to the database. **NOAC 004** displays in IRIS as **000** with the NOAC that reapplied.

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- NOAC **007** identifies the system-generated cancellation. This NOAC is only displayed on the suspense reports in SINQ; it is not shown on the HCUP screens. NOAC **007** displays in IRIS as NOAC **001** but is **not reported to OPM**.

The above NOAC'S are displayed in the IRIS history programs. Agency initiated new actions, correction actions, and cancellation actions are reported to OPM; system-generated cancellation and reapplied actions are not reported to OPM. The first two positions of the batch number in the IRIS programs indicate if the action is reported to OPM.

NOAC	Batch #	Reporting Status
001	55	Reported to OPM
002	55	Reported to OPM
XXX (new)	55	Reported to OPM
004	56	Not Reported to OPM
007	56	Not Reported to OPM

**HCUP Status.** The system defaults to *I (incomplete)* in the Status field on the HCUP/PACT screen for each action in the HCUP package except for cancellation actions; the default is **R**.

The Release HCUP Package Status field on the HCUP List Screen and the Other List Screen also defaults to *I*. The Release HCUP Package Status field must be completed to release the HCUP package for processing in PINE.

PAYE processes on the first Friday and Saturday after the close of the pay period (the pay period closes on the second Saturday). Every effort should be made to complete and release the package before PAYE processes.

If the HCUP package is coded *I* or is not released by the end of the pay period, and **an action did not apply** in the processing pay period, the HCUP package will remain in HCUP until it is released or an action applies in a subsequent pay period. The process should resume in that pay period.

If the HCUP package is coded *I* or is not released prior to the first pass of PINE, and **an action applied** in the processing pay period, **the HCUP package will automatically be deleted**. A new package will have to be entered in the next pay period.

Once a HCUP package is released and applied, the data displays in the Information Research and Inquiry System (IRIS).

### Help Screens

Help screens provide explanations for screens and fields throughout the system. To obtain a Help screen, press [PF5]. The Help screen is displayed and provides an explanation of the screen or field in question.

### System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an error message is displayed at the bottom of the screen. Informational messages are also displayed at the bottom of the screen to guide you through the process. All errors must be corrected before the database is updated. See **Appendix A** for a list of edit messages.

HCUP actions are subject to further editing in the Personnel Edit System (PINE). Those actions that fail the PINE edits are corrected in SINQ.

Further editing is performed, as necessary, by the Adjustment Processing System (ADJP). These edits are corrected at NFC.

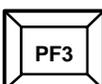
### Function Keys

Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

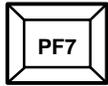
For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in HCUP are displayed at the top of each screen. Descriptions are provided below:

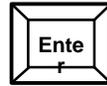
Key	Functions
	Used to display the HCUP Starting Screen, the HCUP List Screen, and the HCUP/PACT menu screen.
	Used to confirm a cancellation.
	Used to display the Additional Typing Remark Entry screen.
	Used to retrieve position data from PMSO and to display the HCUP/PACT screen for grade retention.
	Used to display a help screen.

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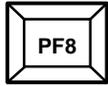
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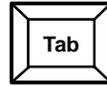
Used to scroll backward.



Used to enter data into the system after you have keyed it in at a screen.



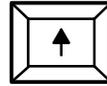
Used to scroll forward.



Used to move the cursor from field to field.



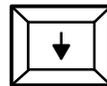
Used to display the Other List Screen.



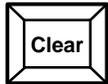
Used to move the cursor up from line to line.



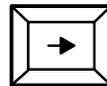
Used to display the HCUP Position Data screen.



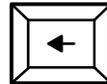
Used to move the cursor down from line to line.



Used to exit the system.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

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## Special Processing

Below are explanations of special processing in HCUP.

### Employment With Different Agencies Within A Department

The current agency has access to all history data on the PHIS database for their employees, including history data for all previous employment (within a department) with organizations serviced by NFC. This means that the current agency processes all corrections, cancellations, or any other type modification to the employee's history record. **Exception:** If an action must be **added** for the previous agency, the previous agency should process the action in PACT before the HCUP package has been released. The current agency processes correction actions in HCUP, as necessary, based on the added action.

It is important that both agencies coordinate the history changes. When PINE processes, both the HCUP actions and PACT action become part of the HCUP package. If the inserted action rejects in PINE, it will appear on the **current agency's** SING suspense report and must be corrected by the current agency. For example, agency YY is the current agency and a FEGLI change needs to be inserted for agency XX, the previous agency. Agency XX must process the FEGLI change through PACT. Agency YY processes a correction to the reassignment action that transferred the employee to that agency changing the FEGLI code to the applicable code.

### Employment With Different Departments

The Payroll/Personnel System uses three databases (5, 6, 7) to process transactions for the different departments serviced by NFC. Based on user identification number (User Id), the system defaults to the appropriate department database. [Appendix D](#) lists each department's database number.

If an employee was previously employed by another department (serviced by NFC), and a change to the previous department's history record requires change, process cancellations of the current department through HCUP. Changes to the previous department's history must be processed through PACT or processed manually. See the PACT procedure for instructions.

### Retroactive Adjustments For 25 Pay Periods Or Less

The system automatically adjusts an employee's pay record for retroactive actions that are effective within the last 25 pay periods. If a correction or cancellation action

is processed that affects the employee's salary data, retirement coverage, cost of living allowance, post differential, and quarters deduction rate, etc., the system will automatically disburse or collect (in accordance with the Debt Collection Act), as appropriate. The system retroactively adjusts an employee's pay record, recomputes payments, collects and/or bills for overpayments, and compensates for underpayments. The system uses the accounting data from the T&A.

**Note:** Form AD-343, Payroll Action Request, may be required for certain adjustments (e.g., back pay with interest, Thrift Savings Plan adjustments, etc.). See Chapter 11 of the Payroll/Personnel Manual for more information. Also, an AD-343 must be submitted for adjustments to pay for employment with a previous agency regardless of the adjustment period. The system will not automatically recompute these adjustments..

### Retroactive Adjustments Exceeding 25 Pay Periods

If the adjustment period exceeds 25 pay periods, whether the employee was underpaid or overpaid by the current or previous agency, the current agency must submit Form AD-343 for processing. The current agency must designate the appropriation charges for the AD-343. **All parties involved should be in agreement with the changes made to history and the processing of the AD-343, and assure that the changes made are accurate to the best of their knowledge.**

### Exception Actions

The following actions are **not** included in the HCUP package and will not display on the HCUP List Screen unless corrected or canceled. Use IRIS to do the necessary research if one of these actions need to be corrected or canceled in HCUP. **These "exception" actions can be corrected or canceled in HCUP and can be inserted in a HCUP package using the HCUP/PACT screen. They cannot be added as a starting action in HCUP; PACT (instead of HCUP/PACT) must be used.**

NOAC	Description
730-732	Details
815	Recruitment Bonus
816	Relocation Bonus
825	Separation Incentive
872	Time Off Award
873	Foreign Language Award
874	Gainsharing Award
875	Suggestion Award

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<b>NOAC</b>	<b>Description</b>
876	Invention Award
877	Special Acr Or Service Award
878	SES Rank Award
879	SES Performance Award
885	Performance Award
889	PMRS Performance Award
922-924	Detail
970	Foreign Language Bonus
982	Recruitment Allowance (USDA Only)
983	Retention Allowance (USDA Only)

**Grade Retention**

Employees in grade retention could possibly be downgraded a second time during the initial two-year grade retention period due to downsizing, etc. The subsequent downgrade entitles the employee to a new period of grade retention. The HCUP/PACT Retained Information screen is used to enter the information for the subsequent downgrade.

**History Records That Exceed PHIS Limitation**

The PHIS database currently stores 7 years of historical data. If an employee's history record requires a change beyond PHIS limitation process the change manually or through PACT.

## **Types Of Actions**

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## **Cancellation Actions**

The following paragraphs provide information relative to processing HCUP cancellation actions in the PHIS database. A sample(s) of a cancellation action is provided in the [Sample Cases](#) section. Completion instructions for each personnel data element are provided in the PACT procedure.

A cancellation action is an official action that rescinds an earlier action that was improper, or was proper and contained references to an improper action or contained inappropriate or erroneous remarks that should have not been recorded.

To process a cancellation action, enter the cancellation action on the HCUP Starting Action screen, if this is the only change required in history. If changes are required to subsequent actions, use the HCUP/PACT screens.

**Reminder:** When canceling an action, consider the status of the position. For example, if a cancellation to a separation is processed for an employee whose job was abolished, the position must be re-established.

**Canceling An Accession Action.** Canceling the accession action requires that all subsequently processed personnel actions be canceled. System-generated actions (e.g., Federal pay increase, locality pay, etc.) must also be canceled. The necessary action should be taken in PMSO regarding the disposition of the position. **Note:** Canceling the accession does not automatically cancel subsequently processed personnel actions. It does, however, cancel all payroll documents processed..

Do not cancel the accession if the employee worked; you must separate the employee. If the employee was erroneously paid, submit Form AD-343 to generate a bill.

See IRIS Program IR125 to verify that the cancellation successfully processed.

**Canceling A Cash Award.** To process a cancellation to a cash award, enter the cancellation at the HCUP Starting Action screen. (Follow entry instructions provided in this procedure and the PACT procedure.) The cash award action is the only action that displays on the HCUP List Screen.

**Canceling A Time Off Award.** If a time off award was processed and the agency wishes to rescind the action, and time off hours were not used, process a cancellation action (NOAC 001/872) to cancel the time off award. Enter zeros in the Base Salary and Verify Salary fields.

Follow the instructions below if a time off award was processed and the agency wishes to rescind the action, and time off hours were used:

**TINQ** - Enter zeros in the Time Off Awards Used field in TINQ Program TI008 and adjust the leave record in the applicable TINQ program for which the leave will be charged.

**HCUP** - Process a cancellation action to cancel the time off award (NOAC 001/872) and enter zeros in the Base Salary and Verify Salary fields. **Caution:** Due to system configuration, the TINQ update must be done before the cancellation action is processed..

**Canceling A Separation Action.** Canceling a separation action does not require reprocessing payroll documents that were in affect at the time of separation; the system automatically restores this data if the employee's information displays in the IRIS Current Data programs (IR100 series). If the employee's information displays in the IRIS history programs (IR500 series) only, process the cancellation and all applicable payroll documents. **Note:** The system generates **1** in the Action Code field on the cancellation action.. Follow your agency instructions for compensation as a result of the cancellation.

Adding a retroactive separation action requires cancelling all subsequent actions within the HCUP package.

**Canceling A Promotion Or Within-Grade Increase (WGI).** The instructions for cancelling a promotion or WGI are the same as the instructions for canceling any official change action except that an adjustment will always be a necessity when the salary is affected. The timeframe between the effective pay period of the promotion or WGI and the processing pay period determines the system automatic adjustment versus the agency submission of Form AD-343.

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## Correction Actions

The following paragraphs provide information relative to processing HCUP correction actions in the PHIS database. A sample(s) of a correction action is provided in the [Sample Cases](#) section. Completion instructions for each personnel data element are provided in the PACT procedure.

A correction action is an official action that changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action.

To process a correction action, enter the correction on the HCUP Starting Action screen. If more than one correction action needs to be processed, enter the earliest action on the HCUP Starting Action screen; enter the other correction action(s) on the HCUP/PACT screen.

**Correcting A Cash Award.** To process a correction to a cash award, enter the correction at the HCUP Starting Action screen. The effective date and the authority are the only elements that should be corrected. (Follow entry instructions provided in this procedure and the PACT procedure). The cash award action is the only action that displays on the HCUP List Screen.

Prepare Form AD-343 for any cash award adjustment, as necessary.

**Correcting A Time Off Award.** If a time off award was processed with an incorrect number of hours, process a correction to the time off award (NOAC 002/872). Enter the correct number of hours in the Base Salary and Verify Salary fields.

If the hours reported were less than the number granted, enter the correct number of hours on the correction action. A corrected T&A or a TINA change is not required if the hours used did not exceed the amount granted or no hours were used.

Follow the instructions below if the hours reported were more than the number granted and the hours used exceeded the amount granted:

HCUP - Process a correction to the time off award (NOAC 002/872).

TINA - Adjust the time off hours used in TINA Program TI008, and change the erroneous hours charged to TC 66, Prefix 61, to the appropriate leave in the applicable TINA program, as necessary.

**Correcting A Promotion Or Within-Grade Increase (WGI).** The instructions for correcting a promotion or WGI are the same as the instructions for correcting any

official change action except that an adjustment will always be a necessity when the salary is affected. The timeframe between the effective pay period of the promotion or WGI and the processing pay period determines the system automatic adjustment versus the agency submission of Form AD-343.

**Correcting A Separation Action.** A correction to a separation can only be processed if the separation is listed on IRIS Program IR125. If the separation is not listed, process a cancellation to the separation. The separation can be corrected after it is restored to the database.

Correcting the effective date of a separation action to an **earlier date** could result in inaccurate payment or the need to cancel subsequently processed actions (agency initiated or system-generated).

Correcting the effective date of a separation action to a **later date** could result in the need to process a retroactive action (e.g., if the separation action effective date was changed from December 1 to January 31 of the next year, the processing of a pay adjustment for the Federal pay increase/locality pay effective Pay Period 1 is required).

Correcting the nature of action code for a separation action is permissible only if the NOAC is being changed to another separation NOAC. **Do not process a correction action to change the NOAC to any other official change NOAC.** You must cancel the separation then process it as a replacement action.

**Correcting An Effective Date.** To correct an effective date follow, the instructions below:

Enter the **incorrect** effective date on the HCUP Starting Action screen.

When the HCUP/PACT screen displays, enter the **correct** effective date in the Effective Date field. **Reminder:** An adjustment may be required based on the NOAC. The system will adjust if within the automatic adjustment timeframe, otherwise process Form AD-343.

If the effective date is being changed to a **later date** and affects pay-related data, do not process a correction. Instead, process a cancellation, then process the action with the correct effective date. **If a correction is done instead, a Form AD-343 is needed to correct the monies.**

**Correcting An Unofficial (Updating) Action.** To correct a non-Central Personnel Data File (CPDF) element, process another unofficial action through PACT. The non-CPDF elements processed as unofficial/updating actions are not reported to OPM, nor are they included in HCUP. CPDF Data is reported to OPM via SF-50-B on the CPDF.

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**Inserting A Retroactive, Replacement, Or Newly Required Action In HCUP**

The following paragraphs provide information relative to processing a new HCUP action in the PHIS database. Completion instructions for each personnel data element are provided in the PACT procedure.

An original action with an effective date that is earlier than the last action in PHIS should be entered in HCUP as the starting action. All subsequently processed actions (except for “exception” actions and unofficial actions) are displayed on the HCUP List Screen in descending order by effective date. The HCUP/PACT screens for the inserted action and all subsequent actions are displayed for viewing and updating as necessary.

**Reminder:** Remember to complete the HCUP Position Data screen if necessary. Remember to process Form AD-343 if an adjustment is required and the adjustment period exceeds 26 pay periods..

When adding a within-grade increase (WGI), be sure to process a Master File Change Document (Doc Type 031) in the Payroll/Personnel Remote Entry System (PRES) before processing the WGI. Enter *I* in the WGI-Due-Code field. IRIS Program IR102 displays the WGI due code.

The system generates the mandatory remarks codes for any action added to HCUP on the HCUP/PACT screen.

Do not add an action to HCUP for a previous agency. See [Special Processing](#) for more information.

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**HCUP Processing Instructions**

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**HCUP Starting Action**

Prior to entering data into HCUP, the necessary research must be done to assure that the history record is being changed correctly. The IRIS history program (IR525) lists the personnel actions that have applied to the PHIS database and should be viewed and printed prior to beginning the HCUP process.

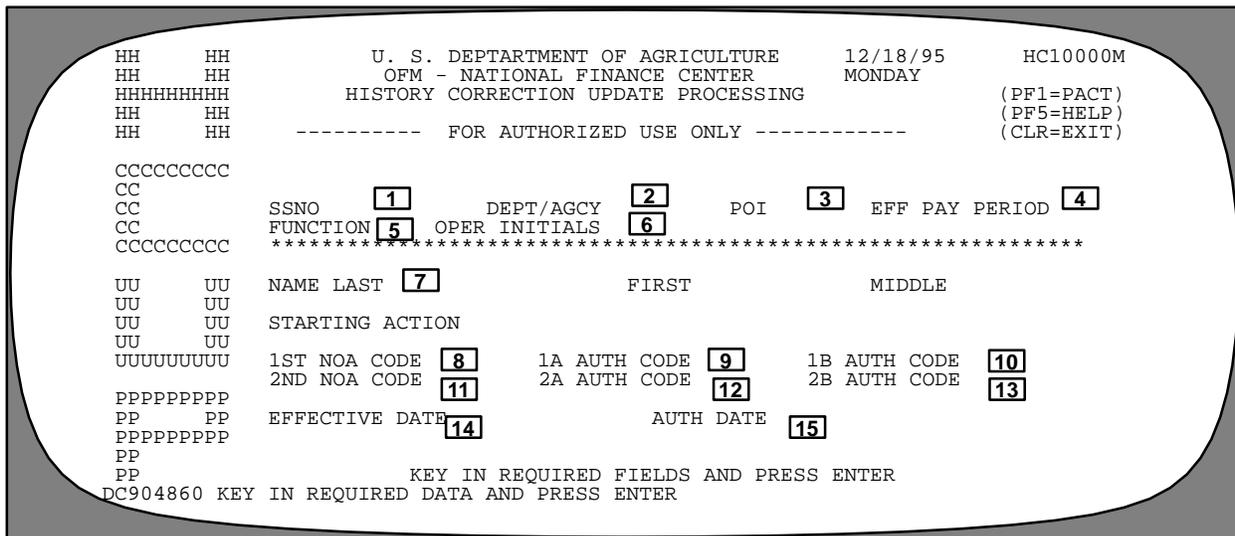
The HCUP Starting Action screen (Figure 4) is the first entry screen in the HCUP process. The action entered here is the action to be corrected, canceled, or added to the employee's history record. Complete each field as described below. **Note:** If more than one action needs to be added, corrected, or canceled, enter the action with the earliest effective date at the HCUP Starting Action screen. Enter the other action(s) at the HCUP/PACT menu screen..

The system generates the data for the HCUP/PACT screens from the history database. The data shown is exactly as processed in the system. When inserting, correcting, or cancelling an action, consider the impact on other actions in the HCUP package. Changes or additions to fields on a HCUP action are not rolled forward to other HCUP actions even though the field may be a required or optional entry for the NOAC; **you must key in this data for each action, as applicable.** Further, you must key in the data for the cross related fields, as applicable (e.g., Work Schedule and Duty Hour fields; SCD Leave and Leave Category fields, etc.), otherwise your actions will reject in SINQ.

**Entry Instructions**

Use the following instructions to complete the HCUP Starting Action screen.

- 1 SSNO (Social Security Number)** (required, numeric field, 9 positions). Key in the employee's social security number.
- 2 Dept/Agcy (Department (Dept)-2 required, alphanumeric field, 2 positions; Agency (Agcy)-required, alphanumeric field, 2 positions).** Key in the department code in the first two positions and the agency code in the last two positions of the agency processing the action. See the Table Management System (TMGT) for a list of valid codes. If you are changing history for an action that was processed by another agency within the department, **do not** enter the previous department/agency code. **Note:** The HCUP List Screen provides the agency code and personnel office identifier for the agency that processed the original action.
- 3 POI (Personnel Office Identifier)** (required, numeric field, 4 positions,). Key in the personnel office identifier for the department/agency office entered in Field 2. See the Table Management System (TMGT) for a list of valid codes.
- 4 Eff Pay Period** (required, numeric field, 2 positions). Key in the processing pay period number. Do not enter a future pay period. Do not confuse this entry with the effective pay period of the action. The action could be effective in a prior pay period and entered in the current processing pay period (e.g., processing pay period is 20, action effective pay period is 18).
- 5 Function** (required, alpha field, 1 position). Key in **A (add), C (change), D (delete), or Q (query).**



**Figure 4. HCUP Starting Action Screen**

**Adding A HCUP Package.** Key in **A** to add a HCUP package to the PACT/PRES database. Complete

the remaining fields using the entry instructions

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provided in this section. Follow the instructions in this procedure for completing the remaining HCUP screens.

**Changing A HCUP Package.** Key in *C* to change a HCUP package after it has been added. This function is used to access the HCUP package after it has been established. A change cannot be entered unless the HCUP package has been established with Function Code *A* nor can it be changed after being deleted or processed in the pay period.

**Deleting A HCUP Package.** Key in *D* to delete a HCUP package from the PHIS database. Press [Enter]. The HCUP List Screen is displayed with the message, *HCUP Package Obtained-Review and Press Enter to Delete*. Press [Enter]. The message, *HCUP Package Successfully Deleted*, is displayed. If an error was made designating the proper starting action, delete the entire package and start over.

**Querying A HCUP Package.** Key in *Q* to view a HCUP package. Press [Enter]. The HCUP List Screen is displayed. The package can be viewed until the end of the pay period's process.

**Note 1:** The change and delete functions can be used until the HCUP package is coded release (Release HCUP Package Status code *R* on the HCUP List Screen). Once the package is released to PINE (and Status Code is *X*), it can be deleted during the current processing pay period only using PEP51 or SINQ. You must wait for PINE to process before the delete takes effect..

**Note 2:** To change, delete, or query a HCUP package, complete Fields 1 through 6 only.

**6 Oper (Operator) Initials** (*required, alpha field, 3 positions*). Key in your initials.

**7 Name (Last, First, Middle)** (*conditional, alphanumeric field, last name-17 positions, first and middle names 12 positions each.*) This field is system-generated from the Employee Name database for the social security number entered in HCUP. If the employee's record is not located on the database or the Employee Name database is unavailable at the time of the entry, the system will prompt you to enter the name.

**8 1st NOA (nature of action) Code** (*required, alphanumeric field, 3 positions*). Key in the nature of action code for the starting action.

When entering a **correction action**, key in *002*. When entering a **cancellation action**, key in *001*. When adding an action, key in the Office of Personnel Management (OPM) or agency specific NOAC.

**9 1A Auth Code** (*conditional, alpha field, 3 positions*). Key in the OPM or agency authority code for the

NOAC entered in the 1st NOA Code field. This field is optional for correction and cancellation actions.

**10 1B Auth Code** (*conditional, alpha field, 3 positions*). Key in the OPM or agency authority code for the NOAC entered in the 1st NOA Code field if the NOAC has two authorities.

**11 2nd NOA Code** (*conditional, alpha field, 3 positions*). Key in the second NOAC. Key in the NOAC of the action being corrected or canceled for correction and cancellation actions.

**12 2A Auth Code** (*conditional, alpha field, 3 positions*). Key in the OPM or agency authority code for the NOAC entered in the 2nd NOA Code field.

**13 2B Auth Code** (*conditional, alpha field, 3 positions*). Key in the OPM or agency authority code for the NOAC entered in the 2nd NOA Code field if the NOAC has two authorities.

**14 Effective Date** (*required, numeric field, 6 positions*). Key in the effective date of the starting personnel action in month, day, and year order. If the effective date is being corrected, enter the **original (incorrect)** effective date in this field. Enter the **correct** effective date in the Effective Date (Field 21) on the HCUP/PACT screen. The starting action effective date must be for an action that is found on IRIS Program IR525.

**15 Auth (Authentication) Date** (*conditional, numeric field, 6 positions*). Key in the date for the starting personnel action in month, day, and year order. This field is required when adding an action to HCUP and is optional when correcting or cancelling an action in HCUP. The system generates the authentication date from the original action if no date is entered for a correction or cancellation. **Reminder:** Two actions with identical effective dates are sorted by the authentication date.. Press [Enter].

The HCUP List Screen is displayed.

### HCUP List Screen

The HCUP List Screen (**Figure 5**) is an index of all actions in the HCUP package. This screen is used (1) for viewing all personnel actions in the HCUP package, (2) to select and display the HCUP/PACT menu for a specific action, and (3) to release the HCUP package for processing. The sequence of the data is effective date in descending order.

A HCUP package includes:

- All personnel actions listed on IR525 after the starting action excluding "exception" actions and unofficial actions.
- All personnel actions listed on the HCUP Other List Screen.

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**Entry Instructions**

The following fields are system-generated from the data entered on the Starting Action screen. **Note:** The User-ID is generated from the entry on the NFC Banner screen..

- 1** SSNO
- 2** Dept/Agcy
- 3** POI
- 4** Eff Pay Period
- 5** Function
- 6** Oper Initials
- 7** User-ID
- 8** Name Last
- 9** [Name] First
- 10** [Name] Middle

The following fields display information generated from the PHIS database or from data entered on the Starting Action screen:

- 11** Eff Date (*no entry*). This column displays the effective date of each action listed.
- 12** 1st NOA/Auth (*no entry*). This column displays the first nature of action code and authority for each personnel action in the HCUP package. **000** is shown for a newly added action (i.e., newly required, late, and

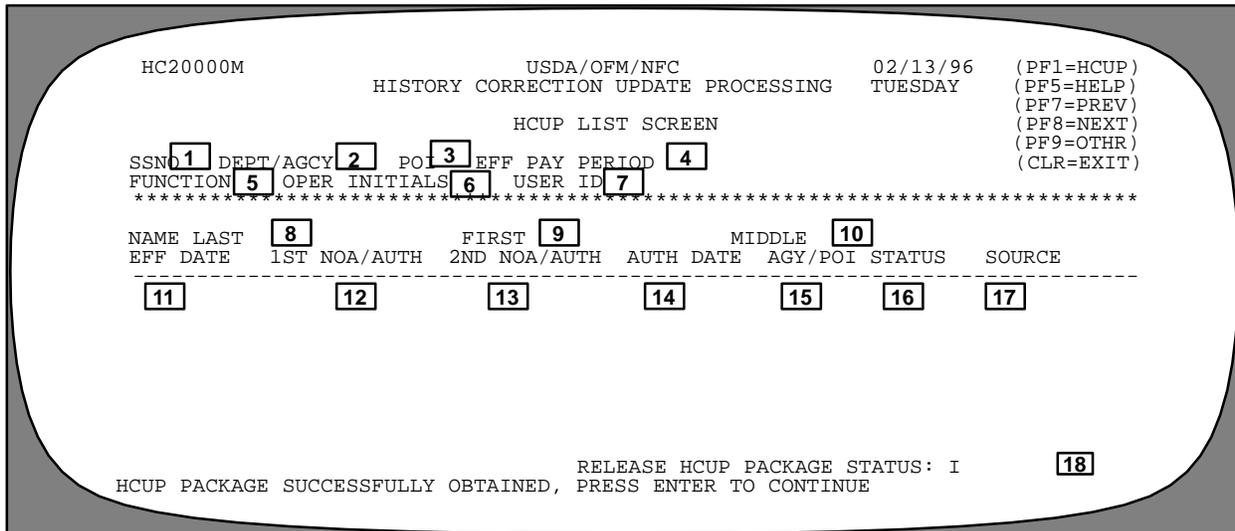
replacement) and for a history action before the action is released to the PACT/PRES database. **001** is shown for a cancellation action. **002** is shown for a correction action. **004** is shown after the history action is released to the PACT/PRES database.

**13** 2nd NOA/Auth (*no entry*). This column displays the OPM or agency specific nature of action code and authority code for each personnel action in the HCUP package.

**14** Auth Date (*no entry*). This column displays the authentication date of each action in the HCUP package. If an authentication date is not entered on the starting action, the system generates the authentication date from the original action that applied to the Payroll/Personnel System database.

**15** Agy/POI (*no entry*). This column displays the agency code and personnel office identifier of the agency that processed the action. Therefore, if an action was processed by the employee's former agency, the former agency code and POI would display in this column.

**16** Status (*no entry*). This column displays *I* if the action has not been released from the PACT/PRES database, *R* if the action has been released from the PACT/PRES database, or *X* if the action has been released to PINE/PEPL. If *X* is shown, the HCUP package can only be queried. *R* always displays for the starting action.



**Figure 5. HCUP List Screen**

**17** Source (*no entry*). This column displays the system where the HCUP action resides, identifies the starting action, and provides access to the HCUP/PACT menu for a specific action.

- **PACT/Start Act** displays for the action entered on the Starting Action screen when the starting action is a new

or correction action that has released to the PRES database..

- **PHIS New/Start** displays when a new action has not released to the PRES database..

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- **PHIS/Start Act** displays when the starting action is a correction or cancellation that has been retrieved from PHIS.
- **PHIS** displays for HCUP actions that were generated from personnel history.
- **PACT** displays when an action was released from PACT but has not been edited in PINE.

To display the HCUP/PACT menu for a specific action, press the arrow up or arrow down key to the desired action and press [Enter].

**18** **Release HCUP Package Status** (*required, alpha field, 1 position*). This field is used to release the entire HCUP package for processing in PINE. The system defaults to *I (incomplete)*. The status will remain *I* until changed to *R*. The system will automatically delete a HCUP package with a status of *I* at the end of the pay period when an action applied in the processing pay period. This feature is provided to process system-generated (e.g., Federal pay increase) and other actions without delay.

Enter *R* and press [Enter] to release the HCUP package. If a current action applied in the processing pay period, the PEP51 screen will display after the [Enter] key is pressed, for you to designate the disposition of the current action.

If the release status was changed to *R*, you may change the status from *R* to *I* if PINE has not processed. You cannot release the HCUP package for PINE processing until each action is released through HCUP/PACT. The system generates *X* when the package is released to PINE/PEPL. After it is released, it can be queried through the close of the pay period.

- To scroll backward, press [PF7].
- To scroll forward, press [PF8].
- To add the package to the PACT/PRES database and display the HCUP/PACT menu screen, press [Enter].
- To display the Other List Screen, press [PF9].

Instructions follow for using the Other List Screen.

**Other List Screen**

The Other List Screen (**Figure 6**) displays the actions that (1) have applied in the current pay period (agency

initiated and system-generated actions), (2) are held in SINQ suspense, and (3) are held in the future file (FINQ). These actions may require modification based on changes made to history actions. To display the Other List Screen, press [PF 9] at the HCUP List Screen. **Note:** Exception actions do not display on the Other List screen.

**Actions Applied in the Current Pay Period.** An applied action must be rolled off the database before a HCUP package can be released. Using the HCUP PEP51 screen, you may specify if a current should be reapplied, deleted, or suspended.

**Actions in SINQ Suspense.** An action that fails the PINE edits in the processing pay period is held in SINQ until corrected and released to PINE/PEPL for processing or deleted from the system. The Status column displays the SINQ Override code (i.e., **4, 9, A, B, E, F, G**) for suspended actions. See Status below for descriptions of these codes.

**Actions Held in FINQ.** An action that is held in the future file (FINQ) awaiting the processing of the effective pay period may also require modification based on changes made to history. The HCUP/PEP51 screen can be used to specify if the action should be placed in suspense for updating or be deleted.

**Entry Instructions**

Refer to the HCUP List Screen section for an explanation of Fields 1 through 15 and 18.

**16** **Status** (*no entry*). This column displays the SINQ override code of the actions suspended in SINQ. This column is blank if the action has applied to the database or is in FINQ. The override codes are:

<b>Override Code</b>	<b>Definition</b>
4	Delete action
9	Generated for all SINQ actions
A	Generated for duplicates
B	Release duplicate
E	Hold 1 PINE pass
F	Hold in SINQ indefinitely
G	Send to FINQ

**17** **Source** (*no entry*). This column displays the status of the action (i.e., applied, suspended, future).

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HC20000M                                USDA/OFM/NFC                                01/24/96  (PF1=HCUP)
                                HISTORY CORRECTION UPDATE PROCESSING  WEDNESDAY (PF5=HELP)
                                OTHER LIST SCREEN                                (PF7=PREV)
                                (PF8=NEXT)
                                (PF9=OTHR)
                                (CLR=EXIT)
SSNO [1] DEPT/AGCY [2] POI [3] EFF PAY PERIOD [4]
FUNCTION [5] OPER INITIALS [6] USER ID [7]
*****
NAME LAST [8] FIRST [9] MIDDLE [10]
EFF DATE 1ST NOA/AUTH 2ND NOA/AUTH AUTH DATE AGY/POI STATUS SOURCE
-----
[11] [12] [13] [14] [15] [16] [17]

OTHER ACTIONS FOUND                                RELEASE HCUP PACKAGE STATUS [18]
HCUP PACKAGE SUCCESSFULLY OBTAINED - OTHER ACTIONS FOUND

```

**Figure 6. Other List Screen**

**Correcting Grade Retention Actions**

The HCUP/PACT Retained Information screen (Figure 7) is used to correct grade retention information. When a HCUP package contains grade retention actions which require correction to an intervening or subsequent downgrade, the HCUP/PACT Retained Information screen must be used only to enter the information for the **subsequent** downgrade.

Employees in grade retention could possibly be downgraded a second time during the initial two-year grade retention period due to downsizing, etc. The subsequent downgrade entitles the employee to a new period of grade retention.

For the system to display the Retained Information screen, (1) the employee's pay rate determinant code must be A, B, E, F, U, or V, and (2) the HCUP/PACT NOAC must be one the following:

- 740 (Position Change)
- 741 (Position Change-NTE)
- 713 (Change to Lower Grade)
- 500 (Conversion)
- 866 (Termination of Grade Retention)

The pay plan, grade, occupational series, and occupational function code are displayed and can be changed as needed.

It is possible to move an employee to another position or continue an employee on grade retention with any 500 NOAC or NOAC 713. The pay rate determinant code is included on all 500 NOAC conversion actions in HCUP in the event the conversion is placing the employee in a grade retention position or continuing grade retention. The grade, occupational series, occupational function code, and pay plan for the new retained position should be updated, as applicable, using the Retained Information screen. The occupied position data on the HCUP/PACT screen should not change.

Example of A Subsequent Downgrade: In 1994, a GS-11 employee was downgraded to a GS-9 position due to a reduction in force (RIF). The employee retains the GS-11 for two years until 1996. In 1995 however, the employee was again downgraded to a GS-7 as a result of another RIF. The employee will continue to retain the GS-11 grade until 1996 and then retain the GS-9 grade until 1997 (two-year grade retention period begins with the employee's downgrade in 1995). The GS-9 data would be entered on the Retained Information screen for the termination of the grade 11 entitlement.

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```

PP000RIM                CHANGE RETAINED INFORMATION                09/05/96
                                                                    (PF1=PACT)
                                                                    (CLR=EXIT)
SSNO 000000000 DEPT/AGCY XX XX POI 0000 EFF PAY PERIOD 18
AUTH DATE 09 05 96 FUNCTION C OPER INIT VWC
1ST NOA CODE 002 1A AUTH CODE 1B AUTH CODE
2ND NOA CODE 740 2A AUTH CODE N2M 2B AUTH CODE RJM
*****
NAME LAST DOE                FIRST JOHN                MIDDLE E
RETAINED INFO:  PAY PLAN WS  GRADE 09  OCC SERIES 4618  OCC FUN CODE 00

DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
2B"

```

Figure 7. Retained Information Screen

### PEP51 Pullers For Payroll/Personnel Documents

The HCUP/PEP51 screen (Figure 8) is automatically displayed when a HCUP package is released and a current personnel action has applied in the processing pay period. **Completion of this screen is mandatory to indicate the action to be taken on the current action (i.e., reapply, suspend, or delete).** Certain payroll documents are rolled back with the personnel action (see the PEP51 procedure for more information).

The action taken on this screen is displayed in the Source column of the HCUP Other List Screen.

#### Entry Instructions

Use the following instructions to complete the PEP51 screen.

- 1 **Function** (*no entry*). The system generates A.
- 2 **Agency Code** (*no entry*). This field is system-generated from HCUP.
- 3 **POI** (*no entry*). This field is system-generated from HCUP.

4 **Social Security Number** (*no entry*). This field is system generated from HCUP.

5 **Action Type** (*required, numeric field, 1 position*). Valid values are 1,2, and 3.

**Action Type 1.** Enter *1* if the current action is to be placed in suspense indefinitely (equivalent to SINQ Override Code F).

**Action Type 2.** Enter *2* if the HCUP actions and the current action are to be processed in the same pass (equivalent to SINQ Override Code 9).

**Action Type 3.** Enter *3* if the HCUP actions and the current action are to be deleted (equivalent to SINQ Override Code 4). **Caution:** Be extremely careful when deleting system-generated cancellation actions (NOAC 007) in SINQ. You may inadvertently delete the entire package or may delete an action that is not part of the HCUP package..

Press [Enter]. After all edits are satisfied, the message *HCUP Package Has Been Released For Processing-Recycle Document Added* is displayed.

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```
PEP51                                PEP51 PULLERS
                                      FOR PAYROLL/PERSONNEL DOCUMENTS

FUNCTION (A=ADD OR D=DELETE) 
AGENCY CODE  POI  SSNO 

ACTION TYPES 
(1) ROLL BACK DATABASE - HOLD DOCUMENTS IN SUSPENSE
(2) ROLLBACK DATABASE - REPROCESS DOCUMENTS
(3) ROLLBACK DATABASE - DELETE ALL DOCUMENTS PROCESSED THIS PAY PERIOD

(4) RECYCLE FUTURE DOCUMENT TO SUSPENSE - ONE PASS ONLY
(5) DELETE DOCUMENT FROM THE FUTURE FILE

(6) HOLD DOCUMENT IN SUSPENSE - ONE PASS ONLY
(7) HOLD DOCUMENT IN SUSPENSE - INDEFINITELY
ACTION TYPE

REQUIRED ON ACTION TYPES 4, 5, 6, AND 7 - EFFECTIVE PAY PERIOD:
DOCUMENT TYPE (E.G. 075, ) 

PRESS ENTER
```

**Figure 8. HCUP PEP51 Screen**

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**HCUP Position Data Screen**

Each HCUP action has a corresponding system-generated PMSO Position Data screen (Figure 9). The last (most recent) action on the database is the only HCUP action that interfaces with the position in PMSO. The position data for the other HCUP actions is obtained from history. The data on the HCUP Position Data screen is transferred to the employee's database record when each HCUP action applies to the database. This screen must be completed for a new HCUP action or for a correction action, as applicable. If the PACT screen for the new action contains data in the PMSO Key fields, you must complete the Position Data screen. If the PMSO Key fields are blank, the Position Data screen does not have to be completed; PINE carries forward the position data from the previous action's Position Data screen.

The HCUP Position Data screen **cannot** be changed for a reapplied action. You must change NOAC 004 to 002 on the reapplied action **before** updating the HCUP Position Data screen.

To add/update position data for an action, press [PF10]. To replace the position data shown, key in the required data and press [Enter]. Any changes made to the PMSO Key Data fields automatically change the PMSO Key Data fields on the personnel action and vice versa.

To retrieve the position data from PMSO, press [PF4]. This data can be updated in HCUP as needed, but does **not** change the position data in PMSO. Key in the changes and press [Enter]. The message, *Document Changed; Reminder: Please verify position data on sub-*

*sequent actions*, is displayed indicating the position data was successfully added or updated. **Reminder:** The HCUP Position Data Screen for other HCUP actions may need to be updated based on the new entry.

To view the HCUP Position Data screen for a HCUP action, press [PF10] at the HCUP/PACT menu screen.

**HCUP/PACT Menu**

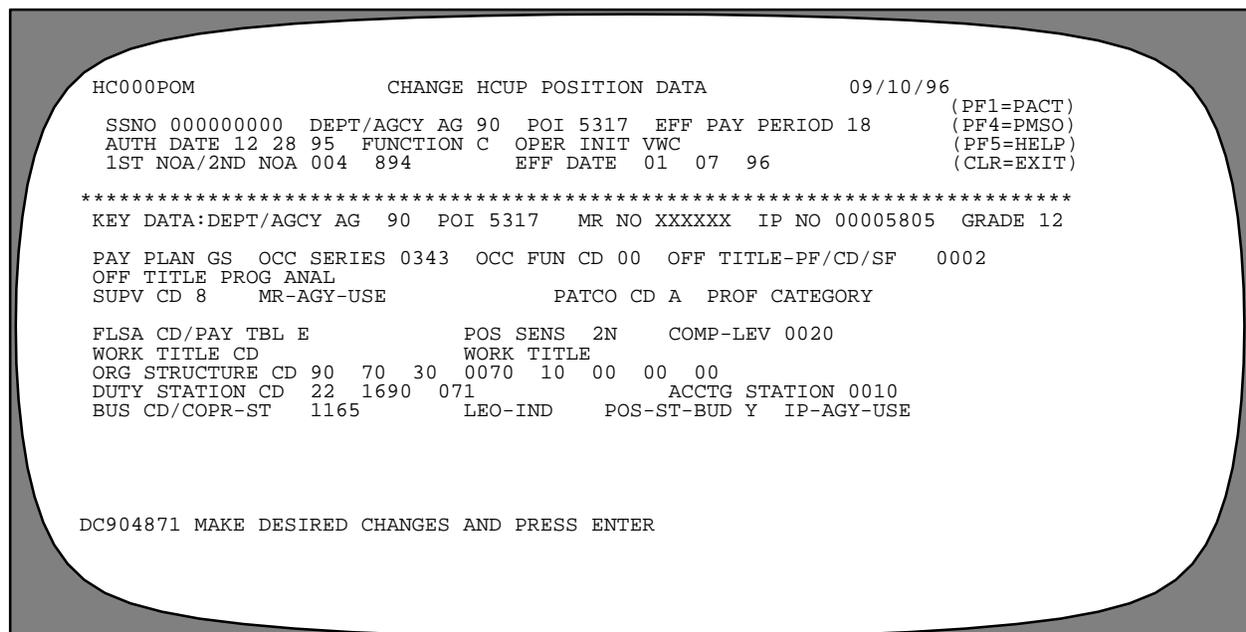
The HCUP/PACT menu screen (Figure 10) is the first screen that displays when the HCUP package releases to the PACT/PRES database. This screen is used to (1) scroll through each action in the HCUP package to indicate if an output SF-50B should be produced, (2) display the HCUP/PACT screen for a NOAC, and (3) add new actions to HCUP if more than one action needs to be added.

The following paragraphs apply if more than one history action requires updating.

**Correcting HCUP/PACT History Actions**

To correct a HCUP/PACT history action, (an action with a later effective date than the starting action effective date) do the following:

- At the HCUP/PACT menu, the cursor is positioned in the Auth Date field. Completion of this field is optional. Change NOAC **004** to **002**. **Caution:** If you inadvertently change **004** to **002**, you cannot change the NOAC back to **004**. You can only change it to **001**. Complete the **SF-50 Required** field. Press [Enter] to display the PACT PP063 screen. If you do not change the **004** to **002**, you cannot make changes to the HCUP/PACT PP063 screen.



**Figure 9. HCUP Position Data Screen**

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```

12/18/95      PP00001M
MONDAY

NNNNNNNN      FFFFFFFF      CCCCCCCC      SSSSSSSSS      (PF1 =HCUP)
NN  NN      FF  FF      CC  SS      (PF5 =HELP)
NNNNNNNN      FFFFFFFF      CC  SS      (CLR =EXIT)
NN  NN      FF  FF      CC  SS      (PF7 =BACK)
NN          FF  FF      CCCCCCCC      SS      (PF8 =FWRD)
          FF  FF      CCCCCCCC      SS      (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 1 DEPT/AGCY 2 POI 3 EFF PAY PERIOD 4
AUTH DATE 5 FUNCTION 6 OPER INITIALS 7
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 8 1A AUTH CODE 9 1B AUTH CODE 10
2ND NOA CODE      2A AUTH CODE 12 2B AUTH CODE 13      SF-50 REQUIRED 14
11
FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE

DC904860 KEY IN REQUIRED DATA AND PRESS ENTER

```

**Figure 10. HCUP/PACT Menu**

- Make the necessary changes and change the Status to **R (release)** if the action is to be released. The message, *Document Successfully Changed-PF3 If Remarks Require Change*, is displayed. If the status is not changed, the message, *Document Successfully Changed-Status Code I Incomplete*, is displayed.
- Press [PF1] to return to the HCUP/PACT menu to correct other actions as necessary. The system does not carry forward corrections to other history actions. If the field being corrected is displayed for other history actions, process a correction to the applicable history action(s) to change the field.
- Access other HCUP screens (Position Data, Other List, HCUP/PEP51, etc.) as necessary.

**Note:** You must change the status for each individual action to **R (release)**; otherwise the HCUP package cannot be released.

**Canceling HCUP/PACT History Actions**

To cancel a HCUP/PACT history action (an action with a later effective date than the starting action effective date) do the following:

- At the HCUP/PACT menu, the cursor is positioned in the Auth Date field. Completion of this field is optional. Change NOAC **004** to **001**. **Caution:** If you inadvertently change **004** to **001**, you cannot change the NOAC back to **004**. You must delete the package and start over. If you inadvertently change **004** to **002**, it can only be changed to **001**. Complete the SF-50 Required field. Press [Enter] to display the HCUP/PACT PP063 screen.
- The system generates the nature of action code, authority code, and effective date for the action being

restored in Field 17 of PP063, Screen 1. The status defaults to **R (release)**. Press [Enter]. The message, *Document Successfully Changed-PF3 If Remarks Require Change*, is displayed.

- Press [PF1] to return to the HCUP/PACT menu to cancel other actions as necessary.

**Adding HCUP/PACT History Actions**

To add an action with a later effective date than the starting action effective date, do the following:

- The cursor is positioned in the Auth Date field at the HCUP/PACT menu screen. Enter the authentication date for the action being added. Change the Function Code to **A**. Change NOAC **004** to the applicable NOAC for the action being added. Enter the authority code(s) in the applicable field(s). Space through the fields that are not needed. Key in **Y** or **N** in the SF-50 Required field. Press [Enter] to display the HCUP/PACT screen for the action being added.
- Complete the applicable fields. Enter **R (release)** in the Status field if the action is to be released. The message, *Document Successfully Added-PF3 If Remarks Require Change*, or *Document Successfully Added*, (if the Remarks field is blank) is displayed. If the status is not changed, the message, *Document Successfully Added-Status Code I Incomplete*, is displayed.
- Press [PF10] to display the HCUP Position Data screen. Complete the required/optional fields for the position. See the PMSO procedure for instructions. Press [Enter]. If all edits are satisfied, the message, *Document Successfully Added*, is displayed.
- Press [PF1] to return to the HCUP/PACT menu. **Note:** A personnel action cannot be entered in HCUP if the

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HCUP package is in SINQ; it must be entered through PACT.

### Releasing History Actions

The starting action and actions that are to be reapplied as originally processed are released as described below:

If the starting action is a cancellation action, the action that was processed immediately after the starting action displays first. If a specific action was selected at the HCUP List Screen, that action will display first. You may scroll through each action in the HCUP package by pressing [PF7] to scroll backward or [PF8] to scroll forward.

Review the HCUP Position Data Screen for each action and update as necessary. Press [PF1] to return to the HCUP/PACT menu. Complete the **SF-50 Required** field and press [Enter]. The SF-50 Required field must be completed before you can proceed to the HCUP/PACT screen to release an action.

The HCUP/PACT screen for the NOAC is displayed. Enter **R** in the Status field if the action is to be released. Press [Enter].

Return to the HCUP/PACT menu and repeat this procedure for each action **that does not require correction**. Return to the HCUP List Screen and release the entire HCUP package for processing in PINE/PEPL.

### Entry Instructions

The following fields are system-generated on the HCUP/PACT menu from the data entered on the Starting Action screen.

- 1 SSNO**
- 2 Dept/Agcy**
- 3 POI**
- 4 Eff Pay Period**
- 5 Auth Date**
- 6 Function**
- 7 Oper Initials**

The following fields display data based on previous entries or system-generated data. These fields may be updated as necessary. The Authentication Date is the only field that can be changed on a reapplied action without processing a 002 correction.

**8 1st NOA Code.** (optional, alphanumeric field, 3 positions). This field displays the NOAC for the starting action if an action is added to HCUP. The system generates **004** in this field for all HCUP/PACT history actions that will be reapplied as is (i.e., without any changes being made to the action). Change **004** to **001** or

**002** if the action displayed needs to be canceled or corrected.

**9 1A Auth Code.** (optional, alphanumeric field, 3 positions). This field displays the authority code for the NOAC entered in Field 8. If the 1st NOA Code is **004**, this field is blank.

**10 1B Auth Code.** (optional, alphanumeric field, 3 positions). This field displays the second authority, as applicable, for the NOAC shown in the **1st NOA Code** field.

**11 2nd NOA Code.** (optional, alphanumeric field, 3 positions). This field displays the NOAC for the reapplied action when **004** is generated in the **1st NOA Code** field. If the **1st NOA Code** is **002** (correction) or **001** (cancellation), this field displays the NOAC for the action being corrected or canceled.

**12 2A Auth Code.** (optional, alphanumeric field, 3 positions). This field displays the authority code for the 2nd NOAC entered in Field 11.

**13 2B Auth Code.** (optional, alphanumeric field, 3 positions). This field displays the second authority, as applicable, for the NOAC shown in the **2nd NOA Code** field.

**14 SF-50 Required.** (required, alpha field, 1 position). Key in **Y** to generate an SF-50-B output or **N** to not generate an SF-50-B for the NOAC shown. **Note:** This field cannot be corrected or changed after the package is released. Therefore, if the entry was **N** and should have been **Y**, you must delete the package and process again to receive the SF-50-B. The system defaults to **Y** on the starting action if the starting action is a new action. If the starting action is a correction or cancellation, this field is blank. Press [Enter]. The HCUP/PACT screen (**Figure 11**) is displayed. Instructions for the HCUP/PACT Personnel Action Input screen data elements are included in the PACT procedure. You may opt to produce an SF-50 for the last action (latest effective date) only and enter the applicable remarks codes and/or Remarks Code **499** with an explanation of the changes/corrections made to history.

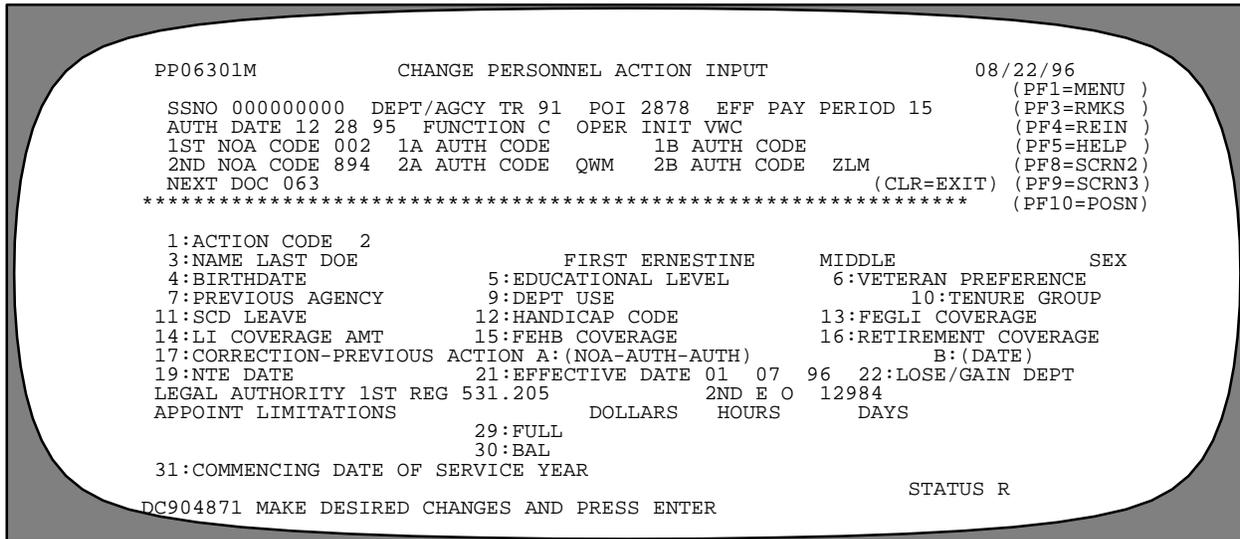
Key in **R** and press [Enter] to release the action for further processing in PINE/PEPL. **Reminder:** Remember to press [PF3] to complete remarks when Status code is **W** (**waiting remarks**).

After all actions have been coded for release, do the following:

- Press [PF1] to return to the HCUP/PACT menu.
- Press [PF1] again to display the HCUP List Screen. If each action has been released, the Status field will display **R**. If the status code is **W** for any action, press [Enter] to return to the HCUP/PACT menu.

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**Figure 11. HCUP/PACT Personnel Action Input Screen**

- Display the action for which remarks must be completed by scrolling and press [Enter]. The HCUP/PACT screen for the action is displayed.
- Press [PF3] to display the remarks screen. Complete the remark as necessary. Press [Enter] to return to the HCUP/PACT screen.
- If you are ready to release the HCUP package, press [PF1] to return to the HCUP List Screen. Key in **R** in the **Release HCUP Package Status** field and press [Enter] to release the HCUP package for processing in PINE/PEPL.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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**Helpful Hints**

- 1** Inform the processing unit personnel that you will be working on a correction or cancellation case and request that no other actions be processed until you have completed your actions. Be sure they know the employee's name and social security number.
- 2** Do a screen print of IR525 and/or IR125 (or any other IRIS screens needed) before processing a HCUP package. Also obtain the necessary information from the OPF.
- 3** IR525 does not display NOAC 001 entered by agencies; see IR125.
- 4** Some code definitions have changed or have been deleted (e.g., position supervisory codes 1 and 3 have been converted to 2). You must enter the current valid code regardless of the effective date of the action.
- 5** Relational fields require completion of data. For example, changing a work schedule code to part-time requires completion of the Duty Hours Per Pay Period field.
- 6** Consider the status of position when processing a new, correction, or cancellation action (i.e., is the position abolished, filled, etc.?).
- 7** Make necessary additions and/or changes to reapplied actions (and PMSO data) based on a correction, cancellation, or inserted action. **The system does not automatically do this for you.**
- 8** Date Last Entered Present Grade is **not** system-generated. You must enter this date for actions that change the employee's grade.
- 9** The system sorts actions with identical effective dates by authentication date. Remember to review the authentication dates so that these actions are edited and sequenced as desired.
- 10** When adding NOAC 819 (Availability Pay), also add NOAC 818 (Administratively Uncontrollable Overtime (AUO)) to terminate AUO.
- 11** Table 101 lists the required, optional, and system-generated data elements and required remarks for each nature of action code. This table should be used when a data element is being added or changed on a personnel action that may affect a later processed action.
- 12** Users with Table Management System (TMGT) update capability must remember to not delete a record that has been discontinued. Instead of deleting this record, you must revise the Last Effective Date field so that these records are still valid for processing history actions in HCUP.

### **Sample Cases**

*This section includes sample cases that can be used as a guide, in conjunction with the procedure, to process HCUP actions.*

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### Canceling An Accession

An accession (NOAC 115) effective 7/10/94 needs to be canceled. The Federal pay increase pay adjustment action (NOAC 894) effective 1/8/95 was system generated after the accession action.

Sequence of the Process

- Print the PERHIS IRIS screen for IR525 (Figure 1). **Note:** The starting action is highlighted.
- Starting Action (Figure 2) - Enter the cancellation to the accession (001/115) effective 7/10/94.
- Change NOAC 004 to 001 on 894 effective 1/8/95 (Figure 5). Complete SF-50 Required field with N.

- Change Status field to R on 894 on HCUP/PACT screen (Figure 6).
- Press [Enter] at the cancellation to accession HCUP/PACT screen (Figure 7) to display the Personnel Action Input screen (Figure 8). Change the Status field to R.
- Press [PF1] to display the HCUP List Screen (Figure 9). Change the Status field to R and press [Enter] to release the package.
- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** - Lists both accession and pay adjustment actions.

```

SSN XXXXXXXXX      XX XX * PERHIS PERSONNEL ACTIONS SUMMARY * 2/16/96 IR525
SCREEN 000 NAME SHARON ANN DOE
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

  PROCESSED  ----- DOCUMENT -----
  PP  YR    EFF-DATE  NATURE OF ACTION  AGCY  POI    BATCH  USER-ID
  01  95    01 08 95      894 QWM ZLM      XX  XXXX  9999  BEAR60
  14  94    07 10 94      115 M6M          XX  XXXX  5573  NP010

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DOWN  ENTER = INQUIRY  CLEAR = EXIT
    
```

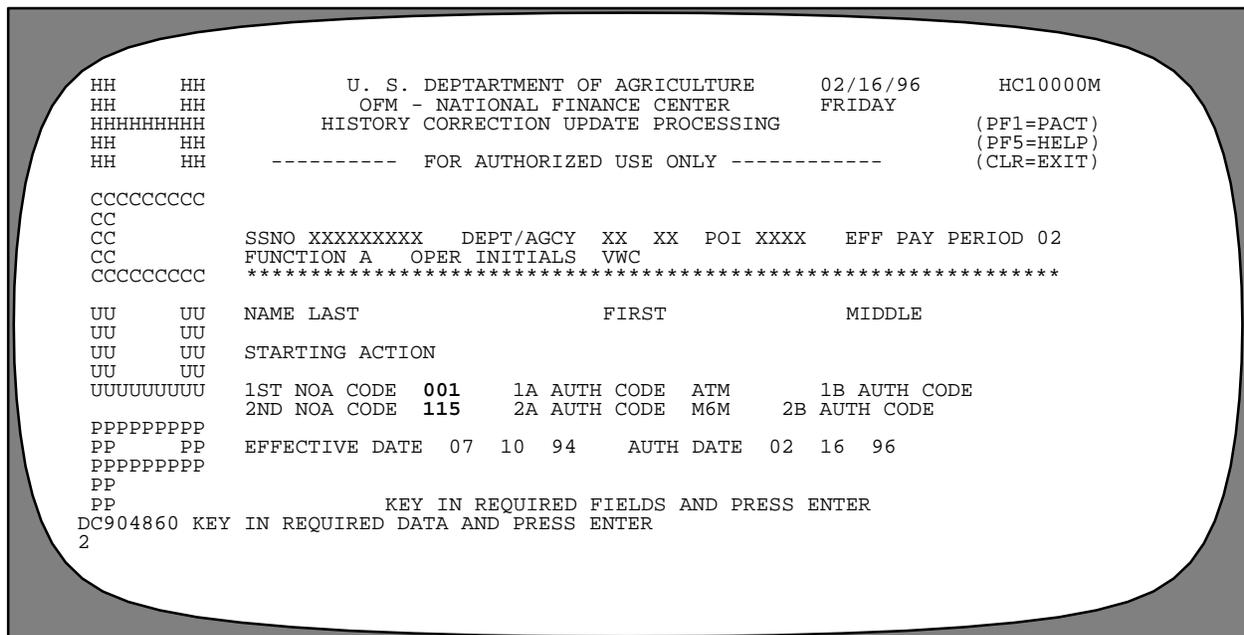
**Figure 1. IRIS Program IR525, PERHIS Personnel Actions Summary (Lists both pay adjustment and cancellation to the accession)**

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**Correction Process Procedures**  
**History Correction Update Processing System**

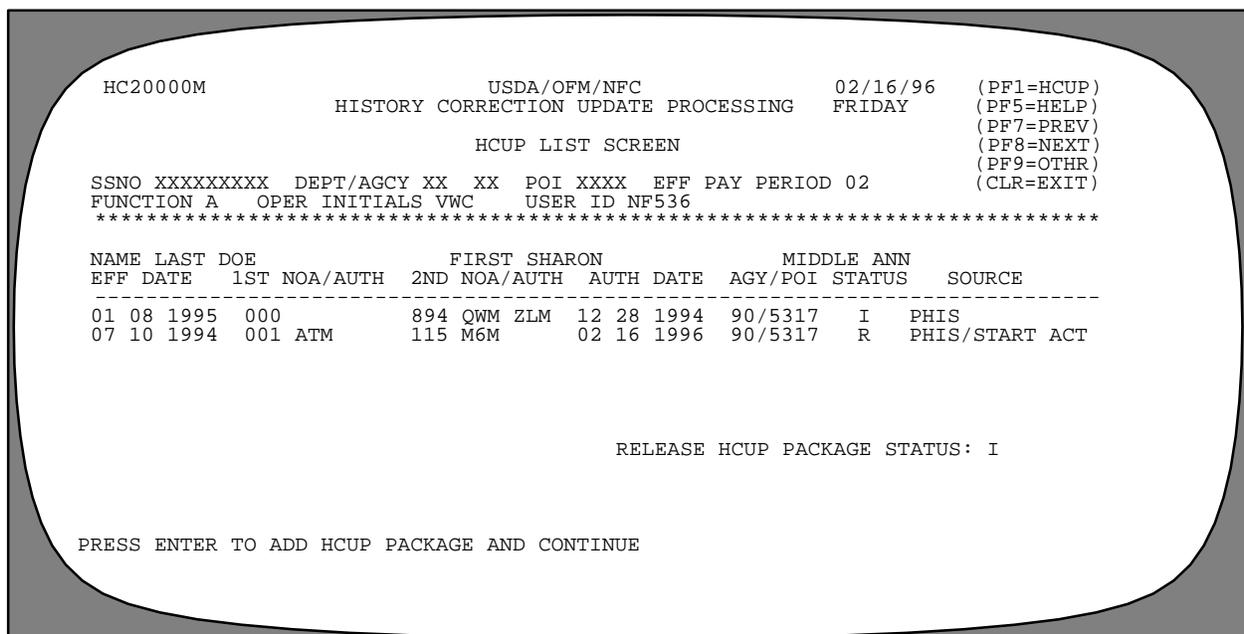
**Canceling An Accession (cont'd)**

- **Figure 2, HCUP Starting Action** - Cancellation of accession (001/115) effective 7/10/94.

- **Figure 3, HCUP List Screen** - Actions in the HCUP Package.



**Figure 2. HCUP Starting Action (Cancellation Of Accession)**



**Figure 3. HCUP List Screen (Actions In HCUP Package)**

**Payroll/Personnel Manual**  
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**Canceling An Accession (cont'd)**

- **Figure 4, HCUP/PACT Menu - NOAC 004/894 for pay adjustment before changing NOAC 004 to 001.**

- **Figure 5, HCUP/PACT Menu (after changes) - NOAC 004 changed to 001. Required field completed with N.**

```

02/16/96      PP00001M

NNNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS          FRIDAY
NN  NN      FF  FF    CC          SS          (PF1 =HCUP)
NNNNNNNNN  FFFFFFFF  CC          SS          (PF5 =HELP)
NN          FF  FF    CC          SS          (CLR =EXIT)
NN          FF  FF    CC          SS          (PF7 =BACK)
NN          FF  FF    CCCCCC  SS          (PF8 =FWRD)
                                     (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 02
AUTH DATE 12 28 94  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 004  1A AUTH CODE ATM  1B AUTH CODE
2ND NOA CODE 894  2A AUTH CODE QWM  2B AUTH CODE ZLM  SF-50 REQUIRED

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
  
```

**Figure 4. HCUP/PACT Menu (Cancellation Of Pay Adjustment Before NOAC 004 Changed to 001)**

```

                                     02/16/96      PP00001M
                                     FRIDAY
NNNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS          (PF1 =HCUP)
NN  NN      FF  FF    CC          SS          (PF5 =HELP)
NNNNNNNNN  FFFFFFFF  CC          SS          (CLR =EXIT)
NN          FF  FF    CC          SS          (PF7 =BACK)
NN          FF  FF    CCCCCC  SS          (PF8 =FWRD)
                                     (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 02
AUTH DATE 12 28 94  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 001  1A AUTH CODE ATM  1B AUTH CODE
2ND NOA CODE 894  2A AUTH CODE QWM  2B AUTH CODE ZLM  SF-50 REQUIRED  N

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2
  
```

**Figure 5. HCUP/PACT Menu (Cancellation of Pay Adjustment After NOAC 004 Changed to 001)**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Canceling An Accession (cont'd)

- **Figure 6, HCUP/PACT Personnel Action Input** - Status field changed to **R** on pay adjustment. Message indicates cancellation successfully processed in PACT. **Note:** The accession NOAC is automatically restored in

Field 17 of PP063.

- **Figure 7, HCUP/PACT Menu** - Cancellation of accession. SF-50-B Required field defaults to **Y**.

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          02/16/96
                                     (PF1=MENU )
SSNO XXXXXXXXXX DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 02  (PF3=RMKS )
AUTH DATE 12 28 94  FUNCTION C  OPER INIT VVC  (PF5=HELP )
1ST NOA CODE 001  1A AUTH CODE  ATM  1B AUTH CODE  (PF8=SCRN2)
2ND NOA CODE 894  2A AUTH CODE  QWM  2B AUTH CODE  ZLM  (PF9=SCRN3)
                                     (CLR=EXIT )
*****
1:ACTION CODE 2
3:NAME LAST DOE          FIRST SHARON          MIDDLE ANN          SEX F
4:BIRTHDATE 11 11 53  5:EDUCATIONAL LEVEL 09  6:VETERAN PREFERENCE 1
7:PREVIOUS AGENCY      9:DEPT USE          10:TENURE GROUP 0
11:SCD LEAVE 07 10 94 12:HANDICAP CODE 05      13:FEGLI COVERAGE A
14:LI COVERAGE AMT     15:FEHB COVERAGE     16:RETIREMENT COVERAGE 2
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 115 M6M  B:(DATE)
19:NTE DATE            21:EFFECTIVE DATE 07 10 94 22:LOSE/GAIN DEPT 7A
LEGAL AUTHORITY 1ST
APPOINT LIMITATIONS          DOLLARS  2ND  HOURS  DAYS
                                     29:FULL
                                     30:BAL
31:COMMENCING DATE OF SERVICE YEAR          STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED-PF3 IF REMARKS REQUIRE CHANGE
  
```

**Figure 6. HCUP/PACT Personnel Action Input (Cancellation of Pay Adjustment Released From PACT)**

```

                                     02/16/96  PP00001M
                                     FRIDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                     (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----
          U. S. DEPARTMENT OF AGRICULTURE
          OFM - NATIONAL FINANCE CENTER
          PERSONNEL ACTION PROCESSING SYSTEM
SSNO XXXXXXXXXX DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 02
AUTH DATE 02 16 96  FUNCTION C  OPER INITIALS VVC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT
1ST NOA CODE 001  1A AUTH CODE  ATM  1B AUTH CODE
2ND NOA CODE 115  2A AUTH CODE  M6M  2B AUTH CODE          SF-50 REQUIRED  Y
FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
2
  
```

**Figure 7. HCUP/PACT Menu (Cancellation Of Accession)**

**Canceling An Accession (cont'd)**

- **Figure 8, HCUP/PACT Personnel Action Input** - Cancellation of accession. Status field defaults to **R**. Message indicates cancellation successfully released from PACT. Package Status field changed to **R**. Message indicates that the package is released for processing (in PINE/PEPL.) After successful processing, the cancellations will display on **IR125**; however they will not display on **IR525**.
- **Figure 9, HCUP List Screen** - Release HCUP

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          02/16/96
                                     (PF1=MENU )
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 02 (PF3=RMKS )
AUTH DATE 02 16 96 FUNCTION C OPER INIT VWC                (PF5=HELP )
1ST NOA CODE 001 1A AUTH CODE ATM 1B AUTH CODE             (PF8=SCRN2)
2ND NOA CODE 115 2A AUTH CODE M6M 2B AUTH CODE             (PF9=SCRN3)
                                     (CLR=EXIT )
*****
1:ACTION CODE 2
3:NAME LAST DOE          FIRST SHARON          MIDDLE ANN          SEX F
4:BIRTHDATE 11 11 53 5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY      9:DEPT USE              10:TENURE GROUP 0
11:SCD LEAVE          12:HANDICAP CODE 05          13:FEGLI COVERAGE
14:LI COVERAGE AMT   15:FEHB COVERAGE          16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 000      B:(DATE)
19:NTE DATE          21:EFFECTIVE DATE 07 10 94 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST 2ND
APPOINT LIMITATIONS DOLLARS HOURS DAYS
29:FULL
30:BAL
31:COMMENCING DATE OF SERVICE YEAR          STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED-PF3 IF REMARKS REQUIRE CHANGE
    
```

**Figure 8. HCUP/PACT Personnel Action Input Screen (Cancellation Of Accession Released From PACT)**

```

HC20000M          USDA/OFM/NFC          02/16/96 (PF1=HCUP)
                HISTORY CORRECTION UPDATE PROCESSING FRIDAY (PF5=HELP)
                HCUP LIST SCREEN (PF7=PREV)
                (PF8=NEXT)
                (PF9=OTHR)
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 02 (CLR=EXIT)
FUNCTION C OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE          FIRST SHARON          MIDDLE ANN
EFF DATE 1ST NOA/AUTH 2ND NOA/AUTH AUTH DATE AGY/POI STATUS SOURCE
-----
01 08 1995 001 ATM      894 QWM ZLM 12 28 1994 90/5317 R PACT
07 10 1994 001 ATM      115 M6M    02 16 1996 90/5317 R PACT

                RELEASE HCUP PACKAGE STATUS: R
HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING
2B"
    
```

**Figure 9. HCUP List Screen (HCUP Package Released To PINE/PEPL)**

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*(reserved)*

### Canceling A Separation

A retirement-disability (NOAC 301) effective 8/1/95 was processed in error and needs to be canceled.

Sequence of the Process

- Print IRIS screen IR525 (**Figure 1**). **Note:** The starting action is highlighted.
- Complete the Starting Action screen for the cancellation to the separation (**NOAC 001/301**) (**Figure 2**).
- Press [Enter] at the HCUP List Screen (**Figure 3**) to display the HCUP/PACT menu (**Figure 4**). Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 5**). Enter **R** in the Status field and press [Enter] to release the action.
- Press [PF1] to display the HCUP List Screen (**Figure 6**). Change the Status field to **R** and press [Enter] to release the package.

```

SSN XXXXXXXXXX  AG XX  * PERHIS  PERSONNEL ACTIONS SUMMARY *          02/22/96  IR525
SCREEN 000 NAME CYNTHIA      G      DOE
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

  PROCESSED  -----  DOCUMENT  -----
  PP  YR  EFF-DATE  NATURE OF ACTION  AGCY  POI  BATCH  USER-ID
  15  95  08 01 95  301 ZLM          XX  XXXX  5548  NP008
  14  95  07 11 95  773 Q3K          XX  XXXX  5533  NP018
  12  95  06 15 95  976              XX  XXXX  5511  NP008
  07  95  04 11 95  773 Q3K          XX  XXXX  5562  NP018
  07  95  01 11 95  460 Q3K          XX  XXXX  5561  NP018
  01  95  01 08 95  894 QWM ZLM      XX  XXXX  9999  BEAR60
  21  94  10 02 94  292 Q3K          XX  XXXX  5541  NP018
  21  94  03 31 94  773 Q3K          XX  XXXX  5541  NP018
  21  94  01 09 94  460 Q3K          XX  XXXX  5540  NP018
  21  94  10 02 94  001 292 Q3K      XX  XXXX  5540  NP018
  20  94  10 02 94  292 Q3K          XX  XXXX  5534  NP018
  05  94  01 09 94  460 Q3K          XX  XXXX  5574  NP008
  01  94  01 09 94  895 VGR          XX  XXXX  9999  NF000

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DOWN  ENTER = INQUIRY  CLEAR = EXIT
  
```

**Figure 1. IRIS Program IR525, PERHIS Personnel Actions Summary**

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**Canceling A Separation (cont'd)**

- **Figure 2, HCUP Starting Action** - cancellation of retirement action; only action in HCUP package. Release HCUP Package Status field defaults to *I*.
- **Figure 3, HCUP List Screen** - Lists

```

HH      HH      U. S. DEPARTMENT OF AGRICULTURE      02/22/96      HC10000M
HH      HH      OFM - NATIONAL FINANCE CENTER      THURSDAY
HHHHHHHHH      HISTORY CORRECTION UPDATE PROCESSING      (PF1=PACT)
HH      HH      ----- FOR AUTHORIZED USE ONLY -----      (PF5=HELP)
HH      HH      (CLR=EXIT)

CCCCCCCCC
CC
CC      SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 02
CC      FUNCTION A OPER INITIALS VWC
CCCCCCCCC      *****

UU      UU      NAME LAST DOE      FIRST CYNTHIA      MIDDLE G
UU      UU
UU      UU      STARTING ACTION
UU      UU
UUUUUUUUU      1ST NOA CODE 001      1A AUTH CODE XXX      1B AUTH CODE
2ND NOA CODE 301      2A AUTH CODE ZLM      2B AUTH CODE

PPPPPPPPP
PP      PP      EFFECTIVE DATE 08 01 95      AUTH DATE 02 22 96
PPPPPPPPP
PP
PP      KEY IN REQUIRED FIELDS AND PRESS ENTER
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2B"
  
```

**Figure 2. HCUP Starting Action (Cancellation Of Separation)**

```

HC20000M      USDA/OFM/NFC      02/22/96      (PF1=HCUP)
HISTORY CORRECTION UPDATE PROCESSING      THURSDAY      (PF5=HELP)
HCUP LIST SCREEN      (PF7=PREV)
      (PF8=NEXT)
      (PF9=OTHR)
      (CLR=EXIT)

SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 02
FUNCTION A OPER INITIALS VWC USER ID NF536
*****

NAME LAST DOE      FIRST CYNTHIA      MIDDLE G
EFF DATE 1ST NOA/AUTH 2ND NOA/AUTH AUTH DATE AGY/POI STATUS SOURCE
-----
08 01 1995 001 XXX      301 ZLM      02 22 1996 XX/XXXX R PHIS/START ACT

      RELEASE HCUP PACKAGE STATUS: I
PRESS ENTER TO ADD HCUP PACKAGE AND CONTINUE
  
```

**Figure 3. HCUP List Screen (HCUP Package-Cancellation Of Separation)**

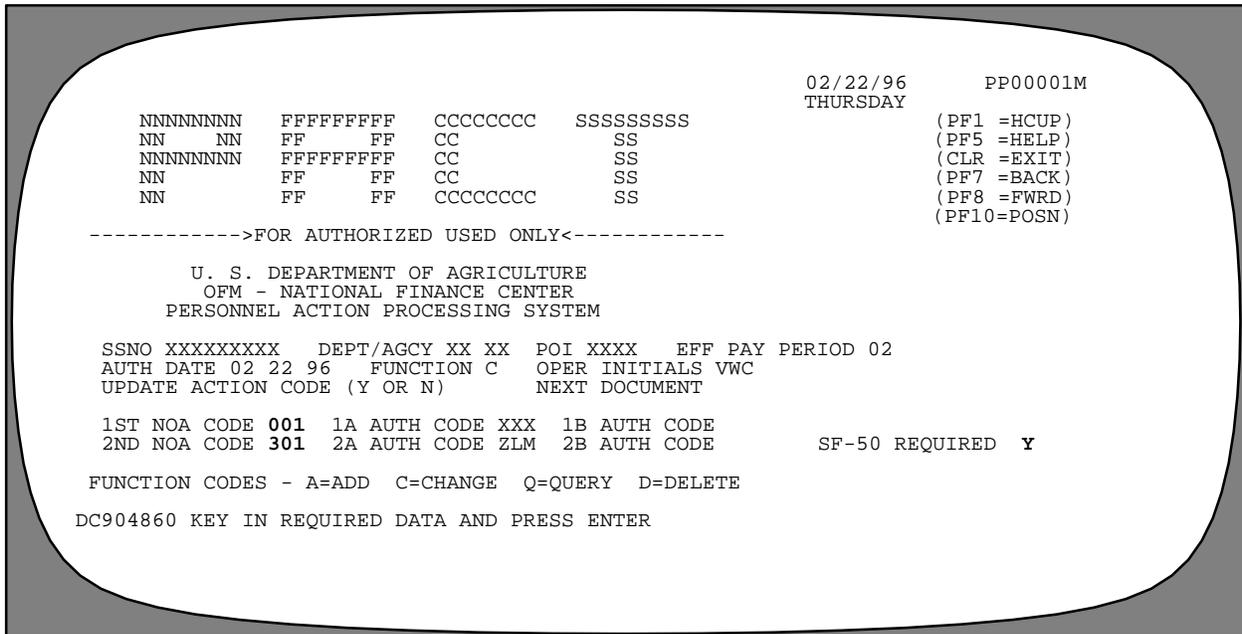
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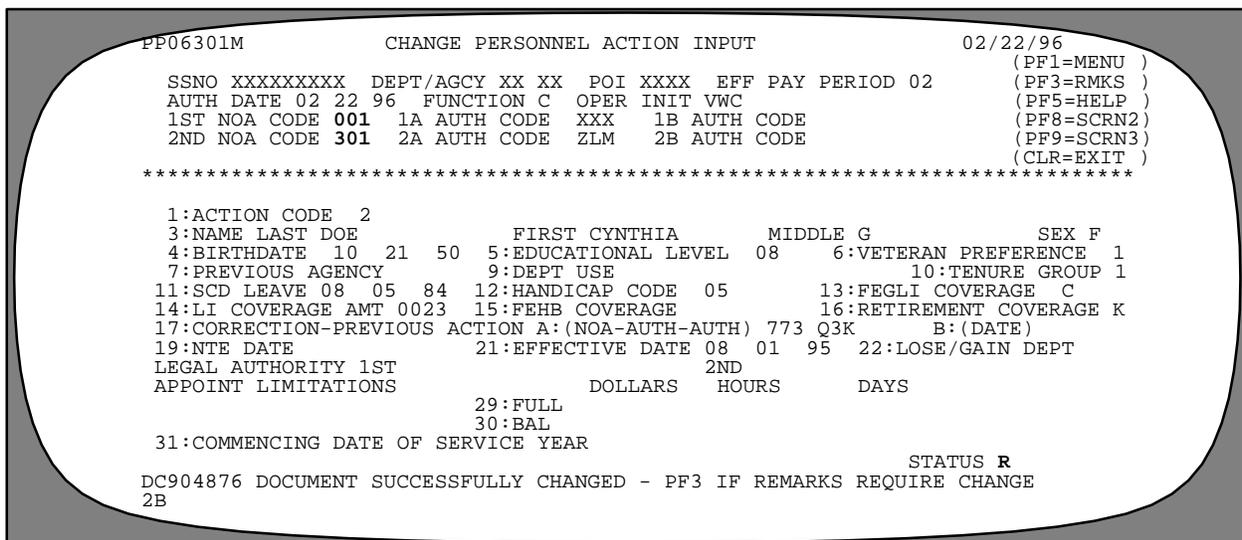
**Canceling A Separation (cont'd)**

- **Figure 4, HCUP/PACT Menu** - Cancellation of retirement. SF-50-B Required field defaults to Y.
- **Figure 5, HCUP/PACT Personnel Action**

**Input** - Status field defaults to R. Message indicates that cancellation successfully processed in PACT. **Note:** NOAC 773 is system generated in Field 17.



**Figure 4. HCUP/PACT Menu (Cancellation Of Retirement)**



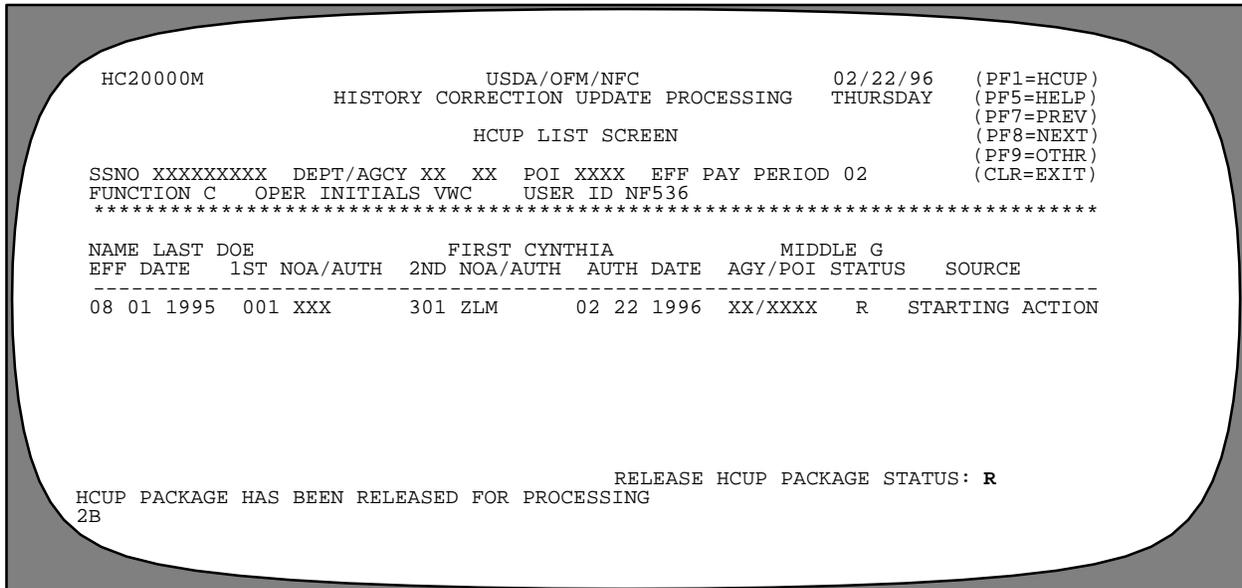
**Figure 5. HCUP/PACT Personnel Action Input Screen (Cancellation Of Separation Released From PACT)**

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**Canceling A Separation (cont'd)**

- **Figure 6, HCUP List Screen** - Release HCUP Package Status field changed to *R*. Message indicates package released for processing (in PINE/PEPL). **Note:** The actions that processed prior to the retirement action do not display in

HCUP; these actions are restored in the Payroll/Personnel database and display in IRIS. The cancellation to the separation will not display on IR525; it will display on IR125.



**Figure 6. HCUP List Screen (HCUP Package Released To PINE/PEPL)**

### Correcting A Realignment

A correction to a realignment effective 1/24/93 was required to correct the organizational structure code. The organizational structure code has been corrected in PMSO.

#### Sequence of the Process

- Print IRIS screen IR525 (**Figures 1 and 2**).  
**Note:** The starting action is highlighted.
- HCUP Starting Action screen (**Figure 3**) - Enter the data for the correction to the realignment (**002/790**) effective 1/24/93.
- Press [Enter] at the HCUP List Screen (**Figure 4**) to display the HCUP/PACT menu for the correction to the realignment (**Figure 5**).
- Press [PF10] to display the position data for the realignment. Press [PF4] to retrieve the position data with the correct organizational structure code from PMSO (**Figure 6**). Press [Enter] to transfer the position data to HCUP.
- Press [PF1] to return to the HCUP/PACT menu. Press [Enter] to display the HCUP/PACT Personnel Action Input screen. Change the Status field to **R** to release the action from PACT (**Figure 7**).
- Press [PF 3] to display the Remarks Screen (**Figure 8**) and enter a description of the reason for the correction.
- Press [PF1] to return to the HCUP/PACT menu (**Figure 9**). Change NOAC **004** TO **002** for the WGI and complete the SF-50 Required field. Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 10**). Change the Status field to **R** and press [Enter] to release the action from PACT.
- Press [PF10] to display the HCUP Position Data screen for the WGI (**Figure 11**) and press [PF4] to retrieve the PMSO position. Press [Enter] to transfer to HCUP.
- The above process is repeated for each action except the realignment effective 3/19/95, the last action on the database. The realignment is reapplied as is since this action contains the correct information.
- The package is released on the HCUP List Screen (**Figure 23**).

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**Correcting A Realignment (cont'd)**

- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** - Lists actions in employee's history record. The realignment is shown on Screen 1.

- **Figure 2, IRIS Program IR525** - The second IRIS screen is also provided.

```

SSN XXXXXXXXXX AG XX * PERHIS PERSONNEL ACTIONS SUMMARY * 02/26/96 IR525
SCREEN 000 NAME V W DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POI USER-ID

06 95 03 19 95 000 790 UNM XX XXXX BEAR60
01 95 01 08 95 000 894 QWM ZLM XX XXXX NF000
01 94 01 09 94 000 895 VGR XX XXXX
20 93 09 30 93 000 877 V3G XX XXXX
11 93 05 30 93 000 881 DPM XX XXXX
08 93 04 18 93 000 893 Q7M XX XXXX
02 93 01 24 93 000 790 UNM XX XXXX
01 93 01 10 93 000 894 QWM ZLM XX XXXX
24 92 11 29 92 000 721 N2M XX XXXX
22 92 11 01 92 000 721 N2M XX XXXX
19 92 09 22 92 000 885 V4R XX XXXX
01 92 01 12 92 000 894 QWM ZLM XX XXXX

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 1. IR525, PERHIS Personnel Actions Summary (Screen 1)**

```

SSN XXXXXXXXXX AG XX * PERHIS PERSONNEL ACTIONS SUMMARY * 02/26/96 IR525
SCREEN 000 NAME V W DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POI USER-ID

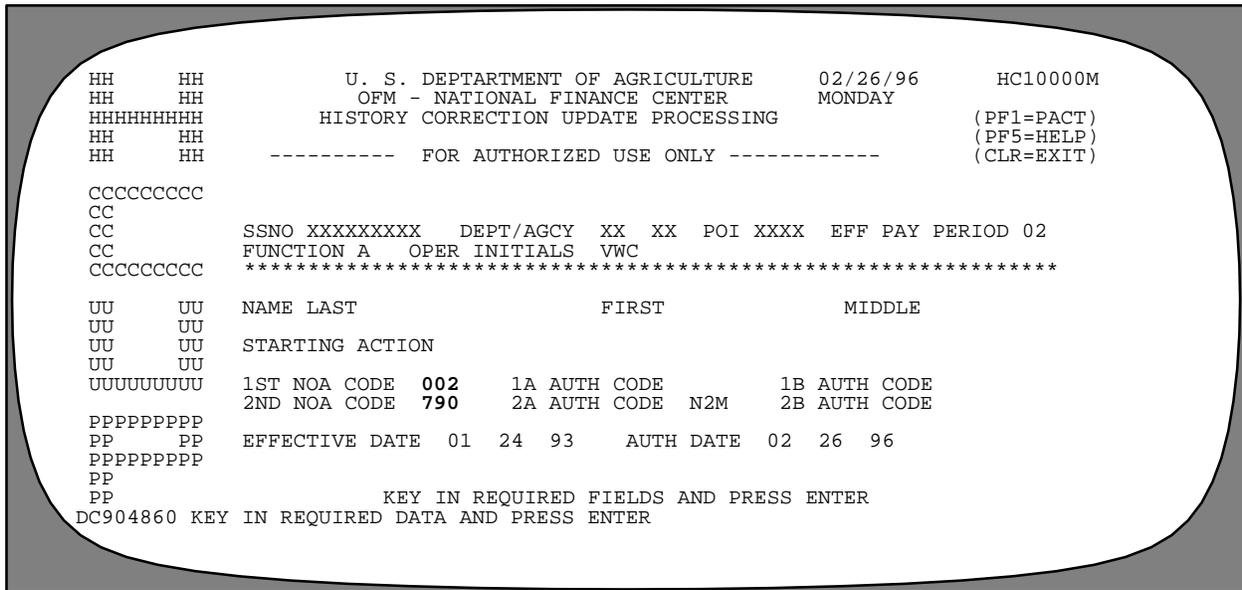
08 91 04 21 91 000 893 Q7M XX XXXX
08 91 04 21 91 000 800 VGP XX XXXX
01 91 01 13 91 000 894 QWM ZLM XX XXXX

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

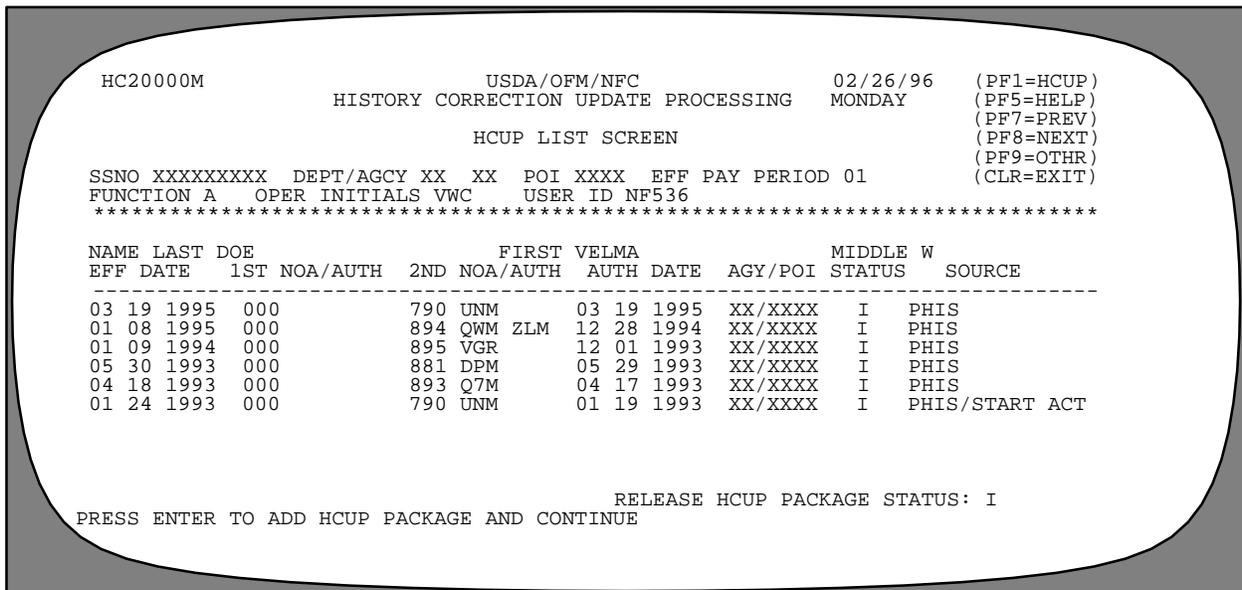
**Figure 2. IR525, PERHIS Personnel Actions Summary (Screen 2)**

**Correcting A Realignment (cont'd)**

- **Figure 3, HCUP Starting Action** - Correction to realignment (002/790) effective 1/24/93.
- **Figure 4, HCUP List Screen** - Lists correction to realignment as starting action up to realignment effective 3/19/95, latest action on the database. These actions make up the HCUP package. Release HCUP Package field defaults to **I**.



**Figure 3. HCUP Starting Action Screen (Correction To Realignment)**



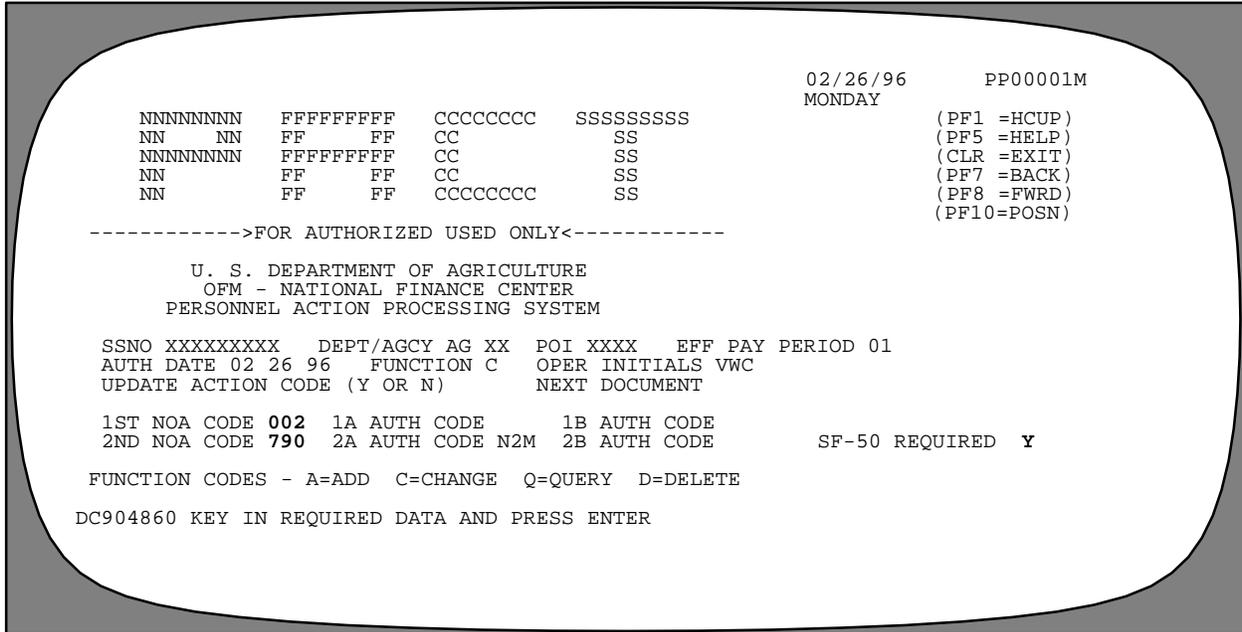
**Figure 4. HCUP List Screen (Actions In The HCUP Package)**

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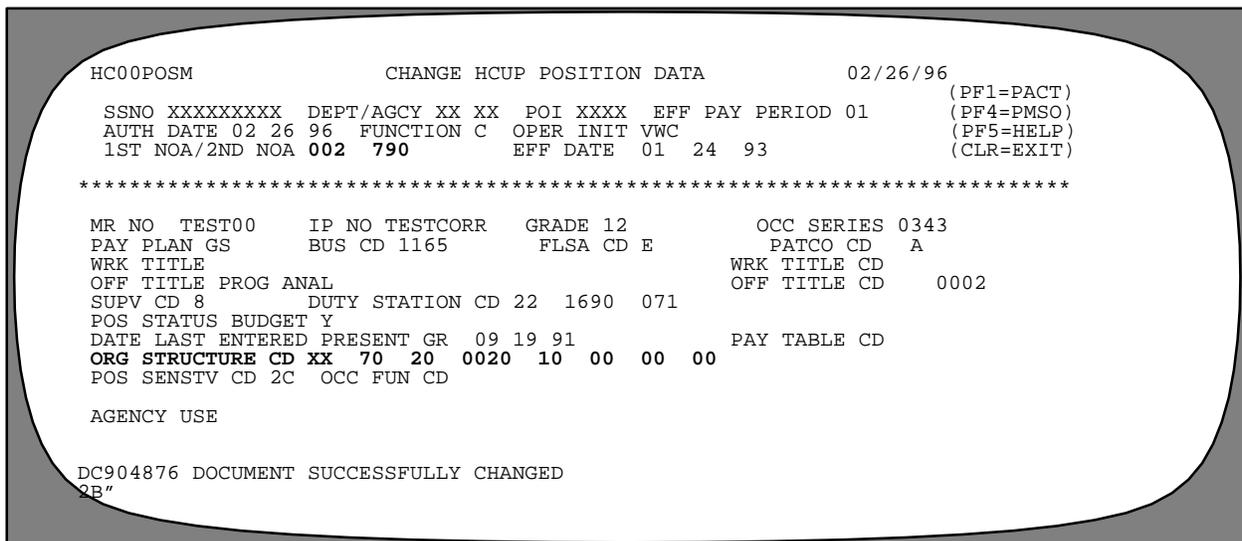
### Correcting A Realignment (cont'd)

- **Figure 5, HCUP/PACT Menu** - Correction to realignment.
- **Figure 6, HCUP Position Data** - Since the organizational structure code is being changed, the HCUP Position Data screen needs to be

corrected. The current position data is retrieved from PMSO and applied in HCUP since that position contains the correct organizational structure code. This data can be replicated for each action in the HCUP package to change the organizational structure code.



**Figure 5. HCUP/PACT Menu (Correction To Realignment)**

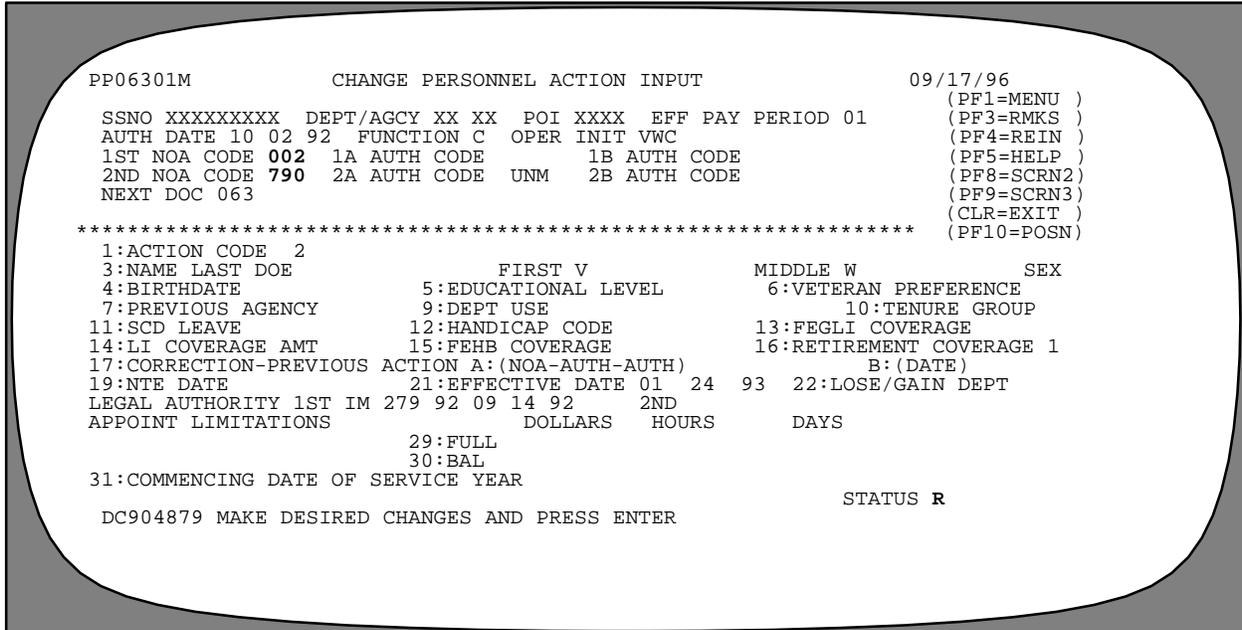


**Figure 6. HCUP Position Data Screen (Correction To Realignment-Correcting Organizational Structure Code)**

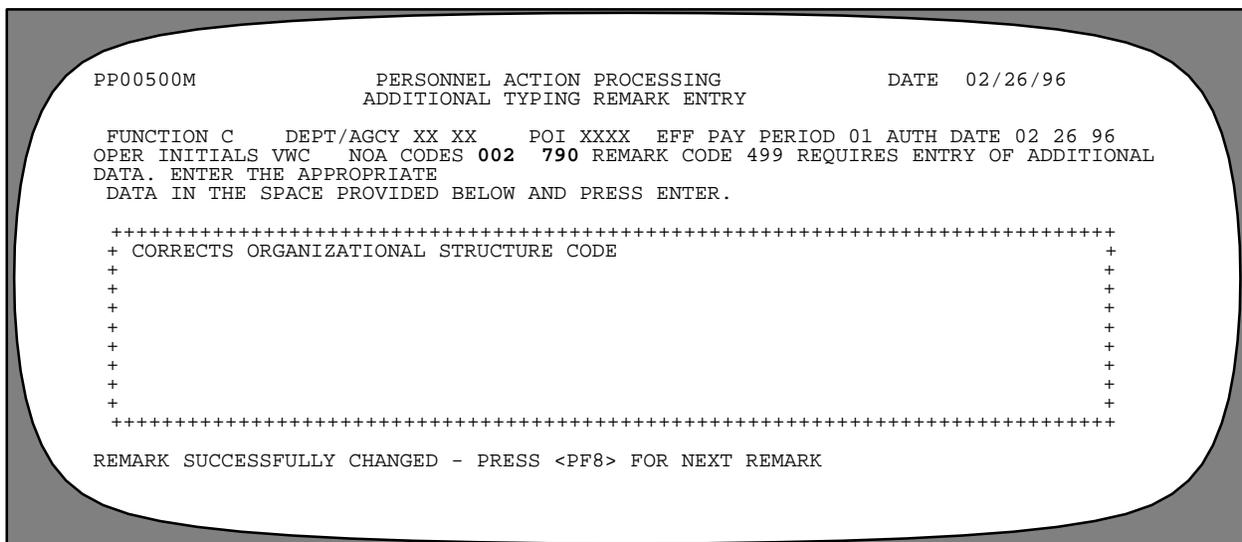
**Correcting A Realignment (cont'd)**

- **Figure 7, HCUP/PACT Personnel Action Input** - Status field changed to **R**. Correction to realignment released from PACT.

- **Figure 8, Personnel Action Processing Additional Typing Remark Entry** - Remarks literal entered.



**Figure 7. HCUP/PACT Personnel Action Input Screen 1 (Correction To Realignment-Released From PACT)**



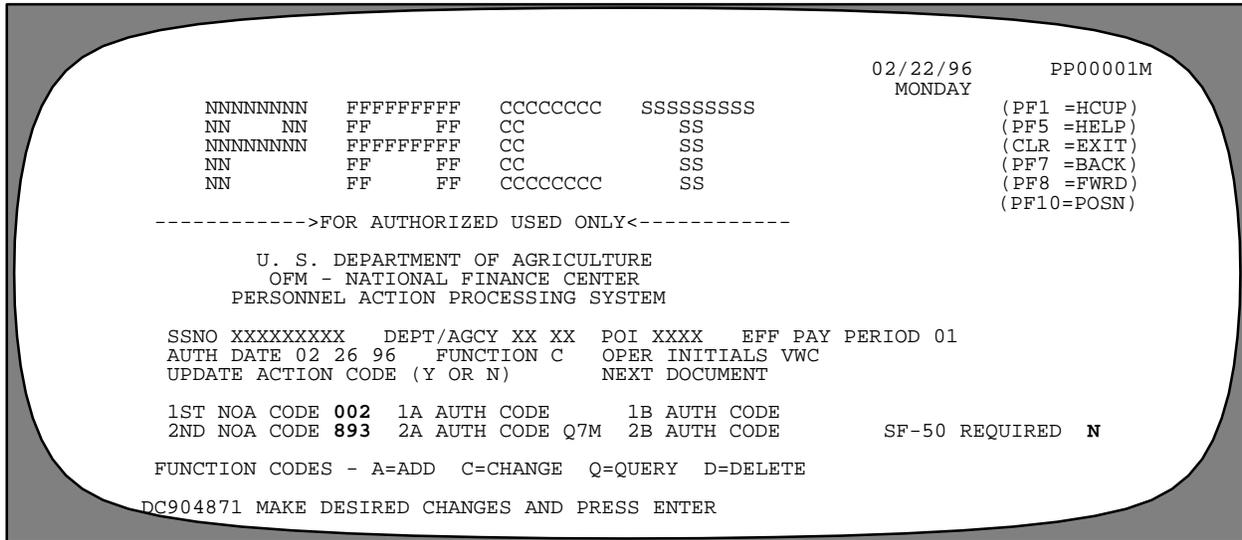
**Figure 8. HCUP/PACT Additional Typing Remark Entry Screen**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

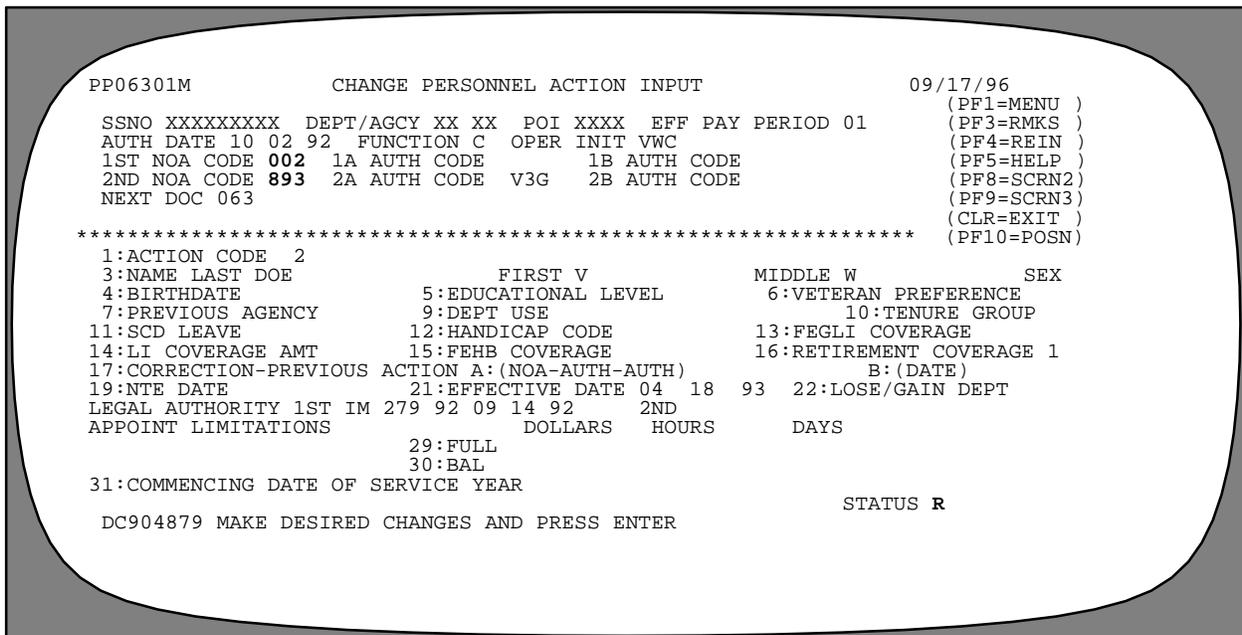
### Correcting A Realignment (cont'd)

- **Figure 9, HCUP/PACT Menu - Correction to WGI.** The correction must be processed to access the HCUP Position Data screen to correct the organizational structure code.

- **Figure 10, HCUP/PACT Personnel Action Input - Status field changed to R.** Correction to WGI released from PACT.



**Figure 9. HCUP/PACT Menu (Correction To WGI)**



**Figure 10. HCUP/PACT Personnel Action Input Screen (Correction To WGI-Released From PACT)**

**Correcting A Realignment (cont'd)**

- **Figure 11, HCUP Position Data** - Correct organizational structure code for WGI. FEGLI Change to correct organizational structure code. The correction must be processed to access the HCUP Position Data screen to correct the organizational structure code.
- **Figure 12, HCUP/PACT Menu** - Correction to

```

HC00POSM                CHANGE HCUP POSITION DATA                02/26/96
                        (PF1=PACT)
SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01      (PF4=PMSO)
AUTH DATE 02 26 96 FUNCTION C OPER INIT VWC                    (PF5=HELP)
1ST NOA/2ND NOA 002 893 EFF DATE 04 18 93                     (CLR=EXIT)

*****
MR NO TEST00      IP NO TESTCORR   GRADE 12      OCC SERIES 0343
PAY PLAN GS      BUS CD 1165      FLSA CD E      PATCO CD  A
WRK TITLE
OFF TITLE PROG ANAL      WRK TITLE CD
SUPV CD 8          DUTY STATION CD 22 1690 071    OFF TITLE CD 0002
POS STATUS BUDGET Y
DATE LAST ENTERED PRESENT GR 09 19 91          PAY TABLE CD
ORG STRUCTURE CD XX 70 20 0020 10 00 00 00
POS SENSTV CD 2C OCC FUN CD

AGENCY USE

DC904876 DOCUMENT SUCCESSFULLY CHANGED
2B"
    
```

**Figure 11. HCUP Position Data Screen (Correction To WGI-Correcting Organizational Structure Code)**

```

                                                02/22/96      PF00001M
                                                MONDAY
NNNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS      (PF1 =HCUP)
NN  NN  FF  FF  CC  SS      (PF5 =HELP)
NNNNNNNNN  FFFFFFFF  CC  SS      (CLR =EXIT)
NN  FF  FF  CC  SS      (PF7 =BACK)
NN  FF  FF  CCCCCC  SS      (PF8 =FWRD)
                                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01
AUTH DATE 02 26 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 002 1A AUTH CODE 1B AUTH CODE
2ND NOA CODE 881 2A AUTH CODE Q7M 2B AUTH CODE SF-50 REQUIRED N

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE

DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
    
```

**Figure 12. HCUP/PACT Menu (Correction To FEGLI Change)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

**Correcting A Realignment (cont'd)**

- **Figure 13, HCUP/PACT Personnel Action Input** - Status field changed to **R**. Correction to FEGLI Change released from PACT.

- **Figure 14, HCUP Position Data** - Correct organizational structure code for FEGLI change.

```

PP06301M          CHANGE FEGLI CHANGE          02/26/96
                                     (PF1=MENU )
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01 (PF3=RMKS )
AUTH DATE 02 26 96 FUNCTION C OPER INIT VWC (PF4=REIN )
1ST NOA CODE 002 1A AUTH CODE          1B AUTH CODE (PF5=HELP )
2ND NOA CODE 881 2A AUTH CODE DPM 2B AUTH CODE (PF8=SCRN2)
NEXT DOC 063                                     (CLR=EXIT) (PF9=SCRN3)
*****
1:ACTION CODE 2
3:NAME LAST DOE          FIRST V          MIDDLE W          SEX
4:BIRTHDATE             5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY      9:DEPT USE          10:TENURE GROUP
11:SCD LEAVE           12:HANDICAP CODE    13:FEGLI COVERAGE
14:LI COVERAGE AMT    15:FEHB COVERAGE   16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) B:(DATE)
19:NTE DATE            21:EFFECTIVE DATE 05 30 93 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST MEMO DATED 01 16 95 2ND
APPOINT LIMITATIONS          DOLLARS  HOURS  DAYS
                               29:FULL
                               30:BAL
31:COMMENCING DATE OF SERVICE YEAR

DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED          STATUS R
  
```

**Figure 13. HCUP/PACT Change FEGLI Change Screen (Correction To FEGLI Change)**

```

HC00POSM          CHANGE HCUP POSITION DATA          02/26/96
                                     (PF1=PACT)
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01 (PF4=PMSO)
AUTH DATE 02 26 96 FUNCTION C OPER INIT VWC (PF5=HELP)
1ST NOA/2ND NOA 002 881          EFF DATE 05 30 93 (CLR=EXIT)
*****
MR NO TEST00          IP NO TESTCORR          GRADE 12          OCC SERIES 0343
PAY PLAN GS          BUS CD 1165          FLSA CD E          PATCO CD A
WRK TITLE
OFF TITLE PROG ANAL          WRK TITLE CD
SUPV CD 8          DUTY STATION CD 22 1690 071          OFF TITLE CD 0002
POS STATUS BUDGET Y
DATE LAST ENTERED PRESENT GR 09 19 91          PAY TABLE CD
ORG STRUCTURE CD XX 70 20 0020 10 00 00 00
POS SENSTV CD 2C OCC FUN CD

AGENCY USE

DC904876 DOCUMENT SUCCESSFULLY CHANGED
2B"
  
```

**Figure 14. HCUP Position Data Screen (Correction To FEGLI Change-Correcting Organizational Structure Code)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

Title I  
Chapter 10  
Section 4

**Correcting A Realignment (cont'd)**

- **Figure 15, HCUP/PACT Menu** - Correction to locality payment to correct organizational structure code.

- **Figure 16, HCUP/PACT Personnel Action Input** - Status field changed to **R**. Correction to locality payment released from PACT.

```

                                02/22/96      PP00001M
                                MONDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 01
AUTH DATE 02 26 96  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 895  2A AUTH CODE QWM  2B AUTH CODE ZLM  SF-50 REQUIRED  N

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904871 MAKE DESIRED CHANGES AND PRESS ENTER

```

**Figure 15. HCUP/PACT Menu (Correction To Locality Payment)**

```

PP06301M      CHANGE PERSONNEL ACTION INPUT      09/17/96
                                (PF1=MENU )
SSNO XXXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 01  (PF3=RMKS )
AUTH DATE 10 02 92  FUNCTION C  OPER INIT VWC  (PF4=REIN )
1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE  (PF5=HELP )
2ND NOA CODE 895  2A AUTH CODE  VGR  2B AUTH CODE  (PF8=SCRN2)
NEXT DOC 063  (PF9=SCRN3)
                                (CLR=EXIT )
                                (PF10=POSN)
*****
1:ACTION CODE 2
3:NAME LAST DOE      FIRST V      MIDDLE W      SEX
4:BIRTHDATE          5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY   9:DEPT USE      10:TENURE GROUP
11:SCD LEAVE        12:HANDICAP CODE      13:FEGLI COVERAGE
14:LI COVERAGE AMT  15:FEHB COVERAGE     16:RETIREMENT COVERAGE 1
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH)  B:(DATE)
19:NTE DATE         21:EFFECTIVE DATE 01 09 94  22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST IM 279 92 09 14 92  2ND
APPOINT LIMITATIONS  DOLLARS  HOURS  DAYS
                                29:FULL
                                30:BAL
31:COMMENCING DATE OF SERVICE YEAR      STATUS R
DC904879 MAKE DESIRED CHANGES AND PRESS ENTER

```

**Figure 16. HCUP/PACT Personnel Action Input Screen 1 (Correction To Locality Payment-Released From PACT)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

**Correcting A Realignment (cont'd)**

- **Figure 17, HCUP Position Data** - Corrects organizational structure code for locality payment.

- **Figure 18, HCUP/PACT Menu** - Correction to pay adjustment to correct organizational structure code.

```

HC00POSM                CHANGE HCUP POSITION DATA                02/26/96
                                (PF1=PACT)
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01      (PF4=PMSO)
AUTH DATE 02 26 96 FUNCTION C OPER INIT VWC                     (PF5=HELP)
1ST NOA/2ND NOA 002 895 EFF DATE 01 09 94                       (CLR=EXIT)
*****
MR NO TEST00 IP NO TESTCORR GRADE 12 OCC SERIES 0343
PAY PLAN GS BUS CD 1165 FLSA CD E PATCO CD A
WRK TITLE OFF TITLE PROG ANAL WRK TITLE CD OFF TITLE CD 0002
SUPV CD 8 DUTY STATION CD 22 1690 071
POS STATUS BUDGET Y
DATE LAST ENTERED PRESENT GR 09 19 91 PAY TABLE CD
ORG STRUCTURE CD XX 70 20 0020 10 00 00 00
POS SENSTV CD 2C OCC FUN CD

AGENCY USE

DC904876 DOCUMENT SUCCESSFULLY CHANGED
2B"
  
```

**Figure 17. HCUP Position Data Screen (Correction To Locality Payment-Correcting Organizational Structure Code)**

```

                                02/22/96 PP00001M
                                MONDAY
NNNNNNNN FFFFFFFF CCCCCCCC SSSSSSSS (PF1 =HCUP)
NN NN FF FF CC SS (PF5 =HELP)
NNNNNNNN FFFFFFFF CC SS (CLR =EXIT)
NN FF FF CC SS (PF7 =BACK)
NN FF FF CCCCCC SS (PF8 =FWRD)
                                (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----
U. S. DEPARTMENT OF AGRICULTURE
OFM - NATIONAL FINANCE CENTER
PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01
AUTH DATE 02 26 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 002 1A AUTH CODE 1B AUTH CODE
2ND NOA CODE 894 2A AUTH CODE QWM 2B AUTH CODE ZLM SF-50 REQUIRED N

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE

DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

**Figure 18. HCUP/PACT Menu (Correction To Pay Adjustment)**

**Correcting A Realignment (cont'd)**

- **Figure 19, HCUP/PACT Personnel Action Input** - Status field changed to **R**. Correction to pay adjustment released from PACT.

- **Figure 20, HCUP Position Data** - Corrects organizational structure code for pay adjustment.

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          09/17/96
                (PF1=MENU )
                (PF3=RMKS )
                (PF4=REIN )
                (PF5=HELP )
                (PF8=SCRN2)
                (PF9=SCRN3)
                (CLR=EXIT )
                (PF10=POSN)
SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01
AUTH DATE 10 02 92 FUNCTION C OPER INIT VWC
1ST NOA CODE 002 1A AUTH CODE          1B AUTH CODE
2ND NOA CODE 894 2A AUTH CODE VGR     2B AUTH CODE
NEXT DOC 063
*****
1:ACTION CODE 2
3:NAME LAST DOE          FIRST V          MIDDLE W          SEX
4:BIRTHDATE             5:EDUCATIONAL LEVEL  6:VETERAN PREFERENCE
7:PREVIOUS AGENCY      9:DEPT USE          10:TENURE GROUP
11:SCD LEAVE           12:HANDICAP CODE   13:FEGLI COVERAGE
14:LI COVERAGE AMT    15:FEHB COVERAGE  16:RETIREMENT COVERAGE 1
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH) B:(DATE)
19:NTE DATE           21:EFFECTIVE DATE 01 08 95 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST IM 279 92 09 14 92 2ND
APPOINT LIMITATIONS          DOLLARS  HOURS  DAYS
                29:FULL
                30:BAL
31:COMMENCING DATE OF SERVICE YEAR
                STATUS R
DC904879 MAKE DESIRED CHANGES AND PRESS ENTER
    
```

**Figure 19. HCUP/PACT Personnel Action Input Screen 1 (Correction To Pay Adjustment-Released From PACT)**

```

HC00POS M          CHANGE HCUP POSITION DATA          02/26/96
                (PF1=PACT)
                (PF4=PMSO)
                (PF5=HELP)
                (CLR=EXIT)
SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01
AUTH DATE 02 26 96 FUNCTION C OPER INIT VWC
1ST NOA/2ND NOA 002 894          EFF DATE 01 08 95
*****
MR NO TEST00      IP NO TESTCORR    GRADE 12          OCC SERIES 0343
PAY PLAN GS       BUS CD 1165       FLSA CD E        PATCO CD A
WRK TITLE         OFF TITLE CD          WRK TITLE CD
OFF TITLE PROG ANAL OFF TITLE CD          0002
SUPV CD 8        DUTY STATION CD 22 1690 071
POS STATUS BUDGET Y
DATE LAST ENTERED PRESENT GR 09 19 91  PAY TABLE CD
ORG STRUCTURE CD XX 70 20 0020 10 00 00 00
POS SENSTV CD 2C OCC FUN CD
DC904876 DOCUMENT SUCCESSFULLY CHANGED
2B"
    
```

**Figure 20. HCUP Position Data Screen (Correction To Pay Adjustment-Correcting Organizational Structure Code)**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Correcting A Realignment (cont'd)

- **Figure 21, HCUP/PACT Menu** - Realignment effective 3/19/95, last action on the database. No changes to this action.

- **Figure 22, HCUP/PACT Personnel Action Input** - Status field changed to **R**. Reapplied realignment released from PACT.

```

                                02/26/96      PP00001M
                                MONDAY
NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO XXXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 01
AUTH DATE 03 19 95  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 004  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 790  2A AUTH CODE UNM  2B AUTH CODE  SF-50 REQUIRED N

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
  
```

Figure 21. HCUP/PACT Menu (Reapplied Realignment-last action on database)

```

PP06301M      CHANGE PERSONNEL ACTION INPUT      09/17/96
                                (PF1=MENU )
                                (PF3=RMKS )
                                (PF4=REIN )
                                (PF5=HELP )
                                (PF8=SCRN2)
                                (PF9=SCRN3)
                                (CLR=EXIT )
                                (PF10=POSN)
SSNO XXXXXXXXX  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 01
AUTH DATE 10 02 92  FUNCTION C  OPER INIT VWC
1ST NOA CODE 004  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 790  2A AUTH CODE  VGR  2B AUTH CODE
NEXT DOC 063

*****
1:ACTION CODE 2
3:NAME LAST DOE      FIRST V      MIDDLE W      SEX
4:BIRTHDATE          5:EDUCATIONAL LEVEL  6:VETERAN PREFERENCE
7:PREVIOUS AGENCY   9:DEPT USE      10:TENURE GROUP
11:SCD LEAVE        12:HANDICAP CODE  13:FEGLI COVERAGE
14:LI COVERAGE AMT  15:FEHB COVERAGE  16:RETIREMENT COVERAGE 1
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH)  B:(DATE)
19:NTE DATE         21:EFFECTIVE DATE 03 19 95  22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST IM 279 92 09 14 92  2ND
APPOINT LIMITATIONS  DOLLARS  HOURS  DAYS
                                29:FULL
                                30:BAL
31:COMMENCING DATE OF SERVICE YEAR      STATUS R

DC904879 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

Figure 22. HCUP/PACT Personnel Action Input Screen 1 (Reapplied Realignment-Released From PACT)

**Payroll/Personnel Manual  
Correction Process Procedures  
History Correction Update Processing System**

**Correcting A Realignment (cont'd)**

- **Figure 23, HCUP List Screen** - Release HCUP Package Status field changed to **R**. Message

indicates package released for processing in PINE/PEPL.

```

HC20000M                USDA/OFM/NFC                02/26/96    (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING  MONDAY      (PF5=HELP)
                        HCUP LIST SCREEN              (PF7=PREV)
                                                         (PF8=NEXT)
                                                         (PF9=OTHR)
                                                         (CLR=EXIT)
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 01
FUNCTION A OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE          FIRST VELMA          MIDDLE W
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI  STATUS  SOURCE
-----
03 19 1995  004          790 UNM          03 19 1995  XX/XXXX  R   PHIS
01 08 1995  002          894 QWM ZLM     12 28 1994  XX/XXXX  R   PHIS
01 09 1994  002          895 VGR          12 01 1993  XX/XXXX  R   PHIS
05 30 1993  002          881 DPM          05 29 1993  XX/XXXX  R   PHIS
04 18 1993  002          893 Q7M          04 17 1993  XX/XXXX  R   PHIS
01 24 1993  002          790 UNM          01 19 1993  XX/XXXX  R   PHIS/START ACT

                        RELEASE HCUP PACKAGE STATUS: R
HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING

```

**Figure 23. HCUP List Screen (HCUP Package Released To PINE/PEPL)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

*(reserved)*

### Inserting A FEGLI Change

A promotion (NOAC 702) effective 5/26/96 is the last action on the database. A FEGLI Change (NOAC 881) effective 2/18/96 should have been processed. The FEGLI Change must be inserted between the 894 effective 1/7/96 and the 702 effective 5/26/96. FEGLI Coverage code changed from **L** to **Z**.

**Sequence of the Process**

- Print IRIS screen IR525 (Figures 1 and 2).
- HCUP Starting Action screen (Figure 3) - Enter the data for the FEGLI change effective 2/18/96.
- Press [Enter] at the HCUP List Screen (Figure 4) to display the HCUP/PACT menu for the FEGLI change (Figure 5).
- Press [Enter] to display the HCUP/PACT Personnel Action Input screen (Figure 6). Change the Status field to **R** and press [Enter] to release the action from PACT.
- Press [PF1] to return to the HCUP/PACT menu (Figure 7). Change **NOAC 004** to **002** for the promotion and change the SF-50 Required field to **Y** and press [Enter] to produce and SF-50-B.
- Enter **R** in the Status field at the HCUP/PACT Personnel Action Input screen (Figure 8) and press [Enter] to release from PACT.
- Press [PF1] to display the HCUP List Screen (Figure 9). Enter **R** in the Release HCUP Package field and press [Enter] to release the package.
- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** (Screen 1) - Lists actions in employee's history record. Promotion effective 5/26/96 and pay adjustment effective 1/7/96 shown on Screen 1. The pay adjustment processed immediately before the promotion. The FEGLI change must be inserted between these two actions.

SSN 000000000 AG 91 * PERHIS PERSONNEL ACTIONS SUMMARY * 08/15/96 IR525									
SCREEN 000 NAME JOHN F DOE									
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL									
PF	PROCESSED	EFF-DATE	NATURE OF ACTION	DOCUMENT	AGCY	POI	USER-ID		
SEL	PP YR								
	11 96	05 26 96	000 702 N6M		91	2878	DPXXX		
	01 96	01 07 96	000 894 QWM ZLM		91	2878	BEAR60		
	08 95	04 16 95	000 790 UNM		91	2878	BEAR10		
	06 95	03 19 95	000 893 Q7M		91	2878	BEAR60		
	01 95	01 08 95	000 894 QWM ZLM		91	2878	NF000		
	01 94	01 09 94	000 895 VGR		91	2878			
	06 93	03 21 93	000 130 KVM		91	2878			
	07 93	03 20 93	000 352 DBM		68	1637			
	03 93	02 07 93	000 108 MEM		68	1637			
	03 93	02 07 93	000 108 MEM		68	1637			
	02 93	02 06 93	000 352 DBM		NL	1001			
	01 93	01 10 93	000 894 QWM ZLM		NL	1001			
	06 92	03 22 92	000 893 Q7M		NL	1001			
	02 93	02 06 93	000 352 DBM		NL	1001			

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS 0000  
PF9 = IR501 PF10 = IR502 PF11 = IR523  
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

**Figure 1. IRIS IR525, PERHIS Personnel Actions Summary (Screen 1)**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Inserting A FEGLI Change (cont'd)

- **Figure 2, IRIS Program IR525, PERHIS Personnel Actions Summary** (Screen 2) - The second screen of IRIS is also provided.

- **Figure 3, HCUP Starting Action - FEGLI Change (881)** effective 2/18/96.

```

SSN 000000000 AG 91 * PERHIS PERSONNEL ACTIONS SUMMARY * 08/15/96 IR525
SCREEN 000 NAME JOHN F DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POI USER-ID
01 93 01 10 93 000 894 QWM ZLM NL 1001
06 92 03 22 92 000 893 Q7M NL 1001
00 00 02 09 92 002 885 V6G NL 1001
01 92 01 12 92 000 894 QWM ZLM NL 1001
25 91 12 15 91 000 877 V3G NL 1001
09 91 05 05 91 000 721 N2M NL 1001
00 00 02 09 92 002 885 V6G NL 1001
01 92 01 12 92 000 894 QWM ZLM NL 1001
25 91 12 15 91 000 877 V3G NL 1001
09 91 05 05 91 000 721 N2M NL 1001
09 91 05 05 91 000 900 NL 1001
09 91 05 05 91 000 900 NL 1001

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 2. IRIS IR525, PERHIS Personnel Actions Summary (Screen 2)**

```

HH HH U. S. DEPARTMENT OF AGRICULTURE 08/15/96 HC1000M
HH HH OFM - NATIONAL FINANCE CENTER THURSDAY
HHHHHHHHH HISTORY CORRECTION UPDATE PROCESSING (PF1=PACT)
HH HH ----- FOR AUTHORIZED USE ONLY ----- (PF5=HELP)
HH HH (CLR=EXIT)

CCCCCCCC
CC
CC SSNO 000000000 DEPT/AGCY TR 91 POI 2878 EFF PAY PERIOD 15
CC FUNCTION A OPER INITIALS VWC
CCCCCCCC
*****

UU UU NAME LAST DOE FIRST JOHN MIDDLE F
UU UU
UU UU STARTING ACTION
UU UU
UUUUUUUU 1ST NOA CODE 881 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 2A AUTH CODE 2B AUTH CODE

PPPPPPPP
PP PP EFFECTIVE DATE 02 18 96 AUTH DATE 08 15 96
PPPPPPPP
PP
PP KEY IN REQUIRED FIELDS AND PRESS ENTER
  
```

**Figure 3. HCUP Starting Action (FEGLI Change Added)**

**Inserting A FEGLI Change (cont'd)**

- **Figure 4, HCUP List Screen** - Lists FEGLI change, and pay adjustment, latest action on database. These actions make up the HCUP package. Release HCUP Package field defaults

to I.

- **Figure 5, HCUP/PACT Menu** - FEGLI Change. SF-50 Required field completed with Y.

```

HC20000M                USDA/OFM/NFC                08/15/96    (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING THURSDAY (PF5=HELP)
                                                                (PF7=PREV)
                                                                (PF8=NEXT)
                                                                (PF9=OTHR)
                                                                (CLR=EXIT)
                        HCUP LIST SCREEN
SSNO 000000000 DEPT/AGCY TR 91 POI 2878 EFF PAY PERIOD 15
FUNCTION A OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE                FIRST JOHN                MIDDLE F
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI STATUS  SOURCE
-----
05 26 1996  000                702 N6M                06 05 1996  91/2878  I  PHIS
02 18 1996  000                881 ZLM                08 15 1996  91/2878  I  NEW/START ACT

                                RELEASE HCUP PACKAGE STATUS: I
PRESS ENTER TO ADD HCUP PACKAGE AND CONTINUE
2B"

```

**Figure 4. HCUP List Screen (Actions In HCUP Package)**

```

                                                                08/15/96    PP00001M
                                                                THURSDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 000000000 DEPT/AGCY TR 91 POI 2878 EFF PAY PERIOD 15
AUTH DATE 08 15 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 881 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 2A AUTH CODE 2B AUTH CODE SF-50 REQUIRED Y

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER

```

**Figure 5. HCUP/PACT Menu (FEGLI Change)**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Inserting A FEGLI Change (cont'd)

- **Figure 6, HCUP/PACT FEGLI Change** - Status field changed to **R** to release the action from PACT.

- **Figure 7, HCUP/PACT Menu - NOAC 004** changed to **002** and SF-50 Required field changed to **Y** to produce and SF-50-B.

```

PP88101M          CHANGE FEGLI CHANGE          08/15/96
                                                    (PF1=MENU)
SSNO 000000000 DEPT/AGCY TR 91  POI 2878  EFF PAY PERIOD 15  (PF3=RMKS)
AUTH DATE 08 15 96  FUNCTION C  OPER INIT VWC             (PF5=HELP)
1ST NOA CODE 881  1A AUTH CODE ZLM  1B AUTH CODE           (CLR=EXIT)
2ND NOA CODE      2A AUTH CODE      2B AUTH CODE      NEXT DOC 063
*****
NAME LAST DOE          FIRST JOHN          MIDDLE F
EFFECTIVE DATE 02 18 96
FEGLI COVERAGE Z
LI COVERAGE AMOUNT
REMARKS

                                                    STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PF3 IF REMARKS REQUIRE CHANGE
  
```

**Figure 6. HCUP/PACT Screen (FEGLI Change Released From PACT)**

```

08/15/96          PP00001M          THURSDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                    (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----
      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 000000000 DEPT/AGCY TR 91  POI 2878  EFF PAY PERIOD 15
AUTH DATE 06 05 96  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE      1B AUTH CODE
2ND NOA CODE 702  2A AUTH CODE N6M  2B AUTH CODE      SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

**Figure 7. HCUP/PACT Menu (Correction To Promotion)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

Title I  
Chapter 10  
Section 4

**Inserting A FEGLI Change (cont'd)**

- **Figure 8, Personnel Action Input** - Status field changed to *R* to release the action from PACT. Package Status field changed to *R*. Message indicates package released for processing (in PINE/PEPL).
- **Figure 9, HCUP List Screen** - Release HCUP

```

PP0630IM          CHANGE PERSONNEL ACTION INPUT          08/16/96
                                     (PF1=MENU )
SSNO 000000000 DEPT/AGCY TR 91  POI 2878  EFF PAY PERIOD 15  (PF3=RMKS )
AUTH DATE 06 05 96  FUNCTION C  OPER INIT VWC                (PF5=HELP )
1ST NOA CODE 002  1A AUTH CODE          1B AUTH CODE          (PF8=SCRN2)
2ND NOA CODE 702  2A AUTH CODE N6M      2B AUTH CODE          (PF9=SCRN3)
NEXT DOC 063                                           (CLR=EXIT )
*****
1:ACTION CODE 2
3:NAME LAST DOE          FIRST JOHN          MIDDLE F          SEX
4:BIRTHDATE              5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY        9:DEPT USE          10:TENURE GROUP
11:SCD LEAVE             12:HANDICAP CODE     13:FEGLI COVERAGE Z
14:LI COVERAGE AMT 0059  15:FEHB COVERAGE     16:RETIREMENT COVERAGE 1
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) B:(DATE)
19:NTE DATE              21:EFFEKTIVE DATE 05 26 96  22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST REG 335.102 CAR PROM 2ND
APPOINT LIMITATIONS          DOLLARS  HOURS  DAYS
                               29:FULL
                               30:BAL
31:COMMENCING DATE OF SERVICE YEAR

                                     STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PF3 IF REMARKS REQUIRE CHANGE
    
```

**Figure 8. HCUP/PACT Personnel Action Input Screen (Correction To Promotion Released From PACT )**

```

HC20000M          USDA/OFM/NFC          08/15/96  (PF1=HCUP)
          HISTORY CORRECTION UPDATE PROCESSING  THURSDAY  (PF5=HELP)
          HCUP LIST SCREEN                                (PF7=PREV)
          (PF8=NEXT)
          (PF9=OTHR)
          (CLR=EXIT)
SSNO 000000000 DEPT/AGCY TR 91  POI 2878  EFF PAY PERIOD 15
FUNCTION C  OPER INITIALS VWC  USER ID NF536
*****
NAME LAST DOE          FIRST JOHN          MIDDLE F
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI  STATUS  SOURCE
-----
05 26 1996  002          702 N6M      06 05 1996  91/2878  R  PHIS
02 18 1996  000          881 ZLM      08 15 1996  91/2878  R  PHIS/START ACT

          RELEASE HCUP PACKAGE STATUS: R
HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING
    
```

**Figure 9. HCUP List Screen (Package Released to PINE/PEPL)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

*(reserved)*

### Canceling A Within-Grade Increase

The employee was inadvertently granted a within-grade increase (WGI) (NOAC 893) effective 12/10/95 and the action must be canceled. The pay adjustment (NOAC 894) effective 1/7/96 is the only action that processed after the WGI. See note on Figure 9 regarding NOAC 872 (time off award) effective 9/17/95.

Sequence of the Process

- Print IRIS screen IR525 (**Figures 1 and 2**). **Note:** The starting action is highlighted.
- HCUP Starting Action screen (**Figure 3**) - Enter the data for the cancellation of the WGI (001/893) effective 12/10/95.
- Press [Enter] at the HCUP List Screen (**Figure 4**) to display the HCUP/PACT menu for the pay adjustment, NOAC 004/894 (**Figure 5**). **Note:** The cancellation to the WGI is not the first action displayed. Change NOAC 004 to 002 and complete the SF-50 field (**Figure 6**).
- Press [Enter] and [PF8] to display the HCUP/PACT Personnel Action Input screen 2

(**Figure 7**). Change the step, salary, and SCD-WGI and press [Enter].

- Press [PF1] to display the HCUP/PACT Personnel Action Input screen 1 (**Figure 8**). Change the Status field to R to release the action from PACT.
- Press [PF1] to return to the HCUP/PACT menu to display the cancellation to the WGI (**Figure 9**).
- Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 10**). The Status field defaults to R. Press [Enter] to release the action from PACT.
- Press [PF1] to display the HCUP List Screen (**Figure 11**). Enter **R** in the Release HCUP Package Status field and press [Enter] to release the HCUP package.
- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** - Lists actions in employee's history record. Screen 1 lists WGI and pay adjustment.

SSN 111111111 XX XX * PERHIS PERSONNEL ACTIONS SUMMARY * 08/20/96 IR525									
SCREEN 000 NAME ERNESTINE DOE									
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL									
PROCESSED			DOCUMENT						
PP	YR	EFF-DATE	NATURE OF ACTION	AGCY	POI	BATCH	USER-ID		
01	96	01 07 96	000 894 QWM ZLM	XX	XXXX	XXXX	BEAR60		
25	95	12 10 95	000 893 Q7M	XX	XXXX	XXXX	BEAR10		
19	95	09 17 95	000 872 V3E	XX	XXXX	XXXX	DP056		
08	95	04 16 95	000 790 UNM	XX	XXXX	XXXX	BEAR60		
01	95	01 08 95	000 894 QWM ZLM	XX	XXXX	XXXX	NF000		
25	94	12 11 94	000 893 Q7M	XX	XXXX	XXXX	NF000		
15	94	01 09 94	000 895 VGR	XX	XXXX	XXXX			
25	93	12 11 93	000 130 KVM	XX	XXXX	XXXX			
24	93	12 11 93	000 352 DFM	YY	YYYY	YYYY			
00	00	06 13 93	002 881 DPM	YY	YYYY	YYYY			
11	93	05 30 93	000 780 CGM	YY	YYYY	YYYY			
08	93	04 04 93	600 893 Q7M	YY	YYYY	YYYY			
01	93	01 10 93	000 894 QWM ZLM	YY	YYYY	YYYY			
00	00	05 17 92	002 721 WDM	YY	YYYY	YYYY			

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER  
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

**Figure 1. IRIS Program IR525, PERHIS Personnel Actions Summary (Lists both pay adjustment and cancellation to the accession)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

**Canceling A Within-Grade Increase (cont'd)**

- **Figure 2, IRIS Program IR525** - Screen 2 is also provided.

- **Figure 3, HCUP Starting Action** - Cancellation to WGI effective 12/10/95.

```

SSN 11111111 AG XX * PERHIS PERSONNEL ACTIONS SUMMARY * 08/20/96 IR525
SCREEN 000 NAME ERNESTINE DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POI USER-ID
07 92 04 05 92 000 893 Q7M YY YYYY
01 92 01 12 92 000 894 QWM ZLM YY YYYY
08 91 04 21 91 000 885 V6G YY YYYY
07 91 04 07 91 000 702 N7M YY YYYY
01 91 01 13 91 000 894 QWM ZLM YY YYYY
22 90 11 04 90 000 893 Q7M YY YYYY

INQUIRY COMPLETE - ENTER NEXT SSN OR SCREEN NUMBER 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 2. IR525, PERHIS Personnel Actions History Summary (Screen 2)**

```

HH HH U. S. DEPARTMENT OF AGRICULTURE 08/20/96 HC10000M
HH HH OFM - NATIONAL FINANCE CENTER TUESDAY
HHHHHHHHH HISTORY CORRECTION UPDATE PROCESSING (PF1=PACT)
HH HH ----- FOR AUTHORIZED USE ONLY ----- (PF5=HELP)
HH HH (CLR=EXIT)

CCCCCCCC
CC
CC SSNO 11111111 DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15
CC FUNCTION A OPER INITIALS VWC
CCCCCCCC *****

UU UU NAME LAST DOE FIRST ERNESTINE MIDDLE
UU UU
UU UU STARTING ACTION
UU UU
UUUUUUUU 1ST NOA CODE 001 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 893 2A AUTH CODE Q7M 2B AUTH CODE

PPPPPPPP
PP PP EFFECTIVE DATE 12 10 95 AUTH DATE 08 20 96
PPPPPPPP
PP
PP KEY IN REQUIRED FIELDS AND PRESS ENTER
  
```

**Figure 3. HCUP Starting Action Screen (Cancellation To WGI)**

**Canceling A Within-Grade Increase (cont'd)**

- **Figure 4, HCUP List Screen** - Lists pay adjustment and cancellation of WGI. These actions make up the HCUP package. Release HCUP Package field defaults to **I**.

- **Figure 5, HCUP/PACT Menu** - Pay adjustment before changing **004** to **002**.

```

HC20000M                USDA/OFM/NFC                08/21/96  (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING  WEDNESDAY  (PF5=HELP)
                                                (PF7=PREV)
                        HCUP LIST SCREEN                (PF8=NEXT)
                                                (PF9=OTHR)
                                                (CLR=EXIT)
SSNO 111111111 DEPT/AGCY TR 91 POI 2878 EFF PAY PERIOD 15
FUNCTION C OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE          FIRST ERNESTINE          MIDDLE
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI  STATUS  SOURCE
-----
01 07 1996  000          894 QWM ZLM  12 28 1995  91/2878  I  PHIS
12 10 1995  001 ZLM          893 Q7M          08 20 1996  91/2878  R  PHIS/START ACT

                                RELEASE HCUP PACKAGE STATUS: I
PRESS ENTER TO ADD HCUP PACKAGE AND CONTINUE
2B"
    
```

**Figure 4. HCUP List Screen (Actions In HCUP Package)**

```

                                                08/20/96  PP00001M
                                                TUESDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSS
NN  NN  FF  FF  CC  SS  (PF1 =HCUP)
NNNNNNNN  FFFFFFFF  CC  SS  (PF5 =HELP)
NN  FF  FF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----
      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM
SSNO 111111111 DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15
AUTH DATE 12 28 95 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT
1ST NOA CODE 004 1A AUTH CODE 1B AUTH CODE
2ND NOA CODE 894 2A AUTH CODE QWM 2B AUTH CODE ZLM SF-50 REQUIRED Y
FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
    
```

**Figure 5. HCUP/PACT Menu (Pay Adjustment Before Changing To A Correction)**

**Payroll/Personnel Manual**  
**Correction Process Procedures**  
**History Correction Update Processing System**

**Canceling A Within-Grade Increase (cont'd)**

- **Figure 6, HCUP/PACT Menu** - Correction to pay adjustment. NOAC **004** changed to **002**.
- **Figure 7, HCUP/PACT Personnel Action**

**Input** - Step changed to **2**; base salary changed to **\$4332400**; SCD WGI changed to **12/11/94**, the date of the previous WGI.

```

                                08/20/96      PP00001M
                                TUESDAY
NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 11111111  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 15
AUTH DATE 12 28 95  FUNCTION C  OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 894  2A AUTH CODE QWM  2B AUTH CODE ZLM  SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
  
```

**Figure 6. HCUP/PACT Menu (Correction To Pay Adjustment)**

```

PP06302M      CHANGE PERSONNEL ACTION INPUT      08/20/96
                                (PF1=MENU )
SSNO 11111111  DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 15  (PF5=HELP )
AUTH DATE 12 28 95  FUNCTION C  OPER INIT VWC  (PF7=SCRN1)
1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE  (PF9=SCRN3)
2ND NOA CODE 894  2A AUTH CODE QWM  2B AUTH CODE ZLM  (CLR=EXIT )

*****
PMSO KEY: DEPT XX  AGCY XX  POI XXXX  MR-NO 004697  GRADE 12  IP 04697004
35:CLASSIFICATION ACTION CODE  36:RNO CODE  39:PAY PLAN GS  41:STEP 02
42:BASE SALARY 04332400  RATE PA  VERIFY SALARY 04332400  M/P-ADJ SAL
43:PAY RATE DETERMINANT CODE 0  EXPIRATION DATE
47:SCD RET  48:SCD RIF  49:SCD WGI 12 11 94
50:SPVR/MGRL PROB PERIOD  51:POSITION OCCUPIED
53:ANNUITANT INDICATOR  54:SPECIAL EMPLOYMENT PGMS CODE
56:RMKS 778  57:PROBATIONARY (TRIAL) DATE
58:CAREER (OR PERMANENT) TENURE DATE
ANNUAL LEAVE CODES  59:CATEGORY  60:45 DAYS
61:LEAVE EARNING STATUS DURING PAY PERIOD
63:DATE LAST ENTERED PRESENT GRADE  65:TSP ELIG
66:VETERANS STATUS  68:NAME CORR
69:PREVIOUS SOCIAL SECURITY NO  70:DUTY HOURS

DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

**Figure 7. HCUP/PACT Personnel Action Input (Correcting Step, Salary, SCD WGI)**

**Canceling A Within-Grade Increase (cont'd)**

- **Figure 8, HCUP/PACT Personnel Action Input** - Status field changed to **R** to release the action from PACT.

- **Figure 9, HCUP/PACT Menu - Cancellation** to WGI. SF-50 Required field defaults to **Y**.

```

PP06301M                CHANGE PERSONNEL ACTION INPUT                08/20/96
                                                                    (PF1=MENU )
SSNO 111111111 DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15          (PF3=RMKS )
AUTH DATE 12 28 95 FUNCTION C OPER INIT VWC                        (PF4=REIN )
1ST NOA CODE 002 1A AUTH CODE          1B AUTH CODE                (PF5=HELP )
2ND NOA CODE 894 2A AUTH CODE QWM      2B AUTH CODE ZLM            (PF8=SCRN2)
NEXT DOC 063                                                         (CLR=EXIT) (PF9=SCRN3)
*****                                                              (PF10=POSN)

1:ACTION CODE 2
3:NAME LAST DOE                FIRST ERNESTINE                MIDDLE                SEX
4:BIRTHDATE                    5:EDUCATIONAL LEVEL          6:VETERAN PREFERENCE
7:PREVIOUS AGENCY              9:DEPT USE                  10:TENURE GROUP
11:SCD LEAVE                   12:HANDICAP CODE           13:FEGLI COVERAGE
14:LI COVERAGE AMT            15:FEHB COVERAGE          16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH)                B:(DATE)
19:NTE DATE                    21:EFFECTIVE DATE 01 07 96 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST REG 531.205                2ND E O 12984
APPOINT LIMITATIONS                DOLLARS HOURS DAYS
                                29:FULL
                                30:BAL
31:COMMENCING DATE OF SERVICE YEAR

                                STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED
    
```

**Figure 8. HCUP/PACT Personnel Action Input (Screen 1)-Correction To Pay Adjustment**

```

                                                                    08/22/96
                                                                    THURSDAY
                                                                    PP00001M
NNNNNNNN FFFFFFFF CCCCCCCC SSSSSSSS
NN NN FF FF CC SS (PF1 =HCUP)
NNNNNNNN FFFFFFFF CC SS (PF5 =HELP)
NN FF FF CC SS (CLR =EXIT)
NN FF FF CCCCCC SS (PF7 =BACK)
NN FF FF CCCCCC SS (PF8 =FWRD)
                                                                    (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 111111111 DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15
AUTH DATE 08 20 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 001 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 893 2A AUTH CODE Q7M 2B AUTH CODE SF-50 REQUIRED Y

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE
DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
    
```

**Figure 9. HCUP/PACT Menu (Cancellation To WGI)**

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Canceling A Within-Grade Increase (cont'd)

- **Figure 10, HCUP/PACT Personnel Action Input** - Cancellation of WGI. Status defaults to **R**. Message indicates cancellation successfully processed in PACT.

- **Figure 11, HCUP List Screen** - Release HCUP Package Status field changed to **R**. Message indicates the package released for processing (in PINE/PEPL).

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          08/22/96
                                     (PF1=MENU )
                                     (PF3=RMKS )
SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15 (PF4=REIN )
AUTH DATE 08 20 96 FUNCTION C OPER INIT VWC                (PF5=HELP )
1ST NOA CODE 001 1A AUTH CODE ZLM 1B AUTH CODE              (PF8=SCRN2 )
2ND NOA CODE 893 2A AUTH CODE Q7M 2B AUTH CODE              (PF9=SCRN3 )
NEXT DOC 063                                           (CLR=EXIT) (PF10=POSN)
*****

1:ACTION CODE 2
3:NAME LAST DOE          FIRST ERNESTINE      MIDDLE          SEX
4:BIRTHDATE             5:EDUCATIONAL LEVEL    6:VETERAN PREFERENCE
7:PREVIOUS AGENCY       9:DEPT USE          10:TENURE GROUP
11:SCD LEAVE            12:HANDICAP CODE    13:FEGLI COVERAGE
14:LI COVERAGE AMT      15:FEHB COVERAGE   16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 790 UNM      B:(DATE) 04 16 95
19:NTE DATE             21:EFFECTIVE DATE 12 10 95 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST MEMO DATED 01 16 95 2ND
APPOINT LIMITATIONS     DOLLARS  HOURS  DAYS
                        29:FULL
                        30:BAL
31:COMMENCING DATE OF SERVICE YEAR
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED STATUS R
  
```

**Figure 10. HCUP/PACT Personnel Action Input Screen (Cancellation Of WGI Released From PACT)**

```

HC20000M          USDA/OFM/NFC          08/22/96 (PF1=HCUP)
                HISTORY CORRECTION UPDATE PROCESSING THURSDAY (PF5=HELP)
                                     (PF7=PREV)
                                     (PF8=NEXT)
                                     (PF9=OTHR)
                                     (CLR=EXIT)
                HCUP LIST SCREEN

SSNO XXXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15
FUNCTION C OPER INITIALS VWC USER ID NF536
*****

NAME LAST DOE          FIRST ERNESTINE      MIDDLE
EFF DATE 1ST NOA/AUTH 2ND NOA/AUTH AUTH DATE AGY/POI STATUS SOURCE
-----
01 07 1996 002          894 QWM ZLM 12 28 1995 XX/XXXX R PHIS
12 10 1995 001 ZLM      893 Q7M      08 20 1996 XX/XXXX R PHIS/START ACT

                RELEASE HCUP PACKAGE STATUS: R
HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING
  
```

**Figure 11. HCUP List Screen (Package Released To PINE/PEPL)**

### **Correcting A Reassignment**

The employee's duty station should have been changed on a reassignment (NOAC 721) effective 7/9/95. A within-grade increase (WGI) (NOAC 893) effective 12/10/95, and a pay adjustment (NOAC 894) effective 1/7/96, were processed after the reassignment. The duty station has been corrected in PMSO for the current position.

#### Sequence of the Process

- Print IRIS screen IR525 (**Figure 1**). **Note:** The starting action is highlighted.
- HCUP Starting Action screen (**Figure 2**) - Enter the data for the correction to the reassignment (**002/721**) effective 1/24/93.
- Press [Enter] at the HCUP List Screen (**Figure 3**) to display the HCUP/PACT menu for the correction to the reassignment (**Figure 4**).
- Press [PF10] to display the HCUP Position Data screen for the reassignment. Press [PF4] to retrieve the position data with the correct duty station code from PMSO (**Figure 5**). Press [Enter] to transfer the PMSO position data to HCUP.
- Press [PF1] to display the HCUP/PACT menu for the reassignment. Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 6**). Change the Status field to **R** and press [Enter] to release the action from PACT.
- Press [PF1] to display the HCUP/PACT menu for the reapplied WGI (**NOAC 004/893**) before **004** was changed to **002** (**Figure 7**). Change **004** to **002** and complete the SF-50 Required field (**Figure 8**). Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 9**). Change the Status field to **R** and press [Enter] to release the action from PACT.
- Press [PF10] to display the position data for the WGI (**Figure 10**). Press [PF4] to retrieve the position data from PMSO. Press [Enter] to transfer the PMSO position data to HCUP.
- Press [PF1] to display the HCUP/PACT menu for the reapplied pay adjustment (**NOAC 004/894**) before **004** was changed to **002**. The pay adjustment effective 1/7/96 is the last action on the database. The position data for this action is correct in PMSO. Change **004** to **002** and complete the SF-50 Required field (**Figure 12**). Press [Enter] to display the HCUP/PACT Personnel Action Input screen (**Figure 13**). Change the Status field to **R** and press [Enter] to release the action from PACT.
- Press [PF10] to display the position data for the pay adjustment. Press [PF4] to retrieve the position data from PMSO (**Figure 14**). Press [Enter] to transfer the PMSO position data to HCUP.
- Press [PF1] until the HCUP List Screen (**Figure 15**) is displayed. Key in **R** to release the package to PINE/PEPL.

## Payroll/Personnel Manual Correction Process Procedures History Correction Update Processing System

### Correcting A Reassignment (cont'd)

- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** - Lists the actions in the employee's history record.

- **Figure 2, HCUP Starting Action** - Correction to reassignment effective 7/9/95.

```

SSN 000000000 AG XX * PERHIS PERSONNEL ACTIONS SUMMARY * 09/16/96 IR525
SCREEN 000 NAME RALPH A DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POT USER-ID
01 96 00 00 000 000 000 000 000 000 000 000 000 000 000 000 000 000
25 95 12 10 95 000 893 9FL 000 000 000 000 000 000 000 000 000 000
14 95 07 09 95 000 721 9EI 000 000 000 000 000 000 000 000 000 000
01 95 01 08 95 000 894 9IT ZLM 000 000 000 000 000 000 000 000 000 000
25 94 12 11 94 000 170 9AI 9JA 000 000 000 000 000 000 000 000 000 000
26 94 12 10 94 000 352 DBM 000 000 000 000 000 000 000 000 000 000
22 94 10 30 94 000 885 V4R 000 000 000 000 000 000 000 000 000 000
00 00 01 09 94 002 895 VGR 000 000 000 000 000 000 000 000 000 000
22 93 10 31 93 000 889 V6K 000 000 000 000 000 000 000 000 000 000
21 93 10 03 93 000 891 V3K 000 000 000 000 000 000 000 000 000 000
01 93 01 10 93 000 894 QWM ZLM 000 000 000 000 000 000 000 000 000 000
22 92 11 01 92 000 889 V6K 000 000 000 000 000 000 000 000 000 000
21 92 10 04 92 000 891 V3K 000 000 000 000 000 000 000 000 000 000
13 92 06 28 92 000 702 N7M 000 000 000 000 000 000 000 000 000 000

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 1. IRIS Program IR525, PERHIS Personnel Actions Summary**

```

HH HH U. S. DEPARTMENT OF AGRICULTURE 09/16/96 HC10000M
HH HH OFM - NATIONAL FINANCE CENTER MONDAY
HHHHHHHHH HISTORY CORRECTION UPDATE PROCESSING (PF1=PACT)
HH HH (PF5=HELP)
HH HH ----- FOR AUTHORIZED USE ONLY ----- (CLR=EXIT)

CCCCCCCC
CC SSNO 000000000 DEPT/AGCY LG XX POI 1339 EFF PAY PERIOD 18
CC FUNCTION A OPER INITIALS VWC
CCCCCCCC *****

UU UU NAME LAST FIRST MIDDLE
UU UU
UU UU STARTING ACTION
UU UU
UUUUUUUUU 1ST NOA CODE 002 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 721 2A AUTH CODE 9EI 2B AUTH CODE

PPPPPPPPP
PP PP EFFECTIVE DATE 07 09 95 AUTH DATE 09 16 96
PPPPPPPPP
PP
PP
KEY IN REQUIRED FIELDS AND PRESS ENTER
  
```

**Figure 2. HCUP Starting Action (Correction To Reassignment)**

**Correcting A Reassignment (cont'd)**

- **Figure 3, HCUP List Screen** - Lists correction to reassignment up to pay adjustment, latest action on database. These actions make up the HCUP package. Release HCUP Package field defaults to *I*.

- **Figure 4, HCUP/PACT Menu** - Correction to reassignment. SF-50 Required field completed with *Y*.

```

HC20000M                USDA/OFM/NFC                09/16/96  (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING  MONDAY      (PF5=HELP)
                                                (PF7=PREV)
                                                (PF8=NEXT)
                                                (PF9=OTHR)
                                                (CLR=EXIT)
                        HCUP LIST SCREEN

SSNO 000000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
FUNCTION A  OPER INITIALS VWC  USER ID XX046
*****

NAME LAST DOE                FIRST RALPH                MIDDLE A
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI  STATUS  SOURCE
-----
01 07 1996  000                894 9IT ZLM  12 28 1995  XX/1339  I  PHIS
12 10 1995  000                893 9FL      12 09 1995  XX/1339  I  PHIS
07 09 1995  002                721 9EI      07 19 1995  XX/1339  R  PHIS/START ACT

>>> OTHER ACTIONS FOUND <<<                RELEASE HCUP PACKAGE STATUS: I
PRESS ENTER TO ADD HCUP PACKAGE AND CONTINUE
  
```

**Figure 3. HCUP List Screen (Actions In HCUP Package)**

```

                                                09/16/96  PF00001M
                                                MONDAY
NNNNNNNN  FFFFFFFF  CCCCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 000000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
AUTH DATE 12 28 95  FUNCTION C  OPER INITIALS CC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 721  2A AUTH CODE 9EI  2B AUTH CODE ZLM  SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE

DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2
  
```

**Figure 4. HCUP/PACT Menu (Correction To Reassignment)**

**Payroll/Personnel Manual**  
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**Correcting A Reassignment (cont'd)**

- **Figure 5, HCUP Position Data** - Position data from PMSO transferred to HCUP for reassignment.

- **Figure 6, HCUP/PACT Personnel Action Input** - Status changed to **R** to release from PACT.

```

HC000POM                CHANGE HCUP POSITION DATA                09/16/96
                        (PF1=PACT)
SSNO 000000000 DEPT/AGCY LG xx POI 1339 EFF PAY PERIOD 18      (PF4=PMSO)
AUTH DATE 07 19 95 FUNCTION Q OPER INIT CC                    (PF5=HELP)
1ST NOA/2ND NOA 002 721 EFF DATE 07 09 95                    (CLR=EXIT)
*****
KEY DATA:DEPT/AGCY LG xx POI 1339 MR NO 920037 IP NO HQ001 GRADE 14

PAY PLAN GS OCC SERIES 0510 OCC FUN CD 00 OFF TITLE-PF/CD/SF S 0001
OFF TITLE SUPVY ACCTNT
SUPV CD 8 MR-AGY-USE PATCO CD A PROF CATEGORY 3

FLSA CD/PAY TBL E POS SENS 2N COMP-LEV A000
WORK TITLE CD WORK TITLE
ORG STRUCTURE CD XX 12 40 0005 02 01 00 00
DUTY STATION CD 11 0010 011 ACCTG STATION 0010
BUS CD/COPR-ST 8888 LEO-IND POS-ST-BUD Y IP-AGY-USE

DC904869 DOCUMENT FOUND
  
```

**Figure 5. HCUP Position Data Screen (Change Duty Station To Washington, D.C.)**

```

PP06301M                CHANGE PERSONNEL ACTION INPUT                08/22/96
                        (PF1=MENU )
SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15      (PF3=RMKS )
AUTH DATE 08 20 96 FUNCTION C OPER INIT VWC                    (PF4=REIN )
1ST NOA CODE 002 1A AUTH CODE ZLM 1B AUTH CODE                    (PF5=HELP )
2ND NOA CODE 721 2A AUTH CODE Q7M 2B AUTH CODE                    (PF8=SCRN2)
NEXT DOC 063 (CLR=EXIT) (PF9=SCRN3)
***** (PF10=POSN)
1:ACTION CODE 2
3:NAME LAST DOE FIRST ERNESTINE MIDDLE SEX
4:BIRTHDATE 5:EDUCATIONAL LEVEL 6:VETERAN PREFERENCE
7:PREVIOUS AGENCY 9:DEPT USE 10:TENURE GROUP
11:SCD LEAVE 12:HANDICAP CODE 13:FEGLI COVERAGE
14:LI COVERAGE AMT 15:FEHB COVERAGE 16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 790 UNM B:(DATE) 04 16 95
19:NTE DATE 21:EFFECTIVE DATE 07 09 95 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST MEMO DATED 01 16 95 2ND
APPOINT LIMITATIONS DOLLARS HOURS DAYS
29:FULL
30:BAL
31:COMMENCING DATE OF SERVICE YEAR STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED
  
```

**Figure 6. HCUP/PACT Personnel Action Input Screen (Correction Of Reassignment Released From PACT)**

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**Correcting A Reassignment (cont'd)**

- **Figure 7, HCUP/PACT Menu - Before NOAC**  
**004** was changed to **002** for the WGI.
- **Figure 8, HCUP/PACT Menu - After NOAC**

**004** was changed to **002** for the WGI. NOAC 004 was changed to 002 to access HCUP Position Data screen.

```

09/16/96      PP00001M
MONDAY
NNNNNNNN      FFFFFFFF      CCCCCCCC      SSSSSSSSS      (PF1 =HCUP)
NN  NN      FF  FF      CC      SS      (PF5 =HELP)
NNNNNNNN      FFFFFFFF      CC      SS      (CLR =EXIT)
NN      FF  FF      CC      SS      (PF7 =BACK)
NN      FF  FF      CCCCCCCC      SS      (PF8 =FWRD)
                                     (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 000000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
AUTH DATE 12 09 95  FUNCTION C  OPER INITIALS CC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 004  1A AUTH CODE      1B AUTH CODE
2ND NOA CODE 893  2A AUTH CODE 9FL  2B AUTH CODE      SF-50 REQUIRED  N

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER

```

**Figure 7. HCUP/PACT Menu (Reapplied WGI Before Changing To A Correction)**

```

09/16/96      PP00001M
MONDAY
NNNNNNNN      FFFFFFFF      CCCCCCCC      SSSSSSSSS      (PF1 =HCUP)
NN  NN      FF  FF      CC      SS      (PF5 =HELP)
NNNNNNNN      FFFFFFFF      CC      SS      (CLR =EXIT)
NN      FF  FF      CC      SS      (PF7 =BACK)
NN      FF  FF      CCCCCCCC      SS      (PF8 =FWRD)
                                     (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 000000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
AUTH DATE 12 28 95  FUNCTION C  OPER INITIALS CC
UPDATE ACTION CODE (Y OR N)      NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE      1B AUTH CODE
2ND NOA CODE 893  2A AUTH CODE 9IT  2B AUTH CODE ZLM  SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2

```

**Figure 8. HCUP/PACT Menu (WGI After Changing NOAC 004 To 002)**

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**Correcting A Reassignment (cont'd)**

- **Figure 9, HCUP/PACT Personnel Action Input** - WGI released from PACT.

- **Figure 10, HCUP Position Data** - Position data for WGI.

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          08/22/96
                                     (PF1=MENU )
SSNO XXXXXXXXXX DEPT/AGCY XX XX  POI XXXX  EFF PAY PERIOD 15  (PF3=RMKS )
AUTH DATE 08 20 96  FUNCTION C  OPER INIT VWC  (PF4=REIN )
1ST NOA CODE 002  1A AUTH CODE ZLM  1B AUTH CODE  (PF5=HELP )
2ND NOA CODE 893  2A AUTH CODE Q7M  2B AUTH CODE  (PF8=SCRN2 )
NEXT DOC 063                                     (CLR=EXIT) (PF9=SCRN3)
***** (PF10=POSN)

1:ACTION CODE 2
3:NAME LAST DOE          FIRST ERNESTINE      MIDDLE          SEX
4:BIRTHDATE             5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY      9:DEPT USE              10:TENURE GROUP
11:SCD LEAVE           12:HANDICAP CODE        13:FEGLI COVERAGE
14:LI COVERAGE AMT    15:FEHB COVERAGE       16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 790 UNM      B:(DATE) 04 16 95
19:NTE DATE            21:EFFEKTIVE DATE 07 09 95  22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST MEMO DATED 01 16 95  2ND
APPOINT LIMITATIONS    DOLLARS  HOURS  DAYS
                               29:FULL
                               30:BAL
31:COMMENCING DATE OF SERVICE YEAR

DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED          STATUS R
  
```

**Figure 9. HCUP/PACT Personnel Action Input Screen (Correction To WGI Released From PACT)**

```

HC000POM          CHANGE HCUP POSITION DATA          09/16/96
                                     (PF1=PACT)
SSNO 000000000 DEPT/AGCY LG xx  POI 1339  EFF PAY PERIOD 18  (PF4=PMSO)
AUTH DATE 07 19 95  FUNCTION Q  OPER INIT CC  (PF5=HELP)
1ST NOA/2ND NOA 002  893          EFF DATE 12 10 95  (CLR=EXIT)
*****
KEY DATA:DEPT/AGCY LG xx  POI 1339  MR NO 920037  IP NO HQ001  GRADE 14
PAY PLAN GS  OCC SERIES 0510  OCC FUN CD 00  OFF TITLE-PF/CD/SF S 0001
OFF TITLE SUPVY ACCTNT
SUPV CD 8  MR-AGY-USE          PATCO CD A  PROF CATEGORY 3
FLSA CD/PAY TBL E          POS SENS 2N  COMP-LEV A000
WORK TITLE CD          WORK TITLE
ORG STRUCTURE CD XX 12 40  0005 02 01 00 00
DUTY STATION CD 11 0010 011          ACCTG STATION 0010
BUS CD/COPR-ST 8888          LEO-IND  POS-ST-BUD Y  IP-AGY-USE

DC904869 DOCUMENT FOUND
  
```

**Figure 10. HCUP Position Data Screen (Change Duty Station To Washington, D.C.)**

**Correcting A Reassignment (cont'd)**

- **Figure 11, HCUP/PACT Menu** - Reapplied pay adjustment, last action on the database.
- **Figure 12, HCUP List Screen** - Release HCUP

Package Status field changed to **R**. Message indicates package released for processing (in PINE/PEPL).

```

                                09/16/96      PP00001M
                                MONDAY
NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 00000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
AUTH DATE 12 28 95  FUNCTION C  OPER INITIALS CC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 004  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 894  2A AUTH CODE 9IT  2B AUTH CODE ZLM  SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2

```

**Figure 11. HCUP/PACT Menu (Reapplied Pay Adjustment Before Changing To A Correction)**

```

                                09/16/96      PP00001M
                                MONDAY
NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 00000000  DEPT/AGCY LG XX  POI 1339  EFF PAY PERIOD 18
AUTH DATE 12 28 95  FUNCTION C  OPER INITIALS CC
UPDATE ACTION CODE (Y OR N)  NEXT DOCUMENT

1ST NOA CODE 002  1A AUTH CODE  1B AUTH CODE
2ND NOA CODE 894  2A AUTH CODE 9IT  2B AUTH CODE ZLM  SF-50 REQUIRED  Y

FUNCTION CODES - A=ADD  C=CHANGE  Q=QUERY  D=DELETE
2DC904860 KEY IN REQUIRED DATA AND PRESS ENTER

```

**Figure 12. HCUP/PACT Menu (Pay Adjustment After Changing To A Correction)**

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**Correcting A Reassignment (cont'd)**

- **Figure 13, HCUP/PACT Personnel Action Input** - Status field changed to R. Correction to pay adjustment released from PACT.

- **Figure 14, HCUP Position Data** - Position data from PMSO transferred to HCUP for the pay adjustment.

```

PP06301M          CHANGE PERSONNEL ACTION INPUT          08/22/96
                  (PF1=MENU )
SSNO XXXXXXXXX DEPT/AGCY XX XX POI XXXX EFF PAY PERIOD 15 (PF3=RMKS )
AUTH DATE 08 20 96 FUNCTION C OPER INIT VWC              (PF4=REIN )
1ST NOA CODE 002 1A AUTH CODE ZLM 1B AUTH CODE           (PF5=HELP )
2ND NOA CODE 894 2A AUTH CODE Q7M 2B AUTH CODE           (PF8=SCRN2 )
NEXT DOC 063                                           (CLR=EXIT) (PF9=SCRN3)
***** (PF10=POSN)

1:ACTION CODE 2
3:NAME LAST DOE          FIRST ERNESTINE          MIDDLE          SEX
4:BIRTHDATE              5:EDUCATIONAL LEVEL      6:VETERAN PREFERENCE
7:PREVIOUS AGENCY        9:DEPT USE          10:TENURE GROUP
11:SCD LEAVE             12:HANDICAP CODE    13:FEGLI COVERAGE
14:LI COVERAGE AMT       15:FEHB COVERAGE    16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A:(NOA-AUTH-AUTH) 790 UNM B:(DATE) 04 16 95
19:NTE DATE              21:EFFEKTIVE DATE 07 09 95 22:LOSE/GAIN DEPT
LEGAL AUTHORITY 1ST MEMO DATED 01 16 95 2ND
APPOINT LIMITATIONS      DOLLARS HOURS DAYS
                          29:FULL
                          30:BAL
31:COMMENCING DATE OF SERVICE YEAR

STATUS R
DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED
  
```

**Figure 13. HCUP/PACT Personnel Action Input Screen (Correction To Pay Adjustment Released From PACT)**

```

HC000POM          CHANGE HCUP POSITION DATA          09/16/96
                  (PF1=PACT)
SSNO 000000000 DEPT/AGCY LG xx POI 1339 EFF PAY PERIOD 18 (PF4=PMSO)
AUTH DATE 07 19 95 FUNCTION Q OPER INIT CC              (PF5=HELP)
1ST NOA/2ND NOA 002 894 EFF DATE 01 07 96              (CLR=EXIT)
*****
KEY DATA:DEPT/AGCY LG xx POI 1339 MR NO 920037 IP NO HQ001 GRADE 14
PAY PLAN GS OCC SERIES 0510 OCC FUN CD 00 OFF TITLE-PF/CD/SF S 0001
OFF TITLE SUPVY ACCTNT
SUPV CD 8 MR-AGY-USE PATCO CD A PROF CATEGORY 3
FLSA CD/PAY TBL E POS SENS 2N COMP-LEV A000
WORK TITLE CD WORK TITLE
ORG STRUCTURE CD XX 12 40 0005 02 01 00 00
DUTY STATION CD 11 0010 011 ACCTG STATION 0010
BUS CD/COPR-ST 8888 LEO-IND POS-ST-BUD Y IP-AGY-USE

DC904869 DOCUMENT FOUND
  
```

**Figure 14. HCUP Position Data Screen (Change Duty Station To Washington, D.C.)**

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**Correcting A Reassignment (cont'd)**

- **Figure 15, HCUP List Screen** - Release HCUP  
Package Status field changed to **R**. Message

indicates package released for processing (in  
PINE/PEPL).

```

HC20000M                USDA/OFM/NFC                09/16/96  (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING  MONDAY      (PF5=HELP)
                                                                (PF7=PREV)
                                                                (PF8=NEXT)
                                                                (PF9=OTHR)
                                                                (CLR=EXIT)
                        HCUP LIST SCREEN
SSNO 000000000 DEPT/AGCY LG XX POI 1339 EFF PAY PERIOD 18
FUNCTION A OPER INITIALS VWC USER ID XX046
*****
NAME LAST DOE                FIRST RALPH                MIDDLE A
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI STATUS  SOURCE
-----
01 07 1996  000                894 9IT ZLM  12 28 1995  XX/1339  R  PHIS
12 10 1995  002                893 9FL      12 09 1995  XX/1339  R  PHIS
07 09 1995  002                721 9EI      07 19 1995  XX/1339  R  PHIS

                        RELEASE HCUP PACKAGE STATUS: R
HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING

```

**Figure 15. HCUP List Screen (HCUP Package Released For Processing In PINE/PEPL)**

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*(reserved)*

### **Inserting A Leave Without Pay And Return To Duty**

A retroactive leave without pay (LWOP) (NOAC 460) effective 9/19/95 and return to duty (RTD) (NOAC 292) effective 4/15/96 must be added to history.

#### Sequence of the Process

- Print IRIS screen IR525 (**Figure 1**).
- HCUP Starting Action screen (**Figure 2**) - Enter the data for the LWOP effective 9/19/95.
- Press [Enter] at the HCUP List Screen (**Figure 3**) to display the HCUP/PACT menu for the LWOP (**Figure 4**).
- Press [Enter] to display the HCUP/PACT Leave Without Pay screen (**Figure 5**). Key in the required/optional data. Change the Status field to **R** and press [Enter] to release.
- Press [PF1] to return to the HCUP/PACT menu (**Figure 6**) and enter the RTD. Press [Enter].
- At the HCUP/PACT Add RTD screen (**Figure 7**), key in the required/optional data. Change the Status field to **R** and press [Enter] to release.
- Press [PF1] to return to the HCUP/PACT menu for the reapplied quality increase (**Figure 8**).
- Press [Enter] to display the HCUP/PACT Quality Increase screen (**Figure 9**). Change the Status field to **R** and press [Enter] to release.
- Press [PF1] to return to the HCUP/PACT menu (**Figure 10**) for the reapplied promotion.
- Press [Enter] to display the HCUP/PACT Promotion screen (**Figure 11**). Change the Status field to **R** and press [Enter] to release.
- Press [PF1] until the HCUP List screen (**Figure 12**) displays. Key in **R** to release the package to PINE/PEPL.

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### Inserting A Leave Without Pay And Return To Duty (cont'd)

- **Figure 1, IRIS Program IR525, PERHIS Personnel Actions Summary** - Lists actions in employee's history record.

- **Figure 2, HCUP Starting Action** - Insert LWOP effective 9/19/95.

```

SSN 333333333 AG 90 * PERHIS PERSONNEL ACTIONS SUMMARY * 09/18/96 IR525
SCREEN 000 NAME LAWRENCE J DOE
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF PROCESSED ----- DOCUMENT -----
SEL PP YR EFF-DATE NATURE OF ACTION AGCY POI USER-ID
06 96 03 17 96 000 702 N3M 90 5317 NP016
01 96 01 07 96 000 892 RBM 90 5317 NP021
01 96 01 07 96 000 894 QWM ZLM 90 5317 BEAR60
18 95 09 03 95 000 877 V3G 90 5317 NP021
11 95 05 28 95 000 893 Q7M 90 5317 BEAR10
01 95 01 08 95 000 894 QWM ZLM 90 5317 NF000
11 94 05 29 94 000 893 Q7M 90 5317 NF000
01 94 01 09 94 000 895 VGR 90 5317
20 93 09 28 93 000 877 V3G 90 5317
11 93 05 30 93 000 893 Q7M 90 5317
11 93 05 30 93 000 881 DPM 90 5317
01 93 01 10 93 000 894 QWM ZLM 90 5317
26 92 10 06 92 000 881 DPM 90 5317
26 92 09 30 92 000 877 V3G 90 5317

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS 0000
PF9 = IR501 PF10 = IR502 PF11 = IR523
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 1. IRIS Program IR525, PERHIS Personnel Actions Summary**

```

HH HH U. S. DEPARTMENT OF AGRICULTURE 09/18/96 HC10000M
HH HH OFM - NATIONAL FINANCE CENTER WEDNESDAY
HHHHHHHHH HISTORY CORRECTION UPDATE PROCESSING (PF1=PACT)
HH HH (PF5=HELP)
HH HH ----- FOR AUTHORIZED USE ONLY ----- (CLR=EXIT)

CCCCCCCC
CC SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
CC FUNCTION A OPER INITIALS VWC
CCCCCCCC *****

UU UU NAME LAST DOE FIRST LAWRENCE MIDDLE J
UU UU
UU UU STARTING ACTION
UU UU
UUUUUUUUU 1ST NOA CODE 460 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 2A AUTH CODE 2B AUTH CODE

PPPPPPPPP
PP PP EFFECTIVE DATE 09 19 95 AUTH DATE 09 18 96
PPPPPPPPP
PP
PP KEY IN REQUIRED FIELDS AND PRESS ENTER
  
```

**Figure 2. HCUP Starting Action (Inserting LWOP)**

**Inserting A Leave Without Pay And Return To Duty (cont'd)**

- **Figure 3, HCUP List Screen** - Lists LWOP up to promotion, latest action on database. These actions make up the HCUP package. Release HCUP Package field defaults to *I*.

- **Figure 4, HCUP/PACT Menu** - NOAC 460 entered for LWOP action. SF-50 Required field defaults to *Y*.

```

HC20000M                USDA/OFM/NFC                09/18/96  (PF1=HCUP)
                        HISTORY CORRECTION UPDATE PROCESSING  WEDNESDAY  (PF5=HELP)
                                                                (PF7=PREV)
                                                                (PF8=NEXT)
                                                                (PF9=OTHR)
                                                                (CLR=EXIT)
                        HCUP LIST SCREEN
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
FUNCTION A OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE                FIRST LAWRENCE                MIDDLE J
EFF DATE  1ST NOA/AUTH  2ND NOA/AUTH  AUTH DATE  AGY/POI STATUS  SOURCE
-----
03 17 1996  000                702 N3M          03 17 1996  90/5317  I  PHIS
01 07 1996  000                892 RBM          01 24 1996  90/5317  I  PHIS
01 07 1996  000                894 QWM ZLM     12 28 1995  90/5317  I  PHIS
09 19 1995  000                460 ZLM          09 18 1996  90/5317  I  NEW/START ACT

                                RELEASE HCUP PACKAGE STATUS: I
PRESS ENTER TO ADD HCUP PACKAGE AND CONTINUE
  
```

**Figure 3. HCUP List Screen (Actions In HCUP Package)**

```

                                                                09/18/96  PP00001M
                                                                WEDNESDAY
NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                                (PF10=POSN)
----->FOR AUTHORIZED USED ONLY<-----
      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
AUTH DATE 09 18 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT
1ST NOA CODE 460 1A AUTH CODE ZLM 1B AUTH CODE
2ND NOA CODE 2A AUTH CODE 2B AUTH CODE SF-50 REQUIRED Y
FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
2
  
```

**Figure 4. HCUP/PACT Menu (Inserting LWOP)**



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**Inserting A Leave Without Pay And Return To Duty (cont'd)**

- **Figure 7, HCUP/PACT Add RTD** - Status changed to **R**. Message indicates return to duty successfully processed in PACT.

- **Figure 8, HCUP/PACT Menu** - Reapplied quality increase; no changes required on this action.

```

PP29201M                ADD RTD                                09/18/96
                                                                (PF1=MENU)
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18    (PF3=RMKS)
AUTH DATE 09 18 96 FUNCTION A OPER INIT VWC                 (PF5=HELP)
1ST NOA CODE 292 1A AUTH CODE ZLM 1B AUTH CODE                (CLR=EXIT)
2ND NOA CODE      2A AUTH CODE      2B AUTH CODE      NEXT DOC 063
*****
NAME LAST DOE                FIRST LAWRENCE                MIDDLE J
EFFECTIVE DATE 04 15 96      FEGLI COVERAGE
SCD LEAVE                    WORK SCHEDULE
DUTY HOURS PER PAY PERIOD    EDUCATIONAL LEVEL
YEAR DEG/CERT RECEIVED       INSTRUCTIONAL PROGRAM
SCD RIF                      FEHBA COVERAGE
LI COVERAGE AMOUNT           LEAVE EARNING STATUS DURING PAY PERIOD
SCD RET

REMARKS

DC984876 DOCUMENT SUCCESSFULLY ADDED - PRESS PF3/PF4 IF REQUIRED          STATUS R
  
```

**Figure 7. PACT Add RTD Screen (RTD Successfully Released From PACT)**

```

                                                                09/18/96
                                                                WEDNESDAY
                                                                PP00001M
NNNNNNNN FFFFFFFF CCCCCC SSSSSSSS (PF1 =HCUP)
NN NN FF FF CC SS (PF5 =HELP)
NNNNNNNN FFFFFFFF CC SS (CLR =EXIT)
NN FF FF CC SS (PF7 =BACK)
NN FF FF CCCCCC SS (PF8 =FWRD)
                                                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
      OFM - NATIONAL FINANCE CENTER
      PERSONNEL ACTION PROCESSING SYSTEM

SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
AUTH DATE 01 24 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 004 1A AUTH CODE      1B AUTH CODE
2ND NOA CODE 892 2A AUTH CODE RBM 2B AUTH CODE      SF-50 REQUIRED N

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE

DC984871 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

**Figure 8. HCUP/PACT Menu (ReappliedQuality Increase)**

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**Inserting A Leave Without Pay And Return To Duty (cont'd)**

- **Figure 9, HCUP/PACT Quality Increase** - Status field changed to **R**. Message indicates quality increase successfully processed in PACT.

- **Figure 10, HCUP/PACT Menu** - Reapplied promotion; no changes required on this action.

```

PP89201M                CHANGE QUALITY INCREASE                09/18/96
                                                                (PF1=MENU)
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18      (PF3=RMKS)
AUTH DATE 01 24 96 FUNCTION C OPER INIT VWC                    (PF5=HELP)
1ST NOA CODE 004 1A AUTH CODE          1B AUTH CODE              (CLR=EXIT)
2ND NOA CODE 892 2A AUTH CODE RBM 2B AUTH CODE          NEXT DOC 063
*****
NAME LAST DOE                FIRST LAWRENCE          MIDDLE J

EFFECTIVE DATE 01 07 96          PAY RATE DETERMINANT CODE

PAY PLAN GS                      STEP 05 ADJ SALARY

BASE SALARY 05650400          VERIFY SALARY

AUTHORITY ALPHA REG 531.501

REMARKS

DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED      STATUS R
  
```

**Figure 9.HCUP/PACT Quality Increase Screen (Reapplied Quality Increase)**

```

                                                                09/18/96      PP00001M
                                                                WEDNESDAY

NNNNNNNN  FFFFFFFF  CCCCCC  SSSSSSSS  (PF1 =HCUP)
NN  NN  FF  FF  CC  SS  (PF5 =HELP)
NNNNNNNN  FFFFFFFF  CC  SS  (CLR =EXIT)
NN  FF  FF  CC  SS  (PF7 =BACK)
NN  FF  FF  CCCCCC  SS  (PF8 =FWRD)
                                                                (PF10=POSN)

----->FOR AUTHORIZED USED ONLY<-----

      U. S. DEPARTMENT OF AGRICULTURE
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SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
AUTH DATE 03 17 96 FUNCTION C OPER INITIALS VWC
UPDATE ACTION CODE (Y OR N) NEXT DOCUMENT

1ST NOA CODE 004 1A AUTH CODE          1B AUTH CODE
2ND NOA CODE 702 2A AUTH CODE N3M 2B AUTH CODE          SF-50 REQUIRED N

FUNCTION CODES - A=ADD C=CHANGE Q=QUERY D=DELETE

DC904871 MAKE DESIRED CHANGES AND PRESS ENTER
  
```

**Figure 10. HCUP/PACT Menu (Reapplied Promotion)**

**Inserting A Leave Without Pay And Return To Duty (cont'd)**

- **Figure 11, HCUP/PACT Promotion** - Status changed to **R**. Message indicates that promotion successfully processed in PACT. Package Status field changed to **R**. Message indicates package released for processing (in PINE/PEPL).
- **Figure 12, HCUP List Screen** - Release HCUP

```

PP70201M          CHANGE PROMOTION          09/18/96          (PF1=MENU)
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18 (PF3=RMKS)
AUTH DATE 03 17 96 FUNCTION C OPER INIT VWC (PF5=HELP)
1ST NOA CODE 004 1A AUTH CODE 1B AUTH CODE (CLR=EXIT)
2ND NOA CODE 702 2A AUTH CODE N3M 2B AUTH CODE NEXT DOC 063 (PF10=POSN)
*****
NAME LAST DOE          FIRST LAWRENCE          MIDDLE J
EFFECTIVE DATE 03 17 96 SUP-MGR-PROB-PER-REQ
PMSO KEY: DEPT AG AGCY 90 POI 5317 MR-NO I95044 GRADE 14 IP-NO 00007754
PAY PLAN GS STEP 02 BASE SALARY 06087900 VERIFY SALARY
SALARY RATE CODE PA PAY RATE DETERMINANT CODE 0 RETIREMENT COVERAGE K
SCD WGI 03 17 96 LI COVERAGE AMOUNT 0066 CLASSIFICATION ACTION CODE 0
PROB PERIOD START DATE SPVR/MGRL PROB PERIOD START DATE
SPECIAL EMPLOYMENT PROGRAM CODE 00 SPECIAL EMPLOYEE CODE 00
COOP OVERTIME RATE COOP HOLIDAY RATE
COLA/POST DIFFERENTIAL CODE 0 DATE LAST ENTERED PRESENT GRADE 03 17 96
PREVIOUS AGENCY WORK SCHEDULE F DUTY HOURS 8000 AGCY USE
ANNUAL LEAVE CODE - 45 DAY N ADJ SALARY
AUTHORITY ALPHA REG 335.102 COMP
REMARKS K12K18
STATUS R
2DC904876 DOCUMENT SUCCESSFULLY CHANGED - PRESS PF3/PF4 IF REQUIRED
    
```

**Figure 11. HCUP/PACT Change Promotion Screen (Reapplied Promotion Successfully Released To PACT)**

```

HC20000M          USDA/OFM/NFC          09/18/96          (PF1=HCUP)
HISTORY CORRECTION UPDATE PROCESSING WEDNESDAY (PF5=HELP)
HCUP LIST SCREEN (PF7=PREV)
(PF8=NEXT)
(PF9=OTHR)
(CLR=EXIT)
SSNO 333333333 DEPT/AGCY AG 90 POI 5317 EFF PAY PERIOD 18
FUNCTION C OPER INITIALS VWC USER ID NF536
*****
NAME LAST DOE          FIRST LAWRENCE          MIDDLE J
EFF DATE 1ST NOA/AUTH 2ND NOA/AUTH AUTH DATE AGY/POI STATUS SOURCE
-----
04 15 1996 000          292 ZLM          09 18 1996 90/5317 R PACT
03 17 1996 004          702 N3M          03 17 1996 90/5317 R PACT
01 07 1996 004          892 RBM          01 24 1996 90/5317 R PACT
01 07 1996 004          894 QWM ZLM      12 28 1995 90/5317 R PACT
09 19 1995 000          460 ZLM          09 18 1996 90/5317 R PACT/START ACT
RELEASE HCUP PACKAGE STATUS: R
2HCUP PACKAGE HAS BEEN RELEASED FOR PROCESSING
    
```

**Figure 12. HCUP List Screen (Package Released For Processing In PINE/PEPL)**

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*(reserved)*

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### **HCUP Edit Messages**

Key In Required Data And Press Enter  
Error On Obtain Next PRES-Contact Info Center  
Error On Obtain First PRES-Contact Info Center  
Error On Delete Scratch-Contact Info Center  
HCUP Package Does Not Exist  
HCUP Package Successfully Deleted  
HCUP Package Does Not Exist-Other PACT Documents Found  
HCUP Package Already Exists  
Security Violation On First PHIS Record  
PHIS Employee Not Found  
Effective Date Less Than Oldest PHIS Personnel Action Effective Date  
PHIS Personnel Action Not Found  
Major database Error-Contact Info Center  
SSNO Must Be Present  
SSNO Invalid  
Department Code Must Be Present  
Department Code Invalid  
Agency Code Must Be Present  
POI Must Be Present  
POI Invalid  
Agcy Code And POI Not Compatible  
Table Validation Temporarily Unavailable  
Agcy Not Found In Table  
Agcy Not Compatible With database-Signon To Correct database  
Eff Pay Period Invalid  
Function Must Be Present  
Function Invalid  
Oper Initials Must Be Present  
Oper Initials Invalid  
First NOA Must Be Present  
Invalid Starting Action  
1st NOA Code Not Found In Table  
Second NOA Must Be Present  
Second NOA Should Not Be Present  
2nd NOA Code Not Found In Table  
1A Auth Code Not Found In Table  
1B Auth Code Not Found In Table  
2A Auth Code Not Found In Table  
2B Auth Code Not Found In Table  
Per Actn Eff Must Be Present  
Auth Date Must Be Present  
Auth Date Invalid  
Pers Action Eff Has Invalid Month  
Pers Actn Eff Has Invalid Day For Month Entered  
Pers Actn Eff Has Invalid Year  
Auth Date Has Invalid Month

**HCUP Edit Messages** *(cont'd)*

Auth Date Has Invalid Day For Month Entered  
Auth Date Has Invalid Year  
HCUP Package Has Been Released For Processing  
Contact Info Center  
HCUP Package Has Not Been Released For Processing-HCUP Status Code Not Modified  
Get First Scratch-Contact Info Center  
Get Next Scratch-Contact Info Center  
Request Denied-Security Violation  
Error On Store PRES Document-Contact Info Center  
Error On Calc Scratch-Contact Info Center  
Error On Chkstat-Contact Info Center  
HCUP Status Code Invalid-Valid Values Are R & I  
All Actions Have Not Been Released  
HCUP Package Has Been Released For Processing-Recycle Document Added  
Error On Modify HCUP Status Code-Contact Info Center  
HCUP Status Successfully Modified  
HCUP Package Has Been Released, Change HCUP Status to 'I' To Continue  
Press Enter To Add HCUP Package And Continue  
Press Enter To Add HCUP Package And Continue-Other Actions Found  
HCUP Package Obtained-Review And Press Enter To Delete  
HCUP Package Obtained-Review And Press Enter To Delete-Other Actions Found  
HCUP Package Successfully Obtained-Press Enter To Continue  
HCUP Package Successfully Obtained-Other Actions Found

**PACT Edit Messages In HCUP**

Cannot Add A System Generated Action  
Cannot Add Or Delete HCUP Actions Within HCUP Package  
SF-50 Required Field Must Be Y Or N  
Cannot Change 2nd NOA Of HCUP Package  
Cannot Change Auth Date And Cancel Document  
Change Auth Date For Any Action Other Than Correction/Cancellation  
Cannot Find Generated Cancellation-Auth Date Changed  
Cannot Change Starting Action To Others  
1st Nature Action Can Be Changed To 004 Only  
1st Nature Action Can Be Changed To 002 Or 001 Only  
Cannot Change Cancellation Action To Others  
1st Nature Action Can Be Changed To 002 Or 001  
Started HCUP Package-Press PF1 To Go To HCUP

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**FOCUS Record Design Information**

<b>PHIS EMPLOYEE RECORD.</b> The <b>PHIS-EMPLOYEE record</b> is the root parent record and contains the following information. Another record is created whenever the organizational structure codes, Department, POI, or servicing agency fields change. If any other fields change, that field is overlaid.			
<b>Record Name</b>	<b>Field Name</b>	<b>IDMS Name</b>	<b>Format</b>
<b>PHIS-Employee</b>	ACTION		A12
	ACTION_LEV0	H1-ACTION-SAC-LEV0	A02
	ACTION_LEV1	H1-ACTION-SAC-LEV1	A02
	ACTION_LEV2	H1-ACTION-SAC-LEV2	A02
	ACTION_LEV3	H1-ACTION-SAC-LEV3	A02
	ACTION_LEV4	H1-ACTION-SAC-LEV4	A04
	ACTION_PATH2		A12
	ACTION2_LEV0	H2-ACTION-SAC-LEV0	A02
	ACTION2_LEV1	H2-ACTION-SAC-LEV1	A02
	ACTION2_LEV2	H2-ACTION-SAC-LEV2	A02
	ACTION2_LEV3	H2-ACTION-SAC-LEV3	A02
	ACTION2_LEV4	H2-ACTION-SAC-LEV4	A04
	BIRTH_DT	DATE-OF-BIR TH	A08YYMD
	BIRTH_YMD		YYMD
	DEPT_CD	DEPARTMENT-CODE	A02
	EMP_STATUS	CURRENT-EMPLOYMENT-ST ATUS	A01
	END_DT	END-DATE	A08YYMD
	END_YMD		YYMD
	NM_EMP_FST	NAME-EMPLOYEE-FIRST	A12
	NM_EMP_LST	NAME-EMPLOYEE-LAST	A17
	NM_EMP_MID	NAME-EMPLOYEE-MIDDLE	A12
	ORG_AGCY	ORG-STRUCTURE-CODE-AGCY	A02
	ORG_LEV2	ORG-STRUCTURE-CODE-2ND-LEV	A02
	ORG_LEV3	ORG-STRUCTURE-CODE-3RD-LEV	A02
	ORG_LEV4	ORG-STRUCTURE-CODE-4TH-LEV	A04
	ORG_LEV5	ORG-STRUCTURE-CODE-5TH-LEV	A02
	ORG_LEV6	ORG-STRUCTURE-CODE-6TH-LEV	A02
	ORG_LEV7	ORG-STRUCTURE-CODE-7TH-LEV	A02
	ORG_LEV8	ORG-STRUCTURE-CODE-8TH-LEV	A02
	OWNER		A12
	OWNER_LEV0	H1-OWNER-SAC-LEV0	A02
	OWNER_LEV1	H1-OWNER-SAC-LEV1	A02
	OWNER_LEV2	H1-OWNER-SAC-LEV2	A02
	OWNER_LEV3	H1-OWNER-SAC-LEV3	A02

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Record Name	Field Name	IDMS Name	Format
<b>PHIS-EMPLOYEE</b>	OWNER_LEV4	H1-OWNER-SAC-LEV4	A04
	OWNER_PATH2		A12
	OWNER2_LEV0	H2-OWNER-SAC-LEV0	A02
	OWNER2_LEV1	H2-OWNER-SAC-LEV1	A02
	OWNER2_LEV2	H2-OWNER-SAC-LEV2	A02
	OWNER2_LEV3	H2-OWNER-SAC-LEV3	A02
	OWNER2_LEV4	H2-OWNER-SAC-LEV4	A04
	PHY_HCP_CD	PHYSICAL-HANDICAP-CODE	A02
	POI	POI-NUMBER	A04
	RNO_CD	RNO-CODE	A01
	SEX_CD	SEX-CODE	A01
	SSNO	SSNO	A09
	SSNO_OLD	SSNO-OLD	A09
	START_DT	START-DATE	A08YYMD
	START_YMD		YYMD
	SVC_AGCY	SERVICING-AGENCY	A02

**PHIS-FROM-ORG.** The **PHIS-FROM-ORG** record is a child to the **PHIS-EMPLOYEE** record and contains the following information. Another record is created whenever any of these fields are changed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-FROM-ORG</b>	ACTN_DT_FR	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_FR		YYMD
	CSC_AUTH_12A	CSC-AUTH-CODE-2ND-NOA	A03
	CSC_AUTH_22A	CSC-AUTH-2ND-CODE-2ND-NOA	A03
	FR_AGCY	FROM-ORG-STRUCT-CODE-AGCY	A02
	FR_DEPT_CD	FROM-DEPARTMENT-CODE	A02
	FR_ORG_LEV2	FR-ORG-STRUCT-CODE-2ND-LEV	A02
	FR_ORG_LEV3	FR-ORG-STRUCT-CODE-3RD-LEV	A02
	FR_ORG_LEV4	FR-ORG-STRUCT-CODE-4TH-LEV	A04
	FR_ORG_LEV5	FR-ORG-STRUCT-CODE-5TH-LEV	A02
	FR_ORG_LEV6	FR-ORG-STRUCT-CODE-6TH-LEV	A02
	FR_ORG_LEV7	FR-ORG-STRUCT-CODE-7TH-LEV	A02
	FR_ORG_LEV8	FR-ORG-STRUCT-CODE-8TH-LEV	A02
	FR_POI	FROM-POI-NUMBER	A04
	FR_SVC_AGCY	FROM-SVC-AGCY	A02
	NAT_ACTN_FR	NAT-ACT-2ND-3-POS	A03

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<b>PHIS-T O-ORG.</b> The <b>PHIS-T O-ORG record</b> is a child to the <b>PHIS-EMPLOYEE record</b> and contains the following information. Another record is created whenever any of these fields are changed.			
<b>Record Name</b>	<b>Field Name</b>	<b>IDMS Name</b>	<b>Format</b>
<b>PHIS-T O-ORG</b>	ACTN_DT_TO	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_TO		YYMD
	CSC_AUTH_12B	CSC-AUTH-CODE-2ND-NOA	A03
	CSC_AUTH_22B	CSC-AUTH-2ND-CODE-2ND-NOA	A03
	NAT_ACTN_TO	NAT-ACT-2ND-3-POS	A03
	TO_AGCY	TO-ORG-STRUCT-CODE-AGCY	A02
	TO_DEPT_CD	TO-DEPARTMENT-CODE	A02
	TO_ORG_LEV2	TO-ORG-STRUCT-CODE-2ND-LEV	A02
	TO_ORG_LEV3	TO-ORG-STRUCT-CODE-3RD-LEV	A02
	TO_ORG_LEV4	TO-ORG-STRUCT-CODE-4TH-LEV	A04
	TO_ORG_LEV5	TO-ORG-STRUCT-CODE-5TH-LEV	A02
	TO_ORG_LEV6	TO-ORG-STRUCT-CODE-6TH-LEV	A02
	TO_ORG_LEV7	TO-ORG-STRUCT-CODE-7TH-LEV	A02
	TO_ORG_LEV8	TO-ORG-STRUCT-CODE-8TH-LEV	A02
	TO_POI	TO-POI-NUMBER	A04
	TO_SVC_AGCY	TO-SVC-AGCY	A02
	<b>PHIS-ADDRESS.</b> The <b>PHIS-ADDRESS record</b> is a child to the <b>PHIS-EMPLOYEE record</b> and contains the following information. Another record is created whenever any of these fields are changed.		
<b>Record Name</b>	<b>Field Name</b>	<b>IDMS Name</b>	<b>Format</b>
<b>PHIS-ADDRESS</b>	ACTN_DT_ADR	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_ADR		YYMD
	ADR_ADDL_1	RESIDENCE-ADDITIONAL-ADR	A25
	ADR_ADDL_2	RESIDENCE-ADDITIONAL-ADR-2	A25
	ADR_CITY	RESIDENCE-ADR-CITY-NAME	A20
	ADR_CITY_CD	RESIDENCE-ADR-CITY-CODE	A04
	ADR_CNTY	RESIDENCE-ADR-CNTY-NAME	A20
	ADR_CNTY_CD	RESIDENCE-ADR-CNTY-CODE	A03
	ADR_STATE	RESIDENCE-ADR-ST-CTR Y-NAME	A02
	ADR_STATE_CD	RESIDENCE-ADR-ST-CTR Y-CODE	A02
	ADR_STREET	RESIDENCE-ADR-1ST-LINE-ST	A25
	ADR_ZIP_2	RESIDENCE-ADR-ZIP-2	A02
	ADR_ZIP_4	RESIDENCE-ADR-ZIP-4	A04
	ADR_ZIP_5	RESIDENCE-ADR-ZIP-5	A05

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Record Name	Field Name	IDMS Name	Format
<b>PHIS-ADDRESS</b>	CK_ADR_CI_CD	CHECK-MAIL-ADDR-CITY-CODE	A04
	CK_ADR_CITY	CHECK-MAIL-ADDR-CITY-NAME	A20
	CK_ADR_LINE1	CHECK-MAIL-ADDR-LINE1	A35
	CK_ADR_LINE2	CHECK-MAIL-ADDR-LINE2	A35
	CK_ADR_ST_CD	CHECK-MAIL-ADDR-ST ATE-CODE	A02
	CK_ADR_ST_NM	CHECK-MAIL-ADDR-ST ATE-NAME	A02
	CK_ADR_ZIP_2	CHECK-MAIL-ADDR-ZIP-2	A02
	CK_ADR_ZIP_4	CHECK-MAIL-ADDR-ZIP-4	A04
	CK_ADR_ZIP_5	CHECK-MAIL-ADDR-ZIP-5	A05
	CK_BANK_EFT	CHECK-BANK-ACCT-EFT	A17
	CK_BANK_RTE	CHECK-BANK-R TE-NO	A09
	CK_BANK_TYPE	CHECK-BANK-TYPE-ACCT	A01
	CK_DO_CD	CHECK-MAIL-DO-CODE	A01
	CK_DSGT_AGT	CHECK-MAIL-DESIGNA TED-AGN	A05

**Note:** Data elements not previously found in PHIS will be stored when a residence or check mailing address document is processed.

**PHIS-EDUC-CERT** . The **PHIS-EDUC-CERT** record is a child to the **PHIS-EMPLOYEE** record and contains the following information. Another record is created whenever any of these fields are changed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-EDUC-CERT</b>	CERT_RCV_YR	DATE-DEGREE-CER T-RCVD-YR	P02
	ED_LEVEL	EDUCATION-LEVEL	A02
	INSTR_PROG	INSTRUCTIONAL-PROGRAM	A06
	LAW_MBR_CD	LAW-BAR-MEMBERSHIP-CODE	A01
	PROF_CERT_NM	PROF-CER T-NAME	A15
	PROF_CERT_NR	PROF-CER T-NO	A02
	PROF_CERT_ST	PROF-CER T-STATE	A02
	PROF_CERT_YR	PROF-CER T-YR	P02
	SCHOOL_CD	SCHOOL-CODE	A05
	SCHOOL_NAME	SCHOOL-NAME	A32
	SCHOOL_ST	SCHOOL-STATE	A02

**Note 1:** This record will only exist if your agency currently uses the Education/Certificate record on the NFC system. If not, educational data will be found in the **PHIS-PERS-ACTION** record. **Note 2:** Data elements not previously found in PHIS will be stored when an education document is processed.

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<p><b>PHIS-HEALTH-BEN.</b> The <b>PHIS-HEALTH-BEN</b> record is a child to the <b>PHIS-EMPLOYEE</b> record and contains the following information. Another record is created whenever a new health benefit document is processed.</p>			
Record Name	Field Name	IDMS Name	Format
<b>PHIS-HEALTH-BEN</b>	HB_BEN_TYPE	HB-BENEFIT-TYPE	P01L
	HB_COV_CD	HB-COVERAGE-CODE	A01
	HB_EFF_DT	HB-DATE-EFF	A08YYMD
	HB_EFF_YMD		YYMD
	HB_OPT_CD	HB-OPTION-CODE	A01
	HB_PLN_CD	HB-PLAN-CODE	A02
	LT_063_ID	LT-063-USER-ID	A08
	PP_DT_HB	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_HB	PART-TIME-FEHB-COV	YYMD
	PT_FEHB_COV		A01
	HB_BEN_TYPE	HB-BENEFIT-TYPE	P01L
	HB_COV_CD	HB-COVERAGE-CODE	A01
	HB_EFF_DT	HB-DATE-EFF	A08YYMD
	HB_EFF_YMD		YYMD
	HB_OPT_CD	HB-OPTION-CODE	A01
	HB_PLN_CD	HB-PLAN-CODE	A02
	LT_063_ID	LT-063-USER-ID	A08
	PP_DT_HB	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_HB		YYMD
	PT_FEHB_COV	PART-TIME-FEHB-COV	A01
<p><b>PHIS-THRIFT-SA V.</b> The <b>PHIS-THRIFT-SA V</b> record is a child to the <b>PHIS-EMPLOYEE</b> record and contains the following information. Another record is created whenever a new thrift savings document is processed.</p>			
Record Name	Field Name	IDMS Name	Format
<b>PHIS-THRIFT-SA V</b>	ACTN_DT_TSP	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_TSP		YYMD
	PP_DT_TSP	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_TSP		YYMD
	SCD_TSP_DT	DATE-SCD-TSP	A08YYMD
	SCD_TSP_YMD		YYMD
	TSP_ACTN_CD	TS-ACTION-CODE	A01
	TSP_AMT_1	TSP-EMP-DIST-AMT-1	P05.2L
	TSP_AMT_2	TSP-EMP-DIST-AMT-2	P05.2L
	TSP_AMT_3	TSP-EMP-DIST-AMT-3	P05.2L

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Record Name	Field Name	IDMS Name	Format
<b>PHIS-THRIFT-SA V</b>	TSP_BNFT_TY	TS-BENEFIT-TYPE	A01
	TSP_COV_CD	TS-COVERAGE-CODE	A01
	TSP_DED_FED	TS-DEDUCT-F ACT-DEF-FED	P08.4
	TSP_DED_NFED	TS-DED-F ACT-DEF-NON-FED	P08.4
	TSP_PLAN_CD	TS-PLAN-CODE	A02
	TSP_RATE_1	TSP-EMP-DIST-RA TE-1	P04.2L
	TSP_RATE_2	TSP-EMP-DIST-RA TE-2	P04.2L
	TSP_RATE_3	TSP-EMP-DIST-RA TE-3	P04.2L
	TSP_STAT_CD	TSP-STATUS-CODE	A01
	TSP_STAT_DT	TSP-STATUS-DATE	A08YYMD
	TSP_STAT_YMD		YYMD

**Note:** Data elements not previously found in PHIS will be stored when a TSP document is processed.

**PHIS-UNION-DUES.** The **PHIS-UNION-DUES** record is a child to the **PHIS-EMPLOYEE** record and contains the following information. Another record is created whenever a new union dues document is processed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-UNION-DUES</b>	ACTN_DT_UNI	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_UNI		YYMD
	PP_DT_UNI	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_UNI		YYMD
	UNI_AUTH_DT	DATE-OF-UNION-AUTH	A08YYMD
	UNI_AUTH_YMD		YYMD
	UNI_CD	UNION-CODE	A02
	UNI_LOCAL_CD	UNION-LOCAL-CODE	A04
	UNI_TXN_CD	UNION-TRANS-CODE	A02

**Note:** Data elements not previously found in PHIS will be stored when a union dues document is processed.

**PHIS-PERS-ACTION.** The **PHIS-PERS-ACTION** record is a child to the **PHIS-EMPLOYEE** record and is the largest record in the database. The **PHIS-PERS-ACTION** record is a parent to the following records (which makes the **PHIS-EMPLOYEE** record their grandparent):

Record Name	Field Name	IDMS Name	Format
PHIS-FROM-POS	PHIS-ACCESSION	PHIS-SEPARATION	
PHIS-AWARDS	PHIS-PERF-EVAL	PHIS-SR-EXEC	

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The **PHIS-PERS-ACTION** record contains the information pertinent to action processing and contains more than 200 fields. It contains all of the fields not found in other records. However, it does duplicate some of the data found in other records. This record will be essential to the History Correction And Cancellation Update Processing System (HCUP) correction processing. A **PHIS-PERS-ACTION** record is created whenever a new action is processed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-PERS-ACTION</b>	ACC_RCD_CD	ACCESSION-REC-CODE	A01
	ACCT_STN_CD	ACCOUNTING-STATION-CODE	A04
	ACTN_CD	ACTION-CODE	A01
	ACTN_DT	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD		YYMD
	AGCY_EOD_DT	DATE-AGENCY-EOD	A08YYMD
	AGCY_EOD_YMD		YYMD
	AGCY_INFO_1	AGENCY-INFO-1	A20
	AGCY_INFO_2	AGENCY-INFO-2	A20
	AGCY_INFO_3	AGENCY-INFO-3	A20
	AGCY_INFO_4	AGENCY-INFO-4	A20
	AGCY_INFO_5	AGENCY-INFO-5	A20
	AGCY_USE	AG-USE	A10
	AGCY_USE_2	AGENCY-USE	A12
	ANN_LV_CATEG	ANNUAL-LEAVE-CATEGORY	A01
	ANN_LV_45_CD	ANNUAL-LEAVE-45-DAY-CODE	A01
	ANNUIT_IND	ANNUITANT-INDICATOR	A01
	APNT_\$_BAL	APPNT-LIMIT-DOLR-BALANCE	P08.2
	APNT_\$_TOT	APPNT-LIMIT-DOLR-TOTAL	P08.2
	APNT_AUTH_1	APPNT-1ST-AUTH-CODE	A03
	APNT_AUTH_2	APPNT-2ND-AUTH-CODE	A03
	APNT_CD	APPOINTMENT-LIMIT-CODE	A01
	APNT_DAY_BAL	APPNT-LIMIT-DAYS-BALANCE	P03L
	APNT_DAY_TOT	APPNT-LIMIT-DAYS-TOTAL	P03L
	APNT_DT	DATE-APPNT-EFFECTIVE	A08YYMD
	APNT_HRS_BAL	APPNT-LIMIT-HOURS-BALANCE	P07.2
	APNT_HRS_TOT	APPNT-LIMIT-HOURS-TOTAL	P07.2
	APNT_NA_ACTN	APPNT-NAT-OF-ACTN-CODE	A03
	APNT_YMD		YYMD
	AWD_RCD_CD	AWARDS-REC-CODE	A01
	BASE_SALARY	BASE-CONTRACT-SALARY	P09.2
	BONUS_AMOUNT	BONUS-AMOUNT	P08.2
	BUS	BARGAINING-UNIT-STATUS	A04
CAR_P_TEN_DT	DATE-CAR-PERM-TEN-START	A08YYMD	
CAR_P_TENYMD		YYMD	

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Record Name	Field Name	IDMS Name	Format
PHIS-PERS-ACTION	CERT_RCV_YRA	DATE-DEGREE-CER T-RCVD-YR	P02
	CITIZENSP_CD	CITIZENSHIP-CODE	A01
	CLR_ER_CD_1	CLEAR-ERROR-CODE-1	A01
	CLR_ER_CD_2	CLEAR-ERROR-CODE-2	A01
	CLR_ER_CD_3	CLEAR-ERROR-CODE-3	A01
	CLR_ER_CD_4	CLEAR-ERROR-CODE-4	A01
	CLR_ER_CD_5	CLEAR-ERROR-CODE-5	A01
	CLR_ER_CD_6	CLEAR-ERROR-CODE-6	A01
	CLR_ER_CD_7	CLEAR-ERROR-CODE-7	A01
	CLR_ER_CD_8	CLEAR-ERROR-CODE-8	A01
	CLR_ER_CD_9	CLEAR-ERROR-CODE-9	A01
	CMPT_LV_CD	COMPETITIVE-L V-CD	A04
	CMSA_CD	CMSA-CODE	A02
	CNSC_RCD_CD	CONSECUTIVE-RECORD-CODE	A02
	COLA_DIF_CD	COLA-POST-DIFF-CODE	A01
	COLA_PCT	COLA-PERCENT	P04
	COOP_ANNU_CD	COOP-ANNUIT-SHARE-CODE	A01
	COOP_EMP_CCD	COOP-EMPLOYEE-CONTROL-CODE	A01
	COOP_EMP_HRT	COOP-EMP-HOL-RA TE-FURNISH	P05.2
	COOP_EMP_OT	COOP-EMP-OT-RA TE-FURNISHED	P05.2
	COOP_ST_SAL	COOP-STATE-SHARE-SALAR Y	P08.2
	COR_PP	CORR-PAY-PERIOD-NUMBER	P02
	COR_PP_DT	DATE-CORR-PROC-PP-BEG	A08YYMD
	COR_PP_YMD		YYMD
	CRED_MIL_SVC	CRED-MILITARY-SER VICE	P04L
	CS_ANNU_SHR	CIVIL-SER-ANNUIT ANT-SHARE	P08.2
	CSC_AUTH_11	CSC-AUTH-CODE-1ST-NOA	A03
	CSC_AUTH_12	CSC-AUTH-CODE-2ND-NOA	A03
	CSC_AUTH_21	CSC-AUTH-2ND-CODE-1ST-NOA	A03
	CSC_AUTH_22	CSC-AUTH-2ND-CODE-2ND-NOA	A03
	CSC_OTH_AUTH	CSC-OTHER-LEGAL-AUTH	A20
	CSC_OTH_AU2	CSC-OTHER-LEGAL-AUTH-2ND	A20
	CSRS_COV	CSRS-COVERAGE-A T-APPNT	A01
	DTL_AGCY	DETL-AGCY	A02
	DTL_DEPT_CD	DETL-DEPT-CODE	A02
	DTL_EXP_DT	DATE-DETL-EXPIR	A08YYMD
	DTL_EXP_YMD		YYMD

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Record Name	Field Name	IDMS Name	Format
PHIS-PERS-ACTION	DTL_GRADE	DETL-GRADE	P02L
	DTL_MST_NBR	DETL-MASTER-RECORD-NUMBER	A06
	DTL_POI	DETL-SON	A04
	DTL_POS_NBR	DETL-POSITION-NUMBER	A08
	DTY_CITY_CD	DUTY-STATION-CITY-CODE	A04
	DTY_CNTY_CD	DUTY-STATION-CNTY-CODE	A03
	DTY_HRS	TOUR-OF-DUTY-HOURS	P05.2
	DTY_ST_CD	DUTY-STATION-STATE-CODE	A02
	EARN_LMT_CD	EARNINGS-LIMITATION-CODE	A01
	ED_LEVELA	EDUCATION-LEVEL	A02
	EMP_RCD_CD	EMPLOYEE-REC-CODE	A01
	EMP_STATUSA	CURRENT-EMPLOYMENT-STATUS	A01
	EMPLY_TYPE	EMPLY-TYPE	A01
	ENT_GRADE_DT	DATE-ENTERED-PRES-GRADE	A08YYMD
	ENT_GRADEYMD		YYMD
	ENT_POI_DT	DATE-ENTERED-POI	A08YYMD
	ENT_POI_YMD		YYMD
	ENV_DIFF_RAT	ENVIRONMENTAL-DIFF-RATE	P05.2
	FEGLI_COV	FEGLI-COVERAGE-CODE	A01
	FEHBA_COV_CD	FEHB-COVERAGE-CODE	A01
	FERS_COV_CD	FERS-COVERAGE-CODE	A01
	FGN_LANG_ALO	FOREIGN-LANG-ALLOWANCE	P08.2
	FGN_LANG_PCT	FOREIGN-LANG-PERCENT	P04.2
	FLSA	FAIR-LABOR-STANDARDS-CODE	A01
	FMHA_TVL_ALO	FMHA-COMMITTEE-TRAVEL-ALLOW	P05.2
	FREQ_PD_CD	FREQUENCY-PAID-CODE	A01
	FROM_ORG_RCD	FROM-ORG-REC-CODE	A01
	FROZ_CSRS_SR	FROZEN-CSRS-SERVICE	P04L
	GA_LO_N_USDA	GAIN-LOSE-DEPT-NON-USDA	A02
	GEO_ADJ_PCT	GEOGRAPHIC-ADJ-PERCENT	P05.4
	GEO_ADJ_RT	GEOGRAPHIC-ADJ-RATE	P09.2
	GRADE	GRADE	P02L
	HQ_FLD_CD	HEADQUARTERS-FIELD-CODE	A01
	INSTR_PROGA	INSTRUCTIONAL-PROGRAM	A06
LEO_IND	LEO-IND	A01	
LI_COV_AMT	LI-COVERAGE-AMOUNT	P04	

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Record Name	Field Name	IDMS Name	Format
PHIS-PERS-ACTION	LOCAL_TBL_CD	LOCALITY-TABLE-CODE	A06
	LONG_DT	DATE-LONGEVITY	A08YYMD
	LONG_PCT	LONGEVITY-PERCENT	P04.2
	LONG_YMD		YYMD
	LPAY_STAT_DT	DATE-LAST-P AY-STAT-RET	A08YYMD
	LPAY_STATYMD		YYMD
	LT_063_IDA	LT-063-USER-ID	A08
	LV_STAT_PP	LEAVE-EARNING-ST ATUS-PP	A01
	MERIT_INC_AM	MERIT-INCREASE-AMOUNT	P08.2
	MR_NBR	MASTER-RECORD-NUMBER	A06
	NAT_ACTN_1_3	NAT-ACT-1ST-3-POS	A03
	NAT_ACTN_2_3	NAT-ACT-2ND-3-POS	A03
	NON_P_NTE_DT	DATE-NON-P AY-NTE	A08YYMD
	NON_P_NTEYMD		YYMD
	NTE_DT	DATE-APPOINTMENT-NTE	A08YYMD
	NTE_SF50_DT	DATE-NTE-SF50	A08YYMD
	NTE_SF50_YMD		YYMD
	NTE_YMD		YYMD
	OCC_FN_CD	OCCUPATIONAL-FUNCTION-CODE	A02
	OCC_SER	OCCUPATIONAL-SERIES-CODE	A04
	OFF_TTL_CD	OFFICIAL-TITLE-CODE	A04
	OFF_TTL_PRE	OFFICIAL-TITLE-PREFIX	A01
	OFF_TTL_SUF	OFFICIAL-TITLE-SUFFIX	A01
	PATCO_CD	PATCO-CODE	A01
	PAY_PLAN	PAY-PLAN	A02
	PAY_RAISE_SL	PAY-RAISE-ST ALE-ACTN-SAL	P09.2
	PAY_RAISE_VE	PAY-RAISE-VERIFY-SALAR Y	P09.2
	PAY_RT_DTER	PAY-RATE-DETERMINANT-CODE	A01
	PAY_TBL_CD	PAY-TABLE-CODE	A06
	PMRS_BONUS	PMRS-BONUS-AMOUNT	P06.2
	PMSA_CD	PMSA-CODE	A04
	POS_NBR	POSITION-NUMBER	A08
	POS_OFF_TTL	POSITION-OFFICIAL-TITLE	A38
POS_RCD_CD	POSITION-REC-CODE	A01	
POS_SENS_CD	POSITION-SENSITIVITY-CODE	A02	
POS_SPVS_CD	POSITION-SUPERVISORY-CODE	A01	

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Record Name	Field Name	IDMS Name	Format
PHIS-PERS-ACTION	POS_STAT_CSC	POSITION-STATUS-CSC	A01
	POS_STATUS	POSITION-STATUS-BUDGET	A01
	POS_WORK_TTL	POSITION-WORKING-TITLE	A38
	PP_DT	DATE-PROC-PP-BEGINS	A08YYMD
	PP_NBR	PAY-PERIOD-NUMBER	P02L
	PP_YMD		YYMD
	PRB_PRD_DT	DATE-PROB-PERIOD-ST ART	A08YYMD
	PRB_PRD_YMD		YYMD
	PREV_AGCY_CD	PREVIOUS-AGENCY-CODE	A02
	PROF_CAT	PROFESSIONAL-CATEGORY	A01
	PROM_NTE_DT	DATE-PROMOTION-NTE	A08YYMD
	PROM_NTE_YMD		YYMD
	PROM_PLAN_CD	PROMOTION-PLAN-CODE	A01
	QTRS_DED_CD	QUARTERS-DEDUCTION-CODE	A01
	QTRS_DED_RT	QUARTERS-DEDUCTION-RATE	P06.2
	RECRUIT_BON	RECRUITMENT-BONUS	P09.2
	RECRUIT_PCT	RECRUITMENT-PERCENT	P04.2
	REMARKS_CD	REMARK-CODES	A30
	RET_RT_XP_DT	DATE-RETAIN-RATE-EXPIR	A08YYMD
	RET_RT_XPYMD		YYMD
	RETN_ALLOW	RETENTION-ALLOWANCE	P08.2
	RETN_END_DT	DATE-RETEN-RIGHTS-END	A08YYMD
	RETN_END_YMD		YYMD
	RETN_PCT	RETENTION-PERCENT	P04.2
	RLOC_BONUS	RELOCATION-BONUS	P09.2
	RLOC_PCT	RELOCATION-PERCENT	P04.2
	RTRE_COV_CD	RETIREMENT-COVERAGE-CODE	A01
	RTRE_MIL_DT	DATE-RETIRED-MILITARY	A08YYMD
	RTRE_MIL_YMD		YYMD
	RTRE_6C_DT	DATE-6C-RET	A08YYMD
	RTRE_6C_YMD		YYMD
	SALARY_RT	SALARY-RATE-CODE	A02
	SAV_GR_FN_CD	SAV-GR-OCC-FUN-CODE	A02
SAV_GR_GRADE	SAV-GR-GRADE	P02L	
SAV_GR_PLAN	SAV-GR-PAY-PLAN	A02	
SAV_GR_SER	SAV-GR-OCC-SERIES	A04	

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Record Name	Field Name	IDMS Name	Format
PHIS-PERS-ACTION	SCD_CSR_DT	DATE-SCD-CSR	A08YYMD
	SCD_CSR_YMD		YYMD
	SCD_LV_DT	DATE-SCD-LEA VE	A08YYMD
	SCD_LV_YMD		YYMD
	SCD_RIF_DT	DATE-SCD-RIF	A08YYMD
	SCD_RIF_YMD		YYMD
	SCD_TSP_DTA	DATE-SCD-TSP	A08YYMD
	SCD_TSP_YMDA		YYMD
	SCD_WGI_DT	DATE-SCD-WGI	A08YYMD
	SCD_WGI_YMD		YYMD
	SCHD_SALARY	SCHEDULED-SALARY	P09.2
	SEA_STAT_QUO	SEASONAL-STATUS-QUO-CODE	A01
	SEP_RCD_CD	SEPARATION-REC-CODE	A01
	SL_XP_RET_DT	DATE-SICK-LEA VE-EXP-RET	A08YYMD
	SL_XP_RETYMD		YYMD
	SPCL_EMP_CD	SPECIAL-EMPLOYEE-CODE	A02
	SPCL_EMP_PGM	SPEC-EMPLOYMENT-PGMS-CODE	A02
	SPVS_DIF_RT	SUPVY-DIFF-RATE	P09.2
	SPVS_PCT	SUPVY-PERCENT	P04.2
	SPVS_PROB_DT	DATE-SUPV-MGR-PROB	A08YYMD
	SPVS_PROBYMD		YYMD
	STAFFING_PCT	STAFFING-PERCENT	P04.2
	STBY_AUO_PCT	STANDBY-AUO-PERCENT	P03
	STEP	STEP	P02L
	STF_DIFF_RT	STAFFING-DIFF-RATE	P09.2
	SVC_EXP_DT	DATE-SERVICE-AGREE-EXPIR	A08YYMD
	SVC_EXP_YMD		YYMD
	SVC_STAR_DT	DATE-SERVICE-YEAR-START	A08YYMD
	SVC_STAR_YMD		YYMD
	TENURE_GROUP	TENURE-GROUP	A01
	TO_ORG_RCD	TO-ORG-REC-CODE	A01
	TSP_ELG_CD	TSP-ELIGIBILITY-CODE	A01
	TYPE_APNT	TYPE-APPOINTMENT-CODE	A02
	TYPE_EMP	TYPE-OF-EMPLOYMENT	A01
	UNIFORM_STAT	UNIFORM-SERVICE-STATUS	A01
	VALID_DT	DATE-PERS-ACTN-VALID	A08YYMD

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Record Name	Field Name	IDMS Name	Format
<b>PHIS-PERS-ACTION</b>	VALID_YMD		YYMD
	VET_PREF_CD	VETERAN-PREF-CODE	A01
	VET_PREF_RIF	VETERAN-PREF-RIF	A01
	VET_STATUS	VETERANS-STATUS	A01
	WB_AREA_CD	WAGE-BOARD-AREA-CODE	A04
	WB_SHFT_RT_V	WAGE-BOARD-SHIFT-RA TE-VAR	P05.2
	WB_SHFT_RT_2	WAGE-BOARD-SHIFT-RA TE-2ND	P05.2
	WB_SHFT_RT_3	WAGE-BOARD-SHIFT-RA TE-3RD	P05.2
	WORK_SCHD	WORK-SCHEDULE	A01
	WORK_TTL_CD	WORKING-TITLE-CODE	A04

**PHIS-FROM-POS** . The **PHIS-FROM-POS** record is a child to the **PHIS-PERS-ACTION** record and contains the following information. A **PHIS-PERS-ACTION** record is created whenever any of these fields change with a personnel action.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-FROM-POS</b>	FR_BASE_SAL	FROM-BASE-CONTRACT-SALAR Y	P09.2
	FR_BUS	FR-BARGAINING-UNIT-ST ATUS	A04
	FR_DTY_CNTY	FROM-DUTY-ST ATION-CNTY-CD	A03
	FR_DTY_CTY	FROM-DUTY-ST ATION-CITY-CD	A04
	FR_DTY_HRS	FROM-T OUR-OF-DUTY-HOURS	P05.2L
	FR_DTY_ST_CD	FROM-DUTY-ST ATION-STATE-CD	A02
	FR_GRADE	FROM-GRADE	P02L
	FR_OCC_SER	FR-OCCUP ATIONAL-SERIES-CD	A04
	FR_PAY_PLAN	FROM-P AY-PLAN	A02
	FR_POS_SPVS	FROM-POSITION-SUPVR Y-CODE	A01
	FR_SCHD_SAL	FROM-SCHEDULED-SALAR Y	P09.2
	FR_STEP	FROM-STEP	P02L
	FR_TYPE_APNT	FR-TYPE-APPOINTMENT-CODE	A02
	FR_WORK_SCHD	FROM-WORK-SCHEDULE	A01

**PHIS-ACCESSION.** The **PHIS-ACCESSION** record is a child to the **PHIS-PERS-ACTION** record and contains the following information pertinent to the employee's accession processing. A **PHIS-ACCESSION** record is created whenever a 100 series, 500 series, or 900 accession nature of action is processed (i.e., 902, 906, 907, 911, 953, 955, or 928).

Record Name	Field Name	IDMS Name	Format
<b>PHIS-ACCESSION</b>	ACC_PAY_PD	ACCESSION-PAY-PERIOD	A02
	0	ACC_YR	ACCESSION-YEAR
	0	ACTN_DT_ACC	DATE-PERS-ACTN-EFF
	0	ACTN_YMD_ACC	YYMD

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Record Name	Field Name	IDMS Name	Format
<b>PHIS-ACCESSION</b>	NAT_ACTN_ACC	NAT-ACT-2ND-3-POS	A03
<b>Note:</b> If an accession action has not processed against an employee record, the employee record will not have a <b>PHIS-ACCESSION</b> record. For example, employee records added to the NFC database via NOA 900 Conversion to NFC.			
<b>PHIS-SEPARATION.</b> The <b>PHIS-SEPARATION</b> record is a child to the <b>PHIS-PERS-ACTION</b> record and contains the following information pertinent to the employee's separation. A <b>PHIS-SEPARATION</b> record is created whenever a 300 series or 929 nature of action is processed.			
Record Name	Field Name	IDMS Name	Format
<b>PHIS-SEPARATION</b>	ACTN_DT_SEP	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_SEP		YYMD
	NAT_ACTN_SEP	NAT-ACT-2ND-3-POS	A03
	SEP_PROC_PP	SEPARATION-PROCESSED-PP	A02
	SEP_PROC_YR	SEPARATION-PROCESSED-YEAR	A02
	SEP_RCD_STAT	SEPARATION-RCD-ST ATUS-CODE	A01
<b>PHIS-AWARDS.</b> The <b>PHIS-AWARDS</b> record is a child to the <b>PHIS-PERS-ACTION</b> record and contains information pertinent to the employee's awards. A <b>PHIS-AWARDS</b> record is created whenever an award nature of action is processed. The following NOA's will create a <b>PHIS-AWARDS</b> record: 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 892, 825, 970, and 994.			
Record Name	Field Name	IDMS Name	Format
<b>PHIS-AWARDS</b>	ACTN_DT_AWD	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_AWD		YYMD
	AWD_ACCT	CASH-AWARD-ACCT-ST A-CHG	A04
	AWD_ACCT_CD	CA-ACC-DIST-APPN-CODE	A02
	AWD_ACCT_FY	CA-ACC-DIST-FISCAL-YR-CODE	A01
	AWD_ACCT_SCD	CA-ACC-DIST-SUB-LEVEL-CODE	A24
	AWD_AGCY_CHR	CASH-AWARD-AGCY-CHARGED	A02
	AWD_CASE_NBR	AWARDS-CASE-NUMBER	A08
	AWD_CD	CASH-AWARD-CODE	A04
	AWD_FR_DT	DATE-CASH-AWARD-FROM	A08YYMD
	AWD_FR_YMD		YYMD
	AWD_NBR_PRSN	NO-PERSONS-CASH-AWARD	P03
	AWD_TO_DT	DATE-CASH-AWARD-TO	A08YYMD
	AWD_TO_YMD		YYMD
	AWD_TYPE_CD	CASH-AWARD-TYPE-CODE	A01
	CUR_AWARD	CURRENT-CASH-AWARD	P08.2
	FIRST_YR_SAV	FIRST-YEAR-SAVINGS	P11.2
	INTANG_BNFT	INTANGIBLE-BENEFITS	A01

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Record Name	Field Name	IDMS Name	Format
	NAT_ACTN_AWD	NAT-ACT-2ND-3-POS	A03
	TNGBLE_BNFT	TANGIBLE-BENEFITS	A01

**Note:** Data elements not previously found in PHIS will be stored when an awards document is processed.

**PHIS-PERF-EV AL.** The **PHIS-PERF-EV AL record** is a child to the **PHIS-PERS-ACTION record** and contains the following information pertinent to the employee's performance evaluation. A **PHIS-PERF-EV AL record** is created whenever a performance evaluation document is processed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-PERF-EV AL</b>	PERF_EVAL_CD	PERF-EVAL-RATING-CODE	A02
	PERF_EVAL_DT	DATE-PER-EV AL-ANNIV	A08YYMD
	PERF_EVALYMD		YYMD
	PP_DT_EVAL	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_EVAL		YYM

**PHIS-SR-EXEC.** The **PHIS-SR-EXEC record** is a child to the **PHIS-PERS-ACTION record** and contains the following information. A **PHIS-SR-EXEC record** is created whenever a performance evaluation document (Doc 075, 076, or 770) for a senior executive is processed.

Record Name	Field Name	IDMS Name	Format
<b>PHIS-SR-EXEC</b>	ACTN_DT_SES	DATE-PERS-ACTN-EFF	A08YYMD
	ACTN_YMD_SES		YYMD
	PP_DT_SES	DATE-PROC-PP-BEGINS	A08YYMD
	PP_YMD_SES		YYMD
	SES_APPRA_YR	SES-APPRAISAL-YR	P02L
	SES_PERF_BON	SES-PERF-BONUS	P08.2
	SES_PERF_SCA	SES-PERF-SCALE	A02

**Note:** If Doc 075, 076, or 770 is processed and pay plan equals "ES", then this record is established. Otherwise, **PHIS-PERF-EV AL** is established. **SES-PERF-BONUS** will be blank unless the user enters the amount on Doc 770. It will not be updated from the award record.

## **Departments' Databases**

### *Database 5*

- CVA, U. S. Court of Veterans Appeals
- FMSHRC, Federal Mine Safety and Health Review Commission
- MLKHC, Martin Luther King, Jr. Federal Holiday Commission
- USDA - Department of Agriculture

### *Database 6*

- ACTION, ACTION
- AoC, Architect of the Capitol
- ARC, Appalachian Region Commission
- BG, Botanic Garden
- CBO, Congressional Budget Office
- CCR, U.S. Commission on Civil Rights
- CFTC, Commodity Futures Trading Commission
- CNCS, Corporation for National and Community Service
- CRT, Copyright Royalty Tribunal
- CSCE, Commission on Security and Cooperation in Europe
- DoC, Department of Commerce
- DoJ, Department of Justice
- DoS, Department of State
- ED, Department of Education
- FCA, Farm Credit Administration
- FCC, Federal Communications Commission
- FDIC, Federal Deposit Insurance Corporation
- FEMA, Federal Emergency Management Agency
- GAO, General Accounting Office
- GPO, Government Printing Office
- HUD, Department of Housing and Urban Development
- ICH, Interagency Council on the Homeless
- JSC, John C. Stennis Center for the Public Service Training and Development
- LoC, Library of Congress
- MSPB, Merit Systems Protection Board
- NEA, National Endowment for the Arts

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**Departments' Databases** *(cont'd)*

*Database 6 (cont'd)*

- NGA, National Gallery of Art
- NLRB, National Labor Relations Board
- NPS, National Park Service
- OGE, Office of Government Ethics
- OSC, U.S. Office of Special Counsel
- OSHRC, Occupational Safety and Health Review Commission
- OTA, Office of Technology Assessment
- SBA, Small Business Administration
- SI, Smithsonian Institution

*Database 7*

- TREA, Department of the Treasury

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