Personnel Edit Subsystem (PINE) Edit Messages

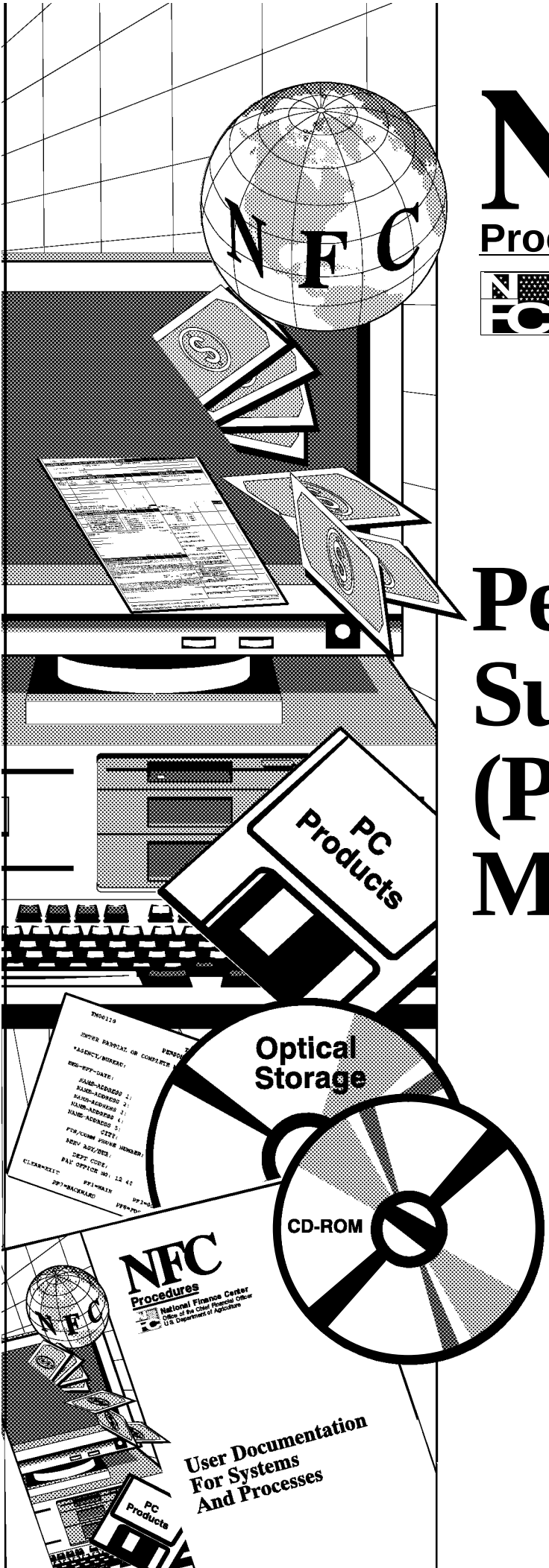
This is the Web version of the PINE procedure. If you compare this version to the hardcopy, you may see the following differences:

- **In all procedures**, fonts have been changed for web publishing, and as a result, some shifting in text may have occurred.
- **In amended procedures**, the amended pages (if any) have been interfiled, and where applicable, point pages were eliminated. As a result, repagination may have occurred. Also, amendment marks (arrows and stars) have been removed, and amendment numbers in the footer have been replaced with an issue date.

This document is hyperlinked for easy navigation. To find information, just search the **Table Of Content**s or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you’re jumping from topic to topic, you may need to set Acrobat’s zoom feature to view full pages. Otherwise, if the topic you’re jumping to is in the lower part of a page, you’ll have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat’s online help.

For information about this publication, please contact the Directives and Analysis Branch (DAB).



NFC Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Personnel Edit Subsystem (PINE) Edit Messages

TITLE I
Payroll/Personnel Manual

CHAPTER 10
Correction Process Procedures

SECTION 2
Personnel Edit Subsystem (PINE) Edit Messages

Latest Update Information

The following Personnel Edit Subsystem (PINE) edit messages have been added for the processing of non-Federal life insurance and non-Federal thrift savings plan documents and have been incorporated into the PINE procedure:

Description of Change	Page
Adds Message 078, *Pay Plan Invalid For Selected Plan Code*, to Document Type 102, Non-Federal Life Insurance Form, for the processing of non-Federal life insurance forms.	102.30
Adds the following messages to Document Type 104, Non-Federal Thrift Savings Plan Form, for the processing of non-Federal thrift savings plan documents:	
▪ Message 071, *Empl Contrib Amt Below 1% Of Adjusted Salary*	104.22
▪ Message 072, *Empl Contrib Amt Above 10% Of Adj Salary*	104.23
▪ Message 073, *Deduction Amount Invalid*	104.24

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Document Type 101 - Non-Federal Health Benefits Form

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Document Type 110 - Incentive Awards

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About This Procedure

This procedure lists Personnel Edit Subsystem (PINE) edit messages by document type, identifying each PINE edit message, its corresponding code, and the corrective action needed to respond to the message. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of this procedure are described below.

System Overview describes what PINE is used for and provides related background information, including a list of systems/procedures that may be used to research PINE edit messages.

PINE Edit Messages identifies the messages for all payroll and personnel actions by document type. Each message is printed on a separate page with the corresponding code and corrective action to be taken. The side tabs located on the right side of each page identify (1) the document type and (2) the PINE edit message code.

Pages are numbered by (1) document type and (2) actual page number within the document type. (Example: page 054.1 means Document Type 054, page 1.) If the procedure is amended, point pages (e.g., 054.1.1, 054.1.2, etc.) will be used as needed to accommodate additional pages. All amended pages will be 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 original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

- Edit messages are printed in italics. Example: *Date Of Separation Invalid*.

- Field names within a paragraph are printed in bold. Example: The **Total Hours To Be Paid** field must be numeric and greater than zero.

- References to figures within the text are printed in bold. Example: For a list of document types, see **Figure1**.

- Important extra information is identified as a note. Example: **Note:** If the A/L Above Ceiling field is completed, it must always be later than the A/L Restored Field. The A/L Within Ceiling field must always be later than the A/L Above Ceiling field.

Who To Contact For Help

For questions about this procedure, contact the Government Employees Services Branch at **504−255−5322**.

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

For questions about National Finance Center (NFC) processing, contact the Payroll Operations Branch at **504−255−4630.**

For questions about the system (including help with unusual conditions), contact Customer Service personnel at **504-255-5230.**

(reserved)

System Overview

The Personnel Edit Subsystem (PINE) is a subsystem of USDA's Payroll/Personnel System. PINE edits data released from three Payroll/Personnel systems: personnel actions from the Personnel Action Processing System (PACT), payroll documents from the Payroll/Personnel Remote Entry System (PRES), and position data from the Position Management System (PMSO). PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Actions that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel database. Actions that are effective in future pay periods and pass the PINE edits are placed in the Future Inquiry System (FINQ). Actions that are held in FINQ are reedited through PINE every pay period, including the effective pay period. After being successfully reprocessed for the effective pay period, they are applied to the Payroll/Personnel database.

Personnel actions and payroll documents that do not pass the PINE edits (regardless of the effective pay period) are placed in the Suspense Inquiry and Corrections System (SINQ) and a PINE edit message appears on the Listing of Personnel Error Messages Report. Users should refer to this report and access SINQ to view and correct the actions being held in suspense. After these actions are successfully corrected through SINQ, they are returned to PINE, reprocessed, and (depending on the effective date), applied to the Payroll/Personnel database. If these reprocessed actions do not pass the PINE edits for a different reason, they are once again placed in SINQ. For more detailed information on correcting actions that are in SINQ, see the SINQ procedure.

PINE Edit Message Categories

PINE edit messages for all payroll and personnel actions are separated in this procedure by document type. A document type is a kind of action processed in PACT, PRES, or PMSO. Each document type is identified by an assigned number.

Some PINE edit messages apply to all actions; others apply to specific actions only. Due to this criteria, this procedure organizes the PINE edit messages into the following four categories:

ALL. PINE Edit Messages 001 through 049 apply to all actions; therefore, these messages appear only once in this procedure under Document Type ALL.

Specific Document Type. A specific document type identifies the kind of action being processed. For example, lump sum leave payments are identified as Document Type 054.

In some instances where the PRES and SINQ document types will not be the same as the PINE document type. For example, there are five PRES and SINQ programs (170, 171, 172, 173, and 174) for processing savings bonds, the PINE edit messages are all identified under Document Type 170. Therefore, no matter what SINQ program is used to correct the savings bond document in suspense, all the PINE edit messages for savings bonds are located under Document Type 170. For a list of document types,see **Figure 1**.

998 (Front-end System Interface (FESI) Position Data). Document Type 998 edit messages identify position data that was entered through agency-development front-end systems and processed through the Position Management System (PMSO) using the Front-end Systems Interface (FESI). FESI is the transmission interface between the agency-developed front-end system and USDA's Payroll/Personnel System. Position data entered through FESI that failed the edit process is placed in the Suspense Inquiry and Correction System (SINQ) for one pass and will be coded for deletion. Front-end system users must either (1) correct the position data in the front-end system and transmit a new record to NFC or (2) use PMSO to update or establish the position data. Position data that failed the edits cannot be corrected using SINQ.

999 (informational messages). Document Type 999 messages indicate that either some type of action must be initiated or a PEP51 activity was or was not successfully processed in PINE. Processing a payroll or personnel action through PACT, PRES, or PMSO may be required to satisfy those messages. For example, changes to certain data elements in PMSO (e.g., the pay plan on the PMSO master record) result in a Document Type 999 PINE edit message if a personnel action is not processed to update the employee's database record.

Override Codes

Override codes are used in SINQ to initiate a system function and release certain PINE edit messages that must be processed because of agency/department regulations, employment, or other unique conditions. Most codes are entered by the user during the correction process to either delete, process, or hold actions, or send them to the future file; others are system generated. For detaile*Updated 7/25/03*d information, see the SINQ procedure.

PACT/PRES Document Type	PACT/PRES Entry Program Title	PINE Message Document Type	SINQ Document Type
031	Master File Change Document	030	031
054	Lump Sum Leave Payments	054	054
056	Compensatory Time Payments	056	056
PACT	Personnel Action Input	063	063
075	Performance Appraisal (Other)	075	075
083	Employee Union Dues Mass Change	086	083
084	Dues Change Between Locals In Natl Lab Org	086	084
085	Cancellation/Revocation Of Emp Union Dues	086	085
086	Authorization Of Labor Organization Dues	086	086
087	Cancellation Of Employee Org Dues	086	087
088	Voluntary Charitable Contributions	088	088
089	Deductions Due To Indebtedness	088	089
095	DD/EFT For Financial Allotment	095	095
096	DD/EFT For Net Pay	095	096
097	TSP Loan Allotment Form	097	097
100	Discretionary Allotments	100	100
101	Non-Federal Health Benefits Form	101	101
102	Non-Federal Life Insurance Form	102	102
103	Non-Federal Retirement Benefits Form	103	103
104	Non-Federal Thrift Savings Plan Form	104	104
PACT	Incentive Awards	110	110
120	Multielement Update Document	120	120
121	GAO Locator Input Screen	120	121
122	USDA Demonstration Project Record	120	122
123	Education Document	123	123
124	Professional Certification Document	124	124
125	Thrift Savings Plan Election Form	125	125
126	TSP Catch-up Contributions	126	126
127	Allowances	127	127
128	Severance Pay	128	128
129	Thrift Savings Plan Collections	129	129
130	Federal Income Tax Certificate	130	130

Figure 1. List Of Document Types, Page 1

PACT/PRES Document Type	PACT/PRES Entry Program Title	PINE Message Document Type	SINQ Document Type
031	Earned Income Credit Advance Payment Certificate	030	031
140	State Income Tax Certificate	140	140
150	City Income Tax Certificate	150	150
151	County Income Tax Certificate	150	151
160	Record Of Leave Data Transferred	160	160
165	Authorization For Restored Annual Leave	165	165
170	Savings Bond Auth - New Allotment	170	170
171	Savings Bond Auth - Change Denom/Allotment	170	171
172	Savings Bond Auth - Chg Inscript/Denom/Allot	170	172
173	Savings Bond Auth - Cancel Bond	170	173
174	Savings Bond Auth - Cancel Owner/Coowner/Benef	170	174
180	Health Benefits Registration Form	180	180
181	Change In Health Benefits Enrollment	180	181
185	Flexfund Flexible Spending Account	185	185
195	Court Ordered Child Care Or Alimony Deds	195	195
349	Employee Address	063	349
770	SES Performance Appraisal	075	770

Figure 2. List Of Document Types, Page 2

(reserved)

PINE Edit Messages

Document Types All - All Documents

Code	Message
003	Database Exception Has Occurred
004	SSNO Has Changed - Verify SSNO
005	SSNO Not Found On Database
006	Agency Code Incompatible With Database Agency Cd
007	Employee Already Paid Doc Will Apply In PINE Pass1
008	Database Record Not Found
010	Effective Date Indicates Future Document
011	SSNO Invalid
013	Agency Code Not In TMGT
015	Batch Number Invalid
016	Pay Period Number Invalid
017	POI Not In TMGT
019	Duplicate Documents
020	Document Being Held For One PINE Pass
021	Document Being Held In Suspense Indefinitely
022	Employee Separated - Cannot Process Action
023	Personnel Act With Database Exception From PEPL
024	Personnel Action Pulled From Future File
025	In SINQ Due To Rollback - Take Appropriate Action
026	Employee Express Document Entered Via A Kiosk
027	Employee Express Document Entered Via A Phone
030	Edited Waiting For HCUP Package
031	HCUP Document In Error
032	Document Not Edited-Waiting Due To HCUP Package

All - All Documents

Code	Message
003	*Database Exception Has Occurred*

Description

An attempt to select a record from an area of the database was unsuccessful. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

All - All Documents

Code	Message
004	*SSNO Has Changed - Verify SSNO*

Description

The social security number entered in the **SSNO** field was **not** found on the database. The social security number was, however, found on the employee's database **SSNO change** record (IRIS Program 131).

A change has apparently been made to the employee's social security number. Please verify the employee's social security number.

Data Element(s) Used In Audit

All - All Documents

Code	Message
005	*SSNO Not Found On Database*

Description

The social security number entered in the **SSNO** field was **not** found on the database **salary** record (IRIS Program 101). Both the current social security number and previous social security number, if any, were considered when searching the database.

Data Element(s) Used In Audit

All - All Documents

Code	Message
006	*Agency Code Incompatible With Database Agency Cd*

Description

The agency code entered in the **Agency Code** field is **incompatible** with the agency code on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

All - All Documents

Code	Message
007	*Employee Already Paid Doc Will Apply In PINE Pass1*

Description

The employee's database **salary** record (IRIS Program 101) indicates that the employee has been paid for the current processing pay period. Therefore, this document cannot be processed.

The document will be placed in the Future File (FINQ) and will be processed in the next processing pay period.

Data Element(s) Used In Audit

All - All Documents

Code	Message
008	*Database Record Not Found*

Description

An attempt was made to retrieve a database record necessary for processing this document; however, the database record could **no**t be found. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

All - All Documents

Code	Message
010	*Effective Date Indicates Future Document*

Description

The effective date on the document is later than the last day of the processing pay period.

Data Element(s) Used In Audit

All - All Documents

Code	Message
011	*SSNO Invalid*

Description

The **SSNO** field **must** be **completed** and **must** be **numeric.**

Data Element(s) Used In Audit

All - All Documents

Code	Message
013	*Agency Code Not In TMGT*

Description

The agency code entered in the **Agency Code** field was **not** located in the Table Management System (TMGT), **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

All - All Documents

Code	Message
015	*Batch Number Invalid*

Description

The **batch number** is either **missing** or **not numeric**.

Data Element(s) Used In Audit

All - All Documents

Code	Message
016	*Pay Period Number Invalid*

Description

The **Pay Period Number** field **must** be **01 through 27** (inclusive).

Data Element(s) Used In Audit

All - All Documents

Code	Message
017	*POI Not In TMGT*

Description

The personnel officer identifier entered in the **POI** field was **not** located in the Table Management System (TMGT), **Table 001,** Personnel Office Identifier Name and Address.

Data Element(s) Used In Audit

All - All Documents

Code	Message
019	*Duplicate Documents*

Description

These documents have been found to be duplicate.

If both of the documents are to be processed, key in ***B*** in the **Override** field.

If one or both of the documents are **not** to be processed, they should be deleted.
Type in ***Override Code 4 through 7*** in the **Override** field to delete the document(s).

Data Element(s) Used In Audit

All - All Documents

Code	Message
020	*Document Being Held For One PINE Pass*

Description

Since Override Code **E** was entered in the **Override** field, this document is being held in suspense for **one** pass of PINE.

Data Element(s) Used In Audit

All - All Documents

Code	Message
021	*Document Being Held In Suspense Indefinitely*

Description

Since Override Code **F** was entered in the **Override** field, this document is being held in suspense indefinitely.

Data Element(s) Used In Audit

All - All Documents

Code	Message
022	*Employee Separated - Cannot Process Action*

Description

The **separation accession type** on the employee's database **salary** record (IRIS Program 101) indicates that the employee is separated.

Data Element(s) Used In Audit

All - All Documents

Code	Message
023	*Personnel Act With Database Exception From PEPL*

Description

Please contact **your agency representative** for further instructions if this edit message occurs.

Data Element(s) Used In Audit

All - All Documents

Code	Message
024	*Personnel Action Pulled From Future File*

Description

A PEP51 Puller for Payroll/Personnel Documents (Action Type 2), was entered to recycle this future document into suspense.

Data Element(s) Used In Audit

All - All Documents

Code	Message
025	*In SINQ Due To Rollback - Take Appropriate Action*

Description

The document is in suspense due to a system generated rollback or a PEP51 Puller for Payroll/Personnel Documents (Action Type 1), was entered to recycle this document into suspense. The document will remain in suspense until action is taken to change the override code to 9 or to another applicable override code.

Data Element(s) Used In Audit

All - All Documents

Code	Message
026	*Employee Express Document Entered Via A Kiosk*

Description

The document that was entered is An Employee Express Document. The document was entered via a Kiosk transaction.

Data Element(s) Used In Audit

All - All Documents

Code	Message
027	*Employee Express Document Entered Via A Phone*

Description

The document that was entered is an Employee Express document. The document was entered via a telephone transaction.

Data Element(s) Used In Audit

All - All Documents

Code	Message
030	*Edited Waiting For HCUP Package*

Description

This personnel action, which is part of a HCUP package, has been edited and found to be free of errors. However, because a document within the HCUP package did **not** pass the PINE edits, this document (and the entire HCUP package) will **remain** in SINQ until **all** of the PINE edit messages have been resolved.

Data Element(s) Used In Audit

021 - Previous 1st NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code
025 - Previous Effective Date
030 - Effective Date
121 - Authentication Date

All - All Documents

Code	Message
031	*HCUP Document In Error*

Description

This personnel action, which is part of a HCUP package, has been edited and did **not** pass the PINE edits. The PINE edit messages received for this document **must** be corrected.

☞**Note**: The **entire** HCUP package will remain in SINQ until **all** of the PINE edit messages have been resolved.☜

Data Element(s) Used In Audit

021 - Previous 1st NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code
025 - Previous Effective Date
030 - Effective Date
121 - Authentication Date

All - All Documents

Code	Message
032	*Document Not Edited-Waiting Due To HCUP Package*

Description

This personnel action, which is part of a HCUP package, has **not** been edited because a personnel action in the HCUP package did not pass the PINE edits. This document will not be edited until the document that failed the PINE edits has been corrected.

Data Element(s) Used In Audit

021 - Previous 1st NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code
025 - Previous Effective Date
030 - Effective Date
121 - Authentication Date

(reserved)

Document Type 030 - Master File Change Document

Code	Message
051	Data Element Can't Be Changed On Mstr File Chg Doc
052	Data Element Does Not Equal Database
053	Effective Pay Period Indicates Future Pay Period
061	Field Contains Invalid Data
062	Must Be A Census Decennial Employee
063	New Data Must Be Numeric
066	Appnt NOA/1ST Auth/2ND Auth Invalid
067	County Tax YTD Invalid
068	City Tax YTD Invalid
069	County Tax Does Not Exist On Database
070	City Tax Does Not Exist On Database
073	Date Appnt Eff Must Be Numeric YYMMDD Sequence

Document Type 030 - Master File Change Document

Code	Message
051	*Data Element Can't Be Changed On Mstr File Chg Doc*

Description

Only the following data elements can be changed using the Master File Change Document:

Data Element Name	Field No.	No. of Positions	Alpha/ Numeric
Appointment Nature of Action, First and Second Authority	00056	9	A/N
City Tax Year-To-Date	00067	7	N
County Tax Deductions Year-To-Date	00066	7	N
Critical Element Indicator	00044	1	N
Cumulative Retirement Deductions	00005	7	N
Date Appointment Effective	00072	6	N
Earnings Limitation Year-To-Date	00068	8	N
Hospital Insurance Tax Deduction Year-To-Date	00049	6	N
Hospital Insurance Tax Wages Year-To-Date	00048	7	N
Intermittent Days Worked Last Within-Grade Increase	00014	3	N
Intermittent Days Worked Calendar Year Service Computation Date	00017	4	N
Intermittent Days Worked Probation Period	00023	3	N

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
051	*Data Element Can't Be Changed On Mstr File Chg Doc (cont'd)*

Description

Data Element Name	Field No.	No. of Positions	Alpha/ Numeric
Intermittent Days Worked This Appointment	00015	4	N
Intermittent Days Worked While On Rolls	00021	4	N
Intermittent Elapsed Calendar Days Career Tenure	00020	4	N
Intermittent Elapsed Calendar Days Probationary	00022	4	N
Intermittent Elapsed Calendar Days Service Computation Date	00018	6	N
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	4	N
Intermittent Hours Worked Leave, Retirement, and Reduction In Force	00061	4	N
Intermittent Paid Days Toward Career Tenure	00016	3	N
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	6	N
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	7	N
Overpayment Carryover Year-To-Date	00070	8	N

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
051	*Data Element Can't Be Changed On Mstr File Chg Doc (cont'd)*

Description

Data Element Name	Field No.	No. of Positions	Alpha/ Numeric
Payroll Adjustment Pay Period Elapsed Counter	00059	3	N
Performance Evaluation Pay Period	00046	2	N
Performance Evaluation Rating Code	00045	2	N
Performance Evaluation Year	00047	2	N
Performance Penalty Status	00058	1	A
Premium Pay Year-To-Date	00069	8	N
Retirement Earnings Year-To-Date	00062	7	N
Separation Final T&A Received	00024	1	A
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	7	N
Thrift Savings Plan Earnings Year-To-Date	00064	7	N
Within-Grade Increase Due Code	00041	1	N

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
052	*Data Element Does Not Equal Database*

Description

The data element being changed does **not** exist on the employee's database record. Listed below is a list of the data elements and the program where they are located in the Information/Research Inquiry System (IRIS).

Data Element Name	Field No.	IRIS Program
Appointment Nature of Action, First and Second Authority	00056	123
City Tax Year-To-Date	00067	106
County Tax Deductions Year-To-Date	00066	107
Critical Element Indicator	00044	
Cumulative Retirement Deductions	00005	117
Date Appointment Effective	00072	102
Earnings Limitation Year-To-Date	00068	103
Hospital Insurance Tax Deduction Year-To-Date	00049	103
Hospital Insurance Tax Wages Year-To-Date	00048	103
Intermittent Days Worked Last Within-Grade Increase	00014	129
Intermittent Days Worked Calendar Year Service Computation Date	00017	129

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
052	*Data Element Does Not Equal Database (cont'd)*

Description

Data Element Name	Field No.	IRIS Program
Intermittent Days Worked Probation Period	00023	129
Intermittent Days Worked This Appointment	00015	129
Intermittent Days Worked While On Rolls	00021	129
Intermittent Elapsed Calendar Days Career Tenure	00020	129
Intermittent Elapsed Calendar Days Probationary	00022	129
Intermittent Elapsed Calendar Days Service Computation Date	00018	129
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	129
Intermittent Hours Worked Leave, Retirement, and Reduction In Force	00061	129
Intermittent Paid Days Toward Career Tenure	00016	129
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	103
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	103

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
052	*Data Element Does Not Equal Database (cont'd)*

Description

Data Element Name	Field No.	IRIS Program
Overpayment Carryover Year-To-Date	00070	103
Payroll Adjustment Pay Period Elapsed Counter	00059	123
Performance Evaluation Pay Period	00046	123
Performance Evaluation Rating Code	00045	123
Performance Evaluation Year	00047	123
Performance Penalty Status	00058	123
Premium Pay Year-To-Date	00069	103
Retirement Earnings Year-To-Date	00062	117
Separation Final T&A Received	00024	132
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	118
Thrift Savings Plan Earnings Year-To-Date	00064	118
Within-Grade Increase Due Code	00041	123

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
053	*Effective Pay Period Indicates Future Pay Period*

Description

The pay period entered in the **Eff Pay Period** field indicates a future document. The **Eff Pay Period** field **must** be the **current processing pay period** or **prior pay period**.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data*

Description

Either the **Field Number** field or the data entered to be updated is incorrect. Verify the **Field Number** field and the **data** that was entered.

Data Element Name	Field No.	Value
Appointment Nature of Action Code/First And Second Authority	00056	Nature of Action Code (NOAC) and First and Second Authority codes, if applicable. This field is only used to correct the current appointing authority if it was entered on the original personnel action. For those appointments without authority code(s), enter the NOAC only.
City Tax Year-To-Date	00067	Amount of year-to-date city tax deductions for the current taxing authority in dollars and cents.
County Tax Deductions Year-To-Date	00066	Amount of year-to-date county tax deductions for the current taxing authority in dollars and cents.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Critical Element Indicator	00044	Valid values are ***1*** (eligible for WGI), ***2*** (composite rating less than 3.0), ***3*** (critical element less than 3.0), and ***4*** (composite rating and critical element less than 3.0). Indicates the performance appraisal is used to control the granting of a within-grade increase (WGI).
Date Appointment Effective	00072	Date must be entered in year, month, and day (YYMMDD) sequence. Date of the employee's initial appointment or date a Department converted to the USDA Payroll Personnel System.
Earnings Limitation Year-To-Date	00068	Amount of compensation a non-executive level or SES employee has received to date up to the FEPCA imposed limit in dollars and cents.
Hospital Insurance Tax Deduction Year-To-Date	00049	Amount of year-to-date medicare deductions in dollars and cents.
Hospital Insurance Tax Wages Year-To-Date	00048	Amount of year-to-date medicare wages in dollars and cen ts.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Intermittent Days Worked Last Within-Grade Increase	00014	Number of days worked by intermittent employee since his/her last within-grade increase (WGI).
Intermittent Days Worked Calendar Year Service Computation Date	00017	Number of days worked by the employee while serving an intermittent work schedule during the calendar year appointment.
Cumulative Retirement Deductions	00005	Amount of the retirement deductions an employee had prior to being payrolled by the USDA Payroll/Personnel System in dollars and cents.
Intermittent Days Worked Probation Period	00023	Number of days that the employee worked while serving an intermittent work schedule for an appointment that is subject to a one-year probationary or trial period.
Intermittent Days Worked This Appointment	00015	Number of intermittent days the employee worked during the current appointment.
Intermittent Days Worked While On Rolls	00021	Number of days worked by the intermittent employee while employed by the department.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Intermittent Elapsed Calendar Days Career Tenure	00020	Number of intermittent elapsed calendar days towards conversion to career tenure.
Intermittent Elapsed Calendar Days Probationary	00022	Number of calendar days that have elapsed while serving an intermittent work schedule for an appointment that is subject to a one-year probationary or trial period.
Intermittent Elapsed Calendar Days Service Computation Date	00018	Number of intermittent elapsed calendar days the employee has toward his/her service computation date for leave, retirement, RIF, and TSP.
Intermittent Elapsed Calendar Days Within-Grade Increase	00019	Number of calendar days that have elapsed while serving in an intermittent work schedule and in a waiting period for a WGI.
Intermittent Hours Worked, Leave, Retirement, and Reduction In Force	00061	Number of hours an intermittent employee worked since receiving a WGI. NFC automatically adjusts the SCD for leave, retirement, RIF, and TSP at the end of the leave year for all intermittent employees to reflect the number of hours worked.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Intermittent Paid Days Toward Career Tenure	00016	Number of paid intermittent days of creditable service the employee has toward career tenure.
Old Age Survivors and Disability Insurance Deductions Year-To-Date	00012	Amount of year-to-date social security deduction in dollars and cents.
Old Age Survivors and Disability Insurance Wages Year-To-Date	00013	Amount of year-to-date social security wages in dollars and cents.
Overpayment Carryover Year-To-Date	00070	Amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitation imposed by FEPCA in dollars and cents.
Payroll Adjustment Pay Period Elapsed Counter	00059	Number of pay periods that have elapsed since the first pay period the employee was paid. For use by the Department of Commerce, Bureau of the Census (decennial employees) only.
Performance Evaluation Pay Period	00046	Pay period for which the employee's performance evaluation is prepared.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Performance Evaluation Rating Code	00045	Employee's performance evaluation rating received for the current rating period.
Performance Evaluation Year	00047	Year for which the employee's performance evaluation is prepared.
Performance Penalty Status	00058	Valid values are ***Y*** (yes) or ***N*** (no). For use by the Department of Commerce, Bureau of Census (decennial) employees only.
Premium Pay Year-To-Date	00069	Amount of premium pay the employee has received year-to-date in dollars and cents.
Retirement Earnings Year-To-Date	00062	Amount of year-to-date retirement earnings in dollars and cents.
Separation Final T&A Received	00024	Valid values are ***Y*** (yes) or ***N*** (no). Indicates that a final T&A has been received for an employee and the employee is in separated status.
Thrift Savings Plan Deduction Year-To-Date Deferred	00063	Amount of year-to-date deferred Thrift Savings Plan deductions in dollars and cents.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
061	*Field Contains Invalid Data (cont'd)*

Description

Data Element Name	Field No.	Value
Thrift Savings Plan Earnings Year-To-Date	00064	Amount of year-to-date Thrift Savings Plan wages in dollars and cents.
Within-Grade Increase Due Code	00041	Valid values are ***0*** (no) and ***1*** (yes). Indicates if a within-grade increase (WGI) is due.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
062	*Must Be A Census Decennial Employee*

Description

When the **Performance Penalty Status** field is completed, the agency **must** be **63** (Bureau of Census); employee's pay plan **must** be **AD** (administratively determined); and the grade **must** be **60**, **70**, or **80**.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
063	*New Data Must Be Numeric*

Description

The data entered in the **New Data** field contains other than numeric data. The **New Data** field **must** be **numeric** for the **data element** that is being updated.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
066	*Appnt NOA/1ST Auth/2ND Auth Invalid*

Description

The data entered in the **Appt NOA/1ST Auth/2ND Auth** field is invalid. This field consist of the appointment nature of action code (NOAC) and associated authorities and must be recorded in the following format:

- Positions **1** thru **3** = Appointment NOAC
- Positions **4** thru **6** = Appointment Authority (First) Code
- Positions **7** thru **9** = Appointment Authority (Second) Code, if applicable

Example: 101ACMZLM

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
067	*County Tax YTD Invalid*

Description

The data entered in the **County Tax YTD** field **must** be **numeric.** The amount **must** be entered in **dollars** and **cents**.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
068	*City Tax YTD Invalid*

Description

The data entered in the **City Tax YTD** field **must** be **numeric.** The amount **must** be entered in **dollars** and **cents**.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
069	*County Tax Does Not Exist On Database*

Description

The document being processed is **adding** or **changing** county tax deductions; however, the employee's database **county tax** record (IRIS Program 107) indicates that the employee is **not** currently having county tax withheld.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
070	*City Tax Does Not Exist On Database*

Description

The document being processed is **adding** or **changing** city tax deductions; however, the employee's database **city tax** record (IRIS Program 106) indicates that the employee is **not** currently having city tax withheld.

Data Element(s) Used In Audit

Document Type 030 - Master File Change Document

Code	Message
073	*Date Appnt Eff Must Be Numeric YYMMDD Sequence*

Description

The **Date Appnt Effective** field **must** be **numeric** and in **year**, **month**, and **day** YYMMDD sequence.

Data Element(s) Used In Audit

(reserved)

Document Type 054 - Lump Sum Leave Payments

Code	Message
051	Date Of Separation Invalid
052	Type Pymt Must Be 0 Or 1
055	Flat Tax Rate Code Must Be 0 Or 1
056	Minus S/L Code Must Be 0 Or 1
058	Pay COLA Must Be 0, 1, 2, Or 3
059	Pay COLA Code Incompatible With Allow COLA Code
060	Pay AUO Must Be 0 Or 1
061	WB Shift Rate Hours Incompatible With Pay Plan
063	A/L Within Ceiling Date Invalid
064	Hours Applicable To Last Day Of LSP Invalid
065	Acctg Data Use Cd Incompat W/Tot Lines Acctg Data
070	Acctg Data Incompat W/Acctg Data Usage Code
071	Accounting Data Invalid
072	Accounting Data Hours Charged Invalid
073	Acctg Data Hours Charged Don't Equal WB Hours
075	Employee Not Separated
078	Accounting Data Usage Code Must Be 0 Or 1
079	Tot Lines Acctg Data Incompat W/Acctg Data Use Cd
081	Total Lines Of Accounting Data Invalid
082	Total Hrs To Be Paid Not Equal To Acctg Hrs Charged
089	Interim Payment - Not On Furlough
090	Interim Payment - Not Intermittent
091	Employee's Annual Leave Balance Is Zero
092	Total Hours To Be Paid Invalid
093	No Database Accounting Found For Employee
094	Sick Leave Incompatible With Minus Sick Leave Code
097	Agency Code Not Equal To Org Structure Agency
098	Annual Leave Dates Incompatible
099	Leave Record Not Found
100	A/L Above Ceiling Date Must Be Blank
101	A/L Above Ceiling Date Invalid
102	A/L Restored Date Must Be Blank
103	A/L Restored Date Invalid
108	Leave Dates Not Later Than Separation Date
109	Leave Dates Projected Incorrectly
110	Accounting Invalid - Agency
111	Accounting Invalid - Length

Document Type 054 - Lump Sum Leave Payments

Code	Message
112	Accounting Invalid - Accounting Station
113	Accounting Invalid - Sub Center
114	Accounting Invalid - Fiscal Year
115	Accounting Invalid - Appropriation
118	Hrs On LSP Don’t Agree With Hours On Database
119	LSP May Not Be Appropriate For NOAC 352

Document Type 054 - Lump Sum Leave Payments

Code	Message
051	*Date Of Separation Invalid*

Description

The **Date Of Separation** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

019 - Date Of Separation

Document Type 054 - Lump Sum Leave Payments

Code	Message
052	*Type Pymt Must Be 0 Or 1*

Description

The **Type Pymt** field **must** be one of the following codes:

- **0** (interim)
- **1** (final)

Data Element(s) Used In Audit

020 - Type Payment

Document Type 054 - Lump Sum Leave Payments

Code	Message
055	*Flat Tax Rate Code Must Be 0 Or 1*

Description

The **Flat Tax Rate** field **must** be one of the following codes:

- **0** (deduct Federal tax according to the Federal tax withholding in the Payroll/Personnel database)
- **1** (deduct Federal tax at a 25 percent rate)

Data Element(s) Used In Audit

022 - Flat Tax Rate Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
056	*Minus S/L Code Must Be 0 Or 1*

Description

The **Minus S/L** field **must** be one of the following codes:

- **0** (not applicable)
- **1** (forgive minus sick leave)

Data Element(s) Used In Audit

023 - Minus Sick Leave Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
058	*Pay COLA Must Be 0, 1, 2, Or 3*

Description

The **Pay COLA** field **must** be one of the following codes:

- **0** (none - not entitled to COLA or post differential)
- **1** (COLA)
- **2** (post differential)
- **3** (COLA and post differential)

Data Element(s) Used In Audit

024 - Pay COLA Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
059	*Pay COLA Code Incompatible With Allow COLA Code*

Description

The **Pay COLA** field is **1** (COLA), **2** (post differential), or **3** (COLA and post differential); however, the employee's database **allowances/COLA/post diff** record (IRIS Program 109) indicates the employee is **not entitled** to **COLA** and/or **post differential**.

When the **Pay COLA** field is **1,** the **allowance COLA code** on the employee's database **allowances/COLA/post diff** record (IRIS Program 109) **must** be **Y** (yes) and the **foreign post pay diff code** on the employee's database **allowance/COLA/post diff** record (IRIS Program 109) **must** be **N** (no) indicating that the employee **is only entitled to COLA.**

When the **Pay COLA** field is **2,** the **foreign post pay diff code** on the employee's database **allowances/COLA/post diff** record (IRIS Program 109) **must** be **Y** (yes) and the **allowance COLA code** on the employee's database **allowance/COLA/post diff** record (IRIS Program 109) **must** be **N** (no) indicating that the employee **is only entitled to post differential.**

When the **Pay COLA** field is **3,** the **allowance COLA code** and the **foreign post pay diff code** on the employee's database **allowances/COLA/post diff** record (IRIS Program 109) **must** be **Y** (yes) indicating that the employee **is entitled to COLA** and **post differential.**

When the **Pay COLA** field is **0** (none - not entitled to COLA or post differential), the **allowance COLA code** and the **foreign post pay diff code** on the employee's database **allowances/COLA/post diff** record (IRIS Program 109) **must** be **N** (no) indicating that the employee **is not entitled to COLA** or **post differential.**

Data Element(s) Used In Audit

024 - Pay COLA Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
060	*Pay AUO Must Be 0 Or 1*

Description

The **Pay AUO** (administratively uncontrollable overtime) field **must** be one of the following codes:

- **0** (do not pay AUO)
- **1** (pay AUO)

Data Element(s) Used In Audit

025 - Pay AUO Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
061	*WB Shift Rate Hours Incompatible With Pay Plan*

Description

When the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) is **not** one of the **Federal Wage System pay plans** or if the employee is in grade retention and the **pay plan** on the employee's database **save grade** record (IRIS Program 128) is **not** one of the **Federal Wage System pay plans**, the **Wage Emp Shift Rate Hours** field(s) must be **blank**.

When the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) indicates a **Federal Wage System** pay plan or if the employee is in grade retention and the **pay plan** on the employee's database **save grade** record (IRIS Program 128) indicates a **Federal Wage System pay plan**, the **Wage Emp Shift Rate Hours** field(s) must be **completed**.

Data Element(s) Used In Audit

026 - Wage Board Shift Rate Hours
049 - Database Pay Plan Salary
068 - Database Pay Plan Save Grade

Document Type 054 - Lump Sum Leave Payments

Code	Message
063	*A/L Within Ceiling Date Invalid*

Description

The **A/L Within Ceiling** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

104- Annual Leave Within Ceiling Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
064	*Hours Applicable To Last Day Of LSP Invalid*

Description

This field indicates the **hours applicable to the last day of the lump sum payment**.

The **Hours Applicable To Last Day Of LSP** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

036 - Hours Applicable To Last Day Of Lump Sum Payment

Document Type 054 - Lump Sum Leave Payments

Code	Message
065	*Acctg Data Use Cd Incompat W/Tot Lines Acctg Data*

Description

When the **Accounting Data Usage Code** field is **0** (accounting data must be entered on the document), the **Total Lines of Accounting Data** field **must** reflect the number of accounting lines on the document. It **must** be between **01** and **10**.

Data Element(s) Used In Audit

037 - Total Lines Of Accounting Data

Document Type 054 - Lump Sum Leave Payments

Code	Message
070	*Acctg Data Incompat W/Acctg Data Usage Code*

Description

If the **Accounting Data Usage Code** field is **0** (accounting data must be entered on the document), at least **one** line of accounting data **must** be entered in the **Accounting Data** field(s).

If the **Accounting Data Usage Code** field is **1** (use accounting data stored in the Payroll/Personnel database), the **Accounting Data** field(s) **must** be **blank**..

Data Element(s) Used In Audit

067 - Accounting Data Usage Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
071	*Accounting Data Invalid*

Description

The **accounting data** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**. Please verify that the **accounting data** is valid for the agency.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
072	*Accounting Data Hours Charged Invalid*

Description

When data is present in the **Accounting Data** field(s), the **Hrs** field(s) **must** be **completed**, **numeric**, and **equal** the number of hours in the **Total Hours To Be Paid** field.

The **Hrs** field(s) represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

046 - Accounting Data Hours Charged

Document Type 054 - Lump Sum Leave Payments

Code	Message
073	*Acctg Data Hours Charged Don't Equal WB Hours*

Description

The total number of hours in the **Hrs** field(s) **must equal** the total number of hours in the **Wage Emp Shift Rate Hours** field(s).

Data Element(s) Used In Audit

046 - Accounting Data Hours Charged
072 - Total Hours Charged
073 - Total Wage Shift Hours

Document Type 054 - Lump Sum Leave Payments

Code	Message
075	*Employee Not Separated*

Description

When a final lump sum payment is processed, the **separation accession type** on the employee's database **salary** record (IRIS Program 101) **must** be **1** (regular separation) or **2** (deceased).

The employee **must** be coded separated or deceased when the **Type Pymt** field is **1** (final).

A **final** lump sum payment is being processed; however, the employee is **not** separated or deceased.

Data Element(s) Used In Audit

069 - Database Separation Accession Type

Document Type 054 - Lump Sum Leave Payments

Code	Message
078	*Accounting Data Usage Code Must Be 0 Or 1*

Description

The **Accounting Data Usage Code** field **must** be one of the following codes:

- **0** (accounting data must be entered on the document)
- **1** (use accounting data stored in the Payroll/Personnel database)

Data Element(s) Used In Audit

067 - Accounting Data Usage Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
079	*Tot Lines Acctg Data Incompat W/Acctg Data Use Cd*

Description

When the **Accounting Data Usage Code** field is **0** (accounting data must be entered on the document), the **Total Lines of Accounting Data** field **must** be **01** through **10**.

Data Element(s) Used In Audit

037 - Total Lines Of Accounting Data
067 - Accounting Data Usage Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
081	*Total Lines Of Accounting Data Invalid*

Description

The total amount of hours in the **Hrs** field(s) does **not equal** the amount of hours in the **Total Hours To Be Paid** field.

Data Element(s) Used In Audit

037 - Total Lines Of Accounting Data
074 - Number Accounting Entries

Document Type 054 - Lump Sum Leave Payments

Code	Message
082	*Total Hrs To Be Paid Not Equal To Acctg Hrs Charged*

Description

The total amount of hours in the **Total Hours To Be Paid** field does **not equal** the amount of hours in the **Hrs** field(s).

Data Element(s) Used In Audit

051 - Total Hours To Be Paid
072 - Total Hours Charged

Document Type 054 - Lump Sum Leave Payments

Code	Message
089	*Interim Payment - Not On Furlough*

Description

When the **Type Pymt** field is **0** (interim), the **current employment status** on the employee's database **dates& misc sal/pers data** record (IRIS Program 102) **must** be **1** (military furlough) or **0** (active).

Data Element(s) Used In Audit

020 - Type Payment
086 - Database Current Employment Status

Document Type 054 - Lump Sum Leave Payments

Code	Message
090	*Interim Payment - Not Intermittent*

Description

When the **Type Pymt** field is **0** (interim), the **work schedule** on the employee's database **salary** record (IRIS Program 102) **must** be **I** (intermittent).

Data Element(s) Used In Audit

020 - Type Payment
087 - Database Work Schedule

Document Type 054 - Lump Sum Leave Payments

Code	Message
091	*Employee's Annual Leave Balance Is Zero*

Description

The **annual current balance** recorded on the employee's database l**eave** record (IRIS Program 136) indicates the employee **has no annual** leave.

Data Element(s) Used In Audit

020 - Type Payment
087 - Database Work Schedule
088 - Database Annual Leave Current Balance

Document Type 054 - Lump Sum Leave Payments

Code	Message
092	*Total Hours To Be Paid Invalid*

Description

The **Total Hours To Be Paid** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

051 - Total Hours To Be Paid

Document Type 054 - Lump Sum Leave Payments

Code	Message
093	*No Database Accounting Found For Employee*

Description

The **Accounting Data Usage Code** field is **1** (use accounting data stored in the Payroll/Personnel database); however, the employee has **no** accounting data stored in his/her database **salary** record (IRIS Program 103).

The **Accounting Data Usage Code** field **must** be changed to **0** and data **must** be entered in the **Accounting Data** and **Hrs** field(s).

Data Element(s) Used In Audit

067 - Accounting Data Usage Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
094	*Sick Leave Incompatible With Minus Sick Leave Code*

Description

When the **Minus S/L** field is **0** (not applicable), the employee **cannot** have a **negative sick leave current balance** on the employee's database **leave** record (IRIS Program 136).

☞**Note**: This edit message may be released by typing in ***D*** (release Message 094) in the **Override** field if the employee is indebted for sick leave that **will not be forgiven**. The negative sick leave balance will be forwarded to the Special Payroll Processing System (SPPS) for collection.☜

Data Element(s) Used In Audit

023 - Minus Sick Leave Code
090 - Database Sick Leave Current Balance

Document Type 054 - Lump Sum Leave Payments

Code	Message
097	*Agency Code Not Equal To Org Structure Agency*

Description

The **agency code** in the key data field is **not equal** to the **organizational structure agency code.**

Data Element(s) Used In Audit

002 - Agency Code
018 - Organizational Structure Agency Code

Document Type 054 - Lump Sum Leave Payments

Code	Message
098	*Annual Leave Dates Incompatible*

Description

When the **A/L Within Ceiling** field is **blank** or **zeros**, the **A/L Restored** field and the **A/L Above Ceiling** field **must** also be **blank or zeros**.

☞**Note:** The **Type Pymt** field **must** be coded **0** (interim).☜

Data Element(s) Used In Audit

104 - Annual Leave Within Ceiling Date
105 - Annual Leave Above Ceiling Date
106 - Annual Leave Restored Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
099	*Leave Record Not Found*

Description

A database **leave** record (IRIS Programs 136) was **not** found for the employee. Please contac**t your agency representative** for further instructions.

Data Element(s) Used In Audit

104 - Annual Leave Within Ceiling Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
100	*A/L Above Ceiling Date Must Be Blank*

Description

If a date is entered in the **A/L Above Ceiling** field, the **annual current balance** recorded on the employee's database **leave** record (IRIS Program 136) **must** be **greater than** the employee's **annual leave ceiling** (usually 240 hours) and the **annual leave carryover**. If the **annual leave current balance** is **less than** the **annual leave ceiling** and the **annual leave carryover**, the **A/L Above Ceiling** field **must** be **blank**.

Data Element(s) Used In Audit

088 - Database Annual Leave Current Balance
105 - Annual Leave Above Ceiling Date
108 - Annual Leave Carryover

Document Type 054 - Lump Sum Leave Payments

Code	Message
101	*A/L Above Ceiling Date Invalid*

Description

The **A/L Above Ceiling** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

105 - Annual Leave Above Ceiling Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
102	*A/L Restored Date Must Be Blank*

Description

When a date in entered in the **A/L Restored** field, there **must** be a **restored annual leave balance** on the employee's database **leave** record (IRIS Program 136).

☞**Note:** When there is a **restored annual leave balance** on the employee's database **leave** record (IRIS Program 136), the **A/L Restored** field **must** be **completed**.☜

Data Element(s) Used In Audit

106 - Annual Leave Restored Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
103	*A/L Restored Date Invalid*

Description

The **A/L Restored** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

106 - Annual Leave Restored Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
108	*Leave Dates Not Later Than Separation Date*

Description

When the **Type Pymt** field is **1** (final), the **A/L Within Ceiling** field **must** be **later than** the **Date of Separation** field. If data was entered in the **A/L Restored** field or the **A/L Above Ceiling** field, the same rule applies.

Data Element(s) Used In Audit

019 - Date Of Separation
104 - Annual Leave Within Ceiling Date
105 - Annual Leave Above Ceiling Date
106 - Annual Leave Restored Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
109	*Leave Dates Projected Incorrectly*

Description

When projecting dates in the **Dates Lump Sum Payments Carries Through** field(s), project the **A/L Restored** field **first**, the **A/L Above Ceiling** field **second**, and the **A/L Within Ceiling** field **third**.

☞**Note:** If the **A/L Above Ceiling** field is completed, it **must** always be **later than** the **A/L Restored** field. The **A/L Within Ceiling** field **must** always be **later than** the **A/L Above Ceiling** field.☜

Data Element(s) Used In Audit

019 - Date Of Separation
104 - Annual Leave Within Ceiling Date
105 - Annual Leave Above Ceiling Date
106 - Annual Leave Restored Date

Document Type 054 - Lump Sum Leave Payments

Code	Message
110	*Accounting Invalid - Agency*

Description

The **accounting data** entered in the **Accounting Data** field(s) for the agency was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System.**

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
111	*Accounting Invalid - Length*

Description

The **length of the accounting data** entered in the **Accounting Data** field(s) does **not** agree with the accounting data in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
112	*Accounting Invalid - Accounting Station*

Description

The **accounting station** used to validate the **accounting data** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
113	*Accounting Invalid - Sub Center*

Description

The **sub center code** does **no**t match the sub center file in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
114	*Accounting Invalid - Fiscal Year*

Description

The **fiscal year code** for the accounting data entered in the **Accounting Data** field(s) does **not** match the **current or prior fiscal year codes** as recorded in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
115	*Accounting Invalid - Appropriation*

Description

The **appropriation** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

045 - Accounting Data
048 - Database Accounting Station

Document Type 054 - Lump Sum Leave Payments

Code	Message
118	*Hours On LSP Don't Agree With Hours On Database*

Description

The amount of hours in the **Total Hours To Be Paid** field does **not** agree with the **annual leave current balance** on the employee's database **leave** record (IRIS Program 136).

Data Element(s) Used In Audit

051 - Total Hours To Be Paid
088 - Database Annual Leave Current Balance

Document Type 054 - Lump Sum Leave Payments

Code	Message
119	*LSP May Not Be Appropriate For NOAC 352*

Description

A **final lump sum payment** is normally processed when an employee **separates** from Federal service. Under certain conditions a lump sum payment can be made when Nature of Action Code (NOAC) **352** (Termination Appointment In), is processed. If the lump sum payment is appropriate for NOAC 352, type ***C*** (release Message 119) in the **Override** field to release this action.

Data Element(s) Used In Audit

109 - Database Nature Of Action 2nd Three Positions

Document Type 056 - Compensatory Time Payments

Code	Message
051	Type Payment Must Be 0 (Interim) Or 1 (Final)
053	Accounting Data Invalid
055	Accounting Data Hours Invalid
056	Acctg Data Use Cd Incompat W/Tot Lines Acctg Data
057	Total Lines Of Accounting Data Invalid
070	Accounting Data Usage Code Must Be 0 Or 1
071	Tot Hrs To Be Paid Not Equal To Acctg Hrs Charged
072	Tot Lines Acctg Data Incompat W/Acctg Data Use Cd
073	Total Hours To Be Paid Invalid
077	Employee Separated-Cannot Process Interim Payment
078	No Database Accounting For Employee
087	Accounting Invalid - Agency
088	Accounting Invalid - Length
089	Accounting Invalid - Accounting Station
090	Accounting Invalid - Sub Center
091	Accounting Invalid - Fiscal Year
092	Accounting Invalid - Appropriation
094	Agency Code Not Equal To Org Structure Agency
096	Total Comp Hrs Do Not Agree With Hrs On Database

Document Type 056 - Compensatory Time Payments

Code	Message
051	*Type Payment Must Be 0 (Interim) Or 1 (Final)*

Description

The **Type Payment** field **must** be one of the following codes:

- **0** (interim)
- **1** (final)

Data Element(s) Used In Audit

019 - Type Payment

Document Type 056 - Compensatory Time Payments

Code	Message
053	*Accounting Data Invalid*

Description

The **accounting data** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**. Please verify that the **accounting data** is valid for the agency.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
055	*Accounting Data Hours Invalid*

Description

When data is entered in the **Accounting Data** field(s), the **Hrs** field(s) **must** be **completed** and **must** be **numeric**.

The **Hrs** field(s) represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

022 - Accounting Data Hours Charged

Document Type 056 - Compensatory Time Payments

Code	Message
056	*Acctg Data Use Cd Incompat W/Tot Lines Acctg Data*

Description

When the **Accounting Data Usage Code** field is **0** (accounting data must be entered on the document), the **Total Lines Of Accounting Data** field **must** be the actual number of accounting data lines on the document. It **must** be between **01** and **10**.

Data Element(s) Used In Audit

020 - Total Lines Of Accounting Data

Document Type 056 - Compensatory Time Payments

Code	Message
057	*Total Lines Of Accounting Data Invalid*

Description

The number in the **Total Lines Of Accounting Data** field does **not** equal the number of **accounting data lines entered** on the document.

Data Element(s) Used In Audit

020 - Total Lines Of Accounting Data
021 - Accounting Data

Document Type 056 - Compensatory Time Payments

Code	Message
070	*Accounting Data Usage Code Must Be 0 Or 1*

Description

The **Accounting Data Usage Code** field **must** be one of the following codes:

- **0** (accounting data must be entered on the document)
- **1** (use accounting data stored in the Payroll/Personnel database)

Data Element(s) Used In Audit

049 - Accounting Data Usage Code

Document Type 056 - Compensatory Time Payments

Code	Message
071	*Tot Hrs To Be Paid Not Equal To Acctg Hrs Charged*

Description

The total amount of hours in the **Hrs** field(s) does **not** equal the amount of hours in the **Total Hours To Be Paid** field.

Data Element(s) Used In Audit

035 - Total Hours To Be Paid
022 - Accounting Data Hours Charged

Document Type 056 - Compensatory Time Payments

Code	Message
072	*Tot Lines Acctg Data Incompat W/Acctg Data Use Cd*

Description

If the **Accounting Data Usage Code** field is **0** (accounting data must be entered on the document), at least **one** line of accounting data **must** be entered in the **Accounting Data** field(s).

If the **Accounting Data Usage Code** field is **1** (use accounting data stored in the Payroll/Personnel database), the **Accounting Data** field(s) **must** be **blank**.

Data Element(s) Used In Audit

021 - Accounting Data
049 - Accounting Data Usage Code

Document Type 056 - Compensatory Time Payments

Code	Message
073	*Total Hours To Be Paid Invalid*

Description

The **Total Hours To Be Paid** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

035 - Total Hours To Be Paid

Document Type 056 - Compensatory Time Payments

Code	Message
077	*Employee Separated-Cannot Process Interim Payment*

Description

The **separation-accession-type** on the employee's database **salary** record (IRIS Program 101) is **1** (regular separation) or **2** (deceased). When the **Type Payment** field is **0** (interim), the employee **cannot** be **separated**.

Data Element(s) Used In Audit

019 - Type Payment
063 - Database Separation Accession Type Of Salary

Document Type 056 - Compensatory Time Payments

Code	Message
078	*No Database Accounting For Employee*

Description

The **Accounting Data Usage Code** field is **1** (use accounting data stored in the Payroll/Personnel database); however, the employee has **no** accounting data stored in his/her database **salary** YTD record (IRIS Program 103). The **Accounting Data Usage Code** field must be changed to **0** and data **must** be entered in the **Accounting Data** and **Hrs** field(s).

Data Element(s) Used In Audit

049 - Accounting Data Usage Code

Document Type 056 - Compensatory Time Payments

Code	Message
087	*Accounting Invalid - Agency*

Description

The **accounting data** entered in the **Accounting Data** field(s) for the agency was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
088	*Accounting Invalid - Length*

Description

The **length of the accounting data** entered in the **Accounting Data** field(s) does **not** agree with the accounting data in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
089	*Accounting Invalid - Accounting Station*

Description

The **accounting station** used to validate the **accounting data** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
090	*Accounting Invalid - Sub Center*

Description

The **sub center code** does **not** match the sub center file in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
091	*Accounting Invalid - Fiscal Year*

Description

The **fiscal year code** for the accounting data entered in the **Accounting Data** field(s) does **not** match the **current or prior fiscal year** codes as recorded in the **Management Account Structure Code System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
092	*Accounting Invalid - Appropriation*

Description

The **appropriation** entered in the **Accounting Data** field(s) was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

021 - Accounting Data
031 - Database Accounting Station

Document Type 056 - Compensatory Time Payments

Code	Message
094	*Agency Code Not Equal To Org Structure Agency*

Description

The **agency code** in the key data is **not** equal to the **organizational structure agency code** in record 01 of the document.

Data Element(s) Used In Audit

002 - Agency Code
061 - Organizational Structure Agency Code

Document Type 056 - Compensatory Time Payments

Code	Message
096	*Total Comp Hrs Do Not Agree With Hrs On Database*

Description

The amount of hours in the **Total Hours To Be Paid** field does **not** agree with the **comp-current-bal** on the employee's database **compensatory leave and rates** record (IRIS Program 139).

Data Element(s) Used In Audit

035 - Total Hours To Be Paid
062 - Compensatory Current Balance

Document Type 063 - Personnel Action Input

Code	Message
050	Remarks Code X36 Required With PRD
051	Organizational Structure Code Not In TMGT
052	Position Occupied Not In TMGT
053	Special Employment Pgms Code Not In TMGT
054	Special Employment Pgms Code Must Be 59
055	Int Assigned Series Not In PMSO Master Record
056	Sex Code Not In TMGT
057	Birth Date Not Valid
058	Employee Is Under 16 Or Over 90 Years Of Age
059	Veterans Preference Code Not In TMGT
060	Prev Agency Code Not In TMGT
061	Agency Code Not In TMGT
062	Previous Agency Same As Current Agency
063	Previous Agency Not Valid On Accession
064	Agcy Code And 1st Org Structure Not Valid
065	6C Date Missing - Must Process 120 Doc To Update
066	Change In PMSO Key Requires Official Action
067	Data Not Valid For Saved Grade Correction
068	Pay Plan Not Valid With Appointing Authority
069	Last Date In Pay Status Must Be Completed
070	Sick Leave Expiration Date Not Valid
071	Last Date In Pay Status No Valid
072	Last Date In Pay Status Must Be Blank
073	Date Not Valid For Accession
074	FEGLI Remarks Code Must Be Present
075	NOA Requires Veterans Preference
076	Spvr/Mgrl Prob Period Starting Date Not Valid
077	Handicap Code Not In TMGT
078	FEGLI Coverage Not In TMGT
079	LI Coverage Amount Not Valid
080	Grade Retention PRD Incompatible With NOA
081	NOA Requires Grade Retention PRD
082	Grade Not Valid With NOA
083	Handicap Code Not Valid With Authority Code
084	Annual Leave Code Invalid

Document Type 063 - Personnel Action Input

Code	Message
085	Occ Series Code Invalid With Appointing Auth
086	SCD-Leave Not Valid
087	Work Schedule Must Be F Or P
088	SCD-Leave And Annual Leave Code Not Valid
089	Additional Remarks Not Valid With Remarks Code 388
090	Grade And/Or Step Not Valid
091	SCD-Leave Not Valid With Birth Date
092	FEHB Coverage Not In TMGT
093	Retirement Coverage Not In TMGT
096	NOA Must Be Present With Official Action
097	Employee Name Not Valid
098	Please Submit AD-349 For Residence Address
099	Occupational Series Code Cannot Change With NOA
100	Career Tenure Date More Than 3 Yrs From Eff Date
101	Data Element Change Requires Official Action
102	Change In Retirement Coverage Code Not Valid
103	Adverse Remarks Code Required
104	Yr Degree/Cert Must Be At Least 17 Yrs From Birth
105	Retirement Coverage Not Valid With Pay Plan
106	Verify Residence Address ZIP Code
107	Verify Check Mail Address ZIP Code
108	Cannot Process Action - Employee Denied WGI
109	Effective Date Must Be First Day Of Pay Period
110	Tenure Group Invalid With Nature Of Action
112	Tenure Group Invalid With Pay Plan
113	NOA Not Valid With Work Schedule
114	Type Of Appointment And Work Schedule Not Valid
115	Database Appointing Authority Not Valid
116	Detail Position Cannot Equal Incumbent Position
117	Spvr/Mgrl Prob Period Starting Date Later Than Eff Dt
118	Change In Work Schedule Or Duty Hours Not Valid
119	SCD-RIF Must Be Completed
120	Pay Plan Must Be EX Or SR W/Spec Emp Pgms Cd
121	Special Employee Code Not Valid With Pay Plan
122	Spec Emp Pgms Cd Not Valid W/Dept Code/NOA/Auth

Document Type 063 - Personnel Action Input

Code	Message
123	Locality Salary Table Not Found
124	Continuation Of Error Message 123
125	Salary Cannot Change With NOA 895
126	Pay Plan/Grade Not Compatible With Authority
127	Document Type Not Valid
129	Work Schedule Not Valid With Supervisory Diff Rate
130	SCD-Retirement Not Valid
131	SCD-Retirement Must Be Blank
132	Special Rate Not Valid With PRD E Or F
133	GM Pay Plan Not Valid With Grade Retention
134	Pay Plan Must Be GM With PRD
135	PRD U Or V Not Valid For Employee
136	Grade And Step Must Be Equal To Previous
137	Base Salary Must Be Greater Than 1st Step Of Grade
138	Master On Database - Check If Dual Appointment
139	Remarks Code 388 Or 389 Required With NOA
140	Pay Rate Determinant Code Requires Pay Table Code
141	Pay Table Code Not Valid W/Pay Rate Det Code
144	1st NOA Code Not In TMGT
145	2nd NOA Code Not In TMGT
146	NOA Must Be Present On Processing Action
147	Alpha 1A Auth Code Must Be Present
148	System Problem - Contact Your Agency Rep
149	Only One Alpha Authority Must Be Present
150	Alpha Authority Code Must Be Blank
151	2nd NOA Code Required For Cancel/Correct
152	NOA Not Valid For Accession
153	NOA Not Valid For Official Change
154	Previous NOA Must Be Blank For Accession
155	Prev Eff Date Must Be Blank For Accession
156	Previous NOA Must Be Present For Cancellation
157	Previous Eff Date Must Be Present For Cancellation
158	Employee Separated - Cannot Process Action
159	System Problem - Contact Your Agency Rep
160	System Problem - Contact Your Agency Rep

Document Type 063 - Personnel Action Input

Code	Message
161	NTE Date Must Be Present With NOA
162	NTE Date Not Valid
163	NTE Date Earlier Than Effective Date
164	NTE Date Must Be Blank With NOA
165	NTE Date Not Valid With NOA Or Type Appt Code
166	NTE Date Must Exceed 1 Year
167	Work Schedule Not Valid For Retention Allowance
168	Promotion - Change In Pay Band Must Occur
169	NTE Date Not Required With NOA
170	Lose/Gain Department Not In TMGT
171	Total Time Off Record Not Located On Database
172	Unsatisfactory Rating For WGI
173	Lose/Gain Department Code Must Be Completed
175	Transfer NOA Not Valid For Employee
176	Losing/Gaining Dept Same As Dept/Agcy
177	PMSO Key Cannot Change With Correct To Sep
178	Special Employee Code Not Valid With NOA
179	NOA And Type Of Appointment Not Valid
180	Career Tenure Date Not Valid With NOA
181	NOA Not The Same As Last Action
182	Effective Date Must Be Present
183	Effective Date Not Valid
184	Step Must Change With Quality Increase
185	Effective Date Not The Same As Last Action
186	Effective Date Must Be Later Than Last Action
187	Continuation Of Error Message 186
188	Action Code Must Be 2 For Cancel Of Separation
189	Action Code Must Be 1 For Cancel Of Separation
190	Minimum Or Maximum Salary Not Valid
191	System Problem - Contact Your Agency Rep
192	Correction To Salary But Salary Not Changing
193	System Problem - Contact Your Agency Rep
194	AD-349 Agency Code Not In TMGT
195	AD-349 Effective Date Must Be Present
196	AD-349 Effective Date Not Valid

Document Type 063 - Personnel Action Input

Code	Message
197	Employee Paid - Cannot Cancel Accession
198	System Problem - Contact Your Agency Rep
199	System Problem - Contact Your Agency Rep
200	System Problem - Contact Your Agency Rep
201	Action Code Must Be Present
202	Probationary Period Start Date Must Be Present
203	Occ Series Code Not Valid For Agency
204	Sup Cd Not Valid With Supervisory Differential
206	Race And National Origin Not In TMGT
207	Employee Name Must Be Present On Accession
208	Employee Already Separated
209	Employee Name Must Be Present For Name Change
210	Pay Plan And Supvry Differential Not Valid
211	Name Must Be Present For Name Correction
212	Remarks Code 247 Must Be Present
213	Correction NOA Required For Name Correction
214	Employee Name Last Not Valid
215	Employee Name First Not Valid
216	Employee Name Middle Not Valid
217	Tenure Group Not In TMGT
218	Tenure 2 - Career Tenure Date Cannot Be Present
219	Tenure 0 - Prob Period Start Date Cannot Be Present
220	Tenure 0 - Career Tenure Date Cannot Be Present
221	Tenure 0 - Type Of Appointment Must Be 04 Or 09
222	Tenure 1 - Type Of Appointment Must Be 01 Or 06
223	Tenure 1 - Prob Period Start Date Cannot Be Present
224	Tenure 1 - Career Tenure Date Cannot Be Present
225	Tenure 2 - Type Of Appt Must Be 01, 02, 06, Or 07
226	Step Must Be 00 With Pay Rate Determinant Code
227	Tenure 2 - Career Tenure Date Must Be Present
228	Saved Rate Expiration Date Cannot Be Present
229	NTE Date Required For Temporary Promotion
230	Tenure 3 - Type Of Appt Must Be 03, 08, Or 09
231	Salary Not Valid For Trustee/Asst Trustee
232	Career Tenure Not Required - Tenure 3, Type Appt 08
233	Probationary Period Starting Date Not Required

Document Type 063 - Personnel Action Input

Code	Message
235	Salary Not Valid For Pay Plan E
236	Appointment Limitations Not Valid With Type Of Appt
237	Only One Appointment Limitations Can Be Present
238	Appointment Limitations Balance More Than Full
239	Appointment Limitations Must Be Present
240	Appointment Limitations - Full Must Be Present
242	Commencing Date Of Service Yr Later Than Eff Date
243	Commencing Date Of Service Year Not Valid
244	Commencing Date Of Service Year Must Be Present
246	Commencing Date Of Service Year Not Required
247	Appointment Limitations Balance Not Required
248	Appointment Limitations - Full Not Required
250	NOA And Auth Code Not Valid With Eff Date
251	Detail Or Temp Promotion Must Be Terminated
252	NTE Date Must Be Present And Be More Than 1 Yr
253	Appointment Limitations Hours Must Be Numeric
254	Retirement Coverage Not Valid For Agency
255	Pay Plan, Grade, Or Step Must Be Same As Database
256	AD Grade Or Step Not Valid
257	PMSO Key: Fields Cannot Be Present
258	Extension Of Temporary Promotion Not Valid
259	Change In PRD Required With NOA
263	Prev NOA Cannot Be Present
264	WGI Waiting Period Not Valid
265	Remarks Code Not In TMGT
266	Probationary Period Start Date Not Valid
267	Prob Period Start Date And Type Appt Not Valid
268	Probationary Period Start Date Later Than Eff Date
269	Career Tenure Date Not Valid
270	Career Tenure Date Later Than Eff Date
271	Can Only Advance One Step For WGI
272	SCD-Leave Must Be Present With Annual Leave
273	Annual Leave Code Not In TMGT
274	Annual Leave Code - 45 Day Not Valid For Dty Stn
275	Leave Earning Status During P/P Not In TMGT
276	Change In SSNO Already Processed

Document Type 063 - Personnel Action Input

Code	Message
277	NOA Not Valid For Separation
278	DOJ Ret-Cov-Code Incompatible With Spec-Empl-Cd
279	Date Last Entered Present Grade Must Be Present
280	Date Last Entered Present Grade Not Valid
281	Date Last Entered Present Grade Later Than Eff Date
282	Pay Table Code Invalid For Dty Stat/Loc Tbl Cd
284	WGI Not Coded Due
285	Continuation Of Error Message 284
286	SCD Leave Later Than Effective Date
288	Salary Rate Code Must Be WC
290	Change In Agency Already Processed
291	Supvy Pct Not Valid
292	Organizational Structure Code Change Required
293	Time Off Award Record Not Found
295	Supervisory Code Not Valid With NOA
296	Name Correction Must Be Blank
297	Previous SSNO Must Be Blank
298	Duty Hours Per Pay Period Must Be Present
299	Duty Hours Per Pay Period Not Valid
300	Duty Hours Per Pay Period Not Required
301	Work Schedule Not Valid With NOA
304	Seasonal Or Status Quo Not In TMGT
305	Type Of Appointment Not In TMGT
306	Annuit Ind. Requires Date Ret Military
307	Pay Plan Not Valid With Supervisory Differential
308	Retention Percent Not Valid
309	Special Employee Code Not In TMGT
310	Data Not Valid For Special Employee Code 04
312	Special Employee Code 13 - Agency Code Must Be 03
313	Special Employee Code 31 - Agency Code Must Be 02
314	Special Employee Code 30 - Agency Code Not Valid
315	Pay Plan Not Valid With Special Employee Code 05
316	Special Employee Code Not Valid With Agency
317	Pay Plan Not Valid With Special Employee Code 07
318	Data Not Valid With Special Employee Code 05
319	Data Not Valid With Special Employee Code 45 or 46
320	Continuation Of Error Message 319

Document Type 063 - Personnel Action Input

Code	Message
321	Pay Plan Not Valid With Salary Share Code
322	COLA/Post Differential Code Not In TMGT
323	COLA/Post Diff Code Not Valid For Wage Employee
324	State/Country Not In TMGT
325	Control Of Coop Employee Not In TMGT
326	Salary Share Code Not In TMGT
327	Control Of Coop Employee Code Must Be 1, 2, Or 3
328	Coop/Annuitant Share Amt Must Be Present
329	Control Of Coop Employee Code Cannot Be 0
330	Coop Share Amt Must Be Present
331	Annuitant Share Amt Cannot Be Present
332	Control Of Coop Employee Code Must Be 0
333	Coop Share Amt Must Be Blank
334	Annuitant Share Amt Must Be Present
335	Coop Overtime/Holiday Rate Must Be Blank
336	Salary Share Data Cannot Be Present
337	Quarters Ded Amt Requires Qtrs Ded Code
338	Quarters Ded Code Not In TMGT
339	Quarters Ded Code Not Valid For Agency
340	Quarters Deduction Code Must Be 1, 2, 3, Or 4
341	Environmental Differential Cannot Be Generated
343	Trvl Allow/Enviro Diff Not Valid For Pay Plan
344	Travel Allowance Amount Not In TMGT
345	Pay Plan Not Valid With Relocation Bonus
346	FLSA Code Not Valid
347	Pay Plan Not Valid With Retention Percent
348	Recruitment Bonus Already On Database
349	Accounting Station Code Not In TMGT
350	POI Not In TMGT
351	POI Must Be Present
352	Pay Plan Not Valid With NOA
353	Occupational Series Not Valid With Pay Plan
354	Agency Use Data Not Valid For Agency
355	Auth Date Not Valid
362	Pay Plan Not Valid With Recruitment Bonus
364	AD-349 Agency Code Not In TMGT

Document Type 063 - Personnel Action Input

Code	Message
365	AD-349 Effective Date Not Valid
366	Check Mail Address Not Valid W/Designated Agent Cd
367	Designated Agent Code Not Valid
368	Citizenship Status Not In TMGT
369	Cancellation - Time Off Hours Already Used
370	Relocation Bonus Already On Database
371	Duty Hours Must Be Blank For Intermittent
374	Previous NOA Not Valid For Cancellation/Correction
375	Date Retired Military Must Be Present
376	Date Retired Military Service Not Valid
377	Uniform Service Component Must Be 4 Or 5
378	Educational Level Not In TMGT
379	Year Deg/Cert Received Must Be Present
380	Instructional Program Must be Present
381	Instructional Program Not In TMGT
382	Year Deg/Cert Received Must Be Blank
383	Instructional Program Must Be Blank
384	Current Residence Street Address Not Valid
385	Current Res Address State Code Not In TMGT
386	Current Residence Address Not Valid
387	Type Appt Not Valid With Retirement Coverage
388	Recruitment Bonus Exceeds Maximum Allowed
389	Current Residence Address ZIP Code Not In TMGT
390	Check Mail Street Address Not Valid
391	Check Mail Address State Code Not In TMGT
392	Check Mail Address Not Valid
393	WGI Grade And/Or Step Not Valid
394	Correction Results In Negative Balance
395	Check Mail Address ZIP Code Not In TMGT
396	Duty Station State Code Not In TMGT
397	Duty Station Not Valid
398	Total Time Off Award Exceeds 80 Hours
399	Relocation Bonus Exceeds Maximum Amount Allowed
400	Cancel Pay Change - Pay Data Not Present
401	SCD-Retirement Must Be 16 Yrs From Date Of Birth
402	SCD-WGI Must Be 16 Yrs From Date Of Birth

Document Type 063 - Personnel Action Input

Code	Message
403	SCD-RIF Must Be 16 Yrs From Date Of Birth
404	SCD-Retirement Later Than Eff Date
405	SCD-WGI Later Than Eff Date
406	SCD-RIF Later Than Effective Date
407	SCD-RIF Not Required With Type Appt 04 Or 09
408	SCD-RIF Not Valid
409	SCD-WGI Not Valid With Type Appt Or Pay Plan
410	Commencing Date Of Service Not Valid With Eff Dte
411	SCD-WGI Must Be Present
412	SCD-WGI Not Valid
413	SCD-Leave/Retirement Required
414	Dates Not Valid With NOA Code
416	S/L Expiration Dt Requires Last Dt In Pay Status
417	NOA Code And PRD Code Not Compatible
418	Salary Share And Annuitant Indicator Incompatible
419	FEHB Coverage Must Be Blank With NOA
420	FEHB Coverage Must Be Present With NOA
421	FEHB Remarks Code(s) Not Valid
422	FEHB Coverage 1 Requires Applicable Remark
423	Remarks Code Not Valid With NOA Code
424	Award Hrs Must Be Numeric And Greater Than Zero
425	Fraction Award Hours Must Be 00, 25, 50, 0r 75
426	Base Salary Must Be Verified
427	Leave Earn Status During P/P Must Be Present
428	Grade Retention Not On Database
429	SCD-Leave Must Be Present
430	Pay Plan PA Or PE Not Valid
431	Salary Data Not Valid With Salary Rate Code WC
432	Pay Rate Determinant Code Not In TMGT
433	Expiration Date Not Valid
434	Expiration Date Not Valid With PRD
435	Expiration Date Earlier Than Effective Date
436	Salary Rate Code Not In TMGT
437	Occupational Series Code Must Be Present
438	Quality Step Increase Not Valid With Pay Plan
439	Leave Earn Status Must Be Present For Separation

Document Type 063 - Personnel Action Input

Code	Message
440	Number Of Grades Promoted Not Valid
441	NOA Specifies Change In Salary
442	Salary Rate Code Must Be PH For Wage Grade
443	Rating Must Be Superior Or Outstanding For Award
444	Employee Ineligible For Quality Step Increase
445	Correction To Cash Award - Amount Not Valid
446	Environmental Differential Not In TMGT
447	Supervisory Percent Not Valid With NOA
448	Varied Wage Board Shift Rate Not Valid
449	Pay Plan, Grade, And Step Not Valid
450	Step Not Valid When Grade Is Blank
451	Wage Board Step Not Valid
452	Supervisory Code And Grade Not Compatible
453	Zeros In Grade And Step Not Valid For Wage Grade
454	Occupational Series Code Not In TMGT
455	Functional Code Not In TMGT
456	Dty Station Change - Environmental Diff Required
457	WB Occupational Series Code Not In TMGT
458	Retention Percent Not Valid With NOA
459	Recruitment Bonus Not Valid With NOA
460	Relocation Bonus Not Valid With NOA
461	Award Hours Not Same As Verify Hours
463	Occ Series Must Be Valid For Wage Board
464	Grade And Step Not Same As Database
465	PRD Code And Pay Plan Incompatible
466	Work Schedule And Salary Rate Incompatible
467	Salary Share Cd Must Be Zero W/Salary Rate Code
468	Salary Not Valid For Merit Pay Employee
469	Wage Grade Salary Not In TMGT
470	Continuation Of Error Message 469
471	Base Salary Not Valid With Grade And Step
472	Continuation Of Error Message 471
474	Work Schedule Not In TMGT
475	Cancel/Correct - Recruit Bonus Not On Database
476	Cancel/Correct - Relocation Bonus Not On D/B
478	Retirement System Data Not Valid

Document Type 063 - Personnel Action Input

Code	Message
479	Duty Hours Per Pay Period Must Be 0100-7900
480	Verify Salary Data Not Valid
481	Required PRD Data Must Be Present
482	Maximum Hours Per Time Off Award Exceeded
483	Leave Earning Status During PP Must Be Blank
484	EC Pay Plan Not Valid For Accession
485	Occ Series And/Or Duty Station Not Valid
486	WGI Is Not Valid With Step
487	Accession NOA Required With PRD Code 5 Or 7
488	PRD Code Must Indicate Change With NOA
489	Date Of Time Off Award Already Exists
490	Step Must Be 00 With Grade Retention NOA
491	Salary Must Be Blank With Retention NOA
492	Salary Rate Must Be Blank With Retention NOA
493	PRD Code Must Be Alpha With Retention NOA
494	Grade Retention Exp Date Required With NOA
495	SCD-WGI Must Be Zeros With NOA
496	Date Last Entered Present Grade Required With NOA
497	Conversion NOA Cannot Be Processed
498	Base Salary Or PRD Code Not Valid
499	SCD-WGI Required With NOA
500	Error Message Code XXX Not Found In TMGT
502	Effective Date And Base Salary Not Valid
503	Adjustment Action Must Be Processed
505	NOA And Authority Code Not Compatible
506	Duty Station Required With NOA
508	PRD M - Salary Change Requires Adjusted Salary
507	Supervisory Code Must Be 1 Or 3
509	Annuitant Indicator Not In TMGT
511	Veterans Preference Must Be 6
512	Veterans Preference Not In TMGT
513	Veterans Pref And Veterans Status Not Compatible
514	Military Retired Pay Recipient/Waiver Incompatible
515	Agcy Code Must Be 34 Or 37 If Spec Emp Code 33
516	Frequency Paid Code Must Be 2 If Spec Emp Code 36
517	Agcy Code Must Be JA If Spec Emp Pgms Cd PZ

Document Type 063 - Personnel Action Input

Code	Message
518	No Change In Data Element With NOA
519	Amount Of Within-Grade Increase Not Valid
520	PRD Code Not Valid With Pay Table Code
521	NOA Requires FEGLI Coverage
522	NOA Requires SCD-Leave
523	Effective Date Not Found In TMGT
524	Work Schedule Not Valid With NOA
525	PRD M - Adjusted Salary Required
526	Pay Rate Determinant Code M Not Valid
527	System Problem - Contact Your Agency Rep
528	Remarks Code X42 Required
529	Quarters Deduct Code Must Be Present With NOA
531	Base (Scheduled) Salary Must Increase
532	FERS Retirement Code Required With NOA
533	Previous Effective Date Cannot Be Future Date
534	Agency And Pay Plan Not Compatible
536	Previous NOA Not Valid For Cancellation
537	TSP Eligibility Code Required
538	TSP Eligibility Code Not Valid
539	TSP Eligibility Code Not Valid W/ Ret Coverage Code
540	SCD-TSP Not Valid If Employee Not Enrolled
541	SCD-TSP Not Valid
542	Special Employ Prgms Code And Grade Not Compatible
543	Special Employee Code Not Valid W/Agency Or Grade
544	Tenure Group Not Valid With Authority
545	Data Not Valid For Employee Type
546	Termination Of Detail - Employee Not Detailed
547	Pay Plan Must Be ES With NOA
548	Tenure Group Must Be 0 With ES Pay Plan
549	SCD-TSP Not Valid With Retirement Coverage Code
550	Adjusted Salary Changing-Base Salary Must Be Present
578	Base Salary Not Valid For Medical Officer
580	Salary Information Not Valid
581	Cannot Change To Grade And Pay Retention NOA
582	Grade On Personnel Action Equals Saved Grade
583	Grade Cannot Be Changed On Quality Step Increase

Document Type 063 - Personnel Action Input

Code	Message
584	Cannot Change From Pay To Grade Retention
585	Salary Rate Code Must Be PA With GS Pay Plan
586	NTE Date Must Be Present W/Special Emp Code 81
587	Ag Cd Must Be 02 Or 11 W/Special Employee Code 81
588	WGI Effective Date Not Valid
589	Creditable Military Service Not Valid
591	Creditable Military Not Valid With Vet Pref Code
592	Frozen Service Not Valid
594	Retirement Cov Code Not Valid W/Frozen Service
596	Previous Retirement Coverage Not Valid
597	SCD Retirement Must Be Completed
598	Classification Action Code Not Valid
599	Classification Action Code Must Be Present
600	Employee Not Established In Individual Position
601	System Problem - Contact Your Agency Rep
602	IP-NO Not In Position Management System
603	System Problem - Contact Your Agency Rep
604	Individual Position Currently Occupied
605	Placing Employee In Inactive Position Or Master
606	Effective Date Earlier Than Date IP Established
607	Position Invalid For Change To Lower Grade
608	System Problem - Contact Your Agency Rep
610	Detail Position Not Established - Process NOA 977
611	Uniform Service Status Invalid
612	Promotion To Same Position
613	PMSO Key: Data Not Valid With Ext Of Detail-NTE
614	Continuation Of Error Message 613
615	Data In PMSO And Database Must Be The Same
616	Change In Position Data Required
617	Position Data Cannot Be Located In PMSO
618	PMSO Position Data Must Be Present With NOA
619	PMSO Key: Data Must Be Same As Database
620	Continuation Of Error Message 619
621	Cannot Fill Obligated Position
622	Auth Date Earlier Than Effective Date
623	Change In Quarters Requires NOA

Document Type 063 - Personnel Action Input

Code	Message
624	Change In Quarters Requires Official Action
625	System Problem - Contact Your Agency Rep
626	Appointment Limitations Full Days Must Be 130
627	Appointment Limitations Full Days Must Be 180
628	Appointment Limitations Full Hours Must Be 1040
629	Appointment Limitations Full Hours Must Be 1280
630	Appointment Limitations Full Hours Must Be 1300
632	Appointment Limitations Full Hours Must Be 2000
633	Appointment Limitations Full Hours Must Be 700
635	Pay Plan Must Be Present
636	Continuation Of Error Message 635
637 thru 647	(reserved)
648	Occupied Position Obligated - Cannot Process 703
649	Cannot Change Incumbent Position With NOAC
650 thru 651	(reserved)
652	1st NOA Not In TMGT
653	1st NOA And 1A Auth Code Not In TMGT
654	System Problem - Contact Your Agency Rep
655	NOA Requires OPM Authority
656	NOA Only Requires One Agency-Cited Authority
657	NOA Requires Two Agency-Cited Authorities
668	Prev NOA Must Be Same As Last NOA On Database
669	Prev Eff Dt Must Be Same As Database Prev Eff Dt
670	NOA Requires Tenure Group 1
671	NOA Requires Tenure Group 2
672	Spec Employment Pgms Code Not Valid With NOA
674	Tenure Group Not Valid With NOA And Auth Code
676	NTE Date Must Be 10 Or More Days From Eff Date
677	Position Occupied Not Valid With NOA
678	Save-Grade Record Not On Database
679	Grade Not Valid With NOA
680	Database Special Employment Pgms Code Must Be 59
681	Grade Must Be More Than 15
682	Grade And Position Occupied Not Valid
683	Reinstatement - Position Occupied Must Be 1
684	Pay Plan And Grade Not Valid For Reinstatement

Document Type 063 - Personnel Action Input

Code	Message
686	Tenure Group And Agency Not Valid For NOA
688	Agency Cd Must Be Same As Database Agency Cd
689	Grade Retention - Position Occupied Must Be 1 Or 2
690	Position Occupied Must Be 1 Or 2 With NOA
691	NOA Requires Authority
693	Saved Grade, Grade, And Remarks Code Not Valid
694	Conversion To Excepted Appointment Not Valid
695	Continuation Of Error Message 694
696	Position Occupied Must Be 2 With NOA
697	Pay Adjustment Not Valid For Pay Plan
698	Data Not Valid For NOA 504 And Auth Code J2M
699	Continuation Of Error Message 698
700	Data Not Valid For NOA 504 And Auth Code JTM
701	Continuation Of Error Message 700
702	System Problem - Contact Your Agency Rep
703	System Problem - Contact Your Agency Rep
704	Position Change Requires Position Occupied 2
705	Grade Must Be Present For Position Change
706	Change In NOA May Be Required
707	Position Occupied Must Be Competitive
709	NOA Not Valid For Wage Grade Pay Plan
715	Agency Code Must Change
716	Occupational Series Must Be Present In PMSO
717	Handicap Code Must Change
718	Pay Rate Determinant Code Must Change
719	Occupational Function Must Change
720	Supervisory Code Must Change
721	Retirement Coverage Must Change
724	POI Must Change
725	Educational Level Must Change
726	Instructional Program Must Change
727	Year Deg/Cert Received Must Change
728	Annuitant Indicator Must Change
729	Citizenship Status Must Change
730	Position Occupied Must Change
731	Race And National Origin Must Change

Document Type 063 - Personnel Action Input

Code	Message
735	Effective Date And NOA Not Valid
736	Appointment Limitations Hours Not Valid With NOA
737	Special Employment Programs Code Must Be Present
738	Special Employment Programs Code Must Be 00
739	Work Schedule And Remarks Code Not Valid
740	Annual Leave Category Must Be Present
741	Veterans Preference RIF Must Change
742	Veterans Preference RIF Must Be Present
744	Veterans Preference RIF Must Be Blank With NOA
745	Type Appointment Must Be Present With NOA
746	Correction To Separation - Previous NOA Required
749	ADJP History Must Be Present On Database
751	Merit Increase Is Not 1 Step Increase
752	Wage Increase Is Not 2 Step Increase
753	Occupational Function Must Be Present In PMSO
756	2A Auth Code Not In TMGT
757	Occupational Series Must Change
758	2B Auth Code Not In TMGT
759	Previous Action 1st Auth Not In TMGT
760	Previous Action 2nd Auth Not In TMGT
761	Agency Code, NTE Date, Or Sup Code Not Valid
762	Multiple Personnel Cancellations In Error
763	Alpha Authority Must Be Present
764	Correcting Eff Date - Cannot Be A Future Date
765	Eff Date Of Action Not Eq To Eff Pay Period
766	Action Code Invalid W/Separation NOA
767	Authority Code Invalid With Type Of Appnt Code
768	Citizen-Cd=8, Spec-Emp=62, Ret-Cd Must Be 3, 4, 5
769	Citizen-Cd=8, Spec-Emp=62, Ret-Cd Must Be 4 Or 5
770	Civil Service Annuitant Share Must Be > 0
771	Retirement-Code Invalid With Annuitant-Ind
801	Career Path/Pay Plan Not Eligible For WGI
802	Pay Band/Range For Career Path Not Valid
804	Supv/Managerial Code Not Valid W/Spec Emp Code
806	New Base Contract Salary Invalid-Less Than 6%
807	Data Not Valid For Special Employee Code
808	Special Employee Code Not Valid With Range

Document Type 063 - Personnel Action Input

Code	Message
810	Pay Plan Cannot Change With NOA
811	Designated Agent Not Valid For Dept/Ag
812	Change In Special Employee Code Not Valid
813	NOA Not Valid For Availability Pay
814	Special Emp Code Not Valid W/Occup Series Code
816	Special Emp Code Not Valid With FLSA
817	Special Employee Code Not Valid With Pay Plan
818	Supervisory/Managerial Prob Per Req Not Valid
819	Sup/Mgr Prob Per Req Must Be 1 Or 2
820	PRD Not Valid With Save Grade Data
821	Position Change Data Required
822	(reserved)
823	Retirement Cov Code Must Be 5 For NAFI Retirement
824	Date SCD RIF Must Be Zeroes
825	NOA 916 Must Have Authority Code BEG Or END
826	Employee Currently Ineligible For FEHB
827	NOA 916 Coverage Cde Must Be 6, 7, 8
828	Employee Not Enrolled In Federal FEHB
829	Employee Not Enrolled In Family FEHB
830	Employee Already Enrolled In FEHB
831	Employee Already Enrolled In Family FEHB
832	FEHB Coverage Invalid For NOA 916 BEG
833	FEHB Coverage Invalid For NOA 916 END
834	Employee Must Return To FEHB Enrolled Status
835	Employee Must Return To FEHB Elig-Pending Status

Document Type 063 - Personnel Action Input

Code	Message
050	*Remarks Code X36 Required With PRD*

Description

Remarks Code X36 must be present on the processing personnel action when the data entered in the **1st NOA Code** and the **Pay Rate Determinant Code** fields indicates **termination** of grade retention**.**

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
051	*Organizational Structure Code Not In TMGT*

Description

The data entered in the **Organizational Structure Code** field in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 005**, Agency Organizational Structure.

Data Element(s) Used In Audit

033 - Agency/Bureau
055 - 2nd Level Through 8th Level
191 - Table 005

Document Type 063 - Personnel Action Input

Code	Message
052	*Position Occupied Code Not In TMGT*

Description

The data entered in the **Position Occupied Code** field in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

056 - Pay Plan
074 - Position Occupied
192 - Table 025, Block 51

Document Type 063 - Personnel Action Input

Code	Message
053	*Special Employment Pgms Code Not In TMGT*

Description

The data entered in the **Special Employment Pgms Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

075 - Special Employment Pgms Code
193 - Table 025, Block 54

Document Type 063 - Personnel Action Input

Code	Message
054	*Special Employment Pgms Code Must Be 59*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Special Employment Pgms Code** field **must** be **59**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
075 - Special Employment Pgms Code

Document Type 063 - Personnel Action Input

Code	Message
055	*Int Assigned Series Not In PMSO Master Record*

Description

The **PMSO master record** indicates that the **position** the employee currently occupies, or is being moved to, is an **interdisciplinary position**. However, the **interdisciplinary assigned series** in the individual position number **was** not located on the PMSO master record.

Data Element(s) Used In Audit

059 - PMSO Grade
385 - PMSO Agency Code
386 - PMSO Position Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
056	*Sex Code Not In TMGT*

Description

The data entered in the **Sex Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

007 - Sex Code
194 - Table 025, Block 3

Document Type 063 - Personnel Action Input

Code	Message
057	*Birth Date Not Valid*

Description

The date entered in the **Birth Date** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

008 - Birth Date

Document Type 063 - Personnel Action Input

Code	Message
058	*Employee Is Under 16 Or Over 90 Years Of Age*

Description

The employee's **birth date must** be at least 16 years, but not more than 90 years, **prior** to the **effective date** of the processing personnel action.

☞**Note:** If this message does not apply to this employee, key ***Y*** in clear code 1 to release this message.☜

Data Element(s) Used In Audit

008 - Birth Date
030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
059	*Veterans Preference Code Not In TMGT*

Description

The data entered in the **Veterans Preference Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

009 - Veterans Preference Code
195 - Table 025, Block 6

Document Type 063 - Personnel Action Input

Code	Message
060	*Prev Agency Code Not In TMGT*

Description

The data entered in the **Previous Agency Code** field was **not** located in the Table Management System (TMGT), **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

010 - Previous Agency Code
190 - Table 023

Document Type 063 - Personnel Action Input

Code	Message
061	*Agency Code Not In TMGT*

Description

The agency code entered in the **Dept/Agcy** field was **not** located in the Table Management System (TMGT), **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

065 - Agency Code
190 - Table 023

Document Type 063 - Personnel Action Input

Code	Message
062	*Previous Agency Same As Current Agency*

Description

The data entered in the **Previous Agency Cod**e field **cannot** be the **same** as the agency code entered in the **Dept/Agcy** field.

Data Element(s) Used In Audit

010 - Previous Agency Code
065 - Agency Code

Document Type 063 - Personnel Action Input

Code	Message
063	*Previous Agency Not Valid On Accession*

Description

The **Previous Agency Code** field **must** be completed **only** when the data entered in the **1st NOA Code** field indicates that the employee is **transferring** from one agency to another agency within a Department. Do **not** complete this field for an **accession** personnel action.

Data Element(s) Used In Audit

001 - Action Code
010 - Previous Agency Code

Document Type 063 - Personnel Action Input

Code	Message
064	*Agcy Code And 1st Org Structure Not Valid*

Description

The agency code entered in the **Dept/Agcy** field on the processing personnel action **must** be the **same** as the data in the **PMSO Key: Agcy** field and the 1st level of the **Organizational Structure Code** field recorded in the Position Management System (PMSO).

Data Element(s) Used In Audit

033 - Organizational Structure 1st Level
065 - Agency Code

Document Type 063 - Personnel Action Input

Code	Message
065	*6C Date Missing - Must Process 120 Doc To Update*

Description

A Multielement Update Document (Document Type 120) **must** be processed to establish a 6C Retirement Date whenever the data entered in the **Retirement Coverage** field is **6**, **E, M,** or **T**.

If data was not entered in the **Retirement Coverage** field, this message indicates that the retirement coverage code stored in the employee's database salary data record (IRIS Program 101) is 6, E, M, or T.

This personnel action will remain in SINQ for 3 PINE passes as a reminder that a Multielement Update Document **must** be processed to establish the 6C Retirement Date on the employee's database dates & misc sal/pers data record (IRIS Program 102). If there are no additional edit messages, this edit message will not appear after the 3rd PINE pass, and this personnel action will apply to the employee's database.

If a Multielement Update Document is **not** processed to establish the 6C Retirement Date, this edit message will be issued **again** whenever a personnel document(s) is system-generated or processed for this employee in the future. This edit message will not be issued once a Multielement Update document is successfully processed and the 6C Retirement Date is established on the employee's database dates & misc sal/pers data record (IRIS Program 102).

☞**Note**: The 6C Retirement Date identifies the retirement service computation date for employees appointed to law enforcement or firefighter positions entailing a special retirement deductions rate. This date must be established for employees to receive a Benefits Statement for Law Officers and Firefighters. For detailed instructions on processing a Multielement Update Document, see the **PRES Procedure**.☜

Data Element(s) Used In Audit

020 - Retirement Coverage Code
038 - 1B Auth Code

Document Type 063 - Personnel Action Input

Code	Message
066	*Change In PMSO Key: Requires Official Action*

Description

An **official change action must** be processed in order to **correct** or **change** any of the following PMSO Key: fields:

- Agency
- Department
- Grade
- Individual Position Number
- Master Record Number
- Personnel Office Identifier

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
067	*Data Not Valid For Saved Grade Correction*

Description

When the data entered in the **1st NOA Code** field on the processing personnel action indicates a **correction** to the employee's **saved grade**, data **must** also be **present** in the following fields:

- **Grade**
- **Pay Rate Determinant Code**
- **Date Retained Rate Expires**
- **Database Saved Grade Record** (PINQ Program 29 or IRIS Program 128)

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
064 - Saved Rate Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
068	*Pay Plan Not Valid With Appointing Authority*

Description

The data entered in the **Pay Plan** field is **not** valid with the data entered in the **1st Auth Code** field on the processing personnel action.

If the data entered in the **Pay Plan** field is **GW**, **WW**, or **YW**, the data entered in the **1st Auth Code** field **must** be **WWM** or **ZWM**.

If the data entered in the **Pay Plan** field is **YV**, the data entered in the **1st Auth Code** field **must** be **WVM** or **ZVM**.

If the data entered in the **Pay Plan** field is **ES**, the data entered in the **1st Auth Code** field **must** be **CAA**.

If the data entered in the **Pay Plan** field is **OC**, the data entered in the **1st Auth Code** field **must** be **WVM**, **WWM**, **ZVM**, or **ZWM**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
392 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
069	*Last Date In Pay Status Must Be Completed*

Description

The **Last Date In Pay Status** field **must** be completed when the data entered in the **1st NOA Code** field indicates a **retirement** or **death**.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
070	*Sick Leave Expiration Date Not Valid*

Description

The date entered in the **Sick Leave Expiration Date** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive).
  ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

013 - Sick Leave Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
071	*Last Date In Pay Status Not Valid*

Description

The date entered in the **Last Date In Pay Status** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive).
  ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4.**☜

Data Element(s) Used In Audit

012 - Last Date In Pay Status

Document Type 063 - Personnel Action Input

Code	Message
072	*Last Date In Pay Status Must Be Blank*

Description

The **Last Date In Pay Status** field **must** be **blank** with the **1st NOA Code** specified on the processing personnel action.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
022 - 1st NOA Code
023 - 2nd NOA Code
024 - Previous 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
073	*Date Not Valid For Accession*

Description

When the processing personnel action is an accession, the **Last Date In Pay Status** and **Sick Leave Expiration Date** fields **must** be **blank**.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
013 - Sick Leave Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
074	*FEGLI Remarks Code Must Be Present*

Description

The data entered in the **1st NOA Code** and the **Last Date In Pay Status** fields indicate that a **remarks code** for **FEGLI** coverage **must** also be present on the processing personnel action.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
075	*NOA Requires Veterans Preference*

Description

The data entered in the **1st NOA Code** field **indicates** a **change** in veterans preference; however, the **Veterans Preference** field is **blank**.

Data Element(s) Used In Audit

009 - Veterans Preference Code
022 - 1st NOA Code
023 - 2nd NOA Code
343 - Database Veterans Preference

Document Type 063 - Personnel Action Input

Code	Message
076	*Spvr/Mgrl Prob Period Starting Date Not Valid*

Description

The date entered in the **Spvr/Mgrl Prob Period Starting Date** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

157 - Spvr/Mgrl Prob Period Starting Date

Document Type 063 - Personnel Action Input

Code	Message
077	*Handicap Code Not In TMGT*

Description

The data entered in the **Handicap Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

016 - Handicap Code
196 - Table 025, Block 12

Document Type 063 - Personnel Action Input

Code	Message
078	*FEGLI Coverage Not In TMGT*

Description

The data entered in the **FEGLI Coverage** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

☞**Note:** When the salary rate code field is **WC** (without compensation), the **FEGLI Coverage Code** field **must** be **A** (ineligible).☜

Data Element(s) Used In Audit

017 - FEGLI Coverage Code
062 - Salary Rate Code
197 - Table 025, Block 013

Document Type 063 - Personnel Action Input

Code	Message
079	*LI Coverage Amount Not Valid*

Description

The **LI Coverage Amount** field **must** be completed **only** if the employee, who is **eligible** for **FEGLI**, has **not** waived **basic** life insurance coverage **and**:

- will work at such different rates of pay that the Payroll/Personnel System is unable to calculate or project the rates of pay on an annual basis (i.e., different tours of duty during the year)
- will be paid on a piecework basis
- is a wage grade employee who will be paid at different rates of pay during the year

Data Element(s) Used In Audit

018 - LI Coverage Amount

Document Type 063 - Personnel Action Input

Code	Message
080	*Grade Retention PRD Incompatible With NOA*

Description

The data entered in the **1st NOA Code** field specifies that the data entered in the **Pay Rate Determinant Code** field **cannot** indicate **grade retention** (i.e., A, B, E, F, U, or V)**.**

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
081	*NOA Requires Grade Retention PRD*

Description

The data entered in the **1st NOA Code** field specifies that the data entered in the **Pay Rate Determinant Code** field **must** indicate **grade retention** (i.e., A, B, E, F, U, or V).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
082	*Grade Not Valid With NOA*

Description

The data entered in the **1st NOA Code** field on the processing personnel action specifies that the data entered in the **Grade** field **must** be **equal to**, or **less than**, the **grade** currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
083	*Handicap Code Not Valid With Authority Code*

Description

When the data entered in the **1st Auth Code** field is **WTM**, **YKM**, or **WUM**, the data entered in the **Handicap Code** field **must** be **05** thru **94**.

Data Element(s) Used In Audit

016 - Handicap Code
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
084	*Annual Leave Code Not Valid*

Description

The **Annual Leave Code** field **must** be one of the following codes:

- **0** (ineligible to earn annual leave)
- **4** (earns four hours of annual leave)
- **6** (earns six hours of annual leave)
- **8** (earns eight hours of annual leave)

Data Element(s) Used In Audit

080 - Annual Leave Category
198 - Table 025, Block 059

Document Type 063 - Personnel Action Input

Code	Message
085	*Occ Series Code Not Valid With Appointing Auth*

Description

The data entered in the **Occupational Series Code** field in the PMSO master record is **not valid** with the data entered in the **1st Auth Code** field on the processing personnel action.

If the data entered in the **1st Auth Code** field is **YAM** or **Y1M**, the last two position**s** of the occupational series code **must** be **99**.

If the data entered in the **1st Auth Code** field is **WVM** or **ZVM**, the occupational series code in the PMSO master record **must** be **3506**.

Data Element(s) Used In Audit

022 - 1st NOA Code
393 - Occupational Series Code

Document Type 063 - Personnel Action Input

Code	Message
086	*SCD-Leave Not Valid*

Description

The date entered in the **SCD-Leave** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

015 - Service Computation Date For Leave

Document Type 063 - Personnel Action Input

Code	Message
087	*Work Schedule Must Be F Or P*

Description

When **both** the **SCD-Leave** and **Annual Leave Category** (other than 0) fields are present on the processing personnel action, the **Work Schedule** field **must** be **F** (full-time) or **P** (part-time).

☞**Note:** When the employee has an alternating tour of duty, the **Work Schedule** field may be **I** (intermittent).☜

Data Element(s) Used In Audit

015 - Service Computation Date For Leave
029 - Work Schedule
080 - Annual Leave Category
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
088	*SCD-Leave And Annual Leave Code Not Valid*

Description

When the date entered in the **SCD-Leave** field is **less than 3 years** from the effective date of the processing personnel action, the **Annual Leave Code** field **must** be **4**.

When the date entered in the **SCD-Leave** field is **more than 3 years** but **less than 15 years** from the effective date of the processing personnel action, the **Annual Leave Code** field **must** be **6**.

When the date entered in the **SCD-Leave** field is **more than 15 years** from the effective date of the processing personnel action, the **Annual Leave Code** field **must** be **8**.

Data Element(s) Used In Audit

015 - Service Computation Date For Leave
030 - Effective Date Of Action
080 - Annual Leave Category

Document Type 063 - Personnel Action Input

Code	Message
089	*Additional Remarks Not Valid With Remarks Code 388*

Description

When Remarks Code **388** is entered on the processing personnel action, additional Remarks Code **564, 565,** or **566 cannot** be entered.

Data Element(s) Used In Audit

079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
090	*Grade And/Or Step Invalid*

Description

When the **Pay Plan** field is:	the **Grade** field **must** be:	and the **Step** field **must** be:
AD	00	00
AD (agency AR)	01-10	01-28
AD (agency AQ)	01	01-99
	02, 03, 04	00-99
	05	01-32
	05	39, 49, 50, 94
AD (agency 63)	60-80	00-10
E(space)	01-05	00
ES (agency 97)	00	01-08

☞**Note:** If the **Special Employment Programs Code** is **V8**, Americorps Volunteer, the **Pay Plan** field is **AD,** and the **Grade** field is **00**, the **Step** field **can** be **00**, **03**, or **04.**.☜

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
090	*(continued)*

Description

When the **Pay Plan** field is:	the **Grade** field **must** be:	and the **Step** field **must** be:
ES, VE	00	01-06
EX, IE	02-05	00
FC	01-12	01-10
	13	01-07
	14	01-06
FE	01	06
	02	04-05
	03	01-03
FP	01-09	01-14
	10-14	01-05

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
090	*(continued)*

Description

When the **Pay Plan** field is:	the **Grade** field **must** be:	and the **Step** field **must** be:
FS, FO	01-09	01-14
GH, GM, VH	13-15	00
GS,GG,GT,GW,IS,LG,NF,VG	01-15	01-10
	16	01-09
	17	01-05
	18	01
IJ	00	00-04
SP	01, 02, 03, 04, 06, 08, 10, 12, 14, 16	01-16
ZP	07-10	01-05

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
091	*SCD-Leave Not Valid With Birth Date*

Description

The date entered in the **SCD-Leave** field **must** be at **least 16 years**, but **not more than 90 years**, than the date entered in the **Birth Date** field**.**

☞**Note:** If this message does not apply to this employee, key **Y** in clear code 2 to release this message.☜

Data Element(s) Used In Audit

008 - Date Of Birth
015 - Service Computation Date For Leave

Document Type 063 - Personnel Action Input

Code	Message
092	*FEHB Coverage Not In TMGT*

Description

The code entered in the **FEHB Coverage** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

☞**Note:** FEHB Coverage **1** (enrolled) **cannot** be processed on a personnel action; this **code** is **generated** when the FEHB enrollment form SF-2809 is processed and applied to the employee's database salary record (IRIS Program 115).☜

FEHB Coverage **5** (canceled) can be entered on the processing action **if** the data entered in the **1st NOA Code** field indicates a **transfer** from another Department.

If the FEHB coverage recorded on the employee's database salary record (IRIS Program 115) is **1** (enrolled), it **cannot** be changed to **4** (eligible pending) by processing a personnel action.☜

Data Element(s) Used In Audit

019 - FEHB Coverage Code
199 - Table 025, Block 015

Document Type 063 - Personnel Action Input

Code	Message
093	*Retirement Coverage Not In TMGT*

Description

The data entered in the **Retirement Coverage** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

020 - Retirement Coverage Code
200 - Table 025, Block 016

Document Type 063 - Personnel Action Input

Code	Message
096	*NOA Must Be Present With Official Action*

Description

Data **must** be entered in the **1st NOA Code** and/or **2nd NOA Code** fields when the processing personnel action is an **official action**.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
097	*Employee Name Not Valid*

Description

The data entered in the **Name Last**, **First**, or **Middle** field(s) is not valid. Do **not** use any type of **punctuation**, e.g., a hyphen, period, etc.

Data Element(s) Used In Audit

004 - Employee Name Last
005 - Employee Name First
006 - Employee Name Middle

Document Type 063 - Personnel Action Input

Code	Message
098	*Please Submit AD-349 For Residence Address*

Description

The employee's database **address** record (IRIS Program 124) does not contain a residence address.

If the processing personnel action is an official change, separation, or updating action, the residence address **must** be processed **before** this action applies.

If the processing personnel action is the AD-349, verify that the residence address information is present on the processing action.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
099	*Occupational Series Code Cannot Change W/NOA*

Description

The **Occupational Series Code** field in the Position Management System (PMSO) **cannot** be changed with the data entered in the **1st NOA Code** and/or **2nd NOA Code** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
393 - Occupational Series Code

Document Type 063 - Personnel Action Input

Code	Message
100	*Career Tenure Date More Than 3 Yrs From Eff Date*

Description

The date entered in the **Career Tenure Date** field **cannot** be **more than 3 years** from the **effective date** of the processing personnel action.

Data Element(s) Used In Audit

030 - Effective Date Of Action
078 - Career Tenure Career
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
101	*Data Element Change Requires Official Action*

Description

A **change** to any of the following data elements **must** be processed on an official change action:

Employee's last, first, or middle name	Salary rate code
Sex code	Pay rate determinant code
Date of birth	Date retained rate expires
Veterans preference code	Position status CSC
Tenure group code	Bargaining unit status
Service computation date (SCD) for leave	Annuitant indicator code
FEGLI coverage code	Vietnam era indicator code
FEHB coverage code	Coop share amount
Retirement coverage code	Coop overtime rate
Not-to-exceed (NTE) date	Fair Labor Standards Act (FLSA) code
Occupational series code	Work schedule code
Occupational function code	Gaining or losing Department (non-USDA)
Pay plan, grade, or step	Official title or working position
Base (scheduled) salary	Duty station state, city, or county

Data Element(s) Used In Audit

001 - Action Code

Document Type 063 - Personnel Action Input

Code	Message
102	*Change In Retirement Coverage Code Not Valid*

Description

A **change** in the **Retirement Coverage** field can only be processed on an **official change** action. The data entered in the **1st NOA Code** field **must** also specify a change in retirement plan.

The code in the **retirement coverage** field may be **corrected** by processing a **correction to an accession or conversion action**.

☞**Note:** The code in the retirement coverage field **cannot** be changed to **Z** (DC Retirement plan) if the employee's current retirement coverage code is **not** a Civil Service Retirement System (CSRS) code.☜

Data Element(s) Used In Audit

020 - Retirement Coverage Code
342 - Database Retirement Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
103	*Adverse Remarks Code Required*

Description

When the data entered in the **1st NOA Code** field on the processing personnel action **indicates** a **suspension** (NTE or indefinite) or a **removal**, an agency specific **adverse** remarks code **must** also be **entered.**

Data Element(s) Used In Audit

022 - 1st NOA Code
079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
104	*Yr Degree/Cert Must Be At Least 17 Yrs From Birth*

Description

The data entered in the **Year Deg/Cert Received** field **must** be at least **17 years** later than date entered in the **Birth Date** field.

Data Element(s) Used In Audit

008 - Date Of Birth
149 - Year Deg/Cert Received

Document Type 063 - Personnel Action Input

Code	Message
105	*Retirement Coverage Not Valid With Pay Plan*

Description

The data entered in the **Pay Plan** field **must** be **EX, ES, FE,** or **IE** when the data entered in the **Retirement Coverage** field is one of the following:

- **R** (FICA and CSRS - full 7% withholding)
- **T** (FICA and CSRS-Special)
- **W** (FICA and FS)
- **X** (FICA and other retirement system)

The data entered in the **Pay Plan** field **must** be **SR** when the data entered in the **Retirement Coverage** field is one of the following:

- **8** (COVA Judges Retirement Plan - 1 percent)
- **9** (COVA Judges Retirement Plan - 4.5 percent)

The data entered in the **Pay Plan** field **must** be **DB** when the data entered in the **Retirement Coverage** field is:

- **2** (Social Security System (FICA))

Data Element(s) Used In Audit

020 - Retirement Coverage Code
056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
106	*Verify Residence Address ZIP Code*

Description

Verify the **state, city, county codes** on the processing personnel action. Also verify the **ZIP Code** on the **processing action** against the **ZIP Code** that appears on the **Listing of Personnel Errors**. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)

☞**Note:** If the **ZIP Code** on the processing action is **correct**, key in ***W*** in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the residence address ZIP Code for the employee.

Do **not** key in ***W*** in the Override Code field **if** the **ZIP Code** is **invalid** for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action. ☜

Data Element(s) Used In Audit

132 - Residence Address ZIP Code
416 - ZIPPLUS4 Zip Code

Document Type 063 - Personnel Action Input

Code	Message
107	*Verify Check Mail Address ZIP Code*

Description

Verify the **state, city, county codes** on the processing personnel action. Also verify the **ZIP Code** on the **processing action** against the **ZIP Code** that appears on the **Listing of Personnel Errors**. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)

☞**Note:** If the **ZIP Code** on the processing action is **correct**, key in ***W*** in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the residence address ZIP Code for the employee.

Do **not** key in ***W*** in the Override Code field **if** the **ZIP Code** is **invalid** for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action. ☜

Data Element(s) Used In Audit

132 - Check Mail Address ZIP Code
416 - ZIPPLUS4 ZIP Code

Document Type 063 - Personnel Action Input

Code	Message
108	*Cannot Process Action - Employee Denied WGI*

Description

The processing personnel action is a within-grade increase (WGI); however, a **denial** of the **WGI** has already been **processed.**

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
109	*Effective Date Must Be First Day Of Pay Period*

Description

When the data entered in the **1st NOA Code** field indicates a **within-grade increase** or **quality step increase**, the **effective date** of the processing personnel action **must** be the **first day** of the pay period.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date Of Action

Document Type 063 - Personnel Action Input

Code	Message
110	*Tenure Group Not Valid With Nature Of Action*

Description

When the data entered in the **Tenure Group** field is **0**, the data entered in the **1st NOA Code** field **cannot** indicate an **excepted appointment** or **a conversion to a permanent appointment**.

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
112	*Tenure Group Invalid With Pay Plan*

Description

When the data entered in the **Pay Plan** field is **VM**, **VN**, or **VP**, the data entered in the **Tenure Group** field must be **1.**

Data Element(s) Used In Audit

014 - Tenure Group
267 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
113	*NOA Not Valid With Work Schedule*

Description

When the data in the **1st NOA Code** field indicates a **temporary accession** or a **conversion** or **extension** of a **temporary appointment**, data entered in the **Work Schedule** field **must** be **I** (intermittent).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
114	*Type Of Appointment And Work Schedule Not Valid*

Description

When the **Work Schedule** field is **I** (intermittent), the **Type Of Appointment** field **must** be **09**.

☞**Note:** This edit message is applicable to Smithsonian Trust Fund employees only.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
273 - Type Of Appointment
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
115	*Database Appointing Authority Not Valid*

Description

The employee's database **personnel** record (IRIS Program 123) contains an **invalid** appointing authority. All employees who have a service computation date for leave of January 1, 1982, or later, must have a valid appointing authority.

To update the database personnel record with the proper appointing authority, process a NFC - 74, Master File Change Document, and enter the correct appointing authority in the **Appnt-NOA/1st-Auth/2nd-Auth** field.

☞**Note:** This action will remain in suspense until the NFC-74 document is processed and applied to the employee's database record.☜

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
116	*Detail Position Cannot Equal Incumbent Position*

Description

The data entered in the **1st NOA Code** indicates that the processing personnel action is a **detai**l. However, the data entered in the **PMSO Key: IP-NO** field is the **same** individual position the employee **currently** occupies.

When a detail personnel action is processed, the **PMSO Key: IP-No** on the processing action must be **different** than the position the employee **currently** occupies.

Data Element(s) Used In Audit

169 - Database Agency Code
170 - Database Individual Position Number
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code
408 - Database Master Record Number

Document Type 063 - Personnel Action Input

Code	Message
117	*Spvr/Mgrl Prob Period Starting Date Later Than Eff Dt*

Description

The date entered in the **Spvr/Mgrl Prob Period Starting Date** field may **not** be later than the date entered in the **Effective Date** field of the processing personnel action.

Data Element(s) Used In Audit

030 - Effective Date
157 - Spvr/Mgrl Prob Period Starting Date

Document Type 063 - Personnel Action Input

Code	Message
118	*Change In Work Schedule Or Duty Hours Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a **change in work schedule**, data must be entered in the **Work Schedule** field and must be **different** than the work schedule currently recorded in the employee's database **salary** record (IRIS Program 101).

When the data entered in the **1st NOA Code** field indicates a **change in duty hours**, data must be entered in the **Duty Hours Per Pay Period** field and must be **different** than the duty hours per pay period currently recorded in the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
354 - Database Tour Of Duty Hours
426 - Work Schedule
427 - Database Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
119	*SCD-RIF Must Be Completed*

Description

A date must be entered in the **SCD-RIF** field when the data entered in the **Type Of Appointment** field indicates the employee's **type of appointment** is **changing** from **04** or **09** to **01**, **02**, **03**, **06**, **07**, or **08**.

A date must also be entered in the **SCD-RIF** field when the data entered in the **Tenure Group** field indicates the employee's **tenure group** is changing to **3** and the **type of appointment** is **09**.

Data Element(s) Used In Audit

014 - Tenure Group
072 - Service Computation Date For Reduction-In-Force
095 - Type Of Appointment
334 - Database Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
120	*Pay Plan Must Be EX Or SR W/Spec Emp Pgms Cd*

Description

When the data entered in the **Special Employment Pgms Code** field is **91**, the data entered in the **Pay Plan** field **must** be **EX** or **SR**.

Data Element(s) Used In Audit

056 - Pay Plan
075 - Special Employment Pgms Code

Document Type 063 - Personnel Action Input

Code	Message
121	*Special Employee Code Not Valid With Pay Plan*

Description

When the data entered in the **1st NOA Code** field indicates that the processing personnel action is **appointing** or **converting** the employee to the Senior Executive Service, the data entered in the **Special Employee Code** field **cannot** be **01**, **02**, **03**, or **08**.

Data Element(s) Used In Audit

056 - Pay Plan
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
122	*Spec Emp Pgms Cd Not Valid W/Dept Code/NOA/Auth*

Description

The data entered in the **Dept/Agcy** field **must** be **AG** when the **Special Employment Pgms Code** field is **42**, **43**, **44**, **45**, or **46**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
075 - Special Employment Pgms Code
387 - PMSO Department Code

Document Type 063 - Personnel Action Input

Code	Message
123	*Locality Salary Table Not Found*

Description

The data entered in the **1st NOA Code** field indicates a locality pay adjustment. However, the data entered in the **Base** (scheduled) **Salary** field was **not** located in the Table Management System (TMGT), **Table 029**, Pay Table Rates. Verify that the employee's duty station entered in the Position Management System (PMSO) is within the geographic boundary for an area which has been established as a pay locality.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
058 - Grade
060 - Step
061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
124	*Continuation Of Error Message 123*

Description

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
068 - Duty Station State Code
069 - Duty Station City
070 - Duty Station County
185 - Wage Board Area - Table 033

Document Type 063 - Personnel Action Input

Code	Message
125	*Salary Cannot Change With NOA 895*

Description

When the data entered in the **1st NOA Code** field indicates a **locality pay adjustmen**t, the data entered in the **Base** (scheduled) **Salary** field must be the **same** as the **scheduled** salary recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
126	*Pay Plan/Grade Not Compatible With Authority*

Description

When the **Pay Plan** field is **NB**, the **Auth Code** field and **Grade** field **must** correspond as follows.

If the **1A Auth Code** field is:	then the **Grade** field must be:
A2M	**01**
MBM	**01**
MXM	**01 - 04**
Y1M	**01 - 03**
Y2M	**02 - 04**
Y3M	**03 - 04**

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan
059 - Grade

Document Type 063 - Personnel Action Input

Code	Message
127	*Document Type Not Valid*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a correction to a time off award, the data entered in the **Award Hours** field must be **greater than** the award hours recorded on the employee's database **time off award** record (IRIS Program 143).

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
129	*Work Schedule Not Valid With Supervisory Diff Rate*

Description

Only **full-time** or **part-time** employees are eligible to receive a supervisory differential rate. The employee's database **personnel** record (IRIS Program 123) indicates that the employee is **currently** receiving a supervisory differential rate.

However, the data entered in the **1st NOA Code** field on the processing personnel action indicates a **change** in work schedule to **other** than full-time or part-time, which makes the employee **ineligible** to receive a supervisory differential rate.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
029 - Type Of Employment
426 - Work Schedule
430 - Database Supervisory Differential Rate

Document Type 063 - Personnel Action Input

Code	Message
130	*SCD-Retirement Not Valid*

Description

The date entered in the **SCD-Retirement** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

071 - Service Computation Date For Retirement

Document Type 063 - Personnel Action Input

Code	Message
131	*SCD-Retirement Must Be Blank*

Description

The **SCD-Retirement** field **must** be **blank** when the data entered in the **Retirement Coverage** field is one of the following codes:

- **2** - Social Security System (FICA)
- **4** - None
- **5** - Other Retirement System
- **J** - FICA and Other Federal Retirement System
- **X** - FICA and Other Retirement System

Data Element(s) Used In Audit

020 - Retirement Coverage
071 - Service Computation Date For Retirement

Document Type 063 - Personnel Action Input

Code	Message
132	*Special Rate Not Valid With PRD E Or F*

Description

The data entered in the **Pay Rate Determinant Code** field is **E** or **F**, which indicates retained grade and special rate of pay. However, the data entered in the **Occupational Series Code** and **Duty Station** fields in the Position Management System (PMSO) does **not** indicate a special rate of pay.

Data Element(s) Used In Audit

057 - Occupational Series Code
395 - Duty Station State Code
396 - Duty Station City Code
397 - Duty Station County Code

Document Type 063 - Personnel Action Input

Code	Message
133	*GM Pay Plan Not Valid With Grade Retention*

Description

The **Pay Rate Determinant Code** field on the processing personnel action indicates grade retention. The pay plan on the employee's current database **salary** record (IRIS Program 101) indicates a merit pay position; however, the position which the employee currently occupies, or is being moved to, is **not** a merit pay position.

Data Element(s) Used In Audit

171 - Database Pay Plan
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
134	*Pay Plan Must Be GM With PRD*

Description

The **Pay Rate Determinant Code** field on the processing personnel action indicates grade retention, and the position which the employee currently occupies, or is being moved to, is a merit pay position. However, the pay plan on the employee's current database **salary** record (IRIS Program 101) does **not** indicate a merit pay position.

Data Element(s) Used In Audit

171 - Database Pay Plan
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
135	*PRD U Or V Not Valid For Employee*

Description

The data in the **Pay Rate Determinant Code** field on the processing personnel action is **U** or **V**, which indicates **retained grade and pay**. In order to be eligible for retained grade and pay, the employee's **current** pay rate determinant code on the employee's database **salary** record (IRIS Program 101) **must** be **3**, **J**, **K**, **R**, **U**, or **V**.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
136	*Grade And Step Must Be Equal To Previous*

Description

When the data entered in the **1st NOA Code** field on the processing personnel action indicates a **within-grade increase**, the **Grade** and **Step** fields on the processing action must be the **same** as currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

059 - Grade
060 - Step
173 - Database Grade
174 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
137	*Base Salary Must Be Greater Than 1st Step Of Grade*

Description

When the **Pay Plan** field on the processing personnel action indicates a merit pay position, the **amount** entered in the **Base** (scheduled) **Salary** field must equal, or exceed, the amount of step 01 recorded in the Table Management System (TMGT), **Table 029**, Pay Table Rates, for the employee's current grade.

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
061 - Base (Scheduled) Salary
330 - Table 029

Document Type 063 - Personnel Action Input

Code	Message
138	*Master On Database - Check If Dual Appointment*

Description

The data entered in the **1st NOA Code** field on the processing personnel action indicates an accession; however, the employee has an **active master** for the Department processing this personnel action.

Verify if this employee will have a dual appointment for this Department. If the employee will **not** have a dual appointment, delete this personnel action or change the data entered in the **1st NOA Code** field.

If the employee **will have** a dual appointment, change the data entered in the **1:Action Code** field to **2**.

Data Element(s) Used In Audit

065 - Agency Code
116 - Personnel Office Identifier
169 - Database Agency Code
177 - Database Personnel Office Identifier

Document Type 063 - Personnel Action Input

Code	Message
139	*Remarks Code 388 Or 389 Required With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a resignation in lieu of involuntary action or a termination - involuntary of an employee who is currently enrolled in FEHB, remarks code **388** or **389** must be entered in the **Remarks Code** field.

Key in ***388*** in the Remarks Code field if the employee will be **ineligible** to continue FEHB coverage.

Key in ***389*** in the Remarks Code field if the employee will be **eligible** to continue FEHB coverage.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
140	*Pay Rate Determinant Code Requires Pay Table Code*

Description

When the data entered in the **Pay Rate Determinant Code** field is **5**, **6**, **E**, **F**, or **M**, the data entered in the **Pay Table** field in the Position Management System **cannot** be zeros.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
428 - Pay Table Code

Document Type 063 - Personnel Action Input

Code	Message
141	*Pay Table Code Not Valid W/Pay Rate Det Code*

Description

When the data entered in the **Pay Rate Determinant Code** field is **J**, **K**, **U**, or **V**, the data entered in the **Pay Table** field in the Position Management System **must** be **zeros**.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
428 - Pay Table Code

Document Type 063 - Personnel Action Input

Code	Message
144	*1st NOA Code Not In TMGT*

Description

The data entered in the **1st NOA Code** field was **not** located in the Table Management System (TMGT), **Table 053**, Nature of Action Alpha Descriptions.

Data Element(s) Used In Audit

022 - 1st NOA Code
030 - Effective Date
230 - Table 053

Document Type 063 - Personnel Action Input

Code	Message
145	*2nd NOA Code Not In TMGT*

Description

The data entered in the **2nd NOA Code** field was **not** located in the Table Management System (TMGT), **Table 053**, Nature of Action Alpha Descriptions.

Data Element(s) Used In Audit

023 - 2nd NOA Code
030 - Effective Date
230 - Table 053

Document Type 063 - Personnel Action Input

Code	Message
146	*NOA Must Be Present On Processing Action*

Description

When a personnel action is processed for an accession, official change, or separation, data **must** be entered in the **1st NOA Code** field.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
147	*Alpha 1A Auth Code Must Be Present*

Description

The data entered in the **1st NOA Code** field indicates that alpha data **must** also be entered in the **1A Auth Code** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
037 - 1A Auth Code
038 - 1B Auth Code

Document Type 063 - Personnel Action Input

Code	Message
148	*System Problem - Contact Your Agency Rep*

Description

The authority code recorded in the Table Management System (TMGT), **Table 053**, Nature of Action Alpha Descriptions, for the data entered in the **1st NOA Code** field is not valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
230 - Table 053

Document Type 063 - Personnel Action Input

Code	Message
149	*Only One Alpha Authority Must Be Present*

Description

The Table Management System (TMGT), **Table 053**, Nature of Action Alpha Descriptions, indicates that the data entered in the **1st NOA Code** field requires only **one** alpha authority code. However, data was entered in the **1A Auth Code** field and the **1B Auth Code** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
037 - 1A Auth Code
038 - 1B Auth Code
230 - Table 053

Document Type 063 - Personnel Action Input

Code	Message
150	*Alpha Authority Code Must Be Blank*

Description

The Table Management System (TMGT), **Table 053**, Nature of Action Alpha Descriptions, indicates that the data entered in the **1st NOA Code** field does **not** require an alpha authority code.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
037 - 1A Auth Code
230 - Table 053

Document Type 063 - Personnel Action Input

Code	Message
151	*2nd NOA Code Required For Cancel/Correct*

Description

When the data entered in the **1st NOA Code** field indicates a cancellation or correction of an official change action, data **must** also be entered in the **2nd NOA Code** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
152	*NOA Not Valid For Accession*

Description

The data entered in the **1st NOA Code** field is not valid for an accession personnel action.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
153	*NOA Not Valid For Official Change*

Description

When the processing personnel action is an official change action, the data entered in the **1st NOA Code** field **cannot** indicate an accession or separation action.

If the processing action is a **correction** or **cancellation**, the data entered in the 1st NOA Code field **must** be **002** (correction) or **001** (cancellation).

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
154	*Previous NOA Must Be Blank For Accession*

Description

When the data entered in the **1st NOA Code** field indicates an accession, the **2nd NOA Code** field **must** be blank.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
024 - Previous 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
155	*Prev Eff Date Must Be Blank For Accession*

Description

When the data entered in the **1st NOA Code** field indicates an accession, the **Correction-Previous Action B: (Date**) field **must** be blank.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
024 - Previous 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
156	*Previous NOA Must Be Present For Cancellation*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a cancellation, data **must** also be entered in the **Correction-Previous Action A: (NOA-Auth-Auth)** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
024 - Previous 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
157	*Previous Eff Date Must Be Present For Cancellation*

Description

When the data entered in the **1st NOA Code** field indicates a cancellation, data **must** also be entered in the **Correction-Previous Action B: (Date)** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
025 - Previous Effective Date

Document Type 063 - Personnel Action Input

Code	Message
158	*Employee Separated - Cannot Process Action*

Description

The data entered in the **1st** and/or **2nd NOA Code** fields indicates an official change action or a correction to an official action; however, the employee's database **salary** record (IRIS Program 101) is coded separated.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
164 - Database 1st NOA Code
168 - Database Effective Date

Document Type 063 - Personnel Action Input

Code	Message
159	*System Problem - Contact Your Agency Rep*

Description

The date entered in the **Correction-Previous Action B: (Date)** field is not valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
025 - Previous Effective Date

Document Type 063 - Personnel Action Input

Code	Message
160	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **Correction-Previous Action A: (NOA-Auth-Auth**) field is not valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
024 - Previous 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
161	*NTE Date Must Be Present With NOA*

Description

The data entered in the **1st NOA Code** field indicates that a date must be entered in the **NTE Date** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date

Document Type 063 - Personnel Action Input

Code	Message
162	*NTE Date Not Valid*

Description

The date entered in the **NTE Date** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date

Document Type 063 - Personnel Action Input

Code	Message
163	*NTE Date Earlier Than Effective Date*

Description

The date entered in the **NTE Date** field must be **later** than the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

028 - NTE Date
030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
164	*NTE Date Must Be Blank With NOA*

Description

The data entered in the **1st NOA Code** field indicates that the **NTE Date** field must be **blank**.

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date

Document Type 063 - Personnel Action Input

Code	Message
165	*NTE Date Not Valid With NOA Or Type Appt Code*

Description

When a date is entered in the **NTE Date** field, data entered in the **Type Of Appointment** field **must** be one of the following codes:

- **03** (Competitive - Indefinite or Taper)
- **04** (Competitive - Temporary or Special Need)
- **08** (Excepted - Indefinite)
- **09** (Excepted - Temporary)

If the data entered in the **Type Of Appointment** field is **08**, the data entered in the **1st NOA Code** field **must** indicate an excepted appointment - NTE, or a conversion to an excepted appointment - NTE.

The data entered in the **Type Of Appointment** field may be different than the codes listed above if the data entered in the **1st NOA Code** field indicates:

- a suspension, leave without pay (LWOP) or extension of LWOP, furlough or extension of furlough, or sabbatical - NTE
- a promotion, extension of promotion, detail, or extension of detail - NTE
- a position change, extension of position change, or continuance - NTE

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
028 - NTE Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
166	*NTE Date Must Exceed 1 Year*

Description

When the data entered in the **1st NOA Code** field indicates a term appointment or a conversion to a term appointment and the data entered in the **Type Of Appointment** field is **03** (Competitive - Indefinite), the date entered in the **NTE Date** field must be **more** than 1 year from the effective date of the processing personnel action.

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date
030 - Effective Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
167	*Work Schedule Not Valid For Retention Allowance*

Description

The data entered in the **1st NOA Code** field on the processing personnel action indicates a change in work schedule to other than full-time or part-time. However, the employee's database **personnel** record (IRIS Program 123) indicates that the employee is **currently** receiving a retention allowance.

The data entered in the **Work Schedule** field **must** indicate full-time or part-time (**F**, **G**, **H**, **P**, **Q**, **R,** or **S**) in order for the employee to be eligible to receive a retention allowance.

Data Element(s) Used In Audit

022 - 1st NOA Code
426 - Work Schedule
431 - Retention Allowance

Document Type 063 - Personnel Action Input

Code	Message
168	*Promotion - Change In Pay Band Must Occur*

Description

A date must be entered in the **NTE Date** field so a change in the pay band will occur when data entered in the:

- **1st NOA Code** field indicates a promotion
- the **Pay Plan** field is **PA** or **PE**
- the **Grade** field is **00**

Data Element(s) Used In Audit

059 - Grade
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
169	*NTE Date Not Required With NOA*

Description

A date was entered in the **NTE Date** field; however, the data entered in the **1st NOA Code** field does **not** indicate that a NTE Date is required.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
028 - NTE Date

Document Type 063 - Personnel Action Input

Code	Message
170	*Lose/Gain Department Not In TMGT*

Description

When the data entered in the **1st NOA Code** field indicates a **transfer**, the data entered in the **Losing/Gaining Department** field must be a Federal department code listed in the Table Management System (TMGT), **Table 014**, Department Codes.

When the data entered in the **1st NOA Code** field indicates an accession or separation that is **not** a **transfer**, the data entered in the **Losing/Gaining Department** field **must** be a code that identifies the **prior** or **future** status of an employee who is transferring **to** or **from** an entity **other** than another Federal department unless the accession or separation is into or out of the excepted service.

Data Element(s) Used In Audit

031 - Losing/Gaining Department
231 - Table 014

Document Type 063 - Personnel Action Input

Code	Message
171	*Total Time Off Record Not Located On Database*

Description

The data entered in the **1st** and **2nd NOA Code** fields indicates a cancellation of a time off award. However, a **time off award** record (IRIS Program 143) was **not** located on the database for this employee.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
172	*Unsatisfactory Rating For WGI*

Description

The performance evaluation rating on the employee's **restricted data/performance evaluation data** record (IRIS Program 304) must be fully successful or greater in order for the employee to be granted a within-grade increase (WGI).

Data Element(s) Used In Audit

056 - Pay Plan
189 - WGI Due Code
278 - Database Performance Evaluation Rating
329 - Database Critical Element

Document Type 063 - Personnel Action Input

Code	Message
173	*Lose/Gain Department Code Must Be Completed*

Description

When the data entered in the **1st NOA Code** field indicates an **accession** or **separation**, data must be entered in the **Losing/Gaining Department** field to indicate the employee's prior or future place of employment.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
031 - Losing/Gaining Department

Document Type 063 - Personnel Action Input

Code	Message
175	*Transfer NOA Not Valid For Employee*

Description

When the data entered in the **1st NOA Code** field indicates a transfer-in and the data entered in the **Losing/Gaining Department** field indicates the losing department is under the USDA Payroll/Personnel System, the losing department **must** process a transfer-out to separate the employee.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
176	*Losing/Gaining Dept Same As Dept/Agcy*

Description

The data entered in the **Losing/Gaining Department** field and the data entered in the **Dept/Agcy** field cannot be the same.

Data Element(s) Used In Audit

031 - Losing/Gaining Department

Document Type 063 - Personnel Action Input

Code	Message
177	*PMSO Key: Cannot Change With Correct To Sep*

Description

The data entered in the **PMSO Key:** fields **cannot** be changed or corrected when the processing personnel action is a correction to a separation.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
178	*Special Employee Code Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **mainstream** or **SCSEP enrollee**, the data entered in the **Special Employee Code** field **must** be **46** (Senior Community Service Program Enrollee) and the data entered in the **Agency Code** field **must** be **11**.

When the data entered in the **1st NOA Code** field indicates a **YCC enrollee**, the data entered in the **Special Employee Code** field **must** be **45** (Forest Service YCC enrollee) and the data entered in the **Agency Code** field must be **11**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
179	*NOA And Type Of Appointment Not Valid*

Description

The data entered in the **Type Of Appointment** field must be **01** (competitive career) when the data entered in the **1st NOA Code** field indicates:

- a career or conversion to a career appointment
- a reinstatement career or conversion to reinstatement appointment

The data entered in the **Type Of Appointment** field must be **02** (competitive career-conditional) when the data entered in the **1st NOA Code** field indicates:

- a career-conditional or reinstatement career-conditional appointment
- a career-excepted assignment conditional appointment

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
180	*Career Tenure Date Not Valid With NOA*

Description

The **Career Tenure Date** field **cannot** be completed when the data entered in the **1st NOA Code** field indicates:

- a career or conversion to a career appointment
- a reinstatement or conversion to a career appointment

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
078 - Career Tenure Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
181	*NOA Not The Same As Last Action*

Description

When the data entered in the **1st NOA Code** field indicates a **correction**, the data entered in the **2nd NOA Code** field must be the **same** as the last action recorded on the employee's database **personnel action summary** record (IRIS Program 125).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
180 - Database NOA Code

Document Type 063 - Personnel Action Input

Code	Message
182	*Effective Date Must Be Present*

Description

A date **must** be entered in the **Effective Date** field for all processing personnel actions.

Data Element(s) Used In Audit

030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
183	*Effective Date Not Valid*

Description

The date entered in the **Effective Date** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive).
  ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
184	*Step Must Change With Quality Increase*

Description

When the data entered in the **1st NOA Code** field indicates a **quality step increase**, the data entered in the **Step** field must be **greater** than the step currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

059 - Grade
060 - Step
173 - Database Grade
174 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
185	*Effective Date Not The Same As Last Action*

Description

When the data entered in the **1st NOA** and **2nd NOA Code** fields indicates a **cancellation** or **correction**, the date entered in the **Effective Date** field must be the **same** as the last action recorded on the employee's **personnel action summary** record (IRIS Program 125).

If a date is entered in the **Correction-Previous Action B:(Date)** field, which indicates a **correction** of the **effective date**, the date entered in the **Correction-Previous Action B:(Date)** field must be the **same** as the last action recorded on the employee's **personnel action summary** record (IRIS Program 125).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date
165 - Database Previous Effective Date
168 - Database Effective Date

Document Type 063 - Personnel Action Input

Code	Message
186	*Effective Date Must Be Later Than Last Action*

Description

When the processing personnel action is an **updating** action, the date entered in the **Effective Date** field must be the **same** as, or **later** than, the effective date of the last action recorded on the employee's **personnel actions summary** record (IRIS Program 125).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date
121 - Authentication Date

Document Type 063 - Personnel Action Input

Code	Message
187	*Continuation Of Error Message 186*

Description

Error Message 186 continued.

Data Element(s) Used In Audit

166 - Database 1st NOA Code
167 - Database 2nd NOA Code
168 - Database Effective Date
301 - Database Authentication Date

Document Type 063 - Personnel Action Input

Code	Message
188	*Action Code Must Be 2 For Cancel Of Separation*

Description

The data entered in the **Action Code** field must be **2** when the data entered in the **1st** and **2nd NOA** code fields indicates a **cancellation** of a separation action for an employee who has a current database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

001 - Action Code

Document Type 063 - Personnel Action Input

Code	Message
189	*Action Code Must Be 1 For Cancel Of Separation*

Description

The data entered in the **Action Code** field must be **1** when the data entered in the **1st** and **2nd NOA** code fields indicates a **cancellation** of a separation action for an employee who does **not** have a current database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

001 - Action Code

Document Type 063 - Personnel Action Input

Code	Message
190	*Minimum Or Maximum Salary Not Valid*

Description

When data is entered in the **Base** (scheduled) **Salary** field, it **cannot** exceed, or be **less than**, the high or low salary range recorded in the Table Management System, **Table 055**, Minimum And Maximum Salaries.

Data Element(s) Used In Audit

056 - Grade
059 - Pay Plan
060 - Step
061 - Base (Scheduled) Salary
062 - Salary Rate Code

Document Type 063 - Personnel Action Input

Code	Message
191	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **Correction-Previous Action A:(NOA-Auth-Auth)** or **Correction-Previous Action B:(Date)** field is **not** the same as the last action recorded on the employee's **personnel actions summary** record (IRIS Program 125). Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

024 - Previous NOA Code
025 - Previous Effective Date
030 - Effective Date
166 - Database 1st NOA Code
168 - Database Effective Date

Document Type 063 - Personnel Action Input

Code	Message
192	*Correction To Salary But Salary Not Changing*

Description

The data entered in the **Base** (scheduled) **Salary** field is the **same** as the scheduled salary in the employee's database **salary** record (IRIS Program 101). If the salary information is **not** changing, the **Base** (scheduled) **Salary** field must **not** be completed.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
193	*System Problem - Contact Your Agency Rep*

Description

A personnel record was **not** located on the database for this employee. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

003 - Social Security Number

Document Type 063 - Personnel Action Input

Code	Message
194	*AD-349 Agency Code Not In TMGT*

Description

The data entered in the **Dept/Agency Code** field on the processing AD-349 was **not** located in the Table Management System, **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

181 - Agency Code - AD-349
190 - Table 023

Document Type 063 - Personnel Action Input

Code	Message
195	*AD-349 Effective Date Must Be Present*

Description

A date must be present in the **Effective Date** field on the processing AD-349.

Data Element(s) Used In Audit

182 - Effective Date - AD-349

Document Type 063 - Personnel Action Input

Code	Message
196	*AD-349 Effective Date Not Valid*

Description

The date entered in the **Effective Date** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

182 - Effective Date - AD-349

Document Type 063 - Personnel Action Input

Code	Message
197	*Employee Paid - Cannot Cancel Accession*

Description

A cancellation of an accession personnel action **cannot** be processed if the employee's pay has been computed by the Payroll Processing System (PAYE) for the **current** processing pay period.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
198	*System Problem - Contact Your Agency Rep*

Description

The processing personnel action or AD-349 is incomplete. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
199	*System Problem - Contact Your Agency Rep*

Description

The processing accession personnel action is incomplete. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
200	*System Problem - Contact Your Agency Rep*

Description

The processing official change personnel action is incomplete. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
201	*Action Code Must Be Present*

Description

One of the following codes must be present in the **Action Code** field on **all** processing personnel actions:

- **1** (accession)
- **2** (official change)
- **3** (separation)
- **6** (updating action)

Data Element(s) Used In Audit

001 - Action Code

Document Type 063 - Personnel Action Input

Code	Message
202	*Probationary Period Start Date Must Be Present*

Description

When the data entered in the **Tenure Code** field is **2**, and the data entered in the **Type Of Appointment** field is **01**, a date **must** be present in the **Probationary Period Start Date** field.

Data Element(s) Used In Audit

014 - Tenure Group
077 - Probationary Period Start Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
203	*Occ Series Code Not Valid For Agency*

Description

The data entered in the **Occupational Series Code** field in the Position Management System (PMSO) master record is **9999**. This code is **only** valid for Smithsonian Trust Employees (Agency codes 71, 73, or 77).

Data Element(s) Used In Audit

057 - Occupational Series Code
065 - Agency Code

Document Type 063 - Personnel Action Input

Code	Message
204	*Sup Cd Not Valid With Supervisory Differential*

Description

The data entered in the **Sup Cd** field in the Position Management System (PMSO) must be **2** or **4** in order for the employee to be **eligible** to receive a supervisory differential rate.

The employee's database **personnel supplements** record (IRIS Program 123) indicates that the employee is **currently** receiving a supervisory differential rate.

However, the processing personnel action is **changing** the supervisory code to a code **other** than a **2** or **4**, which will make the employee **ineligible** to receive a supervisory differential rate.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
340 - Database Supervisory Code
391 - PMSO Sup Cd
433 - Database Differential Rate

Document Type 063 - Personnel Action Input

Code	Message
206	*Race And National Origin Not In TMGT*

Description

The data entered in the **Race And National Origin** field was **not** located in the Table Management System, **Table 025**, AD-350 (Personnel Block and Description).

If the data entered in the **Race and National Origin** field is **A**, **C**, or **E**, the **duty station** recorded in the Position Management System (PMSO) **cannot** be **Puerto Rico**.

If the data entered in the **Race and National Origin** field is **B**, the **duty station** recorded in PMSO **cannot** be **Puerto Rico** or **Hawaii**.

If the data entered in the **Race and National Origin** field is **F**, **G**, **H**, **J**, **K**, **L**, **M**, **N**, **P**, or **Q**, the **duty station** recorded in PMSO **must** be **Hawaii**.

If the data entered in the **Race and National Origin** field is **Y**, the **duty station** recorded in PMSO **must** be **Puerto Rico**. If the **duty station** recorded in PMSO is **Puerto Rico** and the data entered in the **Race and National Origin** field is **not B**, the Race and National Origin field **must** be **D** or **Y**.

☞**Note:** The data entered in the **Race and National Origin** field may be **0** (zero) when any of the following conditions exist:

- the data entered in the **Citizenship Status** field is **0**.
- the data entered in the **Special Employee Code** field is **45** or **46**.
- the duty station recorded in the **PMSO individual position** is **Panama**.
- the employee's database **salary** record (IRIS Program 101) is coded separated.☜

Data Element(s) Used In Audit

068 - Duty Station State Code
068 - Duty Station City Code
068 - Duty Station County Code
334 - Race And National Origin Code

Document Type 063 - Personnel Action Input

Code	Message
207	*Employee Name Must Be Present On Accession*

Description

When the processing personnel action is an **accession**, data **must** be entered in the **Name Last**, **First**, and **Middle** fields.

Data Element(s) Used In Audit

004 - Employee Name Last
005 - Employee Name First
006 - Employee Name Middle

Document Type 063 - Personnel Action Input

Code	Message
208	*Employee Already Separated*

Description

The data entered in the **1st NOA Code** field indicates a **separation**; however, the employee's database **salary** record (IRIS Program 101) is already coded separated.

Data Element(s) Used In Audit

022 - 1st NOA Code
030 - Effective Date
166 - Database 1st NOA Code
168 - Database Effective Date

Document Type 063 - Personnel Action Input

Code	Message
209	*Employee Name Must Be Present For Name Change*

Description

The data entered in the **2st NOA Code** field indicates a **name change**; however, the **Name Last**, **First**, or **Middle** fields are blank.

Data Element(s) Used In Audit

004 - Employee Name Last
005 - Employee Name First
006 - Employee Name Middle
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
210	*Pay Plan And Supvry Differential Not Valid*

Description

The data entered in the **Pay Plan field** in the Position Management System (PMSO) must indicate a position under the general schedule (GS) in order for the employee to be **eligible** to receive a supervisory differential rate.

The employee's database **personnel supplements** record (IRIS Program 123) indicates that the employee is **currently** receiving a supervisory differential rate.

However, the processing personnel action is **changing** the pay plan from GS to **another** pay plan, which will make the employee **ineligible** to receive a supervisory differential rate.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
056 - Pay Plan
171 - Database Pay Plan
433 - Database Supervisory Differential Rate

Document Type 063 - Personnel Action Input

Code	Message
211	*Name Must Be Present For Name Correction*

Description

The data entered in the **Name Corr** field indicates a **correction** to the employee's name; however, the **Name Last, First, or Middle** fields are **blank**.

Data Element(s) Used In Audit

004 - Employee Name Last
005 - Employee Name First
006 - Employee Name Middle
089 - Name Correction Code

Document Type 063 - Personnel Action Input

Code	Message
212	*Remarks Code 247 Must Be Present*

Description

When data entered in the **1st NOA Code** field indicates a **name change**, **Remarks Code 247** must also be present on the processing personnel action.

Data Element(s) Used In Audit

022 - 1st NOA Code
079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
213	*Correction NOA Required For Name Correction*

Description

When data entered in the **Name Corr** field indicates a **correction** to the employee's name, the data entered in the **1st NOA Code** field **must** be **002**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
089 - Name Correction Code

Document Type 063 - Personnel Action Input

Code	Message
214	*Employee Name Last Not Valid*

Description

The data entered in the **Employee Name Last** field **must** be at least **2 alpha characters**.

Data Element(s) Used In Audit

004 - Employee Name Last

Document Type 063 - Personnel Action Input

Code	Message
215	*Employee Name First Not Valid*

Description

The data entered in the **Employee Name First** field **must** be at least **1 alpha character**.

Data Element(s) Used In Audit

005 - Employee Name First

Document Type 063 - Personnel Action Input

Code	Message
216	*Employee Name Middle Not Valid*

Description

The data entered in the **Employee Name Middle** field **must** be at least **1 alpha character**.

Data Element(s) Used In Audit

006 - Employee Name Middle

Document Type 063 - Personnel Action Input

Code	Message
217	*Tenure Group Not In TMGT*

Description

The data entered in the **Tenure Group** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

014 - Tenure Group
203 - Table 025, Block 010

Document Type 063 - Personnel Action Input

Code	Message
218	*Tenure 2 - Career Tenure Date Cannot Be Present*

Description

When the data entered in the **Tenure Group** field is **2**, the **Career Tenure Date** field **cannot** be present.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
078 - Career Tenure Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
219	*Tenure 0 - Prob Period Start Date Cannot Be Present*

Description

When the data entered in the **Tenure Group** field is **0**, the **Probationary Period Start Date** field **cannot** be present.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
077 - Probationary Period Start Date

Document Type 063 - Personnel Action Input

Code	Message
220	*Tenure 0 - Career Tenure Date Cannot Be Present*

Description

When the data entered in the **Tenure Group** field is **0**, the **Career Tenure Date** field **cannot** be present.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
056 - Pay Plan
078 - Career Tenure Date

Document Type 063 - Personnel Action Input

Code	Message
221	*Tenure 0 - Type Of Appointment Must Be 04 Or 09*

Description

When the data entered in the **Tenure Group** field is **0**, the data entered in the **Type Of Appointment** field **must** be **04** or **09**.

Data Element(s) Used In Audit

014 - Tenure Group
056 - Pay Plan
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
222	*Tenure 1 - Type Of Appointment Must Be 01 Or 06*

Description

When the data entered in the **Tenure Group** field is **1**, the data entered in the **Type Of Appointment** field **must** be **01** or **06**.

Data Element(s) Used In Audit

014 - Tenure Group
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
223	*Tenure 1 - Prob Period Start Date Cannot Be Present*

Description

When the data entered in the **Tenure Group** field is **1**, the **Probationary Period Start Date** field **cannot** be present.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
077 - Probationary Period Start Date

Document Type 063 - Personnel Action Input

Code	Message
224	*Tenure 1 - Career Tenure Date Cannot Be Present*

Description

When the data entered in the **Tenure Group** field is **0**, the **Career Tenure Date** field **cannot** be present.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
225	*Tenure 2 - Type Of Appt Must Be 01, 02, 06, Or 07*

Description

When the data entered in the **Tenure Group** field is **1**, the data entered in the **Type Of Appointment** field **must** be **01**, **02**, **06**, or **07**.

Data Element(s) Used In Audit

014 - Tenure Group
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
226	*Step Must Be 00 With Pay Rate Determinant Code*

Description

When the data entered in the **Pay Rate Determinant Code** field is **J**, **K**, **U**, or **V**, the data entered in the **Step** field **must** be **00**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
060 - Step
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
227	*Tenure 2 - Career Tenure Date Must Be Present*

Description

When the data entered in the **Tenure Group** field is **2** and data entered in the **Type Of Appointmen**t field is **02**, the data **must** be entered in the **Career Tenure Date** field.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
078 - Career Tenure Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
228	*Saved Rate Expiration Date Cannot Be Present*

Description

When the data entered in the **Pay Rate Determinant Code** field is **J** or **K**, the **Saved Rate Expiration Date** field **cannot** be present.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
063 - Pay Rate Determinant Code
064 - Saved Grade Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
229	*NTE Date Required For Temporary Promotion*

Description

When the data entered in the **1st NOA Code** field indicates a **temporary promotion**, a date **must** be entered in the **NTE Date** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
230	*Tenure 3 - Type Of Appt Must Be 03, 08, Or 09*

Description

When the data entered in the **Tenure Group** field is **3**, the data entered in the **Type Of Appointment** field **must** be **03**, **08**, or **09**.

Data Element(s) Used In Audit

014 - Tenure Group
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
231	*Salary Not Valid For Trustee/Asst Trustee*

Description

The data entered in the **Base** (scheduled) **Salary** field **exceeds** the maximum high salary range recorded in the Table Management System, **Table 055**, Minimum And Maximum Salaries, for U.S. Trustees (working title code 5423) or Assistant U.S. Trustees (working title code 1006).

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
279 - Working Title Code
280 - Table 055, Trust-Salary-Max
281 - Table 055, Asst-Trust-Salary-Max

Document Type 063 - Personnel Action Input

Code	Message
232	*Career Tenure Not Required - Tenure 3, Type Appt 08*

Description

When the data entered in the **Tenure Group** field is **3** and the data entered in the **Type Of Appointment** field is **08**, the **Career Tenure** date field is **not** required.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
078 - Career Tenure Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
233	*Probationary Period Starting Date Not Required*

Description

When the data entered in the **Tenure Group** field is **3** and the data entered in the **Type Of Appointment** field is **08**, the **Probationary Period Start Date** field is **not** required.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
077 - Probationary Period Start Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
235	*Salary Not Valid For Pay Plan E*

Description

When the data entered in the **Pay Plan** field is **E**, the data entered in the **Base** (scheduled) **Salary** field **must** be within the range of the Table Management System (TMGT) **Table 098**, Salary Ranges, step 00-01, inclusive.

Data Element(s) Used In Audit

059 - Grade
060 - Step
061 - Base (Scheduled) Salary
270 - Low Salary Range
271 - High Salary Range

Document Type 063 - Personnel Action Input

Code	Message
236	*Appointment Limitations Not Valid With Type Of Appt*

Description

When a date is entered in the **Commencing Date Of Service Year** field, which indicates an appointment with a service year limitation, the data entered in the **Type Of Appointment** field **must** be one of the following codes:

- **03** (Competitive - Indefinite or Taper)
- **04** (Competitive - Temporary or Special Need)
- **07** (Excepted - Conditional)
- **08** (Excepted - Indefinite)
- **09** (Excepted - Temporary)

Data Element(s) Used In Audit

039 - Appointment Limitations Code
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
237	*Only One Appointment Limitations Can Be Present*

Description

Data may be present in only **one** of the following **Appointment Limitations - Full** fields:

- Full Dollars
- Hours
- Days

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days

Document Type 063 - Personnel Action Input

Code	Message
238	*Appointment Limitations Balance More Than Full*

Description

The data entered in one of the **Appointment Limitations Balance** field is **more than** the data entered in one of the **Appointment Limitations - Full** field.

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days
043 - Appointment Limitations Balance Dollars
044 - Appointment Limitations Balance Hours
045 - Appointment Limitations Balance Days

Document Type 063 - Personnel Action Input

Code	Message
239	*Appointment Limitations Must Be Present*

Description

When a date is entered in the **Commencing Date Of Service Year** field, data **must** also be entered in one of the **Appointment Limitations - Full** fields.

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days

Document Type 063 - Personnel Action Input

Code	Message
240	*Appointment Limitations - Full Must Be Present*

Description

When data is entered in one of the **Appointment Limitations Balance** fields, data **must** also be entered in one of the **Appointment Limitations - Full** fields.

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days
043 - Appointment Limitations Balance Dollars
044 - Appointment Limitations Balance Hours
045 - Appointment Limitations Balance Days

Document Type 063 - Personnel Action Input

Code	Message
242	*Commencing Date Of Service Yr Later Than Eff Date*

Description

The date entered in the **Commencing Date Of Service Year** field **cannot** be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
046 - Commencing Date Of Service Year

Document Type 063 - Personnel Action Input

Code	Message
243	*Commencing Date Of Service Year Not Valid*

Description

The date entered in the **Commencing Date Of Service Year** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

046 - Commencing Date Of Service Year

Document Type 063 - Personnel Action Input

Code	Message
244	*Commencing Date Of Service Year Must Be Present*

Description

When the appointing authority is one that is subject to an appointment limitation that cannot be exceeded within a service year, a date **must** be entered in the **Commencing Date Of Service Year** field.

Data Element(s) Used In Audit

046 - Commencing Date Of Service Year

Document Type 063 - Personnel Action Input

Code	Message
245	*Organizational Structure Code Cannot Change W/NOAC*

Description

The data entered in the **1st NOA Code** field indicates that a **change** in the Position Management System (PMSO) **organizational structure code** field **cannot** be processed. A change in the PMSO organizational structure code can **only** be processed **if**: (1) the data entered in the **1st NOA Code** field is **one** of the **following codes** or (2) the data entered in the **1st and 2nd NOA Code** fields indicates a **correction** to one of these codes :

- 500-599, 934, 954, 956, 987 (Conversions)
- 702 (Promotion)
- 703 (Temporary promotion)
- 713 (Change to lower grade)
- 721 (Reassignment)
- 740 (Position change)
- 741 (Position change - NTE))
- 790 (Reassignment)
- 936 (Reassignment - NTE)
- 938 (Termination of reassignment - NTE)
- 986 (Change to lower grade)
- 991 (Termination - temporary appointment)

A change in the PMSO organizational structure code may also be processed if the data entered in the 1st and 2nd NOA Code fields indicates a correction to one of the following codes:

- 100-199, 900, 902, 906-907, 911, 933, 928, 953, or 955 (Appointments)

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2st NOA Code
055 - Organizational Structure Code

Document Type 063 - Personnel Action Input

Code	Message
246	*Commencing Date Of Service Year Not Required*

Description

If data has **not** been entered in any of the **Appointment Limitations** fields, a date is **not** required in the **Commencing Date Of Service Year** field.

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

046 - Commencing Date Of Service Year

Document Type 063 - Personnel Action Input

Code	Message
247	*Appointment Limitations Balance Not Required*

Description

When data has **not** been entered in any of the **Appointment Limitations - Full** fields, data is **not** required in any of the **Appointment Limitations Balance** fields.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days
043 - Appointment Limitations Balance Dollars
044 - Appointment Limitations Balance Hours
045 - Appointment Limitations Balance Days

Document Type 063 - Personnel Action Input

Code	Message
248	*Appointment Limitations - Full Not Required*

Description

When data has **not** been entered in any of the **Appointment Limitations Balance** fields, data is **not** required in any of the **Appointment Limitations - Full** fields.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

040 - Appointment Limitations Full Dollars
041 - Appointment Limitations Full Hours
042 - Appointment Limitations Full Days
043 - Appointment Limitations Balance Dollars
044 - Appointment Limitations Balance Hours
045 - Appointment Limitations Balance Days

Document Type 063 - Personnel Action Input

Code	Message
250	*NOA And Auth Code Not Valid With Eff Date*

Description

When the data entered in the **1st NOA Code** and **Auth Code** fields indicates a **change** in the retirement code, the date entered in the **Effective Date** field must be **equal** to, or **earlier** than, the effective date of the processing pay period.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
251	*Detail Or Temp Promotion Must Be Terminated*

Description

When an employee is currently in a detailed position or has been temporarily promoted, the detail or temporary promotion **must** be terminated **before** the following personnel actions can be processed:

- Nature of Action Code **703** (temporary promotion)
- Nature of Action Code **730** (detail NTE)
- Nature of Action Code **922** (detail NTE)

Data Element(s) Used In Audit

410 - Detail - Department Code
411 - Detail - Agency Code
412 - Detail - Personnel Office Identifier
413 - Detail - Master Record Number
414 - Detail - Grade
415 - Detail - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
252	*NTE Date Must Be Present And Be More Than 1 Yr*

Description

When the data entered in the **1st NOA Code** field indicates a **conversion to the Senior Foreign Service non-career appointment - NTE**, a date **must be** entered in the **NTE Date** and must be **more** than 1 year but **less** than 5 years from the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date

Document Type 063 - Personnel Action Input

Code	Message
253	*Appointment Limitations Hours Must Be Numeric*

Description

The data entered in the **Appointment Limitations - Full Hours** or the **Appointment Limitations Balance Hours** fields **must** be numeric.

Data Element(s) Used In Audit

041 - Appointment Limitations - Full Hours
043 - Appointment Limitations Balance Dollars

Document Type 063 - Personnel Action Input

Code	Message
254	*Retirement Coverage Not Valid For Agency*

Description

When the data entered in the **Retirement Coverage** field is **3**, **G**, **P**, or **W**, the **agency code** entered in the **Dept/Agcy** field must be **10**, **34**, **51**, **55**, **58**, or **67**.

When the data entered in the **Retirement Coverage** field is **7**, **D**, or **I**, the **department code** entered in the **Dept/Agcy** field must be **AQ** or **AR**.

When the data entered in the **Retirement Coverage** field is **Y** or **Z**, the **department code** entered in the **Dept/Agcy** field must be **AC**.

When the data entered in the **Retirement Coverage** field is **8** or **9**, the **agency code** entered in the **Dept/Agcy** field must be **74**. ☞**Note:** When the data entered in the **Retirement Coverage** field is **8** or **9** and the **agency code** entered in the **Dept/Agcy** field is **74**, the data entered in the **Special Employee Code** field **must** be **05**.☜

Data Element(s) Used In Audit

020 - Retirement Coverage
065 - Agency Code

Document Type 063 - Personnel Action Input

Code	Message
255	*Pay Plan, Grade, Or Step Must Be Same As Database*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Pay Plan**, **Grade**, and **Step** fields must be the **same** as the pay plan, grade, and step on the employee's database **salary** record (IRIS Program 101).

Verify that the data entered in the **Pay Plan** and **Grade** fields in the Position Management System (PMSO) master record and the data entered in the **Step** field on the processing action are the **same** as the corresponding data on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
171 - Database Pay Plan
173 - Database Grade
274 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
256	*AD Grade Or Step Not Valid*

Description

When the data entered in the **Pay Plan** field is **AD**, the data entered in **both** the **Grade** and **Step** fields must be **00**.

☞**Note:** If the **agency code** entered in the **Dept/Agcy** field is **63**, the data entered in the **Grade** field can be **60**, **70**, or **80**, and the data entered in the **Step** field can be **00** through **10**.☜

If the **agency code** entered in the **Dept/Agcy** field is **JA**, the data entered in the **Step** field must be **00** through **20.**☜

Data Element(s) Used In Audit

059 - Grade
060 - Step
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
257	*PMSO Key: Fields Cannot Be Present*

Description

When the data entered in the **1st NOA Code** field indicates an **extension** of a **temporary promotion**, data in the **PMSO Key:** fields **cannot** be present.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
258	*Extension Of Temporary Promotion Not Valid*

Description

The data entered in the **1st NOA Code** field indicates an **extension** of a **temporary promotion**; however, the employee is **not** in a temporary promotion.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
259	*Change In PRD Required With NOA*

Description

The data entered in the **1st NOA Code** field indicates that data must be entered in the **Pay Rate Determinant Code** field and **must** be **different** than the pay rate determinant code currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
263	*Prev NOA Cannot Be Present*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a cancellation of an accession, data **cannot** be present in the **Correction-Previous Action A: (NOA-Auth-Auth)** field.

Data Element(s) Used In Audit

021 - Previous 1st NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code
037 - 1st CSC/Other Legal Authority
038 - 2nd CSC/Other Legal Authority

Document Type 063 - Personnel Action Input

Code	Message
264	*WGI Waiting Period Not Valid*

Description

The Within-Grade Increase (WGI) waiting periods for pay plans GS and GG are:

- Steps 02, 03, and 04 - **52** calendar weeks
- Steps 05, 06, and 07 - **104** calendar weeks
- Steps 08, 09, and 10 - **156** calendar weeks

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date
073 - SCD-WGI
272 - Database SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
265	*Remarks Code Not In TMGT*

Description

The data entered in the **Remarks Code** field was **not** located in the Table Management System (TMGT), **Table 052**, Remarks Code And Description.

Data Element(s) Used In Audit

079 - Remarks Code
233 - Table 052

Document Type 063 - Personnel Action Input

Code	Message
266	*Probationary Period Start Date Not Valid*

Description

The date entered in the **Probationary Period Start Date** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

077 - Probationary Period Start Date

Document Type 063 - Personnel Action Input

Code	Message
267	*Prob Period Start Date And Type Appt Not Valid*

Description

When a date is entered in the **Probationary Period Start Date** field, the data entered in the **Type Of Appointment** field **must** be one of the following codes:

- **01** - Competitive - career
- **02** - Competitive - career-conditional
- **03** - Competitive - term, taper, or indefinite
- **06** - Excepted - permanent
- **07** - Excepted - conditional
- **08** - Excepted - indefinite
- **09** - Excepted - temporary

Data Element(s) Used In Audit

077 - Probationary Period Start Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
268	*Probationary Period Start Date Later Than Eff Date*

Description

The date entered in the **Probationary Period Start Date** field may **not** be **later than** the date entered in the **Effective Date** field of the processing personnel action.

Data Element(s) Used In Audit

077 - Probationary Period Start Date
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
269	*Career Tenure Date Not Valid*

Description

The date entered in the **Career Tenure Date** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

078 - Career Tenure Date

Document Type 063 - Personnel Action Input

Code	Message
270	*Career Tenure Date Later Than Eff Date*

Description

The date entered in the **Career Tenure Date** field may **not** be later than the date entered in the **Effective Date** field of the processing personnel action.

Data Element(s) Used In Audit

030 - Effective Date
078 - Career Tenure Date

Document Type 063 - Personnel Action Input

Code	Message
271	*Can Only Advance One Step For WGI*

Description

When the data entered in the **1st NOA Code** field indicates a within-grade increase (WGI), the data entered in the **Step** field must be the **next** step of the employee's current grade.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
060 - Step
173 - Database Grade
174 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
272	*SCD-Leave Must Be Present With Annual Leave*

Description

A date must be entered in the **SCD-Leave** field when data entered in the **Annual Leave Category** field indicates that the employee **will** earn annual leave.

Data Element(s) Used In Audit

015 - SCD-Leave
080 - Annual Leave Category

Document Type 063 - Personnel Action Input

Code	Message
273	*Annual Leave Code Not In TMGT*

Description

The data entered in the **Annual Leave Code-45 Day** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

081 - Annual Leave Code - 45 Day
208 - Table 025, Block 060

Document Type 063 - Personnel Action Input

Code	Message
274	*Annual Leave Code - 45 Day Not Valid For Dty Stn*

Description

When data entered in the **Annual Leave Code - 45 Day** field is **Y**, the data entered in the **Duty Station** field located in the Position Management System (PMSO) **must** be an **overseas** or **foreign** post of duty.

Data Element(s) Used In Audit

068 - Duty Station State Or Country Code
081 - Annual Leave Code - 45 Day

Document Type 063 - Personnel Action Input

Code	Message
275	*Leave Earning Status During P/P Not In TMGT*

Description

The data entered in the **Leave Earning Status During Pay Period** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

082 - Leave Earning Status During Pay Period
209 - Table 025, Block 061

Document Type 063 - Personnel Action Input

Code	Message
276	*Change In SSNO Already Processed*

Description

The data entered in the **Previous Social Security** field indicates a change or correction to these fields. However, a change or correction to the social security number already exists on the employee's database **SSNO Change Data** record (IRIS Program 131).

Data Element(s) Used In Audit

090 - Previous Social Security Number

Document Type 063 - Personnel Action Input

Code	Message
277	*NOA Not Valid For Separation*

Description

The data entered in the **1st NOA Code** field is **not** valid for a **separation** personnel action.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
278	*DOJ Ret-Cov-Code Incompatible With Spec-Empl-Cd*

Description

When the data entered in the **Retirement Coverage Code** field on the processing personnel action is **1** (Civil Service Retirement System (CSRS))**, K** (Federal Employees' Retirement System (FERS) and Federal Insurance Contribution Act (FICA))**, C** (FICA and CSRS-partial deductions)**,** or **R** (FICA and CSRS-full deductions)**,** data entered in the **Special Employee Code** field **cannot** be **02** (AUO - nonexempt from FLSA).

When the data entered in the **Retirement Coverage Code** field on the processing personnel action is **6** (CSRS - Special)**, M** (FERS and FICA - Special)**, E** (FICA and CSRS-partial deductions - Special)**,** or **T** (FICA and CSRS-full deductions - Special)**,** data entered in the **Special Employee Code** field **cannot** be **08** (AUO other than law enforcement personnel).

☞**Note:** This edit message is applicable to Department of Justice employees only.☜

Data Element(s) Used In Audit

020 - Retirement Coverage Code
065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
279	*Date Last Entered Present Grade Must Be Present*

Description

When data entered in the **Grade** field indicates a **change** in the employee's grade, a date **must** be entered in the **Date Last Entered Present Grade** field.

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
084 - Date Last Entered Present Grade

Document Type 063 - Personnel Action Input

Code	Message
280	*Date Last Entered Present Grade Not Valid*

Description

The date entered in the **Date Last Entered Present Grade** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

084 - Date Last Entered Present Grade

Document Type 063 - Personnel Action Input

Code	Message
281	*Date Last Entered Present Grade Later Than Eff Date*

Description

The date entered in the **Date Last Entered Present Grade** field cannot be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
084 - Date Last Entered Present Grade

Document Type 063 - Personnel Action Input

Code	Message
282	*Pay Table Code Invalid For Dty Stat/Loc Tbl Cd*

Description

The occupational series code and pay rate determinant code indicate that the employee is entitled to receive Information Technology (IT) pay. However, the pay table code entered in the Position Management System (PMSO) was not located in the Table Management System (TMGT), Table 016, Geographical Location Codes With Names. Verify that:

- the employee's duty station entered in PMSO is within the geographic boundary for an area which has been established as a pay locality
- the pay table number entered in PMSO is an established IT pay table number

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code
428 - Pay Table Code

Document Type 063 - Personnel Action Input

Code	Message
284	*WGI Not Coded Due*

Description

The data entered in the **1st NOA Code** field indicates a **within-grade increase**. However, the WGI due code on the employee's database **personnel supplements** record (IRIS Program 123) is **not** coded **1** (due), which indicates that the employee is **not eligible** to receive the WGI.

In order to process this personnel action, the WGI due code must be changed. Process an NFC-74, Master File Change Document, through PRES/EPIC to change the WGI due code to **1** (due) **prior** to processing the WGI personnel action in PACT/EPIC.

Data Element(s) Used In Audit

189 - Database WGI Due Code
250 - Database LWOP Since Last WGI
251 - Database AWOL Since Last WGI
252 - Database Suspension Since Last WGI
253 - Database Elapsed Days Worked Since Last WGI

Document Type 063 - Personnel Action Input

Code	Message
285	*Continuation Of Error Message 284*

Description

Error Message 284 continued.

Data Element(s) Used In Audit

254 - Data Base Intermittent Days Worked Since Last WGI
255 - CP-Adjusted Days WGI
272 - Database SCD WGI Code
278 - Database Composite Rating
329 - Database Critical Element Indicator

Document Type 063 - Personnel Action Input

Code	Message
286	*SCD Leave Later Than Effective Date*

Description

The date entered in the **SCD-Leave** field cannot be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

015 - SCD-Leave
030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
288	*Salary Rate Code Must Be WC*

Description

When the employee is serving without compensation, the data entered in the **Salary Rate Code** field must be **WC** (without compensation).

Data Element(s) Used In Audit

062 - Salary Rate Code

Document Type 063 - Personnel Action Input

Code	Message
290	*Change In Agency Already Processed*

Description

The data entered in the **Previous Agency Code** field indicates a **change** in agency code. However, the employee's database **SSNO Change Data** record (IRIS Program 131) indicates that the change in the agency code has already been processed.

Data Element(s) Used In Audit

010 - Previous Agency Code
065 - Agency Code
169 - Database Agency Code

Document Type 063 - Personnel Action Input

Code	Message
291	*Supvy Pct Not Valid*

Description

When a personnel action is processed to **add** or **change** a supervisory differential rate, the data entered in the **Supvy Pct** field must be numeric and greater than zero.

When a personnel action is processed to **discontinue** a supervisory differential rate, the supervisory differential rate (1) must be recorded on the employee's database **personnel supplements** record (IRIS Program 123) and (2) data entered in the **Supvy Pct** field must be all zeros.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
433 - Database Supervisory Differential Percent
434 - Supervisory Differential Percent

Document Type 063 - Personnel Action Input

Code	Message
292	*Organizational Structure Code Change Required*

Description

When data entered in the **Previous Agency Code** field indicates a change in agency code, the **Organizational Structure Code** field in the Position Management System (PMSO) **must also** be changed.

Data Element(s) Used In Audit

010 - Previous Agency Code

Document Type 063 - Personnel Action Input

Code	Message
293	*Time Off Award Record Not Found*

Description

The data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** or **cancellation** of a time off award. However, a database **time off award** record (IRIS Program 143) does **not** exist for this employee.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
295	*Supervisory Code Not Valid With NOA*

Description

When data in the **1st NOA Code** field on the processing personnel action indicates a **change** in a supervisory differential rate, the data entered in the **Sup Cd** field in the Position Management System (PMSO) must be **2** or **4**.

Data Element(s) Used In Audit

022 - 1st NOA Code
433 - Database Supervisory Differential Rate
434 - Supervisory Differential Rate

Document Type 063 - Personnel Action Input

Code	Message
296	*Name Correction Must Be Blank*

Description

When the data entered in the **1st NOA Code** field on the processing personnel action indicates an **accession**, the **Name Correction** field must be blank.

Data Element(s) Used In Audit

089 - Name Correction Code

Document Type 063 - Personnel Action Input

Code	Message
297	*Previous SSNO Must Be Blank*

Description

When the data entered in the **1st NOA Code** field on the processing personnel action indicates an **accession**, the **Previous SSNO** field must be blank.

Data Element(s) Used In Audit

090 - Previous SSNO

Document Type 063 - Personnel Action Input

Code	Message
298	*Duty Hours Per Pay Period Must Be Present*

Description

When data entered in the **Work Schedule** field on the processing personnel action indicates that the employee will be **part-time**, data must also be entered in the **Duty Hours Per Pay Period** field.

Data Element(s) Used In Audit

091 - Duty Hours Per Pay Period
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
299	*Duty Hours Per Pay Period Not Valid*

Description

When the data entered in the **Work Schedule** field indicates that the employee will be **part-time**, the data entered in the **Duty Hours Per Pay Period** field must be **greater** than **1** hour (0100) but **less** than **80** (7900 or less) hours.

Data Element(s) Used In Audit

091 - Duty Hours Per Pay Period
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
300	*Duty Hours Per Pay Period Not Required*

Description

When the data entered in the **Work Schedule** field indicates that the employee will **not** be **part-time**, data is **not** required in the **Duty Hours Per Pay Period** field.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is invalid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

091 - Duty Hours Per Pay Period
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
301	*Work Schedule Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a:

- recruitment bonus
- relocation bonus
- change in allowance/differential

the **work schedule** in the employee's database **salary** record (IRIS Program 102) **must** be **F**, **G**, **H**, **P**, **Q**, **R**, **S**, or **T.**

Data Element(s) Used In Audit

022 - 1st NOA Code
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
304	*Seasonal Or Status Quo Not In TMGT*

Description

The data entered in the **Seasonal or Status Quo** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

094 - Seasonal or Status Quo
216 - Table 025, Block 073

Document Type 063 - Personnel Action Input

Code	Message
305	*Type Of Appointment Not In TMGT*

Description

The data entered in the **Type Of Appointment** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block and Description).

☞**Note**: The data entered in the **Type Of Appointment** field must be **08** if :

- the data entered in the **Dept/Agcy** field is **10**,
- the data entered in the **Pay Plan** field in the Position Management System (PMSO) is **FP**, and
- the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) is **0135**.

The data entered in the **Type Of Appointment** field must be **06**, **07**, **08**, or **09** if the data entered in the **Dept/Agcy** field is **85**, **97**, **AE**, **AQ**, **AR**, **AT**, or **AU**.

The data entered in the **Type Of Appointment** field must be **08** or **09** if the data entered in the **Dept/Agcy** field is **71**.☜

Data Element(s) Used In Audit

095 - Type Of Appointment
030 - Effective Date
230 - Table 025, Block 074

Document Type 063 - Personnel Action Input

Code	Message
306	*Annuit Ind Requires Date Ret Military*

Description

When the data entered in the **Annuitant Indicator** field is **4**, **5**, or **C through F**, a date **must** be entered in the **Date Retired Military Service** field.

Data Element(s) Used In Audit

120 - Annuitant Indicator
146 - Date Retired Military Service

Document Type 063 - Personnel Action Input

Code	Message
307	*Pay Plan Not Valid With Supervisory Differential*

Description

When the data entered in the **1st NOA Code** field indicates a **change** in supervisory differential, the **pay plan** in the employee's database **salary** record (IRIS Program 101) **must** be a **general schedule** (GS) pay plan.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
171 - Database Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
308	*Retention Percent Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates entitlement to retention percent, the amount entered in the **Percent** field **cannot** exceed 25 percent of the scheduled salary.

When the data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** or **change** to a retention percent, the **amount** entered in the **Percent** field **must** be **different** than the amount currently recorded on the employee's database **personnel supplements** record (IRIS Program 123), but **cannot** exceed **25 percent** of the scheduled salary.

When the data entered in the **1st NOA Code** field and **1A Auth Code** field is **810 ZLM**, the **amount** entered in the **Percent** field **cannot** exceed **10 percent** of the **scheduled salary**. ☞**Note**: **Nature of Action Code 810** and **Authority Code ZLM** can **only** be **used** to establish entitlement to retention percent **if** the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) is **not** covered under the General Schedule or Federal Wage System.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
431 - Database Retention Percent
432 - Retention Percent

Document Type 063 - Personnel Action Input

Code	Message
309	*Special Employee Code Not In TMGT*

Description

The data entered in the **Special Employee Code** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

096 - Special Employee Code
218 - Table 025, Block 075

Document Type 063 - Personnel Action Input

Code	Message
310	*Data Not Valid For Special Employee Code 04*

Description

When the data entered in the **Special Employee Code** field is **04**, the following data **must** also be present:

- the **agency code** entered in the **Dept/Ag** field must be **07**
- the data entered in the **Pay Plan** field must be **AD**
- the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) must be **0301**
- the data entered in the **Grade** and **Step** fields must both be **00**
- the data entered in the **Salary Rate Code** field must be **PD** or **WC**
- the data entered in the **Pay Rate Determinant Code** field must be **0**
- if the data entered in the **Salary Rate Code** field is **PD**, the data entered in the **Base Salary** field must be located in the Table Management System (TMGT), **Table 055**, Minimum and Maximum Salaries
- if the data entered in the **Salary Rate Code** field is **WC**, the data entered in the **Base Salary** field must be all zeros.
- if the processing personnel action is an accession, and the data entered in the **Salary Rate Code** field is **WC**, then **Remarks Code 273** must also be present.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
062 - Salary Rate Code
065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
312	*Special Employee Code 13 - Agency Code Must Be 03*

Description

When the data entered in the **Special Employee Code** field is **13**, the **agency code** entered in the **Dept/Agcy** field must be **03**.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
313	*Special Employee Code 31 - Agency Code Must Be 02*

Description

When the data entered in the **Special Employee Code** field is **31**, the **agency code** entered in the **Dept/Agcy** field must be **02**.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
314	*Special Employee Code 30 - Agency Code Not Valid*

Description

When the data entered in the **Special Employee Code** field is **30**, the **agency code** entered in the **Dept/Agcy** field must be **03**, **10**, **34**, or **37**.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
315	*Pay Plan Not Valid With Special Employee Code 05*

Description

When the data entered in the **Special Employee Code** field is **05**, the data entered in the **Pay Plan** field must be **AD**, **EH**, **EI**, **EX**, **FE**, **FO**, **GS** (grade 16 - 18), or **SR**.

Data Element(s) Used In Audit

056 - Pay Plan
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
316	*Special Employee Code Not Valid With Agency*

Description

When the data entered in the **Special Employee Code** field is **09**, **23**, **25**, **41 - 44**, **47**, or **48**, the **agency code** entered in the **Dept/Agcy** field must be **11**.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
317	*Pay Plan Not Valid With Special Employee Code 07*

Description

When the data entered in the **Special Employee Code** field is **07**, the data entered in the **Pay Plan** field must be **EC**, **ED**, **EE**, **EF**, **EG**, **EH**, or **EI**.

Data Element(s) Used In Audit

056 - Pay Plan
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
318	*Data Not Valid With Special Employee Code 05*

Description

When the data entered in the **Special Employee Code** field is **05**, the following data **must** also be present:

- the **agency code** entered in the **Dept/Ag** field must be **FA**
- the data entered in the **Pay Plan** field must be **AD**
- the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) must be **0301**
- the data entered in the **Salary Rate Code** field must be **PH**
- the data entered in the Base Salary field must be located in the Table Management System (TMGT), **Table 055**, Minimum and Maximum Salaries

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
061 - Base (Scheduled) Salary
062 - Salary Rate Code
065 - Agency
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
319	*Data Not Valid With Special Employee Code 45 or 46*

Description

When the data entered in the **Special Employee Code** field is **45** or **46**, the following data **must** also be present:

- the **agency code** entered in the **Dept/Ag** field must be **11**
- the data entered in the **Pay Plan** field must be **AD**, and the data entered in the **Grade and Step** fields must both be **00**
- the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) must be **0000**
- the data entered in the **FEGLI Code** field must be **A**
- the data entered in the **FEHB Coverage Code** field must be **2**
- the data entered in the **FLSA Code** field must be **E**
- if the processing personnel action is an accession and the **Special Employee Code** is **45**, (1) the data entered in the **1st NOA Code** field must be 911, and (2) the data entered in the **Base** (scheduled) **Salary** field must be located in the Table Management System (TMGT), **Table 055**, Minimum and Maximum Salaries
- if the processing personnel action is an accession and the **Special Employee Code** field is **46**, (1) the data entered in the **1st NOA Code** field must be 906 or 907, and (2) the data entered in the **Base** (scheduled) **Salary** field must be located in the Table Management System (TMGT), **Table 055**, Minimum and Maximum Salaries

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
320	*Continuation Of Error Message 319*

Description

Error message 319 continued.

Data Element(s) Used In Audit

017 - FEGLI Coverage
019 - FEHB Coverage
022 - 1st NOA Code
113 - FLSA Code

Document Type 063 - Personnel Action Input

Code	Message
321	*Pay Plan Not Valid With Salary Share Code*

Description

When the data entered in the **Pay Plan** field is **GG** or **GH**, the data entered in the **Salary Share Code** field **must** be **1**, **2**, **3**, or **4.**

Data Element(s) Used In Audit

056 - Pay Plan
103 - Salary Share Code

Document Type 063 - Personnel Action Input

Code	Message
322	*COLA/Post Differential Code Not In TMGT*

Description

The data entered in the **COLA/Post Differential Code** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

☞**Note:** If the **duty station** field in the Position Management System (PMSO) is **changing** and COLA/post differential is **valid** for the new duty station, data **must** be entered in the COLA/Post Differential **Code** field on the processing personnel action and must be **other** than **0**.

If the **duty station** field in the Position Management System (PMSO) is **changing** and COLA/post differential is **not** valid for the new duty station, an official change action **must** be processed and the data entered in the COLA/Post Differential field on the official change action **must** be **0.**☜

Data Element(s) Used In Audit

098 - COLA/Post Differential Code
219 - Table 025, Block 077

Document Type 063 - Personnel Action Input

Code	Message
323	*COLA/Post Diff Code Not Valid For Wage Employee*

Description

When the data entered in the **Pay Plan** field indicates a wage grade employee, the data entered in the **COLA/Post Differential Code** field **must** be **0** or **4**.

☞**Note:** Wage grade employees are **not** entitled to cost-of-living allowance (COLA) or post differential in **non-foreign areas**.☜

Data Element(s) Used In Audit

056 - Pay Plan
098 - COLA/Post Differential Code

Document Type 063 - Personnel Action Input

Code	Message
324	*State/Country Not In TMGT*

Description

When the data entered in the **COLA/Post Differential Code** field is **other** than **0**, the data in the **Duty Station** field recorded in the Position Management System (PMSO) must be located in the Table Management System (TMGT), **Table 027**, COLA/Post Differential Codes.

Data Element(s) Used In Audit

068 - Duty Station State/Country Code
069 - Duty Station City Code
098 - COLA/Post Differential Code
235 - Table 027

Document Type 063 - Personnel Action Input

Code	Message
325	*Control Of Coop Employee Not In TMGT*

Description

The data entered in the **Control Of Coop Employee** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

102 - Control Of Coop Employee
220 - Table 025, Block 081

Document Type 063 - Personnel Action Input

Code	Message
326	*Salary Share Code Not In TMGT*

Description

The data entered in the **Salary Share Code** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

103 - Salary Share Code
221 - Table 025, Block 082

Document Type 063 - Personnel Action Input

Code	Message
327	*Control Of Coop Employee Code Must Be 1, 2, Or 3*

Description

When the data entered in the **Salary Share Code** field is **4** or **5**, data entered in the **Control Of Coop Employee Code** field **must** be **1**, **2**, or **3**.

Data Element(s) Used In Audit

102 - Control Of Coop Employee Code
103 - Salary Share Code

Document Type 063 - Personnel Action Input

Code	Message
328	*Coop/Annuitant Share Amt Must Be Present*

Description

When the data entered in the **Salary Share Cod**e field is **4** or **5**, data **must** also be entered in the **Coop Share Amt** and **Annuitant Share Amt** fields.

☞**Note:** The data entered in the **Coop Share Amt** and **Annuitant Share Amt** fields **must** be **less** than the amount entered in the **Base Salary** field.☜

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
102 - Control Of Coop Employee Code
103 - Salary Share Code
104 - Coop Share Amt
105 - Annuitant Share Amt

Document Type 063 - Personnel Action Input

Code	Message
329	*Control Of Coop Employee Code Cannot Be 0*

Description

When data entered in the **Salary Share Code** field is **1** or **2**, data entered in the **Control Of Coop Employee Code** field **must** be **1**, **2**, or **3**.

Data Element(s) Used In Audit

102 - Control Of Coop Employee Code
103 - Salary Share Code

Document Type 063 - Personnel Action Input

Code	Message
330	*Coop Share Amt Must Be Present*

Description

When the data entered in the **Salary Share Cod**e field is **1** or **2**, data **must** also be entered in the **Coop Share Amt** field.

☞**Note**: The data entered in the **Coop Share Amt** field **must** be **less** than the amount entered in the **Base Salary** field.☜

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
103 - Salary Share Code
104 - Coop Share Amt

Document Type 063 - Personnel Action Input

Code	Message
331	*Annuitant Share Amt Cannot Be Present*

Description

When the data entered in the **Salary Share Cod**e field is **1** or **2**, the **Annuitant Share Amt** field **cannot** be present.

Data Element(s) Used In Audit

103 - Salary Share Code
105 - Annuitant Share Amt

Document Type 063 - Personnel Action Input

Code	Message
332	*Control Of Coop Employee Code Must Be 0*

Description

When data entered in the **Salary Share Code** field is **3**, data entered in the **Control Of Coop Employee Code** field **must** be **0**.

Data Element(s) Used In Audit

102 - Control Of Coop Employee Code
103 - Salary Share Code

Document Type 063 - Personnel Action Input

Code	Message
333	*Coop Share Amt Must Be Blank*

Description

When the data entered in the **Salary Share Code** field is **0**, data **cannot** be entered in the **Coop Share Amt** field.

Data Element(s) Used In Audit

102 - Control Of Coop Employee Code
103 - Salary Share Code
104 - Coop Share Amt

Document Type 063 - Personnel Action Input

Code	Message
334	*Annuitant Share Amt Must Be Present*

Description

When the data entered in **both** the **Salary Share Code** and **Control Of Coop Employee Code** fields is **3**, data **must** be entered in the **Annuitant Share Amt** field.

☞**Note:** The data entered in the **Annuitant Share Amt** field **must** be **less** than the amount entered in the **Base Salary** field.☜

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
102 - Control Of Coop Employee Code
103 - Salary Share Code
105 - Annuitant Share Amt

Document Type 063 - Personnel Action Input

Code	Message
335	*Coop Overtime/Holiday Rate Must Be Blank*

Description

When the data entered in the **Salary Share Code** field is **3**, data **cannot** be entered in the **Coop Overtime Rate** or **Coop Holiday Rate** fields.

Data Element(s) Used In Audit

103 - Salary Share Code
106 - Coop Overtime Rate
107 - Coop Holiday Rate

Document Type 063 - Personnel Action Input

Code	Message
336	*Salary Share Data Cannot Be Present*

Description

When the data entered in the **Salary Share Code** field is **0**, data **cannot** be present in the following fields:

- Coop Share Amt
- Annuitant Share Amt
- Coop Overtime Rate
- Coop Holiday Rate

Data Element(s) Used In Audit

103 - Salary Share Code
104 - Coop Share Amt
105 - Annuitant Share Amt
106 - Coop Overtime Rate
107 - Coop Holiday Rate

Document Type 063 - Personnel Action Input

Code	Message
337	*Quarters Ded Amt Requires Qtrs Ded Code*

Description

When data is entered in the **Quarters Deduction Amount** field, data **must** also be entered in the **Quarters Deduction Code** field.

When data is entered in the **Quarters Deduction Code** field, data **must** also be entered in the **Quarters Deduction Amount** field.

Data Element(s) Used In Audit

109 - Quarters Deduction Amount
110 - Quarters Deduction Code

Document Type 063 - Personnel Action Input

Code	Message
338	*Quarters Ded Code Not In TMGT*

Description

The data entered in the **Quarters Deduction Code** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

110 - Quarters Deduction Code
222 - Table 025, Block 088

Document Type 063 - Personnel Action Input

Code	Message
339	*Quarters Ded Code Not Valid For Agency*

Description

When data is entered in the **Quarters Deduction Code** field, the **agency code** entered in the **Dept/Agcy** field **must** be one of the following:

- **03** (Agricultural Research Service)
- **11** (Forest Service)
- **16** (Natural Resource Conservation Service)
- **17** (Federal Emergency Management Agency)
- **34** (Animal and Plant Health Inspection Service)
- **54** (National Oceanic and Atmospheric Administration)
- **70** (Smithsonian Institution - Federal)
- **71** (Smithsonian Institution -Trust)

Data Element(s) Used In Audit

065 - Agency Code
109 - Quarters Deduction Amount
110 - Quarters Deduction Code

Document Type 063 - Personnel Action Input

Code	Message
340	*Quarters Deduction Code Must Be 1, 2, 3, Or 4*

Description

When data is entered in the **Quarters Deduction Amount** field, the data entered in the **Quarters Deduction Code** field **must** be one of the following:

- **1** (per day deduction - tax exempt)
- **2** (per day deduction - not tax exempt)
- **3** (per pay period - tax exempt)
- **4** (per pay period - not tax exempt)

Data Element(s) Used In Audit

065 - Agency Code
110 - Quarters Deduction Code

Document Type 063 - Personnel Action Input

Code	Message
341	*Environmental Differential Cannot Be Generated*

Description

The environmental differential cannot be generated for this wage grade employee. This message is an indication that the data entered in the **Base Salary** field is **not** valid for the employee.

The environmental differential is the hourly salary rate of a wage grade 10, step 02, for the applicable wage area, and is generated from the Table Management System (TMGT), **Table 029**, Pay Table Rates.

Data Element(s) Used In Audit

056 - Pay Plan
112 - Environmental Differential
185 - Wage Board Area - Table 033
186 - Occupational Area - Table 031
236 - Table 029
237 - Table 033

Document Type 063 - Personnel Action Input

Code	Message
343	*Trvl Allow/Enviro Diff Not Valid For Pay Plan*

Description

When data is entered in the **Travel Allow/Environ Diff** field, the data entered in the **Pay Plan** field **must** indicate a **wage grade** employee.

Data Element(s) Used In Audit

056 - Pay Plan
065 - Agency Code
111 - Travel Allowance Amount
112 - Environmental Differential

Document Type 063 - Personnel Action Input

Code	Message
344	*Travel Allowance Amount Not In TMGT*

Description

The data entered in the **Travel Allow** field was **not** located in the Table Management System (TMGT) **Table 055**, Minimum and Maximum Salaries.

Data Element(s) Used In Audit

111 - Travel Allowance Amount

Document Type 063 - Personnel Action Input

Code	Message
345	*Pay Plan Not Valid With Relocation Bonus*

Description

When the data entered in the **1st NOA Code** field indicates a relocation bonus, the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) **must** be a **general schedule** (GS) pay plan.

Data Element(s) Used In Audit

022 - 1st NOA Code
171 - Database Pay Plan
438 - Relocation Bonus

Document Type 063 - Personnel Action Input

Code	Message
346	*FLSA Code Not Valid*

Description

If the data entered in the **Pay Plan** field is **GS**, **GT**, **IS**, **LG**, or **NF**, the data entered in the **FLSA Code** field in the Position Management System (PMSO) **must** be one of the following codes:

- **E** (exempt from the Fair Labor Standards Act (FLSA))
- **N** (not exempt from the Fair Labor Standards Act (FLSA))

☞**Note:** If the data entered in the **Pay Plan** field is **GS** and the data entered in the **Grade** field is **01** through **04**, the data entered in the **FLSA Code** field in PMSO **must** be **N**.

If the data entered in the **Pay Plan** field is **GS** and the data entered in the **Grade** field is **greater** than **11**, the data entered in the **FLSA Code** field in PMSO must be **E**, unless the data entered in the **Occupational Series Code** field in PMSO is **1980** or **2181**.☜

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
113 - FLSA Code

Document Type 063 - Personnel Action Input

Code	Message
347	*Pay Plan Not Valid With Retention Percent*

Description

When the data entered in the **1st NOA Code** field indicates a **change** in allowance, the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) **must** be a **general schedule** pay plan or a **wage grade** pay plan.

Data Element(s) Used In Audit

022 - 1st NOA Code
171 - Database Pay Plan
432 - Retention Percent

Document Type 063 - Personnel Action Input

Code	Message
348	*Recruitment Bonus Already On Database*

Description

The data entered in the **1st NOA Code** field indicates a **recruitment bonus**; however, a recruitment bonus currently **exists** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
435 - Recruitment Bonus
436 - Database Recruitment Bonus

Document Type 063 - Personnel Action Input

Code	Message
349	*Accounting Station Code Not In TMGT*

Description

The data entered in the **Accounting Station Code** field in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 002**, Accounting Station Name and Address.

Data Element(s) Used In Audit

115 - Accounting Station Code
238 - Table 002

Document Type 063 - Personnel Action Input

Code	Message
350	*POI Not In TMGT*

Description

The data entered in the **POI** field was **not** located in the Table Management System (TMGT), **Table 001**, Personnel Office Identifier Name and Address.

Data Element(s) Used In Audit

116 - Personnel Office Identifier
239 - Table 001

Document Type 063 - Personnel Action Input

Code	Message
351	*POI Must Be Present*

Description

When the data entered in the **1st NOA Code** field indicates a **change** in the appointing office, data **must** be entered in the **POI** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
116 - Personnel Office Identifier

Document Type 063 - Personnel Action Input

Code	Message
352	*Pay Plan Not Valid With NOA*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Pay Plan** field **must** be **PG**, **PL**, **PS**, **XD**, **X**L, **XN**, **XP**, or **XS**.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
353	*Occupational Series Not Valid With Pay Plan*

Description

When the data entered in the **Pay Plan** field is **PG**, **PL**, **PS**, **XD**, **XL**, **XN**, **XP**, or **XS**, the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) **must** be in the range of **4400** through **4499**.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code

Document Type 063 - Personnel Action Input

Code	Message
354	*Agency Use Data Not Valid For Agency*

Description

The data entered in the **Agency Use** field is **not valid** with the **agency code** entered in the **Dept/Agcy** field. Agency specifications for data entered in the Agency Use field are:

When the **agency code** entered in the **Dept/Agcy** field is **11**:

- data entered in the **Special Employee Code** field **must** be **09** or **25**
- data entered in the **Agency Use** field **must** be four numeric positions and the first two positions **must** be **01** through **25**

When the **agency code** entered in the **Dept/Agcy** field is **34**:

- data entered in the **Agency Use** field **must** be two numeric positions

When the **agency code** entered in the **Dept/Agcy** field is **85** or **97**:

- data entered in the **Agency Use** field **must** be one position and **must** be a valid employee type (A, B, C, D, F, G, H, I, L, R, S, or V)

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code
124 - Agency Use Block

Document Type 063 - Personnel Action Input

Code	Message
355	*Auth Date Not Valid*

Description

The date entered in the **Auth Date** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

121 - Auth Date

Document Type 063 - Personnel Action Input

Code	Message
362	*Pay Plan Not Valid With Recruitment Bonus*

Description

When the data entered in the **1st NOA Code** field indicates a **recruitment bonus**, the **Pay Plan** recorded on the employee's database **salary** record (IRIS Program 101) **must** be a general schedule (GS) pay plan.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
364	*AD-349 Agency Code Not In TMGT*

Description

The **agency code** entered in the **Dept/Agcy** field on the processing AD-349 was **no**t located in the Table Management System (TMGT), **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

181 - Agency Code - AD-349
190 - Table 023

Document Type 063 - Personnel Action Input

Code	Message
365	*AD-349 Effective Date Not Valid*

Description

The date entered in the **Effective Date** field on the processing AD-349 **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

182 - Effective Date - AD-349

Document Type 063 - Personnel Action Input

Code	Message
366	*Check Mail Address Not Valid W/Designated Agent Cd*

Description

When data is entered in the **Designated Agent Code** field, the **Check Mailing Address Other Than Bank** fields must be blank.

Data Element(s) Used In Audit

136 - Check Mail City Code
138 - Check Mail State Code
139 - Check Mail Zip Code
140 - Designated Agent Code

Document Type 063 - Personnel Action Input

Code	Message
367	*Designated Agent Code Not Valid*

Description

The **1st position** of the data entered in the **Designated Agent Code** field is **not** valid. The **1st position** of the designated agent code must be one of the following codes:

- **1** (Birmingham, AL)
- **2** (Chicago, IL)
- **3** (Kansas City, MO)
- **4** (Washington, DC)
- **5** (San Francisco, CA)
- **6** (Philadelphia, PA)

Data Element(s) Used In Audit

140 - Designated Agent

Document Type 063 - Personnel Action Input

Code	Message
368	*Citizenship Status Not In TMGT*

Description

The data entered in the **Citizenship Status** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

141 - Citizenship Status
277 - Table 025, Block 076

Document Type 063 - Personnel Action Input

Code	Message
369	*Cancellation - Time Off Hours Already Used*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a **cancellation** of a time off award, the time off award hours **used** on the employee's database **time off award** record (IRIS Program 143) **must** be **zero**s.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
370	*Relocation Bonus Already On Database*

Description

The data entered in the **1st NOA Code** field indicates a relocation bonus; however, a relocation bonus **already** exists on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
437 - Database Relocation Bonus

Document Type 063 - Personnel Action Input

Code	Message
371	*Duty Hours Must Be Blank For Intermittent*

Description

When the data entered in the **Work Schedule** field is **I** or **J** (intermittent), the **Duty Hours Per Pay Period** field **must** be **blank**.

☞**Note:** If the data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

056 - Pay Plan
062 - Salary Rate Code
091 - Duty Hours Per Pay Period
096 - Special Employee Code
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
374	*Previous NOA Not Valid For Cancellation/Correction*

Description

When the data entered in the **1st and 2nd NOA Code** fields indicate a cancellation or a correction, the data entered in the **Correction-Previous Action A: (NOA-Auth-Auth)** field **cannot** be a cancellation or correction nature of action code.

Data Element(s) Used In Audit

021 - Previous NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
375	*Date Retired Military Must Be Present*

Description

When the data entered in the **Uniform Service Component** field is **4** or **5**, a date **must** be entered in the **Date Retired Military Service** field.

Data Element(s) Used In Audit

142 - Uniform Service Component
146 - Date Retired Military Service

Document Type 063 - Personnel Action Input

Code	Message
376	*Date Retired Military Service Not Valid*

Description

The date entered in the **Date Retired Military Service** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

146 - Date Retired Military Service

Document Type 063 - Personnel Action Input

Code	Message
377	*Uniform Service Component Must Be 4 Or 5*

Description

When a date is entered in the **Date Retired Military Service** field, the data entered in the **Uniform Service Component** field **must** be **4** or **5.**

Data Element(s) Used In Audit

142 - Uniform Service Component
146 - Date Retired Military Service

Document Type 063 - Personnel Action Input

Code	Message
378	*Educational Level Not In TMGT*

Description

The data entered in the **Educational Level** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

147 - Educational Level
244 - Table 025, Block 005

Document Type 063 - Personnel Action Input

Code	Message
379	*Year Deg/Cert Received Must Be Present*

Description

When the data entered in the **Educational Level** field is **06, 10,** or **13 and above**, a date **must** be entered in the **Year Deg/Cert Received** field.

Data Element(s) Used In Audit

147 - Educational Level
149 - Year Deg/Cert Received

Document Type 063 - Personnel Action Input

Code	Message
380	*Instructional Program Must be Present*

Description

When the data entered in the **Educational Level** field is **06, 10,** or **13 and above**, data **must** be entered in the **Instructional Program** field.

Data Element(s) Used In Audit

147 - Educational Level
148 - Instructional Program

Document Type 063 - Personnel Action Input

Code	Message
381	*Instructional Program Not In TMGT*

Description

The data entered in the **Instructional Program** field was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

148 - Instructional Program
245 - Table 025, Block 097

Document Type 063 - Personnel Action Input

Code	Message
382	*Year Deg/Cert Received Must Be Blank*

Description

If the data entered in the **Educational Level** field is **not 06, 10,** or **13 and above**, the **Year Deg/Cert Received** field **must** be blank.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

147 - Educational Level
149 - Year Deg/Cert Received

Document Type 063 - Personnel Action Input

Code	Message
383	*Instructional Program Must Be Blank*

Description

If the data entered in the **Educational Level** field is **not 06, 10,** or **13 and above**, the **Instructional Program** field **must** be blank.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

147 - Educational Level
148 - Instructional Program

Document Type 063 - Personnel Action Input

Code	Message
384	*Current Residence Street Address Not Valid*

Description

If data is entered in the **Second Line Street Address** field for the current residence address, data **must** also be entered in the **First Line Street Address** field. (Data **cannot** be entered in the **Second Line** or **Third Line Street Address** fields if data is **not** entered in the **First Line Street Address** field.)

Data Element(s) Used In Audit

125 - First Line Residence Address
126 - Second Line Residence Address
127 - Third Line Residence Address

Document Type 063 - Personnel Action Input

Code	Message
385	*Current Res Address State Code Not In TMGT*

Description

The data entered in the **State Code** field for the current residence address was **not** located in the Table Management System (TMGT), **Table 015,** State Code and ZIP Range.

Data Element(s) Used In Audit

131 - Residence Address State Code
246 - Table 015

Document Type 063 - Personnel Action Input

Code	Message
386	*Current Residence Address Not Valid*

Description

The data entered in the **City Code, County Code,** or **State Code** fields for the current residence address was **not** located in the Table Management System (TMGT), **Table 016,** Geographic Location Codes With Names.

Data Element(s) Used In Audit

136 - Residence Address City Code
138 - Residence Address State Code
139 - Residence Address ZIP Code
232 - Table 016

Document Type 063 - Personnel Action Input

Code	Message
387	*Type Appt Not Valid With Retirement Coverage*

Description

When the data entered in the **Type Of Appointment** field is **01** or **02**, the data entered in the **Retirement Coverage** field **must** be one of the following codes:

- **1** - Civil Service Retirement System - (CSRS)
- **3** - Foreign Service Retirement and Disability System (FS)
- **6** - Civil Service Retirement System-Special (CSRS-Special)
- **8** - CVA Judges Retirement Plan (1%)
- **9** - CVA Judges Retirement Plan (4.5%)

☞**Note:** If the data entered in the **Annuitant Indicator** field is **1**, **4**, **5**, or **A - F**, the data entered in the **Retirement Coverage** field must be **4** or the data entered in the **Work Schedule** field must be **I**.☜

Data Element(s) Used In Audit

020 - Retirement Coverage
095 - Type Of Appointment
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
387	*(continued)*

Description

When the data entered in the **Type Of Appointment** field is **01** or **02**, the data entered in the **Retirement Coverage** field **must** be one of the following codes:

- **C** - Social Security System (FICA) and CSRS
- **E** - FICA and CSRS (for law enforcement and firefighter personnel)
- **G** - FICA and FS
- **K** - Federal Employees Retirement System (FERS) and FICA

☞**Note:** If the data entered in the **Annuitant Indicator** field is **1**, **4**, **5**, or **A - F**, the data entered in the **Retirement Coverage** field must be **4** or the data entered in the **Work Schedule** field must be **I**☜

Data Element(s) Used In Audit

020 - Retirement Coverage
095 - Type Of Appointment
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
387	*(continued)*

Description

When the data entered in the **Type Of Appointment** field is **01** or **02**, the data entered in the **Retirement Coverage** field **must** be one of the following codes:

- **M** - FERS and FICA-Special
- **P** - Foreign Service Pension System (FSPS) and FICA
- **R** - FICA and CSRS - full 7% withholding
- **T** - FICA and CSRS-Special (for law enforcement and firefighter personnel)
- **W** - FICA and FS
- **Y** - DC Retirement - Offset
- **Z** - DC Retirement Plan

☞**Note:** If the data entered in the **Annuitant Indicator** field is **1**, **4**, **5**, or **A** - **F**, the data entered in the **Retirement Coverage** field must be **4** or the data entered in the Work Schedule field must be **I**.☜

Data Element(s) Used In Audit

020 - Retirement Coverage
095 - Type Of Appointment
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
388	*Recruitment Bonus Exceeds Maximum Allowed*

Description

When the data entered in the **1st NOA Code** field indicates a **recruitment bonus**, the amount of the bonus **cannot** exceed **25%** of the scheduled salary amount recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
302 - Database Scheduled Salary
435 - Recruitment Bonus Amount

Document Type 063 - Personnel Action Input

Code	Message
389	*Current Residence Address ZIP Code Not In TMGT*

Description

The data entered in the **ZIP Code** field for the current residence address was **not** located in the Table Management System (TMGT), **Table 015,** State Code and ZIP Range.

Data Element(s) Used In Audit

129 - Residence Address City Code
131 - Residence Address State Code
132 - Residence Address ZIP Code
246 - Table 015

Document Type 063 - Personnel Action Input

Code	Message
390	*Check Mail Street Address Not Valid*

Description

If data is entered in the **Second Line Street Address** field for the check mail address other than bank, data **must** also be entered in the **First Line Street Address** field. (Data **cannot** be entered in the **Second Line Street Address** field if data is **not** entered in the **First Line Street Address** field.)

Data Element(s) Used In Audit

133 - First Line Check Mail Address
134 - Second Line Check Mail Address

Document Type 063 - Personnel Action Input

Code	Message
391	*Check Mail Address State Code Not In TMGT*

Description

The data entered in the **State Code** field for the check mail address other than bank was **not** located in the Table Management System (TMGT), **Table 015,** State Code and ZIP Range.

Data Element(s) Used In Audit

138 - Check Mail Address State Code
246 - Table 015

Document Type 063 - Personnel Action Input

Code	Message
392	*Check Mail Address Not Valid*

Description

The data entered in the **City Code, County Code,** or **State Code** fields for the check mail address other than bank was **not** located in the Table Management System (TMGT), **Table 016,** Geographic Location Codes With Names.

Data Element(s) Used In Audit

136 - Check Mail Address City Code
138 - Check Mail Address State Code
139 - Check Mail Address ZIP Code
232 - Table 016

Document Type 063 - Personnel Action Input

Code	Message
393	*WGI Grade And/Or Step Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a **within-grade increase** (WGI), the data entered in the **PMSO Key: Grade** field **must** be the same as the grade currently recorded on the employee's database **salary** record (IRIS Program 101). However, the data entered in the **Step** field **must** be different than the step currently recorded on the employee's database **salary** record (IRIS Program 101)

Data Element(s) Used In Audit

059 - Grade
060 - Step
173 - Database Grade
274 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
394	*Correction Results In Negative Balance*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** to a time off award, the data entered in the **Base (scheduled) Salary** and **Verify Salary** fields on the processing action **must** be the same as, or greater than, the time off award hours used recorded on the employee's database **time off award** record (IRIS Program 143).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
395	*Check Mail Address ZIP Code Not In TMGT*

Description

The data entered in the **ZIP Code** field for the check mail address other than bank was **not** located in the Table Management System (TMGT), **Table 015,** State Code and ZIP Range.

Data Element(s) Used In Audit

136 - Check Mail Address City Code
138 - Check Mail Address State Code
139 - Check Mail Address ZIP Code
246 - Table 015

Document Type 063 - Personnel Action Input

Code	Message
396	*Duty Station State Code Not In TMGT*

Description

The data entered in the **Duty Station State Code** field recorded in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 015,** State Code and ZIP Range.

Data Element(s) Used In Audit

068 - Duty Station State Code
246 - Table 015

Document Type 063 - Personnel Action Input

Code	Message
397	*Duty Station Not Valid*

Description

The data entered in the **Duty Station** field recorded in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 016,** Geographic Location Codes With Names.

Data Element(s) Used In Audit

068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code
232 - Table 016

Document Type 063 - Personnel Action Input

Code	Message
398	*Total Time Off Award Exceeds 80 Hours*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** to a time off award, the data entered in the **Base (scheduled) Salary** and **Verify Salary** fields on the processing action and the employees database **time off award** record (IRIS Program 143) **cannot exceed** 80 hours per leave year.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
399	*Relocation Bonus Exceeds Maximum Amount Allowed*

Description

When the data entered in the **1st NOA Code** field indicates a relocation bonus, the **amount** of the bonus **cannot** exceed **25%** of the scheduled salary recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
302 - Database Scheduled Salary
438 - Relocation Bonus Amount

Document Type 063 - Personnel Action Input

Code	Message
400	*Cancel Pay Change - Pay Data Not Present*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicate a c**ancellation** of a pay change action (promotion, pay raise, etc.), the employee's **prior** salary data **must** be entered in the **Pay Plan**, **Step**, and **Base Salary** fields. (The data must be entered in these fields to restore the prior salary information on the employee's database.)

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
401	*SCD-Retirement Must Be 16 Yrs From Date Of Birth*

Description

The date entered in the **SCD-Retirement** field must be at **least** 16 years, but **not more** than **90 years**, than the date entered in the **Birth Date** field.

☞**Note:** If this message does not apply to this employee, key in ***Y*** in clear code 3 to release this message.☜

Data Element(s) Used In Audit

008 - Date Of Birth
071 - SCD-Retirement

Document Type 063 - Personnel Action Input

Code	Message
402	*SCD-WGI Must Be 16 Yrs From Date Of Birth*

Description

The date entered in the **SCD-WGI** field **must** be at **least** 16 years, but **not more** than **90 years**, than the date entered in the **Birth Date** field.

☞**Note:** If this message does not apply to this employee, key ***Y*** in clear code 4 to release this message.☜

Data Element(s) Used In Audit

008 - Date Of Birth
073 - SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
403	*SCD-RIF Must Be 16 Yrs From Date Of Birth*

Description

The date entered in the **SCD-RIF** field must be at **least** 16 years, but **not more** than **90 years**, than the date entered in the **Birth Date** field.

☞**Note:** If this message does not apply to this employee, key in ***Y*** in clear code 5 to release this message.☜

Data Element(s) Used In Audit

008 - Date Of Birth
072 - SCD-RIF

Document Type 063 - Personnel Action Input

Code	Message
404	*SCD-Retirement Later Than Eff Date*

Description

The date entered in the **SCD-Retirement** field cannot be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
071 - SCD-Retirement

Document Type 063 - Personnel Action Input

Code	Message
405	*SCD-WGI Later Than Eff Date*

Description

The date entered in the **SCD-WGI** field cannot be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
073 - SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
406	*SCD-RIF Later Than Effective Date*

Description

The date entered in the **SCD-RIF** field cannot be **later than** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
072 - SCD-RIF

Document Type 063 - Personnel Action Input

Code	Message
407	*SCD-RIF Not Required With Type Appt 04 Or 09*

Description

When the data entered in the **Type Of Appointment** field is **04** or **09**, the **SCD-RIF** field is not required.

☞**Note:** If the date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

072 - SCD-RIF
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
408	*SCD-RIF Not Valid*

Description

The date entered in the **SCD-RIF** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

072 - SCD-RIF

Document Type 063 - Personnel Action Input

Code	Message
409	*SCD-WGI Not Valid With Type Appt Or Pay Plan*

Description

The **SCD-WGI** field must be **blank** if the data entered in the **Pay Plan** field is:

- **AL, CA, EC, ED, EE, EF, EG, EH, EI, GG, GS, ST, IS, LE, LG, NF, SP, TR**, or **VG**
- and the data entered in the **Type Of Appointment** field is **04** or **0**9, unless the processing personnel action is an accession with **XAM** in the **1A Auth Code** field.

The **SCD-WGI** field must be **blank** if the data entered in the **Pay Plan** field is:

- **HG**, **HL**, or **HS**
- indicates a wage grade employee
- and the data entered in the **Type Of Appointment** field is **04** or **09**

☞**Note:** If a date was not entered in the specified field, this message could indicate that the date is stored in the employee's database record. If the date is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

056 - Pay Plan
073 - SCD-WGI
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
410	*Commencing Date Of Service Not Valid With Eff Dte*

Description

The date entered in the **Commencing Date Of Service** field **cannot** be **more** than **1 year** from the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
046 - Commencing Date Of Service Year

Document Type 063 - Personnel Action Input

Code	Message
411	*SCD-WGI Must Be Present*

Description

The **SCD-WGI** field is required when the employee is **not** in the **top** (last) step of the **grade**.

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
063 - Pay Rate Determinant Code
073 - SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
412	*SCD-WGI Not Valid*

Description

The date entered in the **SCD-WGI** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

073 - SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
413	*SCD-Leave/Retirement Required*

Description

When the data entered in the **Retirement Coverage** field is **other** than **4**, a date **must** be entered in either the **SCD-Leave** or **SCD-Retirement** field.

Data Element(s) Used In Audit

015 - SCD-Leave
020 - Retirement Coverage
071 - SCD-Retirement

Document Type 063 - Personnel Action Input

Code	Message
414	*Dates Not Valid With NOA Code*

Description

When a date is entered in the either the **Last Date In Pay Status** or **Sick Leave Expiration Date** field, the data entered in the **1st NOA Code** field **must** indicate a retirement or death.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
013 - Sick Leave Expiration Date
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
416	*S/L Expiration Dt Requires Last Dt In Pay Status*

Description

When a date is entered in the **Sick Leave Expiration Date** field, a date **must** also be entered in the **Last Date In Pay Status** field.

Data Element(s) Used In Audit

012 - Last Date In Pay Status
013 - Sick Leave Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
417	*NOA Code And PRD Code Not Compatible*

Description

The data entered in the **1st NOA Code** field and the **Pay Rate Determinant Code** field are **not** compatible.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
418	*Salary Share And Annuitant Indicator Not Compatible*

Description

When the data entered in the **Salary Share Code** field is **3**, **4**, or **5**, the data entered in the **Annuitant Indicator** field **must** be **1**, **4**, **5**, or **A-F**.

Data Element(s) Used In Audit

103 - Salary Share Code
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
419	*FEHB Coverage Must Be Blank With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a separation **other** than a **retirement** or **death**, the **FEHB Coverage** field **must** be **blank**.

Data Element(s) Used In Audit

019 - FEHB Coverage
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
420	*FEHB Coverage Must Be Present With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a retirement or death, data **must** be entered in the **FEHB Coverage** field.

Data Element(s) Used In Audit

019 - FEHB Coverage
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
421	*FEHB Remarks Code(s) Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a **death** or **retirement**, and the data entered in the **FEHB Coverage** field is **other** than **1** (enrolled), the following data **cannot** be present in the **Remarks Codes** field:

- **388** - terminate FEHB enrollment
- **389** - transfer FEHB enrollment to OPM
- **390** - transfer FEHB enrollment to DC Retirement System
- **391** - transfer CVA retirement to annuity system

☞**Note**: If the data entered in the **1st NOA Code** field indicates a **death** or **retirement**, and the data entered in the **FEHB Coverage** field is **1** (enrolled), and **390** is entered in the **Remarks Code** field, the **retirement coverage code** on the employee's database **salary** record (IRIS Program 101) **must** be **Y** or **Z**.☜

☞**Note:** If the data entered in the **1st NOA Code** field indicates a **death** or **retirement**, and the data entered in the **FEHB Coverage** field is **1** (enrolled), and **391** is entered in the **Remarks Code** field, the **retirement coverage code** on the employee's database **salary** record (IRIS Program 101) **must** be **8** or **9**.☜

Data Element(s) Used In Audit

019 - FEHB Coverage
022 - 1st NOA Code
079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
422	*FEHB Coverage 1 Requires Applicable Remark*

Description

When the data entered in the **1st NOA Code** field indicates a **death or retirement**, and the data entered in the **FEHB Coverage** field is **1** (enrolled), one of the following remarks code **must** be present in the **Remarks Codes** field:

- **388** - terminate FEHB enrollment
- **389** - transfer FEHB enrollment to OPM
- **390** - transfer FEHB enrollment to DC Retirement System
- **391** - transfer COVA retirement to annuity system
- **564** - terminate FEHB - not enrolled since first opportunity
- **565** - terminate FEHB - not enrolled five years
- **566** - terminate FEHB - no survivor eligible to continue health benefits

☞**Note**: If **390** is entered in the **Remarks Code** field, the r**etirement coverage code** on the employee's database **salary** record (IRIS Program 101) **must** be **Y** or **Z**.☜

☞**Note**: If **391** is entered in the **Remarks Code** field, the r**etirement coverage code** on the employee's database **salary** record (IRIS Program 101) **must** be **8** or **9**.☜

Data Element(s) Used In Audit

019 - FEHB Coverage
022 - 1st NOA Code
023 - 2nd NOA Code
079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
423	*Remarks Code Not Valid With NOA Code*

Description

When **564** or **565** is entered in the **Remarks Code** field, data in the **1st NOA Code** field **must** indicate a retirement.

When **566** is entered in the **Remarks Code** field, data in the **1st NOA Code** field **must** indicate a death.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
079 - Remarks Code

Document Type 063 - Personnel Action Input

Code	Message
424	*Award Hrs Must Be Numeric And Greater Than Zero*

Description

When the data entered in the **1st NOA Code** indicates a time off award, the data entered in the **Award Hours** field **must** be **numeric** and **greater than** zero.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
425	*Fraction Award Hours Must Be 00, 25, 50, 0r 75*

Description

When the data entered in the **1st NOA Code** field indicates a time off award, the data entered in the last **2 positions** of the **Award Hours** field, which are the fractional part of the award hours, **must** be **00**, **25**, **50**, or **75**.

Data Element(s) Used In Audit

022 - 1st NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
426	*Base Salary Must Be Verified*

Description

The data entered in the **Base** (scheduled) **Salary** field cannot be validated against the Table Management System (TMGT), **Table 029,** Pay Table Rates. To verify the data entered in the **Base Salary** field, enter the same data in the **Verify Salary** field. (The data entered in both the **Base (scheduled) Salary** and **Verify Salary** fields **must** be the same.)

Data Element(s) Used In Audit

035 - Verify Salary
056 - Pay Plan
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
062 - Salary Rate Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
427	*Leave Earn Status During P/P Must Be Present*

Description

When an **accession** personnel action is processed for an employee who has an alternating tour of duty or is part time, **data** must be entered in the **Leave Earning Status During Pay Period** field. This field indicates whether or not the employee is entitled to earn leave during the **first** pay period of employment.

When a **separation** personnel action is processed for an employee who has an alternating tour of duty or is part time, data must be entered in the **Leave Earning Status During Pay Period** field. This field indicates whether or not the employee is entitled to earn leave during the **last** pay period of employment.

Data Element(s) Used In Audit

082 - Leave Earning Status During Pay Period
096 - Special Employee Code
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
428	*Grade Retention Not On Database*

Description

When the data entered in the **1st NOA Code** field indicates termination of grade retention, the employee **must** have a **retained grade** record (IRIS Program 128) on the database.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
429	*SCD-Leave Must Be Present*

Description

The date entered in the **SCD-Leave** field on the processing action or recorded on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) cannot be all zeros. Key in a date **other** than **all zeros** in the **SCD-Leave** field.

☞**Note:** A **valid date** for SCD-Leave **must** be present on IRIS Program 102 for all employees; however, this message does **not** apply if the data entered in the **Special Employee Code** is **45** or **46**.☜

Data Element(s) Used In Audit

015 - SCD-Leave

Document Type 063 - Personnel Action Input

Code	Message
430	*Pay Plan PA Or PE Not Valid*

Description

When a personnel action is processed for a GAO Pay for Performance employee and the data entered in the **Pay Plan** field is **PA**:

- the date entered in the **Effective Date** field **must** be June 17, 1989 or later
- and the data entered in the **Occupational Series Code** field recorded in the Position Management System (PMSO) must be **0904** (Attorney) or **0905** (Law Clerk).

When a personnel action is processed for a GAO Pay for Performance employee and the data entered in the **Pay Plan** field is **PE**:

- the date entered in the **Effective Date** field **must** be June 17, 1989 or later
- and the data entered in the **Professional Category** field recorded in the Position Management System (PMSO) must be **2** (Evaluator).

Data Element(s) Used In Audit

056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
431	*Salary Data Not Valid With Salary Rate Code WC*

Description

When a personnel action is processed for an employee who is serving **without compensation**, and the data entered in the **Pay Plan** field is **ED**, **EE**, **EF**, **EG**, **EH**, **EI**, or **ZZ**:

- the data entered in the **Salary Rate Code** field must be **WC** (without compensation)
- the **Base** (scheduled) **Salary** field must be **blank**
- the data entered in the **Grade** field must be **00**
- the data entered in the **Step** field must be **00**
- the data entered in the **Pay Rate Determinant Code** field must be **0**
- the **Expiration Date** field must be **blank**

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
062 - Salary Rate Code
063 - Pay Rate Determinant Code
064 - Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
432	*Pay Rate Determinant Code Not In TMGT*

Description

The data entered in the **Pay Rate Determinant Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
226 - Table 025, Block 043

Document Type 063 - Personnel Action Input

Code	Message
433	*Expiration Date Not Valid*

Description

The date entered in the **Expiration Date** field **must** be recorded in the following format:

- The month **must** be a number between **01-12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01-30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01-31** (inclusive).
- If the month is **02**, the day **must** be a number between **01-29** (inclusive). ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

064 - Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
434	*Expiration Date Not Valid With PRD*

Description

When the data entered in the **Pay Rate Determinant Code** field is **0**, **2** through **8**, **J**, **K**, **R**, or **S**, the **Expiration Date** field **must** be blank.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
064 - Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
435	*Expiration Date Earlier Than Effective Date*

Description

The date entered in the **Expiration Date** field must be **later** than the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
064 - Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
436	*Salary Rate Code Not In TMGT*

Description

The data entered in the **Salary Rate Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

062 - Salary Rate Code
227 - Table 025, Block 042

Document Type 063 - Personnel Action Input

Code	Message
437	*Occupational Series Code Must Be Present*

Description

Data **must** be entered in the **Occupational Series Code** field in the Position Management System (PMSO) for most employees. Refer to department or agency regulations for exceptions.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
062 - Salary Rate Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
438	*Quality Step Increase Not Valid With Pay Plan*

Description

The data entered in the **Pay Plan** field indicates that a **quality step increase** may **not** be processed for this employee.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
439	*Leave Earn Status Must Be Present For Separation*

Description

Data **must** be entered in the **Leave Earning Status During Pay Period** field when a **separation** action is processed for an employee who is part time or has an alternating tour of duty.

Data Element(s) Used In Audit

426 - Work Schedule
082 - Leave Earning Status During Pay Period
427 - Database Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
440	*Number Of Grades Promoted Not Valid*

Description

When **702** or **703** is entered in the **1st NOA Code** field, the data entered in the **Grade** field must indicate that the employee is being promoted at least **one** grade.

☞**Note:** This message does not apply if the employee is promoted from a temporary promotion.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade

Document Type 063 - Personnel Action Input

Code	Message
441	*NOA Specifies Change In Salary*

Description

The data entered in the **1st NOA Code** indicates that the data entered in the **Base Salary** field must be **more** than the scheduled salary currently recorded on the employee's database **salary** record (IRIS Program 101).

Note: Certain special rate tables at the Grade 15 level may be capped (e.g., SSR 0576). Base Salary will not change when salary is at the pay cap.

Data Element(s) Used In Audit

022 - 1st NOA Code
061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
442	*Salary Rate Code Must Be PH For Wage Grade*

Description

When the data entered in the **Pay Plan** field indicates a **wage grade** pay plan, the data entered in the **Salary Rate Code must** be **PH**.

Data Element(s) Used In Audit

056 - Pay Plan
062 - Salary Rate Code

Document Type 063 - Personnel Action Input

Code	Message
443	*Rating Must Be Superior Or Outstanding For Award*

Description

When the **department code** entered in the **Dept/Agcy** field is **AG**, and the data entered in the **1st NOA Code** field indicates a performance award, the **summary rating** on the employee's database **performance evaluation** record (IRIS Program 304) **must** be **superior** or **outstanding.**

When the **department code** entered in the **Dept/Agcy** field is **DJ**, and the data entered in the **1st NOA Code** field indicates a performance award, the **summary rating** on the employee's database **performance evaluation** record (IRIS Program 304) **must** be **outstanding**.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
444	*Employee Ineligible For Quality Step Increase*

Description

When the data entered in the **1st NOA Code** field indicates a quality step increase (QSI), the **summary rating** on the employee's database **performance evaluation** record (IRIS Program 304) **must** be **outstanding** or **the highest summary level under the performance rating program.**

OR

The pay plan entered in the **Pay Plan** field is **SL** or **ST**; however, employee's in **Pay Plan SL** and **ST** are **not** eligible for a **QSI**.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
445	*Correction To Cash Award - Amount Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a **correction** or **cancellation** to a cash award, the amount of the cash award must be the **same** as the cash award amount recorded on the employee's database **awards** record (IRIS Program 142).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
446	*Environmental Differential Not In TMGT*

Description

The amount entered in the **Environmental Differential** field was **not** located in the Table Management System (TMGT), **Table 029**, Pay Table Rates.

The environmental differential is the hourly salary rate of a wage grade 10, step 02, for the applicable wage area, and is generated from the Table Management System (TMGT), **Table 029**, Pay Table Rates.

☞**Note:** This message may also indicate that invalid data was entered in two or more of the following fields:

- Pay Plan
- Grade
- Step
- Duty Station
- Base Salary☜

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
068 - Duty Station State
069 - Duty Station City
070 - Duty Station County
185 - Special Pay Converters, Table 033
186 - Wage Board Pay Converters, Table 031

Document Type 063 - Personnel Action Input

Code	Message
447	*Supervisory Percent Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a supervisory differential rate, the data entered in the **1A Auth Code** field **must** be **VPH** or **9KH**, and the percentage of the amount entered in the **Supervisory Differential Rate** field **must** be numeric.

Data Element(s) Used In Audit

022 - 1st NOA Code
434 - Supervisory Percent

Document Type 063 - Personnel Action Input

Code	Message
448	*Varied Wage Board Shift Rate Not Valid*

Description

When data is entered in the **Varied Shift Rate** field, the amount must be **more than** the base salary amount per hour and **less than** the second wage board shift rate.

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
099 - Second Wage Board Shift Rate
100 - Third Wage Board Shift Rate
101 - Varied Shift Rate

Document Type 063 - Personnel Action Input

Code	Message
449	*Pay Plan, Grade, And Step Not Valid*

Description

When the data entered in the **Pay Plan** field indicates a **wage system** pay plan, and data is entered in the **Grade** field, the data entered in the **Grade** field **must** be **01-32** .

When the data entered in the **Pay Plan** field is **DB**, the data entered in the **Grade** field **must** be numeric and the data entered in the **Step** field **must** be **00**.

When the data entered in the **Pay Plan** field is **RG**, the data entered in the both the **Grade** and **Step** field **must** be between **01-05** .

When the data entered in the **Pay Plan** field is **RW**, the data entered in the **Grade** field **must** be between **01-15** and the data entered in the **Step** field **must** be between **01-05** .

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade

Document Type 063 - Personnel Action Input

Code	Message
450	*Step Not Valid When Grade Is Blank*

Description

When the data entered in the **Pay Plan** field indicates a **wage system** pay plan and the data entered in the **Grade** field is **00**, the data entered in the **Step** field **must** also be **00**.

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
451	*Wage Board Step Not Vali*

Description

When the data entered in the **Pay Plan** field indicates a wage grade pay plan, data entered in the **Step** field, if entered, **must** be between **01-05** .

When the data entered in the **Pay Plan** field is **WT**, the data entered in the **Step** field **must** be between **01-08** .

When the data entered in the **Dept/Agcy** field is **17** and:

- the data entered in the **Occupational Series Code** in the Position Management System (PMSO) is **2601**
- the data entered in the **Pay Plan** field is **WB**
- the data entered in the **Grade** field is **00**

the data entered in the Step field **must** be between **01-09** . ☞**Note:** The data entered in the **Step** field may be **00** if the employee is being paid at a higher prevailing rate.☜

Data Element(s) Used In Audit

056 - Pay Plan
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
452	*Supervisory Code And Grade Not Compatible*

Description

When the data entered in the **Pay Plan** field is **GG**, **GS**, **GT**, **IS**, **LG**, **NF**, or **VG**, and the data entered in the **Supervisory Code** field in the Position Management System (PMSO) is **3**, then the data entered in the **Grade** field **must** be **more** than **08**.

When the data entered in the **Pay Plan** field is **GG**, **GS**, **GT**, **IS**, **LG**, **NF**, or **VG**, and the data entered in the **Supervisory Code** field in the Position Management System (PMSO) is 1, then the data entered in the **Grade** field **must** be **more** than **04**.

Data Element(s) Used In Audit

049 - Supervisory Code
059 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
453	*Zeros In Grade And Step Not Valid For Wage Grade*

Description

The data entered in the **Grade** and **Step** field may be zeros **only** if the data entered in the **Pay Plan** field is **WM**.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
454	*Occupational Series Code Not In TMGT*

Description

The data entered in the **Occupational Series Code** field in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 018**, Occupational Series Alpha Description.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
247 - Table 018

Document Type 063 - Personnel Action Input

Code	Message
455	*Functional Code Not In TMGT*

Description

The data entered in the **Function Code** field in the Position Management System (PMSO) was **not** located in the Table Management System (TMGT), **Table 019**, Functional Classification Description.

Data Element(s) Used In Audit

057 - Occupational Series Code
058 - Function Code
248 - Table 019

Document Type 063 - Personnel Action Input

Code	Message
456	*Dty Station Change - Environmental Diff Required*

Description

When a change in duty station is processed for a wage grade employee, data **must** also be **entered** in the **Environmental Differential** field.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
457	*WB Occupational Series Code Not In TMGT*

Description

The data entered in the **Pay Plan** field in the Position Management System (PMSO) is a wage board pay plan.

However, the data entered in the **Occupational Series Code** field in PMSO was **not** located in the Table Management System (TMGT), **Table 018**, Occupational Series Alpha Description.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
247 - Table 018

Document Type 063 - Personnel Action Input

Code	Message
458	*Retention Percent Not Valid With NOA*

Description

When the data entered in the 1**st NOA Code** field indicates a **retention allowance**, the data entered in the **1A Auth Code** field **must** be **VPH**, **9KH**, or **blank**, and the data entered in the **Retention Percent** field **must** be **numeric**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
432 - Retention Percent

Document Type 063 - Personnel Action Input

Code	Message
459	*Recruitment Bonus Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **recruitment bonus**, the data entered in the **Bonus Amount** field **must** be **numeric** and **more** than **zero**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
435 - Recruitment Bonus Amount

Document Type 063 - Personnel Action Input

Code	Message
460	*Relocation Bonus Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **relocation bonus**, the data entered in the **Bonus Amount** field **must** be **numeric** and **more** than **zero**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
438 - Relocation Bonus Amount

Document Type 063 - Personnel Action Input

Code	Message
461	*Award Hours Not Same As Verify Hours*

Description

When the data entered in the **1st NOA Code** field indicates a **time off award**, the **amount** entered in the **Award Hours** and **Verify Hours** fields **must** be the **same**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
463	*Occ Series Must Be Valid For Wage Board*

Description

When the data entered in the **Pay Plan** field indicates a wage system pay plan, the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) **must** be a **valid** series for a **wage grade position**.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
247 - Table 018

Document Type 063 - Personnel Action Input

Code	Message
464	*Grade And Step Not Same As Database*

Description

When the processing personnel action is a **system-generated** pay raise, the data entered in the **Grade** and **Step** fields **must** be the **same** as the grade and step recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

059 - Grade
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
465	*PRD Code And Pay Plan Incompatible*

Description

When the data entered in the **Pay Rate Determinant Code** field is **4**, the data entered in the **Pay Plan** field **cannot** be **GS** or a **wage grade** pay plan.

When the data entered in the **Pay Rate Determinant Code** field is **6**, **E**, or **F**, the data entered in the **Pay Plan** field **cannot** be **PA**, **PE**, **ZP,**, or a **wage grade** pay plan.

Data Element(s) Used In Audit

056 - Pay Plan
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
466	*Work Schedule And Salary Rate Incompatible*

Description

When the data entered in the **Pay Plan** field indicates a general schedule pay plan and the data entered in the **Work Schedule** field indicates a full-time, part-time, or intermittent work schedule, then the data entered in the **Salary Rate Code** field must be **PA**.

☞**Note:** This message does not apply for those employees serving as an expert or consultant (pay plans **EC** through **EI**).☜

When the data entered in the **Work Schedule** field and the **Special Employee Code** fields indicate that the employee is being paid bi-weekly, monthly, on a fee basis, or piece work, the data entered in the **Salary Rate Code** field must be **BW**, **FB**, **PM**, or **PW**.

☞**Note:** This message does **not** apply to:

- wage grade employees
- employees who have an alternating tour of duty
- or if the **Special Employee Code** is **04** (FmHA County Committeeperson)☜

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
062 - Salary Rate Code
063 - Pay Rate Determinant Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
467	*Salary Share Cd Must Be Zero W/Salary Rate Code*

Description

When the data entered in the **Salary Rate Code** field is **BW**, **FB**, **PM**, or **PW**, the data entered in the **Salary Share Code** field **must** be **0**.

Data Element(s) Used In Audit

062 - Salary Rate Code
103 - Salary Share Code

Document Type 063 - Personnel Action Input

Code	Message
468	*Salary Not Valid For Merit Pay Employee*

Description

When the data entered in the **Pay Plan** field is **GS**, **GM**, or **VH**, the data entered in the **Base Salary** field **must** be within the range of step **01** through **10** for the applicable grade, unless the data entered in the **Pay Rate Determinant Code** field is **2**, **3**, **4**, **J**, **K**, **R**, **U**, or **V**.

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code
068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code
186 - Special Pay Converters - Table 031

Document Type 063 - Personnel Action Input

Code	Message
469	*Wage Grade Salary Not In TMGT*

Description

The data entered in the **Base Salary** field was **not** located in the Table Management System (TMGT), **Table 029,** Pay Table Rates.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
470	*Continuation Of Error Message 469*

Description

Data Element(s) Used In Audit

068 - Duty Station State Code
185 - Wage Board Pay Converters - Table 033
069 - Duty Station City Code
186 - Special Pay Converters - Table 031
070 - Duty Station County Code

Document Type 063 - Personnel Action Input

Code	Message
471	*Base Salary Not Valid With Grade And Step*

Description

The data entered in the **Base** (scheduled) **Salary** field is **not** valid with the data entered in the **Grade** and **Step** fields.

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code
068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code

Document Type 063 - Personnel Action Input

Code	Message
472	*Continuation Of Error Message 471*

Description

Data Element(s) Used In Audit

029 -Type Of Employment Code
331 - Table 029 - Beginning Effective Date
062 - Salary Rate Code
185 - Table 033 - Wage Board Pay Converters
186 - Table 031 - Special Pay Converters -
333 - Table 029 - Last Effective Date
330 - Table 029 - Pay Table Rates
332 - Table 029 - Date Changed

Document Type 063 - Personnel Action Input

Code	Message
474	*Work Schedule Not In TMGT*

Description

The data entered in the **Work Schedule** field was **not** located in the Table Management System, **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

228 - Table 025, Block 020
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
475	*Cancel/Correct - Recruit Bonus Not On Database*

Description

The data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** or **cancellation** of a **recruitment bonus**. However, a recruitment bonus was **not** located on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
436 - Database Recruitment Bonus

Document Type 063 - Personnel Action Input

Code	Message
476	*Cancel/Correct - Relocation Bonus Not On D/B*

Description

The data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** or **cancellation** of a **relocation bonus**. However, a relocation bonus was **not** located on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
437 - Database Relocation Bonus

Document Type 063 - Personnel Action Input

Code	Message
478	*Retirement System Data Not Valid*

Description

When the data entered in the **1st NOA Code** field is **300**, **301**, **302**, **303**, **304**, **312**, **350**, **356**, or **976**, the following data **must** also be present in the **Agency Use** field:

- the **Refund Received** field must be **Y**, **N**, or **U**
- the **Military Retired Pay Recipient** field must be **Y**, **N**, or **U**
- the **Military Retired Pay Waiver** field must be **Y**, **N**, or **U**
- the **Survivor Election** field must be **Y** or **N**
- the **Post 56 Military Service Deposit** field must be **Y** or **N**
- the **Part-time After April 7, 1986** field must be **Y** or **N**
- the **9 Percent Administrative Fee** must be **Y** or **N**
- the **Basic Life Insurance Reduction** field must be **0**, **1**, **2**, or **3**

☞**Note:** If the 1**st NOA Code** field is one of the codes listed above and data is **not** entered in the **Agency Use** field, the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) must be **FE**, **FO**, or **FP**.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
124 - Agency Use Block

Document Type 063 - Personnel Action Input

Code	Message
479	*Duty Hours Per Pay Period Must Be 0100-7900*

Description

When the data entered in the **Work Schedule** field indicates part-time, data **must** be entered in the **Duty Hours Per Pay Period** field and **must** be between **0100-7900**.

☞**Note:** The data entered in the **Duty Hours Per Pay Period** field must be the **total number** of hours the employee is expected to work during a **pay period**, not the total number of hours per week.☜

Data Element(s) Used In Audit

091 - Duty Hours Per Pay Period
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
480	*Verify Salary Data Not Valid*

Description

The data entered in the **Verify Salary** field **must** be **numeric**, and **must** be the **same** as the amount entered in the **Base (scheduled) Salary** field.

Data Element(s) Used In Audit

034 - Pay Raise Stale Action Salary

Document Type 063 - Personnel Action Input

Code	Message
481	*Required PRD Data Must Be Present*

Description

When the data entered in the **1st NOA Code** field indicates that the processing personnel action will establish **grade retention**, data **must** also be entered in the following fields:

- the P**ay Plan** field
- the **Occupational Series Code** field, which is entered in the Position Management System (PMSO)
- the **Grade** field
- the **Grade Retention Expiration Date** field

Data Element(s) Used In Audit

056 - Pay Plan
057 - Occupational Series Code
059 - Grade
064 - Grade Retention Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
482	*Maximum Hours Per Time Off Award Exceeded*

Description

When the data entered in the **1st NOA Code** field indicates a time off award, the amount of hours on the processing personnel action **cannot** be more than **40** hours.

Data Element(s) Used In Audit

022 - 1st NOA Code
439 - Award Hours

Document Type 063 - Personnel Action Input

Code	Message
483	*Leave Earning Status During PP Must Be Blank*

Description

When the data entered in the **Annual Leave Category** field is **0**, the **Leave Earning Status During Pay Period** field **must** be **blank**.

Data Element(s) Used In Audit

080 - Annual Leave Category
082 - Leave Earning Status During Pay Period

Document Type 063 - Personnel Action Input

Code	Message
484	*EC Pay Plan Not Valid For Accession*

Description

When the processing personnel action is an **accession**, the data entered in the **Pay Plan** field **cannot** be **EC**.

Data Element(s) Used In Audit

056 - Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
485	*Occ Series And/Or Duty Station Not Valid*

Description

When the data entered in the **Pay Rate Determinant Code** field indicates that the employee is entitled to receive a special or superior qualifications rate of pay, the data entered in **both** the **Occupational Series Code** and **Duty Station Code** fields in the Position Management System (PMSO) must be located in the Table Management System (TMGT), **Table 031**, Special Pay Converters.

Data Element(s) Used In Audit

057 - Occupational Series Code
063 - Pay Rate Determinant Code
068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code
249 - Table 031 - Special Pay Converters

Document Type 063 - Personnel Action Input

Code	Message
486	*WGI Is Not Valid With Step*

Description

A personnel action **cannot** be processed to grant a within-grade increase when:

- the data entered in the **Pay Plan** field is **GS** and the data entered in the **Step** field is **10**

  or

- the data entered in the **Pay Plan** field is **FO**, **FP**, **FS**, or **LE** and the data entered in the **Step** field is **14.**

Data Element(s) Used In Audit

022 - 1st NOA Code
060 - Step

Document Type 063 - Personnel Action Input

Code	Message
487	*Accession NOA Required With PRD Code 5 Or 7*

Description

When the data entered in the **Pay Rate Determinant Code** field is **5** or **7**, the data entered in the **1st NOA Code** field **must** indicate an **accession personnel action**.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
488	*PRD Code Must Indicate Change With NOA*

Description

The data entered in the **Pay Rate Determinant Code** field may be **7 only** when the data entered in the **1st NOA Code** field indicates an **accession personnel action**. When the first official personnel action is processed after the accession action, data **must** be entered in the **Pay Rate Determinant Code** field to **change** the code to **other** than **7**.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
489	*Date Of Time Off Award Already Exists*

Description

The data entered in the **1st** and **2nd NOA Code** fields and the **Previous Effective Date** field indicates that the processing personnel action is **correcting** the **effective date** of a time off award. However, the employee's database **time off award** record (IRIS Program 143) indicates that an award has **already** been processed with this effective date.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
490	*PMSO Key Must Not Change W/NOAC*

Description

An **official change action must** be processed in order to **correct** or **change** any of the following PMSO key fields:

- Agency
- Department
- Grade
- Individual Position Number
- Master Record Number
- Personnel Office Identifier

Data Element(s) Used In Audit

022 - Nature Of Action 1st 3 Positions
023 - Nature Of Action 2nd 3 Positions
060 - Grade/Pay Band
376 - Database Save Grade
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
491	*Salary Must Be Blank With Retention NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, the **Base** (scheduled) **Salary** field **must** be **blank**.

Data Element(s) Used In Audit

022 - 1st NOA Code
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
492	*Salary Rate Must Be Blank With Retention NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, the **Salary Rate Code** field **must** be **blank**.

Data Element(s) Used In Audit

022 - 1st NOA Code
062 - Salary Rate Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
493	*PRD Code Must Be Alpha With Retention NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, the data entered in the **Pay Rate Determinant Code** field **must** be **A**, **B**, **E**, **F**, **U**, or **V**.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
494	*Grade Retention Exp Date Required With NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, a date **must** be entered in the **Grade Retention Expiration Date** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code
064 - Grade Retention Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
495	*SCD-WGI Must Be Zeros With NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, and the employee is **not** eligible to receive a within-grade increase, zeros **must** be entered in the **SCD-WGI** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan
059 - Grade
060 - Step
063 - Pay Rate Determinant Code
073 - SCD-WGI

Document Type 063 - Personnel Action Input

Code	Message
496	*Date Last Entered Present Grade Required With NOA*

Description

When the data entered in the **1st NOA Code** field indicates **grade retention**, a **date** must be entered in the **Date Last Entered Present Grade** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code
084 - Date Last Entered Present Grade

Document Type 063 - Personnel Action Input

Code	Message
497	*Conversion NOA Cannot Be Processed*

Description

A conversion personnel action **cannot** be processed when the employee's database **salary** record (IRIS Program 101) indicates that the **Special Employee Code** is **45** or **46**.

Data Element(s) Used In Audit

022 - 1st NOA Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
498	*Base Salary Or PRD Code Not Valid*

Description

When the data entered in the **Pay Rate Determinant Code** is **2**, **3**, **4**, **J**, **K**, or **R**, which indicates a **saved rate of pay**, the data entered in the **Base** (scheduled) **Salary** field must be **more** than the regular rate of pay for the grade.

Data Element(s) Used In Audit

059 - Grade
060 - Step
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
499	*SCD-WGI Required With NOA*

Description

The data entered in the **1st NOA Code** field indicates that a date **must** be entered in the **SCD-WGI** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan
059 - Grade
060 - Step
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
500	*Error Message Code XXX Not Found In TMGT*

Description

The error message number specified above was **not** located in the Table Management System (TMGT), **Table 047**, PINE Edit Messages And Codes. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
502	*Effective Date And Base Salary Not Valid*

Description

The date entered in the **Effective Date** field is **not** valid with the data entered in the **Base** (scheduled) **Salary** field.

The amount entered in the **Base** (scheduled) **Salary** field was found in the Table Management System (TMGT), **Table 029**, Pay Table Rates. However, the effective date on the processing personnel action and the date of the record that contains the salary amount in Table 029 are **not** the same. Verify the effective date of the processing action and the amount of the base (scheduled) salary amount.

When a cancellation or correction action is processed with a **prior** effective date, obtain the necessary data for the prior action(s) by reviewing the employee's Official Personnel Folder (OPF) and the appropriate screens in the employee's database. Contact your agency representative if you must correct or cancel actions with dates prior to the data stored in Table 029.

Data Element(s) Used In Audit

030 - Effective Date
056 - Pay Plan
059 - Grade
060 - Step
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
503	*Adjustment Action Must Be Processed*

Description

This error message has occurred because the date entered in the **Effective Date** field on the processing personnel and the **date** of the record that contains the salary amount in the Table Management System (TMGT), **Table 029**, Pay Table Rates, are **not** the same. Verify the effective date of the processing action and the amount of the base (scheduled) salary amount.

When a cancellation or correction action(s) that will affect the employee's salary is processed with a **prior** effective date(s), a pay adjustment personnel action **must** be processed to restore the current salary in the employee's database.

Obtain the necessary data for the prior action(s) by reviewing the employee's Official Personnel Folder (OPF) and the appropriate screens in the employee's database. ☞**Note:** It may be necessary to contact your agency representative for further processing instructions or if you must correct or cancel actions with dates prior to the data stored in Table 029.☜

Data Element(s) Used In Audit

030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
505	*NOA And Authority Code Not Compatible*

Description

When the data entered in the **1st NOA Code** field indicates a change in allowance/differential, the **1A Auth Code** field may be **blank** or the data entered in this field **must** be **VPH**, **VPG**, **9KH**, or **9KF**.

Data Element(s) Used In Audit

022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
506	*Duty Station Required With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a change in duty station, data **must** be entered in the **Duty Station State**, **City**, and **County Code** fields, which are recorded in the Position Management System (PMSO).

Data Element(s) Used In Audit

022 - 1st NOA Code
068 - Duty Station State Code
069 - Duty Station City Code
070 - Duty Station County Code
174 - Database Duty Station State Code
175 - Database Duty Station City Code
176 - Duty Station County Code

Document Type 063 - Personnel Action Input

Code	Message
507	*Supervisory Code Must Be 1 Or 3*

Description

When a date is entered in the **Spvr/Mgrl Prob Period Starting Date** field, the data entered in the **Supervisory Code** in the Position Management System (PMSO) **must** be **1** or **3**.

Data Element(s) Used In Audit

049 - Supervisory Code
059 - Grade
157 - Spvr/Mgrl Prob Period Starting Date
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
508	*PRD M - Salary Change Requires Adjusted Salary*

Description

The **Adjusted Salary** field must be completed when a salary change is processed for an employee whose pay rate determinant code is **M**. This amount **must** include the amount of the employee's base (scheduled) salary **plus** any geographic adjusted rate (e.g., IGA, LEO, or locality pay) that the employee is eligible to receive.

Data Element(s) Used In Audit

034 - Pay Raise Stale Action
061 - Base Contract Salary
063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code
441 - Database Scheduled Salary

Document Type 063 - Personnel Action Input

Code	Message
509	*Annuitant Indicator Not In TMGT*

Description

The data entered in the **Annuitant Indicator** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

020 - Retirement Coverage Code
120 - Annuitant Indicator
276 - Table 025, Block 053

Document Type 063 - Personnel Action Input

Code	Message
511	*Veterans Preference Must Be 6*

Description

When the data entered in the **Special Employment Pgms Code** field is **60**, the data entered in the **Veterans Preference** field **must** be **6**.

Data Element(s) Used In Audit

009 - Veterans Preference
075 - Special Employment Programs Code

Document Type 063 - Personnel Action Input

Code	Message
512	*Veterans Preference Not In TMGT*

Description

The data entered in the **Veterans Preference** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

009 - Veterans Preference
212 - Table 025, Block 066

Document Type 063 - Personnel Action Input

Code	Message
513	*Veterans Pref And Veterans Status Not Compatible*

Description

When the data entered in the **Veterans Status** field is **V**, the data entered in the **Veterans Preference** must be one of the following codes:

- **2** (5-point)
- **3** (10-point disability)
- **4** (10-point compensable)
- **6** (10-point/30 percent compensable)

Data Element(s) Used In Audit

009 - Veterans Preference
087 - Veterans Status

Document Type 063 - Personnel Action Input

Code	Message
514	*Military Retired Pay Recipient/Waiver Incompatible*

Description

When the data entered in the **1st NOA Code** field is **300**, **301**, **302**, **303**, **304**, **312**, **350**, **356**, or **976**, the following data **must** also be present in position 2 (**Military Retired Pay Recipient** field) and 3 (**Military Retired Pay Waiver** field) of the **Agency Use** field:

- if the data entered in the **Military Retired Pay Recipient** field is **Y**, then the data entered in the **Military Retired Pay Waiver** field **must** be **Y**, **N**, or **U**
- if the data entered in the **Military Retired Pay Recipient** field is **N**,then the data entered in the **Military Retired Pay Waiver** field **must** be **N**
- if the data entered in the **Military Retired Pay Recipient** field is **U**, then the data entered in the **Military Retired Pay Waiver** field **must** be **U**

Data Element(s) Used In Audit

022 - 1st NOA Code
124 - Agency Use Block

Document Type 063 - Personnel Action Input

Code	Message
515	*Agcy Code Must Be 34 Or 37 If Spec Emp Code 33*

Description

When the data entered in the **Special Employee Code** field is **33**, the **agency code** entered in the **Dept/Agcy** field **must** be **34** or **37**.

Data Element(s) Used In Audit

088 - Earnings Limitation Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
516	*Frequency Paid Code Must Be 2 If Spec Emp Code 36*

Description

When the data entered in the **Special Employee Code** field is **36**, the data entered in the **Frequency Paid Code** field **must** be **2**.

Data Element(s) Used In Audit

085 - Frequency Paid Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
517	*Agcy Code Must Be JA If Spec Emp Pgms Cd PZ*

Description

When the data entered in the **Special Employment Pgms Code** field is **PZ**, the **agency code** entered in the **Dept/Agcy** field **must** be **JA**.

Data Element(s) Used In Audit

065 - Agency Code, Block 095
075 - Special Employment Programs Code

Document Type 063 - Personnel Action Input

Code	Message
518	*No Change In Data Element With NOA*

Description

The data entered in the **1st NOA Code** field indicates a change in data element. However, **no** change has occurred to any of the fields located in the Position Management System (PMSO).

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
519	*Amount Of Within-Grade Increase Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a within-grade increase (NOAC **891** or **893**) or a quality step increase (NOAC **892**), the amount entered in the **Base (scheduled) Salary** field **cannot exceed**:

the amount of the **within-grade increase** for the grade for the employee's basic pay table (not locality pay table) in the Table Management System (TMGT), **Table 029**, Pay Table Rate.

OR

the amount of the **top step** of the grade for the employee's basic pay table (not locality pay table) in **Table 029**.

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
520	*PRD Code Not Valid With Pay Table Code*

Description

When the data entered in the **Pay Rate Determinant Code** field is **M**, the pay table code on the employee's database **salary** record (IRIS Program 101) **must** be **TR01** or **TR04**.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
521	*NOA Requires FEGLI Coverage*

Description

When the data entered in the **1st NOA Code** field indicates a **FEGLI change**, data must be entered in the **FEGLI Coverage** field and must be **different** than the FEGLI coverage currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

017 - FEGLI Coverage
022 - 1st NOA Code
338 - Database FEGLI Coverage

Document Type 063 - Personnel Action Input

Code	Message
522	*NOA Requires SCD-Leave*

Description

When the data entered in the **1st NOA Code** field indicates a **change in SCD-Leave**, a date must be entered in the **SCD-Leave** field and must be **different** than the SCD-Leave currently recorded on the employee's database **dates and misc salary/personnel** record (IRIS Program 102).

Data Element(s) Used In Audit

015 - SCD-Leave
022 - 1st NOA Code
339 - Database SCD-Leave

Document Type 063 - Personnel Action Input

Code	Message
523	*Effective Date Not Found In TMGT*

Description

The date entered in the **Effective Date** field was **not** located in the Table Management System (TMGT), **Table 128**, Pay Periods And Corresponding Dates By Year.

Data Element(s) Used In Audit

030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
524	*Work Schedule Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a placement in pay status or placement in non-work status, the data entered in the **Work Schedule** field **must** be one of the following codes:

- **G** (full-time seasonal)
- **H** (Full-time on call)
- **Q** (Part-time seasonal)
- **R** (part-time on call)
- **J** (intermittent seasonal)
- **T** (part-time seasonal job sharer)

Data Element(s) Used In Audit

022 - 1st NOA Code
426 - Work Schedule
427 - Database Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
525	*PRD M - Adjusted Salary Required*

Description

When the data entered in the **1st NOA Code** field indicates a salary change for an employee whose pay rate determinant code is **M**, data **must** be entered in the **Adjusted Salary** field. This amount **must** include the amount of the employee's base (scheduled) salary **plus** any geographic adjusted rate (e.g., IGA, LEO, or locality pay) that the employee is eligible to receive.

Data Element(s) Used In Audit

022 - 1st NOA Code
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
526	*Pay Rate Determinant Code M Not Valid*

Description

Code M **cannot** be entered in the **Pay Rate Determinant Code** field when the **pay table code** on the employee's database **salary** record (IRIS Program 101) is **blank**.

Data Element(s) Used In Audit

063 - Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
527	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **Pay Rate Determinant Code** field is **not** valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
528	*Remarks Code X42 Required*

Description

Remarks Code X42 must be entered on the processing personnel action when the data entered in the **1st NOA Code** field indicates **termination** of **pay retention**.

Data Element(s) Used In Audit

048 - PMSO Individual Position Number
051 - Classification Code
055 - PMSO Organizational Structure Code
056 - Pay Plan
057 - PMSO Occupational Series Code
059 - Grade
116 - Personnel Office Identifier

Document Type 063 - Personnel Action Input

Code	Message
529	*Quarters Deduct Code Must Be Present With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **change** in quarters, data **must** be present in the **Quarters Deduction Amount** field and must be **different** than the amount currently recorded on the employee's database **dates and misc salary/personnel** record (IRIS Program 102).

Data Element(s) Used In Audit

022 - 1st NOA Code
110 - Quarters Deduction Code
111 - Quarters Deduction Amount

Document Type 063 - Personnel Action Input

Code	Message
531	*Base (Scheduled) Salary Must Increase*

Description

The data entered in the **1st NOA Code** field indicates a promotion. However, the data entered in the **Base** (scheduled) **Salary** field is **less** than the scheduled salary amount currently recorded on the employee's database **salary** record (IRIS Program 101).

☞**Note:** When the data entered in the **1st NOA Code** field indicates a promotion, the amount entered in the **Base** (scheduled) **Salary** field must be **more** than the scheduled salary amount currently recorded on the employee's database **salary** record (IRIS Program 101).☜

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
302 - Database Scheduled Salary

Document Type 063 - Personnel Action Input

Code	Message
532	*FERS Retirement Code Required With NOA*

Description

The data entered in the **1st NOA Code** field indicates that data entered in the Retirement Coverage field **must** be one of the following **FERS** Retirement Coverage codes:

- **I** - Federal Employees Retirement System (FERS) (Congressional) (FICA)
- **K** - FERS and FICA
- **L** - FERS and FICA (air traffic controllers)
- **M** - FERS and FICA (special)
- **N** - FERS and FICA (reserve technicians)
- **P** - Foreign Service Pension System (FSPS) and FICA

Data Element(s) Used In Audit

020 - Retirement Coverage

Document Type 063 - Personnel Action Input

Code	Message
533	*Previous Effective Date Cannot Be Future Date*

Description

The date entered in the **Correction-Previous Action B: (Date)** field **cannot** be a **future** date.

Data Element(s) Used In Audit

025 - Previous Effective Date

Document Type 063 - Personnel Action Input

Code	Message
534	*Agency And Pay Plan Not Compatible*

Description

When the agency code entered in the Position Management System (PMSO) master record indicates a Smithsonian **federal** agency, the data entered in the **PMSO Pay Plan** field **must** be a **federal** pay plan regulated by the Office of Personnel Management (OPM).

When the agency code entered in the Position Management System (PMSO) master record indicates a Smithsonian **trust** agency, the data entered in the **PMSO Pay Plan** field **must** be a Smithsonian **trust** pay plan.

Data Element(s) Used In Audit

065 - Agency Code
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
536	*Previous NOA Not Valid For Cancellation*

Description

When the data entered in the **1st and 2nd NOA Code** fields indicates a **cancellation** of an **accession**, the **Correction-Previous Action A: (NOA-Auth-Auth)** field **must** be **blank**.

Data Element(s) Used In Audit

021 - Previous NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
537	*TSP Eligibility Code Required*

Description

When the data entered in the **1st NOA Code** field indicates an **accession**, data **must** be entered in the **TSP Eligibility Code** field.

If the processing personnel action is **changing** the retirement coverage code to a FERS retirement coverage code and the employee is **not** currently participating in the Thrift Savings Plan, data **must** be entered in the **TSP Eligibility Code** field.

Data Element(s) Used In Audit

086 - TSP Eligibility Code

Document Type 063 - Personnel Action Input

Code	Message
538	*TSP Eligibility Code Not Valid*

Description

The data entered in the **TSP Eligibility Code** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

If the processing personnel action is **changing** or **correcting** the retirement coverage code to a **FERS** retirement coverage code and the employee is **currently** participating in the Thrift Savings Plan, the **TSP Eligibility Code** field **must** be **blank**.

Data Element(s) Used In Audit

086 - TSP Eligibility Code

Document Type 063 - Personnel Action Input

Code	Message
539	*TSP Eligibility Code Not Valid W/Ret Coverage Code*

Description

If the data entered in the **Retirement Coverage** field is **2**, **5**, **Y**, or **Z**, the data entered in the **TSP Eligibility Code** field **must** be **6**.

If the data entered in the **Retirement Coverage** field is **2**, the data entered in the **TSP Eligibility Code** field **must** be **6** if the **annuitant indicator** field is **6, 7, 8, G, H,** or **J**.

If the data entered in the **Retirement Coverage** field is **4,** the data entered in the **TSP Eligibility Code** field **must** be **6** ***except*** when the **annuitant indicator** field is **1**, **4**, **5, A, B, C, D, E, or F.**

Note: Civil Service Retirement System (CSRS) re-employed annuitants with annuity offset are eligible for TSP. CSRS Offset re-employed annuitants may not be Retirement Coverage Code **4**.

Data Element(s) Used In Audit

020 - Retirement Coverage
086 - TSP Eligibility Code

Document Type 063 - Personnel Action Input

Code	Message
540	*SCD-TSP Not Valid If Employee Not Enrolled*

Description

The processing personnel action indicates that a **date** was entered in the **SCD-TSP** field; however, the employee's current retirement coverage code is **not** a FERS retirement code. A date can be present in the **SCD-TSP** field **only** for **FERS** employees who are **participating** in the Thrift Savings Plan.

Data Element(s) Used In Audit

020 - Retirement Coverage
052 - SCD-TSP

Document Type 063 - Personnel Action Input

Code	Message
541	*SCD-TSP Not Valid*

Description

The date entered in the **SCD-TSP** field **must** be recorded in the following format:

- The month **must** be a number between **01- 12** (inclusive).
- If the **month** is **04**, **06**, **09**, or **11**, the day **must** be a number between **01- 30** (inclusive).
- If the **month** is **01**, **03**, **05**, **07**, **08**, **10**, or **12**, the day **must** be a number between **01- 31** (inclusive).
- If the month is **02**, the day **must** be a number between **01- 29** (inclusive).☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

052 - SCD-TSP

Document Type 063 - Personnel Action Input

Code	Message
542	*Special Employ Prgms Code And Grade Not Compatible*

Description

When the data entered in the **Special Employment Pgms Code** field is **IP** or **HT**, the employee's **pay plan must** be **NB** and the **grade must** be **02** through **04**.

When the data entered in the **Special Employment Pgms Code** field is **PP**, the employee's **pay plan must** be **NB** and the **grade must** be **02** through **06**.

Data Element(s) Used In Audit

059 - Grade
075 - Special Employment Programs Code

Document Type 063 - Personnel Action Input

Code	Message
543	*Special Employee Code Not Valid W/Agency Or Grade*

Description

When the data entered in the **Special Employee Code** field is **60**, the **agency code** entered in the Dept/Agcy field **must** be **83** and the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) **must** be **0510** or **0511**.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code
393 - Occupational Series Code

Document Type 063 - Personnel Action Input

Code	Message
544	*Tenure Group Not Valid With Authority*

Description

When the processing personnel action is an accession or conversion:

- the data entered in the **Tenure Group** field must be **0** or **3** if the **Appointment Authority** is **WXM**, **W5M**, or **W7M** or begins with **M** or **N**. The **only** exception is when the **Appointment Authority** is **NUM**.
- the data entered in the **Tenure Group** field must be **1** or **3** if the **Appointment Authority** begins with **K**. The **only** exception is when the **Appointment Authority** is **KLM**.
- the data entered in the **Tenure Group** field must be **2** if the **Appointment Authority** is **J8M**, **YAM**, **Y1M**, **Y2M**, **Y3M**, or **Y4M**.

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
545	*Data Not Valid For Employee Type*

Description

When the data entered in the **Employee Type** field is:	the data entered in the **Special Employment Pgms Code** field must be:	the data entered in the **Work Schedule** field must be:	and the data entered in the **Type Of Appointment Code** field must be:
A	00, G1, or G2	F or G	06 or 07
	G7	F or G	08
B	00,12,59,69,97,G4,G5	F or G	08 or 09
	G6	F or G	08 or 09
C	00, G1, G2, G6	P Q, S, or T	06 or 07
D	00, G3	I or J	
F or G	67 or 77	F, G, I, J, P, Q, S, or T	
H	00	F, G, P, Q, S, or T	09
I or L	67 or 77		
R	GR	F or G	08
S	GS	F or G	08
V	00	F, G, I, J, P, Q, S, or T	09

☞**Note**: The **Employee Type** is **only** valid for **Agencies 85** (CSCE) and **97** (GAO).☜

Data Element(s) Used In Audit

075 - Special Employment Programs Code
095 - Type Of Appointment Code
124 - Agency Use Block
426 - Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
546	*Termination Of Detail - Employee Not Detailed*

Description

The data entered in the **1st NOA Code** field indicates a **termination** of **detail**. However, the employee's database **detail assign/temporary promotion** record (IRIS Program 127) indicates that the employee is **not** in a detailed position.

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
547	*Pay Plan Must Be ES With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **SES career appointment** or a **conversion** to a SES career appointment, the data entered in the **Pay Plan** field **must** be **ES**.

Data Element(s) Used In Audit

021 - 1st NOA
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
548	*Tenure Group Must Be 0 With ES Pay Plan*

Description

When the data entered in the **Pay Plan** field is **ES**, the data entered in the **Tenure Group** field **must** be **0**.

☞**Note:** If data was not entered in the specified field, this message could indicate that the data is stored in the employee's database record. If the data is not valid and must be removed from the database, key in **zeros** in the applicable field.☜

Data Element(s) Used In Audit

014 - Tenure Group
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
549	*SCD-TSP Not Valid With Retirement Coverage Code*

Description

When a date is entered in the **SCD-TSP** field, the data in the **Retirement Coverage** field **must** be one of the following **FERS** Retirement Coverage codes:

- **I** - Federal Employees Retirement System (FERS) (Congressional) (FICA)
- **K** - FERS and FICA
- **L** - FERS and FICA (air traffic controllers)
- **M** - FERS and FICA (special)
- **N** - FERS and FICA (reserve technicians)
- **P** - Foreign Service Pension System (FSPS) and FICA

Data Element(s) Used In Audit

020 - Retirement Coverage
052 - SCD-TSP

Document Type 063 - Personnel Action Input

Code	Message
550	*Adjusted Salary Changing - Base Salary Must .Be Present*

Description

When the data in the **Pay Rate Determinant Code** field is **M**, data **must** be entered in the **Base** (scheduled) **Salary** field.

Data Element(s) Used In Audit

034 - Pay Raise Stale Action
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code
302 - Database Base Salary
304 - Database Pay Rate Determinant Code
441 - Database Scheduled Salary

Document Type 063 - Personnel Action Input

Code	Message
578	*Base Salary Not Valid For Medical Officer*

Description

When the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) is **0602**, the **amount** entered in the **Base** (scheduled) **Salary** field on the processing personnel action **must** be the **same** as, or **more** than, the salary rate of a **step 01** for the grade. However, the amount **cannot** be **more than** the salary rate for a **step 10** of the grade.

☞**Note:** Under certain circumstances, the **amount** entered in the **Base** (scheduled) **Salary** field can be **less** than the salary rate of a **step 01** for the grade. In this case, the **amount** entered in the **Base (scheduled) Salary** and the **Verify Salary** field **must** be the **same**.☜

Data Element(s) Used In Audit

056 - Pay Plan
059 - Grade
060 - Step
061 - Base (Scheduled) Salary
063 - Pay Rate Determinant Code
186 - Special Pay Converters - Table 031

Document Type 063 - Personnel Action Input

Code	Message
580	*Salary Information Not Valid*

Description

The data entered in the **Base** (scheduled) **Salary** field was **not** located in the Table Management System (TMGT), **Table 055**, Minimum and Maximum Salaries. Verify the amount entered in the **Base** (scheduled) **Salary** field and also verify the data entered in the **Salary Rate Code** field.

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
062 - Salary Rate Code

Document Type 063 - Personnel Action Input

Code	Message
581	*Cannot Change To Grade And Pay Retention NOA*

Description

The data entered in the **1st** and **2nd NOA Code** fields indicates a **correction** personnel action. However, the nature of action code **cannot** be changed or corrected to a **position change** or **grade restoration** nature of action code. An official change personnel action **must** be processed to establish a position change or grade restoration.

Data Element(s) Used In Audit

021 - Previous NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
582	*Grade On Personnel Action Equals Saved Grade*

Description

The date entered in the **1st NOA Code** field indicates a **change** in grade, which does **not** remove an employee from grade retention. However, the data entered in the **Grade** field on the processing personnel action is the **same** as the grade currently recorded on the employee's database **retained grade** record (IRIS Program 128).

Data Element(s) Used In Audit

059 - Grade
063 - Pay Rate Determinant Code
173 - Database Grade
376 - Database Saved Garde

Document Type 063 - Personnel Action Input

Code	Message
583	*Grade Cannot Be Changed On Quality Step Increase*

Description

When the data entered in the **1st NOA Code** field indicates a **quality step increase**, the **Grade** field must **not** be present.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
584	*Cannot Change From Pay To Grade Retention*

Description

The data entered in the **1st NOA Code** field is a change from pay retention to grade retention. However, the employee's database **salary** record (IRIS Program 101) indicates the employee is currently in pay retention. An official change personnel action must first be processed to remove the employee from pay retention before grade retention can be established.

Data Element(s) Used In Audit

059 - Grade
060 - Step
063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
585	*Salary Rate Code Must Be PA With GS Pay Plan*

Description

When the data entered in the **Pay Plan** field is **GS** (or equivalent), the data entered in the **Salary Rate Code** field must be **PA** (per annum).

Data Element(s) Used In Audit

056 - Pay Plan
062 - Salary Rate Code

Document Type 063 - Personnel Action Input

Code	Message
586	*NTE Date Must Be Present W/Special Emp Code 81*

Description

When the data entered in the **Special Employee Code** field is **81**, a date must be entered in the **NTE Date** field.

Data Element(s) Used In Audit

028 - Not-To-Exceed (NTE) Date
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
587	*Ag Cd Must Be 02 Or 11 W/Special Employee Code 81*

Description

When the data entered in the **Special Employee Code** field is **81**, the data entered in the **Agency Code** field must be **02** or **11**. If the data entered in the **Agency Code** field is **02**, a **date** must also be present in the **NTE Date** field.

Data Element(s) Used In Audit

065 - Agency Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
588	*WGI Effective Date Not Valid*

Description

The data entered in the **Effective Date** field on the processing personnel action, which is a system-generated within-grade increase, is **not** equal to, or is **earlier** than, the system-generated processing pay period. Please **verify** the data in **Effective Pay Period** field and the data in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
377 - WGI Due Coded Pay Period

Document Type 063 - Personnel Action Input

Code	Message
589	*Creditable Military Service Not Valid*

Description

The data entered in the **Creditable Military Service** field is not valid. The data entered in the **first** and **second** positions, which records the years, must be **00 -99**. The data entered in the **third** and **fourth** positions, which records the months, must be **01- 12**.

☞**Note:** Data must be entered in all **four positions** of this field.☜

Data Element(s) Used In Audit

378 - Creditable Military Service

Document Type 063 - Personnel Action Input

Code	Message
591	*Creditable Military Not Valid With Vet Pref Code*

Description

Data was entered in the **Creditable Military Service** field on the processing personnel action. However, the **Veterans Preference Code** on the employee's database **personnel supplements** record (IRIS Program 123) indicates that the employee is **not** a veteran.

Data Element(s) Used In Audit

343 - Veterans Preference Code
378 - Creditable Military Service

Document Type 063 - Personnel Action Input

Code	Message
592	*Frozen Service Not Valid*

Description

The data entered in the **Frozen Service** field is not valid. The data entered in the **first** and **second** positions, which records the years, must be **00 -99**. The data entered in the **third** and **fourth** positions, which records the months, must be **01- 12**.

☞**Note:** Data must be entered in all **four positions** of this field.☜

Data Element(s) Used In Audit

380 - Frozen Service

Document Type 063 - Personnel Action Input

Code	Message
594	*Retirement Cov Code Not Valid W/Frozen Service*

Description

When data is entered in the **Frozen Service** field, data must also be present in the **Retirement Coverage Code** field and **must** be other than **4** or **5**.

Data Element(s) Used In Audit

342 - Retirement Coverage Code
380 - Frozen Service

Document Type 063 - Personnel Action Input

Code	Message
596	*Previous Retirement Coverage Not Valid*

Description

The **Previous Retirement Coverage** field **must** be one of the following codes:

- **N** (employee has never been covered by CSRS or FERS)
- **P** (employee was previously covered by CSRS or FERS regardless of whether or not the employee withdrew previous contributed funds)
- **R** (employee was previously covered by CSRS and is eligible for a refund)

Data Element(s) Used In Audit

381 - Previous Retirement Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
597	*SCD Retirement Must Be Completed*

Description

The **SCD Retirement** field **must** be completed when the data entered in the **Retirement Coverage Code** field is one of the following codes:

- **1** - Civil Service Retirement System - (CSRS)
- **3** - Foreign Service Retirement and Disability System (FS)
- **6** - Civil Service Retirement System-Special (CSRS-Special)
- **7** - Social Security System (FICA) and CSRS
- **8** - CVA Judges Retirement Plan (1%)
- **9** - CVA Judges Retirement Plan (4.5%)
- **C** - Social Security System (FICA) and CSRS
- **D** - CSRS Offset (Congressional) (FICA)
- **E** - FICA and CSRS (for law enforcement and firefighter personnel)
- **G** - FICA and FS
- **I** - Federal Employees Retirement System (FERS) (Congressional) (FICA)
- **K** - Federal Employees Retirement System (FERS) and FICA
- **M** - FERS and FICA-Special
- **P** - Foreign Service Pension System (FSPS) and FICA
- **R** - FICA and CSRS - full 7% withholding
- **T** - FICA and CSRS-Special (for law enforcement and firefighter personnel)
- **W**- FICA and FS
- **Y** - DC Retirement - Offset
- **Z** - DC Retirement Plan

Data Element(s) Used In Audit

020 - Retirement Coverage Code
071 - SCD Retirement

Document Type 063 - Personnel Action Input

Code	Message
598	*Classification Action Code Not Valid*

Description

When the processing personnel action does **not** indicate a **change** in the employee's position, the **Classification Action Code** field **must** be **blank**.

Data Element(s) Used In Audit

051 - Classification Action Code
059 - Grade
395 - PMSO Agency Code
387 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
599	*Classification Action Code Must Be Present*

Description

When the processing personnel action indicates that the **individual position number** in the Position Management System (PMSO) will be **vacated**, the data entered in the **Classification Action Code** field **must** be one of the following codes:

- **0** (leave the employee's former position vacant and active)
- **1** (abolish the employee's former position)
- **2** (inactivate the employee's former position)

Data Element(s) Used In Audit

051 - Classification Action Code
059 - Grade
395 - PMSO Agency Code
387 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
600	*Employee Not Established In Individual Position*

Description

The data in the **Incumbent -SSN** field in PMSO is system generated from the Payroll/Personnel System with the social security number of (1) the employee occupying the position, (2) the employee temporarily promoted to the position, or (3) the employee detailed from the individual position when the personnel action is processed in PACT

The data entered in the **PMSO Key: IP-NO** field on the processing personnel action was located in the Position Management System (PMSO). However, the data in the **Incumbent -SSN** field in PMSO and the data entered in the **SSNO** field on the processing personnel action are **not** the same, which indicates that the employee is **not** currently **established** in the individual position.

Data Element(s) Used In Audit

059 - Grade
383 - PMSO Position Obligated SSN
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
601	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **SSNO** field on the processing personnel action is **not** compatible with the data entered in the **Obligated SSNO** field in the Position Management System (PMSO). Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

383 - PMSO Position Obligated SSNO
410 - Detail - Department Code
411 - Detail - Agency Code
412 - Detail - Personnel Office Identifier
413 - Detail - Master Record Number
414 - Detail - Grade
415 - Detail - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
602	*IP-NO Not In Position Management System*

Description

The data entered in the **PMSO Key: IP-NO** field was **not** located in the Position Management System (PMSO). Verify the data entered in **each** PMSO Key: field, and also verify that the individual position has been **established** in PMSO.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
603	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **PMSO Key: IP-NO** field was located in the Position Management System (PMSO). However, a **master record** was **not** located in PMSO for this individual position. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
604	*Individual Position Currently Occupied*

Description

The data entered in the **PMSO Key: IP-NO** field indicates that the **individual position** in the Position Management System (PMSO) is currently **occupied**. Verify the data entered in **each** PMSO Key**:** field, and also verify that the individual position in PMSO is **active** and **vacant**.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
605	*Placing Employee In Inactive Position Or Master*

Description

The data entered in the **MR-NO** or **IP-NO** field indicates that the master record or **individual position** in the Position Management System (PMSO) is currently **inactive**. Verify the data entered in **each** PMSO Key: field, and also verify that the **master record** and **individual position** in PMSO is **active** and **vacant**.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
606	*Effective Date Earlier Than Date IP Established*

Description

The date entered in the **Effective Date** field on the processing personnel action is **earlier** than the date the individual position was **established** in the Position Management System (PMSO).

Data Element(s) Used In Audit

030 - Effective Date
059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
388 - PMSO Established Date
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
607	*Position Invalid For Change To Lower Grade*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to lower grade, the data entered in the **PMSO Key:** fields **must** be **different** than the position data currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position

Document Type 063 - Personnel Action Input

Code	Message
608	*System Problem - Contact Your Agency Rep*

Description

The **Individual Record** in the employee's database **salary** record (IRIS Program 101) was **not** located in the Position Management System (PMSO). Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

169 - Database Agency Code
170 - Database Individual Position
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code
408 - Database Master Record Number

Document Type 063 - Personnel Action Input

Code	Message
610	*Detail Position Not Established - Process NOA 977*

Description

The data entered in the **1st NOA Code** and/or **2nd NOA Code** fields indicates a correction, extension, cancellation, or termination of a detail. However, the **detail position** is **not established** in the Position Management System (PMSO).

Verify the employee's current position in PMSO to determine if the employee is in a permanent or a detailed position.

If the employee is in a **permanent** position:

- establish the detail position in PMSO first
- then, process a personnel action with NOA 977 (convert detail to PMSO), which will place the employee in the detail position in PMSO.

If the employee is in a **detail** position:

- process a correction personnel action, entering the appropriate code in the **Classification Action Code** field to move the employee to the correct permanent position.

Data Element(s) Used In Audit

410 - Detail - Department Code
411 - Detail - Agency Code
412 - Detail - Personnel Office Identifier
413 - Detail - Master Record Number
414 - Detail - Grade
415 - Detail - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
611	*Uniform Service Status Invalid*

Description

The code entered in the **Uniform Service Component** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description), Block 102.

Data Element(s) Used In Audit

142 - Uniform Service Status

Document Type 063 - Personnel Action Input

Code	Message
612	*Promotion To Same Position*

Description

When the data entered in the **1st NOA Code** field indicates a promotion, the data entered in the **PMSO Key:** fields on the processing action **must** be **different than** the **PMSO key data** currently recorded on the employee's database **salary** record (IRIS Program 101).

☞**Note:** If the employee is being permanently promoted from a temporary position, data must **not** be entered in the **PMSO Key**: fields.☜

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
613	*PMSO Key: Data Not Valid With Ext Of Detail-NTE*

Description

When the data entered in the **1st NOA Code** indicates an **extension** of detail not-to-exceed (NTE), the **PMSO Key:** fields **must** be **blank**.

Data Element(s) Used In Audit

410 - Detail - Department Code
411 - Detail - Agency Code
412 - Detail - Personnel Office Identifier
413 - Detail - Master Record Number
414 - Detail - Grade
415 - Detail - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
614	*Continuation Of Error Message 613*

Description

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
615	*Data In PMSO And Database Must Be The Same*

Description

When the data entered in the **1st NOA Code** field indicates that **position data** in the Position Management System (PMSO) will be established, the following **data elements** recorded in **PMSO** must be the **same** as the **data elements** recorded in the employee's database **salary** record (IRIS Program 101) or **personnel supplements** record (IRIS Program 123):

Data Element	Master Record	Individual Position	IRIS Program
Accounting Station Code		X	101
Bargaining Unit Status Code		X	123
Duty Station City Code		X	101
Duty Station County Code		X	101
Duty Station State Code		X	101

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
615	*(continued)*

Description

When the data entered in the **1st NOA Code** field indicates that **position data** in the Position Management System (PMSO) will be established, the following **data elements** recorded in **PMSO** must be the **same** as the **data elements** recorded in the employee's database **salary** record (IRIS Program 101) or **personnel supplements** record (IRIS Program 123):

Data Element	Master Record	Individual Position	IRIS Program
Fair Labor Standards Act Code (FLSA)		X	101
Occupational Series Code	X		101
Occupational Function Code	X		101
Official Title Code	X		123
Organizational Structure Code (2nd - 8th level)		X	101

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
615	*(continued)*

Description

When the data entered in the **1st NOA Code** field indicates that **position data** in the Position Management System (PMSO) will be established, the following **data elements** recorded in **PMSO** must be the **same** as the **data elements** recorded in the employee's database **salary** record (IRIS Program 101) or **personnel** record (IRIS Program 123):

Data Element	Master Record	Individual Position	IRIS Program
Position Status Budget Code		X	101
Position Supervisory Code	X		123
Pay Plan Code	X		101
Working Title Code		X	101

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
616	*Change In Position Data Required*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a **cancellation** of a **temporary promotion** or **change to lower grade**, the data entered in the **PMSO Key:** fields must be **different** than the **PMSO key data** currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
617	*Position Data Cannot Be Located In PMSO*

Description

When the data entered in the **1st NOA Code** field indicates that **position data** in the Position Management System (PMSO) will be established, the **PMSO key data** currently recorded on the employee's database **salary** record (IRIS Program 101) **cannot** be located in PMSO.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
618	*PMSO Position Data Must Be Present With NOA*

Description

When the data entered in the **1st NOA Code** field indicates:

- establish a position in the Position Management System (PMSO)
- convert detail to PMSO
- mass change action for a detail

data **must** be entered in each **PMSO Key:** field.

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
619	*PMSO Key: Data Must Be Same As Database*

Description

When the data entered in the **1st NOA Code** indicates that **position data** in the Position Management System (PMSO) will be established, data **must** be entered in the **PMSO Key:** fields and **must** be the **same** as the **PMSO key data** currently recorded on the employee's database **salary** record (IRIS Program 101).

☞**Note:** If the employee is in **grade retention** (pay rate determinant code A, B, E, F, U, or V), the data entered in the **PMSO Key: Grade** field **must** be the **same** as the grade **currently** recorded on the employee's database **retained grade** record (IRIS Program 128).☜

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - PMSO Master Record Number
406 - PMSO Individual Position

Document Type 063 - Personnel Action Input

Code	Message
620	*Continuation Of Error Message 619*

Description

Data Element(s) Used In Audit

169 - Database Agency Code
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code

Document Type 063 - Personnel Action Input

Code	Message
621	*Cannot Fill Obligated Position*

Description

The data entered in the **PMSO Key: IP-NO** field is for a position that is **currently obligated** in the Position Management System (PMSO).

Data Element(s) Used In Audit

059 - Grade
383 - PMSO Position Currently Obligated SSN
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
622	*Auth Date Earlier Than Effective Date*

Description

The date entered in the **Auth Date** field is **earlier** than the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

030 - Effective Date
121 - Authentication Date
168 - Database Effective Date
301 - Database Authentication Date

Document Type 063 - Personnel Action Input

Code	Message
623	*Change In Quarters Requires NOA*

Description

If data is entered in the **Quarters Deduction Amount** or **Quarters Deduction Code** field to **change** the quarters deduction amount and/or quarters deduction code currently recorded in the employee's database **salary** record (IRIS Program 101), data **must** also be entered in the **1st NOA Code** field. (The data entered in the **1st NOA Code** field **must** indicate a **change** in **quarters**.)

Data Element(s) Used In Audit

022 - 1st NOA Code
110 - Quarters Deduction Amount
109 - Quarters Deduction Code
356 - Database Quarters Deduction Amount
357 - Database Quarters Deduction Code

Document Type 063 - Personnel Action Input

Code	Message
624	*Change In Quarters Requires Official Action*

Description

An **official change action** must be processed in order to **correct** or **change** the **Quarters Deduction Amount** or **Quarters Deduction Code**.

Data Element(s) Used In Audit

109 - Quarters Deduction Amount
110 - Quarters Deduction Code

Document Type 063 - Personnel Action Input

Code	Message
625	*System Problem - Contact Your Agency Rep*

Description

When the data entered in **1st NOA Code** field indicates an appointment that is subject to a limitation, the **appointment limitation code** recorded on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) **must** be **2**. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

022 - 1st NOA Code
039 - Appointment Limitation Code

Document Type 063 - Personnel Action Input

Code	Message
626	*Appointment Limitations Full Days Must Be 130*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Days** field **must** be **130**.

Data Element(s) Used In Audit

022 - 1st NOA Code
042 - Appointment Limitations Full Days

Document Type 063 - Personnel Action Input

Code	Message
627	*Appointment Limitations Full Days Must Be 180*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Days** field **must** be **180**.

Data Element(s) Used In Audit

022 - 1st NOA Code
042 - Appointment Limitations Full Days

Document Type 063 - Personnel Action Input

Code	Message
628	*Appoint Limit Full Hours Must Be 1039 Or 1040*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Hours** field **must** be **1039** or **1040**.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
629	*Appointment Limitations Full Hours Must Be 1280*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Hours** field **must** be **1280**.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
630	*Appointment Limitations Full Hours Must Be 1300*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Hours** field **must** be **1300**.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
632	*Appointment Limitations Full Hours Must Be 2000*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Hours** field **must** be **2000**.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
633	*Appointment Limitations Full Hours Must Be 700*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Appointment Limitations - Full Hours** field **must** be **700**.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
635	*Pay Plan Must Be Present*

Description

When the data entered in the **1st NOA Code** field indicates **termination** of **grade retention**, data **must** be entered in the **Pay Plan** field and **must** be the **same** as the pay plan recorded on the employee's database **retained grade** record (IRIS Program 128).

Data Element(s) Used In Audit

059 - Grade
385 - PMSO Agency Code
386 - PMSO Personnel Office Identifier
387 - PMSO Department Code
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
636	*Continuation Of Error Message 635*

Description

Data Element(s) Used In Audit

169 - Database Agency Code
170 - Database Individual Position
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code
408 - Database Master Record Number

Document Type 063 - Personnel Action Input

Code	Message
638	

Description

(reserved)

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
639	

Description

▶*(reserved: pp. 063.619 thru 063.626)*◀

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
648	*Occupied Position Obligated - Cannot Process 703*

Description

The data entered in the **1st NOA Code** indicates that the processing personnel action is a **promotion - NTE**. However, the data entered in the **PMSO Key: Individual Position** field is for a position that is **currently obligated**.

Data Element(s) Used In Audit

169 - Database Agency Code
170 - Database Individual Position Number
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code
408 - Database Master Record Number

Document Type 063 - Personnel Action Input

Code	Message
649	*Cannot Change Incumbent Position With NOAC*

Description

The data entered in the PMSO Key: fields indicates a change to an incumbent position. However, the nature of action entered in the **1st NOA Code** field is not valid for a position change.

Data Element(s) Used In Audit

169 - Database Agency Code
170 - Database Individual Position Number
173 - Database Grade
177 - Database Personnel Office Identifier
407 - Database Department Code
408 - Database Master Record Number

Document Type 063 - Personnel Action Input

Code	Message
650	

Description

(reserved)

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
651	

Description

(reserved)

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
652	*1st NOA Not In TMGT*

Description

The data entered in the **1st NOA Code** field was **not** located in the Table Management System (TMGT), **Table 061**, Nature Of Action Conversion.

Data Element(s) Used In Audit

022 - 1st NOA Code
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
653	*1st NOA And 1A Auth Code Not In TMGT*

Description

The data entered in the **1st NOA Code** and **1A Auth Code** fields was not located in the Table Management System (TMGT), **Table 061**, Nature Of Action Conversion.

Data Element(s) Used In Audit

022 - 1st NOA Code
357 - 1A Auth Code
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
654	*System Problem - Contact Your Agency Rep*

Description

The data entered in the **Num-Authority** field in the Table Management System (TMGT), **Table 061**, Nature Of Action Conversion, is **not** valid for the nature of action code on the processing personnel action. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

022 - 1st NOA Code
361 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
655	*NOA Requires OPM Authority*

Description

The data entered in the **1st NOA Code** field indicates that data **must** be entered in the **1A Auth Code** field and **must** be an **OPM authority**.

Data Element(s) Used In Audit

022 - 1st NOA Code
037 - 1st OPM Or Other Legal Authority
038 - 2nd OPM Or Other Legal Authority
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
656	*NOA Only Requires One Agency-Cited Authority*

Description

The data entered in the **1st NOA Code** field indicates that an agency-cited authority must **only** be entered in the **1A Auth Code** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
037 - 1st OPM Or Other Legal Authority
038 - 2nd OPM Or Other Legal Authority
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
657	*NOA Requires Two Agency-Cited Authorities*

Description

The data entered in the **1st NOA Code** field indicates that an agency-cited authority **must** be entered in the **1A Auth Code** and **1B Auth Code** fields.

Data Element(s) Used In Audit

022 - 1st NOA Code
037 - 1st OPM Or Other Legal Authority
038 - 2nd OPM Or Other Legal Authority
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
668	*Prev NOA Must Be Same As Last NOA On Database*

Description

When the processing personnel action is correcting the nature of action code for the last action processed for an employee, the data entered in the **Correction-Previous Action A:(NOA-AUTH-AUTH)** field **must** be the **same** as the last action recorded on the employee's **personnel action summary** record (IRIS Program 125).

Data Element(s) Used In Audit

021 - Previous NOA Code
022 - 1st NOA Code
023 - 2nd NOA Code
180 - Database Previous NOA Code

Document Type 063 - Personnel Action Input

Code	Message
669	*Prev Eff Dt Must Be Same As Database Prev Eff Dt*

Description

When the processing personnel action is correcting the effective date of the last action processed for an employee, the date entered in the **Correction-Previous Action B:(Date)** field **must** be the **same** as the last action recorded on the employee's **personnel actions summary** record (IRIS Program 125).

Data Element(s) Used In Audit

025 - Previous Effective Date
030 - Effective Date
168 - Database Effective Date

Document Type 063 - Personnel Action Input

Code	Message
670	*NOA Requires Tenure Group 1*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Tenure Group** field **must** be **1**.

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
671	*NOA Requires Tenure Group 2*

Description

The data entered in the **1st NOA Code** field indicates that the data entered in the **Tenure Group** field **must** be **2**.

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
672	*Spec Employment Pgms Code Not Valid With NOA*

Description

The data entered in the **1st NOA Code** field indicates that the data entered **Special Employment Pgms Code** field is **not** valid.

Data Element(s) Used In Audit

022 - 1st NOA Code
075 - Special Employment Pgms Code

Document Type 063 - Personnel Action Input

Code	Message
674	*Tenure Group Not Valid With NOA And Auth Code*

Description

The data entered in the **1st NOA Code** and **1A Auth Code** fields indicates that the data entered in the T**enure Group** field **must** be **1** or **2**.

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
676	*NTE Date Must Be 10 Or More Days From Eff Date*

Description

The data entered in the **1st NOA Code** field indicates that the date entered in the **NTE Date** field **must** be **ten** or **more** days **from** the date entered in the **Effective Date** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
028 - NTE Date
030 - Effective Date

Document Type 063 - Personnel Action Input

Code	Message
677	*Position Occupied Not Valid With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a **conversion to an SES career appointment**, the data entered in the **Position Occupied** field **must** be **3**.

Data Element(s) Used In Audit

022 - 1st NOA Code
074 - Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
678	*Save-Grade Record Not On Database*

Description

The data entered in the **1st NOA Code** field indicates **grade retention**; however, a **retained grade** record (IRIS Program 128) does **not** exist on the employee's database.

Data Element(s) Used In Audit

022 - 1st NOA Code
376 - Database Save-Grade

Document Type 063 - Personnel Action Input

Code	Message
679	*Grade Not Valid With NOA*

Description

The data entered in the **1st NOA Code** field indicates that **grade** on the processing personnel action must be **less than** the grade recorded on the employee's database **retained grade** record (IRIS Program 128) **or** the **same as** the **grade** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
680	*Database Special Employment Pgms Code Must Be 59*

Description

The data entered in the **1st NOA Code** field indicates that the **Special Employment Pgms Code** on the employee's database **salary** record (IRIS Program 101) **must** be **59**.

Data Element(s) Used In Audit

022 - 1st NOA Code
365 - Database Special Employment Pgms Code

Document Type 063 - Personnel Action Input

Code	Message
681	*Grade Must Be More Than 15*

Description

The data entered in the **1st NOA Code** field indicates that the **grade** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **more** than 15.

Data Element(s) Used In Audit

022 - 1st NOA Code
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
682	*Grade And Position Occupied Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a reassignment to a position under a career executive assignment, the data entered in the **Grade** field **must** be **more** than **15** and the **position occupied** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) **must** be **1**.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
074 - Position Occupied
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
683	*Reinstatement - Position Occupied Must Be 1*

Description

When the data entered in the **1st NOA Code** field indicates a reinstatement **from** excepted service **to** competitive service, the **position occupied** recorded on the employee's database **personnel** record (IRIS Program 122) **must** be **2** and the data entered in the **Position Occupied** field on the processing action **must** be **1**.

Data Element(s) Used In Audit

022 - 1st NOA Code
074 - Position Occupied
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
684	*Pay Plan And Grade Not Valid For Reinstatement*

Description

When the data entered in the **1st NOA Code** field indicates a conversion to a reinstatement career, the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **GS** and the **grade** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **16** or **above**.

Data Element(s) Used In Audit

022 - 1st NOA Code
171 - Database Pay Plan
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
686	*Tenure Group And Agency Not Valid For NOA*

Description

When the data entered in the **1st NOA Code** and **1A Auth Code** field is **502 JMM**, the data entered in the **Tenure Group** field **must** be **1** and the **agency code** entered in the **Dept/Agcy** field **must** be the **same** as the **agency code** currently recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

014 - Tenure Group
022 - 1st NOA Code
169 - Database Agency Code

Document Type 063 - Personnel Action Input

Code	Message
688	*Agency Cd Must Be Same As Database Agency Cd*

Description

The **agency code** entered in the **Dept/Agcy** field on the processing personnel action is **not** valid with the **agency code** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
169 - Database Agency Code

Document Type 063 - Personnel Action Input

Code	Message
689	*Grade Retention - Position Occupied Must Be 1 Or 2*

Description

When the data entered in the **1st NOA Code** field indicates a position change due to a reduction-in-force (RIF), which entitles the employee to grade retention, the **position occupied** recorded on the employee's **SF-50B data elements** record (IRIS Program 122) **must** be **1** or **2**.

Data Element(s) Used In Audit

022 - 1st NOA Code
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
690	*Position Occupied Must Be 1 Or 2 With NOA*

Description

When the data entered in the **1st NOA Code, 1A Auth Code**, and **1B Auth Code** fields is **740 PNM VMJ**, the **position occupied** recorded on the employee's **SF-5-B data elements** record (IRIS Program 122) **must** be **1** or **2**.

Data Element(s) Used In Audit

022 - 1st NOA Code
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
691	*NOA Requires Authority*

Description

The data entered in the **1st NOA Code** field indicates that an OPM or other legal authority **must** also be entered in the **Authority Alpha** field.

☞**Note:** To correct **Authority Alpha** data in **SINQ**, enter the correct data in the **Legal Authority 1st** field.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
037 - 1st OPM Or Legal Authority
363 - Table 061

Document Type 063 - Personnel Action Input

Code	Message
693	*Saved Grade, Grade, And Remarks Code Not Valid*

Description

When the data entered in the **1st NOA Code** field indicates a position change under the executive assignment system, the employee **must** have a **retained grade** record (IRIS Program 128) **established** on the database. The **grade** on the **retained grade** record **must** be **greate**r than **15**.

When a personnel action is processed to **move** an employee **back** to a position at their retained grade, the data entered in the **Grade** field on the processing action **must** be the **same** as the grade on the employee's **retained grade** record (IRIS Program 128).

When a promotion, reassignment, or change to lower grade is processed for an employee who is in grade retention, the **grade** on the employee's **retained grade** record (IRIS Program 128) **must** be **greater** than the data entered in the **Grade** field on the processing action.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
366 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
694	*Conversion To Excepted Appointment Not Valid*

Description

When the data entered in the:

- **1st NOA Code** field is **570**
- **1A Auth** field is **QGM**, **QHM**, **U2M**, **VHJ**, **USM**, or **VAJ**,
- **1B Auth Code** field is **agency-cited**

the **pay plan** on the employee's database **salary** record (IRIS Program 101) **must** be **GS**

the **grade** on the employee's database **salary** record (IRIS Program 101) **must** be **greater** than **15**

the data entered in the **Type Of Appointment** field **must** be **06**, **07**, or **08**

the **agency code** entered in the **Dept/Agcy** field **must** be the **same** as the **agency code** recorded on the employee's database **salary** record (IRIS Program 101)

Data Element(s) Used In Audit

022 - 1st NOA Code
033 - Database Organizational Structure Code
095 - Type Of Appointment
171 - Database Pay Plan
173 - Database Grade

Document Type 063 - Personnel Action Input

Code	Message
695	*Continuation Of Error Message 694*

Description

Error Message 694 continued.

Data Element(s) Used In Audit

364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
696	*Position Occupied Must Be 2 With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a promotion in the excepted service, the **position occupied** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) **must** be **2**.

Data Element(s) Used In Audit

022 - 1st NOA Code
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
697	*Pay Adjustment Not Valid For Pay Plan*

Description

The data entered in the **1st NOA Code** field indicates a pay adjustment. However, the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) and the data entered in the **Pay Plan** field on the processing personnel action indicates that the employee is **not eligible** to **receive** a **pay adjustment**

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan
171 - Database Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
698	*Data Not Valid For NOA 504 And Auth Code J2M*

Description

When the data entered in the **1st NOA Code** and **1A Auth Code** field is **504 JTM**:

- the **type of appointment** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **3**
- the **date** entered in the **SCD Retirement** field **must** be **5** years **less** than the **date** entered in the **Effective Date** field
- the **position occupied** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) **must** be **1**
- the **grade** on the employee's database **salary** record (IRIS Program 101) **must** be **greater** than **15**
- the **accession date** on the employee's database **personnel supplements** record (IRIS Program 123) must be **5** years **less** than the **date** entered in the **Effective Date** field

Data Element(s) Used In Audit

022 - 1st NOA Code
367 - Database Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
699	*Continuation Of Error Message 698*

Description

Error Message 698 continued.

Data Element(s) Used In Audit

030 - Effective Date
173 - Database Grade
364 - Database Position Occupied
364 - Database Accession Date

Document Type 063 - Personnel Action Input

Code	Message
700	*Data Not Valid For NOA 504 And Auth Code JTM*

Description

When the data entered in the **1st NOA Code** and **1A Auth Code** field is **504 JTM**:

- the **type of appointment** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **4**
- the **position occupied** recorded on the employee's data **SF-50B data elements** record (IRIS Program 122) **must** be **2**
- the **grade** on the employee's database **salary** record (IRIS Program 101) **must** be **greater** than **15**
- the **accession date** on the employee's database **personnel supplements** record (IRIS Program 123) must be **5** years **less** than the **date** entered in the **Effective Date** field

Data Element(s) Used In Audit

022 - 1st NOA Code
367 - Database Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
701	*Continuation Of Error Message 700*

Description

Error Message 700 continued.

Data Element(s) Used In Audit

030 - Effective Date
173 - Database Grade
364 - Database Position Occupied
364 - Database Accession Date

Document Type 063 - Personnel Action Input

Code	Message
702	*System Problem - Contact Your Agency Rep*

Description

The **Date-SCD-CSR** recorded on the employee's database **salary** record (IRIS Program 101) is **not** valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

368 - Database Date-SCD-CSR

Document Type 063 - Personnel Action Input

Code	Message
703	*System Problem - Contact Your Agency Rep*

Description

The **accession date** on the employee's database **personnel supplements** record (IRIS Program 123) is **not** valid. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

369 - Database Accession Date

Document Type 063 - Personnel Action Input

Code	Message
704	*Position Change Requires Position Occupied 2*

Description

When the data entered in the **1st NOA Code** field indicates a **position change** in the excepted service, changing the employee back to **retained grade**, the **position occupied** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) **must** be **2**.

Data Element(s) Used In Audit

022 - 1st NOA Code
064 - Saved Rate Expiration Date

Document Type 063 - Personnel Action Input

Code	Message
705	*Grade Must Be Present For Position Change*

Description

When the data entered in the **1st NOA Code** field indicates a **position change** in the excepted service, data **must** be entered in the **Grade** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade

Document Type 063 - Personnel Action Input

Code	Message
706	*Change In NOA May Be Required*

Description

The data entered in the **1st NOA Code** field indicates a **position change** in the excepted service. However, the data entered in the **Grade** field on the processing personnel action is:

- **less** than **grade** on the employee's database **retained grade** record (IRIS Program 128)
- and **more** than the **grade** on the employee's database **salary** record (IRIS Program 101)

If the data entered in the **Grade** field on the processing personnel action is **correct**, then the data in the **1st NOA Code** field **must** be **changed** to indicate a **promotion** nature of action code.

Data Element(s) Used In Audit

022 - 1st NOA Code
059 - Grade
173 - Database Grade
366 - Database Retained Grade

Document Type 063 - Personnel Action Input

Code	Message
707	*Position Occupied Must Be Competitive*

Description

When the data entered in the **1st NOA Code** field indicates a **position change**, the **position occupied** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) **must** be **1**.

Data Element(s) Used In Audit

022 - 1st NOA Code
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
709	*NOA Not Valid For Wage Grade Pay Plan*

Description

The data entered in the **1st NOA Code** and **1A Auth Code** field indicates a pay adjustment for an employee in the general schedule (GS or equivalent) pay plan. However, the **pay plan** on the employee's database **salary** record IRIS Program 101) indicates that the employee is a federal wage system employee.

Data Element(s) Used In Audit

022 - 1st NOA Code
056 - Pay Plan
171 - Database Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
715	*Agency Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **agency code**, the **agency code** in the **Dept/Agcy** field on the processing personnel action **must** be **present** and **must** be **different** than the **agency code** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
065 - Agency Code
169 - Database Agency Code

Document Type 063 - Personnel Action Input

Code	Message
716	*Occupational Series Must Be Present In PMSO*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **occupational series**, data **must** be present in the **Occupational Series** field in the **Position Management System** (PMSO).

Data Element(s) Used In Audit

022 - 1st NOA Code
057 - Occupational Series Code
172 - Database Occupational Series Code

Document Type 063 - Personnel Action Input

Code	Message
717	*Handicap Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **handicap code**, the **Handicap Code** field **must** be **present** on the processing personnel action and **must** be **different** than the **handicap code** on the employee's database **handicap/RNO data elements** record (IRIS Program 301).

Data Element(s) Used In Audit

022 - 1st NOA Code
016 - Handicap Code
337 - Database Handicap Code

Document Type 063 - Personnel Action Input

Code	Message
718	*Pay Rate Determinant Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **pay rate determinant code**, the **Pay Rate Determinant Code** field **must** be **present** on the processing personnel action and **must** be **different** than the **pay rate determinant code** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code

Document Type 063 - Personnel Action Input

Code	Message
719	*Occupational Function Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **occupational function**, the data in the **Occupational Function** field in the **Position Management System** (PMSO) **must** be **different** than the **occupational function** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
057 - Occupational Series Code
058 - Occupational Function Code
172 - Database Occupational Series Code
173 - Database Occupational Function Code

Document Type 063 - Personnel Action Input

Code	Message
720	*Supervisory Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **supervisory code**, the data in the **Supervisory Code** field in the **Position Management System** (PMSO) **must** be **different** than the **supervisory code** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
049 - Supervisory Code
340 - Database Supervisory Code

Document Type 063 - Personnel Action Input

Code	Message
721	*Retirement Coverage Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **retirement coverage**, the **Retirement Coverage** field **must** be **present** on the processing personnel action and **must** be **different** than the **retirement coverage** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - Retirement Coverage
022 - 1st NOA Code
342 - Database Retirement Coverage

Document Type 063 - Personnel Action Input

Code	Message
722	*BUS Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **BUS (bargaining unit status) code**, the data in the **BUS Code** field in the **Position Management System** (PMSO) **must** be **different** than the **BUS code** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
119 - BUS Code
341 - Database BUS Code

Document Type 063 - Personnel Action Input

Code	Message
723	*FLSA Code Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **FLSA (Fair Labor Standards Act) code**, the data in the **FLSA Code** field in the **Position Management System** (PMSO) **must** be **different** than the **FLSA code** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 -1st NOA Code
113 - FLSA Code
335 - Database FLSA Code

Document Type 063 - Personnel Action Input

Code	Message
724	*POI Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **POI (Personnel Office Identifier)**, the data in the **POI** field in the **Position Management System** (PMSO) **must** be **different** than the **POI** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
116 - POI
117 - Database POI

Document Type 063 - Personnel Action Input

Code	Message
725	*Educational Level Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **educational level**, the **Educational Level** field **must** be **present** on the processing personnel action and **must** be **different** than the **educational level** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
147 - Education Level
370 - Database Education Level

Document Type 063 - Personnel Action Input

Code	Message
726	*Instructional Program Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **instructional program**, the **Instructional Program** field **must** be **present** on the processing personnel action and **must** be **different** than the **instructional program** on the employee's database **personnel** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
148 - Instructional Program
371 - Database Instructional Program

Document Type 063 - Personnel Action Input

Code	Message
727	*Year Deg/Cert Received Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **year deg/cert (degree/certificate) received**, the **Year Deg/Cert Received** field **must** be **present** on the processing personnel action and **must** be **different** than the **year deg/cert received** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
149 - Year Deg/Cert Received
372 - Database Year Deg/Cert Received

Document Type 063 - Personnel Action Input

Code	Message
728	*Annuitant Indicator Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **annuitant indicator**, the **Annuitant Indicator** field **must** be **present** on the processing personnel action and **must** be **different** than the **annuitant indicator** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
120 - Annuitant Indicator
373 - Database Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
729	*Citizenship Status Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **citizenship status**, the **Citizenship Status** field **must** be **present** on the processing personnel action and **must** be **different** than the **citizenship status** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
141 - Citizenship Status
374 - Database Citizenship Status

Document Type 063 - Personnel Action Input

Code	Message
730	*Position Occupied Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **position occupied**, the **Position Occupied** field **must** be **present** on the processing personnel action and **must** be **different** than the **position occupied** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
074 - Position Occupied
364 - Database Position Occupied

Document Type 063 - Personnel Action Input

Code	Message
731	*Race And National Origin Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **race and national origin (RNO)**, the **Race And National Origin** field **must** be **present** on the processing personnel action and **must** be **different** than the on the **race and national origin** employee's database **handicap/RNO data elements** record (IRIS Program 301).

Data Element(s) Used In Audit

022 - 1st NOA Code
334 - Race And National Origin
375 - Database Race And National Origin

Document Type 063 - Personnel Action Input

Code	Message
735	*Effective Date And NOA Not Valid*

Description

When the processing personnel action is a correction action, the data entered in the **2nd NOA Code**, **1B Auth Code**, and **Effective Date** fields **must** be the **same** as the **last official action** recorded on the employee's database **personnel actions summary** record (IRIS Program 125).

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
030 - Effective Date
168 - Database Effective Date
179 - Database 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
736	*Appointment Limitations Hours Not Valid With NOA*

Description

The data entered in the **Appointment Limitations - Full Hours** field **must** be **1300** when the data entered in the **1st NOA Code** field indicates an appointment under the Senior Community Service Program.

Data Element(s) Used In Audit

022 - 1st NOA Code
041 - Appointment Limitations Full Hours

Document Type 063 - Personnel Action Input

Code	Message
737	*Special Employment Programs Code Must Be Present*

Description

The data entered in the **1st NOA Code** field indicates that data **must** be **present** in the **Special Employment Programs Code** field and **must not** be **00** or **blank**.

Data Element(s) Used In Audit

022 - 1st NOA Code
075 - Special Employment Programs Code

Document Type 063 - Personnel Action Input

Code	Message
738	*Special Employment Programs Code Must Be 00*

Description

The data entered in the **1st NOA Code** field indicates that data **must** be **present** in the **Special Employment Programs Code** field and **must** be **00**.

Data Element(s) Used In Audit

022 - 1st NOA Code
075 - Special Employment Programs Code

Document Type 063 - Personnel Action Input

Code	Message
739	*Work Schedule And Remarks Code Not Valid*

Description

The data entered in the **1st NOA Code** field indicates:

- the **work schedule** on the employee's database **salary** record (IRIS Program 101) **must** indicate **part-time**
- **M32** must be present in the **Remarks Code** field

Data Element(s) Used In Audit

022 - 1st NOA Code
079 - Remarks Code
273 - Database Work Schedule

Document Type 063 - Personnel Action Input

Code	Message
740	*Annual Leave Category Must Be Present*

Description

The data entered in the **1st NOA Code** field indicates that data **must** be **present** in the **Annual Leave Category** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
080 - Annual Leave Category

Document Type 063 - Personnel Action Input

Code	Message
741	*Veterans Preference RIF Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **veterans preference RIF**, the **Veterans Preference RIF** field **must** be **present** on the processing personnel action and **must** be **different** than the **veterans preference RIF** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

022 - 1st NOA Code
183 - Veterans Preference RIF

Document Type 063 - Personnel Action Input

Code	Message
742	*Veterans Preference RIF Must Be Present*

Description

When the processing personnel action is an **accession**, data **must** be entered in the **Veterans Preference RIF** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
183 - Veterans Preference RIF

Document Type 063 - Personnel Action Input

Code	Message
744	*Veterans Preference RIF Must Be Blank With NOA*

Description

When the data entered in the **1st NOA Code** field does **not** indicate an accession or change in veterans preference RIF, **Veterans Preference RIF** field **must** be **blank**.

Data Element(s) Used In Audit

022 - 1st NOA Code
183 - Veterans Preference RIF

Document Type 063 - Personnel Action Input

Code	Message
745	*Type Appointment Must Be Present With NOA*

Description

When the data entered in the **1st NOA Code** field indicates an accession or conversion to USDA, data **must** be entered in the **Type Appointment** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
095 - Type Appointment

Document Type 063 - Personnel Action Input

Code	Message
746	*Correction To Separation - Previous NOA Required*

Description

When the data entered in the **1st** and **2nd NOA Code** fields indicates a correction to a separation, the data entered in the **Correction-Previous Action A: (NOA-Auth-Auth)** field **must** be the **same** as the last action recorded on the employee's database **personnel actions summary** record (IRIS Program 125).

Data Element(s) Used In Audit

021 - Previous NOA Code
022 - 1st NOA Code
022 - 2nd NOA Code
179 - Database 1st NOA Code

Document Type 063 - Personnel Action Input

Code	Message
749	*ADJP History Must Be Present On Database*

Description

When the processing personnel action is a **cancellation** action, restoring to a previous action, the employee **must** have an **ADJP history** record (PINQ Program 29) on the database.

Data Element(s) Used In Audit

003 - Social Security Number

Document Type 063 - Personnel Action Input

Code	Message
751	*Merit Increase Is Not 1 Step Increase*

Description

When the data entered in the **1st NOA Code** field indicates a merit step increase, the data entered in the **Step** field must be **one** step **higher** than the step recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

060 - Step
274 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
752	*Wage Increase Is Not 2 Step Increase*

Description

When the data entered in the **1st NOA Code** field indicates a wage step increase, the data entered in the **Step** field must be **two** steps **higher** than the step recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

060 - Step
274 - Database Step

Document Type 063 - Personnel Action Input

Code	Message
753	*Occupational Function Must Be Present In PMSO*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **occupational function**, data **must** be present in the **Occupational Function** field in the **Position Management System** (PMSO).

Data Element(s) Used In Audit

022 - 1st NOA Code
058 - Function Code

Document Type 063 - Personnel Action Input

Code	Message
756	*2A Auth Code Not In TMGT*

Description

The data entered in the **2A Auth Code** field was **not** located in the Table Management System (TMGT), **Table 091**, OPM NOA Legal Authorities.

Data Element(s) Used In Audit

022 - 1st NOA Code
358 - 2A Auth Code

Document Type 063 - Personnel Action Input

Code	Message
757	*Occupational Series Must Change*

Description

When the data entered in the **1st NOA Code** field indicates a **change** to the **occupational series**, the data in the **Occupational Series** field in the **Position Management System** (PMSO) **must** be **different** than the **occupational series** on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

022 - 1st NOA Code
057 - Occupational Series
172 - Database Occupational Series

Document Type 063 - Personnel Action Input

Code	Message
758	*2B Auth Code Not In TMGT*

Description

The data entered in the **2B Auth Code** field was **not** located in the Table Management System (TMGT), **Table 091**, OPM NOA Legal Authorities.

Data Element(s) Used In Audit

022 - 1st NOA Code
169 - Database Agency Code

Document Type 063 - Personnel Action Input

Code	Message
759	*Previous Action 1st Auth Not In TMGT*

Description

The data entered in the **1st Auth Code** in the **Correction-Previous Action A: (NOA-Auth-Auth)** field was **not** located in the Table Management System (TMGT), **Table 091**, OPM NOA Legal Authorities.

Data Element(s) Used In Audit

021 - Previous NOA Code
361 - Previous 1st Auth Code

Document Type 063 - Personnel Action Input

Code	Message
760	*Previous Action 2nd Auth Not In TMGT*

Description

The data entered in the **2nd Auth Code** in the **Correction-Previous Action A: (NOA-Auth-Auth)** field was **not** located in the Table Management System (TMGT), **Table 091**, OPM NOA Legal Authorities.

Data Element(s) Used In Audit

021 - Previous NOA Code
361 - Previous 1st Auth Code
362 - Previous 2nd Auth Code

Document Type 063 - Personnel Action Input

Code	Message
761	*Agency Code, NTE Date, Or Sup Code Not Valid*

Description

The data entered in the **1st NOA Code** field indicates:

- the **agency code** in the **Dept/Agcy** field **must** be **57**
- a date **must** be **entered** in the **NTE Date** field
- the data entered in the **Supervisory Code** field in the Position Management System (PMSO) is **not** valid

Data Element(s) Used In Audit

028 - NTE Date
049 - Supervisory Code
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
762	*Multiple Personnel Cancellations In Error*

Description

When **multiple** personnel cancellations actions are processed, the **cancellation**(s) of a previous action(s) will take effect **only** if the actions are cancelled in the **reverse** order in which they originally applied to the employee's database. The data entered in the **NOA**, **authority code**, and **effective date** field of **most** cancellation actions **must** match **exactly** to the **NOA**, **authority code**, and **effective date** in the employee's database record for **each** recorded action.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
763	*Alpha Authority Must Be Present*

Description

The data entered in the **1st NOA Code** field indicates that data **must** be entered in the **1A Auth Code** (and 1B Auth Code, if applicable) field.

Data Element(s) Used In Audit

022 - 1st NOA Code
037 - 1A Auth Code
038 - 1B Auth Code

Document Type 063 - Personnel Action Input

Code	Message
764	*Correcting Eff Date - Cannot Be A Future Date*

Description

When the processing personnel action is correcting the effective date of the last action processed for the employee, the **date** entered in the **Correction-Previous Action B:(Date)** field **cannot be** a **future** date.

Data Element(s) Used In Audit

030 - Effective Date Of Action

Document Type 063 - Personnel Action Input

Code	Message
765	*Eff Date Of Action Not Eq To Eff Pay Period*

Description

When the **number** of the pay period entered in the **Eff Pay Period** field is a **future pay period**, the date entered in the Effective Date field must be a **future effective date**.

Data Element(s) Used In Audit

030 - Effective Date Of Action

Document Type 063 - Personnel Action Input

Code	Message
766	*Action Code Is Invalid With Separation NOAC*

Description

When the data entered in the **1st NOA Code** field is a **separation** Nature of Action code (NOAC), the data in the **Action Code** field **must** be a **3**.

Data Element(s) Used In Audit

001 - Action Code
022 - 1st NOA Code
023 - 2nd NOA Code

Document Type 063 - Personnel Action Input

Code	Message
767	*Authority Code Invalid With Type Appnt Code*

Description

When the data entered in the **1A Auth Code** field is **ZNM**, the data entered in the **Tenure Group** field **must** be **0** (zero) and the data entered in the **Type Of Appointment Code** field **must** be **08**.

Data Element(s) Used In Audit

014 - Tenure Group
037 - 1A Auth Code
095 - Type Of Appointment

Document Type 063 - Personnel Action Input

Code	Message
768	*Citizen-Cd=8, Spec-Emp-C=62, Ret-Cd Must Be 3, 4, 5*

Description

When the data entered in the **Citizenship Status** field is **8** (Other) and the data entered in the **Special Employee Code** field is **62** (Non-resident alien, F-1, J-1, M-1 visa's), data entered in the **Retirement Coverage** field **must** be **3** (TIAA, Non-Federal Retirement and Benefit System), **4** (None), or **5** (Other Retirement System).

☞**Note:** This edit message is applicable to Smithsonian Institution (Agency Code 71 and 73) employees only.☜

Data Element(s) Used In Audit

020 - Retirement Coverage Code
065 - Agency Code
096 - Special Employee Code
141 - Citizenship Status

Document Type 063 - Personnel Action Input

Code	Message
769	*Citizen-Cd=8, Spec-Emp 62, Ret-Cd Must Be 4 Or 5*

Description

When the data entered in the **Citizenship Status** field is **8** (Other) and the data entered in the **Special Employee Code** field is **62** (Non-resident alien, F-1, J-1, M-1 visa's), data entered in the **Retirement Coverage** field **must** be **4** (None) or **5** (Other Retirement System).

☞**Note:** This edit message is applicable to all agencies except the Smithsonian Institution (Agency Code 71 and 73).☜

Data Element(s) Used In Audit

020 - Retirement Coverage Code
065 - Agency Code
096 - Special Employee Code
141 - Citizenship Status

Document Type 063 - Personnel Action Input

Code	Message
770	*Civil Service Annuitant Share Must Be > 0*

Description

When the **NOA Code** field is **100 through 199** (accession personnel action) or **500 through 599** (conversion personnel action) and the **Annuitant Indicator** field is one of the following:

- ***A*** (reemployed Federal Employees' Retirement System (FERS) annuitant)
- ***C*** (retired uniform service officer and reemployed FERS annuitant)
- ***E*** (retired uniform service enlisted member and reemployed FERS annuitant)
- ***1*** (reemployed Civil Service Retirement System (CSRS) annuitant)
- ***4*** (retired uniform service officer and reemployed CSRS annuitant)
- ***5*** (retired uniform service enlisted member and reemployed CSRS annuitant)

The **Annuitant Share Amt** field **must** be **greater than zero**.

Data Element(s) Used In Audit

022 - 1st NOA Code
023 - 2nd NOA Code
105 - Annuitant Share Amount
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
771	*Retirement-Code Invalid With Annuitant-Ind*

Description

When the **NOA Code** field is **100 through 199** (accession personnel action) or **500 through 599** (conversion personnel action) and the **Annuitant Indicator** field is ***9*** (not applicable) and the employee's duty station is located in one of the following:

- 50 United States (U.S.)
- District of Columbia
- U.S. Virgin Islands
- Guam
- American Samoa
- Puerto Rico
- Northern Mariana Islands

Data Element(s) Used In Audit

020 - Retirement Coverage Code
022 - 1st NOA Code
023 - 2nd NOA Code
068 - Duty Station State Code
096 - Special Employee Code
120 - Annuitant Indicator

Document Type 063 - Personnel Action Input

Code	Message
801	*Career Path/Pay Plan Not Eligible For WGI*

Description

An interim within-grade increase (WGI), PMRS merit increase, or within-grade increase (WGI) may **not** be processed if the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) is **OC**, **PA**, **PE**, **ZS**, **ZT**, or **ZP**.

This message will also apply if the **agency code** on the employee's database **salary** record (IRIS Program 101) is **JA** and the **pay plan** is **AD**.

Data Element(s) Used In Audit

267 - Career Path

Document Type 063 - Personnel Action Input

Code	Message
802	*Pay Band/Range For Career Path Not Valid*

Description

When the data entered in the **Pay Plan** field is:

- **ZA**, **ZP**, **ZS**, or **ZT**, the data entered in the **Grade** field **must** be **more** than **00** and **less** than **06**.
- **PA**, the data entered in the **Grade** field **must** be **11**, **12**, or **20**.
- **PE**, the data entered in the **Grade** field **must** be **11**, **12**, **20**, or **30**.
- **OC**, the data entered in the **Grade** field **must** be **more** than **00** and **less** than **26**.

Data Element(s) Used In Audit

267 - Career Path
268 - Pay Band
269 - Range

Document Type 063 - Personnel Action Input

Code	Message
804	*Supv/Managerial Code Not Valid W/Spec Emp Code*

Description

When the **agency code** entered in the **Dept/Agcy** field is **57**, and the data entered in the **Sup Code** field in the Position Management System (PMSO) is **8**, the data entered in the **Special Employee Code** field must **not** be **12**, **16**, **18**, or **19**.

Data Element(s) Used In Audit

096 - Special Employee Code
391 - PMSO Supervisory Code

Document Type 063 - Personnel Action Input

Code	Message
806	*New Base Contract Salary Invalid-Less Than 6%*

Description

When the data entered in the **1st NOA Code** field indicates a **promotion,** the **data** entered in the **Base** (scheduled) **Salary** field **must** be **6 percent more** than the **base** (scheduled) **salary** currently recorded on the employee's database **salary** record (IRIS Program 101). **Note**: If the **promotion does not require a minimum of 6 percent pay increase for a promotion,** type ***T*** (release Message 806) in the **Override** field to release this message.

Note: This message does not apply to employees in Pay Plan AD (administratively determined rates not elsewhere specified) for the Offices of the U.S. Attorneys (Agency Code JA) and employees in Pay Plan NB (Office of the Comptroller of the Currency) for the Office of the Comptroller of the Currency (Agency Code AJ).

Data Element(s) Used In Audit

061 - Base (Scheduled) Salary
302 - Database Base (Scheduled) Salary

Document Type 063 - Personnel Action Input

Code	Message
807	*Data Not Valid For Special Employee Code*

Description

When the **agency code** entered in the **Dept/Agcy** field is **57** and the data entered in the **Special Employee Code** field is **12**, the data entered in the **Supervisory Code** field in the Position Management System (PMSO) **must** be **2**.

When the **agency code** entered in the **Dept/Agcy** field is **57** and the data entered in the S**pecial Employee Code** field is **16**:

- the data entered in the **Supervisory Code** field in PMSO **must** be **2** and the data entered in the **Working Title Code** field in PMSO **must** be **2110**
- the **pay plan** on the employee's database **salary** record (IRIS Program 101) **must** be **ZP**

When the **agency code** entered in the **Dept/Agcy** field is **57** and the data entered in the **Special Employee Code** field is **19**:

- the data entered in the **Supervisory Code** field in PMSO **must** be **2**
- the **pay plan** on the employee's database **salary** record (IRIS Program 101) **must** be **ZP**

When the **agency code** entered in the **Dept/Agcy** field is **57** and the data entered in the **Special Employee Code** field is **20**:

- the data entered in the **Supervisory Code** field in the Position Management System (PMSO) **must** be **2** and the data entered in the **Working Title Code** field in PMSO must be **2110**
- the **pay plan** on the employee's database **salary** record (IRIS Program 101) **must** be **ZA**

Data Element(s) Used In Audit

096 - Special Employee Code
267 - Career Path
268 - Pay Band
269 - Range
391 - PMSO Supervisory Code

Document Type 063 - Personnel Action Input

Code	Message
808	*Special Employee Code Not Valid With Range*

Description

When the **agency code** entered in the **Dept/Agcy** field is **57** and the:

- the **pay plan** on the employee's database **salary** record (IRIS Program 101) is **ZA**, **ZP, ZS**, or **ZT**
- the **step** on the employee's database **salary** record (IRIS Program 101) is **04**, **05**, or **06**

the data entered in the **Special Employee Code** field **must** be **10**, **12**, or **16-20**

☞**Note:** If the:

- data entered in the **Special Employee Code** is **17** or **19**
- the data entered in the **Pay Plan** field is **ZA** or **ZP**
- the data entered in the **Step** field is **05**

the data entered in the **Base (contract) Salary** field must **not** exceed **step 3** of the **ZA** pay plan or **step 4** of the **ZP** pay plan.☜

☞**Note:** If the:

- data entered in the **Special Employee Code** is **10** or **12**
- the data entered in the **Pay Plan** field is **ZA** or **ZP**
- the data entered in the **Step** field is **05**

the data entered in the **Base (contract) Salary** field must **not** exceed **step 3** of the **ZA** pay plan or **step 4** of the **ZP** pay plan.☜

Data Element(s) Used In Audit

096 - Special Employee Code
267 - Career Path
268 - Pay Band
269 - Range

Document Type 063 - Personnel Action Input

Code	Message
810	*Pay Plan Cannot Change With NOA*

Description

When the data entered in the **1st NOA Code** field indicates a:

- change in work schedule
- change in hours
- realignment

data **cannot** be **entered** in the **Pay Plan** field if the **pay plan** recorded on the employee's database **salary** record (IRIS Program 101) is **PA**, **PE**, **ZA**, **ZP**, **ZS**, or **ZT**.

Data Element(s) Used In Audit

022 - 1st NOA Code
171 - Database Pay Plan
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
811	*Designated Agent Not Valid For Dept/Ag*

Description

The designated agent code is not a valid code for the processing department or agency. The data entered in the **Designated Agent Code** field was located in the Table Management System (TMGT), Table 004, Designated Agent. However, the data entered in the **Dept/Agcy** field was **not** located in Table 004.

Data Element(s) Used In Audit

140 - Designated Agent Code

Document Type 063 - Personnel Action Input

Code	Message
812	*Change In Special Employee Code Not Valid*

Description

When the **special employee code** on the employee's database **salary** record (IRIS Program 101) is **26**, a personnel action **cannot** be processed to **change** the special employee code to **01**, **02**, **03**, or **08**.

When the **special employee code** on the employee's database **salary** record (IRIS Program 101) is **01**, **02**, **03**, or **08**, a personnel action **cannot** be processed to **change** the special employee code to **26**.

☞**Note:** Before a **personnel action** is processed to **begin** availability pay for an employee, a personnel action **must** be processed to **terminate** entitlement to administratively uncontrolled overtime (AUO). Data entered in the **Special Employee Code** field **must** be **00**.

Before a personnel action is processed to **begin** entitlement to administratively uncontrolled overtime (AUO for an employee, a personnel action **must** be processed to **terminate** availability pay. Data entered in the **Special Employee Code** field **must** be **00**.☜

Data Element(s) Used In Audit

096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
813	*NOA Not Valid For Availability Pay*

Description

The data entered in the **1st NOA Code** field **must** be **819** to **begin** or **terminate** availability pay.

☞**Note:** When a **personnel action** is processed to **begin** or **terminate** availability pay for an employee, the **Special Employee Code** field **must** be **blank** if the **special employee code** on employee's database **salary** record (IRIS Program 101) is **26**.☜

Data Element(s) Used In Audit

022 - 1st NOA Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
814	*Special Emp Code Not Valid W/Occup Series Code*

Description

When the data entered in the **Special Employee Code** field is **26**, the data entered in the **Occupational Series Code** field in the Position Management System (PMSO) **must** be **1811** or **1812**.

Data Element(s) Used In Audit

057 - Occupational Series Code
096 - Special Employee Code

Document Type 063 - Personnel Action Input

Code	Message
816	*Special Emp Code Not Valid With FLSA*

Description

When the data entered in the **Special Employee Code** field is **26**, the data entered in the **Fair Labor Standards Act (FLSA) Code** field in the Position Management System (PMSO) **must** be **E** or **N**.

Data Element(s) Used In Audit

096 - Special Employee Code
113 - FLSA Code

Document Type 063 - Personnel Action Input

Code	Message
817	*Special Employee Code Not Valid With Pay Plan*

Description

When the data entered in the **Special Employee Code** field is **26**, the data entered in the **Pay Plan** field in the Position Management System (PMSO) must **not** be **ES**.

Data Element(s) Used In Audit

096 - Special Employee Code
392 - PMSO Pay Plan

Document Type 063 - Personnel Action Input

Code	Message
818	*Supervisory/Managerial Prob Per Req Not Valid*

Description

The data entered in the **Sup-Mgr-Prob Period Required** field **must be** one of the following codes:

- **0** - Not required
- **1** - Required
- **2** - Served
- **3** - Waived

Data Element(s) Used In Audit

442 - Supervisory/Managerial Probationary Period Required

Document Type 063 - Personnel Action Input

Code	Message
819	*Sup/Mgr Prob Per Req Must Be 1 Or 2*

Description

The data entered in the **Sup-Mgr-Prob Period Required** field **must be 1** (Required) or **2** (Served).

Data Element(s) Used In Audit

391 - PMSO Supervisory Code
442 - Supervisory/Managerial Probationary Period Required

Document Type 063 - Personnel Action Input

Code	Message
820	*PRD Not Valid With Save Grade Data*

Description

The data entered in the **1st NOA Code** on the processing personnel action indicates grade retention. However, the code entered in the **Pay Rate Determinant Code** field does **not** indicate grade retention**.**

Data Element(s) Used In Audit

059 - Grade/Pay Band
063 - Pay Rate Determinant Code
304 - Database Pay Rate Determinant Code
366 - Database Save Grade
443 - Saved Grade Grade

Document Type 063 - Personnel Action Input

Code	Message
821	*Position Change Data Required*

Description

When the data entered in the **1st NOA Code** field indicates a position change, data **must** be entered in each **PMSO Key:** field.

Data Element(s) Used In Audit

169 - Database Agency
170 - Database Individual Position Number
173 - Database Grade
404 - Master Record Number
406 - Individual Position Number

Document Type 063 - Personnel Action Input

Code	Message
822	

Description

(reserved)

Data Element(s) Used In Audit

Document Type 063 - Personnel Action Input

Code	Message
823	*Retirement Cov Code Must Be 5 For NAFI Retirement*

Description

The **Retirement Coverage Code** field **must** be **5** when the code entered in the **Special Employment Programs Code** field is **NR** (NAFI Retirement Coverage).

Data Element(s) Used In Audit

020 - Retirement Coverage Code
075 - Special Employment Programs Code
095 - Type Of Appointment Code

Document Type 063 - Personnel Action Input

Code	Message
824	*Date SCD RIF Must Be Zeroes*

Description

The data entered in the **1st NOA Code** indicates that zeros **must** be entered in the **SCD-RIF** field.

Data Element(s) Used In Audit

022 - 1st NOA Code
072 - SCD-RIF
171 - Database Pay Plan/Career Path

Document Type 063 - Personnel Action Input

Code	Message
825	*NOA 916 Must Have Authority Code BEG Or END*

Description

When ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court ordered FEHB change**, the **1st Auth Code** field must be ***BEG*** or ***END***.

Type ***BEG*** in the **1A Auth Code** field if an FEHB court-ordered action was received to begin health benefits coverage for the employee's child(ren).

Type ***END*** in the **1A Auth Code** field if an FEHB court-ordered action was received to end the health benefits coverage for their child(ren).

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
826	*Employee Currently Ineligible For FEHB*

Description

The data entered in the **1st NOA Code** field on the processing personnel action indicates a **court-ordered FEHB change** to enroll the employee in FEHB to cover his/her child(ren); however, the **FEHB coverage code** on the employee's database **health benefit** record (IRIS Program 115) indicates that the employee is **ineligible** for health benefits.

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
827	*NOA 916 Coverage Code Must Be 6, 7, 8*

Description

When ***916*** is entered in the **1st NOA Code** field with Authority Code ***BEG***, on the processing personnel action indicating a **court-ordered FEHB change**, the **FEHB Coverage** field must be one of the following:

- ***6*** (court order - enrolled)
- ***7*** (court order - eligible pending - to family coverage)
- ***8*** (court order - self-only coverage to family coverage)

Note: When processing a cancellation personnel action to a **court-ordered FEHB change** (**NOA 916)** with Authority Code **END**, the **Coverage Code** field **must** be ***6***, ***7***, or ***8***.

Data Element(s) Used In Audit

019 - FEHB Coverage Code
023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority

Document Type 063 - Personnel Action Input

Code	Message
828	*Employee Not Enrolled In Federal FEHB*

Description

The data entered in the **FEHB Coverage** field indicates that the employee is currently enrolled in FEHB; however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employees is **not** currently enrolled in FEHB.

The **coverage code** on the employee's **health benefits** record (IRIS Program 115) is

- ***2*** (ineligible)
- ***3*** (waived)
- ***4*** (eligible - pending) or
- ***5*** (cancelled)

however, the **coverage code** on the employee's **health benefits** record (IRIS Program 115) must be ***1***(enrolled) for this document to apply.

Note: The **coverage code** on IRIS Program 115 can only be changed to a ***1*** by processing an SF-2809 or SF-2810 in the Payroll/Personnel Processing System (PRES), Entry, Processing, Correction, and Inquiry System (EPIC), or an agency Front-End System Interface (FESI).

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
829	*Employee Not Enrolled In Family FEHB*

Description

The data entered in the **FEHB Coverage** field indicates a **court-ordered FEHB change** and that the employee is **currently enrolled** in **a family health benefit plan**; however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **not** currently enrolled in a **family health benefit plan**.

When the **FEHB Coverage** field is ***6*** (court order - enrolled) and the **1st NOA Code** field is ***916*** on the processing personnel action indicating a **court-ordered FEHB change**, the **third position** of the **enrollment code** (which identifies the **option code** of the health plan) on the employee's **health benefits** record (IRIS Program 115) must be ***2*** (family high) or ***5*** (family low); however, the employee's database **health benefits** record (IRIS Program 115) is **option code *1*** (single high) or ***4*** (single low) indicating that the employee is enrolled in a self only health benefit plan.

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code
445 - Database FEHB Option Code

Document Type 063 - Personnel Action Input

Code	Message
830	*Employee Already Enrolled In FEHB*

Description

The data entered in the **FEHB Coverage** field indicates that the employee is currently enrolled in health benefit plan; however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employees is **not** currently enrolled in a health benefit plan. If the **Coverage Code** field is:

- ***6*** (court order - enrolled) or
- ***8*** (court order - self-only coverage to family coverage),

the **coverage code** on the employee's **health benefits** record (IRIS Program 115) must be ***1***(enrolled) for this document to apply. The **coverage code** on IRIS Program 115 can only be changed to a ***1*** by processing an SF-2809 or SF-2810 in the Payroll/Personnel Processing System (PRES), Entry, Processing, Correction, and Inquiry System (EPIC), or an agency Front-End System Interface (FESI).

- OR-

The data entered in the **1st Auth Code** field indicates a **court-ordered FEHB change**; however, the **coverage code** on the employee's **health benefits** record (IRIS Program 115) is:

- ***6*** (court order - enrolled),
- ***7*** (court order - eligible pending - to family coverage), or
- ***8*** (court order - self-only coverage to family coverage),

and the **1st Auth Code** field **cannot** be ***BEG*** when the employee's database **coverage code** on the employee's **health benefits** record (IRIS Program 115) is ***6***, ***7***, or ***8***.

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code

Document Type 063 - Personnel Action Input

Code	Message
831	*Employee Already Enrolled In Family FEHB*

Description

The data entered in the **FEHB Coverage** field indicates a **court-ordered FEHB change** to allow the employee to **enroll** in a **family health benefit plan**; however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **currently enrolled** in a **family health benefit plan**. **Note**: The **third position** of the **enrollment code** (which identifies the **option code** of the health benefit plan) on the employee's **health benefits** record (IRIS Program 115) is ***2*** (family high) or ***5*** (family low).

In this case, when ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court ordered FEHB change**, and the **1st Auth Code** field is ***BEG,*** then the **Coverage Code** field **must** be ***6*** (court order - enrolled).

Data Element(s) Used In Audit

023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code
445 - Database FEHB Option Code

Document Type 063 - Personnel Action Input

Code	Message
832	*FEHB Coverage Code Invalid For NOA 916 BEG*

Description

When ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court-ordered FEHB change**, and ***BEG*** is entered in the **1A Auth Code** field, the **FEHB Coverage** field must be one of the following:

- ***6*** (court order - enrolled)
- ***7*** (court order - eligible pending - to family coverage)
- ***8*** (court order - self-only coverage to family coverage)

Note: When processing a cancellation personnel action to a **court-ordered FEHB change** (**NOA 916)** with Authority Code **END**, the **coverage code** on the employee's database **health benefits** record (IRIS Program 115) **must** be one of the following:

- ***2*** (ineligible)
- ***3*** (waived)
- ***5*** (cancelled)

Data Element(s) Used In Audit

019 - FEHB Coverage Code
023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority

Document Type 063 - Personnel Action Input

Code	Message
833	*FEHB Coverage Invalid For NOA 916 END*

Description

When ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court-ordered FEHB change**, and ***END*** is entered in the **1A Auth Code** field, the **FEHB Coverage** field must be one of the following:

- ***3*** (waived)
- ***4*** (eligible pending)
- ***5*** (cancelled)

Data Element(s) Used In Audit

019 - FEHB Coverage Code
023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority

Document Type 063 - Personnel Action Input

Code	Message
834	*Employee Must Return To FEHB Enrolled Status*

Description

When ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court-ordered FEHB change**, and ***END*** is entered in the **1A Auth Code** field, the **FEHB Coverage** field must be ***1*** (enrolled).

Data Element(s) Used In Audit

029 - FEHB Coverage Code
023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Option Code

Document Type 063 - Personnel Action Input

Code	Message
835	*Employee Must Return To FEHB Elig-Pending Status*

Description

When ***916*** is entered in the **1st NOA Code** field on the processing personnel action indicating a **court-ordered FEHB change**, and ***END*** is entered in the **1A Auth Code** field, the **FEHB Coverage** field must be ***4*** (eligibility-pending).

Data Element(s) Used In Audit

019 - FEHB Coverage Code
023 - Nature of Action Code 2nd 3 Positions
038 - 2nd CSC Or Other Legal Authority
444 - Database FEHB Coverage Code

Document Type 075 - Performance Appraisal

Code	Message
050	Rating Of Record Invalid
053	Rating Of Record Period From Date Invalid
054	Rating Of Record Period To Date Invalid
059	Rating Of Record Pattern And Level Incompatible
066	Type Award Invalid
068	For SES Only Retain Invalid
071	Bonus Amount Incompatible With Bonus Percent
072	Bonus Amount Must Be Numeric
073	Bonus Amount Invalid
074	Bonus Percent Must Be Numeric
075	Bonus Percent Greater Than 20
086	Rating Of Record Pattern Invalid
088	Rating Of Record Period To Date Invalid
119	Pay Plan Must Equal Pay Plan On Database
120	Summary Rating Score Invalid
121	Rating Of Record Period To Date Invalid
130	Bonus Amount For SES Employees Only
136	Less Than 90 Days Since Last Evaluation
137	Maximum Number Of Appraisals Has Been Entered
139	Pay Level Adjustment Invalid
140	Maximum Amount Of Performance Appraisals Added
141	Performance Appraisal Already Changed
142	Performance Appraisal Already Deleted
143	Performance Appraisal Already Changed Or Deleted

Document Type 075 - Performance Appraisal

Code	Message
050	*Rating Of Record Level Invalid*

Description

The **Rating Of Record Level** field **must** be **one** of the **following codes**:

- **1** - Unacceptable
- **2** - Level between Fully Successful and Unacceptable
- **3** - Fully Successful or Equivalent
- **4** - Level between Outstanding and Fully Successful
- **5** - Outstanding or Equivalent
- **X** - Not Rated (General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the performance appraisal system (e.g., a new hire).)
- **Z** -Excluded (Employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by OPM)

Data Element(s) Used In Audit

097 - Rating of Record Level

Document Type 075 - Performance Appraisal

Code	Message
053	*Rating Of Record Period From Date Invalid*

Description

The **Rating Of Record Period From Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.**

Data Element(s) Used In Audit

018 - Rating Of Record Period From Date

Document Type 075 - Performance Appraisal

Code	Message
054	*Rating Of Record Period To Date Invalid*

Description

The **Rating Of Record Period To Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

019 - Rating Of Record Period To Date

Document Type 075 - Performance Appraisal

Code	Message
059	*Rating Of Record Pattern And Level Incompatible*

Description

The data entered in the **Rating of Record Pattern** field and **Rating of Record Level** field is **not** compatible. Data must be entered in these fields as follows:

Whenever the data entered in the **Rating of Record Pattern** field is:	then the data entered in the **Rating of Record Level** field **must** be:
A	**1** or **3**
B	**1**, **3**, or **5**
C	**1**, **3**, or **4**
D	**1**, **2**, or **3**
E	**1**, **3**, **4**, or **5**
F	**1**, **2**, **3**, or **5**
G	**1**, **2**, **3**, or **4**
H	**1**, **2**, **3**, **4,** or **5**
Blank	**Z**

Data Element(s) Used In Audit

096 - Rating Of Record Pattern
097 - Rating Of Record Level

Document Type 075 - Performance Appraisal

Code	Message
066	*Type Award Invalid*

Description

The **Type Award** field **must** be one of the following:

.**space**

.**D** (distinguished)

.**M** (meritorious)

Data Element(s) Used In Audit

Document Type 075 - Performance Appraisal

Code	Message
068	*For SES Only Retain Invalid*

Description

The **For SES Only Retain** field **mus**t be **Y** (yes), **N** (no), or **space**.

Data Element(s) Used In Audit

110 - Senior Executive Service Performance Retain

Document Type 075 - Performance Appraisal

Code	Message
071	*Bonus Amount Incompatible With Bonus Percent*

Description

If an amount is entered in the **Bonus** field, a percent **must** be entered in the **Bonus Percent** field. If the **Bonus** field is **blank**, the **Bonus Percent** field **must** also be **blank**.

Data Element(s) Used In Audit

111 - Senior Executive Service Bonus Amount
112 - Senior Executive Service Bonus Percent

Document Type 075 - Performance Appraisal

Code	Message
072	*Bonus Amount Must Be Numeric*

Description

The data entered in the **Bonus Amount** field **must** be **numeric**.

Data Element(s) Used In Audit

111 - Senior Executive Service Bonus Amount

Document Type 075 - Performance Appraisal

Code	Message
073	*Bonus Amount Invalid*

Description

The amount entered in the **Bonus Amount** field **cannot** be **greater** than **20 percent** of the **employee's adjusted salary** as recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

111 - Senior Executive Service Bonus Amount

Document Type 075 - Performance Appraisal

Code	Message
074	*Bonus Percent Must Be Numeric*

Description

The data entered in the **Bonus Percent** field **must** be **numeric**.

Data Element(s) Used In Audit

112 - Senior Executive Service Bonus Percent

Document Type 075 - Performance Appraisal

Code	Message
075	*Bonus Percent Greater Than 20*

Description

The **Bonus Percent** field **cannot** be **greater than 20 percent**.

Data Element(s) Used In Audit

112 - Senior Executive Service Performance Bonus Percent

Document Type 075 - Performance Appraisal

Code	Message
086	*Rating Of Record Pattern Invalid*

Description

Valid values for the **Rating of Record** are **A through H**, and (**space**). **Space** is acceptable **only** if the **Rating of Record Level** is **Z**.

Data Element(s) Used In Audit

096 - Rating of Record Pattern

Document Type 075 - Performance Appraisal

Code	Message
088	*Rating Of Record Period To Date Invalid*

Description

The **Rating Of Record Period To Date** field **must** be **later than** the **Rating Of Record Period From Date** field.

Data Element(s) Used In Audit

018 - Rating Of Record Period From Date
019 - Rating Of Record Period To Date

Document Type 075 - Performance Appraisal

Code	Message
119	*Pay Plan Must Equal Pay Plan On Database*

Description

The pay plan entered in the **Pay Plan** field does **not** equal the **employee's pay plan** recorded in the employee's database **salary** record (IRIS Program 101).

Note: If there is a change in the employee's pay plan, type in ***J*** in the **Override** field.

Data Element(s) Used In Audit

115 - Pay Plan
126 - Database Pay Plan Of Salary

Document Type 075 - Performance Appraisal

Code	Message
120	*Summary Rating Score Invalid*

Description

For all agencies, except for the Department of Commerce (DoC), key in ***zeros***.

For DoC only:

Summary Rating	Rating Codes	Rating
475-500	5.1, 5.3, 5.9 7.0, 7.4	(O) Outstanding
460-474	5.0, 5.3, 5.8, 7.0, 7.4,	(O) Outstanding
380-459	4.0, 4.3, 4.8, 7.1, 7.5,	(S) Superior
350-379	3.1, 3.3, 3.9, 7.2, 7.6,	(FS) Fully Successful
290-349	3.3, 3.8, 7.1,	(FS) Fully Successful
290	3.5, 3.6, 3.7,	(FS) Fully Successful
200-289	2.0, 2.3, 2.8,	(M) Marginal
100-199	1.0, 1.3, 1.8,	(U) Unsatisfactory
000	6.0, 6.1, 6.2, 6.3	(U) Unratable

Data Element(s) Used In Audit

169 - Summary Rating Score

Document Type 075 - Performance Appraisal

Code	Message
121	*Rating Of Record Period To Date Invalid*

Description

The date in the **Rating Of Record Period** field **cannot** be **greater** than the **current date.**

Data Element(s) Used In Audit

019 - Rating Of Record Period To Date

Document Type 075 - Performance Appraisal

Code	Message
130	*Bonus Amount For SES Employees Only*

Description

The **Bonus Amount** field is completed **only** for **Senior Executive Service (SES)** employees.

Data Element(s) Used In Audit

137 - Bonus Amount

Document Type 075 -Performance Appraisal

Code	Message
136	*Less Than 90 Days Since Last Evaluation*

Description

The **Rating Of Record Period To Date** field **must** be **greater than** the **last performance evaluation anniversary date** recorded **i**n the employee's database **personnel supplements** record (IRIS Program 123) **by 90 days**.

Data Element(s) Used In Audit

019 - Rating Of Record Period To Date
168 - Performance Evaluation Anniversary Date

Document Type 075 - Performance Appraisal

Code	Message
137	*Maximum Number Of Appraisals Has Been Entered*

Description

A **maximum** of **five** performance appraisals are stored on the database **SES performance data** record (IRIS Prgram 313) for **Senior Executive Service (SES)** employees. **Four** performance appraisals are stored in the database **performance evaluation** record (IRIS Progam 304) for all **other** employees.

The **Performance Appraisal** field **must** be **later** than any of the performance appraisal dates recorded in the database.

Data Element(s) Used In Audit

019 - Appraisal Period To Date
115 - Pay Plan
170 - Date Performance Evaluation Anniversary Of Senior Executive Service
171 - Date Performance Evaluation Anniversary Of Performance Evaluation

Document Type 075 - Performance Appraisal

Code	Message
139	*Pay Level Adjustment Invalid*

Description

The **PLA To ES** field **must** either be **numeric** with valid values of **0, 2**, **3**, **4**, **5**, **6**, or **blank**.

Data Element(s) Used In Audit

172 - SES Performance Plan To Executive Service

Document Type 075 -Performance Appraisal

Code	Message
140	*Maximum Amount Of Performance Appraisals Added*

Description

The document being processed is **adding** a performance appraisal to the database; however, the **maximum amount** of performance appraisals has already been added to the database for the pay period specified.

Note: You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you add another performance appraisal.

Data Element(s) Used In Audit

Document Type 075 - Performance Appraisal

Code	Message
141	*Performance Appraisal Already Changed*

Description

The document being processed is **changing** a performance appraisal on the database; however, the performance appraisal specified has already been designated to be changed for the current processing pay period.

Note: A performance appraisal rating period can **only** be changed **once** in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.

Data Element(s) Used In Audit

Document Type 075 -Performance Appraisal

Code	Message
142	*Performance Appraisal Already Deleted*

Description

The document being processed is attempting to **delete** a performance appraisal from the database; however, the same performance appraisal has already been designated to be deleted for the current processing pay period.

Note: A performance appraisal rating period can **only** be changed **once** in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.

Data Element(s) Used In Audit

Document Type 075 -Performance Appraisal

Code	Message
143	*Performance Appraisal Already Changed Or Deleted*

Description

The document being processed is attempting to **change** or **delete** a performance appraisal on the database; however, the performance appraisal specified has already been designated to be changed or deleted for the current processing pay period.

Note: A performance appraisal rating period can **only** be changed/deleted **once** in a pay period. You must wait until the Biweekly Examination, Analysis, and Reporting System (BEAR) is completed for the current processing pay period before you can process another change to the same performance appraisal rating period.

Data Element(s) Used In Audit

Document Type 086 - Membership Dues

Code	Message
050	Union Or Local Code For Union/Local Chg Invalid
051	New Local/Lodge And Prior PP Adjust Must Be Blank
052	Maximum Union/Local Allowed Is Two
053	Dues Deduction Amount Must Be Numeric
054	Union And Local Exist On Database
055	Union Local Transfer (Trans Code 2) Not Numeric
056	Dues Ded Amt, Local Lodge And Adj Code Not Blank
057	Prior Pay Period Adjustment Code Must Be Blank
058	Union Dues Canceled; Process New Authorization
059	Union Transaction Code Invalid
060	Unmatched Change, Revocation, Or Cancellation
061	Union/New Local Invalid
062	Union, Local, Or New Local Code Invalid
063	Must Be In Union 1 Yr-Cannot Process Revocation
064	Date Of Union Authorization Invalid
065	Union Percent Ded Must Be Entered For Ded Ind 2
066	Dues Ded Amount Required For Ded Indicator 1
067	Deduction Amount Incompatible With Union Code 3
068	BUS Code Does Not Allow Participation In Union
069	Union Deduction Amount Must Be Numeric
070	Step Of Salary Equals Zero And Pay Plan Invalid
071	Union Cde/P-Pln/OPM Pay Tble/Grd/Not In TMGT
072	Union Deduction Indicator Invalid
073	New Authorization - Union Code Exists On Database

Document Type 086 - Membership Dues

Code	Message
050	*Union Or Local Code For Union/Local Chg Invalid*

Description

The **union or local code** entered is not located in the Table Management System (TMGT), **Table 010**, Union And Association Code Address. The local or lodge code in the **New Local** or **Lodge Code** field that the employee is transferring to is valid; however, the union and/or local code in the **Organization Code Union/Local** field is invalid.

Data Element(s) Used In Audit

002 - Union Code
003 - Union Local Code

Document Type 086 - Membership Dues

Code	Message
051	*New Local/Lodge And Prior PP Adjust Must Be Blank*

Description

When the union dues transaction code is **01** (new authorization) on the employee's database **union/association dues** record (IRIS Program 308), the **New Local or Lodge** and **Prior Pay Period Adjustment** fields must be blank.

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

001 - Union Transaction Code
005 - Union Local Transfer To
006 - Union Prior Pay Period Adjust Code

Document Type 086 - Membership Dues

Code	Message
052	*Maximum Union/Local Allowed Is Two*

Description

Two union/locals currently exist on the database, the maximum allowed.

Data Element(s) Used In Audit

003 - Union Local Code

Document Type 086 - Membership Dues

Code	Message
053	*Dues Deduction Amount Must Be Numeric*

Description

When the union deduction indicator is **4** (national amount - percentage of base pay/chapter amount - a flat amount) or **5** (national amount - percentage of base pay/chapter amount - percentage of national amount) on the employee's database **salary deduction** record (PINQ Program 03), the **Dues Deduction Amount** field must be numeric.

Data Element(s) Used In Audit

001 - Union Transaction Code

Document Type 086 - Membership Dues

Code	Message
054	*Union And Local Exist On Database*

Description

A union dues deduction currently exists on the database for the same union and local being processed.

Data Element(s) Used In Audit

001 - Union Transaction Code
002 - Union Code
003 - Union Local Code

Document Type 086 - Membership Dues

Code	Message
055	*Union Local Transfer (Trans Code 2) Not Numeric*

Description

When the union dues transaction code is ***02*** (change in local or lodge) on the employee's database **salary deduction** record (PINQ Program 03), the **New Local or Lodge Code** field **must** be present and numeric.

Data Element(s) Used In Audit

001 - Union Transaction Code
005 - Union Local Transfer To

Document Type 086 - Membership Dues

Code	Message
056	*Dues Ded Amt, Local/Lodge, And Adj Code Not Blank*

Description

When a cancellation to union dues is processed, the following fields must be blank:

- Dues Deduction Amount
- New Local or Lodge Code
- Prior Pay Period Adjustment Code

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

001 - Union Transaction Code
004 - Union Amount
005 - Union Local Transfer To
006 - Union Prior Pay Period Adjust Code

Document Type 086 - Membership Dues

Code	Message
057	*Prior Pay Period Adjustment Code Must Be Blank*

Description

When the union dues transaction code is ***04*** (cancellation) on the employee's database **salary deduction** record (PINQ Program 03), the **Prior Pay Period Adjustment Code** field must be **blank** with the exception of the following conditions:

- When the dues have been deducted in error.
- If the cancellation was entered prior to the first full pay period following March 1st or September 1st and was not processed.

If the cancellation is due to one of the two reasons listed above, then the prior pay period adjustment code must be ***8 or 9.***

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

001 - Union Transaction Code
006 - Union Prior Pay Period Adjust Code

Document Type 086 - Membership Dues

Code	Message
058	*Union Dues Canceled; Process New Authorization*

Description

When the union dues transaction code is ***04*** (cancellation) on the employee's database **salary deduction** record (PINQ Program 03), a new authorization must be processed.

The PRES program for Doc. Type 084 (Dues Change Between Locals In National Labor Organization) was used to enter the union dues information instead of the PRES program for Doc Type 086 (Authorization of Labor Organization Dues).

Data Element(s) Used In Audit

001 - Union Transaction Code
004 - Union Amount Per Pay Period
005 - Union Local Transfer To

Document Type 086 - Membership Dues

Code	Message
059	*Union Transaction Code Invalid*

Description

The union transaction code **must** be one of the following:

- **1** - New Authorization
- **2** - Local or Lodge Change
- **3** - Revocation Voluntary Allotment
- **4** - Cancellation of Union Dues
- **14**- Change in Union Deduction Amount Only

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

Document Type 086 - Membership Dues

Code	Message
060	*Unmatched Change, Revocation, Or Cancellation*

Description

The transaction being processed is a change in the local code, a change in dues deduction or percent deduction, a revocation, or a cancellation; however, the union code entered does not match the union dues data recorded on the employee's database **salary deduction** record (PINQ Program 03).

Data Element(s) Used In Audit

001 - Union Transaction Code
002 - Union Code
003 - Union Local Code

Document Type 086 - Membership Dues

Code	Message
061	*Union/New Local Invalid*

Description

According to the Table Management System (TMGT) **Table 010**, Union and Association Code Address, the **Union** and/or **Local Code** entered on the PRES program for Doc. Type 086, Authorization Of Labor Organization Dues, is invalid.

Data Element(s) Used In Audit

001 - Union Transaction Code
005 - Union Local Transfer To

Document Type 086 - Membership Dues

Code	Message
062	*Union, Local, Or New Local Code Invalid*

Description

According to the Table Management System (TMGT) **Table 10**, Union and Association Code Address, the **Union**, **Local**, and the **new Local** or **Lodge Code** entered on the PRES program for Doc. Type 084 (Dues Change Between Locals In National Labor Organization) are invalid. The union and/or local code in the **Organizational Code Union/Local** field is invalid and the local or lodge code in the **New Local or Lodge Code** field that the employee is transferring to is invalid.

Data Element(s) Used In Audit

002 - Union Code
003 - Union Local Code
005 - Union Local Transfer To

Document Type 086 - Membership Dues

Code	Message
063	*Must Be In Union 1 Yr - Cannot Process Revocation*

Description

The **effective pay period/pay period year** of the revocation **must** be at least 1 year later than the effective pay period/pay period year of the authorization.

j

Data Element(s) Used In Audit

007 - Union Revocation Effective Date
008 - DB Date Of Union Authorization

Document Type 086 - Membership Dues

Code	Message
064	*Date Of Union Authorization Invalid*

Description

The **Union Authorization Date must** be recorded in the following format:

- The month must be within the range 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

009 - Date of Union Authorization

Document Type 086 - Membership Dues

Code	Message
065	*Union Percent Ded Must Be Entered For Ded Ind 2*

Description

When the union deduction indicator is 2 (% of base wages) on the employee's database **salary deduction** record (PINQ Program 03), the **Percent Deduction Amount** field **must** be entered. Do not enter the dues deduction amount.

j

Data Element(s) Used In Audit

010 - Union Percent Deduction

Document Type 086 - Membership Dues

Code	Message
066	*Dues Ded Amount Required For Ded Indicator 1*

Description

The **Dues Deduction Amount** field must be entered when the union deduction indicator is **1** (biweekly**).** Do not enter the union percent.

Data Element(s) Used In Audit

010 - Union Percent Deduction

Document Type 086 - Membership Dues

Code	Message
067	*Deduction Amount Incompatible With Union Code 3*

Description

When the **Union Code** is **3 (Special Handling)**, the deduction amount must be blank or zero. **Note:** Special calculations are performed for this union code based on certain criteria.

Please contact **your agency representative** for further instructions.

j

Data Element(s) Used In Audit

004 - Union Deduction Amount Per Pay Period
010 - Union Percent Deduction

Document Type 086 - Membership Dues

Code	Message
068	*BUS Code Does Not Allow Participation In Union*

Description

When the **Bargaining Unit Status Code** on the database is **7777** (position is eligible but not in a bargaining unit) or **8888** (position is ineligible for inclusion in a bargaining unit), the employee is not entitled to participate in a union but entitled to participate in an association.

Data Element(s) Used In Audit

001 - Union Transaction Code
012 - DB - Bargaining Unit Status
013 - Dues Code

Document Type 086 - Membership Dues

Code	Message
069	*Union Deduction Amount Must Be Numeric*

Description

The amount entered in the **Dues Deduction Amount** field **must** be **numeric.**

Data Element(s) Used In Audit

Document Type 086 - Membership Dues

Code	Message
070	*Step Of Salary Equals Zero And Pay Plan Invalid*

Description

This message is issued when the **Salary Step** is **00** and the **pay plan** is neither **GS, GM, GG, GH, LG, GW, WG, WL, WS, XP, XL, XS, KG, KL,** or **KS.** This message only applies to agencies not located in the Table Management System (TMGT), **Table 104**, National Union Rates Table.

Data Element(s) Used In Audit

015 - Pay - Plan

Document Type 086 - Membership Dues

Code	Message
071	*Union Cde/P-Pln/OPM Pay Tble Num/Grde Not In TMGT*

Description

The **union code, pay plan, OPM pay table number**, or **grade** is not located in the Table Management System (TMGT), **Table 104**, National Union Rates Table.

Data Element(s) Used In Audit

002 - Union - Code
015 - Pay - Plan
016 - OCC - Special - Pay - Area
017 - Grade

Document Type 086 - Membership Dues

Code	Message
072	*Union Deduction Indicator Invalid*

Description

The **Union Ded Indicator must be** one of the following codes for Agencies **10**, **68**, or **98** (NTEU).

- **4** National Amount - Percentage of Base Pay
  Chapter Amount - Flat amount
- **5** National Amount - Percentage of Base Pay
  Chapter Amount - Percentage of National Amount

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

011 - Union - Ded - Indicator

Document Type 086 - Membership Dues

Code	Message
073	*New Authorization - Union Code Exists On Database*

Description

The **Union Code** entered on the PRES program for Doc. Type 086, Authorization Of Labor Organization Dues, currently exists for this employee.

An employee cannot have multiple union dues records established under the same union code.

Data Element(s) Used In Audit

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
050	Location Codes/State And City Invalid
051	Duplicate Charitable Contributions
052	Amount Per Pay Period Must Be Numeric
053	Charitable Contributions Exceed Two
054	Location Codes Do Not Equal Database
055	Type Deduction Invalid
056	Duplicate Receipt Account Number
057	Four Receipt Accounts Already Exist
058	Receipt Account Balance Must Be Numeric
059	Receipt Account Transaction Code Invalid
060	Receipt Account Number Does Not Equal Database
061	Receipt Account Number Invalid
062	Receipt Account 95 - Not Reemployed Annuitant
063	Transaction Code Incompatible With Type Ded Code
064	Conversion Document Release Required
065	Amount Per Pay Period Must Be At Least $1.00
066	Verify Accuracy Of Amount Per Pay Period
067	Deduction Amount Must Be Whole Dollars Or Percent
068	Dollar Deduction Amount Invalid
069	Percentage Deduction Amount Invalid
070 thru 074	Reserved
075	EFT Type Or Bank Account Invalid
076	EFT Routing No Invalid
077	EFT Account No Invalid
078	Payee Name Missing
079	Payee Name Invalid
080	Address Missing Or Invalid
081	Address Contains Invalid Characters
082	City Name Missing
083	City Name Contains Invalid Characters
084	State Name Invalid
085	ZIP Code Missing Or Invalid Combination
086	ZIP 4 Invalid
087	ZIP 5 Invalid
088	Neither Check Mail Or EFT Info Is Present
089	Combo Of Check Mail And EFT Info Not Allowed

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
090	Check Mail/EFT Info Not Allowed
091	Payment Identification Field Is Missing

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
050	*Location Codes/State And City Invalid*

Description

The location codes entered in the **State** and **City** fields were **not** located in the Table Management System (TMGT), **Table 006**, CFC Payee Address.

Data Element(s) Used In Audit

002 - Location Codes

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
051	*Duplicate Charitable Contributions*

Description

The document being processed is **adding** (Transaction Code 1) a charitable contribution; however, the location codes entered in the **State** and **City** fields currently **exist** on the employee's database **charitable contribution** record (IRIS Program 111).

Data Element(s) Used In Audit

002 - Location Codes

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
052	*Amount Per Pay Period Must Be Numeric*

Description

The **Amount Per Pay Period** field **must** be **numeric** and **greater than zeros**.

Data Element(s) Used In Audit

006 - Amount Per Pay Period

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
053	*Charitable Contributions Exceed Two*

Description

The document being processed is **adding** (Transaction Code 1) a charitable contribution; however, the **maximum** of **two** charitable contributions currently **exist** on the employee's database **charitable contribution** record (IRIS Program 111).

Data Element(s) Used In Audit

002 - Location Codes

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
054	*Location Codes Do Not Equal Database*

Description

The document being processed is a **change** (Transaction Code 2) or a **deletion** (Transaction Code 3) of a charitable contribution; however, the location codes entered in the **State** and **City** fields **do not** equal the employee's database **charitable contribution** record (IRIS Program 111).

Data Element(s) Used In Audit

002 - Location Codes

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
055	*Type Deduction Invalid*

Description

The **Type Deduction** field **must** be one of the following:

01, 02, 03, 04, 05, 06, 07, 08, 09, 15, 16, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 81, 82, 83, 85, 87, 90, 91, 94, 95, or 96.

Data Element(s) Used In Audit

001 - Type Of Deduction Code

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
056	*Duplicate Receipt Account Number*

Description

The document being processed is **adding** (Transaction Code 1) a receipt account; however, the receipt account number entered in the **Receipt Account Number** field currently **exists** on the employee's database **receipt account** record (PINQ Program 51 or IRIS Program 114).

Data Element(s) Used In Audit

003 - Receipt Account Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
057	*Four Receipt Accounts Already Exist*

Description

The document being processed is **adding** (Transaction Code 1) a receipt account; however, the **maximum** of **four** receipt account numbers currently **exist** on the employee's database **receipt account** record (PINQ Program 51 or IRIS Program 114).

Data Element(s) Used In Audit

003 - Receipt Account Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
058	*Receipt Account Balance Must Be Numeric*

Description

The amount entered in the receipt account **Balance** field must be **numeric** and **greater than zeros**.

Data Element(s) Used In Audit

004 - Receipt Account Balance

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
059	*Receipt Account Transaction Code Invalid*

Description

The receipt account **Transaction Code** field **must** be one of the following:

- **1** (new)
- **2** (change)
- **3** (delete)

Data Element(s) Used In Audit

008 - Receipt Account Transaction Code

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
060	*Receipt Account Number Does Not Equal Database*

Description

The document being processed is a **change** (Transaction Code 2) or a **deletion** (Transaction Code 3) of a receipt account number; however, the data in the **Receipt Account Number** field **does not** equal the employee's database **receipt account** record (PINQ Program 51 or IRIS Program 114).

Data Element(s) Used In Audit

003- Receipt Account Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
061	*Receipt Account Number Invalid*

Description

The **Receipt Account Number** field **must** be **numeric** and **greater than zeros**. If the **Type Deduction** field is **23**, **24**, or **25**, the **Receipt Account Number** field may equal **zeros** or **spaces**.

Data Element(s) Used In Audit

003- Receipt Account Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
062	*Receipt Account 95 - Not Reemployed Annuitant*

Description

When the **Type Deduction** field is **95** (CSRS civilian service deposit), the employee **must** be a **reemployed annuitant**. The **retirement coverage code** on the employee's **salary** record (IRIS Program 101) **must** be **4** and the **salary share code** on the employee's **miscellaneous salary** record (PINQ Program 02 or IRIS Program 101) **must** be **3**.

Data Element(s) Used In Audit

001 - Type Of Deduction Code
011 - Retirement Coverage Code
012 - Coop Annuitant Share Code

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
063	*Transaction Code Incompatible With Type Ded Code*

Description

The receipt account **Transaction Code** field is **not** compatible with the **Type Deduction** field.

If the **Type Deduction** field is **15** (major salary overpayment), the receipt account **Transaction Code** field may be **2** (change) or **3** (delete).

If the **Type Deduction** field is **16** (minor salary overpayment), the receipt account **Transaction Code** field may be **3** (delete).

Data Element(s) Used In Audit

001 - Type Of Deduction Code
008 - Receipt Account Transaction Code

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
064	*Conversion Document Release Required*

Description

This message is issued to **verify** receipt account data that is submitted on a conversion tape. Verify the social security number, receipt account number, and the amount to be deducted against the list of receipt accounts provided by the agency. If the conversion data is correct, key in ***R*** (release Message 064) in the **Override** field. If the data is incorrect, please contact **your agency representative**.

Note: This message is only applicable for conversion data into the Payroll/Personnel System, and is to be corrected by NFC personnel only.

Data Element(s) Used In Audit

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
065	*Amount Per Pay Period Must Be At Least $1.00*

Description

The **minimum** amount for the **Amount Per Pay Period** field for voluntary charitable contributions is **$1.00**.

Data Element(s) Used In Audit

006 - Amount Per Pay Period

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
066	*Verify Accuracy Of Amount Per Pay Period*

Description

This message is issued when the amount in the **Amount Per Pay Period** field is **$60.00** or **more**. If the amount entered in the **Amount Per Pay Period** field is **correct**, key in ***C*** (release Message 066) in the **Override** field.

Data Element(s) Used In Audit

006 - Amount Per Pay Period

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
067	*Deduction Amount Must Be Whole Dollars Or Percent*

Description

When the **Type Deduction Code** field is **51** (TOP Child Support Delinquent Debt) or **52** (TOP Federal Delinquent Debt), the amount in the **Deduction Amount** field must be **whole dollars** (no cents) or **whole percentage** only.

If the **deduction amount** is **whole dollars**, the amount must be entered in the **first four positions** of the **Deduction Amount** field (e.g., $125.00 must be entered as 012500).

If the **deduction amount** is based on a **percentage**, the percentage must be entered in the **last two positions** of the **Deduction Amount** field (e.g., 25 percent must be entered as 000025).

Data Element(s) Used In Audit

001 - Type Of Deduction Code
006 - Deduction Amount

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
068	*Dollar Deduction Amount Invalid*

Description

When the **Type Deduction Code** field is **51** (TOP Child Support Delinquent Debt), the **minimum dollar amount** entered in the **Deduction Amount** field must be **$25.00** and the **maximum dollar amount** cannot **exceed $1500.00**.

When the **Type Deduction Code** field is **52** (TOP Federal Delinquent Debt), the **minimum dollar amount** entered in the **Deduction Amount** field must be **$25.00** and the **maximum dollar amount** cannot **exceed $350.00**.

Note: The **dollar amount** must be entered in the f**irst four positions** of the **Deduction Amount** field (e.g., $125.00 must be entered as 012500).

Data Element(s) Used In Audit

001 - Type Of Deduction Code
006 - Amount Per Pay Period

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
069	*Percentage Deduction Amount Invalid*

Description

When the **Type Deduction Code** field is **51** (TOP Child Support Delinquent Debt), the **minimum percentage** entered in the **Deduction Amount** field must be at least **1%** and the **maximum percentage** cannot **exceed 50%.**

When the **Type Deduction Code** field is **52** (TOP Federal Delinquent Debt), the **minimum percentage** entered in the **Deduction Amount** field must be at least **1%** and the **maximum percentage** cannot **exceed 15%**.

Note: The **percentage** must be entered in the **last two positions** of the **Deduction Amount** field (e.g., 25% must be entered as 000025).

Data Element(s) Used In Audit

001 - Type Of Deduction Code
006 - Amount Per Pay Period

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
075	*EFT Type Of Bank Account Invalid*

Description

The data entered in the **DD/EFT - Type Account** field is **invalid**. Valid values are:

- **C** (checking)
- **S** (savings)

Data Element(s) Used In Audit

022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
076	*EFT Routing No Invalid*

Description

The data entered in the **DD/EFT - Routing Number** field is **invalid**. The **routing number must** be **numeric** and the **first 2 positions** of the **routing number** field **must** be **01** through **12**, **21** through **32**, **90** or **91**.

OR

The **routing number** entered in the **DD/EFT Routing Number** field was **not** located in the Table Management System (TMGT), **Table 106**, Financial Organization EFT Routing Number File.

Data Element(s) Used In Audit

021 - Receipt Acct DD/EFT Routing Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
077	*EFT Account No Invalid*

Description

The data entered in the **DD/EFT - Account Number** field is **invalid**. The **DD/EFT - Account Number** field **must** be:

- Alphanumeric (number greater than zeros)
- Left justified
- **A** through **Z**, **0** through **9**, or **-** (dash)

Data Element(s) Used In Audit

020 - Receipt Acct DD/EFT Acct Number

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
078	*Payee Name Missing*

Description

When data is entered in the **Payee Information - Address/City/State/ZIP Code** fields, data **must** also be entered in the **Payee Information - Name** field.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
079	*Payee Name Invalid*

Description

A name **cannot** be entered in the **Payee Information - Name** field when data is entered in the following fields:

- **DD/EFT - Type Account**
- **DD/EFT - Account Number**
- **DD/EFT - Routing Number**

Note: Data can **only** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
020 - Receipt Acct Acct Number
021 - Receipt Acct Routing Number
022 - Receipt Acct Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
080	*Address Missing Or Invalid*

Description

When data is entered in the **Payee Information - Name/City/State/ZIP Code** fields, data **must** also be entered in the **Payee Information - Address** field.

OR

Data was entered in the **DD/EFT - Type Account/Account Number/Routing Number** fields and the **Payee Information - Address** field; however, data can **only** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
081	*Address Contains Invalid Characters*

Description

An address **cannot** be entered in the **Payee Information - Address** field when data is entered in the following fields:

- **DD/EFT - Type Account**
- **DD/EFT - Account Number**
- **DD/EFT - Routing Number**

Note: Data can **only** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

014 - Receipt Acct Payee Address
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
082	*City Name Missing*

Description

When data is entered in the **Payee Information - Name/Address/State/ZIP Code** fields, data **must** also be entered in the **Payee Information - City** field.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
083	*City Name Contains Invalid Characters*

Description

An address **cannot** be entered in the **Payee Information - City** field when data is entered in the following fields:

- **DD/EFT - Type Account**
- **DD/EFT - Account Number**
- **DD/EFT - Routing Number**

Note: Data can **only** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

015 - Receipt Acct City Name
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
084	*State Name Invalid*

Description

The state abbreviation entered in the **Payee Information - State** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

016 - Receipt Acct State Abbreviation

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
085	*ZIP Code Missing Or Invalid Combination*

Description

When data is entered in the **Payee Information - Name/Address/City/State** field(s), data **must** also be entered in the **Payee Information - ZIP Code** field.

OR

The **ZIP code** entered in the **Payee Information - ZIP Code** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
086	*ZIP 4 Invalid*

Description

The **ZIP code** entered in the last 4 positions of the **Payee Information - ZIP Code** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

018 - Receipt Acct ZIP 4

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
087	*ZIP 5 Invalid*

Description

The **ZIP code** entered in the first 5 positions of the **Payee Information - ZIP Code** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

019 - Receipt Acct ZIP 5

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
088	*Neither Check Mail Or EFT Info Is Present*

Description

The document being processed is **adding** (Transaction Code 1) a garnishment; however, data is **not** contained in the **Payee Information** field(s) or in the **DD/EFT** field(s). Data **must** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s) when a garnishment is being **established.**

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
089	*Combo Of Check Mail And EFT Info Not Allowed*

Description

Data can **only** be entered in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
090	*Check Mail/EFT Info Not Allowed*

Description

The document being processed is a **deletion** (Transaction Code 3) of a garnishment; however, data is contained in either the **Payee Information** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in the **Payee Information** field(s) or the **DD/EFT** field(s) when a garnishment is being **deleted**.

Data Element(s) Used In Audit

013 - Receipt Acct Payee Name
014 - Receipt Acct Payee Address
015 - Receipt Acct City Name
016 - Receipt Acct State Name
018 - Receipt Acct ZIP 4
019 - Receipt Acct ZIP 5
020 - Receipt Acct DD/EFT Acct Number
021 - Receipt Acct DD/EFT Routing Number
022 - Receipt Acct DD/EFT Type Acct

Document Type 088 - Voluntary Charitable Contributions/Indebtedness

Code	Message
091	*Payment Identification Field Is Missing*

Description

Data **must** be entered in the **Payment Identification** field.

Data Element(s) Used In Audit

023 - Payment Identification

(reserved)

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
050	Financial Allotment Type Of Account Invalid
051	Financial Allotment Routing Number Invalid
052	Financial Allotment Check Digit Invalid
053	Amount Of Allotment Blank Or Invalid
054	Amount Of Allotment Must Be Whole Dollars
055	Financial Allotment Does Not Equal Database
057	Financial Allotment Account Number Invalid
058	Amount Of Allotment Exceeds 70% Of Biweekly Gross
059	Net Pay Type Of Account Invalid
060	Net Pay Routing Number Invalid
061	Financial Allotments Exceed Sixteen
063	Net Pay Check Digit Invalid
064	Net Pay Depositor Account Number Invalid
074	Duplicate Financial Allotment
075	Routing Number Valid For TSP Loan Accounts Only

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
050	*Financial Allotment Type Of Account Invalid*

Description

The valid values for the **Type Of Account** field for a financial allotment are:

- **C** (checking)
- **S** (savings)

Data Element(s) Used In Audit

017 - Financial Allotment Type Of Account

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
051	*Financial Allotment Routing Number Invalid*

Description

The **first two** positions of the **Routing Number** field for the financial allotment **must** be **01 through 12**, **21 through 32**, **90** or **9**1.

Data Element(s) Used In Audit

019- Financial Allotment Routing Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
052	*Financial Allotment Check Digit Invalid*

Description

The **last digit** (check digit) of the **Routing Number** field for the financial allotment is invalid.

Data Element(s) Used In Audit

039 - Check Digit
040 - Computed Check Digit

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
053	*Amount Of Allotment Blank Or Invalid*

Description

The amount entered in the **Amount Of Allotment** field for the financial allotment **is blank** or **not numeric**.

Data Element(s) Used In Audit

023- Financial Amount Of Allotment

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
054	*Amount Of Allotment Must Be Whole Dollars*

Description

The amount in the **Amount Of Allotment** field for the financial allotment **must** be **whole dollars only** (no cents).

Data Element(s) Used In Audit

023- Financial Amount Of Allotment

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
055	*Financial Allotment Does Not Equal Database*

Description

The document being processed is a **cancellation** of a **financial allotment**; however, the data on the document does **not** equal the employee's database **financial allotment** record (IRIS Program 110).

Data Element(s) Used In Audit

019 - Financial Allotment Routing Number
022 - Financial Allotment Account Number
031 - Database Financial Allotment Routing Number
033 - Database Financial Allotment Account Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
057	*Financial Allotment Account Number Invalid*

Description

The **Financial Allotment Account Number** field must be:

- alphanumeric (numbers greater than zeroes)
- left justified
- A through Z, 0 through 9, or - (dash)

Data Element(s) Used In Audit

022 - Financial Allotment Account Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
058	*Amount Of Allotment Exceeds 70% Of Biweekly Gross*

Description

Based on the employee's **salary rate code** and **tour of duty hours**, the amount entered in the **Amount Of Allotment** field for the financial allotment is **more than 70%** of the employee's **biweekly gross salary**.

☞**Note:** This edit message may be released by keying in ***L*** (release Message 058) in the **Override** field.☜

Data Element(s) Used In Audit

023- Financial Amount Of Allotment
046- Biweekly Gross Salary

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
059	*Net Pay Type Of Account Invalid*

Description

The valid values for the **Type of Account** field for net pay are:

- **C** (checking)
- **S** (savings)

Data Element(s) Used In Audit

042 - Net Pay Type Of Account

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
060	*Net Pay Routing Number Invalid*

Description

The **first two** positions of the **Routing Number** field for net pay **must** be **01 through 12**, **21 through 32**, **90** or **91**.

Data Element(s) Used In Audit

038 - Net Pay Routing Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
061	*Financial Allotments Exceed Sixteen*

Description

The document being processed is **adding** a financial allotment; however, the **maximum** of **16** financial allotments **has already been established** on the employee's database **financial allotment** record (IRIS Program 110).

Data Element(s) Used In Audit

019 - Financial Allotment Routing Number
022 - Financial Allotment Account Number
031 - Database Financial Allotment Routing Number
033 - Database Financial Allotment Account Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
063	*Net Pay Check Digit Invalid*

Description

The **last digit** (check digit) of the **Routing Number** field for net pay is invalid.

Data Element(s) Used In Audit

039 - Check Digit
040 - Computed Check Digit

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
064	*Net Pay Depositor Account Number Invalid*

Description

The **Depositor Account Number** field for net pay is an **alphanumeric** field that **cannot** be all **zeros or spaces**.

Data Element(s) Used In Audit

041 - Net Pay Depositor Account Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
074	*Duplicate Financial Allotment*

Description

The document being processed is **adding** a financial allotment; however, a financial allotment **currently** exists on the employee's database financial allotment record (IRIS Program 110) with the **same account number** and **routing number**.

Data Element(s) Used In Audit

019 - Financial Allotment Routing Number
022 - Financial Allotment Account Number
031 - Database Financial Allotment Routing Number
033 - Database Financial Allotment Account Number

Document Type 095 - DD/EFT For Net Pay/Financial Allotment

Code	Message
075	*Routing Number Valid For TSP Loan Accounts Only*

Description

The routing number entered in the **Routing Number** field for the **financial allotment** is valid for **TSP loan accounts only**.

Data Element(s) Used In Audit

019- Financial Allotment Routing Number

Document Type 097 - TSP Loan Allotment Form

Code	Message
065	Account Number Must Be Completed
066	Allotment Per Pay Period Must Be Numeric
067	Number Of Payments Must Be Numeric
068	Transaction Code Invalid
069	Allotment Per P/P Exceeds 70% Of Biweekly Salary
071	Duplicate Account Number
072	Number Of Payments Invalid
073	Account Number Does Not Equal Database
078	Required TSP Plan Not Found
079	Agency Not Authorized To Enter TSP Loans
080	Non-Federal TSP Loans Cannot Exceed One For Ag. AJ
081	Non-Federal TSP Loans Cannot Exceed One

Document Type 097 - TSP Loan Allotment Form

Code	Message
065	*Account Number Must Be Completed*

Description

The **Account Number** field **must** be **completed**.

Data Element(s) Used In Audit

044 - TSP Loan Number Of Payments
048 - TSP Loan Account Number

Document Type 097 - TSP Loan Allotment Form

Code	Message
066	*Allotment Per Pay Period Must Be Numeric*

Description

The amount entered in the **Amount Per Pay Period** field must be **numeric**. The amount **must** be entered in **dollars** and **cents**.

Data Element(s) Used In Audit

043- TSP Loan Allotment Per Pay Period

Document Type 097 - TSP Loan Allotment Form

Code	Message
067	*Number Of Payments Must Be Numeric*

Description

The data entered in the **Number Of Payments** field **must** be **numeric**.

Data Element(s) Used In Audit

044 - TSP Loan Number Of Payments

Document Type 097 - TSP Loan Allotment Form

Code	Message
068	*Transaction Code Invalid*

Description

Valid values for the **Transaction Code** field are:

- **A** (add)
- **C** (change)
- **D** (delete)

Data Element(s) Used In Audit

Document Type 097 - TSP Loan Allotment Form

Code	Message
069	*Allotment Per P/P Exceeds 70% Of Biweekly Salary*

Description

Based on the employee's **salary rate code** and **tour of duty hours**, the amount entered in the **Allotment Per Pay Period** field is **more than 70%** of the employee's **biweekly gross salary**.

Note: This error message may be released by keying in ***L*** (release Message 069) in the **Override** field.

Data Element(s) Used In Audit

043 - TSP Loan Allotment Per Pay Period
046 - Biweekly Gross Salary

Document Type 097 - TSP Loan Allotment Form

Code	Message
071	*Duplicate Account Number*

Description

The document being processed is **adding** (Transaction Code A) a TSP loan allotment form; however, a TSP loan **currently** exists on the employee's database **thrift savings loans** record (IRIS Program 120) with the **same account number**.

Data Element(s) Used In Audit

047 - Database TSP Loan Account Number
048 - TSP Loan Account Number

Document Type 097 - TSP Loan Allotment Form

Code	Message
072	*Number Of Payments Invalid*

Description

The number of payments required to repay a TSP loan cannot be less than 1 year **(26 payments)** or greater than 15 years **(390 payments)**.

Data Element(s) Used In Audit

044- TSP Loan Number Of Payments

Document Type 097 - TSP Loan Allotment Form

Code	Message
073	*Account Number Does Not Equal Database*

Description

The document being processed is a **change** (Transaction Code C) or **deletion** (Transaction Code D) to a TSP loan; however, the **account number** on the document does **not** equal the employee's database **thrift savings loan** record (IRIS Program 120).

Data Element(s) Used In Audit

047 - Database TSP Loan Account Number
048 - TSP Loan Account Number

Document Type 097 - TSP Loan Allotment Form

Code	Message
078	*Required TSP Plan Not Found*

Description

The document being processed is **adding** (Transaction Code A) a TSP loan allotment form; however, the employee does **not** have a TSP record (PINQ Program 56 or IRIS Program 118) established on the database.

Data Element(s) Used In Audit

Document Type 097 - TSP Loan Allotment Form

Code	Message
079	*Agency Not Authorized To Enter TSP Loans*

Description

Only the National Finance Center, as the payroll office for the Payroll/Personnel System users, has the authority to enter Federal TSP loan allotment forms into the Payroll/Personnel System.

Users having non-Federal TSP may enter non-Federal TSP loan allotment data only.

Data Element(s) Used In Audit

029 - Database Agency Code

Document Type 097 - TSP Loan Allotment Form

Code	Message
080	*Non-Federal TSP Loans Cannot Exceed One For Ag. AJ*

Description

The document being processed is **adding** (Transaction Code A) a non-Federal 401(k) loan for an Office of the Comptroller of the Currency (OCC) (Agency Code AJ) employee; however, a non-Federal 401(k) loan **already** exists on the employee's database **thrift savings loans** record (IRIS Program 120).

Note: OCC employees can only have one non-Federal 401(k) loan.

Data Element(s) Used In Audit

002 - Agency Code

Document Type 097 - TSP Loan Allotment Form

Code	Message
081	*Non-Federal TSP Loans Cannot Exceed One*

Description

The document being processed is **adding** (Transaction Code A) a non-Federal 401(k) loan for a Farm Credit Administration (FCA) (Agency Code 25) or a Farm Credit System Insurance Corporation (FCSIC) (Agency Code FK) employee; however, a non-Federal 401(k) loan **already** exists on the employee's database **thrift savings loans** record (IRIS Program 120).

Note: FCA and FCSIC employees can only have one non-Federal 401(k) loan.

Data Element(s) Used In Audit

002 - Agency Code

(reserved)

Document Type 100 - Discretionary Allotments

Code	Message
051	Transaction Invalid
052	Allotment Number Must Be 01 Through 99
053	Amount Of Allotment Invalid
054	Payee Information/Check Mailing - Name Blank
055	Payee Information/Check Mailing - Address Blank
056	Type Of Allotment Invalid
057	Payee Information/Check Mailing - City Blank
058	Duplicate Discretionary Allotment
059	Allotment Number Does Not Equal Database
060	Payee Information/Check Mailing - State Blank
061	Payee Information/Check Mailing - State Invalid
062	Payee Information/Check Mailing - ZIP Invalid
063	Pay Period Or Year Invalid
064	Action Can't Be Processed - Delete Send To Future
065	Amount of Allotment Exceeds 70% Of Monthly Salary
066	Either Ck Mail Or DD/EFT Data Must Be Completed
067	Check Mailing And DD/EFT Info Completed
068	Payee Information/DD/EFT - Type Account Invalid
069	Payee Information/DD/EFT - Routing Number Invalid
070	Check Digit Invalid
071	DD/EFT - Account Number Invalid

Document Type 100 - Discretionary Allotments

Code	Message
051	*Transaction Invalid*

Description

The **Transaction** field **must** be one of the following codes:

- **A** (add)
- **C** (change)
- **D** (delete)
- **X** (cancel all allotments)

Data Element(s) Used In Audit

025 - Transaction Code

Document Type 100 - Discretionary Allotments

Code	Message
052	*Allotment Number Must Be 01 Through 99*

Description

The **Allotment Number** field **must** be **numeric** and **greater than zero**. Valid values are **01 through 99.**

Data Element(s) Used In Audit

034 - Allotment Number

Document Type 100 - Discretionary Allotments

Code	Message
053	*Amount Of Allotment Invalid*

Description

The **Amount Of Allotment** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

026 - Amount Of Allotment

Document Type 100 - Discretionary Allotments

Code	Message
054	*Payee Information/Check Mailing - Name Blank*

Description

A name **must** be entered in the **Payee Information/Check Mailing - Name** field.

Data Element(s) Used In Audit

027 - Payee Information/Check Mailing Name

Document Type 100 - Discretionary Allotments

Code	Message
055	*Payee Information/Check Mailing - Address Blank*

Description

An address **must** be entered in the **Payee Information/Check Mailing - Address** field.

Data Element(s) Used In Audit

028 - Payee Information/Check Mailing Address

Document Type 100 - Discretionary Allotments

Code	Message
056	*Type Of Allotment Invalid*

Description

Only **monthly** payments are accepted for discretionary allotments.

Note: This field is system generated. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

029 - Allotment Type

Document Type 100 - Discretionary Allotments

Code	Message
057	*Payee Information/Check Mailing - City Blank*

Description

A city name **must** be entered in the **Payee Information/Check Mailing - City** field.

Data Element(s) Used In Audit

030 - Payee Information/Check Mailing City

Document Type 100 - Discretionary Allotments

Code	Message
058	*Duplicate Discretionary Allotment*

Description

The document being processed is **adding** (Transaction A) a discretionary allotment; however, a discretionary allotment **currently exists** on the employee's database **discretionary allotment** record (IRIS Program 112) with the **same allotment number** and **amount of allotment**.

Data Element(s) Used In Audit

033 - Payee Information/Account Number
034 - Allotment Number
035 - Database Discretionary Allotment Account Number
037 - Database Discretionary Allotment Number

Document Type 100 - Discretionary Allotments

Code	Message
059	*Allotment Number Does Not Equal Database*

Description

The document being processed is **changing** (Transaction C) or **deleting** (Transaction D) a discretionary allotment; however, the data on the document does **not** equal the employee's database **discretionary allotment** record (IRIS Program 112).

Data Element(s) Used In Audit

034- Allotment Number

Document Type 100 - Discretionary Allotments

Code	Message
060	*Payee Information/Check Mailing - State Blank*

Description

A state abbreviation **must** be entered in the **Payee Information/Check Mailing - State** field.

Data Element(s) Used In Audit

031 - Payee Information/Check Mailing State

Document Type 100 - Discretionary Allotments

Code	Message
061	*Payee Information/Check Mailing - State Invalid*

Description

The state abbreviation entered in the **Payee Information/Check Mailing - State** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

031 - Payee Information/Check Mailing State

Document Type 100 - Discretionary Allotments

Code	Message
062	*Payee Information/Check Mailing - ZIP Invalid*

Description

The ZIP Code entered in the **Payee Information/Check Mailing - ZIP** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

032 - Payee Information/Check Mailing ZIP Code

Document Type 100 - Discretionary Allotments

Code	Message
063	*Pay Period Or Year Invalid*

Description

The **pay period** or **year** was **not** located in the Table Management System (TMGT)**,** **Table 128**, Pay Periods and Corresponding Dates by Year.

Note: This field is system generated. If this error occurs, please contact your agency representative.

Data Element(s) Used In Audit

005 - CD Pay Period Number
006 - CD Pay Period Date Personnel Action Effective Year

Document Type 100 - Discretionary Allotments

Code	Message
064	*Action Can't Be Processed - Delete Send To Future*

Description

This document **cannot** be processed if the effective pay period is for **payment** that will be made on the **second** or **third payday** of the **month**.

Note: If the effective pay period is correct, this document must either be deleted by keying in ***4*** (delete action) in the **Override** field or sent to the Future File by keying in ***G*** (send document to Future File) in the **Override** field.

Data Element(s) Used In Audit

Document Type 100 - Discretionary Allotments

Code	Message
065	*Amount Of Allotment Exceeds 70% Of Monthly Salary*

Description

Based on the employee's **salary rate code** and **tour of duty hours**, the amount in the **Amount Of Allotment** field is **more than 70%** of the employee's monthly gross salary.

Note: This edit may be released by keying in ***L*** (release Message 065) in the **Override** field.

Data Element(s) Used In Audit

038 - Total Deductions
039 - Maximum Deductions Allowed

Document Type 100 - Discretionary Allotments

Code	Message
066	*Either Ck Mail Or DD/EFT Data Must Be Completed*

Description

Data **must** be entered in the **Payee Information/Check Mailing** or **DD/EFT** field(s).

Data Element(s) Used In Audit

Document Type 100 - Discretionary Allotments

Code	Message
067	*Check Mailing And DD/EFT Info Completed*

Description

Data can **only** be entered in the **Payee Information/Check Mailing** field(s) or the **DD/EFT** field(s). Data **cannot** be entered in both areas.

Data Element(s) Used In Audit

007 - DD/EFT Routing Number
028 - Payee Information/Check Mailing Address

Document Type 100 - Discretionary Allotments

Code	Message
068	*Payee Information/DD/EFT - Type Account Invalid*

Description

Valid values for the **Payee Information/DD/EFT - Type Account** field are:

- **C** (checking)
- **S** (savings)

Data Element(s) Used In Audit

008 - DD/EFT Type Account

Document Type 100 - Discretionary Allotments

Code	Message
069	*Payee Information/DD/EFT - Routing Number Invalid*

Description

The **first two positions** of the **Payee Information/DD/EFT - Routing Number** field **must** be **01 through 12**, **21 through 32**, **90**, or **91**.

Data Element(s) Used In Audit

007 - DD/EFT Routing Number

Document Type 100 - Discretionary Allotments

Code	Message
070	*Check Digit Invalid*

Description

The **last digit** (check number) of the **Payee Information/DD/EFT - Routing Number** field is invalid.

Data Element(s) Used In Audit

007 - DD/EFT Routing Number
009 - Computed Check Digit

Document Type 100 - Discretionary Allotments

Code	Message
071	*DD/EFT – Account Number Invalid*

Description

The **DD/EFT – Account Number** field must be.

- alphanumeric (numbers greater than zeroes)
- left justified
- A through Z, 0 through 9, or - (dash)

Data Element(s) Used In Audit

033 - Payee Information/Account Number

Document Type 101 - Non-Federal Health Benefits Form

Code	Message
050	Transaction Code Invalid
051	Tran Code Incompatible W/Current Employ Status
052	Enrollment Code Must Be Completed
053	Enrollment Code Not In TMGT
054	Plan Code And Agency Code Incompatible
055	Transaction Code Incompatible With Coverage Code
056	Change Transaction - Document Not Changing Data
058	Effective Date Invalid
059	Effective Date After Ending Date Of Pay Period
060	Effective Date 90 Days Earlier Than Eff Pay Period
061	Should Retroactive Adjustment Be Made? Invalid
062	Enrollment In Federal Plan Must Be Cancelled
063	Enrollment Invalid With Type Of Employment
064	Should Benefits Be Tax Def Incompatible With Ag
065	Should Benefits Be Tax Deferred? Invalid
066	Employee Not Eligible For Plan Code
067	Reserved
068	Waiver Transaction - Enrollment Exists In Salary
069	Effective Date/Effective Pay Period Incompatible
070	Pay Period Number Invalid
071 thru 073	Reserved
074	Plan Code Incompatible With Type Appointment
075	Currently Enrolled In Health Benefit Plan Code
076	Not Currently Enrolled In Health Benefit Plan Code
077	Plan Code Not A Non-Federal Health Benefit Plan
078	Appointment Length Must Be Greater Than 364 Days
079 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Document Type 101- Non-Federal Health Benefits Form

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1** (new enrollment)
- **2** (termination due to LWOP)
- **3** (waived)
- **4** (cancelled by carrier)
- **5** (change in enrollment)
- **6** (cancelled by employee)
- **7** (reinstatement)
- **8** (transfer in)
- **9** (transfer out)

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
051	*Tran Code Incompatible W/Current Employ Status*

Description

When the **Transaction Code** field is **1** (new enrollment), **7** (reinstatement), or **8** (transfer in), the **current employment status** on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) cannot be **1** (military furlough).

Data Element(s) Used In Audit

018 - Transaction Code
023 - Database Current Employment Status

Document Type 101- Non-Federal Health Benefits Form

Code	Message
052	*Enrollment Code Must Be Completed*

Description

The **Enrollment Code** field **must** be **completed**.

Data Element(s) Used In Audit

019 - Enrollment Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
053	*Enrollment Code Not In TMGT*

Description

The **enrollment code** entered in the **Enrollment Code** field was **not** located in the Table Management System (TMGT), **Table 085**, Non-Federal Health Benefit Rates.

Data Element(s) Used In Audit

019 - Enrollment Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
054	*Plan Code And Agency Code Incompatible*

Description

The **plan code** (first two positions of the enrollment code) in the **Enrollment Code** fields is incompatible for the agency.

Data Element(s) Used In Audit

002 - Agency Code
028 - Plan Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
055	*Transaction Code Incompatible With Coverage Code*

Description

The Transaction Code field **2** (termination due to LWOP), **4** (cancelled by carrier), or **6** (cancelled by employee); however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **not** currently **enrolled** in health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Coverage Code
029 - Database Option Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
056	*Change Transaction - Document Not Changing Data*

Description

The **Transaction Code** field is **5** (change in enrollment); however, the **Enrollment Code** field and the **Should Benefits Be Tax Deferred**? field are the **same** as the **enrollment code** and the **HB-tax-deferred code** on the employee's database **health benefits** record (IRIS Program 115).

Verify the employee's enrollment code on IRIS Program 115 and the data entered in the **Transaction Code** field.

Data Element(s) Used In Audit

019 - Enrollment Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
058	*Effective Date Invalid*

Description

The date in the **Effective Date** field must be **equal to** or **later than** the **accession date** in the employee's database **personnel supplements** record (IRIS Program 123).

The **Effective Data** field **must** also be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

022 - Effective Date

Document Type 101- Non-Federal Health Benefits Form

Code	Message
059	*Effective Date After Ending Date Of Pay Period*

Description

The date in the **Effective Date** field **cannot** be later than the **last day** of the pay period. Verify the effective date and the effective pay period number.

Data Element(s) Used In Audit

022 - Effective Date

Document Type 101- Non-Federal Health Benefits Form

Code	Message
060	*Effective Date 90 Days Earlier Than Eff Pay Period*

Description

The date in the **Effective Date** field is **more** than **90 days earlier** than the **first day** of the **effective pay period**.

If the date in the **Effective Date** field is correct, key in ***C*** or ***L*** (release Message 060) in the **Override** field to release this message.

Data Element(s) Used In Audit

022 - Effective Date

Document Type 101- Non-Federal Health Benefits Form

Code	Message
061	*Should Retroactive Adjustment Be Made? Invalid*

Description

If the date in the **Effective Date** field is **earlier** than the **first day** of the **effective pay period**, key in ***Y*** (yes) or ***N*** (no) in the **Should Retroactive Adjustment Be Made?** field.

Data Element(s) Used In Audit

022 - Effective Date

Document Type 101- Non-Federal Health Benefits Form

Code	Message
062	*Enrollment In Federal Plan Must Be Cancelled*

Description

A change action cannot be processed to change the health benefit enrollment of an employee from a **Federal plan** to a **non-Federal plan**. A **cancellation** action for the employee's current Federal health plan **must first be processed**.

Data Element(s) Used In Audit

019 - Enrollment Code
028 - Plan Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
063	*Enrollment Invalid With Type Of Employment*

Description

Trust employees (agencies 71, 73, or 77) with an intermittent tour of duty are **ineligible** for non-Federal health benefits.

Data Element(s) Used In Audit

002 - Agency Code
018 - Transaction Code
033 - Database Type Of Employment

Document Type 101- Non-Federal Health Benefits Form

Code	Message
064	*Should Benefits Be Tax Def Incompatible With Ag*

Description

Code **Y** in the **Should Health Benefits Be Tax Deferred?** field is valid for agencies 66, 68, 71, 73, or 77 only.

Data Element(s) Used In Audit

002 - Agency Code
034 - Should Benefits Be Taxed Deferred

Document Type 101- Non-Federal Health Benefits Form

Code	Message
065	*Should Benefits Be Tax Deferred? Invalid*

Description

The **Should Benefits Be Tax Deferred?** field **must** be one of the following:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

034 - Should Benefits Be Taxed Deferred

Document Type 101- Non-Federal Health Benefits Form

Code	Message
066	*Employee Not Eligible For Plan Code*

Description

When the **plan code** (first two positions of the enrollment code) in the **Enrollment Code** field is **DS**, **DH**, **DL**, **VS**, or **VH**, the **work schedule** recorded on the employee's database **salary** record (IRIS Program 102) **must** be **F** (full-time) or **P** (part-time).

Data Element(s) Used In Audit

019 - Enrollment Code
033 - Database Work Schedule

Document Type 101- Non-Federal Health Benefits Form

Code	Message
068	*Waiver Transaction - Enrollment Exists In Salary*

Description

The **Transaction Code** field is **3** (waived); however, the employee;'s database **health benefits** record (IRIS Program 115) indicates that the employee is **currently enrolled** in a health plan.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Coverage Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
069	*Effective Date/Effective Pay Period Incompatible*

Description

The date in the **Effective Date** field must be **earlier** than or **equal** to the **last day** of the **effective pay period**.

Data Element(s) Used In Audit

022 - Effective Date
039 - Key Data Pay Period Number

Document Type 101- Non-Federal Health Benefits Form

Code	Message
070	*Pay Period Number Invalid*

Description

The date in the **Effective Date** field **does not** correspond with the pay period number entered in the **Eff Pay Period** field.

Data Element(s) Used In Audit

022 - Effective Date
039 - Key Data Pay Period Number

Document Type 101- Non-Federal Health Benefits Form

Code	Message
074	*Plan Code Incompatible With Type Appointment*

Description

When the **plan code** (first two positions of the enrollment code) in the **Enrollment Code** field is **47**, **50**, or **51**, the employee's **type of appointment code must** be **1** (competitive-career, SES career), **2** (competitive-career- conditional), **6** (excepted-permanent, SES noncareer), or **7** (excepted- conditional), and the **work schedule must** be **F** (full-time) or **P** (part-time) in the employee's database **dates and misc salary/personnel** record (IRIS Program 102).

Data Element(s) Used In Audit

028 - Plan Code
035 - Database Type Of Appointment Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
075	*Currently Enrolled In Health Benefit Plan Code*

Description

The **Transaction Code** field contains one of the following codes:

- **1** (new enrollment)
- **7** (reinstatement)
- **8** (transfer in)

However, the **health benefit coverage code** on the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **currently enrolled** in health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
028 - Plan Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
076	*Not Currently Enrolled In Health Benefit Plan Code*

Description

The **Transaction Code** field contains one of the following codes:

- **2** (termination due to 165 days of nonpay status)
- **4** (cancellation by carrier)
- **5** (change)
- **6** (cancellation by employee)
- **9** (transfer out)

However, the h**ealth benefit coverage code** on the employee's database **health benefits** record (IRIS Program 115) indicates the employee is **not** currently enrolled in health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
028 - Plan Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
077	*Plan Code Not A Non-Federal Health Benefit Plan*

Description

The **plan code** (first two positions of the enrollment code) in the **Enrollment Code** field is **not** a non-Federal health benefit plan.

Data Element(s) Used In Audit

028 - Plan Code

Document Type 101- Non-Federal Health Benefits Form

Code	Message
078	*Appointment Length Must Be Greater Than 364 Days*

Description

When the plan code (first two positions of the enrollment code) in the **Enrollment Code** field is **DS**, **DH**, **DL**, **VS**, or **VH**, the employee's appointment length **must** be **greater than 364 days.**

Data Element(s) Used In Audit

019 - Enrollment Code
036 - Database Appointment Not To Exceed Date of Misc-Salary
037 - Database Agency Entered On Duty Of Personnel
038 - Computed Days - Length Of Appointment.

Document Type 101- Non-Federal Health Benefits Form

Code	Message
100	*Document Must Be Processed Through The TPA*

Description

The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, non-Federal health benefits (dental or vision) document; however, the **User ID** field is **not** an established user ID for the Third Party Administrator (TPA).

Note: Only the TPA can process a non-Federal health benefits document for the FDIC Flexible Benefits Program, FDIC Choice.

Data Element(s) Used In Audit

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
051	Effective Date Invalid
052	Transaction Code Invalid
053	Plan Code And/Or Coverage Code Not In TMGT
054	New Enrollment - Employee Currently Enrolled
055	Option 1 Must Be Completed
056	Option 1 Must Be Blank
057	Option 2 Must Be Completed
058	Option 2 Must Be Blank
059	Option 3 Must Be Completed
060	Option 3 Must Be Blank
061	Plan Code Must Equal Database Plan Code
062	Plan Code Not In TMGT
063	Agency Code And Plan Code Incompatible
064	Employee Ineligible To Participate In Plan Code
065	Database Date Of Birth In Salary Invalid
066	Tour Of Duty Hours Must Be Greater Than 59
067	Tour Of Duty Hours Must Be Greater Than 39
068	Coverage Amount Must Be Numeric
069	Coverage Amount Cannot Be Less Than $10,000
070	Coverage Amount Exceeds Maximum Amount Allowed
071	Misc Salary Record Must Be Present On Database
072	Option 1 Must Be A Multiple Of $25,000
073	Employee Ineligible For Plan Code 35
074	Should Retroactive Adjustment Be Made? Invalid
075	Duplicate Non-Federal Life Ins Form Entered
076	Error Calculating Appointment Number Of Days
077	Pay Plan And Coverage Code Incompatible
078	Pay Plan Invalid For Selected Plan Code
079	Li-Biweekly Deduction Amount Must Be Completed
080	Plan Code And Duty Station Incompatible
081	Employee Ineligible To Participate In Plan Code
082	Plan Code And Type Of Appointment Incompatible
083	Plan Code/Type Appoint/Work Schedule Incompatible
084	Employee Ineligible Due To Age
085	Option 1 Invalid
086	Option 1 Cannot Exceed 5 Times Adjusted Salary
087	Coverage Amount Cannot Exceed $500,000

Code	Message
088	Coverage Amount Must Be In Increments Of 10
089	Option 1 Exceeds Maximum Amount Allowed
090	Plan Code/LI-Biweekly Deduction Amt Incompatible
091 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
051	*Effective Date Invalid*

Description

The **Effective Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

008 - Effective Date

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
052	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1** (new enrollment)
- **3** (cancel)
- **4** (change)

Data Element(s) Used In Audit

002 - Transaction Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
053	*Plan Code And/Or Coverage Code Not In TMGT*

Description

The life insurance plan code entered in the **Plan Code** field and/or the coverage code entered in the **Coverage Code** field were **not** located in the Table Management System (TMGT), **Table 081**, Life Insurance Description.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
040 - Table 081

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
054	*New Enrollment - Employee Currently Enrolled*

Description

The **Transaction Code** field is **1** (new enrollment); however, the employee's database **life insurance** record (IRIS Program 116) indicates that the employee is currently **enrolled** in the non-Federal life insurance plan entered in the **Plan Code** field.

Data Element(s) Used In Audit

002 - Transaction Code
009 - Plan Code
030 - Database Life Insurance Plan Code Of Salary
053 - Database Life Insurance Plan Code Of Life Insurance Added

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
055	*Option 1 Must Be Completed*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field **require** that an **amount** be entered in the **Option 1** field. The **Option 1** field **must** be **completed**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
056	*Option 1 Must Be Blank*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field **do not** allow for **options**; however, there is data contained in the **Option 1** field. The **Option 1** field **must** be **blank**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
057	*Option 2 Must Be Completed*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field **require** that an **amount** be entered in the **Option 2** field. The **Option 2** field **must** be **completed**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
006 - Option 2

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
058	*Option 2 Must Be Blank*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field **do not** allow for **options;** however, there is data contained in the **Option 2** field. The **Option 2** field **must** be **blank**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
006 - Option 2

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
059	*Option 3 Must Be Completed*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field **require** that an **amoun**t be entered in the **Option 3** field. The **Option 3** field **must** be **completed**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
007 - Option 3

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
060	*Option 3 Must Be Blank*

Description

The life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field do not allow for **options**; however, there is data contained in the **Option 3** field. The **Option 3** field **must** be **blank**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
007 - Option 3

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
061	*Plan Code Must Equal Database Plan Code*

Description

When the **Transaction Code** field is **3** (cancel) or **4** (change), the life insurance plan code entered in the **Plan Code** field must **equal** the life insurance plan code on the employee's database **life insurance** record (IRIS Program 116).

Data Element(s) Used In Audit

009 - Plan Code
030 - Database Life Insurance Plan Code Of Salary

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
062	*Plan Code Not In TMGT*

Description

The life insurance plan code entered in the **Plan Code** field was **not** located in the Table Management System (TMGT), **Table 080**, PACS Payee Address.

Data Element(s) Used In Audit

003 - Plan Code
054 - Table 080

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
063	*Agency Code And Plan Code Incompatible*

Description

The life insurance plan code entered in the **Plan Code** field is **not** valid for the **agency** processing the non-Federal life insurance form.

Data Element(s) Used In Audit

001 - Agency Code
003 - Plan Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
064	*Employee Ineligible To Participate In Plan Code*

Description

The length (number of days) of the **employee's appointment** does **not** allow the employee to **participate** in the life insurance plan code entered in the **Plan Code** field. If it has been determined that the employee **does meet** the requirements for participation in the life insurance plan, type in ***C*** (release Message 064) in the **Override** field to release this message.

Data Element(s) Used In Audit

036 - Date Appointment Not To Exceed
037 - Appointment Length
039 - Date Agency Entered On Duty

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
065	*Database Date Of Birth In Salary Invalid*

Description

The **date of birth** in the employee's database **salary** record (IRIS Program 122) is **invalid**. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

038 - Database Date Of Birth Of Salary

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
066	*Tour Of Duty Hours Must Be Greater Than 60*

Description

The employee's **tour of duty** recorded in the employee's database **salary** record (IRIS Program 102) is **less** than **61 hours**. To participate in the life insurance plan code entered in the **Plan Code** field, the employee's **tour of duty** must be **61 hours or more**.

Data Element(s) Used In Audit

035 - Database Tour Of Duty Hours

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
067	*Tour Of Duty Hours Must Be Greater Than 39*

Description

The employee's **tour of duty** recorded in the employee's database **salary** record (IRIS Program 102) is **less** than **40 hours**. To participate in the life insurance plan code entered in the **Plan Code** field, the employee's **tour of duty** must be **40 hours or more**.

Data Element(s) Used In Audit

035 - Database Tour Of Duty Hours

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
068	*Coverage Amount Must Be Numeric*

Description

The data in the **Coverage Amount** field contains other than numeric data. The **Coverage Amount** field **must** be **numeric**.

Data Element(s) Used In Audit

041 - Coverage Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
069	*Coverage Amount Cannot Be Less Than $10,000*

Description

The amount entered in the **Coverage Amount** field is **less** than **$10,000**. The **Coverage Amount** field **must** be completed as follows:

- A minimum of $10,000 specified in multiples of ten thousands (i.e., $10,000 is entered as 0010).
- A maximum of $500,000 can be entered (i.e., $500,000 is entered as 0500).
- Specified in increments of 10 (i.e., $400,000 is entered as 0400).

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
041 - Coverage Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
070	*Coverage Amount Exceeds Maximum Amount Allowed*

Description

The amount entered in the **Coverage Amount** field **exceeds** the **maximum** amount allowed based on the employee's **adjusted salary** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
042 - Computed Maximum Coverage Allowed

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
071	*Misc Salary Record Must Be Present On Database*

Description

This error is generated when the **employee's database miscellaneous salary record** is **not** present. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
072	*Option 1 Must Be A Multiple Of $25,000*

Description

The amount entered in the **Option 1** field **must** be in **multiples of $25,000** and between $25,000 and $300,000 (i.e., $25,000 is entered as 0025).

For the Federal Deposit Insurance Corporation (**FDIC**) only:

- If the **Coverage Amount** field is **less than $25,000**, the **Option 1** field **cannot exceed $125,000** (0125).
- If the **Coverage Amount** field is **between $25,000 and $50,000** (inclusive), the **Option 1** field **cannot exceed $250,000** (0250).

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1
055 - Computed Basic Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
073	*Employee Ineligible For Plan Code 35*

Description

The **Transaction Code** field is **1** (new enrollment); however, the employee's database **life insurance** record (IRIS Program 116) indicates that the employee is **currently enrolled** in **Plan Code 15**.

Data Element(s) Used In Audit

003 - Plan Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
074	*Should Retroactive Adjustment Be Made? Invalid*

Description

Valid values for the **Should Retroactive Adjustment Be Made?** field are:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

043 - Adjustment Flag

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
075	*Duplicate Non-Federal Life Ins Form Entered*

Description

More than one non-Federal life insurance form has been entered to achieve the same results. This is the second, third, etc., of the non-Federal life insurance forms being processed. The first non-Federal life insurance form, providing there were no other errors, has applied.

Data Element(s) Used In Audit

002 - Transaction Code
003 - Plan Code
004 - Coverage Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
076	*Error Calculating Appointment Number Of Days*

Description

An error occurred when calculating the **appointment number of days**. The system was unable to calculate the number of days between the agency entered on duty date and the appointment not-to-exceed date. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

036 - Date Appointment Not-To-Exceed
045 - Date Agency Entered On Duty

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
077	*Pay Plan And Coverage Code Incompatible*

Description

The coverage code entered in the **Coverage Code** field is valid **only** for the Federal Deposit Insurance Corporation **(FDIC) Senior Executive (Pay Plan E)** employees.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
033 - Pay Plan

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
078	*Pay Plan Invalid For Selected Plan Code*

Description

For an employee to participate in the non-Federal life insurance plan code entered in the **Plan Code** field, the employee's **pay plan** recorded on the employee's database **salary data** record (IRIS Program 101) **must** be **EM** (FDIC - Executive Management).

The pay plan recorded on the employee's database **salary data** record (IRIS Program 101) is **not EM**; therefore, the employee is **ineligible** to participate in the non-Federal life insurance plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

003 - Plan Code
033 - Database Pay Plan

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
079	*Li-Biweekly Deduction Amount Must Be Completed*

Description

The **Li-Biweekly Deduction Amount** field **must** be **completed**. This field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
046 - Li-Biweekly Deduction Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
080	*Plan Code And Duty Station Incompatible*

Description

To participate in the life insurance plan code entered in the **Plan Code** field the employee's **duty station** recorded on the employee's database **salary** record (IRIS Program 101) **must** be **located** in the **United States**.

Data Element(s) Used In Audit

003 - Plan Code
056 - Database Duty Station State Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
081	*Employee Ineligible To Participate In Plan Code*

Description

The employee's database **life insurance** record (IRIS Program 116) indicates the employee is currently **enrolled** in a civil service retirement plan; therefore, the employee is **ineligible** to participate in a non-Federal life insurance plan.

Data Element(s) Used In Audit

009 - Plan Code
004 - Coverage Code
050 - Database Retirement Coverage Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
082	*Plan Code And Type Of Appointment Incompatible*

Description

When the **Plan Code** field is **46** (OCC 24 Hour Life) the employee **must** have a **career** or **career-conditional appointment**. The employee's **type** of **appointment code** on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) **must** be one of the following:

- **01** (competitive-career, SES career)
- **02** (competitive-career-conditional)
- **06** (excepted-permanent, SES-noncareer)
- **07** (excepted-conditional)

If it has been determined that this employee is eligible to participate in this non-Federal life insurance plan, type in ***D*** (release Message 082) in the **Override** field to release this message.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
051 - Database Type Of Appointment Code

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
083	*Plan Code/Type Appoint/Work Schedule Incompatible*

Description

When the **Plan Code** field is **45** (OCC Group Life) the employee's t**ype of appointment code** on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) **must** be **01**, **02**, **06**, or **07** and the **work schedule code** on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) **must** be **F**, **P**, or **I**.

All the **other type of appointment codes must** have a **work schedule** of **F**.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
051 - Database Type Of Appointment Code
052 - Date Base Work Schedule

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
084	*Employee Ineligible Due To Age*

Description

When the life insurance plan code in the **Plan Code** field is **46** (OCC 24 Hour Life), the employee **must** be **younger than 70** years of age.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
038 - Date Base Date Of Birth

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
085	*Option 1 Invalid*

Description

The amount entered in the **Option 1** field **must** be between **$25,000** and **$300,000** and specified in **multiples** of **$25,000** (i.e., 0025, 0050, 0300).

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
086	*Option 1 Cannot Exceed 5 Times Adjusted Salary*

Description

The **Option 1** field **cannot** be **more than 5 times** the **employee's adjusted salary** as recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1
042 - Computed Maximum Coverage Allowed

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
087	*Coverage Amount Cannot Exceed $500,000*

Description

The amount entered in the **Coverage Amount** field is **more than $500,000**. The **Coverage Amount** field **must** be **completed** as follows:

- A minimum of $10,000 specified in multiples of ten thousands (i.e., $10,000 is entered as 0010).
- A maximum of $500,000 can be entered (i.e., $500,000 is entered as 0500).
- Specified in increments of 10 (i.e., $400,00 is entered as 0400.)

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
041 - Coverage Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
088	*Coverage Amount Must Be In Increments Of 10*

Description

The amount in the **Coverage Amount** field **must** be entered in **increments** of **10**. The **Coverage Amount** field **must** be **completed** as follows:

- A minimum of $10,000 specified in multiples of ten thousands (i.e., $10,000 is entered as 0010).
- A maximum of $500,000 can be entered (i.e., $500,000 is entered as 0500).
- Specified in increments of 10 (i.e., $400,00 is entered as 0400.)

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
041 - Coverage Amount

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
089	*Option 1 Exceeds Maximum Amount Allowed*

Description

The amount entered in the **Option 1** field **exceeds** the **maximum amount** of additional coverage allowed for the life insurance plan code entered in the **Plan Code** field and the coverage code entered in the **Coverage Code** field.

Data Element(s) Used In Audit

003 - Plan Code
004 - Coverage Code
005 - Option 1
042 - Computed Maximum Coverage Allowed

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
090	*Plan Code/Li-Biweekly Deduction Amt Incompatible*

Description

The life insurance plan code entered in the **Plan Code** field does **not** allow for a life insurance biweekly deduction amount; therefore, the **Li-Biweekly Deduction Amount** field **must** be **blank**.

Data Element(s) Used In Audit

Document Type 102 - Non-Federal Life Insurance Form

Code	Message
100	*Document Must Be Processed Through The TPA*

Description

The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, non-Federal life insurance document; however, the **User ID** field is **not** an established user ID for the Third Party Administrator (TPA).

Note: Only the TPA can process a non-Federal life insurance document for the FDIC Flexible Benefits Program, FDIC Choice.

Data Element(s) Used In Audit

(reserved)

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
050	Transaction Code Invalid
051	New Enrollment - Employee Currently Enrolled
052	Cancellation/Change - Employee Not Enrolled
053	Plan Code Must Be Completed
054	Plan Code Not In TMGT
055	Effective Date Must Be Completed
056	Effective Date Invalid
057	Plan Code Must Equal Database Plan Code
058	Plan Code Invalid - Must Be Non-Federal Plan
059	Agency Code And Plan Code Incompatible
060	Reserved For Future Use
061	Vol Amount/Percent Must Be Blank Or Numeric
062	Tax Ded Factor Must Be Percent Or Whole Dollars
063	Ret Plan Does Not Allow Change In Contributions
064	New Enrollment-Currently Enrolled in Two Rt Plans
065	Plan Code Must Equal Database Plan Code
066	Plan Code 23/34-Tour Of Duty Hrs Must Be > 39 Hrs
067	Plan Codes 23, 34, & 37 Valid For Ag 71, 73, 77
068	Database Date Of Birth In Salary Invalid
069	Plan Code 23 Requires Age 35 Or 3 Years Of Service
070	Plan Code 23 - Appt Must Be Greater Than 90 Days
071	Misc Salary Record Must Be Present On Database
072	Coverage Code Invalid For Plan Code/Vol Allotment
073	Retirement Coverage Cd 2 - Only Tax Deferred Valid
074	Vol Allot Must Be > Zeros With Cov Code 1 Or 2
075	Plan Code 34 Requires Age 35 Or 2 Years Of Service
076	Eligibility Date For Plan Code Requirement Invalid
077	Database Date Agency EOD In Personnel Invalid
078	Plan Code And Entered On Duty Date Incompatible
079	Appointment Length Cannot Be Less Than One Year
080	Plan Requires Tax Deferred Entry
081	Plan Code 37 Requires Entry Of Coverage Code 2
082	Maximum Employee Contributions Exceeded
083	New Enrollment-Currently Retaining Two RT Records
084 thru 088	Reserved For Future Use

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1** (new enrollment)
- **3** (cancel)
- **4** (change)

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
051	*New Enrollment - Employee Currently Enrolled*

Description

When the **Transaction Code** field is **1** (new enrollment), the **retirement plan code** on the employee's database **retirement** record (IRIS Program 117) **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code
028 - Database Retirement Plan Code Of Salary

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
052	*Cancellation/Change - Employee Not Enrolled*

Description

The document being processed is **changing** (Transaction Code 4) **or cancelling** (Transaction Code 3) retirement benefits; however, the **retirement plan code** on the employee's database salary **retirement** record (IRIS Program 117) indicates that the employee is **not** currently enrolled.

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
053	*Plan Code Must Be Completed*

Description

When the **Transaction Code** field is **1** (new enrollment), **3** (cancel), or **4** (change), the **Plan Code** field **must** be **completed**.

Data Element(s) Used In Audit

019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
054	*Plan Code Not In TMGT*

Description

The retirement plan code entered in the **Plan Code** field was **not** located in the Table Management System (TMGT), **Table 083**, Retirement Description.

Data Element(s) Used In Audit

019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
055	*Effective Date Must Be Completed*

Description

The **Effective Date** field **must** be **completed**.

Data Element(s) Used In Audit

020 - Effective Date

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
056	*Effective Date Invalid*

Description

The **Effective Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

020 - Effective Date

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
057	*Plan Code Must Equal Database Plan Code*

Description

When **Transaction Code** field is **3** (cancel) or **4** (change), the retirement plan code entered in the **Plan Code** field **must** equal the retirement plan code on the employee's database **retirement** record (IRIS Program 117).

Data Element(s) Used In Audit

019 - Plan Code
028 - Database Retirement Plan Code Of Salary
029 - Database Retirement Plan Code Of Retirement Added

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
058	*Plan Code Invalid - Must Be Non-Federal Plan*

Description

The retirement plan code entered in the **Plan Code** field was **not** located in the Table Management System (TMGT), **Table 083**, Retirement Description.

The retirement plan code **must** be a **non-Federal** plan for the agency processing the non-Federal retirement benefits form.

Data Element(s) Used In Audit

019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
059	*Agency Code And Plan Code Incompatible*

Description

The retirement plan code entered in the **Plan Code** field is **not** valid for the **agency** processing the non-Federal retirement benefits form.

Data Element(s) Used In Audit

002 - Agency Code
019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
060	*Reserved*

Description

Data Element(s) Used In Audit

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
061	*Vol Amount/Percent Must Be Blank Or Numeric*

Description

The **Taxable Amount Or Taxable Percent** and the **Deferred Amount Or Deferred Percent** field(s) **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

026 - Deduct Factor Deferred
027 - Deduct Factor Non-Deferred

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
062	*Tax Ded Factor Must Be Percent Or Whole Dollars*

Description

Only **one** of the following **fields** may be **completed**:

- **Taxable Amount**
- **Deferred Amount**
- **Taxable Percent**
- **Deferred Percent**

Data Element(s) Used In Audit

026 - Deduct Factor Deferred
027 - Deduct Factor Non-Deferred

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
063	*Ret Plan Does Not Allow Change In Contributions*

Description

A **change** in the **Taxable/Deferred Amount** or **Taxable/Deferred Percent** is **not** acceptable for the retirement plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
036 - Retirement Deduct Tax Factor Table 083

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
064	*New Enrollment-Currently Enrolled In Two Rt Plans*

Description

The **Transaction Code** field is **1** (new enrollment); however, the employee's database **retirement** record (IRIS Program 117) indicates that the employee is **currently** enrolled in **two** retirement plans.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
028 - Database Retirement Plan Code Of Salary
029 - Database Retirement Plan Code Of Retirement Added

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
065	*Plan Code Must Equal Database Plan Code*

Description

The document being processed is a **change** (Transaction Code 4) or **cancellation** (Transaction Code 3) of a retirement benefit; however, the retirement plan code entered in the **Plan Code** field does **not** equal the retirement plan on the employee's database **retirement** record (IRIS Program 117).

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
028 - Database Retirement Plan Code Of Salary
029 - Database Retirement Plan Code Of Retirement Added

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
066	*Plan Code 23/34-Tour Of Duty Hrs Must Be > 39 Hrs*

Description

When the retirement plan code entered in the **Plan Code** field is **23** or **34** (TIAA retirement), the employee's **tour of duty** must be **greater than 39 hours**.

Data Element(s) Used In Audit

030 - Database Tour Of Duty Hours Of Salary

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
067	*Plan Codes 23, 34, & 37 Valid For Ag 71, 73, 77*

Description

Plan Codes **23, 34,** and **37** (TIAA retirement) are **valid** codes for agencies **71**, **73**, and **77** only.

Data Element(s) Used In Audit

002 - Agency Code
018 - Transaction Code
019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
068	*Database Date Of Birth In Salary Invalid*

Description

The **date of birth** in the employee's database **SF-50B data elements** record (IRIS Program 122) is invalid. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

031 - Database Date Of Birth Of Salary

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
069	*Plan Code 23 Requires Age 35 Or 3 Years Of Service*

Description

When the retirement plan code entered in the **Plan Code** field is **23** (TIAA retirement), the employee must be at least **35 years of age** or have **3 years of service** with Agency 71, 73, or 77.

Note: The **entered on duty date** (accession date) was used to certify the length of service requirement. However, since any prior service as a Trust employee can be used in determining eligibility, the entered on duty date cannot be the sole standard for meeting the length of service requirement.

Therefore, if it has been determined that the 3-year service requirement has been met and that the retirement plan code entered in the **Plan Code** field is correct, type in ***C*** (release Message 069) in the **Override** field to release this message.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
031 - Database Date Of Birth Of Salary
032 - Database Date Agency Entered On Duty Of Personnel

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
070	*Plan Code 23 - Appt Must Be Greater Than 90 Days*

Description

When the retirement plan code entered in the **Plan Code** field is **23** (TIAA retirement), the employee's **appointment must** be **greater than 90 days**.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
032 - Database Date Agency Entered On Duty Of Personnel
033 - Database Date Appointment Of Misc-Salary Record
037 - Computed Days - Length Of Appointment

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
071	*Misc Salary Record Must Be Present On Database*

Description

This error is generated when the employee's database **miscellaneous salary** record is **not** present. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

005 - Social Security Number

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
072	*Coverage Code Invalid For Plan Code/Vol Allotment*

Description

When the retirement plan code entered in the **Plan Code** field is **23** or **34** and the **Voluntary Allotment** field(s) is also completed the **Coverage Code** field must be **1** or **2**.

When the retirement plan code entered in the **Plan Code** field is **23** or **34** and no data is entered in the **Voluntary Allotment** field(s), the **Coverage Code** field must be **0**.

Data Element(s) Used In Audit

019 - Plan Code
026 - Deduct Factor Deferred
027 - Deduct Factor Non-Deferred
034 - Coverage Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
073	*Retirement Coverage Cd 2 - Only Tax Deferred Valid*

Description

When the retirement plan code entered in the **Plan Code** field is **23** or **34** and the **Coverage Code** field is **2** (supplemental retirement annuity), the retirement contributions **must** be **tax deferred**.

Data Element(s) Used In Audit

019 - Plan Code
026 - Deduct Factor Deferred
027 - Deduct Factor Non-Deferred
034 - Coverage Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
074	*Vol Allot Must Be > Zeros With Cov Code 1 Or 2*

Description

When retirement plan code entered in the **Plan Code** field is **23** or **34** and the **Coverage Code** field is **1** or **2**, additional retirement contributions **must** be **greater than zeros** and entered according to the following:

- When the **Coverage Code** field is **1** (additional retirement account), additional retirement contributions can either be tax deferred or taxable.
- When the **Coverage Code** field is **2** (supplemental retirement annuity), additional retirement contributions can only be taxable.

Data Element(s) Used In Audit

019 - Plan Code
026 - Deduct Factor Deferred
027 - Deduct Factor Non-Deferred
034 - Coverage Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
075	*Plan Code 34 Requires Age 35 Or 2 Years Of Service*

Description

When the retirement plan code entered in the **Plan Code** field is **34** (TIAA retirement), the employee must be at least **35 years of age** or have at least **2 years of service** with Agency 71, 73, or 77.

Note: The **entered on duty date** (accession) was used to certify the length of service requirement. However, since any prior service as a trust employee can be used in determining eligibility, the entered on duty date cannot be the sole standard for meeting the length of service requirement.

Therefore, if it has been determined that the 2-year service requirement has been met and that the retirement plan code entered in the **Plan Code** field is correct, type in **C** (release Message 075) in the **Override** field to release this error message.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
031 - Database Date Of Birth Of Salary
032 - Database Date Agency Entered On Duty Of Personnel

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
076	*Eligibility Date For Plan Code Requirement Invalid*

Description

The **date of eligibility** recorded in the database is invalid for this employee. Please contact **your agency representative** for further instructions if this edit message occurs.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
077	*Database Date Agency EOD In Personnel Invalid*

Description

The date the agency recorded in the database for **entered on duty** is invalid for this employee. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
032 - Database Date Agency Entered On Duty Of Personnel

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
078	*Plan Code And Entered On Duty Date Incompatible*

Description

When a trust employee becomes eligible for the TIAA Retirement Program, the specific retirement plan to which he/she is enrolled should be determined by the following criteria:

- **Plan Code 23** (employee must have an entered on duty date (accession) **prior to 01/03/88)**.
- **Plan Code 34** (employee must have an entered on duty date (accession) **later than 01/02/88**).

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
032 - Database Date Agency Entered On Duty Of Personnel

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
079	*Appointment Length Cannot Be Less Than One Year*

Description

When the retirement plan code entered in the **Plan Code** field is **34** (TIAA retirement), the employee's appointment **cannot** be **less than 365 days** (1 year).

Data Element(s) Used In Audit

018 - Transaction Code
019 - Plan Code
032 - Database Date Agency Entered On Duty Of Personnel
033 - Database Date Of Appointment Of Misc-Salary
037 - Computed Days - Length Of Appointment

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
080	*Plan Requires Tax Deferred Entry*

Description

When the retirement plan code entered in the **Plan Code** field is **23, 34,** or **37**, the **Deferred Amount** or **Deferred Percent** field **must** be **completed**.

Data Element(s) Used In Audit

019 - Plan Code
027 - Deduct Factor Non-Deferred

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
081	*Plan Code 37 Requires Entry Of Coverage Code 2*

Description

When the retirement plan code entered in the **Plan Code** field is **37**, the **Coverage Code** field must be **2** (supplemental retirement annuity).

Data Element(s) Used In Audit

019 - Plan Code
026 - Deduct Factor Deferred
034 - Coverage Code

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
082	*Maximum Employee Contributions Exceeded*

Description

The document being processed is a **change** (Transaction Code 4) to **increase** the **amount** or **percent** of employee contributions; however, the employee has already **exceeded** the **maximum** amount on contributions allowed. To release this message, type in ***D*** (release Message 082) in the **Override** field.

Data Element(s) Used In Audit

018 - Transaction Code
038 - Retirement Deductions Year-To-Date Deferred Of Salary Retirement
039 - Retirement Deductions Year-To-Date Deferred Of Retirement Added

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
083	*New Enrollment-Currently Retaining Two Rt Records*

Description

The document being processed is **adding** (Transaction Code 1) a retirement benefits form; however, the **maximum** of **two** retirement plan codes currently exists on the employee's database salary **retirement** record (IRIS Program 117).

Data Element(s) Used In Audit

018 - Transaction Code
028 - Database Retirement Plan Code Of Salary
029 - Database Retirement Plan Code Of Retirement Added

Document Type 103 - Non-Federal Retirement Benefits Form

Code	Message
084	*Reserved For Future Use*

Description

(reserved: edit messages 084 through 088)

Data Element(s) Used In Audit

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
050	Transaction Code Invalid
051	Plan Code Not In TMGT
052	Effective Date Invalid
053	Deduction Amount Or Percent Must Be Numeric
054	Plan Code 78 Incompatible With RT-Plan Code 76
055	Enrollment In RT-Plan-Code 76 Required
056	Must Be Employed With Agency A Min Of 180 Days
057	Only Deduction Amount Or Percent Can Be Specified
058	Percent Must Be Whole Percent Between 1% And 10%
059	Employee Already Enrolled In Thrift Savings Plan
060	Change/Cancellation - Employee Not Enrolled
061	Employee Not Enrolled In Plan Code
062	Deduction Percent Must Be A Whole Percent
063	Deduction Amount Must Be Whole Dollars
065	Agency Code And Plan Code Incompatible
066	Only One Ded Amt Or Ded Percent Can Be Completed
067	Employee Not Currently Enrolled In Specified Plan
068	Plan Code Incompatible With Type Of Appointment
069	Percent Must Be Whole Percent From 1% And 12%
070	Age Invalid
071	Empl Contrib Amt Below 1% Of Adjusted Salary
072	Empl Contrib Amt Above 10% Of Adj Salary
073	Deduction Amount Invalid

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1** (new enrollment)
- **3** (cancel)
- **4** (change)
- **5** (non-participating)

Note: The **Transaction Code** field **cannot** be ***5*** when the **Plan Code** field is ***05*** (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year).

Data Element(s) Used In Audit

001 - Transaction Code

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
051	*Plan Code Not In TMGT*

Description

The thrift saving plan code entered in the **Plan Code** field was **not** found in the Table Management System (TMGT), **Table 083**, Retirement Description.

Data Element(s) Used In Audit

002 - Plan Code

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
052	*Effective Date Invalid*

Description

The **Effective Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

003 - Effective Date

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
053	*Deduction Amount Or Percent Must Be Numeric*

Description

The data entered in the **Deduction Amount** or **Deduction Percent** field(s) **must** be **numeric** and **greater than zero**. Only **one** of these fields may contain data.

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
054	*Plan Code 78 Incompatible With RT-Plan Code 76*

Description

The **retirement plan code** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) indicates that the employee is ineligible to participate in the **non-Federal thrift saving plan** entered in the **Plan Code** field.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
016 - Retirement Plan Code Of Salary

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
055	*Enrollment in RT-Plan-Code 76 Required*

Description

The **retirement plan code** recorded on the employee's database **SF-50B data elements** record (IRIS Program 122) must be **76** (Principle Financial Group - Appalachian Regional Commission (ARC)) to be eligible to participate in the **non-Federal thrift savings plan** entered in the **Plan Code** field.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
016 - Retirement Plan Code Of Salary

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
056	*Must Be Employed With Agency A Min Of 180 Days*

Description

An employee must be employed with the agency at least **180 days** to be **eligible** to participate in the non-Federal Thrift Savings Plan. The **date-agency-EOD** on the employee's database **dates and misc salary/personnel** record (IRIS Program 102) indicates that the employee has been **employed** with the agency **less than 180 days**.

If it has been determined that the employee **does meet** the requirements for participation in the non-Federal Thrift Savings Plan, type ***Z*** (release Message 056) in the **Override** field to release this edit message.

Data Element(s) Used In Audit

003 - Effective Date
007 - Date Agency Entered On Duty

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
057	*Only Deduction Amount Or Percent Can Be Specified*

Description

The amount entered in the **Deduction Amount** field **must** be **whole dollars** (no cents).

The percent entered in the **Deduction Percent** field **must** be a **whole percentage** between **1** and **10**.

Note: Only **one** of these fields may contain data.

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
058	*Percent Must Be Whole Percent Between 1% And 10%*

Description

The percent entered in the **Deduction Percent** field **must** be between **1** and **10** percent, and must be a **whole percent**.

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
059	*Employee Already Enrolled In Thrift Savings Plan*

Description

The document being processed is **adding** (Transaction Code 1) a non-Federal thrift savings plan; however, the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is currently **enrolled** in the non-Federal thrift savings plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
008 - Thrift Savings Plan Code of Salary
009 - Thrift Savings Plan Code Of Thrift Savings Added

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
060	*Change/Cancellation - Employee Not Enrolled*

Description

The document being processed is **changing** (Transaction Code 4) or **canceling** (Transaction Code 3) a non-Federal thrift savings plan; however, the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is **not** currently **enrolled** in a non-Federal thrift savings plan.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
008 - Thrift Savings Plan Code Of Salary
009 - Thrift Savings Plan Code Of Thrift Savings Added

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
061	*Employee Not Enrolled In Plan Code*

Description

The document being processed is a **cancellation** (Transaction Code 3) or a **nonparticipating** (Transaction Code 5) to a non-Federal thrift savings plan; however, the employee's database **thrift saving plan** record (IRIS Program 118) indicates that the employee is **not** currently **enrolled** in the non-Federal thrift savings plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
008 - Thrift Savings Plan Code Of Salary
009 - Thrift Savings Plan Code Of Thrift Savings Added

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
062	*Deduction Percent Must Be A Whole Percent*

Description

The percent entered in the **Deduction Percent** field **must** be a percentage between **1** and **10** (inclusive), and a **whole percentage**.

Data Element(s) Used In Audit

002 - Plan Code
004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
063	*Deduction Amount Must Be Whole Dollars*

Description

The amount in the **Deduction Amount** field **must** be **whole dollars** (no cents).

Data Element(s) Used In Audit

002 - Plan Code
004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
065	*Agency Code And Plan Code Incompatible*

Description

The thrift savings plan code entered in the **Plan Code** field is **not** valid for the **agency** processing the non-Federal thrift savings plan form.

Data Element(s) Used In Audit

002 - Plan Code
012 - Agency Code

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
066	*Only One Ded Amt Or Ded Percent Can Be Completed*

Description

The **Deduction Amount** and **Deduction Percent** fields **cannot both** be **completed**. Only **one** of these fields can be **completed**.

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
067	*Employee Not Currently Enrolled In Specified Plan*

Description

The document being processed is a **change** (Transaction Code 4) to a non-Federal thrift savings plan; however, the employee's database **thrift savings plan** record **(**IRIS Program 118) indicates that the employee is **not** currently **enrolled** in the non-Federal thrift savings plan entered in the **Plan Code** field.

The document being processed is **adding** (Transaction Code 1) Plan Code ***05*** (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year); however, the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is not currently **enrolled** in a non-Federal thrift savings plan. To participate in Plan Code **05**, the employee must first be enrolled in a regular non-Federal thrift savings plan.

Data Element(s) Used In Audit

001 - Transaction Code
002 - Plan Code
008 - Thrift Savings Plan Code Of Salary
009 - Thrift Savings Plan Code Of Thrift Savings Added

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
068	*Plan Code Incompatible With Type Of Appointment*

Description

To participate in the non-Federal thrift savings plan entered in the **Plan Code** field, the **type of appointment code** recorded in the employee's database **dates and misc salary/personnel** record (IRIS Program 102) must be **01** (competitive-career), **02** (competitive-career-conditional), **06** (excepted-permanent), **07** (Excepted -conditional), or **08** (Excepted-indefinite).

Note: For the Office of the Comptroller of the Currency only. If the employee is eligible to participate in the thrift savings plan, type ***C*** (release Message 068) in the **Override** field, to release this message.

Data Element(s) Used In Audit

011 - Database Type Of Appointment Code

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
069	*Percent Must Be Whole Percent From 1% And 12%*

Description

The percent entered in the **Deduction Percent** field **must** be a **whole percentage** between **1** and **12** (inclusive).

Note: This message only applies to Plan Code 79, FCA/FCSIC Non-Federal 401(k), for the Farm Credit Administration (FCA) and the Farm Credit System Insurance Corporation (FCSIC).

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
070	*Age Invalid*

Description

The plan code entered in the **Plan Code** field is ***05*** (catch-up contributions for individuals age 50 or over or those turning 50 within the effective tax year) requires that the individual be at least 50 or will turn 50 in the current tax year; however, the employee's date of birth recorded on the employee's **SF-50B data elements** record (IRIS Program 122) indicates that the employee is not 50 years of age and will not turn 50 in the current tax year.

Data Element(s) Used In Audit

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
071	*Empl Contrib Amt Below 1% Of Adjusted Salary*

Description

The amount entered in the **Deduction - Amount** field **must** be **equal to** or **greater than 1 percent** of the employee's **adjusted salary** as recorded on the employee's database **salary data** record (IRIS Program 101).

The amount entered in the **Deduction - Amount** field is **less than 1 percent** of the employee's **adjusted salary** as recorded on the employee's database **salary data** record (IRIS Program 101).

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
072	*Empl Contrib Amt Above 10% Of Adj Salary*

Description

The amount entered in the **Deduction - Amount** field **must** be **equal to** or **less than 10 percent** of the employee's **adjusted salary** as recorded on the employee's database **salary data** record (IRIS Program 101).

The amount entered in the **Deduction - Amount** field is **more than 10 percent** of the employee's **adjusted salary** as recorded on the employee's database **salary data** record (IRIS Program 101).

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 104 - Non-Federal Thrift Savings Plan Form

Code	Message
073	*Deduction Amount Invalid*

Description

The amount entered in the **Deduction - Amount** field is **invalid**. The **Deduction - Amount** field **must** be **blank** for Plan Code ***84***, Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF) for the Department of the Treasury's Office of Technical Assistance (OTA).

Note: Only the **Deduction - Percent** field can be **completed** for Plan Code ***84***. The percent entered in the **Deduction - Percent** field for Plan Code ***84*** **must** be a **whole percentage** between **1** and **90** (inclusive).

Data Element(s) Used In Audit

004 - Deduction Amount/Percent

Document Type 110 - Incentive Awards

Code	Message
050	Case Number Invalid
051	Generate Payment Invalid
055	Period Covered - From Date Invalid
056	Period Covered - To Date Invalid
057	Accounting Code Invalid
059	Tangible/Intangible Not Compat With Award Type
060	1st Yr Sav Not Compat With Award Type & Benefits
061	To Date Must Equal Or Be Greater Than From Date
064	From Date Not Compatible With Type Of Award
065	To Date Not Compatible With Type Of Award
069	Amount Of Award Invalid
070	Number Of Persons Receiving Award Invalid
082	Acct Stat Charged Complete/Ag Charged Not Complete
083	Ag Charged Complete/Acct Stat Charged Not Complete
084	Agency Charged Not In TMGT
085	Accounting Station Charged Not In TMGT
088	Accounting - Agency Invalid
089	Accounting - Length Invalid
090	Accounting - Accounting Station Invalid
091	Accounting - Sub Center Invalid
092	Accounting - Fiscal Year Invalid
093	Accounting - Appropriation Invalid
095	Effective Date Must Be Greater Than Last Act Proc
096	Address Indicator Invalid
097	Specification Of Mailing Add Fields Must Be Spaces
098	First Line Street Address Must Be Completed
100	City Name Must Be Completed
101	State Name Must Be Completed
102	ZIP Code Must Be Completed
103	State Name Not In TMGT
104	ZIP Code Not In TMGT
105	Agency Code/POI Not In TMGT
106	Designated Agent Not In TMGT
107	Nature Of Action Code Invalid
108	Award Code Not In TMGT
109	Invalid NOA/Auth Code/Award Code
110	Employee Ineligible For This NOA/Authority

Document Type 110 - Incentive Awards

Code	Message
111	Duplicate Case Number
112	Spot Award Must Be In Multiples Of $25
113	(reserved)
114	Performance Award Amt Exceeds 10% Of Base Salary
115	Performance Award Amt Exceeds 20% Of Base Salary
116	Authentication Date Invalid
117	Award Hours Do Not Equal Verify Hours
118	Maximum Hours Per Award Exceeded
119	Maximum Award Hours Per Leave Year Exceeded
120	Time Off Award Record Not Found
125	Award Hours Must Be Numeric And > Zero
126	Award Hours Invalid
127	Only 1 Time Off Award Allowed Per Pay Period
128	Separation Incentive Award Already Processed
129	Separation Incentive Award & NOA Incompatible
130	Separation Incentive Award Exceeds Max Amt Allowed
131	Time Off Award Invalid For A Separated Employee
132	Separation Incentive - Employee Must Be Separated
133	Separation Incentive Award Amount Invalid
134	Language Award Amt Exceeds 5% Of Scheduled Salary
135	Agency And Award NOA Incompatible
136	LEO Indicator And Award NOA Incompatible
137	Retirement Coverage Cd & Award NOA Incompatible
138	Eff Date Of Action Not Eq To Eff Pay Period
139	Incentive Bonus-Cash Award Amount Invalid
140	Work Sched/Agcy/OCC Series Incompatible W/NOA
141	Tangible/Intangible Incompatible With Award NOA
142	No. Of Persons Incompatible With Award NOA
143	NOAC/Auth Code Not Compatible With Award Code
144	NOAC/Auth Code Invalid
145	Cash Award Type Code Invalid
146	Data Invalid As Spot Award
147	Cash Award Pay Code Invalid For Spot Award
148	Data Invalid As Lump Sum Pay Out Award
149	Award With “Pay” Auth Held To Avoid Corrected W2

Document Type 110 - Incentive Awards

Code	Message
050	*Case Number Invalid*

Description

The last four positions of the **Case Number** field **must** be **numeric** and a number between **0001** and **9999** (inclusive).

Data Element(s) Used In Audit

003 - Case Number

Document Type 110 - Incentive Awards

Code	Message
051	*Generate Payment Invalid*

Description

The **Generate Payment** field **must** be **completed** and **must** be **numeric.** Valid values are:

- **0** (yes)
- **1** (no)

Data Element(s) Used In Audit

011 - Generate Payment

Document Type 110 - Incentive Awards

Code	Message
055	*Period Covered - From Date Invalid*

Description

The **Period Covered - From Date** field must be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.**

Data Element(s) Used In Audit

006 - Period Covered - From Date

Document Type 110 - Incentive Awards

Code	Message
056	*Period Covered - To Date Invalid*

Description

The **Period Covered - To Date** field must be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.**

Data Element(s) Used In Audit

007 - Period Covered - To Date

Document Type 110 - Incentive Awards

Code	Message
057	*Accounting Code Invalid*

Description

The accounting data entered in the **Accounting Code** field was **not** located in the **Management Account Structure Codes System (MASC)**. Please verify that the accounting data is valid for the agency.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System.**

Data Element(s) Used In Audit

016 - Accounting Code
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
059	*Tangible/Intangible Not Compat With Award Type*

Description

The **Tangible Benefits** field or **Intangible Benefits** field **must** be **1** (yes) for a **performance related award** or **suggestion/invention award.**

Data Element(s) Used In Audit

005 - Cash Award Type Code
008 - Tangible Benefits
010 - Intangible Benefits

Document Type 110 - Incentive Awards

Code	Message
060	*1st Yr Sav Not Compat With Award Type & Benefits*

Description

The **Tangible Benefits** or **Intangible Benefits** field must be completed when the **Award Code** field indicates the award is a **performance related award** or **suggestion/invention award**.

If the **Tangible Benefits** field is **1** (yes), the **First Year Savings** field **must** be **completed** and **must** be **numeric** and **greater than zero**.

If the **Intangible Benefits** field is **1** (yes), the **First Year Savings** field **must** be **blank.**

Data Element(s) Used In Audit

005 - Cash Award Type Code
008 - Tangible Benefits
009 - First Year Savings
010 - Intangible Benefits

Document Type 110 - Incentive Awards

Code	Message
061	*To Date Must Equal Or Be Greater Than From Date*

Description

The **Period Covered - To Date** field **must** be **equal to** or **greater than** the **Period Covered - From Date** field.

Data Element(s) Used In Audit

006 - Period Covered - From Date
007 - Period Covered - To Date

Document Type 110 - Incentive Awards

Code	Message
064	*From Date Not Compatible With Type Of Award*

Description

The **Period Covered - From Date** field **must** be **completed** when the **Award Code** field indicates the award is for **performance related awards**, **time off awards**, **foreign language awards**, **travel incentive awards**, and **other agency specific awards**.

Data Element(s) Used In Audit

005 - Cash Award Type Code
006 - Period Covered - From Date

Document Type 110 - Incentive Awards

Code	Message
065	*To Date Not Compatible With Type Of Award*

Description

The **Period Covered - To Date** field **must** be **completed** when the **Award Code** field indicates the award is for **performance related awards**, **time off awards**, **foreign language awards**, **travel incentive awards**, and **other agency specific awards**.

Data Element(s) Used In Audit

005 - Cash Award Type Code
007 - Period Covered - To Date

Document Type 110 - Incentive Awards

Code	Message
069	*Amount Of Award Invalid*

Description

The amount entered in the **Amount Of Award** field **must** be **numeric** and **greater than $10.00** but **less than $10,000.00**. **Note: If the amount in the Amount Of Award field is correct, key in H (release Message 069) in the Override field to release this message.**

Data Element(s) Used In Audit

014 - Amount Of Award

Document Type 110 - Incentive Awards

Code	Message
070	*Number Of Persons Receiving Award Invalid*

Description

The data entered in the **Number Of Persons Receiving Award** field **must** be **numeric** and **greater than zero.**

Data Element(s) Used In Audit

015 - Number Of Persons Receiving Award

Document Type 110 - Incentive Awards

Code	Message
082	*Acct Stat Charged Complete/Ag Charged Not Complete*

Description

When the **Accounting Station Charged** field is completed, the **Agency Charged** field **must** also be **completed**.

Data Element(s) Used In Audit

058 - Agency Charged
059 - Accounting Station Charged

Document Type 110 - Incentive Awards

Code	Message
083	*Ag Charged Complete/Acct Stat Charged Not Complete*

Description

When the **Agency Charged** field is completed, the **Accounting Station Charged** field **must** also be **completed.**

Data Element(s) Used In Audit

058 - Agency Charged
059 - Accounting Station Charged

Document Type 110 - Incentive Awards

Code	Message
084	*Agency Charged Not In TMGT*

Description

The agency code entered in the **Agency Charged** field was **not** located in the Table Management System, **Table 023**, Agency/Bureau.

Data Element(s) Used In Audit

058 - Agency Charged

Document Type 110 - Incentive Awards

Code	Message
085	*Accounting Station Charged Not In TMGT*

Description

The accounting station entered in the **Accounting Station Charged** field for the agency code entered in the **Agency Charged** field was **not** located in the Table Management System, **Table 002**, Accounting Station Name and Address.

Data Element(s) Used In Audit

058 - Agency Charged
059 - Accounting Station Charged

Document Type 110 - Incentive Awards

Code	Message
088	*Accounting - Agency Invalid*

Description

The accounting data entered in the **Accounting Code** field is invalid for the agency as validated in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Code
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
089	*Accounting - Length Invalid*

Description

The length of the accounting data entered in the **Accounting Code** field does **not** agree with the accounting data in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Code
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
090	*Accounting - Accounting Station Invalid*

Description

The **accounting station** used to validate the accounting data entered in the **Accounting Code** field was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Data
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
091	*Accounting - Sub Center Invalid*

Description

The **sub center code** does **not** match the sub center file in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Data
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
092	*Accounting - Fiscal Year Invalid*

Description

The **fiscal year code** for the accounting data entered in the **Accounting Code** field does **not** match the **current** or **prior fiscal year** codes as recorded in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Data
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
093	*Accounting - Appropriation Invalid*

Description

The **appropriation** entered in the **Accounting Code** field was **not** located in the **Management Account Structure Codes System (MASC)**.

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

016 - Accounting Data
018 - Database Accounting Station

Document Type 110 - Incentive Awards

Code	Message
095	*Effective Date Must Be Greater Than Last Act Proc*

Description

The date in the **Effective Date** field **must** be **greater than** the last action processed as indicated on the employee's database **salary** record (IRIS Program 122).

Data Element(s) Used In Audit

040 - Effective Date
041 - Personnel Action Effective Date Of Salary

Document Type 110 - Incentive Awards

Code	Message
096	*Address Indicator Invalid*

Description

The data in the **Address Indicator** field **must** be **numeric.** Valid values are:

- **1** (POI address on TMGT, Table 001, Personnel Office Identifier Name and Address)
- **2** (check mailing address on the data base)
- **3** (specified address)
- **4** (designated agent code on TMGT, Table 004, Designated Agent)

Data Element(s) Used In Audit

042 - Address Indicator

Document Type 110 - Incentive Awards

Code	Message
097	*Specification Of Mailing Add Fields Must Be Spaces*

Description

When the **Address Indicator** field is **1** (POI address), **2** (check mailing address on data base), or **4** (designated agent), the fields on the **Specifications Of Mailing Address** screen **must** be **blank**.

Data Element(s) Used In Audit

042 - Address Indicator

Document Type 110 - Incentive Awards

Code	Message
098	*First Line Street Address Must Be Completed*

Description

When the **Address Indicator** field is **3** (specified address), the **First Line Street Address** field on the **Specification Of Mailing Address** screen **must** be **completed**.

Data Element(s) Used In Audit

043 - First Line Street Address

Document Type 110 - Incentive Awards

Code	Message
100	*City Name Must Be Completed*

Description

When the **Address Indicator** field is **3** (specified address), the **City Name** field on the **Specification Of Mailing Address** screen **must** be **completed**.

Data Element(s) Used In Audit

045 - City Name

Document Type 110 - Incentive Awards

Code	Message
101	*State Name Must Be Completed*

Description

When the **Address Indicator** field is **3** (specified address), the **State Name** field on the **Specification Of Mailing Address** screen **must** be **completed**.

Data Element(s) Used In Audit

045 - State Name

Document Type 110 - Incentive Awards

Code	Message
102	*ZIP Code Must Be Completed*

Description

When the **Address Indicator** field is **3** (specified address), the **ZIP Code** field on the **Specification Of Mailing Address** screen **must** be **completed**.

Data Element(s) Used In Audit

047 - ZIP Code

Document Type 110 - Incentive Awards

Code	Message
103	*State Name Not In TMGT*

Description

The state name entered in the **State Name** field on the **Specification Of Mailing Address** screen was **not** located in the Table Management System (TMGT), **Table 013,** State Name and ZIP Range.

Data Element(s) Used In Audit

013 - Table 013
046 - State Name

Document Type 110 - Incentive Awards

Code	Message
104	*ZIP Code Not In TMGT*

Description

The ZIP code entered in the **ZIP Code** field on the **Specification Of Mailing Address** screen was **not** located in the Table Management System (TMGT), **Table 013,** State Name and ZIP Range.

Data Element(s) Used In Audit

013 - Table 013
047 - ZIP Code

Document Type 110 - Incentive Awards

Code	Message
105	*Agency Code/POI Not In TMGT*

Description

The agency code or personnel office identifier (POI) was **not** located in the Table Management System (TMGT), **Table 001,** Personnel Office Identifier Name and Address.

Data Element(s) Used In Audit

001 - Agency Code
002 - Personnel Office Identifier

Document Type 110 - Incentive Awards

Code	Message
106	*Designated Agent Not In TMGT*

Description

The designated agent code entered in the **Designated Agent** field was **not** located in the Table Management System (TMGT), **Table 004,** Designated Agent.

Data Element(s) Used In Audit

061 - Designated Agent Code

Document Type 110 - Incentive Awards

Code	Message
107	*Nature Of Action Code Invalid*

Description

When processing an incentive award, the nature of action code must be one of the following:

- **840** - Individual Cash Award
- **841** - Group Cash Award
- **842** - Individual Suggestion/Invention Award
- 843 - Group Suggestion/Invention Award
- **844** - Foreign Language Award
- **845** - Travel Savings Incentive Award
- **846** - Individual Time Off Award
- **847** - Group Time Off Award
- **848** - Applicant Referral Award
- **849** - Senior Career Employee Rank Award
- **878** - SES Rank Award
- **879** - SES Performance Award
- **885** - Performance Award
- **889** - PMRS Performance
- **872** - Lump Sum Retention
- **994** - Honorary

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
108	*Award Code Not In TMGT*

Description

The award code entered in the **Award Code** field was **not** located in the Table Management System (TMGT), **Table 043**, Award Type Code.

Data Element(s) Used In Audit

053 - Award Code

Document Type 110 - Incentive Awards

Code	Message
109	*Invalid NOA/Auth Code/Award Code*

Description

When the **NOA/ authority code(s)** on the processing personnel action is:	the employee's **pay plan** recorded in the employee's database **salary** record (IRIS Program 101) must be:	and the **award code** must be:
849/V9N	**SL** or **ST**	**C030** (senior career employee rank award - meritorious senior professional)
849/V9P	**SL** or **ST**	**C031** (senior career employee rank award - distinguished senior professional)
878/V7G	**ES**	**C018** (SES meritorious executive rank)
878/V8G	**ES**	**C017** (SES distinguished executive rank)
879/VWK	**ES**	**C019** (individual cash award - SES bonus)
878/UFM/V7G	**FE**	**C052** (SFS President's meritorious executive rank award)
878/UFM/V8G	**FE**	**C053** (SFS President's distinguished executive rank award)
879/UFM	**FE**	**C051** (SFS performance pay)

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
049 - CSC Authority Code - 1st NOA
050 - Database Pay Plan Of Salary
051 - CSC Authority Code - 2nd NOA
052 - Nature Of Action 2nd 3 Positions
053 - Award Code
074 - CSC Auth 2nd Code - 1st NOA
075 - CSC Auth 2nd Code - 2nd NOA

Document Type 110 - Incentive Awards

Code	Message
110	*Employee Ineligible For This NOA/Authority*

Description

According to the employee's **pay plan** recorded in the employee's database **salary** record (IRIS Program 101) and/or **appointing authority code** recorded in the employee's database **personnel supplements** record (IRIS Program 123), the employee is ineligible for this nature of action/authority code.

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
049 - CSC Authority Code - 1st NOA
050 - Database Pay Plan Of Salary
051 - CSC Authority Code - 2nd NOA
052 - Nature Of Action 2nd 3 Positions
076 - Appointing Authority Code

Document Type 110 - Incentive Awards

Code	Message
111	*Duplicate Case Number*

Description

The case number entered in the **Case Number** field already **exists**.

Data Element(s) Used In Audit

003 - Case Number

Document Type 110 - Incentive Awards

Code	Message
112	*Spot Award Must Be In Multiples Of $25*

Description

The amount entered in the **Amount Of Award** field for a **spot award must** be in multiples of $25.

Data Element(s) Used In Audit

014 - Amount Of Award

Document Type 110 - Incentive Awards

Code	Message
113	

Description

(reserved)

Data Element(s) Used In Audit

Document Type 110 - Incentive Awards

Code	Message
114	*Performance Award Amt Exceeds 10% Of Base Salary*

Description

When the **nature of action code** on the processing personnel action **indicates** a **performance related award**, the amount entered in the **Amount of Award** field **cannot exceed 10%** of the **scheduled salary** recorded on the employee's **salary data** record (IRIS Program 101).

Data Element(s) Used In Audit

017 - Award Amount/Hours
055 - Database Scheduled Salary

Document Type 110 - Incentive Awards

Code	Message
115	*Performance Award Amt Exceeds 20% Of Base Salary*

Description

When the **nature of action code** on the processing personnel action **indicates** a **performance related award**, the amount entered in the **Amount of Award** field **cannot exceed 20%** of the **scheduled salary** recorded on the employee's **salary data** record (IRIS Program 101).

Data Element(s) Used In Audit

017 - Award Amount/Hours
055 - Database Scheduled Salary

Document Type 110 - Incentive Awards

Code	Message
116	*Authentication Date Invalid*

Description

The **Auth Date** field must be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). **Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

056 - Authentication Date

Document Type 110 - Incentive Awards

Code	Message
117	*Award Hours Do Not Equal Verify Hours*

Description

When processing a time off award, the number of hours entered in the **Award Hours** field **must equal** the number of hours entered in the **Verify Hours** field.

Data Element(s) Used In Audit

017 - Award Amount/Hours

Document Type 110 - Incentive Awards

Code	Message
118	*Maximum Hours Per Award Exceeded*

Description

The amount of hours entered in the **Award Hours** field exceeds the amount of hours allowed for a time off award. **Note:** The amount of award hours cannot exceed 80 hours if the employee is full-time. For employees other than full-time, the amount of hours entered in the Award Hours field may not exceed one-half of the maximum number of hours that could be granted during the leave year.

Data Element(s) Used In Audit

017 - Award Amount/Hours
055 - Database Salary

Document Type 110 - Incentive Awards

Code	Message
119	*Maximum Award Hours Per Leave Year Exceeded*

Description

When processing a time off award, the amount of hours entered in the **Award Hours** field **plus the time off hours** recorded on the employe's time off award record (IRIS Program 143) must **not exceed** the leave year limit of **80 hours** for **full-time** employees. For employees **other** than **full-time** , the amount of hours entered in the **Award Hours** field may **not** exceed the **average** number of tour of duty hours recorded on the employee's **dates and misc sal/per data** record (IRIS Program 102).

Data Element(s) Used In Audit

017 - Award Amount/Hours
055 - Database Salary
068 - Work Schedule

Document Type 110 - Incentive Awards

Code	Message
120	*Time Off Award Record Not Found*

Description

The nature of action code on the processing personnel action indicates a **cancellation of a time off award**; however, time off award data was **not** found on the employee's **time off award data** record (IRIS Program 143).

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
125	*Award Hours Must Be Numeric And > Zero*

Description

When the nature of action code on the processing personnel action indicates a **time off award**, the amount of hours in the **Award Hours** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

017 - Award Amount/Hours

Document Type 110 - Incentive Awards

Code	Message
126	*Award Hours Invalid*

Description

When the nature of action code on the processing personnel action indicates a **time off award**, the amount of hours in the **Award Hours** field must contain whole and quarter hours. The **last two positions** of the field denotes quarter hours. Valid values for the quarter hours are:

- No quarter hours = **00**
- 1/4 hour = **25**
- 1/2 hour = **50**
- 3/4 hour = **75**

Data Element(s) Used In Audit

017 - Award Amount/Hours

Document Type 110 - Incentive Awards

Code	Message
127	*Only 1 Time Off Award Allowed Per Pay Period*

Description

The document being processed is a **time off award**; however, the employee's time off award record (IRIS Program 143) indicates that a **time off award** has **already** been processed for the employee **this pay period. Note:** Only **one** time off award may be processed per pay period for an employee.

Data Element(s) Used In Audit

017 - Award Amount/Hours
048 - Nature Of Action 1st Three Positions
052 - Nature Of Action 2nd Three Positions
064 - Time Off Pay Period

Document Type 110 - Incentive Awards

Code	Message
128	*Separation Incentive Award Already Processed*

Description

The personnel action being processed in an **separation incentive award**; however, a separation incentive award has already been processed for the employee.

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
129	*Separation Incentive Award & NOA Incompatible*

Description

When the nature of action code on the processing personnel action indicates a **separation incentive award,** the previous personnel action cannot be **death** or a **involuntary separation** nature of action code.

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
130	*Separation Incentive Award Exceeds Max Amt Allowed*

Description

When the nature of action code on the processing personnel action indicates a **separation incentive award**, the amount in the **Amount Of Award** field **cannot exceed $25,000.00**.

Data Element(s) Used In Audit

017 - Award Amount/Hours
048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions
137 - Bonus Amount

Document Type 110 - Incentive Awards

Code	Message
131	*Time Off Award Invalid For A Separated Employee*

Description

When the nature of action code on the processing personnel action indicates a **time off award**, the **separation accession type** on the employees **salary data** record (IRIS Program 101) **cannot** be **1** (regular) or **2** (death).

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions
060 - Database Separation Accession Type

Document Type 110 - Incentive Awards

Code	Message
132	*Separation Incentive - Employee Must Be Separated*

Description

When the nature of action code on the processing personnel action indicates a **separation incentive award**, the employee must be separated.

Data Element(s) Used In Audit

048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions
060 - Database Separation Accession Type

Document Type 110 - Incentive Awards

Code	Message
133	*Separation Incentive Award Amount Invalid*

Description

The amount entered in the **Amount Of Award** field **must** be **numeric** and **not less than $15,000.00** for a **separation incentive award**. **Note:** If the amount in the Amount Of Award field is correct, key in H (release Message 133) in the Override field to release this message.

Data Element(s) Used In Audit

017 - Award Amount/Hours

Document Type 110 - Incentive Awards

Code	Message
134	*Language Award Amt Exceeds 5% Of Scheduled Salary*

Description

When the nature of action code on the processing personnel action indicates a **foreign language award**, the amount entered in the **Amount Of Award** field **cannot exceed 5%** of the employees **scheduled salary** as recorded on the employee's **salary data** record (IRIS Program 101).

Data Element(s) Used In Audit

014 - Award Amount/Hours
055 - Database Scheduled Salary

Document Type 110 - Incentive Awards

Code	Message
135	*Agency and Award NOA Incompatible*

Description

A **foreign language award** is **not** valid for the **agency** processing the award personnel action. The only agency allowed to process a **foreign language award** is the **Drug Enforcement Administration** (agency code **DE**).

Data Element(s) Used In Audit

001 - Agency Code
048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
136	*LEO Indicator And Award NOA Incompatible*

Description

When the nature of action code on the processing personnel action indicates a **foreign language award**, the **retirement coverage code** on the employee's **salary data** record (IRIS Program 101) must be one of the following**:**

- **6** (CSRS - special)
- **E** (CSRS and FICA - special)
- **M** (FERS and FICA - special)
- **T** (FICA and CSRS - special)

and the **LEO Indicator** on the employee's **salary** record (IRIS Program 101) **must** be **Y** (position classified as a LEO under FLSA 7(K) or **A** (position classified as a LEO under FLSA 7(a)).

Data Element(s) Used In Audit

038 - Database Retirement Coverage Code
069 - Database LEO Indicator

Document Type 110 - Incentive Awards

Code	Message
137	*Retirement Coverage Code and NOA Incompatible*

Description

When processing a **foreign language award,** Nature of Action Code **873**, the **retirement coverage code** on the employee's data base **salary** record (PINQ Program 01 or IRIS Program 117) must be one of the following:

- **6** (CSRS - special)
- **E** (CSRS and FICA - special)
- **M** (FERS and FICA - special)
- **T** (FICA and CSRS - special)

Data Element(s) Used In Audit

038 - Database Retirement Coverage Code

Document Type 110 - Incentive Awards

Code	Message
138	*Eff Date Of Action Not Eq To Eff Pay Period*

Description

When the **effective date** of the processing personnel action indicates a **future effective date**, the **number** of the **pay period** entered in the **Eff Pay Period** field **must also** indicate a **future pay period**.

Data Element(s) Used In Audit

030 - Effective Date Of Action

Document Type 110 - Incentive Awards

Code	Message
139	*Incentive Bonus-Cash Award Amount Invalid*

Description

When processing an **applicant referral program award** (Nature of Action Code **972**) or a **lump sum retention allowance** (Nature of Action Code **973**), the amount in the Amount of Award field cannot exceed $3,000.00.

Data Element(s) Used In Audit

014 - Amount of Award
048 - Nature Of Action 1st 3 Positions
052 - Nature Of Action 2nd 3 Positions

Document Type 110 - Incentive Awards

Code	Message
140	*Work Sched/Agcy/OCC Series Incompatible W/NOA*

Description

When the **nature of action code** on the processing personnel action is 973 (Lump Sum Retention Allowance):

- the **agency** code must be **93**
- the **work schedule** recorded on the employee's database **dates & misc sal/pers** record (IRIS Program 102) must be **G**, **J,** or **Q**
- the **occupational series code** recorded on the employee's database **salary record** must be **0356**

Data Element(s) Used In Audit

001 - Agency Code
048 - Nature of Action Code 1st 3 Positions
052 - Nature of Action Code 2nd 3 Positions
068 - Work Schedule
073 - Occupational Series Code of Salary

Document Type 110 - Incentive Awards

Code	Message
141	*Tangible/Intangible Incompatible With Award NOA*

Description

When processing a **travel savings incentive award** (Nature of Action Code **845**):

- the data entered in the **Tangible Benefits** field must be **1** (yes)
- the **First Year Savings** field must be **completed** and the data entered in this field must be numeric and greater than zero

Data Element(s) Used In Audit

008 - Tangible Benefits
009 - First Year Savings
010 - Intangible Benefits
048 - Nature of Action Code 1st 3 Positions
052 - Nature of Action Code 2nd 3 Position

Document Type 110 - Incentive Awards

Code	Message
142	*No. Of Persons Incompatible With Award NOA*

Description

When one of the following nature of action codes are used to process an **individual** cash award, the data entered in the **Number Of Persons Approved** field **must** be **1 (one)**:

- 840 - Individual Cash Award
- 842 - Individual Suggestion/Invention Award
- 846 - Individual Time Off Award

When one of the following nature of action codes are used to process a **group** cash award, the data entered in the **Number Of Persons Approved** field **must** be **greater** than **1 (one)**:

- 841 - Group Cash Award
- 843 - Group Suggestion/Invention Award
- 847 - Group Time Off Award

Data Element(s) Used In Audit

015 - Number of Persons Approved
048 - Nature of Action Code 1st 3 Positions
052 - Nature of Action Code 2nd 3 Position

Document Type 110 - Incentive Awards

Code	Message
143	*NOA/Auth Code Not Compatible With Award Code*

Description

When the **NOA/authority code(s)** on the processing personnel action is:	the **award code** must be:
840/V3F or **840/9KE**	**C024** (spot cash award)
841/V3F or **841/9KE**	**C124** (group spot award) or **C024** (spot cash award)
848	**C003** (applicable referral award)
849/V9N	**C030** (senior career employee rank award - meritorious senior professional)
849/V9P	**C031** (senior career employee rank award - distinguished senior professional)
878/V7G	**C018** (SES meritorious executive rank, 20 percent of base pay)
878/V8G	**C017** (SES distinguished executive rank, 35 percent of base pay)
879/VWK	**C019** (individual cash award - SES bonus)
878/UFM/V7G	**C052** (SFS President's meritorious executive rank award)
878/UFM/V8G	**C053** (SFS President's distinguished executive rank award)
879/UFM	**C051** (SFS performance pay)
994	The 1st position of the **award code** must be **H** (honoary cash award).

Data Element(s) Used In Audit

001 - Agency Code
040 - Effective Date
048 - Nature Of Action 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature Of Action 2nd 3 Positions
074 - CSC Auth 2nd Code - 1st NOA
075 - CSC Auth 2nd Code - 2nd NOA

Document Type 110 - Incentive Awards

Code	Message
144	*NOAC/Auth Code Invalid*

Description

When the **nature of action code** on the processing personnel action is a **performance related award** (NOAC 841/ZLM):

- the **effective date** must be **greater** than **09/30/00**
- **agency code** must be **AJ**

Data Element(s) Used In Audit

048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions
053 - Award Code

Document Type 110 - Incentive Awards

Code	Message
145	*Cash Award Type Code Invalid*

Description

When the **cash award type code** on the processing personnel action is **4** (Spot), the **award code** must be **C024** (Spot Award).

☞**Note:** The Cash Award Type Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☜

Data Element(s) Used In Audit

005 - Cash Award Type Code
048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions
053 - Cash Award Code

Document Type 110 - Incentive Awards

Code	Message
146	*Data Invalid As Spot Award*

Description

When the **award code** on the processing personnel action is **C024** (Spot Award):

- the **cash award type code** must be **4** (Spot), or
- the **nature of action code** must be **840**, **841**, or **877**, or
- the **authority code** must be **V3F** or **9KE**

☞**Note:** The Cash Award Type Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☜

Data Element(s) Used In Audit

005 - Cash Award Type Code
048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions
053 - Cash Award Code

Document Type 110 - Incentive Awards

Code	Message
147	*Cash Award Pay Code Invalid For Spot Award*

Description

When the **nature of action code** on the processing personnel action is **840** or **841** (V3F or 9KE), the **cash award pay code** must be **0** (Yes).

☞**Note:** The Cash Award Pay Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☜

Data Element(s) Used In Audit

011 - Cash Award Pay Code
048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions
053 - Cash Award Code

Document Type 110 - Incentive Awards

Code	Message
148	*Data Invalid As Lump Sum Pay Out Award*

Description

When the **nature of action code** on the processing personnel action is 889 and the processing agency is 68 (Federal Deposit Insurance Corporation (FDIC)):

- the **award code** must be **C001** (Merit Lump Sum) or,
- the **cash award type code** must be **9** (Other)

☞**Note:** The Cash Award Type Code field is only present on an incentive award document that is transmitted through a Front-End System Interface (FESI).☜

Data Element(s) Used In Audit

005 - Cash Award Type Code
048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions
053 - Cash Award Code

Document Type 110 - Incentive Awards

Code	Message
149	*Award With "Pay" Auth Held To Avoid Corrected W2*

Description

The document being processed is an **individual/group spot award** to be disbursed by NFC on a nightly basis. The processing of this award could result in tax reporting problems for the current tax year (i.e., The award could be paid within the current tax year, but after the cutoff for W-2 processing for the current tax year, and result in a corrected Form W-2, Wage and Tax Statement) for the current tax year. This document will be held in suspense until the first schedule of the Payroll Processing System (PAYE) is processed for the next tax year.

Data Element(s) Used In Audit

048 - Nature of Action Code 1st 3 Positions
049 - CSC Authority Code - 1st NOA
051 - CSC Authority Code - 2nd NOA
052 - Nature of Action Code 2nd 3 Positions

Document Type 120 - Multielement Update Document

Code	Message
050	Financial Disclosure Subm Must Be Y Or N
051	Programming Language Code Invalid
052	Computer Equipment Ability Code Invalid
053	Law Bar Membership Invalid
054	State Of Bar Must Be Blank
055	State Of Bar Required
056	Language Code Not In TMGT
057	Programming Language Code Currently Exists
058	Computer Equipment Ability Code Currently Exists
059	State Of Bar Must Be Alphabetic
060	State Of Bar Not In TMGT
061	Primary Fund Code Must Be Numeric
062	Date Invalid
063	Language Rate Method Invalid
065	Language Rate Year Must Be Numeric
066	Language Speak Ability Invalid
067	Approved Leave Recipient Must Be Y Or N
068	Employee Must Have A Temporary Appointment
069	Case File Number Must Be Completed
070	Project Indicator Must Be E Or C
071	Service Agreement Expiration Date Invalid
072	Working Building Location Not In TMGT
073	Work Phone Must Be Numeric
074	Work Phone Must Be Greater Than Zeros
075	Language Read Ability Invalid
076	Agency Not Authorized To Use Doc Type 122
077	Desired Field To Be Updated Invalid For Agency Use
079	Pay Plan Must Equal LE With Longevity Date
099	Flexfactor Participation Code Invalid
102	Type Of Investigation Invalid
103	Date EOD Foreign Service Invalid
104	SES Recertification Date Invalid
105	Error On Current Date Retrieval
106	Pay Plan Invalid For Date EOD Foreign Service
107	Pay Plan And Type Appt Invalid For SES Recert Date
109	TDY Post Differential Cannot Exceed 25%
110	Employee Currently Receiving COLA/Post Diff

Document Type 120 - Multielement Update Document

Code	Message
111	TDY Post Diff 0000 Requires COLA/Post Diff Code 1
112	TDY Post Diff Greater Than 0 Requires COLA Code 0
113	Date Reinvestigation Required Invalid
114	Date Of Investigation Invalid
115	Date Entered POI Invalid
116	6C-Retirement-Date-Invalid
117	Agency Use 1 Invalid
118	Agency Use 2 Invalid
119	Agency Use 3 Invalid
120	Agency Use 4 Invalid
121	Agency Use 5 Invalid
122	Date Time In Class Invalid
123	Date Limit Career Ext Invalid
124	Date Temp Limit Career Ext Invalid
125	Date Departure Invalid
126	Date Arrival Overseas Invalid
127	Date Overseas Assigned Invalid
128	Date Post Arrival Invalid
129	Date FS Commission Invalid
130	Primary Skill Code Must Be Numeric
131	MLAT Year Is Invalid
132	MLAT Score Is Invalid
133	Re-Employment Rights Date Invalid
134	Re-Employment Rights Indicator Invalid

Document Type 120 - Multielement Update Document

Code	Message
050	*Financial Disclosure Subm Must Be Y Or N*

Description

The **Financial Disclosure Subm** field **must** be one of the following codes:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

019 - Financial Disclosure Submitted

Document Type 120 - Multielement Update Document

Code	Message
051	*Programming Language Code Invalid*

Description

The **Programming Language Code** field **must** be one of the following:

- **0** (not applicable)
- **1** (ALGOL)
- **2** (FORTRAN)
- **3** (Sleuth)
- **4** (ALC)
- **5** (COBOL)
- **6** (RPG)
- **7** (Basic)
- **8** (Other)
- **9** (reserved)

Data Element(s) Used In Audit

020 - Programming Language Code

Document Type 120 - Multielement Update Document

Code	Message
052	*Computer Equipment Ability Code Invalid*

Description

The **Computer Equip Ability Code** field **must** be one of the following:

- **B** (Burroughs)
- **F** (Fosdic)
- **H** (Honeywell)
- **I** (IBM)
- **O** (Other)
- **U** (Univac)

Data Element(s) Used In Audit

021 - Computer Equipment Ability Code

Document Type 120 - Multielement Update Document

Code	Message
053	*Law Bar Membership Invalid*

Description

The **Law-Bar Membership** field **must** be one of the following codes:

- **0** (not applicable)
- **1** (has a law degree)
- **2** (has a law degree and is a member of the bar)

☞**Note: If 2 is entered, the State Of Bar field (last two positions of the field) must be coded with the appropriate state code.**☜

Data Element(s) Used In Audit

022 - Law Bar Membership

Document Type 120 - Multielement Update Document

Code	Message
054	*State Of Bar Must Be Blank*

Description

When the **Law-Bar Membership** field is **0** (not applicable) or **1** (has a law degree), the **State Of Bar** field (last two positions of the field) **must** be **blank.**

Data Element(s) Used In Audit

022 - Law Bar Membership
023 - State Of Bar

Document Type 120 - Multielement Update Document

Code	Message
055	*State Of Bar Required*

Description

When the **Law-Bar Membership** field is **2** (has a law degree and is a member of the bar), the **State Of Bar** field (last two positions of the field) **must** be **completed** showing the appropriate **state code.**

Data Element(s) Used In Audit

022 - Law Bar Membership
023 - State Of Bar

Document Type 120 - Multielement Update Document

Code	Message
056	*Language Code Not In TMGT*

Description

The language code entered in the **Language Code** field (the first two positions of the Agency Info field) was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block and Description), **Block 903**.

Data Element(s) Used In Audit

074 - Agency Use 1
075 - Agency Use 2
076 - Agency Use 3
077 - Agency Use 4
078 - Agency Use 5
079 - Language Code

Document Type 120 - Multielement Update Document

Code	Message
057	*Programming Language Code Currently Exists*

Description

The programming language code entered in the **Programming Language Code 1 through 5** field currently **exists** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

020 - Programming Language Code

Document Type 120 - Multielement Update Document

Code	Message
058	*Computer Equipment Ability Code Currently Exists*

Description

The computer equipment ability code entered in the **Computer Equip Ability Code 1 through 4** field currently **exists** on the employee's database **personnel supplements** record (IRIS Program 123).

Data Element(s) Used In Audit

021 - Computer Equipment Ability Code

Document Type 120 - Multielement Update Document

Code	Message
059	*State Of Bar Must Be Alphabetic*

Description

The **State Of Bar** field (last two positions of the field) **must** be **alphabetic**.

Data Element(s) Used In Audit

023 - State Of Bar

Document Type 120 - Multielement Update Document

Code	Message
060	*State Of Bar Not In TMGT*

Description

The state/country code entered in the **State Of Bar** field (last two position of the field) was **not** located in the Table Management System (TMGT), **Table 013,** State Name and ZIP Range, or **Table 016,** Geographical Location Codes With Names.

Data Element(s) Used In Audit

023 - State Of Bar

Document Type 120 - Multielement Update Document

Code	Message
061	*Primary Fund Code Must Be Numeric*

Description

The data entered in the **Primary Fund Code** field **must** be **two positions** and **numeric**.

Data Element(s) Used In Audit

025 - Primary Fund Code

Document Type 120 - Multielement Update Document

Code	Message
062	*Date Invalid*

Description

The desired field to be updated requires the field value to contain a date. The **Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the **day** is equal to **29**, indicating a leap year, the year **must** be evenly divisible by **4**.☜

Data Element(s) Used In Audit

Only the appropriate data element will appear on the listing to coincide with the field to be updated.

007 - 6C Retirement Date
026 - FEHB Temp SCD
033 - Longevity Date
036 - Agency EOD Date
069 - Date EOD Foreign Service
070 - Frozen Foreign Service Time

Document Type 120 - Multielement Update Document

Code	Message
063	*Language Rate Method Invalid*

Description

The **code** in the **Language Method Rate field** (third position of the Agency Info field) **must be** one of the following:

- **0** (native speaker)
- **1** (self appraised)
- **2** (tested by Foreign Service Institute)

Data Element(s) Used In Audit

074 - Agency Use 1
075 - Agency Use 2
076 - Agency Use 3
077 - Agency Use 4
078 - Agency Use 5
080 - Language Rate Method

065 *Language Rate Year Must Be Numeric*

Document Type 120 - Multielement Update Document

Code	Message
065	*Language Rate Year Must Be Numeric*

Description

The data in the **Language Rate Year** field (fourth through seventh position of the Agency Info field) **must** be **four numeric positions**.

Data Element(s) Used In Audit

074 - Agency Use 1
075 - Agency Use 2
076 - Agency Use 3
077 - Agency Use 4
078 - Agency Use 5
081 - Language Rate Year

Document Type 120 - Multielement Update Document

Code	Message
066	*Language Speak Ability Invalid*

Description

The code in the **Language Speak Ability** field (eight and ninth position of the Agency Info field) was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block and Description), **Block 904**.

Data Element(s) Used In Audit

074 - Agency Use 1
075 - Agency Use 2
076 - Agency Use 3
077 - Agency Use 4
078 - Agency Use 5
082 - Language Speak Ability

Document Type 120 - Multielement Update Document

Code	Message
067	*Approved Leave Recipient Must Be Y Or N*

Description

The **Approved Leave Recipient** field **must** be one of the following codes:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

024 - Approved Leave Recipient

Document Type 120 - Multielement Update Document

Code	Message
068	*Employee Must Have A Temporary Appointment*

Description

When data is entered in the **FEHB Temp SCD** field, the **type of appointment code** on the employee's database **dates & misc sal/pers data** record (IRIS Program 102) **must** be **04** or **09.**

☞**Note**: Architect of the Capital employees whose pay plan is DB (David Bacon) may also have this data element.☜

Data Element(s) Used In Audit

006 - Type Of Appointment Code
026 - FEHB Temporary Service Computation Date (SCD)

Document Type 120 - Multielement Update Document

Code	Message
069	*Case File Number Must Be Completed*

Description

The **Case File Number** field **must** be **completed** for all USDA Demonstration Project Record documents (Document Type 122). This field is an 11-position alphanumeric field.

Data Element(s) Used In Audit

030 - Case File Number

Document Type 120 - Multielement Update Document

Code	Message
070	*Project Indicator Must Be E Or C*

Description

The project indicator code in the **Project Indicator** field **must** be one of the following:

- **E** (experimental)
- **C** (comparison)

☞**Note:** This message applies to Document Type 122, USDA Demonstration Project Record.☜

Data Element(s) Used In Audit

031 - Project Indicator

Document Type 120 - Multielement Update Document

Code	Message
071	*Service Agreement Expiration Date Invalid*

Description

The **Service Agreement Expiration Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

032 - Service Agreement Expiration Date

Document Type 120 - Multielement Update Document

Code	Message
072	*Working Building Location Not In TMGT*

Description

The working building location code entered in the **Working Building Location** field was **not** located in the Table Management System (TMGT), **Table 096**, Department Building Codes.

☞**Note:** This message applies to Document Type 121, GAO Locator Input Screen.☜

Data Element(s) Used In Audit

001 - Work Building Location

Document Type 120 - Multielement Update Document

Code	Message
073	*Work Phone Must Be Numeric*

Description

The data entered in the **Work Phone** field **must** be **numeric** or **all zeros**. Specify work phone number as area code, exchange, and number.

☞**Note:** This message applies to Document Type 121, GAO Locator Input Screen.☜

Data Element(s) Used In Audit

001 - Work Building Location

Document Type 120 - Multielement Update Document

Code	Message
074	*Work Phone Must Be Greater Than Zeros*

Description

Based on the **organizational structure code** recorded in the employee's database **salary** record (IRIS Program 101), the data in the **Work Phone** field **must** be **numeric** and **greater than zero.** Specify work phone number as area code, exchange, and number.

☞**Note:** This message applies to Document Type 121, GAO Locator Input Screen.☜

Data Element(s) Used In Audit

003 - Work Phone
029 - Database Organizational Structure Code Agency

Document Type 120 - Multielement Update Document

Code	Message
075	*Language Read Ability Invalid*

Description

The code in the **Language Read Ability** field (tenth and eleventh position of the Agency Info field) was **not** located in the Table Management System (TMGT), **Table 025,** AD-350 (Personnel Block and Description), **Block 904**.

Data Element(s) Used In Audit

074 - Agency Use 1
075 - Agency Use 2
076 - Agency Use 3
077 - Agency Use 4
078 - Agency Use 5
083 - Language Read Ability

Document Type 120 - Multielement Update Document

Code	Message
076	*Agency Not Authorized To Use Doc Type 122*

Description

The only agencies currently authorized to submit this document are the **Agricultural Research Service** (Agency 03) and the **Forest Service** (Agency 11).

☞**Note:** This message applies to Document Type 122, USDA Demonstration Project Record.☜

Data Element(s) Used In Audit

002 - Agency Code
029 - Database Organizational Structure Code Agency

Document Type 120 - Multielement Update Document

Code	Message
077	*Desired Field To Be Updated Invalid For Agency Use*

Description

The desired **field selected** to be updated is **not** authorized for the **processing agency.**

Data Element(s) Used In Audit

002 - Agency Code
029 - Database Organizational Structure Code Agency

Document Type 120 - Multielement Update Document

Code	Message
079	*Pay Plan Must Equal LE With Longevity Date*

Description

Only employees with **Pay Plan LE** (United States Secret Service Uniformed Service) can have a **Longevity Date** established in the Payroll/Personnel System. The employee's database **salary** record (IRIS Program 101) indicates that the employee is **not** in **Pay Plan LE**.

Data Element(s) Used In Audit

035 - Database Pay Plan

Document Type 120 - Multielement Update Document

Code	Message
099	*Flexfactor Participation Code Invalid*

Description

The flexfactor participation code entered in the **Flexfactor Participation Code** field **must** be **one** of the following:

- **Y** (yes)
- **N** (no)
- **C** (cancel)

Data Element(s) Used In Audit

039 - Flexfactor Participation Code

Document Type 120 - Multielement Update Document

Code	Message
102	*Type Of Investigation Invalid*

Description

The type of investigation code entered in the **Type Of Investigation** field **must** be **one** of the following:

- **01** (replacement investigation)
- **02** (national agency check)
- **03** (national agency check and inquiries)
- **04** (minimum background investigation)
- **05** (limited background investigation)
- **06** (background investigation)
- **07** (special background investigation)
- **08** (reimbursable suitability investigation)
- **09** (periodic investigation)
- **10** (upgrade investigation - SGI, BI Upgrade/BGI)
- **11** (upgrade investigation - SDI, BI Upgrade/BDI, LDI)

Data Element(s) Used In Audit

066 - Type Of Investigation

Document Type 120 - Multielement Update Document

Code	Message
103	*Date EOD Foreign Service Invalid*

Description

The **Date EOD Foreign Service** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

069 - Date Entered On Duty Foreign Service
070 - Frozen Foreign Service Time

Document Type 120 - Multielement Update Document

Code	Message
104	*SES Recertification Date Invalid*

Description

The **SES Recertification Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

071 - Senior Executive Service (SES) Recertification Date

Document Type 120 - Multielement Update Document

Code	Message
105	*Error On Current Date Retrieval*

Description

An error occurred with the current system date. Please contact your agency representative for further instructions.

Data Element(s) Used In Audit

Document Type 120 - Multielement Update Document

Code	Message
106	*Pay Plan Invalid For Date EOD Foreign Service*

Description

A date was entered in the **Date EOD Foreign Service** field; however, the **pay plan** on the employee's database **salary** record (IRIS Program 101) is **not** a **foreign service pay plan** (FC, FE, FO, FP, or FS).

Data Element(s) Used In Audit

035 - Database Pay Plan

Document Type 120 - Multielement Update Document

Code	Message
107	*Pay Plan And Type Appt Invalid For SES Recert Date*

Description

A date was entered in the **SES Recertification Date** field; however, the **pay plan** on the employee's database **salary** record (IRIS Program 101) indicates that the **pay plan** is **not ES** and the **Type Of Appointment Code** is **not 01.**

Data Element(s) Used In Audit

035 - Database Pay Plan

Document Type 120 - Multielement Update Document

Code	Message
109	*TDY Post Differential Cannot Exceed 25%*

Description

The percent entered in the **TDY Post Differential** field **cannot exceed 25%** (2500).

Data Element(s) Used In Audit

037 - TDY Post Differential
038 - COLA Post Differential Code

Document Type 120 - Multielement Update Document

Code	Message
110	*Employee Currently Receiving COLA/Post Diff*

Description

The employee's database **allowances/COLA/Post Differential** record (IRIS Program 109) indicates that the employee is currently **receiving** COLA and/or post differential; however, the document being processed is to update TDY post differential. An employee **cannot** receive **both COLA** and/or **post differential** and **TDY post differential**.

Data Element(s) Used In Audit

038 - COLA Post Differential Code

Document Type 120 - Multielement Update Document

Code	Message
111	*TDY Post Diff 0000 Requires COLA/Post Diff Code 1*

Description

The document is being processed to **cancel TDY post differential**; however, the COLA post differential code on the employee's database **allowances/COLA/post differential** record (IRIS Program 109) is **not 1**, TDY Post Differential.

Data Element(s) Used In Audit

037 - TDY Post Differential Code
038 - COLA Post Differential Code

Document Type 120 - Multielement Update Document

Code	Message
112	*TDY Post Diff Greater Than 0 Requires COLA Code 0*

Description

The document is being processed to update TDY Post Differential; however, the COLA post differential code on the employee's database **allowances/COLA/post differential** record (IRIS Program 109) is **not 0**.

Data Element(s) Used In Audit

037 - TDY Post Differential Code
038 - COLA Post Differential Code

Document Type 120 - Multielement Update Document

Code	Message
113	*Date Reinvestigation Required Invalid*

Description

The **Date Reinvestigation Required** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

068 - Date Reinvestigation Required

Document Type 120 - Multielement Update Document

Code	Message
114	*Date Of Investigation Invalid*

Description

The **Date Of Investigation** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

067 - Date Of Investigation

Document Type 120 - Multielement Update Document

Code	Message
115	*Date Entered POI Invalid*

Description

The **Date Entered POI** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

072 - Date Entered Personnel Office Identifier (POI)

Document Type 120 - Multielement Update Document

Code	Message
116	*6C-Retirement-Date Invalid*

Description

The **6C-Retirement-Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

073 - 6C Retirement Date

Document Type 120 - Multielement Update Document

Code	Message
117	*Agency Use 1 Invalid*

Description

The data entered in the **Agency Use 1** field **must** be **alphanumeric**. The **Agency Use 1** field is a **1-position alphanumeric** field.

Data Element(s) Used In Audit

074 - Agency Use 1

Document Type 120 - Multielement Update Document

Code	Message
118	*Agency Use 2 Invalid*

Description

The data entered in the **Agency Use 2** field **must** be **alphanumeric**. The **Agency Use 2** field is a **2-position alphanumeric** field.

Data Element(s) Used In Audit

075 - Agency Use 2

Document Type 120 - Multielement Update Document

Code	Message
119	*Agency Use 3 Invalid*

Description

The data entered in the **Agency Use 3** field **must** be **alphanumeric**. The **Agency Use 3** field is a **4-position alphanumeric** field.

Data Element(s) Used In Audit

076 - Agency Use 3

Document Type 120 - Multielement Update Document

Code	Message
120	*Agency Use 4 Invalid*

Description

The data entered in the **Agency Use 4** field **must** be **numeric**. The **Agency Use 4** field is a **5-position numeric** field.

Data Element(s) Used In Audit

077 - Agency Use 4

Document Type 120 - Multielement Update Document

Code	Message
121	*Agency Use 5 Invalid*

Description

The data entered in the **Agency Use 5** field **must** be **numeric**. The **Agency Use 5** field is a **6-position numeric** field.

Data Element(s) Used In Audit

078 - Agency Use 5

Document Type 120 - Multielement Update Document

Code	Message
122	*Date Time In Class Invalid*

Description

The **Date Time In Class** field **must** be **greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

084 - Date Time In Class

Document Type 120 - Multielement Update Document

Code	Message
123	*Date Limit Career Ext Invalid*

Description

The **Date Limit Career Ext** field **must** be **greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

085 - Date Limit Career Ext

Document Type 120 - Multielement Update Document

Code	Message
124	*Date Temp Limit Career Ext Invalid*

Description

The **Date Temp Limit Career Ext** field **must** be **greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

086 - Date Temp Limit Career Ext

Document Type 120 - Multielement Update Document

Code	Message
125	*Date Departure Invalid*

Description

The **Date Departure** field **must** be **greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

087 - Date Departure

Document Type 120 - Multielement Update Document

Code	Message
126	*Date Arrival Overseas Invalid*

Description

The **Date Arrival Overseas** field **must** be **less than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

088 - Date Arrival Overseas

Document Type 120 - Multielement Update Document

Code	Message
127	*Date Overseas Assigned Invalid*

Description

The **Date Overseas Assigned** field **cannot be greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

089 - Date Overseas Assigned

Document Type 120 - Multielement Update Document

Code	Message
128	*Date Post Arrival Invalid*

Description

The **Date Post Arrival** field **must** be **less than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

090 - Date Post Arrival

Document Type 120 - Multielement Update Document

Code	Message
129	*Date FS Commission Invalid*

Description

The **Date FS Commission** field **cannot be greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

091 - Date FS Commission

Document Type 120 - Multielement Update Document

Code	Message
130	*Primary Skill Code Must Be Numeric*

Description

The data entered in the **Primary Skill Code** field **must** be **numeric**.

Data Element(s) Used In Audit

092 - Primary Skill

Document Type 120 - Multielement Update Document

Code	Message
131	*MLAT Year Is Invalid*

Description

The **MLAT (Modern Language Aptitude) Year** field **must** be **numeric** and cannot be a future year.

Data Element(s) Used In Audit

093 - MLAT Year
095 - MLAT Year/Score

Document Type 120 - Multielement Update Document

Code	Message
132	*MLAT Score Is Invalid*

Description

The **MLAT (Modern Language Aptitude) Score** field **must** be numeric. Valid values are 0 - 80.

Data Element(s) Used In Audit

094 - MLAT Score
095 - MLAT Year/Score

Document Type 120 - Multielement Update Document

Code	Message
133	*Re-Employment Rights Date Invalid*

Description

The **Re-Employment Rights Date** field **must** be **greater than** the current system date and **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note**: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

☞**Note**: Zeros can **only** be entered in this field to remove this date from the employee's database record.☜

Data Element(s) Used In Audit

096 - Re-Employment Rights Date
097 - Re-Employment Rights Indicator

Document Type 120 - Multielement Update Document

Code	Message
134	*Re-Employment Rights Indicator Invalid*

Description

The **Re-Employment Rights Indicator** field **must** be blank when the **date** in the **Re-Employment Rights Date** field is **zeros**.

The **Re-Employment Rights Indicator** field **must be F, I, M, T, O, A, or P** when a **date is present** in the **Re-Employment Rights Date** field.

Data Element(s) Used In Audit

096 - Re-Employment Rights Date
097 - Re-Employment Rights Indicator

(reserved)

Document Type 123 - Education Document

Code	Message
080	Education Level Must Be Numeric
081	Education Level Invalid
082	Instructional Program Must Be Numeric
083	Year Of Degree Must Be Numeric
084	School Code Must Be Completed
085	School Code Not In TMGT
086	Transaction Code Invalid
089	Instructional Program Not In TMGT
090	Instructional Program Must Be Spaces Or Zeros
095	Education Records Exceed Five
096	Education Level Currently Exists
101	Education Level Does Not Equal Database

Document Type 123 - Education Document

Code	Message
080	*Education Level Must Be Numeric*

Description

The data entered in the **Education Level** field **must** be **numeric**.

Data Element(s) Used In Audit

040 - Education Level

Document Type 123 - Education Document

Code	Message
081	*Education Level Invalid*

Description

The **Education Level** field **must** be **04** or **06** through **22**.

For the General Accounting Office (**GAO**), the **Education Level** field **must** be **06**, **10**, and **13** through **22**.

Data Element(s) Used In Audit

040 - Education Level

Document Type 123 - Education Document

Code	Message
082	*Instructional Program Must Be Numeric*

Description

The **Instructional Program** field **must** be **numeric**.

If the **Education Level** field is **04**, **07**, **08**, **09**, **11**, or **12**, the **Instructional Program** field **must** be **spaces** or **zeros.**

For a list of valid **instructional program codes**, see the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

041 - Instructional Program

Document Type 123 - Education Document

Code	Message
083	*Year Of Degree Must Be Numeric*

Description

The **Year Of Degree** field **must** be **numeric**.

The **last 2 digits** of the **year** the employee **received** his/her degree/certificate **must** be **entered**.

Data Element(s) Used In Audit

042 - Year Of Degree

Document Type 123 - Education Document

Code	Message
084	*School Code Must Be Completed*

Description

The **School Code** field must be **completed** and it **must** be **numeric**.

For a list of valid **school codes**, see the Table Management System (TMGT), **Table 036**, School Identification.

Data Element(s) Used In Audit

043 - School Code

Document Type 123 - Education Document

Code	Message
085	*School Code Not In TMGT*

Description

The **school code** entered in the **School Code** field was **not** located in the Table Management System (TMGT), **Table 036**, School Identification.

Data Element(s) Used In Audit

043 - School Code

Document Type 123 - Education Document

Code	Message
086	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **A** (add)
- **C** (change)
- **D** (delete)

Data Element(s) Used In Audit

044 - Transaction Code

Document Type 123 - Education Document

Code	Message
089	*Instructional Program Not In TMGT*

Description

The **instructional program code** entered in the **Instructional Program** field was **not** located in the Table Management System (TMGT), **Table 025**, AD-350 (Personnel Block and Description).

Data Element(s) Used In Audit

041 - Instructional Program

Document Type 123 - Education Document

Code	Message
090	*Instructional Program Must Be Spaces Or Zeros*

Description

If the **Education Level** field is **04**, **07**, **08**, **09**, **11**, or **12**, the **Instructional Program** field **must** be **spaces** or **zeros**.

Data Element(s) Used In Audit

041 - Instructional Program

Document Type 123 - Education Document

Code	Message
095	*Education Records Exceed Five*

Description

The document being processed is **adding** (Transaction Code A) an **education record**; however, the **maximum** of **five education/certificate records** currently exists on the employee's Database **education and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

010 - Database Education
044 - Transaction Code
045 - Education

Document Type 123 - Education Document

Code	Message
096	*Education Level Currently Exists*

Description

The document being processed is **adding** (Transaction Code A) an **education record**; however, the **education level** on the document currently **exists** on the employee's Database **education and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

001 - Database Education Level
040 - Education Level
044 - Transaction Code

Document Type 123 - Education Document

Code	Message
101	*Education Level Does Not Equal Database*

Description

The document being processed is **changing** (Transaction Code C) or **deleting** (Transaction Code D) an **education record**; however, the data entered in the **Education Level**, **Instructional Program**, **Year Of Degree**, and **School Code** fields, does **not** equal the employee's database **education and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

001 - Database Education Level
003 - Database Year Of Degree
004 - Database School Code
040 - Education Level
042 - Year Of Degree
043 - School Code

(reserved)

Document Type 124 - Professional Certification Document

Code	Message
087	Professional Certification Code Must Be Numeric
088	Professional Certification Code Invalid
091	Professional Certification Year Must Be Numeric
092	Professional Certification State Must Be Completed
093	Professional Certification State Not In TMGT
094	Transaction Code Invalid
097	Professional Certification Exceeds Five
098	Professional Certification Code Already Exists
100	Professional Certification Year Must Be Completed
108	Prof Certification Code Does Not Equal Database

Document Type 124 - Professional Certification Document

Code	Message
087	*Professional Certification Code Must Be Numeric*

Description

The professional certification code entered in the **Professional Certification Code** field **must** be **numeric**.

Data Element(s) Used In Audit

046 - Professional Certification Code

Document Type 124 - Professional Certification Document

Code	Message
088	*Professional Certification Code Invalid*

Description

Valid values for the **Professional Certification Code** field are:

- **01** (Bar - lawyer)
- **02** (CPA - certified public account)
- **03** (CPM - certified professional manager)
- **04** (CIA - certified internal auditor)
- **05** (CISA - certified information system auditor)

Data Element(s) Used In Audit

046 - Professional Certification Code

Document Type 124 - Professional Certification Document

Code	Message
091	*Professional Certification Year Must Be Numeric*

Description

The **Professional Certification Year** field **must** be **numeric**.

The **last 2 digits** of the **year the employee received** his/her **professional certificate must** be **entered**.

Data Element(s) Used In Audit

048 - Professional Certification Year

Document Type 124 - Professional Certification Document

Code	Message
092	*Professional Certification State Must Be Completed*

Description

If the **Professional Certification Code** field equals **01** (bar) or **02** (CPA), the **Professional Certification State** field **must** be **completed**.

If the **Professional Certification Code** fields equals **03** (CPM), **04** (CIA), or **05** (CISA), the **Professional Certification State** field can be **blank.**

Data Element(s) Used In Audit

039 - Professional Certification State

Document Type 124 - Professional Certification Document

Code	Message
093	*Professional Certification State Not In TMGT*

Description

The **state code** entered in the **Professional Certification State** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

039 - Professional Certification State

Document Type 124 - Professional Certification Document

Code	Message
094	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **A** (add)
- **C** (change)
- **D** (delete)

Data Element(s) Used In Audit

044 - Transaction Code

Document Type 124 - Professional Certification Document

Code	Message
097	*Professional Certification Exceeds Five*

Description

The document being processed is **adding** (Transaction Code A) a **professional certification record**; however, the **maximum** of **five** education/certificate records currently **exists** on the employee's database **eduction and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

012 - Database Certificate
038 - Certificate
044 - Transaction Code

Document Type 124 - Professional Certification Document

Code	Message
098	*Professional Certification Code Already Exists*

Description

The document being processed is **adding** (Transaction Code A) a **professional certification record**; however, the **professional certification code** entered in the **Professional Certification Code** field already **exists** on the employee's database **education and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

006 - Database Professional Certification Code
044 - Transaction Code
046 - Professional Certification Code

Document Type 124 - Professional Certification Document

Code	Message
100	*Professional Certification Year Must Be Completed*

Description

If the **Professional Certification Code** field equals **01** (bar) or **02** (CPA), the **Professional Certification Year** field **must** be **completed**.

If the **Professional Certification Code** field equals **03** (CPM), **04** (CIA), or **05** (CISA), the **Professional Certification Year** field can be **blank**.

Data Element(s) Used In Audit

046 - Professional Certification Code
048 - Professional Certification Year

Document Type 124 - Professional Certification Document

Code	Message
108	*Prof Certification Code Does Not Equal Database*

Description

The document being processed is a **change** (Transaction Code C) or a **deletion** (Transaction Code D) of a **professional certification record**; however, the **professional certification code** entered in the **Professional Certification Code** field does **not** equal the employee's database **education and certificate** record (IRIS Program 130).

Data Element(s) Used In Audit

006 - Database Professional Certification Code
044 - Transaction Code
046 - Professional Certification Code

(reserved)

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
050	Transaction Code Invalid
052	Changing Data - Employee Not Enrolled
053	Stopping Contribution - Employee Not Enrolled
054	(reserved)
055	Contrib Percent Or Contrib Amt Must Be Completed
056	Contribution Amount Exceeds Maximum Amount
057	Contribution Percent Or Amount Invalid
058	Employee Ineligible To Participate In TSP
059	Thrift Savings Plan Code Not In TMGT
060	Contribution Percent Invalid
061	Contribution Amount Invalid
062	Grace Period Has Expired
063 thru 068	(reserved)
069	Employee Ineligible For Thrift Savings Plan
070	Employee Must Wait Two Open Seasons To Reenroll
072	Effective Date Not In Open Season
073	Employee Must Wait One Open Season To Reenroll

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
050	*Transaction Code Invalid*

Description

The transaction code **must** be one of the following:

- **A** (new enrollment)
- **C** (change)
- **S** (stop)

Data Element(s) Used In Audit

001 - Transaction Code

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
052	*Changing Data - Employee Not Enrolled*

Description

The **II-Enrolling Or Changing Contribution** field indicates the employee is **changing** either his/her **contribution amount** or **percent:** however, the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is **not currently** enrolled in the thrift savings plan.

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code
008 - Database Thrift Savings Plan Code Of Salary
009 - Database Thrift Savings Plan Code Of Thrift Savings Added

Document Type 125 - Thrift Saving Plan Election Form

Code	Message
053	*Stopping Contribution - Employee Not Enrolled*

Description

The document being processed is **stopping** thrift savings plan contributions; however, the employee's database **thrift savings plan** record **(**IRIS Program 118) indicates that the employee is **not currently** enrolled in a thrift savings plan.

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code
008 - Database Thrift Savings Plan Code Of Salary
009 - Database Thrift Savings Plan Code of Thrift Savings Added

Document Type 125 - Thrift Saving Plan Election Form

Code	Message
055	*Contrib Percent Or Contrib Amt Must Be Completed*

Description

The **Contribution Percent** field or the **Contribution Amount** field **must** be **completed.**

Data Element(s) Used In Audit

004 - Thrift Savings Plan Deduction Factor

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
056	*Contribution Amount Exceeds Maximum Amount*

Description

The **Contribution Amount** field **exceeds** the **maximum deduction allowed** for the employee.

The **Contribution Amount** field **cannot exceed 13 percent** of the employee's adjusted salary as recorded on the employee's database **salary** record (IRIS Program 101) if the employee is covered by the **Federal Employees' Retirement System (FERS**).

The **Contribution Amount** field **cannot exceed 8 percent** of the employee's adjusted salary as recorded on the employee's database **salary** record (IRIS Program 101) if the employee is covered by the **Civil Service Retirement System (CSRS)**.

Note: When the special employee code recorded on the employee's database **dates & misc salary/personnel** record (IRIS Program 102) is 01, 02, 03, or 08 (which designates the employee eligible for Administratively Uncontrollable Overtime (AUO)), then the AUO percent up to the maximum rate of 25 percent is calculated into the adjusted salary before determining the maximum deduction.

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code
004 - Thrift Savings Deduction Factor
006 - Database Adjusted Salary
007 - Database Salary Rate Code

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
057	*Contribution Percent Or Amount Invalid*

Description

The percent entered in the **Contribution Percent** field must be a **whole percentage** between **1** and **13** (inclusive).

The amount entered in the **Contribution Amount** field **must** be **whole dollars** (no cents).

Data Element(s) Used In Audit

004 - Thrift Savings Plan Deduction Factor

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
058	*Employee Ineligible To Participate In TSP*

Description

The document being processed is **enrolling** the employee in the Thrift Saving Plan; however, the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is ineligible to participate in TSP.

To participate in TSP, the **retirement coverage code** on the employee's database **retirement** record (IRIS Program 117) must be **1**, **6**, **C**, **E**, **G**, **K**, **L**, **M**, **N**, **P**, **R**, **T**, or **W**, and the **TSP status code** on the employee's database **thrift savings plan** record (IRIS Program 118) **must** be **Y** (yes) or **E** (eligible).

Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

005 - Database Retirement Coverage Code Of Salary
010 - Database Thrift Savings Plan Status Code

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
059	*Thrift Savings Plan Code Not In TMGT*

Description

The **Thrift Savings Plan Code** was **not** located in the Table Management System (TMGT), **Table 083**, Retirement Description.

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
060	*Contribution Percent Invalid*

Description

The percentage entered in the **Contribution Percent** field **must** be a **whole percentage** between **1** and **13 (**inclusive).

The **Contribution Percent** field **cannot exceed 8 percent** for Civil Service Retirement System (**CSRS**) employees.

The **Contribution Percent** field **cannot exceed 13 percent** for Federal Employees' Retirement System (**FERS**) employees.

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code
004 - Thrift Savings Plan Deduction Factor
005 - Database Retirement Coverage Code

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
061	*Contribution Amount Invalid*

Description

The amount entered in the **Contribution Amount** filed **mus**t be **whole dollars** (no cents). (For example, to enter $100.00, type ***100***.)

Data Element(s) Used In Audit

002 - Thrift Savings Plan Code
004 - Thrift Savings Plan Deduction Factor

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
062	*Grace Period Has Expired*

Description

A Form TSP-1, Thrift Saving Plan Form, is being processed for a Federal Employees' Retirement System (FERS), Civil Service Retirement System (CSRS), CSRS-Offset, Foreign Service Pension System (FSPS), or Foreign Service Retirement and Disability Service (FS) employee; however, the Form TSP-1 is being processed after the initial 60-day eligibility to participate in the employee contributions has expired.

Note: If Form TSP-1 was not processed during the initial 60-day eligibility period due to an administrative error, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
069	*Employee Ineligible For Thrift Savings Plan*

Description

The TSP eligibility code on the employee's database **thrift savings plan** record (IRIS Program 118) indicates that the employee is ineligible to participate in the Thrift Savings Plan.

Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

010 - Database Thrift Savings Plan Status Code
018 - Database Thrift Savings Plan Eligibility Code
019 - Database Thrift Savings Plan Eligibility Date

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
070	*Employee Must Wait Two Open Seasons To Reenroll*

Description

When an employee has previously **cancelled** a TSP contribution **outside an open season**, he/she **must** wait **two open seasons** to be eligible to reenroll.

Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

010 - Database Thrift Savings Plan Status Code
021 - Database Thrift Savings Plan Status Date

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
072	*Effective Date Not In Open Season*

Description

The **Is This Election Form Being Processed During An Open Season?** field indicates that the TSP document is being processed during an open season; however, the pay period entered in the **Eff Pay Period** field is outside of the open season date.

Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

020 - Effective Date

Document Type 125 - Thrift Savings Plan Election Form

Code	Message
073	*Employee Must Wait One Open Season To Reenroll*

Description

When an employee has previously **cancelled** a TSP contribution **inside an open season**, he/she **must** wait **one open season** to be eligible to reenroll.

Note: If it has been determined that the employee is eligible to participate in TSP, contact the Payroll/Personnel Operations Section at **504-255-4630** for assistance in releasing this edit message.

Data Element(s) Used In Audit

010 - Database Thrift Savings Plan Status Code
021 - Database Thrift Savings Plan Status Date

Document Type 126 - TSP Catch-up Contributions

Code	Message
050	Transaction Code Invalid
051	Table Request Incomplete
052	Employee Not Enrolled In TSP
053	TSP Account Inactive
054 and 055	Reserved
056	Changing/Stopping Contribution-Emp Not Enrolled
057	Contribution Amount Invalid
058	Reserved
059	Plan Code Not In TMGT
060 thru 069	Reserved
070	Age Invalid

Document Type 126 - TSP Catch-up Contributions

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1** (new enrollment)
- **2** (change)
- **3** (cancellation)

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
051	*Table Request Incomplete*

Description

The TSP code entered in the **Plan Code** field was **not** found in the Table Management System (TMGT) **Table 083**, Retirement Description.

Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
052	*Employee Not Enrolled In TSP*

Description

The document being processed is **adding** (Transaction Code 1) TSP catch-up contributions; however, the employee's database **Thrift Savings Plan** record (IRIS Program 118) indicates that the employee is **not** currently **enrolled** in TSP. To participate in TSP catch-up (Plan Code **06)**, the employee must first be enrolled in the regular Thrift Savings Plan.

Data Element(s) Used In Audit

Document Type 126 - TSP Catch -up Contributions

Code	Message
053	*TSP Account Inactive*

Description

The document being processed is **adding** (Transaction Code 1) TSP catch-up contributions; however, the employee's database **Thrift Savings Plan** record (IRIS Program 118) indicates that the employee's TSP account is inactive.

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
056	*Changing/Stopping Contribution-Emp Not Enrolled*

Description

The document being processed is **changing** (Transaction Code 2) or **canceling** (Transaction Code 3) TSP catch-up contributions; however, the employee's database **Thrift Savings Plan** record (IRIS Program 118) indicates that the employee is **not** currently **enrolled** in TSP catch-up contributions (Plan Code **06**).

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
057	*Contribution Amount Invalid*

Description

The amount entered in the **Contribution Amount** field **must** be **whole dollars** (no cents).

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
059	*Plan Code Not In TMGT*

Description

The **Thrift Savings Plan Code** was **not** located in the Table Management System (TMGT), **Table 083**, Retirement Description.

Data Element(s) Used In Audit

Document Type 126 - TSP Catch-up Contributions

Code	Message
070	*Age Invalid*

Description

The TSP catch-up plan (Plan Code 06) requires that the individual be at least 50 or will turn 50 in the current tax year; however, the employee's date of birth recorded on the employee's **SF-50B data elements** record (IRIS Program 122) indicates that the employee is not 50 years of age and will not turn 50 in the current tax year.

Data Element(s) Used In Audit

(reserved)

Document Type 127 - Allowances

Code	Message
050	Transaction Invalid
051	Allowance Type Invalid
052	Taxable Invalid
053	Taxable Incompatible With Allowance Type
054	Allowance Code Invalid
055	Allowance Rate Invalid
056	Allowance Total Invalid
057	Allowance Type Invalid For Agency
058	Allowance Rate Invalid For Horse Allowance
059	Allowance Total And Allowance Type Incompatible
060	Allowance Type Not On Data Base
061	Allowance Total Incompatible With Allowance Rate
062	Duplicate Allowance Type
063	Chg In Allowance Total Results In A Negative Amt
064 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Document Type 127 - Allowances

Code	Message
050	*Transaction Invalid*

Description

The **Transaction** field **must** be one of the following:

- **A** (add)
- **C** (change)
- **D** (delete)

Data Element(s) Used In Audit

007 - Transaction

Document Type 127 - Allowances

Code	Message
051	*Allowance Type Invalid*

Description

The **Allowance Type must** be one of the following:

197 - Parking Fringe (taxable)

491 - Horse Allowance (taxable)

493 - Quarters Allowance (tax exempt)

494 - Quarters Allowance (taxable)

498 - Reassignment Allowance (taxable)

510 - Comparability Allowance (taxable)

511 - Uniform Allowance (taxable)

512 - Separate Maintenance Allowance (tax exempt)

513 - Separate Maintenance Allowance (taxable)

514 - Post Allowance (tax exempt)

515 - Education Allowance (tax exempt)

516 - Foreign Language Allowance (taxable)

517 - Recruitment Incentive Allowance (taxable)

518 - Uniform Allowance (tax exempt)

523 - Hazardous Duty Allowance (taxable)

524 - Insurance Allowance (tax exempt)

☞**Note:** This message is only applicable for conversion data into the Payroll/ Personnel System.☜

Data Element(s) Used In Audit

008 - Allowance Type

Document Type 127 - Allowances

Code	Message
051	*Allowance Type Invalid (cont'd)*

Description

The **Allowance Type must** be one of the following:

525 - Parking Benefit Allowance

526 - Transit Benefit Allowance

527 - Choice Credits

☞**Note:** This message is only applicable for conversion data into the Payroll/Personnel System.☜

Data Element(s) Used In Audit

008 - Allowance Type

Document Type 127 - Allowances

Code	Message
052	*Taxable Invalid*

Description

The **Taxable** field **must** be one of the following:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

009 - Allowance Taxable

Document Type 127 - Allowances

Code	Message
053	*Taxable Incompatible With Allowance Type*

Description

The only allowances that can be **taxable** are:

- Choice Credits
- Comparability Allowance
- Foreign Language Allowance
- Hazardous Duty
- Horse Allowance
- Parking Benefit Allowance
- Parking Fringe
- Quarters Allowance
- Reassignment Allowance
- Recruitment Incentive Allowance
- Separate Maintenance Allowance
- Transit Benefit Allowance
- Uniform Allowance

Data Element(s) Used In Audit

008 - Allowance Type
009 - Allowance Taxable

Document Type 127 - Allowances

Code	Message
054	*Allowance Code Invalid*

Description

The **Allowance Code** field **must** be **1** (per day) or **3** (per pay period) for **Quarters Allowance** (taxable and tax exempt) and **Separate Maintenance Allowance** (tax exempt).

The **Allowance Code** field **must** be **5** (percentage of base pay) for **Foreign Language Allowance** (taxable).

The **Allowance Code** field for **all other** allowances **must** be **3**.

Data Element(s) Used In Audit

010 - Allowance Code

Document Type 127 - Allowances

Code	Message
055	*Allowance Rate Invalid*

Description

The **Allowance Rate** field **must** be **numeric** and **greater than zero**.

The **Allowance Rate** field f **must** be **5**, **10**, or **15** percent for **Foreign Language Allowance** (taxable) for all agencies except for the **Foreign Agricultural Service (FAS)** (Agency Code 10) and the U.S. Agency for International Development (**USAID**) (Agency Code AM).

The **Allowance Rate** field for **FAS must** be **2** through **20** percent for **Foreign Language Allowance** (taxable).

The **Allowance Rate** field for **USAID must** be **10** and **15** percent for **Foreign Language Allowance** (taxable).

.

Data Element(s) Used In Audit

011 - Allowance Rate

Document Type 127 - Allowances

Code	Message
056	*Allowance Total Invalid*

Description

The **Allowance Total** field **must** be **numeric**.

The **Allowance Total** field may be **spaces** for **Reassignment Allowance** (taxable), **Separate Maintenance Allowance** (taxable), and **Recruitment Incentive Allowance** (taxable).

Data Element(s) Used In Audit

012 - Allowance Total

Document Type 127 - Allowances

Code	Message
057	*Allowance Type Invalid For Agency*

Description

The **Allowance Type** on the document being processed is invalid for the processing agency.

Data Element(s) Used In Audit

008 - Allowance Type

Document Type 127 - Allowances

Code	Message
058	*Allowance Rate Invalid For Horse Allowance*

Description

The amount in the **Allowance Rate** field is **invalid** for **Horse Allowance**.

Data Element(s) Used In Audit

011 - Allowance Rate

Document Type 127 - Allowances

Code	Message
059	*Allowance Total And Allowance Type Incompatible*

Description

An amount can **only** be present in the **Allowance Total** field for the following allowances:

- 510 - Comparability Allowance (taxable)
- 511 - Uniform Allowance (taxable)
- 515 - Education Allowance (tax exempt)
- 518 - Uniform Allowance (tax exempt)
- 525 - Parking Benefit Allowance (taxable or tax exempt)
- 526 - Transit Benefit Allowance (taxable or tax exempt)

Data Element(s) Used In Audit

008 - Allowance Type
012 - Allowance Total

Document Type 127 - Allowances

Code	Message
060	*Allowance Type Not On Database*

Description

The document being processed is a **change** (Transaction C) or a **deletion** (Transaction D); however, the **Allowance Type** specified on the document was **not** found in the employee's database **allowance** record (IRIS Program 109).

Data Element(s) Used In Audit

008 - Allowance Type

Document Type 127 - Allowances

Code	Message
061	*Allowance Total Incompatible With Allowance Rate*

Description

The **Allowance Total** field **must** be **equal to or greater than** the **Allowance Rate** field.

Data Element(s) Used In Audit

011 - Allowance Rate
012 - Allowance Total

Document Type 127 - Allowances

Code	Message
062	*Duplicate Allowance Type*

Description

The document being processed is **adding** (Transaction A) an allowance type; however, the allowance type specified on the document currently **exists** on the employee's database **allowance** record (IRIS Program 109).

Data Element(s) Used In Audit

008 - Allowance Type

Document Type 127 - Allowances

Code	Message
063	*Chg In Allowance Total Results In A Negative Amt*

Description

The **Allowance Total** field can **only** be changed for **Comparability** and **Education Allowance**.

The document being processed is **changing** (Transaction C) an **allowance total**. The **allowance total** being changed must **equal** the allowance balance on the employee's database **allowance** record (IRIS Program 109) **plus** the amount in the **Allowance Total** field **minus** the allowance total on the employee's database allowance record (IRIS Program 109).

Note: This message is issued when the above computation results in a negative balance.

Data Element(s) Used In Audit

012 - Allowance Total

Document Type 127 - Allowances

Code	Message
100	*Document Must Be Processed Through The TPA*

Description

The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, Choice Credits allowance; however, the **User ID** field is **not** an established user ID for the Third Party Administrator (TPA).

Note: Only the TPA can process a Choice Credits allowance for the FDIC Flexible Benefits Program, FDIC Choice.

Data Element(s) Used In Audit

(reserved)

Document Type 128 - Severance Pay

Code	Message
050	Employee Not Separated
051	Transaction Code Invalid
052	Date Severance Pay Begins Invalid
053	Total Severance Fund Invalid
054	Severance Amt Per Pay Period Invalid
055	First Severance Payment Amt Invalid
056	Accounting Distribution Must Be Completed
057	Accounting Distribution Invalid
058	Accounting Distribution Invalid - Length
059	Accounting Distribution Invalid - Agency
060	Accounting Distribution Invalid - Acctng Station
061	Accounting Distribution Invalid - Sub Center
062	Accounting Distribution Invalid - Fiscal Year
063	Accounting Distribution Invalid - Appropriation
064	Severance Pay Record Already Established On DB
065	Changing Severance Pay No Database Record
066	Stopping Severance Pay No Database Record
067	(reserved)
068	Date Severance Pay Begins Earlier Than Sep Date
069	Severance Pay Remarks Code Not On Database
070	Total Severance Fund Results In A Negative Balance
071	Emp Does Not Have A Ck Mail Addr Or Ck Bank Addr
072	Duplicate Severance Pay Document
073	Severance Amt Per Pay Period Exceeds $2500.00

Document Type 128 - Severance Pay

Code	Message
050	*Employee Not Separated*

Description

When a severance pay document is being processed, the **separation accession type** on the employee's database **salary** record (IRIS Program 101) **must** be **1** (regular) or **3** (accession processed this pay period).

☞**Note:** The employee must be separated to be entitled to severance pay.☜

Data Element(s) Used In Audit

014 - Database Separation Accession Type

Document Type 128 - Severance Pay

Code	Message
051	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following codes:

- **A** (add)
- **C** (change)
- **S** (stop payment)

Data Element(s) Used In Audit

006 - Transaction Code

Document Type 128 - Severance Pay

Code	Message
052	*Date Severance Pay Begins Invalid*

Description

The **Date Severance Pay Begins** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive).
  ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

010 - Date Severance Pay Begins

Document Type 128 - Severance Pay

Code	Message
053	*Total Severance Fund Invalid*

Description

The amount entered in the **Total Severance Fund** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

007 - Total Severance Fund

Document Type 128 - Severance Pay

Code	Message
054	*Severance Amt Per Pay Period Invalid*

Description

The amount entered in the **Severance Amt Per Pay Period** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

008 - Severance Amount Per Pay Period

Document Type 128 - Severance Pay

Code	Message
055	*First Severance Payment Amt Invalid*

Description

The amount entered in the **First Severance Payment Amt** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

009 - First Severance Payment Amount

Document Type 128 - Severance Pay

Code	Message
056	*Accounting Distribution Must Be Completed*

Description

The **Accounting Distribution** field **must** be **completed**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
057	*Accounting Distribution Invalid*

Description

The accounting data entered in the **Accounting Distribution** field is **not valid** for the **agency**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
058	*Accounting Distribution Invalid - Length*

Description

The **length of the accounting data** entered in the **Accounting Distribution** field does **not** agree with the accounting data in the Management Account Structure Codes System (MASC).

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
059	*Accounting Distribution Invalid - Agency*

Description

The accounting data entered in the **Accounting Distribution** field for the agency was **not** located in the Management Account Structure Codes System (MASC)

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
060	*Accounting Distribution Invalid - Acctng Station*

Description

The **accounting station** used to validate the **accounting data** entered in the **Accounting Distribution** field was **not** located in the Management Account Structure Codes System (MASC).

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
061	*Accounting Distribution Invalid - Sub Center*

Description

The **sub center code** does **not** match the **sub center file** in the Management Account Structure Codes System (MASC).

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
062	*Accounting Distribution Invalid - Fiscal Year*

Description

The **fiscal year code** for the accounting data entered in the **Accounting Distribution** field does **not** match the **current or prior fiscal year codes** as recorded in the Management Account Structure Codes System (MASC).

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
063	*Accounting Distribution Invalid - Appropriation*

Description

The appropriation entered in the **Accounting Distribution** field was **not** located in the Management Account Structure Codes System (MASC).

For detailed information about MASC, see **Title VI, Chapter 8, Section 2, Management Account Structure Codes System**.

Data Element(s) Used In Audit

011 - Accounting Distribution

Document Type 128 - Severance Pay

Code	Message
064	*Severance Pay Record Already Established On DB*

Description

The document being processed is **adding** (Transaction Code A) a severance pay document; however, a severance pay record currently **exists** on the employee's database **severance pay computation** record (IRIS Program 134).

Data Element(s) Used In Audit

Document Type 128 - Severance Pay

Code	Message
065	*Changing Severance Pay No Database Record*

Description

The document being processed is **changing** (Transaction Code C) a severance pay record; however, the employee does **not** have a **severance pay computation** record established on the database (IRIS Program 134).

Data Element(s) Used In Audit

Document Type 128 - Severance Pay

Code	Message
066	*Stopping Severance Pay No Database Record*

Description

The document being processed is **stopping** (Transaction Code S) a severance pay record; however, the employee does **not** have a **severance pay computation** record established on the database (IRIS Program 134).

Data Element(s) Used In Audit

006 - Transaction Code

Document Type 128 - Severance Pay

Code	Message
068	*Date Severance Pay Begins Earlier Than Sep Date*

Description

The date entered in the **Date Severance Pay Begins** field is **earlier** than the **effective date** of the **separation action** as recorded on the employe's database **SF-50B data elements** record (IRIS Program 122).

Data Element(s) Used In Audit

010 - Date Severance Pay Begins
015 - Database Date Personnel Action Effective

Document Type 128 - Severance Pay

Code	Message
069	*Severance Pay Remarks Code Not On Database*

Description

In order to process a severance pay document, Remarks Code **N22** must be established on the employee's database **SF-50B data elements** record (IRIS Program 122).

☞**Note:** The remarks code is established when the separation action is processed; remarks code N22 must be present on the separation personnel action at the time of processing.☜

Data Element(s) Used In Audit

016 - Database Remarks Codes

Document Type 128 - Severance Pay

Code	Message
070	*Total Severance Fund Results In A Negative Balance*

Description

This edit message is issued when a **correction** is being processed to change the **total severance fund**, but the amount entered in the **Total Severance Fund** field will result in a negative balance.

For example: When the **initial total severance fund** was established, the amount of the **total severance fund** was **$1000.00**. The employee has been **paid $900.00** so far. The correction action is attempting to **change** the **total severance fund** to **$850.00**. Since $900.00 has already been paid to the employee, this correction would result in a **negative balance** of **$50.00 (-50.00)**.

Data Element(s) Used In Audit

007 - Total Severance Fund

Document Type 128 - Severance Pay

Code	Message
071	*Emp Does Not Have A Ck Mail Addr Or Ck Bank Addr*

Description

To process a severance pay document the employee **must** have a **check mail** or **bank mail address** established on the database.

☞**Note:** Please process an AD-349, Employee Address, or an SF-1199A, Direct Deposit Sign-Up Form, to establish the check mail information.☜

Data Element(s) Used In Audit

004 - Social Security Number

Document Type 128 - Severance Pay

Code	Message
072	*Duplicate Severance Pay Document*

Description

The employee has **two** severance pay records established on the database. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

004 - Social Security Number

Document Type 128 - Severance Pay

Code	Message
073	*Severance Amt Per Pay Period Exceeds $2500.00*

Description

The amount entered in the **Severance Amt Per Pay Period** field **exceeds $2500.00**.

Data Element(s) Used In Audit

008 - Severance Amount Per Pay Period

Document Type 129 - Thrift Savings Plan Collections

Code	Message
050	Transaction Code Invalid
051	Plan Code Invalid
052	Plan Code Same As Database
053	Emp Ineligible To Participate In Plan Code 01/02
054	Plan Code Not On Database
055	Change/Stop Invalid After Payroll Deduction
056	Plan Code And Agency Code Incompatible
057	Collection For Agency Contribution Only Invalid
058	Base Pay In And/Or Base Pay Out Must Be Completed
059	Pay Period Number/Year In Must Be Completed
060	Pay Period Number/Year Out Must Be Completed
061	Deferred Percentage Or Amt In/Out Must Be Blank
062	Non-Deferred Percent Or Amt In/Out Must Be Blank
063	Deferred Percentage Or Amount In Invalid
064	Deferred Percentage Or Amount Out Invalid
065	1% Agency Contributions Invalid For CSRS Employees
066	Number Of Pay Periods Must Be Numeric And > Zero
067	Pay Period Number/Year In Indicates Future Document
068	Pay Period Number/Yr Out Indicates Future Document
069	Deferred Percentage Or Amount In Didn't Compute
070	Deferred Percentage Or Amount Out Didn't Compute
071	Def Percentage Or Amt Out > Def Percent Or Amt In
072	PP Amount Exceeds 70% Of Biweekly Gross Salary
073	Maximum Def Percentage Or Amount Reached
074	Non-Deferred Percentage Or Amount In Invalid
075	Non-Deferred Percentage Or Amount Out Invalid
076	Non-Deferred Percentage Or Amt In Didn't Compute
077	Non-Deferred Percent Or Amt Out Didn't Compute
078	Non-Def Percent/Amt Out>Non-Def Percent Amt In
079	Pay Period Number/Year In Not In TMGT
080	Pay Period Number/Year Out Not In TMGT

Document Type 129 - Thrift Savings Plan Collections

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **A** (add)
- **C** (change)
- **S** (stop)

Data Element(s) Used In Audit

003 - Transaction Code

Document Type 129 - Thrift Savings Plan Collections

Code	Message
051	*Plan Code Invalid*

Description

The **Plan Code** field **must** be one of the following:

- **01** - Federal Employees' Retirement System (FERS)
- **02** - Civil Service Retirement System (CSRS)
- **03** - (FERS - eligible for immediate participation in employee contributions)
- **04** - Federal Deposit Insurance Corporation (FDIC), T. Rowe Price - eligible for immediate participation in employee contributions
- **13** - FDIC, T. Rowe Price
- **75** - Office of the Comptroller of the Currency (OCC) 401(k)
- **77** - Appalachian Regional Commission (ARC) 401(k) non-matching agency contributions
- **78** - ARC 401(k) matching agency contributions

Data Element(s) Used In Audit

004 - Plan Code

Document Type 129 - Thrift Savings Plan Collections

Code	Message
052	*Plan Code Same As Database*

Description

The document being processed is **adding** (Transaction Code A) a thrift savings plan collections document; however, the plan code entered in the **Plan Code** field is the **same** as the plan code on the employee's database **thrift savings retro payments** record (IRIS Program 121).

Data Element(s) Used In Audit

002 - Social Security Number

Document Type 129 - Thrift Savings Plan Collections

Code	Message
053	*Emp Ineligible To Participate In Plan Code 01/02*

Description

The plan code entered in the **Plan Code** field is **01** (FERS) or **02** (CSRS)**;** however, the employee in **ineligible** to participate in Plan Code **01** or **02**.

Data Element(s) Used In Audit

003 - Transaction Code
027 - Social Security Number Of Social Security Number Change Record

Document Type 129 - Thrift Savings Plan Collections

Code	Message
054	*Plan Code Not On Database*

Description

The document being processed is **changing** (Transaction Code C) or **stopping** (Transaction Code S) a thrift savings plan collections document; however, the plan code entered in the **Plan Code** field does **not** equal the plan code on the employee's database **thrift savings retro payments** record (IRIS Program 121).

Data Element(s) Used In Audit

002 - Social Security Number

Document Type 129 - Thrift Savings Plan Collections

Code	Message
055	*Change/Stop Invalid After Payroll Deduction*

Description

The document being processed is **changing** (Transaction Code C) or **stopping** (Transaction Code S) a thrift savings plan collections document; however, a payroll deduction has been made from the employee's salary for the thrift savings plan collections record. You **cannot change** or **stop** a thrift savings plan collection record once a payroll deduction has been made.

If the data entered is correct, key in ***D*** (release Message 055) in the **Override** field.

Data Element(s) Used In Audit

002 - Social Security Number

Document Type 129 - Thrift Savings Plan Collections

Code	Message
056	*Plan Code And Agency Code Incompatible*

Description

The plan code entered in the **Plan Code** field is **04** (FDIC, T. Rowe Price - eligible for immediate participation in employee contributions) or **13** (FDIC, T. Rowe Price) and the **only** agency allowed to use Plan Codes 04 and 13 is the Federal Deposit Insurance Corporation (**Agency Code 68**).

or

The plan code entered in the **Plan Code** field is **75** (OCC 401(k)) and the **only** agency allowed to use Plan Code 75 is the Office of the Comptroller of the Currency (**Agency Code AJ**).

or

The plan code entered in the **Plan Code** field is **77** (ARC 401(k) non-matching agency contributions) or **78** (ARC 401(k) matching agency contributions) and the **only** agency allowed to use Plan Codes 77 and 78 is the Appalachian Regional Commission (**Agency Code 66**).

Data Element(s) Used In Audit

003 - Transaction Code
026 - Organizational Structure Code Of Salary

Document Type 129 - Thrift Savings Plan Collections

Code	Message
057	*Collection For Agency Contribution Only Invalid*

Description

The **Is This Collection For An Agency Contribution Only?** field **mus**t be one of the following:

- **Y** (transaction code is a 1% agency contribution)
- **N** (action is a payroll deduction)

Data Element(s) Used In Audit

Document Type 129 - Thrift Savings Plan Collections

Code	Message
058	*Base Pay In And/Or Base Pay Out Must Be Completed*

Description

The **Base Pay In** and/or the **Base Pay Out** field(s) **must** be **completed** and **must** be **numeric** and **greater than zeros**.

Data Element(s) Used In Audit

010 - Base Pay In
018 - Base Pay Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
059	*Pay Period Number/Year In Must Be Completed*

Description

When the **Base Pay In** field is greater than zeros, the **Pay Period Number/Year In** field **must** also be **completed.** Valid values for the **Pay Period Number** field are **01** through **27**.

Data Element(s) Used In Audit

016 - Pay Period Year In
017 - Pay Period Number In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
060	*Pay Period Number/Year Out Must Be Completed*

Description

When the **Base Pay Out** field is greater than zeros, the **Pay Period Number/Year In** field **must** also be **completed.** Valid values for the **Pay Period Number** field are **01** through **27**.

Data Element(s) Used In Audit

024 - Pay Period Year Out
025 - Pay Period Number Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
061	*Deferred Percentage Or Amt In/Out Must Be Blank*

Description

When the **Is This Collection For An Agency Contribution Only?** field is **Y** (transaction code is a 1% agency contribution), the **Deferred Percentage Or Amount In/Out** fields **must** be **blank** or **zeros.**

Data Element(s) Used In Audit

005 - Is This Collection For An Agency Contribution Only?
014 - Factor Non-Deferred In
015 - Factor Deferred In
022 - Factor Non-Deferred Out
023 - Factor Deferred Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
062	*Non-Deferred Percent Or Amt In/Out Must Be Blank*

Description

When the **Is This Collection For An Agency Contribution Only?** field is **Y** (transaction code is a 1% agency contribution), the **Non-Deferred Percentage Or Amount In/Out** fields **must** be **blank** or **zeros.**

Data Element(s) Used In Audit

014 - Factor Non-Deferred In
022 - Factor Non-Deferred Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
063	*Deferred Percentage Or Amount In Invalid*

Description

The percent entered in the **Deferred Percentage In** field **must** be one of the following:

- **010** (1%)
- **150** (15%)
- **075** (7 1/2%)

The amount entered in the **Deferred Amount In** field **must** be whole dollars.

Data Element(s) Used In Audit

015 - Factor Deferred In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
064	*Deferred Percentage Or Amount Out Invalid*

Description

The percent entered in the **Deferred Percentage Out** field **must** be one of the following:

- **010** (1%)
- **150** (15%)
- **075** (7 1/2%)

The amount entered in the **Deferred Amount Out** field **must** be whole dollars.

Data Element(s) Used In Audit

023 - Factor Deferred Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
065	*1% Agency Contributions Invalid For CSRS Employees*

Description

The **Is This Collection For An Agency Contribution Only?** field **must** be **blank** for **Civil Service Retirement Employees (CSRS)** employees enrolled in the Thrift Saving Plan (**Plan Code 02** on PINQ Program 56, PACS Thrift Savings or IRIS Program 118).

Data Element(s) Used In Audit

003 - Transaction Code
005 - Is This Collection For An Agency Contribution Only?

Document Type 129 - Thrift Savings Plan Collections

Code	Message
066	*Number Of Pay Periods Must Be Numeric And > Zero*

Description

When the **Is This Collection For An Agency Contribution Only?** field is **Y** (transaction code is a 1% agency contribution), the **Number Of Pay Periods** field **must** be **01.**

When the **Is This Collection For An Agency Contribution Only?** field is **N** (action is a payroll deduction), the **Number Of Pay Periods** field **must** be **numeric** and **greater than zero.**

Data Element(s) Used In Audit

017 - Pay Period Number In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
067	*Pay Period Number/Year In Indicates Future Document*

Description

The pay period and year entered in the **Pay Period Number/Year In** field is **greater than** the pay period and year entered in the **Eff Pay Period and Pay Period Yr** fields in the key data.

Data Element(s) Used In Audit

016 - Pay Period Year In
017 - Pay Period Number In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
068	*Pay Period Number/Yr Out Indicates Future Document*

Description

The pay period and year entered in the **Pay Period Number/Year Out** field is **greater than** the pay period and year entered in the **Eff Pay Period and Pay Period Yr** fields in the key data.

Data Element(s) Used In Audit

024 - Pay Period Year Out
025 - Pay Period Number Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
069	*Deferred Percentage Or Amount In Didn't Compute*

Description

An error occurred when performing the computation for the total deductions for the **Deferred Percentage Or Amount In** field. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

012 - Deferred Percentage Or Amount In
013 - Deduction Type In
025 - Computed Deferred Percentage Or Amount In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
070	*Deferred Percentage Or Amount Out Didn't Compute*

Description

An error occurred when performing the computation for the total deductions for the **Deferred Percentage Or Amount Out** field. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

020 - Deferred Percentage Or Amount Out
021 - Deduction Type Out
029 - Computed Deferred Percentage Or Amount Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
071	*Def Percent Or Amt Out > Def Percent Or Amt In*

Description

The data entered in the **Deferred Percentage Or Amount Out** field is **greater than** the data entered in the **Deferred Percentage Or Amount In** field.

Verify the following fields:

- **Deferred Percentage Or Amount In**
- **Deferred Percentage Or Amount Out**
- **Base Pay In**
- **Base Pay Out**

Data Element(s) Used In Audit

012 - Deferred Percentage Or Amount Int
020 - Deferred Percentage Or Amount Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
072	*PP Amount Exceeds 70% Of Biweekly Gross Salary*

Description

The TSP collection amount to be deducted each pay period is **greater than 70%** of the employee's biweekly gross salary. If the amount is correct, type ***C*** (release Message 072) in the **Override** field to release this message.

Data Element(s) Used In Audit

007 - Amount Pay Period Deferred
032 - Maximum Deduction Allotted

Document Type 129 - Thrift Savings Plan Collections

Code	Message
073	*Maximum Def Percentage Or Amount Reached*

Description

The TSP collection record indicates that the employee has reached the maximum amount allowed for the deferred percentage or amount.

Data Element(s) Used In Audit

Document Type 129 - Thrift Savings Plan Collections

Code	Message
074	*Non-Deferred Percentage Or Amount In Invalid*

Description

The percent entered in the **Non-Deferred Percentage In** field **must** be one of the following:

- **010** (1%)
- **150** (15%)
- **075** (7 1/2%)

The amount entered in the **Non-Deferred Amount In** field **must** be whole dollars.

Data Element(s) Used In Audit

014 - Factor Non-Deferred In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
075	*Non-Deferred Percentage Or Amount Out Invalid*

Description

The percent entered in the **Non-Deferred Percentage Out** field **must** be one of the following:

- **010** (1%)
- **150** (15%)
- **075** (7 1/2%)

The amount entered in the **Non-Deferred Amount Out** field **must** be whole dollars.

Data Element(s) Used In Audit

022 - Factor Non-Deferred Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
076	*Non-Deferred Percentage Or Amt In Didn't Compute*

Description

An error occurred when performing the computation for the total deductions for the **Non-Deferred Percentage Or Amount In** field. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

011 - Non-Deferred Percent/Amount In
013 - Deduction Type In
031 - Computed Non-Deferred Percentage Or Amount In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
077	*Non-Deferred Percent Or Amount Out Didn't Compute*

Description

An error occurred when performing the computation for the total deductions for the **Non-Deferred Percentage Or Amount Out** field. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

019 - Non-Deferred Percent Or Amount Out
021 - Deduction Type Out
030 - Computed Non-Deferred Percent Or Amount Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
078	*Non-Def Percent/Amt Out>Non-Def Percent/Amt In*

Description

The data entered in the **Non-Deferr ed Percentage Or Amount Out** field is **greater than** the data entered in the **Non-Deferr ed Percentage Or Amount In** field.

Verify the following fields:

- **Deferred Percentage Or Amount In**
- **Deferred Percentage Or Amount Out**
- **Base Pay In**
- **Base Pay Out**

Data Element(s) Used In Audit

011 - Non-Deferred Percentage Or Amount In
019 - Non-Deferred Percent Or Amount Out

Document Type 129 - Thrift Savings Plan Collections

Code	Message
079	*Pay Period Number/Year In Not In TMGT*

Description

The pay period number and/or year entered in the **Pay Period Number/Year In** field was **not** located in the Table Management System (TMGT), **Table 128**, Pay Period and Corresponding Dates By Year.

Data Element(s) Used In Audit

016 - Pay Period Year In
017 - Pay Period Number In

Document Type 129 - Thrift Savings Plan Collections

Code	Message
080	*Pay Period Number/Year Out Not In TMGT*

Description

The pay period number and/or year entered in the **Pay Period Number/Year Out** field was **not** located in the Table Management System (TMGT), **Table 128**, Pay Period and Corresponding Dates By Year.

Data Element(s) Used In Audit

024 - Pay Period Year Out
025 - Pay Period Number Out

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
050	Total Number Of Allowances Claimed Invalid
051	Additional Amount Not Numeric Or Spaces
052	Eligible For Earned Income Credit Invalid
053	EIC Code Invalid/Inconsistent W/Eligibility Code
054	Eligible EIC Code Invalid For Employee
055	Total Number Of Allowances Controlled By The IRS

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
050	*Total Number Of Allowances Claimed Invalid*

Description

The **Total Number Of Allowances Claimed** field **must** be one of the following:

- **XT** (exempt)
- **M00** through **M99** or
- **S00** through **S99**

The **first position** identifies the employee's **martial status** (**M** equals married, **S** equals single, and **X** equals exempt). The **second** and **third positions** are the **number of exemptions** the employee is claiming. If the employee claims total exemption from Federal taxes, then the second position would be **T**.

Data Element(s) Used In Audit

018 - Federal Tax Number Of Allowances Claimed

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
051	*Additional Amount Not Numeric Or Spaces*

Description

If data is entered in the **Additional Amount** field, it **must** be **numeric**.

Data Element(s) Used In Audit

019 - Federal Tax Additional Amount

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
052	*Eligible For Earned Income Credit Invalid*

Description

The **Eligible For Earned Income Credit** field **must** be one of the following codes:

- **Y** (yes)
- **N** (no)

If ***Y*** is entered in the **Eligible For Earned Income Credit** field, the **Enter The Filing Status Code** field on PRES Program DP131, Earned Income Credit Advance Payment Certificate, or the **Filing Status** field on EPIC Program E10801, Earned Income Credit, must also be completed. Valid values for these fields are:

- **A** (single, head of household, or qualifying widow(er))
- **B** (married, both employee and spouse claim EIC)
- **C** (married, only employee claims EIC)

Data Element(s) Used In Audit

020 - Eligible For Earned Income Credit

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
053	*EIC Code Invalid/Inconsistent W/Eligibility Code*

Description

The **earned income credit (EIC) code** on the employee's database **Federal tax** record (IRIS Program 104) must be coded **Y** (yes) when processing an **eligibility** earned income credit document for an employee who is now **ineligible**.

Data Element(s) Used In Audit

021 - Earned Income Credit Code

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
054	*Eligible EIC Code Invalid For Employee*

Description

In order to claim **ineligible** for **earned income credit**, the employee **must** have an **EIC-code** established on the employee's database **Federal tax** record (IRIS Program 104).

Data Element(s) Used In Audit

020 - Eligible For Earned Income Credit

Document Type 130 - Federal Income Tax/EIC Advance Payment Certificate

Code	Message
055	*Total Number Of Allowances Controlled By The IRS*

Description

The W-4 being processed is **increasing** the **total number of allowances**; however, the employee is currently under the **IRS control**.

When an employee is under the **IRS control**, a W-4 **cannot** be processed by the agency to **increase** the **total number of allowances**. A request to increase the **total number of allowances** for an employee under the **IRS control must** be sent to the National Finance Center.

☞**Note**: The agency can only process a **decrease** to the **total number of allowances** when an employee is under the **IRS control**.☜

Data Element(s) Used In Audit

023- Database W-4 Controlled By IRS

(reserved)

Document Type 140 - State Income Tax Certificate

Code	Message
050	Waiver - Duty Station Cannot Equal Residence State
051	State Code Must Equal Duty Station State Code
054	Total Number of Allowances ONL Or WAV Invalid
055	Withholding State Code Must Equal Residence State
056	Withholding State Cd Must Equal Duty Station State
057	Total Number Of Allowances Contains Invalid Data
058	1st Position Total No. Of Allow Invalid W/State Cd
059	Total Number Of Allowances Invalid
060	Additional Amount Invalid
061	Additional Exemptions Claimed Invalid
062	Withholding State Code Not In TMGT
065	State Code Must Equal State Tax Wh State Code
066	Mississippi - Additional Amount Must Be Blank
067	Total Number Of Allowances Must Be Numeric
068	Personal Exemptions Claimed Must Be 0 Or 1
069	Public/Private Employee Must Be 1 Or 2
070	Document Will Result In Dual State Tax Deductions
073	Residence Addr State/Country Code Must Be Michigan

Document Type 140 - State Income Tax Certificate

Code	Message
050	*Waiver - Duty Station Cannot Equal Residence State*

Description

When a state tax document is being processed to **waive tax liability** for the **duty station state**, the **duty station state code** recorded on the employee's database **salary** record (IRIS Program 101) **cannot** be the same as the database **address/check information residence state code** (IRIS Program 124).

☞**Note:** This message is **not** applicable if the **Special Employee Code** is **05** (presidential appointee), **15** (NOAA field employee), or **40** (overseas employee payrolled by NFC), or if the employee is a Department of Commerce Wage Marine.☜

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
024 - Database Duty Station State Code
025 - Database Residence Address State/Country Code

Document Type 140 - State Income Tax Certificate

Code	Message
051	*State Code Must Equal Duty Station State Code*

Description

When a state tax document is being processed to **waive tax liability** for the duty station state, the **State Tax Withholding State Code** field must **equal** the **duty station state code** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
020 - State Tax Withholding State Code
024 - Database Duty Station State Code

Document Type 140 - State Income Tax Certificate

Code	Message
054	*Total Number Of Allowances ONL Or WAV Invalid*

Description

In order to be **eligible** to claim **total exemption** or **waive** the **duty station state tax liability**, the **state tax status duty station** recorded on the employee's database **state tax** record (IRIS Program 105) **must** be coded **1** (taxable) or **3** (multiple state tax).

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
020 - State Tax Withholding State Code
024 - Database Duty Station State Code
026 - State Tax Status Duty Station

Document Type 140 - State Income Tax Certificate

Code	Message
055	*Withholding State Code Must Equal Residence State*

Description

When a state tax document is being processed for **voluntary withholdings** of state tax deductions **based** on the **residence state code**, the **state code** in the **State Tax Withholding State Code** field must be the **same** as the **residence state code** recorded on the employee's database **address/check information** record (IRIS Program 124).

☞**Note**: A **waiver** of state tax liability **must be** processed for the **duty station state** if the duty station state is a **taxable state** and **not** the **same** as the **residence state code** recorded on the employee's database **address/check information** record (IRIS Program 124).☜

☞**Note**: This message is **not** applicable if the **Special Employee Code** is **05** (presidential appointee), **15** (NOAA field employee), or **40** (overseas employee payrolled by NFC), or if the employee is a Department of Commerce Wage Marine.☜

Data Element(s) Used In Audit

020 - State Tax Withholding State Code
024 - Database Duty Station State Code
025 - Database Residence Address State/Country Code
026 - State Tax Status Duty Station

Document Type 140 - State Income Tax Certificate

Code	Message
056	*Withholding State Cd Must Equal Duty Station State*

Description

When a state tax document is being processed for **withholding** of **state tax deductions** based on the **duty station state code**, the **State Tax Withholding State Code** field must be the **same** as the **duty station state code** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - State Tax Withholding State Code
024 - Database Duty Station State Code
026 - State Tax Status Duty Station

Document Type 140 - State Income Tax Certificate

Code	Message
057	*Total Number Of Allowances Contains Invalid Data*

Description

The last 2 positions of the **Total Number of Allowances** field **must** be **numeric**.

For coding instructions on state tax documents, see the **Tax Formulas** procedure which is available on the NFC home page (*www.nfc.usda.gov*). To view and/or print the Tax Formulas procedure, go to the NFC home page and click on **Pubs & Forms**. Then on the **Pubs & Forms** page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided.

Data Element(s) Used In Audit

018 - State Tax Total Number of Allowances

Document Type 140 - State Income Tax Certificate

Code	Message
058	*1st Position Total No. Of Allow Invalid W/State Cd*

Description

The first position of the **Total Number of Allowances** field is incompatible with the **State Tax Withholding State Code** field.

For coding instructions on state tax documents, see the **Tax Formulas** procedure which is available on the NFC home page (*www.nfc.usda.gov*). To view and/or print the Tax Formulas procedure, go to the NFC home page and click on **Pubs & Forms**. Then on the **Pubs & Forms** page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided.

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
020 - State Tax Withholding State Code

Document Type 140 - State Income Tax Certificate

Code	Message
059	*Total Number Of Allowances Invalid*

Description

The first position of the **Total Number of Allowances** field is invalid.

For coding instructions on state tax documents, see the **Tax Formulas** procedure which is available on the NFC home page (*www.nfc.usda.gov*). To view and/or print the Tax Formulas procedure, go to the NFC home page and click on **Pubs & Forms**. Then on the **Pubs & Forms** page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided.

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances

Document Type 140 - State Income Tax Certificate

Code	Message
060	*Additional Amount Invalid*

Description

If data is entered in the **Additional Amount** field, it **must** be **numeric**.

Data Element(s) Used In Audit

019 - State Tax Additional Amount

Document Type 140 - State Income Tax Certificate

Code	Message
061	*Additional Exemptions Claimed Invalid*

Description

When data is entered in the **Additional Exemptions Claimed** field, the **State Tax Withholding State Code** field **must** be **06** (California) or **RQ** (Puerto Rico). If the **State Tax Withholding State Tax** field is **other than 06** or **RQ**, the **Additional Exemption Claimed** field **must** be **blank**.

Data Element(s) Used In Audit

021 - State Tax Additional Exemptions Claimed

Document Type 140 - State Income Tax Certificate

Code	Message
062	*Withholding State Code Not In TMGT*

Description

The state code entered in the **State Tax Withholding State Code** field was **not** located in the Table Management System (TMGT), **Table 009**, State Tax Name and Address, indicating that there is no tax agreement with the state or that the data entered is invalid.

For a list of states that have a withholding agreement with the Department of the Treasury, see the **Tax Formulas** procedure which is available on the NFC home page (*www.nfc.usda.gov*). To view and/or print the Tax Formulas procedure, go to the NFC home page and click on **Pubs & Forms**. Then on the **Pubs & Forms** page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided.

Data Element(s) Used In Audit

020 - State Tax Withholding State Code

Document Type 140 - State Income Tax Certificate

Code	Message
065	*State Code Must Equal State Tax Wh State Code*

Description

The document being processed is a **cancellation** of **voluntary state tax withholding** deductions; however, the **state code** in the **State Tax Withholding State Code** field is **not** the same as the **state tax withholding state code** recorded on the employee's database **state tax** record (IRIS Program 105).

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
020 - State Tax Withholding State Code
025 - Database Residence Address State/Country Code

Document Type 140 - State Income Tax Certificate

Code	Message
066	*Mississippi - Additional Amount Must Be Blank*

Description

Data may **not** be entered in the **Additional Amount** field when the **State Tax Withholdings State Code** field is **28** (Mississippi).

Data Element(s) Used In Audit

019 - State Tax Additional Amount

Document Type 140 - State Income Tax Certificate

Code	Message
067	*Total Number Of Allowances Must Be Numeric*

Description

The last two positions of the **Total Number of Allowances** field **must** be **numeric.**

For coding instructions on state tax documents, see the **Tax Formulas** procedure which is available on the NFC home page (*www.nfc.usda.gov*). To view and/or print the Tax Formulas procedure, go to the NFC home page and click on **Pubs & Forms**. Then on the **Pubs & Forms** page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided.

Data Element(s) Used In Audit

018 - State Tax Total Number Of Allowances
020 - State Tax Withholding State Code

Document Type 140 - State Income Tax Certificate

Code	Message
068	*Personnel Exemptions Claimed Must Be 0 Or 1*

Description

When the **State Tax Withholding State Code** field is **RQ** (Puerto Rico), the **Personal Exemptions Claimed** field **must** be **completed**. Valid personal exemption claimed codes are:

- **0** (no personal exemptions claimed)
- **1** (complete or half personal exemptions claimed)

☞**Note**: If the **State Tax Withholding State Code** field is **other than PR**, the **Personal Exemptions Claimed** field **must** be **blank**.☜

Data Element(s) Used In Audit

031 - State Tax Personal Exemptions Claimed

Document Type 140 - State Income Tax Certificate

Code	Message
069	*Public/Private Employee Must Be 1 Or 2*

Description

When the **State Tax Withholding State Code** field is **RQ** (Puerto Rico), the **Public Or Private Employee** field **must** be **completed**. Valid public or private employee codes are:

- **1** (private employee)
- **2** (public employee)

☞**Note**: If the **State Tax Withholding State Code** field is **other than RQ**, the **Public Or Private Employee** field **mus**t be **blank**.☜

Data Element(s) Used In Audit

032 - State Tax Public Or Private Employee

Document Type 140 - State Income Tax Certificate

Code	Message
070	*Document Will Result In Dual State Tax Deductions*

Description

The state tax document being processed is **adding** a **state tax record** to the employee's database **state tax** record (IRIS Program 105); however, a **state tax record** currently **exists** on the employee's database **salary** record (IRIS Program 105). One of the following actions should be taken for this message:

- If withholding for a second state needs to be established, type ***C*** in the **Override** field. This action will establish two state tax records for the employee. State tax deductions will be withheld for both states.
- If a tax document was erroneously entered, type ***4*** in the **Override** field. This will delete the erroneous document, and no change will be made to the current database record.
- If the current state tax withholding is to be deleted and a new state tax withholding processed, a waiver for the state that currently exists on the database must be processed in an NFC entry system or an Agency Front-End System Interface (FESI). ☞**Note**: If a waiver is in suspense, this message will appear also until the waiver is corrected.☜

Data Element(s) Used In Audit

020 - State Tax Withholding State Code
024 - Database Duty Station State Code
025 - Database Residence Address State/Country Code

Document Type 140 - State Income Tax Certificate

Code	Message
073	*Residence Addr State/Country Code Must Be Michigan*

Description

The state tax document is being processed for **withholding** of **state tax deductions** for the **state** of **Michigan**. However, the **residence state code** recorded on the employee's database **address/check information** record (IRIS Program 124) is **not** Michigan.

☞**Note**: When a state tax document is being processed for **voluntary withholdings** of state tax deductions **based** on the **residence state**, the **state code** in the **State Tax Withholding State Code** field must be the **same** as the **residence state code** recorded on the employee's database **address/check information** record (IRIS Program 124).☜

Data Element(s) Used In Audit

020 - State Tax Withholding State Code
024 - Database Duty Station State Code
025 - Database Residence Address State/Country Code

(reserved)

Document Type 150 - City/County Income Tax Certificate

Code	Message
050	City Tax Action Code Invalid
051	Other Allowances Invalid
052	St & Cnty Cds Must Equal Database St & Cnty Cds
053	St & City Cds Must Equal Database St & City Cds
054	City And County Codes Cannot Both Be Present
055	State And County Codes Not In TMGT
056	Resident Of City Must Be 1 (Res) Or 2 (Non-Res)
057	State And City Codes Not In TMGT
058	Total Number Of Allowances Claimed Invalid
059	Percent Of Annual Comp Perf Outside City Invalid
060	State/City Code Must Eq Duty Station Or Residence
061	State/Cnty Code Must Eq Duty Station Or Residence
063	County Tax Currently Exists On Database
064	City Tax Currently Exists On Database

Document Type 150 - City/County Income Tax Certificate

Code	Message
050	*City Tax Action Code Invalid*

Description

The **city tax action code must** be **zero**.

Data Element(s) Used In Audit

018 - City Tax Action Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
051	*Other Allowances Invalid*

Description

If data was entered in the **Other Allowances** field, it **must** be **numeric**.

Data Element(s) Used In Audit

019 - City Tax Other Allowances

Document Type 150 - City/County Income Tax Certificate

Code	Message
052	*St & Cnty Cds Must Equal Database St & Cnty Cds*

Description

The **County Tax State Code** field and the **County Tax County Code** field are **not** equal to the **state code** and **county code** recorded on the employee's database **salary deductions** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - City Tax State Code
021 - City Tax County Code
028 - Database City Tax State Code
029 - Database City Tax County Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
053	*St & City Cds Must Equal Database St & City Cds*

Description

The **City Tax State Code** field and the **City Tax City Code** field are **not** equal to the **state code** and **city code** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - City Tax State Code
022 - City Tax City Code
028 - Database City Tax State Code
030 - Database City Tax City Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
054	*City And County Codes Cannot Both Be Present*

Description

Both the **city tax city code** and **county tax county code cannot** be **present**.

Data Element(s) Used In Audit

021 - City Tax County Code
022 - City Tax City Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
055	*State And County Codes Not In TMGT*

Description

The state code entered in the **County Tax State Code** field and the county code entered in the **County Tax County Code** field were **not** located in the Table Management System (TMGT), **Table 008**, County Tax, County Name and Address, indicating that there is no tax agreement with the county or that the data entered is invalid.

Data Element(s) Used In Audit

020 - City Tax State Code
021 - City Tax County Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
056	*Resident Of City Must Be 1 (Res) Or 2 (Non-Res)*

Description

The **If Resident Of City Where Employed** field **must** be one of the following codes:

- **1** (resident)
- **2** (non-resident)

Data Element(s) Used In Audit

024- City Tax Indication

Document Type 150 - City/County Income Tax Certificate

Code	Message
057	*State And City Codes Not In TMGT*

Description

The state code entered in the **City Tax State Code** field and the city code entered in the **City Tax City Code** field were **not** located in the Table Management System (TMGT), **Table 007**, City Tax, City Name and Address, indicating that there is no tax agreement with the city or that the data entered is invalid.

Data Element(s) Used In Audit

020 - City Tax State Code
022 - City Tax City Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
058	*Total Number of Allowances Claimed Invalid*

Description

The **Total Number Of Allowances Claimed** field **must** be **zero except** for the **cities** in **Michigan** and **New York**, and **Philadelphia, Pennsylvania**. In these cases, the **last two positions** of the **Total Number Of Allowances Claimed** field **must** be **numeric**.

Data Element(s) Used In Audit

026 - City Tax Total Number Of Allowances Claimed

Document Type 150 - City/County Income Tax Certificate

Code	Message
059	*Percent Of Annual Comp Perf Outside City Invalid*

Description

The **Percent Of Annual Compensation For Services Performed Outside The City** field **mus**t be **numeric** or **blank**.

Data Element(s) Used In Audit

027 - City Tax Percent

Document Type 150 - City/County Income Tax Certificate

Code	Message
060	*State/City Code Must Eq Duty Station Or Residence*

Description

The **City Tax State Code** field and **City Tax City Code** field are **not** equal to the **duty station** or **residence state** and **city codes** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - City Tax State Code
031 - Database Duty Station State Code
033 - Database Duty Station City Code
022 - City Tax City Code
032 - Database Residence State Code
034 - Database Residence City Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
061	*State/Cnty Code Must Eq Duty Station Or Residence*

Description

The **County Tax State Code** field and **County Tax County Code** field are **not** equal to the **duty station** or **residence state** and **county codes** recorded on the employee's database **salary** record (IRIS Program 101).

Data Element(s) Used In Audit

020 - City Tax State Code
031 - Database Duty Station State Code
035 - Database Duty Station County Code
021 - City Tax County Code
032 - Database Residence State Code
036 - Database Residence County Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
063	*County Tax Currently Exists On Database*

Description

The document being processed is **adding** a **county tax record**; however, the **county code** specified on the document currently **exists** on the employee's database **county tax** record (IRIS Program 107).

Data Element(s) Used In Audit

020 - City Tax State Code
021 - City Tax County Code
031 - Database Duty Station State Code
032 - Database Residence State Code
035 - Database Duty Station County Code
036 - Database Residence County Code

Document Type 150 - City/County Income Tax Certificate

Code	Message
064	*City Tax Currently Exists On Database*

Description

The document being processed is **adding** a **city tax record**; however, the **city code** specified on the document currently **exist** on the employee's database **city tax** record (IRIS Program 106).

Data Element(s) Used In Audit

020 - City Tax State Code
031 - Database Duty Station State Code
033 - Database Duty Station City Code
022 - City Tax City Code
032 - Database Residence State Code
034 - Database Residence City Code

(reserved)

Document Type 160 - Record Of Leave Data Transferred

Code	Message
050	Prior Year Leave Balance (Annual Hrs) Invalid
051	Prior Year Leave Balance (Sick Hrs) Invalid
052	Current Year Leave Earned (Annual Hrs) Invalid
053	Current Year Leave Earned (Sick Hrs) Invalid
054	Reduction In Credits (Annual Hrs) Invalid
055	Reduction In Credits (Sick Hrs) Invalid
056	Current Year Leave Taken (Annual Hrs) Invalid
057	Current Year Leave Taken (Sick Hrs) Invalid
058	Leave Transferred (Annual Hrs) Invalid
059	Leave Transferred (Sick Hrs) Invalid
060	Leave Transferred (Annual Hrs) Do Not Balance
061	Leave Transferred (Sick Hrs) Do Not Balance
062	LWOP Or Furlough During Leave Year Invalid
063	LWOP Or Furlough Since Last WGI Invalid
064	AWOL Or Suspension Since Last WGI Invalid
065	Military Leave Taken - This Leave Year Invalid
066	Commencing Date Of WGI Waiting Period Invalid
068	AWOL Or Suspension During Current Leave Yr Invalid
069	Ending Date Of Lump Sum Leave Invalid
070	Leave Record Not Found

Document Type 160 - Record of Leave Data Transferred

Code	Message
050	*Prior Year Leave Balance (Annual Hrs) Invalid*

Description

The amount of leave hours in the **Prior Year Leave Balance (Annual Hrs)** field, if present, **must** be **numeric**.

The **Prior Year Leave Balance (Annual Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

018 - Prior Year Leave Balance (Annual Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
051	*Prior Year Leave Balance (Sick Hrs) Invalid*

Description

The amount of leave hours in the **Prior Year Leave Balance (Sick Hrs)** field, if present, **must** be **numeric**.

The **Prior Year Leave Balance (Sick Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

019 - Prior Year Leave Balance (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
052	*Current Year Leave Earned (Annual Hrs) Invalid*

Description

The amount of leave hours in the **Current Year Leave Earned (Annual Hrs)** field **exceeds** the **maximum** amount of annual leave that will be accrued for the current leave year.

☞**Note:** The maximum amount of annual leave an employee can accrue is determined by multiplying the number of pay periods remaining in the current leave year by the employee's annual leave category.☜

Data Element(s) Used In Audit

020 - Current Year Leave Earned (Annual Leave)
028 - Annual Leave Category

Document Type 160 - Record of Leave Data Transferred

Code	Message
053	*Current Year Leave Earned (Sick Hrs) Invalid*

Description

The amount of leave hours in the **Current Year Leave Earned (Sick Hrs)** field **exceeds** the **maximum** amount of sick leave that will be accrued for the current leave year.

☞**Note:** The maximum amount of sick leave an employee can accrue is determined by multiplying the number of pay periods remaining in the current leave year by 4.☜

Data Element(s) Used In Audit

021 - Current Year Leave Earned (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
054	*Reduction In Credits (Annual Hrs) Invalid*

Description

The amount of leave hours in the **Reduction In Credits (Annual Hrs)** field, if present, **must** be **numeric**.

Data Element(s) Used In Audit

022 - Reduction In Credits (Annual Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
055	*Reduction In Credits (Sick Hrs) Invalid*

Description

The amount of leave hours in the **Reduction In Credits (Sick Hrs)** field, if present, **must** be **numeric**.

Data Element(s) Used In Audit

023 - Reduction In Credits (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
056	*Current Year Leave Taken (Annual Hrs) Invalid*

Description

The amount of leave hours in the **Current Year Leave Taken (Annual Hrs)** field, if present, **must** be **numeric**.

The **Current Year Leave Taken (Annual Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

024- Current Year Leave Taken (Annual Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
057	*Current Year Leave Taken (Sick Hrs) Invalid*

Description

The amount of leave hours in the **Current Year Leave Taken (Sick Hrs)** field, if present, must be numeric.

The **Current Year Leave Taken (Sick Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

025 - Current Year Leave Taken (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
058	*Leave Transferred (Annual Hrs) Invalid*

Description

The amount of leave hours in the **Leave Transferred (Annual Hrs)** field, if present, **must** be **numeric**.

The **Leave Transferred (Annual Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

026 - Leave Transferred (Annual Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
059	*Leave Transferred (Sick Hrs) Invalid*

Description

The amount of leave hours in the **Leave Transferred (Sick Hrs)** field, if present, **must** be **numeric**.

The **Leave Transferred (Sick Hrs)** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

027 - Leave Transferred (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
060	*Leave Transferred (Annual Hrs) Do Not Balance*

Description

The amount of leave hours in the **Leave Transferred (Annual Hrs)** field **must equal** the leave hours in the **Prior Year Leave Balance (Annual Hrs)** and the **Current Year Leave Earned (Annual Hrs)** fields **minus** the leave hours in the **Reduction In Credits (Annual Hrs)** and the **Current Year Leave Taken (Annual Hrs)** fields.

Data Element(s) Used In Audit

018 - Prior Year Leave Balance (Annual Leave)
020 - Current Year Leave Earned (Annual Leave)
022 - Reduction In Credits (Annual Leave)
024 - Current Year Leave Taken (Annual Leave)
026 - Leave Transferred (Annual Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
061	*Leave Transferred (Sick Hrs) Do Not Balance*

Description

The amount of leave hours in the **Leave Transferred (Sick Hrs)** field **must equal** the leave hours in the **Prior Year Leave Balance (Sick Hrs)** and the **Current Year Leave Earned (Sick Hrs)** fields **minus** the leave hours in the **Reduction In Credits (Sick Hrs)** and the **Current Year Leave Taken (Sick Hrs)** fields.

Data Element(s) Used In Audit

019 - Prior Year Leave Balance (Sick Leave)
021 - Current Year Leave Earned (Sick Leave)
023 - Reduction In Credits (Sick Leave)
025 - Current Year Leave Taken (Sick Leave)
027 - Leave Transferred (Sick Leave)

Document Type 160 - Record of Leave Data Transferred

Code	Message
062	*LWOP Or Furlough During Leave Year Invalid*

Description

The amount of hours in the **Leave Without Pay Or Furlough During Leave Year** field, if present, **must** be **numeric**.

The **Leave Without Pay Or Furlough During Leave Year** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

031 - Leave Without Pay (LWOP) Or Furlough During Leave Year

Document Type 160 - Record of Leave Data Transferred

Code	Message
063	*LWOP Or Furlough Since Last WGI Invalid*

Description

The amount of hours in the **Leave Without Pay Or Furlough Since Last WGI** field, if present, **must** be **numeric**.

The **Leave Without Pay Or Furlough Since Last WGI** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

032 - Leave Without Pay (LWOP) Or Furlough Since Last Within-Grade Increase (WGI)
035 - Service Computation Date For WGI

Document Type 160 - Record of Leave Data Transferred

Code	Message
064	*AWOL Or Suspension Since Last WGI Invalid*

Description

The amount of hours in the **AWOL Or Suspension Since Last WGI** field, if present, **must** be **numeric**.

The **AWOL Or Suspension Since Last WGI** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

033- Absence Without Leave (AWOL) Since Last Within-Grade Increase (WGI)
035- Service Computation Date For WGI

Document Type 160 - Record of Leave Data Transferred

Code	Message
065	*Military Leave Taken - This Leave Year Invalid*

Description

The number of days in the **Military Leave Taken - This Leave Year** field, if present, **must** be **numeric**.

☞**Note:** If the location code on the employee's database **salary** record (PINQ Program 01) is **4** (Washington, D.C. Metropolitan Area) the number of days in the **Military Leave Taken - This Leave Year** field **cannot** exceed **18**; otherwise, the number of days in the **Military Days Taken - This Leave Year** field cannot exceed **15**.☜

Data Element(s) Used In Audit

034 - Military Leave Taken

Document Type 160 - Record of Leave Data Transferred

Code	Message
066	*Commencing Date Of WGI Waiting Period Invalid*

Description

The **Commencing Date Of WGI Waiting Period** field **must** be recorded in the following format:

- The month must be a number between 01-12.
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30.
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31.
- If the month is 02, the day must be a number between 01-29. When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

035 - Service Computation Date For Within-Grade Increase (WGI)

Document Type 160 - Record of Leave Data Transferred

Code	Message
068	*AWOL Or Suspension During Current Leave Yr Invalid*

Description

The amount of hours in the **AWOL Or Suspension During Current Leave Year** field, if present, **must** be **numeric**.

The **AWOL Or Suspension During Current Leave Year** field represents whole and quarter hours. The **last two positions** of the field denotes the **quarter hours**. Valid values for the quarter hours are:

- **No** quarter hours = **00**
- **1/4** hour = **25**
- **1/2** hour = **50**
- **3/4** hour = **75**

Data Element(s) Used In Audit

037 - Absence Without Leave (AWOL) - Suspension During Current Leave Year

Document Type 160 - Record of Leave Data Transferred

Code	Message
069	*Ending Date Of Lump Sum Leave Invalid*

Description

The **Ending Date Of Lump Sum Leave** field **must** be recorded in the following format:

- The month must be a number between 01-12.
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30.
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31.
- If the month is 02, the day must be a number between 01-29. When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.

Data Element(s) Used In Audit

038 - Ending Date Of Lump Sum Leave

Document Type 160 - Record of Leave Data Transferred

Code	Message
070	*Leave Record Not Found*

Description

The document being processed is **transferring** annual and/or sick leave hours; however, a database **leave** record (IRIS Program 136) was **not** found for the employee. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

018 - Prior Year Leave Balance (Annual Leave)
020 - Current Year Leave Earned (Annual Leave)
022 - Reduction In Credits (Annual Leave)
024 - Current Year Leave Taken (Annual Leave)
026 - Leave Transferred (Annual Leave)

(reserved)

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
052	Total Amount Annual Leave Restored Invalid
053	Action Code Invalid
054	Year Leave To Be Used Invalid
055	Year Leave To Be Used Already Established On DB
056	Year Leave To Be Used Not On Database
057	Restored Annual Leave Invalid
058	Total Amt Annual Lv Restored Gr Than Yearly Max
059	Replace/Delete Action Cd - No Record On Database

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
052	*Total Amount Annual Leave Restored Invalid*

Description

The total amount of leave hours in the **Total Amount Annual Leave Restored** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

020 - Annual Leave Restored

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
053	*Action Code Invalid*

Description

The **Action Code** field **must** be one of the following codes:

- **1** (new)
- **2** (replace)
- **3** (delete)

Data Element(s) Used In Audit

021 - Action Code

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
054	*Year Leave To Be Used Invalid*

Description

The **Year Leave To Be Used** field **must** be **numeric** and **must** be the **last 2 digits** of the **beginning year** of the restoration.

Data Element(s) Used In Audit

022 - Year Leave To Be Used

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
055	*Year Leave To Be Used Already Established On DB*

Description

The document being processed is an **Action Code 1** (adding restored annual leave); however, the employee's database **leave** record (IRIS Program 136) indicates that the **year** in the **Year Leave To Be Used** field **already exists**.

Data Element(s) Used In Audit

022 - Year Leave To Be Used

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
056	*Year Leave To Be Used Not On Database*

Description

The document being processed is an **Action Code 2** (replacing) or an **Action Code 3** (deleting) restored annual leave; however, the **year** in the **Year Leave To Be Used** field does **not** agree with the restored annual leave year recorded on the employee's database **leave** record (IRIS Program 136).

Data Element(s) Used In Audit

022-Year Leave To Be Used

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
057	*Restored Annual Leave Invalid*

Description

The document being processed is an **Action Code 2** (replacing) the amount of restored annual leave; however, the **Total Amount Annual Leave Restored** field is **blank**. When replacing restored annual leave, the data in the **Total Amount Annual Leave Restored** field **must** be **numeric** and **greater than zero**.

Data Element(s) Used In Audit

020 - Annual Leave Restored
021 - Action Code

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
058	*Total Amt Annual Lv Restored Gr Than Yearly Max*

Description

The amount of hours in the **Amount Annual Leave Restored** field is **greater than** the **maximum** amount of annual leave allowed for the employee. The maximum amount of annual leave that can be restored for any employee is the employee's annual leave category multiplied by 26.

☞**Note:** In the event that this message is not applicable to this employee, type ***C*** (release Message 058) in the **Override** field..☜

Data Element(s) Used In Audit

020 - Annual Leave Restored

Document Type 165 - Authorization For Restored Annual Leave

Code	Message
059	*Replace/Delete Action Cd - No Record On Database*

Description

The document being processed is an **Action Code 2** (replacing) or an **Action Code 3** (deleting) restored annual leave; however, there is no restored annual leave established for the year in the **Leave Year To Be Used** field on the employee's database **leave** record (IRIS Program 136).

Data Element(s) Used In Audit

021 - Action Code

(reserved)

Document Type 170 - U.S. Savings Bonds

Code	Message
051	Transaction Code Invalid
052	Amount Allotted Invalid
053	Bond Denomination Invalid
054	Total Number Of Owners Must Be 01 Through 09
055	Total No Of Coowners/Beneficiaries Must Be 00-09
056	Bond Owner Doesn't Correspond With Record Number
057	Coowner Doesn't Correspond With Record Number
058	Owner Address Invalid
059	Owner Name Must Be Completed
060	Owner SSNO Must Be Completed
061	Effective Date Invalid
062	Address 1 Must Be Completed
063	Owner Number Not Equal To Database
064	City Must Be Completed
065	State Invalid
066	ZIP Code Invalid
067	Coowner/Beneficiary Number Not Equal To Database
068	Owner & Coowner/Benef Number Must Be Completed
069	Coowner/Beneficiary Invalid
070	Coowner/Beneficiary Name Must Be Completed
071	Coowner/Beneficiary SSNO Invalid
072	Denomination And/Or Amount Allotted Same As DB
073	Authorization Number Same As Database
074	Authorization Number Invalid
075	Authorization Number Not Established On Database
076	Authorization Number Not Equal To Database
077	Total No Of Owners And Owners Entered Incompatible
078	Total No Coowner/Benef-Coowners/Benef Ent Incom
079	Only One Owner Number Established On Database
080	Bond Owner Name Contains Invalid Characters
081	Address 1 Contains Invalid Characters
082	Address 2 Contains Invalid Characters
083	City Contains Invalid Characters
084	Coowner/Benef Name Contains Invalid Characters
085	Bond Series Invalid
086	Bond Series Does Not Match Database Bond Series
087	Verify Owner Address ZIP Code

Document Type 170 - U.S. Savings Bonds

Code	Message
051	*Transaction Code Invalid*

Description

The **transaction code** must be one of the following:

- **1** (new authorization)
- **2** (change deduction and/or denomination)
- **3** (change inscription and/or deduction and denomination)
- **4** (cancel authorization)
- **5** (cancel owner/coowner)

Data Element(s) Used In Audit

003 - Transaction Code

Document Type 170 - U.S. Savings Bonds

Code	Message
052	*Amount Allotted Invalid*

Description

The data entered in the **Amount Allotted** field **must** be **numeric** and **greater than $3.74**.

Data Element(s) Used In Audit

004 - Amount Allotted

Document Type 170 - U.S. Savings Bonds

Code	Message
053	*Bond Denomination Invalid*

Description

The data entered in the **Bond Denomination** field **must** be **numeric** and equal to one of the following amounts:

- $100.00 (To enter a bond denomination of $100.00, type in ***100***.)
- $200.00 (To enter a bond denomination of $200.00, type in ***200***.)
- $500.00 (To enter a bond denomination of $500.00, type in ***500***.)
- $1000.00 (To enter a bond denomination of $1000.00, type in ***1000***.)

Data Element(s) Used In Audit

005 - Bond Denomination

Document Type 170 - U.S. Savings Bonds

Code	Message
054	*Total Number Of Owners Must Be 01 Through 09*

Description

The number entered in the **Total Number Of Owners** field **must** be **01** through **09.**

Data Element(s) Used In Audit

006 - Total Number Of Owners

Document Type 170 - U.S. Savings Bonds

Code	Message
055	*Total No Of Coowners/Beneficiaries Must Be 00-09*

Description

The number entered in the **Total Number Of Coowners/Beneficiaries** field **must** be **00** through **09.**

Data Element(s) Used In Audit

007 - Total Number Of Coowners/Beneficiaries

Document Type 170 - U.S. Savings Bonds

Code	Message
056	*Bond Owner Doesn't Correspond With Record Number*

Description

Each owner specified must have corresponding record numbers as follows:

Owner 01	Owner 02	Owner 03	Owner 04	Owner 05
02	05	08	11	14
03	06	09	12	15
04	07	10	13	16

Owner 06	Owner 07	Owner 08	Owner 09
17	20	23	26
18	21	24	27
19	22	25	28

Data Element(s) Used In Audit

006 - Total Number Of Owners

Document Type 170 - U.S. Savings Bonds

Code	Message
057	*Coowner Doesn't Correspond With Record Number*

Description

Each coowner/beneficiary specified must have a corresponding record number as follows:

Coowner 01 29	**Coowner 02** 30	**Coowner 03** 31	**Coowner 04** 32
Coowner 05 33	**Coowner 06** 34	**Coowner 07** 35	**Coowner 08** 36
Coowner 09 37			

Data Element(s) Used In Audit

007 - Total Number Of Coowners/Beneficiaries
018 - Total Number Of Coowners/Beneficiaries Entered

Document Type 170 - U.S. Savings Bonds

Code	Message
058	*Owner Address Invalid*

Description

When data is entered in the **Address 2** field, data **must also** be entered in the **Address 1** field. ☞**Note:** There can be no address information entered in the Address 2 field if there is no data entered in the Address 1 field..☜

Data Element(s) Used In Audit

013 - Owner Address 1
014 - Owner Address 2

Document Type 170 - U.S. Savings Bonds

Code	Message
059	*Owner Name Must Be Completed*

Description

The **Owner Name** field **must** be **completed.**

Data Element(s) Used In Audit

011 - Owner Name

Document Type 170 - U.S. Savings Bonds

Code	Message
060	*Owner SSNO Must Be Completed*

Description

The **SSNO** field for the owner **mus**t be **completed**.

Data Element(s) Used In Audit

012 - Owner Social Security Number

Document Type 170 - U.S. Savings Bonds

Code	Message
061	*Effective Date Invalid*

Description

The **Effective Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- The year must equal the processing pay period year unless the pay period is equal to or greater than 26. ☞**Note:** If the processing pay period is equal to or greater than 26, then the effective year must equal the next year.☜

Data Element(s) Used In Audit

008 - Effective Date Month
009 - Effective Date Year

Document Type 170 - U.S. Savings Bonds

Code	Message
062	*Address 1 Must Be Completed*

Description

The **Address 1** field **must** be **completed**. The **Address 2** field is **optiona**l.

Data Element(s) Used In Audit

013 - Owner Address 1
014 - Owner Address 2

Document Type 170 - U.S. Savings Bonds

Code	Message
063	*Owner Number Not Equal To Database*

Description

The bond document being processed is **cancelling** a **bond owner**; however, the bond owner number entered in the **Owner No** field does not exist on the employee's Database **bonds** record (IRIS Program 108) for the bond authorization number entered.

Data Element(s) Used In Audit

006 - Total Number Of Owners

Document Type 170 - U.S. Savings Bonds

Code	Message
064	*City Must Be Completed*

Description

The **City** field **must** be **completed**.

Data Element(s) Used In Audit

015 - Owner Address City

Document Type 170 - U.S. Savings Bonds

Code	Message
065	*State Invalid*

Description

The **State** field **must** be **completed**.

OR

The state abbreviation entered in the **State** field was **not** located in the Table Management System (TMGT), **Table 13**, State Name And ZIP Range, or **Table 016**, Geographical Location Codes With Names.

Data Element(s) Used In Audit

016 - Owner Address State

Document Type 170 - U.S. Savings Bonds

Code	Message
066	*ZIP Code Invalid*

Description

The **ZIP Code** field **must** be **completed**.

OR

The ZIP code entered in the **ZIP Code** field was **not** located in the Table Management System (TMGT), **Table 013**, State Name and ZIP Range.

Data Element(s) Used In Audit

017 - Owner Address ZIP Code

Document Type 170 - U.S. Savings Bonds

Code	Message
067	*Coowner/Beneficiary Number Not Equal To Database*

Description

The bond document being processed is **cancelling** a **coowner/beneficiary number**; however, the coowner/beneficiary number entered in the **Coowner/Beneficiary Number** field does not exist on the employee's database **bonds** record (IRIS Program 108) for the bond authorization number entered.

Data Element(s) Used In Audit

020 - Coowner/ Beneficiary Code

Document Type 170 - U.S. Savings Bonds

Code	Message
068	*Owner & Coowner/Benef Number Must Be Completed*

Description

The **Owner No** field and the **Coowner/Beneficiary Number** field **must** be **completed**.

Valid values for the **Owner No** field are **01** through **09**.

Valid values for the **Coowner/Beneficiary Number** field are **00** through **09**.

Data Element(s) Used In Audit

006 - Total Number Of Owners
007 - Total Number of Coowner/Beneficiary

Document Type 170 - U.S. Savings Bonds

Code	Message
069	*Coowner/Beneficiary Invalid*

Description

Valid values for the for **Coowner/Beneficiary** field are:

- **0** (coowner)
- **1** (beneficiary)

Data Element(s) Used In Audit

020 - Coowner/Beneficiary Code

Document Type 170 - U.S. Savings Bonds

Code	Message
070	*Coowner/Beneficiary Name Must Be Completed*

Description

When the **Coowner/Beneficiary** field is **completed**, the **Coowner/Beneficiary Name** field **must** also be **completed.**

Data Element(s) Used In Audit

021 - Coowner/Beneficiary Name

Document Type 170 - U.S. Savings Bonds

Code	Message
071	*Coowner/Beneficiary SSNO Invalid*

Description

The data entered in the **Coowner/Beneficiary SSNO** field **must** be **numeric**.

Data Element(s) Used In Audit

022 - Coowner/Beneficiary Social Security Number

Document Type 170 - U.S. Savings Bonds

Code	Message
072	*Denomination And/Or Amount Allotted Same As DB*

Description

The document being processed is **changing** the **denomination** and/or **amount allotted** for the authorization number entered in the **Authorization Number** field. However, the data entered in the **Bond Denomination** field and/or the **Amount Allotted** field is the **same** as the **bond denomination** and/or the **deduction amount** on the employee's database **bonds** record (IRIS Program 108).

Data Element(s) Used In Audit

004 - Amount Allotted
005 - Bond Denomination
010 - Database Deduction Amount
019 - Database Bond Denomination

Document Type 170 - U.S. Savings Bonds

Code	Message
073	*Authorization Number Same As Database*

Description

The document being processed is a **new authorization**; however, the authorization number entered in the **Authorization Number** field is the same as the authorization number on the employee's database **bonds** record (IRIS Program 108).

Data Element(s) Used In Audit

002 - Authorization Number

Document Type 170 - U.S. Savings Bonds

Code	Message
074	*Authorization Number Invalid*

Description

The **Authorization Number** field **must** be **numeric** with values of **1** through **9**.

Data Element(s) Used In Audit

002 - Authorization Number

Document Type 170 - U.S. Savings Bonds

Code	Message
075	*Authorization Number Not Established On Database*

Description

The document being processed is **changing** or **cancellin**g a bond authorization; however, the employee's database **bonds** record (IRIS Program 108) does not contain any data.

Data Element(s) Used In Audit

001 - Social Security Number
002 - Authorization Number

Document Type 170 - U.S. Savings Bonds

Code	Message
076	*Authorization Number Not Equal To Database*

Description

The document being processed is a **change** or **cancellation** to a savings bond; however, the authorization number entered in the **Authorization Number** field does **not** equal the authorization number on the employee's database **bonds** record (IRIS Program 108).

Data Element(s) Used In Audit

002 - Authorization Number

Document Type 170 - U.S. Savings Bonds

Code	Message
077	*Total No Of Owners And Owners Entered Incompatible*

Description

The number entered in the **Total Number Of Owners** field does not agree with the number of owners entered. (For example, 02 was entered in the **Total Number Of Owners** fields; however, only data for one owner was entered.)

Data Element(s) Used In Audit

006 - Total Number Of Owners
026 - Number Of Owners Entered

Document Type 170 -U.S. Savings Bonds

Code	Message
078	*Tot No Coowners/Benef-Coowners/Benef Ent Incom*

Description

The number entered in the **Total Number Of Coowners/Beneficiaries** field does **not** agree with the number of coowners/beneficiaries entered. (For example, 02 was entered in the **Total Number Of coowners/beneficiaries** field; however, only data for one coowner/beneficiary was entered.)

Data Element(s) Used In Audit

007 - Total Number Of Coowners/Beneficiaries
018 - Number Of Coowners/Beneficiaries Entered

Document Type 170 - U.S. Savings Bonds

Code	Message
079	*Only One Owner Number Established On Database*

Description

The document being processed is **changing** or **cancelling** the data for **owner number 02** through **09**; however, the employee's database **bonds** record (IRIS Program 108) indicates that there is only **Owner Number 01** for the **authorization number** being processed.

Data Element(s) Used In Audit

006 - Total Number Of Owners

Document Type 170 - U.S. Savings Bonds

Code	Message
080	*Bond Owner Name Contains Invalid Characters*

Description

The data entered in the **Owner Name** field contains invalid characters. This field is a 31-position alphanumeric field.

☞**Note:** The following guidelines should be used when entering the name:

- Use only capital letters.
- If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names or initials.
- If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.☜

Data Element(s) Used In Audit

011 - Owner Name

Document Type 170 - U.S. Savings Bonds

Code	Message
081	*Address 1 Contains Invalid Characters*

Description

The data entered in the **Address 1** field contains invalid characters. This field is a 24-position alphanumeric field.

☞**Note:** Use only capital letters. The **only** special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., 14TH & INDEPENDENCE AVE). Do **not** include punctuation marks, such as periods, commas, or parentheses..☜

Data Element(s) Used In Audit

013 - Owner Address 1

Document Type 170 - U.S. Savings Bonds

Code	Message
084	*Coowner/Benef Name Contains Invalid Characters*

Description

The data entered in the **Coowner/Beneficiary Name** field contains invalid characters. This field is a 28-position alphanumeric field.

☞**Note:** The following guidelines should be used when entering the name:☜

- Use only capital letters.
- If the bond coowner/beneficiary has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond coowner/beneficiary has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names or initials.
- If the bond coowner/beneficiary has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.

Data Element(s) Used In Audit

021 - Coowner/Beneficiary Name

Document Type 170 - U.S. Savings Bonds

Code	Message
085	*Bond Series Invalid*

Description

The **Key An Asterisk (*) Beside The Desired Bond Type** field **must** be **completed** with **EE** (Bond Series EE) or **I** (Bond Series I) when the bond document being processed is a **new allotment** or a **change** to an existing **bond denomination**, **allotment**, or **inscription.**

☞**Note:** A **change action cannot** be processed to change a savings bond (from **Series EE** to **Series I**). A **cancellation action** for the employee's current bond must be processed **first**. A **new** bond must be **reestablished** to change the bond series..☜

Data Element(s) Used In Audit

027 - Bond Series

Document Type 170 - U.S. Savings Bonds

Code	Message
086	*Bond Series Does Not Match Database Bond Series*

Description

The bond document being processed is a **new allotment** or a **change** to an existing **bond denomination**, **allotment**, or **inscription**; however, the bond series entered in the **Key An Asterisk (*) Beside The Desired Bond Type** field does not exist on the employee's database **bonds** record (IRIS Program 108).

☞**Note:** A **change action cannot** be processed to change the series of a savings bond (from **Series EE** to **Series I**). A **cancellation action** for the employee's current bond must be processed **first**. A **new** bond must be **reestablished** to change the bond series..☜

Data Element(s) Used In Audit

027 - Bond Series

Document Type 170 - U.S. Savings Bonds

Code	Message
087	*Verify Owner Address ZIP Code*

Description

Verify the **ZIP Code** on the **processing action** against the **ZIP Code** that appears on the **Listing of Personnel Errors**. (The ZIP Code on the Listing of Personnel Errors is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.)

☞**Note:** If the **ZIP Code** on the processing action is **correct,** type **W** in the Override Code field. This will allow the ZIP Code specified on the processing action to be updated as the owner address ZIP Code for the employee..☜

Do **not** key in **W** in the Override Code field **if** the **ZIP Code** is **invalid** for the state code entered on the processing action. If the ZIP Code is invalid, key in the ZIP Code that is displayed on the Listing of Personnel Errors, which is the ZIP Code recorded in the ZIPPLUS4 database for the state code entered on the processing action.

Data Element(s) Used In Audit

017 - Owner Address ZIP Code
029 - ZIPPLUS4 Zip Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
050	Transaction Code Invalid
051	Trans Code Incompatible With Current Employ Status
052	Enrollment Code Must Be Completed With Trans Code
053	Enrollment Code Not In TMGT
054	Employee Ineligible For Health Benefits
055	Court Ordered - Cannot Waive Or Cancel Enrollment
056	Enrollment Code Specified Invalid With Trans Code
057	Court Ordered - Must Elect Family Coverage
058	Effective Date Of Action Must Be Completed
059	Eff Date Of Action After Ending Date Of Pay Period
060	Eff Dt Elect 90 Days Earlier Than Eff Dt Of Action
061	Retro Adjust For Employee Not Prev Enroll Invalid
062	Document Submitted As Fed Plan - Enrolled Non-Fed
063	Can’t Specify Other Insurance With Transaction Cd
067	HB Tax Deferred Code Invalid
068	HB Traditional Choice Plan Option Code Invalid
069	Traditional Choice Plan Option Code Cannot Change
070	HB Tax Deferred Code Cannot Change
071	Part C - Number Of Event That Permits Chg Invalid
072	Date Of Event Must Be Completed
073	Date Of Event Invalid
075	Part F - Date Document Signed Must Be Completed
076	Part F - Date Document Signed Invalid
077	Part G - Date Recd In Employ Off Must Be Completed
078	Part G - Date Received In Employing Office Invalid
079	Employee Currently Enrolled-Cannot Process Action
080	Effective Date Of Action Must Be Blank
081	Effective Date Of Action Invalid
082	Eff Date Of Action Must Be First Day Of Eff PP
083	Eff Date Of Action Must Be Last Day Of Eff PP
087	Employee Not Enrolled - Cannot Process Action
088	Enrollment Code Must Be Blank With Trans Code
089	Event Code Must Be Completed With All Trans Codes
090	Part C-Number Of Event That Permits Chg Must Be 1B
091	Trans Code Invalid With Specified Number Of Event
092	Can’t Chg Plan Code With Specified Number Of Event
093	Number Of Event Requires Self To Family Opt Change

Document Type 180 - Federal Employees Health Benefits

Code	Message
094	Can’t Chg To Fmly Option With Specified Event Chg
095	Can’t Specify Fmly Option With Number Of Event 1G
096	Enrollment Code Must Be Completed With Trans Cd
098	DOB Specified Without Name Of Family Member
099	Accession Date Must Be Prior To Eff Date Of Action
100	Effective Date Of Action Invalid
101	Effective Date Of Action Must Be Last Day Of PP
102	New Pay Off/Ret Sys Must Be Completed With Tran Cd
103	Num Event Permits Chg/Date Of Event Must Be Blank
104	Reserved
106	Event Code Invalid
107	Number Of Event Invalid With Specified Event Code
108	Eff Date Of Action Incompatible With Date Received
109	Pay Period Number Invalid
110	Are You Married? Invalid - Valid Values Are Y Or N
111	Are You Married? Must Be Completed Or Blank
112	Self Opt Specified - Cannot Have Family Member(s)
113	Family Option - No Family Member(s) Specified
114	Date Of Birth Must Be Completed With Family Member
115	Date Of Birth For Family Member Invalid
116	Cannot Specify Family Member(s) With Trans Code
117	Number Of Event Requires Chg To P/T Employment
118	Event Code For Document Type Invalid
119	Prev Line Blank/Fmly Mbr Info Must Be Consecutive
120	Remarks Must Be Entered With Event Codes 2 And 6
121	Event Code 4 Invalid For This Document
122	Event Code 3 Must Be Entered With Trans Code 7
123	Event Cd 5, Trans Cd 1 Must Enter Event Change 1A
124	Event Code 6 Must Be Entered With Trans Code 8
125	Pay Period Invalid For Open Season Entry
126	Event Change Invalid For Open Season Entry
127	Event Change And PP Invalid For Open Season Entry
128	Eff Date Of Action Must Be First Day Of Valid PP
129	Temporary Appointment-Method Of Payment Required
130	Temporary Employee - Pay Full Premium? Invalid
131	Verify Temp Employee - Pay Full Premium Indicator
132	Authorized Agency Official Phone Number Invalid

Document Type 180 - Federal Employees Health Benefits

Code	Message
133	Daytime Phone Number Invalid
136	Ineligible For Automatic Retroactive Adjustment
139	Personnel Contact Phone Number Invalid
140	Family Member ZIP Code Invalid
142	Family Member Sex Code Invalid
143	Family Member Rel Code Invalid
144	Family Member SSNO Invalid
146	Personnel Contact Name Must Be Completed
147	Other Private Insurance Information Invalid
148	Medicare B Invalid

Document Type 180 - Federal Employees Health Benefits

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field is invalid for the type of document being processed.

Valid transaction codes for the **SF-2809** are:

- **1** (new enrollment)
- **3** (waiver)
- **5** (change)
- **6** (cancellation by employee)

Valid transaction codes for the **SF-2810** are:

- **2** (termination)
- **4** (termination by carrier)
- **7** (reinstatement)
- **8** (transfer in)
- **9** (transfer out - OWCP only)

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
051	*Trans Code Incompatible With Current Employ Status*

Description

When the **Transaction Code** field is **1** (new enrollment), **7** (reinstatement), or **8** (transfer in), the **current employment status** on the employee's database **dates & misc salary/personnel** record (IRIS Program 102) **cannot** be **1** (military furlough).

When the **Transaction Code** field is **9** (transfer out), the **current employment status** on the employee's database **dates & misc salary/personnel** record (IRIS Program 102) **must** be **7** (OWCP or LWOP) or **8** (LWOP pending approval of disability retirement application).

Data Element(s) Used In Audit

018 - Transaction Code
025 - Database Current Employment Status

Document Type 180 - Federal Employees Health Benefits

Code	Message
052	*Enrollment Code Must Be Completed With Trans Code*

Description

When the **Transaction Code** field is **1** (new enrollment) or **5** (change), the **Enrollment Code** field **must** be **completed**.

Data Element(s) Used In Audit

018 - Transaction Code
050 - Enrollment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
053	*Enrollment Code Not In TMGT*

Description

The **carrier code** and **option code** entered in the **Enrollment Code** field was **not** located in the Table Management System (TMGT), **Table 012**, Health Benefits Rate Table.

The **first two positions** of the **Enrollment Code** field identifies the health benefit insurance **carrier code**; e.g., 45, Mail Handlers Benefit Plan.

The **third position** of the **Enrollment Code** field identifies the **option code**. Valid values for the option code are:

- **1** (single high)
- **2** (family high)
- **4** (single low)
- **5** (family low)

Data Element(s) Used In Audit

050 - Enrollment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
054	*Employee Ineligible For Health Benefits*

Description

The **Transaction Code** field is **1** (new enrollment), **7** (reinstatement), or **8** (transfer in); however, the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **ineligible** for health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Database Coverage Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
055	*Court Ordered - Cannot Waive Or Cancel Enrollment*

Description

When the **Transaction Code** field is ***3*** (waive) or ***6 (***cancel), the **FEHB coverage code** on the employee's database **health benefits** record (IRIS Program 115), cannot be one of the following:

- **6** (court order - enrolled)
- **7** (court order - eligible pending - to family coverage)
- **8** (court order - self-only coverage to family coverage)

When the **FEHB coverage code** is ***6***, ***7***, or ***8*** on the employee's database **health benefits** record (IRIS Program 115), the employee is required by a court or administrative order (Public Law 106-394, Federal Employees Health Benefits Children's Equity Act of 2000) to provide health benefits coverage for his/her child(ren). Therefore, the employee cannot waive or cancel his/her FEHB coverage. He/she must be enrolled in a health benefit family plan.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Database Coverage Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
056	*Enrollment Code Specified Invalid With Trans Code*

Description

The **Transaction Code** field is **5** (change); however, the **enrollment code** entered in the **Enrollment Code** field is the **same** as the employee's database **health benefits** record (IRIS Program 115).

Verify the employee's health benefit **enrollment code** on the document and on IRIS Program 115 and the data entered in the **Transaction Code** field.

Data Element(s) Used In Audit

018 - Transaction Code
050 - Enrollment Code
054 - Database Enrollment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
057	*Court Ordered - Must Elect Family Coverage*

Description

When the **Transaction Code** field is ***1*** (new enrollment), ***7*** (reinstatement), or ***8*** (transfer in) and the **FEHB coverage code** on the employee's database **health benefits** record (IRIS Program 115) is one of the following:

- **6** (court order - enrolled)
- **7** (court order - eligible pending - to family coverage)
- **8** (court order - self-only coverage to family coverage)

The employee is required by a court or administrative order (Public Law 106-394, Federal Employees Health Benefits Children's Equity Act of 2000) to provide health benefits coverage for his/her child(ren); however, the **third position** of the **Enrollment Code** field identifies the **option code** as being a self only health benefit plan - ***1*** (single high) or ***4*** (single low).

Since the employee is required to provide health benefit coverage for his/her child(ren), the **third position** of the **Enrollment Code** field **must** be ***2*** (family high) or ***5*** (family low).

Data Element(s) Used In Audit

018 - Transaction Code
026 - Database Coverage Code
044 - Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
058	*Effective Date Of Action Must Be Completed*

Description

When the **Transaction Code** field is one of the following:

- **1** (new enrollment)
- **2** (termination)
- **4** (termination by carrier)
- **5** (change in enrollment)
- **6** (cancellation)
- **7** (reinstatement)
- **8** (transfer in)
- **9** (transfer out)

The **Effective Date Of Action** field **must** be **completed**.

Data Element(s) Used In Audit

018 - Transaction Code
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
059	*Eff Date Of Action After Ending Date Of Pay Period*

Description

The date entered in the **Effective Date Of Action** field **cannot** be **later** than the **last day** of the **pay period**.

Data Element(s) Used In Audit

007 - Pay Period Number
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
060	*Eff Dt Elect 90 Days Earlier Than Eff Dt Of Action*

Description

The date entered in the **Effective Date Of Action** field is **more** than **90 days** earlier than the **first day** of the effective **pay period**.

If the date in the **Effective Date Of Action** field is correct, type ***C*** or ***V*** (release Message 060) in the **Override** field to release this message.

Data Element(s) Used In Audit

007 - Pay Period Number
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
061	*Retro Adjust For Employee Not Prev Enroll Invalid*

Description

When the **Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB?** Field is **Y** (yes), the date entered in the **Effective Date Of Action** field **must** be **earlier** than the **first day** of the current processing **pay period**.

Data Element(s) Used In Audit

031 - Adjustment Flag
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
062	*Document Submitted As Fed Plan - Enrolled Non-Fed*

Description

A **change action cannot** be processed to change the health benefit enrollment of an employee from a **non-Federal health plan** to a **Federal health plan**. A cancellation action for the employee's current non-federal health plan must be processed **first**.

Data Element(s) Used In Audit

018 - Transaction Code
032 - Benefit Type

Document Type 180 - Federal Employees Health Benefits

Code	Message
063	*Can't Specify Other Insurance With Transaction Cd*

Description

When the **Transaction Code** field is **3** (waived) or **6** (cancellation), data **cannot** be entered in the **Other Insurance Information** field(s).

Data Element(s) Used In Audit

018 - Transaction Code
035 - Other Private Insurance Information

Document Type 180 - Federal Employees Health Benefits

Code	Message
067	*HB Tax Deferred Code Invalid*

Description

The code specified in the **Pre-Tax FEHB Premium?** field is invalid. Valid values are:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

072 - HB Tax Deferred Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
068	*HB Traditional Choice Plan Option Code Invalid*

Description

The code specified in the **Traditional Choice Since 11/01/96?** field is invalid. Valid values are:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

069 - HB Traditional Choice Option

Document Type 180 - Federal Employees Health Benefits

Code	Message
069	*Traditional Choice Plan Option Code Cannot Change*

Description

A change action cannot be processed to change the code in the **Traditional Choice Since 11/01/96?** field.

Data Element(s) Used In Audit

069 - HB Traditional Choice Option

Document Type 180 - Federal Employees Health Benefits

Code	Message
070	*HB Tax Deferred Code Cannot Change*

Description

A change action cannot be processed to change the code in the **Pre-Tax FEHB Premium?** field.

Data Element(s) Used In Audit

072 - HB Tax Deferred Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
071	*Part C - Number Of Event That Permits Chg Invalid*

Description

The number of event entered in the **Part C - Number Of Event That Permits Change** field is invalid.

Reference should be made to Pages 6 through 8 of the SF-2809 for the list of event change codes that permit enrollment or change.

Data Element(s) Used In Audit

034 - Number Of Event That Permits Change

Document Type 180 - Federal Employees Health Benefits

Code	Message
072	*Date Of Event Must Be Completed*

Description

When a number of event is entered in the **Part C - Number Of Event That Permits Change** field, the **Date Of Event** field **must** also be **completed**.

Data Element(s) Used In Audit

041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
073	*Date Of Event Invalid*

Description

The **Date Of Event** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
075	*Part F - Date Document Signed Must Be Completed*

Description

The **Part F - Date Document Signed** field **must** be **completed**.

Data Element(s) Used In Audit

042 - Date Document Signed

Document Type 180 - Federal Employees Health Benefits

Code	Message
076	*Part F - Date Document Signed Invalid*

Description

The **Part F - Date Document Signed** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

042 - Date Document Signed

Document Type 180 - Federal Employees Health Benefits

Code	Message
077	*Part G - Date Recd In Employ Off Must Be Completed*

Description

The **Part G - Date Received In Employing Office** field **must** be **completed**.

Data Element(s) Used In Audit

043 - Date Received In Employing Office

Document Type 180 - Federal Employees Health Benefits

Code	Message
078	*Part G - Date Received In Employing Office Invalid*

Description

The **Part G - Date Received In Employing Office** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

043 - Date Received In Employing Office

Document Type 180 - Federal Employees Health Benefits

Code	Message
079	*Employee Currently Enrolled-Cannot Process Action*

Description

The **Transaction Code** field contains one of the following codes:

- **1** (new enrollment)
- **3** (waived)
- **7** (reinstatement)
- **8** (transfer in)

However, the health benefit **coverage code** on the employee's database **salary** record (PINQ Program 01 or IRIS Program 115) indicates that the employee is **currently enrolled** in health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Database Coverage Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
080	*Effective Date Of Action Must Be Blank*

Description

When the **Transaction Code** field is **3** (waived), the **Effective Date Of Action** field **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
081	*Effective Date Of Action Invalid*

Description

The date in the **Effective Date Of Action** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

018 - Transaction Code
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
082	*Eff Date Of Action Must Be First Day Of Eff PP*

Description

When the **Transaction Code** field is **1** (new enrollment) or **5** (change), the date in the **Effective Date Of Action** field **must** be the **first day** of the **pay period following** the **pay period** in which the document is received in the employing office.

Data Element(s) Used In Audit

007 - Pay Period Number
018 - Transaction Code
052 - Effective Date Of Action
060 - Beginning Date Of Pay Period

Document Type 180 - Federal Employees Health Benefits

Code	Message
083	*Eff Date Of Action Must Be Last Day Of Eff PP*

Description

When the **Transaction Code** field is **6** (cancellation), the date in the **Effective Date Of Action** field **must** be the **last day** of the **processing pay period**.

Data Element(s) Used In Audit

007 - Pay Period Number
018 - Transaction Code
052 - Effective Date Of Action
061 - Ending Date Of Pay Period

Document Type 180 - Federal Employees Health Benefits

Code	Message
087	*Employee Not Enrolled - Cannot Process Action*

Description

The **Transaction Code** field contains one of the following codes:

- **2** (termination due to 165 days of nonpay status)
- **4** (termination by carrier)
- **5** (change)
- **6** (cancellation by employee)
- **9** (transfer out - OWCP only)

However, the health benefit **coverage code** on the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **not currently enrolled** in health benefits.

Data Element(s) Used In Audit

018 - Transaction Code
026 - Database Coverage Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
088	*Enrollment Code Must Be Blank With Trans Code*

Description

When the **Transaction Code** field is **3** (waived) or **6** (cancellation by employee), the **Enrollment Code** field **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code
050 - Enrollment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
089	*Event Code Must Be Completed With All Trans Codes*

Description

When processing an SF-2809/SF-2810, the **Event Code** field **must** be **completed**.

Data Element(s) Used In Audit

033- Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
090	*Part C-Number Of Event That Permits Chg Must Be 1B*

Description

When the **Transaction Code** field is **1** (new enrollment) or **5** (change) and the **Event Code** field is **1** (open season), the **Part C - Number Of Event That Permits Change** field **must** be 1B.

Data Element(s) Used In Audit

018 - Transaction Code
033 - Event Code
041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
091	*Trans Code Invalid With Specified Number Of Event*

Description

This message is generated for one of the following reasons:

- The **Transaction Code** field must be **1** (new enrollment) when the **Part C - Number Of Event That Permits Change** field is **06, 07, 12, 17,** or **21**. These specified events permit only new enrollments and not changes to current enrollments.
- The **Transaction Code** field must be **5** (change) when the **Part C - Number Of Event That Permits Change** field **03, 04, 05, 10, 11, 13, 14, 15**, or **18**. These specified events permit changes to current enrollments, but do not allow new enrollments.

Data Element(s) Used In Audit

018 - Transaction Code
034 - Number Of Event That Permits Change

Document Type 180 - Federal Employees Health Benefits

Code	Message
092	*Can't Chg Plan Code With Specified Number Of Event*

Description

The **plan code** (**first** and **second** position of the **enrollment code**) in the **Enrollment Code** field is **different** from the **plan code** on the employee's database **health benefits** record (IRIS Program 115) and the number of event specified in the **Part C - Number Of Event That Permits Change** field does not allow changing from one plan to another.

Data Element(s) Used In Audit

034 - Number Of Event That Permits Change
051 - Plan Code
055 - Database Plan Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
093	*Number Of Event Requires Self To Family Opt Change*

Description

The **option code** (**last position** of the **enrollment code**) in the **Enrollment Code** field specifies **self only** coverage, but the **Part C - Number Of Event That Permits Change** field specifies a change from self only coverage to family coverage.

Data Element(s) Used In Audit

018 - Transaction Code
034 - Number Of Event That Permits Change
044 - Option Code
056 - Database Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
094	*Can't Chg To Fmly Option With Specified Event Chg*

Description

The number of event in the **Part C - Number Of Event That Permits Change** field does **not** allow the change from self only to family coverage.

Data Element(s) Used In Audit

034 - Number Of Event That Permits Change
044 - Option Code
056 - Database Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
095	*Can't Specify Fmly Option With Number Of Event 1G*

Description

When the **Transaction Code** field is **1** (new enrollment) and the **Part C - Number Of Event That Permits Change** field is **1G**, the **option code** (**last position** of the **enrollment code**) **must** be **1** or **4** (self only coverage).

Data Element(s) Used In Audit

018 - Transaction Code
034 - Number Of Event That Permits Change
044 - Option Code
056 - Database Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
096	*Enrollment Code Must Be Completed With Trans Code*

Description

When the **Transaction Code** field is **7** (reinstatement) or **8** (transfer in), the **Enrollment Code** field **must** be **completed**.

Data Element(s) Used In Audit

018 - Transaction Code
050 - Enrollment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
098	*DOB Specified Without Name Of Family Member*

Description

The **Date Of Birth** field for a family member has been **completed without** the corresponding **family member's name**.

Data Element(s) Used In Audit

046- Family Date Of Birth

Document Type 180 - Federal Employees Health Benefits

Code	Message
099	*Accession Date Must Be Prior To Eff Date Of Action*

Description

The **accession date** on the employee's database **personnel supplements** record (IRIS Program 123) is a **later date** than the date specified in the **Effective Date Of Action** field.

Data Element(s) Used In Audit

049 - Database Date Of Accession
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
100	*Effective Date Of Action Invalid*

Description

The **Effective Date Of Action** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
101	*Effective Date Of Action Must Be Last Day Of PP*

Description

When the **Transaction Code** field is **4** (termination - cancellation by carrier), the date in the **Effective Date Of Action** field **must** be the **last day** of the **processing pay period**.

Data Element(s) Used In Audit

007 - Pay Period Number
018 - Transaction Code
052 - Effective Date Of Action
061 - Ending Date Of Pay Period

Document Type 180 - Federal Employees Health Benefits

Code	Message
102	*New Pay Off/Ret Sys Must Be Completed With Tran Cd*

Description

When the **Transaction Code** field is **9** (transfer out - OWCP only), **Part C - New Payroll Office Or Retirement System** field **must** be **completed**.

Data Element(s) Used In Audit

018 - Transaction Code
047 - New Payroll Office Or Retirement System

Document Type 180 - Federal Employees Health Benefits

Code	Message
103	*Num Event Permits Chg/Date Of Event Must Be Blank*

Description

When the **Transaction Code** field is **3** (waived) or **6** (cancellation by employee), the **Part C - Number Of Event That Permits Change** field and the **Date Of Event** field **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code
034 - Number Of Event That Permits Change
041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
104	*(Reserved)*

Description

Data Element(s) Used In Audit

Document Type 180 - Federal Employees Health Benefits

Code	Message
106	*Event Code Invalid*

Description

The code specified in the **Event Code** field is invalid. Valid values are:

- **1** (open season)
- **2** (correction)
- **3** (reinstatement)
- **4** (survivor annuitant)
- **5** (new enrollee)
- **6** (other)

Data Element(s) Used In Audit

033 - Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
107	*Number Of Event Invalid With Specified Event Code*

Description

When the **Transaction Code** field is **1** (new enrollment) or **5** (change) and the **Event Code** field is **1** (open season), the **Part C - Number Of Event That Permits Change** field **must** be **01** (open season).

Data Element(s) Used In Audit

018 - Transaction Code
033 - Event Code
034 - Number Of Event That Permits Change

Document Type 180 - Federal Employees Health Benefits

Code	Message
108	*Eff Date Of Action Incompatible With Date Received*

Description

The date entered in the **Effective Date Of Action** field **cannot** be the same date as the date entered in the **Part G - Date Received In Employing Office** field.

Data Element(s) Used In Audit

043 - Date Received In Employing Office
052 - Effective Date Of Action

Document Type 180 - Federal Employees Health Benefits

Code	Message
109	*Pay Period Number Invalid*

Description

The **pay period number** or **year** is invalid. Please contact **your agency representative** for further instructions.

Data Element(s) Used In Audit

007 - Pay Period Number

Document Type 180 - Federal Employees Health Benefits

Code	Message
110	*Are You Married? Invalid - Valid Values Are Y Or N*

Description

A martial status code **must** be entered in the **Are You Married? Y Or N** field. Valid martial status codes are:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

053 - Enrollee Martial Status

Document Type 180 - Federal Employees Health Benefits

Code	Message
111	*Are You Married? Must Be Completed Or Blank*

Description

When the **Transaction Code** field is **1** (new enrollment), **5** (change), or **6** (cancellation by employee), the **Are You Married? Y Or N** field **must** be **completed**. Valid marital status codes are:

- **Y** (yes)
- **N** (no)

When the **Transaction Code** field is **3** (waiver), the **Are You Married? Y Or N** field **must** be **blank**.

Data Element(s) Used In Audit

053 - Enrollee Martial Status

Document Type 180 - Federal Employees Health Benefits

Code	Message
112	*Self Opt Specified - Cannot Have Family Member(s)*

Description

When the **option code (last digit** of the **enrollment code**) is **1** or **4** (self only coverage), the **Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code,** and **SSNO** fields **must** be **blank**.

Data Element(s) Used In Audit

044 - Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
113	*Family Option - No Family Member(s) Specified*

Description

When the **option code (last digit** of the **enrollment code**) is **2** or **5** (family coverage), the **Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code,** and **SSNO** fields **must** be **completed**.

Data Element(s) Used In Audit

044 - Option Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
114	*Date Of Birth Must Be Completed With Family Member*

Description

When names are specified in the **Name(s) Of Family Members** field, the corresponding **Date Of Birth** field **must** be **completed**.

Data Element(s) Used In Audit

059 - Family Member

Document Type 180 - Federal Employees Health Benefits

Code	Message
115	*Date Of Birth For Family Member Invalid*

Description

The **Date Of Birth** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

046 - Family Date Of Birth
059 - Family Member

Document Type 180 - Federal Employees Health Benefits

Code	Message
116	*Cannot Specify Family Member(s) With Trans Code*

Description

When the **Transaction Code** field is **3** (waived) or **6** (cancellation by employee), the **Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code,** and **SSNO** fields **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
117	*Number Of Event Requires Chg To P/T Employment*

Description

When the **Part C - Number Of Event That Permits Change** field is **18**, the **type of employment code** on the employee's database **salary** record (IRIS Program 101) must be **2** (part-time).

Data Element(s) Used In Audit

034 - Number Of Event That Permits Change
057 - Database Type Of Employment Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
118	*Event Code For Document Type Invalid*

Description

The **Event Code** field is invalid for the type of document being processed.

Valid event codes for the **SF-2809** are:

- **1** (open season)
- **2** (correction)
- **5** (new enrollee)
- **6** (other)

Valid event codes for the **SF-2810** are:

- **2** (correction)
- **3** (reinstatement)
- **4** (survivor annuitant)
- **6** (other)

Data Element(s) Used In Audit

033 - Event Code
058 - Input Document Type

Document Type 180 - Federal Employees Health Benefits

Code	Message
119	*Prev Line Blank/Fmly Mbr Info Must Be Consecutive*

Description

When the **option code (last digit** of the **enrollment code)** is **2** or **5** (family coverage), the **Name(s) Of Family Members, ZIP Code, Date Of Birth, Sex, Rel Code,** and **SSNO** fields must be entered **consecutively** (i.e., blank lines **must not** separate each family member's name from the other data fields).

Data Element(s) Used In Audit

044 - Option Code
046 - Family Date Of Birth
059 - Family Member

Document Type 180 - Federal Employees Health Benefits

Code	Message
120	*Remarks Must Be Entered With Event Codes 2 And 6*

Description

When the **Event Code** field is **2** (correction) or **6** (other), **remarks** are **required** to explain the reason for processing the action.

Data Element(s) Used In Audit

033 - Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
121	*Event Code 4 Invalid For This Document*

Description

Event Code 4 identifies the transaction category as survivor annuitant. Since all survivor annuitant actions should be handled through the **Office of Personnel Management (OPM), Event Code 4** is **not** valid as a system entry.

Therefore, if **Event Code 4** is correct, this action must be prepared manually for submission to **OPM**.

Data Element(s) Used In Audit

033 - Event Code
058 - Input Document Type

Document Type 180 - Federal Employees Health Benefits

Code	Message
122	*Event Code 3 Must Be Entered With Trans Code 7*

Description

When the **Transaction Code** field is **7** (reinstatement), the **Event Code** field **must** be **3** (reinstatement).

Data Element(s) Used In Audit

018 - Transaction Code
033 - Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
123	*Event Cd 5, Trans Cd 1 Must Enter Event Change 1A*

Description

When the **Transaction Code** field is **1** (new enrollment), the **Event Code** field **must** be **5** (new enrollment) and the **Part C - Number Of Event That Permits Change** field **must** be **1A**.

Data Element(s) Used In Audit

018 - Transaction Code
033 - Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
124	*Event Code 6 Must Be Entered With Trans Code 8*

Description

When the **Transaction Code** field is **8** (transfer in), the **Event Code** field **must** be **6** (other).

Data Element(s) Used In Audit

018 - Transaction Code
033 - Event Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
125	*Pay Period Invalid For Open Season Entry*

Description

When the **Event Code** field is **1** (open season) and the **Part C - Number Of Event That Permits Change** is **01** (open season), the **pay period must** be the current processing **open season pay period (01)**.

Data Element(s) Used In Audit

007 - Pay Period Number
033 - Event Code
041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
126	*Event Change Invalid For Open Season Entry*

Description

When the **Event Code** is 1 (open season), the **Part C - Number Of Event That Permits Change** field **must** reflect the correct code for an open season entry.

Reference should be made to Pages 6 through 8 of the SF-2809 for the list of event change codes that permit enrollment or change.

Data Element(s) Used In Audit

033 - Event Code
041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
127	*Event Change And PP Invalid For Open Season Entry*

Description

When the **Event Code** field is **1** (open season), the **Part C - Number Of Event That Permits Change** field **must** reflect the correct code for an **open season** entry, and the **pay period must** be the current **processing open season pay period**.

Reference should be made to Pages 6 through 8 of the SF-2809 for the list of event change codes that permit enrollment or change.

Data Element(s) Used In Audit

007 - Pay Period Number
033 - Event Code
041 - Date Of Event

Document Type 180 - Federal Employees Health Benefits

Code	Message
128	*Eff Date Of Action Must Be First Day Of Valid PP*

Description

The date in the **Effective Date Of Action** field **must** be the **first day** of the current processing **open season pay period**.

Data Element(s) Used In Audit

007 - Pay Period Number
033 - Event Code
041 - Date Of Event
052 - Effective Date Of Action
060 - Beginning Date Of Pay Period

Document Type 180 - Federal Employees Health Benefits

Code	Message
129	*Temporary Appointment-Method Of Payment Required*

Description

When the **type of appointment code** on the employee's database **salary** record (IRIS Program 101) is **4** or **8** (temporary employee), the **Temporary Employee - Pay Full Premium?** field **must** be **completed**.

Key in ***Y*** if the employee will pay the full health benefit premium.

Key in ***N*** if the employee will pay only the employee share.

If this data is correct, type ***I*** or ***V*** (release Message 129) in the **Override** field to release this message.

Data Element(s) Used In Audit

063 - Database Type Of Appointment Code
064 - Pay Full Premium Indicator

Document Type 180 - Federal Employees Health Benefits

Code	Message
130	*Temporary Employee - Pay Full Premium? Invalid*

Description

When the **Transaction Code** field is **3** (waived), the **Temporary Employee - Pay Full Premium?** field **must** be **blank**.

Data Element(s) Used In Audit

018 - Transaction Code
063 - Database Type Of Appointment Code
064 - Pay Full Premium Indicator

Document Type 180 - Federal Employees Health Benefits

Code	Message
131	*Verify Temp Employee - Pay Full Premium Indicator*

Description

When the **Temporary Employee - Pay Full Premium?** field is coded **N**, verify that the agency will contribute to the health benefit premium. If code **N** is correct, type ***I*** or ***V*** (release Message 131) in the **Override** field to release this message.

Code N indicates a temporary employee who previously held a permanent position is still eligible to pay only the employee share of the health benefit premium.

Data Element(s) Used In Audit

018 - Transaction Code
063 - Database Type Of Appointment Code
064 - Pay Full Premium Indicator

Document Type 180 - Federal Employees Health Benefits

Code	Message
132	*Authorized Agency Official Phone Number Invalid*

Description

The **Authorized Agency Official Phone Number** field is required and **must** be **numeric** and g**reater than zero**. Specify as area code, exchange, and number.

Data Element(s) Used In Audit

065 - Authorized Agency Official Phone Number

Document Type 180 - Federal Employees Health Benefits

Code	Message
133	*Daytime Phone Number Invalid*

Description

The **Daytime Phone Number** field is **required** and **must** be **numeric** and g**reater than zero**. Specify as area code, exchange, and number.

Data Element(s) Used In Audit

907 - Daytime Phone Number

Document Type 180 - Federal Employees Health Benefits

Code	Message
136	*Ineligible For Automatic Retroactive Adjustment*

Description

When the **Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB?** field is **Y** (yes - automatic retroactive adjustment), the employee **cannot** currently be **enrolled in health benefits**.

When the **Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB?** field is **N** (no), an AD-343, Payroll Action Request, must be submitted to NFC for the adjustment to be made.

Data Element(s) Used In Audit

026 - Database Coverage Code
031 - Adjustment Flag

Document Type 180 - Federal Employees Health Benefits

Code	Message
139	*Personnel Contact Phone Number Invalid*

Description

The **Personnel Contact Phone Number** field is **required** and **must** be **numeric**. Specified as area code, exchange, and number.

Data Element(s) Used In Audit

068 - Personnel Contact Phone Number

Document Type 180 - Federal Employees Health Benefits

Code	Message
140	*Family Member ZIP Code Invalid*

Description

The **Family Member Zip Code** field **must** be **numeric**. The first five positions can be specified without entering the last four positions.

Data Element(s) Used In Audit

059 - Family Member
914 - Family Member's ZIP Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
142	*Family Member Sex Code Invalid*

Description

The **Family Member Sex Code** field is invalid. Valid values are:

- **M** (male)
- **F** (female)

Data Element(s) Used In Audit

059 - Family Member
915 - Family Member's Sex Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
143	*Family Member Rel Code Invalid*

Description

The **Family Member Rel Code** is invalid. If data was entered in the **Names(s) Of Family Members field,** data is then **required** in the **Rel Code** field. Valid values are:

- **1** (spouse)
- **2** (unmarried dependent child under age 21 - including an adopted child)
- **3** (step child, foster child, or recognized child)
- **4** (unmarried disabled child over age 22 incapable of self-support

Data Element(s) Used In Audit

059 - Family Member
916 - Family Relationship Code

Document Type 180 - Federal Employees Health Benefits

Code	Message
144	*Family Member SSNO Invalid*

Description

The **Family Member SSNO** field **must** be **numeric**.

Data Element(s) Used In Audit

059 - Family Member
917 - Family Member's Social Security Number

Document Type 180 - Federal Employees Health Benefits

Code	Message
146	*Personnel Contact Name Must Be Completed*

Description

The **Personnel Contact Name** field **must** be **completed**.

Data Element(s) Used In Audit

912 - Personnel Contact Name

Document Type 180 - Federal Employees Health Benefits

Code	Message
147	*Other Private Insurance Information Invalid*

Description

The **Other Private** field **must** be **completed**.

Data Element(s) Used In Audit

035 - Other Private Insurance Information
908 - Other Insurance Indicator

Document Type 180 - Federal Employees Health Benefits

Code	Message
148	*Medicare B Invalid*

Description

If the **Medicare B** field is **Y** (yes) indicating enrollment in Medicare B, the **Medicare A** field must also be **Y**. The employee **must** be **enrolled** in **Medicare A** for **enrollment** in **Medicare B**.

Data Element(s) Used In Audit

909 - Medicare A
910 - Medicare B

(reserved)

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
051	Transaction Code Invalid
052	Plan Code Invalid For Agency
053	Plan Code Invalid With Work Schedule
054	Plan Code Invalid With Type Of Appointment Code
055	Duplicate Flexfund Plan Code And Option Code
056	Plan Code Must Be Completed
057	Option Code Must Be Completed
058	Tax Deferred Code Must Be Completed
059	Tax Deferred Code Must Be Y (Yes)
060	Plan Code/Option Code Not In TMGT
061	Effective Date Invalid
062	Total Amount Must Be Numeric
063	Total Amount Greater Than Maximum Amount In TM085
064	Total Amount Less Than Minimum Amount In TM085
065	Plan Code/Option Code Does Not Exist On Database
066	Agency Not Authorized For Plan Code
067	Total Amount Results In A Negative Balance
068	Plan Code Invalid With Tenure Group
069	Plan Code Invalid With Pay Plan
070	Agency Not Authorized For FEDFLEX Plans
071	Plan Code Not A Flexfund Plan Code
072	Employee Not Eligible For FEDFLEX Plan
073 thru 099	Reserved
100	Document Must Be Processed Through The TPA

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
051	*Transaction Code Invalid*

Description

The **Transaction Code** field **must** be one of the following:

- **1 (enroll)**
- **2 (change)**
- **3 (cancel)**

Data Element(s) Used In Audit

004 - Transaction Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
052	*Plan Code Invalid For Agency*

Description

The flexfund plan code entered in the **Plan Code** field is **not** valid for the processing **agency**.

The Table Management System (TMGT), **Table 080**, PACS Payee Address, may be used to verify the flexfund plan codes for the processing agency.

Data Element(s) Used In Audit

002 - Agency Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
053	*Plan Code Invalid With Work Schedule*

Description

To participate in the flexfund plan code entered in the **Plan Code** field, the **work schedule** recorded on the employee's database **dates & misc salary/personnel** record (IRIS Program 102) **must** be **F** (full-time) or **P** (part-time).

Data Element(s) Used In Audit

010 - Database Work Schedule

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
054	*Plan Code Invalid With Type Of Appointment Code*

Description

To participate in the flexfund plan code entered in the **Plan Code** field, the **type of appointment code** recorded on the employee's database **dates & misc salary/personnel** record (IRIS Program 102) **must** be **01** (competitive-career), **02** (competitive-career-conditional), **06** (excepted-permanent), **07** (excepted-conditional), or **08** (excepted-indefinite).

☞**Note:** For the Office of the Comptroller of the Currency only. If the employee is eligible to participate in the flexfund plan, type *C* (release Message 054) in the **Override** field, to release this message.☜

Data Element(s) Used In Audit

011 - Database Type Of Appointment Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
055	*Duplicate Flexfund Plan Code And Option Code*

Description

A flexfund flexible spending account record currently **exists** on the employee's database **flexfund** record (IRIS Program 113) with the **same** flexfund plan code and option code entered in the **Plan Code** and **Option Code** field.

Data Element(s) Used In Audit

005 - Plan Code
009 - Option Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
056	*Plan Code Must Be Completed*

Description

The **Plan Code** field **must** be **completed**.

Data Element(s) Used In Audit

005 - Plan Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
057	*Option Code Must Be Completed*

Description

The **Option Code** field **must** be **completed**.

Data Element(s) Used In Audit

009 - Option Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
058	*Tax Deferred Code Must Be Completed*

Description

When the **Transaction Code** field is **1** (enroll) or **2** (change), the **Tax Deferred Code** field **must** be **completed**. Valid values are:

- **Y (yes)**
- **N (no)**

Data Element(s) Used In Audit

006 - Tax Deferred Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
059	*Tax Deferred Code Must Be Y (Yes)*

Description

The flexfund tax deferred code entered in the **Tax Deferred Code** field **must** be **Y** (yes) for the flexfund plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

005 - Plan Code
006 - Tax Deferred Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
060	*Plan Code/Option Code Not In TMGT*

Description

The flexfund plan code and flexfund option code entered in the **Plan Code** field and **Option Code** field were **not** found in the Table Management System (TMGT), **Table 085,** Non-Federal Health Benefit Rates.

Data Element(s) Used In Audit

005 - Plan Code
009 - Option Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
061	*Effective Date Invalid*

Description

The **Effective Date** field **must** be recorded in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

007 - Effective Date

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
062	*Total Amount Must Be Numeric*

Description

The data entered in the **Total Amount** field **must** be **numeric**.

Data Element(s) Used In Audit

008 - Total Amount

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
063	*Total Amount Greater Than Maximum Amount In TM085*

Description

The amount entered in the **Total Amount** field **cannot exceed $5000.00** when the flexfund plan code entered in the **Plan Code** field is one of the following:

- **48** (dependent care account - OCC)
- **49** (health care account - OCC)
- **52** (dependant care account - ARC)
- **53** (unreimbursed medical expenses - ARC)
- **54** (dependent care account - FDIC/RTC)
- **55** (health care account - FDIC/RTC)
- **72** (health care account - FCA/FCSIC)
- **73** (dependent care account - FCA/FCSIC)
- **FD** (dependent care FSA - DCFSA)

The amount entered in the **Total Amount** field **cannot exceed $3000.00** when the flexfund plan code entered in the **Plan Code** field is:

- **FH** (health care FSA - HCFSA)

Data Element(s) Used In Audit

005 - Plan Code
008 - Total Amount

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
064	*Total Amount Less Than Minimum Amount In TM085*

Description

When the **Plan Code** field is **52** (dependant care account - ARC) or **53** (unreimbursed medical expenses - ARC), the amount entered in the **Total Amount** field **must** be $**1.00** or **greater**.

When the **Plan Code** field is **48** (dependent care account - OCC), **49** (health care account - OCC), **54** (dependent care account FDIC/RTC) , or **55** (health care account - FDIC/RTC), the amount entered in the **Total Amount** field **must** be **$100.00** or **greater.**

When the **Plan Code** field is **72** (health care account - FCA/FCSIC) or **73** (dependent care account - FCA/FCSIC), the amount entered in the **Total Amount** field **must** be **$130.00** or **greater.**

When the **Plan Code** field is **FD** (dependent care FSA - DCFSA) or **FH** (health care FSA - HCFSA), the amount entered in the **Total Amount** field **must** be **$250.00** or **greater.**

Data Element(s) Used In Audit

008 - Total Amount

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
065	*Plan Code/Option Code Does Not Exist On Database*

Description

The document being processed is a **change** (Transaction Code 2) of a flexfund flexible spending account; however, the plan code and option code entered in the **Plan Code** field and **Option Code** field **do not** equal the employee's database **flexfund** record (IRIS Program 113).

Data Element(s) Used In Audit

005 - Plan Code
009 - Option Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
066	*Agency Not Authorized For Plan Code*

Description

The agency entered in the **Ag** field is **not** authorized to use the flexfund plan code entered in the **Plan Code** field.

The Table Management System (TMGT), **Table 080**, PACS Payee Address, may be used to verify the flexfund plan codes for the processing agency.

Data Element(s) Used In Audit

005 - Plan Code
013 - Database Flexfund Total Amount

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
067	*Total Amount Results In A Negative Balance*

Description

The document being processed is a **change** (Transaction Code 2) in the total amount of flexfund flexible spending account; however, the amount in the **Total Amount** field will result in a **negative balance**.

Data Element(s) Used In Audit

008 - Total Amount
012 - Flexfund Balance
013 - Database Flexfund Total Amount
014 - Database Flexfund Balance

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
068	*Plan Code Invalid With Tenure Group*

Description

The employee's **tenure group must** be **1** (Group I) on the employee's database **SF-50B data elements** record (IRIS Program 122) to participate in the plan code entered in the **Plan Code** field.

Data Element(s) Used In Audit

016 - Database Tenure Group

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
069	*Plan Code Invalid With Pay Plan*

Description

For the plan code entered in the **Plan Code** field the employee's pay plan on the employee's database **salary** record (IRIS Program 101) **must** be **AD** (administratively determined rates not elsewhere specified) or **NF** (non-Federal).

Data Element(s) Used In Audit

015 - Database Pay Plan Of Salary

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
070	*Agency Not Authorized For FEDFLEX Plans*

Description

The agency code entered in the **Ag** field is **not** authorized to participate in the plan code entered in the **Plan Code** field. The plan code entered in the **Plan Code** field is a Federal Flexible Benefits Plan (FEDFLEX), Flexible Spending Account (FSA). Plan codes for the FSA Program are:

- **FD** (dependent care FSA - DCFSA)
- **FH** (health care FSA - HCFSA)

Agencies currently participating in a non-Federal flexfund flexible spending account are **not** eligible to participate in the FEDFLEX, FSA Program.

Data Element(s) Used In Audit

002 - Agency Code
005 - Plan Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
071	*Plan Code Not A Flexfund Plan Code*

Description

The plan code entered in the **Plan Code** field is **not** a **flexfund plan code.**

Data Element(s) Used In Audit

009 - Option Code

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
072	*Employee Not Eligible For FEDFLEX Plan*

Description

The Transaction Code field is **1** (enroll), which indicates that the employee is enrolling in the Flexible Benefits Plan (FEDFLEX), Flexible Spending Account (FSA) Program. However, the employee's database **health benefits** record (IRIS Program 115) indicates that the employee is **not** currently **enrolled** in the Federal Employees Health Benefits (FEHB) Program.

Note: Employees must be enrolled in FEHB to be eligible to enroll in a FEDFLEX, FSA plan.

Data Element(s) Used In Audit

Document Type 185 - Flexfund Flexible Spending Account

Code	Message
100	*Document Must Be Processed Through The TPA*

Description

The document being processed is a Flexible Spending Account (FSA) for the Federal Flexible Benefits Plan (FEDFLEX); however, the **User ID** field is **not** an established user ID for the Third Party Administrator (TPA). Agency personnel offices cannot process any transactions for FSAs. Only the TPA can process transactions for FSAs.

Note: SHPS, Inc., is the TPA for the FSA program; therefore, only SHPS can process transactions for FSAs.

- Or -

The document being processed is a Federal Deposit Insurance Corporation (FDIC) Flexible Benefits Program, FDIC Choice, flexible spending account (FSA) (dependent care or health care) document; however, the **User ID** field is **not** an established user ID for the Third Party Administrator (TPA).

Note: Only the TPA can process an FSA document for the FDIC Flexible Benefits Program, FDIC Choice.

Data Element(s) Used In Audit

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
050	Transaction Code Invalid
051	Court Ordered PP Deduction - Dollar Amount Invalid
052	Court Ordered PP Ded-Percentage Appl Earn Invalid
053	Court Ordered PP Ded-NTE Dol Amt Per PP Invalid
054	Court Cost-Amt Collectable Per Pay Period Invalid
055	Court Cost - Total Amount Invalid
056	Arrears - Amt Collectable Per Pay Period Invalid
057	Arrears - Percentage Of Appl Earn Per PP Invalid
058	Arrears - Total Amount Invalid
059	Arrears - NTE Dollar Amount Per Pay Period Invalid
060	Court Official Or Recipient Of Ded - Name Invalid
061	Court Official/Recipient Of Ded - Address Invalid
062	Court Official/Recipient Of Ded - City Invalid
063	Court Official/Recipient Of Ded-State Not In TMGT
064	Court Official/Recipient Of Ded - ZIP Code Invalid
065	Case Number Same As Database
066	Two Child Support & Alimony Records Already Exist
067	NTE Dollar Amt Only Valid With Percent Of Earnings
068	Court Cost Tot Amt/Amt Collect PP Must Be Complete
069	Arrears-Total Amount Entered But PP Deduct Missing
070	Arrears-Amt Collectable PP/Percent Of Earn Invalid
071	Arrears PP Ded Amt Entered But Total Amt Missing
072	Arrears NTE Amt/Percent Of Earn Must Be Complete
073	Court Ordered-Dollar Amt/Percentage Earn Invalid
074	Case Number Not On Database
075	Case Number Must Be Completed
077	Case Number Must Be Numeric
078	Name And Address Or EFT Info Must Be Completed
079	EFT Information Must Be Blank
080	Type Of Account Invalid
081	Account Number Invalid
082	Routing Number Must Be Numeric
083	Routing Number Invalid
084	Check Digit Invalid
086	Maximum Percentage Must Be Completed

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
083	Routing Number Invalid
084	Check Digit Invalid
086	Maximum Percentage Must Be Completed
087	Maximum Percentage Invalid
088	Maximum Percentage Must Be Numeric
089	NTE Dollar Amount Invalid With Dollar Amount
090	Court Ordered Pay Period Deduction Invalid

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
050	*Transaction Code Invalid*

Description

The **Transaction Code** field must be one of the following:

- **1** (add)
- **2** (change)
- **3** (cancel)

Data Element(s) Used In Audit

018 - Transaction Code

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
051	*Court Ordered PP Deduction - Dollar Amount Invalid*

Description

The **Court Ordered Pay Period Deduction - Dollar Amount** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

019 - Dollar Amount
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
052	*Court Ordered PP Ded-Percentage Appl Earn Invalid*

Description

The **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

020 - Percentage Of Applicable Earnings
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
053	*Court Ordered PP Ded-NTE Dol Amt Per PP Invalid*

Description

The **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

021 - Not To Exceed Dollar Amount Per Pay Period
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
054	*Court Cost-Amt Collectable Per Pay Period Invalid*

Description

The **Court Cost - Amount Collectable Per Pay Period** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

022 - Court Cost - Amount Collectable Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
055	*Court Cost - Total Amount Invalid*

Description

The **Court Cost - Total Amount** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

023 - Court Cost - Total Amount

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
056	*Arrears - Amt Collectable Per Pay Period Invalid*

Description

The **Arrears - Amount Collectable Per Pay Period** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

024 - Arrears - Amount Collectable Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
057	*Arrears - Percentage Of Appl Earn Per PP Invalid*

Description

The **Arrears - Percentage Of Applicable Earnings Per Pay Period** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

025 - Arrears - Percentage Of Applicable Earnings Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
058	*Arrears - Total Amount Invalid*

Description

The **Arrears - Total Amount** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

026 - Arrears - Total Amount

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
059	*Arrears - NTE Dollar Amount Per Pay Period Invalid*

Description

The **Arrears - Not To Exceed Dollar Amount Per Pay Period** field **must** be **blank** or **numeric**.

Data Element(s) Used In Audit

078 - Arrears - Not To Exceed Dollar Amount Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
060	*Court Official Or Recipient Of Ded - Name Invalid*

Description

When the **Transaction Code** field is **1** (add), the **Court Official Or Recipient Of Deduction - Name** field **must** be **completed**.

Data Element(s) Used In Audit

029 - Court Ordered Official Or Recipient Of Deduction
031 - Name

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
061	*Court Official/Recipient Of Ded - Address Invalid*

Description

When the **Transaction Code** field is **1** (add), the **Court Official Or Recipient Of Deduction - Address Line** field **must** be **completed**.

Data Element(s) Used In Audit

029 - Court Ordered Official Or Recipient Of Deduction
035 - Address Line

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
062	*Court Official/Recipient Of Ded - City Invalid*

Description

When the **Transaction Code** field is **1** (add), the **Court Official Or Recipient Of Deduction - City** field **must** be **completed**.

Data Element(s) Used In Audit

029 - Court Ordered Official Or Recipient Of Deduction
043 - City

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
063	*Court Official/Recipient Of Ded-State Not In TMGT*

Description

The state abbreviation entered in the **Court Official Or Recipient Of Deduction - State** field was **not** found in the Table Management System (TMGT), **Table 013**, State Name And ZIP Range.

Data Element(s) Used In Audit

029 - Court Ordered Official Or Recipient Of Deduction
044 - State

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
064	*Court Official/Recipient Of Ded - ZIP Code Invalid*

Description

The ZIP Code entered in the **Court Official Or Recipient Of Deduction - ZIP Code** field was **no**t found in the Table Management System (TMGT), **Table 013**, State Name And ZIP Range.

Data Element(s) Used In Audit

029 - Court Ordered Official Or Recipient Od Deduction
045 - ZIP Code

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
065	*Case Number Same As Database*

Description

The document being processed is **adding** (Transaction Code 1) a court ordered child care or alimony document; however, the case number entered in the **Case Number** field is the **same** as the case number on the employee's database **child support and alimony** record (IRIS Program 306).

Data Element(s) Used In Audit

027 - Case Number
052 - Database Case Number
053 - Database Date Child Support and Alimony Start

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
066	*Two Child Support & Alimony Records Already Exist*

Description

The document being processed is **adding** (Transaction Code 1) a court ordered child care or alimony document; however, the **maximum** of **two** child support and alimony records currently exist on the employee's database **child support and alimony** record (IRIS Program 306).

Data Element(s) Used In Audit

027 - Case Number
052 - Database Case Number
053 - Database Date Child Support And Alimony Start

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
067	*NTE Dollar Amt Only Valid With Percent Of Earnings*

Description

A dollar amount can only be entered in the **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** field when a percentage is entered in the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field.

Data Element(s) Used In Audit

020 - Percentage Of Applicable Earnings
021 - Not To Exceed Dollar Amount Per Pay Period
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
068	*Court Cost Tot Amt/Amt Collect PP Must Be Complete*

Description

When an amount is entered in the **Court Cost - Amount Collectable Per Pay Period** field, an amount **must** also be entered in the **Court Cost - Total Amount** field.

Data Element(s) Used In Audit

022 - Court Cost - Amount Collectable Per Pay Period
023 - Court Cost - Total Amount

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
069	*Arrears-Total Amount Entered But PP Deduct Missing*

Description

When an amount is entered in the **Arrears - Total Amount** field, an amount **must** also be entered in the **Arrears - Amount Collectable Per Pay Period** or the **Arrears - Percentage Of Applicable Earnings Per Pay Period** field.

Data Element(s) Used In Audit

024 - Arrears - Amount Collectable Per Pay Period
025 - Arrears - Percentage Of Applicable Earnings Per Pay Period
026 - Arrears - Total Amount

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
070	*Arrears-Amt Collectable PP/Percent Of Earn Invalid*

Description

Data was entered in both the **Arrears - Amount Collectable Per Pay Period** and the **Arrears - Percentage Of Applicable Earnings Per Pay Period** fields. Data can only be entered in **one** of these fields.

Data Element(s) Used In Audit

024 - Arrears - Amount Collectable Per Pay Period
025 - Arrears - Percentage Of Applicable Earnings Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
071	*Arrears PP Ded Amt Entered But Total Amt Missing*

Description

When data is entered in the **Arrears - Amount Collectable Per Pay Period** or the **Arrears - Percentage Of Applicable Earnings Per Pay Period** field, an amount **must** be entered in the **Arrears - Total Amount** field.

Data Element(s) Used In Audit

024 - Arrears - Amount Collectable Per Pay Period
025 - Arrears - Percentage Of Applicable Earnings Per Pay Period
026 - Arrears - Total Amount

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
072	*Arrears NTE Amt/Percent Of Earn Must Be Complete*

Description

When data is entered in the **Arrears - Not To Exceed Dollar Amount Per Pay Period** field, a percentage **must** be entered in the **Arrears - Percentage Of Applicable Earnings Per Pay Period** field.

Data Element(s) Used In Audit

026 - Arrears - Total Amount
078 - Arrears - Not To Exceed Dollar Amount Per Pay Period

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
073	*Court Ordered-Dollar Amt/Percentage Earn Invalid*

Description

When an amount is entered in the **Court Ordered Pay Period Deduction - Dollar Amount** field, the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field **must** be **blank**.

When a percentage is entered in the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field, the **Court Ordered Pay Period Deduction - Dollar Amount** field **must** be **blank**.

Data Element(s) Used In Audit

019 - Dollar Amount
020 - Percentage Of Applicable Earnings
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
074	*Case Number Not On Database*

Description

The document being processed is **changing** (Transaction Code 2) or **cancelling** (Transaction Code 3) a court ordered child care or alimony document; however, the case number entered in the **Case Number** field does **not** equal the case number on the employee's database **child support and alimony** record (IRIS Program 306).

Data Element(s) Used In Audit

027 - Case Number

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
075	*Case Number Must Be Completed*

Description

When the document being processed is **adding** (Transaction Code 1) a court ordered child care or alimony document, the **Case Number** field **must** be **completed.**

☞**Note:** If the court ordered child care or alimony document is for a voluntary case, key in ***voluntary*** in the **Case Number** field.☜

Data Element(s) Used In Audit

049 - Case Number Assigned By The Court

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
077	*Case Number Must Be Numeric*

Description

The **Case Number** field **must** be **numeric.** It is a 4 position field.

Data Element(s) Used In Audit

027 - Case Number

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
078	*Name And Address Or EFT Info Must Be Completed*

Description

Data must be entered in the **Name And Address Or EFT Information Of Court Official Or Recipient Of Deduction** fields (Screen 2).

Data Element(s) Used In Audit

029 - Court Official Or Recipient Of Deduction
031 - Name
054 - Type Of Account

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
079	*EFT Information Must Be Blank*

Description

When data is entered in the **Court Official Or Recipient Of Deduction - Name And Address** fields the **Court Official Or Recipient Of Deduction - Type Of Account, Account Number,** and **Routing Number** fields on Screen 2 **must** be **blank**.

Data Element(s) Used In Audit

029 - Court Official Or Recipient Of Deduction
054 - Type Of Account

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
080	*Type Of Account Invalid*

Description

The **Type Of Account** field must be one of the following:

- **C** (checking)
- **S** (savings)

Data Element(s) Used In Audit

054 - Type Of Account

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
081	*Account Number Invalid*

Description

The **Account Number** field must be:

- 17 alphanumeric positions (numbers greater than zeroes)
- left justified
- A through Z, 0 through 9, or - (dash)

Data Element(s) Used In Audit

056 - Account Number

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
082	*Routing Number Must Be Numeric*

Description

The data entered in the **Routing Number** field **must** be **numeric**.

Data Element(s) Used In Audit

055 - Routing Number

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
083	*Routing Number Invalid*

Description

The **first two** positions of the **Routing Number** field **must** be **01** through **12, 21** through **32, 90,** or **91.**

Data Element(s) Used In Audit

055 - Routing Number

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
084	*Check Digit Invalid*

Description

The **last digit** (check digit) of the **Routing Number** field is invalid.

Data Element(s) Used In Audit

055 - Routing Number
057 - Computed Check Digit

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
086	*Maximum Percentage Must Be Completed*

Description

The **Maximum Percentage** field **must** be **completed**.

Data Element(s) Used In Audit

028 - Maximum Percentage

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
087	*Maximum Percentage Invalid*

Description

Valid values for the **Maximum Percentage** field are **50, 55, 60,** and **65.** If the court ordered child care and alimony document is for a voluntary allotment, key in ***99.***

Data Element(s) Used In Audit

028 - Maximum Percentage

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
088	*Maximum Percentage Must Be Numeric*

Description

The **Maximum Percentage** field **must** be **numeric.**

Data Element(s) Used In Audit

028 - Maximum Percentage

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
089	*NTE Dollar Amount Invalid With Dollar Amount*

Description

When data is entered in the **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** field, the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field **must** also be **completed.**

When an amount is entered in the **Court Ordered Pay Period Deduction - Dollar Amount** field, the **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** and the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** fields **must** be **blank.**

Data Element(s) Used In Audit

019 - Dollar Amount
021 - Not To Exceed Dollar Amount Per Pay Period
032 - Court Ordered Pay Period Deduction

Document Type 195 - Court Ordered Child Care Or Alimony Deds

Code	Message
090	*Court Ordered Pay Period Deduction Invalid*

Description

The **Court Ordered Pay Period Deduction - Dollar Amount, Percentage Of Applicable Earnings,** and **Not To Exceed Dollar Amount Per Pay Period** fields **cannot all** be **completed**.

When an amount is entered in the **Court Ordered Pay Period Deduction - Dollar Amount** field, the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** and **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** fields **must** be **blank.**

When an amount is entered in the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings**, the **Court Ordered Pay Period Deduction - Dollar Amount** field **must** be **blank.** The **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** field is optional when the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field is **completed**.

The **Court Ordered Pay Period Deduction - Not To Exceed Dollar Amount Per Pay Period** field can **only** be **completed** when the **Court Ordered Pay Period Deduction - Percentage Of Applicable Earnings** field is **completed**.

Data Element(s) Used In Audit

019 - Dollar Amount
020 - Percentage Of Applicable Earnings
021 - Not To Exceed Dollar Amount Per Pay Period
032 - Court Ordered Pay Period Deduction

(reserved)

Document Type 998 - FESI Position Data

Code	Message
001	Agcy-Bur-Cd And POI Are Incompatible
002	MR-No Required
003	Grade Required
004	Master Record Already Exists
005	Pay-Plan Incompatible With Grade
006	Occ-Ser Incompatible With Pay-Plan
007	Occ-Ser Not In TMGT
008	Occ-Func Requires Occ-Func-Cd
009	Occ-Func-Cd Not In TMGT
010	Off-Tle-Pf/Cd/Sf Required
011	Pay-Plan Incompatible With Official Title Code
012	Off-Title And Off-Tle-Pf/Cd/Sf Must Be Completed
013	Prefix In Off-Tle-Pf/Cd/Sf Not In TMGT
014	Suffix In Off-Tle-Pf/Cd/Sf Not In TMGT
015	Official Title Code Incompatible With Occ-Ser
016	Hq-Fld-Cd Invalid
017	Sup-Cd Required
018	Sup-Cd Invalid
019	Class-Std-Cd Invalid
020	Interdis-Cd Invalid
021	Dt-Class Required
022	Occ-Ser Incompatible With Dt-Class
023	Early-Ret-Cd Invalid
024	Occ-Ser Incompatible with Dt-Class
025	Prof-Category Required
026	Interdis-Ser And Interdis-Pf/Cd/Sf Must Be Completed
027	Interdis-Cd Must Be Y
028	Prefix In Interdis-Pf/Cd/Sf Not in TMGT
029	Suffix In Interdis-Pf/Cd/Sf Not In TMGT
030	Interdis-Pf/Cd/Sf Invalid
031	Dept-Cd Not In TMGT
032	Grade Not In TMGT
033	Official Title Code Not In TMGT
034	Date Has Invalid Month
035	Date Has Invalid Day For Month Entered
036	Date Has Invalid Year

Document Type 998 - FESI Position Data

Code	Message
037	Function Code Invalid
038	Master Record Not Found
039	Master Record Coded Inactive
040	IP-No Required
041	Individual Position Already Exists
042	FLSA-Cd Invalid
043	Conflict Of Interest/Financial Disclosure Code Invalid
044	Procurement Integrity Act Code Invalid
045	Individual Position Schedule Invalid
046	Position Sensitivity Code Invalid
047	Drug Testing Code Invalid
048	Comp-Lev Invalid
049	Comp-Lev Incompatible WIth FLSA-Cd
050	Wk-Title Required
051	Wk-Title-Cd Not In TMGT
052	Wk-Title Incompatible With Dept-Cd
053	Org-Str-Cd Not In TMGT
054	Vac-Rev-Cd Invalid
055	Pay-Plan Incompatible WIth Target-Gd
056	Target-Gd Required
057	Proj-Dty-Ind Invalid
058	Duty-Station Not In TMGT
059	Pay-Tbl Code Incompatible With LEO-Ind
060	Pay-Tbl Code Incompatible With Grade Or Pay-Plan
061	Pay-Tbl Code Not In TMGT
062	Bargaining Unit Status (BUS) Code Invalid
063	COPR-St Invalid
064	COPR-St Incompatible With FLSA-Cd
065	NTE-Dt Prior To Date-Est
066	PAS-Ind Invalid
067	Occ-Ser Not In TMGT
068	LEO-Ind Invalid
069	Pos-St-Bud Invalid
070	NTE-Dt Invalid Or Permanent Position
071	MT-Rev/CL-Act-Cd Invalid
072	Inact/Act Invalid
073	Acctg-Stat Not In TMGT

Document Type 998 - FESI Position Data

Code	Message
074	Int-Asgn-Ser Required For This Position
075	Int-Asgn-Ser Invalid For This Position
076	Master Record Not Found-Check Key Fields
077	Master Record Abolished
078	Wk-Title-Cd incompatible With Dept-Cd
079	Individual Position Active Within Master
080	Dt-Abol Prior To Dt-Class
081	Master Record Already Inactive
082	Dt-Inact/React Prior To Dt-Class
083	Individual Record Not Found
084	Individual Position Abolished
085	No Individual Positions Found For Master
086	Individual Position Filled
087	Individual Position Obligated
088	Int-Asgn-Ser Invalid For This Position

Document Type 998 - FESI Position Data

Code	Message
001	*Agcy-Bur-Cd And POI Are Incompatible*

Description

The agency/bureau code entered in the **Agcy-Bur-Cd** field is **incompatible** with the personnel office identifier (POI) entered in the **SON (POI**) field. For compatible agency/bureau codes and POI's see Table Management System **Table 001**, Personnel Office Identifier.

Data Element(s) Used In Audit

003 - Agency Code
004 - Personnel Office Identifier (POI) (SON)

Document Type 998 - FESI Position Data

Code	Message
002	*MR-No Required*

Description

The **MR-No** field **must** be **completed**.

Data Element(s) Used In Audit

005 - Master Record Number

Document Type 998 - FESI Position Data

Code	Message
003	*Grade Required*

Description

The **Grade** field **must** be **completed**.

Data Element(s) Used In Audit

006 - Grade

Document Type 998 - FESI Position Data

Code	Message
004	*Master Record Already Exists*

Description

The master record number entered in the **MR-No** field **already exists** on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

Document Type 998 - FESI Position Data

Code	Message
005	*Pay-Plan Incompatible With Grade*

Description

The pay plan entered in the **Pay-Plan** field is **incompatible** with the grade entered in the **Grade** field. For valid pay plan codes, see Table Management System (TMGT) **Table 025**, AD-350 (Personnel Block and Description).

Notes: If the position is a Senior Executive Service (SES) position, the grade **must** be **00**. If the **Pay-Plan** field is **EX**, the grade **must** be **01-05**.

For the Federal Deposit Insurance Corporation (FDIC), if the pay plan is ***E***, enter a space in the second position of the field.

For the Offices of the U.S. Attorneys, if the pay plan is ***AD***, the grade must be ***00-20***.

Data Element(s) Used In Audit

006 - Grade
007 - Pay Plan

Document Type 998 - FESI Position Data

Code	Message
006	*Occ-Ser Incompatible With Pay Plan*

Description

The data entered in the **Occ-Ser** field is **incompatibl**e with the data entered in the **Pay-Plan** field.

Data Element(s) Used In Audit

007 - Pay Plan
008 - Occupational Series Code

Document Type 998 - FESI Position Data

Code	Message
007	*Occ-Ser Not In TMGT*

Description

The occupational series code entered in the **Occ-Ser** field for the master record was **not** located in Table Management System (TMGT) **Table 018**, Occupational Series Alpha Description.

Data Element(s) Used In Audit

008 - Occupational Series Code

Document Type 998 - FESI Position Data

Code	Message
008	*Occ-Ser Requires Occ-Func-Cd*

Description

The occupational series code entered in the **Occ-Ser** field requires that the **Occ-Func-Cd** field **also** be **completed**. For valid codes, See Title I, Chapter 3, Position Management System (PMSO).

Data Element(s) Used In Audit

008 - Occupational Series Code
009 - Occupational Function Code

Document Type 998 - FESI Position Data

Code	Message
009	*Occ-Func-Cd Not In TMGT*

Description

The occupational function code entered in the **Occ-Func-Cd** field was **not** located in Table Management System (TMGT) **Table 018**, Occupation Series Alpha Description.

Data Element(s) Used In Audit

009 - Occupational Function Code

Document Type 998 - FESI Position Data

Code	Message
010	*Off-Tle-Of/Cd/Sf Required*

Description

The **Off-Tle-Pf/Cd/Sf** field **must** be **completed**. Valid values are:

- Position **1** (prefix code), see Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.
- Positions **2-5** (title code), see TMGT **Table 074**, Official Position Title.
- Position **6** (suffix code), see TMGT **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

010 - Official Title Suffix
011 - Official Title Prefix
012 - Official Title Code
013 - Position Official Title

Document Type 998 - FESI Position Data

Code	Message
011	*Pay Plan Incompatible With Official Title Code*

Description

The pay plan entered in **Pay-Pla**n field is **incompatible** with the data entered in the **Official Title Code** field. For valid codes, see Table Management System (TMGT) **Table 074**, Official Position Title.

Data Element(s) Used In Audit

007 - Pay Plan
010 - Official Title Suffix
011 - Official Title Prefix
012 - Official Title Code
013 - Position Official Title

Document Type 998 - FESI Position Data

Code	Message
012	*Off-Title And Off-Tle-Of/Cd/Sf Must Be Completed*

Description

When the Official Title Code entered in the **Off-Tle-Pf/Cd/**Sf field is **8888** or **9999**, the **Off-Titl**e field **must** be **completed**. For a list of valid codes and titles, see Table Management System (TMGT) **Table 074**, Official Position Title.

Data Element(s) Used In Audit

010 - Official Title Suffix
011 - Official Title Prefix
012 - Official Title Code
013 - Position Official Title

Document Type 998 - FESI Position Data

Code	Message
013	*Prefix In Off-Tle-Pf/Cd/Sf Not In TMGT*

Description

The prefix entered in the **Off-Tle-Pf/Cd/Sf** field was **not** located in Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

011 - Official Title Prefix

Document Type 998 - FESI Position Data

Code	Message
014	*Suffix In Off-Tle-Pf/Cd/Sf Not In TMGT*

Description

The suffix entered in the **Off-Tle-Pf/Cd/Sf** field was **not** located in Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

010 - Official Title Suffix

Document Type 998 - FESI Position Data

Code	Message
015	*Official Title Code Incompatible With Occ-Ser*

Description

The official title code entered in the **Off-Tle-Pf/Cd/Sf** field is **incompatible** with the occupational series entered in the **Occ-Ser** field. For valid official title codes, see Table Management System (TMGT) **Table 074**, Official Position Title. For valid occupational series, see TMGT **Table 018**, Occupational Series Alpha Description.

Data Element(s) Used In Audit

008 - Occupational Series Code
010 - Official Title Suffix
011 - Official Title Prefix
012 - Official Title Code
013 - Position Official Title

Document Type 998 - FESI Position Data

Code	Message
016	*Hq-Fld-Cd Invalid*

Description

The data entered in the **Hq-Fld-Cd** field **must** be **num**eric or **blank**. Valid values are:

- **Blank** (not needed)
- **1** (headquarters)
- **2** (field)

Data Element(s) Used In Audit

014- Headquarters Field Code

Document Type 998 - FESI Position Data

Code	Message
017	*Sup-Cd Required*

Description

The **Sup-Cd** field **must** be **completed**. Valid values are:

- **2** (supervisor or manager)
- **4** (supervisory (CSRA))
- **5** (management official (CSRA))
- **6** (leader under work leader grade evaluation guide)
- **8** (all other positions)

Data Element(s) Used In Audit

015 - Position Supervisory Code

Document Type 998 - FESI Position Data

Code	Message
018	*Sup-Cd Invalid*

Description

The data entered in the **Sup-Cd** field **must** be **numeric**. Valid values are:

- **2** (supervisor or manager)
- **4** (supervisory (CSRA))
- **5** (management official (CSRA))
- **6** (leader under Work Leader Grade Evaluation Guide)
- **8** (all other positions)

Data Element(s) Used In Audit

015 - Position Supervisory Code

Document Type 998 - FESI Position Data

Code	Message
019	*Class-Std-Cd Invalid*

Description

The data entered in the **Class-Std-Cd** field **must** be **alpha** or **blank**. Valid values are:

- **X** (standard used to classify the position was issued after 01/01/76)
- **Blank** (standard used to classify the position was issued before 01/01/76)

Data Element(s) Used In Audit

019 - Classification Standard Code

Document Type 998 - FESI Position Data

Code	Message
020	*Interdis-Cd Invalid*

Description

The data entered in the **Interdis-Cd** field **must** be **alpha** or **blank**. Valid values are:

- **Y** (interdisciplinary position)
- **N** (not an interdisciplinary position)
- **Blank** (system generates N)

Data Element(s) Used In Audit

029 - Interdisciplinary Code

Document Type 998 - FESI Position Data

Code	Message
021	*Dt-Class Required*

Description

The **Dt-Class** field **must** be **completed** and **recorded** in the following format:

- The month must be a number between 01-12 (inclusive).
- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be a number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, including a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

016 - Date Position Classified

Document Type 998 - FESI Position Data

Code	Message
022	*Occ-Ser Incompatible With Dt-Class*

Description

The occupational series code entered in the **Occ-S**er field is **incomp**atible with the date entered in the **Dt-Class** field. For valid occupational series, see Table Management System (TMGT) **Table 01**8, Occupational Series Alpha Description.

Data Element(s) Used In Audit

016 - Date Position Classified
008 - Occupational Series Code

Document Type 998 - FESI Position Data

Code	Message
023	*Early-Ret-Cd Invalid*

Description

The data entered in the **Early-Ret-Cd** field **must** be **numeric** or **blank**. Valid values are:

- **Blank** (not applicable)
- **1** (primary position)
- **2** (secondary position)
- **3** (foreign service position)

☞**Note:** For the Immigration and Naturalization Service, Early Retirement Code ***Blank, 1,*** or ***2*** **must** be entered in this field.☜

Data Element(s) Used In Audit

021 - Early Retirement Indicator

Document Type 998 - FESI Position Data

Code	Message
024	*Inact/Act Invalid*

Description

The data entered in the **Inact/Act** field **must** be **alpha** or **blank**. Valid values are:

- **A** (active)
- **I** (inactive)
- **Blank**

Data Element(s) Used In Audit

022 - Master Active Inactive
072 - Position Active Inactive

Document Type 998 - FESI Position Data

Code	Message
025	*Prof-Category Required*

Description

The **Prof-Category** field **must** be **complete**d. Valid codes are:

- **1** (SES or equivalent)
- **2** (professional - audit related)
- **3** (professional - other)
- **4** (clerical support staff)
- **5** (wage)
- **6** (expert/consultant)

Data Element(s) Used In Audit

013 - Position Official Title
028 - Professional Category

Document Type 998 - FESI Position Data

Code	Message
026	*Interdis-Ser And Interdis-Of/Cd/Sf Must Be Completed*

Description

When **Y** is entered in the **Interdis-Cd** field, the **Interdis-Ser** field and the **Interdis-Pf/Cd/Sf** field **must** be **complete**d.

Data Element(s) Used In Audit

027 - Interdisciplinary Title Code
030 - Interdisciplinary Series Code
031 - Interdisciplinary Title Suffix
032 - Interdisciplinary Title Prefix

Document Type 998 - FESI Position Data

Code	Message
027	*Interdis-Cd Must Be Y*

Description

When the **Interdis-Ser** field and the **Interdis-Pf/Cd/Sf** field are completed, **Y** must be entered in the **Interdis-Ser** field.

Data Element(s) Used In Audit

013 - Position Official Title
028 - Interdisciplinary Category

Document Type 998 - FESI Position Data

Code	Message
028	*Prefix In Interdis-MR-No Required*

Description

The prefix entered in the **Interdis-Pf/Cd/Sf** field was **not** located in Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

030 - Interdisciplinary Series Code
032 - Interdisciplinary Title Prefix

Document Type 998 - FESI Position Data

Code	Message
029	*Suffix In Interdis-Of/Cd/Sf Not In TMGT*

Description

The suffix entered in the **Interdis-Pf/Cd/Sf** field was **not** located in Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

030 - Interdisciplinary Series Code
031 - Interdisciplinary Title Suffix

Document Type 998 - FESI Position Data

Code	Message
030	*Interdis-Pf/Cd/Sf Invalid*

Description

The interdisciplinary title code entered in the **Interdis-Pf/Cd/S**f field was **not** located in Table Management System (TMGT) **Table 075**, Official Title Prefix & Suffix.

Data Element(s) Used In Audit

029 - Interdisciplinary Code
030 - Interdisciplinary Series Code

Document Type 998 - FESI Position Data

Code	Message
031	*Dept-Cd Not In TMGT*

Description

The department code entered in the **Dept-Cd** field was **not** located in Table Management System (TMGT) **Table 014**, Department Codes.

Data Element(s) Used In Audit

002 - Department Code

Document Type 998 - FESI Position Data

Code	Message
032	*Grade Not In TMGT*

Description

The grade entered in the **Grade** field was **not** located on Table Management System (TMGT) **Table 029**, Pay Table Rates. If the grade is a single digit (**1-9**), it must be prefixed with a **0 (zero)**.

Data Element(s) Used In Audit

006 - Grade

Document Type 998 - FESI Position Data

Code	Message
033	*Official Title Code Not In TMGT*

Description

The official title code entered in the **Off-Tle-Pf/Cd/Sf** field was **not** located in Table Management System (TMGT) **Table 074**, Official Position Title.

Data Element(s) Used In Audit

010 - Official Title Suffix
011 - Official Title Prefix
012 - Official Title Code
013 - Position Official Title

Document Type 998 - FESI Position Data

Code	Message
034	*Date Has Invalid Month*

Description

The month entered in the **Dt-Class** field **must** be a number between **01-12** (inclusive).

Data Element(s) Used In Audit

016 - Date Position Classified

Document Type 998 - FESI Position Data

Code	Message
035	*Date Has Invalid Day For Month Entered*

Description

The day entered in the **Dt-Cla**ss field **must** be **recorded** in the following format:

- If the month is 04, 06, 09, or 11, the day must be a number between 01-30 (inclusive).
- If the month is 01, 03, 05, 07, 08, 10, or 12, the day must be number between 01-31 (inclusive).
- If the month is 02, the day must be a number between 01-29 (inclusive). ☞**Note:** When the day is equal to 29, including a leap year, the year must be evenly divisible by 4.☜

Data Element(s) Used In Audit

016 - Date Position Classified

Document Type 998 - FESI Position Data

Code	Message
036	*Date Has Invalid Year*

Description

The year entered in the **Dt-Class** field **must** be a number between 00 and 96.

Data Element(s) Used In Audit

016 - Date Position Classified

Document Type 998 - FESI Position Data

Code	Message
037	*Function Code Invalid*

Description

The data in the **Function** field **must** be **alpha**. Valid values are:

- **Q** (query)
- **A** (add)
- **C** (change)
- **D** (delete)
- **I** (inactive)
- **R** (reactive)
- **H** (help)
- **P** (position inquiry)

Data Element(s) Used In Audit

009 - Occupational Function Code

Document Type 998 - FESI Position Data

Code	Message
038	*Master Record Not Found*

Description

The master record number entered in the **MR-No** field is **not** present on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

005 - Master Record Number
022 - Master Active Inactive

Document Type 998 - FESI Position Data

Code	Message
039	*Master Record Coded Inactive*

Description

The master record entered in the **MR-No** field is already **inactive** on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

005 - Master Record Number
022 - Master Active Inactive

Document Type 998 - FESI Position Data

Code	Message
040	*IP-No Required*

Description

The **IP-No** field must be completed.

Data Element(s) Used In Audit

033- Individual Position Number

Document Type 998 - FESI Position Data

Code	Message
041	*Individual Position Already Exists*

Description

The individual position number entered in the **IP-No** field **already** exists on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

033- Individual Position Number

Document Type 998 - FESI Position Data

Code	Message
042	*FLSA-Cd Invalid*

Description

The FLSA code entered in the **FLSA-Cd** field **must** be **alpha**. Valid values are:

- **E** (exempt)
- **N** (nonexempt)

Data Element(s) Used In Audit

034- Fair Labor Standards Act Code

Document Type 998 - FESI Position Data

Code	Message
043	*Conflict Of Interest/Financial Disclosure Code Invalid*

Description

The conflict of interest or financial disclosure code entered in the **Fin-Ds/Proc-Intg** field **must** be **numeric**. Valid values are:

- **0** (**zero**) (no conflict of interest or financial disclosure statement required)
- **3** (SF-278, Financial Disclosure Report, required)
- **4** (SF-450, Executive Branch Personnel Confidential Financial Disclosure Report, required)
- **5** (MSPB-849 required)
- **6** (GPO-U.S. 069233 required)
- **7** (SI-1085 required)

Data Element(s) Used In Audit

036 - Financial Disclosure Required

Document Type 998 - FESI Position Data

Code	Message
044	*Procurement Integrity Act Code Invalid*

Description

The Procurement Integrity Act code entered in the **Fin-Ds/Proc-Intg** field **must** be **alpha**. Valid values are:

- **Y** (yes)
- **N** (no)

Data Element(s) Used In Audit

037 - Procurement Integrity Act

Document Type 998 - FESI Position Data

Code	Message
045	*Individual Position Schedule Invalid*

Description

The individual position schedule entered in the **Pos-Sched** field **must** be **alphanumeric**. Valid values are:

- **Blank** (not applicable)
- **A** (Schedule A)
- **B** (Schedule B)
- **C** (Schedule C)
- **0** (zero) (not in any of the above schedules)

☞**Note:** For the Office of Technology Assessment and Congressional Budget Office, enter ***0*** in this field.☜

Data Element(s) Used In Audit

038 - Position Schedule

Document Type 998 - FESI Position Data

Code	Message
046	*Position Sensitivity Code Invalid*

Description

The position sensitivity code entered in the **Pos-Sens/Drug-Ts** field **must** be **alphanumeric**. Valid values are:

First Position

- **1** (nonsensitive/low risk)
- **2** (noncritical sensitive)
- **3 (**critical sensitive**)**
- **4** (special sensitive)
- **5** (moderate risk)
- **6** (high risk)

Second Position

- **C** (computer-ADP)
- **N** (noncomputer-ADP)

☞**Note:** If the occupational series code on the master record is **0332**, **0334**, or **0335**, the second position of the position sensitivity code **must** be **C** (Computer-ADP).☜

Data Element(s) Used In Audit

039 - Position Sensitivity Code

Document Type 998 - FESI Position Data

Code	Message
047	*Drug Testing Code Invalid*

Description

The drug testing code entered in the **Pos-Sens/Drug-Ts** field **must** be **alpha**. Valid values are:

- **N** (No, the position does not require drug testing.)
- **A** (Yes, the position is designated for drug testing of the incumbent and also the applicants.)
- **U** (Undesignated.)
- **Y** (Yes, the position is designated for incumbent testing.)
- **C** (Yes, the position is designated for drug testing for the incumbent because the position requires a commercial motor vehicle operator's license.)

☞**Note:** If no entry is made, the system defaults to ***N*** for all users except the Department of Housing and Urban Development, the Library of Congress, and the John C. Stennis Center for Public Service Training and Development. ***U*** is system generated for these users.☜

Data Element(s) Used In Audit

040 - Drug Test

Document Type 998 - FESI Position Data

Code	Message
048	*Comp-Lev Invalid*

Description

The Job Evaluation Plan (JEP) code entered in the **Comp-Lev** field **must** be **numeric**.

☞**Note:** For the Office of the Comptroller of the Currency, the JEP code must be entered in the first position of this field.

Valid Values are:

1 - FLSA, Nonexempt
2 - FLSA, Exempt/Non-Managerial
3 - FLSA, Exempt/Managerial

If the JEP code is ***1***, Field 1 must be ***N.*** If the JEP code is ***2*** or ***3***, Field 1 **must** be ***E***.☜

Data Element(s) Used In Audit

041 - Competitive Level Code

Document Type 998 - FESI Position Data

Code	Message
049	*Comp-Lev Incompatible With FLSA-Cd*

Description

The competitive level code entered in the **Comp-Lev** is **incompatible** with the FLSA code entered in the **FLSA-Cd** field.

The FLSA code entered in the **FLSA-Cd** field **must** be **alpha**. Valid values are:

- **E** (exempt)
- **N** (nonexempt)

☞**Note:** For the Office of the Comptroller of the Currency, the JEP code must be entered in the first position of the **Comp-Lev** field.☜

Valid Values are:

1 - FLSA, Nonexempt

2 - FLSA, Exempt/Non-Managerial

3 - FLSA, Exempt/Managerial

If the JEP code is ***1***, Field 1 must be ***N***. If the JEP code is ***2*** or ***3***, Field 1 must be ***E***.

Data Element(s) Used In Audit

034 - Fair Labor Standards Code
041 - Competitive Level Code

Document Type 998 - FESI Position Data

Code	Message
050	*Wk-Title Required*

Description

When the **Wk-Title-Cd** field is 9999, the working title that describes the organizational or administrative title of the position **must** be entered in the **Wk-Title** field. For valid working title and codes, see Table Management System (TMGT) **Table 076**, Working Position Title.

Data Element(s) Used In Audit

042 - Working Title Code

Document Type 998 - FESI Position Data

Code	Message
051	*Wk-Title-Cd Not In TMGT*

Description

The data entered in the **Wk-Title-Cd** field was **not** located in Table Management System (TMGT) **Table 076**, Working Position Title.

Data Element(s) Used In Audit

042 - Working Title Code

Document Type 998 - FESI Position Data

Code	Message
052	*Wk-title Incompatible With Dept-Cd*

Description

The data entered in the **Wk-Title** field is **incompatible** with the data entered in the **Dept-Cd** field. For valid working titles and codes, see Table Management System(TMGT) **Table 076**, Working Position Title.

Data Element(s) Used In Audit

002 - Department Code
042 - Working Title Code

Document Type 998 - FESI Position Data

Code	Message
053	*Org-Str-Cd Not In TMGT*

Description

The data entered in the **Org-Str-Cd** field was **not** found in Table Management System (TMGT) **Table 005**, Agency Organizational Structure.

Data Element(s) Used In Audit

044- Organizational Structure Code

Document Type 998 - FESI Position Data

Code	Message
054	*Vac-Rev-Cd Invalid*

Description

The data entered int he **Vac-Rev-Cd** field **must** be **alphanumeric**. Valid Values are:

- **0** (zero) (position action no vacancy)
- **A** (no change)
- **B** (lower grade)
- **C** (higher grade)
- **D** (different title and/or series)
- **E** (new position full-time equivalent (FTE))

Data Element(s) Used In Audit

045 - Vacancy Review Code

Document Type 998 - FESI Position Data

Code	Message
055	*Pay-Plan Incompatible With Target-Gd*

Description

The pay plan entered in the **Pay-Plan** field is **incompatible** with the grade entered in the **Target-Gd** field. For valid pay plan codes, see Table Management System (TMGT) **Table 025**, AD-350 (Personnel Block And Description).

Data Element(s) Used In Audit

007 - Pay Plan
046 - Position Target Grade

Document Type 998 - FESI Position Data

Code	Message
056	*Target-Gd Required*

Description

The **Target-Gd** field **must** be **completed**.

Data Element(s) Used In Audit

046 - Position Target Grade

Document Type 998 - FESI Position Data

Code	Message
057	*Proj-Dty-Ind Invalid*

Description

The data entered in the **Proj-Dty-Ind** field **must** be **alpha** or **blank**. Valid values are

- **Y** (Yes, if the position is classified on the basis of projected duties.)
- **N/Blank** (No report is generated.)

Data Element(s) Used In Audit

048 - Projected Duties Indicator

Document Type 998 - FESI Position Data

Code	Message
058	*Duty-Station Not In TMGT*

Description

The data entered in the **Duty-Station** field was **not** found in Table Management System (TMGT) **Table 016**, Geographical Location Codes With Names.

Data Element(s) Used In Audit

016 - Duty Station Code

Document Type 998 - FESI Position Data

Code	Message
059	*Pay-Tbl Code Incompatible With LEO-IND*

Description

The pay table code entered in the **Pay-Tbl** field is **incompatible** with the code entered in the **LEO-Ind** field. Valid LEO indicator are:

- **Y** (Yes, if the position is classified as a law enforcement officer to be paid under 7K FLSA.)
- **A** (Yes, this position is classified as a low enforcement officer to be paid under 7A FLSA.)
- **N** (No, this position is not classified as law enforcement officer.)

Data Element(s) Used In Audit

035 - Pay Table Code
056 - Law Enforcement Officer Indicator

Document Type 998 - FESI Position Data

Code	Message
060	*Pay-Tbl Code Incompatible With Grade Or Pay-Plan*

Description

The code entered in the **Pay-Tbl** field is **incompatible** with the data entered in the **Grade** field and/or the **Pay-Plan** field. For valid pay table codes, see Table Management System (TMGT) **Table 029**, Pay Table Rates.

☞**Note:** The pay table code is required for positions whose official title suffix is ***B*** (data transcriber), ***C*** (official automation), ***E*** (stenography/office automation). ***T*** (typing), or ***Y*** (stenography), and the duty satation state is ***11*** (District of Columbia).☜

Data Element(s) Used In Audit

006 - Grade
007 - Pay Plan
035 - Pay Table Code

Document Type 998 - FESI Position Data

Code	Message
061	*Pay-Dbl Code Not In TMGT*

Description

The data entered int he **Pay-Tbl** field was **not** found in Table Management System (TMGT) **Table 029**, Pay Table Rates.

Data Element(s) Used In Audit

035- Pay Table Code

Document Type 998 - FESI Position Data

Code	Message
062	*Bargaining Unit Status (BUS) Code Invalid*

Description

The bargaining unit status (BUS) code entered in the **BUS-Cd/COPR-St** field **must** be **alphanumeric**. Valid values are:

- **7777** (Position is eligible but not in a bargaining unit.)
- **8888** (Position is ineligible for inclusion in a bargaining unit.)
- Last 4 digits of Office of Labor Management Relations (OLMR) number (Position is represented by a bargaining unit.)

Data Element(s) Used In Audit

050 - Bargaining Unit Status Code

Document Type 998 - FESI Position Data

Code	Message
063	*Customs Officer Pay Reform Act (COPR) Status Code Invalid*

Description

The Customs Officer Pay Reform Act (COPR) status code entered in the **COPR-St** field must be **alpha** or **blank**. Valid values are:

- **Y** (yes)
- **N/Blank** (no)

Data Element(s) Used In Audit

051 - Customs Officer Pay Reform

Document Type 998 - FESI Position Data

Code	Message
064	*COPR-St Incompatible With FLSA-Cd*

Description

The Customs Officer Pay Reform Act (COPR) status code entered in the **COPR-St** field **must** be **alpha** or **blank**. Valid values are:

- **Y** (yes)
- **N/Blank** (no)

Data Element(s) Used In Audit

034 - Fair Labor Standards Code
051 - Customs Officer Pay Reform

Document Type 998 - FESI Position Data

Code	Message
065	*NTE-Dt Prior To Date-Est*

Description

The date entered in the **NTE-Dt** field **must** be **later than** the date entered in the **Date-Est** field.

Data Element(s) Used In Audit

057 - Date Position Established
064 - Date Position NTE

Document Type 998 - FESI Position Data

Code	Message
066	*PAS-Ind Invalid*

Description

The Presidential Appointment Indicator entered in the **PAS-Ind/LEO-Ind** field **must** be **numeric**. Valid values are:

- **0** (zero) (not applicable)
- **1** (PAS, Presidential Appointment, position)

Data Element(s) Used In Audit

055- Presidential Appointment Indicator

Document Type 998 - FESI Position Data

Code	Message
067	*Occ-Ser Not In TMGT*

Description

The occupational series entered in the **Occ-Ser** field for the individual position was **not** found in Table Management System (TMGT) **Table 018**, Occupational Series Alpha Description.

Data Element(s) Used In Audit

008- Occupational Series Code

Document Type 998 - FESI Position Data

Code	Message
068	*LEO-Ind Invalid*

Description

The law enforcement officer (LEO) Indicator entered in the **PAS-Ind/LEO-Ind** field **must** be **alpha** or **blank**. Valid values are:

- **Y** (Yes. Position is classified as a law enforcement officer to be paid under 7K FLSA.)
- **A** ((Yes. Position is classified as a law enforcement officer to be paid under 7A FLSA.)
- **N/Blank** (No. Position is not classified as a law enforcement officer.)

Data Element(s) Used In Audit

034- Fair Labor Standards Code
056- Law Enforcement Officer Indicator

Document Type 998 - FESI Position Data

Code	Message
069	*Pos-St-Bud Invalid*

Description

The data entered in the **Pos-St-Bud** field **must** be **alpha**. Valid values are:

- **Y** (Position is permanent.)
- **N** (Position is other than permanent.)

Data Element(s) Used In Audit

067 - Position Status Budget

Document Type 998 - FESI Position Data

Code	Message
070	*NTE-Dt Invalid For Permanent Position*

Description

It the position is **permanent**, the **NTE-Dt** field **must** be **blank**.

Data Element(s) Used In Audit

033 - Position Number
064 - Date Position NTE

Document Type 998 - FESI Position Data

Code	Message
071	*Mt-Rev/Cl-Act-Cd Invalid*

Description

The data entered in the **Mt-Rev/CI-Act-Cd** field **must** be **numeric**. Valid values are:

First Digit (Classification Action)

Normal

- **1** (desk audit)
- **2** (supervisory audit)
- **3** (paper review)
- **4** (PME/Activity review)

Maintenance Review

- **5** (desk audit)
- **6** (supervisory audit)
- **7** (paper review)
- **8** (paper review)

Second Digit (Results)

- **1** (no action required)
- **2** (minor description changes)
- **3** (rewrite or new position description required)
- **4** (position title change)
- **5** (occupational series change)
- **6** (position upgraded)
- **7** (position downgraded)
- **8** (new position (1st digit must be 2 or 3)
- **9** (other)

Data Element(s) Used In Audit

068 - Maintenance Review Class Code

Document Type 998 - FESI Position Data

Code	Message
072	*Inact/Act Invalid*

Description

The data entered in the **Inact/Act** field **must** be **alpha**. Valid value are:

- **A** (active)
- **I** (inactive)

Data Element(s) Used In Audit

022 - Master Active Inactive
072 - Position Active Inactive

Document Type 998 - FESI Position Data

Code	Message
073	*Acctg-Stat Not In TMGT*

Description

The data entered int he **Acctg-Stat** field was **not** found in Table Management System (TMGT) **Table 002**, Accounting Station Name and Address.

Data Element(s) Used In Audit

076 - Accounting Station Code

Document Type 998 - FESI Position Data

Code	Message
074	*Int-Asgn-Ser Required For This Position*

Description

When **Y** is entered in the **Vac-Rev-Cd** field on the master record, the **Int-Asgn-Ser** field **must** be **completed**.

Data Element(s) Used In Audit

033 - Position Number
077 - Interdisciplinary Occupational Series Assigned

Document Type 998 - FESI Position Data

Code	Message
075	*Int-Asgn-Ser Invalid For This Position*

Description

If the position is an **interdisciplinary** position, the **Int-Asgn-Ser** field **must** contain a **specific occupational series** for an interdisciplinary individual position based on the incumbent's qualifications, as determined by the servicing personnel office.

Data Element(s) Used In Audit

033 - Position Number
077 - Interdisciplinary Occupational Series Assigned

Document Type 998 - FESI Position Data

Code	Message
076	*Master Record Not Found - Check Key Fields*

Description

The master record number entered in the **MR-No** field was **not** located on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

005 - Master Record Number

Document Type 998 - FESI Position Data

Code	Message
077	*Master Record Abolished*

Description

The master record number entered in the **MR-No** field has been **abolished** from the Position Management System (PMSO) database.

Data Element(s) Used In Audit

005 - Master Record Number

Document Type 998 - FESI Position Data

Code	Message
078	*Wk-Title-Cd Incompatible With Dept-Cd*

Description

The code entered in the **Wk-Title-Cd** field is **incompatible** with the code entered in the **Dept-Cd** field.

Data Element(s) Used In Audit

002 - Department Code
042 - Working Title Code

Document Type 998 - FESI Position Data

Code	Message
079	*Individual Position Active Within Master*

Description

The master record number entered in the **MR-No** field is linked to an **active** individual position.

Data Element(s) Used In Audit

005 - Master Record Number
072 - Position Active Inactive

Document Type 998 - FESI Position Data

Code	Message
080	*Dt-Abol Prior To Dt-Class*

Description

The data entered in the **Dt-Abol** field **must** be **later than** the date in the **Dt-Class** field.

Data Element(s) Used In Audit

016 - Date Position Classified
069 - Date Abolished

Document Type 998 - FESI Position Data

Code	Message
081	*Master Record Already Inactive*

Description

The master record number entered in the **MR-No** field is already **inactivated**.

Data Element(s) Used In Audit

022 - Master Active Inactive

Document Type 998 - FESI Position Data

Code	Message
082	*Dt-Inact/React Prior To Dt-Class*

Description

The date entered in the **Dt-Inact/React** field **must** be **later than** the date in the **Dt-Class** field.

Data Element(s) Used In Audit

016 - Date Position Classified
026 - Date Inactive Reactive

Document Type 998 - FESI Position Data

Code	Message
083	*Individual Record Not Found*

Description

The individual position number entered in the **IP-No** field was **not** located on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

033 - Position Number

Document Type 998 - FESI Position Data

Code	Message
084	*Individual Position Abolished*

Description

The individual position number entered in the **IP-No** field has been **abolished** from the Position Management System (PMSO) database.

Data Element(s) Used In Audit

033 - Position Number

Document Type 998 - FESI Position Data

Code	Message
085	*No Individual Positions Found For Master*

Description

The master record number entered in the **MR-No** field has **no** individual positions linked to it.

Data Element(s) Used In Audit

005 - Master Record Number
033 - Position Number

Document Type 998 - FESI Position Data

Code	Message
086	*Individual Position Filled*

Description

The Individual Position number entered in the **IP-No** field **already** exists on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

033 - Position Number

Document Type 998 - FESI Position Data

Code	Message
087	*Individual Position Obligated*

Description

The individual position number entered in the **IP-No** field **already** exists on the Position Management System (PMSO) database.

Data Element(s) Used In Audit

033 - Position Number

Document Type 998 - FESI Position Data

Code	Message
088	*Int-Asgn-Ser Invalid For This Position*

Description

If the position is an **interdisciplinary** position, the **Int-Asgn-Ser** field **must** contain a **specific occupational series** for an interdisciplinary individual position based on the incumbent's qualifications, as determined by the servicing personnel office.

Data Element(s) Used In Audit

033 - Position Number
077 - Interdisciplinary Occupational Series Assigned

(reserved)

Document Type 999 - Informational Messages

Code	Message
001	Residence Address Missing - Process Form AD-349
002	Ck Mail Addr Missing-Process AD-349 Or SF-1199A
003	Document Rolled Back - Reenter
004	Document Deleted From Future File
005	PMSO Element Changing-Must Process Pers Action
006	Position Currently Filled - Cannot Roll Back
007	Position Currently Obligated - Cannot Roll Back
008	PMSO Pay Plan Changing - Process Personnel Action
009	PMSO Occ Ser Changing - Process Personnel Action
010	PMSO Occ Fun Cd Chg - Process Personnel Action
011	PMSO Off Title Cd Chg - Process Personnel Action
012	PMSO Sup Cd Changing - Process Personnel Action
013	PMSO FLSA Cd Changing - Process Personnel Action
014	PMSO Pos Sched Changing - Process Personnel Action
015	PMSO Pos Sens Changing - Process Personnel Action
016	PMSO Org Str Cd Chg - Process Personnel Action
017	PMSO Duty Station Chg - Process Personnel Action
018	PMSO BUS Cd Changing - Process Personnel Action
019	PMSO Int Asgn Ser Chg - Process Personnel Action
020	PMSO PATCO Cd Chg - Process Personnel Action
021	Check Mail Or Residence Address Info Missing
022	Duty Station Chg May Require New Tax Documents
023	HIT Wages YTD Missing - Process Mstr File Chg Doc
024	HIT Ded YTD Missing - Process Mstr File Chg Doc
025	HIT Wages/Ded YTD Missing-Process Mstr File Chg
026	OASDI Wages YTD Missing - Process Mstr File Chg
027	OASDI Ded YTD Missing - Process Mstr File Chg Doc
028	OASDI Wages/Ded YTD Missing-Process Mstr File
100	Unable To Generate Pay Raise - Process Pers Action
101	Step Of Salary Incompatible With Pay Retention PRD
102	Salary Rate Code Must Be PA With Pay Plan
104	Pay Retention Employee-New Salary < Step 10
105	Sal Rate Cd Incompat With PRD Of J, K, R, U, Or V
106	New Salary Above Maximum For Pay Ret Employee
109	Pay Plan ZP, ZA, ZT, Or ZS Not Selected
111	Record Entered To Bypass Pay Raise For Employee

Document Type 999 - Informational Messages

Code	Message
112	Current Salary Less Than Step 01
113	Base (Scheduled) Salary Not In TMGT
114	Occ Series/Duty Station Not In TMGT
115	New Salary Equal Or Less Than Old Salary
116	Step Cannot Equal Zeros
117	LEO PRD Not Equal 0, 5, 6 - Process Pers Action
118	Severance Pay Document Must Be Processed

Document Type 999 - Informational Messages

Code	Message
001	*Residence Address Missing - Process Form AD-349*

Description

The employee's database record has **no residence address information**. Process a Form AD-349, Employee Address, to establish the employee's residence address in the database.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
002	*Ck Mail Addr Missing-Process AD-349 Or SF-1199A*

Description

The employee's database record has **no check mailing address information**. Process a Form AD-349, Employee Address, or SF-1199A, Direct Deposit Sign-Up Form, to establish the employee's check mailing address in the database.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
003	*Document Rolled Back - Reenter*

Description

The personnel action(s) processed and applied to the database this pay period was rolled back due to the processing of a personnel action with an **earlier** effective date.

If appropriate, reenter the personnel action(s) that was rolled back.

☞**Note:** This message will appear on the suspense report for the entire processing pay period.☜

Data Element(s) Used In Audit

001 - Document Form
002 - 5 Digit Nature Of Action
003 - 1st 3 Digit Nature Of Action
004 - 2nd 3 Digit Nature Of Action
005 - Effective Date Of Action

Document Type 999 - Informational Messages

Code	Message
004	*Document Deleted From Future File*

Description

A PEP51 Action Type **3**, Delete Document From Future File, has been successfully processed for this document.

Data Element(s) Used In Audit

001 - Document Form

Document Type 999 - Informational Messages

Code	Message
005	*PMSO Element Changing-Must Process Pers Action*

Description

An element on the PMSO master record or individual position record has been changed. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
006	*Position Currently Filled - Cannot Roll Back*

Description

The personnel action **cannot** be rolled back because the employee's **prior individual position** is currently **occupied**.

The employee's **prior individual position must** be **vacant** and **active** in the Position Management System (PMSO) to roll back this personnel action.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number
012 - Incumbent Social Security Number

Document Type 999 - Informational Messages

Code	Message
007	*Position Currently Obligated - Cannot Roll Back*

Description

The personnel action **cannot** be rolled back because the employee's **prior individual position** is currently **obligated**.

The employee's **prior obligated position** must be **vacant** and **active** in the Position Management System (PMSO) to roll back this personnel action.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number
013 - Position Obligated Social Security Number

Document Type 999 - Informational Messages

Code	Message
008	*PMSO Pay Plan Changing - Process Personnel Action*

Description

The **pay plan** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
009	*PMSO Occ Ser Changing - Process Personnel Action*

Description

The **occupational series code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
010	*PMSO Occ Fun Cd Chg - Process Personnel Action*

Description

The **occupational function code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
011	*PMSO Off Title Cd Chg - Process Personnel Action*

Description

The **official title code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
012	*PMSO Sup Cd Changing - Process Personnel Action*

Description

The **supervisory code** on the **PMSO master record** has **been changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
013	*PMSO FLSA Cd Changing - Process Personnel Action*

Description

The **Fair Labor Standards Act (FLSA) code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
014	*PMSO Pos Sched Changing - Process Personnel Action*

Description

The **position schedule code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
015	*PMSO Pos Sens Changing - Process Personnel Action*

Description

The **sensitivity code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
016	*PMSO Org Str Cd Chg - Process Personnel Action*

Description

The **organizational structure code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
017	*PMSO Duty Station Chg - Process Personnel Action*

Description

The **duty station code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
018	*PMSO BUS Cd Changing - Process Personnel Action*

Description

The **bargaining unit status (BUS) code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
019	*PMSO Int Asgn Ser Chg - Process Personnel Action*

Description

The **interdisciplinary assigned series code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
020	*PMSO PATCO Cd Chg - Process Personnel Action*

Description

The **PATCO code** on the **PMSO master record** has been **changed**. A personnel action **must** be processed to update the employee's database record and produce an SF-50-B, Notification of Personnel Action, to document the change.

Data Element(s) Used In Audit

006 - Department Code
007 - Agency Code
008 - Personnel Office Identifier
009 - Master Record Number
010 - Grade
011 - Individual Position Number

Document Type 999 - Informational Messages

Code	Message
021	*Check Mail Or Residence Address Info Missing*

Description

The employee's database record has **no residence address or check mailing information**. Process a Form AD-349, Employee Address, or SF-1199A, Direct Deposit Sign-Up Form, to establish the employee's residence address or the check mailing address information in the database.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
022	*Duty Station Chg May Require New Tax Documents*

Description

The employee's **duty station** was **changed**, possibly causing a change in state taxes. Check the new duty station and the employee's database record (IRIS Program 101) to determine if the new duty station will require the processing of a new withholding state tax form. The new tax state form should be processed in the Payroll/Personnel Remote Entry System (PRES) Program DP140, State Income Tax Certificate.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
023	*HIT Wages YTD Missing - Process Mstr File Chg Doc*

Description

The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings subject to the Hospital Insurance Tax (HIT), you must enter the HIT wages from the previous department into the Payroll/Personnel System.

Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the **Hosp Ins Tax Wages YTD** field with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
024	*HIT Ded YTD Missing - Process Mstr File Chg Doc*

Description

The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual tax amount subject to the Hospital Insurance Tax (HIT), you must enter the HIT deductions from the previous department into the Payroll/Personnel System.

Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the **Hosp Ins Tax Deduct YTD** field with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
025	*HIT Wages/Ded YTD Missing - Process Mstr File Chg*

Description

The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings and deductions subject to the Hospital Insurance Tax (HIT), you must enter the HIT wages and deductions from the previous department into the Payroll/Personnel System.

Process two NFC-74, Master File Change Documents, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the (1) **Hosp Ins Tax Wages YTD** and (2) **Hosp Ins Tax Deduct YTD** fields with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
026	*OASDI Wages YTD Missing - Process Mstr File Chg*

Description

The employee is transferring from another Federal department under a FICA plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings subject to the Old Age Survivors and Disability Insurance/social security (OASDI), you must enter the OASDI/social security wages from the previous department into the Payroll/Personnel System.

Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the **OASDI Wages YTD** field with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
027	*OASDI Ded YTD Missing - Process Mstr File Chg Doc*

Description

The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual deductions subject to the Old Age Survivors and Disability Insurance/social security (OASDI), you must enter the OASDI/social security deductions from the previous department into the Payroll/Personnel System.

Process an NFC-74, Master File Change Document, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the **OASDI Deductions YTD** field with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
028	*OASDI Wages/Ded YTD Missing - Process Mstr File*

Description

The employee is transferring from another Federal department under a FICA retirement plan (Retirement Coverages Code C, E, G, R, or T). To prevent the employee from exceeding the maximum annual earnings and deductions subject to the Old Age Survivors and Disability Insurance/social security (OASDI), you must enter the OASDI/social security wages and deductions from the previous department into the Payroll/Personnel System.

Process two NFC-74, Master File Change Documents, in the Payroll Personnel Remote Entry System (PRES) Program DP031. Complete the (1) **OASDI Wages YTD** and (2) **OASDI Deductions YTD** fields with the amount to be carried forward.

To verify that the data applied, access the Information/Research Inquiry System (IRIS) Program 103, Salary YTD Data.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
100	*Unable To Generate Pay Raise - Process Pers Action*

Description

The employee did not receive an automatic pay raise. If it has been determined that the employee is entitled to receive the pay raise, process a personnel action to authorize the increase.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
101	*Step Of Salary Incompatible With Pay Retention PRD*

Description

When the data entered in the **Pay Rate Determinant Code** field is **J**, **K**, **U,** or **V**, the data entered in the **Step** field **must** be **00.**

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
102	*Salary Rate Code Must Be PA With Pay Plan*

Description

When the data entered in the **Pay Plan** field indicates a general schedule pay plan and the data entered in the **Work Schedule** field indicates a full-time, part-time, or intermittent work schedule, then the data entered in the **Salary Rate Code** field must be **PA** (per annum).

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
104	*Pay Retention Employee - New Salary < Step 10*

Description

When the **Pay Rate Determinant Code** field is **2**, **3**, **4**, **J**, **K**, **R**, **U**, or **V**, the amount entered in the **Base** (scheduled) **Salary** field **must** be **greater than Step 10** for the applicable grade.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
105	*Sal Rate Cd Incompat With PRD Of J, K, R, U, Or V*

Description

When the **Pay Rate Determinant Code** field is **J**, **K**, **R**, **U**, or **V**, the amount entered in the **Salary Rate Code** field **must** be **PA** (per annum).

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
106	*New Salary Above Maximum For Pay Ret Employee*

Description

The amount entered in the **Base** (scheduled) **Salary** field exceeds the salary amount allowed for the employee.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
109	*Pay Plan ZP, ZA, ZT, Or ZS Not Selected*

Description

When the agency code entered in the **Dept/Agcy** field is **57**, the **Pay Plan** field **must** be **ZP**, **ZA**, **ZT**, or **ZS**.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
111	*Record Entered To Bypass Pay Raise For Employee*

Description

The Payroll/Personnel System has been coded to bypass the automatic pay raise for the employee.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
112	*Current Salary Less Than Step 01*

Description

The amount entered in the **Base** (schedule) **Salary** field **must equal** or **exceed** the amount of **Step 01** of the applicable grade.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
113	*Base (Scheduled) Salary Not In TMGT*

Description

The amount entered in the **Base** (scheduled) **Salary** field was **not** found in the Table Management System (TMGT) **Table 029**, Pay Table Rates, for the employee's current grade.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
114	*Occ Series/Duty Station Not In TMGT*

Description

When the data entered in the **Pay Rate Determinant Code** field indicates that the employee is entitled to receive a special or superior qualifications rate of pay, the data entered in both the **Occupational Series Code** and **Duty Station Code** fields in the Position Management System (PMSO) must be located in the Table Management System (TMGT), **Table 031**, Special Pay Converters.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
115	*New Salary Equal Or Less Than Old Salary*

Description

The data entered in the **1st NOA Code** fields indicates a promotion. However, the data entered in the **Base** (scheduled) **Salary** field is **less than** or the **same** as the scheduled salary amount currently recorded on the employee's database **salary** record (IRIS Program 101).

☞**Note:** When data entered in the **1st NOA Code** fields indicates a promotion, the amount entered in the **Base** (scheduled) **Salary** field must be **more** than the scheduled salary amount currently recorded on the employee's database **salary** record (IRIS Program 101).☜

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
116	*Step Cannot Equal Zeros*

Description

The data entered in the **Step** field **must** be **numeric**. Valid values are ***01*** through ***10***.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
117	*LEO PRD Not Equal 0, 5, 6 - Process Pers Action*

Description

The employee did not receive an automatic pay raise. If it has been determined that the employee is entitled to receive the pay raise, process a personnel action to authorize the increase.

Data Element(s) Used In Audit

Document Type 999 - Informational Messages

Code	Message
118	*Severance Pay Document Must Be Processed*

Description

A separation personnel action has been processed using **Remarks Code N22**, *Entitled to $ (amount) severance pay fund to be paid at the rate of $ (amount) per week over (number) weeks beginning (date),* entitling the employee to receive severance pay. However, a severance pay document has not been processed.

Process a Severance Pay Document in the Payroll Personnel Remote Entry System (PRES) Program DP128, Severance Pay.

Data Element(s) Used In Audit

(reserved)

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