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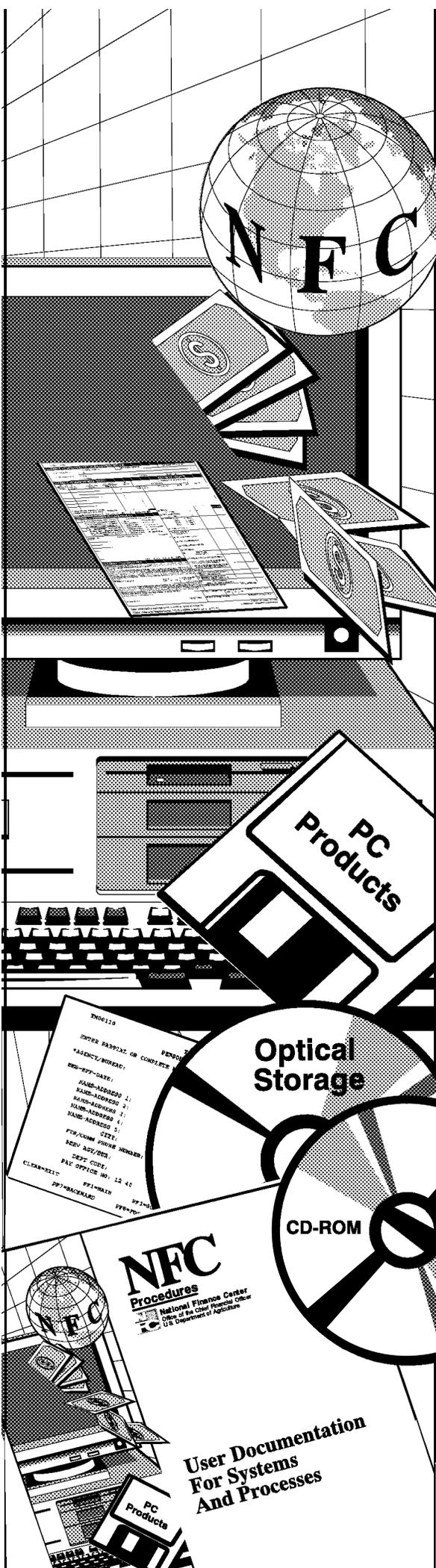
Procedures



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

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Special Payroll Processing System for Web (SPPS Web)



TITLE I
Payroll/Personnel Processing Manual

CHAPTER 8
Manual Processing

SECTION 3
Special Payroll Processing System for Web (SPPS Web)

User Documentation
For Systems
And Processes

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



Special Payroll Processing System for Web (SPPS Web)



National Finance Center
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IMPORTANT INFORMATION !

This publication is an illustrated version of SPPS Web **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about SPPS Web.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Government Employees Services Branch (GESD). Instructions for contacting GESD and other support sources are provided in the **About This Procedure** section of this publication.

Latest Update Information

Title I Bulletin 04-X, Special Payroll Processing System for Web (SPPS Web) and for Windows (SPPSWIN), dated April XX, 2004, informed agencies that they can now use SPPS Web and SPPSWIN to process the following transactions which were previously manually processed:

- Advance foreign payments
- Life cycle payments (for use only by Agency 25, Farm Credit Administration (FCA), and Agency AJ, Office of the Comptroller of the Currency (OCC))
- Travel incentive payments (for use only by FCA)

The information in this bulletin has been incorporated in SPPS Web and is summarized below:

Description of Change	Page
Cash Award/Special Bonus Payment And Adjustment Details	36
Miscellaneous Payment And Adjustment Records	48
Miscellaneous Payment And Adjustment Field Instructions	80
Reference Tables In SPPS Web	116, 119

Changes are identified by “▶◀”.

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About This Procedure

This procedure provides instructions for accessing and operating the Special Payroll Processing System for Web (SPPS Web). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

[Introduction To SPPS Web](#) describes what the system is used for and provides related background information.

[Getting Started In SPPS Web](#) describes how to access the system and provides step-by-step instructions for the general processes used throughout the application such as searching for employee information.

[Processing Instructions For Payments And Adjustments](#) provides step-by-step instructions. Certain windows and pop-ups that displays identical data elements relevant to all transaction in SPPS Web. Included are transactions for:

- Cash awards/special bonuses
- Settlement back payments (settlement backpay)
- Credit hours payments
- Annual/restored leave
- Compensatory time payments
- Miscellaneous payments (allowances, differentials, bonuses, payments, administratively uncontrollable overtime (AUO), and life cycle accounts)
- Student loan repayments

[Requesting SPPS Web Reports](#) provides step-by-step instructions for requesting reports related to transactions for cash awards/special bonuses, settlement back payment, credit hours payment detail information, annual/restored leave payments, compensatory time payments, miscellaneous payments, which includes allowances, differentials, bonuses, pay, and/or student loan repayments.

[Viewing Interest Rates And Dates](#) contains interest rate and date information provided by the Internal Revenue Services (IRS). This information is used to calculate settlement back payment and adjustment transactions processed in SPPS Web.

[SPPS Web Field Descriptions/Instructions](#) contains descriptions/instructions for the fields on SPPS Web windows and pop-ups.

[Reference Tables In SPPS Web](#) includes tables of valid values for completing the fields on the windows and pop-ups.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the Pubs and Forms section of NFC’s web site (www.nfc.usda.gov). Users can choose to view the publications list by title/chapter or acronym and/or print publications from the list.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	<i>Document successfully saved.</i>
Figure references link figures with the text. These references are printed in bold sans serif font.	After accessing SPPS Web, the SPPS Web Main Menu window (Figure 4) is displayed.
References to sections within the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For instructions on this process, see Searching For Payment And Adjustment Records .
References to menu options are printed in bold italics .	From the Agency Adjustment List window (Figure 7), select [Record Detail] .
References to command buttons or keyboard keys are printed in brackets.	Click [Close] to close the record and return to the previous screen or [Cancel] to cancel the search.
Emphasized text within a paragraph is printed in bold .	Type C (Checking) or S (Savings) to identify the type of account where the allotment is directly deposited or electronically transferred.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , or <i>no entry</i> ⁴ .	SSN <i>Required, numeric, 9 positions</i> Type the employee’s 9-digit SSN.
¹ Required	<i>You must enter data in the field. (Note: All mandatory fields on windows of SPPS Web are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230** or via e-mail at customer.support@usda.gov.

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630** .

For access to SPPS Web, contact your agency's NFC Security Officer.

For questions about this procedure, contact the Government Employees Services Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*.

Introduction To SPPS Web

This section presents the following topics:

- [About SPPS Web](#)
- [Payroll/Personnel External Processing Systems](#)
- [Payroll/Personnel Internal Processing Systems](#)
- [The Payroll/Personnel Processing Cycle](#)
- [Agency/NFC Responsibilities](#)
- [Access and Security](#)
- [SPPS Web Processing Form And Reports](#)
- [SPPS Web Help](#)

About SPPS Web

Special Payroll Processing System for Web (SPPS Web) is a Web-based payroll/personnel database entry, correction, inquiry, and retrieval system of the National Finance Center (NFC).

Payments and adjustments processed in SPPS Web by agency users are requests for action that relate to the following:

- Cash awards/special bonuses
- Settlement back payments (settlement backpay) and adjustments
- Credit hours
- Annual/restored leave
- Compensatory time (comp time)
- Miscellaneous payments and adjustments
 - Allowances
 - Differentials
 - Bonuses
 - AUO
 - Life cycle accounts
- Student loan repayments and adjustments

This system allows customers to:

- Initiate a request for manual payment or adjustment actions.
- Establish and maintain manual payment and adjustment transactions on the SPPS Web database.

- Establish and maintain manual payment and adjustment transactions for a separated employee, as long as a record exists on the Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu.

Note: Previously, a manual payment or adjustment transaction could only be processed if the employee had a record on IRIS Program IR100, Current Data Menu, and was not separated more than 6 pay periods.

- Access an employee record by a transaction code or social security number (SSN) from specific listings on the SPPS Web database. Information is selected based on the transaction processed, SSN, agency and personnel office identifier (POI), and/or status. Windows/pop-ups and dialog boxes display data pertinent to each transaction (e.g., SSN, contact person, etc.).
- Include extensive instructions and remarks for a transaction. The Note function on the Agency Adjustment List window, is used to enter required instructions and remarks that relate to the specific transaction being processed.
- Calculate gross to net amount payments and adjustments. Users may view information to identify deductions that are applicable to the transaction and the accounting code used to charge agencies for processing the transactions.
- Copy accounting appropriation code information charged to an agency for processing a transaction from one pay period record to another pay period record using a copy feature.
- Release a transaction to NFC for processing. The Release to NFC function on the Agency Adjustment List window is used to release a request for action to NFC after data has been entered in SPPS Web, but before it is processed. Transactions that have been released are identified by Status Code 7, Release To NFC.

Note: After a record is released to NFC for processing, only NFC can process additional payments and adjustments to the record.

- View the user IDs of the individuals who established and/or adjusted the last transactions in a record. The last dates and times of the last entry and adjustment are also included.
- View and print reports by request (at the beginning of each pay period, or on an as-needed basis).
- View and print NFC-29 computation, payment, and adjustment transactions.

SPPS Web runs on a Windows 95/NT/98 platform as opposed to mainframe/blockmode and requires a secured telecommunications link to NFC.

Note: Block mode format systems require a personal computer with direct connectivity to the mainframe computer at NFC. The block mode format systems are described under [Payroll/Personnel External Processing Systems](#). Instructions for using these systems are provided in other Title I procedures, listed in the Pubs & Forms section of NFC's Web site (www.nfc.usda.gov).

SPPS Web Key Terms

Following are key terms used in the processing of SPPS Web documents.

- **Payment.** Transactions processed in SPPS Web to establish and/or adjust information in an employee's record. The data is used to compute and/or pay salaries, deductions, leave records, accounting, indebtedness, etc.
- **Adjustment.** Transactions processed in SPPS Web to changes the information in an employee's record. The data is used to compute and/or adjust salary payments, deductions, leave records, accounting, indebtedness, etc.
- **Request for Action.** Indicates the necessary action that is required to establish and/or adjust an employee's record.
- **Transaction.** Indicates that the required information has been entered in SPPS Web.
- **Record.** All transactions of an employees file that have been processed in SPPS Web.
- **Certify/Uncertify.** Indicates if a request for action has been received, the required data has been entered in SPPS Web, and the transaction is ready for system verification, prior to approval.

Note: A transaction can be *uncertified* only after it is confirmed that the required data is not complete or ready for system verification.

- **Approval.** Indicates that a transaction has been successfully entered in SPPS Web and all system checks are validated, prior to being scheduled for payment or adjustment. All agency-processed transaction must be authorized by an agency supervisor or authorizing official, prior to processing.
- **Processing.** Establishing data in SPPS Web for the purpose of making a payment or adjustment in an employee's record.
- **System processed.** Indicates that the required data has been entered in SPPS Web for processing.
- **Processed.** Indicates that a completed transaction in an employee's record is systematically paid or adjusted.

Payroll/Personnel External Processing Systems

The Payroll/Personnel System (PPS) is an integrated system that links payroll and personnel records through subsystems that interface with each other. Below is a list of systems available to PPS users.

ALLTAX System. A proprietary software package that applies the tax rate for all states and localities in the United States against each payroll run by NFC. SPPS Web interfaces with ALLTAX to calculate Federal, state, city, and/or county taxes.

Document Tracking System (DOTSE). An online database management system used to request and view manually-processed transactions, and recertified payments and adjustments. Authorized agency users who do not have access to SPPS can request payments and adjustments through DOTSE. SPPS Web interfaces with DOTSE to received from agency users the requests for action that are to be processed as payments and/or adjustments.

Information/Research Inquiry System (IRIS). An online inquiry system used to view employee data contained in the Payroll/Personnel System database by SSN. IRIS provides at

least 1 calendar year of current and 10 years of historical payroll, personnel, and position data. Most data is processed through an entry system or transmitted by magnetic tape; other data is system generated based on processed transactions. SPPS Web interfaces with IRIS to obtain current and historical data based on the request for action.

Name Employee System (NEMP). A database system used to retrieve information based on the employee's name and SSN. Data is maintained for 5 years. SPPS Web interfaces with NEMP to retrieve an employee name and SSN based on the request for action.

Payroll/Personnel Inquiry System (PINQ). An inquiry system used to research payroll-related inquiries received from employee data on the Payroll/Personnel System database. PINQ provides immediate access to 1 calendar year of current payroll data. SPPS Web interfaces with PINQ to retrieve current payroll data.

Table Management System (TMGT). A menu-driven database management system that contains valid values and descriptions for selected data elements used on the Payroll/Personnel System database. TMGT is used to query data and view and request predefined reports. All tables are accessible to customers, except as noted for NFC use only. SPPS Web interfaces with TMGT to validate certain fields that have been entered by the user (i.e., code table data).

Travel System (TRVL). A two-part integrated network for processing travel authorizations, travel advances, and travel vouchers for temporary duty and relocation travel. The Personal Computer Travel System (PC-TRVL) is a menu-driven personal computer program that allows users to prepare and create files of travel records that are transmitted to NFC via telecommunications lines. Online TRVL is a mainframe program that allows agencies to directly enter travel records into the TRVL database. SPPS Web interfaces with TRVL to retrieve current travel collections for advancements.

Payroll/Personnel Internal Processing Systems

The data transmitted from agencies to NFC is processed in NFC's internal processing systems. These systems edit, reject/accept, retain/release transactions, then update the database. Other internal systems (1) calculate payroll, (2) process payments and adjustments, (3) produce output data that is disseminated to agencies and the Office of Personnel Management (OPM), and (4) prepare the database for the next pay period's processing. Below is a list of NFC's internal payroll/personnel data processing systems.

Adjustment Processing System (ADJP). An internal system used to process a variety of payroll payments and adjustments submitted on Form AD-343, Payroll Action Request, and late personnel actions. SPPS Web interfaces with ADJP to send payment and adjustment transactions for further processing.

Administrative Billings and Collections System (ABCO). An online system used for billing and collecting debts from Federal employees (current, separated, and/or retired) and other individuals or vendors having outstanding debts with the Government. SPPS Web interfaces with ABCO to retrieve current collections.

Disbursing (DISB). An internal system that interfaces with NFC feeder systems to provide common disbursement functions and data for the General Ledger System and Central

Accounting System. DISB consolidates payments for payees when necessary, warehouses payments until the payment date arrives, stores consolidated vendor express files for electronic fund transfer (EFT) disbursements, and stores disbursement history files for 10 years. SPPS Web interfaces with DISB files to provide NFC personnel with current information on the status of a payment schedule.

Document Tracking System (DOTS). An internal document tracking system used to record and acknowledge requests received from agencies to process manual payments and adjustments, collections, and other transactions that are not processed through the automated Payroll/Personnel System. SPPS Web interfaces with DOTS to retrieve the requests for action and written inquiries received at NFC.

Management Accounting Structure Codes System (MASC). A system used to validate agency accounting classification and accounting station codes. SPPS Web interfaces with MASC to validate agency accounting classification and accounting station codes.

Optical Storage System (OSS)/Archived Index Creation and Inquiry System (AXCIS). OSS (a storage system), uses AXCIS, (a retrieval system) to provide online retrieval and viewing of prior and current report data by report name, data range, and a choice of predefined search criteria (indexes). The report data is used to research and verify payroll/personnel transactions being created or adjusted in SPPS Web.

Payroll Processing System (PAYE). A calculation system that performs complicated computation routines required to produce new salary data for disbursement and transmission to the Department of the Treasury (Treasury). PAYE computes employees' gross salary, makes applicable deductions, applies payments and adjustments from ADJP, develops the new amount due, and prepares data for subsequent issuance of salary payments by Treasury. PAYE updates the database to reflect salary payments and adjustments as well as leave. It also creates accounting records that are processed and reported through the payroll accounting system. SPPS Web interfaces with PAYE to retrieve employee personnel and payroll data applicable to the request for action.

The Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle is the phase during which agencies record and transmit employee payroll/personnel data to NFC for processing through the Payroll/Personnel System. The cycle runs for a 2-week pay period. The payroll/personnel cycle consists of:

- The entry and transmission of payroll/personnel data by the agency
- The entry and transmission of time and attendance (T&A) data by the agency
- The corrections of T&A's by NFC
- The processing of the data by NFC

Note: Front-end edits are performed in SPPS Web and must be corrected before transmission. At the end of the pay period, agencies transmit transactions to NFC for processing and begin recording transactions for the next pay period.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in SPPS Web processing and system maintenance.

The Agency:

- Logs the request for action into SPPS Web.
- Processes payments and adjustments for cash awards, credit hours, settlement backpay, etc.

The Government Employees Services Division (GESD):

- Receives requests for action via SPPS Web from the agencies.
- Reviews requests for action and computes the payment or adjustment transaction using data received from the agencies.
- Accesses the Payroll/Personnel database (IRIS, PINQ, etc.) to research payroll/personnel data.
- Accesses OSS/AXCIS to research prior and current year history data.
- Enters data into SPPS Web.
- Receives, reviews, and distributes reports to accounting technicians and/or civilian pay technicians for processing.
- Files SPPS Web requests for action and maintains them for future use.
- Responds to all inquiries received from the agencies concerning the status of requests for action.
- Conducts periodic training sessions.
- Develops and publishes SPPS Web procedure manuals, revisions, and bulletins.
- Develops and maintains SPPS Web requirements.
- Develops and maintains SPPS Web application programs for processing transactions according to the requirements.

The Information Resources Management Division (IRMD):

- Receives, date stamps, and delivers mail related to the processing of SPPS Web transactions.
- Executes SPPS Web jobs.
- Verifies and distributes SPPS Web requests for action and output (e.g., NFC-29s, reports, etc.) to the applicable personnel.
- Receives and prepares NFC-29s for mailing.
- Transmits SPPS Web disbursement data to Treasury and lending institutions/organizations and maintains controls to ensure that data is correctly transmitted.

- Checks batch control lists to ensure that each request for action received at NFC was entered and processed by the system.

The Information Systems Policy and Control Staff (ISPCS)

- Certifies SPPS Web mainframe application programs and suspense correction programs.
- Migrates SPPS Web application programs.
- Assigns security access to agency users.

Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see **Title VI, Chapter, I, Section 1, Security Access Procedure.**

For more information, see:

- [Requesting Access To SPPS Web](#)
- [Database Security](#)

Requesting Access To SPPS Web

To access SPPS Web, you must have:

- A PC with a secured telecommunications link to NFC
- Authorized security clearance
- SPPS Web training

Users must request access through their Agency NFC Security Officer. The request should provide the following information.

- User name
- User social security number (SSN)
- NFC mainframe user ID
- Agency name
- User access request level (i.e., payroll/personnel)
- Telephone number
- Application name (i.e., SPPS Web)

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

Note: Additional access levels must be requested for employees who will approve and certify payments (e.g., supervisors and authorizing officials).

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by Computer Associates' (CA) TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. CA TOP SECRET validates the user ID to determine if he/she is authorized to use SPPS Web. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Data Base (DB2) resources, Security Access Code (SAC), etc.*).

Validation Process. To facilitate user access to NFC-maintained systems, significant interactions/interfaces among software packages is necessary to control access. The interaction is transparent to the user.

The following steps occur during a log on to SPPS Web:

1. CA TOP SECRET validates the user ID, password, and access authorization to SPPS Web.
2. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into SPPS Web.
3. IDMS Security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessory identification (ACID) name) in order to proceed.
4. The user is allowed to execute the SPPS Web program, which will perform his/her assigned function as long as his/her security access for the program is valid.
5. CA TOP SECRET profile is used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

6. SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC: SNDDSASSSSAA

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

In the primary SAC entry path, DD=Department, SA= Servicing Agency, SSSS=POI (SON), and AA=Agency

The SAC entry in the user's TOP SECRET profile is read to determine if the access should be allowed.

Note: Steps 3 through 6 are transparent to the user.

SPPS Web Processing Form And Reports

When a manual salary adjustment, special payment, or deduction is required, agency and NFC personnel should use Form AD-343, Payroll Action Request, to identify the reason for requests.

SPPS Web contains a reporting feature that allows agency users to view and print batch reports generated daily. The batch reports include data relating to pay, leave, employment status, etc., which is system-generated from information stored in the Payroll/Personnel System database. Agency users who decide not to use the automatic reporting feature can select the reports they want executed each day (on an as-needed basis).

Reports associated with SPPS Web payment and adjustment processing are described below.

Report Title	Description
Agency Daily Outstanding Transactions Report	Used by agency personnel to identify transactions that have been entered but have not been processed.
Agency SPPS Documents Processed Report	Used by agency personnel to identify transactions that have been processed and paid.
Agency Daily Leave To Be TINQed	Used by agency personnel to identify transactions that have been processed to correct leave data or transfer leave data from donors to an approved leave recipient participating in the Leave Sharing Program.
Agency Student Loan Report	Used by agency personnel to identify student loan transactions that have been processed for repayment or adjustment and educational assistance transactions that have been processed for reimbursement.

SPPS Web Help

The help feature is available to guide you as you process data in SPPS Web. To get help, click [?] on any window.

To access help in SPPS Web:

1. Click [?] on any SPPS Web window. Help (**Figure 1**) is displayed.



Figure 1. SPPS Web Help

2. Select either the specific window for which you want to display the help or the specific topic for which help is being requested.
3. Click [?] to return to the open window.

Getting Started In SPPS Web

This section presents the following topics:

[Accessing SPPS Web](#)

[Operating Features Of SPPS Web](#)

Accessing SPPS Web

SPPS Web is available only on the Internet. Therefore, to use this application, you must have Internet access and knowledge of Internet navigation. The local Agency NFC Security Officer requests access for SPPS Web Users by either sending an e-mail to the ISSO or by sending a fax that contains the Security Officer's signature. Roles are assigned in SPPS Web based on the user's request. Users should allow 2 weeks for security requests to be processed.

This section presents the following topics:

[Starting SPPS Web](#)

[Exiting SPPS Web](#)

Starting SPPS Web

From the SPPS Web Main Menu, you can select Agency Adjustment, Reports, NFC Adjustments, Interest, Database, and Exit.

Below is a brief description of each option.

Agency Adjustment. Used by authorized agency and NFC users to access information exclusive to their agency for processing payment and adjustment information.

Reports. Used by authorized agency and NFC users to view and request SPPS Web reports.

NFC Adjustment. Used exclusively by authorized NFC users to process payment and adjustment information. This option is documented in NFC's internal procedures.

Interest. Used by agency users to inquire daily, quarterly, and yearly interest date and rate information. Used by NFC to establish and update the daily, quarterly, and yearly interest date and rate information for calculating settlement back payments and adjustments.

Database. Used by agency and NFC users to access the databases for which they are authorized to process payment and adjustment transactions.

To start SPPS Web:

1. Connect to the SPPS Web URL, at *tafh.nfc.usda.gov*.
2. Once you log into SPPS Web, the Welcome message (**Figure 2**) appears.

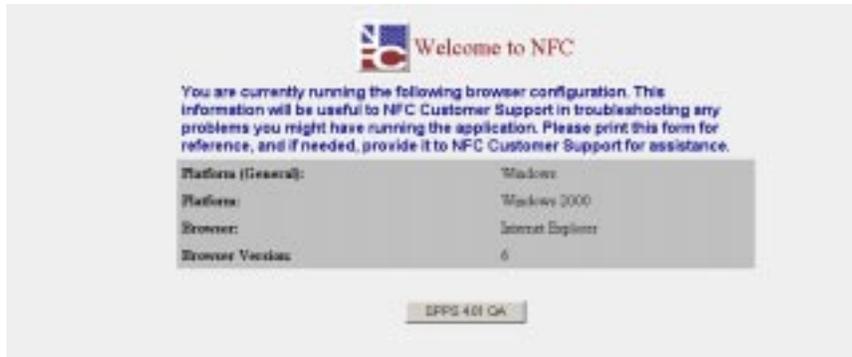


Figure 2. Welcome message

3. At the Welcome message (Figure 2), click [SPPS]. The Warning message pop-up (Figure 3) is displayed to notify the user that he/she is attempting to enter a U.S. Government computer system that requires authorization.



Figure 3. Warning message

4. Read the information on the Warning message (**Figure 3**) and click **[OK]**. The SPPS Web Main Menu (**Figure 4**) is displayed.



Figure 4. SPPS Web Main Menu

5. Complete the fields in the Logon box as indicated under [SPPS Web Main Menu Field Instructions](#).
6. Click **[Login]**. The message *Login Successful* is displayed.
7. Click **[Database]** on the menu bar. The Database pop-up (**Figure 5**) is displayed.

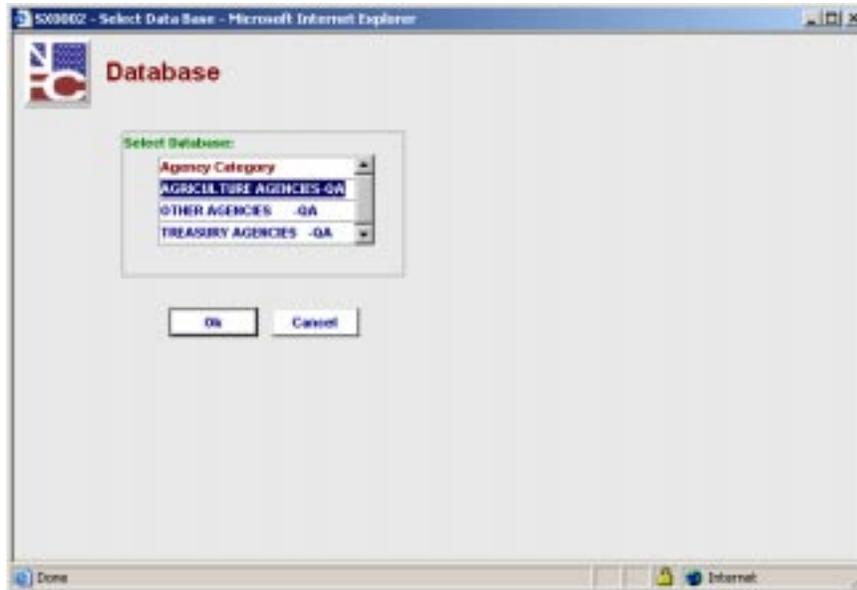


Figure 5. Database pop-up

8. Select the applicable database for your agency and click **[OK]**.
9. The SPPS Web Main Menu (**Figure 4**) is displayed. Select the desired option to process the requests for action.

Exiting SPPS Web

To exit SPPS Web, click **[Exit]** on the SPPS Web Main Menu. To close an open window/pop-up, click **[Close]** on the current SPPS Web window.

Operating Features Of SPPS Web

SPPS Web operates in a Windows environment, providing mouse-driven, point-and-click functionality, command buttons, and other windows features. Use your Windows user guide or Windows online help for information about basic Windows features. For descriptions of operating features that are specific to SPPS Web, see:

[Command Buttons](#)

[Pop-up Messages](#)

[Pop-up Message Command Buttons](#)

[Drop-Down Lists](#)

[Radio Buttons](#)

[Check Boxes](#)

[Function/Directional Keys](#)

[System Edits](#)

Command Buttons

SPPS Web command buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. SPPS Web includes the following command buttons:

SPPS Web Command Buttons

Button	Description
Accounting	Displays accounting calculation information.
Add	Adds transaction information to a record.
Address	Searches, establish, and update check mailing and residence addresses and financial institution/organization information in a record.
Agency Adjustment	Authorizes agency users to access payment and adjustment transactions to search, establish, update, or delete information in a record.
Approval	Supervisors and authorized officials approve transactions that have been processed and are ready for payment or adjustment.
Calculate	Calculates accounting information.
Certify	Supervisors and authorized officials confirm that a transaction is complete and the payment or adjustment is ready for verification.
Close	Closes the current window and returns to the previous window.
Computation	Displays accounting and deduction calculation information.
Copy	Copies information of one pay period record into another pay period record. Copies information from one section of the window into another section of the window.

SPPS Web Command Buttons

Button	Description
Copy Acct	Copies stored accounting information.
Database	Displays an authorized database exclusive to the agency for processing payment and adjustment transactions.
Delete	Deletes detail information of a transaction from a record and the SPPS Web database.
Exit	Exits SPPS Web.
Help	Displays Windows Help.
Interest	Displays the Interest function to view, establish, update and delete interest.
Last Updated	Displays the user identifications of the individuals who processed the last payment or adjustment in a record, and the dates and times the transactions were processed.
Login	Logs in/enters SPPS Web.
Logoff	Logs out/exits SPPS Web.
NFC Adjustment	Authorizes NFC users to access payment and adjustment transactions for searching, establishing, updating, or deleting information in a record.
Note	Includes additional information about the transaction being processed.
Release To NFC	Releases a transaction to NFC for processing.
OK	Saves the data and updates the record.
Print	Prints information displayed on a window/pop-up.
Pymt Inquiry	Displays payment and adjustment information.
Record Detail	Displays, establish, updates, and deletes details of a transaction in a record.
Reports	Requests reports.
Save	Saves the data and establish or update the record.
Search	Searches for a transaction in an employee's record.

SPPS Web Command Buttons

Button	Description
Uncertify	Supervisors and authorizing officials confirms that a transaction is not complete and the payment or adjustment is not ready for verification. Supervisors and authorizing officials remove certification from a record that is certified.
Update	Updates agency contact information on a record when the record is being processed by NFC.

Pop-up Messages

Throughout SPPS Web, pop-up messages appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups to accept or cancel a message. You must click a command button for the pop-up to disappear and return to the previous window. The following is an example of a pop-up message (**Figure 6**).



Figure 6. SPPS Web pop-up message

Pop-up Message Command Buttons

SPPS Web pop-up messages do not have a menu bar. However, they do have command buttons that usually carry out an action implied on the button's name. The following command buttons are used on SPPS Web pop-ups.

SPPS Web Pop-up Message Command Buttons

Button	Description
Cancel	Returns to the previous window without indicating agreement with the message displayed in a pop-up window.
Clear	Clears the pop-up of data.
Close	Closes the pop-up.
?	Displays help.
OK	Indicates agreement with the message displayed in a pop-up.

SPPS Web Pop-up Message Command Buttons

Button	Description
	Prints information displayed on the window/pop-up.
	Saves the data and establishes or adjusts the record.

Drop-Down Lists

In SPPS Web, menus may vary depending on the window. Drop-down lists are used to display menus and initiate functions relevant to that window. The drop-down lists allow users to select the correct entry value from a list of valid values for that field.

To use a drop-down list:

1. Click the drop-down arrow next to the field and a drop-down list of valid values for the field is displayed.
2. Select the appropriate value and that value is entered into the field.

Radio Buttons

Round buttons called radio buttons are used throughout SPPS Web. Radio buttons are used to select the data that will be placed in a field, select options such as a data category, or specify selection criteria, such as a data category for a particular search.

Check Boxes

Check boxes are used throughout SPPS Web. Check boxes are used to select an option such as a data category during a computation process, and indicate when specific data has been verified.

Function/Directional Keys

Your keyboard includes the following function keys that can be used in SPPS Web.

Function Keys

Key	Description
	Accepts/processes data.
	Deletes a transaction from a record.
	Advances to the next field.

Function Keys

Key	Description
	Creates a space or tabs to the next field.
	Moves to the next character within a field.
	Moves to the previous character within a field.
	Moves to the previous line.
	Moves to the next line.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, a message is displayed on the message line at the bottom of the window or pop-up. Error messages are displayed one at a time and are not displayed in any sequential or hierarchical order. As an error is satisfied, another error message may be displayed if a record contains more than one error. All errors must be corrected before the system will complete the requested action (e.g., an incorrect accounting code).

Processing Instructions For Payments And Adjustments

After you start SPPS Web, the Agency Adjustment List window (**Figure 7**) is displayed. This window is used to search for transactions related to a specific SSN or organizational structure (agency and POI), initiate the processing payments and adjustments, and view existing data.

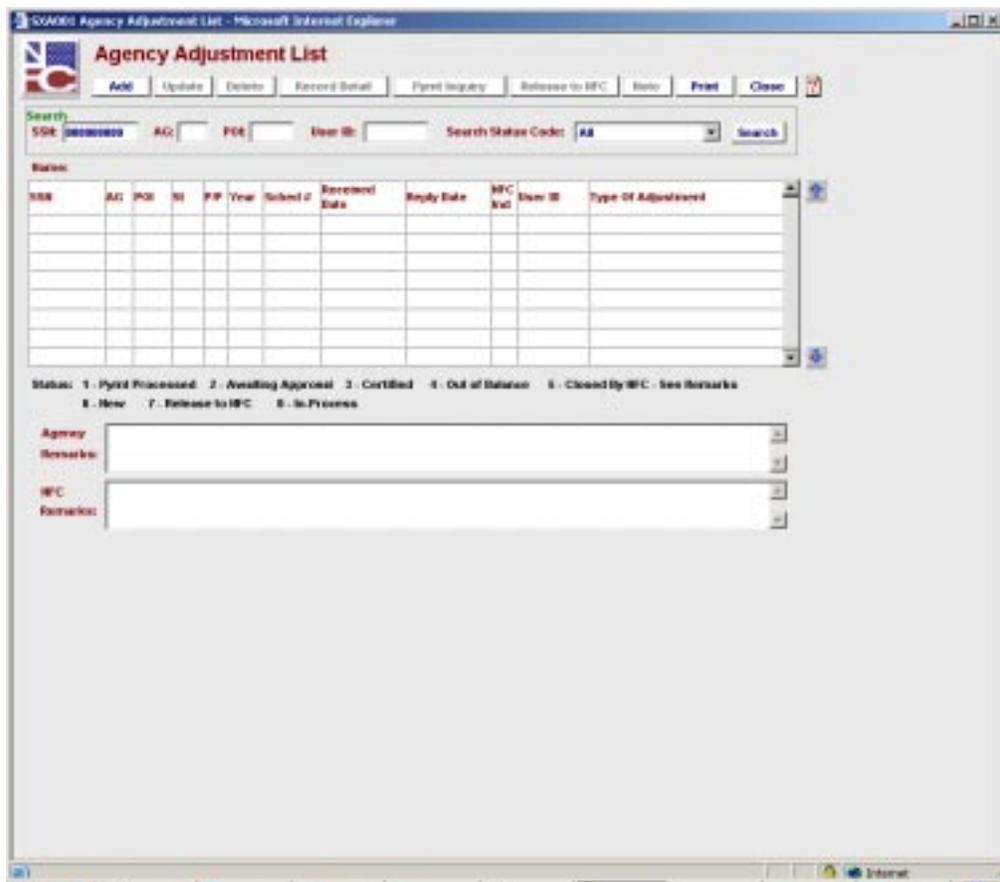


Figure 7. Agency Adjustment List window

Following is a brief description of each command button on this window.

Add. Displays the Agency Adjustment Detail Maintenance window (**Figure 8**) for establishing a new payment and adjustment record in SPPS Web.

Update. Displays the Agency Adjustment Update Contact Information window (**Figure 9**) for updating agency contact information when additional details are needed to complete the processing of a transaction in SPPS Web.

Delete. Deletes a transaction from the Agency Adjustment List window (**Figure 7**) and from the SPPS database.

Record Detail. Displays payment or adjustment details of a transaction processed in SPPS Web.

Pymt Inquiry. Displays payment, adjustment, and/or accounting details of a transaction processed in SPPS Web.

Release To NFC. Sends a request for action to NFC for processing.

Note. Displays the Notebook pop-up (**Figure 16**) for including extensive instructions and remarks for a transaction being processed in SPPS Web.

Print. Prints the displayed window/pop-up.

Close. Closes the currently displayed window/pop-up and returns to the previously displayed window/pop-up.

Help [?]. Provides Help for using the system.

For more information, [Command Buttons](#).

This section presents the following topics:

- [Searching For Payment And Adjustment Records](#)
- [Establishing And Maintaining Payment And Adjustment Records](#)
- [Cash Award/Special Bonus Payment And Adjustment Records](#)
- [Settlement Back Payment And Adjustment Records](#)
- [Credit Hours Payment And Adjustment Records](#)
- [Annual/Restored Leave Payment And Adjustment Records](#)
- [Compensatory Time Payment And Adjustment Records](#)
- [Miscellaneous Payment And Adjustment Records](#)
- [Student Loan Repayment And Adjustment Records](#)

Searching For Payment And Adjustment Records

Before establishing a record or adjusting payment or adjustment details in SPPS Web, you must search for the related transaction, regardless of the entry system in which it was initiated, using the Agency Adjustment List window (**Figure 7**).

You may search for transactions by:

- Social security number (SSN)
- Agency (AG)
- AG with SSN (in ascending SSN order starting from the specified SSN)
- AG, POI
- POI
- SSN, AG, POI
- Status code (i.e., the status of transactions to be included in the search)

Note: The Status Code field indicates the status of transactions during the current processing period.

Search results appear in ascending SSN order.

If the search finds the specified transaction, the user can select from the command buttons at the top of the window to implement the requested change. If the search does not find the transaction, the user must establish it in SPPS Web before he/she can implement the requested change.

To search for a transaction:

1. At the Agency Adjustment List window (**Figure 7**), complete the fields according to instructions under [Agency Adjustment List Window Field Instructions](#).
2. After completing the fields, click **[Search]**. If any manual transactions have been processed for the employee based on the search criteria, they are displayed in the list box in the middle of the window. If no manual transactions have been processed for the employee, the Agency Adjustment Detail Maintenance window (**Figure 8**) is displayed to allow the user to establish the transaction.
3. Click the command button (e.g., .Add, Update, etc.) to display the window for the applicable payment or adjustment transaction to be processed.

Note: To return to the SPPS Web Main Menu (**Figure 4**), click **[Close]**.

Establishing And Maintaining Payment And Adjustment Records

This section presents the following topics:

- [Adding Payment And Adjustment Records](#)
- [Updating Agency Contact Information](#)
- [Deleting Payment And Adjustment Details](#)
- [Updating Record Details](#)
- [Updating Check Mailing Addresses](#)
- [Viewing Payment And Adjustment Computations](#)
- [Viewing Accounting Computations](#)
- [Certifying/Uncertifying Payment And Adjustment Transactions](#)
- [Approving Payment And Adjustment Transactions](#)
- [Viewing Payment And Adjustment Information](#)
- [Releasing A Transaction To NFC For Processing](#)
- [Adding Remarks](#)
- [Viewing Last Updated Information](#)

Adding Payment And Adjustment Records

The Add function on the Agency Adjustment List window (**Figure 7**) is used to establish payment and adjustment records.

To establish a payment or adjustment record:

1. Search for the related transaction using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Adjustment List window (**Figure 7**), select the applicable transaction that is to be established or adjusted.
3. Click **[Add]**. The Agency Adjustment Detail window (**Figure 8**) is displayed.

Figure 8. Agency Adjustment Detail window

4. Complete the fields according to instructions under [Agency Adjustment Detail Window Field Instructions](#).
5. After the information is entered, click **[Save]** to save the information and establish the record.

Note: If more than one action must be processed for the same pay period, follow the instructions above to enter the next action on the Agency Adjustment Detail window (**Figure 8**). Click **[Save]** to save the information. A pop-up indicating that a record already exists will display. Click **[Add Duplicate]**. Then click **[Accept]** to add the next action.

To cancel processing and return to the Agency Adjustment List window (**Figure 7**), click **[Cancel]**.

Updating Agency Contact Information

The Update function on the Agency Adjustment List window (**Figure 7**) is used to update the name and phone number of an agency contact for a specific request for action.

To update agency contact information:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click [**Update**]. If a record already exists, the Agency Adjustment Update Contact Information window (**Figure 9**) is displayed.

Note: If a record has not been established, the Agency Adjustment Detail window (**Figure 8**) is displayed to allow the user to create the record.

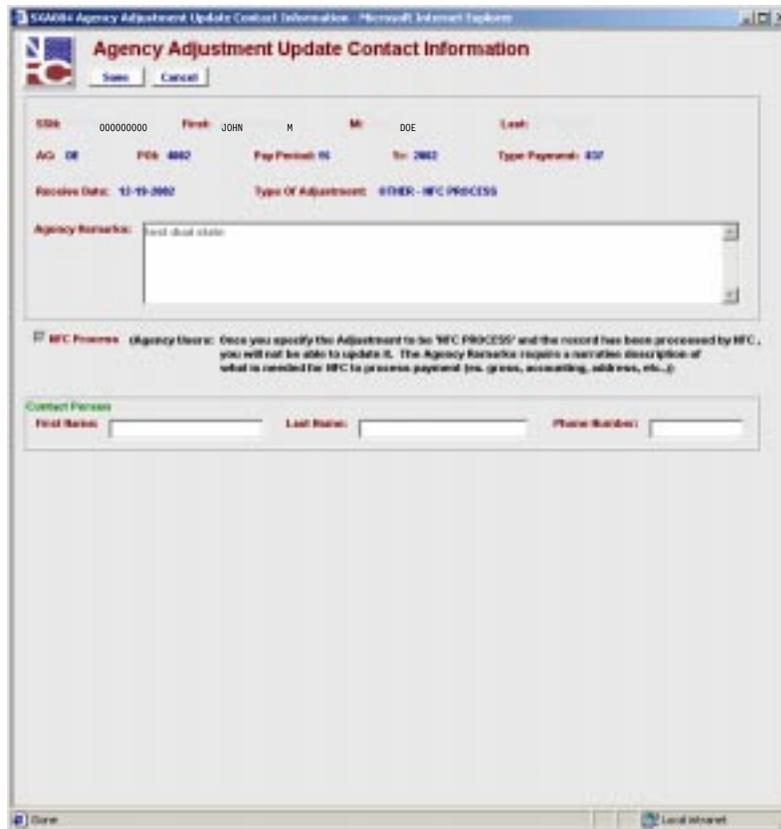


Figure 9. Agency Adjustment Update Contact Information window

4. Complete the fields according to instructions under [Agency Adjustment Update Contact Information Window Field Instructions](#).

5. After completing the fields, click **[Save]** to update the record.

Note: To return to the Agency Adjustment List window (**Figure 7**), click **[Cancel]**.

Deleting Payment And Adjustment Details

The Delete function on the Agency Adjustment List window (**Figure 7**) is used to delete a specific payment or adjustment transaction from an employee's SPPS Web record.

Note: After the adjustment or payment has been processed, you cannot delete the transaction from SPPS Web.

To delete a payment or adjustment transaction:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
2. Select the transaction to be deleted.
3. Click **[Delete]**. The message *To delete the selected adjustment, hit the delete button again* is displayed.
4. Click **[OK]** and click **[Delete]** again. The highlighted row of information in the list box on the Agency Adjustment List window (**Figure 7**) and all information related to the transaction in SPPS Web are permanently deleted.

Updating Record Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) is used to update payment and adjustment details on the following transaction windows:

- Cash Awards/Special Bonuses window (**Figure 18**)
- Settlement Backpay window (**Figure 19**)
- Credit Hours Payment window (**Figure 21**)
- Annual/Restored Leave Payment window (**Figure 22**)
- Compensatory Time window (**Figure 23**)
- Miscellaneous Payment window (**Figure 24**)
- Student Loan Repayment window (**Figure 25**)

For more information on a specific type of transaction, see:

[Cash Award/Special Bonus Payment And Adjustment Records](#)

[Settlement Back Payment And Adjustment Records](#)

[Credit Hours Payment And Adjustment Records](#)

[Annual/Restored Leave Payment And Adjustment Records](#)

[Compensatory Time Payment And Adjustment Records](#)

[Miscellaneous Payment And Adjustment Records](#)

[Student Loan Repayment And Adjustment Records](#)

To update record details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.
2. Select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The selected transaction window is displayed.
4. Complete the fields according to instructions for the specified transaction window and click **[Save]** to apply the changes.

For field instructions on a specific type of transaction, see:

[Cash Awards/Special Bonuses Window Field Instructions](#)

[Settlement Backpay Window Field Instructions](#)

[Credit Hours Payment Window Field Instructions](#)

[Annual/Restored Leave Payment Window Field Instructions](#)

[Compensatory Time Payment Window Field Instructions](#)

[Miscellaneous Payment Window Field Instructions](#)

[Student Loan Repayment Window Field Instructions](#)

Updating Check Mailing Addresses

The Address function on the transaction windows is used to update and/or verify check mailing addresses and financial institution/organization details relating to the processing of salary payments and adjustments. This window is identical for each transaction window.

SPPS Web obtains the check mailing address or financial institution/organization from details stored in the Payroll/Personnel System database. While the details are used to process payment or adjustment transactions in SPPS Web, no changes occur to the address in the Payroll/Personnel System database. For more information on check mailing addresses, see **PRES** or **IRIS Program IR124, Address/Check Information**.

To update check mailing address or financial institution/organization details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment can be updated.
2. From the list box on the Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The selected transaction window is displayed.
4. Click **[Address]**. The Check Mailing Address window (**Figure 10**) is displayed.



Figure 10. Check Mailing Address window

5. Complete the fields according to instructions under [Check Mailing Address Window Field Instructions](#).

Note: Only one type of check mailing address information (i.e., mailing address, or designated agent code, or routing information) can be entered on the Check Mailing Address window (**Figure 10**).

6. After completing the fields, click **[Save]** to save the information and update the record.

Note: When data on the Check Mailing Address window (**Figure 10**) is updated, a check mark will appear in the **[Address Checked]** check box located on the applicable transaction window to indicate that an address verification was performed.

To return to the specified transaction window, click **[Close]**.

Viewing Payment And Adjustment Computations

The Computation function on each transaction window is used to view all payment and adjustment computations except accounting computations that were performed in the process of establishing, updating, and/or crediting a payment or adjustment transaction in an employee's record. These details can be viewed only after the transaction has been processed.

Accounting computations for a specified transaction can be viewed on the Accounting List (Figure 12). For more information, see [Viewing Accounting Computations](#).

To view payment or adjustment computations:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (Figure 7) is displayed showing all transactions for the specified employee.
2. From the list box on the Agency Adjustment List window (Figure 7), select the applicable transaction that is to be viewed.
3. Click **[Record Detail]**. The selected transaction window is displayed.
4. Click **[Computation]**. The Computation List pop-up (Figure 11) is displayed. For complete field descriptions, see [Computation List Pop-up Field Descriptions](#).

Type	Adjusted Amt	Qual/Level Code	Difference/Include Codes	Qual/Level Codes
Salary	0.00	0.00	0.00	
M I	0.00	0.00	0.00	

Figure 11. Computation List pop-up

Note: After the Computation List pop-up (Figure 11) has been viewed, a check mark appears in the **[Computation Checked]** check box located on the applicable transaction window to indicate that a computation verification was performed.

To display the Accounting List pop-up (Figure 12) for viewing accounting calculations, click **[Accounting]**.

To return to the specified transaction window, click **[Close]**.

Viewing Accounting Computations

The Accounting Function is used to view all accounting computations that were performed in the process of establishing, updating, and/or crediting a payment or adjustment transaction in an employee's record. These details can be viewed only after the transaction has been processed for payment or adjustment.

To view accounting computations:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be viewed.
3. Click **[Record Detail]**. The selected transaction window is displayed.
4. Click **[Computation]**. The Computation List pop-up (**Figure 11**) is displayed.
5. Click **[Accounting]**. The Accounting List pop-up (**Figure 12**) is displayed. For complete field descriptions, see [Accounting List Pop-up Field Descriptions](#).

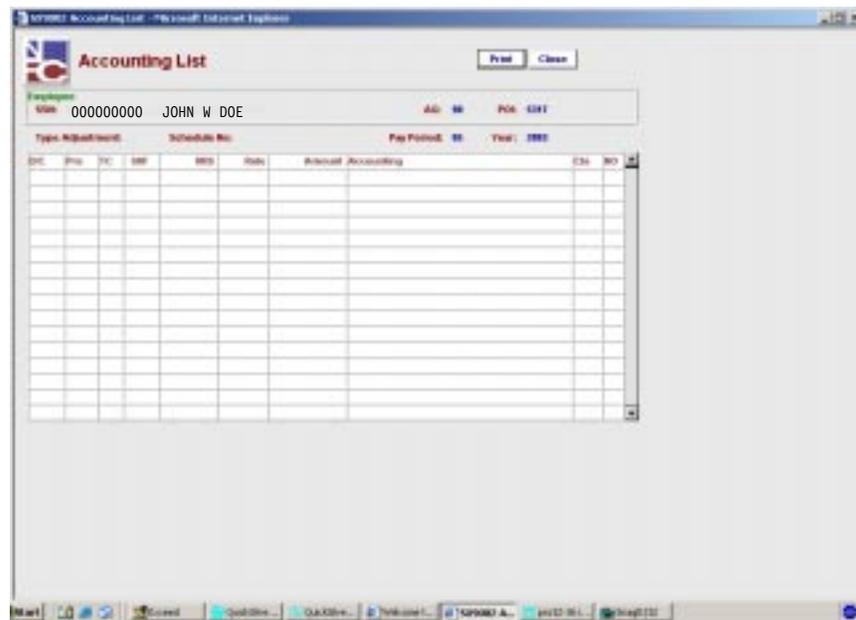


Figure 12. Accounting List pop-up

Note: To return to the Computation List pop-up (**Figure 11**), click **[Close]**.

Certifying/Uncertifying Payment And Adjustment Transactions

All payments and adjustments must be certified or uncertified prior to being processed in SPPS Web. The Certify/Uncertify function (available on all transaction windows) indicates if a payment or adjustment request has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

Note: Transactions may be certified only if the **[Address Checked]**, **[Balance Checked]**, and **[Computation Checked]** check boxes on the applicable transaction window are checked, indicating that the information has been validated. After the transaction is certified, the Certified By field on the transaction window displays the user ID of the individual who certified the transaction.

A transaction can be uncertified only after it has been certified and before it has been processed. After a transaction is uncertified, the Certified By and Approved By fields on the Certify/Uncertify pop-up are cleared.

To certify/uncertify a payment or adjustment:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment can be certified/uncertified.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be certified/uncertified.
3. Click **[Record Detail]**. The selected transaction window (see example **Figure 13**) is displayed.
4. Complete the fields according to instructions for the applicable transaction window. (See [Payment And Adjustment Field Descriptions/Instructions](#).)
5. Click **[Certify]**. The Certify/Uncertify pop-up (see example **Figure 13**) for the applicable transaction window is displayed.
6. Complete the fields according to instructions under [Certify/Uncertify Pop-up Field Instructions](#).
7. After completing the fields, click **[Certify]** to confirm that the transaction has been successfully entered in SPPS Web and is ready for system verification, prior to approval, or click **[Uncertify]** to confirm that the transaction is not complete or ready for system verification.
8. If you click **[Certify]**, the Certified By field on the applicable transaction window displays the user ID of the individual who certifies the transaction. The Status Code field on the Agency Adjustment List window (**Figure 7**) will change to **3**, certified, or **2**, awaiting approval.



Figure 13. Example of a Certify/Uncertify pop-up

Note: To cancel the process and return to the previous transaction window, click [Cancel].

Approving Payment And Adjustment Transactions

All payment and adjustment requests must be approved by an agency supervisor or authorizing official, prior to being processed in SPPS Web. The transaction must be certified before it can be approved. The Approval function which is available on all transaction windows, indicates validated authorization after a transaction is certified and the check mailing address/financial institution/organization information is reviewed.

To approve a payment or adjustment:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be approved.
3. Click [**Record Detail**]. The selected transaction window is displayed.
4. Confirm that the transaction has been certified and ready to be schedule for payment or adjustment.
5. Click [**Approval**] to approve the processing of the payment or adjustment transaction.

Note: After the transaction is approved, the Approved By field on the selected transaction window, displays the user ID of the individual who approved the transaction. The Status Code field on the Agency Adjustment List window (**Figure 7**) changes to 3, certified.

To cancel the process and return to the previous window, click [**Close**].

Viewing Payment And Adjustment Information

The Pymt Inquiry function on the Agency Adjustment List window (**Figure 7**) is used to view completed payment and adjustment details on transaction windows. These details can be viewed only after the transaction has been successfully entered on the Check Mailing Address window (**Figure 10**).

To view payment and adjustment details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be viewed.
3. Click [**Pymt Inquiry**]. The Payment Inquiry pop-up (**Figure 14**) for the selected transaction is displayed. For complete field descriptions, see [Payment Inquiry Pop-up Field Descriptions](#).

Banking ID	Bank Number	Amount	Subst ID

Figure 14. Payment Inquiry pop-up

Note: To display the Computation List pop-up (**Figure 11**) for viewing all payment and adjustment calculations except accounting calculations, click [**Computation**]. For accounting information, see [Viewing Accounting Computations](#).

To return to the Agency Adjustment List window (**Figure 7**), click [**Close**].

Releasing A Transaction To NFC For Processing

Payment and adjustment requests for action that are to be processed by NFC must be entered in SPPS Web by an agency supervisor or authorizing official. The Release To NFC function on the Agency Adjustment List window (**Figure 7**), is used by agencies to release the transaction after it has been entered, but, before it is processed.

To release a transaction to NFC for processing:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before it can be released.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be released.

Note: To release a transaction to NFC for processing, the Status Code field must equal **6**, new, and the NFC Ind field must be **Y** (Yes).

3. Click [**Release to NFC**]. The Agency Release Confirmation pop-up (**Figure 15**) is displayed.

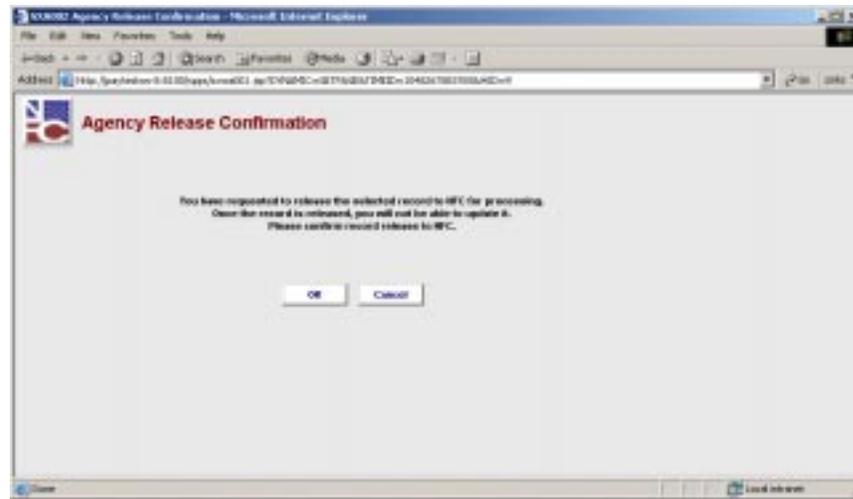


Figure 15. Agency Release Confirmation

4. Click [**OK**] to confirm that the record was released to NFC for processing. The Status Code field changes to **7** (Released to NFC). The released record is no longer available to the agency for processing updates.

Adding Remarks

Agency users must document any information that relates to a specific transaction being processed. The Note function of the Agency Adjustment List window (**Figure 7**) is used to document details for the transaction being processed.

To establish remarks:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be adjusted.
3. Click **[Note]**. The Notebook window (**Figure 16**) is displayed.

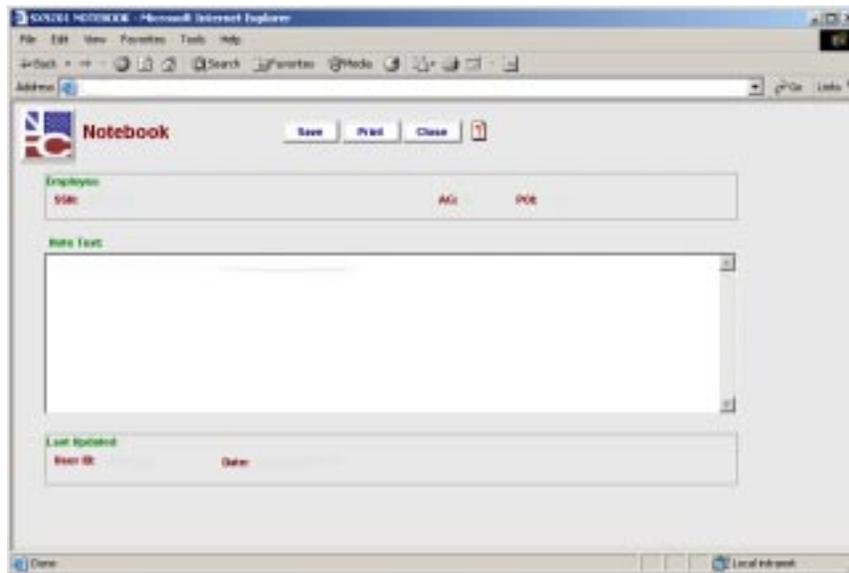


Figure 16. Notebook window

4. Complete the fields according to instructions under [Notebook Window Field Instructions](#), as applicable.
5. After completing the fields, click **[Save]** to save the information and update the record.

Note: To cancel the process and return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Viewing Last Updated Information

The Last Updated function of each transaction window is used to identify the user IDs of the individuals who entered and updated the last payment or adjustment transactions in a record. The dates and times of the payment or adjustment are also displayed.

To view the user IDs of the individuals who processed the last payment or adjustment transactions in a record:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.
2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be viewed.
3. Click **[Record Detail]**. The selected transaction window is displayed.
4. Click **[Last Updated]**. The Last Updated Information pop-up (**Figure 17**) is displayed. For complete field descriptions, see [Last Updated Information Pop-up Field Descriptions](#).

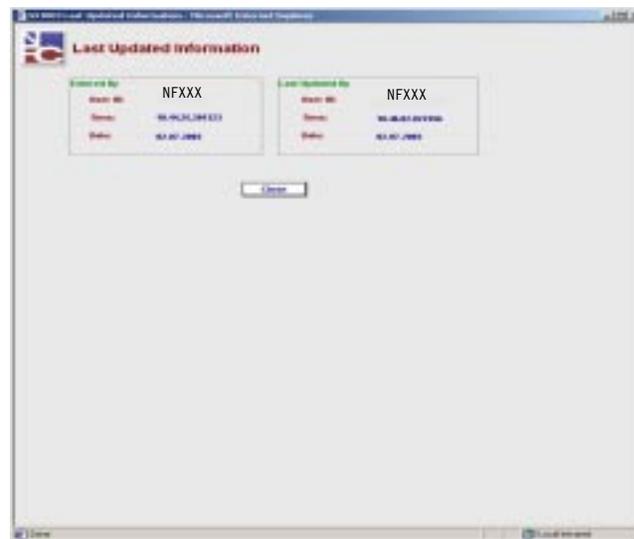


Figure 17. Last Updated Information pop-up

Note: To cancel the process and return to the applicable transaction window, click **[Close]**.

Cash Award/Special Bonus Payment and Adjustment Records

Cash awards and special bonuses are monetary recognitions used to promote organizational and team goals and objectives. Awards and bonuses are based on contribution or performance, and can be given to an individual employee or group of employees.

These awards include, but are not limited to, employee incentives that are based on predetermined criteria such as productivity standards, performance goals, measurements systems, award formulas, or pay out schedules. For more information, see **Title 5, United States Code (USC), 4502 and DoD 1400.25-M**.

The Cash Award/Special Bonus function in SPPS Web is used to establish and adjust all cash award and bonus details except spot awards in an employee's record. The details consist of employee, accounting, and financial information processed in the current pay period. For more information, see [Cash Award/Special Bonus Payment And Adjustment Details](#).

Cash Award/Special Bonus Payment And Adjustments Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transaction window is used to establish, pay, and adjust all cash award and special bonus payment and adjustment requests, except spot awards. Check boxes are used to confirm the accuracy of the details being processed. Following are the types of cash awards and special bonuses processed in SPPS Web.

- Superior performance
- Special act or service
- Employee suggestion
- Senior executive service (SES) bonus
- Presidential award
- Separation incentive
- Cash award
- Performance bonus
- Incentive pay
- Gift certificate (for FDIC use only)
- ►Travel incentive payment◀

Reminder: Spot Awards are not processed on the Cash Awards/Special Bonuses window (**Figure 18**).

Note: A cash award/special bonus request can be updated at any time as long as it has not been approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approval By fields of the transaction window are cleared.

To update cash award/special bonus details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The Cash Awards/Special Bonuses window (**Figure 18**) is displayed.
4. Complete the fields according to instructions under [Cash Awards/Special Bonuses Window Field Instructions](#).

Note: If the employee's record is established with accounting code information, use the **[Copy]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the fields, click **[Save]** to save the information and update the record.

Note: To display the Check Mailing Address window (**Figure 10**) for updating check mailing address or financial institution/organization information, click **[Address]**.

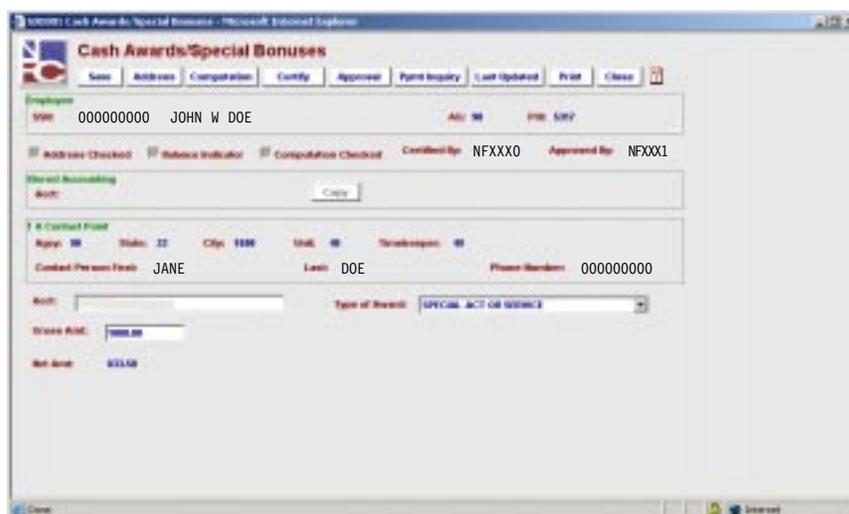


Figure 18. Cash Awards/Special Bonuses window

- To return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Settlement Back Payment And Adjustment Records

A settlement back payment (settlement backpay) is a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.

The settlement amount to which an employee is entitled must include premium pay and any changes that would affect the amount of pay, allowances, and differential which the employee would have earned if the unjustified or unwarranted personnel action had not occurred.

Authorized deductions which include retirement deductions computed on gross basic pay for the period of separation, federal and state taxes computed on net back pay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining back pay due the employee.

For more information on back pay computations, see:

Title 5 Code of Federal Regulations (CFR) 550.805(c) (reference (1))

Title 5 CFR 550.805(e) (reference (b))

Title 5 USC 5551 (a) (reference (b))

Title 5 USC 5596 (reference (b))

Title 5 USC 8334(c) (reference (b))

The Settlement Backpay function in SPPS Web is used to establish and adjust settlement back payment and adjustment details in an employee's record. The details consist of employee, accounting, time and attendance, tax deductions, and interest information.

For more information, see:

[Settlement Back Payment And Adjustment Details](#)

[Settlement Back Payment And Adjustment Accounting Details](#)

Settlement Back Payment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transactions window is used to establish, pay, and adjust settlement back payment and adjustment requests. Check boxes are used to confirm the accuracy of the information being processed. Following are the types of settlement cases processed in SPPS Web.

- Settlement/Compensation damages (compdam) non-taxable
- Settlement/Compdam taxable
- Fair Labor Standards Act (FLSA)
- Sunday differential
- Non-tax miscellaneous
- Settlement/compdam non-tax with interest
- Settlement/compdam tax w/interest
- FLSA with interest
- Sunday differential with interest
- Non-tax miscellaneous with interest
- Interest

For descriptions of settlement type codes, see [Settlement Type Codes Table](#). Check boxes are used to confirm the accuracy of the information being processed.

Note: A settlement back payment or adjustment request can be updated at any time as long as it has not been approved, processed, or closed. After the request has been approved, processed, or closed, the Certify By and Approve By fields on the transaction window are cleared.

To update settlement details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The Settlement Backpay window (**Figure 19**) is displayed.
4. Complete the fields according to instructions under [Settlement Backpay Window Field Instructions](#).

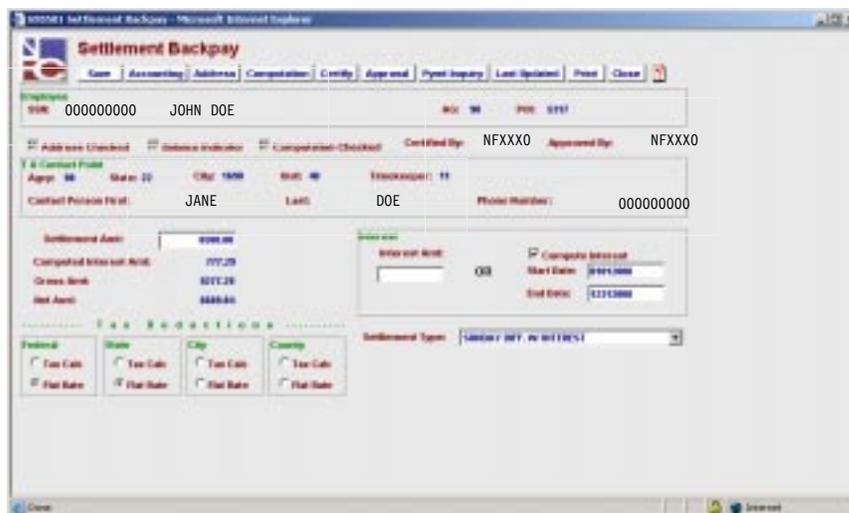


Figure 19. Settlement Backpay window

5. After completing the fields, click **[Save]** to save the information and update the record.

Note: To return to the Agency Adjustment List window (Figure 7), click **[Close]**.

Settlement Back Payment And Adjustment Accounting Details

The Accounting function on the Settlement Backpay window (Figure 19) is used to establish, pay, and adjust accounting in an employee's record. However, only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time.

This window is also used to delete accounting information that is currently being established or adjusted. Accounting already established in the record, must be deleted from the Agency Adjustment List window (Figure 7) or Settlement Backpay window (Figure 19).

Note: Accounting details for a settlement back payment or adjustment request can be updated at any time as long as it has not been approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approved By fields on the window are cleared.

To establish or adjust accounting details for a settlement:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (Figure 7) is displayed showing all transactions for the specified employee.
Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.
2. From the list box on the Agency Adjustment List window (Figure 7), select the applicable transaction that is to be established or adjusted.
3. Click **[Record Detail]**. The Settlement Backpay window (Figure 19) is displayed.
4. Complete the fields according to instructions under [Settlement Backpay Window Field Instructions](#).

5. Click **[Accounting]**. The Agency Accounting Detail window (**Figure 20**) is displayed.



Figure 20. Agency Accounting Detail window

6. From the list box on the List of Accounting Lines, select the line of accounting data to be established or updated.
7. Complete the fields according to instructions under [Agency Accounting Detail Window Field Instructions](#).

Note: If the employee's record is established with accounting code information, use the **[Copy Acct]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

To compute the amount fields for the accounting data being established or updated, click **[Calculate]**.

To delete an accounting line that is *currently* being established or adjusted, click **[Delete]**.

8. After completing the fields, click **[Add]** to save the information and establish the accounting,

OR

Click **[Update]** to save the information and adjust the accounting.

Note: After the accounting line is successfully entered, a check mark will appear in the **[Balance Indicator]** check box on the Agency Accounting Detail window (**Figure 20**) and Settlement Backpay window (**Figure 19**).

To return to the Settlement Backpay window (**Figure 19**), click **[Close]**.

Credit Hours Payment And Adjustment Records

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Full-time and part-time employees under flexible work schedules may earn credit hours with agency approval and, if applicable, union agreement. Employees are not paid basic pay or overtime pay for credit hours when they are earned. Credit hours may be used in a subsequent day, week, or pay period.

The Credit Hours function in SPPS Web is used to establish and adjust details of credit hours in an employee's record. The details consists of employee, accounting, T&A contact point, and salary information. For more information, see [Credit Hours Payment And Adjustment Details](#).

Credit Hours Payment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transaction window is used to establish and adjust credit hours details for lump sum payment and adjustment requests. Check boxes are used to confirm the accuracy of the information being processed.

Note: A credit hours request can be updated at any time as long as it has not been approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approval By fields of the transaction window are cleared.

To update credit hours details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click [**Record Detail**]. The Credit Hours Payment window (**Figure 21**) is displayed.

The screenshot shows a web browser window titled "Credit Hours Payment" with a Microsoft Internet Explorer address bar. The page has a navigation bar with buttons: Save, Address, Computation, Certify, Approval, Payroll Inquiry, Last Updated, Print, and Close. Below this, the "Employee" section displays: SSN: 000000000, Name: JOHN W DOE, AG: 98, POB: 03/17. There are checkboxes for "Address Checked", "Balance Indicator", and "Computation Checked", along with "Certified By: NFXXX" and "Approved By: NFXXX". The "Stored Accounting" section has a "Copy" button. The "F.A. Contact Point" section shows: Agency: 98, State: 23, City: 9898, Unit: 98, Timekeeper: 11, Contact Person First: MARY, Last: SMITH, Phone Number: 0000000000. The "Profile" section includes: FIC: 98, TIC: 98, Suffix: 9. The "TAX RATES" section has input fields for FIC (000000), FICR (91.80), and FICR2 (91.80). At the bottom, it shows Gross Amt: 875.75 and Net Amt: 433.43. The browser status bar at the bottom shows "Done" and "Internet".

Figure 21. Credit Hours Payment window

4. Complete the fields according to instructions under [Credit Hours Payment Window Field Instructions](#).

Note: If the employee's record is established with accounting code information, use the **[Copy]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the fields, click **[Save]** to save the information and update the record.

Note: To return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Annual/Restored Leave Payment And Adjustment Records

The information below will assist agency users in processing annual and restored leave payment and adjustment transactions in an employee's record.

Annual Leave

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the day immediately before the first day of the first complete pay period in the next calendar year.

The eligibility to earn annual leave is based on the employee's type of appointment and type of employment. A full-time employee may earn annual leave during a full biweekly pay period while in a pay status or in a combination of a pay status and a nonpay status. However, an employee who is not on the rolls for a complete period, excluding holidays and non-workdays, does not accrue leave.

Full-time employees may accumulate a maximum of 45 days of annual leave per year. Certain employees stationed at an overseas or foreign post of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days.

Part-time employees with a regular tour of duty of 1 or more days during each administrative workweek, and part-time employees on a flexible work schedule on a biweekly work schedule earn annual leave as follows:

- An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours in a pay status.
- An employee with 3 but less than 15 years of service earns 1 hour of annual leave for each 13 hours in a pay status.
- An employee with 15 years or more of service earns 1 hour of annual leave for each 10 hours in a pay status.

Part-time employees may accumulate not more than 240 or 360 hours of annual leave on the same basis that a full-time employee may accumulate 30 or 45 days of annual leave.

Employees paid other than on a biweekly pay period basis earn annual leave on a pro rata basis for a full pay period in the following circumstances:

- Transfer between positions (dual appointments between two agencies) with different pay periods
- Interruption of service by a non-leave-earning period
- Change in the type of employment from full-time to intermittent or vice versa
- Statutory or regulator restoration rights restored after service in the Armed Forces

Each pay period, annual leave is recorded on the employee's T&A record as a method of documenting his/her leave records. The record includes leave brought forward from the prior pay period, earned, available, used for the processing pay period, and balance to date. At the beginning of each new calendar year, the annual leave is brought forward from the last pay period of the prior year. If an employee's annual leave hours exceeds the annual leave ceiling, the excess must be restored or forfeited. For additional information, see **Title 5 USC 6304**.

Restored Annual Leave

When an employee's annual leave has been forfeited due to administrative error, exigencies of the public business (necessary work performed in lieu of scheduled leave), or sickness, it must be restored or forfeited. Restored leave is established using Form AD-582, Authorization for Restored Annual Leave Under P. L. 93-181 or P. L. 94-174, to process and update the leave on the Payroll/Personnel database. The leave must be scheduled and used within the time limit prescribed by Federal laws and departmental regulations. For more information, see **Title 5 USC 6306**.

The Annual/Restored Leave function in SPPS Web is used to establish and adjust annual and restored leave details in an employee's record. The details consist of employee, time and attendance, accounting, and tax deduction information. For more information, see [Annual/Restored Leave Payment And Adjustment Details](#).

Annual/Restored Leave Payment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**), and each transaction window is used to establish, pay, and adjust annual and restored leave payments, adjustments, and accounting requests, or delete accounting information from a record, one accounting line at a time. Only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time. Check boxes are used to confirm the accuracy of the information being processed.

Note: An annual/restored leave payment or adjustment request can be updated at any time as long as it has not been approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approve By fields of the transaction window are cleared.

To establish or update annual/restored leave details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The Annual/Restored Leave Payments window (**Figure 22**) is displayed. The message *Accounting Hours and Rates are displayed from the Payroll Database. Click SAVE when you have reviewed and entered in the relevant information* is also displayed. Click **[OK]**.



Figure 22. Annual/Restored Leave Payments window

4. Complete the fields according to instructions under [Annual/Restored Leave Payments Field Instructions](#).

Warning: When an annual or restored leave transaction is processed, if the **Hour, Rate,** and/or **Gross Amount** fields in the Lines of Accounting section is updated for **T/C 42**, the system deletes all displayed accounting lines for **T/C 41, 45, and 46**. To reestablish new accounting lines for **T/C 41, 45, and 46**, click **[Clear]** to refresh the fields, type the percentage in the **Cola, Post Diff,** and/or **AUO** fields, as applicable, and click **[Add]** to create the new accounting lines for each TC. You must click **[Save]** after each entry to save the information and update the record in the SPPS Web database.

Note: If the employee’s record is established with accounting code information, use the **[Copy]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the fields, click **[Add]** to save the information and establish the record, or click **[Update]** to save the information and adjust the record. The message *TINQ only if leave hours remain on the database after the next processing of PAYE* is also displayed.

Note: To delete an accounting line from the Annual/Restored Leave Payments window (Figure 22) and the SPPS Web data base, click **[Delete]**.

To return to the Agency Adjustment List window (Figure 7), click **[Close]**.

Compensatory Time Payment And Adjustment Records

Compensatory time is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.

Compensatory time not used before the end of the 26th pay period in the current year it was earned, shall be paid at the overtime rate in effect at the time it was earned. Payment for compensatory time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked. For more Federal rules and departmental regulations on the eligibility of granting compensatory time, see **Title 5 USC 5543** and **Title 5 CFR 532.504 and 551.531**.

The Compensatory Time Payment function is used to establish and adjust compensatory time details, or delete accounting requests, one record at a time. The details consist of employee, time and attendance, accounting, and tax deduction information. For more information, see [Compensatory Time Payment And Adjustment Details](#).

Compensatory Time Payment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transaction window is used to establish, pay, and adjust compensatory time payment, adjustment, and accounting information, or delete accounting information from a record, one accounting line at a time. Only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time. Check boxes are used to confirm the accuracy of the information being processed.

A compensatory time payment or adjustment request can be updated at any time before it is approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approve By fields on the transaction window are cleared.

To update compensatory time details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be updated.
3. Click **[Record Detail]**. The Compensatory Time Payment window (**Figure 23**) is displayed. The messages *Accounting Hours and Rates are displayed from the Payroll Database. Click SAVE when you have reviewed and entered in the relevant information* is also displayed. Click **[OK]**.



Figure 23. Compensatory Time Payment window

4. Complete the fields according to instructions under [Compensatory Time Payment Window Field Instructions](#).

Note: If the employee’s record is established with accounting code information, use the **[Copy]** command button to allows stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the fields, click **[Add]** to establish accounting or **[Update]** to adjust accounting, click **[Save]** to save the information and update the record.

Note: To return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Miscellaneous Payment And Adjustment Records

Miscellaneous Payment is a variety of adjustments and payments request processed under this function. Following is a listing of the types of miscellaneous payment and adjustment requests that are processed in SPPS Web

Allowances

- Comparability
- Education
- Foreign language
- Foreign post/post
- Hazardous duty

- Horse
- Life cycle account
- Quarters
- Reassignment
- Remote worksite
- Retention
- Separate maintenance
- Travel
- Uniform

Differential

- Cost of living
- Post
- Nonforeign post
- Hazardous pay

Bonuses

- Recruitment and relocation

Pay

- Administratively uncontrollable overtime (AUO) - annual premium pay for overtime
- Customs officer premium rate (COPR)/overtime
- Danger
- Holiday
- Hostile fire
- Limited
- Overtime
- Overtime over 8 hours
- Overtime over 40 night differential
- ►Advance Foreign Payment◀

For descriptions of the types of miscellaneous payment and adjustment requests processed in SPPS Web, see [Miscellaneous Types Of Allowances Table](#).

The Miscellaneous Payment function in SPPS Web is used to adjust miscellaneous payment and adjustment requests. The details consist of employee, accounting, time and attendance, allowance, and tax deduction information. For more information, see [Miscellaneous Payment And Adjustment Details](#).

Miscellaneous Payment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transaction window is used to adjust miscellaneous allowance, differential, bonus, and payment information. Check boxes are used to confirm the accuracy of the information being processed.

Note: A miscellaneous payment or adjustment request can be updated at any time as long as it has not been approved, processed, or closed. After the request is approved, processed, or closed, the Certify By and Approval By fields of the transaction window are cleared.

To update miscellaneous payment and adjustment details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be established or updated.
3. Click [**Record Detail**]. The Miscellaneous Payment window (**Figure 24**) is displayed.



Figure 24. Miscellaneous Payment window

Warning: To process a miscellaneous payment or adjustment, **first**, you **must** select the applicable payment type in the **Type of Payment** field to generate information on the Miscellaneous Payment window (**Figure 24**) that applies to the transaction being processed. For example, if you are updating a COLA transaction, click the drop-down arrow on the **Type of Payment** field and select **COLA**. Information will generate in

fields applicable to COLA. Selecting any other field first, will *delete* information in fields that may apply to COLA.

4. Complete the fields according to instructions under [Miscellaneous Payment Window Field Instructions](#).

Note: If the employee's record is established with accounting code information, use the **[Copy]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the field, click **[Save]** to save the information and update the record.

Note: To return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Student Loan Repayment And Adjustment Records

The Federal Student Loan Repayment Program implemented under Title 5 USC 5379, authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The program permits agencies to repay certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. Student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Agencies may also use student loan repayment benefits in conjunction with a physicians comparability allowance (PCA). However, Title 5 CFR 595.105(e) requires that the amount of the PCA be reduced by the amount of the student loan repayment.

Eligibility

Any employee (as defined in Title 5 USC 2105) is eligible, unless specifically excluded by law or regulation (e.g., Schedule C appointees). Agencies may offer loan repayment benefits to:

- Temporary employees who are serving on appointments leading to conversion to term or permanent appointments
- Term employees with at least 3 years left on their appointment
- Permanent employees (including part-time employees)
- Employees serving on excepted appointments with conversion to term, career, or career conditional appointments (including, but not limited to, Career Intern or Presidential Management Intern appointments)
- Federal Stafford loans - Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans

Loan That Qualify Under The Federal Student Loan Repayment Plan

A student loan is eligible if it made, insured, or guaranteed under parts B, D, or E of Title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act. Loans covered under the Higher Education Act of 1965 include:

- Federal Plus loans - Federal and Direct Plus loans
- Federal Consolidation loans - direct subsidized, direct unsubsidized, and Federal Consolidation loans
- Federal Perkins loan
- Loans made or insured under the Public Health Service Act - nursing student, health profession student, and health education assistance loan programs

Limitations

Although the student loan is not forgiven, agencies may make payments to the loan holder of up to a maximum of \$10,000 per employee per calendar year and a total of \$60,000 per employee. To limit the total amount of all payments, agencies are responsible for monitoring, tracking, and ensuring that the student loan repayments do not exceed the outstanding student loan balance.

Service Agreement

An employee receiving this benefit must sign a service agreement to remain in the service of the paying agency for a period of at least three years. An employee must reimburse the paying agency for all benefits received if he/she is separated voluntarily or separated involuntarily for cause or poor performance. In addition, the employee must maintain an acceptable level of performance in order to continue to receive repayment benefits.

Reports And Records

Agencies must keep a record of each student loan repayment and make the record available for review upon request. Records may be destroyed after three years or after OPM formally evaluates the program, whichever comes first.

Agencies are required to report annually to OPM on the use of the student loan repayment authority. Before January 1 of each year, agencies must submit their reports for the previous fiscal year. The report must contain:

- The Number of employees selected to received the benefit
- The job classifications of the recipient
- The cost to the Federal Government of providing the loan repayment

OPM uses the information in its annual report to Congress on the agencies use of the student loan repayment program.

Tax Liability

Agencies that repay student loans incurred by employee, must include the repayment in the employee's gross income and in wages for Federal employment tax purposes. For more student loan repayment information, see **Title 5 USC 5370 and 2105**, **Title 5 CFR 537.104**, and **Title 5 USC 537.110**.

The Student Loan Repayment function in SPPS Web is used to establish and adjust student loan repayment details, or delete accounting information one record at a time. The details consist of employee, time and attendance, and accounting information. For more processing information, see [Student Loan Repayment And Adjustment Details](#).

Student Loan Repayment And Adjustment Details

The Record Detail function on the Agency Adjustment List window (**Figure 7**) and each transaction window is used to establish, pay, and adjust student loan repayment, adjustment, and accounting requests, or delete accounting information from a record, one accounting line at a time. Check boxes are used to confirm the accuracy of the information being processed.

Note: A student loan repayment request can be updated at any time before it is approved, processed, or closed. After the request has been approved, processed, or closed, the Certify By and Approve By fields of the transaction window are cleared.

To establish or update student loan repayment or adjustment details:

1. Search for the employee's information using the instructions under [Searching For Payment And Adjustment Records](#). The Agency Adjustment List window (**Figure 7**) is displayed showing all transactions for the specified employee.

Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. From the list box on the Agency Adjustment List window (**Figure 7**), select the applicable transaction that is to be established or updated.
3. Click **[Record Detail]**. The Student Loan Repayment window (**Figure 25**) is displayed.

The screenshot shows the 'Student Loan Repayment' window. At the top, there are tabs for 'View', 'Address', 'Computation', 'Certify', 'Approve', 'Print Inquiry', 'Last Updated', 'Print', and 'Close'. Below the tabs, the employee information is displayed: SSN: 000000000, JOHN W DOE, AG: 00, POS: 0007. There are checkboxes for 'Address Checked', 'Balance Indicator', and 'Computation Checked'. The 'Certified By' field is 'NFXX' and 'Approved By' is 'NFXX'. Below this, there are fields for 'Agency', 'State', 'City', 'State', 'Title', and 'Timeskeeper'. The 'Contact Period From' is 'MARY' and 'Last' is '198710'. There is also a 'Phone Number' field with '000000000'. A 'List of Accounting' table is shown with columns for 'Prn', 'TC', 'Sub', 'Acct', and 'Amt'. The 'Gross Amt' is '100.00' and 'Net Amt' is '100.00'. At the bottom, there are 'Accounting Detail' fields for 'Prn', 'TC', 'Transaction Code', and 'Sub'. There are 'Add', 'Update', 'Save', and 'Close' buttons at the bottom right.

Figure 25. Student Loan Repayment window

4. Complete the fields according to instructions under [Student Loan Repayment window Field Instructions](#).

Note: If the employee's record is established with accounting code information, use the **[Copy]** command button to allow stored accounting information to be copied from one pay period record to another pay period record.

5. After completing the fields, click **[Add]** to establish accounting or **[Update]** to adjust accounting information. Then click **[Save]** to save the information and establish the accounting,

Note: After the accounting line is successfully entered, a check mark will appear in the **[Balance Indicator]** check box on the Agency Accounting Detail window (**Figure 20**) and Settlement Backpay window (**Figure 19**).

To return to the Agency Adjustment List window (**Figure 7**), click **[Close]**.

Requesting SPPS Web Reports

The Report option on the SPPS Web Main Menu (**Figure 4**) is used to view and request status and suspense reports for transactions processed in SPPS Web. This option includes information relating to the employee, salary, time and attendance, employment status, etc., that is generated from the Payroll/Personnel database. Users may choose the automatic reporting feature to generate report, or select specific reports to be executed daily. Additionally, batch reports may be printed automatically each day at agency locations.

Reports associated with SPPS Web payment and adjustment processing are described below:

- **Agency Outstanding Transaction Report.** Transactions that were established, but did not complete the processing cycle.
- **Agency Transaction Processed Report.** Transactions that were established and completed the processing cycle.
- **Agency Leave To Be TINQed.** Transactions that were established to correct leave data, and transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program.

To request an SPPS Web report:

1. At the SPPS Web Main Menu (**Figure 4**), select **[Report]**. The Reports pop-up (**Figure 26**) is displayed.

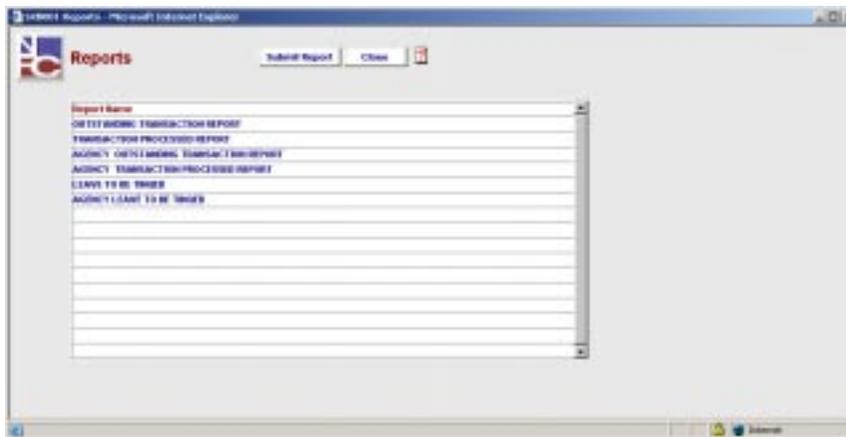
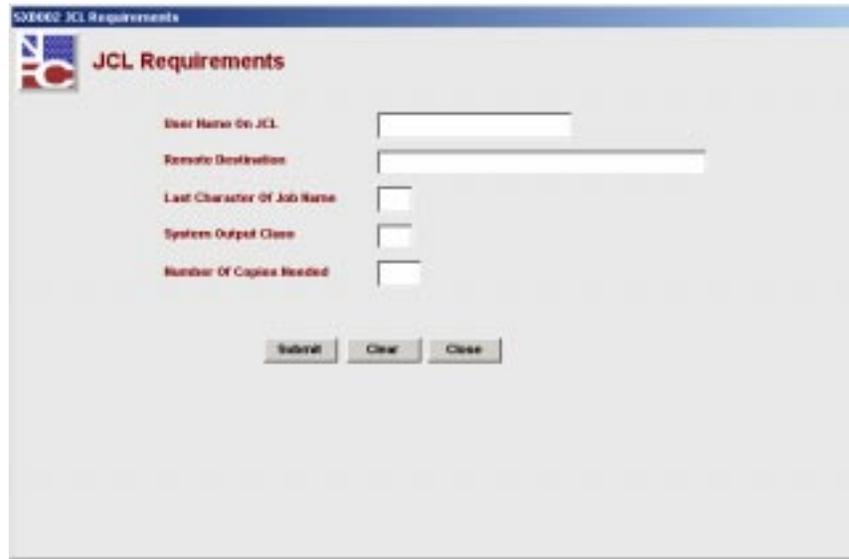


Figure 26. Reports pop-up

2. Click the applicable report name to enter the selection criteria for requesting the report. Valid values are:
 - Outstanding Transaction Report (for NFC use only)
 - Transaction Processed Report (for NFC use only)
 - Agency Outstanding Transaction Report
 - Agency Transaction Processed Report
 - Leave To Be TINQed (for NFC use only)
 - Agency Leave To Be TINQed

3. Click **[Submit Report]**. The JCL Requirements pop-up (**Figure 27**) is displayed.



The screenshot shows a web-based pop-up window titled "SPPS Web JCL Requirements". The window has a light gray background and a blue header bar. In the top left corner, there is a logo consisting of the letters "JCL" in a stylized font. Below the logo, the text "JCL Requirements" is displayed in a bold, dark font. The main area of the window contains five labeled input fields, each with a corresponding text box to its right. The labels are: "User Name On JCL", "Remote Destination", "Last Character Of Job Name", "System Output Class", and "Number Of Copies Needed". The text boxes for "User Name On JCL" and "Remote Destination" are empty, while the others contain a single character or are empty. At the bottom of the window, there are three buttons: "Submit", "Clear", and "Close", arranged horizontally.

Figure 27. JCL Requirements pop-up

4. Complete the fields as indicated under [JCL Requirements Pop-up Field Instructions](#).
5. Click **[Submit]** to execute the report.
Note: To return to the Reports pop-up (**Figure 26**) click **[Close]**.

Viewing Interest Rates And Dates

The Interest option on the SPPS Web Main Menu (**Figure 4**) is used by agency users to view interest rates and dates. Rates and dates information is used to establish, adjust, and delete settlement back payment and adjustment calculations for transactions processed in SPPS Web. The interest rate and date information is provided by IRS. For complete field descriptions, see [Interest Pop-up Field Descriptions](#).

To view interest rate and date information:

1. At the SPPS Web Main Menu (**Figure 4**), select **[Interest]**. The Interest pop-up (**Figure 28**) is displayed.

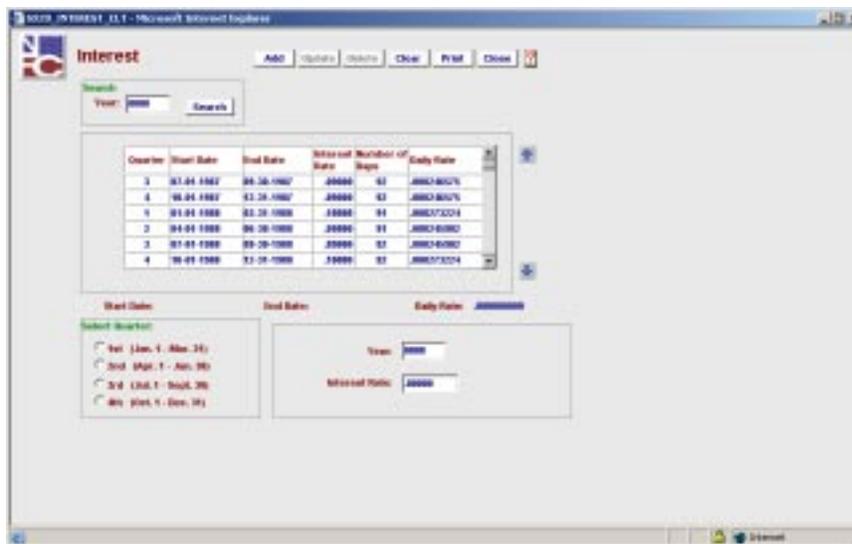


Figure 28. Interest pop-up

Note: The **[Add]**, **[Update]**, and **[Delete]** options displayed on the Interest pop-up (**Figure 28**) menu bar (for NFC use only) are documented in NFC internal procedures.

To return to the SPPS Web Main Menu (**Figure 4**), click **[Close]**.

SPPS Web Field Descriptions/Instructions

This section presents the following topics:

- [SPPS Web Main Menu Field Instructions](#)
- [Agency Adjustment List Window Field Instructions](#)
- [Agency Adjustment Detail Window Field Instructions](#)
- [Agency Adjustment Update Contact Window Field Instructions](#)
- [Payment Inquiry Pop-up Field Descriptions](#)
- [Check Mailing Address Window Field Instructions](#)
- [Computation List Pop-up Field Descriptions](#)
- [Accounting List Pop-up Field Descriptions](#)
- [Certify/Uncertify Pop-up Field Instructions](#)
- [Notebook Window Field Instructions](#)
- [Last Updated Information Pop-up Field Descriptions](#)
- [Cash Awards/Special Bonuses Window Field Instructions](#)
- [Settlement Backpay Window Field Instructions](#)
- [Agency Accounting Detail Window Field Instructions](#)
- [Credit Hours Payment Window Field Instructions](#)
- [Annual/Restored Leave Payment Window Field Instructions](#)
- [Compensatory Time Payment Window Field Instructions](#)
- [Miscellaneous Payment Window Field Instructions](#)
- [Student Loan Repayment Window Field Instructions](#)
- [JCL Requirements Pop-up Field Instructions](#)
- [Interest Pop-up Field Descriptions](#)

SPPS Web Main Menu Field Instructions

The SPPS Web Main Menu window (**Figure 4**) is used to log on to SPPS Web. For more information, see [Starting SPPS Web](#).

Logon

User ID

Required, alphanumeric, 6-8 positions

Type your individual user identification number.

Password

Required, alphanumeric, 6-8 positions

Type your unique password.

Change Password

- New Password** *Required, alphanumeric, 6-8 positions*
Type your new password.
- Confirm New Password** *Required, alphanumeric, 6-8 positions*
Type your new password again to confirm it was entered as intended.
-

Agency Adjustment List Window Field Instructions

The Agency Adjustment List window (**Figure 7**) is used to search for transactions related to a specific SSN or organizational structure (agency and POI), initiate the processing payments and adjustments, and view existing data. For more information, see [Searching For Payment And Adjustment Records](#).

Search

- SSN** *Conditional, numeric, 9 positions*
If you are searching for a specific SSN, type the employee's 9-digit SSN. Otherwise, leave this field blank.
- AG** *Conditional, numeric, 2 positions*
If you are searching for any SSN within an agency, type the agency or bureau code for the office submitting the request for action. Otherwise, leave this field blank. For more agency or bureau information, see **Table Management System (TMGT) Table 023, Agency/Bureau Table**.
- POI** *Conditional, numeric, 4 positions*
If you are searching for any SSN within a POI, type the POI for the office submitting the request for action.
- User ID** *Required, alphanumeric, 6-8 positions*
Type your individual user identification number.
- Search Status Code** *Required*
Click the drop-down arrow to display the drop-down list and select the status code for the type of transactions to be displayed from the search.
- Note:** **A11** is the default search status code. Valid values are:
- | | |
|-----------------|--|
| A11 | Displays all transactions processed in SPPS Web or all transactions for a specific agency. |
| Approved | Displays all transactions within SPPS Web or for a specific agency have been processed and will be paid on the next manual schedule. |

Awaiting approval	Displays all transactions within SPPS Web or for a specific agency that are awaiting approval for processing.
Certified	Displays all transactions within SPPS Web or for a specific agency that have been received, the input completed, and the payment ready for verification.
New	Displays all new transactions within SPPS Web that are awaiting processing by either the agency or NFC.
NFC process	Displays all transactions within SPPS Web that have been processed by NFC.
Pymt processed	Displays all payment transactions within SPPS Web that have been processed.
Release to NFC	Displays transactions within SPPS Web that are entered by an agency, but released to NFC for processing.

Name *No Entry*
System-generates the name of the employee when a record is selected from the list box on the Agency Adjustment List window (**Figure 7**).

SSN *No entry*
Identifies the employee's 9-digit SSN.

AG *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

St *No entry*
Indicates the processing status of the transaction. Valid values are:

- 1 Pymt processed - The transaction has been processed and the request cannot be adjusted.
- 2 Awaiting approval - The transaction is awaiting approval.
- 3 Certified - The transaction will be paid and processed on the next manual schedule.
- 4 Out of balance - The transaction is out of balance. Computations must be checked.
- 5 Closed by NFC - see remarks - No action was taken by NFC. Review NFC remarks for an explanation.
- 6 New - A new record has been processed by the agency. However, if the request for action is for NFC to process, the status code will change when SPPS Web is logged into by an NFC user.
- 7 Release to NFC - The transaction is entered in SPPS Web by an agency user, but released to NFC for processing.
- 0 In process - The transaction is currently being processed.

P/P *No entry*
Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year *No entry*
Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Sched # *No entry*
Identifies the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Received Date *No entry*
Indicates the date the request for action was entered in SPPS Web.

Reply Date *No entry*
Indicates the date the transaction was completed and paid. If this field is blank, the transaction is still pending.

NFC Ind *No entry*
System Generates a **Y** (Yes) if NFC processed the transaction.

User ID *No entry*
The user identification number of the individual who is processing the transaction.

Type of Adjustment *No entry*
Indicates the type of transaction being processed. For a listing of the types of adjustments, see [Types Of Adjustments Table](#).

Agency Remarks *No entry*
Indicates any agency remarks applicable to the processing of the transaction.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

NFC Remarks *No Entry*
Indicates any NFC remarks applicable to the adjustment being completed.

Agency Adjustment Detail Window Field Instructions

The Agency Adjustment Detail window (**Figure 8**) is used to establish payment and adjustment records. For more information, see [Adding Payment And Adjustment Records](#).

Add Information

SSN *Required, numeric, 9 positions*
Type the employee's 9-digit SSN.

First *Required, alphanumeric, max. of 12 positions*
Type the first name of the employee.

M *Required, alpha, 1 position*
Type the employee's middle initial.

Last *Required, alphanumeric, max. of 17 positions*
Type the last name of the employee.

AG *Required, numeric, 2 positions*
Type the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *Required, numeric, 4 positions*
Type the personnel office identifier for the office submitting the request for action.

Pay Period *Required, numeric, 2 positions*
Type the pay period in which the action occurred. If multiple pay periods are involved, type the beginning pay period in which the action occurred.

Yr *Required, numeric, 4 positions*
Type the pay period year in which the action occurred. If multiple pay periods are involved, type the beginning pay period year in which the action occurred.

Type Payment *No entry*
Indicates the type of payment being processed. For a listing of payment types, see [Type Payment Codes Table](#).

Receive Date *No entry*
Indicates the date the request for action was entered in SPPS Web.

Contact Person

First Name *Required, alphanumeric, max. of 12 positions*
Type the first name of the individual to be contacted for information related to the request for action.

Last Name *Required, alphanumeric, max. of 17 positions*
Type the last name of the individual to be contacted for information related to the request for action.

Phone Number *Required, numeric, max. of 10 positions*
Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action.

NFC Process *Conditional*
Click **[NFC Process]** if NFC has authorization to process the transaction.

Warning: When the **[NFC Process]** check box is selected, all payments and adjustments to this record thereafter, will be processed by NFC only.

Type of Adjustment *Required*
Click the drop-down arrow to display the drop-down list and select the type of adjustment transaction being processed. Valid values are:

- Other - NFC process
- Annual/restored
- Cash awards/special bonuses
- Compensatory time
- Credit hours
- Miscellaneous payment
- Settlement backpay
- Student loan

Agency Remarks *Conditional, alphanumeric, max. of 240 positions*
Type any agency remarks applicable to the processing of the transaction.

Note: If NFC is authorized to process the transaction, agency processing instructions must be included in this field.

Agency Adjustment Update Contact Window Field Instructions

The Agency Adjustment Update Contact window (**Figure 9**) is used to update the name and phone number of an agency contact for a specific request for action. For more information, see [Updating Agency Contact Information](#).

SSN	<i>No entry</i> Identifies the employee's 9-digit SSN.
First	<i>No entry</i> Identifies the first name of the employee.
M	<i>No entry</i> Identifies the employee's middle initial.
Last	<i>No entry</i> Identifies the last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.
Pay Period	<i>No entry</i> Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.
Yr	<i>No entry</i> Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.
Type Payment	<i>No entry</i> Indicates the type of payment being processed. For a listing of payment types, see Type Payment Codes Table .

- Receive Date** *No entry*
Indicates the date the request for action was entered in SPPS Web.
- Type of Adjustment** *No entry*
Indicates the type of adjustment being processed.
- Agency Remarks** *No entry*
Indicates any agency remarks applicable to the processing of the transaction.

NFC Process *No entry*
If a check mark appears in this check box, the agency has authorized NFC to process the transaction.

Warning: After the **[NFC Process]** check box is selected, all subsequent adjustments/payments related to that record will be processed by NFC.

Contact Person

First Name *Required, alphanumeric, max. of 12 positions*
Type the first name of the individual to be contacted for information relating to the request for action.

Last Name *Required, alphanumeric, max. of 17 positions*
Type the last name of the individual to be contacted for information relating to the request for action.

Phone Number *Required, numeric, max. of 10 positions*
Type the telephone number beginning with the area code for the individual to be contacted for information relating to the request for action.

Payment Inquiry Pop-up Field Descriptions

The Payment Inquiry pop-up (**Figure 14**) is used to view completed payment and adjustment details on transaction windows. These details can be viewed only after the transaction has been successfully entered on the Check Mailing Address window (**Figure 10**). To access this window, click **[Payment Inquiry]** from the applicable transaction window (e.g., Cash Awards/Special Bonuses window (**Figure 18**)).

For more information, see [Viewing Payment And Adjustment Information](#).

Office

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

T and A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from Information/Research Inquiry System (IRIS) Program IR124, Address/Check Information. If the employee is no longer on the database, the information must be added in SPPS Web. For more information, see [Adding Payment And Adjustment Records](#).

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Indicates the agency-assigned number that identifies the timekeeper.

OR

Designated Agent Code *No entry*
Indicates the code for the agency or bureau designated to receive employee salary payments, if the employee's salary payments are being sent to a designated agent.

Check Mailing Address

Street Address *No entry*
Indicates the street address where the employee's salary payments are mailed, if a mailing address is designated.

City *No entry*
Indicates the name of the city where the employee's salary payments are mailed, if a mailing address is designated.

State *No entry*
Indicates the abbreviated code for the state where the employee's salary payments are mailed, if a mailing address is designated.

Note: If the duty station is located outside one of the 50 states, type the 2-digit alpha country code in the state portion of the field. For a list of valid state, city, and country codes, see **TMGT Table 016, Geographical Location Codes With Names Table**.

ZIP Code *No entry*
Indicates the 5-digit ZIP code and/or the optional ZIP+4 code for the state where the employee's salary payments are mailed, if a mailing address is designated.

Or Bank Deposit

Type Of Account *No entry*
Indicates the code **C** (checking) or **S** (savings) to identify the type of account at the bank where the allotment is directly deposited or electronically transferred, if a deposit is designated.

Account DD/EFT Number *No entry*
Indicates the employee's account number for the savings or checking account at the bank where the allotment is directly deposited or electronically transferred, if a deposit is designated.

Routing Number *No entry*
Indicates the routing number for the financial institution/organization where the allotments are electronically transferred, if a deposit is designated.

Schedule No

No entry

Indicates the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Financial Allotment and TSP Loan

Routing Number

No entry

Indicates the routing number for the financial institution/organization where the allotment or TSP loan is deposited or electronically transferred, if a deposit is designated.

Acct Number

No entry

Indicates the employee's account number for the allotment or TSP loan at the financial institution/organization where the allotment is deposited or electronically transferred, if a deposit is designated.

Amount

No entry

Indicates the amount of the allotment or TSP loan being deposited or electronically transferred, if a deposit is designated.

Sched #

No entry

Indicates the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Disbursement Date

No entry

Indicates the date that scheduled financial allotments are disbursed for payment.

Disbursement Amount *No entry*
Indicates the amount of the scheduled financial allotments being disbursed for payment.

Check Mailing Address Window Field Instructions

The Check Mailing Address window (**Figure 10**) is used to adjust and/or verify check mailing address and financial institution/organization information relating to the processing of salary payments and adjustments. This window is identical for each transaction window. For more information on check mailing addresses, see **PRES** or **IRIS Program IR124, Address/Check Information**. For more information on the Address function, see [Updating Check Mailing Addresses](#).

SPPS Web obtains the check mailing address or financial institution/organization from details stored in the Payroll/Personnel System database. While the details are used to process a payment or adjustment transaction in SPPS Web, no changes occur to the address in the Payroll/Personnel System database.

Note: When the Check Mailing Address window (**Figure 10**) is adjusted, a check mark indicating that an address verification has been performed appears in the **[Address Checked]** check box located on the transaction window (e.g., Cash Awards/Special Bonuses window (**Figure 18**)).

Employee

SSN *No entry*
Identifies the employee's 9-digit SSN.

Name *No entry*
Identifies the first name, middle initial, and last name of the employee.

AG *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

Mailing Address A maximum of 2 lines may be entered in this field.

Street *Conditional, alphanumeric, max. of 50 positions*
If a mailing address is designated, type the street address where the employee's salary payments are mailed.

City *Conditional, alpha, max. of 20 positions*
If a mailing address is designated, type the name of the city where the employee salary payments are mailed.

State *Conditional, alpha, 2 positions*
If a mailing address is designated, type the abbreviated code for the state where the employee's salary payments are mailed.

Note: If the duty station is located outside one of the 50 states, type the 2-digit alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see **TMGT Table 016, Geographical Location Codes With Names Table.**

ZIP Code *Conditional, numeric, max. of 11 positions*
If a mailing address is designated, type the 5-digit ZIP code and/or the optional ZIP+4 code for the state and country where the employee's salary payments are mailed.

OR

Designated Agent Code *Conditional, alphanumeric, 4 positions*
If the employee's salary payments are being sent to a designated agent, type the code for the agency or bureau designated to receive employee salary payments.

Routing Information

Type Of Account *Conditional, alpha, 1 position*
If the employee's salary payments are being sent to a financial institution/organization, type the code **C** (checking) or **S** (savings) to identify the type of account at the institution/organization where the allotment is directly deposited or electronically transferred.

Account DD/EFT Number *Conditional, numeric, max. of 17 positions*
If the employee's salary payments are being sent to a financial institution/organization, type the employee's account number for the savings or checking account at the institution/organization where the allotment is to be directly deposited or electronically transferred.

Routing Number

Conditional, numeric, max. of 9 positions

If the employee's salary payments are being sent to a financial institution/organization, type the routing number of the institution/organization where the financial allotment and/or thrift savings loan are to be directly deposited or electronically transferred.

Payee Name other than Employee Name

Conditional, alphanumeric, max of 30 positions

If the name of the payee is different from the employee's name, type the payee's name.

Note: If a payee name is entered, the payment will require approval from a supervisor or authorizing official.

Computation List Pop-up Field Descriptions

The Computation List Pop-up (**Figure 11**) is used to view all agency payment and adjustment calculations except accounting calculations that were performed in the processing of establishing, updating, and/or crediting a payment or adjustment transaction in an employee's record. These details are viewed only after the transaction has been processed. For more information, see [Viewing Payment And Adjustment Computations](#).

Accounting computations for a specified transaction can be viewed on the Accounting List (**Figure 12**). For more information on viewing accounting calculations, see [Viewing Accounting Computations](#).

Note: When this window is adjusted, a check mark indicating that a computation verification has been performed, appears in the [**Computation Checked**] check box located on the applicable transaction window (e.g., Cash Awards/Special Bonuses window(**Figure 18**)).

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

Type Adjustment *No entry*
Indicates the type of transaction being processed. For a listing of adjustment types, see [Types Of Adjustments Table](#).

Schedule No *No entry*
Indicates the record-keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The schedule number is assigned as follows:

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (for EFT payments) 51-99 (for paper checks)

Pay Period *No entry*
Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year *No entry*
Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Type *No entry*
Indicates the types of transactions being established or adjusted.

In/Debit Amt *No entry*
Indicates the amount for the transaction being established or adjusted.

Out/Credit Amt *No entry*
Indicates the amount for the transaction being established or credited.

Difference *No entry*
Indicates the difference between the in/debit amount and the out/credit amount of the refund (over deduction or under deduction).

In/Debit Codes	<i>No entry</i> Indicates the code for the transaction being established or adjusted.
Out/Credit Codes	<i>No entry</i> Indicates the code for the transaction being established or credited.

Accounting List Pop-up Field Descriptions

The Accounting List pop-up (**Figure 12**) is used to view all agency accounting computations that were performed in the process of establishing, updating, and/or crediting a payment or adjustment transaction in an employee's record. These details can be viewed only after the transaction has been processed for payment or adjustment. For more information, see [Viewing Accounting Computations](#).

Employee

SSN	<i>No entry</i> Identifies the employee's 9-digit SSN.
Name	<i>No entry</i> Identifies the first name, middle initial, and last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.

Type Adjustment	<i>No entry</i> Indicates the type of transaction being adjusted or credited.
------------------------	--

Schedule No	<i>No entry</i> Identifies the record-keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify a particular accounting payment or collection process which includes a given transaction. The number is assigned as follows:
--------------------	--

1st digit	FY (fiscal year)
2nd digit	Payroll Schedule B
3rd-4th digits	Pay period number
5th-6th digits	Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Pay Period

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

No entry

Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

D/C

No entry

Indicates the code for the transaction being processed. Valid values are:

- 1 credit
- 2 debit
- 3 both

Pre

No entry

Identifies the prefix code, if applicable to the transaction code being processed.

TC

No entry

Identifies the transaction code for the transaction being processed.

Suf

No entry

Identifies the suffix code, if applicable to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the transaction being processed.

Rate

No entry

Indicates how the employee is being paid. For a listing of rate codes, see [Rate Codes Table](#).

Amount

No entry

Indicates the amount of the transaction being established or adjusted.

Accounting	<i>No entry</i> Indicates the accounting appropriation code used for processing the transaction.
Cls	<i>No entry</i> Indicates the class code for meals.
No	<i>No entry</i> Indicates the number of meals being charged.

Certify/Uncertify Pop-up Field Instructions

All payments and adjustments must be certified or uncertified prior to being processed in SPPS Web. The Certify/Uncertify function (available on all transaction windows) indicates if a payment or adjustment request has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

Note: Transactions may be certified only if the **[Address Checked]**, **[Balance Indicator]**, and **[Computation Checked]** check boxes on the applicable transaction window are checked indicating that the information has been validated. After the transaction is certified, the Certified By field on the transaction window (see example **Figure 13**) displays the user ID of the individual who certified the transaction. For more information, see [Certifying/Uncertifying Payment And Adjustment Transactions](#).

A transaction can be uncertified only after it has been certified and before it has been processed. After a transaction is uncertified, the Certified By and Approved By fields on the Certify/Uncertify pop-up are cleared.

Certified By	<i>Required, numeric, 3 positions</i> Type the identification code of the employee who confirms and certifies the applicable transaction for verification.
Certified User ID	<i>No entry</i> Identifies by assigned Payroll/Personnel System security identification, the individual who confirms and certifies that a transaction is complete and ready for verification.
Remarks	<i>Optional, alphanumeric, max. of 85 positions</i> Type any remarks relating to the transaction being processed.

Notebook Window Field Instructions

Agency user must document any information that relates to a specific transaction being processed. The Notebook window (**Figure 16**) is used to record information applicable to the transaction being processed. For more information, see [Adding Remarks](#).

Employee

SSN

No entry

The SSN of the employee for whom the transaction is being processed.

AG

No entry

The agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

The POI for the office submitting the request for action.

Note Text

Optional, alphanumeric, max of 480 positions

Type a detailed explanation for the specified transaction being processed. Be sure to include address and accounting information related to the action.

Last Updated

User ID

No entry

Identifies by user ID, the last individual to enter remarks for the payment or adjustment transactions processed in the record.

Date

No entry

Indicates the date that the last remarks were entered for the payment or adjustment transactions processed in the record.

Last Updated Information Pop-up Field Descriptions

The Last Updated Information pop-up (**Figure 17**) is used to identify the user IDs of the individuals who entered or adjusted the last payment or adjustment transactions in a record. The dates and times of the payment or adjustment are also displayed. This function is identical for each transaction window (e.g., Cash Awards/Special Bonuses window (**Figure 18**)). For more information, see [Viewing Last Updated Information](#).

Entered By

User ID

No entry

Identifies the user identification code of the individual who entered the last payment or adjustment transaction in the employee's record.

Time

No entry

Indicates the time that the last payment or adjustment transaction was entered.

Date

No entry

Indicates the date that the last payment or adjustment transaction was entered.

Last Updated By

User ID

No entry

Identifies the user identification code of the individual who adjusted the last payment or adjustment transaction in the employee's record.

Time

No entry

Indicates the time that the last payment or adjustment transaction was adjusted.

Date

No entry

Indicates the date that the last payment or adjustment transaction was adjusted.

Cash Awards/Special Bonuses Window Field Instructions

The Cash Awards/Special Bonuses window (**Figure 18**) is used to establish, pay, and adjust all cash award and special bonus requests, except spot awards. Check boxes are used to confirm the accuracy of the details being processed. For more information, see [Cash Award/Special Bonus Payments And Adjustments Details](#).

Note: Form SF-50B, Notification of Personnel Action, is not system generated when a cash award and/or special bonus payment or adjustment transaction is processed.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name	<i>No entry</i> Identifies the first name, middle initial, and last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.
<hr/>	
Address Checked	<i>No entry</i> Indicates that the address has been confirmed.
Balance Indicator	<i>No entry</i> Indicates that the cash award/special bonus transaction is balanced and ready for processing.
Computation Checked	<i>No entry</i> Indicates that all payment and accounting calculations related to the cash award/special bonus transaction have been confirmed.
Certified By	<i>No entry</i> Identifies by user ID the individual who confirmed and certified that the cash award/special bonus transaction has been completed and is ready for verification.
Approved By	<i>No entry</i> Identifies by user ID the supervisor or authorizing official who authorized the processing of the payment transaction.
<hr/>	
Stored Accounting	Note: The Cash Awards/Special Bonuses window (Figure 18) contains a copy feature that allows stored accounting information to be copied, if the employee's record is established with agency accounting code information.
Acct	<i>No entry</i> Identifies the accounting appropriation code of the agency or bureau charged for the processing of the cash award/special bonus transaction.

Note: If the employee's record is established with agency accounting code information, the stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from Information/Research Inquiry System (IRIS) Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Indicates the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Acct

Required, alphanumeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the cash award or special bonus transaction.

Type of Award

Required, alpha, max. of 25 positions

Click the drop-down arrow and select the type of award that describes the request for action being processed. Valid values are:

Superior performance. An award to an employee for a suggestion, invention, superior accomplishment, or other meritorious effort for which the award is proposed as highly exceptional and unusually outstanding.

Note: The acceptance of this award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the Government by the employee, his/her heirs, or assigns.

Special act or service. An award to an employee for a special act or service in the public interest in connection with or related to official employment.

Employee suggestion. An award to an employee for an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that result in tangible or intangible benefits to the Government.

The idea or suggestion can be adopted in whole or in part to set forth a specific proposed course of action to achieve improvement or cost reduction.

SES bonus. An award to career appointees in the agency to be awarded the rank of Meritorious Executive for sustained accomplishments or Distinguished Executive for sustained extraordinary accomplishments.

Presidential award. An award to an employee whose career reflects exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvement of Government operations are of a significantly broad scope. This award may be granted for contributions in a scientific field or for accomplishments in technical or administrative endeavors.

Separation incentive. An award paid to a separated or deceased employee or to the estate or legal heirs for contributions the employee made while employed with the Government.

Cash award. An award in which the recognition is a cash payment that does not increase the employee's rate of basic pay.

Performance bonus. An award to an employee for a recent performance rating of the fully successful level or higher.

Incentive pay. An award to an employee on the basis of (a) suggestions, inventions, superior accomplishments, productivity gains, or other personal efforts that contribute to the efficiency, economy, or other improvements of government operations; (b) a special act or service in the public interest in connection with or related to official employment; or (c) performance as reflected in the employee's most recent record of rating.

Gift Certificate (for FDIC use only). An award to an employee for time in service. The only circumstances where this award may be used is to recognize an employee contribution as an informal recognition award.

► **Travel Incentive Payment.** A compensation of \$50 a day to an employee in travel status for more than 50 days in a year. If the employee is in travel status for more than 100 days, an additional \$25 per day (\$75 total) over the 100 days is paid to the employee. ◀

For more information on awards, see **Title 5 USC.4502 and DoD 1400.25-M.**

Gross Amt

Required, numeric, max. of 10 positions

Type the gross amount of the cash award/special bonus being processed.

Net Amt *No entry*
Indicates the net salary amount of the cash award/special bonus being processed.

Note: The net amount is calculated based on the award/bonus amount entered plus any interest amount minus the tax deductions calculated.

Settlement Backpay Window Field Instructions

The Settlement Backpay window (**Figure 19**) is used to establish, pay, and adjust settlement back payment or adjustment request for court-ordered payments that restore all or part of an employee's pay with or without interest.

The settlement amount to which an employee is entitled must include premium pay and any changes that would affect the amount of pay, allowances, and differential which the employee would have earned if the unjustified or unwarranted personnel action had not occurred. Check boxes are used to confirm the accuracy of the information being processed. For information on the settlement cases processed in SPPS Web, see [Settlement Type Codes Table](#). For more processing information, see [Settlement Back Payment And Adjustment Details](#).

Employee

SSN *No entry*
Identifies the employee's 9-digit SSN.

Name *No entry*
Identifies the first name, middle initial, and last name of the employee.

AG *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

Address Checked *No entry*
Indicates that the address has been confirmed.

Balance Indicator *No entry*
Indicates that the settlement backpay transaction is balanced and ready for processing.

Computation Checked *No entry*
Indicates that all payment, adjustment, and accounting calculations related to the settlement backpay transaction have been confirmed.

Certified By *No entry*
Identifies by user ID the individual who confirmed and certified that the settlement back payment or adjustment transaction has been completed and is ready for verification.

Approved By *No entry*
Identifies by user ID the supervisor or authorizing official who authorizes the processing of the settlement back payment or adjustment transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State *No entry*
Identifies the 2-digit state code for the employee's T&A contact point.

City *No entry*
Identifies the 4-digit city code for the employee's T&A contact point.

Unit *No entry*
Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper *No entry*
Indicates the agency-assigned number that identifies the timekeeper.

Contact Person First *No entry*
Indicates the first name of the individual to be contacted for information related to the request for action.

Last *No entry*
Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number *No entry*
Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Settlement Amt *Required, numeric, max. of 10 positions*
Type the amount of the settlement back payment or adjustment transaction. Use a decimal to show cents.

Computed Interest Amt *No entry*
Indicates the amount used to calculate interest, based on the start date and end date of the settlement.

Gross Amt *No entry*
Indicates the gross salary amount for the settlement back payment or adjustment transaction being established or adjusted.

Net Amt *No entry*
Indicates the net salary amount for the settlement back payment or adjustment transaction being established or adjusted.

Note: The net amount is calculated based on the settlement amount entered plus any interest amount minus the tax deductions calculated.

Interest

Interest Amt *Conditional, numeric, max. of 8 positions*
If the Settlement Type field contains interest, type the amount to be used for computing the interest.

OR

Compute Interest *Conditional*
If interest for the settlement back payment or adjustment transaction being processed is to be computed in SPPS Web, click this check box.

Start Date *Conditional, numeric, 8 positions*
If a check mark appears in the **[Computed Interest]** check box for interest to be computed in SPPS Web, type the beginning date of the interest period (in mm/dd/yyyy order).

End Date *Conditional, numeric, 8 positions*
If a check mark appears in the **[Computed Interest]** check box for interest to be computed in SPPS Web, type the date that the interest period ended (in mm/dd/yyyy order).

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the settlement back payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the settlement back payment or adjustment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the settlement back payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the settlement back payment or adjustment transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the settlement back payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the settlement back payment or adjustment transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the settlement back payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate county taxes for the settlement back payment or adjustment transaction.

Settlement Type *Required*
Click the drop-down arrow and select the code that identifies the type of settlement back payment or adjustment transaction being processed. For a listing of settlement type codes, see [Settlement Type Codes Table](#).

Agency Accounting Detail Window Field Instructions

The Agency Accounting Detail window (**Figure 20**) is used to establish or adjust accounting one accounting line at a time with the same prefix, transaction code, suffix, and accounting classification. This window is also used to delete accounting information that is currently being established or adjusted. Accounting already established in the record, must be deleted from the Agency Adjustment List window (**Figure 7**) or Settlement Backpay window (**Figure 19**). For more information, see [Settlement Back Payment And Adjustment Accounting Details](#).

Balance Indicator *No entry*
Indicates that the settlement back payment or adjustment transaction is balanced and ready for processing.

Employee

SSN *No entry*
Identifies the employee's 9-digit SSN.

Name *No entry*
Identifies the first name, middle initial, and last name of the employee.

AG *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

List of Accounting Lines

Pre	<i>No entry</i> Identifies the prefix code, if applicable to the transaction code being processed.
TC	<i>No entry</i> Identifies the transaction code for the transaction being processed.
Suf	<i>No entry</i> Identifies the suffix code, if applicable to the transaction code being processed.
Settlement Type	<i>No entry</i> Identifies the settlement type for the transaction being processed. For a listing of settlement type codes, see Settlement Type Codes Table .
Accounting	<i>No entry</i> Indicates the accounting appropriation code of the agency or bureau being charged for processing the settlement back payment or adjustment transaction.
Amount	<i>No entry</i> Indicates the amount of the settlement back payment or adjustment transaction being processed.
Base Amt	<i>No entry</i> Indicates the base salary amount of the settlement back payment or adjustment transaction being processed.
Interest Amt	<i>No entry</i> Indicates the amount used to calculate interest, based on the start date and end date of the settlement transaction.
Total Amt	<i>No entry</i> Indicates the total amount of the settlement back payment or adjustment transaction being processed.

Base Amt	<i>No entry</i> Indicates the base salary amount of the settlement back payment or adjustment transaction being processed.
-----------------	---

Interest Amt *No entry*
Indicates the amount used to calculate interest, based on the start date and end date of the settlement.

Gross Amt *No entry*
Indicates the total gross amount of the settlement back payment or adjustment transaction being processed.

Accounting Line Detail

Prefix *No entry*
Identifies the prefix code, if applicable, to the transaction code being processed.

TC *No entry*
Identifies the transaction code for the transaction being processed.

Suffix *No entry*
Identifies the suffix code and description, if applicable, to the transaction code being processed.

Acct *Required, numeric, max. of 27 positions*
Type the accounting appropriation code of the agency or bureau being charged for the processing of the settlement back payment transaction.

Stored Accting *No entry*
Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the settlement back payment or adjustment transaction.

Note: If the employee's record is established with agency accounting code information, the stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amount *Required, numeric, max. of 7 positions*
Type the amount of the settlement back payment or adjustment transaction being established or adjusted.

Credit Hours Payment Window Field Instructions

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Full-time and

part-time employees under flexible work schedules may earn credit hours with agency approval and, if applicable, union agreement. Employees are not paid basic pay or overtime pay for credit hours when they are earned. Credit hours may be used in a subsequent day, week, or pay period.

The Credit Hours Payment window (**Figure 21**) is used to establish and adjust credit hours details for lump sum payment or adjustment requests. Check boxes are used to confirm the accuracy of the information being processed. For more information, see [Credit Hours Payment And Adjustment Details](#).

Employee

SSN	<i>No entry</i> Identifies the employee's 9-digit SSN.
Name	<i>No entry</i> Identifies the first name, middle initial, and last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.
<hr/>	
Address Checked	<i>No entry</i> Indicates that the address has been confirmed.
Balance Indicator	<i>No entry</i> Indicates that the credit hours payment transaction has balanced and is ready for processing.
Computation Checked	<i>No entry</i> Indicates that all payment, adjustment, and accounting calculations related to the credit hours transaction have been confirmed.
Certified By	<i>No entry</i> Identifies by user ID the individual who confirmed and certified that the credit hours payment or adjustment transaction has been completed and is ready for verification.

Approved By *No entry*
Identifies by user ID the supervisor or authorizing official who authorizes the processing of the credit hours payment or adjustment transaction.

Stored Accounting

Acct *No entry*
Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the credit hours payment or adjustment transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State *No entry*
Identifies the 2-digit state code for the employee's T&A contact point.

City *No entry*
Identifies the 4-digit city code for the employee's T&A contact point.

Unit *No entry*
Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper *No entry*
Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First *No entry*
Indicates the first name of the individual to be contacted for information related to the request for action.

Last *No entry*
Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number *No entry*
Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

Prefix *No entry*
Indicates the prefix code, if applicable, to the transaction code being processed.

TC *No entry*
Indicates the transaction code for the request for action.

Suffix *No entry*
Indicates the suffix code, if applicable, to the transaction code being processed.

Acct *Required, alphanumeric, max. of 27 positions*
Type the accounting appropriation code of the agency or bureau being charged for the processing of the credit hours payment or adjustment transaction.

Hours *Required, numeric, max. of 7 positions*
Type the number of whole and quarter hours for the credit hours payment or adjustment transaction being processed.

Rate *Required, numeric, max. of 7 positions*
Type the code that indicates how the employee is being paid. For a listing of rate codes, see [Rate Codes Table](#).

Gross Amt *No entry*
Indicates the gross amount of the credit hours payment or adjustment transaction being processed.

Net Amt *No entry*
Indicates the net salary amount of the credit hours payment or adjustment transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Tax Deductions
Federal

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate Federal taxes for the credit hours payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the credit hours payment or adjustment transaction.

State

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate state taxes for the credit hours payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate state taxes for the credit hours payment or adjustment transaction.

City

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate city taxes for the credit hours payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate city taxes for the credit hours payment or adjustment transaction.

County

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate county taxes for the credit hours payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate county taxes for the credit hours payment or adjustment transaction.

Annual/Restored Leave Payment Window Field Instructions

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the

day immediately before the first day of the first complete pay period in the next calendar year. The eligibility to earn annual leave is based on the employee's type of appointment and type of employment. Annual leave is recorded on the employee's T&A record as a method of documenting employee leave records. For more information, see **Title 5 USC 6304**.

Restored leave is annual leave that has been forfeited due to administrative error, exigencies, of the public business, or sickness. Restored leave is established on Form AD-582 to process and update the leave on the Payroll/Personnel database. The leave must be scheduled and used within the time limit prescribed by Federal laws and departmental regulations. For more information, see **Title 5 USC 6306**.

The Annual/Restored Leave Payments window (**Figure 22**) is used to establish or adjust annual/restored leave payment and adjustment requests, or deletes accounting information from a record and the SPPS Web database, one accounting line at a time. For more information, see [Annual/Restored Leave Payment And Adjustment Details](#).

Warning: When processing an **annual/restore leave payment**, if the **[Hour]**, **[Rate]**, and/or **[Gross Amount]** fields in the Lines of Accounting section is being adjusted for **TC 42**, the system deletes all accounting lines for **TC 41, 45, and 46**. To reestablish new accounting lines for **TC 41, 45, and 46**, click **[Clear]** to refresh the fields. Type data in the applicable fields and click **[Add]** to create new accounting lines. You must click **[Save]** to save the information to the Payroll/Personnel database.

Employee

SSN	<i>No entry</i> Identifies the employee's 9-digit SSN.
Name	<i>No entry</i> Identifies the first name, middle initial, and last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.
Address Checked	<i>No entry</i> Indicates that the address has been confirmed.
Balance Indicator	<i>No entry</i> Indicates that the annual and/or restored leave hours payment or adjustment transaction has balanced and is ready for processing.

Note: The **[Gross Amt]** and **[Net Amt]** fields on the Annual/Restored Leave Payments window (**Figure 22**) must be balanced before a check mark appears in the **[Balance Indicator]** check box.

Computation Checked

No entry

Indicates that all payment and accounting calculations related to the annual and/or restored leave hours payment or adjustment transaction have been confirmed.

Note: The **[Balance Indicator]** check box must include a check mark before computations can be viewed.

Certified By

No entry

Identifies by user ID the individual who confirmed and certified that the annual and/or restored leave hours payment or adjustment transaction has been completed and is ready for verification.

Note: An address check must be completed, calculations balanced, and all computation confirmed before a transaction is certified.

Approved By

No entry

Identifies by user ID the supervisor or authorizing official who authorizes the processing of the credit hours payment or adjustment transaction.

Note: A transaction must be certified before it is approved.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy

No entry

Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State

No entry

Identifies the 2-digit state code for the employee's T&A contact point.

City

No entry

Identifies the 4-digit city code for the employee's T&A contact point.

Unit

No entry

Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper

No entry

Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First

No entry

Indicates the first name of the individual to be contacted for information related to the request for action.

Last

No entry

Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

D/C

No entry

Indicates the code for the transaction being processed.

Pre

No entry

Indicates the prefix code, if applicable, to the transaction code being processed.

TC

No entry

Indicates the transaction code for the request for action. Valid values are:

Code	Definition
41	Administratively uncontrolled overtime (AUO)
42	Lump sum payments (LSP)
45	Cost of living allowance (COLA)
46	Post differential (post dif)

Suf

No entry

Indicates the suffix code, if applicable, to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the annual/restored leave payment or adjustment transaction being processed.

Rate *No entry*
Indicates how the employee is being paid. For a listing of rate codes, see [Rate Codes Table](#).

Amt *No entry*
Indicates the amount of the annual/restored leave payment or adjustment transaction being processed.

Acct *No entry*
Indicates the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment or adjustment transaction.

Gross Amt *No entry*
Indicates the gross amount of the annual/restored leave payment or adjustment transaction being processed.

Net Amt *No entry*
Indicates the net salary amount of the annual/restored leave payment or adjustment transaction being processed.

Note: The net amount is calculated based on the gross amount entered minus the tax deductions calculated.

Accounting Detail

Pre *Conditional, numeric, 2 positions*
Type the prefix code if applicable, to the transaction code being processed.

TC *Conditional, numeric, 2 positions*
Type the transaction code for the transaction being processed, if applicable.

Suf *Conditional, numeric, 1 position*
Type the suffix code if it is applicable, to the transaction code being processed.

Hrs *Conditional, numeric, max. of 7 positions*
Type the number of whole and quarter hours for the transaction being processed, if applicable.

Rate *Conditional, numeric, max. of 5 positions*
Type the code that indicates how the employee is being paid for the annual/restored leave payment or adjustment transaction, if applicable. For a listing of rate codes, see [Rate Codes Table](#).

Acct *Conditional, numeric, max of 27 positions*
Type the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment or adjustment transaction, if applicable.

Note: If the employee's record is already established with agency accounting code information, click **[Copy]** to copy the stored accounting information for a single pay period record or a range of pay period records.

Stored Acctg *No entry*
Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the annual/restored leave payment or adjustment transaction.

Amt *Conditional, numeric, max. of 8 positions*
Type the amount for the annual/restored leave payment or adjustment transaction being processed, if applicable.

COLA *Conditional, numeric, 4 positions*
Type the cost-of-living allowance amount for the annual/restored leave payment or adjustment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before accounting can be added for TC 45 (COLA).

Post Dif *Conditional, numeric, 4 positions*
Type the post differential amount for the annual/restored leave payment or adjustment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before an accounting line can be added for TC 46 (post dif).

AUO *Conditional, numeric, 4 positions*
Type the administratively uncontrollable overtime (AUO) amount for the annual/restored leave payment or adjustment transaction being processed, if applicable.

Note: TC 42 (LSP) accounting must be included in the Listing of Accounting section before accounting can be added for TC 41 (AUO).

Tax Deductions

Federal

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate Federal taxes for the annual/restored leave payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage assigned by IRS is being used to calculate Federal taxes for the annual/restored leave payment or adjustment transaction.

State

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate state taxes for the annual/restored leave payment or adjustment transaction, if applicable.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate state taxes for the annual/restored leave payment or adjustment transaction, if applicable.

City

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate city taxes for the annual/restored leave payment or adjustment transaction, if applicable.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate city taxes for the annual/restored leave payment or adjustment transaction, if applicable.

County

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate county taxes for the annual/restored leave payment or adjustment transaction, if applicable.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate county taxes for the annual/restored leave payment or adjustment transaction, if applicable.

Compensatory Time Payment Window Field Instructions

Compensatory time is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.

Compensatory time not used before the end of the 26th pay period in the current year it was earned, shall be paid at the overtime rate in effect at the time it was earned. Payment for compensatory time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked. For Federal rules and departmental regulations on the eligibility of granting compensatory time, refer to **Title 5 USC 5543** and **Title 5 Code of Federal Regulations (CFR) 532.504 and 551.531**.

The Compensatory Time Payment window (**Figure 23**) is used to establish, pay, or adjust compensatory time payment and accounting details or delete accounting requests from a record, one accounting line at a time. Check boxes are used to confirm the accuracy of the information being processed. For more information, see [Compensatory Time Payment And Adjustment Details](#).

Employee

SSN	<i>No entry</i> Identifies the employee's 9-digit SSN.
Name	<i>No entry</i> Identifies the first name, middle initial, and last name of the employee.
AG	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table .
POI	<i>No entry</i> Identifies the personnel office identifier for the office submitting the request for action.
<hr/>	
Address Checked	<i>No entry</i> Indicates that the address has been confirmed.
Balance Indicator	<i>No entry</i> Indicates that the compensatory time payment or adjustment transaction has balanced and is ready for processing. Note: The [Balance Indicator] check box must include a check mark before computations can be viewed.
Computation Checked	<i>No entry</i> Indicates that all payment and accounting calculations related to the compensatory time payment or adjustment transaction have been confirmed.

Certified By *No entry*
Identifies by user ID the individual who confirmed and certified that the compensatory time payment or adjustment transaction has been completed and is ready for verification.

Note: Before a transaction is certified, an address check must be completed, calculations balanced, and all computations confirmed.

Approved By *No entry*
Identifies by user ID the supervisor or authorizing official who authorizes the processing of the compensatory time payment or adjustment transaction.

Note: A transaction must be certified before it is approved.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State *No entry*
Identifies the 2-digit state code for the employee's T&A contact point.

City *No entry*
Identifies the 4-digit city code for the employee's T&A contact point.

Unit *No entry*
Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper *No entry*
Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First *No entry*
Indicates the first name of the individual to be contacted for information related to the request for action.

Last *No entry*
Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number

No entry

Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

D/C

No entry

Indicates the code for the transaction being processed. Valid values are:

- 1 credit
- 2 debit
- 3 both

Pre

No entry

Indicates the prefix code, if applicable, to the transaction code being processed.

TC

No entry

Indicates the transaction code for the request for action.

Suf

No entry

Indicates the suffix code, if applicable, to the transaction code being processed.

Hrs

No entry

Indicates the number of whole and quarter hours for the compensatory time payment or adjustment transaction being processed.

Rate

No entry

Indicates how the employee is being paid. For a listing of rate codes, see [Rate Codes Table](#).

Amt

No entry

Indicates the amount of the compensatory time payment or adjustment transaction being processed.

Acct

Required alphanumeric, max. of 27 positions

Type the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment or adjustment transaction.

PP

No entry

Indicates the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Yr *No entry*
Indicates the pay period year in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred.

Gross Amt *No entry*
Indicates the gross amount of the compensatory time payment or adjustment transaction being processed.

Net Amt *No entry*
Indicates the net salary amount of the compensatory time payment or adjustment transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Accounting Detail

Pre *Conditional, numeric, 2 positions*
Type the prefix code, if applicable, to the transaction code being processed.

TC *Conditional, numeric, 2 positions*
Type **43** (compensatory time) as the transaction code for the payment being processed, if applicable.

Suf *Conditional, numeric, 1 position*
Type the suffix code, if applicable, to the compensatory time payment or adjustment transaction code being processed.

Hrs *Conditional, numeric, max. of 7 positions*
Type the number of whole and quarter hours for the compensatory time payment or adjustment transaction being processed, if applicable.

Rate *Conditional, numeric, max. of 5 positions*
Type the code that indicates how the employee is being paid for the compensatory time payment or adjustment transaction, if applicable. For a listing of rate codes, see [Rate Codes Table](#).

Acct *Conditional, numeric, max of 27 positions*
Type the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment or adjustment transaction, if applicable.

Stored Acctg

No entry

Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the compensatory time payment or adjustment transaction.

Note: If the employee's record is established with agency accounting code information, the stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amt

Conditional, numeric, max. of 8 positions

Type the amount of the compensatory time payment or adjustment transaction being processed.

Tax Deductions

Federal

Tax Calc

No entry

Indicates that a tax formula is being used to calculate Federal taxes for the compensatory time payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the compensatory time payment or adjustment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the compensatory time payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage assigned by the specified state is being used to calculate state taxes for the compensatory time payment or adjustment transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the compensatory time payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate city taxes for the compensatory time payment or adjustment transaction.

County

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate county taxes for the compensatory time payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage is being used to calculate county taxes for the compensatory time payment or adjustment transaction.

Miscellaneous Payment Window Field Instructions

The Miscellaneous Payment Window (**Figure 24**) is used to establish, pay, or adjust a variety of allowance, differential, bonus, and payment information. Check boxes are used to confirm the accuracy of the information being processed. For more information, see [Miscellaneous Payment And Adjustment Details](#).

Warning: To process a miscellaneous payment or adjustment, **first**, you **must** select the applicable payment type in the **[Type of Payment]** field to generate information on the Miscellaneous Payment Window (**Figure 24**) that applies to the transaction being processed. For example, if you are updating a COLA transaction, click the drop-down arrow on the **[Type of Payment]** field and select **COLA**. Information will generate in fields applicable to COLA. Selecting any other field first, will **delete** information in fields that may apply to COLA.

Employee

SSN *No entry*
Identifies the employee's 9-digit SSN.

Name *No entry*
Identifies the first name, middle initial, and last name of the employee.

AG *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI *No entry*
Identifies the personnel office identifier for the office submitting the request for action.

Address Checked *No entry*
Indicates that the address has been confirmed.

Balance Indicator *No entry*
Indicates that the payment or adjustment transaction has balanced and is ready for processing.

Note: The [**Balance Indicator**] check box must include a checkmark before computations can be viewed.

Computation Checked *No entry*
Indicates that all allowance, differential, bonus, payment, and accounting calculations related to the transaction have been confirmed.

Certified By *No entry*
Identifies by user ID the individual who confirmed and certified that the payment or adjustment transaction has been completed and is ready for verification.

Approved By *No entry*
Identifies by user ID the supervisor or authorizing official who authorizes the processing of the payment or adjustment transaction.

Stored Accounting

Acct *No entry*
Identifies the accounting appropriation code of the agency or bureau being charged for the processing of the payment or adjustment transaction.

Note: If the employee's record is established with agency accounting code information, the stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Record](#).

Agcy	<i>No entry</i> Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see TMGT Table 023, Agency/Bureau Table.
State	<i>No entry</i> Identifies the 2-digit state code for the employee's T&A contact point.
City-	<i>No entry</i> Identifies the 4-digit city code for the employee's T&A contact point.
Unit	<i>No entry</i> Identifies the 2-digit unit code for the employee's T&A contact point.
Timekeeper	<i>No entry</i> Identifies the agency-assigned number that identifies the timekeeper.
Contact Person First	<i>No entry</i> Indicates the first name of the individual to be contacted for information related to the request for action.
Last	<i>No entry</i> Indicates the last name of the individual to be contacted for information related to the request for action.
Phone Number	<i>No entry</i> Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.
Prefix	<i>No entry</i> Identifies the prefix code, if applicable, to the transaction code being processed.
TC	<i>No entry</i> Identifies the transaction code for the request for action.
Suffix	<i>No entry</i> Indicates the suffix code, if applicable, to the transaction code being processed.
Type of Allowance	<i>Required</i> Click the drop-down arrow to display the drop-down list and select the type of payment data to be displayed. For descriptions of the miscellaneous payment types, see Miscellaneous Types Of Allowances Table .

Acct *Conditional, numeric, max of 27 positions*
Type the accounting appropriation code of the agency or bureau being charged for the processing of the payment or adjustment transaction, if applicable.

Hours *Conditional, numeric, max. of 8 positions*
Type the number of whole and quarter hours for the payment or adjustment transaction being processed.

Rate *Conditional, numeric, max. of 6 positions*
Type the code that indicates how the employee is being paid. For a listing of rate codes, see [Rate Codes Table](#).

COLA *Conditional, numeric, 4 positions*
Type the cost-of-living allowance amount for the payment or adjustment transaction being processed, if applicable.

Note: An accounting line for TC 42 (LSP) must be included in the Listing of Accounting section before an accounting line can be added for TC 45 (COLA).

Post Dif *Conditional, numeric, 4 positions*
Type the post differential amount for the payment or adjustment transaction being processed, if applicable.

Gross *Conditional, numeric, max. of 7 positions*
Type the gross amount of the payment or adjustment transaction being processed.

Net Amt *No entry*
Indicates the net salary amount of the payment or adjustment transaction being processed.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Tax Deductions
Federal

Tax Calc *No entry*
Indicates that a tax formula is being used to calculate Federal taxes for the payment or adjustment transaction.

Flat Rate *No entry*
Indicates that a percentage assigned by the IRS is being used to calculate Federal taxes for the payment or adjustment transaction.

State

Tax Calc

No entry

Indicates that a tax formula is being used to calculate state taxes for the payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate state taxes for the payment or adjustment transaction.

City

Tax Calc

No entry

Indicates that a tax formula is being used to calculate city taxes for the payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate city taxes for the payment or adjustment transaction.

County

Tax Calc

No entry

Indicates that a tax formula is being used to calculate county taxes for the payment or adjustment transaction.

Flat Rate

No entry

Indicates that a percentage is being used to calculate county taxes for the payment or adjustment transaction.

Student Loan Repayment Window Field Instructions

The Federal Student Loan Repayment Program implemented under Title 5 USC 5379, authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The program permits agencies to repay certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. Student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Agencies may also use

student loan repayment benefits in conjunction with a physicians comparability allowance (PCA). However, Title 5 CFR 595.105(e) requires that the amount of the PCA be reduced by the amount of the student loan repayment. For more information, see [Student Loan Repayment And Adjustment Details](#).

The Student Loan Repayment window (**Figure 25**) is used to establish or adjust a student loan repayment and adjustment transaction in an employee's record.

Employee

SSN

No entry

Identifies the employee's 9-digit SSN.

Name

No entry

Identifies the first name, middle initial, and last name of the employee.

AG

No entry

Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

POI

No entry

Identifies the personnel office identifier for the office submitting the request for action.

Address Checked

No entry

Indicates that address information has been confirmed.

Balance Indicator

No entry

Indicates that the student loan repayment or adjustment transaction has balanced and is ready for processing.

Note: The [**Balance Indicator**] check box must include a checkmark before computations can be viewed.

Computation Checked

No entry

Indicates that all student loan repayment, adjustment, and accounting calculations related to the transaction have been confirmed.

Certified By

No entry

Identifies by user ID the individual who confirmed and certified that the student loan repayment or adjustment transaction has been completed and is ready for verification.

Approved By *No entry*
Identifies by user ID the supervisor or authorizing official who authorizes the processing of the student loan repayment or adjustment transaction.

T A Contact Point

Note: If the employee is on the Payroll/Personnel System database, T&A data is generated from IRIS Program IR124, Address/Check Information. If the employee's record is no longer on the database, the information must be added. For more information, see [Adding Payment And Adjustment Records](#).

Agcy *No entry*
Identifies the agency or bureau code for the office submitting the request for action. For more agency or bureau information, see **TMGT Table 023, Agency/Bureau Table**.

State *No entry*
Identifies the 2-digit state code for the employee's T&A contact point.

City *No entry*
Identifies the 4-digit city code for the employee's T&A contact point.

Unit *No entry*
Identifies the 2-digit unit code for the employee's T&A contact point.

Timekeeper *No entry*
Identifies the agency-assigned number that identifies the timekeeper.

Contact Person First *No entry*
Indicates the first name of the individual to be contacted for information related to the request for action.

Last *No entry*
Indicates the last name of the individual to be contacted for information related to the request for action.

Phone Number *No entry*
Indicates the telephone number beginning with the area code of the individual to be contacted for information related to the request for action.

List of Accounting

Note: If the employee's record is established with agency accounting code information, the stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Pre	<i>No entry</i> Identifies the prefix code, if applicable, for the transaction code being processed.
TC	<i>No entry</i> Identifies Code 56 , Student Loan Process, as the transaction code used to process loan repayments or adjustment.
Suf	<i>No entry</i> Identifies Code 00 , Student Loan Process, as the suffix used to process loan repayments and adjustments for all agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Code 01 , Education Assistance Program, is the suffix used to process loan repayments and adjustments for Agency 56.
Amt	<i>No entry</i> The amount of the student loan repayment or adjustment transaction being processed.
Acct	<i>No entry</i> The accounting appropriation code that identifies the agency or bureau being charged for the processing of the student loan repayment or adjustment transaction.
<hr/>	
Career Maximum Amt	<i>No Entry</i> Indicates the total amount to date an agency has paid or adjusted for the student loan.
Calendar Year Taxable Amt	<i>No entry</i> Indicates the total amount an agency has paid or adjusted within a calendar year for the taxable student loan.
<hr/>	
Gross Amt	<i>No entry</i> Indicates the total amount of the student loan payment or adjustment transaction being processed prior to any deductions.
Net Amt	<i>No entry</i> Indicates the total amount of the student loan payment or adjustment transaction being processed minus any deductions.

Note: The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

Accounting Detail

Prefix

No entry

The prefix code, if applicable, for the transaction code being processed.

Transaction Code

Conditional, numeric, 2 positions

Identifies Code **56**, Student Loan Process, as the transaction code used to process loan repayments or adjustments.

Suffix

No entry

Identifies Code **0**, Student Loan Process, as the suffix used to process loan repayments and adjustments for all agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Code **1**, Education Assistance Program, is the suffix used to process loan repayments and adjustments for Agency 56.

Acct

Required, numeric, max of 27 positions

Type the accounting appropriation code which identifies the agency or bureau being charged for the processing of the student loan repayment or adjustment transaction.

Stored Acctg

No entry

Identifies the accounting appropriation code stored in the Payroll/Personnel Database system that is used to charge the agency or bureau for the processing of the student loan repayment or adjustment transaction.

Note: If the employee's record is established with agency accounting code information, stored accounting for a single pay period record or a range of pay period records will be system generated in this field.

Amt

Required, numeric, max. of 8 positions

Type the amount of the repayment or adjustment transaction being processed for the student loan.

JCL Requirements Pop-Up Field Instructions

The Reports pop-up (**Figure 26**) is used to view and request status and suspense reports for transactions processed in SPPSWIN. The JCL Requirements pop-up (**Figure 27**) appears when you click **[Submit Report]** on the Reports pop-up (**Figure 26**). This pop-up is used to identify the name or location for whom the report will be generated, the destination, type, and number of copies that will be generated. For more information, see [Requesting SPPS Web Reports](#).

User Name On JCL	<i>Required, alphanumeric, max. of 15 positions</i> Type the user's name or the locations for whom the report will be generated.
Remote Destination	<i>Required, alphanumeric, max of 15 positions</i> Type the printer destination or any other information to identify where the report will be generated.
Last Character Of Job Name	<i>Required, alpha, 1 position</i> Type A , B , or C as the sixth character of the job name to identity the report from other reports being requested (e.g., NFXXXA).
System Output Class	<i>Conditional, alpha, 1 position</i> If the report is not to be viewed prior to printing, type A to direct the output to a designated printer and to generate a hard copy computer printout of the report. If the report is to be viewed prior to printing, type X to direct the output to be held for viewing at a terminal. For additional information on viewing a report prior to printing, see Title VI, Chapter 2, Section 2, Interactive System Productive Facility (ISPF) .
Number Of Copies Needed	<i>Optional, numeric, 1 position</i> Type the number of copies of the report to be printed.

Interest Pop-up Field Descriptions

The Interest option of the SPPS Web Main Menu (**Figure 4**) is used by agency users to view interest rates and dates. Rates and dates information is used to establish, adjust, and delete settlement back payment and adjustment calculations information for transactions processed in SPPS Web. The interest rate and date information is provided by the Internal Revenue Services (IRS). For more information, see [Viewing Interest Rates And Dates](#).

Search

Year

Required, numeric, 4 positions

Identifies the calendar year in which the search to locate data is performed.

Quarter

No entry

Identifies one of the four equal periods of the calendar year in which the search to locate data is performed.

Start Date

No entry

Indicates the starting date of the quarter used for calculating interest and daily rates.

End Date

No entry

Indicates the ending date of the quarter used for calculating interest and daily rates.

Interest Rate

No entry

Indicates the rate used for calculating interest for the total amount of days in the quarter.

Number of Days

No entry

Indicates the total number of days used to calculate the interest and daily rates for the quarter.

Daily Rate

No entry

Indicates the daily rate used for calculating the amount of days within the quarter.

Start Date

No entry

Indicates the starting date of the quarter used for calculating interest and daily rates.

End Date *No entry*
Indicates the ending date for the quarter used to calculate interest and daily rates.

Daily Rate *No entry*
Indicates the daily rate used to calculate the amount of days within the quarter.

Select Quarter *No entry*
Identifies one of the four equal periods of the calendar year in which the search to locate data is performed.

Year *Required, numeric, 4 positions*
Identifies the calendar year in which the search to locate data is performed.

Interest Rate *No entry*
Indicates the rate used to calculate interest for the selected quarter of the calendar year.

Reference Tables in SPPS Web

This section presents the following SPPS Web reference tables:

[Miscellaneous Types Of Allowances Table](#)

[Rate Codes Table](#)

[Reply Codes Table](#)

[Settlement Type Codes Table](#)

[Types Of Adjustments Table](#)

[Type Payments Codes Table](#)

Miscellaneous Types Of Allowances Table

Allowance Codes	Definitions
Comparability - taxable	Comparability. An allowance for certain eligible Federal physicians and dentists who enter service agreements with an agency. The allowance is paid to physicians and dentists in categories for which the agency is experiencing recruitment and retention problems. The allowances are fixed at the minimum amounts necessary to deal with such problems. For additional information, see Title 5 USC 5948.
Danger pay - taxable	Danger Pay. An Allowance granted on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. Danger pay is granted to civilian employees who accompany U. S. military forces in areas designated by the Department of State as subject to hostile fire or imminent danger. Danger pay is paid only to employees who are on temporary duty or a detail of 42 days or less. It is subject to Social Security and/or Medicare, Federal, state, and local tax deductions. It is not included as part of a lump-sum payment. For more information, see Title 5 USC 5928.
Education - nontaxable	Education. An allowance given to an employee in a foreign area for extraordinary and necessary expenses, not otherwise compensated for, to provide adequate elementary and secondary education for his/her dependents. For more information, see Title 5 USC 5924.
Foreign language - taxable	Foreign Language. An allowance for law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post. For more information, see Title 5 USC 5948.

Allowance Codes	Definitions
Foreign Post/Post	<p>Foreign Post. A cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost-of-living, exclusive of the cost of quarters, is substantially higher than in Washington, D.C. It is intended to reimburse an employee for certain excess costs resulting from being stationed in a foreign area.</p> <p>Post. An annual rate allowance given as a percentage amount based on salary, size of family, and location of the post.</p> <p>For more information, see Title 26 Internal Revenue Code (IRC), Section 954, Department of State Standardized Regulations (DSSR), Chapter 200, Section 220 (Reference (t) and Department of Defense (DoD) 1400.25-M, Subchapter 1350 (Reference (u)).</p>
Hazardous duty - taxable (cp)	<p>Hazardous Duty. An allowance for the performance of duty involving a physical hardship under condition in which an accident could result in serious injury, extreme physical discomfort, or distress. Hazardous duty is not adequately alleviated by protective or mechanical devices. For more information, see Title 5 USC 5545 and 5548 and Title 5 CFR 550.901-907.</p>
Horse - nontaxable	<p>Horse. An allowance for the necessary equipment, training, and maintenance of a horse used on the job. For more information, see Title 5 USC 1823.</p>
Life cycle account - taxable (for use only by FCA ▶ & OCC) ◀	<p>Life Cycle Account. An allowance that allows employees up to ▶\$500◀ per year of a benefit for membership to a fitness or wellness plan. The benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan. The allowance is recorded as income to the employee with the appropriate Federal, state, and social security tax deductions withheld. The payment is reflected on the employee's Statement of Earnings and Leave indicating "Life Cycle Account", and Form W-2 at the end of the year.</p>
Quarters - nontaxable Quarters - taxable	<p>Quarters. An allowance for all cost associated with either temporary or residence quarters whenever government-owned or government-rented quarters are not provided without charge to the employee. For more information, see Title 5 USC 5923.</p>
Reassignment - taxable	<p>Reassignment. An allowance for an appointment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or in the United States, between assignments to a post in a foreign area. For more information, see Title 5 USC 5924.</p>
Remote worksite - taxable	<p>Remote Worksite. An allowance to an employee who is assigned to duty, except temporary duty, at a remote site not located near an established community or suitable place of residence. The employee encountered a degree of expense, hardship, and inconvenience in traveling to and from his/her residence and the work site that extends beyond what is normally encountered in metropolitan commuting. For more information, see Title 5 USC 5942 .</p>
Retention - taxable	<p>Retention. An allowance for retaining an employee's services. A current employee is eligible for a retention allowance if the unusually high or unique qualification of the employee or a special need of the agency for the employee's services make it essential to retain the employee. For more information, see Title 5 USC 2103 .</p>
Separate maint - nontaxable Separate maint - taxable	<p>Separate Maintenance. An allowance for employees with the additional expenses of maintaining family members at a place other than the employee's post of duty for the convenience of the Government or due to dangerous, unhealthy, or excessively adverse living conditions at the employee's post. For more information, see Title 26 IRC 71.</p>

Allowance Codes	Definitions
Travel - nontaxable	Travel. An allowance for traveling on official business away from the employee's designated post of duty, or away from the employee's home or regular place of business. For more information, see Title 5 USC 5702 .
Uniform - taxable	Uniform. An allowance for employees who are required by law or regulation to wear a uniform in the performance of official duties. In lieu of providing an allowance, a uniform may be provided. For more information, see Title 5 USC 1593 .

Differential Codes	Definitions
COLA	Cost Of Living. A differential to reimburse an employee for certain cost, exclusive of any quarters cost, which result from being officially stationed in a foreign area. For more information, see Title 5 USC 5924 .
Hazardous pay diferntl - taxable	Hazardous Pay. A differential for all hours in a pay status paid to employees for the performance of hazardous duty or duty involving hardship. Such duty involves exposure to extreme temperatures for a long period of time, arduous physical exertion, or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation. For more information, see Title 5 CFR 550 .
Non Foreign Post/Post - taxable	Nonforeign Post. A differential payable under 5 USC 5941 (Reference (b)), at a location in a nonforeign area if conditions or environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive. For more information, see Title 5 USC 5551 and 5925 . Post. A differential established for a location with extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stations or detailed at that place. Living costs are not considered in differential determination. Post differential is additional compensation based on an established percentage over basic compensation ranging from 5 percent to 25 percent. Post differential is subject to social security and/or medicare and federal tax deductions. For more information, see Title 5 USC 5551 and 5925 .

Bonus Codes	Definitions
Recruitment and relocation - taxable	Recruitment And Relocation. A bonus offered to candidates for hard-to-fill positions and/or occupations that are critical to the organization's mission. Authorized payments of up to 25 percent of basic pay are offered to recruit certain newly appointed employees or retain certain current employees who must relocate to accept a position in a different commuting area. For more information, see Title 5 USC 5753 and Title 5 CFR 575 .

Pay Codes	Definitions
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Pay Codes	Definitions
<p>COPR O/T dbl base - taxable (af) COPR O/T trp base - taxable (af)</p>	<p>Customs Officer Premium Rate (COPR)/O/T. Compensation paid to custom officers and canine enforcement officers of the Department of the Treasury for work performed in excess of 40 hours in the administrative workweek or in excess of 8 hours in a day. Premium pay is equal to up to three times the hourly rate of the basic pay of the officer.</p> <p>The following types of premium pay are processed in SPPS Web:</p> <ul style="list-style-type: none"> ■ Night ■ Holiday pay for employees not in receipt of annual premium pay for standby duty ■ Sunday ■ Annual premium pay for regularly scheduled standby duty ■ Annual premium pay for administratively uncontrollable work ■ Availability pay for LEO's ■ Environmental pay for FWS employees ■ Hazard pay for GS employees <p>For more information, see Title 5 USC 5343, 5542, 5544, 5545, 5546, 5541, and 5549, as applicable.</p>
<p>Danger</p>	<p>Danger. Compensation for working in a foreign area on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. For more information, see Title 5 USC 5928.</p>
<p>Holiday pay - taxable</p>	<p>Holiday. Compensation for time worked on a holiday designated by federal statute. The employee is paid at the rate of basic pay plus premium pay at a rate equal to the rate of the basic pay, for that holiday work which is not in excess of the scheduled tour of duty or overtime work. For more information, see Title 5 USC 5542.</p>
<p>Hostile fire pay - non-taxable Hostile fire pay - taxable</p>	<p>Hostile Fire. Compensation for working in an area in which the employee is subject to hostile fire, hostile mines, or imminent danger during the period of duty in that area. Hostile fire pay is also provided if the employee is killed, injured, or wounded by hostile fire, explosion of hostile mines, or hostile action. The employee is paid at the rate of \$150 for any month in which he/she is entitled to basic pay. For more information, see Title 37 USC 310.</p>
<p>Lmtd pay - nontaxable</p>	<p>Limited. A limitation of premium pay (night pay, compensatory pay, overtime pay, premium pay on an annual basis, and pay for Sunday and holiday work), in combination with basic pay, that causes the total for any pay period for General Schedule (GS) employees to exceed the maximum rate payable for GS-15. The limit may include locality-based comparability or special salary rates. For more information, see Title 5 USC 5547 and Title 5 CFR 550.105.</p>
<p>Overtime - taxable</p>	<p>Overtime. Compensation for working irregular or occasional hours that are not part of the employee's regularly scheduled administrative workweek. Overtime is paid at one and one-half times the employee's hourly rate of pay. For more information, see Title 5 USC 550.</p>
<p>Overtime over 8 - taxable</p>	<p>Overtime Over 8 Hours. Compensation for hours of work performed in excess of 8 hours on any 1 day within the 40 hour basic workweek. For more information, see Title I, Chapter 7, Section 1, Time And Attendance Instructions.</p>

Pay Codes	Definitions
Overtime over 40 night diff - taxable	Overtime Over 40 Night Differential. Compensation for hours of regularly scheduled work performed outside the basic 40-hours workweek during the night differential period. For more information, see Title I, Chapter 7, Section 1.
Standby AUO avail - taxable	Administratively Uncontrollable Overtime (AUO) - Annual Premium Pay For Overtime. When an employee is in a position in which the hours of duty cannot be controlled administratively, he/she is generally responsible for recognizing, without supervision, circumstances that require him/her to remain on duty. The circumstances under which payment for AUO is appropriate are extremely limited to substantial amounts of irregular, unscheduled overtime work. Premium pay may be paid on an annual basis, except premium pay for regular overtime work, and work at night, on Sunday, and on holidays. Annual premium pay under 5 USC 5545(c)(2) provides that premium pay for AUO is a percentage of not less than 10 percent nor more than 25 percent of the employee's rate of basic pay. AUO is not appropriate for nonexempt employees. For more information, see Title 5 USC 5304, 5305, 8331 (3) (d), 8704 (c)(1) and Title 5 CFR 505.151.
►Advance Foreign Payment	An advance of pay for an employee proceeding to or arriving at a post of assignment in a foreign area is a salary allowance made available to employees in a pay status. The advance payment is made to provide funds needed to finance unusual expenses associated with the overseas assignments that often are not otherwise reimbursed and to aid foreign assignment recruitment and retention. The maximum advance allowed any employee is 6 pay periods of base pay. The employee is allowed 18 pay periods to repay the advance. The advance payment is non-taxable and not reflected on the employee's W-2. For more information, see Title 5 CFR 5921-5928. ◀

Rate Codes Table

Codes	Definitions
BY	Biweekly
FB	Fee basis
PA	Per Annum
PD	Per day
PH	Per hour
PM	Per month
PW	Piece work
SY	School year
WC	Without compensation

Reply Codes Table

Codes	Definitions
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Codes	Definitions
01	Problem/program problem referred to supervisor see remarks
02	Pay status given
03	IRA FLSA settlement
04	Cash award processed
05	Referred to manual pay
06	AD-663 required and generated
07	Deceased employee referred to manual pay
08	Furnished copy
09	Explanation of payment difference given
10	Requested agency to submit Q.S. wire/request
11	Referred to ___see remarks ___ for handling
13	L/S pmnt applied to bill (see billings)
14	Bill for collection made (see billings)
15	Erroneous pymt referred to manual pay
16	Holding for additional agency information
17	Processed late WGI
18	Duplicate pymt referred to manual pay
19	Processed rate increase
20	Processed promotion
21	COLA/post differential processed
22	Taxes (Fed, state, county, city)
23	Life ins adjustment processed
24	Health ins adjustment processed
25	IRS armitage settlement
26	Retirement/FICA adjustment processed
27	BEC case processed
28	Restoration processed
29	Equalization allowance processed
30	Remote worksite commuting allowance processed
31	Quarters adjustment processed
32	Commissary adjustment processed
33	Cancel check/return eft/limited pay/deceased/recertified
34	T&A paid deduction made for educational loan
35	Requested agency to submit AD-354
36	Union dues refunded
37	Union dues collected
38	Charitable contribution adjustment processed
40	Severance pay adjustment processed
41	Reprint requested
42	Corrected W/2 required, referred to accounting reconcile
43	No corrected W/2 required, explanation furnished
44	T&A paid deduction made for garnishment
45	Requested agency to submit corrected T&A
46	Wages for quarters 1 2 3 4
47	Final T&A applied to bill (see billings)

Codes	Definitions
48	Final T&A & L/S applied to bill (see billings)
49	No record for SSN return to _____ see remarks _____ for correct SSN
50	Bad SSN see correct SSN _____ see remarks _____ for correct SSN
51	Request agency to submit AD-343
52	Employment status provided
53	Corrected bill
55	Recertified payment - SF-1184 to be generated
56	SF-1098 processed - cancel only
57	RO-145 processed - cancel only
58	Dup/erroneous pymt return & reverse out of system
60	No action necessary
61	Return to agency for add'l information
63	Detail explanation furnished, see remarks
64	Recertified check DD/EFT
65	Request status and/or front and back copy of check
66	Referred to programmer
68	Quick service request received and processed
69	ADJP bill reversed/cancelled
70	Indebtedness
71	Quick service wire processed
72	Live T&A processed
73	Comp time processed
74	Original mailed to agency employing office
75	T&A paid deduction made for IRS levy
76	T&A paid deduction made for child support
77	Forwarded to billings as unlocatable
78	Limited pay payment processed
79	Leave donor
80	Leave recipient
81	Collection processed on NFC-29
82	Original bond mailed to employing office
83	Recertified per DAS card (check outstanding)
84	Limited payability letter to agency
85	TSP adjustment processed
86	Lump sum payment processed
87	Credit hours processed
88	Differential (Sunday, night, etc.) processed
89	Collect bill, 9c refund to agency
90	Deceased-holding for additional information
91	Dual rate lump sum payment processed
92	Leave audit recd and processed per agency request
93	F. O. payment processed
94	Special project updated NFC-29 only
95	Special project retirement adjustment processed

Codes	Definitions
96	Special project TSP & or retirement processed
97	Special project TSP lost earnings
98	Default code

Settlement Type Codes Table

Prefix	Trans	Suff	Type	Definition
00	03	0	Interest	Used to calculate and establish or adjust interest for settlement back payments and adjustments.
	03	2	Settle/Compensatory Damages Nontaxable Settle/Compensatory Damages Nontaxable Interest	
00	03	3	Non-Taxable Miscellaneous Non-Taxable Miscellaneous W/Interest	
00	04	0	Sunday Differential Sunday Differential W/Interest	Used to establish or adjust nonovertime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.
00	34	0	FLSA FLSA W/Interest	Used to establish or adjust hours of work performed by all employees covered (nonexempt) or not covered (exempt) by the overtime provisions of the Fair Labor Standards Act (FLSA) in accordance with Part 551 of Title 5, Code of Federal Regulations.
05	44	0	Settle/Compensatory Damages Taxable Settle/Compensatory Damages Interest	Used to calculate and establish or adjust payments and adjustments for cash awards and settlements.
00	44	06	Gift Certificate	Used by FDIC only to calculate and process payments and adjustments for time in service, depending on the number of years employed.

Types Of Adjustments Table

Codes	Definitions
Annual/Restored	A transaction processed by the agency or NFC for time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the calendar year.
Cash awards/Special bonus	A transaction processed by the agency or NFC for recognitions based on contribution or performance, and can be given to an individual employee or group of employees.
Compensatory Time	A transaction processed by the agency or NFC for time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.
Credit hours	A transaction processed by the agency or NFC for hours an employee elects to work, with supervisory approval, in excess of the basic work requirement under a flexible work schedule.
Miscellaneous payment	A variety of adjustments and payments that include allowances, bonuses, differentials, and pay transactions processed by the agency or NFC .
Other - NFC Processed	A transaction that is initiated by an agency and released to NFC for processing. A transaction that is initiated and processed by NFC.
Settlement backpay	A transaction processed by the agency or NFC for a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.
Student loan repayment	A transaction processed by the agency or NFC for the repayment of certain types of Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency.

Type Payments Codes Table

Codes	Definitions
00	Bond carryover refund/adjustment refund
01	Regular (T&A)
02	Adjustment (dr/cr)
03	NFC-29 (live payment)
04	Lump sum payment
05	Compensatory payment
06	Cash award
07	NFC-29 (manual payment)
08	FEHBA collection (paid employee)
09	FEHBA collection (unpaid employee)
11	Severance payment

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