# PERSONNEL / PAYROLL INTERFACE WORKAROUND

| CPMS CONTROL NUMBER: | 01-0003 |
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| ISSUE DATE: | 10-Apr-01 | PR/DAR NO: | |
|---|---|---|---|
| Rescind Date: | | REMEDY NO: | |

**PROBLEM :** **PERSONNEL** ☐ **PAYROLL** ☒

**LEGACY** ☐ **MODERN** ☐

**BOTH** ☐

Temporary Assignment NOAC - New Hire/Separation. Employee's can be hired into a new activity/org which could cause a change in payroll office via a temporary assignment. DCPS doesn't allow an employee to be 'new hired' or 'separated' using temporary assignment NOACs (703, 921, 741, 930, etc. i.e. T Supplemental Record Types). Currently, the transactions being received by DCPS to hire/separate employees under these codes are being rejected back to personnel with the error message "9002 - EMPLOYEE ID NOT FOUND". Transactions to separate the employee are being rejected back to personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the SF50 for this situation and the following work around is necessary to process the action.

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

PERSONNEL: When processing NOACs 703, 921,741, 930, etc. i.e. T Supplemental Record Types, provide both payroll offices with copies of the SF50. If employee has active TSP and/or FEHB, these authorization documents will also need to be forwarded to payroll.

THE GAINING PAYROLL OFFICE: New Hire the employee using a NOAC of 721 (Reassignment) with all the information from the temporary action, excluding the not-to-exceed date. This will store a permanent supplemental. Then, input the temporary assignment with the appropriate NOAC via Employee Update. Input the TSP and FEHB if applicable. Retirement service history needs to be adjusted as appropriate.

These employees will need to be monitored closely when they reach the not-to-exceed date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the not-to-exceed date unless a transaction is received from personnel. This work around will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.

THE LOSING PAYROLL OFFICE: Using the Separation Program, separate the employee with a NOAC of 721 (reassignment). Using the SF50 received from personnel. Retirement service history needs to be adjusted as appropriate.

Note: After completion of DCPS to DCPS Transfers, this problem should become virtually non-existent except for very rare instances. Therefore, no SCR has been initiated at this time.

| DATE TO DFAS/CPMS: | 2-Apr-01 |
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| **FIX DATE:** | |

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| **PATCH/RELEASENUMBER:** | |

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| **POC:** | F Bernard-TSOPE/K Lincks-PSCPE |