

## Processing Extension of Appt NTE

When processing Conversion to Appointment NTE (5XX) or Extension of NTE (760) actions in legacy the effective date was automatically set by the system as the NTE date plus 1 day. That was a business practice rather than being a requirement of the OPM Guide to Processing Personnel Actions. Modern DCPDS Suspense runs and creates the Termination Expiration of Appt (355) RPA using the NTE date of the employee as the effective date 1 day prior to the effective date of the termination. For example, if the NTE Date is 12 July 2002 (Friday), the suspense run for Wednesday, 10 July 2002, would create the NOA 355 RPA. Inputting a 5XX or 7XX action to convert or extend the employee with the effective date equal to or after the the NTE date will not prevent the termination from processing successfully.

- To prevent the system from processing the Termination action already created on the employee you must find the pending action in the Cancellation/Correction area of DCPDS, “Reroute” the Termination Expiration of Appt (355) RPA and physically cancel the pending RPA using the “RED X” capability. Failure to accomplish this will result in the following:

Example of undesirable results :

25-May-02	Appt NTE 30-Sep-02.
28-Sep-02	System creates a 355 Termination Exp of Appt for record.
29-Sep-02	Input Ext of Appt NTE (Effective 30-Sep-02).
30-Sep-02	Appt terminated if user fails to use the “Reroute” function of Cancellation/Correction RPA.
01-Oct-02	Ext of Appt NTE RPA re-routed to Suspense/WIGI Box.

- In order to **PREVENT** the Termination from processing you should always input an Extension to Appointment NTE at least 2 days prior to the NTE date with an effective date of at least 2 days before the existing NTE date.

Example:

25-May-02	Appt NTE 30-Sep-02.
28-Sep-02	Input Ext of Appt NTE processed (Effective 28-Sep-02).
30-Sep-02	Extension action updates the database. Termination (355) is re-routed to the Suspense/WIGI Box user must delete the action or was not created at all if the extension was input early enough.

- If the Termination action consummates, but should have been extended or converted, the termination action must be canceled. Locate the action in Cancellation/Correction area, highlight the appropriate action, and select Cancellation button. Provide the necessary authority code and update HR to Cancel the action. IMMEDIATELY, create and process a Conversion, NOA 5##, action and set the new NTE dates. Both the cancellation and conversion actions **MUST BE COMPLETED** on the same day.

Example:

30-Sep-02	Termination of Appointment (NOA 355), effective 30-Sep-02 is consummated by suspense and futures processes.
2-Oct-02	Receive instructions from management to extend the employee.

2-Oct-02 Using a responsibility NOT associated with your secure view, navigate to Cancellation/Correction area, query up the employee and select the NOA 355 transaction that was effected 30-Sep-02. Select the Cancel button. After completing appropriate information in the RPA, Update HR

2-Oct-02 Create and PROCESS the appropriate CONVERSION, NOA 5##, (Not extension) RPA effective 28-Sep-02 or before (effective date should be at least two days prior to the termination effective date as is done for extensions).