How to Update Retention Allowance Review Dates

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10-APR-2004	DPCXT	Update

Purpose

Use this procedure to update the Retention Allowance Review Date.

Trigger

Perform this procedure when the annual review of retention needs to be updated.

Prerequisites

- Review the **Retention Allowance** element entry to obtain the review date currently residing in the record. **This date will be used as the effective date on your NOAC 810 RPA.**

Menu Path

Use the following menu path(s) to begin this task:

- Select **CIVDOD PERSONNELIST**
- to go to the **Request for Personnel Action** navigation menu item.
- Select **Salary Change** to go to the **Other** sub-menu item.
- Select **Other** to create the Other Salary Change RPA.

Helpful Hints

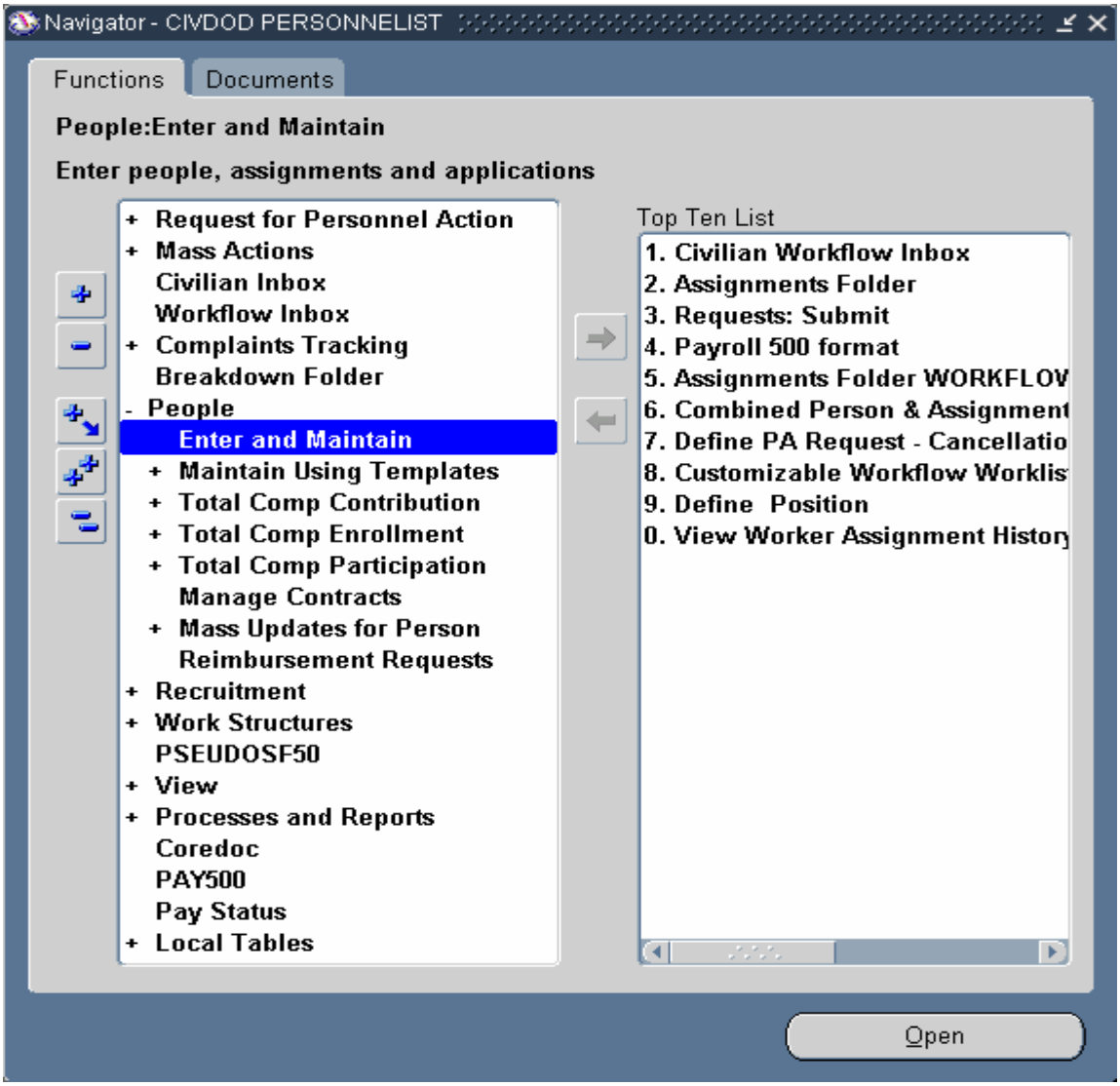
- Review the Pay 500 to verify what flowed to payroll
- Check DCPS to make sure the retention allowance amount flowed correctly to payroll.
- Attached below is a sample of the RIP for Annual Review of Retention Allowance.

Q:\DPCX\Dpcxt\
Personal Folders\May

Procedure

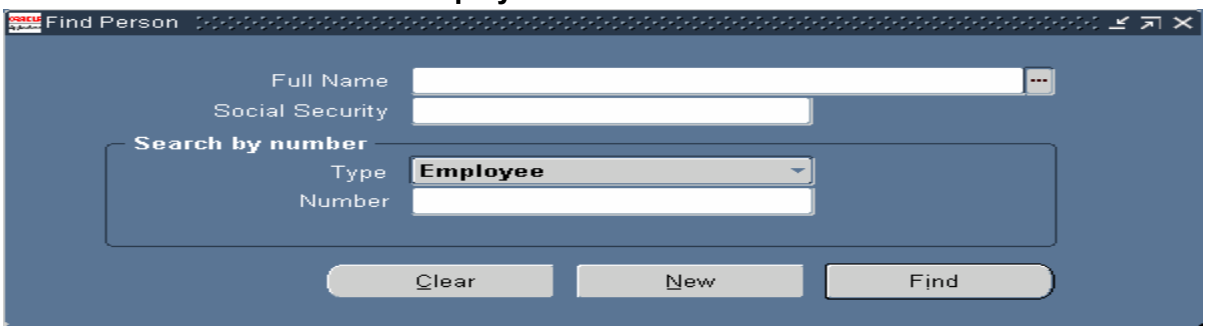
1. Start the task by reviewing the **People➔ Assignment➔ Entries➔ Retention Allowance** element entry values.

Navigator - CIVDOD PERSONNELIST



2. Double Click **Enter and Maintain** .

The Find Person window will display.



3. As required, complete the SSAN field:

Field Name	R/O/C	Description
Social Security	R	Complete the Social Security Number field. **Example:** 555-55-5555

4. Click

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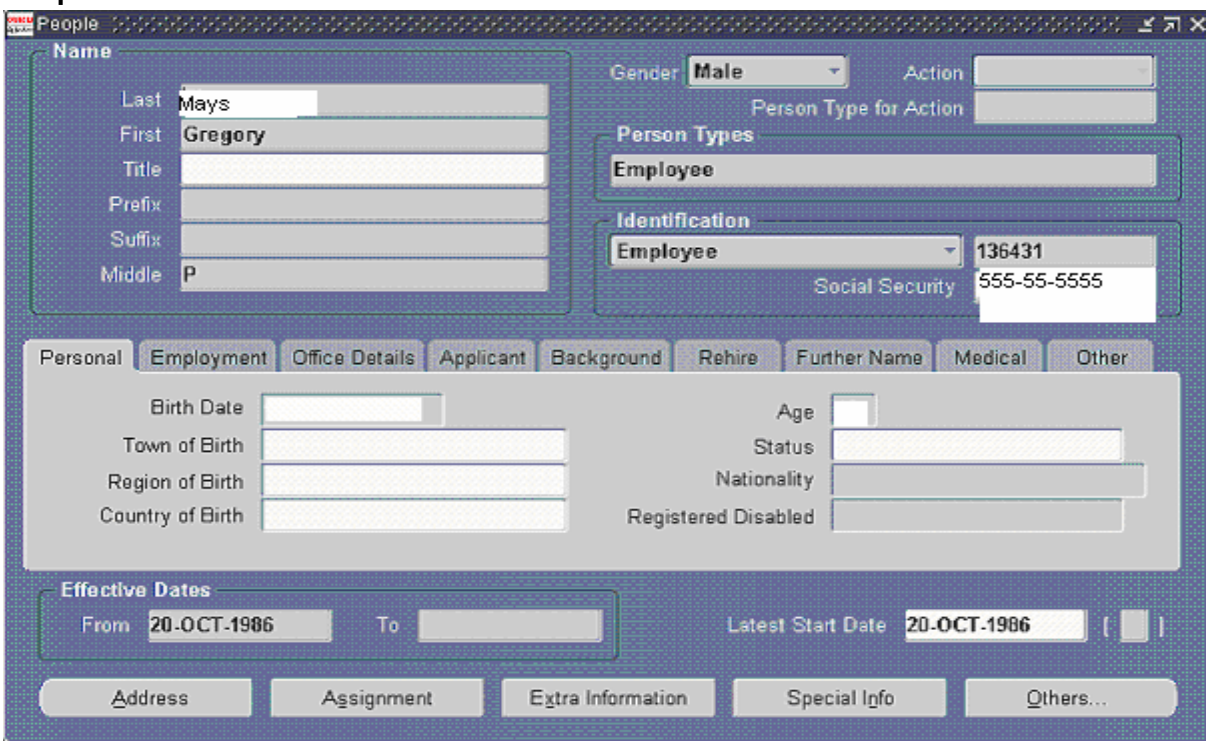
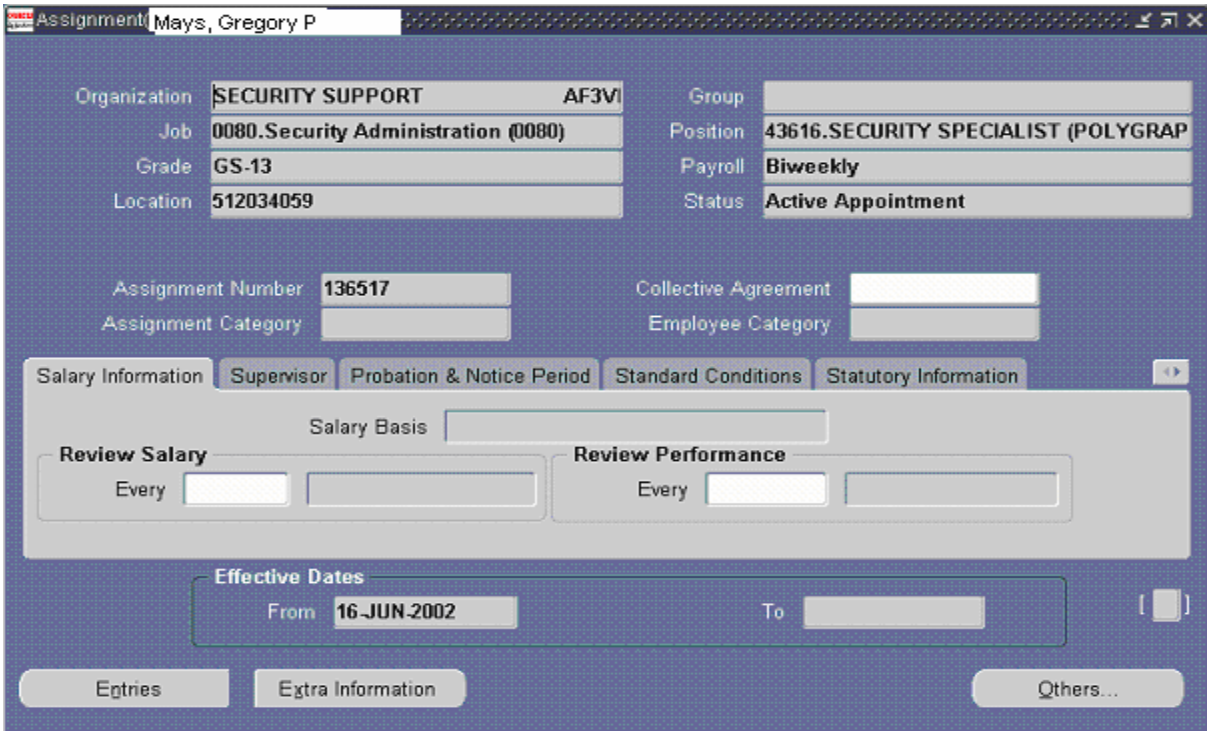
People



5. Click Assignment .

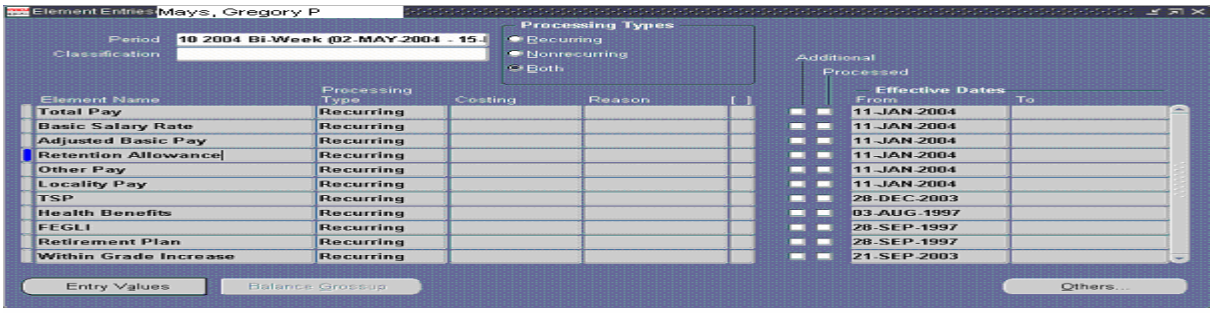
Assignment(Mays, Gregory P)



6. Click Entries .

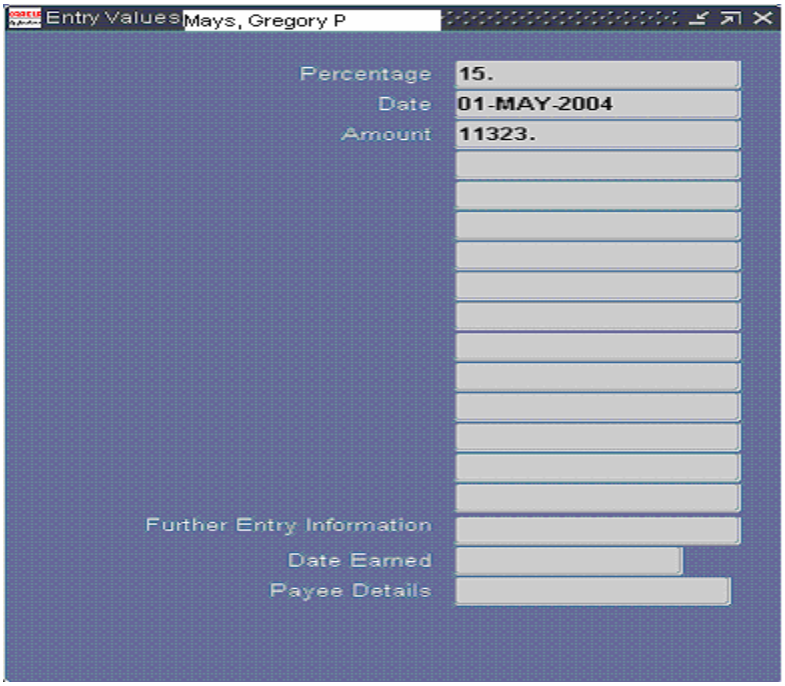
Element Entries(Mays, Gregory P)

7. Click the Retention Allowance element:



8. Click Entry Values .

Entry Values(Mays, Gregory P)



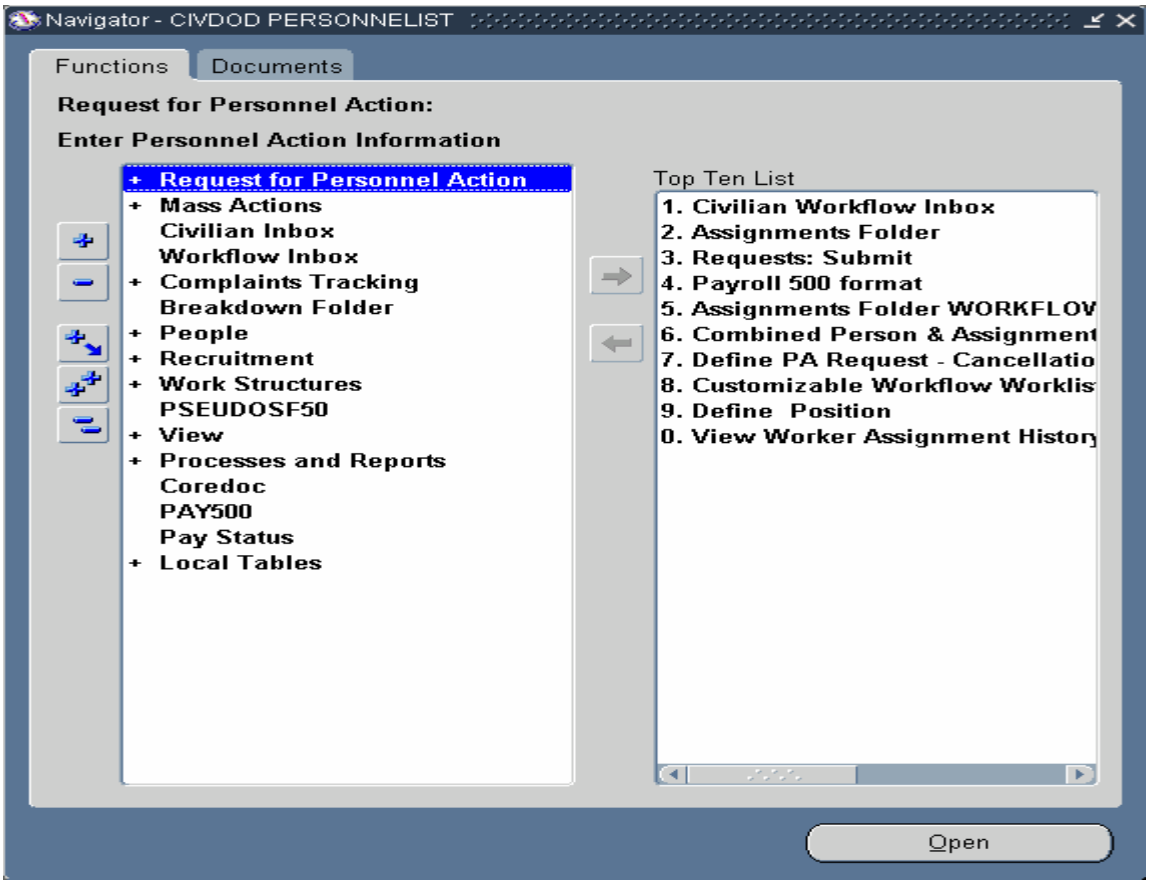
9. As required, review the following fields:

Field Name	R/O/C	Description
Date	R	Current Retention Review Expiration Date. **Example:** 01-MAY-2004

Note the date field. **This will be the effective date of your NOAC 810**.

Navigator - CIVDOD PERSONNELIST

10. Now let's take care of the NOAC **810 RPA**:



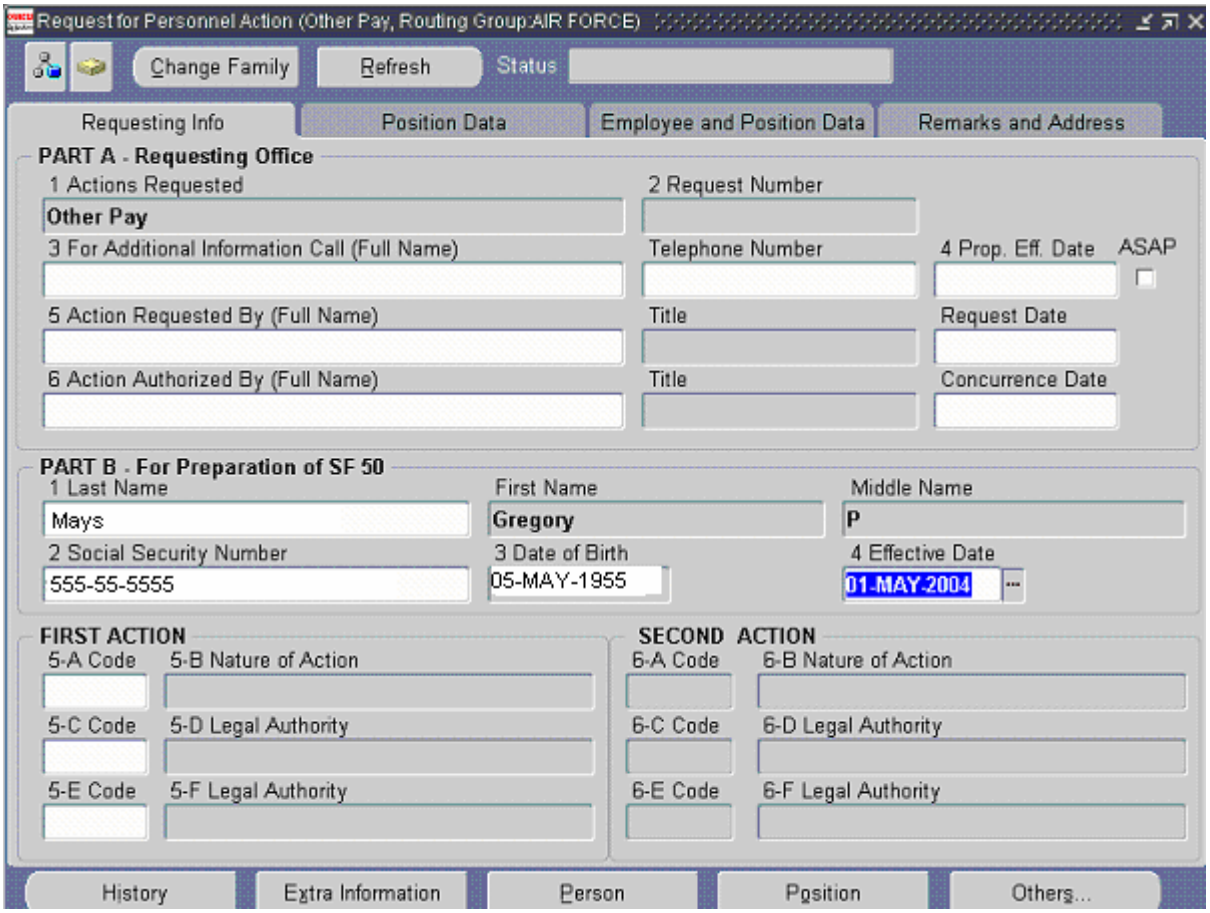
11. Click **+ Request for Personnel Action** .

12. Double click **Salary Change.**

13. Double-click **Other Pay**..

Request for Personnel Action (Other Pay, Routing Group:AIR FORCE) will generate.

14. Complete the effective date block 4 based on the date you found when reviewing the current Retention Allowance Element entry date.



15. Click in block 2 and enter the SSAN then TAB.

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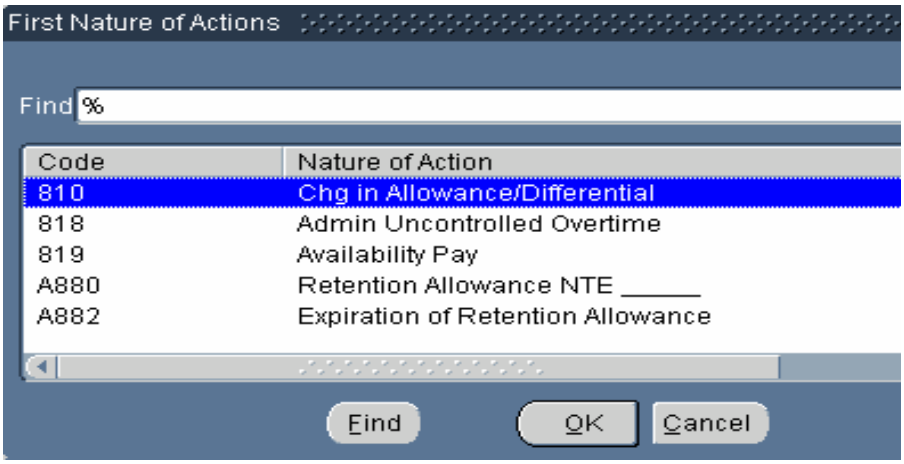
16. As required, complete the NOAC and the LAC.:

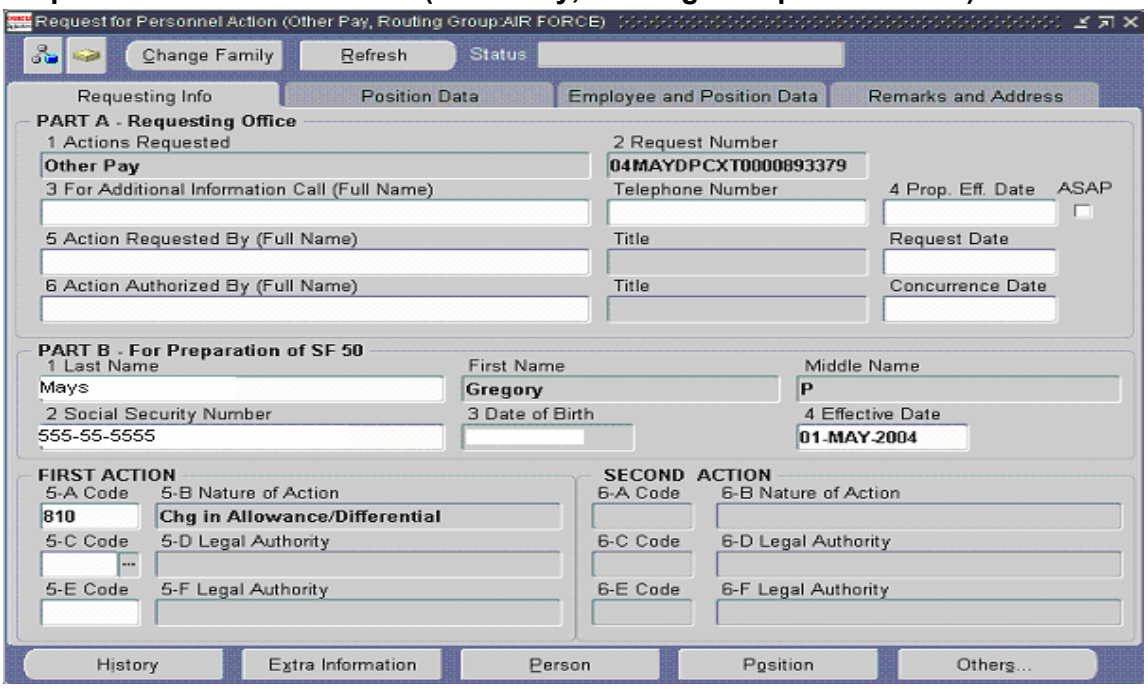
(5-A) First Nature of Actions



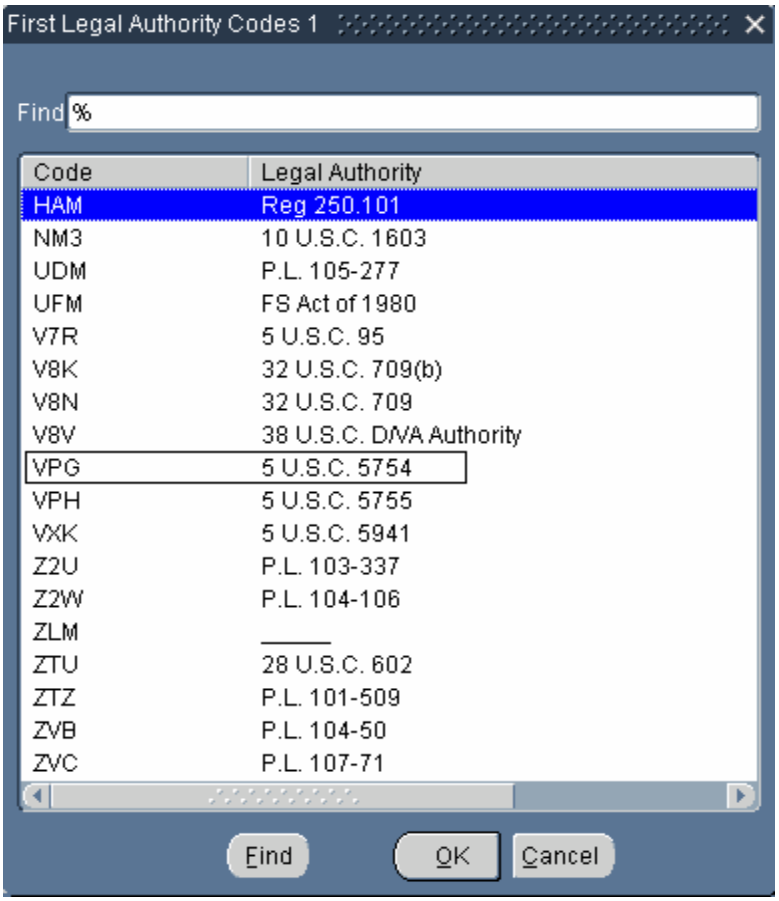
17. Select 810 Chg in Allowance/Differential .

18. Click OK .

Request for Personnel Action (Other Pay, Routing Group:AIR FORCE)



19 .**Click in block (5-C) First Legal Authority Codes 1**



20. Select the appropriate Legal Authority Code (LAC) IAW the Guide to Processing Personnel Actions (GPPA). ***In this example we chose*** VPG .

21. Click

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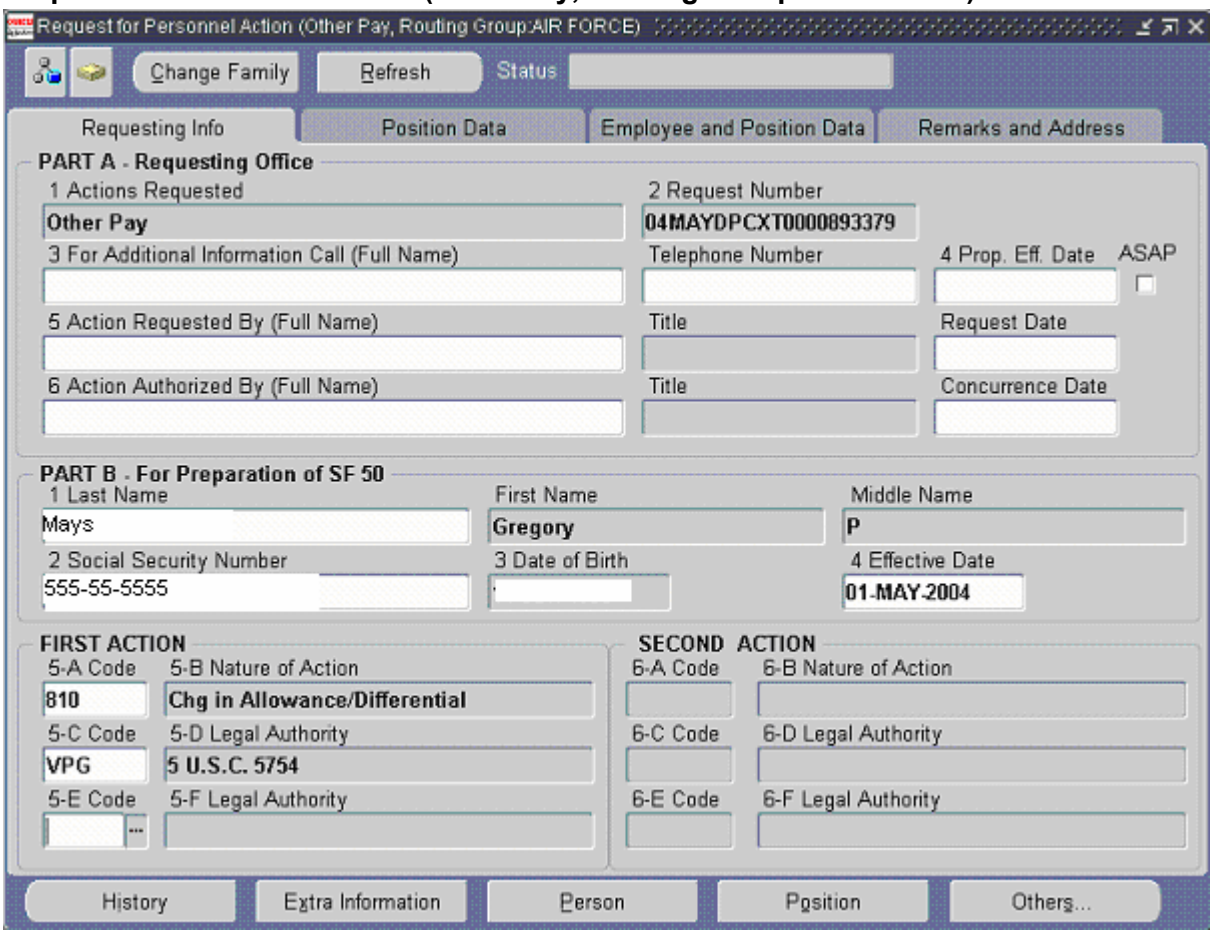
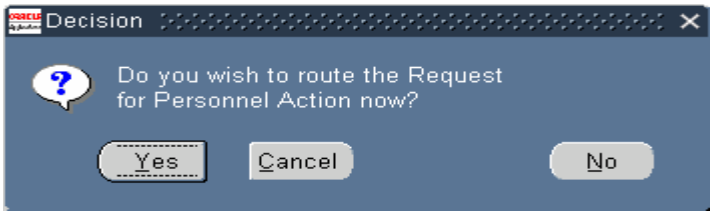
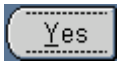
Request for Personnel Action (Other Pay, Routing Group:AIR FORCE)



22. Click the save toolbar button .

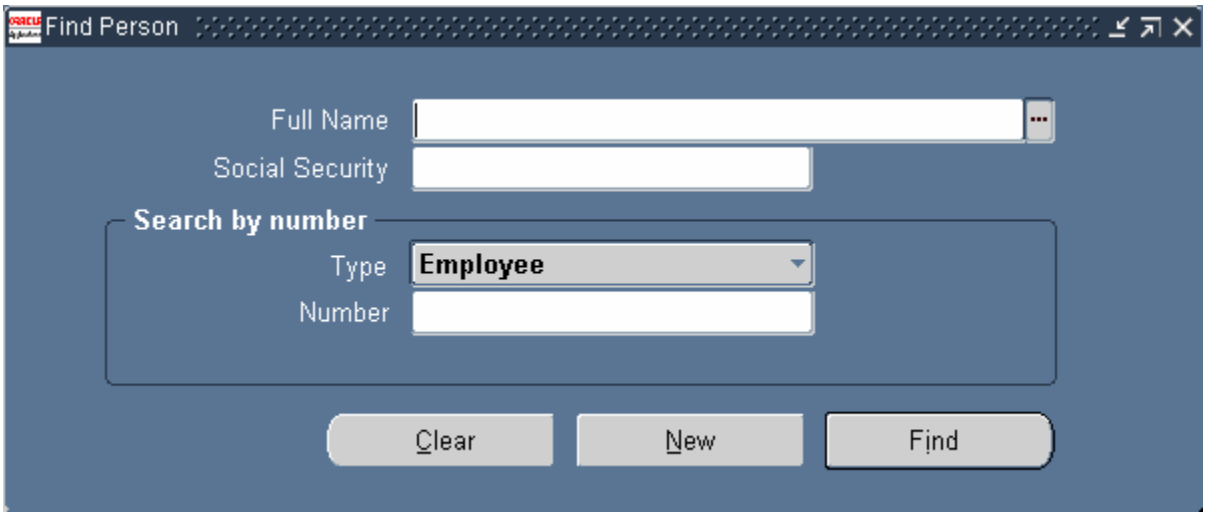
Decision



23. Click  when the routing window displays select the Update HR option. Update the action to HR.

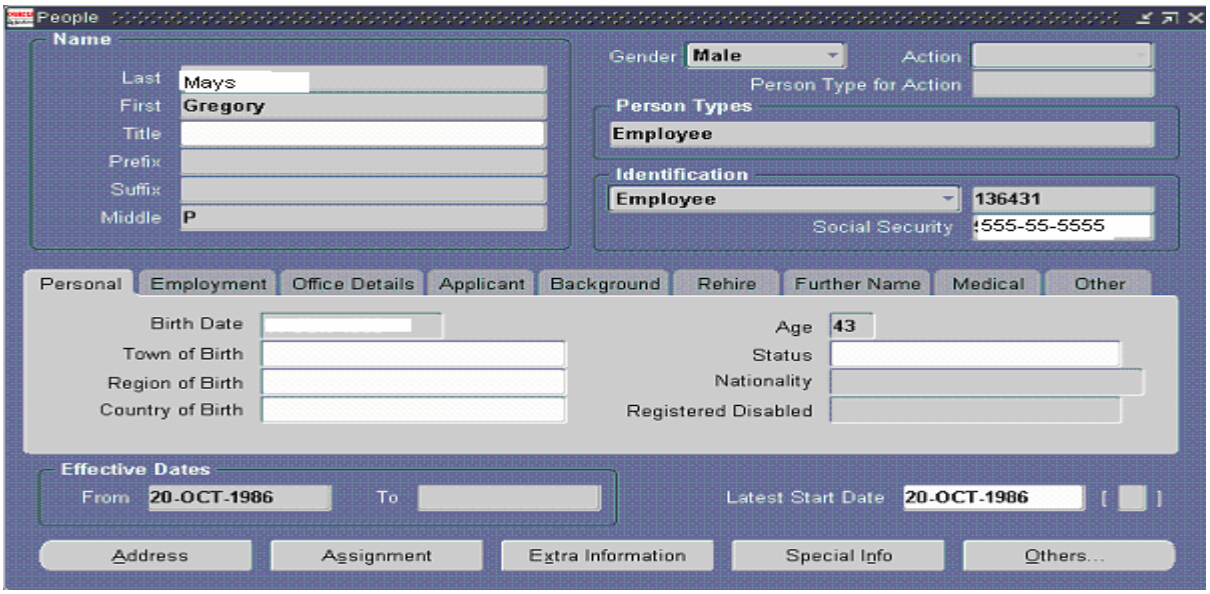
24. Click .

25. Review the Retention Allowance Element by navigating to the Find Person window.



26. As required, complete the SSAN field.

27. Click Find .



28. Click Assignment .

Assignment(Mays, Gregory P)

Assignment Mays, Gregory P

Organization: SECURITY SUPPORT AF3V
Job: 0080.Security Administration (0080)
Grade: GS-13
Location: 512034059
Group:
Position: 43616.SECURITY SPECIALIST (POLYGRAP
Payroll: Biweekly
Status: Active Appointment

Assignment Number: 136517
Assignment Category:
Collective Agreement:
Employee Category:

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis:

Review Salary — Every:
Review Performance — Every:

Effective Dates — From: 16-JUN-2002 To:

Entries | Extra Information | Others...

29. Click Entries .

Element Entries Mays, Gregory P

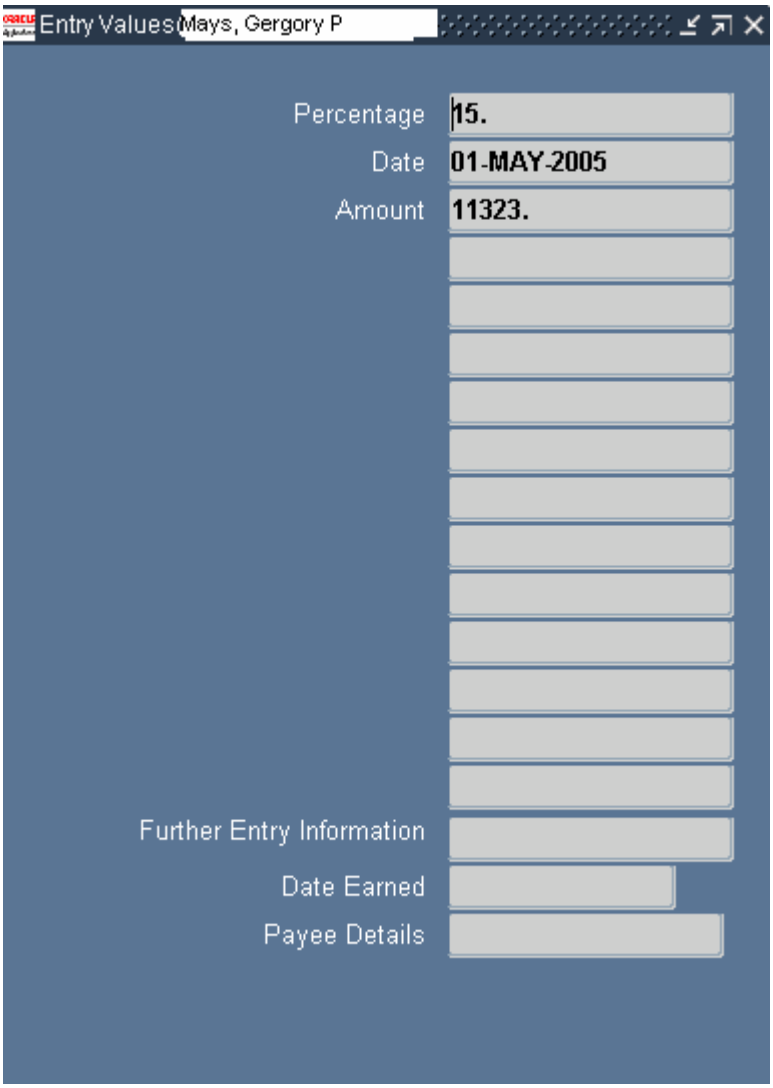
Period: 10 2004 Bi-Week (02-MAY-2004 - 15-
Classification:

Processing Types: Recurring / Nonrecurring / Both

Element Name	Processing Type	Costing	Reason	Additional	Processed	Effective Dates From	To
Total Pay	Recurring					11-JAN-2004	
Basic Salary Rate	Recurring					11-JAN-2004	
Adjusted Basic Pay	Recurring					11-JAN-2004	
Retention Allowance	Recurring					01-MAY-2004	
Other Pay	Recurring					11-JAN-2004	
Locality Pay	Recurring					11-JAN-2004	
TSP	Recurring					28-DEC-2003	
Health Benefits	Recurring					03-AUG-1997	
FEGLI	Recurring					28-SEP-1997	
Retirement Plan	Recurring					28-SEP-1997	
Within Grade Increase	Recurring					21-SEP-2003	

Entry Values | Balance Grossup | Others...

30. Click **Retention Allowance** entry value



31. You have completed this task.

Result

You have now extended the Annual Review of Retention Allowance Review date to one year from the last review.

Comments