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HR·Smart

Human Resources Information System for VA

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VA

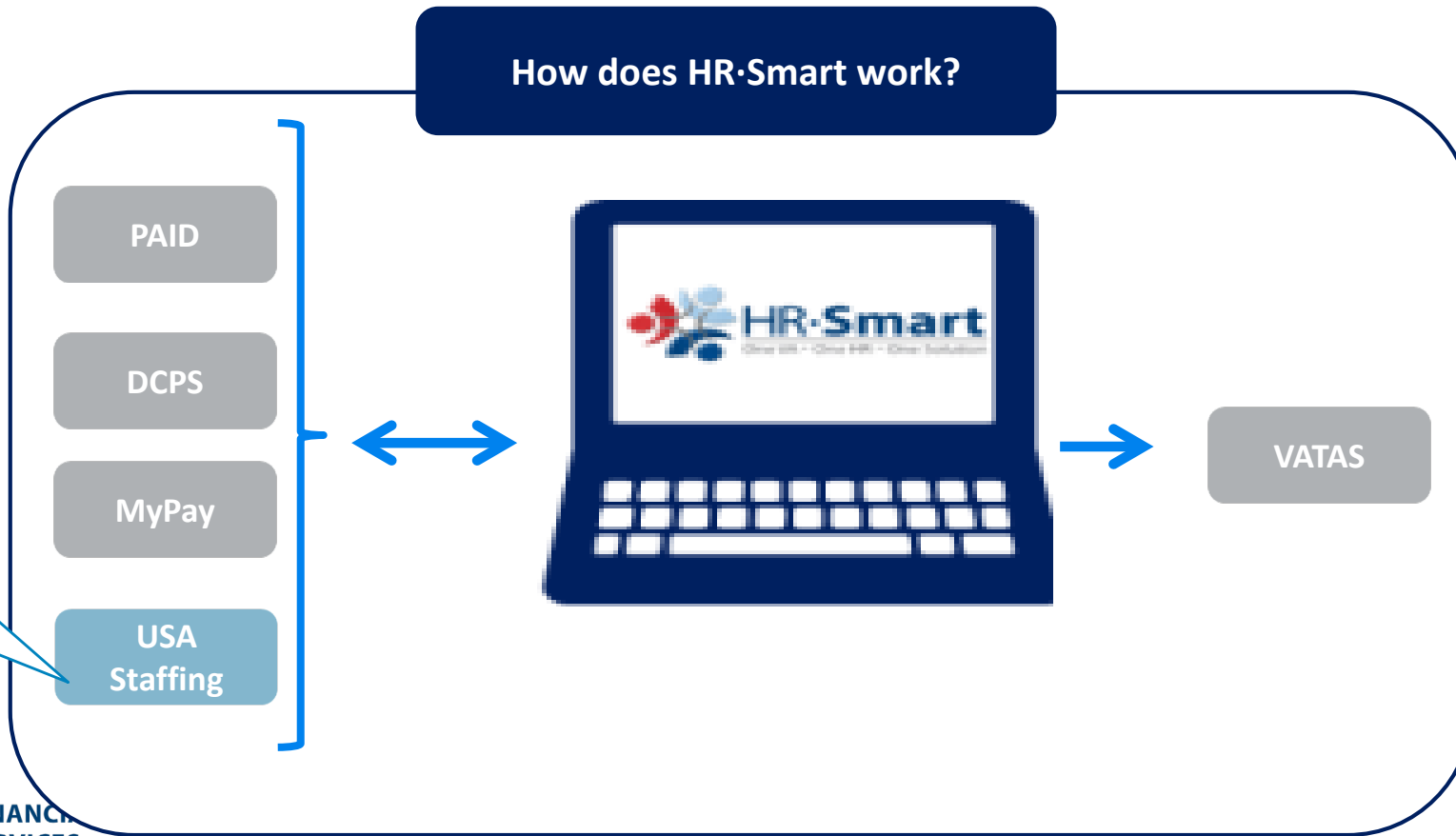


U.S. Department
of Veterans Affairs

What is HR·Smart?

HR·Smart is the Human Resources Information System (HRIS) that replaced processing in PAID.

How does HR·Smart work?

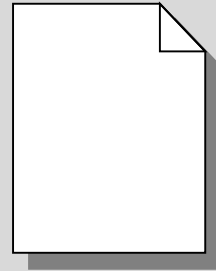


HR Smart will eventually transmit position information to USA Staffing.



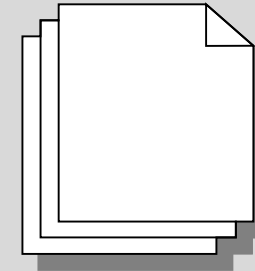
PAID vs. HR·Smart – Historical Records

PAID



- Flat Files
- Only the most recent transaction is available
- Does not maintain historical records

HR·Smart



- Several layers of data available at any given time
- Each layer is a separate transaction
- The most recent transaction is on top and the oldest transaction is on the bottom

Effective Dating



Establish the date an action is processed



Store data chronologically



Track data changes



Enter future actions in the system

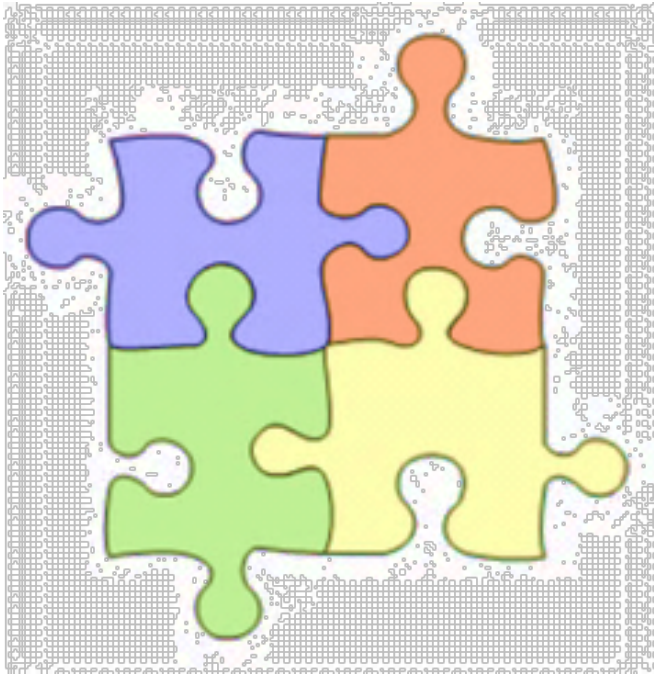


HR-Smart Roles

HR-Smart has various roles within the system, each with specific functions.

Roles are assigned at the station level based on job responsibilities.

An individual may have more than one role.



HR·Smart Roles

Position Manager



- Add new positions
- Transmit positions to USA Staffing
- Approve new position requests
- Update current positions

HR Staff



- Initiate SF-50 transactions directly in HR·Smart
- Maintain non SF-50 data such as Telework Agreements, Obligated Service, and Appraisal Ratings

Quality Reviewer



- Review information for accuracy
- Correct and cancel actions
- Approve transactions
- Release actions to DCPS

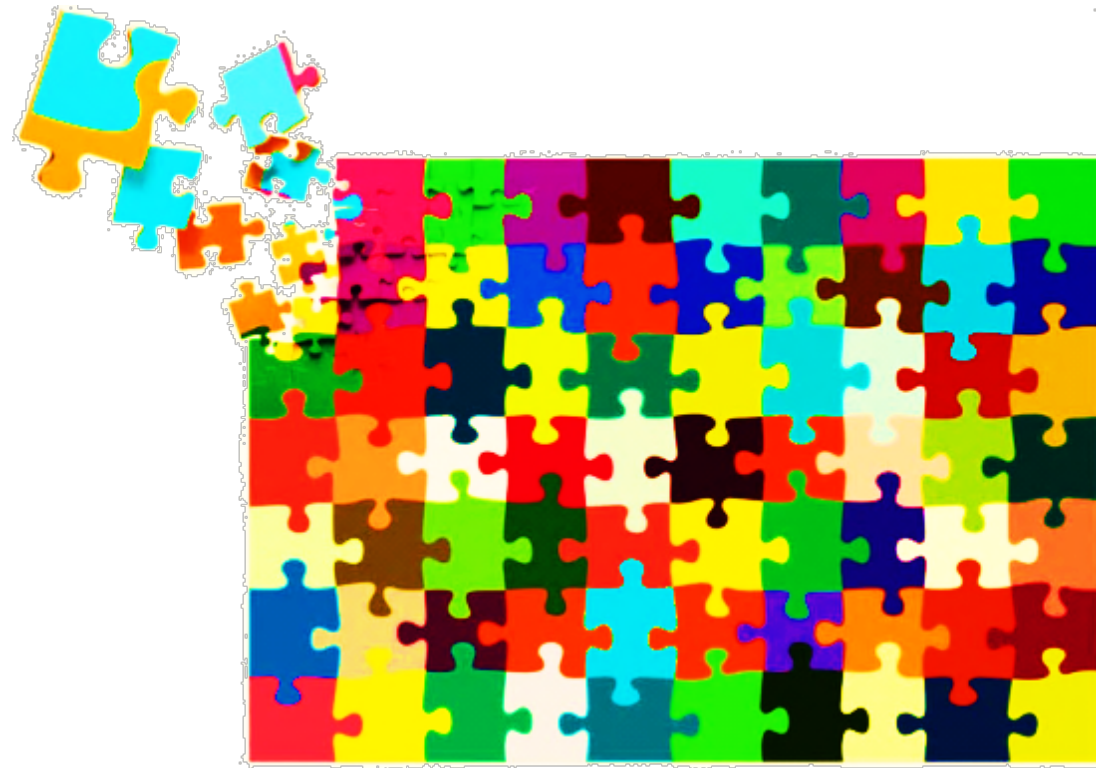
Payroll



- Enter Fund Control Point
- Enter Additional Pay
- Enter Deductions
- Enter Benefits
- View employee HR records

Team Work

All of the roles work together to complete the record.





Common Terminology in HR·Smart

Term	Definition
PAR	Personnel Action Request
Empl ID	A unique number that identifies an employee
Dashboard	A user's homepage.
Pagelets	Each block of content on the home page
USF	United States Federal



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Navigating HR-Smart

Navigating through HR Smart, Performing Basic and Advanced Searches, and Determine PAR and PI Elements.

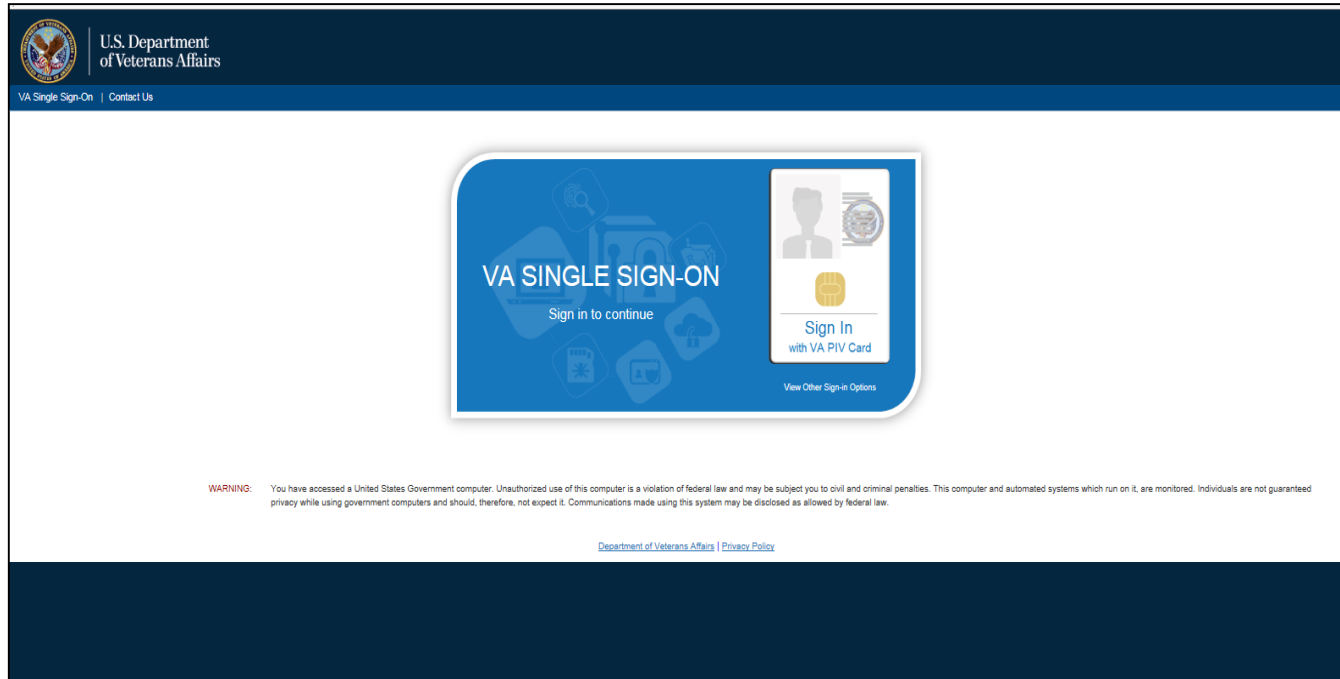
VA



U.S. Department
of Veterans Affairs

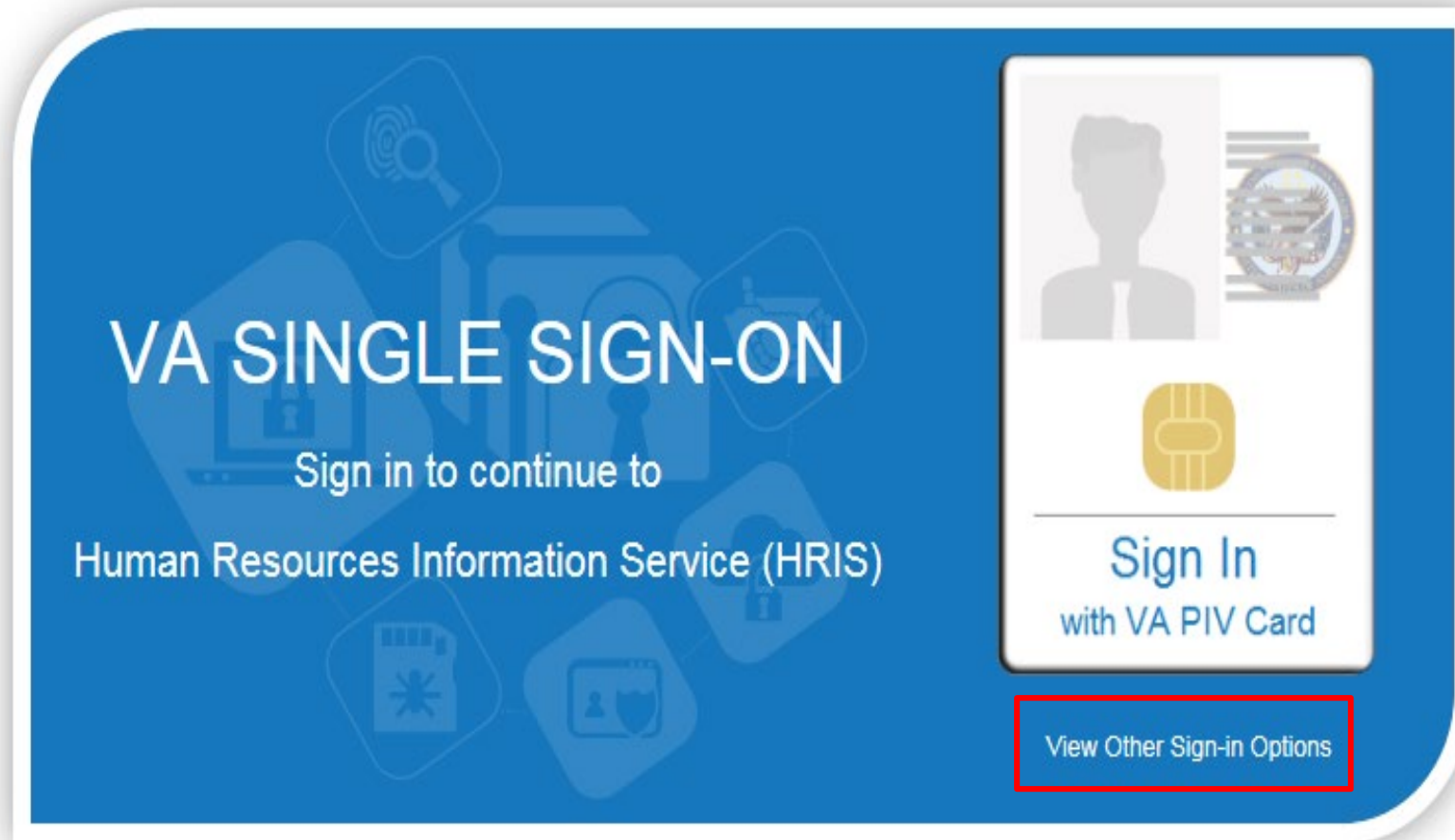
Sign In

Enter the URL in the browser window's address box to access the site. **https://hris.va.gov.**



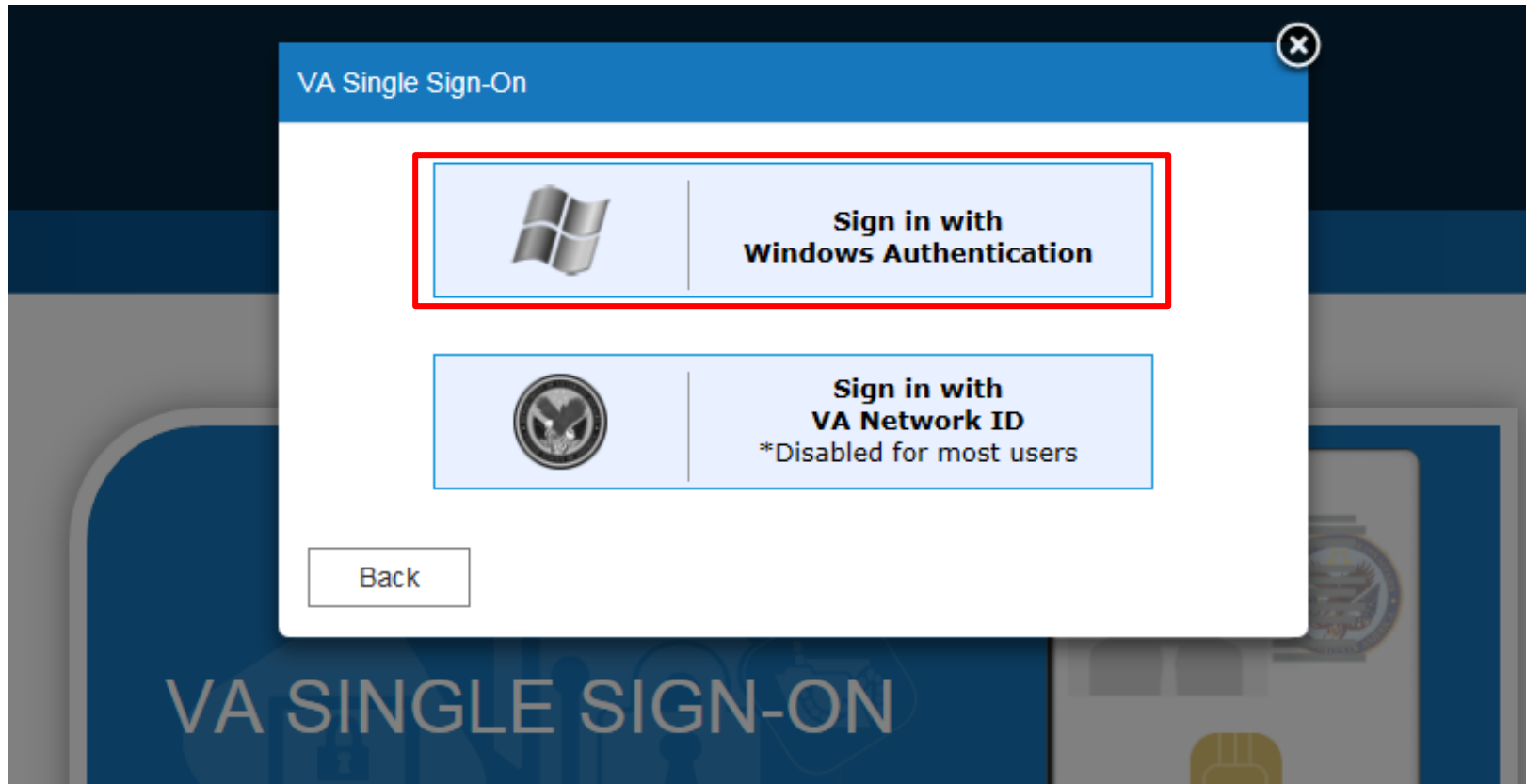
Single Sign On has been enabled for HR Smart. Access is tied to a user's VA Personal Identity Verification Card (PIV).

Sign-On Options



The image shows a blue sign-on interface for the VA Single Sign-On system. The main heading is "VA SINGLE SIGN-ON" in white text. Below it, the text reads "Sign in to continue to Human Resources Information Service (HRIS)". On the right side, there is a white box containing a placeholder for a user's profile picture, the VA Department of Veterans Affairs seal, and a yellow PIV card icon. Below the icon, the text says "Sign In with VA PIV Card". At the bottom right of the blue area, there is a red-bordered button labeled "View Other Sign-in Options".

Windows Authentication



Dashboard

IBM HR Shared Service Workforce Administrator

Welcome to the new HR Smart

The updated system features a refreshed look and feel that will enable the VA HR community to more efficiently serve VA employees. The new design incorporates more user friendly functionality and a streamlined PAR process.

To take advantage of these improvements:

- Initiate PAR transactions by simply clicking on the Create Personnel Actions USF tile
- Approve new transactions by clicking on the Approvals tile (Worklist tile will have remaining workflow items from old transactions)

To learn more, click this tile to access HR Smart Job Aids.

Approvals

0

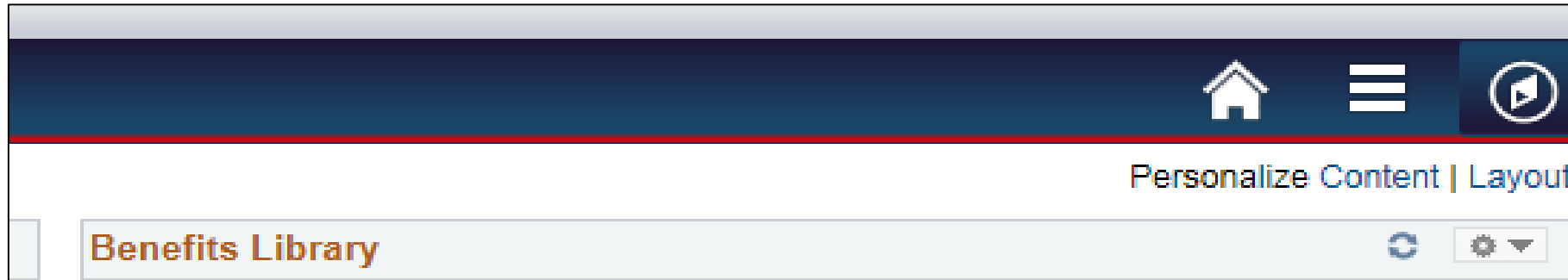
Query Viewer

Admin - Analytics and Reports

HR Processing USF

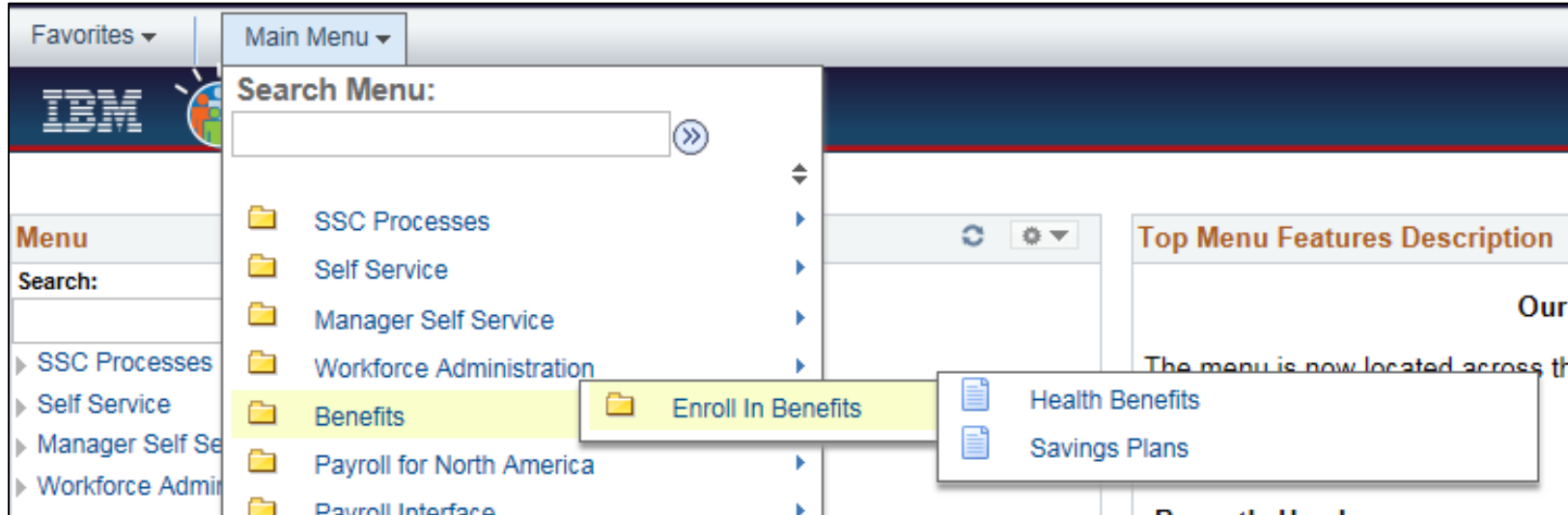
After a successful log in, the HR-Smart Home Page will display. The Home Page is also referred to as a Dashboard.

Toolbars



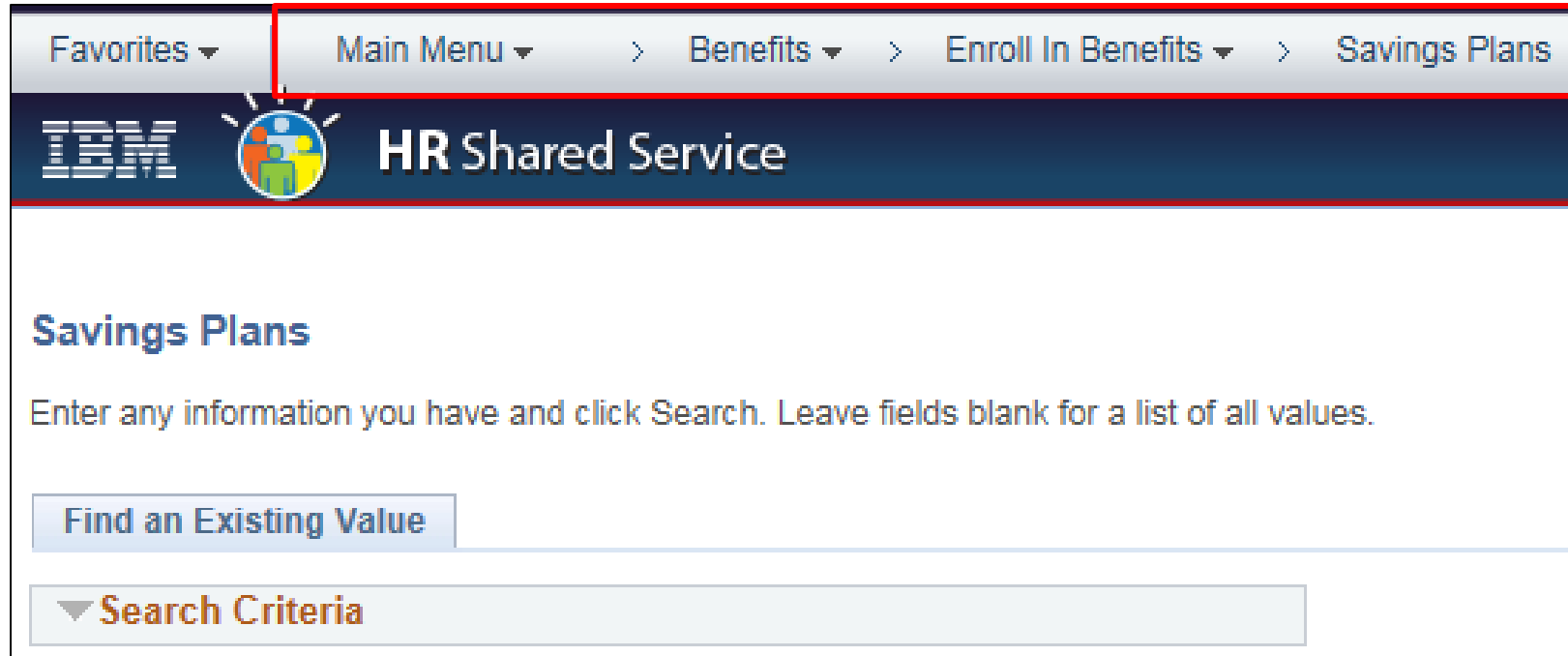
- At the top of every page is a universal navigation header. This header is visible in all components of HR-Smart so regardless of where the user is in the system, they can access these links for easy navigation.
- The navigation header contains the **Home**, **Actions List**, and **Nav Bar** links.
- The **Home** link returns users to the Home Page.
- The **Actions List** link includes Add to Nav Bar, Add to Favorites and Sign Out links.
- The **Nav Bar** is another way to navigate HR-Smart..

Menus



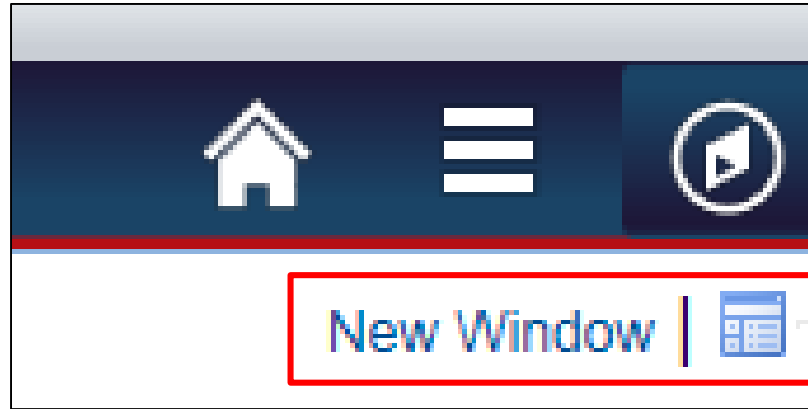
- Cascading menus are used to display available system components including folders and links.
- To use the cascading menus, click the name of each folder leading to the applicable destination.
- Then click the link for the destination page. Highlighting on the cascaded menu indicates the navigation path.

Breadcrumbs



Breadcrumbs are located at the top of each page and display the navigation path to the current page.

Additional Navigation Links



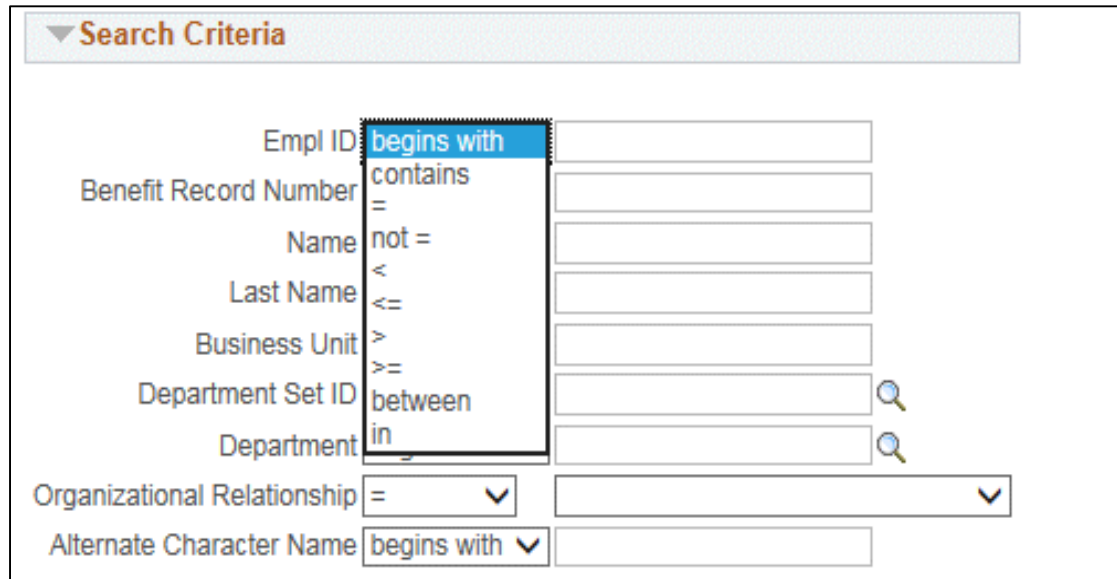
- Additional links are displayed on the top right side of the page.
- The **New Window** link opens a new browser window that displays the current page.
- The new page allows for viewing or entering data.
- When finished with the new window, close it to return to the previous window.
- The **http** icon is used to copy the address of the current page.

Searches

The screenshot displays a search interface titled "Find an Existing Value". Below the title is a "Search Criteria" section with several input fields and dropdown menus. The fields are: "Empl ID" (dropdown: "begins with"), "Benefit Record Number" (dropdown: "="), "Name" (dropdown: "begins with"), "Last Name" (dropdown: "begins with"), "Business Unit" (dropdown: "begins with"), "Department Set ID" (dropdown: "begins with"), "Department" (dropdown: "begins with"), "Organizational Relationship" (dropdown: "="), and "Alternate Character Name" (dropdown: "begins with"). There are also three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Several types of searches can be performed within HR-Smart to find the correct information to complete transactions.

Search Qualifiers



The screenshot shows a search criteria form titled "Search Criteria". It contains several rows, each with a search key, a search qualifier dropdown, and a search field. The search keys are: Empl ID, Benefit Record Number, Name, Last Name, Business Unit, Department Set ID, Department, Organizational Relationship, and Alternate Character Name. The search qualifiers are: begins with, contains, =, not =, <, <=, >, >=, between, and in. The search fields are empty text boxes. The "Organizational Relationship" field has a dropdown arrow, and the "Department Set ID" and "Department" fields have magnifying glass icons.

- Each search page contains a **Search Key**, **Search Qualifier**, and **Search Field**.
- The **Search Key** is the type of information to search for.
- **Search Qualifiers** are used to further narrow search results. Use the drop down menu to select the applicable qualifier.
- **Search Fields** are where users manually enter their search criteria.

Basic Search



Search Criteria

Search by: Empl ID begins with

Include History Correct History

Search [Advanced Search](#)

Basic searches have a single search field that only uses the "begins with" qualifier.

Users can switch between the **Basic** and **Advanced** searches using the link at the bottom of the page.

Advanced Search

The screenshot shows a search interface titled "Search Criteria". It contains four rows of search fields:

- Empl ID:** A dropdown menu set to "begins with" followed by an empty text input box.
- Empl Record:** A dropdown menu set to "=" followed by an empty text input box.
- Name:** A dropdown menu set to "begins with" followed by an empty text input box.
- Last Name:** A dropdown menu set to "begins with" followed by an empty text input box.

Below the fields are three checkboxes: Include History, Correct History, and Case Sensitive.

At the bottom are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

Advanced searches can narrow results by searching more than one field at a time using a variety of qualifiers.

Search Results Limitations

Search Results

Only the first 300 results can be displayed.

view 100 First 1-300 of 300 Last

<u>Position Number</u>	<u>Description</u>	<u>Business Unit</u>	<u>Department</u>	<u>Job Code</u>	<u>Position Status</u>	<u>Job Sharing Permitted</u>	<u>Reports To Position Number</u>
90008276	Physician Assistant Trne	VA001	14036	200603	Approved	N	90008418
90008277	Nursing Assistant	VA001	15585	200088	Approved	N	VAP 1367
90008278	Physician (1st Yr Res)	VA001	14030	200460	Approved	N	90010566

- The search function can retrieve up to 300 entries from the database at a time in the **Search Results** grid.
- If the search retrieves more than the maximum 300 listings, the **Search Results** grid alerts users that only the first 300 results are displayed.
- Enter additional criteria to reduce the number of search results.

Group Boxes

The screenshot displays a web-based form for a Thrift Savings Plan. The form is organized into several distinct sections, each with a dark blue header bar and white text, which are the 'group boxes'. The sections are: 'Plan Type' (containing a search field for '42' and the result 'Thrift Savings Plan'), 'Coverage' (with fields for 'Coverage Begin Date' and 'Deduction Begin Date'), 'Coverage Election' (with radio buttons for 'Elect', 'Waive', and 'Terminate', and an 'Election Date' field), a central area for 'Benefit Program' and 'Benefit Plan' (including 'Option Code', 'TSP Status Date', and 'TSP Status'), and two side-by-side sections for 'Before Tax Investment' and 'After Tax Investment' (each with 'Flat Amount' and 'Percent of Earnings' fields). The form also includes various navigation and utility icons like search, refresh, and expand/collapse buttons.

HR-Smart organizes information using **group boxes**. Each box has a dark blue Scroll Area and white title text.

Add a New Row

Highly Compensated

Plan Type ? Find | View All First 1 of 1 Last

Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 10/11/2009 31 ↻ *Deduction Begin Date: 10/11/2009 31 ↻ + -

Coverage Election

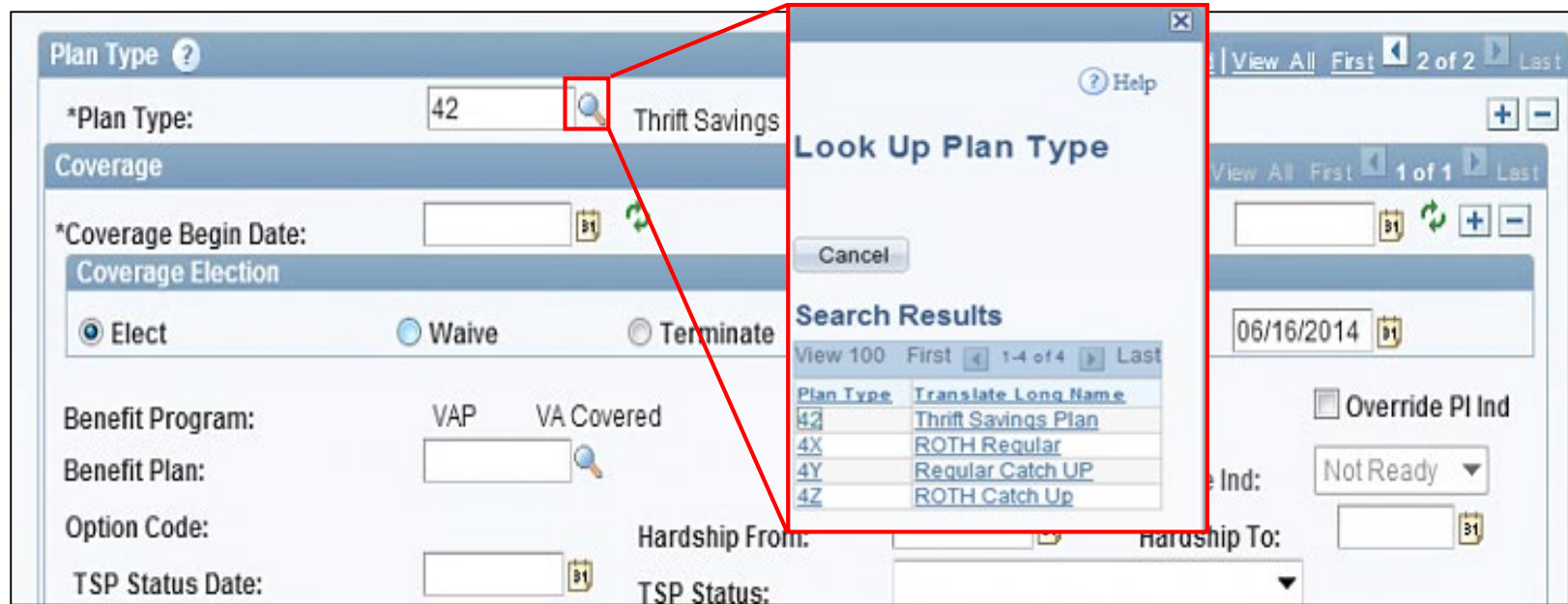
Elect Waive Terminate ↻ *Election Date: 10/11/2009 31

Benefit Program: VAP VA Covered PI Action: TSP 🔍 Override PI Ind

Benefit Plan: TSPRG 🔍 TSP Regular PI Update Ind: Not Ready ▼

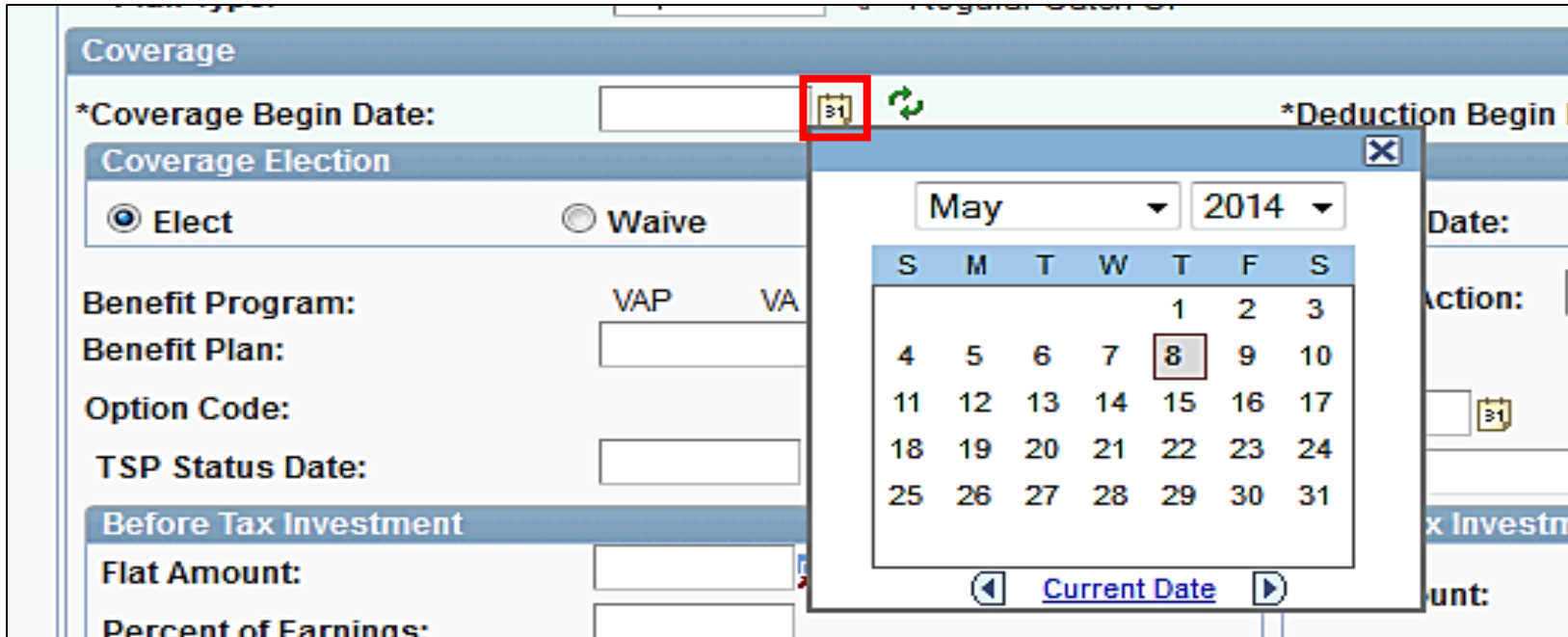
Add additional records by clicking the **Add New Row** button, in the top right corner of the applicable group box.

Lookup Buttons



- **Lookup** buttons, depicted on the screen as magnifying glass icons, are used to search and identify valid values for a field.
- Data can also be typed directly into fields.
- To refresh data on the display, press the **Tab** key.
- DO NOT use the **Enter** key when entering data.

Calendar Lookup



Data fields that require date entries have **Calendar Lookup** buttons. Clicking these icons will bring up a calendar popup that can be used to select a date.

Radio Buttons

The screenshot shows a web application interface for plan management. At the top, there is a checkbox for "Highly Compensated". Below it is a "Plan Type" section with a search bar containing "4Y" and the text "Regular Catch UP". The "Coverage" section includes fields for "*Coverage Begin Date" and "*Deduction Begin Date". The "Coverage Election" section features three radio buttons: "Elect" (selected and highlighted with a red box), "Waive", and "Terminate". To the right of these buttons is an "*Election Date" field with the value "05/08/2014". Other fields include "Benefit Program" (VAP), "Benefit Plan", "Option Code", "TSP Status Date", "Hardship From", "Hardship To", "PI Action", "PI Update Ind" (Not Ready), and "Override PI Ind".

Radio Buttons are available when users must select one option out of several choices. One radio button option must always be selected.

Navigation Options

The screenshot shows a web application interface for employee data management. At the top, there is a navigation bar with tabs for 'Data Control', 'Personal Data', 'Job Data', 'Position Data', 'Compensation Data', 'Employment Data 1', 'Employment Data 2', and 'CI Exceptions'. The main content area displays employee information for Nancy Nurse (Empl ID: 00016611, Empl Record: 0) and a 'Data Control' section with various fields for dates, transaction numbers, actions, and reasons. At the bottom, there are navigation buttons like 'Save', 'Return to Search', and 'Previous in List', along with a secondary navigation bar with links to the same tabs as the top bar.

Some components have multiple pages. For example, this component contains the **Data Control**, **Personal Data**, **Job Data 1**, etc. pages. These pages can be accessed by tabs at the top of the page or by the links at the bottom of the page.

Additional Page Links

The screenshot shows a web form titled "Employment Data 2" with a search bar and navigation controls. The form contains several data fields:

- Effective Date: 03/23/2014
- Transaction Nbr / Seq: 1
- PAR Status: Processed by Human Resources
- Action Type: Concurrent Appointment
- NOA Code: 101
- Empl Status: Active
- Bargaining Unit: 1272 (input field), AFGE
- Union Code: (input field)
- Union Anniversary Date: (input field)
- Tenure: 2 - Conditional (dropdown menu)

Below the main form are two sub-sections:

- Permanent Data - RIF**: Contains fields for Pay Plan/Grade (two input boxes), Comp/Area Level (two input boxes), and RIF Series (one input box).
- Retained Grade Expires**: Contains fields for Begin Date and Expires Date (two input boxes).

At the bottom of the form, a red box highlights three underlined links: [Probation Dates](#), [Non Pay Data](#), and [Financial Disclosure](#).

A page may contain links to additional pages where data is entered.

Dropdowns

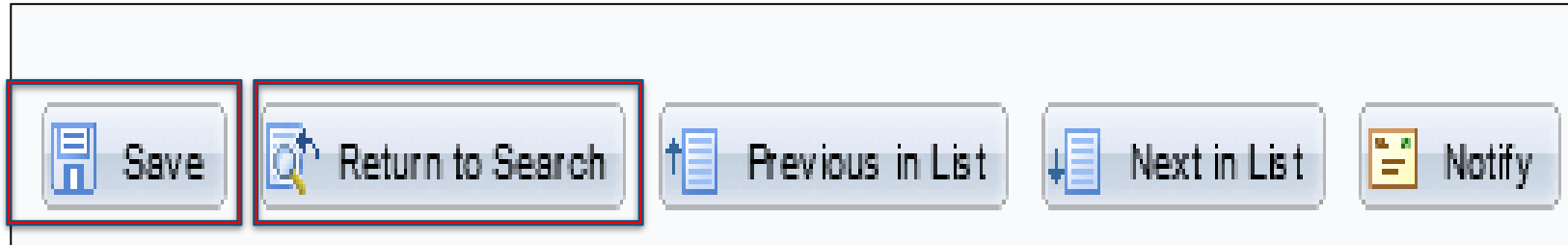
The screenshot displays a web form with the following fields and sections:

- Action Type:** (empty)
- NOA Code:** (empty)
- Empl Status:** Active
- Bargaining Unit:** 1272
- Union Code:** (empty)
- Union Anniversary Date:** (empty)
- Tenure:** A dropdown menu is open, showing options: 0 - None, 1 - Permanent, 2 - Conditional, and 3 - Indefinite. The dropdown is highlighted with a red box.
- Permanent Data - RIF:** A section containing:
 - Pay Plan/Grade:** (empty)
 - RIF Series:** (empty)
 - Level:** (empty)
- Retained Grade Expires:** A section containing:
 - Begin Date:** (empty)
 - Expires Date:** (empty)

At the bottom of the form, there are three underlined links: [Probation Dates](#), [Non Pay Data](#), and [Financial Disclosure](#).

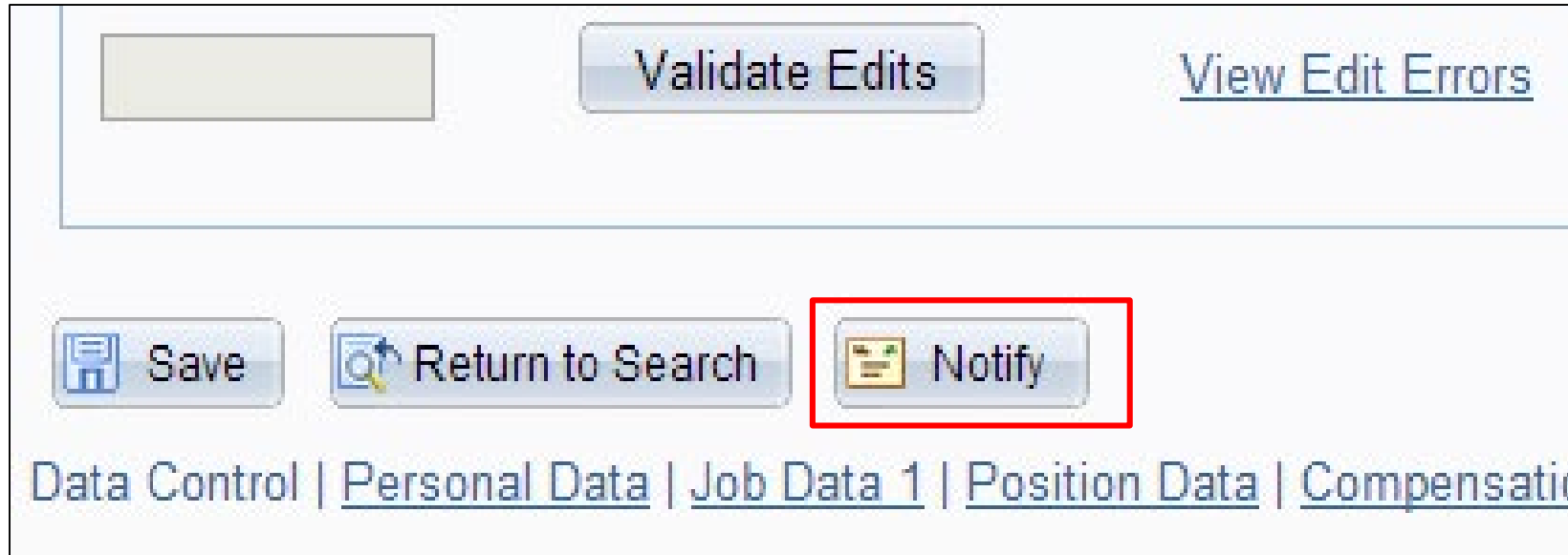
- Data may also be selected with dropdowns.
- Dropdowns offer users a choice between several options.

Save and Return to Search



- After all data is entered, it is saved within HR-Smart using the **Save** button.
- The **Return to Search** button returns to the search page.
- **Previous in List** and **Next in List** are displayed if your search returned multiple values. These buttons allow you to navigate between the records returned on the search without returning to the search page.

Notify



- Emails and worklist transaction updates can be sent within HR-Smart using the **Notify** button located at the bottom of most components.
- Emails can be sent within the component without losing any data that has been entered.

Send Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2018-11-14

Message:

Lookup Recipient

Delivery Options

Rich Text

Use the Lookup Recipient option to find your receiver...

Utilizing the notify button, allows you to send messages regarding an action:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

Send Notification

Lookup Address

Recipient Search

Name:

Search Results [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#)

To	cc	bcc	Recipient	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Type: receiver's last name or last name, first name (no space after the comma)

The notification will go straight to the receivers VA Outlook.

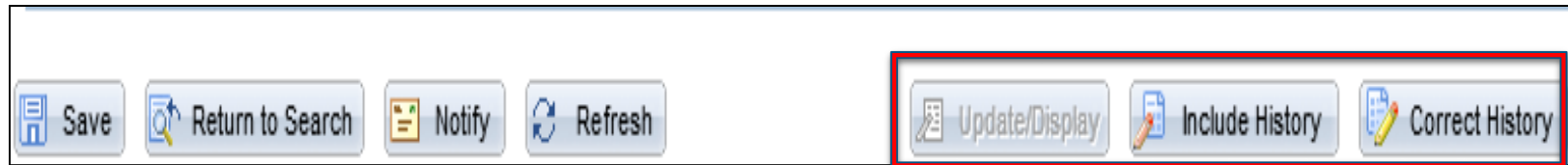
Recipient List

To:

CC:

BCC:

Update, Include History, and Correct History



- Records are stored based on Effective Dates with older records stored at the bottom. Records are automatically sorted by date when data is saved.
- The **Update/Display**, **Include History**, and **Correct History** buttons are used to control how HR·Smart displays **Historic**, **Current**, and **Future** rows.
- **Update/Display** is the default used by HR·Smart. This retrieves only current and future dated rows.
- **Include History** will return all rows associated with the employee record.
- **Correct History** is used to make changes to historic rows.

Personnel Action Request (PAR) Status

Data Control ?		Find View All First 1 of 1 Last	
Actual Effective Date:	05/01/2016	Proposed Effective Date:	05/01/2016
Transaction Nbr:	1	Sequence:	1
Action:	XFR	Reasg/Con	Par Status: PRO
Reason Code:	OTH	Other	Contact Emplid:
			Not-to-Exceed Date:
			Override PI Indicator
			PI Update Ind: Applied
			Processed by Human Resources
			Alternate Signature

- **REQ** (Requested) Requested by an employee or a manager
- **INI** (Initiated) Open and designated as a work in progress
- **1ST** (1st) Authorized Received initial review
- **PRO** (Processed) Completed and approved
- **RET** (Returned) Returned for additional information or changes
- **WTH** (Withdrawn) Pulled back by the requester
- **CAN** (Cancelled) Cancelled action
- **COR** (Corrected) Corrected action
- **DIS** (Disapproved) Disapproved transaction

Payroll Interface (PI) Action Codes

Benefit Program:

Benefit Plan:

PI Action:

Override PI Ind:

PI Update Ind:

- A Payroll Interface (PI) Action code is a NOA Code used by the payroll provider to identify and process certain transactions:

Look Up PI Action

Cancel

Search Results

View 100 First 1-5 of 5 Last

Nature of Action Code	GVT NOA Description
COA	FEHB MIL-Contingency Ops
COT	FEHB MIL-Contingency Stop
M2B	FEHB Plan/Date
M2H	FEHB Temporary Indicator
TRK	Tracking Use Only

FEHB actions

Look Up PI Action

Cancel

Search Results

View 100 First 1-9 of 9 Last

Nature of Action Code	GVT NOA Description
CRC	ROTH Catch-up - Change
CRD	ROTH Catch-up - Delete
CRN	ROTH Catch-up - New
CUC	TSP Catch-Up - Change
CUD	TSP Catch-Up - Delete
CUN	TSP Catch-Up - New
ROT	ROTH Data
TRK	Tracking Use Only
TSP	TSP Data

TSP actions

Look Up PI Action

Cancel

Search Results

View 100 First 1-10 of 10 Last

Nature of Action Code	GVT NOA Description
001	Cancellation
5EC	Change Entitlement
5ED	Delete Entitlement
5EN	Add New Entitlement
815	Recruitment Bonus
816	Relocation Bonus
827	Retention Bonus
M5K	Severance Payments
MSC	Change Data Element Non50
TRK	Tracking Use Only

Premium Pay and other actions

Deduction PI Action Codes

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/04/2014 Take on all Paygroups + -

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table Override PI Ind [Distribution Information](#)

Deduction End Date: Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount: **PI Action:**

Goal Amount: Current Goal Balance:

- 0012 - Address Change
- 0111 - Union Dues - Add
- 0113 - Union Dues- Stop
- 0121 - Parking/Quarters - Add
- 0122 - Parking/Quarters - Chg
- 0123 - Parking/Quarters - Stop
- Tracking Purpose Only

PI Update Indicator



Override PI Indicator

PI Update Ind: Applied

- Most transactions processed in HR-Smart are transmitted to the payroll provider for processing in their system.
- The **PI Update Indicator** in HR-Smart identifies the status of the transaction as it pertains to the payroll interface.



PI Update Indicator Codes

- **Applied:** Action transmitted to payroll provider and processed successfully.
- **In Process:** Action transmitted to payroll provider; waiting on a response.
- **Manual:** Action will be processed manually.
- **Not Ready:** Action being processed in HR·Smart and has a Work-in-Process status.
- **Not Sent:** Action not being transmitted to payroll provider.
- **Other:** Not used by VA.
- **Ready:** Action processed in HR·Smart and waiting to be transmitted to payroll provider.
- **Returned:** Action transmitted to payroll provider and returned; **not** processed successfully.



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Position Management Process, Job Codes and Job Families in Relation to Premium Pay.

VA



U.S. Department
of Veterans Affairs

Position Management



- **Position Manager** is responsible for many data elements that will not be editable on the PAR pages, such as the pay table, grade and Occ Series; involved with all actions requiring a position change before the action can be processed (Career Ladder Promotions, Work Schedule/Hours Changes, Reassignments and Transfers).
- **HR Staff** role will not be able to make changes to any of the position data. They will have to work with the position manager; enters all information for the personnel action into the PAR pages, e.g., NOA, Legal Authority, PAR Remarks, Position Number, and Step (if necessary). HR Staff role will validate the data entry against OPM edits and update the status to send the action to the Quality Reviewer
- **The Quality Reviewer** automatically receives the action in their worklist and then reviews the action for completeness and accuracy then signs in lieu of the HRO.



Job Codes

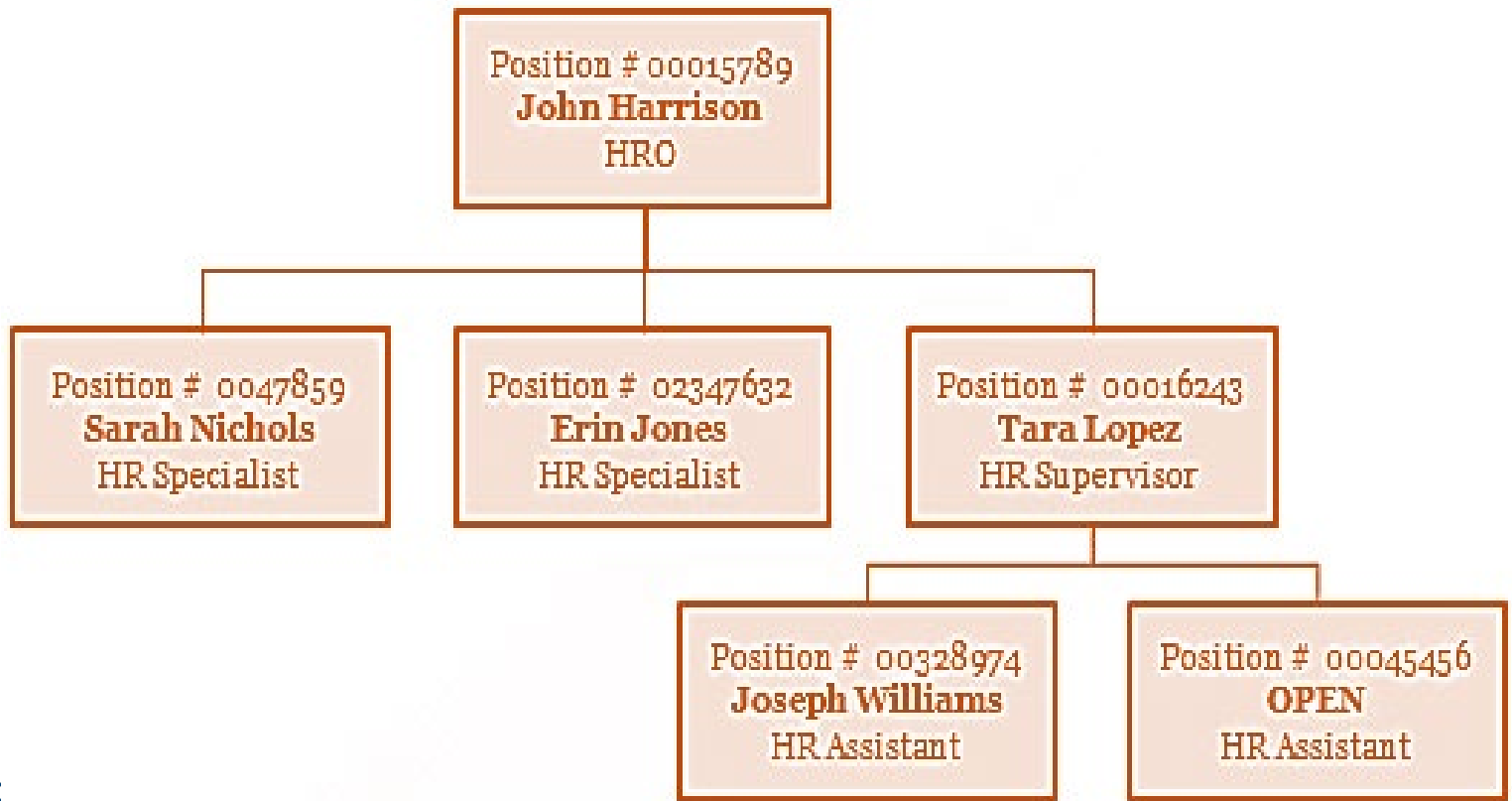
- Before a new position is created in HR·Smart, a Job Code must exist in the system.
- A Job Code is a template for creating similar positions. Job Codes are pre-configured in the system and maintained by VA Central Office.
- When a new position is created, the applicable Job Code is entered and key information defaults, such as the Occupational Series, Functional Code, Pay Basis, Official Position Title Code, and Organization Position Title Code.



Direct Reports and “Reports To”

Direct Reports are the positions that report to the position directly above them, such as a supervisor.

Every position will report to another position.



Job Code Profile



Job Code Profile | Evaluation Criteria | Market Pay Match | Default Compensation | Non-Base Compensation

Set ID: VASHR **Job Code: 203058** [Business Units that use this Set ID](#)

Job Code Profile Find 1 of 1

Effective Date: 01/01/2009 Status: Active Key Job Code Go To Row

Occupational Series: 0343 Management and Program Analysis

Official Posn Title Code: 05 Management Analyst

Organization Posn Title Code: 00 None

Job Descr:

Job Function Code: Job Subfunction:

Job Family:

Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code: Manager Level: Other

Comp Freq: A Annual

Regular/Temporary: Regular Medical Checkup Required

Union Code:

USA

Job codes can impact various fields or job families...



FLSA Status

USA

EEO-1 Job Category: Officials and Managers

EEO-4 Job Category: No EEO-4 Reporting

EEO-5 Job Category: No EEO-5 Reporting

EEO-6 Job Category: No EEO-6 Reporting

IPEDS-S Job Category: No IPEDS-S Reporting

Standard Occupational Classif:

Occupational Classif Code:

EEO Job Group:

FLSA Status: Exempt

Tipped: Not Tipped

Available for Telework

FLSA status is tied to the job code, but can be changed (if necessary, on the position code).

Telework indicator identifies if an employee is regularly teleworking



US Federal

US Federal			
Agency:	VA	Department of Veterans Affairs	<input type="checkbox"/> Override PI Indicator
Sub-Agency:	TA	Veterans Health Administration	NFC Update Indicator:
POI:	1367	Depart of Veterans Affairs - V	This will always be TA which is VHA.
Bargaining Unit:			
Pay Basis:	Per Annum		If Pay Basis is incorrect, Job Code on the Position record must be corrected (Position Manager).
Fund Source:			
Parenthetical Title:			<input type="checkbox"/> Employee Financial Interests
PATCOB Code:	Administrative		<input type="checkbox"/> Executive Financial Disclosure

Sub Account Code

Navigation tabs: Evaluation Criteria, Market Pay Match, Default Compensation, Non-Base Compensation, Agency Specific Info

Set ID: VASHR Job Code: 203058

Agency Specific Accounting Information Find | 1 of 1

Effective Date: 01/01/2009 Status: Active

Sub Account Code: 01 Indicates the accounting fund for personal service costs.

Classification Factors

Classification Factors

Functional Class: IA Actions

Sensitivity Code: Non Sensitive Target Grade:

LEO Position: Official Title Prefix:

Classification Standard:

Classifier: DATA_CONV

Date Classified: 06/04/2015

Classification Authority: Title 5, GS Class System

Classification Factors				Find	1 of 1
Classification Factor:	Factor Level	Points	Weight (%)		

OPM Certification Nbr:

Grade Points			Total Points
Salary Grade	Min Points	Max Points	Total Points:
	0	0	0

Position Classification Stds

Updated on: 06/04/15 12:11:58AM Updated By: DATA_CONV



FINANCIAL
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HR Screens (PAR Pages)

Key Elements, Sub-links and Issues that Impact Premium Pay.

VA



U.S. Department
of Veterans Affairs

Data Control Tab

Hybrid One Empl ID: 00045894 Empl Record: 0

Data Control ? Find | 1 of 1

Actual Effective Date: 03/09/2014 Proposed Effective Date: 05/08/2015 Override PI Indicator

Transaction Nbr: 1 Sequence: 1 Not-to-Exceed Date: PI Update Ind: Applied

Action: HIR Hire Par Status: PRO Processed by Human Resources

Reason Code: TEP T-38 Perm Contact Emplid: Alternate Signature

NOA Code: 170 Exc Appt Utilize the NOA code (and effective date), to research an issue.

Authority (1): Z64 Descr (1): 38 U Descr (1) Part 2:

Authority (2): Descr (2): Descr (2) Part 2:

[Print SF-52](#) [Print SF-50](#) [Profile Management](#) [PAR Remarks](#) Award Data **[Tracking Data](#)**

PAR Request Nbr: [Validate Edits](#) [View Edit Errors](#) [GPPA Website](#) Cost Center Information

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) **[Include History](#)**

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

If forgotten at the search stage, Include History here.

Tracking Data

[Print SF-52](#) [Print SF-50](#) [Profile Management](#) [PAR Remarks](#) Award Data **[Tracking Data](#)**



PAR Request Nbr: [Validate Edits](#) [View Edit Errors](#) [GPPA Website](#) Cost Center Information

Job Tracking Information

Empl ID Empl Record 0

Effective Date Current Status Processed by Human Resources

Action Master Record Update Reason Code Other

Tracking Information Personalize | Find | View All |  | 

Action Taken	Action Date Override	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment

- Local Payroll should utilize the Tracking Data hyper link;
- Tracking information on the most current action is displayed in this link.

Personal Data Tab

[Data Control](#) **Personal Data** [Job Data](#) [Position Data](#) [Compensation Data](#) [Employment Data 1](#) [Employment Data 2](#)

Hybrid One Empl ID: 00045894 Empl Record: 0

Personal Data Find | 1 of 1

Effective Date: 03/09/2014 Transaction Nbr / Seq: 1 PAR Status: Processed by Human Resources
Action Type: Hire NOA Code: 170 Empl Status: Active

Prefix:
First: Hybrid Middle: A
Last: One Suffix:
Name: One,Hybrid A

Gender: Male Female

Draft Status:
Date of Birth: 07/16/1960 Death:

entitled to Medicare:
Highest Education Level: 10- Associate Degree

[Additional Birth Info](#) **[Mailing Address](#)** [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA Type/Description: PR **National ID: 790-45-2342**

Citizenship Status

Country:	USA	United States
Citizenship:	1	US Citizen

Mailing Address link most valuable for "forwarding".

National ID or SSN, will always be the original SSN. Pseudo SSNs will be located in **Related Content**.

Pseudo SSN (Related Content)



- Employees with Pseudo SSNs, will have multiple records located in the **Search Results**. The primary Employee Record will be 0; the Pseudo record will have a number (as will additional appointments associated to the employee).
- Clicking the **Related Content** drop down arrow and clicking the **Alternate Emplid** (in either the primary or pseudo account), will display all actions done to the original or pseudo SSN. The pseudo SSN will begin with “9”.

Job Data Tab

Data Control | Personal Data | **Job Data** | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Hybrid One Empl ID: 00045894 Empl Record: 0

Job Data ? Find | 1 of 1

Effective Date:	03/09/2014	Transaction Nbr / Seq:	1	PAR Status:	Processed by Human Resources
Action Type:	Hire	NOA Code:	170	Empl Status:	Active
Position:	00015055	GS- 0620- 06	Practical Nurse	<input type="checkbox"/>	Position Management Record
Job Code:	200342	GS- 0620-	Practical Nurse		
Reports To:	Supervisor ID:				
Agency:	VA	Department of Veterans Affairs		Transferred From Agency:	
Sub-Agency:	TA	Veterans Health Administration		Transferred To Agency:	
Business Unit:	VA001	VA Business Unit			
Department:	16278	NURSING SERVICE			
Location:	558	DURHAM NC			
Tax Location:	VATAXLOC01	VA Tax Location Code			

[Benefits/FEHB Data](#)
[FEGLI/Retirement/FICA](#)
[Departmental Hierarchy](#)
[Detail](#)
[PI Specific Information](#)

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Annotations:

- The two digit identifier after the Occ code identifies the employee's "Grade".
- For Reassignments and transfers, verify if the department is correct.

Benefits/FEHB Link

Benefits/FEHB Data

Benefits Control

BAS Group ID: _____ Benefits Employee Status: Active

Benefit Program: VAP Veteran Administration Covered

FEHB Eligibility

Permanent
 Continuing Coverage
 Temporary Appointment > 1 yr
 Temp Appt < 1yr + FedSvc > 1yr
 Not Eligible

FEHB Date

FEHB Date: _____

NFC Benefit Coverage

FEHB Coverage: Eligibility Pending
Project Sick Leave Usage Date: _____

OK Cancel

Eligibility

Elig Fld 1:
Elig Fld 2:
Elig Fld 3:
Elig Fld 4:
Elig Fld 5:
Elig Fld 6:
Elig Fld 7:
Elig Fld 8:

Used for employees who have been part-time continuously since April 7, 1979 or prior.

FEGLI/Retirement Data/FICA Link

FEGLI/Retirement Data/FICA

FEGLI ?		
FEGLI Code:	C0	Basic Only
Post 65 Basic Life Reduction:		
Coverage Amount:	<input type="checkbox"/> Living Benefits	
Retirement		
Retirement Plan:	KF	FERS FRAE and FICA (Full)
FERS Coverage:	Automatically Covered By FERS	
Previous Retirement Coverage:	Never Covered	
Annuitant Indicator:	9	Not Applicable
Annuity Commencement Date:		
CSRS Frozen Service:	0000	
FICA Status-Employee		
FICA Status-Employee:	Subject	
Military Service Deposit		
<input type="checkbox"/> Survivor Election	Deduction Refund Received:	Unknown
<input type="checkbox"/> Post-56 Military Deposit	Military Retired Pay Recipient:	Unknown
<input type="checkbox"/> Part Time, After April 7, 1986	Military Waiver Received:	Unknown
<input type="checkbox"/> FERS Disability/SSA Benefits		
<input type="checkbox"/> Administrative Fees		

OK Cancel

Determined by HR, new hire's retirement code should be verified as correct.

Identifies a reemployed annuitant (if applicable); see **Compensation Data** for monthly Offset.

Position Data Tab

Hybrid One Empl ID: 00045894 Empl Record: 0

Position Data Find | 1 of 1

Effective Date:	03/09/2014	Transaction Nbr / Seq:	1	PAR Status:	Processed by Human Resources
Action Type:	Hire	NOA Code:	170	Empl Status:	Active
LEO Position:	Not Applicable	<input checked="" type="checkbox"/> SF-113G Ceiling		Regular Shift:	Not Applicable
POI:	1078	Depart of Veterans Affairs - V		Rate / Factor:	
Pay Group:	VA1	VA Pay Group			
Pay Frequency:	BiweeklyB	Work Period:	W	Holiday Schedule:	HOL Federal Holiday Schedule
Earnings Program:	VA	Type Appt:	05-Title 38 Excepted Perm		
Employee Type:	S Salaried	Posn Occupied:	Competitive		
Employee Classification:		Work Schedule:	Full Time		
Reg/Temp:	Regular	FLSA Status:	Nonexempt	Job Indicator:	Primary
Supervisor Level:	Nonsupervisory Position		<input type="checkbox"/> Adds to FTE Actual Count		
Cyber Security Speciality:	00 Not Applicable	Standard Hours:	40.00	FTE:	

Save Return to Search Previous in List Next in List Notify Update/Display In

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

When researching Hybrid pay issues, always verify the type of appointment (5 or 6).

Represents hours worked "per week".

Compensation Data Tab

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | **Compensation Data** | [Employment Data 1](#) | [Employment Data 2](#)

Hybrid One Empl ID: 00045894 Empl Record: 0

Compensation Data ? Find | 1 of 1

Effective Date: 03/09/2014 **Transaction Nbr / Seq:** 1 **PAR Status:** Processed by Human Resources
Action Type: Hire **NOA Code:** 170 **Empl Status:** Active
Pay Rate Determinant: 0 - Regular Rate **Pay Basis:** Per Annum
Pay Plan/ Table/Grade: GS 0000 06 **Step:** 1 **Step Entry Date:** 03/09/2014
Rtnd PP/Table/Grade: **Step:** 0 **Grade Entry Date:** 03/09/2014

Quoted Pay

Base Pay:	30,883.00	Compensation Frequency:	Annual
Loc/LEO Adjust:	5,448.00	Annuity Offset Amount:	
Adjusted Base Pay:	36,331.00	<input type="checkbox"/> Benefit Base Override:	FGLI Base: 36,331.00
Total Pay:	36,331.00		

[Other Pay Information](#) [Accounting Info](#) [Special Job Data](#)

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Employment Data 1](#) | [Employment Data 2](#)

Utilize for Step Increase inquiries.

Virtual employees more often impacted if LOC is incorrect.
*Also verify the GLO code in DCPS.



Employment Data 1 Tab

Hybrid One Empl ID: 00045894 Empl Record: 0

Employment Data 1 Find | 1 of 1

Effective Date: 03/09/2014 Transaction Nbr / Seq: 1 PAR Status: Processed by Human Resources

Action Type: Hire NOA Code: 170 Empl Status: Active

EOD Date: 03/09/2014 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#)

Rehire Dt: Separation Date: Next Review Dt: [Appt Data](#)

Service Computation Dates		Service Conversion Dates	
Leave:	03/09/2014	Retire:	
RIF:	03/09/2014	TSP:	
LEO:		Sev Pay:	

Within-Grade Increase Data			
WGI Status:	Waiting	Non-Pay Hours WGI:	0.00
WGI Due Date:	03/08/2015	Last Increase Date:	
		LEI Date:	03/09/2014
		Intermittent Days Worked:	0

Save Return to Search Prev Notify Update/Display Include History

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Employment Data 1](#) | [Employment Data 2](#)

Employees with prior Federal service and/or Military service, may have a date prior to their entry on duty date.

WGI Due Date will be populated after the hire is processed and does not need to be manually entered.

Employment Data 2 Tab

Hybrid One Empl ID: 00045894 Empl Record: 0

Employment Data 2 Find | 1 of 1

Effective Date: 03/09/2014 Transaction Nbr / Seq: 1 PAR Status: Processed by Human Resources
Action Type: Hire NOA Code: 170 Empl Status: Active

Bargaining Unit: 1276 AFGE

Union Code:
Union Anniversary Date:
Tenure: 2 - Conditional

Permanent Data - RIF **Retained Grade Expires**

Pay Plan/Grade: Comp/Area Level:
RIF Series:

[Probation Dates](#) [Non Pay Data](#) [Financial Disclosure](#)

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Transfer In employees may have an incorrect Bargaining Unit code; refer to "Procedural Guidance" on FSC's sharepoint: <http://vaww.fscdirect.fsc.va.gov/payroll.asp>



FINANCIAL
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Accounting

Cost Center, Organization Codes, Fund Control Point and Payroll Roles in Accounting.

VA



U.S. Department
of Veterans Affairs

Department

- Cost Center and Organization Codes in HR-Smart are tied to the Department.
- Departments also include the Personnel Office Identification Number (POID) and Station.
- Departments are pre-configured in the system and maintained by VA Central Office.

Department Table | Comm. Acctg. and EG | **Additional Information**

Set ID: VASHR Department: 10588 ←

Additional Information Find | 1 of 1

Effective Date: 01/01/1960 Status: Active

Veterans Affairs

Department Indicator: Department

Cost Center: 1888 Org Code: 2000 USA Staffing Office Code: 0000

Region: AAC

Personnel Office ID: 3269

Parent Station: 104

Station: 104

Description Tab: Job Code and Department Entry

- The Job Code and Department are entered in the Position Management pages.
- This is performed by the HR Staffer or Quality Reviewer:



- As a reminder: the subaccount code is tied to the Job Code, and Cost Center is tied to the department.

Description		Specific Information	Budget and Incumbents	Additional Information	Attachments
Position Information Find 1 of 1					
Position Number:	00000000				
Headcount Status:	Current Head Count:		0 out of 0		
*Effective Date:	09/25/2017	*Status:	Active	<input type="button" value="Initialize"/>	
Reason:	NEW New Position	Action Date:	09/25/2017		
*Position Status:	Approved	Status Date:	09/25/2017	<input checked="" type="checkbox"/> Key Position	
Job Information					
*Business Unit:	VA001 VA Business Unit				
*Job Code:	<input type="text"/>				
*Reg/Temp:	Manager Level:		*Full/Part Time: Full-Time		
*Regular Shift:	N/A	Union Code:	<input type="text"/>		
*Title:	Short Title:		<input type="text"/> Detailed Position Description		
Work Location					
*Reg Region:	USA United States				
*Department:	<input type="text"/>				
*Location:	*Company:		<input type="text"/>		
Reports To:	Dot-Line:		<input type="text"/>		
*Supervisor Lvl:	Security Clearance:		<input type="text"/>		

Job Data Tab: Reviewing PAR Actions

Data Control	Personal Data	Job Data	Position Data	Compensation Data	Employment Data 1	Employment Data 2
Hybrid One		Empl ID: 00045894		Empl Record: 0		
Job Data ?		Find		1 of 1		
Effective Date:	03/09/2014	Transaction Nbr / Seq:	1	PAR Status:	Processed by Human Resources	
Action Type:	Hire	NOA Code:	170	Empl Status:	Active	
Position:	00015055	GS- 0620- 06	Practical Nurse	<input type="checkbox"/>	Position Management Record	
Job Code:	200342	GS- 0620-	Practical Nurse			
Reports To:	Supervisor ID:					
Agency:	VA	Department of Veterans Affairs	Transferred From Agency:			
Sub-Agency:	TA	Veterans Health Administration	Transferred To Agency:			
Business Unit:	VA001	VA Business Unit	Benefits/FEHB Data			
Department:	16278	NURSING SERVICE	FEGLI/Retirement/FICA			
Location:	558	DURHAM NC	Departmental Hierarchy			
Tax Location:	VATAXLOC01	VA Tax Location Code	Detail			
PI Specific Information						
Save	Return to Search	Previous in List	Next in List	Notify	Update/Display	Include History
Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2						

- An employee's job record is established in the Personnel Action Request (PAR) pages.
- The PAR pages are a group of tabs that contain all information required to generate the SF-50 as well as additional employment information that is not printed.
- When HR processes certain actions, such as a Hire or Reassignment, the Position Number is entered on the Job Data tab of the PAR pages.

Compensation Data Tab: Special Job Data

- The Subaccount Code is populated on the Special Job Data page.
- A link to the Special Job Data page is found on the Compensation Data tab in the PAR pages.
- The Cost Center is not populated in the PAR pages; The Cost Center is populated on the Accounting page.

The screenshot shows a web application interface with the following components:

- Navigation Tabs:** Data Control, Personal Data, Job Data, Position Data, **Compensation Data**, Employment Data 1, Employment Data 2.
- Employee Info:** Hybrid One, Empl ID: 00045894, Empl Record: 0.
- Compensation Data Summary:**
 - Effective Date: 03/09/2014
 - Transaction Nbr / Seq: 1
 - PAR Status: Processed by Human Resources
 - Action Type: Hire
 - NOA Code: 170
 - Empl Status: Active
 - Pay Rate Determinant: 0 - Regular Rate
 - Pay Basis: Per Annum
 - Pay Plan/ Table/Grade: GS 0000 06
 - Step: 1
 - Step Entry Date: 03/09/2014
 - Rtnd PP/Table/Grade:
 - Step: 0
 - Grade Entry Date: 03/09/2014
- Quoted Pay Section:**
 - Base Pay: 30,883.00
 - Compensation Frequency: Annual
 - Loc/LEO Adjust: 5,448.00
 - Annuity Offset Amount:
 - Adjusted Base:
 - FEGLI Base: 36,331.00
 - Total Pay:
- Special Job Data Section:**
 - Accounting Info: Sub Account Code: 01
 - Physicians and Dentists
- Buttons:** Save, Notify, Update/Display, Include History.
- Footer:** Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Quality Reviewer: Review and Finalization

- The Quality Reviewer can access the accounting information using the Cost Center Information link on the Data Control tab.
- The Quality Reviewer also verifies the Cost Center information is correct.
- The Quality Reviewer reviews the action and sets the PAR Status to PRO to approve the action.



Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2 | Attachments

Empl ID: ... Empl Record: 0

Data Control ? Find | 1 of 1

Actual Effective Date: 09/17/2017 Proposed Effective Date: 09/25/2017 Override PI Indicator

Transaction Nbr: 1 Sequence: 1 Not-to-Exceed Date: PI Update Ind: Ready

*Action: HIR Hire **Par Status: PRO** Processed by Human Resources

*Reason Code: VEO Vet Emp Opport Act (VEOA) Contact Emplid: Alternate Signature

NOA Code: 101 Career-Cond Appt

Authority (1): ZBA Descr (1): P.L. 106-117, Sec.511. Descr (1) Part 2: Vet Emp Opp Act-comp svc

Authority (2): Descr (2): Descr (2) Part 2:

Print SF-52 Print SF-50 Profile Management PAR Remarks Award Data Tracking Data

PAR Request Nbr: Validate Edits View Edit Errors GPPA Website **Cost Center Information**

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Accounting Defaults

Empl ID: Empl Record: 0 Name:

Employee Accounting Info Find | 1 of 1

Effective Date: 05/31/2015

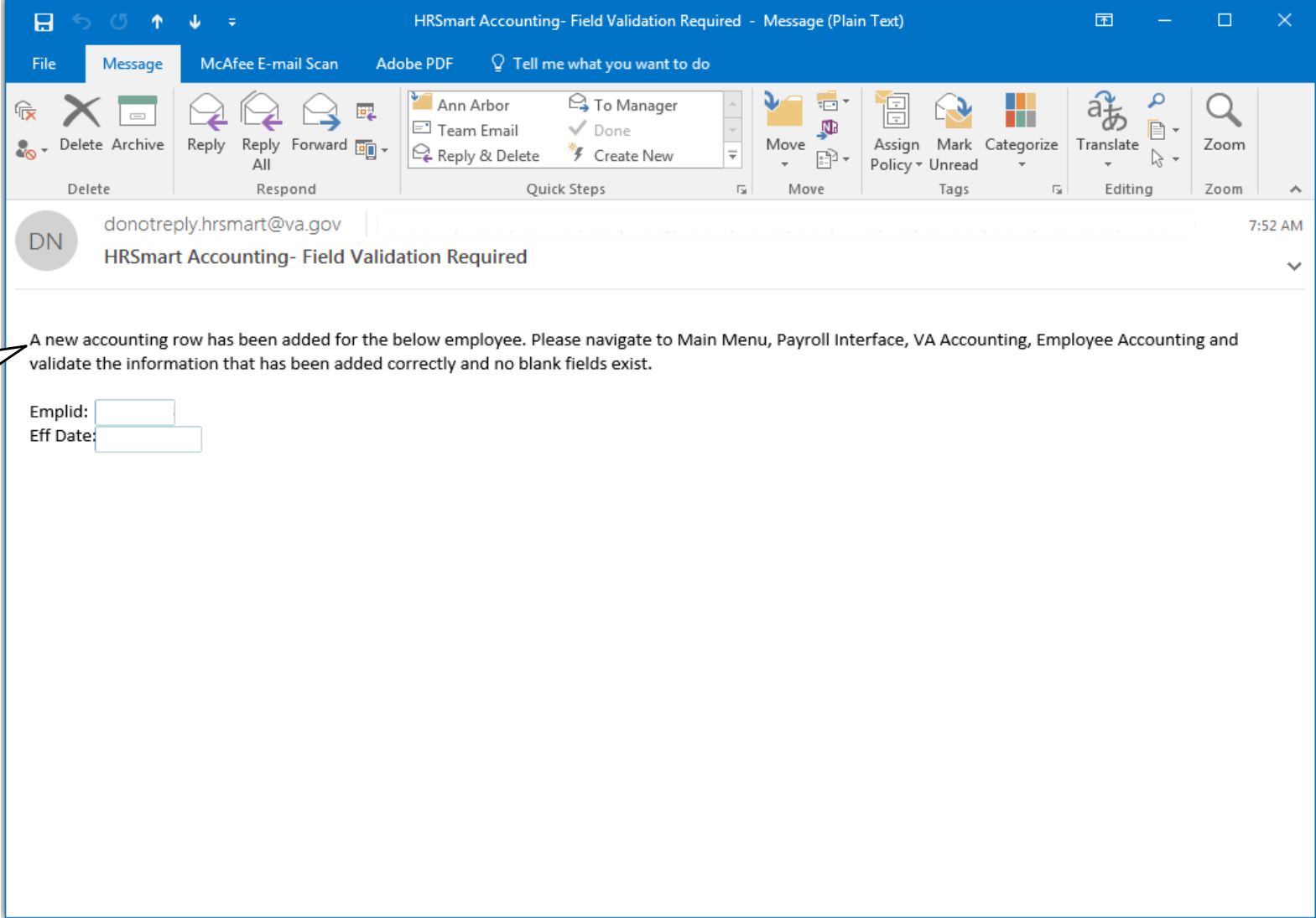
Station: 104 104PO11007

Labor Distribution Personalize | Find | 1 of 1

Cost Center	Description	Organization Code	Labor Distribution Code	Percent	Fund Control Point	FMS Fund Code	Primary	PAID Seq No.
1 1888	FSC PAYROLL OPERATIONS FF	2000	FF00	100.00			<input checked="" type="checkbox"/>	1

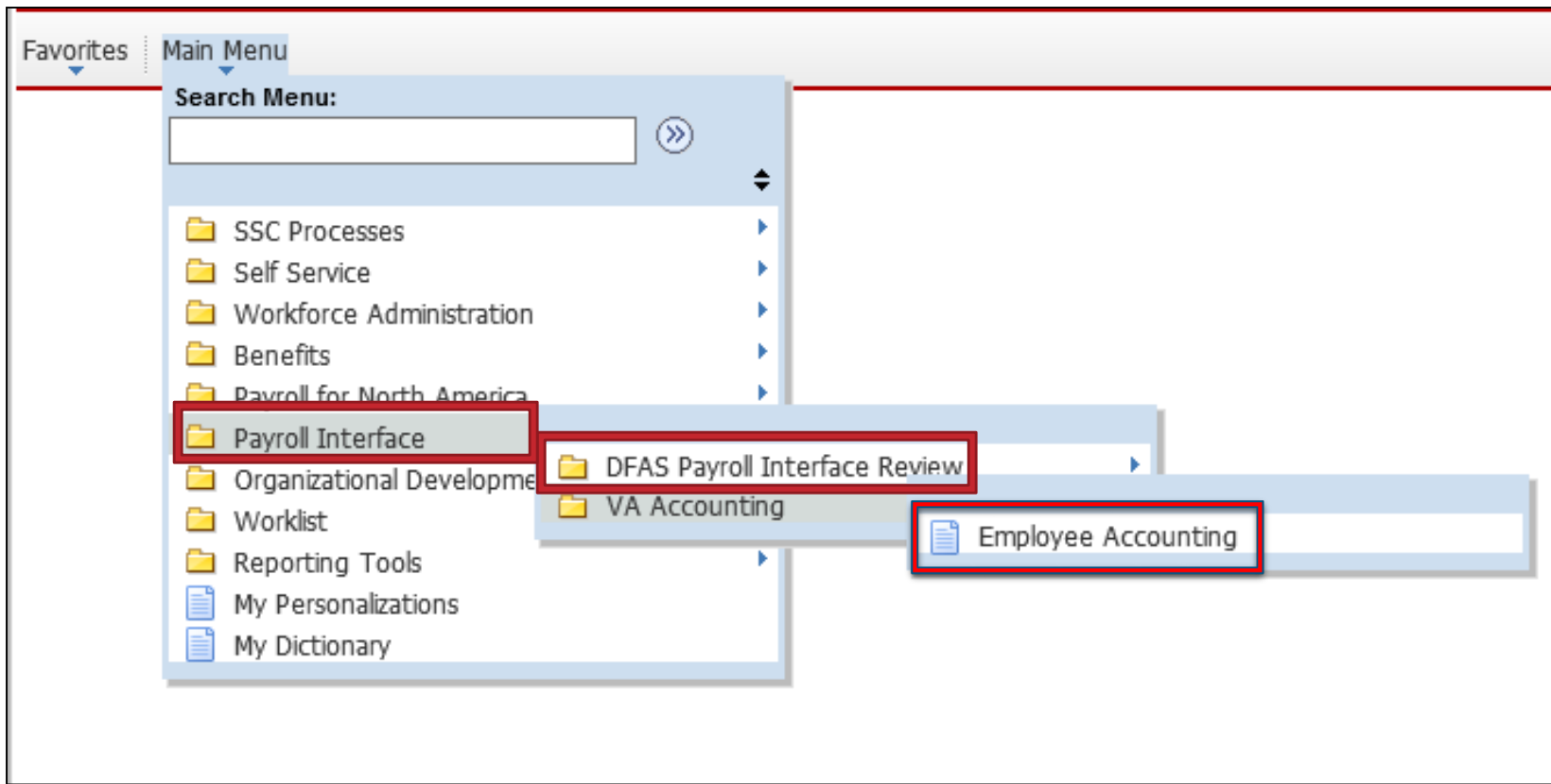
- The Quality Reviewer should verify the Cost Center and Description.
- If these are incorrect, the Department will need to be updated in the Position Management pages.
- HR can then refresh the position in the PAR pages to update the accounting information.

HR Smart Notification: Accounting



Payroll offices will receive daily messages regarding new hire and reassignment accounting activity. Review (in DCPS) for accuracy, **PRIOR** to the pay period expiring.

Payroll's Role: Enter Accounting Data



Navigate to the **Employee Accounting** link.

Main Menu>Payroll Interface>VA Accounting>Employee Accounting

Accounting Basic Search

Employee Accounting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by:

- Alternate Character Name
- Empl ID
- Empl Record
- Last Name
- Middle Name
- Name
- Second Last Name

Include History

[Advanced Search](#)

- Enter the **Empl ID** in the **begins with** field, or search by name by changing the search criteria to Last Name.
- The Advanced Search option can also be used.
- Click the **Search** button.

Accounting Defaults

Employee Accounting Info Find | View All | First 1 of 1 | Last

Effective Date: 05/01/2016

Station: 104 104POI1007

Cost Center	Description	Organization Code	Labor Distribution Code	Percent	Fund Control Point	FMS Fund Code	Primary	PAID Seq No.
1 1888	FSC PAYROLL OPERATIONS FF	2000	FF00	100.00	088	4539	<input checked="" type="checkbox"/>	1

Save Return to Search Notify Update/Display Include History Correct History

- The employee accounting information defaults based on actions processed by Human Resources.
- The only fields that can be edited are **Effective Date**, **Percent** and **Fund Control Point**.
- To update the Fund Control Point, click on **Correct History** and enter the appropriate code. Then click the **Save** button.

Adding Additional Cost Centers

Employees working in more than one Cost Center will need additional accounting data entered.

The screenshot displays the 'Employee Accounting Info' window. At the top, the 'Effective Date' is set to 05/01/2016 and the 'Station' is 104. Below this is the 'Labor Distribution' table with the following data:

Cost Center	Description	Organization Code	Labor Distribution Code	Percent	Fund Control Point	FMS Fund Code	Primary	PAID Seq No.
11888	FSC PAYROLL OPERATIONS FF	2000	FF00	100.00	088	4539	<input checked="" type="checkbox"/>	1

At the bottom of the table, there is a '+' button in a red box. Below the table, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History' (which is also in a red box).

- To add additional accounting data, click the **Correct History** button.
- Click the **Add a New Row** button in the **Labor Distribution** scroll area.
- Employees can have labor distributed over a maximum of four cost centers.

Additional Cost Centers (cont.)

Cost Center	Description	Organization Code	Labor Distribution Code	Percent	Fund Control Point	FMS Fund Code	Primary	PAID Seq No.
1 1888	FSC PAYROLL OPERATIONS FF	2000	FF00	100.00	088	4539	<input checked="" type="checkbox"/>	1
2							<input type="checkbox"/>	2

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

- Enter the appropriate accounting information for the new cost center.
- Total percentages for all cost centers must equal 100%.
- Employees can have only one **Primary** row. The primary checkbox will be selected for the cost center associated with the employee's primary job.
- Click the **Save** button.



FINANCIAL
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Benefits

Benefit Codes, Savings Plans and Health Benefits Pages; Entering, Changing, Waiving or Terminate Benefit Elections.

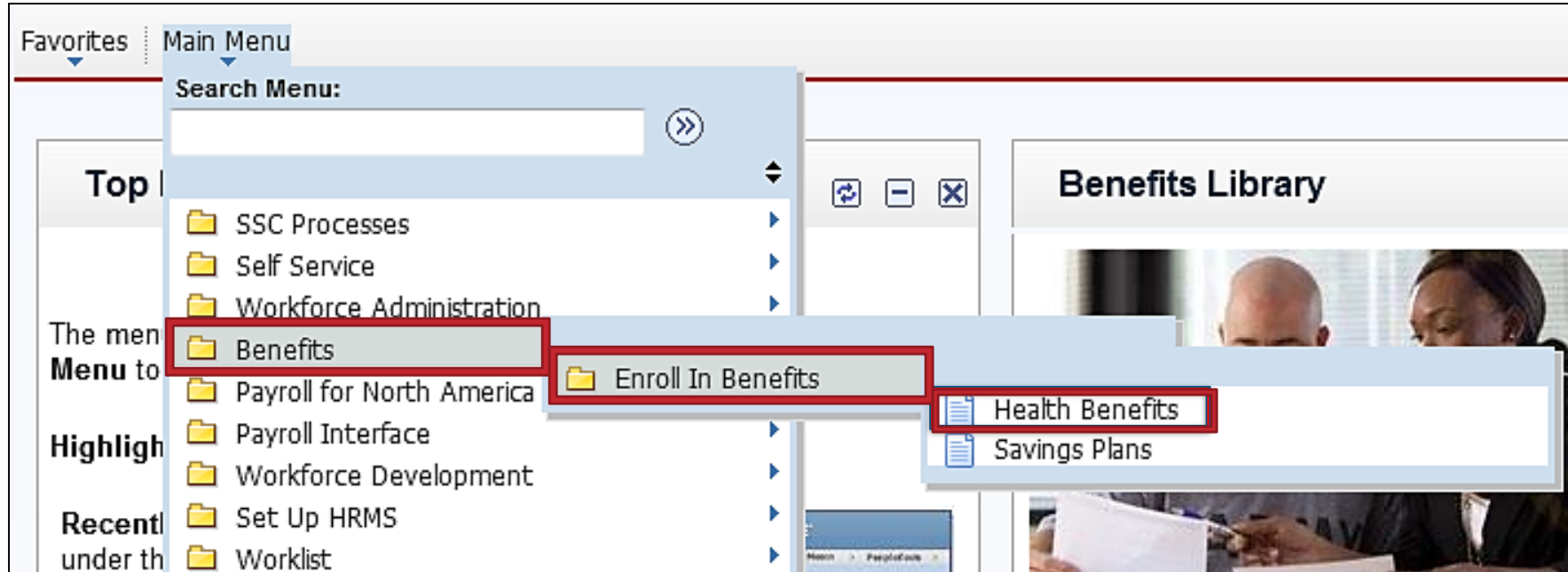
VA



U.S. Department
of Veterans Affairs

Enroll in FEHB



FEHB elections for a new employee typically occur during their entry-on-duty process or within 60 days of entry on duty.




Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

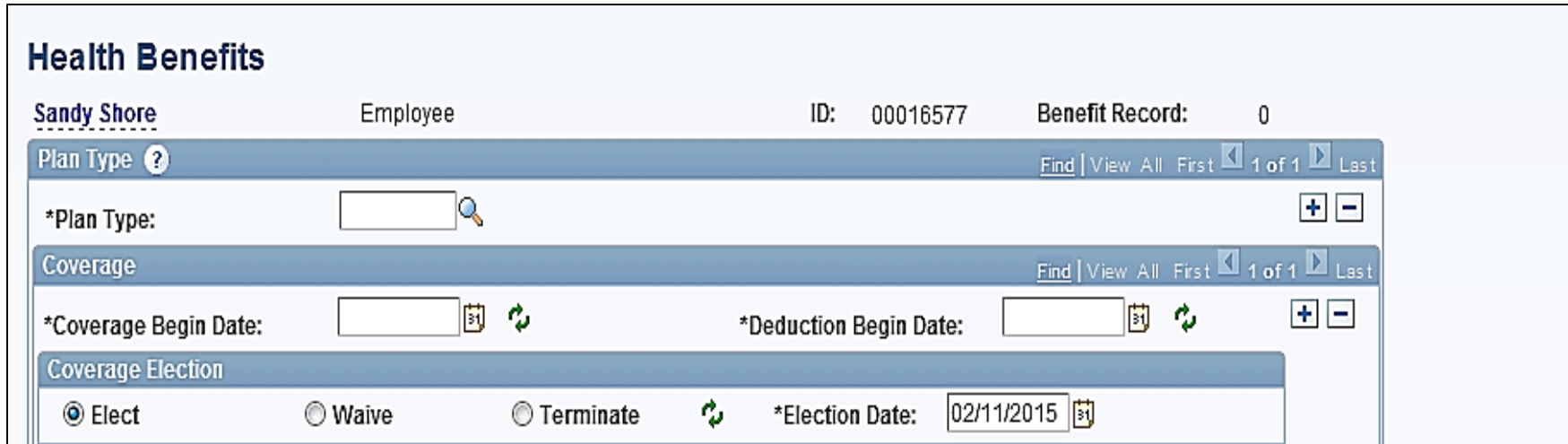
Empl ID:	begins with	<input type="text"/>
Benefit Record Number:	=	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Business Unit:	begins with	<input type="text"/>
Department Set ID:	begins with	<input type="text"/> 
Department:	begins with	<input type="text"/> 
Organizational Relationship:	=	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter the applicable information into the search field(s).
Click the **Search** button.

Field Descriptions



The screenshot displays a web form titled "Health Benefits" for an employee named Sandy Shore with ID 00016577. The form includes sections for Plan Type, Coverage, and Coverage Election. The Plan Type section has a search field. The Coverage section has fields for Coverage Begin Date and Deduction Begin Date, both with refresh icons. The Coverage Election section has radio buttons for Elect (selected), Waive, and Terminate, and an Election Date field set to 02/11/2015.

Plan Type – Indicates Pre-tax (10) or post-tax (1Z) election.

Coverage Begin Date – Date that FEHB election is effective.

Deduction Begin Date – Date FEHB deductions will begin or end. This date will be the same date as the Coverage Begin Date and is populated by clicking the refresh arrows next to the Coverage Begin Date.

Elect – Radio button selected for FEHB participation.

Waive – Radio button selected to waive FEHB participation.

Terminate – Radio button selected to terminate FEHB participation.

Election Date - Date FEHB form was received by VA.

Field Descriptions – cont.

Benefit Program:	VA Covered	PI Action:	<input type="checkbox"/>	PI Update Ind:	Not Ready ▾
Benefit Plan:	<input type="text"/>	Option Code:		<input type="checkbox"/>	Override PI Ind
Coverage Code:	<input type="text"/>				
Health Provider ID:	<input type="text"/>	<input type="checkbox"/>	Court Order Indicator		
<input type="checkbox"/>	Covered by Other Insurance	Other Insurance Name:	<input type="text"/>		

Benefit Program – Populated based on information from the employee's master record.

PI Action – Indicates to DCPS type of action being processed.

PI Update Indicator – Indicates status of payroll interface transaction.

Benefit Plan – Two character code identifying the insurance carrier.

Option Code – Not used by VA.

Override PI Ind – Used to manually change the PI Update indicator.

Coverage Code – One digit code identifying the type of coverage elected.


Health Provider ID – Not used by VA.

Court Order Indicator – Indicates the employee is required to carry family coverage due to an order from a court.

Field Descriptions – cont.

Covered by Other Insurance Other Insurance Name:

Employee Status: Active

Dependent/Beneficiaries								Personalize  1 of 1
*ID	Name	Relationship to Employee	Other Covg	Insurance Name	Covered Person Type	Age Limit Flg	FEHB Ind	
<input type="text"/>			<input type="checkbox"/>	<input type="text"/>			N	
<input type="button" value="+"/>								

The fields above will not be used by VA.

Health Benefits Page

Health Benefits

Sandy Shore Employee ID: 00016577 Benefit Record: 0

Plan Type ? Find | View All First 1 of 1 Last

*Plan Type: [] []

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: [] [] *Deduction Begin Date: [] []

Coverage Election

Elect Waive Terminate *Election Date: 02/11/2015 []

Benefit Program: No Benefit PI Action: [] PI Update Ind: Not Ready

Benefit Plan: [] Option Code: Override PI Ind

Coverage Code: []

Health Provider ID: [] Court Order Indicator

Other Insurance Other Insurance Name: []

Status: Active

All Dependents

Dependent/Beneficiaries

*ID	Name	Relationship to Employee	Opt Co
[]	[]	[]	[]

1	Self Only-High
2	Self+Family-High
4	Self Only-Low
5	Self+Family-Low

00	Undetermined
10	Blue Cross and Blue Shield
11	Blue Cross and Blue Shield
22	Aetna HealthFund
26	HealthAmerica Pennsylvania
2C	Virginia Piedmont Community
2G	CareFirst BlueChoice
2U	Georgia Aetna Open Access
2X	California Aetna Open Access
31	GEHA Benefit Plan
32	NALC
34	GEHA High Deductible Health P

COA	FEHB MIL-Contingency Ops
COT	FEHB MIL-Contingency Stop
M2B	FEHB Plan/Date
M2H	FEHB Temporary Indicator
TRK	Tracking Use Only



Health Benefits

Police One Hundred Employee ID: 00045600 Benefit Record: 0


Plan Type ? Find | View All First 1 of 1 Last

*Plan Type: Fed Employee Health Benefits

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date:  → *Deduction Begin Date: 

Coverage Election

Elect Waive Terminate  *Election Date:

Benefit Program: VA Covered PI Action: PI Update Ind: Not Ready

Benefit Plan: Option Code: Override PI Ind

Coverage Code:

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Employee Status: Active

Enter **10** into the **Plan Type** field.

Enter the **Coverage Begin Date**.

Click the **Refresh** button. This will automatically populate the **Deduction Begin Date**.

Enter the **Election Date**.

Health Benefits

Police One Hundred

Employee

ID: 00045600

Benefit Record: 0

Plan Type ? Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employee Health Benefits

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 03/23/2014 *Deduction Begin Date: 03/23/2014

Coverage Election

Elect Waive Terminate *Election Date: 03/05/2014

Benefit Program: VA Covered PI Action: PI Update Ind: Not Ready

Benefit Plan: Coverage Code: Override PI Ind

Option Code:

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Employee Status: Active

Enter **M2B** into the **PI Action** field.

Enter the **Benefit Plan** and **Coverage Code**.

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.

Update FEHB

A current employee may initiate changes to current FEHB elections in myPay or by submitting a SF 2809 Health Benefits Election Form to the Human Resources Office. Elections can be made due to a qualifying life event or during open season.

The screenshot displays the 'Health Benefits' interface for an employee. At the top, it shows 'Hybrid One' as the plan type, 'Employee' as the status, 'ID: 00044763', and 'Benefit Record: 0'. Below this is a table with one row for 'Fed Employee Health Benefits' (Plan Type: 10). The table has a 'Find | View All First 1 of 1 Last' header and '+' and '-' buttons on the right. A red box highlights the '+' button. Below the table is a 'Coverage Election' section with radio buttons for 'Elect' (selected), 'Waive', and 'Terminate'. It includes fields for '*Coverage Begin Date: 03/23/2014', '*Deduction Begin Date: 03/23/2014', and '*Election Date: 03/12/2014'. Below this are fields for 'Benefit Program: VA Covered', 'Benefit Plan: 10', 'Coverage Code: 4', 'Health Provider ID', and 'Other Insurance Name'. There are also checkboxes for 'Covered by Other Insurance' and 'Court Order Indicator', and a dropdown for 'PI Update Ind: Ready'.

Click the **Add a New Row** button in the **Coverage** scroll area.

Health Benefits

Hybrid One

Employee

ID: 00044763

Benefit Record: 0

Plan Type ? Find | View All First 1 of 1 Last

Plan Type: 10 Fed Employee Health Benefits + -

Coverage Find | View All First 1 of 2 Last

*Coverage Begin Date: 08/24/2014 31 ↻ *Deduction Begin Date: 08/24/2014 31 ↻ + -

Coverage Election

Elect Waive Terminate ↻ *Election Date: 08/25/2014 31

Benefit Program: VA Covered PI Action: 🔍 PI Update Ind: Not Ready ▼

Benefit Plan: 10 🔍 Blue Cross and Blue Shield Option Code: Override PI Ind

Coverage Code: 4 🔍 Self Only-Low

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Enter the **Coverage Begin Date**.
Click the **Refresh** button.
Enter the **Election Date**.

Health Benefits

Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type ? Find | View All First 1 of 1 Last

Plan Type: 10 Fed Employee Health Benefits + -

Coverage Find | View All First 1 of 2 Last

*Coverage Begin Date: 08/24/2014 31 ↻ *Deduction Begin Date: 08/24/2014 31 ↻ + -

Coverage Election

Elect Waive Terminate ↻ *Election Date: 08/25/2014 31

Benefit Program: VA Covered PI Action: M2B 🔍 PI Update Ind: Not Ready ▾

Benefit Plan: 10 🔍 Blue Cross and Blue Shield Option Code: Override PI Ind

Coverage Code: 5 🔍 Self+Family-Low

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Enter **M2B** into the **PI Action** field.

Enter the **Benefit Plan** and **Coverage Code**.

Click the **Save** button.

Terminate FEHB

VA will terminate FEHB elections for employees who have submitted a SF 2809 Health Benefits Election Form to the HR office for processing.

The screenshot displays the 'Health Benefits' interface for an employee. At the top, it shows 'Hybrid One' as the plan type, 'Employee' as the status, 'ID: 00044763', and 'Benefit Record: 0'. Below this, there are sections for 'Plan Type' (10, Fed Employee Health Benefits) and 'Coverage'. The 'Coverage' section includes fields for '*Coverage Begin Date' (03/23/2014) and '*Deduction Begin Date' (03/23/2014), both with refresh icons. A red box highlights the '+ -' button next to the '*Deduction Begin Date' field. Below the dates is the 'Coverage Election' section with radio buttons for 'Elect' (selected), 'Waive', and 'Terminate', along with an '*Election Date' (03/12/2014). Further down are fields for 'Benefit Program' (VA Covered), 'Benefit Plan' (10, Blue Cross and Blue Shield), 'Coverage Code' (4, Self Only-Low), 'PI Action' (M2B), 'PI Update Ind' (Ready), and 'Court Order Indicator'. At the bottom, there are checkboxes for 'Covered by Other Insurance' and a field for 'Other Insurance Name'.





Click the **Add a New Row** button in the **Coverage** scroll area.

Health Benefits



Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type 10 Fed Employee Health Benefits

Coverage

*Coverage Begin Date: 08/10/2014   *Deduction Begin Date: 08/10/2014  

Coverage Election

Elect Waive Terminate  *Election Date: 08/14/2014 

Benefit Program: VA Covered PI Action: PI Update Ind: Not Ready

Benefit Plan: 10 Blue Cross and Blue Shield Option Code: Override PI Ind

Coverage Code: 4 Self Only-Low

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Enter the **Coverage Begin Date**.
Click the **Refresh** button.

Health Benefits

Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type 10 Fed Employee Health Benefits

Coverage *Coverage Begin Date: 08/10/2014 *Deduction Begin Date: 08/10/2014

Coverage Election Elect Waive Terminate *Election Date: 08/05/2014

Benefit Program: VA Covered PI Action: M2B PI Update Ind: Not Ready

Benefit Plan: Coverage Code: Option Code: Override PI Ind

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Select the **Terminate** radio button.

Enter the **Election Date**.

Enter **M2B** into the **PI Action** field.

Click the **Save** button.

Enter Court Ordered FEHB

VA employees may be required to enroll in the health benefit program with family coverage as the result of a Child Support Enforcement order.

Health Benefits

Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type: 10 Fed Employee Health Benefits

*Coverage Begin Date: 03/23/2014 *Deduction Begin Date: 03/23/2014

Coverage Election: Elect Waive Terminate *Election Date: 03/12/2014

Benefit Program: VA Covered PI Action: M2B PI Update Ind: Ready

Benefit Plan: 10 Blue Cross and Blue Shield

Coverage Code: 5 Self+Family-Low

Health Provider ID: []

Covered by Other Insurance Other Insurance Name: []

Buttons: + -

Before processing an update to Court Ordered FEHB, ensure that the **Coverage Code** indicates family coverage.





Click the Add a New Row button in the Coverage scroll area.

Health Benefits



Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type: 10 Fed Employee Health Benefits

Coverage

*Coverage Begin Date: 09/16/2014   *Deduction Begin Date: 09/16/2014  

Coverage Election

Elect Waive Terminate  *Election Date: 09/16/2014 

Benefit Program: VA Covered PI Action: PI Update Ind: Not Ready

Benefit Plan: 10 Blue Cross and Blue Shield Option Code: Override PI Ind

Coverage Code: 5 Self+Family-Low

Health Provider ID: Court Order Indicator

Covered by Other Insurance Other Insurance Name:

Enter the **Coverage Begin Date**. This will be the date the court order was received.

Click the **Refresh** button.

Enter the **Election Date**. The Election Date will be the date the court order was received.

Health Benefits

Hybrid One Employee ID: 00044763 Benefit Record: 0

Plan Type: 10 Fed Employee Health Benefits

Coverage

*Coverage Begin Date: 09/16/2014 *Deduction Begin Date: 09/16/2014

Coverage Election

Elect Waive Terminate *Election Date: 09/16/2014

Benefit Program: VA Covered **PI Action: TRK** PI Update Ind: Not Ready

Benefit Plan: 10 Blue Cross and Blue Shield Option Code: Override PI Ind

Coverage Code: 5 Self+Family-Low

Health Provider ID: **Court Order Indicator**

Covered by Other Insurance Other Insurance Name:

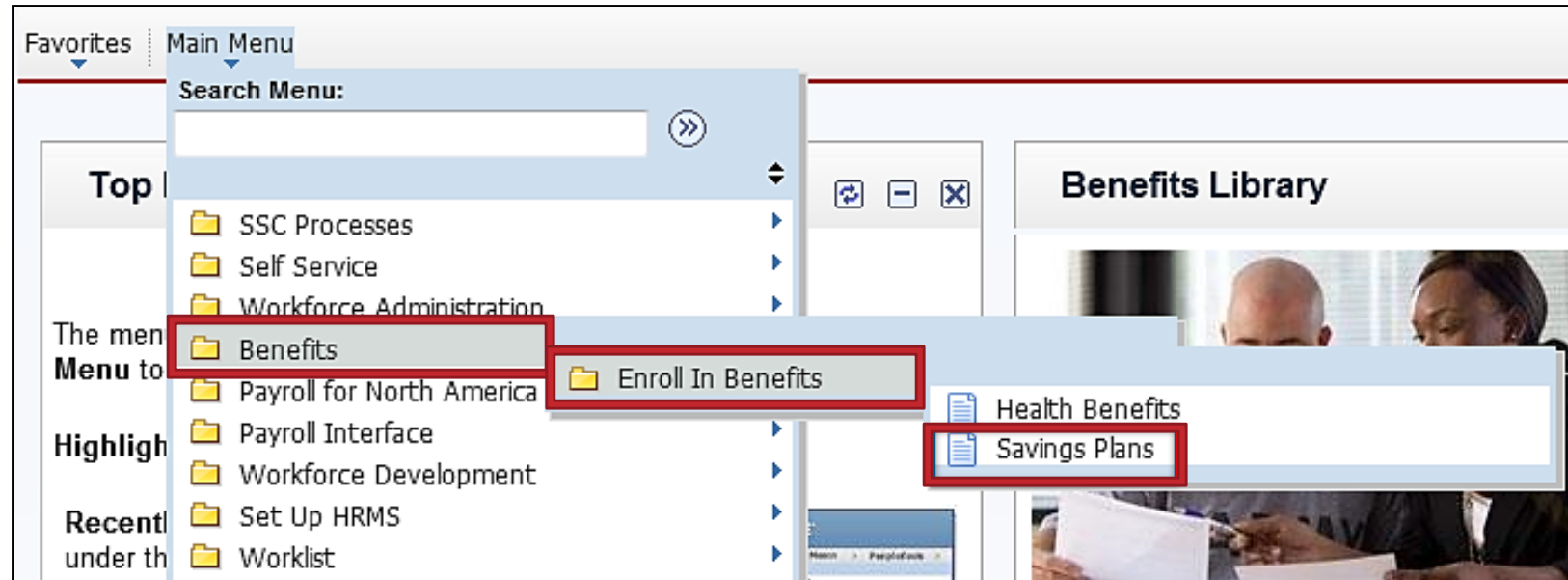
Enter **TRK** in the **PI Action** field.
 Click the **Court Order Indicator** checkbox.

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.

TSP – New Hire

Employees are automatically enrolled in Traditional TSP with a 3% employee contribution. Employees may choose a different contribution by submitting a TSP-1, Thrift Savings Plans Election Form to the Human Resources (HR) office.



Savings Plans

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with	
Benefit Record Number:	=	
Name:	begins with	
Last Name:	begins with	
Business Unit:	begins with	
Department Set ID:	begins with	
Department:	begins with	
Organizational Relationship:	=	
Alternate Character Name:	begins with	

Include History **Correct History** Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Enter the applicable information into the search field(s).
Select the **Correct History** checkbox.
Click the **Search** button.

Field Descriptions

Highly Compensated

Plan Type ? Find | View All First 2 of 2 Last

*Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: [] [] *Deduction Begin Date: [] [] + -

Coverage Election

Elect Waive Terminate [] *Election Date: 02/09/2015 []

Highly Compensated - Not used by VA.

Plan Type - Indicates Type of TSP election. Codes are 42, 4X, 4Y, 4Z.

Coverage Begin Date - Date that TSP election is effective. This is usually the beginning of a pay period for enrollment or changes and ending date of a pay period for terminations.

Deduction Begin Date - Date TSP deductions will begin or end. This date will be the same date as the Coverage Begin Date.

Elect - Radio button selected for TSP participation.

Waive - Radio button selected to waive TSP participation.

Terminate - Radio button selected to terminate TSP participation or when changing Plan Type.

Election Date - Date TSP form was received by VA.

Field Descriptions – cont.

Benefit Program:	VAP	VA Covered	PI Action:	<input type="text"/>	<input type="checkbox"/> Override PI Ind
Benefit Plan:	<input type="text"/>		PI Update Ind:	Not Ready	
Option Code:		Hardship From:	<input type="text"/>	Hardship To:	<input type="text"/>
TSP Status Date:	<input type="text"/>	TSP Status:	<input type="text"/>		

Benefit Program - Populated based on information from the employee's master record.

PI Action - Indicates to DCPS type of action being processed.

Override PI Indicator - Used to manually change the PI Update indicator.

Benefit Plan - Code that corresponds to the Plan Type selected.

PI Update Indicator - Indicates status of payroll interface transaction.

Option Code - Not used by VA.

Hardship From/Hardship To - The beginning and ending dates of the TSP hardship period populated through the payroll interface.

TSP Status Date - Date of applicable TSP status.

TSP Status - Indicates employees status for TSP elections.

Field Descriptions: Before & After Tax Investment

Before Tax Investment	After Tax Investment
Flat Amount: <input type="text"/>	Flat Amount:
Percent of Earnings: <input type="text"/>	Percent of Earnings:
Annual Excess Credits:	

Before Tax Investment - Used for contributions to traditional TSP (Regular and catch-up).

After Tax Investment - Used for contributions to Roth TSP (Regular and catch-up).

Flat Amount - The dollar amount for regular or catch-up contributions.

Percent of Earnings - The election percent for regular contributions.

Annual Excess Credits - Not used by VA.

Field Descriptions: Beneficiaries

Assign All Beneficiaries Payroll Status: Active

Dependent/Beneficiaries						
*ID	Name	Relationship to Employee ▲	Beneficiary Percentage	Flat Amount	Excess	Contingent
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Primary Percent:			Total Contingent Percent:			<input type="button" value="Update Totals"/>

Investments		
*Investment Option	Description	*Investment Percent
<input type="text"/>		<input type="text"/>
Total Investment Percentage:		<input type="button" value="Update Totals"/>

Rollover Options: None

Before Tax

Plan Type: Benefit Plan: Deduction Code: Deduction Class:

After Tax

Plan Type: Benefit Plan: Deduction Code: Deduction Class:

The fields above will not be used by VA.

Last Update By: PAYROLL	Last Updated By: 10/22/2014
-------------------------	-----------------------------

Last Update by – The name of the last person to update the record.

Last Updated By – The date the record was last updated.

Savings Plans Page

42	Thrift Savings Plan
4X	ROTH Regular
4Y	Regular Catch UP
4Z	ROTH Catch Up

TSP Benefit Plans:

- TSPRG TSP Regular
- TSPRR TSP ROTH Regular
- TSPUC TSP Regular Catch-Up
- TSPUR TSP ROTH Catch-Up

Savings Plans
 Jamie Thomas Employee ID: 00016583 Benefit Record: 0

Highly Compensated

Plan Type: 42 Thrift Savings Plan

Coverage Election: Elect Waive Terminate

*Coverage Begin Date: *Deduction Begin Date: *Election Date: 02/09/20

Benefit Program: VAP VA Covered PI Action: PI Update Ind: Not Ready

Benefit Plan: Option Code: Hardship From: Hardship To: TSP Status:

Before Tax Investment: Flat Amount: Percent of Earnings: Annual Excess Credits:

After Tax Investment: Flat Amount: Percent of Earnings:

Payroll Status: Active

*ID	Name	Relationship to Employee	Beneficiary Percentage	Flat Amount	Excess	Contingent

Total Primary Percent: Total Contingent Percent: Update Totals

*Investment Option	Description	*Investment Percent

Total Investment Percentage: Update Totals

Rollover Options:

Before Tax: Plan Type: Benefit Plan: Deduction Code: Deduction Class:

After Tax: Plan Type: Benefit Plan: Deduction Code: Deduction Class:

Last Update By: Last Updated By:

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

CRC	ROTH Catch-up - Change
CRD	ROTH Catch-up - Delete
CRN	ROTH Catch-up - New
CUC	TSP Catch-Up - Change
CUD	TSP Catch-Up - Delete
CUN	TSP Catch-Up - New
ROT	ROTH Data
TRK	Tracking Use Only
TSP	TSP Data

Savings Plans
Hybrid Eighty Employee ID: 00045197 Benefit Record: 0
 Highly Compensated

Plan Type: 42 Thrift Savings Plan

Coverage
*Coverage Begin Date: 03/09/2014 *Deduction Begin Date: 03/09/2014
Coverage Election
 Elect Waive Terminate *Election Date: 03/09/2014

Benefit Program: VAP VA Covered PI Action: TSP Override PI Ind
Benefit Plan: TSPRG TSP Regular PI Update Ind: Ready
Option Code: Hardship From: Hardship To:
TSP Status Date: 03/09/2014 TSP Status: Employee elected TSP currently

Before Tax Investment
Flat Amount: Percent of Earnings: 3.000
Annual Excess Credits:

After Tax Investment
Flat Amount:
Percent of Earnings:

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Enter the new contribution amount in the **Flat Amount** or **Percent of Earnings** field. If the **PI Update Indicator** displays **Applied**, the indicator will need to be changed to **Ready**.
Click the **Save** button.

Update TSP

Savings Plans

Hybrid One Employee ID: 00044763 Benefit Record: 0

Highly Compensated

Plan Type ? Find | View All First 1 of 2 Last

Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 03/09/2014 *Deduction Begin Date: 03/09/2014 + -

Coverage Election

Elect Waive Terminate *Election Date: 03/09/2014

Benefit Program: VAP VA Covered PI Action: TSP Override PI Ind

Benefit Plan: TSPRG TSP Regular PI Update Ind: Ready

Option Code: Hardship From: Hardship To:

TSP Status Date: 03/09/2014 TSP Status: Employee elected TSP currently

Before Tax Investment After Tax Investment

Flat Amount: Percent of Earnings: 3.000

Annual Excess Credits: Flat Amount: Percent of Earnings:

If necessary, locate the appropriate TSP row in the Plan Type scroll area.

Click the **Add a New Row** button in the Coverage scroll area.

- Employees can change their election at any time by submitting a TSP-1 form. VA local payroll will enter elections upon receipt of a completed TSP-1 form.

Savings Plans
Hybrid One Employee ID: 00044763 Benefit Record: 0
 Highly Compensated

Plan Type: 42 Thrift Savings Plan

Coverage
*Coverage Begin Date: [] [31] [refresh] *Deduction Begin Date: [] [31] [refresh] [+ -]

Coverage Election
 Elect Waive Terminate [refresh] *Election Date: 02/17/2015 [31]

Benefit Program: VAP VA Covered
Benefit Plan: TSPRG [] [refresh] TSP Regular
Option Code: [] [refresh] Hardship From: [] [31] Hardship To: [] [31]
TSP Status Date: 03/09/2014 [31] TSP Status: Employee elected TSP currently

Before Tax Investment
Flat Amount: [] [refresh] [refresh]
Percent of Earnings: 3.000
Annual Excess Credits: [] [refresh]

After Tax Investment
Flat Amount: [] [refresh]
Percent of Earnings: [] [refresh]

PI Action: [] [refresh] Override PI Ind
PI Update Ind: Not Ready [v]
Hardship To: [] [31]

Coverage Begin Date is the beginning of the effected pay period; Election Date does not have to match the Coverage Begin Date.

Enter the **Coverage Begin Date**, **Election Date**, **PI Action** and **Flat Amount** or **Percent of Earnings**

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.

Change TSP Plan Type

Savings Plans

Hybrid Eighty Employee ID: 00045197 Benefit Record: 0

Highly Compensated

Plan Type Find | View All First 1 of 1 Last

Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 03/09/2014 31 ↻ *Deduction Begin Date: 03/09/2014 31 ↻ + -

Coverage Election

Elect Waive Terminate ↻ *Election Date: 03/09/2014 31

Benefit Program: VAP VA Covered PI Action: TSP 🔍 Override PI Ind

Benefit Plan: TSPRG 🔍 TSP Regular PI Update Ind: Ready ▼

Option Code: Hardship From: 31 Hardship To: 31

TSP Status Date: 03/09/2014 31 TSP Status: Employee elected TSP currently ▼

Before Tax Investment **After Tax Investment**

Flat Amount: 📅 Flat Amount:

Percent of Earnings: 3.000 Percent of Earnings:

Annual Excess Credits:

Click the **Add a New Row** button in the **Coverage** scroll area for the Plan Type the employee wants to stop.

Savings Plans
 Hybrid Eighty Employee ID: 00045197 Benefit Record: 0

Highly Compensated

Plan Type: 42 Thrift Savings Plan

Coverage: *Coverage Begin Date: 04/06/2014 *Deduction Begin Date: 04/06/2014

Coverage Election: Elect Waive Terminate *Election Date: 04/02/2014

PI Action: TSP

Override PI Ind: Not Ready

PI Update Ind: Hardship To:

Employee elected TSP currently

After Tax Investment

Flat Amount:

Percent of Earnings:

Annual Excess Credits:

This will be the beginning of the pay period in which the plan is being changed for **regular contributions**. For **Catch-up contributions**, this will be the end of the pay period.

Enter the **Coverage Begin Date**. Click the **Terminate** radio button. Enter the **Election Date** and **PI Action**.

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.

Savings Plans
Hybrid Eighty Employee ID: 00045197 Benefit Record: 0
 Highly Compensated

Plan Type ? Find | View All First 1 of 1 Last
Plan Type: 42 Thrift Savings Plan **+** **-**

Coverage Find | View All First 1 of 2 Last
*Coverage Begin Date: 04/06/2014 *Deduction Begin Date: 04/06/2014
Coverage Election: Elect Waive **Terminate** *Election Date: 04/02/2014
Benefit Program: VAP VA Covered PI Action: Override PI Ind
Benefit Plan: PI Update Ind: Not Ready
Option Code: Hardship From: Hardship To:
TSP Status Date: 03/09/2014 TSP Status: Employee elected TSP currently
Before Tax Investment **After Tax Investment**
Flat Amount: Flat Amount:
Percent of Earnings: Percent of Earnings:
Annual Excess Credits:

Click the **Add a New Row** button in the **Plan Type** scroll area.

- If the TSP Status Date is not known, click the left arrow button in the Plan Type scroll area to view the TSP Status Date from the previous election. Click the right arrow to scroll back to the current election.

Highly Compensated
Plan Type ? Find | View All First **2 of 2** Last

Savings Plans

Hybrid Eighty Employee ID: 00045197 Benefit Record: 0

Highly Compensated

Plan Type Find | View All First 2 of 2 Last

*Plan Type: ROTH Regular

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: *Deduction Begin Date:

Coverage Election

Elect Waive Terminate *Election Date:

Benefit Program: VAP VA Covered

Benefit Plan: TSP ROTH Regular PI Action: Override PI Ind

Option Code: Hardship From: Hardship To:

TSP Status Date: TSP Status:

Before Tax Investment **After Tax Investment**

Flat Amount: Flat Amount:

Percent of Earnings: Percent of Earnings:

Annual Excess Credits: Annual Excess Credits:

Enter the **Plan Type**, **Coverage Begin Date**, **Election Date**, **PI Action** and select the applicable value in the **Benefit Plan** field.

Savings Plans
Hybrid Eighty Employee ID: 00045197 Benefit Record: 0

Highly Compensated

Plan Type ? Find | View All First 2 of 2 Last

*Plan Type: 4X ROTH Regular

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 04/06/2014 *Deduction Begin Date: 04/06/2014

Coverage Election

Elect Waive Terminate *Election Date: 04/02/2014

Benefit Program: VAP VA Covered PI Action: ROT Override PI Ind

Benefit Plan: TSPRR TSP ROTH Regular PI Update Ind: Not Ready

Option Code: Hardship From: Hardship To:

TSP Status Date: 03/09/2014 **TSP Status:**

Before Tax Investment

Flat Amount:

Percent of Earnings:

Annual Excess Credits:

- Automatic Enrollment 3%
- Eligible for TSP Basic 1%
- Employee elected TSP currently**
- Ineligible for TSP
- Terminated TSP participation

Enter the **TSP Status Date**.

Select **Employee elected TSP Currently** from the **TSP Status** drop down.

TSP Status Date: 05/16/2014 TSP Status: Employee elected TSP currently

Before Tax Investment

Flat Amount:
Percent of Earnings:
Annual Excess Credits:

After Tax Investment

Flat Amount:
Percent of Earnings:

Assign All Beneficiaries

Payroll Status: Active

Dependent/Beneficiaries

*ID	Name	Relationship to Employee	Beneficiary Percentage	Flat Amount	Excess	Contingent
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Primary Percent: Total Contingent Percent: Update Totals

Investments

Roth TSP allows for the deduction of TSP amounts after tax has been deducted from salary payments.

Enter the applicable amount in the **Flat Amount** or **Percent of Earnings** field.

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.

Enter Additional TSP Plan

Employees can elect to contribute to both Traditional and Roth TSP in any percentages or amounts subject to Internal Revenue Code limits and can change their election at any time. Employees may choose a percentage for one type of contribution and a dollar amount for the other type of contribution.

Savings Plans

Hybrid Eighty Employee

Highly Compensated

Plan Type ? Find | View All First 1 of 1 Last

Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 03/09/2014 *Deduction Begin Date: 03/09/2014

Coverage Election

Elect Waive Terminate *Election Date: 03/09/2014

Benefit Program: VAP VA Covered PI Action: TSP Override PI Ind

Benefit Plan: TSPRG TSP Regular PI Update Ind: Ready

Option Code: Hardship From: Hardship To:

TSP Status Date: 03/09/2014 TSP Status: Employee elected TSP currently

Before Tax Investment After Tax Investment

Flat Amount: Percent of Earnings: 3.000

Annual Excess Credits: Flat Amount: Percent of Earnings:

Click the **Add a New Row** button in the **Plan Type** scroll area.

Savings Plans

Hybrid Eighty Employee ID: 00045197 Benefit Record: 0

Highly Compensated

Plan Type ? Find | View All First 2 of 2 Last

*Plan Type: 4X ROTH Regular

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 04/06/2014 *Deduction Begin Date: 04/06/2014

Coverage Election

Elect Waive Terminate *Election Date: 04/02/2014

Benefit Program: VAP VA Covered

Benefit Plan: TSPRR TSP ROTH Regular PI Action: ROT

Option Code: Hardship From: Hardship To:

TSP Status Date: TSP Status:

Before Tax Investment **After Tax Investment**

Flat Amount: Percent of Earnings: Annual Excess Credits:

Enter the **Plan Type**, **Coverage Begin Date**, **Election Date** and **PI Action**.
Select the applicable value in the **Benefit Plan** field.

If the TSP Status Date is not known, click the left arrow button in the Plan Type scroll area to view the TSP Status Date from the previous election. Click the right arrow to scroll back to the current election.

The screenshot shows the 'Savings Plans' interface for an employee. The 'Plan Type' dropdown is set to 'Hybrid Eighty'. The 'TSP Status Date' is entered as '03/09/2014'. The 'TSP Status' dropdown menu is open, showing options: 'Automatic Enrollment 3%', 'Eligible for TSP Basic 1%', 'Employee elected TSP currently' (highlighted), 'Ineligible for TSP', and 'Terminated TSP participation'. The 'PI Action' is 'ROT' and 'PI Update Ind' is 'Not Ready'.

Enter the **TSP Status Date**.

Select **Employee elected TSP Currently** from the **TSP Status** drop down.

TSP Status Date: 03/18/2014 TSP Status: Employee elected TSP currently

Before Tax Investment

Flat Amount:

Percent of Earnings:

Annual Excess Credits:

Assign All Beneficiaries

Payroll Status: Active

Dependent/Beneficiaries Personalize Find 1 of 1

*ID	Name	Relationship to Employee	Beneficiary Percentage	Flat Amount	Excess	Contingent
					<input type="checkbox"/>	<input type="checkbox"/>

Total Primary Percent: Total Contingent Percent: Update Totals

Investments Personalize 1 of 1

Enter the applicable information in the **Flat Amount** or **Percent of Earnings** field.

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Click the **Save** button.



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Union Dues

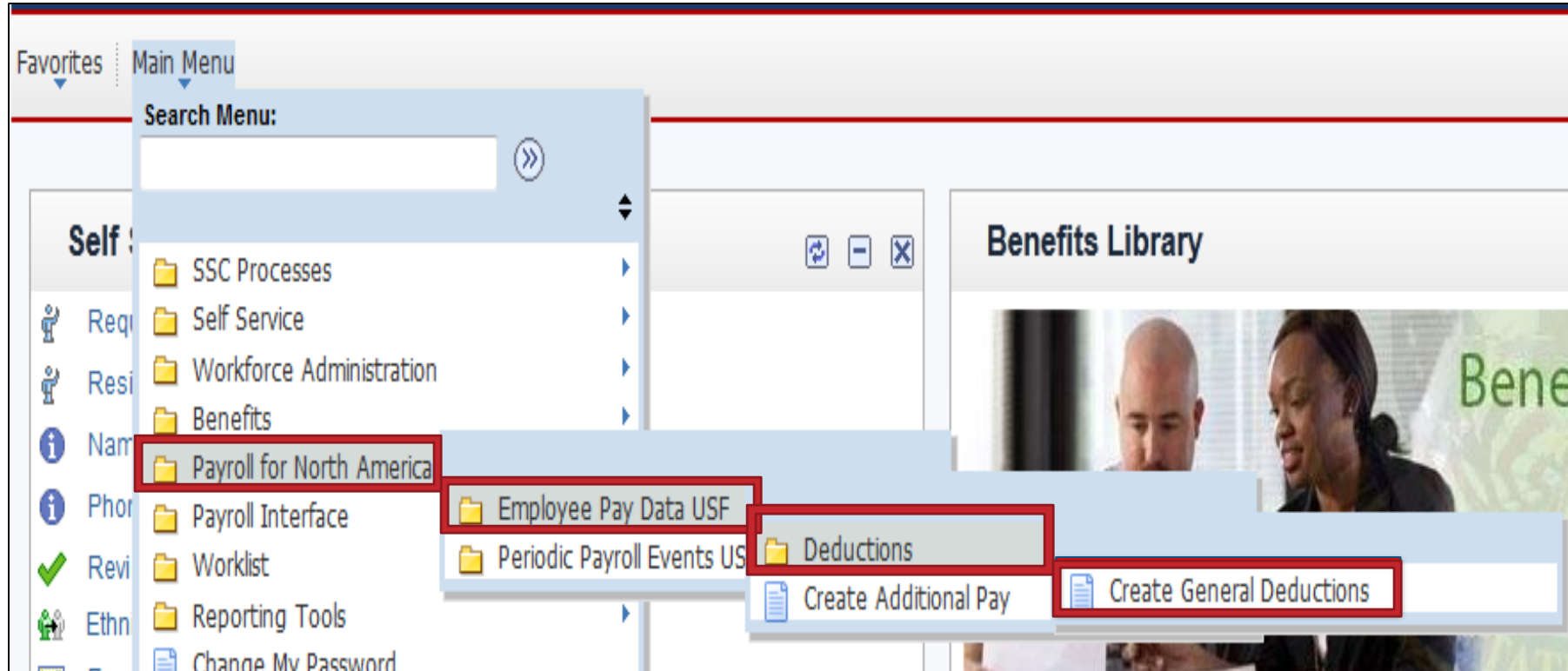
Entering and Terminating Union Deductions.

VA



U.S. Department
of Veterans Affairs

Enter Union Dues



Navigate to the **Create General Deductions** page.

Main Menu > Payroll for North America > Employee Pay Data USF > Deductions > Create General Deductions

Create General Deductions


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with ▼	<input type="text"/>
Company:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter the applicable information into the search field(s).
Click the **Search** button

HR·Smart Union Codes

Create General Deductions

Hybrid Two ID: 00044765

Company: VA Department of Veterans Affairs

General Deduction ?

*Deduction Code: AFGE LOCAL 1738 VAMC

Union Anniversary Date:

Deduction Details

*Effective Date:

Distribution Code:

*Calculation Routine: [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind:

Loan Interest %: Flat/Addl Amount: PI Action:

Goal Amount: Current Goal Balance:

This data was last updated by: _____ Data last updated on: _____

V01A	AFGE LOCAL 1745	(blank)	Amount \$19.00
V01B	AFGE LOCAL 1745	(blank)	Amount \$16.00
V05A	AFGE LOCAL 1203	(blank)	Amount \$18.00
V05B	AFGE LOCAL 1203	(blank)	Amount \$25.25
V05C	AFGE LOCAL 1203	(blank)	Amount \$30.00
V05D	AFGE LOCAL 1203	(blank)	Amount \$33.50
V05E	AFGE LOCAL 1203	(blank)	Amount \$34.00
V05F	AFGE LOCAL 1203	(blank)	Amount \$30.50
V05G	AFGE LOCAL 1203	(blank)	Amount \$35.00
V06A	AFGE LOCAL 0017	(blank)	Amount \$17.75
V07A	AFGE LOCAL 1843	(blank)	Amount \$16.00

0012 - Address Change

0111 - Union Dues - Add

0113 - Union Dues- Stop

0121 - Parking/Quarters - Add

0122 - Parking/Quarters - Chg

0123 - Parking/Quarters - Stop

Tracking Purpose Only

Enter the **Union Deduction Code**.

Enter the **Union Anniversary Date** for AFGE or NNU unions.

Enter the **Effective Date**. This will be the beginning of the pay period following receipt of the form.

Create General Deductions

Hybrid Two ID: 00044765
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: VBIA AFGE LOCAL 1738 VAMC
Union Anniversary Date: 03/23/2014

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 03/23/2014 Take on all Paygroups
Distribution Code: 558 Amount: \$1400 Ded stopped by Self Serv User
*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind
Deduction End Date: Deduction Rate or %: PI Update Ind: Not Ready
Loan Interest %: Flat/Addl Amount:
Goal Amount: Current Goal Balance:

This data was last updated by: Data last updated on:

PI Action:
0111 - Union Dues - Add
0012 - Address Change
0113 - Union Dues- Stop
0121 - Parking/Quarters - Add
0122 - Parking/Quarters - Chg
0123 - Parking/Quarters - Stop
Tracking Purpose Only
Tracking Purpose Only

Select **0111 – Union Dues - Add** from the **PI Action** drop down.
Click the **Save** button.

Terminate Union Dues

Create General Deductions

Hybrid Two ID: 00044765

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: VBIA AFGE LOCAL 1738 VAMC

Union Anniversary Date: 03/23/2014

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 03/23/2014 Take on all Paygroups

Distribution Code: 558 Amount: \$1400 Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount: PI Action:

Goal Amount: Current Goal Balance: 0111 - Union Dues - Add

This data was last updated by: Data last updated on:

Locate the **Union Deduction** row in the **General Deduction** scroll area if necessary. Click the **Add a New Row** button in the **Deduction Details** scroll area.

Create General Deductions

Hybrid Two

ID: 00044765

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: VBIA AFGE LOCAL 1738 VAMC

Union Anniversary Date: 03/23/2014

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 03/21/2015 Take on all Paygroups

Distribution Code: 558 Amount: \$1400 Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind

Deduction End Date: 03/21/2015 Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount: PI Action:

Goal Amount: Current Goal Balance: 0111 - Union Dues - Add

This data was last updated by: Data last updated on:

Enter the **Effective Date**. This will be the end of a pay period.

Enter the **Deduction End Date**. This will be the same date as the Effective Date.

Create General Deductions

Hybrid Two ID: 00044765
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: VBIA AFGE LOCAL 1738 VAMC

Union Anniversary Date: 03/23/2014

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 03/21/2015 Take on all Paygroups

Distribution Code: 558 Amount: \$1400 Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind

Deduction End Date: 03/21/2015 Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance:

This data was last updated by: Data last updated on:

PI Action:
0113 - Union Dues- Stop
0012 - Address Change
0111 - Union Dues - Add
0113 - Union Dues- Stop
0121 - Parking/Quarters - Add
0122 - Parking/Quarters - Chg
0123 - Parking/Quarters - Stop
Tracking Purpose Only
Tracking Purpose Only

Save Return to Search Notify Update/Display Include History Correct History

Select **0113 – Union Dues – Stop** from the **PI Action** drop down.
Click the **Save** button.



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HR·Smart Reports

Accessing HR Smart Reporting Options

VA



U.S. Department
of Veterans Affairs

HR·Smart Report Options

Pay-affecting transactions are sent to DCPS on a daily basis. Feedback from the payroll system can be viewed in HR·Smart. Review the status of all payroll transactions that have been entered. If the transaction was returned, the error codes can be reviewed and the transaction corrected. The corrected transaction can then be transmitted to DCPS for processing.

The following reports are available for payroll:

- PI Transaction Status

- PDI Return Message

- Non SF50 Error

PI Transaction Status: Payroll Interface>DFAS Payroll Interface Review>PI Transaction Status

The screenshot shows the HR Smart interface for a Workforce Administrator. The main content area includes a welcome message, an 'Approvals' tile with a '0' count, and a 'Query Viewer' tile. On the right, a 'NavBar: Navigator' sidebar lists various modules. A red box highlights the 'Payroll Interface' option in the sidebar. A callout box shows the expanded view of 'Payroll Interface', with a red box highlighting the 'DFAS Payroll Interface Review' option. Below it, 'VA Accounting' is also visible.

Workforce Administrator

Welcome to the new HR Smart

The updated system features a refreshed look and feel that will enable the VA HR community to more efficiently serve VA employees. The new design incorporates more user friendly functionality and a streamlined PAR process.

To take advantage of these improvements:

- Initiate PAR transactions by simply clicking on the Create Personnel Actions USF tile
- Approve new transactions by clicking on the Approvals tile (Worklist tile will have remaining workflow items from old transactions)

To learn more, click this tile to access HR Smart Job Aids.

Admin - Analytics and Reports

HR Processing USF

Approvals 0

Query Viewer

NavBar: Navigator

- SSC Processes >
- Self Service >
- Manager Self Service >
- Workforce Administration >
- Benefits >
- Payroll for North America >
- Payroll Interface >**
- Enterprise Components >
- Worklist >
- Reporting Tools >

Recent Places

My Favorites

Navigator

ORACLE PEOPLESOFT

Employee-facing registry conte

Payroll Interface

DFAS Payroll Interface Review >

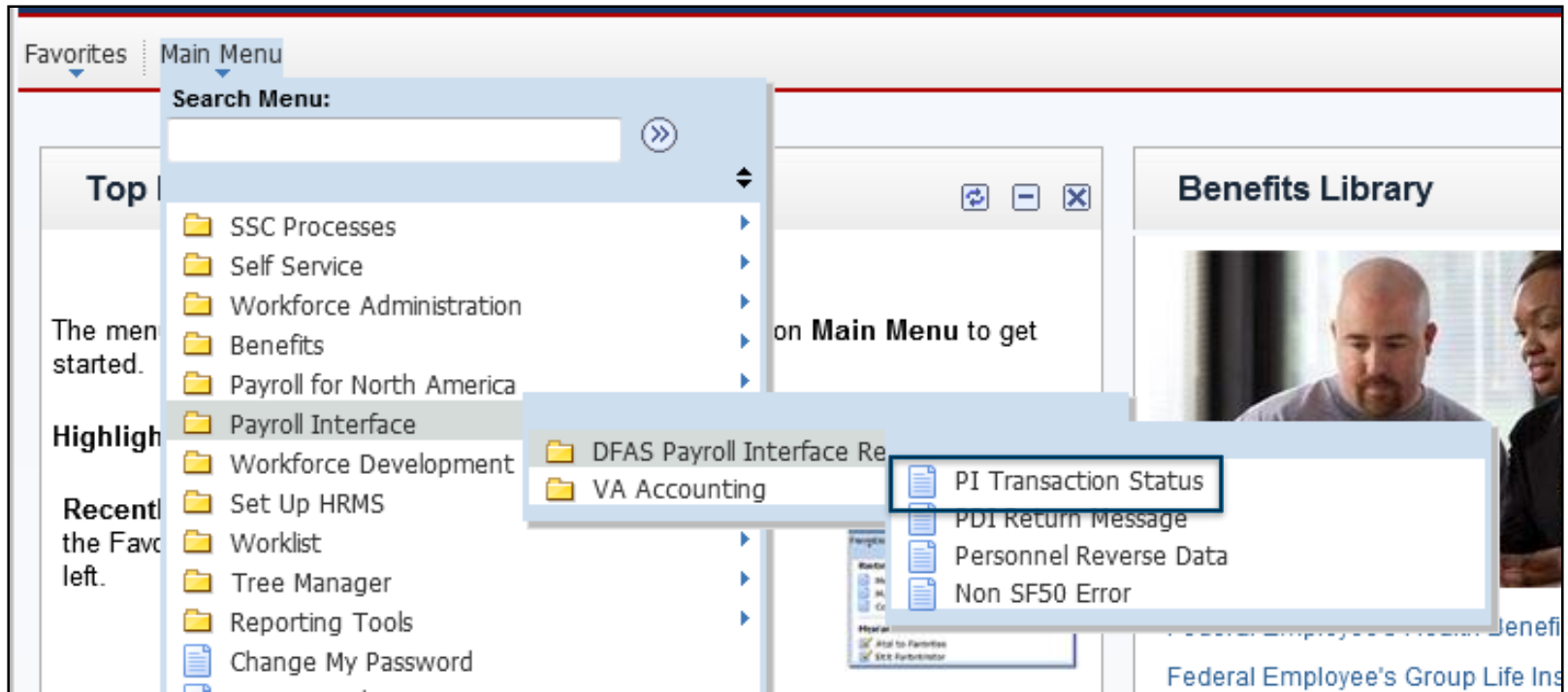
VA Accounting >

PI Transaction Status

The screenshot shows the 'Workforce Administrator' interface. The top navigation bar includes a home icon, a flag icon, a menu icon, and a refresh icon. The main content area is divided into several sections:

- Welcome to the new HR Smart:** A text block explaining system updates and providing instructions on how to take advantage of these improvements (Initiate PAR transactions and Approve new transactions).
- Approvals:** A tile with a document icon and a green checkmark, showing a count of 0.
- Query Viewer:** A tile with a bar chart icon.
- NavBar: Navigator:** A vertical sidebar on the right containing a list of links. The 'PI Transaction Status' link is highlighted with a red box. Other links include 'DFAS Payroll Interface...', 'PDI Return Message', 'Transactions with Data Issues', 'Personnel Reverse Data', and 'Non SF50 Error' (also highlighted with a red box). The sidebar also features 'Recent Places', 'My Favorites', and 'Navigator' sections.
- Admin - Analytics and Reports:** A tile with a building icon.
- HR Processing USF:** A tile with a person icon and a document.

PI Transaction Status



Navigate to the **PI Transaction Status** page.

Main Menu>Payroll Interface>DFAS Payroll Interface Review>PI Transaction Status

PI Transaction Status

Empl	Empl Record	Effective Date	Sequence	Station	Display Name	Nature of Action Code	NSA Code 2	DCPS Process Date	DCPS Process Status	File Tag Number	DCPS Return Message	Transaction Details
125	0	02/01/2016	22	546		ROT		02/01/2016	Return to Personnel 211		DCPS Return Message	Transaction Details
126	0	02/01/2016	22	101		CRD		02/03/2016	Return to Personnel 213		DCPS Return Message	Transaction Details
127	0	02/01/2016	23	546		TSP		02/01/2016	Return to Personnel 211		DCPS Return Message	Transaction Details
128	0	02/01/2016	33	101		816		01/28/2016	Return to Personnel 208		DCPS Return Message	Transaction Details
129	0	01/01/2016	22	323		TSP		02/04/2016	Return to Personnel 214		DCPS Return Message	Transaction Details
130	1	01/30/2016	11	405		317		01/28/2016	Invalidated	208	DCPS Return Message	Transaction Details
131	0	01/29/2016	21	549		340		01/29/2016	Invalidated	209	DCPS Return Message	Transaction Details
132	0	01/29/2016	22	103		TSP		02/05/2016	Return to Personnel 215		DCPS Return Message	Transaction Details
133	0	01/29/2016	22	103		TSP		02/05/2016	Return to Personnel 215		DCPS Return Message	Transaction Details
134	0	01/28/2016	22	101		CUN		01/28/2016	Return to Personnel 208		DCPS Return Message	Transaction Details

Enter the **Process Date**, if necessary.

Select the applicable filters.

Click the **Refresh** button.

To view details on an action, click the **DCPS Return Message** link. (Messages are not available for all statuses.)

DCPS Return Messages

The screenshot shows a software window titled "PDI Return Messages". At the top, it displays "Empl ID: 00043263", "Empl Record: 0", "Effective Date: 04/17/2016", and "Sequence 33". Below this is a section for "Transactions in DFAS Personnel Return File" with a "Find | View All" button and a "1 of 4" indicator. The transaction details include "DCPS Returned Date: 04/26/2016", "File Seq Number: 209", "Return Status: R", and "NOA Code: 5EN". A sub-section titled "Return Messages" contains three entries:

Return Multi:	Reject Message:	Reject Field Number:	Rejected Value:
01	9000 Invalid Value In Field/Fields	97 Employee Entitlement	
02	9000 Invalid Value In Field/Fields	98 Employee Entitlement Amt/Pct	0000000
03			

At the bottom of the window are "OK", "Cancel", and "Apply" buttons.

The **DCPS Return Message** contains the error message explaining why a transaction was Returned to Personnel.

Click the **OK** button.

Transaction Details Links

To make changes to a transaction, click the **Transaction Details** link. This will return you to the corresponding pages to make corrections to the transaction.

The screenshot displays the 'Additional Pay' form. At the top, the 'Earnings Code' is 'PPT' and the 'Description' is 'Premium Pay THCW'. The 'Effective Date' is '04/17/2016'. The 'PI Action' is '5EN' and the 'PI Update Ind' dropdown menu is highlighted with a red box and set to 'Returned'. Below this, the 'Payment Details' section includes fields for '*Addl Seq Nbr' (10), 'Rate Code', 'End Date', 'Reason' (Not Specif), 'Hours', 'Hourly Rate', 'Goal Amount', 'Goal Balance', and 'Sep Check Nbr'. There are also checkboxes for 'OK to Pay', 'Disable Direct Deposit', and 'Prorate Additional Pay'. At the bottom, the 'Applies To Pay Periods' section has checkboxes for 'First', 'Second', 'Third', 'Fourth', and 'Fifth', with 'First', 'Second', and 'Third' checked. The form also includes 'Job Information' and 'Tax Information' sections and 'OK', 'Cancel', and 'Apply' buttons at the bottom.

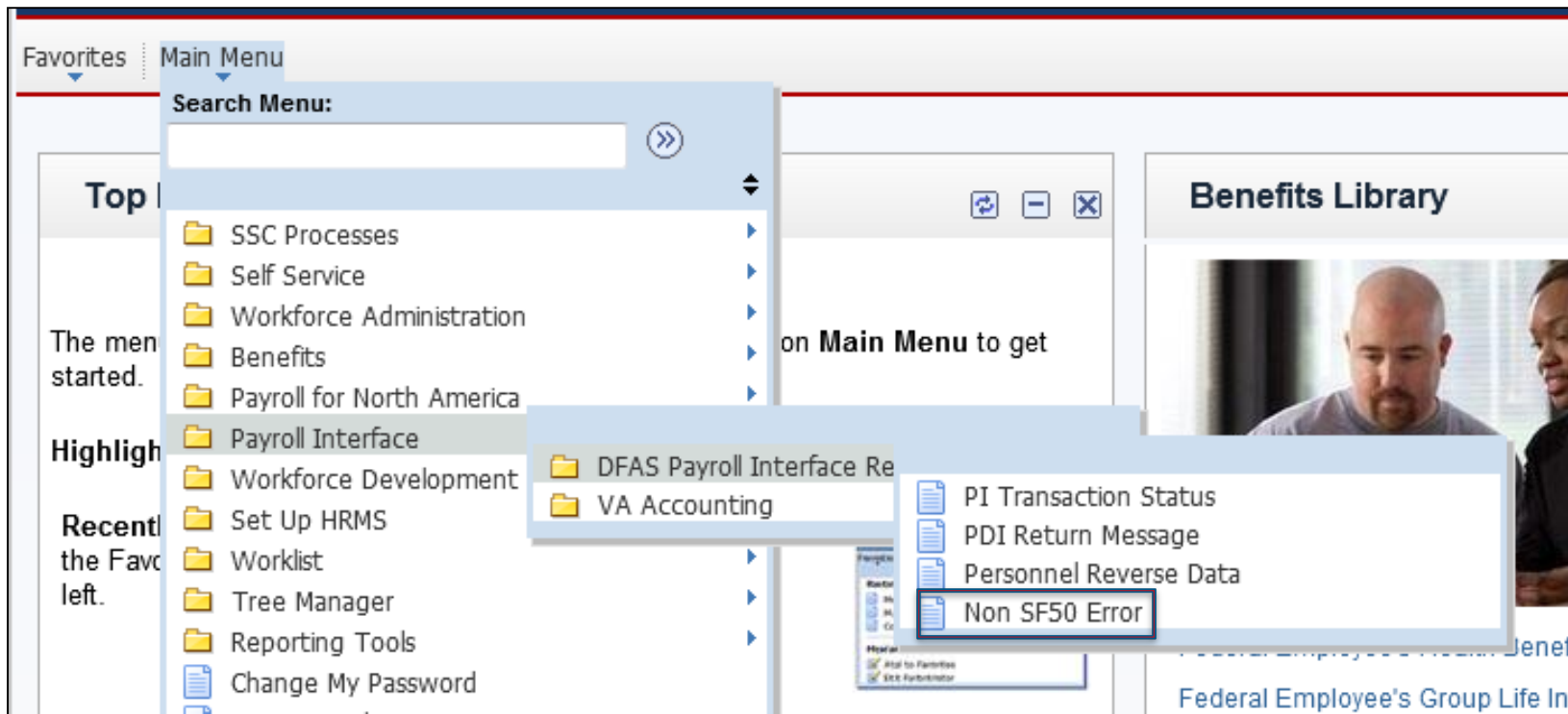
If multiple rows exist, locate the transaction where the **PI Update Ind** has a **Returned** status.

Updated Actions are Resent to DCPS

The screenshot shows a software interface for 'Additional Pay'. At the top, it displays 'Additional Pay' with a search icon and navigation options 'Find | View All | First | 2 of 2 | Last'. Below this, the 'Earnings Code' is 'PPT' and the 'Description' is 'Premium Pay T HCW'. The 'Effective Date' is '04/17/2016'. The 'PI Action' is 'MSC' and the 'PI Update Ind' is 'Ready', which is highlighted with a red box. There are also checkboxes for 'Override PI Ind' and 'OK to Pay'. The 'Payment Details' section includes fields for 'Addl Seq Nbr' (10), 'Rate Code', 'Earnings', 'Hours', 'Goal Amount', 'Sep Check Nbr', 'End Date', 'Reason' (Not Specif), 'Hourly Rate', and 'Goal Balance'. There are also checkboxes for 'Disable Direct Deposit' and 'Prorate Additional Pay'. The 'Applies To Pay Periods' section has checkboxes for 'First', 'Second', 'Third', 'Fourth', and 'Fifth', with 'First', 'Second', and 'Third' checked. At the bottom, there are 'OK' and 'Apply' buttons, with a blue arrow pointing to the 'OK' button.

Review the transaction and make necessary updates.
Click the **OK** button, which will save the transaction
The PI Update Ind will automatically update to **Ready**.

NON SF50 ERROR



Navigate to the **Non SF50 Error** page
Main Menu>Payroll Interface>DFAS Payroll Interface Review>Non SF50 Error

Non SF50 Search Results

Non SF50 Errors

DFAS Process Dt:

Empl ID	Empl Rcd#	Effective Date	DFAS Process Date	DCPS Transaction Code	Return Start Position	Field Name	Rejected Value	DCPS Return Error Message	DCPS Field Name	Transaction Detail
31 00078567		0 08/23/2015	05/26/2016	0111 - Union Dues - Add	36	OrganizationCode	V67	1029 DUPLICATE, OR IS NOT COMPATIBLE WITH A PRIOR TRANSACTION		Transaction Detail
32 00084264		0 05/15/2016	05/25/2016	0012 - Address Change	105	ZipCode	628320000	9000 INVALID VALUE IN FIELD(S)	NSF50-ADR-ZIP-NINES	Transaction Detail
33 00085119		0 10/04/2015	05/21/2016	0012 - Address Change	105	ZipCode	945350000	9000 INVALID VALUE IN FIELD(S)	NSF50-ADR-ZIP-NINES	Transaction Detail
34 00085897		0 02/07/2016	05/21/2016	0012 - Address Change	105	ZipCode	300130000	9000 INVALID VALUE IN FIELD(S)	NSF50-ADR-ZIP-NINES	Transaction Detail
35 00087268		0 05/20/2016	05/21/2016	0113 - Union Dues- Stop	36	OrganizationCode	V44 / A	4021 NO EMPLOYEE ORGANIZATION RECORD FOUND		Transaction Detail
36 00087647		0 11/01/2015	05/21/2016	0012 - Address Change	105	ZipCode	327790000	9000 INVALID VALUE IN FIELD(S)	NSF50-ADR-ZIP-NINES	Transaction Detail
37 00088038		0 11/15/2015	05/24/2016	0012 - Address Change	105	ZipCode	535980000	9000 INVALID VALUE IN FIELD(S)	NSF50-ADR-ZIP-NINES	Transaction Detail

Enter the **Process Date**.

Click the **Refresh** button.

This will display any errors returned by DCPS that do not appear on an employee's SF50. This includes Deductions such as Union Dues and Parking Deductions. Errors returned here can be corrected in the Create General Deductions page.

Company: VA Department of Veterans Affairs

General Deduction Find | View All First 1 of 2 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 05/15/2016 Take on all Paygroups

Distribution Code: 999 DFAS Parking Deduction Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind

Deduction End Date: 05/15/2016 Deduction Rate or %:

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance: PI Update Ind: Returned

PI Action: 0123 - Parking/Quarters - Stop

This data was last updated by: Online User Data last updated on: 05/25/2016

OK Cancel Apply

Navigate to the record with a **PI Update Ind** that displays **Returned**.

Company: VA Department of Veterans Affairs

General Deduction Find | View All First 1 of 2 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 05/15/2016 Take on all Paygroups

Distribution Code: 999 DFAS Parking Deduction Ded stopped by Self Serv User

*Calculation Routine: Default to Deduction Table [Distribution Information](#) Override PI Ind

Deduction End Date: 05/15/2016 Deduction Rate or %:

Loan Interest %: Flat/Addl Amount: \$5.66 **PI Update Ind: Ready**

Goal Amount: Current Goal Balance: PI Action: 0123 - Parking/Quarters - Stop

This data was last updated by: Online User Data last updated on: 05/25/2016

OK **Apply**

Review the transaction and make necessary updates.
 Click the **OK** button, which will save the transaction.
 The **PI Update Ind** will automatically update to **Ready**.



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HR·Smart Queries

Running HR Smart Query Options.

VA



U.S. Department
of Veterans Affairs

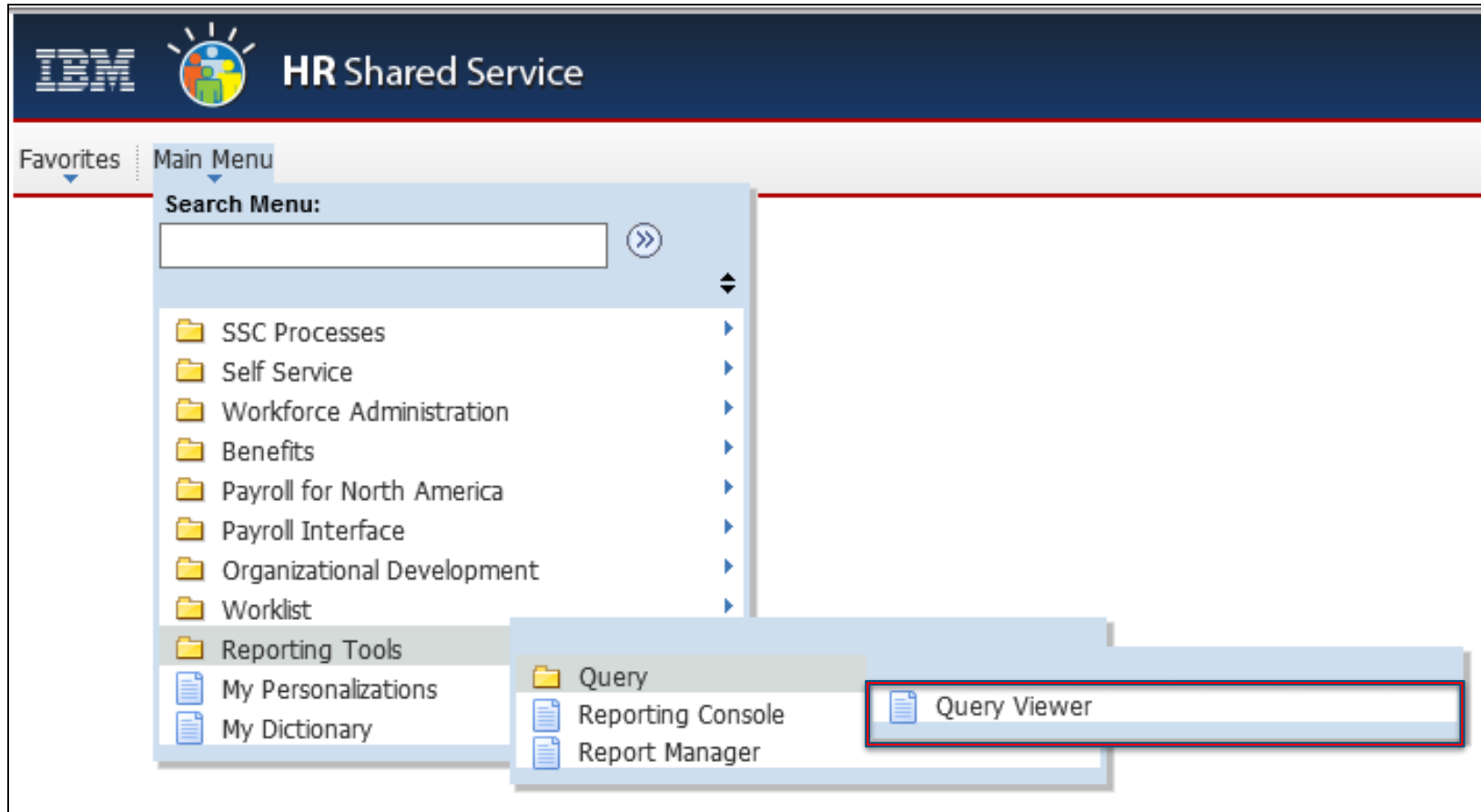


Query Viewer

The Query Viewer function in HR·Smart allows certain users to view, schedule and run query reports that have been published and made available for viewing inside HR·Smart.

If you cannot find a published query that meets your needs, contact the HR·Smart help desk to make a request.

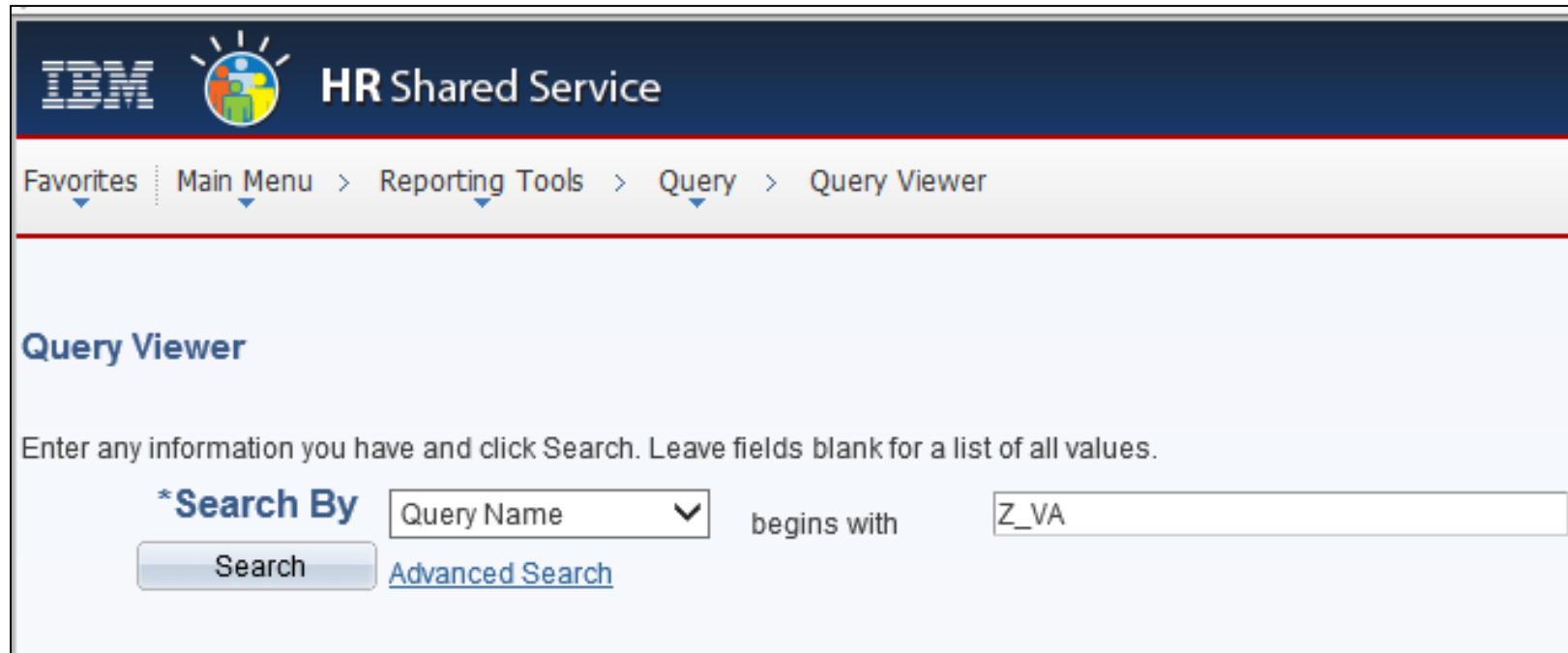
Query Navigation




Navigate to the Query Viewer page

Main Menu>Reporting Tools>Query>Query Viewer

Query Search



IBM  HR Shared Service

Favorites > Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Most Queries created specifically for VA begin with **Z_VA**. Entering this value into the begins with field will return all results beginning with Z_VA.

Query Results

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
Z_VAC_ALL_ACTIVE_EMPS	ALL ACTIVE EMPLOYEES	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_ALL_ACTIVE_EMPS2	ALL ACTIVE EMPLOYEES	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_AUD_MISSING_ACCOUNTING		Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_COMP_AWD_INCENTIVE	Listing of award incentives	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_COMP_NONPAY_STATUS	Non-Pay Status Detail	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_CURR_JOB_ROW		Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_DEPT_CC_LOOKUP	Lookup Cost Center by Departme	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_DEPT_CC_LOOKUP_BY_VISN	Lookup Cost Center by VISN	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_EMPL_DEPT_CC_LOOKUP	Lookup Dept/Cost Ctr by Emplid	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_EMP_REVIEW	Used for review of emp data	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_FIN_DISCL	Financial Disclosure Report	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_GAINS_LOSSES_NO_VA_XFR	Gains/Losses w/o HR Smart XFRs	Public		HTML	Excel	XML	Schedule	Favorite
Z_VAC_GRADE_RETENTION	Grade Retention	Public		HTML	Excel	XML	Schedule	Favorite

Click the HTML link for the desired Query.

Active Employee Query

Z_VAC_ALL_ACTIVE_EMPS - ALL ACTIVE EMPLOYEES

Parent Station:

ID	Name	Empl Record	Eff Date	Sequence	Dept ID	Pay Status	Comp Rate	Pay Plan	Occ Series	Off Ttl Cd	Off Title	Org Posn Title	Title	Location	Cost Center	Org
----	------	-------------	----------	----------	---------	------------	-----------	----------	------------	------------	-----------	----------------	-------	----------	-------------	-----

First

Empl Record	Eff Date	Sequence	Dept ID	Pay Status	Comp Rate	Pay Plan	Occ Series	Off Ttl Cd	Off Title	Org Posn Title	Title	Location	Cost Center	Org
0	01/10/2016	11	10582	A	48672.000000	GS	0503	05	Financial Accounts Tech	00	None	104	1882	2000
0	01/10/2016	11	10581	A	47195.200000	GS	0525	02	Accounting Technician	00	None	104	1881	2000
0	01/10/2016	11	10581	A	46612.800000	GS	0525	02	Accounting Technician	00	None	104	1881	2000
0	04/03/2016	11	10577	A	65041.600000	GS	0501	39	Systems & Procedures Anal	00	None	104	1877	2000
0	01/10/2016	11	10582	A	56035.200000	GS	0503	13	Financial Accts Tech (OA)	00	None	104	1882	2000
0	05/15/2016	11	10583	A	78223.000000	GS	0501	04	Financial Admin Spec	00	None	104	1883	2000
0	01/10/2016	11	10582	A	50148.800000	GS	0503	05	Financial Accounts Tech	00	None	104	1882	2000
0	05/15/2016	11	10583	A	53939.000000	GS	0501	15	Financial Management Spec	00	None	104	1883	2000
0	01/10/2016	11	10593	A	136676.800000	GS	0501	15	Financial Management Spec	00	None	104	1896	2000
0	04/20/2016	11	10593	A	43139.200000	GS	0525	02	Accounting Technician	00	None	104	1896	2000
0	02/23/2016	11	10588	A	48880.000000	GS	0501	39	Systems & Procedures Anal	00	None	104	1888	2000
0	01/28/2016	11	10578	A	44283.200000	GS	0525	02	Accounting Technician	00	None	104C	1878	2000
0	04/20/2016	11	10586	A	87401.600000	GS	0510	02	Accountant	00	None	104	1886	2000
0	05/06/2016	11	10580	A	85051.200000	GS	0343	06	Management & Prog Analyst	00	None	104	1880	2000
0	01/10/2016	11	10589	A	101129.600000	GS	0510	22	Systems Accountant	00	None	104	1889	2000
0	04/03/2016	11	10588	A	27393.600000	GS	0544	14	Civilian Pay Clerk	16	Civilian Pay Clerk	104	1888	2000
0	01/14/2016	11	26530	A	79809.600000	GS	0301	93	Program Specialist	00	None	104A	1892	2000

The query will display in a new window.

Excel Export in Query

Parent Station:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (280 kb)

To export the report to Excel, Click on the **Excel Spreadsheet** link in the header area of the displayed report.

Excel Report

A	B	C	D	E	F	G
ALL ACTIVE EMPLOYEES						
ID	Name	Empl Record	Eff Date	Sequence	Dept ID	Pay Status
00003783	Kkkkkkkkkkk, Kkkk	0	1/10/2016	11	10582	A
00007612	Bbbbb, Bbbbb	0	1/10/2016	11	10581	A
00008389	lllll, llil	0	1/10/2016	11	10581	A
00008708	Ddddd, Dddd	0	4/3/2016	11	10577	A
00010333	Sssss, Sss	0	1/10/2016	11	10582	A
00012270	Fffffff, Fffffff	0	5/15/2016	11	10583	A
00012642	Gggggggg, Ggggggggg	0	1/10/2016	11	10582	A
00012818	Hhhhh, Hhhh	0	5/15/2016	11	10583	A
00014018	Eee, Eeeee	0	1/10/2016	11	10593	A
00014059	Jjjj, Jjjj	0	4/20/2016	11	10593	A
00014382	Cccc, Ccccc	0	2/23/2016	11	10588	A
00014404	Lll, Lll	0	1/28/2016	11	10578	A
00014654	Qqqq, Qqqq	0	4/20/2016	11	10586	A
00014758	Nnnnn, Nnnnn	0	5/6/2016	11	10580	A

The report will open in a new Excel window.

Exporting the report to Excel allows the data to be manipulated. For example, you could sort the data by name for an alphabetical listing of employees. Query results are generally displayed in order of the Empl ID.

Questions?





FINANCIAL
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Bonus HR Smart Examples

5/28/2019

Internal VA Use Only - Pre Decisional



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Deductions

Deduction Codes and Pages; Enter Parking/Quarters Deductions.

VA

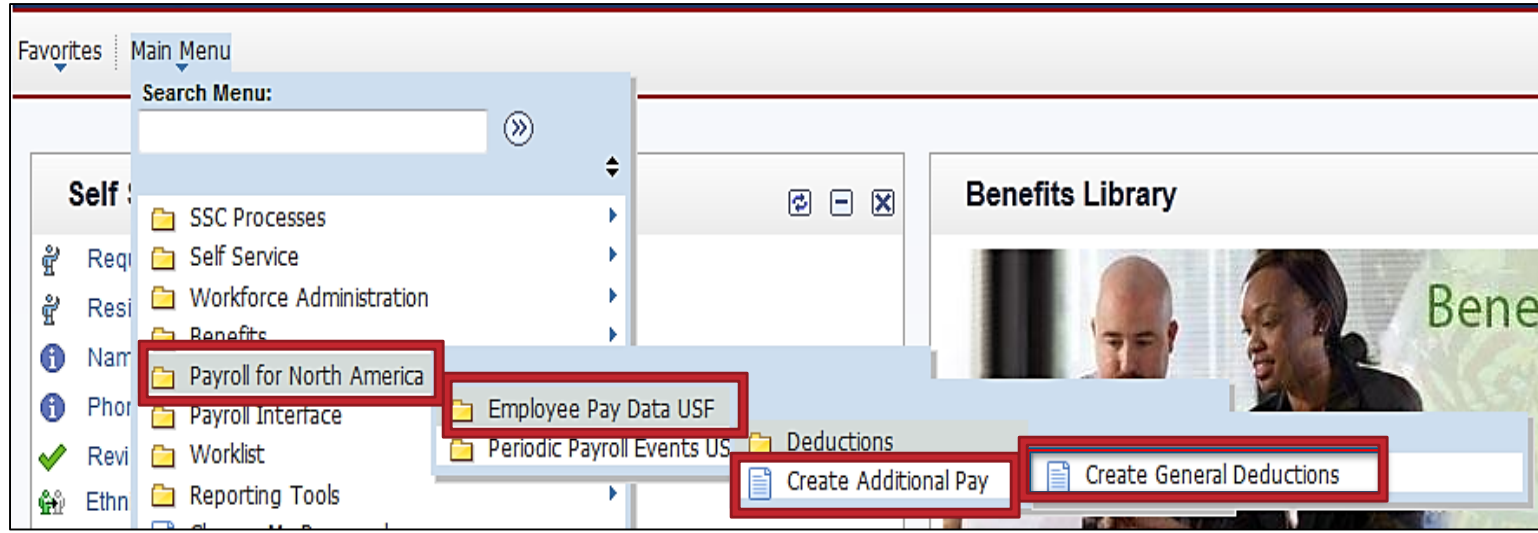


U.S. Department
of Veterans Affairs

Enter Parking/Quarters Deductions

Employees at certain VA facilities are required to pay a bi-weekly parking fee for parking on government grounds.

Employees at certain VA facilities may pay to occupy government owned living quarters located at VA facilities.



Create General Deductions


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with	<input type="text"/>
Company:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter the applicable information into the search field(s).
Click the **Search** button

General Deduction Fields

The screenshot shows a software window titled "General Deduction" with a help icon. In the top right corner, there are navigation controls: "Find", "View All", "First", "1 of 1", and "Last". Below the title bar, there are two input fields. The first is labeled "*Deduction Code:" and has a magnifying glass icon to its right. The second is labeled "Union Anniversary Date:" and has a calendar icon to its right.

Field	Description
Deduction Code	Indicates type of deduction. In some cases the deduction amount is tied to this code.
Union Anniversary Date	Date employee became a member of AFGE or NNU labor organization.

Deduction Details Fields

The screenshot shows a web form titled "Deduction Details". It includes the following fields and options:

- *Effective Date:** 02/11/2015 (with a calendar icon)
- Distribution Code:** (empty text box with a search icon)
- *Calculation Routine:** Default to Deduction Table (dropdown menu) with a link to "Distribution Information"
- Deduction End Date:** (empty text box with a calendar icon)
- Deduction Rate or %:** (empty text box)
- Take on all Paygroups:** (checkbox)
- Ded stopped by Self Serv User:** (checkbox)
- Loan Interest %:** (empty text box)
- Flat/Addl Amount:** (empty text box)
- Override PI Ind:** (checkbox)
- Goal Amount:** (empty text box)
- Current Goal Balance:** (empty text box)
- PI Update Ind:** Not Ready (dropdown menu)
- PI Action:** (empty dropdown menu)

At the bottom of the form, it says "This data was last updated by:" followed by a blank space, and "Data last updated on:" followed by a blank space.

Effective Date	Date deduction is to begin or end.
Calculation Routine	Identifies how the deduction amount is calculated.
Override PI Ind	Used to manually change the PI Update indicator.
Deduction End Date	Date the deduction will end.
PI Update Ind	Indicates status of payroll interface transaction.
Flat/Addl Amount	Amount of biweekly deduction.
PI Action	Indicates to DCPS type of action being processed.
Date last updated on	Date the data was last updated.

The remainder of the fields are not used by VA.

HR·Smart Parking/Quarters Codes

- If necessary, click the **Add a New Row** button in the **General Deduction** scroll area.
- If this is the first deduction to be entered for the employee, the **Add a New Row** button will not be available.

Create General Deductions

Skylar White
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code:

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/04/2014

Distribution Code:

*Calculation Routine: Default to Deduction Table [Distribution Information](#)

Deduction End Date:

Loan Interest %:

Goal Amount:

Take on all Paygroups Ded stopped by Self Serv User

Override PI Ind

PI Update Ind: Not Ready

PI Action:

This data was last updated by: Data last updated on:

JP	DFAS Parking Deduction code	DFAS Parki	DFAS Parking Deduction
JQ1	Housekeeping Quarters - Taxabl	Housekeepi	Housekeeping Quarters - Taxabl
JQ2	Non-HouseKeeping Qtrs -Taxabl	Non-HouseK	Non-HouseKeeping Qtrs -Taxabl
JQ3	Housekeeping Qtrs- Non-Taxable	Housekeepi	Housekeeping Qtrs- Non-Taxable
JQ6	Non-Housekeeping Qtrs-Non-Tax	Non-Housek	Non-Housekeeping Qtrs-Non-Tax

- 0012 - Address Change
 - 0111 - Union Dues - Add
 - 0113 - Union Dues- Stop
 - 0121 - Parking/Quarters - Add
 - 0122 - Parking/Quarters - Chg
 - 0123 - Parking/Quarters - Stop
 - Tracking Purpose Only

Enter the Deduction Code.

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount: PI Action:

Goal Amount: Current Goal Balance:

This data was last updated by: _____ Data last updated on: _____

Enter the **Effective Date**.

Select **Flat Amount** from the **Calculation Routine** drop down.

Enter the rate in the **Flat/Addl Amount** field.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$10.00

Goal Amount: Current Goal Balance: **PI Action:**

This data was last updated by: Online User Data last updated on: 06/05/21

0121 - Parking/Quarters - Add

0012 - Address Change

0111 - Union Dues - Add

0113 - Union Dues- Stop

0121 - Parking/Quarters - Add

0122 - Parking/Quarters - Chg

0123 - Parking/Quarters - Stop

Tracking Purpose Only

Tracking Purpose Only

Save Return to Search Notify Update/Display Include History Correct History

Select **0121 – Parking/Quarters – Add** from the **PI Action** drop down.
Click the **Save** button.

Update Parking/Quarters Deductions

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First ◀ 1 of 1 ▶ Last

*Deduction Code: JP 🔍 DFAS Parking Deduction code + -

Union Anniversary Date: 📅

Deduction Details Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 06/15/2014 📅 Take on all Paygroups + -

Distribution Code: 🔍 Ded stopped by Self Serv User

*Calculation Routine: Flat Amount ▼ [Distribution Information](#) Override PI Ind

Deduction End Date: 📅 Deduction Rate or %: PI Update Ind: Ready ▼

Loan Interest %: Flat/Addl Amount: PI Action:

Goal Amount: Current Goal Balance: 0121 - Parking/Quarters - Add ▼

This data was last updated by: Online User Data last updated on: 06/05/2014

Locate the **Parking/Quarters Deductions** row in the **General Deduction** scroll area. Click the **Add a New Row** button in the **Deductions Details** scroll area.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 06/29/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00 PI Action:

Goal Amount: Current Goal Balance: 0121 - Parking/Quarters - Add

This data was last updated by: Online User Data last updated on: 06/05/2014

Enter the **Effective Date**.

Enter the rate in the **Flat/Addl Amount** field.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date: []

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups
Distribution Code: [] Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind
Deduction End Date: [] Deduction Rate or %: [] PI Update Ind: Ready

Loan Interest %: [] Flat/Addl Amount: \$25.00
Goal Amount: [] Current Goal Balance: []

This data was last updated by: Online User Data last updated on: 06/05/2014

PI Action:

- 0121 - Parking/Quarters - Add
- 0012 - Address Change
- 0111 - Union Dues - Add
- 0113 - Union Dues- Stop
- 0121 - Parking/Quarters - Add
- 0122 - Parking/Quarters - Chg**
- 0123 - Parking/Quarters - Stop
- Tracking Purpose Only
- Tracking Purpose Only

Save Return to Search Notify Update/Display Include History Correct History

Select **0122 – Parking/Quarters – Chg** from the **PI Action** drop down.
Click the **Save** button.

Terminate Parking/Quarters Deductions

Create General Deductions

Skylar White ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$10.00 PI Action:

Goal Amount: Current Goal Balance: 0121 - Parking/Quarters - Add

This data was last updated by: Online User Data last updated on: 06/05/2014

Locate the **Parking/Quarters Deductions** row in the **General Deduction** scroll area. Click the **Add a New Row** button in the **Deduction Details** scroll area.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 06/29/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: 06/29/2014 Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00 PI Action:

Goal Amount: Current Goal Balance: 0121 - Parking/Quarters - Add

This data was last updated by: Online User Data last updated on: 06/05/2014

Enter the **Effective date**. This date will generally be the end of a pay period.
Enter the **Deduction End Date**. This will be the same as the Effective Date.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: JP DFAS Parking Deduction code

Union Anniversary Date:

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 06/29/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: 06/29/2014 Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00

Goal Amount: Current Goal Balance:

This data was last updated by: Online User Data last updated on: 06/05/2014

PI Action:
0121 - Parking/Quarters - Add
0012 - Address Change
0111 - Union Dues - Add
0113 - Union Dues- Stop
0121 - Parking/Quarters - Add
0122 - Parking/Quarters - Chg
0123 - Parking/Quarters - Stop
Tracking Purpose Only
Tracking Purpose Only

Select **0123 – Parking/Quarters – Stop** from the **PI Action** drop down.
Click the **Save** button.



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Transit Benefits (Tracking Purposes)

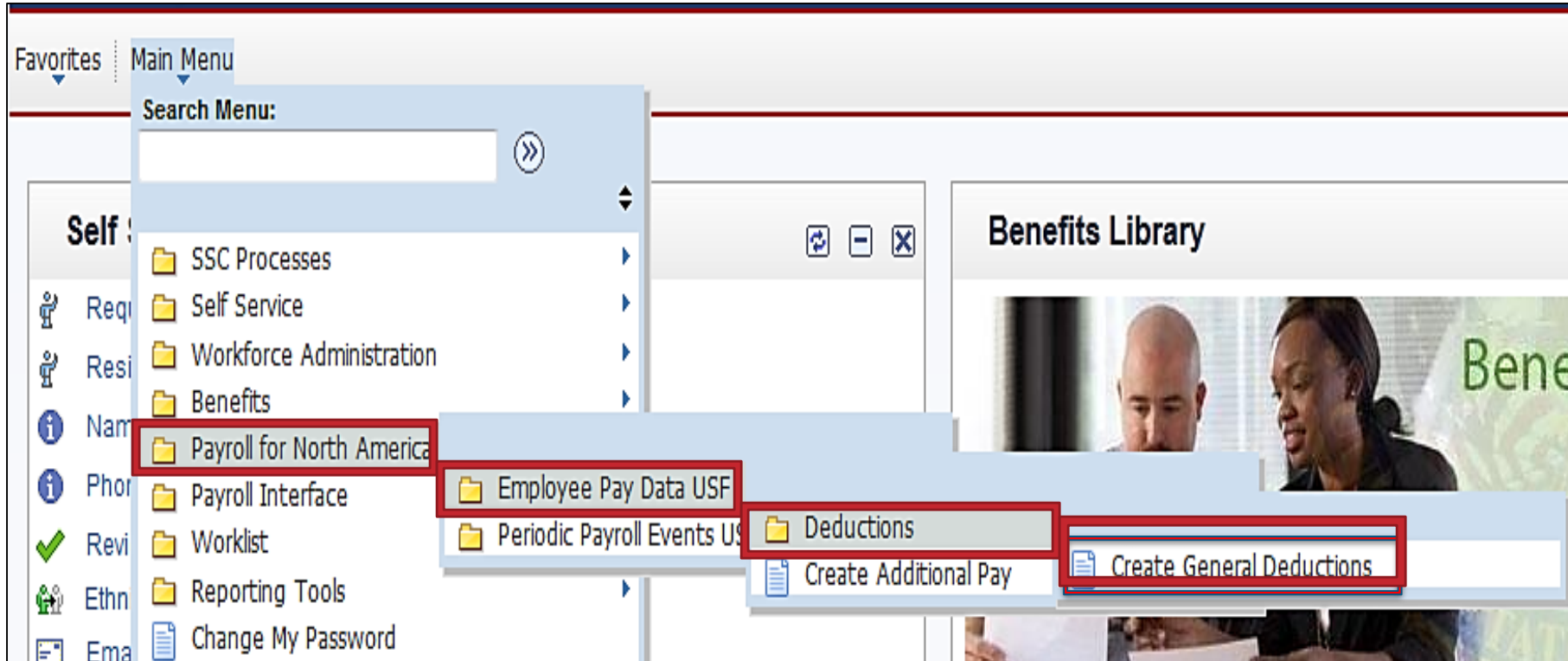
Entering, Changing and Terminating Transit Benefit Codes.

VA



U.S. Department
of Veterans Affairs

Enter Transit Benefits



Navigate to the **Create General Deductions** page.

Main Menu > Payroll for North America> Employee Pay Data USF > Deductions>
Create General Deductions

Create General Deductions


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with ▼	<input type="text"/>
Company:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter the applicable information into the search field(s).
Click the **Search** button.

HR-Smart Transit Benefit Codes

Create General Deductions

Skylar White

Company: VA Department of Veterans Affairs

General Deduction

*Deduction Code:

Union Anniversary Date:

Deduction Details

*Effective Date: 06/04/2014

Distribution Code:

*Calculation Routine: Default to Deduction Table

Deduction End Date:

Loan Interest %:

Goal Amount:

This data was last updated by:

T01	1-Bus
T02	2-Light Rail
T03	3-Subway
T04	4-Train
T05	5-Ferry
T06	6-Auth Vanpool
T07	7-Other
T08	8-Self Cert
T11	1-Bus Direct Subsidy
T12	2-Light Rail -1 Direct Subsidy
T13	3-Subway -1 Direct Subsidy
T14	4-Train -1 Direct Subsidy
T15	5-Ferry -1 Direct Subsidy
T16	6-Auth Vanpool -1 Direct Subsi
T17	7-Other -1 Direct Subsidy
T18	8-Self Cert -1 Direct Subsidy
T31	1-Bus 3-Pre-Tax
T32	2-Light Rail -3 Pre Tax
T33	3-Subway -3 Pre Tax
T34	4-Train -3 Pre Tax
T35	5-Ferry -3 Pre Tax
T36	6-Auth Vanpool -3 Pre Tax
T37	7-Other -3 Pre Tax

If necessary, click the **Add a New Row** button in the **General Deduction** scroll area.
 If this is the first deduction to be entered for the employee, the **Add a New Row** button will not be available.
 Enter the **Deduction Code**.

Find | View All First 1 of 1

+ -

Find | View All First 1 of 1 Last

all Paygroups + -

pped by Self Serv User

erride PI Ind

ate Ind: Not Ready

on:

Tracking Purpose Only

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

Effective Date: 06/15/2014

Distribution Code:

Calculation Routine: Flat Amount

Deduction End Date:

Loan Interest %:

Goal Amount:

Take on all Paygroups

Ded stopped by Self Serv User

Override PI Ind

PI Update Ind: Not Ready

PI Action:

Flat/Addl Amount:

Distribution Information

This data was last updated by: Data last updated on:

Enter the **Effective Date**.

Select **Flat Amount** from the **Calculation Routine** drop down.

Enter the rate in the **Flat/Addl Amount** field.

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Not Ready

Loan Interest %: Flat/Addl Amount: \$30.00

Goal Amount: Current Goal Balance:

This data was last updated by: Data last updated on:

PI Action:
0012 - Address Change
0111 - Union Dues - Add
0113 - Union Dues- Stop
0121 - Parking/Quarters - Add
0122 - Parking/Quarters - Chg
0123 - Parking/Quarters - Stop
Tracking Purpose Only

Select **Tracking Purpose Only** from the **PI Action** drop down.
Click the **Save** button.

Update Transit Benefits

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 1 of 1 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014

Distribution Code:

*Calculation Routine: Flat Amount

Deduction End Date:

Loan Interest %:

Goal Amount:

Take on all Paygroups

Ded stopped by Self Serv User

Override PI Ind

PI Update Ind: Not Ready

PI Action:

This data was last updated by: Data last updated on:

Locate the Transit Benefits row in the **General Deduction** scroll area.
Click the **Add a New Row** button in the **Deductions Details** scroll area.

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 2 of 2 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 06/29/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00 PI Action:

Goal Amount: Current Goal Balance: Tracking Purpose Only

This data was last updated by: Online User Data last updated on: 06/09/2014

Enter the **Effective Date**.

Enter the rate in the **Flat/Addl Amount** field.

Click the **Save** button.

Terminate Transit Benefits

Create General Deductions

Skylar White ID: 00000012
Company: VA Department of Veterans Affairs

General Deduction Find | View All First 2 of 2 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 06/15/2014 Take on all Paygroups

Distribution Code: Ded stopped by Self Serv User

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00 PI Action:

Goal Amount: Current Goal Balance: Tracking Purpose Only

This data was last updated by: Online User Data last updated on: 06/09/2014

Locate the **Transit Benefits** row in the **General Deduction** scroll area. Click the **Add a New Row** button in the **Deductions Details** scroll area.

Create General Deductions

Skylar White

ID: 00000012

Company: VA Department of Veterans Affairs

General Deduction ? Find | View All First 2 of 2 Last

*Deduction Code: T33 3-Subway -3 Pre Tax

Union Anniversary Date:

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 06/29/2014 Take on all Paygroups

Distribution Code:

*Calculation Routine: Flat Amount [Distribution Information](#) Override PI Ind

Deduction End Date: 07/27/2014 Deduction Rate or %: PI Update Ind: Ready

Loan Interest %: Flat/Addl Amount: \$25.00 PI Action:

Goal Amount: Current Goal Balance: Tracking Purpose Only

This data was last updated by: Online User Data last updated on: 06/09/2014

Enter the **Effective Date**.

Enter the **Deduction End Date**. This date will be the same as the Effective Date.

Save Return to Search Notify Update/Display Include History Correct History

Click the **Save** button.