National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSC-FM-SDG-0004 Revision A

Effective Date: **March 16, 2009**
Expiration Date: **March 16, 2014**

PAYROLL

Responsible Office: Payroll

RELEASED - Printed documents may be obsolete; validate prior to use.

Approved by

/s/ Kenneth L. Newton
Kenneth L. Newton
Deputy Director, SDD

January 12, 2011
Date

Document History Log

Status (Basic/Revision/Cancelled)	Revision Date	Description of Change
Basic	05/22/06	Basic Release
Revision A	03/16/09	• Removed "Print" and "Scan" steps. • Incorporated Remedy and Tech Doc Steps. • Added flowcharts, added appendices, and fixed formatting flaws. • Updated SDGs to reflect Automation of Leave Share & Advance Sick Leave programs. • Updated Hardcopy and PPPA adjustments affected by system update • Deleted Accounts Receivable activity transitioned to A/R. • Deleted Extension of Compensatory Time, No longer allowed. • Deleted Distributing SF1150's (Record of Leave Date) transitioned to HR. • Deleted Health Benefits Coverage, transitioned to HR, • Deleted Leave Buy Back, transitioned to HR. • Deleted Student Loan Repayments, transitioned to HR and AP. • Deleted TSP Loan Payment, Transitioned to TSP. • Deleted Death Duty Status Transitioned to HR • Added Administration of VLTP • Added Administration of ASL .

Table of Contents

Introduction……6

PAYROLL PROCESSING
- Alternate Work Schedule Change Report (AWS) 7
- Clean-Up Process.....10
- Close-Out Procedures.....20
- Close-Out Holiday Procedures.....56
- Leave and Earnings Statement.....60
- Missing Timesheets Query.....63
- Payment of Compensatory Time.....67
- Payment of Credit Hours.....70
- Reissue of Payment.....73
- Salary Garnishments….....76
- Settlements.....78
- Supplemental Payment Request.....82
- Transfer and Separation Report.....88
- W-2 Reprints.....95

FOREIGN PAYROLL
- Overseas Set Up Procedures.....97
- Periodical Updates (Bi-Weekly and Annually).....105
- Overseas Employee Return Procedures.....112

PRIOR PAY PERIOD ADJUSTMENTS
- Processing Prior Pay Period Adjustments.....115
- Hard Copy Prior Pay Period Adjustments.....122
- Expiring Prior Pay Period Adjustments.....126

LEAVE PROGRAMS
- Administration of the Voluntary Leave Transfer Program.....128
- Initiate Leave Recipient Application……130
- Leave Share Recipient Set Up Procedures.....134
- Processing Leave Donations.....140
- Leave Share Program Termination Procedures.....145
- Emergency Leave Share Donations.....151
- Military Leave.....154
- Restoration of Annual Leave Hours.....156
- Advance Annual Leave….....160

Administration of Advanced Sick Leave…….163
Advanced Sick Leave……166
FAMILY ASSISTANCE FUND (FAF)……...171
AWARDS
Non Monetary Awards.....174
Non NASA Award Payment……..176
Non NASA Award Taxes……...193

PCS TAXES……200

METRICS…….213

SYSTEM COMPONENTS…..……..215

CUSTOMER CONTACT CENTER STRATEGY…….……..217

CROSS FUNCTIONAL FLOWCHART……..218

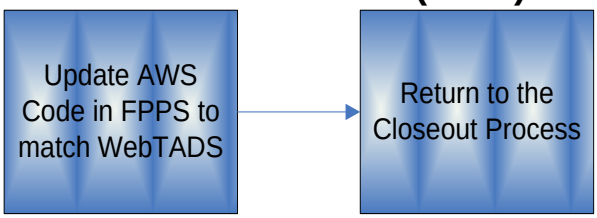
APPENDICES…..…….249

Payroll Time and Attendance

Introduction

The NASA Shared Services Center Payroll Department reviews, validates, and delivers time and attendance data to the Department of the Interior (DOI) and acts as liaison between employees and the DOI. Furthermore, the NSSC generates supplemental payments, coordinates and reconciles employee receivables, posts PCS taxes, tracks and pays Payroll for our Overseas employees and disburses Non-NASA awards

Process 1 - Alternate Work Schedule (AWS) Change Report



Roles & Responsibilities

The AWS report is a report used by the NPO to determine necessary AWS code changes to FPPS.

WebTADS is updated daily from FPPS. The "AWS Code Change" report only shows entries for those employee's whose work schedules and hourly totals do not match.

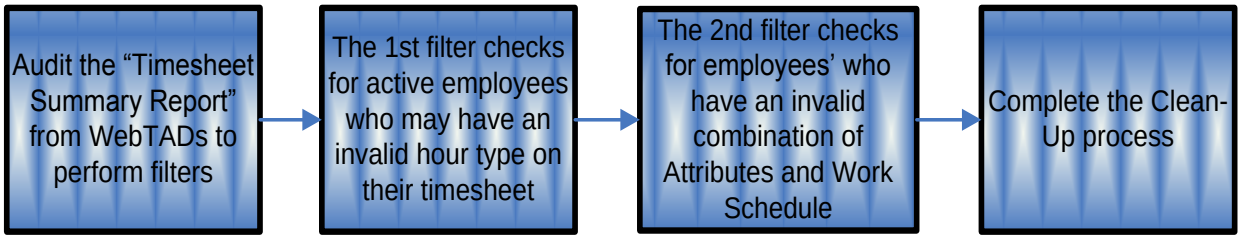
The NPO will use this report during the Closeout process to notify DOI via Message Form for Payment of Credit Hour Balance. For Payment of Credit Hours, refer to the Closeout Procedure.

Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Update the current AWS code in FPPS to match WebTADS. *Note: This process is apart of the Closeout process. In order to change the AWS, the AWS report from the Closeout process must be referenced.*	1.1. Log-on to FPPS via the Internet. https://securefpps.nbc.gov/ 1.1.a. Job Aide α 1.2. Change the Alternate Work Schedule. 1.2.a. Job Aide α *Note: For a mapping of AWS codes, refer to the AWS codes file located in the shared drive.*	1.1.a.i. Click **[Logon].** 1.1.a.ii. Enter User ID & Password. 1.1.a.iii. Click **[OK].** 1.2.a.i. Type AWCG in the FPPS Command box in the upper right corner and click **[Go]**. *Or* Click **[Personnel],**

Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	**Action**	**Tips**
		[Requesting Personnel Action], [Alternate Work Schedule Change (AWCG)]. 1.2.a.ii. Enter the employee's social security number (SSN). 1.2.a.iii. Enter the Effective Date *Note: The Effective Date should always be the first day of the pay period. In some instance the first day of the pay period will not work, if this happens the search the employee's SF50/52 history **(TRAC command)** for the true Effective Date. If the SF 50/52 action is not complete, then contact H/R to mature the action.* 1.2.a.iv. Click **[OK]**. 1.2.a.v. Select the appropriate alternative work schedule code. (Should be N – Not Applicable) 1.2.a.vi. Change the hours schedule for Week 1 and Week 2 at the bottom of the screen to correspond with the hours from the AWS report. *Note: This information is given in the second WebTADS Pay Period*

Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	**Action**	**Tips**
	Output: Updating the FPPS system with the proper Work Schedules.	*Column of the AWS Change Report and will correspond to the current pay period you are processing.* 1.2.a.vii. Select **[OK]**. When asked do you want to update, click **[Yes]**.
Step 2 **[NSSC, Service Provider]** Refer back to the Closeout Process.	**Output:** Completion of the Closeout Process.	

Process 2 - Bi-Weekly Clean-Up Process



Roles & Responsibilities

The clean-up procedure is processed bi-weekly on Day 13 of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided

When conducting this process, please utilize the Clean-Up checklist as necessary.

Adobe Acrobat Professional will be used to consolidate all of the filters and results. Refer to the Adobe Consolidation Procedure.

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Audit the **"Timesheet Summary Report"** from WebTADs to perform filters. *Note: Any actions taken to correct the employee's attributes (i.e. changing the night diff. flag to yes) can only be changed on an unapproved timesheet.*	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide α 1.2. Save and Open the **"Timesheet Summary Report."** 1.2.a. Job Aide α	1.5.a.i. Enter User-Id and Password. Click **[OK]**. 1.5.a.ii. Under "Location", change the center by clicking **[9999]** at the top of the page. 1.5.a.iii. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.5.a.iv. Click **[Submit]**. 1.2.a.i. Click **[Reports]** located on the toolbar. 1.2.a.ii. Scroll down to the

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
	1.3. Setup spreadsheet to perform filters. 1.3.a. Job Aide α **Output:** Obtain and set-up the report to perform the Clean-Up process.	"Administrative Reports" section. 1.2.a.iii. Click the **(Excel)** icon by the "Timesheet Summary Report." 1.2.a.iv. Click **[Save]** when pop-up box appears. 1.2.a.v. Save to **J: / Drive**. 1.2.a.vi. Click **[Open]**. 1.3.a.i. Highlight Row 14, by clicking on the **[number 14]**. 1.3.a.ii. From the toolbar, select the following: **[Data]** **[Filter]** **[Auto-Filter]**
Step 2 **[NSSC, Service Provider]** The **1st filter** checks for active employees who may have an invalid hour type on their timesheet.	2.1. Hide all columns except Bureau, User, SSN, Duty Status, and Profile ACG OK. 2.1.a. Job Aide α 2.2. Filter out the separated employees by changing the **"Duty Status"** column to **not equal to Z**. 2.2.a. Job Aide α	2.1.a.i. Highlight the Columns by clicking on their **[corresponding letter]**. 2.1.a.ii. Right click with and select **[Hide].** 2.2.a.i. Click **[drop down box]** beside the "Duty

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
		Status." 2.2.a.ii. Click **[Custom]**. The custom auto-filter box will appear. 2.2.a.iii. Change the "Duty Status" by clicking the **[first drop-down box]** and select **[not equal to]**. 2.2.a.iv. Click the other **[drop-down box]** and select **[Z]**.
	2.3. Filter out the employees with ACG discrepancies by changing the "**Profile ACG OK**" column to **N**. 2.3.a. Job Aide α ♦ If the filter brings up **data**, <u>proceed to the next Step</u>. ♦ If the drop-down list under "Profile ACG OK" has no selection for "N," it is a **no data** query. <u>Print the screen to a Word document</u>.	2.3.a.i. Click the **[drop down box]** beside "Profile ACG OK." 2.3.a.ii. Select **[N]**.
	2.3.b. Job Aide α	2.3.b.i. Rest the cursor on the column that contains no results. 2.3.b.ii. Hold down the **<u>CTRL, ALT, PRINT SCREEN</u>** buttons simultaneously. 2.3.b.iii. To capture results create a Word document.

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
		2.3.b.iv. Hold down the **CTRL and V** buttons simultaneously to copy under the text 1st filter. The copied image should appear. 2.3.b.v. Move back to the "Timesheet Summary Report."
	2.4. Copy filtered results to the word document. 2.4.a. Job Aide α	2.4.a.i. Hold down the **CTRL, ALT, PRINT SCREEN** buttons simultaneously. 2.4.a.ii. Go to the Word document. 2.4.a.iii. Hold down the **CTRL and V** buttons simultaneously to copy under the text 1st filter. 2.4.a.iv. Move back to the "Timesheet Summary Report."
	2.5. Review the current timesheet for each employee listed as to inquire why they have an invalid hour type. 2.5.a. Job Aide α	2.5.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 2.5.a.ii. Enter the employee's social security number and click **[Query]**.

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
		2.5.a.iii. Select the applicable employee. 2.5.a.iv. Once the Current timesheet appears, click on the **(Leave Balances)** icon. 2.5.a.v. Look up the ACG code located in the "WebTADS Attributes" section.
	2.6. Use the employee's ACG code to verify the available hour types. 2.6.a. Job Aide α	2.6.a.i. Refer to the **ACG spreadsheet** (located on the shared drive), which contains a list of all available hour types for each ACG code. 2.6.a.ii. To get back to the employee's timesheet click, the **(Edit Timesheet)** icon by the employee's name.
	2.7. Compare the hour types listed on the employee's timesheet to the hour types available under the employee's ACG code. ♦ If the employee has a valid hour type, proceed to the next Step.	
	2.8. Delete the invalid hour type from the employee's timesheet. 2.8.a. Job Aide α	2.8.a.i. Go to the incorrectly listed hour type.

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
	2.9. Type Corrective Action information on the word document and click **[Save].** 2.10. Unhide all columns and remove all filters. 2.10.a. Job Aide α **Output:** Completion of the 1st Filter.	2.8.a.ii. Click the red **[X]** by "Delete Project." 2.10.a.i. Highlight all columns, right click, and select **[Unhide]**. 2.10.a.ii. Highlight Row 14, by clicking on the **[number 14]**. 2.10.a.iii. From the toolbar, select the following: **[Data]** **[Filter]** **[Show-All]**
Step 3 **[NSSC, Service Provider]** The **2nd filter** checks for employees' who have an invalid combination of Attributes and Work Schedule.	3.1. Hide all columns except Bureau, User, SSN, ACG, and Duty Status. 3.1.a. Job Aide α 3.2. Filter out the separated employees by changing the "**Duty Status**" column to **not equal to Z**. 3.2.a. Job Aide α	3.1.a.i. Highlight the Columns by clicking on their [corresponding letter]. 3.1.a.ii. Right click and select **[Hide]**. 3.2.a.i. Click the **[drop down box]** beside "Duty

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
		Status." 3.2.a.ii. Click **[Custom].** 3.2.a.iii. The custom auto-filter box will appear. 3.2.a.iv. Change the "Duty Status" by clicking the **[first drop-down box]** and select **[not equal to].** 3.2.a.v. Click the other **[drop-down box]** and select **[Z].**
	3.3. Filter the invalid ACG by changing the **ACG** column to **16**. 3.3.a. Job Aide α ♦ If filter produces data, <u>proceed to the next Step</u>. ♦ If the drop-down list under "ACG" has no selection for "16," it is a **no data** query. <u>Print the screen to the Word document</u>. 3.3.b. Job Aide α	3.3.a.i. Click the **[drop down box]** beside ACG; 3.3.a.ii. Select **[16]**. 3.3.b.i. Rest the cursor on the column that contains no results. 3.3.b.ii. Hold down the **<u>CTRL, ALT, PRINT SCREEN</u>** buttons simultaneously. 3.3.b.iii. Open the Word document. 3.3.b.iv. Press **<u>Ctrl and V</u>** simultaneously to paste the results under the 2nd

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
		filter. The copied image should appear. 3.3.b.v. Move back to the "Timesheet Summary Report."
	3.4. Copy the filtered results to the Word document. 3.4.a. Job Aide α	3.4.a.i. Hold down the **CTRL, ALT, PRINT SCREEN** buttons simultaneously. 3.4.a.ii. Go to the Word document. 3.4.a.iii. Hold down the **CTRL and V** buttons simultaneously to copy under the text 2nd filter. The copied image should appear. 3.4.a.iv. Move back to the "Timesheet Summary Report."
	3.5. Review all employees' timesheet to inquire why they have an invalid combination of Attributes and Work Schedule. 3.5.a. Job Aide α *Note: the ACG Descriptions located on the Shared Drive should be utilized.*	3.5.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 3.5.a.ii. Enter the employee's social security number and click **[Query]**. 3.5.a.iii. Select the

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
	3.6. Compare the Attributes, Pay Plan, and Work Schedule Code; making sure they match. 3.7. Type Corrective Action information on the word document and click **[Save]**. 3.8. Close the Timesheet Summary Spreadsheet, <u>proceed to Step 4.</u> **Output:** Completion of the 2nd Filter.	applicable employee. 3.5.a.iv. Once the Current timesheet appears, click on the **(Leave Balances)** icon. 3.5.a.v. Under the "WebTADS Attributes" section, check all of the employee's Attributes. 3.5.a.vi. Under the "Payroll Attributes" section, check the Pay Plan and Work Schedule Code.
Step 4 **[NSSC, Service Provider]** Complete the Clean-up Process.	4.1. Make sure that all the Clean-up reports are consolidated on PDF and the information has been verified 4.2. Save the PDF on the N:/Drive and in TechDocs. **Output:** Completion of the Clean-Up Process and the consolidation into a	

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	**Action**	**Tips**
	PDF file.	

Process 3 - Bi-Weekly Close-Out

Roles & Responsibilities

The Closeout procedure is used to catch any mistakes involving employees' timesheets.

The Closeout procedure is processed bi-weekly on Monday (Day of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of the change will be provided

Utilize the Close-Out Check list as the reports are completed.

Adobe Acrobat Professional will be used to consolidate all reports and their results. Refer to the Adobe Consolidation Procedure.

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Verify WebTADS status is in Lockout-NPO. *Note: Utilize the Close-Out Checklist.*	1.1. Log-on to WebTADs via the Internet. 1.1.a Job Aide α	1.1.a.i. Enter User-Id and Password. Click **[OK]**. 1.1.a.ii. Under "Location", change the center by clicking **[9999]** at the top of the page. 1.1.a.iii. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.1.a.iv Click **[Submit]**.
	1.2. Verify the Dashboard is locked. 1.2.a Job Aide α ♦ If Dashboard is **locked**, proceed to Step 2.	1.2.a.i. Click **[Administration]** located on the toolbar. 1.2.a.ii. Beside Dashboard, click the Go button.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	♦ If Dashboard is **unlocked**, contact CPO to lock the dashboard. Once CPO states that they locked the dashboard, go back to Step 1.2 to verify. **Output:** Verifying that the Lockout status is Lockout-NPO.	The following will be shown: Unlock Payroll check completed at 04/17/2006 10:56:35 by ********** (PP 04/02/2006 - 04/15/2006)
Step 2 **[NSSC, Service Provider]** Audit the **"Holiday Reports"**. *Note: Run the Holiday reports only if there is a Holiday in the pay period being processed.*	2.1. Refer to the Close-Out Holiday Procedures. **Output:** Auditing employee's timesheets for Holiday eligibility.	
Step 3 **[NSSC, Service Provider]** Audit the **"AWS Report".** The AWS report lists a comparison of WebTADS attributes of the prior pay period and the current pay period.	3.1. Save the "**AWS Report**." 3.1.a Job Aide α	3.1.a.i. Click **[Reports]** located on the toolbar. 3.1.a.ii. Scroll down to the "Administrative Reports" section. 3.1.a.iii. Select the "Alternative Work Schedule (AWS) report" by clicking the Q **(quick report)** icon. 3.1.a.iv. Click the **[save icon]**.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	3.2. Compare the "Tour Type" column from the Previous Pay Period column to the Current Pay Period column; checking to see if the employee's tour type can earn (or not earn) credit hours. 3.2.a Job aide α *Note: Only F (flexible), M (Maxiflex), or V (Variable) tour types can earn credit hours.* ♦ If **F, M, or V** is <u>not found</u> in the <u>1st column</u> and <u>found</u> in the <u>2nd column</u>, the employee went from a schedule that does not earn credit hours to a schedule that earns credit hours. <u>Proceed to Step 4.</u> ♦ If **F, M, or V** is <u>found</u> in the <u>1st column</u> and <u>not found</u> in the <u>2nd column</u>, the employee went from a schedule that earns credit hours to a schedule that does not earn credit hours. Therefore, the <u>credit hour balance needs to be checked in FPPS</u>.	3.2.a.i. View the **Previous Pay Period** section; **looking for the letters <u>F, M, or V</u>.** ♦ If those letters are found, highlight them. ♦ If those letters are not found, no action is necessary.
	3.3. Check FPPS to determine if a Credit Hour balance exists. 3.3.a Job Aide α ♦ If **no balance** appears, no action is necessary. ♦ If a **balance** appears, the <u>credit hour balance needs to be paid in WebTADS</u>.	3.3.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 3.3.a.ii. Enter User-Id and password. 3.3.a.iii. Click on **[FPPS Production]**. 3.3.a.iv. Enter **LVVW** code

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
		in the FPPS Command section in the top right-hand corner and click **[GO]** *Or* Click **[Employee & Position Views]**, then click **[Leave Record (LVVW)]** 3.3.a.v. Enter employee's social security number. 3.3.a.vi. Enter the Current Pay Period. 3.3.a.vii. Click **[OK]**. 3.3.a.viii. Click **[OK]** to move through the leave screens until the Credit Hour screen appears.
	3.4. Pay Credit Hours in WebTADS. 3.4.a Job Aide α	3.4.a.i. Refer to **Payment of Credit Hours Procedure**.
	3.5. Change the AWS Code and Work Schedule in FPPS. 3.5.a Job Aide α	3.5.a.i. Refer to the **AWS Change Report Procedure**.
	Output: Matching employee work schedules from WebTADs to FPPS and paying out Credit Hours to eligible employees.	
Step 4 **[NSSC, Service Provider]** Audit the **"Timesheet**	4.1. Save the "**Timesheet Error Report**." 4.1.a Job Aide α	4.1.a.i. Click **[Reports]** located on the toolbar.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
Error Report." The "Timesheet Error Report" lists all Critical(s), Error(s), and Warning(s) shown on an employee's timesheet.	♦ If **no data** appears, no action is necessary. ♦ If a **data** appears, then research the description. 4.2. Review the "Descriptions" for each employee. 4.2.a Job Aide α ♦ If the discrepancies are going to **affect the employee's pay**, contact the CPO as the dashboard might need to be unlocked. ♦ If the discrepancies are **not going to affect the employee's pay**, no action is necessary. **Output:** Auditing the employee's timesheets for discrepancies.	4.1.a.ii. Scroll down to the "Errors and Warnings Payroll Reports" section. 4.1.a.iii. Select "Timesheet Error" by clicking the Q **(quick report)** icon. 4.1.a.iv. Uncheck the "warning" box. 4.1.a.v. Click **[Submit]**. 4.1.a.vi. Highlight the data, right click, and covert to a PDF; save the file. 4.2.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 4.2.a.ii. Enter the employee's social security number and click **[Query]**. 4.2.a.iii. Select the applicable employee. 4.2.a.iv. Once the Current timesheet appears, review the timesheet for any discrepancies.
Step 5 **[NSSC, Service Provider]**	5.1. Save the **"Duty Status Change Report."** 5.1.a Job Aide α	5.1.a.i. Click **[Reports]**

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
Audit the **"Duty Status Change Report."** The "Duty Status Change Report" lists all changes in duty status which have been completed in FPPS and imported into WebTADS.	*Note: This report is for informational purposes only and no action needs to be taken.* **Output:** Reviewing the Duty Status Change report.	located on the toolbar. 5.1.a.ii. Scroll down to the "Administrative Reports" section. 5.1.a.iii. Select the "Duty Status Change Report" by clicking the **(Quick report)** icon. 5.1.a.iv. Save the Report.
Step 6 **[NSSC, Service Provider]** Audit the "**Donated Leave Plan Report."** The "Donated Leave Plan Report" lists all the recipients on the donated leave program.	6.1. Save and Open the "**Donated Leave Plan Report**." 6.1.a Job Aide α 6.2. Review columns I and J on the Donated Leave Plan Report to verify that the employees has no critical errors or warnings.	6.1.a.i. Click **[Reports]** located on the toolbar. 6.1.a.ii. Scroll down to the "Administrative Reports" section. 6.1.a.iii. Select the "Donated Leave Plan Report" by clicking the **(Excel)** icon. 6.1.a.iv. Click **[Save]** when pop-up box appears. 6.1.a.v. Save to **N: / Drive**. 6.1.a.vi. Click **[Open]**. *Note: Not all employees on this report will charge to a Donated Leave hour type in this pay period.*

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	♦ If **no critical errors or warnings** exist, no action is necessary. ♦ If there **are critical errors or warnings**, proceed. 6.3. Review the employee's timesheet to view the critical and warnings. 6.3.a Job Aide α ♦ If the employee's errors are **non-pay affecting**, then no action is necessary. ♦ If the employee's errors are pay affecting, contact the CPO as unlocking the dashboard might be necessary. **Output:** Auditing the Donated Leave Report.	
Step 7 **[NSSC, Service Provider]** Audit the **"Pay Plan Change Report"**. The "Pay Plan Change Report" lists the employee's that have changed pay plans (i.e. GS to SES). *Note: For future reference to Pay Plans refer to the Pay plan*	7.1. Save the **"Pay Plan Change Report."** 7.1.a Job Aide α 7.2. Compare the "Tour Type" column from the Previous Pay Period column to the Current Pay Period	7.1.a.i. Click **[Reports]** located on the toolbar. 7.1.a.ii. Scroll down to the "Administrative Reports" section. 7.1.a.iii. Select the "Pay Plan Change Report" by clicking the Q **(quick report)** icon. 7.1.a.iv. Click the **[Print icon]**.

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
document located on the shared drive	column; checking to see if the employee's pay plan can earn (or not earn) Credit Hours. 7.2.a Job Aide α *Note: Please refer to the **<u>Pay Plans</u>** job aide in the shared drive.* ♦ If **WD**, **WG, WL, WM, WN, WS, WT, GL, GM**, or **GS**. is <u>not found</u> in the <u>1st column</u> and <u>found</u> in the <u>2nd column</u>, the employee went from a schedule that does not earn credit hours to a schedule that earns credit hours. <u>Proceed to Step 8</u>. ♦ If **WD**, **WG, WL, WM, WN, WS, WT, GL, GM**, or **GS**. is <u>found</u> in the <u>1st column</u> and <u>not found</u> in the <u>2nd column</u>, the employee went from a schedule that earns credit hours to a schedule that does not earn credit hours. Therefore, the <u>credit hour balance needs to be checked in FPPS</u>.	7.2.a.i. Viewing the Previous Pay Period section; first look for the following pay plans **WD**, **WG, WL, WM, WN, WS, WT, GL, GM**, and **GS**. ♦ If those letters are found, highlight them. ♦ If those letters are not found, no action is necessary.
	7.3. Check FPPS to determine if a Credit Hour balance exists. 7.3.a Job Aide α ♦ If **no balance** appears, no action is necessary. ♦ If a **balance** appears, the <u>credit hour balance needs to be paid in</u>	7.3.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 7.3.a.ii. Enter User-Id and password. 7.3.a.iii. Click on **[FPPS**

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	WebTADS. 7.4. Pay Credit Hours in WebTADS. 7.4.a Job Aide α **Output:** Auditing the Pay Plan Change Report and paying Credit Hours as necessary.	**Production]**. 7.3.a.iv. Enter **LVVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**, *Or* Click **[Employee & Position Views]**, then click **[Leave Record (LVVW)]** 7.3.a.v. Enter employee's social security number. 7.3.a.vi. Enter the Current Pay Period. 7.3.a.vii. Click **[OK]**. 7.3.a.viii. Click **[OK]** to move through the leave screens until the Credit Hour screen appears. 7.4.a.i. Refer to the **Payment of Credit Hours** Procedure.
Step 8 **[NSSC, Service Provider]** Audit the **"Wage Grade Report".**	8.1. Open the **"Wage Grade Report."** 8.1.a Job Aide α	8.1.a.i. Click **[Reports]** located on the toolbar. 8.1.a.ii. Scroll down to the "Standard Payroll Reports" section. 8.1.a.iii. Select the "Wage Grade Report" by

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
The "Wage Grade Report" lists the employee's that have a pay plan "WG", commonly referred to as Wage Grade.		clicking the **(quick report)** icon.
	8.2. Review the employee's timesheet to confirm if **<u>the last day the employee worked</u>** was recorded on the **second** or **third** shift hour type.	
	8.2.a Job Aide α	8.2.a.i. Click on the employee name to go to the current period timesheet.
	♦ If the employee's last day was not worked on the second or third shift, return to the "Wage Grade Report" and select the next employee.	
	♦ If the employee's last day was worked on the second shift, the FEGLI2 message must be applied to the employee's timesheet. α	Go to the top of the employee's timesheet and click **[FEGLI2]**.
	♦ If the employee's last day was worked on the third shift, the FEGLI3 message must be applied to the employee's timesheet. α	Go to the top of the employee's timesheet and click **[FEGLI3]**.
	Note: When checking the employee's timesheet, please remember that Shift 2 and Shift 3 can both apply to any hour type (i.e. AL2 or CTU3).The FEGLI message will be applied to the employee's timesheet and will be sent to DOI in the TAFILE to indicate the employee must pay a higher FEGLI rate.	
	8.3. Upon completion of the report, highlight the report data; right click and covert to a PDF file.	

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	Output: Auditing the Wage Grade Report.	
Step 9 **[NSSC, Service Provider]** Audit the **"Extended LWOP Report"** from WebTADS.	9.1. Open the **"Extended LWOP Report"**. 9.1.a Job Aide α 9.2. Identify the employees that have 30 days or more of LWOP. 9.2.a Job Aide α 9.3. Contact the Center's Human Resources with all the employees who have 30 days or more of consecutive LWOP.	9.1.a.i. Click **[Reports]** located on the toolbar. 9.1.a.ii. Scroll down to the "Personnel Reports" section. 9.1.a.iii. Select the "Extended LWOP Report" by clicking the **(Quick Report)** icon. *Note: This report will take several minutes to run.* 9.2.a.i. Viewing the "Consecutive Days of LWOP" section; look for the number 30 or higher. ♦ If an employee does not have 30 days or more of LWOP, then no action is required. ♦ If an employee has 30 days or more of LWOP, then annotate these employees on the report.

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	Output: Auditing the Extended LWOP Report.	
Step 10 **[NSSC, Service Provider]** Audit **"Timesheet Summary Report"** from WebTADS to perform filters.	10.1. Save and Open the **"Timesheet Summary Report."** 10.1.a Job Aide α 10.2. Capture Metrics information (number of employees) and save on the shared drive. 10.3. Setup spreadsheet to perform filters. 10.3.a Job Aide α	10.1.a.i. Click **[Reports]** located on the toolbar. 10.1.a.ii. Scroll down to the "Administrative Reports" section. 10.1.a.iii. Click the **(Excel)** icon by the "Timesheet Summary Report." 10.1.a.iv. Click **[Save]** when pop-up box appears. 10.1.a.v. Save to N: / Drive. 10.1.a.vi. Click **[Open]**. 10.3.a.i. Highlight Row 14, by clicking on the **[number 14]**. 10.3.a.ii. From the toolbar, select the following:

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	Output: Preparing the Spreadsheet to perform filters.	**[Data]** **[Filter]** **[Auto-Filter]**
Step 11 **[NSSC, Service Provider]** The **1st filter** checks for unapproved timesheets for all active paid employees including astronauts.	11.1. Hide all columns except Bureau, User, SSN, Duty Status, WS Code, Approved, and Contractor. 11.1.a Job Aide α 11.2. Filter out the separated employees by changing the **"Duty Status**" column to **not equal to Z**. 11.2.a Job Aide α 11.3. Filter out the intermittent employee by changing the **"WS**	11.1.a.i. Highlight the Columns by clicking on their [corresponding letter]. Right click and select **[Hide]**. 11.2.a.i. Click the **[drop down box]** beside "Duty Status." 11.2.a.ii. Click **[Custom]**. The custom auto-filter box will appear. 11.2.a.iii. Change the "Duty Status" by clicking the **[first drop-down box]** and selecting **[not equal to]**. 11.2.a.iv. Click the other **[drop-down box]** and select **[Z]**.

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	Code" column to **not equal to I**. 11.3.a Job Aide α 11.4. Filter out the Approved Timesheets by changing the **"Approved"** column to **N**. 11.4.a Job Aide α ♦ If the filter brings up **data**, <u>proceed to the next Step.</u> ♦ If the drop-down list under "Approved" has no selection for "N," it is a **no data** query. <u>Print the screen to a Word document</u>. α	11.3.a.i. Click the **[drop-down box]** beside "WS Code." 11.3.a.ii. Click **[Custom]**. The custom auto-filter box will appear. 11.3.a.iii. Change the "WS Code" by clicking the **[first drop-down box]** and select **[not equal to]**. 11.3.a.iv. Click the other **[drop-down box]** and select **[I]**. 11.4.a.i. Click the **[drop-down box]** beside "Approved." 11.4.a.ii. Select **[N]**. 11.4.b.i. Rest the cursor on the column that contains no results. 11.4.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously. 11.4.b.iii. Go to MS Word

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		and open a new document. 11.4.b.iv. Click anywhere on the document; making sure the cursor is "blinking." 11.4.b.v. Hold down the <u>CTRL and V</u> buttons simultaneously. The copied spreadsheet image should appear. 11.4.b.vi. Move back to the "Timesheet Summary Report" and <u>proceed to Step 11.9.</u>
	11.5. Filter out the Contractor Timesheet by changing the "**Contractor Flag**" column to **N**. 11.5.a Job Aide α ♦ If the filter brings up **data**, <u>proceed to the next Step</u> ♦ If the drop-down list under "Contractor Flag" has no selection for "N," it is a **no data** query. <u>Print the screen to a Word document</u>. α	11.5.a.i. Click the **[drop-down box]** beside "Contractor Flag." 11.5.a.ii. Select **[N]**. 11.5.b.i. Rest the cursor on the column that contains no results. 11.5.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously. 11.5.b.iii. Go to MS Word and open a new document. 11.5.b.iv. Click anywhere on the document; making sure the cursor

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		is "blinking." 11.5.b.v. Hold down the CTRL and V buttons simultaneously. The copied spreadsheet image should appear. 11.5.b.vi. Move back to the "Timesheet Summary Report" and proceed to Step 11.9.
	11.6. Copy filtered results to a word document. 11.6.a Job Aide α	11.6.a.i. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 11.6.a.ii. Go to MS Word and open a new document. 11.6.a.iii. Click anywhere on the document; making sure the cursor is "blinking." 11.6.a.iv. Hold down the CTRL and V buttons simultaneously. The copied spreadsheet image should appear
	11.7. Review the current timesheet for all employees listed to inquire why they have unapproved timesheets. 11.7.a Job Aide α	11.7.a.i. At the top of the page, click the **(Employee Search)** icon.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		11.7.a.ii. Enter the employee's social security number and click **[Query]**. 11.7.a.iii. Select the applicable employee.
	11.8. Once the Current timesheet appears, scroll down the timesheet and see if any hours have been entered. ♦ If the employee has hours, contact the CPO; unlocking the dashboard might be necessary. ♦ If the employee has no hours on the timesheet, no action is needed.	
	11.9. Type the corrective action on the Word document and click **[Save]**.	
	11.10. Unhide all columns and remove all filters. 11.10.a Job Aide α	11.10.a.i. Highlight all columns, right click, and select **[Unhide]**. 11.10.a.ii. Highlight Row 14, by clicking on the **[Number 14]**. 11.10.a.iii. From the toolbar, select the

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	Output: Running Filter #1 to catch any discrepancies.	following: **[Data]** **[Filter]** **[Show-All]**
Step 12 **[NSSC, Service Provider]** The **2nd filter** checks for active employees who may have an invalid hour type on their timesheet.	12.1. Hide all columns except Bureau, User, SSN, Duty Status, and Profile ACG OK. 12.1.a Job Aide α 12.2. Filter out the separated employees by changing the **"Duty Status**" column to **not equal to Z**. 12.2.a Job Aide α 12.3. Filter out the employees with ACG discrepancies by changing the "**Profile ACG OK**" column to	12.1.a.i. Highlight the Columns by clicking on their **[corresponding letter]**. 12.1.a.ii. Right click and select **[Hide]**. 12.2.a.i. Click **[drop down box]** beside the "Duty Status." 12.2.a.ii. Click **[Custom]**. The custom auto-filter box will appear. 12.2.a.iii. Change the "Duty Status" by clicking the **[first drop-down box]** and select **[not equal to]**. 12.2.a.iv. Click the other **[drop-down box]** and select **[Z]**.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	N.	
	12.3.a Job Aide α	12.3.a.i. Click the **[drop down box]** beside "Profile ACG OK."
	♦ If the filter brings up **data**, proceed to the next Step.	12.3.a.ii. Select **[N]**.
	♦ If the drop-down list under "Profile ACG OK" has no selection for "N," it is a **no data** query. Print the screen to the Word document. α	12.3.b.i. Rest the cursor on the column that contains no results. 12.3.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 12.3.b.iii. Go to the Word document. 12.3.b.iv. Hold down the CTRL and V buttons simultaneously to copy under the 1st filter. The copied image should appear. 12.3.b.v. Move back to the "Timesheet Summary Report" and proceed to Step 12.9.
	12.4. Copy filtered results to your word document.	
	12.4.a Job Aide α	12.4.a.i. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 12.4.a.ii. Go to the Word document.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		12.4.a.iii. Hold down the CTRL and V buttons simultaneously to copy under the 1st filter. 12.4.a.iv. Move back to the "Timesheet Summary Report" and proceed to Step 12.5.
	12.5. Review the current timesheet for all employees listed to inquire why they have an invalid hour type. 12.5.a Job Aide α	12.5.a.i. At the top of the page, click the **(Employee Search)** icon. 12.5.a.ii. Enter the employee's social security number and click **[Query]**. 12.5.a.iii. Select the applicable employee. 12.5.a.iv. Once the Current timesheet appears, click on the **(Leave Balances)** icon. 12.5.a.v. Look up the ACG code located in the "WebTADS Attributes" section.
	12.6. Use the employee's ACG code to verify the available hour types. 12.6.a Job Aide α	12.6.a.i. Refer to the **ACG spreadsheet** (located on the shared drive), which contains a list of all available hour types for

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		each ACG code. 12.6.a.ii. To get back to the employee's timesheet click, the (Edit Timesheet) icon by the employee's name.
	12.7. Compare the hour types listed on the employee's timesheet to the hour types available under the employee's ACG code.	
	12.8. Delete the invalid hour type from the employee's timesheet. 12.8.a Job Aide α	12.8.a.i. Go to the incorrectly listed hour type. 12.8.a.ii. Click the red **[X]** by "Delete Project."
	12.9. Type the corrective action information on the word document and click **[Save]**.	
	12.10. Unhide all columns and remove all filters. 12.10.a Job Aide α	12.10.a.i. Highlight all columns, right click, and select **[Unhide]**. 12.10.a.ii. Highlight Row 14, by clicking on the **[number 14]**. 12.10.a.iii. From the toolbar, select the following: **[Data]**

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	Output: Running Filter #2 to catch any discrepancies.	**[Filter]** **[Show-All]**
Step 13 **[NSSC, Service Provider]** The **3rd filter** is to ensure that any intermittent employees' with hours has an approved timesheet.	13.1. Hide all columns except Bureau, User, SSN, Duty Status, WS Code, Timesheet Hours, and Approved. 13.1.a Job Aide α 13.2. Filter out the separated employees by changing the **"Duty Status**" column to **not equal to Z**. 13.2.a Job Aide α 13.3. Filter the Intermittent employee by changing the **"WS Code"** column to **I**.	13.1.a.i. Highlight the Columns by clicking on their **[corresponding letter]**. Right click and select **[Hide]**. 13.2.a.i. Click **[Custom]**. 13.2.a.ii. Click the **[drop down box]** beside "Duty Status." 13.2.a.iii. Click **[Custom]**. The custom auto-filter box will appear. 13.2.a.iv. Change the "Duty Status" by clicking the **[first drop-down box]** and select **[not equal to].** 13.2.a.v. Click the other **[drop-down box]** and select **[Z].**

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	13.3.a Job Aide α ♦ If the filter brings up **data**, proceed to the next Step. ♦ If the drop-down list under "**WS Code**" has no selection for "**I**," it is a **no data query**. Print the screen to the Word document. α	13.3.a.i. Change the "WS Code" by clicking the **[first drop-down box]**. 13.3.a.ii. Select **[I].** 13.3.b.i. Rest the cursor on the column that contains no results. 13.3.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 13.3.b.iii. Open your Word document. 13.3.b.iv. Press Ctrl and V simultaneously to paste the results under the 3rd filter. The copied image should appear. 13.3.b.v. Move back to the "Timesheet Summary Report" and proceed to Step 13.8.
	13.4. Filter out all timesheets that contain zero hours by changing the "**Timesheet Hours**" column to **not equal 0**. 13.4.a Job Aide α	13.4.a.i. Click the **[drop down box]** beside "Timesheet Hours." The custom auto-filter box will appear.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	♦ If the filter produces **data**, proceed to the next Step. ♦ If the drop-down list under "Approved" has no selection for "N," it is a **no data query**. Print the screen to the Word document. α 13.5. Filter out all approved timesheet by changing the "**Approved**" column to **N**. 13.5.a Job Aide α ♦ If the filter produces **data**, proceed to the next Step. ♦ If the drop-down list under "Approved" has no selection for "N,"	13.4.a.ii. Change the "Timesheet Hours" by clicking the **[first drop-down box]** and select **[not equal to]**. 13.4.a.iii. Click the other **[drop-down box]** and select **[0]**. 13.4.b.i. Rest the cursor on the column that contains no results. 13.4.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 13.4.b.iii. Open your Word document. 13.4.b.iv. Press Ctrl and V simultaneously to paste the results under the 3rd filter. The copied image should appear. 13.4.b.v. Move back to the "Timesheet Summary Report" and proceed to Step 13.8. 13.5.a.i. Click the **[drop-down box]** beside "Approved." 13.5.a.ii. Select **[N]**.

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	it is a **no data** query. Print the screen to the Word document. α	13.5.b.i. Rest the cursor on the column with no results. 13.5.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 13.5.b.iii. Open your word document. 13.5.b.iv. Press Ctrl and V simultaneously to paste the results under the 3rd filter. The copied image should appear. 13.5.b.v. Move back to the "Timesheet Summary Report" and proceed to Step 13.8.
	13.6. Copy the filtered results to your word document. 13.6.a Job Aide α	13.6.a.i. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 13.6.a.ii. Go to your Word document. 13.6.a.iii. Press Ctrl and V simultaneously to paste the results under the 3rd filter. The copied image should appear. 13.6.a.iv. Move back to the "Timesheet Summary Report" and proceed to Step 13.8.
	13.7. Review all employees' timesheets to verify the	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	intermittent employees' timesheets were approved. 13.8. Type the Corrective Action information on your word document and click **[Save]**. 13.9. Unhide all columns and remove all filters. 13.9.a Job Aide α **Output:** Running Filter #3 to catch any discrepancies.	13.9.a.i. Highlight all columns, right click, and select **[Unhide]**. 13.9.a.ii. Highlight Row 14, by clicking on the **[number 14]**. 13.9.a.iii. From the toolbar, select the following: **[Data]** **[Filter]** **[Show-All]**
Step 14 **[NSSC, Service Provider]** The **4th filter** is to ensure that no contractors have an approved timesheet.	14.1. Hide all columns except Bureau, User, SSN, Duty Status, Approved, and Contractor Flag. 14.1.a Job Aide α 14.2. Filter out the separated employees by changing the **"Duty Status**" column to **not equal to Z**.	14.1.a.i. Highlight the Columns by clicking on their **[corresponding letter]**. 14.1.a.ii. Right click and select **[Hide]**.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	14.2.a Job Aide α	14.2.a.i. Click the **[drop down box]** beside "Duty Status." 14.2.a.ii. Click **[Custom]**. The custom auto-filter box will appear. 14.2.a.iii. Change the "Duty Status" by clicking the **[first drop-down box]** and select **[not equal to]**. 14.2.a.iv. Click the other **[drop-down box]** and select **[Z]**.
	14.3. Filter out all approved timesheets by changing the "**Approved**" to **Y**. 14.3.a Job Aide α ♦ If the filter produces **data**, proceed to the next Step. ♦ If the drop-down list under "Approved" has no selection for "Y," it is a **no data** query. Print the screen to the Word document. α	14.3.a.i. Click the **[drop down box]** beside "Approved." 14.3.a.ii. Select **[Y]**. 14.3.b.i. Rest the cursor on the column with no results. 14.3.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 14.3.b.iii. Go to your Word document. 14.3.b.iv. Press Ctrl and V simultaneously to paste the results under the 4th

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
		filter. The copied image should appear. 14.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 14.8.</u>
	14.4. Filter out all contracts by changing the "**Contractor Flag**" column to **Y**. 14.4.a Job Aide α ♦ If the filter produces **data**, <u>proceed to the next Step</u>. ♦ If the drop-down list under "Contractor Flag" has no selection for "Y," it is a **no data** query. <u>Print screen to the Word document</u>. α	14.4.a.i. Click the **[drop down box]** beside "Contractor Flag" 14.4.a.ii. Select **[Y]**. 14.4.b.i. Rest the cursor on the column with no results. 14.4.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously. 14.4.b.iii. Go to your word document. 14.4.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 4th filter. The copied image should appear. 14.4.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 14.8</u>.

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
	14.5. Copy the filtered results to your Word document. 14.5.a Job Aide α	14.5.a.i. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 14.5.a.ii. Go to your Word document. 14.5.a.iii. Hold down the CTRL and V buttons simultaneously to paste under your 4th filter. The copied image should appear. 14.5.a.iv. Move back to the "Timesheet Summary Report" and proceed to Step 14.8.
	14.6. Review all employees' timesheets to ensure no contractors have been approved. 14.6.a Job Aide α ♦ If the contractor has **no hours** recorded, then no action is necessary; proceed to the next Step. ♦ If the employee **has hours**, contact the CPO; unlocking the dashboard may be necessary.	14.6.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 14.6.a.ii. Enter the employee's social security number and click **[Query]**. 14.6.a.iii. Select the applicable employee. 14.6.a.iv. Once the Current timesheet appears, scroll down; verifying if the employee has entered any hours.
	14.7. Type the Corrective Action	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	information on your word document and click **[Save]**.	
	14.8. Unhide all Columns and remove all filters.	
	14.8.a Job Aide α	14.8.a.i. Highlight all columns, right click, and select **[Unhide]**. 14.8.a.ii. Highlight Row 14, by clicking on the **[number 14]**. 14.8.a.iii. From the toolbar, select the following: **[Data]** **[Filter]** **[Show-All]**
	Output: Running Filter #4 to catch any discrepancies.	

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
Step 15 **[NSSC, Service Provider]** The **5th filter** is to ensure that any timesheets with zero hours has not been approved.	15.1. Hide all columns except Bureau, User, SSN, Timesheet Hours, and Approved. 15.1.a Job Aide α 15.2. Filter out the timesheets with zero hours by changing the "**Timesheet Hours**" column to **0**. 15.2.a Job Aide α ♦ If the filter produces **data**, <u>proceed to the next Step</u>. ♦ If the drop-down list under "Timesheet Hours" has no selection for "0," it is a **no data** query. <u>Print the screen to the Word document</u>. α	15.1.a.i. Highlight the Columns by clicking on their **[corresponding letter]**. 15.1.a.ii. Right click and select **[Hide]**. 15.2.a.i. Click the **[drop down box]** beside "**Timesheet Hours**." 15.2.a.ii. Select **[0].** 15.2.b.i. Rest the cursor on the column that contains no results. 15.2.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously. 15.2.b.iii. Go to your word document. 15.2.b.iv. Press Ctrl and V simultaneously to paste the results under the 5th filter. 15.2.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to</u>

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	15.3. Filter out "**Approved**" that are **Y**. 15.3.a Job Aide α ♦ If the filter produces **data**, proceed to the next Step. ♦ If the drop-down list under "**Approved**" has no selection for "**Y**," it is a **no data** query. Print the screen to the Word document. α 15.4. If the filter produces data, copy results to a word document. 15.4.a Job Aide α	Step 15.7. 15.3.a.i. Click the **[drop down box]** beside "Approved." 15.3.a.ii. Select "**Y**." 15.3.b.i. Rest the cursor on the column that contains no results. 15.3.b.ii. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 15.3.b.iii. Go to your word document. 15.3.b.iv. Press Ctrl and V simultaneously to paste the results under the 5th filter. 15.3.b.v. Move back to the "Timesheet Summary Report" and proceed to Step 15.7. 15.4.a.i. Hold down the CTRL, ALT, PRINT SCREEN buttons simultaneously. 15.4.a.ii. Go to your word document. 15.4.a.iii. Hold down the CTRL and V buttons

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
		simultaneously to paste under your 5th filter. The copied image should appear. 15.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 15.7.</u>
	15.5. Review all employees' timesheets to ensure no NASA Employees' timesheet has been approved with zero hours. 15.5.a Job Aide α *Note: Experts/Consultants (ACG 24, 25, & 26) should be the only timesheets with zero hours.*	15.5.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 15.5.a.ii. Enter the employee's social security number and click **[Query]**.
	15.6. Once the Current timesheet appears, verify if timecard is for a NASA Employee. 15.6.a Job Aide α ♦ If the timesheet is not a NASA Employee (Experts/Consultants) then no action is necessary. ♦ If the timesheet is for a NASA Employee, the contact the CPO as unlocking the dashboard might be necessary.	15.5.a.iii. Select the applicable employee. 15.6.a.i. Click the **(Leave Balances)** icon. 15.6.a.ii. Look at the ACG to verify if the person is a NASA employee. 15.6.a.iii. Reference **<u>ACG Spreadsheet</u>** located on the shared drive.
	15.7. Type the Corrective Action information on your word	

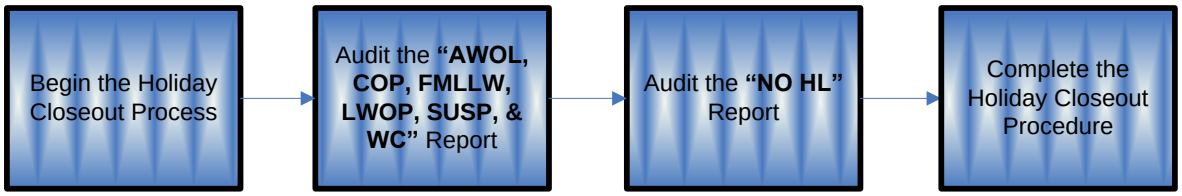
Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	document and click **[Save]**. 15.8. Close the Timesheet Summary Spreadsheet; Click **[No]** when prompted to save the changes. **Output:** Running Filter #5 to catch any discrepancies.	
Step 16 **[NSSC, Service Provider]**	16.1. Review the problem and the solution with the CPO and determine the plan of action.	

Process 3 – Bi-Weekly Close-Out

Roles and Responsibilities	Action	Tips
Steps for Unlocking the Dashboard. *Note: When unlocking the dashboard, please be careful to get the problem resolved quickly because once unlocked the CPO opportunity to make timesheet changes.* WARNING! If you unlock the system, you will be required to return to Step 1 of this process!	*Note: Unlocking the dashboard should only be used if necessary sufficient pay affecting changes.* 16.2. Unlock the dashboard. 16.2.a Job Aide α 16.3. Once the problem is corrected, reestablished "**Lock Mode**." 16.3.a Job Aide α **Output:** Unlocking the WebTADs system to correct employee issues.	16.2.a.i. Select **"Administration"** located on the toolbar. 16.2.a.ii. Select the Dashboard by clicking the Go button 16.2.a.iii. When the "Dashboard" appears, click the Unlock button. 16.3.a.i. Click **[Administration]** located on the toolbar. 16.3.a.ii. Beside Dashboard, click the Go button.
Step 17 **[NSSC, Service Provider]** Complete the Closeout Process.	17.1. Make sure that all the Close-Out reports have been audited. 17.2. Click the Dashboard beside NPO. 17.2.a Job Aide α	17.2.a.i. Select "**Administration**" located on the toolbar. 17.2.a.ii. Select the

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	**Action**	**Tips**
	17.3. Consolidate all reports and results on the same PDF. Save on the Shared Drive and in Tech Docs. 17.4. Send the Prepared Spreadsheet to the CPO to make changes in WebTADS. **Output:** Completing the Closeout Audit and consolidating the Reports.	**Dashboard** by clicking the Ready button

Process 4 - Holiday Close-Out Process



Roles & Responsibilities

The Holiday Closeout procedure is a series of reports that verify an employee's eligibility in claiming Holiday Leave on his/her timesheet.

The Holiday procedure is used only when the pay period being processed includes a holiday.

There is a chance that some of the reports will not list any employees

Adobe Acrobat Professional will be used to consolidate all reports and their results with the closeout reports. Refer to the Adobe Consolidation Procedure.

Process 4 – Holiday Close-Out Process		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Audit the **"AWOL, COP, FMLLW, LWOP, SUSP and WC"** Report. *Note: This report lists all employees who have entered hours in Non-Paid Hour Types.*	1.1. Save the "**AWOL, COP, FMLLW, LWOP, SUSP and WC**" Report. 1.1.a. Job Aide α *Note: This report should be used in conjunction with the "No Holiday" Report.*	1.1.a.i. Click **[Reports]** located on the toolbar. 1.1.a.ii. Scroll down to the "Hour Type reports" section. 1.1.a.iii. Click the **(advance report)** icon. 1.1.a.iv. Under the "**Hour Type report**" section, check the boxes next to ♦ Absent Without Leave (**AWOL**) ♦ Continuation of Pay (**COP**) ♦ FMLA Leave Without Pay (**FMLLW**)

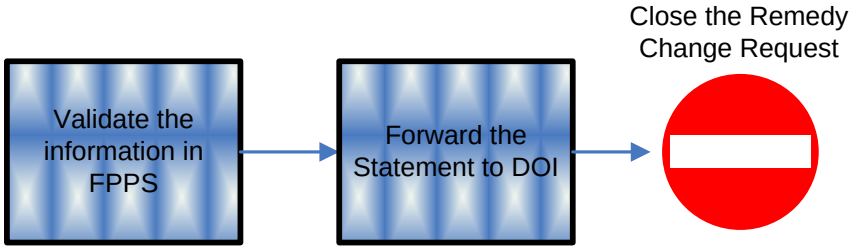
Process 4 – Holiday Close-Out Process

Roles and Responsibilities	Action	Tips
		♦ Leave Without Pay (**LWOP**) ♦ Suspension (**SUSP**) ♦ Workers Comp (**WC**) 1.1.a.v. Click the **[Submit]** button. 1.1.a.vi. Click the **(Excel)** icon. 1.1.a.vii. When the pop-up box appears, click **[Open]**, Save.
	1.2. Review the "Hours Charged" column on each report. *Note: Refer to the **Holiday Eligibility Guide** to determine the employee's eligibility located on the Shared Drive.* ♦ If an **employee has 80 Non-Paid hours**, then the employee is **ineligible** for HL, no action is necessary. ♦ If the **employee has less than 80**, review the employee's timesheet to verify if they are **eligible** or **ineligible** for HL. 1.2.a. Job Aide α ♦ If employee is **ineligible** for HL and **did not claim HL**, no change is necessary. Proceed to Step 3. ♦ If employee is **ineligibl**e for HL and **claimed HL**, contact the CPO. Unlocking the Dashboard will be necessary. **Refer to Step 16** in the Close-Out Procedure.	1.2.a.i. At the top of the page, click the **(Employee Search)** icon. 1.2.a.ii. Enter the employee's social security number and 1.2.a.iii. Click **[Query]**.

Process 4 – Holiday Close-Out Process		
Roles and Responsibilities	**Action**	**Tips**
	Output: Determine Holiday Eligibility for those employees charging to non-payable hour types.	1.2.a.iv. Select the applicable employee. *Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee's timesheet from the previous pay period.*
Step 2 **[NSSC, Service Provider]** Audit the **"No HL"** Report. *Note: The "No HL Report" lists employees who have not claimed Holiday Leave on their timesheet.*	2.1. Save the "**No HL Report.**" 2.1.a. Job Aide α *Note: If the employee is eligible for HL and did not charge HL, they will be listed on the No Holiday Report.* 2.2. Compare to the reports printed in Step 1; if eligibility is still in question; review the employee's timesheet to verify if they are eligible or ineligible for HL. 2.2.a. Job Aide α *Note: Once the Current timesheet appears, refer to the* ***Holiday Eligibility Guide*** *(located on*	2.1.a.i. Click **[Reports]** located on the toolbar. 2.1.a.ii. Scroll down to the "**Hour Type Reports**" section. 2.1.a.iii. Click the **(advance report)** icon. 2.1.a.iv. Under the "**Hour Type Report**" section, check the box next to "No Holiday Charged (HL)." 2.1.a.v. Click the **[Submit]** button. 2.1.a.vi. Click the **(Excel)** icon. When the pop-up box appears, click **[Open]**; Save. 2.2.a.i. At the top of the page, click the **(Employee Search)**

Process 4 – Holiday Close-Out Process		
Roles and Responsibilities	**Action**	**Tips**
	the shared drive) to determine Employee's eligibility. ♦ If employee is **ineligible** for HL and **did not claim HL**, no change is necessary. Proceed to Step 3. ♦ If employee is **eligible** for HL and **claimed no HL**, notify the CPO on Day 3 so the employee can generate a PPPA. **Output:** Determine Holiday Eligibility for those employees who did not charge to Holiday Leave.	icon. 2.2.a.ii. Enter the employee's social security number and click **[Query]**. 2.2.a.iii. Select the applicable employee. *Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee's timesheet from the previous pay period.*
Step 3 **[NSSC, Service Provider]** Complete the Holiday Closeout Procedure.	3.1. Consolidate the Spreadsheets with the other Closeout Report in PDF form. 3.2. Refer back to Close-Out Timeline procedure. **Output:** Consolidate Report in PDF format.	

Process – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150



Roles & Responsibilities

If an employee is transferring from one agency to another agency, the NPO will receive a current Leave and Earnings Statement.

DOI for inputs all updated Leave Data in FPPS.

The Leave and Earnings Statements, SF1150s, or Employee Data Transferred- In Lieu of SF1150 documents will be emailed or faxed from CPO or HR.

The NPO will receive the Leave and Earnings Statements via a change request in Remedy. Refer to the Remedy Management Procedure for further Remedy information.

Process 5 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Validate the information in FPPS.	1.1 Log-on to FPPS. 1.1.a. Job Aide α 1.2. Verify the employee's transfer. 1.2.a. Job Aide α	1.1.a.i. Access FPPS via the internet. https://securefpps.nbc.gov/ 1.1.a.ii. Click **[Logon]**. 1.1.a.iii. Enter User ID & Password. 1.1.a.iv. Click **[OK]**. 1.1.a.v. Click **[FPPS Production]**.

Process 5 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	**Action**	**Tips**
	♦ If the employee's Action is complete and/or the employee's Location states Transfer, then proceed to Step 1.3. ♦ If the employee's Action is not complete and/or the employee's Location does not state Transfer, then contact the CPO; hold form until correct. 1.3. Verify the employee's Hire Date. 1.3.a. Job Aide α ♦ If the effective date is one day after the pay period end date, then proceed to Step 2. ♦ If the effective date is not within one day of pay period end date,	1.2.a.i. Type **TRAC** in the FPPS Command Box in the upper right corner and click **[Go].** Or 1.2.a.ii. Click [Employee & Position Views], and then click **[Track SF52/SF50 (TRAC)]**. 1.2.a.iii. Check the box next to "**Separated.**" 1.2.a.iv. Enter the employee's Last Name or Social Security Number. 1.2.a.v. Click **[OK]**. 1.2.a.vi. Verify that the Action states Transfer. 1.2.a.vii. Verify that the Location states Complete. 1.2.a.viii. Record the employee's Hire Date on the statement. 1.2.a.ix. Click **[Cancel]** twice to and Log-off of FPPS. 3.1.a.i. Compare the employee's hire date with the Pay Period End Date provided on the statement.

Process 5 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	**Action**	**Tips**
	contact CPO to receive the most current statement. *Note: If the most current statement has been received and the Hire Date in FPPS is not one day after the Pay Period End Date provided on the statement, there is a break in service. DOI will not accept a Leave and Earnings Statement – A SF1150 or Employee Data Transferred – In lieu of SF 1150 must be forwarded.* **Output:** Verifying that the information is correct in FPPS.	
Step 2 **[NSSC, Service Provider]** Forward the Statement to DOI.	2.1 Forward the form to DOI contacts. **Output:** To forward the form to DOI for processing.	
Step 3 **[NSSC, Service Provider]** Close Remedy Change Request.	3.1 Refer to the Remedy Management Procedure. **Output:** FPPS Updated Correctly/Resolving Remedy Ticket.	

Missing Timesheets

Roles & Responsibilities

Upon completion of Day 2's Closeout Process, DOI's system FPPS will identify those timesheets that are Missing.

On Day 3, the NPO will run the Missing Timesheets Query in FPPS. It will be the NPO's obligation to notify DOI as to the actions to be taken if an employee's timesheet is missing.

Process 6 – Missing Timesheets		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Run the Missing Timesheet Query.	1.1. Log-on to FPPS via the internet. 1.1.a. Job Aide α *Note: https://securefpps.nbc.gov*	1.1.a.i. Enter User-ID and password. Click **[OK]**. 1.1.a.ii. Click on **[FPPS Production]**. 1.1.a.iii. Enter TALM code in the FPPS Command section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Time & Attendance]**; then click **[Maintenance]**; then **[List Missing T&As (TALM)]**. 1.1.a.iv. When the "Organizational Qualification" pop-up box appears, enter the

Process 6 – Missing Timesheets		
Roles and Responsibilities	**Action**	**Tips**
		applicable department by typing **[NN]**. 1.1.a.v. In the box next to Bureau: type the **[applicable Center ID]**. (i.e. for Headquarters enter 10) 1.1.a.vi. Click **[OK]**. 1.1.a.vii. Review the results. *Note: If there are no results, a message will show up in the bottom left-hand corner of the screen stating no Record(s) found for selection criteria entered. If there are no results, then no action is necessary. Proceed to Step 1.3.*
	1.2. Print the report. 1.2.a. Job Aide α	1.2.a.i. To print the report, click the **[printer icon]** on the second toolbar. *Note: If there are multiple pages, then print the first page, click More for more results and print that page; continue as necessary.* 1.2.a.ii. Click **[OK]** to return.
	1.3. Repeat Steps 1.1. through 1.2. until all Center's queries are ran. **Output:** Printing the Missing Timesheet Query for all NASA Centers.	

Process 6 – Missing Timesheets		
Roles and Responsibilities	**Action**	**Tips**
Step 2 **[NSSC, Service Provider]** Audit the Query.	2.1. Review the results of the query. 2.1.a. Job Aide α 2.2. Notify DOI as to the solution to the missing timesheet. 2.3. Annotate the corrective actions on the printed query. **Output:** Auditing the report.	2.1.a.i. Compare the results of the query with the results of Day 2's Closeout process results. 2.1.a.ii. Base the solution of the missing timesheet by asking the following: ♦ Is this a Center unique? ♦ Was this timesheet supposed to be missing? (possible SF50/52 action that was never matured?) 2.1.a.iii. After researching, compile a solution. *Note: Per NASA's policy, the NPO will direct DOI to fill the timesheet with Annual Leave hours. Unless, there is special circumstances.*
Step 3 **[NSSC, Service Provider]** Image the Report.	3.1. Give a copy of the Report to TechDocs to be imaged. 3.2. Upon a creation of a Remedy ticket, refer to the Remedy Management Procedure and close the Change Request.	

Process 6 – Missing Timesheets		
Roles and Responsibilities	**Action**	**Tips**
	Output: Retain the report in Tech Docs and close the Remedy ticket.	

Compensatory Time

Roles & Responsibilities

Payment of Compensatory Time

Comp Time cannot be earned or used on all tour type.

Employee has to have 8 base hours per day or 40 base hours per week before they can earn comp time.

Reference NPR 3530; Chapter 3; Paragraph 3.3.4, 3.3.5 and 3.3.6

- Compensatory time **must** be used no later than the end of the 26th pay period following the pay period in which it is earned. Employees who earned compensatory time prior to May 14, 2007, have up to three years to use the compensatory time. There are **no** other provisions to extend compensatory time beyond 26 pay periods.

FLSA-nonexempt employees, unused compensatory time at the end of the 26th pay period will be paid out in the form of overtime at the rate in effect when the compensatory time was earned.

- **FLSA exempt** employees, unused compensatory time at the end of the 26th pay period; compensatory time that expires or unused compensatory time on the books when the employee leaves the Agency (e.g., the employee resigns, retires, or transfers to another Federal agency) will be forfeited unless the failure to take the compensatory time is due to an exigency of the service. Employees have up to 26 pay periods to use their compensatory time. Therefore, for an exigency of the service to exist, it must have lasted during the entire 26 pay periods. Additionally, there must be evidence that the employee officially requested and was denied the use of earned compensatory time during the 26 pay periods.

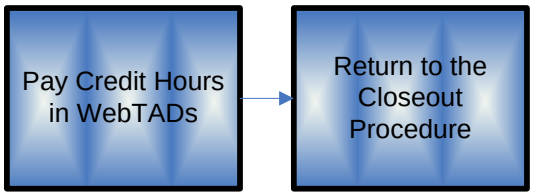
  A POD A-3 (Payment of Compensatory Hours) form must be submitted to the NPO by CPO.

  The NPO will receive this form via a Remedy Change Request or FAX.

Process 7 – Payment of Compensatory Time		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Verify the information recorded on POD A-3 form.	1.1. Verify 1.2. Log-on to FPPS. 1.2.a. Job Aide α 1.3. Verify that the number of hours to be paid corresponds with the number of hours earned. 1.3.a. Job Aide α ♦ If the hours and rate correspond, proceed to next step. ♦ If the hours and rate do not correspond, If FPPS has less, correct the form and notify the CPO. If FPPS has more, notify the CPO then return the form to the sender for correction.	1.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 1.1.a.ii. Click **[Logon].** 1.1.a.iii. Enter User ID & Password. 1.1.a.iv. Click **[OK]**. 1.1.a.v. Click **[FPPS Production]**. 1.2.a.i. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. 1.2.a.ii. Enter employees social security number **(SSN)**. 1.2.a.iii. Click **(OK)**. 1.2.a.iv. Click **(OK)** to move through the leave screens until you view the Comp Time screen. 1.2.a.v. Verify that the number of Comp Time hours requested was earned and has expired. 1.3.a.i. Click **(Cancel)**. 1.3.a.ii. Verify the form is

Process 7 – Payment of Compensatory Time		
Roles and Responsibilities	**Action**	**Tips**
	Output: Reviewing the form for correctness.	signed by a requestor and has an approver signature.
Step 2 **[NSSC, Service Provider]** Forward the form.	2.1. Fax the form to DOI Contacts. **Output:** Forward to DOI for processing.	
Step 3 **[NSSC, Service Provider]** Close the Remedy Ticket.	3.1. Refer to the "Remedy Management" procedure. **Output:** Complete the request.	

Payment of Credit Hours



Roles & Responsibilities

The payment of Credit Hour Balances occurs when an employee changes their work schedule and/or their pay status.

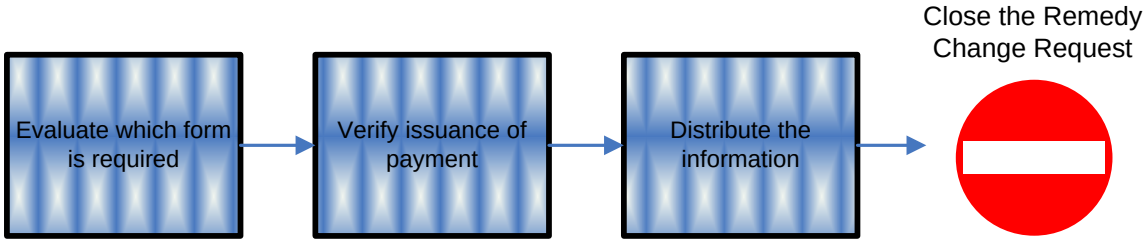
The Payment of Credit Hour Balances is processed during the Close-Out procedure: bi-weekly on Monday (Day 2) of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided.

Process 8 – Payment of Credit Hours		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Pay Credit Hours in WebTADS.	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide α 1.2. Access the Employee's Timesheet in WebTADS. 1.2.a. Job Aide α	1.1.a.i. Enter User ID and Password. Click **[OK].** 1.1.a.ii. Under "Location" change the center by clicking **[9999]** at the top of the page. 1.1.a.iii. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.1.a.iv. Click **[Submit]**. 1.2.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 1.2.a.ii. Enter the employee's social

Process 8 – Payment of Credit Hours		
Roles and Responsibilities	**Action**	**Tips**
		security number and click **[Query]**. 1.2.a.iii. Select the applicable employee.
	1.3. Enter a "New Message Form" to Pay Credit Hours. 1.3.a. Job Aide α	1.3.a.i. Click the **(Advanced Leave)** icon. 1.3.a.ii. A "**New Message Form**" page will appear. 1.3.a.iii. Click on the **[drop-down box]** and select "Payment of Credit Hour Balance**.**" 1.3.a.iv. Click **[Submit]**. 1.3.a.v. Enter the following justification: "___Credit Hours paid because employee is ineligible to earn/use Credit Hours due to a change in work schedule or pay status." 1.3.a.vi. Enter the **number of Credit Hours** in the "Hours" box and click **[Submit]**. 1.3.a.vii. When asked if you are sure, review the information. ♦ If correct, then click **[YES]**. ♦ If incorrect, then click **[NO]** and re-enter information. 1.3.a.viii. Click the **[Edit Timesheet]** icon to

Process 8 – Payment of Credit Hours		
Roles and Responsibilities	**Action**	**Tips**
	1.4. Review the justification in the "Comments" section to verify if the transaction entered was accepted. 1.5. Move back to the Closeout Procedure. **Output:** Pay the employee's Credit Hours.	return to the employee's Timesheet.

Reissue of Payment



Roles & Responsibilities

A recertified or reissued payment is issued when: (1) a payee claims non-receipt of his/her U.S. Treasury check or when the payee's check has been lost, stolen, destroyed, mutilated or forged; or (2) when the agency determines that the payee is no longer entitled to the proceeds of the payment (for example, the payee died before the issue date of the check and the applicable proceeds of this payment will need to be issued to the designated beneficiary).
Employee accountability is established by signing “Information for Reporting Non-Receipt of Hard Copy Salary Check” (POD A-11) form prior to receiving a recertified check. This statement states that the non-negotiated original check will be returned to DOI upon location.
NPO will receive the POD A-11 form from the employee for processing.
NPO will receive notification from the employee’s financial organization reporting non-receipt of EFT payment.
Upon Notification of non-receipt of payment a change request will be generated in Remedy.
Refer to the Remedy Management procedure for more information on Remedy.

Process 9 – Reissue of Payment		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Evaluate which form is required.	1.1. Determine if a POD A-11 form for Non-Receipt of Hard Copy Salary Check or a POD A-12 form for Non-Receipt of DD/EFT Payment is required. ♦ If a POD A-11 is required, proceed to Step 2. ♦ If a POD A-12 is required, you will verify the information in FPPS to complete the information on form. **Output:** Reviewing the form received.	

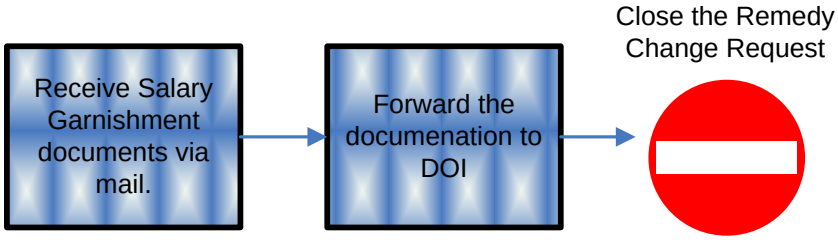
Process 9 – Reissue of Payment

Roles and Responsibilities	Action	Tips
Step 2 **[NSSC, Service Provider]** Verify issuance of payment in FPPS.	2.1. Log-on to FPPS. 2.1.a. Job Aide α 2.2. Verify that the check was issued and amount was issued. 2.2.a. Job Aide α 2.3. Complete the information on form, if applicable. **Output:** Completing the form after verification.	2.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 2.1.a.ii. Click **[Logon]**. 2.1.a.iii. Enter User ID & Password. 2.1.a.iv. Click **[OK]**. 2.2.a.i. Enter **LEVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**, *Or* Click **[Employee & Position Views]**, and then click **[Leave & Earning Statement [LEVW]**. 2.2.a.ii. Enter the employee's social security number. 2.2.a.iii. Enter the Pay Period reported on form. 2.2.a.iv. Click **[OK]**. *Note: There will be no amount listed if the check has not been issued.*

Process 9 – Reissue of Payment

Roles and Responsibilities	Action	Tips
Step 3 **[NSSC, Service Provider]** Distribute the information.	3.1. Forward the documents as applicable. ♦ If it is a POD A-11, fax the form to DOI contacts. ♦ If it is a POD A-12, call the Payroll Information Line to Report. **Output:** Sending the information to the applicable source.	
Step 4 **[NSSC, Service Provider]** Close the Change Request in Remedy.	4.1. Refer to the Remedy Management procedure. **Output:** Closing the Remedy ticket.	

Salary Garnishments



Roles & Responsibilities

There are two types of garnishment actions affecting Federal employees' pay:

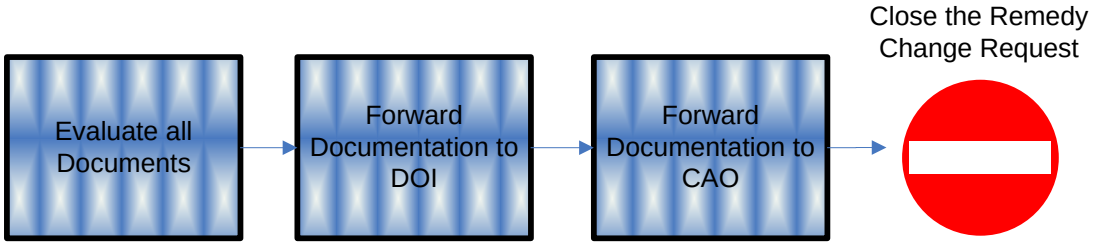
a. Child Support and/or Alimony (5CFR, Part 581)
b. Commercial (Private Debt) (5CFR, Part 582)

The legal process is any writ, order, summons, or other similar process in the nature of garnishment that orders an agency to withhold an amount from the pay of an employee and to make a payment of such withholding to a specified party to satisfy a legal obligation.
The office designated to accept legal process for NASA employees' is the Department of the Interior.
Upon receipt of Salary Garnishment documents, a remedy change request should be created. Refer to the Remedy Management procedure for Remedy information.

Process 10 – Salary Garnishments		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Receive a Salary Garnishment via standard mail.	1.1. Copy all documents received including the delivery envelope(s). **Output:** Copying the document as record.	
Step 2 **[NSSC, Service Provider]** Forward the documentation to DOI.	2.1. Fed Ex via priority overnight delivery to the DOI **Output:** Forwarding the documents for processing.	

Process 10 – Salary Garnishments		
Roles and Responsibilities	**Action**	**Tips**
Step 3 **[NSSC, Service Provider]** Close the Change Request in Remedy.	3.1. Refer to the Remedy Management procedure. **Output:** Closing the Remedy Ticket.	

Settlements: EEO, MSPB, and Negotiated Settlement Payments



Roles & Responsibilities

EEO, MAPB, and negotiated settlement payments may include several components, including back pay, back leave, compensable damages, and other damages.

Create a spreadsheet of all employees that have a settlement payment.

Payments might have to be worked through the Department of Interior. However, older payments will be paid through SAP.

Upon notification a change request in Remedy will be created. Refer to the Remedy Management procedure.

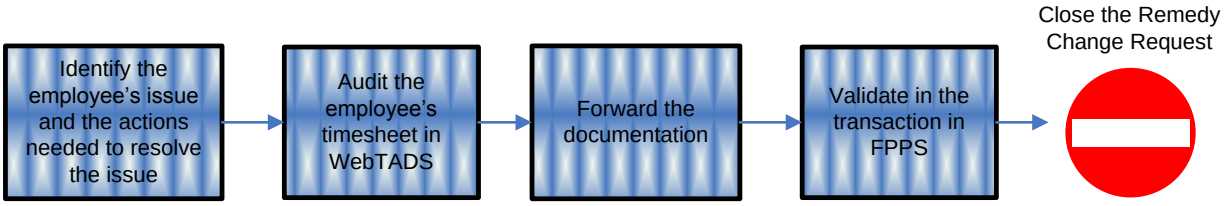
Process 11 – EEO, MSPB, and Negotiated Settlement Payments		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Evaluate the documents received.	1.1. Evaluate all documents received. ♦ If the settlement amount is reportable on W-2, proceed to step 2. ♦ If some or entire settlement amount of settlement is not reportable on W-2, proceed to Step 3. 1.2. Research if applicable. **Output:** Evaluating the documentation.	

Process 11 – EEO, MSPB, and Negotiated Settlement Payments		
Roles and Responsibilities	**Action**	**Tips**
Step 2 **[NSSC, Service Provider]** Forward the documentation to the Department of Interior.	2.1. Send the following documentation to DOI: 2.1.a. Job Aide α *Note: Forward documentation in a sealed envelope marked confidential to:* *Department of the Interior National Business Center Payroll Operations Division Attention: Mail Code D-2663 P.O. Box 272030 Denver, CO 80227-9030.*	2.1.a.i. Copy of signed settlement, agreement, or resolution. 2.1.a.ii. DD/EFT information for deposit of funds or mailing address for check. 2.1.a.iii. Statement indicating what portion of the settlement is to be reported on the Form W-2. 2.1.a.iv. Statement of whether interest is to be paid, and to what date, if not payment date. 2.1.a.v. Cost structure for payment. 2.1.a.vi. Statement of any interim earnings, including unemployment compensation indicating gross amount for each year of the back pay period. 2.1.a.vii. All SF-50's, notification of personnel action, applicable to settlement and corrected SF-50's for existing subsequent actions. 2.1.a.viii. Statement from employee regarding Health Benefits and thrift Savings deductions.

Process 11 – EEO, MSPB, and Negotiated Settlement Payments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Forward the documentation to the applicable recipient.	2.1.a.ix. Information on any withdrawal of retirement funds or receipt of retirement annuity. 2.1.a.x. Statement explaining the type of hours to be paid, if premium hours are included show exact days, hours and types. *Note: If interest is payable on a lump sum settlement amount, direction must be provided concerning the allocation of the lump sum amount to specific pay periods. This is required since the OPM-provided interest calculation programs compute interest on a pay period basis.*
Step 3 **[NSSC, Service Provider]** Forward the documentation to the Center Accounting Office.	3.1. Send the following documentation to CAO: 3.1.a. Job Aide α *Note: Forward in a sealed envelope marked confidential to: Center Accounting Office at the applicable Center.*	3.1.a.i. Copy of signed settlement agreement or resolution 3.1.a.ii. DD/EFT information or mailing address for check. 3.1.a.iii. Statement indicating what portion of the settlement is to be paid by the CAO and what portion is reportable on the Form 1099-MISC.

Process 11 – EEO, MSPB, and Negotiated Settlement Payments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Forward the documentation to the applicable recipient.	3.1.a.iv. Statement of whether interest is to be paid. 3.1.a.v. Cost structure for payment.
Step 4 **[NSSC, Service Provider]** Close the Change Request in Remedy.	4.1. Refer to the Remedy Management procedure. **Output:** Closing the Remedy Ticket.	

Supplemental Payment Requests



Roles & Responsibilities

A Supplemental/Amended timesheet (also identified as an Offline Payment or Retroactive Pay Adjustments) is a Timesheet that is filled out by NPO and sent to DOI. The purpose of this Hardcopy timesheet is to give DOI a hardcopy before the end of the Current Pay Period.
This type of timesheet is filled out when an employee's pay is greatly effected; usually when the PPPA deadline is missed (after Day 5) or when a previously accepted PPPA was not received/transferred to DOI correctly.
Payment on a Supplemental Timesheet will be received within 48 hrs upon DOI's transaction into FPPS.
DOI's policy for issuing supplemental payments is a minimum of 8 hours.
A PPPA must be submitted prior to or after a Supplemental Timesheet is submitted. The PPPA and the Supplemental Timesheet must match.
The NPO will create a change request in Remedy upon notification of a Supplemental Payment. Refer to the Remedy Management procedure.

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Identify the employee's issue and the actions needed to resolve the issue. *Note: If this payment is to be received promptly then the "Amendment Time and Attendance Federal Personnel Payment" Form must be labeled*	1.1. Gather necessary information. (i.e. WBS code) *Note: If a new employee requires supplemental pay, DOI notifies payroll as soon as the SF-50 is released.* 1.2. Complete an "Amendment Time & Attendance Federal Personnel Payment" Form. 1.2.a. Job Aide α	1.2.a.i. Make sure all of the hours entered and their corresponding WBS (Work Breakdown

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
SUPPLEMENTAL PAYMENT.	**Output:** Complete the Supplemental Payment request form.	Structure) codes are correctly filled out. 1.2.a.ii. Make sure that the number of hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees). 1.2.a.iii. List the changes in the comment section. *Note: Make sure to write in the comment section "not to duplicate in T & A WebTADS."*
Step 2 **[NSSC, Service Provider]** Audit the employee's timesheet in WebTADs.	2.1. Log-on to **WebTADS** via the Internet. 2.1.a. Job Aide α 2.2. Open Employee's timesheet is "Adjust Accept" mode ♦ If the timesheet is not in Adjust Mode, move to the Adjust Mode.	2.1.a.i. Enter User-Id and Password. Click **[OK]**. 2.1.a.ii. Change the center by clicking **[9999]** at the top of the page under "Location:" 2.1.a.iii. Under "Edit Session", click the **[drop-down box]**, select the applicable center, and then click **[Submit]**.

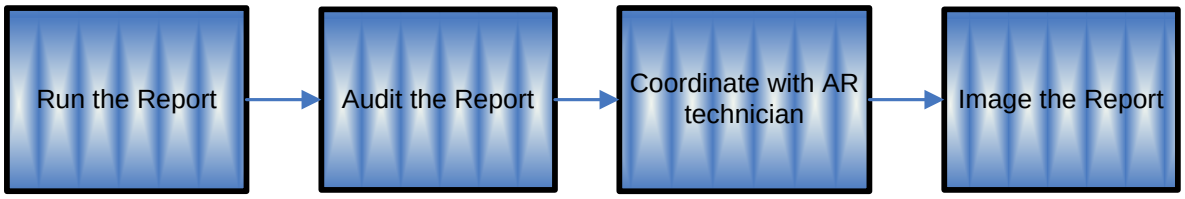
Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
	Job Aide α ♦ If the timesheet is in Adjust Mode, open the employee's timesheet. Job Aide α 2.3. Input the changes in the correct fields; making sure that the correct hours are added before the incorrect hours are deleted.	2.2.a.i. Click **[##00]** at the top of the page under "Location:" 2.2.a.ii. Under "Edit Session" scroll down to "PPPA – I want to make an adjustment to the previous timesheet" section, click the **(adjust a previous timesheet)** icon. Proceed to Step 2.2.b.i. 2.2.b.i. Click **[Reports]** located on the toolbar. 2.2.b.ii. Beside "Individual Employee Timesheet," click the **(advanced report)** icon. 2.2.b.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the **[drop down box]**. 2.2.b.iv. Enter the employee's social security number or last name. 2.2.b.v. Click **[Query]**. 2.2.b.vi. Select the applicable employee.

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
	♦ If the WBS code is on the timesheet then, proceed to Step 3.5. ♦ If a WBS code is not on the timesheet, a new project needs to be added. Job Aide α	2.3.b.i. Click the **(add projects to timecard)** icon. 2.3.b.ii. To select a Labor Code, scroll through the "Labor code—Description (Mission, Theme, Program)" section and select the correct WBS code. Click **[Add Project]**. 2.3.b.iii. To select a Leave type, click the **[drop-down box]** under "Choose leave and special hour types here:" section. Select the correct leave type and click **[Add Leave]**.
	2.4. After the adjustments have been made, enter a comment on the employee's timesheet. 2.4.a. Job Aide α	2.4.a.i. Scroll down to the "Comments" section and enter a comment. *Note: An example is "6TCTU to 6CTU per Amended Timecard dated ____ (enter date the timecard was filled out)."*
	Output: Complete the employee's timesheet in WebTADS.	2.4.a.ii. Click the **[Update]** button.

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
Step 3 **[NSSC, Service Provider]** Forward the documentation.	3.1. Fax Supplemental Payment to DOI Contacts. **Output:** Forward to DOI for processing.	
Step 4 **[NSSC, Service Provider]** Validate the transaction in FPPS.	4.1. Validate that the Supplement Payment was processed. 4.1.a. Job Aide α **Output:** Validate that the request was processed by DOI.	4.1.a.i. Enter **PDVW** code in the FPPS Command section in the top right–hand corner and click[**GO**] *Or* Click [**Employee Position & Views**]; click [**Pay Detail (PDVW)]** 4.1.a.ii. Enter employee's Social Security number 4.1.a.iii. Check the box next to **Pay Calculate Detail** 4.1.a.iv. Enter the applicable Pay Period. 4.1.a.v. Click **[OK]** 4.1.a.vi. Review the screen to validate that the hours were charged to the right hour type codes.

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	**Action**	**Tips**
Step 5 **[NSSC, Service Provider]** Close the Change Request in Remedy.	5.1. Refer to the Remedy Management procedure. **Output:** Close the Remedy ticket.	

Transfer and Separation Report



Roles & Responsibilities

The Separation and Transfer Report (MIRS) is a report generated by FPPS that shows all employees separating or transferring from the NASA Agency.

This report's information is based upon all Centers' Human Resources Department SF50/52 actions entered into FPPS.

The NPO will run this report on Day 3 and check for any employees' who have negative leave balances. Those employees' who are separating with negative balances will have a Bill of Collection drawn against their paycheck.

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Run the Report.	1.1. Log-on to FPPS via the internet. *https://securefpps.nbc.gov* 1.1.a. Job Aide α	1.1.a.i. Enter User-ID and password. Click **[OK]**. 1.1.a.ii. Click on **[FPPS Production]**. 1.1.a.iii. Enter **MIRS** code in the FPPS Command section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Utilities]**; then click **[Management Information Reports (MIRS]**. 1.1.a.iv. Select the "FPPS

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
		Employee Reports" by typing **[01]**. 1.1.a.v. To access the WSEPAR (Separations-Departs Gov't Service-NOA 300-399) query, type **WSEPAR** in the white box. 1.1.a.vi. In the white box next to **WSEPAR Separations (Departs Gov't Services-NOA 300-399**, type **[E]**. 1.1.a.vii. Press **[Enter]** to execute the report
	1.2. Print all centers on one report. 1.2.a. Job Aide α *Note: Printing this report requires a secure printer.*	1.2.a.i. Starting in the FROM column, type **[10]** in the white box next to Bureau: 1.2.a.ii. In the TO column, type **[76]** in the white box next to Bureau: 1.2.a.iii. In the FROM column, type **[A*]** in the white box next to Organization: 1.2.a.iv. In the TO column, type **[9*]** in the white box next to Organization: 1.2.a.v. In the Date Range section, type in the **[applicable pay period]**. Note: The pay period entered in Date Range will

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
	Output: Running the report out of FPPS.	(in most cases) be the pay period just processed. 1.2.a.vi. Press **[Enter]**. 1.2.a.vii. When the Printer Destination pop-up box appears, type **[X]** next to @NNSSC2-NASA, SSC Bronco/PRT29-189. 1.2.a.viii. Click **[OK]**. 1.2.a.ix. In the "Select report run mode:" section, type an **[X]** in the white box next to Immediate-may be printed within 2 hours. 1.2.a.x. Press **[Enter]** twice. 1.2.a.xi. Press **[PF12]** to return to FPPS Main Menu. 1.2.a.xii. Click **[FPPS Production]**.
Step 2 **[NSSC, Service Provider]** Audit the Report.	2.1. Identify all employees with negative Leave Balances. 2.1.a. Job Aide α *Note: In order to Audit the employee's Leave Balances, the user should remain in FPPS.*	2.1.a.i. Enter **LVVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Employee & Position Views]**; then click **[Leave Record (LVVW)]**.

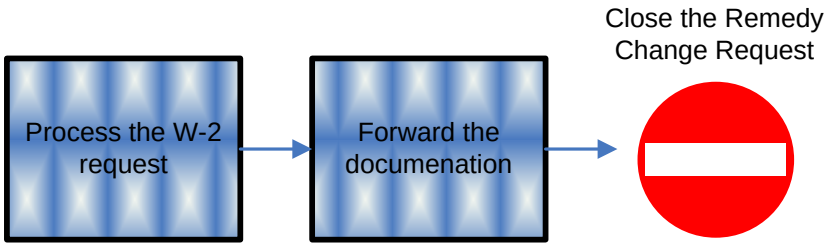
Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
		2.1.a.ii. Enter the employee's last name. 2.1.a.iii. Click **[OK]**. 2.1.a.iv. When the "Name/SSN search" pop-up box appears, enter the employee's Department by typing **[NN]**. 2.1.a.v. In the white box next to Bureau: type the **[applicable Center ID]**. (i.e. for Headquarters enter 10) 2.1.a.vi. Click **[OK]**. 2.1.a.vii. Select the applicable employee and Click **[OK]**. 2.1.a.viii. Check the **Annual balance** by clicking [**OK]** to move through the leave screens until the applicable leave appears on the screen. 2.1.a.ix. When the applicable leave appears, then check to see if there is a deficiency. By comparing the **Accrue Year-To-Date balance** with the **Leave Used Year-To-Date balance**. ♦ If the **Accrued Year-To-Date balance** is more than the **Used**

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
		Year-To-Date balance, then the balance is positive. Proceed to Step 2.1.a.x. ♦ If the **Used Year-To-Date balance** is more than the **Accrued Year-To-Date balance**, then the balance is negative. Proceed to Step 2.1.a.x. 2.1.a.x. Check the **Sick balance** by clicking **[OK]** to move through the leave screens until the applicable leave appears on the screen. 2.1.a.xi. When the applicable leave appears, then check to see if there is a deficiency. Look at the **Leave Balance** field for the amount of Sick Leave available. ♦ If the balance is positive. Proceed to Step 3. ♦ If the balance is negative. Proceed to Step 2.2. 2.1.a.xii. Notate the negative balances on the Report.
	2.2. Status all SF50/52 actions for each employee with a negative leave balance. 2.2.a. Job Aide α	2.2.a.i. Enter **TRAC** code in the FPPS Command

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
		section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Employee & Position Views]**; then click **[Track SF50/SF52 (TRAC)]**. 2.2.a.ii. Enter the employee's last name. 2.2.a.iii. Click **[OK]**. 2.2.a.iv. When the pop-up box appears, enter the employee's Department by typing **[NN]**. 2.2.a.v. In the white box next to Bureau: type the **[applicable Center ID]**. (i.e. for Headquarters enter 10) 2.2.a.vi. Click **[OK]**. 2.2.a.vii. Select the applicable employee and Click **[OK]**. 2.2.a.viii. Identify the pending or complete action as a Separation or a Transfer. ♦ If the employee is Transferring with a negative balance, then annotate **Transfer** on the report because there is no notification is required. Proceed to Step 4.

Process 13 – Transfer and Separation Report		
Roles and Responsibilities	**Action**	**Tips**
	Output: Identifying the employees who left NASA with a negative balance.	♦ If the employee is separating with a negative balance, then proceed to Step 3. *Note: The reason for this distinction is that those employees' that are Transferring with negative balances will not have a bill of collection drawn against them.*
Step 3 **[NSSC, Service Provider]** Coordinate with AR technician.	3.1. Make a copy of the Report and give the report to the A/R technician for the applicable Center. **Output:** Give the report to the AR technician.	
Step 4 **[NSSC, Service Provider]** Image the Report.	4.1. Give a copy of the Report to TechDocs to be imaged. 4.2. Upon a creation of a Remedy ticket, refer to the Remedy Management Procedure and close the Change Request. **Output:** Image the report and close the Remedy Ticket.	

W-2 Reprints



Roles & Responsibilities

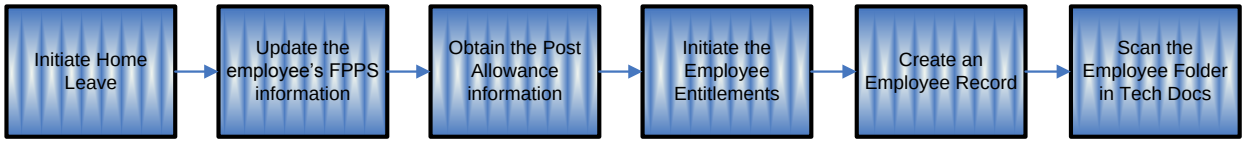
Upon the employee's request for W-2 reprint prior to DOI cut over (August 2004) NPO will receive a request for W-2 reprints from HNPPS.
The NPO will receive the request via a change request in Remedy. The NPO will also create a change request for the Competency Center. Refer to the Remedy Management procedures.

Process 14 – W-2 Reprints		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Process the W-2 request.	1.1. Submit a Service Request to the Competency Center for the employee's W-2 reprints. 1.1.a. Job Aide α *Note: This request has a 24 hour turn-around.* **Output:** Initiate the employee's W-2 request.	1.1.a.i. Refer to the "Creating a SR" guide.
Step 2 **[NSSC, Service Provider]** Forward the documentation. *Note: The request can also be forwarded straight to the employee's address in FPPS. This request must be annotated in the*	2.1. Forward the documentation	

Process 14 – W-2 Reprints		
Roles and Responsibilities	**Action**	**Tips**
Service Request to the Competency Center.	**Output:** Forward the documentation requested.	
Step 3 **[NSSC, Service Provider]** Close the Change Request in Remedy.	3.1. Refer to the Remedy Management procedure. **Output:** Close the Remedy ticket.	

Foreign Payroll

Roles & Responsibilities



Overseas Set-Up Procedures

Change of station orders should be received from the Center's HR in order to setup overseas employees.

Home Leave is leave earned by overseas employees from the moment of arrival and allows employees to earn leave to return the U.S. after two years of Foreign Service. Employees earn 15 days of home leave each year.

Form SF 1190 is used for change of station orders for Iraq or Afghanistan.

The aggregate salary for details in Afghanistan or Iraq is increased from $183, 500 to $200, 000 which is manually entered by DOI.

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Initiate Home Leave.	1.1. Log-on to FPPS. *https://securefpps.nbc.gov/* 1.1.a Job Aide α 1.2. Initiate the employee's Home Leave 1.2.a Job Aide α *Note: Per 5 CFR 630.601, Home Leave Code is set to 15 days.*	1.1.a.i. Click **[Logon]**. 1.1.a.ii. Enter User ID & Password. 1.1.a.iii. Click **[OK]**. 1.1.a.iv. Click **[FPPS Production]**. 1.2.a.i. Enter **HMIN** in the command box in the upper right corner and click **[OK].** *Or* Select **[Personnel], [Leave Maintenance], and [Initiate Home Leave**

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	Output: Starting the overseas employee's Home Leave accruals.	**(HMIN)].** 1.2.a.ii. Click **[OK]**
Step 2 **[NSSC, Service Provider]** Update the employee's FPPS information.	2.1. Request additional Advance Annual Leave. 2.1.a Job Aide α 2.2. Update the employees address. 2.2.a Job Aide α *Note: Most employees use APO addresses. FPPS does not recognize these types of addresses as Foreign addresses.*	2.1.a.i. Email DOI Contacts and request that the employee be advanced an additional 120 hours of Annual Leave. *Note: Per 5 CFR 630.302, all employees stationed overseas will receive a total of 360 hours of Advance Annual Leave.* 2.2.a.i. Communicate via email with the employee for the desired mailing address. 2.2.a.ii. Type **ADCG** in the FPPS Command box in the upper right corner and click **[Go]**. *Or* Click **[Personnel]**, click **[Employee/Position Maintenance]**, and then click **[Change Address (ADCG)]**. 2.2.a.iii. Enter employee's social security number. 2.2.a.iv. Check the box next to Mail Address. 2.2.a.v. Click **[OK]**.

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	Output: Updating the employee's information in FPPS.	2.2.a.vi. Click the **[Change button]**. ♦ If the address is an APO address then, proceed to step 2.2.a.vi. ♦ If the address is has a foreign street address, then click the **[Change to Foreign Address]** button and proceed to step **2.2.a.vi.** 2.2.a.vii. Enter the address given. 2.2.a.viii. Click **[OK]**. 2.2.a.ix. When asked to update changes immediately, click **[Yes]**.
Step 3 **[NSSC, Service Provider]** Obtain the Post Allowance information.	3.1. Obtain the employee's annual salary. 3.1.a Job Aide α	3.1.a.i. Type **TRAC** in the FPPS Command Box in the upper right corner and click [Go]. *Or* Click **[Employee & Position Views]**, and then click **[Track SF52/SF50 (TRAC)]**. 3.1.a.ii. Check the box next to "Separated." 3.1.a.iii. Enter the employee's Last Name or Social Security Number.

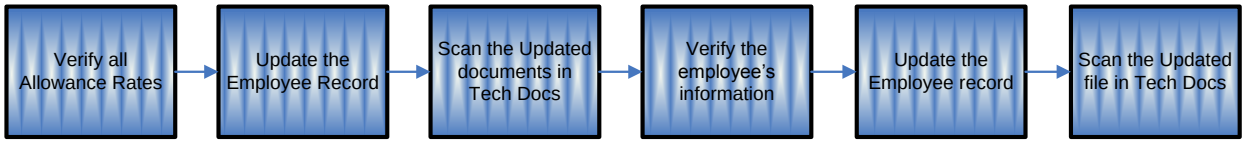
Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
		3.1.a.iv. Click **[OK]**. 3.1.a.v. Highlight the last SF50/52 action. 3.1.a.vi. Click **[View]**. 3.1.a.vii. When the pop-up box appears, check the box next to SF50/52 From/To Information. 3.1.a.viii. Looking in the column labeled "To Information", record the total salary.
	3.2. Obtain the employee's at post Family Size information. 3.2.a Job Aide α	3.2.a.i. Validate the at post family size through the Change of Station Orders.
	3.3. Obtain the allowance rate for the post. 3.3.a Job Aide α *Note: Post allowances shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting ½ cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at*	3.3.a.i. Access the Department of States website at the following URL: http://www.state.gov/m/a/als/1736.htm 3.3.a.ii. Determining the post allowance rate and differential will require the employee's annual salary and family size. 3.3.a.iii. Pull the appropriate size allowance rate charge.

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	the daily rate applicable on the first day of that pay period. ***Pay for each calendar day at post****. This changes when there is a different number of family members are at post, percentage applicable to post changes, or employee/family departs post.* 3.4. Setup an Employee Post Allowance Spreadsheet for the amount calculation. 3.4.a Job Aide α *Note: In most cases, a spreadsheet will already be created. Therefore, an update will be required* **Output:** Obtaining Post Allowance information for the employee's duty station.	Note: The post allowance payment tables for six family sizes are included in Section 229.1. 3.3.a.iv. Check the Table of Allowances (Section 920) for Allowances by Location to determine the current Post Allowance Rate and Differential. *Note: Not all posts of duty have post differential (i.e. Russia has a post differential).* 3.3.a.v. Print the rates for the Post Allowances/Differentials for employee records. 3.4.a.i. Create the spreadsheet from the Post Allowance Payment Tables collected from the Department of State's website. 3.4.a.ii. Input the information gathered, (i.e. the employee's salary, post, family size, etc...)

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
Step 4 **[NSSC, Service Provider]** Initiate the Employee Entitlements.	4.1. Input the Post Allowance and/or the Post Differential. 4.1.a Job Aide α	4.1.a.i. Type **ETIN** in the FPPS Command box in the upper right corner and click **[Go]**. *Or* Click **[Pay]**, **[Special Pay Maintenance]**, **[Initiate Entitlements (ETIN)]**. 4.1.a.ii. Enter the employee's social security number **(SSN)**. 4.1.a.iii. Check the box next to "Foreign Entitlements". 4.1.a.iv. Click **[OK]**. 4.1.a.v. When the pop-up box appears, put an **[X]** next to "Foreign Post Differential-Worked" and "Foreign Post Allowance-Worked". 4.1.a.vi. Click **[OK]**. 4.1.a.vii. Enter the Correct Effective Date. 4.1.a.viii. Enter the Pay Code [42C] for Foreign Differential and [43D] for Foreign Allowance. *Note: Not all posts of duty have post differential (i.e. Russia has a post differential).*

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	Output: Paying employee entitlements.	4.1.a.ix. Enter the Amount for Post Allowance and Enter the Percentage for Post Differential. *Note: In order to calculate post allowance, take the number from the chart that you looked up on the Department of State website that coordinates the post differential, salary range, and number of family members. http://www.state.gov/m/a/als/1736.htm* *Divide by 365 days. Take the amount found and multiply is by 14 days the result will be the biweekly amount to be input into FPPS.* *(amount found in chart)/365 Days =$xx.xx per day$xx.xx per day * 14 days= $xxx.xx biweekly.* 4.1.a.x. Click **[OK]**. 4.1.a.xi. Print a screen shot of the Post Allowance/Differential for employee records.
Step 5 **[NSSC, Service Provider]** Create an Employee Record.	5.1. Collect all the necessary documents and create an Employee Folder. 5.1.a. Job Aide α	♦ Change of Station Orders ♦ FPPS Entry Screen Prints

Process 1 – Overseas Set-Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	Output: Creating an employee file.	♦ State Department Allowance/Differential Rates ♦ Employee Post Allowance Calculation ♦ Address Updates ♦ Annual Leave Ceiling Request Updates ♦ Change of Station Authorization ♦ Email Correspondence with Employee ♦ Email Correspondence with DOI ♦ Screen Shots of Post Allowance/Differential Rates.
Step 6 **[NSSC, Service Provider]** Scan the Employee Folder in Tech Docs.	6.1. Bring to the record to Tech Docs and request that the folder be returned. **Output:** Archiving employee file in Tech Docs.	



Periodical Updates (Bi-Weekly and Annually)

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Verify all Allowance Rates.	1.1. Log-on to the Department of State's website via the Internet. 1.1.a. Job Aide α	1.1.a.i. Access the Department of States website at the following URL: http://www.state.gov/m/a/als/1736.htm 1.1.a.ii. Determining the post allowance rate and differential will require the employee's annual salary and family size. See the procedure under Step 3 of the Setup Procedures. 1.1.a.iii. Pull the appropriate size allowance rate charge. *Note: The post allowance payment tables for six family sizes are included in Section 229.1.* 1.1.a.iv. Check the Table of Allowances (Section 920) for Allowances by Location to determine the current Post Allowance Rate and Differential.

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
	1.2. Update the Employee Post Allowance Spreadsheet for the amount calculation. 1.3. Input the Post Allowance and/or the Post Differential. 3.1.a. Job Aide α	*Note: Not all posts of duty have post differential (i.e. Russia has a post differential).* 1.1.a.v. Print the updated Post Allowance/Differential for employee records**.** 1.3.a.i. Type **ETCG** in the FPPS Command box in the upper right corner and click **[Go]**. *or* Click **[Pay], [Special Pay Maintenance], [Change Entitlements (ETCG)].** 1.3.a.ii. Enter the employee's social security number (SSN). 1.3.a.iii. Check the box next to "Foreign Entitlements". 1.3.a.iv. Click **[OK]**. 1.3.a.v. When the pop-up box appears, put an **[X]** next to "Foreign Post Differential-Worked" and "Foreign Post Allowance-Worked". (if applicable)

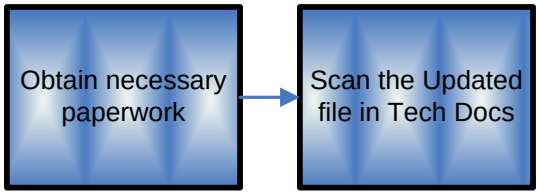
Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
		1.3.a.vi. Click **[OK]**. 1.3.a.vii. Under the "Action" column beside the changed Post Allowance, select Change from the drop-down box. 1.3.a.viii. Click **[OK]**. 1.3.a.ix. Update the Correct Effective Date. 1.3.a.x. Update the Amount 1.3.a.xi. Enter a Comment 1.3.a.xii. Click **[OK]** 1.3.a.xiii. Under the "Action" column beside the changed Post Differential, select Change from the drop-down box. 1.3.a.xiv. Update the Correct Effective Date. 1.3.a.xv. Update the Percentage. *Note: The percentage that is input into FPPS is from the Department of State website: http://www.state.gov/m/a/als/920/* *To find the percentage you would look under biweekly updates.* 1.3.a.xvi. Enter a Comment

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
	Output: Inputting employee's Post allowance entitlements as needed.	1.3.a.xvii. Click **[OK]**. 1.3.a.xviii. Print a screen shot of the changed Entitlement for employee records.
Step 2 **[NSSC, Service Provider]** Update the Employee Record.	2.1. Collect all the necessary documents and create an Employee Folder. 2.1.a. Job Aide α **Output:** Updating the employee's record.	♦ FPPS Change Entitlement List ♦ State Department Biweekly Update ♦ Employee Post Allowance Worksheet
Step 3 **[NSSC, Service Provider]** Scan the Updated documents in Tech Docs.	3.1. For updates, bring the paperwork to Tech Docs and request that they be returned. Once returned, file in the Employee Record. **Output:** Scanning the employee's record in Tech Doc as needed.	
Step 4 **[NSSC, Service Provider]** Verify the employee's information. *Note: Employees stationed Overseas normally receive an ACI/Pay Increase (or some action that increases their pay) in*	4.1. Verify any Pay Increase the employee has received. 4.1.a. Job Aide α	4.1.a.i. Type **TRAC** in the FPPS Command Box in the upper right corner and click **[Go]**. *Or* 4.1.a.ii. Click **[Employee & Position Views], and then click [Track SF52/SF50 (TRAC)]**. 4.1.a.iii. Check the box

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
the same pay period that the General Pay Increases are processed, This is normally the first full pay period in January.	4.2. Compare the Pay Increase changes verses their Post Allowance Annual Salary Bracket. ♦ If the employee is within the same Salary Bracket, then no action is required. ♦ If the employee is in a different Salary Bracket, then proceed. 4.3. Update the Employee Post Allowance Spreadsheet using the	next to "Separated." 4.1.a.iv. Enter the employee's Last Name or Social Security Number. 4.1.a.v. Click **[OK]**. 4.1.a.vi. Highlight the Pay Adj action. ♦ If there is not a Pay Adj action, then no action is necessary. ♦ If there is a Pay Adj action, then proceed. *4.1.a.vii.* Click **[View]**. 4.1.a.viii. When the pop-up box appears, check the box next to SF50/52 From/To Information. 4.1.a.ix. Looking in the column labeled "To Information", record the total salary. 4.1.a.x. Print the new employee information.

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
	new Salary Bracket. 4.4. Input the Post Allowance 4.4.a. Job Aide α *Note: If a retro adjustment is required use biweekly retro adjustment processes.*	4.4.a.i. Type **ETCG** in the FPPS Command box in the upper right corner and click **[Go]**. *or* Click **[Pay], [Special Pay Maintenance], [Change Entitlements (ETCG)]**. 4.4.a.ii. Enter the employee's social security number (SSN). 4.4.a.iii. Check the box next to "Foreign Entitlements". 4.4.a.iv. Click **[OK]**. 4.4.a.v. When the pop-up box appears, put an **[X]** next to "Foreign Post Allowance-Worked". 4.4.a.vi. Click **[OK]**. 4.4.a.vii. Under the "Action" column beside the changed Post Allowance, select Change from the drop-down box. 4.4.a.viii. Click [**OK]**. 4.4.a.ix. Update the Correct Effective Date. 4.4.a.x. Update the Amount 4.4.a.xi. Enter a Comment

Process 2 – Periodical Updates		
Roles and Responsibilities	**Action**	**Tips**
	Output: Verifying the employee's information.	4.4.a.xii. Click **[OK]** 4.4.a.xiii. Print the updated Post Allowance for employee records.
Step 5 **[NSSC, Service Provider]** Update the Employee Record.	5.1. Collect all the necessary documents and create an Employee Folder. 5.1.a. Job Aide α **Output:** Updating the employee's record.	♦ FPPS TRAC List ♦ FPPS TRAC SF50/52/ From/To Information ♦ FPPS Change Entitlements List ♦ State Department Biweekly Update ♦ Employees Post Allowance Spreadsheet
Step 6 **[NSSC, Service Provider]** Scan the Updated file in Tech Docs.	6.1. For updates, bring the paperwork to Tech Docs and request that they be returned. Once returned, file in the Employee Record. **Output:** Scanning the updated documents in Tech Docs.	



Overseas Employee Return Procedures

Center Human Resources should notify NSSC Foreign point of contacts when an employee's duty station returns to the United States.

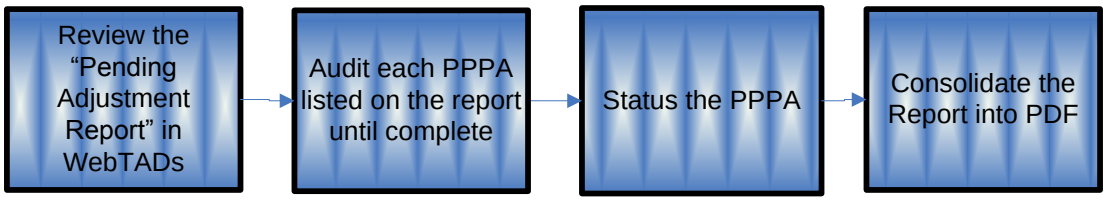
The NPO will coordinate with Center Human Resources and the NSSC Travel Office to ensure that the employee is compensated correctly.

Process 3 – Employee Return Procedures		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Obtain necessary paperwork	1.1. Coordinate with the NSSC Travel Office. 1.1.a. Job Aide α 1.2. Monitor the employee's SF50/52 activity. 1.2.a. Job Aide α	1.1.a.i. . Request the following: ♦ Copies of all Change of Station moves to/from Overseas ♦ OTRAT/Home Leave Orders 1.2.a.i. Type **TRAC** in the FPPS Command Box in the upper right corner and click **[Go].** *Or* Click [Employee & Position Views], and then click **[Track SF52/SF50 (TRAC)]**. 1.2.a.ii. Check the box next to "**Separated.**"

Process 3 – Employee Return Procedures		
Roles and Responsibilities	**Action**	**Tips**
		1.2.a.iii. Enter the employee's Last Name or Social Security Number. 1.2.a.iv. Click **[OK]**. 1.2.a.v. If the action for the employee has been entered, then proceed. 1.2.a.vi. If the action for the employee has not been entered, then continue to check the employee's TRAC. *Note: It is important that this action be initiated and completed once the employee returns. This action will stop the allowances and Home Leave accrual as to the effective data. However, if the employee reaches the US prior to the effective date the actual date should be entered into the Allowances and Home Leave accruals to stop on the actual date of arrival.* 1.2.a.vii. Print the Entitlement Screen showing the dates that the allowances were stopped.
	1.3. Update the employee's Annual Leave Balances. ♦ If the Annual Leave Balance meets	

Process 3 – Employee Return Procedures		
Roles and Responsibilities	**Action**	**Tips**
	or exceeds the 360 hour ceiling. Job Aide α ♦ If the Annual Leave Balance is less then the 360 hour ceiling but greater than the 240 hour ceiling. Job Aide α ♦ If the Annual Leave Balance is equal to or less than 240 hours. Job Aide α 1.4. Update the employee's personal information. 1.4.a. Job Aide α **Output:** Returning the employee's attributes back to a U.S. payroll standard.	Email DOI Contacts requesting that the Annual Leave Balance be set at the current balance. Email DOI Contacts requesting that the Annual Leave Balance be set at the current balance Email DOI Contacts and request that the Annual Leave Balances be set back to 240 hours. 1.4.a.i. Communicate with the employee and remind them that they need to review their addresses, bond addresses, and banking information to ensure that they are accurate.
Step 2 **[NSSC, Service Provider]** Scan the Updated document in Tech Docs.	2.1. For updates, bring the paperwork to Tech Docs and request that they be returned. Once returned, file in the Employee Record. **Output:** Scanning the updated documents in Tech Docs.	

Prior Pay Period Adjustments



Roles & Responsibilities

A prior pay period adjustment (PPPA) is an adjustment submitted to change a timesheet's hours and/or labor codes.

There are two types of PPPAs:

1. An adjustment that adjusts a timesheet within three pay periods from payment
2. An extended adjustment that adjusts a timesheet past three pay periods from payment (note that an extended adjustment can only adjust a timesheet as far as twenty six pay periods)

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

When a PPPA is submitted by the employee, the employee can log-on to WebTADS and change, add, delete, and/or resubmit any changes to that PPPA. However once the approver has approved the PPPA, the employee no longer has those capabilities.

The PPPA (both types) must be approved by a supervisor in WebTADS within 3 pay periods after the employee submits the adjustments.

At the end of each Fiscal Year, Type II adjustments that cross Fiscal Years will be not accepted by the NPO.

Upon rejection at any level, WebTADS automatically generates an email to the employee and approver.

Adobe Acrobat Professional will be used to consolidate all PPPAs. Refer to the Adobe Consolidation procedure.

Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Review the "Pending Adjustment Report" in WebTADS	1.1. Log-on to WebTADS via Internet. 1.1.a. Job Aide α 1.2. Save the "Pending Adjustment Report". 1.2.a. Job Aide α *Note: This spreadsheet shows the detail for each adjustment on the timesheet.* 1.3. Adjust the Report 1.3.a. Job Aide α	1.1.a.i. Enter User-Id and Password. Click **[OK].** 1.1.a.ii. Change the center by clicking **[9999]** at the top of the page under "Location:" 1.1.a.iii. Under "Edit Session," click the **[drop-down box],** select the applicable center, and then click **[Submit].** 1.2.a.i. Click **[Reports]** located on the toolbar. 1.2.a.ii. Scroll down to the "Prior Pay Period Adjustment Reports" section. 1.2.a.iii. Beside the "Pending Adjustment Report", click the **(quick report)** icon. 1.2.a.iv. When the report comes up, remove the check from "Request" and click **[Submit]**. 1.2.a.v. Click the **(Excel)** icon to export the spreadsheet in Excel. 1.3.a.i. Perform an advanced filter on all unique records that only one line per employee

Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Access the Adjustment Report to begin processing.	per pay period; double check the number of employee's with the Results: Approve = # number at the top of this spreadsheet 1.3.a.ii. Save the Excel to N: Drive spreadsheet.
Step 2 **[NSSC, Service Provider]** Audit each PPPA listed on the report until complete.	2.1. From the report, open each employee's timesheet. 2.1.a. Job Aide α *Note: The **adjustments** that are **waiting** for **2nd level approval** will show on this report. If an adjustment like this is encountered, skip it and proceed to the next adjustment as the NPO **can not** audit the adjustment **until** it is **approved**.* 2.2. Verify that the PPPA listed on the report matches the PPPA on the employee's timesheet. *Note: Typically, WebTADS retrieve the oldest dated PPPA first.* *Some exceptions:* *(1) The system will bring up an old PPPA (possibly from 2003), this is a system glitch.* Job Aide α *-or-* *(2) Additional approved PPPAs might be visible after the report has been*	2.1.a.i. At the top of the page, click the **(Employee Search)** icon. 2.1.a.ii. Enter the employee's social security number and click **[Query]**. 2.1.a.iii. Select the applicable employee. 2.1.a.iv. Once the current timesheet appears, click on the **(pending tasks)** icon. Scroll down on the timesheet to the "Pending adjustments/requests for this employee" section (below the comments

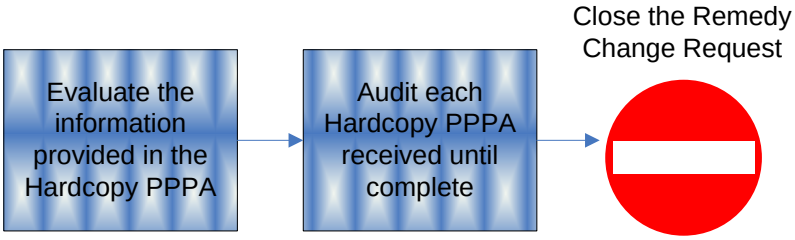
Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	printed; only accept those that appear on the printed report, the newly approved PPPA will be captured and audited the next time the report is run. 2.3. Review the timesheet adjustment(s). (Adjustment Type 1 or Type 2) 2.3.a. Job Aide α *Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.* **Output:** Auditing the PPPA.	section) and select the applicable PPPA date by clicking the **(adjust a previous timesheet)** icon. 2.3.a.i. Click the **(history)** icon. 2.3.a.ii. Scroll down to the "PPPA Review-Approved" section to view a summary of the hour type changes. *Note: A change in payable hours will list a negative and positive number. The net effect of this change should be zero, unless the employee is adding earned hours or overtime.* 2.3.a.iii. Scroll down to the "Pay Period WBS Totals - Approved Adjustments" section to view a summary of the WBS changes.
Step 3 **[NSSC, Service Provider]** Status the PPPA.	3.1 For Accepting, Rejecting, and Pending PPPA instructions, please refer to the PPPA Accepting Chart. ♦ If the PPPA does not require a validation of leave balances then, proceed to Step 3.3. ♦ If the PPPA requires a validation of leave balances then, log-on to FPPS.	

Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	3.1.a. Job Aide α	3.1.a.i. Log-on to FPPS via the internet. *Note:* https://securefpps.nbc.gov 3.1.a.ii. Enter User-ID and password. Click **[OK]**. 3.1.a.iii. Click on **[FPPS Production]**. 3.1.a.iv. Enter **LVVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Employee & Position Views]**; then click **[Leave Record (LVVW)]**. 3.1.a.v. Enter employees social security number **(SSN)**. 3.1.a.vi. Enter the corresponding Pay Period (PPPA's pay period) in YYPP format. 3.1.a.vii. Click **[OK]**. 3.1.a.viii. Click **[OK]** to move through the leave screens until you view the applicable leave. 3.1.a.ix. Annotate the Available Balance(s) on your printout. 3.1.a.x. Click **[Cancel]**.

Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
		The leave balance(s) for the **Current** Pay Period **must** be verified. Repeat Steps 3.1.a.vi though 3.1.a.xi 3.1.a.xi. Review the employee's leave balance(s). ♦ If the leave balance(s) is sufficient, then Accept. ♦ If the leave balance(s) is insufficient, then Reject.
	3.2 Return to the employee's timesheet. 3.2.a. Job Aide α	3.2.a.i. Click on the **(Edit Timesheet)** icon.
	3.3 Categorize the PPPA (Accept, Reject, or Pending) in accordance to the PPPA Accepting Chart. 3.3.a. Job Aide α *Note: After the PPPA is processed, the **(pending tasks)** icon may still remain on the employee's timesheet. If another PPPA is listed on the "Pending Adjustments Report" for this employee then, complete another audit .If the PPPA is not listed on the report then no action is required (The Adjustment will be captured and processed on the next Report).*	3.3.a.i. To Accept, click **[Accept]** at the top of the employee's timesheet. 3.3.a.ii. To Reject, add a comment that explains the reason for rejection and click **[Reject]** at the top of the employee's timesheet. *Note: Upon Rejection, the WebTADS system will generate an email to the employee and their approver.*

Process – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Processing the PPPAs.	3.3.a.iii. Upon completion click **[Logout]** and close WebTADS.
Step 4 **[NSSC, Service Provider]** Consolidate the Report into PDF format.	4.1 Refer to the Adobe Consolidation procedure. **Output:** Consolidating the report into a PDF.	

Hardcopy Prior Pay Period Adjustments



Roles & Responsibilities

Hardcopy PPPAs may be applicable for required changes to separated, "Z" status employee's T&A as well; supporting documentation with a justification and approval from supervisor is required.

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

In order to enter a Hardcopy PPPA into WebTADS, you must have an Amended Hardcopy timesheet and a memo signed by the employee's supervisor stating the changes.

There are two types of Hardcopy PPPAs:

a. Type 1- payable hour changes
b. Type 2- non-payable hour changes (WBS changes)

At the end of each Fiscal Year, Type II adjustments that cross Fiscal Years will be not be processed by the NPO.

The CPO (Center Payroll Office) will forward (via fax) a Hardcopy Prior Pay Period Adjustment (PPPA) and Memo to the NPO.

The NPO will receive the Hardcopy PPPA via a change request in Remedy. Refer to the Management Procedure for further Remedy information.

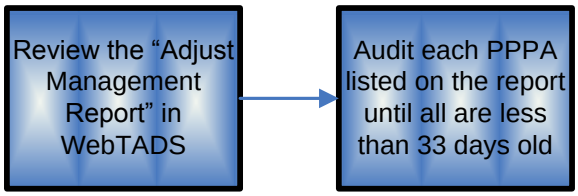
Process – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Evaluate the information provided in the Hardcopy PPPA. *Note: Some NASA Centers do not provide a corresponding Memo.*	1.1 Compare the employee's adjustments on the Hardcopy PPPA versus the corresponding Memo. ♦ If the Memo and the Hardcopy PPPA correspond, then proceed to Step 1.2. ♦ If the Memo and the Hardcopy PPPA do not correspond, then contact the CPO.	

Process – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Verifying that the Hardcopy PPPA and the Memo correspond.	
Step 2 **[NSSC, Service Provider]** Audit each Hardcopy PPPA received until complete.	2.1. Log-on to WebTADS via the Internet. 2.1.a. Job Aide α 2.2. Open each employee's timesheet in Adjust Mode. ♦ If Adjust Mode is not set, then change. Job Aide α ♦ If Adjust Mode is set, then proceed. Job Aideα	2.1.a.i. Enter User-Id and Password. Click **[OK]**. 2.1.a.ii. Change the center by clicking **[9999]** at the top of the page under "Location:" 2.1.a.iii. Under "Edit Session", click the [drop-down box], select the applicable center, and then click **[Submit]**. 2.2.a.i. Click the **(Go to another Pay Period)** button on the employee's timesheet. 2.2.a.ii. Under "Edit Session" scroll down to "PPPA – I want to make an adjustment to the previous timesheet" section, click the **(adjust a previous timesheet)** icon. 2.2.b.i. Click **[Reports]**

Process – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
		located on the toolbar. 2.2.b.ii. Beside "Individual Employee Timesheet," click the **(advanced report)** icon. 2.2.b.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the **[drop down box]**. 2.2.b.iv. Enter the employee's social security number or last name. 2.2.b.v. Click **[Query]**. 2.2.b.vi. Select the applicable employee.
	2.3. Verify that the first 80 hours are charged to payable codes (number of payable hours required will vary for part-time employees). *Note: Hours can exceed 80 hours (for full time employees) if earned (credit or comp time) hours and/or overtime is charged.* ♦ If yes proceed to Step2.4. ♦ If no, contact CPO; rejection may be necessary. Proceed to Step 3.2. 2.4. Verify that the original labor distribution on the PPPA matches the unedited timesheet in	

Process – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	WebTADS. ♦ If the information is correct, then proceed to Step 2.5. ♦ If the information is incorrect then, send the Hardcopy PPPA back to the CPO for correction. 2.5. Verify what kind of changes the employee is making to their timesheet. (Adjustment Type 1 or Type 2). *Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.* **Output:** Adjusting the employee's timesheet.	
Step 3 **[NSSC, Service Provider]** Close Remedy Change Request.	3.1. Refer to the Remedy Management Procedure. **Output:** FPPS Updated Correctly/Resolving Remedy Ticket.	

Expiring Prior Pay Period Adjustments (PPPA)



Roles & Responsibilities

Prior pay period adjustments are "expired" when they have been pending for 33 days (or 2 pay periods) or longer.

An expiration of PPPA cancels the employee's adjustments and converts the timesheet back to the data that was first submitted.

They are processed twice bi-weekly on Day 5 (Thursday) and on Day 11 (Wednesday) of the Pay Period. The purpose for the Day 5 process is to allow the employee time to resubmit the PPPA electronically (before the electronic cut-off).

Process – Expiring Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Review the **"Adjust Management Report"** in WebTADS.	1.1. Log-on to WebTADs. 1.1.a. Job Aide α 1.2. View the "Adjust Management Report". 1.2.a. Job Aide α	1.1.a.i. Enter User-ID and Password. Click **[OK]**. 1.1.a.ii. Change the center by clicking **[9999]** at the top of the page under "Location." 1.1.a.iii. Under "Edit Session", click the **[drop-down box]**, select the applicable center, and then click **[Submit]**. 1.1.a.iv. Click **[Reports]** located on the toolbar. 1.2.a.i. Beside the "Adjust Management Report", click the Q **(quick**

Process – Expiring Prior Pay Period Adjustments		
Roles and Responsibilities	**Action**	**Tips**
	Output: Reviewing the Adjust Management Report.	**report)** icon.
Step 2 **[NSSC, Service Provider]** Audit each PPPA listed on the report until complete.	2.1. Confirm the existence of any PPPAs 33 days or older. ♦ If there are no PPPAs 33 days or older, then no action is required. ♦ If there are PPPAs 33 days or older, then proceed to Step 2.2. *Note: Make sure the expiration date is listed as **days**; not minutes, hours, or seconds. (i.e. 1.0d ago=days ago, 3.2h ago=hours ago, 2.0m ago=minutes ago, and 87.9s ago=seconds ago)* 2.2. Expire all PPPA transactions that are 33 days or older. 2.2.a. Job Aide α *Note: An email is automatically generated to all employees and their approvers notifying them that the PPPA was expired.* **Output:** Expiring adjustments that are 33 days or older.	2.2.a.i. Under the history column, select **"X"** or **"Expire PPPA"**. 2.2.a.ii. Upon completion, log out of WebTADS.

Administration of Voluntary Leave Transfer Program

Introduction

This document addresses the National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) responsibilities for reviewing leave transfer requests, including verification of eligibility; and reviewing, validating, and delivering time and attendance data to Department of Interior (DOI) for payroll processing. NSSC confers with the Office of Human Capital (OHCM) for policy-related determinations. The scope of these programs is outlined below.

Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program allows an employee who has a medical emergency to receive transferred annual leave directly from other employees. This allows an employee to continue to receive pay while recuperating from a medical emergency (whether their own emergency or a family member's emergency).

A medical emergency means a medical condition of an employee or a family member that is likely to require an employee's absence from duty for a prolonged period of time (at least 24 hours) and results in a substantial loss of income to the employee because of the unavailability of paid leave.

Employees may also use this program to donate annual leave to an approved recipient. However, an employee is not permitted to donate leave to his/her supervisor. An employee may donate no more than half the accruals earned in the current leave year for which s/he is scheduled to work. Requests for waivers of this limitation are processed by the NSSC.

Criteria for Approval of Requests

Once a request is submitted in WebTADS, the request is reviewed by the NSSC along with the supporting medical documentation. When a complete package is received, NSSC reviews to ensure employee meets eligibility criteria and the medical documentation supports the request. If the medical documentation criteria is met, the request is electronically routed to the supervisor for approval and the supporting medical documentation is forwarded by fax or mail. Requirements contained in Office of Personnel Management (OPM) regulations and NASA Personnel Bulletin 2008-03-SH (Feb. 14, 2008) apply.

Specifically,

1) An employee must provide properly signed and dated written medical certification/documentation completed by an appropriate health care provider on his/her letterhead.
2) The certification/medical documentation must include:
   - The date the serious health condition began;
   - The probable duration of the serious health condition (leave requested should fall within this timeframe) or a statement that the health condition is chronic or continuing with an unknown duration and whether the patient is presently incapacitated and the likely duration and/or frequency of periods of incapacitation;
   - The appropriate medical facts including a general statement as to the incapacitation, examination, or treatment that may be required;
   - A statement from the health care provider that the patient is unable to perform the essential functions of his/her position; and,
   - For a family member, the medical certification/documentation must state that the employee's family member requires psychological comfort, and/or physical care, (i.e., needs assistance for basic medical, hygienic, nutritional, safety, or transportation needs) and would benefit from the employee's care or presence. It should also provide an estimate of the amount of time the employee will be required to provide the care.

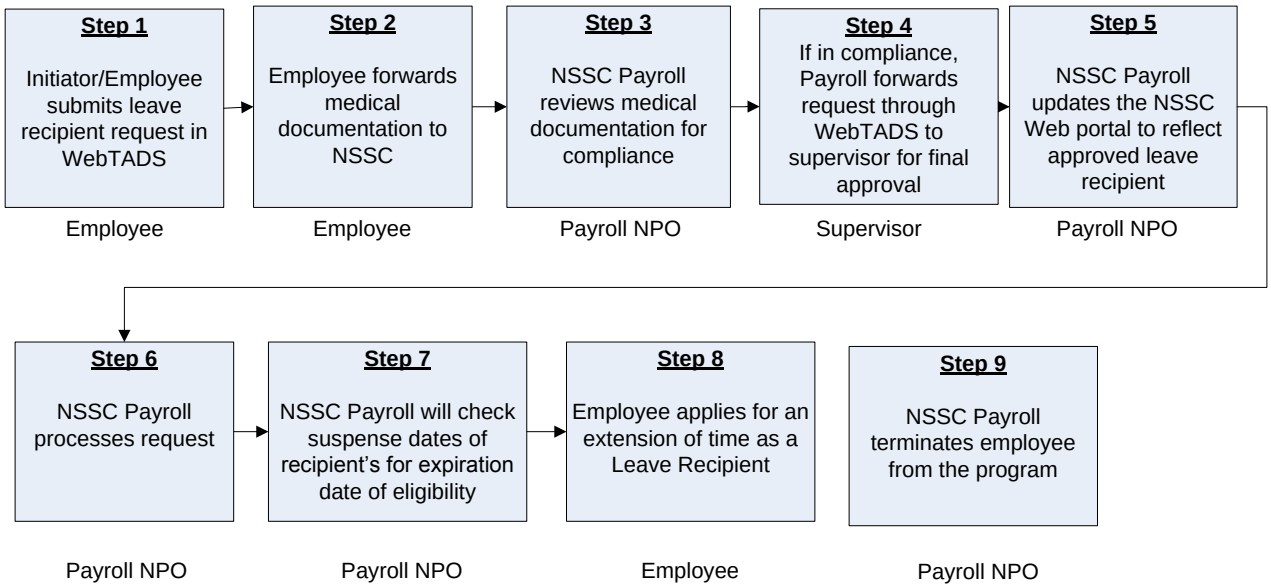
Medical documentation normally must be submitted to the NSSC within 15 days of the request. NSSC cannot act on a request until the medical documentation is received. In all cases, the expected duration of the medical emergency must be specified so that NSSC may establish the leave donation or advanced sick leave period.

Note: Any policy-related issues are referred to OHCM for a determination.

Terminations

For terminations prior to the end date of eligibility (e.g., as a result of retirement or death), supervisors and employees are encouraged to submit a termination in WebTADS. NSSC will monitor the WTTS loss report to identify any employees who need to be removed from either program prior to the eligibility end date. Otherwise, NSSC will provide written notification to recipients of the upcoming expiration of eligibility and termination from the program. Employees must meet the same requirements as an initial request to obtain an extension.

Initiate Leave Recipient Application



Roles & Responsibilities

Process 1 –Initiate Leave Recipient Application		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Employee** Employee applies to be a Leave Recipient	Employee accesses WebTADS. From the employee Leave Balance page, click on the link to Request to become Leave Share Recipient. Complete and then click Submit Request. Employee submits medical documentation to supervisor. **Output:** Employee, supervisor and Center Employee relations receive e-mail notification that the request has been submitted and is pending approval recommendation	Documentation must specify the beginning and ending dates of the medical emergency. Employee should immediately fax medical documentation to NSSC, 1-866-779-6772 Fax is received in secure area
Step 3 **NSSC Document Imaging** NSSC Document Imaging Receives Employee's Request	Upon receipt of medical documentation, Document Imaging scans and generates a Change Request via Remedy and Routes to NSSC Payroll. Output: Change Request generated	NSSC will forward e-mail to Center's Employee Relations POC alerting that a request is received in case coordination is needed.

Process 1 –Initiate Leave Recipient Application		
Roles and Responsibilities	Action	Tips/Notes
Step 4 **[NSSC, Service Provider]** NSSC Payroll Reviews for compliance	NSSC Payroll reviews and determines eligibility of recipient. Validates leave balance information. If inadequate medical documentation is submitted by employee, NSSC Payroll will confer with NSSC HR L3 prior to following up with employee and/or supervisor. Request can't proceed for approval if adequate medical documentation is not received. If in compliance, forwards notification to Supervisor. Once supervisor approves the request is forwarded to NSSC Payroll for processing via WebTADS. Output: Approval Notification routed to NSSC payroll via WebTADS. Request status changed in WebTADS	If compliance is met, status in WebTADS will show pending Approval/Disapproval by selected Approver.
Step 5 **Supervisor** Supervisor reviews package and completes final approval./disapproval	Supervisor accesses WebTADS and reviews the detail of the request and justification. When finished, supervisor clicks Approval/Disapproval button in WebTADS. Output: employee receives and e-mail notification of supervisor's approval/disapproval and request is routed to NSSC payroll for processing.	

Process 1 –Initiate Leave Recipient Application		
Roles and Responsibilities	Action	Tips/Notes
Step 5 **[NSSC, Service Provider]** NSSC Payroll updates the NSSC Web portal to reflect approved leave recipient	NSSC Payroll will update the NSSC portal by adding the approved recipient to the listing on the Web site. Output: Updated Web portal reflecting approved Recipient	Information will only be posted on Web if applicant indicates a brief statement of their medical condition can be released. The Web portal will be updated with the recipients name within 1 business day of approval into the program.
Step 6 **[NSSC, Service Provider]** NSSC Payroll processes request	NSSC Payroll establishes employee in WebTADS and in FPPS as a Leave Recipient. Output: Processed request	Refer to Leave Share Program, Recipient Set up Procedures.
Step 7 **[NSSC, Service Provider]** NSSC will check suspense dates of recipient's for expiration date of eligibility	NSSC will send an e-mail to the recipient thirty business days prior to the expiration date of the recipient's eligibility. If NSSC does not receive a request for extension with supporting medical documentation to cover the extended timeframe, NSSC Payroll will remove participant from the program. Output: E-mail Letter sent to Recipient's work e-mail address. Payroll establishes a Remedy Change Request to terminate Recipient from program.	A suspense listing is maintained of leave recipients and their termination dates. Letter gives date by which extension request must be submitted to NSSC. Refer to Recipient Termination procedures.
Step 8 **Employee** Employee applies for an extension of time as a Leave Recipient	Employee accesses WebTADS. From the Employee Leave Balance page, the employee clicks the link to List Pending Leave Form Requests, locates request being extended, completes Date Medical Emergency ends and adds any comments/justification, clicks Continue, then Submit Request, and provides updated medical documentation to supervisor for review. Output: E-mail notification that request is submitted and pending approval	Review process begins again at Step 2. Employees on the program for a protracted period (i.e., >1 year) will be counseled to consider disability retirement.

Leave Share Program

Roles & Responsibilities

The Voluntary Leave Transfer Program is comprised of several different components. It is because of this that there are four separate processes. The processes are as follows: Administration of Voluntary Leave Transfer Program, recipient setup Procedures, Processing Leave Donations, Recipient Termination Procedures, and Emergency Leave Share Donations.

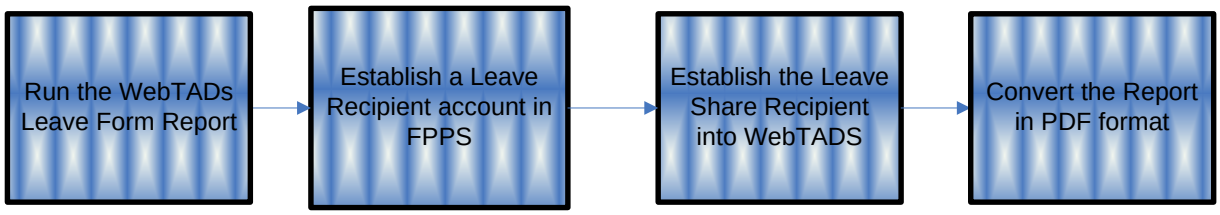
If an employee is on the Leave Share Program, he/she **should** charge his/her time to DELU/DMLU. If the employee does not accurately code their timesheet, then the employee's timesheets might reflect large amounts of LWOP hours as well as possibly incurring Bills of Collections.

DELU is the hour type that signifies self and **DMLU** is the hour type that signifies family.

If the employee has charged his/her time to DELU and/or DMLU and no donations are received, then his/her hours convert to the next available leave. When donations are received and entered into FPPS, the FPPS system will automatically change hours to DELU/DMLU.

If the request is a retroactive request, then you will more than likely process a PPPA for those Pay Periods.

Leave Share Program



Recipient Set Up Procedures

The Leave Share Program is a program that allows any Federal employee the chance to donate their Annual Leave or Restored Leave to another Federal employee.

This leave is to be used for medical and/or family emergencies.

Employees and/or their Approvers can enter a request to be placed on the Leave Share process via a WebTADs request.

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Run the WebTADs Leave Form report	1.1. A Voluntary Leave Share Initiation Request is generated via WebTADS. Log-on to WebTADS. 1.2.a. Job Aide α	1.2.a.i. Log-on to WebTADs via the internet. 1.2.a.ii. Enter User-Id and Password. Click **[OK]**. 1.2.a.iii. Under "Location", change the center by clicking **[9999]** at the top of the page. 1.2.a.iv. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.2.a.v. Click **[Submit]**.

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	1.3. Run the Leave Form Report in WebTADS. 1.3.a. Job Aide α	1.3.a.i. In WebTADs, click on the **[Reports]** tab. 1.3.a.ii. Scroll down to the Personnel Reports section. Next to "Leave Form Report" click the **(Excel)** icon. 1.3.a.iii. When the pop-up box appears, click the **[Save]** button and save to a desired location.
	1.4. Filter for any new recipients. 1.4.a. Job Aide α	1.4.a.i. Open the excel spreadsheet and click on the **[Leave Recipient]** tab. *Note: It is very important to make sure that you are on the correct tab.* 1.4.a.ii. Set the auto-filter highlighting Row 4. 1.4.a.iii. On the toolbar, select **Data/Filter/Auto-Filter**. 1.4.a.iv. Under the column entitled Status, click the drop-down list and select **Pending configuration in payroll system**. *Note: If there is a status for Extension-Pending configuration in payroll system, then select this as well and skip to Step 3 to change the end date in WebTADs.*

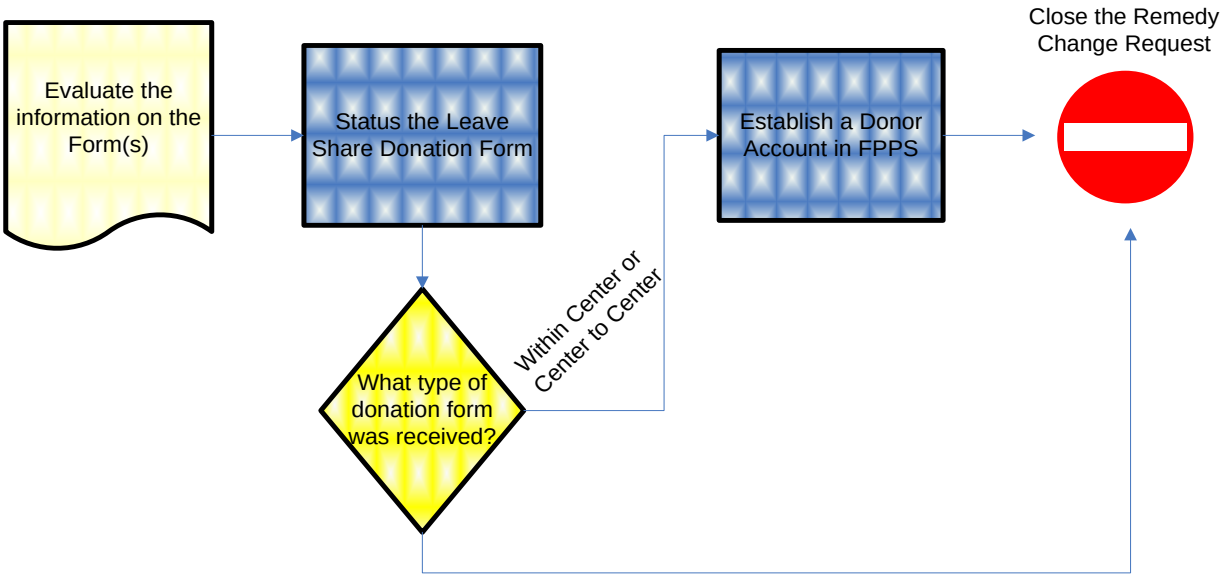
Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	1.5. Review the request. 1.5.a. Job Aide α **Output:** Finding and auditing existing Leave Share recipient requests.	2.1.a.i. At the top of the page click on the **(Employee Search)** icon. 2.1.a.ii. Enter the employee's social security number and click **[Query]**. 2.1.a.iii. Select the applicable employee. 2.1.a.iv. Click on the employee's **(Leave Balances)** page. 2.1.a.v. Scroll down to the Leave Form Requests section and click **[List Pending Leave Form Requests]**. *Note: There might be a number of requests shown only select the request with the "Pending configuration in payroll system" status.* 2.1.a.vi. Next to the applicable request, click on the **[Edit]** button. 2.1.a.vii. Review the employee's information.
Step 2 **[NSSC, Service Provider]** Establish a Leave Recipient Account in	2.1. Log-on to FPPS**.** 2.1.a. Job Aide α	2.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 2.1.a.ii. Click **[Logon]**. 2.1.a.iii. Enter User ID &

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
FPPS *Note: From the request obtained in WebTADs, enter the correct information.*	2.2. Enter recipient information. 2.2.a. Job Aide α	Password. 2.1.a.iv. Click **[OK]**. 2.1.a.v. Click **[FPPS Production]**. 2.2.a.i. Type LSIN in the FPPS Command box in the upper right corner and click **[Go]**. *Or* Click **[Pay], [Leave Maintenance], [Initiate Leave Share (LSIN)]**. 2.2.a.ii. Enter the employee's social security number **(SSN).** 2.2.a.iii. Check the box next to "Recipient." 2.2.a.iv. Click **[OK]**. 2.2.a.v. Enter the Emergency Type. *Note: F for Family Emergency (Family). M for Medical Emergency (Self).* 2.2.a.vi. Click **[OK]**. 2.2.a.vii. Enter the Emergency begin date. *Note: The Emergency Begin Date should always be the first day of the pay period in which the medical emergency begins.* 2.2.a.viii. Click **[OK]**.

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	2.3. Set the status to Complete in WebTADs. 2.3.a. Job Aide α **Output:** Establishing the Leave Share Recipient in FPPS.	2.2.a.ix. When asked to save changes, click **[Yes]**. 2.2.a.x. Log-out of FPPS. 2.3.a.i. On the employee request page in WebTADs, click the **[Set-up in FPPS**] button.
Step 3 **[NSSC, Service Provider]** Establish a Leave Recipient Account in WebTADs	3.1. Log-on to WebTADS. 3.1.a. Job Aide α 3.2. Open the employee's current Timesheet in Normal Mode. 3.2.a. Job Aide α	3.1.a.i. Enter User-ID and password. 3.1.a.ii. Click **[OK]**. 3.1.a.iii. Change the center by clicking **[9999]** at the top of the page under "Location." 3.1.a.iv. Under Edit Session click the **[drop-down box]** and select the applicable center. 3.1.a.v. Click **[Submit]**. 3.2.a.i. At the top of the page, click the 🔍 **(Employee Search)** icon. 3.2.a.i. Enter the employee's social security number and click **[Query]**. 3.2.a.i. Select the

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	3.3. Enter the Leave Share information for the recipient. 3.3.a. Job Aide α **Output:** Establishing the Leave Share Recipient in WebTADs.	applicable employee. *Note: To set Normal Mode, click the (**go back to normal mode in active pay period**) icon.* 3.3.a.i. Click the **(Leave Balance)** icon. 3.3.a.ii. Scroll down to the "Donated Leave Plan" section. 3.3.a.iii. Beside DLP-Flag, click the **[drop-down box]**. 3.3.a.iv. Select Self, Family or Both (Self and Family). 3.3.a.v. Enter the DLP-Begin date. 3.3.a.vi. Enter the DLP-End date. 3.3.a.vii. Click **[Submit]**. 3.3.a.viii. Click the **(Edit Timesheet)** icon to return to the employee's Timesheet.
Step 4 **[NSSC, Service Provider]** Convert the report to PDF format	4.1. Refer to the Adobe Consolidation procedure. **Output:** Consolidating the report into	

Process 1 – Recipient Set Up Procedures		
Roles and Responsibilities	**Action**	**Tips**
	a PDF.	



Processing Leave Donations

Employees on the Leave Share Program can receive three types of donations; Within Center, Center to Center, and Outside Agency.

Donors can only donate Annual Leave (including use/lose Annual Leave) and/or Restored Leave.

The NSSC Payroll Department will receive the Leave Share forms via a change request in Remedy. Refer to the Remedy Management Procedure for further Remedy information.

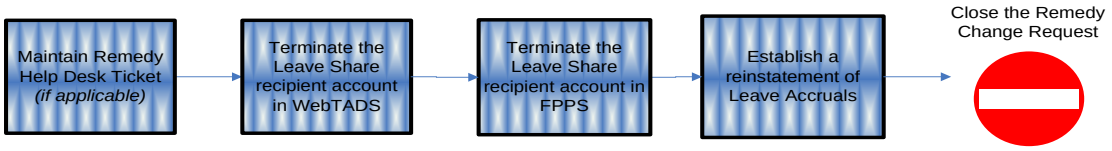
Process 2 – Processing Leave Donations

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Maintain Remedy Help Desk Ticket *Note: Upon accessing the NSSC Customer Service Website, the employee will access standard administrative guidelines about the Voluntary Leave Share program as well as all the standard request forms.*	1.1. A Leave Share Donation Request is generated via Remedy. 1.2. This donation request will be sent from the employee to the NSSC Payroll Department. **Output:** Receive the employee's donation request.	
Step 2 **[NSSC, Service Provider]** Evaluate the information on the "Leave Share Donation Form."	2.1. Verify that the form is complete. 2.1.a. Job Aide α ♦ If the form is complete, then proceed to Step 1.2. ♦ If the form is incomplete, then contact the employee. **Output:** Ensuring the received form is correct.	2.1.a.i. Check to see if al the information has been provided. *Note: Upon receipt of an Outside Agency Donation form, the Leave Donor Agency contact field must be provided.*
Step 3 **[NSSC, Service Provider]** Status the Leave Share Donation Form.	3.1. Validate the employee's leave balances. 3.1.a. Job Aide α	3.1.a.i. Connect to FPPS via https://securefpps.nbc.gov/ 3.1.a.ii. Click **[Logon]**. 3.1.a.iii. Enter User-ID & Password. 3.1.a.iv. Click **[OK]**. 3.1.a.v. Click **[FPPS Production]**.

Process 2 – Processing Leave Donations		
Roles and Responsibilities	**Action**	**Tips**
		3.1.a.vi. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. 3.1.a.vii. Enter employee's social security number **(SSN)**. 3.1.a.viii. Click **(OK)**. 3.1.a.ix. Click **(OK)** to move through the leave screens until you view the Sick Leave screen. 3.1.a.x. Verify that the leave balance will cover the number of hours requested to donate. 3.1.a.xi. Annotate the balances in the tickets.
	3.2. Evaluate the type of form received. ♦ If the form is a Within Center or Center to Center Form, then proceed to Step 3. ♦ If the form is an Outside Agency Form, then fax to DOI Contacts. **Output:** Establishing the type of form.	
Step 4 **[NSSC, Service Provider]** Establish a Donor Account in FPPS.	4.1. Log-on to FPPS. 4.1.a. Job Aide α	4.1.a.i. Connect to FPPS via https://securefpps.nbc.gov/ 4.1.a.ii. Click **[Logon]**.

Process 2 – Processing Leave Donations		
Roles and Responsibilities	**Action**	**Tips**
		4.1.a.iii. Enter User-ID & Password. 4.1.a.iv. Click **[OK]**. 4.1.a.v. Click **[FPPS Production]**.
	4.2. Create Donor information in FPPS. 4.2.a. Job Aide α *Note: The Donated Pay Period must be the same exact date that the recipient began the Leave Share Program.* *Note: If you are setting up a leave recipient and adding donors at the same time you can enter this thru LSIN at the FPPS command. If the leave recipient has been set up donors can be set up by using the LSCG command or the LSIN command.*	4.2.a.i. Type **LSIN** in the FPPS Command box in the upper right corner and click **[Go]**. *Or* Click [**Pay**], [**Leave Maintenance**], [**Initiate Leave Share (LSIN)**]. 4.2.a.ii. Enter the employee's social security number (SSN). 4.2.a.iii. Check the box next to FPPS Donor. 4.2.a.iv. Click **[OK]**. 4.2.a.v. Enter Recipient, SSN, Leave Type, Donated Hours, Donated Minutes, Donated Pay period, & Year Rtrnd Option information. *Note: The Donated Pay Period must be the year and pay period (i.e. 0409= PPE 04/17/04) in which the donor signed the form. The Year Rtrnd Option allows donors to designate the year in*

Process 2 – Processing Leave Donations		
Roles and Responsibilities	**Action**	**Tips**
	Output: Establishing the Leave Share Donor in FPPS.	*which the unused donated leave balances are returned to their account.* 4.2.a.vi. Click **[OK]**. When asked to save changes, click **[Yes]**. Log-out of FPPS.
Step 5 **[NSSC, Service Provider]** Close the change request in Remedy	5.1. Refer to the Remedy Management Procedure. **Output:** Resolving Remedy Ticket.	



Recipient Termination Procedures

An e-mail notification will be sent to the employee/approver 30 days prior to the estimated end date on the medical documentation. If the employee's condition continues, the employee will be required to request an extension following the same procedure listed in the Administration of the VLTP process or will be terminated from the program within 2 pay periods after the end date on the medical.

Employee's can request to terminate from the Leave Share program in the following ways:

- Request via email or phone through the Contact Center
- Request via automated WebTADs form

Leave donations will be returned to the donors within four Pay Periods after the Termination Date is entered.

Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Maintain Remedy Help Desk Ticket *Note: Upon accessing the NSSC Customer Service Website, the employee will access standard administrative guidelines about the Voluntary Leave Share program.*	1.1. A Voluntary Leave Share Termination Request is generated from Remedy via a phone call or email to the Customer Contact Center. 1.2. This ticket will be forwarded to the NSSC Payroll Department for processing. *Note: If Remedy ticket received, then proceed to **Step 2.5**.* **Output:** Receiving the termination request.	
Step 2	2.1. Log-on to WebTADS.	

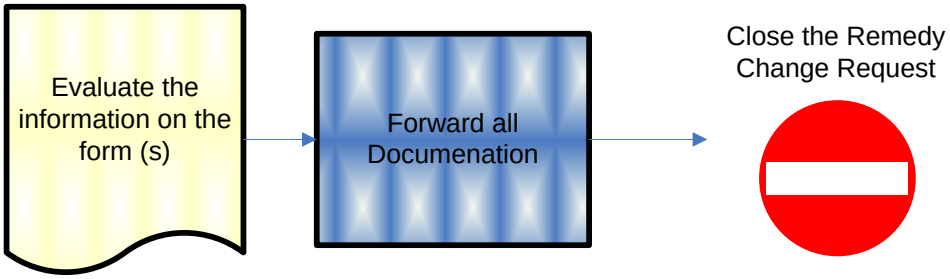
Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
[NSSC, Service Provider] Terminate the Leave Share Recipient account in WebTADS. *Note: This can be initiated from a notification of termination in Remedy or by running the Leave Share report in WebTADS.*	2.1.a. Job Aide α 2.2. Run the Leave Form Report in WebTADS. 2.2.a. Job Aide α 2.3. Filter for any terminating recipients. 2.3.a. Job Aide α	2.1.a.i. Enter User-ID and password. 2.1.a.ii. Click **[OK]**. 2.1.a.iii. Change the center by clicking **[9999]** at the top of the page under "Location." 2.1.a.iv. Under Edit Session click the [drop-down box] and select the applicable center. 2.1.a.v. Click **[Submit]**. 2.2.a.i. In WebTADs, click on the **[Reports]** tab. 2.2.a.ii. Scroll down to the Personnel Reports section. Next to "Leave Form Report" click the **(Excel)** icon. 2.2.a.iii. When the pop-up box appears, click the **[Save]** button and save to a desired location. 2.3.a.i. Open the excel spreadsheet and click on the **[Leave Recipient]** tab. *Note: It is very important to make sure that you are on the correct tab.* 2.3.a.ii. Set the auto-filter highlighting Row 4. 2.3.a.iii. On the toolbar, select **Data/Filter/Auto-Filter**. 2.3.a.iv. Under the column entitled Status, click the

Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
		drop-down list and select **Pending termination in payroll system**.
	2.4. View the termination request. 2.4.a. Job Aide α	2.4.a.i. At the top of the page click on the **(Employee Search)** icon. 2.4.a.ii. Enter the employee's social security number and click **[Query]**. 2.4.a.iii. Select the applicable employee. 2.4.a.iv. Click on the employee's **(Leave Balances)** page. 2.4.a.v. Scroll down to the Leave Form Requests section and click **[List Pending Leave Form Requests]**. *Note: There might be a number of requests shown only select the request with the "Pending Termination" status.* 2.4.a.vi. Next to the applicable request, click on the **[Edit]** button. 2.4.a.vii. Review the employee's information. 2.4.a.viii. Click the **[Terminated]** button.
	2.5. Terminate the employee in	2.5.a.i. At the top of the

Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
	WebTADs. 2.5.a. Job Aide α **Output:** Establishing a termination date for the recipient in WebTADS and/or running the Leave Form Report to identify any recipients terminating.	page click on the **(Employee Search)** icon. 2.5.a.ii. Enter the employee's social security number and click **[Query]**. 2.5.a.iii. Select the applicable employee. *Note: to set Normal Mode click the HOME (go back to normal mode in active pay period) icon.* 2.5.a.iv. Click the **(Leave Balance)** icon. 2.5.a.v. Scroll down to the "Donated Leave Plan" section. 2.5.a.vi. Click the **[drop-down box]** by DLP-Flag. 2.5.a.vii. Select **[None]**. 2.5.a.viii. Delete the DLP-Begin Date. 2.5.a.ix. Delete the DLP-End date. 2.5.a.x. Click **[Submit]**. Click **[Logout]** and exit Web TADS.
Step 3 **[NSSC, Service Provider]** Terminate the Leave Share Recipient account in FPPS.	3.1. Log-on to FPPS. 3.1.a. Job Aide α	3.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 3.1.a.ii. Click **[Logon]**. 3.1.a.iii. Enter User-ID & Password 3.1.a.iv. Click **[OK]**.

Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
	3.2. Terminate the employee from the Leave Share Program. 3.2.a. Job Aide α **Output:** Establishing a termination date for the recipient in FPPS.	3.1.a.v. Click **[FPPS Production]**. 3.2.a.i. Type **LSCG** in the FPPS Command box in the upper right corner and click **[Go]**. *Or* 3.2.a.ii. Click **[Pay], [Leave Maintenance],** then **[Change Leave Share (LSCG)]**. 3.2.a.iii. Enter the employee's social security number (SSN). 3.2.a.iv. Click **[Search]**. 3.2.a.v. Click on the employee's name and click **[Change]**. 3.2.a.vi. Enter the Termination Date and click **[OK]**. 3.2.a.vii. A pop-up will appear asking if you want to apply balance of hours to negative balances, always click **[Yes]**. 3.2.a.viii. Exit FPPS.

Process 3 – Recipient Termination		
Roles and Responsibilities	**Action**	**Tips**
Step 4 **[NSSC, Service Provider]** Remove employee from the Leave Share Recipient global list.	4.1. Review request and remove employee from posted Leave Share Recipient List. **Output:** Employee's name removed from the list.	
Step 5 **[NSSC, Service Provider]** Close the change request in Remedy	5.1. Refer to the Remedy Management Procedure. **Output:** Resolving Remedy Ticket	



Emergency Leave Share Donations

The United States President will recognize a specific event as a National Emergency (i.e. Hurricane Katrina).

This recognition will allow Federal employee's to donate to those affected by these National Emergencies.

The NSSC Payroll Department will receive received these donations on OPM 1638 form from Human Resources via a change request. Refer to the Remedy Management Procedure for further Remedy information.

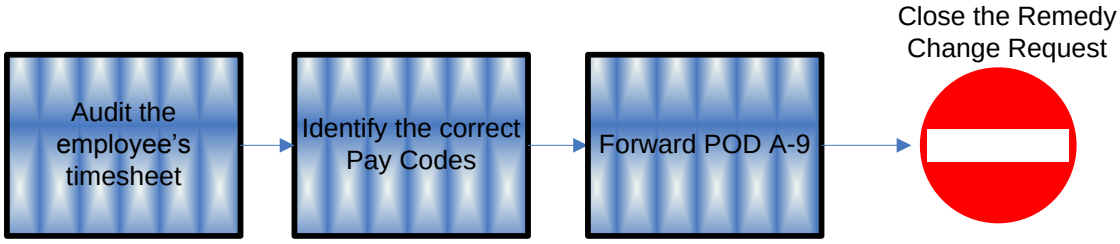
In rare circumstances, the NSSC Payroll Department will receive an Outside Agency form. Exceptions can be made if this form is received and the donations can be processed.

Process 4 – Emergency Leave Share Donations		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Maintain Remedy Help Desk Ticket *Note: Upon accessing the NSSC Customer Service Website, the employee will access standard administrative guidelines about the Voluntary Leave Share program as well as all the standard request*	1.1. An Emergency Leave Share Donation Request is generated from Remedy 1.2. The request is sent from the NASA employees to the NSSC Payroll Department. **Output:** Receiving the donation	

Process 4 – Emergency Leave Share Donations		
Roles and Responsibilities	**Action**	**Tips**
forms.	request.	
Step 2 **[NSSC, Service Provider]** Evaluate the information on the "Leave Share Donation Form."	2.1. Verify that the form is complete. 2.1.a. Job Aide α ♦ If the form is complete, then proceed to Step 2. ♦ If the form is incomplete, then contact the sender. 2.2. Validate the employee's leave balances. 2.2.a. Job Aide α	2.1.a.i. Check to see if al the information has been provided. *Note: Upon receipt of the Emergency Donation form, the Leave Donor Agency contact field must be provided.* 2.2.a.i. Connect to FPPS via https://securefpps.nbc.gov/ 2.2.a.ii. Click **[Logon]**. 2.2.a.iii. Enter User-ID & Password. 2.2.a.iv. Click **[OK]**. 2.2.a.v. Click **[FPPS Production]**. 2.2.a.vi. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. 2.2.a.vii. Enter employee's social security number (**SSN**). 2.2.a.viii. Click **(OK)**. 2.2.a.ix. Click **(OK)** to

Process 4 – Emergency Leave Share Donations		
Roles and Responsibilities	**Action**	**Tips**
	Output: Ensuring the received form is correct.	move through the leave screens until you view the Sick Leave screen. 2.2.a.x. Verify that the leave balance will cover the number of hours requested to donate. 2.2.a.xi. Annotate the balances in the tickets.
Step 3 **[NSSC, Service Provider]** Forward all documentation.	3.1. Forward Emergency Donation form to DOI. **Output:** Send the form to DOI for processing.	
Step 4 **[NSSC, Service Provider]** Close the change request in Remedy	4.1. Refer to the Remedy Management Procedure. **Output:** Resolving Remedy Ticket.	

Military Leave



Roles & Responsibilities

Military Leave is available to any full-time Federal employee whose appointment is not limited to one year. Only 15 days per fiscal year are given to Military Leave; however, under special circumstances (i.e. emergency duty) 22 additional days per fiscal year can be granted.

Under these special circumstances, the Center Human Resource Office will review the employee's orders to determine if they are entitled to 22 days.

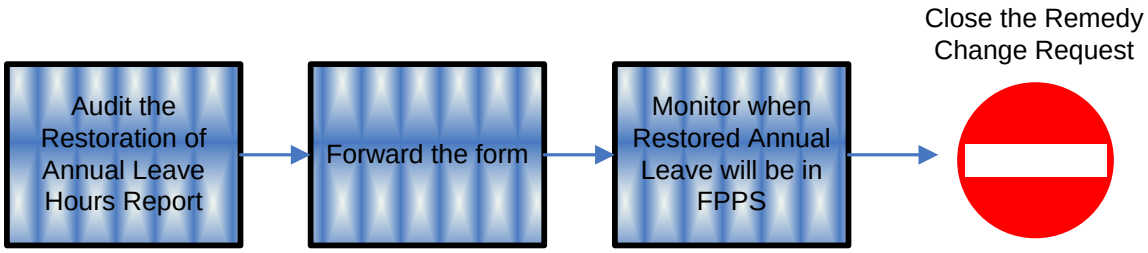
The NPO will receive the Military Leave paperwork (a copy of the Military Orders and an Entitlement Memo) via a change request in Remedy. Refer to the Remedy Management procedure for more Remedy information.

Process 5 – Military Leave		
Roles and Responsibilities	**Action**	**Tips**
Step 1 **[NSSC, Service Provider]** Audit the employee's timesheet.	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide α 1.2. Verify that the employee is charging to Military Leave (ML). 1.2.a. Job Aide α	1.1.a.i. Enter User-Id and Password. Click **[OK]**. 1.1.a.ii. Under "Location", change the center by clicking **[9999]** at the top of the page. 1.1.a.iii. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.1.a.iv. Click **[Submit]**. 1.2.a.i. At the top of the

Process 5 – Military Leave		
Roles and Responsibilities	**Action**	**Tips**
	Note: Please refer to DOI's Military Leave Matrix. **Output:** To ensure that the employee is charging their timesheet correctly.	page, click the **(Employee Search)** icon. 1.2.a.iii. Enter the employee's social security number and click **[Query]**. 1.2.a.iii. Select the applicable employee.
Step 2 **[NSSC, Service Provider]** Identify the correct Pay Codes. *Note: During Day 3, the NPO will notify the DOI Point of Contact via an Amended Time and Attendance form. This T&A will include the correct Military Leave Code.* *15 days ML- 070* 22 days ML- 072	2.1. Gather necessary information. (i.e. WBS code) 2.2. Complete an "Amendment Time & Attendance Federal Personnel Payment" Form using FPPS Pay Code 072. 2.2.a. Job Aide α **Output:** To ensure the correct pay code is recorded on the employee's	2.2.a.i. Make sure all of the hours entered and their corresponding WBS (Work Breakdown Structure) codes are correctly filled out. 2.2.a.ii. Make sure that the number of hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees). 2.2.a.iii. List the changes in the comment section. *Note: Make sure to write in the comment section "not to duplicate in T & A WebTADS."*

Process 5 – Military Leave		
Roles and Responsibilities	**Action**	**Tips**
	timesheet.	
Step 3 **[NSSC, Service Provider]** Forward POD A-9.	3.1 Forward the form to DOI contacts. **Output:** To forward the form to DOI for processing.	
Step 4 **[NSSC, Service Provider]** Close Remedy Change Request.	4.1. Refer to the Remedy Management Procedure. **Output:** FPPS Updated Correctly/Resolving Remedy Ticket.	

Restoration of Annual Leave



Roles & Responsibilities

Refer to NPR 3600.1.3.3.1.3 and 5CFR Part 630.

Annual leave year ends in Pay Period 02 (PP02).

GS employees can only carry over 240 hours annual leave from the previous leave year.

The exception is for GS employees who are returning from tours of duty overseas with the State Department and Senior Executive Service (SES) employees. These employees have authority to maintain a carry over balance higher than 240 hours per leave year.

In accordance with Federal Regulations, there are situations and procedures to restore lost annual leave.

The Restoration of Annual Leave Hours Report is forwarded by the Human Resources Department. This is a compiled list of Request for Restoration of Forfeited Annual Leave for each center.

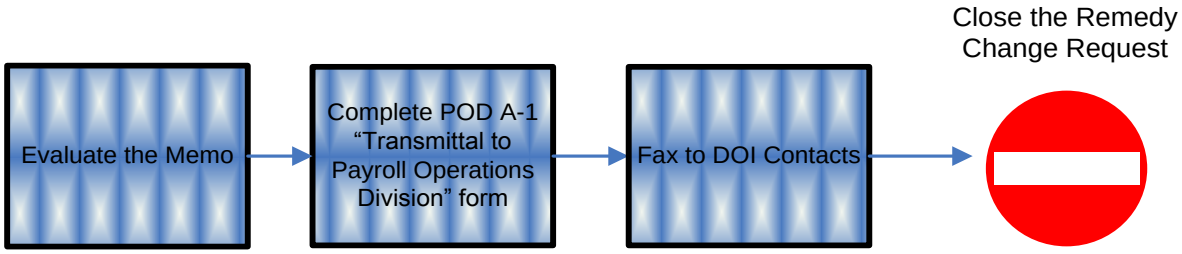
The NPO will utilize Remedy for the Annual Leave requests. Refer to the Remedy Management procedure for Remedy information.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Audit the Restoration of Annual Leave Hours Report.	1.1. Log-on to FPPS. 1.1.a. Job Aide α	1.1.a.i. Log-on to FPPS. https://securefpps.nbc.gov/ 1.1.a.ii. Click **[Logon]**. 1.1.a.iii. Enter User ID &

Roles and Responsibilities	Action	Tips
Note: The hours reported on the POD A-10 form are what the employee projected their Restored Annual Leave amount would be based on the approved leave at that time. Of the hours reported on the POD A-10 form and the hours reported in FPPS, DOI will choose to process the lesser amount.	1.2. Verify the employee's "Projected Use or Lose" balances. 1.2.a. Job Aide α *Note: The hours shown in FPPS are the actual leave balances as of the pay period selected.* 1.3. Verify that the "Projected Use or Lose" balance corresponds with the "Hours to Restore" column. *Note: Often, a conversion of Hours between the hours reported in the FPPS and the hours listed on the Restoration of Annual Leave Hours form occurs in the following format:* *.15 in FPPS = .25 on the form* *.30 in FPPS = .50 on the form* *.45 in FPPS = .75 on the form*	Password. 1.1.a.iv. Click **[OK]**. 1.1.a.v. Click **[FPPS Production]**. 1.2.a.i. Type **[LVVW]** in the "FPPS Command" box in the upper right corner. *Or* Click **[Employee & Position Views]**, then click **[Leave Record (LVVW)]**. 1.2.a.ii. Enter employee's social security number. 1.2.a.iii. Change the Pay Period to XX02 (substitute XX for the applicable year). 1.2.a.iv. Click **[OK]**. *Note: Make sure you are viewing the Annual Leave screen, if not click **[OK]** to move through the leave screens until you come to the annual leave screen.*

Roles and Responsibilities	Action	Tips
	♦ If hours reported in FPPS are lower than the hours reported on the POD A-10 form, mark through the hours (with a pencil) with one line, and write the number of hours reported in FPPS. *Note: Notify the CPO if the hours on the original request are adjusted.* ♦ If hours reported in FPPS are higher than the hours reported on the POD A-10 form, then you will use the hours reported on the POD A-10 form and no change is necessary. **Output:** Verify that the hours requested matches the hours in FPPS.	
Step 2 **[NSSC, Service Provider]** Forward the form.	2.1. Forward to POD A-10 form with penciled corrections to DOI contacts. **Output:** Forward to DOI for processing.	
Step 3 **[NSSC, Service Provider]** Monitor when the Restored Annual Leave will be in FPPS.	3.1. Follow up as to when the Restored Annual Leave will be input into the FPPS system. **Output:** Validate that the request was processed.	
Step 4 **[NSSC, Service Provider]** Close the Change Request in Remedy.	4.1. Refer to the Remedy Management procedure. **Output:** Close the Remedy ticket.	

Advance Annual Leave



Roles & Responsibilities

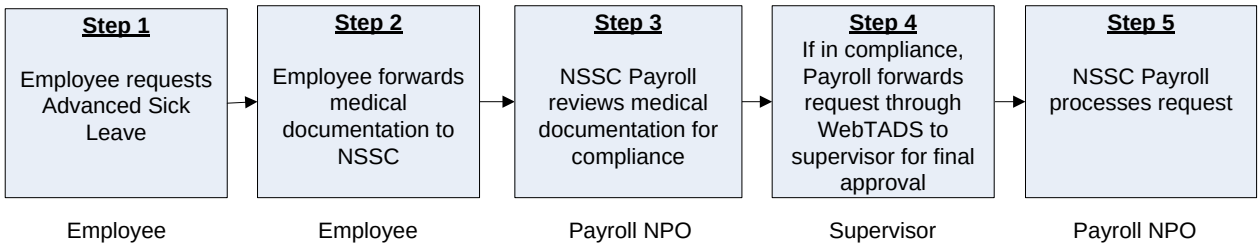
All full time NASA employees received advanced Annual Leave automatically at the beginning of each Leave Year.
Human Resources will generate lists comprised of employees whose Annual Leave will not be advanced.
There are several instances where employees become Full-Time employees in the middle of the Leave Year.
In order to advance these employees' Annual Leave, a Memo needs to be sent from Human Resources to the NPO.
The NPO will receive this memo via email or a fax. A Remedy ticket needs to be generated for this request.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Evaluate the Memo.	1.1. Verify that the Memo is requesting that the employee is entitle to Advance Annual Leave **Output:** Validate the employee's annual leave entitlement.	
Step 2 **[NSSC, Service Provider]** Complete POD A-1 "Transmittal to Payroll Operations Division"	2.1. Input the correct information on the form. 2.1.a Job Aide α	2.1.a.i. TO: DATE: FROM: PHONE NUMBER:

Roles and Responsibilities	Action	Tips
form.	2.2. Mark the appropriate request type with an explanation. 2.2.a Job Aide α **Output:** Complete DOI request form.	BUREAU: EMPLOYEE NAME: SSN: 2.2.a.i. OTHER: "Request the Advance of Accrued Annual Leave for the current Leave Year, see the attached correspondence."
Step 3 **[NSSC, Service Provider]** Fax to DOI Contacts.	3.1. Fax to DOI Contacts. 3.1.a Job Aide α 3.2. Validate that the Annual Leave was advanced. 3.2.a Job Aide α *Note: Validation must take place after Day 3, which is after Pay Calc is Run.*	3.1.a.i. Verify that DOI received the documents. 3.2.a.i. Create a validation task in Remedy. 3.2.a.ii. Log-on to FPPS via the internet. 3.2.a.iii. Enter User-ID and password. Click **(OK)**. 3.2.a.iv. Click on **(FPPS Production)**. 3.2.a.v. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK).** 3.2.a.vi. Enter employees social security number **(SSN)**. 3.2.a.vii. Click **(OK)**.

Roles and Responsibilities	Action	Tips
	Output: Forward the correct documentation to DOI for processing and validating that the advancement was processed.	3.2.a.viii. Click **(OK)** to move through the leave screens until you view the Annual Leave screen. 3.2.a.ix. Verify that the number of Annual Leave hours requested was Advanced. 3.2.a.x. Click **(Cancel)**.
Step 4 **[NSSC, Service Provider]** Close Remedy Change Request.	4.1. Refer to the Remedy Management Procedure. **Output:** FPPS Updated Correctly/Resolving Remedy Ticket.	

Administration of Advanced Sick Leave



Roles & Responsibilities

To be eligible for advanced sick leave, an employee must:

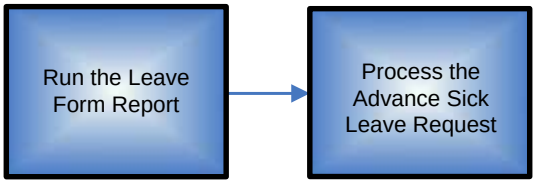
- Have no available accrued sick leave
- Be suffering from a serious illness or disability, and
- Is expected to be absent for an extended period of time (at least three work days)

Pursuant to policies contained in NASA Procedural Requirements (NPRs) and Federal regulations, a maximum of 30 days (240 hours) of sick leave may be advanced to a full-time employee at the beginning of a leave year, or at any time thereafter, when required by the exigencies of the situation for a serious disability or ailment of the employee or a family member or for purposes relating to the adoption of a child. A part-time employee or an employee on an uncommon tour of duty may be advanced sick leave prorated based on the number of hours in the employee's regularly scheduled administrative workweek. Earned sick leave available must be exhausted prior to using advanced sick leave. There must also be a reasonable expectation that an employee will return to duty to repay advanced leave. Sick leave earned will automatically be applied toward the liquidation of the advanced sick leave.

Advanced Sick Leave		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Employee** Employee requests Advanced Sick Leave	Employee accesses WebTADS. From the employee Leave Balance page, click on the link to create request for Advanced Sick Leave. Complete and then click Continue, then Submit Request. Employee submits medical documentation to NSSC. **Output:** E-mail notification to employee and supervisor that request has been routed to NSSC for review.	Documentation must specify from and to dates and the number of hours requested. Employee should immediately fax medical documentation to NSSC, 1-866-779-6772 Fax is received in secure area
Step 3 **NSSC Document Imaging** NSSC Document Imaging Receives Employee's Request	Upon receipt of medical documentation, Document Imaging scans and generates a Change Request in Remedy and Routes to NSSC Payroll. **Output:** Change Request generated	NSSC will forward e-mail to Center's Employee Relations POC for coordination.
Step 4 **[NSSC, Service Provider]** NSSC Payroll Reviews for Compliance	NSSC Payroll reviews and determines eligibility of recipient. If in compliance – routes to Supervisor for final approval If inadequate medical documentation is submitted by employee, NSSC Payroll will confer with NSSC HR L3 prior to following up with employee and/or supervisor. Request can't proceed for approval if adequate medical documentation is not received. **Output:** WebTADS status updated, and Request routed to Payroll for processing	NSSC Payroll will notify Employee and Supervisor of disposition of request. If compliance is met, status in WebTADS will show pending Approval/Disapproval by selected Approver.

Advanced Sick Leave		
Roles and Responsibilities	Action	Tips/Notes
Step 5 **Supervisor** Supervisor reviews package and approves or disapproves request	Supervisor accesses WebTADS and reviews the details of the request and justification. Reviews medical documentation and clicks appropriate approval/disapproval button. Output: Request is routed to NSSC Payroll and employee receives notification of the supervisor's action	
Step 6 **[NSSC, Service Provider]** NSSC Payroll processes request	NSSC Payroll sends e-mail with dates, number of hours, and employee's name to Department of Interior for update and processing into FPPS. **Output:** Processed request	Refer to Advance Sick Leave for procedure

Advance Sick Leave



Roles & Responsibilities

At the discretion of the center, employees are allowed a maximum of 240 hours of advanced sick leave per year for self or 240 hours for family.

The employee may not exceed the maximum allowed.

Because FPPS can only accept one active Advance Sick Leave request in the system at a time, use caution when advancing hours and establishing begin dates. Once the hours and dates have been entered into FPPS, they cannot be modified without negative impact to the employee. Begin dates should always be the pay period prior to the start of the emergency. The medical documentation should be used as the authoritative source for establishing the dates. These cases need to be tracked carefully to ensure that the hours and dates are entered into FPPS.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Run the WebTADs Leave Form report	1.2. An Advance Sick Leave Request is generated via WebTADS. 1.2. Log-on to WebTADS. 1.2.a. Job Aide α	1.2.a.i. Log-on to WebTADs via the internet. 1.2.a.ii. Enter User-Id and Password. Click **[OK]**. 1.2.a.iii. Under “Location”, change the center by clicking **[9999]** at the top of the page.

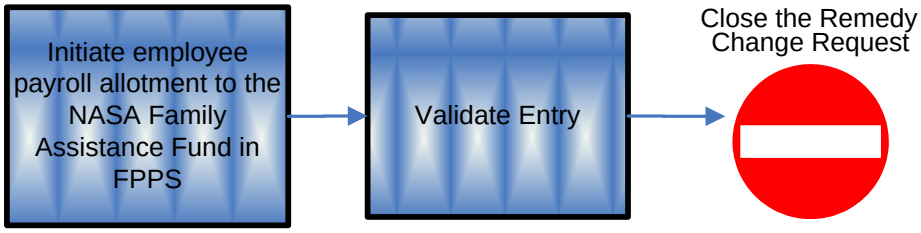
Roles and Responsibilities	Action	Tips
		1.2.a.iv. Under "Edit Session" click the **[drop-down box]** and select the applicable center. 1.2.a.v. Click **[Submit]**.
	1.3. Run the Leave Form Report in WebTADS. 1.3.a. Job Aide α	1.3.a.iv. In WebTADs, click on the **[Reports]** tab. 1.3.a.v. Scroll down to the Personnel Reports section. Next to "Leave Form Report" click the **(Excel)** icon. 1.3.a.vi. When the pop-up box appears, click the **[Save]** button and save to a desired location.
	1.4. Filter for any new recipients. 1.4.a. Job Aide α	1.4.a.i. Open the excel spreadsheet and click on the **[Advance Sick Leave]** tab. *Note: It is very important to make sure that you are on the correct tab.* 1.4.a.ii. Set the auto-filter highlighting Row 4. 1.4.a.iii. On the toolbar, select **Data/Filter/Auto-Filter**. 1.4.a.iv. Under the column entitled Status, click the drop-down list and select **Pending configuration in payroll system**. *Note: If there is a status for Extension-Pending configuration in payroll system, then select this as*

Roles and Responsibilities	Action	Tips
		well and skip to Step 3 to change the end date in WebTADs.
	1.5. Review the request. 1.5.a. Job Aide α	1.5.a.i. At the top of the page click on the **(Employee Search)** icon. 1.5.a.ii. Enter the employee's social security number and click **[Query]**. 1.5.a.iii. Select the applicable employee. 1.5.a.iv. Click on the employee's **(Leave Balances)** page. 1.5.a.v. Scroll down to the Leave Form Requests section and click **[List Pending Leave Form Requests]**. *Note: There might be a number of requests shown only select the request with the "Pending configuration in payroll system" status.* 1.5.a.vi. Next to the applicable request, click on the **[Edit]** button. 1.5.a.vii. Review the employee's information.
	Output: Finding and auditing existing Advance Sick Leave requests.	
Step 2 **[NSSC, Service Provider]** Process the Advance Sick Leave request	2.1. Forward the Advance Sick Leave request to DOI Contacts. 2.1.a. Job Aide α	2.1.a.i. In the WebTADs request, click the **[Notify DOI]** button. 2.1.a.ii. Then click the **[Forwarded to DOI]**

Roles and Responsibilities	Action	Tips
Note: All requests must have a Start date that begins at the beginning of the pay period and a End date that ends at the end of the pay period.		button. *Note: If DOI does not receive the automatic email that is generated from WebTADs, then manually email DOI the information to the selected contacts.*
	2.2. Validate that the Sick Leave was advanced by creating a validation in Remedy. 2.2.a. Job Aide α	2.2.a.i. Log-on to FPPS via the internet. https://securefpps.nbc.gov/fppsta/fpps.html 2.2.a.ii. Enter User-ID and password. Click **(OK)**. 2.2.a.iii. Click on **(FPPS Production)**. 2.2.a.iv. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. 2.2.a.v. Enter employee's social security number **(SSN)**. 2.2.a.vi. Click **(OK)**. 2.2.a.vii. Click **(OK)** to move through the leave screens until you view the Sick Leave screen. 2.2.a.viii. Verify that the number of Sick Leave hours requested was Advanced. 2.2.a.ix. Click **(Cancel)**.

Roles and Responsibilities	Action	Tips
	2.3. Set the request to Complete. 2.3.a. Job Aide α **Output:** Send the request to the Department of Interior for processing and validating that it has been processed correctly.	2.3.a.i. Access the request in WebTADs and click the **[Validated in FPPS]** button.

Family Assistance Fund (FAF)



Roles & Responsibilities

NASA employees only may make a donation via payroll allotment.
All donations will be acknowledged by Federal Employee Education & Assistance Fund (FEEA).
Voluntary Deductions are initiated in FPPS using the command VDIN.
Prior to initiating a voluntary deduction, use the command VDCG or PDVW to verify that the record has not been previously initiated. It is possible that the voluntary deduction already exists and the document you have received is a change to the existing record. Or, the employee may have already established the record through Employee Express and the document receive is for information only.
When initiating a voluntary deduction, the outside the biweekly pay period (on dates before calculate), you must backdate to a date within the biweekly pay period being processed.
Voluntary deductions are not prorated. Therefore, it does not matter what effective date is used within the pay period.
Voluntary deductions may be initiated with future effective dates. The voluntary deduction becomes effective when the future date is reached.
The NPO will receive this request via a Change Request in Remedy.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Initiate an employee payroll allotment to the NASA Family Assistance Fund in FPPS.	1.1. Log-on to FPPS. *https://securefpps.nbc.gov/* 1.1.a Job Aide α	1.1.a.v. Click **[Logon]**. 1.1.a.vi. Enter User ID & Password. 1.1.a.vii. Click **[OK]**. 1.1.a.viii. Click **[FPPS**

Roles and Responsibilities	Action	Tips
		Production].
	1.2. Initiate the **Voluntary Deduction**.	
	1.2.a Job Aide α	1.2.a.iii. Enter **VDIN** in the command box in the upper right corner and click **[OK].** *Or* Select **[Personnel], [Employee/Position Maintenance], and [Initiate Voluntary Deduction (VDIN)].** 1.2.a.iv. Click **[OK]** 1.2.a.v. Enter the effective date to start the deduction **OR** Click on the calendar **[drop down]**, the deduction effective date will be the beginning day of the effected pay period. *Note: The effective date field defaults to today's date, and may be changed to any date within the current pay period or a future date.* 1.2.a.vi. Click the Association Code Box [blank box]. Enter 030. The association code for FAF, click **[OK]**. *Note: The association code for Family Assistance Fund (FAF) will always be 030.* 1.2.a.vii. Enter the Deduction Amount, click

Roles and Responsibilities	Action	Tips
	Output: Input the payroll allotment in FPPS.	**[OK].** *Note: If the amount includes both dollars and cents, a decimal point must be entered.*
Step 2 **[NSSC, Service Provider]** Validate FAF entry in FPPS.	2.1. Verify that the amount entered is correct. 2.1.a Job Aide α 2.2. Mark the appropriate request type with an explanation. **Output:** To validate that the allotment was correctly inputted.	2.1.a.i. Enter in the command box the **VDCG.** 2.1.a.ii. Enter employee SSN 2.1.a.iii. Association Dues should already be entered or select Lint #9 **all** Voluntary Deductions click **OK** 2.1.a.iv. The effective date box with voluntary deductions list will come up. Under Pay Code check for AD1. 2.1.a.v. Verify the amount and effective date.
Step 3 **[NSSC, Service Provider]** Close Remedy Change Request.	3.1. Refer to the Remedy Management Procedure. **Output:** FPPS Updated Correctly/Resolving Remedy Ticket.	

Non- Monetary Award "Gift Cards"

Roles & Responsibilities

As a Non-Monetary Award, Gift Card, is being given to an employees, the tax information is being collected and sent to the Department of the Interior. The normal payroll processing does not capture this information and DOI has to enter transaction taxes separately. Therefore, the NSSC Payroll Team will need to compile the information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS (the Federal Personnel and Payroll System). DOI enters this data into FPPS before the payroll is processed for that pay period. This is a Manual process.

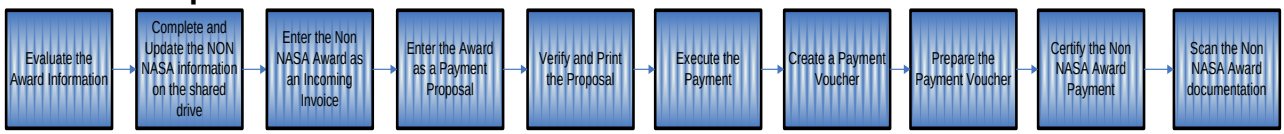
.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** *Complete the DOI Report of Taxable Fringe Benefits*. *Note: Hr provides the name, WBS and dollar amount of the gift card. The SSN can be obtained from FPPS, and the WBS can be verified in Web TADS.*		1.2.a.i. Use the E-mail received from HR to enter the Employee name, SSN, WBS and dollar amount. 1.2.a.ii. Log on to FPPS, go EHVW and review employee's retirement code. If employee is CSRS no FICA is withheld. 1.2.a.iii. Retrieve Gift Card tax Calculation spreadsheet from N:\Payroll\Giftcards Cal.xls. 1.2.a.iv. Enter the Grossed up amount as a 30A and the net amount as a 66B for the card. The net amount is the actual card value. 1.2.a.v. Sign and date the form, fax completed form to Payroll Operations Division Attn;(name of pay tech at

Roles and Responsibilities	Action	Tips
		DOI) at 303-969-7429. 1.2.a.vi. Use the e-mail received from HR to generate a remedy Ticket. 1.2.a.vii. Send completed report of taxable fringe benefits form and fax cover sheet to Tec Doc for scanning 1.2.a.viii. Monitor employee pay record to ensure transaction is posted. *Note: you will need to check FPPS PDVW Screen for a onetime adjustment.* .

Non NASA Awards

Roles & Responsibilities



Non NASA Award Payment

Non-NASA Awards are only for those individuals who have no records in FPPS. These individuals are not employed by NASA or are former employees who separated/retired before FPPS implementation (August 2004).
This process is not any different than the vendor payment processor with the exception that the agency role will have the capability of paying invoices for all NASA centers.
All awards are processed by calendar year for tax purposes.
Forms referenced PODA-5 and request for new vendor (ZEPR Document). These forms will be sent from a Remedy ticket.
The Remedy Case log must be **printed at all times!!!**

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Evaluate the Award Information.	1.1. Identify the award recipient. 1.1.a Job Aide α *Note: By looking at the remedy ticket's entries, the award recipient might be identified as a military employee or a non-military employee.* ♦ If the employee is in FPPS, then the Remedy ticket must be **rejected** and the award returned to the sender. Job Aide α	1.1.a.i. Identify the award recipient as being one of the following: ♦ FPPS employee ♦ NPPS employee ♦ Military Log-on to FPPS via the internet. Enter User-ID and password. Click **(OK)**.

Roles and Responsibilities	Action	Tips
		Click on **(FPPS Production)**. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. Enter employees social security number **(SSN)**. Click **(OK)**. ♦ If the employee does not appear, then proceed to the next bullet. ♦ If the employee appears, then reject the Remedy ticket.
	♦ If the employee is in NPPS, then their retirement plan needs to be verified. Job Aide α	Log-on to NPPS. Enter Userid and Password. Press **[Enter]**. Place a **/** by CPO-PROD. Press **[Enter]** twice. Next to Option: type **1**. Press **[Enter]**. Next to Selection: type **2**. Enter Userid and Password Press **[Enter]**. Type in the correct Center ID By Command: type **PERSON** Enter the employee's social security number. Press **[Enter]**. Validate the retirement plan by identifying the

Roles and Responsibilities	Action	Tips
		following: In Retire Plan: ♦ **1**=CSRS (*HIT only*) ♦ **K**=FERS (*FICA and HIT*) ♦ **C**=Offset (*FICA and HIT*) ♦ **2**= (*FICA and HIT*)
	♦ Military employee has both HIT and FICA withheld. 1.2. Calculate the net payment. 1.2.a. Job Aide α *Note: Any changes in FICA, HIT, and Federal parentages, notification will be sent.* **Output:** Calculating the Net award amount.	1.2.a.i. Annotate the following on the POD A-5 form. **Gross:** *Total Amount of Award* **Fed (25%):** *Amount* **HIT (1.45%):** *Amount* **FICA (6.2%):** *Amount* **State (_ _):** *Amount* **Net:** *Total Amount minus Fed, HIT, FICA, State* *Note: The State Withholding tax is based on the state of payment. Please note that TX and FL do not pay state taxes.*

Roles and Responsibilities	Action	Tips
Step 2 **[NSSC, Service Provider]** Complete and Update the Non NASA information on the shared drive.	2.1. Access and update the Non NASA Awards spreadsheet on the shared drive using the POD A-5. **Output:** Updating the Non NASA spreadsheet.	
Step 3 **[NSSC, Service Provider]** Enter the Non NASA Award as an Incoming Invoice.	3.1. Log into SAP. 3.1.a. Job Aide α 3.2. Enter as an Incoming Invoice by using command FB60. 3.2.a. Job Aide α	3.1.a.i. Enter User-id and Password. 3.1.a.ii. Click **[Enter]**. 3.2.a.i. Enter the Vendor number (which is always an 8000#). 3.2.a.ii. Enter the Invoice Receipt date (which is the posting date). *Note: The invoice receipt date will need to be entered on this screen before any other data in order for the proper due dates to be calculated correctly.* 3.2.a.iii. Enter the Invoice date (which is the posting date). 3.2.a.iv. Enter the Reference (Vendor's Invoice number-Non NASA Award). 3.2.a.v. Enter the Document Type

Roles and Responsibilities	Action	Tips
		(always EP (E-Payroll). 3.2.a.vi. Type this in or use the drop down menu. 3.2.a.vii. A vender profile appears on the right; this information should match the form. 3.2.a.viii. Enter the Amount (net amount). 3.2.a.ix. Enter the Text – Non NASA Award.
	3.3. Click in the G/L account box (Input the G/L information). 3.3.a. Job Aide α *Note The following columns will have to be inputted with information: G/L, Amount, Cost Center, Order, WBS Element, and Fund.*	3.3.a.i. Enter the G/L. 3.3.a.ii. Tab to Amount and enter the amount. 3.3.a.iii. Tab to Cost Center and enter the cost center number. 3.3.a.iv. Tab to Order and enter the order number. 3.3.a.v. Tab to WBS Element and enter the WBS code. 3.3.a.vi. Tab to Fund and enter the fund number.
	3.4. Enter the Payment Information. 3.4.a. Job Aide α	3.4.a.i Click the **[Payment]** tab. *Note: A message stating that Venter ### is subject to withholding taxes will appear on the bottom of*

Roles and Responsibilities	Action	Tips
		the screen. Ignore this message. 3.4.a.ii Select the Payment Method **(D-for EFT and C-for Check).** 3.4.a.iii Select a Payment Method Supplement (if applicable; Center code).
	3.5. Once all line items are entered; Click the disk that represents Post. *Note: If an error appears at the bottom left in red then make sure all your information is inputted right (i.e. you typed a O instead of a Zero (0)) If there are funding problems, back the posting out by clicking the yellow circle button and bring to the POC for you Center, so they can adjust the funding. .Do Not click the disk that has Park beside it.* 3.6. A 2500# will be displayed on the bottom left hand corner; Record the number on the POD A-9 form. **Output:** Entering the Incoming Invoice in SAP.	

Roles and Responsibilities	Action	Tips
Step 4 **[NSSC, Service Provider]** Enter the Award as a Payment Proposal.	4.1. Enter the Payment Proposal by using command ZF110_PRO 4.1.a. Job Aide α 4.2. Enter information to create Parameters. 4.2.a. Job Aide α	4.1.a.i Enter the Run Date. (current date). 4.1.a.ii Enter an Identification code. *Note: The Identification code must always begin with an "EP"; which distinguishes a payroll payment proposal. After EP, enter three additional characters (1& 2) represents the processor's initials and (3) represents the number of Payment Proposals created. (i.e. EPDS1)* 4.2.a.i Click the **[Parameter]** tab. 4.2.a.ii Verify a Posting date **(current date)**. 4.2.a.iii Verify the date the Docs entered up to **(current date)**. 4.2.a.iv In the Payment Controls box, enter a Company Code **(NASA)**. 4.2.a.v Enter the Pmnt meths **(D- for EFT and C- for Check)**. 4.2.a.vi Enter the Next p/date. *Note: The Next p/date will always be a date that is one month and one day in the future; always 31 days from the current date from the payment proposal creation. This date will be*

Roles and Responsibilities	Action	Tips
		the next day that the payment run is executed. ♦ If a holiday falls within this time, add an extra day. For example, if the date is 06/13/06, then the p/date is 07/13/06.
	4.3. Enter the batching information. 4.3.a. Job Aide α *Note: Placing all the forms in numerical order based on the Vendor's number is strongly recommended.*	4.3.a.i Enter the Vendor **(the first numerical sequenced vendor number)**. 4.3.a.ii Enter To **(the last numerical sequenced vendor number)**.
	4.4. Enter additional information. 4.4.a. Job Aide α *Note: To select the appropriate business area always select the center from which the payment proposal is ran so that only the center's unique invoice is pulled. The business area is designated by a 2-digit center code.*	4.4.a.i Click the **[Free Selection]** tab. 4.4.a.ii To Enter a Field Name, click the **[drop-down menu]** and select Document Type. 4.4.a.iii Enter Values **(EP)**. 4.4.a.iv To enter a second Field Name, click the **[drop-down menu]** and select Business Area. 4.4.a.v Enter Additional Values **(center's unique code)**. 4.4.a.vi Click the **[Additional Log]** tab. 4.4.a.vii Click **[Due date check]**. 4.4.a.viii Click **[Payment method selection in all cases]** box.

Roles and Responsibilities	Action	Tips
	4.5. Save data. 4.5.a. Job Aide α *Note: You will see a message stating that the run has been saved on mm/dd/yyyy.* 4.6. Complete the proposal process. 4.6.a. Job Aide α 4.7. Print the payment log. *Note: To delete a proposal, pull the proposal select Edit on the toolbar. Click Proposal, Delete and then select Edit. Click Parameters and Delete. You must delete the parameters to delete the entire proposal.* 4.8. Inform the Certification Processor that the payment proposal has been created and hand over the documents.	4.4.a.ix Click **[Line items of the payment document]**. 4.4.a.x Enter the Vendors **{from/to}** (individual vendor's number; the "To" field on the form). 4.4.a.xi Click **[Printout/data medium]**. 4.5.a.i Click the **[Status]** tab. 4.5.a.ii Click [Proposal] button. 4.6.a.i In the dialog box, click **[Start Immediately]**. 4.6.a.ii Click **[Enter]** twice. 4.6.a.iii Click the **[Status]** tab. 4.6.a.iv Click the **[Additional Log]** tab. 4.6.a.v Click on the **[Proposal Run Log]** button at the bottom right.

Roles and Responsibilities	Action	Tips
	Output: Entering the Payment Proposal in SAP.	
Step 5 **[NSSC, Inherently Government]** Verify and print the proposal.	5.1. Print the Proposal using transaction code **ZF110_PRO**. 5.1.a. Job Aide α 5.2. Verify the proposal. 5.2.a. Job Aide α	5.1.a.i Enter the **Run date.** 5.1.a.ii Enter the Identification *Note: The end user can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known.* 5.1.a.iii Click **[Status]**. 5.1.a.iv Click **[Edit, Proposal, Proposal List].** 5.1.a.v Click **[Enter]**. 5.1.a.vi Click the **[Printer Icon]**. *Note: Printer icon is located on the top menu bar.* 5.2.a.i. Enter the **Run Date**. 5.2.a.ii. Enter the **Identification**.

Roles and Responsibilities	Action	Tips
		Note: Both the run date and the identification can be picked up simultaneously by going to the dropdown menu on the run date field and double clicking on the appropriate identification. 5.2.a.iii. Click **[Status]**. 5.2.a.iv. **Click [Display Proposal]**. *Note: The display proposal is the field with the eyeglasses.* 5.2.a.v. Drilldown to the necessary detail
	5.3. Review for correctness. 5.3.a. Job Aide α **Output:** Verifying the payment.	5.3.a.i. Click **[Exit].** *Note: Exit by clicking on the green arrow at the top of the menu screen.* 5.3.a.ii. Click **[Edit Proposal Display log]**. *Note: Ensure that the display log does not contain any error messages.*

Roles and Responsibilities	Action	Tips
Step 6 **[NSSC, Inherently Government]** Execute the payment.	6.1. Access and Update Payment Proposal using transaction code **ZF110_PRUN**. 6.1.a. Job Aide α	6.1.a.i. Enter the **Run date** (current date). *Note: End User can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known.* 6.1.a.ii. Enter the **Identification**. (EPXXX). 6.1.a.iii. Click **[Status]**. 6.1.a.iv. Click **[Schedule Payment Run]**. 6.1.a.v. Click **[Start immediately]**. 6.1.a.vi. Click **[Create payment medium]**. 6.1.a.vii. Click **[Schedule]**. 6.1.a.viii. Click **[Status]**. *Note: The system displays a message that payment run has been carried out and completed.*
	6.2. Access the Payment File using transaction code **FF110.** 6.2.a. Job Aide α	6.2.a.i Enter the Run Date**.** 6.2.a.ii Enter the Identification**.** *Note: The End User can*

Roles and Responsibilities	Action	Tips
		use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known. 6.2.a.iii Click **[Status].** 6.2.a.iv Click **[Environment].** 6.2.a.v Click **[Payment medium].** 6.2.a.vi Click **[DME Administration].** *Note: View the payment file for Treasury. Arrow back to payment run when viewing is complete.*
	6.3. Obtain the Schedule Number using transaction code **ZSE16_FMTC_SCHNO.** 6.3.a. Job Aide α	6.3.a.i. Enter the **Run Date**. *Note: If selection parameter labels are SAP technical names, and not field text (ex: screen displays "LAUFD" and "LAUFI" instead of "Run On" and "Identification"), the user should change his/her settings. Go to: Settings > User Parameters and the radio button for "Field Text". Click **[Enter]** to confirm selection. Click the tab for "Data Browser" in the pop up screen. Inside the box labeled "Keywords", click the radio button for "Field Text". Click **[Enter]** to*

Roles and Responsibilities	Action	Tips
		confirm selection. 6.3.a.ii. Enter the **Identification**. 6.3.a.iii. Click **[Start Search]**. *Note: The system will display a schedule number and all information relative to this particular payment run.* 6.3.a.iv. Click **[Exit]**. 6.3.a.v. After you click **Edit/Payments/Payments List**; the list variant box will pop-up as normal. The Program field is where you will need to add the **"Z"** in order to get the next pop-up box with the option to choose whether or not you want to send out and email to the travelers. *Note: This applies to the travel payment email notifications only and you should only have to enter this once and then it will be automatically populated in that field. If you certify more than just travel payments, you will get this pop-box for any payment run list that the user displays. However, it will NOT generate an email notification to any vendors except, the employee vendors. If at a later date*

Roles and Responsibilities	Action	Tips
	Output: Sending the award for payment.	*you do not want to get this pop-up box, simply remove the "Z".*
Step 7 **[NSSC, Service Provider]** Create a Payment voucher.	7.1. Receive Pre-edit Schedule File Balance Report from Certifier. 7.2. Access the shared drive and create payment vouchers from the report. *Note: The "To Be" date is the date of the next business day.* 7.3. Print the created voucher(s). **Output:** Creating a Payment Voucher.	
Step 8 **[NSSC, Service Provider]** Prepare the payment voucher.	8.1. Log-on to SPS. 8.1.a. Job Aide α 8.2. Enter the payment voucher. 8.2.a. Job Aide α	8.1.a.i Log-on to SPS. 8.1.a.ii Enter User-id and Password. 8.1.a.iii Click **[Enter]**. 8.2.a.i On the toolbar click the following: ♦ Schedules ♦ Create 8.2.a.ii When a pop-up box appears, select **[Schedule]** type (always SUMMARY). 8.2.a.iii Click **[Continue]**. 8.2.a.iv Using the Voucher data enter the

Roles and Responsibilities	Action	Tips
		following fields: ♦ RFC- (Ames and Dryden are **SFC**; Glenn is **KFC**; and the rest are **AFC**) ♦ Office Number ♦ Schedule Number ♦ Total Number of Payments ♦ Payment Data (To Be dated) ♦ Summary Type Codes (always M) ♦ Subtype Code (always E) ♦ Control Number (from Pre-edit Report) 8.2.a.v Select Symbol **(Appropriation Summary)** and Amount *Note: The Appropriation Summary is the Fund.* 8.2.a.vi In the box above, click **[Add]**. 8.2.a.vii Select Schedule Remarks-Type of Award. 8.2.a.viii In the box above, click **[Add]**.
	8.3. Save the Payment voucher just created. 8.3.a. Job Aide α	8.3.a.i On the toolbar click the following: ♦ Action ♦ Save

Roles and Responsibilities	Action	Tips
	8.4. Print the Payment voucher. 8.4.a. Job Aide α 8.5. Submit to the Certifying Officer. 8.5.a. Job Aide α **Output:** Creating the payment in SPS.	8.3.a.ii When a pop-up box appears, click **[OK]**. 8.4.a.i Click the **[blue arrow]** icon to Return to the Main Menu. 8.4.a.ii Highlight the Non NASA Award voucher. 8.4.a.iii On the toolbar click the following: ♦ Print ♦ Print Schedule details 8.4.a.iv When a pop-up box appears, click **[OK]**. 8.5.a.i Click the **[Blue box]** icon; making sure that it becomes grey. 8.5.a.ii Log-out of SPS. 8.5.a.iii Give all the documentation to the Certifying officer.
Step 9 **[NSSC, Inherently Government]** Certify the Non NASA Award payment.	9.1. Complete the certification process in SPS. 9.2. IPAC the applicable centers for their costs of the awards. 9.3. Update the FedTax system. 9.4. Upon completion submit the documentation back to the Data Entry person.	

Roles and Responsibilities	Action	Tips
	Output: Completing the Non NASA Award.	
Step 10 **[NSSC, Service Provider]** Scan the Non NASA Award documentation.	10.1. Retain and submit the documentation to Tech Docs. 10.2. Close the Remedy ticket. **Output:** Documentation retention.	

Non NASA Award Taxes

Non NASA Awards taxes must be entered in SAP.
Local and State taxes are submitted quarterly by the Certifying Officer. These taxes will require a requested check.
The Certifying Officer will compile a spreadsheet of the data that needs to be entered into SAP.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Enter the Non NASA Award Taxes as Incoming Invoices.	1.1. Log into SAP. 1.1.a. Job Aide α 1.2. Enter the Taxes as an Incoming Invoice by using command FB60 1.2.a. Job Aide α 1.3. Click in the G/L account box (Input the G/L information). 1.3.a. Job Aide α	1.1.a.i. Enter User-id and Password. 1.1.a.ii. Click **[Enter]**. 1.2.a.i. Enter the Invoice date (which is the **posting date**). 1.2.a.ii. Enter the Document Type (always **KR** (Vendor Invoice)). 1.2.a.iii. Type this in or use the drop down menu. 1.2.a.iv. A vender profile appears on the right; this information should match the form. 1.2.a.v. Enter the Reference **(Non NASA Award Taxes)**. 1.2.a.vi. Enter the Amount **(total dollar amount)**. 1.2.a.vii. Enter the Text - Quarter Year (i.e. 3rd Quarter 2006).

Roles and Responsibilities	Action	Tips
	Note The following columns will have to be inputted with information: G/L, Amount, Business Center, Cost Center, Order, WBS Element, and Fund. 1.4. Check the status by clicking the gray box on the far left of the cell. 1.4.a. Job Aide α 1.5. Once all line items are entered; Click the disk that represents Post. *Note Do Not click the disk that has Park beside it.* 1.6. A 1900# will be displayed on the bottom left hand corner; Record the number on your form.	1.3.a.i. Enter the G/L (6100.1179 or another G/L given at the time of entry). 1.3.a.i. Tab to Amount and enter the amount. 1.3.a.ii. Tab to the Business Center 1.3.a.iii. Tab to Cost Center and enter the cost center number. 1.3.a.iv. Tab to Order and enter the order number. 1.3.a.v. Tab to WBS Element. 1.3.a.vi. Tab to Fund. 1.4.a.i. A pop-up box should appear stating that “No Errors exist”. 1.4.a.ii. Click the green check. *Note If an error appears at the bottom left in red then make sure all your information is inputted right (i.e. you typed a O instead of a Zero (0)) If there are funding problems, back the posting out by clicking the yellow circle button and bring to the POC for you Center, so they can adjust the funding.*

Roles and Responsibilities	Action	Tips
	Output: Create an Incoming Invoice for the taxes in SAP.	
Step 2 **[NSSC, Service Provider]** Post the taxes as Outgoing Payments.	2.1. Post the Outgoing Payments by using command F-53 2.1.a. Job Aide α	2.1.a.i. Enter the Document Date (posting date). 2.1.a.ii. Enter the Reference number (Non NASA Award Taxes). 2.1.a.iii. Document Type; **EZ** 2.1.a.iv. Input the Document Header - Quarter Year (i.e. 3rd Quarter 2006). 2.1.a.v. Input the Clearing Text- type Taxes Non NASA Awards (i.e. State Taxes Non NASA Awards). 2.1.a.vi. On the "Bank Data" tab, enter the account in the Account box - ***1010.6100***.-this account is the cash account. (Note that the GL is **1010.5215** for Federal Taxes) 2.1.a.vii. Enter the Total Amount. 2.1.a.viii. On the "Open Item" tab, enter the Vendor Number in the

Roles and Responsibilities	Action	Tips
		Account box. 2.1.a.ix. On the "Additional Selections" tab, check the circle next to Document Number. 2.1.a.x. Click **[Process Open Items]** button. *Note You will always get a yellow message at the bottom of the screen, always press Enter.*
	2.2. Enter the 1900# to validate balances. 2.2.a. Job Aide α	2.2a.i. In the box next to "From", input the 1900# from the form. 2.2a.ii. Click **[Process Open Items]** button. 2.2a.iii. Check the "Not Assigned" box; making sure it totals zero.
	2.3. Click the disk that represents Post. 2.4. A 1500# will be displayed on the bottom left hand corner; Record the number on the form. **Output:** Create an Outgoing Payment in SAP.	
Step 3 **[NSSC, Service Provider]** Request a Treasury Check for State/Local Taxes.	3.1. Log-on to SPS. 3.1.a. Job Aide α 3.2. Create a check request.	3.1.a.i Log-on to SPS. 3.1.a.ii Enter User-id and Password. 3.1.a.iii Click **[Enter]**.

Roles and Responsibilities	Action	Tips
	3.2.a. Job Aide α	3.2.a.i On the toolbar click the following: ♦ Schedules ♦ Create 3.2.a.ii When a pop-up box appears, select **[Schedule]** type (always REGULAR CHECK) 3.2.a.iii Select the sub-type (always Misc) 3.2.a.iv Click **[Continue]**. 3.2.a.v Using the data given by the Certifying Officer enter the following fields: ♦ Office Number (always the Center specific Agency Station Number) ♦ Schedule Number (obtain from the State Tax Spreadsheet located on the shared drive) ♦ Agency ID (always NASA) ♦ Enclosure Code (always Direct Mail-1) ♦ Payment Amount ♦ Account symbol ♦ Payee ID/TIN (always use **030553879**) ♦ Type of payment (always C) ♦ Payee name (use the

Roles and Responsibilities	Action	Tips
		applicable state name-on shared drive) ♦ Payee Address (as follows) Address line 1-NSSC ATTN: Payroll Department Address line 2- C Road, Bldg 1111 Address line 3-Stennis Space Center, MS 39529 3.2.a.vi Click **[Create Payment]**
	3.3. Save the Check Request. 3.3.a. Job Aide α	3.3.a.i On the toolbar click the following: ♦ Action ♦ Save 3.3.a.ii When a pop-up box appears, click **[OK]**.
	3.4. Submit to the Certifying Officer. 3.4.a. Job Aide α	3.4.a.i Click the **[blue arrow]** icon to Return to the Main Menu. 3.4.a.ii Highlight the Non NASA Award voucher. 3.4.a.iii On the toolbar click the following: ♦ Print ♦ Print Schedule details 3.4.a.iv When a pop-up box appears, click **[OK]**.

Roles and Responsibilities	Action	Tips
	3.5. Repeat the steps above for additional check requests. 3.6. Give all the data back to the Certifying Officer. **Output:** Request a Check from Treasury.	3.4.a.v Click the **[Blue box]** icon; making sure that it becomes grey. 3.4.a.vi Log-out of SPS. 3.4.a.vii Give all the documentation to the Certifying officer.

PCS Taxes

Roles & Responsibilities

As payments for PCS are being made to employees, the tax information is being collected and sent to the Department of the Interior. The normal payroll processing does not capture this information and DOI has to enter PCS taxes separately. Therefore, the NSSC Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS (the Federal Personnel and Payroll System). DOI enters this data into FPPS **before** the payroll is processed for that pay period. This is an electronic process.

The goal is to have DOI enter the tax information into the same month that it is entered into SAP.

DOI will pick up the tax file on the Wednesday Day 11 of a Payroll Period. (i.e., the Wednesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and an SR completed for file placement by the Tuesday before a PP ends (the day before). It takes the Competency Center one night to process the file for DOI pickup.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Update the PCS Taxes Spreadsheet. *Note: PCS Vouchers and PCS travel folder are received from the PCS Travel Office. Use the information in this folder to complete the PCS Taxes Spreadsheet.*	1.1. Open spreadsheet on shared (N:) drive. 1.2. Complete the DOI Tax Preparation (Current Pay Period) worksheet. (PCSBRK Spreadsheet) 1.2.a. Job Aide α *Note: Marshall is the only center that automatically splits their PCS Taxes. For 2008 and 2009 FY, Marshall had very few split funds. Most of the split funds are from 2006 and 2007 FY. Please refer to the Notes on the Shared Drive when entering.*	1.2.a.ix. Use the Employee's Orders (Authorization) to enter the SSN, Employee name, TA#, Funding document # and EOD (only if EOD is in the pay-period you are entering the voucher). Otherwise, put the voucher acronym in the EOD column. (i.e., EE, ATQ1, P, S, etc.). 1.2.a.x. Use the Funds Commitment Page in SAP to enter the line numbers for 1284 and 1246, and to check the funding amounts on all lines involved with the voucher. *Note: you will need to check the funding amounts after you have entered the taxable amounts from the voucher onto the spreadsheet.* *Note: Not all employees will have line 1284 or 1246. (i.e.*

Roles and Responsibilities	Action	Tips
		Employees that are First Duty will not have a line # 1284. In this circumstance the withholdings will be entered under # 2123. To verify a First Duty look at the employee's orders (Authorization) or at the TA# for the letter F, this is usually the seventh character. 1.2.a.xi. Use the FB60 – Manual Input of Invoices for COS reimbursements to enter the Vendor, TA# (Travel Authorization), Funds Doc # (400#), G/L Account (General Ledger), Fund Line #, and Cost Center #. *Note: Nontaxable vouchers will not have an FB60 sheet; get the information from the authorization and/or SAP.* 1.2.a.xii. Use the Tax Sheet to enter the Emp Hit, ST, State Tax, Emp FICA, Withholding, Subj to Tax, and Not Sub to Tax. *Note: Prior to 2008 the voucher included a tax worksheet. Starting in 2008, there will just be the mLinqs PCS voucher. Usually the tax information needed will be on pages 1 and 3 of the mLinqs voucher.* *Note: All other cells on this spreadsheet have calculation formulas and do not need to be entered.*
	1.3. Return the PCS Travel folder.	*1.3.a.i.* Make sure that the Net Voucher Amount on the Spreadsheet equals the

Roles and Responsibilities	Action	Tips
	1.3.a. Job Aide α	Amount Paid on the voucher. *Note: This may not always match. For example, a Taxable Storage over 30 days voucher (HHG) requires a Bill of Collection (BOC) be issued to the employee for the employee portion of payroll taxes. The employee doesn't actually receive a reimbursement.* 1.3.a.ii. Return the initialed memo with the voucher and the PCS Travel Folder to the appropriate PCS Travel contact.
	1.4. Complete the Consolidation Worksheet. (COS Spreadsheet) 1.4.a. Job Aide α **Output:** Updating the PCS Spreadsheet with applicable information.	1.4.a.i. Copy only the Employee's SSN and tax deductions (one per individual). *Note: An employee might have several PCS vouchers; therefore it is only necessary to enter the total amount of each tax deduction on the consolidated spreadsheet.*
Step 2 **[NSSC, Service Provider]** Audit the SSN, Center NN#, and FICA tax information in FPPS.	2.1. Log-on to FPPS via the internet. https://securefpps.nbc.gov 2.1.a. Job Aide α	2.1.a.i. Enter User-ID and password. Click **[OK]**. 2.1.a.ii. Click on **[FPPS Production]**. 2.1.a.iii. Enter **LEVW** code in

Roles and Responsibilities	Action	Tips
		the FPPS Command section in the top right-hand corner and click **[GO]**. *Or* From the toolbar, select **[Employee and Position Views]**; then click **[Leave & Earning Statement (LEVW)]**. 2.1.a.iv. Enter employees social security number **(SSN)** and the tax year/pay period (i.e. 0526) you want to view. This should be the latest pay period available. 2.1.a.v. Click **[OK]**.
	2.2. Check the State to ensure that it matches the State on the Consolidated Spreadsheet. *Note: There may be two states on the screen – the state where the employee moved from and the one to where they are moving. The only exception is if the employee only has a House Hunting trip at the time of the check since they have not moved to a different state yet.)* ♦ If state is correct, proceed to the next step. ♦ If state is incorrect, correct on spreadsheet, add a note, notify CS contact and proceed to the next step. 2.3. Check the Retirement Status (FERS/CSRS) to ensure the	

Roles and Responsibilities	Action	Tips
	appropriate FICA taxes have been taken out. (CSRS has no FICA withheld; CSRS Offset does have FICA withheld as does FERS.) 2.4. Verify the Center of the employee. ♦ If the employee is at the same Center as the Spreadsheet, then proceed. ♦ If the employee is from a different Center then the Spreadsheet, then notate the spreadsheet, notify the CS contact, and proceed. 2.5. Check to be sure the FICA limit has not been reached. ♦ If the FICA Limit has not been reached, proceed to the next step. 2.6. If the FICA limit has been reached, zero out the entry on the spreadsheet, strike through the cells, notate the spreadsheet, and notify the CS contact. **Output:** Verifying the SSN, retirement information and that the employee has not reached their FICA limit.	
Step 3 **[NSSC, Service Provider]** Combine all Center Consolidation spreadsheets into one Consolidated	3.1. Copy the Blank Consolidated XXXX spreadsheet into the pay-period to be consolidated. Then rename to Consolidated 09__. 3.2. Copy and Insert Copied cells all center information into the consolidated spreadsheet.	

Roles and Responsibilities	Action	Tips
Spreadsheet.	3.3. Check your total formulas at the bottom of the spreadsheet. And delete all empty lines until formula line is right below last entry 3.4. Save the Consolidated spreadsheet to the thumb-drive without the total line. 3.5. Ensure the copy of the consolidated spreadsheet on the thumb-drive is data sorted by Department and that the print area is set on the spreadsheet to cover all cells with information in them on the spreadsheet. **Output:** Consolidating Spreadsheets for submission.	*Note: you can delete the previous Pay periods consolidated file and text file off the thumb-drive, before saving the new one.*
Step 4 **[NSSC, Inherently Government]** Submit the Consolidation Spreadsheet.	4.1. Go to Internet Explorer and click on the Excel to PCS Format Converter file. http://internal.nssc.nasa.gov/pcsconverter/excelpcstransform.aspx 4.2. Click browse, find the pay period consolidated file saved on the removable thumb-drive. 4.3. Click upload and ensure the file conversion. Click save to file, save and save the COS_OUTPUT.TXT file to the removable thumb-drive. 4.4. Log into i-view. https://iview.ifmp.nasa.gov/irj/servlet/prt/portal/prtroot/com.sap.portal.navigation.portallauncher.default 4.5. In i-view click on the EAI web tool.	*Note: file will not convert properly if the excel file has not had the print area set and every cell is not filled with something. For example: all the states must be there and all cells either have a number or zeroes.*

Roles and Responsibilities	Action	Tips
	Go to NASA Agency-wide, then Production, then PCS; Click browse and upload the COS_OUTPUT.TXT file by clicking Upload file. 4.6. Submit an "ePayroll" SR in Remedy and get Keith Cognevich to approve. 4.7. Email Desiree Gaiser at MSFC-Comp Center and DOI to let them know you submitted an SR in MSFC Remedy. 4.7.a. Job Aide α	4.7.a.i. Send them the figures (totals) Non taxable income Taxable income Federal tax HIT FICA State tax 66A Payment Outside 4.7.a.ii. Tell them the Pay Period to run the taxes in. 4.7.a.iii. When to expect the file. *Note: DOI will have the taxes in FPPS by the Thursday after the Pay Period ends.*
	4.8. Reconcile the data entered by DOI to ensure everything is correct using DataMart. (The Thursday after Pay calculation) 4.8.a. Job Aide α	4.8.a.i. Log into FPPS DataMart via Web. https://dmart.nbc.gov/ 4.8.a.ii. Logon as if you were in FPPS with your User ID and Password. 4.8.a.iii. Click on the "NASA" folder

Roles and Responsibilities	Action	Tips
		4.8.a.iv. Click on the "NASA PAY" folder 4.8.a.v. Scroll down list of folders and click on the "NASA PCS" folder. (The blue bgy link) 4.8.a.vi. Click on second Query button. 4.8.a.vii. Click on "Process" 4.8.a.viii. The screen will come up as "Limit: Pay period2". Remove the old pay period listed and enter the current pay-period and click the green check. Click ok. 4.8.a.ix. "Limit: Bureau 22" box appears. Highlight 0 and 00 and click remove. Then click select all and click ok. 4.8.a.x. On the "Limit: Pay Code2" box click OK. 4.8.a.xi. Once the report is up, click on the "PCS W/O CST LM" to pull up report to export to Excel. 4.8.a.xii. Select File, Export, Section. There will be a pop up showing "Save". It will automatically give file name: NASAPCS. Add Pay Period on the end of the file name by Tax

Roles and Responsibilities	Action	Tips
		Year and then PP number (e.g., 200903) and SAVE to desk top. *Note: This report gives you the Non-Taxable, Taxable, HIT, and FICA for the given Pay Period by Employee for ALL Centers.* *Note: once the report is exported, the data will need to be manipulated to arrive at totals to match to the consolidated spreadsheet.*
	4.9. Retrieve and Save Labor Cost Voucher from Agency Data Optical Storage System (ADOSS) 4.9.a. Job Aide α	4.9.a.i. Logon to ADOSS. 4.9.a.ii. Move page to page right; scroll down until you find the FPPS Labor Cost vouchers. Click on a Center (You will have to run each Center separately.) 4.9.a.iii. Enter Tax Year/Pay Period – (e.g., 0903) 4.9.a.iv. Click on Pay Period number – report is brought up. 4.9.a.v. Click Save a copy and save to the LCV folder in that Pay period. *Arrow back to where you select the Center and continue the above for each center.*
	4.10. Reconcile the Labor Cost Voucher for a given Center to the	*Compare the Non-Taxable*

Roles and Responsibilities	Action	Tips
	Tax Spreadsheet for that Center. ♦ Keep going until each Center is done. If all centers balance, move to the next step. ♦ For those centers out of balance, you will first want to see if any IPAC adjustments were done for the period being reported. If IPAC adjustment were complete, subtract the IPAC adjustment amount. **Output:** Submitting and Reconciling the PCS taxes.	*Earn (33A), Taxable Earn (33B), PCS FICA, PCS HIT, PCS Payment (66A) and the Total(which is compared to the PCS Invoice Amt) to the PCS Spreadsheet.*
Step 5 **[NSSC, Service Provider]** Enter PCS Taxes as Incoming Invoices.	5.1. Log into SAP. 5.1.a. Job Aide α 5.2. Enter the PCS Tax as an Incoming Invoice by using command FB60 5.2.a. Job Aide α	5.1.a.i. Enter User-id and Password. 5.1.a.ii. Click **[Enter]**. 5.2.a.i. Enter the Invoice date (which is the posting date). 5.2.a.ii. Enter the Reference (T/A number). 5.2.a.iii. Enter the Document Type (always ZI (IPAC Invoice)). 5.2.a.iv. Type this in or use the drop down menu. 5.2.a.v. A vender profile appears on the right; this information should match the

Roles and Responsibilities	Action	Tips
		form. 5.2.a.vi. Enter the Amount (total dollar amount). 5.2.a.vii. Enter the Text - Center PCS Taxes Month Year (i.e. GSFC PCS Taxes AUG 2006).
	5.3. Click in the G/L account box (Input the G/L information). 5.3.a. Job Aide α *Note The following columns will have to be inputted with information: G/L, Amount, Cost Center, Order, Earmarked Funds, and Earmarked Funds Document Item.*	5.3.a.i. Enter the G/L. 5.3.a.ii. Tab to Amount and enter the amount. 5.3.a.iii. Tab to Cost Center and enter the cost center number. 5.3.a.iv. Tab to Order and enter the order number. 5.3.a.v. Tab to Earmarked Funds and enter the FC Document number (400#). 5.3.a.vi. Tab to Earmarked Funds doc items cell and enter the line number.
	5.4. Once all line items are entered; Click the disk that represents Post. *Note: If an error appears at the bottom left in red then make sure all your information is inputted right (i.e. you typed a O instead of a Zero (0)) If there are funding problems, back the posting out by clicking the yellow circle button and bring to the POC for you Center, so they can adjust the funding. Do Not click the disk that has Park beside it.*	

Roles and Responsibilities	Action	Tips
	5.5. A 1900# will be displayed on the bottom left hand corner; Record the number on your form. **Output:** Entering the PCS Taxes in SAP as Incoming Invoices.	
Step 6 **[NSSC, Service Provider]** Post the PCS Taxes as Outgoing Payments.	6.1. Post the Outgoing Payments by using command F-53 6.1.a. Job Aide α	6.1.a.i. Enter the Document Date (posting date). 6.1.a.ii. Enter the Reference number (T/A number). 6.1.a.iii. Document Type: **KZ** 6.1.a.iv. Input the Document Header - Center PCS Taxes Month Year (i.e. GSFC PCS Taxes AUG 2006). 6.1.a.v. Input the Clearing Text (Customer's Name as it appears on the form). 6.1.a.vi. On the "Bank Data" tab, Enter the account in the Account box - 1010.6100-this account is the cash account. 6.1.a.vii. Enter the Total Amount. 6.1.a.viii. On the "Open Item" tab, enter the Vendor Number in the Account box. 6.1.a.ix. On the "Additional Selections" tab, check the circle next to

Roles and Responsibilities	Action	Tips
	6.2. Enter the 1900# to validate balances. 6.2a. Job Aide α 6.3. Click the disk that represents Post. 6.4. A 1500# will be displayed on the bottom left hand corner; Record the number on your form. **Output:** Posting the PCS Taxes as Outgoing Payments in SAP.	Document Number. 6.1.a.x. Click [Process Open Items] button. *Note You will always get a yellow message at the bottom of the screen, always press Enter.* 6.2a.i. In the box next to "From", input the 1900# from the form. 6.2a.ii. Click [Process Open Items] button. 6.2a.iii. Check the "Not Assigned" box; making sure it totals zero.
Step 7 **[NSSC, Service Provider]** Update the PCS Spreadsheet.	7.1. Go back to your spreadsheet and input the 1900# and the 1500#. **Output:** Updating the Spreadsheet.	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Employee	Completes requests by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee's Supervisor/Approver Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) *(where applicable)* Goal = To track the timeliness of all request made for efficient processing.
Supervisor/Approver	Completes requests on behalf of the employee by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) *(where applicable)* Goal = To track the timeliness of all request made for efficient processing.
Center Human Resources Office **AND** Center Payroll Office	Forwards requests received from employees or their supervisors.	NSSC Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) *(where applicable)* Goal = To track the timeliness of all request made.
NSSC Payroll Office	To receive, review and/or forward requests as process dictates.	Department of Interior's Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) *(where applicable)*

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
			Goal=To effectively capture accurate information/timelines and track all requests.

System Components

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
FPPS and DataMart	Federal Payroll and Personnel System that supports all payroll and personnel actions for NASA.	User role for SP and IG	None
WebTADS	NASA Payroll Time and Attendance system responsible for recording employee's time.	User role for SP	FPPS
SPS	Federal Treasury system used to request payments to employees, outside agencies, ect.	User role for SP and IG	None
Marshall Remedy	Supports Marshall internal activities, metrics, etc	User role for SP	None
HPPS	NASA's Personnel and Payroll System that contains time keeping information for NASA employees prior to DOI conversion.	User role for SP	None
SAP	NASA's accounting system that maintains NASA's accounting records.	User role for SP and IG	None
WAT	NASA's Web Access Tool that contains various Center reports for Payroll.	User role for SP and IG	None
Documentum	The Liaison Payroll Office's scanning system that houses employee requests and retirement records prior to NSSC transition.	User role for SP	None

New Systems

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
NSSC Remedy System	Supports NSSC internal activities, metrics, etc	User role for SP and IG	None
Tech Doc	Houses all processing documents for the NSSC	User role for SP and IG	None
Adobe Acrobat	Supports NSSC's internal processes by consolidating reports and various processing documents.	User role for SP	None

Customer Contact Center Strategy

The NSSC Customer Contact Center can be reached via phone, fax or e-mail. Each call, fax or e-mail will initially be assigned as a "Level I" case. Upon any inquires, the Contact Center will create a Remedy ticket and make every effort to answer the inquiry. In the event a question cannot be answered by the Contact Center, the case will be elevated to "Level II"; which is the Payroll Office Service Provider (SP). Any inquires requiring a response from a Payroll Office Civil Servant (IG) will be routed to "Level III". All inquiries will be assigned by that Center's designated Payroll Technician.

For Email inquires: *nssc-contactcenter@nasa.gov*

For Fax inquires: 1-866-779-6772

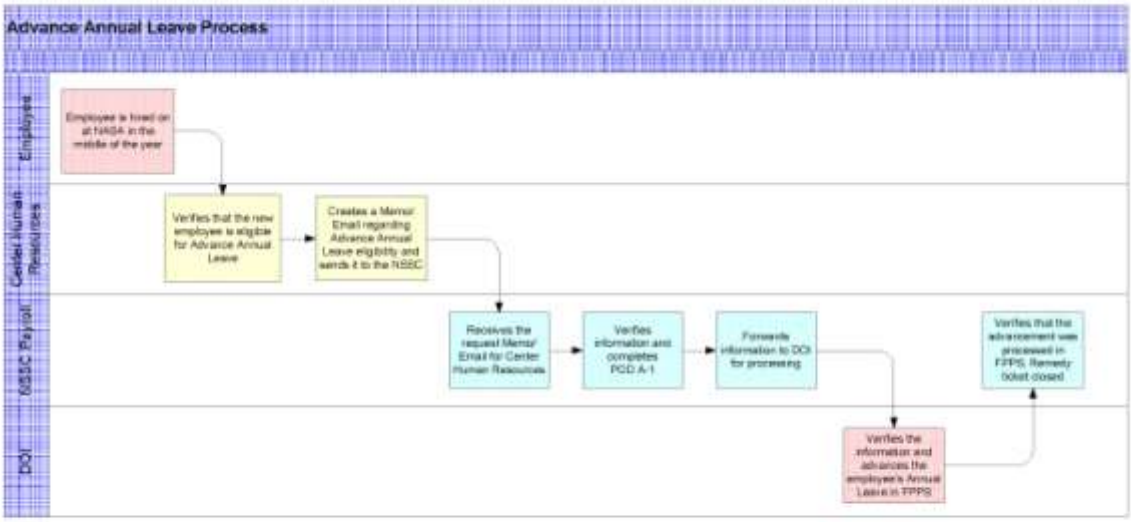
For Phone inquires**: 1-877-NSSC123 (or 1-877-677-2123)**

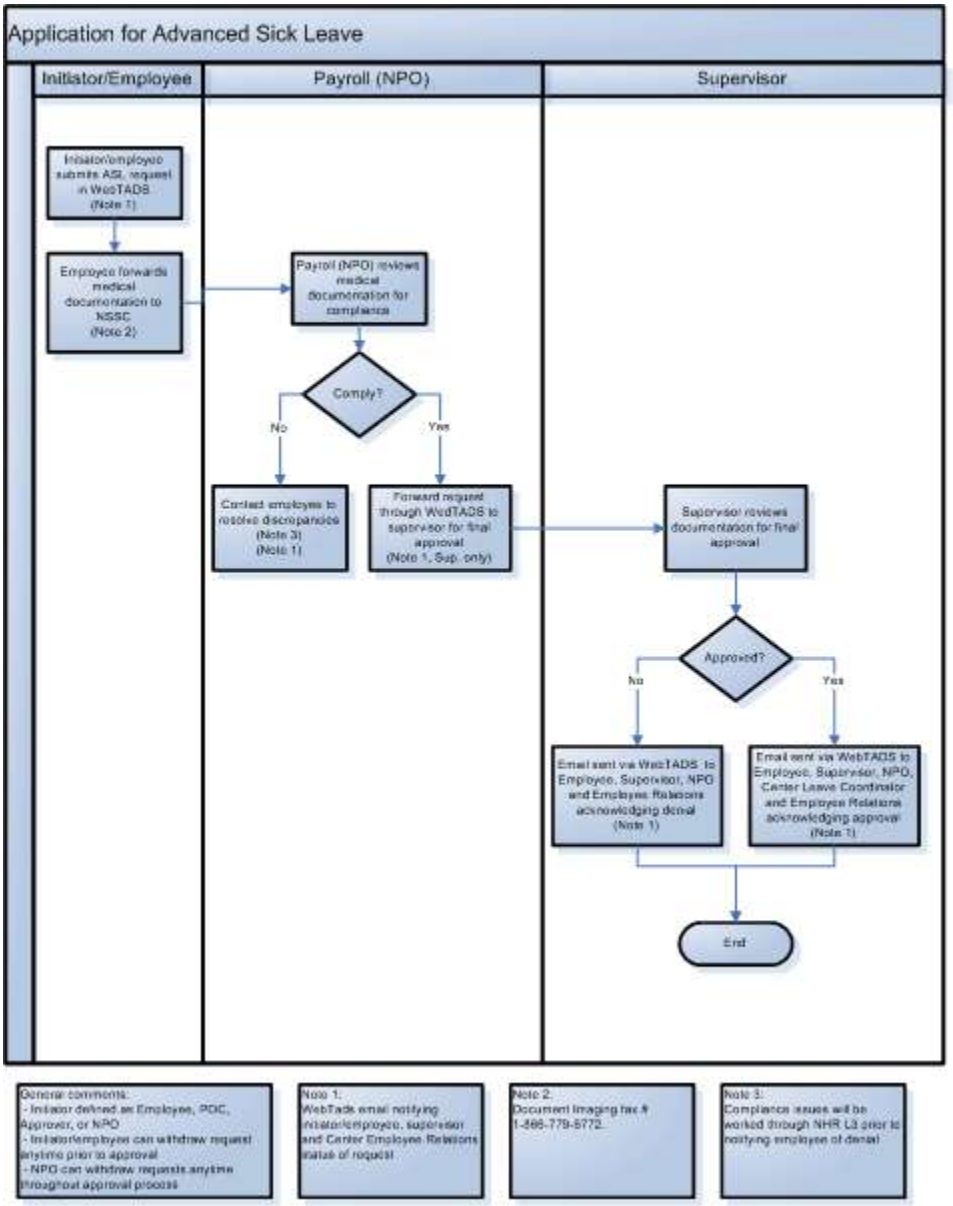
For Web site information:
https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.70c15d886b124f7f0a0c69104dd72749/

The NSSC Customer Contact Center will be provided a listing of the Payroll Office staff, and their areas of responsibility. Also, the Customer Contact Center will make references to DOI and Employee Express' Help Desk numbers and URL's and as well as other pertinent contact information.

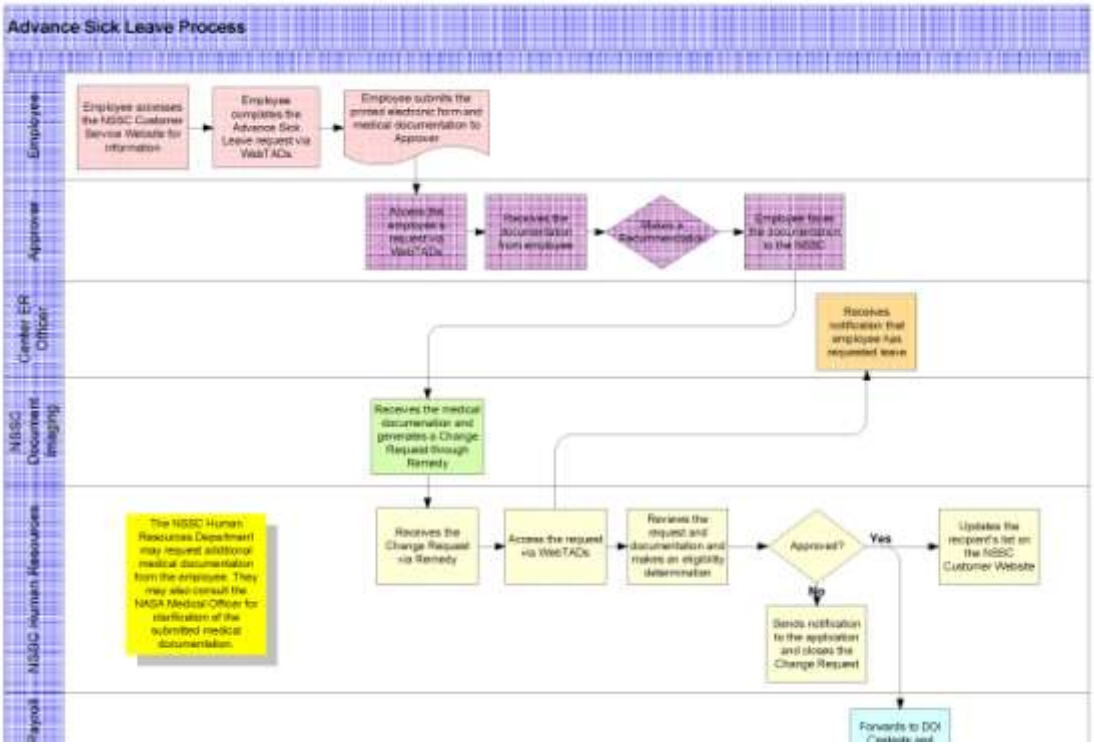
Visio Cross Functional Flowchart Process Flows

Advance Annual Leave

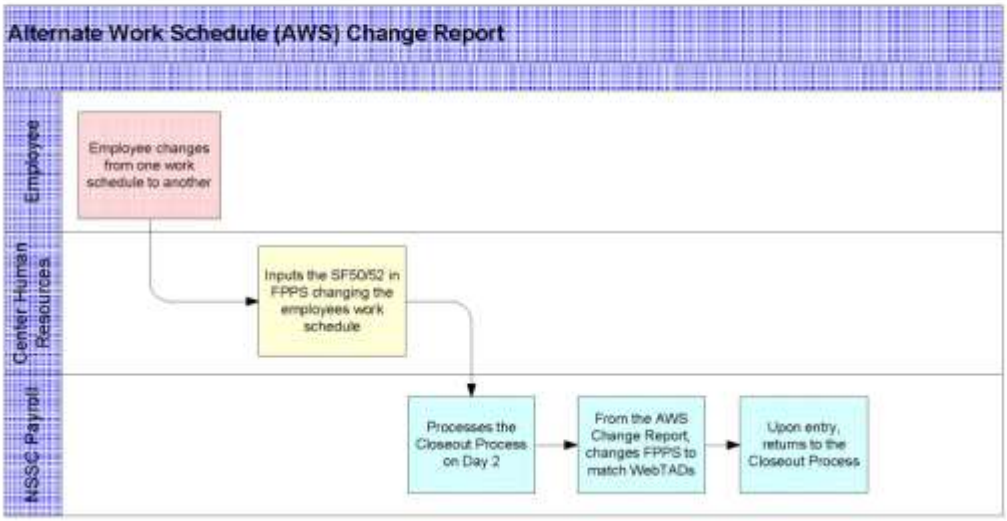



Application for Advanced Sick Leave
Initiator/Employee
Payroll (NPO)
Supervisor
Initiator/employee submits ASL request in WebTADS (Note 1)
Employee forwards medical documentation to NSSC (Note 2)
Payroll (NPO) reviews medical documentation for compliance
Comply?
No
Yes
Contact employee to resolve discrepancies (Note 3) (Note 1)
Forward request through WebTADS to supervisor for final approval (Note 1, Sup. only)
Supervisor reviews documentation for final approval
Approved?
No
Yes
Email sent via WebTADS to Employee, Supervisor, NPO and Employee Relations acknowledging denial (Note 1)
Email sent via WebTADS to Employee, Supervisor, NPO, Center Leave Coordinator and Employee Relations acknowledging approval (Note 1)
End
General comments:
- Initiator defined as Employee, POC, Approver, or NPO
- Initiator/employee can withdraw request anytime prior to approval
- NPO can withdraw requests anytime throughout approval process
Note 1:
WebTads email notifying initiator/employee, supervisor and Center Employee Relations status of request
Note 2:
Document Imaging fax # 1-866-779-5772
Note 3:
Compliance issues will be worked through NHR L3 prior to notifying employee of denial

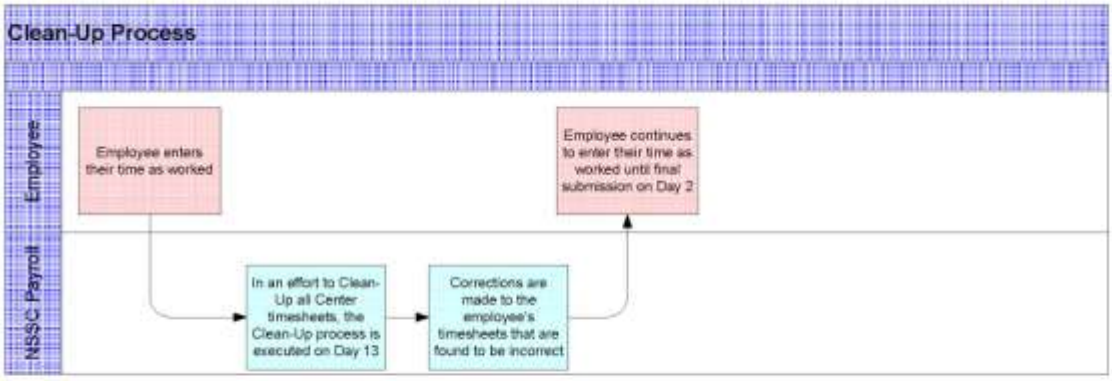
Advance Sick Leave



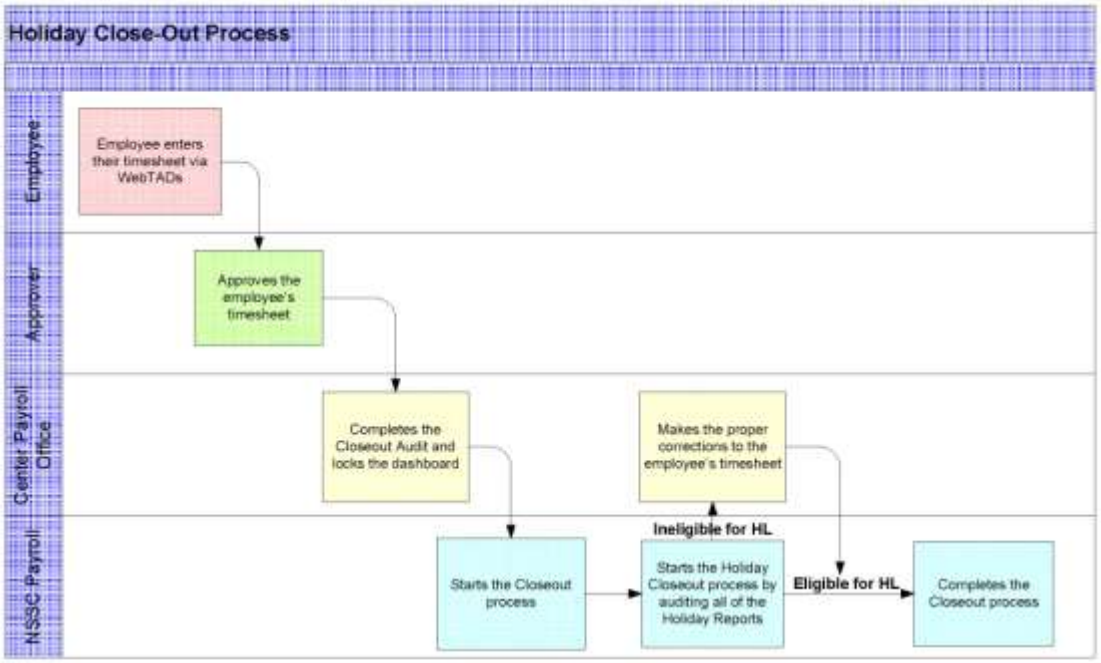
Alternate Work Schedule (AWS) Change Report



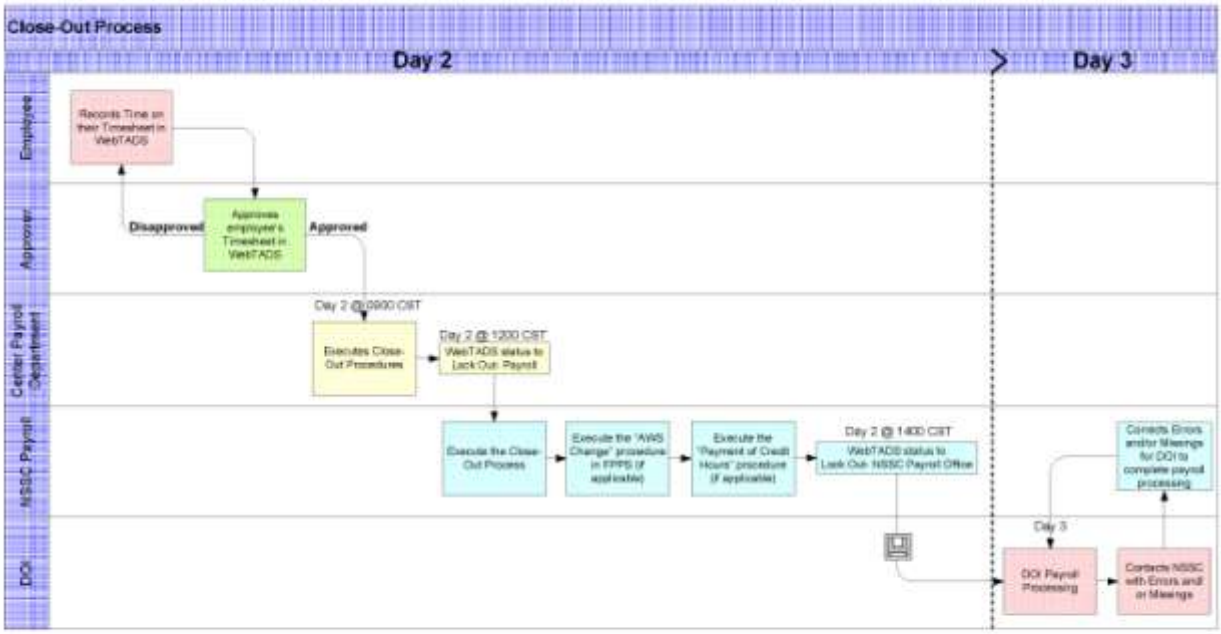
Clean-Up


Clean-Up Process
Employee
NSSC Payroll
Employee enters their time as worked
Employee continues to enter their time as worked until final submission on Day 2
In an effort to Clean-Up all Center timesheets, the Clean-Up process is executed on Day 13
Corrections are made to the employee's timesheets that are found to be incorrect

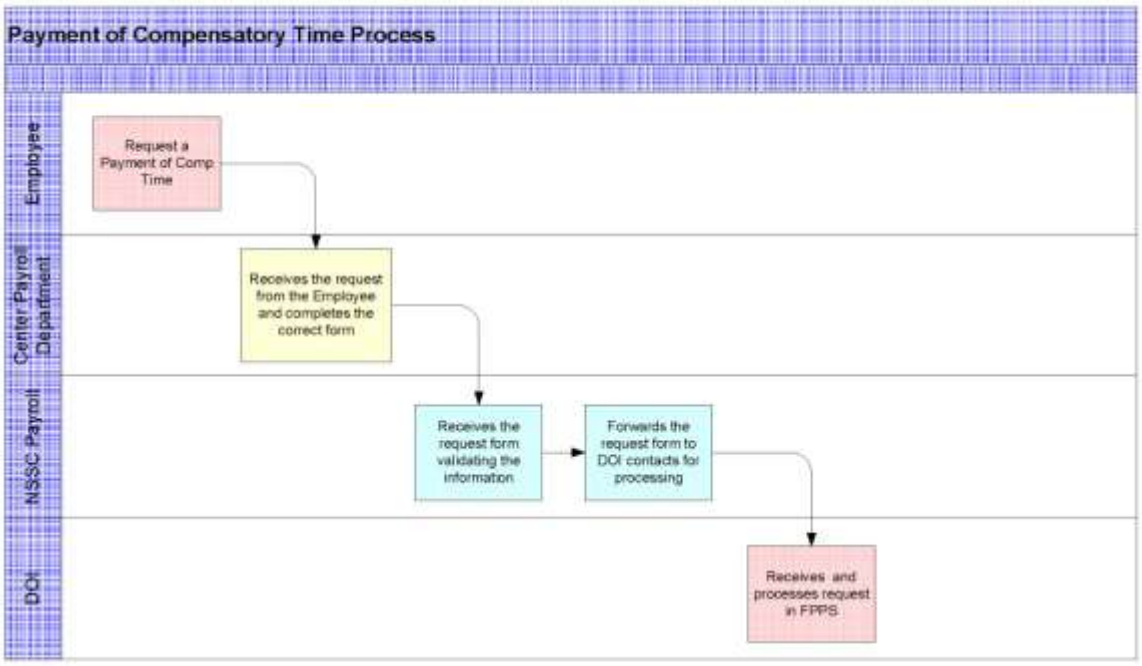
Close-Out Holiday



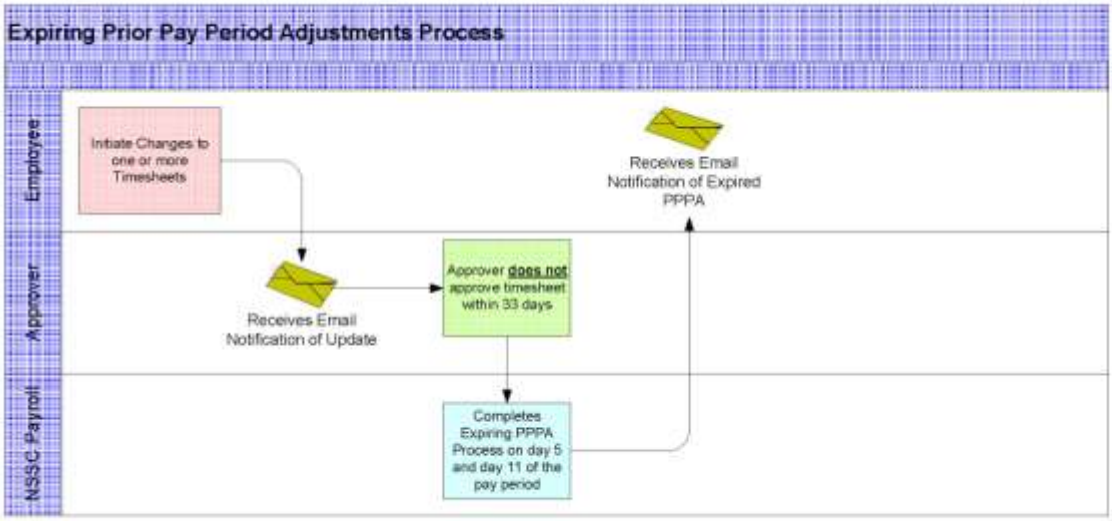
Close-Out


Close-Out Process
Day 2
Day 3
Employee
Approver
Center Payroll Department
NSSC Payroll
DOI
Records Time on their Timesheet in WebTADS
Disapproved
Approved
Approves employee's Timesheet in WebTADS
Day 2 @ 0900 CST
Executes Close-Out Procedures
Day 2 @ 1200 CST
WebTADS status to Lock Out Payroll
Execute the Close-Out Process
Execute the "AWS Change" procedure in FPPS (if applicable)
Execute the "Payment of Credit Hours" procedure (if applicable)
Day 2 @ 1400 CST
WebTADS status to Lock Out NSSC Payroll Office
Corrects Errors and/or Missings for DOI to complete payroll processing
Day 3
DOI Payroll Processing
Contacts NSSC with Errors and/ or Missings

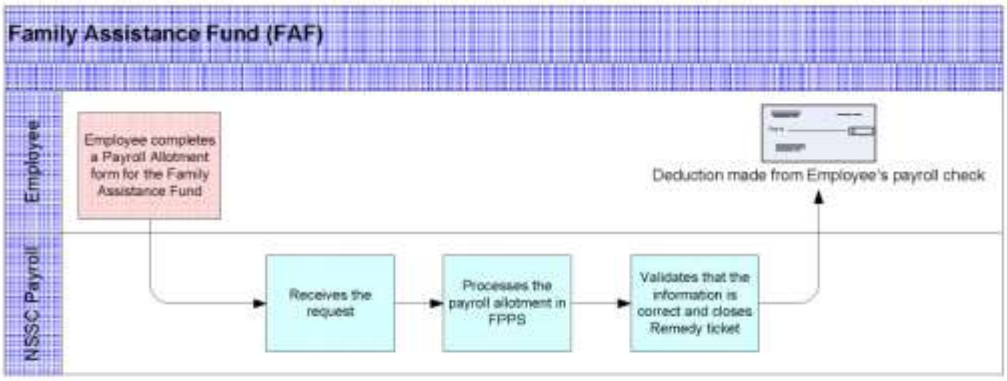
Compensatory Time- Payment of Compensatory Time



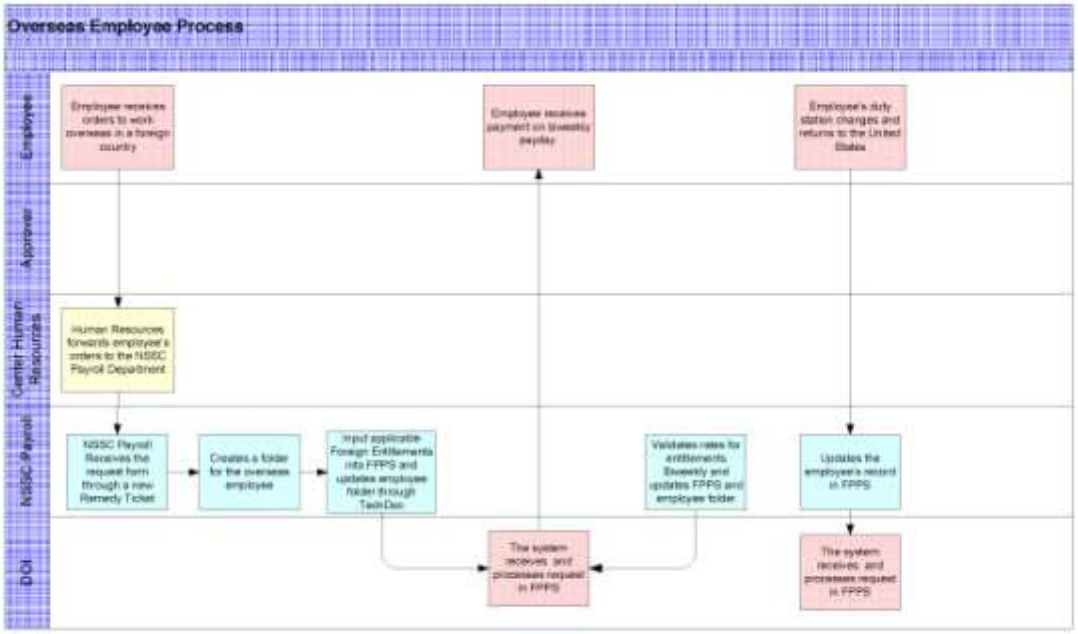
Expiring Prior Pay Period Adjustments



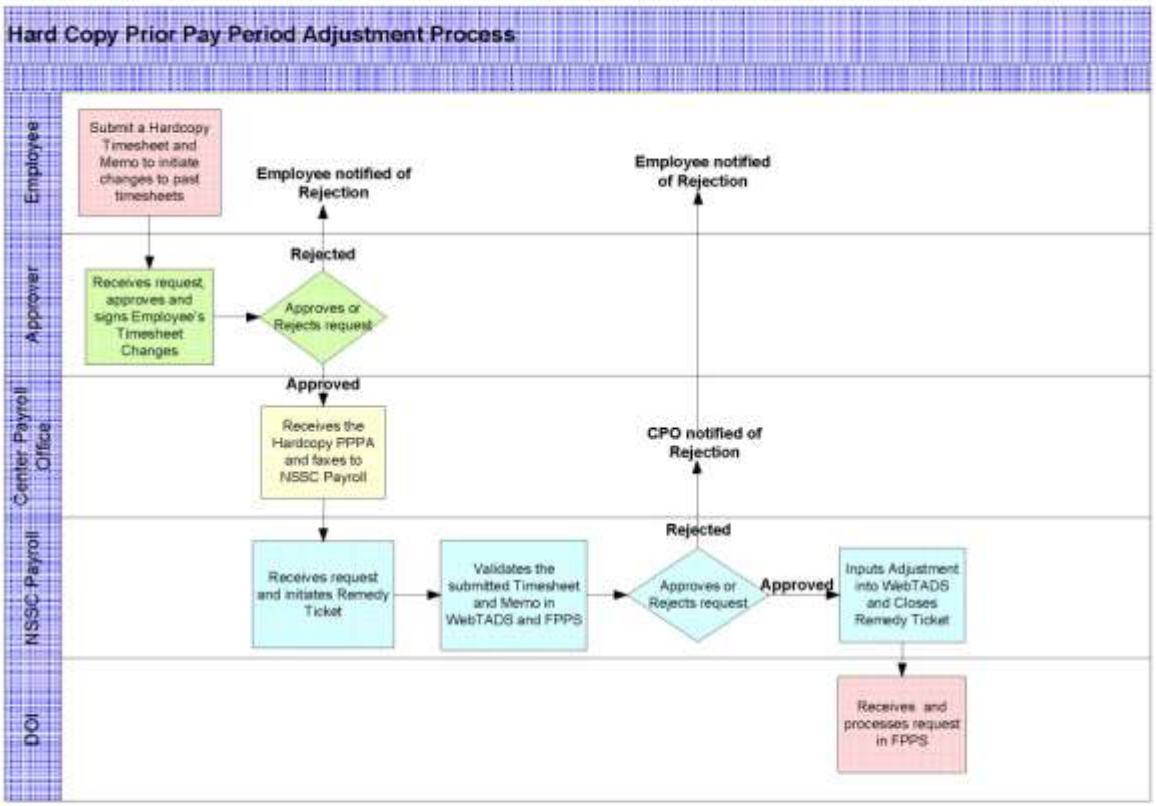
Family Assistance Fund (FAF)



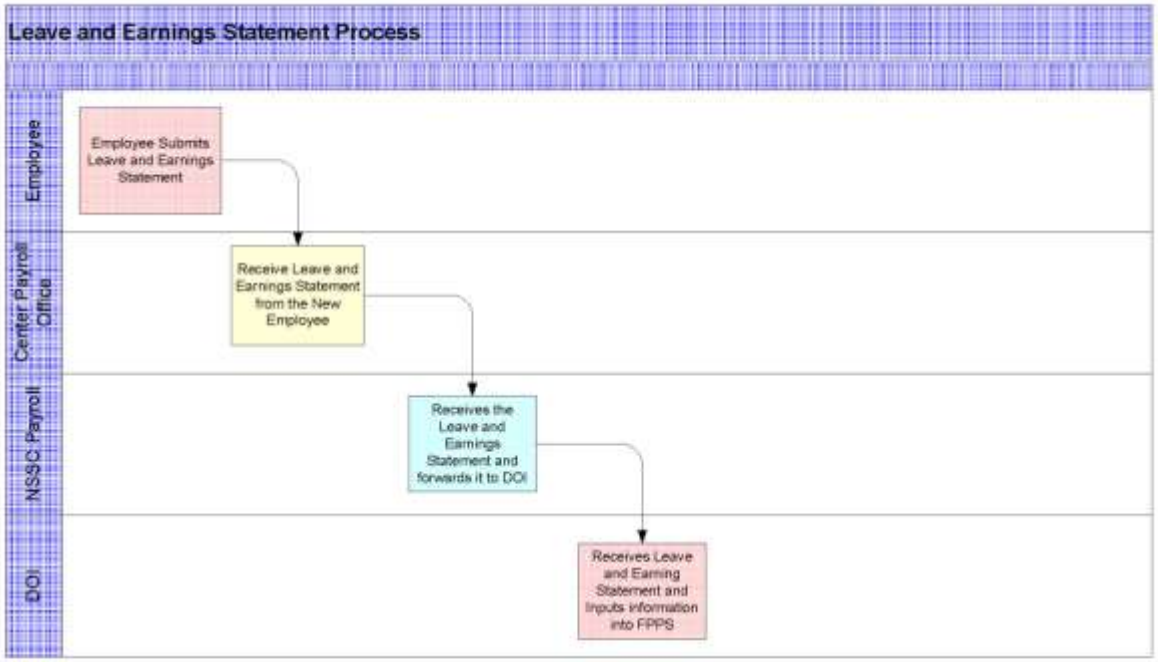
Foreign Payroll

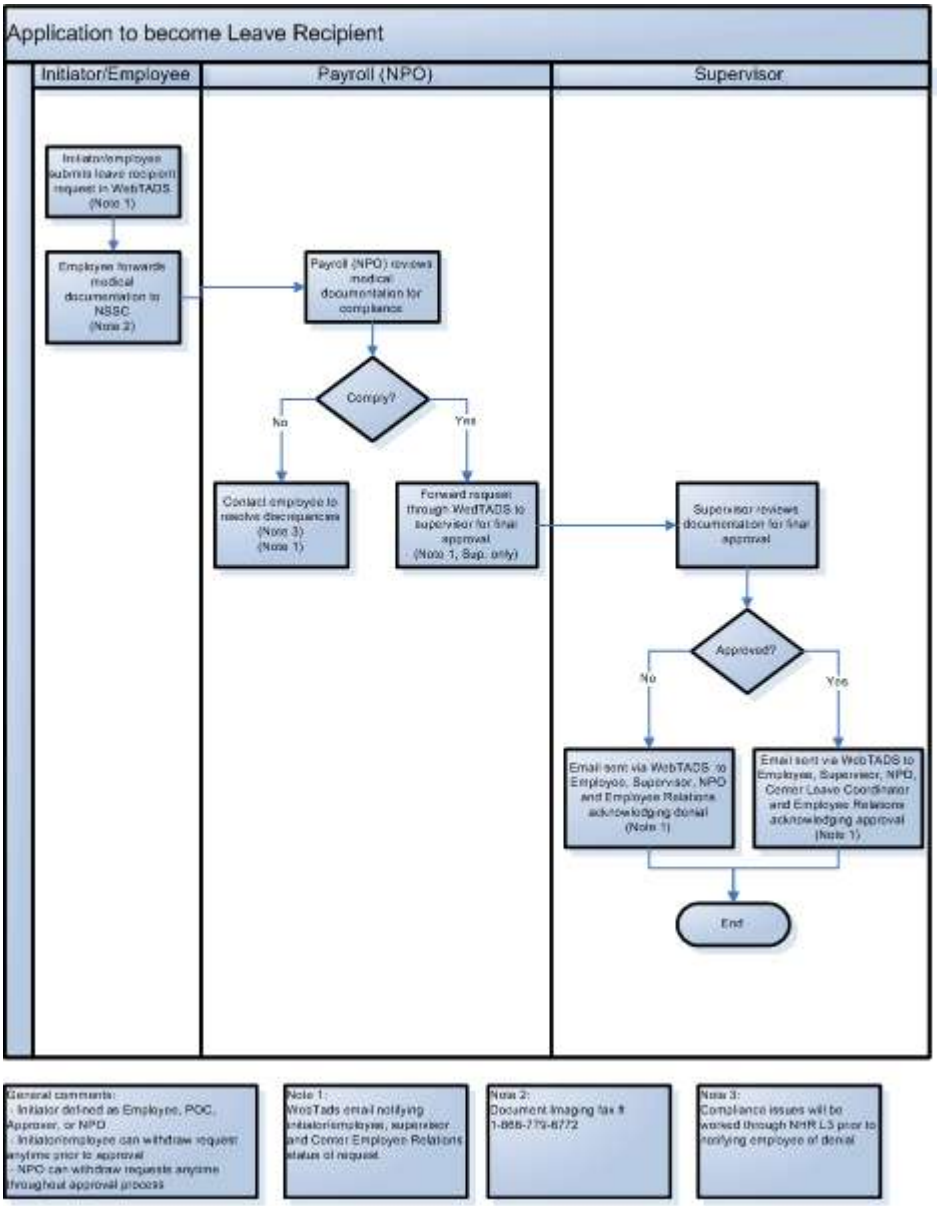


Hardcopy PPPA

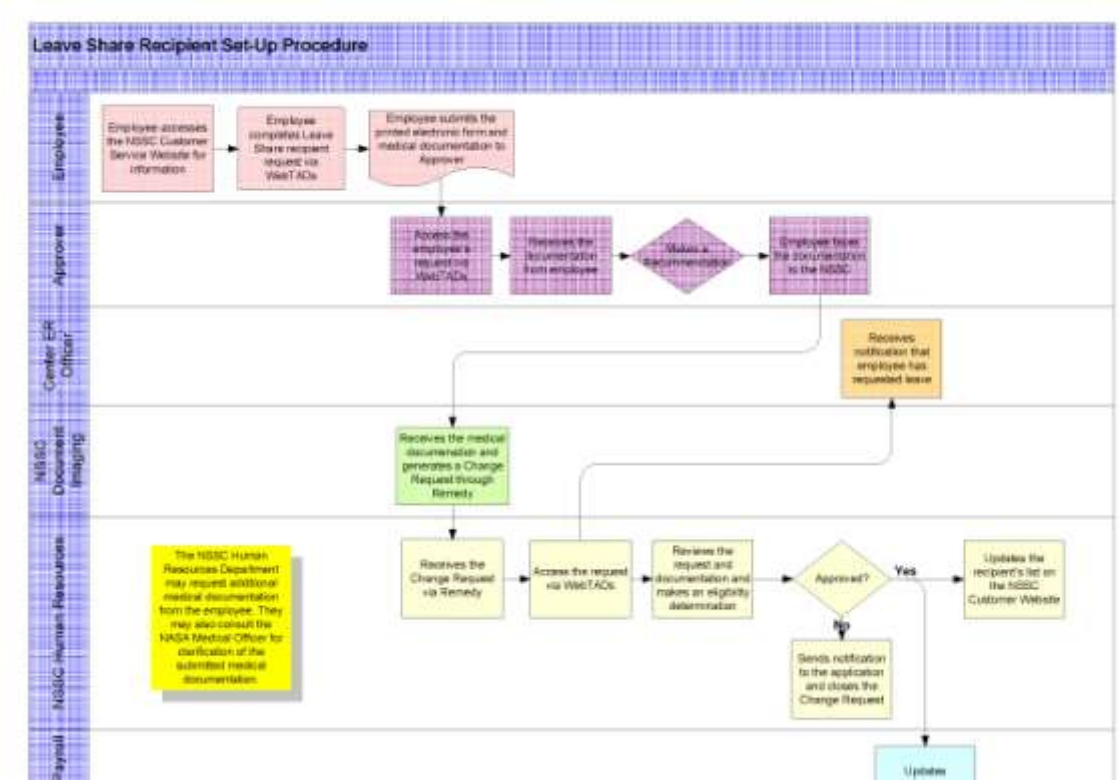


Leave and Earnings Statement

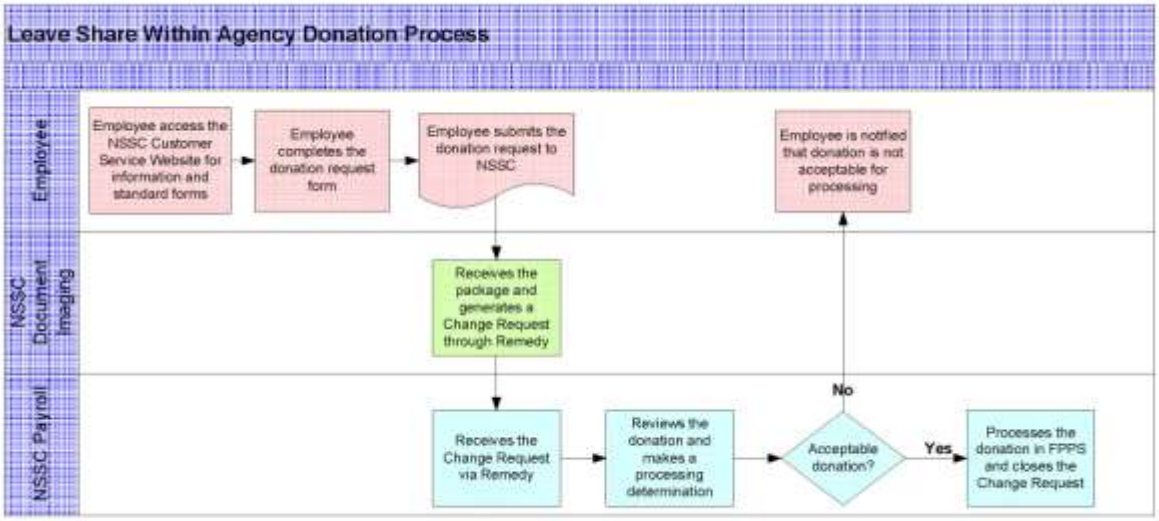



Application to become Leave Recipient
Initiator/Employee
Payroll (NPO)
Supervisor
Initiator/employee submits leave recipient request in WebTADS (Note 1)
Employee forwards medical documentation to NSSC (Note 2)
Payroll (NPO) reviews medical documentation for compliance
Comply?
No
Yes
Contact employee to resolve discrepancies (Note 3) (Note 1)
Forward request through WebTADS to supervisor for final approval (Note 1, Sup. only)
Supervisor reviews documentation for final approval
Approved?
No
Yes
Email sent via WebTADS to Employee, Supervisor, NPO and Employee Relations acknowledging denial (Note 1)
Email sent via WebTADS to Employee, Supervisor, NPO, Center Leave Coordinator and Employee Relations acknowledging approval (Note 1)
End
General comments:
- Initiator defined as Employee, POC, Approver, or NPO
- Initiator/employee can withdraw request anytime prior to approval
- NPO can withdraw requests anytime throughout approval process
Note 1:
WebTads email notifying initiator/employee, supervisor and Center Employee Relations status of request.
Note 2:
Document Imaging fax # 1-888-779-6772
Note 3:
Compliance issues will be worked through NHR LS prior to notifying employee of denial

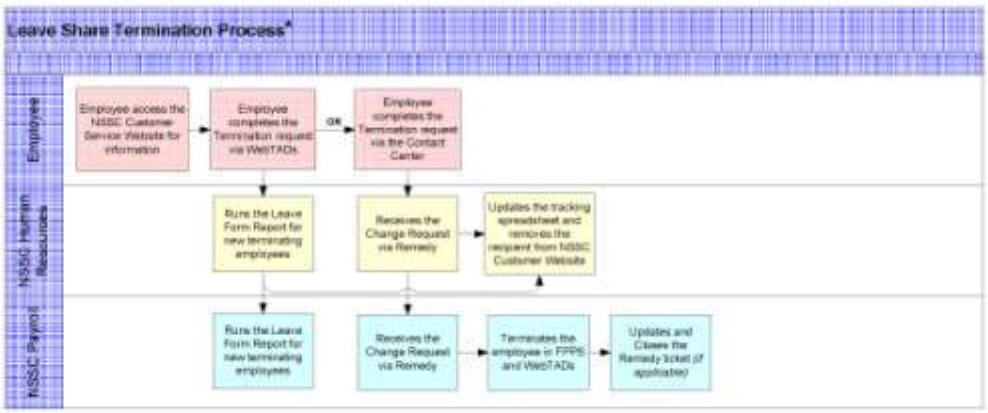
Leave Share Program-Recipient Set-Up Procedure



Leave Share Program-Processing Leave Donations

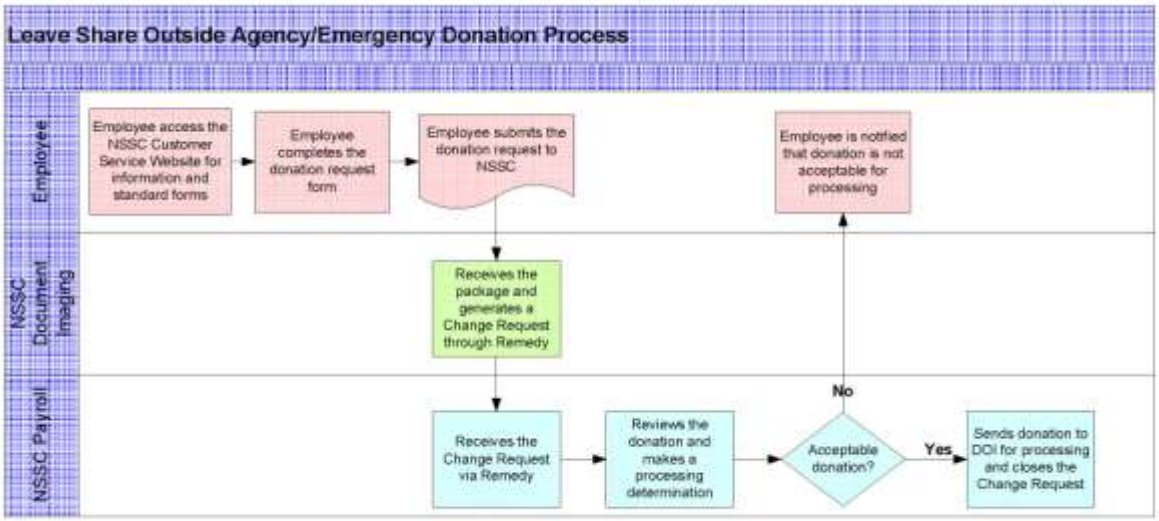


Leave Share Program-Leave Share Program Termination

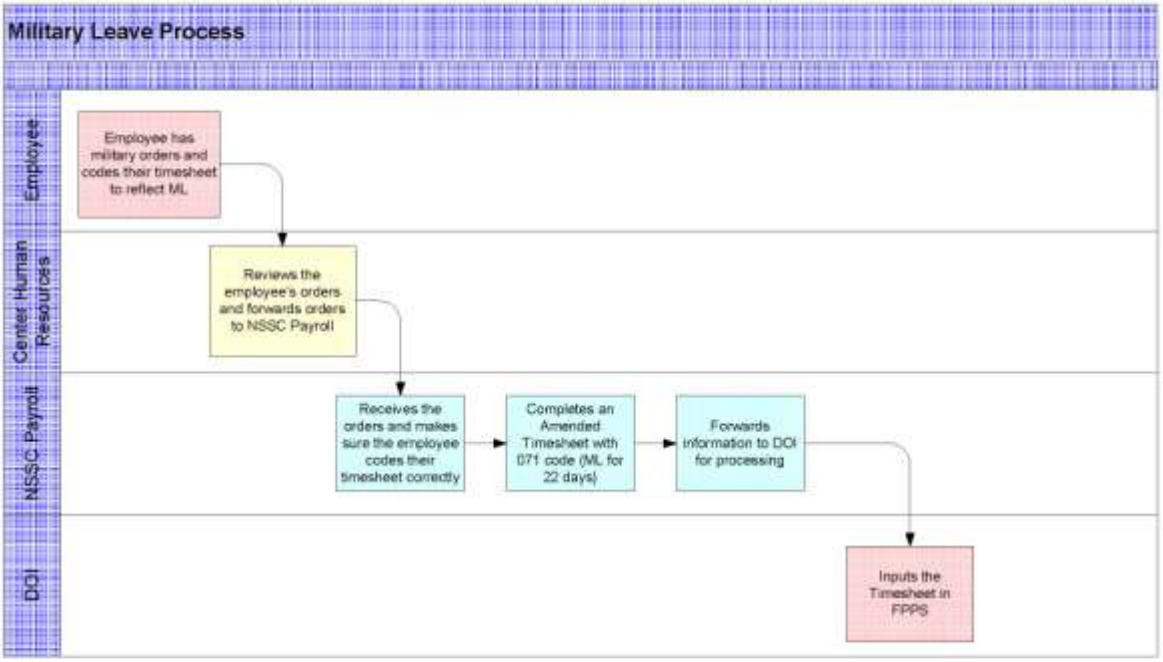


*
The NSSC Human Resources department will track all recipients on the Leave Share program. After several follow-ups with the recipient, the NSSC Human Resources Department will complete a termination form on the employees behalf and submit the form through the Remedy system for processing.

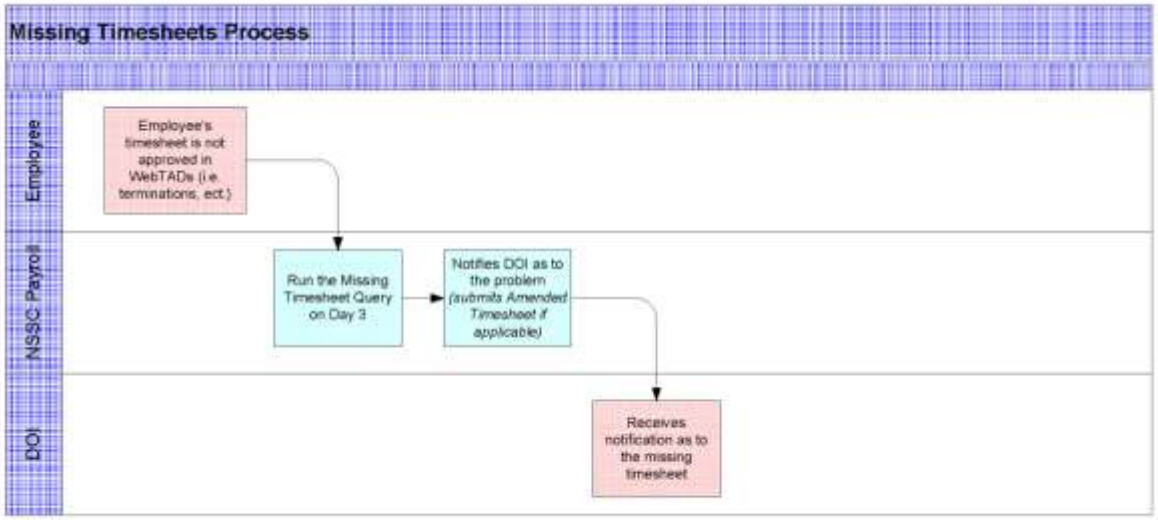
Leave Share Program-Emergency Leave Share Donations



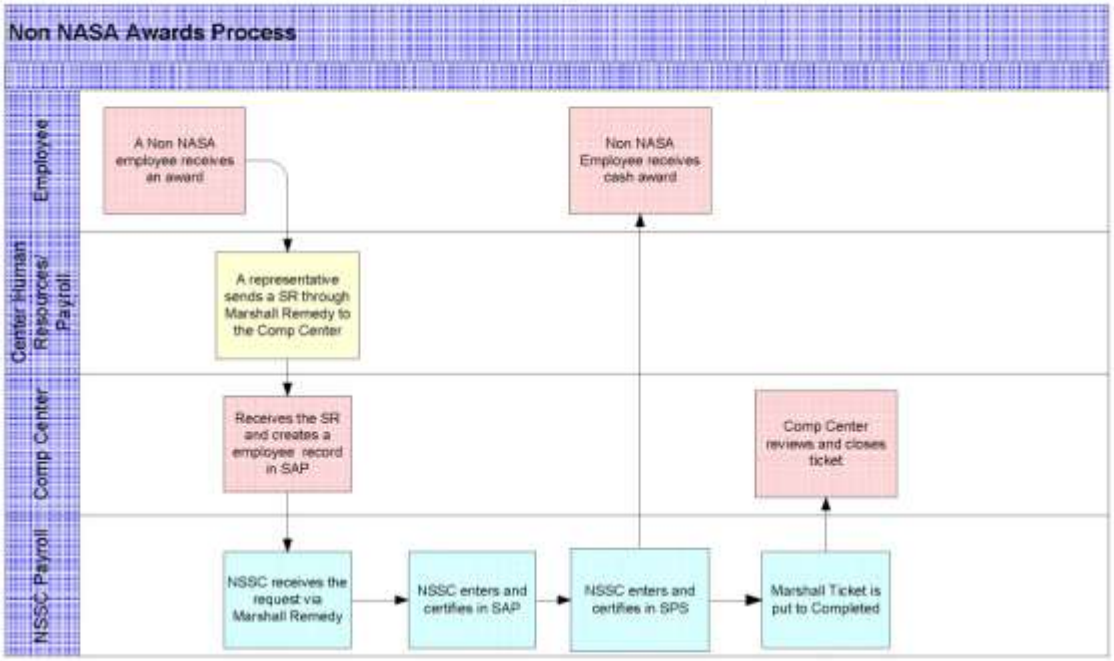
Military Leave



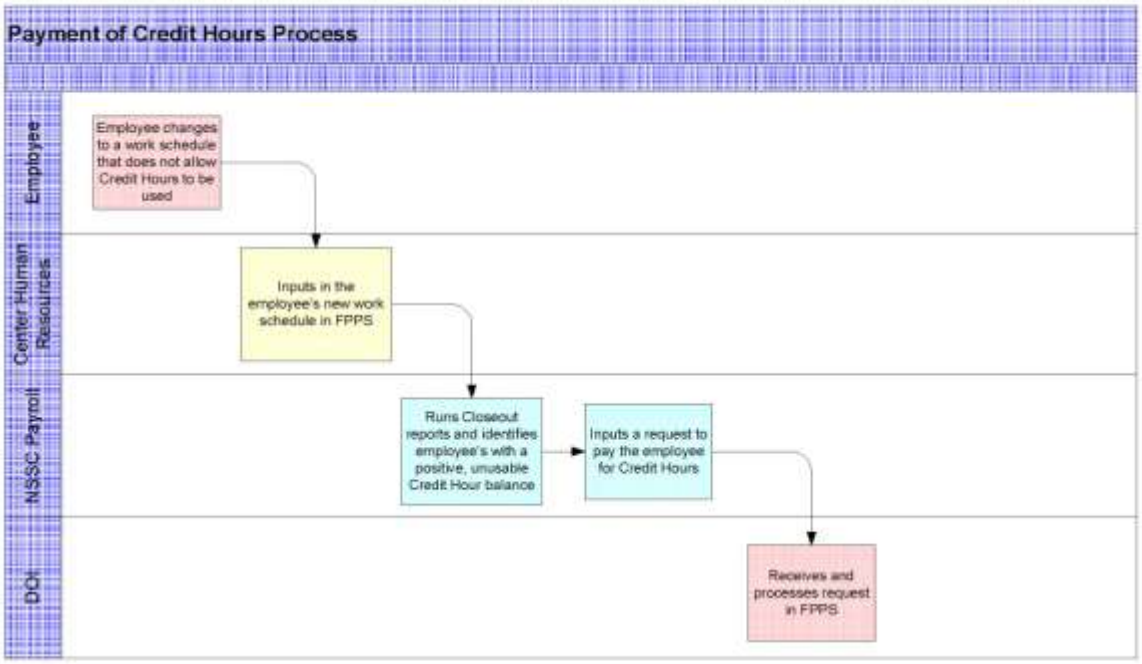
Missing Timesheets



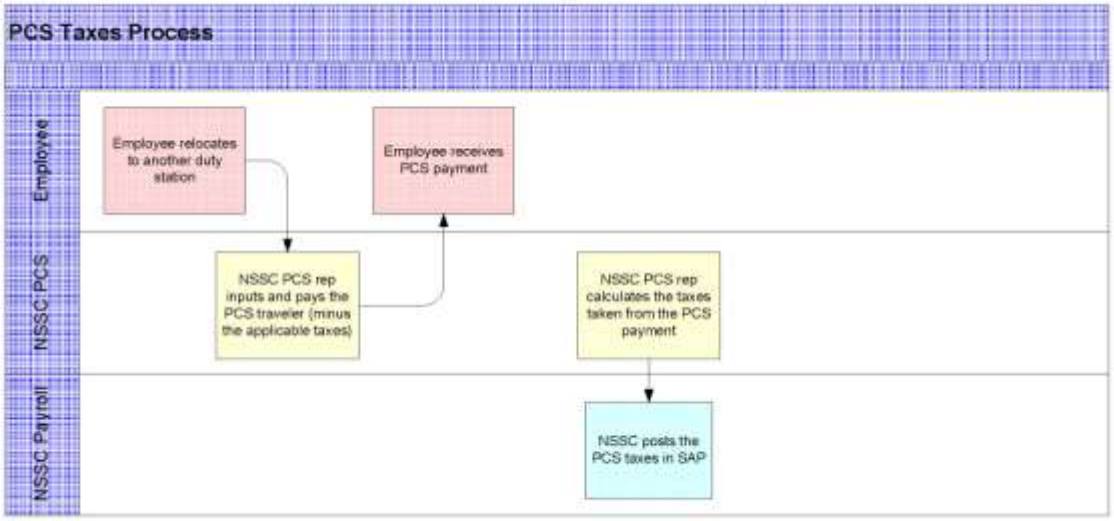
Non NASA Awards



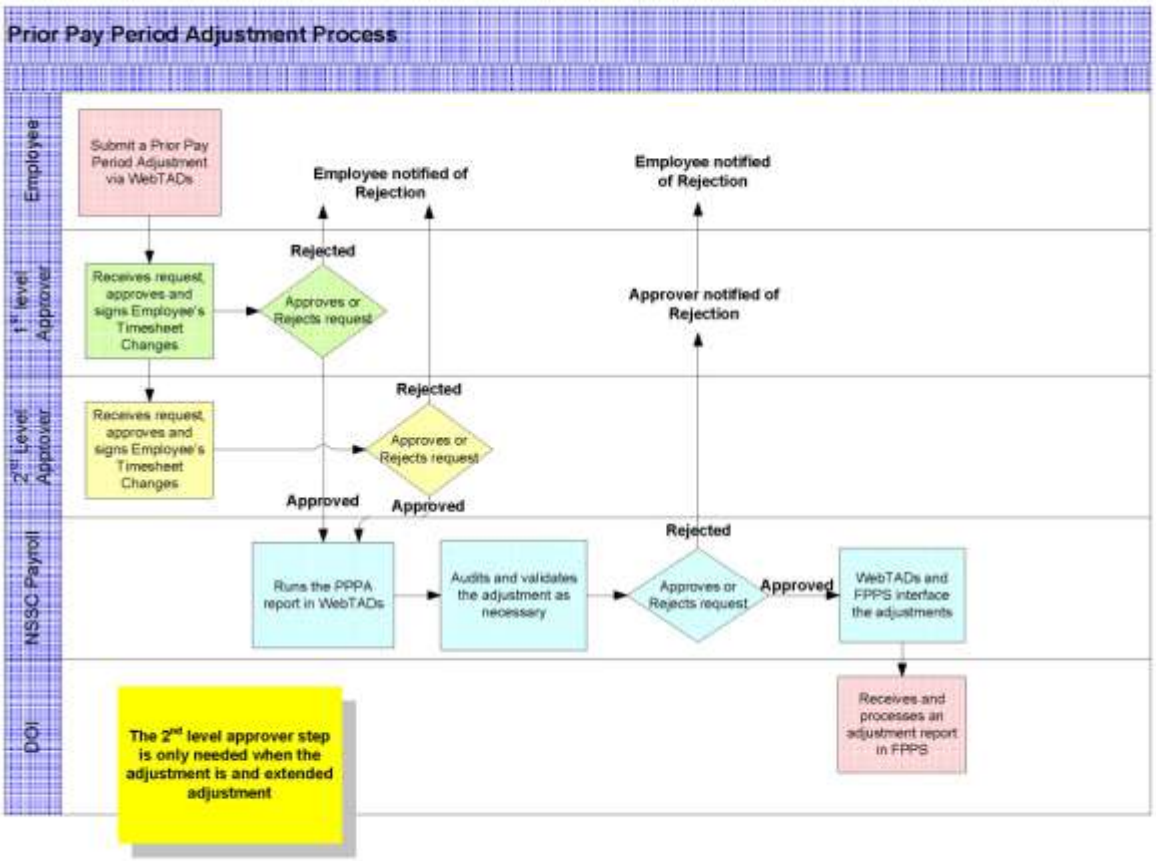
Payment of Credit Hours



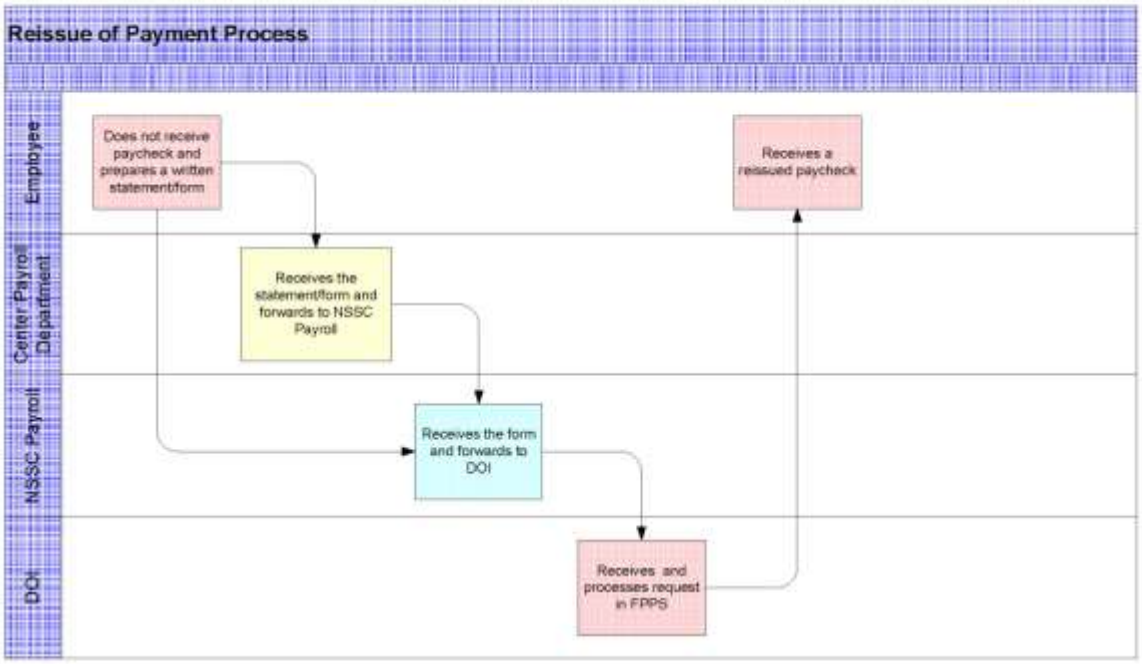
PCS Taxes


PCS Taxes Process
Employee
NSSC PCS
NSSC Payroll
Employee relocates to another duty station
Employee receives PCS payment
NSSC PCS rep inputs and pays the PCS traveler (minus the applicable taxes)
NSSC PCS rep calculates the taxes taken from the PCS payment
NSSC posts the PCS taxes in SAP

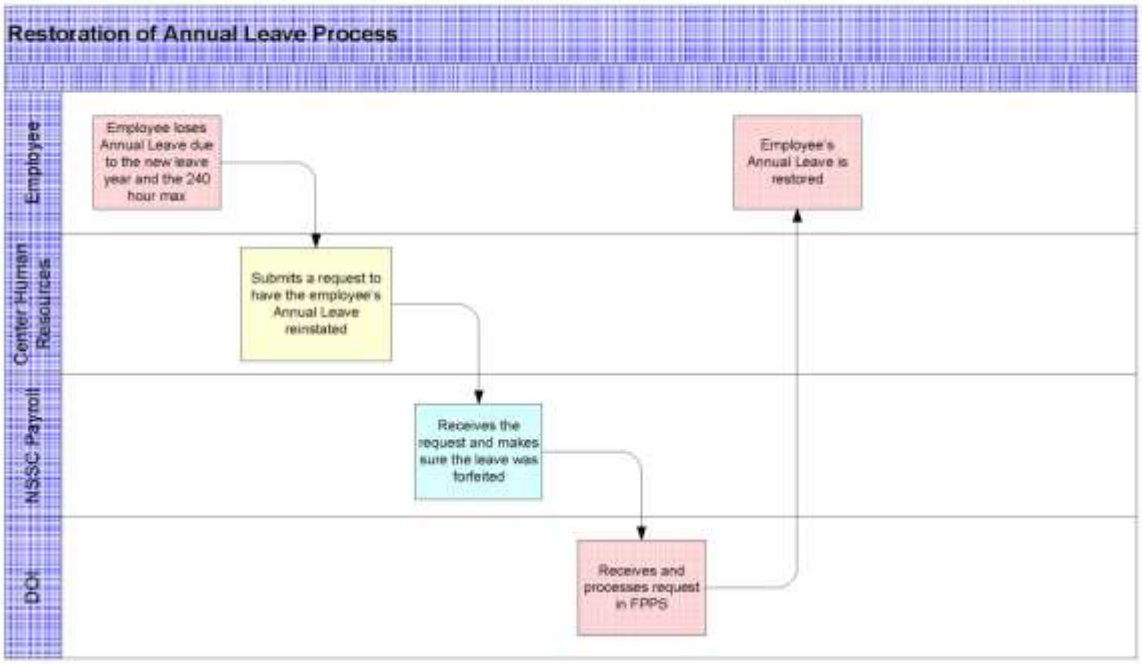
Prior Pay Period Adjustments



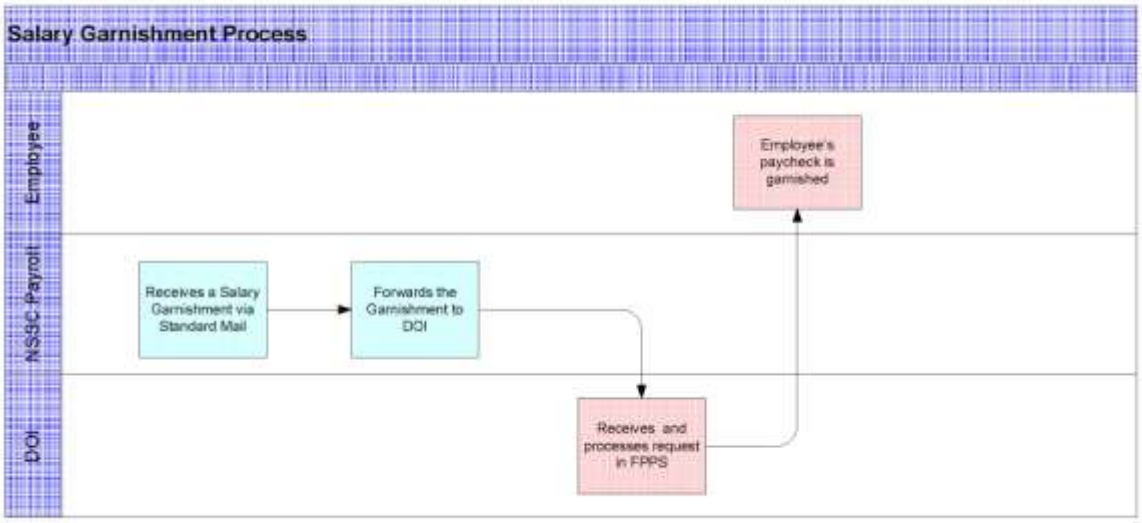
Reissue of Payment



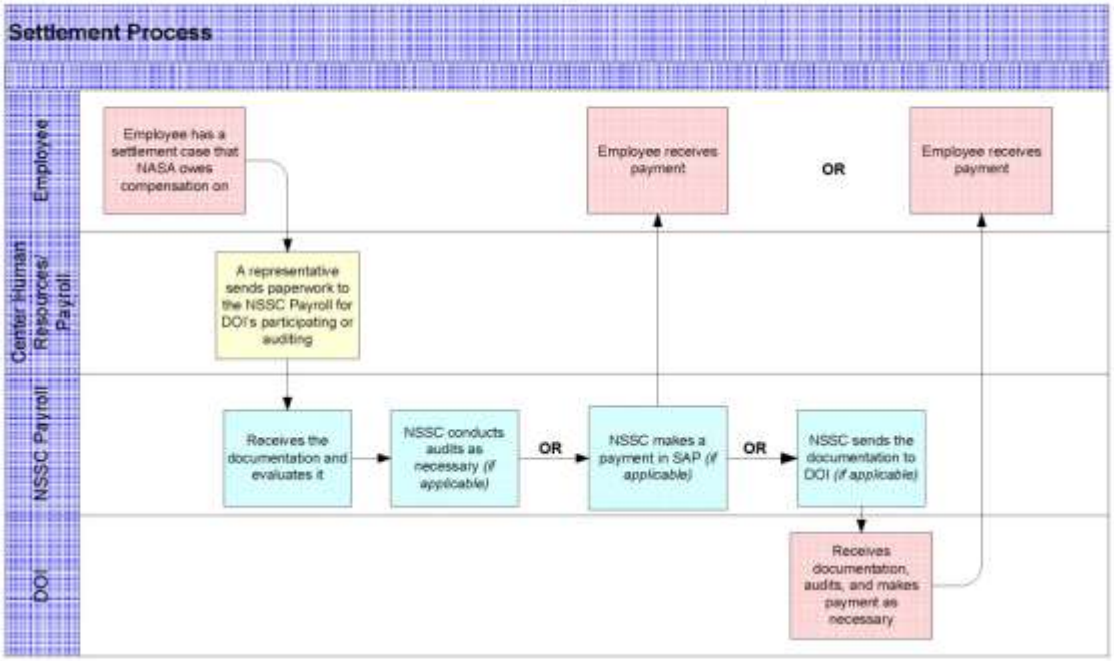
Restoration of Annual Leave Hours



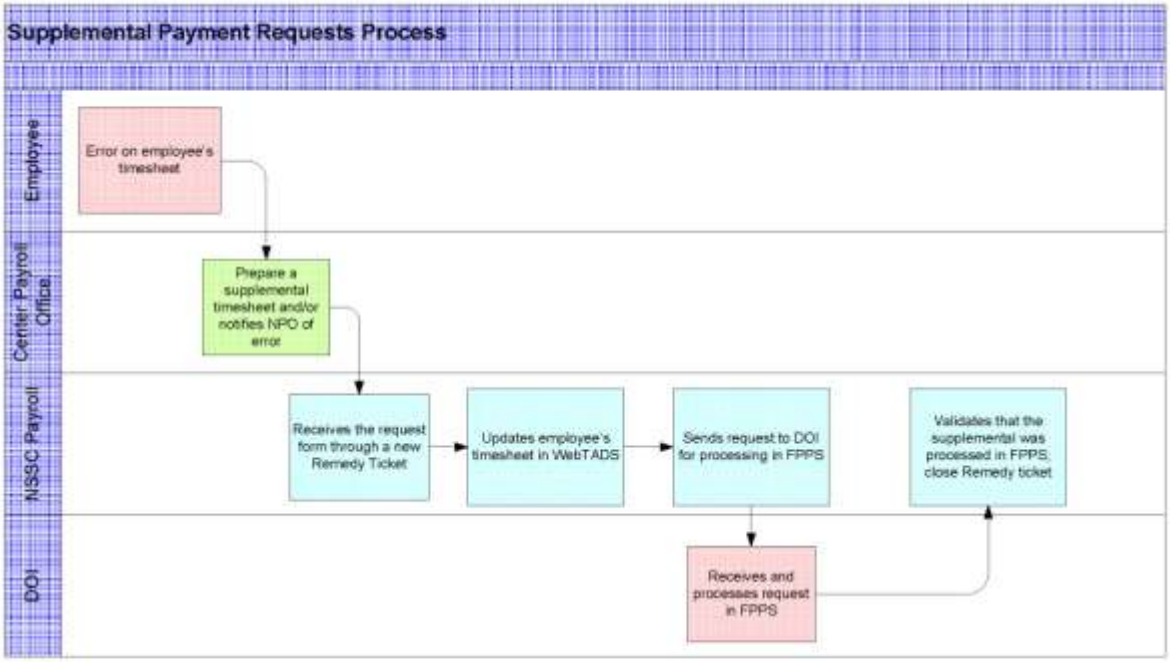
Salary Garnishments



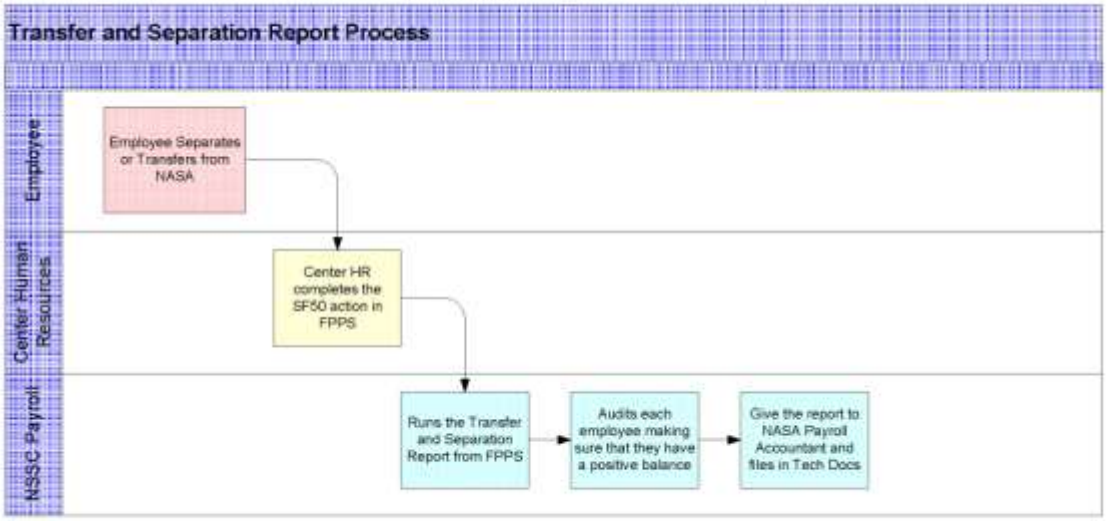
Settlements



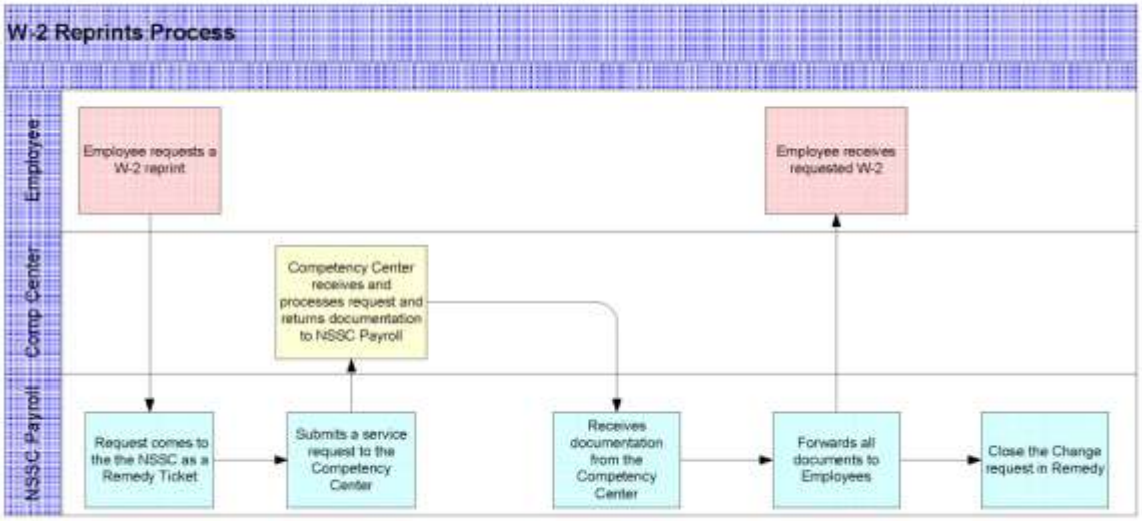
Supplemental Payment Requests



Transfer and Separation Report



W-2 Reprints


W-2 Reprints Process
Employee
Comp Center
NSSC Payroll
Employee requests a W-2 reprint
Employee receives requested W-2
Competency Center receives and processes request and returns documentation to NSSC Payroll
Request comes to the the NSSC as a Remedy Ticket
Submits a service request to the Competency Center
Receives documentation from the Competency Center
Forwards all documents to Employees
Close the Change request in Remedy

Appendices

Advance Annual Leave

Process Overview

Employee is hired as a NASA civil servant in the middle of the year

↓

The Center Human Resources Department verifies that the new employee is eligible for Advance Annual Leave and sends a Memo to the NSSC

↓

NSSC Payroll Department receives and verifies the Memo/Email. The NPO then completes POD A-1 and forwards it to DOI for processing.

↓

DOI Payroll Techs verifies the information and advances the employee's Annual Leave

↓

Upon entry, the advancement is reflected on the employees' next Leave and Earnings Statement.
Note: DOI has two pay periods to process adjustments.

↓

NSSC Payroll Department validates that the Annual Leave was advanced in the Federal Payroll and Personnel System (FPPS)

Process General Information

NASA is one of few agencies that Advances Annual Leave automatically at the beginning of each Leave Year.

The NSSC will coordinate annually with all NASA Centers and DOI to update the Annual Leave Accrual Indicator List; this discontinues advance annual leave for leave abusers. Human Resources will generate lists comprised of employees whose Annual Leave will not be advanced.

There are several instances where employees become Full-Time employees in the middle of the Leave Year.

In order to advance these employees' Annual Leave, a Memo needs to be sent from Human Resources to the NPO.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive a Memo/Email from the Center Human Resources Department via Remedy Ticket
- ☐ Review the information on the Memo/Email; verifying that it is correct
- ☐ Complete POD A-1 "Transmittal to Payroll Operations Division" form
  - ☐ Mark the appropriate request type with a valid explanation
- ☐ Forward to DOI Points of Contacts
- ☐ Validate that the Annual Leave was advanced in FPPS.
- ☐ Upon validation, close the Remedy ticket

Advance Sick Leave

Process Overview

Employee initiates Advance Sick Leave Request via WebTADS

↓

Approver makes a recommendation

↓

NSSC Human Resources approves or disapproves the request

↓

NSSC forwards the request to DOI Contacts

↓

DOI receives the request

↓

DOI Payroll Techs manually enters the request into FPPS

↓

NSSC verifies thru PDVW that ASL hours were input

Process General Information

At the discretion of the center, employees are allowed a maximum of 240 hours of advanced sick leave per year for self or 240 hours for family.

The NPO will receive the Advanced Sick Leave form via WebTADS

In some cases, additional Advance Sick Leave requests will be received to request additional hours or extend the end date. The beginning and end dates are based on the estimated recovery times that the employee's doctor prescribes. These cases need to be tracked carefully to ensure that the hours and dates are entered into FPPS.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Run the Leave Form Report in WebTADs
- ☐ Forward the ASL Request Form to DOI for processing
- ☐ Log on to FPPS
- ☐ PDVW screen / One Time Adjustment
- ☐ Verify that the ASL hours were entered into system

Alternate Work Schedule (AWS) Change Report

Process Overview

Human Resources processes action to change an employee's work schedule

↓

WebTADS is updated through a daily interface that reflects the changes produced by the action in FPPS.

↓

NSSC Payroll Department runs the AWS Change report during Closeout, and updates FPPS with correct AWS.

↓

NPO inputs in WebTADs via the message form to pay credit hours when the change in AWS is from a tour type that earns credit hours to a tour type that is not eligible to continue to earn or use credit hours.

↓

DOI Payroll Techs verifies the information during Errors and Missings

↓

The new AWS is reflected on the employees' timecard in WebTADS.

Process General Information

The AWS report is a report used by the NPO to determine necessary AWS code changes to FPPS.

WebTADS is updated daily from FPPS. The "AWS Code Change" report only shows entries for those employee's whose work schedules and hourly totals do not match.

The NPO will use this report during the Closeout process to notify DOI via Message Form for Payment of Credit Hour Balance. For Payment of Credit Hours, refer to the Closeout Procedure.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Run the AWS Change Report in WebTADS during Closeout.
- ☐ Log into FPPS and go to the AWCG screen.
- ☐ Input the correct pay period (beginning date of current payroll being processed.)
- ☐ Change the AWS code and the hours for the selected employee.

Clean-Up Process

Process Overview

Employee enters their time as worked

↓

In an effort to clean-up employee timesheets, the NSSC will perform the Clean-Up Process on Day 13 of the Pay Period.

↓

Upon finding employee timesheet issues, the NSSC will correct them by utilizing the SDG.

Process General Information

The clean-up procedure is processed bi-weekly on Day 13 of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided

When conducting this process, please utilize the Clean-Up checklist as necessary.

Adobe Acrobat Professional will be used to consolidate all of the filters and results. Refer to the Adobe Consolidation Procedure.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log-on to WebTADS via the Internet.
- ☐ Open and Save the "Timesheet Summary Report" for the WebTADS to perform filters.
- ☐ Setup the spreadsheet/report to perform the filters.
- ☐ Filter #1 checks for active employees who may have an invalid hour type on their timesheet.
  - ☐ Filter by Duty Status ≠ Z
  - ☐ Filter by Profile ACG OK = N
- ☐ Filter #2 checks for employees who have a combination of attributes and work schedule on their leave balances page.
  - ☐ Filter by ACG = 16
  - ☐ Filter by Duty Status ≠ Z
- ☐ Correct any discrepancies found.
- ☐ Convert all reports and information on PDF and save on the Shared Drive.

Closeout Holiday Procedure

Process Overview

Holiday falls during pay period.

↓

Holiday reports are ran in WebTADS

↓

Hours on employee timesheet reviewed for eligibility of holiday

Process General Information

The Holiday Closeout procedure is a series of reports that verify an employee's eligibility in claiming Holiday Leave on his/her timesheet.

The Holiday procedure is used only when the pay period being processed includes a holiday.

There is a chance that some of the reports will not list any employees

Adobe Acrobat Professional will be used to consolidate all reports and their results with the closeout reports. Refer to the Adobe Consolidation Procedure.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ In WebTADS (Hour Type Report) run the AWOL, COP, FMLLW, LWOP, SUSP and WC Report
- ☐ In WebTADS (Hour Type Report) run the No Holiday Report
- ☐ Review Hours Charged 80 hours to a NON- Paid hour type (not eligible for holiday) Less than 80 hours verify that day before or after have 15 minutes of a Chargeable hour type
- ☐ Refer to Holiday Eligibility Guide found on share drive (Payroll/ Job Aids)
- ☐ Employee charging holiday that is not eligible; CPO at center will be contacted. NPO will unlock Dashboard to have the holiday time removed

Close-Out

Process Overview

Employee inputs and submits timesheet by Day 2 deadline

↓

Approver accepts employee timesheets by Day 2 deadline

↓

The Center Payroll Office (CPO) runs the Close-Out audit and locks the dashboard by12:00 CST on Day 2

↓

NSSC Payroll Department runs the Close-Out audit and locks the dashboard by 2:00 CST on Day 2

↓

WebTADS sets up file interfaces with FPPS by 5:00 CST on Day 2

↓

Time and Attendance file is exported to FPPS; WebTADs completes Close-Out and reopen operations.

↓

DOI receives the file and begins running Recomp in FPPS

↓

DOI Payroll Techs process NASA payroll on Day 3; notifying the NSSC Payroll Department of any Errors and Missings

↓

The NSSC Payroll Department corrects the Errors and Missings as necessary

↓

Payroll IMPORT and LABORCOST file is interfaced with WebTADs on Day 4

Process General Information

The Closeout procedure is used to catch any mistakes involving employees' timesheets.

The Closeout procedure is processed bi-weekly on Monday (Day of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of the change will be provided

Utilize the Close-Out Check list as the reports are completed.

Adobe Acrobat Professional will be used to consolidate all reports and their results. Refer to the Adobe Consolidation Procedure.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log-on to WebTADS
- ☐ Verify that the Dashboard is in "NPO Lock-out" Mode
- ☐ Audit the Holiday Reports *(if applicable)*
  - ☐ Audit the AWOL-COP-FMLLW-LWOP-SUSP-WC Report
  - ☐ Audit the NO HL Report
- ☐ Audit the AWS Report
  - ☐ Enter a message form for Payment of Credit Hours *(if applicable)*
  - ☐ Make the AWS code changes in FPPS
- ☐ Audit the Timesheet Error Report
- ☐ Audit the Duty Status Change Report
- ☐ Audit the Donated Leave Report
- ☐ Audit the Pay Plan Change Report

- [ ] Enter a message form for Payment of Credit Hours *(if applicable)*
- [ ] Audit the Wage Grade Report (FEGLI)
  - [ ] Enter Shift messages on the employee's timesheet as needed
- [ ] Audit the LWOP Report
  - [ ] Send the report to Center Human Resources as needed
- [ ] Filter #1 checks for unapproved timesheets for all active paid employees, including astronauts
  - [ ] Filter by Duty Status ≠ Z
  - [ ] Filter by WS Code ≠ I
  - [ ] Filter by Approved = N
  - [ ] Filter by Contractor Flag = N
- [ ] Filter #2 checks for active employees, who may have an invalid hour type on their timesheet
  - [ ] Filter by Duty Status ≠ Z
  - [ ] Filter by ACG OK = N
- [ ] Filter #3 is to ensure that any intermittent employees' with no hours has an approved timesheet.
  - [ ] Filter by Duty Status ≠ Z
  - [ ] Filter by WS Code = I
  - [ ] Filter by Timesheet Hours ≠ 0
  - [ ] Filter by Approved = N
- [ ] Filter #4 is to ensure that no contractors have an approved timesheet
  - [ ] Filter by Duty Status ≠ Z
  - [ ] Filter by Approved = Y
  - [ ] Filter by Contractor Flag = Y
- [ ] Filter #5 is to ensure that any timesheet with zero hours has not been approved.
  - [ ] Filter by WS Code ≠ I
  - [ ] Filter by Timesheet Hours = 0
  - [ ] Filter by Approved = Y
- [ ] Convert all Reports for the Pay Period into Adobe Acrobat
- [ ] Capture Metrics information

Payment of Compensatory Time

Process Overview

Employee earns compensatory time and requests payment.

↓

The Center verifies that the new employee is eligible for payment of Compensatory time and sends a Memo to the NSSC

↓

NSSC Payroll Department receives and verifies the Memo/Email. The NPO then completes and forwards it to DOI for processing.

↓

DOI Payroll Techs verifies the information and pays the employee's compensatory time.

↓

Upon entry, the payment is reflected on the employees' next Leave and Earnings Statement. *Note: DOI has two pay periods to process adjustments.*

↓

NSSC Payroll Department validates that the Compensatory Time was paid in the Federal Payroll and Personnel System (FPPS)

Process General Information

Comp time cannot be earned or used on all tour types.
Employee has to have 8 base hour per day or 40 base hours per week before they can earn comp time.
The employee has one year to use the comp time earned except if the employee has the comp time restored.
Management may choose to pay out an employee's compensatory time, which can be subject to bi-weekly max.
Not all Centers allow for the payment of Compensatory time.
A payment of compensatory hours form will be completed by CPO.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- [ ] Receive a Memo/Email from the Center via Remedy Ticket
- [ ] Review the information on the Memo/Email; verifying that it is correct
- [ ] Forward to DOI Points of Contacts
- [ ] Validate that the Comp time was paid in FPPS.
- [ ] Upon validation, close the Remedy ticket

Expiring Prior Pay Period Adjustments

Process Overview

Employee initiates adjustment in WebTADS

↓

Approver never accepts adjustment

↓

NPO in WebTADS verifies & expires all request over 33 days

↓

WebTADS emails employee of expired PPPA

Process General Information

Prior pay period adjustments are "expired" after request has not been accepted within 33 days (or 2 pay periods) old.

An expiration of PPPA cancels the employee's adjustments and converts the timesheet back to the data that was first submitted.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log on to WebTADS
- ☐ Access the Adjust Management Report
- ☐ Verify & Expire all requests 33 days or older
- ☐ Expire by clicking the Red **X**

Family Assistance Fund (FAF)

Process Overview

NASA activates the Family Assistance Fund (FAF)

↓

An employee wants to make a donation(s) to the fund via payroll deduction and sends a request to the NSSC Payroll Department

↓

This request is received by the NSSC Payroll Department and processed in FPPS as a payroll allotment

↓

Upon entry, allotment will be taken out of the employee's next paycheck

Process General Information

NASA employees are allowed to make donations to this program via allotment or single payment method using a payment coupon located on the fund website. If employees choose to make donations via payroll deduction (allotment), they will download and complete the form and send it to NSSC Payroll for processing.

All donations will be acknowledged by Federal Employee Education & Assistance Fund (FEEA).

Voluntary Deductions are initiated in FPPS using the command VDIN. Prior to initiating a voluntary deduction, use the command VDCG or PDVW to verify that the allotment has not been previously initiated. It is possible the voluntary deduction already exists and the document you have received is a change to the existing record. Or, the employee may have already established the record through Employee Express and the document receive is for information only.

When initiating a voluntary deduction, you must use the first day of the pay period as the effective start date.

Voluntary deductions may be initiated with future effective dates. The voluntary deduction becomes effective when the future date is reached.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive an allotment request from an employee via a Remedy Ticket
- ☐ Log-on to the Federal Personnel and Payroll System (FPPS)
- ☐ Initiate the employee payroll allotment to the NASA Family Assistance Fund using VDIN
- ☐ Input the information from the request to FPPS
- ☐ Validate that the information was entered correctly in FPPS using VDCG
- ☐ Upon validation, close the Remedy ticket

Overseas Employee Setup Procedures

Process Overview

Employee goes overseas working for NASA

↓

Center HR contacts the NSSC sending the employee's orders

↓

NSSC Payroll Department processes the request by initiating home leave, post allowance and/or post differential in FPPS, and contacts DOI to lift the ceiling of annual leave.

↓

DOI Payroll Techs lifts annual leave ceiling

Process General Information

Change of station orders should be received from the Center's HR in order to setup overseas employees

Home Leave is leave earned by overseas employees from the moment of arrival and allows employees to earn leave to return the U.S. after two years of Foreign Service. Employees earn 15 days of home leave each year.

Form SF 1190 is used for change of station orders for Iraq and Afghanistan

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive Orders from Center HR which generates Remedy Ticket
- ☐ Verify in TRAC that HR action is complete then Initiate Home leave in FPPS
- ☐ Initiate Post allowance and/or Post differential in FPPS
- ☐ Contact DOI via email to lift the annual leave ceiling to 360 hours
- ☐ Email employee requesting any new address information for mail or bonds or state tax withholding updates then update FPPS with new information
- ☐ With the updated information, create an employee Overseas Payroll Folder with the information received and generated including orders, post allowance, post differential and emails associated to the employee's new station
- ☐ Update Remedy Ticket with the information in the Overseas Folder and Resolve ticket

Periodical Updates (Bi-Weekly and Annually)

Process Overview

NPO verifies Post Allowance Rates and Post Differential Rates via the Department of State's website

↓

NPO updates the Employee Post Allowance Spreadsheet for the amount calculation

↓

NPO inputs in FPPS the Post Allowance and/or the Post Differential

↓

NPO updates the Employee Record

Process General Information

The Department of State's website is used to get the post allowance. This is done bi-weekly on the Wednesday before pay calc. Determining the post allowance rate and differential will require the employee's annual salary and family size.

The new Post Allowance and/or Post Differential is entered into FPPS.

The employee's record will include copies of the State Department Biweekly Update, the employee Post Allowance Worksheet, and the FPPS Change Entitlement List.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Verify the Allowance Rates on the Department of State's Website
- ☐ Update the Employee Post Allowance Spreadsheet for the amount calculation
- ☐ Log into FPPS and go to the ETCG screen
- ☐ Input the correct amount and begin date
- ☐ Put copies of the FPPS Change Entitlement List, State Department Biweekly Update, and the Employee Post Allowance Worksheet in the employees file

Overseas Employee Return Procedures

Process Overview

Employee from overseas working for NASA

↓

Center HR contacts the NSSC sending the employee's orders

↓

NSSC Payroll Department processes the request by ending home leave accrual, post allowance and/or post differential, and contacts DOI to notify if the ceiling of annual leave should remain lifted.

↓

DOI Payroll Techs lifts annual leave ceiling

Process General Information

Center Human Resources should notify NSSC overseas points of contacts when an employee'

The NPO will coordinate with Center Human Resources to ensure that the employee is compensated correctly.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive Orders from Center HR which generates Remedy Ticket
- ☐ Verify in TRAC that HR action is complete then end Home leave in FPPS.
- ☐ End Post allowance and/or Post differential in FPPS
- ☐ Verify if employee's annual leave balance meets or exceeds the 360 hrs, Contact DOI via email to let the annual leave ceiling remain at 360 hours, adjust to current balance or reduce the balance.
- ☐ Email employee requesting any new address information for mail or bonds or state tax withholding updates then update FPPS with new information
- ☐ With the updated information, create an employee Overseas Payroll Folder with the information received and generated including orders, post allowance, post differential and emails associated to the employee's new station
- ☐ Update Remedy Ticket with the information in the Overseas Folder and Resolve ticket

Hardcopy Prior Pay Period Adjustments (PPPAs)

Process Overview

Employee initiates and submits timesheet change(s)

↓

Approver accepts or rejects change(s)

↓

NSSC Payroll Department audits and accepts or rejects change(s) via WebTADS

↓

Accepted adjustments go through on the Export Adjust File (days 12-5) to DOI

↓

DOI receives the file and prints the list of adjustments

↓

DOI Payroll Techs manually enters the adjustments into FPPS

↓

Upon entry, the adjustments are reflected on the employees' next Leave and Earnings Statement.

Process General Information

Hardcopy PPPAs may be applicable for required changes to separated, "Z" status employee's T&A as well; supporting documentation with a justification and approval from supervisor is required.

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

In order to enter a Hardcopy PPPA into WebTADS, you must have an Amended Hardcopy timesheet and a memo signed by the employee's supervisor stating the changes.

There are two types of Hardcopy PPPAs:

a. Type 1- payable hour changes
b. Type 2- non-payable hour changes (WBS changes)

At the end of each Fiscal Year, Type II adjustments that cross Fiscal Years will be not be processed by the NPO.

The CPO (Center Payroll Office) will forward (via fax) a Hardcopy Prior Pay Period Adjustment (PPPA) and Memo to the NPO.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Remedy ticket is generated upon receipt
- ☐ Review Hardcopy PPPA to verify that memo and adjustment correspond (if applicable)
- ☐ Log-on to WebTADs
- ☐ Refer to the PPPA Accepting Chart located on the shared drive to determine acceptance or rejection
  - ☐ If PPPA requires a leave balance(s) validation, log-on to FPPS and check the corresponding pay period balance as well as the current balance. In sufficient balance, requires rejection
- ☐ Accept or Reject the PPPA according to the evidence/findings
  - ☐ If rejected, add a comment that explains the reason for rejection
- ☐ Close Remedy Ticket

Leave and Earnings Statements

Process Overview

NPO receives from Center (HR) a current Leave and Earnings Statement for the transferred in employee

↓

NPO faxes the LES to DOI for transfer of AL/SL balances

↓

NPO verifies in FPPS that the hours were transferred

Process General Information

If an employee is transferring from one agency to NASA, the NPO will receive a current Leave and Earnings Statement.

The LES, SF 1150s, or Employee Data Transferred- In Lieu of SF 1150 documents will be emailed of faxed to NPO from the CPO or HR.

DOI receives the document from NPO and updates the employee's leave balances.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- [ ] Receive LES from center HR or CPO.
- [ ] Fax the LES to DOI.
- [ ] Log into FPPS and go to the LVVW screen.
- [ ] Verify that the balances have been updated.

Leave Share Recipient Setup

Process Overview

A Voluntary Leave Share Initiation Request is received via a WebTADs request

↓

NPO runs the Leave Form Report in WebTADs and filters for new recipient requests

↓

NPO establishes the Leave Recipient Account in FPPS

↓

NPO establishes a Leave Recipient Account in WebTADS

Process General Information

The Leave Share Program is a program that allows any Federal employee the chance to donate their Annual Leave or Restored Leave to another Federal employee.

This leave is to be used for medical and/or family emergencies.

Employees and/or their Approvers can enter a request to be placed on the Leave Share process via a WebTADs request.
If an employee is on the Leave Share Program he/she should charge his/her time to DELU for self or DMLU for family.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Run the WebTADs Leave Form report and filter for any new Leave Recipient requests.
- ☐ Log into FPPS and go to the LSIN screen, Check the box next to Recipient
- ☐ Input the correct begin date (Needs to be the first day of the pay period)
- ☐ Click the Set-up in FPPS button on the WebTADs request
- ☐ Log into WebTADS and open the employee's current Timesheet in normal mode
- ☐ Convert the Excel Report in PDF format

Processing Leave Donations

Process Overview

Employee fills out OPM 630A and faxes to NSSC

↓

NSSC Payroll receives donation and validates leave balances and inputs into FPPS

↓

FPPS reflects donation.

Process General Information

Employees on the Leave Share Program can receive three types of donations: Within Center, Center to Center, Outside Agency

Donors can only donate Annual leave or rest and/or Restored leave.

The NSSC Payroll Department will receive the leave share forms via a change request in Remedy. Refer the Remedy Management Procedure for further Remedy information.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive OPM 630 which generates Remedy Ticket
- ☐ Verify in LVVW that employee has sufficient hours to donate in FPPS
- ☐ Verify if the employee needs a waiver for donating over the maximum
- ☐ Input donation into FPPS
- ☐ Resolve Remedy Ticket

Voluntary Leave Share Program Termination

Process Overview

Voluntary Leave Share Termination Request is generated via Remedy ticket or WebTADs request

↓

Run the Leave Form Report in WebTADs *(if applicable)*

↓

Enter the Termination Date in FPPS and WebTADS

↓

Update and Close Remedy ticket *(if applicable)*

Process General Information

The termination should not be processed in FPPS or WebTADS until the Pay Period after the Termination Date, if processed during the same Pay Period as the termination. Employees will not be able to charge to annual leave in WebTADS.

Employee's can terminate from the program in the following ways:

- By contacting the Customer Contact Center via phone or email
- By terminating themselves via WebTADs request

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive Remedy Ticket *(if applicable)*
- ☐ Run Leave Form Report in WebTADs *(if applicable)*
- ☐ Log on to WebTADS
- ☐ Enter Termination Date
- ☐ Log on to FPPS
- ☐ Enter Termination Date
- ☐ Complete and forward POD A-2 1 form to DOI

Emergency Leave Donations

Process Overview

Employee fills out OPM 1638 and faxes to NSSC

↓

NSSC Payroll receives donation and validates leave balances and inputs into FPPS

↓

FPPS reflects donation

Process General Information

The United States President will recognize a specific event as a National Emergency (i.e. Hurricane Katrina)

This recognition will allow Federal employees to donate to those affected by these National Emergencies.

The NSSC Payroll Department will receive these donations on OPM 1638 form from Human Resources via a change request. Refer to the Remedy Management Procedures for further Remedy information.

In rare circumstances, the NSSC Payroll Department will receive an Outside Agency form. Exceptions can be made if this form is received and the donations can be processed.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive OPM 1638 which generates Remedy Ticket
- ☐ Verify the form is complete.
- ☐ Forward the OPM 1638 to DOI
- ☐ Resolve Remedy Ticket

Military Leave

Process Overview

Employee brings Military orders to Center Human Resource Office

↓

The Center Human Resources office receives the form and determines whether the employee is eligible for 15 or 22 days of Military leave based on their orders.

↓

If military orders are in support of contingency operations "emergency duty" the employee is entitled to 22 days military leave, payroll should receive a copy of these orders to fax to DOI.

↓

All other employees are entitled to 15 days military leave, upon use of Military leave the employees leave balance will be reflected on the next Leave and Earnings Statement.

Process General Information

Military Leave is available to any full-time Federal employee whose appointment is not limited to one year. Only 15 days per fiscal year are given to Military Leave; however, under special circumstances (i.e. emergency duty) 22 additional days per fiscal year can be granted.

Under these special circumstances, the Center Human Resource Office will review the employee's orders to determine if they are entitled to 22 days. NSSC will then establish the correct pay codes in FPPS.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive copy of military orders from HR through remedy ticket (for "emergency duty" 22 days military leave status)
- ☐ NSSC faxes copies of the military orders to DOI
- ☐ When military leave is charged NSSC will send amended T&A to DOI changing 070 ML leave code to 072 "emergency duty" on E&M day.

Missing Timesheets

Process Overview

Employee's Timesheet is missing

↓

The NSSC Payroll Department checks the Missing Timesheet Query on Day 3 of the Payroll Week and notifies DOI of the results

↓

DOI processes any corrections as needed.

↓

Any payments (if applicable) should be reflected on the employee's Leave and Earnings Statement.

Process General Information

Upon completion of Day 2's Closeout Process, DOI's system FPPS will identify those timesheets that are missing.

On Day 3, the NPO will run the Missing Timesheets Query in FPPS. It will be the NPO's obligation to notify DOI as to the actions to be taken if an employee's timesheet is missing.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log-on to FPPS
- ☐ Run and Print the query
- ☐ Notify DOI as to the solution of the missing timesheet
- ☐ Annotate the corrective actions on the printed query
- ☐ Scan the document in Tech Docs
- ☐ Close the Change Request in Remedy

Non NASA Award

Process Overview

The Center awards an employee

↓

NSSC Payroll receives award documentation and inputs award in SAP

↓

Employee receives payment

Process General Information

Non-NASA Awards are only for those individuals who have no records in FPPS. These individuals are not employed by NASA or are former employees who separated/retired before FPPS implementation (August 2004).
This process is not any different than the vendor payment processor with the exception that the agency role will have the capability of paying invoices for all NASA centers.
All awards are processed by calendar year for tax purposes.
Forms referenced PODA-5 and request for new vendor (ZEPR Document). These forms will be sent from a Remedy ticket.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receive Non NASA award which generates Remedy Ticket
- ☐ Verify the form is complete
- ☐ Check retirement in FPPS and NPPS.
- ☐ Calculate the net payment award minus taxes
- ☐ Update Non NASA Awards Spreadsheet
- ☐ Log into SAP and Use FB60 to enter memo
- ☐ Enter award as a Payment Proposal using ZF110_PRO
- ☐ Print Proposal
- ☐ IG then executes payment using ZF110_PRUN
- ☐ Service provider then updates Voucher on share drive
- ☐ Service provider logs onto SPS and prepares payment voucher and sends back to IG
- ☐ IG then certifies SPS processing
- ☐ Service provider then completes Non NASA award submits completed award to Document Imaging and closes remedy ticket

PCS TAXES

Process Overview

Employee receives and accepts orders and move to new duty station

↓

NSSC Payroll posts taxes to SAP

↓

Employee receives payment of travel voucher

Process General Information

As payments for PCS are being made to employees, the tax information is being collected and sent to the Department of the Interior. The normal payroll processing does not capture this information and DOI has to enter PCS taxes separately. Therefore, the NSSC Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS (the Federal Personnel and Payroll System). DOI enters this data into FPPS **before** the payroll is processed for that pay period.

The goal is to have DOI enter the tax information into the same month that it is entered into SAP.
DOI will need to **receive** the tax file on the Tuesday Day 10 of a Payroll Period. (i.e., the Tuesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and an SR completed for file placement by the Monday before a PP ends (the day before). It takes the Competency Center one night to process the file for DOI pickup.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ The technician updates the PCS TAXES Spreadsheet located on the share drive
- ☐ The technician audits tax information in FPPS verifying OASDI limits
- ☐ The technician enters PCS Taxes into SAP using FB60 according to the information on the PCS TAXES spreadsheet located on the share drive
- ☐ The technician posts the PCS Taxes as outgoing payments using F-53 according to the information on the PCS Taxes spreadsheet located on the share drive
- ☐ The technician updates the PCS Spreadsheet on the Share drive with 19000# and 15000# from posting in SAP
- ☐ The technician provides updated spreadsheet to Certifying official
- ☐ The Certifying official then provides DOI with the updated tax information (This is an offline payment not made through the Department of Interior's FPPS that has been made prior to posting in SAP

Prior Pay Period Adjustments (PPPAs)

Process Overview

Employee initiates and submits timesheet change(s) via WebTADS

Approver accepts or rejects change(s) via WebTADS
- 1st level for **all** adjustments
- 2nd level for **extended** adjustments

Rejection changes the adjusted timesheet(s) back the original; Email notification to employee

NSSC Payroll Department audits and accepts or rejects change(s) via WebTADS

Accepted adjustments go through on the Export Adjust File (days 12-5) to DOI

DOI receives the file and prints the list of adjustments

DOI Payroll Techs manually enters the adjustments into FPPS

Upon entry, the adjustments are reflected on the employees' next Leave and Earnings Statement.

Process General Information

A prior pay period adjustment (PPPA) is an adjustment submitted to change a timesheet's hours and/or labor codes.

There are two types of PPPAs:

1) An adjustment that adjusts a timesheet within three pay periods from payment
2) An extended adjustment that adjusts a timesheet past three pay periods from payment (note that an extended adjustment can only adjust a timesheet as far as twenty six pay periods)

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

When a PPPA is submitted by the employee, the employee can log-on to WebTADS and change, add, delete, and/or resubmit any changes to that PPPA. However once the approver has approved the PPPA, the employee no longer has those capabilities.

The PPPA (both types) must be approved by a supervisor in WebTADS within 3 pay periods after the employee submits the adjustments.

At the end of each Fiscal Year, Type II adjustments that cross Fiscal Years will be not accepted by the NPO.

Upon rejection at any level, WebTADS automatically generates an email to the employee and approver.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log-on to WebTADS
- ☐ Save the "Pending Adjustment Report" to desktop
- ☐ From the report, open each employee's timesheet by copy and pasting SSN
- ☐ Refer to the PPPA Accepting Chart located on the shared drive to determine acceptance or rejection
  - ☐ If PPPA requires a leave balance(s) validation, log-on to FPPS and check the corresponding pay period balance as well as the current balance. In sufficient balance, requires rejection
- ☐ Accept or Reject the PPPA according to the evidence/findings
  - ☐ If rejected, add a comment that explains the reason for rejection
- ☐ Covert all Reports for the Pay Period into Adobe Acrobat

Reissue of Payment

Process Overview

Employee does not receive payment

↓

NSSC Payroll is notified submits POD A-12 or POD A-11 to DOI

↓

DOI inputs corrections into FPPS

Process General Information

A recertified or reissued payment is issued when: (1) a payee claims non-receipt of his/her U.S. Treasury check or when the payee's check has been lost, stolen, destroyed, mutilated or forged; or (2) when the agency determines that the payee is no longer entitled to the proceeds of the payment (for example, the payee died before the issue date of the check and the applicable proceeds of this payment will need to be issued to the designated beneficiary).

Employee accountability is established by signing "Information for Reporting Non-Receipt of Hard Copy Salary Check" (POD A-11) form prior to receiving a recertified check. This statement states that the non-negotiated original check will be returned to DOI upon location.

NPO will receive the POD A-11 form from the employee for processing.

NPO will receive notification from the employee's financial organization reporting non-receipt of EFT payment.

Upon Notification of non-receipt of payment a change request will be generated in Remedy. Refer to the Remedy Management procedure for more information on Remedy.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ NSSC Payroll Department receives request and Remedy Ticket is generated
- ☐ Determine if POD A-11 or POD A-12 is needed
- ☐ Verify if payment was issued by FPPS and for what amount using LEVW
- ☐ Fax either POD A-11 or POD A-12 to DOI
- ☐ Verify DOI's receipt of request and resolve the Remedy Ticket

Restoration of Annual Leave

Process Overview

Employee is unable to use all of their projected Annual Leave

↓

Supervisor requests from Center Human Resources to restore the employee's unused Annual Leave

↓

Center Human Resources verifies the employees lost Annual Leave balance

↓

NSSC Payroll receives the request, verifies the forfeited balance, and forwards the request to DOI

↓

DOI receives the request and processes it in FPPS

↓

Employee's lost Annual leave becomes Restored Leave

Process General Information

Refer to NPR 3600.1.3.3.1.3 and 5CFR Part 630.

Annual leave year ends in Pay Period 02 (PP02).

GS employees can only carry over 240 hours annual leave from the previous leave year.

The exception is for GS employees who are returning from tours of duty overseas with the State Department and Senior Executive Service (SES) employees. These employees have authority to maintain a carry over balance higher than 240 hours per leave year.

In accordance with Federal Regulations, there are situations and procedures to restore lost annual leave.

The Restoration of Annual Leave Hours Report is forwarded by the Human Resources Department. This is a compiled list of Request for Restoration of Forfeited Annual Leave for each center.

The NPO will utilize Remedy for the Annual Leave requests. Refer to the Remedy Management procedure for Remedy information.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log on to FPPS
- ☐ Verify the number of forfeited hours
- ☐ Forward the request to DOI Contacts
- ☐ Validate that the leave was restored in FPPS
- ☐ Close the Change Request in Remedy

Salary Garnishments

Process Overview

Court Order is sent to NSSC

↓

NSSC Payroll copies Court Order received and forwards documentation to DOI

↓

DOI implements garnishments in FPPS

Process General Information

There are two types of garnishment actions affecting Federal employees' pay:

- Child Support and/or Alimony (5CFR, Part 581)
- Commercial (Private Debt) (5CFR, Part 582)

The legal process is any writ, order, summons, or other similar process in the nature of garnishment that orders an agency to withhold an amount from the pay of an employee and to make a payment of such withholding to a specified party to satisfy a legal obligation.

The office designated to accept legal process for NASA employees' is the Department of the Interior.

Upon receipt of Salary Garnishment documents, a remedy change request should be created. Refer to the Remedy Management procedure for Remedy information.

.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ NSSC Payroll Department receives request and Remedy Ticket is generated
- ☐ Copy all documents received including envelops
- ☐ FedEx via priority overnight delivery to DOI
- ☐ Resolve Remedy Ticket

Settlements

Process Overview

Employee has won a court case involving monetary benefit

↓

Center Human Resources or Center Payroll Office forwards documentation on the case and its findings

NSSC Payroll Department receives the documentation and conducts audits as necessary. Possible payment is made through SAP (if employee left NASA before DOI consolidation)

AND/OR

↓

The Department of Interior becomes involved and audits as needed. Payment is made through FPPS

Process General Information

EEO, MAPB, and negotiated settlement payments may include several components, including back pay, back leave, compensable damages, and other damages.

Create a spreadsheet of all employees that have a settlement payment.

Payments might have to be worked through the Department of Interior. However, older payments will be paid through SAP.

Upon notification a change request in Remedy will be created. Refer to the Remedy Management procedure.

Process Checklist

- ☐ Evaluate the case documents received by the Center
- ☐ Research and audit as needed (if applicable)
- ☐ Send the documentation to DOI (if applicable) *or* Make a payment via SAP
- ☐ Close the Change Request

Supplemental Payment Requests

Process Overview

Employee records time erroneously or an outside error occurs causing non payment to the employee

↓

NSSC Payroll Department receives communication of the employee's non payment status and completes proper documentation for payment. NASA IG signs off on this payment.

↓

The Department of Interior receives the request for payment and processes the request in FPPS

↓

Employee receives payment within 24 to 48 hours of DOI's entry

Process General Information

A Supplemental/Amended timesheet (also identified as an Offline Payment or Retroactive Pay Adjustments) is a Timesheet that is filled out by NPO and sent to DOI. The purpose of this Hardcopy timesheet is to give DOI a hardcopy before the end of the Current Pay Period.
This type of timesheet is filled out when an employee's pay is greatly effected; usually when the PPPA deadline is missed (after Day 5) or when a previously accepted PPPA was not received/transferred to DOI correctly.
Payment on a Supplemental Timesheet will be received within 48 hrs upon DOI's transaction into FPPS.
DOI's policy for issuing supplemental payments is a minimum of 8 hours.
A PPPA must be submitted prior to or after a Supplemental Timesheet is submitted. The PPPA and the Supplemental Timesheet must match.
The NPO will create a change request in Remedy upon notification of a Supplemental Payment. Refer to the Remedy Management procedure.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- [ ] Identify the employee's issue and determine if the employee is deserving of an offline payment
- [ ] Complete an Amendment Time and Attendance form
- [ ] Log-on to WebTADs
- [ ] Input changes in WebTADs as necessary
- [ ] Forward to DOI Contacts for processing
- [ ] Capture Metrics information
- [ ] Close Remedy Ticket

Transfer and Separation Report

Process Overview

Employee leaves or transfers from NASA

↓

SF50/52 Action is input into FPPS by center HR department

↓

NPO runs MIRS report {Management Information Report}

↓

NPO checks employees' who have negative leave balances annotate on report

↓

Separated employees' will have a Bill of Collection sent to center

Process General Information

The Separation and Transfer Report (MIRS) is a report generated by FPPS that shows all employees separating or transferring from the NASA Agency.

This report's information is based upon all Centers' Human Resources Department SF50/52 actions entered into FPPS.

The NPO will run this report on Day 3 and check for any employees' who have negative leave balances. Those employees' who are separating with negative balances will have a Bill of Collection drawn against their paycheck.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Log on to FPPS (MIRS Screen) 01 FPPS Employee Reports
- ☐ WSEPAR Separations (Departs Gov't Service)
- ☐ Enter the report requirements in FPPS
- ☐ Identify employees' with negative leave balances
- ☐ FPPS (LVVW Screen) Check AL & SL balances
- ☐ FPPS (TRAC Screen) Identify pending or completed action
- ☐ Copy of report for AR use

W-2 Reprints

Process Overview

Employee requests a W-2 for 2004 and previous

↓

NSSC Payroll Department receives the request and submits a SR to the Competency Center

↓

The Competency Center processes the request and mails the W2 to the employee

Process General Information

Upon the employee's request for W-2 reprint prior to DOI cut over (August 2004) NPO will receive a request for W-2 reprints from NPPS.
The NPO will receive the request via a change request in Remedy. The NPO will also create a change request for the Competency Center. Refer to the Remedy Management procedures.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ Receives the request from the employee
- ☐ Creates an SR to the Competency Center via Marshal Remedy
- ☐ Close the Change Request