



Processing Premium Pay

Introduction In EHRP, an employee’s premium pay must be entered in the HR Processing page group. The special pays that this procedure references are ongoing special pays, rather than one-time payments, such as awards.

Special pay will be entered on the **Other Pay Information** sub-page, accessed from the hyperlink on the **Compensation** page of the HR Processing page group. The user will process a 987-0 NOA to start or change the premium pay and a 997-7 to stop the premium pay.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

NOTE: This procedure provides guidance on processing ongoing special pay for employees.

Navigational Path **Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing**

Or

Access the item using the Worklist.

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
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Procedure The following steps detail the procedure for processing Premium:

1 Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

The **Find an Existing Value** page appears.

Find an Existing Value

Search By:

EmpID:

[Advanced Search](#)

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

Empl Rcd Nbr
EmplID
Last Name
Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the appropriate employee's record.

The following **Data Control** page appears:

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Data Control View All < 1 of 1 >

Actual Effective Date: 08/01/2001 Proposed Effective Date: 08/01/2001

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

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

Reason Code: XFR Transfer Contact Emplid:

NOA Code: 130 Transfer NOA Ext: 0

Authority (1): ABS Reg. 330.707. Interagency Career Transition Program

Authority (2):

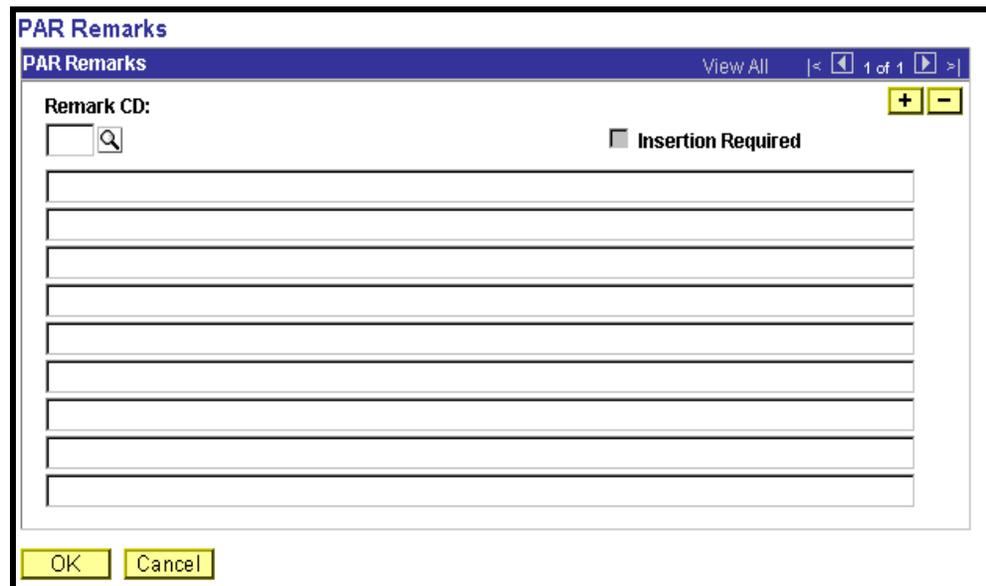
PAR Request#: [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Transfer In Data?](#)

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

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the **+** in the **Data Control** box to insert another row into the employee's record.
- 7 Enter the effective date of the Premium Pay in the **Actual Effective Date** field.
- 8 In the **Action Code** field, enter the appropriate action code.
- 9 Enter the applicable reason code in the **Reason Code** field.
- 10 In the **NOA (Nature of Action) Code** field, enter the "987".
- 11 Enter a "0" in the **NOA Ext** field.
- 12 Enter the applicable authority in the **Authority (1)** field.
- 13 If applicable, enter **Authority (2)**.
- 14 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



- 15 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.



NOTE: To add additional remarks, use the  to insert a row.

*NOTE: If the **Remark CD** contains a “****”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter “ZZZ” in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.*

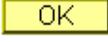
NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

Mandatory Remarks



The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd) **15**

When you are finished entering your PAR Remarks, click  to return to the **Data Control** page.

16

Click the **Compensation** tab.

The following **Compensation** page appears:



17 Click on the **Other Pay Information** hyperlink.

The following sub-page appears:

18 Enter the **Earnings Code**.

*NOTE: The **Description** will populate.*

*NOTE: Since the Earnings Code for Premium Pay is a percentage the pay period amount will be calculated automatically. If the Earnings Code is a fixed dollar amount, you would enter that amount in the **Pay Period Amount** field.*

NOTE: Retention earnings codes R05, R10, R15, R20, R25 are calculated on Base Pay only. Percentage retention codes may be used where applicable. The flat rate (RET) earnings code is also available but the user would need to calculate the pay period amount.



Special Pay Amount

Be sure to enter the amount the employee is to receive per pay period.



Procedure (cont'd)

The **Quoted Annualized Amount** and the **Expected Amount** will populate as shown below.

Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected Amount
P25	Premium Pay 25% (FF)		17361.00	17305.60

*NOTE: Use the  to add rows to the **Other Pay Information** page as necessary.*

Changing Premium Pay

To change the **Pay Period Amount**, enter the personnel action NOA of 987-0, and modify the **Earnings Code** or **Pay Period Amount** field. Insert a row and enter the updated special pay data.



Stopping Premium Pay

To stop the premium pay, enter the personnel action NOA of 997-7. Insert a row on the **Other Pay Information** page and delete the applicable row from the **Other Pay Information** page.





**Procedure
(cont'd)
19**

Click to return to the **Compensation** page.

20

Click on the **Expected Pay** hyperlink to display payroll information.

NOTE: DO NOT use the data on this page for pay verifications.

The following sub-page appears:

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Expected Pay

Geog Location Code: 420975003 Pennsylvania
Locality Pay Area: 55 Pittsburgh, PA
LEO Special Pay Area: 0 Non LEO Area
Locality Percentage: 7.61
Change Percent: 0.000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00
Total Other/Premium Pay:		2,600.00
Total Pay:		2,600.00

Expected Results have been reduced

*NOTE: The **Expected Pay Page** is read-only containing a summary of the employee's expected pay. Take note that **Total Other/Premium Pay** will show the amounts entered in the **Other Pay Information** sub-page.*



- 21 Click  to return to the **Compensation** page.
- 22 Change the **PAR Status** according to your role.
- 23 Click .
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