



## PCA Processing

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**Introduction** The following procedure will be followed when processing the Physician's Comparability Allowance (PCA) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

Processing a PCA in EHRP is a 2-step process. The user must first go to the **Service Agreements** page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed along with the entry of the specific pay items. Use the **Data Control** page to add a row for the action, and use the **Other Pay Information** hyperlink on the **Compensation** page to enter the PCA code that applies.

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**Navigational Paths** Home → Administer Workforce → Administer Workforce (USF)  
Use 2 → Service Agreements

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

Or

Access the item using the Worklist.

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**Procedure** The following pages must be completed when processing a PCA. The service agreement type and dates will be entered first.

**1** Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)  
Use 2 → Service Agreements

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



**Service Agreements**

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**Find an Existing Value**

Search By:  ▼

EmplID:

[Advanced Search](#)

2 Enter search data to locate the employee.

3 Click .

4 Select the correct employee.

The following **Service Agreements** page appears:

Home > [Administer Workforce](#) > [Administer Workforce \(USF\)](#) > [Use2](#) > **Service Agreements**

Service Agreements

JACOBS,DAN Employee ID: 0004 Empl Rcd#: 0

**Service Agreements** View All First 1 of 1 Last

\*Service Agreement  Service Date:

Type:  Effective Date:  PSP Percentage:

End Date:  Scarcity Code:

5 Enter the applicable type of service agreement in the **Service Agreement Type** field.

*NOTE: Valid values for the Service Agreement Type field are listed below.*

- Long Term Training
- Physician's Comp. Allowance
- Physician's Special Pay
- Recruitment Bonus
- Relocation Bonus

6 Enter the start of this employee’s original contract in the **Service Date** field.

*NOTE: This date is used to determine length of service to properly calculate the special pay.*

7 Enter the start date of the current contract in the **Effective Date** field.

8 Enter the **End Date** of the current contract.

9 Click .

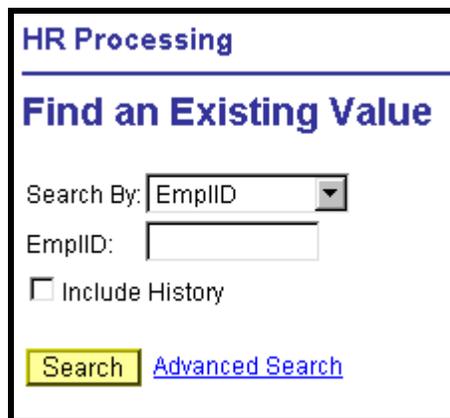
*NOTE: Once the data associated with the service agreements has been captured, the PCA personnel action must be completed and the pay specifics must be entered.*

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10 Follow the navigational path:

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

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



11 Enter search criteria to locate the employee.

12 Click .

13 Select the correct employee.

The employee’s **Data Control** page appears.



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

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

BIGGIE JR,JOHN A                      EmplID: 00000005                      Empl Rcd#: 0

**Data Control**                      View All    |< 2 of 4 >|

**Actual Effective Date:** 02/01/2002                      **Proposed Effective Date:** 02/01/2002                      + -

**Transaction # / Sequence:** 1 1                      **Not To Exceed Date:**                      [ ]

**\*Action:** DTA Data Change                      **PAR Status:** PRO Processed by Human Resources

**\*Reason Code:** PRA Payroll Related Action                      **Contact EmplID:**                      [ ]

**NOA Code:** 970 Charity Deduction Stop                      **\*NOA Ext:** 0

**Authority (1):**                      [ ]                      [ ]

**Authority (2):**                      [ ]                      [ ]

**PAR Request#:**                      Print SF-52                      PAR Remarks                      Award Data                      Tracking Data                      Retroactive TSP                      Transfer In Data?

Print SF-50

Save    Return to Search    Previous tab    Next tab                      Update/Display    Include History

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.*

- 14 Click the  in the **Data Control** box to insert another row into the employee’s record.
  - 15 Enter the effective date of the PCA action in the **Actual Effective Date** field.
  - 16 Enter **PAY** in the **Action** field.
  - 17 Enter the applicable **Reason Code**.
  - 18 Enter the **NOA Code** “958”.
  - 19 Enter the **NOA Ext** “0”.
  - 20 No legal authority is required in the **Authority (1)** field.
  - 21 Click the **Compensation** tab to open the **Compensation** page.
  - 22 Click the **Other Pay Information** hyperlink.
- The following **Other Pay Information** page appears.



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

**Other Pay Information**

Other Pay					View All	First	1 of 1	Last
Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected Amount				
<input type="text"/>					+ -			

OK Cancel

23 Enter the applicable **PCA Earnings Code**.

*NOTE: All PCA codes begin with the letter Z. See the table below for a list of PCA Codes.*

EARNINGS CODES	DESCRIPTION
Z01	PRACTICE OF MEDICINE AS A DIRECT SERVICE TO PATIENTS
Z03	EVALUATION OF PHYSICAL FITNESS
Z2A	RESEARCH AND EXPERIMENTAL WORK IN PREVENTION & CONTROL OF DISEASES
Z2B	RESEARCH IN SPECIFIC HEALTH PROGRAM RELATED TO FOOD, DRUGS, & DEVICES
Z2C	EPIDEMIOLOGICAL RESEARCH
Z4C	DISABILITY EVALUATION
Z4B	ADMINISTRATION OF MEDICAL AND HEALTH PROGRAM

24 Enter the pay period amount of the PCA pay.

*NOTE: When processing a PCA, select one PCA earnings code and enter the PA amount on that one earnings code.*

25 Upon completion of entering the **PCA Earnings Code**, click .

26 Change the **PAR Status** according to your role.

27 Click .

### Manual Procedure for Stopping PCA

**Procedure** The procedure for manually stopping PCA in EHRP is a 2-step process. First you must terminate the Service Agreement. Then you must process a PAR using NOA code “ 959 “, NOA ext “ 0 “. Follow the procedure below:

1 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)  
Use 2 → Service Agreements

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

The screenshot shows a web page titled "Service Agreements" with a sub-header "Find an Existing Value". Below the header, there is a "Search By:" dropdown menu set to "EmplID". Underneath is an "EmplID:" text input field. At the bottom left, there is a yellow "Search" button, and to its right is a blue link labeled "Advanced Search".

2 Enter search data to locate the employee.

3 Click **Search**.

4 Select the correct employee.

5 The following **Service Agreements** page appears:

The screenshot shows the "Service Agreements" page for employee JACOBS, DAN. The breadcrumb trail at the top reads: Home > Administer Workforce > Administer Workforce (USF) > Use 2 > Service Agreements. Below the breadcrumb, the employee's name "JACOBS, DAN" is displayed, followed by "Employee", "ID: 0004", and "Empl Rcd#: 0". A blue header bar contains "Service Agreements" and navigation controls: "View All", "First", "1 of 1", and "Last". The main content area has a dropdown menu for "Service Agreement" and several input fields: "Service Date", "Effective Date", "End Date", "PSP Percentage", and "Scarcity Code". Each date field has a calendar icon. There are also yellow "+" and "-" buttons next to the "Service Date" field.

6 Update the **Service Agreement** with the correct end date.

7 Click **Save**.

*NOTE: Once the data associated with the Service Agreement has been changed, the stop PCA personnel action must be completed and the pay specifics must be entered.*

8 Follow the navigational path:

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

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



9 Enter search criteria to locate the employee.

10 Click **Search**.

11 Select the correct employee.

12 The employee's **Data Control** page appears.



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

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

BIGGIE JR,JOHN A      EmplID: 00000005      Empl Rcd#: 0

**Data Control** View All | < 2 of 4 >

**Actual Effective Date:** 02/01/2002      **Proposed Effective Date:** 02/01/2002

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

**\*Action:** DTA Data Change      **PAR Status:** PRO Processed by Human Resources

**\*Reason Code:** PRA Payroll Related Action      **Contact EmplID:**

**NOA Code:** 970 Charity Deduction Stop      **\*NOA Ext:** 0

**Authority (1):**      **Authority (2):**

**PAR Request#:**      [Print SF-52](#)      [PAR Remarks](#)      [Award Data](#)      [Tracking Data](#)      [Retroactive TSP](#)      [Transfer In Data?](#)  
[Print SF-50](#)

[Save](#)      [Return to Search](#)      [Previous tab](#)      [Next tab](#)      [Update/Display](#)      [Include History](#)

[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.*

- 13 Click the  in the **Data Control** box to insert another row into the employee’s record.
- 14 Enter the effective date of the PCA action in the **Actual Effective Date** field.
- 15 Enter **PAY** in the **Action** field.
- 16 Enter the applicable **Reason Code**.
- 17 Enter the **NOA Code** “959”
- 18 Enter the **NOA Ext** “0”.
- 19 No legal authority is required in the **Authority (1)** field.
- 20 Click the **Compensation** tab to open the **Compensation** page.
- 21 Click the **Other Pay Information** hyperlink.
- 22 The following **Other Pay Information** page appears.



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

Other Pay Information

Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected Amount
<input type="text"/>				

OK Cancel

23 Delete the applicable **PCA Earnings Code**.

24 Upon completion of deleting the **PCA Earnings Code**, click .

25 Change the **PAR Status** according to your role.

26 Click .

### Batch Procedure for Stopping PCA

As of 11/12/02, users will no longer need to key a stop for **PCAs**. Each pay period a batch process will be run to stop an employee's **PCA** based on the **Contract End Date** entered on the **Service Agreements Page**. This process will be run on Sunday (the first day of the pay period). The effective date of the row inserted will be Saturday (the last day of the prior pay period).

The batch process will insert a row into the employee's record for the stop with the following attributes:

**Effective Date:** Contract End Date

**NOA:** 959

**NOA Ext:** 0

**Action:** DTA



**Reason:** DTA

The **PCA** earnings code (**Z codes**) will be removed from the **Other Pay Information** page.

If there is an action in progress, the batch process will still insert a row at the most current processed or corrected row. When that action in progress is being completed, it is the HR Processors responsibility to modify the rows as applicable.

Users will know what actions have been inserted by the batch process by generating a query to determine what has been processed or what errors have occurred.

**Home > PeopleTools > Query Manager > Use > Query Manager.**  
**>Query Name: HE\_MASS\_MASK\_STATUS.**

Refer to Postcard #30 for instructions on how to use the report.

**If the employee has an earnings code of PCA**, the batch termination will not automatically terminate. If the earnings code was erroneously entered as PCA instead of one of the Z earnings codes, this would need to be terminated manually. Be sure to use the Z earnings codes for PCA.

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