



What is the correct procedure for correcting data in EHRP?

- OPM rows are corrected with an 002 action.
- Never use an 002 action to correct a 9xxx NOA.
- Specific Non-OPM data elements are corrected with a 9xxx NOA.
- Depending on the time the error was keyed, correct history may be an option.
- Certain actions may need to be resubmitted.

Should a user insert a row when performing an 002 correction?

- Absolutely!!! The user must first navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction.
- The user must locate the row to be corrected and insert a row there.
- The row that has been inserted will have a PAR status of COR.
- The user must make the corrections on the COR row.

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For example, if the following actions have been entered for the employee and the step was not entered correctly for the 6/1/02 QSI action, then this employee's record would be corrected by following the steps below:

9/15/02 Conversion Action

8/01/02 Change of Address

7/15/02 Change in tax exemptions

6/01/02 QSI

How should the 002 correction be keyed?

Keep in mind that EHRP maintains a complete action history. Consequently, when a historical Correction is made the subsequent rows will NOT be automatically corrected. The user must intervene to maintain data integrity in EHRP.

1. Perform a correction (002) on the most current OPM action (9/15/02).
2. Perform a correction (002) on the original OPM action where the error was keyed (6/01/02). This will actually pass to payroll as a 002X to allow the pay adjustment.

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3. **Correct all other intervening rows through correct history to ensure the EHRP matches Legacy.**

Should a user enter remarks for the 002 correction?

- Absolutely!!! Following OPM policy, the user should enter the appropriate remarks code with the applicable remark text.

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When making changes to the following fields, use the 9000 NOA:

- **Data Control:** Hire Date, and Not to Exceed Date.
- **Personal Data:** Creditable Military Service, Date of Birth, Citizenship Status, First Name, Middle, Last Name, Disability Code, Ethnic Group, and Gender.
- **Job:** CSRS Frozen Service, Annuitant Indicator, Previous Retirement Coverage, Location, FEGLI Code, FLSA Status, Functional Class, FERS Coverage, JobCode, Occupational Code, and Occupational Series.
- **Position:** Type Of Appt.
- **Compensation:** Pay Rate Determinant, Base Pay (Comp rate), Step, and Salary Admin Plan.
- **Employment 1:** Position Filled By, Career Conversion Date, Service_Date, Special Program Code, Service Comp Date - TSP, Suspension Exp. Date, LWOP/Furlough Exp Date, and Date Last Equivalent Increase (LEI), and Law Enforcement Officer (LEO).
- **Employment 2:** Comp Level Code, Probation Date, Supv/Manager Probation Date, and Tenure.

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- **The following fields on the Base Benefits pages (Home > Compensate Employees > Administer Base Benefits > Use) can be modified with the 9000 NOA:**
 - **Savings Plans:** TSP Status Code and TSP Status Date
 - **Retirement Plans:** FERS Conversion Date

- **The following fields on the Base Benefits pages (Home > Development Workforce > Manage Competencies > Use > Education) can be modified with the 9000 NOA:**
 - **Professional Ed. and Training:** Major Code, Degree, and Year Earned/Expected

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How should the 9000 Correction be processed?

- The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing.
- Refer to the fields listed on the previous pages when making changes with the 9000 NOA.
- Insert a row. Always process 9000 correction as the most current effective dated row. This NOA is only used to correct data on the current row.
- Enter the following fields:
 - Effdt
 - Action
 - Reason Code
 - NOA Code
 - NOA Ext



How should a correction be processed for a non-OPM NOA on fields not listed on the previous pages?

- The user must key another 9xxx action.

What if a user made a keying error on an action that was processed just a few hours ago?

- If both the original entry and the correction is done on the same business day, both before 5 pm eastern time, then “correct history” can be used to make the modification.
- If the correction is made on the next business day or after 5PM ET, then an 002 correction would need to be performed if the NOA is an OPM NOA or a 9xxx action would be performed to correct a 9xxx action.
- For those NOAs inactivated during the MASS MASK effort refer to postcard #34.

What is the cutoff for processing corrections for end of pay period reports distributed by PSC EHRP team?

- Specifically for transactions listed on these report the cutoff time is 10PM ET the last Thursday of the pay period unless otherwise specified.