



Defense Civilian Personnel Data System (DCPDS)

DCIPS MANUAL TRANSITION USERS GUIDE

August 2011

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Section I: General Information

1. Reference Material. DCIPS Transition Guidance March 2011.

2. Manual Review of IA Positions.

- a. Each IA position will need to be reviewed to determine the appropriate Grade and Target Grade.
- b. Updates/corrections to the position must be made prior to processing the transition action, e.g., 'Supervisory Status', 'Type Employees Supervised', 'Work Category', etc.

3. Build the New GG Position.

- a. Once the manual review process has been completed, a new position will need to be created for each IA employee whose transition action will not be processed in the DCIPS Mass Transition process.
- b. The user will need to manually build the GG position by either creating the new position from scratch, quick copying an existing GG position or by quick copying the IA position and changing the necessary data elements to make the position a GG position.
- c. Section II details how to create the new GG position by quick copying the IA position.

4. Manual Transition of Employees from IA to GG. Components will use the NOA 890 (Miscellaneous Pay Adjustment) to process the transition action. See Section III for more information.

5. DCPDS Updates After Transition. Once the manual transition has been processed, the self-service hierarchy must be updated to reflect the new positions. For example, if it is a supervisory position, any subordinate positions will have to be manually attached to that position in the hierarchy. This can be accomplished by utilizing the Mass Self Service Hierarchy Process or using the Position Hierarchy form under the CIVDOD Self Service Hierarchy Manager responsibility. If it is a non-supervisory position, the new position will be automatically added to the appropriate supervisory position in the hierarchy during the Quick Copy process (see Section II).

Section II: Quick Copy Position

1. Quick Copy an IA Position

- a. Query the IA position by navigating to Work Structures > Position > Description.

NOTE: The position to be copied must be in a 'Valid' status.

The screenshot shows the 'Position' window with the following details:

- Name: 56103.PERSONNEL SECURITY SPECIALIST.468932.AF25.APPR
- Start Date: 15-AUG-2009
- Date Effective Name: 56103.PERSONNEL SECURITY SPECIALIST.468932.AF25.APPR
- Type: Single Incumbent
- Organization & Job: AF WIDE SPT AF25HH25FCBC, 0080.Security Administration (0080)
- Hiring Status: Active, Start Date: 15-AUG-2009
- Location: 110015001
- Effective Dates: From 15-AUG-2009
- Status: Valid (circled in red)

- b. Select the 'Others' button and navigate to the Quick Copy option.

The screenshot shows the 'Position' window with the 'Others...' button circled in red. A navigation menu is open, listing various options, with 'Quick Copy' circled in red.

Navigation Options:

- Find %
- Evaluation
- Event History
- Executive Office of the President
- Manpower Information
- National Defense University
- Navy
- Navy Local National
- Quick Copy (circled in red)
- Reporting To
- Requirements
- US University Of Health Sciences
- Virtual Position
- Washington Headquarters Service

c. Quick Copy Screen:

- (1) Select the 'Add' radio button.

NOTE: If this is a supervisory position, any subordinate positions will have to be manually attached to that position in the hierarchy. This can be accomplished by utilizing the Mass Self Service Hierarchy Process or using the Position Hierarchy form at Work Structures > Position > Hierarchy. If this is a non-supervisory position, the 'Add' button functionality will automatically add the new position to the appropriate supervisory position in the hierarchy.

- (2) Set the 'Start Date' to at least one day prior to the effective date of the transition NOA 890 action, e.g., the date before you will be assigning the employee to the new GG position.

- (3) Once all the necessary changes to the Quick Copy screen have been made (e.g., selecting the 'Add' button, updating the 'Start Date', etc.), click the 'Copy' Button.

Quick Copy Position: 02-AUG-2011

Quick Copy Position

Original Position Attributes

Name: 56103.PERSONNEL SECURITY SPECIALIST.468932.AF25.APPR

Start Date: 15-AUG-2009

Organization Name: AF WIDE SPT AF25HH25FCBC01

Job Name: 0080.Security Administration (0080)

Hierarchy Options

Please select an option for NEW position in Self Service Hierarchy.

Replace (The newly created position will replace the copied position within the heirarchy.)

Do not add to hierarchy (The newly created position will not exist as part of a hierarchy.)

Add (The newly created position will be added to the same hierarchy as the copied position.)

New Position Attributes

Organization, Job and Start Date cannot be changed after the positions have been created. To change Organization or Job check appropriate box below. To change Start Date enter new date below.

Organization

Job

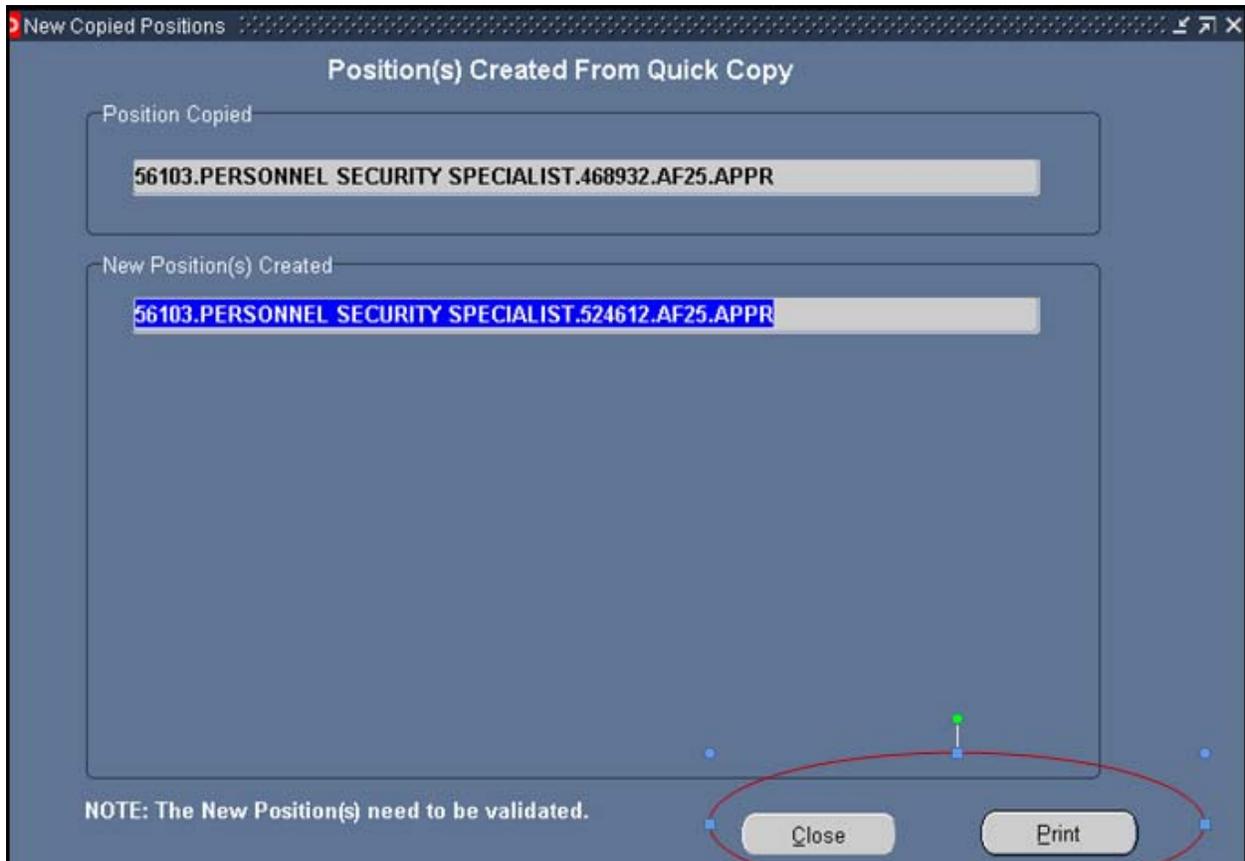
Start Date: 01-JUL-2011

Enter Number of Copies: 1 (Max. copies = 10)

Select box if position being created is a newly in-sourced position

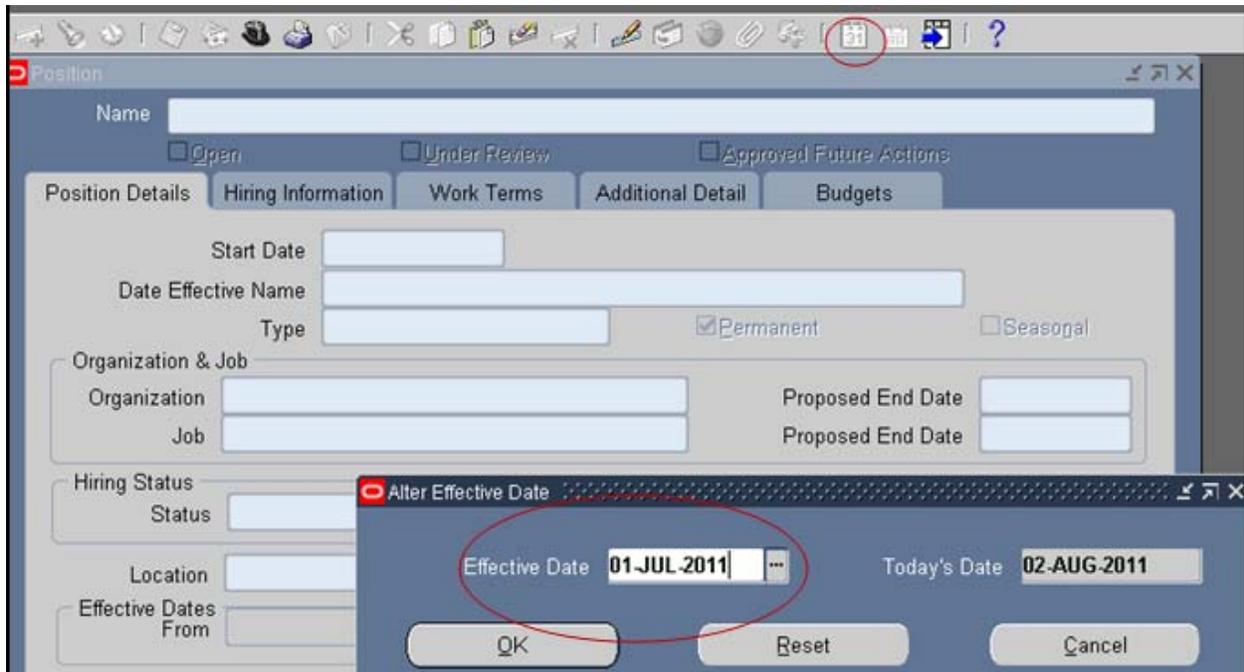
Copy Cancel

- d. Print the screen by selecting the 'Print' button or make a note of the new position and sequence number in order to be able to query the new position. Select the 'Close' button to exit this screen.



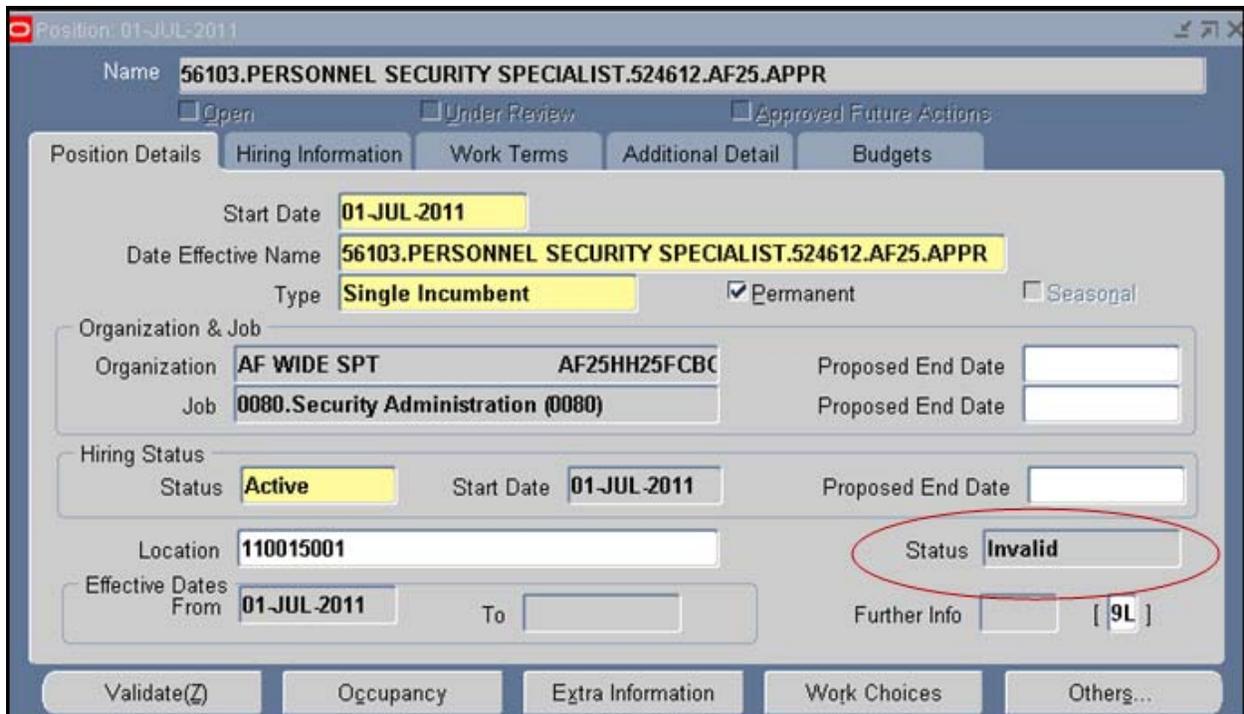
2. Editing and Validating the new GG Position. Once the position has been quick copied, the user will need to edit the new position and validate it.

- a. Navigate to the Position screen. If required, alter the 'Effective Date' to correspond to the 'Start Date' of the copied position. Remember to 'Reset' the 'Effective Date' once done.



- b. Query the new position: 56103.PERSONNEL SECURITY SPECIALIST.524612.AF25.APPR

NOTE: The position is in an 'Invalid' status and will need to be validated once all changes are made.



- c. Change the following data elements on the new (copied) position:

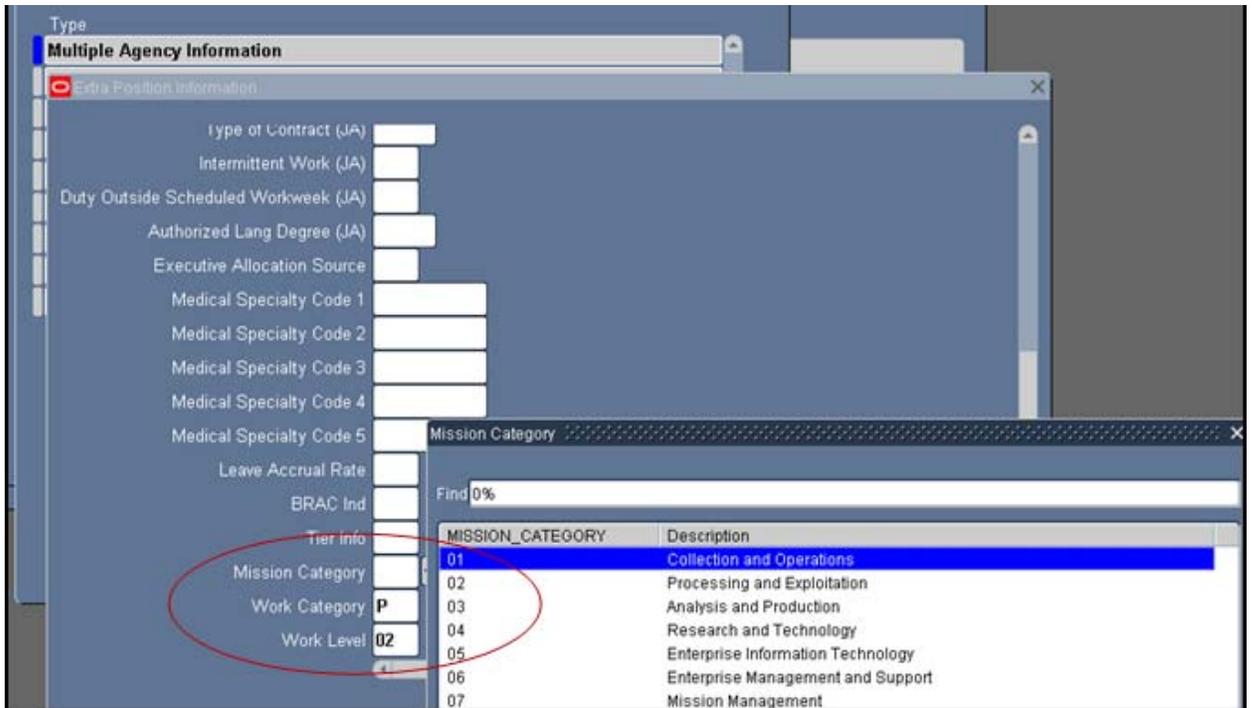
(1) Extra Information > **DoD Enterprise Program Area Position Data:** Update as necessary if the previous position was a Joint Duty Assignment (JDA) position.

The screenshot shows a software window titled "Position: 01-JUL-2011" with a sub-window titled "Extra Position Information: 01-JUL-2011 (56103.PERSONNEL SECURITY SPECIALIST.524612)". The main form area is titled "DoD Enterprise Program Area Position Data" and contains the following fields:

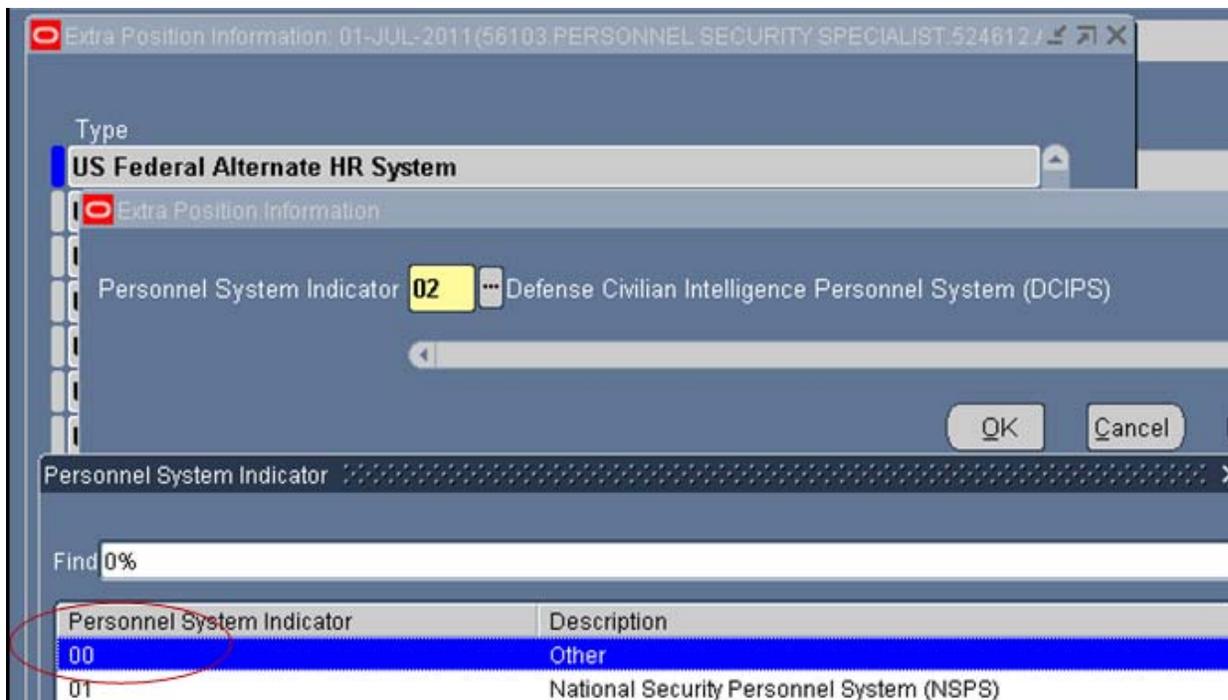
- Program Area: [Yellow dropdown menu]
- Provides Internal Credit: [Yellow checkbox]
- Internal Credit Approval Date (DD-MMM-YYYY): [Text input field]
- Internal Credit Renewal Date (DD-MMM-YYYY): [Text input field]
- Internal Credit Approved By: [Text input field]
- Certification Required (IP/IE only): [Text input field]
- Certification Exemption: [Text input field]
- Cert Exempt Approval Date (DD-MMM-YYYY): [Text input field]
- Exemption Approved By: [Text input field]
- Assignment Tier: [Text input field]

At the bottom of the form are four buttons: "OK", "Cancel", "Clear", and "Help".

(2) Extra Information > **Multiple Agency Information:** Update 'Mission Category' if null as a value is required for DCIPS 'GG' positions. Verify 'Work Category' and 'Work Level' and update if required.



(3) Extra Information > **US Federal Alternate HR System:** Change the Personnel System Indicator from '02' (Defense Civilian Intelligence Personnel System) to '00' (Other).



(4) Extra Information > **US Federal Position Group 2:** The Intelligence Position Ind must equal '2' [Defense Civilian Intelligence Personnel system (DCIPS)].

Type
US Federal Position Group 2

Extra Position Information

Position Type **APPR** Appropriated Fund Position
 Position Occupied **2** Excepted Service
 Organization Function Code **CDY** Intelligence
 Date Position Classified **13-MAR-2001**
 Date Last Position Audit **27-FEB-2008**
 Classification Official **1** Individual Classification Specialist
 Language Required
 Drug Test **2** Agency Req Drug Test of Incumbent(Tier One)
 Financial Statement **0** N/A
 Training Program ID **YY** Not Applicable
 Key Emergency Essential **N** Position Not Designated Emergency-Essential Or Key
 Appropriation Code 1 **356010 91212G**
 Appropriation Code 2
 Intelligence Position Ind **2** Find %
 LEO Position Indicator **0**
 Computer Position Indicator **No**

Intelligence Position Ind	Description
1	Non-Defense Civilian Intelligence Personnel System
2	Defense Civilian Intelligence Personnel System (DCIPS)

(5) Extra Information>US Federal Valid Grade Info:

- a) Valid Grade: Change from the IA pay schedule and band to the appropriate 'GG' pay schedule and grade.
- b) Target Grade: Change from IA pay schedule and band to the appropriate 'GG' pay schedule and grade.
- c) Pay Table ID: Change from the IA pay table (IA00) to the appropriate GG pay table (0000).
- d) LMS Indicator: If the position is entitled to a Targeted Local Market supplement (TLMS), select the appropriate 'LMS Indicator' value from the List of Values (LOV). If the position is not entitled to a TLMS, ensure the LMS Indicator data field is blank and does not contain 'IA0000'.

Position: 01-JUL-2011

Extra Position Information: 01-JUL-2011(56103.PERSONNEL SECURITY SPECIALIST.524612)

Type

- US Federal Position Group 2
- US Federal Position Group 3
- US Federal Position Interdisciplinary
- US Federal Position Language Requirements
- US Federal Position Obligated
- US Federal Valid Grade Info

Extra Position Information

Valid Grade **IA-03**

Target Grade **IA-03**

Pay Table ID **IA00** IA00 Oracle Federal DCIPS IA00

Pay Basis **PA** Per Annum

Employment Category Group **1** Salaried

Professional Category

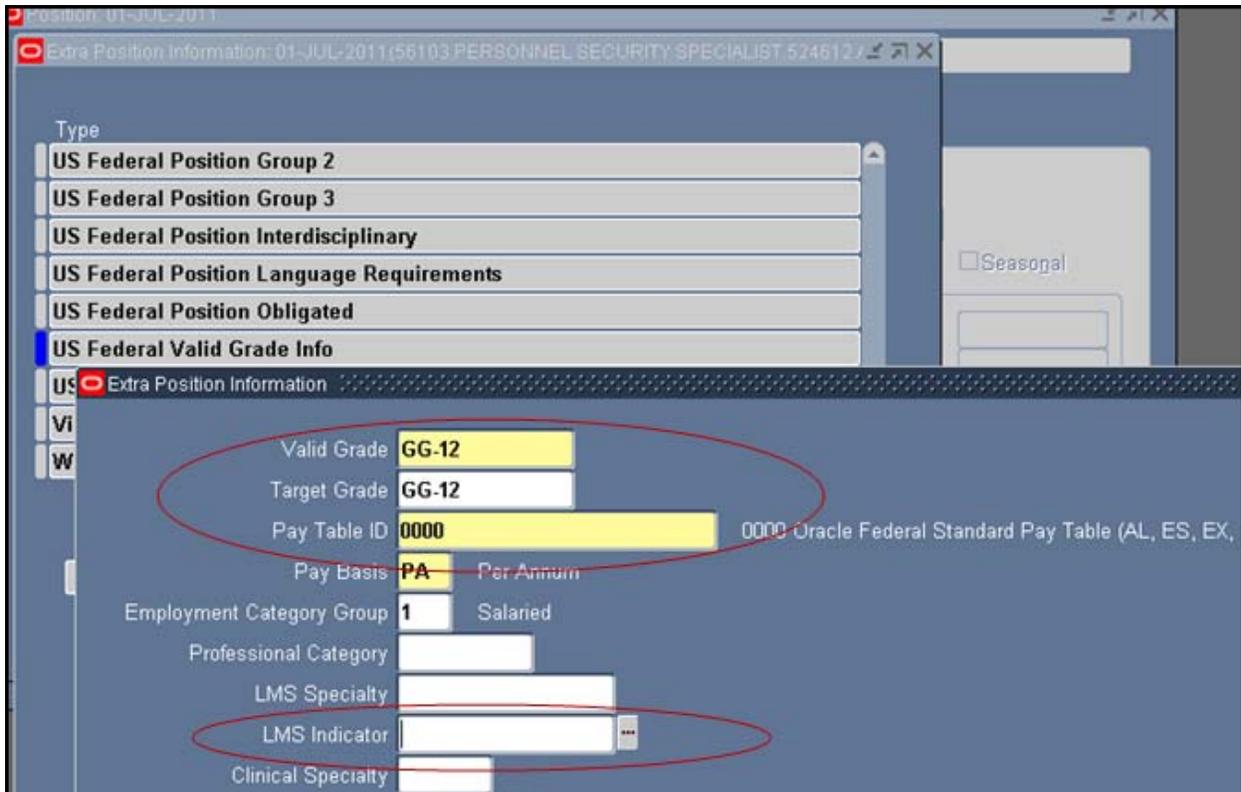
LMS Specialty

LMS Indicator **IA0000** IA0000 DCIPS STANDARD LOCAL MARKET SUPPLEMENT

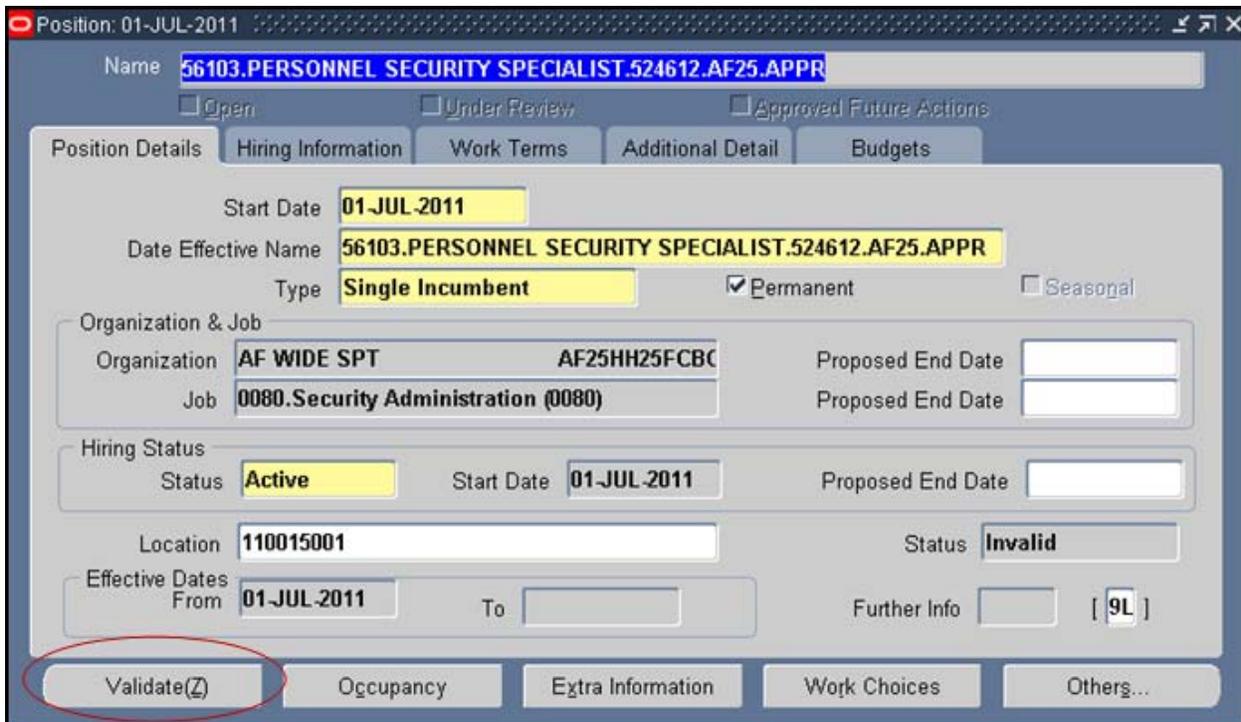
Clinical Specialty

Phys and Dent Pay Range Table

Physician and Dentist Tier

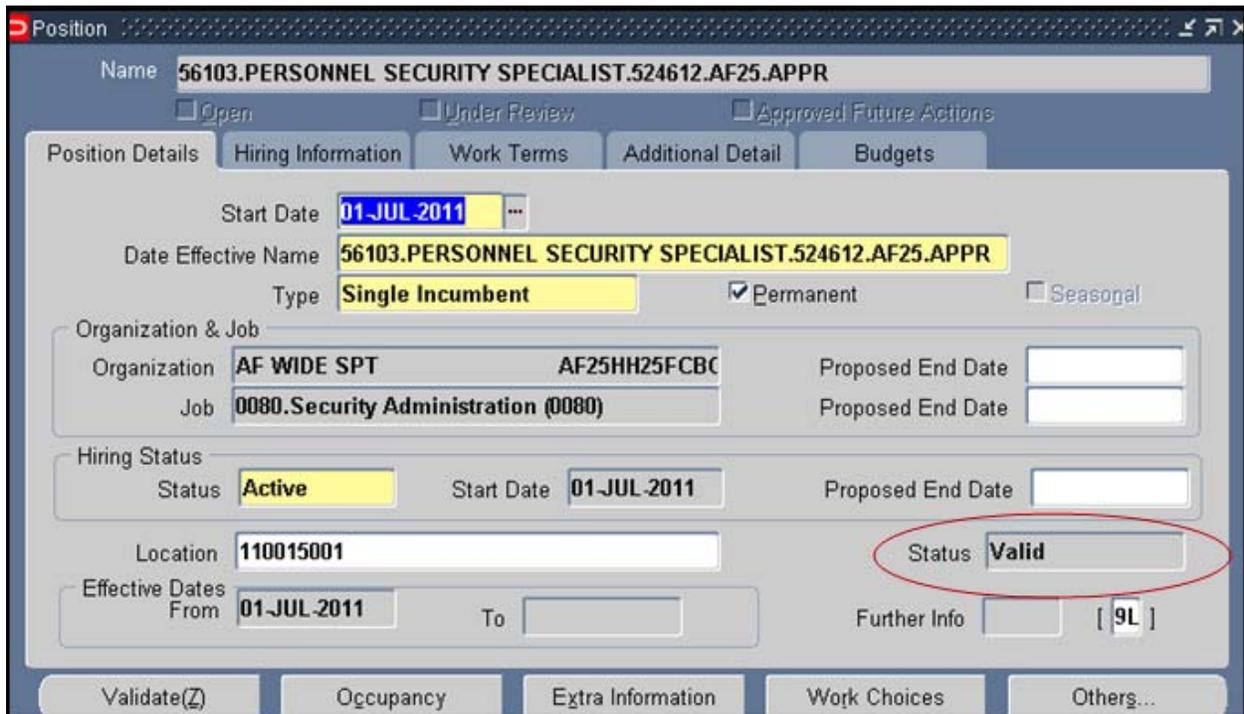


- d. Validate the Position. Once all the changes are made, select the 'Validate' button and then select the 'Correction' button.



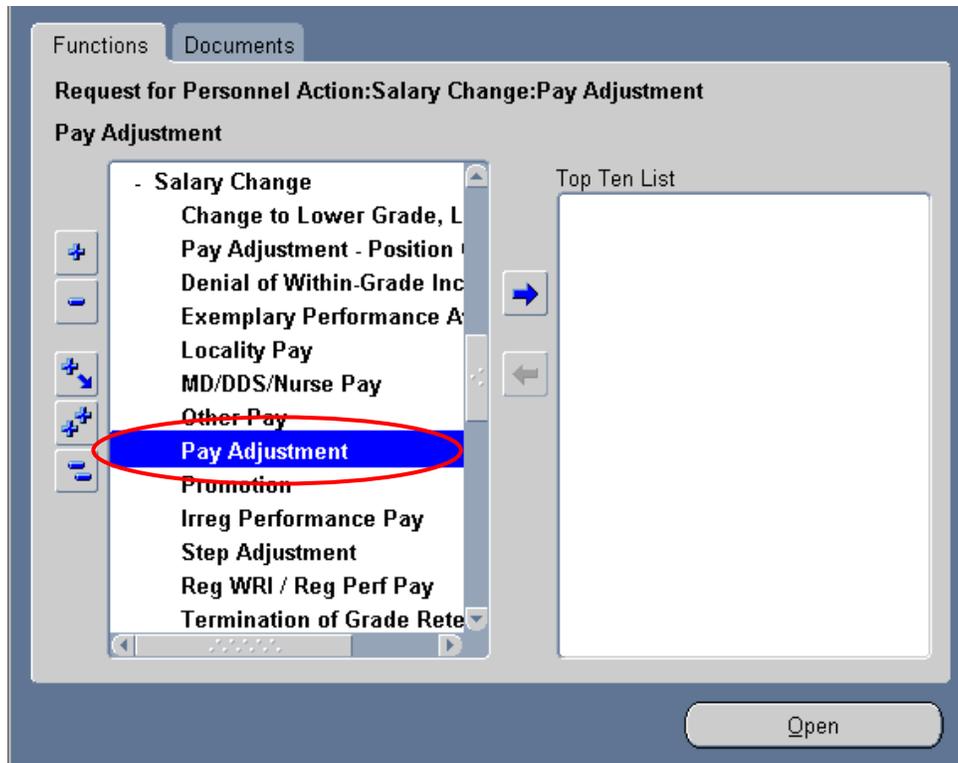


- e. The position is now a valid 'GG' position that can be used in the DCIPS manual transition process.



Section III. Manual Transition from IA to GG

- 1. General Information.** Ensure the GG position has already been created and validated.
- 2. Process the Transition Request for Personnel Action (RPA).** Using the CIVDOD Personnel responsibility, navigate to Request for Personnel Action > Salary Change > Pay Adjustment.



- a. Requesting Info Tab.** Complete Part B of the Request for Personnel Action (RPA):
 - (1) Block 4 – Enter the effective date of the transition.
 - (2) Block 1 or 2 – Enter employee’s last name or SSN.
 - (3) Block 5A – Enter ‘890’ for the Nature of Action Code.
 - (4) Block 5C – Enter ‘UAM’ for the Legal Authority Code.

Request for Personnel Action (Pay Adjustment , Routing Group: CIVDODHR)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested
Pay Adjustment

2 Request Number

3 For Additional Information Call (Full Name)

Telephone Number

4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name)

Title

Request Date

6 Action Authorized By (Full Name)

Title

Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

14-FEB-1967 03-JUL-2011

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

890 Misc Pay Adj

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

UAM 10 U.S.C. 1601

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

b. Position Data Tab.

- (1) Screen populates the ‘To’ position information with the employee’s current position data.
- (2) The Step or Rate (block 19) and Basic Pay (block 20A) fields are open.

Requesting Info			Position Data			Employee and Position Data			Remarks and Address					
FROM INFORMATION						TO INFORMATION								
7 Position Title			Number		Seq No	15 Position Title			Number		Seq No			
PERSONNEL SECURITY SPECIALIS			56103		468932	PERSONNEL SECURITY SPECIAL ...			56103		468932			
8 Pay Plan		9 Occ. Code	10 Grade or Level			16 Pay Plan		17 Occ. Code	18 Grade or Level					
IA		0080	03			IA		0080	03					
11 Step or Rate		12 Total Salary				19 Step or Rate		20 Total Salary		Award	UoM			
00		80,249.00				00								
12A Basic Pay		12B Locality Adj.	12C Adj. Basic Pay			20A Basic Pay		20B Locality Adj.	20C Adj. Basic Pay					
64,602.00		15,647	80,249.00											
12D Other Pay		13 Pay Basis				20D Other Pay		21 Pay Basis						
		Per Annum						Per Annum						
14 Name and Location of Position's Organization						22 Name and Location of Position's Organization								
USAF SPECIAL ACTY FA						USAF SPECIAL ACTY FA								
WWS COMMAND: 25						WWS COMMAND: 25								
ADJUDICATION DIV ORG-STR: PSA						ADJUDICATION DIV ORG-STR: PSA								
BOLLING AFB DC 20332-5000						BOLLING AFB DC 20332-5000								
AUTH PAS: HH25FCBC						AUTH PAS: HH25FCBC								
History			Extra Information			Person			Position (E)			Others... (D)		

- (3) Block 15 – Overwrite the auto-populated information by querying for the new GG position. Enter the position title or a partial title (e.g., PERSONNEL SECURITY SPEC) and hit the ‘Tab’ or ‘Enter’ key. Scroll down the list to find the correct position or narrow your search by adding the sequence number or a partial portion of the sequence number and click the ‘Find’ button. Select the GG position from the LOV and click ‘OK.’

The screenshot shows a software interface with several tabs: 'Requesting Info', 'Position Data', 'Employee and Position Data', and 'Remarks and Address'. The 'Position Data' tab is active. Below it, there are fields for 'FROM INFORMATION' and 'TO INFORMATION'. The 'TO INFORMATION' section shows '15 Position Title' as 'PERSONNEL SECURITY SPEC', 'Number' as '56103', and 'Seq No' as '468932'. A search window titled 'To Positions' is open, displaying a list of search results for the query 'PERSONNEL SECURITY SPEC%'. The first row is highlighted in blue. A red circle highlights the search results window.

Position Title	Occupied	Pay Plan	Occ Series	Gr
PERSONNEL SECURITY SPEC	YES	GS	0080	12
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03
PERSONNEL SECURITY SPEC	YES	IA	0080	03

The screenshot shows the same software interface as the first image. The 'TO INFORMATION' section now shows '15 Position Title' as 'PERSONNEL SECURITY SPEC', 'Number' as '56103', and 'Seq No' as '524612'. The search window 'To Positions' is open, displaying search results for the query 'PERSONNEL SECURITY SPECIALIST%524%'. The search results table is circled in red. The 'OK' button at the bottom of the search window is also circled in red.

Position Title	Occupied	Pay...	Occ Seri...	Gr...	Organization Name	Pos Num	Pos Seq Nul
PERSONNEL SECURI...	YES	IA	0080	03	AFISRA	13296	412524
PERSONNEL SECURI...	YES	IA	0080	03	AF WIDE SPT	56103	452466
PERSONNEL SECURI...	NO	GG	0080	12	AF WIDE SPT	56103	524612
PERSONNEL SECURI...	NO	IA	0080	03	DEFENSE SECUR...	I956A	255246
PERSONNEL SECURI...	NO	IA	0080	03	DEFENSE SECUR...	IC084A	524609
PERSONNEL SECURI...	NO	IA	0080	03	DEFENSE SECUR...	IC084A	524610

- (4) The position information for the selected position displays on the screen. Click 'OK' when Note 'APP-GHR-38253' is received. If the step '00' is deleted prior to selecting the position, this note will not be received.

Requesting Info			Position Data			Employee and Position Data			Remarks and Address					
FROM INFORMATION						TO INFORMATION								
7 Position Title			Number	Seq No		15 Position Title			Number	Seq No				
PERSONNEL SECURITY SPECIALIS			56103	468932		PERSONNEL SECURITY SPECIALIS			56103	524612				
8 Pay Plan		9 Occ. Code		10 Grade or Level		16 Pay Plan		17 Occ. Code		18 Grade or Level				
IA		0080		03		GG		0080		12				
11 Step or Rate		12 Total Salary				19 Step or Rate		20 Total Salary		Award UoM				
00		80,249.00				00								
12A Basic Pay		12B Locality Adj.		12C Adj. Basic										
64,602.00		15,647		80,249.00										
12D Other Pay		13 Pay Basis												
		Per Annum												
14 Name and Location of Position's Organization														
USAF SPECIAL ACTY FA														
WWS COMMAND: 25														
ADJUDICATION DIV ORG-STR: PSA						ADJUDICATION DIV ORG-STR: PSA								
BOLLING AFB DC 20332-5000						BOLLING AFB DC 20332-5000								
AUTH PAS: HH25FCBC						AUTH PAS: HH25FCBC								
History			Extra Information			Person			Position (B)			Others... (D)		

Note

APP-GHR-38253: No value found on Pay Table 0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000 for Step, 00, Pay Plan ,GG, and Grade 12 at Effective Date, 03-JUL-2011. Please check that the Pay Table ID, Step, Pay Plan and Grade has been correctly entered.

OK

(5) Block 19 – Step or Rate. Enter the applicable step IAW the DCIPS Transition Guidance.

- a) If salary falls at or below step 10, step will be set to the step that is closes to but no lower than current base rate or to step 01 if salary falls below the step 01 rate for the applicable DCIPS grade.
- b) If salary exceeds step 10 but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade), step will be 00. Current rate of pay Basic Pay, Locality Adj and Adj Basic Pay (Blocks 12A, 12B and 12C) will be the rate of pay (Blocks 20A, 20B and 20C) upon transition and the Pay Rate Determinant (PRD) will be 4.
- c) If salary exceeds the equivalent to the step 12 rate for the grade, step will be 00 and the PRD will be 'J' if not currently on pay retention or PRD '2' for those employees whose basic pay (including LMS or TLMS) exceeds Executive Level IV but not more than 5% above EX IV prior to enactment of NDAA FY 2010.

Requesting Info	Position Data	Employee and Position Data	Remarks and Address
FROM INFORMATION		TO INFORMATION	
7 Position Title	Number	Seq No	
PERSONNEL SECURITY SPECIALIS	56103	468932	
8 Pay Plan	9 Occ. Code	10 Grade or Level	
IA	0080	03	
11 Step or Rate	12 Total Salary		
00	80,249.00		
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	
64,602.00	15,647	80,249.00	
12D Other Pay	13 Pay Basis		
	Per Annum		
14 Name and Location of Position's Organization			
USAF SPECIAL ACTY FA			
WWS COMMAND: 25			
ADJUDICATION DIV ORG-STR: PSA			
BOLLING AFB DC 20332-5000			
AUTH PAS: HH25FCBC			
15 Position Title	Number	Seq No	
PERSONNEL SECURITY SPECIALIS	56103	524612	
16 Pay Plan	17 Occ. Code	18 Grade or Level	
GG	0080	12	
19 Step or Rate	20 Total Salary	Award	UoM
04	82,359.00		
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay	
66,301.00	16,058	82,359.00	
20D Other Pay	21 Pay Basis		
	Per Annum		
22 Name and Location of Position's Organization			
USAF SPECIAL ACTY FA			
WWS COMMAND: 25			
ADJUDICATION DIV ORG-STR: PSA			
BOLLING AFB DC 20332-5000			
AUTH PAS: HH25FCBC			
History	Extra Information	Person	Position (E)
			Others... (Q)

- c. **Remarks and Address Tab** – Input remark ‘Y3H’ and any additional ones as appropriate in Part F:

Requesting Info Position Data Employee and Position Data **Remarks and Address**

PART D - Remarks by Requesting Office
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
 Yes No

PART E - Employee Resignation/Retirement
 Reasons for Resignation/Retirement

Forwarding Address City State
 Zip Code Country

PART F - Remarks for SF 50

Code	Description	Required
Y3H	Transition to GG from IA IAW SECDEF Memorandum dated August 04, 2010.	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position (B) Others... (L)

If	And	Then Remark Code is	And Remark is
Employee is on pay retention prior to conversion	Employee is entitled to continue receiving pay retention	X40	Employee is entitled to pay retention.
Employee is not on pay retention prior to transition; action results in the employee's DCIPS adjusted salary exceeding assigned GG grade		X40	Employee is entitled to pay retention.

If	And	Then Remark Code is	And Remark is
Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention.	X42	Pay retention entitlement terminated.
Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.
All		Y3H	Transition to GG from IA IAW SECDEF Memorandum dated August 04, 2010.
Action results in employee being placed in Step 00 with PRD 4		Y3I	Employee is receiving rate of pay at a pay rate above the regular rate but not above the maximum rate for the grade.

d. **Extra Information:** Select the Extra Information button at the bottom of the RPA.



(1) **US Fed Salary Change Information:** Input the ‘Date Last Equivalent Increase’ and ‘Date WGI Due’ in this area to update the ‘Within Grade Increase’ element entry with the NOA 890 transition action when the ‘To’ Step is “01” thru “09”.

Extra PA Request Information

Type

- NSPS Pay Retention NTE
- Termination of NSPS Pay Retention NTE
- Navy Lab Demo DCA-EAA Data
- NRL Payroll Flow Entries
- Navy Warfare Labs Bonus Information
- SPAWAR Bonus Payroll Type
- SSC Atlantic-Pacific Payout
- US Fed Salary Change Information**
- US I

Details

Date Last Equivalent Increase 15-AUG-2010

Date WGI Postpone Effective

Date WGI Due 12-AUG-2012

Date Arrived Personnel Office

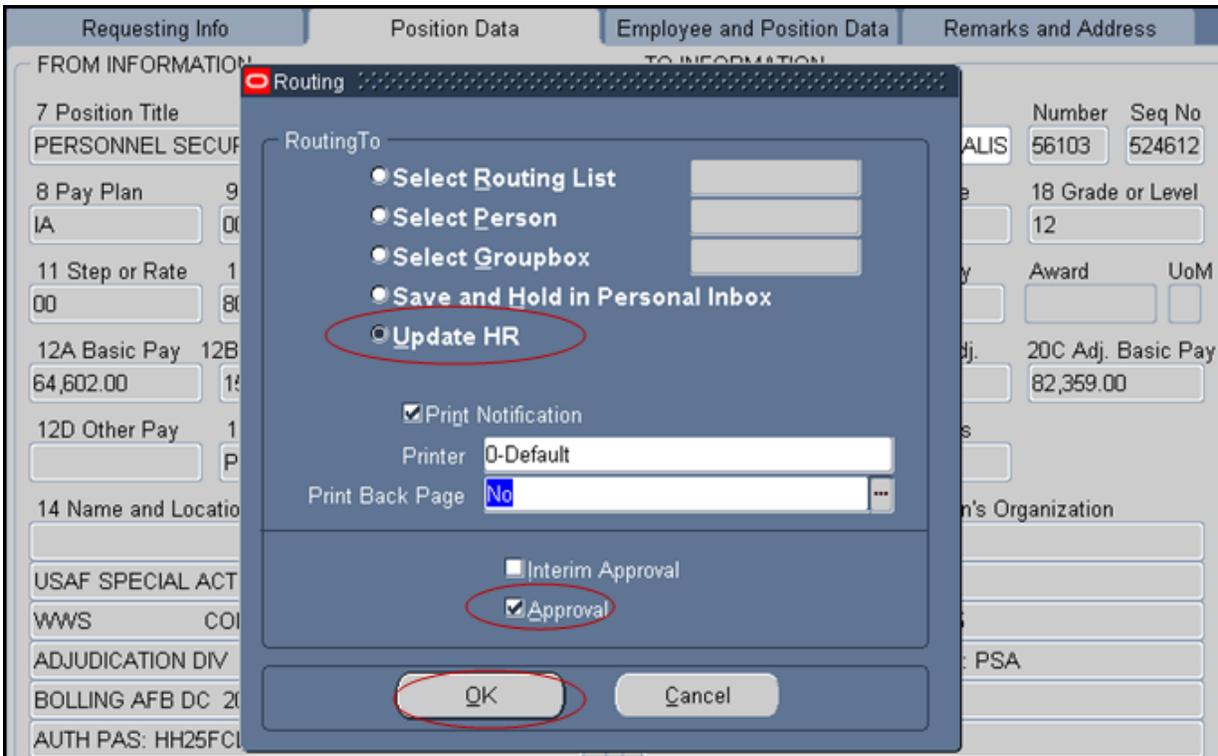
NOTE: The transition to the DCIPS grade does not “reset” the Date Last Equivalent Increase. This date should be the date of the employee’s most recent equivalent increase as addressed in the DCIPS Transition Guidance. Review the data in the employee’s Within Grade Increase element entry and the DCIPS Periodic Increase Info DDF to aid in determining the ‘Date Last Equivalent Increase’. The ‘Date WGI Due’ is to be based on the waiting period for the ‘To’ step.

(2) **Alternate Personnel System Info:** Update the ‘APS Departure Date’ with the effective date of the action and the ‘APS Departure NOA’ with “890”.

The screenshot shows a web form titled "Alternate Personnel System Info" under the "Type" tab. The form is labeled "Extra PA Request Information". It contains several input fields: "Personnel System Indicator" (empty), "APs Entry Date" (empty), "APs Entry NOA" (empty), "Mass Conversion Flag" (set to "Y" with "Yes" next to it), "APs Departure Date" (set to "03-JUL-2011"), "APs Departure NOA" (set to "890"), "APs WGI Buy In Amount" (empty), and "APs WGI Buy In Status" (empty). A red oval highlights the "APs Departure Date" and "APs Departure NOA" fields.

e. Save the RPA and Update HR. Click on 'Yes', then click on 'Update HR' and 'OK'.

The screenshot shows a personnel data form with four tabs: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address". The "Employee and Position Data" tab is active. The form is divided into "FROM INFORMATION" and "TO INFORMATION" sections. The "FROM INFORMATION" section includes fields for Position Title (PERSONNEL SECURITY SPECIALIST), Number (56103), Seq No (468932), Pay Plan (IA), Occ. Code (0080), Grade or Level (03), Step or Rate (00), Total Salary (80,249.00), Basic Pay (64,602.00), Locality Adj. (15,647), and Adj. (80,249.00). The "TO INFORMATION" section includes fields for Position Title (PERSONNEL SECURITY SPECIALIST), Number (56103), Seq No (524612), Pay Plan (GG), Occ. Code (0080), Grade or Level (12), Step or Rate (04), and Total Salary (82,359.00). A "Decision" dialog box is overlaid on the form, asking "Do you wish to route the Request for Personnel Action now?". The "Yes" button in the dialog box is circled in red.



3. Verify Position and Salary Information in the Employee Record.

Navigate to People/Enter and Maintain. **Verify information** has been updated correctly; particularly Grade, Step and Salary fields.

- a. Click on the 'Assignment' button to view grade.

People

Name
Last [REDACTED]
First [REDACTED]
Title
Prefix
Suffix
Middle [REDACTED]

Gender [REDACTED] Action [REDACTED]
Person Type for Action [REDACTED]

Person Types
Employee

Identification
Employee 295043
Social Security [REDACTED]

Personal Employment Office Details Applicant Background Rehire Further Name Medical Other

Birth Date **14-FEB-1967** Age **44**
Town of Birth
Region of Birth
Country of Birth
Status
Nationality
Registered Disabled

Effective Dates
From **23-JUN-2008** To
Latest Start Date **23-JUN-2008**

Address **Assignment** Extra Information Special Info Others...

b. Click on the 'Entries' button to view salary information.

Assignment

Organization **AF WIDE SPT AF25HH25** Group
Job **0080.Security Administration (0080)** Position **56103.PERSONNEL SECURITY SPECIALIST**
Grade **GG-12** Payroll **Biweekly**
Location **110015001** Status **Active Appointment**
Vacancy

Assignment Number **295043** Collective Agreement
Assignment Category Employee Category

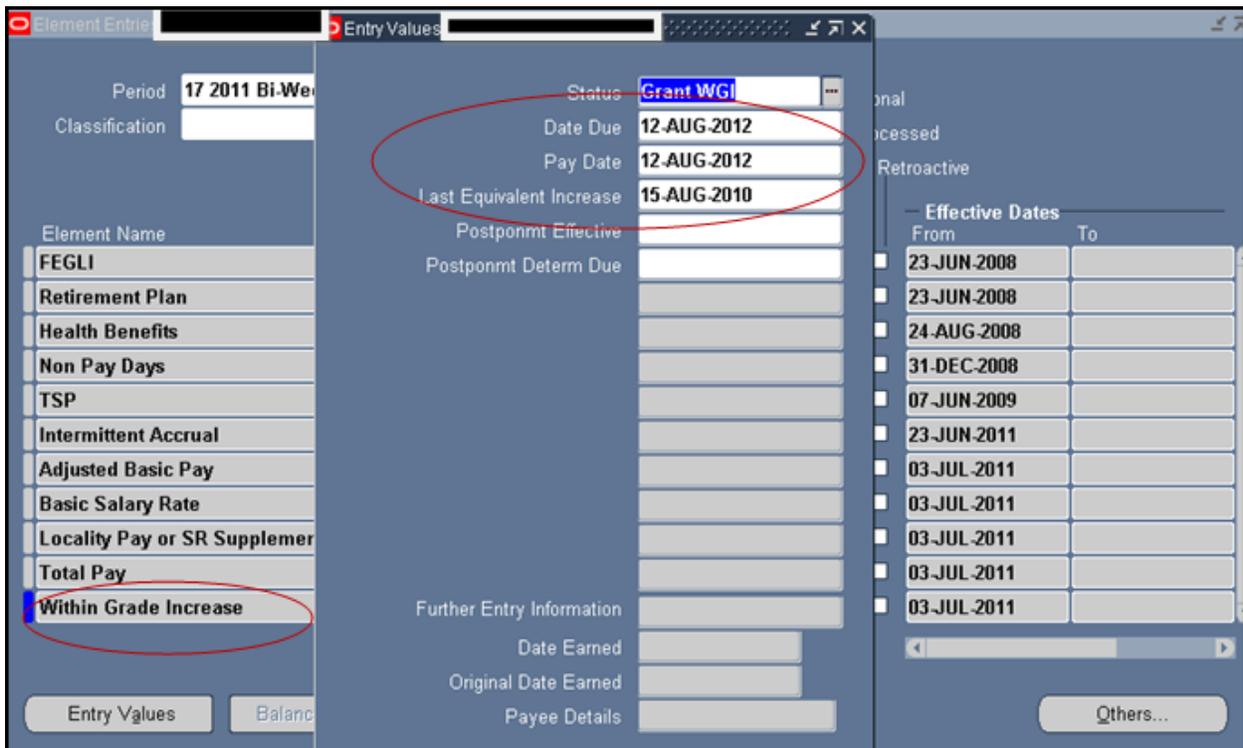
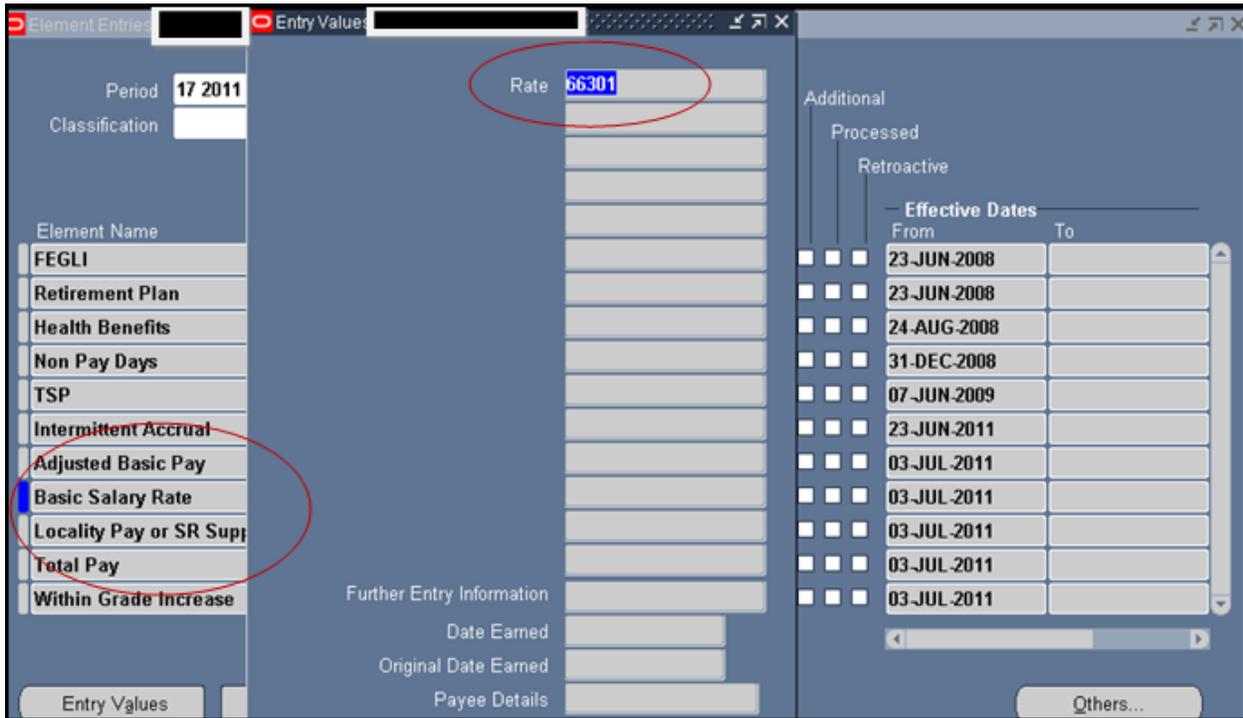
Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Salary Basis
Review Salary Every
Review Performance Every

Effective Dates
From **03-JUL-2011** To

Entries Extra Information Others...

- c. Navigate through the 'Entries' to ensure the salary and WGI information has updated correctly.



- d. Navigate to 'Assignment' > 'Extra Information' to ensure the step was updated correctly.

