

Introduction to Payroll Services Letters

The greatest impact of the Department of Health and Human Services' (DHHS') conversion to the Defense Finance and Accounting Service (DFAS) Defense Civilian Pay System (DCPS) was on the Payroll Services Division (PSD), as they reorganized into a team-based customer service organization. However, DCPS also required a few changes to procedures and processes in the Human Resource (HR) Centers. Because of this, PSD established a formal communication vehicle, the Payroll Services Letter (PS Letter).

The purpose of the PS Letters is to provide the HR Centers and Departmental managers with detailed information on procedures that have changed with the conversion of the DHHS payroll system to DCPS. In some cases these letters are for information purposes only, in that they explain a change in process that does not require any action in the HR Centers. In other cases, the letters address in detail new processes and procedures that must be followed, replacing former procedures for specific actions.

The initial PS Letters were issued in April 2005, addressing changes that would be effective April 17, 2005, the first pay period where the DCPS system would be in use. Posted on the Program Support Center (PSC) Human Resources Service (HRS) website, the electronic versions of these letters have hyperlinks to enable the user to easily navigate to related resources as needed.

When a new letter is issued that relates to an older letter, an electronic reference will be added to the prior letter to tell of the update. Each new letter will also reference any previous letters that are related to the topic. As new issues arise, PS Letters will be issued as needed, with an initial copy going to all HR Centers via e-mail, and then will be posted on the HRS website.

Each PS Letter can be identified by a unique number, (PS05-01), date, subject, and category. The footer at the bottom of each letter page will show the letter number and the page number.

The format of the letters has been standardized, and will include the following types of information:

- Purpose of the Communication
- Particular Change or Issue
- Reason(s) for the Change or Addressing the Issue
- Who is Responsible for Actions
- Effective Date of any Changes
- Anticipated Impact on Specific Groups within HHS
- Related Policies or Regulations

The categories used for the PS Letters are the following:

1. Leave
2. Debt Management
3. Payments
4. Time and Attendance (T&A)
5. Non-SF-50 Actions
6. Interim Procedures
7. Personnel Actions
8. Transmitting to DFAS
9. Reporting Inquiries

The following two tables list PS Letters:

- Sorted by category
- Sorted by date (starting with most current)

<i>Category</i>	Payroll Services Letters by Category	
	<i>Number</i>	<i>Subject</i>
Leave		
	PS05-01	Advanced Sick Leave Requests
	PS05-07	Compensatory Time
	PS05-08	Continuation of Pay
	PS05-11	Leave Certifications
	PS05-17	Religious Compensatory Time
	PS05-19	Restored Annual Leave Requests
	PS05-21	SF-1150 Record of Leave Data (Transfer-In)
	PS05-25	Transfer-In Temporary Leave Balances
	PS05-27	Voluntary Leave Transfer Program (VLTP)
Debt Management		
	PS05-02	Agency Administrative Salary Offset
	PS05-09	Debt Collections
	PS05-23	Student Loan Repayment Requests
	PS05-26	Voluntary Child Support and Voluntary Alimony
Payments		
	PS05-03	Back Pay Settlement Cases
	PS05-12	Non-Receipt of Salary Payments and Special Pay
	PS05-14	Payments for Cash Awards and Lump Sum Annual Leave
Time and Attendance (T&A)		
	PS05-04	Biweekly Payroll – Time and Attendance Process
	PS05-29	Environmental Differential Pay
	PS05-30	Hazardous Duty Pay

<i>Category</i>	<i>Number</i>	<i>Subject</i>
Non-SF-50 Actions		
	PS05-06	Changes in Processing Thrift Savings Plan Actions
	PS05-20	Savings Bonds Processing
	PS05-24	Tax Exempt Status (Federal and State)
	PS05-31	Union Dues Processing Information

Interim Procedures

[PS05-10](#) Interim Procedures for Retro Actions

Personnel Actions

[PS05-05](#) Changes in Health Benefits Processing
[PS05-13](#) Not-To-Exceed Actions (NTE)
[PS05-16](#) Reemployed Annuitants Annual Changes
[PS05-22](#) SF50 Forms Required by DFAS Payroll Office

Transmitting to DFAS

[PS05-15](#) Procedures for Transmitting Documents to DFAS-Charleston
[PS05-28](#) Retirement and Separation Processing

Reporting Inquiries

[PS05-18](#) Reporting Pay and Leave Inquiries

Payroll Services Letters by Date
(Starting with most current Date.)

<i>Date</i>	<i>Number</i>	<i>Subject</i>	<i>Category</i>
05/15/2006	PS05-31	Union Dues Processing Information	Non SF-50 Actions
04/17/ 2005	PS05-30	Hazardous Duty Pay	T&A
04/17/ 2005	PS05-29	Environmental Differential Pay	T&A
04/17/ 2005	PS05-28	Retirement and Separation Processing	Transmitting to DFAS
04/17/ 2005	PS05-27	Voluntary Leave Transfer Program (VLTP)	Leave
04/17/ 2005	PS05-26	Voluntary Child Support and Voluntary Alimony	Debt Management
04/17/ 2005	PS05-25	Transfer-In Temporary Leave Balances	Leave
04/17/ 2005	PS05-24	Tax Exempt Status (Federal and State)	Non-SF-50 Actions
04/17/ 2005	PS05-23	Student Loan Repayment Requests	Debt Management
04/17/ 2005	PS05-22	SF50 Forms Required by DFAS Payroll Office	Personnel Actions
04/17/ 2005	PS05-21	SF-1150 Record of Leave Data (Transfer-In)	Leave
04/17/ 2005	PS05-20	Savings Bonds Processing	Non-SF-50 Actions
04/17/ 2005	PS05-19	Restored Annual Leave Requests	Leave

<i>Date</i>	<i>Number</i>	<i>Subject</i>	<i>Category</i>
04/17/ 2005	<u>PS05-18</u>	Reporting Pay and Leave Inquiries	Reporting Inquiries
04/17/ 2005	<u>PS05-17</u>	Religious Compensatory Time	Leave
04/17/ 2005	<u>PS05-16</u>	Reemployed Annuitants Annual Changes	Personnel Actions
04/17/ 2005	<u>PS05-15</u>	Procedures for Transmitting Documents to DFAS-Charleston	Transmitting to DFAS
04/17/ 2005	<u>PS05-14</u>	Payments for Cash Awards and Lump Sum Annual Leave	Payments
04/17/ 2005	<u>PS05-13</u>	Not-To-Exceed Actions (NTE)	Personnel Actions
04/17/ 2005	<u>PS05-12</u>	Non-Receipt of Salary Payments and Special Pay	Payments
04/17/ 2005	<u>PS05-11</u>	Leave Certifications	Leave
04/17/ 2005	<u>PS05-10</u>	Interim Procedures for Retro Actions	Interim Procedures
04/17/ 2005	<u>PS05-09</u>	Debt Collections	Debt Management
04/17/ 2005	<u>PS05-08</u>	Continuation of Pay	Leave
04/17/ 2005	<u>PS05-07</u>	Compensatory Time	Leave
04/17/ 2005	<u>PS05-06</u>	Changes in Processing Thrift Savings Plan Actions	Non-SF-50 Actions
04/17/ 2005	<u>PS05-05</u>	Changes in Health Benefits Processing	Personnel Actions
04/17/ 2005	<u>PS05-04</u>	Biweekly Payroll – Time and Attendance Process	T&A
04/17/ 2005	<u>PS05-03</u>	Back Pay Settlement Cases	Payments
04/17/ 2005	<u>PS05-02</u>	Agency Administrative Salary Offset	Debt Management
04/17/ 2005	<u>PS05-01</u>	Advanced Sick Leave Requests	Leave



Payroll Services Letter

Number: PS05-01
Date: April 17, 2005
Subject: Advanced Sick Leave Requests
Category: Leave

Purpose

This letter describes new procedures for submitting notifications of advanced sick leave approvals to the Payroll Services Division (PSD).

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Currently, after advanced sick leave is approved, it is submitted on the time and attendance (T&A) record and updated in the employee's payroll record.

Effective April 17, 2005, HHS Timekeepers must forward approvals for advanced sick leave to their Human Resource (HR) Center Payroll Liaison. This new procedure is being implemented to comply with the Defense Finance and Accounting Service (DFAS) payroll processing requirements.

The DFAS Defense Civilian Pay System (DCPS) maintains advanced sick leave balances and requires that the number of approved hours be updated in DCPS **prior to** submission of the T&A data.

It is the responsibility of Timekeepers to be sure that the request for advanced sick leave is properly authorized and submitted to the Payroll Liaison. The notification must include the following information:

- Employee name
- SSN
- Date effective (usually the first day that the advanced sick leave is to be used).
- Number of hours authorized
- A "not to exceed" date for use of the advanced sick leave

Payroll Liaisons must include the above information in a Peregrine ticket and send it to their Payroll Customer Service Team. There is a specific field for this purpose in Peregrine – Category: LEAVE Subcategory: ADVANCED/RESTORED LEAVE.

The advanced sick leave hours must be updated in DCPS before the hours will be accepted when processing the T&A. Notifications of advanced sick leave approvals for

the current pay period must be received in PSD no later than **close of business Wednesday**, the second week of the pay period.

If advanced sick leave notifications are not received in PSD on time, the DFAS payroll system will perform a leave conversion, i.e., the advanced sick leave will convert to annual leave, compensatory, credit hours or leave without pay. The leave and earnings statement will show the leave charged accordingly. Also, Payroll Liaisons will receive a “Conversion of Hours” report that lists leave that was converted for employees. For further information on leave conversion, see the Payroll Services Letter entitled “Biweekly Payroll Process.”

Payroll Liaisons should review the leave conversions and report any discrepancies to their Payroll Customer Service Team.

PSD can accept and process notifications of advanced sick leave approvals for previous pay periods and adjustments will be made to the employee records.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-02
Date: April 17, 2005
Subject: Agency Administrative Salary Offset
Category: Debt Management

Purpose

The purpose of this letter is to inform the HHS Operating Divisions (OPDIVS) of new procedures for requesting salary offset to recover administrative debts incurred by employees. The new procedure is being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, OPDIV Finance and Administrative Offices must submit requests for recovery of an administrative debt, such as, travel advances, equipment, training, salary advances, and emergency salary payments to the DFAS Charleston Payroll Office. The request must be submitted with supporting documentation using the Request for Recovery of Debt Due the United States by Salary Offset form (Attachment A), and faxed or mailed to the following address for action:

DFAS Charleston Payroll Office
Code PCPS
P.O. Box 33717
Pensacola, FL 32508-3717

OR

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

The supporting documentation should include a copy of the employee agreement or notification requesting payment and informing them of salary offset authorization. For additional information on debt collections, see Payroll Services Letter entitled "Debt Collections".

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.

Attachment A

Request for Recovery of Debt Due the United States By Salary Offset									
1 Paying Agency Identification (OPDIV)				2 Employee Identification					
a. Name				a. Name (Last, First, Middle Initial)					
b. Address (Street, City, State and Zip Code)				b. Address (Street, City, State and Zip Code)					
				c. Date of Birth		d. Social Security Number			
To liquidate a debt to the United States, the named Creditor Component asks that the debt be collected as shown from the current pay of the employee identified above. Notices and inquires concerning the debt should be sent to									
3. Debt Information									
a. Reason for Debt									
b. Date Right to Collect Accrued				c. Debt Identification Number, If Any					
d. Original Debt Amount		\$		e. Number of Installments		@	Amount		
						(1)	(2)		
f. Interest Due (If none, show N/A)		\$					\$		
g. Penalty Due (If none, show N/A)		\$					\$		
h. Administrative Cost (If none, show N/A)		\$							
i. Total Collection To Be Made				j. Commence Deductions On (Enter Date)					
4. Due Process (X applicable items and either enter date action taken in Column (1) or X Column (2) or (3) and attach acknowledgement or consent.)									
		Date Action Taken (1)	Acknowledge ment (2)	Consent (3)			Date Action Taken (1)	Acknowledge ment (2)	Consent (3)
a. Creditor Component 30 Day Salary Offset Notice					d. Hearing Held				
b. Employee Did Not Respond (Consent assumed)					e. Decision for Creditor Component				
c. Employee Requested A Hearing					f. Other (Specify)				
I Certify the following:									
(1) The debt identified above is properly due the United States from the named employee in the amount shown;									
(2) This Agency's regulations implementing 5 U.S.C. 5514 have been approved by the Office of Personnel Management									
(3) The information concerning this Component's and the employee's actions is correct as stated.									
5. Creditor Component Information									
a. Name									
b. Address (Street, City, State and Zip Code)									
c. Accounting Classification (Line of Accounting)									
d. Document Number									
e. Certifying Official									
(1) Signature				(2) Date Signed					
(3) Title				(4) Telephone Number					
6. DFAS Accounting Office									
a. Office and Symbol				b. Date					

HHS Revised form DD2481



Payroll Services Letter

Number: PS05-03
Date: April 17, 2005
Subject: Back Pay Settlement Cases
Category: Payments

Purpose

The purpose of this letter is to provide procedures for HHS Human Resource (HR) Centers when requesting payment of back pay settlement cases. The new procedure is part of the HHS payroll system conversion to the Defense Finance and Accounting Services (DFAS). The correct documentation for this action is very important to ensure settlement cases are processed and dispersed properly.

Effective April 17, 2005, HR Centers must send back pay settlement cases directly to the DFAS Charleston Payroll Office. Once the determination has been made that an employee is entitled to Back Pay under Section 5596 of 5 U.S.C. and implementing regulations in 5 C.F.R. 550, the HR Center must notify the DFAS payroll office with an official letter detailing the action and any special processing instructions.

A. The transmittal letter must contain the following:

- (1) Statement if Unemployment Benefits are to be deducted and if so, the dollar amount and documentation.
- (2) Statement that employee has been counseled concerning Health Benefits and Thrift Savings Plan and the election forms if necessary.
- (3) Statement concerning entitlement to overtime, night differential, shift premium, Sunday premium, etc. with number of hours and dates for each entitlement.
- (4) Statement certifying the dollar amount and hours of any annual leave lump sum paid and dollar amount of any severance pay that was paid, if back pay settlement was prior to the conversion to DFAS,
- (5) Statement if interest is payable and the date it is to begin.

B. The following documentation must be included:

- (1) Copy of Settlement Agreement.
- (2) Corrected or canceled personnel actions - Standard Form 50Bs.
- (3) Statement certified to be accurate by the employee that must include the following:
 - (a) Any outside earnings along with copies of W2's or statement from employer as proof to the amount.
 - (b) Statement that he/she was ready, willing and able to perform work during dates involved.
 - (c) Statement of any payments made at time of separation to include Lump Sum Leave, Severance Pay, VSIP and if employee withdrew Retirement Funds from the Office of Personnel Management.
- (4) If employee was unable to work during any or part of the period involved, certification of the type of leave to be charged and number of hours will be required.
- (5) Corrected/amended timecards as needed.

The case must be mailed or faxed to:

DFAS Charleston Payroll Office
Code PCPS
P. O. Box 33717
Pensacola, FL 32508-3717

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-04
Date: April 17, 2005
Subject: Biweekly Payroll – Time and Attendance Process
Category: Time & Attendance (T&A)

Purpose

This letter provides information to Human Resource (HR) Centers describing changes to the Time and Attendance (T&A) data submission and biweekly payroll process resulting from the conversion of the Department of Health and Human Services (HHS) payroll system to the Defense Finance and Accounting Services (DFAS). Topics addressed in this letter include:

- A. Biweekly T&A Submission Process
 - B. Incorrect and Late T&A Data
 - C. Leave Conversions
 - D. Amended T&A.
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Biweekly T&A Submissions

Timekeepers and Leave Approving Officials should follow their OPDIV internal procedures and schedule for the submission of T&A data. However, it is important to understand changes to the T&A submission process as a result of the HHS payroll system conversion to DFAS.

DFAS has only one final pay computation process. This is a major change for HHS. There are no longer Mini or Supplemental payroll runs for employees whose time rejects or is submitted late. The one payroll run will include cash awards and lump sum annual leave payments. A remark will appear on the employee's Leave and Earnings Statement (LES) if a cash award and/or lump sum payment is paid out during the pay period.

Accurate and timely submission of T&A data is required to ensure accurate and timely payments to employees. If T&A data is not submitted timely, employees may receive an incorrect or late payment. Payroll Customer Service Representatives (CSR) will notify Payroll Liaisons of active employees who did not have T&A data submitted or who had T&A data rejected. CSRs will analyze the errors, if necessary, request information from Payroll Liaisons, and resubmit the T&A. There is a short timeframe (Monday and Tuesday) for correction of T&As.

The Payroll Liaison has an integral role during the T&A submission process. They must coordinate and provide information between the Timekeepers and CSRs. CSRs do not communicate directly with Timekeepers so the Payroll Liaisons or their designee must be available and gather information quickly. During the short window of time allotted to make corrections and changes, the CSR will rely on the Payroll Liaison to collect, fax, or e-mail information so that corrections to an employee's T&A record can be made and the employee can be paid correctly and on time.

Changes have been made to the HHS Timekeeper's Manual to emphasize the DFAS T&A edits. Payroll Liaisons can review timekeeping updates by accessing the HHS Timekeeper's Manual located on the HHS Intranet - <http://www.psc.gov/hrs/itas/documentation.html>. The manual describes ways to avoid common mistakes and also takes into account what is required for the new payroll system.

The payroll schedule has been revised to meet the DFAS processing schedule for a new official payday of Friday, the first week of the pay period. The schedule below gives a description of the activities that occur in the Program Support Center, Human Resources Service, during the biweekly T&A process.

T&A Submission Schedule

The T&A submission schedule below shows the end of the pay period activities that occur Friday through Tuesday. It gives an overview of when T&As can be submitted to DFAS, the activities DFAS performs with the T&As and what CSRs, Payroll Liaisons and Timekeepers must do to help ensure timely resolution of missing or erroneous T&A submissions. It also provides new DFAS terminology to help promote better communication and knowledge transfer between HHS and DFAS.

Friday (prior to the end of the pay period)

- T&A data can be transmitted to the Program Support Center (PSC) Human Resources Service (HRS) anytime from the T&A systems.

Saturday

- T&A data can be transmitted to the PSC HRS anytime from T&A systems.

Sunday

- T&A data must be received by the PSC HRS by 6:30 PM EST. The PSC HRS prepares the data by creating files that are sent to DFAS for validating and

editing. Any errors detected during this validation and edit process are captured and displayed on the DFAS error reports.

Monday

- CSRs receive and analyze the Invalid Transaction Report. This report lists errors detected in employee T&A records. Most of the errors found on the report are a result of T&As being entered incorrectly into the T&A systems.
- Monday is a crucial day for Payroll Liaisons. They must respond quickly when researching and gathering information for the CSRs. CSRs will then make the necessary corrections in the DFAS payroll system.
- Monday evening, DFAS runs a pay computation in which they process the corrections and any additional T&A data submitted. This process once again validates and edits the T&A data looks for errors and returns the errors on the Invalid Transaction Report on Tuesday morning.

Tuesday

- Tuesday is the last day that T&A data can be submitted or errors corrected and the results included in the final pay computation. CSRs will submit corrections and late T&A data based on their review of the Invalid Transaction and Missing Time reports, and the information received from the Payroll Liaisons.
- CSRs spend Tuesday analyzing errors on the Invalid Transaction Reports and Missing Time/Created Leave Reports. Missing Time Reports display information on employees who are missing partial or all time. The DFAS payroll system checks to see if the employee's hours that were submitted equal his tour hours. (DFAS expects the tour and base hours to be the same.). For example, if the number of base hours sent to DFAS does not equal what DFAS has as that individual's tour hours, the employee is listed on the Missing Time Report. This means that the employees missing hours submitted will show up on the report as missing time and the CSR will need to correct it. If the time is not corrected, DFAS converts the missing time to leave without pay.

Incorrect and Late T&A Data

ALL T&A data must be received by the PSC HRS by Tuesday 3:30pm E.S.T. The DFAS payroll system edits the T&A data being transmitted against the appointment and pay entitlement data in the employee's record. It is **IMPORTANT** to know that DFAS runs the computation of pay process, referred to as **Final Pass**, Tuesday evening and any time that has not been corrected or is still missing may result in an employee receiving partial or late salary payment. Payroll Liaisons can request a special pay (manual payment) if the employee received less than 90% of his basic pay. This does not include overtime, night differential (except for FWS employees), holiday premium, Sunday

Differential, etc. For additional information on requesting special payments, see the Payroll Services Letter on Non-Receipt of Salary Payments and Special Pay.

Leave Conversions

The DFAS payroll system converts leave differently than the HHS pay system.

DFAS cascades leave from one leave category to another. The DFAS leave conversion chart (see Attachment - Leave Conversion Chart) shows the order of precedence that leave will default if the leave balance in the record is less than the leave submitted on the T&A. Each pay period, CSRs will provide Payroll Liaisons with a report of employees who had leave converted.

Conversion of Hours Report displays time that may have been converted from one category (i.e. sick leave) to another category (i.e. annual leave) depending if the employee's leave category was exhausted.

D. Amended T&A

After conversion, the Payroll Error Correction System (PECS) will no longer be available. Corrections to previous pay period T&A records will be transmitted to DFAS as amended T&A records along with the regular T&A data. The amended T&A records will be processed through the DFAS retro system in the same pay period they are received. The DFAS payroll system validates and edits amended T&A data, and generates a report, Retro Invalid Transaction Report, of records with errors that rejected. The CSRs will notify Payroll Liaisons of amended T&A records that rejected.

Note: – PS05-XX addresses T&A corrections effective prior to April 17, 2005.

For further assistance or for questions regarding the information in this letter, please contact your Customer Service Team in the Payroll Services Division.

Type of Excess Leave	Order of Precedence (DCPS)
1. Sick	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
2. Sick Leave – Care of Family Member	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
3. Sick Leave – Care of Family Member (Serious Condition)	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
4. Annual	<ol style="list-style-type: none"> 1. Compensatory 2. Restored Leave 3. Donated Leave 4. Credit Hours 5. Leave Without Pay
5. Compensatory	<ol style="list-style-type: none"> 1. Annual Leave 2. Restored Leave 3. Credit Hours 4. Leave Without Pay
6. Military	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
7. Military Law Enforcement	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay

Type of Excess Leave	Order of Precedence (DCPS)
8. Home	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
9. Shore	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
10. Restored Annual	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
11. Credit Hours	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Leave Without Pay
12. Time-Off Incentive Award	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay

DCPS Family Leave will convert the same as annual, sick, compensatory time leave, etc., if the employee has no authorization or balance equals zero.



Payroll Services Letter

Number: PS05-05
Date: April 17, 2004
Subject: Changes in Health Benefits Processing
Category: Personnel Actions

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) will require changes in health benefits processing. This letter provides Human Resource Centers (HRC) with information and instructions for the following health benefits actions:

- A. Employees on Leave Without Pay (LWOP)
 - B. Reservists Called to Active Duty
 - C. Reconciliation of Health Benefits
 - D. Waiving FEHB Premium Conversion
- - - -

A. Employees on Leave Without Pay (LWOP)

Employees taking LWOP have had three options for paying their Federal Employee Health Benefits (FEHB) premiums:

- Pay-As-You-Go
- Catch-Up
- Prepay

These payment options are described in the FEHB Handbook on the OPM website:

www.opm.gov/insure/handbook/fehb13.asp

Effective April 17, 2005, the third option, Prepay, will no longer be available (LWOP Pre-pay HB Start – NOA Code 9628). As noted in the FEHB Handbook, agencies are not required to offer this option.

Please advise employees of the two options still available to them for paying their share of FEHB premiums while in LWOP status.

B. Reservists Called to Active Duty

When an employee has been called to active military duty in support of a contingency operation, HHS will pay that employee's share of FEHB premiums in addition to the government's share.

Effective April 17, 2005, HRC Payroll Liaisons must notify their Payroll Customer Service Team of employees called to active duty to ensure that qualifying reservists are not indebted for health benefits premiums.

The notification must be via a Peregrine ticket with the category/subcategory of BENEFITS/FEHB. The following information must be included:

- Name
- SSN
- FEHB enrollment code
- A brief statement that the reservist is called to active duty in support of a contingency operation
- Beginning date employee is eligible to have the agency pay the employee's share of the FEHB premium
- Approximate ending date employee is eligible to have the agency pay the employee's share of the FEHB premium
- Name and telephone number of the HR office representative responsible for the case

The description field should be used to indicate that the reservist was called to active duty, the FEHB enrollment code, and the effective or beginning date and the approximate end date.

The Secretary of HHS directed the Operating Divisions to arrange for payment of employee shares of FEHB premiums in a memorandum dated April 23, 2003 (attached).

- Authority to waive the requirement that employees pay their share of FEHB premiums is given under 5 U.S.C. Section 8906(e)(1)(B)(ii) and 5524a(c)
- Further information is available on the OPM website "Health Benefits Coverage under the FEHB Program for Federal Civilian Employees Called to Active Duty Service"

www.opm.gov/insure/health/eligibility/reservists.asp

C. Reconciliation of Health Benefits

Effective April 17, 2005, insurance carriers will inform DFAS directly of enrollment discrepancies. Should the DFAS payroll office require HR documentation to resolve a discrepancy, DFAS will communicate with the Health Benefits Contacts in the HR Center. HHS will provide DFAS with a list of all the HR Health Benefits Contacts. The Customer Service Representatives (CSRs) in the Payroll Services Division will be available to assist the HR and DFAS staff if necessary.

Please notify the Payroll Customer Service Team if the name, address or telephone number changes for the HR Health Benefits Contact.

D. Waiving FEHB Premium Conversion

While the vast majority of employees take advantage of the “Premium Conversion” program to pay their FEHB premiums with pre-tax dollars, all employees have the right to waive their participation in this program. To do so, they must obtain a waiver form from their HR Center. Waiver requests may only be authorized if they are submitted during “open season” or if a “qualifying life event” applies to the employee.

Effective April 17, 2005, HR Centers are required to send waiver authorization FEHB Premium Conversion Waiver/Election Forms directly to DFAS-Charleston. The forms should be faxed to the DFAS payroll office at the following numbers:

- 866-401-5849 toll-free, or
- 850-473-6450 commercial

Additional information about forwarding documents to the DFAS payroll office is available in the PS Letter: [Procedures for Transmitting Documents to DFAS-Charleston](#).

A template for the waiver form and additional information about the FEHB premium conversion program are available from the following sources:

- FEHB Premium Conversion Waiver/Election Form. Attachment to BAL 00-215. www.opm.gov/asd/htm/2000/00-215_attach3.doc
- FEHB Premium Conversion (about paying health benefits premiums with pre-tax dollars, waivers, etc.) – OPM website www.opm.gov/insure/health/pretaxfehb

For further assistance or for questions regarding the information in this letter, please contact your Customer Service Team in the Payroll Services Division.



Payroll Services Letter

Number: PS05-06
Date: April 17, 2005
Subject: Changes in Processing Thrift Savings Plan Actions
Category: Non-SF-50 Actions

Purpose

This letter provides new procedures for Human Resource (HR) Centers to follow regarding processing Thrift Savings Plan (TSP) actions. The procedures affect the following actions:

- A. TSP Transfer-In
- B. TSP Hardship Loans (In-Service Withdrawals)
- C. TSP Underdeduct Letters

The new procedures become effective April 17, 2005 with the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

A. TSP Data – Transfer-In

TSP year-to-date (YTD) balances must be input on the accession action. When an employee transfers from another federal agency into HHS, it is important that the payroll system be updated with the TSP YTD employee contributions. In most cases, the YTD information will be included with the accession action processed for the employee and no other action will be required.

If the HR Center does not include the TSP YTD on the accession action, the information must be sent to their Payroll Customer Service Team for processing.

The information must be sent electronically using the Peregrine system using the category/subcategory: BENEFITS/TSP.

The Peregrine screen contains a specific section to input the TSP information. The first line of the description field must indicate TSP Transfer-in. Include the information below in the Peregrine ticket:

- Name
- SSN
- Employee ID (optional)
- TSP Status: Code and Date
- Date of Birth
- Retirement Code
- TSP YTD balance

B. Hardship Loans (In-Service Withdrawals)

HR Centers will not be required to process TSP Hardship Loan actions. Upon accepting an employee request for an in-service withdrawal from their TSP account, the National Finance Center (NFC) will send an electronic file to DFAS to update the payroll system record. The employee TSP status code will change to either “T” or “S.”

The HR Center will be notified of this change in TSP status code by the Enterprise Human Resources and Payroll (EHRP) system.

DFAS will maintain the standard restrictions of the non-contribution period of six months from the date of disbursement of the withdrawal. The NFC will continue to be responsible for sending the employee an eligibility notice at the end of the six-month period. Resumption of employee contributions will still require that the employee submit the appropriate election form, TSP-1 to the HR Center.

C. TSP Underdeduct Letters

HR Centers are no longer required to process thrift underdeduct actions. If an employee’s TSP action is not processed by the effective date indicated, the employee should receive an “underdeduct letter.” The TSP underdeduct letters will be mailed directly to the employee by the DFAS Payroll Office. The employee has thirty days to respond to the DFAS Payroll Office.

If an employee believes that an underdeduct letter should have been generated – or the letter is incorrect – the HR Center should intervene and send an inquiry to their Payroll Customer Service Team using the Peregrine system.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-07
Date: April 17, 2005
Subject: Compensatory Time
Category: Leave

Purpose

This letter describes the new policy regarding the use of Compensatory Time.

Compensatory time is time off with pay in lieu of overtime pay for irregular or occasional overtime work, as permitted by your OPDIV internal policy and flexible work schedule programs.

Effective April 17, 2005, employees will be required to use all accumulated compensatory time within 26 pay periods of accrual or the time will be converted to overtime pay. This new procedure is in accordance with the processing changes needed to support the conversion of HHS Payroll to the Defense Civilian Pay System operated by the Defense Finance and Accounting Service.

After the 26th pay period, unused compensatory time will be automatically converted to overtime pay at the rate at which it was earned, and will be included with the biweekly salary payment. The amount of the overtime pay will be displayed in the Current Earnings Section of the Leave and Earnings Statement (LES). Any remaining compensatory hours accrued will be displayed in the Leave Section of the LES.

Defense Civilian Pay System will not make separate payments for compensatory time.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.

Attachment



DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF THE SECRETARY
WORKFORCE
CONTROL CENTER

Office of the Secretary

Washington, D.C. 20201

APR 23 2003

MEMORANDUM TO HEADS OF OPERATING AND STAFF DIVISIONS

SUBJECT: Support for Employees Who Are Called to Active Military Duty

In this time of uncertainty abroad and increased security at home, it is more apparent than ever that our lives, livelihoods, and liberties rest upon the shoulders of our soldiers, sailors, airmen, Marines, and Coast Guardsmen. These brave men and women sacrifice everything — from the comforts of home, to the solace of family, to the company of friends, to life itself— in defense of our great nation and our way of life. Many of these servicemen are our friends, co-workers, and neighbors in the National Guard and Reserves. It is our duty and our privilege to support them and their families in every way we can.

To fulfill this commitment I will send a letter to each HHS employee who has been called to active military duty, to honor them for their commitment to military service, and I have asked that we have in place an official who will serve as a single point of contact for this critical matter. Ms. Elizabeth Chaffee, a counselor in the Employee Services Center of the Program Support Center, has been designated as the HHS single point of contact for employees on active military duty and for their families. She may be reached at 301-504-3021, or at echaffee@psc.hhs.gov. Also, a toll free number, 866-865-1925, is available for use by our citizen-soldiers and their family members, should they have questions about leave, pay, and benefits related issues.

Please designate a representative to work with Ms. Chaffee. She will be asking for the geographic location of your employees' active duty, their reporting date, next of kin, office and home address, as well as the employee's organization and position title. This information will facilitate my personal letter to them and aid in responding to any issues they may have. Please send the name of your representative directly to Ms. Chaffee no later than April 30.

I am also directing those Operating Division Heads who have not already done so to sign the necessary waivers for payment of employee shares of FEHB premiums for our servicemen and women called to active military duty.

Thank you for your willingness to provide our employees and their families assurance that important benefits and pay issues will continue to receive our attention while they are engaged in military service to their country.

Tommy G. Thompson



Payroll Services Letter

Number: PS05-08
Date: April 17, 2005
Subject: Continuation of Pay
Category: Leave

Purpose

This letter describes new procedures for handling Continuation of Pay (COP).

Effective April 17, 2005, Payroll Liaisons and Timekeepers must provide information to the Payroll Services Division on employees who are placed on COP. The new procedure is part of the HHS payroll system conversion to the Defense Finance and Accounting Service (DFAS).

The DFAS payroll system has additional requirements for processing COP. When employees are placed on COP, the date of the injury and injury number must be submitted with the time and attendance (T&A) data. Currently, this information cannot be submitted on the HHS T&A record. Timekeepers will be instructed to forward the date of injury and injury number to their Payroll Liaison each pay period an employee is placed on COP. Payroll Liaisons must send the information via Peregrine ticket to the Payroll Customer Service Team. Use the Peregrine classification – Category: LEAVE Subcategory: LEAVE ADJUSTMENT.

Note: DFAS describes the injury number as a four-digit field, which comprises the month and date (MMDD) of the actual injury date.

The Peregrine ticket must include the following information:

- Name
- SSN
- Employee ID (optional)
- Date of Injury

The first line of the description field must indicate COP and the date of injury.

The Payroll Customer Service Team will input the data in the DFAS system. It is necessary that the COP information be updated before the COP hours submitted on the T&A are accepted in the DFAS payroll system.

For further assistance or for questions regarding the information in this letter, please contact your Customer Service Team in the Payroll Services Division.



Payroll Services Letter

Number: PS05-09
Date: April 17, 2005
Subject: Debt Collections
Category: Debt Management

Purpose

This letter is to inform the Department of Health and Human Services (HHS) Human Resource (HR) Centers and Operating Divisions (OPDIV) of new payroll procedures for debt collections. The changes will be implemented as part of the conversion of the HHS payroll system to the Defense Civilian Pay System (DCPS) operated by the Defense Finance and Accounting Service (DFAS), our new payroll provider.

As of April 17, 2005, HR Centers will no longer receive copies of indebtedness letters or reports regarding employee debts. The DFAS Charleston (DFAS-CH) Payroll Office will notify employees directly regarding employee debts.

Debt collections fall into one of four categories:

- A. Salary Debts
- B. Administrative and Non-Salary Debts
- C. Court Ordered Garnishments
- D. Separated Employee Salary Debts

Salary Debts

Salary debts can occur when time and attendance information is corrected or changed for a previous pay period or when retroactive personnel actions are processed that changes the salary or pay entitlements. This includes any overpayment that is attributable to clerical errors, administrative errors, or delays in processing pay documents. This also includes Health Benefits debts for employees who are on leave without pay (LWOP) or who have insufficient salary to cover health benefits premiums. Salary debts are classified as either routine debts or non-routine (full due process) debts.

Routine Debt

A routine debt is defined as a salary overpayment having an amount of **\$50.00 or less**, or one that is greater than \$50.00 but is **identified** within four pay periods. The collection of a routine debt will begin in the pay period that it is identified by the payroll office. There will not be a delay in starting the collection of newly identified routine debt. A remark will appear on the Leave and Earnings Statement (LES) in the pay period the collection is started. The remark will include the amount being collected in the current pay period, the gross amount of the debt, what caused the debt (time and attendance or personnel action) and a contact phone number for the DFAS debt processing team.

The following is an example of a remark that may appear on the LES for each deduction taken:

**\$ _____ COLLECTED THIS PAY PERIOD FOR \$ _____ (LESS
AMT APPLIED LEAVES A REMAINING BALANCE \$ _____)
CORRECTION DEBT IN ACCORDANCE WITH
DEBT COLLECTION IMPROVEMENT ACT OF 1996. POC: PAYROLL
OFFICE CUSTOMER SERVICE DESK, 1 (843) 746-6498.**

The deduction amount may not exceed 15 percent of disposable net pay unless the employee gives written consent. If the total amount of the debt exceeds this limitation, the initial deduction will be for the full 15 percent and remaining deduction amounts will be 15 percent until the debt has been satisfied.

Non-Routine Debts

A non-routine debt is any salary overpayment greater than \$50 that was **not identified** within four pay periods in which the debt was incurred. This is considered a debt requiring **full due process**. Due process includes giving the employee written notification, which includes information about submitting payments, and the employee's rights to request a hearing or a waiver.

If the employee does not repay the debt or contact the payroll office to establish a repayment schedule within 30 days, the DFAS-CH Payroll Office will begin collection of the debt by salary offset at 15 percent of their disposable net pay.

The following is an example of a remark that may appear on the LES for each deduction taken:

**\$ _____ COLLECTED THIS PAY PERIOD FOR \$ _____ (LESS
AMT APPLIED LEAVES A REMAINING BALANCE \$ _____)
CORRECTION DEBT IN ACCORDANCE WITH 5
U.S.C. 5514. POC: PAYROLL OFFICE CUSTOMER SERVICE DESK, 1 (843)
746-6498.**

Health Benefit Debts

During periods of leave without pay or insufficient pay, employees participating in the Federal Employees Health Benefits Program (FEHB) are indebted for the amount of the employee's portion of the FEHB premiums.

Collection for FEHB debts will be for the current pay period and one prior pay period until the debt is paid in full.

There are various remarks that appear on the LES for FEHB Debts. Below are some of these remarks:

- **CASH PAYMENT PROCESSED FOR FEHB**
 - This remark is produced when a payment for FEHB indebtedness is processed.
- **FEHB PREMIUM HAS BEEN PREPAID BY YOUR AGENCY DUE TO INSUFFICIENT PAY. THIS DEBT MUST BE REPAID EXCEPT FOR THOSE ELIGIBLE RESERVISTS IN SUPPORT OF CONTINGENCY OPERATIONS.**
 - This remark is produced when an employee has an employer contribution or adjustment for FEHB.
- **PREPAID FEHB PREMIUM DEBT COLLECTED**
 - This remark is produced when an employee has a deduction or adjustment for FEHB.
- **RETROACTIVE ADJUSTMENT(S) FOR HEALTH BENEFITS PROCESSED**
 - This remark is produced when an automatic collection for FEHB indebtedness is processed.

Repayment Options

These options normally apply to non-routine debts. However an employee may submit payment in full for routine debts, if they wish. The DFAS-CH Payroll Office must be notified that payment in full has been submitted, with the date and amount of the payment so the automatic payroll deduction can be stopped.

The employee can consent to pay the debt voluntarily or the Government can collect the debt involuntarily.

Voluntary Repayment

There are two methods for repaying a debt voluntarily:

- 1) A payment can be made by check or money order. The payments can be paid in one lump sum or at regularly established intervals. Checks or money orders for repayment of debts should be made payable to DFAS-CL DSSN 8522 and mailed to:

DFAS-CL
P.O. Box 99559
Cleveland, OH 44199

- 2) The debt can be collected through payroll deduction using one of the following methods.
 - a) A one-time deduction.
 - b) Payment may be spread over more than one pay period for other than minor indebtedness amounts. The debt should be equal to at least 15% of the disposable pay in order to qualify for installment liquidation. Installment payments must be at least \$25 per pay period and must be sufficient to liquidate the debt within three years.

Involuntary Repayment

Recovery of the indebtedness by involuntary salary offset is for instances in which the employee has failed to either make a payment, authorize a voluntary one-time payroll deduction, or enter into an agreement with the payroll office for installment deductions. (see Attachment A – sample – Debt Collection Letter for Formal Due Process Debts)

Waiver and Hearing Requests

Waiver and hearing requests should be submitted by the employee to their HR Center. Employee instructions for requesting waivers and hearings are found in Attachment B of this letter and on the HHS Intranet Forms website at http://intranet.hhs.gov/forms/hhs_forms.html and the PSC HRS website at <http://www.psc.gov.hrs>.

Hearing Request

If an employee has reason to believe he or she was not overpaid or the amount of the debt is incorrect, the employee may submit a written request for review by a hearing officer within fifteen calendar days from the date of mailing of the notice. The request must raise a genuine issue of fact or law.

Waiver Request

Under certain circumstances, debt claims against an employee may be waived. Authority is provided by 5 USC 5584 and 4 CFR, parts 91 and 92, for the waiver of claims of the United States against an employee stemming from an erroneous payment of pay or allowances.

It is the employee's responsibility to review his/her LES and make an inquiry as to any unexplained increases in their pay and allowances.

The employee may request a waiver of the overpayment if he/she believes that the overpayment occurred through administrative error and the employee was not aware of the error through receipt of any official document/notification.

Amounts collected and later waived or found not owed will be promptly refunded to the employee unless otherwise provided by the statute or contract.

Submission Requirements

If an employee decides to apply for a waiver or hearing, he or she should follow the instructions for Request for Waiver of Overpayment or for Hearing (DHHS), Attachment B, and send the request to the HR Center. The request for waiver or hearing should include the reason for the request, whether the employee was aware or unaware of the overpayment, whether the employee put forth any effort to question the overpayment, and an actual request for a refund if the waiver is granted.

Suspension of Collection

DFAS will suspend collection of the debt pending waiver determination only if the OPDIV representative or HR Center request suspension in writing.

The address is:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

The fax numbers are:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

Hearing and Waiver Decision

The employee will be directly notified of the hearing and waiver decision. A copy of the decision letter will also be forwarded to the DFAS-CH Payroll Office. The DFAS-CH Payroll Office is responsible for processing refunds of any amount collected and subsequently waived. The DFAS-CH Payroll Office must immediately initiate further collection action when informed of a waiver denial and collection action has been suspended.

Administrative and Non-Salary Debts

Administrative and Non-Salary debts are monies owed to the OPDIV or other Government agencies by employees. Examples include: recovery for travel advances, equipment, student loans, training, salary advances, emergency salary advances, and other Government agency debts.

Debts owed to OPDIVS

In order for an OPDIV to request recovery of a debt, they must submit the request to the DFAS-CH Payroll Office along with the Request for Recovery of Debt Due the United States by Salary Offset form (see Attachment C). This form is used for requesting recovery of a debt by salary offset and certifying that due process has been completed. The collection is processed through the employee's payroll record, and the specified amount is withheld from the employee's pay in single or multiple deductions.

The request form and supporting documentation must be sent directly to the DFAS-CH Payroll Office via the DFAS Imaging Center. For more information on sending documents to DFAS-CH Payroll Office, see the Imaging Documents Payroll Letter. The address is:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

The fax numbers are:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

Debts Owed to Other Government Agencies

When federal agencies notify HHS of outstanding employee debts owed to their agency, the request for collection should be forwarded to the DFAS-CH Payroll Office via the DFAS Imaging Center using the revised form DD2481 – Request for Recovery of Debt Due the United States by Salary Offset. The address is:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

The fax numbers are:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

These debts may automatically be collected by salary offset through the Treasury Offset Program (TOP). With each deduction taken the LES remark will state:

\$ (deduction amount) COLLECTED THIS PAY PERIOD FOR A \$ (gross amount)

TREASURY OFFSET PROGRAM DEBT. CONTACT THE TOP CALL CENTER AT
1-800-304-3107 FOR MORE INFORMATION.

Additional remarks may be found on the employee's LES for the collection of other government agency debts.

Court Ordered Garnishments

Garnishments and bankruptcies are types of court ordered debts.

Garnishments:

There are garnishments for 1) child support and alimony and 2) commercial debts. DFAS Cleveland is the official record keeper for all of these documents and is responsible for processing them. Employees are instructed to contact DFAS Cleveland directly with questions concerning garnishments.

Inquires and court orders should be sent to:

DFAS-CL
Code L
PO Box 998002
Cleveland, OH 44199-8002

Or call:

1 (216) 522-5301

For commercial debts, which include state and local indebtedness, a one time administrative fee of \$75.00 per case shall be collected from the amount of the garnishment due to the creditor. The administrative fee will be collected in full before any payments are remitted to the creditor. An administrative fee will be assessed for each case if more than one commercial debt exists.

Bankruptcy:

Federal employees may file for bankruptcy under the provisions of 11 U.S.C. The court orders are sent to the DFAS-CH Payroll Office. The DFAS-CH Payroll Office processes the collection in accordance with the instructions in the court order.

Debt collection inquiries from HR Centers on behalf of employees can be sent using the Peregrine system. The category is: DEBT COLLECTIONS and the subcategory is the type of debt such as: AGENCY DEBTS, BANKRUPTCY, IRS LEVIES, or SALARY OVERPAYMENTS. Inquiries can also be sent to the DFAS-CH Payroll Office via the Imaging Center. The address is:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

The fax numbers are:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

D. Separated Employee Salary Debts

Separated Employee Salary Debts for Former HHS Employees

The Program Support Center's (PSC), Financial Management Services (FMS) Debt Management Branch will continue to collect debts for employees who separate from HHS. (see Attachment D – Debt Collection Letter for Separated Employee Debts).

If you have questions regarding the information contained in this letter, please contact your Payroll Customer Service Team.

SAMPLE

DEBT COLLECTION LETTER FOR FULL DUE PROCESS (NON-ROUTINE) DEBTS

Each Payroll Office
Letterhead here

(1) DATE: Month date, year

(2A) Name
(2B) Street
City, State Zip

Dear Name:

An overpayment record has been generated on your pay account for pay period(s) ending _____ (20). The gross amount of your overpayment (including pay, all taxes, benefits and other deductions) is _____ (5). The overpayment is the result of _____ (4) change(s).

Under the provisions of 31 CFR 901.2, payment of this debt is due within 30 days from the date of this letter. Your repayment options are:

a. You may remit the repayment in the net amount of \$ _____ (6) by check or money order payable to DFAS-CL DSSN _____ (7), along with the payment coupon at the bottom of this letter to **DFAS-CL, P.O. Box 99555, Cleveland OH 44199.** _____ (8).

b. If you are unable to remit payment in full, you may submit the enclosed Voluntary Repayment Agreement to your civilian payroll office at the address on the letterhead above.

c. If you do not repay the debt in full or establish a voluntary repayment schedule within _____ (9) days, we are required to collect the debt involuntarily from your pay, beginning on _____ (10). The maximum amount deductible under these circumstances is 15 percent of your disposable pay each pay period until the debt is repaid in full. Our estimates of your disposable pay, based on current payroll information, is \$ _____ (11). Therefore, the maximum deduction would be \$ _____ (12), and repayment of the principal amount of the debt would take approximately _____ (13) pay periods.

We encourage your prompt payment as in accordance with 4 CFR 102.13 and 31 USC 3717, interest at the Treasury tax and loan rate, **penalties and administrative fees**, may be assessed from the date of this letter on any part of the debt not paid within _____ (9) days of the date of this letter.

You may request copies of records we hold pertaining to your debt by contacting this office.

If you have any questions about your debt you may contact your timekeeper for time and attendance corrections, or your personnel office for changes in personnel items or allowances. For general questions your Customer Service Representative (CSR) can either assist you or contact this office to obtain information relative to your needs. Your CSR cannot answer questions on debts more than 12 months old. Contact the payroll office Customer Service Desk, at (comm phone number), DSN (DSN prefix)(14) for action.

You may request a hearing concerning the amount, validity of the debt, or the repayment schedule. A hearing only determines the validity of the debt and has no bearing on your ability or responsibility to repay the debt. Should you choose to exercise this option, please submit your written request within 30 days from the date of this letter to your civilian payroll office. Please include a statement and any supporting documents contesting the validity of the debt. Detailed guidance regarding hearings for erroneous payments under the authority of 5 USC 5514 are contained in regulations of the employing agency. _____ **new fill-in-the-blank contains the agency's web site.**

You may also request a waiver of repayment of the debt if you acknowledge the validity of the debt, but believe you should not be required to repay it. Although collection of your debt may continue after receipt of your waiver request, any amount collected by this office that is later waived will be refunded to you. Detailed guidance regarding waiver of claims for erroneous payments under the authority of 5 USC 5584 are contained in regulations of the employing agency. _____ **new fill-in-the-blank contains the agency's web site.**

Federal Statute 31 USC 3716 also requires that if you retire or resign before your debt is paid in full, your final pay (salary and lump sum payments) may be applied to liquidate your debt balance without further notification.

Sincerely,

(Signature Name) (15)
Supervisor, Debt Processing

Please remit with payment:

Name _____ (2A) _____ SSN _____ (17) _____
PayBlk_ (18) _____ Code_ (19) _____ Debt Dates _____ (20) _____ Debt
Type _____ (4) _____ Creation Date _____ (3) _____ Sequence
Number _____ (21) _____
LOA _____ (22) _____

Payment Amount Enclosed \$ _____ (23) _____.

Voluntary Repayment Agreement for Civilian Payroll Indebtedness

I understand that I owe the amount indicated below due to a salary overpayment. Should I fail to return this repayment agreement, 15 percent of my disposable pay will be deducted beginning in the stated pay period. An estimate of this amount is shown below.

I also understand that if I decide to repay the amount owed by any method other than in a lump sum payment, interest at the Treasury tax and loan rate may be charged on the unpaid balance every month until the debt is paid in full.

Please sign and return this repayment agreement to your payroll office.

Debt Reason Allowance (4)
Sequence Number 12345 (21)
Amount Owed \$357. 11 (6)
Est. Disposable Net Amount \$700. 00 (11)
Est. Deduction Amount 15% of net disposable \$105. 00 (12)
PPE Deductions will begin July 1, 2000 (10)

Code_(19)_ Debt Dates _____(20) _____ Creation Date ____ (3) ____
LOA _____(22) _____

Employee's Name (2A) SSN: (17) Pay Blk (18) DB _____
JANE C. SMITH 111-11-1111 301 ZFR

I choose the following repayment plan (Check one):

- 1. I am repaying what I owe in a lump sum. My payment in the amount of \$ _____ is enclosed.
- 2. Deduct from my salary the total amount in pay period ending _____.
- 3. I do not want to pay it all at once. You may deduct \$ _____ each pay period, which is more than 15 percent of my disposable pay.
- **4. I am unable to pay 15 percent of my disposable pay because of a financial hardship. You may deduct \$ _____ each pay period. This repayment amount has been approved by my employing agency. (Signature of agency approving official is required below).

Signature: _____ Date: _____
Daytime Telephone Number: _____

**Approving Official's Signature/Date: _____

Request for Waiver of Overpayment or for Hearing (DHHS)
INSTRUCTIONS

**PLEASE CAREFULLY READ THE FOLLOWING INFORMATION BEFORE
COMPLETING THE REQUEST FOR WAIVER OF OVERPAYMENT OR
HEARING ON PAGE 2 OF ATTACHMENT B**

The Secretary shall collect on any claim of the United States for money or property arising out of the activities of the Department of Health and Human Services. 31 U.S.C. § 3711(a). Any debt owed to the Department of Health and Human Services may be collected through administrative offset or wage garnishment. 31 U.S.C. § 3716(a); 31 U.S.C. § 3720D. However, if an employee disputes the debt or the amount of the debt, he or she may make a timely written request for a hearing before any collection efforts are made. 45 C.F.R. § 30.15; 45 C.F.R. § 32.5. Such a hearing, at the Department's option, may be oral or written. 45 C.F.R. § 32.5. The employee may also request to have the debt waived if it arose due to an administrative error. 5 U.S.C. § 5584(a).

The Secretary may waive a claim of the United States against an employee arising out of an erroneous payment of pay or allowances if the collection would be against equity and good conscience and not in the best interest of the United States. 5 U.S.C. § 5584(a).

Should you wish to file a request for a waiver of overpayment or request a hearing regarding your indebtedness to the Department of Health and Human Services, check the appropriate space on the attached request form. Attach a separate statement specifying which decision you are disputing and explaining the reasons for the dispute to this request. You must also list any desired supporting witnesses and include any documents to support your request. Upon completion of this form, sign it, attach any supporting documents, and present all documents to your current Servicing Personnel Officer, or if you are a former employer, to your former Servicing Personnel Officer. Waiver of overpayment requests submitted by headquarters employees of the Office of the Secretary (OS) will be forwarded to the General Law Division of the Office of the General Counsel for review. Hearing requests will be forwarded to the Departmental Appeals Board for review. Waiver requests submitted by OS regional employees will be forwarded to the appropriate regional chief counsel's office. Waiver requests for employees working in the DHHS Operating Divisions (OPDIV) will be reviewed by the employee's employing operating Division.

PRIVACY ACT NOTICE

This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5 U.S.C. Section 552a, for individuals supplying information for a waiver/hearing request.

Authority: This information is solicited pursuant to one or more of the following provisions: 5 U.S.C. § 5514, 31 U.S.C. § 3720D, 31 U.S.C. § 3716(a), 45 C.F.R. § 30.15, and 45 C.F.R. § 32.5. Disclosure of the requested information is voluntary, but necessary for processing.

Purposes and Uses: The primary use of the information supplied on this form is for evaluating claims arising out of an erroneous payment of pay or allowance. This information may be disclosed to the (1) Department of Justice for litigation or further administrative action; (2) to the Treasury Department; and (3) other agents of the Department of Health and Human Services to assist with collecting or compromising a debt. Social Security numbers are requested to identify the employee and the debt owed to the Department.

Effects of Nondisclosure: Failure to supply the information will result in denial of a request.

Request for Waiver of Overpayment or for Hearing (DHHS)

Instructions: Please carefully read the instructions on the reverse side of this form before completing the information below, and attach the information described in the instructions when you present your request.

_____ I dispute the debt and/or the amount owed to the Department of Health and Human Services and request a hearing pursuant to the administrative wage garnishment and offset provisions. 45 C.F.R. § 32.5; 45 C.F.R. § 30.15. This hearing request has been submitted within fifteen days from the date of the collection notice.

_____ I request a waiver of overpayment pursuant to 5 U.S.C. § 5584(a), because the overpayment occurred through an administrative error, and I was not aware of the error and could not have reasonably been expected to have known of the error through receipt of any official document e.g. Leave and Earnings Statements, Notification of Personnel Action, SF-50 etc. I am aware that I am not entitled to a hearing under the waiver provision. A separate statement explaining the overpayment and the reason(s) for my dispute is attached.

_____ I do not request a waiver of overpayment pursuant to 5 U.S.C. § 5584(a). However, I am requesting that any administrative charges and/or interest incurred due to my indebtedness be waived because the overpayment occurred through an administrative error. I was not aware of the error and could not have reasonably been expected to have known of the error through receipt of any official document, e.g. Leave and Earnings Statements, Notification of Personnel Action, SF-50), etc. A separate statement explaining the overpayment and the reason(s) for my dispute is attached.

Employee Name _____ SSN: _____

Signature _____ Date _____

Completed by the Servicing Personnel Office only

Date Received _____ Name _____ Telephone Number _____

HR Center _____ For OPDIV _____

Request for Recovery of Debt Due the United States By Salary Offset									
1 Paying Agency Identification (OPDIV)				2 Employee Identification					
a. Name				a. Name (Last, First, Middle Initial)					
b. Address (Street, City, State and Zip Code)				b. Address (Street, City, State and Zip Code)					
				c. Date of Birth		d. Social Security Number			
To liquidate a debt to the United States, the named Creditor Component asks that the debt be collected as shown from the current pay of the employee identified above. Notices and inquires concerning the debt should be sent to									
3. Debt Information									
a. Reason for Debt									
b. Date Right to Collect Accrued				c. Debt Identification Number, If Any					
d. Original Debt Amount		\$		e. Number of Installments		@	Amount		
						(1)	(2)		
f. Interest Due (If none, show N/A)		\$					\$		
g. Penalty Due (If none, show N/A)		\$					\$		
h. Administrative Cost (If none, show N/A)		\$							
i. Total Collection To Be Made				j. Commence Deductions On (Enter Date)					
4. Due Process (X applicable items and either enter date action taken in Column (1) or X Column (2) or (3) and attach acknowledgement or consent.)									
		Date Action Taken (1)	Acknow ledgement (2)	Consent (3)			Date Action Taken (1)	Acknow ledgement (2)	Consent (3)
a. Creditor Component 30 Day Salary Offset Notice					d. Hearing Held				
b. Employee Did Not Respond (Consent assumed)					e. Decision for Creditor Component				
c. Employee Requested A Hearing					f. Other (Specify)				
I Certify the following: (1) The debt identified above is properly due the United States from the named employee in the amount shown; (2) This Agency's regulations implementing 5 U.S.C. 5514 have been approved by the Office of Personnel Management (3) The information concerning this Component's and the employee's actions is correct as stated.									
5. Creditor Component Information									
a. Name									
b. Address (Street, City, State and Zip Code)									
c. Accounting Classification (Line of Accounting)									
d. Document Number									
e. Certifying Official									
(1) Signature					(2) Date Signed				
(3) Title					(4) Telephone Number				
6. DFAS Accounting Office									
a. Office and Symbol					b. Date				

HHS Revised form DD2481

Guidelines for Completing the DD2481

SECTION 1: PAY AGENCY IDENTIFICATION

- a. Name – DFAS- Charleston
- b. Address – 1545 Truxtun Ave, Code P
Charleston, SC 29405-1968

SECTION 2: EMPLOYEE IDENTIFICATION

- a. Name – Last Name, First Name, Middle Initial
- b. Address – Employee's complete mailing address
- c. Date of Birth
- d. Social Security Number – please include the complete number and not the last 4 digits

SECTION 3: DEBT INFORMATION

- a. Reason for the Debt – self explanatory
- b. Date right to collect accrued – date the debt was generated
- c. Debt identification number, if any – maybe the employee's SSN or some identifying information
- d. Original debt amount – self explanatory
- e. Number of installation – set amount or 15% of disposal pay
- f. Interest due – self explanatory
- g. Penalty due – self explanatory
- h. Administrative cost – self explanatory
- i. Total collection to be made – self explanatory
- j. Commence deductions on – effective date that collection will start

SECTION 4: DUE PROCESS

- a. Creditor component 30 day salary offset notice – day the employee was notified of the overpayment
- b. Employee did not respond – self explanatory
- c. Employee requested a hearing – self explanatory
- d. Hearing held – self explanatory
- e. Decision for creditor component – self explanatory
- f. Other – self explanatory

SECTION 5: CREDITOR COMPONENT INFORMATION

- a. Name – Creditor (HHS OPDIV)
- b. Address – HHS OPDIV complete mailing address
- c. Accounting classification – complete accounting classification that the overpayment will be collected into
- d. Document number, optional
- e. Certifying Official – Name and signature and telephone number for questions.

SAMPLE

DEBT COLLECTION LETTER FOR SEPARATED EMPLOYEES

Each Payroll Office
Letterhead here

(1)DATE: Month date, year

(2A)Name
(2B)Street
City, State Zip

Dear Name:

An overpayment record has been generated on your pay account for pay period(s) ending _____(20). The gross amount of your overpayment (including pay, all taxes, benefits and other deductions) is _____(5). The overpayment is the result of _____(4).

Under the provisions of 31 CFR 901.2, payment of this debt is due within 30 days from the date of this letter. You may remit the repayment in the net amount of \$ _____(6) by check or money order payable to DFAS-CL DSSN _____(7), along with the payment coupon at the bottom of this letter to _____(8).

If you do not repay the debt in full within ___(9) days it will be forwarded to the Office of Personnel Management (OPM) or the office that handles your agency's 'out-of-service' debts for further action.

We encourage your prompt payment as in accordance with 4 CFR 102.13 and 31 USC 3717, interest at the Treasury tax and loan rate, **penalties and administrative fees**, may be assessed from the date of this letter on any part of the debt not paid within ___(9) days of the date of this letter.

You may request copies of records we hold pertaining to your debt by contacting this office.

If you have any questions about your debt you may contact your timekeeper for time and attendance corrections, or your personnel office for changes in personnel items or allowances. For general questions your Customer Service Representative (CSR) can either assist you or contact this office to obtain information relative to your needs. Your CSR cannot answer questions on debts more than 12 months old. Contact the payroll office Customer Service Desk, at (comm phone number), DSN (DSN prefix)(14) for action.

You may also request a waiver of repayment of the debt if you acknowledge the validity of the debt, but believe you should not be

required to repay it. Although collection of your debt may continue after receipt of your waiver request, any amount collected by this office that is later waived will be refunded to you. Detailed guidance regarding waiver of claims for erroneous payments under the authority of 5 USC 5584 are contained in regulations of the employing agency.

_____ **new fill-in-the-blank contains the agency's web site.**

Sincerely,

(Signature Name) (15)
Supervisor, Debt Processing

Please remit with payment:

Name _____ (2A) _____ SSN _____ (17) _____
PayBlk_ (18) _____ Code_ (19) _____ Debt Dates _____ (20) _____ Debt
Type _____ (4) _____ Creation Date _____ (3) _____ Sequence
Number _____ (21) _____
LOA _____ (22) _____

Payment Amount Enclosed \$ _____ (23) _____.



Payroll Services Letter

Number: PS05-10
Date: April 17, 2005
Subject: Interim Procedures for Retro Actions
Category: Interim Procedures

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) will change how retroactive (retro) actions that are effective prior to the conversion are processed. This letter provides Human Resource (HR) Centers with information and instructions for the following type of retro actions:

- A. Personnel Actions
 - B. Time and Attendance (T&A) Corrections
- - - -

A. Personnel Actions

Late personnel actions effective prior to the DFAS conversion will be processed through the HHS Automatic Pay Adjustment System (APAS) and sent electronically to DFAS. The APAS system will determine adjustment for each pay period from the effective date of the retro action through the pay period prior to the effective date of the conversion of the HHS payroll system to DFAS. The resulting pay adjustments will be paid by DFAS with the regular salary payment the following pay period after the action was processed. The DFAS payroll office will automatically establish debts for negative adjustment amounts. For more information on debt collections, see Payroll Services Letter PS05-10.

If the retro action covers pay periods before and after the conversion, the total adjustment amount will normally be paid in two parts. The period from April 17, 2005 forward will be paid the **same pay period** the retro action is processed, and the period prior to the conversion will be paid the **following pay period** after the action is processed. There may be exceptions to this process if the retro action requires manual review.

B. Time and Attendance Corrections

Corrections to time and attendance data for pay periods prior to the DFAS conversion should be submitted through the T&A system as amended records. Pay and leave adjustments resulting from T&A corrections will be made within 1-2 pay periods after they are submitted. The DFAS payroll office will automatically establish debts for negative adjustment amounts. For detailed information regarding debt collections, see Payroll Services Letter PS05-09.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-11
Date: April 17, 2005
Subject: Leave Certifications
Category: Leave

Purpose

This letter describes new procedures for certifying leave when an employee is absent from work due to court, military (DC Guard), law enforcement, and/or military leave types. The new procedure is being implemented to comply with the Defense Finance and Accounting Service (DFAS) payroll processing requirements.

Effective April 17, 2005, HHS Timekeepers must notify their Human Resource (HR) Center Payroll Liaison when an employee who was placed on court, military (DC Guard), law enforcement, and/or military leave returned to duty and provided documentation substantiating the employee was entitled to the leave reported for each date contained in the employee's leave record. The Payroll Liaison must forward the notification of leave certification to their Payroll Customer Service Team. Certifications are accepted from the employee after the employee returns from the respective leave.

The notification must be sent to your Payroll Customer Service Team electronically through the Peregrine system. Use the Peregrine category/subcategory - LEAVE/ADJUSTMENT. The first line in the description field must state: "The employee provided documentation substantiating the period of leave listed." Include the information below in the description field:

- Type of Leave
- Dates (shown on the document provided by the employee)
- Number of Hours

The Payroll Services Division will receive a report of all uncertified leave, the Outstanding Leave Documentation Report, and will follow-up with the Payroll Liaison if the certifications are not received. There is no leave conversion of uncertified leave balances.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team in the Payroll Services Division.



Payroll Services Letter

Number: PS05-12
Date: April 17, 2005
Subject: Non-Receipt of Salary Payments and Special Pay
Category: Payments

Purpose

The purpose of this letter is to describe the procedures necessary to respond to an employee's inquiry for Non-Receipt of Salary Payments. This letter also introduces a new term, 'Special Pay' that will be used when processing manual payments.

Non-Receipt of Salary Payments

After the conversion to the Defense Finance and Accounting Service (DFAS) on April 17, 2005, if an employee does not receive a salary payment the Payroll Liaison, Human Resource Center (HRC) must respond differently than they have in the past. This new procedure is necessary to support the processing of payroll for HHS by DFAS, Defense Civilian Pay System (DCPS). The following information regarding non-receipt of salary payments is included in this letter:

- A. Electronic Funds Transfer (EFT)
- B. Hard copy checks

When an employee reports that a biweekly salary payment was not received, the Payroll Liaison or designee must verify that the salary payment was due and not issued. This verification is necessary prior to notifying the Payroll Services Division (PSD) regarding non-receipt of a salary payment. The Payroll Liaison or designee must:

- Check the Impact Master to ensure that an EFT payment or hard copy check does not exist. If the payment does not exist:
- Check to see if the proper authorization was submitted, i.e. time and attendance data updated;
- Check to see if the accession SF-50, and/or EFT authorization, updated properly;
- Check to see if the EFT authorization information on the form (routing number and account number) match the information in EHRP;
- Check to see if the address is in the record and if it is correct.

After verifying that no payment was issued and the supporting documents (time and attendance, EFT authorization, address information and/or SF-50) properly updated, a Peregrine ticket must be created to request Special Pay. Complete the following information to notify PSD that a payment is due.

Using the Peregrine system, the proper person will select the Service Desk PSD tab. On the left-hand side of the panel select: Create PSD Incidents. The following information is required input on the screen you see after selecting PSD Incidents:

- Description
- Category and Subcategory
- Hours
- PP End Date
- First Name
- Last Name
- SSN

This information is forwarded to the Payroll Customer Service Team in the PSD. The Customer Service Representative will treat the information as a Special Pay request.

Special Pay

Payroll Services Division will receive the special pay request, make some additional checks, confirm the payment is due and forward the request to DCPS. Requests for special pay received in PSD before 1 pm EST will be sent to DCPS on the same day if the time and attendance and the personnel master are properly updated. Normally DCPS will process the request from PSD within 24 hours of receipt. After DCPS sends the authorization to Treasury, allow 2 days for Treasury to process the check to the employee's account through the Federal Reserve Board. Allow 5 to 7 days for receipt of hard copy checks.

In order for an employee to request a special pay, the employee must have received less than 90% of basic pay and allowances. This does not include overtime, night differential (except for FWS employees), holiday premium, Sunday Differential, etc.

DCPS does not produce a Leave and Earnings Statement (LES) for special pay payments. Any adjustments to pay and leave will appear on the next pay period's LES.

DCPS delivers a special pay to the employee in the same manner that the employee currently receives his biweekly net pay. Therefore, if an employee receives his biweekly net pay via EFT, then DCPS will forward the special pay to his account via EFT.

NOTE:

- If the Impact Master shows that a payment was issued, go to PS05-?? to get instructions relative to requesting a lost or misdirected payment.
- Other payments not received i.e., Lump-Sum Annual Leave, Retroactive Adjustments, Cash Awards, etc. do not qualify for Special Pay and, if appropriate, will be paid on the next regular payroll. However, if the Impact Master shows that a payment was issued, go to PS05-?? to get instructions relative to requesting a lost or misdirected payment.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-13
Date: April 17, 2005
Subject: Not-To-Exceed Actions (NTE)
Category: Personnel Actions

Purpose

This letter describes the procedures Human Resource (HR) Centers must follow to ensure proper and timely payment to employees who are on NTE Appointments, Promotions, Leave Without Pay, Sabbatical, Suspension and Military Furlough.

Effective April 17, 2005, all employees of the Department of Health and Human Service (DHHS) will be subject to the payroll rules of the Defense Finance Accounting Services (DFAS). Therefore, the following stipulations relative to employees who have NTE dates in their records must be strictly adhered to.

Promotion NTE – A personnel action to extend a temporary promotion or an action to make the temporary promotion permanent must be processed and updated prior to the NTE date. If the temporary promotion expires and no extension or permanent promotion has updated, DFAS will revert the employee's rate to the permanent grade and step of record. If the expiration date of the promotion NTE is effective anytime other than the end of the pay period, DFAS will prorate the salary due. Example: Full-time employee's temporary promotion NTE date is 13-Apr-2005. DFAS will pay 64 hours at the higher rate and 16 hours at the lower rate? The employee will continue to be paid the lower rate until an extension to the temporary promotion or a permanent promotion is updated to the employee's record.

If an extension of the temporary promotion or permanent promotion is updated after the NTE date expires, DFAS will process the personnel action through their retroactive process. DFAS will make any back payments due on the pay period that the personnel action updates. No Special Pays will be processed for these retroactive payments.

Leave Without Pay, Sabbatical, Furlough, and Suspension NTE – If one of the named actions expires, DFAS will not pay the employee until the master is updated with a Return to Duty (RTD) Action. Once the RTD action is processed, the CSR must input the T&A information for the pay periods that the employee was not paid and request Special Pay. DFAS will process the Special Pay if the amount due is less than 90% of what the employee is due.

Appointment NTE – The HHS personnel system will automatically process a termination of appointment action if the appointment expires and no extension is processed prior to the effective date. The termination action will update the employee's master in EHRP and along with other transactions, the termination action will be sent to DFAS. DFAS will pay the employee the number of hours due up to the expiration date. If the termination is other than the end of the pay period, DFAS will pay the number of hours due? Example: Full-time employee's appointment is NTE is 13-Apr-2005. DFAS will pay 64 hours.

At the end of the pay period in which the termination is received, DFAS will begin processing the person off the payroll. They will process the lump-sum annual leave payment and send the appropriate documents (SF-2806 or SF-3100) to OPM for action. However, if DFAS receives (information is updated in the employee's master record) a nature of action (NOA) 001 – Cancellation SF-50 and an extension of the appointment no later than end of processing of the second pay period after the employee was terminated, the cancellation and extension will be processed in the DFAS system and the entire record will be reactivated. The CSR must input the T&A information in order for the employee to be paid. The SF-2806 and SF-3100 will be forwarded to OPM and cannot be retrieved by DFAS. If lump-sum annual leave was paid the employee will receive a debt collection letter.

If the appropriate NOAs (cancellation and extension) are not processed within the timeframe indicated, the HR Center must process an appointment action. The HR Center must also process all the other supporting documents, tax forms, health benefits, thrift, etc. to start a new record for the employee. The record cannot be reactivated by DFAS.

The data fields that are driven by maximum amounts withheld during the year will be updated by DFAS, i.e. FICA, Thrift, Medicare, etc.

The Cancellation SF50 must be mailed or faxed to:

DFAS Charleston Payroll Office
Code PCPS
P. O. Box 33717
Pensacola, FL 32508-3717

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-14
Date: April 17, 2005
Subject: Payments for Cash Awards and Lump Sum Annual Leave
Category: Payments

Purpose

This letter is to inform Human Resource Centers of the new payroll process for payment of cash awards and lump sum annual leave.

- - -

Effective April 17, 2005, cash awards and lump sum annual leave payments will be included with biweekly salary payments. The gross amount will display in the Current Earnings section of the Leave and Earning Statement (LES). The net amount will display in the Remarks section. Federal, state and/or local taxes for these payments will be computed separately from the regular pay but shown as one deduction under the respective tax categories.

It is important to note that the payroll office will not make special payments for cash awards or lump sum annual leave. Cash awards updated by the end of the pay period will be included with the salary payment for that pay period. Lump sum annual leave payments will be made with the last salary payment if the separation action is processed in a timely manner and updated in the payroll system.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-15
Date: April 17, 2005
Subject: Procedures for Transmitting Documents to DFAS-Charleston
Category: Transmitting to DFAS

Purpose

This letter introduces you to the procedures for transmitting documents to the Defense Finance and Accounting Service (DFAS). DFAS requires that certain documents be sent to their DFAS Charleston Payroll Office (DFAS-CH). However, these documents are first sent to the DFAS office in Pensacola, FL where they are imaged and the Pensacola office forwards the imaged documents to the DFAS- CH Payroll Office. Additional information and instructions are found in this letter.

Effective April 17, 2005, documents that are required to be sent directly from the HHS Human Resource Centers to the DFAS-CH Payroll Office, such as: back pay settlement cases, military deposit applications, leave buy back cases, etc. should be forwarded to the DFAS-CH Payroll Office via the Imaging Center. (**Note:** Individual Payroll Letters will provide instructions on the documents that should be faxed or mailed directly from HR Centers to the DFAS-CH Payroll Office, as applicable.)

What is the Imaging System? DFAS has a centralized operation for receiving and tracking payroll documents that is called Imaging. Imaging is a system that scans, indexes, stores, and provides electronic routing and retrieval for all documents sent to the DFAS-CH Payroll Office. All incoming faxed or mailed documents are converted to an electronic file that the DFAS Payroll staff can access.

The fax numbers are:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

When documents are required to be sent to the DFAS-CH Payroll Office, they should be mailed to:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

Each page of the fax must contain the employee's social security number for the documents pertaining to that employee. Only civilian payroll documents should be faxed or mailed to Imaging. A copy of the Imaging Fax Cover Letter is attached and must accompany all faxes.

Any documents mailed directly to the DFAS-CH Payroll Office (**with the exception of retirement packages**) will experience a short delay due to these documents needing to be mailed to the above address.

NOTE: The **only** exception to the above requirement is retirement packages.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.

CIVILIAN PAYROLL IMAGING FAX COVER LETTER

Fax to:
Toll free: 1-866-401-5849
Comm: 1-850-473-6450
DSN: 753-6450

Date: _____

From: Name: _____
Phone #: Comm _____ **DSN** _____
Fax #: _____
Email address: _____

To Payroll: Denver Pensacola Charleston (please circle one only)

Team/Database/Payblock # _____

Subject: _____

Employee Name: _____

SSN: _____

UIC/PAS CODE: _____

Remedy Action Request Number: _____

Total # Pages: _____

Remarks/CPMS Issued Workaround Number: _____



Payroll Services Letter

Number: PS05-16
Date: April 17, 2005
Subject: Reemployed Annuitants Annual Changes
Category: Personnel Actions

Purpose

This letter provides information on processing annual changes for reemployed annuitants. The new procedure is being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, Human Resource (HR) Centers can only enter reemployed annuitant annual amounts for an employee who receives an annuity from OPM that is subject to salary offset on the accession action. This information is required by the payroll system to ensure that the employee is paid correctly. The DFAS payroll system requires the Customer Service Representative (CSR) to enter any changes to the reemployed annuitant amount in the payroll system.

When the HR Center receives documentation of a change in the reemployed annuitant amount, or if the annual annuity amount was not processed on the accession action, the HR Center must forward the information to their Payroll Customer Service Team. The information must be sent to Payroll Services electronically using the Peregrine system. Use the Peregrine category/subcategory: PAY/PAY ADJUSTMENT to have the employee's payroll record updated. The Peregrine ticket should include:

- Employee Name
- Social Security Number
- Employee ID (optional)
- Reemployed Annuitant Annual Amount
- Effective Date

The first line of the description field must indicate Reemployed Annuitant Data or Reemployed Annuitant Annual Change, the amount and effective date, followed by any other pertinent information. Reemployed Annuity Peregrine tickets received by close of business on Wednesday before the end of the pay period will be updated during the pay period in which they are received.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-17
Date: April 17, 2005
Subject: Religious Compensatory Time
Category: Leave

Purpose

This letter provides the repayment of religious compensatory time. The change in procedure is part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, the payroll system will no longer automatically convert religious compensatory time to annual leave if the hours used has not been repaid within four pay periods. The HHS policy requires that the advanced religious compensatory time be repaid within four pay periods of use. If the religious compensatory hours are not repaid within the four pay periods, the HHS payroll system automatically charges the religious compensatory time used to annual leave or leave without pay.

The DFAS payroll system does not automatically convert the time to leave when the religious compensatory time is not repaid. Therefore, HHS Timekeepers must submit an amended time and attendance record charging the employee leave for the advanced religious compensatory hours that have not been repaid within four pay periods. The amended time and attendance records will be automatically processed through the DFAS retro process.

In addition, the DFAS payroll system limits the number of advanced religious compensatory time to 80 hours. Once the balance for advanced religious compensatory time reaches 80 hours, no additional hours will be advanced.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-18
Date: April 17, 2005
Subject: Reporting Pay and Leave Inquiries
Category: Reporting Inquiries

Purpose

The Payroll Services Division is implementing new procedures for reporting pay and leave inquiries. The new procedures will provide Human Resource (HR) Centers with an improved payroll inquiry reporting and tracking system. The new procedures are being implemented as part of the HHS payroll system conversion to the Defense Finance and Account Services (DFAS) payroll system.

Effective February 9 through April 17, 2005, the Pay Services Division (PSD) will conduct final testing of the changes made to the payroll inquiry process. Human Resource (HR) Centers must follow new procedures for reporting payroll inquiries as part of our test. The payroll inquiry form 411A (Pay) and 411B (Leave) will no longer be accepted in PSD. Currently, the HHS Program Support Center (PSC), Human Resources Service (HRS) utilizes the Peregrine Service Center software application as its incident management solution. DFAS uses a web-based system called the Remedy Action Request System. The Peregrine system has been modified and an automatic bridge developed from Peregrine to Remedy. Listed below are some of the enhancements included in the Peregrine software compared to how tickets are handled now:

- Customers (HR users) will be able to select whether the ticket they are submitting will be routed to HRS Helpdesk or Payroll Services Division (PSD). Once in PSD, tickets will be auto-routed to the appropriate Payroll Customer Service Team, and then assigned to Customer Service Representatives (CSR) for action. Like PSD, the teams in Peregrine will be aligned with the four HR Centers (Atlanta, Baltimore/IHS, NIH and Rockville). Additionally, the HRS Helpdesk and PSD will be able to pass tickets back and forth before and after assignment to a CSR.
- Tickets will be assigned within the teams within four hours of submission. Depending on category, subcategory and completeness of information, some tickets will be researched by PSD, and then bridged to the DFAS Remedy Action Request System. ; Some tickets will be auto-bridged to DFAS immediately upon submission by the HR Center, and then monitored by PSD; and other tickets will be resolved within PSD.

- HR Centers will be able to select the category and subcategory that pertains to their PSD ticket.
- The enhanced version of the Web Portal is also fairly simple. It will look similar to the current screen with the addition of the selection of routing and category and subcategory. Once the category and subcategory are selected, some tickets may contain more required fields. These fields coincide with PSD or DFAS required fields.
- For tickets routed to PSD, status is dependent on the action taken. Action drives status. The CSR (or an outside actor, such as HR Center Helpdesk staff or DFAS) will select an action, and the status of the ticket will automatically be derived from the action selected.
- Tickets will be prioritized and auto-assigned deadlines based on the type of problem.
- Peregrine will be an integral part of the standard work processes in PSD. It will be used as a customer-focused workload management tool. In addition, it will enable real-time quantification and analysis of performance and customer service.

HR Center customers will access Peregrine as they do now through the Peregrine Web Portal. Although the screen will look quite similar, there are some changes to how tickets will be submitted. Since Human Resources issues will still be submitted on tickets through the HRS Helpdesk and Payroll issues will be submitted to the Payroll Services Division, OPDIV users must select the type of ticket they are going to enter. If the ticket is an EHRP system or Time & Attendance file issue, customers will select the **Service Desk** tab. If the ticket is regarding a payroll issue, the customer will select the **Service Desk PSD** tab.

Once the **Service Desk PSD** tab is selected users will see many familiar fields, such as:

- Description
- User Priority
- User Contact Info (which is automatically filled in for you)
- Employee First Name
- Employee Last Name
- Employee ID
- Employee Social Security Number

On the PSD ticket entry screen, two new optional fields which are common to payroll issues have been added. They are:

- Amount
- Hours

In addition, customers are asked to select a Category and Subcategory when entering tickets for payroll issues. Selecting a field will not only greatly expedite tickets, but are necessary in the bridging process if it is necessary to escalate the ticket to DFAS. For

some Category/Subcategory combinations, tickets with validated data in the required fields will automatically be bridged to DFAS upon submission. A complete list of Categories, Subcategories and their definitions can be found below:

If you need to submit a payroll inquiry for an employee with these issues:	Select this Category	Then this Subcategory
Federal Employees Group Life Insurance	BENEFITS	FEGLI
Federal Employees Health Benefits	BENEFITS	FEHB
Thrift Savings Plan	BENEFITS	TSP
Retirement (CSRS/FERS)	BENEFITS	RET/CSRS/FERS
Death Cases	DEATH CASES	DEATH CASES
Agency Debts	DEBT COLLECTIONS	AGENCY DEBTS
Voluntary Bankruptcy	DEBT COLLECTIONS	BANKRUPTCY
Miscellaneous Debt Collections	DEBT COLLECTIONS	DEBT COLLECTIONS
IRS Levies	DEBT COLLECTIONS	IRS LEVIES
Salary Overpayments	DEBT COLLECTIONS	SALARY OVERPAYMENTS
Savings Bond Issues	SAVINGS BONDS	SAVINGS BONDS
Charity Contributions	DEDUCTIONS	CFC
Long Term Care	DEDUCTIONS	LTC
Flexible Spending Account	DEDUCTIONS	FSA
Transportation Subsidies	DEDUCTIONS	TEA
Taxes (Federal, State, City/Local, Medicare, OASDI)	DEDUCTIONS	TAXES
EFT Returns/Non-Receipt of Check	CHECK/EFT NOT RECEIVED	CHECK/EFT NOT RECEIVED
<i>Court-Ordered Alimony</i>	GARNISHMENTS	ALIMONY
<i>Court-Ordered Bankruptcy</i>	GARNISHMENTS	BANKRUPTCY
<i>Court-Ordered Child Support</i>	GARNISHMENTS	CHILD SUPPORT
<i>Court-Ordered Private Debts</i>	GARNISHMENTS	PRIVATE DEBTS
Advanced Sick Leave, Restored Leave	LEAVE	ADV/REST LEAVE
Donated/Family Leave	LEAVE	DONATED LEAVE

Continuation of Pay, Home Leave, Compensatory Time, Religious Compensatory Time, Credit Hours, etc.	LEAVE	LEAVE ADJUSTMENT
If you have an employee with these issues:	Select this Category	Then this Subcategory
Leave Audits (Inquiries which require research and analysis)	LEAVE	LEAVE AUDIT
Leave Buy-Back	LEAVE	LEAVE BUY-BACK
Lump Sum Leave	LEAVE	LSL
Transfer-In Leave	LEAVE	TRANSFER-IN/SF-1150
Requests for Leave and Earnings Statements (formerly OS-340)	PSD_OTHER	LES
Military Deposits	PSD_OTHER	MILITARY DEPOSITS
OPM Inquiries	PSD_OTHER	OPM INQUIRIES
Union Issues	PSD_OTHER	UNIONS
Cash Awards	PAY	CASH AWARD
Consultant Pay Issues	PAY	CONSULTANT
Pay Audits (Inquiries which require research and analysis)	PAY	INQUIRY
Aggregate Limit Issues	PAY	AGGREGATE LIMIT
Defacto Employee Issues	PAY	DEFACTO
Foreign Allowances	PAY	FOREIGN ALLOWANCES
Pay Issues Not Covered in Another Category	PAY	OTHER
Pay Adjustments	PAY	PAY ADJUSTMENT
Physician's Comparability Allowance	PAY	PCA
Physicians Specialty Pay	PAY	PSP
Student Loans	PAY	STUDENT LOANS
SF-50	PERSONNEL UPDATES	SF-50
Report Issues/Questions	REPORTS	REPORTS
Retirements	SEPARATIONS	RETIREMENTS
Miscellaneous Separations Issues	SEPARATIONS	SEPARATIONS/OTHER
Severance Packages	SEPARATIONS	SEVERANCE
Tribal Payments	SEPARATIONS	TRIBAL

VSIP/VERA Payments	SEPARATIONS	VSIP/VERA
Settlement Cases -- MOU	SETTLEMENT	MOU
If you have an employee with these issues:	Select this Category	Then this Subcategory
Settlement Cases -- MSPB	SETTLEMENT	MSPB
Settlement Agreements	SETTLEMENT	SETTLEMENT AGREEMENT
Settlement Cases -- Union Agreement	SETTLEMENT	UNION AGREEMENT
T&A Issues	T&A	T&A INQY
W-2 Inquiries	W-2	W-2 INQUIRY
W-2 Reissues	W-2	W-2 REISSUE
HRS Tickets When First Opened	EHRP WEB	EHRP WEB
PSD Tickets When First Opened	PSD WEB	PSD WEB

For some category/subcategory combinations it will be necessary to complete some additional fields. On the ticket entry screen, these fields are located in clearly marked “sections” directly beneath the fields discussed above. Tickets which fall under the following Category/Subcategory combinations will require completion of additional fields:

Category	Subcategory
BENEFITS	TSP
SAVINGS BONDS	SAVINGS BONDS
CHECK/EFT NOT RECEIVED	CHECK/EFT NOT RECEIVED
LEAVE	DONATED LEAVE
PAY	SPECIAL PAY
W-2	W-2 INQUIRY
W-2	W-2 REISSUE

Immediately upon submission, ticket status can be determined for all PSD tickets. Status is driven by actions in the PSD Peregrine Service Center. Whenever your ticket is acted upon, the status will update. Status codes and their definitions are as follows:

STATUS	Explanation
OPENU	Indicates that a ticket was auto-bridged to DFAS.

STATUS	Explanation
WEB OPEN PSD	Indicates that a ticket was opened in the PSD queue, but not assigned to a CSR.
WEB OPEN EHRP	Indicates a ticket was opened in the HRS Helpdesk queue, but not assigned to an individual.
STATUS	Explanation
OPENR	Indicates a ticket was referred to the Director due to the three-bounce rule. (Tickets may not be passed between HRS Helpdesk more than three times.)
OPEN	Indicates a ticket was assigned to a CSR in PSD for action.
CUST INFO	Requests additional information from customer.
CUST UPDATED	Indicates that customer updated the ticket with requested information, or otherwise added information to the ticket.
DCPS	Indicates that CSR has taken action by entering the appropriate information in DCPS.
HRS-RESEARCH PENDING	Ticket was sent to HRS Helpdesk for research. EHRP Technical team has completed research on a ticket and is returning it to HRS for additional action or HRS has retrieved the ticket from EHRP Technical team.
HRS-RESEARCH COMPLETE	HRS Helpdesk has completed research. Or, PSD has retrieved the ticket from HRS Helpdesk.
EHRP-RESEARCH PENDING	HRS Helpdesk has sent ticket to EHRP for additional information.
EHRP-RESEARCH COMPLETE	EHRP has completed research and is returning the ticket to PSD. Or PSD has retrieved the ticket from EHRP.
IMAGING	Indicates that CSR has sent documents to DFAS via the IMAGING System.
RESEARCH	PSD must analyze and/or research the issue.
SYSTEMS	There is a system change required to resolve the issue.
RESOLVED	Indicates an issue that has been resolved.
RESOLVED-DFAS	DFAS has resolved the ticket and is awaiting closure or rejection of resolution.
RESOLVED-REJ	DFAS has resolved the ticket and PSD disagrees with the resolution.
BRIDGED	Ticket has been bridged to DFAS.

CLOSED

Indicates a ticket whose resolution has been approved by PSD management.

Certain actions taken upon a ticket will result in an email notification being sent to the originator of the ticket. Anyone who opens a ticket will be notified:

- When the ticket is opened in PSD;
- When the CSR working a ticket needs more information; and
- When the ticket is closed.

These email notifications will contain a very brief description to let you know that you should look at your ticket to see what has changed.

You still have the capability to attach documents to a Peregrine ticket. The DFAS on-line historical payroll data should reduce the need to mail or fax documents to Payroll Services. However, you can mail or fax documents that cannot to electronically attached to:

DHHS PSC/HRS Payroll Services Division
Post Office Box 14950
Silver Spring, MD 20911
Attention: (your Payroll Customer Service Team)

OR

Fax: (301) 504-3589 or (301) 504-3613

You can provide comments on the Peregrine enhancements during the test period by sending an email to Collin Ford at CFord@PSC.gov, or if you have questions, please call him at (301) 504-3249. You will receive a draft Peregrine User Manual the week of April 17, 2005 that will provide more detailed instructions.



Payroll Services Letter

Number: PS05-19
Date: April 17, 2005
Subject: Restored Annual Leave Requests
Category: Leave

Purpose

This letter describes new procedures for processing approved restored annual leave requests. The new procedure is part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, Human Resource Centers will no longer have the ability to process restored leave requests using the Payroll Error Correction System. Payroll Liaisons must forward the approved requests for restored leave to their Payroll Customer Service Team for processing.

The restored leave requests must be sent electronically through the Peregrine system. Use the Peregrine classification – Category: LEAVE Subcategory: ADVANCED/RESTORED LEAVE and input the following information in the appropriate fields:

- Employee name
- SSN
- Effective date
- Number of hours approved
- Leave year

The Payroll Customer Service Team will process the request to establish a restored leave account in the DFAS payroll system. Until the information is updated in the payroll system, an employee may *not* use the restored leave.

Timekeepers must not submit restored annual leave on the time and attendance record until they verify with the employee that the balance shows on the employee's Leave and Earnings Statement. Otherwise, the leave hours will be converted to another form of leave (annual, compensatory, credit hours or leave without pay). For further information on leave conversion, see the Payroll Services Letter entitled “Biweekly Payroll Process.”

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-20
Date: April 17, 2005
Subject: Savings Bonds Processing
Category: Non-SF-50 Actions

Purpose

This letters provides information and new procedures for processing savings bonds. The procedures are being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Services (DFAS), Defense Civilian Pay System (DCPS).

Effective April 17, 2005, Human Resource (HR) Centers will no longer have the ability to process savings bond authorizations (start, change, cancel) through the EHRP system. Employees must use myPay to start, change or cancel bonds. Employees who do not have access to myPay must send the authorizations to their HR Payroll Liaison. The Payroll Liaison must forward the bond authorization information to the Payroll Services Division electronically using the Peregrine system. The category/subcategory is: SAVINGS BOND/SAVINGS BOND.

There is a specific section on the Peregrine screen for savings bonds requests and inquiries. Bond requests received in Payroll Services before close of business on the Wednesday prior to the end of the pay period will be processed for that pay period.

Although HR Centers cannot process the bond form, they will be asked to provide guidance and counseling to the employees they service. The following information is provided for that purpose:

1. Use the following website to access the bond form:
<ftp://ftp.publicdebt.treas.gov/forms/mar2362.pdf> (Copy of the form is attached.)
2. Be sure employees are aware:
 - a. that an authorization form must be completed for each bond;
 - b. that the biweekly deduction they enter is for each bond and if they have multiple bonds, each biweekly deduction will be added to make the total biweekly deduction;
 - c. of the specific allotment requirements for bonds;
 - d. that they can enter bonds using myPay; and
 - e. that if they do not have access to myPay, the bond form must be sent to the HR Center. (Note: HR Centers must maintain the authorization forms.)

DFAS Requirements

- Maximum number of bonds allowed is 9
- Must conform to chart below
- Multiple bonds must have a deduction for each bond (see chart below) which will add up to one biweekly deduction
- Requires that all Owner, Co-Owner and/or Beneficiary information be present

DFAS Bond Deduction Chart

BOND SERIES	FACE VALUE	DFAS VALID ALLOTMENT AMOUNTS (\$)					
EE	\$100	5.00	6.25	10.00	12.50	25.00	50.00
EE	\$200	10.00	12.50	20.00	25.00	50.00	100.00
EE	\$500	25.00	31.25	50.00	62.50	125.00	250.00
EE	\$1,000	50.00	62.50	100.00	125.00	250.00	500.00
I	\$50	5.00	6.25	10.00	12.50	25.00	50.00
I	\$75	7.50	12.50	25.00	75.00		
I	\$100	10.00	12.50	20.00	25.00	50.00	100.00
I	\$200	20.00	25.00	50.00	100.00	200.00	
I	\$500	50.00	62.50	100.00	125.00	250.00	500.00

The DFAS Bond Deduction Chart above requires that employees select a biweekly allotment that conforms to the Bond Series and the Face Value of the bond as depicted in the chart.

HR Centers were notified in May 2004 about the processing differences and of the changes made in EHRP to conform to DFAS processing. Since that time, all new HHS bond enrollees or persons changing their biweekly bond allotment or denomination are required to conform to the new bond chart. The bond records of employees currently participating in the Savings Bond Program were checked to see if their biweekly allotment conformed to the chart above. If their bond records did not conform to DFAS requirements, they were individually notified and provided options for change. Employees who do not conform prior to the conversion to DFAS effective April 17, 2005 will be dropped from the Savings Bond Program.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.

SB-2362 E
(OMB Approval 1535-0111)

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS OR
UNITED STATES SERIES I (INFLATION-INDEXED) SAVINGS BONDS



PRINT IN INK OR TYPE

DATE _____ SOCIAL SECURITY or
EMPLOYEE PAYROLL NUMBER _____

EMPLOYEE'S NAME _____
(First Name) (Middle Name or Initial) (Last Name)

DEPARTMENT/AGENCY BUREAU OR OFFICE LOCATION WORK PHONE

REQUESTED ACTION A New Allotment B Increase Allotment C Change Denomination D Change Inscription E Other Action (Describe below)
For allotment options, see your campaign volunteer or payroll office.

OTHER ACTION _____
If checked above _____

If you checked A, B, or C above indicate amount to be allotted each pay period. \$ _____

CHOOSE SERIES I BOND EE (The price of an EE bond is equal to half the denomination of the bond being purchased.)
(The price of an I bond is equal to the denomination of the bond being purchased.)

SELECT DENOMINATION \$50 \$75 \$100 \$200 \$500 \$1,000
I Bond only I Bond or Series EE

BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments

OWNER'S NAME _____
(First Name) (Middle Name or Initial) (Last Name)

SOCIAL SECURITY NO. (Required) _____

ADDRESS { _____
(Number and Street)
_____ (City or Town) (State) (ZIP Code)

Check one if you wish to designate a co-owner or beneficiary CO-OWNER BENEFICIARY

NAME _____
(First Name) (Middle Name or Initial) (Last Name)

SOCIAL SECURITY NO. (Optional) _____

NOTE: Married women should use their given names, e.g., "Mary L. Smith". If coowner or beneficiary is designated, the inclusion of that individual's Social Security number is desirable but not required. The use of courtesy titles is optional.

EFFECTIVE FIRST PAYROLL PERIOD AFTER _____

EMPLOYEE'S SIGNATURE _____
(Return signed form to your payroll office or campaign volunteer)

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds to be issued with the inscription shown on this form. This Authorization is to remain in effect until cancelled by me in writing or termination of my employment.

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS
The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.
We estimate it will take you about 01 minute to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328.



Payroll Services Letter

Number: PS05-21
Date: April 17, 2005
Subject: SF-1150 Record of Leave Data (Transfer-In)
Category: Leave

Purpose

This letter provides instructions for transmitting SF-1150, Record of Leave Data Transferred to Human Resource (HR) Centers to follow when processing leave data for employees transferring in to HHS. The instruction is being released as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, HR Centers will no longer be required to process the SF-1150, Record of Leave Data Transferred (nature of action code 9100) to update leave data in the payroll system. When an employee transfers to HHS, the HR Center must send a copy of the SF-1150 Record of Leave Data Transferred directly to the DFAS payroll office.

The SF-1150 must be mailed or faxed to:

DFAS Charleston Payroll Office
Code PCPS
P. O. Box 33717
Pensacola, FL 32508-3717

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

Employees can verify their leave balances by reviewing the Leave and Earnings Statement. Payroll Liaisons should send inquiries concerning the status of the updating of the SF-1150 to their Payroll Customer Service Team using the Peregrine system. The Peregrine category/subcategory is: LEAVE/ TRANSFER IN/SF-1150.

For information about temporary leave balances, see Payroll Services Letter, PS05-25: Transfer-In Temporary Leave Balances.

For further assistance or if you have questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-22
Date: April 17, 2005
Subject: SF50 Forms Required by DFAS Payroll Office
Category: Personnel Actions

Purpose

This letter identifies personnel actions that Human Resource (HR) Centers are required to send a copy of the SF-50 to the Defense Finance and Accounting Services (DFAS) Charleston Payroll Office.

Effective April 17, 2005, personnel actions that require manual intervention by the DFAS payroll office must have hardcopy SF50s sent directly to the DFAS payroll office. The personnel action must be processed through the Enterprise Human Resource Payroll (EHRP) system and updated in the payroll system before DFAS will take action. A copy is to be made and forwarded to the address below. These hardcopy SF-50s are required to effect resolution of the employee's case. The SF50s are:

1. Cancellation (001) SF-50 actions
2. Correction (002) SF50 actions, if the correction affects other than the most recent action, i.e., an 002 correction with remarks identifying the date effective and information truly being corrected.
3. Change in Retirement Plan (NOAC 803).
4. Award SF50s for inactive employees when the record no longer exists in the personnel system.
5. SF50 required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring SF50 documentation.
6. An SF50 documenting the following:
 - a. LWOP to active military duty/training.
 - b. Suspension identifying non-consecutive dates.
 - c. A change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the SF50
 - d. An employee to whom a Recruitment Bonus has been paid and separates before the agreement expiration date.

The SF50 must be mailed or faxed to:

DFAS Charleston Payroll Office
Code PCPS
P. O. Box 33717
Pensacola, FL 32508-3717

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-23
Date: April 17, 2005
Subject: Student Loan Repayment Requests
Category: Debt Management

Purpose

This letter provides instructions for requesting payment for employees in the Student Loan Repayment Program and forwarding related payroll information to the Defense Finance and Accounting Service (DFAS) Payroll Office. This letter also contains information about the program and its intended use.

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The Student Loan Repayment Program is intended to facilitate the recruitment and retention of highly-qualified employees by allowing agencies to repay part or all of their federally insured student loans. For the complete list of eligible loans, refer to the [Student Loan Repayment Fact Sheet](http://opm.gov/oca/pay/studentloan/index.asp) <http://opm.gov/oca/pay/studentloan/index.asp>

Authorization

HHS Operating Divisions (OPDIV) and Staff Divisions Heads or their designee have the authority to approve the repayment of student loans in accordance with the criteria established by 5CFR 575. The official HHS request and agreement form must be used for documentation and approval.

Payment

The DFAS Charleston payroll office will process the Student Loan Repayment Agreement upon receipt. A copy of the signed agreement and personnel action must be submitted to the payroll office via Imaging. The documentation must be mailed or faxed to:

DFAS Charles Payroll Office	or	Toll Free:	1 (866) 401-5849
Post Office Box 33717		Commercial:	1 (850) 473-6450
Pensacola, FL 32508-3717			

A lump sum payment will be made to the lender identified in the Repayment Agreement. The amount paid by the agency is subject to all the following maximum limits: \$6,000 per employee per calendar year, and a total of \$40,000 per employee

Tax Liability

Although a student loan payment is paid directly to the loan holder on behalf of the employee, the employee is nonetheless responsible for the taxes as they are on income. The student loan repayment is included as taxable income in the employee's pay record, and tax withholdings are deducted from the payment. For more information on the taxes related to this program, refer to the

[Student Loan Repayment Program Questions and Answers on Tax Liability](http://assembler.law.cornell.edu/uscode/html/uscode05/usc_sec_05_00002105----000-.html)

http://assembler.law.cornell.edu/uscode/html/uscode05/usc_sec_05_00002105----000-.html

RESOURCES

Guidelines for student loan repayment can be found on the OPM website:

[Student Loan Repayment Fact Sheet](http://www.opm.gov/oca/pay/studentloan/index.asp)

(<http://www.opm.gov/oca/pay/studentloan/index.asp>)

OPM's [Student Loan Repayment Program Service Agreement](http://www.opm.gov/oca/pay/studentloan/index.asp)

<http://opm.gov/oca/pay/studentloan/index.asp>

RELATED REGULATIONS

[Section 5379 of Title 5, United States Code](http://www.opm.gov/oca/pay/studentloan/HTML/5USC5379.asp)

<http://www.opm.gov/oca/pay/studentloan/HTML/5USC5379.asp>

[Part 537 of Title 5, Code of Federal Regulations](http://www.opm.gov/oca/pay/studentloan/HTML/5CFR537.asp)

<http://www.opm.gov/oca/pay/studentloan/HTML/5CFR537.asp>

http://assembler.law.cornell.edu/uscode/html/uscode05/usc_sec_05_00002105----000-.html

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-24
Date: April 17, 2005
Subject: Tax Exempt Status (Federal and State)
Category: Non-SF-50 Actions

Purpose

The conversion of the HHS new payroll system to the Defense Finance and Accounting Services (DFAS) requires changes for processing Federal and/or State tax exemption actions for employees. This letter provides new instructions for submitting information on employees claiming exemption from Federal and/or State tax withholding to the Payroll Services Division.

Effective April 17, 2005 Human Resource (HR) Centers will no longer be able to submit non-SF-50 personnel actions to update the payroll records for employees who claim exemption status from the withholding of Federal and/or State taxes.

The Internal Revenue Service and various states have determined that there are certain circumstances that permit employees to claim exemption from the withholding of Federal and/or State taxes. For the Federal rules, regarding Federal tax exemption, see the following website:

<http://www.irs.gov/govt/fslg/article/0,,id=112714,00.html#2>. The state rules vary so HR Centers should check with the states they service for the eligibility rules governing exemption from State tax withholding.

The HR Centers must follow the procedures listed below:

1. Receive the signed Federal and/or State tax form(s) from the employee that requested exemption from withholdings.
2. Determine the employee's eligibility is based on the guidelines for exemption from Federal and/or State tax withholding.
3. If the HR Center determines that the employee is eligible for exempt status, forward the information to your Payroll Customer Service Team electronically using the Peregrine system. HR Centers must retain the original certification/form submitted by the employee.
 - a. The Peregrine category/subcategory is: DEDUCTIONS/TAXES
 - b. The Peregrine ticket must include the name and social security number of the employee.
 - c. The first line of the description field must indicate Tax Exempt Status and the name of the HR staff that determine eligibility and date certified.

4. Employees must be informed that Federal exempt status is good for only the year in which it is filed.
 - a. Employees must file a new Federal exemption certificate by February 15 of the next taxable year to be eligible to retain exempt status.
 - b. Failure to file the form will result in the payroll office withholding Federal tax from any wages paid by the employer.
 - c. Each year the HR Center must repeat number 3 above.
5. Exemption from the withholding of State tax varies by the rules of the states. HR Centers must follow the individual state rules for determining eligibility for employees asking to continue exempt status.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-25
Date: April 17, 2005
Subject: Transfer-In Temporary Leave Balances
Category: Leave

Purpose

This letter provides a new procedure for establishing temporary leave balances for employees transferring to the Department of Health and Human Services (HHS). This procedure is being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005 Human Resource (HR) Centers will no longer be required to process HHS 510 Leave data (nature of action code 9101) to update temporary leave balances in employee payroll records. Payroll Liaisons should verify the leave from the employee's last pay statement and send a request to their Payroll Customer Service Team for processing. The request must be sent electronically through the Peregrine system. Use the Peregrine classification – Category: LEAVE Subcategory: TRANSFER-IN/SF-1150. The first line of the description field must indicate Temporary Leave update and should include the annual and sick leave balances.

Temporary leave balances can be updated in the payroll system for annual and sick leave only. For other categories of leave and for transfer in to the employee's permanent record, HR Centers must submit a copy of the SF-1150 form (Record of Leave Data) directly to the DFAS payroll office. For more information, see Payroll Services Letter PS05-21: SF-1150 Record of Leave Data (Transfer-In).

The Payroll Customer Service Team must receive requests that should be processed in the current pay period by close of business Wednesday, the second week of the pay period. If the request is not received by this cut-off and annual and/or sick leave is submitted on the time and attendance record, the DFAS payroll system will reject the hours and charge the leave to Leave Without Pay.

For further assistance or for questions regarding the information in this letter, please contact your Customer Service Team in the Payroll Services Division.



Payroll Services Letter

Number: PS05-26
Date: April 17, 2005
Subject: Voluntary Child Support and Voluntary Alimony
Category: Debt Management

Purpose

The conversion of the Department of Health and Human Services (HHS) payroll system to Defense Finance and Accounting Service (DFAS) will change the current HHS process for requesting an allotment from salary for voluntary child support and/or voluntary alimony. HHS Human Resource Centers will no longer be responsible for processing voluntary child support and voluntary alimony allotment requests.

Effective April 17, 2005, employees must send requests for voluntary child support and/or voluntary alimony allotments directly to the DFAS Charleston Payroll Office. In order for the Charleston Payroll Office to process the allotment, the employee must submit a letter requesting the deduction. The letter must include the following information:

- Name of employee
- Employee's Social Security Number
- The name and address of the designated recipient
- The amount of the biweekly deduction
- A copy of a legal agreement
- Name of financial institution **
- Routing number **
- Names on account **
- Account number **

** **NOTE** - Employees may request that their allotments be sent as an electronic fund transfer (EFT), as long as they have a joint account with the recipient. EFT requests must include the information stated above for the letter, in addition to the items followed by asterisks.

Employees must fax requests to the payroll office at:

Toll Free: 1 (866) 401-5849
Commercial: 1 (850) 473-6450

Letters for requests can also be mailed to:

DFAS Charleston Payroll Office
P.O. Box 33717
Pensacola, FL 32508-3717

Voluntary child support and voluntary alimony deductions will appear on the employee's Leave and Earnings Statements for as long as the deductions are taken. If employees have additional questions regarding voluntary child support and/or voluntary alimony, they must contact the DFAS Charleston Payroll Office Customer Service at 1 (843) 746-6500.

If you have questions regarding the information contained in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-27
 Date: April 17, 2005
 Subject: Voluntary Leave Transfer Program (VLTP)
 Category: Leave

Purpose

This letter transmits new procedures for forwarding information on Voluntary Leave Transfer Program (VLTP) recipients and donors to the Defense Finance and Accounting Service (DFAS) Charleston payroll office.

Effective April 17, 2005, HHS Timekeepers and Human Resource Center (HRC) Payroll Liaisons must follow a new procedure to notify the payroll office of employees approved to participate in VLTP and employees who donate leave to VLTP recipients. The new procedure is part of the payroll system conversion to the DFAS.

Employee requests that have been approved, either to receive or to donate leave hours through the VLTP, should be sent from HHS Timekeepers to Payroll Liaisons. Payroll Liaisons will forward the information electronically to the DFAS payroll office using the Peregrine system. The Peregrine category/subcategory is: LEAVE/ DONATED LEAVE.

The Peregrine screen contains a specific section to input the following VLTP information:

For the Recipient:

- Last Name; First
- SSN
- PPE (Pay period end date)
- PP (Pay period number)
- Donated Leave Type¹
- Date Emergency Began
- Status Indicator (Self or Family)

For Donors (tabs for up to five donors):

- Name
- SSN
- Date Signed
- Hours (decimal)
- Restoration²
- Same Payroll Office
- Payroll Office Address, City, State, ZIP

¹ Indicate the VLTP program type; new, Continuing, liquidated indebtedness or Remove from program.

²Leave blank if not restoring leave to donor. If restoring, indicate if hours are to go to donor's normal or restored account, or to another recipient.

The donated leave account and balance must be established in the Defense Civilian Pay System (DCPS) before hours will be accepted when processing the T&A.

Notifications of VLTP approvals for the current pay period must be entered into Peregrine no later than **close of business Thursday**, the **first week** of the pay period.

If notification is not processed timely, the DFAS payroll system will perform a leave conversion. Leave hours in excess of the employee's own sick leave balance will follow the standard [leave conversion](#), i.e., sick leave will convert to annual leave, compensatory, credit hours or leave without pay.

- The employee's Leave and Earnings Statement will show the leave charged accordingly. Also, Payroll Liaisons will receive a "Conversion of Hours" report that lists leave that was converted for employees. For further information on leave conversion, see the Payroll Services Letter entitled "Biweekly Payroll Process."
- Payroll Liaisons should review the leave conversions and report any discrepancies to their Payroll Customer Service Team.

Retroactive Donated Leave – DFAS will retroactively apply donated leave. Donated leave does not have a "not to exceed" (NTE) date or expiration date. It will remain in the employee's donated leave balance until the employee is removed from the program. When the Payroll Services Division (PSD) sends the information to DFAS to establish the donated leave account, it will give an effective date. When the emergency situation is over and the employee is removed from the program, the HR Center/Payroll Liaison must notify Payroll Services via a Peregrine ticket. DFAS will not return leave to donors until notified by Payroll Services to remove the employee from the program.

Leave Accrual – Employees are eligible to accrue leave (annual and sick while they are using donated leave. If they use a partial number of donated hours during the pay period, the full leave accrual is given. However the accrual is prorated and a portion is credited to a Donated Leave Account for Accruals and the remainder goes to the regular leave account.

Waivers – Waivers are sometimes granted when an employee wants to donate more leave than the regulations permit. Traditionally, DCPS assumes that the waiver has been granted for the employee to donate more than the allowable maximum. However, the staff at DFAS-Charleston may call the CSR to verify that the employee donating the hours above the maximum has received a waiver.

Use of Advanced Sick Leave and Donated Leave in the same Pay Period – If an employee's time and attendance (T&A) record has both advanced sick leave and donated leave in the same pay period, the following occurs:

- DCPS checks to see if the employee has the Donated Leave in his account. If Donated Leave is in his account the system charges the leave that was recorded on the T&A record.

- DCPS converts the advanced sick leave to LWOP if the advanced sick leave on the T&A is not posted correctly.

To avoid this conversion to LWOP, the CSR must check to see if the employee has donated when establishing an advanced sick leave account. If so, the CSR will call the DCPS Donated Leave Coordinator to ensure that the leave is charged appropriately.

- If the combination is detected before Final Pass, the DCPS Donated Leave Coordinator will adjust the record so the leave is appropriately charged to the donated and advanced sick leave accounts.
- After Final Pass or for a retroactive T&A record, the CSR must contact the DFAS-Charleston Donated Leave Coordinator for help correcting the record.
- The CSR must check to see if the employee received less than 90% of the basic pay due for that pay period because advanced leave was not credited.
- If the employee received less than 90%, the CSR must request Special Pay. If 90% or more was received, no action is necessary.

For further assistance or for questions regarding the information in this letter, please contact your Customer Service Team in the Payroll Services Division.



Payroll Services Letter

Number: PS05-28
 Date: April 17, 2005
 Subject: Retirement and Separation Processing
 Category: Transmitting to DFAS

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will change the Human Resource (HR) Center internal process for reviewing employees' historical data prior to processing retirement and separation actions. This letter provides information on forwarding packages to DFAS.

The Office of Personnel Management requires that retirement records for employees who transfer to other federal agencies, or who separate from federal service, be forwarded to it within **thirty days** of the effective date of the separation action. Before processing the separation action, the HR staff performs a review of the employee's record to ensure that all actions have been processed correctly.

The HHS Retirement System will continue to be available to review and correct data that updated the HHS payroll system prior to the DFAS conversion. The Payroll Services Division is responsible for certifying HHS retirement records for any period of service prior to the transfer of the payroll system to DFAS. The DFAS Charleston Payroll Office is responsible for processing and certifying retirement information after the conversion.

Use the following addresses for forwarding retirement packages or separation information.

For actions effective prior to the DFAS conversion: Department of Health and Human Services PSC/HRS/Payroll Services Division Post Office Box 14950 Silver Spring, MD 20911-4950	For actions effective after the DFAS conversion: DFAS Charleston Payroll Office 1545 Truxtun Avenue Charleston, SC 29408-1968 Attn: Retirement Section
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HR staff should use the EHRP system to review historical data effective after the conversion.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-29
Date: April 17, 2005
Subject: Environmental Differential Pay
Category: Time and Attendance (T&A)

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) will change how Environmental Differential Pay is handled by HHS. This letter explains those changes.

Background

Environmental Differential Pay is a differential pay authorized for Federal Wage System (FWS) employees who are exposed to specific hazards, physical hardships, or working conditions of an unusually severe nature. Any employee exposed to a situation for which Environmental Differential Pay is authorized is entitled to the appropriate differential without regard to the type of appointment or tour.

New Procedure

DFAS enters Environmental Differential Pay through the Time and Attendance (T&A) and Pay Adjustment programs. Due to the small number of HHS employees receiving Environmental Differential Pay, the HHS Payroll Office had processed Environmental Differential Pay manually. **From now on, HHS Timekeepers must enter Environmental Differential Pay data through T&A.**

Timekeepers will maintain the Environmental Differential hours, rates and certification. Before close of business on Friday, before the end of the pay period, the Timekeeper will forward the hour(s) and rate(s) to the Payroll Liaison.

The Environmental Differential must be sent electronically through the Peregrine system. Use the following Peregrine category/subcategory: Pay / Environmental Differential. The first line of the description must include the words "Environmental Differential."

Then input the following information in the appropriate fields:

- Employee name
- SSN
- Effective date or Pay Period Ending Date
- Environmental/Hazard Code

- Ungraded (UNGR) or Graded (GR)
- Number of hour(s)

The Peregrine ticket must be received by the Payroll Services Division (PSD) before noon on Monday after the end of the pay period.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.

Reference: The HHS Timekeeper Manual provides information about Exposure Categories and Percentages. An electronic version of this manual is located on the HHS web site at <http://www.psc.gov/hrs/itas/documentation.html>.



Payroll Services Letter

Number: PS05-30
Date: April 17, 2005
Subject: Hazardous Duty Pay
Category: Time and Attendance (T&A)

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) will change how Hazardous Duty Pay is handled by HHS. This letter explains those changes.

Background

Hazardous Duty Pay is a differential paid for duty involving physical hardship or hazard.

- It may be granted to full-time, part-time and intermittent GS employees.
- It is paid in addition to any additional pay or allowances payable under other statutes.
- It may not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes.

New Procedure

DFAS enters Hazardous Duty Pay through the T&A and Pay Adjustment programs. Due to the small number of HHS employees receiving Hazardous Duty Pay, the HHS Payroll office had formerly processed Hazardous Duty Pay manually. **From now on, Hazardous Duty Pay data must be entered through the T&A process. A personnel action is not used for Hazardous Duty Pay.**

Here is the procedure for entering Hazardous Duty Pay. OPDIV Timekeepers will continue to submit an amended timecard along with the following required documentation to the Payroll Liaison:

- HHS 411A (error notice)
- Written justification or documented verification signed by the Supervisor

The Payroll Liaison in the Human Resource (HR) Center will do the following:

- Review the amended timecard and verify the documentation.
- Either retain the documentation or forward the documentation to the Customer Service Representative (CSR) in the Payroll Services Division (PSD). (Procedure to be decided.)

The CSR will do the following:

- Annotate the amended timecard with the correct DFAS Hazardous Duty Pay code.
- If necessary, calculate the Hazardous Duty Pay amount for Retroactive pay.
- Submit the T&A to DFAS.

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.



Payroll Services Letter

Number: PS05-31
Date: May 15, 2006
Subject: Union Dues Processing Information
Category: Non SF-50 Actions

Purpose

The purpose of this letter is to inform the HHS Operating Divisions (OPDIVS) and Human Resources Centers of changes in procedures for processing union dues enrollments, changes in labor organization information and inquiries concerning union dues reports. The new procedures are being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

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Effective April 17, 2005, new union dues codes were implemented in EHRP for processing union dues start and stop actions as part of the DFAS conversion (Attachment A). Roles and responsibilities for processing union dues are as follows.

- DFAS assigned new union codes for each HHS union account and is responsible for updating the payroll system with changes in labor organization information (Refer to EHRP Release Notes dated April 18, 2005.).
- The Payroll Services Division (PSD) is responsible for coordinating changes or new requirements with EHRP and DFAS.
- The HR Centers' Labor Relations Officers or designees are responsible for sending information on establishing, changing, or terminating organizational accounts to PSD using the transmittal form in Attachment B. Submit this form as an attachment to a Peregrine ticket (use the Category **PAY** and Subcategory **OTHER**) or fax to (301-504-3614), ATTN: Kaye Tiller.

As a reminder, **HR Centers must process union dues stop actions** when an employee moves out of the bargaining unit, or to a position that is not covered by the bargaining unit. Personnel processing instructions were provided to HR Centers in the updated training and revised job aids issued by the EHRP Functional Team (Attachment C). This information is also located on the Program Support Center website under Human Resources, Enterprise Human Resources and Personnel System (EHRP), Training. Questions regarding processing union dues actions in EHRP (Peoplesoft) should be referred to the HRS Helpdesk. The DFAS conversion did not impact the HR Center internal procedures or supporting documentation required from Labor Organizations or employees for union dues processing.

PS05-31

Individual employee union dues inquiries should be submitted to PSD. Please submit your inquiry via a Peregrine ticket (use the Category **PAY** and Subcategory **OTHER**) or fax to (301-504-3614), ATTN: Kaye Tiller. If you are requesting a refund of union dues to an employee or group of employees, please include **Name, SSN, CAN Number, Appropriation Number** and **Amount of Refund** when sending your request.

The DFAS Charleston Payroll Office is responsible for distributing Union Dues Remittance Reports to the Labor Organizations and the Labor Relations Offices. If reports are not received timely, please contact Sheran Moore at (843) 746-6460 or by email, Sheran.Moore@DFAS.MIL.

Attachment B

**ESTABLISHMENT, CHANGE OR CANCELLATION OF
UNION DUES ACCOUNT INFORMATION**

Please complete the following information which is required to establish, modify, or delete a union account.

OPDIV NAME: _____ SPO: _____ TERMINAL ID: _____

Contact Person: _____ Phone Number: _____

Union Account Code(s) _____ LAIRS Code: _____

Type of Action: Establish _____ Change _____ Terminate _____

Proposed Effective Date: _____

DHHS Installation Information:

Organization: _____ Union Name: _____

City: _____ State: _____

Remittance Information FROM:

Remittance Amount: _____ Local Dues: _____ National Code: _____

Union Name: _____

Mailing Address: _____

Remittance Information TO:

Remittance Amount: _____ Local Dues: _____ National Code: _____

Union Name: _____

Mailing Address: _____

Local Labor Relations Officer Information FROM:

Officer Name: _____ Title: _____

Mailing Address: _____

Local Labor Relations Officer Information TO:

Officer Name: _____ Title: _____

Mailing Address: _____

Electronic Funds Transfer/Direct Deposit Financial Account Information FROM:

Bank Routing Number: _____

Account Number: _____

Indicate: Checking _____ Savings _____

Electronic Funds Transfer/Direct Deposit Financial Account Information TO:





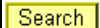






Bank Routing Number: _____






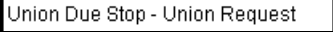

Account Number: _____

Indicate: Checking _____ Savings _____

Attachment C

Section 1.01 Manual Dues Start/Stop (Union Dues)

1.	Click the Compensate Employees link. 
2.	Click the Maintain Payroll Data (USF) link. 
3.	Click the Use link. 
4.	Click the General Deduction Data link. 
5.	Enter the Employee ID to pull up the employee record or click on the Search By list to perform a search for the employee by Name or other criteria. Enter the desired information into the EmplID field. Enter a valid value, e.g. " HA1A ".
6.	Click the Search button. 
7.	To start Union dues deduction, insert a row on the Deduction Code row. Click the Add a new row at row 1 button. 
8.	Enter the desired information into the *Deduction Code field. Enter a valid value, e.g. " HBWA ".
9.	Enter the Effective Date . Click the Choose a date button. 
10.	Click the desired date. 
11.	Click the Save button. 
12.	To stop Union dues deductions, insert a row on the most effective-dated row for the applicable deduction. Click the Add a new row at row 1 button. 
13.	Enter the Effective Date . Click the Choose a date button. 

14.	Click the Year list. 
15.	Select the desired Year . 
16.	Click the desired date. Click 15 
17.	Enter the Deduction End Date . This must be equal to the Effective Date . Click in the Deduction End Date field. 
18.	Enter the desired information into the Deduction End Date field. Enter a valid value, e.g. " 01/15/2005 ".
19.	Press [Tab] .
20.	Click the Deduction Stop Reason list. 
21.	Enter the type of action being processed. 
22.	Changes to Union dues deductions amounts do not require any action by the User. These changes are processed automatically by the Union Mass. Click the Save button. 
23.	The Union dues start/stop information is saved. End of Procedure.

NOTE: The codes shown on the HHS to DFAS Union Code Crosswalk contain three positions. However, the EHRP drop down selection contains four positions. The last position is an A.

Attachment A

HHS to DFAS Union Code Crosswalk (updated 06/20/2005)

HHS Union Code	DFAS Union Code	Union Code Description
1	HA1	AFGE LOCAL 2883
2	HA2	NAPFE LOCAL 303
3	HA3	NTEU CHAPTER 272
8	HA4	AFGE LOCAL 1668
10	HBA	AFGE LOCAL 1668
17	HBB	LIUNA LOCAL 1386
18	HA5	PROFESSIONAL MGRS ASSOC
19	HA6	FED PHYSICIANS ASSOC
20	HA7	LIUNA LOCAL 1376
21	HA8	LIUNA LOCAL 205
22	HA9	NTEU CHAPTER 232
23	HB3	AFGE LOCAL 1916
24	HB5	LIUNA LOCAL 205
29	HB4	NTEU CHAPTER 282
30	HBC	NTEU CHAPTER 282
33	HB6	LIUNA LOCAL 205
39	HB7	LIUNA LOCAL 614
42	HB8	NTEU CHAPTER 286
44	HBH	NFFE LOCAL 2111
45	HC4	NTEU CHAPTER 219
46	HBI	NTEU CHAPTER 219
47	HBJ	NTEU CHAPTER 235
48	HBK	NTEU CHAPTER 235
51	HBL	AFGE LOCAL 2405
52	HC2	LIUNA LOCAL 1376
53	HC6	NTEU CHAPTER 285
54	HBM	AFGE LOCAL 3174
55	HC7	NTEU CHAPTER 230
57	HC8	NTEU CHAPTER 230
60	HBO	AFGE LOCAL 2637
61	HC9	NTEU CHAPTER 288
62	HD2	NTEU CHAPTER 290
63	HD3	LIUNA LOCAL 1386
64	HD9	AFGE LOCAL 3430

68	HBQ	AFGE LOCAL 3025
71	HBR	AFGE LOCAL 2486
72	HI3	LIUNA LOCAL 1376
73	HBS	LIUNA LOCAL 1376
74	HI5	NTEU CHAPTER 289
75	HBT	NTEU CHAPTER 289
76	HI6	LIUNA LOCAL 1376
77	HBU	AFGE LOCAL 112
80	HBW	AFGE LOCAL 2486
82	HI7	NTEU CHAPTER 292
86	HI8	FPS & PTE LOCAL 572
96	HJ2	NTEU CHAPTER 250
97	HJ3	LIUNA LOCAL 1376
101	HJ5	AFGE LOCAL 1923
104	HCA	AFGE LOCAL 3509
106	HJ0	AFGE LOCAL 3430
117	HK2	LIUNA LOCAL 1386
118	HCI	DHMO NV SINGLE ONE COV
119	HCJ	LIUNA LOCAL 1386
120	HO1	LIUNA LOCAL 1376
121	HCK	NAT ASSOC OF FED VET
124	HL2	AFGE LOCAL 3381
126	HL3	NTEU CHAPTER 291
129	HL4	LIUNA LOCAL 1376
130	HCL	LIUNA LOCAL 1376
131	HCM	LIUNA LOCAL 1376
132	HCN	LIUNA LOCAL 1376
134	HCO	LIUNA LOCAL 1376
135	HCP	AFGE LOCAL 1923
136	HCQ	LIUNA LOCAL 1376
139	HL8	LIUNA LOCAL 1396
140	HL9	LIUNA LOCAL 1386
141	HM3	LIUNA LOCAL 1376
142	HCR	LIUNA LOCAL 1376
143	HCS	AFGE LOCAL 3445
144	HM4	LIUNA LOCAL 1376
146	HM5	LIUNA LOCAL 1376
151	HM6	AFGE LOCAL 2923
171	HM7	LIUNA LOCAL 1386

172	HN1	LIUNA LOCAL 1386
173	HCU	LIUNA LOCAL 1386
174	HCV	LIUNA LOCAL 1386
175	HCW	INDEMNITY EXTENDED COV
176	HCX	LIUNA LOCAL 1386
178	HCY	LIUNA LOCAL 1386
190	HN2	LIUNA LOCAL 205
194	HN3	NTEU CHAPTER 212 NON PROF
195	HDB	NTEU CHAPTER 212
196	HDC	NTEU CHAPTER 212 PROF
197	HO3	NTEU CHAPTER 215 NON PROF
198	HDD	NTEU CHAPTER 215 PROF
208	HO5	AFGE LOCAL 3840
216	HO6	NTEU CHAPTER 287
221	HDJ	AFGE LOCAL 2637 DENTAL
222	HDK	AFGE LOCAL 3657
223	HDL	AFGE LOCAL 3657
227	HP4	AFGE LOCAL 2419
230	HDN	AFGE LOCAL 2419
231	HP8	LIUNA LOCAL 1396
232	HDO	LIUNA LOCAL 1396
233	HP5	LIUNA LOCAL 205
240	HP6	NFFE LOCAL 1776
245	HP7	AFGE LOCAL 2923
246	HO2	LIUNA LOCAL 1376
250	HDP	LIUNA LOCAL 888
251	HDQ	LIUNA LOCAL 888
252	HDR	LIUNA LOCAL 888
253	HDS	LIUNA LOCAL 888
254	HDT	LIUNA LOCAL 888
255	HDU	LIUNA LOCAL 888
257	HQ4	NTEU CHAPTER 218
260	HQ0	LIUNA LOCAL 1376
261	HDV	LIUNA LOCAL 1376
262	HDW	LIUNA LOCAL 1376
263	HDX	LIUNA LOCAL 1376
264	HDY	LIUNA LOCAL 1376
265	HDZ	LIUNA LOCAL 1376
266	HHK	LIUNA LOCAL 1376

267	HEA	LIUNA LOCAL 1376
268	HEB	LIUNA LOCAL 1376
285	HQ5	NFFE LOCAL 478
290	HQ6	FRATERNAL ORDER OF POLICE
328	HS3	LIUNA LOCAL 1386
329	HEH	LIUNA LOCAL 1386
332	HS4	NTEU CHAPTER 236
342	HS5	LIUNA LOCAL 1376
350	HEI	LIUNA LOCAL 1386
352	HEJ	LIUNA LOCAL 1376
375	HS7	SENIOR EXECUTIVE ASSOC
380	HEK	LIUNA LOCAL 1376
381	HEL	LIUNA LOCAL 1376
382	HEM	LIUNA LOCAL 1376
383	HEN	LIUNA LOCAL 1376
384	HT4	LIUNA LOCAL 1376
385	HEP	LIUNA LOCAL 1376
387	HHL	LIUNA LOCAL 1376
404	HER	LIUNA LOCAL 205
405	HT7	LIUNA LOCAL 205
406	HES	LIUNA LOCAL 205
407	HT9	LIUNA LOCAL 205
408	HET	LIUNA LOCAL 205
409	HEU	LIUNA LOCAL 205
410	HEV	LIUNA LOCAL 205
411	HEW	LIUNA LOCAL 205
412	HEX	LIUNA LOCAL 205
413	HEY	LIUNA LOCAL 205
414	HEZ	LIUNA LOCAL 205
415	HFA	LIUNA LOCAL 205
416	HFB	LIUNA LOCAL 205
417	HFC	LIUNA LOCAL 205
418	HFD	LIUNA LOCAL 205
419	HV1	LIUNA LOCAL 205
420	HFE	LIUNA LOCAL 205
421	HV3	LIUNA LOCAL 205
422	HFF	LIUNA LOCAL 205
423	HFG	LIUNA LOCAL 205
435	HFH	LIUNA LOCAL 205

438	HFI	LIUNA LOCAL 205
439	HFJ	LIUNA LOCAL 205
440	H3V	LIUNA LOCAL 205
445	H4V	NFFE LOCAL 951
453	H5V	LIUNA LOCAL 205
454	HW2	LIUNA LOCAL 205
456	HFK	LIUNA LOCAL 205
459	H2W	AFGE LOCAL 3601
482	HFM	AFGE LOCAL 3914
490	H3W	NTEU CHAPTER 215
499	H4W	NTEU CHAPTER 229
500	H5W	NTEU CHAPTER 229
501	H6W	LIUNA LOCAL 1376
536	HHM	LIUNA LOCAL 205
537	H7W	LIUNA LOCAL 205
538	HAH	LIUNA LOCAL 205
539	HAJ	LIUNA LOCAL 205
540	HAK	LIUNA LOCAL 205
546	HFN	NFFE LOCAL 2034
548	HX5	LIUNA LOCAL 205
549	HFQ	LIUNA LOCAL 205
550	HFR	LIUNA LOCAL 205
560	HFS	AFGE LOCAL 2493
563	HFT	LIUNA LOCAL 1376
564	HFU	LIUNA LOCAL 1376
569	H9X	LIUNA LOCAL 1376
581	H2V	AFGE LOCAL 1923
582	HFV	AFGE LOCAL 1923
583	HFX	AFGE LOCAL 1923
595	H3Y	LIUNA LOCAL 205
599	H4Y	LIUNA LOCAL 1386
600	H5Y	LIUNA LOCAL 1376
601	HY0	LIUNA LOCAL 205
602	HFZ	LIUNA LOCAL 205
603	HGA	LIUNA LOCAL 205
604	HGB	LIUNA LOCAL 205
612	HGC	NTEU CHAPTER 217
620	HZ5	LIUNA LOCAL 205
621	HGD	LIUNA LOCAL 205

622	HGE	LIUNA LOCAL 205
630	HZ0	NFFE LOCAL 2034
631	HGG	LIUNA LOCAL 205
632	HGH	LIUNA LOCAL 205
633	HGI	LIUNA LOCAL 205
634	HGJ	LIUNA LOCAL 205
636	HGK	LIUNA LOCAL 205
637	H1Z	NFFE LOCAL 2107
647	HGL	NFFE LOCAL 1874
648	HGM	NFFE LOCAL 1874
649	H2Z	LIUNA LOCAL 1376
658	H3Z	IAFF, LOCAL F 271
660	HGN	AFGE LOCAL 41
662	H51	LIUNA LOCAL 205
663	H50	LIUNA LOCAL 205
664	H53	LIUNA LOCAL 205
665	H54	LIUNA LOCAL 205
691	HGO	AFGE LOCAL 3831
705	H4Z	LIUNA LOCAL 888
706	HO4	LIUNA LOCAL 1376
722	H5Z	SEIU LOCAL 100
732	H6Z	NFFE LOCAL 520
742	H7Z	LIUNA LOCAL 205
746	H8Z	LIUNA LOCAL 205
748	HGQ	NFFE LOCAL 1586
749	H9Z	NFFE LOCAL 58
750	H0Z	LIUNA LOCAL 1376
751	H00	NFFE LOCAL 2171
753	H01	NFFE LOCAL 1801
754	H03	NFFE LOCAL 224
759	HGS	NFFE LOCAL189
796	HO7	ASSN OF ADMIN LAW JUDGES
797	HGT	AFGE LOCAL 1923
800	HGU	SF MANAGEMENT ASSOC 800
829	H04	FEDERAL MANAGERS ASSOC
850	H5D	LIUNA LOCAL 205
851	H5E	LIUNA LOCAL 205
852	H5F	LIUNA LOCAL 205
853	H5G	LIUNA LOCAL 205

855	HGV	AFGE LOCAL 3381
860	H05	LIUNA LOCAL 1396
862	HZ7	LIUNA LOCAL 1386
863	HZ6	LIUNA LOCAL 1386
864	HZ4	LIUNA LOCAL 1386
868	HZ3	LIUNA LOCAL 1386
869	HZ9	LIUNA LOCAL 1386
870	HZ2	LIUNA LOCAL 1386
871	HZ1	LIUNA LOCAL 1386
880	H06	NTEU CHAPTER 229
884	H07	NTEU CHAPTER 235
892	H08	AFGE LOCAL 3840
934	HGZ	AFGE LOCAL 2486
935	H09	NTEU CHAPTER 254
936	HHA	AFGE LOCAL 41
938	HHB	AFGE LOCAL 41
941	HAC	NTEU LOCAL 210
943	HHC	LIUNA LOCAL 205
945	HHD	NFFE LOCAL 2131
957	HAD	LIUNA LOCAL 1396
963	H5B	AFGE LOCAL 1923
964	H5C	AFGE LOCAL 1923
965	HAF	NTEU CHAPTER 230
971	HAG	LIUNA LOCAL 1376
980	HEC	LIUNA LOCAL 1396
981	H9E	AFGE LOCAL 1923
982	HHF	AFGE LOCAL 1923
985	HHG	AFGE LOCAL 2405
986	HHH	LIUNA LOCAL 1396
987	HHI	LIUNA LOCAL 1396
991	HHJ	AFGE LOCAL 4054
994	HHS	NTEU CHAPTER 219