

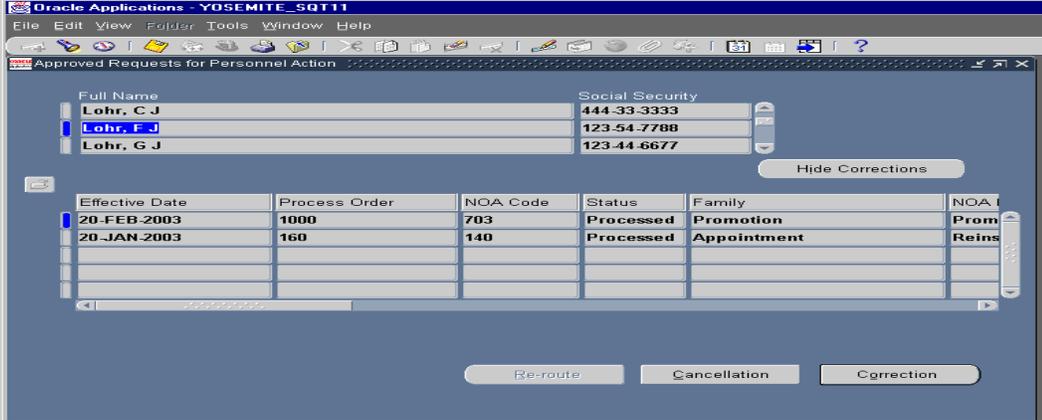
# 002 CORRECTION - ORACLE

This job aid covers corrections to only the most recent Notification of Personnel Action (NPA) when the data element to be corrected was included on that NPA. To correct past actions and to open all data fields on the RPA, use the DoD Correction Process.



**Notes:**

- If the latest action is an award, and you are NOT correcting the award amount, correct the previous action. Awards are not filed on the permanent side of the OPF and are not stored in the payroll database as a permanent NOAC.
- This type of correction MUST be used if correcting NAME, SSN or DOB.

STEP	ACTION
1	From the Navigation List → <b>Request for Personnel Action</b> → <b>Cancellation/Correction</b> → <Open>.
2	<p>The <b>Approved Requests for Personnel Action</b> Window displays. Start a query, press [F11] twice, place your cursor in the <b>Social Security</b> data field and enter the employee's SSN (with dashes), then press Cntrl+[F11] to run the query.</p>  <p>The employee's name and Social Security data fields populate in the top region. The bottom region populates with actions processed for that employee. Click the bottom scroll bar to view remaining data fields:</p> 

3

With the *Current Record Indicator*, click the action you need to correct. Click **<Correction>**.

Full Name	Social Security
Lohr, C J	444-33-3333
Lohr, F J	123-54-7788
Lohr, G J	123-44-6677

Effective Date	Process Order	NOA Code	Status	Family	NOA I
20-FEB-2003	1000	703	Processed	Promotion	Prom
20-JAN-2003	160	140	Processed	Appointment	Reins

Buttons: Re-route, Cancellation, Correction



**Note:** If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click **<Re-route>** to send the action back to your Civilian Inbox and cancel it from the Inbox.

4

The RPA displays. **FIRST ACTION, Block 5-A Code**, Nature of Action, populates.

Request for Personnel Action (Correction, Routing Group:NAVY) Status: INITIATED

Requesting Info: PART A - Requesting Office

1 Actions Requested: Correction

2 Request Number: [ ]

3 For Additional Information Call (Full Name): [ ] Telephone Number: [ ] 4 Prop. Eff. Date: ASAP

5 Action Requested By (Full Name): [ ] Title: [ ] Request Date: [ ]

6 Action Authorized By (Full Name): [ ] Title: [ ] Concurrence Date: [ ]

PART B - For Preparation of SF 50

1 Last Name: Lohr First Name: F Middle Name: J

2 Social Security Number: 123-54-7788 3 Date of Birth: 01-JAN-1976 4 Effective Date: 20-FEB-2003

FIRST ACTION

5-A Code: 002 5-B Nature of Action: Correction

5-C Code: [ ] 5-D Legal Authority: [ ]

5-E Code: [ ] 5-F Legal Authority: [ ]

SECOND ACTION

6-A Code: 703 6-B Nature of Action: Promotion NTE 20-APR-2003

6-C Code: N8M 6-D Legal Authority: Reg 335.102 Except To Comp

6-E Code: [ ] 6-F Legal Authority: [ ]

Buttons: History, Extra Information, Person, Position, Others...

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Change the data field(s) that need to be corrected. If the data element to be corrected is grayed out, you cannot use this correction process (use the DOD Correction process).

6	Enter the Remarks on the <b>REMARKS AND ADDRESS</b> Tab of the RPA. Use Remark C11 to enter the item being corrected. If necessary, you can use several C11 remarks, one for each item being corrected.
7	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDF. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> when completed.
<b>US FED AGENCY DATA WINDOW</b>	
	Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.
8	Complete any other data fields that need to be corrected.
9	Close the <b>&lt;Extra Information&gt;</b> window to return to the RPA.
10	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or Update HR.

**CHECK FOR ACCURATE UPDATE:**

After updating HR, follow these steps to confirm that the action was corrected:

STEP	ACTION
1	From the Navigation List – Click on <b>People-&gt;Enter and Maintain</b>
2	Open the DDFs which should have been changed on the correction. Example: <ul style="list-style-type: none"> <li>◆ If the step on a 702 Promotion was corrected , check the employee’s step, grade and salary.</li> </ul>
3	Check the PAY500. From the Navigation List – Click on <b>PAY500 &lt;Open&gt;</b>
4	Locate your action in the list.
5	Verify that accurate data flowed.
	<b>Note:</b> If the data flowed is inaccurate, check the DCPDS record to make sure it updated correctly. If DCPDS is correct, a Fed HR Manager Payroll Regeneration will be needed to flow an accurate PAY500 to payroll.