

NOA 810 – SUPERVISORY DIFFERENTIAL

Definition: Supervisory Differential is the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Other Pay or open the existing 810 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = 810 • Authority Code (use LOV or type it in) = VPH (5 U.S.C. 5755)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 20D Other Pay <ul style="list-style-type: none"> Supervisory Differential Amount - (i.e., \$3,847.00, input as 3847) Supervisory Differential Percentage – (i.e., 6%, input as 6.0)
4	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50: <p>P72 Salary in block 20 includes supervisory differential of \$_____.</p>
5	Click on <Save> icon to save.
6	Click on the POSITION button and change the the following DDF: <p>US FEDERAL POSITION GROUP 1</p> <p>Supervisory Diff Eligibility = 1 (Supervisory Differential Eligible)</p> <ul style="list-style-type: none"> ➤ Click on <Save> icon ➤ Click on the <Validate> button ➤ Close <Position> Window to return to the RPA.

<p>7</p>	<p>Click on the EXTRA INFORMATION button and complete the following DDF:</p> <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p>➤ Click <OK> and <Save></p>
<p>8</p>	<p>Close <Extra Information> window to return to the RPA.</p>
<p>9</p>	<p>Click on the <Save> icon to route the RPA or Update HR.</p>