

CHINA LAKE DEMO – NOA 894 PAY ADJUSTMENT

(Use only for Comparability Increase)



Note: Use only for January Comparability Increase for employees with a current performance rating of "H" (Ineligible).

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Pay Adjustment or open the existing 894 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) = 894 • Authority Code (use LOV or type it in) = ZLM <Tab> then type "45 FR26504" in the pop-up window
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 19 Step – no change - step on "From" and "To" side of RPA should be the same. • Block 20-20C Salaries - system generated - verify that new salaries populated are correct. If step is "00", enter new salaries.
4	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter Remark: YDF Ineligible for Performance Rating for Period ending 31 Jul ____ due to insufficient time in present position. Comparability awarded.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS. US FED AGENCY DATA Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or to Update HR.