

## NOA 894 – PAY ADJUSTMENT

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Salary Change</b> – <b>&gt;Pay Adjustment</b> or open the existing 894 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>894</b></li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Verify Steps on "From" and "To" side of RPA are correct.</li> <li>• Verify Salaries on "From" and "To" side of RPA are correct.</li> </ul>
4	Click on <b>&lt;Save&gt;</b> icon to save
5	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS: <p><b><u>US FED AGENCY DATA</u></b></p> <p style="padding-left: 40px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p>➤ Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b></p>
6	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
7	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.