

AWARDS - MONETARY

COVERED ACTIONS:

- 815 Recruitment Bonus
- 816 Relocation Bonus
- 840 Individual Cash Award
- 841 Group Cash Award
- 842 Individual Suggestion/Invention Award
- 843 Group Suggestion/Invention Award
- 846 Individual Time Off Award
- 847 Group Time Off Award
- 878 SES Rank Award
- 879 SES Performance Award

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Award / One-Time Payment or open the existing Award 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 in appropriate Award NOA) • Authority Code (use LOV or type in appropriate authority), if applicable
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Award (use whole dollar award amount or percentage - use hours for time off) • UoM Unit of Measure = M for Money or H for Hours
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks. <p>Note: You may want to include the following remark when processing a NOA 815/816: Recruitment Agreements (or Relocation Service Agreements) are signed for a period of 24 months beginning with the date of your appointment. In the event that you do not fulfill this agreement, you will be required to refund the full Bonus amount paid.</p>
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 auto-populated, if not enter the correct data and save.

US FED AWARD AND BONUS INFORMATION

- Award Agency Code
- Award Type = Required for all awards (except 815 and 816). See Table below for common award type values.



Note: Failure to code this block will result in the award not being visible in the CSU

- Group Award = use values 01 through 99 (The same value is to be used for each employee who is part of the group. You may need to clear out a zero if it is system generated.
- Tangible Benefit Dollar = use for NOA 842 and 843
- Date Award Earned = system generated from the effective date.
- Award Appropriation Code = system generated
- Date Ex Empl Award Paid

The Table below lists the more common award type Values:

NOA	AWARD TYPE	DESCRIPTION
840 Individual Cash Award 841 Group Cash Award	06 60 9L	Special Act or Service Award Notable Achievement Award (use for On the Spot) Performance Award
842 Individual Sugg/Invention 843 Group Sugg/Invention	01 03 QV	Suggestion Cash Award Invention Cash Award Patent Cash Award
846 Individual Time Off Award 847 Group Time Off Award	80	Time Off Award
878 SES Rank Award 879 SES Performance Award	67 68 66	SES Meritorious Rank Award SES Distinguished Rank Award SES Bonus Award



Note: You can also click **US FED PERFORMANCE APPRAISAL** and **AWARD SALARY** to verify any additional information.

US FED RECRUITMENT BONUS (use when processing NOA 815)

Date Recruitment Agmt Expires

US FED RELOCATION BONUS (use when processing NOA 816)

Date Relocation Agmt Expire

7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.

AWARDS FOR SEPARATED EMPLOYEES

STEP	ACTION
1	For separated employees who have an award effective <u>prior to their separation</u> date, the award can be input, but you must enter the effective date on the RPA before entering the employee name (remove the name if necessary).
2	Awards effective <u>after the separation</u> date should be input via Payroll Regeneration. If a NPA is needed, a pseudo NPA should be created. This workaround applies ONLY to those employees that were on Modern and separated from Modern.
3	For those <u>employees who were never on Modern</u> , payroll must be provided a Pseudo NPA to manually pay the employee.