

CHINA LAKE DEMO – NOA L891 MERIT INCREASE

(Use for October Payout & January Comparability)



Note: DO NOT use this NOA for an for an employee with a current performance rating of “H” (Ineligible). Use NOA 894 Pay Adjustment for China Lake Demo (refer to Job Aid).

| STEP | ACTION |
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| 1 | Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Pay Adjustment or open the existing L891 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) = L891 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 – enter new step if applicable Block 20-20C Salaries – system generated - verify that 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 – <i>enter Remark:</i> YDK Difference between Items 20 and 12 reflects merit increase for performance rating period ending 31 July ____. |
| 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. |