

911 – DOD RECONSTRUCTION PROCESS

This process is used to reconstruct an action that was processed before or outside the DCPDS. It creates a history and provides an option for flowing to payroll and outputting a NPA.

➤ **Before You begin:**

| If the action is: | Then do this: |
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| <p>RPA with an effective date prior to conversion to DCPDS and was never input into Legacy (i.e., past due action).</p> <p>DCPDS conversion date = 11/11/1999.</p> | <p>STEP 1: Recreate the first action that includes all salary fields (i.e., temp promotion, change to lower grade, reassignment, etc.) immediately effective prior to the effective date of the “past due” action that needs to be processed. ***Look in the OPF for the action that needs to be recreated.</p> <p>Note: Do not flow this recreated action to payroll since it has already flowed there.</p> <p>STEP 2: Process the past due action using the normal NOA family, i.e. salary change, reassignment, etc.</p> |
| <p>Canceling an action effective prior to conversion to DCPDS that was previously input in Legacy.</p> <p>DCPDS conversion date = 11/11/99</p> | <p>STEP 1: Recreate the first action that includes all salary fields (i.e., temp promotion, change to lower grade, reassignment, etc.) immediately effective prior to the effective date of the action that needs to be cancelled. ***Look in the OPF for the action that needs to be recreated.</p> <p>Note: Do not flow this recreated action to payroll since it has already flowed there.</p> <p>STEP 2: Process the action that needs to be canceled using the regular NOA process (it will flow to payroll but as long as it flows the exact same data as the original action it is ok).</p> <p>STEP 3: Cancel the action by navigating to the Cancellation/Correction Option on the Navigator Window. Query by the employee’s name and then select the appropriate NOA to cancel.</p> |
| <p>Correcting an action effective prior to conversion to DCPDS that was previously input into Legacy.</p> <p>DCPDS conversion date = 11/11/99</p> | <p>STEP 1: Recreate the action that needs to be corrected exactly how it looks in the OPF. You must flow the recreated action to payroll so that the correction will flow to payroll.</p> <p>STEP 2: Correct the action using the Cancellation/Correction option on the Navigator Window or the DoD Correction Process – 002 option on the Navigator Window.</p> |

➤ Using the 911 DOD Reconstruction Process:

| Step | Action |
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| 1 | Create the RPA from the Navigation List – Click on DOD Pers Act Reconstruct 911 → <Open>. |
| <p data-bbox="256 407 277 434">2</p>   | <p data-bbox="386 401 948 428">Complete the REQUESTING INFO Tab of the RPA:</p> <ul data-bbox="386 464 602 491" style="list-style-type: none"> • Effective Date <p data-bbox="386 506 1435 590">Note: 1. Input the effective date on the RPA prior to inputting the employee's name. This will prevent the system's internal refresh process from retrieving current information rather than past assignment data and will save you many problems.</p> <p data-bbox="386 621 1451 737">2. The position on the action being recreated must exist in with an effective date the same as or prior to the effective date of the action being recreated. For example, if the action being recreated is effective 11-08-98, the position must have an effective date of 11-08-98 or earlier.</p> <ul data-bbox="386 768 1130 842" style="list-style-type: none"> • SSN (with dashes) • NOA (use LOV to select, the NOA will be prefixed with a 'C') <p data-bbox="386 852 894 879">Note: The NPA will not display the 'C' prefix.</p> <ul data-bbox="386 894 1411 957" style="list-style-type: none"> • Authority Code (use LOV or type it in) – Use the Authority Code that was used for the personnel action being reconstructed. |
| <p data-bbox="256 1026 277 1054">3</p>  | <p data-bbox="386 1020 920 1047">Complete the POSITION DATA Tab of the RPA:</p> <ul data-bbox="386 1083 1468 1167" style="list-style-type: none"> • The "From Information" will be blank and grayed out. This initial reconstruction provides a starting point so the follow-on action (the one that needs to be created and documented) will have the correct "From" and "To Information". • Block 15 = Position Title <p data-bbox="386 1241 1451 1356">Note: Query the position the employee was on at that time to build a new shred. Be sure to change the effective date (Date Position Established) to the effective date of your 911 action. If any changes need to be made to the new position, be sure to date track to the effective date of that position before drilling down to make the changes.</p> <ul data-bbox="386 1398 1219 1482" style="list-style-type: none"> • Block 19 = Step or Rate, if you input you will receive the below Note: • Click <OK> <div data-bbox="610 1503 1247 1877" style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Note</p> <p>APP-GHR-38261: Unable to perform automatic pay calculations, due to the Nature of Action Family of RECREATE_RCD_PM selected.</p> <p>You must enter the salary fields: Basic Pay Locality Adjustment Adjusted Basic Pay Total Salary</p> <p style="text-align: right;">OK</p> </div> |

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| <p>4</p>  | <p>You will be returned to the POSITION DATA Tab of the RPA:</p> <ul style="list-style-type: none"> Enter what the employee's pay was on the original action date. If the information was incorrect, you would input the incorrect data as it appeared on the NOA, then you would process a 002 Correction. <p>Note: Type in whole dollar amounts, without any formatting such as the dollar sign, commas, or periods. The system will provide the formatting. After you input the basic pay, locality, and adjusted basic pay, the system will total them in the total salary block.</p> |
| <p>5</p> | <p>Complete the EMPLOYEE AND POSITION DATA Tab of the RPA:</p> <ul style="list-style-type: none"> Input any missing data as it was on the effective date of the action being reconstructed. The source documents for this information will normally be an NPA. |
| <p>6</p> | <p>Complete the REMARKS AND ADDRESS Tab</p> <ul style="list-style-type: none"> Part F – Remarks for SF-50 – enter appropriate remarks |
| <p>7</p>  | <ul style="list-style-type: none"> Click on <Save> icon to save <p>Note: You must save the action to your workflow inbox if you will need to track it at a later date.</p> |
| <p>8</p>   | <p>Click on the EXTRA INFORMATION button and complete the following DDFS:</p> <p><u>CONTROL PAYROLL AND SF50 OUTPUT FOR PRE-CONV CANCELLATIONS/CORRECTIONS</u></p> <ul style="list-style-type: none"> Payroll Output Flag = Click "Yes" or "No" to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action. <p>Note: The action only needs to be flowed to DFAS if it did not originally go to payroll.</p> <ul style="list-style-type: none"> SF50 Output Flag = Click "Yes" or "No" , to indicate if an NPA is to be produced. <p>IMPORTANT: If a NPA needs to be printed on an action with an alphanumeric NOAC, put a "X" in this data field. Do NOT put an "X" in the "Print Notification" box when you Update HR. If you print through the Update HR window, you will get the Oracle NPA in lieu of the Reconstructed NPA. (For example: If the employee's name has been changed since the effective date of your action, the NPA will print with the employee's new name vs. the employee's name at the time of the action being processed.)</p> <p>Note: Only print an NPA if the original NPA was not printed.</p> <ul style="list-style-type: none"> Click <OK> |

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| <p>9</p>  | <ul style="list-style-type: none"> Click on <Save> icon to Update HR as you have done in other procedures. <p>Note: Do NOT put an "X" in the "Print Notification" box when you Update HR. Use the Flexfield noted above when drilling down through the Extra Information task flow button.)</p> |
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➤ **Verifying Your Transactions:**

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| <p>1</p> | <p>From the Navigation List – Click on View → Histories → Employee Assignment <Open>.</p> |
| <p>2</p> | <p>The Assignment History Window displays.</p> <ul style="list-style-type: none"> Type in the name of the employee whose action you wish to check. Click <Find> to view the action. |
| <p>3</p> | <p>After the reconstructed action has been processed and you have verified the above information, you may then process the action that is needed through the normal NOAC family from the Navigator Window.</p> |