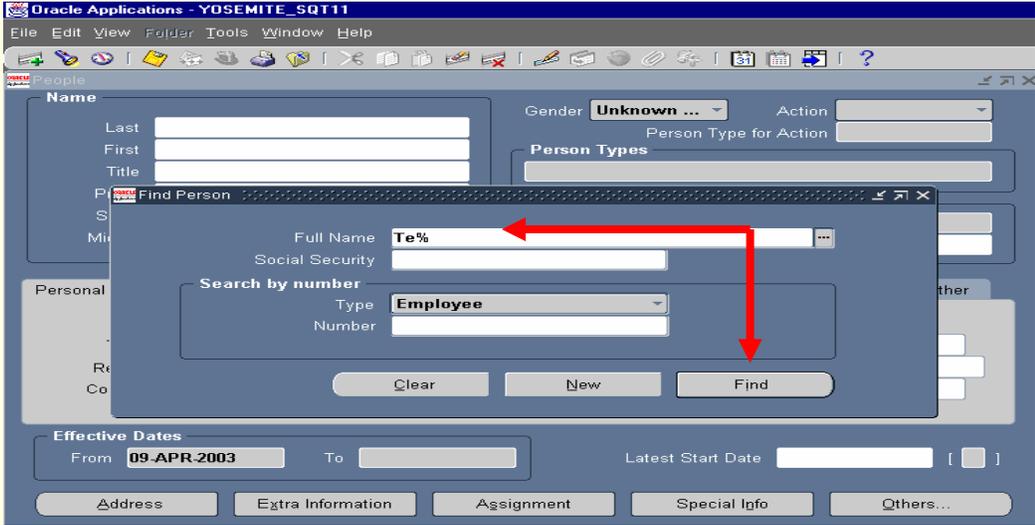


# FIREFIGHTERS – CHANGE IN PREMIUM PAY INDICATOR

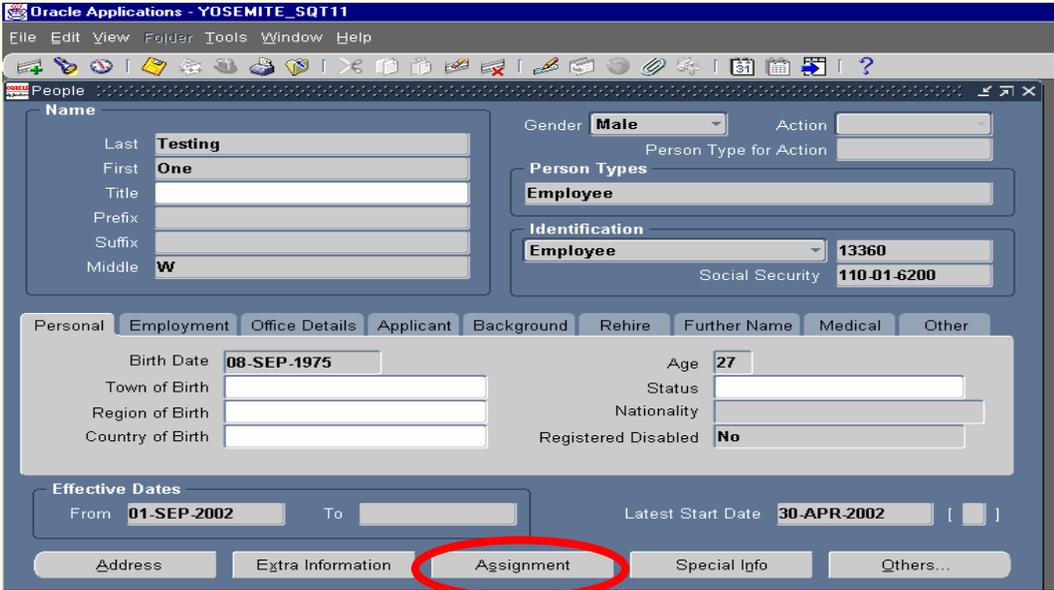
STEP	ACTION
------	--------

1 From the Navigation List – Click on **People** → **Enter and Maintain** → **<Open>**. The **Find Person** Window displays - Type in the employee's SSN or name and click **<Find>**, or use the shortcut method by typing the first two letters of the last name followed by a "%" and click **<Find>**.



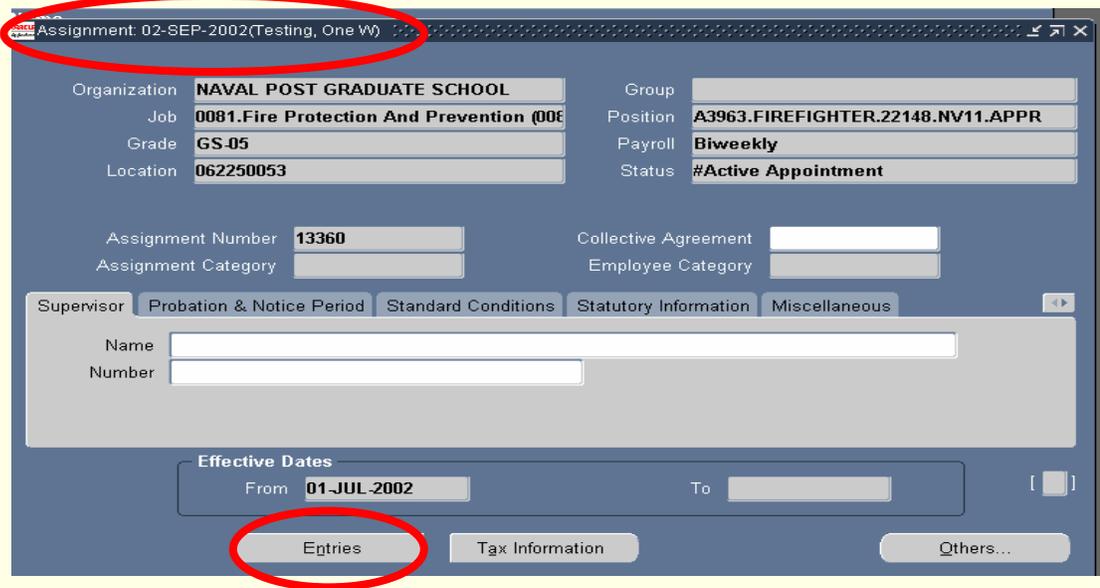
2 The **People** Window populates with the employee's data from the **Find People** Window.

- Click **<Assignment>**.



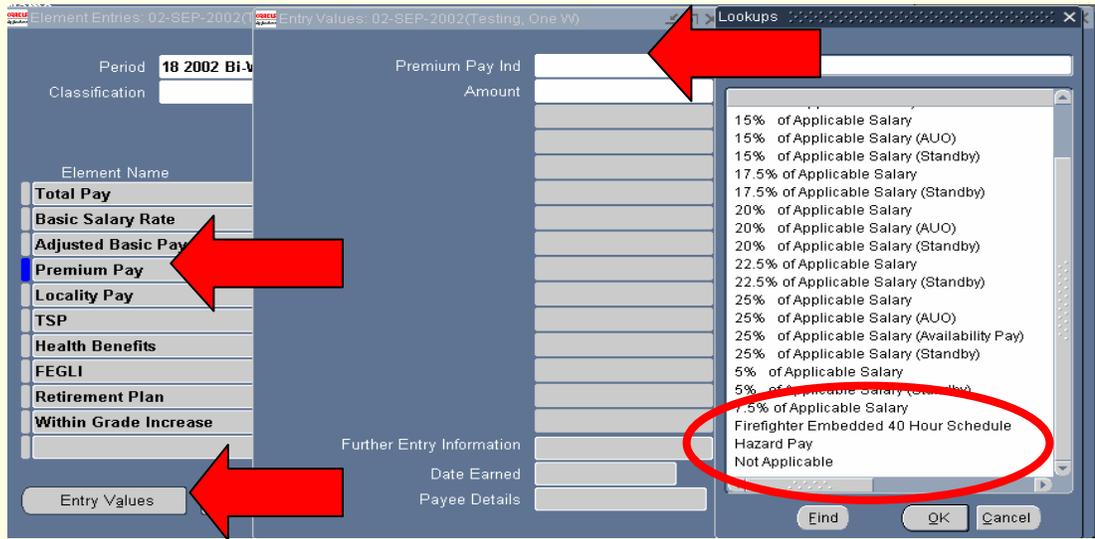
3

- The **Assignment** Window displays.
- **DATE TRACK** to the Effective Date of the Change.
  - Click **<Entries>**



4

- The **Element Entries** Window displays.
- Click **Premium Pay** located under the 'Element Name' column.
  - Click **<Entry Values>**
  - Premium Pay Ind = Select either 'Firefighter Embedded 40 Hour Schedule' or 'Not Applicable'. These are the only two values appropriate for Firefighters.
  - Click **<OK>**.



5

- Click on **<Save>** icon to save

6

The update will generate a PAY500 that will automatically flow to DFAS Payroll using **NOA JQU**.

PAYROLL 500 CHARACTER FORMAT

SSAN 110016200 Transaction Date 08-APR-2003 17:01:08 NOA Effective Date 02-SEP-02

NOA JQU Servicing Office ID QH Agency NV Payroll Office ID CH

1 2 3 4 5 6 7 8 9 0  
 12345678901234567890123456789012345678901234567890123456789012345678901234567890  
 +++++110016200TESTING+ONE+W+++++75090810+980701NV+M11020701JQU0209026S0081++0501PA06225005

1 2 3 4 5 6 7 8 9 0  
 12345678901234567890123456789012345678901234567890123456789012345678901234567890  
 3+1904+++++F0+++++14059N020908+0000ZZX000000000+++++QHZBA+++++00000++C0030630

1 2 3 4 5 6 7 8 9 0  
 12345678901234567890123456789012345678901234567890123456789012345678901234567890  
 ++++++23FIRE+++++62271+020701+++++CH+++++020701030601E020701+++++

1 2 3 4 5 6 7 8 9 0  
 12345678901234567890123456789012345678901234567890123456789012345678901234567890  
 ++++++02273700NV+++++Y++++2414+Y0000+++++

1 2 3 4 5 6 7 8 9 0  
 12345678901234567890123456789012345678901234567890123456789012345678901234567890  
 ++++++04329000000000000000+++++23FIRE+++++56+++++2030408170107

7

If there is currently no Premium Pay and it must be added, do the following:

- **DATE TRACK** to the Effective Date of the Change.

Element Entries: 01-AUG-2002(Testing, One W)

Period 16 2002 Bi-Week (28-JUL-2002 - 10-AUG-2002)

Classification

Processing Types

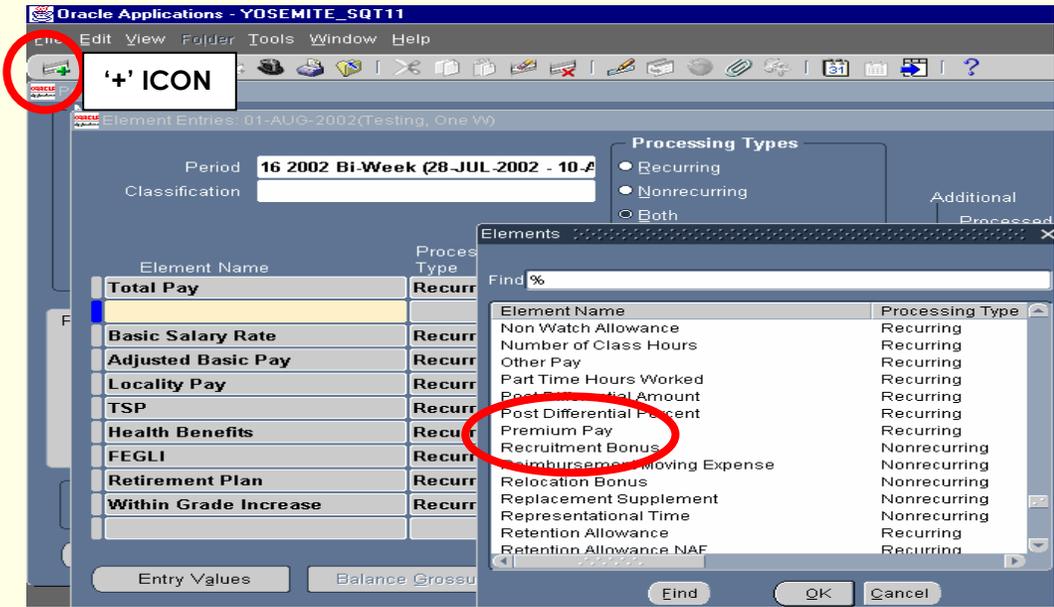
Recurring  
 Nonrecurring  
 Both

Additional Processed

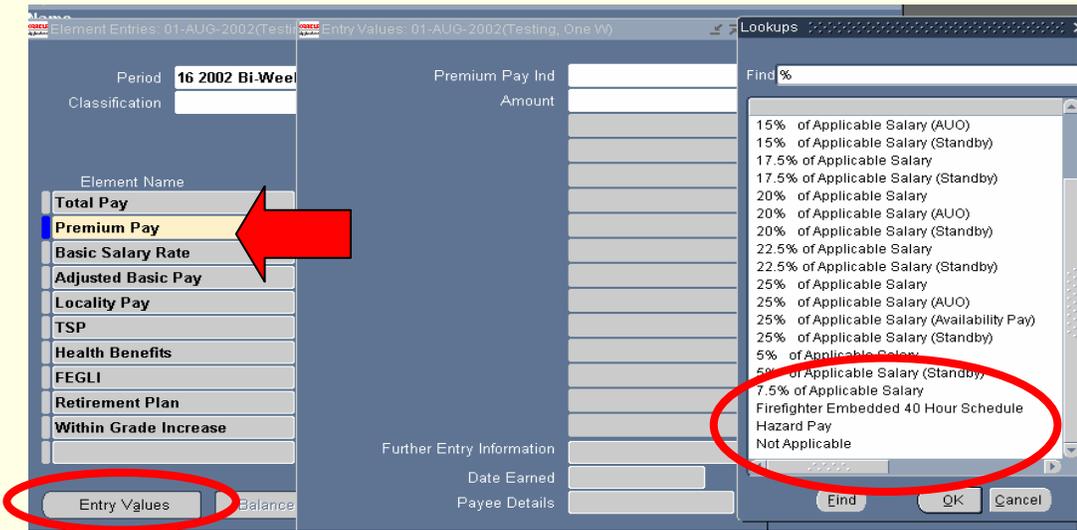
Element Name	Processing Type	Costing	Reason	Effective Dates	
				From	To
Total Pay	Recurring			<input type="checkbox"/>	
Basic Salary Rate	Recurring			<input type="checkbox"/>	
Adjusted Basic Pay	Recurring			<input type="checkbox"/>	
Locality Pay	Recurring			<input type="checkbox"/>	
TSP	Recurring			<input type="checkbox"/>	
Health Benefits	Recurring			<input type="checkbox"/>	01-JUL-2002 07-SEP-2002
FEGLI	Recurring			<input type="checkbox"/>	
Retirement Plan	Recurring			<input type="checkbox"/>	
Within Grade Increase	Recurring			<input type="checkbox"/>	02-JUL-2002

Entry Values Balance\_Grossup

- 8
- Click on the '+' icon located on the Toolbar, to add an entry.
- Select 'Premium Pay' from the LOV.
- Click <OK>.



- 9
- Click <Entry Values>
- Premium Pay Ind = Select either 'Firefighter Embedded 40 Hour Schedule' or 'Not Applicable'. These are the only two values appropriate for Firefighters.
- Click <OK>.



- 10
- Click on <Save> icon to save



**Note:** The update will generate a PAY500 that will automatically flow to DFAS Payroll using NOA JQU.