

**SPAWAR DEMO – NOA 894 PAY ADJUSTMENT
(Use only for October Payout)**

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Pay Adjustment or open the existing 894 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) = 894 • Authority Code = ZLM <Tab> then type “Demo Project Title 6 CSRA 1978” in the pop-up window
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 19 – step should be “00” – do not change • Block 20-20C – 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 appropriate Remarks:</i> <ul style="list-style-type: none"> YYK Continuing Points_____. YYL Point Value\$_____. YYM Salary Increase\$_____. YYN Total\$_____. YYJ Beginning Salary\$_____. If applicable (Bonus included): <ul style="list-style-type: none"> YYE An Employee Cannot Exceed Mid-Point of the Pay Range. YYF A Cash Payment in excess of Maximum Payable Salary of \$_____.
5	Click on <Save> icon to save.

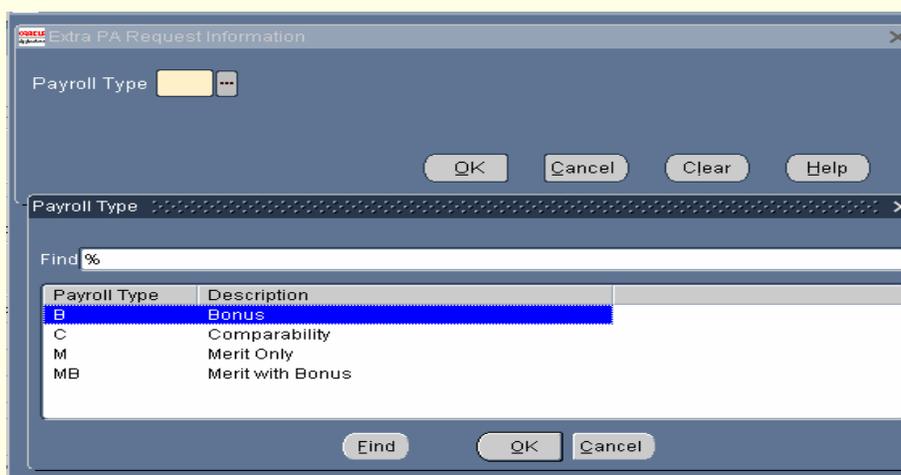
6 Click on the **EXTRA INFORMATION** button and complete the following DDFS. Click <OK> and <Save> after completing each window.

US FED AGENCY DATA

Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.

SPAWAR BONUS TYPE

Payroll Type – enter Payroll Type (This tells the system what type of Pay Adjustment for proper payroll flow)



BONUS AND PAY INFO FOR DEMO PROJECTS (Code only if also receiving Bonus)

Award Agency = NV (Department of Navy)

Award Type = 1M (Demo Award/Bonus)

Amount or Hours – enter award amount

Award Payment = YES

7 Close <Extra Information> window to return to the RPA.

8 Click on the <Save> icon to route the RPA or to Update HR.