

Human Resources Service Center-Northeast (HRSC-NE)
Modern Newsletter #2
8 June 2001

From the Director of the HRSC-NE ...

This Newsletter contains information concerning our deployment schedule, TSP information, frequently asked questions, employee details, and effective dates for new hires. The point of contact for this newsletter is Jackie Cunningham, DSN 243-5448, commercial (215) 408-5448, or jackie_cunningham@ne.hroc.navy.mil.



**Two Week Downtime Expected During Conversion to Modern
Will it Delay Paychecks? HRSC-NE Says No!**

The HRSC-NE's processing strategy is designed to ensure that there is no disruption in employees' paychecks and other pay actions during the two-week downtime before Modern DCPDS deployment. Therefore, it is extremely important that everyone adhere to the timeframes indicated below:

*08 Jun 01 HRSC-NE releases report of actions with NTEs
*new date on or before 10 Aug 01. HROs and Activities
 should review and forward any additional actions
 required to extend or terminate the temporary
 action.

02 Jul 01; COB Last day for receipt of current-employee personnel actions
 from HROs (including mass actions) that are effective on
 or before 29 Jul 01.

13 Jul 01; COB Last day for receipt of Position Classification Reviews
 and Fill Actions as well as Table 30 changes and UIC
 updates from HROs.

PLEASE NOTE: Manager/HRO accounts will no longer be able to route actions to the HRSC-NE after 13 July, however, access to view, print SF-50s and tracking/in-box information will still be available.

20 Jul 01 – until Emergency actions processed via manual
conversion is hardcopy of SF52 to HRSC-NE POC.
complete Emergency actions must be kept to a minimum.

Post Conversion

PIPELINE ACTIONS – HRSC-NE and HROs will recreate pending employee personnel actions in MDCPDS and coordinate to designated HRSC-NE in-box.

- All actions for current employees submitted to HRSC-NE prior to 2 July 2001 and effective up to and including 29 July 2001 will be processed by the HRSC-NE. Once deployment begins, we can only process actions deemed emergency-critical until we are operational.
- HRSC, HROs and managers must review all PPIs. Those in HRO or manager in-boxes that are duplicates or no longer needed must be deleted. PPIs in HRSC in-boxes for an excessive period and are "hard to fill" vacancies should be closed out and HROs notified.
- Actions in electronic in-boxes will not migrate to the new system. Any actions not completed prior to deployment that are not pipeline actions will have to be manually built into MDCPDS.
- Any action effective after 29 July or received after the applicable deadline will be returned to the HRO.



Important Information on the Thrift Savings Plan (TSP) Open Season and Modern Deployment

The TSP open season began May 15, 2001 and continues until July 31, 2001. The effective date of a TSP open season election is dependent on the date that the TSP-1 form is received in the HRSC-NE. This open season, there are four effective dates as shown below:

<u>TSP-1 Received</u>	<u>Effective Date</u>
May 15 through June 30, 2001	July 1, 2001
July 1 through July 14, 2001	July 15, 2001
July 15 through July 28, 2001	July 29, 2001
July 29 through July 31, 2001	August 12, 2001

MDCPDS deployment is scheduled for July 20, 2001 with a two week timeframe during which we will not be able to input changes into the system. Therefore, we strongly encourage employees to submit their open season changes early in the open period so that the changes can be processed before conversion.

Normally, the bulk of TSP open season changes normally are effective on the first effective date, July 1, 2001. The July 1, 2001 and July 15, 2001 changes will be input into the Legacy system. Any changes after those dates (i.e., July 29 and August 12, 2001) cannot be processed until MDCPDS is fully operational. TSP changes will be processed retroactive to the received effective date should delays be experienced.

Please Note: We anticipate a higher volume of TSP changes than in past open seasons due to the significant new changes to TSP (two new investment funds, increase in employee contribution limit and an increase in the number of employees who will be eligible to participate).

Frequently Asked Questions

Q – What is the RPA going to look like?

A – The RPA will look similar to an SF-52 or PPI except that in Modern the RPA is only four screens rather than five. Also, blocks 41 (UIC), 42 (Org Code), 43 (Payroll Org Code) and 44 (Payroll Office ID), the routing, approval and concurrence blocks have been removed from the main RPA pages and are accessed/input through another area.

Q – What type of information does the RPA contain?

A – The RPA contains the same information as an SF-52 or PPI with the exception of the above stated differences. The type of action you select controls what information you are able to enter on the RPA. In Modern there are some differences regarding the input of information. For example, you are not able to type random cleartext into the Employee Name Block and the “TO” position title block like you are able to type in PPI today. These blocks in Modern act as search windows and can only access valid/built applicants, employees, or position titles.

Q – How will the HRSC-NE ensure that all the information needed to process an action is received?

A – The HRO will continue to provide the HRSC-NE with the same information as they do today. However, any information that was placed directly on the main pages of the PPI, in notes, or in Part D of the PPI must now be provided on the newly developed HRSC-NE RPA Attachment (form HRSCNE-12330/1), which is provided in the HRSC-NE Bulletin #2, dated 8 June 2001. This attachment will be required with every RPA that is routed to the HRSC, with the HRO providing appropriate information that pertains to the type of action being requested. For example, position build information, recruitment information, Priority Placement Program PPP information, etc. There is also an area for providing newly required information that is needed for position builds in the Modern System, along with appropriate information tables.

Q – What is the reason for providing supervisory information for position hierarchy?

A – Position Hierarchy is used at the HRSC when building positions in Modern. The position hierarchy allows us to link positions to their supervisor’s position, which provides the supervisor with viewing capability and access to their subordinates’ records. Therefore, it is important that this information be provided.

Q – To what in-box does the HRO route their RPAs?

A - The process used for the HROs to submit RPAs will be similar to the way you currently coordinate them via the HRSC-NE In-Box. If the Activity Manager creates the RPA, they will be responsible for coordinating/routing that action to the HRO. The HRO will then finalize the RPA, as appropriate, and coordinate/route to the HRSC-NE. More specific information will be provided in a future Newsletter.

Q – How is the RPA tracked (what in-box is it in, how long it has been there, etc)?

A – You can only track an RPA that has been routed through your in-box. You go into your civilian in-box on the navigation list, select the RPA you wish to track, click on the open task flow button, click the RPA Routing History Button which will provide you with the routing history of this particular RPA.

Q – When can the HROs expect to receive Modern software?

A – The "Modern software" should be available to the HROs late in the week of 16 July. Distribution of the Oracle Client software for Modern DCPDS will be on CD sent by Federal Express to each HRO IT POC. The HRSC-NE Code 20 has been in contact with these POCs, has distributed a client version used to access a Training version of Modern DCPDS, and most of the sites have already established connectivity to this Modern DCPDS Training database. The latest version of the client should be made available to the HRSC-NE on or about 17 July. The HRSC-NE will make the CDs in-house and distribute them immediately. As with the PPIs, the HRO will be responsible for arranging the installation of the client for Activity and HRO users. Access to the Modern DCPDS production version for HROs is scheduled for 6 August. Conversion/deployment success at other HRSCs leads us to believe access may be granted earlier. Even with an earlier date, there should be sufficient time to install the client on priority workstations if the current version has been tested and problems resolved. As a reminder, the databases for the User Accounts are due at Code 20 on 15 June and the signed forms must be received by 7 July. Those not meeting the due dates may find a delay in accessing the Modern DCPDS.

Details in Modern

The Modern system was not programmed to process Details. This has been identified to the CPMS but the functionality will not be in place until release of the Pre-Planned Upgrades (PPUs) sometime in the future. The HRSC-NE will continue to accept faxed or hard copy Requests for Personnel Action (SF-52 forms) that document employee details. The copies of the Detail SF-52 will be filed in the employee's OPF to substantiate the experience.

CPMS has also advised us that those records in Legacy DCPDS reflecting a detail will not have that detail information converted into Modern DCPDS. Therefore, the HRSC-NE will terminate all details in legacy before conversion. Once all records have been converted into Modern DCPDS, then those details can be continued with an effective date that is one day later than the termination date by submitting a faxed or hard copy SF-52 form. Again, we will file the Detail SF-52 in the employee's OPF.

The Modern system does allow updates to suspense areas so that we can track the completion of details. The HRSC-NE will continue to send tickler reports to HROs when details reach their not-to-exceed dates.

Navy to Navy Hires (CAOs) – Avoid 15 or 22 July 2001 **New Hires - Avoid 22 July 2001 through 03 Aug 2001**

Navy to Navy transfers known as Change in Appointing Office (CAO) effective 15 July cannot be consummated in Legacy before the system is shut down on 20 July. Therefore, it is recommended that any CAO appointments become effective 1 July 2001 or earlier or after conversion to Modern takes place.

In addition to the limitation on CAOs, Activities serviced by the HRSC-NE should avoid starting new employees during the period 22 July through 3 August 2001.

CPMS has announced that its success at converting Regional Servicing Centers to Modern in one week has eliminated the need to do actions in advance. In previous guidance, CPMS had advised the HRSC-NE that we should enter all personnel actions effective either 22 July or 29 July into the Legacy DCPDS. These actions would then be loaded into the Modern DCPDS as part of the conversion process. CPMS will no longer permit these actions to be converted.

The second Sunday of the pay period is 22 July 2001. We cannot process actions that are effective beyond 20 July and we are projecting that we will be unable to process personnel actions before 30 July. This would not permit us to process the new hires brought in on 22 July in time to meet payroll deadlines.

If activities must start new hires on 22 July, the employees should be advised that their first paycheck might be delayed due to the conversion of the database to Modern.