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Special Payroll Processing System Mainframe/Block Mode Format (SPPS)



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PROCEDURE MANUAL
Special Payroll Processing System Mainframe/Block Mode Format (SPPS)

Latest Update Information

The following changes have been made to the Special Payroll Processing System (SPPS) Mainframe procedure:

Section	Description of Change
Advanced Leave	Added information on correcting errors on tax credit for advanced leave.
Payment Inquiry (For Separation Only)	Added notes reminding users that when entering payments, ensure that payments are not entered on both Payment Inquiry screen or the Manual Payment screen with the same pay period number.
Payment Inquiry (For Death Case)	
<i>Payment Certification (For Separation Only)</i>	
Payment Certification (For Death Case)	



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System Overview

The Special Payroll Processing System (SPPS) is an online database payment system of the U. S. Department of Agriculture (USDA). SPPS is currently used to (1) add, change, query, and update a quick service request; (2) record indebtedness for a separated employee and process the final payment due to the employee; and (3) process and disburse payments to the estate of a deceased employee.

SPPS allows Agencies to submit electronic transactions instead of mailing forms to the National Finance Center (NFC) for manual processing. Electronic transactions will eliminate delays usually caused by form preparation and mailing of data. Users will have a greater control of document submission. Also, with each phase implemented, an inquiry option will reduce the number of phone inquiries and allow users direct access to information about specific transactions.

SPPS transactions are processed daily at approximately 11 a.m. Central Time (CT). Records entered after 11 a.m. CT will be updated and processed the following day.

This section includes the following topics:

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System Capabilities

SPPS performs the following functions:

- Generates a payment record which is certified at NFC.
- Calculates payroll and other forms of compensation as a part of the Payroll/Personnel System (PPS) on a daily cycle.
- Accesses data necessary to perform routine edits, calculate payments, and obtain employee address information from the payroll/personnel database.
- Identifies and deletes records for archival.
- Feeds collection and receivable records to the Administrative Billings and Collection System (ABCO) for accounting purposes.



System Interface

SPPS interfaces with other systems as follows:

Document Tracking System (DOTSE).

DOTSE records and tracks manual payments for Quick Service Requests (QSR) and the compensation to the beneficiary or beneficiaries of a deceased employee. DOTSE is used to (1) enter written inquiries, particularly those prepared on Form AD-354, Request for Information, (2) view the status of all inquiries (e.g., telephone and written) received at NFC, (3) enter and process recertified payments, (4) enter Form AD-343, Payroll Action Request, and (5) view the status of all manual payments received at NFC.

Administrative Billings and Collections System (ABCO)

ABCO accepts accounts receivable and collection data for administrative billings which are monitored until collected through an automated system. Debts for a separated, indebted employee and a deceased employee recorded in ABCO are displayed in SPPS and are used to determine final payments. Debts for separated employees that are unable to be collected from the employee's final payment are sent to ABCO to generate a receivable.

Payroll Processing System (PAYE)

PAYE computes gross pay, makes applicable deductions, develops the net amount due, and prepares data for subsequent issuance of a salary payment by the Department of the Treasury (Treasury). PAYE also creates accounting records and feeds SPPS payroll information for deceased and separated employees. PAYE processes on the first Thursday and Friday of each pay period.

Payroll/Personnel Edit System (PINE)

PINE edits personnel actions and payroll documents entered through EmpowHR; the Entry Processing, Inquiry, and Correction System (EPIC Web); and the Front-End System Interface (FESI), before they are applied to the payroll/personnel database.

Statistical Tabulation Analysis Tables System (STAT)

STAT collects statistics of automatic data processing (ADP) online activity and replaces Cost and Productivity Analysis System (CPAS) statistics. Data for Agency billing is posted through STAT.

Miscellaneous Income System (MINC)

MINC records payments for vendors and contractors subject to Internal Revenue Service (IRS) reporting. Payments to a deceased employee's heir(s) are processed through MINC.



Management Account Structure Codes System (MASC)

MASC provides direct access to tables which contain pertinent information for various application programs. MASC also builds and maintains an accounting class code master file and alpha description master file codes. Accounting data entered in SPPS is validated by MASC.

Central Accounting System (CAS)

CAS produces a complete range of financial management reports for Federal Agency use. CAS reports provide timely and comprehensive information that is used to control budget and operating plans, obligations, accrued expenditures, disbursements, and accomplishments. Suspense accounts established by the Payroll Accounting System (PACS) and SPPS are balanced through CAS.

Financial Management Modernization Initiative (FMMI)

FMMI is a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs. FMMI integrates a wide range of accounting-related functions to support a comprehensive financial system. SPPS transactions are processed in FMMI via PACS.

Time and Attendance Validation System (TIME)

TIME reads, collects, edits, and validates Time and Attendance (T&A) data transmitted to the payroll office. TIME updates the payroll/personnel database establishing the hours and type of pay for which the employee is paid. TIME processes live and corrected T&A reports for deceased and indebted, separated employees.

Table Management System (TMGT)

TMGT contains valid values and descriptions for certain fields. These fields in SPPS are validated against TMGT. When edits occur, users can verify the data against the valid data stored in TMGT.

W-2 System

W-2 System takes information from payroll and performs edits to ensure that taxable wages and tax percentages are correct; prints W-2, Wage and Tax Statement, and related reports; and mails completed reports. SPPS creates data pertaining to Old Age Survivors and Disability Insurance (OASDI) and Hospital Insurance Tax (HIT) that adjusts the deceased employee's wages for current tax year, and adjusts wages and taxes for indebted employees if the payment is not made in the year the employee separates.



Reports

Ad hoc reports are available through the Focus Reporting System (FOCUSRPT). For instructions on using FOCUSRPT, see the FOCUS Reporting System Procedure manual which is available online at the National Finance Center (NFC) Web site. To view and/or print this procedure, select **HR and Payroll Clients** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Clients page, click the **Publications** tab in the center ribbon and from there select the Reporting publication category to access the Focus procedure manual.

The following predefined reports are available through the Payroll/Personnel Report Generator System (CULPRPT).

Report Number	Report Name	Description
Report P0159	Quick Service Analysis of QSR Payments Within Department By Reason Code Processing Pay Period No/Yr	Analyzes the reasons for QSR payments for the current processing pay period.
Report P0160	Quick Service Request Transaction Register Processing Pay Period No/Yr	Provides a detailed transaction listing of SPPS QSR payments recorded for the current processing pay period.
Report P0161	Quick Service Request Missing T&A Report Processing Pay Period No/Yr	Identifies each QSR payment recorded in SPPS for which a corresponding T&A has not been provided.
Report P0162	Indebtedness Advanced Leave - Tax Credit Suspense Report	Displays indebted, separated employees with advanced leave who may or may not be entitled to tax credits.
Report P0163	Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX	Identifies errors that occurred as a result of a change being made after the payment is processed.
Report P0164	Death Case/Completed Claims By Agency/POI Thru Calendar Year Ending 12/31/XX	Displays completed claims by Agency for the prior calendar year. It also displays the last disbursement data and total disbursement amount and any payment remaining to be disbursed. This report is to be used to verify that the death case is complete.
Report P0165	Death Case/Status of Active Claims By Agency/POI Thru Quarter Ending XX/XX/XX	This quarterly report displays the active status of a death case claims by Social Security number (SSN).



Report Number	Report Name	Description
Report P0166	Indebtedness/Active Cases As Of XX/XX/XX	Displays the active status of indebtedness cases by SSN.
Report P0167	Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr XX/XX/XX	Used to notify Agency personnel that the audited leave hours have been collected and that the advanced leave hours collected, must be zeroed out from the Time Inquiry - Leave Update System (TINQ).

See the CULPRPT procedure manual which is available online at the National Finance Center (NFC) Web site. For detailed information and exhibits of the reports select, **HR and Payroll Clients** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Clients page, click the **Publications** tab in the center ribbon and from there select the Reporting publication category to access the CULPRPT manual.



System Access

This section provides access security information and gives specific sign-on/sign-off instructions.



Operating Features

This section describes the basic operating features that are specific to SPPS Mainframe/Block Mode Format.

For more information see:

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System Design

SPPS is designed with a main menu and submenus. The main menu lists general options. The submenus list specific options related to the general options.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated.

Function Keys

The program function (PF) keys are used to access SPPS options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.



SPPS Main Menu

After you access SPPS, the Main Menu Screen is displayed showing three options.

```

SX70001D      U S D A . O C F O . NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM                11:41:56

                MAIN MENU SCREEN

                1. QUICK SERVICE REQUEST (QSR)
                2. INDEBTEDNESS (FOR SEPARATIONS ONLY)
                3. DEATH CASE

                SELECT (1-3) =====> _

** SELECT MENU SCREEN "1" THRU "3" AND PRESS ENTER KEY **
```

Figure 1: SPPS Main Menu Screen

Below is a brief description of each option.

- **Quick Service Request (QSR)** - Used to process certain salary payments based on criteria established by the Agency personnel office and NFC.
- **Indebtedness (For Separations Only)** - Used to record indebtedness for a separated employee, collect the indebted amount when possible, and process the final payment due the employee.
- **Death Case** - Used to process unpaid compensation to the beneficiary(ies) of a deceased employee.

To select an option from the Main Menu, type the option number at the Select (1-3) prompt and press **Enter**. The menu screen for the selected option is displayed. Follow the instructions.

Note: Instructions for options identified as "NFC Use Only" are not included in this procedure. These options can only be accessed by authorized NFC employees.



Quick Service Request

Quick Service Request (QSR) is the first option on the SPPS Main Menu. This option provides a menu of the options that are used to add, change, delete, query, and update a QSR record.

A QSR is used to provide salary payment when an employee is not paid through the automated PPS or manual payment process, due to:

- Late personnel action (i.e, expired not to exceed (NTE) date), late accession processing, or other personnel problems
- No check mailing address
- An Agency in the middle of performing cancelation and correction actions to correct erroneous data in EmpowHR, EPIC Web, or FESI
- Late or missing Time and Attendance (T&A) Report

Agency personnel offices initiate QSRs if it is determined that an employee has not been paid. This determination can be made by querying the Information/Research Inquiry System (IRIS) or the Payroll/Personnel Inquiry System (PINC) as early as the Monday prior to the Thursday payday for payments being made through the automated PPS. For more information, see the IRIS and/or the PINC procedures. An inquiry can be made on the manual payment process through DOTSE. If DOTSE has a record for the same pay period, SPPS will not allow processing. In these cases, the pay period number can temporarily be changed in DOTSE to allow processing. For detailed information, see the Document Tracking System (DOTSE) procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

There are three situations when SPPS cannot be used for a QSR payment:

- Employee is terminated
- Payment has already been made through the automated PPS or manual payment process
- Employee was not paid for a prior pay period but has since received a payment for a subsequent pay period

The QSR option is designed for entering data for the current processing pay period and three consecutive prior pay periods. Only one QSR record can be processed for a single pay period.

Users should enter QSR data based on criteria established by the Agency personnel office. SPPS processes the QSR payment for the specified pay period. With the certification of the QSR payment, the system automatically generates a receipt account (RA) for collection, which is set at 100% from the next system payment.

Note: A T&A must be transmitted immediately for each employee and for each pay period that a QSR payment is made. The RA is reversed after processing of the T&A(s) that satisfies the established RA



amount. If a T&A is not transmitted before the processing of the following pay period, the payment will be collected against the T&A transmitted for the current processing pay period.

Inquiry regarding RA data can be viewed on IRIS, Program 114, Receipt Accounts. Inquiries regarding the QSR payment data can be made through the History Inquiry option and DOTSE.

If a QSR is entered for the current processing pay period on the first Monday through Thursday, SPPS waits until the first Friday of the pay period to issue the payment.

QSR records are maintained for 27 pay periods in the history file which is accessed through the inquiry function. After one year, the records are converted to microfiche and retained for six years. QSR information no longer displaying in SPPS can be viewed in DOTSE. To receive information on data not in DOTSE, enter a Form AD-354, Request for Information, in the Inquiry Information option on DOTSE.

To Access the QSR Menu Screen:

1. Type **1** at the Select (1-3) prompt on the SPPS Main Menu.
2. Press **Enter**. The QSR Menu Screen is displayed showing three options.

```

SX70003D      U S D A . O C F O . NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          16:01:53
                QUICK SERVICE REQUEST (QSR)

                QSR MENU SCREEN

                1. NEW REQUEST (ADD, CHANGE, OR DELETE)
                2. HISTORY INQUIRY
                3. COMMENT UPDATE (NFC USE ONLY)

                SELECT OPTION (1-3) =====> _

                ** SELECT MENU SCREEN OPTION "1" THRU "3" AND PRESS ENTER KEY **

                CLEAR=EXIT      PFI=MAIN MENU

```

Figure 2: QSR Menu Screen

Below is a brief description of each option.

- **New Request (Add, Change, or Delete)** - Used to add a QSR or change/delete an existing QSR record.
- **History Inquiry** - Used to query (view) a paid QSR record for the current and 26 prior pay periods.
- **Comment Update (NFC Use Only)** - Used only by NFC employees to update the Explanation-Comments field. This data is displayed in the History Inquiry option.



To Select an Option From the QSR Menu Screen:

1. Type the option number at the Select Option (1-3) prompt.
2. Press **Enter**. The screen for the selected option is displayed.

For more information see:

New Request.....	11
History Inquiry	17

New Request

New Request is option **1** on the QSR Menu Screen. This option is used to add a new QSR record. It is also used to change and delete an existing record.

Adding a QSR Record:

1. Type **1** at the Select Option (1-3) prompt on the QSR Menu Screen.
2. Press **Enter**. The New Request screen 1 of 3 is displayed.

```

SX71001D      U S D A. O C F O. NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 1 OF 3   SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      15:00:15
                QUICK SERVICE REQUEST
FILE CONTROL INFORMATION      ** NEW REQUEST **
SSNO _____ AGCY ____   POI ____   PAY PERIOD NO/YR __ / __
NAME: LAST _____ FIRST _____ MIDDLE _____
FUNCTION CODE _   (A=ADD C=CHANGE D=DELETE)

** PRESS ENTER **

ENTER=PROCESS  PF1=MAIN MENU  PF2=QSR MENU  PF5=HELP  PF12=RESET  CLEAR=EXIT
    
```

Figure 3: New Request Screen 1

3. Complete the fields as follows:

Field	Instruction
-------	-------------



Field	Instruction
SSNO	Type the employee's SSN.
AGCY	Type the employee's Agency code.
POI	Type the employee's personnel office identifier code (POI).
Pay Period NO/YR	Type the effective pay period number/year for the QSR record.
Name: Last	Type the employee's last name. If the employee's SSN is on the payroll/personnel database, this field is system generated.
First	Type the employee's first name. If the employee's SSN is on the payroll/personnel database, this field is system generated.
Middle	Type the employee's middle name (optional). If the employee's SSN is on the payroll/personnel database, this field is system generated.
Function Code	Type A (add). Valid values are A (add), C (change), and D (delete). This field indicates the function to be executed.

- After completing the fields, press **Enter**. The message *Revalidate Social Security Number* is displayed. Type the employee's SSN again for verification.
- Press **Enter**. The New Request, screen 2 of 3, is displayed. This screen is used to enter QSR payment information.

```
SX71002D      U S D A , O C F O , NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 2 OF 3      QUICK SERVICE REQUEST      13:46:28
PAY/CONTACT INFORMATION      ** NEW REQUEST **
SSNO
NAME: LAST      FIRST      MIDDLE

PAYMENT INFORMATION:
PAYMENT REASON CODE      NET PAY AMOUNT      (OPTIONAL)

PAYMENT CALCULATION INFORMATION:
GRADE  STEP  (PAY PLAN - GS OR GS EQUIVALENT)
OR
BASE SALARY      (PER ANNUM)      BASE SALARY OVERRIDE (Y ONLY)

T&A CONTACT POINT: AGENCY      STATE      CITY      UNIT      TIMEKEEPER

QSR CONTACT PERSON: LAST      FIRST
PHONE: AREA CODE      NUMBER

PAYROLL PERSONNEL DATA BASE CHECK ADDRESS      OR SPECIFIED ADDRESS (Y ONLY)

ENTER=PROCESS      PF2=QSR MENU      PF5=HELP      PF12=RESET
PF1=MAIN MENU      PF3=NEXT RECORD      PF7=PREV SCREEN      CLEAR=EXIT
```

Figure 4: New Request Screen 2

Note: If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.



6. Complete the applicable fields as follows:

Payment Information Field	Description/Instruction
Payment Reason Code	Type in one of the following codes: <ul style="list-style-type: none"> • 01 - Late T&A • 02 - Late accession • 03 - Promotion NTE date expired • 05 - Database incorrect • 06 - Personnel documents rolled back
Net Pay Amount	Type in the net amount of the QSR payment (optional). The maximum amount is \$5,000; the minimum amount is \$5. If blank, the system generates data from the grade and step or base salary of the salary record on the payroll/personnel database. If you change the grade and step or base salary, delete the net pay amount for the system to recalculate. Otherwise, the previous amount will be paid. <p>Note: To determine the amount for a current employee, use the regular expected net salary and round it down to the nearest \$25. To determine the amount for a new employee, multiply the expected gross by 70 percent and round it down to the nearest \$25.</p>
Payment Calculation Information	<p>Note: (1) Either the grade and step or the base salary has to be entered. The grade and step are based on the General Schedule (GS) salary. If the pay plan does not relate to GS or equivalent, the requester should calculate the annual base salary. (2) The system calculates locality pay but no other entitlements.</p>
Grade	System generated. (Optional if base salary is provided.)
Step (Pay Plan - GS or GS Equivalent)	System generated. If not, type in the employee's step within the grade. (Optional if base salary is provided.)
Base Salary (Per Annum)	System generated. If not, type in the employee's annual base salary. (Optional if grade and step is provided.)
Base Salary Override	Type Y (yes) if the salary displayed or entered is other than what is contained in the payroll/personnel database (optional). Tab to the Grade, Step, or Base Salary field and enter the correct data.
T&A Contact Point	Description/Instruction
Agency	System generated with the employee's Agency T&A contact point.
State	System generated. If not, type in the State code for the employee's T&A contact point.



Payment Information Field	Description/Instruction
City	System generated. If not, type in the city code for the employee's T&A contact point.
Unit	System generated. If not, type in the unit code for the employee's T&A contact point.
Timekeeper	System generated. If not, type in the timekeeper's code.
QSR Contact Person	<u>Note: The contact person is the individual with knowledge of the QSR. This person should be able to answer questions regarding the QSR and should be the person designated in TMGT Table 063, Department/Agency/Bureau Contact, as the principal or alternate contact authorized to process QSRs.</u>
Last	Type the contact person's last name.
First	Type the contact person's first name.
Phone Area Code	Type the contact person's area code.
Phone Number	Type the contact person's telephone number.
Payroll/Personnel Database Check Address	Type Y (yes) to indicate use of check mailing address recorded on the payroll/personnel database. (Optional if specified address is provided.) <u>Note: If an employee's SSN is not on the payroll/personnel database, this field is not available for data entry.</u>
Specified Address	Type Y (yes) to indicate use of a different check mailing address other than what is recorded on the payroll/personnel database. <u>Note: If an employee's SSN is not on the payroll/personnel database, Y is system generated in the Specified Address field.</u>



1. Press **Enter**. The New Request, screen 3 of 3, is displayed. This screen is used to designate the address to which the QSR payment should be sent.

```

SX71004D          U S D A, O C F O, NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 3 OF 3          QUICK SERVICE REQUEST          13:48:23
CHECK MAILING INFORMATION  ** NEW REQUEST **
SSNO
NAME: LAST              FIRST              MIDDLE
SPECIFIED ADDRESS:
STREET ADDRESS _____
CITY _____ STATE ____ ZIP CODE _____

DESIGNATED AGENT CODE _____

BANK DEPOSIT (DD/EFT):
TYPE OF ACCOUNT
ACCOUNT NUMBER
ROUTING NUMBER

ENTER=PROCESS          PF2=QSR MENU          PF5=HELP          PF12=RESET
PF1=MAIN MENU          PF3=NEXT RECORD          PF7=PREV SCREEN  CLEAR=EXIT
  
```

Figure 5: New Request Screen 3

Note: If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

2. Complete the applicable fields as follows:

Specified Address Field	Description/Instruction
Street Address	System generated. If not, type the street address where the check is to be mailed.
City	System generated. If not, type the name of the city where the check is to be mailed.
State	System generated. If not, type the name of the State where the check is to be mailed.
ZIP Code	System generated. If not, type the ZIP code.
Designated Agent Code:	System generated. If not, type the assigned designated Agent code.
Bank Deposit (DD/EFT):	<div>Note: The bank deposit address is system generated and made available for use only when it is established in the payroll/personnel database.</div>
Type of Account	System generated with C (checking account) or S (savings account).
Account Number	System generated with the employee's account number.



Specified Address Field	Description/Instruction
Routing Number	System generated with the financial institution's identification number.

Note: The bank deposit address cannot be changed unless NFC Payroll/Personnel Operations Section is contacted. An employee using Direct Deposit/Electronic Funds Transfer (DD/EFT) can expect payment within two days. Additional time has to be allowed for mailing purposes if the payment is being sent to a designated Agent or a specified address.

1. After typing all data, press **Enter**. If the data passes system edits, the record is stored.

Note: If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits before SPPS database is updated.

- To add another record, press **PF3** and repeat the above process.
- To return to the QSR Menu, press **PF2**.
- To return to the previous screen, press **PF7**.
- To refresh the screen, press **PF12**.
- To return to the Main Menu, press **PF1**.

Changing a QSR Record:

1. Type **1** at the Select Option (1-3) prompt.
2. Press **Enter**. The New Request screen 1 will be displayed. Complete all the fields except the Name field.
3. Type **C** (change) in the Function Code field.
4. Press **Enter**. The selected record is displayed.

Note: For assistance in completing these fields, move to the field in question and press **PF5** to display a Help screen.

5. Type the new data over the existing data in accordance with the entry instructions under, Adding a QSR Record.
6. Press **Enter**, after all the modifications are made. The record is changed.

To change another record, Press **PF3** and repeat the above process.

To perform another function or exit, press the applicable key shown at the bottom of the screen.



Note: A record cannot be changed once it has been processed for payment. Also, DD/EFT data cannot be changed unless NFC Payroll/Personnel Operations Section is contacted.

Deleting a QSR Record:

1. Type **1** at the Select Option (1-3) prompt.
2. Press **Enter**. The New Request screen 1 will be displayed. Complete all of the fields except the Name field.
3. Type the exact information that was entered in the Add function.
4. Type **D** (delete) in the Function Code field.
5. Press **Enter**. The name is displayed in the Name field. The message *Do you really want to delete this record? Press enter to delete or PF12 to reset* is displayed at the bottom of the screen.
6. Press **Enter**. The record is deleted.

To delete a QSR record for another employee, press **PF12** and repeat the above process.

Note: A record cannot be deleted once it has been processed for payment.

History Inquiry

History Inquiry is option **2** on the QSR Menu Screen. This option is used to view a QSR history record. Records for the current and up to 26 prior pay periods are maintained in the SPPS database for viewing. After 1 year, the records are converted to microfiche and retained for 6 years. The records, however, can be viewed in DOTSE.

Viewing a QSR Record:

1. Type **2** at the Select Option (1-3) prompt on the QSR Menu Screen.



2. Press **Enter**. The History Inquiry, screen 1 of 3 (File Control Information) is displayed.

```
SX720010          U S D A . O C F O . NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 1 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          14:57:28
                   QUICK SERVICE REQUEST
FILE CONTROL INFORMATION    ** HISTORY INQUIRY **

SSNO  _____  PAY PERIOD NO/YR  _ / _

ENTER=NEXT SCREEN      PF2=QSR MENU      PF12=RESET
PF1=MAIN MENU          PF5=HELP          CLEAR=EXIT
```

Figure 6: History Inquiry Screen 1 (File Control Information)

3. Complete the fields as follows:

Field	Instruction
SSNO	Type the employee's SSN.
Pay Period No/Yr	Type the effective pay period and the last 2 digits of the year for the QSR record.

4. Press **Enter**. The History Inquiry, screen 2 of 3 will be displayed.

Note: If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

Viewing Payment Information:

1. Press **Enter** at the History Inquiry screen 1 of 3, Screen 2 of 3 will be displayed with the QSR data entered for the selected record. This screen includes data entered by Agency personnel offices and data generated by SPPS and NFC personnel. The data entered is described below.

Field	Description
Net Pay Amount	If this field was not completed, SPPS calculates this amount based on the employee's grade and step, or base salary.
Payment Date	PAYE generates the date the payment information is transmitted to Treasury.
Transaction Entry Date	The date is system generated and indicates when the QSR record was entered.
Time	SPPS generates the time the QSR was entered.



Field	Description
Schedule Number	Each payment is sent to Treasury under a schedule number which is generated and assigned by SPPS. The first number designates the fiscal year the payment was sent; Q designates a QSR; the next two numbers designate the processing pay period; and the last two numbers are assigned by SPPS in sequential order.
Receipt Account Number	SPPS generates the 12-digit RA number. The first three numbers designate the type of RA; the fourth number designates the year the RA was set up; the fifth and sixth numbers designate the processing pay period; and the remaining numbers are assigned by SPPS in sequential order.
Explanation-Comments	Displays NFC remarks regarding the specifics of the QSR.

2. After viewing the data on this screen, press **Enter**. The History Inquiry, screen 3 of 3, will be displayed. This screen displays information regarding the forwarding location of the employee's salary payment. This screen also includes the designated Agent street address including, city, State, and ZIP code.



Indebtedness (For Separation Only)

Indebtedness (For Separations Only) is the second option on the SPPS Main Menu Screen. This option is used to (1) record debts not recorded in ABCO for a separated employee, (2) view existing debts for the separated employee, and (3) process the final payment due the employee.

If an employee separates from an Agency before repaying an amount that is owed, the balance of the debt will automatically be collected from any subsequent payments due the employee.

Payments include:

- Final salary
- Lump sum leave payment
- Retirement contributions
- Cash awards

NFC collects from the final salary, cash awards, lump sum leave payments, or any other payments processed by NFC. The Office of Personnel Management (OPM) collects from retirement contributions.

If an employee is separated and has an advanced leave balance, the T&A will be held in SPPS. It will be the Agency's responsibility to release the record from SPPS and forgive or change the amount the employee owes from the advanced leave. These employees will always appear on the CULPRPT Report P0166, Indebtedness/Active Cases as of XX/XX/XX until released.

Payments for indebted separated employees may be released based on completion of certain fields by the user.

After the transaction has been processed (i.e., an SPPS job has executed), it is no longer available for change or deletion; however, it can be viewed through the Inquiry option. All payments are scheduled for disbursement after they are released and accepted by SPPS. Payments are processed when SPPS executes and are disbursed when transmitted to Treasury.

ABCO/PAYE Debts

Any debt being collected through payroll deductions prior to separation is established in ABCO. If the debt still exists at separation and no other debts are incurred, these debts are collected during the processing of PAYE and before SPPS is run. These debts are not to be entered in SPPS.

Any debt not collected through the final PAYE process should be entered in SPPS for calculation and disbursement of the final payment. To ensure that all debts are collected, an indebtedness record should be established as soon as it is known that the employee is separating.



Note: Once all payments have been made to the employee and the indebtedness record was not established in SPPS, all outstanding debts must be forwarded to ABCO for collection.

The following receipt account types may be entered in SPPS:

- Educational Loans
- Travel Advance Repayment
- Property Lost, Destroyed, or Stolen
- Subsistence (Travel Payments)
- Personal Telephone Calls
- Parking Fees
- Recovery of Jury Duty Fees
- Travel Overpayment
- Uniforms
- Other Types (other Departments) (e.g., theft and embezzlement)
- Other Types (USDA)

Caution: When establishing a debt in SPPS, it is to be noted that collection of debts through PAYE recorded in ABCO will not display in SPPS until the Tuesday following the biweekly process. Therefore, do not release the payment in SPPS until the Tuesday following biweekly process; otherwise, the collection may be made twice.

If a debt established in SPPS is repaid by the employee before the final payment is released, delete the debt on the Employee Indebtedness Update screen.

Advanced Leave

Debts for advanced leave can only be entered in SPPS by using the Advanced Leave screen and not through the Employee Indebtedness Update screen. Prior to entering data on the Advanced Leave screen, a leave audit **must** be completed and validated. Users should request a copy of CULPRPT Report P0053, Error Analysis By Contact Point, to identify separated employees with negative leave balances.

If a separating employee has advanced leave that will not be forgiven, he/she may be eligible for tax credits. In these instances, NFC will compute the tax credit amount. If the employee has unforgiven advanced leave, separates, and receives his/her final pay in the same tax year, he/she is entitled to a refund of retirement contributions; city, county, State, Federal, Federal Insurance Contribution Act (FICA), HIT taxes collected from the leave. The employee is also entitled to a refund of Federal Employees Group Life Insurance (FEGLI) contributions if the unforgiven advanced leave is 80 hours or more. If the employee separates in one tax year and payment is



disbursed in a subsequent year, he/she is only entitled to a refund of the FICA and HIT taxes, if applicable.

Separating employees with advanced leave who may be due tax credits are listed on CULPRPT Report P0162, Indebtedness Advanced Leave - Tax Credit Suspense Report.

An employee is listed on Report P0162 if:

- He/she was identified as having advanced leave at the time the indebtedness record was established in SPPS.
- A leave audit has been completed, validated, and all applicable hours have been entered in SPPS.
- The advanced leave is not forgiven.

When NFC calculates the tax credit amount, a message displays on Report P0162 indicating that the payment is ready to be released. The user can then release the payment for disbursement to the employee.

Leave balances for an indebted, separating employee should be adjusted in the Time Inquiry - Leave Update System (TINQ). If advanced leave for an employee is not forgiven and the Advanced Leave screen is not completed, the employee's final payment will not be processed.

If an indebted separated employee is normally paid manually, the Agency must establish an indebtedness record in SPPS by completing the Establish/Delete Indebtedness screen for the employee's final payment to be processed through SPPS. All payment information must be forwarded to NFC Payroll/Personnel Operations Section on Form AD-343, Payroll Action Request. The information is entered in SPPS by NFC Payroll/Personnel Operations personnel on the Manual Payments screen and released for payment. If payment information for a manually-paid employee is not forwarded to NFC, the indebtedness record will remain in SPPS and the payment will not be released.

If the employee does not have a payment to be disbursed (i.e., an employee was on leave without pay prior to separation), the payment record will be sent to ABCO. All collections will go against the employee's retirement contributions.

It is the Agency's responsibility to ensure that all debts have been recorded and the final payment released to the employee. If the employee separates and all debts are not collected because of insufficient funds and the employee is rehired by another Department, the gaining Department should resume collection. If the employee is not rehired, a bill is generated from ABCO.

SPPS archives complete payment data at the beginning of each year. The completed record remains in SPPS between 12 and 24 months, depending on when the payment was released.

Once the final payment is processed (released and disbursed), the only options that will be accessible are option **6**, Remarks, and option **7**, Payment Inquiry.



To Access the Indebtedness (For Separations Only) Screen:

1. Type **2** at the Select (1-3) prompt on the SPPS Main Menu.
2. Press **Enter**. The File Control Information screen is displayed.

```

SX76010D          U S D A , O C F O , NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)             07:49:32
                  INDEBTEDNESS

FILE CONTROL INFORMATION

SSNO              AGCY              POI

** ENTER SSNO, AGENCY AND POI AND PRESS ENTER KEY **

ENTER=PROCESS    PF1=MAIN MENU    PF5=HELP    PF12=RESET    CLEAR=EXIT
  
```

Figure 7: File Control Information Screen

3. Complete the fields as follows:

Field	Instruction
SSNO	Type the employee's SSN.
AGCY	Type the employee's Agency code.
POI	Type the employee's POI.



4. After completing the fields, press **Enter**. The Indebtedness Menu is displayed with eight options.

```
|||||SX76020M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX |||||
|||||              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      08:25:02 |||||
|||||              INDEBTEDNESS                                     |||||
|||||              INDEBTEDNESS MENU                               |||||
|||||              1. ESTABLISH/DELETE INDEBTEDNESS                |||||
|||||              2. ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS      |||||
|||||              3. PENDING DISBURSEMENT                        |||||
|||||              4. PAYMENT CERTIFICATION                        |||||
|||||              5. CHECK MAILING INFORMATION                    |||||
|||||              6. REMARKS                                       |||||
|||||              7. PAYMENT INQUIRY                               |||||
|||||              8. MANUAL PAYMENT(S)    (NFC ONLY)              |||||
|||||              SELECT OPTION (1-8) =====> 1                |||||
|||||
||||| ENTER=NEXT SCREEN  PF1= MAIN MENU  CLEAR=EXIT                |||||
|||||
```

Figure 8: Indebtedness Menu Screen

Below is a brief description of each option.

- **Establish/Delete Indebtedness** - Used to establish or delete an indebtedness record. Once the indebtedness record is established in SPPS, the employee's final payment will not be released until all options requiring data entry are completed and the payment is coded for release or the record is deleted.

Note: If an employee is normally paid manually and/or does not have a salary record, the Agency must contact the NFC Contact Center **1-855-NFC-4GOV (1-855-632-4468)** to indicate that an SPPS record cannot be established. To establish an SPPS record, the employee must be a payrolled employee.

- **Adjustment Due to Employee Indebtedness** - Used to add, change, or delete administrative debts entered in SPPS and query debts processed through ABCO, PAYE, and SPPS.
- **Pending Disbursement** - Used to display a preliminary calculation of distribution amounts.
- **Payment Certification** - Used to confirm receipt of all the necessary documentation to process and authorize the separated employee's final payment or collection.
- **Check Mailing Information** - Used to display the check mailing information as displayed in the payroll/personnel database and allow changes to be made to that information.
- **Remarks** - Used to record pertinent claim information.
- **Payment Inquiry** - Used to display details of actual payments made to the separated employee.



- **Manual Payment(s) (NFC Only)** - Used by NFC employees to add, change, or delete manual payments and enter the tax credit amount.

To select an option from the Indebtedness Menu, type the option number at the Select Option (1-8) prompt and press **Enter**. The screen for the selected option will be displayed. Follow the instructions.

For more information see:

Establish/Delete Indebtedness	25
Adjustment Due to Employee Indebtedness (For Separation Only)	27
Pending Disbursement.....	33
Payment Certification (For Separation Only)	35
Check Mailing Information.....	37
Remarks (For Separation Only)	39
Payment Inquiry (For Separation Only)	40

Establish/Delete Indebtedness

Establish/Delete Indebtedness is option **1** on the Indebtedness Menu. This option is used to add (establish) or delete an indebtedness case. If all debts are recorded in ABCO or PAYE, a record does not need to be established in SPPS. Collections and payments are made through PPS for these debts.

An indebtedness record must be established using this option before any information about the case can be entered.

An indebted record established in SPPS can only be deleted if:

- Payment has been coded for release and the deletion occurs before the SPPS job at approximately 11 a.m. CT.
- Payment has not been sent to SPPS for disbursement.
- Disbursement has not been made.

Establishing/Deleting an Indebtedness Case:

1. Type **1** at the Select Option (1-8) prompt on the Indebtedness Menu.



2. Press **Enter**. The Establish/Delete Indebtedness screen is displayed.

```
|||||SX76030M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX |||
|||||              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      13:00:25 |||
|||||              INDEBTEDNESS                                     |||
|||||              ESTABLISH/DELETE INDEBTEDNESS                  |||
|||||SSNO              AGENCY                                     |||
|||||NAME: LAST        FIRST          MIDDLE                     |||
|||||SEPARATION DATE (MM DD YY) XX XX XX                         |||
|||||FUNCTION CODE A    (A=ADD  D=DELETE)                         |||
|||||DATE RECORD ESTABLISHED                                     |||
|||||DOES EMPLOYEE HAVE ANY OUTSTANDING ADVANCED LEAVE?         |||
|||||ENTER=PROCESS PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF5=HELP CLEAR=EXIT |||
|||||
```

Figure 9: Establish/Delete Indebtedness Screen

3. Complete the fields as follows:

Field	Description/Instruction
SSNO	System generated from the File Control Information screen entry.
Agency	System generated from the File Control Information screen entry.
Name: Last	System generated from the payroll/personnel database.
First	System generated from the payroll/personnel database.
Middle	System generated from the payroll/personnel database.
Separation Date (MMDDYY)	<p>Type in the employee's separation date (MMDDYY). A record can be established before the employee is actually separated. Once the personnel action separating the employee applies to PPS, the Separation Date field reflects the date entered on the personnel action. The date from the personnel action will override any date entered in this field.</p> <hr/> <p>Note: Since an indebtedness record can be established before the employee has actually separated, make sure that the information is being entered for the correct employee and that the correct record has been selected.</p> <hr/>
Function Code	<p>Type the applicable code. Valid values are:</p> <ul style="list-style-type: none">• A (add) to add an indebted record to SPPS and collect any amount due.



Field	Description/Instruction
	<ul style="list-style-type: none"> D (delete) to delete an erroneous record (i.e., the debt is forgiven).
Date Record Established	System generated and indicates the date the indebtedness record is added to SPPS. This field displays as 99 99 99 until SPPS runs.
Does Employee Have Any Outstanding Advanced Leave?	The system defaults to N (no). If the employee has any outstanding leave, type Y (yes). For collection instructions for leave debts, see Advanced Leave.

1. Press **Enter**. The indebtedness case is established/deleted.

Adjustment Due to Employee Indebtedness (For Separation Only)

Adjustment Due to Employee Indebtedness is option **2** on the Indebtedness Menu. This option is a submenu used to add, change, delete, or query information regarding administrative debts entered in SPPS.

To Access the Adjustment Due to Employee Indebtedness Screen:

1. Type **2** at the Select Option (1-8) prompt on the Indebtedness Menu.
2. Press **Enter**. The Adjustment Due to Employee Indebtedness menu is displayed showing three options.

```

|||||SX76040M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX |||
|||||              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      08:37:30 |||
|||||              INDEBTEDNESS                                     |||
|||||              ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS       |||
|||||              1. EMPLOYEE INDEBTEDNESS UPDATE              |||
|||||              2. EMPLOYEE INDEBTEDNESS INQUIRY             |||
|||||              3. ADVANCED LEAVE                             |||
|||||              |||
|||||              |||
|||||              |||
|||||              SELECT OPTION (1-3) =====> 1              |||
|||||              |||
|||||              **SELECT MENU SCREEN OPTION "1", "2", "3" AND PRESS ENTER KEY ** |||
|||||              ENTER=NEXT SCREEN  PF1=MAIN MENU   PF2=INDEBTEDNESS MENU  CLEAR=EXIT |||
|||||              |||
|||||              |||

```

Figure 10: Adjustment Due To Employee Indebtedness Menu Screen

Below is a brief description of each option.



- **Employee Indebtedness Update** - Used to add administrative debts to SPPS that are not recorded in ABCO or PAYE. These debts can also be changed or deleted after being added.

Note: Do not add advanced leave indebtedness to SPPS using this option, use option **3**, Advanced Leave.

- **Employee Indebtedness Inquiry** - Used to query information on debts established in SPPS and ABCO.
- **Advanced Leave** - Used to add advanced leave data to SPPS and to change or delete these debts in order to collect from the final payment.

For more information see:

Employee Indebtedness Update (For Separation Only)	28
Employee Indebtedness Inquiry (For Separation Only)	30
Advanced Leave	30

Employee Indebtedness Update (For Separation Only)

Employee Indebtedness Update is option **1** on the Adjustment Due to Employee Indebtedness menu. This option is used to add administrative debts not recorded in ABCO or SPPS, and to change or delete administrative debts recorded in SPPS.

If a debt added on this screen is repaid before the final payment is released, delete the debt.

Note: Use the Advanced Leave screen to record all leave debts.

Updating Employee Indebtedness:

1. Type **1** at the Select Option (1-3) prompt on the Adjustment Due to Employee Indebtedness menu screen.



2. Press **Enter**. The employee Indebtedness Update screen is displayed.

```

SX76050M      U S D A , O C F O , NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)        00:41:24
                INDEBTEDNESS/ADJUSTMENT
                EMPLOYEE INDEBTEDNESS UPDATE

SSNO          AGENCY          MIDDLE
NAME LAST     FIRST

FUNC REC ACCT
CODE TYPE CD  AMOUNT        ACCT      ACCOUNTING DATA      BILL NUMBER
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000
-             .00          0000

ENTER=PROCESS  PF1=MAIN MENU  PF2=INDEBTEDNESS MENU  PF3=ADJUSTMENT MENU
PF5=HELP       PF8=NEXT      CLEAR=EXIT
  
```

Figure 11: Employee Indebtedness Update Screen

3. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

Field	Description/Instruction
Func Code	Type the applicable function code for each administrative debt. Valid values are: <ul style="list-style-type: none"> • A - add • C - change • D - delete
Rec Acct Type CD	Type the applicable code to identify the reason for the debt and/or deduction. For a list of valid codes, press PF5 .
Amount	Type the net amount of the indebtedness (use a decimal point to separate dollars and cents) for the RA type code.
Acct Stat	Type the separated employee's accounting station code.
Accounting Data	Type the applicable accounting data to which the dollar amount is charged. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Note: The accounting data must be a valid code in MASC. </div>
Bill Number	System generated.

1. After completing the fields, press **Enter**. The debts are added, changed, or deleted. The debts are sequenced with the last entry displaying first.



Employee Indebtedness Inquiry (For Separation Only)

Employee Indebtedness Inquiry is option **2** on the Adjustment Due to Employee Indebtedness menu. This option is used to query information on debts recorded in ABCO and SPPS. Debts for advanced leave display on the Advanced Leave screen.

If a debt established in SPPS is repaid prior to the release of the final payment, delete the debt at the Employee Indebtedness Update screen.

If the debt is recorded in ABCO and the employee has repaid the debt, the release of the final payment should not occur until the payment is recorded in ABCO and the debt does not display on the Employee Indebtedness Inquiry screen.

Inquiring About Employee Indebtedness:

1. Type **2** at the Select Option (1-3) prompt on the Adjustment Due to Employee Indebtedness menu screen.
2. Press **Enter**. The Employee Indebtedness Inquiry screen is displayed showing all recorded debts. This data is displayed until the final payment is released. See Payment Inquiry (For Separation Only) for actual payment information.

SX76860M		U S D A, O C F O, NATIONAL FINANCE CENTER				XX/XX/XX	
		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)				07:03:43	
		INDEBTEDNESS/ADJUSTMENT					
		EMPLOYEE INDEBTEDNESS INQUIRY					
SSNO		AGENCY					
NAME LAST		FIRST		MIDDLE			
TAX CREDIT AMOUNT COLLECTED:							
BILL		INDEBTED		REC ACCT		TRANS	
NUMBER		AMOUNT		TYPE CODE		TYPE	
		DATE		SYSTEM		ACCESSED	
PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF3=ADJUSTMENT MENU PF7=PREV RECORDS							
PF8=NEXT RECORDS CLEAR=EXIT							

Figure 12: Employee Indebtedness Inquiry Screen

Advanced Leave

This topic has been updated to add notes on corrective actions to be taken when receiving error messages.



Advanced Leave is option **3** on the Adjustment Due to Employee Indebtedness menu. This option is used to collect payment for any advanced leave not paid back at the date of separation. After the final payments are processed in SPPS and the advanced leave debt is collected, remove the negative leave balance from the payroll/personnel database by utilizing TINQ. CULPRPT Report, P0167, Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr, lists the employees whose leave balances should be changed to zero hours.

Note: There must be a completed leave audit on file for the data recorded on this screen. It is the user's responsibility to review the leave audit for accuracy and pay attention to any earned leave.

If the advanced leave dollar amount is greater than the payment due the employee, the record will be sent to ABCO to establish a receivable.

Enter all advanced leave information at one time to facilitate NFC Payroll/Personnel Operations Section in calculating any tax credits due to the employee.

To Collect Payment for Advanced Leave:

1. Type **2** at the Select Option (1-8) prompt on the Indebtedness menu screen.
2. Press the **Enter** button. The Adjustment Due to Employee Indebtedness menu screen is displayed.
3. Type **3** at the Select Option (1-3) prompt on the Adjustment Due to Employee Indebtedness menu screen.
4. Press **Enter**. The Advanced Leave screen is displayed.

SX76070M		U S D A. O C F O. NATIONAL FINANCE CENTER			XX/XX/XX	
		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)			13:03:05	
		INDEBTEDNESS/ADJUSTMENT				
		ADVANCED LEAVE				
SSNO	NAME	LAST	AGENCY	FIRST	MIDDLE	
FUNC	TYPE	HOURS	RATE	AMOUNT	ACCT	ACCOUNTING
CODE					STAT	
	SICK	0.00	0.00	0.00	----	
	SICK	0.00	0.00	0.00	----	
	SICK	0.00	0.00	0.00	----	
	SICK	0.00	0.00	0.00	----	
	TOTAL SICK LEAVE			0.00	----	
	ANNUAL	0.00	0.00	0.00	----	
	ANNUAL	0.00	0.00	0.00	----	
	COMP	0.00	0.00	0.00	----	
	COMP	0.00	0.00	0.00	----	
	TOTAL ADVANCED LEAVE					
HAS ALL ADVANCED LEAVE BEEN FORGIVEN?					N	(Y,N)
ENTER=PROCESS		PF1=MAIN MENU		PF2=INDEBTEDNESS MENU		PF3=ADJUSTMENT MENU
PF5=HELP				PF8=NEXT		CLEAR=EXIT

Figure 13: Advanced Leave Screen



5. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

Field	Description/Instruction
Func Code	Type the applicable function code for collection of advanced leave. Valid values are: <ul style="list-style-type: none">• A - add• C - change• D - delete
Type	System generated with the type of advanced leave.
Sick Field	Description/Instruction
Hours	Type the actual advanced sick leave in whole and quarter hours.
Rate	Type the rate (use a decimal point to separate dollars and cents) the employee was being paid at the time the advanced leave was used.
Amount	System generated and indicates the rate multiplied by the number of hours.
Acct Stat	Type the accounting station code.
Accounting	Type the accounting data.
Total Sick Leave	System generated. Indicates the total amount the employee owes for advanced sick leave.
Annual Field	Description/Instruction
Hours	Type the actual advanced annual leave in whole and quarter hours.
Rate	Type the employee's hourly rate of pay at the time the employee received the advanced leave (use a decimal point to separate dollars and cents).
Amount	System generated. Indicates the rate multiplied by the number of hours.
Acct Stat	Type the accounting station code.
Accounting	Type the accounting data.
Comp Field	Description/Instruction
Hours	Type the actual compensatory time-off hours advanced for religious observance in whole and quarter hours.
Rate	Type the employee's hourly rate of pay at the time the employee received the advanced leave (use a decimal point to separate dollars and cents).
Amount	System generated. Indicates the rate multiplied by the number of hours.



Field	Description/Instruction
Acct Stat	Type the accounting station code.
Accounting	Type the accounting data.
Total Advanced leave	System generated. Indicates the total amount owed for all types of advanced leave.
Has All Advanced Leave Been Forgiven?	System defaults to N (no). Type Y (yes) if leave advanced to the employee has been forgiven. If this field is coded Y , any records for advanced leave entered on this screen will not be used in the payment calculation or to compute the tax credit amount, since the employee will not repay the Agency for the advanced leave.

- After all fields are completed, press **Enter**. The advanced leave debts are added, changed, or deleted.

Note: If you are trying to change the field, Has All Advanced Leave Been Forgiven? (Y,N) and receive the following error: *Cannot Reset advance leave indicator while tax credit exist*, this is because there cannot be a tax credit while the advance leave is forgiven. It must be one or the other, but cannot be both. Please follow the instructions in one of the two scenarios below to remove this error message.

Scenario 1: If you are trying to change the field, Has All Advanced Leave Been Forgiven? N (Y,N), but you are trying to change it to Y, do the following: Request that NCC delete the tax credit in 8 Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? N to Y.

Scenario 2: If you are trying to change the field, Has All Advanced Leave Been Forgiven? Y (Y,N), but you are trying to change it to N, do the following: Request that NCC delete the tax credit in 8 Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? Y to N. Return to the 8 Manual Payment(s) screen and reenter the tax credit.

Pending Disbursement

Pending Disbursement is option **3** on the Indebtedness Menu. This option is used to display a preliminary calculation of the amount the employee is scheduled to receive after all payroll amounts and debts have been recorded in SPPS.

To Access the Pending Disbursement Screen:

- Type **3** at the Select Option (1-8) prompt on the Indebtedness Menu.



2. Press **Enter**. The Pending Disbursement screen is displayed.

SX76080M		U S D A, D C F O, NATIONAL FINANCE CENTER		XX/XX/XX	
		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)		13:03:57	
		INDEBTEDNESS/ADJUSTMENT			
		PENDING DISBURSEMENT			
SSNO		AGENCY			
NAME LAST		FIRST		MIDDLE	
PAYROLL MONIES TO BE DISBURSED:					
PAY PERIOD		TYPE			
NO YR		PAYMENT		AMOUNT	
TOTAL MONIES				0.00	
EMPLOYEE INDEBTEDNESS				(0.00)	
TOTAL :				0.00	
TAX CREDIT AMOUNT				0.00	
TOTAL MONIES TO BE DISBURSED				0.00	
PF1 = MAIN MENU		PF2 = INDEBTEDNESS MENU			
PF7 = PREV		PF8 = NEXT		CLEAR =EXIT	

Figure 14: Pending Disbursement Screen

All data on this screen is system generated. The fields are described below.

Payroll Monies To Be Disbursed Field	Description
Pay Period No/Yr	Pay period number and year of the payment.
Type Payment	Source (e.g., manual, final T&A, and lump sum) that processed the payment or type of payment that is due the separated employee.
Amount	Amount due the employee.
Total Monies	Total to be disbursed before adjusting the indebtedness.
Advanced Leave Tax Credit	Employee's tax credit amount for advanced leave that has not been forgiven.
Employee Indebtedness	Total amount of indebtedness recorded in SPPS and ABCO.
Total Monies To Be Disbursed	Total amount to be disbursed to the separated employee (i.e., total monies minus employee indebtedness). If the employee is still indebted, ABCO will generate a bill and forward it to the employee.



Payment Certification (For Separation Only)

This topic has been updated to add notes on corrective actions to be taken when receiving error messages.

Payment Certification is option **4** on the Indebtedness Menu. This option is used to confirm receipt of all necessary documentation to collect for all indebtedness, process the final payment, and authorize such collections and disbursements. Before completing this screen, you should refer to the Pending Disbursement screen to make sure that all payments (final, lump sum payment, etc.) have been recorded in SPPS. Also, refer to the Employee Indebtedness Inquiry screen to ensure that all debts are recorded in SPPS.

Only one final payment is processed in SPPS for an indebted employee. Once a payment is coded for release, the release can be rescinded only if the SPPS batch job has not run. After the payment is disbursed, only the Payment Inquiry and Remarks screen can be viewed.

Although the employee receives an AD-334, Statement of Earnings and Leave, for the final pay period worked, the net amount may not be the amount the employee receives as a final payment. The net amount indicates the amount that would have been paid if the employee was not indebted. A message will appear on the employee's earning statement indicating that the final payment has been held pending payment of all debts.

To Confirm Receipt of all Documentation for Indebtedness:

1. Type **4** at the Select option (1-8) prompt on the Indebtedness Menu.
2. Press **Enter**. The Payment Certification screen is displayed.

SX76898H	U S D A. D C F O, NATIONAL FINANCE CENTER		XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)		13:05:20
	INDEBTEDNESS/ADJUSTMENT		
	PAYMENT CERTIFICATION		
SSNO	AGENCY		
NAME LAST	FIRST	MIDDLE	
HAVE ALL APPLICABLE DEBTS BEEN RECORDED IN SPPS?			(Y,N)
HAVE ALL PAYMENT DOCUMENTS BEEN PROCESSED ?			(Y,N)
RELEASE PAYMENT			(Y,N,C)
FUNCTION CODE			(A=ADD C=CHANGE)
ENTER=PROCESS PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF5=HELP CLEAR=EXIT			

Figure 15: Payment Certification Screen



3. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

Field	Instruction
Have All Applicable Debts Been Recorded In SPPS?	Type Y (yes) if all known debts for separated employee have been recorded. Type N (no) if all known debts for separated employee have not been recorded. Payment will not be released until this field is coded Y .
Have All Payment Documents Been Processed?	Type Y (yes) if all payment documents have been recorded in SPPS. Type N (no) if all payment documents have not been recorded in SPPS. Payment will not be released until this field is coded Y .
Release Payment	<p>Type Y (yes) to authorize the calculation and distribution of the payment. If this field is coded Y (yes) and the payment information does not display on the Payment Inquiry screen, request CULPRPT Report P0163, Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX. There may be errors that are preventing the payment from being disbursed. Correct the errors and release the payment again. For assistance in correcting errors, contact NCC. Type N (no) if the payment is not to be released. Type C (cancel) to cancel the payment disbursement.</p> <hr/> <p>Note: The cancellation is valid as long as the actual disbursement has not occurred. Check the disbursement date on the Payment Inquiry screen.</p> <hr/> <p>If the employee has advanced leave that has not been forgiven, do not complete this field until the tax credits have been calculated. CULPRPT Report P0162, Indebtedness/Advanced Leave - Tax Credit Suspense Report, lists employees who may or may not be entitled to tax credits because of advanced leave. NFC's Payroll/Personnel Operations Section must calculate the tax credit amount owed to the employee. When the tax credit amount is calculated, a message displays on Report P0162 indicating that the payment is ready to be released. Once the report indicates that payment can be released, type Y in this field.</p> <hr/> <p>Note: SPPS jobs run at approximately 11 a.m. CT. This field cannot be changed to N or C after the SPPS daily batch process has completed.</p> <hr/>
Function Code	Type the applicable function code. Valid values are: <ul style="list-style-type: none">• A - add• C - change

1. Press **Enter**. The data is processed.



Note: If you receive an error related to the tax credit or Advance Leave Indicator when certifying via the Option 4. Payment Certification, there cannot be a tax credit while the Advance Leave is forgiven. Please go to Option 2. Adjustment Due To Employee Indebtedness and select Advanced Leave. Please follow the instructions in one of the two scenarios to remove this error message.

Scenario 1: If Has All Advanced Leave Been Forgiven? has a value of N (Y,N), but you are trying to change it to Y, do the following: Request NCC delete the tax credit in 8 Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? N to Y. Try to certify again.

Scenario 2: If Has All Advanced Leave Been Forgiven? has a value of Y, (Y,N), but you are trying to change it to N, do the following: Request NCC delete the tax credit in 8. Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? Y to N. Return to the 8. Manual Payment(s) screen and reenter the tax credit. Once the tax credit has been reentered, return to Option 4. Payment Certification screen. Try to certify again.

Check Mailing Information

Check Mailing Information is option **5** on the Indebtedness Menu. This option displays the check mailing address recorded in the payroll/processing database and allows the user to change this address for the final payment processed through SPPS. Any changes made to the information on this screen results in an address change for the final payment processed in SPPS; it does not change the address in PPS.

Changing Check Mailing Address For Final Payment:

1. Type **5** at the Select option (1-8) prompt on the Indebtedness Menu.



2. Press **Enter**. The Check Mailing Information screen is displayed.

SX76100M	U S D A, O C F O, NATIONAL FINANCE CENTER		XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)		13:04:33
	INDEBTEDNESS		
	CHECK MAILING INFORMATION		
SSNO	AGENCY		
NAME LAST	FIRST	MIDDLE	
CHECK MAILING ADDRESS:			
STREET ADDRESS 1:			
ADDRESS 2:			
CITY	STATE	ZIP CODE	
OR			
DESIGNATED AGENT CODE:			
OR			
BANK DEPOSIT (DD/EFT):			
TYPE OF ACCOUNT			
ACCOUNT NUMBER			
ROUTING NUMBER			
FUNCTION CODE (C=CHANGE)			
ENTER=PROCESS PF1=MAIN MENU PF2=INDEBTEDNESS MENU			
PF5=HELP CLEAR=EXIT			

Figure 16: Check Mailing Information Screen

3. The SSNO, Agency, and Name are system generated. Complete the applicable fields as follows to change the database address to the final payment address:

Note: If changes are made to the information displayed (i.e., changing from a Designated Agent to DD/EFT), delete the displayed information.

Field	Instruction
Check Mailing Address:	If these fields are completed, do not complete the Designated Agent or the Bank Deposit (DD/EFT) fields.
Street Address 1	Type the first line of the employee's street address. <u>Note: No punctuation marks can be used when entering the name and address, only parenthesis.</u>
Address 2	Type the second line of the employee's street address.
City	Type the employee's city name.
State	Type the employee's State abbreviation.
ZIP Code	Type the employee's ZIP code.
Designated Agent Code:	If this field is completed, complete only the Function field. If not, type the assigned designated Agent code. The street address for the designated Agent code is generated after the Enter key is pressed.



Field	Instruction
Bank Deposit (DD/EFT):	If these fields are completed, do not complete the Designated Agent or the Check Mailing Address fields.
Type of Account	Type the applicable code designating the type of bank account in which the monies are to be deposited. Valid codes are: <ul style="list-style-type: none"> • C - checking • S - savings
Account Number	Type the employee's account number. <hr/> Note: This field must be completed if the Type of Account field is completed.
Routing Number	Type the financial institution's identification number. The first 2 digits must be within the following ranges: 01-12 , 21-32 , or 90-91 . <hr/> Note: This field must be completed if the Type of Account field is completed. Data entered in this field is validated against TMGT Table 106, Financial Organization EFT Routing Number Master File.
Function Code	Type C (change) if changes are made to the information.

1. Press **Enter**. The data is processed.

Remarks (For Separation Only)

Remarks is option **6** on the Indebtedness Menu. This option is used to record pertinent claim information. (This screen is optional.)

Recording Claim Information:

1. Type **6** at the Select Option (1-8) prompt on the Indebtedness Menu.

2. Press **Enter**. The Remarks screen is displayed.

```
SX76110M      U S D A , D C F O , N A T I O N A L F I N A N C E   C E N T E R       XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM  (SPPS)           10:22:57
                                INDEBTEDNES
                                REMARKS
SSNO                                     AGENCY
NAME: LAST                               FIRST                               MIDDLE
_____
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____
FUNCTION CODE _          (A=ADD  C=CHANGE  D=DELETE)
TO ADD REMARKS RECORD TYPE IN REMARKS AND USE FUNCTION CODE "A"
ENTER=PROCESS    PF1=MAIN MENU    PF2=INDEBTEDNES MENU    PF5=HELP    CLEAR=EXIT
```

Figure 17: Remarks Screen

3. The SSNO, Agency, and Name are system generated. Enter any information that is pertinent to the indebtedness record. The maximum of 76 alphanumeric field positions are allowed on the first line, and a maximum of 80 field positions on lines 2 through 12.
4. Type the function code. The valid values are: **A** - (add), **C** - (change) and **D** - (delete).
5. Press **Enter**. The data is recorded.

Payment Inquiry (For Separation Only)

This topic has been updated to add a note to ensure error free processing.

Payment Inquiry is option **7** on the Indebtedness Menu. This option is used to display details of the actual payment made to the separated employee.

To View Indebtedness Payment:

1. Type **7** at the Select Option (1-8) prompt on the Indebtedness Menu.



2. Press **Enter**. The Payment Inquiry screen is displayed with all payment information.

SX76120M		U S D A, O C F O, NATIONAL FINANCE CENTER		XX/XX/XX
		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)		10:59:26
INDEBTEDNESS PAYMENT INQUIRY				
SSNO	DEPT	AGCY	POI	SEPARATION DATE
NAME: LAST			FIRST	MIDDLE
T&A CONTACT POINT:	STATE	CITY	UNIT	TIMEKEEPER
DISBURSEMENT TOTALS:		CURRENT		TOTAL TO DATE
CHECK MAILING ADDRESS:				
STREET ADDRESS 1:				
ADDRESS 2:				
CITY	STATE	ZIP CODE 00000 0000		
OR				
DESIGNATED AGENCY CODE				
OR				
BANK DEPOSIT (DD/EFT):				
TYPE OF ACCOUNT				
ACCOUNT NUMBER	ROUTING NUMBER			
PAYMENT/DEBTS/BILLING:				
DISBURSEMENT DATE	SCHEDULE NUMBER			
DISBURSEMENT AMOUNT				
DEBT AMOUNT COLLECTED	AMOUNT BILLED TO ABCO .00			
PF1=MAIN MENU PF2=INDEBTEDNESS MENU CLEAR=EXIT				

Figure 18: Payment Inquiry Screen

Note: When entering payments with the same pay period number, ensure that payments are not entered on the Payment Inquiry screen and the Manual Payment screen.

At the Payment Inquiry screen 1 of 3, press the **PF10** button. The payment Inquiry By Claimant screen is displayed. This screen displays disbursement data for each beneficiary claimant. Change (1 of 3) for (2 of 3).

Follow instructions at the bottom of the screen. Press the **F11** button to move to the next pay record. Press the **F10** button to move to previous pay period.



Death Case

Death Case is the third option on the SPPS Main Menu screen. This option is used to process unpaid compensation to the beneficiary(ies) of a deceased employee.

Once the employee's death has been recorded in EmpowHR, EPIC Web, or FESI, by processing the personnel action or recorded through SPPS, PAYE feeds all payment data to SPPS. When the death case is established in SPPS, all applicable employee information is retrieved from the payroll/personnel database. PAYE is flagged to discontinue disbursement of any payment. All payments to be disbursed are accomplished through SPPS.

Beneficiary claimant information is obtained from the Form SF 1152, Designation of Beneficiary of Deceased Civilian Employee, if there is one on file at the Agency. If there is no SF 1152 on file, order of precedence information is gathered from the Form SF 1153, Claim For Unpaid Compensation of Deceased Civilian Employee, or Form SF 1155, Claim For Unpaid Compensation of Deceased Civilian Employee (No Designated Beneficiary or Surviving Spouse).

It is no longer necessary to submit documents related to unpaid compensation to the beneficiary(ies) of a deceased employee to NFC. However, the death claim package must be submitted to NFC.

Payments to the deceased employee's estate are calculated differently from payments to current employees. The gross pay is calculated in the usual manner. Life insurance, health insurance, Social Security, and/or Medicare taxes are deducted; however, no Federal, State, city, or county income tax is deducted from the final payment. Additionally, any advanced leave that is owed is forgiven. Use TINQ to remove the advanced leave balance.

Form W-2, Wage and Tax Statement, is issued for the deceased employee. Form 1099-MISC, Miscellaneous Income, is issued for each beneficiary. Though the W-2 is usually mailed in January for most employees, W-2s for deceased employees may be mailed after January if all of the beneficiaries have not been entered and coded for payment.

Any debt not collected through the final PAYE process should be entered in SPPS for calculation and disbursement of the final payment. The following RA types may be entered in SPPS.

- Educational Loans
- Travel Advance Repayment
- Property Lost, Destroyed or Stolen
- Subsistence (Travel Payments)
- Personal Telephone Calls
- Parking Fees



- Recovery of Jury Dues Fees
- Travel Overpayment
- Uniforms
- Other Types (other Departments) e.g., theft and embezzlement
- Other Types (USDA)

All payments are scheduled for disbursement after they are released and accepted by SPPS. Payments are processed when SPPS executes and disbursed when transmitted to Treasury.

To Access the Death Case Menu Screen:

1. Type **3** at the Select (1-3) prompt on the SPPS Main Menu.
2. Press **Enter**. The File Control Information screen is displayed.

```

SX75001M          U S D A, O C F O, NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          10:40:41
                  DEATH CASE
FILE CONTROL INFORMATION
SSNO              AGCY              POI

** ENTER SSNO, AGENCY AND POI AND PRESS ENTER KEY **

ENTER=PROCESS    PF1=MAIN MENU    PF5=HELP    PF12=RESET    CLEAR=EXIT
  
```

Figure 19: File Control Information Screen

3. Complete the fields as follows:

Field	Instruction
SSNO	Type the employee's SSN.
AGCY	Type the employee's Agency code.
POI	Type the employee's POI.



4. Press **Enter**. The Death Case Menu is displayed showing seven options.

```
|||||SX75002M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX ||||| | |
|||||              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      08:29:50 |||||
|||||              DEATH CASE                                     |||||
|||||              DEATH CASE MENU                               |||||
|||||              1. ESTABLISH/DELETE DEATH CASE               |||||
|||||              2. BENEFICIARY CLAIMANT INFORMATION         |||||
|||||              3. ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS  |||||
|||||              4. PAYMENT CERTIFICATION                   |||||
|||||              5. PAYMENT INQUIRY                         |||||
|||||              6. REMARKS                                  |||||
|||||              7. MANUAL PAYMENT(S)      (NFC USE ONLY)    |||||
|||||              SELECT OPTION (1-7) =====>             |||||
|||||              ** SELECT MENU SCREEN OPTION "1" THRU "7" AND PRESS ENTER KEY ** |||||
|||||              ENTER=NEXT SCREEN  PF1= MAIN MENU  CLEAR=EXIT |||||
|||||              |||||||
```

Figure 20: Death Case Menu Screen

Below is a brief description of each option:

- **Establish/Delete Death Case** - Used to establish or delete a death case. Once the death case is established, no monies will be disbursed until all options requiring data entry are completed and the payment is coded for release. A death case cannot be deleted once funds are captured in the system.
- **Beneficiary Claimant Information** - Used to add, change, delete information regarding the deceased employee's beneficiary(ies). This option also identifies the heir(s) who will receive the deceased employee's final payment.
- **Adjustment Due to Employee Indebtedness** - Used to add, change, or delete administrative debts not recorded in SPPS and query all outstanding administrative debts the deceased employee incurred.
- **Payment Certification** - Used to (1) confirm receipt of the necessary documentation to process the death claim, (2) show a preliminary calculation of amounts disbursed to the claimants to date and the amounts to be disbursed, (3) show claimant data based on information received to date, and (4) allow authorization of the claim for final processing.
- **Payment Inquiry** - Used to query payments that have been disbursed and the amount(s) remaining to be disbursed at the time the last disbursement occurred.
- **Remarks** - Used to record pertinent claim information.
- **Manual Payment(s) (NFC Only)** - Used by NFC employees to add, change, or delete payments.



To Select an Option From the Death Case Menu:

1. Type the option number at the Select Option (1-7) prompt.
2. Press **Enter**. The screen for the selected option will be displayed.

For more information see:

Establish/Delete Death Case	45
Beneficiary Claimant Information	47
Adjustment Due to Employee Indebtedness (For Death Case)	51
Payment Certification (For Death Case)	55
Payment Inquiry (For Death Case)	63
Remarks (For Death Case).....	65

Establish/Delete Death Case

Establish/Delete Death Case is option **1** on the Death Case menu. This option is used to add or delete a death case. All death cases must be entered in SPPS.

A death case record can be established before the employee's personnel action is processed. Therefore, make sure that information is being entered for the correct employee and that the correct option has been selected.

A death case established in SPPS cannot be deleted if a payment record has been sent to SPPS for disbursement. To delete the case after that time, contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**.

Establishing/Deleting a Death Case:

1. Type **1** at the Select Option (1-7) prompt on the Death Case Menu screen.



2. Press **Enter**. The Establish/Delete Death Case screen is displayed.

```
|||||SX75003M|||||U S D A, D C F O, NATIONAL FINANCE CENTER|||||XX/XX/XX|||||
|||||SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)|||||10:45:07|||||
|||||DEATH CASE|||||
|||||ESTABLISH/DELETE DEATH CASE|||||
|||||SSNO:|||||
|||||NAME:|||||FIRST|||||MIDDLE|||||
|||||SEPARATION DATE (MM DD YY)|||||
|||||FUNCTION CODE|||||(A=ADD D=DELETE)|||||
|||||
|||||** ENTER FUNCTION CODE AND PRESS ENTER **|||||
|||||ENTER=PROCESS PF1=MAIN MENU PF2=DEATH CASE MENU PF5=HELP CLEAR=EXIT|||||
|||||
```

Figure 21: Establish/Delete Death Case Screen

3. Complete the fields as follows:

Field	Description/Instruction
SSNO	System generated from the File Control Information screen entry.
Name: Last	System generated from the payroll/personnel database.
First	System generated from the payroll/personnel database.
Middle	System generated from the payroll/personnel database.
Separation Date (MMDDYY)	System generated from the payroll/personnel database. If not, type the employee's separation date. This date must agree with the date of the personnel action.
Function Code	Type the applicable function code. Valid values are: <ul style="list-style-type: none">• A (add) to add a death case record• D (delete) to delete an erroneous record <div>Note: D does not delete the record from the Payroll/Personnel System.</div>

1. Press **Enter**. The death case is established/deleted.



Beneficiary Claimant Information

Beneficiary is option **2** on the Death Case Menu screen. This option is used to add, change, or delete information regarding the deceased employee's beneficiary(ies).

Note: A record for each beneficiary must be established before processing.

Adding, Changing, or Deleting Beneficiary Information:

1. Type **2** at the Select Option (1-7) prompt on the Death Case Menu screen.
2. Press **Enter**. The Beneficiary Claimant Information screen 1 of 2 is displayed.

```

|||||SX75004M|||||XX/XX/XX||
|| SCREEN 1 OF 2  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 19:46:02 ||
||                                     DEATH CASE ||
||                                     BENEFICIARY CLAIMANT INFORMATION ||
|| SSNO ||
|| NAME: LAST FIRST MIDDLE ||
|| SF DOCUMENT - FORM NO: ||
|| 1152 - COMPLETED AND ON FILE (Y,N) ||
|| 1153/1155 RECEIVED, SIGNED & WITNESSED (Y,N) ||
|| DATE SIGNED (MM DD YY) ||
|| CLAIMANT NO MINOR (Y,N) DESIGNATED SHARE (PERCENT) ||
|| SSNO: AGE RELATIONSHIP TO DECEASED ||
|| NAME: ||
|| ||
|| SHOULD DISBURSEMENTS BE HELD? (Y/N) ||
|| CLAIM STATUS: ACTIVITY DATE: ||
|| REASON FOR HOLD STATUS: (P=PENDING LEGAL REVIEW, D=OTHER) ||
|| SHOULD DISBURSEMENTS BE RELEASED FROM HOLD STATUS? (Y/N) ||
|| CLAIM DECISION FOR PENDING LEGAL REVIEW: (X) DENIED ACCEPTED ||
|| FUNCTION CODE A (A=ADD C=CHANGE D=DELETE) ||
|| ||
|| ENTER=PROCESS PF2=DEATH CASE MENU PF5=HELP PF7=PREV CLAIMANT ||
|| PF8=NEXT CLAIMANT PF9=NEXT SCREEN PF12=ADD NEW CLAIMANT CLEAR=EXIT ||

```

Figure 22: Beneficiary Claimant Information Screen 1

3. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

SF Document - Form No Field	Description/Instruction
1152 - Completed and on File	Type Y (yes) if there is a completed Form SF 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, on file. Type N (no) if there is no completed SF 1152 on file.
1153/1155 - Received, Signed, & Witnessed	Type Y (yes) if the Form SF 1153, Claim For Unpaid Compensation of Deceased Civilian Employee, or Form SF 1155, Claim For Unpaid Compensation of Deceased Civilian Employee (<i>No Designated Beneficiary or Surviving Spouse</i>), has been received in the personnel office, signed and witnessed. Type N (no) if the applicable form has not been received by the personnel office or if any signatures are missing.
Note: There must be a completed Form SF 1153 or SF 1155	



SF Document - Form No Field	Description/Instruction
	<u>submitted for all claimants.</u>
Date Signed (MMDDYY)	Type the date (MMDDYY) that the SF 1153 or SF 1155 was signed and witnessed. <u>Note: Payment cannot be disbursed to the beneficiary claimant(s) if this field is not completed.</u>
Claimant No	System generated and identifies the order in which the beneficiary claimants were entered.
Minor	Type Y (yes) if the beneficiary claimant was less than 18 years of age when the SF 1153 or SF 1155 was signed and witnessed. Type N (no) if the beneficiary claimant was not a minor when the SF 1153 or SF 1155 was signed and witnessed.
Designated Share (Percent)	Type the percentage amount (in whole numbers only) entered in the Share To Be Paid To Each Beneficiary block on the employee's SF 1152. If only the SF 1153 or SF 1155 is submitted, do not complete this field. The disbursements will be in equal amounts. <u>Note: The percentage amount from the SF 1152, if applicable, will be validated once the payment is certified for release.</u>
SSNO	Type the beneficiary claimant's SSN.
Age	Only enter the age if the beneficiary is a minor. Type the age of the beneficiary claimant at the time the SF 1153 or SF 1155 was signed and witnessed.
Relationship To Deceased	Type the relationship of the claimant to the deceased. Acceptable entries are: husband (husb) , wife (wif) , father (fath) , mother (mot) , sister (sis) , brother (bro) , aunt (aunt) , uncle (uncl) , nephew (neph) , niece (niec) , grandchild (granchil) , grandparent (granpar) , son (son) , daughter (daug) , other . <u>Note: If the employee's estate will be administered by the state of domicile, type Other-State.</u>
Name	Type the beneficiary claimant's first name, middle name or initial, and last name. Example: Mary Smith Mother of. Type the beneficiary's relationship to the deceased. No punctuation marks can be used when entering the name or address, only parentheses.
Should Disbursements Be Held?	Type Y (yes) if disbursements for the beneficiary claimant should be held pending legal review or for another reason. Type N (no) if



SF Document - Form No Field	Description/Instruction
	disbursements should not be held. Note: If the SF 1152 was submitted, the disbursement(s) cannot be held.
Function Code	Type the applicable function code. Valid values are: <ul style="list-style-type: none"> • A - add • C - change • D - delete

1. Press **Enter**. If **Y** is entered in the Should Disbursements Be Held? field, the cursor moves to the Claim Status section.
2. Complete the fields as follows:

Claim Status Field	Description/Instruction
Activity Date	System generated and indicates the date entries were made on this screen.
Reason For Hold Status	Type P if the disbursement is on hold pending legal review. Type O if the disbursement is on hold for a reason other than pending legal review. If the disbursement is on hold pending legal review, forward the original documents, relating to the death case to NFC Certification and Disbursement Section. The disbursement to the claimant remains on hold until NFC renders a decision. Maintain a copy of the documents in the employee's Official Personnel Folder (OPF).
Should Disbursement Be Released From Hold Status?	Type Y (yes) if the disbursements should be released from a hold status. Type N (no) if the disbursements should not be released from a hold status. Note: The disbursements must be held and a distribution made before it can be released (i.e., Should Disbursements Be Held? field must be coded Y). An N in this field does not release the disbursement for payment. Disbursements are released for payment at the Authorization screen.
Claim Decision For Pending Legal Review	Type X next to Denied if the beneficiary claimant is denied for a disbursement after legal review. Type X next to Accepted, if it was decided that the beneficiary claimant can receive a disbursement after legal review. Note: Do not complete this field if the Reason For Hold Status field was coded O .



Claim Status Field	Description/Instruction
Function Code	Type A (add) in function code.

1. After all fields are completed, press **Enter**. The Beneficiary Claimant Information screen 2 of 2 is displayed. This screen is used to enter the address to which the beneficiary's payment should be sent.

Note: Information on screen 1 will not be stored in the SPPS database until screen 2 is completed. If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. For a list of the edit messages see the *Appendix* (on page 67). All data must pass system edits to advance to the next screen.

```
|||||SX75005M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX |||||
|||||SCREEN 2 OF 2  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      11:11:11 |||||
|||||DEATH CASE
|||||BENEFICIARY CLAIMANT INFORMATION
|||||SSNO
|||||NAME: LAST          FIRST          MIDDLE
|||||CLAIMANT NO      SSNO:
|||||NAME:
|||||CHECK MAILING INFORMATION:
|||||STREET ADDRESS 1:
|||||ADDRESS 2:
|||||CITY              STATE      ZIP CODE
|||||OR
|||||DESIGNATED AGENT CODE
|||||OR
|||||BANK DEPOSIT (DD/EFT):
|||||TYPE OF ACCOUNT
|||||ACCOUNT NUMBER
|||||ROUTING NUMBER      000000000
|||||
|||||ENTER=PROCESS PF2=DEATH CASE MENU PF5=HELP PF7=PREV CLAIMANT
|||||PF8=NEXT CLAIMANT PF9=PREV SCREEN CLEAR=EXIT
```

Figure 23: Beneficiary Claimant Information Screen 2

Note: This screen will also be displayed if **N** was entered, in the Should Disbursement Be Held? field.

2. Complete the fields as follows:

Field	Description/Instruction
Check Mailing Information:	If these fields are completed, do not complete the Bank Deposit (DD/EFT) fields.
Street Address 1	Type the deceased employee's name. Example: John Doe (Deceased) or type the guardian's name, Guardian of , the beneficiary's name, the beneficiary's relationship to the deceased, the deceased employee's name, and (Deceased). Example: Mary Smith Guardian of Ann Smith Daughter of John Smith (Deceased). Note: This field only accommodates 35 positions; therefore, it is necessary to abbreviate the entries. No punctuation marks can be used when entering the name or address, only parentheses



Field	Description/Instruction
	can be used.
Address 2	Type the beneficiary claimant's street address.
City	Type the beneficiary claimant's city name.
State	Type the beneficiary claimant's State name.
ZIP Code	Type the beneficiary claimant's ZIP code.
Designated Agent Code:	(Not available at this time.)
Bank Deposit (DD/EFT) Field	Description/Instruction
Type of Account	(Not available at this time.)
Account Number	Type the beneficiary claimant's account number. Note: This field must be completed if the Type of Account field is completed.
Routing Number	Type the financial institution's identification number. The first 2 digits must be within the following ranges: 01-12 , 21-32 , or 90-91 . Note: This field must be completed if the Type of Account field is completed. Data entered in this field is validated against information from TMGT.

1. Press **Enter**. The data is processed.

Adjustment Due to Employee Indebtedness (For Death Case)

Adjustment Due to Employee Indebtedness is option **3** on the Death Case Menu. This option is used to (1) add debts to SPPS not recorded in ABCO, (2) change or delete these debts, and (3) query all debts recorded in ABCO and SPPS.

To Access the Adjustment Due to Employee Indebtedness Screen:

1. Type **3** at the Select Option (1-7) prompt on the Death Case menu.



2. Press **Enter**. The Adjustment Due to Employee Indebtedness screen is displayed showing two options.

```

|| SX75006M || U S O A, O C F O, NATIONAL FINANCE CENTER || XX/XX/XX ||
||          || SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) || 09:22:18 ||
||          || DEATH CASE ||
||          ||
||          || ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS ||
||          ||
||          || 1. EMPLOYEE INDEBTEDNESS UPDATE ||
||          || 2. EMPLOYEE INDEBTEDNESS INQUIRY ||
||          ||
||          ||
||          || SELECT OPTION (1-2) =====> 1 ||
||          ||
||          || ** SELECT MENU SCREEN OPTION "1" OR "2" AND PRESS ENTER KEY ** ||
||          ||
|| ENTER=NEXT SCREEN PF1= MAIN MENU PF2=DEATH CASE MENU CLEAR=EXIT ||
||          ||

```

Figure 24: Adjustment Due To Employee Indebtedness Screen

Below is a brief description of each option.

- **Employee Indebtedness Update** - Used to add, change, or delete administrative debts not already recorded in ABCO or SPPS for a deceased employee.
- **Employee Indebtedness Inquiry** - Used to query information on all debts recorded in ABCO and SPPS for a deceased employee.

For more information see:

Employee Indebtedness Update (For Death Case).....	52
Employee Indebtedness Inquiry (For Death Case).....	54

Employee Indebtedness Update (For Death Case)

Employee Indebtedness Update is option **1** on the Adjustment Due to Employee Indebtedness menu. This option is used to add, change, or delete administrative debts not already recorded in ABCO. Debts recorded in ABCO cannot be changed or deleted in SPPS. If a debt that is recorded in ABCO requires a change or deletion, contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**.



Updating Employee Indebtedness:

1. Type **1** at the Select Option (1-2) prompt on the Adjustment Due to Employee Indebtedness menu.
2. Press **Enter**. The Employee Indebtedness Update screen is displayed.

```

SX75007M          U S D A, O C F O, NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          09:24:24
                  DEATH CASE/ADJUSTMENT
                  EMPLOYEE INDEBTEDNESS UPDATE

SSNO
NAME LAST          FIRST          MIDDLE          AGCY

FUNC REC ACCT
CODE TYPE CD      AMOUNT          ACCT          ACCOUNTING DATA          BILL NUMBER
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000
-                .00          0000

ENTER=PROCESS  PF1=MAIN MENU    PF2=DEATH CASE MENU  PF3=ADJUSTMENT MENU
PF5=HELP       PF7=PREV RECORD  PF8=NEXT RECORD     CLEAR=EXIT
  
```

Figure 25: Employee Indebtedness Update Screen

3. SSNO, Agency, and Name are system generated. Complete the fields as follows:

Field	Description/Instruction
Func Code	<p>Type the applicable function code for each administrative debt. The valid values are:</p> <ul style="list-style-type: none"> • A - add • C - change • D - delete <p><u>Note: This is a line item update for debts recorded in SPPS</u></p>
Rec Acct Type Cd	<p>Type the applicable code to identify the reason for the debt and/or deduction. For a list of valid codes, press PF5.</p> <p><u>Note: Do not enter advanced leave on this screen. Advanced leave is forgiven for deceased employees.</u></p>
Amount	Type the total amount (use a decimal point to separate dollars and cents) of the indebtedness for the specific RA.
Acct Stat	Type the deceased employee's accounting station code.



Field	Description/Instruction
Accounting Data	Type the applicable accounting data to which the dollar amount is being charged. (The accounting data should be entered in the same format that is recorded in MASC.)
Bill Number	System generated.

1. Press **Enter**. The debts are added, changed, or deleted. The debts are sequenced with the last entry displaying first.

Employee Indebtedness Inquiry (For Death Case)

Employee Indebtedness Inquiry is option **2** on the Adjustment Due to Employee Indebtedness menu. This option is used to query information on all debts recorded in ABCO and SPPS.

Inquiring on Employee Indebtedness:

1. Type **2** at the Select Option (1-2) prompt on the Adjustment Due to Employee Indebtedness screen.
2. Press **Enter**. The Employee Indebtedness Inquiry screen is displayed showing all recorded debts.

SX75008M	U S D A, D C F O, NATIONAL FINANCE CENTER				XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)				09:59:14
	DEATH CASE/ADJUSTMENT				
	EMPLOYEE INDEBTEDNESS INQUIRY				
SSNO	NAME	LAST	FIRST	MIDDLE	AGCY
BILL	NUMBER	INDEBTED	DATE	REC ACCT	SYSTEM
		AMOUNT		TYPE CODE	ACCESSED
PF1=MAIN MENU PF2=DEATH CASE MENU PF3=ADJUSTMENT MENU PF7=PREV RECORD					
PF8=NEXT RECORD CLEAR=EXIT					

Figure 26: Employee Indebtedness Inquiry Screen



Payment Certification (For Death Case)

This topic has been updated to add notes on corrective actions to be taken when receiving error messages.

Payment Certification is option **4** on the Death Case Menu. This option is used to:

- Identify the heir(s) who will receive the deceased employee's final payment.
- Confirm receipt of the necessary documentation to process the death claim and allow authorization of the claim for final processing.
- Show a preliminary calculation of amounts disbursed to the claimants to date and amounts to be disbursed.
- Show claimant specific data based on information received to date.

To Access Payment Certification Screen:

1. Type **4** at the Select Option (1-7) prompt on the Death Case Menu.
2. Press **Enter**. The Order of Precedence In Accordance With 5USC5582(B) screen is displayed. This screen is used to select the beneficiary(ies) of the deceased in the order designated by 5USC5582(B). The order is as follows:
 - First, to the beneficiary or beneficiaries designated by the employee in writing received in the employing Agency before his/her death.
 - Second, if there is no designated beneficiary, to the widow or widower of the employee.
 - Third, if none of the above, to the child or children of the employee and descendants of the deceased children by representation.
 - Fourth, if none of the above, to the parents of the employee or the survivor of them.



- Fifth, if none of the above, to the duly appointed legal representative of the estate of the employee.

```

|||||SX75009M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX
|||||SCREEN 1 OF 5    SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      10/54/38
|||||                DEATH CASE/CERTIFICATION
|||||                ORDER OF PRECEDENCE IN ACCORDANCE WITH 5USC5528(B)
|||||
|||||SSNO
|||||NAME: LAST              FIRST              MIDDLE
|||||
|||||      (ENTER Y TO IDENTIFY BENEFICIARY SELECTION)
|||||(1)    DESIGNATED BENEFICIARY(IES) (PER SF 1152)
|||||(2)    WIDOW OR WIDOWER
|||||(3)    CHILD OR CHILDREN (ENTER Y BELOW IF MINOR)
|||||      (A)    LEGAL GUARDIANSHIP PAPERS, IF OTHER THAN PARENT
|||||      (B)    LETTER OF INTENT FROM OTHER PARENT OR GUARDIAN
|||||      (C)    COMPLETED SF-1153 FORM FROM GUARDIAN
|||||(4)    PARENTS
|||||(5)    EXECUTOR OR ADMINISTRATOR OF THE ESTATE (ENTER Y BELOW TO
|||||          CONFIRM DOCUMENT RECEIPT)
|||||      (A)    COURT DOCUMENTS OF THE APPOINTMENT
|||||(6)    PERSON(S) ENTITLED UNDER LAWS OF DOMICILE AT THE TIME OF DEATH
|||||FUNCTION CODE A (A=ADD C=CHANGE D=DELETE)
|||||
|||||ENTER=PROCESS PF1=MAIN MENU PF2=DEATH CASE MENU PF5=HELP
|||||PF8=NEXT SCREEN PF12=RESET CLEAR=EXIT
  
```

Figure 27: Order of Precedence in Accordance With 5USC5528(B) Screen

To Select a Beneficiary:

1. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

Field	Instruction
(Enter Y To Identify Beneficiary Selection)	Type Y (yes) to the appropriate field to select a beneficiary. <u>Note: Only one selection is allowed.</u> Complete the following fields only if the Child or Children field is coded Y .
Legal Guardianship Papers, If Other Than Parent	Type Y if the documents indicating legal guardianship are received.
Letter of Intent From Other Parent or Guardian	Type Y (yes) when the letter of intent is received from the parent or guardian.
Completed SF 1153 Form From Guardian	Type Y (yes) when a completed SF 1153 is received from the guardian. Complete the following field if the Executor or Administrator of the Estate field is coded Y .
Court Documents Of The Appointment	Type Y (yes) when the applicable court documents are received.
Function Code	Type the applicable function code. Valid values are:



Field	Instruction
	<ul style="list-style-type: none"> • A - add • C - change • D - delete

1. Press **Enter**. The order of precedence is recorded.

To Authorize the Claim:

1. Press **PF8** at the Order of Precedence in Accordance With 5USC5582(B) 1 of 5 screen. The Authorization screen is displayed. This screen is used to authorize the calculation and distribution of payments to approved beneficiaries entered on the Beneficiary Claimant Information screen. This screen must be completed to release payments to all approved beneficiaries. If the claim is denied or approved after pending legal review, you must code the applicable field to recalculate and release the portion that is in question.

Note: SPPS allows for multiple disbursements for death cases. If a claimant's entitlement is held pending legal review, payments to approved claimants can be authorized without waiting for approval or denial of the claimant in question. When a claimant is granted or denied approval, recalculate the distribution and release the amount in question to the specified claimant or to the other approved claimants.

```

|||||
|| SX75818M   U S D A, O C F O, NATIONAL FINANCE CENTER   XX/XX/XX ||
|| SCREEN 2 OF 5   SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)   10:55:44 ||
||                                     DEATH CASE/CERTIFICATION ||
||                                     AUTHORIZATION ||
|| SSNO ||
|| NAME: LAST           FIRST           MIDDLE ||
|| ||
|| DATE OF DEATH (MM DD YY)           (MUST AGREE WITH PERSONNEL ACTION) ||
|| MARITAL STATUS           (AS SHOWN ON DEATH CERTIFICATE) ||
|| ||
||                                     A U T H O R I Z A T I O N ||
|| ||
|| HAVE ALL APPLICABLE DEBTS BEEN RECORDED IN SPPS?   (Y,N) ||
|| ||
|| CALCULATE DISTRIBUTION   (Y) ||
|| ||
|| RELEASE PAYMENT(S)   (Y) IF YES, IS THIS THE FINAL PAYMENT   (Y,N) ||
|| ||
|| FUNCTION CODE   (A=ADD C=CHANGE D=DELETE) ||
|| ||
|| ENTER=PROCESS   PF1=MAIN MENU   PF2=DEATH CASE MENU   PF5=HELP ||
|| PF7=PREV SCREEN   PF8=NEXT SCREEN   PF12=RESET   CLEAR=EXIT ||
|| ||

```

Figure 28: Authorization Screen

2. The SSNO, Agency, and Name are system generated. Complete the remaining fields as follows:

Field	Instruction
Date of Death (MMDDYY)	Type the employee's date of death (MMDDYY)
	Note: This date must agree with the date of death entered on the



Field	Instruction
	<u>personnel action.</u>
Marital Status	<p>Type the applicable code identifying the deceased employee's marital status. Valid values are:</p> <ul style="list-style-type: none">• S - single, including widowed• M - married• D - divorced <p><u>Note: This code must agree with what is shown on the death certificate.</u></p>
Authorization Field	Instruction
Have All Applicable Debts Been Recorded in SPPS?	Type Y (yes) if all known debts for the deceased employee have been recorded in SPPS. Type N (no) if all known debts for the deceased employee have not been recorded in SPPS.
Calculate Distribution	<p>Type Y (yes) to begin the online certification and payment calculation process. Otherwise, leave this field blank. This is a preliminary payment calculation process to be used for review and approval of payment calculation before releasing the payment for distribution. To view each claimant's scheduled amount, see Pending Disbursement(s) By Claimant.</p> <p><u>Note: Do not calculate the distribution if the employee is not coded as deceased in the payroll/personnel database.</u></p> <p>If the distribution is calculated but payment(s) is not released, the information on this screen will be retained until the payment is released and disbursement is made. For a status of death claims, request CULPRPT Report P0165, Death Case Status of Active Claims By Agency/POI Thru Quarter Ending XX/XX/XX.</p>
Release Payment(s)	<p>Type Y (yes) to authorize payment to the approved beneficiary(ies). To view the amount each claimant received, see the Payment Inquiry By Claimant screen. If this field is coded Y (yes) and the payment information does not display on the Payment Inquiry screen, request CULPRPT P0163, Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX. There may be errors that are preventing the payment from being disbursed. Correct the errors listed on the report and release the payment again. If there are errors that are too difficult to correct, contact the NFC Contact Center at 1-855-NFC-4GOV (1-855-632-4468). To calculate each beneficiary's amount without disbursement, Type Y (yes) in the Calculate Distribution field and leave this field blank.</p> <p><u>Note: Do not calculate the distribution if the employee is not coded as deceased in the payroll/personnel database.</u></p>



Monies To Be Disbursed Payroll Field	Description
Pay Period No/Yr	Pay period number and year for the payment being processed.
Type Payment	Type of payment being disbursed.
Amount	Amount of the payment.

To View Pending Disbursement(s) Totals:

At the Pending Disbursement(s) screen 3 of 5 press **PF4**. The Pending Disbursement(s) (Totals) screen is displayed. Press **Enter** to display the summary totals. All data on this screen is system generated from SPPS entries.

```
SX75011M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 4 OF 5   SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      10:19:23
                DEATH CASE/CERTIFICATION
                PENDING DISBURSEMENT(S)

SSNO
NAME LAST      FIRST      MIDDLE
MONIES TO BE DISBURSED
PAYROLL: PAY PERIOD      TYPE      AMOUNT
              NO/YR      PAYMENT

              SUB-TOTAL

REISSUANCE:      DATE  00/00/00
TAX CREDITS:      TAX YEAR  00      MEDICARE
                  SOCIAL SECURITY

EMPLOYEE INDEBTEDNESS:
TOTAL MONIES TO BE DISBURSED:

PF1 = MAIN MENU      PF2=DEATH CASE MENU      PF4 = DETAIL
PF10= NEXT SCREEN    CLEAR = EXIT
```

Figure 30: Pending Disbursement(s) (Totals) Screen

The fields are described below.

Field	Description
Reissuance:	A check made out to the deceased is canceled and reissued in the name of the heir(s). The amount may be different because of tax laws associated with death cases.
Date	Date of the payment, month, day, and year order.
Amount	Amount of the reissued payment.
Tax Credits:	Tax credits are a result of payments being distributed to heirs in the tax year following the year of the employee's death. If the payments are made in the same year as the year of death, there are no tax credits. Only wages that were earned by the deceased and disbursed to heirs in the year of the employee's death are subject to Social Security



Field	Description
	and/or Medicare taxes. Wages not disbursed in the tax year receive tax credits. These payments are distributed to the beneficiary(ies) in accordance with the Designated Share (Percent) field on the beneficiary Claimant Information Screen. At the end of the year, a Form 1099-MISC, Miscellaneous Income, is generated and forwarded to all applicable beneficiaries.
Tax Year	Year of the employee's death.
Medicare	Amount to be disbursed as a result of HIT tax credits.
Social Security	Amount to be disbursed as a result of Social Security tax credits.
Employee Indebtedness	Total amount of indebtedness recorded in both ABCO and SPPS.
Total Monies To Be Disbursed	Total amount to be disbursed to the deceased employee's heirs. If this amount is negative and the payment is released, the employee's estate will be billed through ABCO.

To View Pending Claimant Disbursements:

At the Pending Disbursement(s) (Totals) screen 4 of 5 press **PF10**. The Pending Disbursement(s) By Claimant screen is displayed. All data on this screen is system generated and reflects the disbursements from the most recent SPPS entries.

```

|||||
|| SX75012M      U S D A , O C F O , NATIONAL FINANCE CENTER      XX/XX/XX ||
|| SCREEN 5 OF 5  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      10:24:28 ||
||
|| DEATH CASE/CERTIFICATION
|| PENDING DISBURSEMENT(S) BY CLAIMANT
||
|| SSNO
|| NAME: LAST          FIRST          MIDDLE
|| AMT IN SUSPENSE $      .00      CURRENT DIS AMT $
|| SSNO          CLAIMANT NO
|| NAME:
|| CHECK MAILING INFORMATION:
|| STREET ADDRESS 1:
|| ADDRESS 2:
|| CITY          STATE      ZIP CODE
|| OR
|| DESIGNATED AGENT CODE
|| OR
|| BANK DEPOSIT (DD/EFT):
|| TYPE OF ACCOUNT
|| ACCOUNT NUMBER
|| ROUTING NUMBER  000000000
||
|| PF1=MAIN MENU PF2=DEATH CASE MENU PF7=PREV CLAIMANT PF8=NEXT CLAIMANT
|| PF9=PREV SCREEN CLEAR=EXIT
|||||

```

Figure 31: Pending Disbursement(s) By Claimant Screen

The fields are described below.

Field	Description
Amt In Suspense	Amount in suspense.



Field	Description
Current Dis Amt	Amount to be disbursed to the beneficiary.
SSNO	Beneficiary claimant's SSN.
Claimant No	Order in which the beneficiary claimants were entered.
Name	Claimant's first name, middle name or initial, and last name/guardian if applicable/relationship.
Check Mailing Information Field	Description
Street Address 1	First line of the beneficiary claimant's or the designated Agent's address.
Address 2	Second line of the beneficiary claimant's or designated Agent's street address.
City	Beneficiary claimant's or designated Agent's city name.
State	Beneficiary claimant's or designated Agent's State abbreviation.
ZIP Code	Beneficiary claimant's or designated Agent's ZIP code.
Designated Agent Code	Assigned designated Agent code.
Bank Deposit (DD/EFT) Field	Description
Type of Account	Applicable code designating the type of bank account in which the monies are to be deposited. Valid values are: <ul style="list-style-type: none">• C - checking• S - savings
Account Number	Beneficiary claimant's account number.
Routing Number	Beneficiary claimant's financial institution's identification number.

Note: If you receive an error related to the tax credit or Advance Leave Indicator when certifying via the Option 4. Payment Certification, there cannot be a tax credit while the Advance Leave is forgiven. Please go to Option 2. Adjustment Due To Employee Indebtedness and select Advanced Leave. Please follow the instructions in one of the two scenarios to remove this error message.

Scenario 1: If Has All Advanced Leave Been Forgiven? has a value of N (Y,N), but you are trying to change it to Y, do the following: Request NCC delete the tax credit in 8. Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? N to Y. Try to certify again.

Scenario 2: If Has All Advanced Leave Been Forgiven? has a value of Y, (Y,N), but you are trying to change it to N, do the following: Request NCC delete the tax credit in 8. Manual Payment(s). Once deleted, return to the Advance Leave screen and change the Has All Advanced Leave Been Forgiven? Y

Payment Inquiry (For Death Case)

Payment Inquiry is option **5** on the Death Case Menu. This option is used to query payments that have been disbursed and the amount remaining to be disbursed.

1. Type **5** at the Select Option (1-7) prompt on the Death Case Menu.
2. Press **Enter**. The payment Inquiry screen is displayed showing the amounts to be disbursed.

```

SX75013M          U S D A , O C F O , NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 1 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)             08:47:26

                                DEATH CASE
                                PAYMENT INQUIRY

SSNO
NAME LAST          FIRST          MIDDLE
MONIES TO BE DISBURSED
PAYROLL: PAY PERIOD      TYPE
                        NO  YR      PAYMENT      REISSUANCE      AMOUNT

END OF PAYMENT INQUIRY LIST, PF4 FOR SUMMARY TOTALS
PF1 = MAIN MENU      PF2 = DEATH CASE MENU      PF4 = TOTALS      PF7=PREV RECORD
PF8 = NEXT RECORD    PF10 = NEXT SCREEN      CLEAR = EXIT

```

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To View Claimant Disbursement Totals:

1. At the Payment Inquiry screen, press **PF4**. The Payment Inquiry (totals) screen is displayed. This screen (1) displays the payments disbursed to each beneficiary claimant, (2) displays the amount of indebtedness, (3) displays the calculated amount to be disbursed to the beneficiary claimant, and (4) displays the disbursements to date and the amount remaining to be disbursed.

```
SX75813M      U S D A, O C F O, NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 2 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      08:52:52
                                DEATH CASE
                                PAYMENT INQUIRY

SSNO
NAME LAST      FIRST      MIDDLE
PAYROLL SUBTOTAL:
TAX CREDITS:
MEDICARE
SOCIAL SECURITY
TOTAL NET PAYROLL/CREDITS PROCESSED:

DISBURSEMENT DATE:
DISBURSEMENT ACTUALS -
MONIES AVAILABLE:      DISBURSED THIS DATE:
PENDING/OTHER STATUS -
PLACED ON HOLD:      DISBURSED (FROM HOLD):

DEBTS - COLLECTED:      BILLED VIA ABCD:

PF1 = MAIN MENU      PF2 = DEATH CASE MENU      PF4 = DETAIL
PF7 = PREV RECORD      PF8 = NEXT RECORD      PF10 = NEXT SCREEN      CLEAR = EXIT
```

Figure 33: Payment Inquiry Screen 2 of 3

2. Press **Enter**, to process the totals. (Total monies to be disbursed minus employee indebtedness.)



To View Claimant Disbursement Data:

1. At the Payment Inquiry screen 1 of 3, press **PF10**. The payment Inquiry By Claimant screen is displayed. This screen displays disbursement data for each beneficiary claimant.

```

|||||SX75014M|||||U S D A, O C F O, NATIONAL FINANCE CENTER|||||XX/XX/XX|||||
|||||SCREEN 3 OF 3|||||SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)|||||8:53:43|||||
|||||DEATH CASE|||||
|||||PAYMENT INQUIRY BY CLAIMANT|||||
|||||SSNO|||||
|||||NAME: LAST|||||FIRST|||||MIDDLE|||||
|||||SSNO|||||CLAIMANT NO|||||
|||||NAME:|||||
|||||DISBURSEMENT AMOUNT $|||||DATE|||||SCHD NUMBER|||||
|||||CHECK MAILING ADDRESS:|||||
|||||STREET ADDRESS 1:|||||
|||||ADDRESS 2:|||||
|||||CITY RHOME|||||STATE|||||ZIP CODE|||||
|||||OR|||||
|||||DESIGNATED AGENT CODE|||||
|||||OR|||||
|||||BANK DEPOSIT (DD/EFT):|||||
|||||TYPE OF ACCOUNT|||||
|||||ACCOUNT NUMBER|||||
|||||ROUTING NUMBER 000000000|||||
|||||
|||||PF1=MAIN MENU PF2=DEATH CASE MENU PF7=PREV CLAIMANT PF8=NEXT CLAIMANT|||||
|||||PF9=PREV SCREEN PF10=PREV PAY RECORD PF11=NEXT PAY RECORD CLEAR=EXIT|||||
  
```

Figure 34: Payment Inquiry By Claimant Screen 3 of 3

Note: When entering payments, ensure that payments are not entered on the Payment Inquiry screen and the Manual Payment screen with the same pay period number.

At the Payment Inquiry screen 1 of 3, press the **PF10** button. The payment Inquiry By Claimant screen is displayed. This screen displays disbursement data for each beneficiary claimant. Change (1 of 3) for (2 of 3).

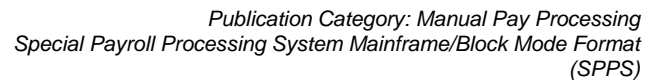
Follow instructions at the bottom of the screen. Press the **F11** button to move to the next pay record. Press the **F10** button to move to previous pay period.

Remarks (For Death Case)

Remarks is option **6** on the Death case menu. This option is used to record pertinent claim information.

To Access Remarks Screen:

1. Type **6** at the Select Option (1-7) prompt on the Death Case Menu.



- [illegible]

3. Complete the fields as follows:

Field	Instruction
Remarks	<p>Enter any information that is pertinent to the claim (i.e., legal documents received or yet to be received).</p> <hr/> <p>Note: This field is optional. (Maximum of 76 alphanumeric positions on 1st line, maximum of 80 positions on lines 2 through 12.)</p>
Function Code	<p>Type the applicable function code. Valid values are:</p> <ul style="list-style-type: none"> • A - add • C - change • D - delete

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Appendix

SPPS Edit Messages

1st two digits of routing number invalid.
ABCO database area not ready.
A calculation must be done before a release.
A death case record presently recorded for this SSNO.
A disbursement has been made: Only option 6 and 7 available.
Age must be numeric.
Agency not found in table.
A hold distribution must be placed on claim before a release.
All debts and payments must be processed for payment release.
Amount cannot be zero.
Amount in arrears to be billed through ABCO.
A quick service request is presently recorded for this employee. Only one request is allowed.
A quick service request is presently recorded for this pay period. Only a change or delete for this QSR is acceptable.
Are you sure that you want to delete this record? Press enter to delete or PF12 to reset.
Area code must be numeric.
A release payment has been requested; Options 1 and 3 not available.
Attempted Privacy Breach - Contact Security.
Bank routing EFT number has an invalid character.
Base salary amount must be numeric.
Base salary amount must be positive amount.
Base salary amount too small.
Base salary is invalid for grade and step entered.
Base salary may not exceed amount recorded on database.
Base salary may not exceed \$185,750.00.
Base salary override must be Y or a space.
Beneficiary designation added, PF8 for authorization.
Beneficiary designation modified, PF8 for authorization.
Calculation Complete - Record stored.
Cannot add duplicate record.
Cannot add: Payment certification record already exists.
Cannot delete this record.
Cannot find record to change.
Cannot modify disbursement record.
Cannot obtain DC-Basic record.
Cannot obtain Ind-Basic record.
Cannot process blank record.
Cannot release record: Manual pay has not entered the tax credits for leave.
Cannot reset advance leave indicator while tax credit exist.
Cannot store disbursement record.
Cannot store duplicate bill numbers.



Cannot store record because sick leave amount would be too great.
Cannot store records because sick leave amount is too great.
Cannot store records with duplicate hourly rates.
Certification has been added.
Certification has been deleted.
Certification record deleted.
Certification record does not exist - Please enter.
Certification record modified.
Certification record updated.
Check account EFT number has an invalid character.
Check bank account number has an invalid character.
Check bank routing number must be numeric.
Check bank routing number and account number are not equal.
Check bank type account must be C or S.
Check Type account must be C or S.
City name contains invalid characters.
Claim allowed date is less than review date.
Claim is not in a pending status.
Claimant added to database.
Claimant age must be numeric.
Claimant entered to be deleted is not on file.
Claimant has been updated.
Claimant record deleted.
Claimant SSNO cannot begin with 78 or 79: Please reenter.
Confirm death case is completed - Re-Enter.
Database error DC-Basic.
Date Cannot be greater than current date.
Date must be in Mo/Da/Yr format.
Date must be numeric.
Date must be numeric and valid.
Date must be within a four pay period range.
Date not required when not signed and witnessed.
Date of death must agree with separation date.
Date of death required, please enter.
DC-Basic database error.
DC-Remarks database error.
Death case entered to be deleted is not on file.
Death case record deleted.
Death case remarks deleted.
Death case remarks to be deleted is not on file.
Debts exceed 99,999.99.
Designated Agent must be numeric.
Designated percent must be numeric.
Designated percent valid for Form 1152 only.
Disbursement has been made, record cannot be deleted.



Disbursement record has already been released.
Disbursement record stored.
Document number must be 1152, 1153, or 1155.
Duplicate claimant SSNO not allowed.
Employee advanced leave indicator set, but he has no leave record.
Employee coded on payroll as death case - QSR not allowed.
Employee has forgiven advanced leave and has a tax credit amt.
Employee has leave record, but advanced leave indicator not set.
Employee must be separated in order to release disbursement.
Employee not active on payroll during requested pay period. QSR not allowed.
End of Payment Inquiry list, PF4 for Summary Totals.
Enter Agency code.
Enter area code.
Enter a valid age for claimant.
Enter Authorization data.
Enter beneficiary section and function code.
Enter check account DD/EFT number.
Enter check bank account DD/EFT number.
Enter check bank routing number.
Enter check bank type account C or S.
Enter check mail city name.
Enter check mail line 1 address.
Enter check mail State code.
Enter check mail street address.
Enter check mail ZIP code.
Enter claim decision for pending legal review.
Enter claimant age.
Enter claimant check mail information.
Enter claimant first name.
Enter claimant last name.
Enter claimant Social Security number.
Enter Claimant relationship.
Enter contact person first name.
Enter contact person last name.
Enter Date signed.
Enter document number.
Enter employee first name.
Enter employee last name.
Enter Explanation-comments.
Enter code A, C, or D.
Enter function code and press enter.
Enter grade or base salary.
Enter P = pending legal, O = other review.
Enter pay period number: 01 thru 27.
Enter pay period year.
Enter payment reason code.



Enter phone number.
Enter POI number.
Enter remarks and function code, press enter.
Enter Social Security number.
Enter SSNO, Agency and POI and press enter key.
Enter step.
Enter T&A contact point-city code.
Enter T&A contact point-State code.
Enter T&A contact point-timekeeper code.
Enter T&A contact point-unit code.
Enter transaction date.
Enter valid SSNO.
Enter X for claim accepted.
Enter X for claim denied.
Enter Y = yes, N = no to release distribution.
Enter Y at one of the check address fields.
Enter Y at only one of the check address fields.
Enter Y for child or children.
Enter Y for executor or administrator.
Enter Y for receipt of court documents.
Enter Y for calculations.
Enter Y only for release payments.
Enter Y or N for 1153/1155 signed & witnessed.
Enter Y or N for final payment.
Enter Y or N for Form 1152.
Enter Y or N for hold distribution.
Enter Y or N for minor.
Enter Y or N only.
Error in updating bill-seq-no.
Function code must be A, C, or D.
Grade must be numeric or spaces.
HITS wages must be greater than or equal FICA wages.
Hold status not allowed with Form 1152.
Hourly rate entered is greater than maximum.
Hourly rate is greater than maximum.
Hourly rate must be greater than 0.
Hourly rate must be greater than Zero.
Hours must be greater than 0.
Hours must be 1/4 hour increments.
Incorrect accounting station code entered per Table 002.
Incorrect date entered.
Incorrect function code entered.
Ind-Basic database error.
Indebtedness database unavailable.
Invalid accounting information entered.



Invalid accounting station-code.
Invalid accounting station code entered.
Invalid Acct stat or accounting entered.
Invalid Agency code or POI number.
Invalid claimant age.
Invalid date entered.
Invalid designated Agent.
Invalid format for base salary amount.
Invalid format for net pay amount.
Invalid function code entered.
Invalid grade.
Invalid option selected.
Invalid pay period year.
Invalid payment reason code.
Invalid receipt account entered.
Invalid SSNO for DC database.
Invalid step.
Invalid T&A contact point code.
Invalid ZIP code for the State code.
Manual payment recorded in system for this pay period.
Marital status must be entered.
Marital status must equal M, D, or S.
Minors cannot be older than 18.
Must enter one level of check mailing information.
Name must be alphanumeric.
Net pay amount must be at least \$5.00.
Net pay amount must be numeric.
Net pay amount must be positive amount.
Net pay amount must not exceed \$5000.00.
Net pay amount too small.
No claimant pay records present.
No claimant pay records present, PF12 to add claimants.
No more claimants present.
No more records available.
No more sick leave records available.
No more positive payments are available, release payment cannot be made.
No record currently exists to be canceled.
No salary record exists for SSNO or Agency.
Option 7 available to NFC personnel only.
Option 8 available only to NFC personnel.
Payments are recorded, record cannot be deleted.
Payment has been released cannot change.
Payments are recorded, record cannot be deleted.
Pay period number must be 01 thru 27.
Pay period must be numeric.
Payroll check issued for this pay period - QSR not allowed.



Payroll database address is not available, please specify address.
Payroll payment recorded for a later pay period - QSR not allowed.
Payroll/Personnel database not ready try later.
Percent cannot be zero for Form 1152.
Percentage cannot be greater than 100.
PF7 to page backward, PF8 to page forward.
PF7 to page forward for additional payments.
Phone number must be numeric.
Place cursor at field in question and press PF5.
Please confirm document receipt below.
Please enter a valid function code on screen 1.
Please enter a Y or N To.
Please enter correct minor indicator.
Please enter numeric data.
Please enter only one beneficiary selection.
Please enter one level of check mailing information.
Please enter only one level of check mailing information.
Please enter tax year.
Please enter valid date.
Please enter valid function.
Please enter Y for beneficiary selection.
Please enter Y or N.
Please enter Y or N to release payment.
Please use C to cancel a disbursement request.
POI number must be numeric.
Press enter.
Press PF5 to see valid relations.
Problem in obtaining Agency from table.
QSR history record is not on file.
QSR record deleted from file.
QSR record entered to be changed is not accessible.
QSR record entered to be changed is not on file.
QSR record entered to be deleted is not accessible.
QSR record entered to be deleted is not on file.
Ready to add a payment certification.
Record already changed - Please exit screen.
Record already exists.
Record already stored - Please exit screen.
Record already updated - Please exit screen.
Record cannot be found to be deleted.
Record cannot be found to be modified.
Record cannot be modified.
Record changed.
Record deleted.
Record has been modified.



Record must be established before it can be changed.
Record must be established before it can be deleted.
Record not established on SPPS database.
Record(s) processed.
Record stored.
Record updated.
Remarks has been added.
Remarks has been updated.
Remarks not on database.
Remarks present on database, use change or delete only.
Revalidate Social Security number.
Screen selection must be 1 or 2.
Screen selection must be 1 or 2 or 3.
Screen selection must be 1 thru 3.
Screen selection must be 1 thru 7.
Security violation.
Select menu screen option 1, 2, 3 and press enter key.
Select menu screen option 1 or 2 and press enter key.
Select menu screen 1 thru 3 and press enter key.
Select menu screen option 1 thru 7 and press enter key.
Separation date must be entered.
Separation year incorrect.
SF document number must be numeric.
Social Security number must be numeric.
SPPS system error - Contact NFC ASD personnel.
SSNO already exists on database.
SSNO has been added to database.
SSNO not on Ind-Basic database.
State code must be alphabetic.
T&A contact point-city must be numeric.
T&A contact point-State code must be numeric.
T&A contact point-timekeeper code must be numeric.
T&A contact point-unit code must be numeric.
Tax credits is present, but there is no outstanding leave balance.
The case being created does not agree with payroll sep/accession type.
The case record established does not agree with payroll sep/accession type.
The net pay amount entered is greater than the system calculated allowable amount-Press enter to continue.
There is no disbursement request to cancel.
The release payment request has been cancelled.
The line cannot be deleted.
Transaction date must be numeric.
Unable to access table 02 acct stat.
Unable to access Table 030.
Unable to calc DC-Basic record.
Unable to change record.



Unable to delete basic record.
Unable to delete basic record in \$Disburs.
Unable to delete QSR record from file.
Unable to delete record.
Unable to modify basic record.
Unable to modify beneficiary designation record.
Unable to modify certification record.
Unable to modify DC-Basic.
Unable to modify disbursement record.
Unable to obtain basic record.
Unable to obtain DC-Clmt-pay record.
Unable to obtain DC-Tax amts.
Unable to obtain record to modify.
Unable to retrieve bill no.
Unable to store DC-Claimant.
Unable to store manual payment record.
Unable to store record.
Unable to update claimant record.
Unable to update record.
Valid pay periods include the current processing pay period and three previous pay periods.
Warning: Manual payments already recorded in DOTS. Press enter to continue.
Warning: Manual payments has been recorded in DOTS.
Warning: please verify that this is a death case prior to establishing.
ZIP code must be numeric.
ZIP code must not be all zeros.



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