

DCPDS Processing Guidance for 2019 Pay Adjustments for DCIPS Employees

The mass salary process may be used to process the Pay Adjustment actions (NOAC 894) for the general pay increase (GPI) for DCIPS 'GG' employees in Pay Rate Determinant (PRD) 0, 4, J or K. The manual process must be used to process the 894 for those employees who are in PRD 2.

In accordance with Department of Defense Instruction 1400.25-V2006, Enclosure 3, Paragraph 2.c., "When General Schedule (GS) pay rates are adjusted based on an Executive order or by an act of Congress, DCIPS grade rate ranges and pay bands will be adjusted automatically based on the applied percentage derived from the updated GS rates to ensure consistency among GS and DCIPS."

Executive Order 13866, signed March 28, 2019, increased local market supplement (LMS) rates for 2019, retroactively effective January 6, 2019.

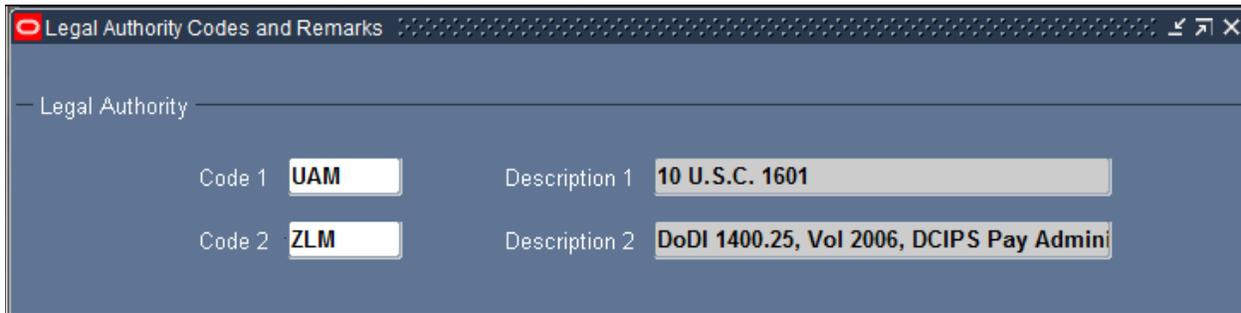
Targeted local market supplement (TLMS) updates were accomplished with CRT EHRIS-18-0182, effective April 29, 2018. Although TLMS rates are set at a fixed percentage rate, an increase in base pay will affect the total adjusted basic pay amount. The "2019 Adjusted DCIPS Pay Rates and Ranges" memo, detailing rates of pay, LMS, TLMS percentages and TLMS Pay Charts can be found at <https://dcips.defense.gov/Human-Resources/Compensation/>. Pay adjustments for non-TLMS employees can be done once DCPDS is available, which will be when the pay table and standard LMS updates are completed and available.

A. Instructions for Processing the Pay Adjustments for DCIPS 'GG' Employees in PRD '0' and '4':

- a. Navigate to Mass Actions > Mass Salary > Final Mass Salary > **Final Standard Pay Adjustment**
- b. Complete the following fields on the Mass Salary – Standard Pay Adjustment (Final) screen:
 - (1) Name - Enter a unique name
 - (2) Pay Table ID – 0000
 - (3) Retroactively Effective Date – 06-JAN-2019
 - (4) Pay Plan – GG
 - (5) Pay Rate Determinant – 0, 4
 - (6) Additional Criteria – Enter additional criteria to identify the records to be selected.
- c. Complete the following on the 'LACs/Remarks' screen:
 - (1) Legal Authority Code 1 - UAM
 - (2) Legal Authority Code 2 – ZLM
 - (3) Legal Authority Description 2 – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015

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Note: Do **not** leave ZLM blank, or it will auto-fill with the Executive Order, which is not correct for DCIPS.



Legal Authority			
Code 1	UAM	Description 1	10 U.S.C. 1601
Code 2	ZLM	Description 2	DoDI 1400.25, Vol 2006, DCIPS Pay Admini

(DO NOT EXECUTE THE PROCESSES FROM THE MASS SALARY SET UP SCREEN) go to Processes and Reports per the DCPDS User Guide, Module 4, Chapter 6, Mass Actions (starting page 16)

- d. After completing the review and selection of records in the 'Preview' screen, select the 'Execute' button.

Note: Refer to Module 4, Chapter 6, Mass Actions, of the DCPDS User Guide for additional information on setting up, previewing and executing the Mass Salary process.

B. Instructions for Processing the Pay Adjustment for DCIPS 'GG' Employees in PRD '2':

- a. Determine the employee's new basic pay using the applicable pay retention rules.
- b. Navigate to Request for Personnel Action > Salary Change > Pay Adjustment to manually create the RPA for each 'GG' employee.
- c. Processing Information
 - (1) NOAC – 894 – General Adjustment
 - (2) Legal Authority Code (1) – (Block 5C & 5D) – UAM – 10 U.S.C. 1601
 - (3) Legal Authority Code (2) (Block 5E & 5F) – ZLM – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015

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If employee remains on PRD 2; i.e. computed salary remains above EX-IV (166,500):

 - (4) Step or Rate – Auto populates with current step
 - (5) Basic Pay (Block 20A) – Enter the new salary (Basic pay plus LMS/TLMS)
 - (6) Adj Basic Pay (Block 20C) and Total Pay (Block 20) will be recalculated

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- (7) Remarks (Block 45)
 - a. If applicable, ZZZ – Employee is on pay retention IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
 - b. Insert any other applicable remark.

If computed salary falls at or below EX-IV (166,500) and new Step is 10 or below:

- (4) Pay Rate Determinant – Change the PRD to 0
- (5) Step or Rate – Change to the applicable step
- (6) Basic Pay (Block 20A) – Repopulates based on pay table ‘0000’
- (7) Locality Adj (Block 20B), Adj Basic Pay (Block 20C) and Total Pay (Block 20) will then be recalculated
- (8) Remarks (Block 45):
 - a. X42 – Pay retention entitlement terminated.
 - or
 - b. ZZZ – Pay retention terminated IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
 - c. Insert any other applicable remark.

If computed salary falls at or below EX-IV (166,500) and new basic salary rate exceeds Step 10 but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade):

- (4) Step or Rate – Auto populates with current step of 00
- (5) Pay Rate Determinant – Change the PRD to 4
- (6) Basic Pay (Block 20A) – Enter the new basic salary rate
- (7) Locality Adj (Block 20B), Adj Basic Pay (Block 20C) and Total Pay (Block 20) will then be recalculated
- (8) Remarks (Block 45):
 - a. X42 – Pay retention entitlement terminated
 - or
 - b. ZZZ – Pay retention terminated IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
 - c. Insert any other applicable remark.

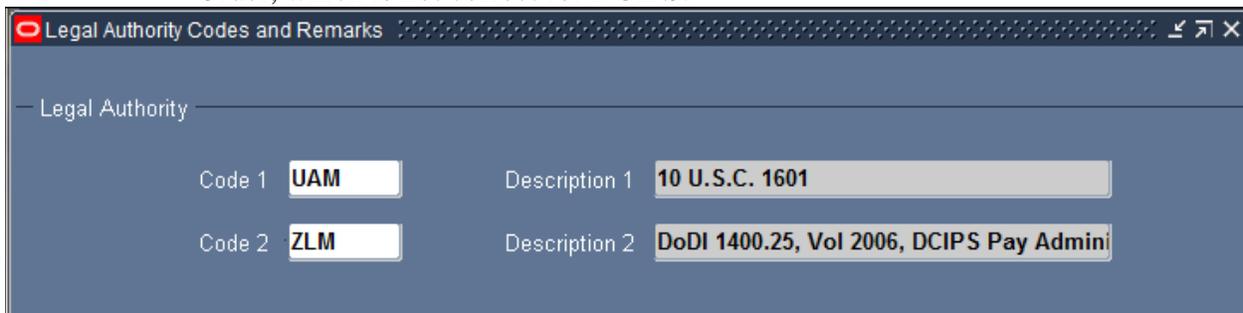
Notes:

1. Click ‘OK’ upon receipt of the Note ‘APP-GHR-38015: The Pay Calculation has been recalculated.’
2. Click ‘OK’ upon receipt of the Note ‘APP-GHR-37461: Warning: Basic Salary cannot be calculated when PRD is 2 and non-foreign territories. Please enter the Basic Pay Amount. Once Basic Salary has been entered, the remaining salary amounts will be calculated.’

C. Instructions for Processing the GPI Pay Adjustments for DCIPS ‘GG’ Employees in PRD ‘J’ and ‘K’:

- a. Navigate to Mass Actions > Mass Salary > Final Mass Salary > **Final Standard Pay Adjustment**
- b. Complete the following fields on the Mass Salary – Standard Pay Adjustment (Final) screen:
 - (1) Name - Enter a unique name
 - (2) Pay Table ID – 0000
 - (3) Retroactively Effective Date – 06-JAN-2019
 - (4) Pay Plan – GG
 - (5) Pay Rate Determinant – J, K
 - (6) Additional Criteria – Enter additional criteria to identify the records to be selected.
- c. Complete the following on the ‘LACs/Remarks’ screen:
 - (1) Legal Authority Code 1 - UAM
 - (2) Legal Authority Code 2 – ZLM
 - (3) Legal Authority Description 2 – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015

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- d. After completing the review and selection of records in the ‘Preview’ screen, select the ‘Execute’ button.

Note: Refer to Module 4, Chapter 6, Mass Actions, of the DCPDS User Guide for additional information on setting up, previewing and executing the Mass Salary process.