



PSP Processing

Introduction The following procedure will be followed when processing the Physician Special Pay (PSP) for eligible employees. Once the service agreement has been received, the data entry into EHRP can be completed.

Processing a PSP in EHRP is a 2-step process. The user must first go to the **Service Agreements** page to enter the type of agreement and effective dates of the agreement. Then, the PAR action will be completed along with the entry of the specific pay items. Use the **Data Control** page to add a row for the action, and the **Other Pay Information** hyperlink on the **Compensation** page to enter the PSP codes that apply.

Navigational Paths Home → Administer Workforce → Administer Workforce (USF)
Use 2 → Service Agreements

Home → Administer Workforce → Administer Workforce (USF)
Use → HR Processing

Or

Access the item using the Worklist.

Procedure The following pages must be completed when processing a PSP. The service agreement type and dates will be entered first.

1 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)
Use 2 → Service Agreements

The **Find an Existing Value** page appears.



Service Agreements

Find an Existing Value

Search By: ▼

EmplID:

[Advanced Search](#)

2 Enter search data to locate the employee.

3 Click .

4 Select the correct employee.

The following **Service Agreements** page appears:

Home > [Administer Workforce](#) > [Administer Workforce \(USF\)](#) > [Use2](#) > **Service Agreements**

Service Agreements

JACOBS,DAN Employee ID: 0004 Empl Rcd#: 0

Service Agreements View All First 1 of 1 Last

*Service Agreement Service Date:

Type: Effective Date: PSP Percentage:

End Date: Scarcity Code:

5 Enter the applicable type of service agreement in the **Service Agreement Type** field.

NOTE: Valid values for the Service Agreement Type field are listed below.

- Long Term Training
- Physician's Comp. Allowance
- Physician's Special Pay
- Recruitment Bonus
- Relocation Bonus



- 6** Enter the start of this employee’s original contract in the **Service Date** field.
- NOTE: This date is used to determine length of service to properly calculate the special pay.*
- 7** Enter the start date of the current contract in the **Effective Date** field. The **Effective Date** is before or equal to the current date.
- 8** Enter the **End Date** of the current contract. The **End Date** must be after the current date.
- 9** If applicable, enter the Executive Pay percentage amount in the **PSP Percentage** field.
- NOTE: This relates to the percentage of time a Chief of Staff or a Service Chief is contracted to spend in that role. The system will derive the scarcity percentage by subtracting the Executive percentage from 100.*
- NOTE: When an employee eligible for PSP is part time, their PSP is prorated based on the number of hours they work. When an employee eligible for PSP has dual roles in scarcity and executive pay, their PSP is prorated based on the percent of time they work in each category. The prorating calculation occurs when the user enters the PSP amounts.*
- 10** If applicable, enter the appropriate code into the **Scarcity Code** field. Use the following tables to determine the correct code.



Physician Scarcity Codes	Description
01	Primary Care
02	Physical Medicine & Rehabilitation
03	Gastroenterology
04	Psychiatry
05	Pathology
06	Urology
07	Otolaryngology
08	Nuclear Medicine
09	General Surgery
10	Cardiology
11	Anesthesiology
12	Cardiac Surgery
13	Gynecology
14	Neurosurgery
15	Ophthalmology
16	Orthopedic Surgery
17	Plastic Surgery
18	Radiology
19	Thoracic Surgery
20	Vascular Surgery

Dental Officer Scarcity Codes	Description
01	Oral Maxillofacial Surgery
02	Dental Public Health
03	Endodontics
04	Orthodontics & Dentofacial Orthopedics
05	Pediatric Dentistry
06	Periodontics
07	Prosthodontics

11 Click .

NOTE: Once the data associated with the service agreements has been captured, the PSP personnel action must be completed and the pay specifics must be entered.

12 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)
Use → HR Processing

The **Find an Existing Value** page appears.

HR Processing

Find an Existing Value

Search By:

EmplID:

Include History

[Advanced Search](#)

13 Enter search criteria to locate the employee.

14 Click .

15 Select the correct employee.

The employee's **Data Control** page appears.

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

BIGGIE JR,JOHN A EmplID: 00000005 Empl Rcd#: 0

Data Control [View All](#) | < 2 of 4 >

Actual Effective Date: 02/01/2002 Proposed Effective Date: 02/01/2002

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: DTA Data Change PAR Status: PRO Processed by Human Resources

*Reason Code: PRA Payroll Related Action Contact Empl:

NOA Code: 970 Charity Deduction Stop *NOA Ext: 0

Authority (1):

Authority (2):

PAR Request#: [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Retroactive TSP](#) [Transfer In Data?](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

16 Click the in the **Data Control** box to insert another row into the employee's record.



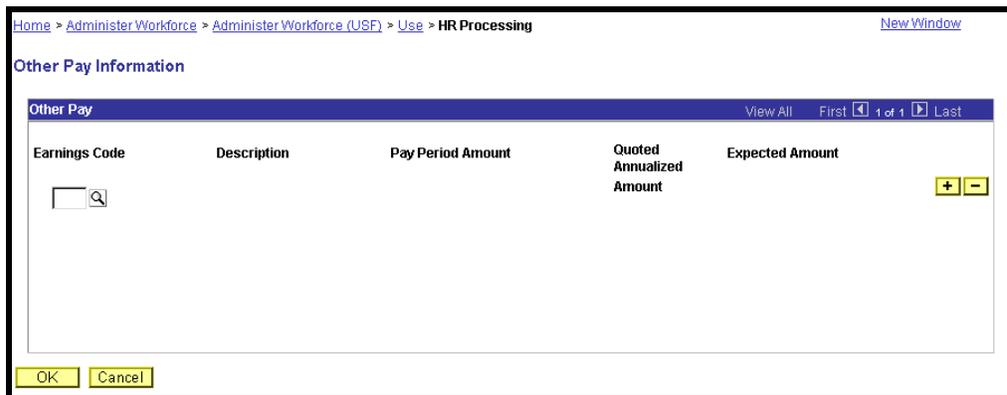
- 17 Enter the effective date of the PSP action in the **Actual Effective Date** field.
- 18 Enter **PAY** in the **Action** field.
- 19 Enter the applicable **Reason Code**.
- 20 Enter the **NOA Code** of “850”.
- 21 Enter the appropriate **NOA Ext** based on the action being performed

NOA Extension	Description
A	PSP Start
B	Length of Service Increase
C	PSP Stop (Cancel) *
D	PSP Correction Amount
E	PSP Contract Amendment
F	Terminate PSP **

* NOA 850C is used to cancel all PSP as of the effective date of the PSP.
 ** NOA 850F is used to terminate or stop all pay factors associated with PSP as of the effective date of the termination action.

- 22 In the **Authority (1)** field, enter “VIP” as the legal authority.
- 23 Click the **Compensation** tab to open the **Compensation** page.
- 24 Click the **Other Pay Information** hyperlink.

The following **Other Pay Information** page appears.





25 Enter the applicable PSP earnings code.

NOTE: All PSP codes begin with the letter Y. See the table below for a list of PSP Codes.

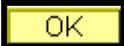
EARNINGS CODES	DESCRIPTION
Y01	FULL TIME STATUS - DOCTORS
Y02	FULL TIME DENTISTS 1
Y03	FULL TIME DENTISTS2
Y04	GEOGRAPHIC PAY - DOCTORS
Y05	GEOGRAPHIC PAY DENTISTS 1
Y06	GEOGRAPHIC PAY DENTISTS 2
Y07	POST GRAD - DENTISTS 2
Y08	EXEC. RESP. SERV CHIEF MD
Y09	EXEC. RESP. SERV CHIEF DDS1
Y10	EXEC. RESP. SERV CHIEF DDS2
Y11	EXEC. RESP. CHF OF STAFF
Y12	EXEC. RESP. CHF OF STAFF DDS1
Y13	EXEC. RESP. CHF OF STAFF DDS2
Y14	1ST BOARD CERTIFICATION
Y15	2ND BOARD CERTIFICATION
Y16	EXCEPTIONAL QUAL.
Y48	LENGTH OF SERVICE
Y49	SCARCITY PAY
Z01	PRACTICE OF MEDICINE AS A DIRECT SERVICE TO PATIENTS
Z03	EVALUATION OF PHYSICAL FITNESS
Z2A	RESEARCH AND EXPERIMENTAL WORK IN PREVENTION & CONTROL OF DISEASES
Z2B	RESEARCH IN SPECIFICI HEALTH PROGRAM RELATED TO FOOD, DRUGS, & DEVICES
Z2C	EPIDEMIOLOGICAL RESEARCH
Z4C	DISABILITY EVALUATION
Z4B	ADMINISTRATION OF MEDICAL AND HEALTH PROGRAM

26 Enter the pay period amount of the PSP.

NOTE: When processing a PSP, users must only select one PSP category (PSP earnings code) and enter the PA amount on that one earnings code.

27 Click the  to insert a row for each additional PSP pay factor that applies.

28 Be sure to enter the pay period amount for each PSP component.

29 Upon completion of the PSP factors, click .

30 Change the **PAR Status** according to your role.

31

Click .

Length of Service

Length of Service increases are part of an automatic process. The user will not have to check for anniversary dates.



Corrections and Cancellations

The PSP NOA's cannot be corrected or cancelled using NOA 0010 or 0020. In order to correct or cancel the PSP, the applicable PSP NOA must be processed. See the NOA table on page 12-14 of this procedure for applicable NOA codes.



Edits



The following edits have been built into the processing of PSP in EHRP:

- ***The employee's receiving PSP must be in a PSP eligible Occupational Series. Doctors must have the 602 Occ. Series. Dentists must have 680.***
- ***The physicians must be in PSP eligible pay plans. They must NOT belong to the following Pay Plans: ES, SL, ST, EL, EX, or AD.***
- ***If the employee has PSP they are not eligible for PSP.***
- ***The employee must be within Grades 13 and 15 including those grades.***
- ***If the employee's scarcity dollars have reached the maximum, they cannot receive Post Grad PSP dollars. (Only applies to Dentist 2)***
- ***The employee cannot be a reemployed annuitant under FERS or CSRS.***
- ***The Doctors pay rate determinant must be one of the following: Special & Superior Qualifications, Special Rate or Retained Pay – SES Removal.***
- ***Dentists must either be in the Regular Rate or Superior Qualifications Rate pay rate determinant.***



Manual Procedure for Stopping PSP

The procedure for manually stopping PSP in EHRP is a 2-step process. First you must terminate the Service Agreement. Then you must process a PAR using NOA code “ 850 “, NOA ext “ C“. Follow the procedure below:

Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)
Use 2 → Service Agreements

The **Find an Existing Value** page appears.

The screenshot shows a web page titled "Service Agreements" with a sub-section "Find an Existing Value". Below the title, there is a "Search By:" dropdown menu currently set to "EmplID". To the right of the dropdown is a text input field labeled "EmplID:". Below these fields are two buttons: a yellow "Search" button and a blue "Advanced Search" link.

Enter search data to locate the employee.

Click **Search**.

Select the correct employee.

The following **Service Agreements** page appears:



Home > Administer Workforce > Administer Workforce (USF) > Use2 > Service Agreements

Service Agreements

JACOBS,DAN Employee ID: 0004 Empl Rcd#: 0

Service Agreements View All First 1 of 1 Last

*Service Agreement [Dropdown] Service Date: [Field] [Calendar] [Buttons]

Type: [Field]

Effective Date: [Field] [Calendar] PSP Percentage: [Field]

End Date: [Field] [Calendar] Scarcity Code: [Field]

Update the **Service Agreement** with the correct **End Date**.

Click Save.

NOTE: Once the data associated with the Service Agreement has been changed, the stop PSP personnel action must be completed and the pay specifics must be entered.

Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF)
Use → HR Processing

The **Find an Existing Value** page appears.

HR Processing

Find an Existing Value

Search By: [EmplID] [Dropdown]

EmplID: [Field]

Include History

[Advanced Search](#)

Enter search criteria to locate the employee.

Click Search.



Select the correct employee.

The employee’s **Data Control** page appears.

The screenshot shows the 'Data Control' page for employee 'BIGGIE JR, JOHN A' with EmpID: 00000005 and Empl Rcd#: 0. The page has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Data Control' tab is active, showing a table with one row. The fields are: Actual Effective Date: 02/01/2002, Proposed Effective Date: 02/01/2002, Transaction # / Sequence: 1 / 1, Action: DTA (Data Change), Reason Code: PRA (Payroll Related Action), NOA Code: 970 (Charity Deduction Stop), and Authority (1) and (2) fields. There are also buttons for 'Print SF-52', 'Print SF-50', and 'Update/Display'.

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

Click the **+** in the **Data Control** box to insert another row into the employee’s record.

Enter the effective date of the PSP action in the **Actual Effective Date** field.

Enter **PAY** in the **Action** field.

Enter the applicable **Reason Code**.

Enter the **NOA Code** “850”

Enter the **NOA Ext** “C”.

No legal authority is required in the **Authority (1)** field.

Click the **Compensation** tab to open the **Compensation** page.

Click the **Other Pay Information** hyperlink.



The following **Other Pay Information** page appears.

Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected Amount
---------------	-------------	-------------------	--------------------------	-----------------

Delete the applicable **PSP Earnings Code**.

Upon completion of deleting the **PSP Earnings Code**, click .

Change the **PAR Status** according to your role.

Click .

PSP Batch Termination

As of 11/12/02, users will no longer need to key a stop for PSPs. Each pay period a batch process will be run to stop an employee's PSP based on the Contract End Date entered on the Service Agreement Page. This process will be run on Sunday (the first day of the pay period). The effective date of the row inserted will be Saturday (the last day of the prior pay period).

The batch process will insert a row into the employee's record for the stop with the following attributes:

- Effective Date: Last day of pay period (Contract End Date)
- NOA: 850
- NOA Ext: F
- Action: PAY
- Reason: OTH



- Authority: VIP
- The PSP earnings code(s) will be removed from the Other Pay Information page.

If there is an action in progress, the batch process will insert a row at the most current processed or corrected row. When that action in progress is being completed, it is the HR Processors responsibility to modify the rows as applicable. Users will know what actions the batch process inserted by generating a query to determine what has been processed or what errors have occurred. Query Name: HE_MASS_MASK_STATUS.

Please see Postcard #30 for instructions on how to use the report.