

The forms you use to key on PIP versus the forms submitted for PIP Exceptions will more often than not be different.

We hope this chart below will help you determine which form to complete!

TYPE OF REQUEST	PIP TRANSACTION	PIP EXCEPTION
Adjustment for Regular Pay (Roll Codes 1 and 2) for less dock for a full time employee	603 and 966	674
Adjustment for Regular Pay (Roll Codes 1 and 2) for less dock for a fractional employee	DO NOT KEY	674
Original Overtime	672 or 671	671* (Do not submit a form STD. 674 for original overtime).
Adjustment to Overtime	683	674
Original Shift Differential	672 or 671	671* or 674
Adjustment to Shift Differential Time Only	683	674
Adjustment to Shift Differential Salary Change	DO NOT KEY	674
Original Regular Positive Pay (Rolls 3 – 8)	672	674
Adjustment to Regular Positive Pay (Rolls 3 – 8)	683	674
Original Holiday Pay (all EID's)	672 or 671	671* or 674
Adjustment to Time for Holiday Pay (EID H, H5, H6, etc.)	672 (if time does not match original hours)	674
Adjustment to Salary for Holiday Pay (EID H, H5, H6, etc.)	DO NOT KEY	Do not submit anything – SCO will process the adjustment per EHDB
Adjustment to Time for Holiday Pay (EID HG, HG5, HG6, etc.)	672 (if time does not match original hours)	674
Adjustment to Salary for Holiday Pay (EID HG, HG5, HG6, etc.)	DO NOT KEY	674
Original Premium/Special Pay	672 or 671	674
Adjustments to Premium/Special Pay	If it is a Payment Type that can be adjusted via PIP - 672 or 671	674

*Must attach a PIP Exception Transmittal Sheet

BEFORE YOU CALL SCO! ☺

ASK YOURSELF THE QUESTIONS BELOW TO HELP RESOLVE WHY PAY DIDN'T ISSUE (OR WHY ACTION WAS OR WAS NOT TAKEN) FOR THE PAYMENTS LISTED TO THE RIGHT =>	NEGATIVE REGULAR PAY	POSITIVE REGULAR PAY	OVERTIME	PREMIUM PAY	SEPARATION WITH LUMP SUM
IS THE PAY PERIOD OUT OF HISTORY (12 MONTHS + CURRENT)?	X	X	X	X	X
IS EMPLOYEE ON PAY STATUS?	X	X	X	X	X
IF PAR IS EFFECTIVE IN THE PAY PERIOD, IS ITEM 606/607 TIME POSSIBLE?	X				X
IS THERE AN EXPIRATION DATE ON THE PAR?	X	X			
DOES EMPLOYEE HAVE A LOCKED IN EARNINGS ID THAT HAS A TERM DATE?	X	X			X
WAS THE CLEAR FLAG (CLF) FOR OUT OF SERVICE REMOVED?	X	X			X
IS THE SSN, NAME, POSITION NUMBER, PAY PERIOD, ETC. KEYED CORRECTLY?		X	X	X	
DID YOU KEY REGULAR PAY HOURS ON THE FORM 672, NOT THE STD. 671?		X			
DID YOU KEY THE PAY PRIOR TO THE CLOSE OF THE PAY PERIOD?		X	X	X	
IS THERE A PAR EFFECTIVE IN THE PAY PERIOD WHERE THE 672 TRANSACTION MAY REQUIRE A SALARY RATE ENTERED?		X			
WAS THE PAY/PAR KEYED ON A NO CYCLE DAY?	X	X	X	X	X
WAS THE BATCH SAVED ONLY, AND NOT CLOSED?		X	X	X	
HAS REGULAR PAY ISSUED OR TRANSFERRED IN THE PAY PERIOD?			X	X	
WAS MPC KEYED FOR THE PAY PERIOD?	X		X	X	X
DID YOU KEY THE SPECIAL COMPUTED SALARY RATE FOR EARNINGS ID OF, OF5, OR OF6?			X		
IS EMPLOYEE IN AN ELIGIBLE WWG? WWG E MUST BE SUBMITTED TO SCO WITH DPA APPROVAL.			X		
BASED ON EARNINGS ID PIP KEYING INSTRUCTIONS IN THE PPM SECTION G 105, DID YOU KEY THE TRANSACTION CORRECTLY? FOR EXAMPLE, EID AND GROSS? EID AND DAYS/HOURS? OR EID ONLY?				X	
DOES THE EMPLOYEE MEET THE CRITERIA FOR THE EARNINGS ID BASED ON THE DPA PAY DIFFERENTIAL?				X	
IS THE PAR CORRECT (OR PREVIOUS PAR'S) THAT MAY NEED CORRECTING/UPDATING? VERIFY THAT ALL PAR TRANSACTIONS ARE CORRECT FOR THE EMPLOYEE.	X	X	X	X	X
IS THE EMPLOYEE BEING REAPPOINTED AS A RETIRED ANNUITANT?		X			X
IS ITEM 962 COMPLETED, IF REQUIRED?					X
IS SEPARATION PAR - ITEM 606 - TIME TO BE PAID POSSIBLE?	X	X			X
IS THIS AN A/R THAT WAS ESTABLISHED DUE TO A PAR TRANSACTION REDUCING SALARY OR TIME OR A DEDUCTION ARREARS K A/R?	X	X	X		X
IS THERE A PAR EFFECTIVE DATE IN THE PAY PERIOD FOR HOLIDAY PAY?				X	