The Special Pay Workflow- A Guide

Description: The Special Pay workflow documents the activities OHR performs when processing certain pay actions and pay renewals. These include ***Pay Incentives*** (*Recruitment, Relocation, and Student Loan Repayment Program*); ***Pay Adjustments*** (*Exceptional Pay Adjustments and Quadrennial Increases that do NOT originate in CPD for NIH Committee, excluding PGY pay increases*); and ***Pay Supplements / Allowances*** (*Physicians Comparability Allowances (PCA), Retention Allowances and On Call Pay*).

Typical users of this workflow: CSD Branches and DSSEM.

Adding Attachments: You can attach documents of the following type: Word, Excel, PowerPoint, PDF, JPEG, and emails to WiTS actions. There is no limit to the size of attached files in WiTS; however, it is recommended that the total size of all files combined be under 50MB (most attached documents tend to be less than 1MB). PII is allowed in WiTS attachments. For a complete list of allowable PII, see the [WiTS FAQ page](#).

Action Details Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **WiTS#:** System-generated.
- **Date Entered:** System-generated.
- **Action Type:** System-generated.
- **Date Recv'd in HR:** Enter the date that the initial Special Pay package or request was received.
- **AO First Name, Last Name, Email address:** The NED Lookup feature may be used to locate the information for the Administrative Officer or other IC contact if it is unknown.
- **Global Recruitment?** Select yes if this action is being handled by the CSD Global Recruitment Unit.
- **DSSEM?***: Auto-selected as "No". Only select "Yes" if this is an action being handled by DSSEM.
- **Administrative Code, Institute/Center, Organization Initials:** Enter the Admin Code associated with the action. The Institute/Center and Organization Initials will auto fill based on the admin code entered. These fields are not mandatory for Classification Unit users when performing an Ad Hoc Classification.

- **Proposed Effective Date:** Enter the Proposed Effective Date of the action. Update this if the Proposed Effective Date changes during the action process.
- **CSD Branch Chief, CSD Team Leader, CSD/DSSEM HRS, CSD HR Assistant, Final Authorizer:** Select the appropriate participants.
- **Last Saved/Updated:** System-generated.
- **By:** System-generated.
- **Is the package complete?:** Indicate whether the initial action package submitted by the IC/Program is complete (you have all required documents/information needed to process the action). If the initial package is not complete, select 'No.' Do NOT change this field when the IC/Program area submits a complete package. Once you select, 'No', leave this field as 'No.'
- **Date Missing Docs Email Sent:** System-generated.
- **List of Missing Docs/Info:** List whatever documentation or information is necessary.
- **Date Complete Package Received:** Indicate the date you received all the required documentation to process the Special Pay action. Do NOT change the 'Is the package complete?' field to Yes when the IC/Program area submits a complete package, leave as No if the package was initially not complete.
- **Priority:** Defaults to high. Change if applicable.
- **Action Status Code:** Select the code that is applicable.
- **Action Status:** Select the status that is applicable.
- **Action Status Description:** Select the appropriate status description.
- **Comments:** You may enter any comments related to the action that are necessary. *Note: Comments entered in this field are displayed on the Status Report.*

Employee Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **NIH Employee?:** Indicate whether the appointee is a current NIH employee (employed by NIH as a federal employee- not as a contractor, Commission Corps, Volunteer, etc.)
- **Appointee's First name, MI, Last Name, Appointee Email address, Employee ID:** If the appointee is a current Federal NIH employee, use the Employee Lookup feature to auto-populate their information. If not, manually enter all information (including personal email address).

- **Position Title, Pay Plan, Series, Grade, Step, Position Number, Job Code, Pay Basis, CAN, Basic Pay & Adjusted Basic Pay:** Enter the information for the position that the employee is going into. Information will auto-populate if the Employee Lookup feature is used.

Pay Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **Current Total Compensation:** Enter the employee's estimated aggregate compensation they will receive in the current calendar year.
  Note: Total Compensation represents the sum of all payments made to an employee including adjusted basic pay or annual pay, recruitment, relocation and retention incentives, performance awards, or other cash awards. For Title 42 (i.e., Pay Plans AD, RG, or RF) this amount is the Basic Pay + Additional Compensation. For all other Pay Plans, it is the Adjusted Basic Pay or Annual Pay + Additional Compensation Amount.
- **Current Additional Compensation Type:** If the employee is currently receiving additional compensation, select the type of compensation. If this action is for an individual who is not a current a federal employee, select 'N/A'.
- **Current Additional Compensation Amount:** Enter the employee's estimated additional compensation they will receive in the current calendar year.
  Note: Additional Compensation represents the sum of all recruitment, relocation and retention incentives, performance awards, or other cash awards.
- **Pay Action Type:** Select the Pay Action Type. Relevant fields on the form will appear based on the type of pay action selected.
- **Proposed Total Compensation:** Enter the employee's proposed total compensation.
- **Proposed Adjusted Basic Pay:** Enter the employee's proposed adjusted basic pay.
- **Pay Adjustment Type**: Select either Exceptional Pay Adjustment or Quadrennial Increase.
  Note: If the action needs to go through CPD, the Senior Level Pay workflow should be used.
- **Pay Adjustment Amount**: Enter the amount of the pay adjustment.

- **Pay Adjustment Percentage***:* Enter the amount of the pay adjustment as a percentage from the current or previous Basic Pay amount.
- **IC Approval Date***:* Enter the date of the IC's approval.
- **CSD/OD Approval Date**: Enter the date that the action was approved in CSD. This field is typically completed by the CSD Internal Operations Reviewer.
- **Recruitment Incentive/Relocation Incentive/Student Loan Repayment Program (SLRP) Amount**: Enter the amount of the incentive.
- **Recruitment Incentive/Relocation Incentive/SLRP Percentage**: Enter the amount of the incentive as a percentage of the Proposed Total Compensation.
- **Recruitment Bonus/Relocation Bonus/ Service Agreement End Date***:* Enter the end date of the service level agreement.
- **Recruitment Incentive/Relocation Incentive/SLRP IC Approval Date**: Enter the date of the IC's approval of the incentive.
- **Recruitment Incentive/Relocation Incentive/SLRP CSD Approval Date**: Enter the date of the CSD's approval of the incentive.
- **On Call Pay Action**: Indicate whether this is a new request or a renewal of an existing contract.
- **On Call Pay Amount***:* Enter the amount of the On Call Pay.
- **On Call Pay Percentage**: Enter the amount of the On Call Pay as a percentage of the Proposed Total Compensation.
- **On Call Pay Service Agreement End Date**: Enter the end date of the service level agreement.
- **On Call Pay IC Approval Date**: Enter the date of the IC's approval of the On Call Pay.
- **On Call Pay CSD Approval Date**: Enter the date of the CSD's approval of the On Call Pay.
- **PCA Action:** Indicate whether this is a new request or a renewal of an existing contract.
- **PCA Amount**: Enter the amount of the PCA.
- **PCA Percentage**: Enter the PCA amount as a percentage of the Proposed Total Compensation.
- **Mission Specific Allowance**: Enter the amount of the Mission Specific Allowance component of the PCA in dollars.
- **Mission Specific Justification**: Select either "Length of Service," "Unusual Circumstances" or "Other."
- **PCA Service Agreement End Date:** Enter the end date of the service level agreement.
- **PCA IC Approval Date:** Enter the date of the IC's approval.
- **PCA CSD Approval Date:** Enter the date of the CSD's approval.
- **Retention Allowance Action**: Indicate whether this is a new request or a renewal of an existing contract.
- **Retention Allowance Amount**: Enter the amount of the Retention Allowance.
- **Retention Allowance Percentage**: Enter the Retention Allowance amount as a percentage of the Proposed Total Compensation.
- **Retention Allowance NTE Date**: Enter the end date of the service level

agreement.

- **Retention Allowance IC Approval Date:** Enter the date of the IC's approval.
- **Retention Allowance CSD Approval Date**: Enter the date of CSD's approval.

Building 1 Review & Approval Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **Date Case Sent to Building 1:** System-generated.
- **Date Case Docs Received in Building 1**: Enter the date the complete pay case was received by Building 1.
- **Building 1 Decision**: Select either Approved, Disapproved, Deferred, Modified or Returned.
- **Building 1 Decision Date:** Enter the date of the Approving Official's decision.
- **Building 1 Decision Comments and Internal Comments** are optional text boxes.
- **Approving Official**: Select the Approving Official.
- **Date Case Returned to CSD**: System-generated.

Final Processing Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **Effective Date:** Enter the date on which the employee's official assignment begins.
- **Date Pro'd in EHCM:** Enter the date on which the personnel action was processed.

The Routing Menu

The routing menu is used to move actions through the process and/or to send emails. The following list includes definitions for all routing options. The options and email recipients may change based on which user possesses the action.
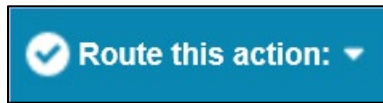
CSD HRS options:

- **Send Pckg Complete Email:** This will send an email to the AO, HRA and HRS indicating that OHR has received the action and will inform them when the action has been completed.
- **Send Pckg Incomplete Email:** This will send an email to the AO, HRA, and HRS indicating that the package is incomplete.
- **Send to Internal Ops Reviewer:** Routes action to the CSD Internal Operations Reviewer for review and/or routing to Building 1 for approval.
- **Send to Pay Specialist:** Routes the action to the (WRD) Pay Specialist for final processing.
- **Send to HRA:** Routes the action to the HRA.
- **Cancel Action:** Cancels the action.

CSD HRA options:

- **Send to Pay Specialist:** Routes action to the (WRD) Pay Specialist for final processing.
- **Return to HRS:** Routes action to the HRS.

Internal Operations Reviewer (IRO) options:

- **Send to Building 1 Liaison:** Routes action to building 1. Sends an email to the HRS, BC, & TL that the action was forwarded to Building 1 for further approval.
- **Return to HRS:** Routes action to the HRS for either more information or for processing.

Pay Specialist options:

- **Complete Action:** Completes an action, sends it to the archives, and sends an email to the AO, HRS and HRA that the action has been processed.
- **Return to HRS:** Routes action to the HRS.
- **Cancel Action:** Cancels the action.

Building 1 Liaison options:

- **Return to HRS:** Routes action to the HRS. Email is sent to the HRS, BC and HRA indicating a decision has been reached.
- **Send to Internal Ops Reviewer:** Routes action to the CSD Internal Operations Reviewer for review.

Email Notifications

- Subject: Special Pay Reminder – Pay Contract Expiring – John Doe
  An email is sent to the CSD Team Lead, CSD Branch Chief, and IC Contact (Administrative Officer) on the original action and to the employee 120 and 60 days before the Service Level Agreement End Date. WiTS sends an additional email on the Service Level Agreement End Date for On Call Pay, Retention Allowance, and PCA).
- Subject: Recruitment Incentive/Relocation Incentive/Retention Allowance Initiated for John Doe, WiTS Number
  Once a 3R special pay type is selected and the action saved, an email is sent to the NIH Pay Mailbox stating that the action has been entered into WiTS.

For more information, visit our Email Library.
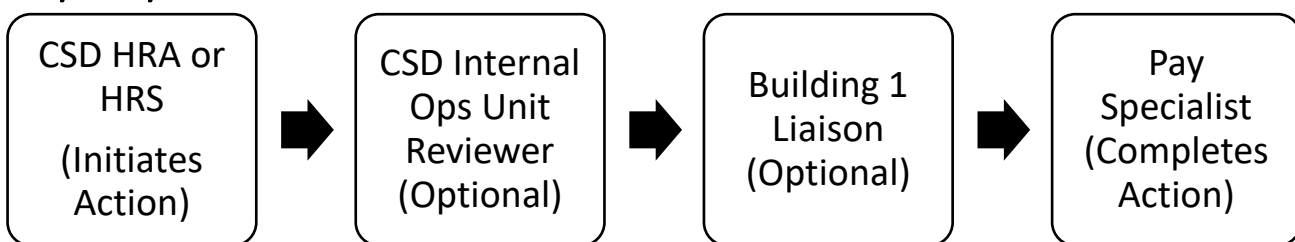
Related Reports/Dashboards

- Pay Adjustment Report
- Pay Allowances and Supplements Report
- Pay Incentives Report
- Pay Summary Report

For more details, visit our Reports/Dashboard Library- *Coming Soon!*
To learn how to run a WiTS report, see our WiTS Reports User Guide- *Coming Soon!*
To start/stop/modify a report subscription, visit our WiTS Subscription Page, for instructions.

Key Players

| CSD HRA or HRS (Initiates Action) | → | CSD Internal Ops Unit Reviewer (Optional) | → | Building 1 Liaison (Optional) | → | Pay Specialist (Completes Action) |

Video Tutorials

No videos currently available.

For more information, visit our Video Library.
Need more than a video? You can request training- Submit an HRSS ticket (Get Help with an HR System), select Issue Category: WiTS-Training Request, and someone from the WiTS Project will contact you!