



PERSACT AWARDS GUIDE

Edited by HQUSAREURCPOC, Seckenheim
To correspond with LOI signed by Mrs Wainwright
27 January 2000

Original Published by the Southeast Civilian
Personnel Operations Center
Functional Automation Branch

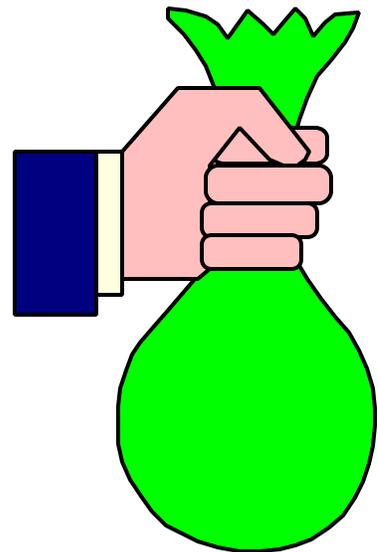


TABLE OF CONTENTS

Chapter 1 – Creating an Awards SF52 Request for Personnel Action.....	3
Chapter 2 – Creating a Quality Step Increase Award	6
Chapter 3 – Creating a Performance Award	6
Chapter 4 – Creating a Time Off Award (Non Performance Based).	8
Single Time Off Award for One Employee (Non Performance Based).....	8
Multiple Time Off Award for More Than One Employee (Non Performance Based)	9
Chapter 5 – Creating a Special Act or Service Award	11
Single Special Act or Service Award for One Employee.....	11
Multiple Special Act or Service Award for More Than One Employee.....	11
Chapter 6 – Creating a Gainsharing Award	11
Chapter 7 – Data Search of Employee Record via Regional Application.....	13

PERSACT AWARD GUIDE

Chapter 1 – Creating an Awards SF52 Request for Personnel Action

If you are submitting an award SF52 through the PERSACTION Personnel Process Improvements (PPIs), please DO NOT send a hard copy of a DA Form 1256 also. If you are submitting an award SF52 through the PERSACTION PPI, and you have annotated that the employee is receiving a performance award on the Senior System Civilian Evaluation Report, DA Form 7222, then please annotate on this form that you have submitted a PERSACTION SF52 by writing in the PERSACTION number on the DA Form 7222. When a PERSACTION SF52 is submitted and then a hard copy DA Form 7222 indicating an award is being given with no annotation of a PERSACTION SF 52 also having been submitted, it is very likely that the award will be processed twice since it is virtually impossible with the volume the CPOC is dealing with to match the two up. The PERSACTION SF52 will reach the CPOC much sooner and probably be processed much sooner than the hard copy, so if a hard copy is sent also with no annotations, the award may get processed again since there is not time to research every hard copy to see if an PERSACTION SF 52 has already been submitted.

The following are REQUIRED remarks to be added to PERSACTION SF52, Page 4, Section D:

PERFORMANCE BASED AWARDS: QSI, TIME OFF AWARD, AND MONETARY.

AWARD MEETS REQUIREMENTS OF AR 672-20

PERIOD COVERED FROM AND TO DATE (BLOCK F, PART 1, DA FORM 7222 OR 7223)

NAME OF SENIOR RATER AND DATE SIGNED THE "HARD COPY" APPRAISAL (BLOCK C, PART II, DA FORM 7222 OR 7223)

OVERALL RATING (1 OR 2 OR 3) (IF QSI, RATING MUST BE 1)

\$ AMOUNT EQUATES TO __% OF ANNUAL SALARY (CHRNA UNIQUE)

APPRAISAL FORWARDED TO CPAC ON (DATE)

IF QSI, STATE THAT THE EMPLOYEE HAS NOT RECEIVED QSI WITHIN THE LAST 52 WEEKS.

OTHER MONETARY (SPECIAL ACT OR SERVICE, ON-THE-SPOT, SUGGESTION, SAFE DRIVING, ETC.) OR TIME OFF AWARD:

AWARD MEETS REQUIREMENTS OF AR 672-20

BULLET JUSTIFICATION (SYNOPSIS OF HARD COPY JUSTIFICATION)

AWARD APPROVED BY (NAME) (DATE)

IF SUGGESTION AWARD: (AIEP NUMBER)

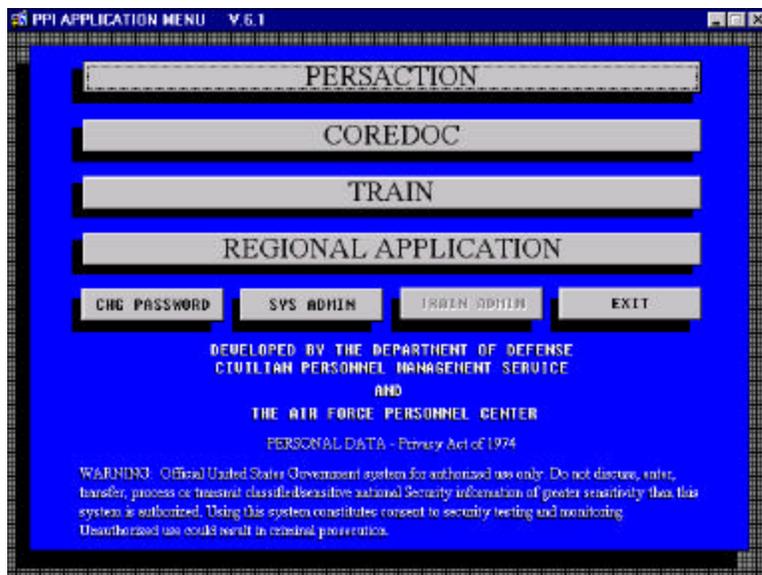
IF SPECIAL ACT (INDICATE IF SPECIAL ACT OR ON-THE-SPOT)

Special Instructions for Civilian Personnel Advisory Center (CPAC) personnel:

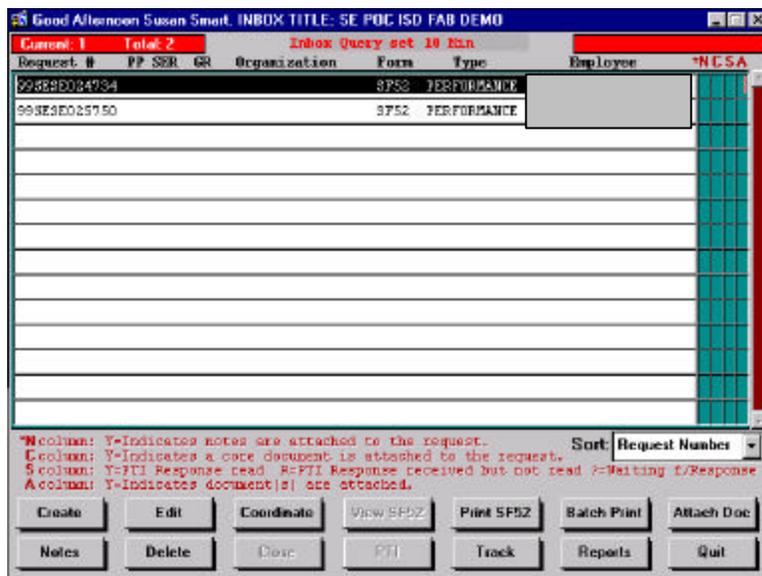
In order to create awards in PERSACTION, you must utilize a "manager" account. If you are a CPAC employee trying to create an award SF52 for a CPAC employee, you must create the SF52 using the "pseudo manager" accounts that have been set up for each CPAC. Once the award SF52 is created as the pseudo manager, you then must coordinate it to the next person who needs to review or approve the awards SF52 in the CPAC.

For all Personnel Creating PERSACTION SF52s for Awards:

1. Log into the PPIs and you will be brought to the main menu shown below:



2. Click the <PERSACTION> button on top of the screen. This will bring you to the PERSACTION inbox screen shown below.



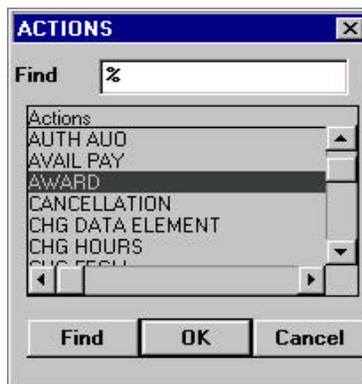
Click on the button marked <NOTES> to access any conversation between Managers/CPAC/CPOC personnel regarding this particular action. For example, the reason this action is being returned, or information needed to process the action.

3. Click the <CREATE> button at the bottom of this inbox screen.

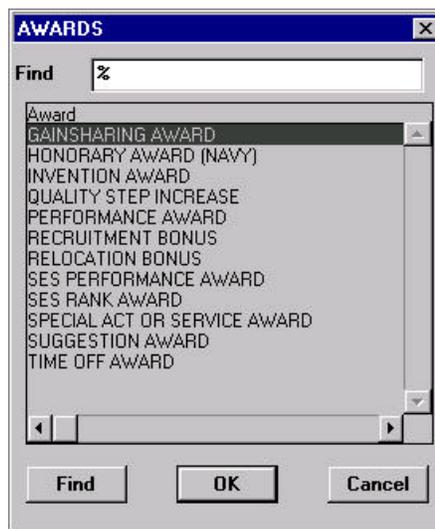
4. Select the Standard Form 52 (CA) choice that is already highlighted and then click <OK>.



5. Select the "AWARD" choice from the "Actions" list by clicking the word "AWARD" to highlight it. Then click on the <OK> button.



6. After selecting "Award" from the actions list, another screen will come up like the one below. Choose which type of any award you want to process and then click on the <OK> button.

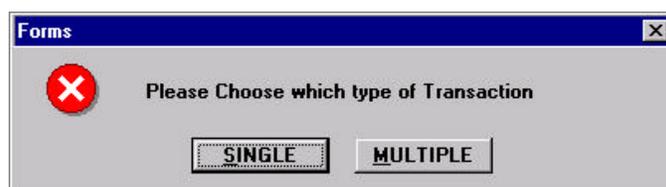


Chapter 2 – Creating a Quality Step Increase Award (For Single Employee Only)

1. Once you choose the “Quality Step Increase” from the Awards List, and click on the <OK> button, the words Quality Step Increase will be placed in the “Actions Requested” block of the first screen of the SF52. You should now click in the SSN block at the bottom of the screen and type in the employee’s SSN. Then press the <ENTER> key on your keyboard. This will automatically populate the SF52 with the employee’s information on all five screens of the SF52.
2. If you are the requesting official for this SF52, you will need to click in the “Action Requested By” block and type in your password. This will electronically sign the SF52 with your signature as the Requesting Official. You should then click on the <OK> button at the bottom of the screen and coordinate the action to the next appropriate person for authorization.

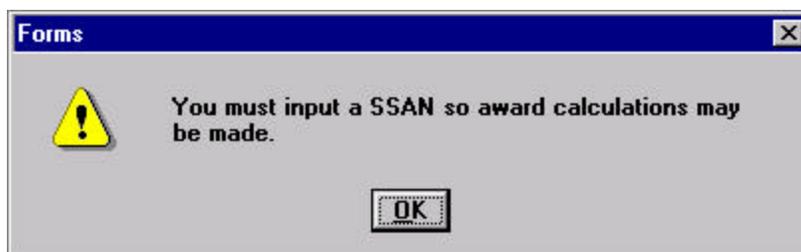
Chapter 3 – Creating a Performance Award (For Single Employee Only)

1. Once you choose the “Performance Award” option from the Awards List, and click on the <OK> button, another screen will come up like the one below:



2. Select SINGLE. NOTE: *Multiple* selection will not be used in USAREUR however, an employee still may be awarded more than one award for performance i.e.; monetary and timeoff. This is accomplished using separate SF 52 persactions.

Click on the <Single> button. You will see a screen that looks like this:



- (2) Click on the <OK> button. You will now see screen 1 of the SF52 with the words “Performance Award” in the Actions Requested block.
- (3) Click on the SSAN block at the bottom of the screen and type in the employee’s social security number and press the <ENTER> key on your keyboard. If by accident you click on the <OK> button and not the <ENTER> key on your keyboard, this will populate the SF52, save it and return you to the PERSACT inbox screen but will not bring up the screen to enter the dollar or percentage amount. To get this screen back up, you will need to edit the SF52 and delete the employee’s SSAN and type it back in. Then press the <ENTER> key on your keyboard. This will bring up a screen that will ask you if you want to proceed in refreshing the data on the screen. Click on the <PROCEED> button.

- (4) Once you type in the employee's SSAN and press the <ENTER> key, it will populate the SF52 with the employee's information and will pop up a screen like the one shown below:

Performance Award

Enter the percentage amount of the award in Award Percent or enter the dollar amount of the award in Amount of Award. Do not enter both Percent and Amount. If Percent is entered, the Amount will be calculated based on the Award Salary.

Press OK to save and exit this screen. Press CANCEL to exit this screen without saving.

Award Salary : 06050400 [eg: 02173000 = \$21,730.00]

Award Percent : 2 0 0

Amount of Award : [Enter whole dollars.]

OK CANCEL

AWARD SALARY: This field will already be populated with the employee's total annual salary (**Wage Grade employees must also show an annual salary, not an hourly salary, hourly rate x 2087 = annual salary**). The only time this figure becomes important is if you are going to give the employee an award based on a percentage. See "Award Percent" explanation below.

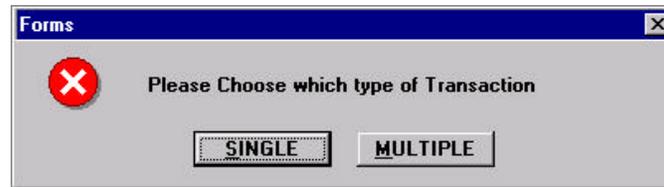
AWARD PERCENT: If you are going to give the employee an award percent, you will need to check the award salary that comes up on the screen to make sure it is the employee's correct total annual salary amount (**Wage Grade employees must also show an annual salary (hourly rate x 2087 = annual salary), not an hourly salary for the automatic calculation to work using a percentage**). If it is not, then you will need to type in the correct total salary amount for the employee and then click in the block next to the words "Award Percent" and type in the percentage. The screen above shows an example of 2%. The first two blocks are for the whole number percent, and the last two blocks are for the tenths and hundredths of a percent if you wish to break it down that far.

AMOUNT OF AWARD: If you are going to give the employee a fixed amount of money and not a percentage of their salary, you will need to click on the block next to the words "Amount of Award" and type in the amount of the award. You need to enter the award amount in whole dollars like 500 for \$500.00 dollars. The system will automatically convert the amount you entered to how the system needs it to read once you press the <ENTER> key after type in the whole dollar amount. ***In Remarks Section D, Page 4 ADD the following statement: \$ amount equates to ___% of salary.***

- (5) Once you have entered either a percentage or an actual dollar amount for the award, click on the <OK> button. You can then go to screen two of the SF52 and see that the dollar amount has been entered into the "Total Salary" field on the "TO" block of the SF52.
- (6) If you are the requesting official for this SF52, you will need to click in the "Action Requested By" block on screen one of the SF52 and type in your password. This will electronically sign the SF52 with your signature as the Requesting Official. You should then click on the <OK> button at the bottom of the screen and coordinate the action to the next appropriate person for authorization and/or approvals.

Chapter 4 – Creating a Time Off Award

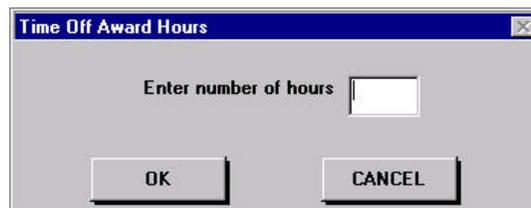
1. Once you choose the “Time Off Award” option from the Awards List, and click on the <OK> button, another screen will come up like the one below:



2. You have the choice of processing a time off award on just one employee, or you can process Time Off Awards for more than one employee on a single SF52.

a. Single Time Off Award for One Employee

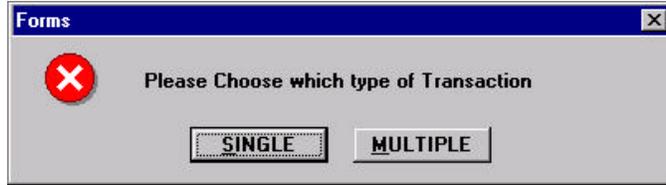
- (1) Click on the <Single> button. You will see a screen that looks like this:



- (2) Type in the number of hours you want the employee to receive as the award, then click on the <OK> button. You will now see screen 1 of the SF52 with the words “Time Off Award” in the Actions Requested block.
- (3) Click on the SSAN block at the bottom of the screen and type in the employee's social security number and press the <ENTER> key on your keyboard. If you do not press the <ENTER> key on your keyboard and click on another button, you will not be able to enter the award amount on the employee and will have to delete the SF52 and begin again.
- (4) Once you type in the employee's SSAN and press the <ENTER> key, it will populate the SF52 with the employee's information.
- (5) If you are the requesting official for this SF52, you will need to click in the “Action Requested By” block on screen one of the SF52 and type in your password. This will electronically sign the SF52 with your signature as the Requesting Official. You should then click on the <OK> button at the bottom of the screen and coordinate the action to the next appropriate person for authorization and/or approvals.

b. Multiple Time Off Award for More than One Employee (Non Performance Based)

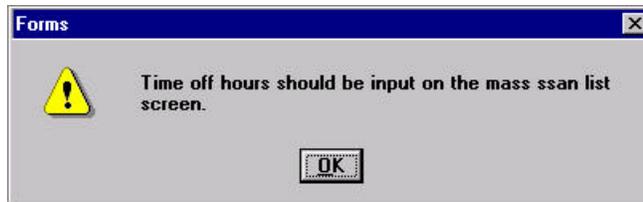
- (1) Once you choose the "Time Off Award" option from the Awards List, and click on the <OK> button, another screen will come up like the one below:



Forms [X]

 Please Choose which type of Transaction

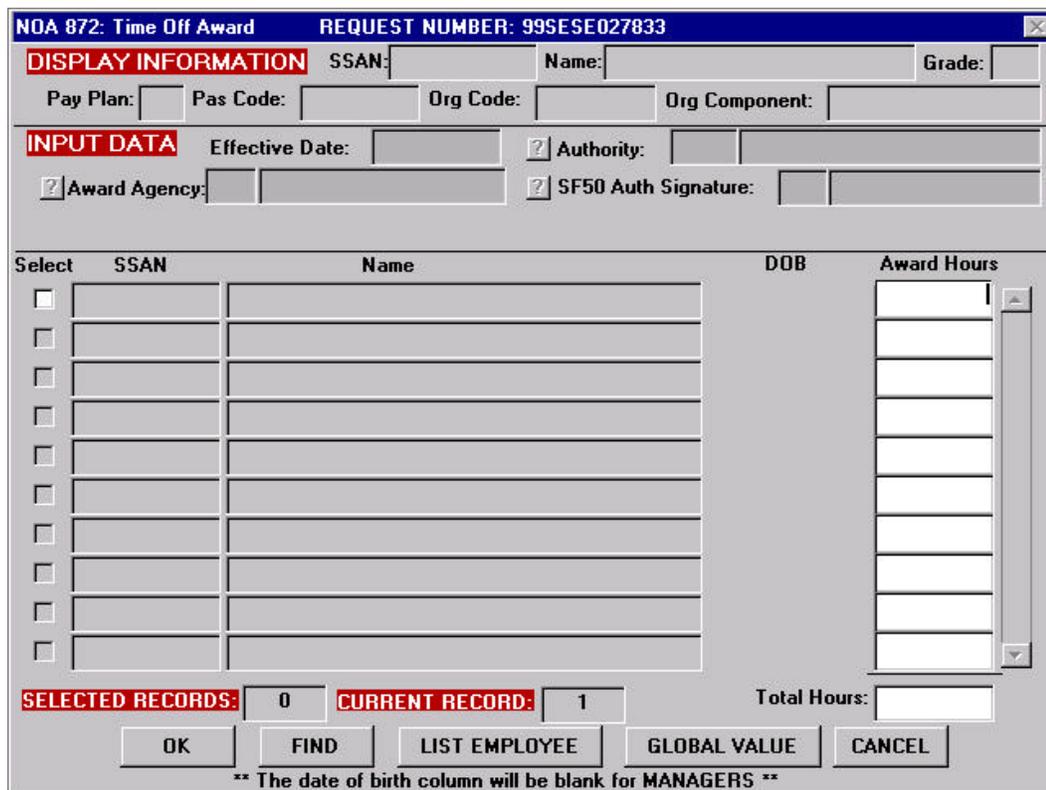
- (2) This gives you the choice of processing a time off award on more than one employee on the same SF52. Click on the <Multiple> button. This will pop up a screen that looks like this:



Forms [X]

 Time off hours should be input on the mass ssan list screen.

- (3) Click on the <OK> button. This will bring you to the first screen of the SF52. You will see the word "Multiple" in the SSAN and NAME blocks on the SF52. To enter the awards information on a list of employees, click on the SSAN block of the SF52. This will pop up a screen like the one below.



NOA 872: Time Off Award REQUEST NUMBER: 99SESE027833 [X]

DISPLAY INFORMATION SSAN: [] Name: [] Grade: []

Pay Plan: [] Pas Code: [] Org Code: [] Org Component: []

INPUT DATA Effective Date: [] ? Authority: [] []

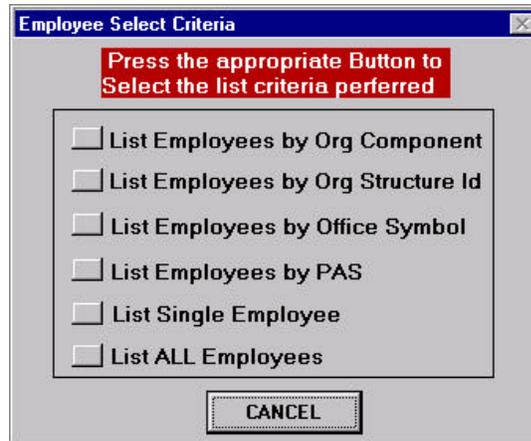
? Award Agency: [] ? SF50 Auth Signature: [] []

Select	SSAN	Name	DOB	Award Hours
<input type="checkbox"/>				

SELECTED RECORDS: 0 **CURRENT RECORD:** 1 Total Hours: []

**** The date of birth column will be blank for MANAGERS ****

- (4) Click on the <FIND> button at the bottom of the screen if you want to select the employees one by one by typing in their name or SSN. If you want the system to bring up a list of all of the employees in your organization, click on the <LIST EMPLOYEE> button which will pop up a screen like the one below:



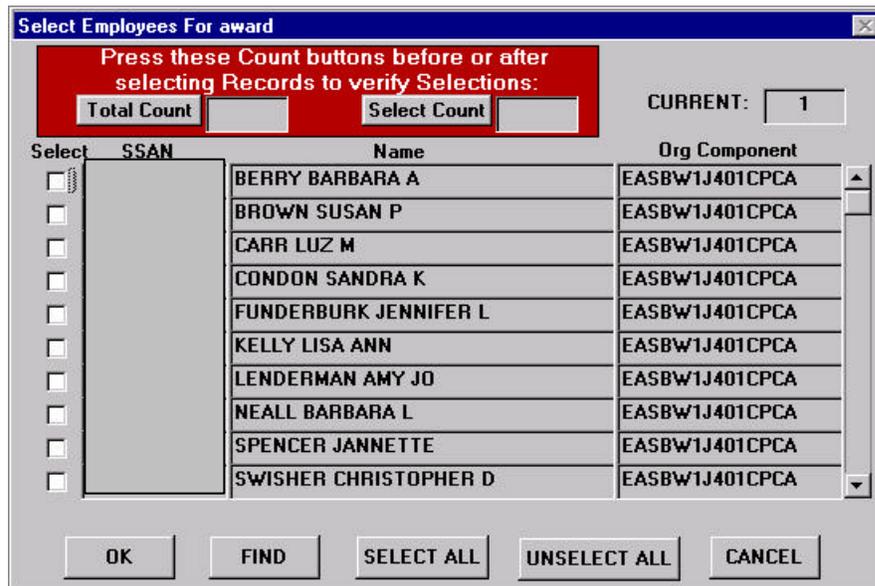
Employee Select Criteria

Press the appropriate Button to Select the list criteria preferred

- List Employees by Org Component
- List Employees by Org Structure Id
- List Employees by Office Symbol
- List Employees by PAS
- List Single Employee
- List ALL Employees

CANCEL

- (5) Click on the button next to the words “List All Employees”. This will bring up a screen that will list all the employees for your organization. Unless your organization is very large, this is the choice that is the easiest. This will bring up a screen like the one below.



Select Employees For award

Press these Count buttons before or after selecting Records to verify Selections:

Total Count Select Count CURRENT:

Select	SSAN	Name	Org Component
<input type="checkbox"/>		BERRY BARBARA A	EASBW1J401CPCA
<input type="checkbox"/>		BROWN SUSAN P	EASBW1J401CPCA
<input type="checkbox"/>		CARR LUZ M	EASBW1J401CPCA
<input type="checkbox"/>		CONDON SANDRA K	EASBW1J401CPCA
<input type="checkbox"/>		FUNDERBURK JENNIFER L	EASBW1J401CPCA
<input type="checkbox"/>		KELLY LISA ANN	EASBW1J401CPCA
<input type="checkbox"/>		LENDERMAN AMY JO	EASBW1J401CPCA
<input type="checkbox"/>		NEALL BARBARA L	EASBW1J401CPCA
<input type="checkbox"/>		SPENCER JANNETTE	EASBW1J401CPCA
<input type="checkbox"/>		SWISHER CHRISTOPHER D	EASBW1J401CPCA

OK FIND SELECT ALL UNSELECT ALL CANCEL

- (6) If you want to select all the employees on the screen, you can click on the <SELECT ALL> button. If you want to only select certain employees, click the box next to each employee who is to receive the award under the “Select” column. Once you have selected all the employees that you want, click on the <OK> button. This will bring you to a screen like the one below:

NOA 872: Time Off Award **REQUEST NUMBER: 99SESE027833**

DISPLAY INFORMATION SSAN: Name: CARR LUZ M Grade: 05

Pay Plan: GS Pas Code: EASB2043 Org Code: CPCA Org Component: EASBW1J401CPCA

INPUT DATA Effective Date: ? Authority: ?

? Award Agency: ? SF50 Auth Signature: ?

Select	SSAN	Name	
<input checked="" type="checkbox"/>		BERRY BARBARA A	24
<input checked="" type="checkbox"/>		BROWN SUSAN P	16
<input checked="" type="checkbox"/>		CARR LUZ M	8
<input type="checkbox"/>			

SELECTED RECORDS: 3 **CURRENT RECORD:** 3 40

OK FIND LIST EMPLOYEE GLOBAL VALUE CANCEL

** The date of birth column will be blank for MANAGERS **

- (7) Type in the amount of hours you want each employee to receive and then click on the <OK> button.
- (8) If you are the requesting official for this SF52, you will need to click in the “Action Requested By” block and type in your password. This will electronically sign the SF52 with your signature as the Requesting Official. You should then click on the <OK> button at the bottom of the screen and coordinate the action to the next appropriate person for authorization.

Chapter 5 – Creating a Special Act or Service Award

Follow the instructions provided in Chapter 3, Creating a Performance Award, on page 6, however, click on the words “Special Act or Service Award” when the Awards List box comes up instead. You can create a single or multiple Special Act or Service Award in the same manner as the Time-Off Award (Non Performance Based). The exception to this process is the Tangible Benefits Column. In most cases, a zero (0) needs to be placed in this column. If there are tangible benefits, then that amount should be entered. The screen will look like the one below:

The screenshot shows a software window titled "NOA 877: Special Act or Service Award" with a sub-header "REQUEST NUMBER: 00CPOC035479".

DISPLAY INFORMATION

SSAN: [] Name: [] Grade: []

Pay Plan: [] Pas Code: [] Org Code: [] Org Component: []

INPUT DATA

Effective Date: [] ? Authority: [] []

? Award Agency: [] [] ? SF50 Auth Signature: [] []

? Award Type: []

Select	SSAN	Name	Tang Bene Dol	Award Amount
<input type="checkbox"/>	[]	[]	.00	[]
<input type="checkbox"/>	[]	[]	.00	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]
<input type="checkbox"/>	[]	[]	[]	[]

SELECTED RECORDS: 0 **CURRENT RECORD:** 1 **Total Awards:** []

Buttons: OK, FIND, LIST EMPLOYEE, GLOBAL VALUE, CANCEL

** The date of birth column will be blank for MANAGERS **

Chapter 6 – Creating a Gainsharing Award

Follow the instructions provided in Chapter 2, Creating a Quality Step Increase Award on page 6, however, click on the words “Gainsharing Award” when the Awards List box comes up instead. You can only create a single Gainsharing Award for an employee.

Chapter 7 – Data Search of Employee Record via Regional Application

When a PERSACTION SF-52 has been created on an employee you can check the employee record for any pertinent information required for verification to complete the SF-52. To do this simply check on the <REGIONAL> button of each page 1-5. See screen below:

Once you have clicked on the <REGIONAL> button, you will be taken to the screen below: By clicking on the appropriate button, you can obtain the desired information.

