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## Glossary

This glossary is a composite of definitions, terms, and acronyms used within the context of the *EmpowHR* and PeopleSoft HRMS 8.8 for US Federal government processes. It is not intended to replace or change existing statutory, regulatory, or office-specific descriptions or definitions. Please refer to Federal source documents for greater clarification, context and/or specific usage for Federal terms and definitions.

### A

**Absence Without Leave (AWOL)** - Absence without prior approval, a non-pay status resulting from an agency determination that it will not grant any type of leave for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

**Academic Discipline** - Indicates an employee's major field of study.

**Accession** - Describes a personnel action that results in the addition of an employee to the rolls of an agency.

**Account Code** - The Budget & Reporting (B&R) code.

**Accredited Education** - Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

**Action Mode** - The action type that you select dictates which rows of data you can access and what you can do with each row. The following choices are:

- **Add** - To add a new row of information to the database with a new high-level, primary key. For example, when you add a new job code, you won't have any data on the job in the system yet, so you'll add a new row of data to the table in which job codes are stored.
- **Update/Display** - To update information. This is done by inserting a new row of data for the high-level key, entering the new effective date, and making the desired changes. The only restriction is, when you enter a new row of data, the effective date must be greater than the date on the current row.
- **Update/Display All** - To update information and view all data rows. However, you can only update existing future-dated rows. You can also insert new rows with an effective date greater than or equal to the current row.
- **Correction** - When you choose Correction, you can view, change, and insert rows of data regardless of the effective date.

**Adjusted Basic Pay** - The sum of an employee's rate of basic pay and any interim geographic adjustment, locality comparability payment, or special pay adjustment for law enforcement officers to which the employee is entitled.

**Adverse Action** - A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay.

**Agency** - Describes any department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

**Annuitant** - Identifies a retired person who receives an annuity.

**Annuitant CSA Number** - A unique number assigned by OPM for a retired employee.

**Annuitant Indicator** - A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service.

- 1 = Reemployed Annuitant - Civil Service
- 2 = Retired military officer receiving pay
- 3 = Retired military non-officer (enlisted) receiving pay
- 4 = Retired military officer receiving pay and a reemployed annuitant - CSRS
- 5 = Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - CSRS
- 6 = Reemployed Annuitant not subject to salary reduction - CSRS
- 7 = Retired military officer and reemployed annuitant not subject to salary reduction
- 8 = Retired military officer (enlisted) and reemployed annuitant not subject to salary
- G = Reemployed Annuitant not subject to salary reduction - FERS
- H = Retired Officer/Reemployed Annuitant and not subject to salary reduction - FERS
- J = Retired Enlisted Officer/Reemployed Annuitant and not subject to salary reduction - FERS

**Annuitant Offset Amount** - The gross monthly annuity a federally retired employee receives.

**Annuity** - A payment made to a retiree (or to the designated survivor) based upon qualifying participation in a Federal retirement program.

**Application Server** - One or more Unix or Windows NT machines which allow clients to off load performance-sensitive transactions from the client.

**Appropriation Code** - The fund type and B&R Code.

**Appointing Authority** - Indicates the basis that authorized the appointing officer to effect personnel actions on an employee.

**Appointing Officer** - A person having power by law, or by duly delegated authority, to make appointments.

**Approving Official** - Identifies the individual with the delegated authority that is responsible for signing the action(s) taken on an employee.

**AUO (Administratively Uncontrolled Overtime)** - An increment of up to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

**Availability Pay** - A special form of premium pay fixed at 25% of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the FLSA and may not receive AUO pay.

**Award** - A special payment to an employee for certain prescribed kinds of activities or accomplishments.

## **B**

**Bargaining Unit** - Code used to identify employee's bargaining status.

**Batch Processes** - Batch processes perform operations; such as pay confirmation, deduction calculation, and so forth; on groups of records. Batch processes are run from the Process Scheduler.

**Benefit Plan Type** - Any category of benefit, such as health, life, or savings.

**Benefit Plan** - A specific benefit within a plan type. For example, FEGLI life insurance coverage for Basic Life, Options A, B, and C.

**Branch of Military Service** - Identifies, if any, military service in which the employee served.

**Break in Service** - The time when an employee is no longer on the payroll of an agency.

**Budget Category** - Numeric/alpha identification given to each category of positions.

**Budget & Recording Code** - Known as the Budget & Recording Code in PPS, it is called Account Code in *EmpowHR*.

**Business Rules** - Policies and procedures that govern the flow of work and place controls over how information can be manipulated.

## **C**

**Calculation Rules** - Criteria for calculating benefits, including as-of dates for age, service premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

**CAO (Change of Appointment Office)** - Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records.

**Career Appointment** - Competitive service permanent appointment given to an employee, who has completed 3 substantially continuous, creditable years of Federal service.

**Central Personnel Data File (CPDF)** - Agencies are responsible for regularly submitting the data files to the Office of Personnel Management (OPM), and OPM will load the data into its Enterprise Human Resources Integration (EHRI) data repository. There are three types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) and Organizations covering a range of employee personnel/payroll data.

**Certificate** - A list of eligible applicants taken from an OPM register and submitted to an appointing officer for employment consideration.

**Certification** - The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

**Change-To-Lower Grade** - (1) For positions under the General Schedule or under the same Wage Grade schedule, a change-to-lower grade changes the employee to a lower grade; and (2) When both the old and new positions are under the same type of wage schedule or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

**Citizenship Code** - Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are: (1) Citizen and (2) Other.

**Civilian Retiree** - A person who has retired from Federal Government civilian employment under a Federal Government-administered retirement system.

**Class or Class of Positions** - All positions that are sufficiently similar in (1) kind or subject matter or work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration.

**Classify** - To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

**Client** - Primary user application workstation.

**Client Server Architecture** - Technology allowing the network of computers to enable a database to reside in one location on a server and still be accessed simultaneously by multiple users (clients) at various remote sites.

**CFR** - The Code of Federal Regulations.

**Combined Federal Campaign (CFC)** - A program used by Federal employees to contribute to a charity or charities of their choice.

**Commercial-Off-The-Shelf (COTS)** - Equipment or software sold commercially to at least one customer.

**Competitive Appointment** - An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

**Competitive Area** - For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally, it is restricted by what is considered a "local commuting area."

**Competitive Level** - A level for reduction-in-force consists of all jobs in a competitive area which are so similar in all important aspects that the agency can readily move an employee from one to another without significant training and without loss of productivity.

**Competitive Service** - All positions as defined by 5 USC 2102 in the Executive Branch of the Federal government are in the competitive service unless they are specifically excluded from it. Positions in the Legislative and Judicial Branches are outside of the competitive service unless they are specifically included.

**Competitive Status** - Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period.

**Computer Aided Software Engineering (CASE)** - A set of tools to help application developers complete software development or modification more quickly and accurately.

**Consultant** - A person who serves in an advisory capacity to an officer or instrumentality of the government.

**Consultant Position** - A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

**Conversion** - The changing of an employee from one appointment to another appointment in the same agency without a break in service of more than 3 calendar days.

**Cost-Of-Living Allowance (COLA)** - An additional allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

**Coverage** - Indicates the employee's chosen benefit plan and coverage level.

**Creditable Military Service** - The total number of years and months of military service that is creditable for annual leave accrual purposes.

**Crystal Reports** - Report writer provided by PeopleSoft used at the system administrator and power user level.

**Current Year** - A PeopleSoft term used for event maintenance processing.

## **D**

**Data Field** - One particular field of information in an internal or external database.

**Data Row** - Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

**Database** - A collection of data organized for rapid search and retrieval.

**Database Server** - Primary data storage and processing.

**Date Classified** - Date the Position Description is classified by the Personnel Office.

**Date Eligible to Retire** - Date an employee is eligible to optionally retire based on a combination of age and service that meets legal requirements.

**Default** - A standard value that populates a field unless another value is entered.

**Denial of Within Grade Increase** - The decision to withhold (not grant) a within grade increase to a GS/GM employee because of a determination that the employee's performance is not at an acceptable level of competence.

**Department Code** - The identification of the Organization code and its description.

**Detail** - A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and FTE, Fulltime Employees, purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF-50, a detail is documented with an SF-52.

**Dialog Box** - A small window/box that appears on a window and prompts the user for data.

**Direct Hiring Authority** - OPM approved agency-recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations.

**Disability Retirement Pay** - Money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

**Disabled Veteran** - A person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

**Dual Compensation** - Payment designated for more than one civilian office involving a total of more than 40 hours a week. Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service.

**Duty Location** - Identifies the location of an employee's place of work.

## **E**

**Earnings** - Amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, annual/sick leave, and any other authorized pay.

**Earnings Code** - Additional earnings based on authority and regulations of said position.

**Effective Date** - A date used to maintain information in the system.

**Employee Record Number** - Identifies the number of actions done on an employee.

**Entry on Duty Date (EOD)** - Indicates the date that an employee began work at his/her current agency.

**Error Message** - A short message used in identifying what specific requirements were not met in order for an action to be processed.

**ERI** - Ethnicity and Race Identification.

**Event Maintenance** - Managing ongoing enrollments during a plan year. Event changes requiring maintenance include: new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

**Excepted Service** - As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

**Executive Order** - A directive issued by the President.

**Executive Schedule (EX)** - Compensation and pay plan used by the Executive Branch of the Federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

**Expert** - A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field.

## **F**

**Fair Labor Standards Act (FLSA)** - In accordance with this law, positions are identified as being exempt or non-exempt from coverage. Non-exempt positions are covered and overtime worked will be computed at 1+ the normal hourly rate, up to a maximum of 1+ the hourly rate of a GS-10, step 1.

**Federal Employees' Compensation Act (FECA)** - This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

**Federal Employees' Group Life Insurance Program (FEGLI)** - Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

**Federal Employees' Health Benefits (FEHB)** - Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

**Federal Employees' Pay Comparability Act (FEPCA)** - This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions, which have consistently been hard-to-fill in certain geographic areas.

**Federal Holidays** - The following ten holidays are observed as non-work days; without loss of pay or charge to leave:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- President's Day - Third Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - December 25

**Federal Insurance Compensation Act (FICA)** - Employee and employer contributions to Social Security.

**Federal Wage System** - The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 USC 5342.

**FEGLI Living Benefits Act** - Beginning July 25, 1995, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

**File Server** - Central shared resources for client workstations.

**Foreign Education** - Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

**Frozen Service** - The total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

**Full Position Management** - The choice *EmpowHR* has made to drive our human resource system. Therefore, the position-related fields are grayed (unchangeable) in several of the Administer Workforce panels.

**Full-Time Work Schedule** - A full-time work schedule requires most employees to work 40 hours during the workweek.

**Furlough** - Indicates the placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) because of lack of work or funds or for other non-disciplinary reasons.

## **G**

**General Schedule (GS)** - Compensation and pay plan used by the Executive Branch of the Federal government.

**GM Within Grade Increase** - An agency awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the PMRS termination provisions of PL 103-89.

**Grade** - An employee's range of pay provided in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

**Grade Retention Entitlement** - The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he/she was reduced.

**Graduate Education** - Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

**Graphical User Interface (GUI)** - An icon-based user interface to a system.

## **H**

**Handicap Code** - A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

**Health Benefits Code** - An alpha/numeric code that identifies each Health Benefit plan.

**High School Graduation or Equivalent** - Applicant has received a high school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board or Department of Education.

**Hold Grade/Step** - Grade/step the employee was in prior to receiving a temporary promotion.

**Hold Last Equivalent Increase (LEI)** - Date held by an employee for this event prior to receiving a temporary promotion. This is necessary to establish the WGI due date if returning to original grade/step.

**Hold Position Description** - The new position description numbers that is the result of a reclassification action prior to the NOA being processed.

**Hold Within Grade Increase (WGI) Due Date** - WGI due date prior to an employee receiving a temporary promotion.

**Hotkeys** - Any key combination that performs a task usually accomplished with a mouse click. Hotkeys can speed your work because you do not have to move back and forth from keyboard to mouse.

## I

**Incumbent** - An employee currently assigned to a position.

**Indefinite Appointment** - One given a nonpermanent employee who is hired for an unlimited period of time.

**Injury Compensation** - The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and/or due to diseases relating to this employment.

**Interim Geographic Adjustment (IGA)** - An additional payment is made when official duty station is in an area where it has been determined that significant pay disparities and recruitment or retention problems exist.

**Intermittent Service or Intermittent Employment** - Service when an employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

**Involuntary Separation** – A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.

## J

**Job Code** - Grouping of attributes of like jobs at a high level (one-to-many relationship).

## K

**Key** - One or more fields that uniquely identifies each row in a table. Some tables contain only one field as the key, while others require a combination.

## L

**Last Equivalent Increase (LEI)** - Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

**Last Increase Date** - Date of which an employee receives a positive increase in pay.

**Law Enforcement Officers (LEOs)** - Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pay.

**Leave - Annual** - Leave of absence with pay allowed for personal, emergency, and other purposes.

**Leave - Sick** - Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease.

**Life Insurance** – The group life, death and accidental dismemberment insurance available to Federal employees.

**Locality Adjustment** - An interim geographic adjustment, locality-based comparability payment, or special pay adjustment for law enforcement officers.

**LWOP Total (Cumulative)** - Indicates an employee's cumulative number of hours resulting from leave without pay (LWOP).

## **M**

**Mass Transfer** - The movement of an employee with his/her position to a different agency when (1) a transfer of function or an organization change takes place, and (2) there is no change in the employee's position, grade, or pay.

**Menus** - List of processes or other program options.

**Military Service** - Identifies, if any, the branch of military service in which the employee served.

**Mode** - A system feature that sets the parameters for which records can be viewed or changed by the user.

**Module** - A unit of application within PeopleSoft covering a specific function with its own forms or panels (i.e. HRMS, Payroll, Benefits Administration, etc.).

**MSPB** - Merit Systems Protection Board.

## **N**

**Nature of Action (NOA) Code** - Indicates the type of personnel action being processed.

**Nature of Action Description** - Describes the NOA code.

**Nature of Action Effective Date** - The date the personnel action is effective.

**Normal Line of Promotion (Career Ladder)** - The pattern of upward movement from one grade to another for a position or group of positions in the organization.

**Noncompetitive Action** - An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal Service.

**Not To Exceed (NTE) Date** - Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.
- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- Health Benefits Renewal Self-Support NTE: Date when an employee's incapacitated child must be re-evaluated for care under employee's hospitalization coverage.
- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.

- **Position NTE Date:** Indicates the length of time a position is available for use.
- **Promotion NTE Date:** Specific time for an increase in grade on a temporary basis.
- **Suspension NTE Date:** Specific time an employee is to be on suspension. No salary is paid for the period.

## O

**Occupant of Position/Vice** - Indicates new position or former occupant of a position.

**Occupational Series Code** - Designates a grouping of positions similar in work and qualification requirements. These groups have a title and four-digit number (e.g., the Accounting Series, GS-0510).

**Official Forwarding Address** – An employee’s mailing address following separation.

**Official Personnel Folder (OPF)** - The repository of a Federal employee’s official documents related to personnel history.

**Official Personnel Folder (OPF) Address** - Indicates the address where the Official Personnel Folder is maintained.

**Office of Management and Budget (OMB)** - Office of Management and Budget

**Open Enrollment** - Annual re-enrollment of participants at the beginning of a plan year into appropriate benefit programs and, within those, benefit options.

**Open Season** - This term has several connotations as it relates to Federal benefits processing. For FEHB processing, it is generally the time period from mid-November through mid-December. Open seasons for FEGLI or Retirement Plan changes are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

**OPF Code** - Indicates where the OPF is maintained.

**OPM** - Office of Personnel Management.

**Organization Codes** - Identifies a subdivision of an agency to which an employee is assigned.

**Organizational Position Title Code** - Also known as Working Title.

**Outside The Register Appointment** - An appointment in the competitive service made under an agency’s applicant supply system because either there is not a sufficient number of eligible applicants on the appropriate register or no competitive inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

## P

**Panels** - Screens comprised of the fields in which users enter data.

**Panel Group** - Refers to a group of screens within a PeopleSoft application that contains related information.

**PAR** - Personnel Action Request.

**PAR Status** - Where in the process the action is, i.e., requested, approved or processed.

**Parallel/Dual Entry** - Entry of the same data into more than one (usually two) systems during transition to a new system.

**Part-Time Work Schedule** – A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.

**Part-Time Service or Part-Time Employment** - Service when employee works on a part-time schedule, less than 40 hours.

**Pay** - Types of “pay” are as follows:

- 1. **Basic Pay:** generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- 2. **Gross Pay:** total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- 3. **Premium Pay:** pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

**Pay Adjustment** - Any increase or decrease in an employee’s rate of basic pay when there is no change in the duties or responsibilities of the employee’s position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employees is paid is also a pay adjustment.

**Pay Basis** - A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee’s pay. Pay Calculation. Formula that calculates an employee’s gross to net.

**Pay Calendar** - Describes the payroll processing cycle for a given pay group.

**Pay Calculation** – Formula that calculates an employee’s gross to net.

**Pay Confirmation** - Process in which the system updates all to-date cumulative totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

**Pay Frequency** - Defines how often employees in a pay group are paid weekly, biweekly, monthly, etc.

**Pay Group** - A set of employees grouped together for payroll processing.

**Pay Period** - Established times when employees in a pay group are paid. Pay Periods have beginning and ending dates.

**Pay Plan** - A code that denotes the pay schedule under which an employee is paid, e.g., GS, SL, ST, EJ, WG, etc.

**Pay Rate Determinant (PRD)** - Identifies a designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

**Pay Retention Entitlement** - The right retained by an employee, under certain circumstances, that allows a rate of basic pay higher than the maximum rate of the grade for the position occupied.

**Performance Appraisal Code** - Indicates the level of performance of an employee.

**Performance Appraisal Due Date** - Date established for the yearly appraisal of an employee.

**Platform** - Describes a database environment where applications run.

**POI** - Personnel Office Identifier - Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

**Populate** - The term used to describe the appearance of data in a given field.

**Position** - The officially assigned duties and responsibilities that make up the work performed by an employee.

**Position Classification** - Describes the analysis and identification of a position and placing it under the position classification plan established by OPM.

**Position Change** -

- A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.
- When the employee is entitled to grade retention and moves to another position at or between the retained grades.

**Position Date Created** - Date the position was created for use in the agency.

**Position Description (PD)** - In accordance with OPM guidelines, an official description authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g., supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

**Position Number** - Identifies an authorized position.

**Post Differential, Non-Foreign** - A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

**Post-Differential Percent** - Indicates the additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

**Post-56 Military Deposit** - The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

**Premium Pay** - Additional pay required for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work.

**Previous Retirement Coverage** - An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees Retirement System.

**Probationary Period** - The first year of service of an employee who is given a career or career-conditional appointment. During this period, the agency determines the fitness of the employee and the employee has no appeal rights.

**Promotion** - For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE; or when the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

**Provider** - An entity that provides one or more of the benefits your agency offers. For example, OPM has oversight authority for the FEHB and FEGLI programs and would be considered a provider. The Thrift Savings Board would be the provider for the Thrift Savings Plan.

## **Q**

**Quality Step Increase (QSI)** - A step increase awarded to an employee for sustained high quality performance

## **R**

**Race and National Origin Code (RNO)** - Identifies the employee's basic racial and national origin category.

**Rate of Basic Pay** - The rate of pay fixed by law or administrative action for the position held by an employee before any deductions.

**Realignment** - The movement of an employee and his/her position when (1) a transfer of function or an organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay.

**Reassignment** - Change of an employee from one position to another without promotion or change to lower grade.

**Record Definition** - Collection of fields identified in a table and their attributes.

**Recruitment Bonus** - An amount paid to an employee who is newly appointed to a hard-to-fill position as an incentive.

**Reduction In Force (RIF)** - Separation of an employee from his/her competitive level required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations.

**Re-employed Annuitant** - Describes an employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

**Reemployment Priority List** - A list of career and career-conditional employees an agency has separated because of (1) reduction-in-force, or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

**Reemployment Rights** - Describes the entitlement of an employee to return to permanent employment after assignment to other civilian employment.

**Reinstatement** - Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

**Related Education** - Education above the high school level that has equipped the applicant with the KSAs, Knowledge, Skills, and Abilities, to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position of the occupation, but must be appropriate for the position being filled.

**Relational Database** - A relational database consists of a series of tables. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields you see in panels as you work with PeopleSoft applications, and rows contain the entries you make in each field.

**Relocation Bonus** - Describes a one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position.

**Remark Codes** - Codes that cause the printing of pre-set text messages on a notice of action form. Some messages are general purpose and others are specific to the personnel action being processed.

**Resignation** - Indicates a separation action initiated by the employee under voluntary circumstances.

**Resignation ILIA** - A separation initiated by employee under circumstances that meet the definition of "involuntary separation".

**Retained Grade Effective Date** - Date employee became eligible or began receiving a retained grade and pay.

**Retained Grade Expiration Date** - Expiration date of an employee's retained grade and pay.

**Retained Rate** - A rate of pay above the maximum rate of the employee's grade that an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

**Retention Allowance** - The annual total dollar amount up to 25 percent of basic pay paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

**Retention Register** - A record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction-in-force to determine which employees are retained and which are separated or moved to other positions.

**Retirement** - Indicates separation from the service when employee is eligible to obtain an immediate annuity. Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA (In Lieu of Involuntary Action) Retirement.

**Retirement Coverage Code** - A code used to denote an employee's retirement coverage. The major ones include the following:

| <b>Code</b> | <b>Name</b>  |
|-------------|--|
| <b>1</b>    | CSRS (Civil Service  |
| <b>2</b>    | FICA   |
| <b>3</b>    | FS (Foreign Service)   |
| <b>4</b>    | None   |
| <b>5</b>    | Other  |
| <b>6</b>    | CSRS (Congressional 8 Court of Veterans Appeals (CVA) Judges Retirement Plan |
| <b>9</b>    | CVA Judges Retirement Plan (4.5%), covered by FICA and CVA Retirement Plan   |
| <b>C</b>    | Covered by FICA and by CSRS  |
| <b>D</b>    | CSRS Offset (Congressional) (FICA)   |
| <b>E</b>    | Covered by FICA and by CSRS, for law enforcement and firefighter personnel   |
| <b>G</b>    | Covered by FICA and by FS retirement system                                  |
| <b>I</b>    | Covered by FERS (Congressional) (FICA)                                       |
| <b>J</b>    | Covered by FICA and by another federal retirement system                     |
| <b>K</b>    | Covered by FERS and FICA   |
| <b>L</b>    | Covered by FERS and FICA, Air Traffic Controllers                            |
| <b>M</b>    | Covered by FERS and FICA, special  |
| <b>N</b>    | Covered by FERS and FICA, reserve technicians                                |
| <b>P</b>    | Covered by Foreign Service Pension Systems (FSPS) and FICA                   |
| <b>R</b>    | Covered by FICA and by CSRS  |

|          |   |
|----------|---|
| <b>T</b> | Covered by FICA and by CSRS for law enforcement and firefighter personnel |
| <b>W</b> | Covered by FICA and the FS retirement system                              |
| <b>X</b> | Covered by FICA and by another federal retirement system                  |
| <b>Y</b> | DC Retirement (Offset)  |
| <b>Z</b> | DC Retirement Plan  |

**Retirement Deferred** - Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the CSRS and then left Federal service or moved to a position not under a retirement system. An employee covered by FERS who separates after completing 10 years of service can also receive a deferred retirement upon reaching the FERS "Minimum Retirement Age" (55 to 57, depending on birth date).

**Retirement Discontinued Service** - Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency.

**Retirement ILIA (In Lieu of Involuntary Action)** – Voluntary retirement initiated by employee in lieu of involuntary separation by the agency.

**Retirement - Optional** –Voluntary retirement initiated by employee without reduction in annuity, of an employee who meets minimum age and service requirements.

**Return to Duty** - Indicates the placement of an employee in pay and duty status after absence for furlough, suspension, or leave without pay.

**Roles** - A role is a class of users who perform the same type of work, such as clerks or managers. This is a component of PeopleSoft's workflow functionality.

**Routings** - Routings are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes i.e., e-mail messages, electronic form, or worklist entry. This is a component of PeopleSoft's workflow functionality.

**Row** - A portion of the database also referred to as a record.

**Rules** - Rules determine what activities are required to process your business data. This is a component of PeopleSoft's workflow functionality.

**Run ID** - Uniquely identifies a Run Control for batch programs.

## **S**

**Sabbatical** - An absence from duty, without charge to pay or leave, that an agency may grant to a SES career appointee to engage in study or uncompensated work experience.

**Salary** - Rate of compensation received by an employee.

**Scientific and Professional (ST) Positions** - Positions established to carry out research and development functions that require the services of specially qualified personnel. ST positions are not graded.

**Seasonal Employee** - An employee hired to work on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

**Self-Service Center** - A place where employees go (usually a Web browser-accessed application) that gives them more direct control over their own data to verify, update, and/or request certain personnel actions.

**Senior Executive Service** - Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions.

**Senior Level (SL) Positions** - Positions established to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the GS and are not graded.

**Server** – Any computer that performs tasks based on a request from a remote client.

**Service Computation Date (SCD)** - Calculated date based on all creditable and verified civilian and military service using a 31-day month (purpose is to determine the leave accrual rate of an employee). Other SCD Dates include Thrift Savings Plan SCD, Leave SCD, RIF SCD, and Severance Pay SCD.

**Sex Code** - Indicates gender.

**Shift** - Specific hours during the day that an employee works, such as nine to five, four to eleven, or ten to six.

**Shift Code** - Numerical shift identifier that is unique within a Set ID.

**Sick Leave** - Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

**Shift Differentials** - A premium over regular pay for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

**Social Security Number** - Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

**Special Rates** - Identifies higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

**SQL** - Structured Query Language – a set of commands used to report from, write to, and extract data from relational databases.

**SQR** - Structured Query Report. A tool used to create a wide variety of reports or to perform global database manipulations and interactive queries.

**Standard Form (SF)** - Describes a standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive in usage.

**Standard Form (SF-50) - Notification of Personnel Action.** - Used to notify employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

**Standard Form (SF-52)** - Request for Personnel Action.

**Status Position Code** - Identifies the various conditions of a position, e.g., frozen, classified, etc.

**Step** - Indicates a secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

**Supervisory Differential** - The annual total dollar amount paid to a GS supervisor who provides direct, technical supervision of the work of one or more employees in other pay plans who receive a higher rate of total pay than does the supervisor.

**Suspension** - Indicates the placement of an employee, for disciplinary or other reasons, in a temporary status without duties and pay.

## **T**

**Tables** - Describes the structure that establishes the foundation of information in a relational database.

**Target Grade** - Indicates the highest obtainable grade for a position.

**Temporary Appointment** - An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

**Temporary Continuation of Coverage (TCC)** - The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

**Tenure** - The period of time an employee may reasonably expect to serve under his/her current appointment.

**Three-Tier Architecture** - Data storage and processing are distributed to process across different systems, such as the Application Server, which centralizes much of the data processing, thereby decreasing the load upon the individual client workstations.

**Thrift Savings Plan (TSP)** - A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

**Tool Bar** - The bar of icons found across the top of every screen.

**Tour of Duty** - Describes the scheduled days and hours per day of attendance at a duty station for an employee.

**Transaction Code** - Identifies what action has taken place against the position.

**Transaction Number/Sequence** - Indicates more than one action with the same effective date.

**Transfer** - Describes the movement of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority.

**Translate Table** - A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases, PeopleSoft maintains the Translate Table.

**Travel and Relocation Date** - Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

**Two-tier Architecture** - Where data storage and processing takes place on a central server (called the Database Server) and business rules and presentation of the data are managed by the individual client workstations.

**Type of Appointment** - Indicates the specific type of appointment, e.g., part-time permanent, full-time temporary, etc.

## U

**Unemployment Compensation** - Describes an insurance for unemployed Federal employees.

**United States Code (USC)** - Identifies the laws and regulations of the United States.

## V

**Veteran** - Identifies a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces.

**Veterans Preference** - Indicates an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

## W

**Wage Area** - A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System.

**Wage Employees** - Identifies employees that are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

**Waiver of an OPM Qualification Standard** - Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on the part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

**Web Server** - Describes a computer that responds to requests from clients and provides the clients with the requested document and its contents.

**WGI Due Date** - Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal or excess of allowable leave without pay.

**WGI Non-Creditable Days** - Total number of days that cause the WGI due date to be adjusted forward.

**Windows** - Identifies the basic screen structure of *EmpowHR*.

**Within Grade Increase (WGI)** - A longevity-based increase in salary based on predetermined time-in-grade requirements and acceptable performance.

**Without Compensation (WC)** - Under certain circumstances an agency may be authorized to appoint an employee to provide services to the government without pay.

**WIP** - Work-in-Progress.

**WIP Status** - Indicates the code that establishes the workflow system in PeopleSoft.

**WIP Status Type** - Describes the code that tracks the action. Each WIP Status is linked to a WIP Status Type. PeopleSoft delivers four different Status Types:

- **Work-In-Progress** - A request that has not reached the final level of approval.
- **Canceled** – Cancels an action that had been completed.
- **Corrected** – HR corrects a completed request.
- **Completed** – HR approves a request that has successfully completed all review levels.

