
Lump Sum Leave Payments

A final lump sum payment is normally processed when an employee separates from Federal service. Under certain conditions a lump sum payment can be made when NOAC 352, Termination Appointment-In, is processed.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain their annual leave to their credit
- Employees who transfer to positions not under a leave system to which annual leave may be transferred
- PT/FT employees who change to an intermittent work schedule
- Intermittent employees for whom there have not been established regular tours of duty during each administrative workweek
- Temporary employees engaged in construction work at hourly rates
- Employees of the Senate or House of Representatives
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests

A lump sum is not payable to an employee who transfers to a position to which his/her annual leave is transferable, or to a student trainee employed continuously with intermittent duty status between full-time tours of duty.

The lump sum payment to which an employee is entitled is equal to the pay that would have been received had the employee remained in service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at that time which would have affected pay had the employee remained in service for the period covered by the leave. In some cases this may result in the lump sum being paid at a dual rate.

If the employee is indebted to the Government at the time of separation and the final salary is insufficient to recover the debt, the annual or compensatory leave payment (or other payable leave) will be offset to collect for the indebtedness.

This section will show how to enter data to pay an employee separated from the Federal service or the government of the District of Columbia a lump sum for accumulated and current accrued annual leave.

Before beginning, the following information is needed:

- Form AD-581, Lump Sum Leave Compensatory Time Payments (verify all data provided by the employee)
- Annual/Sick Leave

- Statement of Earnings and Leave

To enter Lump Sum Leave Payments:

1. Select the **Payroll Documents** menu group.
2. Select the **Lump Sum Leave Payments** component. The **Find An Existing Value** tab - Lump Sum Leave Payments page is displayed. The information on this page will allow you to locate an existing employee in order to enter a Lump Sum Leave payment. Enter the search criteria.
3. Click **Search**. The Lump Sum Leave Payment page (**Figure 390**) is displayed.

The screenshot shows a web application interface for the US Dept of Agriculture. The page title is "Lump Sum Leave Payments". At the top, it displays "USDA" and "US Dept of Agriculture". Below the title, there are search criteria: "Effective Date: 01/07/2007", "Pay Period: 01", "Date Entered: 01/17/2007", "User ID: NFCUSER01", and "Transaction Status: InProgress". The page is divided into several sections: "Payment Information" with fields for Payment Type, Date of Separation, Flat Tax Rate, Minus S.L., Pay Code, and Pay AUC; "Wage Employee Shift Rate Hours" with fields for 1st, 2nd, 3rd, and VAR; "Dates Lump Sum Payment carries through" with fields for AL Restored, AL Within Ceiling, AL Above Ceiling, Date, Hours Applicable to Last Day, and Total Hours to be Paid; and "Accounting Data Usage Code". At the bottom, there are buttons for "Save", "Return to Search", and "Notify".

Figure 390. Lump Sum Leave Payments page

4. Complete the fields as follow:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **In Progress**. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Payment Type**

Enter the type payment or select data from the drop-down list. The valid values are **Final** for a final lump sum payment for an employee separating from Federal service. The separation action must be entered to pay a final payment or select **Interim** from the drop-down list if an interim lump sum payment is being entered for an employee who is not separating but must be paid the lump sum payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

***Date Of Separation**

Enter a date or select a date from the calendar icon. This date must match the separation date on the PAR action.

***Flat Tax Rate**

This field defaults to **No**, do not pay flat tax rate, pay at the database withholding rate. If the **No** is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based on the current W-4.

If Federal income tax is based on the 27 percent withholding rate, select **Yes** from the drop-down list.

***Minus Sick Leave**

If the employee is indebted for sick leave that is forgiven, select **Forgiven** from the drop-down list; if the employee is indebted and the sick leave is not forgiven and the debt must be paid, select **Not Applicable**. The sick leave balance on the database must be negative hours. If a sick leave indebtedness does not exist, do not make a selection.

***Pay COLA**

Enter the applicable data or select data from the drop-down list. The valid values are as follows:

Foreign Post Differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized but the system cannot pay it automatically. Must submit an SPPS request for payment.

Pay COLA Valid Values	Definition
No	Do not pay COLA or Post Differential
COLA	Pay COLA only
COLA & Post Differential	Pay Non-Foreign Post Differential only
Post Differential	Pay both Non-Foreign Post Differential and COLA

***Pay AUO**

Select **Yes** from the drop-down list if the employee is eligible for administratively uncontrollable overtime (AUO); Select **No** from the drop-down list if the employee is ineligible for AUO.

Wage Employee Shift Rate Hours/1st

Enter the first shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/2nd

Enter the second shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/3rd

Enter the third shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/VAR

Enter the varied shift rate hours for an FWS employee.

A/L Restored Date

Enter the date the restored annual leave carries through or select a date from the calendar icon. A restored annual leave balance must exist on the database.

A/L Within Ceiling Date

Enter the date the annual leave within ceiling carries through or select a date from the calendar icon.

A/L Above Ceiling Date

Enter the date the annual leave above ceiling carries through or select a date from the calendar icon.

Hours Applicable To Last Day

Enter the number of hours that are applicable to the last day of the lump sum payment.

Total Hours To Be Paid

Enter the total number of hours to be paid. The hours must agree with the hours on the database.

***Accounting Data Usage Code**

Enter the accounting or select accounting from the drop-down list. If a specific accounting code needs to be used, select **Use Specified Accounting Code** option from the drop-down and the **User Stored Accounting** and the stored accounting in the NFC database will be used. You may also customize, find, or view all accounting data by selecting the links on the Accounting Distribution Data section.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return to Search** to enter another Lump Sum Leave Payment.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Master File Change

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of an employee.

This section will show how to update certain data elements in the NFC Payroll/Personnel database (e.g., WGI due code).

Note: There are currently 36 Master File Update Actions that can be performed with this module. Multiple fields can be processed. CA new row is required per field. Click the **+** to add a new row.

To enter a Master File Change:

1. Select the **Payroll Documents** menu group.
2. Select the **Master File Change** component. The **Find an Existing Value** tab - Mater File Change is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Master File. Enter the search criteria.
3. Click **Search**. The Master File Change page (**Figure 391**) is displayed.
4. Click the **+** to add a new row.

The screenshot displays the 'Master File Change' interface. At the top, it shows the USDA logo and 'US Dept of Agriculture'. Below that, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. The main content area includes a search bar with 'LOVE, LILLY', 'EmpID: 033104', and 'Rcd#: 0'. There are also links for 'Find', 'View All', 'First', 'of 2', and 'Last'. Below the search bar, there are fields for 'Effective Date: 09/17/2006', 'Pay Period: 19', and 'Date Entered: 09/27/2006'. There are also fields for 'User ID: USER11' and 'Transaction Status: Not Applied'. A 'Data Element' section shows 'Field to be Updated: 000012 OASDI-DEDUCTIONS-YTD'. Below this, there are 'Validation Rules/Hints for Field Values' and a 'New Data' field containing '54000'. The 'Action Code' is set to 'Replace'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Figure 391. Master File Change page

5. Complete the fields as follows: