
Non-Federal Life Insurance

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees.

Use the following guidelines to enter non-Federal life insurance documents.

- Certain plan codes require the completion of the Option 1, Option 2, or Option 3 field, while others require the field to be blank. Review your agency instructions.
- The plan code must be compatible with the agency.
- Certain plans require part-time employees to work at least 40 hours per pay period.
- The employee can participate in both Federal and non-Federal life insurance plans.
- The work schedule code must be F, P, or I and the type of appointment code must be 01, 02, 06, or 07 for plan code 45. All other type of appointment codes must have a work schedule code of F.
- The appointment must be career or career conditional and the type of appointment code must be 01, 02, 06, or 07 for plan code 46.
- The employee must be younger than 70 years of age for plan code 46.

This section will provide the steps to enter Non-Federal Life Insurance.

To enter Non-Federal Life Insurance:

1. Select the **Payroll Documents** menu group.
2. Select the **Non-Federal Life Insurance** component. The **Find an Existing Value** tab - Non-Federal Life Insurance page is displayed. The information on this page will allow you to locate an existing employee in order to enter another non-federal life insurance transaction. Enter the search criteria.
3. Click **Search**. The Non-Federal Life Insurance page (**Figure 393**) is displayed.

Figure 393. Non-Federal Life Insurance page

4. Complete the fields as follows:

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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SING, or resent to NFC.

***Transaction Code**

Enter the code or select data from the drop-down list. The valid values are **Cancellation, Change, and New Enrollment.**

***Plan Code**

Enter the plan code of the insurance plan or select data from the drop-down list. The valid values are as follows:

Plan Code Valid Values

- ARC Non-Federal Life
- FCA Non-Federal Life
- FDIC Non-Federal Life
- FSA-CO
- Long Term Care - Oth Dependent
- Long Term Disability - High
- Long Term Disability - Standard
- Long Term Care EE/Spouse
- Not applicable
- OCC 24 Hour Life
- OCC Group Life
- SAMBA Life Insurance Plan
- Smithsonian Accidental Death
- Smithsonian Disability
- Smithsonian Institution
- Smithsonian Non-Federal Life

Coverage Code

Enter the insurance coverage code.

Coverage Amount

Enter the amount of coverage in whole dollars. The minimum coverage amount is \$10,000; the maximum coverage amount is \$500,000. Must be in \$10,000 increments.

Option 1

Enter the amount of Option 1. The following are the conditions of the field.

- Must be in multiples of \$25,000 and cannot exceed \$300,000.
- Cannot exceed five times the adjusted salary.
- For FDIC only, this field cannot exceed \$125,000 if the coverage amount is less than \$25,000.
- If the coverage amount is between \$25,000 and \$50,000, this field cannot exceed \$250,000.

Option 2

Enter the amount of Option 2.

Option 3

Enter the amount of Option 3.

Effective Date Of Life Insurance

Enter the effective date of the non-Federal life insurance.

Retrocate Adjustment

Enter the applicable information or select data from the drop-down list. The valid values are **Yes** and **No**.

LI-Biweekly Deduction Amount

Enter the applicable amount.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Non-Federal Life Insurance transaction.

OR

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

Savings Bonds

Savings bonds documents are used to enter U.S. Series EE and Series I Savings Bonds data for deductions through the Payroll Savings Plan. Bond data is used for preparation of

semi-annual bond reports that provides statistics pertaining to bond deductions. The bond account is reflected on the employee's AD-334, Statement of Earnings and Leave. Savings bonds documents are used to add new bonds, update bond data, and cancel existing bonds.

This section will show how to enter data for an employee who wants to purchase U. S. Series EE and Series I savings bonds through voluntary participation in the Payroll Savings Plan.

Before beginning, the following information is needed:

- Form SB-2152, Authorization for Purchase and Request for Change – United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change – United States Inflation-Indexed Savings Bonds

This section contains the following topics:

[Savings Bonds: Overview](#)

[Bond Account](#)

[Bond Purchase Price](#)

[Bond Inscriptions](#)

[Bond Authorization Number](#)

[Bond Transfer and Cancellation](#)

[Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds](#)

[Undeliverable/Returned Savings Bond](#)

[Bond Address Change](#)

[Savings Bond – New Authorization](#)

Savings Bonds: Overview

Employees may purchase a maximum of 9 allotments for U.S. Series EE and Series I savings bonds combined through voluntary participation in the Payroll Savings Plan. The Payroll Savings Plan is an automatic system for installment purchases of Series EE and Series I Savings Bonds through regular allotments (authorizations) set aside each pay period. Employees may elect to enroll in the Payroll Savings Plan at any time.

The National Finance Center electronically transmits savings bond information to the Federal Reserve Bank (FRB) on the official Thursday payday. FRB prints and distributes savings bonds the following week. Bond owners should receive their bonds within 10 working days after the official payday in which the savings bond was purchased.

Bond Account

The allotment amount specified by the employee is established when the initial bond is entered. This amount is deducted from the employee's salary each pay period. The allotments are accrued in the employee's bond account established in the PPS database until the full purchase price of the bond has been accumulated. At that time, the bond is issued and mailed to the designated bond owner. This cycle continues until the employee cancels the allotment or terminates employment. Upon cancellation of the allotment or termination of employment, the employee's savings bond account is closed in the database.

If the accumulated amount exceeds the purchase price of the bond, the balance is carried forward in the employee's bond account and applied toward the next bond purchase. If any portion of the amount cannot be equally applied toward the purchase of another bond, it is refunded.

Bond Purchase Price

The purchase price of the Series EE bond is one-half of its face value as shown on the bond card. The purchase price of Series I is 100 percent of the face value.

Bond Inscriptions

The savings bond inscription is the owner and/or co-owner/beneficiary information printed on the savings bond. The employee dictates this information. For each savings bond allotment, the savings bond may be issued to a single owner inscription or with a rotating inscription.

This section includes the following topics:

[Single Owner Inscription Option](#)

[Rotating Inscription Option](#)

Single Owner Inscription Option

The single owner inscription option permits the employee to designate one savings bond owner and zero or one co-owner/beneficiary for a savings bond allotment. Each savings bond purchased from one allotment will be issued to the designated bond owner. The owner and co-owner or beneficiary inscription will remain constant until the employee changes the inscription, cancels that savings bond allotment, or terminates employment.

The employee may:

- Designate an adult or minor as the owner and/or co-owner/beneficiary.
- Designate a fiduciary or an organization, private or public, as the owner. If the institution is an employer, the employer identification number assigned to the Internal Revenue Service must be entered on the bond card in lieu of the owner's social security number (SSNO).

Rotating Inscription Option

The rotating inscription option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different co-owners or beneficiaries on a recurring, sequential cycle. The employee may designate one to nine owners and zero to nine co-owners and/or beneficiaries. The co-owners or beneficiaries designations may be: zero to nine co-owners, zero to nine beneficiaries, or a combination of co-owners and beneficiaries totaling a maximum of nine (i.e., five co-owners and four beneficiaries, three co-owners and six beneficiaries, etc.). Many issuing combinations are possible through the rotating inscription option.

Each employee may have a maximum of nine separate savings bond accounts for Series EE and Series I combined. Each savings bond account has two subdivisions (a savings bond owner section and a co-owner/beneficiary section).

For a new savings bond allotment under the rotating inscription option, as many as nine bond cards may be required. Even though multiple bond cards are required to transact the rotating inscription option, it is only assigned one authorization number.

The bond owner section may designate a total of nine separate savings bond owners. Savings bonds are issued to a designated owner in a rotating sequential order. The owner rotation is accomplished independently with the savings bond account.

The co-owner/beneficiary section may have a total of nine co-owners or nine beneficiaries, or a combination of co-owners and beneficiaries totaling a maximum of nine. The co-owner/beneficiary inscription is rotated with each savings bond issued and is also accomplished independently with the bond account.

Naming multiple savings bond owners and/or multiple co-owners/beneficiaries causes both the savings bond owners and co-owner/beneficiary inscriptions to change with each savings bond issued. Because the savings bond owner and co-owner/beneficiary designation both rotate independently with the employee's savings bond account, the employee can determine the issuing order and sequence by the procedure illustrated below.

1. List the savings bond owners in order of designation (savings bond owner Number 1, 2, etc.).
2. List the co-owners/beneficiaries in a second column in order of designation, if applicable.
3. List the savings bond to be issued and the inscription to be reflected on that savings bond as the owner and co-owner/beneficiary designation are rotated. Remember the savings bond owner designation rotates independently as does the co-owner/beneficiary designation. (The table below depicts an example of a rotating inscription with six bond owners and four co-owners/beneficiaries.)

Savings Bond Owner	Co-owner/Beneficiary
1–John Snow	1–Karen Rain (co-owner)
2–Susan Snow	2–Betty Rain (beneficiary)
3–Billy Snow	3–Sharon Rain (beneficiary)
4–Sally Snow	4–Randy Rain (co-owner)
5–Mary Snow	
6–Bob Snow	

Inscription Reflected On Savings Bond When Issued

Savings Bond Issued	Savings Bond Owner	Co-owner/Beneficiary
1	1–John Snow	1–Karen Rain
2	2–Susan Snow	2–Betty Rain
3	3–Bill Snow	3–Sharon Rain
4	4–Sally Snow	4–Randy Rain
5	5–Mary Snow	1–Karen Rain
6	6–Bob Snow	2–Betty Rain
7	1–John Snow	3–Sharon Rain
8	2–Susan Snow	4–Randy Rain
9	3–Bill Snow	1–Karen Rain
10	4–Sally Snow	2–Betty Rain
11	5–Mary Snow	3–Sharon Rain
12	6–Bob Snow	4–Randy Rain

Bond Authorization Number

An authorization number is assigned to each savings bond allotment. The authorization number identifies the employee's savings bond account in the database. The assigned authorization number will remain with that particular savings bond allotment until the savings bond allotment is canceled. All future transactions affecting a specific savings bond allotment must show the original assigned authorization number.

Each employee may establish a maximum of nine separate savings bond authorizations for Series EE and Series I in the database. Individually, the savings bond allotment may be for any amount equal to or greater than \$3.75. For each authorization, the resultant savings bond may be issued to a single owner or issued with a rotating inscription.

The authorization number assigned to each savings bond allotment plays an important role when the employee wishes to enroll in the Payroll Savings Plan for savings bonds, change any information for the savings bond allotment, or wishes to cancel the savings bond allotment. Verify the authorization number in IRIS Program IR108 when processing a savings bond allotment for an employee.

This includes new allotments to ensure that the employee has no savings bond allotments established in the database and that Authorization Number 1 can be used. If the new savings bond allotment is for an employee who has established savings bond allotments in the database, the next sequential number should be used for the authorization number.

Bond Transfer And Cancellation

An employee who transfers from one department to another department is treated as an accession (this includes departments serviced by the USDA PPS). If the new employee wishes to continue and/or start savings bond allotment(s), enter the bond data from the bond card.

Once established, a savings bond authorization continues until the employee cancels the allotment or terminates employment with the department: Intradepartmental movement (changes in personnel office, agency, duty, station, etc.) does not effect the savings bond allotment(s). The employee's savings bond record in the database is automatically updated when the payroll/personnel changes are processed. No action is required at the time of the intradepartmental reassignment unless the reassignment results in a change of address of a designated bond owner. In such cases, enter the data to change the bond inscription(s).

If an employee is transferring to an agency outside the department, retiring, or resigning, the savings bond allotment(s) are automatically canceled. Any balance remaining in the employee's bond account will be included in the final salary payment. If the employee transfers and wishes to continue voluntary participation in the Payroll Savings Plan, a bond card must be completed and submitted to the gaining organization (this includes departments serviced by the USDA PPS).

In the event of death, the balance remaining in the savings bond account is included in the balance paid to the survivors or an estate.

Bond Non–Receipt

If a savings bond has not been received within 30 days after the expected delivery date, the employee should contact the agency personnel office. If the bond has not been returned to the agency personnel office, the agency personnel office should request the savings bond serial number from NFC through DOTSE. The serial numbers are needed to complete the Department of the Treasury’s claim form.

If the savings bond has not been received between 31 and 120 days after the expected delivery date, Form PDF 3062, Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue But Prior To Receipt By Owner, Co–owner, Or Beneficiary, must be completed. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Federal Reserve Bank
Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15219

OR

Federal Express Form PDF 3062 to the following address:

Federal Reserve Bank
Pittsburgh Branch
717 Grant Street
Pittsburgh, PA 15230

Claims routed to the Federal Reserve Bank, Pittsburgh Branch with issue dates of more than 120 days old are returned to the agency due to these claims being handled by the Bureau of the Public Debt. The agency should assist the employee in completing Form PDF 3062–4, Claims For Relief On Account Of The Non–receipt Of United States Savings Bonds. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Bureau of the Public Debt
Parkersburg, WV 26106–1328

If the original savings bond is received in the interim before relief is granted, the claimant should promptly notify Treasury in writing at the address mentioned above. If the application can be canceled in time, no replacement savings bond will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return.

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

A request for a replacement savings bond must be prepared only if the savings bond was received by the owner or representative and was subsequently destroyed, lost, stolen, mutilated, or defaced.

To initiate the replacement of a savings bond, the owner must prepare Form PDF 1048, Application For Relief On Account Of Loss, Theft, or Destruction Of United States Savings

And Retirement Securities. This form can be obtained from the local servicing Federal Reserve Bank. The employee should follow the instructions attached to the form and submit the form and the defaced savings bond and all available fragments of a mutilated savings bond, in any form whatsoever, to the following address:

Bureau of the Public Debt
Parkersburg, WV 26106–1328

Undeliverable/Returned Savings Bonds

All undeliverable savings bonds are returned to the Department of the Treasury. The Department of the Treasury returns the original savings bond to NFC for handling.

Upon receipt of undeliverable savings bonds, NFC will determine which agency personnel office services the employee. The original savings bond is then forwarded to the employee's agency personnel office with a memorandum that provides instructions for sending the savings bond to the employee and asking that the employee's savings bond address be corrected. A bond card must be completed to change an address for savings bond allotments. An employee address document will not change an address for a savings bond allotment.

The agency personnel office should give the original savings bond to the employee, if possible. If the savings bond cannot be given to the employee (e.g., the employee is at another location, separated, etc.) the agency should make every effort to notify the employee of the undeliverable/returned bond so that arrangements can be made to deliver the bond to the employee.

Have the employee complete a bond card to correct the address and enter the address in the system. If a subsequent savings bond is issued before the inscription is changed, it is also returned to the Department of the Treasury and then to NFC. This procedure continues until the address is corrected; therefore, it is important to correct the employee's address in the PPS as soon as possible.

If the agency personnel office is unable to contact the employee within 90 days after the savings bond issue date, forward the savings bond to the Bureau of the Public Debt, Parkersburg, WV 26106–1328, using Form PD 4581 ABC, Forwarding Item Transmittal – U.S. Savings Bonds/Notes – Retirement Plan Bonds – Individual Retirement Bonds. The Remarks block should be annotated with a description of the efforts made to deliver the bond (e.g., "Attempted to contact employee at last known address."). This form can be obtained from the local servicing Federal Reserve Bank.

Forward a deceased employee's bond to the co-owner or beneficiary, if any, and obtain a receipt. If the savings bond cannot be delivered within 30 days to a co-owner or beneficiary, or it is in a single ownership form, it should be returned to NFC with a statement indicating why the bond cannot be delivered. NFC will then forward this information to the Bureau of the Public Debt. A 90-day waiting period is not necessary in this case.

Bond Address Change

Enter a change in inscription to change an address for a savings bond allotment.

Note: Processing an employee address document does not change an address for a savings bond allotment.

Savings Bond – New Authorization

This section explains how to enter a new savings bond authorization.

To add a new Savings Bond Authorization

1. Select the **Payroll Documents** menu group.
2. Select the **Savings Bond Authorization** component.
3. Select the **Add A New Value** tab - Savings Bonds page to enter a new savings bond for an employee. The Savings Bonds page (**Figure 394**) is displayed.

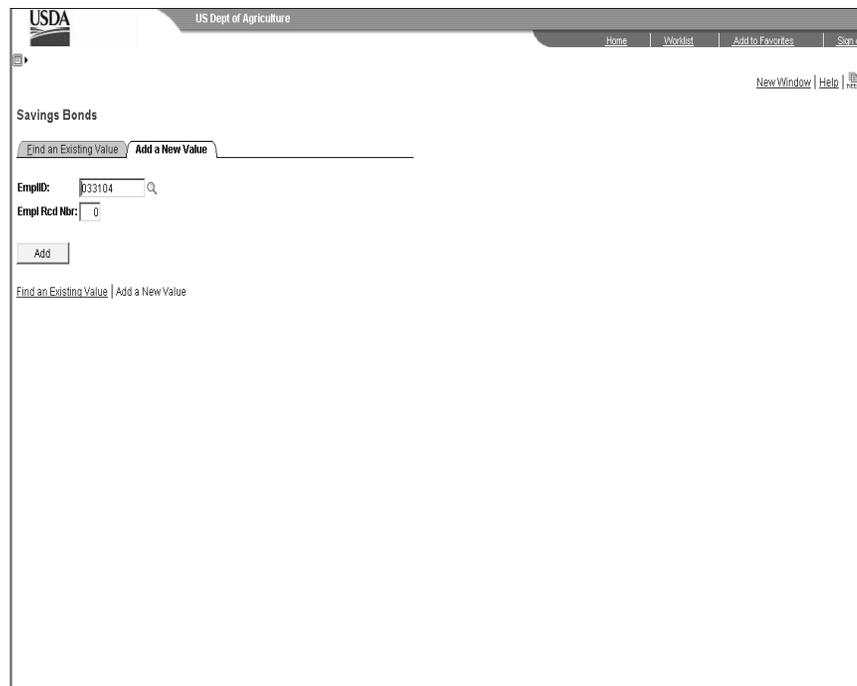
The screenshot shows a web application interface for the USDA. At the top, there is a header with the USDA logo and the text 'US Dept of Agriculture'. Below the header, there are navigation links: 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Savings Bonds' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are two input fields: 'EmplID:' with the value '033104' and a search icon, and 'Empl Rcd Nbr:' with the value '0'. An 'Add' button is located below these fields. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 394. Add A New Value tab - Savings Bonds page

4. Complete the field as follows:

EmplID

Enter the employee ID or select data by clicking the search icon.

Empl Rcd Nbr

No entry field.

5. Click **Add**. The Bond Information tab - Savings Bonds page (**Figure 395**) is displayed.

The screenshot shows the 'Bond Information' tab in the USDA system. At the top, there are navigation links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation, there are tabs for Bond Information, Owner Information, and Co-Owner Information. The main content area displays the following information:

- Employee Name: LOVE, LILLY
- EmplID: 033104
- Rcd#: 0
- Savings Bond: Find | View All | First | 1 of 1 | Last
- Effective Date: 01/21/2007
- Pay Period: 02
- Date Entered: 01/24/2007
- User ID: NFCUSER01
- Transaction Status: In Progress
- Bond Information:
 - Bond Authorization Number: [Field]
 - Bond Activity: 170 - New Allocation
 - Bond Deduction Amount Series:
 - Amount Allotted: [Field]
 - Bond Denomination: [Field]
 - Type of Bond: [Field]

At the bottom of the page, there are buttons for Save, Notify, Add, and Correct History. The footer shows the current page is 'Bond Information' with links to Owner Information and Co-Owner Information.

Figure 395. Bond Information tab - Savings Bonds page

6. 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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SING, or resent to NFC.

Bond Authorization Number

Enter the bond authorization number that identifies the bond. Valid values are **1** through **9**.

Bond Activity

Enter the applicable number or select data from the drop-down list. The valid values are listed below.

Bond Activity Valid Values	Description
170	New Allocation
171	Change Denom/Allotment
172	Chg Inscription/Denom/Allot
173	Cancel Bond
174	Cnancel Owner/Co/Benef

Amount Allotted

Enter the amount in dollars and cents to be deducted each pay period for the savings bond allotment.

Bond Denomination

The savings bond denomination in whole dollars. Click the arrow and select the bond denomination amount.

Type Of Bond

Enter the type of bond to be issued or select data from drop-down list. The valid values are **EE Series Bonds**, and **I Series Bonds**.

7. Select the **Owner Information** tab - Savings Bonds page to enter the owner of the new bond information. The Owner Information tab - Savings Bonds page (**Figure 396**) is displayed.

The screenshot displays the 'Owner Information' tab of a Savings Bonds page. At the top, there are three tabs: 'Bond Information', 'Owner Information' (selected), and 'Co-Owner Information'. Below the tabs, the following information is displayed:

- Mullendore, Linda A
- EmplID: 033104
- Rcd#: 0

A 'Bond Information/Activity' section contains:

- Bond Authorization Number: 1
- Pay Period: 13
- Effective Date: 06/22/2008
- User ID: CAMSBD
- Transaction Status: In Progress
- Bond Activity: 170 - New Allocation

Below this is a 'Bond Inscription' section with a 'Find' button and navigation controls. The main 'Bond Owners' section is a form with the following fields:

- Bond Owner (dropdown menu)
- Bond Owner Nbr: (dropdown menu)
- SSN: (text input)
- Same Address as Employee
- *First (text input)
- Middle (text input)
- *Last (text input)
- Suffix (dropdown menu)
- Name: (text input)
- Address 1: (text input)
- Address 2: (text input)

Figure 396. Owner Information tab - Savings Bonds page

8. 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 date is populated from the Bond Information tab - Savings Bonds page (Figure 395).

Bond Authorization Number

This field is populated from the Bond Information page.

Pay Period

This field is populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SING, or resent to NFC.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Owner Nbr

Enter the applicable information or select data from the drop-down list. The valid values are **1st, 2nd, 3rd, 4th, and 5th**.

Cancel

This box is used to cancel a bond that has been previously established.

SSN

Enter the social security number of the bond owner.

Same Address As Employee

Check this box if the address is the same as the employee.

***First**

Enter the first name of the bond owner.

Middle

Enter the middle name if applicable.

***Last**

Enter the last name of the owner of the bond.

Suffix

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

Suffix Valid Values

- I
- II

Suffix Valid Values

IV

Jr

Sr

V

VI

Name

This name is populated.

Address 1

Enter the 1st line of the address.

Address 2

Enter the 2nd line of the address if applicable.

City

Enter the city.

State

Enter the state and zip code.

9. Click **Save** to save the transaction.
10. Click **Add** to add the new bond owner information.
11. Select the **Co-Owner Information** tab - Savings Bonds page to enter the owner new bond information. The Co-Owner Information tab - Savings Bonds page (**Figure 397**) is displayed.

The screenshot displays the 'Co-Owner Information' tab. At the top, there are three tabs: 'Bond Information', 'Owner Information', and 'Co-Owner Information'. Below the tabs, the following information is shown:

- Employee Name: Mullendore, Linda A.
- EmplID: 033104
- Rcd#: 0

The 'Bond Information/Activity' section includes:

- Bond Authorization Number: 1
- Pay Period: 13
- Effective Date: 06/22/2008
- User ID: CAMSBD
- Transaction Status: In Progress
- Bond Activity: 170 - New Allocation

The 'Bond Inscription' section is also present. A modal window titled 'Bond Co-Owner/Beneficiary' is open, featuring:

- Radio buttons for 'Co-Owner' and 'Beneficiary'.
- A 'Cancel' button.
- Fields for 'Co-Own/Ben Nbr', 'SSN', and 'Name' (split into *First, Middle, *Last).
- A 'Suffix' dropdown menu.

Figure 397. Co-Owner Information tab - Savings Bonds page

12. 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 date is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Pay Period

This field is populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page.

Co-Owner

Check this box if there is a beneficiary on the bond.

Co-Owner/Ben Nbr

Enter the applicable information or select data from the drop-down list. The valid values are **1st**, **2nd**, **3rd**, **4th**, and **5th**.

Cancel

This box is used to cancel an already established bond.

SSN

Enter the social security number of the bond co-owner.

***First**

Enter the first name of the bond co-owner.

Middle

Enter the middle name if applicable.

***Last**

Enter the last name of the co-owner.

Suffix

Enter the applicable suffix or select data from the drop-down list.

Suffix Valid Values

I
II
IV
Jr
Sr
V
VI

13. Click **Save** to save the transaction.

14. Click **Add** to add the Co-owner bond information.

OR

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

OR

Click **Correct History** to correct information in history.

Savings Bond – Change/Cancel

This section will show you how to:

- Change an established savings bond authorization inscription, denomination, and/or allotment.
- Change the amount of their savings bond allotment and/or change the denomination of the savings bond at any time.
- Cancel an owner and/or co-owner/beneficiary for an established inscription savings bond allotment.
- Cancel their savings bond allotment(s) at any time. Savings bond deductions will normally discontinue in the pay period selected.

Before beginning, the following information is needed:

- Form SB–2152, Authorization for Purchase and Request for Change – United States Savings Bonds
- Form SB–2253, Authorization for Purchase and Request for Change – United States Inflation–Indexed Savings Bonds.

To change or cancel a Savings Bond:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Savings Bond*** component. The ***Find An Existing Value*** tab - Savings Bonds page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.
3. Click **Search**. The Bond Information tab - Savings Bonds page (**Figure 398**) is displayed.

The screenshot displays a web application interface for managing Savings Bonds. At the top, there are three tabs: 'Bond Information' (selected), 'Owner Information', and 'Co-Owner Information'. Below the tabs, the following information is displayed:

- Employee Name: Mullendore, Linda A
- EmplID: 033104
- Rcd#: 0

A blue header bar contains the text 'Savings Bond' and navigation links: 'Find | View All | First | 1 of 1 | Last'. Below this, several fields are visible:

- Effective Date: 06/22/2008 (with a search icon)
- Pay Period: 13
- Date Entered: 07/01/2008
- User ID: CAMSBD
- Transaction Status: In Progress (dropdown menu)

A section titled 'Bond Information' contains the following fields:

- Bond Authorization Number: 1
- Bond Activity: 170 - New Allocation (dropdown menu)

Below this is a section titled 'Bond Deduction/Amount/Series' with three input fields:

- Amount Allotted: []
- Bond Denomination: []
- Type of Bond: [] (dropdown menu)

Figure 398. Bond Information tab - Savings Bonds page

4. Complete the fields as follows:

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.

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 398**).

Pay Period

This field is populated and cannot be changed.

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 **Applied** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Bond Authorization Number

Enter the applicable number.

Bond Activity

Make a selection from the following options:

Valid Values	Description
170	New Allocation
171	Change Denom/Allotment
172	Chg Inscription/Denom/Allot
173	Cancel Bond
174	Cancel Owner/Co/Benef

Note: Based on the option that is selected, you may need to select the Owner Information tab - Savings Bonds page or the Co-Owner Information tab - Savings Bonds page to make your modification.

5. Click **Save** to save the transaction on each tab that is modified.
6. Click **OK**.
7. Click **Add** to enter another Savings Bond.

OR

Click **Correct History** to correct history for a saving bond.

OR

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

SES Performance Appraisal

SES Performance Appraisal is used to enter SES performance appraisals and bonuses.

Review the Remote Forms Queuing System (RFQS) control listing to confirm the employee's evaluation is due before entering the SES performance appraisal. An SF-50-B, NOAC 879, SES Performance Award, is generated after the data is processed.

A maximum of five performance appraisal records (IRIS Program IR313, SES Performance Data) are stored in the database for SES employees.

This Section will provide the steps to enter a SES Performance Appraisal.

- Must be greater than the last performance evaluation anniversary date on the database

To enter an SES Performance Appraisal:

1. Select the **Payroll Documents** menu group.
2. Select the **SES Performance Appraisal** component. The **Find An Existing Value** tab - SES Performance Appraisal page. The information on this will allow you to locate an existing employee in order to enter or change an SES Performance Appraisal. Enter the search criteria.
3. Click **Search**. The SES Performance Appraisal page (**Figure 399**) is displayed.

The screenshot shows a web application interface for the USDA. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', 'Customize Page', and 'Print'. The main content area displays the 'SES Appraisal' form. At the top of the form, it shows 'LOVE,LILLY', 'EmpID: 033104', and 'Rcd# 0'. Below this is a search bar with 'Find | View All' and 'First 1 of 1 Last'. The form contains several input fields: 'Effective Date' (01/21/2007), 'Pay Period' (02), 'Date Entered' (01/24/2007), 'User ID' (NFCUSER01), and 'Transaction Status' (In Progress). There are also sections for 'Appraisal Period' with 'From Date' and 'To Date' fields, and 'Appraisal Rating' with 'Rating Scale', 'Adjective', 'Retain', 'Bonus Percent', 'Bonus Amount' (\$0.00), and 'Award Type' dropdown menus. At the bottom of the form are buttons for 'Save', 'Return to Search', and 'Notify'.

Figure 399. SES Performance Appraisal page

4. Complete the fields as follows:

Name

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

EmpIID

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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Appraisal Period/From Date

Enter the beginning date of the rating of record period or select a date from the calendar icon.

Appraisal Period/To Date

Enter the ending date of the rating of record period or select a date from the calendar icon.

Rating Scale

Enter the appraisal scale rating code.

Adjective

Enter the adjective rating. The valid values are **P**, **FS**, or **U**.

Retain

Select **Yes** or **No** from the drop-down list.

Bonus Percent

Enter the percent of the SES bonus. The valid values are **01** through **20**. The bonus amount must also be entered.

Bonus Amount

Enter the amount of the SES bonus in dollars and cents. The bonus percent must also be entered and cannot be greater than 20 percent of the adjusted salary.

Award Type

Click the applicable radio button to select the type of award. The valid values are **None**, **Distinguished**, and **Meritorious**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter an additional SES Appraisal.

OR

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

Severance Payment

Severance pay applies to employees who are involuntarily separated from service by removal for cause on charges of misconduct, delinquency, or inefficiency. IRIS Screen IR134, Severance Payment, displays severance payments made in the PPS; IRIS Screen IR135, Severance Pay Computation, displays a computation of severance pay based on the salary data in the database.

This section shows how to enter a severance payment.

Before beginning, the following information must be verified.

- IRIS Program 135, Severance Pay Computation.

To enter a Severance Payment:

1. Select the **Payroll Documents** menu group.
2. Select the **Severance Payment** component. The **Find An Existing Value** tab - Severance Payment page. The information on this will allow you to locate an existing employee in order to enter or change a Severance Payment. Enter the search criteria.
3. Click **Search**. The Severance Payment page (**Figure 400**) is displayed.

Figure 400. Severance Payment page

4. Complete the fields as follows:

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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Transaction**

Enter the applicable information or select data from the drop-down list. The valid values are **Add, Change, and Stop Payment**.

***Total Amount**

Enter the applicable total amount.

Amount Per Pay Period

Enter the applicable amount of severance pay per pay period.

***Beginning Date**

Enter the applicable date or select a date from the calendar icon. This date should be the same as the beginning date entered in Remarks N22.

First Payment Amount

Enter the applicable payment amount in dollars and cents only if it differs from the Amount Per Pay Period field, otherwise leave this field blank.

***Accounting Distribution**

Enter the accounting distribution.

Note: If the employee separates in the middle of a pay period, the first payment would be a partial payment. If a last action is processed, the first payment may include multiple payments.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter additional Severance Pay data.

OR

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

Tax Data

This part contains the follow topics:

[City Tax Data](#)

[County Tax Data](#)

[State Tax Data](#)

[Federal Tax Data](#)

[Earned Income Credit](#)

City Tax Data

Tax documents are processed for local, Federal, and Foreign taxes. Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings.

The employee should complete the applicable tax form to authorize withholding and claim exemptions, as applicable. In most cases, taxes are withheld each pay period based on the processing of a tax document. If a document is not processed, the PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the NFC home page at <http://www.nfc.usda.gov/> under NFC Pubs And Forms.

A tax record is established at the time the accession personnel action and/or tax form are processed. Some local taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the taxing entity and do not require the declaration of exemption information. In these cases, the entry of a tax certificate is not required.

This section will show how to enter data for an employee who (1) claims exemption from city tax withholding, (2) voluntarily elects withholding, (3) authorizes an additional withholding amount, (4) establishes the city tax Total Number of Allowances (if applicable), or (5) declares that more than 25% of annual compensation for services performed outside the city. Users can use the Tab key to advance from one field to the next.

Before beginning, the following information is needed (as provided by the employee on the City Tax Exemption Claim Form):

- City Tax
- State Code
- City Code
- Whether or not employee is a resident of the city where employed.
- (Optional data entry) Percent of Annual Compensation the employee claims for services performed outside the city.
- Total Number of Allowances employee is claiming
- (Optional data entry) Other Allowances-the amount of additional dollars and cents the employee wishes to be withheld.

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

This section contains the following topics:

[Voluntary Withholding](#)

[Additional Withholding](#)

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT
- The mandatory duty station tax is waived (if allowed)
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate.

1. Select the **Tax Data** menu group.
2. Click **City Tax Data** tab - Tax Data page to enter city taxes. The City Tax Data tab - Tax Data page (**Figure 401**) is displayed.

City Tax Data		County Tax Data	State Tax Data	Federal Tax Data	Earned Income Credit
Mullendore,Linda A		EmplID: 033104	Rcd# 0		
City Tax Data		Find View All	First	1 of 1	Last
*Effective Date:	06/22/2008	Pay Period:	13	Date Entered:	07/01/2008
User ID:	CAMSBD	Transaction Status:	InProgress		
Exemption Data					
State:	<input type="text"/>				
City:	<input type="text"/>				
Resident of City where employed ?	<input type="checkbox"/>				
Percent of annual compensation for Services outside the city :	<input type="text" value="0"/>				
Total Number Of Allowances:	<input type="text"/>				
Additional Withholding Amount:	<input type="text" value="\$0.00"/>				

Figure 401. City Tax tab - Tx Data page

3. Complete the fields as follows:

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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

State Code

Enter the applicable state in this field or search by clicking the search icon.

City

Enter the applicable city in this field or search by clicking the search icon.

Resident Of City Where Employed

Check the box if applicable.

Percent Of Annual Compensation For Services Outside Of City

Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station.

Total Number Of Allowances

Enter the total number of allowances claimed. The valid criteria is as follows:

- Total Number of Allowances Claimed must be **00** except for cities in Michigan and New York, and Philadelphia, PA.
- For Indiana counties: In the first position, type the alpha (**A-Z**) to represent the number of additional exemptions claimed. (**A=1, B=2, C=3**, etc., up to **Z=26**). Otherwise, enter **0** (zero). In the second and third positions, enter the number of exemptions claimed. If less than **10**, precede with a zero.
- For Federal tax, type the marital status code **S** (single), **M** (married), or **X** (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal taxes, then type **XT**.
- For Arizona state tax, valid values are **100, 190, 230, 250, 310, and 370**.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.
6. Click **Return To Search** to enter an additional transaction.

OR

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

County Tax Data

County tax is withheld for the county in which an employee works or resides. County tax data must be entered if:

- The employee is exempt from withholding.
- The employee wants to authorize additional withholding.
- The employee wants to reduce the amount of tax withholding by estimating a percentage of work performed outside the duty station county.
- The employee resides or works in Clay or Greene county in Indiana.
- The employee is voluntarily electing county tax withholding.

If an employee is transferring into the PPS or transferring from one Department to another within the PPS, the county taxes deducted YTD should be carried forward to the PPS to prevent overpayment of county tax for counties that have maximum annual tax amounts.

This section contains the following topics:

[Mandatory Withholding for County Tax](#)

[Voluntary County Tax](#)

[Waiver/Exemption From Withholding For County Tax](#)

[Reduced County Tax For Work Performed Outside The Duty Station](#)

Mandatory Withholding For County Tax

Mandatory withholding is based on the county code in the database. If a county tax document is not entered, withholding will be based on the highest rate applicable for the county. Most mandatory county taxes are computed based on a percentage of gross wages and do not allow for the declaration of exemptions (except Clay and Greene Counties in Indiana); therefore, the processing of county tax data is not required. If a tax certificate is not processed, withholding is based on zero exemptions.

Voluntary County Taxes

Employees whose duty station or residence is located in certain counties may voluntarily elect county tax withholding. A county income tax certificate must be processed to declare the dollar amount or a number of exemptions.

If an employee is subject to mandatory withholding in another county, a waiver must be processed for the mandatory county before election can be made for the voluntary county.

Refer to the tax formulas on the NFC home page for a list of voluntary counties.

Waiver/Exemption From Withholding For County Tax

If the county ordinance contains provisions that allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax. Enter the duty station county tax document to waive liability before entering the county tax document for the voluntary residence county. Type XT in the Total Number Of Allowances Claimed field.

Reduced County Tax For Work Performed Outside The Duty Station

A county tax reduction is allowed if the employee performs 25 percent or more of their work outside the duty station county and wishes to have the withholding amount reduced to the appropriate tax liability. Enter the percentage of time the employee works outside the duty station city in the “Percent Of Annual Compensation For Services Performed Outside The County/City” field. If this data is not entered, taxes will be withheld on the total wage amount.

To enter County Tax:

7. Click **County Tax Data** tab - Tax Data page to enter county taxes. The County Tax Data tab - Tax Data page (**Figure 402**) is displayed



City Tax Data	County Tax Data	State Tax Data	Federal Tax Data	Earned Income Credit	
Mullendore, Linda A EmplID: 033104 Rcd# 0					
County Tax Data Find View All First 1 of 1 Last					
Effective Date:	06/22/2008	Pay Period:	13	Date Entered:	07/01/2008
User ID:	CAMSBD	Transaction Status:	InProgress		
Exemption Data					
State Code:	<input type="text"/>				
County Code:	<input type="text"/>				
Resident of County where employed?	<input type="checkbox"/>				
For Services Outside the County : Percent of Annual Compensation	<input type="text" value="0"/>				
Total Number Of Allowances:	<input type="text"/>				
Additional Allowances:	<input type="text" value="\$0.00"/>				

Figure 402. County Tax Data tab - Tax Data page

8. Complete the fields as follows:

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.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SING, or resent to NFC.

***State Code**

Enter the applicable state in this field or search by clicking the search icon.

***Country Code**

Enter the applicable city in this field or search by clicking the search icon.

Resident Of City Where Employed?

Check the box if applicable.

For Services Outside Of Country:Percent Of Annual Compensation

Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station.

Total Number of Allowances

Enter the applicable number of allowances.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

9. Click **Save** to save the transaction.
10. Click **OK** on the pop-up.
11. Click **Return To Search** to enter an additional transaction.

OR

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

State Tax Data

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type Only (ONL) in the Total Number Of Allowances field, to indicate the employee is exempt from withholding.

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a IRS Form W-4 is not processed, Federal and State Income Taxes will be automatically withheld at the rate of single with zero exemption until a IRS Form W-4 is entered for processing.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemptions recorded in the database.

This section contains the following topics:

[Dual State Tax Voluntary Withholding](#)

[Cancellation Of Voluntary Withholding](#)

[Certificate Of Non-Residence For State Tax](#)

[Voluntary Withholding](#)

[Additional Withholding](#)

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. If state income tax is currently being withheld based on the duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions. To release the document, type C in the Status Code field.

The Form AD-304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate. The Form AD-304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the Form AD-304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Cancellation Of Voluntary Withholding

Voluntary state tax withholding will terminate if:

- An employee's duty station state changes (the certificate of non-residence is now void)
- The state revokes its tax withholding law,
- An exemption from withholding certificate is processed (ONL in the Total Number Of Allowances field).
- A cancellation of voluntary withholding is processed (CAN in the Total Number Of Allowances field).

Certificate Of Non-Residence For State Tax

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes will not be withheld for the duty station state. A certificate of non-residence allows an employee to declare non-residency for the duty station state to have taxes withheld for the residence state.

State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a certificate of non-residence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of their duty station state.

If an employee's duty station changes, the certificate of non-residence in effect at that time will become void, and a new certificate is required for the new duty station state (if applicable).

Each certificate of non-residence is to be completed following the instructions on the individual form. Enter the duty station state tax document to waive liability before entering the state tax document for the residence state. Type WAV (waiver) in the Total Number of Allowances Claimed field.

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT.
- The mandatory duty station tax is waived (if allowed).
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station.

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate page.

This section shows the process of establishing or changing an employee's state income tax withholding code or an additional withholding amount; establishing or canceling a certificate of non-residence and claiming total exemptions from withholding, if permitted by the state.

Before beginning, the following information is needed: (refer to the State Tax withholding certificated completed by the employee).

- State Tax withholding code
- Total number of Allowances
- Additional withholding amount FOR CALIFORNIA, ILLINOIS, MICHIGAN, VIRGINIA AND PUERTO RICO ONLY)
- Additional Exemptions Claimed FOR Puerto Rico ONLY
- Personal Exemptions Claimed
- Public or Private Employee

To enter State Tax Data:

12. Select the **State Tax Data** tab - Tax Data page. The State Tax Data tab - Tax Data page (**Figure 403**) is displayed.

City Tax Data	County Tax Data	State Tax Data	Federal Tax Data	Earned Income Credit
Mullendore, Linda A		EmplID: 033104	Rcd# 0	
State Tax Data		Find View All	First 1 of 1 Last	
*Effective Date:	<input type="text" value="06/22/2008"/>	Pay Period: 13	Date Entered: 07/01/2008	<input type="button" value="+"/> <input type="button" value="-"/>
User ID:	CAMSB	Transaction Status:	<input type="text" value="InProgress"/>	
Exemption Data				
State tax withholding state code:	<input type="text"/>			
Total Number Of Allowances:	<input type="text"/>		NFC TAX INSTRUCTIONS	
Additional Withholding Amount:	<input type="text" value="\$0.00"/>			

Figure 403. State Tax Data tab - Tax Data page

13. Complete the fields as follows:

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.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

**State Tax Withholding
State Code**

Enter the 2 numeric positions for the state code. The state name is displayed.

**Total Number Of
Allowances**

Enter the total number of allowances (3 numeric positions) for the state tax. Click the ***NFC Tax Instructions*** link for more tax information.

**Additional Withholding
Amount**

Enter the amount of additional withholding.

14. Click **Save** to save the transaction.
15. Click **OK** on the pop-up.
16. Click **Return To Search** to enter an additional transaction.

OR

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

Federal Tax Data

Federal tax is withheld through payroll deductions based on the processing of Form W-4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax-withholding table for marital status. From this calculation the tax amount is determined based on the taxable income amount and the tax percentage. The formula is located on the NFC home page at www.nfc.usda.gov under NFC Pubs And Forms.

This section will show how to entering Federal Income Tax data from the W-4 completed by the employee.

Before beginning, the following information is needed:

(This information is provided on the W-4 form completed by the employee)

- Marital status of the employee.

- Total number of tax exemptions to be claimed by the employee.
- Any additional withholding amount (in dollars and cents) - **Note:** This is an optional field.

Federal income tax is withheld based on the processing of form W-4. If a W-4 is not processed, Federal income tax will be automatically be withheld at the rate of single with zero exemption until a W-4 is processed.

A Federal income tax certificate does not need to be processed for employees reassigning to another agency serviced by NFC within the same department. However, employees transferring from one department to another department serviced by NFC must submit a new W-4 at the time the accession action is processed.

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W-4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the Republic of Panama, Virgin Islands, Guam or the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W-4 indicating Exempt status.

Federal income tax is withheld at the rate of 25% on all cash awards and bonuses. For annual leave and compensatory time lump sum payments, an employee can choose to have Federal income tax withheld based on the Federal income tax withholding exemption code in the PPS or at the 25% rate.

Note: Spot awards are grossed up 25%.

To enter Federal Tax:

17. Select the **Federal Tax Data** tab - Tax Data page. The Federal Tax Data tab - Tax Data page (**Figure 404**) is displayed.

City Tax Data	County Tax Data	State Tax Data	Federal Tax Data	Earned Income Credit
Mullendore, Linda A		EmplID: 033104	Rcd# 0	
Federal Tax Data		Find View All First 1 of 1 Last		
*Effective Date:	06/22/2008	Pay Period:	13	Date Entered: 07/01/2008
User ID:	CAMSBD	Transaction Status:	InProgress	
Exemption Data				
Tax Marital Status:	No Data			
Total Number of Allowances Claimed:	0			
Additional Withholding Amount:	\$0.00			

Figure 404. Federal Tax Data tab - Tax Data page

18. Complete the fields as follows:

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.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Tax Marital Status

Enter the applicable information or select data from the Drop-down list. The valid values are **Exempt, Married, and Single**.

Total Number Of Allowances Claimed

Enter the total number of allowances claimed.

- Total Number of Allowances Claimed must be **00** except for cities in Michigan and New York, and Philadelphia, PA.
- For Indiana counties: In the first position, type the alpha (**A–Z**) to represent the number of additional exemptions claimed. (**A=1, B=2, C=3**, etc., up to **Z=26**). Otherwise, enter **0** (zero). In the second and third positions, enter the number of exemptions claimed. If less than **10**, precede with a zero.
- For Federal tax, type the marital status code **S** (single), **M** (married), or **X** (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal taxes, then type **XT**.
- For Arizona state tax, valid values are **100, 190, 230, 250, 310, and 370**.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

Earned Income Credit

Earned income credit (EIC) is a special tax credit for certain employees with a qualifying child and is based on the processing of IRS Form W-5, Earned Income Credit. The credit reduces the amount of Federal tax an employee owes and is intended to offset increases in living expenses and social security taxes.

The EIC consists of the basic credit for qualifying children, the health insurance credit, and the extra credit for a child born in the tax year. Only the basic credit for one qualifying child is payable in advance.

Eligible employees have the option of receiving a refund after filing their individual tax returns (IRS Forms 1040 or 1040-A, U.S. Individual Income Tax Return) or in advance payments. Those who choose the EIC advance payments must file a Form W-5 each year. The W-5 expires December 31 of each calendar year with payments through Pay Period 24 (or the last pay period of the tax year). The advance payment amount is computed using an IRS formula.

This section will show how to enter data for employees with a qualifying child.

To enter Earned Income Credit:

19. Click **Earned Income Credit** tab - Tax Data page. The Earned Income Credit tab - Tax Data page (**Figure 405**) is displayed.

Figure 405. Earned Income Credit tab - Tax Data page

20. Complete the fields as follows:

Name

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

EmplID

This field is system-generated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is system-generated and cannot be changed.

Effective Date

This field is system-generated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Eligible For Earned Income Credit:**

Enter the applicable information. The valid values are **No Data, Yes,** and **No.**

Earned Income Credit Code

Enter the applicable information or select data from the drop-down list. The valid values are **Married, Emp only Claim, Married, Emp&Spouse Claim EIC,** and **Single, Head of Hsehold/Qua.Widow.**

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. Employees covered by the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS) can contribute to TSP. Employees hired on or after January 1, 1984, are generally FERS employees. The Foreign Service Pension System (FSRS) and other equivalent Government retirement plans are also included in FERS. CSRS includes the CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans. For detailed information regarding TSP, refer to publications and bulletins published by the Federal Retirement Thrift Investment Board.

If the employee elects to start, change, waive, or terminate TSP contributions, the employee must complete form TSP-1, Thrift Savings Plan Election Form.

This section shows how to enter TSP elections, changes and cancellations.

Before beginning, the following information is needed: (refer to Form TS-1)

- The type of action (enrolling, changing, stopping contributions)
- The percent of Contribution OR the amount of Contribution.
- Whether action is being processed during an Open Season.

To enter Thrift Savings Plan data:

1. Select the **Payroll Documents** menu group.
2. Select the **Thrift Savings Plan** component. The **Find An Existing Value** tab - Thrift Savings Plan page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan. Enter the search criteria.
3. Click **Search**. The Thrift Savings Plan page (**Figure 406**) is displayed.

The screenshot displays the Thrift Savings Plan page for employee Linda A. Mullendore. At the top, it shows the employee's name, EmpID: 033104, and Rcd#: 0. Below this is a search bar with the text 'Thrift Savings Plan' and navigation options like 'Find | View All', 'First', '1 of 1', and 'Last'. The main form area includes fields for 'Effective Date' (06/22/2008), 'Pay Period' (13), and 'Date Entered' (07/01/2008). There are also fields for 'User ID' (CAMSBD) and 'Transaction Status' (NFC Ready). A section titled 'Contribution Information' contains a 'TSP Plan Code' field with a 'Delete Entry' button, a '*TSP Transaction Code' dropdown menu set to 'New Enrollment/Change', a 'Contribution Rate' field with '10' and 'Enter %', and a 'Contribution Amount' field with '\$0' and 'Enter \$ Amount'.

Figure 406. Thrift Savings Plan page

4. Complete the fields as follows:

Name

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

EmpID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

***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. In some cases, you may have to remove the default entry and enter the correct Effective Date according to TSP guidelines. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Transaction Status

This field defaults to **In Progress** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

TSP Plan Code

Enter the applicable code.

***TSP Transaction Code**

Enter the applicable code or select data from the drop-down list. The valid values are **Cancel**, **New Enrollment/Change**, and **Waive**.

Contribution Rate

If you do not enter the dollar amount, enter the percentage rate.

- Must be in 5-percent increments.
- Must be up to 10 percent for CSRS employees and up to 15 percent for FERS employees.
- The total percentage between each allocation must equal 100.

OR

Contribution Amount

If you do not enter the percentage rate, enter the whole dollar amount.

- The maximum percent allowed is 15 percent of adjusted salary for FERS employees and 10 percent for CSRS employees. When the special employee code is **01**, **02**, **03**, or **08**, 25% is calculated into the adjusted salary before determining the maximum deduction.
- Dollar amount must be whole dollars.

TSP Loan Allotment

To enter Thrift Savings Plan data:

1. Select the **Payroll Documents** menu group.
2. Select the **TSP Loan Allotment** component. The **Find An Existing Value** tab - TSP Loan Allotment page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan. Enter the search criteria.
3. Click **Search**. The TSP Loan Allotment page (**Figure 407**) is displayed.

The screenshot displays the 'TSP Loan Allotment' page for employee Wiggins, Tracey L. (EmplID: 020008, Rcd#: 0). The page includes a search bar with 'Find | View All' and navigation links for 'First', '1 of 1', and 'Last'. Key fields include:

- Effective Date:** 01/07/2007
- Pay Period:** 01
- Action Date:** 01/18/2007
- User ID:** NFTSP
- Transaction Status:** Auto Actn

The **Data Element** section contains:

- Allotment Action Type:** Radio buttons for Federal and Non Federal.
- TSP Allotment Transaction Code:** (empty field)
- Allotment Amount Per Pay Period:** (empty field)
- Number of TSP Loan Payments:** (empty field)

The **Direct Deposit** section includes:

- Account Type:** Radio buttons for Checking and Savings.
- Routing #:** 065036022
- Account #:** 0907001G

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update Display, and Include History.

Figure 407. TSP Loan Allotment page

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.

Pay Period

This field is populated and cannot be changed.

***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. In some cases, you may have to remove the default entry and enter the correct Effective Date according to TSP guidelines. 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.

Action Date

This field is populated and cannot be changed.

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 **Applied** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

**Allotment Action
Type/Federal**

Check the box if applicable.

**Allotment Action
Type/Non Federal**

Check the box if applicable.

**TSP Allotment
Transaction Code**

Enter the applicable information.

**Allotment Amount Per
Pay Period**

Enter the amount to be deducted each pay period in dollars and cents.

Number Of TSP Loan Payments

Enter the number of payments required to repay the loan based on the non-Federal loan agreement.

Routing Number

Enter the applicable information.

Accounting Number

Enter the applicable information.

Account Type/Checking

Check the box if the loan allotment will be sent to a checking account.

Account Type/Savings

Check the box if the loan allotment will be sent to a savings account.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.
6. Click **Return To Search** to enter an additional TSP Loan Allotment
OR
Click **Refresh** to refresh the page and re-enter information.
OR
Click **Update Display** to update the display.
OR
Click **Include History** to include a TSP allotment loan history.
OR
Click **Notify** to send an e-mail to the next individual in the workflow.

Thrift Savings Plan Catch-Up

Public Law 107-304 permits eligible TSP participants age 50 or older to make tax-deferred "catch-up" contributions from basic pay to their TSP accounts. The catch-up contributions are a supplement to the participant's regular TSP contributions and do not count against either the statutory contribution percentage limitations or the IRS deferral limit.

Participants must meet the following criteria in order to make catch-up contributions:

- In pay status.
- At least 50 years or older in the year that the catch-up contributions are made.

- Not be in the 6-month non-contribution period following a financial hardship in-service withdrawal.
- Contributing the maximum amount allowed according to TSP/IRS regulations.

There are no matching government contributions when making catch-up contributions. Allocations for the catch-up contributions will be made in accordance with the employee's current allocations.

Before beginning, the following information is needed: (refer to Form TSP-1-C)

- Type of action (enrolling, changing, stopping contributions)
- Amount of Contribution

This example shows how to enter TSP Catch-up elections, changes and cancellations.

To enter Thrift Savings Plan Catch-up data:

1. Select the **Payroll Documents** menu group.
2. Select the **Thrift Savings Plan Catch-up** component. The **Find An Existing Value** tab - Thrift Savings Plan Catch-up page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan Catch-up. Enter the search criteria.
3. Click **Search**. The Thrift Savings Plan Catch-Up page (**Figure 408**) is displayed.

Mullendore, Linda A EmplID: 033104 Rcd# 0

Thrift Savings Plan Catch-Up Election Find | View All First 1 of 1 Last

Effective Date: 06/22/2008 Pay Period: 13 Date Entered: 07/01/2008

User ID: CAMSBD Transaction Status: InProgress

Election Information

TSP Catchup Transaction Code: [Dropdown]

Contribution Amount: \$0 Enter \$ Amount

Figure 408. Thrift Savings Plan Catch-up page

4. Complete the fields as follows:

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.

Pay Period

This field is populated and cannot be changed.

***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 populated and cannot be changed.

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** and cannot be modified. The transaction status will change when the transaction is saved, in SING, or reset to NFC.

**TSP Catchup
Transaction Code**

Enter the applicable code or select data from the drop-down list. The valid values are **Cancellation, Change, and New Enrollment**.

Contribution Amount

Enter the **dollar amount** that is to be deducted each pay period for the catchup contribution. Enter only whole dollar amounts. No cents or decimals are to be entered in this field.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter an additional TSP Plan Catch-Up Election.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

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

Union Dues

The SF-1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form must be completed by the employee and the union/association to authorize dues deduction when:

- The employee is a member of a labor organization that holds exclusive recognition (Memorandum of Understanding established with the agency) for employees in the unit in which employed.
- The employee is a supervisor or management official and is a member of a supervisory or managerial association, and the agency has agreed in writing with the association to deduct for payment of fees to maintain membership.
- The employee is a member of a professional association or organization, and the agency has agreed in writing with the association or organization to deduct for payment of dues.

Enter the Bargaining Unit Status (BUS) code before processing the payroll document.

The BUS code is entered in PMSO or a FESI.

Access TMGT Table 010 to verify the organization and applicable rates exist in the PPS. Access the applicable IRIS programs to ensure the dues allotment data being entered is accurate and to ensure the allotment to be entered is not currently on the database.

Do not enter more than two union/local or association records for an employee.

- Prior Pay Period Adjustment field must be blank except if dues have been deducted in error or if the cancellation was entered prior to the first full pay period following March 1st or September 1st and not processed.
- Process a new authorization after a cancellation; do not process a change.
- The Effective Pay Period and Pay Period Year fields must be at least 1 year later than the effective pay period/pay period year of the authorization.

- Enter either a dues dollar amount or percent based on the union deduction indicator in TMGT Table 010.
- Do not enter a deduction amount for union dues that require special handling for processing. Special calculations are performed based on certain criteria.
- The national amount for USDA, Foreign Agricultural Services and Office Of Operations, is based on a percentage of basic pay; the chapter amount is based on a flat dollar amount.

Note: Cancellation and Revocation

For cancellations, deductions are withheld for the effective pay period entered and stop the following pay period.

For revocations, the union/organization has an established revocation–eff–code in TMGT; the dues stop the pay period of the authorized revocation date as established in TMGT, Table 010.

This section shows how to: change dues, change between locals and cancel eligible employees’ payments of dues to labor organizations and associations. Employees who wish to exercise the option available to them of having payments of dues to labor organizations, professional associations, or other organizations deducted from their salary on a regular basis should submit the appropriate form to their personnel office.

Before beginning, the following information is needed an SF-1187 to authorize the establishment of a union due deduction, a change in dues or a change between locals deductions. The form SF–1188 or other appropriate form is required to cancel payroll deductions for labor organization dues. An allotment for the payment of dues may be revoked by the employee only after receipt of a written request (SF–1188, Cancellation of Payroll Deduction for Labor Organization Dues or other appropriate form) and is administratively controlled by the employee’s agency.

To enter Union Dues:

1. Select the **Payroll Documents** menu group.
2. Select the **Union Dues** component. The **Find An Existing Value** tab -Union Dues page. The information on this page will allow you to locate an existing employee in order to enter or change Union Dues. Enter the search criteria.
3. Click **Search**. The Union Dues page (**Figure 409**) is displayed.

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** and cannot be modified.

Dues Type

Enter the applicable information or select data from the drop-down list. The valid values are listed below.

Valid Codes	Description
083	Dues Change
084	Change Between Locals
085	Cancel
086	Enrollment

***Union Code**

Enter the union/association code to be established, changed, or canceled/revoked in the database. Verify the union/association code by accessing IRIS Program IR308.

***Local**

Enter the local code to be established, changed, or canceled/revoked in the database.

Deduction Limit Amount

Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. No entry is necessary if the deduction amount is established in TMGT.

OR

Deduction Limit Percent

Enter the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. No entry is necessary if the percent amount is established in TMGT.

Note: Do not enter both a deduction amount and a deduction percent.

Union Transaction Code

Enter the applicable code.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter additional Union Dues.

OR

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