



HRA Checkpoint

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HRA Checkpoint No. 2018-05 C

Date: June 8, 2018

Subject: Guide to Understanding the Notification of Personnel Action Form, SF-50

I. Purpose

This HRA Checkpoint provides the attached *Guide to Understanding the Notification of Personnel Action Form, SF-50*. The guide provides information on important blocks that should be reviewed on the SF-50 once a Personnel Action Request (PAR) has been processed in PeopleSoft.

II. Notification of Personnel Action Form, SF-50

Each PAR processed in PeopleSoft generates an SF-50 which must be provided to the employee. The SF-50 includes a "Notice to Employee" sheet that is located on the last page of the document (see attachment). This notice provides the employee with a breakdown of key blocks on the SF-50.

DCHR's HR Specialists, and District agencies with sub-delegated personnel authority who are processing PARs, must send the employee their SF-50 via mail or secure email. All SF-50s sent by email must be password protected or encrypted due to the personally identifiable information contained in the document.

III. Guide to Understanding the Notification of Personnel Action Form, SF-50

The information contained on the SF-50 must be reviewed for accuracy once it's processed in PeopleSoft. The attached guide provides information on key blocks that should be reviewed for accuracy.

IV. Additional Information

For additional information and guidance on the material presented in this HRA Checkpoint, please contact the DCHR's Cluster Operations Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.recruitment@dc.gov.

Attachments:

- *Guide to Understanding the Notification of Personnel Action Form SF-50*
- *Sample SF-50*
- *SF-50 Notice to Employee*

Guide to Understanding the Notification of Personnel Action Form SF-50

GUIDE TO UNDERSTANDING THE NOTIFICATION OF PERSONNEL ACTION FORM, SF-50

The SF-50, Notification of Personnel Action Form serves as official documentation of a personnel action that may affect an employee's position or pay. HR staff who process personnel action requests (PARs) are responsible for reviewing all information contained on the SF-50 to ensure its accuracy. All errors identified on the SF-50 must be immediately corrected. The SF-50 containing the errors remains in the OPF along with the SF-50 correcting the error.

SF-50s contain numerous "blocks" that each contain unique data fields. This document will only focus on the blocks of data that may have a significant impact to employees' pay, position, employment benefits, and tenure. When reviewing the SF-50s for accuracy, review the data in the blocks described below in addition to the instructions on the back of the SF-50.

Blocks – 1-3: **Name/Social Security Number/Date of Birth** - Verify the accuracy of this information.

Block – 4: **Effective Date** – This block indicates the effective date of the specific personnel action described in block 5B.

Block – 5-B: **Nature of Action and NTE Date** – This block indicates the type of personnel action being taken, such as appointment, reassignment, promotion, within-grade increase, separation, etc., and the NTE (not to exceed) date of the appointment's term. The NTE date is the end date of the appointment. This date should match the NTE date included on the employee's job offer letter.

Blocks – 5-D/F & 6D/F: **Legal Authority** – These blocks provide the legal citation that authorizes the specific personnel action.

Blocks – 7 & 15: **Position Title and Number** – These blocks indicate the employee's position title and number. Verify the accuracy of this information by comparing it with the title on the employee's position description and optional form 8 (a written description of the major duties and responsibilities). The two titles should match.

Blocks – 8 & 16: **Pay Plan** – Most employees are covered by the District service salary system, which covers employees appointed under the Career, Legal, Excepted, and Management Supervisory Services.

Blocks – 9 & 17: **Occ CD (Occupational Code)** – Also known as "series," is a subdivision of the job group or family that corresponds to an employee's position. Confirm the accuracy of this information by comparing it to the series contained in the employee's position description and optional form 8.

Blocks – 10 & 18, 11 & 19, 12 & 20: **Grade/Lvl, Stp/Rate, Tot. Sal (Total Salary)** – Verify the accuracy of this information by comparing it to the job offer letter or other documentation issued to the employee. You may also view salary schedules on the [DCHR website](#). Refer to the back of the SF-50 for further explanation.

Block – 23: **Veterans Preference** – If the employee claimed a hiring preference for being a veteran, verify their veteran status. Make sure that the employee has submitted a DD-214, "Certificate of Release or Discharge from Active Duty", as proof of service or other documentation demonstrating the employee is preference eligible.

Block – 24: **Tenure** – Is a factor used to determine an employee's retention rights in the event of a reduction in force (RIF). Tenure 1 indicates that the employee is a permanent career service employee and has completed the probationary period. Tenure 2 indicates that the employee is serving in a conditional status,

that is he or she is in a permanent position but has not completed the probationary period. Tenure 3 indicates that the employee is serving under an indefinite appointment, which includes Temporary Appointment Pending the Establishment of Register (TAPER) and term appointments.

Block – 27: **FEGLI (Federal Employees' Group Life Insurance)** – This block indicates the employee's life insurance coverage. If the employee elected life insurance, verify the accuracy of the coverage shown.

Block – 30: **Retirement Plan** – This block indicates the retirement plan under which the employee is covered. If the employee's appointment is for longer than one year and their initial (first) employment to the District government was before 9/30/87 in a benefit-eligible position, the employee is covered under the CSRS, unless the employee is in a retirement plan that is tied to the position (e.g., DCPS' Teachers, MPD's Police Officers, or FEMS' Firefighters). Below are the retirement codes for the different plans:

Retirement Plan	Commonly Called	SF-50
Civil Service Retirement System	CSRS	Code C, 1, 4, or L
D.C. Defined Contribution Plan	401(a)	Code A, S, B, or 8
District of Columbia Police Officers and Firefighters' Retirement Plan	Police and Fire Plan	Code 2, 3, F, 5, 6, or P
District of Columbia Teachers' Retirement Plan	DC Teachers' Plan	Code H, V, Y, Q, or W
403(b) Savings Plan	403(b)	Code U or 7

Employees on temporary appointments of one year or less are not eligible for retirement coverage and will be designated as N in this block.

Block – 31: **Service Computation Date** – This block indicates when the employees' total District and Federal service began. This date is used to calculate creditable service for retirement purposes and is also used to determine an employee's leave accrual rate.

Block – 35: **FLSA Category** – This block indicates if the employee's position is covered under the Fair Labor Standards Act. Exempt employees are not covered by the minimum wage and overtime laws. Nonexempt employees **ARE** covered by minimum wage overtime pay laws.

Block – 37: **Union Code/Barg Unit** - If an employee's position is not covered by a collective bargaining unit, the correct Union Code/Barg Unit code is "XAA/CH11." If an employee's position is covered, this block will reflect the specific union's bargaining unit code.

Block – 39: **Other Benefits** – This block indicates the benefit program and health benefit plans that the employee has elected such as health insurance, dental, and vision coverage.

If you have additional questions, contact the D.C. Department of Human Resources' Cluster Operations Administration at 202-442-9700.

Sample SF-50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Doe, Jane I.					2. Social Security Number XXX-XX-XXXX			3. Date of Birth 03/30/67		4. Effective Date 09-18-2017		
FIRST ACTION						SECOND ACTION						
5-A. Code 100		5-B. Nature of Action Career Appt				NTE:		6-A. Code 100		6-B. Nature of Action Career Appt		
5-C. Code		5-D. Legal Authority Sec 1-608.01(a)(5)DC Code Probational or Perm Appt				6-C. Code		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number PD: Position:						15. TO: Position Title and Number MANAGEMENT ANALYST PD: 001235 Position: 00055555						
8. Pay Plan		9. Occ CD	10. Grd/Lvl	11. Stp/Rate	12. Tot. Sal	13. Pay Basis	16. Pay Plan DS	17. Occ CD 0343	18. Grd/Lvl 09	19. Stp/Rate 01	20. Tot. Sal/Award \$47,185	21. Pay Basis PA
12A. Basic Pay		12B. Local. Adj.	12C. Adj. Basic Pay	12D. Oth. Pay			20A. Basic Pay \$47,185		20B. Local. Adj. \$0	20C. Adj. Basic Pay \$47,185		20D. Oth. Pay \$0
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization Department of Corrections Director's Office Washington, DC USA						
EMPLOYEE DATA												
23. Veterans Preference 1 1-None 3-10 Point/Disability 5-10 Point/Other 2-5 Point 4-10 Point/Compensable 6-10 Point/Compensable/30%				24. Tenure 2 0-None 2-Conditional 1-Permanent 3-Indefinite			25. Agency Use		26. Vets Pref for RIF Yes X No			
27. FEGLI A0 Ineligible						28. Annuitant Indicator 9 Not Applicable			29. Pay Rate Determinant 0 Regular Rate			
30. Retirement Plan A Defined Contribution 5%			31. Service Comp. Date (Leave) 09-18-2017			32. Work Schedule F Full Time			33. Part-Time Hrs Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied				35. FLSA Category N E-Exempt N-Nonexempt		36. Appropriation Code			37. Union Code/Barg Unit XAA/CH11			
38. Employee Class Continuing - CA SOAR				39. Other Benefits DCB : DENDCD, VISDCV								
40. EMPLID/RCD 00099999/0		41. DCRBCD 09-18-2017		42. Dept ID FL22122009		43. Location ID LOCDC00120		44. Date Processed				
Address: 1234 Fake Street Washington, DC 20001												
45. Remarks This action is taken as a result of Notice of Vacancy Announcement No. JO-1705-8379 dated 5/24/17 and corresponding DCHR Selection Certificate dated June 15, 2017. Creditable service counting towards tenure begins on 9/18/17. Subject to completion of 1 year probationary period beginning 9/18/17. Employee is eligible to receive periodic step increases, health, and life insurance.												
46. Employing Department or Agency District of Columbia Govt Department of Corrections						50. Signature/Authentication and Title of Approving Official Electronically Signed: Ventris Gibson, Director Processed by: Joe Sheppard Processed time: September 19, 2017 13:25						
47. Agency Code DCGFL		48. Personnel Office ID		49. Approval Date 09-19-2017								

SF-50 Notice to Employee

NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purposes.

Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups and RIF are explained in more detail in Chapter 24 of the D.C. personnel regulations, which is available on our website at www.dchr.dc.gov, under the heading "District Personnel Manual".

Block 26 - Veterans Preference for RIF

- Indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

Fire

- 2 - Fire Ret - 7% W - Med Pretax
- 3 - Fire Ret - 8% W - Med Pretax
- F - Fire Retirement - 7% Pretax

Police

- 5 - MPD Retirement 7% With Med
- 6 - MPD Retirement 8% With Med
- P - MPD Retirement 7% No Medicare
- 8 - Visa DC 5% No FICA/Medicare

Defined Contribution

- A - Defined Contribution 5%
- B - Defn Contrib Law Enforce 5.5%
- S - Defined Contrib Special 5%

Civil Service

- 1 - CSRS - With Medicare
- 4 - Civil Service Law Enf With Med
- C - CSRS - No Medicare
- L - CSRS Law Enf - No Medicare

Teachers - DCPS

- G - 8% POST Teacher Medicare D/F
- H - 7% POST Teacher No Med Fed
- J - 7% POST Teacher Medicare D/F
- M - 8% POST Teacher No Med D/F
- Q - 8% PRE Teacher Medicare D/F
- V - 7% PRE Teacher Medicare D/F
- W - 8% PRE Teacher No Med D/F
- Y - 7% PRE Teacher No Medicare Fed

Teachers - UDC

- T - UDC Teachers

Others

- N - Ineligible Retirement
- 0 - Re-Employed Annuitants
- 9 - Visa No Ben/FICA/Medicare
- R - Ineligible Retirement Exempt FICA

Block 31 - Service Computation Date (Leave)

- Shows when your District service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable District and Federal service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will show the rate at which you earn leave and your current unused leave balance.

Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week.
- An intermittent employee has no scheduled tour of duty and works when needed.
- Full-time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not.
- Seasonal employees work on an annually recurring basis for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season.
- On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

Block 33 - Part-time Hours Per Biweekly Pay Period

- Indicates the number of hours a part-time employee is scheduled to work during a two week pay period.

Block 34 - Position Organization

- Identifies the employment system under which you are serving -- the Career Service, Educational Service, Excepted Service, Executive Service, Management Supervisory Service, or Legal Service.

Block 35 - FLSA Category

- Exempt employees are not covered by the minimum wages and overtime law (the Fair Labor Standards Act); nonexempt employees are covered.

Block 37 - Bargaining Unit Status

- Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

Block 38 - Employee Class

- Identifies whether you are a Continuing, Temporary, Term or WAE employee.

Block 39 - Other Benefits

- Identifies the benefit program and health benefit plans which you have elected. If you are a new hire and the form was printed before you elected your benefits, this block may not reflect your elections.

OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can elect to have your dues withheld from your salary.
- If you have questions or need information about your rights or benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-30 and 45-50 may be found in the District Personnel Manual.

It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.