

Sample Quality Step Increase (NOA 892)

Used to increase an employee's basic rate of pay through an additional within-range increase for sustained high quality performance.

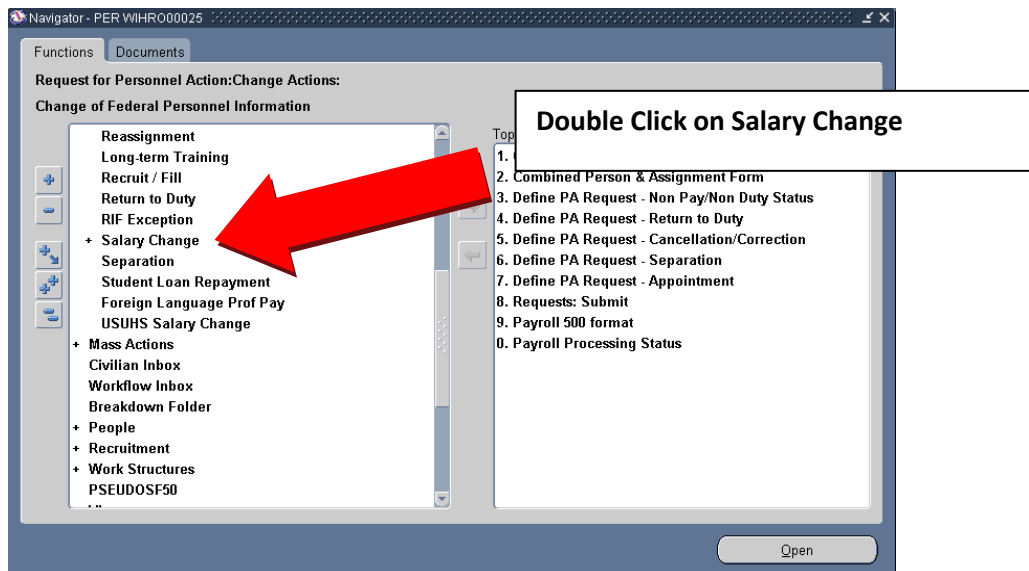
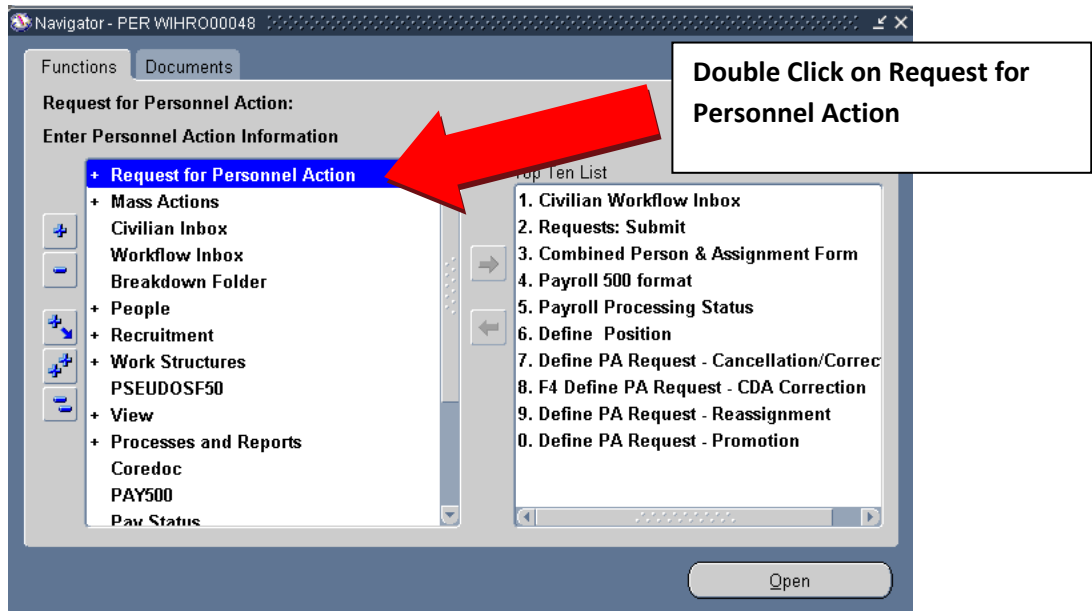
Do not use for:

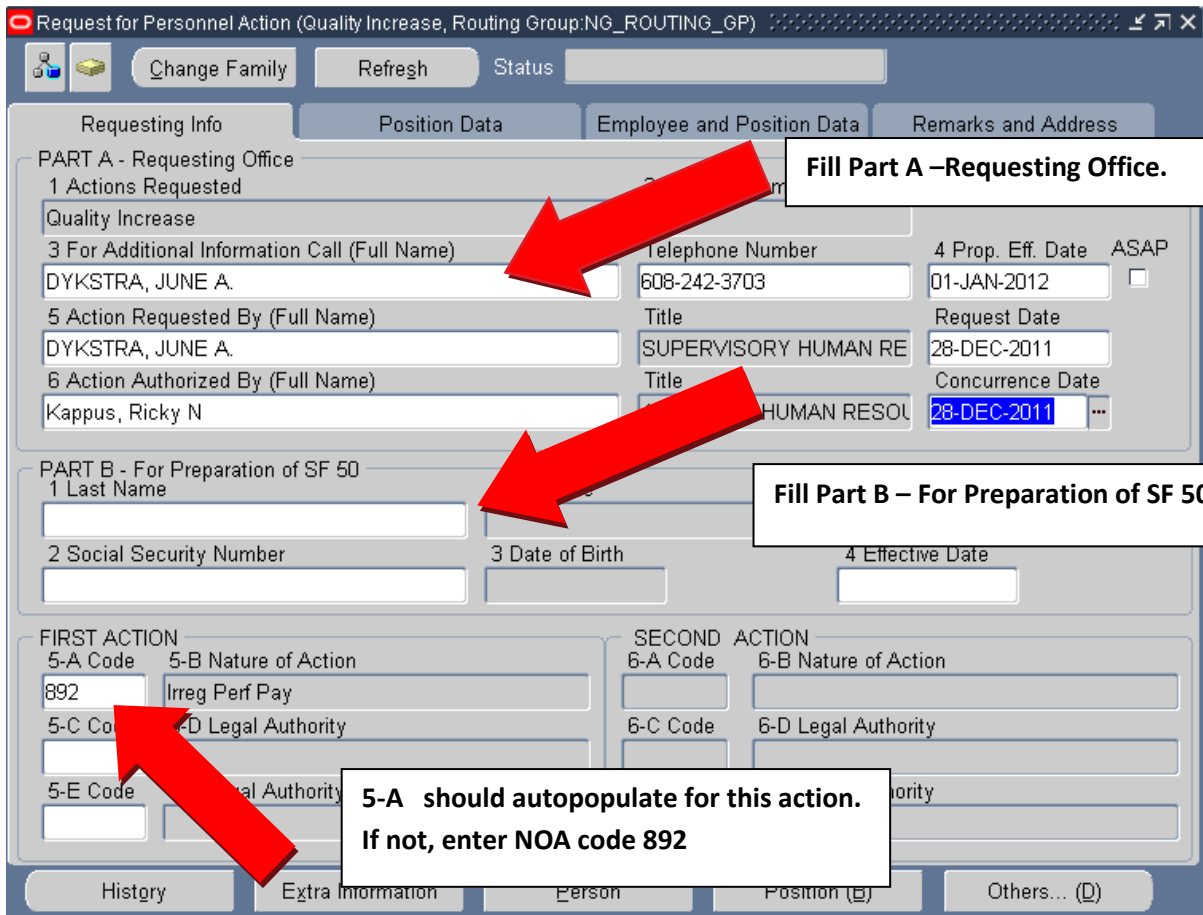
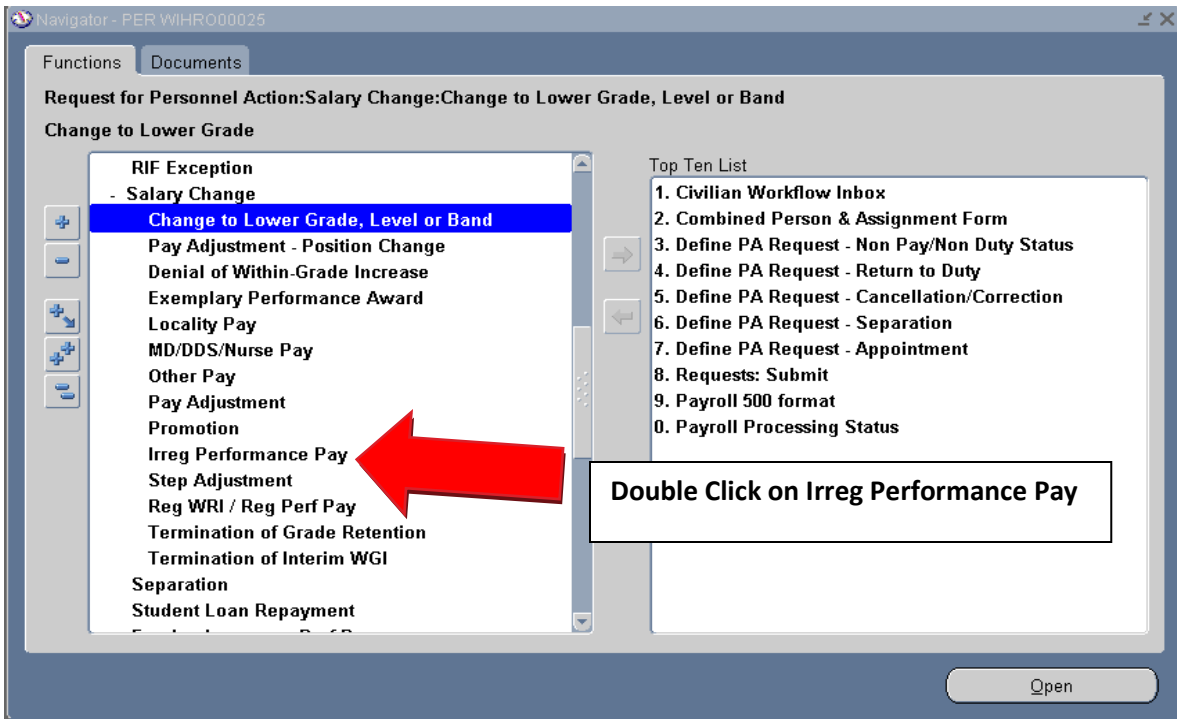
- Most other types of award payments.

Include on the RPA (always complete Part A):

- Employee name in Part B.

Use the notepad if you have additional comments about the action.





Request for Personnel Action (Quality Increase, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Rec Info Position Data Employee and Position Data Remarks and Address

PART A - For Preparation of SF 50

1 Action Requested

Quality Increase

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

DYKSTRA, JUNE A. 608-242-3703 01-JAN-2012

5 Action Requested By (Full Name) Title Request Date

DYKSTRA, JUNE A. SUPERVISORY HUMAN RE 28-DEC-2011

6 Action Authorized By (Full Name) Title Concurrence Date

Kappus, Ricky N ASSISTANT HUMAN RESOL 28-DEC-2011

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code	5-B Nature of Action	6-A Code	6-B Nature of Action
892	Irreg Perf Pay		

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.

Add the following information into the notepad:

1) NGB 32 and employee's most current appraisal from PAA were submitted to WIJS-J1-SVC for processing by attaching to DCPDS request.

(*Can be emailed to Services section)

Supervisor Contact Information:

Email Address:

Phone Number:

Notepad

Notepad

Click "NEW"

New Append Delete OK

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

Request for Personnel Action (Award) NG_GP

Click on the "SAVE" Icon

Requesting Information Position Data Employee and Position Data Remarks and Address

PART A - Requesting Information

1 Actions Requested: Award/One-Time Payment

2 Request Number: [Empty]

3 For Additional Information Call (Full Name): DYKSTRA, JUNE A.

Telephone Number: 608-242-3703

4 Prop. Eff. Date: ASAP

5 Action Requested By (Full Name): DYKSTRA, JUNE A.

Title: SUPERVISORY HUMAN RE

Request Date: 22-JUN-2011

6 Action Authorized By (Full Name): Kappus, Ricky N

Title: ASSISTANT HUMAN RESOL

Concurrence Date: 22-JUN-2011

PART B - For Preparation of SF 50

1 Last Name: [Empty] First Name: [Empty] Middle Name: [Empty]

2 Social Security Number: [Empty] 3 Date of Birth: [Empty] 4 Effective Date: [Empty]

FIRST ACTION

5-A Code: 846 5-B Nature of Action: Individual Time Off Award

5-C Code: [Empty] 5-D Legal Authority: [Empty]

5-E Code: [Empty] 5-F Legal Authority: [Empty]

SECOND ACTION

6-A Code: [Empty] 6-B Nature of Action: [Empty]

6-C Code: [Empty] 6-D Legal Authority: [Empty]

6-E Code: [Empty] 6-F Legal Authority: [Empty]

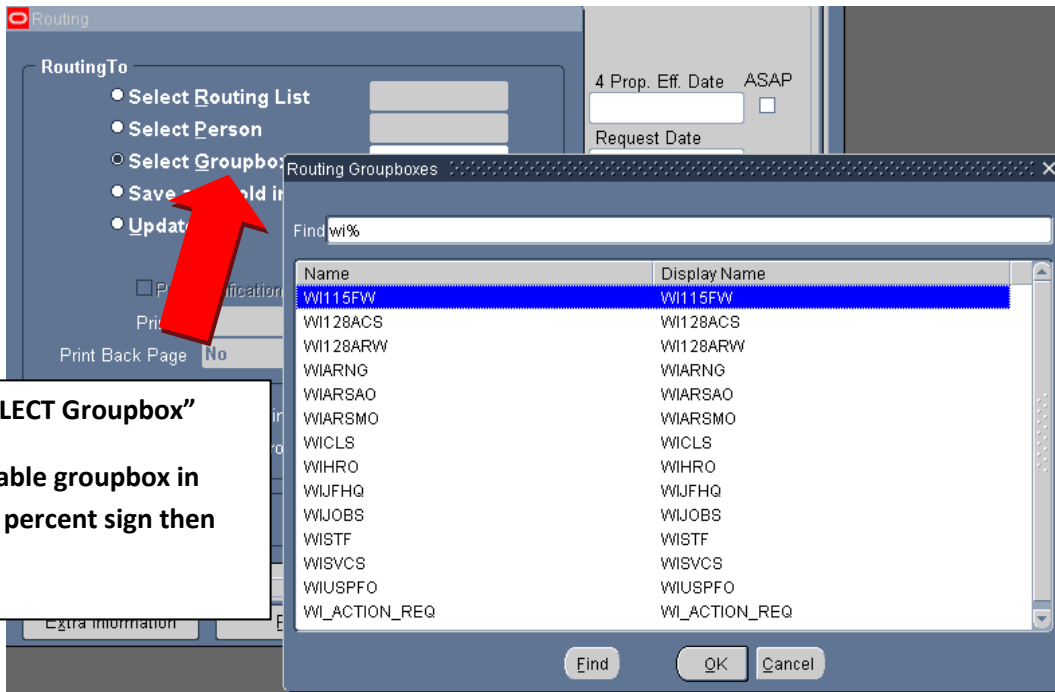
History Extra Information Person Position (B) Others... (D)

Decision

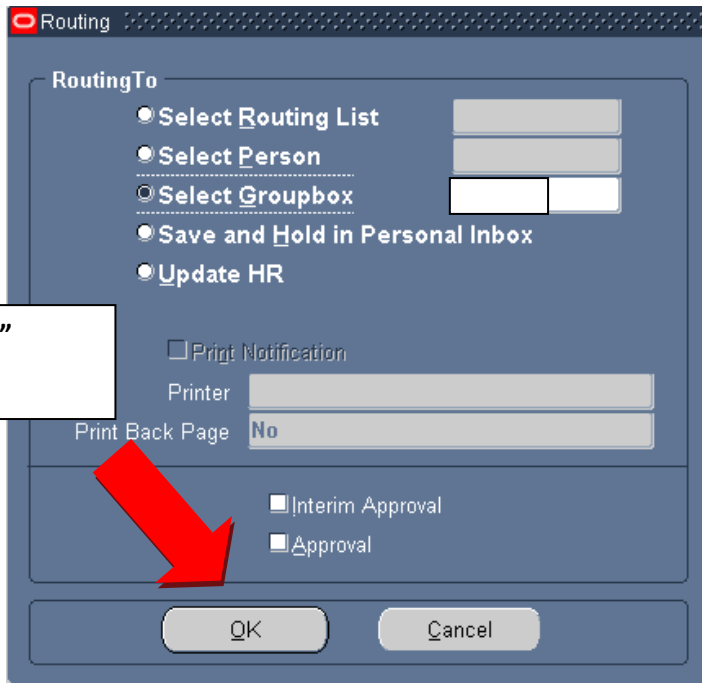
Do you wish to route the Request for Personnel Action now?

Click on the "YES" Icon

Yes Cancel No

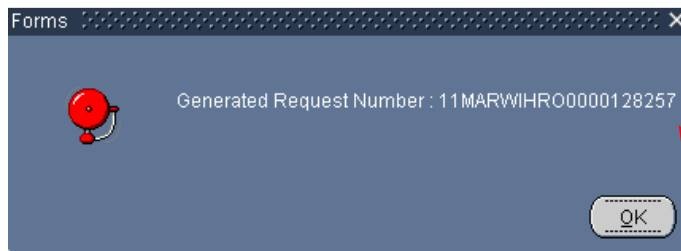


Click on "SELECT Groupbox"
Type applicable groupbox in front of the percent sign then click find.

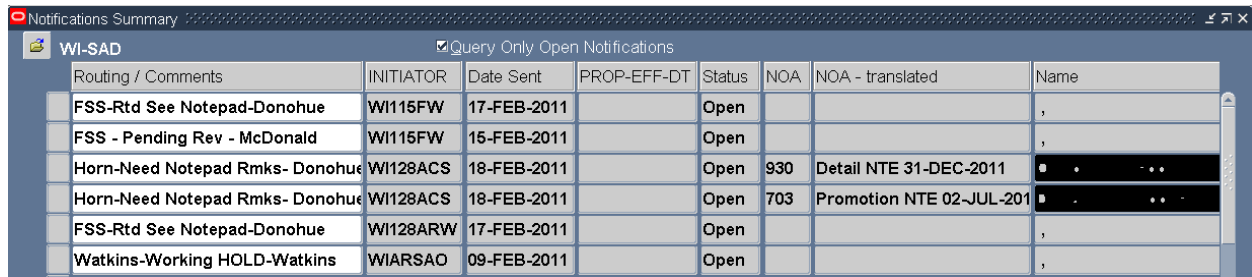


Click "OK"

Just click "ok" again.



Add/edit your "Routing/Comments" in your inbox/groupbox.



Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • •
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	• • •
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

You must also submit a completed NGB Form 32 and a current appraisal to the Services section. No action will be completed on this ERPA without the NGB Form 32 and the current appraisal.

****Note** If you have any questions on this Electronic Request call DSN: 724-3712/3705/3709 or COMM: 608-242-3712/3705/3709.**