

For: State and County Offices

Review of COC-Established Mileage Reimbursement

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The personnel and payroll functions for non-Federal County Office employees was transferred to NFC in October 1999. At the time of the transfer, the NFC payroll system was modified to allow County Offices to enter the travel reimbursement due COC Members and Minority Advisors as a line entry on the T&A record through PC Tare.

In some instances, the established mileage reimbursement is not being entered correctly in PC Tare, resulting in the COC Member or Minority Advisor being overpaid.

Note: Payment for established mileage is a reimbursement of an expense, and any overpayment is not eligible for waiver.

B

Purpose

This notice reminds County Office timekeepers of the proper way to enter the established mileage reimbursement for COC Members and Minority Advisors.

C

Contact

If there are any questions about this notice, contact Debbie Simmons, FMD at 703-305-1309.

Disposal Date October 1, 2002	Distribution State Offices; State Offices relay to County Offices
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Notice FI-2522

2 Recording Established Mileage Reimbursement on T&A

A

Code Required on Personnel Data Base

The “Special Employee Code” field in the personnel system must have a code “34” entered for the NFC payroll system to permit payment of a travel reimbursement through the T&A process. The “Special Employee Code” is not on SF-52, but must be entered in the system. The State Office must enter the Special Employee Code of “34” using 1 of the following:

- in PACT, on Screen 2 when processing a nature of action code 955
- in CAMS, on the Benefit Info screen off Employment Data 3 panel.

County Office employees authorized access to NFC’s IRIS system may check the “Special Employee Code” field on IRIS Screen 122, second page, left column, line 11. If the value is not “34” for COC Members and Minority Advisors, notify the State Office that the change must be made.

B

How to Enter Established Mileage Reimbursement on T&A

The COC Members and Minority Advisors are reimbursed for established mileage through an entry on T&A. To record hours worked, and the amount to be reimbursed for established mileage, enter the following on T&A:

- on line 03, in column “TC”, enter “01”

Note: Enter the hours worked in the column labeled “Week1” or “Week2”, as applicable.

- on line 04, in column:
 - “PR”, enter “50”
 - “TC”, enter “17”
 - “Week1”, enter the dollar amount filling the field through the decimal place

Note: Use leading zeros to fill the field.

- “Week2”, enter the cents amount, ending before the decimal place

Note: Use a leading zero, but do not make an entry after the decimal.

- enter a “1” at the end of line 04. The system will include the prefix and the transaction code in the “Total” field, for a sum of “68”. However, only the actual hours to be paid for will be included in the “Total” for hours.
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2 Recording Established Mileage Reimbursement on T&A (Continued)

C

Example of T&A Entry Under \$10

This example shows a new COC Member in Payne County, OK. The COC Member travels 8 miles each way to attend the COC meeting, for a total of 16 miles round trip. The established mileage reimbursement is \$5.84.

The mileage reimbursement is entered on Line 04. In column "WEEK1", enter "000" in places 1, 2, and 3. Enter "5" in place 4, which is after the decimal. In "WEEK2", enter "084" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".



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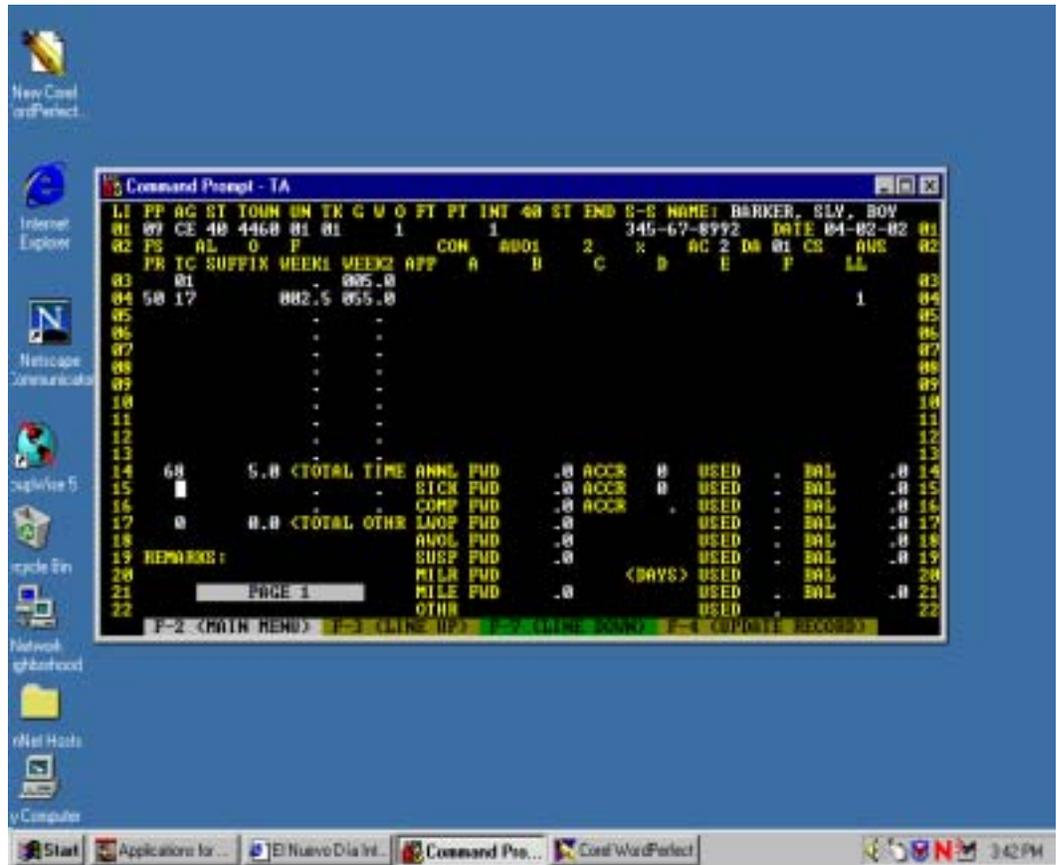
2 Recording Established Mileage Reimbursement on T&A (Continued)

D

Example of T&A Entry Over \$9.99 and Under \$100

This example shows the reimbursement for a COC Member who travels 35 miles each way to attend the COC meeting. The mileage reimbursement for the 70 miles round trip is \$25.55.

In column "WEEK1", enter "002" in places 1, 2, and 3. Enter "5" in place 4, which is after the decimal. In "WEEK 2", enter "055" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".



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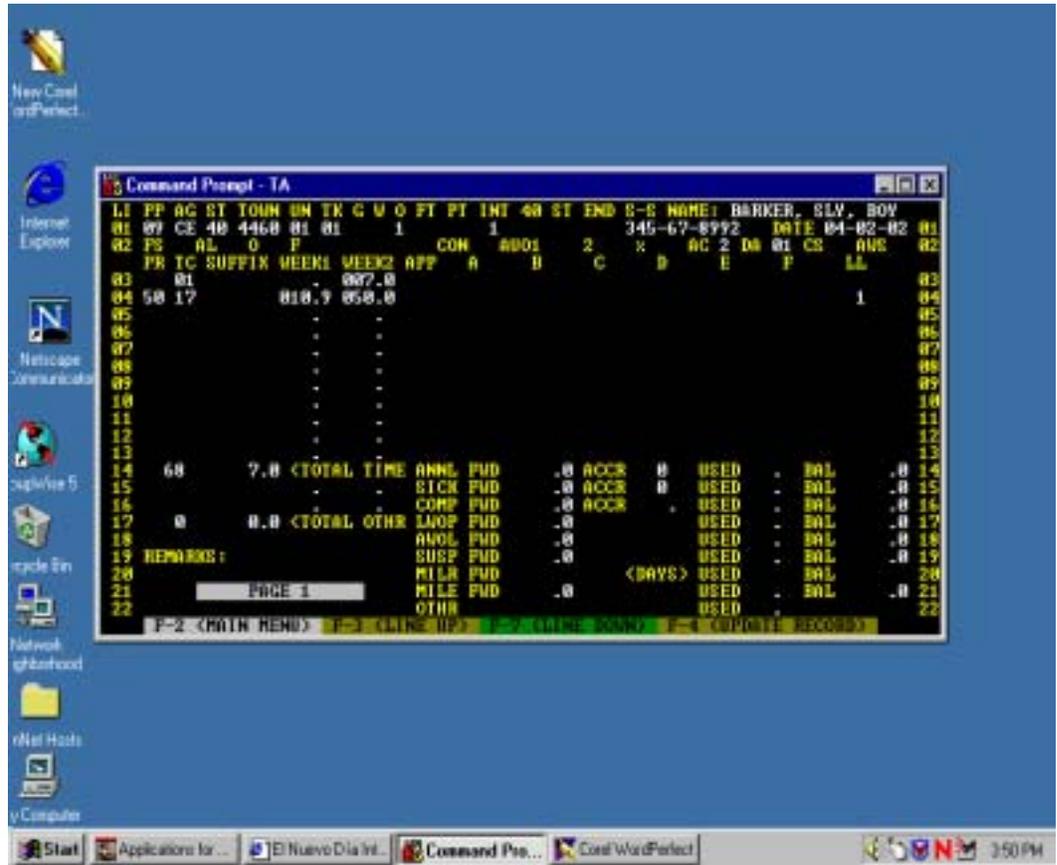
2 Recording Established Mileage Reimbursement on T&A (Continued)

E

Example of T&A Entry Over \$99.99

This example shows the reimbursement for a COC Member who travels 150 miles each way to attend the COC meeting. The mileage reimbursement for the 300 miles round trip is \$109.50.

In column "WEEK1", enter "010" in places 1, 2, and 3. Enter "9" in place 4, which is after the decimal. In "WEEK 2", enter "050" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".



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Notice FI-2522

2 Recording Established Mileage Reimbursement on T&A (Continued)

F

How to Review Mileage Reimbursement in PINQ

Employees authorized access to NFC's PINQ system may view the amount paid to a COC Member or Minority Advisor for established mileage after PAYE has run. PINQ maintains 26 pay periods of history. In PINQ, enter the following:

- COC Member's or Minority Advisor's ID number
- "46"
- the 2 digit pay period number.

When "Enter" is pressed, the first screen will display the calculated pay for the hours worked. Press "Enter" on this screen. A second screen will be displayed, with the established mileage reimbursement displayed on the line labeled "TRAN-AMT-WK-1".

Note: PAYE is run on the first Thursday following the end of the pay period, and PINQ is updated overnight. The second run of PAYE is Saturday following the end of the pay period, and PINQ is updated by Monday.

3 Action

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County Office Action

County Offices shall:

- discuss the established mileage reimbursement calculation with the COC Members and Minority Advisors to ensure that the COC Members and Minority Advisors are aware of the amount of reimbursement to expect with their hourly wage
- each pay period, review T&A printouts for all COC Members and Minority Advisors to ensure that established mileage reimbursement has been correctly entered
- immediately process corrected T&A's if an overpayment has occurred

Note: Notify the COC Member or Minority Advisor that he or she will be billed by NFC for the amount of the overpayment, and that the instructions for refunding the overpayment will be included with the billing.

- add the amount of any underpayment to the established mileage in the next pay period to be paid. Advise the COC Member or Minority Advisor of the one-time adjustment.
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