



# Capital HR User Guide

<https://www.caphrehrp.psc.gov>

## Physician Special Pay (PSP) processing



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### Overview

A Physicians Special Pay (PSP) Start should not be processed until any existing PSP contract for that employee has been stopped (see PSP Stop instructions below).

There are two steps involved in processing a PSP Start. The first step is entering the PSP Service Agreement data; the second is to enter the PSP Start / Enter PSP Amount.

A PSP Stop only needs to be processed if it is to be effective prior to the 'Contract End Date.' For any PSP that should end on the scheduled end date, a mass process will be used to automatically terminate the contract based on the 'Contract End Date' entered on the Service Agreement page. A row will be inserted into the employee's record for the termination.

### Procedures

#### *Enter PSP Start / Enter PSP Amount*

1) Navigation

Home > Workforce Administration > Job Information > Contract Administration > Service Agreements (USF)

2) Use the Search By field to specify the employee using EMPLID or name and click 'Search' to retrieve the employee

*Note: If you are entering a new service agreement, you do not need to insert a row, just overlay the existing PSP information. The only time you would insert a row is when an employee has other types of service agreement on file such as Recruitment, Bonus, Relocation Bonus, etc.*

- 3) Select Service Agreement Type = "Physicians Special Pay" or use drop-down menu
- 4) Enter the Effective Date = Beginning of contract period – Must be before or equal to the current date
- 5) Enter the End Date = End of contract period – Must be after the current date
- 6) Enter Service Date = Service date on contract
- 7) Enter Executive PSP Percentage – Must be entered if employee is on the Executive pay scale
- 8) Enter Scarcity Code if applicable (See attached table)
- 9) Click 'Save'

### *Enter PSP Start / Enter PSP Amount*

*Note: You must have a PSP Service Agreement in the system before processing the PAR*

- 1) Navigation  
Home > Workforce Administration > Job Information > HR Processing (USF)
- 2) Specify the employee to retrieve using EMPLID or name and click 'Search'
- 3) On the 'Data Control' page click the plus (+) sign to add a new row of data and enter:
  - a) Effective Date = Beginning of contract period
  - b) Action Code = PAY
  - c) Reason Code = PAY
  - d) NOA = 850
  - e) NOA Extension = A
  - f) Legal Authority Code = V1P
  - g) NTE Date = End of contract period
  - h) Appropriate remarks
- 4) Select the 'Compensation' tab
- 5) Select the 'Other Pay Information' link at the bottom of the page and enter:
  - a) Earnings Code – Enter as many "Y" codes as necessary to identify the various types of pay on the contract. Click on the plus (+) sign to add each additional code. Do not use the 'PSP' Earnings Code.
  - b) Pay Period Amount - Calculate the Pay Period Amount by dividing the total annual PSP amount (listed on the contract) by the number of pay periods, carrying 3 places past the decimal (e.g. \$2,000 annual PSP amount divided by 26 pay periods (1 year) = \$76.923). The system will then automatically generate an annual amount.
  - c) Click 'OK'.
  - d) Go back to the 'Other Pay Information' page and ensure the system generated 'Quoted Annualized Amount' is correct.
  - e) Click 'OK'
  - f) Click 'Save'

### *Physician Special Pay (PSP) Stop*

- 1) Navigation  
Home > Workforce Administration > Job Information > HR Processing (USF)
- 2) Specify the employee using EMPLID or name and click 'Search' to retrieve the employee.
- 3) On the 'Data Control' page click the plus (+) sign to add a new row of data and enter:
  - a) Effective Date = End of contract period
  - b) Action Code = PAY
  - c) Reason Code = PAY
  - d) NOA = 850
  - e) NOA Extension = F
  - f) Legal Authority Code = V1P
  - g) Appropriate remarks
- 4) Select the 'Compensation' tab.
- 5) Click on the 'Other Pay Information' link at the bottom of the page:
  - a) Click on minus (-) sign to delete the Earnings Code information for PSP.
  - b) Click 'OK',
  - c) Click 'Save'.

*Note: If you are terminating a PSP contract and a new contract is not going to be entered, you must navigate to the Service Agreement Page and delete the service PSP agreement.*

### *Deleting a PSP Service Agreement*

1) Navigation

Home > Workforce Administration > Job Information > Contract Administration > Service Agreements(USF)

2) Use the Search By field to find the employee.

3) Click on the minus (-) sign to delete the Service Agreement data for PSP.

4) Click 'Save'.

## Security Code Table

<b>Physician Scarcity Codes</b>	<b>Description</b>
01	Primary Care
02	Physical Medicine & Rehabilitation
03	Gastroenterology
04	Psychiatry
05	Pathology
06	Urology
07	Otolaryngology
08	Nuclear Medicine
09	General Surgery
10	Cardiology
11	Anesthesiology
12	Cardiac Surgery
13	Gynecology
14	Neurosurgery
15	Ophthalmology
16	Orthopedic Surgery
17	Plastic Surgery
18	Radiology
19	Thoracic Surgery
20	Vascular Surgery

<b>Dental Officer Scarcity Codes</b>	<b>Description</b>
01	Oral Maxillofacial Surgery
02	Dental Public Health
03	Endodontics
04	Orthodontics & Dentofacial Orthopedics
05	Pediatric Dentistry
06	Periodontics
07	Prosthodontics

For Help Contact HR Systems Support:

Help Desk:  
301-451-1436

Email:  
[hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)

Website:  
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

Try It with OnDemand:  
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>