

# NFC

## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

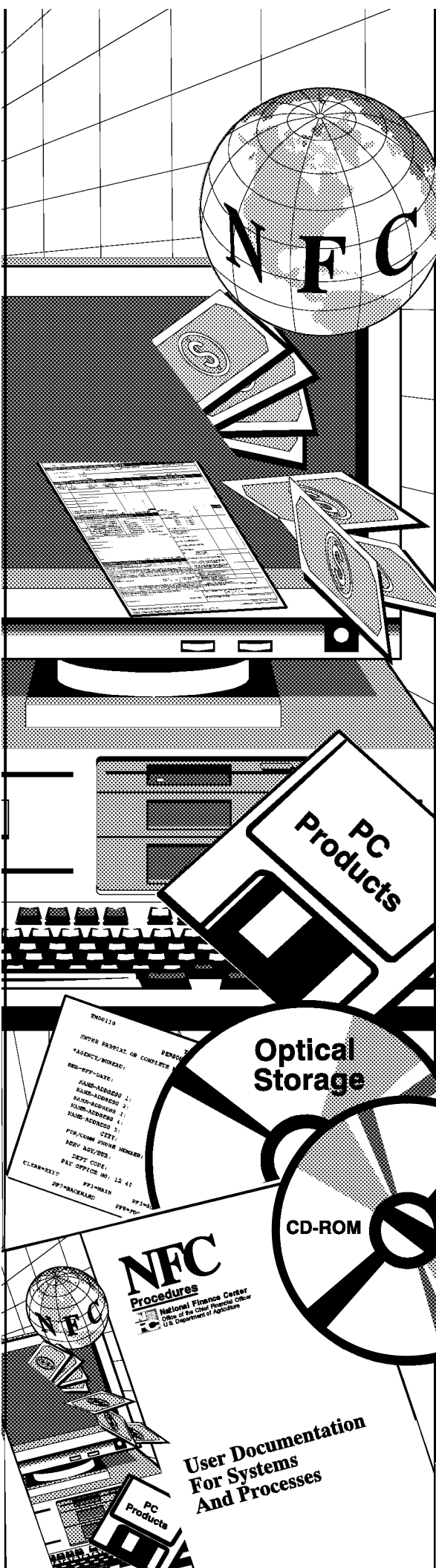
Updated September 2004

# Suspense Inquiry And Correction System (SINQ)

TITLE I  
Payroll/Personnel Manual

CHAPTER 10  
Correction Process Procedures

SECTION 1  
Suspense Inquiry And Correction System (SINQ)



User Documentation  
For Systems  
And Processes

NFC  
Procedures  
National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

PC  
Products

## Latest Update Information

The Suspense Inquiry And correction System (SINQ) dated July 18, 2001, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

This converted document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

**Note:** When you are jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you are jumping to is in the lower part of the page, you will have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

For information about this publication, please contact Government Employees Services Branch at **504-426-1051** .



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## About This Procedure

This procedure provides the instructions for accessing and operating the Suspense Inquiry and Correction System (SINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes what SINQ and the PINE edit messages are used for. Related background information includes a list of systems and procedures that should be used to research the PINE edit messages.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

The [SINQ Menu](#) gives instructions for selecting available document types from the system's primary selection screen.

Instructions for the selected **document type** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The [Appendixes](#) contains reference information, such as an override code chart, a Document Type table, SINQ edit messages, and a sample report of the Listing Of Personnel Error Messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

## What Conventions Are Used

This procedure uses the following visual aids:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Delete Successful</i> is displayed.
Field specifications are printed in italics.	<b>SSNO</b> <i>required, numeric, 9 positions</i> Key in the employee's social security number.
Data that you must key in exactly as shown is printed in <b>bold</b> .	Key in <b>02</b> .
Emphasized text within a paragraph is printed in <b>bold</b> .	The <b>Total Hours To Be Paid</b> field must be numeric and greater than zero.
Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here.	The SINQ Menu ( <b>Figure 4</b> ) is displayed.
Keyboard references are printed in brackets.	Press <b>[Enter]</b> . Press <b>[PF7]</b> .
Optional actions at the end of a processing function are preceded by square bullets.	<ul style="list-style-type: none"> <li>■ To exit the system, press <b>[Clear]</b>.</li> </ul>
Important extra information is identified as a note.	<b>Note:</b> Enter only one code.

## Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-426-1051** .

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at the telephone number listed for your agency in Title V, Chapter 1, Bulletin 95-1, NFC Inquiry Telephone Numbers, dated May 26, 1995.

For access to SINQ, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230** .

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## System Overview

SINQ is an online remote entry system of the U.S. Department of Agriculture (USDA), National Finance Center's (NFC) Payroll Personnel System. SINQ is used to view and correct payroll/personnel documents that fail the Personnel Edit Subsystem (PINE) edits. PINE is a subsystem that edits and audits entries in the Payroll/Personnel data base.

To update the Payroll/Personnel data base, users enter personnel actions through the Personnel Action Processing System (PACT), payroll documents through the Payroll/Personnel Remote Entry System (PRES), and position data through the Position Management System (PMSO). Data that is released from these systems must then be processed in PINE before it applies to the employee's Payroll/Personnel data base.

PINE performs edits (including comparing the employee's data base record with the data being entered) on all actions before they are applied to the Payroll/Personnel data base. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Each time PINE is processed during the pay period is called a pass, and each pass is numbered sequentially during the processing pay period. For example: When PINE is processed for the first time for an effective pay period, the pass is 01. Each additional time PINE is processed during the remainder of that pay period, the passes will be 02, 03, 04, etc. Usually, a total of 11 or 12 PINE passes are processed during each pay period.

Personnel actions and payroll documents that fail PINE edits are placed in SINQ, where they must be corrected or deleted. An error suspense report that identifies errors with PINE edit messages can be produced through the Payroll/Personnel Report Generator System (CULPRPT). The PINE edit messages, with requirements for corrective action, are described in Title I, Chapter 10, Section 2. After successful correction through SINQ, the personnel actions and payroll documents are returned to PINE and re-edited. If they do not pass additional PINE edits, they are once again placed in SINQ. This process continues until they have been successfully processed in PINE and SINQ. Then, depending upon the effective pay period, the actions apply to the Payroll/Personnel data base or the Future Inquiry System (FINQ).

## System Interface

SINQ and PINE interface with the following systems:

**Personnel Action Processing System (PACT).** PACT is an online remote entry system used to enter personnel actions. PACT is a nature of action/authority code driven system; that is, the nature of action and authority code entered on the PACT menu determine the input screen that is displayed. PINE edits these personnel actions and sends the initial data to one of the following: (1) the Payroll/Personnel data base, (2) SINQ, or (3) FINQ. For detailed information, see the PACT procedure.



**Payroll/Personnel Remote Entry System (PRES).** PRES is an online system used to enter payroll documents. PINE edits these payroll documents and sends the initial data to one of the following: (1) the Payroll/Personnel data base, (2) SINQ, or (3) FINQ. For detailed information, see the PRES procedure.

**Position Management System (PMSO).** PMSO is an online system that allows users to add, change, inactivate, reactivate, and delete position data. Position data and employee data are entered separately. Position data, which is entered first through PMSO, and employee data, which is entered through PACT, are linked during the processing of PINE.

When certain data elements (e.g., Pay Plan, FLSA Code, Leo Indicator, etc.) are changed in PMSO, a personnel action must be entered in PACT and successfully processed through PINE to update the employee's data base record.

If a personnel action is not processed, a message appears and will remain on the Listing of Personnel Error Messages report indefinitely until the personnel action is processed. For detailed information, see the PMSO procedure.

**Table Management System (TMGT).** TMGT is an online system that contains valid values and descriptions for most of the fields in PACT, PRES, and SINQ. Certain fields (e.g., agency and personnel office identifier, salary rates, etc.) in SINQ are verified against TMGT. If the data cannot be located in TMGT, a PINE edit message will be received. For detailed information, see the TMGT procedure.

**Future Inquiry System (FINQ).** FINQ is an online system that allows users to view actions in the future file during the current processing pay period. Future actions processed through PACT or PRES and then successfully processed through PINE are applied to FINQ, where they are held until the effective processing pay period. Future actions that fail the PINE edits are placed in SINQ. The actions held in FINQ are reedited through the first pass of PINE each pay period until they are applied to the Payroll/Personnel data base. For detailed information, see the FINQ procedure.

**Personnel Processing System (PEPL).** PEPL performs the update functions of the personnel areas of the data base. All documents successfully processed through PINE and SINQ are then processed through PEPL for update or modifications of Payroll/Personnel data base. The data is retrieved from PEPL during the pay period and displayed in the Payroll/Personnel Inquiry System (PINQ). PEPL also produces a log of all transactions applied to the data base as well as statistics and management reports.

**Payroll/Personnel Inquiry System (PINQ).** PINQ is an online system used to view the employee's current and historical personnel data contained in the Payroll/Personnel data base. Most of the data displayed in PINQ is the result of payroll/personnel transactions entered through a remote entry system or by magnetic tape and then processed in the Payroll/Personnel System. Some of the data displayed in PINQ is generated as a result of data entered through PACT, PRES, and other systems (e.g., after the health benefit form is processed, 1 (enrolled) is displayed in the Coverage Code field in the data base). For detailed information, see the PINQ procedure.

**PEP51 Pullers For Payroll/Personnel Documents (PEP51).** PEP51 is an online system used to (1) delete from the Payroll/Personnel data base personnel actions that were applied in

the current processing pay period and place them in SINQ, (2) delete, correct, or view documents in FINQ, or (3) hold documents currently in SINQ for one pass only or indefinitely. For detailed information, see the PEP51 procedure.

**Payroll/Personnel Report Generator System (CULPRPT).** CULPRPT is an online reporting system that can be used to generate Report U0001, Listing Of Personnel Error Messages, and Report U0006, Listing Of Personnel Error Messages (User ID). These reports list documents that are in SINQ, which include documents retrieved through PEP51 Pullers For Payroll/Personnel Documents (PEP51). Users may request automatic generation and remote printing of these reports using TMGT, Table 022, Payroll/Personnel Document Reports. The report may be routed to a designated printer by submitting a one-time request on Form AD-962, Payroll/Personnel Document Reports Election Form, to the National Finance Center (NFC). For detailed information, see the CULPRPT procedure.

## Front-end Systems Interface (FESI)

Special batch numbers **66** and **67** are used to identify FESI transmitted data.

If a batch number begins with **66**, the error will remain in suspense until corrective action is taken.

If a batch number begins with a **67**, the error will be placed in suspense for one pass and will be coded for deletion (override code **4**), unless some type of positive action is taken (i.e., the override code is changed to a nondeletion override code).

Another method for entering personnel actions and position data is a front-end systems (i.e., a system designed by a department/agency for entry of personnel and/or position data.

To determine which documents are in suspense, authorized personnel may request one of the following CULPRPT Reports:

- U6701, SINQ 67 Listing of Personnel Error Messages
- U6702, SINQ 67 Documents In Suspense
- U6703, SINQ 67 Listing Of All Documents Processed
- U6704, SINQ 67 Listing Of Error Counts By Document
- U6705, SINQ 67 Listing Of Error Counts By Document
- U6706, or SINQ 67 Listing Of Personnel Error Messages

These reports are available after each PINE job is executed. After successful processing, the documents are applied to the data base and are available for viewing in the Payroll/Personnel Inquiry System (PINQ). Table 022, Payroll/Personnel Document Report, can also be used to request error suspense reports.

Position data error messages cannot be corrected in SINQ. These messages are informational and display as Form Number AD-332 and Task 998. To correct position error messages, use PMSO or the FESI.

## Employee Express

Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone phones in lieu of submitting payroll documents for processing to their personnel offices. (Newly hired employees must submit payroll documents directly to their personnel offices until they are established on the Payroll/Personnel data base.) Separated employees should not use Employee Express to make changes. If a document rejects in SINQ for a separated employee, delete the document and contact the employee.

To distinguish Employee Express documents from other payroll documents on the error suspense reports, CULPRPT Report U0001, Listing of Personnel Error Messages, and U0003, Listing of AllDocs Processed, will list Employee Express documents with **68** as the first two positions of the batch number. Reports U0004 and U0005, Listing of Error Counts by Document, and Report U0006, Listing of Personnel Error Messages, will include Messages 026, *Employee Express Document Entered Via A Kiosk* and 027, *Employee Express Document Entered Via A Phone*. Report U6801, Employee Express Personnel Error Messages, and U6806, Employee Express Personnel Error Messages

(User ID), also list Employee Express documents that are in suspense.

## SINQ Correction Process

The Personnel Edit Subsystem (PINE) Edit Messages (Title I, Chapter 10, Section 2) contains edit message codes and descriptions for all payroll and personnel actions. Over 2300 PINE edit messages assure that data entry meets required specifications. The edit messages, which are listed in numeric order, are separated according to the document type. A document type is assigned by the system for transactions that reject in SINQ from PACT, PRES, and PMSO entries.

Some PINE edit messages apply to all actions; others apply to specific actions only. Due to this criteria, this procedure organizes the PINE edit messages into the following three categories:

### **ALL**

PINE Edit Messages 001 through 049 apply to all types of actions. For example: PINE edit message 001, *Social Security Number Invalid*, is received whenever the social security number is keyed incorrectly on any type of personnel action entered in PACT or payroll action entered in PRES. Because these messages are the same for all types of actions, they are categorized as Document Type ALL.

### **Specific Document Type**

A specific document type identifies the kind of action being processed. For example, a lump sum leave payment is identified as Document Type 054.

However, some PRES and SINQ document types are not the same PINE document type. For example, there are five different types of PRES and SINQ programs (170, 171, 172, 173, and

174) for processing savings bonds. But the PINE edit messages are all identified under Document Type 170. Therefore, no matter what SINQ program (i.e., SQ170, SQ171, etc.) is used to correct the savings bond document in suspense, all PINE edit messages for savings bonds are located under Document Type 170. For a description of each document type, see [Appendix A](#).

### **998 (informational messages)**

Document Type 998 messages identify position errors that were released from FESI but failed PMSO edits.

### **999 (informational messages)**

Document Type 999 messages are used in PINE to indicate the following:

- Some type of action must be initiated through PACT, PRES, or PMSO to update the employee's data base record. For example, if the pay plan on the PMSO master record is changed, a personnel action must then be processed to update the employee's data base record with the new pay plan. If a personnel action is not processed, Document Type 999, Message 008, *PMSO Pay Plan Changing - Submit Personnel Action*, will appear on the Listing Of Personnel Error Messages report until the personnel action is processed.
- A PEP51 activity was or was not successfully processed in PINE. For example, a Federal tax document was erroneously processed and applied to FINQ. PEP51 Action Type 3 was used to delete the action from FINQ. Document Type 999, Message 004, *Document Deleted From Future File*, appears on the Listing Of Personnel Error Messages reports in the PINE pass that immediately follows the one in which it was entered. This message will appear on the report for the remainder of the processing pay period in which it occurred.
- A rollback of those personnel actions (system-generated or agency-initiated) that have applied during the same processing pay period as a system-generated action, such as the Federal pay increase. These rollbacks occur when a personnel action, e.g., the Federal pay increase, has already applied to the employee's Payroll/Personnel data base and another personnel action(s) with an earlier effective date(s) is processed in a later PINE pass during the same processing pay period. The rolled back actions, including the Federal pay increase, etc., are placed in SINQ and appear on the Listing Of Personnel Error Messages with Override Code F and the error message *In SINQ Due To Rollback - Take Appropriate Action*. These actions will remain in SINQ until the user takes corrective action. To reprocess the system-generated action and the other personnel actions after the rollback occurs, the override code on each personnel action must be changed to release them from SINQ. For detailed information on rollbacks, see the PEP51 procedure.

## **Special Processing And Research**

Special processing considerations and research procedures should be developed in order to aid in the correction process. The user should refer to the narratives of the PINE edit messages, which often explain and/or provide solutions to resolve edit message(s) that appear on the Listing Of Personnel Error Messages reports.

One of the most important factors of the correction process is to resolve PINE edit messages early in the processing pay period, which will ensure the proper computation of an employee's salary.

Several factors should be considered before correcting PINE edit messages in SINQ.

### ***Using CULPRPT To Generate PACT/PRES Status Reports Daily***

The user should generate and evaluate these reports on a daily basis to ensure that all documents entered in PACT/PRES have been released for processing in PINE.

### ***Evaluating Error Suspense Reports Daily***

CULPRPT should also be used to generate error suspense reports on a daily basis. (See [Appendix B](#) for an example of an error suspense report.) The error suspense reports should be evaluated to prioritize the actions in SINQ and to monitor the fail count for each document. Generating these reports on a daily basis will also ensure that the reports are current and up to date for the processing pay period. For detailed information, see the CULPRPT procedure.

### ***Correcting Accession Personnel Actions***

Special attention should be given to any accession personnel action that fails PINE edits. An accession action must be corrected in SINQ, pass PINE edits, and apply to the Payroll/Personnel data base to establish a data base record for the new employee.

**Note:** If the accession personnel action remains in SINQ during the pay period the action is effective, and corrective action is not taken before the Payroll Processing System (PAYE) is run for the processing pay period, the employee will need to be paid through the Special Payroll Processing System (SPPS) via quick service request.

When an accession personnel action is in SINQ, all accompanying payroll documents, including the employee address, are held in a pending accession file. These documents cannot be processed because the employee is not yet established in the Payroll/Personnel data base. In this situation, only the accession personnel action appears on the Listing of Personnel Error Messages report. Documents automatically placed in the pending accession file cannot be queried and should not be reentered since they will appear in SINQ as duplicates. If an accession personnel action is rolled back in the PEP51 program, all payroll and personnel actions entered for the employee are also rolled back.

### ***Prioritizing Actions In SINQ***

The Listing Of Personnel Error Messages report should be used to prioritize actions in SINQ. Some helpful hints that can be used to determine which actions should be corrected first are:

- Determine if any personnel action(s) in SINQ require position management information. For example: A personnel action may appear on the error suspense report with a PINE edit message that indicates an Individual Position needs to be established in PMSO.

**Note:** Whenever a personnel action is processed to update a data element(s) in PMSO, PINE edits are performed on the PMSO data first. After the PMSO data is successfully

corrected in SINQ and applies to the employee's Payroll/Personnel data base, the new PMSO data is reedited in PINE for compatibility with the employee's current data base records. Therefore, additional edit messages may appear on the Listing Of Personnel Error Messages in the PINE pass that immediately follows the one in which the new PMSO data applied.

- Correct all actions (e.g., promotion personnel actions, tax documents, etc.) that are in SINQ and may affect the employee's salary payment. This will ensure the successful processing of any action (s) that may impact an employee's pay. For example: A Form W-4, Federal Income Tax Certificate, for a new hire was entered in PRES with an incorrect social security number, and appeared on the error suspense report throughout the effective pay period of hire. However, no action was taken to correct the social security number. Because the Form W-4 was not corrected and did not apply to the data base during the same effective pay period as the accession personnel action, maximum tax withholdings (based on single with zero exemptions) were deducted from the employee's salary.

### **Resolving Edit Messages**

The Payroll/Personnel Manual (PPM) contains related payroll/personnel information in one manual. The chapters in the manual identify (1) specific payroll/personnel automated systems, (2) correction processing, (3) special processing, and (4) reporting procedures. The completion instructions in PACT Chapter 4 and PRES Chapter 5 contain the following information that may be helpful in resolving errors:

- A list of valid codes
- Special processing considerations

Other chapters (PEP51, PMSO, CULPRPT, and TMGT) are resources that provide processing techniques that can be used to prevent future SINQ errors.

The employee's official personnel file (OPF), screen prints of data entered in PACT and PRES, and instructions provided by the Office of Personnel Management (OPM) and individual department/agencies should also be used in the research and correction process.

PINQ should be an integral part of the correction process. PINQ is an online system used to view the employee's current and historical payroll/personnel data contained in the Payroll/Personnel data base. Whenever a payroll or personnel action is processed for an employee who is currently established on the data base, PINE edits the employee's current data base record to ensure that the change(s) recorded on the payroll or personnel action is valid and will be compatible with corresponding data elements stored in the employee's data base. References to programs in PINQ are made in many of the PINE edit messages. They are identified in the description of the edit messages as the PINQ Program (e.g., PINQ Program 31, Employee Address).

TMGT may be used in the correction process. TMGT is an online system that contains valid values and descriptions for certain fields on the payroll and personnel actions. Much of the data is edited at the time of entry in PACT and PRES. However, the data is edited again in PINE, and a PINE edit message will appear on the Listing of Personnel Edit Messages if the data is not located in TMGT.

**Example:**

A promotion personnel action, which had an incorrect base salary amount for the grade and step, was successfully entered and released through PACT.

PINE edits the salary data (grade, step, and base salary amount) on the promotion personnel action against TMGT Table 029, Pay Table Rates. The amount in the base salary for the grade and step was not found in TMGT Table 029.

The promotion personnel action rejects in SINQ the following day and a PINE edit message appears on the Listing Of Personnel Edit Messages. The narrative for the edit message states that the salary was not located in TMGT Table 029.

By accessing TMGT Table 029, the user can obtain (and verify) the correct salary amount, and then make the necessary correction(s) in SINQ.

The user can also print various TMGT tables, which are sources for valid codes, salary rates, etc. Since the TMGT tables are updated with current information and codes, the user can readily access TMGT for valid data, which will help in preventing errors.

**Example:**

The user is preparing to enter a personnel action to correct an employee's tenure group code.

Because of edit messages received when personnel actions were processed in prior pay periods to correct the tenure group code, the user is aware that PINE will edit the new tenure group code for compatibility with the type of appointment code, probationary period start date, career tenure date, etc., currently recorded in the employee's data base.

The user reviews the employee's OPF and data base records to ensure the new tenure group code and the type of appointment code, probationary period start date, etc., will be compatible.

The user also reads the data entry instructions for the career tenure group code in the PACT procedure. One of the hints listed under the Additional Information states that the probationary period start date must also be present with the tenure group code entered on the processing personnel action. The user enters the probationary period start date field in PACT, which prevents the personnel action from rejecting in SINQ.

## **Using Override Codes**

Override codes are used in SINQ to initiate a system function, such as holding or deleting documents in SINQ, sending documents to the future file, etc.

**Example:**

If a personnel action with erroneous data is processed and applied to the employee's data base in the current processing pay period, PEP51 Action Type 1 can be used to delete (roll back) the personnel action from the Payroll/Personnel data base and place it in SINQ with Override Code F (Hold Documents In Suspense Indefinitely). The message In SINQ *Due To Roll Back - Take Appropriate Action* appears on the Listing Of Personnel Error Messages in

the PINE pass that immediately follows the one in which Action Type 1 was entered. The necessary corrections can be made to the personnel action, and by changing the override code to 9 (release), the document will be reedited and then reapplied to the employee's data base. Or, if the personnel action must be cancelled, the document can be deleted from SINQ by simply changing the override code to 4 (delete action).

Override codes are also used to release certain PINE edit messages that must be processed because of agency/department regulations, employment, or other unique conditions. For a description of each override code, see [Appendix C](#).



## System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

## Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access SINQ, you must **(1)** have authorized security clearance and **(2)** use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal.

```
=====
-- SNAMOD2 T3134605 PF1=HELP ==
--
--      NN      NN      FFFFFFFF      CCCCCCCC
--     NNN     NN      FFFFFFFF      CCCCCCCC
--    NNNN    NN      FF          CC
--   NN NN NN  FFFFFFFF      CC
--  NN  NNNN  FFFFFFFF      CC
-- NN   NN   FF          CCCCCCCC
-- NN   NN   FF          CCCCCCCC
--
--=====
--          Welcome to the National Finance Center
--          Office of Finance and Management
--          United States Department of Agriculture
--=====
--
-- ENTER USER ID =          PASSWORD =          NEW PASSWORD =
-- ENTER APPLICATION NAME =          OR PRESS ENTER FOR NFC MENU
--
--=====
--          For Authorized Use Only
--=====
```

Figure 1. NFC Banner Screen

Respond to the prompts as follows:

Enter User ID

*required, alphanumeric, 8 positions max.*

Key in your assigned user ID (e.g., **NF999**). Press **[Tab]**.

**Password** *required, alpha, 6 to 8 positions*  
Key in your password. Your password is not displayed on the screen. Press **[Tab]**.

**New Password** *alpha, 6 to 8 positions*  
If your current password expires, key in a new password. Press **[Tab]**. You may change your password any time but not more than once a day.

**Enter Application Name** *required, alpha, 9 positions max.*  
Key in **SINQ** and press **[Enter]**. The first page of the SINQ Menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 2**) is displayed.

```
=====
== XX/XX/XX      SNAMOD2      NFC MENU      T3134806      15:12:50 CT ==
=====
== SELECT ONE: ==
== 1. PAYROLL/PERSONNEL SYSTEMS ==
== 2. FINANCIAL INFORMATION SYSTEMS ==
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS ==
== 4. ADMINISTRATIVE INFORMATION SYSTEMS ==
== 5. DEVELOPMENT SYSTEMS <NFC ONLY> ==
== 6. DATA BASE TEST SYSTEMS <NFC ONLY> ==
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY> ==
== 8. DIRECTIVES BULLETIN BOARD ==
== ENTER APPLICATION NAME OR SELECTION NUMBER ==> PF11 = EXIT ==
=====
== MESSAGE BOARD ==
=====
```

**Figure 2. NFC Menu**

Press **[Enter]** again to display the first page of the SINQ Menu (**Figure 4**).

**Note:** When signing on, before you display the system’s main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

## Sign-Off

To exit SINQ, press **[Clear]** at any screen. The *Enter Next Task Code* prompt (**Figure 3**) is displayed. Key in **bye** and press **[Enter]**.

```
Enter Next Task Code
bye
```

**Figure 3. Enter Next Task Code Prompt**

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

---

---

## Operating Features

This section describes SINQ's design and operating features.

### System Design

The screens used to correct payroll documents in SINQ are formatted exactly like the screens used to enter payroll documents in PRES, except for the Master File Change screen. On the Master File Change screen in SINQ, a field number must be entered in the field name.

However, the screens used to correct personnel actions in SINQ are **not** formatted like the Personnel Action Input screens used in PACT. Document Type 063 has a three-screen format in SINQ. (See **Figure 11** through **Figure 13**.)

Key fields, which are located at the top of each SINQ screen, are used to identify a specific input record and the type of function (e.g., change or query) to be used in the correction process.

### Help Screens

Three types of help screens that provide definitions, valid values, field length, and descriptions are available in the SINQ correction process.

A help screen for the key data fields provides help in completing the key fields (i.e., Oper Initials through Next Document type).

A help screen for the specified document type provides help in completing the entry fields.

A help screen for the override codes provides help in completing the Override field.

### System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated. For a list of edit messages, see [Appendix D](#).

### Function Keys

Your keyboard includes :

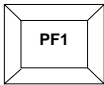
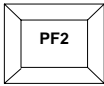
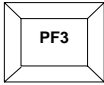
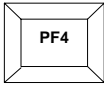
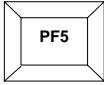
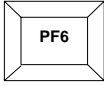
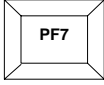
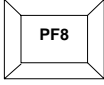
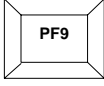
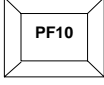
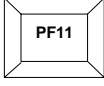
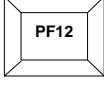
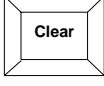

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system

- Other function keys (**[Enter]**, **[Clear]**, etc.)

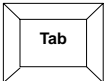
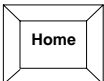
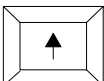
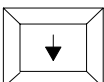
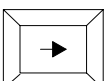
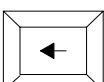
For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

Function keys used in SINQ are as follows:

### Function Keys

Key	Description
	Used to return to the SINQ Menu.
	Used to display Screen 2 for SQ170.
	Used to display the Additional Typing Remark Entry screen.
	Used to display the Retained Information screen from Screen 1 of SQ063.
	Used to display the Help screen.
	Used to display a duplicate document or the next personnel action in suspense.
	Used to display Screen 1 for SQ063, SQ120, SQ180, and SQ195.
	Used to display Screen 2 for SQ063, SQ120, SQ180, and the address screen for SQ110 and SQ195.
	Used to display Screen 3 for SQ063 and SQ180.
	Used to access the Position Data screen.
	Used to position the cursor at the <i>Next Document Type</i> field.
	Used to position the cursor at the Override field.
	Used to display the <i>Enter Next Task Code</i> prompt.
	Used to scroll through the menu, SQ063 Help screens, and enter data into the system after you have keyed it in.

### Function Keys

Key	Description
	Used to move the cursor from field to field.
	Used to position the cursor in the Oper Initials key data field.
	Used to move the cursor up from line to line.
	Used to move the cursor down from line to line.
	Used to move the cursor to the right from position to position within a field.
	Used to move the cursor to the left from position to position within a field.

## SINQ Menu

After you access SINQ, the Suspense Inquiry and Correction (SINQ) Menu, Page 1 of 4 (Figure 4) is displayed.

DOC. TYPE	DOCUMENT TITLE	FORM NO.
SQ00001M      SUSPENSE INQUIRY AND CORRECTION (SINQ) MENU      PAGE 1 OF 4		
DOCUMENT TYPE/NEXT PAGE 002		02/14/95
FOR AUTHORIZED USE ONLY		
INQ	SUSPENSE INQUIRY	
031	MASTER FILE CHANGE DOCUMENT	NFC-74
054	LUMP SUM LEAVE PAYMENTS	AD-581
056	COMPENSATORY TIME PAYMENTS	AD-581
063	PERSONNEL ACTION INPUT	SF-50
075	PERFORMANCE APPRAISAL **	AD-435
**	**	**
083	EMPLOYEE UNION DUES MASS CHANGE	SF-1187
084	DUES CHANGE BETWEEN LOCALS IN NATL LAB ORG	AD-356
085	CANCELLATION/REVOCATION OF EMP UNION DUES	AD-356A/SF-1188
086	AUTHORIZATION OF LABOR ORGANIZATION DUES	SF-1187
087	CANCELLATION OF EMPLOYEE ORG DUES (NFC USE ONLY)	NFC-186
DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER		

**Figure 4. Suspense Inquiry and Correction (SINQ) Menu (Page 1 of 4)**

The SINQ Menu consists of four pages (Figure 4 through Figure 7) and provides a list of payroll/personnel document types with the form number for each. For a description of each document type, see [Appendix B](#).

DOC. TYPE	DOCUMENT TITLE	FORM NO.
SQ00002M      SUSPENSE INQUIRY AND CORRECTION (SINQ) MENU      PAGE 2 OF 4		
DOCUMENT TYPE/NEXT PAGE 003		02/14/95
088	VOLUNTARY CHARITABLE CONTRIBUTIONS	CFC-804
089	DEDUCTIONS DUE TO INDEBTEDNESS (NFC USE ONLY)	NFC-69
095	DD/EFT FOR FINANCIAL ALLOTMENT	SF-1199A
096	DD/EFT FOR NET PAY	SF-1199A
097	TSP LOAN ALLOTMENT FORM	TSP-22
100	DISCRETIONARY ALLOTMENTS	PRES-02
101	NON-FEDERAL HEALTH BENEFITS FORM	PRES-03
102	NON-FEDERAL LIFE INSURANCE FORM	PRES-04
103	NON-FEDERAL RETIREMENT BENEFITS FORM	PRES-05
104	NON-FEDERAL THRIFT SAVINGS PLAN FORM	PRES-06
110	INCENTIVE AWARDS	SF-50
120	MULTIELEMENT UPDATE DOCUMENT	PRES-01
121	GAO LOCATOR INPUT SCREEN	PRES-11
DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER		

**Figure 5. Suspense Inquiry and Correction (SINQ) Menu (Page 2 of 4)**

SQ00003M	SUSPENSE INQUIRY AND CORRECTION (SINQ) MENU	PAGE 3 OF 4 02/14/95
DOCUMENT TYPE/NEXT PAGE 004		
DOC. TYPE	DOCUMENT TITLE	FORM NO.
122	USDA DEMONSTRATION PROJECT RECORD	PRES-12
123	EDUCATION DOCUMENT	PRES-13
124	PROFESSIONAL CERTIFICATION DOCUMENT	PRES-14
125	THRIFT SAVINGS PLAN ELECTION FORM	TSP-1
127	ALLOWANCES	PRES-07
128	SEVERANCE PAY	PRES-08
129	THRIFT SAVINGS PLAN COLLECTIONS (NFC USE ONLY)	PRES-10
130	FEDERAL INCOME TAX CERTIFICATE	W-4
131	EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE	W-5
140	STATE INCOME TAX CERTIFICATE	AD-304
150	CITY INCOME TAX CERTIFICATE	TFS-7311
151	COUNTY INCOME TAX CERTIFICATE	TFS-7311
160	RECORD OF LEAVE DATA TRANSFERRED	NFC-109A
DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER		

Figure 6. Suspense Inquiry and Correction (SINQ) Menu (Page 3 of 4)

SQ00004M	SUSPENSE INQUIRY AND CORRECTION (SINQ) MENU	PAGE 4 OF 4 02/14/95
DOCUMENT TYPE/NEXT PAGE 001		
DOC. TYPE	DOCUMENT TITLE	FORM NO.
165	AUTHORIZATION FOR RESTORED ANNUAL LEAVE	AD-582
170	SAVINGS BOND AUTH - NEW ALLOTMENT	SBD2003
171	SAVINGS BOND AUTH - CHANGE DENOM/ALLOTMENT	SBD2003
172	SAVINGS BOND AUTH - CHG INSCRIPT/DENOM/ALLOT	SBD2003
173	SAVINGS BOND AUTH - CANCEL BOND	SBD2003
174	SAVINGS BOND AUTH - CANCEL OWNER/COOWNER/BENEF	SBD2003
180	HEALTH BENEFITS REGISTRATION FORM	SF-2809
181	CHANGE IN HEALTH BENEFITS ENROLLMENT	SF-2810
185	FLEXFUND FLEXIBLE SPENDING ACCOUNT	PRES-15
195	COURT ORDERED CHILD CARE OR ALIMONY DEDUCTION	AD-747
349	EMPLOYEE ADDRESS	AD-349
770	SES PERFORMANCE APPRAISAL	AD-770
DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER		

Figure 7. Suspense Inquiry and Correction (SINQ) Menu (Page 4 of 4)

To locate a document type on the SINQ Menu, press **[Enter]** to scroll through the menu pages, or to skip from page to page, key in the menu page number (e.g., **001**, **002**, **003**, or **004**) at the Document Type/Next Page field.

To select a specific document type, key in the document type number over the page number at the Document Type/Next Page field and press **[Enter]**. The screen for the selected document type is displayed.

You can also access a specific document type from the Enter Next Task Code screen (**Figure 3**). If you have accessed SINQ, press **[Clear]** to display the *Enter Next Task Code* prompt. Then key in **SQ** and the applicable document type number (3 numeric positions). Press **[Enter]**. The selected document type screen is displayed.

Instructions for viewing, correcting, and deleting document types in SINQ are provided in the following pages.

Processing



## Viewing Documents In SINQ

You can view payroll and personnel document types that are currently in SINQ for a specified employee, either in a list format or individually. Instructions are provided below.

### Viewing A List Of Document Types

To view a list of document types for a specific employee, key in **INQ** in the Document Type/Next Page field at any of the SINQ Menus (**Figure 4** through **Figure 7**).

Press **[Enter]**. The Suspense Inquiry screen (**Figure 8**) is displayed with the message *Enter SSNO Press Enter* at the bottom.

SQ00101M		SUSPENSE INQUIRY				SSNO	AG	
FORM NUMBER	DOC TYPE	POI	EFFECTIVE DATE	PP NO	NEXT DOCUMENT NOA (1)	TYPE NOA (2)	AUTH DATE	
DC906061 ENTER SSNO PRESS ENTER								

**Figure 8. Suspense Inquiry Screen**

Complete the following fields:

---

**SSNO** *required, numeric, 9 positions*  
 Key in the employee's social security number.

**Ag** *optional, alphanumeric, 2 positions max.*  
 Key in the NFC-assigned agency code.

---

Press **[Enter]**. The system displays all payroll and personnel document types that are currently in SINQ for the specified employee, including the following data:

**Form Number.** The number of the form on which the document type was processed.

**Doc Type.** The document type processed.

**POI.** The employee's personnel office identifier.

**Effective Date.** The effective date of the action.

**PP NO.** The pay period in which the action was processed.

**NOA (1), NOA(2).** The nature of action code(s) for personnel actions processed.

**Auth Date.** The date the action was approved.

If no documents are in suspense for the SSNO, the message *No Suspense Documents Found For Specified Key* is displayed.

- To display a list of documents in SINQ for another employee, key in another SSNO over the current one.
- To view a specific document type on the list, see [Viewing A Specific Document Type From The Suspense Inquiry Screen](#), below
- To exit the system, press **[Clear]**.

### Viewing A Specific Document Type From The Suspense Inquiry Screen

At the Suspense Inquiry screen (**Figure 8**), key in the specified document type in the Next Document Type field (e.g., key in **130** to select a W-4, Federal Income Tax Certificate).

Press **[Enter]**. The screen for the specified document type is displayed with the message *Enter Operator Initials, Function Code, SSNO & Ag - Press Enter*. (See (**Figure 9**) for an example of a document type screen.)

```

SQ13001M          FEDERAL INCOME TAX CERTIFICATE          02/14/95
OPER INITIALS     FUNCTION   DOCUMENT KEY: SSNO           AG
DEPT/AGENCY CODE POI          SSNO
EFF PAY PERIOD   PAY PERIOD YR   NEXT DOCUMENT TYPE
CLR=EXIT  PF1=MENU  PF5=HELP  PF6=NEXT  PF11=DOC TYPE  PF12=OVERRIDE
*****
NAME LAST          FIRST          MIDDLE

TOTAL NUMBER OF ALLOWANCES CLAIMED

ADDITIONAL AMOUNT

POSITION CURSOR ON OVERRIDE & PRESS PF5 FOR HELP   OVERRIDE
DC906017 ENTER OPERATOR INITIALS, FUNCTION CODE, SSNO & AG - PRESS ENTER
    
```

**Figure 9. Document Type Screen (Example: Federal Income Tax Certificate)**

Complete the following key fields:

**Oper Initials** *required, alpha, 3 positions max.*  
 Key in your initials.

**Function** *required, alpha, 1 position*  
 Key in **Q** (query).

**Note:** Valid values are **C** (change) or **Q** (query).

**Document Key: SSNO**      *required, numeric, 9 positions*  
Key in the employee's social security number.

**Ag**      *required, alphanumeric, 2 positions max.*  
Key in the NFC-assigned agency code.

---

After keying in the data, press **[Enter]**. If no documents are in suspense for the specified SSNO, the message *No Suspense Documents Found For Specified Key* is displayed. If a document type (e.g., the Federal Income Tax Certificate) is in suspense for the SSNO, the data for that document type is displayed.

**Note:** The data that is displayed is the same as the data that was initially entered through PRES. For detailed information and descriptions of these fields, see the PRES procedure.

- To display a duplicate document for the same employee, press **[PF6]**.
- To display a different document for the same employee, press **[PF11]**. The cursor is positioned in the Next Document Type field. Key in the document type (e.g., **140**, **150**, etc.) and press **[Enter]**.
- To display the same document type for a different employee, move to the SSNO field. Key in the SSNO for the next employee and press **[Enter]**.

### ***Viewing A Specific Document Type From The SINQ Menu***

At any of the SINQ Menus (**Figure 4** through **Figure 7**), key the document type in the Document Type/Next Page field (e.g., key in **130** to select a W-4, Federal Income Tax Certificate).

Press **[Enter]**. The screen for the specified document type is displayed with the message *Enter Operator Initials, Function Code, SSNO & Ag - Press Enter*. (See **Figure 9** for an example of a document type screen.)

- To display a duplicate document for the same employee, press **[PF6]**.
- To display a different document type for the same employee, press **[PF11]**. The cursor is positioned in the Next Document Type field. Key in the document type (e.g., **140**, **150**, etc.) and press **[Enter]**.
- To display the same document type for a different employee, move to the SSNO field. Key in the SSNO for the next employee and press **[Enter]**.

## **Correcting/Deleting A Document Type**

You can correct or delete payroll and personnel document types that are currently in SINQ for a specified employee.

To correct or delete a document type, display a document type screen from either the SINQ Menu or the Suspense Inquiry screen. (See instructions under [Viewing A Specific Document Type From The SINQ Menu](#) or [Viewing A Specific Document Type From The Suspense Inquiry Screen](#).)

At the document type screen, complete the key fields using the instructions under [Viewing A Specific Document Type From The SINQ Menu](#), except key in **C** at the Function Code field. Press **[Enter]**. The data for the specified document type is displayed.

## Correcting A Document Type

After the data for the specified document type is displayed, key in the changes.

**Note:** For assistance in correcting data in any of the fields displayed on the SINQ screens, place the cursor at the field in question and press **[PF5]**. The appropriate help screen is displayed.

After keying in the data, press **[Enter]**. If the data does not pass system edits, an edit message is displayed at the bottom of the screen. (See [Appendix D](#) for a complete list of SINQ edit messages.) Key in the correct data and press **[Enter]**. After all edits are satisfied, the message *Document Successfully Changed* is displayed.

**Note:** When the document type (i.e., 180, SF-2809, Health Benefits Registration Form) consists of more than one screen, it may be necessary to correct more than one screen. Key in data on the first screen and press **[Enter]**. Then press the applicable PF key to display the next screen. Repeat the correction process until all data is corrected.

- To display a duplicate document for the same employee, press **[PF6]**.
- To display a different document type for the same employee, press **[PF11]**. The cursor is positioned in the Next Document Type field. Key in the document type (e.g., **140**, **150**, etc.) and press **[Enter]**.
- To display the same document type for a different employee, move to the SSNO field. Key in the SSNO for the next employee and press **[Enter]**.

## Deleting A Document Type

After the data for the specified document type is displayed, press **[PF12]**. The cursor is positioned in the Override Code field. Key in the appropriate override code. (For a list of override codes, see [Appendix C](#).)

Press **[Enter]**. The message *Document Successfully Changed - Coded For Deletion* is displayed at the bottom of the screen.

- To display a duplicate document for the same employee, press **[PF6]**.
- To display a different document type for the same employee, press **[PF11]**. The cursor is positioned in the Next Document Type field. Key in the document type (e.g., **140**, **150**, etc.) and press **[Enter]**.
- To display the same document type for a different employee, move to the SSNO field. Key in the SSNO for the next employee and press **[Enter]**.

## Correcting Remarks Code Narratives Using SQ063

Corrections to the remarks code narrative can be made through SINQ by using the Additional Typing Remark Entry screen (Figure 10).

```
PP00500M                PERSONNEL ACTION PROCESSING                DATE 09/28/95
                           ADDITIONAL TYPING REMARK ENTRY

FUNCTION      DEPT/AGCY      POI      EFF PAY PERIOD
AUTH DATE    OPER INITIALS  NOA CODES
REMARK CODE  REQUIRES ENTRY OF ADDITIONAL DATA. ENTER THE APPROPRIATE
DATA IN THE SPACE PROVIDED BELOW AND PRESS ENTER.

+++++
+
+
+
+
+
+
+
+
+
+
+++++

DC904865 REMARK CODE MISSING - PRESS CLEAR TO RETURN
```

Figure 10. Additional Typing Remark Entry screen

If the action is not in SINQ, it can be placed in SINQ using the PEP51 function. To display the Additional Typing Remark Entry screen, press [PF3] on Screen 1 of SQ063 (Figure 11).

```
SQ06301M                PERSONNEL ACTION INPUT                09/25/95

OPER INIT      FUNCTION      DOCUMENT KEY:  SSNO          AG          (PF3 =RMKS)
                                     (PF4 =REIN)
SSNO           DEPT/AGCY      POI      EFF PAY PERIOD          (PF5 =HELP )
AUTH DATE     BATCH          NOA CODE 1ST  2ND          (PF6 =NEXT )
NEXT DOCUMENT TYPE                                     (PF8 =SCRN2)
                                                         (PF9 =SCRN3)
                                                         (PF10 =POSN)
***** (PF11=DOCTP)
1:ACTION CODE                                     (PF12=OVRD)
3:NAME LAST           FIRST              MIDDLE              SEX
4:BIRTHDATE          5:EDUCATIONAL LEVEL    6:VETERAN PREFERENCE
7:PREVIOUS AGENCY    9:DEPT USE              10:TENURE GROUP
11:SCD LEAVE         12:HANDICAP CODE       13:FEGLI COVERAGE
14:LI COVERAGE AMT  15:FEHB COVERAGE     16:RETIREMENT COVERAGE
17:CORRECTION-PREVIOUS ACTION A: (NOA-AUTH-AUTH) B: (DATE)
19:NTE DATE          21:EFFECTIVE DATE     22:LOSE/GAIN DEPT
24-27:AUTHORITY CODE (1ST NOA) 1ST 2ND (2ND NOA) 1ST 2ND
      LEGAL AUTHORITY 1ST 2ND
APPOINT LIMITATIONS DOLLARS  HOURS  DAYS
      29:FULL
      30:BAL
31:COMMENCING DATE OF SERVICE YEAR

                                     OVERRIDE
DC906017 ENTER OPERATOR INITIALS, FUNCTION CODE, SSNO & AG - PRESS ENTER
```

Figure 11. Personnel Action Input screen, Page 1

This screen allows users to change the remarks code narrative as needed. The message, *Document Successfully Changed - PF3 To Confirm Remarks Narrative*, is displayed for all remarks codes that require additional data to allow the user to view the remarks narrative.

**Note:** If you are deleting (or adding) a remarks code on Screen 2 of SQ063 (Figure 12), do not put spaces between the remarks codes; for example, M67 499 (incorrect); M67499 (correct). The Additional Typing Remark Entry screen will not display any remarks codes after the spaces.

```

SQ06302M                PERSONNEL ACTION INPUT
                                (CLR=EXIT )
OPER INIT      FUNCTION      DOCUMENT KEY: SSNO      AG      (PF5=HELP )
SSNO           DEPT/AGCY     POI      EFF PAY PERIOD  (PF7=SCRN1)
AUTH DATE     BATCH        NOA CODE 1ST    2ND    (PF9=SCRN3)
*****
PMSO KEY: DEPT  AGCY  POI      MR-NO      GRADE  IP
35:CLASSIFICATION ACTION CODE    36:RNO CODE    39:PAY PLAN    41:STEP
42:BASE SALARY      RATE      VERIFY SALARY      M/P-ADJ SAL
43:PAY RATE DETERMINANT CODE    EXPIRATION DATE
47:SCD RET          48:SCD RIF          49:SCD WGI
50:SPVR/MGRL PROB PERIOD          51:POSITION OCCUPIED
53:ANNUITANT INDICATOR          54:SPECIAL EMPLOYMENT PGMS CODE
56:RMKS          57:PROBATIONARY (TRIAL) DATE
58:CAREER (OR PERMANENT) TENURE DATE
ANNUAL LEAVE CODES          59:CATEGORY    60:45 DAYS
61:LEAVE EARNING STATUS DURING PAY PERIOD
63:DATE LAST ENTERED PRESENT GRADE    65:TSP ELIG
66:VETERANS STATUS          68:NAME CORR
69:PREVIOUS SOCIAL SECURITY NO          70:DUTY HOURS
    
```

Figure 12. Personnel Action Input screen, Page 2

```

SQ06303M                PERSONNEL ACTION INPUT
                                (CLR=EXIT )
OPER INIT      FUNCTION      DOCUMENT KEY:SSNO      AG      (PF5=HELP )
SSNO           DEPT/AGCY     POI      EFF PAY PERIOD  (PF7=SCRN1)
AUTH DATE     BATCH        NOA CODE 1ST    2ND    (PF8=SCRN2)
*****
74:TYPE APPT CODE          SUP/MGR PROB PER REQ
75:SPECIAL EMPLOYEE CODE    76:CITIZENSHIP STATUS
77:COLA AND/OR POST DIFF CODE    80:VARIED
82:SALARY SHARE CODE
83:COOP SHARE AMOUNT          84:ANNUITANT SHARE AMOUNT
85:COOP OVERTIME RATE          86:COOP HOLIDAY RATE
QUARTERS DED          87:AMOUNT          88:CODE
89:TRAVEL ALLOW/ENVIRON DIFF
96:YR DEGR/CERT          97:INSTRUCTIONAL PGM          98:AGENCY USE
SCD TSP          UNIFORM SERVICE COMPONENT
FROZEN SERVICE      COVERAGE AT APPOINTMENT
CREDITABLE MILITARY SERVICE      DATE RETIRED MILITARY SERVICE
VETERANS PREFERENCE RIF          103:WORK SCHEDULE
RELOC BONUS          RECRUIT BONUS          SUPVY PCT    ALLOWANCE PCT
CLEAR CODE 1    2    3    4    5    6    7    8    9
    
```

Figure 13. Personnel Action Input screen, Page 3

Processing



## Appendixes

[Document Type Table](#)

[Listing Of Personnel Errors](#)

[Override Codes](#)

[SINQ Edit Messages](#)





## A. Document Type Table

The following table identifies the PRES/PACT entry program, the payroll/personnel input form or entry program title, the SINQ correction program, and the PINE document type.

**Document Type Table**

<b>PRES/PACT Doc Type Screen</b>	<b>Form Number And PRES/PACT Document Title</b>	<b>SINQ Correction Screen</b>	<b>PINE Document Type</b>
031	NFC-74 Master File Change Document	031	031
054	AD-581 Lump Sum Leave Payment	054	054
056	AD-581 Compensatory Time Payment	056	056
063	SF-50 Personnel Action Input	063	063
075	AD-435 Performance Appraisal	075	075
083	SF-1 187 Employee Union Dues Mass Change	083	086
084	AD-356 Dues Change Between Locals In National Labor Organizations	084	086
085	AD-356A/SF-1 188 Cancellation/Revocation Of Employee Union Dues	085	086
086	SF-1 187 Authorization Of Labor Organization Dues	086	086
087	NFC-186 Cancellation Of Employee Organization Dues	087	086
088	CFC-804 Voluntary Charitable Contributions	088	088
089	NFC-69 Deductions Due To Indebtedness	089	088
095	SF-1 199A DD/EFT For Financial Allotment	095	095
096	SF-1 199A DD/EFT For Net Pay	096	095
097	TSP-22 TSP Loan Allotment Form	097	097
100	PRES-02 Discretionary Allotments	100	100
101	PRES-03 Non-Federal Health Benefits Form	101	101
102	PRES-04 Non-Federal Life Insurance Form	102	102
103	PRES-05 Non-Federal Retirement Benefits Form	103	103
104	PRES-06 Non-Federal Thrift Savings Plan Form	104	104
110	SF-50 Incentive Award	110	110
120	PRES-01 Multielement Update Document	120	120
121	PRES-1 1 GAO Locater Input Screen	121	120
122	PRES-12 USDA Demonstration Project Record	122	120
123	PRES-13 Education Document	123	123
124	PRES-14 Professional Certification Document	124	124
125	TSP-1 Thrift Savings Plan Election Form	125	125
127	PRES-07 Allowances	127	127
128	PRES-08 Severance Pay	128	128
129	PRES-10 Thrift Savings Plan Collections	129	129
130	W-4 Federal Income Tax Certificate	130	

**Document Type Table**

<b>PRES/PACT Doc Type Screen</b>	<b>Form Number And PRES/PACT Document Title</b>	<b>SINQ Correction Screen</b>	<b>PINE Document Type</b>
131	W-5 Earned Income Credit Advance Payment Certificate	131	130
140	AD-304 State Income Tax Certificate	140	140
150	TFS-731 1 City Income Tax Certificate	150	150
151	TFS-731 1 County Income Tax Certificate	151	150
160	NFC-109A Record Of Leave Data Transferred	160	160
165	AD-582 Authorization For Restored Annual Leave	165	165
170	SBD2003 Savings Bond Authorization-New Allotment	170	170
171	SBD2003 Savings Bond Authorization-Change Denomination/Allotment	171	170
172	SBD2003 Savings Bond Authorization-Change Inscription/Denomination/Allotment	172	170
173	SBD2003 Savings Bond Authorization-Cancel Bond	173	170
174	SBD2003 Savings Bond Authorization-Cancel Owner/Co-owner/Beneficiary	174	170
180	SF-2809 Health Benefits Registration Form	180	180
181	SF-2810 Change In Health Benefits Enrollment	181	180
185	PRES-15 Flexfund Flexible Spending Account	185	185
195	AD-747 Court Ordered Child Care Or Alimony Deduction	195	195
349	AD-349 Employee Address	349	063
770	AD-770 SES Performance Appraisal	770	075

## B. Listing Of Personnel Errors

```
REPORT U0001                U.S. DEPARTMENT OF AGRICULTURE                PAGE NO. 01
DATE  XX/XX/XX              NATIONAL FINANCE CENTER
                               LISTING OF PERSONNEL ERROR MESSAGES
SIGNON IDENT " BEAR10 A     FOR PAY PERIOD 12 JOB 1210 PASS 01
***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****

ORG  STRUCTURE      SON
SSNO EMPLOYEE NAME

FORM (TASK) FAIL...ERR...ERROR MESSAGE.....ELEMENT NAME.....CONTENT OF ELEMENT
NUMBER          CNT      CODE
90 00 00 0000          5317
123456789          01    STRAHORNE, STERLING M
SF-50 (063)        180 NTE DATE NOT VALID WITH NOA  NAT OF ACT 1ST 3 POS 000
                                                NAT OF ACT 2ND 3 POS 170 ZLM
                                                NTE DATE
```

## C. Override Codes

The following table identifies the override codes used to perform a function in SINQ.

<b>Override Code</b>	<b>Function In SINQ</b>
<b>4</b>	Use to delete duplicate actions or actions that should not have been processed.
<b>9</b>	This code is system-generated and appears on all actions in SINQ, except duplicates.
<b>A</b>	This code is system-generated and appears on all duplicate documents in SINQ.
<b>B</b>	Use to release duplicate documents from SINQ when both must be processed. If one of the duplicate documents were processed in error, use Override Code 4 to delete one of the documents.
<b>D</b>	Use to release PINE Message 094, <i>Sick Leave Incompatible With Minus Sick Leave Code</i> . This override code indicates that the employee is indebted for sick leave that will not be forgiven. Use of this override code indicates that the negative sick leave balance will be forwarded to SPPS for collection.
<b>E</b>	Use to hold a document in SINQ for one PINE pass in lieu of accessing the PEP51 Pullers For Payroll/Personnel Documents (PEP51) .
<b>F</b>	Use to hold a document in SINQ indefinitely in lieu of accessing PEP51.
<b>E</b>	Use to send a document to the future file when the effective date and/or pay period is changed to a future pay period or date.

## D. SINQ Edit Messages

### SINQ Edit Messages

Message No.	Description
904701	Effective Date Must Be Present With Action Code
904702	Data Element Invalid
904703	Date Action Authenticated Must Be Present
904704	Data Element Must Be Present
904705	Data Element Must Be Present On Accession
904706	Previous Agency Must Not Equal Employing Agency
904707	Previous Agency Code Not Compatible With Action Code
904708	Cannot Move To Unclassified Position With This NOA
904709	Master Record Number And Grade Are Not Compatible With NOA
904710	Data Element Must Be Blank
904711	NTE Date Not Compatible With Effective Date
904712	NTE Date Not Compatible With Action Code
904713	Losing Or Gaining Department Must Be Alphabetic
904714	TSP Eligibility Code Must Be 1 - 6 On Accession
904715	TSP Eligibility Code Must Be 1 - 6 Or Blank
904716	Authority Not Required With NOA
904717	Authority Required With NOA
904718	Appt Limitation Data Element Invalid - Data Allowed In One Field Only
904719	Commencing Date Of Service Not Compatible With Action Code
904720	Date SCD CSR Not Compatible With Retirement Coverage Code
904721	Date SCD CSR Not Compatible With Effective Date
904722	Supv/Mgrl Probation Period Not Compatible With Eff Date
904723	Remark Code Invalid
904724	Date Prob Period Start Not Compatible With Action Code
904725	Date Prob Period Start Not Compatible With Eff Date
904726	Name Correction Code Not Compatible With Employee Name
904727	Data Element Not Compatible With Data Element
904728	Quarters Ded Amount And Quarters Ded Code Must Both Be Present
904729	Year Degree Obtained Must Be Blank When Education Level Is <13
904730	Agency Use Block Required For Agency Code
904731	Verify Salary Field Must Equal Base Contract Salary
904732	General Schedule Or Equivalent Must Be Per Annum Salary
904733	Authority Required With 2nd NOA
904734	Must Enter Base Contract Salary With Merit Pay Increase
904735	Pay Plan Must Be Present When Base Contract Salary Entered
904736	Please Enter All PMSO Key Elements
904737	Invalid Status Code - Valid Codes Are (H) Hold, (I) Incomplete, And (R) Release
904738	Sex Code Required On Accession
904739	Sex Code Invalid
904740	Education Level Required On Accession
904741	Education Level Invalid
904742	Veteran Pref Code Required On Accession
904743	Veteran Pref Code Invalid
904744	Tenure Group Required On Accession
904745	Tenure Group Invalid

### SINQ Edit Messages

Message No.	Description
904746	Handicap Code Required On Accession
904747	Handicap Code Invalid
904748	FEGLI Coverage Code Required On Accession
904749	FEGLI Coverage Code Invalid
904750	FEHB Coverage Code Required On Accession
904751	FEHB Coverage Code Invalid
904752	Type Of Employment Required On Accession
904753	Type Of Employment Invalid
904754	Appointment Limit Code Invalid
904755	Classification Code Not Compatible With Action Code
904756	RNO Code Required On Accession
904757	RNO Code Invalid
904758	Pay Plan Required On Accession
904759	Pay Plan Invalid
904760	Salary Rate Code Required On Accession
904761	Salary Rate Code Invalid
904762	Pay Rate Determinant Code Required On Accession
904763	Pay Rate Determinant Invalid
904764	Position Occupied Invalid
904765	Annuitant Indicator Required On Accession
904766	Annuitant Indicator Invalid
904767	Special Employment Pgms Code Required On Accession
904768	Special Employment Pgms Code Invalid
904769	Annual Leave Category Required On Accession
904770	Annual Leave Category Invalid
904771	Annual Leave 45 Day Code Invalid
904772	Veterans Status Required On Accession
904773	Veterans Status Invalid
904774	Name Required On Accession
904775	Special Employee Code Required On Accession
904776	Special Employee Code Invalid
904777	Citizenship Code Required On Accession
904778	Citizenship Code Invalid
904779	COLA Post Diff Code Required On Accession
904780	COLA Post Diff Code Invalid
904781	Base Contract Salary Invalid
904782	Promotion Plan Code Invalid
904783	Seasonal Status Quo Code Invalid
904784	Type Appointment Code Invalid
904785	Quarters Ded Amt And Quarters Ded Cd Must Both Be Present
904786	Quarters Ded Amt Invalid For Your Agency
904787	Quarters Ded Code Invalid
904788	Date Of Birth Invalid
904789	Date Of Birth Required On Accession
904790	Date Last Pay Stat Ret Invalid
904791	Date Sick Leave Exp Ret Invalid

### SINQ Edit Messages

Message No.	Description
904792	Date SCD Leave Invalid
904793	Date SCD Leave Required On Accession
904794	Date Corr Nature Actn Invalid
904795	Date NTE Invalid
904796	Date Service Year Start Invalid
904797	Date Service Year Start Required On Accession
904798	Date Retain Rate Expire Invalid
904799	Date SCD CSR Invalid
904800	Date SCD RIF Invalid
904801	Date SCD WGI Invalid
904802	Date Supv Mgrl Prob Invalid
904803	Date Probationary Period Start Invalid
904804	Date Career Permanent Tenure Start Invalid
904805	Date Retention Rights End Invalid
904806	Date Last Entered Present Grade Invalid
904807	Date Last Entered Present Grade Required On Accession
904808	Effective Date Invalid
904809	Final Day In Pay Status Date Must Be Blank
904810	Final Day In Pay Status Date Invalid
904811	Sick Leave Projection Date Must Be Blank
904812	Sick Leave Projection Date Invalid
904813	Corrected Nature Of Action Date Must Be Blank
904814	Corrected Nature Of Action Date Invalid
904815	NTE Date Not Compatible With Action Code
904816	NTE Date Not Compatible With Effective Date
904817	NTE Date Invalid With Type of Appointment
904818	Commencing Date Of Service Year Required On Accession
904819	Commencing Date Of Service Year Not Compatible With Eff Date
904820	PRD Expiration Date Not Compatible With PRD
904821	PRD Expiration Date Invalid
904822	Date SCD CSR Not Compatible With Retirement Coverage Code
904823	Date SCD CSR Invalid
904824	Date SCD CSR Not Compatible With Effective Date
904825	Date SCD RIF Not Compatible With Effective Date
904826	Date SCD RIF Invalid
904827	Date SCD WGI Not Compatible With Effective Date
904828	Supv/Mgrl Probation Period Date Invalid
904829	Supv/Mgrl Probation Period Date Not Compatible With Eff Date
904830	Agcy Not Compatible With Data Base - Sign-on To Correct Data Base
904831	Date Prob Period Start Not Compatible With Action Code
904832	Date Prob Period Start Invalid
904833	Date Prob Period Start Not Compatible With Effective Date
904834	Date Career Perm Tenure Start Not Compatible With Action Code
904835	Date Career Perm Tenure Start Invalid
904836	Date Career Perm Tenure Start Not Compatible With Eff Date
904837	Expiration Date Stat Limitation Retention Invalid



### SINQ Edit Messages

Message No.	Description
904838	Expiration Date Stat Limitation Retention Must Be Blank
904839	Date Last Entered Present Grade Invalid
904840	Date Last Entered Present Grade Not Compatible With Eff Date
904841	Previous Nature Of Action Must Be Blank
904842	Previous Nature Of Action Invalid
904843	LI Coverage Amount Invalid
904844	Remark Code 1 Invalid
904845	Remark Code 2 Invalid
904846	Remark Code 3 Invalid
904847	Remark Code 4 Invalid
904848	Remark Code 5 Invalid
904849	Remark Code 6 Invalid
904850	Remark Code 7 Invalid
904851	Remark Code 8 Invalid
904852	Remark Code 9 Invalid
904853	Remark Code 10 Invalid
904854	TSP Eligibility Code Required On Accession
904855	TSP Eligibility Invalid
904856	General Schedule Or Equivalent Employee Must Be Per Annum
904857	Merit Pay Increase Not Compatible With NOA & Auth Used
904858	Remarks Invalid For NOA And Authority
904859	Losing Or Gaining Dept Invalid
904860	Key In Required Data And Press Enter
904861	Agcy Code And POI Not Compatible
904862	Data Element Not Found In Table
904863	Remarks Deleted Due To Function Selected
904864	Contact Info Center
904865	Remark Code Missing - Press Clear To Return
904866	Remark Successfully Added - Press PF8 For Next Remark
904867	Fill In Remark Data And Press Enter
904868	No Document Found For Specified Key
904869	Document Found
904870	This Document Has Been Released For Processing
904871	Make Desired Changes And Press Enter
904872	Document Found - Review And Press Enter To Delete
904873	Document Already Exists For Specified Key
904874	Key In Required Fields And Press Enter To Add Document
904875	Press PF1 To Return To Menu For Next Document Selection
904876	Document Successfully (Added, Changed,Or Deleted)
904877	Routine Not Available For Function Selected
904878	Remarks On Document Do Not Require Typing
904879	Remarks Added - Status Changed To R (Released)
904880	Remarks Incomplete - Status Remains W (Awaiting Remarks)
904881	Invalid Cursor Position - Position Cursor And Retry
904882	Unable To Identify Data Element
904883	Mandatory Remark Code Required For NOA And Authority Entered

### SINQ Edit Messages

Message No.	Description
904884	Remark Found - Press Enter For Next Remark
904885	Deletion Of Document Will Delete Associated Remarks
904886	Date Last Equivalent Increase Invalid
904887	Accounting Distribution Accounting Station Invalid
904888	Retirement Coverage Code Invalid
904889	Authority Alpha Not Required For NOA Entered
904890	Authority Alpha Required For NOA Entered
904891	With Transaction Code 'S' Total Severance Fund Must Be Spaces
904892	Data Element Must Be Numeric And Greater Than Zeros
904893	With Transaction Code 'S' Biweekly Severance Amount Must Be Spaces
904894	Initial Number Of Payments Must Be 1 Thru 26
904895	Accounting Distribution Invalid
904896	Accounting Distribution Agency Is Invalid
904897	Accounting Distribution Length Is Invalid
904898	Accounting Distribution Appropriation Invalid
904899	Accounting Distribution Accounting Station Is Invalid
904900	Accounting Distribution Subcenter Is Invalid
904901	Accounting Distribution Fiscal Year Is Invalid
904902	Merit Increase > Full WGI For Grade Entered
904903	Remarks Added - Status Changed To S (Severance Pay)
904904	Severance Pay Added - Status Changed To R (Released)
904905	Severance Pay Not Added - Status Remains S (Severance Pay)
904906	Date Probation Period Start Invalid
904907	PMSO Key Department Invalid
904908	PMSO Key Agency Invalid
904909	PMSO Key POI Invalid
904910	IP-NO Must Be Spaces With Agency And Grade Used
904911	Master Record Number Invalid
904912	Authority Requires 'ES' Pay Plan
904913	Auth Requires 'FE', 'FO', 'FP', 'FQ', 'FR', Or 'FS' Pay Plan
904914	Grade Retention Expiration Date Invalid
904915	NOA Must Not Be Present For Update Action Code
904916	1B Authority Code Must Be Present
904917	Uniform Service Component Invalid
904918	CSR Coverage At Appointment Invalid
904919	SCD-Retirement Invalid
904920	Unable To Position For Store Of Remarks
904921	2B Authority Code Must Be Present
904922	Appointment Limitations - Full Amount Invalid
904923	Appointment Limitations - Balance Invalid
904924	Coop/State Share Must Be Numeric
904925	Salary Share Code Invalid
904926	Previous Agency Invalid
904927	Hourly Cooperative Agreement Rate - Overtime Invalid
904928	Hourly Cooperative Agreement Rate - Holiday Invalid
904929	Date Retired Military Invalid

### SINQ Edit Messages

Message No.	Description
904930	Frozen CSRS Service Must Be Numeric
904931	Creditable Military Service Must Be Numeric
904932	Duty Hours Per Pay Period Invalid
904933	Commencing Date Of Service Year Invalid
904934	Appointment Limitations - Full Hours Invalid
904935	Appointment Limitations - Full Days Invalid
904936	Appointment Limitations - Balance Hours Invalid
904937	Appointment Limitations - Balance Days Invalid
904938	Uniform Service Comp Must = 4 Or 5 When Date Retired Military Present
904939	Control Of Cooperative Employee Invalid
904940	Creditable Military Service Months Must Be < 12
904941	Frozen CSRS Service Months Must Be < 12
904942	Instructional Program Invalid
904943	Veteran Preference RIF Invalid
904944	Mandatory Remark Code M01 Required For NOA And Authority Entered
904945	Mandatory Remark Code T07 Required For NOA And Authority Entered
904946	Press Enter To Change Or Delete Document
904947	Mandatory Remark Code T10 Required For NOA And Authority Entered
904948	Mandatory Remark Code M06 Required For NOA And Authority Entered
904949	Mandatory Remark Code A20 Required For NOA And Authority Entered
904950	Mandatory Remark Code B03 Required For NOA And Authority Entered
904951	Mandatory Remark Code E19 Required For NOA And Authority Entered
904952	Data Element Not Compatible With Agency And NOA Used
904953	Mandatory Remark Code A70 Required For NOA And Authority Entered
904954	SCD TSP Invalid
904955	Step Invalid
904956	Grade Invalid
904957	Date Degree Obtained Invalid
904958	Quarters Deduction Amount Invalid
904959	Mandatory Remark Code A21 Required For NOA And Authority Entered
904960	Mandatory Remark Code B52 Required For NOA And Authority Entered
904961	Agency Use Invalid
904962	Agency Use Invalid
904963	Table Validation Temporarily Unavailable
904964	Mandatory Remark Code E23 Required For NOA And Authority Entered
904965	Mandatory Remark Code E24 Required For NOA And Authority Entered
904966	Mandatory Remark Code T55 Required For NOA And Authority Entered
904967	Mandatory Remark Code P48 Required For NOA And Authority Entered
904968	SCD Retirement Must Be Zeros Or Spaces When Retirement Coverage Code Is '2'
904969	SCD Retirement Required
904970	Data Base Error - Contact The Information Center
904971	Frozen Service Must Be Zeros Or Spaces When Retirement Coverage Is 'K'
904972	SCD TSP Required With Retirement Coverage Code 'K'
904973	Master Record Not Found For PMSO Key
904974	Individual Position Not Found For PMSO Key
904975	Pay Plan Not Eligible For Quality Step Increase

### SINQ Edit Messages

Message No.	Description
904976	Special Employee Code Invalid For NOA And Auth Used
904977	Individual Position For PMSO Key Inactive
904978	Individual Position For PMSO Key Abolished
904979	Effective Date Must Be Subsequent To Date-Est (PMSO)
904980	Cannot Detail To Incumbent Position
904981	Reserved
904982	Case Number Cannot Be Blank or Zeros
904983	Cash Award Must Be Numeric And Greater Than Zeros
904984	Verify Amount Must Equal Current Cash Award Amount
904985	Number Of Persons Must Be Numeric And Greater Than Zeros
904986	Tangible Benefits Must Be Either '1' Or Space
904987	First Year Savings And Tangible Benefits Not Compatible
904988	First Year Savings Must Be Spaces If Tangible Benefits Is Spaces
904989	Tangible and Intangible Benefits Not Compatible
904990	Intangible Benefits Must Be '1' Or Space
904991	Agency Charged Not Valid Agency
904992	Accounting Station Charged Must Be Present When Agency Charged Is Present
904993	Agency Charged Must Be Present When Accounting Station Charged Is Present
904994	Accounting Distribution Agency Invalid
904995	Accounting Distribution Length Is Invalid
904996	Accounting Distribution Is Invalid
904997	Accounting Distribution Accounting Station Invalid
904998	Accounting Distribution Sub Center Is Invalid
904999	Accounting Distribution Fiscal Year Is Invalid
905000	Accounting Distribution Appropriation Is Invalid
905001 thru 906000	Reserved
906001	SSNO Invalid
906002	SSNO Must Be Present
906003	Department Code Must Be Present
906004	Department Code Invalid
906005	POI Must Be Present
906006	POI Invalid
906007	Agency Code Invalid
906008	Pay Period Must Be Between "01" And "27"
906009	Function Code Must Be Present
906010	Reserved
906011	Operator Initials Must Be Present
906012	Operator Initials Must Be Alphabetic
906013	Maximum Percentage Must Be Numeric
906014	Document Type Invalid
906015	Document Not Found For Specified Key
906016	Function Code Invalid - Valid Functions Are C And Q
906017	Enter Operator Initials, Function Code, SSNO & Ag - Press Enter
906018	No Suspense Documents Found For Specified Key
906019	Reserved
906020	No More Documents For Specified Key

### SINQ Edit Messages

Message No.	Description
906021	Document Successfully Changed - Coded for Deletion
906022	Document Successfully Changed
906023	Duplicate Document Found
906024	Override Code Must Be Present
906025	State Tax Withholding State Code Must Be Present
906026	State Tax Withholding State Code - Not Taxable State
906027	Total Number Of Allowances Must Not Be Spaces
906028	Total Number Of Allowances Invalid
906029	State Code And Number Of Allowances Incompatible
906030	Additional Exemptions Claimed Required
906031	Additional Exemptions Claimed Must Be Numeric
906032	Additional Exemptions Must Be Blank
906033	New Data Must Be Eleven Position Numeric
906034	Additional Amount Must Be Numeric Or Blank
906035	Personal Exemptions Claimed Must Be Blank
906036	Personal Exemptions Claimed Must Be "0" Or "1"
906037	Public Or Private Employee Code Must Be Blank
906038	Public Or Private Employee Code Must Be "1" Or "2"
906039	Enter Document Type Or Next Page - Press Enter
906040	Employee Name Must Be Alphabetic
906041	Employee Name Last And First Must Be Present
906042	Press Enter To Obtain The First Document, Then PF6 For Duplicate
906043	Additional Amount Must Be Blank Or Zero
906044	PF6 Invalid For Add Function
906045	Duplicate Document Has Been Released For Processing
906046	Section IV Must Be Blank Or Zero When Stopping Contribution
906047	Must Be "C" For Cancellation Or "R" For Revocation
906048	Union Code Must Be Present
906049	Local Code Must Be Present
906050	Union Code Must Be Numeric
906051	Local Code Must Be Numeric
906052	Union Or Local Code Invalid
906053	Case File Number Must Be Present
906054	Project Indicator Must Be Present
906055	Project Indicator Must Be "E" Or "C"
906056	Service Agreement Expiration Date Invalid
906057	Service Agreement Expiration Date Must Be Present
906058	GAO Work Building Code Invalid
906059	Work Phone Must Be Numeric
906060	Maximum Percentage Must Be Spaces Or Numeric
906061	Enter SSNO Press Enter
906062	Earned Income Credit Invalid - Must Be "Y" Or "N"
906063	Must Be Blank When Earned Income Credit "N"
906064	Must Be "Y" Or "N" When Earned Income Credit Equals "Y"
906065	Total Amount Of Annual Leave Must Be Present
906066	Action Code Must Be Present

### SINQ Edit Messages

Message No.	Description
906067	Year Leave To Be Used Must Be Present
906068	Action Code Must Be "1", "2", Or "3"
906069	Year Leave To Be Used Must Be Numeric Greater Than Zero
906070	Only One Block Must Be Entered
906071	Please Enter "FS" For Rating
906072	New Data Must Be Twelve Position Numeric
906073	Owner Name Must Be Blank
906074	Maximum Percentage Valid Values Are 50, 55, 60, 65 And 99
906075	Union Prior Pay Period Adjustment Invalid
906076	Document Type Not Authorized For Agency Entered
906077	Total Amount Of Annual Leave Must Be Numeric Greater Than Zero
906078	Total Amount Of Annual Leave Cannot Be Negative Or Zero Status
906079	Fractional Hours Leave Must Be In Quarter Hours 00, 25, 50, Or 75
906080	Year Leave To Be Used Invalid
906081	Valid Status Codes Are (H)=Hold (I)=Incomplete (R)=Release
906082	Transaction Code Required - Enter A, C, D, Or X
906083	Allotment Number Required - Must Be Numeric Greater Than Zero
906084	Allotment Amount Required - Must Be Numeric Greater Than Zero
906085	Invalid Combination Of Court Ordered Deduction
906086	Employee Not Eligible For This Document
906087	Enter Either Check Mailing Or DD/EFT Information
906088	Enter Only One - Either Check Mailing Or DD/EFT Information
906089	DD/EFT Account Number Required - Must Be Numeric Greater Than Zero
906090	DD/EFT Type Account Must Be "C" Or "S"
906091	DD/EFT Routing Number Required - Must Be Numeric Greater Than Zero
906092	The 1st 2 Positions Of DD/EFT Routing No Must Be 01-12, 21-32, 90 Or 91
906093	Routing Number - Check Digit Invalid
906094	Payee Name Must Be Present
906095	Payee Address Must Be Present
906096	City, State, And ZIP Code Must Be Present
906097	1st 5 Positions Of ZIP Code Required And Must Be Greater Than Zero
906098	1st 5 Positions Of ZIP Code Invalid
906099	State Name Invalid
906100	City Tax State Code Must Be Numeric
906101	City Tax City Code Must Be Numeric
906102	State And City Codes Not A Taxable Combination
906103	Resident Code Must Be "1" Or "2"
906104	Percent Of Compensation Must Be Blank Or Numeric
906105	Number Of Allowances Invalid For State And/Or City Code Entered
906106	Extra Deductions Invalid
906107	County Tax Code Must Be Numeric
906108	Number Of Allowances Must Be Numeric, Blank Or 'XT'
906109	Annual Leave Carryover Balance Must Be Blank Or Numeric With Qtr. Hrs.
906110	Annual Leave Balance Credit Indicator Must Be Blank Or Y
906111	Sick Leave Carryover Balance Must Be Blank Or Numeric With Qtr. Hours
906112	Sick Leave Balance Credit Indicator Must Be Blank Or Y

### SINQ Edit Messages

Message No.	Description
906113	Current Year Annual Leave Earned Must Be Blank Or Numeric
906114	Current Year Sick Leave Earned Must Be Blank Or Numeric
906115	Annual Leave Accrual Reduction Must Be Blank Or Numeric
906116	Sick Leave Accrual Reduction Must Be Blank Or Numeric
906117	Annual Leave Used YTD Must Be Blank Or Numeric With Quarter Hours
906118	Sick Leave Used YTD Must Be Blank Or Numeric With Quarter Hours
906119	Annual Leave Transferred Must Be Blank Or Numeric With Quarter Hours
906120	Annual Leave Transferred Credit Indicator Must Be Blank Or Y
906121	Sick Leave Transferred Must Be Blank Or Numeric With Quarter Hours
906122	Sick Leave Transferred Credit Indicator Must Be Blank Or Y
906123	Annual Leave Transferred Not In Balance
906124	Sick Leave Transferred Not In Balance
906125	LWOP Or Furlough Hours Must Be Blank Or Numeric With Quarter Hours
906126	LWOP Since Last WGI Must Be Blank Or Numeric With Quarter Hours
906127	AWOL Since Last WGI Must Be Blank Or Numeric With Quarter Hours
906128	Military Leave Days Must Be Blank Or Numeric Less Than 19
906129	Commencing Date Of WGI Waiting Period Invalid
906130	AWOL Or Suspension Must Be Blank Or Numeric With Quarter Hours
906131	Ending Date of Lump Sum Leave Invalid
906132	Bond Authorization Number Invalid
906133	Effective Date Must Be Numeric Greater Than Zero
906134	Effective Date Invalid
906135	Bond Deduction Amount Must Be Numeric And Greater Than \$3.74
906136	Verify Amount Allotted Must Equal Amount Allotted
906137	Bond Denomination Must Be Numeric Equal 100, 200, 500, Or 1000
906138	Plan Code Must Equal 01, 02. Or 13
906139	Pay Period YR Must Be Present
906140	Pay Period YR Must Be Numeric
906141	Pay Period YR Must = Current YR Or Be 1 < Or 1 > Current YR
906142	Employee Authorization Date Must Be Present
906143	Employee Authorization Date Invalid
906144	Employee Authorization Day Invalid
906145	Employee Authorization Year Invalid
906146	Dues Deduction Amount And Percent Deduction Cannot Both Be Entered
906147	Percent Deduction Must Be Numeric
906148	Dues Deduction Amount Must Be Numeric
906149	Employee Authorization Month Invalid
906150	Dues Deduction Amount Must Be Numeric Greater Than Zero
906151	Union And Local Entered Requires Percent
906152	Union And Local Entered Requires Deduction Amount
906153	New Data Must Be Numeric
905154	New Data Contains An Amount Greater Than Maximum OASDI Wages
906155	New Data Invalid - Must Be "Y" Or "N" For Field Number 24
905156	New Data Must Be A Value Than Less 5 For Field Number 41
906157	New Data Must Be "0" Or "1" For Field Number 51
905158	New Data Must Be Numeric Less Than 31

### SINQ Edit Messages

Message No.	Description
906159	New Data Must Be Four Position Numeric
905160	Number Of Owners Must Be Numeric - Valid Values 01 Thru 09
906161	Number Of Co-owner/Beneficiary Must Be 00 Thru 09
906162	Bond Owner SSNO Invalid
906163	Bond Owner SSNO Must Be Blank
906164	Owner Address Line 1 Required
906165	Owner Address Line 1 Must Be Blank
906166	City Required
906167	City Must Be Blank
906168	State Must Be Alphabetic
906169	State Must Be Blank
906170	Owner Name Required
906171	Appraisal From Date Must Be Numeric
906172	Appraisal From Date Must Be Numeric Greater Than Zero
906173	Appraisal From Date Invalid
906174	Scale Entry Invalid
906175	Adjective Incompatible With Presumption (P) Scale
906176	Retain Invalid - Must Be Y Or N
905177	Bonus Percent Invalid - Must Be 1 Thru 20
906178	Bonus Amount Must Be Numeric
906179	Type Award Invalid - Must Be Blank, "D", Or "M"
906180	State Code Must Be Present
906181	City Code Must Be Numeric
906182	Reserved
906183	Collection Only? - Must Be Y Or N
906184	Base Pay In Must Be Zero Or Blank
906185	Transaction Code Must Be 1, 2, Or 3
906186	State And City Combination Invalid
906187	Allotment Per Pay Period Must Be Numeric Greater Than Zero
906188	Verify Amount Must Equal Allotment Per Pay Period
906189	Number Of Payments Must Be Numeric
906190	Number Of Payments Must Be Between 26 and 390
906191	Transaction Code Invalid - Must Be 1 Thru 9
906192	Enrollment Code Must Be Blank When Transaction Code Equal 3
906193	Enrollment Code Invalid
906194	Agency Code And Plan Code Incompatible
906195	Month, Day, And Year Required
906196	Month And Day Combination Invalid
906197	Number Of Days Invalid
906198	Year Invalid
906199	Retroactive Adjustment Flag Must Be Y, N, Or Blank
906200	Tax Deferred Option Invalid For Agency Entered
906201	Tax Deferred Code Must Be Y, N, Or Blank
906202	Plan Code And Coverage Code Invalid
906203	Coverage Amount Required
906204	Coverage Amount Must Be Blank



### SINQ Edit Messages

Message No.	Description
906205	Option1, Option2, & Option3 Must Be Blank When Trans Code Equal 3
906206	Option 1 Not Required
906207	Option 1 Required
906208	Option 1 Must Be Numeric
906209	Option Employee Life Plan Exceeds Maximum Amount
906210	Option 2 Not Required
906211	Option 2 Required
906212	Option 2 Must Be Numeric
906213	Option 3 Not Required
906214	Option 3 Required
906215	Option 3 Must Be Numeric
906216	Biweekly Deduction Amount Must Be Numeric Greater Than Zero
906217	Biweekly Ded Amt Must Be Blank Or Zero With Plan Code Used
906218	Invalid Coverage Amount For Plan And Coverage Code
906219	Transaction Code Must Be 3
906220	Please Select Only One TSP Plan
906221	Plan An Asterisk (*) Next To The Applicable TSP Plan
906222	Agency Not Authorized To Enter TSP Loans
906223	Transaction Code Must Be 1, 3, Or 4
906224	Agency Not Authorized To Enter This Data
906225	More Than One Asterisk For Field Name - Please Check
906226	Agency Not Authorized To Enter This Field Number
906227	New Data Must Equal Y Or N
906228	Programming Language Code Must Equal 0 Thru 9
906229	Computer Equip Ability Code Must Be One Position Alphabetic
906230	Law Bar Membership Or State Of Bar Invalid
906231	Primary Fund Code Must Be Two Position Numeric
906232	Date Must Be In Month, Day, And Year Format
906233	Fed TSP Deduction YTD Must Be Seven Position Numeric
906234	Agency Info Must Not Exceed 20 Positions
906235	Election During Open Season Must Be Y Or N
906236	Place An Asterisk (*) Next To The Applicable Section
906237	Do Not Enter Percent Or Amount When Stopping Contribution
906238	Enter Either Percent, Amount Or Allocating Automatic Contribution
906239	Enter Data In Only One Field For Section II
906240	Deduction Amount Must Be Numeric
906241	Deduction Percent Must Be Between 1% and 10%
906242	Deduction Percent Must Be Numeric
906243	Allocating Agency Automatic Contribution Must Equal Y Or Blank
906244	When Stopping Contribution FERS Employee Must Complete Section IV
906245	All Allocation Of Contribution Must Be Blank Or Numeric
906246	Allocation Of Contribution Total Must Equal 100%
906247	Allocation Of Contribution Must Be In 5% Increments
906248	Please Select One Section Only
906249	Please Enter The Updated Information
906250	Please Select One Option Only

### SINQ Edit Messages

Message No.	Description
906251	Transaction Code Must Be A, C, Or S
906252	Total Severance Fund Must Be Blank With Stop(S) Transaction Code
906253	Total Severance Fund Must Be Numeric Greater Than Zero
906254	Bi-Weekly Severance Amount Must Be Blank With Stop(S) Transaction Code
906255	Bi-Weekly Severance Amount Must Be Numeric Greater Than Zero
906256	First Severance Payment Amount Must Be Numeric Greater Than Zero
906257	Date Severance Pay Begins Required
906258	Date Severance Pay Begins Invalid
906259	Date Severance Pay Begins Month Invalid
906260	Date Severance Pay Begins Day Invalid
906261	Date Severance Pay Begins Year Invalid
906262	Reserved
906263	Coverage Code Must Be 2 With Plan Code 37
906264	With Cov Code 1 Or 2 Deferred Amt Or Deferred Pct Must Be Present
906265	Coverage Code And Additional Amount Must Be Blank
906266	Coverage Code Must Be 0 When Additional Amount Blank
906267	Coverage Code Must Be 1 Or 2
906268	Coverage Code Must Be 0 Or Additional Amount Must Be Present
906269	Please Enter Only One Block
906270	Adjective Invalid. Must Be "P" Or Blank
906271	Appraisal To Date Must Be Numeric
906272	Appraisal To Date Must Be Numeric Greater Than Zero
906273	Appraisal To Date Invalid
906274	Appraisal To Date Must Be Subsequent To Appraisal From Date
906275	Appraisal To Date Must Be 90 Days Greater Than Appraisal From Date
906276	Pay Plan Must Be Entered
906277	Funding Unit Required
906278	Funding Unit Must Be Zero Or Blank
906279	Co-owner/Benef Code Invalid
906280	Co-owner/Benef SSNO Must Be Blank
906281	Co-owner/Benef Name Must Be Blank
906282	Co-owner/Benef Name Required
906283	Co-owner/Benef SSNO Invalid
906284	Owner No. -Or- Co-owner/Benef No. Required
906285	State Must Be Present
906286	Funding Unit Invalid
906287	Composite Rating Invalid
906288	Summary Rating Score And Composite Appraisal Incompatible
906289	Merit Increase Eligibility Invalid
906290	Rating Of Record Indicator Invalid
906291	Combination Of Indicators Invalid
906292	Reserved
906293	Residence Address Invalid
906294	Residence Address Codes Invalid
906295	Residence Address ZIP Code Invalid
906296	Check Mail Designated Agent Invalid

### SINQ Edit Messages

Message No.	Description
906297	Designated Agent No Longer Valid As A Check Mail Option
906298	Check Mail Address Must Be Blank When Designated Agent Entered
906299	Check Mail Address Invalid
906300	Check Mail Address Codes Invalid
906301	Taxable Amt, Taxable Pct, Def Amt & Def Pct Must Be Blank
906302	Taxable Amount Must Be Numeric
906303	Taxable Percent Must Be Numeric
906304	Deferred Amount Must Be Numeric
906305	Deferred Percent Must Be Numeric
906306	Enter Either Percent Or Amount
906307	Do Not Enter Deduction Amount Or Percent When Transaction Code Equal 3 Or 5
906308	Please Enter Deduction Percent Only
906309	Deduction Amount Must Be Blank
906310	Deduction Percent Must Be Blank
906311	Must Enter Deduction Amount Or Deduction Percent
906312	Amount Per Pay Period Required
906313	Transaction Code Must Be 1, 3, 4, Or 5
906314	Severance Amt Per Pay Period Invalid - Exceeds Total Severance Fund
906315	First Severance Payment Amt Invalid - Exceeds Total Severance Fund
906316	Transaction Code Must Be C Or D
906317	Please Enter Only Deduction Amount
906318	New Union Or Local Code Not Numeric
906319	New Union Or Local Code Invalid
906320	Date Separated Month Invalid
906321	Date Separated Day Invalid
906322	Date Separated Year Invalid
906323	Rank Award Must Be Blank
906324	Bonus Amount Must Be Numeric Or Blank
906325	SES Perf Retain Must Equal "Y" Or "N"
906326	Pay Level Adjustment Must Be Blank Or 2 Thru 6
906327	Rank Award Must Be "D", "M", Or Blank
906328	Field Number Invalid - Must Be Numeric Greater Than Zero
906329	New Data Field Length Incompatible With Field Number
906330	Pay Period Number Must Be Between "01" And "27"
906331	New Data Contains An Amount Greater Than Maximum FICA Deductions
906332	Date LSP Carry Rest Lv Month Invalid
906333	Date LSP Carry Rest Lv Day Invalid
906334	Date LSP Carry Rest Lv Year Invalid
906335	Date LSP Carry In Ceil Month Invalid
906336	Date LSP Carry In Ceil Day Invalid
906337	Date LSP Carry In Ceil Year Invalid
906338	Date LSP Carry Ovr Ceil Month Invalid
906339	Date LSP Carry Ovr Ceil Day Invalid
906340	Date LSP Carry Ovr Ceil Year Invalid
906341	Field Number Invalid - Must Be 1 Thru 64
906342	Please Enter Summary Rating (16A)

### SINQ Edit Messages

Message No.	Description
906343	Amount And Percent Must Be Blank With Union And Local Code Entered
906344	Event Code 4 Invalid For This Document
906345	Transaction Code Must Equal 7 with Event Code 3
906346	Transaction Code Must Equal 8 with Event Code 6
906347	Transaction Code Must Equal 8 with Event Code 9
906348	Enrollment Code Required
906349	Enrollment Code Invalid
906350	Effective Date Must Be Numeric
906351	Six Position Numeric Hours Field - Quarter Hours = 00, 25, 50, 75
906352	Action Code Invalid - Must Be 0, 1, Or 2
906353	Reserved
906354	With Transaction Code 9 New Payroll Office Required
906355	Retroactive Adjustment Field Must Be Y, N, Or Blank
906356	Temporary Employee Indicator Must Equal Y Or N
906357	Transaction Code Invalid - Must Be 2, 4, 7, 8, Or 9
906358	Event Code Invalid - Must Be 2, 3, 4, 6, Or 9
906359	With Transaction Code 2, 4, 7, Or 8 New Payroll Office Must Be Blank
906360	New Data Must Be A Seven Position Numeric Field
906361	New Data Amount > Maximum OADSI Deds, If Valid, Key "T" In Override
906362	No Field Selection Was Made - Enter "" Next To Field To Be Updated
906363	More Than One "" Entered - Only One Field May Be Updated Per Document
906364	WGI Due Code Must Be Numeric 0 Or 1
906365	Critical Element Indicator Must Be 0, 1, 2, 3, Or 4
906366	Field Selected Must Be Two Position Numeric
906367	Field Selected Must Be Two Position Numeric Less Than 31
906368	Field Selected Must Be Three Position Numeric
906369	Field Selected Must Be Six Or Nine Position Numeric
906370	Field Selected Must Be Four Position Numeric
906371	Perf Eval Rating Code Must Be 10 Thru 77
906372	Perf Eval Pay Period Two Position 01 Thru 27
906373	Only Agency 63 Can Enter This Data
906374	Field Selected Must Equal "Y" Or "N"
906375	Field Selected Must Be Six Position Numeric
906376	Field Selected Must Be Seven Position Numeric
906377	Field Selected Must Be Eight Position Numeric
906378	OASDI Deductions YTD Exceeds Maximum Deductions
906379	OASDI Wages YTD Exceeds Maximum Wages
906380	Hospital Insurance Tax Wages YTD Exceeds Maximum Deductions
906381	Hospital Insurance Tax Deductions YTD Exceeds Maximum Deductions
906382	Co-owner/Benef Code Must Be Blank
906383	Override Code Required
906384	Effective Date Year Cannot Be Greater Than The Pay Period Year
906385	County Tax State Code Must Be Numeric
906386	Transaction Code Invalid - Valid Values Are 1, 3, 5, Or 6
906387	Event Code Must Be Present With All Transaction Codes
906388	Event Code Must Equal 1, 2, 5, Or 6 Only

### SINQ Edit Messages

Message No.	Description
906389	Remarks Must Be Present With Event Code 2 Or 6
906390	When Event Code = "1" & Event Change = "01", Eff Pay Per Must = "01"
906391	Martial Status Invalid - Valid Values Are Y Or N
906392	Martial Status Must Be Present On Document
906393	Home Phone Number Must Be Numeric
906394	Office Phone Number Must Be Numeric
906395	Enrollment Code Must Be Blank With Transaction Code 3 Or 6
906396	Enrollment Code Must Be Present With Transaction Code 1 Or 5
906397	Enrollment Code Invalid
906398	Self Option Specified - Family Members Must Be Blank
906399	Family Option - No Family Members Specified
906400	Cannot Specify Family Member(s) With Transaction Entered
906401	Effective Date Of Coverage Invalid
906402	Cannot Specify Other Insurance Info With Transaction Code 3 Or 6
906403	Other Insurance Info Must Be Present And Complete
906404	Other Insurance Policyholders SSNO Invalid
906405	Other Insurance Policyholders SSNO Must Be Numeric
906406	Other Insurance Type Of Coverage Must Equal S Or F
906407	Number Of Event Change Must Be Present
906408	No. & Date Of Event Change Must Be Blank With Transaction Code 3 Or 6
906409	Number Of Event Invalid With Specified Event Code
906410	Number Of Event That Permits Change Must Be Numeric
906411	Number Of Event That Permits Change Invalid
906412	Transaction Code Invalid With Number Of Event Specified
906413	Number Of Event Requires Self To Family Option Change
906414	Family Option Cannot Be Specified With Number Of Event 07
906415	Date Of Event Must Be Present
906416	Date Of Event Invalid
906417	Signature Date Must Be Present With All Transaction Codes
906418	Signature Date Invalid
906419	Date Received In Employing Office Must Be Present
906420	Date Received In Employing Office Invalid
906421	Effective Date Of Election Invalid
906422	Effective Date Of Election Must Be Blank With Transaction Code 3
906423	Eff Date Of Election Must Be Present With Transaction Code 1, 5, Or 6
906424	Effective Date Of Termination Invalid
906425	Effective Date Of Termination Must Be Present With Transaction Code 5
906426	Eff Date Of Termination Must Be Blank With Transaction Cd 1, 3, Or 6
906427	Employing Phone Number Must Be Numeric
906428	Retroactive Adjustment Flag Must Be Y, N, Or Blank
906429	Temporary Employee Indicator Must Equal Y Or N
906430	Additional Family Member Must Equal Y Or N
906431	Additional Family Members Must Be Entered When Indicator Equals Y
906432	Date Of Birth For Family Member Invalid
906433	Case Number Must Be Numeric And Greater Than Zero
906434	Effective Year Of Action Invalid Or Missing

### SINQ Edit Messages

Message No.	Description
906435	Deduction Amount Per Pay Period Invalid
906436	Percent Amount Per Pay Period Invalid
906437	Deduction NTE Amount Per Pay Period Invalid
906438	Deduction NTE Amount Only Valid With Percent Per Pay Period
906439	Deduction Amount Invalid With Percent Per Pay Period Or NTE Amount
906440	Court Cost Per Pay Period Invalid
906441	Court Cost Total Amount Invalid
906442	Court Cost Deduction Present But Total Amt Missing
906443	Court Cost Total Amt Must Not Be Less Than Court Cost Deduction
906444	Arrears Deduction Amount Per Pay Period Invalid
906445	Arrears Deduction Amount Per Pay Period Invalid
906446	Arrears Percent Amount Per Pay Period Invalid
906447	Arrears Deduction NTE Amount Invalid
906448	Arrears Total Amt Present But Deduction Missing
906449	Both Dollar Amt And Percent Amt Present For Arrears
906450	Arrears Deduction Amt Present But Total Amt Missing
906451	Arrears Deduction NTE Amt Present But Pct Amt Missing
906452	Arrears Total Amt Must Not Be Less Than Arrears Amt Collectable Per PP
906453	Pay Period Deduction Or Arrears Deduction Must Be Present
906454	Base Pay In Must Be Greater Than Zero
906455	Recipient Name Missing
906456	Recipient Address Line 1 Missing
906457	Recipient City Missing
906458	Recipient State Missing Or Invalid
906459	Recipient ZIP Code Missing Or Invalid
906460	Court Assigned Case Number Missing
906461	Gross Base Pay In Must Be Numeric
906462	Base Pay Out Must Be Zero Or Blank
906463	Base Pay Out Cannot Be Greater Than Base Pay In
906464	Base Pay In Or Base Pay Out - One Must Be Entered
906465	Gross Base Pay Out Must Be Numeric
906466	Number Of Pay Periods Must Be Zero Or Blank
906467	Number Of Pay Periods Must Be 001
906468	Number Of Pay Periods Must Be Numeric
906469	Number Of Pay Periods Must Be Greater Than Zero
906470	Percent Non-Deferred In Must Be Zero Or Blank
906471	Non-Deferred Percent In Invalid
906472	Percent Non-Deferred In Must Be Numeric
906473	Percent Non-Deferred In Must Be Zero
906474	Percent Deferred In Must Be Zero
906475	Percent Non-Deferred Out Must Be Zero Or Blank
906476	Percent Non-Deferred Out Must Be Numeric
906477	Percent Non-Deferred Out Must Be Zero
906478	Amount Non-Deferred In Must Be Zero Or Blank
906479	Enter Either Percent Or Amount Non-Deferred In
906480	TSP Deduct Flag Must Be Blank

### SINQ Edit Messages

Message No.	Description
906481	Plan Code Must Equal 01
906482	Amount Non-Deferred In Must Be Numeric
906483	Amount Non-Deferred In Must Be Zero
906484	Amount Non-Deferred Out Must Be Zero Or Blank
906485	Enter Percent Or Amount Non-Deferred Out
906486	Amount Non-Deferred Out Must Be Numeric
906487	Amount Non-Deferred Out Must Be Zero
906488	Percent Deferred In Must Be Zero Or Blank
906489	Percent Deferred In Must Be Numeric
906490	Percent Deferred Out Must Be Zero Or Blank
906491	Percent Deferred Out Must Be Numeric
906492	Percent Deferred Out Must Be Zero
906493	Amount Deferred In Must Be Zero Or Blank
906494	Enter Either Percent Or Amount Deferred In
906495	Amount Deferred In Must Be Numeric
906496	Amount Deferred In Must Be Zero
906497	Amount Deferred Out Must Be Zero Or Blank
906498	Enter Either Percent Or Amount Deferred Out
906499	Amount Deferred Out Must Be Numeric
906500	Reserved
906501	Check Mail ZIP Code Invalid
906502	Please Review - No Data Has Been Entered For This Document
906503	Grade Must Be A Two Position Numeric
906504	Step Must Be A Two Position Numeric
906505	Rating Of Record Indicator Must Be Blank
906506	Rating Of Record Indicator Invalid - Valid Values are Y Or N
906507	Both From And To Dates Must Be Present
906508	Minimum Period Of 90 Days Between From And To Date Required
906509	Funding Unit Not Required
906510	Merit Increase Eligibility Not Required
906511	Merit Increase Eligibility Invalid. Valid Values Are "Y" Or "N"
906512	Appraisal To Date Must Be Between 6/30 And 9/30
906513	Appraisal To Date Year Cannot Be Greater Than Current Year
906514	First Appraisal Element Must Not Be Blank
906515	15A Must Be "Y" Or Blank
906516	At Least One Critical Element Must Be Present
906517	When 15A Equal Y Then 15B, 15C, Or 15D Must Be 2
906518	15B, 15C, Or 15D Must Be 1, 2, Or Blank
906519	1 Critical, 1 Non-Critical And Total Of 3 Elements Must Be Present
906520	Critical Element Must Be Blank If 15B, 15C, Or 15D Equal 1
906521	Critical Element Must Be Y When 15B, 15C, Or 15D Equal 2
906522	Only One Block Must Be Entered - 15B, 15C, Or 15D Equal 2
906523	Please Enter Appraisal Elements Consecutively
906524	Exceeds (15E) Must Be Numeric
906525	Exceeds Must Be Greater Than Zero
906526	Meets (15F) Must Be Numeric

### SINQ Edit Messages

Message No.	Description
906527	Meets Must Be Greater Than Zero
906528	Does Not Meet Total Units (15G) Must Be Numeric
906529	Does Not Meet Must Be Greater Than Zero
906530	15E Total Invalid
906531	Must Enter Y Or N To indicate When Processing
906532	Allocation Of Contribution Must Be Numeric
906533	Total Appraisal Units (15H) Invalid
906534	Amount Deferred Out Must Be Zero
906535	Deferred In Or Non Deferred In Only One Can Be Entered
906536	Percent Or Amount - One Must Be Entered
906537	Deferred Out Or Non-Deferred Out Only One Can Be Entered
906538	Pay Period Yr In Must Be Zero Or Blank
906539	Pay Period Yr In Must Be Greater Than Zero
906540	Pay Period Yr In Required
906541	Pay Period Yr In Must Be Numeric
906542	Pay Period Yr In Must Equal Zero
906543	Pay Period Yr Out Must Be Zero Or Blank
906544	Pay Period Yr Out Must Be Greater Than Zero
906545	Pay Period Yr Out Required
906546	Pay Period Yr Out Must Be Numeric
906547	Pay Period Yr Out Must Equal Zero
906548	Pay Period No In Must Be Zero Or Blank
906549	Pay Period No In Invalid
906550	15G Total Invalid
906551	15F Total Invalid
906552	Total Appraisal Units (15H) Must Be Numeric Greater Than Zero
906553	Total Appraisal Units (15H) Invalid
906554	Pay Period No In Must Be Greater Than Zero
906555	Pay Plan Invalid
906556	Scale Required
906557	Valid Values For Summary Rating (16A) Are O, S, FS, M, Or U
906558	Summary Rating Invalid - Outstanding Does Not Meet Decision Table Criteria
906559	Summary Rating Invalid - Superior Does Not Meet Decision Table Criteria
906560	Summary Rating Invalid - Marginal Does Not Meet Decision Table Criteria
906561	Summary Rating Invalid - Unacceptable Does Not Meet Decision Table Criteria
906562	Summary Rating Invalid - FS Does Not Meet Decision Table Criteria
906563	Bonus Amount Must Be Blank Except For SES
906564	Retain Must Be Blank
906565	Pay Level Adjustment Must Be Blank
906566	Type Payment (Lump Sum) Must Be Numeric - 0=Interim 1=Final
906567	Total Hours Must Be Numeric Greater Than Zero
906568	Total Quarter Hours Must Be Numeric Equal 00, 25, 50, Or 75
906569 thru 906575	Reserved
906576	Hours Must Be Numeric Greater Than Zero
906577	Quarter Hours Must Be Numeric Equal 00, 25, 50, Or 75
906578	Total Hours Accumulated Not Equal Total Hours



### SINQ Edit Messages

Message No.	Description
906579	Accounting Data Use Code Invalid - Enter 0=Enter Accounting 1=Use Data Base
906580	Total Accounting Lines Incompatible With Accounting Data Use Code
906581	First Accounting Line Must Be Entered Unless Using Stored Accounting
906582	Total Lines Of Accounting Data Invalid
906583	Total Lines Of Accounting Does Not Equal Total No. Of Accounting Lines Entered
906584	Hours Charged Must Be Entered
906585	Accounting Lines Must Be Entered Consecutively
906586	Accounting Data And Hours Incompatible
906587	Accounting Data Use Code Incompatible With Accounting Data
906588	Hours And Total Hours Do Not Agree With Accounting Data Use Code
906589	Accounting Lines Do Not Agree With Accounting Data Use Code
906590	20% Tax Code Must Be Numeric 0=N/A 1=20% Tax
906591	Minus Sick Leave Must Be Numeric - 0=N/A 1=Forgiven
906592	Pay COLA Must Be Numeric 0=No 1=Yes
906593	Pay AUO Must Be Numeric 0=No 1=Yes
906594	1st, 2nd, 3rd, Or Varied Shift Rate Must Be Numeric Or Blank
906595	Hours Applicable To Last Day Of LSP Invalid
906596	Shift Rate Codes Must Be All Numeric Or All Blank
906597	TS Coverage Code Must Be Y Or N
906598	Multi Allowance Types Selected - Please Select Only One
906599	Please Select An Allowance Type
906600	Allowance Type Invalid For Agency Entered
906601	Horse Allowance Amount Invalid
906602	Taxable Required For Quarters Allowance
906603	Taxable Invalid For Allowance Type
906604	Allowance Code Invalid
906605	Allowance Code Invalid For Allowance Type Selected
906606	Percentage Of Base Pay Invalid
906607	Allowance Rate And Percentage Incompatible
906608	Allowance Total Must Be Numeric Or Blank
906609	Allowance Total Invalid For Allowance Type Selected
906610	Allowance Total Required For Allowance Type Selected
906611	Allowance Total Less Than Allowance Rate
906612	Percentage Of Base Pay Required
906613	Transaction Code Must Be A, C, Or D
906614	Allowance Rate Must Be Numeric Greater Than Zero
906615	Amount Must Be Numeric Greater Than Zero
906616	Number Of Payments Must Be Between 01 And 26
906617	Allocation Must Be Numeric Or Equal Zero
906618 thru 906622	Reserved
906623	Bond Denomination Invalid
906624	Owner Name Required
906625 thru 906627	Reserved
906628	State Must Be Alphabetic
906629	State/Country Code Invalid

### SINQ Edit Messages

Message No.	Description
906630	ZIP Code Invalid
906631	Co-owner/Benef Code Invalid - Valid Values Are 0 = Coowner; 1 = Benef
906632	Co-owner/Benef Name Required
906633	Co-owner/Benef SSNO Invalid
906634	Reserved
906635	Number Of Owners And Owner Recs Entered Do Not Agree
906636	Number Of Co-owners And Co-owner Recs Entered Do Not Agree
906637	Verify Amount Must Equal Amount Allotted
906638	New Local/Lodge Code Cannot Be The Same As The Current Local Org Code
906639	Amount Or Percent Must Be Numeric
906640	Pay Period No In Required
906641	Amount Must Be Numeric
906642	Pay Period No In Must Be Numeric
906643	Agency Not Authorized To Enter Non-Federal TSP
906644	Allowance Total Must Equal Allowance Rate
906645	Agency Not Authorized To Enter This Data
906646	PF2 Key To Be Used With Function Code C Or D Only
906647	Press PF2 To View Remainder Of Document Or Enter To Process Change
906648	Please Enter Key Data Before Accessing Additional Screens
906649	Document Successfully Viewed
906650	Task Code Must Be 1 Or 3
906651	SSNO When Specified Must Be Numeric
906652	Reserved
906653	Enter Task Code And Press Enter
906654	Education Level Must Be 06, 10, Or 13 Thru 22
906655	Instructional Program Must Be Numeric Greater Than Zero
906656	Year Of Degree/Certificate Must Be Numeric Greater Than Zero
906657	School Code Invalid
906658	Transaction Code Must Be C Or D
906659	Professional Certificate Number Must Be 1 Through 5
906660	Professional Certificate Name Required
906661	Professional Certificate Year Must Be Numeric Greater Than Zero
906662	Professional Certificate State Invalid
906663	Instructional Program Invalid
906664	With Cov Code "0" Taxable Amt/Pct Or Deferred Amt/Pct Must Be Blank
906665	Type Of Appointment Must Be 01, 02, 06, Or 07
906666	Flexfund Transaction Code Must Be 1, 2, Or 3
906667	Flexfund Total Exceeds Maximum Total For Plan Code Entered
906668	Must Enter Y = Yes, Or N = No, Or C = Cancellation
906669	Flexfund Total Less Than Minimum Amount Allowed
906670	Total Amount Must Be Numeric Greater Than Zero
906671	Effective Date Of Flexfund Must Be Present
906672	Effective Date Of Flexfund Invalid
906673	Effective Flexfund Month Invalid
906674	Effective Flexfund Day Invalid
906675	Effective Flexfund Year Invalid

### SINQ Edit Messages

Message No.	Description
906676	Plan And Option Code Invalid
906677	Date Must Be 6 Position Numeric
906678	February Must Be Less Than Or Equal To 29 Days
906679	Tax Deferred Code Required For Enrollment Or Change
906680	Reserved
906681	Tax Deferred Code Must Be Blank With Cancellation
906682	Retroactive Adjustment Must Be Blank With Transaction Code 3
906683	Bi-Weekly Deduction Amount Must Be Blank Or Zero With Trans Code 3
906684	Total Amount Must Be Blank Or Zero With Cancellation
906685	Pay Period No In Must Equal Zero
906686	Pay Period No Out Must Be Zero Or Blank
906687	Pay Period No Out Invalid
906688	Pay Period No Out Must Be Greater Than Zero
906689	Pay Period No Out Must Be Numeric
906690	Pay Period No Out Must Equal Zero
906691	Only Agency 68 Can Enter This Plan Code
906692	Type Deduction Code Invalid
906693	Type Deduction Code Must Be Numeric
906694	Account Number Must Be Greater Than Zero
906695	First Two Positions Must Be Numeric
906696	First Six Positions Must Be Numeric
906697	Error - Attempting Obtain - Print Screen - Contact Information Center
906698	Error - Attempting Modify - Print Screen - Contact Information Center
906699	Error - Attempting Erase - Print Screen - Contact Information Center
906700	Error - Attempting Store - Print Screen - Contact Information Center
906701	Address Indicator Must Equal 1, 2, 3, Or 4
906702	Amt Paid By Non Govt Source Must Be Numeric
906703	Period Covered From Date Must Be Numeric
906704	Period Covered To Date Must Be Numeric
906705	Coop/State And CSR Shares Must Be Spaces When Salary Share Code Is 0
906706	Coop/State Share Must Be Present When Salary Share Code is 1 Or 2
906707 thru 906708	Reserved
906709	CSR Share Must Be Present When Salary Share Code Is 3
906710	Reserved
906711	Agency Charged Must Be Numeric
906712	Accounting Station Charged Must Be Numeric
906713	Check Mail Address Must Be Blank When Address Indicator is 4
906714	Accounting Station Charged Invalid
906715	Generate Payment Must Be 0 Or 1
906716	Designated Agent Must Be Blank When Address Indicator Is 3
906717	First Line Of Check Mail Address Invalid
906718	Check Mail City Name Invalid
906719	Check Mail State Name Invalid
906720	Check Mail ZIP Code Invalid
906721	Designated Agent Invalid
906722	Honorary Award - Award Code 1st Position Must Be 'H'

### SINQ Edit Messages

Message No.	Description
906723	Award Code Invalid Or Not Authorized for Agency Entered
906724	MASC Is Unavailable For Validation, Try Again Late
906725	Award Code Must Be C024 For Spot Award
906726	Accounting And Address Indicator Must Be Spaces When Payment Is No
906727	Period Covered From Date Must Be Less Than Current Date
906728	Period Covered To Date Must Be Less Than Current Date
906729	Period Covered From Date Must Be Less Than To Date
906730	Special-Employment Programs Code Must Be D2, D3, 88 Or 99
906731	Remark Code ZH3 Must Be Present When Special Employment Programs Is D2
906732	Remark Code ZC8 Must Be Present When Special Employment Programs Is D3
906733	Amount Of Award Must Be At Least \$25 But Not > \$300
906734	Address Information Not Applicable For Address Indicator
906735	Address Indicator Must Be Spaces For NOA And Auth Entered
906736	Amount And Verify Amount Of Award Must Be Spaces For NOA And Auth Entered
906737	Generate Payment Must Be 1 For NOA And Auth Entered
906738	Amount Of Award Must Be In Increments of \$25
906739	Award Code Invalid For NOA And Auth Entered
906740	Dept And Agcy Code Invalid
906741	Auth Date Must Be Spaces
906742	NOA And Auth Codes Must Be Spaces
906743	Effective Date Must Be Spaces
906744	Award Code Must Be Spaces
906745	Period Covered From Date Must Be Spaces
906746	Period Covered To Date Must Be Spaces
906747	Verify Amount Must Be Spaces
906748	Amt Paid By Non Govt Source Must Be Spaces
906749	Generate Payment Must Be 0
906750	Mandatory Remark Code Of Either E04 Or T29 Required For NOA And Auth Entered
906751	Mandatory Remark Code Of Either E04 Or T29 Required For NOA And Auth Entered
906752	Acct Dist Must Be Present When Agcy/Acct Station Charged Are Present
906753	Stored Accounting Not Found, Accounting Distribution Must Be Present
906754	Mandatory Remark Code E07 Required For NOA and Auth Entered
906755	Travel Allowance or Environmental Differential Invalid
906756	Travel Allowance or Environmental Differential Used By Agency '07' Only
906757	Unable To Ready PMSO Data Base
906758	Work Schedule Invalid
906759	Period Covered To Date Must Be < Or = Effective Date
906760	Leave Earning Status During Pay Period Invalid
906761	Salary Record Not Found
906762	Tour Of Duty Hour Not Compatible With Work Schedule
906763	Varied Shift Not Compatible With Pay Plan
906764	Varied Shift Not Compatible With NOA
906765	Correction Of NOA Invalid, Must Process Cancellation
906766	Duplicate Remarks Recorded
906767	NOA Used Required SON In Agency Use Block

### SINQ Edit Messages

Message No.	Description
906768	Action Code Must Be '2' With Cancellation Of Action
906769	Position Number Must Be Blank With Agency And Grade Used
906770	Previous NOA Must Be Present When Cancellation NOA Is Used
906771	When Cancellation/Correction NOA is Used, 2nd NOA Must Be Present
906772	Cancellation/Correction NOA Must Be In First NOA Field
906773	Merit Increase Not Compatible With Base Salary
906774	Must Enter Base Salary With Merit Pay Increase
906775	Merit Pay Increase Must Be 8 Position Numeric
906776	Authority Code Not Compatible With Agency & NOA Used
906777	Grade Not Compatible With Agency and NOA
906778	Pay Plan Not Compatible With Agency And NOA Used
906779	Merit Increase Not Compatible With NOA/ Remark Code Used
906780	Merit Pay Increase Must Be Spaces Or Zeros
906781	Verify Hours Must Equal Award Hours
906782	Amount Of Award Must Not Exceed \$25000.00
906783	Supervisory Percent Must Be From 0 To 99
906784	Recruitment Bonus Must Be Greater Than Zeros
906785	Reserved
906786	Retention Bonus Must Be From 0 - 25
906787	Award Hours Must Not Exceed 40
906788	Data Element Must Be Y, N, Or U
906789	Data Element Must Be Y Or N
906790 thru 906999	Reserved
907000	Transaction Code Incompatible With Type Code
907001	Balance Must Be Numeric
907002	Deduction Amount Must Be Greater Than Zero
907003	Balance Less Than Amount Per Pay Period
907004	Non-Deferred Percent Out Invalid
907005	Deferred Percent In Invalid
907006	Deferred Percent Out Invalid
907007	\$1.00 - Minimum Allotment Amount Allowed
907008	Type Deduction Code Must Be Entered Using DP088
907009	Education Level Must Be 04 Or 07 Thru 22
907010	Instructional Program Must Be Blank Or Zero
907011	Type Of Investigation Must Be 01 Thru 11
907012	Month And Year Must Be 4 Position Numeric
907013	Month Must Be 01 Thru 12
907014	New Data Must Be Eight Position Numeric
907015	TDY Post Differential Invalid - Valid Values Are 0000 Thru 2500
907016	Field Value Must Be Six Position Numeric Date - MMDDYY Format
907017	Field Value Must Be Equal To Or Less Than Ending Date Of Eff Pay Period
907018	Sex Code Must Be "M" Or "F"
907019	Relation Code Must Be 1, 2, 3, Or 4
907020	Reserved
907021	Select Type Of Action
907022	Type Of Action Invalid

### SINQ Edit Messages

Message No.	Description
907023	Document Type Must Be Present And Numeric
907024	Invalid Document Code - Please Reenter
907025	Select Type Of Action
907026	User Not Authorized To Access This Data - Contact Agcy Security Rep
907027	DB Error - Obtain Salary - Print Screen Contact Info Center
907028	Reserved
907029	Agency Not Equal To Data Base
907030	DB Error - Obtain Agcy-SSNO-Chg - Print Screen Contact Info Center
907031	SSNO Not Found On Data Base
907032	Reserved
907033	DB Error - Obtain Doc-Orig - Print Screen Contact Info Center
907034 thru 907038	Reserved
907039	DB Error - On Store - Print Screen Contact Info Center
907040	Reserved
907041	Data Base Error - Calc To Erase Print Screen Contact Info Center
907042	DB Error - Obtain Dup For Erase - Print Screen Contact Info Center
907043	Reserved
907044	Error On Attempted Erase
907045	Document Type Must Be Blank With Type Of Action 1
907046	Pay Period Number Must Be Blank With Type Of Action 1
907047	Minimum Amt For Pay Plan Code 72 (HCA) Or 73 (DCA) Must Be \$130 Per Year
907048	Employing Agency Does Not Match Agency Or Designated Agent In TMGT
907049	Personnel Contact Name Last Required
907050	Personnel Contact Name First Required
907051	Personnel Contact Phone Number Required
907052	Personnel Contact Phone Number Must Be Numeric
907053	Authorized Agency Phone Number Required
907054	Authorized Agency Phone Number Must Be Numeric
907055	Payroll Contact Name Last Required
907056	Family Information Must Be Blank When Name Blank
907057	Payroll Contact Name First Required
907058	Payroll Contact Phone Number required
907059	When Medicare B Equals "Y" Then Medicare A Must Be "Y"
907060	Medicare A Invalid - Valid Values Are "Y" or "N"
907061	Medicare B Invalid - Valid Values Are "Y" or "N"
907062	CHAMPUS Invalid - Valid Values Are "Y" or "N"
907063	Daytime Phone Number Invalid
907064	Family ZIP-4 Invalid
907065	Family Members 1 Through 5 Should Be Completed First
907066	Ind Must Be N If Fam Members 1 Through 5 Is Not Complete
907067	Designated Agent Invalid
907068	Ind Must Be 4 Or 5 For Union Codes 10, 68, Or 98
907069	SPPS-Indicator-Code - Valid Values Are Y Or N
907070	Filed I Generated For This Local From TBL 10 - Enter Blank Or Zero



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