Processing Payments from Periods prior to Go-Live in CAPPS

1. Lump Sum Payments
   1. For Terminated Employees prior to Go-Live Month
      1. Term date within 30 days of 1st calendar day of Go-Live Month (unable to be paid out of USPS due to 30 day rule)
         1. Lump sum payments must be manually calculated and paid via CPE in CAPPS
         2. Enter explanatory notes on CPE Status/Messaging page to record the transaction and to assist with research if needed
         3. LSV hours must be adjusted in USPS. No TL adjustments necessary in CAPPS.
         4. (Job Aid on manual calculation will be provided)
      2. Term date greater than 30 days from 1st calendar day of Go-Live Month
         1. Must be paid via a Document Type 5 in USAS
   2. For payments prior to Go-Live Fiscal Year begin date (9/1/XXXX)
      1. Balances must be adjusted in CAPPS
2. Overpayments
   1. For Terminated Employees prior to Go-Live Month
      1. Reduce LSV hours by amount of the overpayment (see #1 on processing LSV for terms prior to Go Live Month)
      2. Have employee write check for overpayment and process returned money in CAPPS
   2. For Active employees (i.e. LWOP not entered in USPS prior to Go-Live Month)
      1. Manually calculate the overpayment amount using the Monthly Equivalent Hourly Rate for the earnings period of overpayment
      2. Enter the amount as a negative BSY and load via CPE in CAPPS
      3. Enter explanatory notes on CPE Status/Messaging page to record the transaction and to assist with research if needed
      4. Enter the hours adjusted on the payline after loading from CPE
      5. Validate that payment reflects the negative BSY
      6. Hours must be adjusted in USPS. No TL adjustments necessary in CAPPS.
   3. For payments prior to Go-Live Fiscal Year begin date (9/1/XXXX)
      1. Must be paid via a Document Type 5 in USAS
      2. Balances must be adjusted in CAPPS
3. Owed Time (need to discuss on how to handle; cannot reflect time prior to go live)
   1. For Terminated Employees prior to Go-Live Month
      1. Must be paid via a Document Type 5 in USAS
      2. Balances must be adjusted in CAPPS
   2. For Active employees
      1. Manually calculate the payment amount using the Monthly Equivalent Hourly Rate for the earnings period of payment
      2. Enter the amount as a BSY and load via CPE in CAPPS
      3. Enter explanatory notes on CPE Status/Messaging page to record the transaction and to assist with research if needed
      4. Enter the hours paid on the payline after loading from CPE
      5. Validate that payment calculates correctly
      6. Hours must be adjusted in USPS. No TL adjustments necessary in CAPPS.
   3. For payments prior to Go-Live Fiscal Year begin date (9/1/XXXX)
      1. Must be paid via a Document Type 5 in USAS
      2. Balances must be adjusted in CAPPS