



QMS Job Aid: PPRM Reviewer Role

The Quality Management System (QMS) is a tool that assists OHRM in enhancing HR data quality. QMS allows users to route data errors on Personnel Action Requests (PARs) to the Processing and Personnel Records Management Center and the Benefits and Retirement Center for resolution. Future versions of QMS will assist OHRM in identifying, tracking, and resolving Enterprise Human Resources Integration (EHRI) errors.

[QMS Site Link](#)

Review an Un-Assigned Corrective Action

1. Log into QMS. From the QMS homepage, Click **Agree and Login**.
2. Select **Manage Corrective Actions**.

QMS

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Manage Corrective Actions

Your QMS Role: PPRM Reviewer Your Organization: Processing Center

Your Notifications

Mark All As Read Delete All

HRQMS - Corrective Action Pending Assignment (118)

Corrective Action ID: 118
Updated on: 4/29/20
Employee: 00000051-Vonda Cloyd

Date Created: 4/29/20 12:43:27 PM

3. Select the ID number of the action you would like to work on.

QMS

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Corrective Actions

Click on column name to sort column

ID	Employee ID	Employee Name	Request Type	Nature of Action	Org Assigned	Person Assigned	Status	Priority	Submitted By	Date Submitted	Days Old
108	00014154	Rancieri, Patricia	Correction Action	894 - Gen Adj	Processing Center	Willia McDaniel	Closed - No Action Required	High	Jessica Crockett	4/29/20	34
109	00015881	Rowley, Kris	Retro Action	147 - Transfer SES Noncareer	Processing Center		Closed - No Action Required	Normal	Al Ortega	4/29/20	34
110	00001157	Clark, Karen	Correction Action	702 - Promotion	Processing Center	Lori Vorhies	Closed - No Action Required	High	Andy Von Canon	4/29/20	34
111	00020523	Cleveland, Phillip	Correction Action	721 - Reassignment	Processing Center	Emily Klughardt	Closed - No Action Required	Normal	Arantha Villalva	4/29/20	34

4. Review the details of the request, including comments in the Enter Correction Details field.

[Back to Manage - Corrective Actions](#)

Manage Corrective Action #107

*** Required**

Submitted By: Jessica Crockwell National Recruitment Center	Date Submitted: April 29, 2020	Current Status: Closed - No Action Required
Assigned To: Willia McDaniel Processing Center		

Select Employee*

Rancier, Patricia - [00014154] ☐ Show Inactive Employees

Enter the NOA information on the PAR that needs to be corrected or canceled.
If requesting a retro PAR, enter the NOA/effective date of the retro action you are requesting.

Select NOA* 894 - Gen Adj	Effective PAR Date* 09/15/2019	Payment Discrepancy? <input checked="" type="checkbox"/> Yes, a payment discrepancy is involved.
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Error Categories* (select at least one)

<input type="checkbox"/> Bargaining Unit Status <input checked="" type="checkbox"/> Department/Organization <input type="checkbox"/> Double Encumbered <input type="checkbox"/> Effective Date <input type="checkbox"/> FGLI <input type="checkbox"/> FLSA Category <input type="checkbox"/> Grade <input type="checkbox"/> Hours <input type="checkbox"/> WGI Date	<input type="checkbox"/> Legal Authority Code <input checked="" type="checkbox"/> Location Code/Duty Station <input type="checkbox"/> Nature of Action <input type="checkbox"/> Not to Exceed Date <input type="checkbox"/> Occupational Series <input type="checkbox"/> Pay Plan <input type="checkbox"/> Pay Rate Determinant <input type="checkbox"/> Personnel Office ID	<input type="checkbox"/> Position Description <input type="checkbox"/> Position Number <input type="checkbox"/> Position Occupied <input type="checkbox"/> Position Title <input type="checkbox"/> Remarks <input checked="" type="checkbox"/> Reports to <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Salary Admin Plan
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Select Request Type* Correction Action	Enter Correction Details* Duty location be changed from Fort Worth, TX 00000000638 to Oklahoma City, OK:00000000524/ Supervisor be changed from Alan Searcy (90000719) to John Grant (90012731)/ Org code 7Q58N be changed to reflect 7QFAA
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Select Action*
-- Select action --

5. In **Select Action** select the action you are taking:

Select Action*

-- Select action --

-- Select action --

Assign

Close

Reroute to B&R

Return To Originator

- a. Assign - Assign to PPRM Specialist for processing
 - i. In **Select Assignee** select the PPRM specialist to assign to. If necessary add comments in the **Add Comment** Section.
 - b. Close- Closes the Corrective Action. Select this option if your review determined the Corrective Action is no longer necessary
 - c. Re-route to B&R - Routes the Correction Action to the Benefits & Retirement Center. Use this option if the Corrective Action requires action from B&R (involves a FEGLI or retirement plan correction).
 - d. Return to Originator - Routes the Corrective Action to the HR Specialist who submitted the request. Use this option if you need additional information from th Specialist in order to process the Corrective Action
6. In Select Action, choose **Submit**.

Select Action*

Return To Orginator

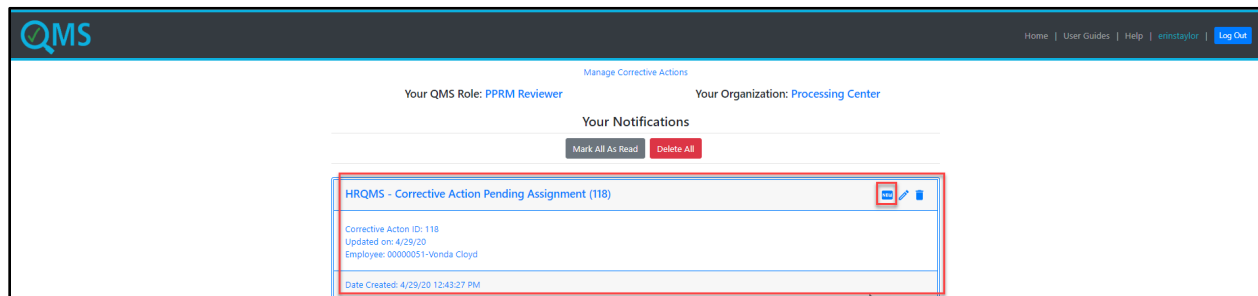
Submit

Cancel

Review a Corrective Action

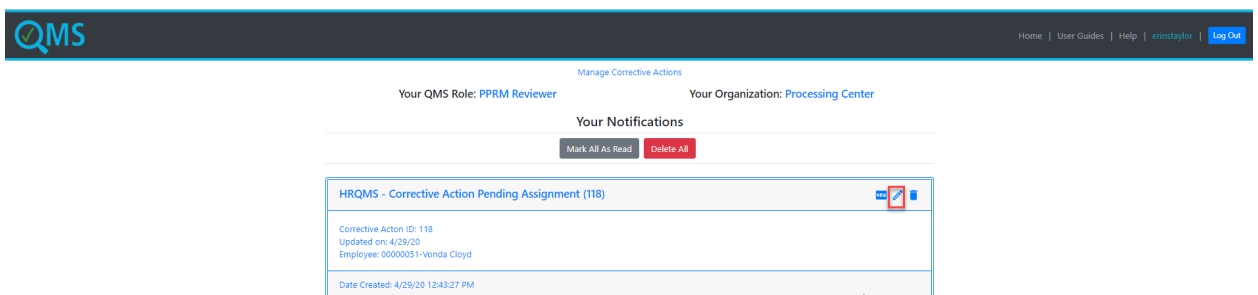
When a Corrective Action has been assigned to you, you will receive an email.

1. Select the hyperlink in the email notification.
2. From the QMS homepage, Click **Agree and Login**.
3. You'll see a list of **Your Notifications**. The **New** icon and the blue text indicates that the notification is unread. (Gray Text indicates the assignment has already been 'read')



Note: You can dismiss the notification from your Notification page by clicking the trash can icon.

4. Click the pencil icon to view the details of the request.



5. You'll see the details of this request:

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Manage Corrective Action #118

*** Required**

Submitted By: April Thomas PBS Service Center	Date Submitted: April 29, 2020	Current Status: Closed - No Action Required	Assigned To: Patricia Bell Processing Center
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Select Employee*

Cloyd, Vonda - [00000051] ☐ Show Inactive Employees

Enter the NOA information on the PAR that needs to be corrected or canceled.
If requesting a retro PAR, enter the NOA/effective date of the retro action you are requesting.

Select NOA* 101 - Career-Cond Appt	Effective PAR Date* 08/18/2019	Payment Discrepancy? <input checked="" type="checkbox"/> Yes, a payment discrepancy is involved.
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Error Categories* (select at least one)

<input type="checkbox"/> Bargaining Unit Status	<input type="checkbox"/> Legal Authority Code	<input type="checkbox"/> Position Description	<input type="checkbox"/> Security Clearance
<input type="checkbox"/> Department/Organization	<input type="checkbox"/> Location Code/Duty Station	<input type="checkbox"/> Position Number	<input type="checkbox"/> Service Computation Date
<input type="checkbox"/> Double Encumbered	<input type="checkbox"/> Nature of Action	<input type="checkbox"/> Position Occupied	<input type="checkbox"/> Step
<input type="checkbox"/> Effective Date	<input type="checkbox"/> Not to Exceed Date	<input type="checkbox"/> Position Title	<input type="checkbox"/> Sub-Agency
<input checked="" type="checkbox"/> FEGLI	<input type="checkbox"/> Occupational Series	<input type="checkbox"/> Remarks	<input type="checkbox"/> Supervisor Level
<input type="checkbox"/> FLSA Category	<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Reports to	<input type="checkbox"/> Tenure
<input type="checkbox"/> Grade	<input type="checkbox"/> Pay Rate Determinant	<input type="checkbox"/> Retirement Plan	<input type="checkbox"/> Veteran Preference
<input type="checkbox"/> Hours	<input type="checkbox"/> Personnel Office ID	<input type="checkbox"/> Salary Admin Plan	<input type="checkbox"/> Work Schedule
<input type="checkbox"/> WGI Date			

Select Request Type* **Enter Correction Details***

Retro Action

Select Action*

-- Select action --

6. Review action, including the Correction Details and the Comments section to review the details on why the Corrective Action was returned to you. Make any necessary adjustments to your request.

7. In **Select Action** select the action you are taking:

Select Action*

-- Select action --

-- Select action --

Close

Keep As Assigned

Reroute to B&R

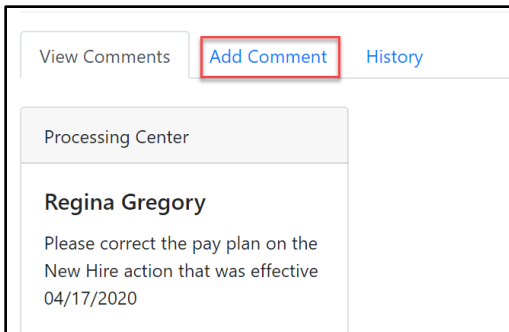
Return To Originator

Submit For Review

- Close-** Closes the Corrective Action. Select this option if your review determined the Corrective Action is no longer necessary
- Keep as Assigned -** Choose this if you plan to resolve the Correction Action yourself instead of assigning it to another PPRM staff member for resolution
- Reroute to B&R-** Routes the Correction Action to the Benefits & Retirement Center. Use this option if the Corrective Action requires action from B&R (involves a FEGLI or retirement plan correction).
- Return to Originator -** Routes the Corrective Action to the HR Specialist who submitted the request. Use this option if you need additional information from th Specialist in order to process the Corrective Action
- Submit for Review -** Routes the Corrective Action to a PPRM Specialist

for processing

8. If you chose to Keep As Assigned, skip to step 11. Otherwise, proceed to step 9.
9. If you chose Close, Return to Originator, or Submit for Review, select Add Comment:



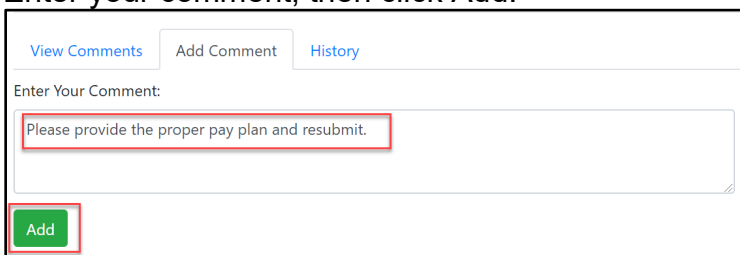
View Comments **Add Comment** History

Processing Center

Regina Gregory

Please correct the pay plan on the New Hire action that was effective 04/17/2020

10. Enter your comment, then click Add.



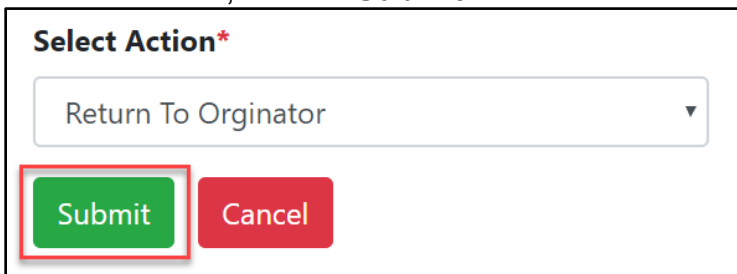
View Comments Add Comment History

Enter Your Comment:

Please provide the proper pay plan and resubmit.

Add

11. In Select Action, choose **Submit**.



Select Action*

Return To Orginator ▼

Submit **Cancel**