



# Payroll Personnel Output (PPO)



**PUBLICATION CATEGORY**  
Reporting

**PROCEDURE MANUAL**  
Payroll Personnel Output (PPO)





## Table of Contents

<b>Latest Update Information .....</b>	<b>1</b>
<b>Overview.....</b>	<b>3</b>
<b>Payroll/Personnel Output Reports .....</b>	<b>9</b>
<b>Annual Leave Status Report of Leave To Be Taken, Forfeited, or Restored.....</b>	<b>11</b>
<b>Annual Report of Leave Usage for Leave Year 20XX .....</b>	<b>12</b>
<b>Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees .....</b>	<b>12</b>
<b>Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees.....</b>	<b>13</b>
<b>Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees.....</b>	<b>14</b>
<b>Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees .....</b>	<b>15</b>
<b>Compensatory Time for Religious Observance.....</b>	<b>15</b>
<b>Control List for Supervisory/Managerial Probationary Period Report Forms .....</b>	<b>16</b>
<b>Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees.....</b>	<b>16</b>
<b>Conversion to Career Tenure Four Week Notification .....</b>	<b>17</b>
<b>Defacto Employment .....</b>	<b>18</b>
<b>Detail in Support of 113-A.....</b>	<b>18</b>
<b>Employees Approaching Expiration of Detail Assignment.....</b>	<b>19</b>
<b>Employees Approaching Expiration of Grade Retention .....</b>	<b>20</b>
<b>Employees Approaching Expiration of Limited Appointment - Temporary.....</b>	<b>20</b>
<b>Employees Approaching Expiration of Temporary Promotion.....</b>	<b>21</b>
<b>Employees with Dual Appointments.....</b>	<b>21</b>
<b>Employer-Provided Health Insurance Offer and Coverage.....</b>	<b>22</b>
<b>Error Analysis by Contact Point.....</b>	<b>23</b>
<b>Error Analysis by Personnel Office Identifier.....</b>	<b>24</b>
<b>Federal Wage System WGI Status Eight Week Notification.....</b>	<b>25</b>
<b>Health Insurance.....</b>	<b>25</b>
<b>Individual Retirement Record (Civil Service Retirement System).....</b>	<b>26</b>



<b>Individual Retirement Record (Federal Employees Retirement System).....</b>	<b>27</b>
<b>Interim Performance Evaluation Report .....</b>	<b>28</b>
<b>Leave Error Report .....</b>	<b>29</b>
<b>Life Insurance .....</b>	<b>30</b>
<b>List of Covered Employees.....</b>	<b>31</b>
<b>Listing of Employees Covered Under Option X .....</b>	<b>31</b>
<b>Listing of Employees on LWOP Pending OWCP for 3 or More Months .....</b>	<b>32</b>
<b>Listing of Employee With Change in Union Dues.....</b>	<b>33</b>
<b>Listing of Salary Data for Sched No XXXXXX.....</b>	<b>33</b>
<b>Monthly Report of Federal Civilian Employment (SF 113-A Format) .....</b>	<b>34</b>
<b>Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format) .....</b>	<b>35</b>
<b>Monthly Report of Senior Community Service Program Enrollees .....</b>	<b>36</b>
<b>Notification of Adjustment to Longevity Date .....</b>	<b>37</b>
<b>Notification of Change in Earned Annual Leave Status .....</b>	<b>37</b>
<b>Notification of Change (NOC) Suspense Report.....</b>	<b>38</b>
<b>Notification of Employees in Non-Pay Status With Expired NTE Dates .....</b>	<b>39</b>
<b>Notification of Expiration of Probationary or Trial Period .....</b>	<b>39</b>
<b>Notification of Longevity Percent Changes .....</b>	<b>40</b>
<b>Notification of Personnel Action .....</b>	<b>40</b>
<b>Notification of Position To Be Inactivated .....</b>	<b>41</b>
<b>Notification of WGI Overdue .....</b>	<b>42</b>
<b>Number of Enrolled Employees.....</b>	<b>42</b>
<b>Pay Period Personnel Actions on Employees Required to File SF-278.....</b>	<b>43</b>
<b>Performance Appraisal .....</b>	<b>44</b>
<b>Performance Evaluation Eligibility for - Perm (or Temp) - Employees .....</b>	<b>45</b>
<b>Permanent Workforce - Analysis of Work Force: Federal Wage System .....</b>	<b>45</b>
<b>Permanent Workforce - Analysis of Work Force: Types of Occupations .....</b>	<b>46</b>
<b>Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Others).....</b>	<b>47</b>
<b>Position NTE Date Approaching Expiration .....</b>	<b>47</b>



<b>Position Organization Listing .....</b>	<b>48</b>
<b>Premium Pay and Leave Report by Employee Name .....</b>	<b>49</b>
<b>Premium Pay and Leave Report by Organizational Structure .....</b>	<b>49</b>
<b>Probationary or Trial Period Report.....</b>	<b>50</b>
<b>Projected Duties Follow-up.....</b>	<b>51</b>
<b>Quarterly Report on Continuation of Pay for OWCP .....</b>	<b>52</b>
<b>Quarterly Report of Employees Required to File SF-278 .....</b>	<b>52</b>
<b>Questionable Union Dues .....</b>	<b>53</b>
<b>Record of Documents Deleted Manually from ADJP 4316 by NFC .....</b>	<b>53</b>
<b>Record of Leave Data .....</b>	<b>54</b>
<b>Report of Federal Employment and Wages for Three Months Period Ending (Month/Year).....</b>	<b>55</b>
<b>Report of Retirements .....</b>	<b>56</b>
<b>Report of TSP Separations for Pay Period XX .....</b>	<b>56</b>
<b>Section 912, U.S. Overseas Civilian Allowances .....</b>	<b>57</b>
<b>Semi-Annual Accounting Data .....</b>	<b>57</b>
<b>SES Recertification Notification .....</b>	<b>58</b>
<b>Statement of Earnings and Leave .....</b>	<b>58</b>
<b>Statement for Recipients of Miscellaneous or Interest Income or Taxable Grants</b>	<b>84</b>
<b>Supervisory or Managerial Probationary Period Report .....</b>	<b>85</b>
<b>TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career .....</b>	<b>86</b>
<b>Temporary Employees - FEHB Coverage Eligibility .....</b>	<b>87</b>
<b>Total Wage Employee Population .....</b>	<b>88</b>
<b>Vacancy Review Notice.....</b>	<b>88</b>
<b>W2 Reporting System Earnings by Duty Station and Residence for Kansas and Missouri.....</b>	<b>89</b>
<b>Wage And Tax Statement.....</b>	<b>90</b>
<b>Wage Employees Error Listing.....</b>	<b>91</b>
<b>Within-Grade Increase Record .....</b>	<b>91</b>
<b>Work Years and Personnel Cost Report - Basic and Premium Work Years and Pay .....</b>	<b>92</b>



<b>Work Years and Personnel Cost Report - Cost of Employees Benefits .....</b>	<b>93</b>
<b>Work Years and Personnel Cost Report - Leave Earned and Used .....</b>	<b>94</b>
<b>Your Personal Benefits Statement .....</b>	<b>95</b>
<b>90-Day Notification for Recertification of Retention Allowance .....</b>	<b>142</b>
<b>Appendix A: High-3 Average Pay Computations .....</b>	<b>143</b>
<b>Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K).....</b>	<b>151</b>
<b>Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M) .....</b>	<b>155</b>
<b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R).....</b>	<b>157</b>
<b>Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6).....</b>	<b>159</b>
<b>Appendix F: Foreign Service Pension System (FSPS) (Retirement Coverage Code P).....</b>	<b>161</b>
<b>Appendix G: Foreign Service Retirement and Disability System (FSRDS) and FSRDS-Offset Retirement (Retirement Coverage Codes 3 and G).....</b>	<b>163</b>
<b>Index .....</b>	<b>165</b>



## Latest Update Information

The following changes have been made to the Payroll Personnel Output (PPO) procedure:

Section	Description of Change
<b>Your Personal Benefits Statement</b>	Replaced the 2019 Personal Benefits Statement with the 2020 Personal Benefits Statement.  Updated the Thrift Saving Program (TSP) Annuity Interest Rate Index to 1.491 percent.  Updated the Federal Employees Retirement System (FERS) death benefits additional amount to \$34,542.01.







## Overview

The Payroll/Personnel Output (PPO) procedure lists, illustrates, and describes external payroll/personnel reports and forms. The reports and forms are generated by the National Finance Center's (NFC) Payroll/Personnel System (PPS) on a recurring or as-requested basis. These reports are produced from information stored in the PPS database, which stores current and historical employee data relating to pay, leave, employment status, organizational structure, position, etc. This information is used in personnel management and statistical analysis and serves as a daily aid in personnel operations.

This procedure contains an example of each report accompanied by a brief description of its contents, significant characteristics, and additional ways to obtain the report (if applicable).

PREPARED XX/XX/XX		AECO3901		ANNUAL LEAVE STATUS REPORT			PAGE 1	
OF LEAVE TO BE TAKEN, FORFEITED, OR RESTORED - AS OF XX/XX/XX								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AG 96 90 OFFICE OF FINANCE AND MANAGEMENT				CONTACT POINT 90 11 1000 10 10				
SOCIAL SECURITY NUMBER	EMPLOYEE NAME	ANNUAL CEILING	LEAVE CURRENT BALANCE	LEAVE PROJECTED ACCRUAL	HOURS TAKE OR RESTORE	DATE LEAVE CHANGES	PAY PERIOD CATEGORY	PERIOD CATEGORY CHANGES
XXX-XX-XXXX	DOE, JANE R.	240.00	271.75	323.75	83.75			
XXX-XX-XXXX	DOE, JOHN A.	240.00	249.50	313.50	73.50			
CONTACT POINT TOTAL		2						
ANNUAL LEAVE CAN ONLY BE RESTORED DUE TO AN ADMINISTRATIVE ERROR, SICKNESS OR EXIGENCIES OF THE PUBLIC BUSINESS. FOR SUCH LEAVE TO BE RESTORED, IT MUST BE SCHEDULED IN WRITING THREE PAY PERIODS PRIOR TO THE END OF THE LEAVE YEAR. FORM AD-582, AUTHORIZATION FOR RESTORED ANNUAL LEAVE, MUST BE SENT TO NFC TO ESTABLISH THE NUMBER OF HOURS OF RESTORED LEAVE.								

**Figure 1: Example of a PPO Report**

To formulate the payroll/personnel reports, information is collected from numerous payroll/personnel forms for employees who are payrolled by NFC. Agencies enter employee data into PPS through Payroll/Personnel entry systems. Data is also obtained from other areas of the PPS database.

Note: Most reports are distributed via Personnel Office Identifier (POI); however, on some reports, the Agency is designated by Submitting Office Number (SON). Please be aware that POI and SON are the same for each Agency.



## Payroll/Personnel Processing Flow

The flowchart below illustrates NFC's applications and systems and how they interact.

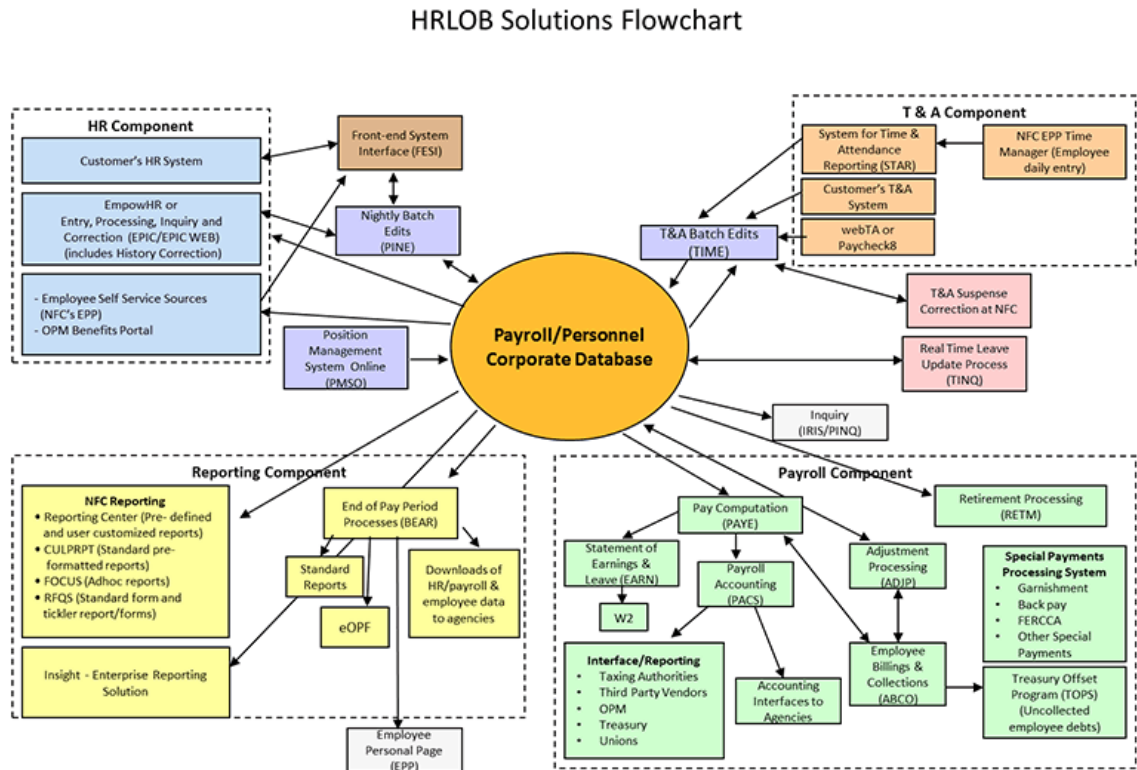


Figure 2: Payroll/Personnel Processing Flowchart

## Payroll/Personnel Systems and Applications

**EmpowHR.** EmpowHR is a Human Capital Management System comprised of an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system.

**Front-End System Interface (FESI).** FESI is used to provide an interface for processing payroll/personnel and position data through batch transmissions between an Agency's front-end entry system and NFC's PPS.

**Information/Research Inquiry System (IRIS).** IRIS is a menu-driven system used for inquiry access to an employee's current and historical payroll/personnel data. The data is the result of transactions processed in PPS.

**Insight.** Insight is an enterprise-wide data warehouse and reporting solution with advanced reporting and business intelligence capabilities. It integrates multiple data sources into one tool to provide comprehensive reporting through a library of standard reports and ad-hoc reporting



functionality. The dashboard allows you to manipulate data reports, in an easy, time-efficient manner, enabling the development of innovative business insights.

**Paycheck8.** Paycheck8 is a Web-based T&A application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. This application permits T&A information to be entered, verified, electronically certified, and submitted for processing to NFC.

**Payroll/Personnel Inquiry System (PINQ).** PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered, transmitted, and received through NFC's and Agencies' T&A systems are displayed in PINQ after it passes the TIME edits.

**Payroll/Personnel Report Generator System (CULPRPT).** CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff of missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

**Personnel Input and Edit System (PINE).** PINE edits and audits all payroll/personnel documents. It builds a suspense file for correcting current and future actions. Documents are released from PINE to the Personnel Processing System (PEPL). Once the data is released to PEPL, it is retrieved during the pay period and the information is displayed in IRIS.

**Personnel Processing System (PEPL).** PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for necessary update or modification of database elements. PEPL applies the processed personnel transactions to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization statistics and management reports.

**Position Management System Online (PMSO).** PMSO database contains position data. Agencies enter position data in PMSO. This data is linked internally with employee data during the processing of PINE. IRIS reflects the data as processed through PINE and released to PEPL.

**Remote Forms Queuing System (RFQS).** RFQS is a computerized batch-processing system that uses information in PPS to provide Agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

**Reporting Center (RPCT).** RPCT is a Web-based reporting tool that provides a secure and valid method of obtaining sensitive and nonsensitive information in an electronic environment.

**Retirement System (RETM).** RETM is used to track the processing of retirement and applications for retirement benefits in the event of an employee's (1) retirement, (2) disability retirement, (3) separation, or (4) death. Applications and retirement records are tracked from submission until certified correct. After the certification process is complete, the records and applications are released and forwarded to the Office of Personnel Management (OPM).



**System for Time and Attendance Reporting (STAR).** STAR is a Web-based application used to prepare T&A data and create a transmission file to be sent electronically to NFC.

**Time and Attendance Validation System (TIME).** TIME reads, collects, edits, audits, and validates Time and Attendance (T&A) data transmitted to NFC for all employees paid by NFC. Additionally, TIME updates the payroll/personnel database, thereby establishing the hours and type of pay for which the employee is paid. IRIS displays T&A data during the pay period after the T&A releases from TIME.

**Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web).** EPIC Web is used to enter payroll/personnel transactions, correct transactions that have failed the database edits, execute status and suspense reports, delete and restore transactions, and view future and current payroll/personnel transactions to be processed.

**webTA.** webTA is a Web-based application specifically designed to support the Federal workforce time and attendance process and provides employees with an online, easy-to-use process with numerous capabilities for efficiently managing timekeeping tasks.

#### **Request for a Change to a Report Distribution**

Agencies are required to inform NFC of any changes to:

- Organizational breakout needs (i.e., levels of reporting required)
- Destination needs (i.e., distribution list)
- Output type needs (e.g., hard copy, electronic transmission)
- Required number of copies

To add, change, or delete a report or the distribution information for a report, complete Form AD-1083, Request for Action for Reports, and return it by email to [Client.Management@nfc.usda.gov](mailto:Client.Management@nfc.usda.gov).

The Government Employees Services Division's (GESD) Client Management Branch (CMB) will coordinate requests to ensure your address information is routed to the NFC organization responsible for updating.

Form AD-1083 can be used to update addresses for Agency offices that are receiving any reports from NFC. Form AD-1083 consolidates the information needed for any address change. Completion instructions for Form AD-1083 are also available on NFC's Web site.

Please follow these instructions to ensure proper completion of the form. Also, when changing/deleting an address, it is important to identify any number or acronym that appears on the current mailing label. This information will help NFC's Scheduling section to pinpoint address sources and ensure accurate updates.



This form can be found on the NFC Web site. To locate this form, select **HR and Payroll Clients** (see HR and Payroll Clients page - [https://nfc.usda.gov/ClientServices/HR\\_Payroll/index.php](https://nfc.usda.gov/ClientServices/HR_Payroll/index.php)) from the MyNFC drop-down menu on the NFC homepage. At the HR and Payroll Clients page, select the **Publications** tab and from there select **AD Forms** from the Forms Library menu. The AD Forms are listed in numerical order.

**REQUEST FOR ACTION FOR REPORTS**  
 (For adding, changing, or deleting addresses for distribution of reports)

<b>A. IDENTIFICATION (Complete this section for all requests)</b>			
EMAIL TO: <b>Client.Management@nfc.usda.gov</b>	1. CONTACT NAME (Name of person completing this form)		
	2. CONTACT TELEPHONE NUMBER (Area code and number)		
<b>B. REPORTS ACTION (Check appropriate block(s))</b>			
<input type="checkbox"/> <b>Order report(s)</b> (Complete Sections A, B, C, & D)	<input type="checkbox"/> <b>Change level(s) or distribution control</b> (See Block 9) (Complete Sections A, B, C, & D)		
<input type="checkbox"/> <b>Change an address for reports</b> (Complete Sections A, B, C, & D)	<input type="checkbox"/> <b>Discontinue report(s)</b> (Complete Sections A, B, C, & D)		
<input type="checkbox"/> <b>Change report media</b> (See Block 8) (Complete Sections A, B, C, & D)	<input type="checkbox"/> <b>Change number of copies of reports</b> (See Block 8) (Complete Sections A, B, C, & D)		
<b>ORDERING REPORTS</b>			
3. MAILDROP NUMBER (First number on banner page)	4. BUNDLE ID (Second number on banner page)	5. REPORT/JOB SET NUMBER	
6. REPORT TITLE		7. DISTRIBUTION CONTROL	
8. MEDIA (Check one or more and indicate the number of copies)	<input type="checkbox"/> NFC PRODUCED <input type="checkbox"/> HARD COPY # OF COPIES ▶ <input type="checkbox"/> ELECTRONIC TRANSMISSION NODE _____ /REMOTE DESTINATION (or printer ID)	9. REPORTING LEVELS (Check one or more)	<input type="checkbox"/> DEPARTMENT <input type="checkbox"/> AGENCY <input type="checkbox"/> POI <input type="checkbox"/> CONTACT POINT <input type="checkbox"/> 2ND LEVEL ORG <input type="checkbox"/> 3RD LEVEL ORG <input type="checkbox"/> 4TH LEVEL ORG
<b>C. ADDRESS DATA (Complete this section for all requests)</b>			
10. ADDRESS KEY CODE (As shown on the mailing label)			
<b>CURRENT OR OLD ADDRESS</b>		<b>NEW ADDRESS</b>	
11. NAME		11. NAME	
12. AGENCY NAME	13. AGENCY CODE	12. AGENCY NAME	13. AGENCY CODE
14. AGENCY STREET ADDRESS		14. AGENCY STREET ADDRESS	
15. CITY	16. STATE	17. ZIP+4	15. CITY
16. STATE	17. ZIP+4	16. STATE	17. ZIP+4
18. AGENCY TELEPHONE NUMBER (Area code and number)	19. EMAIL ADDRESS	18. AGENCY TELEPHONE NUMBER (Area code and number)	19. EMAIL ADDRESS
<b>D. AUTHORIZATION (Complete this section for all requests)</b>			
20. AUTHORIZED SIGNATURE AND TITLE		21. TELEPHONE NUMBER (Area code and number)	32. DATE

FORM AD-1083 (Revised 6/17)

**Figure 3: Form AD-1083, Request for Action for Reports**

Each system-generated report has a banner cover sheet. It displays the address, mail drop number, and bundle identification (ID). When submitting any of the requests, you must reference the following items:

- Mail Drop Number - printed on the banner cover sheet (i.e., 90195011).
- Bundle ID - printed on the banner cover sheet (i.e., PT0S5130).



Note: If the identification information for various report requests is the same, you only have to complete one Form AD-1083 and include a list of the mail drop numbers and bundle IDs for each report.

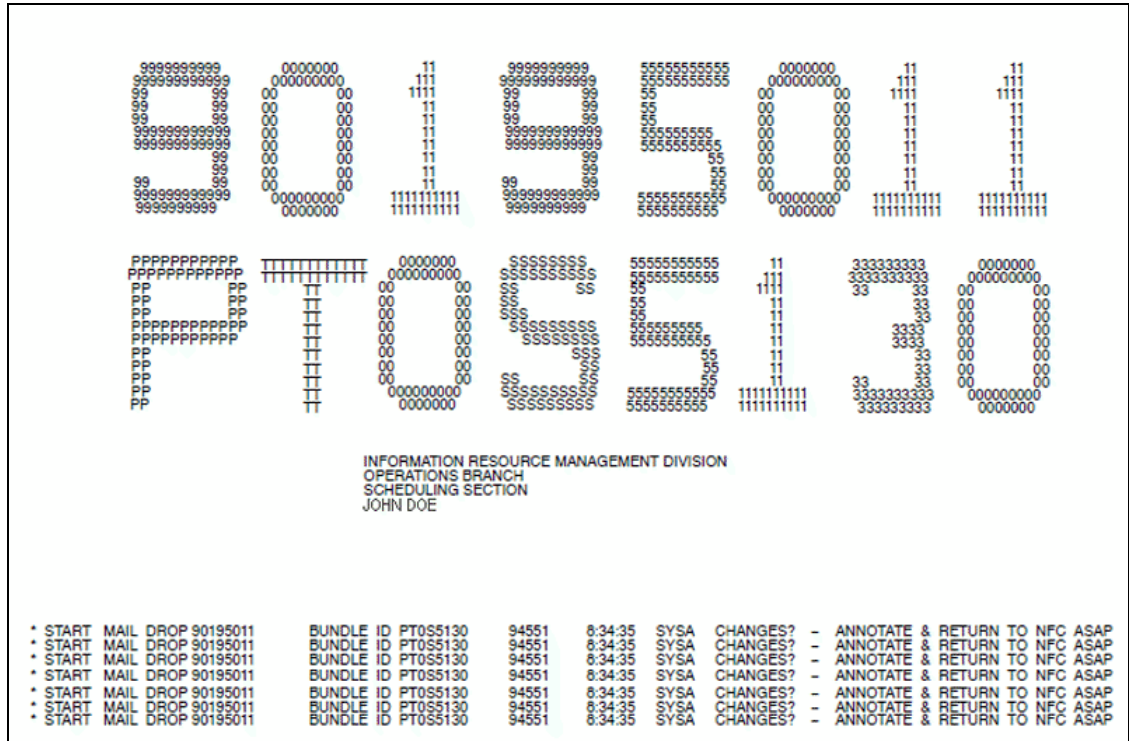


Figure 4: Report Cover Banner Sheet

### Equal Employment Opportunity Information

Equal Employment Opportunity (EEO) program directors have the ultimate responsibility for safeguarding and monitoring Agency minority employment data for their Agencies. They are also accountable for ensuring that Agency officials, with authorized access to this data for EEO purposes, are aware of the Privacy Act and security provisions. The data collected and displayed on the output reports is used for statistical reporting and does not identify individual employees by name or other means.

### Who to Contact for Help

For questions about this procedure, contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**.



## Payroll/Personnel Output Reports

The following is a list of the reports produced by NFC's PPS.

This section includes the following topics:

Annual Leave Status Report of Leave To Be Taken, Forfeited, or Restored .....	11
Annual Report of Leave Usage for Leave Year 20XX .....	12
Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees .....	12
Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees.....	13
Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees.....	14
Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees .....	15
Compensatory Time for Religious Observance .....	15
Control List for Supervisory/Managerial Probationary Period Report Forms .....	16
Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees.....	16
Conversion to Career Tenure Four Week Notification .....	17
Defacto Employment.....	18
Detail in Support of 113-A.....	18
Employees Approaching Expiration of Detail Assignment.....	19
Employees Approaching Expiration of Grade Retention .....	20
Employees Approaching Expiration of Limited Appointment - Temporary .....	20
Employees Approaching Expiration of Temporary Promotion.....	21
Employees with Dual Appointments.....	21
Employer-Provided Health Insurance Offer and Coverage.....	22
Error Analysis by Contact Point.....	23
Error Analysis by Personnel Office Identifier .....	24
Federal Wage System WGI Status Eight Week Notification.....	25
Health Insurance.....	25
Individual Retirement Record (Civil Service Retirement System) .....	26
Individual Retirement Record (Federal Employees Retirement System).....	27
Interim Performance Evaluation Report .....	28
Leave Error Report .....	29
Life Insurance .....	30
List of Covered Employees.....	31
Listing of Employees Covered Under Option X .....	31
Listing of Employees on LWOP Pending OWCP for 3 or More Months .....	32
Listing of Employee With Change in Union Dues.....	33
Listing of Salary Data for Sched No XXXXXX .....	33



Monthly Report of Federal Civilian Employment (SF 113-A Format) .....	34
Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format) .....	35
Monthly Report of Senior Community Service Program Enrollees .....	36
Notification of Adjustment to Longevity Date .....	37
Notification of Change in Earned Annual Leave Status .....	37
Notification of Change (NOC) Suspense Report .....	38
Notification of Employees in Non-Pay Status With Expired NTE Dates .....	39
Notification of Expiration of Probationary or Trial Period .....	39
Notification of Longevity Percent Changes .....	40
Notification of Personnel Action .....	40
Notification of Position To Be Inactivated .....	41
Notification of WGI Overdue .....	42
Number of Enrolled Employees .....	42
Pay Period Personnel Actions on Employees Required to File SF-278 .....	43
Performance Appraisal .....	44
Performance Evaluation Eligibility for - Perm (or Temp) - Employees .....	45
Permanent Workforce - Analysis of Work Force: Federal Wage System .....	45
Permanent Workforce - Analysis of Work Force: Types of Occupations .....	46
Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Others) .....	47
Position NTE Date Approaching Expiration .....	47
Position Organization Listing .....	48
Premium Pay and Leave Report by Employee Name .....	49
Premium Pay and Leave Report by Organizational Structure .....	49
Probationary or Trial Period Report .....	50
Projected Duties Follow-up .....	51
Quarterly Report on Continuation of Pay for OWCP .....	52
Quarterly Report of Employees Required to File SF-278 .....	52
Questionable Union Dues .....	53
Record of Documents Deleted Manually from ADJP 4316 by NFC .....	53
Record of Leave Data .....	54
Report of Federal Employment and Wages for Three Months Period Ending (Month/Year) .....	55
Report of Retirements .....	56
Report of TSP Separations for Pay Period XX .....	56
Section 912, U.S. Overseas Civilian Allowances .....	57
Semi-Annual Accounting Data .....	57
SES Recertification Notification .....	58
Statement of Earnings and Leave .....	58
Statement for Recipients of Miscellaneous or Interest Income or Taxable Grants .....	84
Supervisory or Managerial Probationary Period Report .....	85





**TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career .....86**

**Temporary Employees - FEHB Coverage Eligibility .....87**

**Total Wage Employee Population .....88**

**Vacancy Review Notice.....88**

**W2 Reporting System Earnings by Duty Station and Residence for Kansas and Missouri.....89**

**Wage And Tax Statement.....90**

**Wage Employees Error Listing.....91**

**Within-Grade Increase Record .....91**

**Work Years and Personnel Cost Report - Basic and Premium Work Years and Pay .....92**

**Work Years and Personnel Cost Report - Cost of Employees Benefits .....93**

**Work Years and Personnel Cost Report - Leave Earned and Used .....94**

**Your Personal Benefits Statement .....95**

**90-Day Notification for Recertification of Retention Allowance .....142**

**Appendix A: High-3 Average Pay Computations .....143**

**Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K).....151**

**Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M) .....155**

**Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R).....157**

**Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6).....159**

**Appendix F: Foreign Service Pension System (FSPS) (Retirement Coverage Code P).....161**

**Appendix G: Foreign Service Retirement and Disability System (FSRDS) and FSRDS-Offset Retirement (Retirement Coverage Codes 3 and G).....163**

## Annual Leave Status Report of Leave To Be Taken, Forfeited, or Restored

<b>Report Number</b>	AECO3901
<b>Brief Description</b>	<p>Provides the projected number of annual leave hours an employee has in excess of the maximum carryover (usually 240 hours) to either use, lose, or have restored by the end of the leave year. This report contains sensitive data and its use is restricted.</p> <p>This report is produced annually (Pay Period (PP) 18) and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p>



PREPARED XX/XX/XX	AECO3901	ANNUAL LEAVE STATUS REPORT					PAGE	1
OF LEAVE TO BE TAKEN, FORFEITED, OR RESTORED - AS OF XX/XX/XX								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AG 96 90 OFFICE OF FINANCE AND MANAGEMENT				CONTACT POINT 90 11 1000 10 10				
SOCIAL SECURITY NUMBER	EMPLOYEE NAME	ANNUAL CEILING	LEAVE CURRENT BALANCE	LEAVE PROJECTED ACCRUAL	HOURS TAKE OR RESTORE	DATE LEAVE CATEGORY CHANGES	PAY PERIOD CATEGORY CHANGES	
XXX-XX-XXXX	DOE, JANE R.	240.00	271.75	323.75	83.75			
XXX-XX-XXXX	DOE, JOHN A.	240.00	249.50	313.50	73.50			
CONTACT POINT TOTAL		2						
ANNUAL LEAVE CAN ONLY BE RESTORED DUE TO AN ADMINISTRATIVE ERROR, SICKNESS OR EXIGENCIES OF THE PUBLIC BUSINESS. FOR SUCH LEAVE TO BE RESTORED, IT MUST BE SCHEDULED IN WRITING THREE PAY PERIODS PRIOR TO THE END OF THE LEAVE YEAR. FORM AD-582, AUTHORIZATION FOR RESTORED ANNUAL LEAVE, MUST BE SENT TO NFC TO ESTABLISH THE NUMBER OF HOURS OF RESTORED LEAVE.								

Figure 5: Annual Leave Status Report of Leave To Be Taken, Forfeited, or Restored

## Annual Report of Leave Usage for Leave Year 20XX

<b>Report Number</b>	PREP6102
<b>Brief Description</b>	Provides an annual summary of leave hours (e.g., number of days earned, number of days used, monetary value of leave used).  This report is produced annually (leave year) and is available as a hard copy or by electronic transmission. It is distributed by Department, Agency, POI, and organizational structure to the 5th level.

RUN DATE XX/XX/XX	PREP6102	ANNUAL REPORT OF LEAVE USAGE FOR LEAVE YEAR 20XX						PAGE	001
DEPT CM	U.S.	DEPARTMENT OF COMMERCE				LVLS 08	OFFICE OF PUBLIC AFFAIRS		
AGCY 51		OFFICE OF THE SECRETARY				LVLS 62	NEWS RELATIONS DIVISION		
TYPE OF LEAVE	NO. OF EMPLOYEES	NO. DAYS EARNED	NO. DAYS USED	AVG. DAYS USED	VALUE OF LEAVE USED	NO. DAYS CARRIED OVER	NO. DAYS FORFEITED	LUMP SUM ANN LV PD SICK LV DAYS VALUE RETIREMT CF	
ANNUAL	2	5	2	1.0	\$ 121	2			
SICK	2	5				4			
MILITARY**	0								
LWOP	0								
AWOL	0								
ADMINISTRATIVE	2		7	3.5	\$ 680				
** FOR MILITARY LEAVE ONLY THE REPORT COVERS THE FISCAL YEAR WHICH ENDED ON SEPTEMBER 30 OF THE LEAVE-YEAR									

Figure 6: Annual Report of Leave Usage for Leave Year 20XX

## Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees

<b>Report Number</b>	AECO36T7
<b>Brief Description</b>	Provides a list to the Agency of full-time (F/T) and part-time (P/T) employees for whom Form AD-658, Within-Grade Increase Record, is



<b>Report Number</b>	AECO36T7
<b>Brief Description</b>	<p>being distributed. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees.</p>

PREPARED	XX/XX/XX	AECO36T7	CLASSIFIED EMPLOYEE CONTROL LISTING OF										PAGE	1		
WITHIN-GRADE INCREASE FORMS FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
FW 06 U.S. OFFICE OF SPECIAL COUNSEL																
EMPLOYEE NAME										OFFICIAL TITLE OF POSITION		DUTY STATION LOCATION				
ORG.										PAY		COMMENCING				
STRUCT. LEVELS		PAY		OCC		RATE		INDIVIDUAL MASTER DATE TOWARD		PERIOD		STATUS				
SOC. SEC. NO.	2--	THRU	3--	PLAN	GRADE	SERIES	DETR	POS. NO.	REC. NO.	WGI	D.S.	CODES	WGI	DUE		
HOURS		WORKED		FLASPED												
DOE, JANE P										SOIL SCNTST		BELTSVILLE, MD				
XXX-XX-XXXX	0653052145846589	GS	11	2	0560	0	006T3685	6T3685	XX/XX/XX	24	0100	033	XX	20.00	000	0000
DOE, JOHN										PLANT PHYSIOL		BELTSVILLE, MD				
XXX-XX-XXXX	0650523587458548	GS	12	2	0438	0	001P8560	6P856	XX/XX/XX	24	0100	033	XX	20.00	000	0000

**Figure 7: Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees**

## Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees

<b>Report Number</b>	AECO36U4
<b>Brief Description</b>	<p>Provides a list to the Agency of F/T and P/T employees whose latest performance appraisal ratings are fully successful or greater. It is produced 4 weeks prior to the generation of Within-Grade Increases (WGI) for those employees listed on the report. It updates the 16 week notification previously issued. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees.</p>



PREPARED XX/XX/XX	AECO36U4	CLASSIFIED EMPLOYEE WITHIN-GRADE INCREASE FOUR WEEK NOTIFICATION						PAGE	1			
FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX												
A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE.												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AG 03 03 AGRICULTURAL RESEARCH SERVICE			POI	4860	BELTSVILLE, MD							
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION			DUTY STATION LOCATION							
ORG.	PAY	PAY	COMMENCING	WGI	NON-PAY	INTERMITTENT						
STRUCT. LEVELS	PAY	OCC	RATE	INDIVIDUAL	MASTER	DATE	TOWARD	PROCESSING STATUS	DAYS			
SOC SEC NO -2-- THRU --8-	PLAN GRADE	SERIES	DETR	POS. NO.	REC NO.	WGI	D S	CODES	PAY PERIOD	HOURS WORKED	ELAPSED	
DOE, JANE A		BUDG ANAL		BELTSVILLE, MD								
XXX-XX-XXXX	0101010410000000	GS 11	2	0560	0	006T3685	6T3685	XX/XX/XX	24 0100 033	12	000	0000
DOE, JOHN B		PLANT PHYSIOL		BELTSVILLE, MD								
XXX-XX-XXXX	0101010405000000	GS 12	2	0438	0	006P8560	6P856	XX/XX/XX	24 0100 033	12	000	0000
STRUCTURE LEVEL 01 01 0104		TOTAL		2								

Figure 8: Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees

## Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees

Report Number	AECO36S1
Brief Description	<p>Provides a list of of classified F/T and P/T employees whose latest performance appraisal rating is fully successful or greater. A WGI will be generated by PPS for each of these employees. This report is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission.</p> <p>This report is also available through RFQS, Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees.</p>

PREPARED XX/XX/XX	AECO36S1	CLASSIFIED EMPLOYEE WITHIN-GRADE INCREASE SIXTEEN WEEK LISTING						PAGE	1				
FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX													
A WITHIN-GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE.													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AG 03 03 AGRICULTURAL RESEARCH SERVICE			POI	4860	BELTSVILLE, MD								
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION			DUTY STATION LOCATION								
ORG.	PAY	PAY	COMMENCING	WGI	NON-PAY	INTERMITTENT							
STRUCT. LEVELS	PAY	OCC	RATE	INDIVIDUAL	MASTER	DATE	TOWARD	PROCESSING STATUS	DAYS				
SOC SEC NO -2-- THRU --8-	PLAN GRADE	SERIES	DETR	POS. NO.	REC NO.	WGI	D S	CODES	PAY PERIOD	HOURS WORKED	ELAPSED		
DOE, JANE L		BUDG ANAL		BELTSVILLE, MD									
XXX-XX-XXXX	0101052145846589	GS 11	2	0560	0	006T3685	6T3685	XX/XX/XX	24 0100 033	XX	20 00	000	0000
DOE, JOHN A		PLANT PHYSIOL		BELTSVILLE, MD									
XXX-XX-XXXX	0101052145846589	GS 12	2	0438	0	006P856	6P856	XX/XX/XX	24 0100 033	XX	20 00	000	0000

Figure 9: Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees



## Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees

Report Number	AECO36S2
Brief Description	<p>Provides a list of classified F/T and P/T employees whose latest performance appraisal is less than satisfactory. A WGI will not be processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees.</p>

PREPARED XX/XX/XX	AECO36S2	CLASSIFIED EMPLOYEE WGI STATUS SIXTEEN WEEK LISTING	PAGE	1
FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX				
A WITHIN GRADE INCREASE ACTION WILL NOT BE PROCESSED FOR THESE EMPLOYEES - DUE TO LESS THAN SATISFACTORY PERFORMANCE TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL				
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
AG 03 03 AGRICULTURAL RESEARCH SERVICE		POI	4860	BELTSVILLE, MD
EMPLOYEE NAME	OFFICIAL TITLE OF POSITION	DUTY STATION LOCATION		
ORG.	PAY	COMMENCING	PROJECTED NON-PAY INTERMITTENT	
STRUCT. LEVELS	PAY	OCC	RATE INDIVIDUAL MASTER DATE TOWARD	PAY PERIOD STATUS DAY S
SOC SEC NO --2-- THRU --8--	PL ANGRADE	SERIES DETB POS NO	BEC NO	WGI D.S. CODES WGL DUE HOURS WORKED FLAISED
DOE, JANE R	COMPR PROGMR	BELTSVILLE, MD		
XXX-XX-XXXX 1019152145846589	GS 11 2 0560 0	006T3685	6N3685	XX/XX/XX 24 0100 033 XX 20 00 000 0000
DOE, JOHN A	RES ENT	BELTSVILLE, MD		
XXX-XX-XXXX 1019152145846589	GS 12 2 0438 0	006P856	1A7856	XX/XX/XX 24 0100 033 XX 20 00 000 0000
EMPLOYING OFFICE TOTAL		1		

Figure 10: Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees

## Compensatory Time for Religious Observance

Report Number	PAYE6102
Brief Description	<p>Provides a list of employees who were advanced or earned compensatory time for religious observance. It also provides the pay period in which the compensatory time was incurred and the number of hours that have been paid back to date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>



DATE	XX/XX/XX	PAYF6102	FOREST SERVICE	SOUTHERN REGION #REGION 8#	PAGE	1	
DEP REG FORESTER FOR ADMIN			- FISCAL AND LAW ENFORCEMENT				
AG	11	SUBMITTING OFF. : 5153	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			PAY PERIOD	X
COMPENSATORY TIME FOR RELIGIOUS OBSERVANCE							
EMPLOYEE NAME	S. S. NO.	PAY PER/	REL. COMP.	REG./REL.	REG. COMP.	REL. COMP.	CURRENT REL. ST/
	YEAR	TIME	COMP TIME	TIME	TIME	COMP TIME	
		(ADVANCED)	(EARNED)	(USED)	(BALANCE)	BALANCE	
DOE, JOHN A	XXX-XX-XXXX	07/93	21.25	4.00		21.25-	21.25-
		09/93		4.00		21.25-	
		18/93		9.75	1.25	21.25-	
		05/94			15.75	21.25-	

Figure 11: Compensatory Time for Religious Observance

## Control List for Supervisory/Managerial Probationary Period Report Forms

Report Number	AECO36T3
Brief Description	<p>Provides notification that Form AD-773, Supervisory or Managerial Probationary Period Report, has been distributed for each employee listed signifying approaching expiration of supervisory/managerial probationary period. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Control List for Supervisory/Managerial Probationary Period Report Forms.</p>

PREPARED	XX/XX/XX	AECO36T3	CONTROL LIST FOR SUPERVISORY/MANAGERIAL PROBATIONARY PERIOD REPORT FORMS - AS OF XX/XX/XX				PAGE	1			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AG	05	AGRI STABILIZATION & CONSERV SER	POI	XXXX	WASHINGTON, DC						
EMPLOYEE NAME	S.S. NUMBER	DUTY	STATION	LOCATION	ORG. STRUCTURE CODES		REMARK				
					2	3	4	5	6	7	8
DOE, JOHN A	XXX-XX-XXXX	ANYTOWN, LA		06-1001-001	02	13	0010	01	00	00	00
EMPLOYING OFFICE TOTALS											1

Figure 12: Control List for Supervisory/Managerial Probationary Pay Period Report Forms

## Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees

Report Number	AECO36T8
---------------	----------



Report Number	AECO36T8
Brief Description	<p>Provides notification that Form AD-435, Performance Appraisal, has been distributed for each F/T and P/T employee listed. It is prepared five pay periods prior to the evaluation due date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees.</p>

EMPLOYEE NAME ORG	OFFICIAL TITLE OF POSITION PAY	DUTY STATION LOCATION
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
KG 82 82 ACTION 4860 BELTSVILLE, MD		
STRUC. LEVELS SOC SEC NO -2-- THRU --8-	PAY PLANGRADE	PERFORMANCE EVALUATION **FORMS DUE PAY PERIOD 14**
DOE, JANE B XXX-XX-XXXX	1000000000000 GM 14	24 0100 033
DOE, JOHN A XXX-XX-XXXX	0000000000000 GM 13	24 0100 033
STRUCTURE LEVEL00 0000 TOTAL		2

**Figure 13: Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees**

## Conversion to Career Tenure Four Week Notification

Report Number	AECO37U8
Brief Description	<p>Provides notification to the Agency that an employee is approaching career tenure. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Conversion to Career Tenure Four Week Notification.</p>



PREPARED	XX/XX/XX	AECO37U8	CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION						PAGE 1
AS OF XX/XX/XX									
-->>>>> AN 880/CHG IN TENURE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE						<<<<<<<			
-->>>>> UNLESS ACTION IS TAKEN TO ALTER THE CAREER-PERMANENT-TENURE-START DATE						<<<<<<<			
AG 03 03 AGRICULTURAL RESEARCH SERVICE						POI 4816 WASHINGTON, DC			
EMPLOYEE NAME			OFFICIAL TITLE OF POSITION			DUTY STATION LOCATION			
ORG.	PAY	OCC	PAY RATE	INDIVIDUAL	MASTER	CAREER PERM-TEN-ST	880 PROCESSING	NON-PAY STATUS	
STRUCT LEVELS								INTERMITTENT DAYS	
SOC SEC NO	--2--	THRU	--8--	PLAN	GRADE	SERIES	DETR	POS. NO	
								REC NO	
								DATE	
								D S CODES	
								PAY PERIOD	
								HOURS WORKED	
								ELAPSED	
DOE, JANE			SECY TYPG			WASHINGTON, DC			
XXX-XX-XXXX	4013003010000	GS	06	3	0318	3	091267	XX/XX/XX	
							11	0010 00	
								13	
								000	
								0000	
STRUCTURE LEVEL XX XX XXXX				TOTAL 1					

Figure 14: Conversion to Career Tenure Four Week Notification

## Defacto Employment

Report Number	Defacto Employment
Brief Description	<p>Provides a list of employees who have been paid for time worked during the pay period in which the not-to-exceed (NTE) date was reached. Agency personnel should review this list and submit the necessary documentation to NFC. All T&amp;A reports received for subsequent pay periods are suspended and payments are withheld. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by contact point, Department, Agency, and organizational structure to the 2nd level.</p>

DATE: XX/XX/XX			
SUBJECT: DEFACTO EMPLOYMENT      ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
TO: 16-0020			
IN AN EFFORT NOT TO DELAY SALARY PAYMENTS, WE HAVE PAID THE FOLLOWING EMPLOYEES WHO HAVE EXCEEDED THEIR NTE DATES IN PAY PERIOD XX.			
NAME	SSNO	CONTACT POINT	NTE DATE
DOE	J	XXXXXXXXXX	162929599199
			XX/XX/XX
PLEASE REVIEW YOUR RECORDS IMMEDIATELY AND SUBMIT NECESSARY DOCUMENTATION TO NFC. IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTIFICATION, PLEASE CONTACT THE PAYROLL/PERSONNEL PROCESSING SECTION AT 504-680-4PAY (504-680-4729).			
PAYROLL/PERSONNEL PROCESSING SECTION			

Figure 15: Defacto Employment

## Detail in Support of 113-A

Report Number	EMPR3101
---------------	----------





Report Number	EMPR3101
Brief Description	<p>Provides a detailed list of the totals appearing on the Standard Form (SF) 113-A, Monthly Report of Federal Civilian Employment. The report identifies the Social Security number and surname for each employee included in the various line item totals on the SF 113-A. This report contains sensitive data and its use is restricted.</p> <p>This report is produced monthly and is available as a hard copy or by electronic transmission. It is prepared to lowest level of SF 113-A report distribution as requested by the Agency.</p>

EMPR3101		DETAIL IN SUPPORT OF 113-A			PAGE 4
DATE PREPARED: XX/XX/XX		DEPARTMENT: DEPARTMENT OF COMMERCE			
REPORT PERIOD: XX/XX/XX - XX/XX/XX		AGENCY: DEPT OF COMMERCE PATIENT & TRADEMARK OFC			
SENSITIVE PERSONNEL DATA USE IS RESTRICTED		ASST COMM FOR TRADEMARKS			
		SA 00 4TH LEVEL - ORG STRUCTURE 00 33 00 0009			
LINE 1	TOTALS	COLUMN B	COLUMN C	COLUMN D	COLUMN E
EMPLOYEES	155	0	0	155	0
LINE 2	TOTAL IN PERMANENT POSITIONS				
	SOCIAL SECURITY NO	NAME	COLUMN CODE	PAY PLAN	
	XXX-XX-XXXX	DOE	E	GS	
	XXX-XX-XXXX	DOE	E	GS	
	XXX-XX-XXXX	DOE	F	WS	

Figure 16: Detail in Support of 113-A

## Employees Approaching Expiration of Detail Assignment

Report Number	AECO37U1
Brief Description	<p>Provides notification of employees who are approaching their NTE dates for detail assignments. It is generated three pay periods prior to the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Employees Approaching Expiration of Detail Assignment.</p>

PREPARED XX/XX/XX AECO37U1		EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT - AS OF XX/XX/XX			PAGE 1
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AG 05 05	AGRI STABILIZATION & CONSERV SER	PERS. OFF. ID.	4881	WASHINGTON, DC	
EMPLOYEE NAME					
ORG. STRUCTURE		PAY	OCC	MASTER RCD	POSITION DETAIL
SOC SEC NO	2 3 4 5	PLAN	GRADE SERIES	NUMBER	NUMBER EXPIRATION OFFICIAL TITLE OF POSITION
DOE, JOHN A.					
XXX-XX-XXXX	04 01 0002 00	GS	04 0318	888888	UNCL0035 XX/XX/XX SECY TYPG
STRUCTURE LEVEL		04 01 0002 00	TOTAL	1	
EMPLOYING OFFICE TOTAL		1			

Figure 17: Employees Approaching Expiration of Detail Assignment



## Employees Approaching Expiration of Grade Retention

Report Number	AECO37T9
Brief Description	<p>Provides notification of employees approaching expiration of grade retention. It is generated three pay periods prior to the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Employees Approaching Expiration of Grade Retention.</p>

PRRPARED XX/XX/XX AECO37T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION - AS OF - XX/XX/XX													PAGE	1
													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
AG 03 03 AGRICULTURAL RESEARCH SERVICE										POI	4860	BELTSVILLE, MD		
EMPLOYEE NAME			INDIVIDUAL			*	CURRENT PAID GRADE DATA			*	GRADE RETENTION DATA			
SOCIAL SECURITY	ORGANIZATIONAL STRUCTURE CODES	POSITION NUMBER	* P/P SER	FUNC /STEP	AMOUNT	RT PRD*	P/P SER	FUNC				EXPIRATION DATE		
DOE, JANE														
XXX-XX-XXXX	10 12 1255 05 01 00 00	00885104	* WG 6907	00	06/05 000011.39	PH	A* WG 6907	00 05				XX/XX/XX		
DOE, JOHN A														
XXX-XX-XXXX	10 12 1255 05 01 00 00	008C2302	* WG 5703	00	06/05 000011.39	PH	A* WG 6907	00 05				XX/XX/XX		
DOE, JOHN B														
XXX-XX-XXXX	10 12 1260 10 05 05 00	008A5603	* WG 3603	00	10/05 000014.32	PH	A* WG 3603	00 08				XX/XX/XX		
DOE, JOHN C														
XXX-XX-XXXX	10 12 1265 20 00 00 00	003B4489	* GS 1320	11	12/07 042989.00	PA	B* GS 1320	31 11				XX/XX/XX		
STRUCTURE LEVEL 10 12			TOTAL			4								

Figure 18: Employees Approaching Expiration of Grade Retention

## Employees Approaching Expiration of Limited Appointment - Temporary

Report Number	AECO37T1
Brief Description	<p>Provides notification of employees approaching expiration of their NTE date for temporary appointments. It is generated three pay periods prior to the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>



PREPARED XX/XX/XX AECO37T1 EMPLOYEES APPROACHING EXPIRATION OF LIMITED APPOINTMENT - TEMPORARY - AS OF XX/XX/XX														PAGE	1		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
AG 03 03 AGRICULTURAL RESEARCH SERVICE										POI		4860		BELTSVILLE, MD			
EMPLOYEE NAME																	
ORG.		STRUCTURE		PAY		OCC		TYPE		SERVICE		NOT TO EXCEED		APPOINTMENT		LIMITATION	
SOC	SEC	NO	2	3	4	PLAN	GRADE	SERIES	APPT	DATE	DATE	DOLLARS	HRS	DAYS	DOLLARS	HOURS	DAYS
DOE, JANE J	XXX-XX-XXXX	10	12	1275	GS	11	01	0434	09	XX/XX/XX	XX/XX/XX						
DOE, JOHN R	XXX-XX-XXXX	10	12	1275	GS	04	01	1131	09	XX/XX/XX	XX/XX/XX	1040			677.00		363.00
DOE, JIM F	XXX-XX-XXXX	0	12	1275	GS	04	01	0404	09	XX/XX/XX	XX/XX/XX	1040			467.00		522.00
STRUCTURE LEVEL 10 12 1275 TOTAL										3							
- SPLIT T&A REPORT REQUIRED WHEN SERVICE YEAR IS IN THE MIDDLE OF A PAY PERIOD - * SPECIFIC LIMITATION BEING APPROACHED																	

Figure 19: Employees Approaching Expiration of Limited Appointment - Temporary

## Employees Approaching Expiration of Temporary Promotion

Report Number	AECO37U2
Brief Description	<p>Provides notification of employees approaching expiration of their NTE date for a temporary promotion. It is generated three pay periods prior to the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Employees Approaching Expiration of Temporary Promotion.</p>

PREPARED XX/XX/XX AECO37U2 EMPLOYEES APPROACHING EXPIRATION OF TEMPORARY PROMOTION - AS OF XX/XX/XX														PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **															
CM 51 55 INTERNATIONAL TRADE ADMINISTRATION										PERS. OFF. ID.		1911		WASHINGTON, DC	
EMPLOYEE NAME															
ORG.		STRUCTURE		PAY		OCC		MASTER RCD		POSITION		TEMP PROM		INDIVIDUAL	
SOC	SEC	NO	2	3	4	5	PLAN	GRADE	SERIES	NUMBER	NUMBER	EXPIRATION	OFFICIAL TITLE OF POSITION		
DOE, JOHN A	XXX-XX-XXXX	41	04	0001	00	GS	12	1801	W95801	12345110	XX/XX/XX	IMPORT COMPLNC	SPECLST		
STRUCTURE LEVEL 41 04 0001 00 TOTAL										1					
EMPLOYING OFFICE TOTAL										1					

Figure 20: Employees Approaching Expiration of Temporary Promotion

## Employees with Dual Appointments

Report Number	BEAR7071
Brief Description	<p>Provides a list of employees working under two different appointments. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>



REPORT ID : BEAR7071													PAGE			1
EMPLOYEES WITH DUAL APPOINTMENTS																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
SOC SEC NO.	LAST NAME	AG	T/E	T/A	C.E.S.	L/C	BRT FWD	ACC	USED	CRL BAL.	BRT FWD	ACC	USED	CRL BAL.	OT	
XXX-XX-XXXX	DOE	05	3	09	0	0 AL	.00	000	.00	000	00	SL	.00	000	.00	OT1
XXX-XX-XXXX	DOE	07	3	09	0	0 AL	.00	000	.00	000	00	SL	.00	000	.00	OT1
XXX-XX-XXXX	DOE SR	34	3	04	0	0 AL	.00	000	.00	000	00	SL	.00	000	.00	OT1
XXX-XX-XXXX	DOE SR	45	3	09	0	0 AL	.00	000	.00	000	00	SL	.00	000	.00	OT1
XXX-XX-XXXX	DOE JR	03	1	01	0	6 AL	129	25 084	82	00 000	131	25 SL	304	50 056	35	00 000 325.50 OT1
XXX-XX-XXXX	DOE JR	12	2	08	0	0 AL	.00	000	.00	000	00	SL	.00	000	.00	OT1

Figure 21: Employees with Dual Appointments

## Employer-Provided Health Insurance Offer and Coverage

Report Number	Form 1095-C
Brief Description	<p>Provides proof of health insurance coverage for an employee for income tax filing purposes. This report contains sensitive data and its use is restricted.</p> <p>This report is produced annually (calendar year) and is available as a hard copy.</p> <p>This report is also available to the Agency through RPCT and to the employee through EPP.</p>



Form **1095-C** **Employer-Provided Health Insurance Offer and Coverage**  VOID  CORRECTED

Department of the Treasury Internal Revenue Service **2015** OMB No. 1545-2251

► Information about Form 1095-C and its separate instructions is at [www.irs.gov/form1095c](http://www.irs.gov/form1095c)

**Part I Employee** **Applicable Large Employer Member (Employer)**

1 Name of employee: JOHN DOE  
2 Social security number (SSN): XXX-XX-XXXX  
7 Name of employer: U.S. Department of Agriculture  
8 Employer identification number (EIN): XX-XXXXXX

3 Street address (including apartment no.): 123 ANY STREET  
9 Street address (including room or suite no.): 1400 Independence Ave SW  
10 Contact telephone number: (XXX) XXX-XXXX

4 City or town: ANYTOWN  
5 State or province: LA  
6 Country and ZIP or foreign postal code: 12345  
11 City or town: Washington  
12 State or province: DC  
13 Country and ZIP or foreign postal code: 20250

**Part II Employee Offer and Coverage** **Plan Start Month (Enter 2-digit number):**

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1E												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$ 93.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)	2C												

**Part III Covered Individuals**  
If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M EPP Print Form 1095-C (2015)

Figure 22: Employer-Provided Health Insurance Offer and Coverage

## Error Analysis by Contact Point

Report Number	TIME 3201
Brief Description	<p>Provides a list of T&amp;A report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected. Timekeepers should use this report as a review with emphasis on eliminating future errors. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by contact point and POI.</p> <p>This report is also available through CULPRPT, P0053, Error Analysis by Contact Point and through RPCT, T&amp;A Error Analysis Report.</p>



REPORT ID: TIME 3201		ERROR ANALYSIS BY CONTACT POINT				DATE PREPARED: XX/XX/XX
PROCESSING PAY PERIOD: XX	AGENCY: FOOD SAFETY AND INSPECTION SERVICE				PAGE 1	
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED						
CONTACT POINT	F/O	NAME-I LAST	F M	SSNO	ERROR DESCRIPTION	
37.06.0010.03.00	4848	DOE...	J A	XXXXXXXXXX	WEEKLY HRS OVER 36-LESS THAN 44 FOR COMP SCHED 5	
	4848	DOE...	J B	XXXXXXXXXX	WEEKLY HRS OVER 36-LESS THAN 44 FOR COMP SCHED 5	
	4848	DOE...	J C	XXXXXXXXXX	T/C HOURS DO NOT BALANCE-REGULAR TIME EXCEEDS MAXIMUM OF 80 HOURS	
CONTACT POINT TOTAL T&A-S: 3 TOTAL ERRORS: 4						

Figure 23: Error Analysis by Contact Point

## Error Analysis by Personnel Office Identifier

Report Number	TIME 3202
Brief Description	<p>Provides a list of the total number of T&amp;A Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>

REPORT ID: TIME 3202		ERROR ANALYSIS BY PERSONNEL OFFICE IDENTIFIER		DATE PREPARED: XX/XX/XX
PROCESSING PAY PERIOD: 13				PAGE 1
AGENCY	POI	TOTAL T&A-S	TOTAL ERRORS	
01	5260	4	4	
02	4822	326	393	
03	4860	836	1141	
05	4881	41	51	
	4882	65	80	
07	4916	62	76	
	4917	32	36	
	4918	11	14	
	4919	30	35	
	4920	60	70	
	4921	7	7	
	4922	40	59	
	4923	32	40	
	4924	24	32	
	4925	22	22	
	4926	18	19	
	4927	52	62	
	4928	34	50	
	4929	50	64	

Figure 24: Error Analysis by Personnel Office Identifier



## Federal Wage System WGI Status Eight Week Notification

Report Number	AECO37U3
Brief Description	<p>Provides a list of Federal Wage System employees whose WGIs are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Federal Wage System WGI Status Eight Week Notification.</p>

PREPARED XX/XX/XX AECO37U3 FEDERAL WAGE SYSTEM WGI STATUS EIGHT WEEK NOTIFICATION - AS OF XX/XX/XX PAGE 1												
THESE FWS EMPLOYEES WILL NOT RECEIVE AN AUTOMATIC WGI - DUE TO LESS THAN SATISFACTORY PERFORMANCE TO GRANT AN EMPLOYEE A WITHIN-GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD												
EMPLOYEE NAME OFFICIAL TITLE OF POSITION DUTY STATION LOCATION												
ORG PAY COMMENCING PROJECTED TYPE INTERMITTENT												
STRUCT. LEVELS PAY OCC RATE INDIVIDUAL MASTER DATE TOWARD PAY PERIOD OF DAYS												
SOC SEC NO --2-- THRU --8-- PLAN GRADE/SERIES/STEP POS. NO REC NO WGI D S CODES WGI DUE EMPL WORKED ELAPSE												
DOE, JANE T BUDG ANAL BELTSVILLE, MD												
XXX-XX-XXXX 1019152145846589 WG 04 0 0560 0 006T3685 6N3685 XX/XX/XX 24 0100 033 XX F/T 000 0000												
DOE, JOHN A PLANT PHYSIOL BELTSVILLE, MD												
XXX-XX-XXXX 6066523587458548 GS 09 1 0438 0 006P856 1A7856 XX/XX/XX 24 0100 033 XX F/T 000 0000												
DOE, JOHN B HYDRL GST BELTSVILLE, MD												
XXX-XX-XXXX 1012345678990988 GS 05 3 1234 0 001B1234 1B1234 XX/XX/XX 24 0100 033 XX P/T 000 0000												

Figure 25: Federal Wage System WGI Status Eight Week Notification

## Health Insurance

Report Number	PACS452-1
Brief Description	<p>Provides the total amount of employee deductions and Agency contributions for non-Federal health benefits in four different categories: self only - full-time; self only - part-time; family - full time; family - part-time. It also identifies the total number of employees enrolled in each category.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>



REPORT ID: PACS452-1	FARM CREDIT ADMINISTRATION		
HEALTH INSURANCE			
REPORT FOR PAY PERIOD 15 XX/XX/XX TO XX/XX/XX			
GROUP NO. A 1226 WO			
	EMPLOYEE DEDUCTIONS	AGENCY CONTRIBUTIONS	NUMBER ENROLLED
SELF ONLY - FULL-TIME	\$2,213.28	\$7,795.77	159
SELF ONLY - PART-TIME	\$43.34	\$19.61	1
SELF ONLY - UNPAID			
FAMILY - FULL-TIME	\$6,348.27	\$22,421.16	183
FAMILY - PART-TIME	\$7.53	\$98.02	1
FAMILY - UNPAID			0
TOTALS	\$8,612.42	\$30,334.56	334
SELF ONLY - PREMIUM ADJUSTMENTS	\$0.00	\$0.00	
FAMILY - PREMIUM ADJUSTMENTS	\$51.66	\$0.00	
PREMIUM PAYMENT	\$38,946.98		
<b>* INDICATES NUMBER OF EMPLOYEES IN UNPAID STATUS FOR WHOM NO DEDUCTIONS WERE WITHHELD - PREMIUM PAID BY AGENCY</b>			

Figure 26: Health Insurance

## Individual Retirement Record (Civil Service Retirement System)

<b>Form Number</b>	Standard Form 2806
<b>Brief Description</b>	<p>Provides a list of the entire service history and fiscal data on Civil Service Retirement System (CSRS) employees while payrolled by NFC. This form contains sensitive data and its use is restricted.</p> <hr/> <p>Note: This record is also prepared for Post 1956 Military service for CSRS credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested.</p> <hr/> <p>This form is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency (upon request).</p> <p>This report is also available through RETM.</p>





LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH			SOC. SEC. NO.	AGENCY	PAYROLL OFFICE	LOCATION	PAYROLL OFFICE NO.
			MO.	DAY	YR.					
1.			DO NOT USE							
2.										
3.										
4.										
(RECORD EACH NAME CHANGE - STRIKE OUT PREVIOUS NAME)										

SERVICE HISTORY					FISCAL RECORD			
EFFECTIVE DATE (1)	ACTION (2)	BASE PAY (3)	DO NOT USE	REMARKS (4)	YEAR (5)	CALENDAR YEAR SALARY DEDUCTIONS (6)	ACCUMULATIVE TOTAL SALARY DEDUCTIONS (7)	REMARKS (8)

Standard Form 2806 Previous edition usable  
 Rev. 2-80 NSN 7540-00-634-4255

**INDIVIDUAL RETIREMENT RECORD**  
 (CIVIL SERVICE RETIREMENT SYSTEM)

U.S. OFFICE OF PERSONNEL MANAGEMENT  
 P.P.M. SUPPLEMENT 831-1

Figure 27: Individual Retirement Record (Civil Service Retirement System)

## Individual Retirement Record (Federal Employees Retirement System)

Form Number	Standard Form 3100A
Brief Description	<p>Provides a list of the entire service history and fiscal data on Federal Employees Retirement System (FERS) employees while payrolled by NFC. This form contains sensitive data and its use is restricted.</p> <p><u>Note: This record is also prepared for Post 1956 Military service for FERS credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested.</u></p> <p>This form is produced each pay period and is available as a hard copy or by electronic transmission.</p> <p>This report is also available through RETM.</p>




Last Name	First Name	Middle Name	Date of Birth		Soc. Sec. No.	Agency	Payroll Office	Location	Payroll Office No.
			MM	DD	YYYY				
1.									
2.									
3.									
4.									
 <small>(RECORD EACH NAME CHANGE, STRIKE OUT PREVIOUS NAME)</small>									
Service History					Fiscal Record				
Effective Date	Action	Base Pay	Remarks	Year	Calendar Year Salary Deductions	Accumulated Salary Deductions	Remarks		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
Register of Separations Number (SF 3103)									
U.S. Office of Personnel Management 5 CFR 841		NSN 7540-01-247-0006 3100-102		Individual Retirement Record (Federal Employees' Retirement System)		<input type="button" value="PRINT"/> <input type="button" value="SAVE"/> <input type="button" value="CLEAR"/>		Standard Form 3100 Revised January 1987	

Figure 28: Individual Retirement Record (Federal Employees Retirement System)

Interim Performance Evaluation Report

Report Number	Memorandum
Brief Description	<p>Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's performance management system. The report consists of two parts. Part 1 is for Nature of Action Codes (NOAC) 702 and 721, Authority code N7M, or NOAC 702, Authority code N6M. Part 2 is for all other NOACs and authorities.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Interim Performance Evaluation Report.</p>



<b>SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT</b> (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M) OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)
FROM: PERSONNEL OFFICER
SUBJECT: SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:
NAME: JOHN A. DOE PAY PLAN, SERIES, GRADE: GS, 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 00 0000
BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.

Figure 29: Sample of Interim Performance Evaluation Report

<b>SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT</b> (FOR ALL OTHER NOAC'S AND AUTHORITIES)
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)
FROM: PERSONNEL OFFICER
SUBJECT: SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:
NAME: JOHN A. DOE PAY PLAN, SERIES, GRADE: GS, 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 00 0000
BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.
PLEASE COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE AND SUBMIT IT TO MY OFFICE BY XX/XX/XX.
IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUIREMENT, CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE).

Figure 30: Sample of Interim Performance Evaluation Report (For All Other NOAC's and Authorities)

## Leave Error Report

Report Number

TIME4004



Report Number	TIME4004
Brief Description	<p>Provides a list of leave discrepancies between the Payroll/Personnel database and the T&amp;A report. It identifies year-to-date (YTD) totals from the Payroll/Personnel database and the leave balances from the latest T&amp;A report processed. It should be reviewed and the leave records audited to determine the correct leave balance. This report contains sensitive data and its use is restricted.</p> <p>This report is produced on odd-numbered pay periods and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p> <p>This report is also available through CULPRPT, PO0152, Leave Error Report and through RPCT, Leave Error Report.</p>

REPORT ID: TIME4004		LEAVE ERROR REPORT				DATE PREPARED: XX/XX/XX		PAGE 1			
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED											
CONTACT POINT: 07 29 7780 02 00				EMPLOYING OFFICE: 0701							
*		DATA BASE				*					
*						TIME AND ATTENDANCE REPORT					
*						*					
*						*					
SSNO	TYPE	TYPE	* PRIOR	YTD	YTD	YTD	ENDING	P/T CARRYOVER	* ACCRUED USED	END	
PP LEAVE	EMPL	* CARRYOVER	EARNED	USED	CR	BALANCE	BALANCE *	THIS PP	THIS PP	BALANCE	
NAME: DOE JANE		SCD DATE: XX/XX/XX				A/L CATEGORY: 6					
XXX-XX-XXXX	26	ANN	1	135.00	160.00	153.00	142.00		6.00	1.00	143.00
		SICK		137.00	104.00	47.00	194.00		4.00		191.00
NAME: DOE JOHN		SCD DATE: XX/XX/XX				A/L CATEGORY: 8					
XXX-XX-XXXX	26	SICK	1	2756.00	104.00	19.00	2841.00		4.00		3114.00
TOTAL EMPLOYEES:		2		TOTAL ERRORS:		3					
CHANGES ANNOTATED ABOVE ARE CERTIFIED TO BE TRUE AND CORRECT AS OF PAY PERIOD _____											
CERTIFIED BY:						DATE					

Figure 31: Leave Error Report

## Life Insurance

Report Number	PACS458-3
Brief Description	<p>Provides a summary of the information contained in Reports PACS458-1 and PACS458-2. The information consists of the number of employees who are enrolled in a non-Federal life insurance plan and the total number of employees enrolled in each option by organizational structure. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>



PACS458-3		FARM CREDIT ADMINISTRATION					PAGE 01	
LIFE INSURANCE								
PAY PERIOD XX - XX/XX/XX TO XX/XX/XX								
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED								
ORGANIZATION: 40 40								
SSNO	EMPLOYEE NAME	BASIC	DEDUCTIONS			AGENCY CONTRIBUTIONS	COVERAGE	
			OPTION1	OPTION2	OPTION3		AMOUNT	PREMIUM
XXX-XX-XXXX	DOE, J A	10.78	3.24	.00	.00	7.51	114,000	21.53
XXX-XX-XXXX	DOE, J B	15.14	1.62	.00	.00	10.54	160,000	27.30
XXX-XX-XXXX	DOE, J C	17.50	26.50	9.81	1.11	12.19	185,000	67.11
XXX-XX-XXXX	DOE, J D	11.24	.00	.00	.00	.00	70,000	11.24
TOTALS:		54.66		9.81		30.24		127.18
NUMBER OF EMPLOYEES: 4			31.36		1.11		529,000	

Figure 32: Life Insurance

## List of Covered Employees

Report Number	PACS452-2
Brief Description	<p>Provides a list of all active employees who are enrolled in non-Federal health insurance. It also identifies the employee deduction amount, employer contribution amount, and the type of coverage. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>

PACS452-2		FARM CREDIT ADMINISTRATION					PAGE 1	
LIST OF COVERED EMPLOYEES								
FOR PAY PERIOD XX 20XX								
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED								
SSN	EMPLOYEE NAME	EMPLOYEE DEDUCTION AMT	EMPLOYER CONTRIBUTION AMT	SELF		PREMIUM	ADJ IND	
				ONLY	FAMILY			
XXX-XX-XXXX	DOE, J A	\$34.69	\$141.65		X	\$176.34		
XXX-XX-XXXX	DOE, J B	\$34.69	\$141.65		X	\$176.34		
XXX-XX-XXXX	DOE, J C	\$13.92	\$55.13	X		\$69.05		
SELF ONLY		\$13.92	\$55.13		1	\$69.05		
FAMILY		\$69.38	\$283.30		2	\$352.68		
TOTALS		\$83.30	\$338.43		3	\$421.73		

Figure 33: List of Covered Employees

## Listing of Employees Covered Under Option X

Report Number	PACS458-2
Brief Description	<p>Provides information for each non-Federal life insurance option. An individual report is produced for each of the three options.</p>



Report Number	PACS458-2
	<p>Note: For Option 3, the Insurance Volume Column is blank.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>

PACS458-2					PAGE 1
PAY PERIOD 03 - XX/XX/XX TO XX/XX/XX					
POLICY NUMBER GLUG-IN44					
NAME OF POLICY HOLDER: FARM CREDIT ADMINISTRATION					
OPTION x	NO. ENROLLED	INSURANCE VOL.	RATE	PREMIUM	
AGE GROUPS					
UNDER 35	38	3 073,000	80/25000	98.34	
35 - 39	21	2 622,000	1.05/25000	110.12	
40 - 44	29	3 838,000	1.62/25000	248.70	
45 - 49	17	2,430,000	2.65/25000	257.58	
50 - 54	14	2,184,000	4.50/25000	393.12	
55 - 59	6	756,000	6.92/25000	209.26	
60 & OVER	2	318,000	10.95/25000	139.28	
TOTALS	127	15 221,000		1,456.40	

Figure 34: Listing of Employees Covered Under Option X

## Listing of Employees on LWOP Pending OWCP for 3 or More Months

Report Number	BEAR8502
Brief Description	<p>Provides a list of employees on leave without pay (LWOP) for at least 3 months due to a job-related injury whose Federal Employees Health Benefits (FEHB) carrier is not being paid through the automated system. The report advises the Agency to contact the Office of Workers' Compensation Program (OWCP) or the employee to determine if the FEHB premiums are being paid by OWCP. If the FEHB premiums are being paid by OWCP, the Agency should process Form SF 2810, Notice of Change in Health Benefits Enrollment, through the automated system to remove the employee's FEHB enrollment code from the PPS database. The health benefits carrier will automatically be notified when the SF 2810 is processed. Also, the Agency should notify OWCP of this change by mailing them all official personnel folder (OPF) copies of FEHB documents, including the SF 2809, Health Benefits Registration Form, and the SF 2810. The report is sorted by Social Security number. The report contains sensitive personnel data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Listing of Employees on LWOP Pending OWCP for 3 or More Months.</p>



BEAR8502	LISTING OF EMPLOYEES ON LWOP PENDING OWCP FOR 3 OR MORE MONTHS	PAGE	1
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED			
DEPT. XX	AGENCY XX	PERS. OFFICE ID: XXXX	
<p>THE FOLLOWING EMPLOYEES HAVE BEEN ON LWOP FOR AT LEAST 3 MONTHS. THEIR FEHB CARRIER IS NOT BEING PAID BY THE NATIONAL FINANCE CENTER. PLEASE CONTACT OWCP OR THE EMPLOYEES TO DETERMINE IF THE FEHB PREMIUMS ARE BEING PAID BY OWCP. IF THE PREMIUMS ARE BEING PAID BY OWCP, PROCESS A TRANSFER OUT (SF-2810) DOCUMENT THROUGH THE AUTOMATED SYSTEM TO REMOVE THE EMPLOYEE'S FEHB ENROLLMENT CODE FROM THE PAYROLL/PERSONNEL DATABASE. THE HEALTH BENEFITS CARRIER WILL AUTOMATICALLY BE NOTIFIED WHEN THE SF-2810 IS PROCESSED. PLEASE MAIL ALL OFF (OFFICIAL PERSONNEL FOLDER) COPIES OF FEHB DOCUMENTS (SF-2809aS AND SF-2810aS) TO OWCP</p>			
SOCIAL	NAME	INJ. LEAVE DATE	NOA AUTH NTE. DATE FEHB
XXX-XX-XXXX	DOE, JANE H	XXXXXXXX	XXX XXX XXXXXXX
XXX-XX-XXXX	DOE, JOHN A	XXXXXXXX	XXX XXX XXXXXXX

Figure 35: Listing of Employees on LWOP Pening OWCP for 3 or More Months

## Listing of Employee With Change in Union Dues

Report Number	PAYE3313
Brief Description	<p>Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is available to all POIs each pay period. The reports are sorted by Agency, POI, and Social Security number and retained in RFQS for 26 pay periods. The report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is available through RFQS, Listing of Employee With Change in Union Dues.</p>

SENSITIVE PERSONNEL DATA USE IS RESTRICTED																	
REPORT PAYE3313 LISTING OF EMPLOYEE WITH CHANGE IN UNION DUES																	
AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE	UNION NO 1 CODE	LOCAL	AMT OLD	AMT NEW	% OLD	% NEW	UNION NO 2 CODE	LOCAL	AMT OLD	AMT NEW	% OLD	% NEW
AG	XXXX	XXX-XX-XXXX	DOE	A	AG1001000000000000	530000		5.50	7.50			000000		.00	.00		
AG	XXXX	XXX-XX-XXXX	DOE	J	AG1001000000000000	530000		5.50	7.50			000000		.00	.00		
AG	XXXX	XXX-XX-XXXX	DOE	R	AG1001000000000000	O50906		.50	1.50			000000		.00	.00		

Figure 36: Listing of Employee With Change in Union Dues

## Listing of Salary Data for Sched No XXXXXX

Report Number	PAYE3313
Brief Description	<p>Provides a list of salary data for employees detailed in Panama. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>



REPORT PAYE3313		LISTING OF SALARY DATA FOR SCHED NO 0BN093						PAGE 1	
DATE PREPARED: XX/XX/XX				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
SSNO	AGENT	AMOUNT	EMPLOYEE	COMP-DO	TYPE-PAY	AGY	EMP-OFF	ACCT-STAT	OK-SEQ
RTE NO	ACCOUNT NO		ADDRESS	CITY STATE ZIP					
XXX-XX-XXXX 022000031	0000	10 66	JOHN R DOE 920-4-558460	3	4	70	1536	0010	000022 0BB093
XXX-XX-XXXX 022000031	0000	1,534.90	JANE A DOE 920-4-558460	3	4	71	1536	0010	000023 0BB093
TOTAL AMOUNT		1,545.56	TOTAL RECORDS		2				

Figure 37: Listing of Salary Data for Sched No XXXXXX

## Monthly Report of Federal Civilian Employment (SF 113-A Format)

<b>Report Number</b>	EMPR127-1
<b>Brief Description</b>	<p>Provides the total paid employment by category and geographic area in Section I. Section II provides wages and lump sum payment data. Information on turnovers (accessions and separations) appears in Section III. Section IV provides data on paid employees subject to employment ceilings. This report is required by OPM. It is the Agency's responsibility to forward a copy of this report to OPM.</p> <p>This report is produced monthly and is available as a hard copy or by electronic transmission. It is distributed by Department, Agency, POI, and organizational structure.</p> <p>This report is also available through RPCT, Monthly Report of Federal Civilian Employment (SF-118A Format).</p>





EMPLOYMENT, PAYROLL, AND CEILING DATA						
EMPLOYMENT AS OF NOVEMBER 19XX		PAYROLL FROM XX/XX/XX TO XX/XX/XX		TURNOVER FROM XX/XX/XX TO XX/XX/XX		
L		TOTAL	U.S.	FOREIGN	WASH., D.C.	OUTSIDE WASH.,
N	EMPLOYMENT, PAYROLL, AND CEILING DATA	ALL AREAS (A)	TERRITORIES (B)	COUNTRIES (C)	METRO. AREA (D)	METRO. AREA (E)
E						
<b>SECTION I - CURRENT STATUS</b>						
1	TOTAL EMPLOYMENT	8,500	49	49	2,200	4,400
2	TOTAL IN PERMANENT POSITIONS	7,000	40	20	1,500	5,000
3	FULL-TIME	7,000	40	30	1,500	6,000
4	FULL-TIME IN PERMANENT POSITIONS	7,000	40	25	1,500	5,000
5	FULL-TIME WITH PERMANENT APPOINTMENTS	7,000	40	20	1,500	5,500
6	PART-TIME	500	1	5	200	300
7	PART-TIME WITH PERMANENT APPOINTMENTS	300	1	1	120	200
8	INTERMITTENT	220			120	100
9	COMPETITIVE SERVICE WITH PERMANENT APPOINTMENTS	7,000	40	25	1,500	5,000
10		7,000	40	20	1,500	5,500
11	EXCEPTED SERVICE AND SES WITH PERMANENT APPOINTMENTS	500	1	5	200	300
12		300	1	1	120	200
13	WAGE SYSTEMS	7,000	40	25	1,500	5,000
14	U.S. CITIZENS	7,000	40	20	1,500	5,500
15	NONCITIZENS					
16	TOTAL INTERMITTENTS NOT WORKING					
<b>SECTION II - PAYROLL</b>						
17	WAGES AND SALARIES EARNED - TOTAL	\$18,000	85	75	4,500	15,500
18	LUMP SUM PAYMENTS	\$50	2		9	40
<b>SECTION III - TURNOVER</b>						
19	TOTAL ACCESSIONS	90			24	70
20	TRANSFERS	1				1
21	TOTAL NE HIRES	80			22	60
22	ACCESSIONS TO THE COMPETITIVE SERVICE	50			14	40
23	NEW HIRES TO THE COMPETITIVE SERVICE	80			15	50
24	U.S. CITIZENS	50			22	40
25	TOTAL SEPARATIONS	80			14	50
26	TRANSFERS	50			3	8
27	QUITS	80			3	11
28	U.S. CITIZENS	50			14	40
<b>SECTION IV - EMPLOYMENT CEILING DATA</b>						
29	TOTAL CEILING EMPLOYMENT	8,000	49	45	2,100	6,000
30	FULL-TIME WITH PERM APPIS	7,000	47	25	1,700	5,500
31	TOTAL PAYROLL TO CEILING EMPLOYEES	\$15,000	90	75	4,000	13,000
CERTIFIED BY (SIGNATURE) OFFICIAL POSITION LOCATION AND TELEPHONE NUMBER DATE (MONTH, DAY, YEAR)						

Figure 38: Monthly Report of Federal Civilian Employment (SF 113-A Format)

## Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format)

Report Number	EMPR123-1
Brief Description	<p>Provides a number of employees subject to the ceiling worked during the reporting period. It also provides the regular hours worked including overtime and the cumulative work years by type of employment. This report is required by OPM.</p> <p>This report is produced monthly and is available as a hard copy or by electronic transmission. It is distributed by Department, Agency, and organizational structure.</p> <p>This report is always available through RPCT, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format).</p>



EMPRI23-1 MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF-113G FORMAT)					
DATE PREPARED XX/XX/XX		DEPARTMENT OR AGENCY: DEPARTMENT OF AGRICULTURE			
		REPORT PERIOD: XX/XX/XX - XX/XX/XX			
		AGENCY IN AGRICULTURE: NATIONAL AGRICULTURAL LIBRARY			
		EMPLOYMENT COVERAGE: AGENCY LEVEL		SA 03	12
WORK - YEARS					
CUMULATIVE					
EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS (1)	EQUIVALENT FOR CURRENT PERIOD (2)	CURRENT PERIOD (2 PAY PERIODS) (3)	TO END OF CURRENT PERIOD (4)	
				(04 PAY PERIOD)	CEILING (5)
1A. TOTAL PAID CEILING EMPLOYEES	360	150	12.00	21.07	
B. STRAIGHT TIME	24,800	150	11.00	23.00	
C. OVERTIME	240	2	.12	.19	
2A. FULL-TIME-PERMANENT APPT.	150	150	11.00	26.00	
B. STRAIGHT TIME	24,800	150	11.00	23.00	
C. OVERTIME	240	2	.12	.19	
3A. OTHER EMPLOYMENT	9	5	.40	1.00	
B. STRAIGHT TIME	1,000	5	.49	1.00	
C. OVERTIME					
4A. PART-TIME - PERMANENT APPT.	7	4	.30	.70	
B. STRAIGHT TIME	709	4	.39	.70	
C. OVERTIME					
5A. PART-TIME - TEMPORARY & INDEFINITE APPT.	1		.03	.09	
B. STRAIGHT TIME	70		.03	.09	
C. OVERTIME					
6A. FULL-TIME - TEMPORARY & INDEFINITE APPT.	1	1	.03	.23	
B. STRAIGHT TIME	160	1	.08	.23	
C. OVERTIME					
7A. INTERMITTENT					
B. STRAIGHT TIME					
C. OVERTIME					
TOTAL WORK-YEARS ALLOTTED BY OMB FOR FISCAL YEAR					
CERTIFIED .....		OFFICIAL POSITION .....		LOCATION .....	
DATE .....					

Figure 39: Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format)

## Monthly Report of Senior Community Service Program Enrollees

Report Number	BEAR7074
Brief Description	<p>Provides information on senior citizens employed under special authorization with the Forest Service. The report contains data for the particular appointment(s) regarding dollars, hours, or days. This report contains sensitive data and its use is restricted.</p> <p>This report is produced monthly and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>

REPORT ID	REG-FOR	STA	NATIONAL FINANCE CENTER				PAGE	2		
ISSUE DATE	XX/XX/XX	MONTHLY REPORT OF SENIOR COMMUNITY SERVICE PROGRAM ENROLLEES						AS OF	XX/XX/XX	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
STATE	R/S/A	FOR	STAT	CITY	CTY	SOC SEC NO.	LAST NAME	SALARY	HOURS WORKED	APPT BAL.
06	51	07	0000	0010	001	XXX-XX-XXXX	DOE	4.25	48.00	000122.00 0
06	51	07	0000	0010	001	XXX-XX-XXXX	DOE	4.25	80.00	000122.00 0
06	51	07	0000	0010	001	XXX-XX-XXXX	DOE	4.25	88.00	000133.00 0

Figure 40: Monthly Report of Senior Community Program Enrollees



## Notification of Adjustment to Longevity Date

Report Number	AECO37U7
Brief Description	<p>Provides a list of U.S. Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calendar year. This report contains sensitive data and its use is restricted.</p> <p>This report is produced annually and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Notification of Adjustment to Longevity Date.</p>

PREPARED	XX/XX/XX	AECO37U7	NOTIFICATION OF ADJUSTMENT TO LONGEVITY DATE - AS OF XX/XX/XX						PAGE 1		
TRAC AC	U S SECRET SERVICE			PERS OFF ID	XXXX	WASHINGTON	DC				
EMPLOYEE NAME				ADJUSTED	LONGEVITY						
SOC SEC NO	ORG	STRUCTURE	PAY	GRADE	LONGEVITY	DATE BEFORE	AWOL	SUSPENSE	LONGEVITY		
	2	3	4	/STEP	DATE	ADJUSTMENT	HOURS	HOURS	HOURS		
DOE, JOHN											
XXX-XX-XXXX	XX	XX	XXXX	LE	12/02	\$37,019.00	01/23/90	01/22/90	8.00	.00	.00
STRUCTURE LEVEL				XX	XX	XXXX	TOTAL 1				
EMPLOYING OFFICE				TOTAL							
				1							

Figure 41: Notification of Adjustment to Longevity Date

## Notification of Change in Earned Annual Leave Status

Report Number	BEAR2001
Brief Description	<p>Provides a list of employees who will obtain an increase in the number of annual leave hours earned each pay period. This report projects the changes two pay periods in advance. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p>



REPORT NO. BEAR2001	U.S. DEPARTMENT OF AGRICULTURE				PAGE 1
NOTIFICATION OF CHANGE IN EARNED ANNUAL LEAVE STATUS (PROJECTED 2 PAY PERIODS)					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
ADDRESS		ACTION EFF DATE	P/P	AGENCY	T & A CONTACT POINT
FEMA REGION VIII BLDG 712 BOX T2345 DENVER, CO 80222		XX/XX/XX	13	17	17-08-1453-28-09
SOCIAL SECURITY NUMBER	EMPLOYEE NAME	EMPLOYEE STATUS	ANNUAL LEAVE EARNED PER PAY PERIOD		T&A CONTACT POINT TIMEKEEPER
			CURRENT	NEW	
XXX-XX-XXXX	DOE, J A	ACTIVE	4	6	98-11-0010-60-06
XXX-XX-XXXX	DOE, J B	ACTIVE	6	8	98-11-0010-60-08
XXX-XX-XXXX	DOE, J C	ACTIVE	6	9	98-11-0010-60-10

Figure 42: Notification of Change in Earned Annual Leave Status

## Notification of Change (NOC) Suspense Report

Report Number	PINE5801
Brief Description	<p>Provides a list of Direct Deposit/Electronic Funds Transfer (DD/EFT) individual account numbers and routing transit numbers of financial institutions that cannot be updated automatically in PPS and may need to be corrected by the Agency. Financial institution's account and routing number changes are transmitted by electronic tape from the Department of Treasury to NFC to update PPS. The report lists those numbers that cannot be updated automatically and is used by the Agency to correct the DD/EFT individual account numbers and/or routing transit numbers when necessary. This report contains sensitive data and its use is restricted.</p> <p>This report is produced daily and is available as a hard copy. It is distributed by POI.</p>

DATE: XX/XX/XX	U.S. DEPARTMENT OF AGRICULTURE			PAGE 1
PINE5801	NATIONAL FINANCE CENTER			
NOTIFICATION OF CHANGE (NOC) SUSPENSE REPORT				
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED				
AGENCY: AG	SUBMITTING OFFICE NUMBER: XXXX			
SOCIAL SECURITY NUMBER: XXX-XX-XXXX	EMPLOYEE NAME: XXXXXXXX	XXXXXXX		
RETURN CODE ON NOC: C02	INFORMATION ON DATABASE	OLD INFORMATION ON NOC	NEW INFORMATION ON NOC	
INDIVIDUAL ACCOUNTING NO. (DDEFT)	1111234567	0000001111234567	123456789	
ROUTING TRANSIT NUMBER	9999999111	0099999911	098767800	
ACCOUNT TYPE	C	C		
INDIVIDUAL ACCOUNT NO. (FA1)	9898			
ROUTING TRANSIT NUMBER	3456789122			
ACCOUNT TYPE	S			
INDIVIDUAL ACCOUNT NO. (FA2)				
ROUTING TRANSIT NUMBER	000000000000			
ACCOUNT TYPE				
ERROR MESSAGE:	INCORRECT ACCOUNT NUMBER AND ROUTING NUMBER - NO MATCHES			

Figure 43: Notification of Change (NOC) Suspense Report



## Notification of Employees in Non-Pay Status With Expired NTE Dates

Report Number	AECO37T5
Brief Description	<p>Provides a list of employees in nonpay status with expired NTE dates. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Notification of Employees in Non-Pay Status With Expired NTE Dates.</p>

PREPARED XX/XX/XX AECO37T5 NOTIFICATION OF EMPLOYEES IN NON-PAY STATUS WITH EXPIRED NTE DATES - AS OF XX/XX/XX										PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AG 03 03 AGRICULTURAL RESEARCH SERVICE						POI	4860	BELTSVILLE, MD			
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EMPLOY- MENT STATUS	BEGINNING DATE OF NON PAY STATUS	NTE DATE	ORG STRUCTURE 2 3 4	DUTY	STATION	LOCATION			
DOE, JANE R	XXX-XX-XXXX	LWOP-30+	XX/XX/XX	XX/XX/XX	60 64 6435	NEW ORLEANS	LA	22 1690 071			
DOE, JOHN A	XXX-XX-XXXX	LWOP-30+	XX/XX/XX	XX/XX/XX	60 62 6222	LANE	OK	40 2717 005			
DOE, JOHN R	XXX-XX-XXXX	FUJRI BIF	XX/XX/XX	XX/XX/XX	60 64 6420	AUBURN	AI	01 0200 081			
EMPLOYING OFFICE TOTAL		3									

Figure 44: Notification of Employees in Non-Pay Status With Expired NTE Dates

## Notification of Expiration of Probationary or Trial Period

Report Number	AECO36T2
Brief Description	<p>Provides a list of employees approaching expiration of probationary or trial period. It is prepared 4 months in advance of the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Notification of Expiration of Probationary or Trial Period.</p>

PREPARED XX/XX/XX AECO36T2 NOTIFICATION OF EXPIRATION OF										PAGE	1	
PROBATIONARY OR TRIAL PERIOD - AS OF XX/XX/XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AG 07 07 FARMERS HOME ADMINISTRATION						POI	4860	ATHENS, GA				
EMPLOYEE NAME	S.S. NUMBER	DUTY	STATION	LOCATION	ORG. STRUCTURE CODES							
					2	3	4	5	7	6	8	REMARK
DOE, JANE R	XXX-XX-XXXX	NEW ORLEANS, LA		22 1690 071	01	13	0014	40	00	00	00	
DOE, JOHN B	XXX-XX-XXXX	LANE, OK		40 2717 005	01	13	0005	00	00	00	00	
DOE, JOHN R	XXX-XX-XXXX	AUBURN, AI		01 0200 081	02	13	0009	00	00	00	00	
EMPLOYING OFFICE TOTAL		3										

Figure 45: Notification of Expiration of Probationary or Trial Period



## Notification of Longevity Percent Changes

Report Number	AECO37U6
Brief Description	<p>Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is changing as a result of completing the number of years of service required for an increase in longevity. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Notification of Longevity Percent Changes.</p>

PREPARED		XX/XX/XX		AECO37U6		NOTIFICATION OF LONGEVITY PERCENT CHANGES				PAGE 1	
TR AC AC		U S SECRET SERVICE		PERS. OFF ID		XXXX		WASHINGTON, DC		EFFECTIVE NEXT PAY PERIOD - AS OF PAY PERIOD ENDING XX/XX/XX	
EMPLOYEE	NAME	ORG	STRUCTURE	PAY	GRADE	NEW	LONGEVITY	AWOL	SUSPENSE		
SOC SEC NO	2	3	4	PLAN	/STEP	SALARY	PERCENT	DATE	HOURS	HOURS	
DOE, JOHN	XXX-XX-XXXX	XX	XX	XXXX	LE	01/04	\$ 54,207.00	10	11/01/83	.00	160.00
DOE, JANE	XXX-XX-XXXX	XX	XX	XXXX	LE	07/09	\$ 94,765.00	10	06/01/96	.00	.00
STRUCTURE LEVEL		TOTAL		2							
EMPLOYING OFFICE		TOTAL		2							

Figure 46: Notification of Longevity Percent Changes

## Notification of Personnel Action

Form Number	SF 50-B
Brief Description	<p>Provides documentation of official personnel actions processed. It reflects the data exactly as processed by NFC and as contained in PPS for the employee. This form contains sensitive data and its use is restricted.</p> <p>This form is produced each pay period and is available as a hard copy or by electronic transmission.</p> <p>This report is also available through RFQS, Notification of Personnel Action.</p>



NOTIFICATION OF PERSONNEL ACTION												
Standard Form 50-B Rev. 7/91 U.S. Office of Personnel Management FPM Chapter 296-33, Subch. 4												
1. Name (Last, First, Middle) DOE, JOHN L			2. Social Security Number XXX.XX.XXXX			3. Date of Birth XX/XX/XX		4. Effective Date XX/XX/XX				
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>						
5-A. Code 001		5-B. Nature of Action CANCELLATION				6-A. Code 893		6-B. Nature of Action WITHIN GRADE INC				
5-C. Code ATM		5-D. Legal Authority				6-C. Code Q7M		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number						TO: Position Title and Number MAIL CLK 020HQ Z01131						
8. Pay Plan GS		9. Occ. Code 0305		10. Grade/Level 03		19. Step/Rate 02		20. Total Salary/Award 12,900.00		21. Pay Basis PA		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		
20C. Adj. Basic Pay		20D. Other Pay		14. Name and Location of Position's Organization				22. Name and Location of Position's Organization OFFICE OF OPERATIONS MAIL & REP MGMT DIV OFF OF CH MAIL SERVICES BR MAIL SERVICES SECTION WASHINGTON DC				
<b>EMPLOYEE DATA</b>												
23. Veterans Preference 1 <input type="checkbox"/> 1-None 3-10-Point/Disability 5-10-Point/Other			24. Tenure 2 <input type="checkbox"/> 0-None 2-Conditional 3-Indefinite			25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
27. FEGLI 8 <input type="checkbox"/> WAIVED			28. Annuitant Indicator 9 <input type="checkbox"/> NOT APPLICABLE			29. Pay Rate Determinant 0 <input type="checkbox"/>		30. Retirement Plan K <input type="checkbox"/> FERS				
31. Service Comp. Date (Leave) XX/XX/XX			32. Work Schedule F <input type="checkbox"/> FULL TIME			33. Part-Time Hours Per Biweekly Pay Period		34. Position Occupied 2 <input type="checkbox"/> 1-Competitive Service 3-SES General 4-SES Career Reserved				
35. FLSA Category N <input type="checkbox"/> E-Exempt N-Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 1190		38. Duty Station Code 11-0010-001				
39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC			40. Agency Data		41.		42.		43.		44.	
45. Remarks												
46. Employing Department or Agency DEPARTMENT OF AGRICULTURE						50. Signature/Authentication and Title of Approving Official DIRECTOR OF PERSONNEL						
47. Agency Code AG 98		48. Personnel Office ID 5260		49. Approval Date XX/XX/XX								
<b>TURN OVER FOR IMPORTANT INFORMATION</b>												
3-Part 50-315 1-Employee Copy-Keep for Future Reference AG 986005000101000000 PP 21 * 19XX * BATCH 52605666 208-11 204-11 AG/EO 98 5266												

Figure 47: Notification of Personnel Action

## Notification of Position To Be Inactivated

Report Number	AECO4604 (PMS 2)
Brief Description	<p>Provides notification to managers of positions vacated for 9 months that will automatically be inactivated by PMSO. This tickler report is issued 6 months after the date the position is vacated. A final report is issued 1 month before the position is inactivated.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Notification of Position To Be Inactivated.</p>



PREPARED XX/XX/XX AECO4804 (PMS 2) NOTIFICATION OF POSITION TO BE INACTIVATED										PAGE 1
AG 03 03 AGRICULTURAL RESEARCH SERVICE					SON 4860 WASHINGTON, DC					
MASTER										
POSITION ORGANIZATIONAL	STRUCTURE	RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL			
88	80 71 0710 00 00 00 00	002E10	RTC00005	SUPERVISORY ACCOUNTANT	GG	0610 00	14			
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX										
***** THIS POSITION WAS VACATED XX/XX/XX *****										
UNLESS ACTION IS TAKEN TO FILL, POSITION WILL BE INACTIVATED ON XX/XX/XX										

Figure 48: Notification of Position To Be Inactivated

## Notification of WGI Overdue

Report Number	BEAR2002
Brief Description	<p>Provides a list of employees who have not received WGIs which were due within the past 10 pay periods. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>

REPORT NO. BEAR2002	U.S. DEPARTMENT OF AGRICULTURE										
NOTIFICATION OF WGI OVERDUE AS OF PP XX, 20XX											
TO: EMPLOYING OFFICER AMS, FOSTER SQUARE WEST 200 M 108TH STREET (25TH FL) MINNEAPOLIS, MN 55000					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
PERSONNEL RECORDS AS MAINTAINED AT NFC INDICATE THAT THE EMPLOYEES LISTED BELOW HAVE NOT RECEIVED WITHIN-GRADE-INCREASES THAT ARE POSSIBLY DUE FOR 10 OR MORE PAY PERIODS.											
PLEASE SUBMIT PERSONNEL ACTIONS TO NFC TO -											
- GRANT THE WGI - WITHHOLD THE WGI, - CORRECT RECORDS IN ERROR.											
AS APPROPRIATE, IF YOU KNOW THAT THE STATUS OF THE EMPLOYEE RENDERS HIM OR HER INELIGIBLE FOR WGI, PLEASE DISREGARD THIS NOTICE.											
SSN	EMPLOYEE	PAY GRADE STEP	ORGZN STRUCTURE	COMP RATING	CRITICAL ELEMENT	WGI DUE DATE	LAST WEEKS	WEEKS	RECORDED	NEEDED	TOREDITED
XXX-XX-XXXX	DOE, JOHN B.	GS 07	01 02-05-76-0010-00-00-01FS	1	XX/XX/XX	XX/XX/XX	052	077	NEXT STEP SINCE WGI		

Figure 49: Notification of WGI Overdue

## Number of Enrolled Employees

Report Number	PACS458-1
Brief Description	<p>Provides the number of employees who are enrolled in the non-Federal life insurance plan and the total number of employees enrolled in each option. This report is sent to the insurance company by NFC. Two copies of this report are forwarded to the Agency.</p>





Report Number	PACS458-1
	This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by insurance carrier and copy sent to the Agency.

PACS458-1		PAGE 1	
PAY PERIOD 15 - XX/XX/XX TO XX/XX/XX			
POLICY NUMBER GLUG-IN44			
NAME OF POLICY HOLDER:FARM CREDIT ADMINISTRATION			
		NUMBER ENROLLED	VOLUME
(1)	IN FORCE PREVIOUS STATEMENT	0	000
(2)	ADDITIONS/INCREASES	289	32,065,000
(3)	TERMINATIONS/DECREASES	0	000
(4)	IN FORCE ON DUE DATE	289	32,065,000
(5)	LINE 4 INCLUDES UNPAID PREMIUMS PAID FOR	3	343,000
(6)		286	31,722,000
(7)	BASIC & PREMIUM STABILIZATION FUND RATE		1605/\$1000 *
(8)	AMOUNT DUE FOR ABOVE INSURANCE		\$5,091.37
(9)	CHARGE FOR ADJUSTMENT ITEMS		\$0.00
(10)	LESS REFUND FOR ADJUSTMENT ITEMS		\$12.84 -
(11)	AMOUNT DUE - LIFE, AD&D, PSF		\$5,078.53 **
(12)	AMOUNT DUE, OPTION 1		\$1,312.04
(13)	AMOUNT DUE, OPTION 2		\$485.30
(14)	AMOUNT DUE, OPTION 3		\$89.45
TOTAL AMOUNT DUE THIS PAY PERIOD			\$6,965.32
* INCLUDES .037/\$1000 PSF RATE			
** INCLUDES \$1,173.71 FOR PSF			

Figure 50: Notification of WGI Overdue

## Pay Period Personnel Actions on Employees Required to File SF-278

Report Number	SRPT1902
Brief Description	Provides details of personnel actions processed during the pay period on employees required to file an SF 278, Financial Disclosure Report. This report contains sensitive data and its use is restricted.  This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Department, Agency, and organizational structure to the 4th level.

XX/XX/XX	SRPT1902	PAY PERIOD PERSONNEL ACTIONS ON EMPLOYEES REQUIRED TO FILE SF-278				PAGE 1	
REPORTING PERIOD:							
FROM XX/XX/XX - XX/XX/XX	DEPT	U.S. DEPARTMENT OF AGRICULTURE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
	MID INT	T&A CONTACT MAILING ADDRESS	NATURE OF ACTION				
LAST NAME	1ST NAME	OFFICIAL TITLE	PP/SER/GR	POS.#	TYPE	SPEC	HOME MAILING ADDRESS
DOE	JANE A	SCIENTIFIC PLANNING ADVISOR USDA-ARS NATL PROGRAM STAFF RM 1234 BLDG 009 BARC-WEST BELTSVILLE MD 20709	GS 0401 16	007C8234	01	55	1234 HOMETOWN LANE ANYWHERE MD 20944
							SPECIAL ACT OR SERVICE AWARD
DOE	JOHN B	SECY TYPG USDA-FGIS-ADMINISTRATOR RM 10001 P.O.BOX 98900 WASHINGTON DC 20990	GS 0316 08	00CR4234	07	14	4321 45TH STREET WASHINGTON DC 20009
							CONV TO EXCT APPT
DOE	JOHN L	DIR, INF CENTR USDA NFC INFO CTR P.O.BOX 80000 NEW ORLEANS LA 70160	ES 0889 01	DABS0298	01	55	3456 SAME STREET SOMEWHERE LA 70111
							CHG IN DUTY STATION

Figure 51: Pay Period Personnel Actions on Employees Required to File SF-278



# Performance Appraisal

Form Number AD-435

**Brief Description**

Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period. In addition to the AD-435, Report AECO36T8, Control Listing of Performance Evaluation Forms Prepared for F/T and P/T employees, will be produced listing the AD-435s that are attached. This form contains sensitive data and its use is restricted.

This form is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.

This report is also available through RFQS, Performance Appraisal.

United States Department of Agriculture Performance Appraisal				1 Social Security No. XXX-XX-XXXX	2 Position Number 000000000	3 Pay Plan GS	4 Occup. Series 0343
5 Name (Last, First, Middle Initial) DOE, JOHN R.		6 Grade/Step or Pay Level 12/01		7 Appraisal Period From XXXXXX To XXXXXX			
8 Official Position Title PROGRAM ANALYST			9 Organization Structure Code 90 70 00 0000 00 00				
10 Duty Station 22 1690 071		11 Funding Unit		12 Agency Use		13 NFC Use	
<p><b>Instructions</b></p> <p>Blocks 1 through 10, completed by NFC, should be reviewed and, if necessary, corrected. Block 11. Enter funding unit number. Block 14. Enter brief description of performance elements. Block 15A. Check performance elements identified as critical.</p> <p>Blocks 15B, 15C, 15D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column. Blocks 15E, 15F, 15G. Enter total of each column. Block 15H. Enter total from 15E, 15F and 15G. Block 16A. Check off the correct summary rating described in decision table (16B). Blocks 17 through 22. Self-explanatory.</p>							
14 Performance Elements				15A Critical Element (✓)	15B Exceeds Fully Successful	15C Meets Fully Successful	15D Does Not Meet Fully Successful
1) Mission Support							
2) Customer Service							
3) Process Improvement							
4) Communications							
5) Teamwork and EEO/CR							
6)							
7)							
8)							
9)							
10)							
16B Decision Table (check off Summary Rating in block 16A)				15E Exceeds	15F Meets	15G Does Not Meet	
Rating of Outstanding if 15E equals 15H. Rating of Unacceptable if any critical element is rated in 15D. Rating of Superior if no element is rated in 15D; 15F is greater than zero; and 15E is greater than 15F. Rating of Marginal if 15G is greater than 15E, and no critical element is rated in 15D. Rating of Fully Successful if none of the above apply. 1/ Unsatisfactory for SES 2/ Minimally Satisfactory for SES				0	0	0	
				15H Enter total 15E + 15F + 15G = 15H		15H	
						0	
				16A Summary Rating (See Decision Table in 16B)			
				<input type="checkbox"/> Outstanding <input type="checkbox"/> Superior <input type="checkbox"/> Fully Successful <input type="checkbox"/> Marginal 1/ <input type="checkbox"/> Unacceptable 2/ 1/ Unsatisfactory for SES 2/ Minimally Satisfactory for SES			
17 Employee (Check off appropriate box)							
I have a copy of USDA and Agency regulations on employee responsibilities and conduct; I have discussed them with my supervisor and questions have been answered to my satisfaction.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
18 Employee's Signature				Date If employee did not sign, state reason.			
(Instructions for resolutions of disputes are on the reverse of employee copy.)							
19 Supervisor's Signature				20 Reviewer's Signature			
Date				Date			
21 Approving Official's or Funding Unit Manager's Signature (optional)				22 FOR SES ONLY			
Date				PLA to ES _____ Bonus Amount _____			

Figure 52: Performance Appraisal



## Performance Evaluation Eligibility for - Perm (or Temp) - Employees

Report Number	AECO37U5
Brief Description	<p>Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each employee. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Performance Evaluation Eligibility for Perm (or Temp) Employees.</p>

XX/XX/XX XX/XX/XX AECO37U5 PERFORMANCE EVALUATION ELIGIBILITY FOR - PERM - EMPLOYEES PROJECTED AS OF XX/XX/XX PAGE 1											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
FL 25 25 FARM CREDIT ADMINISTRATION				PERS. OFF. ID. 1736			MCCLEAN, VA				
EMPLOYEE NAME											
TYPE											
DATE											
SOC SEC NO	ORG.	STRUCTURE	PAY	GRADE	APPT	DATE OF	DATE	ENTERED	DATE	PERFORMANCE	
	2	3	4	/STEP	CODE	ELIGIBILITY	WGL DUE	ON DUTY	LAST RATED	RATING	
DOE, JOHN D XXX-XX-XXXX	25	10	0000	VG	05/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS
DOE, JANE M XXX-XX-XXXX	25	20	0000	VG	03/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS
DOE, L M XXX-XX-XXXX	25	20	0000	VG	04/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS

Figure 53: Performance Evaluation Eligibility for - Perm (or Temp) - Employees

## Permanent Workforce - Analysis of Work Force: Federal Wage System

Report Number	CULP0117
Brief Description	<p>Provides EEO data that reflects the number and percentage of handicapped Federal Wage System employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, and Reporting System (BEAR) is executed for the last full pay period of the fiscal year.</p> <p>This report is produced annually (SF 113 cutoff) and is available as a hard copy. It is distributed by Department, Agency, and organizational structure to the 4th level.</p> <p>This report is also available through CULPRPT, PO117, Permanent Workforce - Analysis of Work Force: Federal Wage System.</p>



REPORT:	PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM															PAGE 15	
EEO-MO-713, EEOC FORM 440 AS OF XXX/XXX/XX AGENCY: 90 OFFICE OF FINANCE & MGT.																	
CATEGORY	WD/WG1	WD/WG2	WD/WG3	WD/WG4	WD/WG5	WD/WG6	WD/WG7	WD/WG8	WD/WG9	WD/WG10	WD/WG11	WD/WG12	WD/WG13	WD/WG14	WD/WG15	OTH	TOT
	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
NON-IDENT 00-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
NO-DISB 04-05	0	1	0	0	4	5	3	0	0	1	0	0	0	0	0	1	15
	.0	6.6	.0	.0	26.6	33.3	20.0	.0	0	6.6	0	0	.0	.0	0	6.6	100.0
DISB-RPTD 06,13-94	0	0	0	0	1	1	1	0	0	1	0	0	0	0	0	1	5
	.0	.0	.0	.0	20.0	20.0	20.0	.0	0	20.0	0	0	.0	.0	0	20.0	100.0
TOTAL WORK FORCE	0	1	0	0	5	6	4	0	0	2	0	0	0	0	0	2	20
	.0	5.0	.0	.0	25.0	30.0	20.0	.0	0	10.0	0	0	.0	.0	0	10.0	100.0

Figure 54: Permanent Workforce - Analysis of Work Force: Federal Wage System

## Permanent Workforce - Analysis of Work Force: Types of Occupations

<b>Report Number</b>	CULP0125
<b>Brief Description</b>	<p>Provides EEO data that reflects the number and percentage of permanent employees by handicap code. Agencies who choose to request this report through the CULPRPT should submit the report request after BEAR is executed for the last full pay period of the fiscal year.</p> <p>This report is produced annually (SF 113 cutoff) and is available as a hard copy. It is distributed by Department, Agency, and organizational structure to the 4th level.</p> <p>This report is also available through CULPRPT, PO125, Permanent WorkForce - Analysis of Work Force: Types of Occupations.</p>

REPORT ID:	PERMANENT WORKFORCE - ANALYSIS OF WORKFORCE: TYPES OF OCCUPATIONS											PAGE 2
EEO-MD-713, EEOC FORM 440 AS OF XX/XX/XX AGENCY 90 OFFICE OF FINANCE % MGT.												
CATEGORY	PROF	ADM	TECH	CLER	OTHER	BLUE	MIXED	SUPVR	LDR	NONSUP	TOTAL	
	%	%	%	%	%	%	%	%	%	%	%	
NOT-AVAIL 00-01	3	27	8	2	0	0	.0	0	.0	.0	40	
	7.5	67.5	20.0	5.0	0	.0	.0	0	.0	.0	100.0	
NO-DISB 04-05	67	438	50	161	9	1	.0	0	.0	1	726	
	9.2	60.3	6.8	22.1	1.2	1	.0	0	.0	.1	100.0	
DISB-RPTD 06,13-94	4	17	2	12	0	1	.0	0	.0	1	36	
	11.1	47.2	5.5	33.3	0	2.7	.0	0	.0	2.7	100.0	
TOTAL WORK FORCE	74	482	60	175	9	2	.0	0	.0	2	802	
	9.2	60.0	7.4	21.8	1.1	2	0	0	0	2	100.0	
TOTL-TARGETED DISABILITIES	0	2	0	1	0	1	.0	0	.0	1	4	
	.0	50.0	.0	25.0	0	25.0	.0	0	.0	25.0	100.0	

Figure 55: Permanent Workforce - Analysis of Work Force: Types of Occupations



## Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Others)

Report Number	CULP0113
Brief Description	<p>Provides EEO data that reflects the number and percentage of handicapped, white-collar employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after BEAR is executed for the last full pay period of the fiscal year.</p> <p>This report is produced annually (SF 113 cutoff) and is available as a hard copy. It is distributed by Department, Agency, and organizational structure to the 4th level.</p> <p>This report is also available through CULPRPT, PO113, Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES, and All Others).</p>

REPORT:	PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES, AND ALL OTHERS)																PAGE 1	
EEO-MO-713, EEOC FORM 440																		
AS OF XX/XX/XX AGENCY: 90 OFFICE OF FINANCE & MGT.																		
CATEGORY	GS-1 #EMP	GS-2 #EMP	GS-3 #EMP	GS-4 #EMP	GS-5 #EMP	GS-6 #EMP	GS-7 #EMP	GS-8 #EMP	GS-9 #EMP	GS-10 #EMP	GS-11 #EMP	GS-12 #EMP	GS/GM13 #EMP	GS/GM14 #EMP	GS/GM15 #EMP	SES #EMP	OTH #EMP	TOT #EMP
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
NON-IDENT 00-01	0	0	1	4	1	5	2	1	1	0	4	3	2	1	0	0	0	25
	0	.0	4.0	16.0	4.0	20.0	8.0	4.0	4.0	0	16.0	12.0	8.0	4.0	.0	.0	.0	100.0
NO-DISB 04-05	0	0	36	109	198	165	121	32	61	10	182	173	95	38	6	6	0	1232
	0	.0	2.9	8.8	16.0	13.3	9.8	2.5	4.9	.8	14.7	14.0	7.7	3.0	.4	.4	.0	100.0
DISB-RPTD 06,13-94	0	0	7	29	26	11	10	2	2	1	17	17	7	1	2	0	0	132
	0	.0	5.3	21.9	19.6	8.3	7.5	1.5	1.5	.7	12.8	12.8	5.3	.7	1.5	.0	.0	100.0
TOTAL WORK FORCE	0	0	44	142	225	181	133	35	64	11	203	193	104	40	8	6	0	1389
	0	.0	3.1	10.2	16.1	13.0	9.5	2.5	4.6	.7	14.6	13.8	7.4	2.8	.5	.4	.0	100.0

Figure 56: Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Others)

## Position NTE Date Approaching Expiration

Report Number	AECO4604 (PMS 3)
Brief Description	<p>Provides notification to management of employees who are approaching their NTE date. This tickler report is issued prior to the NTE date at 3, 2, and 1 month intervals.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Position NTE Date Approaching Expiration.</p>



PREPARED XXXXXXXX		AEC04604 (PMS 0)		POSITION NTE DATE APPROACHING EXPIRATION		PAGE 1	
DU HC HC HEADQUARTERS COMPONENTS (DDJ)				SON 1034 WASHINGTON, DC			
POSITION ORGANIZATIONAL	STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION	OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL GRADE LEVEL
HC 17 19 0100 00 00 00 00		CH001A	00000000	TRIAL	ATTY	GS	0905 00 15
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING XXXXXX							
EMPLOYEE NAME :							
W A R N I N G ***** *****							
*** THE NTE DATE FOR POSITION IS 08/01/00 . ***							
*PLEASE NOTIFY YOUR PERSONNEL SPECIALIST OF INTENT FOR THIS POSITION:							
EXTENSION OF EXPIRATION DATE							
APPOINTMENT TO ANOTHER POSITION							
TERMINATION							
OTHER							
* CAUTION SHOULD BE EXERCISED TO ASSURE THAT NOTIFICATION OF INTENT IS EXPRESSED SUFFICIENTLY IN ADVANCE TO AVOID OR MINIMIZE ANY BREAK IN SERVICE. EMPLOYMENT MAY NOT CONTINUE AFTER THE NTE DATE UNLESS SOME TYPE OF ACTION IS TAKEN.							

Figure 57: Position NTE Date Approaching Expiration

## Position Organization Listing

Report Number	POLS15XX
Brief Description	<p>Provides the status of all positions within the organizational structure. An asterisk in the Error Flag column indicates those positions containing data errors. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Department, Agency, and organizational structure to the 8th level.</p> <p>This report is also available through RPCT, Position Organization Listing (POL) and through PMSO, Position Organization Listing.</p>

REPORT ID: POLS15XX.		POSITION ORGANIZATION LISTING AS OF XX/XX/XX		PAGE 1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
DEPARTMENT LG	AGENCY 97	U S GENERAL ACCOUNTING OFFICE			
SVC AGENCY 97	ORG LEV 2 16	OFFICE OF INFO. RESOURCES MGMT			
SON 1339	ORG LEV 3 00	ORG LEV 4 0002 OFFICE OF THE DIRECTOR, OIRM			
<b>NAME</b>					
SSN	MR-NO	IP-NO	P/P	QCC	SR GR/ST SUPV W/S T/A SENS ELSA OFFICIAL TITLE
	DET OR TEMP	KEY DATA	* ORG STR	5-8	PRD DUTY STATION WORKING TITLE
DOE XXX-XX-XXXX	JANE	T	000411	00000002	ES 0002 00/07 8 F EP 2 E DIR OIRM 00 0000 00 01-01-00-00 0 12-0012-001
DOE XXX-XX-XXXX	JOHN	F	098000	00000002	GS 0045 15/07 8 F EP 0 E COMPR SPECLST 00 0000 00 01-01-00-00 0 11-0012-001
VACANT			856789	00000001	GS 0303 09/00 8 0 E ADMV OPERS ASST 00 0000 00 01-01-00-00 11-0010-001

Figure 58: Position Organization Listing



## Premium Pay and Leave Report by Employee Name

Report Number	PAYE8501
Brief Description	<p>Provides a total of premium pay earned and leave taken for the pay period for each employee. This report contains sensitive data and its use is restricted.</p> <p>Note: This report may also include premium pay and leave used for prior pay periods if a corrected T&amp;A report was processed in the current pay period.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p>

UNITED STATES DEPARTMENT OF AGRICULTURE – OFFICE OF FINANCE & MGT							
PAYE8501	NATIONAL FINANCE CENTER		INFO RES MGMT DIV		RUN DATE: XX/XX/XX		
	PREMIUM PAY AND LEAVE REPORT				PP09 – XXXX/XX – XXXX/XX		
INFO RES MGMT DIV							
INFORMATION RESOURCES MANAGEMENT DIVISION							
ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00							
LAST NAME	F I	PREMIUM PAY EARNED			LEAVE USED		
		OVERTIME	COMP/TIME	HOLIDAY	ANNUAL	SICK	COMP
DOE	J				7.00		
DOE	A				2.75		
DOE	C		0.50		1.50	5.00	
SECTION TOTALS		0.00	0.50	0.00	11.25	5.00	0.00
* PREMIUM PAY FOR PRIOR PAY PERIOD							

Figure 59: Premium Pay and Leave Report by Employee Name

## Premium Pay and Leave Report by Organizational Structure

Report Number	PAYE8502
Brief Description	<p>Provides a total of premium pay earned and leave taken for the pay period for each organizational level.</p> <p>Note: This report may also include premium pay and leave used for prior pay periods if a corrected T&amp;A report was processed in the current pay period.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p>



UNITED STATES DEPARTMENT OF AGRICULTURE - OFFICE OF FINANCE & MGT.						
PAYE8502	NATIONAL FINANCE CENTER		INFO RES MGMT DIV		RUN DATE: XX/XX/XX	
PREMIUM PAY AND LEAVE REPORT			PP09 - XX/XX/XX - XX/XX/XX			
ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00						
RECAP PAGE						
			PREMIUM PAY EARNED		LEAVE USED	
BRANCH	OVERTIME	COMP/TIME	HOLIDAY	ANNUAL	SICK	COMP
INFO RES MGMT DIV	0.00	0.00	0.00	17.75	5.25	0.50
DATA BASE MGMT BRANCH	72.50	10.00	0.00	221.00	77.00	9.00
OPERATIONS BRANCH	517.75	27.25	0.00	1245.75	1201.75	11.00
SYSTEMS ENGINEERING BRANCH	94.75	23.75	0.00	81.75	24.00	1.75
COMPUTER RESOURCES MGMT BR	3.00	60.25	0.00	39.50	21.00	30.75
TELECOMMUNICATIONS BRANCH	0.00	28.25	0.00	79.00	36.00	18.50
D VISION TOTALS	688.00	150.00	0.00	1684.75	1365.00	71.50
* PREMIUM PAY FOR PRIOR PAY PERIOD						

Figure 60: Premium Pay and Leave Report by Organizational Structure

## Probationary or Trial Period Report

Form Number	AD-507
Brief Description	<p>Provides notification of employees approaching expiration of probationary or trial period. It is produced at the end of the 7th month of the probationary/trial period. This form contains sensitive data and its use is restricted.</p> <p>This form is produced on even-numbered pay periods and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Probationary or Trial Period Report.</p>





U.S. DEPARTMENT OF AGRICULTURE <b>PROBATIONARY OR TRIAL PERIOD REPORT</b>			JR AB-2743		
IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:			1. TYPE OF PERIOD EMPLOYEE IS SERVING: <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL		
2. NAME		3. SOCIAL SECURITY NUMBER		4. PAY PLAN, OCCUP. SERIES AND GRAD	
5. OFFICIAL TITLE OF POSITION			6. PERIOD OF SERVICE COVERED BY REPORT FROM: _____ TO: _____		
7. AGENCY	8. ORGANIZATIONAL STRUCTURE CODE	9. OFFICIAL DUTY STATION			
10. TENURE GROUP		11. TYPE APPOINTMENT			
FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS.					
12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW:					
I. PERFORMANCE			II. CONDUCT		
Interest in Work	_____	Productivity	_____	Attendance	_____
Leadership	_____	Quality of Work	_____	Punctuality	_____
Initiative	_____	Self-Development	_____	General Department	_____
Dependability	_____				
13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.)					
14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One)			15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One)		
A. <input type="checkbox"/> SATISFACTORY			A. <input type="checkbox"/> RETAINED IN PRESENT POSITION		
B. <input type="checkbox"/> UNSATISFACTORY			B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITON		
16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED:					
17. SIGNATURE OF SUPERVISOR		18. TITLE		19. DATE	
20. SIGNATURE OF REVIEWING OFFICIAL		21. TITLE		22. DATE	
FORM AD - 507 (REV. 10/80)					

Figure 61: Probationary or Trial Period Report

## Projected Duties Follow-up

Report Number	AECO4602 (PMS 4)
Brief Description	<p>Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued 6 months after an employee is assigned to such a position. Follow-up reports are issued every 3 months.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Projected Duties Follow-up.</p>



PREPARED	XX/XX/XX	AECO4602 (PMS 4)	PROJECTED DUTIES FOLLOW-UP	- AS OF XX/XX/XX	PAGE	1
AG 03 03	AGRICULTURAL RESEARCH SERVICE		SON 4660 BELTSVILLE, MO			
MASTER						
POSITION	RECORD	POSITION	POSITION OFFICIAL TITLE	PAY	OCCUPATIONAL	GRADE
ORGANIZATIONAL STRUCTURE	NUMBER	NUMBER		PLAN	SERIES	LEVEL
03 60 64 6430 04 00 00 00	IM1302	00IM1302	SUPVRY PLANT PHYSIOL	GM	0435 11	14
***** THIS POSITION IS DUE FOR POST AUDIT OR REVIEW *****						
WHEN SATISFIED WITH THE CLASSIFICATION, PLEASE CHANGE INDIVIDUAL PROJ-DTY-IND TO -M - USING PMS01.						

Figure 62: Projected Duties Follow-up

## Quarterly Report on Continuation of Pay for OWCP

Report Number	AECO2402
Brief Description	<p>Provides a list of employees who discontinued receipt of compensation from OWCP during the reporting period. This report contains sensitive data and its use is restricted.</p> <p>This report is produced quarterly (calendar year) and is available as a hard copy or by electronic transmission. It is distributed by Department and Agency.</p>

XX/XX/XX	AECO2402	QUARTERLY REPORT ON CONTINUATION OF PAY FOR OWCP - FROM XX/XX/XX THRU XX/XX/XX	PAGE	1			
AGENCY REPORT		DEPT - USDA	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
		AGCY - OPT					
PAY PLAN*GR & *		AGCY & *DUTY STATION	CONTRACT	WORK PAYMT	HRLY	AMOUNT	EMP
& SERIES* STEP*EMPLOYEE NAME	SOC SEC NO*QTR*EMP OFF*STATE	CITY	SALARY	DAYS	HOURS	RATE	PAID APP
AD 0000 09 1 N DOE	XXX-XX-XXXX 4 11 0511 CA	LOS ANGELES	8.23PH	1.00	8.00	8.23	65.84 0.00
AD 0000 09 1 J DOE	XXX-XX-XXXX 4 11 0411 CA	LONG BEACH	7.02PH	13.00	104.00	7.02	730.08 0.00
AD 0404 00 0 D DOE	XXX-XX-XXXX 4 02 0306 NM	LUNA	4.59PH	30.50	244.00	4.59	1,119.96 1.09
AD 0083 00 0 J DOE	XXX-XX-XXXX 4 37 4848 OR	GRANTS PASS	5.50PH	17.00	136.00	5.50	748.08 1.09
ES 0301 00 4 C DOE	XXX-XX-XXXX 4 01 5260 DC	WASHINGTON	66400 00PA	2.00	16.00	31.92	510.72 1.01
AGENCY TOTAL	5 EMPLOYEES				63.50		3,174.68

Figure 63: Quarterly Report on Continuation of Pay for OWCP

## Quarterly Report of Employees Required to File SF-278

Report Number	SRPT1702
Brief Description	<p>Provides a list of employees on the rolls during the reporting period who are required to file an SF 278, Financial Disclosure Report. It details the employee's title, appointment type, special employment code, and T&amp;A contact point mailing address. This report contains sensitive data and its use is restricted.</p> <p>This report is produced quarterly (calendar year) and is available as a hard copy or by electronic transmission. It is distributed by Department and Agency.</p>



XX/XX/XX	SRPT1702	QUARTERLY REPORT OF EMPLOYEES REQUIRED TO FILE SF-278					PAGE 2
REPORTING PERIOD: AS OF XX/XX/XX		DEPT	U.S. DEPARTMENT OF AGRICULTURE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
		AGCY 02	AGR. MARKETING SERVICE				
LAST NAME	MID INIT 1ST NAME	OFFICIAL TITLE	PP/SER/GR	POS. #	TYPE SPEC APPT EMP	T&A CONTACT MAILING ADDRESS	
DOE	JANE A	SCIENTIFIC PLANNING ADVISOR	GS 0401 12	00003333	01 00	USDA-ARS NATL PROGRAM STAFF RM 1234 BLDG 009 BARC-WEST BELTSVILLE MD 20709	
DOE	MARY B	SECY TYPG	GS 0430 09	00003344	01 00	USDA-FGIS-ADMINISTRATOR RM 10001 P.O. BOX 99900 WASHINGTON DC 20990	
DOE	JOHN K	DIR. INF CENTR	GS 0251 09	00000033	06 14	USDA NFC INFO CTR P.O. BOX 60000 NEW ORLEANS LA 70160	

Figure 64: Quarterly Report of Employees Required to File SF-278

## Questionable Union Dues

Report Number	BEAR7073
Brief Description	<p>Provides a list of employees whose personnel records indicate that the employee belongs to a union, but whose Bargaining Unit Status (BUS) code indicates that the position is ineligible for inclusion in the bargaining unit. This report contains sensitive data and its use is restricted.</p> <p>This report is produced on even-numbered pay periods and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>

REPORT NO. BEAR7073	NATIONAL FINANCE CENTER					PAGE 2 14X		
		QUESTIONABLE UNION DUES			** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AGY	E.O.	ORG CODE	LAST NAME	SOC SEC NO	DUTYSTATION	BUS	UNION LOCAL	PAY PERIOD XX XXXX
03	4860	30 36 3630	DOE	XXX XX XXXX	19 0230 169	7777	52 2315	14X1
03	4860	10 19 1935	DOE	XXX XX XXXX	42 9515 091	8888	01 0125	14X1
03	4860	10 12 1280	DOE	XXX XX XXXX	24 0100 033	7777	52 3147	14X1
03	4860	30 36 3620	DOE	XXX XX XXXX	17 6850 143	8888	52 3247	14X1
03	4860	50 53 5325	DOE	XXX XX XXXX	06 0020 001	8888	52 1657	14X1
TOTAL EMPLOYEES EO - : 5								

Figure 65: Questionable Union Dues

## Record of Documents Deleted Manually from ADJP 4316 by NFC

Report Number	ADJP0803
Brief Description	<p>Provides a list of records deleted from the Adjustment Processing System (ADJP) during the pay period. This report is sorted by Social Security number. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p>



DATE: XX/XX/XX		U. S. DEPARTMENT OF AGRICULTURE			ADJPO803	
AGENCY: 37		SENSITIVE PERSONNEL DATA--USE IS RESTRICTED			PAGE 1	
SUBMITTING OFFICE NO: 4830		RECORD OF DOCUMENTS DELETED MANUALLY FROM ADJP 4316 BY NFC				
		PAY PERIOD 20				
SOCIAL SECURITY NUMBER	TRANSACTION TYPE	ADJUSTMENT PAY PERIOD	ADJUSTMENT YEAR	DEBIT/CREDIT DEBIT	PASS ADJUSTMENT DELETED	
XXXXXXXXXX	LUMP SUM	19	95	DEBIT	03	
	REASON FOR DELETION: -DUPLICATE RCD					
XXXXXXXXXX	LUMP SUM	19	95	DEBIT	03	
	REASON FOR DELETION: -DUPLICATE RCD					
XXXXXXXXXX	LUMP SUM	19	95	DEBIT	04	
	REASON FOR DELETION: -DUPLICATE RCD					

Figure 66: Record of Documents Deleted Manually from ADJP 4316 by NFC

## Record of Leave Data

Form Number	Standard Form 1150
Brief Description	<p>Issued either to transfer employee leave balances to another Department or to certify the leave balances when an employee separates from Government service. This form contains sensitive data and its use is restricted.</p> <p>This form is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Record of Leave Data.</p>





RUN DATE XX/XX/XX		PAYE4702		U.S. DEPARTMENT OF AGRICULTURE				PAGE 1		
REPORT OF FEDERAL EMPLOYMENT AND WAGES										
STATE: 01		AL		FOR THREE MONTHS PERIOD ENDING MAR. 20XX						
AGCY: 02		AGRICULTURAL MARKETING SERVICE								
		# OF EMPLOYEES IN PP ENDING NEAREST 15TH			TOTAL SALARIES AND WAGES FOR QTR			# OF FEMALE EMPLOYEES IN PP ENDING NEAREST 15TH		
CITY		1ST MO	2ND MO	3RD MO				1ST MO	2ND MO	3RD MO
0010	ABBEVILLE	3	3	3	\$	25,689.00		0	0	0
0030	ADDISON	1	1	1	\$	7,445.65		1	1	1
0050	ALBERTSON	2	1	1	\$	13,445.90		0	0	0

**Figure 68: Report of Federal Employment and Wages for Three Months Period Ending (Month/Year)**

## Report of Retirements

Report Number	AECO37T4
Brief Description	<p>Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement. This report contains sensitive data and its use is restricted.</p> <p>This report is produced on even-numbered pay periods and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Report of Retirements.</p>

PREPARED XX/XX/XX AECO37T4		REPORT OF RETIREMENTS - AS OF XX/XX/XX				PAGE 1	
AG 03 03 AGRICULTURAL RESEARCH SERVICE		POI 4860		BELTSVILLE, MD			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
		CREDITABLE					
EMPLOYEE NAME /	ORG. STRUCTURE CODES	PAY	OCC	GRADE OR	BIRTH DATE	DUTY	TYPE OF SERVICE
RESIDENCE	2 3 4 5 6 7 8	PLAN SERIES	SALARY			STATION	RETIREMENT YRS MODA
				POSITION TITLE			
DOE, JAMES J	60 66 6612 22 00 00 00	GS 0802 09			XXXXXXXX	0270 059 13	OPTIONAL 24 05 26
BOX 1111 SAME ROAD					RETIREMENT DATE XX/XX/XX		ENGRG TECHN CN
WATKINSVILLE GA 30677							
DOE WARY	50 54 5442 05 00 01 00	GM 0440 15			XXXXXXXX	1020 017 38	OPTIONAL 30 00 09
P O BOX 1234					RETIREMENT DATE XX/XX/XX		RES GENET INS
FARGO ND 58105							
DOE, JOHN	50 53 5301 00 00 00 00	GM 0401 15			XXXXXXXX	0020 001 06	OPTIONAL 24 10 22
666 ANYSTREET LANE					RETIREMENT DATE XX/XX/XX		AGRL ADMR
WALNUT CREEK CA 94598							
EMPLOYING OFFICE TOTAL		3					

**Figure 69: Report of Retirements**

## Report of TSP Separations for Pay Period XX

Report Number	CULPTSPS
Brief Description	<p>Provides a list of employees participating in the Thrift Savings Plan (TSP) at separation. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Department and</p>



Report Number	CULPTSPS
	Agency.

REPORT ID: CULPTSPS	PAGE 1																																																		
DATE XX/XX/XX	REPORT OF TSP SEPARATIONS FOR PAY PERIOD XX																																																		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																																			
DEPARTMENT: AG																																																			
AGENCY: 02																																																			
SON: 4822																																																			
<table border="1"> <thead> <tr> <th colspan="2">EMPLOYEE NAME</th> <th>SSNO</th> <th>RET</th> <th>RET-CSR</th> <th>TS-VESTING</th> <th>TS-DEDUCTION</th> <th>YTD-TS-DEDUCT</th> <th>TYPE SEP</th> <th>FROZEN</th> </tr> <tr> <th>LAST</th> <th>FIRST</th> <th>COV-CD</th> <th>DATE</th> <th>DATE</th> <th>TYPE</th> <th>FACTOR</th> <th>TRANS</th> <th>REG</th> <th>S/L</th> </tr> </thead> <tbody> <tr> <td>DOE</td> <td>JANE</td> <td>XXX-XX-XXXX</td> <td>K</td> <td>XX/XX/XX</td> <td>XX/XX/XX</td> <td>N/A</td> <td>00</td> <td>X</td> <td></td> </tr> <tr> <td>DOE</td> <td>JOHN</td> <td>XXX-XX-XXXX</td> <td>K</td> <td>XX/XX/XX</td> <td>XX/XX/XX</td> <td>N/A</td> <td>00</td> <td>X</td> <td></td> </tr> <tr> <td>DOE</td> <td>BEN</td> <td>XXX-XX-XXXX</td> <td>K</td> <td>XX/XX/XX</td> <td>XX/XX/XX</td> <td>%-BASE</td> <td>4.45</td> <td>X</td> <td></td> </tr> </tbody> </table>		EMPLOYEE NAME		SSNO	RET	RET-CSR	TS-VESTING	TS-DEDUCTION	YTD-TS-DEDUCT	TYPE SEP	FROZEN	LAST	FIRST	COV-CD	DATE	DATE	TYPE	FACTOR	TRANS	REG	S/L	DOE	JANE	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	N/A	00	X		DOE	JOHN	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	N/A	00	X		DOE	BEN	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	%-BASE	4.45	X	
EMPLOYEE NAME		SSNO	RET	RET-CSR	TS-VESTING	TS-DEDUCTION	YTD-TS-DEDUCT	TYPE SEP	FROZEN																																										
LAST	FIRST	COV-CD	DATE	DATE	TYPE	FACTOR	TRANS	REG	S/L																																										
DOE	JANE	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	N/A	00	X																																											
DOE	JOHN	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	N/A	00	X																																											
DOE	BEN	XXX-XX-XXXX	K	XX/XX/XX	XX/XX/XX	%-BASE	4.45	X																																											
TOTAL EMPLOYEES IN SON: 3																																																			
TOTAL EMPLOYEES IN AGENCY: 3																																																			
TOTAL EMPLOYEES IN DEPARTMENT: 3																																																			

Figure 70: Report of TSP Separations for Pay Period XX

## Section 912, U.S. Overseas Civilian Allowances

Report Number	PAYE48A1
Brief Description	<p>Provides a list of overseas employees and the amounts of various payroll/personnel and travel allowances they receive. This report contains sensitive data and its use is restricted.</p> <p>This report is produced every 5 years; 2008, 2013, etc., and is available as a hard copy or by electronic transmission. It is distributed by Department.</p>

DATE PREPARED: MM/DD/YY	PAYE48A1	SECTION 912												
U.S. OVERSEAS CIVILIAN ALLOWANCES														
CALENDAR YEAR XXXX														
DEPARTMENT: AG	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: AGRICULTURAL RESEARCH SERVICE														
POI: 5111														
SSN	LAST NAME	BASE SALARY	CN TRY	T Y	R P	A M	LIVING QUARTERS ALLOW.	POST ALLOW.	SEPARATE MAINT. ALLOW.	ED ALLOW.	HOME LEAVE CHARGED	ED TRAVEL	HOME LEAVE TRAVEL	REST & RECUP. TRAVEL
XXX-XX-XXXX	DOE						0.00	0.00	0.00	0.00	760.20			

Figure 71: Section 912, U.S. Overseas Civilian Allowances

## Semi-Annual Accounting Data

Report Number	BEAR7077
Brief Description	<p>Provides a list of accounting data for each employee within an Agency and is sorted by accounting distribution. This report contains sensitive data and its use is restricted.</p> <p>This report is produced semiannually (fiscal year) and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>



REPORT NO. BEAR7077	NATIONAL FINANCE CENTER					PAGE 1
SEMI-ANNUAL ACCOUNTING DATA					DATE XX/XX/XX	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ACCOUNT DISTRIBUT	LAST NAME & INITIALS	SOC SEC NO.	TYPE APPT	TYPE EMP	ORGAN STRUCTURE* ASCS VERIFICATION LISTING *	11T1
X9900000001	DOE	A B XXX-XX-XXXX	06	1	02 70 25 0001	11T1
X9900000002	DOE	D K XXX-XX-XXXX	06	1	02 14 00 0007	11T1
X9900000003	DOE	F R XXX-XX-XXXX	06	1	02 65 70 0001	11T1
X9900000007	DOE	J A XXX-XX-XXXX	06	1	02 48 80 0010	11T1
X9900000009	DOE	L C XXX-XX-XXXX	06	1	02 47 70 0010	11T1
TOTAL EMPLOYEES EO - : 5						

Figure 72: Semi-Annual Accounting Data

## SES Recertification Notification

Report Number	AECO37VI
Brief Description	<p>Provides a list of Senior Executive Service (SES) employees due to be recertified within 2 weeks of the "projected as of" date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p> <p>This report is also available through RFQS, SES Recertification Notification.</p>

PREPARED XX/XX/XX	AECO37VI	SES RECERTIFICATION NOTIFICATION - PROJECTED AS OF XX/XX/XX					PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AG 05 05 AGRI STABILIZATION & CONSERV SER			PERS. OFF. ID. 4882 KANSAS CITY MO				
EMPLOYEE NAME	PAY PLAN	GRADE /STEP	DATE ENTERED	DATE OF LAST	TYPE APPOINTMENT		
SOC SEC NO	ORG. STRUCTURE		SES POSITION	CERTIFICATION	CODE		
	2 3 4						
DOE, JOE							
XXX-XX-XXXX	01 08 0020	ES	00/02	XX/XX/XX	XX/XX/XX	01	
DOE, JOHN L							
XXX-XX-XXXX	01 08 0020	ES	00/03	XX/XX/XX	XX/XX/XX	01	
DOE, MARY							
XXX-XX-XXXX	01 08 0020	ES	00/01	XX/XX/XX	XX/XX/XX	01	

Figure 73: Semi-Annual (or Annual) Report on Quality Increases

## Statement of Earnings and Leave

Form Number	AD-334
Brief Description	<p>The biweekly Statement of Earnings and Leave provides a breakdown of the employee's gross pay and biweekly deductions for the pay period and cumulative amounts for the tax year. It also provides the individual's YTD leave status for the leave year and cumulative retirement deductions.</p> <p>The statement is produced each pay period and is available to the employee through EPP and can be mailed under special circumstances. It is available to the Agency through RPCT.</p>





OFFICE OF THE CHIEF FINANCIAL OFFICER 70129

SOCIAL SECURITY NO. ***-**-****		PAY PERIOD DATE MO DA YR MO DA YR 02/04/2018 02/17/2018		R/P 03	T&A CONTACT POINT 90-22-1690-40-56	ACCT. STAT. 0010	ORGANIZATIONAL STRUCTURE 90-70-20-0400	PERSONAL OFFICE 5317	PAY PLAN GS	GR. 12	STEP 07	FORM AD-334 USDA REV. 8/17
SALARY 88,050.00	RATE PA	TYPE EMPL. F/T	SCD FOR LEAVE 11/04/1990	REF. DEDUCTIONS THIS APPOINTMENT 10,027.13		<b>STATEMENT OF EARNINGS AND LEAVE</b>						
EARNINGS AND DEDUCTIONS												
CODE	ITEM DESCRIPTION	HOURS			AMOUNT							
		P/P	YR. TO DATE	P/P	YR TO DATE							
01	REGULAR TIME	76.50	320.00	3227.53	13427.31							
61	ANNUAL LEAVE		26.00		1081.76							
62	SICK LEAVE	2.50	29.00	105.48	1212.82							
64	COMPENSATORY LEAVE	1.00	1.00	42.19	42.19							
66	OTHER LEAVE		24.00		1001.52							
** **	**** PAY PERIOD HOURS & GROSS PAY ****	80.00		3375.20	16765.60							
75 02	RETIREMENT			27.00	134.12							
75 15	TSP-FERS			712.00	3520.00							
	*AMT BASED ON FIXED AMT											
75 24	TSP CATCH-UP			232.00	696.00							
76	SOCIAL SECURITY (OASDI)			202.25	1005.29							
77	FEDERAL TAX EXEMPTS M00			212.72	1229.58							
	EXTRA FEDERAL TAX			25.00	125.00							
78	ST TAX LA EXEMPTS 000			84.65	443.85							
81	FEGLI- COVERAGE \$ 991.000			13.65	67.65							
82	OPT FEGLI-AGE BRACKET 6			27.20	135.20							
83	FEHBA - ENROLL CODE 104			113.16	551.46							
85	CHARITABLE CONTRIBUTNS				10.00							
88	CHKING/SAVING *****			200.00	1000.00							
88	CHKING/SAVING *****			330.00	1650.00							
97	MEDICARE TAX WITHHELD			47.30	235.10							
** **	***** TOTAL DEDUCTIONS *****					2226.93	10803.25					
** **	***** NET PAY *****					1148.27	5962.35					
** **	DD/EFT ROUTING NO. *****											
YEAR TO DATE LEAVE STATUS				YEAR TO DATE LEAVE STATUS				PROJECTED USE OR LOSE	FT. HRS UNA-PF	MAX. C/O		
TYPE	ACCRUED	USED	BALANCE	TYPE	ACCRUED	USED	BALANCE					
CREDIT HOURS-BY PAY PERIOD				ANN	24	4.00	252.50	196.50		240.00		
RELIGIOUS COMP-BY PAY PERIOD				SICK	12	13.50	41.50			LEAVE CATEG		
TRAVEL COMP-BY PAY PERIOD				COMP			.50			8		
MILITARY												
TIME OFF AWARD												
BPAPRA COMPENSATORY												
BPAPRA OBLIGATED DEBT												
DISABLED VETERAN LEAVE												
TYPE	1ST YEAR	2ND YEAR	3RD YEAR	BALANCE								
REST. ANN LEAVE HRS.												
NAME AND ADDRESS				REMARKS								
JOHN DOE 123 MAIN STREET NEW ORLEANS, LA 70129				DIRECT DEPOSIT IS FAST, SAFE AND CONVENIENT. FILE, RECEIVE REFUNDS, AND PAY YOUR TAXES ELECTRONICALLY.								
				Official Pay Date 03/01/2018								

**Figure 74: Statement of Earnings and Leave**

The following provides an explanation of the items found on the statement. All or a combination of the items may appear on the statement depending on the particular type of appointment, rate of pay, prior Federal or Trust service, tax and exemption status, benefits, deductions, contributions, and pay and leave categories.

Field	Description
<b>Social Security No.</b>	Displays the employee's masked Social Security number.



Field	Description
<b>Pay Period Date (MO DA YR)</b>	Displays the beginning and ending pay period dates in month, day, and year format (MM, DD,YYYY) as they appear on TMGT Table 028, Pay Periods and Corresponding Dates by Year.
<b>P/P</b>	Displays the pay period number that is covered by the statement as it appears on the Payroll/Personnel Inquiry System (PINQ) Program PQ032, Payroll Listing.
<b>T&amp;A Contact Point</b>	Displays the employee's contact point number as it appears on IRIS Program IR124, Address/Check Information.
<b>Acct. Stat.</b>	Displays the accounting station to which the employee's salary and related expenses are to be reported as it appears on IRIS Program IR101, Salary Data.
<b>Organizational Structure</b>	Displays the organizational structure code to which the employee is assigned to the fourth level as it appears on IRIS Program IR101.
<b>Persnl Office</b>	Displays the personnel office identifier of the office responsible for administering personnel and other matters relating to this employee's employment as it appears on IRIS Program IR101.
<b>Pay Plan</b>	Displays the pay plan applicable to the employee as it appears on IRIS Program IR101.
<b>Gr.</b>	Displays the grade as provided under the pay plan for the employee's position as it appears on IRIS Program IR101.
<b>Step</b>	Displays the step within grade as provided under the pay plan for the employee's position as it appears on IRIS Program IR101.
<b>Salary</b>	Displays the employee's annual adjusted salary as it appears on IRIS Program IR101, consisting of the rate of annual basic pay and locality comparability payments for the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of the current pay period.
<b>Rate</b>	Displays the employee's salary rate code for which the employee's salary is stated.
<b>Type Empl.</b>	Displays the employee's type of employment.
<b>SCD for Leave</b>	Displays the employee's service computation date (SCD) for leave as it appears on IRIS Program, IR122, SF-50B Data Elements.
<b>Ret. Deduction This Appointment</b>	Displays the employee's retirement deductions for the current appointment as it appears on IRIS Program IR117, Retirement Data.

**The following fields are displayed in the Earnings and Deductions section:**

Field	Description
-------	-------------



Field	Description
<b>Item (Code)</b>	The transaction code of each item as they appear on TMGT Table 032, Transaction Codes. Valid codes and descriptions are listed in the Code and Description table following this table.
<b>Item (Description)</b>	The transaction code description of each item as they appear on TMGT Table 032. Valid codes and descriptions are listed in the Code and Description table following this table.
<b>Hours (P/P)</b>	Displays the number of hours worked and the number of hours of leave used in each category during the pay period.
<b>Hours (Yr. to Date)</b>	Displays the number of hours worked and the number of hours of leave used in each category year to date.
<b>Amount (P/P)</b>	Displays the monetary amount of hours worked and of leave used in each category during the pay period.
<b>Amount (Yr. to Date)</b>	Displays the monetary amount of hours worked and of leave used in each category year to date.
<b>Pay Period Hours (P/P)</b>	Displays the total pay period hours.
<b>Gross Pay (P/P)</b>	Displays the amount of gross pay for the pay period as it appears on PINQ Program PQ032.
<b>Gross Pay (Yr. to Date)</b>	Displays the amount of gross pay year to date as it appears on IRIS Program IR103, Salary YTD Data.
<b>Total Deductions (P/P)</b>	Displays the total amount of deductions for the pay period.
<b>Total Deductions (Yr. to Date)</b>	Displays the total amount of the year-to-date deductions.
<b>Net Pay (P/P)</b>	Displays the amount of net pay for the pay period as it appears on PINQ Program PQ032.
<b>Net Pay (Yr. to Date)</b>	Displays the amount of net pay year to date.  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">                     Note: The amount of the debt for a separated employee is deducted from the net pay amount.                 </div>
<b>DD/EFT Routing No.</b>	Displays the masked routing number of the financial institution where the employee's net pay is deposited as it appears on IRIS Program IR124.



**The following fields are displayed in the Year to Date Leave Status section:**

Field	Description
Type	Displays the type of leave.
Accrued	Displays the number of hours of leave accrued.
Used	Displays the number of hours used.
Balance	Displays the balance available for each type of leave.
1st Year	Displays the first year Restored Annual Leave Hours.
2nd Year	Displays the second year Restored Annual Leave Hours.
3rd Year	Displays the third year Restored Annual Leave Hours.
Balance	Displays the total number of Restored Annual Leave Hours.

**The following fields are displayed in the Year to Date Leave Status section:**

Field	Description
Type	Displays the type of leave.
Accrued	Displays the number of hours of leave accrued.
Used	Displays the number of hours used.
Balance	Displays the balance available for each type of leave.
Projected Use or Lose	Displays the projected number of hours of use-or-lose annual leave.
Pt. Hrs Unapp	Displays the number of unapplied hours at the end of a pay period for a part-time employee.
Max C/O	Displays the maximum number of annual leave carryover hours for the year.
Leave Categ	Displays the leave category for the employee.
Remarks	Displays remarks designated by the employee's Agency or NFC to advise an employee of changes in the statement or other pertinent information.
Name and Address	Displays the name and address of the employee as it appears on IRIS Program IR124.
Official Pay Date	Displays the official pay date for the pay period.



**The following is a list of transaction codes that may appear on a Statement of Earnings and Leave:**

<b>Code</b>	<b>Description</b>
01	Regular Time
01 05	Addnl Compensation @ Basic Rate
01 07	Regular Scuba Diving 175%
01 08	Regular-Scuba Diving 200%
01 09	Training
01 67	Training-Firefighter Pay
01 69	Regular Time-Firefighter Pay
01 81	Regular Time-TSA Shift Released
01 82	Regular Time-TSA Additional Shift
01 97	Regular Scuba Diving 175%
03	Liquidated Damages/Int on Back Pay
03 02	Compensatory Damages
03 03	Miscellaneous Non-Taxable Payments
03 04	Death Gratuity Payments
03 05	Advance of Pay Non-Taxable
03 06	Canceled & Undeliverable Checks
04	Sunday Differential
04 02	Saturday Differential
04 07	Sunday-Scuba Diving 175%
04 08	Sunday-Scuba Diving 200%
04 50	Sunday Differential @ 50%
04 81	Sunday Differential-TSA Shift Rel
04 82	Sunday Differential-TSA Add Shift
04 97	Sunday-Scuba Diving 175%
05	Sunday Diff Night Diff



<b>Code</b>	<b>Description</b>
05 02	Saturday Diff Night Diff
05 81	Sun Diff w/Night Diff-TSA Shift Rel
05 82	Sun Diff w/Night Diff-TSA Add Shift
11	Night Differential
11 05	Night Diff. @ 15%
11 06	Night Diff. @ 20%
11 09	Night Diff. Training
11 10	Night Diff. @ 20%
11 15	Night Differential @ 15%
11 20	Night Differential @ 20%
11 50	Night Differential @ 50%
11 81	Night Differential-TSA Shift Rel
11 82	Night Differential-TSA Add Shift
12	Night Diff. on Compensatory Time
13	Night Diff on Sunday Double Time
14	Hazard Pay Differential
15	Environmental Differential
15 01	Regional Pay Differential
15 02	Longevity Pay
15 03	Fringe
15 04	Geographic Pay Differential
15 05	Split Shift Differential
15 06	Market Pay
16	Other Pay
16 01	Penalty Pay Regular



<b>Code</b>	<b>Description</b>
16 02	Penalty Pay Premium
16 03	Scuba Diving
16 05	Tank Cleaning Oil Regular
16 06	Tank Cleaning Oil Premium
16 07	Launch Operations
16 08	Dirty Work Regular
16 09	Dirty Work Premium
17	Commute Use Govt Auto
17 01	Sales Commissions
17 02	Earned Income Credit
17 03	Severance Pay
17 04	Incentive Pay
17 05	Ship Inspection Overtime Pay
17 06	Services/Payments
17 07	Tips/Cash/In Kind
17 08	Chauffeur Driven Auto
17 09	Parking/Taxable Fringe
17 10	Transit Subsidy
17 11	FLSA MI Prds Dur Reg&/or AUO
17 12	FLSA Other Travel
17 13	FLSA Training
17 14	FLSA UD Roll Call
17 15	FLSA Home to Work Travel
17 16	FLSA Other Hours
17 17	Suffered and Permitted Duty
17 19	Excludable AUO Days



<b>Code</b>	<b>Description</b>
17 21	Place on Furlough
17 22	Placement in Pay Status
17 31	Reimbursable (1911) Comm/Priv
17 32	Reimbursable (1911) Comm/Priv
17 33	Non-Reimbursable OT PAYACT-1944
17 34	Users Fee - COBRA
17 36	Users Fee - AD Valorem
17 40	INS 1931 Act O/T - Air/Sea Weekdays
17 41	INS 1931 Act O/T - Land Bor Weekdays
17 42	INS 1931 Act O/T - Not Worked
17 43	INS 1931 Act O/T Air/Sea Sun/Hldy
17 44	INS 1931 Act O/T Land Bordr Sun/Hol
17 45	Continuation of Pay
17 46	COPRA Settlement Agreements
17 50	Travel Reimbursements
17 51	On Call Premium Pay
17 52	Missed Meals Allowance Non Taxable
17 60	Domestic Partner (Taxable Fringe)
17 70	Health Subsidy-Taxable
17 71	Within Tour OT Substituted for LWOP
17 80	BPAPRA Within Tour Overtime Worked
17 83	Within Tour Overtime Not Worked
17 84	BPAPRA Training Credit
17 85	BPAPRA Canine Care
17 86	Within Tour Overtime - Exempt





<b>Code</b>	<b>Description</b>
17 87	Irregular OT - Substitute for Debt
17 88	Irregular OT - Substitute for LWOP
18	Overtime Grain Appeal
19	Overtime Over 8
19 07	Overtime-Scuba Diving 175%
19 08	Overtime-Scuba Diving 200%
19 97	Overtime-Scuba Diving 175%
21	Overtime - Premium Rate
21 07	Overtime-Scuba Diving 175%
21 08	Overtime-Scuba Diving 200%
21 11	FS Emergency Fire Suppression
21 17	OT Sub-Within Tour OT Not Worked
21 20	OT Paid @ Double Rate
21 22	Call Back OT Double Rt
21 30	Commute OT Triple Rate
21 71	OT Substituted - LWOP, AWOL, SUSP
21 83	Overtime Used to Repay Debt
21 96	Max Out for Overtime Protection
21 97	Overtime-Scuba Diving 175%
22	Overtime Double for Sunday Work
23	Overtime Travel under FLSA
24	Overtime Travel Under Title V
25	Overtime Over 40 With Night Diff.
26	Overtime Over 8 With Night Diff.
27	Overtime Plus 10% of Overtime Rate
29	Credit Hours Worked



<b>Code</b>	<b>Description</b>
30	Overtime Call Back No Work Performed
31	Holiday Worked
31 07	Holiday-Scuba Diving 175%
31 08	Holiday-Scuba Diving 200%
31 10	Holiday Pay Reg Rate
31 97	Holiday-Scuba Diving 175%
32	Compensatory Time Worked
32 77	Comp Time Worked-Religious Observ
32 78	Compensatory Travel Earned
32 80	BPAPRA Comp Time Earned
33	Overtime Call Back No Work on Sun
34	FLSA
34 01	Back Pay on FLSA
35	Union/Contract Neg.
35 05	Union/Contract Neg.
35 10	Union/Contract Neg.
35 15	Union/Contract Neg.
35 20	Union/Contract Neg.
35 50	Union/Contract Neg.
35 69	Union/Contract Neg.
36	Union/Midterm Neg.
36 05	Union/Midterm Neg.
36 10	Union/Midterm Neg.
36 15	Union/Midterm Neg.
36 20	Union/Midterm Neg.



<b>Code</b>	<b>Description</b>
36 50	Union/Midterm Neg.
36 69	Union/Midterm Negtn-Firefighter Pay
37	Union/Ongoing LMR Act.
37 05	Union/Ongoing LMR Act.
37 10	Union/Ongoing LMR Act.
37 15	Union/Ongoing LMR Act.
37 20	Union/Ongoing LMR Act.
37 50	Union/Ongoing LMR Act.
37 69	Union/Ongoing LMR Act-Fireftr Pay
38	Union/Griev./Appeal Rep
38 05	Union/Griev./Appeal Rep
38 10	Union/Griev./Appeal Rep
38 15	Union/Griev./Appeal Rep
38 20	Union/Griev./Appeal Rep
35 50	Union/Griev./Appeal Rep
35 69	Union/Grvnc/Apl Rep-Fireftr Pay
39	Shore Leave Earned
40	Home Leave Earned
41	Prem Pay on an Annual Basis (DLO)
41 02	LEO Special Differential
41 11	Supplemental Pay 25%
41 12	Supplemental Pay 12.5%
42	Lump-Sum Payment for Annual Leave
42 01	Thru Date (MO-DA - YR)
42 02	Holiday Hrs Included
43	Compensatory Time Paid



<b>Code</b>	<b>Description</b>
44	Cash Award
44 04	Spot Award
44 05	Compensatory Damages (Taxable)
44 06	PFP Bonus Award
44 07	Performance Bonus
44 08	PMRS Performance Award
44 09	Lump Sum Payout
44 10	Separation Incentive
44 11	Travel Incentive Payment (Taxable)
45	Cost of Living Allowance
45 01	Begin Cost of Living Allowance
46	Post Differential
46 01	Begin Post Differential
47	Stop Cost of Living Allowance
48	Stop Post Differential
49	Remote Worksite Allowance
49 01	Horse Allowance
49 02	Travel Allowance
49 03	Quarters Allow Not Taxable
49 04	Quarters Allow Taxable
49 05	Non-Watch Stand Allow/Month LV SUP
49 06	Relocation Allow Subj to With Hold
49 07	Reloc. Allow. Not Subj. to Withhold
49 08	Reassignment Allowance
49 09	Danger Pay Allowance



<b>Code</b>	<b>Description</b>
49 16	Reloc Allow Subj to Withhold 1993
49 17	Reloc Alw Not Subj to w/Hold 1993
50	Credit Hours
50 08	Credit Hours Paid
51	Comparability Allowance
51 01	Uniform Allowance (Taxable)
51 02	Separate Mntce Allow Non Taxable
51 03	Separate Mntce Allow Taxable
51 04	Post Allowance
51 05	Education Allowance
51 06	Foreign Language Allowance
51 07	Recruitment Incentive (Taxable)
51 08	Uniform Allowance (Tax Exempt)
51 09	Supvry Differential
52	Retention Allowance
52 01	Recruitment Allowance
52 02	Relocation Allowance
52 03	Hazardous Duty Allowance (Taxable)
52 04	Professional Liability Ins. Non-Tax
52 05	Transit Benefits
52 06	Parking Benefits
52 07	Choice Credits
52 08	Life Cycle Program
52 09	Certification/License Fees
53 01	HCA Allowance for OTS FSA
53 02	DCA Allowance for OTS FSA



<b>Code</b>	<b>Description</b>
53 03	Nights Out Stipend
53 04	Fitness Reimbursement
53 05	Overseas Tour Renewal Agrmt Trvl
53 06	Education - Taxable
53 07	Transitional COLA (Taxable)
53 08	OVS Tr Rnwl Agrmt Trvl Non-Taxable
53 09	In Lieu of Stipend (Taxable)
54	Telework-Routine
54 01	Telework-Situational
56	Student Loan Benefit/EABP Taxable
56 01	Educ Asst Ben Pgm Non-Taxable
56 02	New York City Commutation Stipend
56 03	Hostile Fire Pay (Taxable)
56 04	Hostile Fire Pay (Non Taxable)
56 05	Extended Assgnmnt Incen (Taxable)
56 06	Cell Phone Payment (Taxable)
56 07	Home Based Com/DP Allwnc (Taxable)
56 08	Examiner Stipend (Taxable)
56 09	Examiner Stipend (Non Taxable)
56 10	Reservist Diff Over 30 Day-No FICA
56 11	Reservist Diff Under 30 Day-FICA Wthld
59	Shore Leave
59 04	Shore Leave
59 05	Shore Leave
59 06	Shore Leave



<b>Code</b>	<b>Description</b>
60	Comp Time Used-Religious Observ
60 05	Comp Time Used-Rel. Obsrvnc. @ 15%
60 10	Comp Time Used-Rel. Obsrvnc. @ 20%
60 15	Comp Time Used-Rel. Obsrvnc. @ 15%
60 20	Comp Time Used-Rel. Obsrvnc. @ 20%
60 50	Comp Time Used-Rel. Obsrvnc. @ 50%
60 68	Comp Leave Relg Obsv-Fftr OT Pay
60 69	Comp Leave Relg Obsv-Fireftr Pay
61	Annual Leave
61 04	Annual Leave
61 05	Annual Leave
61 06	Annual Leave
61 10	Annual Leave
61 15	Annual Leave
61 18	A/L With 15% Night Diff
61 20	Annual Leave
61 50	Annual Leave
61 61	Annual Leave Donated
61 68	Annual Leave-Firefighter OT Pay
61 69	Annual Leave-Firefighter Pay
62	Sick Leave
62 04	Sick Leave
62 05	Sick Leave
62 06	Sick Leave
62 10	Sick Leave
62 15	Sick Leave



<b>Code</b>	<b>Description</b>
62 20	Sick Leave
62 50	Sick Leave
62 61	Sick Leave Donated
62 62	Fed Empl Family Friendly Leave Act
62 63	Disabled Veteran Leave
62 66	Sick Leave-FFLA Fireftr OT Pay
62 67	Sick Leave-FFLA Firefighter Pay
62 68	Sick Leave-Firefighter OT Pay
62 69	Sick Leave-Firefighter Pay
63	Restored Annual Leave
63 04	Restored Annual Leave
63 05	Restored Annual Leave
63 06	Restored Annual Leave
63 10	Restored Annual Leave
63 15	Restored Annual Leave
63 20	Restored Annual Leave
63 50	Restored Annual Leave
63 61	Restored Annual Leave Donated
63 68	Restored Annual Leave-Fftr OT Pay
63 69	Restored Annual Leave-Fireftr Pay
64	Compensatory Leave
64 61	Regular Comp Leave Donated
64 66	Comp Leave Used Travel-Fftr OT Pay
64 67	Comp Leave Used Travel-Fireftr Pay
64 68	Comp Leave Used-Firefighter OT Pay





<b>Code</b>	<b>Description</b>
64 69	Comp Leave Used-Firefighter Pay
64 71	BPA Comp Lv Used-LWOP Substitution
64 78	Compensatory Travel
64 80	BPAPRA Comp Leave Used
64 83	BPAPRA Comp Lv Used-Debt Repayment
65	Regular Military Leave
65 04	Regular Military Leave
65 05	Regular Military Leave
65 06	Regular Military Leave
65 10	Regular Military Leave
65 15	Regular Military Leave
65 20	Regular Military Leave
65 50	Regular Military Leave
65 68	Regular Military Leave-Fftr-OT Pay
65 69	Regular Military Leave-Fireftr Pay
66	Other Leave
66 04	Other Leave
66 05	Other Leave
66 06	Other Leave
66 10	Other Leave
66 15	Other Leave
66 20	Other Leave
66 50	Other Leave
66 61	Time Off Awards
61 62	Time Off Awards
61 63	Time Off Awards



<b>Code</b>	<b>Description</b>
61 64	Time Off Awards
66 66	Time Off Award-Firefighter OT Pay
66 67	Time Off Award-Firefighter Pay
66 68	Other Leave-Firefighter OT Pay
66 69	Other Leave-Firefighter Pay
67	Injury Leave
67 03	Injury Leave
67 04	Injury Leave
67 05	Injury Leave @ 15%
67 06	Injury Leave
67 07	Injury Leave
67 10	Injury Leave @ 20%
67 15	Injury Leave @ 15%
67 20	Injury Leave @ 20%
67 50	Injury Leave @ 50%
67 68	Injury Leave-Firefighter OT Pay
67 69	Injury Leave-Firefighter Pay
68	Emergency Military Leave
68 04	Emergency Military Leave
68 05	Emergency Military Leave @ 5%
68 06	Emergency Military Leave
68 10	Emergency Military Leave @ 10%
68 15	Emergency Military Leave @ 15%
68 20	Emergency Military Leave @ 20%
68 50	Emergency Military Leave @ 50%



<b>Code</b>	<b>Description</b>
68 68	Emergency Military Leave-Fftr OT Pay
68 69	Emergency Military Leave-Fftr Pay
69	Home Leave
69 04	Home Leave
69 05	Home Leave
69 06	Home Leave
69 10	Home Leave
69 15	Home Leave
69 20	Home Leave
69 50	Home Leave
70	Logging - Forfeiture of Pay
71	Leave Without Pay
72	Absence Without Official Leave
73	Suspension
74	Furlough
75	Retirement
75 01	Retirement
75 02	Retirement
75 03	Retirement
75 04	Retirement Other
75 05	Thrift Savings - FERS
75 06	Thrift Savings - CSRS
75 07	Thrift Savings - Other
75 08	Panama Social Security
75 09	Panama Soc Sec Health
75 10	Retirmnt



<b>Code</b>	<b>Description</b>
75 11	Retirement
75 12	Retirement
75 13	Retirement
75 14	Retirement Other (Tax Def)
75 15	TSP-FERS
75 16	TSP-CSRS
75 17	401(K)
75 18	Panama Social Security
75 19	Panama Health Only
75 20	D.C. Retirement
75 21	COVA Judges Retirement @ 1%
75 22	COVA Judges Retirement @ 1% + Spouse @ 2.2%
75 23	401 (K) Catch-Up
75 24	TSP Catch-Up
75 25	401 (K) Taxable (OTS)
75 26	ROTH 401 (K)
75 27	ROTH 401 (K) Catch-Up
75 28	Retirement
75 29	Retirement
75 30	Retirement
75 31	ROTH TSP-FERS
75 32	ROTH TSP-CSRS
75 33	ROTH TSP-Catch-Up
76	Social Security (OASDI)
76 10	Social Security Tax- - Travel



<b>Code</b>	<b>Description</b>
76 99	Social Security (OASDI) - Rate Change
77	Federal Tax
77 01	Extra Federal Tax
77 10	Federal Tax - -Travel
77 99	Formula Change
78	State Tax
78 01	Extra State Tax
78 02	Panama Income Tax
78 03	Panama Education Tax
78 04	Old Fund Liability Tax
78 10	State Tax -- Travel
78 99	Formula Change
79	City Tax
79 01	Extra City Tax
79 99	Formula Change
80	County Tax
80 01	Extra County Tax
80 99	Formula Change
81	FEGLI
81 09	Life Insurance Non-Federal
81 10	LTD High Option
81 11	L-Term Care Employee and/or Spouse
81 13	Long Term Care Other Dependents
81 14	Immediate Benefit Plan
81 17	Vol Accidental Death Dismemberment
81 99	Rate Change



<b>Code</b>	<b>Description</b>
82	Optional FEGLI
82 09	Opt Ins - Age Bracket
82 10	24 Hour Accidental
82 11	Vol Short Term Disab.
82 99	Rate Change
83	FEHBA
83 09	Health Benefits Non Federal
83 10	Dental Plan
83 11	Vision Plan
83 12	Dental/Vision Combo Plan
83 99	Rate Change
85	Charitable Contributions
86	Commissary
87	Union/Association Dues
87 01	Association Dues
87 03	Revocation Received
87 04	Dues w/Holding Ceased
87 05	Insuff Wages for Dues
87 08	Union Local Cancelled
87 13	Adj to Dues Deducted
87 14	Dues Change
87 15	Misc Fees/Dues
87 16	CGMA Contribution
88	Allotmt Acct
88 40	TSP Loan Repay (Fed)



<b>Code</b>	<b>Description</b>
88 50	TSP Loan Repay (Non-Fed)
88 60	Health Savings Account
89	Imprest Fund
90	Travel Advance Collections
91	Quarters
91 01	Quarters - Not Taxable
91 02	Quarters - Taxable
92	Meals
93 10	Flexfund DCA
93 11	Flexfund HCA
93 12	OCC Parking FSA
93 13	Smithsonian TST FSA DCA
93 14	Smithsonian Trust FSA HCA
94	CSR Mil Serv Deposits
95	CSR Civil Serv Deposits
97	Medicare Tax Withheld
97 10	Medicare Tax Withheld - Travel
97 99	Medicare Tax Withheld (Rate Rev)
98	TSP Collection
98 34	TSP Collection
98 35	TSP Collection Tax Def
98 36	TSP Collection Non Def
99	Miscellaneous Deduction
99 01	Salary Overpayment
99 02	Duplicate Salary Paymt
99 03	Salary Advance Collctn



<b>Code</b>	<b>Description</b>
99 04	Lump Sum Overpayment
99 05	Lump Sum Recovery
99 06	Overdrawn Leave
99 07	OWCP Leave Buy-Back
99 08	Forfeiture of Pay
99 09	Collection for Quick Service
99 15	Salary Overpayment
99 16	Salary Overpayment
99 17	Salary Garnishment
99 19	FEHBA
99 20	Adjmt FICA and Retiremt
99 21	FEHBA
99 22	FEGLI
99 23	Quarters
99 24	Quarters (Not Taxed)
99 25	Meals
99 26	Commissary
99 27	Child Support/Alimony
99 28	LWOP-FEHBA
99 29	Credit Net Pay
99 30	Bankruptcy
99 31	Delinquent FMHA Loans
99 32	Occupational Privilege Tax
99 33	Educational Loans
99 34	Thrift Savings





<b>Code</b>	<b>Description</b>
99 35	Smithsonian Life Insurance (Nonpay Status)
99 40	F-2159 Pay Deduct Agree
99 41	Travel Advance
99 42	Property Loss
99 43	Subsistence
99 44	Personal Phone Calls
99 45	Parking Fees
99 46	Jury Fees Recovery
99 47	Moving Expenses Recovery
99 48	Duplicate Savings Allot
99 49	Travel Overpayment
99 50	Commercial Garnishments
99 52	TOP Federal Delinquent Debt
99 53	TOP Tax Levies
99 55	IRS Tax Levy
99 56	Student Loan Pmt Benefit
99 57	Travel Charge Card Salary Offset
99 58	CGMA (Assistance)
99 60	Discretionary Allotment Pd Bi-Wkly
99 61	Discretionary Allotment Pd Monthly
99 70	Special Deduction
99 75	To SPPS In Death and Indebtedness
99 81	Revocation of Authoriz
99 82	Change/Corr of Auth
99 83	New Authorization
99 85	Transfer-In



Code	Description
99 87	Allotment Revocation
99 90	Misc Deduction
99 91	Misc Collection
99 92	Noncash Fringe Benefit
99 93	UNIF-SUC-COLA-Deduction
99 94	CSR Mil Serv Deposits
99 95	CSR Civ Serv Deposits
99 96	FERS Mil Serv Deposits

## Statement for Recipients of Miscellaneous or Interest Income or Taxable Grants

Form Number	Form 1099
Brief Description	<p>Provides a summary of miscellaneous, interest income, or taxable grants that the employee received during the calendar year. This form contains sensitive data and its use is restricted.</p> <p>This form is produced annually (calendar year) and is available as a hard copy.</p>



U.S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER P O BOX 60000 NEW ORLEANS, LA 70160  RECIPIENT'S IDENTIFYING NO.                      0009999999   JANE R DOE 1990 UNITED STATE ST. WASHINGTON, D.C. 20250	FEDERAL IDENTIFYING NO.                      72-0564834F FORM 1099:                      STATEMENT FOR RECIPIENTS OF 20XX MISCELLANEOUS OR INTEREST INCOME OR TAXABLE GRANTS				
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%; text-align: center;">TYPE INCOME</td> <td style="width: 40%; text-align: center;">AMOUNT</td> </tr> <tr> <td style="text-align: center;">NON-EMPLOYEE COMPENSATION</td> <td style="text-align: center;">\$650.00</td> </tr> </table>		TYPE INCOME	AMOUNT	NON-EMPLOYEE COMPENSATION	\$650.00
TYPE INCOME	AMOUNT				
NON-EMPLOYEE COMPENSATION	\$650.00				
THE ABOVE COMPENSATION REPRESENTS SERVICES PERFORMED FOR THE FOLLOWING AGENCY OR AGENCIES:  NATIONAL FINANCE CENTER					
(SEE OTHER SIDE FOR INSTRUCTIONS TO RECIPIENT)					

**Figure 75: Statement for Recipients of Miscellaneous or Interest Income or Taxable Grants**

## Supervisory or Managerial Probationary Period Report

Form Number	AD-773
Brief Description	Provides documentation of the supervisor's evaluation of the employee's performance while serving a probationary period as a permanent first-time supervisor or manager.  This form is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.  This report is also available through RFQS, Supervisory of Managerial Probationary Period Report.



UNITED STATES DEPARTMENT OF AGRICULTURE

**IMPORTANT**  
 THIS FORM IS DUE BACK TO THE  
 PERSONNEL OFFICE NO LATER THAN:

**SUPERVISORY OR MANAGERIAL PROBATIONARY PERIOD REPORT**

1 SOCIAL SEC. NO.		2 NAME (Last, First, Middle)			3 PROBATIONARY PERIOD SERVED AS (Check One) <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor/Manager		
4 PAY	5 OCCP.	6 GRADE	7 SERVICE PERIOD COVERED THIS RPT.	8 OFFICIAL POSITION TITLE			
9 AGENCY CODE		10 ORGANIZATIONAL STRUCTURE CODE			11 OFFICIAL DUTY STATION		
SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS							
12. FOR COMPLETION BY SUPERVISOR, IN THE APPROPRIATE RESPONSIBILITIES LISTED BELOW, CHECK WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY.							
<b>A SUPERVISORY PROBATIONARY PERIOD</b>				<b>B MANAGERIAL PROBATIONARY PERIOD</b>			
SATIS-FACTORY	UNSAT-ISFACTORY	RESPONSIBILITIES		SATIS-FACTORY	UNSAT-ISFACTORY	RESPONSIBILITIES	
		1 Assigns, directs, and evaluates subordinates work				1 Determines and sets programs' goals	
		2 Organizes and utilizes staff resources effectively				2 Formulates, determines, and/or influences agency policy	
		3 Accomplishes work objectives				3 Effectively determines and allocates resource needs	
		4 Identifies and meets development needs of subordinates				4 Organizes and directs work	
		5 Recognizes and performs employee counseling				5 Accomplishes organizational affirmative action objectives	
		6 Maintains effective organizational climate				6 Evaluates program effectiveness	
		7 Adheres to agency and USDA rules and regulations					
		8 Accomplishes affirmative action objectives					
13. I CERTIFY THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING.							
Yes		No					
14 A I RECOMMEND THAT THE EMPLOYEE BE RETAINED IN SUPERVISORY OR MANAGERIAL POSITION.				14 B I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO NONSUPERVISORY OR NONMANAGERIAL POSITION.			
15 SUPPORTING REASONS FOR NOT RETAINING EMPLOYEE IN SUPERVISORY OR MANAGERIAL POSITION (Narrative)							
16 SUPERVISOR'S SIGNATURE				19 REVIEWING OFFICIAL'S SIGNATURE			
17 TITLE		18 DATE		20 TITLE		21 DATE	

EMPLOYEE'S COPY FORM AD - 773 (5/80)

Figure 76: Supervisory or Managerial Probationary Period Report

## TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career

Report Number

AECO37T6



Report Number	AECO37T6
Brief Description	<p>Provides a list by pay period of Temporary Appointment Pending Establishment of a Register (TAPER) and status quo employees approaching eligibility for conversion to career positions. A TAPER employee is employed under an OPM authority granted to an Agency when there are insufficient eligibles on a register to fill a position. A status when his/her position was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted retention without acquiring such status.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career.</p>

PREPARED XX/XX/XX AECO37T6 TAPER AND STATUS QUO EMPLOYEES APPROACHING ELIGIBILITY FOR CONVERSION TO CAREER - AS OF XX/XX/XX													PAGE 1
AG 11 11 FOREST SERVICE						EMP OFF 5130 ROSEBURG, OR							
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	ORG STRUCTURE	TYPE	BEGINNING DATE TOWARD	TYPE EXCESS	INT	F/T P/T	DUTY STATION	PAY PLAN	GRADE	STATUS QUO		
DOE, JOHN R	XXX-XX-XXXX	06 0002	15 03	XX/XX/XX	INT	0000	000	41 2075 019	GS	03 03	0		
EMPLOYING OFFICE TOTAL		1											

Figure 77: TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career

## Temporary Employees - FEHB Coverage Eligibility

Report Number	AECO37U4
Brief Description	<p>Provides the date that certain temporary employees will become eligible to participate in FEHB. It is produced two pay periods in advance of the FEHB eligibility pay period. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, Temporary Employees - FEHB Coverage Eligibility.</p>

PREPARED XX/XX/XX AECO37U4 TEMPORARY EMPLOYEES - FEHB COVERAGE ELIGIBILITY - AS OF XX/XX/XX													PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AG 03 03 AGRICULTURAL RESEARCH SERVICE						PERS. OFF. ID. 4860 BELTSVILLE, MD							
EMPLOYEE NAME	SOC. SEC. NO.	ORG. STRUCT.	TYPE	DATE	DUTY STATION	CITY/STATE	PAY PLAN	GRADE/STEP	OCC SERIES	FEHB TEMP SCD			
DOE, JANE R	XXX-XX-XXXX	60 62 6220	09	INT	XX/XX/XX	DURANT	OK	40 1430 013	GS	02 01 1311	XX/XX/XX		
DOE, JOHN L	XXX-XX-XXXX	60 62 6220	09	INT	XX/XX/XX	WESTCHESTER	OK	40 0456 037	GS	05 03 1311	XX/XX/XX		
DOE, JOHN R	XXX-XX-XXXX	60 62 6220	04	P/T	XX/XX/XX	BELTSVILLE	MD	24 0100 033	GW	04 01 0318	XX/XX/XX		
STRUCTURE LEVEL 60 62 6220 TOTAL		3											

Figure 78: Temporary Employees - FEHB Coverage Eligibility



## Total Wage Employee Population

Report Number	BEAR9003
Brief Number	Provides the total number of wage employees in each county. This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.

STATE	CITY / COUNTY	PAY PLAN-SERIES-GRADE-BARGAINING UNIT	TOTAL
2269-SHAWNEE			
	093-PARK	WG 5001 05 7777	1
		WG 5001 07 7777	1
2269-SHAWNEE			2
	093-PARK		
2305-SILVERTHORNE			
	117-SUMMIT	WG 4742 07 0634	1
2305-SILVERTHORNE			1
	117-SUMMIT		
CO	TOTAL		15
FWS AREA TOTAL			15

Figure 79: Total Wage Employee Population

## Vacancy Review Notice

Report Number	AECO4604 (PMS 1)
Brief Description	Provides notification to management the position vacated within the last 2 weeks and the staffing options available. This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI. This report is also available through RFQS, Vacancy Review Notice.



PREPARED	XX/XX/XX	AECO4804 (PMS 1)	VACANCY REVIEW NOTICE - AS OF XX/XX/XX				PAGE
AG 03 03 AGRICULTURAL RESEARCH SERVICE		SON 4860		WASHINGTON, DC			
MASTER							
POSITION ORGANIZATIONAL STRUCTURE	RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL	TITLE	PAY PLAN	OCCUPATIONAL SERIES GRADE LEVEL	
86 91 78 0780 10 00 00 00	H00F11	RTC00002	AUDITOR		GG	0511 00 07	
***** THIS POSITION WAS VACATED XX/XX/XX *****							
YOUR STAFFING OPTIONS ARE :							
PLEASE CONTACT YOUR PERSONNEL SPECIALIST IF YOUR INTENTION IS TO :			REASSIGNMENT _____				
FILL AS DESCRIBED _____		CHANGE TITLE AND SERIES _____		PPM CERTIFICATE _____			
FILL AT LOWER GRADE _____		INACTIVE POSITION _____		VACANCY ANNOUNCEMENT _____			
FILL AT HIGHER GRADE _____		ABOLISH POSITION _____		REINSTATEMENT _____			
				SPECIAL PROGRAM _____			
				CORRECT A MISCLASSIFICATION _____			
IF YOU HAVE DECIDED TO FILL THIS VACANCY, ATTACH AN SF-82							
SIGNATURE _____							

Figure 80: Vacancy Review Notice

## W2 Reporting System Earnings by Duty Station and Residence for Kansas and Missouri

Report Number	WTWO00102
Brief Description	<p>Provides a list of employee's earnings by duty station of work performed and residence in the States of Kansas and Missouri. This report contains sensitive data and its use is restricted.</p> <p>This report is produced annually (fiscal year) and is available as a hard copy or by electronic transmission. It is distributed by contact point number.</p>



REPORT NO. WTW00102	USDA-OFM-NFC	PAGE: 3
DATE PREPARED XX/XX/XX	W2 REPORTING SYSTEM	
TIME PREPARED 06:45 AM	EARNINGS BY DUTY STATION AND RESIDENCE	
FOR KANSAS AND MISSOURI		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
TA CONTACT: XX-20-2899-17-00	SSNO: XXX-XX-XXXX	TAX YEAR: 20XX
JOHN E. DOE	TAXABLE TRVL	0.00
842 ANY STREET	NO TAX TRVL	0.00
SOMEWHERE KS 000000000	COLA	0.00
	ALLOWANCES	0.00
DUTY STATION EARNINGS:		
STATE COUNTY CITY	GROSS AMOUNT	
KS ANYWHERE ANYTOWN	13,000.65	
TOTAL		13,000.65
RESIDENCE EARNINGS:		
STATE COUNTY CITY	GROSS AMOUNT	
KS ANYCOUNTY ANYCITY	13,000.65	
TOTAL		13,000.65

Figure 81: W2 Reporting System Earnings by Duty Station and Residence for Kansas and Missouri

## Wage And Tax Statement

Form Number	Form W-2
Brief Description	<p>Provides annual wage and tax information for an employee. This report contains sensitive data and its use is restricted.</p> <p>This report is produced annually (calendar year) and is available as a hard copy.</p> <p>This report is also available to the Agency through RPCT and to the employee through EPP.</p>

EMPLOYER'S NAME, ADDRESS AND ZIP CODE U.S DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER P.O. BOX 60000 NEW ORLEANS, LA 70160		EMPLOYEE'S NAME, ADDRESS AND ZIP CODE DOE, JOHN R 9122 LAKE ROAD NEW ORLEANS, LA 70000		1 Wages, tips, other compensation 30,733.86	2 Federal income tax withheld 6,061.18
EMPLOYER'S ID 72-0584834F		EMPLOYEE'S SSN 123-45-6789		3 Social security wages 33,047.20	4 Social security tax withheld 600.09
8 Allocated tips	10 Dependent care benefits	12 Benefits included in Box 1	13D. 401K TSP 2,313.34	13P. XX Moving Allow. NT	14B. NT Health benefits
9 Advance EIC payment		13C. Taxable life insurance	13E. 403B TIAA	14A. XX Moving allow. taxed	14C. COLA
16 State	Employer's State ID No. 1369123001	18 State income tax 429.51	19 Name of locality	Locality ID No.	21 Local income tax
Department of the Treasury-Internal Revenue Service FORM W-2 Wage and Tax Statement 20XX		Copy B - To be filed with employee's FEDERAL tax return		OMB No. 1545-0008 90-22-1688-30-91	< Delivery Point

Figure 82: Wage And Tax Statement





## Wage Employees Error Listing

Report Number	BEAR9004
Brief Description	<p>Provides a list of wage grade employees and the specific error condition for each POI. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by Agency.</p>

SENSITIVE PERSONNEL DATA USE IS RESTRICTED													
REPORT # BEAR9004	UNITED STATES DEPARTMENT OF AGRICULTURE										PAGE 2		
DATE PREPARED	NATIONAL FINANCE CENTER										PAY PERIOD XX		
XX/XX/XX	WAGE EMPLOYEES ERROR LISTING												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
SOCIAL SECURITY NUMBER	EMPLOYEE NAME	WAGE CODE	DUTY STATION CODES	AGY	EMP OFF	TABLE-29 RATE	PAY PLAN	GRADE	STEP	TOE	PAY RT-DET	WGL DUE	ERROR CONDITION
XXXXXXXXXX	DOE	1904	19 0230 169	03	4860	15 52	WS	04	02	1	0	0	SALARY > TABLE 29 SALARY WAS 15.55

Figure 83: Wage Employees Error Listing

## Within-Grade Increase Record

Form Number	AD-658
Brief Description	<p>Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy. It is distributed by POI.</p> <p>This report is also available through RFQS, Within-Grade Increase Record.</p>



U.S. DEPARTMENT OF AGRICULTURE WITHIN-GRADE INCREASE RECORD					
<b>PART I</b>					
1. NAME (Last, first, middle)		2. SOCIAL SECURITY NO.		3. AGENCY CODE	4. PAY PLAN
5. OCCUP. SER.	6. GRADE/STEP	7. PAY RATE DETERMINANT CODE	8. SALARY	9. DUTY STATION CODE	
10. OFFICIAL TITLE OF POSITION			11. PERS. POSITION NO.	12. STANDARD JOB NO.	14. WGI WAITING PERIOD BEGAN
13. ORGANIZATION STRUCTURE CODE					15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)
					16. EFF. DATE FOR WGI
					17. WGI GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>INSTRUCTIONS:</b> The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an "acceptable level of competence." Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld.</p>					
<b>LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE</b>					
PART II - To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date.					
<input type="checkbox"/> <b>AN ACCEPTABLE LEVEL OF COMPETENCE.</b> I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.					
SIGNATURE AND TITLE OF SUPERVISOR					DATE
PART III - To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official.					
<input type="checkbox"/> <b>NOT AN ACCEPTABLE LEVEL OF COMPETENCE.</b> (Contact Personnel Office.) I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that it is not of an acceptable level of competence to establish eligibility for a within-grade increase under 5 U.S.C. 5335.					
SIGNATURE AND TITLE OF SUPERVISOR					DATE
<input type="checkbox"/> I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made.					
SIGNATURE AND TITLE OF REVIEWING OFFICIAL					DATE
<b>RECONSIDERATION FINDINGS</b>					
PART IV - To be completed by an appropriate Agency Official should the employee request reconsideration.					
<input type="checkbox"/> The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date.					
<input type="checkbox"/> The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee has been notified.					
SIGNATURE AND TITLE OF REVIEWING OFFICIAL					DATE
<b>ORIGINAL - NFC PROCESSING COPY</b>					
Form AD-658P (12/81)					

Figure 84: Within-Grade Increase Record

## Work Years and Personnel Cost Report - Basic and Premium Work Years and Pay

Report Number	OPM1351-A
Brief Description	<p>Provides a list by code of staff-years and related costs in thousands for basic and premium work years and payroll.</p> <p>This report is produced annually (fiscal year) and is available as a hard copy or by electronic transmission. It is distributed by Department and Agency.</p>



WORK YEARS AND PERSONNEL COSTS REPORT BASIC AND PREMIUM WORK YEARS AND PAY FISCAL YEAR				
1. Agency Name			2. Agency Code	
3. Pay System Category			4. Pay System Code	
CODE	ITEM	OMB OBJECT CLASS	WORK YEARS Two decimal places	PERSONNEL COMPENSATION (Thousands)
100	Total Basic Work Years and Payroll	11.1/11.3		
101	Full-Time Permanent Appointments	11.1		
102	Full-Time Temporary Appointments	11.3		
103	Part-Time and Intermittent Appointments (Full-Time Equivalent (FTE))	11.3		
200	Total Premium Work Years and Pay	11.5		
201	Overtime Pay (Report separately for the 5 categories listed below.)	11.5	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
	- Availability pay for criminal investigators	11.5		
	- Overtime pay for firefighters	11.5		
	- Annual premium pay for regularly scheduled standby duty	11.5		
	- Administratively uncontrollable overtime pay	11.5		
	- Other Overtime pay	11.5		
202	Holiday Pay	11.5		
203	Sunday Pay	11.5	XXX	
204	Night Differential	11.5	XXX	
205	Hazardous Duty Pay	11.5	XXX	
206	Post Differential	11.5	XXX	
207	Staffing Differential	11.5	XXX	XXX
208	Supervisory Differential	11.5	XXX	
209	Physicians Comparability Allowance	11.5	XXX	
210	Remote Work Site Allowance	11.5	XXX	
211	Cash Awards	11.5	XXX	
212	Other*	11.5	XXX	

\* Identify separately any forms of premium pay included in code 212 that are equal to 100 thousand dollars or more.

OPM Form 1351-A (Rev. 11/97)

Figure 85: Work Years and Personnel Cost Report - Basic and Premium Work Years and Pay

## Work Years and Personnel Cost Report - Cost of Employees Benefits

Report Number	OPM1351-B
Brief Description	<p>Provides a list of the total costs of personnel benefits and related percent of total pay costs.</p> <p>This report is produced annually (fiscal year) and is available as a hard copy or by electronic transmission. It is distributed by Department and Agency.</p>



WORK YEARS AND PERSONNEL COSTS REPORT COST OF EMPLOYEES BENEFITS FISCAL YEAR				
1. Agency Name			2. Agency Code	
CODE	ITEM	OMB OBJECT CLASS	COST (Thousands)	For Agency Edit Check: COST AS PERCENT OF BASIC PAYROLL
300	Total Cost of Benefits	12.1		
301	Health Insurance	12.1		
	- Federal Employees Health Benefits Act			
	- Other			
302	Life Insurance - Federal Employees Group Life Insurance (FEGLI)	12.1		
303	Retirement	12.1		
304	- Civil Service Retirement System (CSRS)	12.1		
305	- Federal Employees Retirement System (FERS) Basic Benefit	12.1		
306	- Federal Employees Thrift Plan (FERS)	12.1		
307	- Other Retirement Systems (specify)	12.1		
308	Federal Insurance Contributions Act Taxes (OASDHI)	12.1		
309	Federal Employees Compensation Act (FECA) Payments to Department of Labor	12.1		
310	Uniform Allowances	12.1		
311	Overseas Allowances (including overseas cost of living allowance (COLA))	12.1		
312	Non-Foreign COLA	12.1		
313	Retention Allowance	12.1		
314	Recruitment Bonus	12.1		
315	Relocation Bonus	12.1		
316	Other Benefits included in Object Class 12.1	12.1		
400	Total Separation Pay (includes severance pay and separation incentive)	13.0		
	- Severance Pay			
	- Separation Incentive (i.e., "Buyout Bonus")			
	<b>Total Benefits Plus Separation Pay (Sum of Codes 300 and 400)</b>	<b>12.1 &amp; 13.0</b>		

OPM Form 1351-B (Re v. 11/97)

Figure 86: Work Years and Personnel Cost Report - Cost of Employees Benefits

## Work Years and Personnel Cost Report - Leave Earned and Used

Report Number	OPM1351-C
Brief Description	<p>Provides a list of various types of leave earned and used during the leave year.</p> <p>This report is produced annually (leave year) and is available as a hard copy or by electronic transmission. It is distributed by Department and Agency.</p>



WORK YEARS AND PERSONNEL COSTS REPORT LEAVE EARNED AND USED LEAVE YEAR <input type="text"/>						
1. Agency Name <input type="text"/>					2. Agency Code <input type="text"/>	
Type of Leave	Leave Used		Number of Leave Days:			Credited For Retirement
	Number of Days	Value (Thousands)	Earned	Carried Over End of Year	Forfeited End of Year	
1. Total Annual	(1)	(1)				XX
1a. Annual Lump-Sum Payments (separately)	(2)	(2)	XX	XX	XX	XX
2. Sick					XX	
3. Holidays			XX	XX	XX	XX
4. Time-Off Awards			XX	XX	XX	XX
5. Other Leave for Employees Covered by 5 U.S.C. 6301			XX	XX	XX	XX
6. Other Leave <sup>3</sup> for Employees not Covered by 5 U.S.C. 6301						

<sup>1</sup> Includes lump-sum payments for annual leave paid to separating employees.  
<sup>2</sup> Lump-sum payments shown separately.  
<sup>3</sup> Leave granted to employees not covered by chapter 63 of title 5, U.S. Code, regardless of type of leave. Specify categories of employees for whom this type of leave is reported.  
 OPM Form 1351-C (Rev. 11/97)

Figure 87: Work Years and Personnel Cost Report - Leave Earned and Used

## Your Personal Benefits Statement

This topic has been updated to replace the 2019 Personal Benefits Statement with the 2020 Personal Benefits Statement, to update the Thrift Saving Program (TSP) Annuity Interest Rate Index to 1.491 percent and the FERS death benefits additional amount to \$34,542.01.

Your Personal Benefits Statement provides the estimated value of benefits available to an employee or his/her survivors in the event of voluntary retirement, disability retirement, or death. The statement also includes estimated annuity benefits and account balances from TSP, Social Security's Old Age and Survivors Disability Insurance (OASDI) and/or Medicare Hospital Insurance Tax (HIT) benefits.



The Personal Benefits Statement is produced annually (calendar year) and is available to the Agency through the Reporting Center (Personal Benefits Statement) and to the employee through the Employee Personal Page (EPP). Below is an example of a Personal Benefits Statement for a Federal Employees Retirement System (FERS) employee.



**YOUR PERSONAL BENEFITS STATEMENT  
BASED ON YOUR ACCOUNT AS OF JANUARY 3, 2021**

Social Security Number	
Birth Date	
Retirement SCD	
Retirement Coverage	
6C/ECBPO Retirement SCD	
Leave SCD	
TSP Contribution Amount	
Regular:	Roth:
TSP Catch-up Contribution Amount	
Regular:	Roth:

As an employee of the Federal Government, your total compensation consists of more than just the amount you are paid-it also includes your benefits package. This statement has been prepared to inform you about your benefits coverages and costs. It is provided annually and is not available on request. If you have questions concerning this statement, or if you believe it does not accurately reflect your benefits coverages, please contact the appropriate office or individual as designated by your employing organization. Annual deduction amounts shown throughout this document are the total amounts paid for the prior calendar year (pay period 01 through 26).

**Benefits amounts shown in this document are estimates. If you are considering retirement, please seek more precise information from your employing organization.**

**Pay**

The annual pay used to prepare this statement is \_\_\_\_\_ Unless otherwise indicated, this is your base pay as of 1/3/21 (including pay for holidays and leave). Base pay is the amount on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it

does include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPRA) for Customs and Border Protection Officers; and, overtime supplement (BPAPRA) for Border Patrol Agents.

**Total Compensation And Costs**

Your total compensation (pay and benefits) for calendar year 2020 was \_\_\_\_\_ Total compensation costs to you and the Government are shown throughout this statement This includes only costs paid by your

present employing agency. If you were not employed for the full calendar year or if you transferred from another agency during the year, costs paid may not be shown or may not reflect actual amounts.

**Leave**

**Sick Leave**

If you are unable to work because of illness or injury, your accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of 1/2/21

you had \_\_\_\_\_ hours of accumulated sick leave. You may use annual leave in place of, or as an extension of, sick leave.

**Annual Leave**

Your annual leave balance as of 1/2/21 is \_\_\_\_\_ hours.

**Federal Employees Health Benefits (FEHB) Program**

**You are covered by:**

**Premium conversion** is a tax benefit that allows employees to allot a portion of salary back to the employer, which the employer then uses to pay the employee's contribution for FEHB coverage. This allotment is made on a pre-tax basis, which means that the money is not subject to Medicare, Social Security, or Federal income taxes.

To continue health insurance coverage in retirement you must retire on an immediate annuity and have been covered for the 5 years immediately before retirement, or since your first opportunity to enroll, if fewer than 5 years. (These coverage requirements also apply if you receive FECA benefits.) Coverage for your enrolled dependents may continue if they are eligible for either CSRS or FECA benefits. Should your dependents lose their status as family members, their participation in FEHB may continue for a limited period of time under provisions for Temporary Continuation of Coverage (TCC). The affected individual may also choose to convert coverage to a nongroup contract.

**Premium Costs**

	2021 Bi-Weekly	2020 Annual
Employee		
Agency		
Total		

**Your FEHB Contributions are Tax Deferred.**

Figure 88: Personal Benefits Statement - page 1



**Federal Employees Group Life Insurance (FEGLI) Program**

Coverage: **BASIC-5X FAMILY**

Premium Costs	2021 Bi-Weekly			2020 Annual		
	Employee	Agency	Total	Employee	Agency	Total
Basic						
Standard - Option A						
Additional - Option B						
Family - Option C						
Total						

Coverage Amounts	Basic	Standard	Additional	Total
If Death Is Not Accidental				
If Death Is Accidental				

**Family Option**

Death of Spouse  
Death of Child

**Accidental Dismemberment**

Loss of Limbs or Total Eyesight  
Loss of One Limb or One Eye

Your basic life insurance is increased by an "extra benefit" for participants under age 45. This benefit doubles the amount of basic life insurance if you are age 35 or younger. Beginning on your 38th birthday, the extra benefit decreases 10% each year until, at age 45, there is no extra benefit.

**Family Optional Life Insurance**

If a covered family member dies while you are working, you would receive the above benefit. If you should die while working, insured family members may convert their own coverage to individual policies. If you have a life event, such as marriage, the adoption of a child, divorce, etc., you may be eligible to elect more life insurance coverage. For further information, contact the appropriate office or individual as designated by your employing organization.

**Coverage in Retirement after Age 65**

To be eligible for life insurance coverage during retirement (including FECA benefits), you must retire on an immediate annuity and be enrolled for the 5 years immediately before retirement or since your first opportunity to enroll. If you are eligible to continue life insurance coverage during retirement,

- decide upon the level of coverage you wish to retain.
- elect to keep all or some of your Basic life insurance.
- elect to keep all or some of your Family coverage in excess of one multiple first elected as a result of changes to the FEGLI law in 1999/2000.
- premiums for Basic and Family are based on the amount on insurance retained.

**Basic**

No Reduction. Retain full value for life; after age 65, regular premium stops, you pay only the premium for retaining full value.

50% Reduction. Retain full value until age 65; at age 65, value decreases 1% per month until 50% of the face value at retirement remains; premiums continue for life. After age 65, the regular premium stops, you pay only the premium of retaining 50% of the value.

75% Reduction. Retain full value until age 65; premiums at the active employee rate continue until age 65 at which time they stop; value reduces 2% per month until 25% of the face value at the time of retirement remains.

**Standard**

Premiums continue until age 65 when they cease; the value of the insurance reduces 2% per month until 25% (\$2,500) remains.

**Additional and/or Family**

If you are eligible to continue these options during retirement, you must decide upon the level of coverage you wish to retain. Your options are:

- choose to retain all of your coverage based on the number of multiples you wish to retain beyond age 65; premiums are based on age bands and the amount of insurance retained; or
- choose a total reduction in the value of your coverage; premiums continue until age 65 when they stop; the value of insurance reduces 2% per month until coverage ends.

Employees may also irrevocably assign their life insurance or elect a living benefit, if eligible. For further information, contact the appropriate office or individual as designated by your employing organization

**Thrift Savings Plan (TSP)**

TSP Contributions	2021 Bi-Weekly	2020 Annual	2021 Roth Bi-Weekly	2020 Roth Annual
Employee				
Agency				
Catch-up				
Total				

As of December 31, 2020, your TSP account balance was including a Roth balance of

Your account balance will become available when you separate from the Federal Government. When you withdraw your TSP account you can: (1) receive a lump sum payment, (2) get equal payments over a number of years, (3) roll it over into an IRA, or (4) buy an annuity.

Figure 89: Personal Benefits Statement - page 2



**TSP Contributions (continued)**

Assuming you continue TSP contributions at the same rate, and earnings on your account average 7% per year, your estimated TSP account balance when you are first eligible to retire would be . The estimated annuity shown in the next column presupposes the following conditions: you and your spouse are the same age; you select the 100% survivor annuity; and the interest rate index on the level payment annuity, with no cash refund, when purchased, will be . An estimated TSP account balance at the time of retirement will not be calculated for any employee who wasn't contributing to your account as of December 31, 2020.

Should you die while employed, your TSP funds become available to the individuals named on your Designation of Beneficiary, TSP-3, or according to the order of precedence. If you need further information, please contact the appropriate office or individual as designated by your employing organization.

**TSP Estimated Monthly Annuity**

<b>If You Retire At Age</b>	<b>Single Life Annuity</b>	<b>Joint Life (Spouse) Annuity</b>
---------------------------------	--------------------------------	--

**Benefits Under The Federal Employees Retirement System (FERS)**

**Retirement Coverage Costs**

	2021 Bi-Weekly	2020 Annual
Employee		
Agency		
Total		

You may also be eligible for the Special Supplement until age 62. The Special Supplement is an approximation of Social Security benefits earned while under FERS. The Special Supplement is subject to the Social Security earnings test and is not reflected in these estimates.

You may also retire at your minimum retirement age (55 to 57, depending on your birthday) with 10 years of service. However, your annuity will be reduced by 5% for each year you are under age 62, and you will not receive the special supplement mentioned above.

FERS bases annuity computations on a formula using length of service and an average of the highest 3 consecutive years of basic pay (High-3). If you are not eligible to retire in the next 3 years, your annual salary as of the date of this statement has been used as your High-3 average pay for the estimates below. If you are eligible to retire within the next 3 years, the estimates below were prepared using a High-3 based on information in the payroll system. If less than 3 years of pay data were available, reasonable assumptions regarding your pay history have been made. Length of service was determined by using your retirement service computation date. In addition all annuity estimates are shown in gross dollar figures.

The estimates shown below do not include:

- accumulated sick leave or reductions for unpaid deposits or redeposits;
- additional annuity for payments to the voluntary contributions program;
- exact application of post April 7, 1986, part-time service requirements because stored system data related to salary begins only with January 1993, and complete tour of duty proration is not available. Contact your servicing personnel office for complete calculation;
- credit for temporary service performed after 1988 for FERS employees.

Actual retirement benefits will be based on your total creditable service and your "High-3" average pay as determined by the Office of Personnel Management when you retire. For this computation, your "High-3" is . Your length of service at age will be years.

**Disability Benefits**

If you have 18 months or more of Federal civilian service and become disabled for your position, you may be eligible for disability retirement. FERS disability annuities are computed in different ways depending on the annuitant's age and service at the time of retirement. In most cases, benefits are recomputed after the first 12 months and again at age 62. Persons who transferred to FERS, and who are eligible for a CSRS component in their FERS annuity, will receive the higher of the FERS computation or their earned annuity. Based on a "High-3" of during the first year of retirement, your estimated monthly annuity, without survivor benefits, under FERS would be about . Subsequent years will be less. A disability annuity begins the day after separation or pay ceases, and continues while you remain disabled, even for life.

If you are also entitled to disability benefits from the Social Security Administration, your FERS disability annuity will be reduced by the Social Security pension. Social Security disability benefits would be replaced by old age benefits at age years and months.

**Death In Service**

If you die as an employee, survivor benefits may be payable to your spouse if you have at least 18 months of civilian service and have been married at least 9 months, have a child born of that marriage, or die of accidental causes. The Basic Employee Death Benefit is:

- one-half of basic pay at the time of death (or one-half of High-3, if greater than basic pay), plus
- an additional amount

If you have accrued 10 years of service, your spouse may also be eligible for an annuity that is 50% of that which you would have received had you been eligible for retirement on the date of death. Your surviving spouse's estimated monthly annuity would be payable for life, unless remarried before age 55. Eligible children-generally unmarried children under age 18, or under age 22 if full-time students-may also qualify for benefits. Children's benefits are reduced by the child's Social Security survivor benefits.

**Optional Retirement Estimated Monthly Annuity**

<b>If You Retire At Age</b>	<b>Annuity With No Survivor Benefit</b>	<b>Annuity Reduced For Survivor Benefit</b>	<b>Survivor Benefit</b>
---------------------------------	---	---	-----------------------------

Figure 90: Personal Benefits Statement - page 3





### Social Security Benefits/Medicare Benefits

**Social Security/  
Medicare Deductions**

	2021 Bi-Weekly		2020 Annual	
	Employee	Agency	Employee	Agency
Social Security (OASDI)				
Medicare (HIT)				
Total				

As an employee covered by the Federal Insurance Contributions Act, you will be eligible for Social Security benefits which are payable monthly as early as age 62. Benefits will also be available to current spouse, eligible former spouse(s) and eligible children. These benefits will be based on your entire work history. Estimated benefits can be obtained from the Social Security Administration by submitting Form SSA-7004, Request for Earnings and Benefit Statement. A copy of the form can be obtained by calling the toll-free number 1-800-772-1213 or contacting your local Social Security office.

**Hospital Insurance Tax (HIT)/Medicare Coverage**

There are two parts to Medicare:

- **Hospital Insurance (Part "A")**  
This helps pay for inpatient hospital care and certain follow-up services; and
- **Medical Insurance (Part "B")**  
This helps pay for doctors' services, outpatient hospital care, and other medical services.

**Eligibility For Hospital Insurance (Part A)**

Most people get hospital insurance when they turn 65. You qualify for it automatically if you:

- are eligible for Social Security or Railroad Retirement benefits;
- qualify on a spouse's (including divorced spouse's) record;
- are a government employee not covered by Social Security who paid the Medicare part of the Social Security tax;
- have been getting Social Security disability benefits for 24 months;
- have permanent kidney failure that requires maintenance dialysis or a kidney replacement provided you are insured or if you are the spouse or child of an insured worker.

If you paid hospital insurance taxes (HIT) while you worked, Part A is free when you are eligible for it. If you do not qualify based on one of the above reasons and you are 65 or older, you can buy hospital insurance just like you buy other health insurance policies.

**Medical Insurance (Part B)**

Almost anyone who is eligible for hospital insurance can sign up for medical insurance. Unlike Part A, Part B is an optional program. However, you do have to pay for it.

### Benefits Under The Federal Employees Compensation Act (FECA)

**Disability**

If you experience an on-the-job injury, you may be entitled to benefits under the Federal Employees Compensation Act which is administered by the Department of Labor's Office of Workers Compensation Programs (OWCP). You may be eligible to receive full pay for up to 45 days. Benefits start after a 3-day waiting period, except when the disability lasts more than 14 days or permanent disability results. In those cases, benefits begin as of the day you became disabled. If you qualify for both FERS and FECA benefits, you may choose the more advantageous.

**Death Benefits**

If death results from an on-the-job injury, your eligible spouse and/or dependent children may receive a lump sum payment of up to \$1,000. Spousal benefits are payable for life, or until remarried if before age 55. A spouse who remarries before age 55, receives a lump sum payment equal to 24 months' benefits. Children's benefits continue as long as they qualify as dependents. If your survivors are eligible for benefits under both FERS and FECA, they may choose whichever is more advantageous.

### If You Leave The Federal Government Before You Retire

**FERS Contributions**

You may leave your retirement contributions in FERS. If you have at least 5 years of service covered by contributions, but less than 10, you may apply for a deferred annuity at age 62. If you have at least 10 years of service covered by contributions, you may apply for retirement at the Minimum Retirement Age (MRA), which is based on your date of birth. If you are younger than age 62 when you begin to receive benefits, depending on your age and length of service, your benefits may be reduced. You may also apply for a refund of your retirement contributions. If you do so, however, and are reemployed by the Federal government, you will not be eligible to receive benefits based on service covered by the refund. Individuals who are subsequently reemployed can make a redeposit of the amount refunded, plus interest, and to have credit for the service reinstated. For the purposes of survivor annuities, redeposit may also be made by survivors.

**Health Insurance**

Should you leave the Federal Government, you may continue group coverage for up to 18 months under the rules for Temporary Continuation of Coverage (TCC), or you may choose to convert to your plan's nongroup contract. If you elect TCC, you must pay the employee and government shares of the premium, plus a 2% administrative fee. If you elect to convert to an individual plan, the plan will notify you of the premiums and benefits coverages. If you need more information, contact the appropriate office or individual, as designated by your employing organization.

Figure 91: Personal Benefits Statement - page 4



**If You Leave The Federal Government Before You Retire (continued)**

**Life Insurance**

If you are enrolled in life insurance when you leave the Federal Government, you and your covered dependents have the option of obtaining a direct-pay life insurance policy without a physical examination. Contact the appropriate office or individual, as designated by your employing organization if you need more information.

**Thrift Savings Plan**

If your TSP account has less than \$200, the Federal Retirement Thrift Investment Board will automatically send you the balance of your account in a lump sum payment. Additional withdrawal options include receiving a partial payment, monthly payment, mixed withdrawal or rolling the balance over to an Individual Retirement Account. Visit the TSP website at [www.tsp.gov](http://www.tsp.gov) for more information.

**Annual Leave**

Should you separate from the Federal Government for any reason, you would be paid any accumulated annual leave, subject to offset for any debts you may owe the United States. Based on your annual leave balance as of 1/2/21 which was \_\_\_\_\_ hours, your annual leave would be worth \_\_\_\_\_.

**Sick Leave**

Should you separate from the Federal Government other than retirement, you will not be paid for your accumulated sick leave. However, if you are reemployed in the Federal Government on or after December 2, 1994, your sick leave balance will be recredited to your leave account.

**Other Benefits**

Other Benefits include any or all of the following: Federal Long Term Care Insurance Program (FLTCIP), Flexible Spending Account (FSA), and the Federal Dental/Vision Insurance Program (FEDVIP).

For information on eligibility and the web links to enroll, visit OPM's Benefits webpage at <http://www.opm.gov/insure>.

**Long Term Care Insurance Payroll Deduction**

		2021 Bi-Weekly
Dental		
Vision		
Flexible Spending - Healthcare		
Flexible Spending - Dependent Care		

Figure 92: Personal Benefits Statement - page 5

**Who Will Receive the Statement**

The purpose of the annual statement is to provide information about the employee's complete compensation package and to serve as a tool for the employee in developing a financial plan for



employee retirement. A statement that is applicable to employee retirement coverage is produced for each eligible employee.

**Retirement Coverage Codes and Plan Names**

<b>Retirement Coverage Code</b>	<b>Plan Name</b>
<b>C</b>	Civil Service Retirement System (CSRS) Offset
<b>D</b>	CSRS Offset (Congressional) Federal Insurance Contribution Act (FICA)
<b>E</b>	FICA and CSRS - Special (Partial)
<b>G</b>	FICA and Foreign Service Retirement and Disability System (FSRDS) (Partial)
<b>I</b>	FERS (Congressional) FICA
<b>IF</b>	Foreign Service Pension System (FSPS) Further Revised Annuity Employees (FRAE) (Congressional)
<b>IR</b>	FERS-RAE (Revised Annuity Employees) (Congressional)
<b>K</b>	FERS and FICA
<b>KF</b>	FERS (FRAE)
<b>KR</b>	FERS-RAE and FICA
<b>M</b>	FERS and FICA - Special
<b>MF</b>	FERS (FRAE) - Special
<b>MR</b>	FERS-RAE and FICA - Special
<b>O</b>	Customs and Border Protection Officers (CBPO) FERS Enhanced
<b>OF</b>	FERS (FRAE) CBPO
<b>OR</b>	FERS-RAE and FICA - Special (CBPO)
<b>P</b>	FSPS and FICA
<b>PF</b>	FSPS (FRAE)
<b>PR</b>	FSPS-RAE and FICA
<b>Q</b>	CBPO CSRS Offset
<b>R</b>	FICA and CSRS (Full)



Retirement Coverage Code	Plan Name
<b>T</b>	FICA and CSRS - Special (Full) - for law enforcement and firefighter personnel
<b>0</b>	CBPO Enhanced (CSRS)
<b>1</b>	CSRS
<b>3</b>	FSRDS
<b>6</b>	CSRS - Special - for law enforcement and firefighter personnel
<b>7</b>	CSRS (Congressional)

Part-time employees with any of the above codes and one of the following work schedules will receive a statement for his/her applicable retirement plan:

Work Schedule Code	Description
<b>P</b>	Part-time
<b>Q</b>	Part-time seasonal
<b>S</b>	Part-time sharer
<b>T</b>	Part-time seasonal job sharer

Some employee benefits statements may consist of less than a full calendar year, due to the Agency's implementation date to NFC's Payroll/Personnel System.

#### **Who Will Not Receive a Benefits Statement**

Some employees will not receive a benefits statement for the following reasons:

- The employee's retirement coverage code is not listed in the Retirement Coverage Codes and Plan Names table.
- The employee is intermittent/seasonal (e.g., other than work schedules **P**, **Q**, **S**, and **T**).
- The employee's 6C Retirement Date on IRIS Program IR102, Dates & Misc Sal/Pers Data, is invalid. This date identifies the SCD for employees appointed to law enforcement officer and firefighter (LEO/FF) or Customs and Border Protection positions. These positions are under Retirement Coverage Codes **0**, **6**, **E**, **M**, **O**, **Q**, or **T** and require a special retirement deduction rate. Invalid means that the 6C Retirement Date is earlier than the retirement service computation date or is later than the benefits statement date.



- The employee is not eligible for retirement benefits.
- The employee was not active in the last Pay Period (PP) of the prior year or PP 01 of the current year.
- The employee is an FDIC annuitant with FERS annuitant indicator **A** or **G** or CSRS annuitant indicator **1** or **6**.
- The employee is an FDIC annuitant in Pay Plan EX.
- The employee’s Agency has elected not to issue statements. The following Agencies fall under this category:
  - Architect of the Capitol (LA)
  - Commission on Security and Cooperation in Europe (85)
  - Congressional Budget Office (AQ)
  - Consumer Financial Protection Bureau (FT)
  - Office of the Comptroller of the Currency (AJ)
  - Smithsonian Institution (Trust) (71)
  - Treasury Technical Assistance (TE)
  - U.S. Botanic Garden (BG)
  - U.S. Capitol Police (CP)
  - U.S. Senate Restaurants (SR)

**Description of Each Item**

The following provides an explanation of the statement. This is not the final authority, but is written to explain items that are computed for the statement. Most items appear on the statement for all retirement plans with the Personal Statement of Benefits System (PSBS). Some items appear only on selected statements and are clearly stated in the text of the description. All or a combination of the items may appear on your statement depending on your particular Agency's requirements and/or your type of retirement plan.

Descriptions of each item are as follows:

Field	Description
<b>Social Security Number</b>	Displays the employee's masked Social Security number (SSN) as it appears on IRIS Program IR117, Retirement Data. This number is generated from BEAR as of PP 01 of the current year.
<b>Birth Date</b>	Displays the employee's date of birth as it appears on IRIS Program IR122, SF-50B Data Elements.



Field	Description
<b>Retirement SCD</b>	Displays the employee's SCD for retirement as it appears on IRIS Program IR102. This date is generated from BEAR as of PP 01 of the current year.
<b>Retirement Coverage</b>	Displays the name and code of the employee's retirement plan as it appears on IRIS Program IR117. Descriptions can be found on TMGT Table 025, AD-350 (Personnel Block and Description), Block Number 16. This code is generated from BEAR as of PP 01 of the current year.
<b>6C/ECBPO Retirement SCD</b>	<p>Displays the employee's 6C SCD for retirement as it appears on IRIS Program IR102. This date is used to compute benefits under special LEO/FF service or enhanced CBPOs covered under the Customs Officer Pay Reform Act of 1993 (COPRA) service. This date is generated from BEAR as of PP 01 of the current year. For all other statements, <b>N/A</b> is displayed.</p> <p>Note: If this date is invalid, incorrect, or missing the employee will not receive a statement. Invalid means the 6C retirement date is not a valid date, is earlier than the employee's retirement SCD, or is later than the statement date.</p>
<b>Leave SCD</b>	Displays the employee's SCD for leave accrual as it appears on IRIS Program IR102. This date is generated from BEAR as of PP 01 of the current year.
<b>TSP Contribution Amount - Regular</b>	Displays the employee's biweekly contribution to his/her TSP account as it appears on IRIS Program IR118, Thrift Savings Data, for Plan Code <b>01</b> (FERS) and Plan Code <b>02</b> (CSRS). This amount is displayed either as a dollar amount or percentage rate. This information is generated from BEAR as of PP 01 of the current year.
<b>TSP Contribution Amount - Roth</b>	Displays the employee's biweekly non-tax deferred contribution to his/her TSP account as it appears on IRIS Program, IR118 for Plan Code <b>98</b> (FERS) and Plan Code <b>99</b> (CSRS). This amount is displayed either as a dollar amount or percentage rate. This information is generated from BEAR as of PP 01 of the current year.
<b>TSP Catch-up Contribution Amount - Regular</b>	Displays the Catch-up Contribution Amount for TSP participants age 50 and older as it appears on IRIS Program IR118 for Plan Code <b>06</b> (TSP Catch-up Contribution). This field is displayed as a dollar amount and is generated from BEAR as of PP 01 of the current year.
<b>TSP Catch-up Contribution Amount - Roth</b>	Displays the Roth Catch-up Contribution Amount for TSP participants 50 and older as it appears on IRIS Program IR118 for Plan Code <b>09</b> (Roth Catch-up). This field is displayed as a dollar amount and is generated from BEAR as of PP 01 of the current year.



**The following fields are displayed in the Pay section:**

Field	Description
<b>Annual Pay</b>	<p>Displays the employee's adjusted salary that consists of the rate of annual basic pay, interim geographic adjustments, and locality comparability payments for the current year. This amount is obtained from the employee's personnel history as of PP 01 of the current year. AUO, availability pay, and stand-by pay amounts are obtained from the Payroll Computation System (PAYE) as of PP 01 of the current year. For detailed information on basic pay, see the CSRS and FERS Handbook for Personnel and Payroll Offices or contact your personnel office.</p> <p>For LEO/FF or enhanced CBPO (Retirement Coverage Codes <b>M, O, E, T, Q, 0</b>, and <b>6</b>), this is the adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in PP 01 of the current year.</p> <p><i>Annual Salary = Adjusted Salary + (PP 01 AUO, Availability, Standby Pay x the Number of Pay Periods in the Prior Year)</i></p> <p>For U.S. Customs employees covered by COPRA, this amount reflects the employee's adjusted salary as of PP 01 of the current year. COPRA overtime is not included in this figure.</p> <p>For part-time employees (Work Schedules <b>P, Q, S</b>, and <b>T</b>), the hourly rate of pay is obtained from the employee's personnel history record as of PP 01 of the current year. Annual Salary is computed as follows:</p> <p>If not <b>PH</b> (per hour) employee: Hourly Rate = Adjusted Salary/2087 Annual Salary = (Hourly Rate x Tour-of-Duty Hours x the number of pay periods in the year)</p> <p>For all employees, the adjusted salary salary has been modified for the following conditions:</p> <ul style="list-style-type: none"> <li>• If the employee's Salary Rate Code is <b>PD</b> (per day), the annual salary is computed as follows: <i>Annual Salary = Daily Rate x 260 (yearly work days)</i></li> <li>• If the employee's Salary Rate Code is <b>PH</b>, the annual salary is computed as follows: <i>Annual Salary = Hourly Rate x 2087 (yearly work hours)</i></li> </ul>

**The following fields are displayed in the Total Compensation And Costs section:**

Field	Description
<b>Agency Compensation - Prior Year</b>	<p>Displays the summary of the employee's annual salary plus all Government contributions toward:</p> <ul style="list-style-type: none"> <li>• Government/Non-Government-Wide retirement coverage</li> <li>• Health and life insurance premiums</li> <li>• Medicare coverage</li> <li>• Social Security coverage</li> <li>• Thrift Savings Plan for the employee for the prior year</li> <li>• Annual pay differential for FDIC employees</li> </ul> <p>Adjusted salary is obtained from the employee's personnel history as of the last pay period of the prior year. AUO, availability pay, and standby</p>



Field	Description
	<p>pay are generated from PAYE as of the last pay period of the prior year. Retirement deductions are generated from RETM as of the last pay period of the prior tax year.</p> <p>For most employees, the annual salary is the adjusted salary as of the last pay period of the prior year.</p> <p>For LEO/FF (Retirement Coverage Codes <b>M</b>, <b>E</b>, <b>T</b>, and <b>6</b>), this is the last pay period of the prior year's adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in the last pay period of the prior year.</p> <p><i>Annual Salary = [Last PP of the prior year's Adjusted Salary + PP 01 through the Last PP of the prior year's AUO, Availability, Standby Pay]</i></p> <p>For part-time employees (Work Schedules <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>), the hourly rate of pay is obtained from the employee's personnel history as of the last pay period of the prior year. Total hours worked (for the tax year) are obtained from RETM as of PP 24 of the prior year. Annual salary is computed as follows:</p> <p><i>Hourly Rate = Adjusted Salary/2087</i>  <i>Annual Salary = [Hourly Rate as of the last pay period of the prior year x Total Hours Worked For The Year]</i></p> <p>For U.S. Customs employees covered by COPRA, this amount reflects the employee's prior year annual salary plus benefits and is computed in one of the following ways:</p> <p>FERS and CSRS-Offset employees (Retirement Coverage Codes <b>K</b> and <b>C</b>):</p> <p><i>Annual salary = Prior Year Retirement Deductions x 125.00</i></p> <p>CSRS employees (Retirement Coverage Code <b>1</b>):</p> <p><i>Annual Salary = Prior Year Retirement Deductions x 14.29</i></p> <p>FERS and CSRS-Offset CBPO employees (Retirement Coverage Codes <b>O</b> and <b>Q</b>):</p> <p><i>Annual Salary = Prior Year Retirement Deductions x 76.92</i></p> <p>CSRS CBPO employees (Retirement Coverage Code <b>0</b>):</p> <p><i>Annual Salary = Prior Year Retirement Deductions x 13.33</i></p>

**The following fields are displayed in the Leave section:**

Field	Description
<b>Sick Leave Balance - Prior Year</b>	Displays the employee's carryover sick leave balance for the prior year as it appears on IRIS Program IR136, Annual/Sick Leave, as of the last pay period of the prior year. If the prior year balance is negative, <b>*****</b> is displayed.





Field	Description
<b>Annual Leave Balance - Prior Year</b>	Displays the employee's carryover annual leave balance for the prior year as it appears on IRIS Program IR136, as of the last pay period of the prior year. If the prior year balance is negative, zeros are displayed.

**The following fields are displayed in the Federal Employees Health Benefits (FEHB) Program section:**

Field	Description
<b>FEHB Plan Code</b>	Displays the employee's FEHB enrollment code as it appears on IRIS Program IR115, Health Benefits, as of PP 01 of the current year.
<b>FEHB Plan Name</b>	Displays the name of the employee's Government-wide health benefit carrier. If the employee's health benefit code on IRIS Program IR115 is 1 (Enrolled), the health benefits plan coverage code is used to find the name of the Government-wide benefit carrier on TMGT Table 011, Health Benefit Carrier Name and Address. If the name of the carrier cannot be found, the message <i>Your Federal Health Carrier Has Discontinued Service, Contact Your Personnel Office</i> is displayed. If the health benefit plan code and the health benefit option code are both zero, the message <i>You Are Not Enrolled In A Federal Health Benefit Plan</i> is displayed.
<b>FEHB Tax Deferred Code</b>	Displays the employee's tax deferred code (if elected) for health benefits as displayed on PINQ Program PQ053, PACS Health, and IRIS Program IR115.
<b>Current Year Bi-Weekly Premium Cost to Employee</b>	Displays the biweekly amount paid by the employee for FEHB coverage. This amount is obtained from PAYE as of PP 01 of the current year. If any full-time employee is enrolled in a health benefit plan in PP 01 but no deductions were recorded, this figure is obtained from TMGT Table 012, Health Benefit Rates, in order to reflect the expected biweekly deduction amount for the current year. If any FDIC employee is enrolled in a Federal health benefit plan in PP 01 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 012. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Premium Cost to Agency</b>	Displays the biweekly amount paid by the Agency for the employee's FEHB coverage. This amount is obtained from PAYE as of PP 01 of the current year. If the employee is enrolled in a health benefit plan in PP 01 but no deductions are recorded, this figure is obtained from TMGT Table 012 in order to reflect the expected biweekly contribution amount for the current year. If any FDIC employee is enrolled in a Federal health benefit plan in PP 01 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 012. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Premium Cost for FEHB</b>	Displays the total biweekly amount paid for the employee's FEHB coverage. This total is the sum of the employee and Agency current year costs. Manual payments and adjustments are not included in this



Field	Description
	amount.
<b>Prior Year Annual Premium Cost to Employee</b>	<p>Displays the annual amount by the employee for FEHB coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual Premium Cost to Agency</b>	<p>Displays the annual amount paid by the Agency for the employee's FEHB coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Total Prior Year Premium Cost for FEHB</b>	<p>Displays the total amount paid for the employee's FEHB coverage for the prior calendar year. This total is the sum of the employee and Agency prior year costs.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>

**The following fields are displayed in the Federal Employees Group Life Insurance (FGLI) Program section:**

Field	Description
<b>Coverage</b>	<p>Displays the description of the employee's life insurance coverage code as it appears on IRIS Program IR116, Life Insurance. The description is retrieved from TMGT Table 025, Block Number 13.</p> <p>For more information on these coverages, see the OPM publication FGLI Handbook for Personnel and Payroll Offices or contact your personnel office.</p>
<b>Current Year Bi-Weekly Premium Cost to Employee for Basic Coverage</b>	<p>Displays the amount paid each pay period by the employee for FGLI basic coverage for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount</p>



Field	Description
<b>Current Year Bi-Weekly Premium Cost to Agency for Basic Coverage</b>	Displays the amount paid each pay period by the Agency for the employee's FEGLI basic coverage for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Premium Cost for Basic Coverage</b>	Displays the total amount paid each pay period for the employee's FEGLI basic coverage for the current year. This total is the sum of the employee and Agency costs. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Premium Cost to Employee for Standard Coverage</b>	Displays the amount paid each pay period by the employee for FEGLI standard coverage for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Premium Cost to Employee for Additional Coverage</b>	Displays the amount paid each pay period by the employee for FEGLI additional coverage for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Premium Cost to Employee for Family Coverage</b>	Displays the amount paid each pay period by the employee for FEGLI family coverage for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Premium Cost to Employee for Optional Coverage</b>	Displays the total amount paid each pay period by the employee for FEGLI optional coverage for the current year. Manual payments and adjustments are not included in this amount.
<b>Prior Year Annual Premium Cost to Employee for Basic Coverage</b>	<p>Displays the annual amount paid by the employee for FEGLI basic coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual Premium Cost to Agency for Basic Coverage</b>	<p>Displays the annual amount paid by the Agency for employee's FEGLI basic coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Total Prior Year Annual Premium Cost for Basic Coverage</b>	<p>Displays the total annual amount paid for the employee's FEGLI basic coverage for the prior year. This total is the sum of the employee and Agency costs.</p> <p>In cases where this amount is negative, usually due to adjustments, this</p>



Field	Description
	field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i>
<b>Prior Year Annual Premium Cost to Employee for Standard Coverage</b>	Displays the annual amount paid by the employee for FEGLI standard coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.  In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i>
<b>Prior Year Annual Premium Cost to Employee for Additional Coverage</b>	Displays the annual amount paid by the employee for FEGLI additional coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.  In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i>
<b>Prior Year Annual Premium Cost to Employee for Family Coverage</b>	Displays the annual amount paid by the employee for FEGLI family coverage for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.  In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i>
<b>Total Prior Year Annual Premium Cost to Employee for Optional Coverage</b>	Displays the total annual amount paid by the employee for FEGLI optional coverage for the prior year.  In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i>
<b>FEGLI Basic Coverage Amount, Not Accidental Death</b>	Displays the employee's FEGLI basic coverage amount payable at death. If the employee has not elected FEGLI Basic Coverage, <b>N/A</b> is displayed.  For most employees, the basic FEGLI coverage amount is equal to the life insurance coverage as it appears on IRIS Program IR116, multiplied by 1,000 (annual salary, rounded to the next 1,000).  For LEO/FF (Retirement Coverage Codes <b>6, E, M, or T</b> ) who receive AUO, availability pay, or standby pay in PP 01, the basic FEGLI coverage is computed as follows:



Field	Description
	<ul style="list-style-type: none"> <li>• Step 1. Multiply the appropriate AUO, availability pay, or standby pay received in PP 01 of the current year by the number of pay periods in the year.</li> <li>• Step 2. Add the results of Step 1 to the employee's adjusted salary as of PP 01.</li> <li>• Step 3. Round the results of Step 2 up to the nearest thousand dollars.</li> <li>• Step 4. Basic FEGLI coverage amount = Step 3 amount = \$2,000.</li> </ul> <p>For U.S. Customs employees (enhanced CBPOs) covered by COPR, the basic FEGLI coverage amount is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine the employee's hourly rate as of PP 01 of the current year. This is equal to the employee's adjusted salary divided by 2087 (yearly work hours).</li> <li>• Step 2. Compute [Step 1 Hourly Rate x COPR Overtime (OT) Hours as of PP 26 of the prior year (IR103, Salary YTD Data) x 2].</li> <li>• Step 3. Compute [Step 1 Hourly Rate x COPR-Commute Hours as of the last pay period of the prior year (IR103) x 3].</li> <li>• Step 4. Add Steps 2 and 3 (limited to \$15,000).</li> <li>• Step 5. Add results of Step 4 to the employee's adjusted salary.</li> <li>• Step 6. Round results of Step 5 to nearest \$1,000.</li> <li>• Step 7. Basic FEGLI coverage amount = Step 6 + \$2,000.</li> </ul>

The following table reflects the extra benefits payable at certain ages for FEGLI basic coverage:

If Employee's Age Is:	Amount Payable Is:
0 - 35	FEGLI basic coverage amount x 2
36	FEGLI basic coverage amount x 1.9
37	FEGLI basic coverage amount x 1.8
38	FEGLI basic coverage amount x 1.7
39	FEGLI basic coverage amount x 1.6
40	FEGLI basic coverage amount x 1.5
41	FEGLI basic coverage amount x 1.4
42	FEGLI basic coverage amount x 1.3
43	FEGLI basic coverage amount x 1.2
44	FEGLI basic coverage amount x 1.1



<b>If Employee's Age Is:</b>	<b>Amount Payable Is:</b>
45 and over	FEGLI basic coverage amount x 1

The following fields are displayed in the Federal Employees Group Life Insurance (FEGLI) Program section:

Field	Description
<b>FEGLI Standard Coverage Amount, Not Accidental Death</b>	Displays the employee's optional life insurance amount payable at death from any cause. If the employee has elected Option A, Standard, the amount displayed is \$10,000. If the employee has not elected FEGLI standard coverage, <b>N/A</b> is displayed.
<b>FEGLI Additional Coverage Amount, Not Accidental Death</b>	Displays the employee's additional life insurance amount payable at death from any cause. If the employee has not elected Option B, Additional, <b>N/A</b> is displayed.

If the employee has elected Option B, Additional, the amount is computed as follows:

<b>If Option B, Additional, Is:</b>	<b>Amount Payable Is:</b>
1	(FEGLI Coverage Amount - \$2,000) x 1
2	(FEGLI Coverage Amount - \$2,000) x 2
3	(FEGLI Coverage Amount - \$2,000) x 3
4	(FEGLI Coverage Amount - \$2,000) x 4
5	(FEGLI Coverage Amount - \$2,000) x 5

The following fields are displayed in the Federal Employees Group Life Insurance (FEGLI) Program section:

Field	Description
<b>Total FEGLI Basic, Standard, and Additional Coverage Amount, Not Accidental Death</b>	Displays the employee's total amount of FEGLI Basic, Standard, and Additional Coverage payable at death.
<b>FEGLI, Basic Coverage Amount, Accidental Death</b>	Displays the amount payable under FEGLI basic coverage if death is accidental. This amount equals FEGLI basic life insurance coverage plus the basic amount payable if death is not accidental but with no extra benefit for age.



Field	Description
<b>FEGLI Standard Coverage Amount, Accidental Death</b>	Displays the amount payable under FEGLI standard coverage if death is accidental. This amount equals FEGLI standard coverage multiplied by 2. If the employee has not elected Option A, Standard, <b>N/A</b> is displayed.
<b>FEGLI Additional Coverage Amount, Accidental Death</b>	Displays the amount payable under FEGLI additional coverage if death is accidental. This amount is the same as the amount payable if death is not accidental. If the employee has not elected Option B, Additional, <b>N/A</b> is displayed.
<b>Total FEGLI Basic, Standard, Additional Coverage Amount, Accidental Death</b>	Displays the total amount payable under FEGLI basic, standard, and additional coverage if death is accidental.
<b>FEGLI Family Coverage Amount, Death of Spouse</b>	Displays the amount payable under FEGLI family coverage to the employee in case of death of the employee's spouse. This coverage amount is computed as 5,000 x Option C Factor as displayed on IRIS Program IR116. If the employee has not elected FEGLI family coverage, <b>N/A</b> is displayed.
<b>FEGLI Family Coverage Amount, Death of Child</b>	Displays the amount payable under FEGLI family coverage to the employee in case of death of an employee's child. This coverage amount is computed as 2,500 X Option C Factor as displayed on IRIS Program IR116. If the employee has not elected FEGLI family coverage, <b>N/A</b> is displayed.
<b>Accidental Loss of Limbs or Total Eyesight</b>	Displays the amount payable to the employee for accidental loss of limbs or eyesight under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. If the employee has Option A, Standard Life Insurance, the amount payable is the FEGLI coverage amount plus \$10,000. For all other options, the amount payable is the FEGLI coverage amount.
<b>Accidental Loss of One Limb or One Eye</b>	Displays the amount payable to the employee for the accidental loss of one limb or one eye under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. The amount payable is one-half of the amount paid for accidental loss of limbs or total eyesight.

**The following fields are displayed in the Thrift Savings Plan (TSP) section:**

Field	Description
<b>Current Year Bi-Weekly TSP Regular Contributions by Employee</b>	Displays the biweekly amount the employee contributed to his/her TSP account. This amount is displayed on IRIS Program IR118 for Plan Code 01 or Plan Code 02. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.



Field	Description
<b>Current Year Bi-Weekly TSP Roth Contributions by Employee</b>	Displays the biweekly non-tax-deferred Roth contribution to his/her TSP account. This amount is displayed on IRIS Program IR118 for Plan Code <b>98</b> or Plan Code <b>99</b> . This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly TSP Regular Contributions by Agency</b>	Displays the biweekly amount the Agency contributes to the employee's TSP account. This amount is displayed in the TS-CONTRIB-THRIFT-SAV field on PINQ Program PQ056, PACS Thrift Savings, for Plan Code <b>01</b> . This field appears on FERS and FSPS statements only for Retirement Coverage Codes <b>I, K, M, O, and P</b> . This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly TSP Regular Catch-up Contributions by Employee</b>	Displays the employee's biweekly traditional catch-up contribution to the employee's TSP account. This amount is displayed on IRIS Program IR118, Record 002 for Plan Code <b>06</b> . This amount is obtained from PAYE as of PP 01 of the current year.
<b>Current Year Bi-Weekly TSP Roth Catch-up Contributions by Employee</b>	Displays the employee's biweekly non-tax-deferred Roth catch-up contributions to the employee's TSP account. This amount is displayed on IRIS Program IR118, Record 002 for Plan Code <b>09</b> . This amount is obtained from PAYE as of PP 01 of the current year.
<b>Total Current Year Bi-Weekly TSP Regular Contributions</b>	Displays the total biweekly traditional contributions to the employee's TSP account. This field is the total of the employee and Agency TSP regular contributions and the TSP regular catch-up contributions by the employee. This field appears on FERS and FSPS statements for Retirement Coverage Codes <b>I, K, M, O, and P</b> . For employees that do not receive Agency contributions, this field is the total of the employee's TSP regular and TSP regular catch-up contributions and appears on the CSRS and FSRDS statements for Retirement Coverage Codes <b>0, 1, 3, 6, 7, C, D, E, G, Q, R, and T</b> . Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly TSP Roth Contributions</b>	Displays the total biweekly non-tax-deferred Roth contributions to the employee's TSP account. This field is the total of the employee's TSP Roth contributions and the TSP Roth catch-up contributions. Manual payments and adjustments are not included in this amount.
<b>Prior Year Annual TSP Regular Contributions by Employee</b>	<p>Displays the sum of the employee's biweekly traditional contributions to his/her TSP account for the prior calendar year.</p> <p>This amount is obtained from PAYE as of the last pay period of the prior calendar year. In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>





Field	Description
<b>Prior Year Annual TSP Roth Contributions by Employee</b>	<p>Displays the sum of the employee's biweekly non-tax-deferred Roth contributions to his/her TSP account during the prior calendar year.</p> <p>This amount is obtained from PAYE as of the last pay period of the prior year. In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual TSP Regular Contributions by Agency</b>	<p>Displays the biweekly amount the Agency contributes to the employee's TSP account for the prior year. This field appears on FERS and FSPS statements only for retirement coverage codes <b>I</b>, <b>K</b>, <b>M</b>, and <b>P</b>.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual TSP Regular Catch-up Contributions by Employee</b>	<p>Displays the sum of the employee's biweekly traditional TSP catch-up contributions to his/her TSP account during the prior calendar year. This amount can be seen on IRIS Program IR118. This amount is obtained from PAYE as of the last pay period of the prior year.</p>
<b>Prior Year Annual TSP Roth Catch-up Contributions by Employee</b>	<p>Displays the sum of the employee's biweekly non-tax-deferred Roth catch-up contributions to his/her TSP account during the prior calendar year. This amount is obtained from PAYE as of the last pay period of the prior year.</p>
<b>Total Prior Year Annual TSP Regular Contributions</b>	<p>Displays the total amount contributed to the employee's TSP account for the prior year. This total is the sum of the employee's regular, regular catch-up and the Agency's regular TSP contributions. This field appears on FERS and FSPS statements only for Retirement Coverage Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, and <b>P</b>. For employees that do not receive Agency contributions, this field displays the sum of the employee's regular and regular catch-up contributions only and appears on the CSRS and FSRDS statements for Retirement Coverage Codes <b>0</b>, <b>1</b>, <b>3</b>, <b>6</b>, <b>7</b>, <b>C</b>, <b>D</b>, <b>E</b>, <b>G</b>, <b>Q</b>, <b>R</b>, and <b>T</b>.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Total Prior Year Annual TSP Roth Contributions</b>	<p>Displays the total amount of the biweekly non-tax-deferred Roth contributions to the employee's TSP account during the prior calendar year. This total is the sum of the employee's TSP Roth and TSP Roth catch-up contributions.</p>
<b>TSP Account Balance</b>	<p>Displays the employee's TSP account balance which is obtained from the TSP Record Keeper as of December 31st of the prior year.</p>



Field	Description
<b>TSP Roth Balance</b>	Displays the employee's TSP Roth balance which is obtained from the TSP Record Keeper as of December 31st of the prior year.
<b>Estimated TSP Account Balance at Earliest Retirement Date</b>	<p>Displays the estimated balance of the employee's TSP account at the employee's earliest eligible retirement date under either special LEO/FF service or regular service. This balance is computed according to the following format:</p> $\text{Projected Balance} = [\mathbf{B} \times 1.0723^{\mathbf{N}}] + [\mathbf{S} \times \mathbf{C} \times (1.0723^{\mathbf{N}} - 14.3081)]$ <p><b>B</b> = TSP account balance as of December 31 of the prior year  <b>N</b> = Number of years additional service to be performed  <b>S</b> = PP 01 adjusted annual salary  <b>C</b> = Employee and Agency biweekly TSP contribution rate, expressed as a percentage of annual salary.</p> <p>For detailed instructions on estimating TSP account balances, access <a href="http://www.tsp.gov">www.tsp.gov</a>.</p>
<b>TSP Annuity Interest Rate Index</b>	Displays the TSP annuity interest rate index for December of the prior year. The rate used in 2020 is 1.491 percent.
<b>Employee Age at TSP Estimated Monthly Annuity</b>	Displays the employee's age at the estimated retirement date. This is determined by subtracting the date of birth from the applicable optional retirement date.
<b>TSP Estimated Premium Monthly Annuity for Single Life Annuity</b>	<p>Displays the estimated single life annuity (level payments, no added features) at the age displayed in the If You Retire At Age field. For LEO/FF, this will correspond to the earliest group of retirement displayed under the If You Retire At Age field under Special Service. For all other employees, this will correspond to the earliest group of retirement annuities displayed under If You Retire At Age under Regular Service. The annuity factor tables used in these estimates are effective January 2020 until superseded. (See <a href="http://www.tsp.gov">www.tsp.gov</a> for updates.)</p> <p>The annuity estimate is determined as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Compute [estimated TSP balance/1,000].</li> <li>• Step 2. Determine monthly annuity factor per \$1,000 account balance (see table below).</li> <li>• Step 3. Calculate preliminary monthly annuity payment [Step 1 x Step 2].</li> <li>• Step 4. Obtain current interest rate index (see TSP Annuity Interest Rate Index).</li> <li>• Step 5. Obtain interest rate index used in annuity table below. This is 7.0000 percent.</li> <li>• Step 6. Determine interest rate increase/decrease [Step 4 - Step 5].</li> <li>• Step 7. Obtain interest adjustment factor (see Interest Adjustment Factors for Single Life Annuities table below).</li> <li>• Step 8. Determine adjustment multiplier [Step 6 x Step 7].</li> <li>• Step 9. Determine increase/decrease to estimate [Step 3 x</li> </ul>



Field	Description
	Step 8]. • Step 10. Determine estimated monthly annuity adjusted for current interest rate [Step 3 + Step 9].

**Monthly Single Annuity Factors (No Added Features) Per \$1,000 Account Balance (7%) Table**

Employee's Age	Annuity Factor
44	\$6.99
45	\$7.21
46	\$7.26
47	\$7.31
48	\$7.37
49	\$7.43
50	\$7.50
51	\$7.57
52	\$7.67
53	\$7.72
54	\$7.80
55	\$7.89
56	\$7.99
57	\$8.09
58	\$8.20
59	\$8.32
60	\$8.45
61	\$8.58



<b>Employee's Age</b>	<b>Annuity Factor</b>
62	\$8.73
63	\$8.89
64	\$9.06
65	\$9.24
66	\$9.44
67	\$9.65
68	\$9.88
69	\$10.13
70	\$10.39
71	\$10.68
72	\$10.99
73	\$11.32
74	\$11.68
75	\$12.08
76	\$12.20
77	\$12.32
78	\$12.38
79	\$12.87
80	\$13.39
81	\$13.96
82	\$14.57
83	\$15.23
84	\$15.94
85	\$16.69
86	\$17.50



<b>Employee's Age</b>	<b>Annuity Factor</b>
87	\$18.35
88	\$19.27
89	\$20.23
90	\$21.25
91	\$22.33
92	\$23.46
93	\$24.67
94	\$25.95

**Interest Adjustment Factors for Single Life Annuities Table**

<b>Employee's Age Bracket</b>	<b>Factor</b>
25 - 44	0.117
45 - 54	0.101
55 - 59	0.092
60 - 64	0.083
65 - 91	0.075



**The following fields are displayed in the Thrift Savings Plan (TSP) section:**

Field	Description
<b>TSP Estimated Monthly Annuity for Joint Life (Spouse) Annuity</b>	<p>Displays the estimated joint life annuity (level payments, no added features) at the age displayed in the If You Retire At Age field. For LEO/FF, this will correspond to the earliest group of retirement annuities displayed in the If You Retire At Age under Special Service field. For all other employees, this will correspond to the earliest group of retirement annuities displayed in the If You Retire At Age under Regular Service field. The annuity factor tables used in these estimates are effective <a href="#">January 2020</a> until superseded. (See <a href="http://www.tsp.gov">www.tsp.gov</a> for updates.)</p> <p>This annuity estimate is determined according to the following steps:</p> <ul style="list-style-type: none"> <li>• Step 1. Compute [Estimated TSP Account Balance at Earliest Retirement Date/1,000].</li> <li>• Step 2. Determine monthly annuity factor per \$1,000 account balance (see table below).</li> <li>• Step 3. Calculate preliminary monthly annuity payment [Step 1 x Step 2].</li> <li>• Step 4. Obtain current interest rate index.</li> <li>• Step 5. Obtain interest rate index used in annuity table below. This is 7.0000 percent.</li> <li>• Step 6. Determine interest rate increase/decrease [Step 4 - Step 5].</li> <li>• Step 7. Obtain interest adjustment factor (see table below).</li> <li>• Step 8. Determine adjustment multiplier [Step 6 x Step 7].</li> <li>• Step 9. Determine increase/decrease to estimate [Step 3 x Step 8].</li> <li>• Step 10. Determine estimated monthly annuity adjusted for current interest rate [Step 3 + Step 9].</li> </ul>

**Monthly Joint Annuity Factors (No Added Feature) Per \$1,000 Account Balance (7%) Table**

Employee's Age	Annuity Factor
44	\$6.73
45	\$6.79
46	\$6.82
47	\$6.85
48	\$6.88
49	\$6.92
50	\$6.96



<b>Employee's Age</b>	<b>Annuity Factor</b>
51	\$7.00
52	\$7.04
53	\$7.09
54	\$7.14
55	\$7.19
56	\$7.25
57	\$7.31
58	\$7.38
59	\$7.45
60	\$7.53
61	\$7.61
62	\$7.71
63	\$7.80
64	\$7.91
65	\$8.02
66	\$8.15
67	\$8.28
68	\$8.42
69	\$8.58
70	\$8.75
71	\$8.93
72	\$9.13
73	\$9.34
74	\$9.57
75	\$9.82



Employee's Age	Annuity Factor
76	\$9.82
77	\$9.82
78	\$9.82
79	\$10.16
80	\$10.50
81	\$10.87
82	\$11.26
83	\$11.69
84	\$12.14
85	\$12.63
86	\$13.16
87	\$13.71
88	\$14.31
89	\$14.94
90	\$15.61
91	\$16.32
92	\$17.07
93	\$17.88
94	\$18.74

**Interest Adjustment Factors For Joint Life Annuities**

Employee's Age Bracket	Factor
25 - 44	0.127
45 - 54	0.111
55 - 59	0.103





Employee's Age Bracket	Factor
60 - 64	0.097
65 - 91	0.087

**The following fields are displayed in the Benefits Under The Federal Employees Retirement System (FERS) section:**

Field	Description
<b>Current Year Bi-Weekly Retirement Coverage Costs to Employee</b>	Displays the amount paid by the employee each pay period toward his/her retirement account for the current year. This item is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Retirement Coverage Costs to Agency</b>	Displays the amount paid by the Agency each pay period toward the employee's retirement account for the current year. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Retirement Coverage Costs</b>	Displays the total amount paid each pay period toward the employee's retirement account for the current year. This total is the sum of the Current Year Biweekly Cost to Employee for Retirement and the Current Year Biweekly Cost to Agency for Retirement. Manual payments and adjustments are not included in this amount.
<b>Prior Year Annual Retirement Coverage Costs to Employee</b>	<p>Displays the amount paid by the employee toward his/her retirement account for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>Manual payments and adjustments are not included in this amount. In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual Retirement Coverage Costs to Agency</b>	<p>Displays the amount paid by the Agency toward the employee's retirement account for the prior year. This amount is obtained from PAYE as of the last pay period of the prior year.</p> <p>Manual adjustments and manual payments not included in this amount. In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>



Field	Description
<p><b>Total Prior Year Annual Retirement Coverage Costs</b></p>	<p>Displays the total amount paid towards the employee's retirement account for the prior year. This total is the sum of the Prior Year Annual Cost to Employee for Retirement and the Prior Year Annual Cost to Agency for Retirement.</p> <p>Manual payments and adjustments are not included in this amount. In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>High-3 Average Pay for Retirement</b></p>	<p>Displays the estimate of the employee's High-3 Average Pay for the earliest Eligible Retirement Date Under Regular Service. For LEO/FF, this estimate corresponds to the earliest Eligible Retirement Date Under Special Service. In computing the High-3 Average Pay, the rate of basic pay is used, not the actual pay received by the employee. For more information on pay entitlement included in these calculations, see the CSRS and FERS Handbook for Personnel and Payroll Offices or contact your personnel office.</p> <p>For the purpose of this statement:</p> <ul style="list-style-type: none"> <li>• Retirement benefits beginning more than 3 years in the future have been estimated using the employee's adjusted salary as of the date of the statement as the Retirement High-3.</li> <li>• Retirement benefits payable within the next 3 years have been estimated using a Retirement High-3 consisting of the employee's adjusted salary averaged over a 3-year period prior to the proposed retirement date.</li> <li>• For part-time employees with the work schedules of <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>, the employee's deemed salary (the salary the employee would have earned if he/she were full time), not the actual part-time salary earned, is used as the rate of pay.</li> <li>• Accumulated sick leave is not included in these calculations.</li> </ul> <p>If LEO/FF, Retirement Coverage Codes <b>M</b>, <b>E</b>, <b>T</b>, and <b>6</b>, received any appropriate AUO, availability pay, or standby pay for the 3-year period, it is included in the Retirement High-3 calculations. If the employee will not have 20 years of special service at ages 50, 55, or 57, the statement includes dates at which he/she will have the 20 years of special service. Also, if the employee's 6C Retirement date as displayed on IRIS Program IR102, is incorrect or invalid, the employee will not receive a statement. Invalid means the 6c retirement date is not a valid date, is earlier than the employee's retirement SCD, or is later than the statement date.</p> <p>For U.S. Customs employees covered by COPRA, the Retirement High-3 is determined as follows:</p> <ul style="list-style-type: none"> <li>• For employees eligible to retire within the next 3 years, the High-3 consists of prior year earnings, including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged</li> </ul>



Field	Description
	<p>over a 3-year period prior to the statement date.</p> <ul style="list-style-type: none"> <li>• Earnings for prior years are calculated by multiplying each year's retirement contributions displayed in RETM by a factor of <b>125 . 00</b> for employees with Retirement Coverage Codes <b>K</b> or <b>C</b>, by a factor of <b>76 . 92</b> by employees with Retirement Coverage Codes <b>O</b> or <b>Q</b>, by a factor of <b>14 . 29</b> for employees with Retirement Coverage Code <b>1</b>, and by as factor of <b>13 . 33</b> for employees with Retirement Coverage Code <b>0</b>.</li> <li>• For employees not eligible to retire within the next 3 years, the High-3 consists of earnings and allowable overtime for the prior calendar year.</li> </ul> <p>The following steps explain the approach used in determining the employee's High-3:</p> <ul style="list-style-type: none"> <li>• Step 1. Subtract 3 years from the proposed retirement date and locate different rates of basic pay in effect over the 3-year period.</li> <li>• Step 2. Determine the first time interval covering the same rate of basic pay (subtract the beginning date containing all equal basic pay amounts from the ending date).</li> <li>• Step 3. Determine the time factor using the 360 Day Factor Chart (see the CSRS and FERS Handbook for Personnel and Payroll Offices) or a 360 Day Factor Formula.</li> <li>• Step 4. Compute the actual pay earned by multiplying the pay rate in effect by the time factor and round to the nearest cent.</li> <li>• Step 5. Follow Steps 3 and 4 again for subsequent changes of pay rates until the total time factor is 3 years. The total time factor will not always equal exactly 3 years. For example, 2.988000 or 3.006666 would be appropriate.</li> <li>• Step 6. Total all actual earnings during the entire 3-year period.</li> <li>• Step 7. Divide the total pay earned by 3 or, if an employee has not worked 3 years, use the actual length of time the employee has worked to compute the High-3 Average Pay.</li> </ul> <p>In preparing this statement, the following guidelines are used:</p> <ul style="list-style-type: none"> <li>• For retirement computation purposes, all months have 30 days. No credit is given for the thirty-first day of the month. A year consists of 360 days (12 x 30 days). All remaining days are dropped.</li> <li>• When subtracting the beginning day of a pay period of service from the ending day of a period of service, a day is added to the ending date to derive the length of the period.</li> <li>• When it is necessary to borrow a month, the time borrowed is always 30 days. When it is necessary to borrow a year, the time borrowed is always 12 months.</li> </ul>
<b>Age at Earliest Retirement Date</b>	Displays the employee's age associated with the earliest eligible retirement date. This is obtained by subtracting the employee's date of birth from the earliest retirement date.



Field	Description
<b>Length of Service at Earliest Retirement Date</b>	<p>Displays the employee's length of service associated with the earliest eligible retirement date. This field is computed as follows:</p> $\text{Length of Service} = [\text{Earliest Retirement Date} - \text{Retirement SCD Date}]$ <p>In the above calculations, the Length of Service displayed for part-time employees (Work Schedules <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>) is not prorated for tour of duty. The full length of service is used in each annuity computation. The final annuity computation is then prorated for tour of duty. This method is used because the full tour of duty is not available.</p>
<b>Age at Retirement Date Under Special Service</b>	<p>Displays the employee's age at the eligible retirement under LEO/FF service or COPRA service. Up to four options may be displayed. This is obtained by subtracting the employee's date of birth from the <b>Eligible Retirement Date Under Special Service</b>. This field appears on LEO/FF and enhanced CBPO statements only (Retirement Coverage Codes <b>M</b>, <b>O</b>, <b>E</b>, <b>T</b>, <b>Q</b>, and <b>6</b>).</p>
<b>Eligible Retirement Date Under Special Service</b>	<p>Displays the employee's eligible retirement date under LEO/FF service or COPRA service. Up to four options may be displayed for FERS employees. All others will show up with three options. The fourth option of retirement with 25 years of service at any age applies to FERS only. This is the date at which the employee will have 20 years of special service at ages 50, 55, or 57. The statement will reflect the date at which he/she will have the 20 years of special service. This field appears on LEO/FF and enhanced CBPO statements only (Retirement Codes <b>M</b>, <b>O</b>, <b>E</b>, <b>T</b>, <b>Q</b>, <b>0</b>, and <b>6</b>).</p>



Field	Description
<p><b>Estimated Monthly Annuity With No Survivor Benefit Under Special Service</b></p>	<p>Displays the estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under LEO/FF service or COPRA service. Up to four options may be displayed for FERS employees. All others will show up with three options. The fourth option of retirement with 25 years of service at any age applies to FERS only. This field appears on LEO/FF and enhanced CBPO statements only (Retirement Codes <b>M, O, E, T, Q, 0</b>, and <b>6</b>).</p> <p>FERS LEO/FF (Retirement Codes <b>M</b> and <b>O</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FERS Special retirement formulas displayed in <b>Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M)</b> (on page 155).</p> <p>CSRS and CSRS-Offset LEO/FF (Retirement Codes <b>E, T, Q, 0</b>, and <b>6</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and applicable CSRS or CSRS-Offset retirement formulas displayed in <b>Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6)</b> (on page 159).</p> <p>In the above calculations, the Years of Service is prorated by the PP 01 tour-of-duty for part-time employees (Work Schedules <b>P, Q, S</b>, and <b>T</b>). This estimate is used because the complete tour-of-duty proration is not available.</p>
<p><b>Estimated Monthly Annuity Reduced For Survivor Benefit Under Special Service</b></p>	<p>Displays the estimated monthly annuity (with full survivor benefit) that the employee will receive at the specified age and date under LEO/FF service or COPRA service. Up to four options may be displayed for FERS employees. All others will show up with three options. The fourth option of retirement with 25 years of service at any age applies to FERS only. This field appears on LEO/FF and enhanced CBPO statements only (Retirement Codes <b>M, O, E, T, Q, 0</b>, and <b>6</b>).</p> <p>FERS LEO/FF (Retirement Codes <b>M</b> and <b>O</b>): This amount is equal to 90% of the employee's estimated monthly annuity without survivor benefits.</p> <p>CSRS and CSRS-Offset (Retirement Codes <b>E, T, Q, 0</b>, and <b>6</b>): The estimated monthly annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Compute [Monthly Annuity Without Survivor Benefit x 12].</li> <li>• Step 2. Compute [First \$3,600 of Step 1 amount x 2.5%].</li> <li>• Step 3. Compute [Step 1 - \$3,600] x 10%.</li> <li>• Step 4. Compute [Step 2 + Step 3].</li> <li>• Step 5. Compute [Step 1 - Step 4].</li> <li>• Step 6. Compute [Step 5/12].</li> </ul>



Field	Description
<b>Estimated Monthly Annuity With Survivor Benefit Under Special Service</b>	<p>Displays the estimated annuity (with full survivor benefit) the employee's eligible spouse will receive at the employee's specified age and date under special LEO/FF service or COPRA service. Up to four options may be displayed for FERS employees. All others will show up to three options. The fourth option of retirement with 25 years of service at any age applies to FERS only. This field appears on LEO/FF and enhanced CBPO statements only (Retirement Codes <b>M, O, E, T, Q, 0</b>, and <b>6</b>).</p> <p>FERS LEO/FF (Retirement Codes <b>M</b> and <b>O</b>): This amount is equal to 50% of the employee's estimated monthly annuity without survivor benefits.</p> <p>CSRS and CSRS-Offset LEO/FF (Retirement Codes <b>E, T, Q, 0</b>, and <b>6</b>): This amount is equal to 55% of the employee's estimated monthly annuity without survivor benefits.</p>
<b>Age at Retirement Date Under Regular Service</b>	<p>Displays the employee's age at the eligible retirement date under regular service. Up to three options may be displayed. This is obtained by subtracting the employee's date of birth from the eligible retirement date. If the employee is covered by FERS, CSRS or CSRS-Offset LEO/FF, or COPRA retirement (Retirement Codes <b>M, O, E, T, Q, 0</b>, or <b>6</b>) and meets the age and length of service requirements for the plan as of the first day of PP 01, <b>N/A</b> is displayed.</p>
<b>Eligible Retirement Date Under Regular Service</b>	<p>Displays the employee's eligible retirement date under regular service. Up to three options may be displayed. If the employee is covered by FERS, CSRS or CSRS-Offset LEO/FF, or COPRA retirement (Retirement Codes <b>M, O, E, T, Q, 0</b>, or <b>6</b>), and meets the age and length of service requirements for the plan as of the first day of PP 01, <b>N/A</b> is displayed.</p>



Field	Description
<p><b>Estimated Monthly Annuity With No Survivor Benefit Under Regular Service</b></p>	<p>Displays the estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under regular service. Up to three options may be displayed. If the employee is covered by FERS, CSRS or CSRS-Offset LEO/FF, or COPRA retirement (Retirement Codes <b>M, O, E, T, Q, 0</b>, or <b>6</b>) and meets the age and length of service requirements for the plan, this item will be blank.</p> <p>FERS and FERS LEO/FF (Retirement Codes <b>K, M,</b> and <b>O</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FERS retirement formulas displayed in <b>Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K)</b> (on page 151) and <b>Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M)</b> (on page 155).</p> <p>CSRS, CSRS-Offset, and CSRS-Offset LEO/FF (Retirement Codes <b>1, C, R, E, T, Q, 0</b>, and <b>6</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and applicable CSRS or CSRS-Offset retirement formulas displayed in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157) and <b>Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6)</b> (on page 159).</p> <p>FSRDS (Retirement Codes <b>3</b> and <b>G</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FSRDS retirement formulas in <b>Appendix G: Foreign Service Retirement and Disability System (FSRDS) and FSRDS-Offset Retirement (Retirement Coverage Codes 3 and G)</b> (on page 163)</p> <p>FSPS (Retirement Code <b>P</b>): Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FSPS retirement formulas in <b>Appendix F: Foreign Service Pension System (FSPS) (Retirement Coverage Code P)</b> (on page 161).</p> <p>In the above calculations, the Years of Service is prorated by the PP 01 tour-of-duty for part-time employees (Work Schedules <b>P, Q, S,</b> and <b>T</b>). This estimate is used because the complete tour-of-duty is not available.</p>



Field	Description
<p><b>Estimated Monthly Annuity Reduced For Survivor Benefit Under Regular Service</b></p>	<p>Displays the estimated annuity (with full survivor benefit) that the employee will receive at the specified age and date. Up to three options may be displayed. If the employee is covered by FERS, CSRS or CSRS-Offset, LEO/FF, or COPRA retirement (Retirement Codes <b>M, O, E, T, Q, 0</b>, or <b>6</b>) and meets the age and length of service requirements for the plan, <b>N/A</b> is displayed.</p> <p>FERS, FSPS, and FERS LEO/FF (Retirement Codes <b>K, M, O</b>, and <b>P</b>): This amount is equal to 90% of the employee's estimated monthly annuity without survivor benefits.</p> <p>CSRS, CSRS-Offset, FSRDS, FSRDS-Offset, and corresponding LEO/FF (Retirement Codes <b>0, 1, 3, 6, C, E, G, R, T</b>, and <b>Q</b>):</p> <ul style="list-style-type: none"> <li>• Step 1. Compute [Monthly Annuity without Survivor Benefit x 12].</li> <li>• Step 2. Compute [(First \$3,600 of Step 1 amount) x 2.5%].</li> <li>• Step 3. Compute [Step 1 - \$3,600] x 10%].</li> <li>• Step 4. Compute [Step 2 + Step 3].</li> <li>• Step 5. Compute [Step 1 - Step 4].</li> <li>• Step 6. Compute [Step 5/12].</li> </ul>
<p><b>Estimated Monthly Annuity With Survivor Benefit Under Regular Service</b></p>	<p>Displays the estimated annuity (with full survivor benefit) the employee's spouse will receive at the specified age and date. Up to three options may be displayed. If the employee is covered by FERS, CSRS or CSRS-Offset LEO/FF, or COPRA retirement (Retirement Codes <b>M, O, E, T, Q, 0</b>, or <b>6</b>) and meets the age and length of service requirements for the plan, <b>N/A</b> is displayed.</p> <p>If the employee is a LEO/FF (Retirement Codes <b>0, 6, E, T</b>, or <b>Q</b>) and has at least 20 years of special service at any age, this field will display the estimated enhanced annuity (with full survivor benefits) that the employee's eligible spouse will receive.</p> <p>FERS, FSPS, and FERS LEO/FF (Retirement Codes <b>K, M, O</b>, and <b>P</b>): This amount is equal to 50% of the employee's estimated monthly annuity without survivor benefits.</p> <p>CSRS, CSRS-Offset, FSRDS, FSRDS-Offset, and corresponding LEO/FF (Retirement Codes <b>0, 1, 3, 6, C, E, G, R, T</b>, and <b>Q</b>): This amount is equal to 55% of the employee's estimated monthly annuity without survivor benefits.</p>





Field	Description
<p><b>Disability High-3</b></p>	<p>Displays the employee's Disability High-3 as of the statement date, disability and survivor benefits payable are estimated using a Disability High-3 consisting of the employee's Adjusted-Salary averaged over a 3-year period prior to the date of the statement.</p> <p>For part-time employees (Work Schedules <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>), the actual pay earned for a 3-year period is used, or the "deemed salary" as in the High-3 Average Pay for Retirement. Actual pay (Annual Salary) is determined using the total hours the employee worked in each of the 3 years. The hourly rate of pay is obtained from RETM as of PP 24 of the prior year. Annual schedule is calculated as follows:</p> <p><i>Annual Salary = [Hourly Rate x Total Hours Worked for Year]</i></p> <p>For U.S. Customs employees covered by COPRA, the Disability High-3 pay consists of prior year earnings including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged over a 3-year period prior to the statement date.</p>
<p><b>Estimated Monthly Disability Pension</b></p>	<p>Displays the employee's estimated monthly disability pension. Disability and survivor benefits payable are estimated using the Disability High-3. Creditable service is computed using the employee's Retirement SCD. Special or 6C service is computed using the employee's 6C Retirement SCD.</p> <p>FERS (Retirement Code <b>K</b>): If the employee's creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension for the first year is computed as follows:</p> <p>If the employee is age 62 or older, determine monthly pension using FERS retirement formulas displayed in <b>Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K)</b> (on page 151).</p> <p>If the employee is less than 62 years of age:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension; Compute [(Disability High-3 x 60%)/12].</li> <li>• Step 2. Determine monthly pension using FERS retirement formulas displayed in <b>Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K)</b> (on page 151) and total creditable service up to the date of the statement. Replace Retirement High-3 by Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the larger of the amounts.</li> </ul> <p>FERS LEO/FF (Retirement Codes <b>M</b> and <b>O</b>): Any appropriate AUO, availability pay, or standby pay received over the 3-year period was included in the Disability High-3. If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension for the first year is computed as follows:</p> <p>If the employee does not have 25 years of special service and is not at least 50 years of age with 20 years of special service, see steps above</p>



Field	Description
	<p>for FERS employees.</p> <p>If the employee is at least 50 years of age with 20 or more years of special service, or has 25 years of special service at any age, the monthly pension is computed as follows:</p> <p>If the employee is age 62 or older, determine monthly pension using total creditable service up to the date of the statement and FERS special retirement formulas displayed in <b>Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M)</b> (on page 155), replacing Retirement High-3 with Disability High-3.</p> <p>If the employee is less than 62 years of age:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute [Disability High-3 x 60%/12].</li> <li>• Step 2. Determine monthly pension using the total creditable service up to the date of the statement and FERS special retirement formulas displayed in <b>Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M)</b> (on page 155), replacing Retirement High-3 with Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the larger of the amounts.</li> </ul> <p>CSRS and CSRS-Offset (Retirement Codes <b>1</b>, <b>C</b>, and <b>R</b>): If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 or more years of creditable service, the monthly disability is computed as follows:</p> <p>If the employee is 60 years of age or older, the monthly annuity is computed as follows:</p> <p>Determine the monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas displayed in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157), replacing Retirement High-3 with Disability High-3. This amount is limited to a maximum of [(Disability High-3 x 80%)/12].</p> <p>If the employee is less than 60 years of age, the monthly annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute [(Disability High-3 x 40%)/12].</li> <li>• Step 2. Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS or CSRS-Offset formulas displayed in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157), replacing Retirement High-3 with Disability High-3. This is limited to a maximum of Disability High-3 x 80%/12.</li> <li>• Step 3. Compare Steps 1 and 2 and select the smaller of the</li> </ul>



Field	Description
	<p>amounts.</p> <ul style="list-style-type: none"> <li>• Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas displayed in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157), replacing Retirement High-3 with Disability High-3. This amount is limited to a maximum of <math>[(\text{Disability High-3} \times 80\%)/12]</math>.</li> <li>• Step 5. Compare Steps 3 and 4 and select the larger of the amounts.</li> </ul> <p>CSRS and CSRS-Offset LEO/FF (Retirement Codes <b>6, 3, and T</b>). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 or more years of creditable service, the monthly disability is computed as follows:</p> <p>If the employee is not at least 50 years of age with 20 or more years of special service, see steps above or CSRS and CSRS-Offset employees.</p> <p>If the employee is at least 50 years of age with 20 or more years of special service:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute <math>[(\text{Disability High-3} \times 40\%)/12]</math>.</li> <li>• Step 2. Determine monthly pension using creditable past service and future service at age 60 and the applicable CSRS and CSRS-Offset Special formulas displayed in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157), replacing Retirement High-3 with Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the smaller of the amounts.</li> <li>• Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS Special or CSRS-Offset Special retirement formulas displayed in <b>Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6)</b> (on page 159), replacing Retirement High-3 with Disability High-3. Amount limited to maximum of <math>[(\text{Disability High-3} \times 80\%)/12]</math>.</li> <li>• Step 5. Compare Steps 3 and 4 and select the larger of the amounts.</li> </ul> <p>FSRDS and FSRDS-Offset (Retirement Codes <b>3 and G</b>): If the employee's past creditable service is less than 5 years, then no monthly disability is allowed. For employees with 5 or more years of creditable service, the monthly disability pension is computed as follows:</p> <p>If the employee is 60 or more years of age, the monthly annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute <math>[(\text{Disability High-3} \times \text{creditable past service}) \times 2\%]</math>.</li> <li>• Step 2. Compute Step 1/12, subject to maximum of</li> </ul>



Field	Description
	<p style="text-align: center;"><math>[(\text{Disability High-3} \times 70\%)/12]</math>.</p> <p>If the employee is less than 60 years of age, the monthly annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute <math>[(\text{Disability High-3} \times 40\%)/12]</math>.</li> <li>• Step 2. Determine monthly pension: Compute <math>[(\text{Disability High-3} \times \text{years of service}) \times 2\%]</math>. These years of service as equal to the years of past creditable service plus future service to age 65.</li> <li>• Step 3. Compute <math>[\text{Step 2}/12]</math>.</li> <li>• Step 4. Compare Steps 1 and 3 and select the smaller of the amounts.</li> <li>• Step 5. Determine monthly pension (Disability High-3 x years of service x 2%). Here years of service is equal to years of creditable service as of the statement date.</li> <li>• Step 6. Compute <math>[\text{Step 5}/12]</math>. This is subject to maximum of <math>[(\text{Disability High-3} \times 70\%)/12]</math>.</li> <li>• Step 7. Compare Steps 4 and 6 and select the larger of the amounts.</li> </ul> <p>FSPS (Retirement Code <b>P</b>): If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with more than 18 months of creditable service, the monthly disability pension is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine monthly pension: Compute <math>[\text{Disability High-3} \times 60\%/12]</math>.</li> <li>• Step 2. Determine monthly pension using total creditable service up to the date of the statement and FSPS retirement formulas in <b>Appendix F: Foreign Service Pension System (FSPS) (Retirement Coverage Code P)</b> (on page 161), replacing Retirement High-3 with Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the larger of the amounts.</li> </ul> <p>In the above calculations, the Years of Service is not prorated for part-time employees (Work Schedules <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>) as is done for Retirement Annuity estimates.</p>
<b>Age at Old Age Benefits</b>	<p>Displays the age at which Social Security disability benefits would be replaced by old age benefits. This is determined according to the following table. This field appears on the FERS, FSPS, and CSRS-Offset statements only (Retirement Code <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, <b>P</b>, <b>C</b>, and <b>E</b>).</p>

The table below lists the **Age at Old Age Benefits**.

Birth Year	Age (Years/Months)
Up to 1937	63/00



Birth Year	Age (Years/Months)
1938	65/02
1939	65/04
1940	65/06
1941	65/08
1942	65/10
1943 to 1954	66/00
1955	66/02
1956	66/04
1957	66/06
1958	66/08
1959	66/10
1960 and later	67/00

The following fields are displayed in the Benefits Under The Federal Employees Retirement System (FERS) section:

Field	Description
<b>Additional Amount</b>	Displays the additional amount payable for the Basic Employee Death Benefit. For deaths after December 1, 2016, this amount is <b>\$34,542.01</b> . If the employee does not have 18 months of civilian service, <b>N/A</b> is displayed. This field appears on FERS and FSPS statements only (Retirement Codes <b>I</b> , <b>K</b> , <b>M</b> , <b>O</b> , and <b>P</b> ).



Field	Description
<p><b>Spouse's Estimated Monthly Survivor Annuity</b></p>	<p>Displays the estimated monthly annuity that the employee's eligible spouse may receive under survivor's income. This amount only applies to employees with 18 months or more of creditable service as of the statement date.</p> <p>FERS, FSPS, and FERS LEO/FF (Retirement Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, and <b>P</b>): The monthly survivor annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Compare Annual Pay and Disability High-3 and select the larger of the amounts.</li> <li>• Step 2. Compute monthly survivor annuity as [(Step 1 amount x 50%) + the Additional Amount for 2019 (\$32,423.56)].</li> </ul> <p>CSRS and CSRS-Offset (Retirement Codes <b>1</b>, <b>C</b>, and <b>R</b>): The monthly survivor annuity is computed as follows:</p> <ul style="list-style-type: none"> <li>• Step 1. Determine Monthly Disability Pension.</li> <li>• Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS or CSRS-Offset retirement formulas in <b>Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)</b> (on page 157), replacing Retirement High-3 with Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the larger of the amounts.</li> <li>• Step 4. Compute monthly survivor annuity: [Step 3 amount x 55%].</li> </ul> <p>CSRS and CSRS-Offset LEO/FF (Retirement Codes <b>6</b>, <b>E</b>, and <b>T</b>): The monthly survivor annuity is computed as follows:</p> <p>If the employee is not at least 50 years of age with 20 or more years of special service, see steps above for CSRS and CSRS-Offset employees.</p> <p>If the employee is at least 50 years of age with 20 or more years of special service,</p> <ul style="list-style-type: none"> <li>• Step 1. Determine Monthly Disability Pension.</li> <li>• Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS Special or CSRS-Offset Special retirement formulas displayed in <b>Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6)</b> (on page 159) replacing Retirement High-3 with Disability High-3.</li> <li>• Step 3. Compare Steps 1 and 2 and select the larger of the amounts.</li> <li>• Step 4. Compute monthly survivor annuity as [Step 3 amount x 55%].</li> </ul> <p>In the above calculations, the Years of Service is not prorated for part-time employees (Work Schedules <b>P</b>, <b>Q</b>, <b>S</b>, and <b>T</b>).</p>



**The following fields are displayed in the Social Security Benefits/Medicare Benefits section:**

Field	Description
<b>Current Year Bi-Weekly Employee Social Security (OASDI) Deductions</b>	Displays the employee's current year biweekly Social Security benefits. This amount is obtained from PAYE as of PP 01 of the current year. This field appears on FERS, FERS LEO/FF, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b> , <b>K</b> , <b>M</b> , <b>O</b> , <b>P</b> , <b>C</b> , and <b>E</b> ). Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Employee Medicare (HIT) Deductions</b>	Displays the employee's current year biweekly deductions for Medicare benefits. This amount is obtained from PAYE as of PP 01 of the current year. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Employee Social Security and Medicare Deductions</b>	Displays the total current year cost of the employee's Social Security and Medicare benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b> , <b>K</b> , <b>M</b> , <b>O</b> , <b>P</b> , <b>C</b> , and <b>E</b> ). Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Agency Social Security (OASDI) Costs</b>	Displays the Agency's current year biweekly cost for the employee's Social Security benefits. This amount is obtained from PAYE as of PP 01 of the current year. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b> , <b>K</b> , <b>M</b> , <b>O</b> , <b>P</b> , <b>C</b> , and <b>E</b> ). Manual payments and adjustments are not included in this amount.
<b>Current Year Bi-Weekly Agency Medicare (HIT) Costs</b>	Displays the Agency's current year biweekly cost for the employee's Medicare benefits. This amount is obtained from PAYE as of PP 01 from the current year. Manual payments and adjustments are not included in this amount.
<b>Total Current Year Bi-Weekly Agency Social Security and Medicare Costs</b>	Displays the total current year biweekly cost to the Agency for the employee's Social Security and Medicare benefits. This amount is the sum of the biweekly cost to the employee and Agency. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b> , <b>K</b> , <b>M</b> , <b>O</b> , <b>P</b> , <b>C</b> , and <b>E</b> ). Manual payments and adjustments are not included in this amount.
<b>Prior Year Annual Employee Deductions for Social Security (OASDI)</b>	<p>Displays the employee's prior calendar year cost for Social Security benefits. This amount is obtained from PAYE as of the last pay period of the prior year. Because this is on a calendar year basis, not tax year, the amount may exceed the limit for some employees. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, <b>P</b>, <b>C</b>, and <b>E</b>).</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<b>Prior Year Annual Employee Deductions for Medicare (HIT)</b>	<p>Displays the employee's prior year cost for Medicare benefits. This amount is generated from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating</p>



Field	Description
	<p><i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>Total Prior Year Employee Deductions for Social Security and Medicare</b></p>	<p>Displays the employee's prior calendar year cost for Social Security and Medicare benefits. This amount is the sum of the employee and Agency costs. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, <b>P</b>, <b>C</b>, and <b>E</b>).</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>Prior Year Annual Cost to Agency for Social Security (OASDI)</b></p>	<p>Displays the Agency prior calendar year cost for the employee's Social Security benefits. This amount is generated from PAYE as of the last pay period of the prior year. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, <b>P</b>, <b>C</b>, and <b>E</b>).</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>Prior Year Annual Cost to Agency for Medicare (HIT)</b></p>	<p>Displays the Agency's prior calendar year cost for the employee's Medicare benefits. This amount is generated from PAYE as of the last pay period of the prior year.</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>Total Prior Year Cost to Agency for Social Security and Medicare</b></p>	<p>Displays the total prior calendar year cost of the employee's Social Security and Medicare benefits. This amount is the sum of the employee and Agency costs. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Codes <b>I</b>, <b>K</b>, <b>M</b>, <b>O</b>, <b>P</b>, and <b>E</b>).</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>
<p><b>Total Current Year Bi-weekly Cost for HIT/Medicare</b></p>	<p>Displays the total current year biweekly cost of the employee's HIT/Medicare benefits. This amount is the sum of the employee and Agency costs. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Codes <b>1</b>, <b>3</b>, <b>6</b>, and <b>R</b>). Manual payments and adjustments are not included in this amount.</p>





Field	Description
<b>Total Prior Year Cost for HIT/Medicare</b>	<p>Displays the total prior calendar year cost of the employee's HIT/Medicare benefits. This amount is the sum of employee and Agency costs. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Codes <b>1</b>, <b>3</b>, <b>6</b>, and <b>R</b>).</p> <p>In cases where this amount is negative, usually due to adjustments, this field will contain asterisks (*****), and a footnote will display stating <i>Due to adjustments, this amount could not be computed. Contact the appropriate office or individual as designated by your employing organization for details.</i></p>

**The following fields are displayed in the If You Leave The Federal Government Before You Retire section:**

Field	Description
<b>Annual Leave Balance, Prior Year</b>	<p>Displays the employee's Annual Leave Current Balance hours displayed on IRIS Program IR136 as of the last pay period of the prior year. For U.S. Attorneys employees with special employment program code <b>P</b>, this field displays the U.S. Attorneys Leave Frozen Annual Balance as displayed on IRIS Program IR136 as of the last pay period of the prior year.</p>
<b>Value of Annual Leave Balance, Prior Year</b>	<p>Displays the employee's Annual Leave Current Balance as displayed on IRIS Program IR136 as of the last pay period of the prior year. This field is computed as Annual Leave Current Balance multiplied by the employee's hourly rate of pay. For full-time employees, the hourly rate is determined by dividing the Adjusted-Salary by 2087. For part-time employees, the hourly rate is determined by dividing the full-time equivalent annual salary by 2087. The annual salary is not used in this case because it has already been prorated for a part-time tour-of-duty.</p> <p>For U.S. Customs employees covered by COPRA, this field is computed by dividing the adjusted salary as of PP 01 of the current year by 2087 (allowable overtime is not included).</p> <p>For U.S. Attorneys employees with special employee program code <b>PZ</b>, this field shows the dollar value of the employee's US Attorney Leave Frozen Annual Balance as displayed on IRIS Program IR136 as of the last pay period of the prior year. The hourly rate used in computing the dollar value is US Attorney Leave Frozen Leave Rate as displayed on IRIS Program IR136.</p>

**The following fields are displayed in the Other Benefits section:**

Field	Description
<b>Long Term Care Insurance Payroll Deduction</b>	<p>Indicates whether or not an employee is participating in Long Term Care (LTC) Insurance. This field is displayed on IRIS Program IR116. If the plan code is <b>LE</b>, then the assumption is the employee is participating in LTC Insurance. If the employee is not participating in LTC Insurance, <b>No</b> is displayed.</p>



Field	Description
<b>Dental Plan Code</b>	Displays the employee's dental plan enrollment code as it appears on IRIS Program, IR115.
<b>Vision Plan Code</b>	Displays the employee's vision plan enrollment code as it appears on IRIS Program IR115.
<b>Flexible Spending - Healthcare</b>	Displays the employee's flexible spending plan code for healthcare as it appears on IRIS Program IR113, Flexfund.
<b>Flexible Spending - Dependent Care</b>	Displays the employee's flexible spending plan code for dependent care as it appears on IRIS Program, IR113.
<b>Current Year Bi-Weekly Cost for Dental</b>	Displays the biweekly amount paid by the employee for dental coverage as it appears on IRIS Program, IR115.
<b>Current Year Bi-Weekly Cost for Vision</b>	Displays the biweekly amount paid by the employee for vision coverage as it appears on IRIS Program, IR115.
<b>Current Year Bi-Weekly Cost for Flexible Spending - Healthcare</b>	Displays the biweekly amount paid by the employee for flexible spending - healthcare as it appears on IRIS Program, IR113.
<b>Current Year Bi-Weekly Cost for Flexible Spending - Dependent Care</b>	Displays the biweekly amount paid by the employee for flexible spending - dependent care as it appears on IRIS Program, IR113.

---

Note: On FDIC statements only, the fields Life Insurance Coverage Amount, Life Insurance Option 1 Factor, Life Insurance Option 2 Factor, and Life Insurance Option 3 Factor correspond to Life Insurance Plan Code 10 (FDIC Life Insurance) and Life Insurance Benefit Type 2 (Non-Federal). This can be seen on PINQ Program PQ054, PACS Life Insurance, and IRIS Program IR116, depending on whether the employee is enrolled in Federal and/or non-Federal insurance.

---

**The following fields are displayed on FDIC statements:**

Field	Description
<b>FDIC Basic Life Insurance</b>	Displays the amount payable under FDIC non-Federal Basic life insurance. This is computed as the employee's life insurance coverage amount multiplied by 1,000. This amount is subject to an \$800,000 limit for <b>EM</b> pay plan employees and \$300,000 limit for all others.
<b>FDIC Optional Employee Life Plan Option 1 - Employee</b>	Displays the amount payable under FDIC life insurance Option 1. This is computed as the employee's life insurance Option 1 Factor multiplied by the employee's adjusted basic salary rounded 1,000. If the employee has



Field	Description
	not elected Option 1, <b>N/A</b> is displayed. This amount is subject to a \$1,000,000 limit.
<b>FDIC Group Life Insurance - AD&amp;D</b>	Displays the amount payable under FDIC Group life insurance for accidental death and dismemberment. This is computed as the employee's Life Insurance Coverage Amount multiplied by 1,000.
<b>FDIC Life Insurance Coverage Amount</b>	Displays the basic life insurance amount payable after retirement up to age 65 at death from any cause. The amount is equal to the Life Insurance Coverage Amount multiplied by 1,000. This amount is subject to a \$300,000 limit.
<b>FDIC Life Insurance - Spouse and Family Optional Coverage</b>	Displays the amount payable for the death of the employee's spouse. Using the employee's Life Insurance Option 2 Factor and Life Insurance Option 3 Factor, this is determined according to the following table:

The table below is used to compute the **FDIC Life Insurance - Spouse and Family Optional Coverage** amount payable for the death of the employee's spouse.

Life Insurance Option 2 Factor	Life Insurance Option 3 Factor	Amount Payable
blank or zero	blank or zero	N/A
blank or zero	2000	\$10,000
0500	blank or zero	(Life Insurance Coverage Amount x 1000) /2
0500	greater than zero	\$10,000 + [(Life Insurance Coverage Amount x 1000)/2]
1000	blank or zero	(Life Insurance Coverage Amount x 1000) (up to \$300,000)
1000	greater than zero	\$10,000 + (Life Insurance Coverage Amount x 1000) (up to \$300,000)

The following fields are displayed in the **Other Benefits** section on **FDIC** statements:

Field	Description
<b>FDIC Life Insurance - Spouse and Family Optional Coverage</b>	Displays the amount payable under FDIC Spouse and Family Optional life insurance for the death of the employee's child. This amount is determined according to the following table, using the employee's Life Insurance Option 3 Factor.



The table below is used to compute the FDIC Life Insurance - Spouse and Family Optional Coverage amount payable for the death of the employee's child.

Life Insurance Option 3 Factor	Amount Payable
2000	\$10,000
all others	N/A

## 90-Day Notification for Recertification of Retention Allowance

Report Number	AECO37U
Brief Description	<p>Provides a list of employees approaching expiration of retention allowance. It is prepared 90 days in advance of the expiration date. This report contains sensitive data and its use is restricted.</p> <p>This report is produced each pay period and is available as a hard copy or by electronic transmission. It is distributed by POI.</p> <p>This report is also available through RFQS, 90-Day Notification for Recertification for Retention Allowance.</p>

PREPARED XX/XX/XX AECO37U9 90-DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE - PROJECTED AS OF XX/XX/XX PAGE 1									
TR 93 INTERNAL REVENUE SERVICE				PERS. OFF. ID. 2672		ANDOVER, MA			
EMPLOYEE NAME	SOC SEC NO	ORG. STRUCTURE 2 3 4	PAY PLAN	GRADE /STEP	BASE SALARY	ALLOWANCE EFF DATE	ALLOWANCE PERCENT	ALLOWANCE AMOUNT	SALARY TOTAL WITH ALLOWANCE
DOE, JANE	74 30 0000		GS	03/02	18,499.00	XXXXXX	20	4,000 00	22,499.00
EMPLOYEES LISTED ARE CURRENTLY RECEIVING A RETENTION ALLOWANCE. AS REQUIRED, EACH ORIGINAL DETERMINATION MUST BE REVIEWED ANNUALLY FOR RECONSIDERATION.									
REFER TO INTERNAL RETENTION ALLOWANCE PLAN FOR ADDITIONAL GUIDANCE AND PROCESSING PROCEDURES.									

Figure 93: 90-Day Notification for Recertification of Retention Allowance



## Appendix A: High-3 Average Pay Computations

### Example 1 - High-3 Average Pay Computation

The employee's proposed date of retirement is 5/3/2013. Find rates of basic pay in effect for the pay period 5/3/2010 to 5/3/2013. The employee's pay history is shown below.

Date of Change in Pay	Annual Pay
08/05/2012	\$29,400.00
12/017/2011	\$28,001.00
04/06/2011	\$27,653.00
06/03/2011	\$25,003.00
01/03/2010	\$23,890.00

For each change in the employee's pay rate, determine the time interval that was in effect, the time factor for the interval, the annual pay in effect for the interval, and the pay earned during the interval.

1. The first interval begins on 5/3/2013, the proposed retirement date, and ends on 8/5/2012, the effective date of the first change in annual pay. The number of days in this interval is determined by subtracting the interval begin date from the interval end date. The result is 269 days.

$$5/3/2013 - 8/5/2012 = 8 \text{ months, } 29 \text{ days}$$

$$(8 \times 30) + 29 = 269 \text{ days}$$

2. The time factor for this interval is computed as Number of Days Interval / 360, PSBS assumes that a month is 30 days, so a year is equal to 360 days ( $30 \times 12 = 360$ ). So, for the first interval the time factor is  $269 / 360$ . The result is 0.747222.
3. The annual pay in effect for this time interval is \$29,400.00.
4. The pay earned for the time interval is computed as Time Factor x Annual Pay. So, for the first interval, the pay earned is  $0.747222 \times \$29,400.00$ . The result is \$21,968.33 estimated earnings this interval.

Repeat steps 1 through 4 for each of the intervals in the 3-year period. See the completed chart below.



End Date of Pay Change or Retire Date	Begin Date of Pay Change or Retire Date	Number of Days in Interval	Time Factor (Number of Days in Interval / 360)	Annual Salary in Effect	Pay Earned (Time Factor x Basic Pay)
05/03/2013	08/05/2012	269	.747222	\$29,400.00	\$21,968.33
08/04/2012	12/04/2011	238	.66111	\$28,001.00	\$18,511.77
12/06/2011	04/06/2011	241	.669444	\$27,653.00	\$18,512.13
04/05/2011	06/03/2010	303	.841667	\$25,003.00	\$21,044.20
06/025/2010	05/04/2010	29	.080556	\$23,890.00	\$1,924.48

5. Determine the total estimated pay earned in the 3-year period. The result is \$81,960.91.
6. Divide the total estimated pay earned by 3. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute the high-3 average pay.

$$\$81,960.91 / 3 = \$27,320 \text{ Estimated High-3 Average Pay}$$

### Example 2 - High-3 Average Pay Computation for U.S. Custom Officers covered by COPRA and Retirement Coverage Code 1

For the purposes of this statement, retirement benefits payable within the next 3 years have been estimated using a high-3 consisting of earnings including allowable overtime where possible. To estimate an eligible retirement date, PSBS assumes the tax year is 01/01 to 12/31 in this instance. By multiplying the total retirement deductions for a year by a factor of 1 divided by the retirement deduction rate (Factor Rate), the earning figure which yielded the deductions can be determined. This estimated earnings figure is used to determine an estimate of the employee's high-3.

The employee's proposed date of retirement is 10/15/2013. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 10/15/2013. The employee's pay history is shown below.

Date of Change	Annual Salary	Tax Year	Total Retirement Deductions	Retirement Deduction Rate	Factor Rate	Estimated Salary Plus Overtime
01/02/2013	\$40,733.00	2012	\$3,744.33	.0700	14.29	\$53,935.18
01/03/2012	\$39,343.00	2011	\$3,734.02	.0700	14.29	\$53,359.15
		2010	\$3,397.16	.0400	14.29	\$48,545.42



For each period of retirement deductions or change in pay, determine the number of days in the interval, the time factor for the interval, the estimated salary plus overtime for the year covering the interval, and the earnings accumulated during the interval.

1. Because the 3-year window starts on 10/15/2010, the first interval begins on 10/15/2010 and ends on 12/31/2010. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 75 days.

$$12/31/2010 - 10/15/2010 = 75 \text{ days}$$

2. The time factor for the first interval is computed as Number of Days in Interval divided by 360. PSBS assumes that a month is 30 days and a year is 12 months, so one year is equal to 360 days (30 x 12 = 360). So, for the first interval, the time factor is 75 / 360. The result is 0.208333.
3. The estimated salary plus overtime for 2010 is \$48,545.42. This amount is found in the Employee History Table above. If tax year retirement deductions are not available for a time interval, use the employee's estimated salary for the interval. For example, on line 4 of the Time Factor Calculations Table below, the interval is 01/01/2013 to 10/15/2013. The salary in effect on this date is \$52,395.18.
4. The estimated salary plus overtime earned in the first interval is computed as Salary x Time Factor. So, for the first interval, the amount earned is 0.208333 x \$48,545.42. The result is \$10,113.61 estimated earnings in this interval.

Repeat steps 1 through 4 for each of the time intervals in the 3-year period. See the completed chart below.

Line Number	Salary Interval Begin Date	Salary Interval End Date	Number of Days in Interval	Time Factor	Estimated Salary Plus Overtime	Amount Earned This Interval
1	10/15/2010	12/31/2010	75	0.208333	\$48,545.42	\$10,113.61
2	01/01/2011	12/31/2011	360	1.000000	\$53,359.15	\$53,359.15
3	01/01/2012	12/31/2012	360	1.000000	\$53,935.15	\$53,935.15
4	01/01/2013	10/15/2013	285	0.791667	\$53,935.18	\$42,698.70
<b>Totals</b>				3.000000		\$160,106.64

5. The total estimated salary, including allowable overtime, earned during the 3-year interval is estimated at \$160,106.64. Divide this figure by 3 to determine the employee's high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute High-3 average pay.

$$\$160,106.64 / 3 = \$53,369 \text{ Estimated High-3 Average Pay}$$



**Example 3 - High-3 Average Pay Computation for U.S. Customs covered by COPRA and Retirement Coverage Code K or C**

For the purposes of this statement, retirement benefits payable within the next 3 years have been estimated using a high-3 consisting of earnings including allowable overtime where possible. To estimate an eligible retirement date, PSBS assumes the tax year is 01/01 to 12/31 in this instance. By multiplying the total retirement deductions for a year by a factor of 1 divided by the retirement deduction rate (Factor Rate), the earnings figure which yielded the deductions can be determined. The estimated earnings figure is used to determine an estimate of the employee's high-3.

The employee's proposed date of retirement is 3/18/2013. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 3/18/2013. The employee's pay history is shown below.

Date of Change	Annual Salary	Tax Year	Total Retirement Deductions	Retirement Deduction Rate	Factor Rate	Estimated Salary Plus Overtime
08/28/2011	\$95,232.00	2012	\$949.87	.008	125.0	\$118,733.75
08/29/2010	\$92,346.00	2011	\$910.67	.008	125.0	\$113,833.75
01/03/2010	\$87,365.00	2010	\$886.25	.008	125.0	\$110,781.25

For each period of retirement deductions or change in pay, determine the number of days in the interval, the time factor for the interval, the estimated salary plus overtime for the year covering the interval, and the earnings accumulated during the interval.

1. Because the 3-year window starts on 3/18/2010, the first interval begins on 3/18/2010 and ends on 12/31/2010. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 282 days.

$$12/31/2010 - 03/18/2010 = 282 \text{ days}$$

2. The time factor for the first interval is computed as Number of Days in Interval divided by 360. PSBS assumes that a month is 30 days and a year is 12 months, so one year is equal to 360 days (30 x 12 = 360). So, for the first interval, the time factor is 282 / 360. The result is 0.0783333.
3. The estimated salary plus overtime for 2010 is \$110,781.25. This amount is found in the Employee History Table above. If tax year retirement deductions are not available for a time interval, use the employee's estimated salary for the interval. For example, on line 4 of the Time Factor Calculations Table below, the interval is 01/01/2013 to 03/18/2013. The salary in effect on this date is \$118,733.75.





4. The estimated salary plus overtime earned in the first interval is computed as Salary x Time Factor. So, for the first interval, the amount earned is 0.783333 x \$110,781.25. The result is \$86,778.81 estimated earnings this interval.

Repeat steps 1 through 4 for each of the time intervals in the 3-year period. See the completed chart below.

Line Number	Salary Interval Begin Date	Salary Interval End Date	Number of Days in Interval	Time Factor	Estimated Salary Plus Overtime	Amount Earned This Interval
1	03/18/2010	12/31/2010	282	0.783333	\$110,781.25	\$86,778.61
2	01/10/2011	12/31/2011	360	1.000000	\$113,833.75	\$113,833.75
3	01/01/2012	12/31/2012	360	1.000000	\$118,733.75	\$118,733.75
4	01/01/2013	03/18/2013	78	0.216667	\$118,733.75	\$25,725.69
<b>Totals</b>				3.000000		\$345,071.80

5. The total estimated salary, including allowable overtime, earned during the 3-year interval is estimated at \$345,071.80. Divide this figure by 3 to determine the employee's high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute High-3 average pay.

$$\$345,071.80 / 3 = \$115,024 \text{ Estimated High-3 Average Pay}$$

**Example 4 - High-3 Average Pay Computation for U.S. Customs Officers covered by COPRA and Retirement Coverage Code O or Q**

For the purposes of this statement, retirement benefits payable within the next 3 years have been estimated using a high-3 consisting of earnings including allowable overtime where possible. To estimate an eligible retirement date, PSBS assumes the tax year is 01/01 to 12/31 in this instance. By multiplying the total retirement deductions for a year by a factor of 1 divided by the retirement deduction rate (Factor Rate), the earnings figure which yielded the deductions can be determined. The estimated earnings figure is used to determine an estimate of the employee's high-3.

The employee's proposed date of retirement is 4/18/2013. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 4/18/2013. The employee's pay history is shown below.

Date of Change	Annual Salary	Tax Year	Total Retirement Deductions	Retirement Deduction Rate	Factor Rate	Estimated Salary Plus Overtime
08/26/2012	\$87,929.00	2012	\$1,497.12	.013	76.92	\$115,158.47



08/26/2010	\$85,343.00	2011	\$1,457.22	.013	76.92	\$112,089.36
01/03/2010	\$79,831.00	2010	\$1,373.43	.013	76.92	\$105,644.24

For each period of retirement deductions or change in pay, determine the number of days in the interval, the time factor for the interval, the estimated salary plus overtime for the year covering the interval, and the earnings accumulated during the interval.

1. Because the 3-year window starts on 4/28/2010, the first interval begins on 4/28/2010 and ends on 12/31/2010. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 242 days.

$$12/31/2010 - 04/28/2010 = 242 \text{ days}$$

2. The time factor for the first interval is computed as Number of Days in Interval divided by 360. PSBS assumes that a month is 30 days and a year is 12 months, so one year is equal to 360 days (30 x 12 = 360). So, for the first interval, the time factor is 242 / 360. The results is 0.672222.
3. The estimated salary plus overtime for 2010 is \$105,664.24. This amount is found in the Employee History Table above. If tax year retirement deductions are not available for a time interval, use the employee's estimated salary for the interval. For example, on line 4 of the Time Factor Calculations Table below, the interval is 01/01/2013 to 04/28/2013. The salary in effect on this date is \$115,158.47.
4. The estimated salary plus overtime earned in the first interval is computed as Salary x Time Factor. So, for the first interval, the amount earned is 0.672222 x \$105,622.24. The result is \$71,016.38 estimated earnings this interval.

Repeat steps 1 through 4 for each of the time intervals in the 3-year period. See the completed chart below.

Line Number	Salary Interval Begin Date	Salary Interval End Date	Number of Days in Interval	Time Factor	Estimated Salary Plus Overtime	Amount Earned This Interval
1	04/28/2010	12/31/2010	242	0.672222	\$105,644.24	\$71,016.38
2	01/10/2011	12/31/2011	360	1.000000	\$112,089.36	\$112,089.36
3	01/01/2012	12/31/2012	360	1.000000	\$115,158.47	\$115,158.47
4	01/01/2013	04/28/2013	118	0.327777	\$115,158.47	\$37,746.30
<b>Totals</b>				3.000000		\$336,010.51



5. The total estimated salary, including allowable overtime, earned during the 3-year interval is estimated at \$336,010.51. Divide this figure by 3 to determine the employee's high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute High-3 average pay.

$$\$336,010.51 / 3 = \$112,004 \text{ Estimated High-3 Average Pay}$$





## Appendix B: Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 62 with 5 or more years of service
- At least age 60 with 20 or more years of service
- At least the Minimum Retirement Age (MRA) with 10 or more years of service
- At least the MRA with 30 or more years of service

If you retire at the MRA with at least 10, but less than 30 years of service, you will be reduced by 5 percent a year for each year you are under 62, unless your years of service and your benefit starts when you reach age 60 or later.

### Minimum Retirement Age Chart

Year of Birth	Minimum Retirement Age
before 1948	55
1948	55 & 2 months
1949	55 & 4 months
1950	55 & 6 months
1951	55 & 8 months
1952	55 & 10 months
1953 - 1964	56
1965	56 & 2 months
1966	56 & 4 months
1967	56 & 6 months
1968	56 & 8 months
1969	56 & 10 months
1970 & after	57

See Frozen-CSRS-Service on IRIS Program IR117 for length of frozen service. (Frozen service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of



creditable civilian service before becoming subject to CSRS offset or before election date of FERS coverage.)

**Retirement Formulas Used:**

If the employee has not transferred from CSRS to FERS or has transferred and had no frozen service, use one of the following formulas:

If the employee is less than 62 years old or has less than 20 years of service:

1. Compute [Retirement High-3 x 1% x years of service].
2. Compute [Step 1 / 12].

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the tour of duty proration is not available.

3. Compute [Step 2 x (PP 01 tour-of-duty hours / 80)].

If the employee is age 62 or older with at least 20 years of service:

1. Compute (Retirement High-3 x 1.1% x years of service)].
2. Compute [Step 1 / 12].

For part-time employees (Work Schedules **P**, **Q**, **S**, AND **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the tour of duty proration is not available.

3. Compute [Step 2 x (PP 01 tour-of-duty hours / 80)].

If the employee has transferred from CSRS to FERS and has frozen service:

1. Follow CSRS retirement formulas shown in *Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)* (on page 157) using Frozen-CSRS-Service (shown on IRIS Program IR117) as the employee's years of service. Refer to *Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)* (on page 157) for more information on CSRS retirement formulas.
2. Follow FERS retirement formulas shown above using the employee's years of service after the transfer as employee's years of service.
3. Add Step 1 and Step 2 amounts.



For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the tour of duty proration is not available.

4. Compute [Step 3 x (PP 01 Tour-of-Duty Hours / 80)].







## Appendix C: Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M)

Under the special retirement provisions for law enforcement officers and firefighters, retirement may begin at age 50 with 20 years of 6C-Retirement coverage or any any age with 25 years of special 6C-Retirement coverage. Once a firefighter has 20 years of special 6C-Retirement coverage, the employee is subject to mandatory retirement at age 55. Law Enforcement Officers with 20 years of special 6C-Retirement coverage are subject to mandatory retirement at age 57.

See Frozen-CSRS-Service on IRIS Program IR117 for length of frozen service. Frozen Service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of creditable civilian service before becoming subject to CSRS offset or before the election date of FERS coverage.

### Retirement Formulas Used:

If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service:

1. Compute  $[1.7\% \times \text{first 20 years of Special Service}]$ .
2. Compute  $[1\% \times \text{Remaining Years of Service}]$ .
3. Compute  $[\text{Step 1} + \text{Step 2}]$ .
4. Compute  $[\text{Retirement High-3} \times \text{Step 3}]$ .
5. Compute  $[\text{Step 4} / 12]$ .

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**, the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

6. Compute  $[\text{Step 5} \times (\text{PP 01 Tour-of-Duty Hours} / 80)]$ .

If the employee has transferred from CSRS to FERS and has frozen service:

1. Follow CSRS (or CSRS-Offset) Special retirement formulas shown in *Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)* (on page 157) using Frozen - CSRS-Service as the employee's years of service. Refer to *Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)* (on page 157) for more information on CSRS retirement formulas.



2. Follow FERS-Special retirement formula shown above using the employee's years of service after the transfer as the employee's years of service.
3. Compute [Step 1 + Step 2].

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

4. Compute [Step 3 x (PP 01 Tour-of-Duty Hours / 80)].



## Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 55 with 30 or more years of service.
- At least age 60 with 20 or more years of service.
- At least age 62 with 5 or more years of service.

### Retirement Formulas Used:

If the Retirement High-3 is less than \$5,000:

1. Compute  $[(\text{Retirement High-3} \times 1\%) + \$25]$ .
2. Compute  $[\text{Step 1} \times \text{Years of Service}]$ .
3. Compute  $[\text{Step 2} / 12]$  (subject to a maximum of  $[(\text{Retirement High-3} \times 80\%) / 12]$ ).

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the tour-of-duty proration is not available.

4. Compute  $[\text{Step 3} \times (\text{PP 01 Tour-of-Duty Hours} / 80)]$ .

If the Retirement High-3 is \$5,000 or more:

1. Compute  $[1.50\% \times \text{First 5 Years of Service}]$ .
2. Compute  $[1.75\% \times \text{Second 5 Years of Service}]$ .
3. Compute  $[2\% \times \text{Remaining Years of Service}]$ .
4. Compute  $[\text{Step 1} + \text{Step 2} + \text{Step 3}]$ .
5. Compute  $[\text{Retirement High-3} \times \text{Step 4}]$ .
6. Compute  $[\text{Step 5} \times 12]$  (subject to a maximum of  $[(\text{Retirement High-3} \times 80\%) \times 12]$ ).

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

7. Compute  $[\text{Step 6} \times (\text{PP 01 Tour-of-Duty Hours} / 80)]$ .





## Appendix E: Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6)

Under the special retirement provisions for LEO/FF, retirement may begin at age 50 with 20 years of special 6C Retirement service. Once a FF has 20 years of 6C retirement service, the employee is subject to mandatory retirement at age 55. LEOs with 20 or more years of 6C retirement service are subject to mandatory retirement at age 57.

### Retirement Formulas Used:

1. Compute  $[2.50\% \times \text{First 20 Years of Special Service}]$ .
2. Compute  $[2\% \times \text{Remaining Years of Service}]$ .
3. Compute  $[\text{Step 1} + \text{Step 2}]$ .
4. Compute  $[\text{Retirement High-3} \times \text{Step 3}]$ .
5. Compute  $[\text{Step 4} \times 12]$  (subject to a maximum of  $[(\text{Retirement High-3} \times 80\%) \times 12]$ ).

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

6. Compute  $[\text{Step 5} \times (\text{PP 01 Tour-of-Duty Hours} / 80)]$ .





## Appendix F: Foreign Service Pension System (FSPS) (Retirement Coverage Code P)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 or more years of service.
- At least age 60 with 5 or more years of service.

See Frozen-CSRS-Service on IRIS Program IR114 for length of frozen service. Frozen service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of creditable civilian service before becoming subject to CSRS offset or before the election date of FERS coverage.

### Retirement Formulas Used:

If the employee has transferred from FERS to FSPS:

1. Compute Years of Service as [Years of FERS Service + Years of FSPS Service].
2. Compute [1.7% x First 20 Years of Service].
3. Compute [1% x Remaining Years of Service].
4. Compute [Step 2 + Step 3].
5. Compute [Retirement High-3 x Step 4].
6. Compute [Step 5 x 12].

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the tour-of-duty proration is not available.

7. Compute [Step 6 x (PP 01 Tour-of-Duty Hours / 80)].

If the employee has transferred from FSRDS to FSPS and has less than 5 years of FSRDS service:

Use steps shown above as if the employee transferred from FERS to FSPS.

If the employee has transferred from FSRDS to FSPS and has more than 5 years of FSRDS service:

1. Compute [Total Years of Service - Frozen-CSRS-Service].



2. Compute  $2\% \times \text{Frozen-CSRS-Service}$  - Subject to a maximum of  $[(\text{Retirement High-3} \times 70\%) \times 12]$ .
3. Compute  $[\text{Retirement High-3} \times \text{Step 2}]$ .
4. Compute  $[\text{Step 3} / 12]$ .
5. Compute  $[1.7\% \times \text{First 20 Years of Step 1}]$ .
6. If  $\text{Frozen-CSRS-Service} > 20$ , Compute  $[1\% \times (\text{Frozen-CSRS-Service} - 20)]$ .
7. Compute  $[\text{Step 5} + \text{Step 6}]$ .
8. Compute  $[\text{Retirement High-3} \times \text{Step 7}]$ .
9. Compute  $[\text{Step 8} / 12]$ .
10. Compute  $[\text{Step 4} + \text{Step 9}]$ .

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

11. Compute  $[\text{Step 10} \times (\text{PP 01 Tour-of-Duty Hours} / 80)]$ .

If the employee has transferred from CSRS to FERS to FSPS:

1. Follow CSRS retirement formulas shown in *Appendix D: Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R)* (on page 157) using Frozen-CSRS-Service as the employee's years of service.
2. Compute  $[\text{Total Years of Service} - \text{Frozen-CSRS-Service}]$ .
3. Follow FERS to FSPS retirement formula shown above using Step 2 as the employee's Years of Service.
4. Compute  $[\text{Step 1} + \text{Step 3}]$ .

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

5. Compute  $[\text{Step 4} \times (\text{PP 01} \times \text{Tour-of-Duty Hours} / 80)]$ .





## **Appendix G: Foreign Service Retirement and Disability System (FSRDS) and FSRDS-Offset Retirement (Retirement Coverage Codes 3 and G)**

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 or more years of service.
- At least age 60 with 5 or more years of service.

### **Retirement Formulas Used:**

1. Compute [Retirement High-3 x 2% x Years of Service].
2. Compute Step 1 / 12. Subject to a maximum of [(Retirement High-3 x 70%) x 12].

For part-time employees (Work Schedules **P**, **Q**, **S**, and **T**), the monthly annuity is then prorated by the employee's PP 01 tour of duty. This is done because the full tour-of-duty proration is not available.

3. Compute [Step 2 x (PP 01 Tour-of-Duty Hours / 80)].





## Index

### 9

90-Day Notification for Recertification of Retention Allowance • 142

### A

Annual Leave Status Report of Leave To Be Taken, Forfeited, or Restored • 11

Annual Report of Leave Usage for Leave Year 20XX • 12

#### Appendix A

High-3 Average Pay Computations • 143

#### Appendix B

Regular Federal Employees Retirement System (FERS) (Retirement Coverage Code K) • 151

#### Appendix C

Federal Employees Retirement System (FERS) - Special Retirement (Retirement Coverage Code M) • 155

#### Appendix D

Civil Service Retirement System (CSRS) and CSRS-Offset Retirement (Retirement Coverage Codes 1, C, and R) • 157

#### Appendix E

Civil Service Retirement System (CSRS) and CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, and 6) • 159

#### Appendix F

Foreign Service Pension System (FSPS) (Retirement Coverage Code P) • 161

#### Appendix G

Foreign Service Retirement and Disability System (FSRDS) and FSRDS-Offset Retirement (Retirement Coverage Codes 3 and G) • 163

### C

Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees • 12

Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees • 15

Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees • 13

Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees • 14

Compensatory Time for Religious Observance • 15

Control List for Supervisory/Managerial Probationary Period Report Forms • 16

Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees • 16

Conversion to Career Tenure Four Week Notification • 17

### D

Defacto Employment • 18

Detail in Support of 113-A • 18

### E

Employees Approaching Expiration of Detail Assignment • 19

Employees Approaching Expiration of Grade Retention • 20



Employees Approaching Expiration of Limited Appointment - Temporary • 20

Employees Approaching Expiration of Temporary Promotion • 21

Employees with Dual Appointments • 21

Employer-Provided Health Insurance Offer and Coverage • 22

Error Analysis by Contact Point • 23

Error Analysis by Personnel Office Identifier • 24

## F

Federal Wage System WGI Status Eight Week Notification • 25

## H

Health Insurance • 25

## I

Individual Retirement Record (Civil Service Retirement System) • 26

Individual Retirement Record (Federal Employees Retirement System) • 27

Interim Performance Evaluation Report • 28

## L

Latest Update Information • 1

Leave Error Report • 29

Life Insurance • 30

List of Covered Employees • 31

Listing of Employee With Change in Union Dues • 33

Listing of Employees Covered Under Option X • 31

Listing of Employees on LWOP Pending OWCP for 3 or More Months • 32

Listing of Salary Data for Sched No XXXXXXX • 33

## M

Monthly Report of Federal Civilian Employment (SF 113-A Format) • 34

Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format) • 35

Monthly Report of Senior Community Service Program Enrollees • 36

## N

Notification of Adjustment to Longevity Date • 37

Notification of Change (NOC) Suspense Report • 38

Notification of Change in Earned Annual Leave Status • 37

Notification of Employees in Non-Pay Status With Expired NTE Dates • 39

Notification of Expiration of Probationary or Trial Period • 39

Notification of Longevity Percent Changes • 40

Notification of Personnel Action • 40

Notification of Position To Be Inactivated • 41

Notification of WGI Overdue • 42

Number of Enrolled Employees • 42



## O

Overview • 3

## P

Pay Period Personnel Actions on Employees Required to File SF-278 • 43

Payroll/Personnel Output Reports • 9

Performance Appraisal • 44

Performance Evaluation Eligibility for - Perm (or Temp) - Employees • 45

Permanent Workforce - Analysis of Work Force

Federal Wage System • 45

Types of Occupations • 46

White Collar (GS, GM, SES and All Others) • 47

Position NTE Date Approaching Expiration • 47

Position Organization Listing • 48

Premium Pay and Leave Report by Employee Name • 49

Premium Pay and Leave Report by Organizational Structure • 49

Probationary or Trial Period Report • 50

Projected Duties Follow-up • 51

## Q

Quarterly Report of Employees Required to File SF-278 • 52

Quarterly Report on Continuation of Pay for OWCP • 52

Questionable Union Dues • 53

## R

Record of Documents Deleted Manually from ADJP 4316 by NFC • 53

Record of Leave Data • 54

Report of Federal Employment and Wages for Three Months Period Ending (Month/Year) • 55

Report of Retirements • 56

Report of TSP Separations for Pay Period XX • 56

## S

Section 912, U.S. Overseas Civilian Allowances • 57

Semi-Annual Accounting Data • 57

SES Recertification Notification • 58

Statement for Recipients of Miscellaneous or Interest Income or Taxable Grants • 84

Statement of Earnings and Leave • 58

Supervisory or Managerial Probationary Period Report • 85

## T

TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career • 86

Temporary Employees - FEHB Coverage Eligibility • 87

Total Wage Employee Population • 88

## V

Vacancy Review Notice • 88



## W

W2 Reporting System Earnings by Duty Station and  
Residence for Kansas and Missouri • 89

Wage And Tax Statement • 90

Wage Employees Error Listing • 91

Within-Grade Increase Record • 91

Work Years and Personnel Cost Report - Basic and  
Premium Work Years and Pay • 92

Work Years and Personnel Cost Report - Cost of  
Employees Benefits • 93

Work Years and Personnel Cost Report - Leave Earned  
and Used • 94

## Y

Your Personal Benefits Statement • 95