ORDER

UNIFORM PAYROLL SYSTEM OPERATIONS MANUAL

August 31, 1981

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

RECORD OF CHANGES

DIRECTIVE NO. | 2730.9

CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

This order prescribes FAA's concepts, procedures, guidelines, and responsibilities for the operation and maintenance of the Uniform Payroll System (UPS). The UPS has been designed to provide accurate, cost efficient, and standardized pay and leave processes.

This order is directed primarily to payroll supervisors and technicians but will be of interest to other individuals involved in the operation of UPS. Additional information for the operations of the system is included in other directives, especially FAA Order 2730.8, Time and Attendance - Uniform Payroll System, initiated by the Office of Accounting.

Pay and leave entitlements are unchanged by this order.
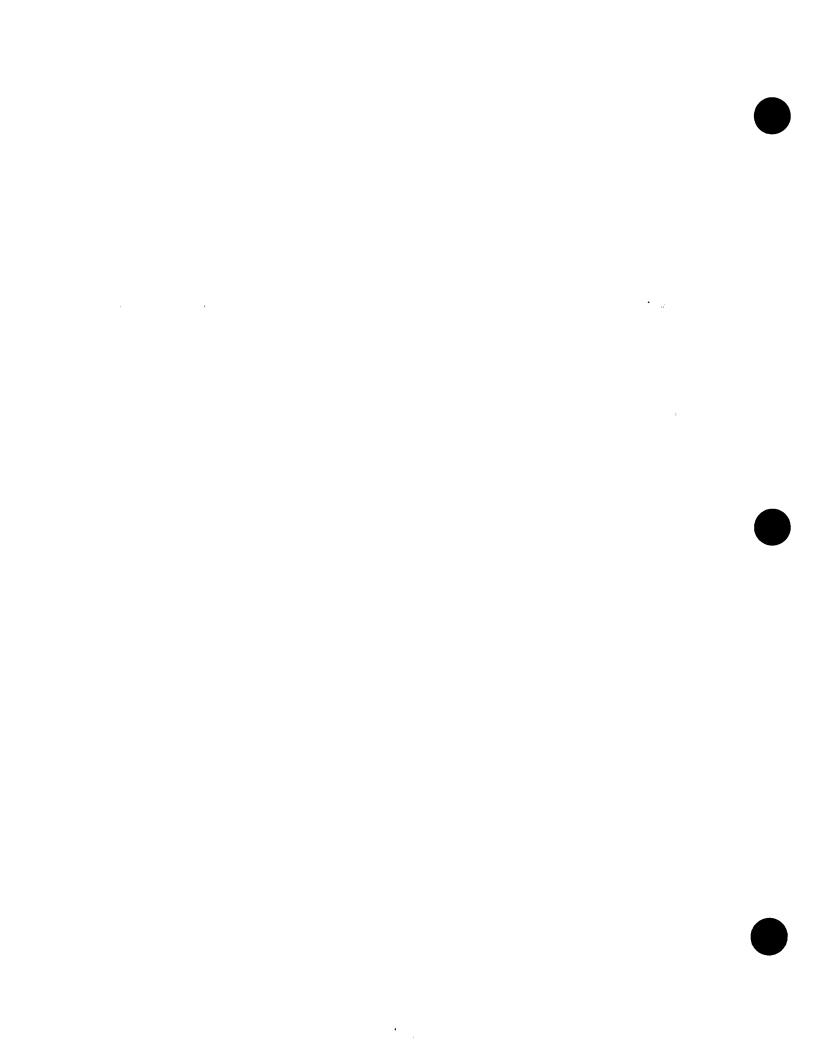
E. M. KEELING
Director of Accounting

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CHAPTER 1. GENERAL

1. PURPOSE. This order prescribes concepts, procedures, guidelines, and responsibilities for the operation and maintenance of the Uniform Payroll System (UPS). It is designed to provide payroll supervisors and technicians with information necessary to accomplish their functional responsibilities in an efficient manner. It also provides a broad overview of the system together with detailed information concerning those functional areas for which the payroll technician is directly responsible.

2. DISTRIBUTION. This order is distributed to that very selected audience which is directly concerned with payroll operations and which are included on Special Distribution List ZAA-389. FAA requests for addition to or deletion from this list, or for changed copy requirements, should be directed to the local distribution officer/representative in accordance with FAA Order 1720.18A, Distribution User's Guide. Requests by organizations outside FAA should be directed to the Distribution Representative, AAA-10, Federal Aviation Administration, Washington, DC 20591.

3. CANCELLATION. FAA Order 2730.3A, Payroll Accounting Handbook, dated April 24, 1970, and FAA Order 2730.7, Uniform Payroll System Implementation, dated February 6, 1979, are cancelled.

4. PRIVACY AND FREEDOM OF INFORMATION ACTS. These Acts place certain restrictions on the collection, maintenance, use, and dissemination of information. (See FAA Order 1350.22, Protecting Privacy of Information About Individuals, and FAA Order 1200.23, Public Availability of Information.) These requirements must be applied, when appropriate, to the provisions of this order.

5. PAYROLL REQUIREMENTS. Other Uniform Payroll System guidelines for the operation of the system are included in separate directives. These directives include FAA Order 2730.8, Time and Attendance - Uniform Payroll System, initiated by the Office of Accounting, related directives initiated by the Office of Management Systems, and directives issued locally as required.

6. CONTINUED IMPROVEMENTS AND UPDATING. The Uniform Payroll System (UPS) is subject to continuous revision to meet changes in statutory requirements. In addition, the payroll technician after using this order may determine that revisions are needed to make it a more useful work reference. Proposed revisions should be sent to the UPS Data Systems Manager (DSM), AAA-430.

7. CATEGORIES OF SYSTEM CHANGES. System changes are classified into three categories.

    a. Emergency changes which must be implemented immediately. Time and necessity preclude prior approvals/cost benefit analyses of these changes which usually result from system deficiencies.

b. Mandatory changes which are required because of legislation, regulation, or contractual agreements. These changes must be implemented, but implementation is not so time critical. Cost/benefit analyses are not required in all cases.

c. Optional changes which will enhance the system to meet the needs of users or improve internal control. These changes must be justified on the basis of a cost/benefit analysis.

8. PROCEDURES FOR PROCESSING SYSTEM CHANGES.

a. Emergency change requests may be initiated by users, the Data Systems Manager (DSM), AAA-430, Uniform Payroll System Operations Manager (UPSOM), AAC-25, and other concerned parties. As emergency situations arise, the person initiating the change request shall contact UPSOM directly by telephone followed by prompt confirmation in writing. UPSOM shall take the following actions:

(1) Evaluate the emergency situation and coordinate with the ADP System Manager to make necessary system changes. If time allows, UPSOM should coordinate with the DSM before implementing the change.

(2) Confirm all changes made resulting from the emergency situation with the DSM as soon as possible with the following:

(a) Source of the requirement for the change.

(b) Description of the condition which required the change.

(c) Description of the action taken.

(d) Implementation date of the change.

(e) Identification of any resulting changes to be made to this order or FAA Order 2730.8, Time and Attendance - Uniform Payroll System.

(3) Issue a timely UPS Advisory message to users and the DSM on any changes affecting edit error messages in chapter 16, or data entry payroll technician functions in chapter 18. The priority message will provide interim operating procedures, screen formats, and/or data entry criteria changes required to ensure continuity of system operations. See Figure 1-1, Sample UPS Advisory Message Format.

b. Mandatory or optional changes may be requested by the DSM, UPSOM, ADP System Manager, system users, or any other concerned party. These changes must be initiated by completing FAA Form 1370-18, Data System Change Proposal (DSCP). The form must be prepared in accordance with FAA Order 1370.34A, Procedures for Processing Changes to National Automated Data Systems, including supporting documentation and justification. All change proposals must be coordinated with the chief of the servicing accounting division before submittal to the DSM.

FIGURE 1-1.   SAMPLE UPS ADVISORY MESSAGE FORMAT

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
DOT/FAA AAC-25 OKLA CITY, OK	ACTION: PRIORITY INFO:	

ACCOUNTING CLASSIFICATION		DATE PREPARED	TYPE OF MESSAGE
FOR INFORMATION CALL			[ ] SINGLE [ ] BOOK [X] MULTIPLE-ADDRESS
NAME		PHONE NUMBER	

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: UPS DATA SYSTEM MANAGER

UPS PAYROLL OFFICES

UNCLAS AAA-430, AAA-240, ACE-21, HFS-22 (ETC.)

SUBJ: UPS ADVISORY NUMBER   81-1   .

THE FOLLOWING EMERGENCY CHANGES TO "PY" SYSTEM PROCESSES AF

EFFECTIVE PAY PERIOD <u>8105.</u> THESE INTERIM OPERATING PROCEDURES

WILL BE USED PENDING PUBLICATION OF OFFICIAL CHANGE TO

ORDER 2730.9, UNIFORM PAYROLL SYSTEM OPERATIONS MANUAL. THE DSM,

AAA-430, HAS CONCURRED WITH THESE CHANGES.

<u>REFERENCE</u>   <u>REVISED AS INDICATED</u>

(INSERT PAGE,   (PROVIDE INTERIM OPERATING PROCEDURES
PARAGRAPH, OR   SCREEN FORMAT, AND/OR DATA ENTRY CRITERIA
FIGURE)   CHANGES)

SECURITY CLASSIFICATION

PAGE NO.	NO. OF PGS.

STANDARD FORM 14
REVISED AUGUST 1967
GSA FPMR (41 CFR) 171-35.306   14-102

(1) DSM will take the following actions:

    (a) Maintain a control log of all DSCP's received.

    (b) Review the proposal for general reasonableness.

       <u>1</u>. Return proposals not accepted with rationale for nonacceptance.

       <u>2</u>. Distribute the proposals accepted for evaluation.

(2) Distribution of DSCP's for evaluation will be made as follows:

    (a) Information Systems Planning and Evaluation Staff, AMS-20, information copy only.

    (b) Operational Applications Maintenance and Modifications Branch, AMS-340, for evaluation.

    (c) Selected users for evaluation.

    (d) UPSOM for a joint evaluation with the ADP System Manager, including a cost/benefit analysis, if required.

(3) After receiving and reviewing the evaluations, the DSM will approve or disapprove the DSCP.

(4) Disapprovals of all DSCP's shall be returned to the originator with an explanation.

(5) Action by the DSM shall be as follows on approved DSCP's:

    (a) Provide AMS-340 a copy of any DSCP's approved for action.

    (b) Transmit to UPSOM the approved DSCP's indicating DSM:

       <u>1</u>. Approval.

       <u>2</u>. Priority for implementation.

       <u>3</u>. Requested target date or indicate legal, regulatory, or contractual agreement imposed target date.

    (c) Identify and initiate action to change this order or FAA Order 2730.8, if necessary.

(6) UPSOM will submit finalized DSCP's to the ADP System Manager for action.

(7) ADP System Manager will coordinate with UPSOM to:

(a) Develop, program, and implement the required change and update the UPS Design Specifications, as required.

(b) Provide the DSM and AMS-340 with an implementation schedule showing:

1. DSCP control number.

2. DSM priority.

3. DSM target date.

4. AAC scheduled implementation date.

(8) UPSOM will provide the DSM and AMS-340 an exception status report by letter when the status changes. The report will be provided on slippages 30 days prior to the scheduled target or as soon as potential slippage is identified, whichever is earlier. The report shall include:

(a) DSCP control number.

(b) DSM priority.

(c) DSM requested target date.

(d) AAC original scheduled target date.

(e) AAC revised target date.

(9) DSM will review the exception status report to determine the impact of the slippage from a payroll accounting standpoint and notify UPSOM of any slippages that are considered unacceptable. The notification will contain guidance that can be used in rescheduling UPS workload to eliminate unacceptable slippages.

(10) UPSOM will provide the DSM with a revised schedule.

9. FORMS AVAILABILITY. See Figure 1-2, Forms Availability, for forms referenced in this order.

10.-199. RESERVED.

FIGURE 1-2. FORMS AVAILABILITY

FORM NUMBER	FORM DESCRIPTION	NATIONAL STOCK NUMBER (NSN)	SOURCE	UNIT OF ISSUE
SF 8	Notice to Federal Employee About Unemployment Insurance	7540-00-634-3964	GSA Depot	HD
SF 50	Notification of Personnel Action	0052-00-843-5000	FAA Depot	SE
SF 1012	Travel Voucher	7540-00-634-4180	GSA Depot	HD
SF 1034	Public Voucher for Purchases and Services Other than Personal	7540-00-634-4206	GSA Depot	HD
SF 1047	Public Voucher for Refunds	7540-00-634-4214	GSA Depot	HD
SF 1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	7540-00-634-4218	GSA Depot	HD
SF 1069	Voucher for Allowances at Foreign Posts of Duty	7540-00-634-4220	GSA Depot	HD
SF 1096	Schedule of Voucher Deductions	7540-00-634-4284	GSA Depot	HD
SF 1150	Record of Leave Data	7540-00-634-4338	GSA Depot	BX
SF 1152	Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee	7540-00-634-4340	GSA Depot	HD
SF 1153	Claim for Unpaid Compensation of Deceased Civilian Employee	7540-00-634-4341	GSA Depot	HD
SF 1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	7540-00-634-4342	GSA Depot	HD
SF 1154A	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee (Memorandum)	7540-00-634-4343	GSA Depot	HD
SF 1166	Voucher and Schedule of Payments	7540-00-753-4716	GSA Depot	HD
SF 1185	Schedule of Undelivered Checks for Credit to Government Accounts	7540-00-543-6707	GSA Depot	HD
SF 1187	Request for Payroll Deductions for Labor Organization Dues	None	GPO a/	HD
SF 1188	Cancellation of Payroll Deductions for Labor Organization Dues	7540-00-985-7113	GSA Depot	HD
SF 1189	Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization	7540-00-926-2251	GSA Depot	HD

a/ Employees obtain SF 1187 from their unions.

FIGURE 1-2.   FORMS AVAILABILITY (CONT'D)

Form	Title	Stock Number	Source	Unit
SF 1192	Authorization for Purchase and Request for Change United States Series EE Savings Bonds	7540-00-926-9074	GSA Depot	HD
SF 1198	Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization			
SF 2806	Individual Retirement Record	7540-00-142-9434	GSA Depot	HD
SF 2807	Register of Separations and Transfers	7540-00-926-4755	GSA Depot	BX
SF 2809	Health Benefits Registration Form	7540-00-634-4257	GSA Depot	HD
SF 2810	Notice of Change in Health Benefit Enrollment	0052-00-529-6000	FAA Depot	EA
SF 2811	Transmittal and Summary Report to Carrier	0052-00-529-8000	FAA Depot	EA
SF 2812	Report of Withholding and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement	0052-00-529-9000	FAA Depot	EA
SF 2817	Life Insurance Election	0052-00-880-4000	FAA Depot	SH
FAA Form 1360-33	Record of Visit, Conference or Telephone Call	0052-00-541-0000	FAA Depot	EA
FAA Form 1370-18	Data System Change Proposal	0052-00-045-9001	FAA Depot	PD
FAA Form 2730-3	Bond/Check Replacement Request	0052-00-869-3000	FAA Depot	SH
FAA Form 2730-5	Request and Authorization for Allotment of Compensation for State Income Tax Purposes	0052-00-682-9001	FAA Depot	SH
FAA Form 2730-18	Payroll Address Information	0052-00-621-7001	FAA Depot	SH
FAA Form 2730-67	Earnings and Leave Statement	0052-00-831-9000	FAA Depot	SH
FAA Form 2730-68	Time and Attendance Report (Combined Form)	0052-00-871-4000	FAA Depot	SE
FAA Form 2730-68-1	Time and Attendance Report Amended	0052-00-865-4000	FAA Depot	SE
Form DOT F 2730.1	Notice of Suspended or Disallowed Items and/or Notice of Federal Income Tax Withheld from Travel and Transportation Expenses	0052-00-010-9002	FAA Depot	SH
IRS Form W-2	Wage and Tax Statement	None	IRS	
IRS Form W-4	Employee's Withholding Allowances Certificate	0052-00-403-4006	FAA Depot	SH
IRS Form 941	Employer's Quarterly Tax Return	None	IRS	
FID Form 501	Federal Tax Deposit of Withheld Income and FICA Tax	None	Treasury	
FID Form 501 VI	Federal Tax Deposit of Withheld Income and FICA Tax (Virgin Islands)	None	Treasury	
SO Form 4930-2	Quarterly Report of Meter Reading	None	Treasury F20-5203	
Form DCI-01-1-0001	Republic of Panama Personal Deduction Declaration	None	Panama	
CSC Form 804	Combined Federal Campaign Pledge Card	None	OPM	

Unit of Issue: EA = Each   PD = Pad   SH = Sheet
            HD = Hundred   SE = Set   BX = Box

CHAPTER 2.   DESCRIPTION OF THE UNIFORM PAYROLL SYSTEM

200. GENERAL. The Uniform Payroll System (UPS) is composed of both manual and automated processes. These processes are accomplished in part by many organizations throughout the Department of Transportation. The system has been designed to provide accurate and cost efficient standardized pay and leave processes responsive to the compensation of employees.

201. DEFINITION OF PAYROLL FUNCTION. The payroll function includes review of employee's entitlement to pay as evidenced by official personnel actions and the employee's Time and Attendance Reports; accurate computation of all elements of pay and deductions; proper disposition of amounts deducted; maintenance of payroll and retirement records, including attendance and leave records; preparation and timely submission of required reports; and the maintenance of effective controls over all phases of payroll processes.

202. DESCRIPTION OF THE PAYROLL SYSTEM. The payroll system is designed for automated computation of all elements of pay and leave. It includes varied master records for employees and processes for all authorized deductions. These include deductions for tax, retirement, FICA, Government health insurance, life insurance, bonds, dues to employee organizations, savings allotments, and other deductions. Controls are maintained by the system to ensure accuracy and edits are employed to ascertain improper entries.

     a. Documentation. Master records of the automated payroll system are updated each pay period on the basis of documents affecting permanent changes in employees' pay status. Such documents include, but are not limited to, SF 50, Notification of Personnel Action; IRS Form W-4, Employee's Withholding Allowance Certificate; and SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. Computations of earnings are based on the biweekly FAA Form 2730-68, Time and Attendance (T&A) Report, prepared by T&A clerks designated by the administrative organization to which the employees are assigned. Documents affecting temporary changes in pay amounts are processed to reflect the change on the current payroll without changing the basic permanent master record data.

     b. Certification. After processing and balancing with established reconciliation controls, disbursing schedules and tapes are furnished to UPSOM for certification and forwarding to the Treasury Department in support of checks and bonds to be issued by the disbursing center and mailed directly to addresses designated by employees.

203. OBJECTIVES. The objectives of the payroll system are to:

a. Comply with the accounting and internal control requirements of section 133 of the Budget and Accounting Procedures Act of 1950, as amended.

b. Comply with the principles, standards, and related requirements prescribed by the Comptroller General of the United States including:

(1) Prompt payment in the proper amount to all persons entitled to be paid in compliance with applicable laws and regulations, with consideration being given to all authorized deductions from gross pay.

(2) Proper disposition of all authorized deductions from gross pay.

(3) Appropriate integration of the payroll system with the general accounting system.

(4) Timely preparation of reliable payroll records as a part of the regular accounting system needed for (a) management purposes, (b) support of budget preparation and administration of funds control, (c) internal and external reporting requirements, and (d) support of valid payments.

(5) Effective communication between employer and employee on payroll matters.

(6) Adequate control over all phases and segments of the payroll system, including the amount of leave earned and used and the balance remaining for each employee entitled to leave in accordance with applicable laws and regulations.

(7) Proper coordination of pay, leave, and allowance operations with personnel functions and other related activities.

c. Improve efficiency, effectiveness, accuracy, control, and flexibility for future changes in the payrolling functions.

d. Reduce manual work of payroll personnel and increase work done through automation to take advantage of the speed, accuracy, and efficiency of computerized processing.

e. Provide expanded and automated accounting information for the general accounting system.

f. Provide for minimum manual intervention in the automated payroll.

g. Provide for security of all personal data covered by the Privacy Act.

204. BASIC SYSTEM CONCEPTS. The system is designed t) function as follows:

a. Batch data entry is accomplished at each payr,ll office combined with centralized processing at the Mike Monroney Aeronautical Center of (1) data required t) be entered on a biweekly recurring basis for pay computation (variable data), and (2) data required for the establishment and update of various centrally maintained master records and tables (fixed data). Variable data are processed during the week foliowing the end of each pay period. Fixed data are processed during the subsequent week.

b. Data are key-entered by payroll technicians directly from source documents via Cathode Ray Tube (CRT) entry terminals.

c. Data editing and immediate correction of certain types of errors are accomplished at the time of data entry. Accepted cita are transferred to the host computer at the Mike Monroney Aeronautical Center where data are further edited to assure validation of all data received. Correction of errors detected through host editing occurs after receipt of an edit error list by the payroll office.

d. Time and attendance (T&A) recording is accomplished by posting the time an activity or event affecting pay and entitlements begins and the time the activity or event ends, identified to the 24-hour clock (start/stop time). Hours and pay computations are accomplished by the computer. In addition, automated retroactive pay computations are made for up to six prior pay periods (pay history). As a result, greater consistency and accuracy are achieved due to manual adjustments being kept to a minimum.

e. UPS interfaces with the Personnel Management Information System (PMIS) and allotment accounting systems. Certain data generated by PMIS are used to establish, change, or delete fixed data in the payroll master records and tables maintained by the host computer. PMIS update actions flow to a UPS suspense file. Depending on the type of actions, as described in chapter 14, they are automatically released into the UPS or held until limited corresponding data input by payroll technicians is received from the various payroll offices. When personnel data are not in the PMIS, the payroll technician must enter the additional data that would have been generated by the PMIS for those employees. In addition, biweekly automated interfaces process disbursement and accrual data into existing allotment accounting systems. Disbursement data are processed biweekly but accruals vary by accounting office. For processing accrual data into existing allotment accounting systems, the actual methodologies used are those that existed prior to UPS. Further details on these interfaces are provided in chapter 14.

f. System output is on microfiche, magnetic tape, and/or printed
reports. Reports are printed at the various facilities where the payroll
offices are located whenever practical and when the reports are designed
for local use. These reports are prepared from basic data transmitted to
the payroll facilities in the form of a mass data chain which allows
extraction of data for the local reports and skeletal files. Departmental/
agency level reports are prepared at the central processing location. All
reports generated by UPS are "standard" reports.

g. The Uniform Payroll System Data Systems Manager (DSM) is located
in the Office of Accounting, Washington, D.C., and is responsible for the
overall control of the system, including the system management function.

h. The Uniform Payroll System Operations Manager (UPSOM) and staff
are located at the Mike Monroney Aeronautical Center. This office super-
vises the centralized activities of the system and coordinates system
operations with the payroll offices.

i. Deductions from employees' salaries for bonds, organization dues,
Federal, state and local taxes, Social Security, retirement, savings
allotments, health, and life insurance are centrally accounted for.
Consolidated reports and listings of amounts deducted and related
remittances are accomplished at the central office.

j. The Department of the Treasury Disbursing Center at Kansas City,
Kansas, has been designated to issue all civilian employee paychecks,
bonds, and related UPS disbursements. The Treasury Disbursing Center at
Birmingham, Alabama, has been designated to provide backup capability.

k. Retirement processing is centralized at the UPSOM. Personnel
actions processed affecting retirement fiscal and/or service history data
are automatically updated in the Retirement Master Record (RMR).

l. Input documentation flows from personnel offices, from T&A clerks,
or from employees to the payroll offices where appropriate data entry to
UPS and the filing of these T&A reports and payroll related documents take
place. The documents are not forwarded to the UPSOM. Retirement documents
are an exception. Payroll offices receive documentation required to support
retirement actions from personnel offices. The payroll office reviews the
documentation for completeness and in turn forwards them to UPSOM. UPSOM
completes the retirement actions processing, certifies the documents, and
forwards them to OPM.

m. Payroll blocks comprise the basic work groups within which all
payroll work is accomplished. Each technician is assigned responsibility
for blocks of employee accounts and related files for processing. Size of
blocks and methods of assignment vary among payroll offices.

205. RESPONSIBILITIES. The responsibilities of the various organizations and employees as they relate to the payroll function are described below.

a. Personnel Offices.

(1) Prescribe policy, rules, and regulations which govern an employee's entitlement to pay and leave.

(2) Provide servicing payroll offices with documentation reflecting initial employment status of individuals to be included on the payroll and subsequent changes to their employment status. The personnel offices process most actions through the Personnel Management Information System (PMIS) which creates many of the documents provided to the payroll offices. In addition, a mechanical interface exists between PMIS and UPS at the Mike Monroney Aeronautical Center where centralized processing is accomplished for both systems.

(3) Provide servicing payroll offices with notices of separations, transfers, and other documentation concerning employee benefits.

b. Employees.

(1) Complete and submit appropriate tax withholding forms to servicing payroll offices.

(2) Advise servicing payroll offices of correct address information, changes in health benefits, allotments, and any other actions affecting pay and amounts to be withheld.

(3) Advise servicing payroll offices whenever there is an indication of error in the processing of pay or leave information.

c. Offices Where T&A Reports are Prepared.

(1) Record accurately on T&A reports all events related to each employee's time and attendance.

(2) Assure proper completion of required certifications on all T&A reports to be submitted.

(3) Send completed T&A reports to the servicing payroll offices in accordance with established schedules.

(4) Review leave and overtime data resulting from automated processes to verify correctness.

d. Payroll Offices.

(1) Assure that all documents received affecting pay are promptly processed in accordance with established schedules.

        (2) <u>Examine</u> all Time and Attendance Reports and all other documentation affecting an employee's pay and deductions for requi:ed signatures and general completeness.

        (3) <u>Sort and segregate</u> documentation to facilitate entry of data on CRT input terminals.

        (4) <u>Correct errors or contact</u> submitting office or employee to obtain information necessary to correct errors detected prio.· to data entry, during data entry, or during host edit processing.

        (5) <u>Ensure</u> all data entered during daily processin₃ a·re transmitted to the host computer in accordance with established schedules.

        (6) <u>Maintain</u> controls over mechanical payroll processes in accordance with established procedures.

        (7) <u>Maintain</u> employee and payroll report files and other files of payroll documents necessary to support all pay actions.

        (8) <u>Make</u> supplemental payments outside the payroll system.

        (9) <u>Provide</u> documentation to UPSOM supporting reti·rement actions.

    e. <u>Office of the Uniform Payroll System Operations Manager (UPSOM)</u>.

        (1) <u>Provides</u> day-to-day operation of the automated payroll system.

        (2) <u>Administers</u> payroll procedures as established by the Office of Accounting.

        (3) <u>Serves</u> as operational link between the centralized ADP activity and the decentralized payroll offices and/or the DSM (AAA-430).

        (4) <u>Serves</u> as contact point on operations matters with taxing authorities, financial institutions, Combined Federal Campaign, Federal insurance carriers, the Treasury Disbursing Center, and others.

        (5) <u>Resolves</u> host or field problems concerning timeliness and accuracy of permanent change data, time and attendance processing, adjustments, cutoffs to accommodate pay computation, data transmi·sions, system failures or breakdowns.

        (6) <u>Determines</u> emergency actions necessary where normal procedures will not suffice.

        (7) <u>Balances</u> output products prior to release to ·1sers or requesting activity.

        (8) <u>Acts</u> as liaison to host ADP complex when nonτ·ogrammed information is required.

(9) Initiates reviews of proposed changes, including contacts with ADP activities, for feasibility determinations and makes cost-versus-benefits analyses of change proposals.

(10) Forwards to the DSM (AAA-430) system change proposals together with appropriate comments and/or recommendations.

(11) Notifies payroll offices and the DSM of the implementation of changes and evaluates the effectiveness of changes implemented.

(12) Maintains and updates the Installation Variable Files (IVF) from input provided by payroll offices and other internal/external sources.

(13) Establishes, maintains, certifies, and transmits employee retirement records to the Office of Personnel Management and other DOT payroll offices not serviced by UPS.

(14) Accomplishes biweekly balancing of deductions to the SF 1166, Voucher and Schedule of Payments, centralized general ledger control, centralized payment and reporting, and reconciliation of the retirement file.

(15) Submits tax reports to Federal, state, and local taxing authorities.

(16) Accounts for and reports to employee organizations the amount of dues deductions by employee and the amount remitted.

(17) Certifies SF 1166's for transmission to the central disbursing officer.

(18) Accounts for savings bond deductions and arranges for Treasury Department issuance of bonds.

(19) Performs centralized processing of pay allotments.

(20) Performs general ledger accounting for UPS transactions.

f. Data Systems Manager.

(1) Formulates procedures for payroll accounting.

(2) Serves as a focal point for the design, management, and application of the Uniform Payroll System.

(3) Maintains guidelines to be applied by the Mike Monroney Aeronautical Center for the control and dissemination of data from the Uniform Payroll System.

(4) _Authorizes_ release of data in special cases where specific guidelines for release have not been provided when appropriate.

(5) _Coordinates_ with offices of collateral interest in the UPS.

(6) _Reviews and makes_ recommendations as to higher management approval of proposals for changes to the UPS.

(7) _Holds_ periodic meetings for the purpose of problem identification, resolution, and system enhancement.

206. CONTROL PRINCIPLES. Effective controls over payroll operations must be maintained to assure accuracy of operations and to provide a deterrent to payroll irregularities. Control principles to be observed are stated below.

   a. _Control over Source Documents_. Actions affecting an employee's pay or deductions shall normally be based on documents originating outside the payroll office. Employees engaged in preparing and processing documents which authorize payments shall not service their own individual pay accounts. The payroll office shall develop procedures for adequate liaison with the personnel office to assure the timely processing and receipt of all personnel documents affecting pay.

   b. _Control of Input-Output Data_. Controls built into the computer system and controls which can be incorporated into programmed instructions shall be fully utilized. In addition, the payroll office shall utilize batch control logs to assure that all records entered and transmitted are processed by the host.

   c. _Independent Certification of Payrolls_. Payroll disbursement schedules shall be certified by a duly authorized certifying officer who has no direct responsibility for computing amounts payable, maintaining payroll records, or distributing paychecks. This function shall not be assigned to any payroll clerks or their immediate supervisors.

   d. _Payroll Blocks_. Payroll blocks comprise the basic work groups assigned to payroll technicians to accomplish the work in payroll offices. The block system serves to accomplish the following objectives: (1) distribute workloads equitably, (2) fix responsibility for accomplishing work, (3) provide system control in that security passwords to prevent unauthorized terminal access are assigned by block, and (4) ensure internal control in that blocks are periodically rotated among technicians at the discretion of local management accounting officials.

   e. _Control Over Collections_. The segregation of duties related to identification, recording, and recovery of overpayments as required by DOT Order 2700.14, Financial Management of Receivables, shall be followed. Payroll technicians shall provide immediate notification of identified overpayments to the appropriate accounts receivable section for recording, billing, and collection action. Payroll technicians shall not be involved in receipt of cash or negotiable instruments related to the collection process.

207. PAYROLL DEDUCTIONS, ALLOTMENTS, AND ASSIGNMENTS. The term deductions, as used in this paragraph, means any amounts withheld from gross earnings in computing the net amount of the paycheck. Regulations for the various types of deductions and their disposition are published in subsequent chapters of this order. The following principles apply to processing payroll deductions:

a. Written Authorization. Written authorizations to make deductions from the pay of employees shall be obtained from the employees, except where deductions are required by specific provisions of law or regulation. Included in the latter category are deductions to recover overpayments and indebtedness to the Government.

b. Order of Precedence for Deductions. If the gross pay of an employee is not sufficient to permit all deductions to be made, the following order of precedence shall apply:

    (1) Retirement or FICA.

    (2) Federal income tax.

    (3) Health benefits.

    (4) Group life insurance.

    (5) State income tax.

    (6) Local income tax.

    (7) Garnishments for alimony and child support.

    (8) Bankruptcy.

    (9) Optional life insurance.

    (10) Indebtedness due the United States.

    (11) Other voluntary deductions.

208. PAYROLL FILES.

a. General. The payroll office is responsible for maintaining payroll files of source documents, records, and reports that provide a complete and accurate permanent record of all actions taken which affect the pay, leave, and allowances of each individual employee. The files shall disclose amounts earned, all deductions from pay and their disposition, and amounts paid, and shall be adequate to meet reporting requirements.

b. <u>Disposition of Payroll Files</u>. The final disposition of all payroll files shall be directed by the accounting office. They shall be guided by provisions of FAA Order 1350.14A, Records Management, and FAA Order 1350.15A, Records Organization, Transfer, and Destruction Standards.

209. <u>EMERGENCY EVACUATION PAYMENTS</u>. Emergency evacuation payments shall be made in accordance with FAA Order 1900.36A, Accounting Emergency Operations Plan.

210.-299. <u>RESERVED</u>.

CHAPTER 3.   MAJOR SYSTEM MASTER RECORDS AND FILES

300.   GENERAL.   The payroll system contains installation variable records, an employee master record for each employee, and address master record for each employee, a retirement master record for each employee, and a control master record for each block, region, and agency.   The paragraphs which follow briefly describe each of these major records.

301.   INSTALLATION VARIABLE RECORDS.   These records are comprised of a series of files and/or tables which are used for editing and processing of input data, for pay and leave calculations, and for report preparation and mailing.

    a.   Records.   Files and/or tables prescribed include:

        (1)   Agency, region, block
        (2)   Annual pay schedule (salary table)
        (3)   Appropriation, limitation
        (4)   Combined Federal Campaign agency codes and addresses
        (5)   Cost center codes
        (6)   Cost of living allowance and post differential rates
        (7)   Federal pay system codes
        (8)   Financial institution names and addresses
        (9)   Geographic location codes
      (10)   Health benefits codes and deductions
      (11)   Hourly pay schedules
      (12)   Job series
      (13)   Labor organization codes, addresses, and standard dues deduction
      (14)   Leave categories and accrual rates
      (15)   Local tax authority codes and addresses
      (16)   Maximum salary limitations
      (17)   Nature of action codes
      (18)   Other pay
      (19)   Pay process control
      (20)   Fiscal program element
      (21)   State tax authority codes and addresses
      (22)   State employment agency addresses
      (23)   USCG intercessional dates
      (24)   U.S. Treasury addresses

    b.   Record Changes.   Changes to the installation variable records are under the control of the Uniform Payroll System Operations Manager (UPSOM). The required changes are entered into the system immediately following the completion of a pay cycle to permit the pay changes for the next pay cycle to be validated.   When certain changes are entered to data in installation variable files (IVF) that are also contained in an employee's master record (EMR), the system automatically updates the EMR and produces the

required notification to the payroll office. Deletions to the IVF that
match an EMR create a message to the IVF manager that the deletion action
did not process. A mass change report of the employees involved is printed
and mailed to the region for appropriate update actions to be processed,
and the region must resubmit the delete action to the IVF manager the
following pay period. The system will not process IVF delete actions as
long as an EMR record contains the data to be deleted. The delete action
will be resubmitted in the next IVF update cycle. When automated changes
are made to controlled data fields, the system control master records are
automatically updated and revised control data provided to all applicable
payroll offices. See paragraph 305 below.

302. EMPLOYEE MASTER RECORD (EMR). The basic EMR is completed as soon as
possible after the employee enters on duty to ensure the capability of the
system to accurately calculate pay. Basic data are captured via automated
interface with the Personnel Management Information System (PMIS) and/or
entered from information contained on a manually prepared SF 50, Notification
of Personnel Action. This record contains all pay determination data, hours
worked, pay and withholdings, including temporary pay changes, year-to-date
totals, and leave data for the same period. The information contained in the
updated record is made available to the payroll office after pay and leave
have been calculated.

    a. Record Content. The following data elements have been extracted
to illustrate the nature of information contained in the EMR. This list is
not intended to be all-inclusive.

        (1) Absent Without Leave - Current Pay Period
        (2) Absent Without Leave - Year-to-Date
        (3) Agency Code
        (4) Allotment Amount - Authorized
        (5) Allowance Code
        (6) Annual Leave Accrual Range
        (7) Annual Leave Category
        (8) Annual Leave Earned - Current Pay Period
        (9) Annual Leave Earned - Year-to-Date
        (10) Annual Leave - Ending Balance
        (11) Annual Leave - Use or Lose
        (12) Annual Leave Used - Current Pay Period
        (13) Annual Leave Used - Year-to-Date
        (14) Annual Salary
        (15) Appointment Type
        (16) Appropriation Code
        (17) Appropriation Limitation Code
        (18) Area Code
        (19) Bank Account Number
        (20) Bank Identification Number
        (21) Biweekly Tour of Duty
        (22) Block Code
        (23) Bond Account Balance
        (24) Bond Adjustment Balance

(25)   Bond Deduction – Authorized
(26)   Bond Deduction – Current Pay Period
(27)   Bond Issue Date
(28)   Bond Purchase Price Code
(29)   Bond Sequence Number
(30)   Check Mailing Indicator
(31)   Citizenship Code
(32)   COLA or Differential Rate
(33)   COLA/Post Differential/Tropical Pay
(34)   Collection Balance
(35)   Collection Code
(36)   Collection Deduction – Current Pay Period
(37)   Combined Federal Campaign Area
(38)   Combined Federal Campaign Deductions – Current Pay Period
(39)   Combined Federal Campaign Deductions – Year-to-Date
(40)   Compensatory Leave Earned
(41)   Compensatory Leave Ending Balance
(42)   Compensatory Leave Used
(43)   Compensatory Time Balance
(44)   Compensatory Time Paid – Hours
(45)   Compensatory Time Rate
(46)   Control Date
(47)   Cost Center
(48)   Cost-of-Living Allowance – Year-to-Date
(49)   Court Leave – Current Pay Period
(50)   Court Leave – Year-to-Date
(51)   Date of Birth
(52)   Days Pay Status (Intermittent) – Current Pay Period
(53)   Days Pay Status (Intermittent) – This Within Grade Period
(54)   Days Pay Status (Intermittent) – Year-to-Date
(55)   Employee Name
(56)   Employee Organization Deduction
(57)   Environmental Hours
(58)   Environmental Pay
(59)   Environmental Percent Code
(60)   ES931 – Gross Wages
(61)   Exceeded Maximum Gross
(62)   Excused Leave – Current Pay Period
(63)   Excused Leave – Year-to-Date
(64)   Fair Labor Standards Act Code
(65)   Federal Income Tax Deductions – Current Pay Period
(66)   Federal Income Tax Deductions – Year-to-Date
(67)   Federal Pay System Code
(68)   Federal Tax – Additional
(69)   Federal Tax – Exemptions
(70)   Federal Tax – Marital Status

(71)   FICA Deductions - Year-to-Date
(72)   FICA Gross Wage - Year-to-Date
(73)   Furlough - Current Pay Period
(74)   Furlough - Year-to-Date
(75)   Geographic Location
(76)   Grade
(77)   Gross Pay - Current Pay Period
(78)   Gross Pay - Year-to-Date
(79)   Group Health Insurance Deductions - Year-to-Date
(80)   Group Life Insurance Coverage
(81)   Hazard Duty Hours
(82)   Hazard Pay
(83)   Health Benefits Code
(84)   Health Benefits Insurance Deduction - Current Pay Period
(85)   Health Plan Carrier Code
(86)   Holiday Hours
(87)   Holiday Leave Hours - Current Pay Period
(88)   Holiday Leave Hours - Year-to-Date
(89)   Holiday Pay
(90)   Home Leave Accrual Rate
(91)   Home Leave Arrival Date
(92)   Home Leave Ending Balance
(93)   Home Leave Used - Current Pay Period
(94)   Home Leave Used - Year-to-Date
(95)   Job Series
(96)   Labor Organization Code
(97)   Labor Organization Deductions - Current Pay Period
(98)   Labor Organization Deductions - Year-to-Date
(99)   Last Shift Worked - Wage Board
(100) Leave Without Pay - Current Pay Period
(101) Leave Without Pay - Year-to-Date
(102) Limited Appointment Code
(103) Limited Appointment - Balance
(104) Limited Appointment - Date
(105) Limited Appointment - Days/Hours/Earnings
(106) Local Tax Code
(107) Local Tax Deduction - Current Pay Period
(108) Local Tax Deduction - Year-to-Date
(109) Lump Sum Amount
(110) Lump Sum Holiday Hours (Not applicable effective 12/5/80)
(111) Lump Sum Hours
(112) Military Leave - Emergency - Current Pay Period
(113) Military Leave - Emergency - Calendar Year-to-Date
(114) Military Leave - Regular - Current Pay Period
(115) Military Leave - Regular - Fiscal Year-to-Date
(116) Net Pay
(117) Night Differential Hours
(118) Night Differential Pay
(119) Object Class
(120) One-Half Deduction Government Insurance

(121)   Optional Life Insurance Deduction - Current Pay Period
(122)   Organization Code
(123)   Other Allowance - Authorized
(124)   Other Compensation - Year-to-Date
(125)   Other Overtime Pay
(126)   Other Pay - Amount - Current Pay Period
(127)   Other Recurring Deduction Code
(128)   Other Recurring Deduction - Amount
(129)   Overtime Hourly Rate
(130)   Overtime Hours @ Normal Rate
(131)   Overtime Hours @ True One and One-Half Rate
(132)   Part-Time Carryover Hours of Annual Leav Credit
(133)   Part-Time Carryover Hours for Sick Leave Credit
(134)   Pay Basis
(135)   Pay Exception Code
(136)   Pay Period Beginning Date
(137)   Pay Period Ending Date
(138)   Pay Period Number
(139)   Pay Period of Last Employee Master Record Change
(140)   Pay Period Year
(141)   Pay Schedule Number
(142)   Pay Status
(143)   Pay Status Date
(144)   Position Type
(145)   Post of Duty and T&A Distribution Code
(146)   Previous Compensatory Hours Paid
(147)   Program Element (Fiscal)
(148)   Reduction in Annual Leave Credits
(149)   Reduction in Sick Leave Credits
(150)   Reemployed Annuitant Monthly Annuity
(151)   Region
(152)   Regular Hourly Rate
(153)   Regular Life Insurance Deduction - Current Pay Period
(154)   Regular Normal Hours
(155)   Regular Normal Pay
(156)   Regular Premium Hours
(157)   Regular Premium Pay
(158)   Reimbursable Agreement Number
(159)   Retirement Deductions - Current Pay Period
(160)   Retirement Deductions - Year-to-Date
(161)   Retirement or FICA Code
(162)   Service Computation Date
(163)   Severance Pay Balance
(164)   Sick Leave Accrual Rate
(165)   Sick Leave Earned - Current Pay Period
(166)   Sick Leave Earned - Year-to-Date
(167)   Sick Leave Ending Balance
(168)   Sick Leave Hours Advanced
(169)   Sick Leave Used - Current Pay Period
(170)   Sick Leave Used - Year-to-Date

(171) Social Security Number
(172) Special Program
(173) Special Salary Rate Code
(174) Standby Percentage
(175) State Income Tax Deduction - Current Pay Period
(176) State Income Tax Withheld - Year-to-Date
(177) State Tax Code
(178) State Tax - Additional
(179) State Tax - Exemptions
(180) State Tax - Marital Status
(181) Step
(182) Sunday Hours
(183) Sunday Pay
(184) Supervisor Code
(185) Suspensions - Year-to-Date
(186) Time and Attendance Indicator
(187) True One and One-Half Overtime Eligibility Code
(188) True One and One-Half Overtime Rate
(189) Voluntary State Tax Recurring Deduction
(190) Wage Board - Grade 10, Step 2 - Environmental Rate
(191) Wage Board - Last Shift Worked
(192) Wage Board - Second Shift Rate
(193) Wage Board - Third Shift Rate
(194) Without Pay - Home Leave Accrual
(195) Without Pay - Periodic Step Increase
(196) Without Pay - Year-to-Date
(197) Without Pay - 80 Hours

   b. Record Changes. Changes to the EMR are accomplished in the
following ways:

      (1) Updating the EMR for Permanent Changes. Changes which
affect the EMR on a recurring basis are processed as permanent changes.
When these changes are processed, each data element must be edited. When
permanent change data does not meet the edit criteria, the transaction and
a message are returned to the payroll office. Those transactions which
contain only questionable data update the record and cause a message to be
returned to the payroll office for verification of the data used to update
the EMR. These messages are advisory in nature and require no action if
the update action taken is correct. However, if the action is incorrect, a
correction must be submitted. The following are examples of permanent
change transactions which require automated verification and update
actions:

       (a)   Promotions
       (b)   Changes to Lower Grade
       (c)   Reassignments
       (d)   Severance Pay
       (e)   Combined Federal Campaign Deductions
       (f)   Federal Tax Exemptions
       (g)   Bond Changes

      (2) Automatic Permanent Change Actions to the EMR. Select data elements are generated or converted based on input tranjactions, changes to other data elements, or lapsed time. Examples of these change types are described below:

         (a) True time and one-half overtime eligibility based on a promotion or change to lower grade.

         (b) Annual leave category based on service computation date.

         (c) If nature of action code indicates retirement, sick leave balances are converted to sick leave credited to retirement.

      (3) Temporary Changes to the EMR. Pay changes which affect the EMR for a specific pay period only are processed as a temporary change. The changes may be for the current pay period or for a previous pay period. Temporary pay changes are subjected to system edits with output messages generated to advise payroll technicians that correction and reentry of rejected transactions are required. Temporary changes are divided into the four categories which follow:

         (a) Time and Attendance Reports. Time and Attendance Reports for employees contain a record of all time present for duty and all hours absent from duty, as well as related rates and codes, as appropriate. T&A data are processed to provide pertinent breakouts for employees hired under the various Federal pay plans, i.e., general schedule, wage grade, etc. When a Time and Attendance Report is not received for an employee, the basic tour of duty is paid unless it is for the first or last pay period of employment or payment is withheld by the payroll office by entry of a change action.

         (b) Late or Amended Time and Attendance Reports. Late or amended Time and Attendance Reports will be mechanically processed to determine all entitlements, deductions, and leave changes created by the amended report if not more than the preceding six pay periods of prior data (pay history) are affected. Adjustments outside pay history are manually computed and the adjustments are accepted, as entered, without additional verification.

(c) _Temporary Hour and Rate Adjustments_. These adjust-
ments are input when basic pay data and rates to be used are other than
those contained in the EMR. Temporary changes to appropriation and/or cost
center codes are entered as rate and hour adjustments. The increased
entitlements of an employee resulting from an hour and rate adjustment
must be manually controlled to avoid exceeding the maximum salary
limitation.

(d) _Temporary Change Adjustments_. These changes are
entered when temporary adjustments of base dollar amounts (gr ss to net)
are necessary. These changes affect the current pay period only. The
following are examples of temporary change adjustments:

1. _Cash awards_
2. _Partial quarters_ deduction
3. _One-time collection actions_, such as collections of
jury duty fees, travel advances, tax levies, etc.

(4) _Mass Data Changes to the EMR_. Certain IVF data are used to
make changes in the Employee Master Record. When such change is introduced
to the IVF, it automatically updates the employee master record when the
data changed is on that employee's master record. Annual or hourly pay
adjustments can be retroactively computed and processed by the system if
the effective date of action is the first or second Sunday of a pay period.
A message will be generated to advise the pay technician if the system can-
not compute and process the retroactive adjustment. In such cases, manual
computation and separate data entry by the pay technician are required to
effect the adjustment. The following type changes in the IVF will result
in mass data changes.

(a) _Health benefit_ rates
(b) _Employee_ organization dues (standard)
(c) _Pay_ schedules for departmental agencies not on PMIS

(5) _Automated EMR Updates_. Periodically, the EMR is updated to
reflect calculation results and changes submitted and to remove data which
are not applicable to the current processing period. The following updates
are required:

(a) _Biweekly_. All data elements which are changed through
the pay and leave computation cycle are updated to reflect current pay
period data. Monthly, quarterly, and year-to-date data elements are
updated to reflect the new balances, including the current pay period
processes.

(b) _Monthly_. Data elements which reflect only monthly
totals are cleared at the beginning of the following month.

(c) <u>Quarterly</u>. Data elements which reflect quarterly data are cleared or updated at the beginning of the following quarter.

(d) <u>Yearly</u>. The data elements for year-to-date and annual accumulators are updated based on the close of the period for which they are established. Pay, leave, and calendar year updates must coincide with the close of these years respectively.

303. <u>ADDRESS MASTER RECORDS (AMR)</u>. Address Master Records (AMR) are established for each employee reflecting the IRS Form W-2 mailing address, check mailing address when other than a financial institution is indicated, and the mailing address for each bond being purchased. All address information is mechanically edited. Any addresses which do not pass all the edit requirements are returned to the submitting payroll office as errors and must be resubmitted.

a. <u>Check and W-2 Addresses</u>. These address files contain the following data elements:

(1) Agency
(2) Region
(3) Social Security Number
(4) Name ID
(5) Street Address
(6) City
(7) State
(8) Zip Code

b. <u>Bond Address and Inscription Data</u>. A separate AMR is established for each bond being purchased by an employee which contains the following:

(1) Agency
(2) Region
(3) Social Security Number
(4) Bond Mail Code
(5) Bond Sequence Number
(6) Bond Name
(7) Bond Social Security Number
(8) Bond Co-Owner Code
(9) Address First Line Address
(10) Address Second Line Address
(11) Address City
(12) Address State
(13) Address Zip Code

c. Changes to the Address Master Record. All changes processed to the AMR are permanent in nature. The W-2 address must contain the address of the employee's residence and not employee's organization.

d. Annual Update. An annual update is required for all W-2 addresses to verify the data is correct before the W-2's are prepared. This is normally accomplished in November.

304. RETIREMENT MASTER RECORD (RMR). A Retirement Master Record (RMR) is established for each employee payrolled by UPS. This record is centrally maintained and contains the complete fiscal history for the employee since joining the Department. The record also contains the service history for the employee since joining the Department or the transfer of the retirement record to UPSOM, whichever occurred last. The automated process includes the establishment, maintenance, and preparation of the retirement record for transmission to the Office of Personnel Management (OPM). The RMR is developed and maintained in accordance with FPM Chapter 831 and supplements thereto.

305. CONTROL MASTER RECORD (CMR). This record contains control information for use in validating system processing of pay and leave actions. All data in this record are maintained at block, region, and agency level.

a. Record Content. This record is comprised of the three files described below:

(1) Level 1 CMR. The Level 1 CMR is designed for pay technician control of authorization data. The file includes such items as active employees broken down by categories, number and total amount of authorized deductions, etc. Level 1 CMR printouts are automatically generated on an individual block basis at the end of each update process. This file is also used to produce preliminary/final CMR printouts for a given pay period at the block level.

(2) Level 2 CMR. The Level 2 CMR contains the results of pay calculation processes at block level. These data are used for internal system processing at the host site only.

(3) Level 3 CMR. The Level 3 CMR contains data elements required for balancing the results of pay calculation processing with authorizations and for voucher control purposes. This file is also used to produce preliminary/final CMR printouts for a given pay period at both the region and agency level.

b. Record Update. The Level 1 CMR is updated each time a transaction affecting a control data element is entered into the system. Additionally, upon completion of the biweekly cycle, cumulative control totals in all files are updated and/or cleared, as appropriate.

306.-399. RESERVED.

CHAPTER 4. TIME AND ATTENDANCE REPORTS AND
            OTHER PAYROLL SOURCE DOCUMENTS

SECTION 1. TIME AND ATTENDANCE REPORTS

400. TIME AND ATTENDANCE REPORTS. FAA Form 2730-68, Time and Attendance
Report, is the primary source for recording time and attendance data of an
employee's attendance and leave. It is one of the basic records from which
data are entered in the UPS for computation of the biweekly payroll.

401. DESCRIPTION OF THE TIME AND ATTENDANCE REPORT. The T&A report is a
two-part document. The original "green" copy, after completion by the T&A
clerk and signature by the supervisor, is forwarded to the servicing payroll
office for processing. The "yellow" carbon copy, FAA Form 2730-68-1, Amended
Time and Attendance Report, is retained by the T&A clerk for the processing
of corrections, whenever required. The T&A report is illustrated in
chapter 18 under job PYUPSTA.

    a. Established Employees. The basic employee information for
established employees is preprinted on the top line of the T&A report
prior to distribution to T&A clerks.

    b. New Employees. The basic employee information for new employees
must be typed or printed on the top line of the T&A report by T&A clerks
for the initial two pay periods of employment. Preprinted T&A reports are
prepared with the pay period number reflecting two pay periods hence. This
allows time for mailing and receipt by T&A clerks prior to the beginning of
the pay period indicated on the report.

    c. Maintenance. Instructions concerning how information is to be
entered on the form by the T&A clerk are included in FAA Order 2730.8, Time
and Attendance - Uniform Payroll System.

    d. Processing. T&A reports are to be completed by the T&A clerk
on a daily basis during the employee's biweekly tour of duty. Accordingly,
the reports are required to be sorted by organization and distributed by
the payroll offices to arrive at the office of each T&A clerk on or
before the first workday of the applicable pay period. At the end of each
pay period, each T&A clerk is required to submit completed T&A reports
to the supervisor for review and certification. The supervisor should then
promptly forward the reports directly to the servicing payroll office to
arrive on the Monday of T&A week. Payroll processing during T&A week is
described in chapter 5.

402. <u>RECEIPT OF AND ACCOUNTABILITY FOR TIME AND ATTENDANCE REPORTS</u>. All
time and attendance reports should be received in the servicing payroll
offices no later than Monday morning of T&A week. In payroll processing,
it is important to ensure that all T&A reports have been received and that
data on the reports have been key-entered by the payroll technicians. This
is accomplished by a mechanical comparison of records entered during T&A
week to control data in the mini-skeleton master file at the local
processor. Upon request, a listing of T&A reports which have not been pro-
cessed at the terminal is produced. All missing T&A reports should be
obtained and processed to the extent possible prior to the T&A week cutoff.
Automatic processing when missing T&A reports are missing is discussed in
section 2.

403. <u>PROCESSING OF TIME AND ATTENDANCE REPORTS</u>. The start/stop times of
an employee's shift, leave, overtime, and other data on the T&A report will
be entered through the local data entry system by the payroll technician.
These data are transmitted to the host computer on Monday night, Tuesday
night, and by Wednesday noon of T&A week. After receipt, the T&A's are
edited; hours of leave and pay calculated; and the leave accounting func-
tion performed. T&A reports with errors are rejected, and error messages are
transmitted back to the payroll technician. The payroll technician must
correct and reenter the data. The hours of pay and leave and the updated
leave balances are posted to the Employee Master Record (EMR). Data entry
of T&A reports during T&A week is described in chapter 18.

404. <u>CONTROLS FOR PROCESSING T&A REPORTS</u>. The controls in the T&A report
process are primarily on an individual basis. Numerous edits are performed
at both the front-end and centralized host processors. An employee cannot
be paid through the UPS until an EMR has been established at the host. Entry
of T&A data requires a record in the mini-skeleton file at the front-end
processor with a social security number which matches the social security
number on the T&A report. If there is no corresponding record, a message,
"NO RECORD - SSN", is displayed on the CRT screen. In the case of new
employees, the T&A will not contain check-digit information. Therefore,
the payroll technician is required to calculate the check digit to complete
entry of T&A data. Appendix 1, figure 9, prescribes the methods for calcu-
lating the check digit. After the T&A data are transmitted to the host
processor, they are subjected to more extensive edits. The T&A Edit Error
List reflects transactions that failed to process and identifies the error
conditions. All edit errors must be researched, corrections made, and data
reentered by the payroll technician. The error correction process is
described in chapter 16.

405. <u>TIME AND ATTENDANCE BIWEEKLY OUTPUT PRODUCTS</u>. During T&A week in each
payroll cycle, output products are provided to inform the payroll technicians
of missing Time and Attendance Reports and the identification of errors in
Time and Attendance Reports previously key-entered. Chapter 5, section 5,
contains detail information on the following output received during Time and
Attendance Reports processing.

    a. Time and Attendance Edit Error List.

    b. Missing Time and Attendance Report.

    c. UPS Employee Hour Proof List.

406.-419. RESERVED.

    SECTION 2. LATE OR AMENDED TIME AND ATTENDA CE REPORTS

420. LATE OR AMENDED TIME AND ATTENDANCE REPORTS. Late or amended Time and
Attendance Reports for prior pay periods are transmitted during the update
week process of the payroll cycle. These T&A reports aie key-entered
beginning on Wednesday and continuing through Friday of update week.
Transactions for late or amended prior T&A reports are processed on a
retroactive basis as described below.

421. LATE TIME AND ATTENDANCE REPORTS. At noon on Wednesday of T&A
week, final T&A data for the current pay period are trans..itted to the
central processor. T&A reports, which arrive at the se-vicing payroll office
after cutoff of final T&A input, are held to be processed in the following
week. Late T&A reports are key-entered using the same screen formats for
normal T&A processing. (See Chapter 18, Data Entry Payroll Technician
Functions.)

422. AMENDED TIME AND ATTENDANCE REPORTS. Amended Time and Attendance
Reports are transmitted either during the normal T&A processing schedule
or during update week. The data entry cutoff time and pay period determine
when amended T&A reports are key-entered during the payroll cycle.

    a. If an amended T&A report is received for the cirrent pay
period and is processed prior to data entry cutoff tim , Wednesday noon of
T&A week, it will be summarized independently of and w.11 replace the
T&A previously key-entered. Corrections to current pay period T&As
previously accepted are processed in the same manner.

    b. If an amended T&A is received for the current pay period after data
entry cutoff during T&A week or if it affects any of the last six pay periods,
it will be transmitted to the central processor on Wednesday, Thursday, and
Friday nights during the update week process. The employee's pay entitlements
and leave will be recalculated based on the amended T&A report. Any difference
between the original and the amended calculation will adjust the pay and
leave for the applicable pay period and will be reflectei in the current
pay period.

    c. Amer.ded T&A reports received for pay periods prior to the last six
most recently completed pay periods must be processed as pay and leave ad-
justments on Monday through Wednesday noon of T&A weck. Pay periods prior

to the last six are not within the Pay History File (PHF). Therefore, amendments to these pay periods must be made by the entry of adjustments resulting from manual pay and leave calculations. See Chapter 6, Changes to Master Records, and Chapter 18, Data Entry Payroll Technician Functions.

423.-439. RESERVED.

SECTION 3. OTHER PAYROLL SOURCE DOCUMENTS AND BATCH CONTROL

440. OTHER PAYROLL SOURCE DOCUMENTS. Other source documents processed by payroll technicians are received from personnel offices, Internal Revenue Service, or directly from employees. They include the following:

    a. SF 50, Notification of Personnel Action;

    b. IRS Form W-4, Employee's Withholding Allowance Certificate;

    c. FAA Form 2730-5, Request and Authorization for Allotment of Compensation for State Income Tax Purposes;

    d. State and Local Tax Withholding Certificates;

    e. FAA Form 2730-18, Payroll Address Information;

    f. SF 1189, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization;

    g. SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds;

    h. SF 1187, Request for Payroll Deductions for Labor Organization Dues;

    i. SF 1188, Cancellation of Payroll Deductions for Labor Organization Dues;

    j. SF 1150, Record of Leave Data;

    k. SF 1198, Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization;

    l. SF 2809, Health Benefits Registration Form;

    m. SF 2810, Notice of Change in Health Benefits Enrollment;

    n. CSC Form 804, Combined Federal Campaign Pledge Card;

    o. Recurring collection forms and memoranda;

p. IRS Form 668-W, Notice of Levy on Wages, Salary and Other Income;

q. FAA Form 1360-33, Record of Visit, Conference, or Telephone Call;

r. FAA Form 2730-3, Bond/Check Replacement Request (Manual processing).

441. BATCH CONTROL NUMBERS. The procedures and control records prescribed herein are designed to ensure that all payroll data received in the payroll offices for processing are entered by the payroll technicians into the system and processed at the central processor.

   a. Grouping of Documents. Documents received for processing shall be grouped to provide an equitable distribution of the workload within the payroll offices. This will be accomplished in accordance with locally established procedures which may be based upon the organization to which an employee is assigned, alphabetically by surname of employee, or other method. Within the general groupings, SF 50's and related documents should be placed in a sequence, such as in order of screen linkage to facilitate processing.

   b. Batch Control Log. A batch control log shall be maintained by each technician. The pages of the log are batch control sheets which are illustrated in figure 4-1. The following information shall be entered on the control sheets:

      (1) Technician Name;

      (2) Technician Block Number;

      (3) Pay Period Number. Pay year and pay period number;

      (4) Job Name applicable to the document(s) to be processed;

      (5) TA/BL. Job PYUPSTA-TA; All other jobs – Block number assigned to the employee's group.

      (6) Seq No. Sequential number assigned to each batch. During weekly input cycle (i.e., T&A week), a technician should never use a sequential number more than once. The series of sequential numbers to be assigned are:

JOB NAME	UPDATE WEEK BATCH # (5-6)	T&A WEEK BATCH # (5-6)
PYUPSTA	90-98 (Late & amended T&A within 6 prior pay periods)	01-69 (Current pay period T&A) 70-79 (Amended T&A current pay period) 80-89 (Corrections current pay period)

JOB NAME	UPDATE WEEK BATCH # (5-6)	T&A WEEK BATCH # (5-6)
PYESTAB	01-09	
PYADDR	10-19	
PYTAX	20-29	
PYDED	30-39	
PYCHANGE	40-49	
PYLEAVE	50-59	
PYPAYADJ	60-69	6A-6Z
PYDEDADJ		7A-7Z
PYWGTXADJ		8A-8Z
PYOTHADJ		9A-9Z
PYMISC		DD-FF

(7) Date of Entry;

(8) #DOC. The number of documents processed in a batch. This information shall be determined by a manual count of the documents. This total shall be entered prior to data entry. To verify the number of T&A documents which have been entered, the last record in the batch shall be displayed by depressing the TOTAL key. The number of documents displayed on the message line should agree with the total number of documents in the control log. To verify the number of documents entered for any other job, display the last record in the batch. The record count at the bottom of the screen reflects the number of documents entered.

(9) #REC. The number of records entered in a batch. This information is obtained from the status line when the last record in the batch is displayed. This information is posted to the batch control sheet after the batch entry has been completed. Verification of the number of records posted to the log is accomplished on the subsequent day when the computer-generated Batch Transmission Report is received. This will ensure that all records entered by the payroll technician are processed by the host.

FIGURE 4-1. PAYROLL BATCH CONTROL SHEET

TECHNICIAN NAME (1) John Smith
TECHNICIAN BLOCK NO. (2) 03
PAY PERIOD NUMBER (3) 7910

JOB:PY (4)	TA/BL (5)	SEQ. NO. (6)	DATE (7)	# DOC (8)	# REC (9)
CHANGE	03	40	3/11/79	50	50
ESTAB	03	01	"	10	10
ADDR	03	10	"	10	10
TAX	03	20	"	2	2
DED	03	30	"	15	15
LEAVE	03	50	"	25	25
UPSTA	TA	90	"	5	6
CHANGE	03	41	3-12-79	30	30
DED	03	31	"	8	8

442.-445. RESERVED.

SECTION 4. FILING AND RETENTION OF DOCUMENTS

446. T&A REPORT FILES. Reserved.

447. OTHER PAYROLL SOURCE DOCUMENT FILES. Each payroll office is responsible for the maintenance of source document files pertaining to individual pay, leave, bond deductions, insurance, health benefits, etc. Generally, such source documents will be maintained in separate jacket files for each employee or filed centrally.

448. DISPOSITION OF PAYROLL FILES. The retention, disposition, or destruction of payroll records shall be accomplished in accordance with the guidelines and procedures contained in FAA Order 1350.15A, Records Organization, Transfer, and Destruction Standards, paragraph 10 (2730).

449.-499. RESERVED.

CHAPTER 5. PAYROLL PROCESSING

SECTION 1. GENERAL

500. <u>PAY PERIODS</u>. The basis for the continuous series of payroll processing cycles in the payroll schedule is the pay period. Each pay period begins on a Sunday at 12:01 a.m., and ends two weeks later on Saturday at 12:00 midnight. The two-week period for firefighters is 14 consecutive 24-hour periods starting with the first Sunday of the biweekly pay period. Pay periods are numbered on a calendar year basis from 1 through 26 to conform to the income tax year and the requirements for the issuance of Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement. (Approximately once every ten years there are 27 pay periods.)

501. <u>FIXED CHECK DATING PRINCIPLE</u>. The fixed check dating principle is used for the issuance of checks. This means that checks will be dated the second Monday following the close of the pay period.

502.-510. <u>RESERVED</u>.

SECTION 2. PAYROLL PROCESSING CYCLE

511. <u>GENERAL</u>. This section describes the two categories of payroll data processed in the Uniform Payroll System and the payroll processing cycle associated with each category. Activity during the payroll schedule is described on a day-to-day basis.

512. <u>TYPES OF DATA PROCESSED</u>. Data input initiated by payroll offices in the pay process is classified as either variable or fixed.

    a. <u>Variable data</u>, such as time and attendance information, are processed on a recurring basis during the week immediately following the completion of a pay period (T&A week).

    b. <u>Fixed data</u>, such as personal/organizational and address information, are considered fixed because such data are infrequently changed. These data are processed during the week between T&A weeks and is known as an update week.

513. <u>PROCESSING SCHEDULE</u>. The biweekly processing schedule is as follows:

    a. <u>T&A Week</u>. This is the week which immediately follows the end of a pay period.

        (1) <u>Monday</u>.

            (a) <u>T&A's</u> for the pay period which ended the previous Saturday are due to arrive in the payroll offices. These documents are grouped in batches and key-entered by the payroll technicians.

(b) <u>Adjustments for current pay</u>, adjustments outside pay history, and cash awards to be paid by the system are input.

(c) <u>Prior to 1800 hours Central Time</u>, the data entered during the day are transmitted to the host processor and edited against the current employee master record and table data. Errors detected as a result of this process are transmitted back to the payroll offices overnight and are available the next morning for research and correction. Accepted T&A data are retained at the host processor.

(2) <u>Tuesday</u>.

(a) <u>T&A's</u> continue to be received and entered.

(b) <u>Errors pertaining</u> to the previous day's input are corrected and key-entered on correction batches. Adjustments for current pay, adjustments outside pay history, and cash awards to be paid by the system are input.

(c) <u>Prior to 1800 hours Central Time</u>, all data entered are transmitted to the host processor for edit and production of error listings or acceptance. Error data are transmitted back to the payroll offices overnight for research and correction the following day.

(d) <u>A list</u> of missing T&A reports is produced from local mini-skeleton master files. Followup actions are initiated.

(3) <u>Wednesday</u>.

(a) <u>The Tuesday schedule</u> is repeated. Any automated check hold actions must be input prior to cutoff on this day.

(b) <u>The entry of data</u> is cut off so that final transmission of T&A data is made to the host processor by 1300 hours Central Time. The resultant error data, if any, are transmitted back to the payroll offices for correction. Such corrections must be accomplished in the next pay cycle or processed locally as a supplemental payment.

(c) <u>Pay calculations</u> are run overnight with "normal" pay computed based on biweekly tour hours in the EMR for employees whose T&A data have not been entered or accepted. Tour hours are not paid for the first or final pay period of employment unless a T&A is processed.

(d) <u>Control data</u> from the pay computation process and other output are transmitted back overnight to the local payroll offices for review and use.

(4) **Thursday.**

(a) **Local payroll offices** determine adjustments to be made to the check issuance process, such as supplemental payments or cancelled check actions required. Requests for manual check hold actions must be telephoned to UPSOM prior to 1100 hours Central Time. Employee name, SSN, agency/region, and payroll block information are required. A manual check hold request applicable to an employee on a composite check cannot be honored.

(b) **Central processing** is completed at UPSOM. Check and bond issue tapes are forwarded to the disbursing officer (D.O.) and composite check listings distributed to financial organizations.

(c) **Local output**, including printing of earnings and leave statements and header information on blank T&A reports, is produced and readied for distribution by local payroll offices.

(5) **Friday.**

(a) **Final manual check** hold action requests must be telephoned to UPSOM prior to 1100 hours Central Time.

(b) **The D.O. is scheduled** to issue and distribute checks and bonds.

(c) **Agency level** and control reports are distributed by the UPSOM.

(d) **Local interface** requirements are processed.

b. **Update Week.**

(1) **Monday.**

(a) **Data required** to be included in the installation variable file (IVF) for the current pay period process must be received by the UPSOM not later than 1200 hours Central Time. Such data are generally forwarded by mail. However, essential-critical information may be provided by telephone and followed by a written confirmation.

(b) **Update transactions** may be entered on this day but cannot be transmitted to the host processor until Wednesday.

(c) **PMIS suspense file** data and deleted transactions are transmitted at about 2300 hours to payroll offices for printing.

(2) **Tuesday.**

(a) **Processing** of IVF data is continued at UPSOM.

(b) <u>Listings</u> of IVF input and errors are produced for the UPSOM to ensure all table data are currently on file prior to processing employee update data which begins on Wednesday.

(c) <u>Documents received</u> from the personnel office are matched to the transactions on the PMIS suspense file listing. If a document has not been received for a transaction on the listing, contact the personnel office to obtain the missing document.

(d) <u>Update transactions</u> may be entered on this day but cannot be transmitted to the host until Wednesday.

(3) <u>Wednesday</u>.

(a) <u>Personnel actions</u> and other documents containing employee data are batched and key-entered by payroll technicians.

(b) <u>Late and amended</u> T&A reports for prior pay periods and adjustments, supplemental payments, and cancelled checks within pay history are input.

(c) <u>Prior to 1800 hours Central Time</u>, the input data are transmitted to the host processor for edit, update of files and computation of adjustments. Error data are transmitted back to the payroll offices overnight for correction the next day.

(d) <u>Retroactive adjustment</u> processing is accomplished.

(4) <u>Thursday</u>.

(a) <u>Wednesday's processing schedule</u> is repeated.

(b) <u>Errors</u> from Wednesday's processing are corrected and reentered.

(c) <u>Host processing</u> is substantially the same as on Wednesday.

(5) <u>Friday</u>.

(a) <u>Wednesday's processing schedule</u> is repeated. Thursday's errors are corrected and reentered.

(b) <u>Errors on Friday's</u> update input are received the following Monday and corrected for reentry during the next update cycle.

(c) <u>Mini-skeleton</u> master file data are prepared and available for transmission from the host processor back to the data entry system supporting each local payroll office to serve as a control and to generate local output during T&A week processing which begins the following Monday.

514.-520. <u>RESERVED</u>.

SECTION 3. PREPARATION OF A CONSOLIDATED SF 1166,
VOUCHER AND SCHEDULE OF PAYMENTS

521. GENERAL. The host activity performing the centralized processing of
pay and leave entitlements for departmental civilian employees is
responsible for transmitting to the Treasury Department Disbursing Officer a
consolidated SF 1166, Voucher and Schedule of Payments, for payroll disburse-
ment transactions processed by UPS. The SF 1166 will be computer-generated
as prescribed by the Treasury Fiscal Requirements Manual (TFRM).

522. CONTENT OF THE SCHEDULE. The SF 1166 is prepared on the basis of
computed pay and deductions for departmental civilian employees. The
schedule is supported by magnetic tape data containing payee names, check
mailing addresses, and amounts of individual checks. Detailed instructions
for the preparation of the SF 1166 are prescribed in the TFRM. The
schedule contains disbursements to the following:

     a. Net pay to employees.

     b. Pay to financial institutions.

     c. Employee savings allotments.

     d. Combined Federal Campaign.

     e. Employee organizations.

     f. Federal Reserve Bank.

     g. State/local taxes.

523. SEPARATE SCHEDULE (USCG). A separate SF 1166 is used for
U.S. Savings Bonds issued to United States Coast Guard civilian employees.

524. CERTIFYING THE PAYROLL SCHEDULES. The payroll disbursement schedules
shall be certified by a duly authorized certifying officer on the UPSOM
staff. The certifying officer shall make such examination of the documents
and records supporting the payroll voucher as is necessary to assure the
correctness and validity of payments being made, taking into consideration
the internal controls of the payroll system.

525. SUPPLEMENTAL REPORTS. The Regional Disbursements and No Check De-
ductions listing is provided to each accounting office. It will be used as
supporting data for accounting entries and the transfer of disbursing
authority between accounting offices and the UPSOM.

526.-530. RESERVED.

SECTION 4. CONTROL OF CHECKS AND BONDS

531. DIRECT MAILING OF CHECKS AND BONDS. Paychecks and U.S. Savings
Bonds are mailed by the disbursing officer directly to addresses designated
in writing by employees. Employees may receive their net pay in the form
of a check drawn in his/her name and mailed to a home address, post office
box, or a post of duty. See paragraph 531c for restrictions on use of
FAA office/installation addresses. If desired, employees may request a
check drawn in favor of a bank, savings and loan association, Federal or
state-chartered credit union or a similar institution, for credit to
his/her account. The account to be credited may be any account (single or
joint) which includes the employee name in the title.

    a. Designation of Check Mailing Address.

        (1) Designation of Home Address, Post Office Box, or Post of Duty.
Each employee who elects to have his/her net paycheck mailed to a home
address, post office box, or a post of duty shall designate the mailing
address for the check by completing an FAA Form 2730-18, Payroll Address
Information. See figure 18-55.

        (2) Mailing of Net Paychecks to a Financial Organization. If an
employee desires to have his/her net paycheck mailed on a regular basis to
a financial organization, the request must be submitted on an SF 1189, Request
by Employee for Payment of Salaries or Wages by Credit to Account at a
Financial Organization. See figure 18-61.

        (3) Preparation of SF 1189. The employee must complete all of the
form EXCEPT the block "Employer Identification Number" and the section "To
be Completed by Financial Organization." It is the employee's respon-
sibility to deliver the completed form to the financial organization for
endorsement and entry of the Employer Identification Number. After the
proper signatures have been obtained, the employee shall present the
completed original form to the payroll office. The employee and the finan-
cial organization should each retain a copy. The name of the employee to
be credited should be stated on the form exactly as shown on payroll
records. A financial organization, at its own discretion, may credit an
account which carries a name in a format that differs in minor degree from
the name identified on the check or remittance record. It can be expected,
however, that the financial organizations will be guided primarily by the
depositor account number shown on the check or, in the case of composite
checks, the remittance record. Accordingly, the payroll technician should
ensure accuracy of input to the depositor account number shown on the
SF 1189.

(4) <u>Provisions Relating to Financial Organizations</u>.

(a) <u>Selection of Financial Organization</u>. Selection of an organization to receive an employee's net pay for deposit to his/her account rests with the employee. The employer is prohibited from fostering the selection of any particular financial organization or class of financial organization.

(b) <u>Financial Organization as Agent of Employee</u>. A financial organization acts as an agent for the employee who designates the financial organization to receive checks for deposit to an account.

(c) <u>Information on Accounts Credited</u>. Advice to employees on the crediting of deposits to accounts can be issued only by the financial organization.

(d) <u>Action on Death of an Employee</u>. Death of an employee revokes the authority of the financial organization to credit the net pay to the employee's account. Amounts which cannot be credited must be refunded promptly to the accounting office by return of an individual check or, in the case of a composite check, by the bank issuing a check payable to the agency for the amount that cannot be credited.

(e) <u>Advice of Cancellation</u>. An employee may cancel or change his/her authorization at any time. This must be done by submitting an appropriate form.

b. <u>Drawing of Individual Checks</u>. In those instances where composite check procedures are not applicable (see paragraph 532 below), or when such procedures are applicable but Treasury clearance of the bank has not been received, the requirement that checks be drawn in favor of financial organizations when authorized in no way alters the present necessity for drawing an INDIVIDUAL check for credit to the employee's account. The individual paycheck is to be inscribed with each of the following required elements:

(1) <u>The name of the financial organization</u> as the payee;

(2) <u>The address of the financial organization</u> (as stated on the SF 1189, this can be any branch office);

(3) <u>The name of the employee</u> to be credited (stated in exactly the same way as carried on the payroll records); and

(4) <u>The employee's (depositor) account number</u> at the financial organization.

c. Use of FAA Addresses for Check Mailing. FAA employees cannot designate addresses of FAA offices or installations as mailing addresses for paychecks and bonds, except in emergency or unusual circumstances. A designation of an FAA address may be approved by a field office or facility chief, area manager, or division chief in region, center, or FA headquarters. The following are circumstances that would allow such approval:

(1) Employees residing on an FAA installation.

(2) Employees transferring from one geographical area to another pending establishment of a new home address.

(3) Employees in locations outside the United States where difficulties with mail deliveries have been encountered. In such cases, paychecks may be delivered through designated agents to the employee.

d. Designation of Bond Mailing Address. Each employee shall designate the address to which his/her U.S. Savings Bonds will be mailed on the SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. See figure 18-78.

e. Keeping Information Current. It is essential that delivery address information on file in the payroll office be kept current. Employees shall be instructed to notify the payroll office on the forms prescribed above whenever any change occurs which would affect delivery of their salary checks or Savings Bonds.

532. COMPOSITE NET PAYCHECK PROCEDURES.

a. Definition of "Composite Check." A composite check is one drawn in favor of a financial organization who has entered into an agreement with the U.S. Treasury to accept the aggregate amount of net pay of a group of individuals. The composite check is supported by a remittance record in which each individual is identified as to name, social security account number, depositor account number, and the amount of net pay. Employees whose net pay is covered by composite net paycheck procedures have a provisional guarantee feature that they will receive credit in their account at their designated financial organization on the established payday. See I TFRM 3-8060, Guaranteed Payments.

b. Mandatory and Optional Uses of Composite Net Paycheck Procedures.

(1) Mandatory Use. Treasury Department Transmittal Letter No. 53, dated September 28, 1970, requires that a composite net paycheck be issued in favor of a financial organization who has entered into an agreement with the U.S. Treasury whenever FIVE OR MORE persons on a payroll have designated that same financial organization.

(2) Optional Use. Treasury Transmittal Letter No. 71, dated November 10, 1971, provides that each payrolling location may, on an optional basis, extend the composite check procedure to all financial organizations who have entered into an agreement with the U.S. Treasury for receiving salary checks of employees, even on a one-to-one ratio.

c. Nonreceipt of Composite Check by Financial Organization. Occasionally, a financial organization may have to contact the disbursing office reflected on the remittance record because the composite check was not received on payday. The disbursing office will take immediate steps to substitute the missing check. The financial organization has the option of either receiving the substitute check by mail or requesting a special action which causes credit to the financial institution through the Federal Reserve System by not later than one business day following the payday. This procedure ensures each employee paid under composite check procedures that he/she will receive credit in his/her account on the established payday.

533. SAFEGUARDING OF CHECKS AND BONDS. In those instances where paychecks and Savings Bonds are received at a post of duty for further distribution, the employee(s) who handles the checks and bonds shall not be involved in any way with the payroll process. This includes payroll technicians, time and attendance clerks, and individuals certifying T&A Reports. All paychecks and bonds held in an office for whatever period of time must be kept in a safe or locked file cabinet. When salary checks or bonds are delivered to employees, each employee receiving same shall be known by or identified to the person delivering them.

534. RELEASE OF PAYCHECKS. Release of paychecks is authorized only when T&A records or other evidence sufficient to determine the individual's pay status are received in the payroll office. The payroll office should devise local procedures to accomplish this objective taking into account operating requirements, Treasury deadlines for check issue data, etc. In those instances where employees are assigned to isolate areas or overseas stations, the reporting of their pay status may be made on a priority communication basis, such as teletype or telegram. The report shall contain the positive statement that all employees of the region, station, etc., are in an 80-hour normal pay status followed by a listing of exceptions, including employee social security number, name, and departure from the 80-hour normal pay status. (Examples of exceptions to be reported: 12 hours' overtime, 8 hours' Sunday pay, 16 hours' LWOP.) Such communications are authority for salary payments pending subsequent receipt of properly executed Time and Attendance Reports. All such communications are retained for later comparison with the applicable Time and Attendance Reports. The payroll office should establish a followup procedure to ensure receipt of confirming Time and Attendance Reports.

535. UNDELIVERABLE CHECKS. Any salary check which is still due and payable to the payee or his/her estate, and which is undeliverable for a maximum period of 6 months from the date of issue, shall be deposited to the account of the Treasurer of the United States. The deposit will be made through the disbursing officer who issued the check for credit to the appropriation or fund charged or the appropriate succeeding account. Simultaneously, the accounting office shall establish a liability for payment of the amount a. a subsequent date.

536. LOST CHECKS AND BONDS.

   a. General. The payroll office shall take prompt and aggressive action to obtain replacement of paychecks and Savings Bonds which are lost or stolen, and also salary checks which have not been received in a timely manner by the employee or his/her designated financial organization. This responsibility includes:

      (1) Assisting the employee to initiate FAA Form 2730-3, Bond/Check Replacement Request.

      (2) Processing the request promptly to the disbursing officer.

      (3) Conducting followup action to expedite replacement.

   b. Special Procedures for Prompt Issuance of Substitute Checks. The disbursing officer must be furnished the name and title of the person(s) authorized to report nonreceipt of salary checks and requests for immediate substitute check issuance. The disbursing office which issued the original check will issue a substitute or replacement check immediately upon receiving the advice of nonreceipt. Wherever possible, the advice to the disbursing office should be on FAA Form 2730-3 signed by the employee. If this process would delay the substitute check action, informal telephonic advice from the designated employee(s) in the payroll office will be accepted by the disbursing office for the purpose of prompt issuance of the substitute check, subject to immediate submission of FAA Form 2730-3.

   c. FAA Form 2730-3, Bond/Check Replacement Request. This form is used by employees to request replacement of lost or stolen checks and U.S. Savings Bonds. It shall be made available at all T&A reporting locations. However, payroll offices will honor an employee's written request by memorandum or letter as provided in subparagraph (2) below. See figure 5-1.

      (1) Completion of Part I of FAA Form 2730-3. When it becomes known that a check or bond has been lost or when delivery is not made within a reasonable waiting period (e.g., 3 days after normal delivery date for paychecks and 10 days for U.S. Savings Bonds), the employee shall complete Part I of FAA Form 2730-3 in triplicate and forward all copies to the payroll office. If the check was mailed to a financial organization for credit to the employee's account, a statement to this effect should be

FIGURE 5-1.   BOND/CHECK REPLACEMENT REQUEST

BOND/CHECK REPLACEMENT REQUEST

INSTRUCTIONS: Complete Part I and, submit in triplicate to the Accounting Division. The Accounting Division will complete Part II, forward the original to the appropriate U. S. Treasury Disbursing Office, return the duplicate to the employee and retain the triplicate. Upon receipt of replacement bond/check, employee will sign and date Part III on the duplicate copy and forward it to the Accounting Division.

PART I – EMPLOYEE USE
(To be typed or printed by employee)

TO: Accounting Division	DATE OF REQUEST	Check one
		☐ U.S. SAVINGS BOND
		☐ U.S. TREASURY CHECK

REQUEST STOP PAYMENT AND REPLACEMENT ACTION BE INITIATED ON THE ITEM DESCRIBED BELOW.

INSCRIPTION *(Name and mailing address if check, and co-owner or beneficiary if savings bond)*	
	☐ NOT RECEIVED AT DESIGNATED ADDRESS
	☐ LOST
	☐ OTHER *(Explain below)*

CIRCUMSTANCES *(Explain in detail. Continue on reverse, if necessary)*

EMPLOYEE'S SIGNATURE

PART II – ACCOUNTING DIVISION USE ONLY

U.S. SAVINGS BOND		U.S. TREASURY CHECK		
NUMBER	ISSUE DATE	CHECK NUMBER	DATE	AMOUNT
DENOMINATION		FAA SCHEDULE NUMBER	DATE	EMPLOYEE PAYROLL NUMBER

VERIFICATION

SIGNATURE	TITLE	DATE

PART III - RECEIPT BY EMPLOYEE
(For Replacement Bond/Check)

SIGNATURE	DATE

FAA Form 2730-3 (9–75)   SUPERSEDES PREVIOUS EDITION

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made in the "Circumstances" block of FAA Form 2730-3. The employee shall
secure a statement from the financial organization as to nonreceipt of the
check and forward the statement with FAA Form 2730-3 to the payroll office.
However, forwarding of the FAA Form 2730-3 should not be delayed due
to the inability of the employee to promptly secure this statement from the
financial organization. In such cases, a notation should be made on the FAA
Form 2730-3 that the statement will be forwarded upon receipt.

(2) When an employee's request is made by memorandum or letter
rather than FAA Form 2730-3, the payroll office shall complete Part I of
FAA Form 2730-3 supporting it with the employee's memorandum or letter.
Information required but not provided will be obtained through telephone
contact with the employee. The employee's written request must provide the
following information:

(a) Whether the request pertains to a check or bond.

(b) The name of the payee (employee or bank) and the
mailing address if the request is for a check, and co-owner or beneficiary
if the request is for a Savings Bond.

(c) Whether check/bond was not received at the designated
address or was lost after receipt.

(d) A statement from the financial organization as prescribed
in subparagraph (1) above if the check was mailed to the financial organi-
zation for credit to the employee's account.

(3) Completion of Part II of FAA Form 2730-3. The payroll
office shall immediately:

(a) Complete Part II of FAA Form 2730-3.

(b) Send the original to the disbursing officer by the
most expeditious means.

(c) Return the duplicate copy to the employee.

(d) Retain the triplicate copy for file.

d. Check Negotiation Procedures and Notification by Employee of
Receipt of Substitute Check/Bond. The employee may negotiate whichever
check is received first, the original or the replacement check.

(1) If the original is received first, it may be negotiated only
if the payroll office is notified immediately so that stop payment against
the original can be removed and replacement check action discontinued. If
the payroll office is NOT notified when the original is negotiated after a
replacement check has been requested, the Office of the Treasurer of the
United States, upon receipt of the original, will decline to honor it
resulting in inconvenience and possible embarrassment to the employee.

(2) _The replacement check_ is readily identifiable by the word "substitute" below the check serial number and the words "Secretary of the Treasury" above the disbursing officer's signature. If the replacement check is received first, it may be negotiated upon receipt.

(3) _If both_ the original and replacement checks are received at the same time, the employee should negotiate the replacement check and return the original to the payroll office.

(4) _It should be stressed_ to the employee that ONLY ONE check may be negotiated. The other, whenever received, must be returned to the payroll office. If an employee receives credit from his/her financial organization for both the original and replacement checks, he/she should promptly notify the financial organization AND the payroll office.

(5) _Completion of Part III of FAA Form 2730-3._ Upon receipt of the replacement check or bond, the employee shall immediately complete Part III of the duplicate FAA Form 2730-3 and forward it to the payroll office.

537.-539. _RESERVED._

SECTION 5. OUTPUT FROM THE PAYROLL PROCESS

540. _OUTPUT CONCEPTS._ Payroll output represents the ultimate end products of the Uniform Payroll System. They form an important part of the agency's payroll control system necessary to promote and achieve the efficient and economical utilization of labor resources. Payroll output products are designed to meet a number of basic requirements, including the capability to:

a. _Portray_ and communicate pertinent, useful, and reliable data to be accounted for;

b. _Furnish_ payroll, accounting, budget, financial institutions, and Federal, state, and local taxing authorities with timely payroll data that can be used with confidence in such areas of responsibility as program planning and performance evaluations, determining the need for and application of payroll resources, support of budgetary estimates, and distribution of all types of employee pay and taxes;

c. _Provide_ current and accurate source data for preparation of internal modal agencies and departmental consolidated payroll reports and statements required by law or Federal regulation;

d. _Permit_ analyses to determine the adequacy of or need for changes in existing payroll processes, and to ascertain the accuracy, reliability, and integrity of the data produced by the Uniform Payroll System; and

e. _Produce_ payroll data which, when considered in terms of value and utility, justify the cost of production.

541. RESPONSIBILITIES. The UPSOM is responsible for the validity and
integrity of data contained in UPS and for the distribution of payroll out-
put on or before scheduled release dates. Payroll supervisors are respon-
sible for the timely and accurate data entry of all documentation received
to establish, change, or delete employee and other related information in
UPS records and files.

542. CERTIFICATION. Numerous output forms and listings require a certi-
fication as to the accuracy of data reported. The certification must be
signed and dated by the UPSOM or an authorized staff member.

543.-545. RESERVED.

546. DAILY AND AS-REQUIRED OUTPUT.

      a. Time and Attendance Edit Error List. This listing provides
payroll technicians with a printout of all time and attendance transactions
that failed to process and identifies the error conditions. Copies are
printed at payroll offices on Tuesday, Wednesday, and Thursday of T&A week.

      b. Update Error Report. This report provides payroll technicians with
a printout of all update transactions that did not process and identifies the
error conditions. Copies are printed at payroll offices on the workday
following each update cycle process.

      c. IVF Listing. This listing provides the IVF manager with a list
of all data on existing IVF files by record type. Copies are printed at
the host computer site upon request of the IVF manager. The following IVF
record types are furnished to the payroll office for information and use in
subsequent update actions:

File Record Number	Description
12	Cost Center
13	Nature of Action
21	Labor Organization Codes and Dues
61	CFC Address
62	Labor Organization Address

      d. SF 2807, Register of Separations and Transfers. This register
serves as a control record for transmittal of an SF 2806, Individual
Retirement Record, being forwarded to OPM or to another payrolling juris-
diction within DOT not under UPS. Copies are printed at the host computer
site biweekly or upon request for preliminary retirement records based on
applications for disability. Users are OPM, receiving DOT payroll offices
not under UPS, and affected accounting offices. A photo copy is mailed to
each payroll office for information and response to separated employees
inquiries regarding the date retirement records were mailed to OPM.

e. Health Plan Listing. This listing provides data on specific health insurance plans contained in UPS when requested by the carrier for reconciliation purposes. The listing is printed at the host computer site and mailed to the requesting carrier with appropriate instructions. Payroll offices are furnished a copy of their portion of the listing to respond to any reconciliation problems encountered by the carrier.

f. Batch Transmission Report. This report provides payroll offices a daily control showing batch identification and the number of records transmitted and received for processing at the host computer site. The list is verified with data posted to manual batch control sheets maintained by payroll technicians.

g. Adjustment Error Report. This report provides payroll technicians with a printout of all adjustment transactions that did not process and identifies the error conditions. Copies are printed at payroll offices on the workday following each adjustment cycle process.

h. UPS Employee Hour Proof List. This listing provides payroll technicians with a printout of all employees (regardless of pay status) in each block showing summary hours information based on accepted current pay period T&A input data. The number of T&A's submitted and those missing for the block appear at the end of each list. Copies are printed at payroll offices on the workday following each T&A processing update cycle.

547. BIWEEKLY OUTPUT.

a. Report of Savings Allotment to Financial Institutions. This report provides a listing by financial institution showing the distribution of a composite check for credit to designated savings/loan accounts. Copies are printed biweekly at the host computer site for mailing by UPSOM to the Treasury Disbursing Center (TDC). The TDC forwards listing and check to financial institutions. Microfiche of listings are prepared and mailed to payroll offices for researching inquiries.

b. Check Issue Listing. This listing provides a record of employee net salary checks mailed to a bank (direct or composite), home address, or to a post of duty. Printed listings are mailed biweekly by UPSOM to financial institutions for composite checks and to post of duty agents. Microfiche of all listings are prepared and mailed to payroll offices for researching inquiries.

c. Leave and Overtime Report. This report provides supervisors and management officials with cumulative leave and current pay period overtime data for each employee. A list is printed biweekly at payroll offices for distribution to supervisors and managers.

d. <u>Negative Check Report</u>. This report provides a listing of individual transactions that result in a negative amount being withheld for CFC, state and local taxes, or employee organizations. This listing supports adjustment actions taken prior to check issue processing. Listings are prepared biweekly for use by the UPSOM staff. Payroll offices involved will be informed by UPSOM of the situation and requested to process corrections, if warranted.

e. <u>Overtime Usage – AT Field Facilities</u>. This report provides FAA air traffic and flight operation management officials with information on the use of overtime at their field facilities. Data are provided biweekly and printed at applicable payroll offices.

f. <u>Paycheck Hold List</u>. This list provides a record of checks mailed to a designated agent (normally cashier) of the accounting office. The list is printed biweekly at the host computer site and payroll offices. Users are payroll and accounting offices.

g. <u>Payroll Distribution/Projection Report</u>. This report provides a listing of cost data by appropriation/limitation, fiscal program, cost center, and object class for interface in local accounting records. The projection portion for the next month is printed only on the listing prepared for the last paid payroll of each month. The listing is printed biweekly at payroll offices. Users are payroll and accounting offices.

h. <u>Report of Supplemental Payments and Cancelled Checks</u>. This report provides a listing of supplemental payments to employees and check cancellations which have been processed through UPS. Transactions which do not crossfoot gross to net are indicated as out of balance. Payroll supervisors are responsible for ensuring necessary corrective ction is taken on out-of-balance messages. Biweekly a listing is printed at payroll offices. Users are payroll and accounting offices.

i. <u>Report of Suspense Accounts Deposits</u>. This report provides a listing of deductions which are deposited in suspense accounts. The list encompasses deductions for quarters, various collections, other deductions (e.g., utility payments), and net salary due deceased employees. Biweekly, a listing is printed at the host computer site and payroll offices. Users are payroll and accounting offices.

j. <u>FAA Form 2730-67, Earnings and Leave Statement</u>. This statement provides each employee with a record of earnings, deductions, net pay, and leave information for the current pay period. Year-to-date information for various entitlements, deductions, leave, and compensatory time, as well as cumulative dollar values for annual/sick leave, DOT retirement, and savings bond balances, are also furnished. The statement is printed biweekly at payroll offices for distribution to employees.

k. FAA Form 2730-68, Time and Attendance Report. This form is an official two-part document for recording and certifying employee time and attendance information for a pay period. The original FAA Form 2730-68, Time and Attendance Report, and duplicate FAA Form 2730-68-1, Amended Time and Attendance Report, are printed biweekly at payroll offices with employee header information for distribution to time and attendance clerks. Completed reports are the source documents used by payroll technicians for entry of time and attendance data into UPS.

l. Missing Time and Attendance Report. This report provides payroll technicians a list of all employees, by cost center within block, for which T&A data has not been entered for the current pay period. Biweekly on Monday, Tuesday, and Wednesday of T&A week, following completion of each day's data entry, a list may be printed at payroll offices upon request.

m. Regional Disbursements and No Check Deductions. This listing provides payroll and accounting offices a list showing gross charge to each appropriation symbol, total disbursements by category, total no check deductions by appropriation symbol, and a grand total. Biweekly a list is printed at payroll offices.

n. Check Remittance of Dues to Labor Organizations. This listing provides employee organizations with a record of dues withheld for each employee which comprises the check amount issued for the pay period. A biweekly listing is printed at the host computer site for mailing by UPSOM to the TDC. The TDC will mail listing with check to employee organizations. Microfiche of listings are prepared and mailed to payroll offices. Each payroll office shall provide their respective labor relations branch with a microfiche of the remittance of dues to labor organizations listing on a biweekly basis. The Accounting Operations Division, AAA-200, shall provide the Office of Labor Relations, ALR-10, with a microfiche of the listing in addition to their local Labor Relations Branch, APT-130.

o. Check Remittance Record for Combined Federal Campaigns. This record provides Combined Federal Campaign (CFC) organizations a listing of employee contributions which comprise the check amount issued for the pay period. A biweekly listing is printed at the host computer site for mailing by UPSOM to the TDC. The TDC will mail listing with check to CFC organizations. Microfiche of listings are prepared and mailed to payroll offices.

p. Employee Master Record. This record provides payroll technicians with a printout of data contained in the employee master record for each employee including a record of all current transactions processed during the pay period. Separate RETRO-EMR microfiche are provided for adjustments which result from processing a transaction with a prior effective date within the preceding six pay periods (pay history).

q. Employee Locator List. This list provides an alphabetical sequence by employee name, cross-referenced to social security number, pay block, and cost center, to facilitate locating an employee master record by payroll supervisors and technicians when only the employee's name is known. Microfiche are prepared biweekly and mailed to payroll offices.

r. Bond Issue List. This list provides a record of Savings Bonds issued for the pay period. Listings are printed biweekly at the host computer site and used by UPSOM as supporting documentation for the bond schedule forwarded to the Kansas City Treasury Disbursing Center. Microfiche of listings are prepared and mailed to payroll offices and designated agents.

s. Zero Check Issue List. This list provides a record of employees with zero check issue date for the pay period. A biweekly listing is printed at the host computer site for use by the UPSOM staff. Microfiche of listings are prepared and mailed to payroll offices.

t. Level 1 CMR Report. This report provides payroll technicians with a printout of control elements by transaction count and total amounts for manual/system control verification purposes. A list is printed at payroll offices on the day following each update cycle.

u. Level 3 CMR Report. This report provides the UPSOM and payroll offices with a printout of control elements and amounts applicable to pay and report cycle processing. Biweekly, this listing is reconciled to the SF 1166 and Payroll Distribution Report at agency level by the UPSOM office. Listings printed biweekly at the payroll offices may be used by accounting offices to reconcile with payroll distribution and regional disbursements and no check deductions. The Report of Supplemental Payments and Cancelled Checks and applicable amounts contained on the agency SF 2812, Report of Withholdings and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement, for reemployed annuitants must also be considered in the reconciliation process.

v. PMIS SF 50 Suspense File. This listing provides a record of personnel actions processed by PMIS for interface with UPS. Certain actions indicated with an asterisk are automatically released during the initial update cycle process. Other actions require activation by payroll technicians to release the transaction into the update cycle process. A biweekly listing is printed at payroll offices on Tuesday of update week.

w. PMIS SF 50 Suspense File Deletions. This listing provides a record of all personnel actions which have been deleted from the PMIS SF 50 suspense file. It includes actions activated and released by payroll technicians, plus those actions automatically released during the prior pay period biweekly update cycle. Any actions on the suspense file which have not been released within three pay periods are purged and also appear on the listing. A biweekly listing is printed at payroll offices on Tuesday of update week.

x. Overseas Allotment Report. This report provides a listing of allotments mailed to other than a financial institution for employees at overseas duty locations. A biweekly listing is printed at the host computer site. Microfiche are prepared and mailed to payroll offices.

y. EMR Cleanup Message Listing. This listing provides payroll offices with data on limited appointments recorded in employee master records which have been exceeded. Biweekly a listing is printed at payroll offices for initiating followup action with personnel and/or appropriate supervisory/management officials.

z. Address Change Listing. This listing provides payroll technicians with a printout of all processed AMR update transactions and batch control totals. The listing is printed at payroll offices after the last update cycle is processed.

aa. SF 1150, Record of Leave Data. This form provides a summary of employee leave information upon separation or transfer from the agency or current payrolling office jurisdiction within the agency. The forms are printed biweekly at the host computer site and mailed to the servicing payroll office. After certification, the original SF 1150 is forwarded to the personnel office for mailing with the Official Personnel File to the gaining employing office. The duplicate SF 1150 is retained and filed in the payroll office.

bb. Budget Summary - Payroll Data by Pay Period, Parts I, II, and III. This report is printed biweekly in three parts at FAA payroll offices for distribution to budget offices.

(1) Part I reports the UPS financial data at a detail level. The appropriated dollar spread represents the payroll analysis by pay period for each region.

(2) Part II reports the UPS payroll financial data for budget comparisons by pay period.

(3) Part III reports payroll change analysis/normal pay projections. This report reflects true normal pay for employees on a biweekly pay period basis. These reports are required to price payroll cost and budget requirements for quarterly reviews and call for actual data. It also provides average biweekly rate data per employee, lapse rate on gains and losses, WIGs, and promotions.

cc. PMIS/UPS Discrepancy Report. This report provides a comparison of selected common data extracted from PMIS and UPS. Any differences printed on the report must be researched and the errors corrected in the applicable data base. The report is printed biweekly at payroll offices for joint use by personnel and payroll technicians.

548.   MONTHLY OUTPUT.   Leave Liability Report.   This report provides accounting data for recording the liability for unused annual leave in the general ledgers. A monthly listing is printed at payroll offices. Users are accounting offices.

549.   ANNUAL OUTPUT.

     a.   Combined Federal Campaign Employee List.   This list provides data to establish goals for organizational elements in the annual Combined Federal Campaign. Listings are printed annually at payroll offices. User is the CFC chairperson.

     b.   Annual Wage Information for Local Taxing Authority.   This listing provides gross wage and tax withheld data to local city/county taxing authorities. Listings are printed annually at the host computer site. A copy of listings is mailed to payroll offices. Users are local taxing authorities and payroll offices.

     c.   Annual Wage Information for States.   This listing provides gross wage and tax withheld data to state taxing authorities. Listings are printed annually at the host computer site. A copy of listings is mailed to payroll offices. Users are state taxing authorities and payroll offices.

     d.   Report of Leave Earned and Used.   This report provides leave year data, by type, for leave hours used and related costs. It also reflects the number of leave hours earned, carried over, annual leave forfeited, and sick leave credited for retirement. Annual listings are printed at the host computer site. A copy of listings is mailed to payroll offices.

     e.   Report of Work Years and Personnel Costs.   The UPS provides data to be used as a basis for preparing the report. Instructions for preparation of the report are published in FAA Order 2700.3, Accounting Principles, Concepts, and Procedures, chapter 19, paragraph 1979. UPSOM does not prepare this report at the agency level.

     f.   W-2 Address Proof List.   This list provides Form W-2 address information by cost center for verification and annotation by employees of any corrections required and for return to servicing payroll offices. Changes required are input by payroll technicians to update the W-2 address file. Listings are printed annually during the last quarter of the calendar year at the host computer site and mailed to payroll offices.

     g.   UPS W-2 Proof List.   This list provides payroll offices with a record in social security number sequence showing annual wage and tax information printed on Form W-2 issued to each employee. Listings are printed annually at the host computer site and mailed to payroll offices.

h. <u>Negative W-2 Report</u>. This report provides payroll offices with a
listing in social security number sequence of negative annual wage and tax
information resulting from adjustments processed. Listings are printed
annually at the host computer site and mailed to payroll offices. Negative
Forms W-2 will not be issued to employees.

550.-599. <u>RESERVED</u>.

CHAPTER 6. CHANGES TO MASTER RECORDS

SECTION 1. GENERAL

600. ORIGIN OF CHANGES IN PAYROLL RECORDS. All changes originate from
source documents received from outside of payroll offices with the excep-
tion of the correction of payroll data entry or calculation errors.
Changes to pay, leave, and allowances (other than data entry or calculation
error adjustments) must be authorized in writing by the proper authority
and adequately documented.

601. SCHEDULE FOR UPDATING MASTER RECORDS. Input data are received in the
servicing payroll offices Monday through Friday during both update and
T&A week of the pay period processing cycle. The update week (second week in
a pay period) is when transactions to establish, change, or delete information
in master records are processed.

602. TYPES OF CHANGES TO MASTER RECORDS. Changes or adjustments to master
records are accomplished by one of the following types of changes.

    a. Permanent change which affects one master record or more on a
recurring basis.

    b. Temporary change which affects one master record or more for a
specific pay period.

    c. Changes to Installation Variable File (IVF) which result in a
mass data change.

603.-609. RESERVED.

SECTION 2. PERMANENT CHANGES

610. DEFINITION OF PERMANENT CHANGES. Changes which affect master records
on a recurring basis are considered permanent changes. These are actions
which affect an employee's personal/organizational data or entitlements to
gross pay and authorized deductions for computing net pay and are expected
to be continuing in nature. Master records are updated, as required, to
reflect permanent change actions. The servicing payroll office
accomplishes permanent changes by entering new or revised data to update
master records through the data entry system update screen formats as
prescribed in chapter 18.

611. TYPES OF PERMANENT CHANGE ACTIONS. Listed below are major categories
of types of permanent change actions that affect master records when
supported by an authorized document.

a. Address changes;

b. Taxes;

c. Changes in SF 50 actions;

d. Leave;

e. Deductions.

612. AUTOMATED EMR UPDATES. Periodically, the EMR is updated to reflect calculation results and changes submitted and to remove data which are not applicable to the current processing period. The following updates are accomplished:

a. Biweekly. All data elements which are changed through the pay and leave computation cycle are updated to reflect current pay period data. Monthly, quarterly, and year-to-date data elements are updated to reflect the new balances, including the current pay period processes. Control data elements are updated to reflect current pay period information (i.e., pay period number, date, etc.).

b. Monthly. Data elements which reflect monthly totals are cleared at the beginning of the following month.

c. Quarterly. Data elements which reflect quarterly data are cleared or updated at the beginning of the following quarter.

d. Yearly. The data elements for year-to-date and annual accumulators are updated based on the close of the period for which they are established.

613. DOCUMENTS SUPPORTING AUTHORIZED PERMANENT PAYROLL CHANGES. Permanent changes to master records in the payroll system are accomplished by entering new or revised data. Authorization for these changes must be supported by proper documentation. The principle documents which authorize permanent changes are listed below under each job name.

a. PYCHANGE. Under this job, changes to the EMR are made from the following documents. See chapter 18, section 6, for form samples, data entry criteria, and screen formats.

(1) SF 50, Notification of Personnel Action. This document reflects changes in the employee's pay status and any other data elements on the SF 50 requiring a change. See figure 18-100 for an example of an SF 50.

(2) EMR Code Changes. Screen format P7 is used to accomplish the following specific EMR code changes: Block Code, Overtime Eligibility Code, Compensatory Leave Eligibility Code, T&A Distribution Code, Post of Duty Distribution Code, and Special Tour Indicator Code.

b. PYADDRESS. Under this job, changes to the AMR are processed to establish, change, or delete employee address information. See chapter 18, section 3, for document samples, data entry criteria, and screen formats.

(1) FAA Form 2730-18, Payroll Address Information. This form is used to establish or change an employee's address for the distribution of Internal Revenue Service Form W-2 and mailing of payroll checks to a designated address other than a financial institution. See figure 18-55 for an example of an FAA Form 2730-18.

(2) SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. This form is used to establish, change, or delete bond address information in the AMR. See figure 18-58 for a sample document involving a bond address change.

(3) SF 1189, Request By Employee for Payment of Salaries or Wages By Credit to Account at a Financial Institution. This form is used to establish or change the address of a financial institution designated to receive employee paychecks. See figure 18-61 for sample document.

c. PYLEAVE. Under this job, SF 1150, Record of Leave Data, is used to establish leave data for reinstatement of sick leave, transfer of leave information, restored annual leave, and home leave information. See chapter 18, section 7, for data entry criteria and screen formats, and figure 18-130 for form sample.

d. PYTAX. Under this job, tax data are established, changed, or deleted for an employee whose EMR has been previously established. See chapter 18, section 4, for data entry criteria, screen formats, and documents.

(1) IRS Form W-4, Employee's Withholding Allowance Certificate. This form lists the number of allowances and marital status claimed by employees and provides the basis for determining amounts to be withheld for Federal income taxes. This source document is used to enter data necessary to change previously established withholding information. See figure 18-64 for a form sample.

(2) Employee's State Withholding Exemption Certificate. Withholdings are authorized by various forms listing the number of exemptions and marital status claimed by the employee. These forms, furnished by state taxing authorities, are similar in format and content to Form W-4. If a state form is not submitted, base state income tax withholding on the number of exemptions claimed on the Form W-4. See figure 18-67 for a form sample.

(3) Employee's Local Withholdings Exemption Certificate. Withholdings are authorized by various forms furnished by local taxing authorities. If a local form is submitted, and city/county tax is mandatory, withholding is based on a percentage as prescribed by the city/county taxing authority. See figure 18-31 for a form sample.

e. PYDED. Under this job, recurring deductions are established, changed, or deleted in the EMR by entering data from the following source documents. See chapter 18, section 5, for data entry criteria, screen formats, and form samples.

(1) SF 2809, Health Benefits Registration Form. This form is used for initial enrollment, changes in enrollment, and to cancel or decline enrollment in a health benefits plan. See figure 18-73 for a form sample.

(2) SF 2810, Notice of Change in Health Benefits Enrollment. This form is used for terminations, changes in plans, transfers in and out, reinstatements, changes in name of enrollees, and changes in enrollment for survivor annuitants. See figure 18-75 for a form sample.

(3) SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. This form is used to initiate an allotment of wages for the purchase of U.S. Series EE Savings Bonds and to effect any changes in allotment denomination, co-owner, beneficiary, or address. See figure 18-78 for a form sample.

(4) SF 1198, Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization. This form is used to establish, increase, decrease, or cancel an allotment with a financial organization. See figure 18-81 for a form sample.

(5) Letter of Authorization for Overseas Allotment. A letter from an employee stationed outside of the Continental United States is authority to establish, change, or delete his/her allotment. See figure 18-83 for an example.

(6) Payroll Deduction CFC. CSC Form 804, Combined Federal Campaign, is used by employees in areas where Combined Federal Campaign (CFC) organizations have been established and approved by the Office of Personnel Management. See figure 18-86 for a CFC form sample.

(7) <u>Change in Employee Organization Payroll Deduction for Dues</u>.
Employees must submit the following source documents to effect a change in
payroll deductions for employee organization dues:

(a) <u>SF 1187, Request for Payroll Deductions for Labor
Organization Dues</u>. This form is used by employees to authorize payroll
deductions for payment of dues to employee organizations which have been
granted formal or exclusive recognition by the employing activity. See
figure 18-89 for a form sample.

(b) <u>SF 1188, Cancellation of Payroll Deductions for Labor
Organization Dues</u>. This form is the prescribed source document for can-
cellation of payroll deductions for dues. However, a written authorization
(original and one copy) containing the same information with employee
signature and date shall be honored. See figure 18-91 for a form sample.

(8) <u>Other Recurring Collections</u>. Recurring collections are
deductions taken from employees' wages for debts owed the Government,
court-ordered payments for tax levy, alimony, child support, or bankruptcy.
The following are types of collections that affect the EMR on a recurring
basis. See figure 18-94 for an example of an authorization for a
recurring collection deduction.

(a) <u>Collection</u> for supplemental pay.

(b) <u>Overpayment</u> of salary for dual compensation.

(c) <u>Travel</u> advance.

(d) <u>Jury</u> duty fee.

(e) <u>Violation</u> of training agreement.

(f) <u>Collection</u> for emergency military leave.

(g) <u>Overpayment</u> of travel.

(h) <u>Tax</u> levy.

(i) <u>Collection</u> of indebtedness to agency.

(j) <u>Court-ordered</u> payments.

(k) <u>Collections</u> for other agencies.

(l) <u>Court-ordered</u> bankruptcy.

(m) <u>Court-ordered</u> bankruptcy with no balance.

(n) Court-ordered tax levy, subject to minimum pay retention.

(o) Court-ordered payment with no balance.

(9) Other Recurring Deductions. Other recurring deductions which affect the EMR are listed below. See figure 18-97 for an example of a recurring deduction.

(a) Charges for Government quarters.

(b) Charges for utilities.

(c) Republic of Panama optional life insurance.

(d) Parking fees.

(e) Mass transit deduction.

614.-619. RESERVED.

SECTION 3. TEMPORARY CHANGES

620. DEFINITION OF TEMPORARY CHANGES. Changes which affect master records on a nonrecurring basis are considered temporary changes. The changes may be for the current pay period, for a previous single pay period, or for multiple prior pay periods. Such changes result in a net adjustment of leave or pay entitlements and/or deductions only in the current pay period being processed.

621. TYPES OF TEMPORARY CHANGES. Types of temporary change adjustments that affect the EMR are divided into the following categories.

a. Time and Attendance Reports submitted biweekly for employees contain a record of all time present and absent from duty, as well as related rates and codes, as applicable. When a T&A is not received for an employee, the basic tour of duty is paid unless it is for the first or final pay period of employment or payment is withheld by the payroll office by entry of a no pay (NOP) or a check hold action. An exception is made for the first pay period of employment. The basic tour will be paid if the pay status date is the first day of the pay period.

b. Late or amended T&A reports are retroactively processed to determine all entitlements, deductions, and leave charges created by the amended reports if they affect any of the most recent six prior pay periods (pay history).

c. Temporary hour and rate adjustments are input when basic pay data and rates to be used are other than those contained in the EMR. Temporary changes to reflect charges to different accounting classification data are also entered under this category.

622. <u>TEMPORARY ADJUSTMENTS OUTSIDE OF SIX PRIOR PAY PERIODS</u>. When an adjustment is required for a pay period which is other than six pay periods immediately prior to the current pay period, a temporary change adjustment is manually computed for data entry. Manual adjustments outside pay history are entered during T&A week only.

623. <u>PROCESSING TEMPORARY CHANGE ADJUSTMENTS</u>. Data entry for temporary change adjustments using the appropriate screen format(s) is explained in detail in chapter 18. Temporary change adjustments are input under the following job identifiers supported by proper documentation.

    a. <u>PYPAYADJ</u>. Under this job, adjustments are processed to pay entitlements, deductions, and hours. Examples include temporary payments in the current pay period (cash awards); temporary deductions (partial quarters deductions); and one-time temporary collections (jury duty fees, travel advances, tax levies, etc.). See chapter 18, section 8, for data entry criteria and screen formats.

    b. <u>PYDEDADJ</u>. Under this job, adjustments are processed to the following deductions. See chapter 18, section 9, for data entry and screen formats.

        (1) <u>CFC</u> deduction adjustment. See figure 18-173.

        (2) <u>Labor union</u> deduction adjustment. See figure 18-176.

        (3) <u>Government health insurance</u> (GHI) deduction adjustment. See figure 18-179.

        (4) <u>Government optional life insurance</u> deduction adjustment. See figure 18-182.

    c. <u>PYWGTXADJ</u>. Under this job, adjustments are processed to affect the following wages and taxes. See chapter 18, section 10, for data entry criteria and screen formats.

        (1) <u>State gross wage/tax adjustment</u>. When an administrative or clerical error results in tax data being credited to a state other than the state authorized or required by law, an adjustment is processed to transfer wage/tax data to the proper state only if the adjustment can be made within the same tax year. Adjustments/transfers will not be made for prior tax years. See figure 18-187 for an example.

        (2) <u>Voluntary state tax adjustment</u>. Voluntary state tax data can be adjusted the same as state tax. See figure 18-190 for an example.

(3) Local gross wages/tax adjustment. Gross wages and local taxes can be adjusted the same as state tax. See figure 18-193.

d. PYOTHADJ. Under this job, miscellaneous payroll adjustment actions are processed. Miscellaneous adjustments and source documents supporting other changes are described below. See chapter 18, section 11, for data entry criteria and screen formats.

(1) ICAO/Union representative (LWOP). ICAO and union representative (LWOP) employees who wish to retain their group health insurance, group life insurance, and retirement coverage must submit a miscellaneous document with payment of GHI, GLI and retirement coverage. See figure 18-195.

(2) Leave balances. If leave used is improperly recorded or not reported on the T&A, it will cause incorrect leave balances to appear in the EMR. To correct the YTD totals and/or leave balances, an Amended Time and Attendance Report, FAA Form 2730-68-1, must be received in the servicing payroll office. After determining the leave adjustment required, data are entered to bring the EMR in agreement with leave actually taken. See figure 18-198.

(3) Lump-sum leave payment. Upon separation, an employee is entitled to receive a lump-sum payment for any accumulated and currently accrued unused annual leave. Data supporting this type of transaction are reflected on the EMR, section 8, leave segment. See figure 18-204.

(4) Utility billings. An adjustment for utility billings applies to personnel using Government housing in Panama. It adjusts the employee's utility deduction for actual utility usage charges. The adjustment is processed from data received on SO Form 4930, Quarterly Report of Meter Reading. See figure 18-205.

(5) PCS travel - second career. Gross payments and Federal tax withheld for PCS travel and second career are entered by payroll technicians to update quarterly and year-to-date gross wages and Federal tax fields in the EMR. This process results in UPSOM payment and reporting of Federal tax withheld and issuance of a consolidated IRS Form W-2 at the end of the taxable year. See figure 18-208.

624.-629. RESERVED.

SECTION 4. MASS DATA CHANGES

630. MASS DATA CHANGES TO THE EMR. A mass data change occurs when certain
Installation Variable File (IVF) data are changed which affects employee
master records. When data are processed in the IVF, they automatically
update employee master records if changed data are on that employee's
master record.

631. TYPES OF MASS DATA CHANGES. There are generally three types of IVF
changes that result in a mass data change. These are charges to health
benefits rates, changes to employee organization dues (standard rates),
and pay schedules for agencies not on PMIS.

632. PROCESSING DATA AFTER IVF UPDATE. Data such as annual or hourly pay
adjustments can be computed and processed retroactively by the system if
the effective date of action is the first or second Sunday of a pay period.
A message will be generated to advise the payroll technician when the system
cannot compute and process the retroactive adjustment. In such cases,
manual computation and separate data entry by the payroll technician are
required to affect the adjustment.

633.-699. RESERVED.

CHAPTER 7.   INCOME AND EMPLOYMENT TAXES

SECTION 1.   FEDERAL INCOME TAX WITHHOLDING

700. **GENERAL.** This section prescribes procedures for the withholding of Federal income taxes. For matters beyond the scope of this section, refer to the Employer's Tax Guide, Circular E, from the Internal Revenue Service. The procedures covering the payment of these taxes and the filing of required returns are covered in section 3 of this chapter.

701. **AUTHORITY FOR WITHHOLDING FEDERAL INCOME TAX.** The Internal Revenue Code and 26 USC 3401 and 3402(a) through 3402(i) require each agency to deduct and withhold Federal income tax from wages (including lump-sum payments, incentive and meritorious award payments) paid to any officer or employee. The amount of income tax actually due, however, is a matter of settlement between the employee and the Internal Revenue Service.

702. **SCOPE OF WITHHOLDING AUTHORITY.** Under the provisions of current tax law, the agency is required to deduct and withhold income tax from the wages of employees (including lump-sum payments), with certain exceptions that are outlined in Circular E, Employer's Tax Guide. Also, paragraph 704b describes an exception to required withholding. Some of the exceptions and/or special conditions of citizenship requiring withholding or exemptions are listed below. Other conditions are listed in circular E.

CLASSES OF EMPLOYMENT AND TYPES OF PAYMENT	TREATMENT FOR FEDERAL INCOME TAX
Deceased person's wages paid to beneficiary or estate in either the same calendar year of the person's death or after the year of the person's death.	Exempt
Aliens	
a. Resident aliens for services rendered in the United States (U.S.).	Taxable
b. Resident aliens for services performed outside the U.S.	Taxable
c. Nonresident Canadians and Mexicans entering the U.S. frequently in transportation service across the boundary, or in construction or operation of waterway, bridge, etc., at the boundary.	Exempt

CLASSES OF EMPLOYMENT AND TYPES OF PAYMENT	TREATMENT FOR FEDERAL INCOME TAX
d. Nonresident Canadians and Mexicans entering the U.S. frequently to work.	Taxable
e. Nonresident workers from any foreign country or its possession lawfully admitted on a temporary basis to perform agricultural labor.	Exempt
f. Nonresident student, scholar, trainee teacher, etc., as nonimmigrant alien under section 101(a)(15) (F) or (J) of Immigration and Nationality Act.	Taxable
g. All other nonresidents working in the U.S.	Taxable
h. Nonresident working on American vessel or aircraft outside the U.S.	Exempt
U.S. citizens in foreign countries	Taxable
Citizens of the Republic of Panama employed at the Panama Canal.	Taxable to Panama (remit to Republic of Panama, Ministry of Finance and Treasury)
Possessions of The United States	
a. U.S. citizens in U.S. territories and possessions, except in Virgin Islands (See c and d below).	Taxable
b. Noncitizen residents in the U.S. or Puerto Rico.	Taxable
c. U.S. citizens employed in the Virgin Islands, other than permanent residents of the Virgin Islands.	Taxable (remit to Commissioner of Finance, Treasury of the Virgin Islands)
d. Permanent residents of the Virgin Islands regardless of citizenship.	Taxable (remit to Commissioner of Finance, Treasury of the Virgin Islands.

CLASSES OF EMPLOYMENT AND TYPES OF PAYMENT	TREATMENT FOR FEDERAL INCOME TAX
Foreign post, quarters, and representation allowances.	Exempt
Territorial cost-of-living allowance.	Exempt
Permanent Change-of-Station Expenses a. Transportation and per diem for the employee and immediate family in connection with their travel to a new duty station and transportation and temporary storage of household goods.	Exempt
b. Transportation and per diem in connection with a househunting trip and subsistence expenses of the employee and immediate family while occupying temporary quarters UP TO AND INCLUDING $1,500.	Exempt
c. Expenses reimbursed for the sale and/or purchase of a residence or lease expenses, UP TO AND INCLUDING $3,000 REDUCED BY THE AMOUNT REIMBURSED (not to exceed $1,500) FOR A HOUSEHUNTING TRIP AND TEMPORARY QUARTERS.	Exempt
NOTE: This means that the total amount not taxable for househunting trip and temporary quarters (b above) and sale and/or purchase of a residence or lease expenses (c above) is limited to a total of $3,000.	

703. METHODS OF WITHHOLDING FEDERAL INCOME TAX.

a. For Employees Except Those Who are Citizens of the Republic of Panama. The UPS system uses the "ALL TAX" system for determining amounts to withhold from employee wages. Federal withholding is by the annualized percentage method, and state and municipal withholdings are by approved formulas contained in this commercially developed standard software package.

b. For Employees Who are Citizens of the Republic of Panama. Withholdings for the citizens of the Republic of Panama who are employed at the Panama Canal shall be based on official tables of the Republic of Panama. Remittances to the Republic of Panama are made directly by UPSOM.

704. *REQUIRED DOCUMENTATION FOR WITHHOLDING*.

    a. Form W-4, Employee's Withholding Exemption Certificate. Each
employee payrolled is required to submit to the payroll office a completed
Form W-4, Employee's Withholding Exemption Certificate. This form determines
the basis for computing amounts of Federal income taxes to be withheld. If
an employee has unusually large itemized deductions, makes alimony payments,
credits for child care expenses, credits for earned income, credits for the
elderly, or credits for residential energy, this person may claim additional
allowances to avoid having too much income tax withheld from his/her wages.
Employees should read the IRS instructions accompanying Form W-4 before
claiming the extra exemptions. If an employee fails to submit a Form W-4,
the withheld tax from his/her wages will be for a single employee with "zero"
withholding exemptions. Employees are responsible for promptly submitting
revised withholding exemption certificates when the number of allowable
exemptions change.

    b. Exemption from Withholding. Section 3402(n) of the Internal
Revenue Code provides that an employer is not required to deduct and withhold
any Federal income tax from wages paid to an employee who has certified to
the employer that he/she (1) has incurred no income tax liability for the
preceding year, and (2) anticipates no liability for the current year.
Form W-4 has been prescribed for this use. Upon receipt of a properly exe-
cuted Form W-4 from an employee, no taxes will be withheld. An employee must
file a new Form W-4 each year to continue the exemption.

    c. Copies of Exemption Certificates to IRS. Copies of certain
Forms W-4 are forwarded to the IRS Service Center in Austin, Texas. Forms
forwarded are those that (1) claim more than 14 withholding exemptions, or
(2) claim exemption from income tax withholding and their wages are more than
$200 a week at the time their Form W-4 is received. The forms are forwarded
not later than the end of each calendar quarter with an accompanying cover
letter, including the employer's name, address, UPSOM's employer identification
number (EIN) (73-0588975), and the number of Forms W-4 forwarded. Each for-
warded Form W-4 must also show the employer's name, address, UPSOM's EIN, and
state whether the individual claiming exempt status is a full-time student.
Forms W-4 are not forwarded for employees who stop working before the end of
the quarter.

    d. Form W-5, Earned Income Credit Advance Payment Certificate.
Eligible employees who want advance earned income credit must file Form W-5
certificates with their payroll office. Each Form W-5 remains in effect
until the end of the calendar year. Eligible employees must file a new cer-
tificate each year. Also, advance earned income credit made to employees
during the year must be reported on employee wage and tax statements at
calendar yearend. IRS Circular E, Publication 15 (Supplement) (7-79), con-
tains the advance payment methods and reporting procedures that are required
for each payroll office.

e. Form DGI-01-1-0001, Republic of Panama Personal Deduction Declarations. This form is to be used by citizens of the Republic of Panama who are employed at the Panama Canal. Withholdings shall be based on the declarations made by employees on this form.

f. Withholding Exemptions for Resident and Nonresident Aliens. As stipulated in paragraph 702, wages paid to resident aliens and nonresident aliens for services rendered in the United States are subject to the withholdings for Federal income tax according to the same rules, procedures, and rates applicable to United States citizens. Withholding exemption entitlements are as follows:

(1) Resident Aliens. Resident aliens may claim the same number of withholding exemptions as United States citizens.

(2) Nonresident Aliens. Nonresident aliens who are residents of Canada or Mexico, or Puerto Rico during an entire tax year, may claim the same number of withholding exemptions as United States citizens. All other nonresident aliens are allowed to claim only one withholding exemption.

705. CORRECTION OF ERRORS. If a clerical error is made in the amount withheld in a prior pay period of the current calendar year, it shall be corrected if the employee is still on the payroll. Correct the error by adjusting the deduction for the current pay period by an amount sufficient to offset the error in the withheld taxes and the net pay. If the error occurred in a prior calendar year, or the employee is no longer on the payroll, no adjustment shall be made.

706. WITHHOLDING ADDITIONAL FEDERAL INCOME TAX. The Internal Revenue Code provides that additional amounts of Federal income taxes may be withheld by agreement between the employer and the employee. The employee may claim fewer exemptions (than those to which entitled) or may enter into an agreement with the employer to have an additional fixed amount in whole dollars withheld each pay period. The employee documents this request by completing the applicable line on Form W-4, Employee's Withholding Exemption Certificate. The amount of additional withholdings must be the same for each pay period.

707. FEDERAL INCOME TAX WITHHOLDINGS ON SUPPLEMENTAL EARNINGS.

a. Supplemental Earnings. This category includes lump-sum payments for annual leave, payments for compensatory time converted to paid overtime, cash awards, overtime, and reimbursements for permanent change of station expenses. The tax withholding is computed by one of the following methods:

(1) If the supplemental earnings are paid concurrently with an employee's wages for a payroll period, they shall be added to the employee's regular earnings and the amount of tax withheld is based on this total. The payroll system uses this method for payments of overtime and for compensatory time converted to overtime.

(2) If the supplemental earnings are paid to the employee separately, the amount of tax to be withheld will be a flat percentage rate of 20 percent. This method is used for lump-sum payments of annual leave, all cash awards, and separate payments made to employees for permanent change of station expenses.

(3) In determining the method of payment and withholdings, some factors to be considered are: (a) the amount of excess taxes which would be withheld by adding current and supplemental earnings as compared to the separate payment method; (b) the period of time which the employee may have to wait from filing to receiving a tax refund; and (c) any additional costs incurred by processing separate payments. All reasonable efforts shall be made to ensure equitable consideration of the employee.

b. Reimbursements for Permanent Change-of-Station Expenses. Taxes are to be withheld from reimbursements for certain expenses, as referenced in FAA Order 2750.17, involving a change of station at a fixed rate of 20-percent. In such cases, the voucher examination unit shall send to the payroll office a copy of Form DOT F 2750.1, Notice of Suspended or Disallowed Items and/or Notice of Federal Income Tax Withheld from Travel and Transportation Expenses, with the section Notice of Federal Income Tax Withheld completed. The amount of reimbursement not taxable will be shown under "Remarks" on Form DOT F 2750.1 and must also be included in the employee's gross income. The final settlement of these taxes is the responsibility of the employee. See paragraph 702 of this order regarding limitations on nontaxable moving expenses.

c. Scheduling of Tax Payments. Income taxes withheld from earnings paid outside the payroll system shall be scheduled for payment in accordance with the procedures prescribed in section 3 of this chapter.

708.-710. RESERVED.

SECTION 2. FICA TAXES (EMPLOYEE AND EMPLOYER)

711. GENERAL. This section prescribes the procedures for the withholding of Federal Insurance Contributions Act (FICA) taxes. The procedures for the payment of these taxes and for the filing of required returns are covered in section 3 of this chapter. When an employee who was subject to FICA taxes becomes eligible for civil service retirement coverage effective on a day other than the first day of a pay period, the withholding for FICA and retirement at applicable percentage rates will be prorated based on the number of days covered under each law during the pay period.

712. AUTHORITY. Each agency is required by 26 USC 3102 and 3121(h) to
deduct and withhold applicable taxes from wages paid to those employees
covered by the Federal Insurance Contributions Act. Each agency is required
by 26 USC 3111 and 3112 to pay a tax on the wages it pays to its employees.

713. SCOPE OF WITHHOLDING AUTHORITY. Under the provisions of the Social
Security Act, as amended, employees who are not subject to the Civil Service
Retirement Act nor specifically excluded from it will be subject to the
Federal Insurance Contributions Act. Coverage and exclusions of certain
categories of employees are listed in the following subparagraphs.

    a. Coverage applies to:

       (1) Employees, regardless of citizenship, when employed within the
United States, Puerto Rico, Virgin Islands, Guam, and American Samoa, except
for certain nonresident aliens as provided in paragraph b below:

       (2) U.S. citizens employed in foreign countries.

    b. Exclusions from coverage apply to:

       (1) Non-U.S. citizens employed outside the United States and in
U.S. possessions other than those listed above.

       (2) Canadians and Mexicans entering the U.S. frequently in
railroad transportation service across the boundary.

       (3) Workers from any foreign country or its possession lawfully
admitted on a temporary basis to perform agricultural labor.

       (4) Nonresident aliens who entered the U.S. with an "F" or "J"
visa are not subject to FICA taxes for the compensation received when it is
for services for which they were admitted to perform.

714. SOCIAL SECURITY NUMBER. The social security number is the unique
employee identification within the payroll system. Personnel offices are
responsible for furnishing these numbers to payroll offices.

715. FICA TAX RATES. The rate of tax to be paid by both employee and
employer under the Social Security Amendments of 1977, Public Law 95-216,
includes a percentage rate for old age, survivors, and disability insurance
and a percentage rate to cover the cost of health insurance for the aged.
Both rates are specified from 1974 through 1989 as follows:

a. Old age, survivors, and disability insurance rates with respect to wages received during calendar year(s):

    (1) 1974 - 1977: 4.95 percent;

    (2) 1978: 5.05 percent;

    (3) 1979 - 1980: 5.08 percent;

    (4) 1981: 5.35 percent;

    (5) 1982 - 1984: 5.40 percent;

    (6) 1985 - 1989: 5.70 percent;

    (7) After December 31, 1989: 6.20 percent.

b. Health insurance for the aged rates with respect to wages received during calendar year(s):

    (1) 1974 - 1977: 0.90 percent;

    (2) 1978: 1.00 percent;

    (3) 1979 - 1980: 1.05 percent;

    (4) 1981 - 1984: 1.30 percent;

    (5) 1985: 1.35 percent;

    (6) After December 31, 1985: 1.45 percent.

716. TAXABLE COMPENSATION FOR FICA WITHHOLDINGS. The contribution and benefit base is the maximum annual amount of earnings that is subject to FICA (social security) tax withholding. The Social Security Amendments of 1977 set this base at $25,900 for 1980 and $29,700 for 1981. The General Schedule Salary Table which is updated annually will be used as a reference for the current year base. The base is set at $32,400 for 1982. Other taxable compensation to be included in this base for FICA withholding includes the following types of payment:

a. Regular base pay.

b. Premium pay.

c. Lump-sum payments (terminal leave), except where payment is made for retirement or after the first month the employee attains 65 years of age.

d. Territorial or foreign post differential.

e. Cash awards for meritorious suggestions.

f. Wages paid after the death of an employee to employee's estate or beneficiaries.

717. DEDUCTIONS FROM EMPLOYEE COMPENSATION. If an employee enters on duty during the calendar year, the payroll system withholds the tax on employee compensation up to and including the contribution base even though tax may have been withheld and paid by another employer during the same calendar year. If an employee has been taxed on compensation in excess of the current year contribution base in a calendar year, he/she may claim a refund of the excess amount when he/she files a Federal income tax return. Employers may not claim refunds for contributions unless the gross compensation paid for an employee is in excess of the current year base during the calendar year. Lump-sum payments of accrued and unused annual leave shall be subject to the social security tax deductions and the contribution base limitation.

718. EMPLOYER'S CONTRIBUTION TO FICA TAXES. The employee is required to contribute an amount equal to the FICA tax withheld from employee's wages. The employer's share of FICA tax is to be charged to the same appropriation(s) from which the employee is paid and included in biweekly tax payments to the Federal Reserve Bank as outlined in section 3 of this chapter.

719.-721. RESERVED.

SECTION 3. ACCOUNTING FOR WITHHELD TAXES AND THE FILING OF REQUIRED RETURNS

722. TAXES WITHHELD FROM REGULAR SALARY PAYMENTS. The following procedures are prescribed for the recording and payment of taxes withheld from regular salary payments. See paragraphs 724 and 725 for special provisions relating to taxes withheld for residents of Guam, the Virgin Islands, and the Northern Mariana Islands.

a. Recording in Employee Records. The payroll system records separately on individual earnings records the amounts withheld for income and FICA taxes.

b. Voucher Schedule. Record on each SF 1166, Voucher and Schedule of Payments, the amounts withheld from employees' pay for Federal income and FICA taxes and the employer's excise tax on wages paid to employees covered by the Federal Insurance Contributions Act. Designate as payee the Federal Reserve Bank of the Federal Reserve District in which the disbursing officer is located. (See appendix 3.)

c. Federal Tax Deposit Form. Each pay period, LPSOM prepares an FTD Form 501, Federal Tax Deposit of Withheld Income and FICA Tax, to deposit withheld taxes. The FTD Form 501 accompanies the SF 1166 that is forwarded to

the Treasury Disbursing Center in Kansas City, Kansas. The UPSOM maintains
a control register showing the serial number, date of payment, and amount for
each FTD Form 501 used.   This register is used in the preparation of the
report of prior deposits made within the quarter. The name of the Federal
Reserve Bank and deposit amount are entered in the appropriate spaces on each
FTD Form 501.

    d. <u>Incorrect Federal Tax Deposit Forms</u>. When forms are received with
incorrect preinscribed data, process as follows:

        (1) <u>Make</u> the necessary corrections in ink on one form.

        (2) <u>Enter</u> the number of forms required for the tax period in the
"Bank Name/Date Stamp" space on the corrected form.

        (3) <u>Forward</u> the corrected form to the Treasury Disbursing Center
along with the SF 1166.

        (4) <u>The Treasury Disbursing Center will mail</u> the corrected
FTD Form 501 along with the check issued to the IRS center.

        (5) <u>Destroy</u> the incorrect forms upon receipt of the new correct
forms.

    e. <u>Payment Without A Federal Tax Deposit Form</u>. If, for any reason,
there are no forms on hand when a payment of taxes is due, a letter addressed
to the servicing IRS center requesting additional forms must be forwarded to
the Treasury Disbursing Center along with the SF 1166. The Treasury
Disbursing Center will mail the letter, along with the check issued in
payment of taxes, to the IRS center. The letter must include the following
identifying information:

        (1) <u>The employer identification number</u>.

        (2) <u>Agency name</u> and address.

        (3) <u>Type of tax</u> (withheld Federal income and FICA taxes).

        (4) <u>Tax period ending date</u> (the last month of the calendar
quarter and year in which they will be used).

        (5) <u>Quantity of forms</u> needed.

        (6) <u>The amount of</u> the tax payment being made.

723. <u>DATA ENTRY OF INCOME TAXES WITHHELD FROM SUPPLEMENTAL PAYMENTS</u>. Federal income taxes withheld from supplemental payments paid outside the payroll system are entered into UPS by the following procedures:

   a. <u>Supplemental Payments to Employees (Excluding PCS Reimbursements)</u>. Each payroll office processes supplemental payments which are outside the payroll system by preparing a manual SF 1166, Voucher and Schedule of Payments, for the net check amount.

      (1) <u>If the payment falls within</u> the last six pay periods and the employee has a pay history record, the supplemental payment data are entered under job PYPAYADJ.

         (a) <u>If employee is GS</u>, use screen formats P1 and P4.

         (b) <u>If employee is WG</u>, use screen formats P1, P5, and P6.

         (c) <u>Enter supplemental pay indicator</u> on all screen formats.

      (2) <u>If the payment falls outside</u> six pay periods or the employee has no pay history record, the supplemental payment data are entered under job PYPAYADJ.

         (a) <u>If employee is GS or WG</u>, use screen formats P1, P2, and P3.

         (b) <u>Enter supplemental pay indicator</u> on all screen formats.

      (3) <u>The Federal tax withheld is processed by UPSOM</u> and deposited using UPSOM's FTD Form 501.

      (4) <u>Processed supplemental payments</u> are transmitted back to the payroll office on the biweekly Report of Supplemental Payments and Cancelled Checks.

   b. <u>Reimbursements for Permanent Change-of-Station Moving Expenses</u>. Each accounting office makes these payments on SF 1166, Voucher and Schedule of Payments, for the net check amount. The accounting office prepares a Form DOT F 2750.1, Notice of Suspended or Disallowed Items and/or Notice of Federal Income Tax Withheld from Travel and Transportation Expenses, for each payment and forwards the form to the payroll office for input to UPS. The gross voucher amount and Federal income tax withheld are entered under job PYOTHADJ using screen format P5, PCS Travel - Second Career Amount/Tax. The tax withheld is processed by UPSOM and is deposited using FTD Form 501. Income tax withheld for these payments is credited to the deposit fund suspense account 69X6875 by the local accounting office. Processed payments are reflected as negative amounts to account 69X6875 on the Report of Suspense Account Deposits to reverse the original entries.

c. Change-of-Station Reimbursements That are "Other" Compensation.
The reimbursements for change-of-station moving expenses classified as
"Other" compensation and not subject to income tax withholding are included
under amount of voucher on the Form DOT F 2750.1. They are not separately
entered in screen format P5, nor are they separately categorized on the
employee's IRS Form W-2, Wage and Tax Statement, at calendar yearend.

724. SPECIAL CERTIFYING REQUIREMENTS RELATING TO FEDERAL INCOME TAXES
WITHHELD FROM SALARIES OF EMPLOYEES OF THE U.S. GOVERNMENT EMPLOYED IN GUAM
OR THE NORTHERN MARIANA ISLANDS.

a. Authority. 48 U.S.C. 1421h provides that Federal income taxes with-
held for the compensation paid to employees of the U.S. Government employed
in Guam shall be paid to the Government of Guam. 48 U.S.C. 1681 and Public
Law 94-241, section 703(b), contain provisions applicable to Northern Mariana
Islands which are similar to those for Guam.

b. Certification Requirement. All departments and agencies of the
Federal Government associated with a military or civilian Federal entity
having Federal military or civilian employees stationed in Guam or Northern
Mariana Islands, must certify each calendar quarter the total amount of
Federal income taxes withheld from salaries of these employees, to:

>   Commissioner of Internal Revenue
>   Attention: TX:R:R
>   Washington, D.C. 20224

c. Method of Certification. The certification(s) may be in the form
of a letter, citing I TFRM 3-4000 as authority and identifying (1) the
certifying entity, (2) the employer identification number, (3) the calendar
quarter covered by the certification(s), and (4) the dollar amount(s)
withheld. The certification(s) should be submitted as soon as possible after
the close of the calendar quarter but not later than the end of the month
following the calendar quarter covered by the certification(s). The amount
shown in the certification(s) must agree with the amount of income tax
withheld on the IRS Form 941, Employer's Quarterly Federal Tax Return.

725. SPECIAL PROVISIONS FOR RESIDENTS OF VIRGIN ISLANDS. Each pay period,
the amounts withheld for Federal tax are paid to the Department of Finance,
Tax Division, Virgin Islands, as stipulated in 48 U.S.C. 1397. UPSOM
deposits Federal tax withholdings on FTD Form 501 VI, Federal Tax Deposit of
Withheld Income and FICA Tax (Virgin Islands). Each quarter, the UPSOM prepares
and forwards an IRS Form 941, Employer's Quarterly Federal Tax Return, to the
same address.

726. QUARTERLY TAX RETURNS. UPSOM prepares quarterly tax returns on
IRS Form 941, Employer's Quarterly Federal Tax Return, on a centralized
basis. The centralized return is forwarded to the Internal Revenue Service
Center in Austin, Texas. UPSOM also prepares separate quarterly tax returns
for Guam, the Virgin Islands, and the Northern Mariana Islands which are
forwarded to the applicable Department of Finance, Tax Division. Quarterly
tax returns must be filed by the last day of the month following the end of
each quarter.

727.   FORM W-2, WAGE AND TAX STATEMENT.   U.S. Treasury Department, Internal
Revenue Service, requires an IRS Form W-2 be issued to each employee showing
gross wages paid (excluding the amount of payroll deduction for quarters and
subsistence), and Federal income taxes, FICA taxes, and state income taxes
withheld. The amounts reimbursed for permanent change of station moving
expenses classified as "Other" compensation (not subject to income tax
withholding) are included in gross wages paid. The "Other" compensation is
not separately identified on the IRS Form W-2. This information is provided
on IRS Form 4782, Employee Moving Expense Information.

        a. UPSOM will arrange for the procurement and receipt of IRS Form W-2
in sufficient quantity to ensure an adequate supply is available to meet opera-
tional requirements. IRS Form W-2 will be issued only by UPSOM. Decentralized
payroll offices will not issue IRS Form W-2 to any employee.

        b. UPSOM will furnish each employee with an IRS Form W-2 covering the
gross wages paid during the previous calendar year by January 31 of each year.
Any requirement for a corrected or duplicate IRS Form W-2 will be processed as
soon as possible after notification is received by UPSOM.

        c. If the employee separates during the calendar year, UPSOM will
furnish an IRS Form W-2 to the employee only when a request is received from
the employee.

        d. If IRS Form W-2 information on the magnetic tape filed with the Social
Security Administration (SSA) requires correction, UPSOM will issue an
IRS Form W-2 to the employee showing "CORR" to indicate it is a corrected copy.
UPSOM will provide the SSA with a detailed listing of corrections required to
IRS Form W-2 information contained on the magnetic tape. In addition, UPSOM
will prepare and forward to the Internal Revenue Service Center in Austin,
Texas, an amended IRS Form 941, Employer's Quarterly Federal Tax Return, for the
last quarter of the calendar year to include corrections processed which affect
gross wage and Federal tax amounts.

        e. If an employee loses or inadvertently destroys the IRS Form W-2 copies,
UPSOM will issue another IRS Form W-2 to the employee showing "DUPL" to indicate
it is a duplicate copy.

728.-730.   RESERVED.

        SECTION 4.   COLLECTION OF DELINQUENT FEDERAL INCOME TAX

731.   GENERAL. Section 6331 of the Internal Revenue Service Code permits
district directors of the Internal Revenue Service to collect delinquent Federal
taxes by levy on the accrued salary or wages of any officer, employee, or
elected official of the United States or the District of Columbia. Since the
levy is served against the "take home pay" of the employees, they should not be
permitted to increase any voluntary allotment after a notice of levy has been
received until the tax liability is liquidated or other arrangements satisfac-
tory to IRS are made. Before a notice of levy is issued by the

Internal Revenue Service, an employee may make an arrangement with the IRS to liquidate his/her tax liability by voluntary payroll deductions.

    a. <u>Payroll Authorization</u>. IRS Form 2159, Agreement for Liquidation of Federal Tax Through Payroll Deduction, is used to authorize deductions for payment of overdue Federal income taxes. The agreement must be signed by a representative of IRS and by the delinquent employee. The original agreement is sent to the employee's local payroll office.

    b. <u>Deductions</u>. Deduct the amount specified from each salary payment until the total tax liability indicated in the agreement has been liquidated. However, the amount of deduction agreed upon shall not be less than five dollars ($5.00) per pay period. Begin the deduction with the first full pay period following receipt of the agreement. However, the deduction for the levy cannot reduce the employee's net salary below the amount allowed for minimum exemptions of pay described in paragraph 733 of this order.

    c. <u>Transfer of Authorization</u>. If the employee transfers to another region or Federal agency, forward the original agreement to the employing region or other Federal agency (or to the applicable district director of the Internal Revenue Service) with an explanatory statement.

732. <u>WITHHOLDING UNDER LEVIES</u>.

    a. <u>Notice of Levy</u>. A levy will be served by the Internal Revenue Service on the delinquent employee unless satisfactory arrangements for the payment of the indebtedness are already in effect. The levy is issued on IRS Form 668-W, Notice of Levy on Wages, Salary, and Other Income, which authorizes the withholding of pay for the delinquent taxes. The name and phone number of the IRS representative will appear on this form. Contact the representative for assistance if there are any questions regarding the levy.

    b. <u>Service of Levy</u>. Both the IRS Form 668-W, Notice of Levy On Wages, Salary, and Other Income, and IRS Form 668-P, Statement of Personal Exemptions, are delivered to the payroll office by a representative of the Internal Revenue Service (IRS) in person or by mail. Both forms are received in original and two copies. Follow these procedures:

    (1) <u>On all copies of IRS Form 668-W</u> in the space above the employer's name and address, the designated official (normally the chief of payroll) must sign, date, and note the time received.

    (2) <u>Give the employee IRS Form 668-P</u>, Statement of Personal Exemptions, to complete. The original and duplicate should then be returned to the designated official. Also, give the employee the taxpayer copy of IRS Form 668-W.

(3) If the employer has received funds from the taxpayer, attach the check, payable to the Internal Revenue Service, to part 1 of IRS Form 668-W and return it along with part 1, IRS Form 668-P, in the IRS provided envelope. Keep part 2 of both forms in the payroll office as a record and give part 3 of each form to the taxpayer.

(4) If more than one payment is necessary to satisfy the levy, send any additional payments to the Internal Revenue Service representative whose name and address appear on the IRS Form 668-W, Notice of Levy.

(5) If the employer has no funds that can be levied from the taxpayer, indicate this on the front of IRS Form 668-W and return all of the forms to IRS in the IRS provided envelope. (If the employer has any information that would help IRS locate the taxpayer, IRS would appreciate receiving it.)

c. Salary Subject to Levy. A levy attaches to the funds of an employee beginning with the date the levy is received and until the levy is satisfied or a release of levy is received from IRS.

733. LIMITS ON DEDUCTIONS FROM SALARY SUBJECT TO NOTICES OF LEVY. A check will be drawn for the employee each pay period for the amount of the exempt pay and any amount in excess of the levy. The designated official should refer to 26 U.S.C. 6334, as amended, and contact the IRS representative whose name and phone number appear on the notice for assistance if there are any questions regarding the levy.

734. PAYMENT OF AMOUNTS WITHHELD. A single check each pay period to IRS can cover amounts deducted from several employees' pay. The information furnished for each employee will be the amount, the employee's tax account number, and the taxable year covered. This information will accompany the check sent to the address specified by the authorized IRS representative.

735. NOTIFICATION TO EMPLOYEE OF AMOUNTS DEDUCTED. The biweekly amounts deducted for levy are reflected as "Other" deductions on FAA Form 2730-67, Earnings and Leave Statement.

736. REPORTING ON IRS FORM W-2. Amounts deducted to settle delinquent tax claims, under tax levies and voluntary agreements with the Internal Revenue Service, are NOT reported as taxes withheld on the IRS Form W-2.

737. LIQUIDATION OF INDEBTEDNESS UPON SEPARATION. If an employee separates before a tax indebtedness is liquidated, use the following amounts due the employee to offset the indebtedness:

a. Final salary payment.

b. Any travel reimbursement.

c. Any lump-sum payment for annual leave.

738.-740. RESERVED.

SECTION 5. WITHHOLDING STATE, TERRITORIAL, MUNICIPAL, AND DISTRICT OF
                          COLUMBIA INCOME TAXES

741. BASIS FOR WITHHOLDINGS. Federal agencies are authorized to withhold
state, territorial, municipal, and District of Columbia income taxes from
Federal employee compensation if an agreement has been entered into between
the Secretary of the Treasury and officials of the respective jurisdictions.
A list of all states having withholding agreements is published in
I TFRM 3-5000, appendix 2. The amount of tax actually due is a matter for
settlement between the employee and the taxing authority.

742. RESPONSIBILITY OF STATE TAXING AUTHORITIES. State taxing authorities
receiving tax information are required to furnish copies of their income tax
laws, regulations, and explanatory material so it may be available to
employees who seek to determine whether they are individually liable for the
tax.

743. WAGES SUBJECT TO WITHHOLDING. In most instances, compensation subject
to state, territorial, and District of Columbia income tax withholdings is the
same as the wages subject to Federal income tax withholdings. Some exceptions
are:

       a. Cost-of-Living Allowances. These allowances are taxable as income
in Alaska and Hawaii.

       b. Severance Pay. Severance pay is subject to income tax withholding
if paid to the former employee. Severance pay remaining unpaid upon the
death of a former employee is not subject to withholding upon payment to a
survivor or survivors.

744. WITHHOLDING STATE TAXES.

       a. General. Income taxes are withheld for states that have withhold-
ing agreements with the Secretary of the Treasury. Normally, this withholding
is based on state of employment, regardless of residence, unless the employee
is not subject to such tax based on a reciprocal agreement between states.

       b. Withholding Agent. UPSOM is the withholding agent for state, city,
and county income taxes. When required, the appropriate authorities will be
notified by modal agencies that UPSOM is designated to perform these duties.

       c. Place of Employment. Place of employment means where an employee
ordinarily performs his/her services, regardless of residence, except for
services performed while traveling or in a temporary duty status. This loca-
tion is the employee's permanent duty station.

d. <u>City or County Tax Withholding</u>. City or county tax withholding is required for an employee who is subject to the tax and (1) whose place of employment is within the city or county which has entered into an agreement, or (2) is a resident of the city or county. However, these taxes will not be withheld from the pay of the employee whose residence and place of employment are not within the state where the city or county is located unless the employee consents. A withholding certificate must be completed to indicate whether or not the employee consents to the withholding.

e. <u>Services Performed Outside a City or County</u>. Many city and county ordinances provide that withholding will be based on compensation paid for services performed only within the city or county regardless of residence. Employees residing in these municipalities and performing part of their services outside of these locations must complete a local withholding certificate estimating the percentage of their annual compensation paid for services performed outside the city or county so their withholdings may be reduced accordingly. In the absence of such a certification, tax must be withheld on the employees' entire compensation.

f. <u>Special Withholding Situations</u>. The District of Columbia tax withholding agreement provides that withholding of state income taxes shall be made from the wages of employees who work and reside within the district. Do not withhold taxes for nonresidents employed in the District of Columbia.

g. <u>Withholding Statements for State Taxes</u>. The state copy of the IRS Form W-2, Wage and Tax Statement, will be used as the state tax withholding statement. Show the amount of state tax deducted on the IRS Form W-2 and identify the state. When an employee receives compensation which is taxable by the state but not the Federal government, show the wages and the tax withheld in the state portion on the IRS Form W-2. These amounts shall be different than those in the Federal portion. For employees in Alaska and Hawaii, the cost-of-living allowance is subject to state tax and is included in the state withholding.

h. <u>Employer Identification Number</u>. Indicate the employer identification number assigned by the state on checks covering payments of state income taxes withheld from employees. Send these checks with the related tax return which must also indicate the employer identification number assigned by the state.

745. <u>DETERMINING AMOUNTS TO WITHHOLD</u>. Determination of the amount of state and municipal income taxes to be withheld is accomplished by using separate approved state or municipal withholding tables which are based on the number of personal exemptions claimed. The UPS uses the "ALL TAX" software package for tax withholding.

746. VOLUNTARY WITHHOLDING FOR STATE AND/OR MUNICIPAL INCOME TAX PURPOSES.

    a. <u>General</u>. Employees residing in a state and/or municipality other than where employed may voluntarily authorize a state and/or municipal income tax withholding from their wages providing the state in which they reside has entered into a tax withholding agreement with Treasury. An employee may exercise this option even though it is mandatory that taxes be withheld from his/her salary for the state and/or municipality employed.

    b. <u>Authorization</u>. To authorize the deduction for extra state income taxes prepare FAA Form 2730-5, Request and Authorization for Allotment of Compensation for State Income Tax Purposes. For extra municipal taxes use the local form authorizing the deduction or, if acceptable by the municipality, a memorandum may be used for the authorization.

    c. <u>Amounts of Allotments</u>. Allotments of pay for state income tax purposes shall be based on a whole dollar amount designated by the employee.

    d. <u>Accounting for Withheld Taxes</u>. The amount withheld each pay period from the compensation of employees will be reflected on their individual earnings records. The amount withheld will be credited to deposit fund account 69X6275, Withheld State and Local Taxes, for payment to the taxing authority. Internal subsidiary records will show (1) the amounts withheld for each class of tax, and (2) a breakdown of the total taxes withheld for each taxing authority.

    e. <u>Correction of Errors</u>. If an error is made in a prior pay period of the current calendar year and the employee is still on the payroll, a correction will be made by adjusting the erroneous deduction by an equal amount to offset the error in the withheld taxes. If the error occurred in a prior calendar year or the employee is no longer on the payroll, no adjustment shall be made. All amounts withheld for state and/or municipal income taxes shall be reported on IRS Form W-2, Wage and Tax Statement, provided to employeeS by January 31 of the following calendar year.

747. REPORTING INCOME INFORMATION TO STATES AND/OR MUNICIPALITIES.

    a. <u>Information</u>. Requests by any taxing authority regarding compensation paid to employees must be furnished. The taxing authorities listed in I TFRM 3-5055, appendices 2 and 3, shall be furnished this information without any request.

    b. <u>Responsibility of Taxing Authorities</u>. Taxing authorities receiving information must provide copies of their income tax laws, regulations, and explanatory material to the employees taxed. This is not the responsibility of the Federal Government.

c. Reporting Procedures.

(1) Furnishing Information. On request, send copies of IRS Form W-2, Wage and Tax Statement, to the state where an employee maintains actual residence regardless of legal residence. Actual residence means the state where the employee maintains the dwelling from which he/she commutes daily to and from employment. Generally, a listing of information in lieu of IRS Form W-2 is provided to taxing authorities.

(2) Employee Stationed Outside the United States. Information concerning compensation paid will not be furnished to state or local taxing authorities with respect to personnel stationed outside the United States except as may otherwise be provided in I TFRM 3-5055.

(3) Information to More than One Authority. It may be necessary to provide information about the same employee to more than one taxing authority. This condition could occur when the places of employment and residence are different taxing jurisdictions or when taxing jurisdictions are overlapping, such as a state and a city within the state. Provisions must be made to provide both authorities with the required information.

(4) Notice to Employees. All information on the withholding and exemption forms are covered by the Privacy Act of 1974. When a state, city, or county form is used, it is the Federal Government's responsibility to provide the employee with a Privacy Act Notice either on the applicable form or on a separate sheet of paper. A suggested statement follows:

> The following information is provided to comply with the Privacy Act of 1974 (Public Law 93-579). The social security number is required under the authority of Executive Order 9397 to provide taxpayer identification. The other information is required under the provisions of 5 U.S.C. 5516, 5517, or 5520 for the purpose of implementing a Federal agreement with the state, city, or county income or employment taxes pursuant to a state law, or municipal or county ordinance. The information provided may be disclosed to state, city, or county officials to assure that the taxpayer's account has been properly credited for the amounts withheld. Failure to disclose the information requested may affect the determination of the accuracy of the amount withheld.

748. <u>ADVICE OF NONCOMPLIANCE</u>. The Secretary of the Treasury has requested heads of agencies to furnish information regarding any noncompliance with the provisions of any agreement or information regarding material difficulties encountered in the administration of agreements. Send the information to the Financial Systems Division, AAA-400, Washington, D.C.

749. <u>RETURNS AND PAYMENT</u>.

a. <u>General</u>. File tax forms and pay the taxes in accordance with instructions issued by the appropriate taxing authority pursuant to their agreement with the Secretary of the Treasury.

b. <u>Deposit Fund Account</u>. The deposit fund account symbol and title assigned by the Treasury Department for state taxes are 69X6275, Withheld State and Territorial Income Taxes.

750.-799. <u>RESERVED</u>.

CHAPTER 8. UPS RETIREMENT PROCESS (PAYROLL OFFICES)

800. GENERAL. The legal authority for the administration of the Civil Service Retirement System is contained in chapter 83, 5 U.S.C. Federal Personnel Manual Supplement 831-1, Retirement, covers the administration of the Civil Service Retirement System. These laws, rules, and regulations comprise the primary sources for UPS design specifications as they relate to the maintenance, control, withholdings/contributions, reporting, and disposition of retirement records.

801. RETIREMENT MASTER FILE PROCESS. The centralized retirement process is a primary feature of UPS. Updating and maintenance of individual employee retirement records are automated with recordkeeping functions centralized at the Mike Monroney Aeronautical Center located at Oklahoma City.

      a. A Retirement Master Record (RMR) is automatically generated for each employee based on payroll technician data entry of an SF 50 personnel action which establishes an Employee Master Record (EMR). The service history data are likewise updated as SF 50 actions are processed.

      b. Posting of retirement deductions from the EMR to the RMR is accomplished by the system biweekly. These files are maintained in the system until a deactivation is processed. At that time, an SF 2806, Individual Retirement Record, is produced if the employee is subject to retirement. If the employee is subject to the Federal Insurance Contributions Act (FICA), the history will be deleted from the RMR file. The deactivation action must be processed from the separation SF 50. The payroll office should receive the SF 50 before, or no later than, the pay period the employee is separating to meet the OPM time requirement for submission of documentation. See chapter 18 for data entry criteria and job name/screen format PYCHANGE/P6.

      c. The system automatically generates SF 2806, Individual Retirement Record, and SF 2807, Register of Separations and Transfers, as the result of processing SF 50 separations or applications for disability retirements.

      d. Reconciliation reports are automatically produced by the system.

802. DISPOSITION OF RETIREMENT RECORDS/DOCUMENTS. The OPM requires prompt submission of retirement records no later than five days after the pay date of the final paycheck. Payroll supervisors are responsible for the timely data entry of the SF 50 for the pay period the employee is separated or as soon thereafter as the SF 50 is received from the personnel office. They are also responsible for ensuring that all required supporting documentation is forwarded promptly to the UPSOM.

a. <u>Each payroll office</u> shall provide a designated place into which payroll technicians may put all retirement documents to be forwarded to UPSOM. The payroll supervisor is responsible for these documents being ready for mailing as soon as possible. All documentation applicable to a given employee should be grouped into a single batch and secured prior to mailing to facilitate processing upon receipt at UPSOM. One designated individual should forward these documents no later than close of business Monday of T&A week.

b. <u>If an employee has terminated</u> leaving an indebtedness for which the payroll office is forwarding an SF 2805, Request for Recovery of Debt Due the United States, to make a claim against the retirement, a copy of the letter to the employee for collection MUST be attached. The OPM will hold this amount of money in suspense and provide the payroll office with a Bureau of Retirement and Insurance (BRI) form to certify final collection.

c. <u>Each payroll office</u> will determine the most expeditious method of forwarding retirement documentation to UPSOM.

    (1) <u>If regular mail is used</u>, address the envelope as follows:

        Department of Transportation
        Federal Aviation Administration
        Mike Monroney Aeronautical Center (AAC-25)
        P. O. Box 25082
        Oklahoma City, Oklahoma 73125

    (2) <u>If pouch mail is used,</u> address the envelope as follows:

        AAC-25
        (ATTN: UPSOM RET. OFF)

    (3) <u>Regardless of method used,</u> annotate the lower front left corner in bold letters: EXPEDITE - RETIREMENT DOCUMENTS ENCLOSED.

803. <u>APPLICATIONS FOR DISABILITY RETIREMENT.</u> When an application for disability retirement and associated documentation is received from the personnel office, the payroll technician or designated individual completes the cover worksheet provided by UPSOM. Specific required information is duty status, date leave ends or ended, and the date optional insurance was elected (if applicable). The application, associated documents, and completed worksheet are forwarded to UPSOM on a daily basis as prescribed in paragraph 802c above. These actions must be completed within one workday following receipt in the payroll office. Data entry required to print out a preliminary SF 2806, Individual Retirement Record, will be input by UPSOM.

804. <u>RETIREMENT STATUS INQUIRIES.</u> Payroll offices are provided with a copy of each SF 2807, Register of Separations and Transfers, processed by UPSOM and mailed to OPM. The majority of inquiries related to status of retirement processing can generally be researched and responded to by the local payroll office through use of these forms.

a. <u>Separated employees</u> will normally request information through their last servicing payroll office. If needed information is not available locally, the payroll supervisor or designated individual should contact UPSOM for assistance.

b. <u>Personnel offices</u> are to direct inquiries concerning the status of retirement processing to their servicing payroll office.

c. <u>All BRI forms</u> received from OPM by UPSOM will be answered by UPSOM if information is available. When the required information is unavailable, UPSOM will attach a copy of the retirement record to the BRI form and forward both immediately to the applicable payroll office. These BRI forms are completed by the payroll office and forwarded directly to OPM. A copy of the reply to the questionnaire is mailed to UPSOM for filing with the separated employee's retirement records.

805.-899. <u>RESERVED</u>.

CHAPTER 9. PAYROLL DEDUCTIONS

SECTION 1. INTRODUCTION

900. <u>GENERAL</u>. The types of deductions which may be applied towards an individual employee's pay are covered in this chapter. Any specified amounts and rates are subject to change for compliance with new or amended rules and regulations. Each payroll office is responsible for ensuring that valid documents received are promptly processed and maintained for support of all deductions.

901. <u>DATA INPUT BY PAYROLL OFFICE</u>. The data entry requirements for payroll deductions are prescribed in chapter 18 of this order.

902. <u>DATA OUTPUT FROM UPS</u>. The UPS output provided to each payroll office is described in chapter 5 of this order.

903. <u>ORDER OF PRECEDENCE FOR DEDUCTIONS</u>. The order of precedence for deductions from an employee's pay is listed in paragraph 207b of this order.

SECTION 2. HEALTH BENEFITS PROGRAM

904. <u>GENERAL</u>. A biweekly deduction is made for each employee who is enrolled in the Federal Employees Health Benefits program. The Government contributes a portion of the premium. Deductions and agency contributions are made for each pay period in which an employee is enrolled.

905. <u>RESPONSIBILITIES OF PERSONNEL OFFICE</u>. The personnel office performs the following functions related to the Federal Employees Health Benefits Act:

    a. <u>Determines</u> the employee's eligibility to enroll.

    b. <u>Makes available</u> to employees information concerning the various plans and options available.

    c. <u>Supervises</u> the completion of the required registration forms to enroll employees in the plans and options of their choice.

    d. <u>Effects</u> permissible changes in enrollment.

    e. <u>Processes</u> SF 2809, Health Benefits Registration Form, and SF 2810, Notice of Change in Health Benefits Enrollment.

    f. <u>Notifies</u> the payroll office of the enrollment status of employees, including authorized changes in plans and options and termination of enrollments, by submission of payroll office and carrier copies of SF 2809 and SF 2810.

906. <u>RESPONSIBILITIES OF PAYROLL OFFICE</u>. The payroll office has responsibilities under the health benefits program to:

a. _Withhold_ the correct health benefit deductions from the salaries of enrolled employees.

b. _Provide_ carriers with the names and number of employees enrolled with each carrier under each plan by submission of SF 2811, Transmittal and Summary Report to Carrier.

907. RESPONSIBILITIES OF UPSOM. The responsibilities of UPSOM are:

a. _Maintain_ health benefits control accounts and subsidiary records under each health benefit plan.

b. _Remit_ withholdings, together with the agency's contributions, to the Office of Personnel Management (OPM) on SF 2812, Report of Withholdings and Contributions.

908. NOTIFICATION OF EMPLOYEE'S ENROLLMENT STATUS. Payroll offices are notified of enrollments, transfers between plans and options, and terminations of enrollments on SF 2809, Health Benefits Registration Form, and SF 2810, Notice of Change in Health Benefits Enrollment. These two forms serve as authority for payroll actions. For initial enrollment or change in enrollment, a completed SF 2809 is authority for payroll deduction. On transfers between payroll offices, an SF 2810, approved by the employing office, is authority for payroll deduction in the gaining office.

909. EMPLOYEES ELECTING NOT TO ENROLL. If an employee elects not to enroll, only the payroll office copy of SF 2809 will be received in the payroll office. Record the election not to enroll by processing an update to the Employee Master Record (EMR) and file the copy. When there is no SF 2809 for a new employee, the payroll office shall contact the personnel office to obtain a written statement that the employee is ineligible or has previously elected not to enroll, unless such a statement is noted on the SF 50, Notification of Personnel Action.

910. CANCELLATION OF ENROLLMENT. If an employee cancels his/her enrollment, the payroll office will process the SF 2809 as follows:

a. _Verify_ the effective date.

b. _Process_ an update action to record the cancellation in the Employee Master Record.

c. _Transmit_ the carrier's copy to the carrier.

911. CHANGES WITHIN A PLAN. Under certain conditions, an employee may elect to change the type of coverage or the benefit options within the same health plan. In this case, the payroll office will receive an SF 2809 showing the

old carrier control number from the personnel office. The payroll technician must process an update action using the old carrier control number and new enrollment code to change the health benefits data in the Employee Master Record. The carrier's copy of the SF 2809 is forwarded with an SF 2811, Transmittal and Summary Report to Carrier, as notification of change in the enrollment code.

912. CHANGES BETWEEN PLANS. When changes between plans occur, process the applicable forms as follows:

    a. SF 2809. Process the change in enrollment data using Type of Change "C." Transmit the carrier's copy on SF 2811, Transmittal and Summary Report to Carrier.

    b. SF 2810. Transmit the carrier's copy to the former carrier as notification of termination due to a change in plan on SF 2811, Transmittal and Summary Report to Carrier.

913. TRANSFERS OF ENROLLMENT. If an employee transfers between locations that are in different payroll jurisdictions, the gaining and losing personnel offices will each prepare and process an SF 2810 to the payroll offices.

914. TRANSFERS TO THE OFFICE OF PERSONNEL MANAGEMENT.

    a. The payroll office will forward SF 2809 and SF 2810 with all supporting documents to UPSOM for employees who are eligible to continue an enrollment after retirement or if an enrollee dies leaving an eligible survivor to continue the enrollment.

    b. UPSOM will forward the SF 2809 and SF 2810 with all supporting documents to OPM, along with the SF 2806, Individual Retirement Record, when the documents are received from the payroll office.

915. DEDUCTIONS AND CONTRIBUTIONS. After deductions for retirement, FICA, and Federal income tax withholdings, the health deduction for each pay period will be next. This deduction will be made even if only part of the normal salary is earned for a pay period, except for a transfer or reinstatement as explained in subparagraphs d, e, and f below. The amount deducted from the employee's pay and the amount contributed by the agency will be based according to the plan and benefit option level under which the employee is enrolled. The table of applicable rates is set forth in Federal Personnel Manual Supplement 890-1, Federal Employees Health Benefits, subchapter 20. The employer contribution is charged to the same appropriation or fund from which the employee is paid.

    a. Insufficient Salary. If the amount of salary for a pay period is not sufficient to cover the full deduction, no deduction or contribution will be made for that pay period.

b. _Nonpay Status_. If an employee is in nonpay status for an entire pay period, no deduction for that pay period will be made, except for a retroactive restoration to duty after an erroneous suspension, as explained in subparagraph g below.

c. _Terminated and Cancelled Enrollments_. If an employee's enrollment is terminated (other than for entry into military service) or cancelled, the effective date of the action is the last day of the pay period after the one in which the SF 2809 is received in the personnel office. A full pay period deduction and contribution are required if sufficient salary is paid to cover the full deduction.

d. _Transfers_. If an employee who is eligible to continue enrollment transfers to another agency or another payroll office jurisdiction within a pay period without a break in service of more than three days, a prorated deduction will be made based on the effective date of transfer. Use the table in paragraph 924e illustrating the four-day rule to determine deductions and contributions in cases of transfer.

e. _Retirement or Death_. If an employee retires and is eligible to continue enrollment as an annuitant, or if he/she dies and there is a survivor eligible to continue the enrollment, the losing payroll office will make deductions and contributions, subject to the four-day rule as shown in paragraph 924e.

f. _Termination for Military Service or Reinstatement_. If an employee's enrollment is terminated or reinstated because of entry into or return from military service, deductions and contributions will be prorated in accordance with the four-day rule as applied to transfers. (See paragraph 924e of this order.) The effective date of the action which is to be used as a basis in prorating is the date of entrance into or return to duty from the military service.

g. _Retroactive Restoration_. An employee who is retroactively restored to duty after an erroneous suspension or removal may either have his/her enrollment reinstated retroactively, or he/she may enroll in the plan and option of his/her choice, the same as a new employee. If he/she elects to have his/her enrollment reinstated retroactively, deductions for the period of suspension or removal must be made from the appropriate fund, as though the suspension or removal had not occurred.

916. _SF 2811, TRANSMITTAL AND SUMMARY REPORT TO CARRIER_.

a. _Frequency of Transmittal_. Carrier copies of SF 2809 and SF 2810 shall be transmitted to the carrier on a daily or weekly basis depending on the volume. Under no circumstances shall they be accumulated for longer than one week.

b. **Verification.** Before transmittal to the health carrier, verify that the payroll action requested can be taken; e.g., that the employee has enough pay to cover the deduction. A completed payroll action is not required before notification to the carrier. However, the update action must be taken as soon as possible.

c. **Number of Copies.** Prepare SF 2811 in triplicate. Send the original and duplicate to the carrier and hold the triplicate pending return of the duplicate by the carrier. File the duplicate certified SF 2811 upon receipt and destroy the triplicate.

d. **Carrier Address and Code.** Carrier addresses are listed in Federal Personnel Manual Supplement 890-1, Federal Employees Health Benefits, subchapter S20. The carrier's code is the first two positions of the carrier's enrollment code number.

e. **Payroll Office Number.** Insert the local payroll office number which has been assigned by the Department of the Treasury.

f. **Report Number.** Assign to SF 2811's for each carrier a two-digit number designating the calendar year followed by a consecutive series of numbers beginning with one each calendar year (e.g., 81-1).

g. **Part A, Transmitted.** Insert the number of SF 2809's and SF 2810's being transmitted.

h. **Part B, Summary Report of Number of Enrollees.** Complete part B of SF 2811 as follows:

1. **Add.**

(a) **Enrollees from last report.** On this line, enter the same numbers that appear on the previous report on the line "Total enrollees."

(b) **New enrollees (SF 2809).** Include number of employees changing to the carrier's plan from another plan, as well as those enrolling for the first time (from part B, SF 2809).

(c) **Change in code (SF 2809).** Reflect changes of enrollment code numbers within the same plan only (from part B, SF 2809 where part D shows same carrier). The "adds" and "deducts" given for this type of action must agree in the total column.

(d) **Transfers-in (SF 2810).** Reflect transfers into the payroll office from other payroll offices (from part E, SF 2810).

(e) **Other (see Remarks).** Reflect other additions to enrollments not reflected in the preceding three lines (e.g., part F, SF 2810, Reinstatements, VOID actions, and "add" corrections in count requested by carrier). Support entries on this line with a brief explanation under Remarks.

2. Deduct.

(a) Cancellations (SF 2809). Reflect only voluntary cancellations on SF 2809 (from part C, item 2, SF 2809).

(b) Change in code (SF 2809). Reflect changes of enrollment code numbers being dropped within the same plan only (from part D, SF 2809, where part B shows same carrier).

(c) Terminations (SF 2810). Reflect terminations (from part B, SF 2810).

(d) Change in plan (SF 2810). Reflect changes in plan (from part C, SF 2810).

(e) Transfers-out (SF 2810). Reflect transfers from your payroll office to another payroll office (from part D, SF 2810).

(f) Other (see Remarks). Reflect other reductions to enrollments not reflected on the preceding five lines (e.g., VOID actions and "deduct" corrections in count requested by carriers). Support entries on this line with a brief explanation under Remarks.

3. Total enrollees. Reflect the new number of enrollees, by enrollment code and in total, as a result of the "adds" and "deducts" to the beginning inventory. The total by enrollment code must cross-add to the number in the total column.

i. Changes in Name Only. An SF 2810 reflecting only a change in employee's name (part G) does not constitute an addition to or deduction from the number of enrollees, even though it is attached to the SF 2811.

j. Correction of SF 2809 and SF 2810. Correction of information, such as a misspelled name, family members listed in error, or wrong effective date on previous forms SF 2809 and SF 2810, do not constitute additions to or deductions from the number of enrollees, even though the correcting form is attached to the SF 2811.

k. Reconciliation. FPM Supplement 890-1, Federal Employees Health Benefits, subchapter 18-4b, requires each payroll office to perform a monthly reconciliation between the number of enrollees reflected on the SF 2811 (by enrollment code and total on the line "Total Enrollees") and the payroll records. The "Health Plan Reconciliation Within Payroll Office" output by UPS will be used to accomplish the reconciliation. After the reconciliation has been completed, attach the listing to the SF 2811 being reconciled for future inspection by OPM and/or the General Accounting Office (GAO).

SECTION 3. FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

917. RESPONSIBILITY OF PERSONNEL OFFICE. The personnel office determines
the employee's eligibility to participate in the Federal Employee's Group
Life Insurance Program and designates in item 9 of SF 50, Notification of
Personnel Action, the insurance status of the employee. If an individual
waives basic coverage, a copy of the SF 2817, Life Insurance Election, shall
be forwarded to the payroll office.

918. RESPONSIBILITIES OF UPSOM. The responsibilities of UPSOM are:

    a. Maintain summary records of basic life insurance withholdings
and agency contributions, and optional life insurance withholdings to
facilitate prompt and accurate reporting.

    b. Remit withholdings, together with agency contributions to the
Office of Personnel Management (OPM), on SF 2812, Report of Withholdings and
Contributions.

919. ADJUSTING ERRONEOUS DEDUCTIONS. Adjustments for erroneous payroll
deductions involving basic or optional life insurance are processed as
follows:

    a. When amounts have been erroneously withheld from a current
employee's salary who is ineligible or has waived coverage, make a refund for
the erroneous withholding on the next payroll.

    b. When deductions have not been made for a covered employee, retro-
active adjustments will be made on the next payroll. I: the total amount due
would cause a hardship on the employee, a biweekly prorated deduction will be
arranged.

    c. When an incorrect deduction has been made from the salary of an
insured employee, make an adjustment on the next payroll.

    d. When an adjustment is necessary for a separated or deceased
employee, make an adjustment to the final salary or lump-sum paid to the
employee, beneficiary, or estate.

920. BASIC LIFE INSURANCE PREMIUM DEDUCTIONS. The biweekly deduction is
based upon the employee's annual rate of pay and related amount of life
insurance coverage. Deductions from a prevailing rate employee's salary who
works at different pay rates on an irregular schedule are based on an annual
projection of the hourly rate for the last shift the employee worked during
the pay period. All employees automatically acquire basic life insurance,
except those specifically excluded by OPM regulation or those who voluntarily
waive coverage.

921. WAIVER OF COVERAGE.

a. Waiver. A new employee who does not want basic life insurance coverage must file an SF 2817, Life Insurance Election, with the personnel office before the end of his/her first pay period of employment. A properly executed waiver, once submitted, will remain in effect until canceled even though the employee transfers or is reappointed after a break in service.

b. Withdrawal. An insured employee who wishes to withdraw from the insurance program will be required to file an SF 2817 with tne personnel office. Insurance deductions and coverage will be discontinu·d for participating employees at the end of the pay period in which the SF 2817 is filed with the personnel office.

922. AMOUNT OF EMPLOYEE'S INSURANCE. The employee's basic insurance amount is equal to the greater of (1) his/her annual rate of basic pay, rounded to the next higher multiple of $1,000, plus $2,000, but in no event may the amount be less than $10,000, or (2) no more than the annual rate of pay for positions at Level II of the Executive Schedule under section 5313 of Title 5, United States Code, rounded to the next higher thousand, plus $2,000. Changes in the amount of coverage and deductions become effective on the first day of the pay period in which the employee's salary rate changes.

923. RATE OF COMPENSATION FOR BASIC INSURANCE PURPOSES.

a. The following elements are considered, in addition to the annual basic pay rate, when determining the amount to be deducted as an employee's share of the cost of insurance:

(1) Included:

(a) Shift differential and environmental differential pay for prevailing rate employees.

(b) Tropical differential for citizen employees on the Isthmus of Panama.

(c) Standby pay included in an employee's adjusted annual pay rate.

(2) Excluded:

(a) Night differential and foreign or nonforeign post differential pay for GS employees.

(b) Awards, allowances, overtime, holiday, and Sunday pay.

(c) Premium pay for hazardous duty.

(d) Lump-sum payment for accrued and accumulated annual leave.

(e) Foreign post differential for prevailing rate employees.

b. Annualizing compensation rates. If the basic compensation is fixed on other than annual rates, the annual rate of compensation will be determined as follows:

(1) Monthly basis – multiply the basic rate by the number of months (12) in the administrative work year.

(2) Biweekly basis – multiply the basic rate by the number of biweekly periods (26) in the administrative work year.

(3) Weekly basis – multiply the basic rate by the number of weeks (52) in the administrative work year.

(4) Daily basis – multiply the basic rate by the number of days (260) in the administrative work year.

(5) Hourly basis – multiply the basic rate by the number of hours (2,080) in the administrative work year.

924. DEGUCTIONS.

a. General. Make deductions from the salary payment of each covered employee on the basis of the amount of insurance last in force on the employee during the pay period. The full deduction must be made for each pay period the employee receives any pay, unless the amount of pay is insufficient to cover the deduction.

b. Insufficient Pay. If the balance of total salary earned for any pay period less deductions for retirement, FICA, Federal income tax, and health benefits is less than the full insurance deduction, apply the balance to the insurance deduction. If the employee has basic and optional, the amount will be applied to basic first and any balance then applied to optional coverage.

c. Nonpay Status. If an employee is in a nonpay status for an entire pay period, do not make a deduction to cover that pay period from future pay, nor should the employee deposit the amount that would have been deducted if he/she had been in a pay status during that period.

d. Restoration after Erroneous Suspension or Removal. When an employee is retroactively restored to duty with pay after an erroneous suspension or removal, no deduction will be made for the period of suspension or removal from the retroactive pay adjustment. However, if death or accidental dismemberment occurs during the period between the removal and the finding that the action taken was in error, insurance deductions will be made from the backpay awarded.

e. _Four-Day Rule for Transfers_. When an employee transfers to another agency or employing office within a pay period, or transfers to the jurisdiction of another payroll office without a break in service of more than three days, deductions and contributions for the final pay in the losing office and for the initial pay in the gaining office will be prorated on the basis of the effective date of transfer for each office. No proration is required by the losing office unless the transfer is effective four or more days after the end of the preceding pay period. Likewise, no proration is required by the gaining office unless the transfer is effective four or more days before the beginning of the next pay period. The four-day rule as illustrated below will be used to prorate deductions.

FOUR-DAY RULE		
CALENDAR DAYS	GAINING OFFICE Amount to be withheld	LOSING OFFICE Amount to be withheld
0-3	Full biweekly amount	none
4-10	1/2 of biweekly amount	1/2 of biweekly amount
11-14	none	Full biweekly amount

f. _Terminal Leave_. No deduction is made from a lump-sum payment covering terminal leave.

g. _Table of Withholdings_. The insurance deductions from the salary of each insured employee shall be in accordance with FPM supplement 870-1, Life Insurance, subchapter S4.

925. AGENCY CONTRIBUTIONS. The amount of agency contributions to the insurance program is equal to 50 percent of the aggregate amount of employee's basic life insurance deductions for the pay period. The agency contribution is charged to the appropriation or fund from which the employee's wages are paid.

926. OPTIONAL LIFE INSURANCE. Each employee who is covered by basic life insurance is eligible to elect one or more of the three optional insurance plans if after other required deductions enough salary is left to cover the full deduction(s).

a. _Effective Date_. The effective date for optional insurance coverage is the first day an employee actually enters on duty in a pay status on or after the day the election is received in the personnel office.

b. _Cancellation_. An insured employee may at any time cancel optional insurance by filing with the personnel office a declination of optional insurance or a waiver of basic life insurance coverage. A cancellation becomes effective and optional insurance stops at the end of the pay period in

which the declination or waiver is received in the personnel office. A declination of optional insurance remains in effect until it is canceled. A waiver or declination may be canceled only if the employee is under 50 years of age, a full year has elapsed since effective date of last waiver or declination, and satisfactory medical evidence of insurability is furnished.

c. __Amount.__ The amount of an employee's optional life insurance coverage will vary depending upon the options and multiples elected.

d. __Deductions.__ The full cost of optional insurance shall be withheld during any period in any part of which an insured employee is in a pay status unless the four-day rule applies. The biweekly cost of optional insurance plans is prescribed in FPM supplement 870-1, Life Insurance, subparagraph S4-2, and associated FPM letters or bulletins.

e. __Determining Age.__ For the purposes of optional insurance, a person is deemed to attain 35, 40, 45, 50, 55, or 60 years of age on the first day of the first pay period beginning on or after January 1 of the year following the one in which his/her corresponding birthday occurs.

f. __Termination.__ The optional insurance stops when an employee's basic insurance stops, subject to an automatic 31-day temporary extension, unless coverage stops due to waiver or declination. Optional insurance also stops, subject to a 31-day extension of coverage, at the end of the pay period in which it is determined that his/her periodic pay, after all other deductions, is insufficient to cover the full cost of the optional insurance.

927.-932. __RESERVED.__

SECTION 4. PAYROLL PURCHASE OF U.S. SAVINGS BONDS

933. __PAYROLL SAVINGS PLAN.__ The plan provides a means for employees to regularly save part of their earnings through a voluntary system of payroll deductions for the purchase of U.S. Savings Bonds. The plan is restricted to Series EE U.S. Savings Bonds.

934. __EMPLOYEE AUTHORIZATIONS.__ Employees may participate in the Payroll Savings Plan by completing SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds. The allotment thus authorized continues until cancelled or changed. A maximum of eight savings bond authorizations may be in effect at any time.

935. __AMOUNT OF ALLOTMENTS.__ The minimum amount that can be allotted is $3.75 per pay period. Allotment amounts should divide equally into the total purchase price of a bond. However, if any unapplied balance results after a bond has been purchased, the balance remains and accumulates until the purchase price of another bond is attained.

936. ANNUAL LIMITATION ON SAVINGS BONDS. An individual owner (includes a designated beneficiary) may buy Series EE bonds up to a total limit of $15,000 (purchase price) per year. However, if the bonds are registered showing co-ownership, the total limit of $30,000 (purchase price) applies per year.

937. EFFECTIVE DATE OF ALLOTMENTS. Deductions for bond allotments begin with the pay period after the date indicated on the authorization. However, if authorizations are not received by the payroll office in time for normal payroll processing as indicated by the employee, the deductions will begin the next pay period.

938. CHANGES IN ALLOTMENTS. An employee desiring to change the amount of an allotment, the bond denomination, the form of registration, or the address on the bond, must do so by preparing a new authorization form. Generally, changes in the amount of the allotment or denomination will not be effective until completion of the purchase of the bond(s) covered by the prior authorization.

939. CANCELLATION OF ALLOTMENTS. An employee may cancel the payroll allotment authorization by filing a request in writing. Any balance remaining in the allotment account should be refunded to the employee after receipt of the notice of cancellation.

940. TERMINATION OF SERVICE. Automatic cancellations of payroll allotment(s) for Savings Bonds are authorized only in the event of termination of Federal service. For transfers within the Federal Government, the SF 1192 which authorizes bond deductions should be forwarded to the new employing entity. If the balance to the employee's credit is not sufficient for the purchase of a bond, the employee may authorize deduction of an additional amount sufficient to complete the purchase or request a refund of the balance. Refunds in the case of a deceased employee will be made to the employee's beneficiary or estate. Accumulated balances not possible to refund will be deposited to either account "20X6133, Payment of Unclaimed Moneys," or miscellaneous receipt account "691060, Forfeitures of Unclaimed Money and Property."

941. RESTRICTIONS ON WITHDRAWALS. Partial withdrawals from accumulated bond balances may not be made and no loans can be made against these amounts. An assignment of funds accumulated for purchase of bonds shall not be recognized.

942. ISSUANCE OF BONDS. The bond(s) will be issued upon the accumulation of a balance sufficient to purchase the bond(s) in the denomination(s) requested by the employee. Bonds will be inscribed to show the issue month (month from which interest is computed) and the actual date of issuance.

943. AVERAGE DATING OF BONDS. Savings Bonds of $75 or higher denomination
will be issued under "average-dating" rules. They will be dated the first
day of the month in which a pay period ends and half or more of the purchase
price is accumulated. Savings Bonds for $50 denomination will be dated
the first day of the month the employee's account accumulates the total
purchase price. Should an employee be unable to complete a payment for a $75
or higher denomination bond under the foregoing "average-dating" rule, a bond
or bonds of the next lower denomination will be issued. In such cases, if
the average-dating procedure is not applicable, the bond or bonds then
selected will be dated as of the first day of the month in which the deduc-
tions accumulated to the purchase price of such bonds. If there is any
balance remaining to the employee's credit, the unapplied balance will be
refunded.

944. ISSUANCE OF BONDS TO ORGANIZATIONS. Savings Bonds may be issued under
the Payroll Savings Plan in the name of a fiduciary or a private or public
organization. Such bonds must be in single owner form only. If the organi-
zation is an employer, the employer identification number assigned by the
Internal Revenue Service for Federal tax returns will be inscribed on the
bond in lieu of the social security account number.

945. SOCIAL SECURITY ACCOUNT NUMBERS. SF 1192 provides for insertion of
social security account numbers. The inscription of the owner's social
security number is mandatory. While not mandatory for co-owners and
beneficiaries, the payroll office shall make an effort to obtain such infor-
mation for bond inscription purposes. If, for any reason, a social security
account number of the co-owner or beneficiary is not available for the
inscription, the bond will be issued with the incomplete inscription.

946. ACCOUNTING FOR BOND DEDUCTIONS. Charge the total amount withheld for
bond deductions to the appropriation from which the employee's wages are
paid. Credit amounts withheld to deposit fund account "69X6050, Employees'
Payroll Allotment Account, U.S. Savings Bonds." Deposits to and disburse-
ments from this account are shown in net amounts on SF 224, Statement of
Transactions, reported monthly by UPSOM to Treasury.

947. DOCUMENTATION SUBMITTED TO KANSAS CITY REGIONAL TREASURY DISBURSING
CENTER. Requests for purchase and issuance of Savings Bonds are documented
on SF 1166, Voucher and Schedule of Payments, with supporting magnetic tape
bond issue information, and submitted by UPSOM to Treasury. The magnetic
tape must be in the format prescribed by Treasury. A validated SF 1166 and a
listing of Bond Serial Number Distribution showing inclusive numbers of bonds
issued by Treasury are returned to UPSOM. A copy of the Bond Serial Number
Distribution is provided to each payroll office for use in associating bond
sequence numbers on the Bond Issue List microfiche to actual serial numbers
on the bonds.

948. BOND ISSUE LIST. Microfiche of Savings Bonds issued each pay period,
by denomination, are provided to payroll offices and designated agents. They
are used to research and respond to employees' inquiries and obtain required
data to request replacement of lost, stolen, or destroyed Savings Bonds.

SECTION 5. ALLOTMENTS FOR SAVINGS

949. GENERAL. This section provides instructions for processing allotments of employees' pay to financial organizations for deposit to the employees' savings accounts pursuant to Public Law 90-365. These remittances are in addition to salary checks for the employee's net pay which may, at his/her option, be mailed to financial organizations.

950. DEFINITIONS. For purposes of this section, the following definitions apply:

  a. Allotment means an authorization from an employee for a recurring payroll deduction from salary or wages due, in a specified whole dollar amount, to be remitted to a financial organization of his/her choice, for credit to a savings account.

  b. Financial organization means any bank, savings and loan association or similar institution, or Federal or state-chartered credit union.

  c. Savings account means an account (single or joint) for the purchase of shares (other than shares of stock) or for the deposit of savings in any financial organization, the title of which account includes the name of the authorizing employee.

  d. Net pay means the amount of salary or wages remaining due the employee after all payroll deductions, including allotments of pay for savings accounts.

951. EMPLOYEE ELIGIBILITY. Any employee whose place of employment is in the continental United States (the 48 contiguous states and the District of Columbia) may authorize an allotment of pay to a savings account, under the provisions of Public Law 90-365. Employees stationed outside the continental United States, including Alaska and Hawaii, may authorize allotments of pay, including allotments for savings, under the provisions of Public Law 89-554.

952. ALLOTMENT REQUIREMENTS.

  a. Regulatory Provisions. Allotments for savings shall meet the following criteria:

     (1) Must be to a "financial organization," as defined in paragraph 950.

     (2) Must be for credit to a savings account.

     (3) Must include the name of the authorizing employee or either a single or joint account.

b. **Number of Allotments.** Not more than two allotments for savings shall be in effect at any one time. If the employee is stationed overseas, three allotments are permitted.

c. **Amounts and Duration.** Allotments shall be fixed amounts in whole dollars (no cents), to be deducted each pay period until canceled by the employee in writing, or otherwise terminated.

d. **Priority of Deductions.** All payroll deductions otherwise required shall have priority over allotments for savings.

e. **Insufficient Pay to Cover Allotments.** If the net pay due after applying all other payroll deductions is less than the amount of the allotment for savings, the allotment is nullified automatically for that pay period. If an employee has in effect two allotments for savings and the net pay due after all other deductions is less than the total amount of the two allotments, BOTH allotments are nullified automatically for that pay period, even if the net pay is sufficient to cover one of the two.

953. **ALLOTMENT AUTHORIZATION RESPONSIBILITIES.**

a. **Employee.**

(1) **Establishing an Allotment.** Each employee who desires to allot a portion of salary for deposit into a savings account shall initiate, in triplicate, an SF 1198, Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization. The employee must complete blocks (1) through (9) except, for blocks (5B) and (6). These shall be completed by the selected financial organization. The employee's name in block (1) shall be exactly as it appears on the payroll. The employee's social security number used in the payroll system shall be entered in block (2). Block (4) should include the name and complete address of the applicable payroll office.

(2) **Forwarding the SF 1198 to the Payroll Office.** After obtaining the financial organization's endorsement on the form, the employee will forward the original of the completed form to the payroll office and keep the triplicate copy for his/her personal files.

b. **Financial Organization.** The financial organization shall complete blocks (5B) and (6) of the SF 1198, as well as the applicable unnumbered blocks on the lower half of the form. If the financial organization checks the block which indicates its willingness to act as agent for the employee only if remittances are mailed to branch offices where the savings accounts are maintained, the address shown for the financial organization shall be the address of the branch office. The first carbon copy of the SF 1198 will be retained by the financial organization.

c. Payroll Office. The payroll office shall review all executed forms for completeness. The form shall be returned to the employee if it is incomplete or incorrect with regard to information furnished by either the employee or the financial organization.

954. PROVISIONS RELATING TO FINANCIAL ORGANIZATIONS.

a. Selection. Selection of a financial organization to receive an allotment of pay for deposit to a savings account rests with the employee. The employer is prohibited from fostering the selection of any particular financial organization or class of financial organization. Allotments cannot be made to foreign financial organizations.

b. As Agents. A financial organization which receives checks for allotments for savings is the agent for the employees who designate the financial organization to receive checks for credit to their savings accounts.

c. Savings Accounts Credited. Advice to employees on the crediting of deposits to savings accounts can be issued only by the financial organization. The same applies to updating accounts passbooks. These are matters between the financial organization and the depositor.

d. Death of an Employee. Death of an employee revokes the authority of the financial organization to credit a savings allotment to the account. Amounts which cannot be credited must be refunded promptly to the payroll office. Refunds of allotments shall be treated as compensation due the deceased employee's beneficiary or estate.

955. CHANGES IN ALLOTMENT STATUS.

a. To change the financial organization, the employee shall submit a completed SF 1198 for the new financial organization to the payroll office. A second SF 1198 is required for submission to the payroll office to cancel the existing allotment.

b. To increase the amount of the allotment, the employee shall prepare an SF 1198 completing blocks (1) through (9) using the employee's copy of the current SF 1198. The employee shall indicate the amount of the new allotment and place an "X" in Item 7, Increase Allotment. The SF 1198 is submitted directly to the payroll office.

c. To decrease the amount of the allotment, the employee shall prepare an SF 1198 completing blocks (1) through (9) using the employee's copy of current SF 1198. The employee should indicate the new amount of the allotment and place an "X" in Item 7, Decrease Allotment. The employee must obtain the signature of an official of the financial organization before submitting the SF 1198 to the payroll office.

956. CANCELLATION OF ALLOTMENTS.

  a. Automatic Cancellations. Allotments are cancelled automatically when the authorizing employee is separated from Government service, transfers to another agency, or transfers to the jurisdiction of another payroll office.

  b. Voluntary Cancellations. Employees may cancel allotments at any time by memo or by completing portions of an SF 1198. Blocks (1), (2), (4), (5A), (7), (8), and (9) should be completed and submitted to the payroll office.

957. IDENTIFICATION OF FINANCIAL ORGANIZATION IN PAYROLL PROCESSING. The financial organization shall be identified by using the employer identification number which has been assigned to the financial organization by the Internal Revenue Service. This number is shown in block (5B) on the SF 1198. When financial organizations are to receive allotments at individual branch offices where accounts are maintained, each financial organization must establish its own three-digit numeric coding system identifying the branches and include this code as a suffix to the employer identification number.

958. SERVICE CHARGES. The service charges stated herein are applicable only for allotments to savings accounts. They do not apply to checks for employees' net pay, whether they are for deposit to a checking account or a savings account.

  a. Rates. The amount of the service charge to be deducted from amounts to be remitted shall be the aggregate of two separate standard rates, as follows:

    (1) Twelve cents per payroll deduction stated on the remittance record.

    (2) Twenty-seven cents as a fixed charge for the entire remittance record, regardless of the number of payroll deductions listed.

  b. Examples:

Number of payroll deductions listed on record supporting the remittance	Total charge at 12¢ per payroll deduction	Plus fixed charge per remittance	Aggregate Service Charge
1	$ .12	$ .27	$ .39
10	1.20	.27	1.47
100	12.00	.27	12.27

  c. Accounting. The full amount of service charges deducted from remittances is credited to miscellaneous receipt account 692417, Service Charges for Allotments of Pay for Savings Accounts (Public Law 90-365).

959. ENTRIES ON SF 1166, VOUCHER AND SCHEDULE OF PAYMENTS. Entries on the SF 1166 will reflect the net amount of allotments (gross allotments less service charges). The total amount of service charge fees will be shown as a "no check" item, crediting miscellaneous receipt account 692417.

960. REMITTANCE RECORD. One copy of each remittance record will be forwarded to the Treasury Disbursing Center with the payroll voucher schedule, arranged in ascending order of financial organization identification number. The disbursing officer will mail the remittance record and check to the allottee. The basic format and required information to be shown on remittance records are prescribed in I TFRM 3-8050 and 3-9040.40. The following totals will be provided for each allottee:

      a. Aggregate total of the dollar amounts listed.

      b. Amount of service charge applicable to total remittance record, as a deduction.

      c. Net total amount of remittance (total allotments less service charges).

961. COORDINATION WITH DISBURSING OFFICER. UPSOM shall coordinate operations with the servicing disbursing officer to facilitate computerized preparation of allotment checks.

962. EFFECTIVE DATE OF ALLOTMENTS. Allotments for savings shall be effective for the first pay period which begins after receipt of a properly executed SF 1198 in the payroll office.

SECTION 7. COMBINED FEDERAL CAMPAIGNS

963. GENERAL. Federal Personnel Manual Supplement 990-2, Hours of Duty, Pay, and Leave, Annotated, subchapter 3-8, authorizes allotments for charitable contributions by an employee for the Combined Federal Campaign (CFC).

964. EFFECTIVE DATES. The Combined Federal Campaign normally takes place from about September 15 to October 31 each year. Withholding of payroll allotments will start with the first pay period beginning in January and ending with the last pay period which begins in December of the same calendar year.

965. ELIGIBLE ALLOTTERS. The allotment privilege is available to employees whose net pay is sufficient to cover the allotment and who do not serve under appointments limited to a year or less.

966. ALLOTMENT AUTHORIZATION. When charitable contributions are solicited, the local combined campaign organization keyworkers will distribute a payroll allotment authorization form to all employees. Allotments are entirely voluntary and will be based on a signed, completed CSC Form 804 or a local campaign form in similar format.

967. DURATION AND AMOUNT. An allotment is made for a full-year term with a minimum amount of 50 cents per pay period.

968. SUBMISSION OF AUTHORIZATION FORM. Completed authorization forms shall be transmitted to payroll offices not later than December 15 each year.

969. INSUFFICIENT NET SALARY. If, after all other legal and authorized deductions are made, the allotter's balance of net pay is insufficient to cover the Combined Federal Campaign allotment, do not make a deduction for that pay period. DO NOT make any adjustment in subsequent pay periods to compensate for nondeductions.

970. CHANGES IN ALLOTMENT STATUS. No change in amount may be authorized during the term of an allotment. An allotter may revoke his/her authorization at any time by written request to the payroll office. Discontinuance shall be effective the first pay period after receipt in the payroll office. Allotments shall be discontinued automatically: (a) on expiration of the one-year period, and (b) on death, retirement, or separation of allotter from the Federal service. A discontinued allotment cannot be reinstated.

971. REMITTANCE OF DEDUCTIONS. Send one check each pay period to the applicable CFC organization or its designated agent. Indicate on the check issue tape that a check shall be drawn in favor of the CFC organization shown on the allotment authorizations for the locality. The disbursement schedule shall reflect CFC on the SF 1166.

972. CONTROL AND RECONCILIATION. Current CFC authorizations and deductions are internally controlled by UPS and included on output provided to payroll offices. The number of employees participating and authorized deduction amount are shown on CMR Level 1 after each update process. In addition, the amount actually deducted or bypassed is reflected on CMR Level 3 which is produced following the biweekly pay calculation. The CMR Level 3 CFC data are reconciled by UPSOM with the total number of participants and amount shown on the CFC check remittance record.

SECTION 8. DUES WITHHOLDINGS FOR EMPLOYEE ORGANIZATIONS, PROFESSIONAL, OR OTHER ASSOCIATIONS

973. ELIGIBILITY. Written agreements between an agency and employee organizations, professional, or other associations are binding contracts and must be adhered to. A copy of each written agreement covering dues deduction shall be furnished to the payroll office by the Personnel Management Division. Where an agreement containing provisions for withholding dues has been executed, members of employee organizations, professional, and other associations may authorize payroll deductions for payment of dues. Payroll offices are responsible for fulfilling employer obligations of applicable dues withholding provisions.

974. <u>AUTHORIZATION</u>. Employees shall authorize payroll deduction of dues by executing an SF 1187, Request for Payroll Deductions for Labor Organization Dues, and have section A completed and signed by an authorized official of the employee organization or association who shall forward it to the payroll office. The SF 1187 must be received in the payroll office prior to the beginning of the pay period in which the deduction will begin. A maximum of four authorizations is permitted for each employee. When stipulated in the agreement, regulations now permit a transfer of the SF 1187 from one servicing payroll office to another so that dues will continue to be deducted without interruption. There may be organizational units which have been excluded from the bargaining unit (e.g., national unit) and are not covered by the dues withholding provisions of the agreement. The SF 1187 for an employee being reassigned to one of these excluded units will not be forwarded to the new servicing payroll office. Where labor agreements contain such provisions, the Personnel Management Division will assure that the payroll office is supplied with a current list of the exclusions.

975. <u>AMOUNT OF DEDUCTIONS</u>. The amount of deductions for dues is the amount shown on SF 1187 as certified by the employee organization or association official. The amount shall not include initiation fees, special assessments, back dues, fines, or other similar items. The amount will remain unchanged until the employee organization or association official certifies that the amount of the regular dues has changed. Generally, such changes are limited to one time in a 12-month period. Begin the new deduction with the first complete pay period after receipt of the certification, or with the date specified in the certification, whichever is later. Standard deductions are controlled by amounts entered in the Installation Variable File (IVF) by UPSOM.

976. <u>TERMINATION OF DEDUCTIONS</u>.

   a. <u>Automatic Termination</u>. Allotments for payment of dues to employee organizations, professional, or other associations are automatically terminated under the following circumstances:

      (1) <u>Loss of exclusive recognition</u> of the employee organization. The payroll office shall be notified immediately by the Personnel Management Division of such loss of recognition. Terminate the deduction at the beginning of the first pay period after notification is received in the payroll office.

      (2) <u>Employee is separated</u> from the Federal service; transferred to another agency; or is reassigned or promoted to an organizational element outside the bargaining unit for which the employee organization has been accorded exclusive recognition.

      (3) <u>Employee has been suspended or expelled</u> from the employee organization or professional association. Terminate the deduction at the beginning of the first pay period after notification is received in the payroll office.

(4) Dues withholding agreement between the agency and the employee organization, professional, or other association is terminated, suspended, or ceases to be applicable to the employee.

b. Voluntary Revocation. An allotment for payment of dues may be voluntarily revoked by an employee at any time provided a period of one year has elapsed since the effective date of the allotment. SF 1188, Cancellation of Payroll Deductions for Labor Organization Dues, should generally be used for this purpose. However, payroll offices will honor a memorandum containing the same information. The revocation shall be effective only on the first day of the pay period beginning after the escape period specified in the agreement. The SF 1188 must be received in the payroll office by close of business on the last workday preceding the revocation effective date. Otherwise, the cancellation may not be processed until the next escape period.

977. REMITTANCE OF DUES. The written agreements with employee organizations, professional, and other associations will indicate the address to which remittances will be sent. Schedule the biweekly payments for direct mailing of the check and remittance record by the disbursing officer. The remittance record will contain the names of employees and amounts withheld, including those transferred or whose salaries for the pay period were insufficient to provide for a deduction. A statement will be printed on the listing to explain why dues were not deducted for the pay period.

SECTION 9. QUARTERS AND FACILITIES FURNISHED TO EMPLOYEES

978. CHARGES FOR QUARTERS AND FACILITIES. Charges for Government quarters and facilities furnished to employees shall be in conformance with locally determined rates.

979. TIMING OF CHARGES. Charges shall be on a calendar day basis when less than a full biweekly charge is involved. The employee shall be charged for a full day on the first day of occupancy of quarters and shall not be charged for the day on which he/she vacates quarters. The same criteria shall be used for facilities charges deducted from an employee's pay.

980. METHOD OF PAYMENT. Payment for quarters and facilities shall be as follows:

a. For occasional or transit use, by cash at the time furnished.

b. For continuing use, by payroll deduction.

981. BASIS FOR DEDUCTIONS. Payroll deductions for quarters and facilities shall be based on data recorded in the "Remarks" space on FAA Form 2730-68, Time and Attendance Report, or FAA Form 2730-68-1, Amended Time and Attendance Report.

982. RECORDING ON TIME AND ATTENDANCE REPORTS. Amounts to be deducted for quarters and facilities shall be recorded as follows:

a. Enter the beginning date, rates, and amounts to be charged for the pay period when first assigned quarters.

b. Enter the ending date, rates, and amounts to be charged for the pay period when quarters are vacated.

c. Enter any increase or decrease in rates, discontinuation or restoration of charges, and a brief explanation of changes.

d. No entries are required when an employee is subject to normal deductions for a full pay period.

983. EXCLUSION FROM GROSS INCOME. At some locations outside the continental United States, FAA furnishes Government-owned housing to its employees. In those cases where ALL of the conditions shown below are met, the appropriate region official will inform the payroll office in writing of the names of employees for whom the quarters deduction represents a legitimate exclusion from gross income. A copy of the notification will be filed in each employee's payroll folder. Payroll procedures will provide that the amount of quarters deduction be excluded from each employee's gross income as reported on IRS Form W-2, Wage and Tax Statement. The value (amount charged by payroll deduction) is considered to be a legitimate exclusion from gross income if ALL of the three following conditions are met:

a. The lodging is furnished on the business premises of the employer.

b. The lodging is furnished for the convenience of the employer.

c. The lodging is accepted as a condition of employment.

SECTION 10. ALLOTMENTS BY OVERSEAS EMPLOYEES

984. GENERAL. This section provides instructions for processing allotments of pay by employees stationed outside the continental United States and the District of Columbia. These allotments are authorized by Public Law 89-554, approved September 6, 1966, and are not subject to payment of a service fee by either the employee or the allottee. Allotments authorized by this section are in addition to allotments for the payment of state income taxes, payment of dues to employee organizations, and purchase of United States Savings Bonds.

985. CONDITIONS GOVERNING ALLOTMENTS. The following conditions shall apply to making or approving overseas allotments of pay:

a. Employee must be stationed outside the 48 contiguous states and the District of Columbia.

b. Allotments shall be on a recurring biweekly basis.

c. Not more than three allotments shall be in effect simultaneously for an employee.

d. Employee shall have no more than one allotment to the same payee.

e. An allotment shall not be made to an individual residing at the location where the employee is stationed.

f. Employees shall make all necessary arrangements with banks or other allottees for the disposition of allotment checks prior to submitting an application for an allotment.

986. TYPES OF ALLOTMENTS PERMITTED. Allotments may be made to the following allottees:

a. Members of family or relatives.

b. Banks, savings and loan associations, and similar organizations.

c. Federal or State chartered credit unions.

d. Insurance companies for payment of premiums.

e. Lawfully appointed attorneys in fact.

f. Other similar purposes approved by the chief of the payroll office.

987. PROHIBITIONS. Allotments may not be made to the following organizations for the purposes indicated:

a. Office Of Personnel Management for the purchase of a prior year's credits or additional retirement fund contributions.

b. Veterans Administration for the payment of life insurance premiums.

c. Director of Internal Revenue for the payment of U.S. income tax indebtedness for prior calendar years.

d. Foreign financial organizations for any purpose.

988. ALLOTMENT PROCESSING.

a. Authorization. An employee who desires to make an allotment of pay shall submit to the payroll office an SF 1198, Request by Employee for Allotment of Pay for Credit to Savings Account With a Financial Organization, or a letter containing the following information:

(1) Name and Social Security Number.

(2) Duty station.

(3) Name and address of organization or individual who is to receive the allotment.

(4) Amount.

(5) Account number, if applicable.

b. Effective Date of Allotments. Allotments shall be effective at the beginning of the first pay period following receipt of the authorization in the payroll office.

c. Changes in Allotments. See paragraph 955 of this order for changing allotments to a financial organization. Allotments to individuals will be changed based on a written request received from the employee.

d. Cancellation of Allotments.

(1) Automatic Cancellations. Allotments are canceled automatically when the authorizing employee is separated from Government service or transfers to another payroll office jurisdiction.

(2) Voluntary Cancellations. Employees may cancel allotments at any time by memorandum addressed to the payroll office. The cancellation shall be effected at the beginning of the first pay period following receipt of the cancellation notice.

(3) Notice to Allottees. The employee is responsible for notifying the allottee of an allotment authorization, change, or cancellation.

(4) Reinstatement of Discontinued Allotment. When an allotment is discontinued, it shall not be reinstated. If the employee desires to have allotment payments resumed, he/she must submit a new authorization.

(5) Order of Precedence for Allotments. If gross pay of an employee is not sufficient to permit all deductions, voluntary allotments have the lowest priority in the order of precedence.

SECTION 11. DEDUCTIONS TO RECOVER JURY FEES

989. ACTION BY PAYROLL OFFICE. When a determination has been made that an employee will receive compensation for jury service which he/she is not entitled to retain, the payroll office will take applicable action as outlined below.

990. REQUEST FOR PAYMENT. Request the employee to make payment to the agency upon receipt of the fees for the amount of compensation owed. The payment should be made not later than 60 days following the employee's return to duty after discharge by the court.
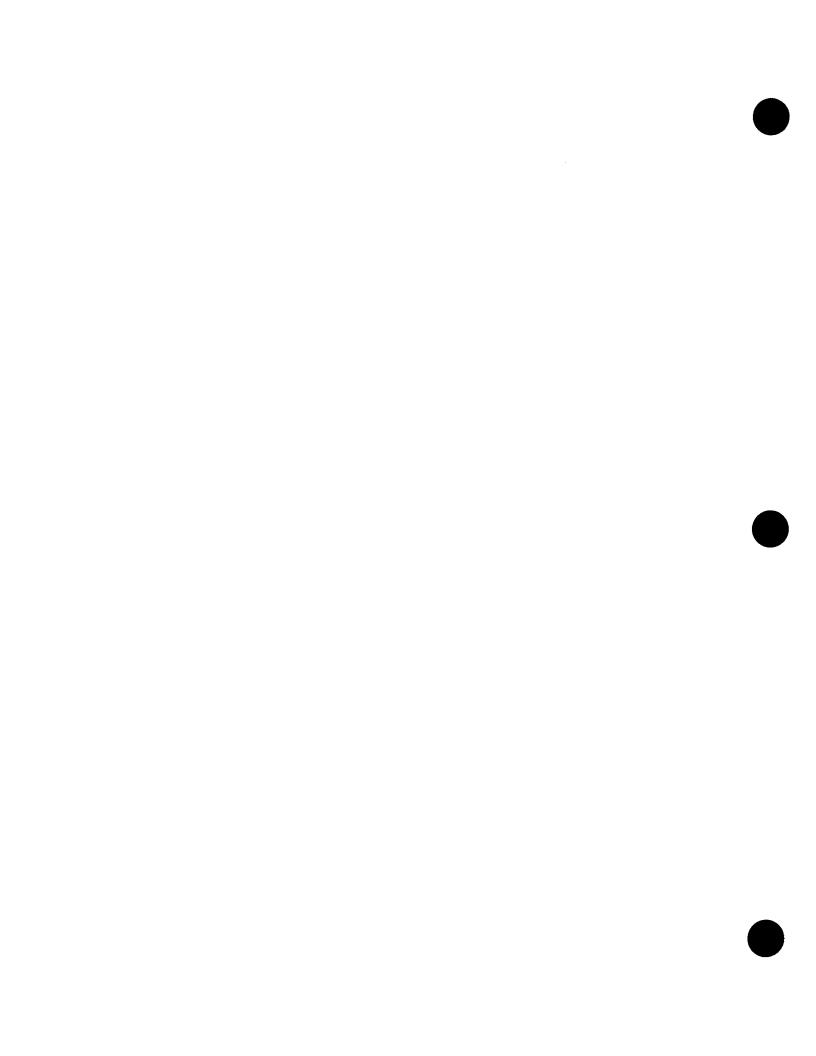
991. PAYROLL DEDUCTION TO RECOVER FEES. If payment is not received by the specified date, deduct the amount due from the employee's salary. Issue a memorandum to the employee notifying him/her of the deduction. A copy of the memorandum will serve as documentary support for the payroll deduction.

992. CREDIT OF THE DEDUCTION. Credit the proceeds of the payroll deduction as a reimbursement to the appropriation or fund from which the employee was paid.

SECTION 12. COLLECTION OF INDEBTEDNESS

993. TYPES OF COLLECTIONS AUTHORIZED. Collections of certain indebtedness due the Government or by law may be made by deduction from employees' pay. Types of indebtedness which may be collected in this manner are:

    a. Debts resulting from overpayments.

    b. Recovery of travel advances when repayment is past due.

    c. Recovery of additional expenses paid to or on behalf of employees taking training when the employee fails to fulfill a training agreement.

    d. Garnishment for alimony and child support by court order.

    e. Bankruptcy by court order.

    f. Jury fees for court service.

    g. Tax levies for delinquent taxes.

994. DOCUMENTARY SUPPORT. A memorandum or other official document from the chief of the accounting office or general counsel to the chief of the payroll office showing the total amount and the prorated amount to be deducted each pay period will be used as authorization for establishing the recurring collection.

995. ACTION BY PAYROLL OFFICE. The payroll technician will establish the recurring collection to deduct the prescribed amount each pay period until the debt has been collected in full. The proceeds will be disposed of based on instructions contained in the memorandum or other official document.

996.-999. RESERVED.

CHAPTER 10.   SPECIAL PAY AND ALLOWANCES

SECTION 1.   PAYMENT OF SALARY AND FEES FOR COURT LEAVE.

1000.   AUTHORITY. As provided in Title 5 USC 6322, as amended, the compensation paid to any employee of the United States or the District of Columbia, summoned by a court or authority responsible for the conduct of a judicial proceeding, shall not be diminished because of this absence. Also, fees received by an employee for jury or witness services shall be applied against the pay due the employee, if the pay categories are covered in paragraph 1003 below. Any allowances for expenses and subsistence are to be retained by the employee as cited in paragraph 1009 below. Judicial proceeding means any action, suit, or other judicial process, including any condemnation, preliminary, informational, or other action of a judicial nature, but does not include an administrative proceeding.

1001.   DEFINITION OF COURT LEAVE. Eligible employees are authorized absence from official duty without charge to annual leave or loss of compensation when:

    (1) Serving as a juror in United States and State courts (including municipal courts); in courts in the District of Columbia; and in courts in a territory or possession of the United States, including the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, or the Republic of Panama.

    (2) Summoned to appear as a witness in a nonofficial capacity on behalf of any party in a judicial proceeding involving the United States, the District of Columbia, or a State or local government as a party, in the District of Columbia, a State, territory, or possession of the United States (including the Commonwealth of Puerto Rico, and the Trust Territory of the Pacific Islands), or the Republic of Panama.

> NOTE: An employee appearing as a witness in his/her official capacity for an agency is not charged court leave or any other absences because the employee is considered as working in his/her position. An example would be an engineer appearing as an expert witness related to the employee's specialty. However, the same employee appearing as a witness for a municipality under summons related to a criminal act is considered performing in a nonofficial capacity and is entitled to court leave for the absence.

1002.   TIME ALLOWED AS COURT LEAVE. The period of time allowed as court leave is as follows:

    a. Duration of Jury Service. Court leave extends from the date specified in the summons for reporting through the date discharged by the court, regardless of the number of hours per day or days per week.

b. Interim Excuse or Discharge from Jury Service. Employees must return to duty or be charged annual leave when excused by the court for one day or a substantial portion of a day (e.g., one-half day) if the place of employment is located in the same general area as the court. Employees are required to return to duty on the next workday after they are discharged by the court.

c. Travel Time. Employees shall be entitled to court leave for the travel time necessary for return to duty. This occurs when an employee is excused from court for an indefinite period of time, or discharged by the court and the court is located outside the employee's area of employment. Also, employees shall be entitled to court leave when excused for short periods of time when the travel expense or time involved for return to duty would be impractical during these periods.

d. Night Work. Employees regularly assigned to night work shall be granted court leave at night whenever attendance in court during the day will cause the employee to lose time required for rest. This benefit shall be granted by administrative determination on the basis of the circumstances surrounding each individual case.

1003. EMPLOYEES ELIGIBLE. Employees entitled to court leave with pay are:

a. Regular permanent, indefinite, or temporary employees paid on an annual basis or on an hourly basis.

b. When actually employed (WAE) employees with a prescheduled tour of duty and the absence occurs during their prescheduled tour or the part of the tour that coincides with the absence.

1004. BASIS FOR WAGES WHEN ON COURT LEAVE. Any absence for court leave on a day when salary normally would be paid shall be paid to the employee at the regular salary rate. If the regularly scheduled tour of duty for the period covered by court leave includes any overtime, holiday, Sunday, or night shift work, the individual is entitled to all such premium pay as if this time were worked and the employee had not been on court leave for the judicial proceeding. An employee in a nonpay status during a period of service or a WAE employee who performs jury or court duty outside his/her prescribed tour of duty, regardless of pay status, is not entitled to any wage for such service. A part-time employee may receive wages when the hours of jury service coincide with his/her regular tour of duty.

1005. CERTIFICATE OF JURY OR COURT SERVICE. Upon return to duty following discharge by the court, the employee shall be required to furnish an FAA Form 3600-17, Certificate of Attendance, or a certificate furnished by the court which contains the required attendance and reimbursement information. The certificate shall be signed by an officer of the court and must show the days of service, daily rate of compensation, and total compensation. The certification shall be attached to the T&A report covering the date the

employee returned to duty. The payroll office shall review the certificate to verify eligibility for paid court leave. The attendance at court shall be compared against absence reported on the Time and Attendance Reports covering the periods of service. Payroll technicians should annotate applicable previous Time and Attendance Reports under remarks to reflect that the certificate and/or fees were received.

1006. CONVERSION OF ANNUAL LEAVE TO COURT LEAVE. Court leave shall be substituted for annual leave whenever an employee on annual leave is summoned to appear in court under circumstances that would otherwise entitle the employee to use court leave as cited in paragraph 1001 above. These employees shall be required to furnish the same evidence of court service and fees received as stated in paragraph 1005 above.

1007. FEES RECEIVED WHILE ON COURT LEAVE. The general principle for fees received for jury and court service is that an employee may not receive regular wages and fees for court service during the same period of time. If the fees received exceed the amount paid by an agency for the same period, the employee may keep the excess. Generally, fees received for jury or witness service on a nonworkday, a holiday, or while in a leave without pay status may be retained by the employee. Any mileage and subsistence allowance received may be retained by the employee and are not to be credited against the employee's wages as explained in paragraph 1009 below.

    a. Service in U.S. or D.C. Court. No employee shall receive any fee for service in any court of the United States or the District of Columbia, except WAE employees who do not have a prescheduled tour of duty or other employees in a nonpay status.

    b. Service in State or Local Courts. Eligible employees granted court leave shall be required to refund the entire amount of the jury or witness fees when they are less than the wages paid during the period of absence. When the amount of the fees exceeds the compensation paid for the period of absence, the excess of the fees over the wages is retained by the employee. (See 29 CG 302 for determining employee entitlement to jury fees when the employee is absent for only a fractional part of his/her regular workday.)

    c. Service by a Part-Time Employee. Part-time employees may retain the fees for jury or court services that do not coincide with their scheduled work periods.

1008. CONVERSION OF ANNUAL LEAVE FOR COURT LEAVE. The substitution of annual leave for court leave so that both the fees and wages may be retained is not authorized.

1009. ALLOWANCES FOR MILEAGE AND SUBSISTENCE. All employees are entitled to any amounts allowed for mileage and subsistence incidental to judicial proceedings. If the employee is performing in an official capacity, as assigned by the agency to testify or produce official records, he/she is entitled to travel expenses. In cases of nonofficial capacity, the state or municipality may allow similar expenses to which an employee is entitled. These amounts are excluded from collections in paragraph 1007 above.

1010. COLLECTION OF FEES RECEIVED FOR JURY SERVICE. The payroll office shall determine whether or not the employee is entitled to retain the fees. If the employee is not entitled to retain the fees, he/she shall be advised to pay the appropriate amount upon receipt, but not later than 60 days after the employee returns to duty. If the employee does not make the required refund within the specified time, a payroll deduction for the amount shall be made.

1011.-1014. RESERVED.

SECTION 2. SEVERANCE PAY

1015. GENERAL. This section provides background information and guidance concerning the payroll functions that relate to severance pay.

1016. AUTHORITY. FAA Order 3550.5, Severance Payments, contains legal and regulatory requirements, outlines the conditions under which employees are eligible to receive severance pay, and prescribes the method of computing severance pay.

1017. ANNOTATION OF SF 50, NOTIFICATION OF PERSONNEL ACTION. Office of Personnel Management (OPM) regulations provide that the following information will be included in the "Remarks" space of the SF 50 for each employee who is involuntarily separated from the service under conditions which entitle him/her to severance pay:

    a. Entitlement to severance pay.

    b. The total amount of severance pay to which the employee is entitled.

    c. The date payments begin.

    d. The amount of the weekly payments.

    e. The number of weeks it will require to pay the full amount due.

    NOTE: A sample annotation is: "Entitled to $3,500 severance pay to be paid at rate of $110 per week over 32 weeks beginning December 16, 1965." The determination of entitlement and computation of amount of severance pay are responsibilities of the servicing personnel office.

1018. **METHOD OF PAYMENT.** An employee entitled to severance pay is paid the same amounts, over regular pay periods, as he/she was paid immediately prior to separation. The last payment may be less than the others so that the total entitlement will not be exceeded. Make no deductions from severance payments other than for income taxes.

1019. **PREVAILING RATE EMPLOYEES.** For purposes of computing severance pay for prevailing rate employees, shift differentials which are not separately stated are part of basic compensation.

1020. **RESPONSIBILITY OF PAYROLL OFFICE.** Review the SF 50 for completeness, verify arithmetical computations, and establish controls that will ensure the removal of the employee from pay status when the entitlement expires so that payments do not exceed the total entitlement. Data entry of the severance pay entitlement (balance and weekly amount) under job PYCHANGE using screen format P6, SF 50 Deactivation, will automatically stop payments when the balance is depleted.

1021.-1024. **RESERVED.**

SECTION 3. HAZARD PAY DIFFERENTIAL - GS EMPLOYEES

1025. **GENERAL.** This section contains instructions for the payment of a differential to General Schedule (GS) employees who perform irregular or intermittent duty involving physical hardship or hazard. Also, the rules in this section governing hazard pay differential apply to prevailing rate employees who are NOT covered by the Federal Wage System (FWS). See section 4 for coverage of prevailing rate employees who are subject to the FWS.

1026. **AUTHORITY.** Pursuant to Public Law 89-512, the Office of Personnel Management has issued regulations governing the payment of "hazard pay" differentials. See FPM Supplement 990-2, Hours of Duty, Pay, and Leave, Annotated, subchapter 9. Agency implementation of the regulations is incorporated in FAA Order 3550.10, Pay Administration (General), chapter 3, section 2, and appendix 5.

1027. **PAYMENT OF HAZARD PAY DIFFERENTIAL.** FAA Order 3550.10, Pay Administration (General), appendix 5, contains the schedule of approved and established percentages for hazard pay differential. The percentage is reported on the Time and Attendance Reports and certified by the approving official or supervisor. If performance of the hazardous duty is not reported on the current T&A report, an amended T&A report shall be submitted.

1028. **COMPUTATION OF HAZARD PAY.** The following instructions apply to the computation of hazard pay:

    a. _Rate of Pay._ The rate of hazard pay is a percentage of the employee's basic compensation and shall be paid in addition to any other compensation earned. If an employee is being paid at a retained rate, this is the basis for computing hazard pay.

b. Effect on Basic Pay Rate. Hazard pay shall be excluded from an
employee's basic pay rate for computing additional pay or allowances due
under other regulations and statutes.

c. Effect on Other Premium Pay. Hazard pay is in addition to any
other premium pay the employee earns, such as overtime pay. However, it
shall not be considered a part of the employee's basic pay rate in com-
puting any additional premium pay. An example is:

   Basic pay rate - $4.00 per hour.
   Hazard pay differential - $1.00 per hour.
   Overtime pay rate - $6.00 per hour.
   Total entitlement when on hazardous duty and in
      overtime status - $7.00 per hour.

d. Effect on Statutory Limitation on Total Pay. Hazard pay is not
subject to the limitations on premium pay imposed by 5 U.S.C. 5547, which
limits total pay in a pay period to the maximum for grade GS-15, or Executive
Level V, whichever is less.

1029. PERIODS FOR WHICH HAZARD PAY IS AUTHORIZED. When an employee performs
duty for which hazard pay differential is authorized, he/she shall be paid
the differential for the total number of hours in a pay status on the
calendar day the duty is performed. For the purpose of this section, hours
in a pay status for work performed during a continuous period extending over
two days shall be considered to have been performed on the day work began.
The allowable differential shall be charged to that day.

SECTION 4. ENVIRONMENTAL DIFFERENTIAL - PREVAILING RATE EMPLOYEES

1030. GENERAL. This section contains the rules and procedures for paying
environmental differential to prevailing rate employees who are covered by
the Federal Wage System (FWS). An environmental differential is additional
pay authorized for duties involving exposure to hazards, physical
hardships, or working conditions of an unusual nature.

1031. AUTHORITY. The regulations governing the payment of environmental
differential and prescribing the conditions and rates payable for each duty
situation are contained in FPM Supplement 532-1, Federal Wage System,
subchapter S8-7, and appendix J. FAA implementation of the regulations is
incorporated in FAA Order 3550.10, Pay Administration (General), chapter 3,
section 3, and appendices 8 and 9.

1032. DOCUMENTATION OF ENVIRONMENTAL DIFFERENTIAL. Environmental
differential is reported on the Time and Attendance Reports and certified by
the approving official or supervisor as part of his/her certification of the
T&A report. Reporting procedures are contained in FAA Order 2730.8, Time
and Attendance - Uniform Payroll System. If environmental differential
applies but is not reported on the current T&A report, an amended T&A
report shall be submitted.

1033. COMPUTATION OF ENVIRONMENTAL DIFFERENTIAL.

a. Determining Rate and Hours of Pay. FAA Order 3550.10, Pay
Administration (General), appendix 8, lists the duties and circumstances
which warrant payment, the rate of pay, and the method authorized for
making payment. The differentials listed in appendix 8, section 1, are
paid on an actual exposure basis. The differentials listed in appendix 8,
section 2, are paid on the basis of hours in a pay status. See chapter 3,
section 3, for specific rules and pay examples for use in determining pay
under the two different methods of payment.

b. Computation of Pay. The applicable percentage rate for each
situation is multiplied by the step 2 rate of WG-10 on the current, regular
nonsupervisory wage schedule for the area. One-half cent and over will be
counted as a full cent. The resulting hourly differential is paid to any
prevailing rate employee who is exposed to the hazard, physical hardship,
or working condition, regardless of actual grade level or wage schedule,
i.e., nonsupervisory, leader, or supervisory wage schedule.

c. Effect on Basic Pay Rate. Environmental differential pay is
considered part of an employee's basic rate of pay and shall be used
to compute premium pay (overtime, holiday, or Sunday pay) and retirement
and group life insurance deductions.

d. Effect on Lump-Sum Leave Payment and Severance Pay. Environmental
differential shall not be included in a lump-sum payment for annual leave or
in computing severance pay.

1034.-1040. RESERVED.

SECTION 5. CASH AWARDS

1041. PAYMENT OF CASH AWARDS. Cash awards for employee suggestions,
meritorious service, etc., should normally be included in the employee's
regular salary check. Payment of an award shall be made only upon receipt
of appropriate documentation from designated approving officials. A copy
of delegations of authority as stated in FAA Order 3450.7C, Incentive
Awards Program, shall be received by the payroll office.

1042. PAYMENT ON REGULAR UPS PAYROLL. When a cash award is paid by UPS,
the PYPAYADJ/P1 format shall be used to enter the gross amount of the award
in the payroll system. UPS is programmed to automatically make the tax
withholdings. The amount of the award is added to the regular gross pay,
and income tax withholdings on the cash award are computed at 20 percent
for Federal tax and 2 percent for state tax.

1043. PAYMENT PROCESSED LOCALLY. When a cash award is paid by the local
payroll office, it must be entered into UPS as a supplemental payment using
PYPAYADJ/P1, P2, and P3 formats. Income tax withholdings are manually com-
puted using 20 percent for Federal tax and 2 percent for state tax.

1044.-1050. RESERVED.

SECTION 6. OVERTIME AND COMPENSATORY TIME

1051. GENERAL. Agency regulations for overtime and compensatory time are
published in FAA Order 3550.10, Pay Administration (General). Also, see
FAA Order 2730.8, Time and Attendance - Uniform Payroll System, appendix 3,
for guidance on compensatory time for religious observances. Authorized
compensatory time converted to overtime shall be paid by the minute. The
overtime rate paid when converted shall be based on the overtime rate at
which the compensatory time was earned. Compensatory time regulations do
not apply to prevailing rate employees. Prevailing rate employees are paid
under Title 5 at overtime rates for all work performed in excess of 8 hours
per day or in excess of 40 hours in any administrative workweek, whichever
is the greater credit for overtime hours. However, under the Fair Labor
Standards Act Amendments of 1974, overtime computations for nonexempt
employees will be computed under both Title 5 and the FLSA provisions; and
the employee is entitled to the greater pay for the workweek. Regulations
require that nonexempt employees will be paid for every minute of regularly
scheduled overtime.

     a. Compensatory Time for all Employees.

          (1) Compensatory time off cannot be substituted for overtime pay
for regularly scheduled overtime work.

          (2) Compensatory time off cannot be substituted for overtime pay
for work by prevailing rate employees.

          (3) Compensatory time is to be earned at the rate of one minute
for each minute of overtime work.

          (4) All accumulated unused compensatory time must be converted to
paid overtime (at the rate applicable at the time the overtime work was
performed) at the end of pay periods 13 and 26. An exception to this policy
may be made for employees whose regular work schedules are occasionally
disrupted by conditions which are outside the control of agency officials
and which prevent the performance of work for short periods of time. Such
employees may retain a maximum of 24 hours of compensatory time. These
exceptions must be documented prior to the close of the applicable pay
periods indicating the circumstances which justified the exceptions,
including the supervisory approval for retention of compensatory time.

     b. Compensatory Time for General Schedule Exempt Employees.

          (1) Compensatory time can continue to be earned and used as
provided for in paragraphs 27 through 32 of FAA Order 3550.10.

(2) The increment for crediting and using compensatory time is one minute.

(3) An employee at any level may request compensatory time off instead of overtime pay.

(4) The authorized official must ensure that the overtime worked does not meet the definition of "regularly scheduled" overtime before making a determination to order or grant a request for compensatory time off instead of overtime pay.

c. Compensatory Time for General Schedule Nonexempt Employees. Employees who are nonexempt from overtime provisions of the FLSA are working under two laws, Title 5 and FLSA. Both laws have provisions for payment for overtime work, although the overtime payment rates and the determinations of what constitute overtime work differ between the laws. Title 5 has a provision to substitute compensatory time off for overtime pay for irregular or occasional overtime work. FLSA does not permit such a substitution, except as explained in subparagraph (1) a below. Pay computations are made for each administrative workweek under both laws and the employee is paid under the law providing the highest pay for the work-week. Therefore, employees may be paid under one law for one week and under the other law for the next week. Because Title 5 generally permits substitution of compensatory time for overtime pay and FLSA does not, the determination of whether compensatory time can be substituted must be made for each particular workweek. The following principles govern the determinations:

(1) Compensatory time to be used within the SAME workweek the overtime work is performed:

(a) Any employee may request compensatory time for use in the same workweek in which the overtime work is performed. This can occur when an employee works time in excess of 8 hours in a day or when he/she exceeds 40 hours of work before completion of the basic workweek schedule. For example, an employee with a Monday through Friday schedule may work 4 hours of overtime on Monday and request and be granted 4 hours of compensatory time off for use on Tuesday, Wednesday, Thursday, or Friday.

(b) An employee whose rate of basic pay is in excess of the maximum rate of basic pay of GS-10 may be required to use compensatory time in the same workweek if he/she has worked time in excess of 8 hours in a day or has exceeded 40 hours of work before completion of the basic workweek schedule.

(c) Provisions c(1)(a) and c(1)(b) above are applicable both under Title 5 and FLSA. However, they apply only to compensatory time that will be used during the week in which the overtime is performed. Before ordering use of compensatory time or granting a request for compensatory time, the authorizing official must be sure that the overtime worked in the total workweek will not meet the definitions of "regularly scheduled" overtime. Where compensatory time off has been granted and used in error for regularly scheduled overtime, the employee's entitlements will be adjusted in accordance with FAA Orders 3550.10, Pay Administration (General), and 3600.4, Absence and Leave, as appropriate.

(2) Compensatory time to be used in workweeks SUBSEQUENT to the administrative workweek in which the overtime work is performed:

(a) Employees may request compensatory time off in lieu of overtime pay for irregular or unscheduled overtime worked. The request must be a signed statement from the employee. The supervisor must approve the request and submit it to the payroll office with the Time and Attendance Reports. The employee's request may be a signed statement in the "Remarks" block of the T&A report as stipulated in FAA Order 2730.8, Time and Attendance - Uniform Payroll System, chapter 10. The supervisor's certification will be accepted as approval of this request.

(b) The employee may not change the request once he/she has requested compensatory time rather than overtime pay for a specific period of overtime worked.

(c) The payroll system will make the pay computations and determine whether the overtime is payable under Title 5 or FLSA for each week.

1 The request for compensatory time will be granted and the payroll office will notify the employee and the facility if the employee's only entitlement to overtime pay for the week is under Title 5. The compensatory time cannot be used until the payroll office notification has been received. This can be by FAA Form 2730-68, Time and Attendance Report, FAA Form 2730-67, Earnings and Leave Statement, or any other official notification from the servicing payroll office. An example of a situation where the only entitlement is under Title 5 would be a week in which an employee had worked 8 hours of overtime but had also taken 8 hours of leave during the week. He/she would be entitled to 8 hours of overtime pay under Title 5 but not under FLSA because he/she was not physically present and working for more than 40 hours in the week.

2 The request for compensatory time will be granted and the payroll office will notify the employee and the facility if the employee's entitlement to overtime pay is the same under Title 5 as it is under FLSA. The compensatory time cannot be used until the payroll office notification has been received. Paragraph 1051c(2)(c) 1 above describes the proper methods of this notification. An example of a situation in which entitlements to overtime pay for a workweek are equal under Title 5

and FLSA would be an employee whose salary is at or below the first step of GS-10 (when overtime rates are true time and one-half), who worked 8 hours of overtime in the week, who had no absences of any kind during the week, who did not earn any other premium pay (e.g., night differential or Sunday pay), and who was not entitled to any allowances.

<u>3</u> <u>The request</u> for compensatory time will not be granted and the employee will be paid for the overtime if the employee's entitlement to overtime pay for the week is greater under FLSA. A GS employee who has no absences during the week and who earns any other premium pay or allowances will always have a greater entitlement of overtime pay under FLSA than he/she does under Title 5. This is because other premium pay and allowances are added to the base pay to compute the regular rate under FLSA.

<u>4</u> <u>The employee cannot be required</u> to take compensatory time instead of overtime pay if there is ANY entitlement to overtime pay under FLSA at the end of the workweek. This is true even if the Title 5 entitlement is equal to or greater than the entitlement under FLSA.

<u>5</u> <u>The employee</u> may be required to take compensatory time during any subsequent workweek if an employee's basic rate is above the top step of GS-10 and the employee's entitlement to overtime pay at the end of the workweek is SOLELY under Title 5. If the authorizing official intends to require this, a statement or form signed by the official must be furnished to the payroll office. The payroll office shall determine whether the overtime is payable under Title 5 or FLSA and will notify the official and employee using methods prescribed in paragraph 1051(c)(2)(c)1 above. The compensatory time cannot be used until the notification is received.

d. <u>The following information</u> applies for determining whether or not overtime work is regularly scheduled under both FLSA and Title 5. It supplements those definitions established by FAA Order 3550.10, Pay Administration (General), appendix 10, section 2.

(1) <u>Regularly scheduled or regularly required overtime</u> is work scheduled in advance for performance by an employee to recur on at least three days, either successive or after specified intervals; or work which is officially ordered or approved for performance by an employee on three or more days within an administrative workweek. Examples of regularly scheduled overtime work are as follows:

(a) <u>Overtime work</u> that is officially ordered and approved for performance by an employee on three or more days within one administrative workweek is regularly scheduled, even if NOT scheduled in advance, at the beginning of the administrative workweek.

(b) Overtime work which is SCHEDULED IN ADVANCE for performance by an employee to recur may be scheduled on successive days or after specified intervals. Examples of this are as follows:

<u>1</u> Overtime work on one day in each of three or more consecutive administrative workweeks.

<u>2</u> Overtime work on one day in each of three or more consecutive pay periods, e.g., one day every other week in three consecutive pay periods.

<u>3</u> Overtime work on three or more days within two consecutive administrative workweeks or in two consecutive pay periods.

<u>4</u> Overtime work on one day within each of three or more consecutive months.

NOTE: In applying the criteria in paragraphs (a) and (b) above, the amount of overtime scheduled does not have to be the same hours, minutes, or duration on each day.

(2) Irregular or unscheduled overtime work is defined as:

(a) Any suffered or permitted overtime work not regularly scheduled or regularly required and not officially ordered or authorized. Overtime pay for this work is not permitted under Title 5.

(b) Callback overtime work.

(c) Any overtime work that does not meet the conditions described in paragraph 1051d(1) above.

1052. USE OF COMPENSATORY TIME.

a. Employees must use compensatory time off before they may be granted annual leave, except (1) during the last three pay periods of the leave year when the use of compensatory time will result in their losing accrued annual leave, or (2) when the compensatory time balance exceeds 24 hours for employees whose work schedules (regularly scheduled tour of duty) are occasionally disrupted by conditions which are outside the control of agency officials and which prevents the performance of work for short periods of time.

b. Compensatory time off may be taken by the minute.

c. Provisions in paragraph 1051 of this order apply for the use of compensatory time and the automatic conversion of compensatory time to overtime as specified.

1053. ACCUMULATION OF COMPENSATORY TIME. Except for the limitations speci-fied in paragraph 1052 above, employees may carry over and accumulate com-pensatory time from pay period to pay period where workload or other consid-erations delay their use of it. However, at no time may the balance carried forward exceed 80 hours as provided in FAA Order 3550.10, Pay Administration (General). Any compensatory time balance which exceeds 80 hours at the end of a pay period will be paid for at the rate applicable when the compen-satory time was worked. Unless otherwise excluded, all compensatory time balances at the end of pay periods 13 and 26 will be converted to overtime and paid at the rate earned.

1054. CONVERSION OF COMPENSATORY TIME. The payroll system automatically converts accumulations of compensatory time as stated in paragraph 1053 above. Conversion of compensatory time is based on the employee's rate of compensation at the time the overtime work was performed.

1055. PAYMENT FOR COMPENSATORY TIME UPON SEPARATION. Employees who transfer to other agencies, relocate to another employing jurisdiction within an agency (CAO), or are separated from Government service are paid at the over-time rate applicable for the compensatory time earned for all unused compen-satory time remaining to their credit.

1056. MAXIMUM PAY LIMITATION. Any pay for overtime (including converted compensatory time), holiday work, Sunday work, and night differential, shall not cause a GS employee's biweekly aggregate salary to exceed the maximum for grade GS-15. This maximum does not apply to prevailing rate employees nor does it apply to hazardous duty pay for GS employees. There is no limita-tion to the amount of overtime that can be paid to a nonexempt employee under FLSA. The following instructions apply:

    a. The rules in FAA Order 3550.10, Pay Administration (General), paragraph 12, apply when an employee's overtime entitlement is solely under Title 5.

    b. The employee receives the greater overtime pay benefit when a nonexempt employee's overtime entitlement is under both Title 5 and FLSA.

    c. The full amount of overtime is paid regardless of the aggregate salary limitation when payment is made under FLSA. However, the aggregate salary limitation applies to all other types of premium pay. The total amount of basic pay and other Title 5 premium pay cannot exceed the aggregate limitation.

    d. A nonexempt employee receives overtime pay under FLSA when the overtime entitlement is equal to or greater under Title 5 entitlements, but overtime pay under Title 5 would be less because of the aggregate salary limitation.

    NOTE: See FAA Order 3550.10, Pay Administration (General), appendix 10, section 5, for details of maximum aggregate pay and reductions of premium pay required where it exceeds the maximum.

1057.   OVERTIME UNDER THE FAIR LABOR STANDARDS ACT (FLSA), AS AMENDED.

    a.   General.   The Fair Labor Standards Act Amendment of 1974 (Public Law 96-259) provides that Federal employees covered by the act shall receive overtime compensation for all work which management suffers or permits to be performed.   Any work performed by nonexempt employees prior to or after the established shift hours, during the prescribed shift hours, or during the prescribed lunch period whether requested or not, is working time if the manager or supervisor knows of or has reason to believe it is being performed.   Overtime work under FLSA is for time actually worked in excess of 40 hours in an administrative workweek.   This includes travel time performed during hours corresponding to the employee's regular tour of duty on a regular day off, except for bona fide meal periods.   It excludes callback overtime and night differential not actually worked.

    b.   Overtime Rate Under FLSA.

       (1)   FLSA overtime rates are computed on a "regular rate" rather than being computed on basic salary rates.   The "regular rate" is an hourly average rate of the straight time pay and extra pay (night differential, etc.) for all time actually worked in the week.   The amounts of these types of payments included in the computation of the "regular rate" are only those for time actually worked.   For example, under Title 5, a general schedule employee will receive night differential for a period of annual leave if the total paid leave during the pay period is less than eight hours.   If he/she is on annual leave for seven of the night hours during the week, the night differential for those hours would not be used in the computation of the "regular rate" under FLSA.   Extra pay for work on a holiday and other types of payments (e.g., remote site allowances or uniform allowances) are not used in computing the "regular rate" under FLSA. For overtime worked, the employee receives base pay, plus one-half of the "regular rate", as computed under FLSA.   The extra types of pay included in computation of the "regular rate" are:

          (a)   Night differential.

          (b)   Environmental differential/hazard pay.

          (c)   Sunday premium pay.

          (d)   Cost-of-living allowance.

          (e)   Tropical differential in the Republic of Panama.

          (f)   Recruitment incentive in Guam (for prevailing rate employees).

          (g)   Post differential.

(2) <u>To determine</u> an employee's pay for a given workweek, it is necessary to:

(a) <u>Determine</u> the creditable time under Title 5 and under FLSA.

(b) <u>Compute</u> the "regular rate" under FLSA. This is done by:

<u>1</u> <u>Adding</u> the following:

(aa) <u>Basic pay</u> for the 40 hour workweek.

(bb) <u>Basic pay</u> for time actually worked in excess of 40 hours.

(cc) <u>Premium and extra pay</u> (excluding overtime pay) for all time actually worked in the week.

<u>2</u> <u>Dividing</u> this sum by the total time actually worked in the workweek.

(c) <u>Compute</u> the employee's overtime entitlement under FLSA. This is done by adding the following:

<u>1</u> <u>Straight time pay</u> for all time worked in excess of 40 hours.

<u>2</u> <u>One-half the "regular rate"</u> for all time worked in excess of 40 hours.

(d) <u>Compare</u> the FLSA overtime entitlement with the Title 5 overtime entitlement.

(e) <u>Pay</u> the employee a total of:

<u>1</u> <u>Basic pay</u> for the 40 hour workweek.

<u>2</u> <u>Overtime</u> under Title 5 or FLSA, whichever is greater.

<u>3</u> <u>Any other premium</u>, differential, or allowance to which the employee is entitled under Title 5.

c. <u>Overtime Rate under FLSA for Firefighters and Law Enforcement Officers under Section 7(k) of the FLSA.</u>

(1) <u>Firefighters</u> who are nonexempt are entitled to overtime for any duty within a biweekly work period of 14 days as follows:

(a) Over 120 hours beginning January 1, 1975.

(b) Over 116 hours beginning January 1, 1976.

(c) Over 108 hours beginning January 1, 1977.

(2) Law enforcement officers who are nonexempt are entitled to overtime for any duty within a weekly work period of seven days as follows:

(a) Over 60 hours beginning January 1, 1975.

(b) Over 58 hours beginning January 1, 1976.

(c) Over 54 hours beginning January 1, 1977.

(d) Over 46.5 hours beginning January 1, 1978.

d. FLSA Entitlement Status. The Office of Personnel Management (OPM) prescribes guidelines for determining employee coverage under the FLSA. The codes used to identify coverage determinations are:

(1) E Exempt--Employees not covered under provisions of FLSA.

(2) N Nonexempt--Employees who are covered by FLSA.

e. Recording Time under FLSA. The Start/Stop times recorded on T&A reports for nonexempt employees are used to compute overtime entitlements under the FLSA. Several items include:

(1) Start/Stop times for any time which the employee did not work.

(2) Start/Stop times for actual hours worked on callback overtime.

(3) Start/Stop times for travel performed on a regular day off which correspond with the regular assigned shift, excluding mealtime.

(4) Start/Stop times for meal break during time worked outside of regular assigned shift.

1058.-1060. RESERVED.

SECTION 7. HOLIDAY PAY

1061. ENTITLEMENT TO PAY FOR HOLIDAY WORK. An employee who performs work on a holiday is entitled to regular pay plus premium pay at a rate equal to his/her basic compensation for all nonovertime hours, not to exceed eight hours, that are performed during the assigned shift. An employee is entitled to compensation for overtime work on a holiday at the same rate as for overtime work on other days. The increment used for holiday pay is one minute.

1062. <u>RELATION TO OVERTIME, NIGHT, AND SUNDAY PAY UNDER TITLE 5</u>. Premium pay for holiday work is in addition to overtime compensation, night differential, and premium pay for Sunday work. Holiday pay is not included as basic compensation in computing overtime pay, night differential, and Sunday pay. The number of holiday hours worked are included in determining the total number of hours of work performed for overtime pay purposes in the administrative workweek in which the holiday occurred. The number of regularly scheduled hours of duty on a holiday that fall within an employee's basic workweek, for which the employee is excused from duty, are part of the basic workweek for overtime pay computation purposes.

1063. <u>RELATION TO FLSA OVERTIME</u>. Extra pay for work or a holiday is not used in computing the "regular rate" under FLSA. Hours not worked on a holiday are not included in determining if the total hours of work for FLSA credit exceed 40 hours.

1064.-1069. <u>RESERVED</u>.

<div align="center">SECTION 8. SUNDAY PAY</div>

1070. <u>AUTHORIZATION OF PAY FOR SUNDAY WORK</u>. A full-time employee is entitled to pay at a rate of basic compensation, plus premium pay at a rate equal to 25 percent of his/her rate of basic compensation, for each hour of nonovertime work performed during the regular scheduled shift when any part of that shift falls within the period which begins at midnight Saturday and ends at midnight Sunday.

1071. <u>RELATION TO OVERTIME, NIGHT, AND HOLIDAY PAY</u>. Premium pay for Sunday work is in addition to premium pay for holiday work, overtime compensation, or night differential. Sunday pay is not included in the rate of basic compensation used to compute the pay for holiday work, overtime compensation, or night differential. Premium pay for Sunday work is included in the computation of the "regular rate" for FLSA overtime purposes.

1072. <u>HOURS FOR WHICH SUNDAY PAY IS APPLICABLE</u>. An employee shall be paid at the Sunday rate for each hour of nonovertime work performed, not to exceed eight hours, when any part of his/her regular assigned shift falls on Sunday. When an employee has two separate assigned shifts and a part of each shift occurs on the same Sunday, he/she is entitled to Sunday pay for all nonpremium hours worked in each shift, not to exceed eight hours for each shift. He/she is not entitled to Sunday pay for any hours of leave, except military or court leave, during these shifts. The increment used for Sunday pay is one minute.

1073.-1074. <u>RESERVED</u>.

<div align="center">SECTION 9. NIGHT PAY DIFFERENTInL</div>

1075. <u>DEFINITION OF NIGHT WORK</u>. Night work is regularly scheduled work between the hours of 1800 and 0600.

1076. <u>AUTHORIZATION OF NIGHT PAY DIFFERENTIAL.</u>

   a. <u>Night Pay Rate.</u> An employee who performs regularl;· scheduled
night work is entitled to compensation for night work at his/her rate of
basic compensation plus a differential of 10 percent of that rate. The
increment used for night differential pay is one minute.

   b. <u>Exclusion of Prevailing Rate Employees.</u> Employees whose basic
compensation is adjusted from time to time in accordance with prevailing
rates by a wage survey or similar administrative authority are excluded from
the provisions of this section.

1077. <u>COMPUTATION OF NIGHT PAY DIFFERENTIAL.</u>

   a. <u>Absence on Holidays or In-Travel Status.</u> An emplo;ee is entitled
to night differential for a period when he/she is excused from night work on
a holiday or an in lieu of holiday and for night hours of his/her scheduled
tour of duty while he/she is in an official travel status, whether performing
actual duty or not.

   b. <u>Absence on Leave.</u> An employee is entitled to night differential
for a period of annual or sick leave only when the total amount of that leave,
including both night and day hours, is less than eight hours in a pay period.
An employee's entitlement to night differential continues during periods of
military or court leave.

   c. <u>Relation to Overtime and Holiday Pay.</u> Night differential is in
addition to overtime or holiday compensation payable under this chapter and
is not included in the rate of basic compensation used to compute the over-
time or holiday compensation. An employee earns the same amount of night
differential during a night overtime period, whether he/she is paid or
granted compensatory time off for the irregular or occasional overtime work.
The two-hour minimum pay requirement for callback overtime does not apply to
night differential. Only the actual time worked in callback situations, if
less than two hours, is counted for night differential pay.

   d. <u>Temporary Assignment to Night Tour of Duty.</u> An employee is
entitled to night differential for night work performed when he/she is
assigned temporarily to a regularly scheduled tour of night duty other than
his/her own.

1078.-1085. <u>RESERVED.</u>

<center>SECTION 10. STANDBY DUTY PAY</center>

1086. <u>AUTHORIZATION OF STANDBY PREMIUM PAY ON AN ANNUAL BASIS.</u> Premium pay
on an annual basis may be paid instead of the compensation prescribed in sec-
tions 6, 7, 8, and 9 for regularly scheduled overtime, night, holiday, and
Sunday work. This compensation is payable to an employee whose position
requires him/her regularly to remain at or within the confines of his/her
station for periods longer than ordinary duty. A substantial portion of the
time consists of remaining in a standby status rather than performing work.

1087. RATE OF STANDBY DUTY PAY. Premium pay for standby duty on an annual basis may be paid as follows:

       a. Not in excess of 25 percent of an employee's basic compensation if the employee occupies a nonmanagerial position at GS-14, or below, that has been determined by the Secretary of Transportation to warrant an hourly overtime pay rate amounting to one and one-half times his/her hourly rate of basic pay; or

       b. For all other employees, not in excess of 25 percent of that part of his/her rate of basic compensation which does not exceed the minimum rate of basic compensation for grade GS-10.

1088. DETERMINATION OF STANDBY DUTY PAY ENTITLEMENT. The personnel office will determine the positions authorized standby duty pay and the premium percentage rates to be paid. The payroll office shall be notified by SF 50 of each initial authorization, adjustment in rate, and termination of standby duty pay.

1089. ACTION BY PAYROLL OFFICE. Payroll technicians process permanent changes to establish, adjust, and terminate premium pay rates for standby duty in accordance with personnel action documents.

1090.-1094. RESERVED.

SECTION 11. ALLOWANCES AND DIFFERENTIALS IN NONFOREIGN AND FOREIGN AREAS

1095. PAYMENT OF ALLOWANCES AND DIFFERENTIALS. Payments of allowances and differentials to employees stationed in nonforeign and foreign areas shall be made in accordance with the provisions of FAA Order PT P 3590.2, Allowances and Differentials in Nonforeign and Foreign Areas.

1096.-1099. RESERVED.

CHAPTER 11. UNEMPLOYMENT COMPENSATION

1100. NOTICE OF UNEMPLOYMENT COMPENSATION RIGHTS. U.S. Department of Labor regulations require that each employee separated from Government service, or expected to be in leave without pay status for more than seven days, be informed of his/her unemployment compensation rights. This is accomplished by issuing to each affected employee an SF 8, Notice to Federal Employee About Unemployment Insurance. Agency implementation of the regulation is contained in FAA Order 3800.5B, Employee Benefits, chapter 4. Instructions to the employee are printed on the form.

1101. RESPONSIBILITIES. Responsibilities of time and attendance clerks and the accounting office are contained in FAA Order 2730.8, Time and Attendance - Uniform Payroll System, paragraphs 106(c)(10) and 107(d)(10), respectively.

1102. FURNISHING UNEMPLOYMENT INFORMATION TO STATES.

        a. Report of Federal Employment and Wages. This report is submitted periodically in accordance with state laws to the various state employment agencies. Detailed instructions for submitting the report are contained in the Department of Labor manual, UCFE Instructions for Federal Agencies, section 600.

        b. Form ES-931, Request for Wage and Separation Information - UCFE. This request is filed by the state employment security office with the payroll office shown on the SF 8. (See figure 11-1.) The form shall be completed in accordance with UCFE Instructions for Federal Agencies, section 300.

        c. Processing of Form ES-931. The Secretary of Labor's regulations prescribe that Form ES-931 shall be completed and transmitted to the State agency within 4 workdays after receipt in accordance with UCFE Instructions for Federal Agencies, paragraph 312. The Federal agency's identifying code number (i.e., "470" for all modal agencies within the Department of Transportation) must be entered in Section II, Item 4, Name of Parent Federal Agency, on any Form ES-931 completed by the payroll office. If payroll services are provided to an independent agency outside the Department of Transportation, then the applicable identifying code number must be entered on Form ES-931 (e.g., "660" for National Transportation Safety Board.)

        d. Processing of Form ES-934. If, for any reason, the information supplied on Form ES-931 is not adequate, a state employment agency may request additional information on Form ES-934, Request for Additional Information Regarding Federal Findings. This form shall be completed and transmitted to the state agency within 4 workdays after receipt in accordance with UCFE Instructions for Federal Agencies, paragraph 352.

FIGURE 11-1.   NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

Standard Form 8
Revised November 1974 -
Department of Labor
Regulation 20 CFR part 609

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were
placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits
similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A
CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY
AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER
you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may
not qualify for any benefits.

TAKE WITH YOU—
1. Your SOCIAL SECURITY ACCOUNT NUMBER CARD. (If you do not have a card, apply for one, but you do not
   need to delay filing your claim pending its receipt.)
2. The OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form
   50, payroll change slip (or card), or similar document).
3. THIS FORM and all similar forms which you have received. The office where you file your claim will obtain
   information needed for your claim from:

| Department of Transportation   470 |
| Federal Aviation Administration |
| Personnel Accounting Branch,AAA-240 |
| 800 Independence Avenue, SW |
| Washington, DC 20591 |

(Federal agency will insert in the box above the name of the parent Federal
agency, major component (if any), address and ZIP Code of the specific office
where your payroll records are maintained.)

KEEP THIS FORM with your Standard Form 50 and other personnel records. It is important to have it if you file a UI claim
for unemployed Federal workers provided by Federal law (U.S. Code, title 5, chapter 85). For more information about it
read the REVERSE side of this form.

(Reverse side of SF 8)

Information: UI For Federal Workers

1. Who will pay unemployment benefits?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance
(UI) law. The amount of your *regular* weekly benefits and the period for which benefits will be paid will generally be determined
by the law of the State in which you had your last *official (duty) station.* (If you have received *all* the *regular* benefits for which
you are eligible, you may, under certain circumstances, become eligible for *additional* weeks of *extended* benefits.) However, if
your last duty station was outside the United States, you will *not* be eligible until you return to the States, including the District of
Columbia, Puerto Rico, and Virgin Islands. Your benefit rights then will be determined under the law of your State of residence.

UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these
benefits.

2. Under what conditions will I be eligible?

All State UI laws require that:
a. You must be unemployed, able to work, and available for any suitable work;
b. You must register for work and file a claim at a local public employment service/UI claim office;
   You must continue to report to the office as directed; *and*
c. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law.
All State UI laws will deny you benefits for such reasons as:
a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with your work; or
b. Refusing an offer of a suitable job without good cause.
Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (*retirement, severance,* and/or
lump-sum amount for unused, accrued *annual leave*).

3. Do I have the right of appeal?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.
However, the Federal law provides that determinations of Federal employment/wages and reasons for termination from a Federal
job given by the Federal agency must generally be accepted as *facts* by the State agency in applying its State UI law. If you believe
that the information reported by your Federal agency is incorrect or incomplete, you may ask—through the local office where you
filed your claim—for a review by the Federal agency. Any appeal or request for review must be filed without delay.

4. Are there any penalties?

Yes. If you willfully make a *false* (fraudulent) claim, you may be *fined* or *imprisoned,* or both. If you made a mistake in giving
information when you filed your claim(s), notify the local UI claims office as soon as you discover the mistake; prompt notification
may *avoid* a penalty.

(The above statements are issued for general information; they do *not* have the effect of law, regulation, or ruling.)

☆ U.S.GPO:1976-0-241-530/2613

e. Processing of Form ES-936. State employment agencies may request a verification of data previously submitted on Form ES-931. The form used is Form ES-936, Request for Verification of UCFE Wage and Separation Information. This form should be completed by someone other than the person who prepared the original Form ES-931 and returned to the state agency within four workdays in accordance with UCFE Instructions for Federal Agencies, paragraphs 510-520.

1103.-1199. RESERVED.

CHAPTER 12. SETTLEMENT OF ACCOUNTS OF DECEASED EMPLOYEES

1200. GENERAL. This chapter prescribes forms and procedures for the
prompt settlement of accounts of deceased employees. The term, "deceased
employees," as used in this chapter includes former employees who die
subsequent to separation.

1201. UNPAID COMPENSATION. The term, "unpaid compensation," means the pay
and allowances due for services performed by the deceased employee, including
the proceeds of undelivered and unnegotiated checks issued for such services.
It shall include, but not be limited to, the following:

    a. All unpaid salary, including overtime and other premium pay, and
retroactive pay increases, when applicable.

    b. Per diem, mileage allowances, and other travel expenses.

    c. Reimbursement for moving expenses and allowances upon change-of-
official station.

    d. Quarters, cost-of-living allowances, post differentials, and
education allowances.

    e. Cash awards for employee suggestions and meritorious service.

    f. Refunds of salary deductions for U.S. Savings Bonds.

1202. FORMS PRESCRIBED. Forms prescribed for the settlement of accounts
of deceased employees are as follows and are available at the FAA Depot:

    a. SF 1152, Designation of Beneficiary, Unpaid Compensation of
Deceased Civilian Employee.

    b. SF 1153, Claim for Unpaid Compensation of Deceased Civilian
Employee.

    c. SF 1154, Public Voucher for Unpaid Compensation Due a Deceased
Civilian Employee.

    d. SF 1154a, Public Voucher for Unpaid Compensation Due a Deceased
Civilian Employee (Memorandum).

1203. DESIGNATION OF BENEFICIARY.

a. Agency Responsibility. Each employee shall be advised upon entrance on duty of his/her right to designate a beneficiary or beneficiaries to receive the amounts due and of the provisions for disposing of amounts due where no beneficiary or beneficiaries has been designated.

b. Designation Form. SF 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, is prescribed for use in designating a beneficiary and in changing or revoking a previous designation. This form shall be made readily available to all employees and furnished to them upon request. However, in the absence of the pre-scribed form, any designation, change, or cancellation of beneficiary witnessed and filed in accordance with these procedures shall be acceptable.

c. Who May Be Designated. An employee may designate any person or persons as beneficiary. The term, "person or persons," as used in these procedures includes a legal entity or the estate of the deceased employee.

d. Filing the Designation of Beneficiary. After execution, the original of the SF 1152 shall be filed in the employee's individual source document file in the payroll office.

e. Effective Period of a Designation. A designation of beneficiary properly executed and filed in the payroll office will be effective as long as employment by the agency continues.

f. Change or Revocation of a Designation. A designation of beneficiary previously made may be changed or revoked as of a later date by the execution and filing of another SF 1152 by the employee. When a designation of beneficiary is changed or revoked, the payroll office shall return the earlier designation form to the employee.

1204. SECURING CLAIM ON EMPLOYEE'S DEATH. As soon as practicable after the death of an employee, the agency shall:

    a. Furnish SF 1153, Claim for Unpaid Compensation of Deceased Civilian Employee, to the spouse, designated beneficiary, supervisor, or personnel office, as appropriate.

    b. Furnish the legal representative, heir or heirs, with an SF 1055, Claim Against the United States for Amounts Due in the Case of a Deceased Creditor, when the designated beneficiary is the estate of the decedent.

    c. Maintain a discreet followup to assure that forms are filed as promptly as circumstances permit.

    d. Furnish to all claimants any assistance deemed necessary for the proper execution of claim forms.

1205. CLAIMANTS - ORDER OF PRECEDENCE. The unpaid compensation due at the time of death shall be paid to the person(s) surviving in the following order of precedence:

    a. Beneficiary or beneficiaries designated by the employee on SF 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.

    b. Widow or widower of the employee if no designated beneficiary.

    c. Children and descendent(s) of deceased children if no designated beneficiary or surviving spouse.

    d. Parents of the employee or the survivor of them if none of the above.

    e. Duly appointed legal representative of the estate of the deceased employee if none of the above.

    f. Person(s) determined entitled thereto under the laws of the domicile of the deceased if there are none of the above.

1206. CLAIMS INVOLVING MINORS OR INCOMPETENTS. When the claim is filed on behalf of a minor or incompetent, the claim will be supported by one of the following:

    a. A certificate of the court showing the appointment and qualification of the claimant if a guardian or committee has been appointed for the minor or incompetent appearing entitled to the unpaid compensation.

b. A statement showing (1) claimant's relationship to the minor or incompetent, (2) the name and address of the person having care or custody of the minor or incompetent, (3) that any monies received will be applied to the use and benefit of the minor or incompetent, and (4) that the appointment of a guardian or committee is not contemplated.

1207. SETTLEMENT AUTHORITY. The agency may settle claims where there is no doubt as to the amount or validity of the claim or to the person(s)' entitlement to payment. Where there is doubt about one of the above items, the claim must be submitted to the Financial Systems Division, AAA-400, as provided in paragraph 1211b.

1208. VOUCHERING CLAIMS. Upon receipt of a properly executed SF 1153, Claim for Unpaid Compensation of Deceased Civilian Employee, or any undelivered and unnegotiated checks, prepare an SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee, for the amount of unpaid compensation due the deceased employee. The SF 1154 shall be supported by subvouchers signed by a designated approving officer. Use the following as required:

a. SF 1128, Payroll for Personal Services-Payroll Certification and Summary. Include the amount due for personal services not included in any prior payroll. Included are base pay, deductions, net pay, unused annual leave, overtime, and premium pay hours with the amounts due in each case.

b. SF 1012, Travel Voucher. Include the amount of per diem and mileage allowances and other related travel expenses in connection with temporary duty travel or change of official station.

c. SF 1034, Public Voucher for Purchases and Services Other Than Personal. Include the amount due for payment of cash awards for employees' suggestions.

d. SF 1069, Voucher for Allowances at Foreign Posts of Duty. Include the amount due for the value of quarters, cost-of-living, education, transfer, and maintenance allowances.

e. SF 1047, Public Voucher for Refunds. Include any unapplied balance of payroll deductions previously made for purchase of U.S. Savings Bonds.

f. SF 1096, Schedule of Voucher Deductions. Include the balance of any outstanding travel advances or other items of indebtedness to be deducted from the total amount due the deceased.

g. SF 1185, Schedule of Undeliverable Checks for Credit to Government Accounts. Include amounts still due the deceased employee from unnegotiated and undelivered checks which have been deposited for credit to the appropriation from which drawn.

h. SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee. On the reverse side of the SF 1154, the following shall be shown in the spaces provided:

(1) Amounts of the applicable elements of unpaid compensation and deductions as developed in paragraphs a through f above.

(2) Number, date, and amount of unnegotiated checks drawn in payment of such compensation and deposited for credit to the appropriation charged for the disbursement.

(3) Citation of the voucher number, date, and disbursing office symbol for previous partial payments of unpaid compensation. The gross amount chargeable to the appropriation and/or fund and the net amount due the claimant(s) shall be brought forward to the face of the SF 1154 and shown in the spaces provided. The voucher shall be otherwise completed and certified by a designated certifying officer.

1209. DEDUCTIONS AND WITHHOLDINGS. Unpaid compensation due deceased employees is subject to deductions and withholdings as follows:

a. Retirement. If the employee was covered by the Civil Service Retirement Act, make deductions from current earnings up to and including date of death.

b. FICA. If the employee was covered by the Federal Insurance Contributions Act, make deductions from amounts due for current earnings and lump-sum leave payments up to the yearly maximum. If no deduction is made because the maximum has been reached, note this fact on the voucher schedule.

c. Group Regular and Optional Life Insurance. If the employee's earnings were subject to deductions for life insurance on the date of death, apply the full biweekly deduction to current earnings. When the amount of pay is not sufficient to cover the full deduction, the balance of pay earned (after deductions for retirement or FICA and health benefits) must be withheld. The balance withheld will be applied first to payment for regular insurance and any remainder applied to optional insurance, if applicable.

d. Health Benefits. If the employee's earnings were subject to deductions under the Federal Employees Health Benefits Program on the date of death, apply full deduction to current earnings up to and including date of death. If a survivor is eligible to continue the enrollment, make withholdings and contributions based on the four-day rule.

e. Taxes. No Federal or state income taxes will be withheld from unpaid salary or lump-sum leave payment due a deceased employee's beneficiary or estate.

f. Allotments of Pay. Any voluntary allotment of pay becomes void upon the death of the allotter. Current deductions shall not be made from unpaid compensation of a deceased employee for the purchase of U.S. Savings Bonds. Any amount which has been deducted, and which has not been applied to a bond purchase, will be refunded to the employee's beneficiary or estate.

1210. ACCOUNTING FOR DEDUCTIONS. Deductions made for retirement, group regular and optional life insurance, and health benefits will be included in amounts paid to the Office of Personnel Management with the next regular payroll by UPSOM.

1211. SCHEDULING PAYMENTS.

a. Amounts Determined to be Payable. The accounting office serving the organization to which the employee was assigned shall manually prepare an SF 1166, Voucher and Schedule of Payments, and forward it to the Treasury Disbursing Center for payment.

b. Doubtful Claims. Prepare SF 1166 and send in triplicate to the Financial Systems Division, AAA-400, for determination or transmittal to the Claims Division, General Accounting Office. Support the voucher with the following:

(1) Statement of the doubt involved.

(2) Any pertinent administrative findings and recommendations.

(3) Copy of the paid voucher in case of partial payment under subparagraph a.

1212. UNNEGOTIATED AND UNDELIVERED GOVERNMENT CHECKS.

a. Return of Unnegotiated Government Checks. All unnegotiated U.S. Government checks drawn to the order of a deceased employee representing unpaid compensation as defined in paragraph 1201 and in the possession of the claimant should be returned to the accounting office.
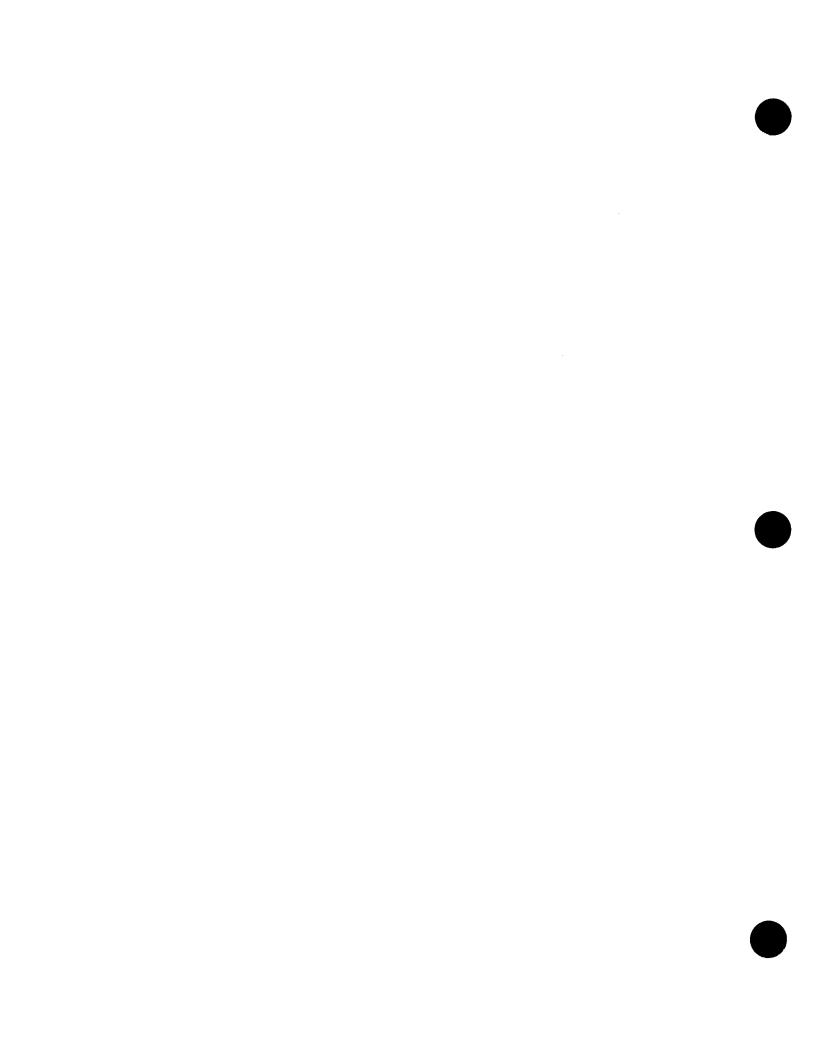
Claimants should be instructed to return any other U.S. Government checks drawn to the order of a decedent for purposes other than unpaid compensation, such as veteran's benefits, social security benefits, or Federal tax refunds, to the Government agency from which received with request for further instructions.

   b. Recording Returned and Undelivered Checks. An adequate record shall be made of all returned and undelivered checks for unpaid compensation so that they may be listed properly on the SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee.

   c. Processing Returned and Undelivered Checks. The accounting office shall use SF 1185, Schedule of Undeliverable Checks for Credit to Government Accounts, to deposit unnegotiated and undelivered checks, crediting the proceeds to the appropriation from which drawn. Deface each check by placing the following endorsement on the face of the check:

          "Not Negotiable
           For Payment and Credit in Treasurer's Account
           D. O. Symbol_____."

The letters of the endorsement shall be of prominent size to remove all danger of negotiation by an unauthorized person.

1213.-1299. RESERVED.

CHAPTER 13. EMPLOYEE TRANSFERS TO INTERNATIONAL ORGANIZATIONS

1300. EQUALIZATION PAYMENTS TO EMPLOYEES TRANSFERRED TO INTERNATIONAL ORGANIZATIONS.

a. General. Public Law 91-175, dated December 30, 1969, authorizes the payment of an equalization allowance upon reemployment of employees previously transferred to international organizations.

b. Definition. An equalization allowance is the difference between the pay, allowances, and other monetary considerations an employee actually receives while working for an international organization, and the pay, allowances, and other monetary considerations the employee would have received had the employee remained in the Federal service and been detailed to the post(s) of duty of the international assignment. The purpose for an equalization allowance is to assure that the Federal employees who volunteer for assignments with international organizations do not suffer monetarily for so doing. If the employee receives more total compensation while serving with an international organization than he/she would have received as a Federal employee detailed to the same post(s) of duty, he/she receives no equalization allowance. The employee is allowed to retain the excess earnings.

1301. REFERENCES. The basic references for determining equalization allowance entitlement are:

a. Public Law 91-175, December 30, 1969.

b. 5 USC 3581 - 3584.

c. Basic FPM, chapter 352.

d. FPM Supplement 990-1, book III, part 352.

e. Department of State Standardized Regulations (Government Civilians, Foreign Areas), chapters 100, 200, 500, and 900.

f. FAA Order 3330.6B, Reemployment, Restoration, and Return Rights, chapter 7.

g. FAA Order 3550.10, Pay Administration (General), chapter 4.

1302. ELIGIBILITY. Upon return from an assignment with an international organization, employees are eligible to receive an equalization allowance if the following conditions are met:

a. The employee exercises reemployment rights within the time specified in FAA Order 3330.6B, paragraph 76, and FPM chapter 352, 2-8.

b. Computation of the equalization allowance factors indicates that the employee received less monetary compensation while transferred than would have been received as a detailed Federal employee.

c. The beneficiary of the employee is entitled to receive an equalization allowance if the employee dies during the transfer or during a period after the transfer while reemployment rights are being exercised or could be exercised and if an allowance is payable.

1303. DOCUMENTATION REQUIREMENTS. During the transfer the agency and the employee are required to provide certain documents and maintain certain records on a current basis as follows:

a. Agency Responsibilities. The servicing personnel office must maintain a file of documents reflecting all pay changes affecting the transferred employee and his/her position, including within-grade increases, legislative pay increases, position upgradings or downgradings, etc., and must provide the accounting office with copies of such documents. At the end of each calendar year, the accounting office must provide the employee with a statement showing the amounts to which entitled if he/she had been on detail.

b. Employee Responsibilities. At the end of each calendar year, and at the end of his/her transfer, the employee must furnish to the agency:

(1) A statement, certified by an appropriate official of the international organization, listing all payments for pay, allowances, and other monetary benefits received from the international organization.

(2) A statement of any changes in family status and the applicable dates.

(3) Appropriate supporting evidence to substantiate equalization allowance entitlement. For example, the employee must furnish information as to the dates of arrival at and departure from an overseas post(s), and information as to the dates of occupancy in permanent living quarters for purposes of computing living quarters allowances.

(4) Any statements from officials of the international organization to support employee claims for additional payments.

1304. FACTORS USED IN COMPUTING EQUALIZATION ALLOWANCES. The following factors are compared in computing an equalization allowance.

Federal Government	International Organization
Net salary (after tax)1/	Net salary (after staff assessment)1/
Living quarters allowance	Post adjustment
Post allowance	Dependent grant
Education allowance2/	Education allowance2/
Post differential	Repatriation grant
	Special post allowance3/

1/ Net salaries (after taxes for Federal employee pay and after staff assessment for international organization pay) are factors used in computing equalization allowances. However, prior to January 1, 1975, the respective gross salaries were used. Therefore, for transfers or portions of transfers occurring between January 11, 1970, and December 31, 1974, the gross figures are to be used. Equalization allowances are not payable for work with international organizations prior to January 11, 1970, when Public Law 91-175 became effective.

2/ An education allowance will be used as a factor in calculating the equalization allowance only for periods of international organization employment on or after January 1, 1976.

3/ A special post allowance will be used as a factor in calculating the equalization allowance only for periods of international organization employment on or after January 1, 1976.

a. Salary. In determining the salary which the employee would have earned on detail, the grade and step of the position from which transferred is used. Any within-grade increases, legislative pay increases, or promotions or demotions occurring to the position and/or employee during the transfer are to be reflected in the salary computation.

(1) Premium Pay. If an employee would have been entitled to premium pay as a Federal employee for work performed during his/her transfer, the amounts for such premium pay should also be included in the equalization allowance. The same laws, regulations, and instructions that apply to Federal employees working overseas are applicable to employees transferred to international organizations. Examples are as follows:

(a) An employee while transferred to the international organization works a regularly scheduled 40-hour workweek which includes a scheduled shift on Sunday. The employee is entitled to an additional 25 percent of the basic hourly rate for all regularly scheduled non-overtime hours of work performed on Sunday.

(b) An employee while transferred to the international organization works a regularly scheduled workweek of 36 hours which includes a scheduled shift on Sunday. The employee is not entitled to any premium pay for Sunday work since the law and regulations governing such Federal employees' pay require a scheduled 40-hour workweek for Sunday premium pay entitlement. Since the Fair Labor Standards Act does not apply to Federal employees working overseas, it is not applicable to transferred Federal employees working for international organizations overseas.

(2) Documentation in Support of Premium Pay for Tours with ICAO. ICAO provides a statement at the conclusion of a transfer that indicates the normal duty schedule, amended tours of duty, leave periods, and holidays. If an employee claims premium pay which cannot be substantiated by review of the ICAO data, it is the responsibility of the employee to obtain certified documentation to support the claim.

b. Post Allowance. The post allowance is the equivalent of a cost-of-living allowance paid U.S. employees working in foreign areas. It may be applicable to all, a part, or none of an employee's tour. The regulatory guidelines covering post allowances are found in Department of State Standardized Regulations (Government Civilians, Foreign Areas), subchapter 220, section 220-228. In order to determine if a post allowance was payable for any part of the period, refer to Post Classification and Payment Tables, section 920, covering the period. Column 4 of the Post Classification and Payment Tables identifies the post class code for post allowances. An explanation of post allowance codes and the steps used in computing post allowances are provided in sections 913.1 and 913.2. Post allowance rates are explained in sections 941.1, 941.2, and 941.3. The method used in prorating different post allowance rates is described in section 228.

c. Post Differential and Ceiling.

(1) Post differential is an additional payment made to compensate employees for unfavorable conditions at an overseas post of duty. It is paid as a percentage of an employee's basic rate of pay and cannot exceed 25%. The post differential is taxable. It is subject to the limitation described in paragraph 1304c(2) below.

Column 7 of the Post Classification and Payment Tables identifies the percentage of basic pay that is payable to an employee for serving at the respective post. Detailed instructions regarding post differential are contained in chapter 500 of the Department of State Standardized Regulations (Government Civilians, Foreign Areas).

Note: Since a post differential is designated as a percentage of an employee's annual basic compensation, when it is necessary to compute the payable portion of the differential, it is computed similar to an employee's annual salary. The following formula is used to compute the post differential:

    Annual Salary x Differential Rate = Annual Post Differential Amount
    Annual Post Differential Amount ÷ 2080 = Hourly Rate
    Hourly Rate x 8 Hours = Post Differential Daily Rate
    Post Differential Daily Rate x 10 Days = Rate Per Pay Period

        (2) Ceiling on the Payment of Post Differential. Although the full amount of the post differential is normally payable, in certain instances the employee may not be paid the full amount designated by the published table. This is because an employee's total basic compensation and post differential may not exceed an amount which is $100 less than the per annum salary authorized for the Chief of Mission at the post. Since the Chief of Mission does not receive a post differential, it is possible in some situations that the payment of the post differential in full could result in a total amount of pay to the employee that is within $100 of that paid to the Chief of Mission or may even exceed the amount paid to the Chief of Mission. Therefore, caution must be exercised to assure that the difference of $100 or more is maintained. See section 552 of the DOS Standardized Regulations.

        d. Living Quarters Allowance. A living quarters allowance is an allowance intended to reimburse an employee for substantially all the costs incurred for quarters while serving in a foreign area. DOS Standardized Regulations, subchapter 130, sections 131 through 136, contain the regulatory guidelines regarding permanent living quarters allowances for employees in foreign areas, including the criteria for the commencement and termination of such allowances. Column 3 of the Post Classification and Payment Tables, section 920, identifies the basic annual rates for quarters groups for employees with and without families. The amount of the applicable living quarters allowance is determined by the grade of the employee's position and the number of dependents. The elements that must be considered in determining the correct living quarters allowance are described in sections 932.1, 932.21, and 932.22c.

1305. <u>RESPONSIBILITY FOR COMPUTING THE EQUALIZATION ALLOWANCE</u>. The
accounting office servicing the organization in which the employee
exercises reemployment rights is responsible for computing the equaliza-
tion allowance.

1306. <u>METHOD FOR COMPUTING THE ALLOWANCE</u>. The equalization allowance
is basically the difference between the amount received from the inter-
national organization and the amount the employee would have received
on detail rather than on transfer. Since the amount actually received
is computed by the international organization, the agency needs to com-
pute only the amount that the employee would have received on detail and
make the comparison. In computing the allowance, the procedures
prescribed by the Department of State Standardized Regulations
(Government Civilians, Foreign Areas) must be followed.

1307. <u>COMPUTING THE EQUALIZATION ALLOWANCE</u>. The amount of the equali-
zation allowance is determined by adding together ALL of the annual
earnings statements prepared by the agency and comparing that amount with
the TOTAL of the earnings received from the international organization.
If that comparison indicates that the employee would have earned more as
a detailed Federal employee, the difference is the amount to which he/she
is entitled. If that comparison indicates that the employee earned more
with the international organization than he/she would have earned as a
detailed Federal employee, he/she is not entitled to an equalization
allowance. The computation is based upon the total of all years of the
transfer, NOT on an individual year-by-year basis.

Examples:

        a. <u>An employee is transferred</u> to ICAO for two years. In the
first year he/she received $1000 more from ICAO than he/she would have if
he/she had been detailed in his/her agency position to the same location.
During the second year, he/she received $2000 less in his/her ICAO position
than he/she would have received if he/she had been detailed in his/her
agency position. At the conclusion of the two-year tour, he/she is
entitled to a $1000 equalization allowance.

        b. <u>An employee is transferred</u> to ICAO for three years. For the
first year he/she received $1000 more from ICAO than he/she would have
received as a detailed employee. For the second year he/she received $1000
less working for ICAO than he/she would have as a detailed Federal
employee. In the third year he/she received $1000 more from ICAO than
he/she would have received as an agency employee. Since the employee
received $1000 more from ICAO during the three-year assignment than he/she
would have received as a detailed Federal employee, he/she receives no
equalization allowance payment.

1308. RETAIN COVERAGE UNDER RETIREMENT, HEALTH, AND LIFE INSURANCE
PROGRAMS. An employee who transfers to an international organization is
entitled to retain coverage, rights, and benefits under any system
established by law for the retirement of employees; to continue to par-
ticipate in the Federal Employees Group Life Insurance Program; and to con-
tinue his/her enrollment in the Federal Employees Health Benefits Program.

1309. ELECTION TO RETAIN COVERAGE BY THE EMPLOYEE. To retain coverage,
the employee indicates in writing whether or not he/she wishes to retain
his/her coverage under the retirement, health benefits, and group life
insurance programs. The resulting rights and benefits of any or all such
programs continue for the employee only if he/she makes the required payments
on a current basis.

1310. CURRENT BASIS OF EMPLOYEE PAYMENTS. Employee payments are con-
sidered currently deposited if received by the accounting office
before, during, or within three months after the end of the pay period
covered thereby. Failure to submit the payments promptly terminates a
transferred employee's retirement, health benefits, and group life
insurance coverage on the last day of the pay period for which payments
were currently deposited, subject to a 31-day extension of group life
insurance and health benefits coverage and to conversion benefits, as
now provided in Office of Personnel Management regulations. Coverage
terminated may not attach again before the employee actually enters on
duty on his/her first day in a pay status in the agency. However, ter-
minated Civil Service retirement, health benefits, and group life insurance
coverage shall be reinstated retroactively when, upon review by the OPM, it
is their judgement that the failure to make the required current deposit
was due to circumstances beyond the control of the employee and the
required payments were made at the first opportunity.

1311. ACCOUNTING OFFICE RESPONSIBILITIES. The responsibilities of
the accounting office include:

     a. Providing the employee with specific information as to the
amount of the payments, as well as how, when, and where the payments are
to be submitted.

     b. Keeping the employee informed of any rate changes that
occur.

     c. Collecting, accounting for, and depositing in the respective
funds all retirement, health benefits, and group life insurance employee
payments and for accounting for and depositing all agency contributions.

1312. DEPOSIT OF EMPLOYEE AND AGENCY CONTRIBUTIONS. Payments received
from employees for continued coverage under retirement, health, and life
insurance programs shall be deposited to the suspense deposit fund account
69X6875(13), with subsequent remittance to the respective accounts,
along with agency contributions, on the next payroll.

1313.-1399. RESERVED.

CHAPTER 14.   UPSOM INTERFACE WITH OTHER SYSTEMS

1400. GENERAL. This chapter provides information concerning the Uniform
Payroll System (UPS) interface with the Personnel Management Information
System (PMIS) and other FAA accounting systems.

1401. APPLICABILITY. Accounting interface actions prescribed herein are
applicable to FAA only.

1402. PMIS INTERFACE ACTIONS. Personnel actions are entered into the PMIS
by the servicing personnel office. These transactions generate an SF 50,
Notification of Personnel Action, which is forwarded to the payroll office.
In addition, an automated PMIS Suspense File transaction is created at the
host computer site based on the effective date of the action. Personnel
actions on the PMIS Suspense File are processed as follows:

      a. Actions Activated by Payroll Technicians. The suspense file
contains actions to establish or change employee data in the EMR. Abbre-
viated data which includes the PMIS Suspense File number assigned to the
transaction and other limited input to identify the record to be established
or updated are key-entered by the payroll technician and transmitted to the
host computer site. The system extracts the suspensed data and builds a
complete transaction as if the payroll technician had entered the entire
transaction. The transaction is subjected to system edits and is either pro-
cessed or rejected. Update error reports are transmitted back to the payroll
technician for research and corrective action, as appropriate.

      b. Actions Automatically Activated. The following nature of action
(NOA) codes do not require activation by the payroll technician. These
actions are automatically activated on Wednesday of update week and processed
by the UPS. The processing results of these actions are also provided to the
payroll technician on update error reports. They are easily identified by
the message, "* PMIS ACTIVATED OR MASS CHANGE ACTIVATED ACTION".

NOA Code	Description
*730	Detail NTE
*731	Extension of detail NTE
*732	Termination of detail
*780	Name change from
*790	Realignment
*800	Change in data element
*880	Change in tenure group
*881	FEGLI change
*882	Change in SCD
*891	Merit increase
*892	Quality increase
*893	Within-grade increase
*894	Pay adjustment
*917	Change in cost center
*918	Change in accounting data
*994	COLA rate change

1403. <u>PMIS SF 50 SUSPENSE FILE</u>. This listing reflects SF 50 data contained in the PMIS Suspense File.

    a. <u>Description</u>. The listing is illustrated in figure 14-1 and reflects data in social security number sequence within payroll block. It is printed biweekly at payroll offices and is available to payroll technicians on Tuesday of update week when personnel actions are scheduled to be batched for data entry.

    b. <u>Usage</u>. The listing is used by payroll technicians during processing of input documents to determine if actions received from the personnel office are actually in suspense and to identify documents due but not received. Such information enables the payroll office to promptly notify the personnel office when documents are missing. Any documents received with a current or prior pay period effective date that are not in suspense are processed as a NO PMIS action. It is necessary to annotate those actions on the current suspense file which have been previously entered as NO PMIS to ensure they are not activated by the payroll technician. These actions will be automatically deleted from the suspense file after three pay periods.

    c. <u>PMIS Duplicate Transaction Report</u>. This report reflects transactions that were deleted from the PMIS Suspense File because of duplicate PMIS numbers. Whenever a new personnel action to be added to the PMIS Suspense File contains a PMIS number which matches a PMIS number currently on the file, both transactions are deleted and printed on the report. The deleted transactions must be input as a NO PMIS action if not previously entered. The report appears as a part of the PMIS SF 50 Suspense File listing.

1404. <u>PMIS SF 50 SUSPENSE FILE DELETIONS</u>. This biweekly listing illustrated in figure 14-2 reflects personnel actions in social security number sequence, within payroll block, which were deleted from the PMIS SF 50 Suspense File. It includes actions that were released during the previous update cycle by payroll technicians, actions automatically released by the system, and actions which have been in the suspense file for three pay periods.

1405. <u>OTHER PMIS/UPS ACTIONS</u>. The PMIS/UPS Discrepancy Report is printed biweekly at payroll offices for joint use by personnel and payroll technicians. The report provides a comparison of selected common data extracted from PMIS and UPS records. Any differences printed on the report must be researched and the errors corrected in the applicable data base.

FIGURE 14-1.　PMIS SF 50 SUSPENSE FILE

PMIS SF-50 SUSPENSE FILE

RIS XXXXXXXX   PAGE 144

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A RG NO      NAME                    FPS/SRS/GR/ST  PB  NOA  NOA DESCRIPTION                              PMIS DATE
AN SAL  GEOG LOC  ORG CDE  APP  LIM  CST  CEN  OBJ  F/P  FLSA  SPV  SP/PG  GLI  R/F  CIT  DOB   SCD     EFF-DATE-LPA BLK
STDBY  COLA  TROP  POST  APPT  POS LIM-DTE REIM-AGREE  SPL  TRU  HB  CARRIER       DATE-LAST
```

********** ANY PMIS NUMBER ENCLOSED IN ASTERISKS IS AN UPS ASSIGNED NUMBER IT IS NOT THE NUMBER ON THE SF-50 *********

```
1 WA 36881  016 48 2400              GS-1599-04-01  PA  173D EXC APPT-CONDITIONAL                        01 19 81
10,963.00  110010001  101   0   1160  1131  92P  N  8  62  1  1  1  60 10 21  81 01 05  81 01 05
000  0000  0000  0000  05        000000  0  0  004

1 WA 37696  016 48 2400              GS-1599-04-01  PA  *882A CHG IN SCD                                 02 14 81
10,963.00  110010001  101   0   1160  1131  92P  N  8  62  1  1  1  60 10 21  80 07 21  81 02 05
000  0000  0000  0000  05    2   000000  0  0  004

1 WA 00120  065 20 4716              GS-0301-14-08  PA  *918B CHG IN ACCOUNTING DATA                     02 14 81
46,705.00  110010001  140   0   7050  1111  EB6  E  8  00  4  1  1  26 10 12  54 03 23  81 02 22
000  0000  0000  0000  01    1   000000  0  0  102  2453311

1 WA 37000  086 18 6500              GS-0602-15-01  PA  101A CAREER-COND APPT                            01 19 81
50,487.00  110010001  101   0   0730  1111  517  E  1  00  1  1  1  22 06 17  81 01 06  81 01 06
```

FIGURE 14-2. PMIS SF 50 SUSPENSE FILE DELETIONS

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PMIS SF-50 SUSPENSE FILE DELETIONS                    RIS XXXXXXXX        PAGE 004

A RG NO    SSN         NAME          FPS/SRS/GR/ST  PB  NOA  NOA DESCRIPTION        PMIS DATE
AN SAL  GEOG LOC  ORG CDE  APP CDE  APP LIM CST CEN  OBJ  F/P  FLSA SPV  SP/PG  GLI  R/F  CIT  DOB  SCD  EFF-DATE-LPA BLK
STDBY  COLA  TROP  POST  APPT  POS LIM-DTE REIM-AGREE  SPL  TRU  HB  CARRIER  DATE-LAST

******* ANY PMIS NUMBER ENCLOSED IN ASTERISKS IS AN UPS ASSIGNED NUMBER  IT IS NOT THE NUMBER ON THE SF-50 ********

1 WA 37494  577 94 9146              GS-0322-03-01  PA  352F  TERMINATION-EXP OF APPT       02 02 81
9,766.00  110010001   101   0  4730  1131  420  N  8  97  2  2  1  60 08 23  80 09 30  81 01 16  AA
000  0000  0000  09  2  810119       0   0   001

1 WA*P4635* 578 90 2386             GS-0335-03-C1  PA *881A FEGLI CHG               02 02 81
9,766.00  110010001   101   0  1850  1131  92M  N  8  57  3  1  1  60 05 10  79 06 17  80 12 16  AA
000  0000  0000  03  2  500000       0   0   004

1 WA 37375  578 90 2386             GS-0335-03-01  PA  460A LWOP-NTE                02 02 81
9,766.00  110010001   101   0  1850  1131  92M  N  8  57  3  1  1  60 03 10  79 06 17  81 01 23  AA
000  0000  0000  03  2  810630       0   0   004
```

1406. ACCOUNTING SYSTEM INTERFACE ACTIONS. Payroll expenditure and accrued expenditure data are entered into agency general ledger and allotment accounting systems. Input to local allotment systems is at appropriation, limitation, program element, cost center, and subobject class level. The disbursement data are input through either manual or automated means on a biweekly basis and reconciled using UPS-produced output described in subparagraphs b(1), (2), and (3) below.

      a. Interim Automation. Pending implementation of the Uniform Accounting System (UAS), accounting offices must use local ADP bridge program to create compatible output record formats at subobject class detail for input of expenditure transactions into the allotment system. Reformatted expenditure (disbursement) data extracted from the Payroll Distribution/ Projection Report (PDR) are entered biweekly. Accruals are entered using local methodologies as was done formerly. Interim ADP procedures should provide allotment system output for reconciling payroll interface transactions with the UPS payroll reports.

      b. Reports. The following biweekly output products are used for accounting interface and reconciliation purposes.

      (1) Payroll Distribution/Projection Report. This report provides expenditure data by appropriation, limitation, program element, cost center, and subobject class. The report is printed at payroll offices for use by accounting personnel. The report content will be interfaced with allotment accounting systems.

      (2) Report of Supplemental Payments and Cancelled Checks. This report provides a listing of supplemental payments and cancelled checks processed through UPS during the biweekly pay period. The report is printed at payroll offices for use by accounting personnel. Totals reflected on the report are included in the PDR. Therefore, it must be used in conjunction with the Regional Disbursements and No Check Deductions to reconcile with the PDR.

      (3) Regional Disbursements and No Check Deductions. This listing is often referred to as a pseudo SF 1166. It is printed at payroll offices for use by accounting personnel. The results of pay calculation for personnel services and benefits are reflected showing the gross charge to each appropriation symbol, total disbursements by category, total no check deductions by appropriation symbol, and an overall grant total. The listing is used for posting to general ledger accounts, transfer of disbursing authority to UPSOM, and reconciling with totals on the PDR.

      (4) Report of Suspense Account Deposits. This report provides a listing of deductions from employees' pay for quarters and subsistence, tax levies, court-ordered payments, garnishments for alimony and child support, bankruptcy, and other accounts receivables. The amounts withheld are credited to deposit fund suspense account 69X6875 or budget clearing account 69F3875. The listing is printed at payroll offices for use by accounting personnel.
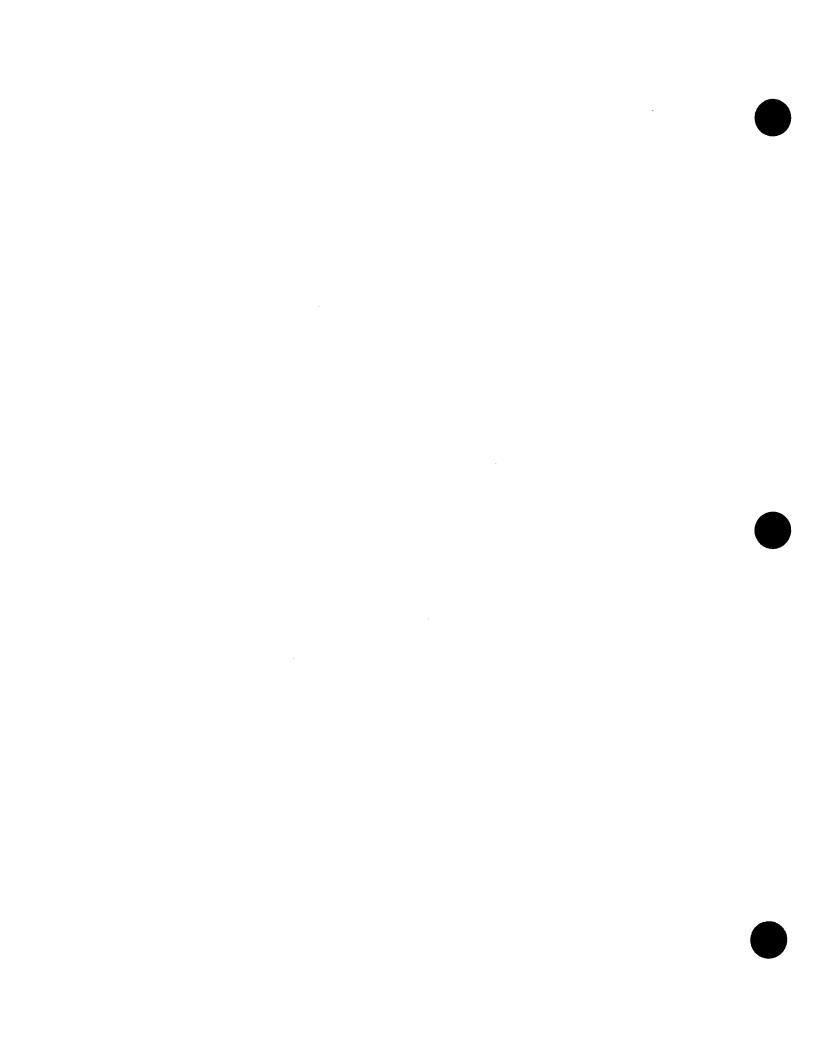
It is used for posting applicable general ledger accounts to reflect the transfer from UPSOM to the accounting office of amounts withheld during the payroll process. It is also used by local accounting offices in the preparation of SF 1166, Voucher and Schedule of Payments, and SF 1017, Journal Voucher, to reflect charges to the applicable account for disbursements to payees or transfer of monies to liquidate accounts receivables for various appropriations. See paragraphs 1407c and f below.

1407. OTHER INTERFACED ACTIONS. Certain other payroll related transactions are entered into accounting systems located in the operating accounting offices. The paragraphs below provide general descriptions on the types of transactions and the actions to be followed.

    a. Cash Awards and Supplemental Payments. Normally, cash awards are processed through UPS and the net amount of the award is included with the employee's regular net salary payment. However, there are occasional situations which may warrant the issuance of a separate check for an award. When payroll offices process an occasional cash award or other supplemental payments outside UPS, an SF 1166, Voucher and Schedule of Payments, will be prepared citing their local accounting station number. Payroll technicians will enter transactions to update the EMR for all local payments made using applicable input screen formats under job PYPAYADJ. The supplemental pay indicator must be entered on each screen format used. Supplemental payments processed by UPS update year-to-date information on the EMR and gross charges to appropriation data are included in the PDR for interface into the accounting system.

    b. SF 1098, Schedule of Cancelled Checks. When it is determined by the local payroll office that a check in their possession must be cancelled, an SF 1098, Schedule of Cancelled Checks, will be prepared in an original and three copies. If the check was issued by the Treasury Disbursing Center (TDC) at Kansas City citing the UPSOM accounting station number 69-00-1103, the payroll office must contact UPSOM by telephone and request a schedule number. The UPSOM must be provided the employee name, check number, and date of the check being cancelled. The original and one copy of the SF 1098, with the check attached, will be forwarded to the TDC at Kansas City for cancellation. One copy of the SF 1098 will be sent to UPSOM for their suspense file pending receipt of the confirmed copy from the TDC. The payroll office will retain a copy for data entry purposes and filing. Payroll technicians enter transactions to update the EMR to reflect the cancelled check action using applicable input screen format(s) under job PYPAYADJ. The cancelled check indicator must be entered on the screen format(s) used. Cancelled check actions processed by UPS adjust year-to-date information on the EMR and corresponding adjustments to appropriation data are included in the PDR for interface into the accounting system.

    c. Collection and Handling of Indebtedness to the Government, Court-Ordered Payments, Tax Levies, Garnishments for Alimony and Child Support, Bankruptcy, Travel Advances, and Other Accounts Receivables. The UPS makes collections for such actions through payroll withholdings from employees' wages. These collections are accumulated in deposit fund suspense account

69X6875. The Report of Suspense Account Deposits is used as the source for posting applicable general ledger accounts to reflect the transfer from UPSOM. Subsequently, each accounting office will make either transfers or disbursements from this suspense account. An SF 1017, Journal Voucher, is prepared to transfer amounts to the appropriation containing the accounts receivable or an SF 1166, Voucher and Schedule of Payments, is processed to issue a check to payees external to the agency.

d. Retirement and Other Benefits for Former Agency Employees Serving With the International Civil Aviation Organization (ICAO). Separated employees who transferred to ICAO and elected to retain retirement, health benefits, and/or life insurance coverage, are required to submit periodic payments to the payroll office to cover their share of the cost for continued coverage. Payments received will be verified to ensure the amount remitted covers the required contribution. The check or money order will be deposited citing deposit fund suspense account 69X6875. Payroll technicians must enter transactions to transmit the amount received for benefits coverage to UPSOM using input screen format PYOTHADJ/P1. The amount transmitted will appear on the Report of Suspense Account Deposits as a negative amount under account 69X6875. The UPSOM will include the amount on the SF 2812, Report of Withholdings and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement, which is forwarded to OPM.

e. Permanent Change of Station (PCS) and Air Traffic Second Career Training. Payments for PCS and second career training will be processed by accounting offices on SF 1166, Voucher and Schedule of Payments, showing the gross amount charged to the appropriation and the net amount to the employee. Taxes withheld on these payments will be placed in deposit fund suspense account 69X6875. Form DOT F 2750.1, Notice of Suspended or Disallowed Items and/or Notice of Federal Income Tax Withheld from Travel and Transportation Expenses, is used to advise the payroll office of the basic information for updating the employee's master record. UPS input screen format PYOTHADJ/P5 is used by the payroll technician for updating the cumulative gross wages and taxes on the EMR. The UPSOM will schedule the payment of taxes withheld for PCS and second career training, along with other tax payments for the regular payroll. The disbursement of such tax withheld is reflected in the Report of Suspense Account Deposits as a negative amount to 69X6875. The Report of Suspense Account Deposits received by accounting offices will be used to reverse the prior entry to 69X6875.

f. Recording of Collections from Employee Salaries for Government Furnished Quarters and Subsistence. Payroll technicians establish recurring deductions for the above items using input screen format PYDED/P7. The deductions are reflected on the Report of Suspense Account Deposits in budget clearing account 69F3875. Accounting offices will use the Report of Suspense Account Deposits as a source document to process an SF 1017, Journal Voucher, to transfer the amounts for these deductions from account 69F3875 to refund the applicable appropriation.

1408.-1499. RESERVED.

CHAPTER 15.   UNIFORM PAYROLL SYSTEM OPERATIONS MANAGER (UPSOM)
OPERATING PROCEDURES

1500.   GENERAL.   The UPS Operations Manager (UPSOM) and staff located at
the Mike Monroney Aeronautical Center are responsible for coordinating and
performing the daily centralized operations of UPS.   The centralized
payroll processing and agency level reporting aspects of UPS have con-
solidated numerous functions formerly performed by the individual payroll
offices.   Detailed UPSOM operating procedures are contained in
appendix 6 of this order.

1501.-1599.   RESERVED.

CHAPTER 16. ERROR CORRECTION

1600. GENERAL. One of the basic objectives established for the Uniform Payroll System (UPS) in the design specifications was to develop a concept that would provide for capturing and editing input data from the source, thus eliminating the coding and delayed error correction process. This objective was achieved to a significant degree by entering data directly from source documents and the provision for front-end edit and error correction at the time data are entered. However, since additional edits are performed by the host computer on data transmitted, there is some delay in the error correction process. Error information generated at the host and transmitted back to the payroll office must be reviewed and corrected by payroll technicians prior to reentry in the subsequent daily cycle.

1601. CORRECTION OF ERRORS. Errors may be detected and corrected during three phases of the payroll process.

    a. Prior to data entry, documents are received in the payroll office from employees, time and attendance clerks, personnel offices, and other sources. A review is made by the payroll technician for general completeness and to ensure that required employee and/or supervisor signatures have been executed. This review should be cursory rather than indepth to avoid duplication and delays which would result if excessive time is spent on manual detection of errors that are identified mechanically. In the case of missing signatures, notification should be made by telephone and required signatures obtained on a corrected document, or if the signatory is locally available, the signature should be obtained in the most expeditious manner.

    b. The data entry system includes several edits. These edits include a check to ensure the entry of mandatory data and a validity check on mandatory data entered. If an edit is not passed, the terminal will make a "beep" sound and a message will be displayed on the next-to-the-bottom line of the input terminal screen. This message states the type of error made and the cursor shows where the error was made. The cursor resembles a small square that flashes on the screen.

    c. After transmission to the host computer, error reports described below are produced from routine edit processing in the host computer. The reports reflect three types of edit error messages: (1) update errors, (2) T&A and amended T&A input errors, and (3) retroactive pay processing errors. Update error messages preceded by an asterisk are informational messages which may or may not indicate an error condition. Such transactions, if unchanged, will be accepted. Messages without an asterisk indicate an error condition which has been rejected by the system and, therefore, must be corrected and reentered. T&A edit messages use the words "T&A accepted" or "T&A rejected" to indicate information messages or rejected transactions. Retroactive pay process errors are also a combination of rejected transaction messages or information messages which may indicate an error condition.

d. <u>All edit error reports</u> are to be initialed and dated by the payroll technician who enters the corrections. This procedure applies to all of the reports in subparagraph c above, even if the same entry is rejected more than once and appears on subsequent listings. The payroll supervisor must ensure that these procedures are followed.

 (1) <u>Update Error Report, Figure 16-1.</u>

  (a) <u>Purpose.</u> This report provides a listing of update transactions that did not process due to erroneous input. The list also contains data for informational purposes that have been accepted by the system (i.e., PMIS activated or mass change data).

  (b) <u>Frequency.</u> Daily during update week on the day after data are transmitted to the host.

  (c) <u>Media.</u> Listing printed at payroll offices.

  (d) <u>User.</u> Payroll technicians.

 (2) <u>T&A Edit Error List, Figure 16-2.</u>

  (a) <u>Purpose.</u> This listing identifies time and attendance transactions that have failed to process due to an error condition and transactions that may be in error but will be accepted if not changed. Rejected transactions are identified after the edit message by the words "T&A rejected."

  (b) <u>Frequency.</u> Daily on the day after the data were transmitted to the host.

  (c) <u>Media.</u> Listing printed at payroll offices.

  (d) <u>User.</u> Payroll technicians.

 (3) <u>Adjustment Error Report, Figure 16-3.</u>

  (a) <u>Purpose.</u> This listing identifies errors in adjustment data, such as leave adjustments processed under job name PYOTHADJ.

  (b) <u>Frequency.</u> Daily on the day after the data are transmitted to the host.

  (c) <u>Media.</u> Listing printed at payroll offices.

  (d) <u>User.</u> Payroll technicians.

FIGURE 16-1. UPDATE ERROR REPORT

SYS-CTL: 368   TIME 20:56:48
DATE: 12/10/80

UPDATE ERROR REPORT
FEDERAL AVIATION ADMINISTRATION

PAGE: 81

REGION: WA

BATCH RECORD SSN ID BLK TYPE-RECORD EPR-CDE EXPLANATION

```
AG       : 1             REG      : WA           BATCH #  : PMLL'O      REC #  : 002512
SSN      : 579-66-8861   ID       : SM           PMIS #   : C003B       NOA    : 918B

EFF-DATE : 80-11-30                                            TOC : R           RET-MIL :
NAME     :
CIT-CODE : 1             SCD      : 70-04-21      DOB      : 51-05-29
FEGLI    : 3             RET/FICA : 1            TYP-APP   : 01
L/APP-CD :               DY/HR/AMT:
L/APP-DT : 00-00-00      FR-REG   : 0
SUP-CODE : 2             FP-SYS   : GS
SERIES   : 0318          GRADE    : 06           STEP     : 05
PY-BASIS : A             SALARY   : 1549600      SP-SAL-RT: 0
POS-TYPE : 1             GEOG-LOC : 11-0010-001
REG      : WA            APPT/LIM : 1400         AREA     : 0          CC     : 7040
FIS-PROG : DC4           OBJ-CLASS: 1111         FLSA     : N          STAT   : 0
B/W TOUR :               LV-ELIG  :              TRU-OT   : 0          COLA   : 00000
STANDPY  : 000           H/PLAN   : 405          CARRIER  : 2244 7974
SPEC-PRG : 00            REIMB-ACR:                                    ANNUITY: 0000
ALLOW-CD : 0             OTH-ALLOW: 00000
ALLOW-CD : 0             OTH-ALLOW: 00000
POD-DIST :
```

FIGURE 16-1.   UPDATE ERROR REPORT   (CONT'D)

```
SYS-CTL: 368                                                        PAGE:
DATE: 12/16/80    TIME  20:56:42       FEDERAL AVIATION ADMINISTRATION
                                       UPDATE ERROR REPORT

REGION: 6A

BATCH  RECORD   SSN       ID  BLK  TYPE-RECORD   ERR-CDE        EXPLANATION

               AG: 1  RFG: 6A  BATCH #: PMLL06  REC #: 02436
               SSN: 190-36-6588 ID: SB
               NOA: 894G        EFF-DATE: 80-10-19      FPS: WG
               SERIES: 8652     GRADE  : 11             STEP: 05
               PV-HAS: H        SALARY : 0001135
               LOCATION: 51-C100-015 SP-SAL-RATE: 
               DATE-LAST-PY-CHG:  -  :  -  .
               AUTH:

PMLL06 002455  224-68-0018  SI  LL STEP INCREASE   93025    * PMIS ACTIVATED OR MASS CHANGE SYSTEM ACTIVATED ACTION

               AG: 1  RFG: 6A  BATCH #: PMLL06  REC #: 002455
               SSN: 224-68-0018 ID: SI
               NOA: 893A        EFF-DATE: 80-11-30      FPS: GS
               SERIES: 0301     GRADE  : 09             STEP: 02
               PV-HAS: A        SALARY : 1526500
               LOCATION: 11-C010-001 SP-SAL-RATE: 6
               DATE-LAST-PY-CHG: 79-12-02
               AUTH:

PMLL06 002493  519-20-4225  SP  LL STEP INCREASE   93025    * PMIS ACTIVATED OR MASS CHANGE SYSTEM ACTIVATED ACTION

               AG: 1  RFG: 6A  BATCH #: PMLL06  REC #: 02493
               SSN: 519-20-4225 ID: SP
               NOA: 893A        EFF-DATE: 80-11-30      FVS: GS
               SERIES: 301      GRADE  : 15             STEP: 08
               PV-HAS: A        SALARY : 5494200
               LOCATION: 11-C010-001 SP-SAL-RATE: 6
               DATE-LAST-PY-CHG: 77-12-04
               AUTH:
```

FIGURE 16-2.   TIME AND ATTENDANCE EDIT ERROR LIST

```
SYS-CTL: 066        T&A EDIT-ERROR LIST        PAY PPD 04  DATE 02/08/81  TIME 221206

FILE-TYPE  BLK-TA-BCH RECD-NO. AGY RGN SOC-SEC-NO CHK.  ERROR MESSAGE
PY508  021  LL-TA-03  000018  1  WA 113-30-1447 33  DAY 11 SHIFT MINUS MEAL TIME NOT EQUAL 8 HRS - T&A ACCEPTED AS RECORDED
PY508  021  LL-TA-03  000018  1  WA 113-30-1447 33  DAY 12 SHIFT MINUS MEAL TIME NOT EQUAL 8 HRS - T&A ACCEPTED AS RECORDED
PY508  021  LL-TA-03  000018  1  WA 113-30-1447 33  DAY 13 SHIFT MINUS MEAL TIME NOT EQUAL 8 HRS - T&A ACCEPTED AS RECORDED

113-30-1447 021 LLTA03 04 1000-1030  01 9000-
                                     02 9000-
                                     03 0600-1430
                                     04 -
                                     05 -
                                     06 -
                                     07 0800-1600 1      0700-0800 19/0000-0000
                                     08 9000-
                                     09 9000-
                                     10 -
                                     11 -
                                     12 -
                                     13 -
                                     14 0800-1600 1      1600-1700 19/0000-0000

PY508  021  LL-TA-03  000026  1  WA 217-68-7059 64  DAY 09 SHIFT MINUS MEAL TIME NOT EQUAL 8 HRS - T&A ACCEPTED AS RECORDED

217-68-7059 021 LLTA03 04 1230-1500  01 9000-
                                     02 0800-1630 1             02/0800-1630
                                     03 -          1630-1730 -
                                     04 -
                                     05 -          1630-1800    02/0800-1630
                                     06 -          1630-1800
                                     07 9000-
                                     08 9000-
                                     09 -
                                     10 -                       19/0000-0000
                                     11 -          1630-1730
                                     12 -          1630-1730
                                     13 -          1630-1830
                                     14 9000-
```

FIGURE 16-3. ADJUSTMENT ERROR REPORT

SYS-CTL: 067
DATE: 12/10/60   TIME 23:38:59   PAGE: 11
REGION: WA

ADJUSTMENT ERROR REPORT
DEPARTMENT OF TRANSPORTATION

BATCH	RECORD	SSN	ID	BLK	TYPE RECORD	ERR-CDE		EXPLANATION
LLLL40	C00007	577-28-8567	SA	LL	SF50 RETRO	PCER	PF 80 24	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A
LLLL40	C00007	577-28-8567	SA	LL	SF50 RETRO	PCER	FP 80 25	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A
LLLL40	C00008	322-16-2426	SA	LL	SF50 RETRO	PCER	FP 80 25	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A
LLLL40	C00008	322-16-2426	SA	LL	SF50 RETRO	PCER	FP 80 24	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A
LLLL40	C00010	478-12-5521	SP	LL	SF50 RETRO	PCER	PP 80 25	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A
LLLL40	C00010	478-12-5521	SP	LL	SF50 RETRO	PCER	PF 80 24	RETROACTIVE DEACTIVATION- REQUIRES AMENDED T&A

1602. EDIT MESSAGES. Edit messages which are output on the above error listings are briefly described below.

a. T&A Edit Messages. T&A edit messages are output on the T&A Edit Error List. Each message identifies the error condition and whether the T&A is accepted or rejected. T&A edit error messages are listed in figure 16-4.

b. Update Edit Messages. Update edit messages are output on both the update error report and the adjustment error report. Update edit messages also show a five-position error code. The first four positions of the error code generally equate to the Data Element Code. The fifth position indicates the number of messages identified to this code. If update edit messages are preceded by an asterisk, the message is an information item which may indicate a possible error. Messages with asterisks can be output on both the udpate error report and adjustment error report. Update errors are listed in figure 16-5.

c. Retroactive Pay Process Edit Messages. These edit messages are output from the retroactive pay process and appear only on the adjustment error report. Each message is preceded by the constant letters 'PCER' reflected in the error code column followed by the pay period year, pay period number, and the applicable error message. They reflect rejected transactions or information messages which may indicate an error condition. The edit messages are listed in figure 16-6.

d. T&A Edit Cross-Reference Chart. As an aid in understanding the T&A edit messages listed in figure 16-4, edit message references to input formats are cross-referenced to the input format names listed below.

PYUPSTA FORMAT	NAME	EDIT MESSAGE	REFERENCES
P1	Straight 80 hours	1	01
P2	Fourteen Day	2A	021
P3	Fourteen Day Supplemental	2B	022
P4	Travel of Hazard/Environmental	2C	023
P5	Travel of Hazard/Environmental Supplemental	2D	024

1603. EDIT MESSAGE FIGURES. Lists of edit messages are shown in figures 16-4 through 16-6.

1604.-1699. RESERVED.

FIGURE 16-4.   TIME AND ATTENDANCE EDIT ERROR MESSAGES

INVALID NUMBER OF RDOS - T&A ACCEPTED AS RECORDED
DAY ** EMPLOYEE ON TDY REPORTED HOLIDAY LEAVE FOR NON-U.S. HOLIDAY -
  LEAVE ACCEPTED
DAY ** COND OPT2 CODED. A/S & TWO CONTINUOUS - OPT2 CHGD TO BLANK ACCEPTED
DAY ** COND OPT7 - SUFFERED AND PERMITTED - T&A ACCEPTED AS ENTERED
DAY ** HAZ/ENV TIMES NOT ENTERED IN TIME OF DAY SEQUENCE - T&A REJECTED
DAY ** TODAYS HAZ/ENV OVERLAPS TOMORROWS HAZ/ENV - T&A REJECTED
DAY ** INVALID MEAL TIME - T&A REJECTED
ADV SICK LVE NOT NUMERIC CR GREATER 3 TIMES TOUR - T&A REJFCTED
DAY ** ASSIGN SHIFT CODED AFTER AN ASSIGN SHIFT OF 6000 - T&A REJECTED
DAY ** SHIFT MINUS MEAL TIME NOT EQUAL 8 HRS - T&A ACCEPTED AS RECORDED
DAY ** ASSIGN SHIFT IS 5000 BUT ADDITIONAL DATA CODED - T&A REJECTED
DAY ** WAE CR IRR TNW TIME INCLUDED IN TWO TIME - T&A REJECTED
RDO1 INVALID - RDO2 RDO3 & RDO4 NOT CHECKED - T&A REJECTED
RDO2 INVALID - RDO3 & RDO4 NOT CHECKED - T&A REJECTED
RDO3 INVALID - RDO4 NOT CHECKED - T&A REJECTED
RDO4 INVALID - T&A REJECTED
TOO MANY T&A CARDS OR UNMATCHED SET - T&A REJECTED
HOLIDAY LEAVE ON RDO - T&A REJECTED
DAY ** INVALID - T&A REJECTED
DAY1 ASSIGNED SHIFT INVALID - T&A REJECTED
DAY ** PREVIOUS DAY 021 TWO OVERLAPS TODAYS 022 A/S - T&A REJECTED
DAY ** INVALID START TIME FOR WAE OR IRR ASSUMED TO BE BLANK - T&A ACCEPTED
DAY ** IN LIEU OF HOLIDAY DESIGNATED ON OTHER THAN LAST WORK DAY -
  T&A REJECTED
DAY ** ASSIGNED SHIFT INVALID - T&A REJECTED
DAY ** TWO TIMES MUST BE ENTERED IN TIME OF DAY SEQUENCE - T&A REJECTED
DAY ** WG EMPLOYEE WITH SHIFT MINUS MEAL TIME EXCEEDING 8 HOURS - T&A ACCEPTED
DAY ** INVALID CONDITION OPTIONS - T&A REJECTED
DAY ** CONDITION OPTION WITH NO TIME WORKED OUTSIDE ASSIGNED SHIFT - T&A
  REJECTED
DAY ** CONDITION OPTIONS INVALID WITH CONDITION OPTION 7 - T&A REJECTED
DAY ** CONDITION OPTION 3 MUST HAVE TIME WORKED OUT SHIFT 1800-0600 -
  REJECTED
DAY ** CONDITION OPTION 1, 3, OR 4 FOR WG EXEMPTION - T&A ACCEPTED WITH
  OPTION AS BLANK
DAY ** CONDITION OPTION INVALID FOR WAE - T&A ACCEPTED-ALL OPTIONS BLANK
DAY ** NIGHT DIFFERENCE NOT PAYABLE ON CALLBACK - T&A ACCEPTED WITH
OPTION 3 BLANK
DAY ** CONDITION OPTION INVALID FOR IRR - T&A ACCEPTED WITH OPTION BLANK
DAY ** CONDITION OPTION4 CODED - T&A ACCEPTED AS ENTERED
DAY ** INVALID TIME WORKED OUTSIDE SHIFT - T&A REJECTED
DAY ** INVALID SUFFERED OR PERMITTED TIME - T&A REJECTED
ASSIGN SHIFT EXCEEDS TOUR + 3 HOURS - T&A REJECTED
INVALID DAY ENTRY IN RECORD TYPE 01 - T&A REJECTED
DAY ** INVALID NOT WORKED TYPE CODE - T&A REJECTED

FIGURE 16-4. TIME AND ATTENDANCE EDIT ERROR MESSAGES (CONT'D)

DAY ** WAE WITH NO ASSIGNED SHIFT NOT ELIGIBLE FOR THIS NOT WORKED
  TYPE REJECTED
DAY ** NOT WORKED TYPE NOT VALID ON RDO - T&A REJECTED
DAY ** INVALID COMBINATION OF NOT WORKED TIME & CODE - T&A REJECTED
DAY ** INVALID NOT WORKED TIME - T&A REJECTED
DAY ** NOT WORKED TIME OUTSIDE SHIFT - T&A REJECTED
DAY ** INVALID MEAL TIME OUTSIDE ASSIGNED SHIFT - T&A REJECTED
DAY ** INVALID TRAVEL TYPE CODE - T&A REJECTED
DAY ** TRAVEL TIME & TYPE CODE NOT COMPATIBLE - T&A REJECTED
 ASSIGN SHIFT EXCEEDS TOUR - T&A REJECTED
DAY ** INVALID TRAVEL TIME - T&A REJECTED
DAY ** FLSA TRAVEL CODED FOR EXEMPT EMPLOYEE - T&A REJECTED
DAY ** TOO MANY OCCURRENCES OF ENVIRONMENTAL/HAZARD - T&A REJECTED
PAY BASIS MUST BE H OR A FOR ENVIRONMENTAL OR HAZARD HOURS - T&A REJECTED
DAY ** LEAVE CODED FOR LAMPLIGHTER -- T&A ACCEPTED WITH LEAVE AS BLANK
DAY ** INVALID ENVIRONMENT TYPE/PERCENT COMBINATION - T&A REJECTED
DAY ** ENVIRONMENTAL TYPE/PERCENT WITH NO START/STOP TIME - T&A REJECTED
DAY ** INVALID ENVIRONMENT/HAZARD START/STOP TIME - T&A REJECTED
DAY ** ENVIRONMENT/HAZARD TIME NOT INSIDE A/S OR TWO - T&A REJECTED
DAY ** ENVIRONMENT/HAZARD START/STOP INCLUDES NOT WORKED TIME -
 T&A REJECTED
DAY ** ENVIRONMENTAL/HAZARD START/STOP TIME INCLUDES NOT WORKED TIME -
 T&A REJECTED
DAY ** LEAVE ROUNDED UPWARD - T&A ACCEPTED
NO 022 RECORD EXTRA DAY INDICATOR = 1 ON 021 RECORD - T&A REJECTED
NO 024 RECORD EXTRA DAY INDICATOR = 1 ON 023 RECORD - T&A REJECTED
DAY ** YESTERDAYS HAZARD/ENVIRONMENT OVERLAPS TODAYS HAZARD/ENVIRONMENT
 T&A REJECTED
2D RECORD WHEN EXTRA DAY INDICATOR ON 2C RECORD NOT = 1 - T&A DATA REJECTED
TIME OUTSIDE SHIFT GREATER THAN 12 HOURS - T&A ACCEPTED
INVALID T/C - T&A REJECTED
MORE THAN 3 FORM 022 ENTRIES - T&A ACCEPTED
EXTRA FORM 024 ENTRIES - T&A REJECTED
NO FORM 021 RECORD - T&A REJECTED
CANNOT COMPUTE HOLIDAY - T&A REJECTED
CHECK HOLIDAY LEAVE - T&A ACCEPTED
022 RECORD DAY IS BLANK OTHER DATA CODED FOR THAT DAY - T&A REJECTED
BLANK DAY ON THIS RECORD BUT ADDITIONAL DAYS FOLLOW - T&A REJECTED
022 RECORD DAYS ARE NOT ENTERED IN ASCENDING SEQUENCE - T&A REJECTED
ONE OCCURRENCE OF NIGHT DIFFERENTIAL - T&A ACCEPTED
INVALID DAY ENTRY ON 022 RECORD - T&A REJECTED
DAY** ENTERED ON 2B RECORD BUT NO OTHER DATA ENTERED - T&A REJECTED
DAY ** NEXT DAY ASSIGN SHIFT STARTS BEFORE TODAYS STOPS - T&A REJECTED
DAY ** TIME NOT WORKED TIMES NOT ENTERED IN TIME OF DAY SEQUENCE - T&A
 REJECTED
DAY ** TOMORROWS TWO STARTS BEFORE TODAYS TWO STOPS - T&A REJECTED
DAY ** TOMORROWS ASSIGN SHIFT OVERLAPS TODAYS TWO - T&A REJECTED

FIGURE 16-4. TIME AND ATTENDANCE EDIT ERROR MESSAGES (CONT'D)

DAY ** HOLIDAY LEAVE NOT AVAILABLE - CONVERTED TO EXCUSED LEAVE
DAY ** TOMORROWS TWO STARTS BEFORE TODAYS A/S STOPS - T&A REJECTED
DAY ** 021 A/S MUST STOP BEFORE 022 A/S STARTS - T&A REJECTED
DAY ** 021 A/S, INCLUDES TIME IN 022 TWO - T&A REJECTED
DAY ** 021 TWO INCLUDES TIME IN 022 TWO - T&A REJECTED
DAY ** PREVIOUS DAY 021 TWO INCLUDES TIME IN 022 TWO TIME - T&A REJECTED
DAY ** SAME DAY 022 A/S TIME INCLUDED IN 021 TWO TIME - T&A REJECTED
DAY ** PREVIOUS DAY 021 A/S INCLUDES TIME IN 022 TWO TIME - T&A REJECTED
DAY ** PREVIOUS DAY A/S INCLUDES TIME IN TODAY A/S - T&A REJECTED
DAY ** THERE IS MORE THAN ONE 022 ENTRY--THE ASSIGN SHIFTS OVERLAP - T&A
  REJECTED
DAY ** THERE IS MORE THAN ONE 022 ENTRY--THE A/S OVERLAPS TWO - T&A REJECTED
DAY ** THERE IS MORE THAN ONE 022 ENTRY--THE TWO SHIFTS OVERLAP - T&A
  REJECTED
DAY ** SAME DAY 022 TNW TIME INCLUDED IN 021 TNW TIME - T&A REJECTED
DAY ** PREVIOUS DAY TNW INCLUDES TIME IN CURRENT DAY TWO - T&A REJECTED
DAY ** PREVIOUS DAY TNW INCLUDES TIME IN CURRENT DAY TNW - T&A REJECTED
DAY ** PREVIOUS DAY TWO INCLUDES TIME IN CURRENT DAY TNW - T&A REJECTED
CG TYPE 1,2,3 ASSIGN SHIFT 80 HOURS - T&A ACCEPTED
IRREGULAR NOT = 40 HOURS FOR THE WEEK - T&A ACCEPTED
POSITION TYPE 4 MUST BE CODED WITH ASSIGN SHIFT AS 7000 - T&A REJECTED
PP ** AMENDED T&A REQUIRED - NO IN LIEU OF HOLIDAY GRANTED IN THAT PP
PP ** AMENDED T&A REQUIRED - HOLIDAY NOT ON DAY 2 OR 3 - PREVIOUS IN LIEU
  GRANTED
PP ** AMENDED T&A REQUIRED - WORKDAY PRIOR TO HOLIDAY - PREVIOUS IN LIEU
  GRANTED
DAY ** PART TIME EMPLOYEE WITH IN LIEU OF HOLIDAY LEAVE - LEAVE ACCEPTED
EMPLOYEE ON LWOP THE LAST HOUR OF THE CURRENT PAY PERIOD - LEAVE ACCEPTED
IN LIEU OF HOLIDAY RECORDED INCORRECTLY - AMENDED T&A REQUIRED
DAY ** FOREIGN EMPLOYEE REPORTED HOLIDAY LEAVE FOR NON-U.S. HOLIDAY - LEAVE
  ACCEPTED
DAY ** HOLIDAY LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** NON-DC EMPLOYEE REPORTED HOLIDAY LEAVE FOR INAUGURATION - LEAVE
  ACCEPTED
DAY ** ANNUAL LEAVE NOT AVAILABLE - CONVERTED TO LWOP
DAY ** NOT ELIGIBLE FOR SICK LEAVE - CONVERTED TO LWOP
DAY ** SICK LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** COMPENSATORY LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** WAGE GRADE EMPLOYEE WITH COMPENSATORY EARNED - CONVERTED TO OT
DAY ** ANNUAL LV REPORTED WHEN COMP LV WAS AVAILABLE - CONVERTED TO COMP LV
DAY ** MAX EXCUSED LEAVE FOR BLOOD DONATION EXCEEDED - CONVERTED TO ANNUAL
  LEAVE
DAY ** HOME LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** EXCESS FUNERAL LEAVE REPORTED - CONVERTED TO ANNUAL LEAVE
DAY ** FUNERAL LEAVE REPORTED AND ACCEPTED
DAY ** RESTORED ANNUAL LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** TRAUMATIC LEAVE GREATER THAN 45 DAYS - CONVERTED TO SICK LEAVE
DAY ** EMERGENCY MILITARY LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE
DAY ** REGULAR MILITARY LEAVE NOT AVAILABLE - CONVERTED TO ANNUAL LEAVE

FIGURE 16-4. TIME AND ATTENDANCE EDIT ERROR MESSAGES (CONT'D)

DAY ** DC EMPLOYEE WITH MORE THAN 15 DAYS REGULAR MILITARY - LEAVE ACCEPTED
DAY ** TEMPORARY EMPLOYEE TAKING REGULAR MILITARY LEAVE - LEAVE ACCEPTED
DAY ** TEMPORARY EMPLOYEE TAKING EMERGENCY MILITARY LEAVE - LEAVE ACCEPTED
DAY ** CANNOT HAVE COMP EARNED WHEN TRAVEL CODE = 42 - EARNED COMP IGNORED
DAY ** YTD CHANGE OF STATION LEAVE GREATER THAN 40 HOURS - LEAVE ACCEPTED
DAY ** NOT ON SICK LEAVE WHEN STATUS = 8 (DISABILITY RETIREMENT) ACCEPTED
DAY ** ON LWOP BEFORE AND AFTER HOLIDAY - CONVERTED LEAVE TO LWOP
DAY ** ON LWOP AFTER HOLIDAY (FIRST DAY OF PP) LWOP OR HOLIDAY LEAVE ACCEPTED
DAY ** ON LWOP BEFORE HOLIDAY (LAST DAY OF PP) LWOP OR HOLIDAY LEAVE ACCEPTED
DAY ** ON AWOP BEFORE AND AFTER HOLIDAY - CONVERTED LEAVE TO AWOL
DAY ** ON AWOL AFTER HOLIDAY (FIRST DAY OF PP) AWOL OR HOLIDAY LEAVE ACCEPTED
DAY ** ON AWOL BEFORE HOLIDAY (LAST DAYOF PP) AWOL OR HOLIDAY LEAVE ACCEPTED
DAY ** OTHER LEAVE CHARGED ON HOLIDAY - CONVERTED TO HOLIDAY LEAVE
NO EMR RECORD FOR THIS EMPLOYEE - T&A REJECTED
T&A NOT FOR CURRENT PAY PERIOD - T&A REJECTED
PAY STATUS IS NOT 1, 3, OR 8 - NO T/A ALLOWED - REJECTED
DAY ** PAY STATUS DOES NOT ALLOW PAY - REJECTED
STANDARD TIME CONVERSION LESS THAN 1 HOUR - T&A ACCEPTED
LIMITED APPOINTMENT EXCEEDED - T&A ACCEPTED
INVALID ENTRY FOR SPECIAL TOUR EMPLOYEE - T&A REJECTED
STANDBY EMPLOYEE WITH HOLIDAY LEAVE REQUEST VERIFICATION - T&A ACCEPTED
SICK LEAVE USED WHICH DID NOT ACCRUE - LEAVE ACCEPTED
NEGATIVE AL/SL BALANCE - MAY NEED ADJUSTMENT - T&A ACCEPTED
INCORRECT YR/PAY PERIOD - T&A REJECTED
POS-TYPE = 4. T&A IS NOT CODED WITH A/S 7000 - T&A REJECTED
DAY ** HOL LVE ALLOWED ON HOLIDAY. ADJ TO LWOP REQUIRED - T&A ACCEPTED
DAY ** FLSA HOURS ALLOWED WITH TRAVEL CODE OF 42 - T&A ACCEPTED

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES

ADJ01 DEDUCTION-ADJ REJECTED BECAUSE CORRESPONDING PAY-ADJ NOT PROCESSED
BAMR1 COULD NOT ESTABLISH BOND ADDRESS
BAMR2 COULD NOT LOCATE E ND ADDRESS JUST ADDED IN ODER TO DELETE IT
BAMR3 BOND ADDRESS UPDATE FAILURE
BAMR4 CANNOT DELETE BOND ADDRESS JUST ESTABLISHED WITH ERRORS
BAMR5 COULD NOT RE-ESTABLISH OLD BOND ADDRESS - NEW BOND ADDRESS FAILED
BAMR6 COULD NOT LOCATE BOND ADDRESS JUST CHANGED IN ORDER TO DELETE IT
BNDO1 EMPLOYEE   ALREADY RECEIVING 8 BONDS
BNDO2 COULD NOT LOCATE BOND SEQUENCE NUMBER IN EMR
BNDO3 UNKNOWN BOND SEQUENCE NUMBER IN EMR
BNDO7 *** ERROR - COULD NOT LOCATE BOND-PRICE-CODE
BNDO8 BOND SEQUENCE NUMBER IN EMR ALREADY BEING CANCELLED
BNDO9 ADDRESS ALREADY EXISTS FOR THIS BOND SEQUENCE NUMBER
BND10 COULD NOT RE-WRITE BOND ADDRESS FOR NEW BOND - PREVIOUSLY DELETED
CMRO1 UPDATE FAILURE FOR LEVEL 1 CMR
CMRO2 COULD NOT LOCATE LEVEL 1 CMR RECORD
CMRO3 LEVEL 1 CMR RECORD PREVIOUSLY DELETED
EMRO1 UPDATE FAILURE FOR EMR MASTER RECORD
EMRO2 NO EXISTING EMR RECORD
EMRO3 EMR RECORD PREVIOUSLY DELETED
EMRO4 EMR RECORD NOT ACTIVATED
FICA1 NO EXISTING FICA SUSPENSE RECORD
OSAAA TYPE X SAVINGS ALLOT DELETION AND EMR ALLOT AMT IS 0
OSAAC TYPE X SAVINGS ALLOT DELETION AND ADDR CITY NOT SPACES
OSAAN TYPE X SAVINGS ALLOT DELETION AND ALLOT NAME NOT SPACES
OSAAS TYPE X SAVINGS ALLOT DELETION AND ADDR STATE NOT SPACES
OSAAZ TYPE X SAVINGS ALLOT DELETION AND ADDR ZIP CODE NOT SPACES
OSAA1 TYPE X SAVINGS ALLOT DELETION AND ADDR LINE 1 NOT SPACES
OSAA2 TYPE X SAVINGS ALLOT DELETION AND ADDR LINE 2 NOT SPACES
OSABA TYPE X SAVINGS ALLOT DELETION AND BANK ACCT NO NOT SPACES
OSABI TYPE X SAVINGS ALLOT DELETION AND BANK ID NOT SPACES
OSADE TYPE X SAVINGS ALLOT ADDRESS DELETED
OSANR TYPE X SAVINGS ALLOT DELETION AND NO ADDRESS EXISTS ON MASTER
OSARE TYPE X SAVINGS ALLOT ADDRESS COULD NOT BE DELETED
OSAO1 X TYPE ALLOTMENT NOT ALLOWED - EMPLOYEE NOT OVERSEAS
OSAO8 NO PREVIOUS ADDRESS ESTABLISHED TO CHANGE
OSAO9 ADDRESS CHANGE ERROR - COULD NOT CHANGE
OSA10 *** ERROR   -   COULD NOT RE-ESTABLISH ALLOTMENT ADDRESS ******
OSA11 UNABLE TO ADD RECORD TO OSAAMR
PCER1 XXXXX COMP USED ABOVE COMP EARNED
PCER2 EMPLOYEE RECEIVING LAST CHECK AND HAS NEGATIVE ANNUAL OR SICK HOURS
SAVO1 ALLOTMENT ALREADY ACTIVE FOR THIS BANK-ID AND BANK-ACCT-NO
00000A * EMPLOYEE PICKED UP IN NEW REGION - EMR NEEDS DEACTIVATION
00002 EMPLOYEE ALREADY HAS 3 ACTIVE ALLOTMENTS
00003 ALL COLLECTIONS ALREADY ACTIVE
00004 COLLECTION ALREADY ACTIVE IN EMR
00011 PAY PERIOD NUMBER NOT NUMERIC
00012 PAY PERIOD NUMBER IS NOT WITHIN SIX PAY PERIODS
00013 PAY PERIOD FOR UTILITY BILLING NOT LAST PAY PERIOD IN QUARTER
00031 INVALID BLOCK
00032 BLOCK DOES NOT MATCH EMR
00041 INVALID SSN
00042 SSN DOES NOT MATCH EMR
00043 SSN MATCHED EXISTING ACTIVE RECORD ON ADD ACTION
00044 EMR HAS PREVIOUSLY BEEN DELETED
00045 EMR RECORD NOT ACTIVATED
00046 NOA 1320 OR 1340 INVALID - OLD EMR EXISTS
00061 INVALID NATURE OF ACTION CODE
00062 NATURE OF ACTION CODE INCOMPATIBLE WITH TYPE OF CHANGE
00063 INVALID CHANGE OF FPS, SERIES, GRADE, OR STEP
00064 INVALID NATURE OF ACTION CODE FOR FPS
00065 STEP INCREASE WAITING PERIOD NOT SATISFIED
00066 NATURE OF ACTION NOT ALLOWED FOR PAY STATUS

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

00067 NATURE OF ACTION NOT ALLOWED FOR EMR
00068 NATURE OF ACTION INCOMPATIBLE WITH APPOINTMENT TYPE IN EMR
00071 INVALID COST CENTER
00072 INVALID COST CENTER/LOCATION
00073 COST CENTER NOT VALID FOR GEOG LOC
00074 COST CENTER REGION DOES NOT MATCH CONTROL REGION

00091 INVALID APPROP CODE OR INVLD CODE FOR SPECIFIED COST CENTER/APPROP
00101 INVALID EFFECTIVE DATE LAST PAY CHANGE
00111 * INVALID TRUE TIME ELIGIBILITY - EMR SET TO INELIGIBLE
00112 INVALID TRUE TIME ELIGIBILITY - MISC CHANGE REJECTED
00113 MISC CHANGE OF TRUE-TIME-ELIG SAME CODE AS EMR
00114 CANNOT CHANGE TRUE TIME ELIG FOR PAY BASIS H OR D
00121 INVALID RET-FICA CODE
00122 * RET-FICA INDICATES RET, BUT NOA NORMALLY NOT ELIGIBLE
00123 * RET-FICA INDICTES FICA OR EXEMPT, BUT NOA INDICATES RET
00124 RET-FICA CODE 6 NOT VALID FOR SERIES
00125 * SERIES 1811 - RET-FICA SET TO 1 - COULD BE 6
00131 INVALID FPS CODE
00132 FPS CODE INCONSISTENT WITH PAY BASIS
00133 FPS GRADE & STEP NOT FOUND IN SPECIFIED PAY BASIS TABLE
00134 UNABLE TO VALIDATE PAYRATE FOR CANAL ZONE EMPLOYEE - REJECTED
00135 INVALID PAY BASIS FOR CANAL ZONE
00136 CANNOT ASSIGN ENVIRONMENTAL RATE - NOT ON IVF
00141 INVALID GRADE CODE
00142 NOT INCREASED ON PROMOTION OR DECREASED ON CHANGE TO LOWER GRADE
00143 GRADE CANNOT BE LESS THAN PREVIOUS GRADE
00144 GRADE CANNOT BE GREATER THAN PREVIOUS GRADE
00145 GRADE CANNOT BE EQUAL TO PREVIOUS GRADE
00151 INVALID STEP CODE
00152 STEP MUST BE ZERO FOR THIS NOA
0016A SF-50 SAL BEYOND 2 IVF SALARY REPLACEMENTS - VERY FATAL
0016B SALARY EXCEEDS MAX FOR DAILY EMPLOYEE
0016C SALARY LESS THAN ANNUITY
0016D REMPL ANNUITANT DAILY SALARY NOT ALLOWED
0016E * SF-50 SAL BEYOND 2 IVF SALARY REPLACEMENTS - RETIREMENT ONLY
00161 INVALID ANNUAL SALARY STRUCTURE
00162 INVALID RANGE FOR FPS
00163 SALARY YIELDS HOURLY RATE LESS THAN MINIMUM WAGE
00164 HOURLY PAY SCHEDULE FOR GEOG-LOC NOT FOUND
00165 * ANNUAL SALARY SF50 DIFFERS FROM IVF - IVF USED
00166 CZ SALARY DOES NOT AGREE WITH TABLES
00167 CZ SALARY NOT FOUND IN TABLES
00168 SF-50 SALARY EFF PREV IVF, BUT DOES NOT MATCH IVF - REJECTED
00169 SF-50 SAL DOES NOT MATCH CURRENT IVF - REJECTED
00171 REGULAR HOURLY RATE NOT NUMERIC
00172 HOURLY RATE GREATER THAN MAXIMUM ALLOWABLE
00173 *LUMP SUM PAY RATE NOT EQUAL TO EMR PAY RATE, ADJ ACCEPTED
00191 INVALID COLA-DIFF CODE
00192 COLA NOT AUTHORIZED FOR NON-CITIZEN
00193 EMPLOYEE NOT ENTITLED COLA-DIFF BASED ON CITIZENSHIP CODE
00194 COLA NOT ALLOWED FOR PAY-BASIS
00195 SUM OF COLA AND PD RATES CANNOT EXCEED 25 PERCENT
00201 INVALID SPECIAL TOUR INDICATOR
00211 INVALID TYPE APPOINTMENT CODE
00212 TYPE-APPT IS INCOMPATIBLE WITH NATURE OF ACTION
00213 TYPE-APPT IS INCOMPATIBLE WITH SERVICE COMP DATE
00221 INVALID PAY STATUS
00222 PAY STATUS MUST BE ENTERED TO FURTHER DEFINE LWOP STATUS
00223 PAY STATUS DOES NOT MATCH EMR
00224 PAY STATUS 2 OR 7 NOT VALID FOR ACTIVE EMR
00231 INVALID SCD STRUCTURE
00232 SCD NOT COMPATIBLE WITH EFFECTIVE DATE ON SF-50
00233 * SCD NOT COMPATIBLE WITH DATE OF BIRTH
00234 * ZERO SCD ACCEPTED - LV-ELIG SET TO 4
00241 INVALID DATE OF BIRTH STRUCTURE

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
00242 AGE UNDER 16
00243 * AGE UNDER 18 - VALIDATE
00244 * AGE OVER 69 - VALIDATE
00251 FEDERAL TAX MARTIAL STATUS MUST BE M, S, OR E
00261 FEDERAL TAX EXEMPTIONS MUST BE NUMERIC
00271 FEDERAL TAX ADDITIONAL AMOUNT MUST BE NUMERIC
0028A ST-TAX NOT IN INTERNAL TABLE - CALL DATA PROCESSING
0028B CANNOT ADD VOL STATE TAX FOR NONTAXING STATE
0028C CANNOT ADD VOL TAX FOR MANDATORY TAXING STATE OF EMPL/RES
0028E STATE TAX MATCHES VOLUNTARY STATE TAX IN EMR
0028F * VOL STATE TAX ADDED - ACTIVE TAX NONTAXING STATE
00281 INVALID STATE TAX CODE
00282 STATE TAX CHANGE DOES NOT MATCH STATE TAX IN EMR
00283 STATE TAX ADD MATCHES STATE TAX (NON-DEFAULT) IN EMR
00284 STATE TAX NOT EQUAL TO GEOG-LOC OF EMPL AND NOT RECIPOCAL STATE
00285 VOLUNTARY ACTIVE DELETE DOES NOT MATCH STATE TAX ON EMR
00286 CAN NOT MAKE ROOM FOR NEW STATE TAX
00288 INPUT STATE TAX CODE NOT EQUAL EMPL STATE AND NOT RECIPROCAL
00289 ST-TAX NOT EQUAL GEOG-LOC OF EMPLOYMENT OR RESIDENCE
00291 INVALID STATE TAX EXEMPTIONS
00301 INVALID STATE TAX ADDITIONAL AMOUNT
00311 LEGAL AUTHORITY NOT PRESENT WHEN REQUIRED
0033A HB CODE FOR NON CITIZEN MUST BE 001 - INELIGIBLE
0033B TO-HB BENEFIT CODE NOT EQUAL CURRENT HB-CODE
0033C CANNOT NORMALIZE DEDUCTIONS ON NO HEALTH PLAN
0033D HB TO BE NORMALIZED DOES NOT MATCH EMR
0033J CANNOT ADD NO HEALTH PLAN
0033K EMPLOYEE NOT ENROLLED IN HEALTH PLAN
00331 HB DOES NOT MATCH IVF
00332 * VERIFY GHI ELIGIBILITY ON REEMPLOYED ANNUITANT
00333 HB CODE FOR PAY STATUS 5 MUST BE 005
00334 HB CODE FOR DELETE NOT '001', '002', OR '005'
00335 * HB CODE NOT COMPATIBLE WITH APPT-TYPE
00336 CANNOT CHANGE FROM HEALTH PLAN TO NO HEALTH PLAN - MUST DELETE
00337 CANNOT CHANGE FROM NO HEALTH PLAN TO HEALTH PLAN - MUST ADD
00338 CANNOT ADD HEALTH PLAN - EMPLOYEE INELIGIBLE
00339 CANNOT DELETE NO HEALTH PLAN - MUST CHANGE
00341 INVALID GLI CODE
00342 * GLI CODE INCOMPATIBLE WITH TYPE OF APPOINTMENT
00343 EMPLOYEE NOT ENROLLED FOR REGULAR LIFE INSURANCE, ADJ REJECTED
00344 EMPLOYEE NOT ENROLLED FOR OPTIONAL LIFE INSURANCE, ADJ REJECTED
00351 INVALID ORGANIZATION CODE
00361 EFFECTIVE DATE HAS INVALID STRUCTURE
00362 EFFECTIVE DATE FOR FUTURE PAY PERIOD
00363 EFFECTIVE DATE NOT IN IVF RANGE
00364 * RETROACTIVE EFF-DATE BEYOND SYSTEM PARAMETERS- ACTION REQUIRED
00365 RETROACTIVE DECREASE IN PAY - SYSTEM WILL NOT PROCESS
00366 EFFECTIVE DATE LESS THAN CONTROL-DATE FOR EMR
00367 * EFFECTIVE DATE NOT START OF PP - MANUAL ADJUSTMENTS REQUIRED
00381 INVALID CITIZENSHIP CODE
00382 VALID CITIZENSHIP CODE - BUT INCOMPAT NOA - REPLACED BY DE-8645
00401 BANK ACCOUNT NUMBER INVALID
00402 BANK ACCOUNT NUMBER DOES NOT MATCH EMR ON UPDATE PROCESS
00403 BANK ACCOUNT NUMBER NOT BLANK - SAVINGS ALLOTMENT TYPE IS X
00481 COLLECTION BALANCE NOT NUMERIC
00482 COLLECTION BALANCE LESS THAT DEDUCTION
00483 COLLECTION BALANCE NOT ZERO FOR COLL-CODE I
00491 INVALID DATA FOR SEVERENCE PAY BALANCE
00492 SEVERENCE PAY BALANCE EXCEEDS MAXIMUM ALLOWABLE VALUE
```

FIGURE 16-5. UPDATE EDIT ERROR MESSAGES (CONT'D)

```
00493 SEVERENCE PAY BALANCE PRESENT, BUT NOT ENTITLED
00494 SEVERENCE PAY BALANCE WITH NON-ZERO SEVERENCE PAY WEEKLY AMOUNT
00501 ADVANCED SICK LEAVE NOT NUMERIC
00502 ADVANCED SICK LEAVE OF EMR WOULD GO NEGATIVE
00503 ADVANCED SICK LEAVE EXCEEDS MAXIMUM
00504 ADVANCED SICK LEAVE MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
00511 INVALID LIM-APPT CODE
00512 LIM-APPT CODE NOT COMPATIBLE WITH NATURE OF ACTION
00513 CHANGE OF LIM-APPT AND/OR RELATED FIELDS NOT COMPATIBLE
00514 LIM APPT NOT D FOR LWOP REQUIRING NTE DATE
00515 LIM APPT NOT EQUAL TO EMR LIM APPT
00521 INVALID LIM-HRS-DAYS-AMT STRUCTURE
00522 REQUIRED ENTRY NOT PRESENT (LIM-APPT = A, B, H, OR E)
00531 * ADJ WILL CAUSE LIM-APPT-BAL TO EXCEED LIM-APPT-AMOUNT
00532 * PAYMENT HAS CAUSED LIM-APPT-BAL TO EXCEED LIM-APPT-AMOUNT
00541 INVALID LIM-APPT-DATE STRUCTURE
00542 REQUIRED ENTRY NOT PRESENT (LIM-APPT = A, B, OR D)
00543 LIM-APPT-DATE  NOT GREATER THAN EFFECTIVE DATE
00544 LIM-APPT-DATE EXTENSION DATE NOT GREATER THAN PRESENT LIM-APPT-DATE
00571 BOND SEQUENCE NUMBER NOT 2 THRU 8
00572 BOND ADDRESS NOT ON MASTER FILE
00573 BOND SEQUENCE NUMBER NOT BLANK FOR ADDITION
00574 BOND SEQUENCE NUMBER IS BLANK
00575 BOND ADDRESS PREVIOUSLY DELETED
00576 BOND SEQUENCE NUMBER MUST BE 1 THRU 8
00581 BOND PRICE CODE NOT VALID
0059A BOND DATE INVALID - BALANCE LESS THAN HALF PURCHASE PRICE
0059B BOND DATE REQUIRED - BALANCE GREATER THAN HALF OF PURCHASE PRICE
0059X BOND DATE IS ZEROES - INVALID FOR CHANGE ACTION
00591 BOND ISSUE DATE NOT NUMERIC
00592 BOND ISSUE DATE NOT POSITIVE
00593 BOND BALANCE IS NEGATIVE AND BOND ISSUE DATE PRESENT
00594 BOND BALANCE LESS THAN HALF PURCHASE PRICE WITH BOND DATE PRESENT
00595 BOND BALANCE GREATER THAN HALF PURCHASE PRICE WITH BOND DATE ZERO
00596 BOND ISSUE DATE MONTH IS INVALID
00597 BOND ISSUE DATE YEAR IS INVALID
00598 BOND ISSUE DATE IS GREATER THAN CURRENT DATE
00599 ** WARNING ** BOND ISSUE DATE YEAR IS LESS THAN CURRENT YEAR
00721 INVALID AND/OR UNMATCHED PMIS NUMBER TO PMIS SUSPENSE FILE
00891 BOND BALANCE NOT NUMERIC
00892 BOND BALANCE NOT POSITIVE AMOUNT
00911 INVALID STANDBY RATE STRUCTURE
00912 STANDBY RATE NOT AUTHORIZED
00913 STANDBY RATE EXCEEDS MAXIMUM ALLOWABLE OR LESS THAN MINIMUM
00914 STANDBY RATE NOT PRESENT WHEN REQUIRED
00931 INVALID FISC-PROG CODE OR INVLD FOR SPECIFIED COST CENTER/APPROP
00951 BANK ID DOES NOT MATCH IVF
00952 BANK ID DOES NOT MATCH EMR ON UPDATE PROCESS
00953 BANK IDENTIFICATION NOT BLANK - SAVINGS ALLOTMENT TYPE IS X
00961 INVALID OBJECT CLASS CODE
00962 INVALID ELEMENT IN ACCOUNTING DATA FIELD
00971 PAY BASIS NOT VALID FOR FPS
00972 CHANGE TO WAGE GRADE WITH OUTSTANDING COMP BALANCE
00973 PAY BASIS NOT VALID FOR O/S LOCATION
00981 INVALID STATE TAX MARITAL STATUS
00991 PAY PERIOD QUARTER MUST BE 1 THRU 4
00992 FICA YEAR AND/OR QUARTER NOT VALID
01011 INVALID SPECIAL SALARY RATE CODE
01012 NO SPECIAL SALARY RATE INDICATED - BUT PAY SCHEDULE NOT FOUND
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
01013 BOTH SPECIAL SALARY RATE AND PAY SCHEDULE INDICATED
01014 NOT ENTITLED TO SPECIAL SALARY RATE
01015 MUST HAVE SPEC-SAL-RATE FOR NON-CIT PG-WG
01016 SP-SAL-RATE CODE CANNOT BE ZERO FOR THIS NOA
01041 INVALID LIM-CODE OR INVALID CODE FOR SPECIFIED COST CENTER/APPROP
01061 INVALID TOUR
01062 * POSSIBLE INVALID TOUR - VALIDATE
01063 * PART TIME EMPLOYEE - HEALTH INSURANCE SCREEN MAY BE REQUIRED
01071 INVALID AGENCY CODE - NOT ON IVF
01101 INVALID ANNUITY STRUCTURE
01102 ANNUITY NOT CONSISENT WITH APPT-TYPE
01131 INVALID LOCAL TAX CODE
01132 LOCAL TAX CHANGE DOES NOT MATCH ENTRY IN EMR
01133 LOCAL TAX ADD MATCHES NON-DEFAULT ENTRY IN EMR
01134 CAN NOT MAKE ROOM FOR NEW LOCAL TAX IN EMR
01136 CAN NOT DE-ACTIVATE OLD LOCAL TAX FOR NEW LOCAL TAX
01137 CANNOT DELETE MANDATORY LOCAL TAX
0118A EMPLOYEE NOT ENROLLED IN GLI OPTIONAL CZ
0118B EMPLOYEE NOT CODED FOR QUARTERS DEDUCTION
0118C EMPLOYEE NOT CODED FOR UTILITY DEDUCTION
01181 DEDUCTION TYPE NOT ON EMR FOR CHANGE OR DELETE
01182 DEDUCTION TYPE ALREADY EXISTS IN EMR
01183 DEDUCTION TYPE NOT A 1, OR 2, OR 3
01185 NO ROOM FOR ADDITIONAL DEDUCTION IN EMR
01191 OTHER RECURRING DEDUCTION AMOUNT NOT VALID
01221 OTHER PAY RECURRING CODE MUST BE 1
01261 INVALID VOL STATE TAX RECURRING DATA
01262 VOL STATE TAX RECURRING DELETION CONTAINS ZEROS
01263 VOL STATE TAX RECURRING DELETION DOES NOT MATCH AMOUNT IN EMR
01291 INVALID SPECIAL PROGRAM CODE
01301 * GHI CARRIER NOT PRESENT WHEN REQUIRED
01302 INVALID GHI CARRIER NUMBER
01371 INVALID FLSA CODE
01381 INVALID LOCAL TAX MARITAL STATUS
01391 INVALID LOCAL TAX EXEMPTIONS
01411 INVALID LOCAL TAX ADDITIONAL AMOUNT
01421 RESTORED LEAVE FIELD 1 MUST BE NUMERIC AND POSITIVE
01422 RESTORED LEAVE FIELD 2 MUST BE NUMERIC AND POSITIVE
01423 RESTORED LEAVE FIELD 3 MUST BE NUMERIC AND POSITIVE
01431 INVALID RESTORED LEAVE DATE 1
01432 INVALID RESTORED LEAVE DATE 2
01433 INVALID RESTORED LEAVE DATE 3
01434 REST-LV (1) ALREADY IN EMR
01435 REST-LV (2) ALREADY IN EMR
01436 REST-LV (3) ALREADY IN EMR
01541 BOND MAIL CODE NOT O OR 1
01601 INVALID TOUR
01611 INVALID COLA-DIFF RATE
01612 INVALID COLA RATE CODE
01621 INVALID SERIES CODE
0163A REST-LV-BAL-MINS (3) MUST BE OO OR 30
0163B REST-LV-BAL-MINS (1) MUST BE OO OR 15 OR 30 OR 45
0163C REST-LV-BAL-MINS (2) MUST BE OO OR 15 OR 30 OR 45
0163D REST-LV-BAL-MINS (3) MUST BE OO OR 15 OR 30 OR 45
0163E RESTORED-LEAVE-BALANCE (1) NOT GREATER THAN O
01631 * REST-LV-BAL CANNOT BE GREATER THAN AL-RATE X 27
01632 RESTORED LEAVE BALANCE NUMBER 2 NOT GREATER O
01633 RESTORED LEAVE BALANCE NUMBER 3 NOT GREATER O
01634 REST-LV MINUTES NOT ZERO
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
01635 REST-LV-BAL-MINS (1) MUST BE ZERO
01636 REST-LV-BAL-MINS (2) MUST BE ZERO
01637 REST-LV-BAL-MINS (3) MUST BE ZERO
01638 REST-LV-BAL-MINS (1) MUST BE 00 OR 30
01639 REST-LV-BAL-MINS (2) MUST BE 00 OR 30
02141 INVALID LEAVE FREE TRAVEL DATE
02151 INVALID HOME LEAVE INIT START DATE
02161 INVALID HOME LEAVE LAST USED DATE
02171 PREVIOUS ANNUAL LEAVE FORFEITED NOT NUMERIC
02172 PREVIOUS ANNUAL LEAVE FORFEITED WOULD GO NEGATIVE ON EMR
02174 PREVIOUS AL FORFEITED MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
02181 COMPENSATORY LEAVE EARNED WEEKLY NOT NUMERIC
02191 COMPENSATORY LEAVE USED WEEKLY NOT NUMERIC
02211 YTD CHANGE OF STATION LEAVE NOT NUMERIC
02212 YTD CHANGE OF STATION LEAVE WOULD GO NEGATIVE ON EMR
02214 YTD CHANGE OF STATION MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
02231 YTD TRAUMATIC INJURY LEAVE NOT NUMERIC
02232 YTD TRAUMATIC INJURY LEAVE WOULD GO NEGATIVE ON EMR
02234 YTD TRAU INJURY MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
0225X ** WARNING ** PREVIOUS TYPE OF CHECK MAIL UNKNOWN    ****
02251 TYPE OF CHECK MAIL NOT 3 OR 4 FOR FINANCIAL INSTITUTION
02321 INVALID (BLANK) DATA FOR RETIREMENT TRANSFER OFFICE
02441 HOLIDAY HOURS NOT WORKED NOT NUMERIC
02451 ENVIRONMENTAL HOURS NOT WORKED NOT NUMERIC
02461 ENVIRONMENTAL CODE MUST BE 1 THRU 5
02471 ENVIRONMENTAL PERCENT CODE MUST BE 1 THRU 7
02501 INVALID SALARY PERCENT TAXABLE
02511 UTILITY ADJUSTMENT AMOUNT NOT NUMERIC
02541 CROSSFOOT NOT NUMERIC
02542 CROSSFOOT OUT OF BALANCE ADJ REJECTED
02561 EQUALIZATION PAY NOT NUMERIC
02591 TYPE OF EXPENSE MUST BE ZERO OR ONE
02601 INVALID SUPERVISORY CODE
02751 STANDBY PAY NOT NUMERIC
0276A SEVERANCE PAY GREATER THAN SEVERANCE BALANCE
02761 SEVERANCE PAY NOT NUMERIC
04101 GOV SHARE OF HEALTH BENEFITS DEDUCTION NOT NUMERIC
04201 INVALID DATA FOR SEVERENCE PAY WEEKLY AMOUNT
04202 SEVERENCE PAY WEEKLY AMOUNT EXCEEDS MAXIMUM ALLOWABLE VALUE
04203 SEVERENCE PAY WEEKLY AMOUNT PRESENT, BUT NOT ENTITLED
04204 SEVERENCE PAY WEEKLY AMOUNT ZERO WITH NON-ZERO SEVERENCE PAY BAL
04211 INVALID ALLOWANCE CODE
04221 TOTAL PAYMENT RECEIVED DOES NOT BALANCE
04241 ACTUAL HOURS WORKED NOT NUMERIC
04251 INVALID LUMP SUM PAY INDICATOR CODE
04252 * LS-IND 3 ACCEPTED - LV-ELIG 2 WITH AL-BAL GREATER ZERO
04261 INVALID HEALTH BENEFITS RETENTION CODE FOR PARICULAR ACTION
04271 INVALID DATA FOR DATE OPTIONAL INSURANCE ELECTED
04272 DATE OPTIONAL INSURANCE ELECTED DATA PRESENT - SHOULD NOT BE
04273 REQUIRED DATA OPTIONAL INSURANCE ELECTED NOT PRESENT OR IN ERROR
04281 INVALID RETIREMEI RETENTION CODE
04291 GLI RETENTION NOT PROPER FOR THIS ACTION
04301 INVALID DATA FOR DATE PAY STOP
04302 DATA PRESENT FOR DATE PAY STOP - BUT SHOULD NOT BE
04303 REQUIRED DATE PAY STOP NOT PRESENT OR IS IN ERROR
04304 DATE PAY STOP NOT NUMERIC
04305 DATE PAY STOP NOT VALID STRUCTURE
04306 DATE PAY STOP EXCEEDS EFFECTIVE DATE OF SF-50
04307 STATUS 3 PRIOR TO CURR PP - DATE PAY STOP CURR PP
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

04311 INVALID TRANSFER ORGANIZATION FOR DE-ACTIVATION NATURE OF ACTION
04321 INVALID SEPERATION/RETIREMENT TRIGGER
04322 SEP-RET-TRIG INDICATES RETIREMENT - NOT ALLOWED FOR NOA
04323 INVALID VALUE FOR SEP-RETIRE-TRIG
04331 NOA BEING CORRECTED IS NOT VALID CODE
04332 NOA-CORR INVALID FOR CANCELLATION/AMENDMENT/CORRECTION
04431 TA-DIST CHANGE NOT VALID FOR USCG
04441 INVALID SSN CORRECTED
04442 SSN CORRECTED IS ALREADY ON EMR
04991 ALLOTMENT NAME IS BLANK - SAVINGS ALLOTMENT TYPE IS X
04992 FIRST POSITION ALLOTMENT NAME BLANK - SAVINGS ALLOTMENT TYPE IS X
04993 SAVINGS ALLOTMENT NUMBER NOT 1, OR 2, OR 3
06051 INTERSESSIONAL PAY AMOUNT NOT NUMERIC
06061 ANNUITY PAY AMOUNT NOT NUMERIC
06071 BOND BALANCE ADJUSTMENT AMOUNT NOT EQUAL INDIVIDUAL AMOUNTS
06081 TERMINAL LEAVE FROM DATE IS BLANK OR INVALID DATE
06091 TERMINAL LEAVE TO DATE IS BLANK OR INVALID DATE
06101 TERMINAL LEAVE FROM HOUR GREATER THAN 24 OR NOT NUMERIC
06111 TERMINAL LEAVE TO HOUR GREATER THAN 24 OR NOT NUMERIC
06121 RESTORED LEAVE FROM DATE INVALID
06131 RESTORED LEAVE TO DATE INVALID
06141 RESTORED LEAVE FROM HOUR GREATER THAN 24 OR NOT NUMERIC
06151 RESTORED LEAVE TO HOUR GREATER THAN 24 OR NOT NUMERIC
06161 ANNUAL LEAVE ABOVE CEILING FROM DATE IS INVALID
06171 ANNUAL LEAVE ABOVE CEILING TO DATE IS INVALID
06181 ANNUAL LEAVE ABOVE CEILING FROM HOUR GREATER 24 OR NOT NUMERIC
06191 ANNUAL LEAVE ABOVE CEILING TO HOUR GREATER 24 OR NOT NUMERIC
06201 ANNUAL LEAVE WITHIN CEILING FROM DATE BLANK OR INVALID
06211 ANNUAL LEAVE WITHIN CEILING TO DATE BLANK OR INVALID
06221 ANNUAL LEAVE WITHIN CEILING FROM HOUR GREATER 24 OR NOT NUMERIC
06231 ANNUAL LEAVE WITHIN CEILING TO HOUR GREATER 24 OR NOT NUMERIC
06241 FROM HEALTH BENEFITS CODE DOES NOT MATCH IVF
06251 TO HEALTH BENEFITS CODE NOT EQUAL CURRENT HB CODE
06261 FROM HEALTH BENEFITS INS DEDUCTION NOT NUMERIC
06271 TO HEALTH BENEFITS INS DEDUCTION NOT NUMERIC
06281 FROM HEALTH BENEFITS INS DEDUCTION-GOV SHARE NOT NUMERIC
06291 TO HEALTH BENEFITS INS DEDUCTION-GOV SHARE NOT NUMERIC
06301 FROM OPTIONAL LIFE INSURANCE INDICATOR MUST BE 1 THRU 7
0631A TO-OPT-GLI CODE NOT EQUAL CURRENT OPTIONAL GLI CODE
06311 TO OPTIONAL LIFE INSURANCE INDICATOR MUST BE 1 THRU 7
0632A FROM OPT-GLI REJECTED FOR INSUFFICIENT FUNDS
06327 FROM OPTIONAL LIFE DEDUCTION NOT NUMERIC
0633A OPT-GLI ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
06331 TO OPTIONAL LIFE DEDUCTION NOT NUMERIC
0634A NO MATCHING INACTIVE STATE TAX RECORD
06351 TO STATE TAX CODE NOT EQUAL CURRENT STATE TAX CODE
06352 VOLUNTARY TO STATE TAX CODE NOT EQUAL CURRENT VOL STATE TAX CODE
06353 STATE TAX CODE IS FOR NON-TAXING STATE, ADJ REJECTED
0636A FROM ST-TAX REJECTED FOR INSUFFICIENT FUNDS
06361 FROM STATE TAX DEDUCTION NOT NUMERIC
06362 VOLUNTARY FROM STATE TAX DEDUCTION NOT NUMERIC
0637A ST-TAX ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
06371 TO STATE TAX DEDUCTIONS NOT NUMERIC
06372 VOLUNTARY TO STATE TAX DEDUCTION NOT NUMERIC
06381 FROM STATE TAX GROSS WAGES NOT NUMERIC
06391 TO STATE TAX GROSS WAGES NOT NUMERIC
06401 FROM STATE FEDERAL TAX DEDUCTION NOT NUMERIC
06411 TO STATE FEDERAL TAX DEDUCTION NOT NUMERIC
0642A NO MATCHING INACTIVE LOCAL TAX RECORD

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
0643A TO-LOC-TAX CODE NOT EQUAL CURRENT LOCAL TAX CODE
0644A FROM LOCAL TAX ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
06441 FROM LOCAL TAX DEDUCTION NOT NUMERIC
0645A LOCAL TAX ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
06451 TO LOCAL TAX DEDUCTION NOT NUMERIC
06461 FROM LOCAL GROSS WAGES NOT NUMERIC
06471 TO LOCAL GROSS WAGES NOT NUMERIC
06481 FROM LOCAL FEDERAL TAX DEDUCTION NOT NUMERIC
06491 TO LOCAL FEDERAL TAX DEDUCTION NOT NUMERIC
06501 FROM LABOR ORGANIZATION CODE DOES NOT MATCH IAF
0651A TO-LAB-ORG NOT EQUAL CURRENT LABOR ORG CODE
0652A FROM LAB-ORG REJECTED FOR INSUFFICIENT FUNDS
06521 FROM LABOR ORGANIZATION DEDUCTION NOT NUMERIC
06531 TO LABOR ORGANIZATION NOT NUMERIC
06541 FROM CFC AREA DOES NOT MATCH IAF
0655A TO-CFC CODE NOT EQUAL CURRENT CFC CODE
0656A FROM CFC REJECTED FOR INSUFFICIENT FUNDS
06561 FROM CFC DEDUCTION NOT NUMERIC
0657A CFC ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
06571 TO CFC DEDUCTION NOT NUMERIC
07091 REIMB-CODE 2 AND FPS NOT WM, ADJUSTMENT REJECTED
08011 BOND DELETE CANCEL CODE NOT P OR C
08012 BOND DELETE CANCEL CODE IS NOT BLANK FOR ADDITION
08441 INVALID RET-MIL-IND
08481 RET-REMARKS NOT PRESENT WHEN REQUIRED
10011 REGULAR NORMAL HOURS NOT NUMERIC
10021 REGULAR PREMIUM HOURS NOT NUMERIC
10031 NIGHT DIFFERENTIAL HOURS NOT NUMERIC
10041 OVERTIME HOURS TRUE NOT NUMERIC
10051 OVERTIME HOURS NORMAL NOT NUMERIC
10061 HOLIDAY HOURS NOT NUMERIC
10071 SUNDAY HOURS NOT NUMERIC
10081 HAZARD/ENVIRONMENTAL DUTY HOURS NOT NUMERIC
10101 COLA/POST DIFFERENTIAL/TROPICAL PAY NOT NUMERIC
10131 OTHER PAY AMOUNT NOT NUMERIC
1014A PAY ADJUSTMENT CREATES NEGATIVE NET - REJECTED
10141 GROSS PAY DOES NOT BALANCE
10161 REGULAR PAY NOT NUMERIC
10171 REGULAR PREMIUM PAY NOT NUMERIC
10181 NIGHT DIFFERENTIAL PAY NOT NUMERIC
10201 OTHER OVERTIME PAY NOT NUMERIC
10211 HOLIDAY PAY NOT NUMERIC
10221 SUNDAY PAY NOT NUMERIC
10231 HAZARD/ENVIRONMENTAL PAY NOT NUMERIC
10251 LUMP SUM AMOUNT NOT NUMERIC
1026A LS HOURS NOT EQUAL TOTAL ANNUAL LEAVE HOURS
10261 LUMP SUM HOURS NOT NUMERIC
10521 TRAVEL HOURS NOT NUMERIC
10531 NIGHT DIFFERENTIAL HOURS NOT WORKED NOT NUMERIC
10541 OVERTIME CALL BACK NOT WORKED NOT NUMERIC
1057A LUMP SUM HOLIDAY HOURS TO GREAT FOR PROJECTED LEAVE PERIOD
10571 LUMP SUM HOLIDAY HOURS NOT NUMERIC
10601 OVERTIME HOURS RDO NOT NUMERIC
10611 ENVIRONMENTAL HOURS NOT NUMERIC
10721 LABOR ORGANIZATION SERVICE CHARGE ADJ CODE DOES NOT MATCH IAF
10731 LABOR ORGANIZATION SERVICE CHARGE ADJ AMOUNT NOT NUMERIC
10761 HAZARD HOURS NOT WORKED NOT NUMERIC
13011 INVALID COLLECTION NUMBER
13021 INVALID RECORD NUMBER
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
13022 DUPLICATE RECORD NUMBER
13023 MISSING RECORD NUMBER (INSERTED INTO DUMMY RECORD)
13031 FIRST BLOCK INVALID
13032 SECOND BLOCK INVALID
13033 BOTH BLOCKS INVALID
13034 BLOCK DOES NOT MATCH EMR
13035 INVALID BATCH NUMBER
13041 INVALID FORMAT ID
13042 DUPLICATE PAY ADJUSTMENT
13043 RETRO-ACTIVE PAY INVALID FORMAT ID
13091 TRAVEL PAY NOT NUMERIC
13131 YTD RESTORED LEAVE USED MUST BE NUMERIC AND POSITIVE
13132 YTD RESTORED LEAVE USED NOT NUMERIC
13133 YTD RESTORED LEAVE USED WOULD GO NEGATIVE ON EMR
13134 YTD-REST-LV-MINS MUST BE ZERO
13135 YTD-REST-LV-MINS MUST BE OO OR 30
13136 YTD-REST-LV-MINS MUST BE OO OR 15 OR 30 OR 45
13161 BOND AUTHORIZATION AMOUNT NOT NUMERIC
13162 BOND AUTHORIZATION AMOUNT NOT POSITIVE
13163 BOND AUTHORIZATION AMOUNT NOT GREATER THAN ZERO
13171 CFC AUTHORIZED DEDUCTION MUST BE GREATER THAN ZERO
13191 AL-MAX-CARRY NOT NUMERIC OR LESS THAN PLUS ONE
13192 AL-MAX-CARRYOVER WOULD GO NEGATIVE
13193 ES EMPLOYEE, AL-MAX-CARRYOVER CANNOT BE ADJUSTED
13194 AL-MAX-CARRYOVER MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
13281 NUMBER OF HOURS OF LEAVE PER WEEK NOT NUMERIC
13291 COLLECTION AMOUNT NOT NUMERIC
13292 COLLECTION AMOUNT NOT GREATER THAN ZERO
13301 OTHER ALLOWANCE AUTHORIZED NOT NUMERIC
13361 INVALID COMP-LV-ELIG
13362 COMP-LV-ELIG CHANGE SAME AS EMR
13363 CANNOT CHANGE COMP LV ELIG FOR PAY BASIS H OR D
2001A RETIREMENT ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20011 RETIREMENT DEDUCTION NOT NUMERIC
20012 NO RECORD OF EMPLOYEE ENROLLMENT FOR RETIREMENT, ADJUSTMENT REJ.
2002A FICA ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20021 FICA DEDUCTION NOT NUMERIC
20022 FICA DEDUCTION NOT EQUAL TO APPROPRIATE PERCENTAGE OF FICA WAGE
20023 NO RECORD OF EMPLOYEE ENROLLMENT FOR FICA, ADJUSTMENT REJECTED
2003A FTAX ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20031 FEDERAL INCOME TAX DEDUCTION NOT NUMERIC
2005A GLI REGULAR ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20051 REGULAR LIFE INSURANCE DEDUCTION NOT NUMERIC
20061 OPTIONAL LIFE INSURANCE DEDUCTION NOT NUMERIC
20081 INVALID COLLECTION CODE
20082 ATTEMPTING TO CHANGE AN INACTIVE COLLECTION
20084 INPUT COLLECTION CODE NOT PRESENT IN EMR
2009A COLLECTION ADJ REJECTED FOR INSUFFICIENT NET PAY
20091 COLLECTION DEDUCTION IS ZERO OR NOT NUMERIC
20131 INVALID LABOR ORGANIZATION DEDUCTION AMOUNT
20151 ALLOTMENT AMOUNT NOT NUMERIC
20152 ALLOTMENT AMOUNT NOT POSITIVE AMOUNT
20153 ALLOTMENT AMOUNT IS ZERO
20154 ALLOTMENTS 1 AND 2 ACTIVE AND THIS IS NOT OVERSEAS POSITION
20155 BANK ID FOR SAVINGS ALLOTMENT DOES NOT MATCH EMR
20156 BANK ACCOUNT NUMBER FOR SAVINGS ALLOTMENT DOES NOT MATCH EMR
20157 SAVINGS ALLOTMENT DELETION SUBMITTED WITH ALLOTMENT AMOUNT
20158 ALLOTMENT AMOUNT IS O IN EMR FOR TYPE X ALLOTMENT CHANGE
20159 ALLOTMENT AMOUNT NOT O IN EMR FOR TYPE X ALLOTMENT DELETE
```

FIGURE 16-5. UPDATE EDIT ERROR MESSAGES (CONT'D)

```
2019A GLI OPTIONAL CZ ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
2019B QUARTERS ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
2019C UTILITY ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20191 OTHER DEDUCTIONS AMOUNT NOT NUMERIC
20201 NET PAY NOT NUMERIC
20281 RETIREMENT GOVT. CONTRIBUTION NOT NUMERIC
20311 GLI GOVT. CONTRIBUTION NOT NUMERIC
20312 GLI GOVT. CONTRIBUTION NOT EQUAL HALF OF REGULAR GLI DEDUCTION
2035A GHI ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
20351 HEALTH BENEFITS EMPLOYEE DEDUCTION NOT NUMERIC
21084 COLLECTION CODE DOES NOT MATCH EMR
30011 TRAVEL OR 2ND CAREER VOUCHER AMOUNT NOT NUMERIC
3006A FICA ADJUSTMENT REJECTED, FICA MAXIMUM ATTAINED
3006B FICA ADJUSTMENT PROCESSED, FICA MAXIMUM EXCEEDED
30071 TRAVEL OR 2ND CAREER FEDERAL TAX DEDUCTION NOT NUMERIC
30072 FEDERAL TAX DEDUCTION EXCEEDS MAXIMUM OF 9000.00, ADJ REJECTED
3015A NO PREVIOUS WAGES REPORTED FOR THIS QTR, ADJ REJECTED
3015B ADJ WOULD CREATE NEGATIVE WAGE/DED FOR THIS QTR, ADJ REJECTED
30151 FICA WAGES CURRENT QUARTER ZERO OR NOT NUMERIC
30271 YTD HOLIDAY LEAVE COST NOT NUMERIC
30272 YTD HOLIDAY LEAVE COST WOULD GO NEGATIVE ON EMR
30301 YTD ANNUAL LEAVE COST NOT NUMERIC
30302 YTD ANNUAL LEAVE COST WOULD GO NEGATIVE ON EMR
30311 YTD SICK LEAVE COST NOT NUMERIC
30312 YTD SICK LEAVE COST WOULD GO NEGATIVE ON EMR
30321 YTD HOME LEAVE COST NOT NUMERIC
30322 YTD HOME LEAVE COST WOULD GO NEGATIVE ON EMR
30331 YTD ADMINISTRATIVE LEAVE COST NOT NUMERIC
30332 YTD ADMINISTRATIVE LEAVE COST WOULD GO NEGATIVE ON EMR
30401 DAYS PAY STATUS (INTERMITTENT) YTD MUST BE NUMERIC AND POSITIVE
30402 DAYS PAY STATUS (INTERMITTENT) YTD NOT NUMERIC
30403 DAYS PAY STATUS (INTERMITTENT) YTD WOULD GO NEGATIVE ON EMR
30691 DAYS PAY STATUS (INTERMITTENT) WIG MUST BE NUMERIC AND POSITIVE
30692 DAYS PAY STATUS (INTERMITTENT) WIG NOT NUMERIC
30693 DAYS PAY STATUS (INTERMITTENT) WIG WOULD GO NEGATIVE ON EMR
40011 INVALID LEAVE ELIGIBITY CODE
40012 UNABLE TO ASSIGN LEAVE RATE
40031 ANNUAL LEAVE BEGINNING BALANCE MUST BE NUMERIC
40032 AL-BEG-BAL-MINS MUST BE ZERO
40033 AL-BEG-BAL-MINS MUST BE 00 OR 30
40034 AL-BEG-BAL-MINS MUST BE 00 OR 15 OR 30 OR 45
40051 YTD ANNUAL LEAVE EARNED MUST BE NUMERIC AND POSITIVE
40052 YTD ANNUAL LEAVE EARNED NOT NUMERIC
40053 YTD ANNUAL LEAVE EARNED WOULD GO NEGATIVE ON EMR
40071 YTD ANNUAL LEAVE USED MUST BE NUMERIC AND POSITIVE
40072 YTD ANNUAL LEAVE USED NOT NUMERIC
40073 YTD ANNUAL LEAVE USED WOULD GO NEGATIVE ON EMR
40074 YTD-AL-USED-MINS MUST BE ZERO
40075 YTD-AL-USED-MINS MUST BE 00 OR 30
40076 YTD-AL-USED-MINS MUST BE 00 OR 15 OR 30 OR 45
40101 SICK LEAVE BEGINING BALANCE MUST BE NUMERIC
40102 SL-BEG-BAL-MINS MUST BE ZERO
40103 SL-BEG-BAL-MINS MUST BE 00 OR 30
40104 SL-BEG-BAL-MINS MUST BE 00 OR 15 OR 30 OR 45
40121 YTD SICK LEAVE EARNED MUST BE NUMERIC AND POSITIVE
40122 YTD SICK LEAVE EARNED NOT NUMERIC
40123 YTD SICK LEAVE EARNED WOULD GO NEGATIVE ON EMR
40141 YTD SICK LEAVE USED MUST BE NUMERIC AND POSITIVE
40142 YTD SICK LEAVE USED NOT NUMERIC
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

40143 YTD SICK LEAVE USED WOULD GO NEGATIVE ON EMR
40144 YTD-SL-USED-MINS MUST BE ZERO
40145 YTD-SL-USED-MINS MUST BE 00 OR 30
40146 YTD-SL-USED-MINS MUST BE 00 OR 15 OR 30 OR 45
40191 COMPENSATORY LEAVE ENDING BALANCE OF EMR WOULD BE OVER 80 HOURS
40201 COMPENSATORY TIME BAL NOT NUMERIC OR MINUTES GREATER THAN 59
40202 COMPENSATORY TIME BAL WOULD GO NEGATIVE ON EMR
40211 COMPENSATORY TIME RATE NOT NUMERIC OR IS NEGATIVE
40212 THERE ARE ALREADY 6 COMPENSATORY RATE ENTRIES ON EMR
40281 INVALID HOME LEAVE ARRIVAL DATE
40291 HOME LEAVE BEGINNING BALANCE MUST BE NUMERIC AND POSITIVE
40292 HOME LEAVE BEGINNING BALANCE NOT NUMERIC
40293 HOME LEAVE ENDING BALANCE WOULD GO NEGATIVE ON EMR
40301 INVALID HOME LEAVE RATE
40341 YTD REGULAR MILITARY LEAVE MUST BE NUMERIC AND POSITIVE
40342 YTD REGULAR MILITARY LEAVE NOT NUMERIC
40343 YTD REGULAR MILITARY LEAVE WOULD GO NEGATIVE ON EMR
40351 YTD EMERGENCY MILITARY LEAVE MUST BE NUMERIC AND POSITIVE
40352 YTD EMERGENCY MILITARY LEAVE NOT NUMERIC
40353 YTD EMERGENCY MILITARY LEAVE WOULD GO NEGATIVE ON EMR
40371 YTD HOLIDAY LEAVE NOT NUMERIC
40372 YTD HOLIDAY LEAVE WOULD GO NEGATIVE ON EMR
40391 WITHOUT PAY 80 NOT NUMERIC
40392 WITHOUT PAY 80 WOULD GO NEGATIVE ON EMR
40394 WITHOUT PAY 80 MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
40401 WITHOUT PAY - PSI MUST BE NUMERIC AND POSITIVE
40402 WITHOUT PAY PSI NOT NUMERIC
40403 WITHOUT PAY PSI WOULD GO NEGATIVE ON EMR
40404 WOP-PSI-MINS MUST BE ZERO
40405 WOP-PSI-MINS MUST BE 00 OR 30
40406 WOP-PSI-MINS MUST BE 00 OR 15 OR 30 OR 45
40411 YTD WITHOUT PAY NOT NUMERIC
40412 YTD WITHOUT PAY WOULD GO NEGATIVE ON EMR
40414 YTD WITHOUT PAY MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
40451 PART TIME CARRYOVER HRS FOR ANN LV CREDIT NOT NUMERIC
40452 PART TIME CARRYOVER HRS FOR ANN LV CREDIT WOULD GO NEGATIVE ON EMR
40461 PART TIME CARRYOVER HRS FOR SICK LV CREDIT NOT NUMERIC
40462 PART TIME CARRYOVER HRS FOR SICK LV CREDIT WOULD GO NEGATIVE ON EMR
40531 YTD FUNERAL LEAVE NOT NUMERIC
40532 YTD FUNERAL LEAVE WOULD GO NEGATIVE ON EMR
40541 YTD HOME LEAVE USED NOT NUMERIC
40542 YTD HOME LVE USED OR HOME LVE ENDING BAL WOULD GO NEGATIVE ON EMR
40551 YTD SUSPENSIONS NOT NUMERIC
40552 YTD SUSPENSIONS WOULD GO NEGATIVE ON EMR
40561 YTD AWOL MUST BE NUMERIC AND POSITIVE
40562 YTD AWOL NOT NUMERIC
40563 YTD AWOL WOULD GO NEGATIVE ON EMR
40564 YTD-AWOL-MINS MUST BE ZERO
40565 YTD-AWOL-MINS MUST BE 00 OR 30
40566 YTD-AWOL-MINS MUST BE 00 OR 15 OR 30 OR 45
40571 YTD ADMINISTRATIVE LEAVE MUST BE NUMERIC
40572 YTD ADMINISTRATIVE LEAVE WOULD GO NEGATIVE ON EMR
40573 YTD-CHG-STA-MINS MUST BE ZERO
40574 YTD-CHG-STA-MINS MUST BE 00 OR 30
40575 YTD-CHG-STA-MINS MUST BE 00 OR 15 OR 30 OR 45
40631 YTD COURT LEAVE NOT NUMERIC
40632 YTD COURT LEAVE WOULD GO NEGATIVE ON EMR
40634 YTD COURT LEAVE MINUTES NOT AN ACCEPTABLE FRACTION OF AN HOUR
40641 YTD LWOP MUST BE NUMERIC AND POSITIVE

FIGURE 16-5. UPDATE EDIT ERROR MESSAGES (CONT'D)

```
40642 YTD LWOP NOT NUMERIC
40643 YTD LWOP WOULD GO NEGATIVE ON EMR
40644 YTD-LWOP-MINS MUST BE ZERO
40645 YTD-LWOP-MINS MUST BE 00 OR 30
40646 YTD-LWOP-MINS MUST BE 00 OR 15 OR 30 OR 45
40661 REDUCTION IN ANNUAL LEAVE CREDITS MUST BE NUMERIC AND POSITIVE
40662 REDUCTION IN ANNUAL LEAVE CREDITS NOT NUMERIC
40663 REDUCTION IN ANNUAL LEAVE CREDITS WOULD GO NEGATIVE ON EMR
40671 REDUCTION IN SICK LEAVE CREDITS MUST BE NUMERIC AND POSITIVE
40672 REDUCTION IN SICK LEAVE CREDITS NOT NUMERIC
40673 REDUCTION IN SICK LEAVE CREDITS WOULD GO NEGATIVE ON EMR
40691 WITHOUT PAY - HOME LEAVE ACCRUAL MUST BE NUMERIC AND POSITIVE
40692 WITHOUT PAY HOME LEAVE ACCRUAL NOT NUMERIC
40693 WITHOUT PAY HOME LEAVE ACCRUAL WOULD GO NEGATIVE ON EMR
40694 HL-WOP-MINS MUST BE ZERO
40695 HL-WOP-MINS MUST BE 00 OR 30
40696 HL-WOP-MINS MUST BE 00 OR 15 OR 30 OR 45
40841 CFC DOES NOT MATCH IVF
40842 CFC TO BE DELETED DOES NOT MATCH EMR CFC
40843 CANNOT ADD CFC - CFC ALREADY AUTHORIZED FOR EMR
4086A * UNION(S) DELETED - EMPLOYEE NOW SUPV/MGR
4086B * UNABLE TO DETERMINE CONTINUED UNION ELIGIBILITY - ASSUME ELIGIBLE
4086C * LABOR-ORG 1 DELETED - NOT VALID FOR NEW COST-CENTER
4086D * LABOR-ORG 2 DELETED - NOT VALID FOR NEW COST-CENTER
4086E * LABOR-ORG 1 DUES CHANGED FOR CHANGE IN GRADE
4086F * LABOR-ORG 2 DUES CHANGED FOR CHANGE IN GRADE
4086G * LABOR-ORG 1 DUES NOT AFFECTED BY CHANGE IN GRADE
4086H * LABOR-ORG 2 DUES NOT AFFECTED BY CHANGE IN GRADE
4086I * UNABLE TO EXTRACT DUES FOR LABOR-ORG 1, MANUAL UPDATE REQUIRED
4086J * UNABLE TO EXTRACT DUES FOR LABOR-ORG 2, MANUAL UPDATE REQUIRED
4086K * LABOR-ORG MEMBERSHIP NOT AFFECTED BY TEMP PROMOTION
4086L * LABOR-ORG 3 DELETED - NOT VALID FOR NEW COST-CENTER
4086M * LABOR-ORG 4 DELETED - NOT VALID FOR NEW COST-CENTER
4086N * LABOR-ORG 3 DUES CHANGED FOR CHANGE IN GRADE
4086O * LABOR-ORG 4 DUES CHANGED FOR CHANGE IN GRADE
4086P * LABOR-ORG 3 DUES NOT AFFECTED BY CHANGE IN GRADE
4086Q * LABOR-ORG 4 DUES NOT AFFECTED BY CHANGE IN GRADE
4086R * UNABLE TO EXTRACT DUES FOR LABOR-ORG 3, MANUAL UPDATE REQUIRED
4086S * UNABLE TO EXTRACT DUES FOR LABOR-ORG 4, MANUAL UPDATE REQUIRED
4086Z GRADE GREATER THAN ALLOWABLE AND NOT TEMP PROMOTION
40861 INVALID LABOR ORGANIZATION CODE
40862 EMPLOYEE ALREADY HAS TWO LABOR ORGANIZATION CODES
40863 LABOR ORGANIZATION CODE TO BE ADDED ALREADY EXISTS IN EMR
40864 NO DEDUCTION AMOUNT ON IVF FOR THIS LABOR ORG AND GRADE
40865 LABOR ORGANIZATION DEDUCTION TO BE CHANGED NOT IN EMR
40866 LABOR ORGANIZATION TO BE DELETED DOES NOT EXIST IN EMR
40867 LABOR ORGANIZATION NOT VALID FOR COST CENTER
40868 ONLY STANDARD DEDUCTIONS ALLOWED FOR THIS UNION
40869 MUST SPECIFY DEDUCTION FOR THIS UNION
4087A LABOR ORG ADJUSTMENT REJECTED FOR INSUFFICIENT FUNDS
40971 OTHER ALLOWANCE NOT NUMERIC
50091 OVERTIME HOURS SUFFERED OR PERMITTED NOT NUMERIC
60001 ADDRESS TOC (RECORD TYPE) NOT A 'E', 'C', OR 'K'
60031 FIRST LINE OF ADDRESS BLANK
60032 FIRST POSITION OF ADDRESS FIRST LINE BLANK
60041 FIRST POSITION OF ADDRESS SECOND LINE BLANK
60042 FIRST POSITION OF ADDRESS SECOND LINE BLANK
60051 FIRST POSITION OF ADDRESS CITY BLANK
60052 ADDRESS CITY BLANK - REJECTED
```

FIGURE 16-5.   UPDATE EDIT ERROR MESSAGES (CONT'D)

```
60061 ADDRESS STATE DOES NOT MATCH IVF
60069 ADDRESS STATE NOT PRESENT, ZIP CODE PRESENT
60071 ZIP CODE NOT NUMERIC
60072 ZIP CODE BLANK
60079 ADDRESS STATE PRESENT WITH NO ZIP CODE PRESENT
60091 FIRST POSITION OF BOND OWNER NAME NOT ALPHABETIC
60092 FIRST POSITION OF BOND CO-OWNER NAME NOT ALPHABETIC
60093 BOND OWNER NAME NOT PRESENT
60094 BOND CO-OWNER NAME IS BLANK
60101 BOND CO-OWNER SSN NOT NUMERIC
60102 BOND CO-OWNER SSN INVALID - BEGINS WITH 6, 8, OR 9
60103 BOND OWNER SSN NOT NUMERIC
60104 BOND OWNER SSN INVALID - BEGINS WITH 6, 8, OR 9
60111 BOND CO-OWNER CODE NOT 0, 1, OR 2
80051 INVALID POD-DIST
80052 POD-DIST NOT VALID FOR GEOG-LOC
80053 POD-DIST MISC CHANGE NOT ALLOWED
80061 INVALID POSITION TYPE
80062 POS-TYPE NOT PROPER CODE FOR THIS NOA
80063 * PART-TIME EMPLOYEE WITH 80 HOUR TOUR
8534A * LOC CHANGE COULD AFFECT HOME LEAVE DATA - UPDATE IF REQUIRED
85341 GEOGRAPHIC LOCATION DOES NOT MATCH IVF
85342 CHANGE IN GEOG-LOC CAUSES INACTIVE TAX SEGMENTS TO BE EXCEEDED
85343 GEOGRAPHICAL LOCATION NOT VALID FOR COST CENTER
85344 * GEOGRAPHIC LOCATION CITY IS ZEROS
85541 INVALID REGION CODE - DOES NOT MATCH IVF
85542 INVALID FROM REGION CODE - DOES NOT MATCH IVF
86041 PAY YEAR NOT NUMERIC
86042 PAY YEAR MUST NOT BE GREATER THAN CURRENT PAY PERIOD YEAR
86101 INVALID NAME ID
86102 DOES NOT MATCH FIRST TWO POSTIONS OF EMPLOYEE NAME ON EMR
86491 INVALID LOCAL TAX TYPE
90321 INVALID TYPE CHANGE CODE
90322 CODE INCOMPATIBLE WITH T/C
90323 CODE INCOMPATIBLE WITH NATURE OF ACTION
90324 INVALID ACTION - PAY STATUS NOT 1
93021 TYPE OF CHANGE INVALID
93022 CHANGE NOT ALLOWED TO LABOR ORG CODE- MUST ADD AND DELETE
93025 * PMIS ACTIVATED OR MASS CHANGE SYSTEM ACTIVATED ACTION
93026 TYPE CHANGE NOT ALLOWED FOR STATUS 2 OR 7
93201 INVALID TYPE CHANGE CODE
9999A CURRENT DIRECT CHECK ADDRESS COULD NOT BE DELETED
9999B * PREVIOUS W2 ADDRESS ALREADY DELETED - WILL RE-ESTAB
9999E CHECK MAIL ADDRESS DELETE FAILURE
9999F * CHECK MAIL ADDRESS ALREADY DELETED - WILL RE-ESTAB
9999J * CHECK ADDRESS DELETED - CONVERTED TO COMPOSITE
99990 COULD NOT ESTABLISH DIRECT CHECK MAIL ADDRESS
99991 INDICATED ADDRESS NOT ON AMR - PREV CHECK MAIL 2
99992 AMR UPDATE FAILURE
99994 * ESTABLISHED NEW W2 MAILING ADDRESS
99995 W2 ADDRESS CHANG FAILURE
99996 COULD NOT ESTABLISH W2 ADDRESS
99997 EMR UPDATE FAILURE
99998 * ESTABLISHING NEW DIRECT CHECK MAILING ADDRESS
```

FIGURE 16-6. RETROACTIVE PAY PROCESS EDIT MESSAGES

ALL ACTIONS

- RETROACTIVE UNMATCHED TRANSACTION.
- RETROACTIVE PAY CANNOT COMPUTE - ADJUSTED PAY.
- RETROACTIVE PAY CANNOT COMPUTE - ZERO PAY STATUS.
- RETROACTIVE UNACCEPTABLE ACTION FOR DAILY EMPLOYEE.
- RETROACTIVE PAY IS NEGATIVE - REVIEW ADJUSTMENTS.

RETROACTIVE SF 50 ACTIONS

- RETROACTIVE EFFECTIVE DATE UNACCEPTABLE.
- RETROACTIVE MID-PAY PERIOD ACCOUNTING CHANGE.
- RETROACTIVE FEDERAL PAY SYSTEM CHANGE.
- RETROACTIVE MID-PAY PERIOD CHANGE FOR DAILY.
- RETROACTIVE DEACTIVATION - REQUIRES AMENDED T&A.
- NOA 894G REJECT - FPS.SERIES.GRADE.STEP DO NOT AGREE.
- PAY RATES ARE NOT VERIFIED - BEYOND PAY TABLES.

RETROACTIVE AMENDED T&A'S
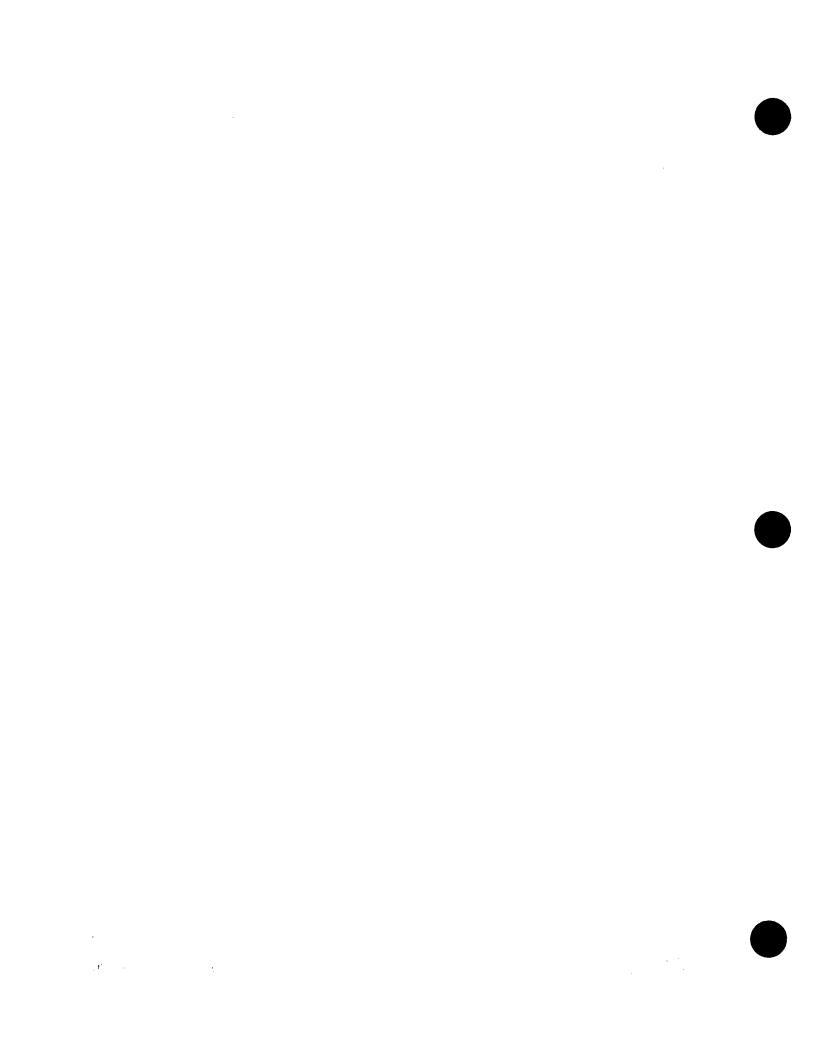
- INCORRECT YR/PAY PERIOD T&A REJECTED.
- RETROACTIVE LEAVE NOT COMPUTED-SUBMIT AMENDED T&A.
- RETROINACTIVE PAY STATUS - AMENDED T&A REJECTED.
- RETROACTIVE REJECT--LEAVE-ELIG CHANGE--RESUBMIT T&A.
- RETROINACTIVE PAY STATUS - REQUIRES AMENDED T&A.

RETROACTIVE PAY ADJUSTMENTS AND CANCELED CHECKS

- RETROACTIVE REJECT - HOURS/GROSS PAY DO NOT CROSS FOOT.
- RETROACTIVE REJECT - NET PAY GREATER THAN GROSS PAY.
- RETROACTIVE PAY - CHECK PREVIOUSLY CANCELED.
- RETROACTIVE REJECT--PAY FIELDS NOT EQUAL GROSS PAY.
- RETROINACTIVE PAY STATUS - ADJUSTMENT REJECTED.
- RETROACTIVE CANCEL CHECK ERROR--GR/NET PAY NOT EQUAL.

CHAPTER 17.   INTERNAL/EXTERNAL CONTROLS (RESERVED)

1700.-1799. RESERVED.

CHAPTER 18.   DATA ENTRY PAYROLL TECHNICIAN FUNCTIONS

SECTION 1.   ENTRY OF TIME AND ATTENDANCE DATA (PYUPSTA)

1800. **DESCRIPTION.** The PYUPSTA job identifier is used to enter all time and attendance (T&A) data applicable to the current pay period and the six preceding pay periods resident in the pay history master file. Five formats are available for entering T&A data.

1801. **BATCH NUMBER.** The batch number for this job is configured as follows:

   a. Positions 1-2 = block number of technician entering data.

   b. Positions 3-4 = constant "TA".

   c. Positions 5-6 = numeric batch number assigned by technician for internal batch control. Current pay period T&A's are identified by batch numbers 01-69; amended T&A's for the current pay period only by batch numbers 70-79; current pay period corrections by batch numbers 80-89; and amended T&A's for prior pay periods (entered during update week) by batch numbers 90-98. Numbers are assigned, beginning with 01, 70, 80 or 90, as appropriate, at the start of each pay period cycle.

1802. **STRAIGHT 80-HOUR FORMAT.** This is format P1.

   a. **Criteria for Use.** This is a stand-alone format and is used when the T&A shows:

      (1) One assigned shift for the entire pay period;

      (2) One mealtime for the entire pay period;

      (3) Only five entries for leave during the pay period and one leave entry per day. (Leave covering two or more consecutive days without crossing a regular day off (RDO) is input as one leave entry.);

      (4) No time worked outside assigned shift, no travel, no hazard/environmental data, and no advance sick leave.

   b. **Data Entry.** To request a display of format P1, enter the job identifier "PYUPSTA" and the batch number via the terminal keyboard. Instructions for entering data elements follow:

      (1) To reduce data entry time the batch number, agency, region, and the calendar year pay period number are entered once. Thereafter, these elements and the next sequential record number are automatically generated from one screen to the next.

(2) <u>Mealtime</u>, assigned shift, and RDO1-RDO4 are entered for the initial record and remain on the screen. These elements may be retained for subsequent records by depressing the DUP key or changed by entering new data.

(3) <u>Figure 18-1</u>, Straight 80-Hour Format Data Entry Criteria, describes the data elements necessary to process T&A's under format P1.

(4) <u>Figure 18-2</u>, Sample Time and Attendance Report, shows a standard mealtime, assigned shift, RDO's, and the use of annual, sick, and holiday leave for a GS employee.

(5) <u>Figure 18-3</u>, Time and Attendance Format ID, illustrates the mandatory data elements for entering the sample T&A. The circled letters identify the data elements on the P1 screen to the sample document, figure 18-2.

c. <u>Data Release</u>. After completing data entry, the REL key is depressed to release the record and automatically place a new format on the screen.

FIGURE 18-1. STRAIGHT 80-HOUR FORMAT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency Entered once on batch initialization and generated thereafter
REG	Region	2A/N	See appendix 1, figure 1. Entered once on batch initialization and generated thereafter
BATCH#	Batch Number	6A/N	Entered once on batch initialization and generated thereafter
REC#	Record Number	6N	Generated
SSN	Social Security Number	11N	Comprised of 9-position Social Security Number and 2-position check digit, both of which are input.
PP	Calendar Year and Pay Period Number	4N	Entered once on batch initialization and generated thereafter
MEAL	Mealtime	8N	Enter Start/Stop meal break or leave blank for no meal break. (The same meal break must be indicated for the entire pay period.)
ASSIGN-SHIFT	Assigned Shift	8N	Start/Stop assigned shift time. (The same assigned shift must be indicated for the entire pay period.)
RDO1	Regular Day Off 1	2N	If RDO's = Saturday and Sunday,
RDO2	Regular Day Off 2	2N	depress left zero key to generate
RDO3	Regular Day Off 3	2N	zeros for RDO1 through RDO4.
RDO4	Regular Day Off 4	2N	Otherwise, enter each RDO.

(Continued)

FIGURE 18-1.   STRAIGHT 80-HOUR FORMAT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
LEAVE DATA		--	- Five entries for leave per pay period are permissible.
			- Leave covering two or more consecutive days without crossing an RDO is input as one leave entry.
			- Military and traumatic injury leave can cross RDO.
			- One leave entry per day is allowed.
DY	Day of Pay Period	2N	Except for holiday leave, indicate Start/Stop time for time not worked.
TYPE	Not Worked Type Code	2N	For holiday leave, enter code 03 to automatically generate Start/Stop
START	Start Time	4N	time. The Start/Stop holiday leave time automatically generated is
DY	Day of Pay Period	2N	subject to change. These data are changed by entering actual hours of
STOP	Stop Time	4N	holiday leave taken.

FIGURE **FIGURE 18-2. SAMPLE STRAIGHT 80-HOUR TIME AND ATTENDANCE REPORT**

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FIGURE 18-3. TIME AND ATTENDANCE FORMAT ID

JOB/SCREEN: PYUPSTA/P1

```
TIME AND ATTENDANCE  1                  FORMAT ID:  PY508      01
Ⓐ          Ⓑ
AG:  1   REG:  SW            BATCH #:              REC #:
Ⓒ                              Ⓓ                 Ⓔ
SSN:  068 - 11 - 4780 - 54     P/P:  7821     MEAL:  1200 - 1230
     Ⓕ
ASSIGN-SHIFT:  0830 - 1700
   Ⓖ            Ⓗ              Ⓘ              Ⓙ
RDO1:  00     RDO2:  00      RDO3:  00      RDO4:  00


LEAVE DATA
   Ⓚ          Ⓛ          Ⓜ          Ⓚ          Ⓝ
   DY         TYPE        START       DY         STOP

   06         01          1600        06         1700

   11         02          0830        11         1700

   12         03          0830        12         1700
```

1803. FOURTEEN-DAY FORMAT. This is format P2.

     a. Criteria for Use. This format is used in conjunction with formats P3, P4, and P5 to enter all T&A data which do not meet the criteria for entry under format P1. This format provides one line of basic data for each day of the pay period. All data applicable to a given day which cannot be entered on the single line provided for the day are considered supplemental data. These supplemental data, all travel data except travel code, all hazard/environmental data, and any advance sick leave are entered via formats P3, P4 and, when required, P5.

     b. Data Entry. When a new batch is initiated, format P1 is automatically displayed. To call format P2 immediately after a new batch is initiated or after completing entries on the P1 format, depress the P2 key. Instructions for entering data elements follow.

     (1) The batch number, record number, agency, region, and the calendar year pay period number during T&A week, are entered and generated as indicated for format P1.

     (2) Similarly, mealtime and calendar year pay period number during off week are entered and generated as indicated for format P1.

     (3) Figure 18-4, Fourteen Day Format Data Entry Criteria, describes the data elements necessary to process T&A's under format P2.

     (4) Figure 18-5, Sample T&A Report for a GS Employee, shows a standard mealtime, one assigned shift, RDO's, overtime and compensatory time worked, annual leave used, and a meal break outside assigned shift. These data are entered on format P2.

     (5) Figure 18-6, Time and Attendance (2A) Format ID, illustrates the mandatory elements for entering the sample T&A. The circled letters identify the data elements on the screen to the sample document, figure 18-5.

     c. Data Release. After completing data entry on format P2, the REL key is depressed to release the record. If a "1" was entered in the "extra day" field, supplemental format, P3 will automatically be displayed. If a blank was entered, a new P2 format will be displayed.

FIGURE 18-4. FOURTEEN-DAY FORMAT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency Entered once on batch initialization and generated thereafter
REG	Region	2A/N	See appendix 1, figure 1. Entered once on batch initialization and generated thereafter
BATCH#	Batch Number	6A/N	Entered once on batch initialization and generated thereafter
REC#	Record Number	6N	Generated
SSN	Social Security Number	11N	Comprised of 9-position Social Security Number and 2-position check digit, both of which are input
P/P	Calendar Year and Pay Period Number	4N	Entered once on batch initialization and generated thereafter
MEAL	Mealtime	8N	Enter Start/Stop mealtime for assigned shift only. ("Meal break outside shift" and "Meal break other than normal" are entered in the "Time Not Worked" field). Field is left blank if no break is indicated.
DY	Day of Pay Period	2N	Automatically displayed
ASIGN-S/S	Assigned Start/Stop Time	8N	T&A shows: - WAE or IRR, enter "7" or "8", respectively, in the first position of the assigned shift for day 01. From this point on blanks are generated for the assigned shift. - A particular day as the employee's RDO, enter "9" in the first position of that day's assigned shift.

(Continued)

FIGURE 18-4. FOURTEEN-DAY FORMAT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			- NAS, enter "4" in the first position of that day's assigned shift.
			- NOP, enter "5" in the first position of that day's assigned shift. Following this entry blanks are automatically generated for the remainder of the day.
			Zeros necessary to complete the field are automatically generated following the entry of codes 4, 5, 7, 8, and 9.
			Once an assigned shift (not 4, 5, 7, 8, or 9) is entered, reentry is not required unless a change occurs. If the assigned shift does not change, depress the MULT/SKIP key. Even entry of the RDO code "9" for a day does not require reentry of assigned shift unless a change occurs. A shift is not permitted following entry of "5" NOP. The T&A will reject.
*	Skip Indicator	1N	Blank or Mult/Skip = no additional data required for the day 1 = additional data required for the day
COND	Condition Options	7N	Enter circled condition(s) only.
TW-NOT-AS	Time Worked-Not-Assigned	8N	Start/Stop time worked outside assigned shift
TY	Not Worked Type Codes	2N	Enter as indicated on T&A Report.

(Continued)

FIGURE 18-4.   FOURTEEN-DAY FORMAT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
TNW-S/S	Time Not Worked – Start/Stop	8N	Enter as indicated on T&A Report. (For this format, enter Start/Stop time for holiday leave, code 03.)
TV	Travel Type Code	2N	Enter as indicated on T&A Report.
EXTRA DAY	Extra Day Indicator	1N	Blank = no supplemental data required 1 = supplemental data required (Supplemental data referred to above exclude travel Start/Stop time, hazard/environmental data, and advance sick leave.)

FIGURE 18-5. SAMPLE TIME AND ATTENDANCE REPORT

FIGURE 18-6.   TIME AND ATTENDANCE (2A) FORMAT ID

JOB/SCREEN: PYUPSTA/P2

```
TIME AND ATTENDANCE 2A                FORMAT ID:  PY508      021
 Ⓐ            Ⓑ
AG:  1     REG:  SW          BATCH #:              REC #:
 Ⓒ                            Ⓓ                    Ⓔ
SSN:  086 - 14 - 8330 - 53   P/P:  7821            MEAL:  1130 - 1200

DY ASIGN-S/S        *    COND        TW-NOT-AS    TY    TNW-S/S      TV
                                       Ⓙ
Ⓖ 01 9000 -        1                 0700-1200
Ⓕ 02 0800 - 1630
   03     -
   04     -
   05     -
   06                                  Ⓙ          Ⓚ      Ⓛ
Ⓖ 07 9000 -        1    Ⓘ 1          0700-1530    18    1130-1200
Ⓖ 08 9000 -
   09     -                                               Ⓛ
   10     -        1                            Ⓚ  01    0800-1630
   11     -        1                            Ⓚ  01    0800-1630
   12     -
   13     -                            Ⓙ
Ⓖ 14 9000 -        1    Ⓘ 1          0700-1200
   EXTRA DAY
```

1804. <u>FOURTEEN-DAY SUPPLEMENTAL FORMAT</u>. This is format P3.

      a. <u>Criteria for Use</u>. This format is used to enter supplemental data (not travel, hazard/environmental, or advance sick leave) which cannot be entered on the fourteen-day format. This format is required when an employee has more than one occurrence of leave, time worked outside assigned shift, travel code, or assigned shift within one day.

      b. <u>Data Entry</u>. This format is always automatically generated by entering a "1" in the extra day field on format P2. Entry techniques follow:

      (1) <u>To save time</u>, header information through mealtime is automatically generated from the P2 format.

      (2) <u>Figure 18-7</u>, Fourteen-Day Supplemental Format Data Entry Criteria, describes the data elements necessary to process T&A's under format P3.

      (3) <u>Figure 18-8</u>, Sample T&A Report for a GS Employee, shows, in addition to the one line of basic data for each day of the pay period, supplemental data for entry under format P3. The supplemental data illustrated include a change in shift assignment and a second annual leave period used during a given day.

      (4) <u>Figure 18-9</u>, Composite of formats P2 and P3, illustrates the mandatory data elements for entering the sample T&A. The cross-referencing of the basic one line of daily data from the P2 screen to a sample T&A is covered under paragraph 1803 above and is not repeated here. The circled letters identify data elements on the P3 screen to the sample document, figure 18-8.

      c. <u>Data Release</u>. After completing data entry, the REL key is depressed to release the record and automatically place a new P2 format on the screen.

FIGURE 18-7. FOURTEEN-DAY SUPPLEMENTAL FORMAT
              DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	11N	Generated
P/P	Calendar Year and Pay Period Number	4N	Generated
MEAL	Mealtime	8N	Generated
DY	Day of Pay Period	2N	Enter day(s) of pay period showing supplemental data. Days are entered sequentially and may be repeated to allow for multiple entries per day.
ASIGN-S/S	Assigned Start/ Stop Time	8N	Enter supplemental data as shown on the last seven lines of the T&A report. If the T&A supplemental entry cites "HOL", enter "6" in the first position of the assigned shift of the day designated holiday. Zeros are automatically generated to complete the assigned shift field. Additionally, if day 01 on format P2 shows a "7" or "8", then blanks are automatically generated for assigned shift on this format.
*	Skip Indicator	1N	Blank or Mult/Skip = no additional data for the day required 1 = additional data required for the day

(Continued)

FIGURE 18-7.   FOURTEEN-DAY SUPPLEMENTAL FORMAT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
COND	Condition Options	7N	Enter circled condition(s) only.
TW-NOT-AS	Time Worked – Not – Assigned	8N	Start/Stop time worked outside assigned shift
TY	Not Worked Type Codes	2N	Enter as indicated on T&A Report.
TNW-S/S	Time Not Worked – Start/Stop	8N	Enter as indicated on T&A Report.
TV	Travel Type Code	2N	Enter as indicated on T&A Report.

FIGURE 18-8.   SAMPLE TIME AND ATTENDANCE REPORT

TIME AND ATTENDANCE REPORT

Leave blank if no meal time is included in the assigned shift.

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FIGURE 18-9.   COMPOSITE OF FORMATS P2 AND P3

JOB/SCREEN: PYUPSTA/P3

```
TIME AND ATTENDANCE   2A              FORMAT ID:  PY508      021

AG:  1       REG:  SW          BATCH #:           REC #:

SSN:  086 - 14 - 8330 - 53            P/P:  7821    MEAL:        -

DY ASIGN-S/S    *    COND        TW-NOT-AS    TY   TNW-S/S       TV

01 9000 -
02 0000 - 0800  1    1           0900-1000   01   0000-0200
03        -      1    1           0900-1000
04        -
05        -
06        -
07 9000 -
08 9000 -
09 2000 - 0400
10        -
11        -
12        -
13        -
14 4000 -
EXTRA DAY 1
```

```
TIME AND ATTENDANCE   2B              FORMAT ID:  PY508      022

AG:  1       REG:  SW        BATCH #:           REC #:

SSN:  086 - 14 - 8330 - 53        P/P:  7821    MEAL:        -

DY ASIGN-S/S    *    COND        TW-NOT-AS   TY    TNW-S/S       TV
                                                      Ⓓ
Ⓐ 02              1                         © 01   0700-0800
           Ⓑ
Ⓐ 05 2000-0400
```

1805. ADVANCE SICK LEAVE, TRAVEL, AND HAZARD/ENVIRONMENTAL FORMAT. This
is format P4.

a. Criteria for Use. This format is used to enter advance sick
leave; Start/Stop time for travel codes 30 and 50; and for hazard/
environmental work, type, rate, and Start/Stop time, as appropriate.

b. Data Entry. This format is always manually called by
depressing the P4 key. It is appropriate for use following data entry
on the P2 or P3 format. Entry techniques follow.

(1) Header information through mealtime is automatically
generated from the P2 format.

(2) Figure 18-10, Advance Sick Leave, Travel and
Hazard/Environmental Format Data Entry Criteria, describes the data
elements necessary to process T&A's under format P4.

(3) Figure 18-11, Sample T&A Report for a GS Employee, shows
in addition to the one line of basic data for each day of the pay period
Start/Stop time for travel code 30 and advance sick leave. Start/Stop
travel time and advance sick leave are entered under format P4.

(4) Figure 18-12, Composite Formats P2, P3, and P4, illus-
trates the mandatory data elements for entering the sample T&A,
figure 18-11. The cross-referencing of data elements from the P2 and P3
screens to sample documents is covered under paragraphs 1803 and 1804.
The circled letters identify data elements on the P4 screen to the sample
document.

(5) Figure 18-13, Sample T&A Report for a WG Employee, shows
one line of basic daily data, a change in shift assignment for a given
day, and environmental data. Environmental type, rate, and Start/Stop
time are entered under format P4.

(6) Figure 18-14, Composite Formats P2, P3, and P4,
illustrates the mandatory data elements for entering the sample T&A,
figure 18-13. As indicated under subparagraph (4) above, cross-referencing
is limited to relating data elements on the P4 screen to the sample
document.

c. Data Release. After completing data entry, the REL key is
depressed to release the record. If a "1" was entered in the "extra day"
field, supplemental format P5 will automatically be displayed. Otherwise,
a new P2 format will be displayed.

FIGURE 18-10. ADVANCE SICK LEAVE, TRAVEL, AND HAZARD/ENVIRONMENTAL
                   FORMAT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	11N	Generated
P/P	Calendar Year and Pay Period Number	4N	Generated
MEAL	Mealtime	8N	Generated
ADV-SL	Advance - Sick Leave	3N	Enter hours or three zeros as appropriate.
DY	Day of Pay Period	2N	Enter day(s) of pay period showing Start/Stop times for travel codes 30 and 50 and Hazard/Environmental data. Days may be repeated to allow for multiple entries per day.
TV	Travel Type Codes	2N	Codes = 30 or 50 only
TRAVEL S/S	Travel Start/Stop	8N	Enter as indicated on T&A Report.
TY	Environmental Type Code	1N	Enter as indicated on T&A Report.
RTE	Rate	3N	Enter rate as indicated on T&A Report.
HAZ/ENV	Hazard/Environmental Start/Stop	8N	Enter as indicated on T&A Report.
EXTRA DAY	Extra Day Indicator	1N	Blank = no supplemental data required 1 = supplemental data required

FIGURE 18-11. SAMPLE TIME AND ATTENDANCE REPORT

TIME AND ATTENDANCE REPORT

FAA Form 2730-68 (6-78)

FIGURE 18-12. COMPOSITE FORMATS P2, P3, and P4

JOB/SCREEN: PYUPSTA/P4

```
┌─────────────────────────────────────────────────────────────────────────┐
│ TIME  AND  ATTENDANCE    2A                FORMAT ID:  PY508      021      │
│                                                                           │
│ AG:  1     REG:  SW              BATCH #:           REC #:                 │
│                                                                           │
│ SSN:  086 - 14 - 8330 - 53          P/P:  7821   MEAL:  1200 - 1230        │
│                                                                           │
│ DY ASIGN-S/S      *      COND      TW-NOT-AS      TY      TNW-S/S     TV    │
│                                                                           │
│ 01 0800 - 1630  1                                                    30    │
│ 02        -                                                               │
│ 03        -                                                               │
│ 04        -                                                               │
│ 05        -     1                                01      0800-1630         │
│ 06 9000 -                                                                 │
│ 07 9000 -                                                                 │
│ 08        -     1                                                    30    │
│ 09        -     1                                01      0800-1630         │
│ 10        -     1                                01      0800-1630         │
│ 11        -     1                                01      080C-1630         │
│ 12        -                                                               │
│ 13 9000 -                                                                 │
│ 14 9000 -                                                                 │
│ EXTRA DAY       1                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│ TIME  AND  ATTENDANCE    2B                FORMAT ID:  PY508      022      │
│                                                                           │
│ AG:  1     REG:  SW              BATCH #:         REC #:                   │
│                                                                           │
│ SSN:  086 - 14 - 8330 - 53          P/P:  7821   MEAL:  1200 - 1230        │
│ DY ASIGN-S/S      *      COND      TW-NOT-AS      TY      TNW-S/S     TV    │
│ 08              1                                                    30    │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│ TIME  AND  ATTENDANCE    2C                FORMAT ID:  PY 508     023      │
│                                                                           │
│ AG:  1     REG:  SW              BATCH #:           REC #:                 │
│                                                                           │
│ SSN:  086 - 14 - 8330 - 53          P/P:  7821   MEAL:  1200 - 1230        │
│                                                                           │
│                                            Ⓐ  ADV-SL:   040                │
│                                                                           │
│     DY   TV     TRAVEL     S/S    TY    RTE      HAZ/ENV                   │
│                   Ⓓ                                                        │
│     01   30    1300 - 1630                                                 │
│  Ⓑ  08 Ⓒ 30    0800 - 1000                                                 │
│     08   30    1530 - 1630                                                 │
└─────────────────────────────────────────────────────────────────────────┘
```

2730.9

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FIGURE 18-13.   SAMPLE TIME AND ATTENDANCE REPORT

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FIGURE 18-14.   COMPOSITE FORMATS P2, P3, and P4

JOB/SCREEN: PYUPSTA/P4

```
TIME AND ATTENDANCE     2A              FORMAT ID:  PY508      021

AG:  1      REG:  SW           BATCH #:           REC #:

SSN:  111 - 11 - 1111 - 13          P/P:  7821      MEAL:      -

DY    ASIGN-S/S    *   COND    TW-NOT-AS        TY    TNW-S/S      TV
01 0800 - 1600
02        -
03 2300 - 0700    1   1    2100-2300       01    0600-0700
04        -       1                        01    2300-2400
05 4000 -         1   1    0700-0900
06 9000 -
07 9000 -
08        -
09        -
10        -       1   2    1600-1630
11        -
12        -
13 4000 -
14 9000 -
EXTRA DAY         1
```

```
TIME AND ATTENDANCE     2B              FORMAT ID:  PY508      022

AG:  1      REG:  SW           BATCH #:           REC #:

SSN:  111 - 11 - 1111 - 13          P/P:  7821      MEAL:      -

DY    ASIGN-S/S    *   COND    TW-NOT-AS        TY    TNW-S/S    TV
02 2300-0700
```

```
TIME AND ATTENDANCE     2C              FORMAT ID:  PY508      023

AG:  1      REG:  SW           BATCH #:           REC #:

SSN:  111 - 11 - 1111 - 13          P/P:  7821      MEAL:      -
                                              Ⓐ ADV-SL:  000
    DY    TV   TRAVEL   S/S    TY    RTE   HAZ/ENV
                              Ⓒ    Ⓓ     Ⓔ
Ⓑ  01                         1    050   0800-0830
    08                        1    025   2300-2330
    08                        1    050   0100-0130
Ⓑ  08                         1    008   0400-0430
```

1806. TRAVEL AND HAZARD/ENVIRONMENTAL SUPPLEMENTAL FORMAT. This is
format P5.

     a. Criteria for Use. This format is used to enter data that
cannot be entered on the fourteen lines provided on format P4.

     b. Data Entry. This format is always automatically generated by
entering a "1" in the extra day field on format P4. Entry techniques
follow.

        (1) Header information through mealtime is automatically
generated from the P2 format.

        (2) Figure 18-15, Travel and Hazard/Environmental Supplemental
Format Data Entry Criteria, describes the data elements necessary to
process T&A's under format P5.

        (3) Figure 18-16, Sample T&A Report for a WS Employee shows,
in addition to the basic 1 line of daily data, 15 lines of data for
travel and hazard/environmental work. The 15th line item, which
identifies environmental work, is entered under format P5.

        (4) Figure 18-17, Composite Formats P2, P3, P4, and P5,
illustrates the mandatory data elements for entering the sample T&A.
The cross-referencing of the basic 1 line of daily data and the first
14 lines of travel and/or hazard/environmental data from P2, P3,
and P4 screens to sample documents is covered under paragraphs 1803
through 1805. The circled letters identify data elements on the P5 screen
to the sample document, figure 18-16.

     c. Data Release. After completing data entry, the REL key is
depressed to release the record and automatically place a new P2 format
on the screen.

1807.-1809. RESERVED.

FIGURE 18-15. TRAVEL AND HAZARD/ENVIRONMENTAL SUPPLEMENTAL
                      FORMAT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	11N	Generated
P/P	Calendar Year and Pay Period Number	4N	Generated
MEAL	Mealtime	8N	Generated
DY	Day of Pay Period	2N	Enter day(s) of pay period showing supplemental data relating to Start/Stop travel time and hazard/environmental data.
TV	Travel Type Codes	2N	Codes = 30 or 50
TRAVEL S/S	Travel Start/Stop	8N	Enter as indicated on T&A Report.
TY	Environmental Type	1N	Enter as indicated on T&A Report.
RTE	Rate	3N	Enter rate as indicated on T&A Report.
HAZ/ENV	Hazard/Environmental Start/Stop	8N	Enter as indicated on T&A Report.

FIGURE 18-16.   SAMPLE TIME AND ATTENDANCE REPORT

FIGURE 18-17. COMPOSITE FORMATS P2, P3, P4, and P5

JOB/SCREEN: PYUPSTA/P5

```
TIME AND ATTENDANCE    2A                    FORMAT ID:  PY508        021

AG:  1        REG:  SW           BATCH #:            REC #:

SSN:  111 - 11 - 1111 - 13           P/P:  7821      MEAL:  1200-1230

DY   ASIGN-S/S     *    COND      TW-NOT-AS      TY    TNW-S/S        TV
01  0800 - 1630    1                                                 30
02          -
03          -
04          -
05          -
06  9000 -
07  9000 -
08          -       1                                                30
09          -
10          -
11          -
12          -
13  9000 -
14  9000 -
EXTRA DAY   1
```

```
TIME AND ATTENDANCE    2B                    FORMAT ID:  PY508        022

AG:  1        REG:  SW           BATCH #:            REC #:

SSN:  111 - 11 - 1111 - 13           P/P:  7821      MEAL:  1200-1230

DY   ASIGN-S/S     *    COND      TW-NOT-AS      TY    TNW-S/S        TV
01                 1                                                 30
```

```
TIME AND ATTENDANCE    2C                    FORMAT ID:  PY508        023

AG:  1        REG:  SW           BATCH #:            REC #:

SSN:  111 -- 11 - 1111 - 13          P/P:  7821    MEAL:  1200-1230
                                                  ADV-SL:  000

DY   TV    TRAVEL S/S       TY    RTE     HAZ/ENV
01   30    0800-1000
02                          1     050     0800-0830
03                          1     025     0900-0930
04                          1     008     1000-1030
05                          1     008     1000-1030
08   30    0800-1000
09                          1     025     0900-0930
10                          1     050     0800-0830
11                          1     008     1000-1030
12                          1     050     0800-0830
01   30    1430-1630
04                          1     050     1400-1430
04                          1     025     1600-1630
09                          1     008     1100-1130
EXTRA DAY   1
```

```
TIME AND ATTENDANCE    2D                    FORMAT ID:  PY508        024

AG:  1        REG:  SW           BATCH #:            REC #:

SSN:  111 - 11 - 1111 - 13           P/P:  7821      MEAL:  1200-1230

DY   TV    TRAVEL S/S       TY    RTE     HAZ/ENV
(A) 09                      (B)   (C)     (D)
                            1     050     1400-1430
```

SECTION 2. ESTABLISHMENT ACTIONS (PYESTAB)

1810. <u>DESCRIPTION</u>. This job identifier is used to enter data to establish employee information in the employee master record from SF 50, Notification of Personnel Action, computer-produced by the PMIS, or on a typewriter by the Personnel Office, and to input supplementary employee data from other documentation.

1811. <u>BATCH NUMBER</u>. The batch numbering and controlling processes are described in chapter 4. The batch number after being initially established will be automatically generated on each record in the batch.

1812. <u>FORMATS</u>. The following formats will be used under job identifier PYESTAB:

    a. <u>SF 50 PMIS Establish</u>. This action is entered under format P1. It is used to activate a PMIS SF 50 record from the PMIS suspense file at the host computer, enter supplementary data, or override erroneous PMIS SF 50 data. This format links to format P3.

      (1) <u>Figure 18-18</u>, SF 50 (PMIS) Establish Data Entry Criteria, lists SF 50 data identified to the CRT screen "PROMPT." The field name, the size of the data element, and a description of the codes to be used or an appropriate reference are provided.

      (2) <u>Figure 18-19</u>, Sample Transfer-Career SF 50, is an example of a computer-generated Notification of Personnel Action produced by the PMIS used as a reference by the payroll technician for establishing a record in the employee master record. The transaction illustrated reflects circled letters above data which are key-entered in the spaces on the CRT screen similarly identified on the screen format reflected in figure 18-20.

      (3) <u>Figure 18-20</u>, SF 50 PMIS (Establish) Format ID, screen (format P1) illustrates all the data elements to be established in the employee master record by a PMIS establish action. The transaction illustrated pertains to an employee transferred from another agency. Only the entry data required to establish the entire SF 50 record in the file are identified by the circled letters. The various types of actions, such as reinstatement, appointment, etc., are identified by the nature of action code used.

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN from SF 50
ID	Name ID	2A	First 2 characters of last name
PMIS#	PMIS Control Number	5N	PMIS# from SF 50
NOA	Nature of Action	3A/N	Valid NOA Code
EFF-DATE	Effective Date	6N	Effective Date of SF 50 (YYMMDD)
TOC	Type of Change	1A	Generated "A"

The data listed below are determined from SF 50:

RET-MIL	Retired Military Indicator	1N	0 - Null 1 - Retired Military Officer (RETO) 2 - Retired Military Enlisted (RETM)
STAT	Pay Status	1N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Representative-LWOP
B/W-TOUR	Biweekly Tour	3N	Number of hours on biweekly schedule (less than 200)

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
LV-ELIG	Leave Eligibility Code	1N	0 – No Leave Accrual 1 – May accrue and use sick leave only –(less than 90-day appt.) 2 – May accrue and use annual and sick leave
TRUE-OT	True 1½ Overtime Eligibility Code	1N	0 – Ineligible 1 – Eligible
L/APP-CD	Limited Appointment Code	1A/N	0 – N/A A – NTE Hours or Date B – NTE Days or Date D – NTE Date H – NTE Hours E – NTE Earnings
DY/HR/AMT	Limited Appointment Days/Hours/or Amount	7N	Whole days, hours, or amount (dollars and cents) which may be worked or earned
L/APP-DT	Limited Appointment Date	6N	From SF 50 (YYMMDD)
POD	Post of Duty Code	3A/N	From SF 50 (Station Iden.)
TA-DIST	T/A Distribution Code	3A/N	From SF 50 (Optional)
COLA	COLA/Post Differential Code and Percent	1A/N 4N	C – COLA D – Post Differential Percent – (2500 = 25%) (1250 = 12.5%)
STANDBY	Standby Percentage	3N	(250 = 25%; 125 = 12.5%)
ANNUITY	Monthly Annuity	4N	Whole Dollars
ALLOW-CD	Allowance Code	1N	From SF 50 1 – Quarters 2 – Overseas 3 – Uniform
OTH-ALLOW	Allowance Amount	5N	Dollars and Cents

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks

The balance of the data listed below is generated at the host:

Prompt	Field Name	Size	Remarks
NAME	Employee Name	26A/N	Last name, comma, space, first name, space, middle initial
DOB	Date of Birth	6N	YYMMDD
CIT	Citizenship Code	1N	0 - Noncitizen 1 - Citizen
SCD	Service Computation Date	6N	From SF 50 (YYMMDD)
FEGLI	Group Life Insurance Coverage	1A	From SF 50 A - Z See appendix 1, figure 12.
RET-FICA	Retirement or FICA Code	1N	1 - Retirement 2 - FICA 4 - Exempt 6 - 7.5 percent
TYP-APP	Appointment Type	2N	01 - Career Appt. 02 - Career Cond. 03 - Excepted Appt. NTE 04 - Excepted Appt. IND 05 - Excepted Appt. COND 06 - Excepted Appt. PERM 07 - TAPER 08 - Indefinite Appt. 09 - Temporary Appt. NTE 10 - Term NTE 11 - SES Career 12 - SES Noncareer 13 - SES Limited Term 14 - SES Limited Emergency
FR-REG	From Region	2A/N	Valid region (blank except on change of payroll office)
SUP-CODE	Supervisory Code	1N	1 - Supervisor 3 - Manager 4 - Supervisory (CSRA) 5 - Manager (CSRA) 6 - Leader (WLGEG) 8 - Excluded from Merit Pay
FP-SYS	Federal Pay System	2A	From SF 50

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SERIES	Job Series	4N	From SF 50
GRADE	Grade	2N	From SF 50
STEP	Step	2N	From SF 50
PY-BASIS	Pay Basis	1A	From SF 50 A - Paid Annually H - Paid Hourly D - Paid Daily L - Overseas Hourly Employee Local Hire N - Overseas Hourly Employee Nonlocal Hire R - Panama Canal Hourly Employee Regular Pay T - Panama Canal Hourly Employee Regular Pay Plus Tax Allowance B - Panama Canal Hourly Employee Regular Pay Plus Tax Allowance Plus Tropical Differential
SAL	Salary	7N	Dollars and Cents
SP-SAL-RT	Special Salary Rate Code	1A/N	0 - Not Applicable 1 - Retained Rate 2 YR 2 - Saved Rate - CONV to GS Pay Plan 3 - Downward Adjustment - Saved Pay 4 - Saved Rate - Other 5 - Special Rate on Superior Qual. Rate 6 - Special Rate - USC 5303 7 - Superior Qual. Rate 8 - Advanced Rate - Supervisor of WG Empl. A - Retained Grade - RIF B - Retained Grade - Reclassification - Same Position C - Retained Grade - Reclassification - Diff. Position D - Retained Grade - Transfer of Function

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			E - Retained Grade - RIF & Special Rate
			F - Retained Grade - Reclassification Same Pos. & Special Rate
			G - Retained Grade - Reclassification Diff. Pos. & Special Rate
			H - Retained Grade - Trans. of Function & Special Rate
			J - Retained Pay - Expiration of Grade, Retention Period, Reclassification
			K - Retained Pay - Expiration of Grade, Retention Period, Other
			L - Retained Pay - Other (a)
			N - Retained Pay - Other (b)
			R - Retained Pay - SES Removal
			S - Cont. SES Basic Pay for Presidential Appt.
			U - Retained Grade and Pay Reclassification
			V - Retained Grade and Pay - Other
POS-TYPE	Position Type	1N	1 - Full-Time Perm.
			2 - Full-Time Temp.
			3 - Part-Time Temp.
			4 - Intermittent
			5 - Without Compensation (WOC)
			6 - Part-Time Perm.
			7 - Full-Time Seasonal
			8 - Part-Time Seasonal
			9 - Intermittent Seasonal
GEOG-LOC	Geographic Location (where employed)	9A/N	From SF 50. See appendix 1, figure 5.
REG	Region	2A/N	Valid region
APPR-LIM	Appropriation/ Limitation Code	4A/N	From SF 50. See appendix 1, figure 7.
AREA	Area	1A/N	Valid Area or 0. See appendix 1, figure 2.
CC	Cost Center	6A/N	From SF 50. Left justified.
FIS-PRG	Fiscal Program	3A/N	From SF 50

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
OBJ-CLASS	Object Class	4N	From SF 50. See appendix 1, figure 8.
FLSA	Fair Labor Standards Act Code	1A	E - Exempt N - Nonexempt
H/PLAN	Health Plan	3N	000 - Elected not to enroll 001 - Ineligible 002 - Cancelled enrollment 004 - Pending 005 - Transferred to OWCP
		3A/N	A valid code
CARRIER	Health Plan Carrier Code	10A/N	From SF 2809 or SF 2810.
SPEC-PRG	Special Program	2N	From SF 50 40 - Presidential Management Intern 41 - Junior Executive Trainee for Safety (NHTSA) 42 - Graduate COOP 43 - University Fellowship 44 - DOT Intern 45 - Honors Engineer Program (NHTSA) 46 - US-Saudia Arabian Joint Comm. 54 - Stay-in-School Program 55 - Summer Aide 56 - Federal Summer Intern 57 - Federal Jr. Fellowship Program 58 - Prisoner Rehab Act of 1965 Program 59 - Veterans Readjustment Appt (VRA) 60 - 30% Disability Preference 62 - Cooperative Education Program 63 - Long Term Training 64 - Trainee - (Mgt Interns, CSC-agency Training) 65 - ATC Second Career 67 - Special Handicap Appointment 68 - Local Special Employment Program 76 - Upward Mobility Program 77 - College Work Study Program 78 - Federal Faculty Fellows 80 - Cooperative Engineering Development Program

(Continued)

FIGURE 18-18. SF 50 (PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			81 – Predevelopmental Training Program – Outside FAA
			82 – Predevelopmental Training Program – Within FAA
			84 – ATCS/ET Summer Employment Program
			85 – High School Coop Program
			89 – Puerto Rico/Virgin Island Local Hire Program
			90 – Govt/Industry Executive Exchange
			91 – IPA Assignment (Intergovernment Personnel Act)
			92 – WTO (Worker Trainee Opportunity Program)
			93 – Foreign Government Employee
			94 – Executive Development Program
			95 – Excepted Summer Employment-Agency Merit System
			96 – Other Excepted Employment
			97 – Summer Employment Exam.
			98 – Summer Faculty, Including Counselors
			99 – Other Competitive Summer
REIM-AGR	Reimbursable Agreement Number	14A/N	From SF 50 or other source document

FIGURE 18-19.   SAMPLE TRANSFER CAREER SF 50

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (0-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1 NAME LAST · FIRST · MIDDLE	SEX	2 AGENCY USE	3 BIRTH DATE	4 CIT AND SS
© JONES, JOHN J.	M	D 18929	39-06-07	E 1 111-11-1111

5 VETERAN PREFERENCE			6 TENURE	7 SERV COMP DATE	8 HAND-CAP CODE
1	1 - NC 3 - 10 PT DISAB 5 - 10 PT OTHER 2 - 5 PT 4 - 10 PT COMP		1	72-10-16	

9 FEGLI		10 RETIREMENT	11 FOR CSC USE
4	1 - COVERED (Regular only declined Optional) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (Reg & Opt)	1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12 CODE	NATURE OF ACTION
E 130B	TRANSFER-CAREER

13 EFFECTIVE DATE	14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY
76-03-28 F	REG 315.501

15 FROM POSITION TITLE AND NUMBER

NV

16 PAY PLAN/SER FUNC.	17 GRADE	STEP	18 PAY BASIS AND SALARY

18 TO POSITION TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT
PD NO = WA-7386   BU NO = WAAA4113   CST CNTR = 1440
SUPV CODE 2

20 PAY PLAN·SER/FUNC	21 GRADE	STEP	22 PAY BASIS AND SALARY
GS 0510	11	01	PA $16,255

23 NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24 DUTY STATION (City, State)	25. LOCATION CODE
WASHINGTON D C, DISTRICT OF COLUMBIA	11-0010-001

26 APPROPRIATION	27. POSITION OCCUPIED	28 APPORTIONED POSITION	STATE
601.0/1440/931/1111 FLSA = E	1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED 2 - WAIVED FR TO	

29 RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30 CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE F	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	76-03-29

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL 13	B - DISCIPLINE 0502	C - YEAR OF DEGREE 72

33. REMARKS

NON-SENSITIVE POSITION

ENROLLED FOR HEALTH BENEFITS

NAC COMPLETED 73/03/21 WHILE WITH NAVY

THIS POSITION HAS KNOWN PROMOTION POTENTIAL

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (or other authentication) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	Jane Smith
35. SUBMITTING OFFICE NUMBER 1675 36. DATE 76-03-22	CHIEF, PERS MGT. OPNS. DIV.

2. PAYROLL COPY

FIGURE 18-20.   SF 50 PMIS (ESTABLISH) FORMAT ID

JOB/SCREEN: PYESTAB/P1

```
SF50 PMIS(ESTABLISH)                    FORMAT ID:   PY340    02A
Ⓐ                    Ⓐ
AG:  1              REG:  WA         BATCH #:          REC #:
Ⓑ                                Ⓒ         Ⓓ              Ⓔ
SSN:  111 - 11 - 1111              ID:  JO  PMIS #:  18929  NOA:  130
     Ⓕ
EFF-DATE:  76 - 03 - 28           TOC:  A        RET-MIL:  0

STAT   :                          BW-TOUR:  080   LV-ELIG:  2

TRUE-OT :  0                  L/APP-CD:         DY/HR/AMT:

L/APP-DT:       - -              POD:            TA-DIST:

COLA   :                      STANDBY:           ANNUITY:

ALLOW-CD:                                        OTH-ALLOW:

ALLOW-CD:                                        OTH-ALLOW:

NAME   :

DOB    :       - -              CIT:            SCD:    - -

FEGLI  :                      RET/FICA:         TYP-APP:

FR-REG :                      SUP-CODE:         FP-SYS:

SERIES :                        GRADE:           STEP:

PY-BASIS:                         SAL:          SP-SAL-RT:

POS-TYPE:                     GEOG-LOC:    - -

REG    :                      APPR/LIM:         AREA:      CC:

FIS-PROG:                     OBJ-CLASS:               FLSA:

H/PLAN :                       CARRIER:         SPEC-PRG:

REIM-AGR:
```

NOTES: Must enter fields – SSN, ID, PMIS #, NOA, EFF DATE, RET-MIL,
         BW-TOUR, LV-ELIG, TRUE-OT. If limited appointment, also enter
         L/APP-CD and L/APPT-DT. Include TA-DIST and COLA, if applicable.

(Continued)

<u>FIGURE 18-20. SF 50 PMIS (ESTABLISH) FORMAT ID (Cont.)</u>

<u>NOTES</u> (Cont.): <u>Manual correction(s) to PMIS-generated SF 50</u> - Skip to applicable field and enter corrected data to override PMIS suspense data PRIOR to release.

<u>Remarks</u> - Enter in applicable field(s) PRIOR to release.

<u>Rejects</u> - Will print out in NO PMIS format and must be reentered on P2 screen.

<u>Supplemental payment</u> - Required if employee master record cannot be established prior to final update for any reason.

b. <u>SF 50 (NO PMIS) Establish.</u> This action is entered under format P2. It is used to enter data in the employee master record from SF 50's prepared on a typewriter rather than computer-produced from the Personnel Management Information System (PMIS). Format P2 is also used to reenter P1 transactions when the initial input was rejected by the host edit. This is necessary because a transaction cannot be released from the PMIS suspense file twice. In addition, if the transaction involved data entered on screens linked to format P1, this information would also have to be entered again. Format P2 links to format P3.

(1) <u>Figure 18-21</u>, SF 50 (NO PMIS) Establish Data Entry Criteria, lists SF 50 data identified to the CRT screen "PROMPT." The field name, the size of the data element, and a description of the codes to be used, or an appropriate reference are provided.

(2) <u>Figure 18-22</u>, Sample Transfer Career SF 50, is an example of a typewriter-produced Notification of Personnel Action used as a reference by the payroll technicians for establishing a record in the employee master record. The transaction illustrated reflects circled letters above data which are entered in the spaces on the CRT screen similarly identified on the screen format which is illustrated in figure 18-23.

(3) <u>Figure 18-23</u>, SF 50 (NO PMIS) Establish Format ID, (format P2) reflects the data elements to be entered from the SF 50 to the employee master record. When the typed SF 50 is used, all data are required to be entered at the terminal. As indicated above, the circled letters provide a cross-reference from the data element position on the screen to the location of the data on the SF 50.

NOTE: The following process will allow payroll offices to pay retroactive claims to employees not in the UPS. This process will establish an employee master record for W-2 purposes and make the proper entries to the retirement record. Normal procedures to establish an employee are used, except as follows:

Nature of Action:	13B
Pay Status:	2
Health Benefits:	000
FEGLI:	B
Special Salary Rate Code:	2
Leave Eligibility:	0

Any payment to employees established by this process must be made by pay adjustment. The pay adjustment must be entered during T&A week on PYPAYADJ (P-1, P-2, and P-3).

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN From SF 50
ID	Name ID	2A	First 2 characters of last name
NOA	Nature of Action	3A/N	NOA Code from SF 50 – See appendix 1, figure 3.
EFF-DATE	Effective Date	6N	Effective Date of SF 50 (YYMMDD)
TOC	Type of Change	1A	Generated "A"
RET-MIL	Retired Military Indicator	1N	0 – Null 1 – Retired Military Officer (RETO) 2 – Retired Military Enlisted (RETM)
NAME	Employee Name	26A/N	Last name, comma, space, first name, space, middle initial
DOB	Date of Birth	6N	YYMMDD
CIT-CODE	Citizenship Code	1N	0 – Noncitizen 1 – Citizen
SCD	Service Computation Date	6N	From SF 50 (YYMMDD)
FEGLI	Group Life Insurance Coverage	1A	From SF 50 A – Z See appendix 1, figure 12.
RET-FICA	Retirement or FICA Code	1N	1 – Retirement 2 – FICA 4 – Exempt 6 – 7.5 percent

(Continued)

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
TYP-APP	Type Appointment	2N	01 - Career Appt.
			02 - Career Cond.
			03 - Excepted Appt. NTE
			04 - Excepted Appt. IND
			05 - Excepted Appt. COND
			06 - Excepted Appt. PERM
			07 - TAPER
			08 - Indefinite Appt.
			09 - Temporary Appt. NTE
			10 - Term NTE
			11 - SES Career
			12 - SES Noncareer
			13 - SES Limited Term
			14 - SES Limited Emergency
L/APP-CD	Limited Appointment Code	1A/N	0 - N/A
			A - NTE Hours or Date
			B - NTE Days or Date
			D - NTE Date
			H - NTE Hours
			E - NTE Earnings
DY/HR/AMT	Limited Appointment Days/Hours/or Amount	7N	From SF 50 - Whole days or hours which may be worked or amount which may be earned (dollars and cents).
L/APP-DT	Limited Appointment Date	6N	From SF 50 (YYMMDD)
FR-REG	From Region	2A/N	Valid region (blank except on change of payroll office)
SUP-CODE	Supervisory Code	1N	1 - Supervisor
			3 - Manager
			4 - Supervisory (CSRA)
			5 - Manager (CSRA)
			6 - Leader (WLGEG)
			8 - Excluded from Merit Pay
FP-SYS	Federal Pay System	2A	From SF 50
SERIES	Job Series	4N	From SF 50

(Continued)

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
GRADE	Grade	2N	From SF 50
STEP	Step	2N	From SF 50
PY-BASIS	Pay Basis	1A	A – Paid Annually H – Paid Hourly D – Paid Daily L – Overseas Hourly Employee Local Hire N – Overseas Hourly Employee Nonlocal Hire R – Panama Canal Hourly Employee Regular Pay T – Panama Canal Hourly Employee Regular Pay Plus Tax Allowance B – Panama Canal Hourly Employee Regular Pay Plus Tax Allowance Plus Tropical Differential
SAL	Salary	7N	Dollars and Cents
SP-SAL-RT	Special Salary Rate Code	1A/N	0 – Not Applicable 1 – Retained Rate 2 YR 2 – Saved Rate – CONV to GS Pay Plan 3 – Downward Adjustment-Saved Pay 4 – Saved Rate – Other 5 – Special Rate on Superior Qual. Rate 6 – Special Rate – USC 5303 7 – Superior Qual. Rate 8 – Advance Rate – Supervisor of WG Employee A – Retained Grade - RIF B – Retained Grade – Reclassification – Same Position C – Retained Grade – Reclassification – Diff. Position D – Retained Grade-Transfer of Function E – Retained Grade-RIF & Special Rate F – Retained Grade – Reclassification-Same Pos. & Special Rate G – Retained Grade – Reclassification-Diff. Pos. & Special Rate H – Retained Grade-Trans. of Function & Special Rate

(Continued)

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			J - Retained Pay-Expiration of Grade, Retention Period, Reclassification
			K - Retained Pay-Expiration of Grade, Retention Period, Other
			L - Retained Pay - Other (a)
			N - Retained Pay - Other (b)
			R - Retained Pay - SES Removal
			S - Cont. SES Basic Pay for Presidential Appt.
			U - Retained Grade and Pay - Reclassification
			V - Retained Grade and Pay-Other
POS-TYPE	Position Type	1N	1 - Full-Time Perm.
			2 - Full-Time Temp.
			3 - Part-Time Temp.
			4 - Intermittent
			5 - Without Compensation (WOC)
			6 - Part-Time Perm.
			7 - Full-Time Seasonal
			8 - Part-Time Seasonal
			9 - Intermittent Seasonal
GEOG-LOC	Geographic Location (where employed)	9A/N	From SF 50. See appendix 1, figure 5.
REG	Region	2A/N	Valid region
APPR-LIM	Appropriation/ Limitation Code	4A/N	From SF 50. See appendix 1, figure 7.
AREA	Area	1A/N	Valid Area or 0. See appendix 1, figure 2.
CC	Cost Center	6A/N	From SF 50. Left justified.
FIS-PRG	Fiscal Program	3A/N	From SF 50
OBJ-CLASS	Object Class	4N	From SF 50

(Continued)

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont)

Prompt	Field Name	Size	Remarks
FLSA	Fair Labor Standards Act Code	1A	E — Exempt N — Nonexempt
STAT	Pay Status	1N	1 — Active 2 — Inactive 3 — WOP 4 — Severance Pay 5 — OWCP 6 — ICAO 7 — Separation 8 — Sick Leave Pending Retirement 9 — Union Rep. — LWOP
B/W TOUR	Biweekly Tour of Duty	3N	Number of hours on biweekly schedule (less than 200)
LV-ELIG	Leave Eligibility Code	1N	0 — No Leave Accrual 1 — May accrue and use sick leave only (less than 90-day appointment) 2 — May accrue and use annual and sick leave.
TRUE-OT	True 1½ Overtime Eligibility Code	1N	0 — Ineligible 1 — Eligible
COLA	COLA/Post Differential Code and Percent	1A/N 4N	C — COLA D — Post Differential Percent (2500 = 25%; 1250 = 12.5%)
STANDBY	Standby Percentage	3N	(250 = 25%; 125 = 12.5%)
H/PLAN	Health Plan	3N 3A/N	000 — Elected not to enroll 001 — Ineligible 002 — Cancelled Enrollment 004 — Pending 005 — Transferred to OWCP A valid code
CARRIER	Health Plan Carrier Code	10A/N	From SF 2809 or SF 2810

(Continued)

FIGURE 18-21. SF 50 (NO PMIS) ESTABLISH DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SPEC-PRG	Special Program	2N	From SF 50

    40 - Presidential Management Intern
    41 - Junior Executive Trainee for Safety (NHTSA)
    42 - Graduate COOP
    43 - University Fellowship
    44 - DOT Intern
    45 - Honors Engineer Program (NHTSA)
    46 - US-Saudia Arabian Joint Comm.
    54 - Stay-in-School Program
    55 - Summer Aide
    56 - Federal Summer Intern
    57 - Federal Jr. Fellowship Program
    58 - Prisoner Rehab Act of 1965 Program
    59 - Veterans Readjustment Appt (VRA)
    60 - 30% Disability Preference
    62 - Cooperative Education Program
    63 - Long Term Training
    64 - Trainee - (Mgt Interns, CSC-agency Training)
    65 - ATC Second Career
    67 - Special Handicap Appointment
    68 - Local Special Employment Program
    76 - Upward Mobility Program
    77 - College Work Study Program
    78 - Federal Faculty Fellows
    80 - Cooperative Engineering Development Program
    81 - Predevelopmental Training Program - Outside FAA
    82 - Predevelopmental Training Program - Within FAA
    84 - ATCS/ET Summer Employment Program
    85 - High School Coop Program
    89 - Puerto Rico/Virgin Island Local Hire Program
    90 - Govt/Industry Executive Exchange
    91 - IPA Assignment (Intergovernment Personnel Act)
    92 - WTO (Worker Trainee Opportunity Program)
    93 - Foreign Government Employee
    94 - Executive Development Program
    95 - Excepted Summer Employment-Agency Merit System
    96 - Other Excepted Employment
    97 - Summer Employment Exam
    98 - Summer Faculty, Including Counselors
    99 - Other Competitive Summer

(Continued)

Prompt	Field Name	Size	Remarks
REIMB-AGR	Reimbursable Agreement Number	14A/N	From SF 50
ANNUITY	Monthly Annuity	4N	Whole Dollars
ALLOW-CD	Allowance Code	1N	1 - Quarters 2 - Overseas 3 - Uniform
OTH-ALLOW	Allowance Amount	5N	Dollars and Cents
TA-DIST	T/A Distribution Code	3A/N	From SF 50 (Optional)
POD	Post-of-Duty Code	3A/N	From SF 50 (Station Iden.)

FIGURE 18-22. SAMPLE TRANSFER CAREER SF 50

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE — See General Information on Reverse!

STANDARD FORM 50
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1 NAME LAST - FIRST - MIDDLE	SEX	2 AGENCY USE	3 BIRTH DATE	4 CIT AND SSA
JONES, JOHN J.	M		39-06-07	1	111-11-1111

5 VETERAN PREFERENCE		6 TENURE	SER COMP DATE	8 HANDICAP CODE
1 1 - NO 3 - 10 PT DISAB 5 - 10 PT OTHER 2 - 5 PT 4 - 10 PT COMP		1	72-10-16	

9 FEGLI	10 - RETIREMENT	11 (FOR CSC USE)
4 1 - COVERED Regular only - declined Options. 2 - INELIGIBLE 3 - WAIVED 4 - COVERED Reg & Opt.	1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12 CODE	NATURE OF ACTION
130B	TRANSFER-CAREER

13 EFFECTIVE DATE	14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY
76-03-28	REG 315.501

15 FROM POSITION TITLE AND NUMBER

16 PAY PLAN/SER/FUNC.	17 GRADE	STEP	18 PAY BASIS AND SALARY

19 TO POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT
PD NO = WA-7386   BU NO = WAAA4113   CST CNTR = 1440
SUPV CODE 2

20 PLAN/SER/FUNC	21 GRADE	STEP	22 PAY BASIS AND SALARY
GS 0510	11	01	PA $16,255

23 NAME AND LOCATION OF EMPLOYING OFFICE

FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24 DUTY STATION (City State)	LOCATION CODE
WASHINGTON, D.C. DISTRICT OF COLUMBIA	11-0010-001

26 APPROPRIATION	27 POSITION OCCUPIED	28 APPORTIONED POSITION	STATE
601.0/1440/931/1111 FLSA = E	1 - COMPETITIVE 2 - EXCEPTED	1 - PROVED 2 - WAIVED FR TO	

29 RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30 CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE F	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	76-03-29

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL 13	B - DISCIPLINE 0502	C - YEAR OF DEGREE 72

33. REMARKS

NON-SENSITIVE POSITION

ENROLLED FOR HEALTH BENEFITS

NAC COMPLETED 73/03/21 WHILE WITH NAVY

THIS POSITION HAS KNOWN PROMOTION POTENTIAL

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authorization) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE NUMBER 1675	36. DATE 76-03-22	CHIEF, PERS. MGT. OPNS. DIV.

2. PAYROLL COPY

FIGURE 18-23. SF 50 (NO PMIS) ESTABLISH FORMAT ID

JOB/SCREEN: PYESTAB/P2

```
┌────────────────────────────────────────────────────────────────────────┐
│ SF50*NO PMIS*(ESTABLISH)                      FORMAT ID:  PY340      01  │
│ Ⓐ                   Ⓐ                                       REC #:       │
│ AC:  1              REG:  WA        BATCH #:                             │
│ Ⓑ                                   Ⓒ                Ⓓ                   │
│ SSN:  111 - 11 - 1111              ID:  JO          NOA:   130           │
│ Ⓔ                                                   Ⓕ                   │
│ EFF-DATE:  76 - 03 - 28            TOC:  A       RET-MIL:  0             │
│ Ⓒ                                               Ⓖ                       │
│ NAME:   JONES, JOHN J                           DOB:  39 - 06 - 07       │
│ Ⓗ                                               Ⓘ                       │
│ CIT-CODE:  1                                    SCD:  72 - 10 - 16       │
│ Ⓙ              Ⓚ                                 Ⓛ                       │
│ FEGLI  :  4    RET/FICA:  1                      TYP-APP:  01            │
│                                                                         │
│ L/APP-CD:          DY/HR/AMT:                                           │
│                                                                         │
│ L/APP-DT:     -   -                             FR-REG:                 │
│ Ⓜ                                               Ⓝ                       │
│ SUP-CODE: 2                                     FP-SYS:  GS             │
│ Ⓞ                    Ⓟ                           Ⓠ                       │
│ SERIES  :   0510    GRADE:  11                  STEP:  01               │
│ Ⓡ                    Ⓢ                           Ⓣ                       │
│ PY-BASIS:  A        SAL:  1625500   SP-SAL-RT:  0                       │
│ Ⓤ                    Ⓥ                                                   │
│ POS-TYPE:  1        GEOG-LOC:  11 - 0010 - 001                          │
│ Ⓐ                    Ⓦ                Ⓧ                    Ⓨ             │
│ REG    :  WA        APPR/LIM:  6010  AREA:  0            CC:  1440       │
│ Ⓩ                    ⒶⒶ               ⒷⒷ                   ⒸⒸ            │
│ FIS-PROG:  931  OBJ-CLASS:  1111    FLSA:  E            STAT:  1         │
│ ⒹⒹ                   ⒺⒺ                                                 │
│ B/W TOUR:  080  LV-ELIG:  2         TRU-OT:  0          COLA:           │
│                                                                         │
│ STANDBY :        H/PLAN:          CARRIER:                              │
│                                                                         │
│ SPEC-PRG:        REIMB-AGR:                                             │
│                                                                         │
│ ANNUITY :        ALLOW-CD:          OTH-ALLOW:                          │
│                                                                         │
│                  ALLOW-CD:          OTH-ALLOW:                          │
│                                                                         │
│ TA-DIST :           POD:                                                │
└────────────────────────────────────────────────────────────────────────┘
```

NOTES: Must enter fields - all applicable fields.
        Format - basically follows SF 50.

(Continued)

FIGURE 18-23. SF 50 (NO PMIS) ESTABLISH FORMAT 1D (Cont.)

NOTES (Cont.):

Remarks - enter in applicable field(s).
Supplemental payment - required if employee master record cannot
                       be established prior to final update for any
                       reason.

T   Enter 0. No special salary rate indicated.

CC Nature of Action and remarks on SF 50 indicate employee's pay status.

DD Biweekly tour of duty is 80 hours unless specified. See SF 50, item 30A,
    Work Schedule F.

EE Code 2 will be entered unless SF 50 remarks indicate otherwise.

c. Federal Withholding. Federal income tax withholding information
on an employee is input under format P3. This format must be entered in
conjunction with SF 50 establish data (format P1 or P2). (See Job PYTAX
for employees whose EMRs have already been established.) This format links
to P4. Figures 18-24, Federal Withholding Data Entry Criteria; 18-25,
IRS Form W-4, Employee's Withholding Allowance Certificate; and 18-26,
IRS Form W-4, Federal Withholding Format ID, illustrate Federal tax actions.

FIGURE 18-24. FEDERAL WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
MAR-STAT	Marital Status	1A	M – Married S – Single E – Exempt
EXEMPT	Exemptions	2N	From IRS Form W-4
ADD-WITH-HOLDING	Additional Withholding	3N	Whole Dollars

FIGURE 18-25. FORM W-4, EMPLOYEE'S WITHHOLDING
ALLOWANCE CERTIFICATE

Form W-4
(Rev. October 1979)

Department of the Treasury—Internal Revenue Service
Employee's Withholding Allowance Certificate

Print your full name ► JONES, JOHN J.	Your social security number ► 111 11 1111

Address (including ZIP code) ► 4630 MAPLE ST. SILVER SPRING, MD. 20902

Marital status: Ⓐ ☑ Single ☐ Married ☐ Married, but withhold at higher Single rate
Note: *If married, but legally separated, or spouse is a nonresident alien, check the single block.*

1 Total number of allowances you are claiming (from line F of the worksheet on page 2) . . . . Ⓑ . 2

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . Ⓒ . $ 10.00

3 I claim exemption from withholding because (see instructions and check boxes below that apply):

a ☐ Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND

b ☐ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both

a and b apply, enter "EXEMPT" here . . . . ►

c If you entered "EXEMPT" on line 3b, are you a full-time student? . . . . ☐ Yes ☐ No

Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's signature ► John J. Jones	Date ► MARCH 28 , 19 80

Employer's name and address (including ZIP code) (FOR EMPLOYER'S USE ONLY)

FAA, 800 INDEPENDENCE AVE. SW WASH DC 20591 | Employer identification number
73-0588975

------ Detach along this line ------

FIGURE 18-26. IRS FORM W-4 FEDERAL WITHHOLDING FORMAT ID

JOB/SCREEN: PYESTAB/P3

```
W4 FED WITHHOLDING                    FORMAT ID:  PY344      11

AG:  1        REG:  WA           BATCH #:                    REC #:

SSN:  111 - 11 - 1111                   ID:  JO
      Ⓐ                          Ⓑ                Ⓒ
MAR-STAT:  S                     EXEMPT:  02      ADD-WITHHOLD:  010
```

NOTE: If IRS Form W-4 is not received, no entry is required. A "D"
        (default) will be generated for marital status on the EMR to
        indicate nonreceipt of IRS Form W-4. Federal tax will be withheld
        as single claiming no exemptions. If IRS Form W-4 is received before
        or after the batch is marked complete and was not entered during PYESTAB
        sequence for that employee, then PYTAX/P1 format must be used.
        Since an EMR has not been established, the SSN will show as
        invalid. Depress VALID key and enter Federal tax data.

d. State Tax Withholding. State income tax withholding is input under format P4 which must be entered in conjunction with SF 50 establishment data. (Format P1 or P2.) (See Job PYTAX for employees whose EMR's have already been established.) This format links to P5. Figures 18-27, State Tax Withholding Data Entry Criteria; 18-28, Form MW 507, Employee's Maryland Withholding Exemption Certificate; and 18-29, State Tax Withholding Format ID, illustrate state withholding tax actions.

FIGURE 18-27. STATE TAX WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
TOC	Type of Change	1A	Generated 'A'
ST-CODE	State Tax Code	2A/N	See appendix 1, figure 5.
MAR-STAT	Marital Status	1A	M - Married S - Single E - Exempt N - N/A (for states where marital status is not required) H - Head of Household
EXEMPT	Exemptions	2N	From state tax form or blank (if not generated)
ADDL	Additional Withholding	3N	Whole Dollars
ST-CODE	Voluntary State Tax Code	2A/N	See appendix 1, figure 5.

(Continued)

FIGURE 18-27.   STATE TAX WITHHOLDING DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
DED-AMT	Deduction Amount	3N	Whole Dollars

NOTE: The following states, territories, etc., are nonwithholding for
state tax. THEREFORE, NO ENTRIES SHOULD BE MADE ON THE STATE TAX
SCREEN WHEN GEOGRAPHIC LOCATION OF EMPLOYMENT AND RESIDENCE ARE
THE SAME IN THE FIRST TWO POSITIONS.

CONNECTICUT	09	SOUTH DAKOTA	46	AMERICAN SAMOA	AQ
FLORIDA	12	TENNESSEE	47	GUAM	GQ
NEVADA	32	TEXAS	48	KWAJALEIN, M.I.	TQ
NEW HAMPSHIRE	33	WASHINGTON	53	PUERTO RICO	RQ
		WYOMING	56	VIRGIN ISLANDS	VQ

FIGURE 18-28. FORM MW 507, EMPLOYEE'S MARYLAND
WITHHOLDING EXEMPTION CERTIFICATE

FORM MW 507
COMPTROLLER OF THE TREASURY
INCOME TAX DIVISION

EMPLOYEE'S MARYLAND WITHHOLDING EXEMPTION CERTIFICATE

Print full name .... *Jones John J.* .... Social Security No. *111 - 11 - 1111*

Print home address *4630 Maple Street* City *Silver Spring* State *MD* Ⓐ

EMPLOYEE:
File this form with your employer. Otherwise, he must withhold Md. income tax from your wages without exemption.

EMPLOYER:
Keep this certificate with your records. If the employee is believed to have claimed too many exemptions, notify the Comptroller of the Treasury.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If SINGLE, and you claim an exemption, write the figure "1" ....
2. If MARRIED, one exemption each for husband and wife if not claimed on another certificate. Ⓑ   *2*
   (a) If you claim both of these exemptions, write the figure "2"
   (b) If you claim one of these exemptions, write the figure "1"
   (c) If you claim neither of these exemptions, write "0"
3. Exemptions for age and blindness:
   (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write the figure "1"; if both will be 65 or older, and you claim both of these exemptions, write the figure "2" ....
   (b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2" ....
4. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under instruction 8 on other side.) Ⓒ `2`
5. Add the number of exemptions which you have claimed above and write the total ....

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.
(Date) *March 28* , 19*76*   (Signed) *John J. Jones*

FIGURE 18-29.   STATE TAX WITHHOLDING FORMAT 1D

JOB/SCREEN: PYESTAB/P4

```
| STATE TAX WITHHOLDING              FORMAT ID:  PY368      07 |
|                                                             |
| AG:  1       REG:  WA        BATCH #:            REC #:      |
|                                                             |
| SSN:  111 - 11 - 1111             ID:  JO          TOC:  A   |
|                                                             |
|                          STATE TAX                          |
|                                                             |
|  Ⓐ              Ⓑ                      Ⓒ                     |
| ST-CODE:  24    MAR-STAT:  M          EXEMPT:  02    ADDL:   |
|                                                             |
|                        VOL STATE TAX                        |
|                                                             |
| ST-CODE:              DED-AMT:                              |
```

NOTES: ENTER DATA ON LINE FOR EITHER STATE TAX OR VOLUNTARY STATE TAX,
         BUT NOT BOTH.   IF BOTH ARE REQUIRED, USE TWO SCREENS.

         Enter state tax data first; then release. Depress P4 key and then
         enter voluntary state tax data.

         If state withholding is required and form is missing or not
         received in time for entry in proper PYESTAB sequence, see note
         under PYESTAB/P3. The same actions apply, except PYTAX/P2 format
         must be used.

e. Local Tax Withholding. Format P5 is used to enter local tax information which must be entered in conjunction with SF 50 establish data (P1 or P2). This format links to P6. Figures 18-30, Local Tax Withholding Data Entry Criteria; 18-31, NYC-4, The City of New York - Financial Administration - Income and Excise Tax Bureau, Employee's Withholding Exemption Certificate; and 18-32, Local Tax Withholding Format ID, illustrate an action which initially establishes the withholding of city taxes from an employee's salary. (See Job PYTAX for change actions on employees whose employee master records were previously established.)

FIGURE 18-30.   LOCAL TAX WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
TOC	Type of Change	1A	Generated "A"
CODE	Local Tax Code (State & City/ County Code)	6A/N	Positions 1-2 – Valid State Positions 3-6 – See appendix 1, figure 5.
TYPE	Local Tax Type	1N	1 – City Tax 2 – County Tax 3 – City Tax – Voluntary 4 – County Tax – Voluntary
MAR-STAT	Marital Status	1A	M – Married S – Single E – Exempt N – Not Applicable (for cities/ counties not requiring marital status)
EXEMPT	Exemptions	2N	From local tax form, or blank (if not generated).
AMT	Amount of Additional Withholding	3N	Whole Dollars
PCT-APPL	Percent Applicable	2N	00 = 100% – Normally blank, except when an exclusion is to be applied in accordance with local law (e.g., percent of time worked inside city limits).

(Continued)

FIGURE 18-30.   LOCAL TAX WITHHOLDING DATA ENTRY CRITERIA (Cont.)

NOTES: Mandatory withholding is based on percent of salary.

Limited to maximum of 4 types at any time.

If more than one type applies, use separate screen for each type.

If city withholding is required and form is missing or not
received in time for entry in proper PYESTAB sequence, see note
under PYESTAB/P3. The same actions apply, except PYTAX/P3 format
must be used.

FIGURE 18-31. NYC-4, THE CITY OF NEW YORK-FINANCE ADMINISTRATION-
INCOME & EXCISE TAX BUREAU, EMPLOYEE'S
WITHHOLDING EXEMPTION CERTIFICATE

NYC-4 THE CITY OF NEW YORK—FINANCE ADMINISTRATION—INCOME & EXCISE TAX BUREAU
EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Print full name _William A. Smith_ © Social Security No. _119-23-0278_ ®

Print home address _15-20 150 Street_ City _Whitestone_ State _N.Y._ Zip Code _11357_

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS ©

EMPLOYEE:

File this exemption certificate with your employer

1 If SINGLE. and you claim an exemption, write the figure "1" _____ _1_

2 If MARRIED, one exemption each for husband and wife if not claimed on another certificate.
   (a) If you claim both of these exemptions, write the figure "2"
   (b) If you claim one of these exemptions, write the figure "1"
   (c) If you claim neither of these exemptions, write "0"

3 Exemptions for age and blindness (applicable only to you and your wife but not to dependents):
   (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write the figure "1"; if both will be 65 or older, and you claim both of these exemptions, write the figure "2"

EMPLOYER:

Keep exemption certificates with your records. Certificates may be on this form, or a similar form. If the employee is believed to have claimed too many exemptions, notify the Income & Excise Tax Bureau.

   (b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2" _____

4 If you claim exemptions for one or more dependents, write the number of such exemptions _____

5 Withholding allowances for itemized deductions claimed on Federal Form W-4 (see Instructions on other side)

6 Add the number of exemptions which you have claimed above and write the total _____ © _1_

7 Additional withholding per pay period under agreement with employer _____

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

(Date) _November 5, 1978_   (Signed) _William A. Smith_

FIGURE 18-32. LOCAL TAX WITHHOLDING FORMAT ID

JOB/SCREEN: PYESTAB/P5

```
LOCAL TAX WITHHOLDING                    FORMAT ID:  PY370      08
 Ⓐ              Ⓐ
AG:  1          REG:  EA         BATCH #:           REC #:
 Ⓑ                                    Ⓒ
SSN:  119 - 23 - 0278                ID:  SM      TOC:  A
                                      Ⓓ                      Ⓔ
CODE:  364004       TYPE:  1      MAR-STAT:  S       EXEMPT:  01

AMT:                            PCT-APPL:
```

    f. Check Address/W-2. Format P6 is used to enter address
information required for the distribution of checks and Internal Revenue
Service Form W-2 and must be entered in conjunction with SF 50 establish
data (format P1 or P2). (See Job PYADDR for action on employees whose
SF 50 is already established in the employee master record.) This format
links to format P7. Figures 18-33, FAA Form 2730-18, Payroll Address
Information Data Entry Criteria; 18-34, FAA Form 2730-18, Payroll Address
Information; and 18-35, FAA Form 2730-18, W-2/Check Address Format ID,
illustrate payroll address actions.

FIGURE 18-33. FAA FORM 2730-18 PAYROLL ADDRESS INFORMATION
DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
TOC	Type of Change	1A	E — W2 Address K — W2 and Check Address
ADR1	Address Line 1	20A/N	From FAA Form 2730-18, Item 2.
ADR2	Address Line 2	20A/N	From FAA Form 2730-18, Item 2.
CITY	City	13A/N	From FAA Form 2730-18, Item 2.
STATE	State Abbreviation	2A	Valid State Code. See back of FAA Form 2730-18.
ZIP	Zip Code	5N	From FAA Form 2730-18, Item 2.
LOC	Geographic Location (Residence)	9A/N	Positions 1-2 = Valid State/Territory Positions 3-9 = See appendix 1, figure 5. (Must enter field)
POD CODE	Post of Duty Indicator Code	1N	0 — Null 1 — Mail check to POD

(Continued)

FIGURE 18-33.   FAA FORM 2730-18 PAYROLL ADDRESS INFORMATION
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
TOC	Type of Change	1A	Blank – NULL C – Check Address
ADR1	Address Line 1	20A/N	From FAA Form 2730-18, Item 4.
ADR2	Address Line 2	20A/N	From FAA Form 2730-18, Item 4.
CITY	City	13A/N	From FAA Form 2730-18, Item 4.
STATE	State Abbreviation	2A	Valid State Code. See back of FAA Form 2730-18.
ZIP	Zip Code	5N	From FAA Form 2730-18, Item 4.

NOTES: If IRS Form W-2 and check address are the same, enter a 'K' in the first TOC, and skip the second. If they are different, enter 'E' in the first TOC and a 'C' in the second.

If only the IRS Form W-2 address is being entered, enter an 'E' in the first TOC and skip the second TOC.

If only the check address is being entered, skip the first TOC and enter 'C' in the second TOC.

If the check is to be mailed to the POD, enter '1' in POD CODE (no address is necessary).

If the address is an APO, enter in address line 1 the organization/office symbol/Postal Service Center (PSC)/box number, as applicable. Enter in address line 2 "APO." Enter city (e.g., New York), state (e.g., NY), and Zip (e.g., APO 09109).

FIGURE 18-34.   FAA FORM 2730-18,
PAYROLL ADDRESS INFORMATION

FIGURE 18-34. FAA Form 2730-18, PAYROLL ADDRESS INFORMATION (Cont.)
(REVERSE SIDE - STATE ABBREVIATIONS)

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Delaware	DE	New York	NY
Dist. of Columbia	DC	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

OUTLYING AREAS OF THE UNITED STATES ABBREVIATIONS

AREA	ABBREV.
American Samoa	AS
Canal Zone	CZ
Guam	GU
Kwajalein, M.I.	TT
Puerto Rico	PR
Virgin Islands	VI

FOREIGN COUNTRIES
1. Enter city name on second line.
2. Enter country name in city field on third line. Abbreviations may be used.
3. Leave State Blocks on third line BLANK.
4. Enter 00000 in Zip Code Blocks on third line.

FIGURE 18-35. FAA FORM 2730-18 W2/CHECK ADDRESS FORMAT ID

JOB/SCREEN: PYESTAB/P6

```
FAA2730-18 W2/CHECK ADDR                    FORMAT ID:  PY342    17

AG:  1        REG:  WA          BATCH #:              REC #:

SSN:  111 - 11 - 1111                   ID:  JO
Ⓐ
TOC:  K
   Ⓑ
ADR1:  4630 Maple Street

ADR2:
Ⓒ                        Ⓓ                   Ⓔ
CITY:  Silver Spring      STATE:  MD          ZIP:  20902

LOC:  11 - 0010 - 001  POD/CODE:             TOC:

ADR1:

ADR2:

CITY:                    STATE:               ZIP:
```

NOTES: For IRS Form W-2 address and/or check to home address only.

If check is to be mailed to a financial institution, use
format P7 or PYADDR/P3.

If no check address is provided, the system will default
and check will be mailed to a designated agent (Region cashier).

g. Credit Salary to Financial Institution. SF 1189, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, is used as the source document for format P7. It will be used when an employee requests that his/her check be sent to a financial institution and must be entered in conjunction with an SF 50 establish action (format P1 or P2). (See Job PYADDR for actions on employees whose SF 50 is already established in the employee master record.) This format links to format P8. Figures 18-36, Salary to Financial Organization Data Entry Criteria; 18-37, SF 1189, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization; and 18-38, SF 1189, Salary to Financial Organization Format ID, illustrate payments of salaries to financial institution actions.

FIGURE 18-36. SALARY TO FINANCIAL ORGANIZATION DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
EMPLOYER-ID#	Employer Identification Number	12N	12 Numeric or block characters From SF 1189
ACCOUNT#	Account Number	17A/N	From SF 1189. Enter account # with blanks to the right (left justified).

NOTES: Use for either composite or individual check to F.O.

Account # may contain A-Z, 0-9, or -. Spaces are not permitted.

FIGURE 18-37. SF 1189, REQUEST BY EMPLOYEE FOR
PAYMENT OF SALARIES OR WAGES BY CREDIT
TO ACCOUNT AT A FINANCIAL ORGANIZATION

☆ U. S. GOVERNMENT PRINTING OFFICE 1977-237-202

Standard Form 1189
(Rev. 5-75)
3 Treasury FRM 7000
1189-103

"Note. The social security account number on the form is required, and will be used, for identification with the records of the program agency and the financial organization pursuant to the provisions in 31 U.S.C. 492 and 31 CFR 209. All information requested on the form is confidential and is required under the above law and regulation to provide the entitlement to the benefits of the financial arrangement provided by the law. Failure to provide the information requested may affect the entitlement to such benefits."

REQUEST BY EMPLOYEE FOR PAYMENT OF SALARIES OR WAGES BY CREDIT TO ACCOUNT AT A FINANCIAL ORGANIZATION

TO BE COMPLETED BY EMPLOYEE (In Triplicate) AND SUBMITTED TO EMPLOYING AGENCY

NAME OF EMPLOYEE (As stated on payroll)	SOCIAL SECURITY NUMBER (or other employee number used by agency)
JONES, JOHN J.	
HOME ADDRESS	
4630 MAPLE STREET, SILVER SPRING, MD 20902	111-11-1111

AGENCY (Include also Bureau, Division, Branch or other designation of employing organization)

TO: FAA

You are hereby authorized and requested to pay the net amount of salaries or wages due me by credit to my account with the financial organization designated below, beginning with pay for the next full pay period and continuing until canceled by me in writing.

NAME OF FINANCIAL ORGANIZATION (To receive check)	EMPLOYER IDENTIFICATION NUMBER (FINANCIAL ORGANIZATION)
MARYLAND NATIONAL BANK	Ⓐ 566377877484
ADDRESS	MY ACCOUNT NUMBER AT THE FINANCIAL ORGANIZATION
5200 CONN. AVENUE	
CITY STATE ZIP CODE	Ⓑ 533224
SILVER SPRING, MARYLAND 20902	
SIGNATURE OF EMPLOYEE	DATE SUBMITTED TO AGENCY
John J. Jones	*March 28, 1976*

TO BE COMPLETED BY FINANCIAL ORGANIZATION (For return of original and copy to employee and retention of a copy).

We, the above-designated financial organization, hereby agree to act as agent of the above-named person in the capacity indicated. Our account number shown above for the person named herein, should be included as additional identification, for our convenience, on individual checks forwarded for credit to his account or on records accompanying composite checks for credit to his and other persons' accounts.

AUTHORIZED SIGNATURE	TITLE
Henry Smith	*Manager*

FIGURE 18-38. SF 1189 SALARY TO FINANCIAL ORGANIZATION FORMAT ID

JOB/SCREEN: PYESTAB/P7

```
| SF1189 SALARY TO FIN ORG                    FORMAT ID:  PY343     16 |
|                                                                     |
| AG:  1      REG:  WA       BATCH #:              REC #:              |
|                                                                     |
| SSN:  111 - 11 - 1111            ID:  JO                             |
|      Ⓐ                                                               |
| EMPLOYER ID #:   566377877484                                       |
|      Ⓑ                                                               |
| ACCOUNT #    :   533224                                             |
```

NOTE: If entry rejects, the system will default and net salary check will
       be mailed to a designated agent (Region cashier).

       h. Bond Deduction. Format P8 is used to enter bond deduction
information and must be entered in conjunction with SF 50 establishment
data (format P1 or P2). (See Job PYADDR or PYDED for actions on employees
whose SF 50 is already established in the employee master record.) This
format links to format P9. Figures 18-39, SF 1192, Bond EST/CHG/DEL Data
Entry Criteria; 18-40, SF 1192, Authorization for Purchase and Request for
Change, United States Series EE Savings Bonds; and 18-41, SF 1192, Bond
EST/CHG/DEL Format ID, illustrate actions for U.S. Savings Bond deductions.

FIGURE 18-39. SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
TOC	Type of Change	1A	Generated 'A'
PUR-CAN	Purchase or Cancel	1A	Use only with TOC D P - Purchase C - Cancel
SEQ#	Bond Sequence Number	1N	1 - 8 (Generated)
DESIG AG	Designated Agent	1N	0 - Deliver to Designated Agent 1 - Deliver to Addressee (Must enter field)
DED-AMT	Deduction Amount	5N	Dollars and Cents
PUR-PRICE	Purchase Price	5N	Valid Purchase Price (Dollars and cents)
NAME	Owner Name	26A/N	From SF 1192.
SSN	Owner Social Security or ID Number	9N	From SF 1192.
ADR1	Address Line 1	20A/N	From SF 1192.
ADR2	Address Line 2	20A/N	From SF 1192.
CITY	City	13A/N	From SF 1192.

(Continued)

FIGURE 18-39.   SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
STATE	State	2A	Valid State Abbreviation Code
ZIP	Zip Code	5N	From SF 1192.
C/O-BEN	Bond Coowner or Beneficiary	1N	0 - No Co-owner or beneficiary 1 - Co-owner 2 - Beneficiary (Must enter field)
NAME	C/O-BEN Name	26A/N	From SF 1192.
SSN	C/O-BEN Social Security or ID Number	9N	From SF 1192.

NOTE: PUR-CAN   -   P = Complete purchase and cancel
                    C = Cancel and refund any balance

FIGURE 18-40. SF 1192, AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS

Standard Form 1192 Revised March 1979 Department of the Treasury I TFRM 3-8000—1192-182	AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE UNITED STATES SERIES EE SAVINGS BONDS				FOR AGENCY USE
DATE **5/28/80**			**PRINT IN INK OR TYPE**		
EMPLOYEE'S NAME	*(First Name)* **JOHN**	*(Initial)* **J.**	*(Last Name)* **JONES**		SOC. SEC. OR EMP. PAYROLL NO. **111-11-1111**
DEPARTMENT OR AGENCY **FAA**	BUREAU OR OFFICE **OFFICE OF ACCOUNTING**			LOCATION **WASH. DC**	

A. NEW ALLOTMENT ☑	B. INCREASE ALLOTMENT ☐	C. CHANGE DENOMINATION ☐	D. CHANGE INSCRIPTION ☐	E. OTHER ACTION (Describe on reverse) ☐
(If you checked A, B, or C above, complete the following) ⟶	AMOUNT TO BE ALLOTTED EACH PAY PERIOD $ **50.00** See attached card for authorized allotments	BOND DENOMINATION $50 ☐ $75 ☐ $100 ☐ $200 ☑ $500 ☐ $1000 ☐		

BOND INSCRIPTION (If you checked A or D above, complete the following)

OWNER'S NAME	*(First Name)* **JOHN**	*(Middle Name or Initial)* **J.**	*(Last Name)* **JONES**	SOCIAL SECURITY NO. **111-11-1111**
ADDRESS	*(Number and Street)* **4630 MAPLE STREET**			
	(City or Town) **SILVER SPRING**	*(State)* **MD**	**20902** *(ZIP Code)*	
CHECK ONE ☑ CO-OWNER ☐ BENEFICIARY	*(First Name)* **EMILY**	*(Middle Name or Initial)*	*(Last Name)* **JONES**	SOCIAL SECURITY NO. **119-16-1077**

The furnishing of social security numbers is required by the regulations governing savings bonds, Department of the Treasury Circular, Public Debt Series, Number 3-80 (31 CFR 353). The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the required information may prevent completion of the transaction.

E. OTHER ACTION (Explain)

AVERAGE DATING:
Bonds of $75 or greater denomination will be dated as of the first day of the month in which the end of a pay period falls and at least half of the purchase price is accumulated.

I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until canceled by me in writing or termination of my Federal employment.

EFFECTIVE ON FIRST PAYROLL PERIOD AFTER **4 APRIL** , 19 **80**	*John J. Jones* Employee's Signature (must be same as shown on payroll)

FIGURE 18-41.   SF 1192 BOND EST/CHG/DEL FORMAT ID

JOB/SCREEN: PYESTAB/P8

```
SF1192 BOND EST/CHG/DEL              FORMAT ID:  PY356    12

AG:  1        REG:  WA     BATCH #:           REC #:
            Ⓐ
SSN:  111 - 11 - 1111            ID:  JO

TOC:  A     PUR-CAN:          SEQ #:        DESIG AG:  1
    Ⓑ                             Ⓒ
DED-AMT:  05000                PUR-PRICE:  05000
Ⓓ
NAME:  JOHN J JONES
Ⓔ
SSN:  111 - 11 - 1111
Ⓕ
ADR1:  4630 Maple Street

ADR2:
Ⓖ                          Ⓗ              Ⓘ
CITY:  Silver Spring     STATE:  MD       ZIP:  20902
   Ⓙ
C/O-BEN:  1
   Ⓚ
NAME:  EMILY JONES
Ⓛ
SSN:  119 - 16 - 1077
```

        1. Union Dues. Format P9 is used to establish union dues deduc-
tions and must be entered in conjunction with SF 50 data (format P1 or P2).
This format links to format P10. If an employee is already established in
the employee master record, PYDED shall be used to establish or change
union dues deduction. Figures 18-42, SF 1187/1188, Union Dues Data Entry
Criteria; 18-43, SF 1187, Request for Payroll Deductions for Labor Organization
Dues; and 18-44, SF 1187-1188, Union Dues Format ID, illustrate union dues
deduction actions entered with SF 50 data.

FIGURE 18-42. SF 1187/1188 UNION DUES DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
FPS	Federal Pay System	2A	Valid Pay System
GR	Grade	2N	Valid Grade
TOC	Type of Change	1A	Generated 'A'
LAB-ORG	Labor Organization Code	6A/N	From Installation Variable File
*REG	Region	2A/N	Valid Region
AREA	Area Code	1A/N	Valid Area or Zero
COST CENTER	Cost Center Code	6A/N	Valid Cost Center Code
STD-DED-IND	Standard Deduction Indicator	1N	Blank = Standard Deduction 1 = Nonstandard Deduction
DED-AMT	Deduction Amount	4N	Dollars and Cents. (Enter for nonstandard deduction only.)

* Region employee is assigned to.

FIGURE 18-43.   SF 1187, REQUEST FOR PAYROLL
DEDUCTIONS FOR LABOR ORGANIZATION DUES

Standard Form No. 1187
Revised January 1979
Office of Personnel Management
FPM Chapter 550

REQUEST FOR PAYROLL DEDUCTIONS
FOR LABOR ORGANIZATION DUES

Privacy Act Statement

Section 5525 of Title 5 United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record; 3) a court or an appropriate Government agency if the Government is party to a legal suit, 4) an appropriate law enforcement agency if we become aware of a legal violation; 5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee (Print—Last, First, Middle)	2. Employee I.D. Number (SSN or Other)	3. Timekeeper Number
JONES, JOHN J.	111 - 11 - 0111	

4. Home Address (Street Number, City, State and ZIP Code)	5. Name of Agency (Include Bureau, Division, Branch or Other Designation)
4630 MAPLE STREET SILVER SPRING, MD. 20902	DOT, FAA, AAA-410

Section A—For Use By Labor Organization

Name of Labor Organization (Indicate Local, Branch, Lodge or Other Appropriate Identification)

TREASURY WORKERS UNION   LOCAL F-91

I hereby certify that the regular dues of this organization for the above named member are currently established at $ 3.00 ____ per (biweekly pay period) (calendar month). (Strike out whichever is not appropriate, based on arrangement with the employee's agency.)

Signature and Title of Authorized Official	Date (Month, Day, Year)
James R. Sleeth PRESIDENT LOCAL F-91	3/28/80

Section B—Authorization By Employee

I hereby authorize the above named agency to deduct from my pay each pay period, or the first full pay period of each month, the amount certified above as the regular dues of the (Name of Labor Organization) T.W.U. LOCAL F-91 ____ and to remit such amount to that labor organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted which is certified by the above named labor organization as a uniform change in its dues structure.

I understand that this authorization, if for a biweekly deduction, will become effective the pay period following its receipt in the payroll office of my employing agency; and that, if for a monthly deduction, it will become effective the first full pay period of the calendar month following its receipt in the payroll office of my employing agency. I further understand that Standard Form 1188, Cancellation of Payroll Deductions for Labor Organization Dues, is available from my employing agency, and that I may cancel this authorization by filing Standard Form 1188 or other written cancellation request with the payroll office of my employing agency. Such cancellation will not be effective, however, until the first full pay period which begins on or after the next established cancellation date of the calendar year after the cancellation is received in the payroll office.

Signature of Employee	Date (Month, Day, Year)
John J. Jones	3/28/80

FOR COMPLETION BY AGENCY ONLY—The above named employee and labor organization meet the requirements for dues withholding. (Mark the appropriate box. If "Yes", send this form to payroll. If "No", return this form to the labor organization.)	YES	NO
	✓	

1187-104

FIGURE 18-44.   SF 1187-1188 UNION DUES FORMAT ID

JOB/SCREEN: PYESTAB/P9

```
┌─────────────────────────────────────────────────────────────────┐
│ SF1187-1188 UNION DUES                    FORMAT ID:  PY360    10 │
│                                                                   │
│ AG:  1    REG:  WA        BATCH #:              REC #:            │
│                                                                   │
│ SSN:  111 - 11 - 1111           ID:  JO     FPS:  GS    GR:  15   │
│                                                                   │
│ TOC:  A                                                           │
│   Ⓐ                                                               │
│ LAB-ORG:  TWF91                                                   │
│                                                                   │
│ REG:  WA        AREA:  0                  COST CENTER:  1440      │
│                                                                   │
│ STD-DED-IND:                              DED-AMT:               │
└─────────────────────────────────────────────────────────────────┘
```

NOTES: Nonstandard indicator "1" is used for WG employees (rates vary) or
         any employee, regardless of FPS code, when labor union rates are not
         in IVF.   Amount must be entered.

         If standard deduction (those updated by IVF), depress release key
         after cost center.

j. <u>Reinstatement of Leave</u>. Format P10 is used to establish sick leave on a reinstatement and must be entered in conjunction with SF 50 data (format P1 or P2). This format links to format P12. Job PYLEAVE will be used for employees whose SF 50 has already been established in the employee master record. Figures 18-45, SF 1150, Reinstatement Data Entry Criteria; 18-46, SF 1150, Record of Leave Data; and 18-47, SF 1150, Reinstatement Format ID, illustrate the reinstatement of sick leave due an employee who returned to Government service, entered in conjunction with SF 50.

<u>FIGURE 18-45. SF 1150 REINSTATEMENT DATA ENTRY CRITERIA</u>

<u>Prompt</u>	<u>Field Name</u>	<u>Size</u>	<u>Remarks</u>
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
SICK-LV-BAL	Sick Leave Balance	6N	Hours and minutes (HHHHMM)

<u>NOTES</u>: All remaining screen fields will be automatically filled with zeros, except MAX-A/L-CARRYOVER which will be generated as 00240. If the employee was assigned outside U.S. and is eligible to carry over 45 days, override the 00240 by entering 00360 before releasing the entry.

If format P11 is to be used it must be called up by depressing the PROG6 key followed by a number 1 key. This is necessary because format P10 is not linked to format P11.

FIGURE 18-46.   SF 1150, RECORD OF LEAVE DATA

RECORD OF LEAVE DATA

1 NAME (CAPS: Last – First – Middle	2 SOCIAL SECURITY NO	3 (FOR AGENCY USE)
JONES, JOHN J.	111-11-1111	

4 DATE AND NATURE OF SEPARATION	5 A. SUBJECT TO 5 USC 6304(B) (45 day leave ceiling): ☐ YES ☒ NO
REINSTATEMENT-TRANSFER	B LAST DATE SUBJECT TO 5 USC 6304(B) C ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)

6 TOTAL SERVICE FOR LEAVE (as of date of separation)
Category 8   ☒ MORE THAN 15 YEARS
☐ LESS THAN 15 YEARS (show) _____ YEARS _____ MONTHS _____ DAYS

SUMMARY OF ANNUAL AND SICK LEAVE						
	MO	DAY	YEAR	HOURS		
				Annual	Sick	Restored
7 CARRYOVER BALANCE FROM PRIOR LEAVE YEAR ENDING	3	28	76			
8 CURRENT LEAVE YEAR ACCRUAL THROUGH PAY PERIOD ENDING (If 80 days qualifying period not completed explain in remarks)						
9 TOTAL						
10 REDUCTION IN CREDITS IF ANY (Current year)						
11 TOTAL LEAVE TAKEN CURRENT YEAR THROUGH DATE OF SEPARATION						
12 BALANCE				(A) 250		
13 TOTAL HOURS PAID IN LUMP SUM (Includes _____ hours for holidays)						
14 SALARY RATE'S PER HOUR						

		MO	DAY	YEAR	HOUR NO
15 LUMP SUM LEAVE DATES (If part-time tour explain in remarks)	From				
	Thru				
a RESTORED	From				
	Thru				
b ANNUAL LEAVE ABOVE CEILING	From				
	Thru				
c ANNUAL LEAVE WITHIN CEILING	From				
	Thru				

ABSENCE WITHOUT PAY (Except while in receipt of pay from O.W.C.P.)

16 DURING LEAVE YEAR IN WHICH SEPARATED	HOURS

17 A DATE OF LAST EQUIVALENT INCREASE	MO	DAY	YEAR
B TOTAL AWOP HOURS SINCE LAST EQUIVALENT INCREASE (If both LWOP and AWOL, explain in remarks)	HOURS		

SUMMARY OF HOME LEAVE (DAYS)

18 BASIC SERVICE PERIOD OF 24 MONTHS OF CONTINUOUS SERVICE ABROAD DATE STARTED	MO	DAY	YEAR
DATE COMPLETED			

19 CURRENT 12 MONTHS ACCRUAL PERIOD BEGAN ON	MO	DAY	YEAR
HOURS ABSENT WITHOUT PAY SINCE THAT DATE			

20 CURRENT BALANCE (in accruals) AS OF	MO	DAY	YEAR
NO DAYS _____			

21 TWELVE MONTHS ACCRUAL RATE AS OF DATE OF SEPARATION   NO DAYS _____

22 DATES LEAVE USED PRIOR 24 MONTHS	FROM			TO		
	MO	DAY	YEAR	MO	DAY	YEAR

MILITARY LEAVE

23 DURING CURRENT CALENDAR YEAR	FROM			TO		
	MO	DAY	YEAR	MO	DAY	YEAR
A REGULAR – ACTIVE DUTY OR TRAINING						
B SPECIAL – CIVIL DISTURBANCE						

24 REMARKS (Include share leave information, if applicable):

25 CERTIFIED CORRECT BY: (Signature) *Phyllis Jones* PHYLLIS JONES	26 TITLE – AGENCY – ADDRESS – TELEPHONE NO Chief, Payroll Unit, AAA-240 426-3503	27 DATE 3-31-76

© GPO : 1976 O – 000-000 (40-8)

Standard Form 1150 (Rev 7-76)
Prescribed by U.S. CIVIL SERVICE COMMISSION
FPM Supp 296-01 & 990-2

¶
FIGURE 18-47.   SF 1150 REINSTATEMENT FORMAT ID

JOB/SCREEN: PYESTAB/P10

```
┌─────────────────────────────────────────────────────────────────────┐
│ SF1150 REINSTATEMENT                    FORMAT ID:   PY346      20     │
│                                                                       │
│ AG:  1          REG:  WA        BATCH #:              REC #:          │
│                                                                       │
│ SSN:  111 - 11 - 1111                 ID:  JO                         │
│                                                                       │
│ CARRYOVER A/L:.                 RESTORE1    RESTORE2    RESTORE3      │
│          Ⓐ                                                            │
│ SICK-LV-BAL  :  025000          YR   BAL   YR   BAL    YR   BAL       │
│                                                                       │
│ CUR-YR-AC:                                                            │
│                                                                       │
│ REDUCTION:                                                            │
│                                                                       │
│ YTD TAKEN:                                                            │
│                                                                       │
│ LWOP-YR-SEP:                          AWOL-YTD:                       │
│                                                                       │
│ PSI:              H/LVE-START-DATE:     -  -                          │
│                                                                       │
│ H/L-WOP:                               BEG-BAL:                       │
│                                                                       │
│ MIL-LVE REGULAR:                       EMERG:                         │
│                                                                       │
│ COS-LEAVE:                                                            │
│                                                                       │
│ DAYS WKD INTER          CAL-YR:        PSI:                           │
│                                                                       │
│ MAX-A/L-CARRYOVER:  00240                                             │
└─────────────────────────────────────────────────────────────────────┘
```

NOTE: Sick leave balance is only field entered by payroll technician
        unless employee is assigned outside U.S.

        k.   Transfer of Leave.   Format P11 is used to establish leave
information resulting from a transfer and must be entered in conjunction
with SF 50 data (format P1 or P2).   This format links to format P12.   Job
PYLEAVE shall be used to enter leave information when an employee master
record has already been established.   Figures 18-48, SF 1150, Leave Transfer
Data Entry Criteria; 18-49, SF 1150, Record of Leave Data; and 18-50, SF 1150,
Leave Transfer Format ID, illustrate the establishment of annual and sick
leave for an employee who has transferred from another Federal agency.

FIGURE 18-48.   SF 1150 LEAVE TRANSFER DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
CARRY-OV-A/L	Carryover Annual Leave	5N	Hours and Minutes (HHHMM) (Replacement field)
CARRY-OV-S/L	Carryover Sick Leave	6N	Hours and Minutes (HHHHMM) (Replacement field)
RESTORE-YR	Restores Leave Year	2N	Enter applicable year
RESTORE-BAL	Beginning of Year	5N	Hours and Minutes (HHHMM)
CY-ACC-A/L	Current Year Accrual Annual Leave	3N	Whole Hours
CY-ACC-S/L	Current Year Accrual Sick Leave	3N	Whole Hours
REDUCT-A/L	Reduction in Annual Leave Credits	3N	Whole Hours
REDUCT-S/L	Reduction in Sick Leave Credits	3N	Whole Hours
YTD-TAK-A/L	Annual Leave Used Year-to-date	5N	Hours and Minutes (HHHMM)
YTD-TAK-S/L	Sick Leave Used Year-to-date	6N	Hours and Minutes (HHHHMM)

(Continued)

FIGURE 18-48. SF 1150 LEAVE TRANSFER DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
RESTORE-BAL	Restored Annual Leave Used YTD	5N	Hours and Minutes (HHHMM)
LWOP-YR-SEP	Leave Without Pay Year Separated	6N	Hours and Minutes (HHHHMM)
AWOL-YTD	Absent Without Leave YTD	6N	Hours and Minutes (HHHHMM) Minutes = 00, 15, 30, 45
PSI	Without Pay-Periodic Step Increase (PSI)	6N	Hours and Minutes (HHHHMM) Minutes = 00, 15, 30, 45
H/LVE-START-DATE	Home Leave Arrival Date	6N	YYMMDD
H/L-WOP	Without Pay Home Leave Accrual	5N	Hours and Minutes (HHHMM) Minutes = 00, 15, 30, 45
BEG-BAL	Home Leave Beginning Balance	3N	Whole Hours
MIL-LVE REGULAR	Military Leave Regular YTD	2N	Days
EMERG	Military Leave Emergency YTD	2N	Days
COS-LEAVE	Change-of-Station Leave	6N	Hours and Minutes (HHHHMM) Minutes = 00, 15, 30, 45
DAYS-WKD-INTER-CAL-YR	Days Pay Status Intermittent YTD	3N	Days
PSI	Days Pay Status (Intermittent) This Within Grade Period	3N	Days
MAX-A/L-CARRYOVER	Maximum Annual Leave Carryover	5N	Whole Hours (Replacement field)

FIGURE 18-49.   SF 1150, RECORD OF LEAVE DATA

RECORD OF LEAVE DATA

1 NAME (CAPS, Last - First - Middle)	2 SOCIAL SECURITY NO	3 (FOR AGENCY USE)
JONES, JOHN J.	111-11-1111	

4 DATE AND NATURE OF SEPARATION	5 A. SUBJECT TO 5 USC 6304(B) (45 day leave ceiling) ☐ YES ☐ (B) ☒ NC
TRANSFER-CAREER	B LAST DATE SUBJECT TO 5 USC 6304(B) / C ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)

6 TOTAL SERVICE FOR LEAVE (as of date of separation) ☒ MORE THAN 15 YEARS ☐ LESS THAN 15 YEARS (show) _____ YEARS _____ MONTHS _____ DAYS

SUMMARY OF ANNUAL AND SICK LEAVE	MO	DAY	YEAR	Annual	Sick	Restored
7 CARRYOVER BALANCE FROM PRIOR LEAVE YEAR ENDING	1	03	75 (C)	(A) 240	(B) 1553	-
8 CURRENT LEAVE YEAR ACCRUAL THROUGH PAY PERIOD ENDING (if w/ duty qualifying period not completed explain in remarks)	3	27	75 (D)	48	(E) 24	
9 TOTAL				288	1577	
10 REDUCTION IN CREDITS, IF ANY (Current year)						
11 TOTAL LEAVE TAKEN, CURRENT YEAR THROUGH DATE OF SEPARATION				(F) 8	(G) 12	
12 BALANCE				280	1565	
13 TOTAL HOURS PAID IN LUMP SUM (includes 0 hours for holidays)						

SUMMARY OF HOME LEAVE (DAYS)

18 BASIC SERVICE PERIOD OF 24 MONTHS OF CONTINUOUS SERVICE ABROAD	DATE STARTED DATE COMPLETED	MO	DAY	YEAR
19 CURRENT 12 MONTHS ACCRUAL PERIOD BEGAN ON		MO	DAY	YEAR
HOURS ABSENT WITHOUT PAY SINCE THAT DATE _____				
20 CURRENT BALANCE (in arrival) AS OF		MO	DAY	YEAR
NO DAYS _____				
21 TWELVE MONTHS ACCRUAL RATE AS OF DATE OF SEPARATION NO DAYS _____				

14 SALARY RATE(S) PER HOUR

15 LUMP SUM LEAVE DATES (if part-time time, explain in remarks)		MO	DAY	YEAR	HOUR NO
a RESTORED	from				
	thru				
b ANNUAL LEAVE ABOVE CEILING	from				
	thru				
c ANNUAL LEAVE WITHIN CEILING	from				
	thru				

22 DATES LEAVE USED PRIOR 24 MONTHS	FROM MO DAY YEAR	TO MO DAY YEAR

ABSENCE WITHOUT PAY (Except while in receipt of pay from O.W.C.P.)

16 DURING LEAVE YEAR IN WHICH SEPARATED	HOURS

17 A. DATE OF LAST EQUIVALENT INCREASE	MO	DAY	YEAR

B. TOTAL AWOP HOURS SINCE LAST EQUIVALENT INCREASE (if both LWOP and AWOL, explain in remarks)	HOURS

MILITARY LEAVE

23 DURING CURRENT CALENDAR YEAR	FROM MO DAY YEAR	TO MO DAY YEAR
A REGULAR - ACTIVE DUTY OR TRAINING		
B SPECIAL - CIVIL DISTURBANCE		

24 REMARKS (Include share leave information, if applicable)

25 CERTIFIED CORRECT BY (Signature)	26 TITLE - AGENCY - ADDRESS - TELEPHONE NO.	27 DATE
Phyllis Jones PHYLLIS JONES	Chief, Payroll Unit, AAA-240 426-3503	3-31-76

Standard Form 1150 (Rev 7-70)
Prescribed by U.S. CIVIL SERVICE COMMISSION
FPM Supp 990-01 & 990-2

FIGURE 18-50.   SF 1150 LEAVE TRANSFER FORMAT ID

JOB/SCREEN: PYESTAB/P11

```
SF1150 LEAVE TRANSFER                    FORMAT ID:  PY346     21

AG:  1           REG:  WA          BATCH #:              REC #:

SSN:  111 - 11 - 1111                    ID:  JO

                                  RESTORE1   RESTORE2   RESTORE3

          A/L      S/L            YR  BAL   YR  BAL   YR  BAL
          Ⓐ        Ⓑ
CARRYOV:  24000   155300
          Ⓓ        Ⓔ
CY-ACC :  048     024

REDUCT :
          Ⓕ            Ⓖ
YTD TAK:  00800       001200

LWOP-YR-SEP:                          AWOL-YTD:

PSI:                          H/LVE-START-DATE:    - -

H/L-WOP:                               BEG-BAL:

MIL-LVE-REGULAR:                         EMERG:

COS-LEAVE:

DAYS WKD INTER     CAL-YR:                  PSI:
                      Ⓗ
MAX-A/L-CARRYOVER:  00240
```

Ⓗ If SF 1150 Item 5A = NO, enter 240 hours as maximum annual leave carry over.

NOTES: Enter hours/minutes as shown on SF 1150.

        Carryover AL and SL and Maximum AL carryover are replacement fields.
        All other fields will be added to any balances in the EMR.

1. <u>Savings/OS Allotments</u>. Format P12 is used to establish savings
allotment information in conjunction with the establishment of SF 50 data
under formats P1 and P2. This format links to format P1. Job PYDED is
used to enter savings allotment information when an employee master record
has already been established. Figures 18-51, SF 1198 SAV-O/S Allotment
Data Entry Criteria; 18-52, SF 1198, Request by Employee for Allotment of
Pay for Credit to Savings Account with a Financial Organization; and 18-53,
SF 1198 SAV-O/S Allotment Format ID, illustrate savings allotment
actions initiated in conjunction with an SF 50 establishment.

1813.-1814. <u>RESERVED</u>.

FIGURE 18-51. SF 1198 SAV-O/S ALLOTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Generated
REG	Region	2A/N	Generated
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Generated
ID	Name ID	2A	Generated
TOC	Type of Change	1A	Generated 'A'
ALT-AMT	Allotment Amount	4N	Whole Dollars
ALT-TYPE	Allotment Type	1A/N	F = Financial Institution X = Specific Address (O/S only)
EMPL-ID	Employer Identification	12A/N	From SF 1198 block 5B
ACCT#	Account Number	17A/N	DO NOT precede with zeros. Enter account # with blanks to the right.
ALT-NUM	Allotment Number	1N	1, 2, or 3 corresponds to allotment in EMR (O/S only).
ALLOT-NAME	Allotee Name	26A/N	O/S Only
ADR-LINE1	Address Line 1	20A/N	O/S Only
ADR-LINE2	Address Line 2	20A/N	O/S Only
CITY	City	13A/N	O/S Only
STATE	State Code	2A	O/S Only
ZIP	Zip Code	5N	O/S Only

FIGURE 18-52. SF 1198, REQUEST BY EMPLOYEE
FOR ALLOTMENT OF PAY FOR CREDIT TO
SAVINGS ACCOUNT WITH A FINANCIAL ORGANIZATION

Standard Form 1198
July 1972
3 Treasury FRM 7000

REQUEST BY EMPLOYEE FOR ALLOTMENT OF PAY
FOR CREDIT TO SAVINGS ACCOUNT WITH A FINANCIAL ORGANIZATION
(TO BE SUBMITTED BY EMPLOYEE TO EMPLOYING AGENCY)

TO BE INITIATED BY EMPLOYEE (IN TRIPLICATE) AND COMPLETED BY THE FINANCIAL ORGANIZATION (See Item No. 7)

(1) NAME OF EMPLOYEE (AS STATED ON PAYROLL)

JOHN J. JONES

(2) SOCIAL SECURITY NUMBER (OR OTHER EMPLOYEE NUMBER USED BY AGENCY)

111-11-1111

(3) HOME ADDRESS

4630 MAPLE STREET, SILVER SPRING, MARYLAND 20902

(4) AGENCY (INCLUDE ALSO BUREAU, DIVISION, BRANCH OR OTHER DESIGNATION OF EMPLOYING ORGANIZATION)

FAA PERSONNEL ACCTG. BR., AAA-240, 800 INDEPENDENCE AVE., WASHINGTON, D.C. 20591

You are hereby authorized, in accordance with 31 CFR Part 209, subject to all the conditions stated on this document, to take the action requested below with respect to deductions from salaries or wages due me in the amount specified below which are for remittance to the financial organization designated below, for credit to my savings account. Action will be effective with the next full pay period and deductions will continue until canceled by me in writing.

(5) FINANCIAL ORGANIZATION DESIGNATED (TO RECEIVE REMITTANCE)

(5A) NAME

NORTHERN VIRGINIA BANK

(5C) ADDRESS

SPRINGFIELD, VIRGINIA 22150

(5B) EMPLOYER IDENTIFICATION NUMBER
(B) 6307 013 86000

(6) EMPLOYEE'S ACCOUNT NUMBER IN THE FINANCIAL ORGANIZATION
(C) 0304 0598

(7) ACTION REQUESTED (CHECK ONE)

☑ NEW ALLOTMENT   ☐ INCREASE ALLOTMENT   ☐ DECREASE ALLOTMENT   ☐ CANCEL ALLOTMENT

An authorization for a new or decreased allotment must be completed by the financial organization. An authorization to increase or cancel an allotment should be submitted directly to employing agency.

(8) AMOUNT OF ALLOTMENT
(A) $ 50.00

(9) SIGNATURE OF EMPLOYEE AND DATE SUBMITTED TO AGENCY

John J. Jones   3-27-76

TO BE COMPLETED BY FINANCIAL ORGANIZATION (for return of original and copy to employee and retention of a copy)

We, the above-designated financial organization, hereby agree to act as agent of the above-named Government employee in the capacity indicated and to accept, as our expense, such service charge, at the rate established in regulations of The Department of the Treasury, as will be deducted from the amount remitted to us. Our complete account number for the savings account to be credited is inserted in Block No. (6), so as to be included on records accompanying remittances.

THE FINANCIAL ORGANIZATION WILL CHECK WHICHEVER OF THE FOLLOWING PROVISIONS IS APPLICABLE:

☐ The address in Block No. (5C) is the single point in this financial organization which is to receive remittances for all allotments of pay of Government employees designating this financial organization. Our "employer identification number" is inserted in Block No. (5B).

☑ We can agree to act as agent of the above-named person in the capacity indicated only if remittances are forwarded to our respective branch offices where the savings accounts are maintained. The related branch office for this allotment of pay is identified by the parenthetical suffix inserted with our "employer identification number" in Block No. (5B), coordinate with the address shown in Block No. (5C).

AUTHORIZED SIGNATURE
H. J. Sharpe
H. J. SHARPE

TITLE
BRANCH MANAGER

DATE
3-28-76

FOR SPECIAL ATTENTION OF EMPLOYEE (AND FOR INFORMATION OF THE FINANCIAL ORGANIZATION)

Agency payroll offices and disbursing offices operate within rigid time schedules to secure timely delivery of checks for net pay on the established payday—and there will be no change in this emphasis. As requested above, the amount allotted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable, to the designated financial organization. It should be understood that such remittance may be received in the financial organization later than the regular payday—possibly 3 or 4 business days later.

1198-102

FIGURE 18-53. SF 1198 SAV-O/S ALLOTMENT FORMAT ID

JOB/SCREEN: PYESTAB/P12

```
┌─────────────────────────────────────────────────────────────────────┐
│ SF1198 SAV-O/S ALLOTMENT                    FORMAT ID:   PY358    09   │
│                                                                       │
│ AG:  1       REG:  WA          BATCH #:              REC #:            │
│                                                                       │
│ SSN:  111 - 11 - 1111               ID:  JO            ·TOC:  A        │
│      Ⓐ                                               Ⓓ                │
│ ALT-AMT:  0050                                ALT-TYPE:   F            │
│      Ⓑ                                                                │
│ EMPL-ID:   630701386000                                               │
│      Ⓒ                                                                │
│ ACCT #:   3040698                                                     │
│                                                                       │
│ ALT-NUM:                                                              │
│                                                                       │
│ ALLOT-NAME:                                                           │
│                                                                       │
│ ADR-LINE-1:                                                           │
│                                                                       │
│ ADR-LINE-2:                                                           │
│                                                                       │
│ CITY:                      STATE:              ZIP:                   │
└─────────────────────────────────────────────────────────────────────┘
```

Ⓓ   "F" IS ENTERED AS THE ALLOTMENT IS TO A FINANCIAL INSTITUTION.

NOTE: Spaces or dashes are not recommended for use in the account #.
        Employer ID # must match IVF or any change will reject.

SECTION 3.   ADDRESS ACTIONS (PYADDR)

1815. DESCRIPTION. The PYADDR job identifier is used to enter data necessary to establish, change, or delete address information contained in system records and files on established employees.

1816. BATCH NUMBER. The use of batch number is described in chapter 4.

1817. FORMATS. The following formats are used under job identifier PYADDR:

   a. W2/Check Addr. Format P1 is used to enter or change the IRS Form W-2 address and the direct mail address for checks in the Address Master Record (AMR). This format links to itself.

      (1) Figure 18-54, FAA Form 2730-18 W2/Check Addr Data Entry Criteria, describes all the data elements necessary to process IRS Form W-2 and direct mail check address information under format P1.

      (2) Figure 18-55, Sample FAA Form 2730-18, Payroll Address Information, is prepared manually and used as the source document for entering or changing IRS Form W-2 and direct mail check addresses on record for established employees. For illustration purposes, the data elements necessary to update the Form IRS W-2 address are entered on the sample.

      (3) Figure 18-56, FAA Form 2730-18 W2/Check Addr Format ID, shows the mandatory data elements which have been input for processing an IRS Form W-2 address change. Circled letters identify data elements on the screen format to the sample FAA Form 2730-18.

FIGURE 18-54. FAA FORM 2730-18 W2/CHECK ADDR DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Enter as indicated on FAA Form 2730-18.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change (AMR Record Type)	1A	E - W2 Address K - W2 and Check Address
ADR1	Address Line 1	20A/N	Enter as indicated on FAA Form 2730-18.
ADR2	Address Line 2	20A/N	Enter as indicated on FAA Form 2730-18.
CITY	City	13A/N	Enter as indicated on FAA Form 2730-18.
STATE	State Code	2A	Valid State Code
ZIP	Zip Code	5N	Enter as indicated on FAA Form 2730-18.
LOC	Geographic Location (Residence)	9A/N	Positions 1-2 = Valid State/Territory Positions 3-9 = Valid City & County (Must enter field)

(Continued)

FIGURE 18-54.   FAA FORM 2730-18 W2/CHECK ADDR DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
POD CODE	Post-of-Duty Indicator	1N	0 = Null 1 = Mail check to POD
TOC	Type of Change	1A	Blank = Null C = Check Address
ADR1	Address Line 1	20A/N	Enter as indicated on FAA Form 2730-18.
ADR2	Address Line 2	20A/N	Enter as indicated on FAA Form 2730-18.
CITY	City	13A/N	Enter as indicated on FAA Form 2730-18.
STATE	State Code	2A	Valid State Code
ZIP	Zip Code	5N	Enter as indicated on FAA Form 2730-18.

NOTES: If IRS Form W-2 and Check Address are the same, enter a 'K' in the
first TOC and skip the second. If they are different, enter an 'E'
in the first TOC and a 'C' in the second.

If only the IRS Form W-2 address is being entered, enter an 'E'
in the first TOC and skip the second TOC.

If only the Check Address is being entered, skip the first TOC
and enter 'C' in the second TOC.

If the check is to be mailed to the POD, enter '1' in POD CODE
(no address is necessary).

FIGURE 18-55.   SAMPLE FAA FORM 2730-18,
PAYROLL ADDRESS INFORMATION

FAA Form 2730-18 (11-72)

FIGURE 18-56. FAA FORM 2730-18 W2/CHECK ADDR FORMAT ID

JOB/SCREEN: PYADDR/P1

```
┌─────────────────────────────────────────────────────────────────────┐
│ FAA2730-18 W2/CHECK ADDR              FORMAT ID:  PY342        17      │
│ Ⓐ              Ⓑ                                                      │
│ AG:  1      REG:  WA       BATCH #:              REC #:               │
│ Ⓒ                            Ⓓ                                       │
│ SSN:  068 - 11 - 4780         ID:  BA                                 │
│                                                                       │
│ TOC:  E                                                               │
│ Ⓔ                                                                    │
│ ADR1:  10504 Monticello Ave                                           │
│                                                                       │
│ ADR2:                                                                 │
│ Ⓕ                            Ⓖ                     Ⓗ               │
│ CITY:  Silver Spring         STATE:  MD            ZIP:  20902         │
│                                                                       │
│ LOC:  24 - 1450 - 031      POD CODE:              TOC:                 │
│                                                                       │
│ ADR1:                                                                 │
│                                                                       │
│ ADR2:                                                                 │
│                                                                       │
│ CITY:                        STATE:               ZIP:                │
└─────────────────────────────────────────────────────────────────────┘
```

NOTES: For IRS Form W-2 address and/or check to home address only.

        If check is to be mailed to a financial institution, use
        PYADDR/P3.

        If no check address is provided, the system will default and
        check will be mailed to a designated agent (Region cashier).

b. <u>Bond Deduction SF 1192</u>. Format P2 is used to establish, change, or delete bond address information in the AMR. This format links to itself.

(1) <u>Figure 18-57</u>, SF 1192 Bond EST/CHG/DEL Data Entry Criteria, describes all the data elements for processing bond address data under format P2.

(2) <u>Figure 18-58</u>, Sample SF 1192, Authorization for Purchase and Request for Change United States Series EE Savings Bonds, is prepared manually and used for extracting select data elements for use in updating the AMR.

(3) <u>Figure 18-59</u>, SF 1192 Bond EST/CHG/DEL Format ID, shows the mandatory data elements which have been input for processing a bond address change. In addition to data extracted from the SF 1192, a bond sequence number must be input based on information in the system available in the payroll office. Circled letters identify data elements on the screen which have been extracted from the sample SF 1192.

FIGURE 18-57.   SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Enter as indicated on SF 1192.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A = Add C = Change D = Delete
PUR-CAN	Purchase or Cancel	1A	Use only with TOC D P = Purchase C = Cancel
SEQ#	Bond Sequence Number	1N	Enter 1 thru 8 based on Sequence Number in EMR for TOC C or D.
DESIG-AG	Designated Agent	1N	0 = Deliver to Designated Agent 1 = Deliver to Addressee
DED-AMT	Deduction Amount	5N	Dollars and Cents
PUR-PRICE	Purchase Price	5N	Valid purchase price Dollars and Cents
NAME	Owner Name	26A/N	From SF 1192
SSN	Owner SSN	9N	From SF 1192
ADR1	Address Line 1	20A/N	From SF 1192

(Continued)

FIGURE 18-57. SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
ADR2	Address Line 2	20A/N	From SF 1192
CITY	City	13A/N	From SF 1192
STATE	State	2A	Valid State Code
ZIP	Zip Code	5N	From SF 1192
CO-BEN	Co-owner or Beneficiary	1N	0 = No co-owner or Beneficiary 1 = Co-owner 2 = Beneficiary
NAME	C/O-Ben Name	26A/N	From SF 1192
SSN	C/O-Ben Social Security Number	9N	From SF 1192

NOTE: PUR-CAN P = Complete purchase and cancel
                 C = Cancel and refund any balance

FIGURE 18-58. SAMPLE SF 1192, AUTHORIZATION FOR
PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS

Standard Form 1192 Revised March 1979 Department of the Treasury I TFRM 3-4000—1192-102	**AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE** **UNITED STATES SERIES EE SAVINGS BONDS**

FOR AGENCY USE

DATE **3/27/80** | PRINT IN INK OR TYPE

EMPLOYEE'S NAME	(First Name) ADAM	(Initial)	(Last Name) BARRY	SOC. SEC. OR EMP. PAYROLL NO. 068-11-4780
DEPARTMENT OR AGENCY DOT FAA	BUREAU OR OFFICE ALG-230		LOCATION WASH. DC 20591	

A. NEW ALLOTMENT ☐	B. INCREASE ALLOTMENT ☐	C. CHANGE DENOMINATION ☐	D. CHANGE INSCRIPTION ☑	E. OTHER ACTION (Describe on reverse) ☐

(If you checked A, B, or C above, complete the following) ➔ | AMOUNT TO BE ALLOTTED EACH PAY PERIOD | BOND DENOMINATION

$ .... See attached card for authorized allotments | $50 ☐ $75 ☐ $100 ☐ $200 ☐ $500 ☐ $1000 ☐

BOND INSCRIPTION (If you checked A or D above, complete the following)

OWNER'S NAME	(First Name) ADAM	(Middle Name or Initial)	(Last Name) BARRY	SOCIAL SECURITY NO. 068-11-4780
ADDRESS	(Number and Street) 11504 MONTICELLO AVE.			
	(City or Town) SILVER SPRING	(State) MD		(ZIP Code) 20901
(CHECK ONE) CO-OWNER ☐ BENEFICIARY ☑	(First Name) CARON	(Middle Name or Initial) A.	(Last Name) BARRY	SOCIAL SECURITY NO. 300-13-2313

The furnishing of social security numbers is required by the regulations governing savings bonds, Department of the Treasury Circular, Public Debt Series, Number 3-80 (31 CFR 353). The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the required information may prevent completion of the transaction.

E. OTHER ACTION (Explain)

AVERAGE DATING:

Bonds of $75 or greater denomination will be dated as of the first day of the month in which the end of a pay period falls and at least half of the purchase price is accumulated.

I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until canceled by me in writing or termination of my Federal employment.

EFFECTIVE ON FIRST PAYROLL PERIOD AFTER	
5 APRIL ...., 19 **80**	*Adam Barry*
	Employee's Signature (Must be same as shown on payroll)

FIGURE 18-59. SF 1192 BOND EST/CHG/DEL FORMAT ID

JOB/SCREEN: PYADDR/P2

```
┌──────────────────────────────────────────────────────────┐
│  SF1192 BOND EST/CHG/DEL              FORMAT ID:  PY356    12  │
│  Ⓐ                     Ⓑ                                    │
│  AG:  1          REG:  WA       BATCH #:          REC #:    │
│      Ⓒ                              Ⓓ                      │
│  SSN:  068 - 11 - 4780          ID:  BA                     │
│  Ⓔ                                                          │
│  TOC:  C          PUR-CAN:       SEQ #:  2     DESIG AG:    │
│                                                            │
│  DED-AMT:                        PUR-PRICE:                 │
│                                                            │
│  NAME:                                                      │
│                                                            │
│  SSN:         -     -                                       │
│                                                            │
│  ADR1:   10504 Monticello Avenue                           │
│  Ⓕ                                                          │
│  ADR2:                                                      │
│    Ⓖ                        Ⓗ              Ⓘ              │
│  CITY:  Silver Spring     STATE:  MD        ZIP:  20902     │
│                                                            │
│  C/O-BEN:                                                   │
│                                                            │
│  NAME:                                                      │
│                                                            │
│  SSN:      -     -                                          │
└──────────────────────────────────────────────────────────┘
```

c. Credit Salary to Financial Institution, SF 1189. Format P3 is used to change the identity and, by using system files, the address of the financial organization previously designated to receive employee paychecks. This format links to itself.

(1) Figure 18-60, SF 1189 Salary to Financial Organization Data Entry Criteria, describes all the data elements necessary to substitute one financial institution for another in system files and records. To change the financial institution, the new employer identification number is input to automatically delete the previously established number. The correct address is available from system files which cross-reference employer identification number to address.

(2) Figure 18-61, Sample SF 1189, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, is prepared manually and used as the source document for changing the employer identification number. This number is furnished by the employee financial institution and input by the payroll office from the SF 1189 provided by the employee.

(3) Figure 18-62, SF 1189 Salary to Fin Org Format ID, shows the mandatory data elements which have been input for processing a change to financial institution data. Circled letters identify data elements on the screen format to the sample SF 1189 in figure 18-61.

1818.-1819. RESERVED.

FIGURE 18-60.   SF 1189 SALARY TO FINANCIAL ORGANIZATION
DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Enter from SF 1189.
ID	Name ID	2A	First 2 characters of last name
EMPLOYER ID#	Employer Identification Number	12A/N	Bank ID # Positions 1-9 = Employee ID # Positions 10-12 = Branch Office ID #
ACCOUNT#	Account Number	17A/N	Enter employee account # at bank with blanks to the right (left justified).

FIGURE 18-61. SAMPLE SF 1189, REQUEST BY EMPLOYEE FOR
PAYMENT OF SALARIES OR WAGES BY CREDIT TO
ACCOUNT AT A FINANCIAL ORGANIZATION

☆ U. S. GOVERNMENT PRINTING OFFICE 1978-252-264

Standard Form 1189
(Rev. 9-75)
3 Treasury FRM 7000
1189-103

"Note The social security account number on the form is required, and will be used for identification with the records of the program agency and the financial organization pursuant to the provisions in 31 U.S.C. 492 and 31 CFR 209. All information requested on the form is confidential and is required under the above law and regulation to provide the entitlement to the benefits of the financial arrangement provided by the law. Failure to provide the information requested may affect the entitlement to such benefits."

REQUEST BY EMPLOYEE FOR PAYMENT OF SALARIES OR WAGES BY CREDIT TO ACCOUNT AT A FINANCIAL ORGANIZATION

TO BE COMPLETED BY EMPLOYEE (In Triplicate) AND SUBMITTED TO EMPLOYING AGENCY

NAME OF EMPLOYEE (As listed on payroll)
Adam Barry   ⓓ

SOCIAL SECURITY NUMBER (or other employee number used by agency)
ⓒ 068-11-4780

HOME ADDRESS
10504 Monticello Avenue, Silver Spring, MD   20902

AGENCY (Include also Bureau, Division, Branch or other designation of employing organization)
TO: ⓐ Federal Aviation Administration, AAA-240 ⓑ Washington, D.C. 20591

You are hereby authorized and requested to pay the net amount of salaries or wages due me by credit to my account with the financial organization designated below, beginning with pay for the next full pay period and continuing until canceled by me in writing.

NAME OF FINANCIAL ORGANIZATION (To receive check)
Citizens Bank & Trust Company of Maryland

EMPLOYER IDENTIFICATION NUMBER (FINANCIAL ORGANIZATION)
ⓔ 53-0158976

ADDRESS
1371 Lamberton Drive

MY ACCOUNT NUMBER AT THE FINANCIAL ORGANIZATION
ⓕ 15-154-02767

CITY Silver Spring,   STATE Maryland   ZIP CODE 20901

SIGNATURE OF EMPLOYEE
Adam Barry

DATE SUBMITTED TO AGENCY
April 1, 1978

TO BE COMPLETED BY FINANCIAL ORGANIZATION (For return of original and copy to employee and retention of a copy)
We, the above-designated financial organization, hereby agree to act as agent of the above-named person in the capacity indicated. Our account number shown above for the person named herein, should be included as additional identification, for our convenience, on individual checks forwarded for credit to his account or on records accompanying composite checks for credit to his and other persons' accounts.

AUTHORIZED SIGNATURE
JOHN GORDON

TITLE
CASHIER

FIGURE 18-62.   SF 1189 SALARY TO FIN ORG FORMAT ID

JOB/SCREEN: PYADDR/P3

```
SF1189 SALARY TO FIN ORG              FORMAT ID:  PY343      16
 Ⓐ              Ⓑ
AG:  1       REG:  WA       BATCH #:              REC #:
 Ⓒ                           Ⓓ
SSN:  068 - 11 - 4780             ID:  BA
     Ⓔ
EMPLOYER ID #:  530158976000
     Ⓕ
ACCOUNT #     :  1515402767
```

NOTES: Use for either composite or individual check to F. O.

Account # may contain A-Z, 0-9, or -. Spaces are not permitted.

If an initial entry rejects, the system will default and net
salary check will be mailed to a designated agent (Region
cashier).

If a change request entry rejects, the net salary check continues
to go to the old financial organization and account #.

SECTION 4. WITHHOLDING TAX ACTIONS (PYTAX)

1820. DESCRIPTION. This job identifier is used to enter data necessary to establish, change, or delete employee tax information. This job identifier is used in situations where an employee master record has been previously established.

1821. FORMATS. The following formats are used under job identifier PYTAX. All formats link to themselves.

    a. Federal Withholding. Format P1 is used to establish or change Federal withholding information. Figures 18-63, W-4 Federal Withholding Data Entry Criteria; 18-64, IRS Form W-4, Employee's Withholding Allowance Certificate; and 18-65, W-4 Fed Withholding Format ID, illustrate a change to previously established Federal tax withholding information.

FIGURE 18-63. W-4 FEDERAL WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From IRS Form W-4
ID	Name ID	2A	First 2 characters of last name
MAR-STAT	Marital Status	1A	M – Married S – Single E – Exempt
EXEMPT	Exemptions	2N	From IRS Form W-4, line 1
ADD-WITHHOLD	Additional Withholding	3N	Whole Dollars

FIGURE 18-64. FORM W-4, EMPLOYEE'S
WITHHOLDING ALLOWANCE CERTIFICATE

Form **W-4** (Rev. October 1979)	Department of the Treasury—Internal Revenue Service **Employee's Withholding Allowance Certificate** Ⓑ		
Print your full name ▶ JONES, JOHN J. Ⓒ		Your social security number ▶ 111 11 1111	
Address (including ZIP code) ▶ 4630 MAPLE ST. SILVER SPRING, MD. 20902			

Marital status: Ⓓ ☐ Single ☑ Married ☐ Married, but withhold at higher Single rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the single block.

1 Total number of allowances you are claiming (from line F of the worksheet on page 2) . . . .Ⓔ . **3**
2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . .Ⓕ . $15.00
3 I claim exemption from withholding because (see instructions and check boxes below that apply):
   a ☐ Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND
   b ☐ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both

   a and b apply, enter "EXEMPT" here . . . . ▶
   c If you entered "EXEMPT" on line 3b, are you a full-time student? . . . . ☐ Yes ☐ No

Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's signature ▶ John J. Jones   Date ▶ MARCH 28 , 19 80

Employer's name and address (including ZIP code) (FOR EMPLOYER'S USE ONLY)	Employer identification number
FAA, 800 INDEPENDENCE AVE. SW WASH DC 20591	73-0588975

-- Detach along this line --

FIGURE 18-65.   W-4 FED WITHHOLDING FORMAT ID

JOB/SCREEN: PYTAX/P1

```
┌─────────────────────────────────────────────────────────────────────┐
│ W4 FED WITHHOLDING                      FORMAT ID:   PY344      11     │
│ Ⓐ              Ⓐ                                                      │
│ AG:   1       REG:   WA        BATCH #:                 REC #:         │
│ Ⓑ                                  Ⓒ                                  │
│ SSN:   111 - 11 - 1111             ID:   JO                            │
│    Ⓓ                              Ⓔ                  Ⓕ               │
│ MAR-STAT:   M                  EXEMPT:   03      ADD-WITHHOLD:   015    │
└─────────────────────────────────────────────────────────────────────┘
```

Ⓐ   AGENCY AND REGION WHERE EMPLOYEE IS ASSIGNED

NOTES: If IRS Form W-4 is not received, no entry is required.

A "D" (default) will be generated for marital status on the EMR
to indicate nonreceipt of IRS Form W-4.   Federal tax will be withheld
as single claiming no exemptions.

If the EMR has not been established, the SSN will show as invalid.
Depress the VALID key and continue to enter Federal tax data.

b. <u>State Tax Withholding</u>. Format P2 is used to establish, change, or delete state tax information. Figures 18-66, State Tax Withholding Data Entry Criteria; 18-67, Form MW 507, Employee's Maryland Withholding Exemption Certificate; and 18-68, State Tax Withholding Format ID, illustrate a change to previously established withholding information.

<u>FIGURE 18-66. STATE TAX WITHHOLDING DATA ENTRY CRITERIA</u>

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From state withholding form
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete (Vol. State tax only)
ST-CODE	State Tax Code	2A/N	See note.
MAR-STAT	Marital Status	1A	M - Married S - Single E - Exempt N - N/A (for states not requiring marital status) H - Head of Household
EXEMPT	Exemptions	2N	From State Tax Form or blank if not generated
ADDL	Additional Withholding	3N	Whole Dollars
ST-CODE	Voluntary State Tax Code	2A/N	See note.
DED-AMT	Deduction Amount	3N	Whole Dollars If TOC = D, leave blank

(Continued)

FIGURE 18-66.   STATE TAX WITHHOLDING DATA ENTRY CRITERIA (Cont.)

NOTES: The following states, territories, etc., are nonwithholding for
state tax. Therefore, no entries should be made on the state tax
screen when geographic location of employment and residence are the
same in the first two positions.

Connecticut	09	South Dakota	46	American Samoa	AQ
Florida	12	Tennessee	47	Guam	GQ
Nevada	32	Texas	48	Kwajalein, M.I.	TQ
New Hampshire	33	Washington	53	Puerto Rico	RQ
		Wyoming	56	Virgin Islands	VQ

The following are valid alpha/numeric state codes used in UPS:

Alabama	AL	01	Missouri	MO	29
Alaska	AK	02	Montana	MT	30
Arizona	AZ	04	Nebraska	NE	31
Arkansas	AR	05	Nevada	NV	32
California	CA	06	New Hampshire	NH	33
Colorado	CO	08	New Jersey	NJ	34
Connecticut	CT	09	New Mexico	NM	35
Delaware	DE	10	New York	NY	36
District of Columbia	DC	11	North Carolina	NC	37
Florida	FL	12	North Dakota	ND	38
Georgia	GA	13	Ohio	OH	39
Hawaii	HI	15	Oklahoma	OK	40
Idaho	ID	16	Oregon	OR	41
Illinois	IL	17	Pennsylvania	PA	42
Indiana	IN	18	Rhode Island	RI	44
Iowa	IA	19	South Carolina	SC	45
Kansas	KS	20	South Dakota	SD	46
Kentucky	KY	21	Tennessee	TN	47
Louisiana	LA	22	Texas	TX	48
Maine	ME	23	Utah	UT	49
Maryland	MD	24	Vermont	VT	50
Massachusetts	MA	25	Virginia	VA	51
Michigan	MI	26	Washington	WA	53
Minnesota	MN	27	West Virginia	WV	54
Mississippi	MS	28	Wisconsin	WI	55
			Wyoming	WY	56

FIGURE 18-67.   FORM MW 507, EMPLOYEE'S MARYLAND
WITHHOLDING EXEMPTION CERTIFICATE

FIGURE 18-68. STATE TAX WITHHOLDING FORMAT 1D

JOB/SCREEN: PYTAX/P2

```
┌─────────────────────────────────────────────────────────────────────┐
│ STATE TAX WITHHOLDING                    FORMAT ID:  PY368       07    │
│ Ⓐ              Ⓐ                                                       │
│ AG:  1     REG:  WA           BATCH #:              REC #:             │
│ Ⓑ                                    Ⓒ                                 │
│ SSN:  111 - 11 - 1111                 ID:  JO        TOC:  C           │
│                                                                       │
│                            STATE TAX                                  │
│    Ⓓ                  Ⓔ                 Ⓕ              Ⓖ                │
│ ST-CODE:  24      MAR-STAT:  M       EXEMPT:  03    ADDL:              │
│                                                                       │
│                         VOL  STATE  TAX                               │
│                                                                       │
│  ST-CODE:                            DED-AMT:                         │
└─────────────────────────────────────────────────────────────────────┘
```

Ⓐ   Agency and region where employee is assigned.

Ⓓ   Enter from state form.

Ⓖ   Enter from written request for additional withholding when not
    indicated on a state form.

NOTES: Enter on line for either State Tax or Voluntary State Tax, BUT
        NOT BOTH. If both are required, two separate entries must be made.
        Enter state tax data first; then release. Depress P2 key and then
        enter voluntary state tax data.

        TOC "C" is used to change marital status, exemptions, and
        additional withholding.

        If changing from one state code to another, use TOC "A" to add
        new state.

        If the EMR has not been established, the SSN will show as invalid.
        Depress the VALID key and continue to enter state tax data.

c. _Local Tax Withholding._ Format P3 is used to establish, change, or delete local tax information. Figures 18-69, Local Tax Withholding Data Entry Criteria; 18-70, NYC-4, The City of New York – Financial Administration – Income and Excise Tax Bureau Employee's Withholding Exemption Certificate; and 18-71, Local Tax Withholding Format ID, illustrate an action resulting from a change in an employee's marital status which increased his exemptions from 1 to 2.

1822.-1824. _RESERVED._

FIGURE 18-69. LOCAL TAX WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From local tax form
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete (Type 3 or 4 only)
CODE	Local Tax Code (State & City/County Code)	6A/N	Positions 1-2 - Valid State Positions 3-6 - See appendix 1, figure 5.
TYPE	Local Tax Type	1N	1 - City Tax 2 - County Tax 3 - City Tax - Voluntary 4 - County Tax - Voluntary
MAR-STAT	Marital Status	1A	M - Married S - Single E - Exempt N - N/A (for cities/counties not requiring marital status).
EXEMPT	Exemptions	2N	From local tax form
AMT	Amt of addl withhold	3N	Whole Dollars
PCT-APPL	Percent Applicable	2N	00 = 100% - Normally blank, except when an exclusion is to be applied in accordance with local law (e.g., percent of time worked inside city limits).

NOTE: Mandatory withholding is based on % of salary. Limited to maximum of 4 types at any time. If more than 1 type applies, use separate screen for each type. If the EMR has not been established, the SSN will show as invalid. Depress the VALID key and continue to enter city/county tax data.

FIGURE 18-70. NYC-4, THE CITY OF NEW YORK-
FINANCE ADMINISTRATION- INCOME & EXCISE TAX BUREAU
EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

NYC-4   THE CITY OF NEW YORK—FINANCE ADMINISTRATION—INCOME & EXCISE TAX BUREAU
               Ⓒ   EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE   Ⓔ

Print full name _William A. Smith_   Social Security No _119-23-0278_
Print home address _15-20   150 Street_   City _Whitestone_   State _N.Y._ Zip Code _11357_

EMPLOYEE:	HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS
File this exemption certificate with your employer	1 If SINGLE, and you claim an exemption, write the figure "1" _____
	2 If MARRIED, one exemption each for husband and wife if not claimed on another certificate
	(a) If you claim both of these exemptions, write the figure "2" Ⓓ _2_
	(b) If you claim one of these exemptions, write the figure "1", _____
	(c) If you claim neither of these exemptions, write "0"
EMPLOYER:	3 Exemptions for age and blindness (applicable only to you and your wife but not to dependents)
Keep exemption certificates with your records. Certificates may be on this form or a similar form. If the employee is believed to have claimed too many exemptions, notify the Income & Excise Tax Bureau.	(a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption write the figure "1"; if both will be 65 or older and you claim both of these exemptions, write the figure "2" _____
	(b) If you or your wife are blind, and you claim this exemption, write the figure "1", if both are blind and you claim both of these exemptions, write the figure "2" _____
	4 If you claim exemptions for one or more dependents, write the number of such exemptions _____
	5 Withholding allowances for itemized deductions claimed on Federal Form W-4 (see instructions on other side) _____
	6 Add the number of exemptions which you have claimed above and write the total _____ Ⓕ _2_
	7 Additional withholding per pay period under agreement with employer _____ Ⓕ $_____

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled

(Date _January 3_ , 19 _79_   (Signed) _William A. Smith_

FIGURE 18-71. LOCAL TAX WITHHOLDING FORMAT ID

JOB/SCREEN: PYTAX/P3

```
┌──────────────────────────────────────────────────────────────────────┐
│ LOCAL TAX WITHHOLDING                    FORMAT ID:  PY370      08      │
│  Ⓐ                    Ⓐ                                                 │
│ AG:  1              REG:  EA        BATCH #:         REC #:             │
│  Ⓑ                                     Ⓒ                               │
│ SSN:  119 - 23 - 0278                  ID:  SM        TOC:  C           │
│                                             Ⓓ                    Ⓔ     │
│ CODE:  364004         TYPE:  1         MAR-STAT:  M         EXEMPT:  02 │
│                                                                        │
│ AMT:                          PCT-APPL:                                │
└──────────────────────────────────────────────────────────────────────┘
```

SECTION 5.   RECURRING DEDUCTIONS (PYDED)

1825. DESCRIPTION. This job identifier is used to establish, change, or delete recurring deduction information in the employee master record.

1826. FORMATS. There are seven formats available for entering data under this job. Each format links to itself.

    a. Health Benefits, SF 2809/SF2810. Format P1 is used to establish, change, or delete health benefits information.

        (1) Figures 18-72, SF 2809-10, Health Benefits Data Entry Criteria; 18-73, SF 2809, Health Benefits Registration Form; and 18-74, SF 2809/10, Health Benefits Format ID, illustrate initial establishment of a health benefit deduction.

FIGURE 18-72.   SF 2809-10, HEALTH BENEFITS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 2809/10 or EMR.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete (Generates blanks in carrier control # field) N - Normalize deductions (Part-time employee not subject to FEPCA.)
ENROLL-MENT CDE	Enrollment Code	3A/N	See SF 2809/10.
CARRIER CTRL#	Carrier Control Number	10A/N	See SF 2809/10.

(Continued)

FIGURE 18-72. SF 2809-10, HEALTH BENEFITS DATA ENTRY CRITERIA (Cont.)

NOTES: TOC = A (Add)

Must enter valid enrollment code for GHI carrier (e.g., 101).
Must enter carrier control #. (DO NOT precede with zeros.)

TOC = C (Change)

Changes are limited to:

From one valid plan to another valid plan
(Must enter enrollment code and carrier control #.)

From one not enrolled code to another not enrolled code
(e.g., 004 - Pending to 001 - Ineligible).

TOC = D (Delete)

Only the following codes apply:

001 - Ineligible
002 - Cancelled Enrollment
005 - Transferred to OWCP

FIGURE 18-73. SF 2809, HEALTH BENEFITS
REGISTRATION FORM

FIGURE 18-74.   SF 2809-10 HEALTH BENEFITS FORMAT 1D

JOB/SCREEN: PYDED/P1

```
┌─────────────────────────────────────────────────────────────────────┐
│ SF2809/10 HEALTH BENEFIT                    FORMAT ID:  PY350    13   │
│ Ⓐ              Ⓑ                                                      │
│ AG:  1       REG:  WA           BATCH #:              REC #:          │
│ Ⓒ                                         Ⓓ           Ⓔ              │
│ SSN:  123 - 11 - 1234                     ID:  JO    TOC:  A          │
│                                                                       │
│ ENROLLMENT CDE:   102    Ⓕ                                            │
│                                                                       │
│ CARRIER CTRL #:   22054772    Ⓖ                                       │
└─────────────────────────────────────────────────────────────────────┘
```

        (2) Figures 18-75, SF 2810, Notice of Change in Health Benefits Enrollment; and 18-76, SF 2809-10, Health Benefits Format ID, illustrate transfer in of a health benefit deduction.

FIGURE 18-75.   SF 2810, NOTICE OF CHANGE
IN HEALTH BENEFITS ENROLLMENT

U.S. Civil Service Commission	FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM **NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT**	2810-113

Part A.—IDENTIFYING DATA

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)	2. DATE OF BIRTH	3. CARRIER CONTROL NO
Ⓓ ALFRED WILLIAM R.	10-11-32	Ⓖ 22063274
4. ADDRESS (INCLUDING ZIP CODE) 1164 N. Wilton Street Anytown, Some State 12546	5. PAYROLL OFFICE NO 69-00-0003	6. ENROLLMENT CODE NO Ⓕ 102
	7. SOCIAL SECURITY ACCOUNT NUMBER Ⓒ 123-11-1234	8. DATE THIS ACTION BECOMES EFFECTIVE 7-2-75

ONLY THE ITEM WHICH IS CHECKED BELOW AFFECTS YOUR ENROLLMENT. READ THAT ITEM CAREFULLY AND FOLLOW ANY PERTINENT INSTRUCTIONS. KEEP THIS FORM UNLESS YOUR ENROLLMENT IS TERMINATED AND YOU APPLY FOR CONVERSION.

Part B.—TERMINATION

☐ YOUR ENROLLMENT TERMINATES ON THE DATE IN PART A, ITEM 8, ABOVE.
IMPORTANT NOTICE. - You have the right to convert to an individual contract with the carrier of your plan. See Part B — Termination on the back of this form for information about your extension of coverage and conversion. If you want to convert, fill in the box on the back of this form and send it to your plan within the time limit specified.

Part C.—CHANGE IN PLAN

☐ YOUR ENROLLMENT SHOWN IN PART A, ITEM 6, ABOVE HAS BEEN TERMINATED BECAUSE OF YOUR ENROLLMENT IN ANOTHER PLAN.

Part D.—TRANSFER OUT

☐ YOUR ENROLLMENT CONTINUES BUT IS TRANSFERRED TO YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM).

(SEE PART D ON THE BACK OF THIS FORM FOR MORE INFORMATION)

Part E.—TRANSFER IN

Ⓔ ☒ YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM) SHOWN IN PART J BELOW HAS ACCEPTED TRANSFER OF YOUR ENROLLMENT AND WILL CONTINUE IT.

Part F.—REINSTATEMENT

☐ YOUR ENROLLMENT HAS BEEN REINSTATED, EFFECTIVE ON THE DATE IN PART A, ITEM 8, ABOVE.

Part G.—CHANGE IN NAME OF ENROLLEE

THE NAME IN WHICH THIS ENROLLMENT IS CARRIED HAS BEEN CHANGED TO: ☐

NAME	DATE OF BIRTH	SEX ☐ MALE ☐ FEMALE
ADDRESS (INCLUDING ZIP CODE) IF DIFFERENT FROM PART A, ITEM 4, ABOVE		

Part H.—CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

YOUR ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY. YOUR PLAN WILL SEND YOU A NEW IDENTIFICATION CARD.   ☐

YOUR NEW ENROLLMENT CODE NUMBER ☐

(NOTE: THIS ITEM TO BE COMPLETED BY RETIREMENT SYSTEMS ONLY)

Part I.—REMARKS

Part J.—DATE OF NOTICE

NAME OF AGENCY AND ADDRESS, INCLUDING ZIP CODE Ⓐ Federal Aviation Administration 800 Independence Avenue, SW. Ⓑ Washington, D.C. 20591	
SIGNATURE OF AUTHORIZED AGENCY OFFICIAL *R. L. Harris*	DATE 7-3-75

2810-113   Original—To Enrollee   Standard Form No. 2810
                                                                     September 1975
                                                                     FPM Supplement 890-1

FIGURE 18-76.   SF 2809/10 HEALTH BENEFITS FORMAT ID

JOB/SCREEN: PYDED/P1

```
SF2809/10 HEALTH BENEFIT                   FORMAT ID:  PY350      13
Ⓐ              Ⓑ
AG:   1      REG:   WA      BATCH #:                 REC #:
   Ⓒ                          Ⓓ                        Ⓔ
SSN:   123 - 11 - 1234           ID:   AL           TOC:   A
          Ⓕ
ENROLLMENT CDE:   102
          Ⓖ
CARRIER CTRL #:   22063274
```

b. <u>Savings Bond Deductions, SF 1192</u>. Format P2 is used to establish, change, or delete savings bond information. Figures 18-77, SF 1192, Bond Est/Chg/Del Data Entry Criteria; 18-78, SF 1192, Authorization for Purchase and Request for Change, United States Series EE Savings Bonds; and 18-79, SF 1192, Bond Est/Chg/Del Format ID, illustrate establishment of a savings bond deduction.

<u>FIGURE 18-77. SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA</u>

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 1192 or Employee Locator Fiche.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete (Generates blanks in all fields from DESIG AG thru C/O BEN SSN.)
PUR-CAN	Purchase or Cancel	1A	Use only with TOC "D." P - Purchase C - Cancel
SEQ#	Bond Sequence Number	1N	Enter 1-8 for TOC C or D. A blank is generated for TOC A.
DESIG AG	Designated Agent	1N	0 - Deliver to Designated Agent 1 - Deliver to Addressee. A blank may be used with TOC C.
DED-AMT	Deduction Amount	5N	Dollars and Cents See SF 1192.

(Continued)

FIGURE 18-77.   SF 1192 BOND EST/CHG/DEL DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
PUR-PRICE	Purchase Price	5N*	Dollars and Cents*
NAME	Owner Name	26A/N	See SF 1192.
SSN	Owner SSN	9N	See SF 1192.
ADR1	Address Line 1	20A/N	See SF 1192.
ADR2	Address Line 2	20A/N	See SF 1192.
CITY	City	13A/N	See SF 1192.
STATE	State	2A	Valid State Code
ZIP	Zip Code	5N	See SF 1192.
C/O-BEN	Co-owner or Beneficiary	1N	0 - No Co-owner or Beneficiary 1 - Co-owner 2 - Beneficiary
NAME	C/O-BEN Name	26A/N	See SF 1192.
SSN	C/O-BEN Social Security Number	9N	See SF 1192.

*Remarks

If the Bond Denomination is:	Then Enter as the Purchase Price:
50.00	25.00
75.00	37.50
100.00	50.00
200.00	100.00
500.00	250.00
1,000.00	500.00

FIGURE 18-78. SF 1192, AUTHORIZATION FOR
PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS

Standard Form 1192
Revised March 1979
Department of the Treasury
I TFRM 3-6000—1192-192

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS

FOR AGENCY USE

DATE **3/28/80**

PRINT IN INK OR TYPE ©

EMPLOYEE'S NAME (First Name) **IVAN** (Initial) **W.** (Last Name) **HARPER** (D) | SOC. SEC. OR EMP. PAYROLL NO. **111-11-1111**

DEPARTMENT OR AGENCY **DOT FAA** (A) | BUREAU OR OFFICE **AFS-200** (B) | LOCATION **WASH DC 20591**

| A. NEW ALLOTMENT ☑ (E) | B. INCREASE ALLOTMENT ☐ | C. CHANGE DENOMINATION ☐ | D. CHANGE INSCRIPTION ☐ | E. OTHER ACTION (Describe on reverse) ☐ |

(If you checked A, B, or C above, complete the following) ⟶ | AMOUNT TO BE ALLOTTED EACH PAY PERIOD (H) $ **5.00** See attached card for authorized allotments | BOND DENOMINATION $50 ☑ $75 ☐ $100 ☐ $200 ☐ $500 ☐ $1000 ☐

(G) **BOND INSCRIPTION** (If you checked A or D above, complete the following)

OWNER'S NAME (I) | (First Name) **IVAN** | (Middle Name or Initial) **W** | (Last Name) **HARPER** | SOCIAL SECURITY NO. **111-11-1111** (J)

ADDRESS (K) (Number and Street) **100 A ROAD**
(L) (City or Town) **SOMETOWN** | (State) **MD.** (M) | (ZIP Code) **20900** (N)

CHECK ONE CO-OWNER ☐ (O) BENEFICIARY ☑ | (First Name) **JANICE** (P) | (Middle Name or Initial) **O.** | (Last Name) **HARPER** | SOCIAL SECURITY NO. **222-22-2222** (Q)

The furnishing of social security numbers is required by the regulations governing savings bonds, Department of the Treasury Circular, Public Debt Series, Number 3-80 (31 CFR 353). The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the required information may prevent completion of the transaction.

E. OTHER ACTION (Explain)
(F)

AVERAGE DATING:

Bonds of $75 or greater denomination will be dated as of the first day of the month in which the end of a pay period falls and at least half of the purchase price is accumulated.

I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until canceled by me in writing or termination of my Federal employment.

EFFECTIVE ON FIRST PAYROLL PERIOD AFTER **APRIL 4** , 19 **80**

Ivan W. Harper
Employee's Signature (Must be same as shown on payroll)

FIGURE 18-79. SF 1192 BOND EST/CHG/DEL FORMAT ID

JOB/SCREEN: PYDED/P2

```
┌─────────────────────────────────────────────────────────────────────┐
│  SF1192 BOND EST/CHG/DEL                    FORMAT ID:  PY356      12  │
│   Ⓐ          Ⓑ                                                        │
│  AG:  1      REG:  WA            BATCH #:              REC #:          │
│   Ⓒ                              Ⓓ                                    │
│  SSN:  111 - 11 - 1111           ID:  HA                              │
│   Ⓔ                 Ⓕ                                  Ⓖ             │
│  TOC:  A         PUR-CAN:         SEQ #:              DESIG AG:  1     │
│      Ⓗ                                                                │
│  DED-AMT:  00500                      PUR-PRICE:  02500               │
│    Ⓘ                                                                  │
│  NAME:  IVAN W HARPER                                                 │
│    Ⓙ                                                                  │
│  SSN:  111 - 11 - 1111                                                │
│   Ⓚ                                                                   │
│  ADR1:  100 A Road                                                    │
│                                                                       │
│  ADR2:                                                                │
│   Ⓛ                         Ⓜ                     Ⓝ                 │
│  CITY:  Sometown            STATE:  MD            ZIP:  20900          │
│   Ⓞ                                                                   │
│  C/O-BEN:  2                                                          │
│   Ⓟ                                                                   │
│  NAME:  JANICE O HARPER                                               │
│   Ⓠ                                                                   │
│  SSN:  222 - 22 - 2222                                                │
└─────────────────────────────────────────────────────────────────────┘
```

NOTES: PUR-CAN - P = Complete purchase and cancel
                    C = Cancel and refund any balance

        Must use bond sequence # from EMR when changing or deleting a bond.

c. _Savings Allotment, SF 1198._ Format P3 is used to establish, change, or delete savings allotment information.

(1) Figures 18-80, SF 1198, SAV-O/S Allotment Data Entry Criteria; 18-81, SF 1198, Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization; and 18-82, SF 1198, SAV-O/S Allotment Format ID, illustrate establishment of a savings allotment deduction.

FIGURE 18-80.   SF 1198 SAV-O/S ALLOTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 1198 or EMR.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change*	1A	A - Add C - Change (Acct # must match # in EMR) D - Delete
ALT-AMT	Allotment Amount	4N	Whole Dollars - See SF 1198.
ALT-TYPE	Allotment Type	1A/N	F - Financial Institution X - Specific Address (O/S only)
EMPL-ID	Employer Identification Number	12A/N	See SF 1198.
ACCT#	*Account Number	17A/N	See SF 1198. DO NOT precede with zeros. Enter account # with blanks to the right.

*NOTE: Two entries are required to change account #.
     1. Enter old account number with TOC D.
     2. Enter new account number with TOC A.

(Continued)

FIGURE 18-80. SF 1198 SAV-O/S ALLOTMENT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks

FIELDS BELOW ARE USED FOR OVERSEAS (O/S) ALLOTMENTS ONLY

Prompt	Field Name	Size	Remarks
ALT-NUM	Allotment Number	1N	1, 2, or 3 (Corresponds to Allotment # in EMR)
ALLOT-NAME	Allotee Name	26A/N	See letter.
ADR-LINE-1	Address Line 1	20A/N	See letter.
ADR-LINE-2	Address Line 2	20A/N	See letter or leave blank.
CITY	City	13A/N	See letter.
STATE	State Code	2A	See letter.
ZIP	Zip Code	5N	See letter.

NOTE: Spaces or dashes are not recommended for use in the account #. If an exact match is not made, any change will reject.

FIGURE 18-81.   SF 1198, REQUEST BY EMPLOYEE FOR
ALLOTMENT OF PAY FOR CREDIT TO SAVINGS ACCOUNT
WITH A FINANCIAL ORGANIZATION

Standard Form 1198
July 1972
3 Treasury FRM 7000

**REQUEST BY EMPLOYEE FOR ALLOTMENT OF PAY
FOR CREDIT TO SAVINGS ACCOUNT WITH A FINANCIAL ORGANIZATION**
(TO BE SUBMITTED BY EMPLOYEE TO EMPLOYING AGENCY)

TO BE INITIATED BY EMPLOYEE (IN TRIPLICATE) AND COMPLETED BY THE FINANCIAL ORGANIZATION (See Item No. 7)

(1) NAME OF EMPLOYEE (AS STATED ON PAYROLL)

JAMES J. MURPHY

(2) SOCIAL SECURITY NUMBER (OR OTHER EMPLOYEE NUMBER USED BY AGENCY)

111-12-1111

(3) HOME ADDRESS

4812 First Street, SW. Washington, D.C.   20003

(4) AGENCY (INCLUDE ALSO BUREAU, DIVISION, BRANCH OR OTHER DESIGNATION OF EMPLOYING ORGANIZATION.

FAA (AAA-240), 800 Independence Avenue, SW. Washington, D.C.   20591

You are hereby authorized, in accordance with 31 CFR Part 209, subject to all the conditions stated on this document, to take the action requested below with respect to deductions from salaries or wages due me in the amount specified below which are for remittance to the financial organization designated below, for credit to my savings account. Action will be effective with the next full pay period and deductions will continue until canceled by me in writing.

(5) FINANCIAL ORGANIZATION DESIGNATED (TO RECEIVE REMITTANCE)

(5A) NAME

FIRST NATIONAL BANK

(5B) EMPLOYER IDENTIFICATION NUMBER

530201494

(5C) ADDRESS

700 C Street, SW

Washington, D.C.   20017

(6) EMPLOYEE'S ACCOUNT NUMBER IN THE FINANCIAL ORGANIZATION

1256001

(7) ACTION REQUESTED (CHECK ONE)

☑ NEW ALLOTMENT   ☐ INCREASE ALLOTMENT   ☐ DECREASE ALLOTMENT   ☐ CANCEL ALLOTMENT

An authorization for a new or decreased allotment must be completed by the financial organization. An authorization to increase or cancel an allotment should be submitted directly to employing agency.

(8) AMOUNT OF ALLOTMENT

$ 25 .00

(9) SIGNATURE OF EMPLOYEE AND DATE SUBMITTED TO AGENCY

James R. Murphy   12/6/78

TO BE COMPLETED BY FINANCIAL ORGANIZATION (for return of original and copy to employee and retention of a copy)

We the above-designated financial organization, hereby agree to act as agent of the above-named Government employee in the capacity indicated and to accept, as our expense, such service charge, at the rate established in regulations of The Department of the Treasury, as will be deducted from the amount remitted to us. Our complete account number for the savings account to be credited is inserted in Block No. (6), so as to be included on records accompanying remittances.

THE FINANCIAL ORGANIZATION WILL CHECK WHICHEVER OF THE FOLLOWING PROVISIONS IS APPLICABLE:

☐ The address in Block No. (5C) is the single point in this financial organization which is to receive remittances for all allotments of pay of Government employees designating this financial organization. Our "employer identification number" is inserted in Block No. (5B).

☑ We can agree to act as agent of the above-named person in the capacity indicated only if remittances are forwarded to our respective branch offices where the savings accounts are maintained. The related branch office for this allotment of pay is identified by the parenthetical suffix inserted with our "employer identification number" in Block No. (5B), coordinate with the address shown in Block No. (5C).

AUTHORIZED SIGNATURE

James P. Worthington
JAMES P. WORTHINGTON

TITLE

Assistant Treasurer

DATE

12/7/78

FOR SPECIAL ATTENTION OF EMPLOYEE (AND FOR INFORMATION OF THE FINANCIAL ORGANIZATION)

Agency payroll offices and disbursing offices operate within rigid time schedules to assure timely delivery of checks for net pay on the established payday—and there will be no change in this emphasis. As requested above, the amount alloted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable, to the designated financial organization. It should be understood that such remittance may be received in the financial organization later than the regular payday—possibly 3 or 4 business days later.

1198-102

FIGURE 18-82.   SF 1198 SAV-O/S ALLOTMENT FORMAT ID

JOB/SCREEN: PYDED/P3

```
SF1198 SAV-O/S ALLOTMENT              FORMAT ID:   PY358      09
 Ⓐ              Ⓑ
AG:   1         REG:   WA      BATCH #:              REC #:
 Ⓒ                                  Ⓓ                   Ⓔ
SSN:   111 - 12 - 1111              ID:   MU         TOC:   A
      Ⓕ                                         Ⓖ
ALT-AMT:   0025                            ALT-TYPE:   F
       Ⓗ
EMPL-ID:   530201494000
       Ⓘ
ACCT #:   1256001

ALT-NUM:

ALLOT-NAME:

ADR-LINE-1:

ADR-LINE-2:

CITY:                          STATE:              ZIP:
```

(2) Figures 18-83, Letter of Authorization, and 18-84,
SF 1198 SAV-O/S Allotment Format ID, illustrate establishment of an
overseas allotment deduction.

FIGURE 18-83. LETTER OF AUTHORIZATION

FAA/FIG-1
Box 17
APO NY 09167
February 22, 1978

Ⓐ   Federal Aviation Administration (AAA-240)
     800 Independence Avenue, SW
Ⓑ   Washington, D. C. 20591

Dear Sirs:
                              Ⓒ
I am currently assigned overseas at Frankfurt, Germany. Please
     Ⓔ   Ⓕ
establish a biweekly allotment in the amount of $150.00 payable to
          Ⓗ   Ⓘ   Ⓙ
my wife, Ellen S. Smith. She resides at 107 Steele Street, Iron
    Ⓙ   Ⓚ   Ⓛ
City, Maryland 27015.

Thank you for your assistance.

Sincerely,

         Ⓓ
HAROLD B. SMITH
SSN: 562-41-7398   Ⓒ

FIGURE 18-84.   SF 1198 SAV-O/S ALLOTMENT FORMAT ID

JOB/SCREEN: PYDED/P3

```
SF1198 SAV-O/S ALLOTMENT                    FORMAT ID:  PY358      09
  Ⓐ           Ⓑ
AG:  1      REG:  WA      BATCH #:               REC #:
  Ⓒ                           Ⓓ                      Ⓔ
SSN:  562 - 41 - 7398         ID:  SM             TOC:  A
  Ⓕ                                    Ⓖ
ALT-AMT:  0150                    ALT-TYPE:  X

EMPL-ID:

ACCT #:

ALT-NUM:  1
       Ⓗ
ALLOT-NAME:  ELLEN S SMITH
       Ⓘ
ADR-LINE-1:  107 STEELE STREET

ADR-LINE-2:
  Ⓙ                           Ⓚ           Ⓛ
CITY:  IRON CITY             STATE:  MD    ZIP:  27015
```

d. Combined Federal Campaign (CFC) Deductions. Format F4 is used
to establish, change, or delete CFC information. Figures 18-85, CFC
Withholding Data Entry Criteria; 18-86, CSC Form 804 - 1979 Combined Federal
Campaign - National Capital Area; and 18-87, CFC Withholding Format ID,
illustrate establishment of a CFC deduction.

FIGURE 18-85. CFC WITHHOLDING DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See CSC Form or EMR.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete
CFC-CODE	CFC Code	4N	Positions 1-2 = Valid State Positions 3-4 = CFC Area within State
DED-AMT	Deduction Amount	5N	Dollars and Cents See CSC Form.

FIGURE 18-86.   CSC FORM 804 - 1979 COMBINED
FEDERAL CAMPAIGN - NATIONAL CAPITAL AREA

1979 COMBINED FEDERAL CAMPAIGN—NATIONAL CAPITAL AREA
85 M STREET, S.W., WASHINGTON, D.C. 20024
PLEASE USE BALL POINT PEN TO FILL OUT THIS CARD

NAME (FIRST) JOHN	(INITIAL) J.	(LAST) JACKSON ⒟	IDENTIFICATION NO OR SOC SEC NO 111-13-1111 ⒞	**TOTAL GIFT** $474.50 PAID BY	
HOME STREET ADDRESS (OPTIONAL) 15 New York Avenue, NE			DEPT BUREAU OR AGENCY FAA ⒜	PAYROLL DEDUCTION . . . . ⟨X⟩ (COMPLETE AUTHORIZATION BELOW) CASH . . . . $	
CITY Washington, D.C.	STATE	ZIP 20050	LOCATION OR TIMEKEEPER ⒡ 1101 Wash. D.C. ⒝	CIVILIAN ☒ MILITARY ☐	

FILL IN BLANK BOX OR CHECK BOX SHOWING THE AMOUNT OF YOUR DEDUCTION PER PAY PERIOD

Minimum amount for use of payroll withholding is 50 cents each pay day if paid every two weeks or twice monthly: $1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay.

$	X $18.25	$15.25	$11.00	$8.25	$6.00	$4.75	$3.50	$1.75

⒠   ⒢   (FOR INSTRUCTIONS ON DESIGNATIONS, SEE COPY NO. 2 (RECEIPT)

I hereby authorize the above named agency or any other agency of the United States Government by which I may be employed during 1979 to deduct the amount shown above from my pay each pay period during calendar year 1979 starting with the first period beginning in January 1979 and ending with the last pay period which begins in December, provided that the amounts so deducted shall be remitted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE

DATE October 15, 1978

REPORTING NO _____

To Federal payroll offices
If the contributor moves to the jurisdiction of another payroll office before 1980 this authorization shall be forwarded.

CSC Form 804-1979

Copy No 1 (Payroll Deduction Form) To Be Forwarded To Contributor's Payroll Office

FIGURE 18-87. CFC WITHHOLDING FORMAT ID

JOB/SCREEN: PYDED/P4

```
CFC WITHHOLDING                          FORMAT ID:  PY352      15
 Ⓐ            Ⓑ
AG:  1    REG:  WA       BATCH #:              REC #:
 Ⓒ                                 Ⓓ                    Ⓔ
SSN:  111 - 13 - 1111         ID:  JA            TOC:  A
 Ⓕ
CFC-CODE:  1101
      Ⓖ
DED-AMT:  01825
```

e. Union Dues, SF 1187/1188. Format P5 is used to establish, change, or delete union dues information.

(1) Figures 18-88, SF 1187/1188, Union Dues Data Entry Criteria; 18-89, SF 1187, Request for Payroll Deductions for Labor Organization Dues; and 18-90, SF 1187/1188 Union Dues Format ID, illustrate establishment of a union dues deduction.

FIGURE 18-88. SF 1187/1188 UNION DUES DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 1187/1188 or EMR.
ID	Name ID	2A	First 2 characters of last name
FPS	Federal Pay System	2A	Generated
GR	Grade	2N	Generated
TOC	Type of Change	1A	A - Add C - Change (use for nonstandard deduction only) D - Delete
LAB-ORG	Labor Organization Code	6A/N	See SF 1187/1188.
REG	Region	2A/N	Generated
AREA	Area Code	1N	Generated
COST CENTER	Cost Center Code	6A/N	Generated
STD-DED-IND	Standard Deduction Indicator	1N	Blank = Standard Deduction 1 = Nonstandard Deduction
DED-AMT	Deduction Amount	4N	Dollars and Cents (input only required if STD-DED-IND = 1)

FIGURE 18-89. SF 1187, REQUEST FOR PAYROLL DEDUCTIONS
FOR LABOR ORGANIZATION DUES

Standard Form No. 1187
Revised January 1979
Office of Personnel Management
FPM Chapter 550

Ⓔ **REQUEST FOR PAYROLL DEDUCTIONS
FOR LABOR ORGANIZATION DUES**

Privacy Act Statement

Section 3525 of Title 5 United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record, 3) a court or an appropriate Government agency if the Government is party to a legal suit; 4) an appropriate law enforcement agency if we become aware of a legal violation, 5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee *(Print—Last, First, Middle)* Ⓓ	2. Employee I.D. Number *(SSN or Other)*	3. Timekeeper Number
PHILLIPS, THOMAS H.	578-38-1284 Ⓒ	N/A

4. Home Address *(Street Number, City, State and ZIP Code)*	5. Name of Agency *(Include Bureau, Division, Branch or Other Designation)*
409 PATRICK LANE HERNDON, VA. 22070	DOT, FAA Ⓐ METROPOLITAN AIRPORTS Ⓑ (AMA-211)

Section A—For Use By Labor Organization

Name of Labor Organization *(Indicate Local, Branch, Lodge or Other Appropriate Identification)*
Ⓕ

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL F91

I hereby certify that the regular dues of this organization for the above named member are currently established at $ **3.00** per (biweekly pay period) (calendar month). *(Strike out whichever period is not appropriate, based on arrangement with the employee's agency.)* Ⓖ

Signature and Title of Authorized Official	Date *(Month, Day, Year)*
James R. Sleeth PRESIDENT LOCAL F91	3/11/79

Section B—Authorization By Employee

I hereby authorize the above named agency to deduct from my pay each pay period, or the first full pay period of each month, the amount certified above as the regular dues of the (Name of Labor Organization) **I.A.F.F. LOCAL F91** and to remit such amount to that labor organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted which is certified by the above named labor organization as a uniform change in its dues structure.

I understand that this authorization, if for a biweekly deduction, will become effective the pay period following its receipt in the payroll office of my employing agency; and that, if for a monthly deduction, it will become effective the first full pay period of the calendar month following its receipt in the payroll office of my employing agency. I further understand that Standard Form 1188, Cancellation of Payroll Deductions for Labor Organization Dues, is available from my employing agency, and that I may cancel this authorization by filing Standard Form 1188 or other written cancellation request with the payroll office of my employing agency. Such cancellation will not be effective, however, until the first full pay period which begins on or after the next established cancellation date of the calendar year after the cancellation is received in the payroll office.

Signature of Employee	Date *(Month, Day, Year)*
Thomas H. Phillips	3/11/79

FOR COMPLETION BY AGENCY ONLY—The above named employee and labor organization meet the requirements for dues withholding. (Mark the appropriate box. If "Yes", send this form to payroll. If "No", return this form to the labor organization.)	YES	NO
	✓	

1187—104

FIGURE 18-90.   SF 1187/1188 UNION DUES FORMAT ID

JOB/SCREEN: PYDED/P5

```
SF1187-1188 UNION DUES                    FORMAT ID:  PY360        10
  Ⓐ            Ⓑ
AG:  1       REG:  WA        BATCH #:              REC #:
  Ⓒ                                 Ⓓ
SSN:  578 - 38 - 1284         ID:  PH    FPS:              GR:
  Ⓔ
TOC:  A
    Ⓕ
LAB-ORG:  IAF91

REG:                  AREA:                    COST CENTER:
                                                  Ⓖ
STD-DED-IND:                                    DED-AMT:
```

NOTES: Nonstandard indicator "1" is used for WG employees (rates vary) or
any employee, regardless of Federal pay system code, when local union
rates are not in IVF. Amount must be entered.

If standard deduction (those updated by IVF), depress release key
after cost center.

(2) Figures 18-91, SF 1188, Cancellation of Payroll
Deductions for Labor Organization Dues; and 18-92, SF 1187-1188,
Union Dues Format ID, illustrate deletion of a union dues deduction.

FIGURE 18-91.   SF 1188, CANCELLATION OF PAYROLL
DEDUCTIONS FOR LABOR ORGANIZATION DUES

Standard Form 1188
Revised January 1979
Office of Personnel Management
FPM Chapter 550

CANCELLATION OF PAYROLL DEDUCTIONS
FOR LABOR ORGANIZATION DUES

Privacy Act Statement

Section 5525 of Title 5, United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to stop labor organization dues from being deducted from your pay and to notify the labor organization that the dues will be no longer deducted. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record; 3) a court or an appropriate government agency if the Government is party to a legal suit; 4) to an appropriate law enforcement agency if we become aware of a legal violation, 5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the Social Security Number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that this payroll action cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee (Print—Last, First, Middle) PHILLIPS, THOMAS H.	2. Employee I.D. Number (Social Security or other) 578-38-1284
3. Agency Name (Include Bureau, Division, Branch, or other Designation) DOT FAA (AMA-211)	4. Timekeeper Number N/A
5. Name of Labor Organization I.A.F.F. LOCAL #91	6. * Cancellation Date (Completed by agency only) 3/9/79

I hereby cancel my authorization for the deduction of dues for the above labor organization from my pay.* I understand that this cancellation will become effective on the first full pay period which begins on or after the next established cancellation date (indicated above) after this request is received in my agency payroll office.

7. Signature of Employee Thomas H. Phillips	8. Date (Month, Day, Year) 2/24/79

(Submit copies 1 and 2 to the agency payroll office. Copy 1 is retained for payroll records and Copy 2 is forwarded by the payroll office to the labor organization in accordance with the arrangement between the agency and the labor organization. Copy 3 is retained by the employee.)

1—Agency Payroll Copy

1188-104

U.S. GOVERNMENT PRINTING OFFICE : 1979 O - 280-535 (118)

FIGURE 18-92. SF 1187-1188 UNION DUES FORMAT ID

JOB/SCREEN: PYDED/P5

```
SF1187-1188 UNION DUES                    FORMAT ID:  PY360      10
 Ⓐ              Ⓑ
AG:  1      REG:  WA        BATCH #:          REC #:
    Ⓒ                              Ⓓ
SSN:  578 - 38 - 1284            ID:  PH          FPS:          GR:
 Ⓔ
TOC:  D
    Ⓕ
LAB-ORG:  IAF91

REG:                    AREA:                COST CENTER:

STD-DED-IND:                                  DED-AMT:
```

f. Collections. Format P6 is used to establish, change, or delete recurring collection information. A collection code identifies the type of deduction being made. Figures 18-93, Recurring Collections Data Entry Criteria; 18-94, Letter of Authorization; and 18-95, Recurring Collections Format ID, illustrate establishment of a collection for overpayment of travel.

FIGURE 18-93. RECURRING COLLECTIONS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A – Add (See source document.) C – Change D – Delete
COLLECT#	Collection Number	1N	Blank – Establish 1 – Change Collection 1 2 – Change Collection 2 3 – Change Collection 3 (from EMR)
COLLECT CODE	Collection Code	1A/N	0 – Collection for Suppl. Pay 1 – Overpayment of Salary for Dual Compensation 2 – Travel Advance 3 – Jury Duty Fee 4 – Violation of Training Agreement

(Continued)

FIGURE 18-93. RECURRING COLLECTIONS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
COLLECT CODE (Cont.)			5 - Collection for Emergency Military Leave 6 - Overpayment of Travel 7 - Tax Levy 8 - Collection of Indebtedness to Agency 9 - Court-Ordered Payments A - Collections for Other Agencies B - Court-Ordered Bankruptcy C - Court-Ordered Bankruptcy With No Balance G - Court-Ordered Tax Levy, Subject to Minimum Pay Retention I - Court-Ordered Payment With No Balance
BALANCE	Collection Balance	7N	See Source Document for Beginning Balance. (Dollars and Cents)
B/W DEDUCT	Biweekly Deduction	6N	See Source Document. (Dollars and Cents)

NOTES: Collection # assigned by system for TOC "A".

Only 3 recurring collections per employee allowed at any one time.

Collection codes "G" and "I" will be deducted in order of precedence.

Biweekly deduction for collection code "G" is the minimum pay retention amount. Net salary in excess of the specified minimum pay retention will be deducted to satisfy the court-ordered tax levy.

Code 8 - Collection of indebtedness to agency. All pay will be applied, as necessary, to make collection - to zero net.

Code G - Collection will be made for all amounts above minimum retention.

Codes 7, 9, B, C, and I. If salary is not sufficient to make full collection, no collection will be made.

FIGURE 18-94.   LETTER OF AUTHORIZATION

128 Anytime Lane
Smalltown, USA 38214
March 1, 1979

Ⓐ Federal Aviation Administration
    800 Independence Avenue, SW
Ⓑ Washington, D. C. 20591

    Chief, Accounting Operations Division, AAA-200

    Dear Sir:

    It is requested that a biweekly payroll deduction in the amount
            Ⓔ
    of $25.00 be withheld from my salary each pay period until the
                    Ⓕ
    amount of $150.00 due to overpayment of travel is paid in full.

    Sincerely,

          Ⓓ
    JACK WHITNEY
    SSN: 111 - 24 - 1111   Ⓒ

FIGURE 18-95. RECURRING COLLECTIONS FORMAT ID

JOB/SCREEN: PYDED/P6

```
┌──────────────────────────────────────────────────────────────────────┐
│ RECURRING COLLECTIONS                    FORMAT ID:  PY366       14     │
│  Ⓐ            Ⓑ                                                         │
│ AG:  1     REG:  WA         BATCH #:              REC #:                │
│  Ⓒ                            Ⓓ                                         │
│ SSN:  111 - 24 - 1111         ID:  WH               TOC:  A            │
│                                                                        │
│ COLLECT #:                          COLLECT CODE:  6                   │
│    Ⓕ                                    Ⓔ                              │
│ BALANCE:  0015000                   B/W DEDUCT:  002500                │
└──────────────────────────────────────────────────────────────────────┘
```

g. _Other Recurring Deductions_. Format P7 is used to establish, change, or delete recurring deductions not covered in formats P1 through P6. A recurring deduction code identifies the type of deduction being made. Figures 18-96, Other Recurring Deductions Data Entry Criteria; 18-97, Sample Message; and 18-98, Other Recurring Deductions Format ID, illustrate establishment of a utilities deduction.

1827.-1829. _RESERVED_.

FIGURE 18-96. OTHER RECURRING DEDUCTIONS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change D - Delete
OTH-DED-CODE	Other Recurring Deductions Code	1N	1 - Quarters Deduction 2 - Utilities Deduction 3 - Republic of Panama Optional Life Insurance Deduction 4 - Parking Fees 5 - Mass Transit Deduction
OTH-DED-AMT	Other Recurring Deductions Amount	5N	Dollars and Cents

FIGURE 18-97. SAMPLE MESSAGE

JJ KRILYY   Ⓒ   Ⓐ FEDERAL AVIATION ADMIN
JJKRILYY MBLBYF   158-24-6911   MESSAGE CENTER - SO   Ⓑ
151450 MBLBYF   Ⓓ
ASO26B INFO ASO50.   ANDREW FRANKS OCCUPIED PERMANENT QUARTERS
7205B 2 BR ON JULY 31 1978.   BIWEEKLY ELECTRICAL DEDUCTION 10.00.   Ⓕ
METER READING 70862.   Ⓔ
                   ISAACS ABLB400   151323Z

NNNN
ATL   053   15105

FIGURE 18-98.   OTHER RECURRING DEDUCTIONS FORMAT ID

JOB/SCREEN: PYDED/P7

```
OTHER  RECURRING  DEDUCTS              FORMAT ID:   PY364      19
  Ⓐ              Ⓑ
AG:   1      REG:   SO          BATCH #:           REC #:
  Ⓒ                                 Ⓓ
SSN:   158 - 24 - 6911          ID:   FR          TOC:   A
        Ⓔ
OTH-DED-CODE:   2
       Ⓕ
OTH-DED-AMT:   01000
```

SECTION 6. ENTRY OF PAYROLL CHANGE DATA (PYCHANGE)

1830. DESCRIPTION. The PYCHANGE job identifier is used by the payroll technician to change information on the employee master record (EMR) based on the SF 50, Notification of Personnel Action, and other supporting documents. The SF 50 may be computer-generated by PMIS or manually produced by the personnel office. In the case of PMIS-generated SF 50's, terminal input of certain change actions is not required. Actions which automatically flow from PMIS to UPS without manual intervention are described in chapter 14.

1831. FORMATS. The following formats will be used for data entry under job identifier PYCHANGE.

    a. SF 50 PMIS Change. Format P1 shall be used to activate an SF 50 change action from the PMIS Suspense File at the host computer, enter supplementary data, or override erroneous PMIS data. This format links to itself.

    (1) Figure 18-99, SF 50 PMIS (CHANGE) Data Entry Criteria, describes the data elements required to activate a PMIS SF 50 change action for a permanent change to the EMR.

    (2) Figure 18-100, SF 50, Notification of Personnel Action, is a sample of a PMIS-generated SF 50 for a promotion action.

    (3) Figure 18-101, SF 50 PMIS Change Format ID, illustrates the data elements required to activate a PMIS promotion action.

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN from SF 50
ID	Name ID	2A	First 2 characters of last name
PMIS#	PMIS Control Number	5N	PMIS # from SF 50
NOA	Nature of Action	3A/N	Valid NOA Code
EFF-DATE	Effective Date	6N	Effective Date of SF 50-YYMMDD
TOC	Type of Change	1A	Generated "C"
RET-MIL	Retired Military Indicator	1N	Generated "0"
STAT	Pay Status	1N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. - LWOP
B/W-TOUR	Biweekly Tour	3N	Number of hours on biweekly schedule (less than 200)

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
LV-ELIG	Leave Eligibility Code	1N	0 - No Leave Accrual 1 - May accrue and use sick leave only (less than 90 day appt.) 2 - May accrue and use annual and sick leave
TRUE-OT	True 1½-Cvertime Eligibility Code	1N	0 - Ineligible 1 - Eligible
L/APP-CD	Limited Appointment Code	1A/N	0 - N/A A - NTE Hours or Date B - NTE Days or Date D - NTE Date H - NTE Hours E - NTE Earnings
DY/HR/AMT	Limited Appointment Days/Hours/or Amount	7N	Whole days, hours, or amount (dollars and cents) which may be worked or earned
L/APP/DT	Limited Appointment Date	6N	From SF 50 (YYMMDD)
TA-DIST	T/A Distribution Code	3A/N	From SF 50 (Optional)
POD	Post-of-Duty Code	3A/N	From SF 50 (Station Iden.)
COLA	COLA/Post Differential Code and Percent	1A/N 4N	C - COLA D - Post Differential 0 - From Eligible to Ineligible Percent - (2500 = 25%) (1250 = 12.5%)
STANDBY	Standby Percentage	3N	(250 = 25%; 125 = 12.5%)

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
ANNUITY	Monthly Annuity	4N	Whole Dollars
ALLOW-CD	Allowance Code	1N	From SF 50 1 - Quarters 2 - Overseas 3 - Uniform
OTH-ALLOW	Allowance Amount	5N	Dollars and Cents
NAME	Employee Name	26A/N	Last name, comma, space, first name, space, middle initial
DOB	Date of Birth	6N	YYMMDD
CIT	Citizenship Code	1N	0 - Noncitizen 1 - Citizen
SCD	Service Computation Date	6N	From SF 50 (YYMMDD)
FEGLI	Group Life Insurance Coverage	1A	From SF 50 A - Z See appendix 1, figure 12.
RET-FICA	Retirement or FICA Code	1N	1 - Retirement 2 - FICA 4 - Exempt 6 - 7.5 percent
TYP-APP	Type Appointment	2N	01 - Career Appt. 02 - Career Cond. 03 - Excepted Appt. NTE 04 - Excepted Appt. IND 05 - Excepted Appt. COND 06 - Excepted Appt. PERM 07 - TAPER 08 - Indefinite Appt. 09 - Temporary Appt. NTE 10 - Term NTE 11 - SES Career 12 - SES Noncareer 13 - SES Limited Term 14 - SES Limited Emergency
FR-REG	From Region	2A/N	Valid region

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUP-CODE	Supervisory Code	1N	1 - Supervisor 3 - Manager 4 - Supervisory (CSRA) 5 - Manager (CSRA) 6 - Leader (WLGEG) 8 - Excluded from Merit Pay
FP-SYS	Federal Pay System	2A	From SF 50
SERIES	Job Series	4N	Normally 4 positions (left justified)-From SF 50
GRADE	Grade	2N	From SF 50
STEP	Step	2N	From SF 50
PY-BASIS	Pay Basis	1A	From SF 50 A - Paid Annually H - Paid Hourly D - Paid Daily L - Overseas Hourly Employee Local Hire N - Overseas Hourly Employee Nonlocal Hire R - Panama Canal Hourly Employee Regular Pay T - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance B - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance, Plus Tropical Differential
SAL	Salary	7N	Dollars and Cents
SP-SAL-RT	Special Salary Rate Code	1A/N	0 - Not Applicable 1 - Retained Rate 2 Yr. 2 - Saved Rate-CONV to GS Pay Plan 3 - Downward Adjustment-Saved Pay 4 - Saved Rate - Other 5 - Special Rate on Superior Qual. Rate 6 - Special Rate - USC 5303 7 - Superior Qual. Rate 8 - Advanced Rate - Supervisor of WG Empl.

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			A – Retained Grade – RIF
			B – Retained Grade-Reclassification Same Position
			C – Retained Grade-Reclassification Diff. Position
			D – Retained Grade-Transfer of Function
			E – Retained Grade-RIF & Special Rate
			F – Retained Grade-Reclassification Same Pos. & Special Rate
			G – Retained Grade-Reclassification Diff. Pos. & Special Rate
			H – Retained Grade-Trans. of Function & Special Rate
			J – Retained Pay-Expiration of Grade, Retention Period, Reclassification
			K – Retained Pay-Expiration of Grade, Retention Period, Other
			L – Retained Pay-Other (a)
			N – Retained Pay-Other (b)
			R – Retained Pay-SES Removal
			S – Cont. SES Basic Pay for Presidential Appt.
			U – Retained Grade and Pay – Reclassification
			V – Retained Grade and Pay-Other
POS-TYPE	Position Type	1N	1 – Full-Time Perm.
			2 – Full-Time Temp.
			3 – Part-Time Temp.
			4 – Intermittent
			5 – Without Compensation (WOC)
			6 – Part-Time Perm.
			7 – Full-Time Seasonal
			8 – Part-Time Seasonal
			9 – Intermittent Seasonal

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
GEOG-LOC	Geographic Location (Where employed)	9A/N	From SF 50 - See appendix 1, figure 5.
REG	Region	2A/N	See appendix 1, figure 1.
APPR-LIM	Appropriation/ Limitation Code	4A/N	From SF 50 - See appendix 1, figure 7.
AREA	Area	1A/N	Valid Area or 0 - See appendix 1, figure 2.
CC	Cost Center	6A/N	From SF 50 - Left Justified
FIS-PRG	Fiscal Program	3A/N	From SF 50
OBJ-CLASS	Object Class	4N	From SF 50 - See appendix 1, figure 8.
FLSA	Fair Labor Standards Act Code	1A	E - Exempt N - Non-Exempt
H/PLAN	Health Plan Code	3N	000 - Elected not to enroll 001 - Ineligible 002 - Cancelled enrollment 004 - Pending 005 - Transferred to OWCP
		3A/N	A Valid Code
CARRIER	Health Plan Carrier Code	10A/N	From SF 2809/2810
SPEC-PRG	Special Program Code	2N	From SF 50 40 - Presidential Management Intern 41 - Junior Executive Trainee for Safety (NHTSA) 42 - Graduate COOP 43 - University Fellowship 44 - DOT Intern 45 - Honors Engineer Program (NHTSA) 46 - US-Saudia Arabian Joint Comm. 54 - Stay-in-School Program 55 - Summer Aide 56 - Federal Summer Intern

(Continued)

FIGURE 18-99. SF 50 (PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			57 – Federal Jr. Fellowship Program
			58 – Prisoner Rehab Act of 1965 Program
			59 – Veterans Readjustment Appt (VRA)
			60 – 30% Disability Preference
			62 – Cooperative Education Program
			63 – Long Term Training
			64 – Trainee – (Mgt Interns, CSC-agency Training)
			65 – ATC Second Career
			67 – Special Handicap Appointment
			68 – Local Special Employment Program
			76 – Upward Mobility Program
			77 – College Work Study Program
			78 – Federal Faculty Fellows
			80 – Cooperative Engineering Development Program
			81 – Predevelopmental Training Program – Outside FAA
			82 – Predevelopmental Training Program – Within FAA
			84 – ATCS/ET Summer Employment Program
			85 – High School Coop Program
			89 – Puerto Rico/Virgin Island Local Hire Program
			90 – Govt/Industry Executive Exchange
			91 – IPA Assignment (Intergovernment Personnel Act)
			92 – WTO (Worker Trainee Opportunity Program)
			93 – Foreign Government Employee
			94 – Executive Development Program
			95 – Excepted Summer Employment–Agency Merit System
			96 – Other Excepted Employment
			97 – Summer Employment Exam
			98 – Summer Faculty, Including Counselors
			99 – Other Competitive Summer
REIM-AGR	Reimbursable Agreement Number	14A/N	From SF 50

FIGURE 18-100.   SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (9.74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap. 295

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY USE	3. BIRTH DATE	4. CTY AND SSAN
Ⓒ JONES, JOHN J.	M	Ⓓ 18929	39-06-07	1 Ⓑ 111-11-1111

5. VETERAN PREFERENCE			6. TENURE	7. SERV. COMP. DATE	8. HANDICAP CODE
1	1 - NO 3 - 10 PT. DISAB. 5 - 10 PT. OTHER		1		
	2 - 5 PT. 4 - 10 PT. COMP.				

9. FEGLI		10. RETIREMENT	11. (FOR CSC USE)
4	1 - COVERED (Regular only - declined Optional) 3 - WAIVED 4 - COVERED (Reg & Opt) 2 - INELIGIBLE	1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12. CODE	NATURE OF ACTION
Ⓔ 702A	PROMOTION

13. EFFECTIVE DATE	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
78-02-26 Ⓕ	REG 335.102 — UNDER MPP

15. FROM: POSITION TITLE AND NUMBER

SYSTEMS ACCOUNTANT

16. PAY PLAN/SER/FUNC.	17. GRADE	STEP	18. PAY BASIS AND SALARY	
GS 0510	12	02	PA	$23,857

19. TO: POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT

SUPV. CODE   1

20. PAY PLAN/SER/FUNC.	21. GRADE	STEP	22. PAY BASIS AND SALARY	
GS-0510	13 Ⓖ	01 Ⓗ	PA	$27,453 Ⓘ

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
Associate Administrator for Administration
Office of Accounting and Audit
Washington, D.C. 20591

24. DUTY STATION (City-State)	25. LOCATION CODE

26. APPROPRIATION	27. POSITION OCCUPIED	28. APPORTIONED POSITION	STATE
	1 COMPETITIVE 2 EXCEPTED	1 - PROVED 2 - WAIVED FR TO	

29. RETIRED UNIFORM SERVICE (Accessions only)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY DATE DETERMINANT	C - SPECIAL PROGRAM	

32. EDUCATION (Accessions and changes only)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS:

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authentication) AND TITLE
TD-00 DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE 36. DATE	
NUMBER 1675 78-02-26	CHIEF, PERS. OPNS. DIV.

FIGURE 18-101. SF 50 PMIS (CHANGE) FORMAT ID

JOB/SCREEN: PYCHANGE/P1

```
SF50 PMIS (CHANGE)                    FORMAT ID:  PY340     02A
 Ⓐ                    Ⓐ
AG:  1              REG:  WA        BATCH #:         REC #:
 Ⓑ                                  Ⓒ        Ⓓ                 Ⓔ
SSN:  111 - 11 - 1111               ID:  JO  PMIS #:  18929   NOA:  702
      Ⓕ
EFF-DATE:  78 - 02 - 26     TOC:  C        RET-MIL:  0

STAT    :              B/W-TOUR:           LV-ELIG:

TRUE-OT : 1/           L/APP-CD:  2/       DY/HR/AMT:

L/APP-DT: 2/ - -           POD:             TA-DIST:  1/

COLA    :             STANDBY:             ANNUITY:

ALLOW-CD:                                 OTH-ALLOW:

ALLOW-CD:                                 OTH-ALLOW:

NAME    :

DOB     :    - -           CIT:           SCD:   - -

FEGLI   :             RET/FICA:           TYP-APP:

FR-REG  :             SUP-CODE:           FP-SYS:

SERIES  :               GRADE:             STEP:

PY-BASIS:                 SAL:           SP-SAL-RT:

POS-TYPE:             GEOG-LOC:   - -

REG     :             APPR/LIM:           AREA:         CC:

FIS-PROG:             OBJ-CLASS:                        FLSA:

H/PLAN  :              CARRIER:           SPEC-PRG:

REIMB-AGR:
```

NOTES: 1/ When processing a promotion, reassignment, and change to lower
            grade, if true overtime field is left blank, system will set to
            ineligible. A message will be generated to advise pay technician.
            If true overtime applies, an EMR code change will be required to
            change eligibility. If T&A distribution is left blank, system will
            set to 000. No message is generated. If distribution code applies,
            an EMR code change will be required.

        2/ If employee is on a limited appointment, these fields must also
            be entered.

b. SF 50 NO PMIS Change. Format P2 is used to change data on the EMR from a NO PMIS SF 50. This format links to itself.

(1) Figure 18-102, SF 50 (NO PMIS) CHANGE Data Entry Criteria, describes the data elements required to process an SF 50 NO PMIS change action to the EMR.

(2) Figure 18-103, Sample SF 50, Notification of Personnel Action, shows a (NO PMIS) SF 50 manually processed by a personnel office changing an employee's service computation date.

(3) Figure 18-104, SF 50 (NO PMIS) Change Format ID, illustrates the screen format containing the mandatory data elements required to change the service computation date in the EMR.

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN From SF 50
ID	Name ID	2A	First 2 characters of last name
NOA	Nature of Action	3A/N	NOA Code from SF 50 See appendix 1, figure 3.
EFF-DATE	Effective Date	6N	Effective Date of SF 50 (YYMMDD)
TOC	Type of Change	1A	Generated "C"
RET-MIL	Retired Military Indicator	1N	Generated "0"
NAME	Employee Name	26A/N	Last name, comma, space, first name, space, middle initial
DOB	Date of Birth	6N	YYMMDD
CIT-CODE	Citizenship Code	1N	0 - Noncitizen 1 - Citizen
SCD	Service Computation Date	6N	From SF 50 (YYMMDD)
FEGLI	Group Life Insurance Coverage	1A	From SF 50 A-Z See appendix 1, figure 12.

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
RET-FICA	Retirement or FICA Code	1N	1 - Retirement 2 - FICA 4 - Exempt 6 - 7.5 percent
TYP-APP	Type Appointment	2N	01 - Career Appt. 02 - Career Cond. 03 - Excepted Appt. NTE 04 - Excepted Appt. IND 05 - Excepted Appt. COND 06 - Excepted Appt. PERM 07 - TAPER 08 - Indefinite Appt. 09 - Temporary Appt. NTE 10 - Term NTE 11 - SES Career 12 - SES Noncareer 13 - SES Limited Term 14 - SES Limited Emergency
L/APP-CD	Limited Appoint-ment Code	1A/N	0 - N/A A - NTE Hours or Date B - NTE Days or Date D - NTE Date H - NTE Hours E - NTE Earnings
DY/HR/AMT	Limited Appointment Days/Hours/or Amount	7N	From SF 50 - Whole days or hours which may be worked or amount which may be earned (dollars and cents)
L/APP-DT	Limited Appointment Date	6N	From SF 50 (YYMMDD)
FR-REG	From Region	2A/N	Valid Region
SUP-CODE	Supervisory Code	1N	1 - Supervisor 3 - Manager 4 - Supervisory (CSRA) 5 - Manager (CSRA) 6 - Leader (WLGEG) 8 - Excluded from Merit Pay
FP-SYS	Federal Pay System	2A	From SF 50
SERIES	Job Series	4N	From SF 50 - Normally 4 positions (left justified)

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
GRADE	Grade	2N	From SF 50
STEP	Step	2N	From SF 50
PY-BASIS	Pay Basis	1A	A – Paid Annually H – Paid Hourly D – Paid Daily L – Overseas Hourly Employee Local Hire N – Overseas Hourly Employee Nonlocal Hire R – Panama Canal Hourly Employee Regular Pay T – Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance B – Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance, Plus Tropical Differential
SAL	Salary	7N	Dollars and Cents
SP-SAL-RT	Special Salary Rate Code	1A/N	0 – Not Applicable 1 – Retained Rate 2 Yr. 2 – Saved Rate – CONV to GS Pay Plan 3 – Downward Adjustment-Saved Pay 4 – Saved Rate – Other 5 – Special Rate on Superior Qual. Rate 6 – Special Rate – USC 5303 7 – Superior Qual. Rate 8 – Advanced Rate-Supervisor of WG Empl. A – Retained Grade – RIF B – Retained Grade-Reclassification Same Position C – Retained Grade-Reclassification Diff. Position D – Retained Grade-Transfer of Function E – Retained Grade-RIF & Special Rate F – Retained Grade-Reclassification Same Pos. & Special Rate G – Retained Grade-Reclassification Diff. Pos. & Special Rate

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			H – Retained Grade-Trans. of Function & Special Rate
			J – Retained Pay-Expiration of Grade, Retention Period, Reclassification
			K – Retained Pay-Expiration of Grade, Retention Period, Other
			L – Retained Pay-Other (a)
			N – Retained Pay-Other (b)
			R – Retained Pay-SES Removal
			S – Cont. SES Basic Pay for Presidential Appt.
			U – Retained Grade and Pay – Reclassification
			V – Retained Grade and Pay-Other
POS-TYPE	Position Type	1N	1 – Full-Time Perm.
			2 – Full-Time Temp.
			3 – Part-Time Temp.
			4 – Intermittent
			5 – Without Compensation (WOC)
			6 – Part-Time Perm.
			7 – Full-Time Seasonal
			8 – Part-Time Seasonal
			9 – Intermittent Seasonal
GEOG-LOC	Geographic Location (where employed)	9A/N	From SF 50
REG	Region	2A/N	See appendix 1, figure 1.
APPR-LIM	Appropriation/ Limitation Code	4A/N	From SF 50 – See appendix 1, figure 7.
AREA	Area	1A/N	Valid Area or 0 See appendix 1, figure 2.
CC	Cost Center	6A/N	From SF 50 – Left justified
FIS-PRG	Fiscal Program	3A/N	From SF 50
OBJ-CLASS	Object Class	4N	From SF 50

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
FLSA	Fair Labor Standards Act Code	1A	E - Exempt N - Non-exempt
STAT	Pay Status	1N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. - LWOP
B/W TOUR	Biweekly Tour of Duty	3N	Number of hours on biweekly schedule (less than 200)
LV-ELIG	Leave Eligibility Code	1N	0 - No Leave Accrual 1 - May accrue and use sick leave only (less than 90-day appointment) 2 - May accrue and use annual and sick leave
TRUE-OT	True 1½-Overtime Eligibility Code	1N	0 - Ineligible 1 - Eligible
COLA	COLA/Post Differential Code & Percent	1A/N 4N	C - COLA D - Post Differential 0 - From Eligible to Ineligible Percent (2500 = 25%; 1250 = 12.5%)
STANDBY	Standby Percentage	3N	250 = 25%; 125 = 12.5%
H/PLAN	Health Plan Code	3N 3A/N	000 - Elected not to enroll 001 - Ineligible 002 - Cancelled Enrollment 004 - Pending 005 - Transferred to OWCP A Valid Code
CARRIER	Health Plan Carrier Code	10A/N	From SF 2809/2810

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SPEC-PRG	Special Program	2N	From SF 50

40 - Presidential Management Intern
41 - Junior Executive Trainee for
       Safety (NHTSA)
42 - Graduate COOP
43 - University Fellowship
44 - DOT Intern
45 - Honors Engineer Program (NHTSA)
46 - US-Saudia Arabian Joint Comm.
54 - Stay-in-School Program
55 - Summer Aide
56 - Federal Summer Intern
57 - Federal Jr. Fellowship Program
58 - Prisoner Rehab Act of 1965 Program
59 - Veterans Readjustment Appt (VRA)
60 - 30% Disability Preference
62 - Cooperative Education Program
63 - Long Term Training
64 - Trainee - (Mgt Interns, CSC-agency
       Training)
65 - ATC Second Career
67 - Special Handicap Appointment
68 - Local Special Employment Program
76 - Upward Mobility Program
77 - College Work Study Program
78 - Federal Faculty Fellows
80 - Cooperative Engineering
       Development Program
81 - Predevelopmental Training
       Program - Outside FAA
82 - Predevelopmental Training
       Program - Within FAA
84 - ATCS/ET Summer Employment Program
85 - High School Coop Program
89 - Puerto Rico/Virgin Island
       Local Hire Program
90 - Govt/Industry Executive Exchange
91 - IPA Assignment (Intergovernment
       Personnel Act)
92 - WTO (Worker Trainee Opportunity
       Program)
93 - Foreign Government Employee
94 - Executive Development Program
95 - Excepted Summer Employment-Agency
       Merit System
96 - Other Excepted Employment
97 - Summer Employment Exam
98 - Summer Faculty, Including Counselors
99 - Other Competitive Summer

(Continued)

FIGURE 18-102. SF 50 (NO PMIS) CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
REIMB-AGR	Reimbursable Agreement Number	14A/N	From SF 50
ANNUITY	Monthly Annuity	4N	Whole Dollars
ALLOW-CD	Allowance Code	1N	1 - Quarters 2 - Overseas 3 - Uniform
OTH-ALLOW	Allowance Amount	5N	Dollars and Cents
TA-DIST	T/A Districution Code	3A/N	From SF 50 (Optional)
POD	Post-of-Duty Code	3A/N	From SF 50 (Station Iden.)

FIGURE 18-103.   SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (9 74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 293

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY USE	3. BIRTH DATE	4. CIT AND SSAN
© JONES, JOHN J.	M		Ⓕ 39-06-07	1 Ⓑ 111-11-1111

5. VETERAN PREFERENCE				6. TENURE	7. SERV. COMP. DATE	8. HANDICAP CODE
1	1 - NO 2 - 5 PT	3 - 10 PT. DISAB 4 - 10 PT COMP	5 - 10 PT OTHER	1	Ⓖ 69-08-16	

9. FEGLI	10. RETIREMENT	11. (FOR CSC USE)
4 1 - COVERED Regular only - declined Optional) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (Reg & Opt)	1 1 - CS 2 - FICA 3 - FS 4 - NONE 5 - OTHER	

12. CODE	NATURE OF ACTION
Ⓓ 882A	CHG IN SCD

13. EFFECTIVE DATE	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Ⓔ 78-02-28	

15. FROM POSITION TITLE AND NUMBER

SYSTEMS ACCOUNTANT
PD NO = WA-7385   BU NO = WAAA4113   CST CNTR = 1440

16. PAY PLAN/SER/FUNC.	17. GRADE	18. STEP	19. PAY BASIS AND SALARY
GS 0510	12	01	PA $21,883

19. TO POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT   ORG = AA410
PD NO = WA-7385   BU NO = WAAA 4113   CST CNTR = 1440
SUPV CODE 2

20. PAY PLAN/SER/FUNC	21. GRADE	STEP	22. PAY BASIS AND SALARY
GS 0510	12	01	PA $21,883

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24. DUTY STATION (City State)	25. LOCATION CODE
WASHINGTON, DISTRICT OF COLUMBIA	11-0010-001

26. APPROPRIATION	27. POSITION OCCUPIED	28. APPORTIONED POSITION	STATE
OPERATIONS, FAA	1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED 2 - WAIVED FR TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS

34. ORGANIZATION (BLML/EMPLOYING DEPARTMENT OR AGENCY)	37. SIGNATURE (Or other authentication) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE NUMBER 1675	36. DATE 78-02-22	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-104. SF 50 (NO PMIS) CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P2

```
SF50 *NO PMIS* (CHANGE)                    FORMAT ID:  PY340      01
Ⓐ                      Ⓐ
AG:  1            REG:  WA      BATCH #:          REC #:
Ⓑ                               Ⓒ              Ⓓ
SSN:  111 - 11 - 1111                 ID:  JO      NOA:  882A
   Ⓔ
EFF-DATE:  78 - 02 - 28              TOC:  C     RET-MIL:  0
   Ⓒ                                      Ⓕ
NAME:  JONES, JOHN J                      DOB:  39 - 06 - 07
                                          Ⓖ
CIT-CODE:                                 SCD:  69 - 08 - 16

FEGLI  :          RET/FICA:              TYP-APP:

L/APP-CD:         DY/HR/AMT:

L/APP-DT:   - -                           FR-REG:

SUP-CODE:                                 FP-SYS:

SERIES :             GRADE:                  STEP:

PY-BASIS:            SAL:             SP-SAL-RT:

POS-TYPE:         GEOG-LOC:    -        -

REG    :          APPR/LIM:        AREA:        CC:

FIS-PROG:         OBJ-CLASS:        FLSA:       STAT:

B/W TOUR:         LV-ELIG:        TRU-OT:       COLA:

STANDBY :         H/PLAN:        CARRIER:

SPEC-PRG:         REIMB-AGR:

ANNUITY :         ALLOW-CD:           OTH-ALLOW:

                  ALLOW-CD:           OTH-ALLOW:

TA-DIST :              POD:
```

c. SF 50 NO PMIS Correction/Amendment. Format P3 shall be used to correct or amend information in the EMR from a NO PMIS SF 50. This format links to itself.

(1) Figure 18-105, SF 50 (NO PMIS) Correction Amendment Data Entry Criteria, describes the data elements required to correct or amend information in the EMR.

(2) Figure 18-106, Sample SF 50, Notification of Personnel Action, is a sample SF 50 NO PMIS for the correction of an EMR incorrectly loaded in UPS.

(3) Figure 18-107, Correction Amendment Format ID, illustrates the data elements for the correction of an EMR incorrectly loaded in UPS.

FIGURE 18-105. SF 50 (NO PMIS) CORRECTION AMENDMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN From SF 50
ID	Name ID	2A	First 2 characters of last name
NOA	Nature of Action	3A/N	NOA Code from SF 50 See appendix 1, figure 3.
EFF-DATE	Effective Date	6N	Effective Date of SF 50 (YYMMDD)
NOA-CR	Nature of Action (Corrected)	3A/N	From SF 50
UPBYCD	Update Bypass Code	1A	E - Update both EMR and Retirement Record (if appropriate). R - Update Retirement Record Only (if appropriate).
TOC	Type of Change	1A	Generated "C"
NAME	Employee Name	26A/N	Last name, comma, space, first name, space, middle initial

(Continued)

FIGURE 18-105. SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
DOB	Date of Birth	6N	YYMMDD
CIT-CODE	Citizenship Code	1N	0 - Noncitizen 1 - Citizen
SCD	Service Computation Date	6N	From SF 50 (YYMMDD)
FEGLI	Group Life Insurance Coverage	1A	From SF 50 A-Z See appendix 1, figure 12.
RET-FICA	Retirement or FICA Code	1N	1 - Retirement 2 - FICA 4 - Exempt 6 - 7.5 percent
TYP-APP	Type Appointment	2N	01 - Career Appt. 02 - Career Cond. 03 - Excepted Appt. NTE 04 - Excepted Appt. IND 05 - Excepted Appt. COND 06 - Excepted Appt. PERM 07 - TAPER 08 - Indefinite Appt. 09 - Temporary Appt. NTE 10 - Term NTE 11 - SES Career 12 - SES Noncareer 13 - SES Limited Term 14 - SES Limited Emergency
L/APP-CD	Limited Appointment Code	1A/N	0 - N/A A - NTE Hours or Date B - NTE Days or Date D - NTE Date H - NTE Hours E - NTE Earnings

(Continued)

FIGURE 18-105. SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
DY/HR/AMT	Limited Appointment Days/Hours/or Amount	7N	From SF 50 - Whole Days/Hours which may be worked or Amount which may be earned (dollars and cents)
L/APP-DT	Limited Appointment Date	6N	From SF 50 (YYMMDD)
FR-REG	From Region	2A/N	See appendix 1, figure 1. Blank except on change of payroll office
SUP-CODE	Supervisory Code	1N	1 - Supervisor 3 - Manager 4 - Supervisory (CSRA) 5 - Manager (CSRA) 6 - Leader (WLGEG) 8 - Excluded from Merit Pay
FP-SYS	Federal Pay System	2A	From SF 50 - See appendix 1, figure 4.
SERIES	Job Series	4N	Normally 4 positions (left justified). From SF 50
GRADE	Grade	2N	From SF 50
STEP	Step	2N	From SF 50
PY-BASIS	Pay Basis	1A	A - Paid Annually H - Paid Hourly D - Paid Daily L - Overseas Hourly Employee Local Hire N - Overseas Hourly Employee Nonlocal Hire R - Panama Canal Hourly Employee Regular Pay T - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance B - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance, Plus Tropical Differential

(Continued)

FIGURE 18-105.   SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SAL	Salary	7N	Dollars and Cents
SP-SAL-RT	Special Salary Rate Code	1A/N	0 – Not Applicable 1 – Retained Rate 2 Yr. 2 – Saved Rate – CONV to GS Pay Plan 3 – Downward Adjustment-Saved Pay 4 – Saved Rate – Other 5 – Special Rate on Superior Qual. Rate 6 – Special Rate – USC 5303 7 – Superior Qual. Rate 8 – Advanced Rate – Supervisor of WG Empl. A – Retained Grade – RIF B – Retained Grade-Reclassification Same Position C – Retained Grade-Reclassification Diff. Position D – Retained Grade-Transfer of Function E – Retained Grade-RIF & Special Rate F – Retained Grade-Reclassification Same Pos. & Special Rate G – Retained Grade-Reclassification Diff. Pos. & Special Rate H – Retained Grade-Trans. of Function & Special Rate J – Retained Pay-Expiration of Grade, Retention Period, Reclassification K – Retained Pay-Expiration of Grade, Retention Period, Other L – Retained Pay-Other (a) N – Retained Pay-Other (b) R – Retained Pay-SES Removal S – Cont. SES Basic Pay for Presidential Appt. U – Retained Grade and Pay – Reclassification V – Retained Grade and Pay-Other

(Continued)

FIGURE 18-105. SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
POS-TYPE	Position Type	1N	1 - Full-Time Perm. 2 - Full-Time Temp. 3 - Part-Time Temp. 4 - Intermittent 5 - Without Compensation (WOC) 6 - Part-Time Perm. 7 - Full-Time Seasonal 8 - Part-Time Seasonal 9 - Intermittent Seasonal
GEOG-LOC	Geographic Location (where employed)	9A/N	From SF 50
REG	Region	2A/N	See appendix 1, figure 1.
APPR-LIM	Appropriation/ Limitation Code	4A/N	From SF 50 - See appendix 1, figure 7.
AREA	Area	1A/N	Valid Area or 0 - See appendix 1, figure 2.
CC	Cost Center	6A/N	From SF 50 - Left justified
FIS-PRG	Fiscal Program	3A/N	From SF 50
OBJ-CLASS	Object Class	4N	From SF 50
FLSA	Fair Labor Standards Act Code	1A	E - Exempt N - Non-Exempt
STAT	Pay Status	1N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. - LWOP

(Continued)

FIGURE 18-105.   SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
B/W TOUR	Biweekly Tour of Duty	3N	Number of hours on biweekly schedule (less than 200)
LV-ELIG	Leave Eligibility Code	1N	0 – No Leave Accrual 1 – May accrue and use sick leave only (less than 90-day appointment) 2 – May accrue and use annual and sick leave
TRUE-OT	True 1½ Overtime Eligibility Code	1N	0 – Ineligible 1 – Eligible
COLA	COLA/Post Differential Code and Percent	1A/N 4N	C – COLA D – Post Differential Percent (2500 = 25%; 1250 = 12.5%)
STANDBY	Standby Percentage	3N	250 = 25%; 125 = 12.5%
H/PLAN	Health Plan Benefits Code	3N 3A/N	000 – Elected not to enroll 001 – Ineligible 002 – Cancelled Enrollment 004 – Pending 005 – Transferred to OWCP A Valid Code
CARRIER	Health Plan Carrier Code	10A/N	
SPEC-PRG	Special Program Code	2N	From SF 50 40 – Presidential Management Intern 41 – Junior Executive Trainee for Safety (NHTSA) 42 – Graduate COOP 43 – University Fellowship 44 – DOT Intern 45 – Honors Engineer Program (NHTSA) 46 – US-Saudia Arabian Joint Comm. 54 – Stay-in-School Program 55 – Summer Aide 56 – Federal Summer Intern 57 – Federal Jr. Fellowship Program 58 – Prisoner Rehab Act of 1965 Program 59 – Veterans Readjustment Appt (VRA)

(Continued)

FIGURE 18-105. SF 50 (NO PMIS) CORRECTION AMENDMENT
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
			60 – 30% Disability Preference
			62 – Cooperative Education Program
			63 – Long Term Training
			64 – Trainee – (Mgt Interns, CSC-agency Training)
			65 – ATC Second Career
			67 – Special Handicap Appointment
			68 – Local Special Employment Program
			76 – Upward Mobility Program
			77 – College Work Study Program
			78 – Federal Faculty Fellows
			80 – Cooperative Engineering Development Program
			81 – Predevelopmental Training Program – Outside FAA
			82 – Predevelopmental Training Program – Within FAA
			84 – ATCS/ET Summer Employment Program
			85 – High School Coop Program
			89 – Puerto Rico/Virgin Island Local Hire Program
			90 – Govt/Industry Executive Exchange
			91 – IPA Assignment (Intergovernment Personnel Act)
			92 – WTO (Worker Trainee Opportunity Program)
			93 – Foreign Government Employee
			94 – Executive Development Program
			95 – Excepted Summer Employment-Agency Merit System
			96 – Other Excepted Employment
			97 – Summer Employment Exam
			98 – Summer Faculty, Including Counselors
			99 – Other Competitive Summer
REIMB-AGR	Reimbursable Agreement Number	14A/N	From SF 50
ANNUITY	Monthly Annuity	4N	Whole Dollars
ALLOW-CD	Allowance Code	1N	1 – Quarters 2 – Overseas 3 – Uniform
OTH-ALLOW	Allowance Amount	5N	Dollars and Cents
TA-DIST	T/A Distribution Code	3A/N	From SF 50 (Optional)
POD-DIST	Post-of-Duty Code	3A/N	From SF 50 (Station Iden.)

FIGURE 18-106. SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYE — See General Information on Reverse)

STANDARD FORM 50 (9-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY USE	3. BIRTH DATE	4. CIT AND SSAN
Ⓒ JONES, JOHN J.	M		Ⓕ 39-06-07	1 | 111-11-1111 Ⓑ

5. VETERAN PREFERENCE			6. TENURE	7. SERV COMP DATE	8. HANDICAP CODE
1 - NO 2 - 5 PT 3 - 10 PT DISAB 4 - 10 PT COMP 5 - 10 PT OTHER			1	72-08-16	

9. FEGLI	10 - RETIREMENT	11. FOR CSC USE
4 1 - COVERED Regular only - declined Optional 2 - INELIGIBLE 3 - WAIVED 4 - COVERED Reg & Op	1 1 - CS 2 - FICA 3 - FS 4 - NONE 5 - OTHER	

12. CODE Ⓓ **002A** **1320** NATURE OF ACTION **CORRECTION**

13. EFFECTIVE DATE Ⓔ **79-06-17** 14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

15. FROM POSITION TITLE AND NUMBER

SYSTEMS ACCOUNTANT
PD NO = WA-7385   BU NO = WAAA4113   CST CNTR = 1440

16. PAY PLAN/SER/FUNC.	17. GRADE	STEP	18. PAY BASIS AND SALARY
GS-510	12	01	PA | $21,883

19. TO POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT   ORG = AA410
PD NO - WA-7385   BU NO = WAAA4113   CST CNTR = 1440
SUPV CODE 1 ← Ⓖ

20. PAY PLAN/SER/FUNC	21. GRADE	STEP	22. PAY BASIS AND SALARY
GS 0510	12	01	PA | $21,883

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24. DUTY STATION (City State)	25. LOCATION CODE
WASHINGTON, DISTRICT OF COLUMBIA	11-0010-001

26. APPROPRIATION		27. POSITION OCCUPIED	28. APPORTIONED POSITION	STATE
OPERATIONS, FAA	FLSA = E	1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED 2 - WAIVED FR TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authorization) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE NUMBER **1675** | 36. DATE **78-02-22**	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-107.   CORRECTION AMENDMENT FORMAT ID

JOB/SCREEN: PYCHANGE/P3

```
CORRECTION AMENDMENT                    FORMAT ID:   PY340        02B
 Ⓔ                      Ⓐ
AG:   1            REG:   WA         BATCH #:              REC #:
 Ⓑ                                      Ⓒ                  Ⓓ
SSN:   111 - 11 - 1111                   ID:   JO          NOA:   002
    Ⓓ
EFF-DATE:   79 - 06 - 17           NOA-CR:   13A      UPBYCD:   E   TOC:   C
 Ⓒ                                                   Ⓕ
NAME:   JONES, JOHN J                                 DOB:   39 - 06 - 07

CIT-CODE:   1                                         SCD:   72 - 08 - 16

FEGLI   :   D     RET/FICA:   1                        TYP-APP:   01

L/APP-CD:   0        DY/HR/AMT:   0000000

L/APP-DT:   00 - 00 - 00                               FR-REG:
      Ⓒ
SUP-CODE:   1                                          FP-SYS:   GS

SERIES   :   0510         GRADE:   12                      STEP:   01

PY-BASIS:   A            SAL:   2188300       SP-SAL-RT:   0

POS-TYPE:   1       GEOG-LOC:   11 - 0010 - 001

REG      :   WA     APPR/LIM:   8010         AREA:   0          CC:   1440

FIS-PROG:   931     OBJ-CLASS:   1111         FLSA:   E        STAT:   1

B/W TOUR:   080       LV-ELIG:   2         TRU-OT:   0         COLA:

STANDBY :              H/PLAN:   002       CARRIER:

SPEC-PRG:              REIMB-AGR:

ANNUITY :              ALLOW-CD:          OTH-ALLOW:   00000

                       ALLOW-CD:          OTH-ALLOW:   00000

TA-DIST :              POD-DIST:
```

(Continued)

FIGURE 18-107. CORRECTION AMENDMENT FORMAT ID (Cont.)

NOTES: All fields required on a correction/cancellation document.

This screen is used to process an SF 50 with 2 NOA's.

    NOA: ENTER: 001 for Cancellation
                 002 for Correction
                 005 for Amendment

    NOA-CR: ENTER NOA which is being corrected.

If an EMR has been incorrectly loaded in UPS:

    NOA: ENTER 002

    EFF-DATE: Enter date of conversion to UPS.

    NOA-CR: ENTER 13A (Conversion to UPS).

    UPBYCD: ENTER E

If NOA is 001 (Cancellation), refer to latest EMR fiche prior
to effective date of action being cancelled to reestablish EMR
data.

d. **Social Security Number (SSN) Correction.** Format P4 shall be used to correct an employee's SSN in the EMR.

(1) Figure 18-108, SSN Correction Data Entry Criteria, describes the data elements required to correct the SSN in the EMR.

(2) Figure 18-109, Sample SF 50, Notification of Personnel Action, is a sample SF 50 NO PMIS for the correction of an employee's SSN.

(3) Figure 18-110, SSN Correction Format ID, illustrates the mandatory data elements for the correction of an employee's SSN.

FIGURE 18-108. SSN CORRECTION DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	SSN From Employee Locator Fiche
ID	Name ID	2A	First 2 characters of last name
NOA	Nature of Action	3A/N	NOA Code From SF 50 - See appendix 1, figure 3.
EFF-DATE	Effective Date	6N	Effective Date of SF 50 (YYMMDD)
TOC	Type of Change	1A	Generated "C"
NEW-SSN	New Social Security Number	9N	From SF 50

FIGURE 18-109. SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

STANDARD FORM 50 (9-74
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY USE	3. BIRTH DATE	4. CIT AND SSA
Ⓒ JONES, JOHN J.	M	18929	39-06-07	1 111-11-1102 Ⓖ

5. VETERAN PREFERENCE			6. TENURE	7. SERV COMP DATE	8. HANDICAP CODE
1 - NO 3 - 10 PT DISAB 5 - 10 PT OTHER 1 2 - 5 PT 4 - 10 PT COMP			1	72-10-16	

9. FEGLI	10 - RETIREMENT	11. (FOR CSC USE)
1 - COVERED (Regular only - deduct Optional) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (Reg & Op) 4	1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE 1	

12. CODE	NATURE OF ACTION
Ⓓ 007A	SSN CORRECTION

13. EFFECTIVE DATE	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Ⓔ 78-02-29	

15. FROM POSITION TITLE AND NUMBER

SYSTEMS ACCOUNTANT
PD NO = WA-7385   BU NO = WAAA4113   CST CNTR = 1440

16. PAY PLAN/SER/FUNC.	17. GRADE	18. STEP	18. PAY BASIS AND SALARY	
GS 0510	12	01	PA	$21,883

19. TO POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SYSTEMS ACCOUNTANT   ORG = AA410
PD NO = WA-7385   BU NO = WAAA4113   CST CNTR = 1440
        SUPV CODE 1

20. PAY PLAN/SER/FUNC.	21. GRADE	STEP	22. PAY BASIS AND SALARY	
GS 0510	12	01	PA	$21,883

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24. DUTY STATION (City State)	25. LOCATION CODE
WASHINGTON, DISTRICT OF COLUMBIA	11-0010-001

26. APPROPRIATION		27. POSITION OCCUPIED	28. APPORTIONED POSITION	STATE
OPERATIONS, FAA	FLSA = E	1 COMPETITIVE 2 EXCEPTED	1 PROVED 2 WAIVED FR TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authentication) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE NUMBER 1675	36. DATE 78-02-22	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-110.   SSN CORRECTION FORMAT ID

JOB/SCREEN: PYCHANGE/P4

```
SSN CORRECTION                          FORMAT ID:  PY340   02C
 Ⓐ           Ⓐ
AG:  1      REG:  WA        BATCH #:            REC #:
 Ⓑ                            Ⓒ                  Ⓓ
SSN:  111 - 11 - 1111        ID:  JO            NOA:  007
   Ⓔ
EFF-DATE:  78 - 02 - 29                         TOC:  C
      Ⓒ
NEW SSN:  111 - 11 - 1102
```

Ⓑ   Reference Employee Locator Fiche.

NOTE: SSN correction will be processed first. For any other changes to be
        processed in the same update cycle, enter the new SSN and depress
        the valid key.

e. Step Increase/Pay Adjustment. Format P5 shall be used to process a step increase or pay adjustment from a NO PMIS SF 50. This format links to itself.

(1) Figure 18-111, Step Inc/Pay Adj Data Entry Criteria, describes the data elements required to process a NO PMIS SF 50 for a step increase or pay adjustment.

(2) Figure 18-112, Sample SF 50, Notification of Personnel Action, is a sample SF 50 NO PMIS Quality Step Increase.

(3) Figure 18-113, Step Inc/Pay Adj Format ID, illustrates the related screen containing the data elements required for a quality step increase action.

(4) Figure 18-114. Reserved.

(5) Figure 18-115. Reserved.

FIGURE 18-111.   STEP INC/PAY ADJ DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From SF 50
ID	Name ID	2A	First 2 characters of last name
NOA	Nature of Action	3A/N	From SF 50
EFF-DATE	Effective Date	6N	From SF 50 (YYMMDD)
FPS	Federal Pay System	2A	Generated
SERIES	Job Series	4N	Generated
GRADE	Grade	2N	Generated
STEP	Step	2N	Valid Step
PY-BAS	Pay Basis	1A/N	A - Paid Annually H - Paid Hourly D - Paid Daily L - Overseas Hourly Employee Local Hire N - Overseas Hourly Employee Nonlocal Hire R - Panama Canal Hourly Employee Regular Pay T - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance B - Panama Canal Hourly Employee Regular Pay, Plus Tax Allowance, Plus Tropical Differential

(Continued)

FIGURE 18-111. STEP INC/PAY ADJ DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SALARY	Salary	7N	Dollars and Cents
STANDBY	Standby Percentage	3N	125 = 12.5%
LOCATION	Geographic Location	9A/N	Generated
SP-SAL-RATE	Special Salary Rate	1A/N	Generated
DATE-LAST PY-CHG	Date of Last Pay Change	6N	From SF 50 (Remarks) (YYMMDD)
AUTH	Civil Service or Other Legal Authority	40A/N	From SF 50

NOTE: DO NOT release this record until past all generated fields or
       they will be left blank and the action will reject.

FIGURE 18-112.   SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYE – See General Information on Reverse)

STANDARD FORM 50
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY	3. BIRTH DATE	4. CITY AND SSAN
© JONES, JOHN J.	M		39-06-07	® 1 111-11-1111

5. VETERAN PREFERENCE
1 - NO   3 - 10 PT DISAB   5 - 10 PT OTHER
2 - 5 PT   4 - 10 PT COMP

6. TENURE   7. SERV COMP DATE 69-08-16   8. HANDICAP CODE

9. FEGLI
1 - COVERED (Regular only)   10 - RETIREMENT
2 - INELIGIBLE   3 - WAIVED   4 - COVERED

4

12 CODE   NATURE OF ACTION
©

892A   QUALITY STEP INCREASE

13 EFFECTIVE DATE   14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY

Ⓔ **78-03-20**

15 FROM POSITION TITLE AND NUMBER

**SYSTEMS ACCOUNTANT
PD NO = WA-7385   BU NO = WAAA4113   CST CNTR = 1440**

16 PAY PLAN/SER FUNC.	17 GRADE	STEP	18 PAY BASIS AND SALARY
Ⓕ GS 0510	12	01	PA $21,883

19 TO POSITION TITLE, NUMBER AND SUPERVISORY CODE

**SYSTEMS ACCOUNTANT
PD NO = WA-7385   BU NO = WAA4113   ORG = AA410
                                                  CST CNTR = 1440**

SUPV CODE 1

PAY PLAN/SER FUNC	GRADE	STEP	PAY BASIS AND SALARY
Ⓖ GS 0510	Ⓗ 12	Ⓘ 02	Ⓙ PA Ⓚ $22,612

23 NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ **FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C.   20591**

24 DUTY STATION (City, State)

WASHINGTON, DISTRICT OF COLUMBIA   LOCATION CODE   Ⓛ 11-0010-001

26 APPROPRIATION

OPERATIONS, FAA   **FLSA = E**

27 POSITION OCCUPIED   28 APPORTIONED POSITION

29 RETIRED UNIFORM SERVICE

A - DATE   B - DESIGNATION   C - COMPONENT   C - PAY GRADE

30 CPDF DATA ELEMENTS
A - WORK SCHEDULE   B - PAY RATE DETERMINANT   C - SPECIAL PROGRAM   31 APPOINTMENT AFFIDAVIT SIGNED

32 EDUCATION (ACCESSIONS AND CHANGES ONLY)
A - ACADEMIC LEVEL   B - DISCIPLINE   C - YEAR OF DEGREE

33. REMARKS

WORK IS OF AN ACCEPTABLE LEVEL OF COMPENTENCE.

DATE OF LAST PAY CHANGE — 77-03-19

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authorization) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	Jane Smith
35. SUBMITTING OFFICE 36 DATE	CHIEF, PERS. MGMT. OPERS. DIV.
NUMBER 1675 78-02-22	

FIGURE 18-113.   STEP INC/PAY ADJ FORMAT ID

JOB/SCREEN: PYCHANGE/P5

```
STEP INC/PAY ADJ                         FORMAT ID:  PY340      05
Ⓐ        Ⓐ
AG:  1    REG:  WA           BATCH #:           REC #:
Ⓑ                            Ⓒ
SSN:  111 - 11 - 1111          ID:  JO
Ⓓ                          Ⓔ                      Ⓕ
NOA:  892A                   EFF-DATE:  78 - 03 - 20    FPS:  GS
  Ⓖ                          Ⓗ                      Ⓘ
SERIES:  0510               GRADE:  12            STEP:  02
  Ⓙ                          Ⓚ
PY-BAS:  A                  SALARY:  2261200      STANDBY:
  Ⓛ
LOCATION:  11 - 0010 - 001        SP-SAL-RATE:  0

DATE-LAST-PY-CHG:  77 - 03 - 19

AUTH:
```

NOTES: For NOA 892 - AUTH: NOT REQUIRED
         For NOA 893 - AUTH: NOT REQUIRED
         For NOA 894 - AUTH: NOT REQUIRED FOR WG TYPE
                       AUTH: IS REQUIRED FOR GS TYPE

                  ENTER PUBLIC LAW # (EXAMPLE: EO 12087).

     LWOP will be checked. "Step increase waiting period not satisfied"
     will print if LWOP exceeds maximum authorized limit for granting
     next step.

FIGURE 18-114. RESERVED

FIGURE 18-115.   RESERVED

f. SF 50 Deactivation. Format P6 shall be used to activate a PMIS SF 50 deactivation action from the PMIS Suspense File at the host computer or to process a NO PMIS SF 50 deactivation action. This format links to itself.

(1) Figure 18-116, SF 50 Deactivation Data Entry Criteria, describes the data elements required to activate a PMIS SF 50 or to process a NO PMIS SF 50 deactivation action.

(2) Figure 18-117, Sample SF 50, Notification of Personnel Action, is a sample SF 50 PMIS Separation-Transfer deactivation action.

(3) Figure 18-118, SF 50 Deactivation Format ID, illustrates the screen containing the mandatory data elements required to activate a separation deactivation action from the PMIS suspense file.

(4) Figure 18-119, Sample SF 50, Notification of Personnel Action, is a sample SF 50 (NO PMIS) for a disability retirement action.

(5) Figure 18-120, SF 50 Deactivation Format ID, illustrates the screen containing data elements necessary to process a retirement action from a NO PMIS SF 50.

FIGURE 18-116.   SF 50 DEACTIVATION DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 50.
ID	Name ID	2A	First 2 characters of last name
PMIS#	PMIS Control Number	5N	From SF 50
NOA	Nature of Action	3A/N	From SF 50
EFF-DTE	Effective Date	6N	From SF 50 (YYMMDD)
TRANS-ORG	Transfer Organization	3N	CSC or AXX where XX is a valid region - From SF 50
RET-TR-OFF	Retirement Transfer Office	30A/N	Generated
LS-PAY-IND	Lump Sum Payment Indicator	1N	1 - Lump sum to be paid by system (Reserved - DO NOT USE) 2 - Lump sum to be paid by adjustment (PYOTHADJ/P3) 3 - Lump-sum payment is waived or otherwise not appropriate
SEP-RET-TRIG	Separation Retirement Trigger	1N	1 - Separation - Normal (Employee not retiring) 2 - Separation - Retirement 3 - Separation - Transfer (ICAO appointment) 4 - Separation - Entitled to Severance Pay 5 - Separation - Discontinued Service Retirement
GLI-RET	GLI Insurance Retention Trigger (ICAO Assignment and Retirement)	1N	0 - Null 1 - Elected to continue coverage 2 - Elected to discontinue coverage 3 - Ineligible to continue coverage

(Continued)

FIGURE 18-116. SF 50 DEACTIVATION DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
DATE-OPT-INS-ELECT	Date OLI Elected	6N	From SF 50 (YYMMDD)
HB-RET	Health Benefit Retention Trigger (ICAO Assignment and Retirement)	1N	0 - Null 1 - Elected to continue Health Benefits 2 - Elected not to continue Health Benefits 3 - Ineligible to continue Health Benefits-Insufficient Service 4 - Ineligible to continue Health Benefits-Not enrolled since first opportunity 5 - Ineligible to continue Health Benefits-Not enrolled 5 years
RET-RET	Retirement Retention Trigger (ICAO Assignment)	1N	0 - Null 1 - Elected to continue coverage 2 - Elected to discontinue coverage
DATE-PAY-STOP	Date Pay Stopped	6N	Effective date from SF 50 or if on any type of WOP status, enter the last day of active pay status (YYMMDD)
SEV-PAY-BAL	Severance Pay	7N	Dollars and Cents
SEV-WKLY-AMT	Severance Pay Weekly Amount	6N	Dollars and Cents
REMARKS1/	Remarks	45A/N	

1/ This element is used by the retirement service history updating
    function. An entry is required in certain instances.

        If the employee declined relocation, enter the city & state
        to which he/she declined.

        If the employee has an appointment in another agency, enter the
        name of the employing agency, such as AIR FORCE, BUREAU OF
        INDIAN AFFAIRS, etc.

        Other instances where the screen demands remarks are in general
        those cases where an adverse action is involved or the employee
        resigned to avoid the adverse action. Condense the remarks
        from the SF 50 related to this circumstance into the 45 position
        field.

(Continued)

FIGURE 18-116.   SF 50 DEACTIVATION DATA ENTRY CRITERIA (Cont.)

NOTES: After SF 50 is processed, system will not pay any hours beyond
          effective date of SF 50.

          Bond balance will be automatically refunded.

          Allotments to financial organizations and CFC authorizations will
          be automatically cancelled.

          If lump sum indicator "2" is entered, employee will remain in
          pay status code "7" until lump sum payment is processed. If later
          it is found the employee is not entitled to LSP, a PYOTHADJ/P3
          format must be entered with Bypass Lump Indicator "1" to produce
          SF 1150 and put employee in an inactive pay status.

          Separation/retirement trigger code 1 will generate zero's in all
          remaining fields down to remarks.

          Separation/retirement trigger code 2 will generate a zero in the
          retirement retention trigger field.

          Separation/retirement trigger code 3 will change pay status to 6.

FIGURE 18-117.   SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION
(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (10-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1 NAME (LAST - FIRST - MIDDLE)	SEX	2 (AGENCY) (SI)	3 BIRTH DATE	4 C.T. AND SEA
Ⓒ WASHINGTON, GEORGE	½	Ⓓ 01372	28-03-07	Ⓑ 221-26-7538

5 VETERAN PREFERENCE		6 TENURE	7 SERV COMP DATE	8 HAND CAP CODE
2 1 - NO 3 - 10 PT DISAB 5 - 10 PT OTHER 2 - 5 PT 4 - 10 PT COMP		1	46-04-26	

9 FEGLI		10 RET REMENT	11 FOR CSC U
1 1 - COVERED (Regular or - derived Option) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (N) 5 (SP)		1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12 CODE	NATURE OF ACTION
Ⓔ 320A Ⓖ	SEPARATION - TRANSFER UNITED STATES POSTAL SERVICE

13 EFFECTIVE DATE	14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Ⓕ 78-09-23	

15 FROM POSITION TITLE AND NUMBER

16 PAY PLAN, SER FUNC.	17 GRADE	STEP	18 PAY BASIS AND SALARY

19 TO POSITION TITLE, NUMBER AND SUPERVISORY CODE

SUPV CODE

20 PAY PLAN SER FUNC	21 GRADE	STEP	22 PAY BASIS AND SALARY

23 NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C.   20591

24 DUTY STATION (City, State)	25 LOCATION CODE

26 APPROPRIATION	27 POSITION OCCUPIED 1 COMPETITIVE 2 EXCEPTED	28 APPORTIONED POSITION 1 - PROVED 2 - WAIVED 29 TO	DAY

29 RETIRED UNIFORM SERVICE (Accessions ch.)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30 CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	

32 EDUCATION (Accessions and changes ch.)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33 REMARKS

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authorization) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	*Jane Smith*

35. SUBMITTING OFFICE	36. DATE	
NUMBER 1675	09-20-78	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-118. SF 50 DEACTIVATION FORMAT ID

JOB/SCREEN: PYCHANGE/P6

```
┌─────────────────────────────────────────────────────────────────┐
│ SF50 DEACTIVATION                      FORMAT ID:  PY340      06  │
│  Ⓐ          Ⓐ                                                     │
│ AG:  1      REG:  WA        BATCH #:            REC #:            │
│  Ⓑ                           Ⓒ                                    │
│ SSN:  221 - 26 - 7598        ID:  WA                             │
│  Ⓓ                           Ⓔ              Ⓕ                      │
│ PMIS #:  01372               NOA:  352      EFF-DTE:  78 - 09 - 22│
│    Ⓖ                                                              │
│ TRANS-ORG:  CSC                                                   │
│    Ⓖ                                                              │
│ RET-TR-OFF:   CIVIL SERVICE COMMISSION                           │
│                                                                   │
│ LS-PAY-IND:  3                    SEP-RET-TRIG:  1               │
│                                                                   │
│ GLI-RET:  0                 DATE-OPT-INS-ELECT:  00 - 00 - 00    │
│                                                                   │
│ HB-RET:  0                                                        │
│                                      Ⓕ                            │
│ RET-RET:  0                 DATE-PAY-STOP:  00 - 00 - 00         │
│                                                                   │
│ SEV-PAY-BAL:  0000000             SEV-WKLY-AMT:  000000          │
│                                                                   │
│ *REMARKS:  UNITED STATES POSTAL SERVICE                          │
└─────────────────────────────────────────────────────────────────┘
```

* Hit Skip Key. If remarks are required, a message will appear on screen.

(Continued)

FIGURE 18-118. SF 50 DEACTIVATION FORMAT ID (Cont.)

JOB/SCREEN: PYCHANGE/P6

```
SF50 DEACTIVATION                          FORMAT ID:  PY340    06
AG:         REG:        BATCH #:              REC #:
SSN:    -   -           ID:
PMIS #:                 NOA:       EFF-DTE:    -  -    (#1)
TRANS-ORG:    (#2)
RET-TR-OFF:   (#3)
LS-PAY-IND:   (#4)              SEP-RET-TRIG:        (#5)
GLI-RET:      (#6)       DATE-OPT-INS-ELECT:   -  -      (#7)
HB-RET:       (#8)
RET-RET:      (#9)              DATE-PAY-STOP:    -   -   MUST FILL
SEV-PAY-BAL:  (#10)            SEV-WKLY-AMT:       (#11)
*REMARKS:     (#12)
```

#1   NOA 702 PROMOTION-CAO - NOA 713 CHG TO LOWER GRADE - CAO
     NOA 721 REASSIGNMENT - CAO   NOA 352 TERMINATION - APPT IN ICAO
                                         (return rights to another region)

     FOR THE ABOVE NOA'S: PAY TECHNICIANS WILL HAVE TO OVERRIDE THE
     PMIS EFFECTIVE DATE ON THE LOSING REGION SF 50.

     EXAMPLE: SF 50 EFFECTIVE 78/12/17 would be entered as 78/12/16 for
               the losing region.

#2   CSC FOR RETIREMENTS RECORDS TO CIVIL SERVICE COMMISSION AND FICA
     EMPLOYEES.

     AXX (XX = VALID REGION) FOR RETIREMENT RECORDS TO ANOTHER REGION WITHIN
     UPS.

     AAR OR ASL FOR RETIREMENT RECORDS TO ALASKA RAILROAD OR ST. LAWRENCE
     SEAWAY DEVELOPMENT CORP.

#3   GENERATED BY UPS.

#4   DO NOT USE CODE 1 FOR LS-PAY-IND.   CODE 1 IS SCHEDULED FOR FUTURE
     PROGRAMMING.

(Continued)

FIGURE 18-118. SF 50 DEACTIVATION FORMAT ID (Cont.)

#5   ENTER APPLICABLE CODE (1 THROUGH 5) TO DESIGNATE TYPE OF
      SEPARATION.

#6   APPLY TO ICAO ASSIGNMENTS, RETIREMENT AND DISABILITY RETIREMENT.
      ENTER ZERO FOR ALL OTHER TYPE ACTIONS.

#7   APPLY TO RETIREMENTS ONLY. ENTER LEFT ZERO FOR ALL OTHER SEPARATIONS.

#8   APPLY TO ICAO ASSIGNMENTS, RETIREMENT AND DISABILITY RETIREMENT.
      ENTER ZERO FOR ALL OTHER TYPE ACTIONS.

#9   APPLY TO ICAO ASSIGNMENTS ONLY. ENTER ZERO FOR ALL OTHER TYPE
      ACTIONS.

#10   IF N/A ENTER LEFT ZERO.

#11   IF N/A ENTER LEFT ZERO.

#12   SEE FOOTNOTE 1 ON FIGURE 18-116 FOR INSTRUCTIONS.

FIGURE 18-119. SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION
(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (Rev. 4)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1 NAME (LAST - FIRST - MIDDLE)	SEX	2 AGENCY USE	3 BIRTH DATE	4 CITY AND STATE
(C) WALKER, JOHN B.	M		12-06-16	(B) 1 567-12-1345

5 VETERAN PREFERENCE		6 TENURE	7 SERV COMP DATE	8 HANDICAP CODE
1 1 - NO 3 - 10 PT DISAB 5 - 10 PT OTHER 2 - 5 PT 4 - 10 PT COMP		1	11-14-41	

9 FEGLI		10 - RETIREMENT	11
1 1 - COVERED 2 - INELIGIBLE 3 - WAIVED 4 - COVERED		1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12 CODE	NATURE OF ACTION
(D) 301A (F)	RETIREMENT DISABILITY

13 EFFECTIVE DATE	14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY
(E) 12-31-74	

15 FROM POSITION TITLE AND NUMBER
Air Traffic Control Specialist 2021-1 WA-1501

16 PAY PLAN, SER FUNC.	17 GRADE	18 STEP	18 PAY BASIS AND SALARY
GS 2151	15	08	PA $36,776 PA*

19 TO POSITION TITLE, NUMBER AND SUPERVISORY CODE

SUP CODE

20 PAY PLAN SER FUNC	21 GRADE	STEP	22 PAY BASIS AND SALARY

23 NAME AND LOCATION OF EMPLOYING OFFICE
(A) FEDERAL AVIATION ADMINISTRATION
ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION
OFFICE OF ACCOUNTING AND AUDIT
FINANCIAL SYSTEMS DIVISION
ACCOUNTING SYSTEMS BRANCH
WASHINGTON, D.C. 20591

24 DUTY STATION (City, State)	25 LOCATION CODE
WASHINGTON, D.C.	11-0010-001

26 APPROPRIATION	27 POSITION OCCUPIED	28 APPORTIONED POSITION	STATE
RE&D 540./7040/DE2/2111	1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED 2 - WAIVED PR TC	

29 RETIRED UNIFORM SERVICE (Accessions only)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30 CPDF DATA ELEMENTS			31 APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	

32 EDUCATION (Accessions and changes only)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33 REMARKS
Sensitive-Noncritical
!

NB/Covered
Reason: Employee was unable to perform the duties of his position.
FORWARDING ADDRESS: 603 6th Place, SW.
                      Washington, D.C. 20024

SF-2815 sent to employee on 01-09-75.

36 ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37 SIGNATURE (Or other authentication) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	
38 SUBMITTING OFFICE	39 DATE	
1675	12-27-74	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-120. SF 50 DEACTIVATION FORMAT 1D

JOB/SCREEN: PYCHANGE/P6

```
┌─────────────────────────────────────────────────────────────────────┐
│ SF50 DEACTIVATION                      FORMAT ID:   PY340      06      │
│ Ⓐ             Ⓐ                                                        │
│ AG:  1        REG:  WA        BATCH #:            REC #:               │
│ Ⓑ                                    Ⓒ                                 │
│ SSN:  567 - 12 - 1345               ID:  WA                            │
│                    Ⓓ                          Ⓔ                        │
│ PMIS #:            NOA:  301                 EFF-DTE:  74 - 12 - 31     │
│      Ⓕ                                                                 │
│ TRANS-ORG:  CSC                                                        │
│      Ⓕ                                                                 │
│ RET-TR-OFF:  CIVIL SERVICE COMMISSION                                  │
│                                                                        │
│ LS-PAY-IND:  2              SEP-RET-TRIG:  2                           │
│                                                                        │
│ GLI-RET:     1              DATE-OPT-INS-ELECT:  60 - 01 - 08          │
│                                                                        │
│ HB-RET:      1                                                         │
│                                                                        │
│ RET-RET:     0              DATE-PAY-STOP:  74 - 12 - 31               │
│                                                                        │
│ SEV-PAY-BAL:  000000     SEV-WKLY-AMT:  000000                         │
│                                                                        │
│ REMARKS:   1/                                                          │
└─────────────────────────────────────────────────────────────────────┘
```

1/ SEE FOOTNOTE CONCERNING REMARKS UNDER FIGURE 18-116.

g. EMR Code Change. Format P7 is used to change specific infor-
mation in the employee master record. The following information may be
changed on the EMR under this format: (1) Block Code; (2) Overtime
Eligibility Code; (3) Compensatory Leave Eligibility Code; (4) T&A
Distribution Code; and (5) Post-of-Duty Distribution Code.

(1) Figure 18-121, EMR Code Change Data Entry Criteria,
describes the data elements required to change the block, overtime
eligibility, compensatory leave eligibility, T&A distribution, and post
of duty distribution codes in the employee master record.

(2) Figure 18-122, EMR Code Change Format ID, is a sample of
screen format P7 illustrating an employee block changing from 05 to 04.

(3) Figure 18-123, Certification for True Overtime, is a sample
letter indicating reassignment of an employee to a position for which true
time and one-half overtime pay is applicable. The screen format (P7) in
figure 18-124 illustrates the data elements required to change the employee's
EMR from ineligible to true time and one-half overtime (Code: 0 to Code: 1).

(4) Figure 18-125, Letter from APT-160 dated June 15, 1977,
Subject: Compensatory Time Conversion for AEU Flight Inspection Group
Employees, is a sample letter serving as a basic document for compensatory
leave conversion. The letter requests that a group of employees be allowed
to carry over 24 hours of compensatory time as a reserve. Upon approval,
the compensatory leave eligibility code must be changed in the employee's
EMR. The screen format (P7) in figure 18-126 illustrates the data elements
required to change the EMR.

(5) Figure 18-127, EMR Code Change Format ID, illustrates
those data elements required for a change in the distribution of T&A
reports.

(6) Figure 18-128, EMR Code Change Format ID, illustrates data
elements required to change the post-of-duty distribution code.

1832.-1834. RESERVED.

FIGURE 18-121.   EMR CODE CHANGE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region–See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From SF 50 or EMR
ID	Name ID	2A	First 2 characters of last name
DOES BLOCK CHANGE	Block Change Indicator	1A	Blank – No Change C – Change
BLOCK	Block Number	2A/N	New payroll block number
DOES OT-ELIG CHANGE	OT-Elig Change Indicator	1A	Blank – No Change C – Change
OT-ELIG	Overtime Eligi-bility Code	1N	0 – Ineligible 1 – Eligible
DOES COMP-LV-ELIG CHANGE	Comp-Elig Change Indicator	1A	Blank – No Change C – Change
COMP-LV-ELIG	Employee Eligible to Carry COMP BALANCE through Pay Period 13 and 26	1N	0 – Ineligible 1 – Eligible
DOES TA-DIST CHANGE	TA-DIST Change Indicator	1A	Blank – No Change C – Change
TA-DIST	TA Distribution Code	3A/N	(Optional)
DOES POD-DIST CHANGE	POD Distribution Change Indicator	1A	Blank – No Change C – Change

(Continued)

FIGURE 18-121. EMR CODE CHANGE DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
POD-DIST	POD Distribution Code	3A/N	Enter desired code.

FIGURE 18-122. EMR CODE CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P7

```
EMR CODE CHANGE                      FORMAT ID:  PY354        18

AG:  1      REG:  AC      BATCH #:  _ _05_ _       REC #:

SSN:  275 - 10 - 3064           ID:  MO

DOES BLOCK CHANGE        :  C            BLOCK       :  04

DOES OT-ELIG CHANGE      :              OT-ELIG     :

DOES COMP-LV-ELIG CHANGE:              COMP-LV-ELIG:

DOES TA-DIST CHANGE      :              TA-DIST     :

DOES POD-DIST CHANGE     :              POD-DIST    :
```

EXAMPLE: Block change from block 05 to block 04

(ON A BLOCK CHANGE THE BLOCK NUMBER IN THE BATCH MUST MATCH THE BLOCK NUMBER IN THE EMR.)

FIGURE 18-123.   CERTIFICATION FOR TRUE OVERTIME

DATE: January 3, 1979

IN REPLY
REFER TO:

SUBJECT: Reassignment/True Overtime Certification

FROM:

   TO: Personnel Office, APT-100 Ⓐ

   This certifies that James C. Ⓒ Watke, GS-12, SSN Ⓑ 202-12-9844,

   is being reassigned and will be performing covered work in
   Ⓓ
   a position authorizing true overtime effective January 7, 1979.

   JOHN DOW

FIGURE 18-124. EMR CODE CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P7

```
EMR CODE CHANGE                              FORMAT ID:  PY354    18
Ⓐ              Ⓐ
AG:  1      REG:  WA      BATCH #:              REC #:
Ⓑ                              Ⓒ
SSN:  202 - 12 - 9844            ID:  WA


DOES BLOCK CHANGE        :          BLOCK       :
                                     Ⓓ
DOES OT-ELIG CHANGE      : C        OT-ELIG     : 1

DOES COMP-LV-ELIG CHANGE:          COMP-LV-ELIG:

DOES TA-DIST CHANGE      :          TA-DIST     :

DOES POD-DIST CHANGE     :          POD-DIST    :
```

FIGURE 18-125.   LETTER OF COMPENSATORY LEAVE CONVERSION

(A)   LETTERHEAD

June 15, 1981

APT-160

Compensatory Time Conversion for Flight Inspection Group
Employees

Chief, Classification Branch, APT-160

Chief, Payroll Branch, AAA-240

(C)   Under the provisions of FAA Order 3550.10, Pay Administration
(General), accumulated compensatory time is converted to paid overtime
at the end of pay periods 13 and 26. Paragraph 30 of the cited order
does provide for a carry over reserve of compensatory time for
employees whose regularly scheduled tours of duty are disrupted by con-
ditions which are outside the control of agency officials and which
prevent the performance of work for short periods of time.

The supervisor has requested that operational employees of the
Flight Inspection Group be allowed to carry over 24 hours of compensa-
tory time as a reserve. Based on our interpretation of the guidelines
provided in Order 3550.10, and the operational conditions and needs of
the Flight Inspection Group, we believe their request is reasonable and
justified for certain employees. However, this waiver applies only to
flight crew personnel, as ground-based personnel do not fully meet the
criteria for a carry over reserve. A listing of personnel for which
this waiver applies, i.e., airspace inspection pilots and airborne
electronics technicians, is attached. All other personnel should
have accumulated compensatory time converted in accordance with
Order 3550.10.

JOHN DOW

Attachment

(Continued)

FIGURE 18-125.   LETTER OF COMPENSATORY LEAVE CONVERSION (Cont.)

```
                                                        Attachment

                      LIST OF FIG OPERATIONAL PERSONNEL

                              JUNE 15, 1981

                        Ⓑ
Robert Cross          (231-03-5737)       Electronics Technician

Jerry R. Swanson      (525-66-7989)       Electronics Technician

Roy L. Mount, Jr.     (123-12-1232)       Airspace Systems Insp. Pilot
```

FIGURE 18-126. EMR CODE CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P7

```
EMR CODE CHANGE                          FORMAT ID: PY354      18
 Ⓐ          Ⓐ
AG:  1      REG:  WA              BATCH #:          REC #:
 Ⓑ
SSN:  231 - 03 - 5737                 ID:  CR

DOES BLOCK CHANGE        :                 BLOCK      :

DOES OT-ELIG CHANGE      :                 OT-ELIG    :
 Ⓒ
DOES COMP-LV-ELIG CHANGE:  C               COMP-LV-ELIG:  1

DOES TA-DIST CHANGE      :                 TA-DIST    :

DOES POD-DIST CHANGE     :                 POD-DIST   :
```

FIGURE 18-127. EMR CODE CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P7

```
EMR CODE CHANGE                          FORMAT ID:  PY354      18

AG:  1      REG:  WA            BATCH #:            REC #:

SSN:  231 - 03 - 5733              ID:  IR

DOES BLOCK CHANGE        :                 BLOCK      :

DOES OT-ELIG CHANGE      :                 OT-ELIG    :

DOES COMP-LV-ELIG CHANGE:                  COMP-LV-ELIG:

DOES TA-DIST CHANGE      :  C              TA-DIST    :  1AC

DOES POD-DIST CHANGE     :                 POD-DIST   :
```

FIGURE 18-128.   EMR CODE CHANGE FORMAT ID

JOB/SCREEN: PYCHANGE/P7

```
EMR CODE CHANGE                              FORMAT ID:  PY354      18

AG:  1      REG:  WA        BATCH #:            REC #:

SSN:  180 - 40 - 8691            ID:  KE

DOES BLOCK CHANGE          :            BLOCK        :

DOES OT-ELIG CHANGE        :            OT-ELIG      :

DOES COMP-LV-ELIG CHANGE:               COMP-LV-ELIG:

DOES TA-DIST CHANGE        :            TA-DIST      :

DOES POD-DIST CHANGE       : C          POD-DIST     : BOO
```

SECTION 7. ENTRY OF LEAVE INFORMATION (PYLEAVE)

1835. DESCRIPTION. The PYLEAVE job identifier is used to enter the following selected leave information:

    a. Establish sick leave on a reinstatement;

    b. Establish leave information resulting from a transfer;

    c. Establish restored annual leave; and

    d. Establish, change, or delete home leave information.

1836. BATCH NUMBER. The use of the batch number is described in chapter 4.

1837. FORMATS. The following formats are used for entering data under job identifier PYLEAVE:

    a. Reinstatement of Leave SF 1150. Format P1 is used to establish sick leave on a reinstatement. This format links to itself.

        (1) Figure 18-129, SF 1150, Reinstatement Data Entry Criteria, describes the data elements necessary to establish sick leave on a reinstatement.

        (2) Figure 18-130, Sample SF 1150, Record of Leave Data, is prepared by the losing organization and forwarded to the gaining organization for use in recrediting sick leave at the time of reemployment. The agency and region codes are input by the gaining organization to complete the data elements required for input.

        (3) Figure 18-131, SF 1150, Reinstatement Format ID, illustrates the mandatory data elements to establish sick leave on a reinstatement. The circled letters identify the data elements on the P1 screen to the sample document, figure 18-130.

FIGURE 18-129. SF 1150 REINSTATEMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Enter as indicated on SF 1150.
ID	Name ID	2A	First 2 characters of last name
SICK-LV-BAL	Sick Leave Balance	6N	Hours and Minutes (HHHHMM)

NOTES: All remaining screen fields will be automatically filled with zeros, except MAX-A/L-CARRYOVER which will be generated as 00240.

If the employee was assigned outside U.S. and is eligible to carry over 45 days, override the 00240 by entering 00360 before releasing the entry.

FIGURE 18-130. SAMPLE SF 1150,
RECORD OF LEAVE DATA

RECORD OF LEAVE DATA

(D) NAME (CAPS) Last – First – Middle	2 SOCIAL SECURITY NO	3 (FOR AGENCY USE)
Barry, Adam	(C) 068-11-4780	

4. DATE AND NATURE OF SEPARATION	5 A SUBJECT TO 5 USC 6304(B) (45 day leave ceiling) ☐ YES ☑ NO	
	B. LAST DATE SUBJECT TO 5 USC 6304(B)	C ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)
Reinstatement		

| 6 TOTAL SERVICE FOR LEAVE (as of date of separation) | ☑ MORE THAN 15 YEARS | |
| Category 8 | ☐ LESS THAN 15 YEARS (show) _____ YEARS _____ MONTHS _____ DAYS | |

SUMMARY OF ANNUAL AND SICK LEAVE							SUMMARY OF HOME LEAVE (DAYS)				
	MO	DAY	YEAR	HOURS			18 BASIC SERVICE PERIOD OF 24 MONTHS OF CONTINUOUS SERVICE ABROAD		MO	DAY	YEAR
7 CARRYOVER BALANCE FROM PRIOR LEAVE YEAR ENDING				Annual	Sick	Restored		DATE STARTED			
	6	4	77	1000				DATE COMPLETED			
8 CURRENT LEAVE YEAR ACCRUAL THROUGH PAY PERIOD ENDING (if W2 days qualifying period not completed explain in remarks)							19 CURRENT 12 MONTHS ACCRUAL PERIOD BEGAN ON		MO	DAY	YEAR
9 TOTAL							HOURS ABSENT WITHOUT PAY SINCE THAT DATE				
10 REDUCTION IN CREDITS, IF ANY (Current year)											
11 TOTAL LEAVE TAKEN CURRENT YEAR THROUGH DATE OF SEPARATION							20 CURRENT BALANCE (for accruals) AS OF		MO	DAY	YEAR
12 BALANCE			(E)	1000							
13 TOTAL HOURS PAID IN LUMP SUM (includes _____ hours for holidays)								NO DAYS _____			
14 SALARY RATE(S) PER HOUR							21 TWELVE MONTHS ACCRUAL RATE AS OF DATE OF SEPARATION NO DAYS _____				

		MO	DAY	YEAR	HOUR NO	22 DATES LEAVE USED PRIOR 24 MONTHS	FROM			TO		
15 LUMP SUM LEAVE DATES (If part-time also explain in remarks)	From						MO	DAY	YEAR	MO	DAY	YEAR
	Thru											
a RESTORED	From											
	Thru											
b ANNUAL LEAVE ABOVE CEILING	From											
	Thru											
c ANNUAL LEAVE WITHIN CEILING	From											
	Thru											

ABSENCE WITHOUT PAY (Except while in receipt of pay from O.W.C.P.)					MILITARY LEAVE	FROM			TO		
16 DURING LEAVE YEAR IN WHICH SEPARATED	HOURS				23 DURING CURRENT CALENDAR YEAR A REGULAR – ACTIVE DUTY OR TRAINING	MO	DAY	YEAR	MO	DAY	YEAR
17 A. DATE OF LAST EQUIVALENT INCREASE	MO	DAY	YEAR								
B. TOTAL AWOP HOURS SINCE LAST EQUIVALENT INCREASE (If both LWOP and AWOL, explain in remarks)	HOURS				B SPECIAL – CIVIL DISTURBANCE						

24. REMARKS (Include share leave information, if applicable):
(A)   AG: 1
(B)   REG: WA

25. CERTIFIED CORRECT BY (Signature)	26. TITLE – AGENCY – ADDRESS – TELEPHONE NO.	27. DATE
Phyllis Jones	DHUD, 451 7th St. SW.	
PHYLLIS JONES	Washington, D.C. 20410	
	472-3057	11/30/78

Standard Form 1150 (Rev 7-76)
Prescribed by U.S. CIVIL SERVICE COMMISSION
FPM Supp 296-31 & 990-2

FIGURE 18-131.   SF 1150 REINSTATEMENT FORMAT ID

JOB/SCREEN: PYLEAVE/P1

```
SF1150 REINSTATEMENT                    FORMAT ID:  PY346        20
 Ⓐ                  Ⓑ
AG:  1              REG:  WA       BATCH #:          REC #:
 Ⓒ                                 Ⓓ
SSN:  068 - 11 - 4780              ID:  BA

CARRYOVER A/L:              RESTORE1        RESTORE2        RESTORE3
 Ⓔ
SICK-LV BAL  :  100000      YR   BAL    YR   BAL    YR   BAL



CUR-YR-AC:

REDUCTION:

YTD TAKEN:



LWOP-YR-SEP:                        AWOL-YTD:

PSI:                                H/LVE-START-DATE:   -   -

H/L-WOP:                            BEG-BAL:

MIL-LVE REGULAR:                    EMERG:

COS-LEAVE:

DAYS WKD INTER     CAL-YR:             PSI:

MAX-A/L-CARRYOVER:  00240
```

b. <u>Leave Transfer SF 1150</u>. Format P2 is used to establish leave information resulting from a transfer. This format links to itself.

(1) <u>Figure 18-132</u>, SF 1150, Leave Transfer Data Entry Criteria, describes all the data elements necessary to establish leave information following a transfer.

(2) <u>Figure 18-133</u>, Sample SF 1150, Record of Leave Data, is prepared by the losing organization and forwarded to the gaining organization. The agency and region code are input by the gaining organization to complete the data elements required. This illustration accounts for all types of leave, except home leave.

(3) <u>Figure 18-134</u>, SF 1150, Leave Transfer Format ID, illustrates the mandatory data elements to establish all leave balances except home leave. The circled letters identify the data elements on the P2 screen to the sample document, figure 18-133.

(4) <u>Figure 18-135</u>, Sample SF 1150, Record of Leave Data, is prepared as indicated under paragraph (2) above and is provided to illustrate the data elements required on source documents to facilitate establishment of home leave following a transfer.

(5) <u>Figure 18-136</u>, SF 1150, Leave Transfer format ID, illustrates the mandatory data elements input to establish home leave.

NOTES: An SF 1150 received during the <u>current leave year</u> for the <u>current</u> <u>leave year</u> is entered on PYLEAVE/P2 using the data exactly as reflected on the SF 1150. The hours entered in the carryover fields (beginning balances) replace any hours reflected in the current EMR. The hours entered in the accrued and taken fields are combined with any hours in the current EMR. New leave ending balances are automatically calculated by UPS.

An SF 1150 received during the <u>current leave year</u> for the <u>prior leave</u> <u>year</u> is entered as a leave adjustment on PYOTHADJ/P2 using only the hours shown on line 12, Balance, as an adjustment to the current leave year beginning balances. (If balances were entered prior to receipt of the SF 1150, follow adjustment procedures prescribed below.)

NOTES: (Continued)

Delayed receipt of an SF 1150, especially near the end of a leave
year, often causes unnecessary problems for the new employee and the
payroll office. The payroll office is responsible for determining
the amount of leave the employee has to his/her credit. If necessary,
the balances will be requested by telephone from the losing payroll
office. Generally, the employee will have an earnings and leave
statement from the losing payroll office which shows the annual and
sick leave balances at time of separation. These balances may be
entered using PYOTHADJ/P2 as a leave adjustment to the current leave
year beginning balances pending receipt of the SF 1150. When the
SF 1150 is not received until after the new leave year begins, the
hours shown on line 12, Balance, will be compared with the YTD-BEG
balance in section 8, Leave, in the EMR for the last pay period in
the prior leave year. If the balances agree, DO NOT enter any leave
adjustment. If there are differences, enter ONLY the net increase or
decrease adjustments to the current leave year beginning balances.
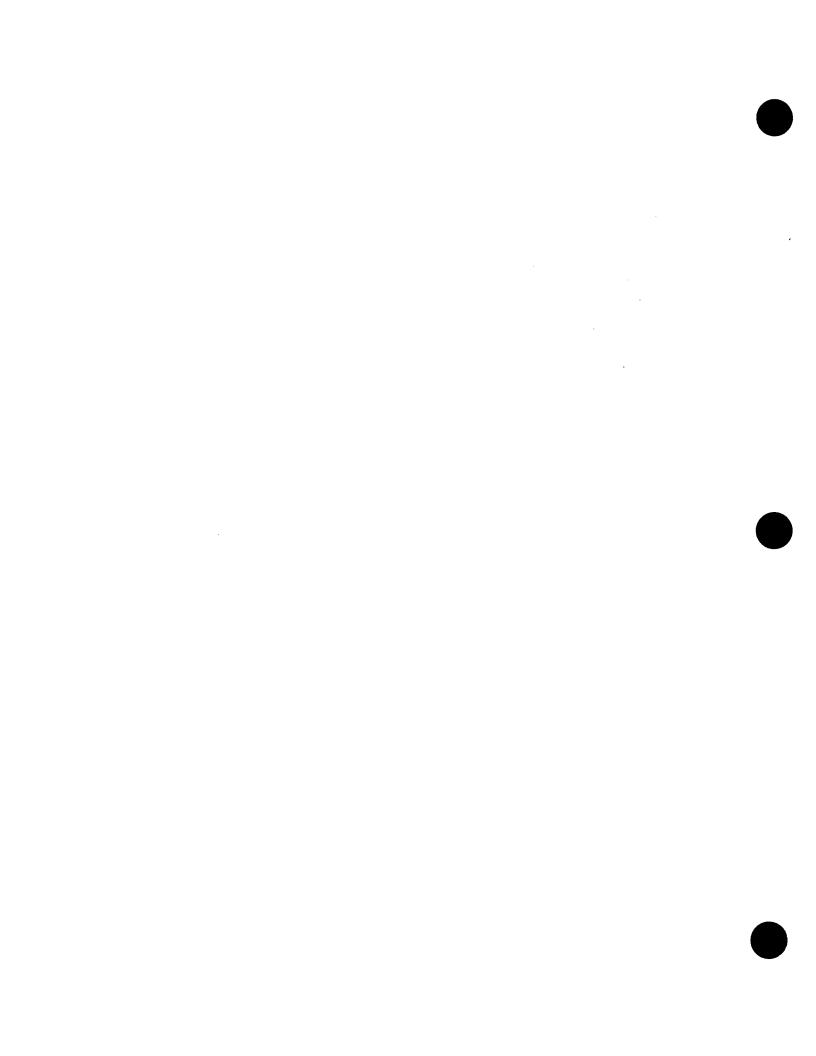
FIGURE 18-132.   SF 1150 LEAVE TRANSFER DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Enter as indicated on SF 1150.
ID	Name ID	2A	First 2 characters of last name
CARRY-OV-A/L	Carryover Annual Leave	5N	Hours and Minutes (HHHMM) (Replacement field)
CARRY-OV-S/L	Carryover Sick Leave	6N	Hours and Minutes (HHHHMM) (Replacement field)
RESTORE-YR	Restores Leave Year	2N	Enter year restored leave was approved.
RESTORE-BAL	Beginning of Year	5N	Enter restored balance from item 7 of SF 1150.
CY-ACC-A/L	Current Year Accrual Annual Leave	3N	Whole Hours
CY-ACC-S/L	Current Year Accrual Sick Leave	3N	Whole Hours
REDUCT-A/L	Reduction in Annual Leave Credits	3N	Whole Hours
REDUCT-S/L	Reduction in Sick Leave Credits	3N	Whole Hours
YTD-TAK-A/L	Annual Leave Used Year-to-Date	5N	Hours and Minutes (HHHMM)

(Continued)

FIGURE 18-132. SF 1150 LEAVE TRANSFER DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
YTD-TAK-S/L	Sick Leave Used Year-to-Date	6N	Hours and Minutes (HHHHMM)
RESTORE-BAL	Restored Annual Leave Used YTD	5N	Hours and Minutes (HHHMM) (Current leave year)
LWOP-YR-SEP	Leave Without Pay Year Separated	6N	Hours and Minutes (HHHHMM)
AWOL-YTD	Absent Without Leave YTD	6N	Hours and Minutes (Minutes = 00, 15, 30, 45)
PSI	Without Pay-Periodic Step Increase	6N	Hours and Minutes (Minutes = 00, 15, 30, 45)
H/LVE-START-DATE	Home Leave Arrival	6N	YYMMDD
H/L-WOP	Without Pay-Home Leave Accrual	5N	Hours and Minutes (Minutes = 00, 15, 30, 45)
BEG-BAL	Home Leave Beginning Balance	3N	Whole Hours
MIL-LVE-REGULAR	Military Leave Regular YTD	2N	Days
EMERG	Military Leave Emergency YTD	2N	Days
COS-LEAVE	Change of Station Leave	6N	Hours and Minutes (Minutes = 00, 15, 30, 45) Item 24 on SF 1150
DAYS-WKD-INTER-CAL-YR	Days Pay Status Intermittent YTD	3N	Days - Item 24 on SF 1150
PSI	Days Pay Status (Intermittent) This Within Grade Period	3N	Days - Item 24 of SF 1150
MAX-A/L-CARRYOVER	Maximum Annual Leave Carryover	5N	Whole hours - If annual leave carryover shows less than 240 hours, enter 240 hours. If FPS is "ES", enter actual annual leave balance. (Replacement field)

FIGURE 18-133.   SAMPLE SF 1150,
RECORD OF LEAVE DATA

RECORD OF LEAVE DATA

1. NAME (CAPS) Last – First – Middle	2. SOCIAL SECURITY NO	3. (FOR AGENCY USE)
(D) Hefner, Charles F.	(C) 219-18-5118	

4. DATE AND NATURE OF SEPARATION	5. A. SUBJECT TO 5 USC 6304(B) (45 days leave ceiling) ☐ YES ☒ NO
11/4/78 Separation-Transfer	B. LAST DATE SUBJECT TO 5 USC 6304(B) 1/15/77

| C. ANNUAL LEAVE BALANCE AS OF THAT DATE (hours) 360 (E) |

| 6. TOTAL SERVICE FOR LEAVE (as of date of separation) Category 8 | ☒ MORE THAN 15 YEARS   ☐ LESS THAN 15 YEARS (show) _____ YEARS _____ MONTHS _____ DAYS |

SUMMARY OF ANNUAL AND SICK LEAVE

	MO	DAY	YEAR	HOURS Annual	Sick	Restored
7. CARRYOVER BALANCE FROM PRIOR LEAVE YEAR ENDING	01	01	78	(I) 360	(F) 559	(J) 100
8. CURRENT LEAVE YEAR ACCRUAL THROUGH PAY PERIOD ENDING (if 90 days qualifying period not completed, explain in remarks)	11	04	78	(G) 184	(H) 92	
9. TOTAL				544	651	100
10. REDUCTION IN CREDITS, IF ANY (Current year)						
11. TOTAL LEAVE TAKEN, CURRENT YEAR THROUGH DATE OF SEPARATION				(K) 160	(L) 12	(M) 100
12. BALANCE				384	639	0
13. TOTAL HOURS PAID IN LUMP SUM (includes _0_ hours for holiday(s))						
14. SALARY RATE(S) PER HOUR	$11.00					

		MO	DAY	YEAR	HOUR NO.
15. LUMP SUM LEAVE DATES (If part-time hour. explain in remarks)	From				
	Thru				
a. RESTORED	From				
	Thru				
b. ANNUAL LEAVE ABOVE CEILING	From				
	Thru				
c. ANNUAL LEAVE WITHIN CEILING	From				
	Thru				

ABSENCE WITHOUT PAY (Except while in receipt of pay from O.W.C.P.)

		HOURS
16. DURING LEAVE YEAR IN WHICH SEPARATED (Identify LWOP/AWOL)	(N)	0

	MO	DAY	YEAR
17. A. DATE OF LAST EQUIVALENT INCREASE	5	25	78

| B. TOTAL AWOP HOURS SINCE LAST EQUIVALENT INCREASE (If both LWOP and AWOL, explain in remarks) | (P) | 0 |

SUMMARY OF HOME LEAVE (DAYS)

	MO	DAY	YEAR
18. BASIC SERVICE PERIOD OF 24 MONTHS OF CONTINUOUS SERVICE ABROAD DATE STARTED			
DATE COMPLETED			
19. CURRENT 12 MONTHS ACCRUAL PERIOD BEGAN ON			
HOURS ABSENT WITHOUT PAY SINCE THAT DATE: _____			
20. CURRENT BALANCE (in arrivals) AS OF			
NO. DAYS _____			
21. TWELVE MONTHS ACCRUAL RATE AS OF DATE OF SEPARATION NO. DAYS _____			

22. DATES LEAVE USED. PRIOR 24 MONTHS	FROM			TO		
	MO	DAY	YEAR	MO	DAY	YEAR

MILITARY LEAVE

23. DURING CURRENT CALENDAR YEAR	FROM			TO		
	MO	DAY	YEAR	MO	DAY	YEAR
A. REGULAR – ACTIVE DUTY OR TRAINING	(Q) 9	11	78	9	22	78
B. SPECIAL – CIVIL DISTURBANCE						

24. REMARKS (Include share leave information, if applicable):

(A) Agency: 1

(B) Region: SW

25. CERTIFIED CORRECT BY: (Signature) *Marie Jones* MARIE JONES	26. TITLE – AGENCY – ADDRESS – TELEPHONE NO 755-7260 Chief, Payroll Unit DHUD, 451 7th St. SW. Washington, D.C. 20410	27. DATE 12/20/78

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FPM Supp 250-01 & 990-2

FIGURE 18-134. SF 1150 LEAVE TRANSFER FORMAT ID

JOB/SCREEN: PYLEAVE/P2

```
SF1150 LEAVE TRANSFER                      FORMAT ID:  PY346      21
 Ⓐ                       Ⓑ
AC:  1            REG:  SW          BATCH #:              REC #:
 Ⓒ                                  Ⓓ
SSN:  219 - 18 - 5118              ID:  HE

                                   RESTORE1      RESTORE2       RESTORE3

              A/L        S/L      YR  BAL      YR  BAL       YR   BAL
    Ⓔ                    Ⓕ       Ⓘ    Ⓙ
CARRYOV:     36000      055900    77   10000
    Ⓖ                    Ⓗ
CY-ACC :      184       092


REDUCT :
    Ⓚ                    Ⓛ                Ⓜ
YTD-TAK:     16000      001200           10000


    Ⓝ                              Ⓝ
LWOP-YR-SEP:                      AWOL-YTD:
    Ⓟ
PSI:                      H/LVE-START-DATE:   - -

H/L-WOP:                         BEG-BAL:
        Ⓠ
MIL-LVE-REGULAR:  12              EMERG:

COS-LEAVE:

DAYS WKD INTER       CAL-YR:            PSI:
    Ⓔ
MAX-A/L-CARRYOVER:  00360
```

FIGURE 18-135. SAMPLE SF 1150,
RECORD OF LEAVE DATA

RECORD OF LEAVE DATA

1. NAME (CAPS) Last – First – Middle	2. SOCIAL SECURITY NO.	3. (FOR AGENCY USE)
Lord, John	264-61-8761	

4. DATE AND NATURE OF SEPARATION	5. A. SUBJECT TO 5 USC 6304(B) (45 day leave ceiling) ☒ YES ☐ NO
7/1/78 Separation-Transfer	B. LAST DATE SUBJECT TO 5 USC 6304(B) / C. ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)

| 6. TOTAL SERVICE FOR LEAVE (as of date of separation) Category B | ☑ MORE THAN 15 YEARS ☐ LESS THAN 15 YEARS (above) _____ YEARS _____ MONTHS _____ DAYS |

SUMMARY OF ANNUAL AND SICK LEAVE

	MO	DAY	YEAR	HOURS Annual	Sick	Restored
7. CARRYOVER BALANCE FROM PRIOR LEAVE YEAR ENDING						
8. CURRENT LEAVE YEAR ACCRUAL THROUGH PAY PERIOD ENDING (if 90 days qualifying period not completed, explain in remarks)						
9. TOTAL						
10. REDUCTION IN CREDITS, IF ANY (Current year)						
11. TOTAL LEAVE TAKEN, CURRENT YEAR THROUGH DATE OF SEPARATION						
12. BALANCE						
13. TOTAL HOURS PAID IN LUMP SUM (includes _____ hours for holidays)					▨	

14. SALARY RATE(S) PER HOUR

	MO	DAY	YEAR	HOUR NO.
15. LUMP SUM LEAVE DATES (if part-time hour, explain in remarks) From / Thru				
a. RESTORED From / Thru				
b. ANNUAL LEAVE ABOVE CEILING From / Thru				
c. ANNUAL LEAVE WITHIN CEILING From / Thru				

ABSENCE WITHOUT PAY (Except while in receipt of pay from O.W.C.P.)

	HOURS
16. DURING LEAVE YEAR IN WHICH SEPARATED	

	MO	DAY	YEAR
17. A. DATE OF LAST EQUIVALENT INCREASE			
B. TOTAL AWOP HOURS SINCE LAST EQUIVALENT INCREASE (if both LWOP and AWOL, explain in remarks) HOURS			

SUMMARY OF HOME LEAVE (DAYS)

	MO	DAY	YEAR
18. BASIC SERVICE PERIOD OF 24 MONTHS OF CONTINUOUS SERVICE ABROAD DATE STARTED	1	2	71
DATE COMPLETED	12	31	72

	MO	DAY	YEAR
19. CURRENT 12 MONTHS ACCRUAL PERIOD BEGAN ON Ⓐ	1	2	78
HOURS ABSENT WITHOUT PAY SINCE THAT DATE: Ⓑ 0			

	MO	DAY	YEAR
20. CURRENT BALANCE (or arrivals) AS OF	7	1	78
Ⓒ NO. DAYS: 17			

21. TWELVE MONTHS ACCRUAL RATE AS OF DATE OF SEPARATION NO. DAYS: 5

22. DATES LEAVE USED, PRIOR 24 MONTHS.	FROM MO	DAY	YEAR	TO MO	DAY	YEAR
	2	27	77	3	26	77

MILITARY LEAVE	FROM MO	DAY	YEAR	TO MO	DAY	YEAR
23. DURING CURRENT CALENDAR YEAR A. REGULAR – ACTIVE DUTY OR TRAINING						
B. SPECIAL – CIVIL DISTURBANCE						

24. REMARKS (Include share leave information, if applicable):

Agency: 1

Region: EU - Frankfurt, Germany

25. CERTIFIED CORRECT BY: (Signature) *Madeline Fields* Madeline Fields	26. TITLE – AGENCY – ADDRESS – TELEPHONE NO. 377-5411 Chief, Payroll Unit Department of Commerce Washington, D.C. 20230	27. DATE 7/13/78

Standard Form 1150 (Rev 7-76)
Prescribed by U.S. CIVIL SERVICE COMMISSION
FPM Supp 990-01 & 990-2

FIGURE 18-136.   SF 1150 LEAVE TRANSFER FORMAT ID

JOB/SCREEN: PYLEAVE/P2

```
SF1150  LEAVE TRANSFER                    FORMAT ID:  PY346        21

AG:  1              REG:  EU          BATCH #:           REC #:

SSN:  264 - 61 - 8761                    ID:  LO

                                    RESTORE1    RESTORE2    RESTORE3

            A/L        S/L         YR  BAL    YR  BAL    YR  BAL

CARRYOV:

CY-ACC :

REDUCT :

YTD-TAK:


LWOP-YR-SEP:                        AWOL-YTD:
                        Ⓐ
PSI:                    H/LVE-START-DATE:  78 - 01 - 02
        Ⓑ                          Ⓒ
H/L-WOP:                           BEG-BAL:  136

MIL-LVE-REGULAR:                   EMERG:

COS-LEAVE:

DAYS WKD INTER     CAL-YR:        PSI:

MAX-A/L-CARRYOVER:
```

c. Restored Annual Leave. Format P3 is used to establish
restored annual leave data. This format links to itself.

(1) Figure 18-137, Restored Annual Leave Data Entry Criteria,
describes all the data elements necessary to record restored annual leave.

(2) Figure 18-138, Sample Letter for Restoration of
Annual Leave, is prepared by a designated agency official and used to
support the entry for the restoration of leave. In addition to the data
elements extracted for input (see circled letters), the authorization
should include:

(a) The date(s) during which the leave was scheduled for
actual use and the amount of leave (days/hours) that was scheduled for use.

(b) Reason(s) for subsequent cancelling of approved leave.

(c) The calendar date the cancelled leave was
rescheduled for use.

(d) The date(s) during which the leave was rescheduled
for use and the amount of leave (days/hours) that was rescheduled for use.

(3) Figure 18-139, Restored Annual Leave Format ID, illustrates
the mandatory data elements input to establish restored annual leave. The
circled letters identify the data elements on the P3 screen to the sample
document, figure 18-138.

FIGURE 18-137. RESTORED ANNUAL LEAVE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Source Document or EMR
ID	Name ID	2A	First 2 characters of last name
YR-APPROVED	Restored Leave Date	2N	Enter from documentation approving restoration.
BEG-BAL	Beginning Balance Restored Leave	5N	Hours and Minutes (HHHMM)

FIGURE 18-138.   SAMPLE LETTER FOR
RESTORATION OF ANNUAL LEAVE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION Ⓐ
                                                    Ⓑ   **WASHINGTON, D.C. 20591**

DATE: March 3, 1981 Ⓔ

IN REPLY
REFER TO: APT-160
                                                                        Ⓓ

SUBJECT: INFORMATION: Restoration of Annual Leave for 1980 - Michael Foster
            (SSN 291-18-7240)   Ⓒ

FROM: Associate Administrator for Administration, AAD-1

TO: Director of Accounting, AAA-1

We have carefully reviewed the documentation submitted in support
of your request for restoration of 184 hours of annual leave for
Mr. Foster.

We find that in regard to 160 hours of the requested restoration,
Mr. Foster's case meets all requirements of Public Law 93-181 and
agency regulations governing restoration of forfeited annual leave.

Public Law and Office of Personnel Management Regulations specify
that, except in bona fide emergencies, in order to restore cancelled
annual leave an exigency of the public business must be approved prior
to cancellation of the leave. The fact that this office approved the
activity which resulted in the leave cancellation on October 10, 1980,
and the fact that Mr. Foster's leave had been approved on September 9,
1980, indicate that ample time existed for your office to request that
the exigency be approved prior to the cancellation and forfeiture of
the first scheduled leave day (i.e., December 1, 1980).

The request to declare an exigency of the public business was
approved on December 3, 1980; therefore, the 16 hours of forfeited
annual leave for December 1 and 2, 1980, cannot be restored. The
declaration of December 26, 1980, as a Federal holiday negated 8
hours of scheduled annual leave which also cannot be restored under
applicable regulations.
                Ⓕ
Therefore, 160 hours of annual leave is approved for restoration
to Mr. Foster and will be established in a separate leave account.
The separate leave account will be maintained until the end of the
1983 leave year. Mr. Foster must use this restored leave balance
before that time.

The documentation which you submitted to support the claim is being
forwarded to AAA-240 for retention.

Charles E. Weithoner

FIGURE 18-139.   RESTORED ANNUAL LEAVE FORMAT ID

JOB/SCREEN: PYLEAVE/P3

```
+-------------------------------------------------------------------+
| RESTORED  ANNUAL  LEAVE                    FORMAT  ID:  PY348    59 |
| Ⓐ                    Ⓑ                                             |
| AG:  1               REG:   WA          BATCH #:          REC #:    |
| Ⓒ                                          Ⓓ                        |
| SSN:   291 - 18 - 7240                  ID:   FO                    |
|        Ⓔ                                    Ⓕ                        |
| YR-APPROVED:  81                        BEG-BAL:   16000           |
+-------------------------------------------------------------------+
```

     d. <u>Home Leave</u>. Format P4 is used to establish, change, or delete home leave information. This format links to itself.

     (1) <u>Figure 18-140</u>, Home Leave Data Entry Criteria, describes all the data elements used to establish, change, or delete home leave information on the employee master record.

     (2) <u>Figure 18-141</u>, Sample Telegram for Notification of Arrival, is prepared by a designated representative at the post of duty and forwarded to the payroll office for use in establishing the home leave arrival date. For illustration purposes, this date is also input as the home leave, initial tour start date indicating first overseas assignment for the employee.

     (3) <u>Figure 18-142</u>, Home Leave Format ID, illustrates the mandatory data elements input to establish arrival date, home leave initial tour start date, and home leave rate. The circled letters identify the data elements on the P4 screen to the sample document, figure 18-141.

1838.-1839. <u>RESERVED</u>.

FIGURE 18-140. HOME LEAVE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	From EMR
ID	Name ID	2A	First 2 characters of last name
TOC	Type of Change	1A	A - Add C - Change, as appropriate D - Delete
ARRIVAL-DATE	Home Leave Arrival Date	6N	Arrival date at POD outside U.S. for purpose of accruing home leave - Source document=telegram (YYMMDD)
24-MO-TOUR-START-DATE	Home Leave Initial Tour Start Date	6N	Source Document=telegram or SF 1150 (YYMMDD)
LEAVE-FREE-TRAV-DATE	Home Leave-Leave Free Travel Date	6N	Source Document=telegram (YYMMDD)
LAST-H/L-USED-DATE	Home Leave-Last Date Used	6N	Source Document=telegram (YYMMDD)
H/L-RATE	Home Leave Accrual Rate	2N	Whole Days Accrued During Calendar Year (00, 05, 10 or 15)
HOME LEAVE CURR BAL	Home Leave Current Balance	3N	Whole Hours - Home Leave balance at beginning of current pay period

FIGURE 18-141.   SAMPLE TELEGRAM FOR
NOTIFICATION OF ARRIVAL

```
        RATUZYUW RUFHOMA1963 3171810↑UUUU↑↑RUEOGBA.
ZNR UUUUU ZZH
R 131646Z JAN 71
FM FAA RHEIN MAIN AB GER
TO RUEOGBA/FAA WASHDC
INFO RUFHBS/AMEMBASSY BRUSSELS OC70
BT
UNCLAS

WASH FOR AAA↑220①    AAA↑240①   APT↑150① AEU↑3A.
                      Ⓐ         Ⓑ
BRUSSELS PLS PASS TO FAA AEU↑3.

E.O.   116520 N/A
TAGS① EAIR
SUBJ① NOTIFICATION OF ARRIVAL① JERRY BUSH.
             Ⓒ                          Ⓓ
MR. JERRY BUSH ARRIVED FRANKFURT JAN 20 1971.
GARDNER
BT
↑1963



﬏NN
```

FIGURE 18-142. HOME LEAVE FORMAT ID

JOB/SCREEN: PYLEAVE/P4

```
┌─────────────────────────────────────────────────────────────────┐
│ HOME LEAVE                        FORMAT ID:  PY372     65         │
│  Ⓐ        Ⓑ                                                        │
│ AG:  1    REG:  EU      BATCH #:           REC #:                  │
│                            Ⓒ                                       │
│ SSN:  534 - 12 - 2182        ID:  BU        TOC:  A               │
│                                                                    │
│ ARRIVAL DATE        : 71 - 01 - 02                                │
│   Ⓓ                                                                │
│ 24-MO-TOUR-START-DATE: 71 - 01 - 02                               │
│                                                                    │
│ LEAVE-FREE-TRAV-DATE :    -    -                                  │
│                                                                    │
│ LAST H/L USED-DATE   :    -    -                                  │
│                                                                    │
│ HL-RATE             : 05                                           │
│                                                                    │
│ HOME LEAVE CURR BAL  :                                             │
└─────────────────────────────────────────────────────────────────┘
```

SECTION 8. PAY AND HOURS ADJUSTMENTS (PYPAYADJ)

1840. <u>DESCRIPTION.</u> This job identifier is used to adjust temporary pay entitlements/deductions and hours. Supplemental, intersessional, equalization, or cash award payments and cancelled check information are entered for processing under this job. Accountability transfers are also effected.

1841. <u>FORMATS.</u> There are six formats available for entering data under this job. Each format links to itself. More than one format may be required to process an adjustment depending on the particular situation. Reference Adjustment Format Usage Grid for required formats. The only type of adjustments processed during update week are amended T&As for prior pay periods, supplemental payments, and cancelled checks which fall within the pay history time frame. All other adjustments are entered during T&A week. If more than one pay adjustment is necessary on an employee for the same pay period, only one adjustment can be processed in a single pass. Multiple adjustments for the same pay period received at the host in the same pass will cause all adjustment entries for that employee to be rejected. Adjustments can be processed on an inactive employee without activating the EMR. If the adjustment affects retirement, another SF 2806, Individual Retirement Record, will be automatically generated (even if negative amount). Additional lump-sum adjustments entered on formats P1 and P2 must crossfoot. If an amended T&A and a lump-sum adjustment are processed on an inactive employee in the same pay period, any credit amount resulting from the amended T&A process will be subtracted from the lump-sum payment.

ADJUSTMENT FORMAT USAGE GRID

Condition 1	Within 6 PP's	Outside 6 PP's	GS	WS	Required Formats
SUPP-PAY = 1,3	X		X		P1, P4
SUPP-PAY = 1,3	X			X	P1, P5, P6
SUPP-PAY = 1,3		X			P1, P2, P3
CAN-CHK = 1,3	X				P1
CAN-CHK = 1,3		X			P1, P2, P3
REIMB = 1					P1 - Enter CG O/T only
OT-ACCT = 1					P1, P3 - Enter O/T and/or ND only
OT-ACCT = 2	X	X	X	X	P1, P2, P3

NOTE 1: If intersessional, equalization, or cash awards to be paid by the system are being entered, use P1 only and enter only the one pay field on a transaction (format). Use current pay year and pay period number. Enter during T&A week only.

NOTE 2: If deductions are the only thing being adjusted, then P2 can be used as a stand-alone format.

NOTE 3: If appropriation information is entered, all pay/hours will be charged to it. Otherwise, all pay/hours will be charged to the employee's current EMR appropriation.

NOTE 4: If supplemental pay or cancel check action is processed within pay history time frame, but is entered during T&A pay week, required formats are the same as outside pay history time frame (i.e., P1, P2, P3).

NOTE 5: If pay adjustment is submitted with no deduction for state/local taxes, the gross will be charged to current taxing authorities in EMR.

NOTE 6: If pay adjustment is submitted with deduction for GHI, state tax, voluntary state tax, local tax, employee organization, or CFC, and the code does not match the employee's current record, the code will be validated using the appropriate data file and the adjustment accepted if all edits are satisfied.

NOTE 7: If a manual cancel check or supplemental pay action is submitted for a prior pay year, the accounting data must be entered and SUPP-PAY-IND/CAN-CHK-IND must be code 3.

a. Temporary Pay Adjustments (GS-WS). Format P1 is used to enter adjustments to pay entitlements for general and wage schedule employees. Figure 18-143, Temporary Pay Adj - GS/WS Data Entry Criteria, depicts all the data elements applicable to screen format P1. It is followed by several specific examples.

FIGURE 18-143. TEMPORARY PAY ADJ-GS/WS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay Period for which adjustment is made.
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior year W-2 correction Denotes if adjustment originates from a supplemental payment.

(Continued)

FIGURE 18-143. TEMPORARY PAY ADJ-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data (see note).
RET-CD	Retirement Code	1N	1 - Retirement 7% 6 - Retirement 7.5%
REG	Region	2A/N	Blanks generated if OT-ACCT is not '2', otherwise valid REGION
AREA	Area	1A/N	Blanks generated if OT-ACCT is not '2', otherwise valid AREA
C/C	Cost Center	6A/N	Blanks generated if OT-ACCT is not '2', otherwise valid COST CENTER
APP-LM	Appropriation/ Limitation	4A/N	Blanks generated if OT-ACCT is not '2', otherwise valid APPROPRIATION/ LIMITATION
FP	Fiscal Program	3A/N	Blanks generated if OT-ACCT is not '2', otherwise valid FISCAL PROGRAM

(Continued)

FIGURE 18-143.   TEMPORARY PAY ADJ-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
OBJCL	Object Class	1N	Blanks generated if OT-ACCT is not '2', otherwise 1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
REG	Region	2A/N	Valid Region
AREA	Area	1A/N	Valid Area
C/C	Cost Center	6A/N	Valid Cost Center
APP-LM	Appropriation/ Limitation	4A/N	Valid APPROPRIATION/LIMITATION
FP	Fiscal Program	3A/N	Valid Fiscal Program
OBJCL	Object Class	1N	1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
REG	Regular Pay	7N	Dollars and Cents (+/-)
R-PRM	Regular Premium Pay	5N	Dollars and Cents (+/-)
O/T	Overtime Pay	6N	Dollars and Cents (+/-)
N/D	Night Differential Pay	5N	Dollars and Cents (+/-)

(Continued)

FIGURE 18-143. TEMPORARY PAY ADJ-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUN	Sunday Pay	5N	Dollars and Cents (+/-)
HOL	Holiday Pay	5N	Dollars and Cents (+/-)
TVL	Travel Pay	6N	Dollars and Cents (+/-)
HAZ	Hazard Pay	6N	Dollars and Cents (+/-)
ENV	Environmental Pay	6N	Dollars and Cents (+/-)
STDBY	Standby Pay	6N	Dollars and Cents (+/-)
SEV	Severance Pay	6N	Dollars and Cents (+/-)
LUMP	Lump Sum Pay	7N	Dollars and Cents (+/-)
EQL	Equalization Pay	7N	Dollars and Cents (+/-)
INTS	Intersessional Pay	6N	Dollars and Cents (+/-)
ANNPAY	Annuity Pay	6N	Dollars and Cents (+/-)
PALW	Post Allowance Pay	6N	Dollars and Cents (+/-)
COLA	Cost of Living Allowance Amount	6N	Dollars and Cents (+/-)
PDIFF	Post Differential Pay	6N	Dollars and Cents (+/-)
OTHER-PAY-CD-AMT	Other Pay Code and Amount	1A/N	1 - Cash Award (1161) 2 - Cash Award (1162) 3 - Cash Award (1163)
		7N	Dollars and Cents (+/-)
OALW-CD-AMT	Other Allowance Code and Amount	1N	1 - Quarters Allowance 2 - Overseas Allowance 3 - Uniform Allowance
		6N	Dollars and Cents (+/-)

(Continued)

FIGURE 18-143. TEMPORARY PAY ADJ-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
NET-PAY(*)	Net Pay	7N	Dollars and Cents (+/-) Manually computed by pay technician.
GROSS-PAY(**)	Gross Pay	7N	Dollars and Cents(+/-) Manually computed by pay technician.

* Net Pay - Use only for supplemental pay or cancelled check.

** Gross Pay - Total (crossfoot) of pay entitlements. (Does not include annuity pay.)

NOTES: Transfer of Accountability. When OT/ACCT Code 2 is used to adjust retroactive SF 50 actions or changes in accounting data which are outside the pay history file, enter data as follows:

     1st Row - Enter appropriation data you want dollars moved FROM if other than current EMR data.

     2nd Row - Enter appropriation data you want dollars moved TO.

OT/ACCT codes 1 and 2 affect the Payroll Distribution Report only. They result in From and To adjustments for the same amount and do not have any impact on an employee's net pay.

Cancelled Checks. Update Week - If CAN-CHK=1 (Normal), use PYPAYADJ/P1 and enter net pay and gross pay only.

T&A Week - If CAN-CHK=1 (Normal), use PYPAYADJ/P1, P2 and P3. Enter applicable amounts (including net and gross pay) and hours (all positive). When hour adjustments are not applicable (e.g., on cash awards), enter P3 with regular hours left zero.

If CAN-CHK=2 (Death), process during T&A week, enter T&A for current pay period, and use PYPAYADJ/P1 and left zero gross pay only. The code "2" action programmatically turns off appropriate deductions not to be taken and flags net pay to go into the suspense account. Process SF 50 with Death NOA during update week.

     (1) Cash Award Payment. Figures 18-144, FAA Form 2730-71, Cash Award Payment Authorization; and 18-145, Temporary Pay Adjustment - GS/WS Format ID, illustrate a supplemental payment (separate check) for a cash award paid by the payroll office. In this situation, a format P2 is also required to transmit deduction data as shown in subparagraph b below and a format P3 with regular hours left zero. If a cash award is to be included in the employee's regular paycheck, only format P1 is required and net pay would not be entered.

FIGURE 18-144.   FAA FORM 2730-71, CASH AWARD PAYMENT AUTHORIZATION

TO: FAA Payroll Office   ROUTING SYMBOL: AAA-240

CASH AWARD PAYMENT AUTHORIZATION

INSTRUCTIONS: Prepare at least an original and 2 copies of this form. Send the original of this form to the FAA Payroll Office servicing this employee. Send 1 copy of this form to the FAA Personnel Office servicing this employee along with the award documentation. Retain 1 copy of this form in the Incentive Awards Coordinator's/Officer's file. Prepare any additional copies of this form which may be required by local procedure.

This certifies that a one-time cash award in the amount indicated has been approved for the employee named below in accordance with applicable directives. The Payroll Office is authorized to charge this award to FAA funds and to process this award as part of the regular salary check of the named employee.

EMPLOYEE NAME (First Middle Initial, Last)	AG	BLK	SOCIAL SECURITY NUMBER	*NAME ID
Andrew M. Smith			1 1 1 - 1 5 - 1 1 1 1	

EMPLOYEE ORGANIZATION OR ROUTING SYMBOL

AGA-100

TYPE OF AWARD:
(Check one)

		OBJECT SUBCLASSIFICATION
☐	Special Achievement Award – Sustained Superior Performance	1161
☐	Special Achievement Award – Special Acts or Services	1161
☒	Employee Suggestion or Invention Award	1161
☐	Secretarial Cash Award – SES Employee	1163
☐	Presidential Meritorious Senior Executive Award – SES Employee	1163
☐	Presidential Distinguished Senior Executive Award – SES Employee	1163

AMOUNT OF AWARD $_____200__.00

AWARD APPROVED BY: Jack E. Johnson, Director, AGA-1
                    (Type Name, Title, and Routing Symbol)

Budget Office concurrence, if required by local procedures:

Purse String, ABU-10

Appropriation and Limitation/Cost Center/Fiscal Program Code To Which Award is Chargeable If Other Than That To Which Employee's Salary Is Normally Charged: 101.0/1000/910/1161	Payment Authorized By (Signature) John P. Jones		Date 4/8/81
	Title INCENTIVE AWARDS COORDINATOR OR OFFICER	Routing Symbol AGA-10	FTS Telephone No. 426-1234

FAA Form 2730-71 (4-81) CANCELS ALL COMPARABLE LOCAL FORMS.

COMPUTATION

Federal Tax 20% = $40.00		$200.00
State Tax Code-VA		-44.00
2%	$ 4.00	$156.00
Total Deducts	$44.00	

NOTE: If overpayment (duplicate payment) is made, use the pay period year and number when the overpayment was processed to reverse out gross amount. It is also necessary to reverse Federal and state taxes (20% and 2%) on the PYPAYADJ/P2 screen. UPS only computes tax on cash award payments - not corrections.

FIGURE 18-145. TEMPORARY PAY ADJ-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P1

```
TEMPOPARY PAY ADJ-GS/WS                    FORMAT ID:  PY508ADJ531
 Ⓐ         Ⓑ
AG:  1   REG:  WA       BATCH #:              REC #:
 Ⓒ                           Ⓓ           Ⓔ              Ⓕ
SSN:  111 - 15 - 1111         ID:  SM   PP-YR:  81    PP-NO:  09

FP-SYS:  GS    STAT:  1     SUPP-PAY:  1      CAN-CHK:

REIMB:     OT-ACCT:         RET-CD:

REG:      AREA:       C/C:        APP-LM:   FP:    OBJCL:   RE #:

REG:      AREA:       C/C:        APP-LM:   FP:    OBJCL:   RE #:

REG:                    R-PRM:              O/T:

N/D:                    SUN:                HOL:

TVL:                    HAZ:                ENV:

STDBY:                  SEV:                LUMP:

EQL:                    INTS:               ANNPAY:

PALW:                   COLA:               PDIFF:
        Ⓖ                    Ⓗ
OTHER-PAY-CD-AMT:  1       0020000

OALW-CD-AMT:  1:           2:               3:

NET-PAY:  0015600            GROSS-PAY:  0020000
```

NOTE: If adjustment is a credit and the minus (-) key is used, the last
position in the dollars/cents or hours/minutes field will display
as follows:

```
0 - °  (degree sign)
1 - J
2 - K
3 - L
4 - M            EXAMPLE:  457 - will display as 45P
5 - N
6 - O
7 - P
8 - Q
9 - R
```

(2) <u>Retroactive Pay Adjustment</u>. Figures 18-146, SF 50,
Notification of Personnel Action, and 18-147, Temporary Pay Adj-GS/WS
Format ID, illustrate a retroactive pay adjustment outside six pay
periods (pay history). In this situation, the two pay periods which are
outside the pay history file must be manually calculated and input to the
system. A format P2 is also required for deduction data as shown in
subparagraph b below. The adjustment can be input for each pay period
individually if desired by the payroll office or combined as shown.

FIGURE 18-146. SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

STANDARD FORM 50 (9-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

(EMPLOYEE — See General Information on Reverse)

1. NAME LAST - FIRST - MIDDLE	SEX	2. (AGENCY USE)	3. BIRTH DATE	4. CIT AND SSAN
© Jones, Jack Watson	M		43-03-15	1 ® 148-96-7011

5. VETERAN PREFERENCE	6. TENURE	7. SERV. COMP. DATE	8. HANDICAP CODE
1 1 - NO 3 - 10 PT DISAB 5 - 10 PT OTHER 2 - 5 PT 4 - 10 PT COMP	1	65-01-02	

9. FEGLI	10. RETIREMENT	11. (FOR CSC USE)
1 1 - COVERED (Regular only - derived Optional) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (Reg & Opt)	1 1 - CS 3 - FS 5 - OTHER 2 - FICA 6 - NONE	

12. CODE	NATURE OF ACTION
893A	® Within-Grade Increase

13. EFFECTIVE DATE	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
79-01-14	

15. FROM POSITION TITLE AND NUMBER

Civil Engineering Tech. (Drafting)
PD NO = WA-2954   BU NO = WAAP0017   CST CNTR = 5011

16. PAY PLAN/SER/FUNC.	17. GRADE	STEP	18. PAY BASIS AND SALARY
GS 0802	0	11	07	PA	$23,115

19. TO: POSITION, TITLE, NUMBER AND SUPERVISORY CODE

Civil Engineering Tech. (Drafting)   ORG = AP011
PD NO = WA-2954
        SUPV. CODE   BU NO = WAAP0017   CST CNTR = 5011

® 20. PAY PLAN/SER/FUNC	21. GRADE	STEP	22. PAY BASIS AND SALARY
GS 0802	0	11	08	PA	$23,757

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
OFFICE OF AIRPORTS PROGRAMS
EXECUTIVE STAFF
ADMINISTRATIVE BRANCH
WASHINGTON, D.C. 20591

24. DUTY STATION (City) State	25. LOCATION CODE
WASHINGTON, DISTRICT OF COLUMBIA	11-0010-001

26. APPROPRIATION		27. POSITION OCCUPIED	28. APPORTIONED POSITION		STATE
OPERATIONS, FAA FLSA = E		1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED FR 2 - WAIVED	TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)

A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS

A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAM	31. APPOINTMENT AFFIDAVIT SIGNED

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)

A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS

WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE

RETROACTIVE - ADMINISTRATIVE OVERSIGHT

DATE OF LAST EQUIVALENT INCREASE — 76-01-11

Ⓖ CALCULATION OF TEMPORARY PAY FOR PP's 3 & 4/79:

Ⓓ PP 4 ends on 02/10/79

REG PAY $49.60
Less:
  Ret.   3.47 ⎫
  Fed Tx (8-0)   17.86 ⎬ 24.18
  St Tx VA 5.75%   2.85 ⎭
        Net Pay $25.42

34. ORGANIZATION DESIG./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authentication) AND TITLE
TD-03 DEPARTMENT OF TRANSPORTATION	Jane Smith
35. SUBMITTING OFFICE NUMBER 1675	**36. DATE** 79-05-06	
	CHIEF, PERS. MGMT. PRERS. DIV.

FIGURE 18-147.   TEMPORARY PAY ADJ-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P1

```
TEMPORARY PAY ADJ-GS/WS                    FORMAT ID:   PY508ADJ531
Ⓐ
AG:   1      REG:   WA        BATCH #:                  REC #:
Ⓑ                             Ⓒ          Ⓓ
SSN:   148 - 96 - 7011             ID:  JO    PP-YR:   79  PP-NO:   04
Ⓔ                   Ⓕ
FP-SYS:  GS       STAT:  1     SUPP-PAY:             CAN-CHK:

REIMB:          OT-ACCT:          RET-CD:

REG:         AREA:        C/C:        APP-LM:      FP:     OBJCL:   RE #:

REG:         AREA:        C/C:        APP-LM:      FP:     OBJCL:   RE #:
Ⓖ
REG:   0004960            R-PRM:              O/T:

N/D:                     SUN:              HOL:

TVL:                     HAZ:              ENV:

STDBY:                   SEV:              LUMP:

EOL:                     INTS:             ANNPAY:

PALW:                    COLA:             PDIFF:

OTHER-PAY-CD-AMT:

CALW-CD-AMT- 1:                2:                    3:

NET-PAY:                      GROSS-PAY:   0004960
```

(3) Retroactive Overtime Adjustment. Figures 18-148,
FAA Form 2730-68-1, Amended Time and Attendance Report, and 18-149, Temporary
Pay Adj-GS/WS Format ID, illustrate an amended T&A for eight hours' overtime
entitlement outside the pay history file. In this situation, manual
calculation is necessary and formats P2 (deductions) and P3 (hours) are
also required as shown in paragraphs b and c below.

FIGURE 18-148.   FAA FORM 2730-68-1,
AMENDED TIME AND ATTENDANCE REPORT

FIGURE 18-149.   TEMPORARY PAY ADJ-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P1

```
TEMPORARY PAY ADJ-GS/WS                    FORMAT ID:  PY508ADJ531
  Ⓐ             Ⓑ
AG:  1      REG:  WA        BATCH #:              REC #:
  Ⓒ                           Ⓓ        Ⓕ                Ⓔ
SSN:  121 - 01 - 1234        ID:  SM  PP-YR:  79     PP-NO:  02
    Ⓖ
FP-SYS:  GS       STAT:  1            SUPP-PAY:        CAN-CHK:

REIMB:        OT-ACCT:              RET-CD:

REG:       AREA:        C/C:      APP-LM:       FP:      OBJCL:    RE #:

REG:       AREA:        C/C:      APP-LM:       FP:      OBJCL:    RE #:

REG:                      R-PRM:          Ⓗ   O/T:  008320

N/D                        SUN:              HOL:

TVL:                       HAZ:              ENV:

STDBY:                     SEV:              LUMP:

EQL:                       INTS:             ANNPAY:

PALW:                      COLA:             PDIFF:

OTHER-PAY-CD-AMT:

OALW-CD-AMT- 1:              2:              3:

NET-PAY:                          GROSS-PAY:  0008320
```

(4) <u>Local Supplemental Payments -- Example 1</u>. Figures
18-150, FAA Form 2730-68, Time and Attendance Report, and 18-151,
Temporary Pay Adj-GS/WS Format ID, illustrate a supplemental payment paid
by a payroll office for a new employee (GS) whose employee master record
was established but the T&A was not received until after cutoff. In this
situation, manual calculation is necessary to process the supplemental
payment. When calculating deductions, only compute required deductions
(i.e., retirement/FICA, life insurance, health insurance, Federal and
state taxes). <u>Do not</u> withhold for optional deductions, such as savings
bonds, allotments, CFC, union dues, etc. Format P4 (hours) is also
required as shown in paragraph d below. Format P2 (deductions) is not used
since this is within the pay history file and a calculation based on hours
contained in Format P4 will be made by the system. Any differences between
gross and net determined by the system calculation will be automatically
adjusted in the next pay cycle. Supplemental payment data will update
year-to-date balances.

FIGURE 18-150.   FAA FORM 2730-68,
TIME AND ATTENDANCE REPORT
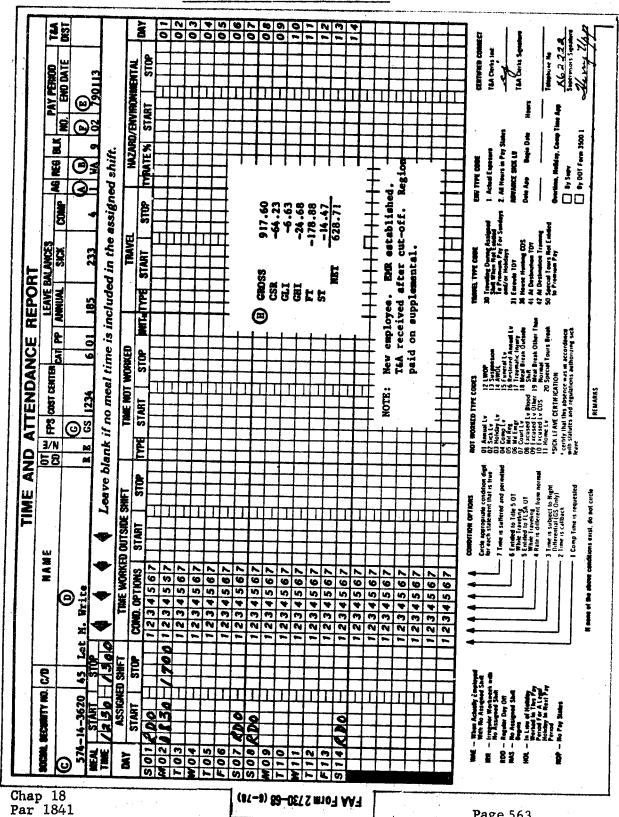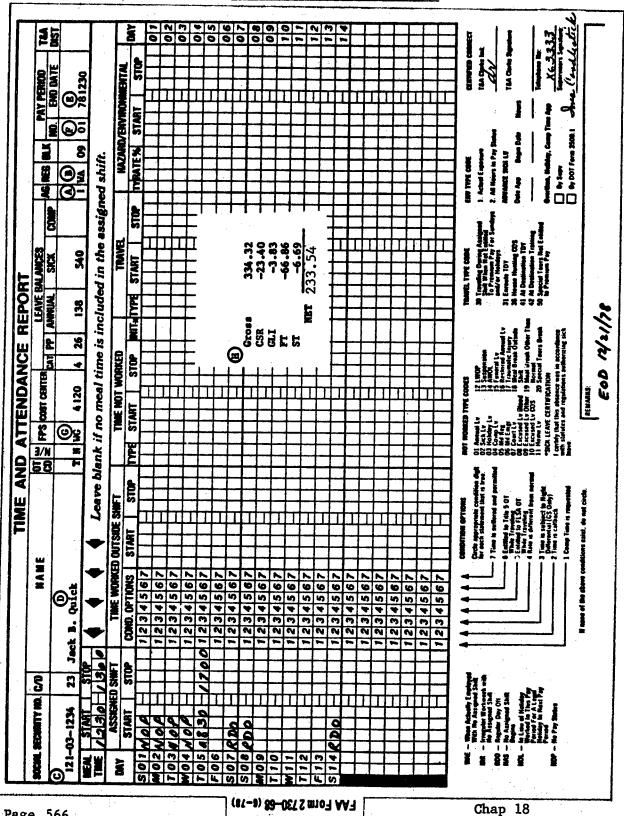
FIGURE 18-151.   TEMPORARY PAY ADJ-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P1

```
TEMPORARY PAY ADJ-GS/WS                    FORMAT ID:  PY508ADJ531
 Ⓐ             Ⓑ
AC:  1    REG:  WA          BATCH #:           REC #:
 Ⓒ                              Ⓓ         Ⓔ              Ⓕ
SSN:  574 - 14 - 3620                  ID:  WR   PP-YR:  79   PP-NO:  02
      Ⓖ
FPS-SYS:  GS         STAT:  1       SUPP-PAY:  1       CAN-CHK:

REIMB:           OT-ACCT:             RET-CD:

REG:       AREA:        C/C:      APP-LM:      FP:   OBJCL:    RE #:

REG:       AREA:        C/C:      APP-LM:      FP:   OBJCL:    RE #:
 Ⓗ
REG:  0091760              R-PRM:                 O/T:

N/D:                      SUN:                 HOL:

TVL:                      HAZ:                 ENV:

STDBY:                    SEV:                 LUMP:

EQL:                      INTS:                ANNPAY:

PALW:                     COLA:                PDIFF:

OTHER-PAY-CD-AMT:

OALW-CD-AMT- 1:              2:              3:
       Ⓗ                          Ⓗ
NET-PAY:  0062871           GROSS-PAY:  0091760
```

(5) Local Supplemental Payment -- Example 2. Figures
18-152, FAA Form 2730-68, Time and Attendance Report, and 18-153, Temporary
Pay Adj-GS/WS Format ID, illustrate a supplemental payment paid by a
payroll office for a new employee (WS) whose employee master record was
established but the T&A was not received until after cutoff. In this
situation, manual calculation is necessary to process the supplemental
payment. When calculating deductions, only compute required deductions
(i.e., retirement/FICA, life insurance, health insurance, Federal and
state taxes). Do not withhold for optional deductions, such as savings
bonds, allotments, CFC, union dues, etc. Formats P5 (hours - week 1) and
P6 (hours - week 2) are also required as shown in paragraphs e and f below.
Format P2 (deductions) is not used since this is within the pay history
file and a calculation based on hours contained in formats P5 and P6 will
be made by the system. Any differences between gross and net determined by
the system calculation will automatically be adjusted in the next pay
cycle. Supplemental payment data will update year-to-date balances.

FIGURE 18-152.   FAA FORM 2730-68,
TIME AND ATTENDANCE REPORT

FIGURE 18-153.   TEMPORARY PAY ADJ-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P1

```
TEMPORARY PAY ADJ-GS/WS                      FORMAT ID:  PY508ADJ531
 Ⓐ             Ⓑ
AG:  1      REG:  WA          BATCH #:              REC #:
 Ⓒ                              Ⓓ              Ⓔ                 Ⓕ
SSN:  121 - 03 - 1234               ID:  QU     PP-YR:  79      PP-NO:  01
 Ⓖ
FP-SYS:  WG       STAT:  1        SUPP-PAY:  1        CAN-CHK:

REIMB:          OT-ACCT:             RET-CD:

REG:       AREA:      C/C:      APP-LM:        FP:     OBJCL:     RE #:

REG:       AREA:      C/C:      APP-LM:        FP:     OBJCL:     RE #:
 Ⓗ
REG:  0033432                    R-PRM:              O/T:

N/D:                             SUN:               HOL:

TVL:                             HAZ:               ENV:

STDBY:                           SEV:               LUMP:

EQL:                             INTS:              ANNPAY:

PALW:                            COLA:              PDIFF:

OTHER-PAY-CD-AMT:

OALW-CD-AMT- 1:                  2:               3:
 Ⓗ                                    Ⓗ
NET-PAY:  0023354                     GROSS-PAY:  0033432
```

b. Temporary Pay Adjustment Deductions (GS-WS). Format P2 is used
to enter adjustments to pay deductions for general and wage schedule
employees. Figure 18-154, Temporary Pay Ded - GS/WS Data Entry
Criteria, depicts all the data elements applicable to screen format P2.
It is followed by several specific examples. Deductions are computed by
the system for adjustments within pay history. If outside pay history,
deductions must be manually computed and entered.

FIGURE 18-154. TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay Period number for which adjustment is made
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP

(Continued)

FIGURE 18-154.   TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior Year W-2 Correction Denotes if adjustment originates from a supplemental payment.
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data.
RET-CD	Retirement Code	1N	1 - Retirement 7% 6 - Retirement 7.5%
REG	Region	2A/N	Blanks generated if OT-ACCT is not '2', otherwise valid REGION
AREA	Area	1A/N	Blanks generated if OT-ACCT is not '2', otherwise valid AREA
C/C	Cost Center	6A/N	Blanks generated if OT-ACCT is not '2', otherwise valid COST CENTER
APP-LM	Appropriation/ Limitation	4A/N	Blanks generated if OT-ACCT is not '2', otherwise valid APPROPRIATION/ LIMITATION
FP	Fiscal Program	3A/N	Blanks generated if OT-ACCT is not '2', otherwise valid FISCAL PROGRAM

(Continued)

FIGURE 18-154. TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
OBJCL	Object Class	1N	Blanks generated if OT-ACCT is not '2', otherwise 1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
REG	Region	2A/N	Valid Region
AREA	Area	1A/N	Valid Area
C/C	Cost Center	6A/N	Valid Cost Center
APP-LM	Appropriation/ Limitation	4A/N	Valid APPROPRIATION/LIMITATION
FP	Fiscal Program	3A/N	Valid Fiscal Program
OBJCL	Object Class	1N	1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
RET-DED	Retirement Deduction Adjustment Amount	6N	Dollars and Cents (+/-)
FED-TAX	Federal Tax Adjustment Amount	6N	Dollars and Cents (+/-)
EIC-PMT	Earned Income Credit Payment	5N	Dollars and Cents (+/-)
GHI-PLN- EMP-GOV	GHI Plan, Employee Deduction Adjust- ment Amount, Govern- ment Adjustment Amount	3A/N 6N 6N	PLAN = Valid GHI Plan EMP = Dollars and Cents (+/-) GOV = Dollars and Cents (+/-)

(Continued)

FIGURE 18-154.   TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
GLI-CD-REG	Regular GLI Code and Deduction Adjustment Amount	1A 5N	Code C-Z Dollars and Cents (+/-)
GLI-OPT	Optional GLI Code and Standard Optional Deduction Adjustment Amount	1N 5N	CODE = 0 - NULL 1 - Under age 35 2 - Age 35-39 3 - Age 40-44 4 - Age 45-49 5 - Age 50-54 6 - Age 55-59 7 - Age 60 and over AMT = Dollars and Cents (+/-)
GLI-FAM	Family Optional Deduction Adjustment Amount	5N	Dollars and Cents (+/-)
GLI-ADTL	Additional Optional Deduction Adjustment Amount	5N	Dollars and Cents (+/-)
ST-CD-DED	State Tax Code and Tax Deduction Adjustment Amount	2A/N 6N	Valid State Code Dollars and Cents (+/-)
VST-CD-DED	Voluntary State Tax Code and Tax Deduction Amount	2A/N 6N	Valid State Code Dollars and Cents (+/-)
LOCD-DED	Local Tax Code Local Tax Type Code	6A/N 1N	Valid Local Tax Code 1 - City (Mandatory) 2 - County (Mandatory) 3 - City (Voluntary) 4 - County (Voluntary)
	Tax Deduction Adjustment Amount	6N	Dollars and Cents (+/-)
LAB-CDE-DED	Labor Organization Code and Deduction Adjustment Amount	6A/N 5N	Valid LAB-ORG Code Dollars and Cents (+/-)
OTH-CDE-DED	Other Deduction Code and Adjustment Amount	1N 5N	CODE = 1 - Quarters 2 - Utilities 3 - Panama Canal OLI 4 - Parking Fees 5 - Mass Transit Deductions AMT = Dollars and Cents (+/-)

(Continued)

FIGURE 18-154. TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
CFC-CD-DED	CFC Code and Deduction Adjustment Amount	4A/N 5N	Valid CFC Code Dollars and Cents (+/-)
COLL-CD-DED	Collection Code and Deduction Adjustment Amount	1A/N	CD - 0 - Collection for supplemental pay 1 - Overpayment of salary for dual compensation 2 - Travel advance 3 - Jury duty fees 4 - Violation of training agreement 5 - Collection for emergency military leave 6 - Overpayment of travel 7 - Tax levy 8 - Collection for indebtedness to the agency 9 - Court-ordered payments A - Collections for other agencies B - Court-ordered bankruptcy C - Court-ordered bankruptcy with no balance G - Special tax levy I - Court-ordered payment with no balance
		6N	DED - Dollars and Cents (+/-)
ALLOT ID/ ACCT/AMT	Allotment Bank ID, Account Number, and Adjustment Amount	12A/N 17A/N 4N	ID ACCT AMT - Dollars (+/-) Use only for cancelled check
FICA-YR	Year to which following FICA Adjustment Applies	1N	0 - 9
FICA-QTR	Quarter to which following FICA Adjustment Applies	1N	1 - 4
FICA-DED	FICA Deductions Adjustment Amount	5N	Dollars and Cents (+/-)

(Continued)

FIGURE 18-154. TEMPORARY PAY DED-GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
FICA-WAGE	FICA Wage Adjustment Amount	7N	Dollars and Cents (+/-)
CROSSFOOT	Crossfoot Total of all Deductions	7N	Dollars and Cents (+/-) Includes GHI Government share
BOND-SEQ- BAL	Bond Sequence Balance	1N 5N	1 - 8 Dollars and Cents (+/-)
BOND-IND	Bond Indicator	1N	Blank - Bond Cancel 1 - Check Cancel 2 - Other

(1) Cash Award. Figures 18-155, FAA Form 2730-71, Cash Award Payment Authorization, and 18-156, Temporary Pay Ded - GS/WS Format ID, illustrate deduction adjustments for a cash award paid by a payroll office on a supplemental payment (separate check). Format P3 with regular hours left zero is also required.

FIGURE 18-155.   FAA FORM 2730-71, CASH AWARD PAYMENT AUTHORIZATION

TO: FAA Payroll Office   ROUTING SYMBOL: AAA-240

CASH AWARD PAYMENT AUTHORIZATION

INSTRUCTIONS: Prepare at least an original and 2 copies of this form. Send the original of this form to the FAA Payroll Office servicing this employee. Send 1 copy of this form to the FAA Personnel Office servicing this employee along with the award documentation. Retain 1 copy of this form in the Incentive Awards Coordinator's/Officer's file. Prepare any additional copies of this form which may be required by local procedure.

This certifies that a one-time cash award in the amount indicated has been approved for the employee named below in accordance with applicable directives The Payroll Office is authorized to charge this award to FAA funds and to process this award as part of the regular salary check of the named employee.

EMPLOYEE NAME (First, Middle Initial, Last)		AG	BLK	SOCIAL SECURITY NUMBER	NAME ID
Andrew H. Smith				1 1 1 - 1 5 - 1 1 1 1	

EMPLOYEE ORGANIZATION OR ROUTING SYMBOL

AGA-100

TYPE OF AWARD: (Check one)		OBJECT SUBCLASSIFICATION
☐	Special Achievement Award – Sustained Superior Performance	1161
☐	Special Achievement Award – Special Acts or Services	1161
☒	Employee Suggestion or Invention Award	1161
☐	Secretarial Cash Award – SES Employee	1163
☐	Presidential Meritorious Senior Executive Award – SES Employee	1163
☐	Presidential Distinguished Senior Executive Award – SES Employee	1163

AMOUNT OF AWARD $_____200__.00

AWARD APPROVED BY: _Jack E. Johnson, Director, AGA-1_
                        (Type Name, Title, and Routing Symbol)

Budget Office concurrence, if required by local procedures:

Purse String, ABU-10

Appropriation and Limitation/Cost Center/Fiscal Program Code To Which Award is Chargeable If Other Than That To Which Employee's Salary is Normally Charged: 101.0/1000/910/1161	Payment Authorized By (Signature) John P. Jones		Date 4/8/81
	Title INCENTIVE AWARDS COORDINATOR OR OFFICER	Routing Symbol AGA-10	FTS Telephone No. 426-1234

FAA Form 2730-71 (4-81) CANCELS ALL COMPARABLE LOCAL FORMS.

COMPUTATION

Federal Tax 20% = $40.00		$200.00
State Tax Code-VA		-44.00
2%	$ 4.00	$156.00
Total Deducts	$44.00	

FIGURE 18-156. TEMPORARY PAY DED-GS/WS FORMAT 1D

JOB/SCREEN: PYPAYADJ/P2

```
TEMPORARY PAY DED-GS/WS                    FORMAT ID:  PY508ADJ532
Ⓐ            Ⓑ
AG:  1       REG:  WA        BATCH #:            REC #:
  Ⓒ                     Ⓓ          Ⓔ                  Ⓕ
SSN:  111 - 15 - 1111    ID:  SM    PP-YR:  81      PP-NO:  09

FP-SYS:  GS       STAT:  1       SUPP-PAY:  1        CAN-CHK:

REIMB:         OT-ACCT:         RET-CD:

REG:       AREA:       C/C:      APP-LM:     FP:     OBJCL:     RE #:

REG:       AREA:       C/C:      APP-LM:     FP:     OBJCL:     RE #:
                             Ⓖ
RET-DED:        FED-TAX:  004000      EIC-PMT:     GHI-PLN-EMP-GOV:

GHI-CD-REG:         GLI-OPT:           GLI-FAM:        GLI-ADTL:
  Ⓗ
ST-CD-DED:  51  000400        VST-CD-DED:

LOCD-DED- 1:                          2:

          3:                          4:

LAB-CDE-DED- 1:          2:           3:              4:

OTH-CDE-DED- 1:        2:          3:          4:

CFC-CD-DED:           COLL-CD-DED- 1:          2:          3:

ALLOT ID/ACCT/AMT- 1:

  2:                                3:
                                            Ⓘ
FICA ****  YR:     QTR:     DED:     WAGE:      CROSSFOOT:  0004400

BOND-SEQ-BAL- 1:          2:          3:       4:        5:

6:        7:          8:          BOND-IND:
```

NOTES: Federal tax is computed at 20% and state tax at 2% (if applicable).

ALLOT ID/ACCT/AMT fields are used only for cancelled check transactions.

   (2) <u>Retroactive Pay Adjustment</u>. Figures 18-157, SF 50,
Notification of Personnel Action, and 18-158, Temporary Pay DED-GS/WS
Format ID, illustrate deduction adjustments for a retroactive payment
outside six pay periods (pay history).

FIGURE 18-157. SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYEE — See General Information on Reverse)

STANDARD FORM 50 (9-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap 295

1. NAME LAST - FIRST - MIDDLE		SEX	2. (AGENCY USE)	3. BIRTH DATE	4. CIT AND SSAN
ⓒ Jones, Jack Watson		M		45-03-15	1 ⒷⒷ 148-96-7011

5. VETERAN PREFERENCE				6. TENURE	7. SERV COMP. DATE	8. HANDICAP CODE
1	1 - NO　3 - 10 PT DISAB　5 - 10 PT. OTHER 2 - 5 PT　4 - 10 PT. COMP			1	65-01-02	

9. FEGLI		10 - RETIREMENT	11. (FOR CSC USE)
1	1 - COVERED Regular only - derived Optional 2 - INELIGIBLE　3 - WAIVED　4 - COVERED Reg & Opt	1	1 - CS　3 - FS　5 - OTHER 2 - FICA　4 - NONE	

12. CODE	NATURE OF ACTION
893A	Ⓕ Within-Grade Increase

13. EFFECTIVE DATE　79-01-14
14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

15. FROM POSITION TITLE AND NUMBER
Civil Engineering Tech. (Drafting)
PD NO = WA-2954　　　　　　　BU NO = WAAP0017　　CST CNTR = 5011

16. PAY PLAN/SER/FUNC.	17. GRADE	18. STEP	18. PAY BASIS AND SALARY	
GS 0802	0	11	07	PA $23,115

19. TO POSITION, TITLE, NUMBER AND SUPERVISORY CODE
Civil Engineering Tech. (Drafting)
PD NO = WA-2954　　　　　　　BU NO = WAAP0017　　ORG = AP011
SUPV CODE | 1 |　　　　　　　　　　　　　　　　　　CST CNTR = 5011

Ⓔ 20. PAY PLAN/SER/FUNC.	21. GRADE	22. STEP	22. PAY BASIS AND SALARY	
GS 0802	0	11	08	PA $23,757

Ⓐ 23. NAME AND LOCATION OF EMPLOYING OFFICE
FEDERAL AVIATION ADMINISTRATION
OFFICE OF AIRPORTS PROGRAMS
EXECUTIVE STAFF
ADMINISTRATIVE BRANCH
WASHINGTON, D.C. 20591

24. DUTY STATION (City) State
WASHINGTON, DISTRICT OF COLUMBIA
25. LOCATION CODE 11-0010-001

26. APPROPRIATION
OPERATIONS, FAA　　　　　　　FLSA = E

27. POSITION OCCUPIED	28. APPORTIONED POSITION		STATE
1 COMPETITIVE 2 EXCEPTED 1	1 - PROVED 2 - WAIVED FR	TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)
A - DATE　　　B - DESIGNATION　　　C - COMPONENT　　　D - PAY GRADE

30. CPDF DATA ELEMENTS
A - WORK SCHEDULE　　B - PAY RATE DETERMINANT　　C - SPECIAL PROGRAM

31. APPOINTMENT AFFIDAVIT SIGNED

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)
A - ACADEMIC LEVEL　　　B - DISCIPLINE　　　C - YEAR OF DEGREE

33. REMARKS:
WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE

RETROACTIVE — ADMINISTRATIVE OVERSIGHT

DATE OF LAST EQUIVALENT INCREASE —76-01-11

Ⓖ CALCULATION OF TEMPORARY PAY FOR PP's 364:

Ⓓ PP 4 ends 02/10/79

```
Reg Pay          49.60
Less:
   Ret              3.47 ⎱
   Fed Tx (S-0)    17.86 ⎰  24.18
   St Tx VA 5.75%   2.85 ⎰
   Net Pay         25.42
```

34. ORGANIZATION DESK./EMPLOYING DEPARTMENT OR AGENCY	37. SIGNATURE (Or other authorization) AND TITLE
TD-03	DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE　1675	36. DATE　79-05-06	CHIEF, PERS. MGMT. OPERS. DIV.

FIGURE 18-158. TEMPORARY PAY DED-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P2

```
TEMPORARY PAY DED-GS/WS                    FORMAT ID:  PY508ADJ532
Ⓐ
AG:  1       REG:  WA      BATCH #:         REC #:
Ⓑ                          Ⓒ                        Ⓓ
SSN:  148 - 96 - 7011           ID:  JO  PP-YR:  79     PP-NO:  04
Ⓔ              Ⓕ
FP-SYS:  GS     STAT:  1      SUPP-PAY:        CAN-CHK:

REIMB:         OT-ACCT:      RET-CD:

REG:       AREA:     C/C:     APP-LM:      FP:     OBJCL:      RE #:

REG:       AREA:     C/C:     APP-LM:      FP:     OBJCL:      RE #:
Ⓖ                            Ⓖ
RET-DED:  000347     FED-TAX:  001786      EIC-PMT:      GHI-PLN-EMP-GOV:

GLI-CD-REG:            GLI-OPT:          GLI-FAM:    GLI-ADTL:
Ⓖ
ST-CD-DED:  51 000285         VST-CD-DED:

LOCD-DED- 1:              2:

          3:              4:

LAB-CDE-DED- 1:           2:           3:           4:

OTH-CDE-DED- 1:         2:          3:          4:

CFC-CD-DED:          COLL-CD-DED- 1:      2:        3:

ALLOT ID/ACCT/AMT- 1:

 2:                          3:
                                             Ⓖ
FICA **** YR:    QTR:     DED:     WAGE:      CROSSFOOT:  0002418

BOND-SEQ-BAL- 1:          2:       3:     4:        5:

 6:         7:          8:         BOND-IND:
```

(3)   Figures 18-159, FAA Form 2730-68-1, Amended Time and Attendance
Report, and 18-160, Temporary Pay DED-GS/WS Format ID, illustrate
deduction adjustments for eight hours' overtime entitlement outside the
pay history file.

FIGURE 18-159.   FAA FORM 2730-68-1,
AMENDED TIME AND ATTENDANCE REPORT

TIME AND ATTENDANCE REPORT

Leave blank if no meal time is included in the assigned shift.

CALCULATION OF PAY & TAXES:

8 hrs @ 10.40 = $83.20
Fed Tx   (.19 X 83.20)   -15.81
St Tx   (.05 x 83.20)   - 4.16
           Net Pay $63.23

FAA Form 2730-68-1 (6-78)

AMENDED TIME AND
ATTENDANCE REPORT

FIGURE 18-160. TEMPORARY PAY DED-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P2

```
TEMPORARY PAY DED-GS/WS                    FORMAT ID:  PY508ADJ532
 Ⓐ                      Ⓑ
AG:  1        REG:  WA      BATCH #:           REC #:
 Ⓒ                              Ⓓ        Ⓕ               Ⓔ
SSN:  121 - 01 - 1234          ID:  SM  PP-YR:  79    PP-NO:  02
 Ⓖ
FP-SYS:  GS        STAT:  1        SUPP-PAY:        CAN-CHK:

REIMB:        OT-ACCT:          RET-CD:

REG:        AREA:       C/C:       APP-LM:      FP:        OBJCL:      RE #:

REG:        AREA:       C/C:       APP-LM:      FP:        OBJCL:      RE #:
                                Ⓗ
RET-DED             FED-TAX:  001581        EIC-PMT:        GHI-PLN-EMP-GOV:

GHI-CD-REG:           GLI-OPT:          GLI-FAM:          GLI-ADTL:
          Ⓘ
ST-CD-DED:  11 000416            VST-CD-DED:

LOCD-DED- 1:                          2:

          3:                          4:

LAB-CDE-DED- 1:              2:              3:              4:

OTH-CDE-DED- 1:           2:           3:          4:

CFC-CD-DED:               COLL-CD-DED- 1:          2:          3:

ALLOT ID/ACCT/AMT- 1:

 2:                                  3:

FICA **** YR:      QTR:       DED:        WAGE:        CROSSFOOT:  0001997

BOND-SEQ-BAL- 1:        2:          3:          4:          5:

 6:          7:        8:          BOND-IND:
```

    c. Temporary Pay Adjustment (GS-WS). Format P3 is used for enter-
ing adjustments to hours outside six pay periods (pay history) for general
and wage schedule employees. It is also required on supplemental payments
and cancelled check actions with regular hours left zero filled if no hour
adjustments are necessary. Figures 18-161, Temporary Pay Hours GS/WS Data
Entry Criteria; 18-162, FAA Form 2730-68-1, Amended Time and Attendance
Report; and 18-163, Temporary Pay Hrs-GS/WS Format ID, illustrate hours
adjustment for eight hours' overtime entitlement outside the pay history file.

FIGURE 18-161. TEMPORARY PAY HOURS GS/WS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay Period for which adjustment is made
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP

(Continued)

FIGURE 18-161. TEMPORARY PAY HOURS GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior Year W-2 Correction Denotes if adjustment originates from a supplemental payment.
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data.
RET-CD	Retirement Code	1N	1 - 7% 6 - 7.5%
REG	Region	2A/N	Generated or Valid Region
AREA	Area	1A/N	Generated or Valid Area
C/C	Cost Center	6A/N	Generated or Valid Cost Center
APP-LM	Appropriation/ Limitation	4A/N	Generated or Valid Appropriation/ Limitation
FP	Fiscal Program	3A/N	Generated or Valid Fiscal Program

(Continued)

FIGURE 18-161. TEMPORARY PAY HOURS GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
OBJCL	Object Class	1N	Generated or 1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
REG	Region	2A/N	Valid Region
AREA	Area	1A/N	Valid Area
C/C	Cost Center	6A/N	Valid Cost Center
APP-LM	Appropriation/ Limitation	4A/N	Valid Appropriation/Limitation
FP	Fiscal Program	3A/N	Valid Fiscal Program
OBJCL	Object Class	1N	1 - 1111 Full-time permanent 2 - 1131 Full-time temporary 3 - 1132 Part-time permanent 4 - 1133 Intermittent 5 - 1134 Temporary nonceiling 7 - 1135 ATCS 2nd Career 8 - 1136 Pending Disability Retirement 9 - 1137 Part-time temporary
RE #	Reimbursable Number	14A/N	
REG-HRS	Regular Hours Adjustment	5N	Hours and Minutes (+/-)
O/T-HRS	Overtime Hours Adjustment	5N	Hours and Minutes (+/-)
N/D	Night Differential Hours Adjustment	5N	Hours and Minutes (+/-)

(Continued)

FIGURE 18-161. TEMPORARY PAY HOURS GS/WS DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUN-HRS	Sunday Hours Adjustment	5N	Hours and Minutes (+/-)
HOL-HRS	Holiday Hours Adjustment	5N	Hours and Minutes (+/-)
HAZ	Hazard Hours Adjustment	5N	Hours and Minutes (+/-)
ENV-HRS	Environmental Hours Adjustment	5N	Hours and Minutes (+/-)
LS-HRS	Lump-Sum Hours Adjustment	6N	Hours and Minutes (+/-)

FIGURE 18-162. FAA FORM 2730-68-1,
AMENDED TIME AND ATTENDANCE REPORT

FIGURE 18-163.   TEMPORARY PAY HRS-GS/WS FORMAT ID

JOB/SCREEN: PYPAYADJ/P3

```
TEMPORARY PAY HRS-GS/WS                      FORMAT ID:  PY508ADJ534
 Ⓐ             Ⓑ
AG:  1      REG:  WA        BATCH #:            REC #:
 Ⓒ                             Ⓓ          Ⓕ                  Ⓔ
SSN:  121 - 01 - 1234              ID:  SM   PP-YR:  79       PP-NO:  02
 Ⓖ
FP-SYS:  GS        STAT:  1        SUPP-PAY:        CAN-CHK:

REIMB:            OT-ACCT:        RET-CD:

REG:       AREA:    C/C:     APP-LM:      FP:     OBJCL:     RE #:

REG:       AREA:    C/C:     APP-LM:      FP:     OBJCL:     RE #:
                               Ⓗ
REG-HRS:                     O/T HRS:  00800            N/D:

SUN-HRS:                     HOL-HRS:               HAZ:

ENV-HRS:                     LS-HRS :
```

   d. Temporary Pay Adjustment (GS Only). Format P4 is used to enter
adjustment hours within six pay periods (pay history) for general schedule
employees only. Figures 18-164, Temporary Pay Hrs-GS (Week 1 - Week 2)
Data Entry Criteria; 18-165, FAA Form 2730-68, Time and Attendance Report;
and 18-166, Temporary Pay Hrs-GS Format ID, illustrate hours adjustment
for 80 hours' regular norm within the pay history file.

FIGURE 18-164. TEMPORARY PAY HRS-GS (WEEK 1 - WEEK 2)
DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay Period number for which adjustment is made
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP

(Continued)

FIGURE 18-164. TEMPORARY PAY HRS-GS (WEEK 1 - WEEK 2)
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior Year W-2 Correction Denotes if adjustment originates from a supplemental payment.
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data.
RET-CD	Retirement Code	1N	1 - 7% 6 - 7.5%
REG-NORM	Regular Normal Hours Adjustment	5N	Hours and Minutes (+)
REG-PRM	Regular Premium Hours Adjustment	5N	Hours and Minutes (+)
OT-NORM	Normal Overtime Hours Adjustment	5N	Hours and Minutes (+)
OT-TRUE	True Overtime Hours Adjustment	5N	Hours and Minutes (+)
HOL-HRS	Holiday Hours Adjustment	5N	Hours and Minutes (+)

(Continued)

FIGURE 18-164.   TEMPORARY PAY HRS-GS (WEEK 1 - WEEK 2)
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
N/D-HRS	Night Differential Hours Adjustment	5N	Hours and Minutes (+)
SUN-HRS	Sunday Hours Adjustment	5N	Hours and Minutes (+)
HAZ-HRS	Hazard Hours Adjustment	5N	Hours and Minutes (+)
TVL-HRS	Travel Hours Adjustment	5N	Hours and Minutes (+)
SEF-PER	Suffered and Permitted Adjustment	5N	Hours and Minutes (+)
OT-NWKD	Overtime Not Worked Hours Adjustment	5N	Hours and Minutes (+)
ND-NWKD	Night Differential Not Worked Hours Adjustment	5N	Hours and Minutes (+)
HOL-NWK	Holiday Not Worked Hours Adjustment	5N	Hours and Minutes (+)
HAZ-NWK	Hazard Not Worked Hours Adjustment	5N	Hours and Minutes (+)
CL-EARN	Compensatory Leave Earned Hours Adjustment	5N	Hours and Minutes (+)
CL-USED	Compensatory Time Used Hours Adjustment	5N	Hours and Minutes (+)
LVE-HRS	Leave Hours Adjustment (all leave hours except compensatory)	5N	Hours and Minutes (+)

FIGURE 18-165. FAA FORM 2730-68,
TIME AND ATTENDANCE REPORT
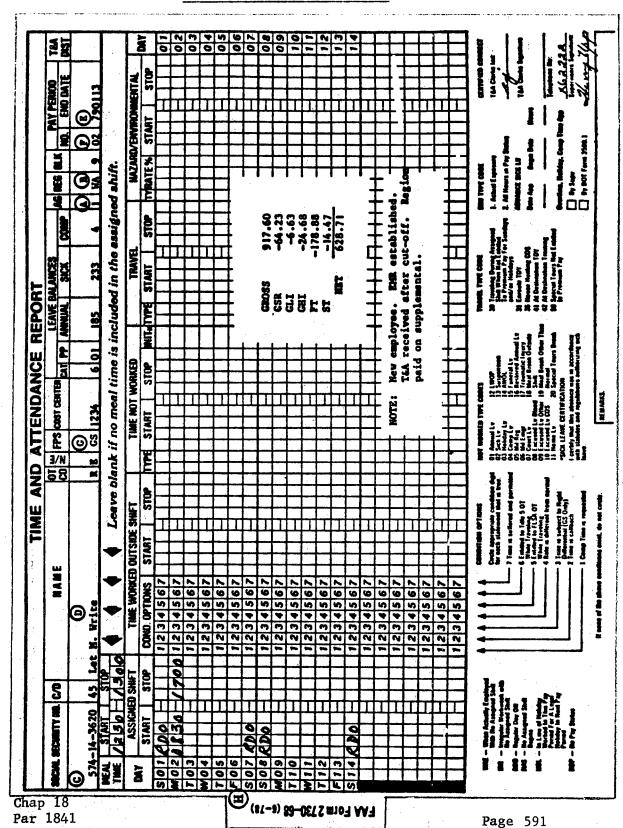
FIGURE 18-166. TEMPORARY PAY HRS-GS FORMAT ID

JOB/SCREEN: PYPAYADJ/P4

```
TEMPORARY PAY HRS-GS                    FORMAT ID:  PY508ADJ535

Ⓐ          Ⓑ
AG:  1      REG:  WA        BATCH #:              REC #:
Ⓒ                           Ⓓ        Ⓔ                  Ⓕ
SSN:  574 - 14 - 3620        ID:  WR   PP-YR:  79    PP-NO:  02
Ⓖ
FP-SYS:  GS      STAT:  1      SUPP-PAY:  1       CAN-CHK:

REIMB:          OT-ACCT:            RET-CD:

WEEK 1 HOURS
    Ⓗ
REG-NORM:  04000            REG-PRM:              OT-NORM:

OT-TRUE:                   HOL-HRS:              N/D-HRS:

SUN-HRS:                   HAZ-HRS:              TVL-HRS:

SEF-PER:                   OT-NWKD:              ND-NWKD:

HOL-NWK:                   HAZ-NWK:              CL-EARN:

CL-USED:                   LVE-HRS:

WEEK 2 HOURS
    Ⓗ
REG-NORM:  04000            REG-PRM:              OT-NORM:

OT-TRUE:                   HOL-HRS:              N/D-HRS:

SUN-HRS:                   HAZ-HRS:              TVL-HRS:

SEF-PER:                   OT-NWKD:              ND-NWKD:

HOL-NWK:                   HAZ-NWK:              CL-EARN:

CL-USED:                   LVE-HRS:
```

e. Temporary Pay Adjustment - Week 1 (WS Only). Format P5 is used to enter adjustment hours for Week 1, Shifts 1, 2, and 3 within six pay periods (pay history), for wage schedule employees only. Figures 18-167, Temporary Pay Hrs-WS (Week 1, Shifts 1, 2, 3) Data Entry Criteria; 18-168, FAA Form 2730-68, Time and Attendance Report; and 18-169, Temporary Pay Hrs-WS-WK1 Format ID, illustrate hours adjustment for 16 hours' regular norm on shift 1 within the pay history file.

FIGURE 18-167. TEMPORARY PAY HRS-WS (WEEK 1, SHIFTS 1, 2, 3)
DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay Period number for which adjustment is made
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP

(Continued)

FIGURE 18-167.   TEMPORARY PAY HOURS-WS (WEEK 1, SHIFTS 1, 2, 3)
                  DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior Year W-2 Correction
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data.
RET-CD	Retirement Code	1N	1 - 7% 6 - 7.5%
REG-NORM	Regular Normal Hours Adjustment	5N	Hours and Minutes (+)
SUN-HRS	Sunday Hours Adjustment	5N	Hours and Minutes (+)
OT-NORM	Normal Overtime Hours Adjustment	5N	Hours and Minutes (+)
HOL-HRS	Holiday Hours Adjustment	5N	Hours and Minutes (+)
TVL-HRS	Travel Hours Adjustment	5N	Hours and Minutes (+)

(Continued)

FIGURE 18-167.   TEMPORARY PAY HRS-WS (WEEK 1, SHIFT 1, 2, 3)
                 DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
OT-NWKD	Overtime Not Worked Hours Adjustment	5N	Hours and Minutes (+)
HOL-NWK	Holiday Not Worked Hours Adjustment	5N	Hours and Minutes (+)
ACT-HRS	Actual Hours Worked Adjustment	5N	Hours and Minutes (+)
RDO-OT	Regular Day Off Overtime Hours Adjustment	5N	Hours and Minutes (+)
RDO-ACT	Regular Day Off Actual Hours Adjustment	5N	Hours and Minutes (+)
SUF-PER	Suffered and Permitted Hours Adjustment	5N	Hours and Minutes (+)
LV-HRS	Leave Hours Adjustment (All Leave)	5N	Hours and Minutes (+)
ENV-CD-PCT-HR-NWKD	Environmental Code, Percentage Code, Hours Adjustment, and Not Worked Hours Adjustment	1N	Code: 1 - Sunday 2 - Holiday 3 - Overtime 4 - Regular 5 - Travel
		1N	% = 1 - 100% 2 - 50% 3 - 25% 4 - 15% 5 - 8% 6 - 6% 7 - 4%
		5N	Hours = Hours and Minutes (+)
		5N	NOTWORK Hours = Hours and Minutes (+)

FIGURE 18-168.   FAA FORM 2730-68,
TIME AND ATTENDANCE REPORT
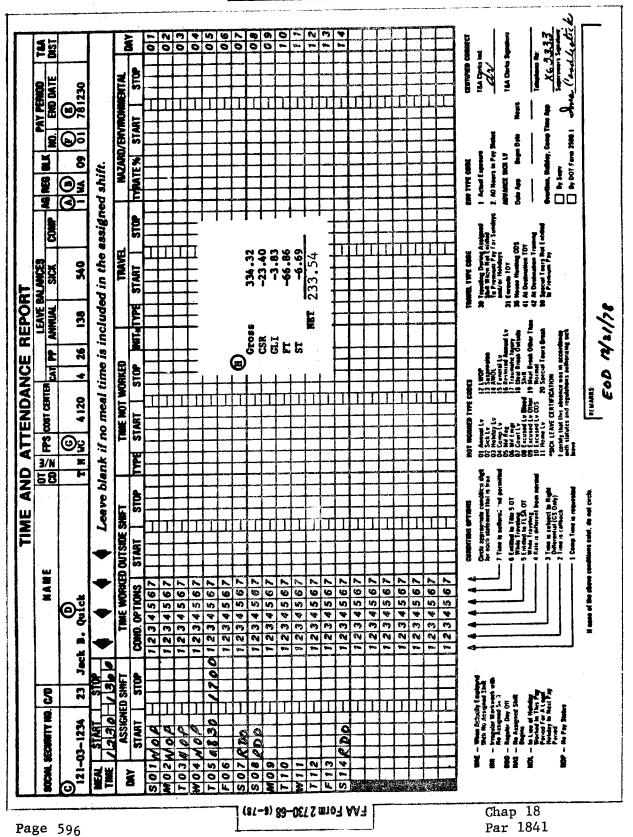
FIGURE 18-169. TEMPORARY PAY HRS-WS WK1 FORMAT ID
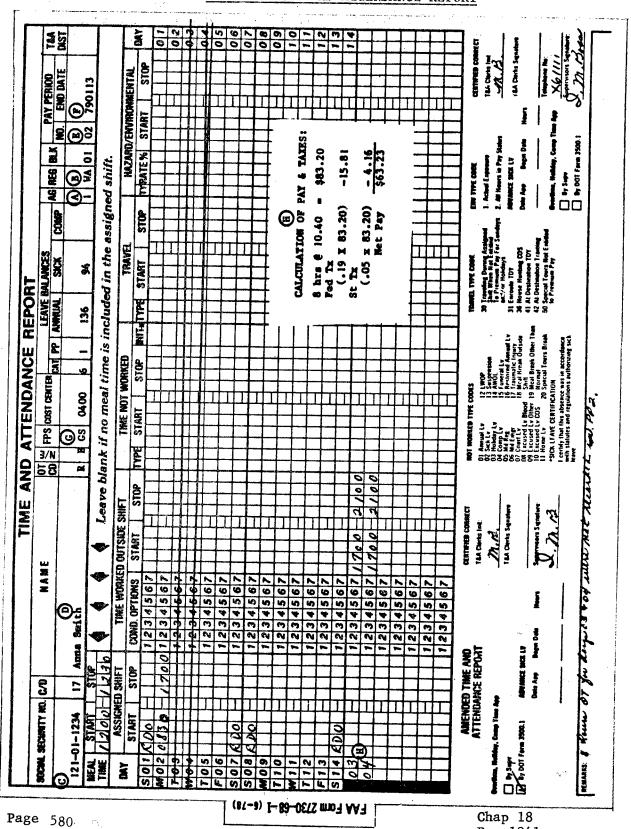
JOB/SCREEN: PYPAYADJ/P5

```
TEMPORARY PAY HRS-WS-WK1                    FORMAT ID:  PY508ADJ536
Ⓐ               Ⓑ
AG:  1      REG:  WA           BATCH #:            REC #:
Ⓒ                             Ⓓ            Ⓔ              Ⓕ
SSN:  121 - 03 - 1234                   ID:  QU   PP-YR:  79   PP-NO:  01
    Ⓖ
FP-SYS:  WG        STAT:  1      SUPP-PAY:  1          CAN-CHK:

REIMB:          OT-ACCT:          RET-CD:

SHIFT 1-3 WEEK 1 HOURS
    Ⓗ
REG-NORM:  01600              SUN-HRS:            OT-NORM:

HOL-HRS:                      TVL-HRS:            OT-NWKD:

HOL-NWK:                      ACT-HRS:

REG-NORM:                     SUN-HRS:            OT-NORM:

HOL-HRS:                      TVL-HRS:            OT-NWKD:

HOL-NWK:                      ACT-HRS:

REG-NORM:                     SUN-HRS:            OT-NORM:

HOL-HRS:                      TVL-HRS:            OT-NWKD:

HOL-NWK:                      ACT-HRS:

RDO-OT:                       RDO-ACT:            SUF-PER:    LVE-HRS:

ENV-CD-PCT-HR-NWKD- 1:                              2:

                3:                                 4:

                5:                                 6:
```

   f. Temporary Pay Adjustment - Week 2 (WS Only). Format P6 is used
to enter adjustment hours for Week 2, Shifts 1, 2, and 3 within six pay
periods (pay history), for wage schedule employees only. Figures 18-170,
Temporary Pay Hrs-WS (Week 2, Shifts 1, 2, 3) Data Entry Criteria; 18-171,
FAA Form 2730-68, Time and Attendance Report; and 18-172, Temporary Pay
Hrs-WS-WK-2 Format ID, illustrate hours adjustment for 40 hours'
regular norm on shift 1 within the pay history file.

1842.-1844. RESERVED.

           FIGURE 18-170. TEMPORARY PAY HRS-WS (WEEK 2, SHIFTS 1, 2, 3)
                           DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year in which specific pay period occurred
PP-NO	Pay Period Number	2N	>00<28 Pay period number for which adjustment is made
FP-SYS	Federal Pay System	2A/N	Valid FPS Code
STAT	Pay Status	1A/N	1 - Active 2 - Inactive 3 - WOP 4 - Severance Pay 5 - OWCP 6 - ICAO 7 - Separation 8 - Sick Leave Pending Retirement 9 - Union Rep. LWOP

                              (Continued)

FIGURE 18-170.   TEMPORARY PAY HRS-WS (WEEK 2, SHIFTS 1, 2, 3)
DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
SUPP-PAY	Supplemental Pay Indicator	1A/N	0 - No 1 - Yes 3 - Prior Year W-2 Correction
CAN-CHK	Cancelled Check Indicator	1A/N	0 - No 1 - Cancelled Check (Normal) 2 - Cancelled Check (Death) 3 - Prior Year W-2 Correction
REIMB	Reimbursable Agreement Indicator	1N	0 - No Reimbursable Agreement 1 - Reimbursable Agreement (CG-OT only)
OT-ACCT	Overtime Accountability	1N	0 - Everything to be charged to the current or entered appropriation data 1 - Overtime and/or ND will be charged to entered appropriation data. All other entries will be ignored. 2 - All entries will be charged to entered appropriation data.
RET-CD	Retirement Code	1N	1 - 7% 6 - 7.5%
REG-NORM	Regular Normal Hours Adjustment	5N	Hours and Minutes (+)
SUN-HRS	Sunday Hours Adjustment	5N	Hours and Minutes (+)
OT-NORM	Normal Overtime Hours Adjustment	5N	Hours and Minutes (+)
HOL-HRS	Holiday Hours Adjustment	5N	Hours and Minutes (+)
TVL-HRS	Travel Hours Adjustment	5N	Hours and Minutes (+)
OT-NWKD	Overtime Not Worked Hours Adjustment	5N	Hours and Minutes (+)

(Continued)

FIGURE 18-170.   TEMPORARY PAY HRS-WS (WEEK 2, SHIFTS 1, 2, 3)
                 DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
HOL-NWK	Holiday Not Worked Hours Adjustment	5N	Hours and Minutes (+)
ACT-HRS	Actual Hours Worked Adjustment	5N	Hours and Minutes (+)
RDO-OT	Regular Day Off Overtime Hours Adjustment	5N	Hours and Minutes (+)
RDO-ACT	Regular Day Off Actual Hours Adjustment	5N	Hours and Minutes (+)
SUF-PER	Suffered and Permitted Hours Adjustment	5N	Hours and Minutes (+)
LV-HRS	Leave Hours Adjustment (All Leave)	5N	Hours and Minutes (+)
ENV-CD-PCT-HR-NWKD	Environmental Code, Percentage Code, Hours Adjustment, and Not Worked Hours Adjustment	1N	Code: 1 - Sunday 2 - Holiday 3 - Overtime 4 - Regular 5 - Travel
		1N	% = 1 - 100% 2 - 50% 3 - 25% 4 - 15% 5 - 8% 6 - 6% 7 - 4%
		5N	Hours = Hours and Minutes (+)
		5N	NOTWORK Hours = Hours and Minutes (+)

FIGURE 18-171.   FAA FORM 2730-68,
TIME AND ATTENDANCE REPORT

FIGURE 18-172. TEMPORARY PAY HRS-WS-WK2 FORMAT ID

JOB/SCREEN: PYPAYADJ/P6

```
TEMPORARY PAY HRS-WS-WK2              FORMAT ID:  PY508ADJ537
 Ⓐ            Ⓑ
AG:  1       REG:  WA        BATCH #:           REC #:
 Ⓒ                            Ⓓ              Ⓔ            Ⓕ
SSN:  121 - 03 - 1234         ID:  QU   PP-YR:  79    PP-NO:  01
   Ⓖ
FP-SYS:  WG        STAT:  1       SUPP-PAY:  1      CAN-CHK:


REIMB:         OT-ACCT:            RET-CD:


SHIFT 1-3 WEEK 2 HOURS
   Ⓗ
REG-NORM:  04000           SUN-HRS:            OT-NORM:

HOL-HRS:                   TVL-HRS:            OT-NWKD:

HOL-NWK:                   ACT-HRS:

REG-NORM:                  SUN-HRS:            OT-NORM:

HOL-HRS:                   TVL-HRS:            OT-NWKD:

HOL-NWK:                   ACT-HRS:

REG-NORM:                  SUN-HRS:            OT-NORM:

HOL-HRS:                   TVL-HRS:            OT-NWKD:

HOL-NWK:                   ACT-HRS:

RDO-OT:                    RDO-ACT:         SUF-PER:   LVE-HRS:

ENV-CD-PCT-HR-NWKD- 1:                          2:

                  3:                          4:

                  5:                          6:
```

SECTION 9. PAYROLL DEDUCTION ADJUSTMENTS (PYDEDADJ)

1845. DESCRIPTION. This job identifier is used by the payroll technician to process adjustments to payroll deductions. The adjustment actions processed under this identifier are applicable to (1) CFC deductions; (2) labor union dues deductions; (3) Government health insurance (GHI) deductions; and (4) Government life insurance optional deductions. Each format contains a FROM and TO field. The FROM and TO fields may contain any valid code. If amounts are not equal, the difference will affect net pay. The FROM or TO field may be used independently to effect adjustments for over/under deductions.

1846. FORMATS. The following formats are used for data entry under job identifier PYDEDADJ:

a. CFC Deduction Adjustment. Format P1 is used to correct erroneous data affecting CFC deductions. This format links to itself.

(1) Figure 18-173, CFC Adjustment Data Entry Criteria, describes the data elements required to adjust erroneous CFC deductions data.

(2) Figure 18-174, CSC Form 804, 1979 Combined Federal Campaign-National Capital Area, indicates that a deduction of $18.75 was to be made from John Jones' salary earmarked for the National Capital Area CFC Organization (CFC Code 1101). After a single deduction of $18.75 had been taken for one pay period, it was discovered that due to an input error, the California Area CFC Organization (CFC Code 1210) had been identified in the records as the benefiting organization. Accordingly, the purpose of the change is to produce offsetting adjustments in the amount of $18.75 to these organizations.

(3) Figure 18-175, CFC Adjustment Format ID, illustrates the screen format used to enter CFC adjustments described in figure 18-174.

FIGURE 18-173. CFC ADJUSTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Reference CSC Form 804.
ID	Name ID	2A	First 2 characters of last name
FROM-CFC-CDE-DED	From CFC Code and Amount	4N 5N	Valid CFC Code Dollars and Cents (+/-) See Employee Master Record.
TO-CFC-CDE-DED	To CFC Code and Amount	4N 5N	Valid CFC Code Dollars and Cents (+/-) See CSC Form 804.

FIGURE 18-174.   CSC FORM 804,
1979 COMBINED FEDERAL CAMPAIGN-
NATIONAL CAPITAL AREA

FIGURE 18-175. CFC ADJUSTMENT FORMAT ID

JOB/SCREEN: PYDEDADJ/P1

```
CFC ADJUSTMENT                         FORMAT ID:  PY508ADJ516
 Ⓐ            Ⓐ
AG:  1       REG:  WA        BATCH #:           REC #:
 Ⓑ                            Ⓒ
SSN:  111 - 11 - 1111              ID:  JO
     Ⓓ
FROM-CFC-CDE-DED:   1210  0187N
     Ⓔ
TO-CFC-CDE-DED:     1101  01875
```

Ⓓ   Payroll technician shall make reference to the old Employee Master
    Record fiche.

b. Labor Union Deduction Adjustment. Format P2 is used to process adjustments of labor union deductions. This format links to itself.

(1) Figure 18-176, Labor Organization Adjustment Data Entry Criteria, describes the data elements required to adjust labor union dues deductions.

(2) Figure 18-177, SF 1187, Sample Request for Payroll Deductions for Labor Organization Dues, is a sample of the authorization for the deduction of labor union dues for the International Association of Fire Fighters (Labor Org. Code IAF 91). Because of a data entry error, the $3.00 authorization was identified to the National Association of Fire Fighters (Labor Org. Code IAF 104). The error was discovered after one pay period. This required the processing of a $3.00 adjustment between the two labor organizations under the screen format in figure 18-178.

(3) Figure 18-178, Labor Organization Adjustment Format ID, illustrates the screen format to adjust labor union dues deductions.

FIGURE 18-176. LABOR ORGANIZATION ADJUSTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Reference SF 1187
ID	Name ID	2A	First 2 characters of last name
FROM-LAB-ORG-CD-DED	From Labor Organization Code and Amount	6A/N 5N	Reference Employee Master Record fiche Dollars and Cents (+/-)
TO-LAB-ORG-CD-DED	To Labor Organization Code and Amount	6A/N 5N	Reference SF 1187 Dollars and Cents (+/-)

FIGURE 18-177. SF 1187, REQUEST FOR PAYROLL
DEDUCTIONS FOR LABOR ORGANIZATION DUES

Standard Form No. 1187
Revised January 1979
Office of Personnel Management
FPM Chapter 550

REQUEST FOR PAYROLL DEDUCTIONS
FOR LABOR ORGANIZATION DUES

Privacy Act Statement

Section 5525 of Title 5 United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record, 3) a court or an appropriate Government agency if the Government is party to a legal suit; 4) an appropriate law enforcement agency if we become aware of a legal violation; 5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee (Print—Last, First, Middle)	2. Employee I.D. Number (SSN or Other)	3. Timekeeper Number
PHILLIPS, THOMAS H. Ⓒ	578-38-1284 Ⓑ	N/A

4. Home Address (Street Number, City, State and ZIP Code)	5. Name of Agency (Include Bureau, Division, Branch or Other Designation)
409 PATRICK LANE HERNDON, VA. 22070	DOT FAA Ⓐ METROPOLITAN AIRPORTS (AMA-211)

Section A—For Use By Labor Organization

Name of Labor Organization (Indicate Local, Branch, Lodge or Other Appropriate Identification)

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL F 91

I hereby certify that the regular dues of this organization for the above named member are currently established at $ 3.00 ___ per (biweekly pay period) (calendar month). (Strike out whichever period is not appropriate, based on arrangement with the employee's agency.) Ⓔ

Signature and Title of Authorized Official	Date (Month, Day, Year)
James R. Sheehan PRESIDENT LOCAL F 91	3/11/79

Section B—Authorization By Employee

I hereby authorize the above named agency to deduct from my pay each pay period, or the first full pay period of each month, the amount certified above as the regular dues of the (Name of Labor Organization) **I.A.F.F. LOCAL F 91** Ⓔ ___ and to remit such amount to that labor organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted which is certified by the above named labor organization as a uniform change in its dues structure.

I understand that this authorization, if for a biweekly deduction, will become effective the pay period following its receipt in the payroll office of my employing agency; and that, if for a monthly deduction, it will become effective the first full pay period of the calendar month following its receipt in the payroll office of my employing agency. I further understand that Standard Form 1188, Cancellation of Payroll Deductions for Labor Organization Dues, is available from my employing agency, and that I may cancel this authorization by filing Standard Form 1188 or other written cancellation request with the payroll office of my employing agency. Such cancellation will not be effective, however, until the first full pay period which begins on or after the next established cancellation date of the calendar year after the cancellation is received in the payroll office.

Signature of Employee	Date (Month, Day, Year)
Thomas H. Phillips	3/11/79

FOR COMPLETION BY AGENCY ONLY—The above named employee and labor organization meet the requirements for dues withholding. (Mark the appropriate box. If "Yes", send this form to payroll. If "No", return this form to the labor organization.)	YES	NO
	✓	

1187—104

FIGURE 18-178.   LABOR ORGANIZATION ADJUSTMENT FORMAT ID

JOB/SCREEN: PYDEDADJ/P2

```
LABOR ORG ADJ                                    FORMAT ID:  PY508ADJ517
Ⓐ          Ⓐ
AG:  1      REG:  MA                  BATCH #:              REC #:
Ⓑ                                          Ⓒ
SSN:   578 - 38 - 1284                    ID:  PH
        Ⓓ
FROM-LAB-ORG-CD-DED:   IAF104   0030°
        Ⓔ
TO-LAB-ORG-CD-DED:     IAF91    00300
```

Ⓓ   Payroll technician shall make reference to the Employee Master
     Record fiche.

c. Government Health Insurance (GHI) Deduction Adjustment. Format
P3 is used to process GHI deduction adjustments. This format links to itself.

(1) Figure 18-179, Government Health Insurance Adjustment Data
Entry Criteria, describes the data elements required to adjust GHI
deductions.

(2) Figure 18-180, SF 2809, Health Benefits Registration Form,
is a sample indicating an employee enrolled under Health Benefits Plan 102
but due to a data entry error, the GHI deductions were identified to the
same carrier, but under Plan 101. This error was discovered after one pay
period. Format P3 is used to adjust this type of error.

(3) Figure 18-181, Government Health Insurance Adjustment
Format ID, is the screen format used to process GHI adjustments.

FIGURE 18-179. GOVERNMENT HEALTH INSURANCE ADJUSTMENT
DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region–See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	
ID	Name ID	2A	First 2 characters of last name
FROM-HB-EMP-GOV	From Health Benefits Code,	3A/N	See EMR fiche.
	Employee Amount	6N	Dollars and Cents (+/-)
	Government Amount	6N	Dollars and Cents (+/-)
TO-HB-EMP-GOV	To Health Benefits Code, Employee Amt.	3A/N	See SF 2809.
		6N	Dollars and Cents (+/-)
	Government Amount	6N	Dollars and Cents (+/-)

FIGURE 18-180. SF 2809,
HEALTH BENEFITS REGISTRATION FORM

If typewriter is not available, bear down with ball-point pen to make legible copies.

HEALTH BENEFITS REGISTRATION FORM
FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM
(Read instructions on back of page 3.)

New Carrier's Control No. **22054772**

Old Carrier's Control No.

TO EMPLOYING OFFICE: SHOW OLD CARRIER'S CONTROL NUMBER ONLY IF ELECTION IS TO CANCEL ENROLLMENT OR TO CHANGE OPTIONS OR TYPE OF ENROLLMENT IN THE SAME PLAN.

PART A

ALL WHO REGISTER MUST FILL IN THIS PART.

NAME (LAST) Jones (FIRST) John (MIDDLE INITIAL) J.

2. DATE OF BIRTH
MONTH 06 DAY 07 YEAR 39

3. ARE YOU NOW MARRIED? Yes ☒ 1 No ☐ 2

4. YOUR MAILING ADDRESS (NUMBER AND STREET) 5804 Vista Rd

CITY Anytown, STATE State ZIP 36114

5. SOCIAL SECURITY ACCOUNT NUMBER 111-11-1111

6. SEX MALE ☒ 1 FEMALE ☐ 2

IMPORTANT

IT IS ILLEGAL FOR AN EMPLOYEE OR A MEMBER OF HIS FAMILY TO BE COVERED UNDER MORE THAN ONE ENROLLMENT. IF YOU ARE ALREADY COVERED THROUGH THE FAMILY ENROLLMENT OF ANOTHER FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEE OR ANNUITANT YOU MUST REGISTER NOT TO ENROLL OR THE OTHER ENROLLMENT MUST BE CANCELED OR CHANGED TO SELF ONLY. SIMILARLY, IF A FAMILY MEMBER LISTED BY YOU IN PART B IS COVERED THROUGH HIS (OR HER) OWN ENROLLMENT, YOU CANNOT ELECT A FAMILY ENROLLMENT UNLESS THE FAMILY MEMBER CANCELS HIS (OR HER) ENROLLMENT. ALSO SEE BACK OF PAGES 2 AND 3

PART B

FILL IN THIS PART IF YOU WISH TO ENROLL OR CHANGE YOUR ENROLLMENT IN A HEALTH BENEFITS PLAN.

If enrollment is for Self Only, answer Item 1. If enrollment is for Self and Family, also answer Item 2.

IF YOU ARE CHANGING YOUR ENROLLMENT ALSO FILL IN PART D.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from back page of brochure of the plan you select.)

NAME OF PLAN Service Benefit Plan

OPTION (HIGH OR LOW) High

ENROLLMENT CODE NUMBER 1 0 2

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 22, including (a) legally adopted children and (b) stepchildren, foster children, and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 22 who became disabled before age 22 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 22 or over, if one is not already on file.) DO NOT LIST PARENTS OR OTHERS WHO ARE NOT ELIGIBLE FAMILY MEMBERS. THEY WILL NOT RECEIVE BENEFITS, EVEN IF THEY ARE DEPENDENT ON YOU AND ARE LISTED.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Janet R. Jones	6-26-40	1			6
Scott L. Jones	5-25-60	2			7
		3			8
		4			9
		5			10

PART C

FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR 2 WHICHEVER APPLIES.

1. I ELECT NOT TO ENROLL IN A PLAN UNDER THE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM.

2. I ELECT TO CANCEL MY PRESENT ENROLLMENT UNDER THE CODE NUMBER SHOWN BELOW.

Present Enrollment Code Number

If you elect to cancel be sure to read "Cancellation of Enrollment" on back of page 3.

PART D

FILL IN THIS PART, AS WELL AS PART B, TO CHANGE YOUR REGISTRATION.

ANSWER ITEMS 1, 2, AND 3 TO SHOW ENROLLMENT CODE BEING CHANGED AND ELIGIBILITY FOR CHANGE

1. ENROLLMENT CODE NUMBER OF PRESENT PLAN 1 0 1

2. NUMBER OF EVENT WHICH PERMITS CHANGE (See table on back of page 2 for proper number.) 1

3. DATE OF EVENT WHICH PERMITS CHANGE MONTH 11 DAY 14 YEAR 76

PART E

ALL WHO REGISTER MUST FILL IN THIS PART.

(YOUR SIGNATURE - DO NOT PRINT) (DATE) 11-16-76

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F

TO BE COMPLETED BY AGENCY

1. NAME AND ADDRESS (INCLUDING ZIP CODE) OF EMPLOYING OFFICE
Federal Aviation Administration
800 Independence Avenue
Washington, D.C. 20591

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL

2. DATE RECEIVED IN EMPLOYING OFFICE 11-31-76

3. EFFECTIVE DATE OF ELECTION 1-1-77

4. PAYROLL OFFICE NO. 69-00-0000

5. SF 2811 REPORT NO. 77-1

REMARKS FOR USE ONLY BY AGENCY.

FIGURE 18-181. GOVERNMENT HEALTH INSURANCE ADJUSTMENT FORMAT ID

JOB/SCREEN: PYDEDADJ/P3

```
GHI ADJ                                   FORMAT ID:  PY508ADJ518
  Ⓐ                 Ⓐ
AG:  1              REG:  WA         BATCH #:              REC #:
  Ⓑ                                      Ⓒ
SSN:  111 - 11 - 1111                     ID:  JO
       Ⓓ
FROM-HB-EMP-GOV:  101   001070        00113R
        Ⓔ
TO-HB-EMP-GOV:    102   002403        002752
```

Ⓓ   Extracted from the Employee Master Record.

Ⓔ   Rates for enrollment Code 102 would be obtained from
      FPM Supplement 890-1, subchapter 20.

   d. Government Optional Life Insurance Deduction Adjustment. Format
P4 is used to adjust errors affecting optional life insurance deductions.
The only type of transaction that may be entered under this format is to
adjust the optional GLI code and the amount deducted. This format links to
itself.

      (1) Figure 18-182, GLI-OPT ADJ Data Entry Criteria, describes the
data elements required to adjust GLI optional deductions.

      (2) Figure 18-183, SF 2817, Life Insurance Election, is a sample
indicating that the employee elected optional life insurance. However, as
the result of an error in date of birth on the EMR, the transaction was
identified to the incorrect age group. This resulted in an incorrect premium
being deducted.

      (3) Figure 18-184, GLI-OPT Adjustment Format ID, illustrates the
screen format used to enter Government life insurance optional adjustments.

1847.-1849. RESERVED.

            FIGURE 18-182.   GLI-OPT ADJ DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region–See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SF 176 or EMR fiche.
ID	Name ID	2A	First 2 characters of last name
FROM-GLI-OPT-CDE-DED	From GLI Code	1A	D - Z
	Optional GLI Code	1N	0 - NULL 1 - Under age 35 2 - Age 35-39 3 - Age 40-44 4 - Age 45-49 5 - Age 50-54 6 - Age 55-59 7 - Age 60 and Over
	Deduction	5N	Dollars and Cents (+/-)

                        (Continued)

FIGURE 18-182. GLI-OPT ADJ DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
TO-GLI-OPT	To GLI Code	1A	Same as FROM codes
CDE-DED	Optional GLI Code	1N	
	Deduction	5N	Dollars and Cents (+/-)

FIGURE 18-183. SF 2817, LIFE INSURANCE ELECTION

FEGLI

LIFE INSURANCE ELECTION

Federal Employees Group Life Insurance Program

See Privacy Act Information on Back of Part 3

1 General Instructions

By law, a person who is not excluded from coverage automatically has Basic Life insurance, unless he or she waives all coverage. You have the choice of (1) electing Basic Life and any or all of the options, (2) electing Basic Life, but declining all of the options, or (3) waiving all life insurance coverage.

To complete this form:
- Read page—carefully
- Type or print in ink
- Do not separate the parts. Your employing office must certify the completed form and will return your copy to you. This form should be kept with your SF 2817A (SF 2817B for Postal Employees).

2 Fill in identifying information

Name (Last)	(First)	(Middle)	Date of Birth (Month, Day, Year)	Social Security Number
JONES	JOHN	J.	6/7/39	111 11 1111

Employing Department or Agency	Agency Location (City, State, Zip Code)
F.AA	WASHINGTON, D.C. 20591

3 To elect Basic Life, sign and date below. If you do not elect Basic Life, you may not elect any form of optional insurance. If you do not want any insurance at all, skip to section 5.

Basic Life

I want the Basic Life insurance. I authorize deductions to pay my share of the cost.

Signature (Do not print) John J. Jones

Date (Month, Day, Year) 3/17/81

4 If you have elected Basic Life, you may elect any or all of the following options. Sign the box below for any option(s) you want.

Option A - Standard	Option B - Additional	Option C - Family
I want the Standard $10,000 optional insurance. I authorize deductions to pay the full cost.	I want the Additional optional insurance in the multiple of my annual basic pay I indicate below. I authorize deductions to pay the full cost. (Indicate multiple by marking "X" in the appropriate box. Do not mark more than one box.)	I want the Family optional insurance. I understand that in the event of the death of my spouse I would receive $5,000 and upon the death of a child I would receive $2,500. I authorize deductions to pay the full cost.

1 times my pay / 2 times my pay / 3 times my pay / 4 times my pay / 5 times my pay

Signature (Do not print)	Date	Signature (Do not print)	Date	Signature (Do not print)	Date
John J. Jones	3/17/81				

5 If you want NO life insurance coverage at all, sign and date below.

Waiver of all Life Insurance Coverage

I want no insurance coverage at all. I understand that any insurance I have will stop at the end of the pay period in which my employing office receives this waiver and that I cannot get Basic Life insurance unless I (1) wait at least one year after I sign this form, (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability. I understand that I cannot get any optional insurance unless I first have Basic Life.

Signature (Do not print) | Date

FOR EMPLOYING OFFICE USE ONLY

Certification

I certify that the above named employee is eligible for the insurance coverage he or she has elected above.

Signature of Authorized Agency Official Urbest A. Bye

Date of receipt in employing office (Month, day, year) 3/18/81

See Table of Effective Dates in SF 2817A (SF 2817B for Postal Employees) to determine effective dates of coverage.

The employee's copy of this form, when certified by the employing office, together with SF 2817A, "The Federal Employees Group Life Insurance Program" (SF 2817B for Postal Employees), constitute the employee's Certificate of Insurance.

U.S. Office of Personnel Management
PART I—File In Official Personnel Folder

1

Standard Form 2817
(Formerly Standard Form 176)
March 1981
FPM Supplement 870-1

FIGURE 18-184. GLI-OPT ADJUSTMENT FORMAT ID

JOB/SCREEN: PYDEDADJ/P4

```
GLI-OPT ADJ                              FORMAT ID:  PY508ADJ519
 Ⓐ            Ⓐ
AG:  1    REG:  WA            BATCH #:              REC #:
 Ⓑ                            Ⓒ
SSN:  111 - 11 - 1111         ID:   JO

                   CODES        OPTIONAL      FAMILY       ADDITIONAL
      Ⓓ
FROM-GLI-OPT-CDE-DED: D 1       0032°
         Ⓔ
TO-GLI-OPT-CDE-DED  : D 2       00320
```

Ⓓ   Payroll technician shall make reference to the Employee Master
      Record fiche.

SECTION 10.   WAGE AND TAX ADJUSTMENT (PYWGTXADJ)

1850. DESCRIPTION. This job identifier is used to process adjustments
to state and local wages and taxes. The FROM and TO fields function is
basically the same as for PYDEDADJ, except the FROM tax code must match the
code in the inactive tax record, and the TO tax code must match the code
in the current EMR, or the entry will reject. Tax records become inactive
when the geographic location of employment or residence changes and the
change does not meet validation edits or when a new tax code is entered. The
inactive tax file contains a history of all previous codes and wage infor-
mation for the current tax year. Retroactive SF 50 transactions with an
effective date within the pay history time frame will automatically adjust
applicable current and inactive wage and tax data.

1851. FORMATS. There are three formats available for entering data under
this job. Each format links to itself.

        a. State Gross Wage/Tax Adjustment. Format P1 is used to adjust
state gross wages and/or taxes. Figures 18-185, State Gross/Tax Adj Data
Entry Criteria; 18-186, FAA Form 2730-5, Request and Authorization for
Allotment of Compensation for State Income Tax Purposes; and 18-187,
State Gross/Tax Adj Format ID, illustrate adjustment of wage/tax data from
one state to another.

FIGURE 18-185.   STATE GROSS/TAX ADJ DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
FROM-ST-CDE-TAX	From State Code and State Tax	2A/N 6N	Valid State Code Dollars and Cents (+/-)

(Continued)

FIGURE 18-185. STATE GROSS/TAX ADJ DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
FROM- GROSS- WAGE-FTAX	From State Gross Wages and Federal Tax Withheld from the Gross Wages	7N 6N	Dollars and Cents (+/-) Dollars and Cents (+/-)
TO-ST-CDE- TAX	To State Code and State Tax	2A/N 6N	Valid State Code Dollars and Cents (+/-)
TO-GROSS- WAGE-FTAX	To State Gross Wages and Federal Tax With- held from the Gross Wages	7N 6N	Dollars and Cents (+/-) Dollars and Cents (+/-)

FIGURE 18-186. FAA FORM 2730-5, REQUEST AND
AUTHORIZATION FOR ALLOTMENT OF COMPENSATION
FOR STATE INCOME TAX PURPOSES

REQUEST AND AUTHORIZATION FOR ALLOTMENT OF COMPENSATION FOR STATE INCOME TAX PURPOSES

To:

Chief, Personnel Accounting Branch, AAA-240 (B)

[X] 1. I certify that I reside in the State (or District) of __Maryland__ (E) _____ and

that no state income tax is being withheld from my compensation. I hereby request and

authorize an allotment from my pay and to the said State (or District) for income tax

purposes in the amount required by the applicable withholding tables or approved with-

holding formula.

[ ] 2. I request additional state tax withholding of $_____ per pay period over that being
                                                    (even dollars)
deducted by use of approved withholding tax table or formula. This authorization supersedes

all prior requests for additional state tax withholding.

EFFECTIVE DATE	SIGNATURE OF ALLOTTER		DATE
1/14/79	Letz B. Happie (D) 230-07-3842 (C)		1/4/79

(A) FAA Form 2730-5 (7-71)   SUPERSEDES FAA FORM 3440

FAA AC 3-1278

FIGURE 18-187.   STATE GROSS/TAX ADJ FORMAT ID

JOB/SCREEN: PYWGTXADJ/P1

```
┌──────────────────────────────────────────────────────────────────┐
│  STATE GROSS/TAX ADJ                    FORMAT ID:  PY508ADJ514     │
│   Ⓐ            Ⓑ                                                    │
│  AG:  1        REG:  WA         BATCH #:              REC #:        │
│   Ⓒ                              Ⓓ                                 │
│  SSN:  230 - 07 - 3842           ID:  HA                            │
│                                                                    │
│  FROM-ST-CDE-TAX:               11            002510               │
│                                                                    │
│  FROM-GROSS-WAGE-FTAX:          006500°       01056M               │
│                                                                    │
│  TO-ST-CDE-TAX:          E      24            002516               │
│                                                                    │
│  TO-GROSS-WAGE-FTAX:            0065000       010564               │
└──────────────────────────────────────────────────────────────────┘
```

b. <u>Voluntary State Tax Adjustment</u>. Format P2 is used to adjust voluntary state taxes. Figures 18-188, Vol State Tax Adj Data Entry Criteria; 18-189, Form D-4, District of Columbia Employee's Withholding Exemption Certificate; and 18-190, Vol State Tax Adj Format ID, illustrate adjustment of voluntary tax from one state to another.

<u>FIGURE 18-188.</u>   <u>VOL STATE TAX ADJ DATA ENTRY CRITERIA</u>

<u>Prompt</u>	<u>Field Name</u>	<u>Size</u>	<u>Remarks</u>
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
FROM-VOL-ST-CDE-TAX	From Voluntary State Code and Tax	2A/N 6N	Valid State Code Dollars and Cents (+/-)
TO-VOL-ST-CDE-TAX	To Voluntary State Code and Tax	2A/N 6N	Valid State Code Dollars and Cents (+/-)

FIGURE 18-189. FORM D-4, DISTRICT OF COLUMBIA
EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

FIGURE 18-190. VOL STATE TAX ADJ FORMAT ID

JOB/SCREEN: PYWGTXADJ/P2

```
┌─────────────────────────────────────────────────────────────────────┐
│ VOL STATE TAX ADJ                      FORMAT ID:  PY508ADJ526        │
│                  Ⓐ                                                    │
│ AG:   1      REG:   WA           BATCH #:              REC #:         │
│   Ⓑ                                  Ⓒ                                │
│ SSN:   577 - 25 - 3456               ID:   CR                        │
│                                                                       │
│ FROM-VOL-ST-CDE-TAX:   51        00192L                              │
│                 Ⓓ                                                     │
│ TO-VOL-ST-CDE-TAX:     11        001923                              │
└─────────────────────────────────────────────────────────────────────┘
```

c. <u>Local Gross Wage/Tax Adjustment</u>. Format P3 is used to adjust local gross wages and taxes. Figures 18-191, Local Gross/Tax Adj Data Entry Criteria; 18-192, TFS Form 7311, Employee's Withholding Certificate for City Taxes; and 18-193, Local Gross/Tax Adj Format ID, illustrate adjustment of wage/tax data from one city to another.

1852.-1854. <u>RESERVED</u>.

FIGURE 18-191. LOCAL GROSS/TAX ADJ DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See Source Document or EMR.
ID	Name ID	2A	First 2 characters of last name
FROM-LOC-CDE-TYP-TAX	From Local Tax Code	6A/N	Valid Local Tax Code
	Local Type Code	1N	1 - City (Mandatory) 2 - County (Mandatory) 3 - City (Voluntary) 4 - County (Voluntary)
	Tax Amount	6N	Dollars and Cents (+/-)
FROM-GROSS-WAGE-FTAX	From Gross Wages and Federal Taxes Withheld from Those Wages	7N 6N	Dollars and Cents (+/-) Dollars and Cents (+/-)
TO-LOC-CDE-TYP-TAX	To Local Tax Code Local Type Code Tax Amount	6A/N 1N 6N	Same as FROM
TO-GROSS-WAGE-FTAX	To Gross Wages and Federal Taxes	7N 6N	Same as FROM

FIGURE 18-192. TFS FORM 7311, EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY TAXES

EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY TAXES
CITY OF: Kansas City, Missouri

1. PRINT FULL NAME	2. SOCIAL SECURITY NO	3. AGENCY USE
Ida B. Goode	135-24-6789	LTC = 294120

4. HOME ADDRESS (Street, Number, City, County, State and Zip Code)
1810 Lexington Ave., Kansas City, Missouri 64124

5. DEPARTMENT - AGENCY - OFFICE	6. PLACE OF EMPLOYMENT (City and State)	7. MARITAL STATUS
Federal Aviation Administration (ACE-551)	Kansas City, MO	☐ S ☒ M

SEE INSTRUCTIONS ON REVERSE

8. (Check proper box)
CITY WHERE EMPLOYED. ☒ RESIDENT ☐ NON-RESIDENT
If you are not subject to the city tax --
CHECK HERE ☐ and explain on the reverse.

9. (Check proper box)
STATE WHERE EMPLOYED. ☒ RESIDENT ☐ NON-RESIDENT
NON-RESIDENT.
DO YOU CONSENT TO WITHHOLDING ☐ YES ☐ NO

10. I ESTIMATE THAT $_____ OR _____ % OF MY ANNUAL COMPENSATION IS FOR SERVICES PERFORMED OUTSIDE THE CITY.

11. TOTAL NUMBER OF EXEMPTIONS CLAIMED (if applicable)	12. OTHER ALLOWANCES (if applicable)
2	$

13. I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief.

SIGNATURE _Ida B. Goode_ DATE 1/8/79

REVIEWED BY _Harry S. Best_ DATE 1/8/79

TFS FORM 7311 FORMERLY TFS FORM 7311, 2-75, WHICH IS OBSOLETE.   GPO 898-224   DEPARTMENT OF THE TREASURY - FISCAL SERVICE BUREAU OF GOVERNMENT FINANCIAL OPERATIONS

FIGURE 18-193.   LOCAL GROSS/TAX ADJ FORMAT ID

JOB/SCREEN: PYWGTXADJ/P3

```
LOCAL GROSS/TAX ADJ                    FORMAT ID:  PY508ADJ515
Ⓐ              Ⓑ
AG:  1        REG:  CE        BATCH #:              REC #:
Ⓒ                              Ⓓ
SSN:  135 - 24 - 6789          ID:  GO

FROM-LOC-CDE-TYP-TAX:                297080    1   000950

FROM-GROSS-WAGE-FTAX:                007408°        01647N

TO-LOC-CDE-TYP-TAX:          E       294120    1   000956

TO-GROSS-WAGE-FTAX:                  0074080        016475
```

SECTION 11. MISCELLANEOUS PAYROLL ADJUSTMENT ACTIONS (PYOTHADJ)

1855. DESCRIPTION. The PYOTHADJ job identifier is used by the payroll
technician to process miscellaneous payroll adjustment actions. All
actions processed under this identifier will update the EMR. The adjust-
ment actions processed under this identifier are:

    a. ICAO/LWOP payments of GHI, GLI, and retirement coverage;

    b. Leave balances;

    c. Lump-sum leave payments;

    d. Utility billings; and

    e. PCS travel/second career amount/Federal tax.

1856. FORMATS. The following formats are used for data entry under job
identifier PYOTHADJ:

    a. ICAO/LWOP Payments of GHI, GLI, and
Retirement. Format P1 is used to process payments received from ICAO and
LWOP employees for GHI, GLI, and retirement coverage. This format links to
itself.

      (1) Figure 18-194, ICAO/LWOP Payments Data Entry Criteria, describes
the elements required to process ICAO/LWOP employees payments of GHI, GLI, and
Retirement coverage.

      (2) Figure 18-195, Miscellaneous Document for Payment of GHI,
GLI, and Retirement Coverage, shows a sample letter received by the payroll
office from an ICAO employee who elected to retain his/her coverage under the
retirement, health benefits, and group life insurance programs.

      (3) Figure 18-196, ICAO/LWOP Payments Format ID, illustrates
the mandatory data elements to process payments received for GHI, GLI, and
retirement coverage in the sample shown in figure 18-195.

FIGURE 18-194. ICAO/LWOP PAYMENTS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	
ID	Name ID	2A	First 2 characters of last name .
PAY-STAT	Pay Status	1N	1, 3, 5, 6, 8, or 9
POS-TYPE	Position Type	1N	1 through 9
SPEC-PGM	Special Program	2N	62 for COOP student; otherwise skip
RET-DED-EMP	Retirement Payment Amount – EMP	6N	Miscellaneous document Dollars and Cents (+/-)
RET-DED-GOV	Retirement Payment Amount – GOV	6N	Generated
GHI-EMP	GHI Payment Amount-EMP	5N	Miscellaneous document Dollars and Cents (+/-)
GHI-GOV	GHI Government Portion	5N	FPM Sup 890-1, subchapter S-20 Dollars and Cents (+/-)
GLI-REG-EMP	GLI Payment Amount-EMP	5N	Miscellaneous document Dollars and Cents (+/-)
GLI-REG-GOV	GLI Payment Amount-GOV	5N	Dollars and Cents (+/-) Union Rep. Only
GLI-OPT	GLI Standard Optional Payment Amount	5N	Miscellaneous document Dollars and Cents (+/-)
GLI-FAM-OPT	GLI Family Optional Payment Amount	5N	Miscellaneous document Dollars and Cents (+/-)
GLI-ADT-OPT	GLI Additional Optional Payment Amount	5N	Miscellaneous document Dollars and Cents (+/-)
PMT-AMT	Sum of Employee Payments	6N	Miscellaneous document Dollars and Cents (+/-)

FIGURE 18-195. MISCELLANEOUS DOCUMENT FOR PAYMENT OF GHI, GLI, AND RETIREMENT COVERAGE

July 10, 1978

Ⓐ Federal Aviation Administration
Personnel Accounting Branch, AAA-240
800 Independence Avenue, S.W.
Washington, D. C. 20591

Ⓒ RE: John J. Jones
   Ⓑ 111-11-1111

To Whom It May Concern:

Enclosed is a check in the amount of $437.88 for:

    Ⓓ   Retirement..................$ 72.41
    Ⓔ   Health Benefits........... 24.86
    Ⓖ   Regular Life Insurance.... 10.30
    Ⓗ   Optional Life Insurance...   1.90
                                     $109.47

covering the pay periods as follows:

Pay Period	Ending	Amount
10	5/6/78	$109.47
11	5/20/78	109.47
12	6/3/78	109.47
13	6/17/78	109.47
		Ⓘ $437.88 TOTAL

Hope you find everything in order.

Sincerely yours,

JOHN J. JONES

Enclosure

FIGURE 18-196. ICAO/LWOP PAYMENTS FORMAT ID

JOB/SCREEN: PYOTHADJ/P1

```
ICAO/LWOP PAYMENTS                          FORMAT ID:   PY508ADJ512
Ⓐ              Ⓐ
AG:  1         REG:  WA       BATCH #:            REC #:
Ⓑ                            Ⓒ
SSN:  111 - 11 - 1111          ID:  JO          PAY-STAT:  6

POS-TYPE    :  1              SPEC-PGM    :
Ⓓ
RET-DED-EMP:  028964          RET-DED-GOV:
Ⓔ                            Ⓕ
GHI-EMP     :  09944          GHI-GOV     :  10676
Ⓖ
GLI-REG-EMP:  04120           GLI-REG-GOV:
Ⓗ
GLI-OPT     :  00760          GLI-FAM-OPT:
                             Ⓘ
GLI-ADT-OPT:                  PMT-AMT     :  043788
```

Ⓕ   Payroll technician shall reference FPM Supplement 890-1,
     subchapter S20.

NOTES: Correct pay status must have been established in the EMR.

        Union representative must pay <u>both</u> the employee and Government
        share of benefits.

b. Leave Balances. Data entered under Format P2 will allow the payroll technician to adjust any type of leave YTD totals and/or leave balances in the employee master record. This format links to itself.

(1) Figure 18-197, Leave Adjustment Data Entry Criteria, describes the data elements required to adjust leave YTD totals and leave balances in the employee master record.

(2) Figure 18-198, FAA Form 2730-68-1, Amended Time and Attendance Report, is a sample amended T&A report for the adjustment of annual leave of an employee whose original T&A did not reflect annual leave used on Monday of the second week in the pay period.

(3) Figure 18-199, Leave Adjustment Format ID, illustrates the screen format and mandatory data elements required to process the annual leave adjustment in the sample in figure 18-198.

FIGURE 18-197. LEAVE ADJUSTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region—See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Amended T&A or EMR
ID	Name ID	2A	First 2 characters of last name
A/L-BEG-BAL	Annual Leave Beginning Balance	6N	Hours and Minutes (+/-)
A/L-ERN	Annual Leave Earned YTD	3N	Whole Hours (+/-)
A/L-USE	Annual Leave Used YTD	6N	Hours and Minutes (+/-)
S/L-BEG-BAL	Sick Leave Beginning Balance	6N	Hours and Minutes (+/-)
S/L-ERN	Sick Leave Earned YTD	3N	Whole Hours (+/-)
S/L-USE	Sick Leave Used YTD	6N	Hours and Minutes (+/-)
C/T1-RT-HR	Compensatory Time Rate 1 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)
C/T2-RT-HR	Compensatory Time Rate 2 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)
C/T3-RT-HR	Compensatory Time Rate 3 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)
C/T4-RT-HR	Compensatory Time Rate 4 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)
C/T5-RT-HR	Compensatory Time Rate 5 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)

(Continued)

FIGURE 18-197. LEAVE ADJUSTMENT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
C/T6-RT-HR	Compensatory Time Rate 6 and Hours	4N 5N	Dollars and Cents Hours and Minutes (+/-)
LWOP-YTD	Leave Without Pay YTD	6N	Hours and Minutes (+/-)
AWOL	Absent Without Leave YTD	6N	Hours and Minutes (+/-)
SUSP	Suspension-YTD	4N	Whole Hours (+/-)
WOP-ACRL	Without Pay Balance Toward Loss of Accrual	5N	Hours and Minutes (+/-)
PSI	LWOP Since Last Within-Grade Increase	6N	Hours and Minutes (+/-)
HOME	Home Without Pay Leave Used - YTD	5N	Hours and Minutes (+/-)
LVE-YTD	Without Pay Leave Used - YTD	6N	Hours and Minutes (+/-)
A/L-REDUC	Annual Leave Reduction Accruals YTD	3N	Whole Hours (+/-)
S/L-REDUC	Sick Leave Reduction Accruals YTD	3N	Whole Hours (+/-)
MIL-REG	Military Regular Leave Used-YTD	2N	Days (+/-)
MIL-EMERG	Military Emergency Leave Used YTD	2N	Days (+/-)
EXCUSED	Excused Leave Used YTD	6N	Hours and Minutes (+/-)
HOLIDAY	Holiday Leave Used YTD	5N	Hours and Minutes (+/-)

(Continued)

FIGURE 18-197. LEAVE ADJUSTMENT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
COURT	Court Leave Used YTD	6N	Hours and Minutes (+/−)
FUNERAL	Funeral Leave Used YTD	2N	Whole Hours (+/−)
H/L-DTE	Home Leave Accrual and Usage Date	6N	YYMMDD
H/L-BEG	Home Leave Beginning Balance	3N	Whole Hours (+/−)
H/L-USE	Home Leave Used YTD	3N	Whole Hours (+/−)
DWI-CAL	Days Worked Intermittent Calendar Year	3N	Days (+/−)
DWI-PSI	Days Worked Intermittent PSI	3N	Days (+/−)
A/L-PT	Annual Leave Part-Time Carryover Hours	4N	Hours and Minutes (+/−)
S/L-PT	Sick Leave Part-Time Carryover Hours	4N	Hours and Minutes (+/−)
S/L-ADV	Sick Leave Advanced	5N	Hours and Minutes (+/−)
REST-AL-USED-YTD	Restored Annual Leave Used YTD	5N	Hours and Minutes (+/−)
PRV-AL-FORFEIT	Previous Annual Leave Forfeited	5N	Hours and Minutes (+/−)
TRAU-INJ-YTD	Traumatic Injury Leave YTD	5N	Hours and Minutes (+/−)
TRAU-YTD-DYS	Traumatic Injury Leave YTD Days	3N	Days (+/−)
CHG-STA-YTD	Change-of-Station Leave YTD	5N	Hours and Minutes (+/−)
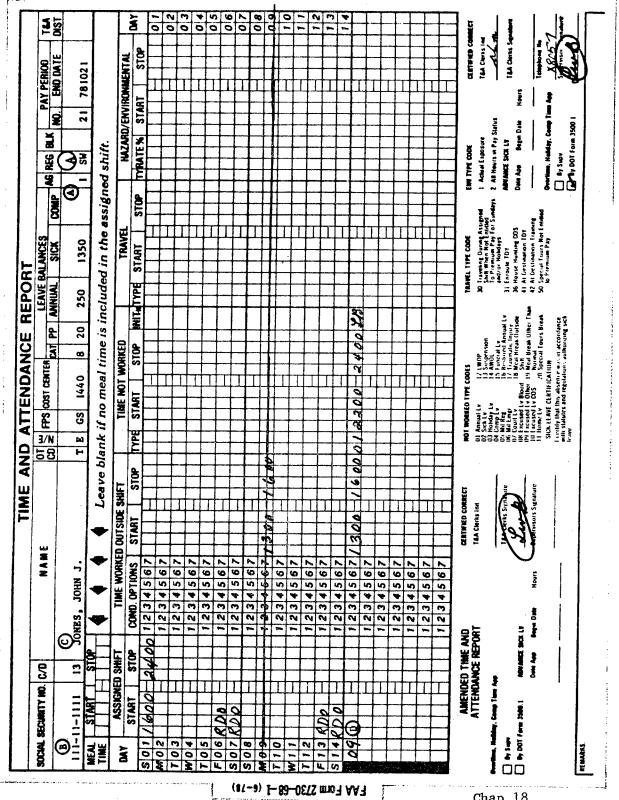
(Continued)

FIGURE 18-197. LEAVE ADJUSTMENT DATA ENTRY CRITERIA (Cont.)

Prompt	Field Name	Size	Remarks
MAX-A/L-COVER	Maximum Annual Leave Carryover	6N	Hours and Minutes (+/-)
MILITARY LEAVE CARRYOVER	Military Leave Carryover	3N	Days and Tenths (+/-)

NOTES: Enter only desired adjustment amount - not what the new balance should be.

Corrected SCD will not programmatically change leave balances outside pay history. Manual computation and adjustment entry by pay technician are required.

Any field can be plus or minus - ending balance will automatically crossfoot. If ending balance is not to be affected, an offsetting adjustment to the beginning balance must be made.

FIGURE 18-198, FAA FORM 2730-68-1,
AMENDED TIME AND ATTENDANCE REPORT

FIGURE 18-199. LEAVE ADJUSTMENT FORMAT ID

JOB/SCREEN: PYOTHADJ/P2

```
LEAVE ADJUSTMENT                        FORMAT ID:  PY508ADJ513
 Ⓐ              Ⓐ
AG:  1         REG:  SW       BATCH #:                REC #:
 Ⓑ                             Ⓒ
SSN:  111 - 11 - 1111          ID:  JO
                                                      Ⓓ
   A/L-BEG-BAL:                  AL-ERN:            AL-USE:   000200

   S/L-BEG-BAL:                  SL-ERN:            SL-USE:

   C/T1-RT-HR:                         C/T2-RT-HR:

   C/T3-RT-HR:                         C/T4-RT-HR:

   C/T5-RT-HR:                         C/T6-RT-HR:

   LWOP-YTD:                     AWOL:              SUSP:

   WOP-ACRL:                      PSI:              HOME:

   LVE-YTD:                      A/L-REDUC:         S/L-REDUC:

   MIL-REG:                      MIL-EMERG:         EXCUSED:

   HOLIDAY:                         COURT:          FUNERAL:

   H/L-DTE:      -    -          H/L-BEG:           H/L-USE:

   DWI-CAL:                      DWI-PSI:           A/L-PT:

   SL-PT:            SL-ADV:              REST-AL-USE-YTD:

   PRV-AL-FORFEIT:          TRAU-INJ-YTD:       TRAU-YTD-DYS:

   CHG-STA-YTD:

   MAX-A/L-CARRYOVER (HRS-MINS):

   MILITARY LEAVE CARRYOVER (DAYS - TENTHS):
```

FIGURE 18-200. RESERVED

FIGURE 18-201. RESERVED

c. <u>Lump-Sum Leave Payment</u>. The data entered under format P3 will be used to process lump-sum payments for accumulated, current accrued annual leave, and restored annual leave, when applicable, for employees who have been separated. This format links to itself.

(1) <u>Figure 18-202</u>, Lump-Sum Leave Payment Data Entry Criteria, describes the data elements required to process lump-sum payments for separated employees.

(2) <u>Figure 18-203</u>, Sample SF 50, Notification of Personnel Action, is a sample SF 50 for an employee who retired from Federal service voluntarily. The employee is entitled to receive a lump-sum payment for all accumulated and current accrued annual leave through the last full pay period before retirement.

(3) <u>Figure 18-204</u>, Lump-Sum Payment Format ID, illustrates the screen and mandatory data elements required to process the lump-sum leave payment in figure 18-203.

FIGURE 18-202. LUMP-SUM LEAVE PAYMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	
ID	Name ID	2A	First 2 characters of last name
BYP-IND	Bypass Lump-Sum Indicator	1N	Blank – No 1 – Yes
AL-HRS- MINS-HOL- HRS-RATE1	Annual Leave Hrs/Min Holiday Leave Hours Rate	6N 3N 5N	Hours and Minutes (Reference EMR.) Generated Dollars and Cents (Reference EMR.)

TERMINAL
  FR-DATE
  TO-DATE
  FR-HR
  TO-HR
	
	From Date
	To Date
	Daily Tour Hours
	Last Day Tour Hours
		
		6N
		6N
		2N
		2N
			Dates include restored, A/L above
			and A/L within ceiling

RESTORED
  FR-DATE
  TO-DATE
  FR-HR
  TO-HR
	Restored Annual Leave
	From Date
	To Date
	Daily Tour Hours
	Last Day Tour Hours
		
		6N
		6N
		2N
		2N
			Reference EMR.

A/L ABOVE
  FR-DATE
  TO-DATE
  FR-HR
  TO-HR
	Annual Leave Above Ceiling
	From Date
	To Date
	Daily Tour Hours
	Last Day Tour Hours
		
		6N
		6N
		2N
		2N
			Reference EMR.

A/L WITHIN
  FR-DATE
  TO-DATE
  FR-HR
  TO-HR
	Annual Leave Within Ceiling
	From Date
	To Date
	Daily Tour Hours
	Last Day Tour Hours
		
		6N
		6N
		2N
		2N
			Reference EMR.

FIGURE 18-203. SAMPLE SF 50,
NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION
(EMPLOYEE - See General Information on Reverse)

STANDARD FORM 50 (9-74)
APPROVED FAA EXCEPTION
U.S. CIVIL SERVICE COMMISSION
FPM Chap. 295

1. NAME LAST - FIRST - MIDDLE	SEX	2. AGENCY USE	3. BIRTH DATE	4. CIT. AND SSAN
© THOMAS, RICHARD	M	14480	18-06-16	1 ⒷB 444-18-5786

5. VETERAN PREFERENCE			6. TENURE	7. SERV. COMP. DATE	8. HANDICAP CODE
1	1 - NO 3 - 10 PT. DISAB 5 - 10 PT. OTHER 2 - 5 PT. 4 - 10 PT. COMP			44-08-15	

9. FEGLI	10. RETIREMENT	11. (FOR CSC USE)
4 1 - COVERED (Regular only - extend Optional) 2 - INELIGIBLE 3 - WAIVED 4 - COVERED (Reg & Op)	1 1 - CS 3 - FS 5 - OTHER 2 - FICA 4 - NONE	

12. CODE	NATURE OF ACTION
302B	RETIREMENT - VOLUNTARY

13. EFFECTIVE DATE	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
78-09-23	

15. FROM: POSITION TITLE AND NUMBER

16. PAY PLAN/SER/FUNC.	17. GRADE	STEP	18. PAY BASIS AND SALARY

19. TO: POSITION, TITLE, NUMBER AND SUPERVISORY CODE

SUPV. CODE

20. PAY PLAN/SER/FUNC.	21. GRADE	STEP	22. PAY BASIS AND SALARY

23. NAME AND LOCATION OF EMPLOYING OFFICE

Ⓐ FEDERAL AVIATION ADMINISTRATION
Associate Administrator for Administration
Office of Accounting and Audit
800 Independence Avenue, SW.
Washington, D.C. 20591

24. DUTY STATION (City) (State)	25. LOCATION CODE

26. APPROPRIATION	27. POSITION OCCUPIED	28. APPORTIONED POSITION	STATE
	1 COMPETITIVE 2 EXCEPTED	1 - PROVED 2 - WAIVED FR TO	

29. RETIRED UNIFORM SERVICE (ACCESSIONS ONLY)			
A - DATE	B - DESIGNATION	C - COMPONENT	D - PAY GRADE

30. CPDF DATA ELEMENTS			31. APPOINTMENT AFFIDAVIT SIGNED
A - WORK SCHEDULE	B - PAY RATE DETERMINANT	C - SPECIAL PROGRAMS	

32. EDUCATION (ACCESSIONS AND CHANGES ONLY)		
A - ACADEMIC LEVEL	B - DISCIPLINE	C - YEAR OF DEGREE

33. REMARKS

34. ORGANIZATION SEGM./EMPLOYING DEPARTMENT OR AGENCY		37. SIGNATURE (By other authorization) AND TITLE
TD-03	DEPARTMENT OF TRANSPORTATION	*Jane Smith*
35. SUBMITTING OFFICE NUMBER 0615	36. DATE 3-23-78	CHIEF, PERS. OPNS. DIV.

FIGURE 18-204.   LUMP-SUM PAYMENT FORMAT ID

JOB/SCREEN: PYOTHADJ/P3

```
 LUMP SUM PAYMENT                           FORMAT ID:  PY508ADJ522
 Ⓐ              Ⓐ
 AG:  1          REG:  WA       BATCH #:            REC #:
 Ⓑ                             Ⓒ
 SSN:  444 - 18 - 5786           ID:  TH     BYP-IND:

 A/L-HRS-MINS 1:      024100    HOL-HRS1:  000    RATE1:  00871

 A/L-HRS-MINS 2:                HOL-HRS2:         RATE2:

 A/L-HRS-MINS 3:                HOL-HRS3:         RATE3:

                     FR-DATE    TO-DATE       FR-HR        TO-HR
      Ⓓ
 TERMINAL:           78-09-25   78-11-07        08           01

 RESTORED:
      Ⓓ
 A/L ABOVE:          78-09-25   78-09-25        01           01
      Ⓓ
 A/L WITHIN:         78-09-25   78-11-07        07           01
```

Ⓓ   Payroll technician shall reference EMR.

NOTES: Enter restored leave dates first.

Enter A/L above ceiling dates second.

Enter A/L within ceiling dates third.

Annual and restored leave hours must equal hours in the EMR.

This process automatically triggers inactive status and SF 1150.

If lump-sum payment was originally indicated but subsequently determined none is due, enter BYP-IND "1" to trigger inactive status and SF 1150.

Only one LSP can be processed using this screen. If subsequent LSP is necessary, use PYPAYADJ.

   d. __Utility Billings.__ This format is applicable to employees using
Government housing in the Republic of Panama. The format will be used to
adjust the employee's utility deductions for actual utility usage charges.

        (1) __Figure 18-205__, Utility Adjustment Data Entry Criteria,
describes the required data elements for adjusting utility deductions in
the EMR.

        (2) __Figure 18-206__, Sample SO Form 4930-2, Quarterly Report of
Meter Readings, is a sample form used by the FAA Southern Region payroll
office to process utility rate adjustment charges for Panama Canal personnel.

        (3) __Figure 18-207__, Utility Adjustment Format ID, illustrates
the screen format and mandatory data elements required to process the
utility deductions for the sample in figure 18-206.

FIGURE 18-205.   UTILITY ADJUSTMENT DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	See SO Form 4930-2.
ID	Name ID	2A	First 2 characters of last name
PP-YR	Pay Period Year	2N	Pay year of billing period
PP-NO	Pay Period Number	2N	>00<28 Last pay period number of billing period
UTILITY QTRLY BILLING	Utility Quarterly Billing	5N	Dollars and Cents Reference SO Form 4930-2.

FIGURE 18-206.   SAMPLE SO FORM 4930-2,
QUARTERLY REPORT OF METER READINGS

QUARTERLY REPORT OF METER READINGS

FAA ☒   NON-FAA ☐   PERIOD COVERED 12/13/76 thru 3/12/77   Page 2 of 4

UNIT ID	EMPLOYEE NAME	BLOCK	SOCIAL SECURITY NUMBER	CURRENT METER READING	PREVIOUS METER READING	KWH USED	PER KWH	$ CHARGES	REMARKS
7201-A	Jones, John J.	05							
7201-B	Smith, Robert A.	04							
7203-A	Andrews, Philip G.	05							
7203-B									
7205-A									
7205-B									
7206									
7207-A									
7207-B									
7208									
7209-A									
7209-B									Occ. portion of Qtr. only
7210									
7214									Occ. portion of Qtr. only
7215-A									
7215-B									
7216									
7217-A									Occ. portion of Qtr. only
7217-B									Occ. portion of Qtr. only
7218-A									
7218-B									
7219-A									
7219-B									
7220-A									
7220-B									
7221-A									

SO Form 4930-2 (6-73) (Supersedes previous edition)

FIGURE 18-207.   UTILITY ADJUSTMENT FORMAT ID

JOB/SCREEN: PYOTHADJ/P4

```
 UTILITY ADJUSTMENT                    FORMAT ID:  PY508ADJ523

 AG:  1        REG:  SO      BATCH #:        REC #:
 Ⓐ                           Ⓑ          Ⓒ              Ⓓ
 SSN:  111 - 11 - 1111       ID:  JO   PP-YR:  77      PP-NO:  06
    Ⓔ
 UTILITY QTRLY BILLING:  12978
```

Ⓒ Enter pay year of billing period.

Ⓓ Enter last pay period number of billing period.

e. PCS Travel-2nd Career Amount/Tax. This format is used to enter PCS travel or ATC second career payments and Federal tax withheld on such payments. Data entered will update quarterly and year-to-date gross wages and Federal tax fields in the employee master record. The Federal tax amount entered will be included by UPSOM with the next biweekly payment made to the Federal Reserve Bank. This process will result in the issuance of a consolidated Form W-2 covering gross salary, PCS travel, and second career payments received by the employee during the taxable year. This format links to itself.

(1) Figure 18-208, PCS Travel-2nd Career Amt/Tax Data Entry Criteria, describes the required data elements for entering the gross voucher amount and Federal tax withheld on PCS travel and ATC second career payments.

(2) Figure 18-209, Form DOT F 2750.1, Notice of Suspended or Disallowed Items and/or Notice of Federal Income Tax Withheld from Travel and Transportation Expenses, is a sample source document used to update an employee's gross wages and Federal tax fields for a PCS travel payment.

(3) Figure 18-210, PCS Travel-2nd Career Amt/Tax Format ID, illustrates the screen format and required data elements to input the PCS travel payment information shown in the sample in figure 18-209.

1857.-1859. RESERVED.

FIGURE 18-208. PCS TRAVEL-2ND CAREER AMT/TAX
DATA ENTRY CRITERIA

PROMPT	FIELD NAME	SIZE	REMARKS
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region–See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	
ID	Name ID	2A	First 2 characters of last name
EXP-TYPE	Expense Type	1N	0 - Travel 1 - Second Career
VOUCHER-AMT	Gross Voucher Amount	7N	Dollars and Cents (+/-)
FED-TAX-AMT	Federal Tax Amount	6N	Dollars and Cents (+/-)
VOUCHER NO	Voucher Number	8A/N	Optional
PAY-YR	Pay Year	2N	Enter only for prior year W-2 corrections

FIGURE 18-209.   FORM DOT F 2750.1,
NOTICE OF SUSPENDED OR DISALLOWED ITEMS AND/OR
NOTICE OF FEDERAL INCOME TAX WITHHELD FROM
TRAVEL AND TRANSPORTATION EXPENSES

	DATE
UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION **NOTICE OF SUSPENDED OR DISALLOWED ITEMS** And/Or **NOTICE OF FEDERAL INCOME TAX WITHHELD FROM** TRAVEL AND TRANSPORTATION EXPENSES	*4 FEB. 1980*

TO: MARY L. BARTLEIN , AAA-430 SSN: 123-45-6789	FROM: AAA-223

Your voucher in the amount of **$ 100.00** _____ covering the period ____**3 JAN. 1980**_____

to ____**—**_____ has been approved for payment in the amount of **$ 100.00**_____ .

NOTICE OF SUSPENDED OR DISALLOWED ITEMS	AMOUNT
NONE	

*Asterisked items were disallowed, others suspended, for reasons shown. If disallowed items are reclaimed, such re-claim must be; (1) on the same voucher form as the original claim, (2) submitted separately from reclaim of suspended items, (3) submitted separately from new claim. A copy of this form must accompany reclaim of disallowed items.

Suspended items which can be justified may be included in your next voucher. Full itemization is required for all sus-pended items which are reclaimed and shall be stated on the voucher after all other items have been listed. A copy of this notice must be attached to the voucher in which you reclaim the suspended items.

NOTICE OF FEDERAL INCOME TAX WITHHELD				
VOUCHER SCHEDULE NUMBER	DATE· PAID	AMOUNT OF VOUCHER	AMOUNT TAXABLE	AMOUNT WITHHELD
T-1467	7 FEB. 1980	$ 100.00	$ 100.00	$ 20.00
REMARKS				

Form DOT F 2750.1 (7-72)

FIGURE 18-210. PCS TRAVEL-2ND CAREER AMT/TAX FORMAT ID

JOB/SCREEN: PYOTHADJ/P5

```
┌─────────────────────────────────────────────────────────────────┐
│ PCS TRAVEL-2ND CAREER AMT/TAX        FORMAT ID:  PY508ADJ511      │
│                                                                   │
│ AG:  1      REG:  WA        BATCH #:            REC #:            │
│                                                                   │
│ SSN:  123 - 45 - 6789           ID:  BA     EXP-TYPE:  0         │
│                                                                   │
│ VOUCHER AMT:  0010000                                            │
│                                                                   │
│ FED TAX AMT:  002000                    VOUCHER NO:  T1467        │
│                                                                   │
│ PAY-YR    :                                                       │
└─────────────────────────────────────────────────────────────────┘
```

SECTION 12. MISCELLANEOUS PAYROLL ACTIONS (PYMISC)

1860. **DESCRIPTION.** This job identifier is used to enter miscellaneous payroll actions.

1861. **FORMATS.** The following format is used under job identifier PYMISC. This format links to itself.

    a. **Check Hold.** Format PI is used to have an employee's check mailed to the cashier rather than to a check mail address. Such actions may be the result of emergency temporary situations. Requests for check hold may be made by telephone. Such requests must include the nature of the emergency, the name and Social Security Number of the employee, and the employee's organization and office telephone number. Figures 18-211, Check Hold Data Entry Criteria; 18-212, Sample Request for a Check Hold; and 18-213, Check Hold Format ID, illustrate a check hold action.

    b. **Processing.** Check hold actions may be processed at any time up to the last data transmission for T&A week. Checks will continue to be sent to the cashier until another check address is processed to replace the check hold.

1862.-1864. **RESERVED.**

FIGURE 18-211. CHECK HOLD DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
BATCH#	Batch Number	6A/N	Generated
REC#	Record Number	6N	Generated
SSN	Social Security Number	9N	Employee Locator Fiche
ID	Name ID	2A	First 2 characters of last name
CHECK-HOLD-IND	Check Hold Indicator	1A/N	Generated

FIGURE 18-212.   SAMPLE REQUEST
FOR A CHECK HOLD

RECORD OF ☐ VISIT ☐ CONFERENCE OR ☒ TELEPHONE CALL	TIME *2 pm*	DATE *Apr. 1, 1978*

NAME(s) OF PERSON(s) CONTACTED OR IN CONFERENCE AND LOCATION	ROUTING SYMBOL	INITIALS
George B. Fineburg, AAA-400		

SUBJECT *Request for check held - John J. Jones, AAA-410*
(A) SSN 111-11-1111   X-68154

DIGEST

Request a check held be placed temporarily on Mr. Jones' check pending his establishing permanent residence in the Washington, D.C. Area.

CONCLUSION, ACTION TAKEN OR REQUIRED

Check being initiated.

DATE *4/1/78*	TITLE *Accounting Technician*	SIGNATURE *Thomas Smith*

FAA Form 1522 (2-65)   USE PREVIOUS EDITIONS   GPO: 1975 O - 587-152   8052-045-8000   (1360)

FIGURE 18-213.   CHECK HOLD FORMAT ID

JOB/SCREEN: PYMISC/P1

```
┌─────────────────────────────────────────────────────────────────────┐
│ CHECK HOLD                           FORMAT ID:   PY508ADJ566         │
│                                                                       │
│ AG:   1            REG:   WA      BATCH #:              REC #:         │
│ Ⓐ                                 Ⓑ                                    │
│ SSN:  111 - 11 - 1111             ID:  JO                             │
│                                                                       │
│ CHECK-HOLD-IND:                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

NOTE: The check hold process may also used for an employee's final
        salary check when local property clearance procedures have
        not been completed.

SECTION 13. LOCAL PAYROLL ACTIONS (PYREG)

1865. DESCRIPTION. This job identifier is strictly for the use of payroll technicians. It contains three formats for entering data. The batch number is configured the same as under job identifier PYESTAB. The use of this job is a local option.

1866. FORMATS. The following formats may be used under job identifier PYREG. All formats link to themselves.

a. Payroll Technician Suspense File. Format P1 is used by the payroll technician to record upcoming actions to be processed on an employee at a future date. These suspense actions can be periodically reviewed to ensure appropriate action is taken on the due date. Figure 18-214, Payroll Tech Suspense Data Entry Criteria, and figure 18-215, Payroll Tech Suspense, provide data entry information and the screen format of the suspense file.

FIGURE 18-214. PAYROLL TECH SUSPENSE DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
SSN	Social Security Number	9N	See Source Document or Employee Locator Fiche.
ID	Name ID	2A	First 2 characters of last name
SUSPENSE-CODE		2A/N	1/ See below. Assigned by payroll technician
SUSPENSE-DATE		6N	(YYMMDD)

TYPE OF ACTION	1/ CODE
TEMP APPT NTE	01
LWOP-NTE	02
PROMOTION-TEMP	03
SUSPENSION-NTE	04
LEAVE ELIGIBILITY CONVERSION	05
RECEIPT OF SF 1150	06
W4 (Default to single/00 exemptions on EMR)	07
STATE TAX (Default to single/00 exemptions on EMR)	08

FIGURE 18-215. PAYROLL TECH SUSPENSE

JOB/SCREEN: PYREG/P1

```
PAYROLL TECH SUSPENSE

AG:                                   REG:

SSN:                                  ID:

SUSPENSE-CODE 1:                      SUSPENSE-DATE:  - -

SUSPENSE-CODE 2:                      SUSPENSE-DATE:  - -

SUSPENSE-CODE 3:                      SUSPENSE-DATE:  - -
```

    b. Cost Center Address. Format P2 is used to enter mailing
addresses of the various cost center locations. This information is used for
production of labels for mailing purposes. Figure 18-216, Cost Center
Address Data Entry Criteria, and figure 18-217, Cost Center Address, provide
data entry information and the screen format for cost center address
information.

FIGURE 18-216. COST CENTER ADDRESS DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AG	Agency	1A/N	Valid agency
REG	Region	2A/N	Valid region-See appendix 1, figure 1.
COST-CENTER	Cost Center Code	6A/N	
ADR1	Address Line 1	20A/N	
ADR2	Address Line 2	20A/N	
CITY	City Name	13A/N	
STATE	State Code	2A	
ZIP	Zip Code	5N	

FIGURE 18-217. COST CENTER ADDRESS

JOB/SCREEN: PYREG/P2

```
COST CENTER ADDRESS

AG:            REG:                COST CENTER:

ADR1:

ADR2:

CITY:                             STATE:

ZIP:
```

c. Employee Block Inquiry. Format P3 is used to inquire the UPS Mini-Skeleton File. After entering the Agency, Region and SSN, the screen will display Block, Name, T-Elig, Pay-Stat, Pay-Stat-Date, and FLSA. Figure 18-218, Employee Block Inquiry Data Entry Criteria, and Figure 18-219, UPS Employee Block Inquiry, provide data entry requirements and the screen format for on-line verification of limited information on an employee.

1867.-1899. RESERVED.

FIGURE 18-218. EMPLOYEE BLOCK INQUIRY DATA ENTRY CRITERIA

Prompt	Field Name	Size	Remarks
AGENCY	Agency	1A/N	Valid agency
REGION	Region	2A/N	Valid region-See appendix 1, figure 1.
SSN	Social Security Number	9N	
BLOCK	Block	2A/N	Generated
NAME	Name	26A/N	Generated
T-ELIG	True Time Eligibility	1N	Generated
PAY-STAT	Pay Status	1N	Generated
PAY-STAT-DATE	Pay Status Date	6N	Generated
FLSA	FLSA Code	1A	Generated

FIGURE 18-219. UPS EMPLOYEE BLOCK INQUIRY

JOB/SCREEN: PYREG/P3

```
AGENCY:  1

REGION:  WA

SSN   :  111 - 11 - 1111

BLOCK :

NAME  :

T-ELIG:

PAY-STAT:

PAY-STAT-DATE:   -  -

FLSA:
```

CHAPTER 19.   DATA ENTRY SUPERVISOR (ADP) FUNCTIONS (RESERVED)

1900.-1999.   RESERVED.

APPENDIX 1. CODES

FIGURE 1. MAJOR ORGANIZATIONAL COMPONENTS UNDER UPS

These codes identify major organizations serviced by the UPS.

Agency	Region	Organization
1		Federal Aviation Administration
	AC	Mike Monroney Aeronautical Center
	AL	Alaskan Region
	CE	Central Region
	CT	FAA Technical Center
	EA	Eastern Region
	GL	Great Lakes Region
	MA	Metropolitan Washington Airports
	NE	New England Region
	NM	Northwest Mountain Region
	SO	Southern Region
	SW	Southwest Region
	WA	Washington Headquarters
	WP	Western-Pacific Region
2	CG	United States Coast Guard (see note)
3	TS	Transportation Systems Center
4	FH	Federal Highway Administration
5	FR	Federal Railroad Administration
6	OS	Office of the Secretary of Transportation
7	NT	National Transportation Safety Board
8	NH	National Highway Traffic Safety Administration
9	UM	Urban Mass Transportation Administration
A	RS	Research and Special Programs Administration
B	IG	Office of Inspector General

Note: Appendix 1, figure 6, contains numerical codes which identify administrative target units.

FIGURE 2.   AREA CODE

These codes identify area offices which are FAA organizational elements
below the regional level.   They are only applicable to the Southern and
Western-Pacific Regions.

Southern Region

4   Balboa
5   San Juan

Western-Pacific Region

B   Guam
C   American Samoa
D   Honolulu
E   Japan
L   Kwajalein, M.I.

All Other Components of DOT and FAA Regions

0 (Numeric) Area Code indicates not applicable.

FIGURE 3.   NATURE OF ACTION CODE

These codes identify the personnel action on the SF 50.   Each
nature of action code is described in the Federal Personnel Manual
Supplement 296-33.

FIGURE 4.   FEDERAL PAY SYSTEM CODE

These codes identify the Federal pay plan under which employees are hired.

AD	Administratively Determined Rates
CZ	Republic of Panama - General Schedule
EC	Experts and Consultants
ED	Expert
EE	Expert
EF	Consultant
EG	Consultant
EH	Advisory Committee Member
EI	Advisory Committee Member
ES	Senior Executive Service
EX	Executive Pay
FC	Foreign Compensation
GG	Grades Similar to General Schedule
GM	Merit Pay
GS	General Schedule
GW	Employment Under Schedule A 213,3102
LZ	Republic of Panama Leader Pay Schedule
SR	Statutory Rate not Elsewhere Specified
ST	Scientific and Professional
SZ	Republic of Panama Special Category
WB	All Other Wage Positions not Under CFWS
WD	Production Facilitating - Nonsupervisory
WC	Nonsupervisory Pay Schedules
WL	Leader Pay Schedules
WM	Maritime Wage Schedules
WN	Production Facilitating - Supervisory
WP	Printing and Lithographic Pay Schedules
WS	Supervisory Pay Schedules
WT	Apprentice
WW	Employment Under Schedule A 213,3102
WZ	Republic of Panama Wage-Type Positions
YV	Summer Aid Employment
YW	Student Aid Employment

FIGURE 5. GEOGRAPHIC LOCATION CODE
(STATE TAX, LOCAL TAX CODE)

The codes are listed and described in the publication "Worldwide
Geographic Location Codes" prepared by the General Services Administration.

These codes identify geographic locations which include the 50 states
of the United States, and cities and counties, U.S. possessions and
areas administered by the U.S., and foreign countries and cities. Portions
of this code are also used with screens applicable to tax withholding as
State Tax Code (first 2 positions) and Local Tax Code (City - positions
3 through 6; County - positions 7 through 9). Data entry criteria for
Local Tax Code (6A/N) are as follows:

	1	2	3	4	5	6
Position						
City	X	X	X	X	X	X
County	X	X	X	X	X	

FIGURE 6.   U.S.C.G. NUMERIC REGION CODE

The U.S. Coast Guard equivalent to an FAA region is called an
Administrative Target Unit. The following is an extract from the Coast
Guard Comptrollers Manual which identifies these target units and their
codes. These codes are used by the Aeronautical Center where payroll
support is provided to the U.S. Coast Guard.

CHAPTER 02
ADMINISTRATIVE TARGET UNITS

1B02001 ADMINISTRATIVE TARGET UNIT IDENTIFICATION

A. DEFINITION

Administrative target units are those Coast
Guard units that receive administrative
operating targets from Commandant (G-CBU)
to expend appropriated funds. They administer
and control these funds as provided in the
Manual of Budgetary Administration (CG-255).

B. NUMERICAL
    IDENTIFICATION
    CODES

A 2-digit numerical code is assigned to
identify each administrative target unit.
This code number is shown as a prefix to
operating guide and project numbers. It is
an integral part of our numerical identification
system and must be shown on all documents
and records affecting operating targets,
obligations and expenditures.

C. ACCOUNTING FOR
    OPERATING TARGETS

The accounting offices at Headquarters,
district offices, Academy, Brooklyn, AR&SC
and YARD maintain accounts covering funds
provided by administrative operating targets.
Several accounting offices also furnish off-
site accounting service for Headquarters
units receiving administrative operating targets
from Commandant (G-CBU). The listing which
follows shows the numerical code number assigned
to each administrative target unit. It also
shows the accounting office responsible for
maintenance of official accounting records for
the Headquarters units.

(Continued)

FIGURE 6. U.S.C.G. NUMERIC REGION CODE (Cont)

HEADQUARTERS

CODE

98 **Headquarters - Administrative.** Operating targets are made to Headquarters for maintenance and operation of Headquarters.

99 **Headquarters - General.** Operating targets are provided to Headquarters for servicewide benefit.

DISTRICT OFFICES

CODE	DISTRICT	Location
01	1st	Boston, Massachusetts
02	2nd	St. Louis, Missouri
03	3rd	New York, New York
05	5th	Portsmouth, Virginia
07	7th	Miami, Florida
08	8th	New Orleans, Louisiana
09	9th	Cleveland, Ohio
11	11th	Long Beach, California
12	12th	San Francisco, California
13	13th	Seattle, Washington
14	14th	Honolulu, Hawaii
17	17th	Juneau, Alaska

HEADQUARTERS UNITS
RECEIVING ADMINISTRATIVE OPERATING TARGETS

CODE	DISTRICT	ACCOUNTING OFFICE
28	CG RIO Tacom, WA	13th CG District
31	CG Training Center, Alameda, CA	12th CG District
35	CG Supply Center, Brooklyn, NY	Brooklyn
40	CG Aircraft Repair & Supply Center, Elizabeth City, NC	AR&SC
42	CG Air Station, Washington, DC	Headquarters
50	CG Station, Alexandria, VA	Headquarters
51	Oceanographic Unit, Washington, DC	Headquarters
52	CG OMEGA Navigation Systems Operations Detail, Washington, DC	Headquarters
53	Military Pay Center, Riverdale, MD	Headquarters
55	CG Electronics Engineering Center, Wildwood, NJ	Headquarters
56	Atlantic Strike Team, Elizabeth City, NC	AR&SC
60	CG Academy, New London, CT	Academy

(Continued)

FIGURE 6. U. S. C. G. NUMERIC REGION CODE (Cont)

CODE	DISTRICT	ACCOUNTING OFFICE
74	CG Training Center, Petaluma, CA	12th CG District
75	CG Reserve Training Center, Yorktown, VA	Headquarters
76	CG Aviation Training Center, Mobile, AL	8th CG District
77	CG Training Center, Cape May, NJ	Headquarters
78	CG Aviation Technical Training Center, Elizabeth City, NC	AR&SC
80	CG Yard, Curtis Bay, MD	YARD
81	CG Research & Development Center, Groton, CT	Academy
96	CG Activities, Europe	Headquarters

FIGURE 7.   FAA APPROPRIATION/LIMITATION CODE

The appropriation code identifies the appropriation to be charged for the employee's pay. It is a 3-position code.

The limitation code identifies limitations or restrictions established by appropriation acts and other laws and those established internally within FAA. This code is a 1-position alpha-numeric code used in conjunction with the appropriation code. Appropriation and limitation codes are described in FAA Order 1375.6, chapter 5.

FIGURE 8.   OBJECT CLASSIFICATION CODE

The payroll object classification code to identify basic compensation is a 1-position numeric internal code used to generate a 4-position input/ output code.

Code	Obj. Class	
1	1111	Full-Time Permanent
2	1131	Full-Time Temporary
3	1132	Part-Time Permanent
4	1133	Intermittent
5	1134	Non-Ceiling
6		Reserved
7	1135	ATCS 2nd Career
8	1136	Pending Disability Retirement
9	1137	Part-Time Temporary

FIGURE 9. CHECK DIGIT

This 2-digit numeric code is used to minimize the possibility of erroneous key entry of social security numbers (SSN) on T&A input. The check digit is mechanically calculated by the system to edit T&A data on employees whose employee master record is in the UPS. In the case of new employees, the payroll technician must calculate the check digit on the initial and second T&A reports. The check digit is manually calculated by adding the 1st, 3rd, 5th, 7th, and 9th digits of the SSN to the 2nd, 4th, 6th, and 8th digits doubled.

EXAMPLE:

SSN: 1 1 9 1 5 0 1 5 5

CHECK DIGIT: 1   9   5   1   5 = 21

DIGIT DOUBLED: 2   2   0   10   =   14

                 TOTAL (CHECK DIGIT)   35

The check digit for new employees can also be calculated by using the data entry terminal. Under job PYUPSTA, enter two zeros in the check digit field immediately following the SSN. The message line will reflect "CHK DIGIT ERROR". Depress "CORR RESET" then depress the "TOTAL" key 6 times. The calculated check digit will appear on the message line. Enter the check digit and continue with input of the T&A data.

FIGURE 10.   CHECK MAILING INDICATOR

Code	Description
0	Default to cashier set by SF 50.
1	Sent to post of duty.
2	Specified address.
3	Financial Institution (composite check).
4	Financial Institution (individual check).

FIGURE 11. EMR MICROFICHE INDEX CODES

Code	Description
C	Compensatory time converted to overtime.
D	No deduction or no partial deduction.
N	No T&A processed.
X	Exceeded maximum.
Z	Zero net pay.

FIGURE 12. FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS

Code	Description
A	Ineligible for life insurance coverage.
B	Waived all life insurance.
C	Basic Life only.
D	Basic Life, plus Standard Option.
E	Basic Life, plus Family Option.
F	Basic Life, plus Standard Option and Family Option.
G	Basic Life, plus Additional Option with 1 times pay.
H	Basic Life, plus Additional Option with 1 times pay and Standard Option.
I	Basic Life, plus Additional Option with 1 times pay and Family Option.
J	Basic Life, plus Additional Option with 1 times pay and Standard Option and Family Option.
K	Basic Life, plus Additional Option with 2 times pay.
L	Basic Life, plus Additional Option with 2 times pay and Standard Option.
M	Basic Life, plus Additional Option with 2 times pay and Family Option.
N	Basic Life, plus Additional Option with 2 times pay and Standard Option and Family Option.
O	Basic Life, plus Additional Option with 3 times pay.
P	Basic Life, plus Additional Option with 3 times pay and Standard Option.
Q	Basic Life, plus Additional Option with 3 times pay and Family Option.
R	Basic Life, plus Additional Option with 3 times pay and Standard Option and Family Option.

(Continued)

FIGURE 12.   FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS (CONT)

Code	Description
S	Basic Life, plus Additional Option with 4 times pay.
T	Basic Life, plus Additional Option with 4 times pay and Standard Option.
U	Basic Life, plus Additional Option with 4 times pay and Family Option.
V	Basic Life, plus Additional Option with 4 times pay and Standard Option and Family Option.
W	Basic Life, plus Additional Option with 5 times pay.
X	Basic Life, plus Additional Option with 5 times pay and Standard Option.
Y	Basic Life, plus Additional Option with 5 times pay and Family Option.
Z	Basic Life, plus Additional Option with 5 times pay and Standard Option and Family Option.

FIGURE 13. LUMP-SUM INDICATOR CODES IN EMR

Code	Description
2	Lump sum is to be paid by adjustment. (Pay Status 7)
B	Lump sum has been paid. The 2 converts to B which is a part of the control to assure only one lump-sum screen is processed. (Pay Status 2)
K	Lump sum has been paid and an SF 1150, Record of Leave Data, has been produced. The B converts to K during the cleanup process. (Pay Status 2)
3	Lump sum is waived or otherwise not appropriate. (Pay Status 7)
L	The 3 converts to L during the cleanup process. (Pay Status 2)

FIGURE 14. LABOR ORG "C" CODES IN EMR

Code	Description
0	No Message
1	Initial Authorization
2	Organization Change
3	Org/Supv Chg-Ineligible
4	Insufficient Salary
5	Extended LWOP
6	Transfer ICAO
7	Separated Employee
8	Cancelled Check Action
9	Supplemental Payment
A	Prior Deduction in Error
C	Cancelled by Employee

APPENDIX 2.   PAYROLL TRANSACTION REFERENCE INDEX

This transaction index serves as a working reference for the payroll
technician. The source document, together with the description of the
action in the index, should enable the payroll technician to quickly determine
the appropriate job and screen to be used to enter the transaction. The
documents referenced are in numerical sequence. Several blank pages are
provided for the payroll technician to enter additional references, as needed.

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE
IRS W-4	Federal Tax Withholding, New Employee	ESTAB-3	356
	Federal Tax Withholding, Change	TAX-1	416
SF 50	Transfer	ESTAB-1	333
PMIS	Reins. - Career Cond.	ESTAB-1	333
	Retirement	CHANGE-6	508
	Correct SSN	CHANGE-4	497
	Reassignment	CHANGE-1	467
	Extension of LWOP-NTE YYMMDD	CHANGE-1	467
	Promotion	CHANGE-1	467
	Lump-Sum Payment	OTHADJ-3	640
	Resignation - RIF	CHANGE-6	508
	Separation - Transfer	CHANGE-6	508
	LWP Pend. Disability/Retirement - NTE YYMMDD	CHANGE-1	467
	Change in SCD	NA	
	Quality Increase	NA	
	Within-Grade Increase	NA	
	Change in Occupation Code	NA	
	Change in FLSA	NA	
	Change in Cost Center	NA	
	Change in Spec. Program Identifier	NA	
	Change in Accounting Data	NA	
	Conv. to Career Tenure	NA	
	Name Chg. From	NA	
	FEGLI Chg.	NA	
	Pay Adjust	NA	
	Admin. Pay Inc.	NA	
	Admin. Pay Dec.	NA	

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE
SF 50	Change in SCD	CHANGE-2	477
NO PMIS	Quality Increase	CHANGE-5	501
	Within-Grade Increase	CHANGE-5	501
	Reassignment	CHANGE-2	477
	Transfer	ESTAB-2	345
	Extension of LWOP NTE YYMMDD	CHANGE-2	477
	Conv. to Career Tenure	CHANGE-2	477
	Promotion	CHANGE-2	477
	Retirement-Voluntary	CHANGE-6	508
	Lump Sum Payment	OTHADJ-3	640
	Resignation – RIF	CHANGE-6	508
	Separation – Transfer	CHANGE-6	508
	LWP Pend. Disability Retire. NTE	CHANGE-2	477
	Reins.-Career Cond.	ESTAB-2	345
	Name Change From	CHANGE-2	477
	FEGLI	CHANGE-2	477
SF 176	Received with SF 50 (PMIS) Establishing Life Insurance Deduction	ESTAB-1	333
	Received with SF 50 (NO PMIS) Establishing Life Insurance Deduction	ESTAB-2	345
IRS 668-W	Tax Levy	DED-6	455
CSC 804	Estab. Ded. for Combined Federal Campaign (CFC)	DED-4	446
	CFC Ded. Adjustment	DEDADJ-1	604
SF 1150	Received with SF 50 (PMIS OR NO PMIS) Estab. Sick Leave Info on a Reinstatement	ESTAB-10	383
	Received with SF 50 (PMIS or NO PMIS) Estab. Leave Info. Resulting from a Transfer	ESTAB-11	386

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE
SF 1150	Estab. Sick Leave – Reinstatement	LEAVE-1	527
	Estab. Leave – Based on a Transfer	LEAVE-2	533
	Restore Annual Leave	LEAVE-3	540

SF 1187	Received with SF 50 (PMIS OR
	    NO PMIS) Estab. Union
	    Dues Deduction
		ESTAB-9	380

	Estab. or Change Union Dues Deduction	DED-5	449
	Labor Union Deduction Adjustment	DEDADJ-2	607
SF 1188	Cancel Union Dues Deduction	DED-5	449

SF 1189	Received with SF 50 (PMIS OR
	    NO PMIS) Send Check to Fin.
	    Institution
		ESTAB-7	373

	Send Check to Fin. Inst.	ADDR-3	411

SF 1192	Received with SF 50 (PMIS OR
	    NO PMIS) Estab. Bond
	    Deductions and Address Info.
		ESTAB-8	376

	Estab., Chg., or Delete Bond Address Info.	ADDR-2	406
	Estab., Chg., or Delete Bond Deduction Info.	DED-2	436

SF 1198	Received with SF 50 (PMIS OR
	    NO PMIS) Estab. Savings
	    Allotment Info.
		ESTAB-12	391

	Estab., Chg., or Delete Savings Allotment Info.	DED-3	440

FAA
2730-5
	Received with SF 50 (PMIS OR
	    NO PMIS) Estab. State and
	    Voluntary State Tax
	    Withholding
		ESTAB-4	359

	Estab., Chg., or Delete State and Vol. St. Tax Withholding	TAX-2	419
	Adjust State Gross Wages and/or Taxes	WGTXADJ-1	617

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE
FAA 2730-5	Voluntary State Tax Withholding Adjustment	WGTXADJ-2	621
FAA 2730-18	Received with SF 50 (PMIS OR NO PMIS) To Enter Check Address and IRS W2 Address Info	ESTAB-6	368
	Change Check Address or W2 Address	ADDR-1	401
FAA 2730-68	T&A Report		
	1. Only 1 Assigned Shift		
	2. Same Meal Time		
	3. Five entries or less for leave		
	4. No Time Outside Shift		
	5. No Travel, No Hazard/ Environmental	UPSTA-1	303
	1. One or More of Criteria Above Not Met		
	2. Used With Formats P3, P4, and P5	UPSTA-2	308
	1. No Travel or Hazard/ Environmental		
	2. Supplemental Data That Cannot be Entered on P2	UPSTA-3	314
	Travel Data, Codes 30 or 50	UPSTA-4	319
	Hazard/Environmental Type, Rate, Time	UPSTA-4	319
	Advanced Sick Leave	UPSTA-4	319
	Travel, Hazard/Environmental Data That Cannot be Entered on P4	UPSTA-5	325
FAA 2730-68 -1	Amended T&A Same as FAA 2730-68 above		
DOT F 2750.1	Enter PCS Travel or Second Career Payments and Federal Tax Withheld	OTHADJ-5	648

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE
SF 2809	Received with SF 50 (PMIS)	ESTAB-1	333
SF 2810	Received with SF 50 (NO PMIS)	ESTAB-2	345
	Changes in Enrollment Within A Health Plan or a Change in Plans	DED-1	429
	Cancel Enrollment	DED-1	429
	Employee Desires Not to Enroll	DED-1	429
	Adjust Deductions For Health Insurance	DEDADJ-3	610
SF 2817	Optional Life Insurance Adjustment	DEDADJ-4	613
SO 4930 -2	Estab. Chg. or Delete Recurring Deductions for Utilities Furnished Employees	DED-7	459
	Periodic Adjustment of Monthly Utility Deductions Based Upon Actual Consumption and Charges by Utility Companies	OTHADJ-4	644
TFS 7311	Estab. or Chg. Local Tax Ded	TAX-3	424
	Adj. Current Calendar Year Local Taxes - Current EMR Only	WGTAXADJ-3	624

Notes:

1/ NA = Not applicable to a data input job. Data are automatically processed to UPS from PMIS suspense file without payroll technician intervention.

If an SF 50 is received and it DOES NOT appear on the PMIS Suspense File or the PM Batch Listing (received with the first edit error report), this indicates the automatic release was rejected. The document must then be entered as a NO PMIS transaction.

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE

DOC
REF.   DESCRIPTION OF ACTION   1/JOB (PY-) SCREEN   PAGE

DOC REF.	DESCRIPTION OF ACTION	1/JOB (PY-) SCREEN	PAGE

APPENDIX 3. TREASURY DISBURSING CENTERS AND
FEDERAL RESERVE BANKS SERVING FAA REGIONS AND CENTERS

FAA PAYROLL OFFICE	TREASURY DISBURSING CENTER	FEDERAL RESERVE BANK
Aeronautical Center Oklahoma City, OK 73125	Treasury Disbursing Center P. O. Box 3329 Kansas City, KS 66103	Federal Reserve Bank 925 Grand Ave. Kansas City, MO 64198
Southern Region Atlanta, GA 30320	Treasury Disbursing Center P. O. Box 2451 Birmingham, AL 35201	Federal Reserve Bank 104 Marietta St., N.W. Atlanta, GA 30303
Central Region Kansas City, MO 64106 (Includes Great Lakes Region)	Treasury Disbursing Center P. O. Box 3329 Kansas City, KS 66103	Federal Reserve Bank 925 Grand Ave. Kansas City, MO 64198
Southwest Region Fort Worth, TX 76101	Treasury Disbursing Center P. O. Box 2907 Austin, TX 78769	Federal Reserve Bank 400 S. Akard St. Dallas, TX 75222
Alaskan Region Anchorage, AL 99513	Treasury Disbursing Center Federal Building U.S. Court House 701 C Street, Box 49 Anchorage, AK 99513	Federal Reserve Bank 400 Sansome St. (P. O. Box 7702) San Francisco, CA 94120
FAA Technical Center Atlantic City, NJ 08405	Treasury Disbursing Center P. O. Box 7838 Philadelphia, PA 19101	Federal Reserve Bank 100 N. Sixth St. (P.O. Box 66) Philadelphia, PA 19105
Washington Headquarters, DC 20591	Treasury Disbursing Center P. O. Box 2229 Washington, DC 20013	Federal Reserve Bank 701 E. Byrd St. (P. O. Box 27622) Richmond, VA 23261
Metropolitan Washington Airports, DC 20001	Treasury Disbursing Center P. O. Box 2229 Washington, DC 20013	Federal Reserve Bank 701 E. Byrd St. (P. O. Box 27622) Richmond, VA 23261

APPENDIX 4. SUMMARY OF UPS OUTPUT TO PAYROLL OFFICES

2730.9 PAR.	RIS/SYS CTL NUMBER	OUTPUT TITLE	OUTPUT MEDIA				
			AAC MICRO-FICHE	AAC PRINTED	REGION PRINTED-TRANSMITTED	PRINTED COPY TO REGION	ON-LINE INQUIRY
		DAILY AND AS REQUIRED OUTPUT:					
546a.	066	Time and Attendance Edit Error List			X		
546b.	068	Update Error Report			X		
546c.	N/A	IVF Listing (Certain Files Only)		X		X	
546d.	005	SF 2807, Register of Separations and Transfers		X		X	
546e.	017	Health Plan Listing		X		X	
546f.	098	Batch Transmission Report			X		
546g.	067	Adjustment Error Report			X		
546h.	051	UPS Employee-Hour Proof List			X		
		BIWEEKLY OUTPUT:					
547a.	009	Report of Savings Allotment to Financial Institutions	X	X			
547b.	010	Check Issue Listing (POD, Direct, Composite, Fin. Inst.)	X	X			
547c.	035	Leave and Overtime Report			X		
547d.	062	Negative Check Report		X			
547e.	RIS: AT 7210-2 019	Overtime Usage – AT Field Facilities			X		
547f.	014	Paycheck Hold List		X	X		
547g.	016	Payroll Distribution/ Projection Report		X	X		
547h.	058	Report of Supplemental Payments and Cancelled Checks		X	X		
547i.	057	Report of Suspense Accounts Deposits		X	X		

APPENDIX 4. SUMMARY OF UPS OUTPUT TO PAYROLL OFFICES (Cont)

2730.9 PAR.	RIS/SYS CTL NUMBER	OUTPUT TITLE	OUTPUT MEDIA				
			AAC MICRO-FICHE	AAC PRINTED	REGION PRINTED-TRANSMITTED	PRINTED COPY TO REGION	ON-LINE INQUIRY
		BIWEEKLY OUTPUT (Cont):					
547j.	020	FAA 2730-67, Earnings and Leave Statement			X		
547k.	050	FAA 2730-68, Time and Attendance Report			X		
5471.	001	Missing T&A Report					X
547m.	008	Regional Disbursements and No Check Deductions		X	X		
547n.	011	Check Remittance of Dues to Labor Organizations	X	X			
547o.	012	Check Remittance Record for Combined Federal Campaigns	X	X			
547p.	052	Employee Master Record	X				
547q.	027	Employee Locator List	X				
547r.	018	Bond Issue List	X	X			
547s.	013	Zero Check Issue List	X	X			
547t.	064	Level 1 CMR Report		X	X		
547u.	065	Level 3 CMR Report		X	X		
547v.	006	PMIS SF 50 Suspense File			X		
547w.	007	PMIS SF 50 Suspense File Deletions			X		
547x.	021	Overseas Allotment Report	X	X			
547y.	N/A	EMR Cleanup Message Listing			X		
547z.	069	Address Change Listing			X		
547aa.	003	SF 1150, Record of Leave Data		X		X	
547bb.	700	Budget Summary-Payroll Data by Pay Period, Part I, II, and III			X		

APPENDIX 4. SUMMARY OF UPS OUTPUT TO PAYROLL OFFICES (Cont)

2730.9 PAR.	RIS/SYS CTL NUMBER	OUTPUT TITLE	OUTPUT MEDIA				
			AAC MICRO-FICHE	AAC PRINTED	REGION PRINTED-TRANSMITTED	PRINTED COPY TO REGION	ON-LINE INQUIRY
547cc.	022	PMIS/UPS Discrepancy Report			X		
		MONTHLY OUTPUT:					
548.	038	Leave Liability Report			X		
		ANNUAL OUTPUT:					
549a.	004	Combined Federal Campaign Employee List			X		
549b.	043	Annual Wage Information for Local Taxing Authority		X		X	
549c.	042	Annual Wage Information for States		X		X	
549d.	RIS: AA 2700-66 040	Report of Leave Earned and Used		X		X	
549e.	RIS: AA 2700-63 074	Report of Work Years and Personnel Costs		X		X	
549f.	072	W-2 Address Proof List		X		X	
549g.	049	UPS W-2 Proof List		X		X	
549h.	071	Negative W-2 Report		X		X	

APPENDIX 5. UPDATE JOB NAME/FORMAT REFERENCE

PYESTAB			PYCHANGE			PYDEDADJ	
PMIS 50	P1		PMIS 50	P1		CFC	P1
NO PMIS 50	P2		NO PMIS 50	P2		Union	P2
Fed Tax	P3		Crct/Amnd	P3		GHI	P3
State Tax	P4		SSN Crct	P4		Opt GLI	P4
Local Tax	P5		Step Inc	P5			
Address/W2	P6		Deactive	P6		PYWGTXADJ	
Chk to Bnk	P7		EMR Cd Chg	P7		State	P1
Bond	P8					Vol State	P2
Union	P9		PYLEAVE			Local	P3
Reinst Lv	P10		Reinst Lv	P1			
SF 1150	P11		SF 1150	P2		PYOTHADJ	
FO Allot	P12		Restd Lv	P3		ICAO/Union	
			Home Lv	P4		LWOP	P1
PYADDR						Leave	P2
Check/W2	P1		PYPAYADJ			Lump Sum	P3
Bond	P2		Pay-Temp	P1		Util Bill	P4
Chk to Bnk	P3		Deducts	P2		PCS/2nd Car	
			Hrs Outside			Amt/Tax	P5
PYTAX			Pay Hist				
Fed Tax	P1		(GS/WS)	P3		PYMISC	
State Tax	P2		Hrs Inside			Check Hold	P1
Local Tax	P3		Pay Hist (GS)				
			Week 1 & 2	P4		PYDED	
PYREG			Hrs Inside			GHI	P1
Tech Susp	P1		Pay Hist (WS)			Bond	P2
Cost Center	P2		3 Shifts			FO Allt	P3
Emp Blk Inq	P3		Week 1	P5		CFC	P4
			Hrs Inside			Union	P5
			Pay Hist (WS)			Collect	P6
			3 Shifts			Recurr	
			Week 2	P6		Ded	P7

APPENDIX 6. UNIFORM PAYROLL SYSTEM OPERATIONS MANAGER (UPSOM)
OPERATING PROCEDURES

1. GENERAL. The processing concept of the Uniform Payroll System (UPS)
has centralized a number of functions which were formerly performed in the
individual payroll offices. The Uniform Payroll System Operations Manager
(UPSOM) established at the Mike Monroney Aeronautical Center is responsible
for the day-to-day operation of the automated payroll system.

The UPSOM functions include the operation of the Installation Variable
File (IVF), centralized accounting for retirement, Federal, state and local
taxes, U.S. Savings Bonds, and authorized employee organization dues
withholdings. The UPSOM office shall ensure that all input and output are
controlled and balanced through the system and will serve as liaison
between the various payroll offices within the Department of Transportation
(DOT), FAA headquarters, and the host ADP complex enforcing processing
deadlines and initiating emergency actions, when necessary. System changes
and improvements will be processed by the UPSOM. Figure 1 shows the major
functions under the responsibilities of the UPSOM. The following
paragraphs depict the major functions and responsibilities of the UPSOM.

2. SYSTEM COORDINATION AND CONTROL. The UPSOM is located at the
Mike Monroney Aeronautical Center, AAC-25. The UPSOM shall act as the
liaison for the system management function at the host facility to control
and administer the operation of the centrally processed payroll system.

    a. Coordination Within FAA and Other Organizational Components of DOT.

        (1) The UPSOM coordinates with the various organizations within FAA
and DOT on operational matters as follows:

            (a) Office of Accounting (AAA). The UPSOM is the AAC liaison
with the AAA Data System Manager (DSM). The DSM is responsible for func-
tional management and configuration control for UPS.

            (b) Payroll Offices Within FAA and DOT. The UPSOM is the contact
for day-to-day coordination of the automated payroll system for the payroll
offices.

            (c) Data Services Division (AAC-300). The UPSOM is the coor-
dination with AAC-300 for maintaining the host computer site system processing
in accordance with established schedules.

        (2) Data Systems Management Division (AMS-300). The Data Systems
Manager (DSM) is the coordinator with the Data Systems Management Division
for implementing automated system changes which impact regional data
processing organizations.

b. Coordination With Other Government Organizations. The UPSOM is the operational contact with other government organizations on payroll matters as follows:

(1) Department of the Treasury. Coordinates with the Kansas City Disbursing Center for the timely delivery of payroll data for processing to meet mail delivery dates for paychecks, U.S. Savings Bonds, etc.

(2) Taxing Authorities. Coordinates withholding and reporting of taxes in accordance with laws and regulations of the taxing authorities.

(3) Office of Personnel Management (OPM). Coordinates the payroll deductions of retirement, health benefits, and Federal Government life insurance from employees' gross pay.

c. Coordination With Non-Government Organizations. The UPSOM is the main contact for all non-government organizations, including the following:

(1) Financial Institutions. Coordinates the deduction and forwarding of savings allotments and composite check issue lists to the respective financial institutions.

(2) CFC Organizations. Coordinates the deduction and forwarding of CFC deductions to the respective charitable organizations.

(3) Employee Organizations. Coordinates the deduction and forwarding of dues withheld in accordance with written agreements.

3. INSTALLATION VARIABLE FILE (IVF) MAINTENANCE. The Installation Variable File (IVF) is maintained and controlled by the UPSOM. The input for the IVF is forwarded by the payroll offices to the UPSOM generally by mail; but essential-critical information may be provided by telephone and followed by a written confirmation. All information affecting the IVF must be received by the UPSOM by the close of business on Monday of update week. The input of this data is continued through Tuesday of update week. During the processing, listings of IVF input and IVF errors are produced for UPSOM to ensure all tables are current before processing of employee data input which starts on Wednesday of update week.

a. Listings. The UPSOM uses the following listings to assist in the maintenance of IVF:

(1) IVF Error List. This list provides the UPSOM with a printout of all transactions that did not process and identifies the error conditions.

(2) _IVF Proof Listing_. This listing provides the UPSOM with a printout of all processed IVF actions and is produced biweekly or as requested.

(3) _IVF Listing_. This listing provides the UPSOM with all data on the existing IVF file.

b. _Installation Variable Records_. Installation variable records are required for the following UPS data tables and files:

(1) Agency, Region, Block.

(2) Annual Salary Schedules.

(3) Appropriation/Limitation.

(4) Combined Federal Campaign Address.

(5) Cost of Living Allowance and Post Differential Rates.

(6) Cost Center Codes.

(7) Employer Address.

(8) Federal Pay System Codes.

(9) Financial Institution Address.

(10) Fiscal Program - Subhead.

(11) Group Life Insurance - Optional.

(12) Geographic Location Codes.

(13) Hourly Pay Schedules.

(14) Health Benefits (Codes and Rates).

(15) Home Leave Accrual Rates.

(16) Leave Category and Accrual Rate.

(17) Local Tax Rates.

(18) Local Tax Authority Address.

(19) Employee Organization (Code, Address).

(20) Local Wage Reporting Address.

(21) Maximum Salary Limitations.

(22) Nature of Action Codes.

(23) Organization - Post of Duty.

(24) Other Pay.

(25) Pay Process Control.

(26) State Tax Code.

(27) State Tax Authority Address.

(28) State Employment Security Agency.

(29) U.S. Treasury Address.

c. <u>Changes to IVF</u>. Changes to the IVF are made by the UPSOM staff. Updates to these files create update actions which are automatically processed to update the Employee Master Records.

d. <u>Payroll Offices</u>. Payroll offices shall cooperate with the UPSOM by furnishing any information necessary to assist in the maintenance of the IVF.

e. <u>Host Computer Site (Data Processing Facility)</u>. This organization will furnish to the UPSOM the required listings on a biweekly basis or on an as-needed basis as prescribed in paragraph 2 above.

FIGURE 1. MAJOR FUNCTIONS UNDER THE RESPONSIBILITIES OF THE UPSOM
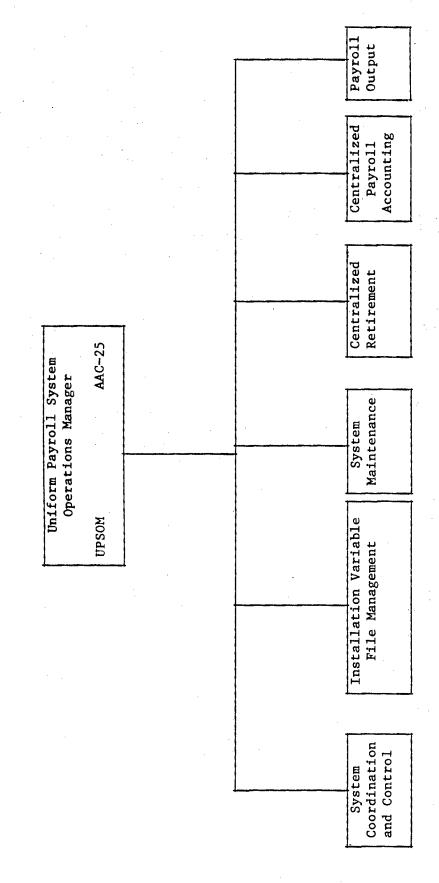
4. SYSTEM MAINTENANCE. The UPSOM acts as the coordination point for implementing approved changes to the system. This includes establishing a target date, participating in development of details, evaluating systems tests, and coordinating implementation. The method of processing changes to the UPS will vary with the priority of the change. The different situations are discussed below.

  a. Emergency Changes. These are changes which must preclude prior approvals and cost/benefit analysis. This type of change is usually the result of system deficiencies. Apparent system problems are communicated by the chief of the payroll office to the UPSOM office by telephone. The situation will be researched and corrective action initiated as necessary.

  b. Mandatory Changes. These are system revisions brought about by regulatory changes. They must be implemented but the implementation is not as time critical as for the emergency changes. The system requirements for these types of changes will be generated by the DSM, AAA-430. The UPSOM will perform the coordination necessary to get the changes made and implemented.

  c. Optional Changes. Optional changes are to be handled in accordance with FAA Order 1370.34A, Procedures for Processing Changes to National Automated Data Systems. The UPSOM, in conjunction with the host data processing facility, will evaluate these system change proposals and make cost/benefit analysis and recommendations to the DSM on the desirability of making the changes.

5. CENTRALIZED PAYROLL ACCOUNTING. The accounting for personal services and benefits is the primary function of respective accounting offices. However, centralized payroll processing has necessitated a number of accounting functions at the UPSOM.

  a. Maintenance of General Ledger Accounts. Accounting for the UPS activity at the Mike Monroney Aeronautical Center is the responsibility of the UPSOM. The accounting records include:

    (1) General Ledger.

    (2) Disbursements Journal.

    (3) Receipts Journal.

    (4) Journal for Other Accounts (Statistical Accounts).

b. Accounting for Centralized Retirement by UPSOM. The UPSOM is responsible for the establishment, maintenance, accounting, certification, and transmission of employee retirement records upon separation to OPM and other intra-departmental agencies not payrolled by the UPS.

c. Centralized Tax Accounting, Reporting, and Disbursements. The UPSOM is responsible for all tax reports to Federal, state, and local taxing authorities. Biweekly deductions are controlled to the UPSOM general ledger suspense accounts and disbursements paid from the suspense account based upon IVF frequencies. Deductions and payments will be reflected in the applicable portions of the SF 1166, Voucher and Schedule of Payments. Individual tax reports will be made in accordance with appropriate taxing authority requirements. The balance in the general ledger account will be maintained in balance on a biweekly basis. The UPSOM will be the focal point for all tax matters with taxing authorities.

d. Centralized Employee Organization Dues. The UPSOM is responsible for withholding and reporting to authorized employee organizations the amount of dues deductions by employee.

6. CENTRALIZED RETIREMENT (UPSOM). The retirement recordkeeping function is a major responsibility of the UPSOM. FPM Supplement 831-1, Retirement, prescribes OPM requirements for maintenance, control, withholdings, contributions, reporting, and disposition of retirement records.

a. Functional responsibilities include accountability for and control of employee retirement withholdings; receipt and control of supporting documentation; data entry of applications for disability retirement; updating cumulative retirement balances, and processing individual retirement records and associated documentation of employee accounts deactivated from UPS.

b. Accounting for Retirement Funds. UPSOM will record applicable entries to statistical accounts (91XX series) as prescribed in FAA Order 2700.3, Accounting Principles, Concepts, and Procedures, appendix 1.

c. Disability Retirements. When applications for disability retirement and associated documentation are received, UPSOM will verify that required information has been included for each employee. If any required documents are missing, immediate followup action with the servicing payroll office will be initiated to obtain the needed information. Data entry required to print preliminary SF 2806, Individual Retirement Record, will be input by UPSOM per established processing schedule. Upon receipt of output, retirement documentation with SF 2807, Register of Separations and Transfers, will be forwarded directly to the Employee Service and Records Center, Boyers, Pennsylvania, 16017.

d. Disposition of Retirement Records and Documents. UPSOM is responsible
overall for the prompt submission of retirement records to OPM not later
than 5 days after the pay date of the employee's final regular paycheck.
However, payroll supervisors are individually responsible for the timely data
entry of SF 50 separation actions and forwarding of required documentation
received from personnel offices to UPSOM.

e. Retirement Inquiries. All Bureau of Retirement and Insurance (BRI)
forms received from OPM will be answered by UPSOM if information requested
is available. When requested data are not available, UPSOM will attach a
copy of the retirement record to the BRI form and immediately forward both
to the applicable payroll office for research and response directly back to
OPM. A copy of the reply will be forwarded to UPSOM for filing with the
separated employee's retirement records. Payroll offices will be furnished
with a copy of each SF 2807 to provide information on the status of retirement
processing. These forms should enable payroll offices to respond to a
majority of inquiries received from separated employees.

f. Reporting. SF 2807-2, Annual Summary Retirement Fund Transactions,
will be balanced, reconciled, and processed by UPSOM within the prescribed
due date in accordance with FAA Order 2700.3, paragraph 1975.

7. **PAYROLL OUTPUT AND REPORTS.** Figure 2 reflects a summary of UPS output and reports received by the UPSOM staff. The frequency, title, and report identification symbol/system control number are furnished to facilitate identification of each output product. Output is comprised of printed listings, forms, microfiche, and magnetic tapes. Distribution of output is effected based on user needs and within prescribed due dates. Recipients of output include, but are not limited to, the following:

- Internal UPSOM staff.

- Servicing payroll/accounting/budget offices.

- Individual employees.

- Approved employee organizations authorized withholding privileges.

- Financial institutions.

- Treasury Disbursing Center.

- Federal Reserve Bank.

- Office of Personnel Management.

- State and local employment/taxing authorities.

- Social Security Administration.

- Internal Revenue Service.

a. **As Required Output.**

(1) **Health Plan Listing.** This listing provides specific health insurance plans contained in UPS when requested by the carrier for reconciliation purposes. The hard copy listing is printed at the host computer site and mailed to the requesting carrier with appropriate instructions. Payroll offices are furnished with a copy of their portion of the listing to respond to any reconciliation problems encountered by the carrier.

(2) **Labels for State Employment Offices.** These preprinted address labels are used for mailing output to state employment offices.

(3) **IVF Error List.** This list provides the IVF manager with all IVF actions that did not process and identifies the error conditions. It is printed out biweekly or upon request at the host computer site.

(4) _IVF Proof Listing._ This listing provides the IVF manager with all processed IVF actions. Biweekly, or as requested, a hard copy is printed out at the host computer site.

(5) _IVF Listing._ This listing provides the IVF manager with a list of all data on existing IVF files by record type. Hard copies are printed at the host computer site upon request of the IVF manager. A copy of certain record types is furnished to the payroll office for information and use in subsequent update actions.

(6) _SF 2807, Register of Separations and Transfers._ This register serves as a control record for transmittal of SF 2806's being forwarded to OPM or to another payrolling jurisdiction within DOT not under UPS. Copies are printed at the host computer site weekly or upon request for preliminary retirement records based on applications for disability. Users are OPM, receiving DOT payroll offices not under UPS, and affected accounting offices. A photocopy is mailed to payroll offices for information and responding to separated employees' inquiries regarding the date retirement records were mailed to OPM.

(7) _SF 2806, Individual Retirement Record._ This record reflects an employee's service history and fiscal data. The record is generated from the UPS at the time an employee leaves the payrolling jurisdiction. The hard copy record is printed biweekly or upon request at the host computer site. Users are OPM and receiving DOT payroll offices not under UPS.

(8) _Labels for Local Taxing Authorities._ These preprinted address labels are used for mailing output to local taxing authorities.

b. _Biweekly Output._

(1) _Biweekly Balance Status Report – Retirement Funds Master._ This report provides a list of SF 2807's transferred in and out for the biweekly period. It includes the control number, retirement transfer office, date, current year deductions, and cumulative amount transferred. The listing is used for reconciling and balancing retirement fund data maintained by the UPSOM office.

(2) _Paycheck Hold List._ This list provides a record of checks mailed to a designated agent (normally cashier) of the respective accounting office. The list is printed biweekly at the host computer site and the payroll offices. Users are individual payroll offices and operating accounting offices.

(3) Reconciliation Report. This report provides a printout of selected dollar data from the SF 1166, Voucher and Schedule of Payments, Level 3 CMR Report, and Payroll Distribution/Projection Report to facilitate reconciliation of the biweekly payroll process. It also includes amounts for supplemental payments, cancelled checks, reemployed annuitants, union representatives benefit payments, and state/local tax payments which affect the reconciliation.

(4) Report of Suspense Accounts Deposits. This report provides a listing of deductions for quarters, various collections, other deductions (e.g., utility payments), and net salary due deceased employees which are deposited in suspense accounts. Biweekly a listing is printed at the host computer site and the payroll offices. Users are accounting offices and UPSOM staff.

(5) SF 2812, Report of Withholdings and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement. This biweekly report to OPM covers withholdings and contributions for health benefits, regular and optional life insurance, retirement, and reemployed annuitants. A biweekly hard copy is printed at the host computer site and is used by UPSOM and OPM.

(6) Report of Supplemental Payments and Cancelled Checks. This report provides a listing of supplemental payments to employees and check cancellations which have been processed through UPS. Transactions which do not crossfoot gross to net are indicated as out of balance. Biweekly a listing is printed at the payroll offices. Users are accounting offices.

(7) Summary of Tax Withholding. This summary provides information on taxes to be remitted to state or city taxing authorities. Listings are printed biweekly at the host computer site. Users are state and city taxing authorities.

(8) Employee Locator List. This list provides an alphabetical sequence by employee name cross-referenced to social security number, pay block, and cost center to facilitate locating an employee master record by payroll supervisors and technicians when only the employee's name is known. Microfiche are prepared biweekly and mailed to payroll offices.

(9) Tax Summary Report. This report provides a summary list of all state and local taxes withheld and associated gross wages for the pay period. The list is printed biweekly at the host computer site and is used by the UPSOM staff in the reconciliation process.

(10) Zero Check Issue List. This list provides a record of employees with no net pay balance for the pay period. A listing is printed biweekly at the host computer site for use by the UPSOM staff. Microfiche of listings are prepared and mailed to payroll offices.

(11) <u>Canal Zone OLI Report</u>. This report provides a listing of employees reflecting the amount withheld for Canal Zone optional life insurance for the current pay period. The list is printed biweekly at the host computer site for mailing with the check remittance.

(12) <u>Employee Master Record</u>. This record provides payroll technicians with a printout of data contained in the employee master record for each employee, including a record of all current transactions processed during the pay period. Microfiche of EMR's processed in the current pay period with a prior effective date which falls within the preceding 6 pay periods (pay history) are reflected on separate RETRO-EMR microfiche.

(13) <u>Level 1 CMR Report</u>. This report provides payroll technicians with a printout of control elements by transaction count and total amounts for manual/system control verification purposes. A list is printed at payroll offices on the day following each update cycle.

(14) <u>Level 2 CMR Report</u>. This report is produced independently by the pay calculation process at the host computer site. It contains the results of pay calculation processes by payroll block within region and agency. These data are combined with Level 1 CMR data to form the Level 3 CMR. It is used only by the UPSOM staff and their ADP counterparts to isolate problems which caused out-of-balance conditions identified by the pay cycle proving process.

(15) <u>Level 3 CMR Report</u>. This report provides UPSOM and payroll offices with a printout of control elements and amounts applicable to pay and report cycle processing. Biweekly this listing is reconciled to the SF 1166 and payroll distribution at agency level by the UPSOM office. Listings printed biweekly at the payroll offices may be used by accounting offices to reconcile with payroll distribution and regional disbursements and no check deductions. The Report of Supplemental Payments and Cancelled Checks and applicable amounts contained on the agency SF 2812 for reemployed annuitants must also be considered in the reconciliation process.

(16) <u>Payroll Distribution/Projection Report</u>. This report provides a listing of cost data by appropriation/limitation, fiscal program, cost center, and object class for interface in local accounting records. The projection portion for the next month is printed as a part of the report only on the listing prepared for the last paid payroll of each month. The listing is printed biweekly at payroll offices.

(17) <u>Report of Savings Allotment to Financial Institutions</u>. This report provides a listing by financial institution showing the distribution of a composite check for credit to designated savings accounts. Copies are printed biweekly at the host computer site for mailing by UPSOM to the Treasury Disbursing Center (TDC). TDC forwards the listings and checks to financial institutions. Microfiche of listings are prepared and mailed to payroll offices for researching inquiries.

(18) Check Issue Listing. This listing provides a record of employee net salary checks mailed to a bank (direct or composite), home address, or a post of duty. Printed listings are mailed biweekly by UPSOM to financial institutions for composite checks and to post of duty agents. Microfiche of all listings are prepared and mailed to payroll offices for researching inquiries.

(19) SF 1166, Voucher and Schedule of Payments. This report is prepared at the Departmental level and reflects the dollar amount of checks issued by specific type of payment and the total gross amount of pay, including government contributions. This report is prepared in several sections as described below. Payroll is further broken out by appropriation.

(a) Section 1 - Bond Voucher.

1 Federal Reserve Bank. Federal Reserve Bank will be Kansas City, Missouri.

2 Denomination. List denomination in ascending order of bonds to be purchased.

3 Purchase Price. List purchase price of bonds associated with bond denomination. Departmental total cost of bonds will equal level 3 CMR figures for "Bonds Issued" in "Pay This Period" totals on third from last line on CMR.

4 Number of Bonds. The number of individual bonds to be purchased at a particular price. Departmental total number of bonds will equal level 3 CMR figures for "No. Issued" in "Pay This Period" totals.

5 Cost. Total cost of bonds to be purchased at a particular price.

6 Total. Total of all denominations of bonds to be purchased. Same figure under cost and amount columns. Departmental total cost of bonds will equal level 3 CMR figures for "Bonds Issued."

7 Appropriation (69X6050). Same figure as under amount column from above.

(b) Section 2 - Net Pay and Allotments of Pay Voucher.

1 Net Pay to Employees. Reflects Departmental total payments made to individuals.

2 Net Pay to Financial Institutions. Reflects Departmental gross amount paid to all financial institutions for deposit to account of employees.

<u>3 Savings Allotments</u>. Reflects Departmental total amount paid to all financial institutions for savings allotments of employees. This amount is in agreement with net amount on Savings Allotment Listing.

<u>4 Combined Federal Campaign</u>. Reflects Departmental total gross amount for Combined Federal Campaign organizations.

<u>5 Labor Organizations</u>. Reflects Departmental total amount of all dues paid to employee organizations and chapters for the payroll.

<u>6 State Taxes</u>. Payment of state taxes withheld and due this pay period, i.e., biweekly, monthly, or quarterly.

<u>7 Local Taxes</u>. Payment of local taxes withheld and due this pay period, i.e., biweekly, monthly, or quarterly.

<u>8 Canal Zone OLI</u>. Payment of deductions withheld for Canal Zone optional life insurance.

<u>9 Virgin Island Taxes</u>. Payment of taxes withheld for Virgin Island.

<u>10 Federal Reserve Bank</u>. Total amount withheld for Federal income tax, except Virgin Islands (VQ), plus FICA, including government contribution.

<u>11 Total</u>. Total will equal amount of checks issued by the Disbursing Officer.

(c) <u>Section 3 - No Check Voucher</u>.

<u>1 No Check Deductions</u>.

(aa) <u>692417 - Savings Allotment - Charge</u>. The total of the service charge deducted from financial institutions receiving savings allotments from employees. NOTE: No service charge is made for savings allotments of employees located outside the contiguous U.S. Equals agency totals of Allotment 1, Allotment 2, and Overseas Allotment amounts (under "Pay and Deductions" portion) of the "Pay This Period" portion of the Departmental level 3 CMR.

(bb) <u>69X6050 - Savings Bonds</u>. The amount of money deducted from employees for the purchase of U.S. Savings Bonds.

(cc) <u>69X6275 - State and Local Taxes</u>. The amount of money deducted from employees for state and city tax withholdings for all states.

(dd) 69F3875 (Deductions) Suspense. The amounts of money deducted from employees for utilities and quarters.

(ee) 24X8135.8 - Office of Personnel Management. Departmental totals which include withholdings and government contributions for health insurance, regular and optional life insurance, retirement, and reemployed annuitants as stated on the SF 2812.

(ff) 69X6875 (Collections) Suspense. The amount of money deducted for other indebtedness. Also the net amount payable upon calculation of salary due a deceased employee.

2 Appropriation Summary. The appropriation summary will equal the amount of employees' pay, plus government contributions for retirement, FICA, GHI, GLI, and reemployed annuitants by appropriation. Copies are printed biweekly at the host computer site. Users are Disbursing Center and UPSOM.

(20) Check Remittance of Dues to Labor Organizations. This listing provides employee organizations with a record of dues withheld for each employee which comprises the check amount issued for the pay period. A listing is printed biweekly at the host computer site for mailing by UPSOM to the TDC. TDC will mail listing with check to employee organizations. Microfiche of listings are prepared and mailed to payroll offices.

(21) Check Remittance Record for Combined Federal Campaigns. This record provides Combined Federal Campaign (CFC) organizations with a listing of employees' contributions which comprises the check amount issued for the pay period. A listing is printed biweekly at the host computer site for mailing by UPSOM to TDC. TDC will mail listing with check to CFC organizations. Microfiche of listings are prepared and mailed to payroll offices.

(22) Bond Issue List. This list provides a record of savings bonds issued for the pay period. Listings are printed biweekly at the host computer site and used by UPSOM as supporting documentation for the bond schedule forwarded to the Kansas City Disbursing Center. Microfiche of listings are prepared and mailed to payroll offices.

(23) Overseas Allotment Report. This report provides a listing of allotments mailed to other than a financial institution for employees at overseas duty locations. A listing is printed biweekly at the host computer site. Microfiche are prepared and mailed to payroll offices.

(24) Negative Check Report. This report provides a listing of individual transactions that result in a negative amount being withheld for CFC, state and local taxes, or employee organizations. This listing supports adjustment actions taken prior to check issue processing. Listings are prepared biweekly for use by the UPSOM staff. Payroll offices involved will be informed by UPSOM of the situation and requested to process corrections, if warranted.

(25) SF 1150, Record of Leave Data. This form provides a summary of employee leave information upon separation or transfer from the agency or current payrolling office jurisdiction within the agency. The forms are printed biweekly at the host computer site and mailed to the servicing payroll office. After certification, the original SF 1150 is forwarded to the personnel office for mailing with the Official Personnel File to the gaining employing office. The duplicate SF 1150 is retained and filed in the payroll office.

(26) Overtime Usage Report-ATC, AFS, and FSNFO. This report provides FAA air traffic management officials with information on the use of overtime at Air Traffic Control field facilities. Listings are printed biweekly at payroll offices servicing ATC facilities.

(27) Budget Summary – Payroll Data by Pay Period, Part I, II, and III. This report is printed in three parts biweekly at FAA payroll offices for distribution to budget offices.

a. Part I reports the UPS financial data at a detail level. The appropriated dollar spread represents the payroll analysis by pay period for each region.

b. Part II reports the UPS payroll financial data for budget comparisons by pay period.

c. Part III reports payroll change analysis/normal pay projections. This report reflects true normal pay for employees on a biweekly pay period basis. These reports are required to price payroll cost and budget requirements for quarterly reviews and call for actual data. It also provides average biweekly rate data per employee, lapse rate on gains and losses, WICs, and promotions.

c. Monthly Output.

(1) SF 113A, Feeder Report for Monthly Report of Federal Civilian Employment. This report provides payroll data to the Office of Personnel and Training for completion of SF 113A, Monthly Report of Federal Civilian Employment (chapter 291 of FPM). A copy is printed monthly at the host computer site and handcarried to AAC-353 for input to PMIS.

(2) SF 113B, Feeder Report for Payroll Report of Federal Civilian Employment. This report provides a monthly analysis of employment and related salary data on employees assigned to duty stations within the continental United States, Alaska, and Hawaii (chapter 291 of FPM). This report is reconciled to CMR level 3 biweekly payroll for the pay period which includes the 12th day of the month being reported. A copy is printed monthly at the host computer site and forwarded to AAA-440.

d. Quarterly Output.

(1) IRS Form 941C, Statement of Correct Information. This statement provides a listing of FICA adjustments for prior quarters by employee to facilitate preparation of IRS Form 941C by the UPSOM office. A listing is printed quarterly at the host computer site.

(2) Guam Federal Tax. This listing provides a record of Federal tax withheld for employees stationed at Guam to be certified by the UPSOM as required by the Treasury Fiscal Requirements Manual (TFRM). A listing is printed quarterly at the host computer site.

(3) Mariana Federal Tax. This listing provides a record of Federal tax withheld for employees stationed at the Northern Mariana Islands to be certified by the UPSOM as required by the TFRM. A listing is printed quarterly at the host computer site.

(4) IRS Form 941, Federal Tax Return. This listing provides a printout of data needed to prepare IRS Form 941 at the UPSOM office. The listing is printed quarterly at the host computer site. UPSOM mails the completed certified report to IRS within the prescribed due date.

(5) Federal Employment and Wages Report. This report provides a record showing number of employees for each month and gross wages for the quarter applicable to each state. The listing is printed quarterly at the host computer site for mailing by UPSOM to State Employment Security Offices.

(6) International Transactions of the Federal Government. This listing provides a record of payroll data by country code for inclusion in the report required by OMB Circular A-65. A list is printed quarterly at the host computer site for use by UPSOM in the preparation of the International Transactions of the Federal Government Report in accordance with FAA Order 2700.3.

e. <u>Semiannual Output</u>. The summary of U.S. Savings Bonds provides an analysis of employee participation and total amount allotted during the 6-month period. This summary is prepared semiannually by UPSOM and mailed to AAA-440.

f. <u>Annual Output</u>.

(1) <u>W-2 Address Proof List</u>. This listing provides W-2 address information by cost center for verification and annotation by employees of any corrections required and return to servicing payroll offices. Changes required are input by payroll technicians to update the W-2 address file. Listings are printed annually during the last quarter of the calendar year at the host computer site and mailed to payroll offices.

(2) <u>UPS W-2 Proof List</u>. This listing provides payroll offices with a record in social security number sequence showing annual wage and tax information printed on Form W-2 issued to each employee. Listings are printed annually at the host computer site and mailed to payroll offices.

(3) <u>SF 2807-2, Annual Summary Retirement Fund Transactions</u>. This report provides an annual summary of retirement fund transactions and the reconciliation of the UPS retirement records. The report is printed at the host computer site and is balanced, reconciled, and processed per instructions published in Order 2700.3, Accounting Principles, Concepts, and Procedures, paragraph 1975.

(4) <u>IRS Form W-2, Wage and Tax Statement</u>. This statement advises each employee of gross earnings, local, state, and Federal tax withheld in the calendar year for purposes of filing annual income tax returns. The form is printed annually at the host computer site. Copies of the W-2 form are furnished to each employee no later than January 31 following the tax year reported. A magnetic tape containing required data is mailed to the Social Security Administration. A listing and/or a copy of the W-2 will be forwarded to applicable state and local taxing authorities. The employer's copy of the W-2 is forwarded to the payroll office.

(5) <u>Annual Wage Information for Local Taxing Authority</u>. This listing provides gross wages earned and tax withheld data to local city/county taxing authorities. Listings are printed annually at the host computer site.

(6) <u>Negative W-2 Report</u>. This listing provides payroll offices with a record in social security number sequence of negative annual wage and tax information resulting from adjustments processed. Listings are printed annually at the host computer site and mailed to payroll offices.

(7) <u>Geographic Distribution of Federal Payrolls</u>. This listing provides an analysis of state distribution of federal payrolls paid during the calendar year. A copy is printed annually at the host computer site and mailed to AAA-440.

(8) <u>Report of Leave Earned and Used</u>. This listing provides leave year data, by type, for leave hours used and related costs. It also reflects the number of leave hours earned, carried over, annual leave forfeited, and sick leave credited for retirement. Annual listings are printed at the host computer site. Hard copies of listings are mailed to payroll offices.

(9) <u>Annual Wage Information for States</u>. This listing provides gross wage and tax withheld data to state taxing authorities. Listings are printed annually at the host computer site. Hard copies of listings are mailed to payroll offices.

(10) <u>Report of Employee-Hours and Personnel Cost</u>. The UPS provides payroll offices with data to be used as a basis for preparing the report. Instructions for preparation of the Employee-Hours and Personnel Cost Report are published in Order 2700.3, Accounting Principles, Concepts, and Procedures, paragraph 1985. UPSOM does not prepare this report at the agency level.

FIGURE 2.   SUMMARY OF UPS OUTPUT AND REPORTS - UPSCM

Frequency	Output Title	RIS/SYS-CTL#
AR	Health Plan Listing	017
AR	Labels for State Employment Offices	039
AR	IVF Error List	-
AR	IVF Proof Listing	-
AR	IVF Listing	-
AR	SF 2807, Register of Separations and Transfers	005
AR	SF 2806, Individual Retirement Record	044
AR	Labels for Local Taxing Authorities	063
BW	SF 1150, Record of Leave Data	003
BW	Biweekly Balance Status Report - Retirement Funds Master	-
BW	Paycheck Hold List	014
BW	Reconciliation Report	056
BW	Report of Suspense Accounts Deposits	057
BW	SF 2812, Report of Withholdings and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement	015
BW	Report of Supplemental Payments and Cancelled Checks	058
BW	Summary of Tax Withholding	029
BW	Employee Locator List	027
BW	Tax Summary Report	097
BW	Zero Check Issue List	013
BW	Canal Zone Optional Life Insurance Report	046
BW	Overtime Usage Report - ATC, AFS, FSNFO	019
BW	Budget Summary - Payroll Data by Pay Period, Part I, II, and III	700

(Continued)

FIGURE 2. SUMMARY OF UPS OUTPUT AND REPORTS - UPSOM (Cont)

Frequency	Output Title	RIS/SYS-CTL#
BW	Employee Master Record	052
BW	Level 1 CMR Report	064
BW	Level 2 CMR Report	-
BW	Level 3 CMR Report	065
BW	Payroll Distribution/Projection Report	016
BW	Report of Savings Allotment to Financial Institutions	009
BW	Check Issue Listing (POD, Direct, Composite, Fin. Inst.)	010
BW	SF 1166, Voucher and Schedule of Payments	008
BW	Check Remittance of Dues to Labor Organizations	011
BW	Check Remittance Record for Combined Federal Campaigns	012
BW	Bond Issue List	018
BW	Overseas Allotment Report	021
BW	Negative Check Report	062
M	Payroll Report of Federal Civilian Employment Civilian Employment	AA 2700-14 024
M	Monthly Report of Federal Civilian Employment and Supplement	MN 3300-6 023
Q	IRS Form 941C, Statement of Correct Information	026
Q	Guam Federal Tax	045
Q	Mariana Federal Tax	047
Q	IRS Form 941, Federal Tax Return	028
Q	Report of Federal Employment and Wages	AA 2730-15 033

(Continued)

FIGURE 2. SUMMARY OF UPS OUTPUT AND REPORTS - UPSOM (Cont)

Frequency	Output Title	RIS/SYS-CTL#
Q	International Transactions of the Federal Government	AA 2700-16 032
SA	Summary of U.S. Savings Bonds	AA 2700-3 031
A	W-2 Address Proof List	072
A	UPS W-2 Proof List	049
A	Annual Summary Retirement Fund Transactions	AA 2700-21 037
A	IRS Form W-2, Wage and Tax Statement	034
A	Annual Wage Information for Local Taxing Authority	043
A	Negative W-2 Report	071
A	Geographic Distribution of Federal Payrolls	AA 2700-22 036
A	Report of Leave Earned and Used	AA 2700-66 040
A	Annual Wage Information for States	042
A	Report on Work Years and Personnel Costs	AA 2700-63 074